

## Table of Contents

<b>1</b>	<b>Background Information of Hong Kong Shue Yan University</b>	<b>1</b>
	1.1 University History	1
	1.2 Graduate Attributes	1
	1.3 Shue Yan's Motto	1
	1.4 Shue Yan's Mission	2
	1.5 Shue Yan's Anthem	2
<b>2</b>	<b>Organization Structure</b>	<b>3</b>
<b>3</b>	<b>Campus Information</b>	<b>5</b>
	3.1 Academic Main Building	5
	3.2 Library Complex	5
	3.3 Residential and Amenities Complex	5
	3.4 Research Complex	6
<b>4</b>	<b>Grade Point Average (GPA) System</b>	<b>7</b>
<b>5</b>	<b>General University Requirements for Graduation</b>	<b>8</b>
<b>6</b>	<b>Access to Information / Services</b>	<b>9</b>
	6.1 Student Webmail	9
	6.2 On-line Teaching and Learning Platform	9
	6.3 WebSIMS (Student Information Management System)	10
	6.4 VeriGuide	10
	6.5 User's Guide to Information Services	10
	6.6 Change Password	10
	6.7 Forget Password	10
	6.8 Free Wifi on Campus	11
	6.9 Free Wifi outside Campus	11
<b>7</b>	<b>Registration</b>	<b>12</b>
	7.1 New Students	12
	7.2 New Students Aged under 18	12
	7.3 Current Students	12
	7.4 Student Card	12
	7.5 Change of Personal Particulars	12
	7.6 Maximum Period of Registration	13
	7.7 Leave of Absence	13
	7.8 Transfer of Study	13
	7.9 Suspension of Study	13
	7.10 Withdrawal of Study	14
	7.11 Course Registration	14
	7.12 General Education	15
	7.13 Minor Options	15
	7.14 Add/Drop of Courses and Change of Course Sections	15
	7.15 Course Exemption and Credit Transfer	16
	7.16 Make-up of Examinations	16
	7.17 Retaking of Courses	17
	7.18 Expulsion	17
<b>8</b>	<b>Fees and Subsidies</b>	<b>18</b>
	8.1 Payment of Tuition Fees	18
	8.2 Non-means-tested Subsidy Scheme for Self-financing Undergraduate Studies	18
	8.3 Entrance Scholarships for Year 1 Entry	21
	8.4 Entrance Scholarship for Direct Year 2 Entry from Associate Degree/Higher Diploma Graduates	22
	8.5 Payment Methods	22
	8.6 Rejected Payment of Tuition Fees	22
	8.7 Refund of Fees	22

8.8	Other Fees/Charges	23
<b>9</b>	<b>Assessment</b>	<b>24</b>
9.1	Assessment Methods	24
9.2	Progression	24
9.3	Academic Probation	24
9.4	Examination Periods and Timetable	24
9.5	Conduct of Examination	24
9.6	Assessment Results	25
9.7	Appeal against Assessment Results	26
9.8	Application for Graduation	26
<b>10</b>	<b>Award and Certification</b>	<b>27</b>
10.1	Academic Transcript	27
10.2	Grade Report	27
10.3	Testimonial	27
10.4	Honour Roll and President's List	27
10.5	Certification of Award	28
<b>11</b>	<b>Teaching, Learning and Assessment</b>	<b>29</b>
11.1	Medium of Instruction and Assessment	29
11.2	Courses and Programmes	29
11.3	Teaching and Learning Activities	29
11.4	Assessment Tasks and Assessment Criteria	30
11.5	Teaching Staff	30
11.6	Student Learning Experience Questionnaire (SLEQ)	30
11.7	Quality Assurance of Courses and Programmes	30
<b>12</b>	<b>Administrative Offices</b>	<b>31</b>
12.1	Information Office	31
12.2	Registry	31
12.3	Library	31
12.4	IT System Service Team	32
12.5	Office of Student Affairs (OSA)	32
12.6	International Unit	32
12.7	Hall Management Unit	33
<b>13</b>	<b>Student Support Services</b>	<b>34</b>
13.1	Student Counselling	34
13.2	Career Services and Further Studies	35
13.3	Student Financial Assistance and Scholarships	35
13.4	Student Activities and Facilities	37
13.5	Student Housing	40
13.6	Liaison with Alumni	40
13.7	Student Representatives on University Committees	41
<b>14</b>	<b>The Study Abroad Scheme</b>	<b>42</b>
<b>15</b>	<b>Additional Information</b>	<b>45</b>
15.1	Academic Calendar	45
15.2	Adverse Weather Arrangement	45
15.3	Transportation Information	46
15.4	Guidelines for Photocopying of Printed Works by Not-for-profit Educational Establishments	46
15.5	University Policy on Handling Sexual Harassment Cases	47
15.6	HKSJU Access and Equal Opportunities Policy	52
	<b>Appendices</b>	<b>54</b>
1	List of University Administrative Officers	55
2	Campus Directory	57
3	Library Handbook	60
4	Academic Regulations (學則) and Regulations Governing Assessment, Progression, Graduation and Award of Honours	61

	Classification	
5	Plagiarism and Academic Misconduct Policy	<b>65</b>
6	Appeals against results of assessment and against category of award, failure of a programme or discontinuation of studies	<b>67</b>
7	Directory of Administrative Offices	<b>70</b>

# 1 BACKGROUND INFORMATION

## 1.1 University History

1.1.1 Hong Kong Shue Yan College (HKSYP), a liberal arts college, was founded in 1971 by Dr. Henry Hu Hung-lick (胡鴻烈博士) and Dr. Chung Chi-yung (鍾期榮博士) in response to their serious concern over the acute shortage of tertiary places for local secondary school leavers aspiring for university education.

1.1.2 HKSYP was registered under Post-secondary Colleges Ordinance (CAP 320) in 1976 and offered a four-year diploma which was recognized by the Government as a qualification for appointment to the civil service.

1.1.3 HKSYP underwent a series of institutional reviews and developed ten four-year honours degree programmes during 1997 - 2006. On the basis of its track record of offering high quality degree programmes, the title of Shue Yan University (HKSYP) was granted by the Chief Executive in Council on 19 December 2006, and HKSYP became the first private university in Hong Kong.

## 1.2 Graduate Attributes

1.2.1 HKSYP currently offers 14 undergraduate, 6 taught master's and 12 research postgraduate degree programmes<sup>1</sup> with a total student population of about 4,200. Shue Yan's programmes offer students a well-rounded educational experience that produces graduates who are:

- Articulate, open-minded critical thinkers with a passion for lifelong learning and self-improvement;
- Committed to appropriate ethical behaviour, based on a strong sense of social responsibility;
- Well prepared to apply their specialist knowledge, skills and creativity in their chosen field of employment; and
- Ready to apply their global outlook and understanding of Chinese cultural values to support the harmonious development of Hong Kong and China in the 21st century.

## 1.3 Shue Yan's Motto

1.3.1 「敦仁博物」: Cultivating virtues of benevolence; broadening horizon and knowledge.

1.3.2 In Confucian Teaching, the University Motto refers to the important qualities of Confucius "ideal person", "Junzi" (君子):

- Treat others with respect, always be considerate, kind and benevolent;
- Study/learn with passion and dedication, and continually acquiring new knowledge.

---

<sup>1</sup> Doctor of Psychology in Counselling Psychology, MSocSc in Counselling Psychology, MSocSc in Psychology, MSocSc (Transformation of Chinese Societies), MA in Interdisciplinary Cultural Studies, MSc in Marketing and Consumer Psychology, 6 Master of Philosophy and 6 Doctor of Philosophy programmes (in the discipline areas of English, Chinese, History, Economics, Psychology and Sociology)

#### 1.4 Shue Yan's Mission

- Preserve and disseminate traditional Chinese culture;
- Enable students to cultivate a whole, balanced personality including moral character and to realize their full potential as individuals, as scholars and as good citizens;
- Provide rigorous intellectual training to enable students to become independent critical thinkers; and
- Combine academic theory with the acquisition of professional and practical skills to produce graduates who can immediately be of service to meet the needs of the community.

#### 1.5 Shue Yan's Anthem

南海之隅 香島之濱

Beside the South China Sea by the seashore of Hong Kong Island

地靈人傑 東西文化 共氤氳

At this place, the Eastern, and Western cultures interact and exalt

蒼萃英賢 創立樹仁

Shue Yan was founded with the support and the dedication of a group of committed elites

傳道授業 研究學術 精於勤

With due diligence, the University educates students, and engages in academic research

春風化雨 培育精神

Along the road, the students grow with the salutary influence of their alma mater

美玉須磨琢 努力趁青春

Just as carving and polishing is necessary in order to turn raw gemstones into precious jade, we shall seize the day and equip ourselves well

不為己 但為羣

We shall care for others

犧牲小我 達成博愛

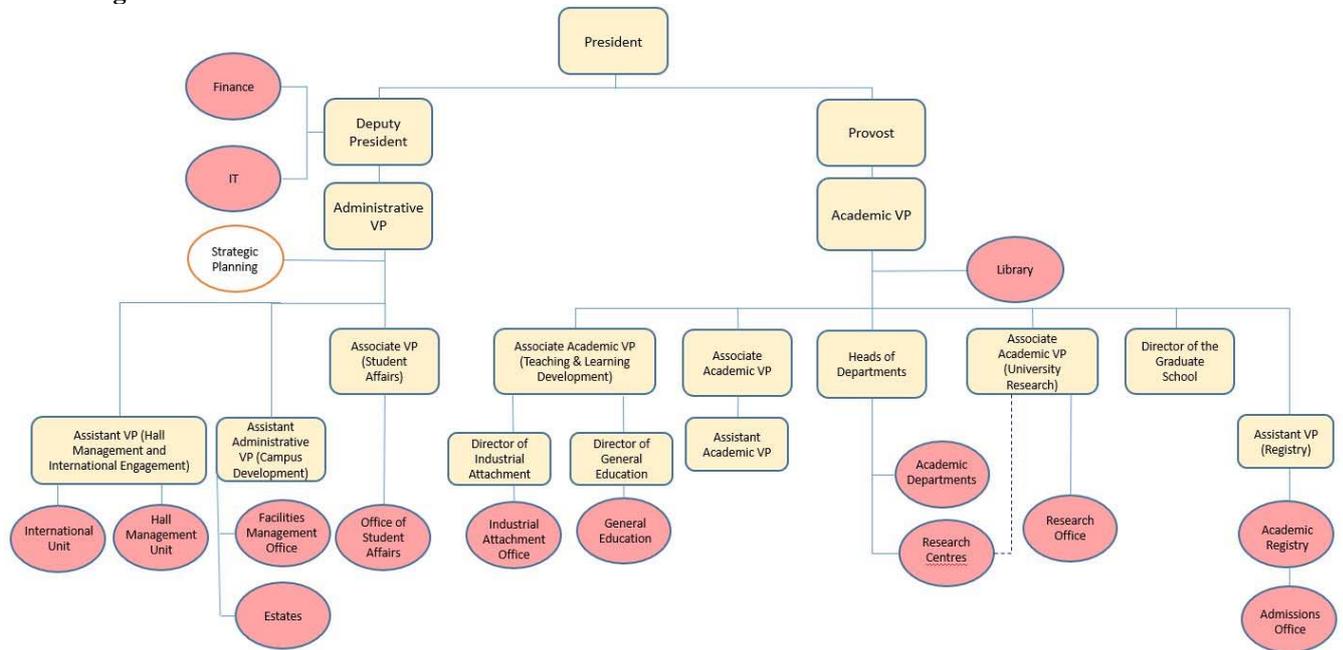
We shall make sacrifices for the greater good

不負母校 樹仁 莫忘母校樹仁

We shall not disappoint our alma mater - Shue Yan, we shall not forget her

## 2 ORGANIZATION STRUCTURE

2.1 The organizational structure of the University is shown below:  
**Organizational Chart with effect from 1 October 2019**



The list of University administrative officers is at **Appendix 1**.

2.2 Students enrolled on undergraduate programmes offered by individual academic departments (abbreviation in brackets), which are grouped under following faculties:

### Arts

Department of Chinese Language and Literature (CHI)

- BA (Hons) in Chinese Language and Literature

Department of English Language and Literature (ENG)

- BA (Hons) in English

Department of History (HIST)

- BA (Hons) in History

Department of Journalism and Communication (JMC)

- BA (Hons) in Journalism and Mass Communication

### Commerce

Department of Accounting (ACCT)

- BCom (Hons) in Accounting

Department of Business Administration (BUS)

- BBA (Hons)
- BBA (Hons) in Digital Marketing
- BBA (Hons) in Corporate Governance and Risk Management

Department of Economics and Finance (ECON/FIN)

- BA (Hons) in Economics and Finance
- BA/BSc in Economics (*with University of Leicester, UK*)

Department of Law and Business (LAW/BUS)

- BCom (Hons) in Law and Business

**Social Sciences**

Department of Counselling and Psychology (COUN/PSY)

- BSocSc (Hons) in Counselling & Psychology
- BSocSc (Hons) in Psychology

Department of Social Work (SW)

- BSW (Hons)

Department of Sociology (SOC)

- BSocSc (Hons) in Sociology

Information of individual programmes can be found at <https://www.hksyu.edu/en/academic/faculties-departments/>

- 2.3** Postgraduate programmes are under the Graduate School. For details please refer <https://www.hksyu.edu/gs/index.php/programmes/>

### 3 **CAMPUS INFORMATION**

The main campus of HKSYU is located at Braemar Hill in the North Point district of Hong Kong Island. The four buildings comprising the Braemar Hill Campus are the Academic Main Building, the Library Complex, the Residential & Amenities Complex and the Research Complex which include the student hostel. Detailed campus map is at **Appendix 2**.

#### 3.1 **Academic Main Building**

3.1.1 The Academic Main Building of HKSYU was constructed in 1985. It houses the main teaching and learning facilities such as the main auditorium, lecture theatres and computer rooms. On the 5/F there is a canteen and lower level floors (4/F - LG 6/F) house numerous labs, staff offices, an indoor sports court and various facilities. Adjacent and connected to the Academic Main Building is the Lady Lily Shaw Hall which houses a large auditorium and student activity centre.

#### 3.2 **Library Complex**

3.2.1 The Library Complex is located next to the Academic Main Building and was opened in 1995. It has nineteen storeys and is multi-functional. Apart from the Library, the complex includes a conference hall and staff accommodation. There are over six hundred seats provided in the library for studying. The library also provides some individual study carrels for private study, and these are located on 2/F, 4/F and in the Law Library. The circulation counter is on the G/F and a self-service book-drop is available for returning library books after office hours. Services such as photocopying, scanning and printing are available on most floors. (More services of the Library can be found in the Library Handbook at **Appendix 3** or <http://www.hksyu.edu.hk/lib/>)

#### 3.3 **Residential and Amenities Complex**

3.3.1 The Residential and Amenities Complex provides undergraduate student accommodation places located on 6/F to 22/F. The hall of residence in this Complex consists mainly of twin rooms and a limited number of single rooms. Besides student housing, laundry room, indoor sports ground, fitness room, multi-purpose room and swimming pool are located at LG1 – LG3 of the Complex.

3.3.2 The Physical Education Department and the Office of Student Affairs (OSA) organize gymnastics training courses periodically for all students. The office of the HKSYU Student Union<sup>2</sup> and the Student Centres, which accommodate over twenty student organizations, are located on the 2/F of the Complex. A student room and a canteen are also provided on the 1/F of the building.

---

<sup>2</sup> The HKSYU Student Union (SU) is an independent entity from the University and which was registered under the Societies Ordinance (Cap. 151). The office site of SU is provided under a concessionary rent of \$1 by the University.

### 3.4 Research Complex

- 3.4.1 The Research Complex is fully operational starting from the academic year 2017-18. It consists of a High Block (RHB) of 14 storeys and a Low Block (RLB) of 6 storeys, both built over a podium of 5 storeys. The new Complex provides an additional 35,300 square meters of space for students, including teaching and learning facilities, staff office of the Faculty of Commerce, research centres and laboratories, student amenities facilities etc.
- 3.4.2 There are 10 new technologically integrated classrooms set up in the Research Complex. In addition, the two lecture rooms located on the Low Block are an ideal venue not only for teaching, but also for holding seminars, forums, ceremonies etc. In order to enhance the campus life of students, a Student Lounge and a Learning Commons are set up on RLG1/F and RLB2/F of the Research Complex, together with some self-study areas on RLB3/F – RLB5/F and RLG2/F. Students are welcome to use the areas for self-study, group discussion and mingling with peers.
- 3.4.3 Two lower level floors (RLG4/F and RLG5/F) are set for students' amenities. On RLG5/F, there is a multi-purpose hall which can be used for sports activities and cultural or ceremonial events with a seating capacity of 250. There are also a newly built band room and dance room together with a number of multi-purpose rooms opened for students' use. A café is located on RLB1/F and the roof top garden is located on RLB R/F which is opened from 10:00 to 5:00pm.
- 3.4.4 The Complex offers undergraduate student housing on 8/F to 14/F. It provides twin, triple and quadruple rooms to suit the needs of different students.
- 3.4.5 All these new facilities will facilitate the enrichment of both the intellectual and social activities of the Shue Yan community.

