



珠海學院

CHU HAI COLLEGE
OF HIGHER EDUCATION

UNDERGRADUATE
STUDENT HANDBOOK

2021



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RULES AND REGULATIONS

NOTE: *This handbook is a compendium of information about the College policies, regulations, requirements, and resources relevant to Chu Hai students irrespective of their Faculty, Department, or programme affiliation. Specific information for each programme is available in the respective Faculty and Department Office.*

GENERAL REGULATIONS FOR UNDERGRADUATE PROGRAMMES

Admissions

- UG1.1 An applicant who wishes to be admitted to an undergraduate programme must satisfy the general minimum entrance requirements of the College set out below:
- Level 3 or above in Chinese Language;
 - Level 3 or above in English Language;
 - Level 2 or above in Mathematics;
 - Level 2 or above in Liberal Studies; and
 - Level 2 or above in one elective subject in the Hong Kong Diploma of Secondary Education Examination; OR
 - Equivalent qualifications.
- UG1.2 The applicant shall also satisfy the programme-specific entrance requirements, where applicable.
- UG1.3 An applicant who has attained the age of 23 years on or before September 1 of the year in which admission to the undergraduate programme is sought shall be deemed to have satisfied the entrance requirements.
- UG1.4 An applicant who has been exempted from the entrance requirements of the College, and programme-specific entrance requirements, where applicable, by the Academic Board shall be deemed eligible for admission to the curriculum of the College.
- UG1.5 Applicants holding other qualifications shall be considered on a case-by-case basis.

Registration

- UG2.1 An applicant shall register as a student for a programme on admission to the College.
- UG2.2 A student shall register in the name that appears on his Hong Kong identity card or passport. Any application for change of name subsequent to his registration shall be made in writing to the Registrar with justification and documentary evidence for approval.

- UG2.3 Upon registration, a student shall not register for any other curriculum of the College or for any other post-secondary qualification at any educational institution unless otherwise permitted by the College.
- UG2.4 A student in breach of UG2.3 may be required to discontinue his studies at the College.

Academic Year

- UG3.1 An academic year, comprising three semesters, that is Fall, Spring and Summer Semesters, shall begin in September each year and end in August of the following year.

Period of Study and Maximum Period of Registration

- UG4.1 The period of study of an undergraduate curriculum shall normally be 4 academic years, unless otherwise specified.
- UG4.2 The maximum period of registration of a student shall be 150% of the normative period of study, unless otherwise permitted by the Registrar.

Transfer of Curriculum

- UG5.1 A student may apply to transfer from one curriculum to another by submitting an application to the Registrar before the end of each semester.
- UG5.2 Each student shall only be granted one chance of transfer from one curriculum to another.

Advanced Standing, Exemption and Credit Transfer

- UG6.1 Advanced standing or exemption may be granted to an applicant in recognition of the studies completed successfully prior to admission to the curriculum concerned.
- UG6.2 Credit transfer may be granted to a student for studies completed at other institutes under exchange programmes endorsed by the Faculty Board during his course of study at the College.
- UG6.3 At least 50% of the total credits required for graduation shall be accumulated through the studies of the curriculum concerned at the College or through credit transfer from exchange programmes endorsed by the Faculty Board.
- UG6.4 Credits granted for advanced standing, exemption and credit transfer shall not be included in the calculation of Cumulative Grade Point Average (CGPA)/ Cumulative Weighted Grade Point Average (CWGPA)[#] and Graduation Grade Point Average (GGPA)/ Graduation Weighted Grade Point Average (GWGPA)[#] but shall be recorded on the transcript of the student.

[#]Applicable to Architecture only

Graduation Requirements

UG7.1 To be eligible for admission to the undergraduate qualification, a student shall fulfil the following requirements within the maximum registration period:

- ♦ attain not less than 123 credits/ 134 credits#;
- ♦ fulfil the requirement of (1) 6 credits in English Language enhancement, (2) 3 credits in Chinese Language enhancement, (3) 3 credits in Computer Literacy, and (4) 12 credits/ 9 credits# in General Education and Physical Education;
- ♦ pass all courses in a manner specified in the syllabuses; and
- ♦ attain a Graduation Grade Point Average (GGPA)/ Graduation Weighted Grade Point Average (GWGPA) # of not less than 1.75.

