



珠海學院

CHU HAI COLLEGE  
OF HIGHER EDUCATION

**UNDERGRADUATE**  
**STUDENT HANDBOOK**

2018



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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. Chu Hai College of Higher Education reserves the right to change the content without prior notice.*

### **1 ACADEMIC REGULATIONS AND PROCEDURES**

#### **1.1 Admissions**

- 1.1.1 Candidates who wish to apply for admission to Bachelor Degree (Hons) programmes should satisfy the general entrance requirements of the College and the specific admission requirements for individual programmes.

#### **1.2 Full-time Students**

- 1.2.1 To qualify for full-time status, a student is required to take at least 12 credits in any one semester.
- 1.2.2 Each full-time student is designated as a Year 1, Year 2, Year 3 or Year 4 student respectively in his/her first, second, third or fourth year of study at the College. A student who does not graduate at the end of his/her fourth year will be designated as a Year 4 student in all subsequent years.

#### **1.3 Registration**

- 1.3.1 Students who have been offered full-time studentships by the College are required to complete the registration and enrolment procedures on the date specified in the admission letter and the College Academic Calendar.
- 1.3.2 In case the student intends to defer his/her enrolment, such a student has to submit an application to the Registrar's Office. The maximum period of deferring the enrolment is one academic year, subject to the recommendation from the Head of Department and the Dean of the Faculty, and then the approval from the Registrar.
- 1.3.3 Students are required to complete all registration procedures and course enrolment procedures within the period specified by the Registrar's Office.
- 1.3.4 Students are advised to seek guidance from the corresponding Head of Department before registration and course enrolment.

#### **1.4 Tuition Fee**

- 1.4.1 Students have to pay the academic term tuition fee in full and complete the tuition fee payment procedures at the Registrar's Office. Upon completion of the tuition fee payment, an official receipt will be issued to the students.

- 1.4.2 Students with financial difficulties in paying the tuition fee in full are required to submit their applications for deferment in person at the Student Affairs Office for the College's approval within the specified period.

Application materials should be submitted to the Student Affairs Office during the specified period before the payment due date. Otherwise, a late application fee of \$200 will be charged. A penalty of \$50 per working day will be applied from the day following the original payment deadline. The maximum amount of penalty will be capped at \$1,250.

- 1.4.3 Students who are unable to pay the tuition fee for more than 30 days from the original payment deadline without acceptable reasons will be de-registered from the programme and the College.
- 1.4.4 In case a student is permitted to suspend or defer his/her study or to withdraw from the programme, all fees already paid will NOT be refunded.

## **1.5 Caution money**

- 1.5.1 Students admitted in 2014-15 academic year and onwards are required to settle the caution money of HK\$400 upon their first registration. The sum will be refunded if the student is officially withdrawn from the College, subject to no outstanding claims or charges from the College. The sum will normally be converted to the student's graduation fee upon the satisfaction of the graduation requirement for completion of the programme.

## **1.6 Course Enrolment**

- 1.6.1 Students will select their courses according to the programme guidelines and the course selection should be approved by the Head of Department.
- 1.6.2 Students are allowed to enrol in a particular course provided that they have satisfied all the pre-requisite requirements for that selected course, or have obtained approval from the Head of Department and the Dean of Faculty.
- 1.6.3 Under normal circumstances, the maximum number of allowable enrolled credits for one term is 15-18 credits. Students who decide to enrol in more than 18 credits must seek approval first from the Head of Department, the Dean of Faculty, and then from the Registrar. Year 1 students are not allowed to take more than 15 credits per term during their first year study at the College.
- 1.6.4 Students are required to complete the registration and enrolment procedures at the beginning of the term as within the period specified by the Registrar's Office. The course enrolment forms will have to be verified and approved first by the Head of Department and then by the Dean of Faculty.

- 1.6.5 A student who has failed a required course will have to retake that course in a later term. If the failed course is an “Elective”, retaking that course is optional. The student can either retake the failed elective course or choose to take another elective course instead.

