



香港樹仁大學

Hong Kong Shue Yan University

Postgraduate Student Handbook

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Hong Kong Shue Yan University

Note: Please bring any errors or omissions to the attention of the Graduate School
gs@hksyu.edu

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Postgraduate Student Handbook

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1. University General Information

1.1 Introduction

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.

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.

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 the Council on 19 December 2006, and HKSYP became the first private university in Hong Kong. Since 2014, the University has been moving towards being a “teaching-led research-active” university.

HKSYP currently offers 12 MPhil and PhD programmes, 4 taught masters programmes, the Doctor of Psychology in Counselling Psychology, and 18 undergraduate programmes. In furtherance of Shue Yan’s focus on interdisciplinarity in research, the MPhil and PhD programmes emphasize an interdisciplinary approach so that the graduates are not only knowledgeable in their area of expertise but also capable of making connections with related fields. The taught postgraduate programmes are designed to enrich students with new ideas and perspectives to provide an employment-focussed curriculum and train competent scholar-practitioners.

1.2 University Officers

Senior Management	
President	Dr. HU Hung Lick, Henry 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.
Senior Vice President	Professor SUN Tien Lun, Catherine B.A., Cornell College, U.S.A.; M.Soc.Sc., Ph.D., HKU
Academic Vice President	Professor CHAN Ching, Selina B.Soc.Sc. (Hons.), CUHK; MPhil., D.Phil., University of Oxford, U.K.
Vice President (University Administration)	Professor CHEUNG Siu Keung B.Soc.Sc.(Hons.), M.Phil., HKBU; Ph.D., University of Edinburgh, U.K.
Associate Academic Vice President (Graduate School)	Professor TANG So Kum, Catherine B.A (Hons), M.S., Ph.D., University of North Texas, U.S.A.; LLB (Hon), University of London, U.K.
Associate Academic Vice President (University Research)	Dr. LI Wang On, Alex B.Cog.Sc., M.Phil., Ph.D., HKU
Associate Academic Vice President (Accreditation & Programme Development)	Dr. HUI Yew-Foong B.Soc.Sc (Hons.), M.Soc.Sc., National University of Singapore; Ph.D., Cornell University, U.S.A.
Associate Academic Vice President (Teaching and Learning Development)	Dr. WONG Kwan Leung B.A., Jinan University, China; M.A., Peking University, China; Ph.D., University of Arizona, U.S.A.
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.

Heads of Departments & Directors of Programmes	
Heads of Departments	
Accounting	Dr. LEE Hua
Business Administration	Dr. LAW Chui Chui, Monica
Chinese Language & Literature	Professor Robin YANG Ruo Wei
Counselling & Psychology	Professor Calvin YU, Kai-ching
Economics & Finance	Dr. LEE Shu Kam
English Language & Literature	Professor Peter Roland George STOREY
History	Professor WEI Chuxiong, George
Journalism & Communication	Dr. LEE Ka Man
Law & Business	Dr. LUI Chit Ying, Wendy
Physical Education	Dr. GONG Xiao En
Social Work	Dr. FONG Fu Fai, Steve
Sociology	Professor CHEUNG Yuet Wah
Directors of Programmes	
Master of Science in Marketing and Consumer Psychology	Dr. LAW Chui Chui, Monica
Master of Social Sciences in Counselling Psychology	Dr. CHEUNG Wai Leung, Raysen
Master of Social Sciences in Psychology	Dr. CHOW Tak Sang, Jason
Master of Social Sciences in Play Therapy	Dr. ZHOU Dehui, Ruth
Doctor of Psychology in Counselling Psychology	Dr. PANG Lan Sze

2. Policy, Regulation, and Procedure

2.1 General Regulations Governing Postgraduate Studies

Students shall observe all rules and regulations prescribed by the University.

Please refer to the Code of Practice (for Research Postgraduate Students) at [https://gs.hksyu.edu/gs/current_students/Code%20of%20Practice%20\(RPG\)%202022-23_20220901_final.pdf](https://gs.hksyu.edu/gs/current_students/Code%20of%20Practice%20(RPG)%202022-23_20220901_final.pdf); and

the Code of Practice (for Taught Postgraduate Students) at [https://gs.hksyu.edu/gs/current_students/Code%20of%20Practice%20\(TPG\)2022-23_20220901_final.pdf](https://gs.hksyu.edu/gs/current_students/Code%20of%20Practice%20(TPG)2022-23_20220901_final.pdf) for details.

2.2 Library Regulations

Admission to and use of the University Library (the Library) is conditional upon observance of the Library regulations (the regulations) made by or with the authority of the Academic Board. All members of the Library staff are empowered to enforce the regulations. Anyone who is believed to have violated the regulations, disturbed readers or mutilated Library materials may be excluded from the Library and all privileges of using Library services may be suspended. All Library users are presumed to know the regulations before using the Library services and facilities. If users breach the regulations, serious cases may be referred to the relevant University Authority. In case of any discrepancy or inconsistency between the English version and the Chinese version of the regulations, the English version shall apply and prevail.

1 Admission

- 1.1 All users must present valid University Identity Cards or any valid Library cards when entering the Library.
- 1.2 Loss of University Identity Cards or any valid Library cards must be reported to the Registry and the Library respectively without delay.

2 Conduct of Library Users

- 2.1 Food and drinks are not allowed in the Library.
- 2.2 Smoking is prohibited in the Library.
- 2.3 No physical or online games of any form are allowed in the Library.
- 2.4 No sleeping in the Library.
- 2.5 No wet umbrellas or raincoats may be brought into the Library.
- 2.6 Notices must not be displayed or distributed in the Library.
- 2.7 Silence must be observed in the Library except in designated areas. Any user causing disturbance to others and ignoring the verbal warning of the University Librarian or his/her designated representative will be liable to disciplinary action, and may be excluded from the Library.
- 2.8 Mobile devices may be used only in silent mode except in designated areas. The use of headphones is allowed but the volume should be such that there is no noise leakage.
- 2.9 Users are not permitted to reserve seats in the Library. Any personal belongings or library books left unattended on Library desks may be considered as a "seat reservation". Any such seats may be taken up by other users. In case of dispute, the University Librarian or his/her designated representative has absolute discretion to allocate seats or study places to users concerned. Any unattended belongings should be reported to library staff at 2/F Information Counter.
- 2.10 Unattended belongings may be removed by Library staff without prior notice to the owner. The Library will not be responsible for any loss or damage of personal property. Lockers are available on 2/F to store personal belongings.
- 2.11 Books and other items which are the property of the Library must not be mutilated or defaced. The full replacement cost will be charged for any damage caused by users.
- 2.12 Tables and chairs should not be misused or moved to new positions except as permitted by Library staff.

- 2.13 Prior permission must be sought for photo-taking or video shooting in the Library.
- 2.14 In case of fire alarm, users must follow the instructions of library staff to leave the building. (Escape route information is posted at each emergency exit)
- 2.15 For the purpose of security, CCTV monitoring is in use in the Library.
- 2.16 Rules of Special Collection Room on 3/F should be observed.
- 2.17 External reader card for admission to another local library is governed by the regulations of that card issuing library. Misuse of the card may lead to cancellation of permission to access to that university library. Serious offence will be referred to either the University Authority or the Student Disciplinary Committee for further action.