#Applicable to Architecture only

Enrolment of Courses

UG8.1 A student shall normally take 15 credits for the Fall and Spring semesters.

UG8.2 A student shall not take more than 9 credits in any Summer semester.

UG8.3 A student may, out of his own volition, take additional credits not exceeding 3 credits in a semester.

UG8.4 A student shall take not more than 36 credits in each academic year, unless approved by the Faculty Board.

Attendance and Absence

UG9.1 A student who is unable to attend classes or required activities of a course because of illness or circumstances beyond his control for not more than one week shall inform the Faculty in which he has registered in writing at the earliest opportunity.

UG9.2 When longer absence is necessary or when absence from assessments is involved, a student shall submit an application for leave of absence in writing to the Faculty together with a medical certificate issued by a registered medical practitioner or other supporting evidence.

UG9.3 When a student's absence from class has reached one-third of the total number of periods of a course in one semester, he may be prohibited from taking the examination of that course.

UG9.4 A student who has been absent, with or without permission, for a period of such length as to make it impossible, in the opinion of the Dean, for him to complete his year's work shall not resume attendance in the same academic year unless otherwise permitted by the Dean.

UG9.5 A student who has been absent for more than twelve continuous months without permission may be regarded as having withdrawn from his studies.

Assessments

- UG10.1 A student shall be assessed for all the courses that he has enrolled in.
- UG10.2 A student on suspension shall not be allowed to participate in any assessment during the period of suspension unless otherwise permitted by the Registrar.
- UG10.3 A student who is unable to present himself for an examination because of illness or circumstances beyond his control may be permitted to take a supplementary examination only if his application for supplementary examination is approved by the Board of Examiners.
- UG10.4 Application for supplementary examination shall be submitted to the Registrar together with the relevant documentary evidence within 5 working days following the scheduled examination session.
- UG10.5 No other arrangement on supplementary examination shall be made if the student is unable to present himself for the supplementary examination.
- UG10.6 Students may lodge an appeal on their examination results within two weeks after the announcement of the results. There should be no appeal against academic decision.
- UG10.7 Students may apply for an upgrade of any core courses at his own volition, after consulting their academic advisor.
- UG10.8 All application for upgrade shall be submitted to the Registrar's Office before the start of the semester in which the course is offered again following the latest attempt of the course concerned.
- UG10.9 Only one upgrade attempt is allowed for each core course. No upgrade is allowed for elective courses.
- UG10.10 Once approved, the student must repeat and complete all parts of the course.
- UG10.11 The latest grade point of the course will be used in the calculation of Graduation Grade Point Average/ Graduation Weighted Grade Point Average (for Architecture only) for Honours classification.

Grading System

- UG11.1 A student's academic achievement over a specified period of time shall be defined by the Cumulative Grade Point Average (CGPA)/ Cumulative Weighted Grade Point Average (CWGPA, for Architecture only) which is calculated as below:

$$CGPA = \frac{\sum_{i=1}^{i=n} (Grade\ Point * No\ of\ Credits)_{ith\ course}}{\sum_{i=1}^{i=n} (No\ of\ Credits)_{ith\ course}}$$

n = total number of courses with letter-grade, including failed courses.

$$CWGPA = \frac{\sum_{i=1}^{i=n} (Weight * Grade Point * No of Credits)_{ith \ course}}{\sum_{i=1}^{i=n} (Weight * No of Credits)_{ith \ course}}$$

n = total number of courses with letter-grade, including failed courses.

UG11.2 The grades and their corresponding standards and grade points shall be defined as below:

For Cohort 2020 or earlier: (applicable to students admitted prior to 2021/22 academic year and students admitted directly to second year before 2022/23 academic year or to third year before 2023/24 academic year)

Grade	Standard	Grade Point
A	Excellent	4.0
A-	Outstanding	3.7
B+	Very good	3.3
B	Good	3.0
B-		2.7
C+	Satisfactory	2.3
C		2.0
C-		1.7
D+	Pass	1.3
D		1.0
F	Fail	0

From Cohort 2021: (applicable to students admitted from 2021/22 academic year onwards, except for students to be included in earlier cohorts, i.e. students admitted directly to second year in 2021/22 and 2022/23 academic year or to third year from 2021/22 to 2023/24 academic year)