## 4 GRADE POINT AVERAGE (GPA) SYSTEM

4.1 Assessments of student performance are measured in terms of Grade Point Average (GPA) on a twelve point alphabetical scale from A to F given below:

Quality Point	Grade	Academic Performance
4.0	A	Excellent
3.7	A- }	
3.3	B+ }	Good
3.0	B }	
2.7	B- }	Fair
2.3	C+ }	
2.0	C	Average
1.7	C- }	Pass
1.3	D+ }	
1.0	D	Bare Pass
0.0	E*	Redeemable Failure
0.0	F	Failure
N/A	I*	Incomplete
N/A	P	Passed in “Passed/Not Passed” only Course
N/A	NP	Not Passed in “Passed/Not Passed” only Course
N/A	TR	Credits Transferred from Exchange Programmes

\*“E” and “I” are not a permanent grade and will be adjusted when the student takes a make-up examination or submit late assessment with approval by the Board of Examiner.

*Special Notes:*

- ✧ A student who receives grade ‘E’ may have a make-up examination for that course once, and if he/she fails again, he/she must repeat the course.
- ✧ A student who receives grade ‘F’ will not have a make-up examination and must repeat the course.

## 5 GENERAL UNIVERSITY REQUIREMENTS FOR GRADUATION

### 5.1 Students are required

- to complete the credit requirements in the programme;
- to pass all compulsory and elective courses stipulated in the programme; and
- to attain a Total GPA (cumulative GPA from Years 1 - 4) of 2.00 for graduation. The award of honours classifications is subject to achieving the following minimum TGPA scores:

Honours Classification	Minimum TGPA <sup>3</sup>
First Class	3.40
Upper Second Class	3.00
Lower Second Class	2.50
Third Class	2.20
Pass	2.00

GPA is calculated by:

Grade Points = Quality Points × Enrolled Credit Units

Grade Point Average = Total Grade Points ÷ Total Enrolled Credit Units

**Total GPA (TGPA) is calculated by:**

$$\frac{\text{Sum Grade Points for Each Year 1,2,3,4 courses} \times \text{No. of Credits Enrolled}}{\text{No. of Credits Enrolled in Year 1,2,3 and 4 courses}}$$

Please refer to the Academic Regulations (學則)/ Regulations Governing Assessment, Progression, Graduation and Award of Honours Classification at **Appendix 4** for details.

<sup>3</sup> Threshold of honours classification may be adjusted subject to the overall academic performance of the cohort and final approval from the Academic Board.

## 6 ACCESS TO INFORMATION / SERVICES

### 6.1 Student Webmail

6.1.1 An email account will be assigned to each student at first registration. Important notices from the University will be sent to your **hksyu.edu.hk** email account. Please go to <https://www.hksyu.edu/webmail/> for access to Student Webmail.

6.1.2 For student's account, the login ID is as same as your student number, and the password will be the last three digits before the left parenthesis "( )" of your Hong Kong identity card number, plus the day of your birthday transposed. Example: Student 151200 has HK ID card number A123456(0) and birthday on 17 June 1995; then his Login ID will be 151200 and password will be 45671.

6.1.3 User guide of the emailing system featuring functions such as creating your contact list, automatic replies and forward, etc can be found at

<https://www4.hksyu.edu/csc/it-support/system-user-guide/>

### 6.2 On-line Teaching and Learning Platform

#### 6.2.1 Moodle

6.2.1.1 The on-line teaching and learning platform (Moodle) is a web-based learning system which is intended to increase the level of interaction possible between staff and students outside the confines of the classroom and encouraged the development of a mentoring approach to facilitate independent student learning. Announcements from Office of Student Affairs, Registry, academic departments as well as course activities from individual course lecturers will be channelled through Moodle.

6.2.1.2 Login name and password are as same as your student Webmail (for details, please refer to **6.1.2** on Student Webmail).

Access to Moodle: <https://moodle.hksyu.edu/>

#### 6.2.2 Panotop

6.2.2.1 To maintain the teaching schedule in case of unforeseen cancellation of classes (e.g. sick leave, typhoon, etc), Panopto an online video platform has been installed since September 2019 to facilitates recording of class teaching. It is embedded in the Moodle that the University has been using.

6.2.2.2 The operation of the Panopto platform is very simple. Students are only required to login to their Moodle account and to click on the relevant enrolled courses to view the Panopto video uploaded by the lecturers (if available).

**6.3 WebSIMS (Student Information Management System)**

- 6.3.1 The Student Information Management System (SIMS) is a central repository of student data which includes personal particulars, academic, extra-curricular and financial records of registered students in undergraduate, postgraduate and non-local programmes. The SIMS is managed by both the Registry and the Office of Student Affairs.
- 6.3.2 Password-protected access to personal information on SIMS is available via internet browser to all current students through the WebSIMS. The information displayed includes personal particulars, course grades approved by Board of Examiners on a semester basis, timetable of all departments, extra-curricular records, personal financial status (including tuition fee payment, scholarship and government loan record). In addition, WebSIMS serves as a platform for on-line course selection and payment of tuition via PPS.
- 6.3.3 For initial login, no password is required but information such as your student ID, HKID number and date of birth are required for verification.

Access to WebSIMS: <https://websims.hksyu.edu:6333>

**6.4 VeriGuide**

- 6.4.1 To detect and deter plagiarism, and to reinforce in students’ minds the importance that the University attaches to academic honesty, the University uses the plagiarism detection system, VeriGuide. Developed and administered by the Chinese University of Hong Kong, the VeriGuide system is the first automatic English and Chinese similarity text detection system in the world. All students are required to submit their assignments through VeriGuide.

Access to VeriGuide: <https://www.hksyu.edu/veriguide>

- 6.4.2 Please also refer to **Appendix 5** for the University’s Plagiarism and Academic Misconduct Policy.

**6.5 User’s Guide to Information Services**

Services	User’s Guide
Student Webmail	<a href="https://www4.hksyu.edu/csc/it-support/system-user-guide/">https://www4.hksyu.edu/csc/it-support/system-user-guide/</a>
VeriGuide	
Moodle	

**6.6 Change Password**

- 6.6.1 For security purpose, all students are advised to reset their passwords after first login to Student Webmail, Moodle and VeriGuide.

**6.7 Forget Password**

- 6.7.1 Submit your reset password request via <https://www4.hksyu.edu/csc/it-support/reset-password/>

## 6.8 Free Wifi on Campus

### 6.8.1 Areas with free Wifi coverage include:

- Academic Building All floors;
- Library Complex G/F – 7/F, 9/F;
- Lady Lily Shaw Hall G/F – 4/F;
- Residential and Amenities Complex G/F – 4/F, 6/F – 19/ F common rooms;
- Research Complex (Low block) All floors; and
- Research Complex (High block) LG5 – RHB4/F, RHB6/F – RHB14/F common rooms

Wireless encryption settings:

SSID: HKSYU / HKSYU\_RC

Security key/Passphrase: 2570711000

Wifi set-up for student residents, please visit here for details:

<https://www4.hksyu.edu/csc/services/internet-wi-fi-services/>

## 6.9 Free Wifi outside Campus

- Register “HGC on air” at <https://www4.hksyu.edu/csc/hotspot/>
- Connect “Eduroam” at <http://www.eduroam.hk/configurations.html>

## 7 **REGISTRATION**

### 7.1 **New Students**

7.1.1 A new student who has been offered a place at the University must complete the necessary registration procedures stipulated in the acceptance letter in early August for local students and in late June for non-local students. If a student fails to do so without prior notice and permission, his/her admission status will be cancelled automatically.

### 7.2 **New Students Aged under 18**

7.2.1 Students aged under 18 do not have the full legal capacity to enter into contracts or give valid consent, therefore, their parents/guardians will be requested to sign a **Letter of Consent** to the University upon students' acceptance of the University's offer and before they complete their registration procedures at the University.

7.2.2 The University has the right to inform parents of their children's academic performance, disciplinary actions or any issues concerning students' health, safety or financial problems and warranting parental attention.

7.2.3 For non-local students under 18, their parents are also required to authorise either an adult staying in Hong Kong or HKSYU to be the local guardian who serves as the sole contact person in Hong Kong in the case of communication.

### 7.3 **Current Students**

7.3.1 Confirmation of enrollment for current students is on a semester basis. A payment notice will be issued by Registry in November/December (for Semester 2) and in May/June (for semester 1 of next academic year) on Registry noticeboard near the main entrance of the Academic Building and on Moodle.

### 7.4 **Student Card**

7.4.1 Upon your first registration, a student card will be issued to you. The student card will normally expire at the end of the academic year that you are expected to graduate from your study programme.

7.4.2 In case of lost or damaged cards, or if you have changed your name, you should obtain and submit an application for a replacement at Information Office (G/F), Academic Building. An administrative charge of \$100 will be imposed.

### 7.5 **Change of Personal Particulars**

7.5.1 Students are responsible for keeping their personal information and contacts up-to-date. Changes can be made through application to the Information Office (G/F).

## **7.6 Maximum Period of Registration**

- 7.6.1 The total period of time for which any student may study at the University shall not exceed six years including approved leave of absence and suspension of study. All students are permitted to repeat for one year only.

## **7.7 Leave of Absence**

- 7.7.1 Application of sick leave for classes supported by a valid medical certificate from a registered doctor in original form or in certified true copy must be submitted to individual course lecturer(s) in advance or immediately after the date of absence. If multiple leave applications are required, students are reminded to bring the original medical certificate to the Information Office at the G/F of Academic Main Building for certification of their photocopies as true copies.
- 7.7.2 Application of sick leave for examinations supported by a valid medical certificate from a registered doctor in original form together with application for make-up examination should be submitted to Registry for approval as soon as possible.
- 7.7.3 Application for leave due to serious illness or other extenuating circumstances in writing should be submitted to concerned lecturer(s) or Registry in advance for approval. A student who is on approved leave with a cumulative day of leaves over one third of the total period of a course in a given semester will be barred from taking the examination and is required to repeat the course.
- 7.7.4 Unapproved leaves will be considered as absenteeism. A student whose total leave of absence has reached one third or above of the total class periods in an individual course shall be barred from the examination of that course and receive a grade F for the course; and whose accumulated leave of absence is one third or above of all the classes of the whole semester, will be requested to discontinue his studies or to withdraw from the University.

## **7.8 Transfer of Study**

- 7.8.1 A student is only eligible to apply for internal transfer of study upon completion of one full year study at the University with a Total GPA of 2.0 or above. Applications should be made in writing to the Assistant Vice President (Registry) in July for consideration. Subject to availability of places, performance of academic results and extra-curricular activities, Registry will make recommendation to the Head of the receiving department for decision.
- 7.8.2 Approval of transfer will be subject to the academic performance of the applicant and the availability of places in the proposed programme.

## **7.9 Suspension of Study**

- 7.9.1 Suspension period is normally up to one full academic year. Applications should be made in writing for consideration by the Assistant Vice President (Registry). Upon receipt of the application, an appointment will be arranged for applicant to present his/her circumstances to the Assistant Vice President (Registry) in person.

7.9.2 For re-admission to the study programme in the following year, a student is required to register on a specified date stipulated in the approval letter for suspension. If s/he fails to register, s/he will be considered as unofficial withdrawal.

## **7.10 Withdrawal of Study**

7.10.1 If a student wishes to discontinue his/her study at the University, s/he should complete following procedures:

- Obtaining and completing an application form from the Information Office;
- Clearing outstanding matters with OSA and Library (e.g. settling outstanding fees/fines and library loans; clearing your locker);
- Seeking approval from Registry;
- Submitting a complete application together with the student card to the Information Office, G/F, Academic Building for refund of indemnity deposit (if applicable).

7.10.2 If the above procedures have not been fully completed, a student will be considered as unofficial withdrawal and the indemnity deposit paid at first registration will be forfeited.

7.10.3 Students are reminded that withdrawal from the University without completing a full year of study would lead to permanent removal of student record and no issue of transcript/testimonial/certification will be allowed.

## **7.11 Course Registration**

7.11.1 All students are required to enroll not more than 21 credits and not less than 12 credits in a semester unless prior approval is sought from Registry.

7.11.2 Students should select courses from a list set up by the department during the specified period via on-line personal WebSIMS system or paper application subject to the arrangement of your department. Courses offered by individual department for selection may be by individual courses or by a cluster of courses (Pattern). Course selection is normally carried out in late July/early August for Semester 1 and late November/early December for Semester 2. No selection is required for compulsory courses in Year 1 for Semester 1 as courses are being pre-assigned by the departments. A reminder for course selection will be issued on Moodle or Registry noticeboard in due course.

7.11.3 Students are reminded that:

- A student shall only be permitted to register on Semester 2 of a one-year course if s/he has registered on the course in Semester 1.
- If a course has a pre-requisite requirement, students who have not taken and passed the pre-requisite requirement are not eligible to take the course.
- Students should login to the WebSIMS system again after the course registration period to ensure that all relevant procedures have been successfully completed.
- Year 3 and 4 students are prohibited from enrolling in Level 1 elective course(s) except in special circumstances approved by the Head of Department (normally if the course is a requirement in the student's declared Concentration/Stream/Strand or the student is retaking a required course).

## 7.12 General Education

7.12.1 For 2017/18 entrants onwards, students admitted into Year 1 shall complete a total of 12 credits of General Education courses consisting of 3 credits in each of the four main areas listed below in order to fulfil graduation requirements:

- Area 1: Chinese Culture in the 21st Century
- Area 2: Communication and Literacy
- Area 3: Global Citizenship
- Area 4: Interdisciplinary Perspective

Detailed information can be found at <http://www.hksyu.edu/ge/>

7.12.2 Year 3 and 4 students are prohibited from enrolling in Level 1 elective course(s) except in special circumstances approved by the Head of Department (normally if the course is a General Education requirement or forms part of the student's declared Minor or the student is retaking a required course).

## 7.13 Minor Options

7.13.1 A Minor option is available to enrich students' learning experiences and enhance the employability of our graduates. Students can express their interest in pursuing a Minor in Semester 2 of Year 1 (by 31 January of the year). Brief information on the Minor Options is listed as follows:

- (i) The minimum credit requirement for a Minor is 15 and each student is required to take at least one Minor course at Level 3 or 4.
- (ii) No GPA requirement needed for declaring a Minor.
- (iii) Each student can study at most one Minor.
- (iv) Due to the comparatively packed curriculum and/or the restriction stipulated by professional bodies/authority, students of the following programmes are not eligible to take Minor programme in other departments:
  - BA (Hons) in Journalism & Mass Communication
  - BCom (Hons) in Accounting
  - BCom (Hons) in Law & Business
  - BSW (Hons)
- (v) Students enrolled in a Minor will start to take Minor courses from Year 2.
- (vi) Students who have completed or are on the verge of completing their Minors will be required to make a formal declaration to the Registry via Moodle in the Second Semester of Year 4 by the stipulated deadline (usually in March of the year).
- (vii) Students should pass all Minor courses for graduation with a Minor.

7.13.2 Guidance notes on Minor programmes are located at [http://www.hksyu.edu/Info/minor\\_options.html](http://www.hksyu.edu/Info/minor_options.html) .

## 7.14 Add/Drop of Courses and Change of Course Sections

7.14.1 Change of courses enrolled is carried out online via personal WebSIMS account during the 2<sup>nd</sup> week of a semester in the main round but the clearing round is conducted by paper application on a first-come-first-served basis. A reminder will be

issued on Moodle nearer the time.

7.14.2 Students are reminded that

- enrollment of courses is subject to availability;
- course offering department has the right to cancel the offer of an elective course if the class size is too small;
- they should re-login into the WebSIMS system to ensure all relevant procedures have been successfully completed.

7.14.3 A student should select his/her courses in accordance with the requirements of his/her Major and/or Minor programme and the General Education programme. S/he shall be responsible for ensuring the timely completion of all requirements for graduation. Without prior permission from the Head of Department, a student shall not add or drop any courses to or from the assigned course list or take any of the courses offered to students of higher years. A student shall not repeat any course which he has passed or from which he has been exempted, except in the case of a final year student who has failed to graduate and is required to retake course(s) in order to improve his TGPA to fulfil the graduation requirements.

## 7.15 Course Exemption and Credit Transfer

7.15.1 Students who have completed a similar course from another institution of higher learning may apply for course exemption and/or credit transfer to the host department before commencement of the academic year subject to scrutiny of individual course syllabi. Students to whom course exemptions are granted will be required to take additional elective credits to complete the specified total number of credits for graduation.

7.15.2 Given the seminal importance of “First Year Chinese” to the achievement of the University graduate attributes, all students admitted directly to Year 2 are required to complete CHI102 First Year Chinese II (4 Credits). The results of CHI 102 would be counted towards the TGPA.

## 7.16 Make-up of Examinations

7.16.1 Students in circumstances listed below are eligible for applying a make-up examination at Registry after the examination results are released. Make-up examinations are to be held after the end of a semester, or at the beginning of the following semester.