## **1.7 Adding and Dropping Courses**

- 1.7.1 During the “add-drop” period, students can add or drop courses from their enrolled list of courses. The request for “adding and dropping” a course is granted only if a place in the adding course is available and is subject to approval from the Head of Department and the Dean of Faculty.
- 1.7.2 Students who intend to change their course enrolment during the “add-drop” period have to file the specific application with the Registrar’s Office on or before the date specified in the College Academic Calendar for approval by the Head of Department and the Dean of Faculty.
- 1.7.3 The maximum number of courses that a student is allowed to change should not exceed half of the originally enrolled credits. For consideration of exceptional circumstances, such as courses originally enrolled below 12 credits, the student must first seek approval from the Head of Department and then from the Dean of Faculty.

## **1.8 Transfer of Study Programmes**

- 1.8.1 Students may transfer from one study programme to another by lodging an application at the Registrar’s Office within the period specified in the College Academic Calendar. An application fee of HK\$300 will be charged.
- 1.8.2 Students have only one chance to apply for transfer to another study programme, and such an application is only eligible for those year 2 students.

## **1.9 Course Exemption**

- 1.9.1 On a case-by-case basis, a maximum of an equivalent of two years of course credits exemption may be granted to students with relevant academic qualifications such as Associate Degree and Higher Diploma according to the College’s Exemption Policy.
- 1.9.2 Students, who have completed a number of related courses in another university or tertiary institution, may also apply for exemption of certain courses.
- 1.9.3 The request for course exemption must be approved by the Head of Department and the Dean of Faculty, and the students will be notified of their results of application for exemption within 15 working days after their duly completed application submission.

## **1.10 Absence**

- 1.10.1 A student, who for any reason is unable to attend classes, must inform the lecturer concerned in writing for permission of absence in advance. If unable to seek permission due to any exigent matter, a student may submit an attestation from a medical practitioner or other supporting evidence to the Registrar's Office for his/her application for absence within two working days after the resumption of study.
- 1.10.2 When a student's absence from class has reached one-third of the total number of periods of a course in one term, he/she could be barred from taking the examination of that course.

## **1.11 Withdrawal**

- 1.11.1 If a student wishes to discontinue or withdraw from his/her studies prior to graduation, he/she must apply for official withdrawal. A student will be considered as having unofficially withdrawn if he/she fails to submit an application for official withdrawal to the Registrar's Office. Forms for application for official withdrawal can be obtained from the Registrar's Office.
- 1.11.2 Transcripts or other statement of records will not be issued to students without having completed the procedures of applying for official withdrawal. Students must settle any outstanding tuition fees and return their Student ID Cards and Library Cards to the Registrar's Office before an official withdrawal status is given by the Registrar.

## **1.12 Resumption of Study**

- 1.12.1 After the approved period of deferment, the student is required to complete and submit the Resumption of Study Form to the Registrar's Office to apply for the resumption of study within the period specified in the College Academic Calendar.
- 1.12.2 The student, upon successful application for the resumption of study, has to pay the tuition fee scale in full of the academic year he/she resumes study, but not the tuition fee scale prior to deferment.

## **1.13 Probation and De-registration**

- 1.13.1 A student will be placed on academic probation under one of the situations below:
- Failing in a number of courses which amount to one-half of the enrolled credits for an academic year
  - The student's GPA is under 1.75 in the preceding academic term.
- 1.13.2 A student may be requested to discontinue his/her study or withdraw from the College under one of the situations below:
- Failing in a number of courses which amount to two-third of the enrolled credits for an academic year

- Failing to resume studies after a leave of absence or the approved period of suspension from study
  - Absence from all classes for more than 1/3 of the total number periods without prior permission
  - Unable to complete a total number of required credits within the maximum period of study of the programme.
- 1.13.3 Serious offences will result in dismissal of a student from the programme under one of the situations below:
- Violating the College Regulations on purpose
  - Committing repeated offence of academic dishonesty.