3 Borrowing Regulations

- 3.1 Borrowers shall be held responsible for any loss, mutilation, damage or defacement of library materials by writing or other marks and shall be required to pay the full cost of replacing or repairing such materials.
- 3.2 The Librarian may, at his discretion, restrict the borrowing of certain categories of library materials.
- 3.3 Users must produce Student or Staff Identity Cards or any valid library card when borrowing library materials.
- 3.4 No library materials may be removed from the Library until their issue has been properly recorded at the appropriate counter or self-check machine. The Library will submit a report to the Student Disciplinary Committee for necessary action in the case of students or to the University in the case of staff who have violated this regulation.
- 3.5 All loaned library items should be returned upon graduation, withdrawal or cessation of employment from the University.
- 3.6 Loan items should be returned on time. The loan period will be shortened when another user makes a request and the borrower informed. (Loan privilege information is posted at G/F Circulation Counter)
- 3.7 Access to electronic resources is governed by license agreements. Under these agreements, access to the resources is restricted to members of Hong Kong Shue Yan University. The resources are for education and research purposes only. Commercial use, systematic/excessive downloading and redistribution of electronic information outside the university are prohibited. Violation of the license terms may result in the loss of access to that resource for the entire university community.

4 Copyright

- 4.1 Reproduction or duplication of audio-visual materials or computer software without permission from the copyright owner is strictly prohibited.
- 4.2 Photocopying of library materials should be made in accordance with the Copyright Ordinance (Cap 528) of Hong Kong. Users are fully responsible for any legal consequences arising from infringement of applicable copyright laws. Information on copyright restrictions is posted next to the photocopiers in the Library.

Revised in June 2018

2.3 Plagiarism and Academic Misconduct Policy

HONG KONG SHUE YAN UNIVERSITY **GRADUATE SCHOOL** **PLAGIARISM & ACADEMIC MISCONDUCT POLICY**

1. Object

- 1.1 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.

2. Definitions

- 2.1 ‘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. e.g. copying someone else’s work, using unauthorized materials, undeclared multiple submissions, impersonation during quiz/examination, engaging in contract cheating, collusion in individual and group work.
- 2.2 ‘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. Self-plagiarism is also defined as a type of plagiarism, which occurs if one reuses one’s own work without acknowledging that it has previously been submitted.

3. Training Programmes

- 3.1 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.
- 3.2 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.
- 3.3 General guidance in relation to plagiarism, with reference to examples, will be made available on the University’s plagiarism web page.

4. Cover Sheets

- 4.1 For all assessable group or individual work other than on-campus invigilated 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 of 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.

5. Disciplinary Procedures

5.1 Where there is an allegation of academic misconduct in a course in either an undergraduate programme or a taught postgraduate programme, the course instructor should discuss with Programme Director and Head of Department to consider the seriousness of the offence. After assessing the seriousness of the offence, the matter may be considered and determined by the appropriate individuals or bodies.

Level of academic misconduct	Personnel Involved
First offense or minor offense such as improper acknowledgement of the use of others' work, undeclared multiple submissions, self-plagiarism.	(i) Undergraduate Programme – Course Instructor
	(ii) Taught Postgraduate Programme – Course Instructor
Repeated offense or serious offense such as using unauthorized material, impersonation during quiz/examination, engaging in contract cheating	(i) Undergraduate Programme – Course Instructor and HoD
	(ii) Taught Postgraduate Programme – Course Instructor, Programme Director, Head of Department

5.2 Where there is an allegation of academic misconduct in a taught course or seminar/workshop/colloquium/thesis in a research postgraduate programme, the matter may be considered by the course instructor responsible for the work in question, or the principal supervisor and co-supervisor, or the Chair of Thesis Assessment Committee, or the Graduate Examination Committee, or the Programme Director; subject to the level of academic misconduct and the qualification that the penalties that can be imposed by those personnel or those bodies are as set out in paragraph 5.5 below. Where the Chair of the Graduate Examination Committee or the Programme Director considers that the matter is sufficiently serious, he/she may refer the allegation to the Associate Academic Vice President (Graduate School) for consideration by the Graduate Studies Committee.

Research Post-Graduate programmes

Level of academic misconduct	Nature of Work	Personnel Involved
First offense or minor offense such as improper acknowledgement of the use of others' work, undeclared multiple submissions, self-plagiarism.	Taught course	Course Instructor
	Seminar / Workshop / Colloquium / Thesis	Principal Supervisor and Co-supervisor or thesis examiner or the Thesis Assessment Committee, or the Graduate Examination Committee
Repeated offense or serious offense such as using unauthorized material, impersonation during quiz/examination,	Taught course	Course Instructor, Graduate Examination Committee or Programme Director and the Associate Academic Vice President (Graduate School)

engaging in contract cheating	Seminar / Workshop / Colloquium / Thesis	Principal Supervisor, Co-supervisor, thesis examiner or the Thesis Assessment Committee, or the Graduate Examination Committee and the Associate Academic Vice President (Graduate School)
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5.3 The student shall be given a reasonable opportunity to respond to an allegation of academic misconduct before any determination is made or penalty imposed.

5.4 The penalties for academic misconduct vary depending on the severity of the misconduct:

Level of academic misconduct	Penalties for academic misconduct
First offense or minor offense such as improper acknowledgement of the use of others' work, undeclared multiple submissions, self-plagiarism.	(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.
Repeated offense or serious offense such as using unauthorized material, impersonation during quiz/examination, engaging in contract cheating	(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.

5.5 Where the responsible individual or body is satisfied that academic misconduct has been established, the following penalties can be imposed:

- (A) By the course instructor, the penalties at paragraphs 5.4 (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 5.4 (i) to (iv).
- (C) By the principal supervisor or the Chair of the Thesis Assessment Committee or the Chair of the Graduate Examination Committee, the penalties at paragraphs 5.4 (i) to (iv).
- (D) By the Student Discipline Committee/Graduate Studies Committee, the penalties at paragraphs 5.4 (i) to (vii).

5.6 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 instructor in an undergraduate programme, 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 course instructor in a taught postgraduate programme, to the Programme Director, or 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 the Associate Academic Vice President (Graduate School) for consideration by the Graduate Studies Committee.
 - (C) Where the determination is made by the course instructor or the supervisors or the Chair of the Thesis Assessment Committee, or the Graduate Examination Committee in a research postgraduate programme, to the Associate Academic Vice President (Graduate School) for consideration by the Graduate Studies Committee.
 - (D) 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 convened in accordance with the provisions of Academic Regulations XIV.
 - (E) Where the determination is made by the Student Discipline Committee or Graduate Studies Committee, to the Academic Vice President.
- 5.7 Subject to the limitations referred to in paragraph 5.4 above, 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.
- 5.8 For undergraduate programmes, any finding of academic misconduct, and all relevant details, will be reported to the Head of Department and Assistant Vice President (Registry) 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.
- 5.9 For postgraduate programmes, any finding of academic misconduct, and all relevant details, will be reported to the Programme Director, the Head of Department, the Associate Academic Vice President (Graduate School) and copied to the Graduate Studies Committee and the responsible administrative officer for recording on the file of the student in question.

6. Promoting Academic Honesty in teaching

- 6.1 Each Department shall have a mechanism to ensure that new students learn and understand the expected standards of academic honesty.
- 6.2 All course outlines should provide a link to the University's webpage on academic honesty.