Grade	Standard	Grade Point
A+	Excellent	4.3
A		4.0
A-		3.7
B+	Good	3.3
B		3.0
B-		2.7
C+	Satisfactory	2.3
C		2.0
C-		1.7
D+	Pass	1.3
D		1.0
F	Fail	0

- UG11.3 A+, A, B, C and D are passing grades while F is a failing grade. A student receiving an F grade shall not earn any credit for the course.
- UG11.4 Courses graded “Distinction”, “Pass” or “Fail” with the special permission given by the Academic Board shall not to be included in the calculation of the CGPA/ CWGPA (for Architecture only).

Honours Classifications

- UG12.1 A student who has fulfilled the requirements in an honours degree programme shall be awarded a Bachelor’s Degree with one of the following classifications:

Honours Degree Classification	Minimum Graduation GPA/ Graduation WGPA [#]
First Class	3.50
Second Class (Division I)	3.00
Second Class (Division II)	2.50
Third Class	2.00
Pass-without-honours	1.75

- UG12.2 The classification of honours shall be determined by the Board of Examiners for the degree according to the Graduation Grade Point Average (GGPA)/ Graduation Weighted Grade Point Average (GWGPA)[#] which is calculated as:

$$GGPA = \frac{\sum_{i=1}^n (\text{Grade Point} * \text{No of Credits})_{ith \text{ course}}}{\sum_{i=1}^n (\text{No of Credits})_{ith \text{ course}}}$$

n = number of courses; including core courses, general education courses, language enhancement and computer literacy courses and courses stipulated by the Board of Examiners, with letter-grade, taken during the study, excluding failed courses.

$$GWGPA = \frac{\sum_{i=1}^n (\text{Weight} * \text{Grade Point} * \text{No of Credits})_{ith \text{ course}}}{\sum_{i=1}^n (\text{Weight} * \text{No of Credits})_{ith \text{ course}}}$$

n = number of courses; including core courses, general education courses, language enhancement and computer literacy courses and courses stipulated by the Board of Examiners, with letter-grade, taken during the study, excluding failed courses.

For students taking more than 123 credits/ 134 credits[#], only the best 123 credits/ 134 credits[#], unless specified otherwise by the Board of Examiners, shall be used in the calculation.

- UG12.3 The Board of Examiners may, at its sole discretion and with justification, award a higher class of honours to a student whose GGPA/GWGPA# falls below the minimum GGPA/GWGPA# required for that higher classification by not more than 0.1 Grade Point.

#Applicable to Architecture only

Unsatisfactory Performance, Academic Probation and Discontinuation of Studies

- UG13.1 A student whose performance is unsatisfactory, may be required to:
- discontinue his studies; or
 - repeat whole or part of his programme before being admitted to further assessments; or
 - present himself for assessment without repeating any part of his programme.
- UG13.2 Unless otherwise permitted by the Faculty Board, a student shall be recommended for discontinuation of his studies if he has failed to:
- complete successfully at least 18 credits in two consecutive semesters, excluding the summer semester;
 - achieve an average Semester GPA/ Semester WGPA# of at least 1.00 for two consecutive semesters, excluding the Summer Semester;
 - resume study after a leave of absence or the period of suspension has ended; or
 - fulfil successfully all the requirements for graduation within the maximum registration period permitted for the curriculum.
- UG13.3 The Faculty Board may require a student to be put on academic probation if his Grade Point Average for the preceding semester is lower than 1.75. A student on academic probation may be required to take a reduced load and be subject to review on his performance at the end of the semester.
- UG13.4 The Board of Examiners may recommend to the Academic Board that a student be required to discontinue his studies in a curriculum administered by the Board.
- UG13.5 In all cases where a student is recommended for discontinuation of studies, there shall be a review of the circumstances of the case by the Student Review Committee.
- UG13.6 The student shall be informed of the decision of the Student Review Committee as soon as possible once the decision is made.
- UG13.7 Appeal against the decision of the Student Review Committee shall be made to the Registrar in writing within five working days subsequent to the communication of the decision to the student.