## 1.14 Assessment

- 1.14.1 The College generally employs three means to assess the performance of a student. The continuous assessments include homework, in-class quizzes, term projects, and reports. The Mid-term Examination and Final Examination are held in the middle and at the end of each term.
- 1.14.2 The final grade at the end of each term is generally assessed based on the results of the Continuous Assessment, Mid-term Examination and Final Examination. There can be variations from this guideline depending on the specific requirements of a particular course.
- 1.14.3 A student's grades are given as below:

Letter Grade	GPA per Unit
A	4.0
A-	3.7
B+	3.3
B	3.0
B-	2.7
C+	2.3
C	2.0
C-	1.7
D+	1.3
D	1.0
F	0.0

- 1.14.4 A, B, C and D are passing grades, while grade F is the failing grade. Students who receive grade F will not earn any credits for the course and must repeat that course if the course is a required course.

### 1.14.5 Special Examination Arrangement

Special Examination Arrangement will be made by the Registrar for those students with illnesses or disabilities. If a student is ill or has a disability and the nature of his/her illness or disability requires special arrangements to be made for him/her, he/she should submit a written application with supporting documents to the Registrar's Office in any case not later than 10 working days before the start of the examination period.



## **1.15 Graduation**

- 1.15.1 Students must complete their prescribed programmes within the normal duration, starting from their first enrolment. The typical study duration for Bachelor's Degree (Hons) programmes is 4 years.
- 1.15.2 For graduation, students must complete all Programme, Faculty and College-wide requirements, either credit bearing or non-credit bearing. For details, please refer to the Department Student Handbook.
- 1.15.3 For Bachelor's Degree (Hons) programmes, the maximum duration of the study period is 6 years for 4-year programmes.
- 1.15.4 All students must file the petitions for advancement to candidacy for graduation in the preceding term of graduation specified in the College Academic Calendar.

## **1.16 Degree Award Classification**

- 1.16.1 Students who have fulfilled the requirements for graduation in an honours degree programme will be awarded a Bachelor's Degree with one of the following classifications:

<b>Honours Degree Classification</b>	<b>Minimum Cumulative GPA</b>
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

- 1.16.2 Students will not get the honours degree classification if they have not achieved the minimum cumulative GPA requirement of 2.00 or above.
- 1.16.3 The Grade Point Average (GPA) ranging from 0 to 4.00 is used to indicate the performance of a student.
- 1.16.4 Exempted courses are not included in the GPA calculations.

## **1.17 Academic Results Report and Transcript**

- 1.17.1 Students may retrieve their academic results available from the College's website within the period as specified in the College Academic Calendar.
- 1.17.2 Students can apply for official transcript(s) from the College and a fee of HK\$50 shall be charged for each copy.
- 1.17.3 To protect the privacy of student education record, students can apply for transcripts either in person or by their authorized persons or by mail.

## **1.18 Academic Appeal**

- 1.18.1 A student with an academic grievance other than course grade/examinations should first discuss with the Head of Department before proceeding to make a formal appeal. If no decision is reached at this level, or the Head of Department is the faculty member involved, the student may appeal to the relevant Dean of Faculty. In the event that no resolution is reached at this level, the student may appeal to the Registrar.
- 1.18.2 A student may appeal through the Registrar's Office for a recount of his/her examination results or course grades. If appropriate, the student may also appeal for a reassessment of examination script or other forms of assessments. The Registrar will refer the appeal to the Head of Department. The Head of Department will return the result of the recount or reassessment to the Registrar, who will then inform the student. The result of the appeal may affect the final grade of the course leading to a higher or lower grade.
- 1.18.3 Problems concerning graduation requirements and their fulfilment should be handled by the Registrar.
- 1.18.4 A student may appeal for the fairness of examinations and other forms of assessments by submitting Special Appeal Request Form to the Registrar.
- 1.18.5 A standard appeal for recount or reassessment of a course requires a deposit of HK\$200. As for a final appeal, a deposit of HK\$400 is required. The deposit(s) will be refunded only if the appeal itself is proven justifiable.
- 1.18.6 Appeals must be made within 10 working days from the last day of the final examinations specified in the College Academic Calendar. Results of appeals will be determined normally within 15 working days from the date when the application is lodged.