Approved by Academic Board
12 March 2021

2.4 Ethical Conduct of Research Involving Human Participants

The University strives to promote the highest level of ethical conduct among both students and faculty, with regard to human research. To that end, the University has a Human Research Ethics Committee (HREC) responsible for reviewing and approving all research proposals which involve human participants by staff members and research postgraduates students.

Thesis of taught Master's programmes is vetted at departmental level by their individual research sub-committees. The departmental ethical review form is available at Moodle (Departmental Ethical Review Forms for Taught Master's) or via your project coordinator.

Please see the full version of guidelines here:

<https://www.hksyu.edu/download/HREC%20Guidelines.pdf>

2.5 Policy and Procedures for Handling Grievances relating to Anti-discrimination Ordinance (Caps 480, 527, 602)

Preamble

1. The University is committed to providing and promoting a workplace and an academic environment in which mutual respect to all individuals is assured irrespective of gender, age, sexual preference, marital status, disability, and ethnicity. The University's support to equal opportunity policy is designed to facilitate an educational environment which encourages inclusive and diverse cultures, thus nurturing responsible, compassionate, and courageous global citizens.
2. Information about individual complaints, their deposition, records of meeting and evidence are considered confidential. (For details, see **General Principles on Handling Grievances in Section 2.6** of this document)

Grievances relating to Anti-discrimination Ordinances: Definition and Scope

3. Grievances relating to discrimination or harassment within the context of the four discrimination ordinances are set out by the Equal Opportunities Commission:
 - a) **Sex Discrimination Ordinance (Cap. 480)**
 - It is unlawful under the SDO to discriminate against a person on the grounds of sex, marital status, pregnancy or breastfeeding in prescribed areas of activities, including employment.
 - The SDO renders sexual harassment between workplace participants at a common workplace unlawful, even where there is no employment or employment-like relationship between them. A "workplace participant" covers persons working in the same workplace, including an employer, an employee, a contract worker, a principal, a commission agent, a partner, an intern and a volunteer.
 - b) **Disability Discrimination Ordinance (Cap. 487)**
 - The DDO renders unlawful certain acts which discriminate against a person on the grounds of disability when committed in prescribed areas of activities, including employment.
 - Protection is also extended in respect of discrimination on the grounds of an imputed disability. It is unlawful for a person who discriminates against or harasses another person on the basis of a mistaken perception that a person has a disability.
 - The DDO renders disability harassment between workplace participants at a common workplace unlawful, even where there is no employment or employment-like relationship between them. The definition of a workplace participant is the same as under the SDO and RDO.
 - c) **Family Status Discrimination Ordinance (Cap. 527) and**
 - Under the FSDO, it is unlawful to discriminate a person on the grounds of family status. "Family status" means the status of having a responsibility to care for an immediate family member, while an "immediate family member", in turn, means a person who is related to someone by blood, marriage, adoption or affinity.

- d) **Race Discrimination Ordinance (Cap. 602)**
- The RDO protects people against discrimination, harassment and vilification on the grounds of their race. "Race" means the race, colour, descent, as well as national or ethnic origin of a person. Under the RDO, it is unlawful to discriminate, harass or vilify a person on the grounds of his/her race in prescribed areas of activities, including employment.
 - Protection is also extended in respect of discrimination on the grounds of race by imputation. It is unlawful for a person to discriminate against or harasses another person on the basis of a mistaken perception of the race of the other person.
 - The RDO renders racial harassment between workplace participants at a common workplace unlawful, even where there is no employment or employment-like relationship between them. The definition of a workplace participant is the same as under the SDO and DDO.
- e) For more information, please refer to the EOC website.

Stage 1 Procedures

Handling of informal complaints relating to equal opportunities

4. Any staff or student who considers that he or she has been or is being subjected to discrimination by any member, employee or student at the University may seek assistance from the Staff or Student Equal Opportunities Officer (EOO). The Student EOO is a counsellor from the Office of Student Affairs while the Staff EOO is a faculty member. Both Student EOO and Staff EOO should be equipped with knowledge on anti-discrimination issues or have attended training workshops relating to anti-discrimination issues and legislations.
5. After learning of the complaint, the EOO should meet with parties concerned. He/she should make every attempt to resolve it within 21 working days.

Handling of written complaints relating to equal opportunities

Submission and filing of a written complaint

6. In the instance that the staff member/student chooses to file his/her complaint in writing, the procedures for resolving a complaint are set out below:
- a) The staff member/student should file the complaint to the EOO in writing within 1 month after the incident. The complainant should provide sufficient evidence related to the alleged wrongdoing.
 - b) The EOO who receives the complaint in writing shall acknowledge receipt within 5 working days in writing.
 - c) The EOO should meet with the parties concerned to seek more information about the grievance promptly and without prejudice.

Preliminary evaluation of a written complaint

7. The EOO who has received the written complaint shall undertake preliminary inquiry into the complaint and decide whether the allegation(s) of discrimination warrant further enquiries based on the presence of sufficient *prima facie* evidence.
8. The EOO may decline to investigate the complaint further if the complaint does not allege facts which, if proven, would lead to discrimination. A written report to recommend closing the case or pursuing it further, with appropriate justification, should be sent to the Associate Vice President (Student Affairs), who is an Accredited Mediator, within 10 working days after receiving the complaint.
9. The Associate Vice President (Student Affairs) should consider the case by reviewing the report of the EOO based on the *prima facie* evidence. A decision and the reasons for it shall be made to both the complainant and the respondent.
10. Should the case be dismissed, the complainant has the right to appeal against the decision of the Associate Vice President (Student Affairs). A letter of appeal should be sent to the Deputy President. The Deputy President may consider the report and decide whether the case should proceed to the next step.

Proceed with mediation if deemed appropriate

11. Should the case be pursued, the EOO and the Associate Vice President (Student Affairs) shall then consider whether it is appropriate to recommend mediation to settle the dispute.
12. Mediation is an entirely voluntary process of dispute resolution. Subject to the consent of both parties concerned, an independent third party (appointed either from within or outside the University) may be invited to assist in facilitating mediation as a means of resolving the grievance. (For details, see Procedures for Mediation).

Handling of a written complaint after unsuccessful mediation

13. Should the attempt to mediate be unsuccessful or not result in settlement, the case should be forwarded to the Chairperson of the University Committee Against Discrimination (UCAD). He/she would then set up an ad hoc Independent Investigation Panel (IIP) to conduct further enquiries.
14. The UCAD comprises
 - (a) Vice President (University Administration) as the Chairperson;
 - (b) two senior academic staff members;
 - (c) two senior staff members from the Registry/the Office of Student Affairs;
 - (d) an elected student representative.

Note: The elected student representative would be excused from the UCAD if the case concerned only staff members.

An ad hoc IIP shall comprise:

- (a) a Chairperson who is a member of the UCAD appointed by the Chairperson of UCAD,
- (b) two other members from UCAD, both of whom shall also be appointed by the Chairperson of UCAD,
- (c) a student representative, if the complainant is a student. He/she shall be excluded if the complainant is a staff member.

A staff member from the Registry, appointed by the UCAD Chairperson, as the Secretary of the IIP.

IIP members should have no conflict of interest in relation to the complaint. In the instance that eligible members of UCAD have a conflict of interest in the complaint, UCAD Chairperson shall appoint alternative faculty members from the University to join.