#Applicable to Architecture only

Leave of Absence and Withdrawal

- UG14.1 A student who wishes to apply for leave of absence shall submit to the Registrar an application on a prescribed form together with the relevant documentary evidence to support the application.
- UG14.2 A student who wishes to withdraw from his studies prior to graduation shall apply for official withdrawal. The application shall be made to the Registrar on a prescribed form.

Resumption of Studies

- UG15.1 At the end of the approved period of leave of absence, a student who has been granted approval for leave of absence shall submit an application to the Registrar for the resumption of studies on a prescribed form.
- UG15.2 No student who has been required to discontinue his studies shall be considered for re-admission to the same programme.
- UG15.3 At the end of the period of suspension, a student shall submit an application to the Registrar for the resumption of studies on a prescribed form.

Disciplinary Action

- UG16.1 A student who violates any rules or regulations and/or commits any misconduct shall be disciplined by the Student Disciplinary Committee vested with the authority to handle matters related to the discipline of the students.
- UG16.2 The penalty of suspension and expulsion from the College shall be approved and executed by the President based on the recommendations made by the Student Disciplinary Committee.
- UG16.3 Any penalty imposed as a result of disciplinary action may be entered into the transcript of the student's academic record.
- UG16.4 A student may appeal against the verdict and/or penalty through the Registrar's Office. The appeal shall be made within ten working days from the date of the notification of the disciplinary action.
- UG16.5 A student who is on suspension shall not be permitted to attend class and to take examination during the period of suspension.

Degree Certificates and Transcripts of Academic Record

- UG17.1 A student or former student may be issued a transcript of his academic record upon application to the Registrar's Office.
- UG17.2 Subsequent to being conferred a degree at the Graduation Ceremony, a student shall be issued a degree certificate.

Visiting Students

- UG18.1 An applicant may apply to be admitted as a visiting student for a programme for a period of normally not more than one academic year to attend courses of study or undertake research studies at the College.
- UG18.2 A visiting student shall have the adequate language proficiency and educational standards in the discipline concerned.
- UG18.3 Admission decisions of visiting students shall be made by the Faculty Board concerned.
- UG18.4 A visiting student may, subject to the approval of the Faculty Board, participate in the coursework and assessments of the course in question and apply for a written record of the classes attended and assessment results, if any. The application for permission to participate in coursework and assessments shall be made at the time of admission.
- UG18.5 Application to be admitted as a visiting student of the College shall be made at the Registrar's Office.

POLICIES RELATED TO PERSONAL CONDUCT

Code of Conduct

1.1 The College is a community for individuals to pursue academic excellence in a harmonious environment and to share their ideas without fear of being persecuted. The College is committed to treating all members in a fair and transparent manner. Members are expected to behave as responsible persons with high standards of conduct and observe all regulations and rules of the College.

1.2 The College is committed to:

- a high intellectual standard and a high quality education;
- academic freedom;
- tolerance and respect throughout the College community; and
- high standards of honesty and personal integrity.

In return, students are expected to:

- comply with the rules and regulations set by the College;
- comply with the laws and ordinances of the HKSAR;
- treat all members of the College with respect, dignity, impartiality, courtesy and sensitivity;
- act honestly and ethically;
- respect the rights of other members and their privacy;
- respect the safety and property of the College and other members.

The following lists, while not exhaustive, provide examples which would amount to misconduct and result in disciplinary action:

Academic conduct:

- Violating the examination regulations or cheating in examinations /tests/ quizzes;
- Plagiarising or mis-representing the works of others as his own;
- Fabricating evidence or data; and
- Using College resources, including information and communication technology resources, in an unlawful or unethical manner.

Personal conduct:

- Forging, altering or misusing any College documents, records or identification;
- Mis-behaving under the influence of alcohol or drugs;
- Selling, distributing vapourisers, narcotics or hallucinatory drugs;
- Failing to comply with instructions of authorised College personnel performing their duties;
- Damaging or stealing College property or properties of other members;
- Causing general disturbance or nuisance;
- Tarnishing the reputation of the College,
- Insulting other members of the College or infringing their rights;
- Inhibiting other members from carrying out their lawful works or duties;
- Harassing, discriminating against or victimising another member, employee or student of the College, or any visitor to the College, on the grounds of race, sex, marital status, pregnancy, family status or disability of that person; and
- Breaching hostel rules and regulations.