- (i) who receives a Grade E in a course;
- (ii) who was absent in an examination due to sickness supported with a valid medical certificate from a registered doctor; or
- (iii) who was absent in an examination due to serious illness or other extenuating circumstances and had sought prior approval from Registry except under special circumstances.

7.16.2 Students in categories (i) and (ii) are informed that Grade C is the highest mark for a make-up examination, and the overall course grade will be determined after taking into consideration the weighted marks obtained in the continuous assessment component of the course.

7.16.3 Student in category (iii) will not be subject to Grade capping in the make-up

examination, and the overall course grade will be determined by the weighted marks received respectively in the continuous assessment and examination components of the course.

7.16.4 A student who has failed in one third or more of the total credits taken in a semester, is not eligible for taking any make-up examinations.

### **7.17 Retaking of Courses**

7.17.1 A student who fails in a make-up examination for a compulsory course must repeat that course in the following academic year.

7.17.2 If a student fails in two or more courses taken in any one semester of an academic year, s/he shall not be allowed to take more than five courses with a total of 15 credits in the following semester.

### **7.18 Expulsion**

7.18.1 The University has the final authority to terminate the study of a student under following situations:

- (i) who scored a Total GPA 1.0 or below;
- (ii) who under probationary status failed to score Total GPA 2.0 or above;
- (iii) who has already repeated one year in the University and failed to meet the progression requirement;
- (iv) proven case of forged documentation;
- (v) proven case of academic dishonesty/misconduct by Student Discipline Committee;
- (vi) who violates the University regulations.

## 8 FEES AND SUBSIDIES

### 8.1 Payment of Tuition Fees

8.1.1 Tuition fees are paid by two equal installments in an academic year:

- **For new students**, 1<sup>st</sup> installment and an indemnity deposit of \$500 (for local) or \$5,000 (for non-local) should be paid at the first registration during the period stated in the letter of acceptance.
- **For current students**, 1<sup>st</sup> installment should be paid in late August for Semester 1 and 2<sup>nd</sup> installment in late January for Semester 2.
- **For year 4 students**, a graduation fee of \$250 will be collected in 1<sup>st</sup> installment in late August for Semester 1.

8.1.2 Tuition fees for 2019/20 academic year is given as follows:

Full-time Bachelor Degrees	
Year 1	\$70,500/academic year + \$500 (local students)/\$5,000 (non-local students) indemnity deposit
Year 2	\$69,300/academic year
Year 3	\$68,000/academic year
Year 4	\$60,000/academic year + \$250 Graduation Fee
Full-time Part I Collaborative Degree	
Year 1	\$70,500/Year 1 + \$500 indemnity deposit

8.1.3 The University reserves the right to revise its tuition fee from time to time.

### 8.2 Non-means-tested Subsidy Scheme for Self-financing Undergraduate Studies

8.2.1 Starting from the 2017/18 academic year (AY), the Government provide non-means tested annual subsidy for eligible new and continuing students pursuing full-time locally-accredited local and non-local self-financing undergraduate (including top-up degree) programmes in Hong Kong (save for those enrolled in places already supported under the Study Subsidy Scheme for Designated Professions/Sectors (SSSDP)) offered by eligible institutions participating in the scheme. The annual subsidy amount of NMTSS is \$31,300 in the 2019/20 academic year. It is applicable to new intakes and current students of all years of study during the normal duration of the programme.

#### 8.2.2 Eligibility

##### 8.2.2.1 Participating Institution

The Hong Kong Shue Yan University is one of the eligible self-financing institutions which is an non-profit-making post-secondary institution exempt from taxes under Section 88 of the Inland Revenue Ordinance (Cap. 112).

### 8.2.2.2 Programme

Following programmes which are full-time locally-accredited local self-financing undergraduate (including top-up degree) programmes provided by HKSYU are eligible to benefit from the Scheme:

	Programme Title	1 <sup>st</sup> Year Admission	2 <sup>nd</sup> Year Admission <sup>4</sup>
1	Bachelor of Commerce (Hons) in Accounting 會計學(榮譽)商學士	✓	✓
2	Bachelor of Arts (Hons) in Chinese Language and Literature 中國語言文學(榮譽)文學士	✓	✓
3	Bachelor of Arts (Hons) in Journalism and Mass Communication 新聞與傳播(榮譽)文學士	✓	✓
4	Bachelor of Business Administration (Hons) 工商管理學(榮譽)學士	✓	✓
5	Bachelor of Business Administration (Hons) in Digital Marketing 工商管理學(榮譽)學士-數碼市場學	✓	✓
6	Bachelor of Business Administration (Hons) in Corporate Governance and Risk Management 工商管理學(榮譽)學士-企業管治及風險管理	✓	✓
7	Bachelor of Social Sciences (Hons) in Counselling and Psychology 輔導及心理學(榮譽)社會科學學士	✓	✓
8	Bachelor of Arts (Hons) in Economics and Finance 經濟及金融學(榮譽)文學士	✓	✓
9	Bachelor of Social Sciences (Hons) in Sociology 社會學(榮譽)社會科學學士	✓	✓
10	Bachelor of Arts (Hons) in History 歷史學(榮譽)文學士	✓	✓
11	Bachelor of Arts (Hons) in English 英國語言文學(榮譽)文學士	✓	✓
12	Bachelor of Commerce (Hons) in Law and Business 法律與商業(榮譽)商學士	✓	✓
13	Bachelor of Social Sciences (Hons) in Psychology 心理學(榮譽)社會科學學士	✓	✓
14	Bachelor of Social Work (Hons) 社會工作(榮譽)學士	✓	N/A <sup>5</sup>

### 8.2.2.3 Student

The non-means-tested annual subsidy for studies in Hong Kong is only applicable to Hong Kong students who have –

✧ attained “3322”<sup>6</sup> in the Hong Kong Diploma for Secondary Education

<sup>4</sup> Top-up Degree Programmes

<sup>5</sup> No 2nd Year Entry

<sup>6</sup> “3322” refers to Level 3 in Chinese Language and English Language and Level 2 in Mathematics Compulsory Part and Liberal Studies in HKDSE. Individual programmes may require higher attainment in HKDSE. The latter shall prevail where appropriate.

- Examination (HKDSE) when they are enrolled in eligible self-financing first-year-first degree programmes; or
- ✧ attained an E grade or above in Use of English and Chinese Language & Culture as well as grade E in at least two Advanced Level subjects<sup>7</sup> in the Hong Kong Advanced Level Examination (HKALE) when they are enrolled in eligible self-financing first-year-first degree programmes; or
  - ✧ attained sub-degree qualifications<sup>8</sup> (i.e. after completing the full-time locally-accredited sub-degree programmes in relevant disciplines<sup>9</sup>) when they are enrolled in eligible self-financing top-up degree programmes.

For example, the following students will not be eligible –

- (a) students with other qualifications or admitted on discretion (i.e. special admission) to first-year-first degree programmes, save for non-Chinese speaking students who may be admitted with alternative Chinese qualifications;
- (b) students attaining “3322” in HKDSE but choose to pursue ineligible programmes, e.g. sub-degree programmes or programmes offered by excluded institutions;
- (c) students without “3322” in HKDSE or any sub-degree qualifications. For example, a student who could not attain “3322” in HKDSE may have been admitted on discretion to an eligible self-financing first-year-first degree programme at Year 1 (thus ineligible for the Scheme). Subsequently, even if he/she switches to an eligible self-financing top-up degree programme at Year 2 or 3, he/she will still not be eligible for the subsidy because he/she does not possess “3322” in HKDSE or a sub-degree qualification;
- (d) students holding a student visa or an entry permit issued by the Immigration Department for entry to Hong Kong for the purpose of education.
- (e) students who are enrolling in any subsidised undergraduate programme (such as University Grants Committee-funded programmes, subvented programmes of the Hong Kong Academy for Performing Arts, and SSSDP subsidised places) are not eligible for subsidy under the Scheme.
- (f) students who have already attained any degree qualifications are not eligible for the Scheme.

In case an eligible student transfers to another eligible self-financing undergraduate programme, he/she can still receive the subsidy. A student having attained “3322” in HKDSE may change to another eligible first-year-first-degree programme of any discipline. If a student has attained sub-degree qualifications, he/she can only change to another eligible top-up degree programme of a relevant discipline. Students are only allowed to change programme once under the Scheme.

<sup>7</sup> Two Advanced Supplementary (AS) Level subjects are considered to be equivalent to one Advanced Level (AL) subject.

<sup>8</sup> Referring to Associate Degree and Higher Diploma qualifications only.

<sup>9</sup> In case of doubt of whether a sub-degree qualification is deemed relevant for articulation to a top-up degree programme, the Hong Kong Council for Accreditation of Academic and Vocational Qualifications should be consulted as appropriate.

### 8.2.3 Duration of Subsidized Period

8.2.3.1 The subsidy period is based on the normal duration of a full-time locally accredited undergraduate programme, i.e. 4 years for 1st Year entrance and 3 years for 2nd Year entry. Any extended period outside the normal programme duration will not be subsidized.

### 8.2.4 *Liability*

8.2.4.1 You are liable for the full amount of the tuition should EDB determines you are ineligible for the Non-means-tested Subsidy Scheme for Self-financing Undergraduate Studies for whatever reason.

### 8.2.5 *Application Procedures*

8.2.5.1 Students are only required to apply for the Scheme once at the time of admission. Application procedures and deadline will be announced in due course.

## 8.3 Entrance Scholarships for Year 1 Entry

### 8.3.1 *iFREE Entrance Scholarship for the Bachelor of Business Administration (Honours) in Digital Marketing Programme*

8.3.1.1 Starting from the academic year 2019/20, iFREE GROUP (HK) LTD will make available an annual entrance scholarship of HK\$1,000,000 for local students admitted to Year 1 of the Bachelor of Business Administration (Honours) in Digital Marketing (BBA-DM) programme. Each year, a maximum of 50 scholarships of HKD20,000 each will be made available.

8.3.1.2 For more details, please click

<https://www.hksyu.edu/wp-content/uploads/2018/12/iFree-Entrance-Scholarship-FINAL.pdf>

### 8.3.2 *Longbow Charity Foundation Entrance Scholarship for Commerce Majors*

8.3.2.1 Funded by the Longbow Charity Foundation Limited, HKSJU will be offering an entrance scholarship for new full-time local students admitted to Year 1 of selected Bachelor's programmes in the Faculty of Commerce. Each recipient will be awarded HK\$10,000. This scholarship aims at encouraging local students who have an enthusiastic interest in the world of commerce to become substantial contributors and future leaders.

8.3.2.2 For more details, please click

<https://www.hksyu.edu/wp-content/uploads/2019/03/Faculty-of-Commerce-Entrance-Scholarship-FINAL.pdf>

#### 8.4 Entrance Scholarships for Direct Year 2 Entry from Associate Degree/Higher Diploma Graduates

8.4.1 In academic year 2019/20, HKSYU is committed to awarding a total of HK\$30 million for Entrance Scholarship. Students who are admitted directly to Year 2 and have achieved a total GPA of 2.5 or above in their AD/HD studies will be awarded an entrance scholarship. An entrance scholarship of up to HK\$70,500 for the first year of study at the University will be awarded to successful applicants on the basis of the total GPA score attained in the AD/HD programme.

8.4.2 For more details, please click on the following link:  
<https://www.hksyu.edu/year2admission/scholarship/>

#### 8.5 Payment Methods

8.5.1 For new students, Payment for tuition at first registration in early August should be settled in cashier's order made payable to **“Hong Kong Shue Yan University”** or **“香港樹仁大學”** or **EPS** at the Registration Centre during the specified period listed in the acceptance letter.

8.5.2 **For current student**, payment for tuition should be settled in (1) crossed cheque or cashier's order made payable to **“Hong Kong Shue Yan University”** or **“香港樹仁大學”** at the Payment Centre (G/F, Exhibition Hall, Academic Building) or (2) by PPS via WebSIMS (<https://websims.hksyu.edu:8124/>) during the specified period listed in the payment notice. Payment guide by PPS can be found at [http://www.hksyu.edu/manuals/PPS\\_Tuition\\_payment.pdf](http://www.hksyu.edu/manuals/PPS_Tuition_payment.pdf)

8.5.3 For late payment, a penalty of \$50 per working day will be charged and should be settled at Information Office, G/F, Academic Main Building. A student who fails to settle any payment for tuition more than 30 days without prior approval will be considered as unofficial withdrawal from the University.

#### 8.6 Rejected Payment of Tuition Fees

8.6.1 In case of rejected payment in cheque, the concerned student will be notified by the Accounting Office. A penalty of \$50 per day will be applied from the day following the original payment deadline. Payment should be settled as soon as possible at the Accounting Office in Rm 406, 4/F, Academic Main Building. A student who fails to settle any payment for tuition over 30 days after the payment deadline without prior approval will be considered as unofficial withdrawal from the University.

#### 8.7 Refund of Fees

8.7.1 Tuition fees paid are non-refundable. Indemnity deposit is refundable upon official withdrawal or graduation from the University.

## 8.8 Other Fees/Charges

- 8.8.1 Other fees/charges listed below may be settled in crossed cheque made payable to “**Hong Kong Shue Yan University**” or “**香港樹仁大學**” or in cash at the Information Office located on the G/F at Academic Main Building during its office hours:

Charges Related to Registration	
Indemnity deposit (chargeable to all at first registration and is refundable on official withdrawal from the University)	\$500 (local students) \$5,000 (non-local students)
Re-issue of a Student Card	\$100

Charges Related to Examination	
Make-up Examination	
• redeemable failure (E grade)/absence with prior approval from Registry	\$20
• absence in examination due to sickness with medical certificate from a registered doctor	\$150
Appeal against Assessment Results (Stage I/Stage II)	\$200/\$500
Charges Related to Certification of Studies and Graduation	
Testimonial/Certification	\$20/copy
Transcript/ACAT Certification <sup>10</sup>	\$50/copy
Course outline	\$50/course
Graduation fee	\$250

<sup>10</sup> One free copy of a transcript and an ACAT certification for finalists

## 9 ASSESSMENT

### 9.1 Assessment Methods

- 9.1.1 Course intended learning outcomes, (CILOs), teaching and learning tasks, assessment criteria are set out in individual course outlines and students are advised to read them carefully.
- 9.1.2 The University takes a very serious view of dishonesty in examinations and in continuous assessment. Guidelines for plagiarism are at **Appendix 5** and examination regulations are in **Section 9.5**.

### 9.2 Progression

- 9.2.1 Students are required to meet both the minimum Total GPA and credits requirements listed below for promotion to a higher year:

Year	GPA
1 to 2	1.8
2 to 3	2.0
3 to 4	2.0

### 9.3 Academic Probation

- 9.3.1 Academic probation system is implemented to give prior warning to students with a marginal yearly GPA of less than 2.0 who need to make improvement in order to fulfill the GPA requirement of the University.
- 9.3.2 A student will only be permitted for one year probationary status during the study at the University. S/he has to obtain a Total GPA of 2.0 or above in that given academic year or else s/he will be required to withdraw from the study programme.

### 9.4 Examination Periods and Timetable

- 9.4.1 Examinations are to be conducted in late December for Semester 1 and in May for Semester 2. Examination timetable is released on WebSIMS in late November for Semester 1 and in early April for Semester 2. If any conflict of examination schedule is being identified, you should report the situation and register for rescheduling of an examination at the Information Office at G/F of Academic Main Building immediately.

### 9.5 Conduct of Examination

- 9.5.1 You are required to note the following rules governing the conduct of examinations. Failure to observe any of these rules may result in disqualification from examination, suspension of study, expulsion from the programme of study:
- (i) Students should be seated according to the seating plan indicated on the examination venue.
  - (ii) A student card should be placed on the top left corner of your desk.

- (iii) Mobile phone and beeping devices should be switched off during the examination. Only writing instruments/stationary and other permitted items (if applicable) indicated on the covering sheet of the question paper, should be used in the examination. All your personal belongings such as wallet, mobile phone, books, notes and papers, pencil case/box should be put inside a bag that can be properly closed with a zip/buckle and place it under your seat.
- (iv) If you have to go to the toilet during the examination, you must raise your hand and seek consent from an invigilator. Answer book and question paper should be retained by the invigilator when you are away from the examination venue. Please make sure that no electronic devices or unauthorized articles are in your pockets, on your desk or body.
- (v) No form of communication between students or reference to any unpermitted written materials is allowed during an examination.
- (vi) You are not allowed to sit for an examination on behalf of another person.
- (vii) Answer booklet should be kept clean and tidy.
- (viii) Students are not allowed to take away from the examination venue any examination materials, such as question paper, answer sheets, backing sheets or graph paper, and should hand in the answer script when instructed by the invigilator.
- (ix) Students are not allowed to enter the examination venue after the examination has been commenced for 30 minutes nor to leave 15 minutes before the examination time is up.
- (x) No student is allowed to leave the examination venue within the first 30 minutes of an examination.
- (xi) When an examination time is up, the invigilator will come and collect question paper and answer script from your desk. You are required to be remained seated and silent until the invigilator instructs you to leave.
- (xii) By the end of an examination, a question paper should be sandwiched between an answer booklet and be placed on your desk for collection by the invigilator.
- (xiii) You are not allowed to leave the examination venue or to talk with others during an examination or remain at the venue after an examination without permission.
- (xiv) You should fill in all the personal and course information on the covering page of your answer booklet. You should inform the invigilator immediately if there is any omission of such information.
- (xv) If you refuse to follow instructions from the invigilator(s) in an examination, you may be disqualified from the concerned subject and be considered for disciplinary action by the Student Discipline Committee.
- (xvi) Violation of any of the above rules, subject to consideration, will be penalized by granting an F grade in the concerned course, a demerit, for discontinuation of studies or expulsion.
- (xvii) Conduct of examinations regulations was endorsed by the President for implementation and revision by Registry.