At least one of the members of the UCAD and IIP shall be a woman and at least one of the members shall be a man.

15. The subject of the complaint should be provided a copy of the written grievance by the Chairperson of IIP. He/she should be allowed the opportunity to make his/her response in writing. Both the complainant and the subject of the complaint are entitled to submit evidence to the IIP.

16. The complainant, the subject of the complaint, and witness(es) will be called to respond, clarify, and confirm evidence and information at a meeting with IIP members. Both parties involved in the grievance have the right to be accompanied by a colleague/friend in their meeting with the IIP. In the instance that the complainant is a student, he/she has the right to be accompanied by a student counsellor. The complainant and the subject of the complaint shall also have the right to call witnesses to the meeting with the IIP. The IIP shall give the complainant, the subject of the complaint, and witnesses, at least 10 working days' notice of the date, time and venue of the meeting with the IIP.

17. During the course of the enquiry, the IIP shall consider evidence presented by both parties, in addition to calling witnesses and examining any evidence it deems appropriate. Legal advice may be sought by the IIP throughout this process to ensure that all proper procedures have been followed in handling the complaint. A legal adviser, who is not a member of the Committee, may also be invited to the meetings if deemed necessary.

18. The IIP should conduct a fact-finding inquiry on the grievance and complete it normally no later than 2 months after it is constituted.

The IIP shall complete a report within 14 working days after its final meeting. The report should include:

- (a) the allegation(s) made by the complainant;
- (b) the evidence collected in support of the allegation(s);
- (c) the response of the person of who is the subject of the complaint;

- (d) the evidence cited to refute the allegation(s);
- (e) the finding of facts following the investigation;
- (f) the conclusion of whether the complaint is substantiated or not;
- (g) the conclusion of whether the subject of the complaint has engaged in discrimination or not, and;
- (h) recommendations to enhance the University's policy relating to equal opportunities.

19. The report compiled by the IIP will be sent to the UCAD. UCAD will consider and review the report. Upon the endorsement of the report by UCAD, the Chairperson will send the report to the complainant and the subject of the complaint.

20. In the instance that the report concludes that the complaint of the subject has engaged in discrimination, the Deputy President, shall decide what appropriate sanction or proceedings should be taken in consultation with the Chairperson of UCAD.

21. Should the complainant and the subject of the complaint be dissatisfied with the fact-finding report received from UCAD, he or she should have the right to submit the appeal in writing with reasons to the Deputy President within 14 days after receiving the report. A complainant who has appealed to the Deputy President earlier (Para 9) will not be entitled to submit an appeal again.

22. The Deputy President will review the appeal and make a final decision and convey the decision in writing to the complainant and the subject of complaint.

23. 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.

Further amendments

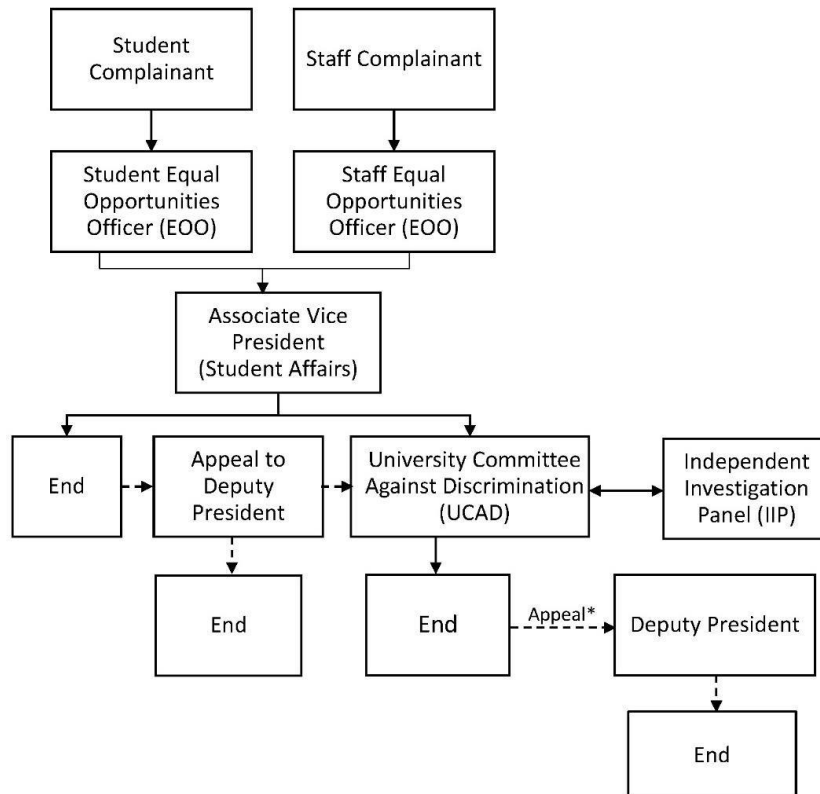
24. The University shall keep these procedures under review.

University Committee Against Discrimination (UCAD)

Terms of Reference

1. To promote awareness of equal opportunities;
2. To handle anti-discrimination complaints in the University;
3. To consider, review, and approve investigation reports submitted by the Independent Investigation Panel (IIP);
4. To make recommendations on enhancing tolerance, diversity, and inclusiveness in the University.

Flow Chart on Handling Grievances Relating to Anti-Discrimination Ordinances



Remarks: -----► Procedures apply only if deemed necessary.

* A complainant who has appealed to the Deputy President earlier will not be entitled to submit an appeal again.

2.6 Procedures for Handling General Grievances

Preamble

1. The University is committed to promote an environment of mutual respect among the University Community. Students should have the right to express their grievances. Effective settlement of grievances is essential for developing and maintaining harmonious University-Student relations.
2. Information about individual complaints, their deposition, records of meeting and evidence are considered confidential. (For details, see General Principles on Handling Grievances (For Students and Staff))

Definition and Scope

3. In the procedures below, a “general student grievance” refers to any unresolved complaint on staff and university services for students. If the subject of grievances falls into the following categories, the complaints should be handled in accordance with the respective mechanisms/procedures:

- Grievances relating to discrimination or harassment within the context of the four Anti-discrimination Ordinances

Sex Discrimination	Procedures for Handling Grievances relating to Anti-discrimination Ordinances
Disability Discrimination	
Family Status Discrimination	
Race Discrimination	

- Grievances relating to academic matters

Course delivery	Student Learning Experience Questionnaires (SLEQ)
Internship/placement	Industrial Attachment Student Feedback Survey (IASFS)
Programme delivery	Departmental Staff-Student Consultative Committee
Appeal against assessment results	Procedures for Appeal against Results of Assessment and against Category of Award, Failure of a Programme or Discontinuation of Studies
Appeal against award category	
Appeal against failure of a programme or discontinuation of studies	

4. A group of students who jointly lodge a complaint should share a specific concern and appoint a representative to deal with the relevant procedures.

Informal Procedures

5. The University encourages early settlement of complaints through informal means.
6. Students are encouraged to raise their complaints informally and discuss the matters with the subject of complaint in the first instance.
7. If students need assistance to deal with their cases, they can approach the Head of Student Activities, Office of Student Affairs (OSA) for consultation and recommendation.
8. With the consent of the complainant(s), OSA will facilitate the communication between the complainant(s) and the respective department/office/unit(s) to settle the case(s) through informal discussion within 7 working days.
9. If it proves impossible to resolve the issue through informal discussion, the complainant(s) may initiate the formal complaint procedure within 14 working days of the lodging of the informal complaint.