FACILITIES AND SUPPORT

Computing Resource

2.1 The current computing facilities on campus include:

- Computer laboratories;
- Campus-wide fibre optics cabling LAN for fast Internet and intranet access;
- Campus-wide WIFI network.

2.2 Some of our web-based services include the following systems:

- Email service and website service;

- Student enrolment and Student Information Systems;
 - Teaching evaluation system;
 - E-Learning system.
- 2.3 IT technical support is provided by the Information Technology Services Office (ITSO) located at M05, M/F of the East Wing.
- 2.4 Opening hours of ITSO during semester-time are as below:
- | | |
|--|--------------------|
| Monday – Friday | 9:00 am – 8:00 pm; |
| Saturday | 9:00 am – 6:00 pm; |
| Sunday / School Holidays / Public Holidays | Closed. |
- 2.5 Opening hours during semester break and summer time are as below:
- | | |
|------------------------|--------------------|
| Monday – Friday | 9:00 am – 6:00 pm; |
| Saturday | 9:00 am – 4:00 pm; |
| Sunday/Public Holidays | Closed. |
- 2.6 You may seek IT support service via email to helpdesk@chuhai.edu.hk or call the ITSO hotline at 2972-7394 for emergency. Please visit <https://itso.chuhai.edu.hk/> for more information on our service.

Library

- 2.7 The College library is located on 4/F of the West Wing. It is open to students with a valid Student ID Card.
- 2.8 Opening hours of the library during semester-time are as below:
- | | |
|-----------------------------------|--------------------|
| Monday – Friday | 9:00 am – 9:00 pm; |
| Saturday | 9:00 am – 6:00 pm; |
| Sunday / School & Public Holidays | Closed. |
- 2.9 Opening hours during semester break and summer time are as below:
- | | |
|-----------------------------------|--------------------|
| Monday – Friday | 9:00 am – 6:00 pm; |
| Saturday | 9:00 am – 4:00 pm; |
| Sunday / School & Public Holidays | Closed. |
- 2.10 Library rules are available in the library and on the College website <https://lib.chuhai.edu.hk/>. To maintain a good library environment, all students have to observe these rules without exception.

Sports Activities Support

- 2.11 The College encourages and supports student sport activities not only for the better development of students' physical health and fitness, but also for the enrichment of their learning experience and diversified campus life. The College has a sporting area for students to use for sports events or general recreation.
- 2.12 The Gymnasium is located on G/F of the West Wing. It is open to students and staff. A fitness corner is attached to the Gymnasium.

2.13 Opening hours of the Gymnasium during semester-time are as below:

Monday – Saturday	9:30 am – 9:30 pm;
Sunday / School Holidays / Public Holidays	Closed.

2.14 Opening hours during summer time are as below:

Monday – Saturday	9:30 am – 6:00 pm;
Sunday / School Holidays / Public Holidays	Closed.

2.15 General regulations are available at the Gymnasium and on the College website <https://sao.chuhai.edu.hk/>. All students have to observe the rules without exception.

Counselling and Career Services

2.16 Personal, educational and career counselling are offered to students by the Counselling Services of the Student Affairs Office located at E105, 1/F of the East Wing. Individual counselling service is confidential. To make an appointment, please reach us at 2972 7361, email: sao@chuhai.edu.hk or visit the Office in person. Service hours are:

Monday – Friday	10:00 am – 1:00 pm 2:00 pm – 5:00 pm
Saturday/ Sunday/ School Holidays /Public Holidays	Closed.

2.17 The Career Service of the Student Affairs Office regularly provides students with career information and assistance with regard to job/internship opportunities, career planning and the pursuit of further study.

2.18 The Student Affairs Office has also made relevant information available at <https://sao.chuhai.edu.hk> which includes career development, student exchange programmes, events and activities, internship opportunities, and other useful information.

Support for Non-local Students

2.19 To help non-local students settle and integrate into their new learning and living environment, the College provides them with special assistance and advice such as visa application, accommodation arrangement, and orientation programmes.

2.20 The Student Affairs Office also offers help to meet the needs of non-local students for specific services in counselling, student exchange programmes, internship opportunities and career development.