## **9.6 Assessment Results**

- 9.6.1 Assessment results will be announced via WebSIMS in late January for Semester 1 and in late June for Semester 2.

## 9.7 Appeal against Assessment Results

- 9.7.1 A student may appeal against an individual assessment result, the recommended category of award, failure of the programme or discontinuation of studies. In the case of an Appeal against an individual assessment result the appeals process is a two-stage procedure. All students wishing to make such an appeal must complete Stage 1 before proceeding to Stage 2. Stage 1 provides an opportunity to check that the result awarded has not been affected by any error or oversight on the part of the Board of Examiners.
- 9.7.2 A fee of \$200 and \$500 will be imposed for Stages 1 and 2 respectively. The appeal process is at **Appendix 6** and the latest application form is available for download at Moodle or by request at the Information Counter (G/F, Main Building).

## 9.8 Application for Graduation

- 9.8.1 Year 4 students who have fulfilled the graduation requirement will receive an invitation to the graduation ceremony from the OSA in late September for Graduation Ceremony to be held in November/December. The invitation letter contains information of on-line registration for the ceremony; online employment survey and details for graduation gown rental. Students are advised to register well before the deadline stipulated in the letter.
- 9.8.2 After registration, each student will receive two guest tickets to the ceremony by post before the ceremony.

## 10 AWARD AND CERTIFICATION

### 10.1 Academic Transcript

10.1.1 An academic transcript is a complete and official record of course results of your study at the University. A fee of HK\$50 will be charged for each copy. Application for transcripts should be made at the Information Office, G/F, Academic Main Building by cash or by crossed cheque made payable to “**Hong Kong Shue Yan University**” or “**香港樹仁大學**”.

10.1.2 Application form can be downloaded at <https://www.hksyu.edu/tc/student-resources/forms/>

### 10.2 Grade Report

10.2.1 Grade report is an unofficial record of course results of one semester of your study at University and which is not equivalent to your transcript.

10.2.2 Request for grade report should be made through Moodle within two weeks after the examination results are released for collection at the Information Office at G/F of Academic Main Building. Each student is entitled for one copy/semester and request for additional copies will not be entertained.

### 10.3 Testimonial

10.3.1 A Testimonial is a letter of certification of your study at the University excluding course assessment results. A fee of HK\$20 per copy will be charged. Application should be made at the Information Office at G/F of Academic Main Building by cash or by crossed cheque made payable to “**Hong Kong Shue Yan University**” or “**香港樹仁大學**”.

10.3.2 Application form can be downloaded at <https://www.hksyu.edu/tc/student-resources/forms/>

### 10.4 Honour Roll and President’s List<sup>11</sup>

10.4.1 The purpose of the Honour Roll is to recognize good academic achievement of undergraduate students on a semester by semester basis and the President’s List acknowledges sustained outstanding performance over two semesters in any given academic year.

---

<sup>11</sup> Year 4 students would be excluded from Honour Roll in 2nd Semester and President’s List of their final year as they would be placed under the honours classification system.

10.4.2 The requirements are as follows:

**Honour Roll:** Threshold criteria GPA of 3.3 or top 20% of students, whichever is less, and completion of 12 or more letter graded credits in a semester.

**President's List:** Overall GPA for the academic year of at least 3.5 and listed on the Honour Roll for two consecutive semesters in a given academic year.

10.4.3 Honour Roll certificates will be issued in the beginning of the following semester for collection at the Information Office.

10.4.4 For President's List recipients, an award presentation ceremony hosted by the President will be organized in October.

## **10.5 Certification of Award**

10.5.1 If you have lost your Degree Certificate, no replacement will be made. However, you can apply for a testimonial to certify the award attained.

## **11 Teaching, Learning and Assessment**

### **11.1 Medium of Instruction and Assessment**

11.1.1 The languages of teaching and learning adopted for each individual course are determined by the respective Department and indicated clearly in a programme document. The Department may exercise flexibility on the languages for teaching and learning after due consideration of the factors below, as well as the language habits, the linguistic competence and the cultural background of the students and teachers.

1. The intended learning outcomes of the programme;
2. The language currently used as the predominant medium for academic expression and publication in the subjects concerned (e.g. the language used in teaching materials, academic journals and proceedings of international conferences);
3. The cultural specificity of individual academic subjects;
4. The requirements for professional qualifications; and
5. Optimal teaching and learning effectiveness.

11.1.2 Normally, one language will be used for all written assessment in a given course. This will be explicitly stated in the course outline issued by the relevant Department. Students may engage in small group discussions during tutorials and labs in Cantonese/Putonghua, assuming every group member has fluency in that language. Unless otherwise determined, all assignments, projects, presentations and examinations will be conducted in the stated language of assessment.

### **11.2 Courses and Programmes**

11.2.1 All courses and programmes in the University clearly identify intended learning outcomes so that you know at the very start what it is that you will learn and be able to do after successful completion of a course/programme. In addition to helping you acquire subject knowledge, courses are designed to enhance students' intellectual, communication, critical thinking and other transferable skills. Application of knowledge and skills at the undergraduate level are some of the attributes you will find embedded in the intended learning outcomes together with specific discipline related outcomes. Teaching and learning activities are designed to enable you to achieve those learning outcomes and also to help you to become independent learners. Assessment will consist of a combination of tasks and while some courses are designed for continuous assessment, others will consist of a combination of continuous assessment and an end-of-course examination. All assessment tasks will focus on the level of achievement of learning outcomes. Information on the learning outcomes for each course within a programme, the course content, the teaching schedule, the teaching and learning activities, the assessment tasks and the assessment criteria will be given to you at the start of the course/programme by the Department concerned.

### **11.3 Teaching and Learning Activities**

11.3.1 The University strives to create a student-centered teaching culture. The role of the teacher is to facilitate student learning in an outcomes based environment. Teachers employ a variety of strategies to engage you in a more interactive learning environment. Strategies include small-group discussion and large group teaching,

together with guided study and reflection aimed at promoting high levels of achievement.

- 11.3.2 In some courses teachers may use the blended learning approach using technological tools such as the Moodle. Online discussion and submission of presentations can be done through Moodle. Our Moodle system is sufficient in supporting quizzes, tests and online submission of assignments.

#### **11.4 Assessment Tasks and Assessment Criteria**

- 11.4.1 Assessment is unambiguously related to the intended learning outcomes of each course. The outcomes and assessment methods of all courses in the programme are clearly delineated in the individual course documents. Assessment tasks may include participation in class, tutorials and seminars; laboratory work; individual and group projects; presentation of papers; written assignments; term papers; quizzes and examinations. These tasks are also intended to promote deep learning.
- 11.4.2 All course documents will also provide information on assessment criteria so that you know the basis on which you have been given marks or grades for your work. Assessment criteria will not only guide students' learning but will also help in standardizing the quality of assessment for the sake of consistency and fairness.

#### **11.5 Teaching Staff**

- 11.5.1 As a teaching-led institution from its early days, the University is committed to excellence in teaching. Our teaching staff have diverse and rich academic background from leading universities with active research interests in the relevant field or are current senior practitioners. The aim of our enthusiastic and well-qualified teaching staff is to ensure that you achieve your learning goals.

#### **11.6 Student Learning Experience Questionnaire (SLEQ)**

- 11.6.1 Student feedback on course delivery is important for enhancing the quality of courses and the programmes. The University therefore conducts an online survey to collect students' views on each course they have taken. Individual student identities will not be available to teaching staff, and the information collected will only be reported in aggregate for the use of Academic Staff, Heads of Departments and University Management so that improvements can be made as necessary. There are also other channels for you to convey your comments and suggestions on the courses you take if you wish to do so.

#### **11.7 Quality Assurance of Courses and Programmes**

- 11.7.1 The University's quality assurance framework includes various measures to assure the quality of our courses and programmes. Internal measures include a robust programme management and annual review system with feedback from students, teachers teaching on a programme and other external stakeholders. External measures relate to the external examiner system, the academic advisory board which includes external members from other universities and/or the professions, and the validation system of courses and programmes through the HKCAAVQ. Professional bodies also impact on the quality of courses in some programmes.

## 12 ADMINISTRATIVE OFFICES

### 12.1 Information Office

12.1.1 The Information Office is located on the G/F of the Academic Main Building and opens from 9:00am to 8:00pm during weekdays and 9:00am - 3:00pm on Saturdays. It provides administrative support for application such as academic transcripts; ACAT; certifications; maintenance services and general inquires. (Tel: 25707110)

### 12.2 Registry

12.2.1 The Registry is located at RHB 305 and 306 (3/F), High Block of the Research Complex and opens from 9:00am – 1:00pm and 2:00pm - 6:30pm on weekdays and 9:00am - 1:00pm on Saturdays. The Assistant Vice President (Registry) is in charge of the Registry, supported by three Registrars, and Departmental Administrative Assistants.

12.2.2 The Registry is responsible for:

- new student registration and programme promotion;
- course registration and class scheduling;
- application for suspension of studies;
- credits transfer and course exemptions;
- managing student data which includes personal particulars and academic records (course registration, course grades, academic transcript, calculation of GPA/Honours Classification/Honour Roll/President's List) of registered students in undergraduate, postgraduate and non-local programmes;
- conduct of examinations;
- handling academic appeal applications;
- coordinating University functions;
- collection for degree certificates;
- providing administrative and secretarial support to academic departments and committees.

12.2.3 Directory of Administrative Offices is at **Appendix 7**.

### 12.3 Library

12.3.1 The Library is located at the Library Complex next to the Academic Main Building. It opens from 8:30am - 9:00pm on weekdays and 8:45am to 7:00pm on Saturday. It is closed on Sunday and public holidays.

12.3.2 The Library occupies 5.5 levels (the G/F and the 2/F through the 6/F) and provides about 600 study seats, two discussion rooms and one presentation room for group project discussion.

12.3.3 The Library has holdings of approximately 339,000 total physical items. Among the items, there are about 312,000 printed materials, about 23,129 audio-visual materials and 863 active titles in Chinese and English printed format serials with a total of 32,188 bound volumes. Besides printed materials, there are 12 CD-Rom databases

and about 118 online databases which can provide about 52,263 electronic serials and 2.5 million electronic books for remote access. Further information on services and facilities can be found at **Appendix 3**, the Library Handbook or at <https://www.hksyu.edu.hk/lib/>

#### 12.4 IT System Service Team

12.4.1 The IT Unit is located on Rm 310 (3/F) of the Academic Main Building. It provides technical support and maintenance service to computer labs, language lab and learning network (e.g. Moodle, VeriGuide, emailing system, SIMS, WebSIMS) in both Braemar Hill Campus.

#### 12.5 Office of Student Affairs (OSA)

12.5.1 The Office of Student Affairs is located in Room H402 (4/F) of the Residential and Amenities Complex. The Associate Vice President (Student Affairs) is in charge of the OSA and supported by three Section Heads, four Counsellors and a number of Student Services Officers and Administrative Assistants.

12.5.2 The OSA manages services related to students and alumni, including:

- Student Activities;
- Student Finance;
- Student Counseling;
- Physical Education;
- Career Services; and
- Alumni Liaison

12.5.3 Apart from the services listed above, OSA acts as a communication channel between students and the University. For details, please visit [www.hksyu.edu/osa](http://www.hksyu.edu/osa)

Office of Student Affairs: Room 402, Residential and Amenities Complex

Office Hours:

Monday - Friday      9:30 a.m. - 1:00 p.m. & 2:00 p.m. - 6:30 p.m.

Saturday                9:00 a.m. - 1:00 p.m.

#### 12.6 International Unit

12.6.1 The International Unit (IU) is located at Room RLB602, Low Block, Research Complex. Through the Study Abroad Scheme, IU offers exchange/ study abroad, overseas summer school, and overseas internship programmes to undergraduate students. Please visit [www.hksyu.edu/iu/](http://www.hksyu.edu/iu/) for more information. For enquiries, IU can be reached at [studyabroad@hksyu.edu](mailto:studyabroad@hksyu.edu).

12.6.2 Office Hours:

Monday - Friday      9:30 a.m. - 1:00 p.m. and 2:00 p.m. - 6:30 p.m.

Closed on Saturdays, Sundays, public holidays and University holidays

## **12.7 Hall Management Unit**

12.7.1 The key responsibility of the Hall Management Unit (HMU) is to promote hall life. Moreover, the Unit works closely with the Facility Management Office in the daily management of the halls of residence.

12.7.2 Students may contact HMU at 2804-8562 or [hmu@hksyu.edu](mailto:hmu@hksyu.edu). They may also visit the Unit at RHB208, High Block, Research Complex during office hours:

Monday – Friday      9:30 a.m. - 1:00 p.m. and 2:00 p.m. - 6:30 p.m.

Closed on Saturdays, Sundays, public holidays and University holidays

## 13 **STUDENT SUPPORT SERVICES**

### 13.1 **Student Counselling**

#### 13.1.1 Personal Development and Counselling Service

Adopting a holistic and balanced approach in student development, the Office of Student Affairs offers a series of developmental programmes and individual counselling service.

The Counselling Section of OSA supports students who are going through personal difficulties and emotional distress, which are often related to academic, social, career, family and other life concerns. The service is free for current students. Information provided will be kept confidential. If students are interested to learn about their mental health conditions, they can visit OSA website and complete an online DASS (Depression, Anxiety and Stress Scales) survey at <https://osa.hksyu.edu/counselling-services/>.

There is also a series of developmental programmes which are designed to enhance students' self-understanding, mental wellness and university life experience. Previously we have organized MBTI Workshop, Mindful Walking, Visit to Life Journey Centre, etc. All students are welcome to join these activities and browse the latest programmes by visiting <https://osa.hksyu.edu/news/>.

Students can reach the counseling team via the following channels and we will respond to you within 2 working days:

1. Complete an online Message to Counsellor on OSA website at <https://osa.hksyu.edu/counselling-services/>
2. Dial 2104-8222 (leave a voice message after office hours)
3. Write an email to [osa\\_counselling@hksyu.edu](mailto:osa_counselling@hksyu.edu)

#### 13.1.2 Special Education Needs

The University is committed to offering equal opportunities for students with special educational needs/ disabilities by promoting an inclusive and supportive learning environment. Counselling Section helps coordinate learning support for these students and invite them for an enquiry meeting. Specific adjustment 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 us via email ([osa\\_counselling@hksyu.edu](mailto:osa_counselling@hksyu.edu)) to discuss their needs so that individualized services can be arranged.

## 13.2 Career Services and Further Studies

Aiming to assist students in exploring their career opportunities, enhance their understanding of the job market and equip them with the skills / knowledge required in their target fields, Career Services Section organizes recruitment talks, skills enhancement workshops, agency visits and career fairs throughout the year. In addition, recurrent services such as CV review and career consultation are also provided on an on-demand basis.

The Career Services Website ([www.hksyu.edu/7osa/career](http://www.hksyu.edu/7osa/career)) is a one-stop platform to share updated news of career development/ further studies, workshops and events, external career-related activities, job hunting tips and job postings through HKSJU's own job portal for students. Career Resources Corner at 4/F of Residential and Amenities Complex offers books on loan service for a variety of reference books like IELTS, GMAT and CRE examination guides.

OSA encourages students to check their university email account regularly for monthly e-newsletters to keep themselves abreast of our services and make individual appointment for career and further studies advice through email at [osa\\_career@hksyu.edu](mailto:osa_career@hksyu.edu).