Formal Procedures: Stage 1

10. If students choose to make a formal complaint, they should submit the complaint in writing to OSA to initiate Stage 1 of formal procedures.
 - i. A written complaint should normally be lodged within 21 working days of the incident taking place.
 - ii. To make a written complaint, students must identify themselves with full name and student ID number and present their grievance in a responsible and proper manner with appropriate supporting evidence and an indication of the desired outcome.
 - iii. Upon receiving a written complaint, OSA will give the complainant(s) an acknowledgement receipt and bring the case to the attention of the Head of Department/Office/Unit concerned within 7 working days.
11. The Head of Department/Office/Unit will consider the evidence, evaluate the gravity of the complaint and decide whether the allegation warrants investigation or can be dismissed.
12. Should further investigation be conducted, the Head of Department/Office/Unit should provide the subject of the complaint a copy of the written complaint. He/she should be allowed to submit his/her response in writing.
13. The Head of Department/Office/Unit will encourage the complainant and the subject of the complaint to resolve the dispute by utilising mediation before proceeding to other dispute resolution processes where appropriate (See Procedures for Mediation).

14. The following table shows handling authority for dealing with written complaints in relation to general student grievances:

Complaint against staff and services provided by:	Stage 1	Stage 2/Appeal
	Handling Authority	Handling Authority*
Academic Departments	Head of Department	Academic Vice President
Graduate School	Associate Academic Vice President (Graduate School)	
Computing Service Centre	Chief Information Officer	Vice President (University Administration)
Facilities Management Office	Director of Campus Development	
Hall Management Unit	Head of Hall Management Unit	
Industrial Attachment Office	Director of Industrial Attachment	
International Unit	Head of International Unit	
Library	University Librarian	
Office of Student Affairs	Associate Vice President (Student Affairs)	
Registry	Assistant Vice President (Registry)	

** If the complaint is against the Head of Department/Office/Unit, the handling authority at Stage 1 will be the Academic Vice President/ Vice President (University Administration), while the handling authority at Stage 2 will be the Deputy President/Provost, whose decision is final.*

15. Within 30 working days from receiving the written complaint, the Head of Department/Office/Unit concerned shall reach a conclusion and inform the complainant(s) of the outcome in writing.

Formal Procedure: Stage 2

16. If the complainants are not satisfied with the outcome of Stage 1, they may lodge an appeal to the Academic Vice President/Vice President (University Administration) within 14 working days after being notified in writing of the result.

17. Such an appeal must include an explanation of why they are dissatisfied with the outcome.

18. The Academic Vice President/Vice President (University Administration) will review the steps taken to resolve the complaint and decide if any further actions are required.

19. If the Academic Vice President/Vice President (University Administration) determines that the matter should be further investigated, a designated Review Panel will be set up within 14 working days.

20. To ensure impartiality and accountability, depending on the complexity of the case, the Review Panel will normally consist of 3–5 members appointed by the Academic Vice President/Vice President (University Administration) as indicated below:

- i. Chairperson: Assistant Academic Vice President/Assistant Vice President (Registry)*
- ii. Panel members: faculty members/ representatives of the department who are not involved in the complaint/ representatives of other department
- iii. Secretary: a staff member from Registry/OSA

** If the subject of complaint is Registry, the alternate chairperson will be Associate Vice President (Student Affairs).*

21. The responsibilities of the Review Panel include:

- i. To review all documents relating to the complaint;
- ii. To interview/ meet with the complainant(s) and the concerned parties separately;
- iii. To report on the fact-finding after taking all the evidence into consideration;
- iv. To make recommendation on the complaint outcome after completing the investigation.

22. The concerned parties involved shall be given an opportunity to respond to any information or evidence which is brought to the attention of the Review Panel during the investigation.

23. The Review Panel is expected to complete the complaint investigation within 30 working days from the date of the first meeting.

24. The Review Panel will reach a decision and submit a written report to the Academic Vice President/Vice President (University Administration).

25. After the investigation is completed and a decision has been made, the Academic Vice President/Vice President (University Administration) will inform the complainant(s) and the concerned parties in writing within 7 working days. The decision of the Academic Vice President/Vice President (University Administration) is final.

Further Amendments

26. The University shall keep these procedures under review.

3. General Information on Postgraduate Studies

3.1 Almanac September 2022 – August 2023

2022			
September	12	Mon	The second day following Mid-Autumn Festival, Holiday
October	1	Sat	National Day, Holiday
October	4	Tue	Chung Yeung Festival, Holiday
December	25 - 27	Mon-Tue	Christmas Holidays

2023			
January	1-2	Sun-Mon	New Year's Day, Holiday
January	21 - 29	Sat- Sun	Lunar New Year Holidays
March	8	Wed	Athletic Meet
April	5	Wed	Ching Ming Festival, Holiday
April	7 - 10	Fri - Mon	Easter Holidays
May	1	Mon	Labour Day, Holiday
May	26	Fri	The day following Buddha's Birthday, Holiday
June	22	Thu	Tuen Ng Festival, Holiday
July	1	Sat	HKSAR Establishment Day, Holiday

3.2 Code of Practice (Research Postgraduate Studies)

Please refer to the Code of Practice (for Research Postgraduate Students) at [https://gs.hksyu.edu/gs/current_students/Code%20of%20Practice%20\(RPG\)%202022-23_20220901_final.pdf](https://gs.hksyu.edu/gs/current_students/Code%20of%20Practice%20(RPG)%202022-23_20220901_final.pdf) for details.

3.3 Code of Practice (Taught Postgraduate Studies)

Please refer to the Code of Practice (for Taught Postgraduate Students) at [https://gs.hksyu.edu/gs/current_students/Code%20of%20Practice%20\(TPG\)2022-23_20220901_final.pdf](https://gs.hksyu.edu/gs/current_students/Code%20of%20Practice%20(TPG)2022-23_20220901_final.pdf) for details.

3.4 Fees

3.4.1 Types of Fees

Types of Fees	HK\$
Tuition Fee (per annum)	<u>Taught Postgraduate Programmes</u> Please refer to the Code of Practice (TPG) <u>Research Postgraduate Programmes</u> Full-time: \$69,000 Part-time: \$46,000
Continuation Fee (per trimester) (Research Postgraduate Programmes Only)	\$4,000
Enrolment Deposit*	\$10,000
Indemnity Deposit	Local Student: \$500 Non-local Student: \$5,000
Thesis Examination (Research Postgraduate Programmes Only)	Ph.D.: \$2,500 M.Phil.: \$1,800
Graduation Fee	\$250
Transcript	\$50/copy
Testimonial	\$20/copy
Replacement of Graduation Certificate	\$800/copy
Appeal	Stage I: \$200 Stage II: \$500

*The enrolment deposit paid is not refundable, except to a candidate admitted provisionally who subsequently fails to satisfy the University entrance requirements and/or programme requirements for admission. However, provision of official documents showing that there is a shortfall in meeting condition is required for further processing the application for refund of deposit.