Student Dormitory Service

2.21 The Student Dormitory located at the East Wing is available for all full-time local, non-local and exchange students. Details are available on the College website <https://sao.chuhai.edu.hk/>.

2.22 For enquiries, please call 2792 7373 or 2972 7365, email: sro@chuhai.edu.hk or visit the Student Affairs Office in person.

Student Locker Service

2.23 Storage lockers are located on M/F of the East Wing.

2.24 Registered full time students may apply for the use of student locker. Successful applicants will be assigned a locker for use during the designated period, normally one academic year. Details are available on the College website <https://sao.chuhai.edu.hk/>.

Catering Service

2.25 Catering service is available on 1/F of the West Wing. The Social Kitchen serves a wide selection of Chinese and Western Cuisine, set meals and snacks. The Aspretto provides freshly ground coffee, pastry, sandwiches with specialty bread and salads.

Support to Student Organisations

2.26 The Student Affairs Office assists and monitors all student organisations of the College.

2.27 All activities of any student organisations must comply with the regulations of the College, the code of personal conduct, and the law of the Hong Kong SAR.

2.28 Publications including posters must be submitted to the Student Affairs Office located at E105, 1/F of the East Wing for approval prior to distribution and display on campus.

FINANCIAL ASSISTANCE

Non-means-tested Subsidy Scheme for Self-financing Undergraduate Studies in Hong Kong (NMTSS)

3.1 Eligible students of the Scheme should lodge their applications at the Registrar's Office, located at E102, 1/F of the East Wing, on or before the specified deadline.

3.2 The annual subsidy will be tenable for the normal duration of the relevant programmes. Eligible students can still apply for student financial aid from the Student Affairs Office in respect of the actual amount of tuition fees payable.

Financial Assistance Scheme for Post-secondary Students (FASP)

3.3 The Government provides means-tested financial assistance to needy full-time students. To determine the percentage of the maximum grant that may be offered by FASP, an income test and an asset test will be conducted on the applicant. Please visit the following website of the Student Finance Office, the Working Family and Student Financial Assistance Agency for details : <https://www.wfsfaa.gov.hk/sfo/tc/postsecondary/fasp/overview.htm>

3.4 FASP is offered on the condition that the recipients can successfully complete the accredited programme within 6 years from the first disbursement of financial assistance.

3.5 For any enquiries or assistance, please contact the Student Affairs Office.

Student Travel Subsidy Scheme (STS)

3.6 Registered full-time students eligible for assistance under FASP may also apply for subsidy under the STS Scheme :
<https://www.wfsfaa.gov.hk/sfo/tc/postsecondary/sts/overview.htm>

3.7 For any enquiries or assistance, please contact the Student Affairs Office.

Non-means-tested Loan Scheme for Post-secondary Students (NLSPS)

3.8 Registered full-time students who are in financial needs may apply for an interest-bearing loan under the Government's NLSPS :
<https://www.wfsfaa.gov.hk/sfo/tc/postsecondary/nlsps/overview.htm>

3.9 Please contact the Student Affairs Office for assistance.

MTR Student Travel Scheme

3.10 Registered full-time students who have not reached 26 may apply for the Scheme. The application form is available at the Student Affairs Office.

Bursaries

3.11 Bursaries are granted to qualified students who need financial supports.

3.12 Application forms and particulars can be obtained from the Student Affairs Office and its website **<https://sao.chuhai.edu.hk/>**.

3.13 The bursaries are usually distributed to successful applicants before the end of the semester.

Scholarships

3.14 The College awards a variety of scholarships to students in recognition of their academic achievements, community involvement, or good personal conduct. These scholarships vary in amount and renewability.

3.15 Please visit **<https://sao.chuhai.edu.hk/>** for details of scholarships.

PERSONAL DATA

Personal Data Handling Principles

4.1 An applicant's personal data provided in the application form will be used for setting up his record at the College. For accuracy purpose, such data will be updated if necessary. Including photograph images taken for Student ID Card and Resident Card, such data will be used in activities during the student's

study at the College as well as those in support of alumni activities after graduation.