## 1.19 Fees

Item	Fees Charged
Late tuition fee payment	HK\$50 per working day <sup>1</sup>
Late application for deferment of tuition fee payment	HK\$200
Application for make-up examination	HK\$250 per course per application
Application for various documents ( <i>Transcript / certifying letter / replacement of student card / letter of certificate, etc.</i> )	HK\$50 per copy of document HK\$100 per student card
Application for appeal of academic result:	<i>Standard appeal</i> HK\$200 per course <sup>2</sup> <i>Final appeal</i> HK\$400 per course <sup>2</sup>
Caution money ( <i>applicable to new students admitted in and after academic year 2014-15</i> )	HK\$400 <sup>3</sup>
Application for change of study programme	HK\$300
Application for extension of stay (student visa)	HK\$300

The College reserves the right to make fee adjustment without prior notice.  
All fees paid are non-refundable.

<sup>1</sup> Upper limit of fees charged is HK\$1,250

“Working day” means Monday to Friday.

<sup>2</sup> Non-refundable unless successfully appealed leading to a higher grade.

<sup>3</sup> Chargeable upon first registration, and will be refunded if the student is officially withdrawn from the College, subject to no outstanding claims or charges. The sum is normally set off against the graduation fee upon the satisfaction of the requirements for completion of the programme.

Please retain the original copy of the payment receipt for verification.

## 1.20 Change of Personal Data and Enrolment Status

1.20.1 The student should immediately inform the Registrar’s Office for changes of his/her personal information such as name, correspondence address and telephone numbers.

1.20.2 Without legal document, no student is allowed to alter his/her name, date of birth, and place of birth.

- 1.20.3 Change of Enrolment Status includes the following cases: withdrawal from the College, suspension from study, and studying abroad as an exchange student. Students involved in such should contact the Registrar's Office for obtaining specific forms and instructions.

## **1.21 Student Organisations**

- 1.21.1 The Student Affairs Office assists and monitors all student organisations of the College.
- 1.21.2 All activities of any student organisation must comply with the regulations of the College, the code of personal conduct, and the law of the HKSAR.
- 1.21.3 Publications including posters must be submitted to the Student Affairs Office for approval prior to distribution and display on campus.
- 1.21.4 The role of the Student Union should aim at promoting and contributing to the whole-person development of students, coordinating various activities among different student organisations, and fostering and enhancing mutual understanding and cooperation with the College authorities for the common good.
- 1.21.5 Academic or Departmental Societies are administered by student themselves under the guidance of the Student Affairs Office. These societies are to organise various recreational, social and functional activities for the benefit of their members. Other societies and clubs are also encouraged for specific purposes which help enrich the campus life of students.

## **2 POLICIES RELATED TO PERSONAL CONDUCT**

### **2.1 General Standard**

- 2.1.1 Students must comply with the law of the HKSAR.
- 2.1.2 Students should also understand that their personal conduct reflects the image of the College regardless of whether they are on or off campus.
- 2.1.3 Every student is expected to be a good citizen who maintains a high standard of academic honesty, personal integrity, and the respect for academic freedom.

### **2.2 Academic Honesty**

- 2.2.1 The College considers offences like cheating, plagiarism, and theft of examination papers as serious academic dishonesty. If a student commits any of such offence, the faculty member concerned will report and refer the case to the Student Affairs Office for necessary disciplinary actions.
- 2.2.2 Cheating in course work may take any one of the following forms:
- Collusion – where a student misrepresents a piece of unauthorised group work as his/her own work.

- Falsification of data – where the presentation of data in reports, projects or research papers, which is purported to be based on experimental or research work conducted by the student, has actually been invented by the student, copied or obtained by unfair means.
  - Plagiarism – the presentation of another person’s work without the written consent of the source, whether protected by copyright or not, as the student’s own work.
  - Any other forms of dishonest practice in course work.
  - Any violations in the examination regulations or cheating in examinations (refer to 3.2 and 3.3 on examination regulations and cheating).
- 2.2.3 A student considered to have cheated in course work should be given a zero mark for that particular piece of work. Furthermore, cheating in examination will result in zero mark for the examination or the whole subject. The case may be brought to the Student Disciplinary Committee if the Registrar deems it necessary to do so.
- 2.2.4 The Student Affairs Office will look into the case carefully before taking the following disciplinary actions:
- Requesting the student to compulsorily withdraw from the College upon recommendation by the Student Disciplinary Committee.
  - Giving the student zero mark/failure grade for a particular piece of work or for the whole subject; and a demerit is given to the student. A total of three demerits may result in the termination of studies at the College.
  - Requesting the student to suspend his/her study or be expelled from the College after his/her repetitive and wilful breach of the College Regulations.