## 13.3 Student Financial Assistance and Scholarships

### 13.3.1 Financial Assistance Scheme

<b>Financial Assistance Scheme for Post-secondary Students (FASP)</b> A means-tested financial assistance	
Includes:	➤ Grant (tuition fee and academic expenses) and / or ➤ Loan (living expenses) (Interest rate: 1% per annum)
<b>Non-means-tested Loan Scheme for Post-secondary Students (NLSPS)</b> Non-means tested loan	
Includes:	➤ Loan (Interest rate: 1.231% per annum)
Application:	➤ Submit the online e-form to the Student Finance Office (SFO) through the E-Submission System in the SFO's electronic platform (SFO E-link)
Requirements:	➤ Full-time undergraduates aged 30 or below ➤ Holder of Hong Kong permanent identity card
Application Period:	➤ In May (current students) ➤ In September (freshmen)

<b>One-off Grant to Financially Needy</b>	
Requirements:	➤ Applied and passed the means test of FASP
Application:	➤ No application is needed

Community Care Fund	
1. Hostel Subsidy	
Requirements:	<ul style="list-style-type: none"> <li>➤ Applied and passed the means test of FASP</li> <li>➤ Resided in student hostels provided by HKSJU</li> <li>➤ Resident of the hostel place concerned for at least 75% of the time during a semester</li> </ul>
Application:	➤ No application is needed
2. Additional academic expenses grant	
Requirements:	<ul style="list-style-type: none"> <li>➤ Applied and passed the means test of FASP</li> <li>➤ Offered with academic expenses grant</li> </ul>
Application:	➤ No application is needed
3. Academic expenses grant for students with special educational needs	
Requirements:	<ul style="list-style-type: none"> <li>➤ Students with special educational needs</li> <li>➤ Pass the means test of FASP</li> </ul>
Application:	➤ Complete and return the request form to the SFO by 31 December 2019

Shue Yan University Financial Assistance Scheme	
Includes:	<ul style="list-style-type: none"> <li>➤ Bursary</li> <li>➤ Hall bursary</li> <li>➤ Tuition Remission</li> <li>➤ Interest-free loan</li> </ul>
Application Period:	<ul style="list-style-type: none"> <li>➤ In May (current students)</li> <li>➤ In September (freshmen)</li> </ul>
Application:	<ul style="list-style-type: none"> <li>➤ Download the forms from the OSA's website (<a href="http://www.hksyu.edu/osa/">http://www.hksyu.edu/osa/</a>)</li> <li>➤ Completed forms should be submitted to OSA</li> </ul>

Shue Yan University Annual Scholarships and Bursaries	
Includes:	<ul style="list-style-type: none"> <li>➤ Undergraduate Scholarships</li> <li>➤ Fellowships</li> <li>➤ Postgraduate Scholarships</li> <li>➤ Service Scholarships</li> <li>➤ Bursaries</li> <li>➤ Outstanding Academic Improvement Awards</li> </ul>
Requirements:	
Scholarships	➤ CGPA & TGPA 3.00 or above (undergraduates only)
Fellowships	➤ CGPA & TGPA 3.00 or above (final year students only)
Postgraduate Scholarships	➤ CGPA & TGPA 3.30 or above (full-time postgraduates only)
Service Scholarships	➤ CGPA & TGPA 2.50 or above (undergraduates only)

Bursaries	➤ CGPA & TGPA 2.00 or above (Undergraduates with Hong Kong Permanent Resident Status)
Outstanding Academic Improvement Awards	➤ CGPA 2.5 or above ➤ At least 0.5 GPA improvement (undergraduates only)
Application Period:	➤ Around February
Application:	➤ Download the forms from the OSA's website ( <a href="http://www.hksyu.edu/osa/">http://www.hksyu.edu/osa/</a> ) ➤ Completed forms should be submitted to OSA

✧ Application Period, procedures and the selection criteria will be announced every year

A number of external organizations offer different scholarships and/or awards as well, students are advised to visit the OSA website from time to time for relevant information.

## 13.4 Student Activities and Facilities

### 13.4.1 Student Organizations

Students are encouraged to form student organizations and organize activities aiming to benefit their personal development as well as well-being of our community. To form a society registered under OSA, students are required to follow the procedures below:

1. Fill in form (SA4);
2. Seek approval from Student Affairs Committee (SAC) to form a Preparatory Committee and to operate at least for one year;
3. To be assessed by OSA after one year operation; and
4. Seek final approval to register as a formal society under SAC.

In the academic year of 2019/20, there are in total 27 student organizations registered through OSA, including 9 departmental societies, 17 interest groups, and the Mainland China Student Association. There are 2 preparatory committees registered through OSA.

#### *(I) Departmental Societies*

- (1) Society of Department of Accounting
- (2) Society of Department of Business Administration
- (3) Society of Department of Chinese Language & Literature
- (4) Society of Department of Counselling & Psychology
- (5) Society of Department of English Language & Literature
- (6) Society of Department of History
- (7) Society of Department of Sociology
- (8) Society of Department of Social Work
- (9) The Editorial Board of the Department of Journalism & Communication

#### *(II) Interest Clubs*

- (1) Business Investment Society
- (2) Catholic Students Society
- (3) Christian Fellowship
- (4) Chinese Debate Team
- (5) Community Service Team

- (6) Computer Society
- (7) Dance Society
- (8) Drama Society
- (9) Film Society
- (10) Green Society
- (11) Judo Club
- (12) Magic Society
- (13) Karatedo Society
- (14) Kendo Society
- (15) Music Society
- (16) Photographic Society
- (17) Taekwondo Club

*(III) Other Associations*

- (1) Mainland China Student Association

IV) Preparatory Committee

- (1) The Preparatory Committee of Animal Welfare and Care Society
- (2) The Preparatory Committee of Wing Chun Society

#### 13.4.2 University Team Representatives

There are currently 16 sports teams for students to develop and showcase their talents in sports. Joining the sports teams is a wonderful experience to enrich university life and build friendships with athletes across the university and other tertiary institutions. You may have a chance to represent the University to participate in the USFHK competitions, in which athletes from 13 local institutions will compete on different sports events annually. We encourage interested students to join our trials which will usually take place at the beginning of the first semester.

HKSYU Sports Teams including:

Athletic	Badminton	Basketball	Soccer
Handball	Karatedo	Rugby	Swimming
Table Tennis	Taekwondo	Volleyball	

Students who are interested in joining the University Sports Teams may contact Ms. Iwa Lee or Mr. Joel Lam of OSA for further information.

Besides, certain interest clubs have formed teams to participate in activities and competitions with other universities and organizations. These are, the Chinese Debate Team, the Putonghua Debate Team, and the Judo Club.

#### 13.4.3 Awards and Co-curricular Achievement Transcript (ACAT) Scheme

Apart from student's academic achievement, the University is committed to student's whole person development and recognized that students get to learn and sharpen certain important skills in well-structured co-curriculum programmes.

The ACAT Scheme aims to enhance students' awareness of all-rounded development, and to assist students in keeping track of their academic portfolio. Each student will be given a consolidated transcript of their co-curricular activities verified by the Office of Student Affairs (OSA). The six categories in the ACAT include:

- Awards and Scholarships - e.g. Annual scholarships and awards.
- Student Organizations - e.g. Committee Membership such as departmental society and interest group.
- Contributions to University - e.g. Volunteer services serving as student helpers or performers in university events/activities.
- Participation in Physical Education Activities - e.g. Records of participation in University Sports Team representing the University in competitions organized by The University Sports Federation of Hong Kong, China (USFHK).
- Personal Development Programmes, e.g. Completion record of programmes, such as Stress & Emotion Management Programmes, Personal Growth Experiential Activities, Self-Understanding Workshops and Ambassador Schemes etc.
- Career Services Activities - e.g. Participation in the career development activities such as workshops and Mentorship Programme
- Internship and Exchange Programmes - e.g. Participation in Internship Programmes or Exchange Programmes organized/co-organized by OSA.

#### 13.4.4 Annual Athletic Meet

Athletic Meet is one of the major events in the University. Over hundreds of students would take part in the event to be held in March/April each year at a LCSD sports ground. The Athletic Meet aims to provide an opportunity for students to showcase their remarkable talents, and to cultivate team spirit.

#### 13.4.5 Venues and Facilities for Student Activities

##### 1. Venues for student organizations

Student organizations can apply to use university venues through online system (<https://osa.hksyu.edu/room-booking-for-organizations/>) at least six working days prior to the proposed date of usage.

For more details, please visit the website of Office of Student Affairs <https://osa.hksyu.edu/campus-life/amenities/>

##### 2. Venues for mass students

Students can make use of the multi-purpose rooms in the Research Complex for learning and holding activities, such as project discussion or group work, rehearsal and preparatory work for organized activities etc. Booking of the room can be made through an online database (<https://osa.hksyu.edu/mass-stu-room-book/>) by using your moodle/email username and login password

Venue	Location	Charges
RLG401, RLG403, RLG405, RLG501, RLG503	Research Complex	N/A

##### 3. Student lockers

Rental notice of lockers will be posted on campus notice boards at the beginning of each academic year. The rental period of assigned locker is for one academic

year. Locker renewal and return procedures should be completed on the specified period indicated in your registration form. Please contact OSA for further information.

### 13.5 Student Housing

13.5.1 Living in the halls of residence gives students ample opportunities to meet new friends and participate in the wide range of hall activities. It is a nurturing ground for students' personal development. All full-time undergraduate students are entitled to apply for student housing, irrespective of how far they live from the University. Students may opt to stay on-campus for one semester or for both Fall & Spring semesters. Every student will be encouraged to live on campus for at least one semester during their 4-year study in HKSJU.

13.5.2 Undergraduate halls of residence are located in the Residential and Amenities Complex and Research Complex. Undergraduate residence mainly consists of shared rooms (2-person, 3-person, 4-person), with 2-person room and 3-person room being the majority. Residential period and hall fees are calculated by semester. In addition, there are a limited number of single rooms for undergraduate residence.

Undergraduate Student Halls	Single Room	Twin Room	Triple Room	Quad Room
Residential and Amenities Complex	✓	✓		
Research Complex		✓	✓	✓

13.5.3 When evaluating applications, we will consider a host of factors:

- (a) travelling time between home and the main campus;
- (b) living condition at home and family income;
- (c) academic performance;
- (d) contribution to the University;
- (e) plan on contribution to hall life; and
- (f) on-campus residential experience.

### 13.6 Liaison with Alumni

13.6.1 Shue Yan University Alumni Association is formed by a group of alumni in 1980 with the goal to "Liaise with alumni, contribute to our alma mater and society". Alumni Association intends to reinforce communication among the existing students in order to enhance the liaison work of alumni in the future.

Address: GPO Box 1706, Central Post Office, Hong Kong

Website: [www.hksyuuaa.com](http://www.hksyuuaa.com)

Email: [info@hksyuuaa.com](mailto:info@hksyuuaa.com)

## 13.7 Student Representation on University Committees

### 13.7.1 Aims and Objectives

Aiming to enhance the openness/transparency of University policies, and to provide students with channels to be involved in the University's policy-making process, seven out of the fourteen committees have student-elected representatives. The Student Representatives Election commences in the first semester every year. All full time students are entitled to the rights to vote, to nominate, to be nominated, and to second a nomination in these elections.

The number of student representative varies among these seven committees -- both the Student Affairs Committee and the Library Management & Development Committee have three student representatives that are elected by the students from their own faculties. On the other hand, the Student Discipline Committee, the Student Finance Committee, the Academic Board, Quality Assurance Committee, and the Panel Against Sexual Harassment each has one (student elected) student representative.

### 13.7.2 Role of Student Representatives in the Committees

The Student Representative(s) in each Committee enjoy the rights and duties equal to any other Committee Members; it includes the rights to raise out, to discuss and to vote during the meeting. Student Representatives play the role of students when attending the meetings, and give suggestions from the angle of students, in the hope that decisions reached by the Committee can fulfill the needs of both teaching staff and students.

### 13.7.3 Terms of Reference for Student Representatives

Student Representatives should be full-time registered students in the HKSYU. All the Student Representatives elected in their Committee are supposed to be appointed for one academic year, which is from the date of polling announcement till the new appointee to take up the post at the next Committee meeting.

## 14 THE STUDY ABROAD SCHEME

14.1 The Study Abroad Scheme offers Shue Yan undergraduate students an opportunity to complete part of their education with our partner outside Hong Kong. Students may study abroad for one or two semesters. At present, Shue Yan has partners from 19 countries/ regions (including Australia, Austria, Canada, Finland, France, Germany, Japan, Mainland China, Malaysia, Netherlands, New Zealand, Republic of Korea, Spain, Sweden, Taiwan, Thailand, United Kingdom, United States and Vietnam). Through participation in the Scheme, students will be able to:

- enrich their academic experience through learning in different contexts
- meet people from around the world and build an international network
- enrich their life experience
- enhance their competitive edge via international exposure and acquisition of transferable skills
- live independently in a multicultural environment and experience a new culture
- improve their language skills
- build up self-confidence
- learn to be more self-sufficient and promote personal development

14.2 Besides outgoing students, the Study Abroad Scheme provides opportunities for students from our partners to come and study at Shue Yan for one or two semesters as an exchange student. Through such arrangement, the Scheme will create chances for Shue Yan students, who opt not to go for studying abroad, to make new friends from different countries/ regions and to build an international network. In addition, Shue Yan also offers Overseas Summer School Programmes which are all credit-bearing.

Both the HKSAR Government and Shue Yan have offered different financial support and scholarship schemes in order to encourage more students to participate in exchange activities. Students may refer to the official website of the International Unit for details. In academic year 2017-18, some students participated in the Study Abroad Scheme obtained financial subsidy through the following schemes/scholarships:

- (a) Education Bureau's Scheme for Subsidy on Exchange for Post-secondary Students
- (b) Education Bureau's Scheme for Subsidy on Exchange to "Belt and Road" Regions for Post-secondary Students
- (c) Dr. Li Dak Sum Student Exchange Scholarships
- (d) Education Bureau's Reaching Out Awards (please approach the Office of Student Affairs for more information)

14.5 List of 45 partner institutions for the Study Abroad Scheme:

University	Country
Charles Darwin University	Australia
RMIT University	Australia
The University of Melbourne	Australia
University of South Australia	Australia

<b>University</b>	<b>Country</b>
University of Applied Sciences Wiener Neustadt	Austria
Crandall University	Canada
Arcada University of Applied Sciences	Finland
EDC Paris Business School	France
SRH Hochschule Heidelberg	Germany
Technische Hochschule Köln University of Applied Sciences	Germany
Kindai University	Japan
Ritsumeikan Asia Pacific University	Japan
Tsuda University	Japan
Yamaguchi University	Japan
Beijing Language and Culture University	Mainland China
Beijing Normal University	Mainland China
China University of Political Science and Law	Mainland China
Communication University of China	Mainland China
Fudan University	Mainland China
Henan University	Mainland China
Peking University	Mainland China
Shantou University	Mainland China
Xiamen University	Mainland China
Universiti Tunku Abdul Rahman	Malaysia
HZ University of Applied Sciences	Netherlands
Victoria University of Wellington	New Zealand
Chung-Ang University	Republic of Korea
Inha University	Republic of Korea
Kangwon National University	Republic of Korea
Pukyong National University	Republic of Korea
Sangmyung University	Republic of Korea
Universidad Rey Juan Carlos	Spain
Södertörn University	Sweden
National Cheng Kung University	Taiwan
National Chi Nan University	Taiwan
National Dong Hwa University	Taiwan
National Kaohsiung Normal University	Taiwan
National Ping Tung University	Taiwan
National Sun Yat-sen University	Taiwan

University	Country
National Taipei University	Taiwan
Tunghai University	Taiwan
Thammasat University	Thailand
University of Leicester	United Kingdom
The University of Missouri – Kansas City	United States
RMIT University	Vietnam

- 14.6 The International Unit will recruit Shue Yan students for exchange/study abroad twice (in September and February) every academic year. As for summer school programme, students will receive invitation and information in March onwards for intake commencing in July in the same academic year.
- 14.8 Academic Department has full autonomy to determine student's eligibility for credit transfer. In general, a student will be eligible for credit transfer of courses satisfactorily completed at the host institution. Students may consult the International Unit or Department for any department-specific requirements and for advice on course selection once you have been nominated by Shue Yan to the host institution.
- 14.9 Academic Department will try to give student an indication as to whether the courses that s/he undertakes in the host institution are transferable before the commencement of exchange/study abroad. Having said that, student should note that credit transfer will only be confirmed by her/his Department upon her/his return to Shue Yan through review of the work completed at the host institution. Hence, students returning from exchange/study abroad are required to provide the Department with a full set of course materials and the official transcript issued by the host institution.
- 14.10 The courses completed abroad must fit into the programme requirements of the Bachelor's Degree programme that a student is enrolled into in order to be eligible for credit transfer. Hence, going on exchange/study abroad may lead to deferral of study and graduation, especially for final year students.
- 14.11 Students will receive all information about application for the Scheme through Shue Yan student email account. Updated information will also be posted on the Study Abroad Scheme official website at [www.hksyu.edu/iu/studyabroad/](http://www.hksyu.edu/iu/studyabroad/). For enquiries, students may contact the International Unit at 28048406/ 28048407 or [studyabroad@hksyu.edu](mailto:studyabroad@hksyu.edu). Alternatively, students may visit the Unit at RLB602, Low Block, Research Complex.