3.4.2 Payment schedule of tuition fee

Student of	During normative period of study	After normative period of study
Research Postgraduate Programmes	1 st Installment: Within 2 weeks after the letter of admission is issued Other Installments: 2 weeks before the date of commencement of the next semester	2 weeks before the date of commencement of the next semester
Taught Postgraduate Programmes	1 st Installment: Within 2 weeks after the letter of admission is issued Other Installments: 2 weeks before the date of commencement of the next semester	---

A student in arrears shall be subject to fines. Unless written approval is given by the University to defer payment, a student in arrears, whether in part or in full, or who has outstanding fees/fines unpaid for more than two weeks shall be considered to have withdrawn from students. The fine for fee payment in arrears is currently \$50/day.

Apart from indemnity deposit, fees once paid shall not be refunded.

3.5 Financial Assistance

Student Financial Assistance and Scholarships

Students can apply for financial assistance in the form of a government tuition fee loan, under the “Extended Non-means-tested Loan Scheme (ENLS)” administered by the Working Family and Student Financial Assistance Agency. The guidance notes, application form and relevant documents can be obtained from <http://www.wfsfaa.gov.hk/sfo/eng/schemes/nlss.htm>.

A limited number of scholarships are awarded to students with outstanding academic performance who are nominated by academic departments. A postgraduate scholarship at the HKSYU annual scholarship and bursary scheme was established in 2010/11. All the local and non-local full time students are eligible to apply for the annual scholarships via the Office of Student Affairs (OSA). A normally between February and March, after the academic result of the first semester has been released. Other scholarship opportunities available to postgraduate applicants include the Postgraduate Scholarships awarded by the Hong Kong Association of University Women. For more details, please contact the OSA (<https://osa.hksyu.edu/>).

Students in the MPhil/PhD programmes are eligible to be awarded of a postgraduate studentship if they enroll in full-time mode and within their normative study periods. The job duties of studentship recipients may include teaching and research duties. The maximum working hours will be 12 hours per week. The amount of studentship will be HK\$15,000 per month. The table below details the duration students are eligible for the postgraduate studentship:

Degree	Duration eligible for postgraduate studentship (months)
MPhil	24
PhD (entering with an MPhil or taught master’s degree)	36
PhD (entering without an MPhil or taught master’s degree)	48

The Graduate School have set up the TML Scholarship Scheme to provide financial support to full-time MPhil and PhD students first admitted to the University from 2019/20 academic year onwards. Students can receive HKD5,000 per month (totaling HKD60,000 per year) for the first year, and HKD2,500 per month (totaling HKD30,000 per year) for the subsequent years. Maximum 4 years for PhD students and 2 years for MPhil students. If the student withdraws from study or changes to part-time mode, s/he will no longer be eligible for any future disbursements of the scholarship.

4. Credentials

4.1 Academic Results

Students can check their academic results (grades and GPA of the courses taken in each term) at WEBSIMS. Relevant information about academic results, such as the schedule for releasing grades for each term. If a student or a graduate needs a formal document as proof of his/her academic achievements, s/he should apply for a transcript to be issued by the Graduate School.

4.2 Transcripts

A transcript is an official proof of a student/graduate's academic achievements. It is a formal document listing the student/graduate's personal data, all the courses taken (including those taken before and after programme transfer, if applicable), grades achieved, GPAs and remarks such as period of leave taken, programme transfer, academic exchange, penalty, etc. In short, it is a full record of the academic activities and achievements of the student/graduate during his/her period of study at the University.

There are two versions of transcript for different purposes: official copy and student copy. A student who wishes to apply for admission to another educational institution or for employment may apply for an official transcript. The official transcript shall not be issued to a student or any private individual. It shall be sent directly to the institution or prospective employer. The student transcript is issued to students directly. Students may request an official copy or a student copy, or both, to serve different purposes.

Applications for transcript could be made in paper form or online via the Graduate School at a fee.

4.3 Letter of Certification

The Letter of Certification is a letter to certify a student's current status in the University with details of date of admission, programme of study, expected date of graduation, etc. For graduates, the Letter of Certification also states the conferred degree and the date of conferment.

Applications for the Letter of Certification could be made in paper form or online via the Graduate School at a fee. Applicants are advised to state the purpose of their applications so that required information could be included in the letter.

4.4 Replacement of Graduation Certificate

In case of loss or damage of the original graduation certificate, a graduate may apply for a replacement Certificate from the Graduate School at a fee. However, application for replacement due to change of name after graduation will normally not be accepted.

A graduate should only possess one valid copy, including the replacement copy, of the certificate, for each degree at any given time. In other words, if a Certificate previously reported lost was subsequently found, the graduate concerned is required to return the extra copy to the Graduate School.

A replacement certificate follows in general the current format of the graduation certificate, with an additional statement “This certificate is re-issued on [DD/MM/YYYY]”, and the replacement will also bear the signatures of the current university officers.

5. Student Support Services

OSA and its Services for Postgraduate Students

The Office of Student Affairs (OSA) offers various services to students and arranges student activities such as the Whole Person Development Programs, Counselling Services, Skills Training Programs, Career Talks, Sports Activities, University Festivals and Academic Exchange Programs. Annually, the OSA conducts a survey of new postgraduate students to create a profile of the new students to enable the University to develop plans for services to the postgraduates. There is a website (<http://www.hksyu.edu/osa/>) showing the news of student services which are updated periodically.

Career Guidance, Student Development and Counselling Services

The service scope of the counselling section of OSA includes provision of career guidance services, organization of developmental programs and provision of counselling services.

A full spectrum of career guidance services is offered to students with the aim of enhancing both their job skills and knowledge. Skill based workshops, e.g. communication skills and employment seminars, are organized by our career guidance team on a regular and as needed basis. In addition, career resources corner and job portal are maintained for the latest career information and updated job postings.



Job Name / Job Nature	Qualification / Recruitment Nature	Salary	Deadline
Transaction Management Officer (BPO Team)	Bachelor Degree (Full-Time)	\$13,000 - \$15,000 per Month	2015-06-28
Computershare Hong Kong Investor Services Limited	Job nature: Administrative & Office Work		
HR & Administration Officer - Clinical			

Shue Yan encourages holistic development of students through organizing programs and provision of counselling services. New students will complete the profile on Depression, Anxiety and Stress, enabling the section to attain a baseline understanding of students' mental health conditions. Development programs of various approaches and assessments, focusing on self-growth, e.g. training in assertiveness, and improvement in life skills, are organized for the students. Counselling services, in groups or for individuals, are offered to help students tackle personal problems such as interpersonal relationships and to facilitate growth in aversive life situations.

Local and non-local postgraduates of Shue Yan are welcome to use all these services offered by the counselling section.

Physical Education and Sports Activities

Recreational facilities on campus include a gymnastics room, an indoor sports hall and a swimming pool.

Postgraduate students are encouraged to participate in all the sports activities on campus. The Physical Education (PE) Department of the OSA helps to organize the Annual Athletics Meet and various sports activities and competitions. All full-time students including postgraduates are eligible to participate in the Annual Inter-institutional Games hosted by the University Sports Federation of Hong Kong, China (USFHK).

The PE Department organizes different ball games, competitions and demonstrations in the University Festival and University Open Day every year. In order to encourage a healthy life style, students may use the gymnastic equipment and improve their fitness levels. The indoor games hall at the Main Building (LG409) is reserved for student bookings free of charge, on a first-come first-served basis for the morning session.