## **2.3 Personal Integrity**

- 2.3.1 Students must avoid being involved in activities such as raising disturbance in public places, stealing, vandalism, arson, or violence of any kind.
- 2.3.2 The Student Affairs Office shall consider each violation and enforce disciplinary action accordingly on the individual cases of the aforementioned offence.

## **2.4 Other Misconduct**

- 2.4.1 The misconduct that may bring about disciplinary actions includes:
- Forging, altering or misusing any College documents, records, or identification
  - Public intoxication or display of alcoholic beverages
  - Use, possession, sale, distribution of cigarettes, narcotic or hallucinatory drugs
  - Failure to comply with instructions of authorised College personnel in performing duties
  - Destruction or theft of College property

- Any improper behaviour causing general disturbance, or tarnishing the reputation of the College, or insulting teacher and other students
- Harassing, discriminating against or victimizing 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
- Breach of hostel rules, and regulations about common facilities and services in hostels

## **2.5 Disciplinary Actions**

2.5.1 The penalties are classified into four categories:

- Expulsion from the College;
- Enforcement Suspension to discontinue the student's study in the College for one or two academic terms;
- Demerit – a demerit is given for unintended improper behaviour whereas a major demerit is for misconduct with an intention. Accumulation of either three demerits or two major demerits will result in compulsory withdrawal from the College; and
- Warning – reprimand is given either in written or verbal form.

2.5.2 All reprimands are carried out by the Student Affairs Office.

2.5.3 The dispensation of demerits is implemented by the Student Affairs Office with the approval from the College President.

2.5.4 The disciplinary actions of expulsion, enforcement and suspension are to be approved and executed by the College President based on decisions made by the Student Disciplinary Committee.

2.5.5 A student may appeal against verdict and/or penalty through the Student Affairs Office. The appeal must be made within 10 working days from the date of notification of the disciplinary action.

## **3 REGULATIONS GOVERNING EXAMINATION**

### **3.1 Responsibility to Attend Examinations**

3.1.1 Students are responsible for checking the dates, times and places for their examinations from the examination timetables, and for presenting themselves for examination at the designated place, date and time.

3.1.2 Where all or part of an examination is by means other than a formally invigilated written examination, the Head of Department responsible for the course concerned should publish details of the necessary arrangements. It is the students' responsibility to acquaint themselves with such details.

3.1.3 Before attending examinations, students must familiarise themselves with the associated College regulations.

## **3.2 Examination Regulations**

- 3.2.1 Students should take up their seats according to the seating arrangement and should not leave their seats without permission of an invigilator.
- 3.2.2 Students must bring their Student Identity Cards and place them on the top left hand corner of the desk for inspection by invigilators during the examinations.
- 3.2.3 Students should place on their desks only the stationery and approved equipment, which are required for the examination. They should leave their other personal belongings under the seat or in other places specified by the invigilator(s).
- 3.2.4 Students must turn off all the electronic communication equipment including mobile phone, pager, etc.
- 3.2.5 Students must not communicate in any way with another student, must not give or receive any information, materials or aid in any form to or from another student, or make use of any materials or aid not approved for the examination.
- 3.2.6 Impersonation of or by another person is not allowed.
- 3.2.7 Students are not allowed to do sketches on unauthorised papers.
- 3.2.8 Students who arrive late will not be permitted to enter the examination room after the examination has been in progress for more than 20 minutes.
- 3.2.9 Students are not allowed to submit their examination answer books and leave the examination room in the first 20 minutes after the examination is started.
- 3.2.10 Except for a valid case, students are not allowed to leave the examination room before submitting their examination answer books. With the permission of an invigilator to leave temporarily, a student intending to return to complete the examination will be accompanied by an invigilator at all times during his/her absence from the examination room, and will not be given compensatory time for the absent period.
- 3.2.11 Students are not allowed to leave the examination room in the last 20 minutes of the examination.
- 3.2.12 Students must submit their answer books on time.
- 3.2.13 Students must not remove from the examination room any materials provided by the College for use in examinations.
- 3.2.14 Students are not allowed to stay in the examination room after they have submitted their answer books.