## 15. ADDITIONAL INFORMATION

### 15.1 Academic Calendar

Please click on the link: <http://www.hksyu.edu/Info/calendar.html>

### 15.2 Adverse Weather Arrangements 惡劣天氣安排

1. When Typhoon Signal No.1 or 3 or the Amber or Red Rainstorm Warning Signal is hoisted.

當 1 號或 3 號颱風訊號 / 黃色或紅色暴雨警告生效時。

- (i) *All classes and examinations will be held as scheduled.*  
所有課堂及考試如期進行。

2. When Typhoon Signal No. 8 or above is hoisted or is likely to be hoisted within 3 hours / Black Rainstorm Warning Signal is hoisted.

當 8 號或以上颱風訊號生效或即將在 3 小時內生效時 / 黑色暴雨警告生效時。

- (i) *All classes and examinations that have not yet started will be cancelled or postponed.*  
所有未開始的課堂及考試取消或延期。
- (ii) *All classes that have already started will be immediately suspended. Students are advised to take shelter in a safe place until the weather and traffic conditions have improved.*  
所有已開始的課堂即時停止。學生應在安全地方暫避直至天氣及交通情況有改善。
- (iii) *All examinations that have already started will continue until the end of that session.*  
所有已開始的考試繼續進行，直至該科考試完結。

*(If the University considers that the overall weather and traffic conditions are of potential risk and may cause severe inconvenience to students, the examinations will be immediately suspended. Registry will then arrange makeup examinations.)*

*(如校方認為整體天氣及交通情況對考生構成威脅與不便，已開始的考試即時停止。註冊處將安排補考。)*

3. When Typhoon Signal No. 8 or the Black Warning Signal is cancelled.

當 8 號颱風訊號 / 黑色暴雨警告已取消。

- (i) *All classes and examinations starting 3 hours or later will be held as scheduled.*

所有在 3 小時後開始的課堂及考試如期進行。

*Important Notes:* 注意事項：

- a) “Examinations” refer to semester examinations only, and do not include mid-term tests/quiz and make-up examinations. 「考試」是指學期考試，並不包括中期測驗及補考。
- b) In case the Hong Kong Observatory announces that the Signal No. 8 or above is likely to be hoisted within a time range, the start time will be used. 如香港天文台宣布 8 號或以上颱風訊號即將在一個時段內生效時，以開始時間作為訊號生效時間。
- c) Arrangement of classes/examinations due to adverse weather conditions will also be announced on Moodle. 有關惡劣天氣下課堂及考試安排亦會在 Moodle 公佈。
- d) The Registry will take into consideration of the adverse weather conditions in case students cannot attend the classes or examinations. 註冊處將酌情處理同學因惡劣天氣而缺席課堂或未能出席考試的情況。

### 15.3 Transportation Information

<p><b>Braemar Campus</b> 10 Wai Tsui Crescent, Braemar Hill, North Point</p>
<p><b>Coach Service (Sept to May only)</b> Quarry Bay MTR—&gt; Hong Kong Shue Yan University Hong Kong Shue Yan University —&gt; Tin Hau / Causeway Bay</p>
<p><b>Kowloon Motor Bus</b> 108 Kai Yip Bus Terminus &lt;=&gt; Braemar Hill</p>
<p><b>New World First Bus</b> 23B Park Road (Mid Level) &lt;=&gt; Braemar Hill 25 Central (Pier 5) &lt;=&gt; Braemar Hill 27 North Point Ferry Pier &lt;=&gt; Braemar Hill</p>
<p><b>Citybus</b> 25A Wan Chai (HKCEC Extension) &lt;=&gt; Braemar Hill 85 Siu Sai Wan &lt;=&gt; Braemar Hill</p>
<p><b>Green Mini-Bus Routes</b> 25 Causeway Bay MTR&lt;=&gt; Braemar Hill 49M Tin Hau MTR &lt;=&gt; Braemar Hill</p>

The above information is for reference only and is subject to change according to the transport services companies.

### 15.4 Guidelines for Photocopying of Printed Works by Not-for-profit Educational Establishments

[http://www.ipd.gov.hk/eng/intellectual\\_property/copyright/copy\\_edu.htm](http://www.ipd.gov.hk/eng/intellectual_property/copyright/copy_edu.htm)

## 15.5 University Policy on Handling Sexual Harassment Cases

The University is committed to providing and promoting a workplace and an academic environment in which mutual respect for all is assured. All members of the University community (including faculty, staff and students) should understand that sexual harassment violates the rights, dignity and integrity of the individual. The University does not tolerate any act of sexual harassment, to be defined below.

Sexual harassment is prohibited under Hong Kong's law. It is detrimental to the life of the harassed in terms of his/her academic or work performance and results in sexual discrimination and gender inequality. To uphold the dignity, integrity, and equality for all on campus, the University establishes the following Policy against Sexual Harassment.

### a. Sexual Harassment Defined

Under the Sex Discrimination Ordinance Part I Section 2(5), a person is a sexual harasser if,

1. he/she makes an unwelcome sexual advances or unwelcome request for sexual favors, OR
2. he/she does other unwelcome act of a sexual nature in circumstances where a reasonable person would have anticipated that the subject of attention would be offended, humiliated or intimidated.

This policy prohibits the act of “quid pro quo” and any other acts that may lead to a “hostile environment” as defined below.

1. Quid Pro Quo: According to which employment or academic decisions are based on an individual's willingness to grant or deny sexual favors to another individual, for example demanding sexual favors in exchange for a promotion opportunity, a pay increment, or a higher grade in examination/assessment).
2. Acts that lead to a hostile environment: Any verbal or physical conduct of a sexual nature which has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

### b. Examples of Sexual Harassment (Quoting from Equal Opportunities Commission's official website, <http://www.eoc.org.hk>):

1. Repeated attempts to make a date, despite being told “NO” each time
2. Comments with sexual innuendoes and suggestive or insulting sounds
3. Relentless humor and jokes about sex or gender in general
4. Sexual propositions or other pressure for sex
5. Implied or overt threats for sex (e.g. demanding sexual favors in exchange for a promotion or a higher grade in examination/assessment)
6. Obscene gestures or inappropriate touching (e.g. patting, touching, kissing or pinching)
7. Persistent phone calls or letters asking for a personal sexual relationship
8. Displaying sexually obscene or suggestive photographs or literature
9. Sending offensive or pornographic emails or displaying pornographic websites
10. Unwelcome gaze of a sexual nature

11. Expressions of bias on the basis of sexual orientation in any form such as derogatory comments and continual use of sex-stereotyped references and depiction in instruction process
12. Sexual assault or forced sexual intercourse (vaginal intercourse/sodomy)

c. Reporting of Sexual Harassment

Basic Principles:

- (i) All members of the University community should take the responsibility of reporting any sexual harassment cases immediately to appropriate administrative officials. Delay in reporting may hinder the timely solution to relevant complaints and contribute to the repetition of offensive behaviors.
- (ii) The University will protect the privacy of the individuals involved and ensure the complainant(s) and the accused are treated fairly. Information about individual complaints and their deposition is considered confidential and will be shared only on a “need to know” basis. Retaliation against individuals who report or provide information about sexual harassment (“victimization”) is also strictly prohibited. Any act of reprisal by University staff will be a violation of this policy and result in appropriate disciplinary actions.

d. Reporting Channels

- (i) Staff should report complaints of sexual harassment to their supervisors or any supervisory personnel with whom he/she entrusts. He/she can also contact any member of the University Panel Against Sexual Harassment.
- (ii) Students with complaints of sexual harassment are recommended to contact the student counselors, residence wardens, or any faculty/staff with whom he/she entrusts.

e. Procedures for handling complaints

Informal procedures

The University encourages early settlement of any complaints. It prefers informal procedures over formal ones, in the form of, for example, mediation. The Officer-in-charge of the Unit of the staff complainant can provide advice to the staff to handle the sexual harassment issue whereas the student complainant is recommended to seek advice from the student counselors at the Office of Student Affairs (OSA). Written complaints are not required to trigger mediation, but a written complaint is required for a complaint investigation process to begin. A designated student counselor from OSA may serve as an advocate of the complainant, to provide advice and support. The designated student counselor may also act as an informal mediator and direct the complainant to seek appropriate resources.

Formal procedures

A University Panel Against Sexual Harassment shall be responsible for handling mediation and complaint investigation of cases involving staff or students. The terms of reference with details of membership is enclosed at Annex 1. The Panel will be in charge of promoting general awareness of issues concerning sexual harassment and investigating specific complaints. The Panel will be chaired by the Administrative Vice President and comprise faculty, administrative staff, and student counselors. The Panel will consent to the formal procedures in dealing

with an individual case only when a written complaint is made. If a complaint is made against a staff member, a hearing will be convened. In that case, the Panel Chairperson will appoint an Investigation Team with panel members deemed to be suitable to handle the particular case. In the case of a complaint against a student, the case will be referred to the Student Discipline Committee.

Following the initiation of the complaint investigation process, an Investigation Team will be established with a view to submitting a fact-finding report to the Chairperson of the University Panel Against Sexual Harassment. This report will include a determination as to whether or not an act of sexual harassment has been committed. The Panel is expected to complete investigation of a complaint within 30 working days from the date of its first meeting.

If the complainant or the accused objects the result of the fact-finding report, he/she can submit a response or an appeal to the Panel Chairperson within 14 working days upon receipt of the report. The Panel Chairperson will review the fact-finding report in consideration of the response/ appeal received and submits a final report to the Deputy President for consideration.

After reviewing the report and submissions, the Deputy President or his designate will make a final decision as to whether or not to accept the recommendations of the final report and decide over actions to be taken. The Deputy President or his designate will then convey the decision in writing to the complainant/ accused. The University reserves the right to vary the above disciplinary procedures as necessary and to take all appropriate actions against the staff or student who warrants disciplinary action.

Despite the above procedures, the complainant will have the full right to lodge a complaint directly with the Equal Opportunities Commission (EOC) or the Police, as well as to file a lawsuit. A flow chart summarizing the procedures of handling sexual harassment complaints is appended under Annex 2.

Annex 1

## University Panel Against Sexual Harassment (“the Panel”)

Terms of Reference

1. To review, on a regular basis, statistics on sexual harassment occurring on university campuses in Hong Kong and the complaint procedures in general.
2. To promote awareness of prevention of sexual harassment on campus.
3. To handle all reported sexual harassment complaints in our University community. Where necessary, Panel members will be appointed to the Independent Investigation Team on a case-by-case basis.
4. To approve the investigation report submitted by the Independent Investigation Team appointed for each specific case.
5. To give recommendations to the University such disciplinary actions as may be appropriate.
6. To review the University Policy against sexual harassment, where necessary.
7. To keep strictly confidential personal data of all parties involved in the process of investigating any reported sexual harassment case.

Membership

Chairperson: Administrative Vice President

Members:

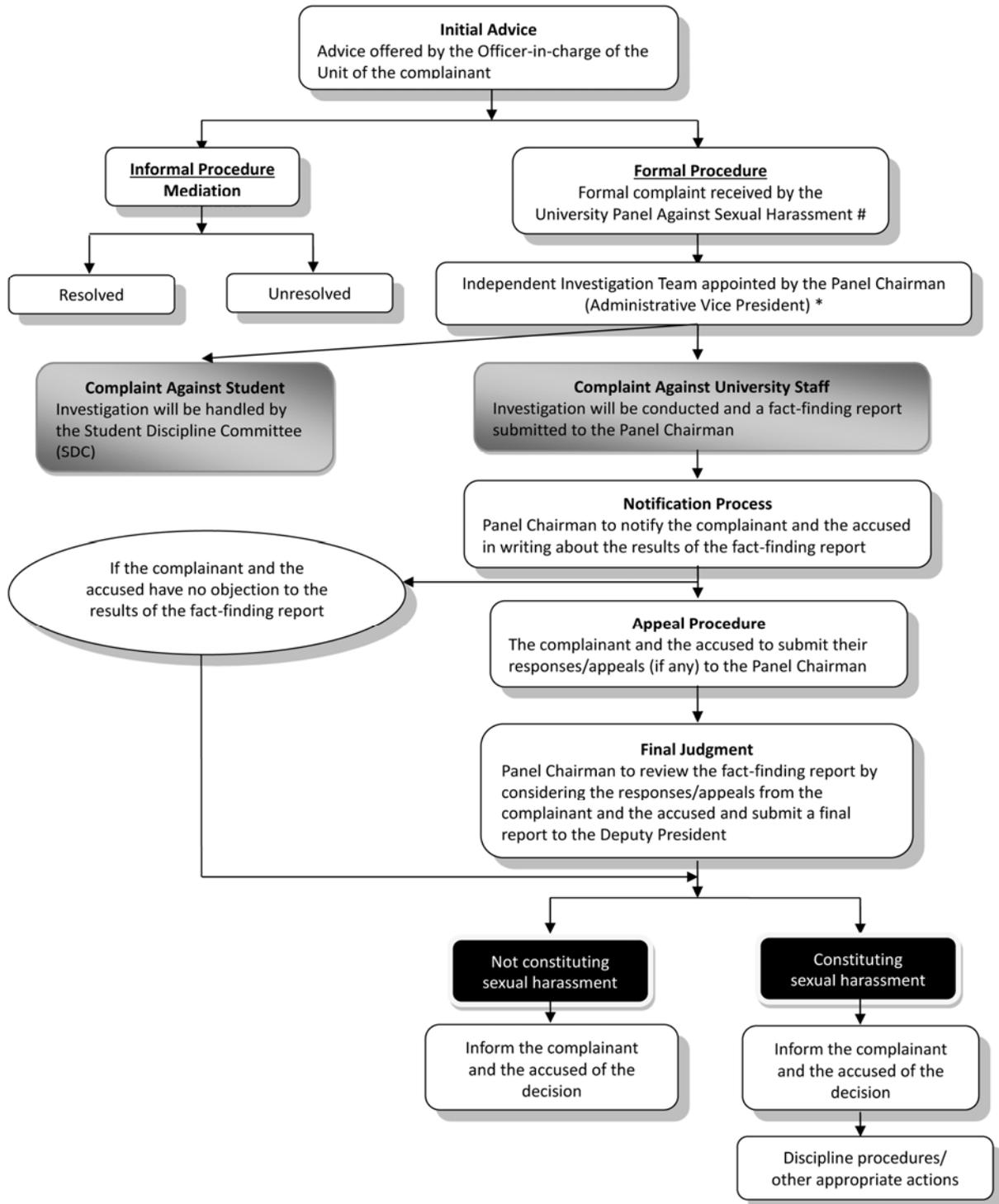
- One to two representatives from the Faculty of Arts
- One to two representatives from the Faculty of Commerce
- One to two representatives from the Faculty of Social Sciences
- One staff nominated by the Registry
- One staff nominated by the Office of Student Affairs
- One staff nominated by the Library
- One elected student representative

Secretary: A staff member of Registry

The Independent Investigation Team

Team members will be appointed by the Panel Chairperson on a case-by-case basis. Provided that there is no conflict of interests between the Panel members and the complainants or the accused, or any other persons involved in a particular case, any Panel members may be appointed members of the Independent Investigation Team. The team will comprise 5 members with at least two members of different genders, including 2 faculty members, 2 administrative staff and 1 student counselor.

**An illustration of the process of Resolving Sexual Harassment Complaints**



# The University Panel Against Sexual Harassment is appointed by the Deputy President  
 \* The Independent Investigation Team will comprise at least two panelists of different genders, including faculty members, administrative staff and student counselors. Under special circumstances or as requested by the Chairman of the University Panel Against Sexual Harassment, a non-staff Council member will join the investigation team to ensure that justice is upheld in the process of investigation.

## 15.6 Hong Kong Shue Yan University Access and Equal Opportunities Policy

### Preamble

Hong Kong Shue Yan University (HKSYU) 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, HKSYU 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 or disability
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 ([osa\\_counselling@hksyu.edu](mailto:osa_counselling@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 HKSYU 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 the 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).

**LIST OF APPENDICES**

	Page
1. List of University Administrative Officers	55
2. Campus Directory	57
3. Library Handbook	60
4. Academic Regulations (學則)/ Regulations Governing Assessment, Progression, Graduation and Award of Honours Classification	61
5. Plagiarism and Academic Misconduct Policy	65
6. Appeals against results of assessment and against category of award, failure of a programme or discontinuation of studies	67
7. Directory of Administrative Offices	70

## List of University Administrative Officers

### President

Dr. Henry HU Hung Lick Ph.D.; G.B.M., G.B.S., O.B.E., J.P.;  
Barrister-at-Law

### Provost

Professor HU Yao Su M.A., D.Phil., University of Oxford, U.K.

### Deputy President

Dr. HU Fai Chung B.S., M.S., Ph.D., University of California,  
Berkeley, U.S.A.

### Academic Vice President

Professor Catherine SUN Tien Lun B.A., Cornell College, U.S.A.;  
M.Soc.Sc., Ph.D., HKU

### Administrative Vice President

Mr. LEUNG Kang Wai, Felix B.A.(Hons), Cert. Ed., M.Ed., Manchester; MBA,  
Australian National University

### Associate Academic Vice President

Ms. Andrea HOPE B.A., M.A., London

### Associate Academic Vice President (Teaching & Learning Development)

Dr. CHAN Kit Sze, Amy B.A.(Hons), M.Phil., Ph.D., CUHK

### Associate Academic Vice President (University Research)

Prof. CHAN Ching, Selina B.Soc.Sc. (Hons.), CUHK; MPhil., D.Phil.,  
University of Oxford, U.K.