Student Financial Assistance and Scholarships

*Please refer to **Para 3.5** (p.23)*

Postgraduate Hall

Students who enroll in full-time taught Master's Degree programmes as well as MPhil/PhD programmes are eligible to apply for postgraduate hall.

All postgraduate student units are located on the 7/F of the Research Complex. There is a shared pantry cum meals area on this unisex floor. Unit allocation is subject to, as far as possible, the special needs of the students and other operational requirements and/or maintenance schedule. The majority of the postgraduate residence rooms are single rooms; postgraduate accommodation is provided for the purpose of resident's personal residence only. there are four married couple units and two units reserved for person with disability. In addition, a very limited amount of special single room will also be provided subject to the need of students. Each unit has a private bathroom.

The residential period for 2022/23 is either 9-month or 12-month residency. There's an option for the PG student to choose for either a 6-month residence or a 3-month residence (exclude June-August) in the second installment. The payment should be settled before the beginning of the residence period.

The resident must vacate the accommodation unit upon completion/cessation of study with the University, unless a special prior approved arrangement is made. No hall fee will be refunded.

Below shows the room type and number of hall place (AY2022/23):

Room Type	No. of Room	No. of Hall Place	Monthly Hall Fee (HK\$)
Special Single-bed Unit	3	3	HK\$3,000
Single-bed Unit	21	21	HK\$3,800
Married Couple Unit	4	8	HK\$5,500
Unit for Person with Disability	2	Varies	HK\$3,800

6. Location, Facilities and Services

Braemar Hill Campus

The University's main campus is situated on Braemar Hill. It comprises the Academic Building, the Residential & Amenities Building, the Library Complex, the Research Complex and the Lady Lily Shaw Hall.

The Main Building, also known as the Academic Building houses the main teaching and learning facilities such as lecture theatres and computer rooms. On the 5th floor there is a canteen, and the lower level floors (4/F – LG 6/F) house numerous labs, staff offices and an indoor sport court. Adjacent and connected to the Main Building is the Lady Lily Shaw Hall which houses the main auditorium, student activity area, and teaching staff offices.

Library Complex and Library Facilities

The Library Complex is located next to the main academic building. It has 19 storeys and is multi-functional. Apart from the Library, the complex includes a conference hall, research centres, and staff accommodation. There are over 500 seats provided in the library for studying. The library also provides some individual study carrels for private study, and these are located at 2/F, 3/F, 4/F and the Law Library. A circulation counter is on the ground floor where a self-service book-drop box is located for returning library books after hours. Services such as photocopying, scanning and printing are available on most floors.

The mission of Shue Yan University Library is to support and enhance teaching, learning and research in the University.



The Library has holdings of approximately 351,000 total physical items. Among the items, there are about 290,000 printed materials, 26,741 audio-visual materials and 810 active titles in Chinese and English print format serials with a total of 33,200 bound volumes. Besides printed materials, there are 11 CD-Rom databases and about 136 online databases which can provide about 86,362 electronic serials and 2 million electronic books for remote access.

The Library opens from **8:30 am – 9:00 pm from Monday to Friday and from 8:45 am to 7:00 pm on Saturday**. It is closed on Sunday and public holidays. The Library includes the Learning Commons, two discussion rooms, one presentation room for group project discussion and a multi-purpose activity room for group activity. All rooms are equipped with multi-media computer and white board. The presentation room also

provides video projector and screen.

External Reader / Borrower Cards from Other Universities

External Reader Card service is available to SYU students and staff from The University of Hong Kong, the Hong Kong Baptist University, the Chinese University of Hong Kong, Open University of Hong Kong, Hong Kong Institute of Education, City University of Hong Kong and Lingnan University. External Reader Card holders can access the libraries but may not borrow books or other items from these libraries.

Residential and Amenities Facilities

Fifty-one fully furnished single rooms with ensuite bathrooms on three floors (21/F to 23/F) of the Residential and Amenities Complex are available for full-time postgraduate students. The Student Amenities Centre is located at LG1-LG3 of the Residential and Amenities Complex and includes the laundry area, an indoor sport ground, one fitness-training room, and two multi-purpose rooms.

The Physical Education Department and Hall Section of the OSA organize gymnastics training courses periodically for all students. The office of the HKSYU Students' Union¹ and the Student Centres, which accommodate 25 student societies, are located on the second floor of the Complex. A reading room and a canteen are also provided on the first floor of the building.



Research Complex

The Research Complex 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, extra tutorial rooms, self-study area, etc. There will also be around 530 hostel places, out of which 30 are allocated to postgraduate students.

¹ 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.

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 RLG 1/F and RLB 2/F of the Research Complex, together with some self-study areas on RLB 3/F – RLB 5/F and RLG 2/F. Students are welcome to use the areas for self-study, group discussion and mingling with peers.

Two lower level floors (RLG 4/F and RLG 5/F) are set for students' amenities. On RLG 5/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 10:00am to 5:00pm.

Postgraduate Student Office

Office space for postgraduate students is available. The Postgraduate Student Office is located in the High Block of the Research Complex, having a total area of 250 square meters with seating capacity for 35 students, and equipped with work-stations, computers, printers, telephones and Wi-Fi network. There are also plenty of shared meeting rooms, tutorial rooms and activities rooms available for booking by postgraduate students and staff.



Transportation

The Braemar Hill main campus is serviced by green minibuses departing from Causeway Bay (25) and Tin Hau (49M) MTR stations as well as a variety of mainline bus services. Additionally, the University arranges a paid shuttle transfer between Braemar Hill and Causeway Bay/Tin Hau, and Braemar Hill and Quarry Bay for use by both staff and students.

Parking is available on Braemar Hill campus but space is limited. Postgraduate residents are welcome to apply for a parking space located at the Hong Kong Shue Yan University Library Complex. The parking fee is HK\$1,000 per month. Allocation of a parking space shall be at the sole discretion of the University. Students are therefore encouraged to use public transport to get to the campus.

The location map of both campuses and the transportation routes are available at <https://www.hksyu.edu/en/campus/campus-transportation>

Computer Facilities for Students

There are altogether 11 networked computer laboratories on both campuses with a total of 430 computers and an additional 94 computers dedicated for student self-access in the Library.

A wide range of applications software, including word-processing, spread sheets, databases, and statistical packages is available. Standard software includes:

- Microsoft Windows 7;
- MS Office 2016;
- SPSS 23;
- AMOS 23;
- EVIEWS 9;
- NVIVO 11;
- Peachtree and DacEasy Accounting packages;
- MYOB Accounting v.16; and
- Adobe CS6 / Adobe CC.



Wi-Fi service is available in most public areas of the University, as follows:

- Academic Building;
- Library Complex G/F - 6/F;
- Lady Lily Shaw Hall G/F - 2/F; and
- Residential and Amenities Complex G/F - 4/F, 6/F - 19/ F common room
- Research Complex

The Postgraduate Student Office is equipped with work-stations, computers, printers, scanners, telephones and Wi-Fi network.



7. Bad Weather Arrangements

When Tropical Storm Warning Signal No. 8 (or above) or the Black Rainstorm Warning Signal is hoisted by the Hong Kong Observatory, the following arrangements will apply:

For classes NOT YET STARTED

If the warning is hoisted during the times listed below:	Action
Before 12:00 noon	All classes commencing on or before 1:50 pm will be suspended.
12:00 noon – 4:30 pm	All classes commencing from 1:50 pm to 6:40 pm will be suspended.
After 4:30 pm	All classes commencing from 6:40 pm onward will be suspended.