## **3.3 Cheating**

- 3.3.1 A student who performs any one of the following during an examination is considered to be cheating:

- Possessing or using any unapproved material
  - Communicating with another student
  - Copying from another student or allowing another student to copy
  - Obtaining an unseen written examination paper before the examination
  - Impersonation of or by another person
  - Using mobile phones or pagers, or any other communication devices
  - Any other form of dishonest practice.
- 3.3.2 Any student who is suspected of cheating will be informed on the spot by the invigilator, who will remove and keep in custody any unapproved materials found. The student will be allowed to finish the examination but should be warned that he/she may be disqualified from that examination and that disciplinary action may be taken against him/her.
- 3.3.3 For a suspected cheating, immediately after the examination session the invigilator/chief invigilator should send to the Student Affairs Office a full report of the circumstances, together with the answer book and any evidence of cheating which might have been found. The Student Affairs Office will discuss the case with the academic unit concerned.
- 3.3.4 Misconduct and cheating in examination will lead to serious disciplinary actions, ranging from zero mark in the examination score of that subject to compulsory withdrawal from the College.

### **3.4 Complaints**

- 3.4.1 Any complaint about the conduct of an examination should be made in writing to the Registrar no later than 5 working days after the examination concerned.

### **3.5 Arrangements for Re-examination**

- 3.5.1 A re-examination will only be arranged for a student who cannot attend the normal examination session due to unavoidable circumstances. In this case, students have to lodge an application at the Registrar's Office and attach relevant evidence for verification. An application fee of HK\$250 per course shall be charged.
- 3.5.2 Application for re-examination should be made within 5 working days from the day following the normal scheduled examination session.
- 3.5.3 A re-examination will be graded as an ordinary assessment and there is no restricted marking on the grade to be given. Previous continuous assessment marks should stand and should be used again in the calculation of the overall marks.
- 3.5.4 No other arrangements will be made if the students are unable to sit for the re-examination. Absence or failure to attend the re-examination will result in zero mark for the examination.



### **3.6 Academic Results**

- 3.6.1 Official transcripts are to be issued only by the Registrar's Office.
- 3.6.2 The Registrar's Office will normally release students' academic results within 25 working days after the examination period.
- 3.6.3 An academic transcript will indicate the grades for each of the courses enrolled, the number of credits obtained and the grade point average achieved by the student.

### **3.7 Arrangements for Typhoon and Rainstorm Warnings**

- 3.7.1 Examination will be postponed in case a Typhoon Signal of No. 8 or above is hoisted or a Black Rainstorm Warning is announced.
- 3.7.2 Relevant information can be obtained from public announcement from radio and TV; official notice for postponement of examination will also be posted on the College notice board. A re-schedule of the examination sessions affected will be announced through notice from the Registrar's Office.
- 3.7.3 For the arrangements and cancellations of examinations during the adverse weather conditions, please refer to notice from the Registrar's Office
- 3.7.4 In the event of any emergencies, students should remain calm, and follow instructions given by the invigilators, the security guards, or officers of the Education Bureau.

## **4 FACILITIES AND SUPPORT**

### **4.1 Computing Resource**

- 4.1.1 The whole campus is connected to a fibre-optic LAN serving as the backbone of an IT infrastructure to support continuous free flow of information to every student of the College, and to enable electronic information and services to be conveniently, efficiently and securely delivered and shared inside and outside the College.
- 4.1.2 Some of our web-based services include the following systems:
  - Email service and website service
  - Student enrolment and records management system
  - Teaching evaluation system
  - E-learning system.
- 4.1.3 Our current computing facilities include:
  - Computer Laboratories with personal computers
  - Campus-wide fibre optics cabling LAN for fast Internet and intranet access
  - Campus-wide WIFI network
  - Campus-wide IP Phone

- 4.1.4 The IT technical support is provided by the Information Technology Services Centre which is staffed by a number of experienced technicians whose job is to make effective IT services available to students, teaching staff and administration. A team of well qualified full-time staff and a number of student-assistants are deployed in maintaining the daily operation and ensuring consistent and stable IT services for the College.