### Associate Vice President (Student Affairs)

Ms. YIP Sau Yin, Sophia Dip., Shue Yan College, H.K.;  
M.S.W., University of Alabama, U.S.A.

### Assistant Academic Vice President

Dr. Claire WILSON Doctor of Juridical Science, City University of  
Hong Kong  
LLM(International Economic Law), City University  
of Hong Kong  
LLB(Hons), Nottingham Law School

### Assistant Vice-President (Registry)

Mr. AU YEUNG Wai Keung, Nigel B.A., Hong Kong Baptist University

### Assistant Administrative Vice-President (Campus Development)

Ms. LAM Yuen Man, Hailey B.A.(Hons.), University of Glamorgan, U.K.

### Assistant Administrative Vice-President (Hall Management and International Engagement)

Mr. CHUNG Yui Ming, Victor B.Econ.(Hons.), The University of Western Austria  
M.Ed., The University of Hong Kong

**Director of the Graduate School**

Prof. WONG, Kin Yuen M.A., University of Redlands, California, U.S.A.;  
PhD., University of California, San Diego, U.S.A.

**Registrar (Quality Assurance)**

Ms. CHU Wai, Peggy H.D., City University of Hong Kong;  
M.A., University of Leeds, U.K.

**Registrar (Academic Affairs)**

Ms. LEE Wing Sze, Cecilia B.Sc., University of Auckland, New Zealand; M.Sc.,  
Hong Kong Polytechnic University

**Registrar (Academic Programmes)**

Mr. TSE Yiu Chung, Eric B.A., Hong Kong Baptist University

**Librarian**

Mr. LEE Wai Lun, Desmond Dip., Shue Yan College, H.K.;  
M.Lib., University of Wales, U.K.

**Chief Information Officer**

Mr. CHAN Wai Hang, Cyrus B.B.A.(Hons.), Open University of Hong Kong

## Campus Directory - Academic Building

<b>Hall and Special Rooms</b>			
Lecture Theatre	LG120 LG503 LG602	Exhibition Hall	G/F
Classrooms	401-405 409-410 412-415 201-205 212-215	Classrooms	301-305 312-315 101-104 112-115 LG401-404
Computer Room	309 209 LG201-204	Student Computer Lab	LG210-211
First Aid Room	G/F	Conference Room Visitors Room	105, LG535 G/F
Indoor Sports Court Outdoor Sports Ground	LG4/F LG6/F	Canteen	5/F

<b>Research and Practice Facilities</b>			
Student Centre (JC)	LG209	Teaching Support and Research Centre (Hist)	LG534
Multimedia Studio (JC)	LG316	Observation Room (Coun)	LG301
Multimedia Computer Lab (JC)	LG317	Counselling Room (Coun)	LG302
Practice Lab (SW)	LG101	Computer-Assisted Data Analysis Lab (Coun)	LG303
Consultation Room (SW)	LG109	Neuropsychology Lab (Coun)	LG304
Student Centre (SW)	LG217	Play Room (Coun)	LG314
Psychological Test Library (Coun)	LG102	Counselling and Research Centre (Coun)	LG315
Cognitive Psychology Lab (Coun)	LG216		

<b>Administrative Office</b>			
Account Office	406	Computing Services Centre Information Counter	310 G/F

### Campus Directory – Research Complex

<b>Hall and Special Rooms</b>			
Lecture Room	RLB303 、 RLB502	Conference Room	RHB204 、 RHB209
Forum Theatre	RLG208	Multi-purpose Hall	RLG506
Classrooms	RHB301 、 RHB202 、 RHB203 、 RHB102 、 RHB103 、 RHB108 、	Classrooms	RLB302 、 RLG101 、 RLG102 、 RLG302
Computer Room	RLG502	Fitness Room	RLG404
Learning Commons	RLB2/F	Student Lounge	RLG1/F
Multi-purpose room	RLG401 RLG501	Multi-purpose room	RLG403 RLG405 RLG503
Language Centre	RLG104	Band Room	RLG505
Café	RLB1/F		
<b>Hall</b>			
Undergraduate	8/F – 14/F	Postgraduate Hall	7/F

<b>Research and Practice Facilities</b>			
SRS Consortium for Advanced Study in Dynamic Cooperative Games (BA)	RHB302A	Enterprise and Social Development Research Centre (BA)	RHB302B
Sustainable Real Estate Research Centre (E&F)	RHB304	SYU Real Estate & Economics Research Lab (E&F)	RHB304
Business, Economic and Public Policy Research Centre (E&F)	RHB308	Social Research Centre (SOC)	RHB206
Social Work Research and Development Centre (SW)	RHB207	Contemporary China Research Centre (SOC)	RHB201
SYU Media Lab (JC)	RLG201	Data Analytics and Survey Research Centre (JC)	RLG202
Radio Mixing Suite (JC)	RLG203	Multimedia Workshop (JC)	RLG204
AV Production Studio A (JC)	RLG205	AV Production Studio B (JC)	RLG206
Master Editing Suite (JC)	RLG207	Social Psychology & Well-being Lab (Coun)	RLG304
positive Psychology Lab (Coun)	RLG303	Psychological Lab Studio of Art and Creating (Coun)	RLG309
School Counselling & Psychology Lab (Coun)	RLG305		
Virtual Reality Lab	RLG307		
Positive Technology and Virtual Reality Lab (Coun) Research in Research in Evidence –based practice	RLG308		

<b>Administrative Office</b>			
Registry Office	RHB305-306	Hall Management Unit	RHB208
Facilities Management Office	RHB208	International Unit	RLB602

**Campus Directory - Lady Lily Shaw Hall**

Hall	1/F, 2/F	35th Anniversary Plaza	G/F
Multi-Purpose Room	Rm A, G/F Rm B, G/F		

**Campus Directory - Residential & Amenities Complex**

<b>Administrative Office</b>			
Office of Student Affairs	402	Counselling room	401
<b>Rooms</b>			
Moot Court	403	Multi-Purpose Room	201, 301
Multi-Purpose Room	LG101, LG201		302,303, 401
<b>Student Organizations</b>			
Student Centre	2/F		
<b>Sports Facilities and Study Room</b>			
Fitness Room	LG1/F	Sports Court	LG2/F
Canteen	1/F		
<b>Hall</b>			
Student Hall	6/F-19/F	Student Hall	21/F-22/F

**Campus Directory - Library Complex**

<b>Library</b>			
Entrance / Circulation Counter	G/F	Chinese Section	2/F
Serials / Special Collection	3/F	English Section / Law Library	4/F
General Collection	5/F	Learning Commons	6/F

## **Library Handbook**

Please refer to the link: [https://www.hksyu.edu.hk/lib/download/handbook\\_2019-20.pdf](https://www.hksyu.edu.hk/lib/download/handbook_2019-20.pdf)

## **Academic Regulations**

Please refer to the Academic Regulations (學則)

<https://www.hksyu.edu/tc/student-resources/regulations-governing-undergraduate-programmes/> (Chinese version)

<https://www.hksyu.edu/en/student-resources/regulations-governing-undergraduate-programmes/> (English version)

## **Regulations Governing Assessment, Progression, Graduation and the Award of Honours Classification**

### **1. Principles of Assessment**

The main purpose of assessment is to enable students to demonstrate that they have met the aims and objectives of the academic programme; that they have fulfilled the requirements of each subject and have, at the end of their study, achieved the standard appropriate to the award.

### **2. Course Assessment**

- a. A student is assessed for every course in which he/she has enrolled in the form of any one or any combination of the following: final examination, assignments, term papers, tests and presentations. Where more than one method is used, the weighting of each in the overall subject grade shall be clearly stated in the course outline.
- b. A student is required to take all the tests and examinations and complete all the course work prescribed in the course outline.
- c. A student who fails to attend a test or an examination without a good reason will be given no marks for that test or examination and no supplementary assessment will be given.
- d. A student who, because of illness, or in the event of the decease of a close relative, or on urgent business, is unable to present himself/herself for an examination, may apply for leave of absence to the Registrar in advance, or, in the case of sick leave within three days after the examination with written attestation from a registered medical practitioner recognized by the University. Only when approval is granted by the Registrar may the student apply for a make-up examination.
- e. A Term Examination should be held at the end of each term for any course offered during that term. A student's academic result is assessed on the basis of his/her class work, written paper, reports, examination results, and his/her attendance and participation in the class. A student is required to pass the examination component of each course in order to be awarded an overall Pass for the course. In the case of Honours Project and Fieldwork courses where there is no Term Examination, the course is assessed entirely on the student's performance in the required project components.

### **3. Credit and Grading System**

#### **3.1 Grading System**

- a. A term examination should be held at the end of each term for any course offered during that term. A student's academic result is assessed on the basis of his/her class work, written paper, reports, examination results, and his/her attendance and participation in the class. A student is required to pass the examination component of each course in order to be awarded an overall Pass for the course. In the case of Honours Projects and Fieldwork courses or courses where there is no term

- examination, the course is assessed entirely by continuous assessment.
- b. The passing Grade is ‘D’ in any subject. A student earns no credit for any course in which he/she has failed. A student who receives a grade ‘E’ for one semester course, may be allowed to sit for a make-up examination but for once only.
  - c. A student who fails in a make-up examination for a compulsory course must repeat that course in the following academic year.
  - d. A student who received an ‘F’ will not have any make-up examination and must repeat the course.
  - e. If a student fails in two or more courses taken in any one term of an academic year, he/she shall not be allowed to take more than five courses with a total of 15 credits in the following term.
  - f. If a student fails in more than one third of the courses taken in any one term of an academic year, his/her right to sit for make-up examinations will be forfeited, even though his/her failed courses may reach grade ‘E’ and he/she shall be advised to reduce the number of courses to be taken accordingly in the following semester.
  - g. A student who has a grade point average of 1.0 or below will be required to discontinue his/her studies in the University.

3.2 Grades are awarded according to the following system:

Grade	Academic Reference	Grade Point Value	Grade Points (for a 3-credit course)
A	Excellent	4.0	12.0
A-		3.7	11.1
B+	Good	3.3	9.9
B		3.0	9.0
B-	Fair	2.7	8.1
C+		2.3	6.9
C	Average	2.0	6.0
C-	Pass	1.7	5.1
D+		1.3	3.9
D	Bare Pass	1.0	3.0
E	Redeemable Failure	0	0
F	Failure	0	0
P	Passed in “Passed / Not Passed” only Course	0	0
NP	Not Passed in “Passed / Not Passed” only Course	0	0
TR	Credits Transferred from Exchange Programmes	0	0

$$\text{Total Grade Point Average} = \frac{\text{Total Grade Points}}{\text{Total Enrolled Credits}}$$

#### 4 Requirements for Promotion

The requirements for promotion to a higher year are specified as follows:

- a. For promotion from First Year to Second Year, a student must have obtained a GPA of 1.8 or above;
- b. For promotion from Second Year to Third Year, a student must have attained a GPA of 2.0 or above;
- c. For promotion from Third Year to Fourth Year, a student must have attained a GPA of 2.0 or above.

#### 5 Regulations for Graduation

- 5.1 In order to graduate, a student must have
  - a. attained a Total Grade Point Average (TGPA) of 2.0 or above ;
  - b. obtained the required credits as stipulated in the student's programme curriculum before graduation; and;
  - c. successfully completed all compulsory, elective, major, General Education and minor courses (if applicable) required by the Department concerned.

#### 6 Classification of Honours

- 6.1 On completion of all requirements, students enrolled on Honours Degree courses will be awarded the appropriate Bachelor's degree with one of the following classifications:
  - a. First Class Honours
  - b. Upper Second Class Honours
  - c. Lower Second Class Honours
  - d. Third Class Honours
  - e. Pass

- 6.2 The honours classification awarded is based upon the TGPA achieved. There is a minimum TGPA for each classification, below which a student will not be awarded the classification, as follows:

Honours Classification	Minimum TGPA	Range
First	3.40	3.40 - 4.00
Upper Second	3.00	3.00 - 3.39
Lower Second	2.50	2.50 - 2.99
Third	2.20	2.20 - 2.49
Pass	2.00	2.00 - 2.19

Threshold of honours classification may be adjusted subject to the overall academic performance of the cohort and final approval from the Academic Board.

(Revised in March 2019)

## Plagiarism and Academic Misconduct Policy

### Object

The object of the Plagiarism and Academic Misconduct Policy is to promote an educational environment where academic honesty and fairness are valued as promoting personal integrity and maintaining the academic standards of the University.

### Definitions

- (A) 'Academic misconduct' in relation to academic work means any form of cheating or dishonest conduct, including but not limited to plagiarism and assisting another person to engage in academic misconduct.
- (B) 'Plagiarism' means, in relation to work submitted for assessment, the unacknowledged use by a person of the ideas and materials of others in such a manner as to objectively convey the impression that those ideas and materials are his or her own.

### Training Programmes

- (A) Workshops will be conducted or prescribed by the University in order to promote a consistent understanding of this Policy and issues involving plagiarism and academic misconduct.
- (B) It is the responsibility of all staff members to provide appropriate instruction and guidance to students in relation to plagiarism issues, including the methods of referencing appropriate to the discipline in question.
- (C) General guidance in relation to plagiarism, with reference to examples, will be made available on the University's plagiarism web page.

### Cover Sheets

For all assessable work other than examinations, students are required to attach a cover sheet to the front of the work. The cover sheet will be in a format determined by the University and, in addition to details as to student name(s) and number(s) and course name and number, will include a signed certification by the student(s) to the following effect:

*I/we certify that the material now submitted is entirely my/our own work and I/we have cited all sources used and have faithfully indicated their origin.*

### Disciplinary Procedures

1. Where there is an allegation of academic misconduct, the matter may be considered and determined by the course examiner responsible for the work in question, the Board of Examiners, the Head of Department responsible for the course in question acting as Chair of the Board of Examiners, or the Student Discipline Committee; subject to the qualification that the penalties that can be imposed by those individuals or those bodies are as set out in paragraph 4. Where the Head of Department considers that the matter is sufficiently serious, he may refer the allegation to the Assistant Vice President (Registry)/the Associate Vice

- President (Student Affairs); for consideration by the Student Discipline Committee.
2. The student shall be given a reasonable opportunity to respond to an allegation of academic misconduct before any determination is made or penalty imposed.
  3. Penalties for academic misconduct:
    - (i) A reprimand and warning.
    - (ii) A requirement to resubmit the work in question [no more than a minimum pass can be given for any resubmitted work].
    - (iii) Marks deducted or no marks given for the work in question.
    - (iv) A fail grade entered for the course involving the work in question.
    - (v) Suspension of the student from the University for a specified period.
    - (vi) Expulsion of the student from the University.
    - (vii) Non-award of the degree for which the student has been studying.
  4. Where the responsible individual or body is satisfied that academic misconduct has been established, the following penalties can be imposed:
    - (A) By the course examiner, the penalties at paragraphs 3 (i) to (iii).
    - (B) By a Board of Examiners or the Head of Department acting as Chair of the Board of Examiners, the penalties at paragraphs 3 (i) to (iv).
    - (C) By the Student Discipline Committee, the penalties at paragraphs 3 (i) to (vii).
  5. The student will be advised of any determination made and has a right of appeal against a finding of academic misconduct or any penalty imposed, as follows:
    - (A) Where the determination is made by the course examiner, to the Board of Examiners or the Head of Department acting as Chair of the Board of Examiners, save that where the Head of Department is the course examiner then to either the Academic Vice President or the Board of Examiners. The Academic Vice President may impose the same penalties as the Board of Examiners.
    - (B) Where the determination is made by the Board of Examiners, or the Head of Department acting as Chair of the Board of Examiners, to an Appeal Panel in accordance with the provisions of Academic Regulations XIV.
    - (C) Where the determination is made by the Student Discipline Committee, to the Vice-President.
  6. Subject to the limitations referred to in paragraph 4, where a finding of academic misconduct is upheld on appeal, the penalty can be varied at the discretion of the individual or body conducting the appeal.
  7. Any finding of academic misconduct, and all relevant details, will be reported to the Head of Department and copied to the responsible administrative officer for recording on the file of the student in question. All penalties imposed by or on behalf of the Board of Examiners will be recorded in the minutes.

## **Appeals against results of assessment and against category of award, failure of a programme or discontinuation of studies**

### **1 Appeals process**

A student may appeal against an individual assessment result, the recommended category of award, failure of the programme or discontinuation of studies. In the case of an Appeal against an individual assessment result the appeals process is a two-stage procedure. All students wishing to make such an appeal must complete Stage 1 before proceeding to Stage 2. Stage 1 provides an opportunity to check that the result awarded has not been affected by any error or oversight on the part of the Board of Examiners.