For examinations NOT YET STARTED

Cases	Action
If the warning is hoisted within 2 hours before the commencement of examinations	The examinations will be postponed.
If the warning is lowered 2 hours before the commencement of examinations	The examinations will be held as scheduled unless otherwise announced by the University.

For classes/examinations ALREADY STARTED

When...	Action
Tropical Storm Warning Signal No. 8 or above is hoisted	All classes will be suspended immediately. All examinations will continue until the end of that examination session.
Black Rainstorm Warning Signal is hoisted	All classes/examinations will continue except those taking place outdoors. You are advised to stay on campus for your own safety.

Important Notes for Attention:

- a. The above arrangement is only applicable to postgraduate students. For undergraduate students, please check “News & Events” at the University website when tropical storm Warning Signal No. 8 or Black Rainstorm Warning is issued.
- b. Suspension of classes/examinations will also be announced on Moodle.
- c. When Tropical Storm Warning Signal No. 3 or Red Rainstorm Warning Signal is in force, it should be assumed that all classes and examinations will be held as scheduled.
- d. Announcements made by the Education Bureau are not applicable to the University.

8. Programme Contacts, Office Hours, and Enquiries

Programme Contacts

Graduate School

Associate Academic Vice President (Graduate School) Professor TANG So Kum, Catherine	Tel: 2804-8543 Email: sktang@hksyu.edu
Executive Assistant	Tel: 2806-7307 Email: gs@hksyu.edu Office Hours: 9:00 am – 6:00 pm

Research Postgraduate Programmes

Department of Chinese Language and Literature	
Head of Department Prof. Robin YANG Ruo Wei	Tel: 2806-5110 Email: rwyang@hksyu.edu
Programme Coordinator Prof. HO Cheung Wing	Tel: 2806-5157 Email: cwho@hksyu.edu
For Enquiries	Tel: 2806-5191 Email: xlcheng@hksyu.edu
Department of Counselling and Psychology	
Head of Department Prof YU, Kai-Ching Calvin	Tel: 2104-8291 Email: kcyu@hksyu.edu
Programme Coordinator Dr. Lo Lap Yan	Tel: 2104-8225 Email: lylo@hksyu.edu
For Enquiries	Tel: 2806-5197 Email: counpsy@hksyu.edu
Department of Economics and Finance	
Head of Department Dr. LEE Shu Kam	Tel: 2804-8545 Email: sklee@hksyu.edu
Programme Coordinator Dr. WOO Kai Yin	Tel: 2804-8528 Email: kywoo@hksyu.edu
For Enquiries	Tel: 2806-5179 Email: ef@hksyu.edu
Department of English Language and Literature	
Head of Department Prof. Peter Roland George STOREY	Tel: 2806-5171 Email: pstorey@hksyu.edu
Programme Coordinator Dr. Michelle Chan	Tel: 2104-8272 Email: cychan@hksyu.edu
For Enquiries	Tel: 2806-5196 Email: english@hksyu.edu
Department of History	
Head of Department Prof. WEI Chuxiong, George	Tel: 2804-8511 Email: cwei@hksyu.edu

Programme Coordinator Prof. He Qiliang	Tel: 2806-5146 Email: qhe@hkpsyu.edu
For Enquiries	Tel: 2104-8271 Email: pychan@hkpsyu.edu
Department of Sociology	
Head of Department Prof. CHEUNG Yuet-wah	Tel: 2804-8412 Email: ywcheung@hkpsyu.edu
Programme Coordinator Dr. Li Hang	Tel: 2104-8292 Email: hli@hkpsyu.edu
For Enquiries	Tel: 2806-7343 Email: soc@hkpsyu.edu

Taught Postgraduate Programmes

Department of Business Administration

Master of Science in Marketing and Consumer Psychology (MSc in MCP)	
Programme Leader Dr. LAW Chui Chui, Monica	Tel: 2804-8502 Email: cclaw@hkpsyu.edu
Executive Assistant Ms. MAK Tracy	Tel: 2806-5194 Email: symak@hkpsyu.edu Office Hours: 9:00 am – 6:00 pm

Department of Counselling and Psychology

Master of Social Sciences in Counselling Psychology (MSocSc in CP)	
Programme Director Dr. CHEUNG Wai Leung, Raysen	Tel: 2104-8221 Email: wlcheung@hkpsyu.edu
Graduate Programme Manager Ms. WONG Retta	Tel: 2104-8270 Email: wywong@hkpsyu.edu Office Hours: 9:00 am – 5:00 pm
Master of Social Sciences in Psychology (MSocSc in P)	
Programme Director Dr. CHOW Tak Sang, Jason	Tel: 2570-7110 Email: tschow@hkpsyu.edu
Executive Assistant Ms. KWOK Melody	Tel: 2806-7332 Email: mykwok@hkpsyu.edu Office Hours: 9:30 am – 6:30 pm
Master of Social Sciences in Play Therapy (MSocSc in PT)	
Programme Director Dr. ZHOU Dehui, Ruth	Tel: 2104-8298 Email: dhzhou@hkpsyu.edu
Executive Assistant Ms. LI Dakota	Tel: 2806-5197 Email: dykli@hkpsyu.edu Office Hours: 9:00 am – 6:00 pm
Doctor of Psychology in Counselling Psychology (PsyD in CP)	
Programme Director Dr. PANG Lan Sze	Tel: 2570-7110 Email: lspang@hkpsyu.edu
Executive Assistant Ms. KWOK Melody	Tel: 2806-7332 Email: mykwok@hkpsyu.edu

Office Hours: 9:30 am – 6:30 pm

Contacts of Other Service Units

Service Units	Contact Details
Registry RHB 305-306, High Block, Research Complex Office Hours: Mon – Fri 9:00 am – 6:00 pm	General Enquiries Tel: 2570-7110 Email: info@hksyu.edu
Office of Student Affairs (OSA) Rm 402, Residential and Amenities Complex Office Hours: Mon – Fri 9:00 am – 6:00 pm	General Enquiries Tel: 2806-5160 Email: osa@hksyu.edu
Hall Management Unit (HMU) RHB 208, High Block, Research Complex Office Hours: Mon – Fri 9:30 am – 6:30 pm Sat 9:00 am – 1:00 pm	General Enquiries Tel: 2804-8562 Email: hmu@hksyu.edu
Facilities Management Office (FMO) RHB 208, High Block, Research Complex Office Hours: Mon – Fri 9:00 am – 6:30 pm	General Enquiries Tel: 2804-8578 Email: fmo@hksyu.edu
Library G/F, 2/F – 6/F, Library Complex Opening Hours: Mon – Fri 8:30 am – 9:00 pm Sat 8:45 am – 7:00 pm Closed on Sundays and Public Holidays	General Enquiries Tel: 2806-5113 Email: libinfo@hksyu.edu

Contacts of Canteen

Donka

1/F, Residential & Amenities Complex

Office Hours: Mon – Fri 8:30 am – 5:30 pm
(during term time) Closed on Saturdays, Sundays, Public Holidays and University Holidays

Opening Hours of the canteen will be adjusted during semester break, examination period and special occasions.