## **4.2 Library**

- 4.2.1 The College library opens to students with valid Student ID Card. Opening hours of the library during term-time are as below:

Monday – Friday	9:00 am – 9:00 pm;
Saturday	9:00 am – 6:00 pm;
Sunday	10:00 am – 1:00 pm;
School Holidays / Public Holidays	Closed.

- 4.2.2 Opening hours during summer vacation or term break period are as below:

Monday – Friday	9:00 am – 6:00 pm;
Saturday	9:00 am – 4:00 pm;
Sunday/Public Holidays	Closed.

- 4.2.3 Library rules are available in the library and on the College website <http://lib.chuhai.edu.hk/>. To maintain a good library environment, all students have to observe these rules without exception.

## **4.3 Crossmedia Studios and Multimedia Production Rooms**

- 4.3.1 The crossmedia studios and the adjacent control rooms are equipped with high definition digital shooting and recording devices across media formats capable of generating a variety of outputs that cut across genres and formats through a user friendly interface for mobile communication.
- 4.3.2 The vocal recording studios and control rooms are designed for producing various audio programmes with visual elements and digital effects. Students can produce multipurpose audio programmes with crossmedia effects by using the crossmedia mixing consoles.
- 4.3.3 The multimedia production rooms are installed with high performance crossmedia workstations loaded with the latest crossmedia software for multimedia design and postproduction such as effect editing in an all-in-one format.
- 4.3.4 Students may make use of these facilities during day-time. Students of Journalism and Communication may submit their applications directly to their Department, and students of other departments may submit their applications to the Registrar's Office.

## **4.4 Sports Activities Support**

- 4.4.1 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.

#### **4.5 Academic and Vocational Counselling**

- 4.5.1 Personal, educational and vocational counselling are offered to students by the Counselling Unit of the Student Affairs Office.
- 4.5.2 The Career Unit in the Student Affairs Office regularly provides students with career information and assistance with regard to job opportunities, career planning and the pursuit of further study.
- 4.5.3 Heads of Departments are available for student consultation by providing guidance in academic matters. They also conduct interviews, group discussions and extracurricular activities to help develop students' characters and their spirit of cooperation.
- 4.5.4 The Student Affairs Office has also made relevant information available through the College's website <http://sao.chuhai.edu.hk>, which includes career development, student exchange programmes, events and activities, internship opportunities, and other useful information.

#### **4.6 Support for Non-local Students**

- 4.6.1 To help non-local students settle and integrate into their new learning and living environment, the College provides them with special assistance and advices such as visa application, accommodation arrangement, orientation programmes.
- 4.6.2 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.

### **5 FINANCIAL AID**

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

- 5.1.1 Eligible students of the Scheme should lodge their applications at the Registrar's Office on or before the specified deadline.
- 5.1.2 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.

#### **5.2 Financial Assistance Scheme for Post-secondary Students (FASP)**

- 5.2.1 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.

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

### **5.3 Student Travel Subsidy Scheme**

- 5.3.1 Full-time students eligible for assistance under FASP may also apply for subsidy under the Student Travel Subsidy Scheme (STS).

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

- 5.4.1 Registered full-time students who are in financial needs may apply for an interest-bearing loan under the Government's Non-means-tested Loan Scheme.

### **5.5 Bursaries**

- 5.5.1 Bursaries are granted to qualified students who need financial supports.
- 5.5.2 Application forms and particulars can be obtained from the Student Affairs Office. The deadline for application submission will be specified in the College Academic Calendar.
- 5.5.3 The bursaries are usually distributed to successful applicants before the end of the term.