- 4.2 In addition to data collected at the time of application, registration details and examination results of a student are also kept on record for purposes of monitoring his progress of study and for certification reference when such need arises.
- 4.3 Access to student data is restricted to authorised offices/departments within the College only, as well as members of staff who are entitled to use relevant data for the purpose of discharging their duties within the College.
- 4.4 Student data, including personal identifiers such as name, Identity Card/Passport numbers, will not be kept when they are no longer needed for the purposes for which they are collected and used, and will be deleted when such needs cease to exist.
- 4.5 In accordance with the Personal Data (Privacy) Ordinance (Cap. 486), an applicant/student has the right to access and correct his personal data and to request for a copy of such data. Accessing his personal data kept in the College records may be achieved by submitting a written request to the Registrar's Office, subject to payment of a handling fee.

Student ID Card and Resident Card

- 4.6 Upon successful enrolment, a registered student will be issued a Student ID Card, which serves as his personal identification document as a student of the College and should be carried along by him at all times in the campus.
- 4.7 A student who is offered a dormitory place upon application will be issued a Resident Card, which serves as his personal identification document as a resident at the College and should be produced upon demand for access to the dormitory.
- 4.8 Both the Student ID Card and the Resident Card are properties of the College. They are not transferrable, nor should they be used by parties other than the student himself. Forgery or inappropriate use of the cards will lead to disciplinary actions.
- 4.9 Loss or damage of a Student ID Card or Resident Card should be reported to the College, along with an application for replacement of the lost card, with a fee chargeable for the replacement.
- 4.10 Possessing more than one Student ID Card or one Resident Card at the same time is forbidden and subject to disciplinary actions. If a student finds his original Student ID Card or Resident Card after being issued a replacement card upon report of card loss, he should return the original card to the Registrar's Office for invalidation as soon as possible.

ADVERSE WEATHER ARRANGEMENTS

The following classes and examinations arrangement will apply if:

Situation	Warnings issued or in force at	Classes and examinations not yet commenced
1. Typhoon Signal No. 8 or above is hoisted 2. Typhoon Signal No. 8 will be issued within two hours as announced by the Hong Kong Observatory 3. Extreme conditions is issued by the Government. 4. Black Rainstorm Warning is hoisted	6:30 am	Classes and examinations scheduled before 2:00 pm will be cancelled.
	11:00 am	Classes and examinations scheduled between 2:00 pm and before 6:00 pm will be cancelled.
	3:00 pm	Classes and examinations scheduled for 6:00 pm onwards will be cancelled.
Situation		Classes and examinations already in progress
1. Typhoon Signal No. 8 or above is hoisted 2. Typhoon Signal No. 8 will be issued within two hours as announced by the Hong Kong Observatory 3. Extreme conditions is issued by the Government		- Classes will be suspended. - Examinations in progress will continue until the end.
4. Black Rainstorm Warning is hoisted		Only indoor activities will continue until the end. Students should stay at a safe place until the condition is safe to return home.

CONTACTS

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CAMPUS MAP

Academic Building (West Wing)

6/F	Classroom 601-613
5/F	Classroom 501-513
4/F	Library Research Centres Planning and Development Office
3/F	Crossmedia Audio Studio Crossmedia Mobile Communication Studio Crossmedia Postproduction Studio Crossmedia Screening Suite Crossmedia Visual Production Studio 2
2/F	Centre for Crossmedia Culture Studies Crossmedia Multipurpose Theatre Crossmedia Visual Production Studio 1 Virtual Reality Teaching Laboratory Student Activities Zone
1/F	Cafeteria Coffee Shop Facilities Management Office English Language and Culture Centre
M/F	Computer Laboratory 1-3 Project Room
G/F	Gymnasium Lecture Hall 1-5 Main Entrance

Administration Building (East Wing)

7/F	Chancellor's Office President's Office Vice-Presidents' Office Finance Office Human Resources Office
6/F	Administrative Office
5/F	Administrative Office
3/F	Conference Room
2/F	Architecture Studio 2
1/F	Alumni Association Architecture Studio 1 Gift Shop Registrar's Office Student Affairs Office
M/F	Architecture Studio M Computer Laboratory 4 Environmental Laboratory Information Technology Services Office Intelligent Vision Algorithms and System Laboratory
G/F	Geotechnical Laboratory Hydraulics Laboratory Internet of Things (IoT) Laboratory Structural, Construction Materials and Surveying Laboratory