### **2 Appeal against an assessment result**

#### **2.1 Stage 1: Request for Review of Decisions of Board of Examiners**

2.1.1 A student may submit a request through the Assistant Vice President (Registry) for reassessment of his course grade on the following grounds:

- (A) the assessment was not conducted in accordance with the Academic Regulations or the arrangements prescribed for the course;
- (B) an administrative, or other material irregularity has occurred;
- (C) there are extenuating circumstances that, for valid reasons, the applicant was unable to bring to the attention of the Board of Examiners before its meeting. Such circumstances must be supported by contemporaneous, independent medical or other evidence. It should be noted that additional medical evidence will normally only be accepted if the original condition was drawn to the attention of the Board of Examiners before the consideration of results.

2.1.2 Any application for a review of the decisions of the Board of Examiners must first be made in writing to the Assistant Vice President (Registry) within ten (10) days of receipt by the student of the printed Grade Report. A fee of HK\$200 is required. The fee is refundable in full if an error is found or if the Appeal is upheld.

2.1.3 Upon receipt of the request, the Assistant Vice President (Registry) will instigate the rechecking procedure:

- (A) Refer the request to the Chair of the Board of Examiners concerned requesting a clerical check on the grades submitted to the Board of Examiners.
- (B) Report evidence of extenuating circumstances for consideration by the Chair of the Board of Examiners.

2.1.4 Outcomes:

- (A) Where a clerical error is confirmed or extenuating circumstances are accepted, the Chair of the Board of Examiners may adjust the grade approved by the Board of Examiners.
- (B) The Chair of the Board of Examiners will return the result of the reassessment to the Assistant Vice President (Registry), who will inform the student of the outcome as soon as possible.

## Stage 2: Appeal against decisions of the Board of Examiners

- 2.2.1 If, having completed Stage 1 above, the student is not satisfied with the decision of the reassessment, he may appeal in writing to the Assistant Vice President (Registry) within 10 days of receipt of the notification of the outcome of the Stage 1 process, giving full reasons in support of the appeal.
- 2.2.2 The valid grounds for appeal are listed in 2.1.1 (A), (B), (C), above. No appeal will be allowed on the grounds that, although the decision of the Board of Examiners was properly made, the student believes that the Board of Examiners has erred in its academic judgement of the standard the student has achieved.
- 2.2.3 Students considering making an Appeal under Section 2.2.1 are strongly advised to consult the Assistant Vice President (Registry) in advance of making a formal submission. The Assistant Vice President (Registry) will review the case and advise whether there are grounds for re-consideration. A student's right to appeal is not affected by the Registrar's advice.
- 2.2.4 Formal submission of an appeal must be made, in writing, to the Assistant Vice President (Registry), and be accompanied by a fee of HK\$500. The Assistant Vice President (Registry) will reconsider the case in consultation with the course instructor concerned and the Chair of the Board of Examiners in the first instance. If deemed appropriate, the Assistant Vice President (Registry) may convene an Appeals Panel to review the case and to make a final decision.
- 2.2.5 An Appeals Panel convened by the Assistant Vice President (Registry) is composed of four members as follows:
- The Academic Vice President (AVP) or his nominee in the Chair;
  - A senior academic nominated by the AVP from outside the Department associated with the appeal;
  - Administrative Vice President;
  - The Assistant Vice President (Registry);
- 2.2.6 The student seeking the review and the Chair of the Board of Examiners must be invited to the meeting of the Appeals Panel to present their evidence. Students have the right to be accompanied at the meeting by a member of the University of their own choosing. (Subject to the individual's agreement this may be a fellow student, a representative of the Students Union, a member of staff of the OSA, or a member of academic staff who did not participate in the Board of Examiners that made the decision that is the subject of the appeal). After submitting their evidence and answering questions from the Panel, the student and the representative will be asked to withdraw while the Panel deliberates on the case.
- 2.2.7 If the Appeals Panel accepts that there are grounds for a review, it may require the Board of Examiners to review its decision. The review must take place promptly and may include blind double marking of the original script by another member of the Board of Examiners as appropriate. The decision of a reconvened

Board of Examiners is not subject to further appeal.

2.2.8 If the Appeal is successful, the HK\$500 fee and the Stage 1 fee of HK\$200 will be returned to the student.

2.3 Appeals against Category of Award, Failure of a Programme and Discontinuation of Study

2.3.1 A student may, upon payment of a fee of HK\$500, appeal against the award of a particular class of degree, failure in a programme or a decision to discontinue study on the following grounds:

- an administrative, or other material irregularity has occurred;
- there are extenuating circumstances that, for valid reasons, the applicant was unable to bring to the attention of the University before the decision was made.

2.3.2 Appeals against a decision on the above grounds shall be made in writing to the Assistant Vice President (Registry), within 10 days of the decision having been sent, in writing, to the student's last known address, giving full reasons and providing evidence in support of the appeal. The Assistant Vice President (Registry) will refer the appeal to the Chair of the Board of Examiners concerned for advice.

2.3.3 The Assistant Vice President (Registry) will determine if there are grounds for re-consideration:

- If it is considered that there are no grounds for the appeal, the original decision will be upheld and the decision is final;
- If the appeal is accepted, an Appeals Panel (see 2.2.5- 2.2.8 above) will be convened to consider the case. A decision of the Appeal Panel is final.

2.3.4 If the appeal against category of award, failure of a programme or discontinuation of studies is successful, the HK\$500 fee will be refunded in full.

2.3.5 The Assistant Vice President (Registry) will inform the appellant of the outcome of the appeal as quickly as possible.

## Directory of Administrative Offices

ACADEMIC MAIN BUILDING		
<b>Information Counter (G01, G/F, Main Building)</b>		
General Enquiry	2570-7110	N/A
Mr. WU Suet Tung (Collaborative Programme with China)	2806-5129	<a href="mailto:stwu@hksyu.edu">stwu@hksyu.edu</a>

ACADEMIC MAIN BUILDING		
<b>IT Support (310)</b>		
General Enquiry	2806-5143	N/A
<b>Accounting Office (406)</b>		
General Enquiry	2806-5151	N/A

LIBRARY COMPLEX		
<b>Library</b>		
Circulation Counter(G/F)	2104-8284	N/A
General Info Counter & Chinese Collection(2/F)	2806-5113	N/A
Periodicals/Research Reports/ Course Reserve(3/F)	2806-5114	N/A
English Collection/Law Library(4/F)	2806-5114	N/A
Learning Commons (Multimedia)(5/F)	2104-8286	N/A
Mr. LEE Desmond (Librarian)	N/A	<a href="mailto:dessyu@hksyu.edu">dessyu@hksyu.edu</a>
Ms. CHUNG Rain (Circulation & Information Services Section)	2806-5112	<a href="mailto:libchung@hksyu.edu">libchung@hksyu.edu</a>
Mr. CHOW Barry (Acquisitions Section)	2806-7318	<a href="mailto:libbrar@hksyu.edu">libbrar@hksyu.edu</a>
Mr. CHAN Benjamin (Reference & Instruction Section)	2806-5114	<a href="mailto:libmtchan@hksyu.edu">libmtchan@hksyu.edu</a>
Ms. LAM Lyn (LYN Serials Section )	2806-7319	<a href="mailto:liblyn@hksyu.edu">liblyn@hksyu.edu</a>
Ms. FONG Cynthia (Inter-library Loan & Institutional Repository Section)	2806-7320	<a href="mailto:libcyn@hksyu.edu">libcyn@hksyu.edu</a>
Mr. KWAN Timothy (Cataloguing & Collections Development Section)	2806-5115	<a href="mailto:libmtkwan@hksyu.edu">libmtkwan@hksyu.edu</a>
Ms. CHOW Sarah (Multimedia & Digital Resources Section)	2806-7323	<a href="mailto:libchow@hksyu.edu">libchow@hksyu.edu</a>
Mr. FONG Kim Fai (Gift & Exchange and Weeding Section)	2806-7322	<a href="mailto:libkffong@hksyu.edu">libkffong@hksyu.edu</a>
Mr. CHUI Paul (Systems Section)	2806-7321	<a href="mailto:libpaul@hksyu.edu">libpaul@hksyu.edu</a>

<b>RESEARCH COMPLEX</b>		
Security Control Room (G/F)	2804-8566	N/A
<b>Registry (RHB305) – Faculties of Commerce and Social Sciences</b>		
Mr. TSE Eric (RHB305) (Registrar (Academic Programmes))	2806-5125	<a href="mailto:yctse@hksyu.edu">yctse@hksyu.edu</a>
Ms. LEE Cecilia (RHB305) (Registrar (Academic Affairs))	2806-5123	<a href="mailto:wslee@hksyu.edu">wslee@hksyu.edu</a>
Ms. FUNG Zita (RHB305) (QAC)	2804-8426	<a href="mailto:swfung@hksyu.edu">swfung@hksyu.edu</a>
Ms. LI Casey (RHB305) (ACCT)	2104-8217	<a href="mailto:w yli@hksyu.edu">w yli@hksyu.edu</a>
Ms. LEUNG Mecky (RHB305) (BA)	2806-5193	<a href="mailto:mleung@hksyu.edu">mleung@hksyu.edu</a>
Mr. TSUI Ken (RHB305) (ECON)	2806-5179	<a href="mailto:tktsui@hksyu.edu">tktsui@hksyu.edu</a>
Mr. WONG Jack (RHB305) (L&B)	2806-5119	<a href="mailto:yhwong@hksyu.edu">yhwong@hksyu.edu</a>
Ms. LIT Stephanie (RHB305) (C&P)	2806-5197	<a href="mailto:yw lit@hksyu.edu">yw lit@hksyu.edu</a>
Ms. LEE Phyllis (RHB305) (PSY)	2806-5190	<a href="mailto:kklee@hksyu.edu">kklee@hksyu.edu</a>
Ms. LAM Meko (RHB305) (SOC)	2806-7343	<a href="mailto:htlam@hksyu.edu">htlam@hksyu.edu</a>
Mr. LEE Don (RHB305) (SW)	2806-5192	<a href="mailto:kmlee@hksyu.edu">kmlee@hksyu.edu</a>
Ms. CHAN Jacky (RHB306)	2804-8441	<a href="mailto:cwchan@hksyu.edu">cwchan@hksyu.edu</a>
Ms. WONG Joyce (RHB306)	2804-8421	<a href="mailto:cywong@hksyu.edu">cywong@hksyu.edu</a>
Ms. YEUNG Candice (RHB305)	2806-7343	<a href="mailto:kyyeung@hksyu.edu">kyyeung@hksyu.edu</a>
Ms. TSOI Ling (RHB305) (Senior Clerk)	2806-5198	<a href="mailto:ling_t@hksyu.edu">ling_t@hksyu.edu</a>
Ms. CHENG Maureen (RHB305) (Clerk)	2806-5126	<a href="mailto:sycheng@hksyu.edu">sycheng@hksyu.edu</a>
<b>Registry (RHB306) – Faculty of Arts and Graduate School</b>		
Ms. CHU Peggy (RHB306) (Registrar (QA))	2806-7303	<a href="mailto:wchu@hksyu.edu">wchu@hksyu.edu</a>
Ms. CHENG Viola (RHB306) (CHI)	2806-5191	<a href="mailto:xlcheng@hksyu.edu">xlcheng@hksyu.edu</a>
Ms. CHAN Nellie (RHB306) (ENG)	2806-5196	<a href="mailto:wychan@hksyu.edu">wychan@hksyu.edu</a>
Ms. WONG Lian (RHB 306) (HIST)	2104-8271	<a href="mailto:lywong@hksyu.edu">lywong@hksyu.edu</a>
Ms. CHAN Vanessa (RHB306) (JOUR)	2806-5195	<a href="mailto:wcchan@hksyu.edu">wcchan@hksyu.edu</a>
Ms. LIU Teresa (RHB306) (JOUR)	2806-5122	<a href="mailto:rqliu@hksyu.edu">rqliu@hksyu.edu</a>
Ms. CHEUNG Vicky (RHB306) (Graduate School)	2806-7307	<a href="mailto:nyccheung@hksyu.edu">nyccheung@hksyu.edu</a>
Ms. LI Vicky (RHB306) (MSc in MCP/MSocSc and MBA)	2806-5194	<a href="mailto:ykli@hksyu.edu">ykli@hksyu.edu</a>
Mr. LEUNG Roy (RHB306) (MPsy/MPhil/PsyD)	2806-7332	<a href="mailto:phleung@hksyu.edu">phleung@hksyu.edu</a>
Ms. YEUNG Bing (RHB306) (MA (ICS))	2806-7306	<a href="mailto:ybyeung@hksyu.edu">ybyeung@hksyu.edu</a>
Ms. LOO Ling (RHB306) (SW)	2804-8441	<a href="mailto:tlloo@hksyu.edu">tlloo@hksyu.edu</a>
<b>Admissions Office (RHB305)</b>		
Ms. LEUNG Jay (RLG308) (Director of Admissions Office)	2804-8579	<a href="mailto:skleung.ids@hksyu.edu">skleung.ids@hksyu.edu</a>

Ms. HUNG Annie (RHB305) (Admissions)	2804-8425	<a href="mailto:lfhung@hksyu.edu">lfhung@hksyu.edu</a>
Mr. KWOK Wing Hay (RHB305) (Admissions)	2806-7324	<a href="mailto:whkwok@hksyu.edu">whkwok@hksyu.edu</a>
<b>Research Office (RHB306)</b>		
Ms. WONG Po Lam (RHB306) (Senior Admin. Officer )	2806-5188	<a href="mailto:klyu@hksyu.edu">klyu@hksyu.edu</a>
Mr. CHAN Jeff (RHB306) (Admin. Offer)	2806-7306	<a href="mailto:jswchan@hksyu.edu">jswchan@hksyu.edu</a>
<b>International Unit (RLB602)</b>		
Ms. YUE Angela	2804-8406/7	<a href="mailto:studyabroad@hksyu.edu">studyabroad@hksyu.edu</a>
<b>Hall Management Unit (RHB208)</b>		
Mr. TSE Ricky/ Ms. CHU Kanis/ Ms. YUEN Ceci/ Mr. YIM Aaron	2804-8562	<a href="mailto:hmu@hksyu.edu.hk">hmu@hksyu.edu.hk</a>
<b>Facilities Management Office (RHB208)</b>		
General Enquiry	2804-8578	<a href="mailto:fmo@hksyu.edu">fmo@hksyu.edu</a>

<b>RESIDENTIAL &amp; AMENITIES COMPLEX</b>		
Reception (G/F)	2806-5117	N/A
<b>Office of Student Affairs (H402)</b>		
Ms. LEUNG May (Head of Student Finance & Liaison)	2806-5159	<a href="mailto:ymleung@hksyu.edu">ymleung@hksyu.edu</a>
Mr. LEUNG Kenneth (Head of Student Activities)	2806-7313	<a href="mailto:cfleung@hksyu.edu">cfleung@hksyu.edu</a>
Mr. IP Marco (Head of Career Services)	2104-8224	<a href="mailto:plip@hksyu.edu">plip@hksyu.edu</a>
Ms. CHAN Amy (Student Counsellor)	2806-5199	<a href="mailto:lychan@hksyu.edu">lychan@hksyu.edu</a>
Mr. CHU Frank (Student Counsellor)	2806-7317	<a href="mailto:wychu@hksyu.edu">wychu@hksyu.edu</a>
Ms. LAM Tracy (Student Counsellor)	2104-8228	<a href="mailto:pslam@hksyu.edu">pslam@hksyu.edu</a>
Ms. WONG Judy (Student Counsellor)	2806-5163	<a href="mailto:kmwong@hksyu.edu">kmwong@hksyu.edu</a>
Ms. YUNG Michelle (Liaison Officer)	2806-7314	<a href="mailto:cyyung@hksyu.edu">cyyung@hksyu.edu</a>
Ms. WU Polly (Student Finance)	2806-7315	<a href="mailto:pywu@hksyu.edu">pywu@hksyu.edu</a>
Ms. CHOU Danni (Student Finance)	2806-5130	<a href="mailto:mychou@hksyu.edu">mychou@hksyu.edu</a>
Ms. YAN Fanny (Student Activities)	2104-8289	<a href="mailto:kwyang@hksyu.edu">kwyang@hksyu.edu</a>
Ms. LI Candy (Student Activities)	2806-7316	<a href="mailto:pyli@hksyu.edu">pyli@hksyu.edu</a>
Ms. LEE Iwa (PE)	2806-5161	<a href="mailto:wolee@hksyu.edu">wolee@hksyu.edu</a>
Mr. LAM Joel (PE)	2104-8287	<a href="mailto:hlam@hksyu.edu">hlam@hksyu.edu</a>

Mr. LEE Bill (Career Services)	2104-8288	<a href="mailto:yslee@hksyu.edu">yslee@hksyu.edu</a>
<b>OTHER USEFUL NUMBERS</b>		
HKSYU Tel	2570-7110	
HKSYU Fax	2806-8044	
HKSYU Website	<a href="http://www.hksyu.edu">http://www.hksyu.edu</a>	
HKSYU Email	<a href="mailto:info@hksyu.edu">info@hksyu.edu</a>	