### **5.6 Scholarships**

- 5.6.1 The College awards scholarships to students for both exceptional academic achievements and good personal conduct. The College Scholarship Committee would assess a student's suitability for scholarship based on high standard of academic achievement with additional considerations including demonstration of leadership and good communication skills, commitment and contribution to the College and the community, and specific comments from academic departments.
- 5.6.2 The HKSAR Government Self-financing Post-secondary Education Scheme offers scholarships and awards to local and non-local students who have achieved outstanding performance or have demonstrated significant progress and improvement in their studies.

### **5.7 Dean's List and President's List**

- 5.7.1 Students with outstanding academic achievements are placed on the Dean's List. To be eligible for inclusion on the list recommended by the Dean, students need to earn a term GPA of 3.50 or above with no failure in any of the enrolled courses.
- 5.7.2 The top student among the students on the Dean's List of each Faculty will be recommended by the President for inclusion on the President's List.

## **6 PERSONAL DATA**

### **6.1 Personal Data Handling Principles**

- 6.1.1 An applicant's personal data provided in the application form will be used for setting up his/her 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 and as well as those in support of alumni activities after graduation.
- 6.1.2 In addition to data collected at the time of application, registration details as well as examination results of a student are also kept in records for purposes of monitoring his/her progress of study and for certification reference when such need arises.
- 6.1.3 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.
- 6.1.4 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.
- 6.1.5 In accordance with the Personal Data (Privacy) Ordinance (Cap. 486), an applicant/student has the right to access and correct his/her personal data and to request for a copy of such data. Accessing his/her personal data kept in the College records may be achieved by submitting a written request to the Registrar's Office, subject to payment of an annually-reviewed handling fee.

### **6.2 Student ID Card and Resident Card**

- 6.2.1 Upon successful enrolment, a registered student will be issued a Student ID Card, which serves as his/her personal identification document as a student of the College and should be carried along by him/her at all times in the campus.
- 6.2.2 A student who is offered a hostel place upon application will be issued a Resident Card, which serves as his/her personal identification document as a boarder at the College and should be produced upon demand for access to the hostel providing his/her accommodation.
- 6.2.3 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/herself. Forgery or inappropriate use of the cards will lead to disciplinary actions.
- 6.2.4 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.

- 6.2.5 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/her original Student ID Card or Resident Card after being issued a replacement card upon report of card loss, he/she should return the original card to the Registrar's Office for invalidation as soon as possible.

## 7 ADVERSE WEATHER ARRANGEMENTS

In the event of a Typhoon Signal No.8 or Black Rainstorm Warning being hoisted, the basic guidelines for the arrangement of class, examination and other activities are as follow:

Type of signal	Activities already in progress	Activities not yet commenced
<u><b>Typhoon No.8 or above</b></u>	Activities are to be terminated.	<p><b>If the signal is or is to be hoisted:</b></p> <p>at or after 7:00 am ➡ Activities before 12:50 pm are cancelled.</p> <p>at or after 12:00 noon ➡ Activities between 12:50pm – 7:30 pm are cancelled.</p>
<u><b>Black Rainstorm Warning</b></u>	Only indoor activities continue as normal until further announcement.	<p>at or after 4:00 pm ➡ Activities after 7:30 pm are cancelled.</p>

When the Typhoon Signal No.8 or Black Rainstorm Warning is cancelled, the guidelines given below should be followed:

Type of signal	Activities not yet commenced
<p><u><b>Typhoon No.8 or above</b></u></p> <p><b>OR</b></p> <p><u><b>Black Rainstorm Warning</b></u></p>	<p><b>If the signal is cancelled:</b></p> <p>at or before 7:00 am ➡ Activities at 9:00 am and onwards will be held as scheduled.</p> <p>at or before noon ➡ Activities at 2:30 pm and onwards will be held as scheduled.</p> <p>at or before 4:00 pm ➡ Activities at 7:30 pm and onwards will be held as scheduled.</p>

When Typhoon Signal No.3 or Red Rainstorm Signal is in force, it should be assumed that the activity would be held as scheduled.

## 8 CONTACTS

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