

THE UNIVERSITY OF HONG KONG

Center of Development and Resources for Students and Co-curricular Support Office

Agreement on Orientation Regulations in 2023/24

A. Purpose

1. The purpose of this agreement is to establish clear guidelines and expectations for student societies and the university with regards to orientation activities. The primary objective is to ensure that new students have a positive and informative experience in a welcoming environment during all orientation events, as well as providing support and resources to student societies. The agreement shall govern the following aspects of orientation arrangements:
 - a. Student Body Registration and Hall Information Day 2023 (hereafter referred to as “Reg Day”);
 - b. Allocation of resources; and
 - c. Mandatory training for Student Orientation and Event Organizers 2023
2. By completing this Agreement, student societies agree to comply with all Orientation Regulations. In the event of non-compliance with the Regulations, the University reserves the right to terminate this Agreement and suspend any services and facilities provided to student societies on Reg Day, during the orientation period and/or after the commencement of semester.

B. Participation Eligibility

1. All student societies that have successfully completed registration with the Co-curricular Support Office (CCSO) on or before 20 July 2023 shall be eligible to participate in Reg Day and may apply for resources during orientation period. Student societies are required to read and adhere to the guidelines outlined in this Agreement and Appendix A (Logistics Arrangement for Reg Day 2023) in order to be eligible to participate in Reg Day and apply for resources.

C. Commitment to Participate in Student Body Registration and Hall Information Day 2023

1. **Organisers:**
 - Centre of Development and Resources for Students (CEDARS)
 - Co-curricular Support Office (CCSO)
 - * *The event is fully supported by student societies. A group of student representatives are devoted in organising this event and formed the working group as below in pt. 2.*
2. **Working Group of Student Body Registration and Hall Information Day**

- a. To facilitate greater student input and collaboration with student societies, a working group consisting of the following members shall be established:
 - i. CEDARS – Ms Helen Lau, Chief Student Advising Officer
 - ii. CEDARS - Ms Sandy Poon, Senior Student Advising Officer
 - iii. CCSO – Ms Lydia Poon, Senior Programme Manager
 - iv. Undergraduate Representative of the Academic Advising and First Year Experience Committee – Mr Leung Chun Ming Jason
 - v. Undergraduate Representative of the Academic Advising and First Year Experience Committee – Miss Yik Yu Chin Celesta
 - vi. Representative from Faculty Societies – Mr Wong Cheuk Fung (Education Society)
 - vii. Representative from Faculty Societies – Mr Kung Chun Hoi (Business and Economics Association)
 - viii. Representative from Faculty Societies – Mr Lui Yik Hang (Engineering Society)
 - ix. Representative from Hall Students’ Association – Mr Ko Mars (Simon K.Y. Lee Hall Students’ Association)
 - x. Representative from Hall Students’ Association – Miss Lee Shu Wai (Starr Hall Students’ Association)
 - xi. Representative from Hall Students’ Association – Miss Cheung Sin Yue Chloe (Morrison Hall Students’ Association)
 - xii. Representative from Cultural, Sports, Independent Clubs – Mr Ng Wai Chung, Johan (Cultural Association)
 - xiii. Representative from Cultural, Sports, Independent Clubs – Mr Lo Wing Ching (Independent Clubs Association)
 - xiv. Representative from Cultural, Sports, Independent Clubs – Mr Lai Wan Ching Anson (Sports Association)
- b. The working group shall have the following functions:
 - i. overall management of the event;
 - ii. adjudication and resolution of disputes;
 - iii. publicity for the event; and
 - iv. coordination of event helpers.
- c. To facilitate these functions, the Working Group has formed three sub-teams: Logistics Team, Publicity Team and Admin Team.
- d. The decisions made by the Working Group shall be final.

3. **Date:**

12th – 13th August 2023

(14th August will be reserved as a backup date for adverse weather conditions)

4. **Zoning Arrangement**

- a. All new students will assemble at Loke Yew Hall according to their curriculum of study and/or surname.

Starting Point	Loke Yew Hall
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Zone 1	Faculty and Academic Societies
Zone 2	Sports Association, Cultural Association, Independent Clubs Associations and Special Groups^
Zone 3	Residential/ Non-residential Halls

^Special groups refer to registered student societies that are not affiliated with any parent groups.

- b. Student societies are prohibited from engaging in any promotional activities outside of their assigned locations. This includes but is not limited to pitching or promoting their organizations at MTR exits, and open area on campus.

5. Establishing a safe, welcoming environment:

- a. Student societies must comply with the [Equal Opportunity Policy](#) on Registration Day and all orientation activities. HKU is committed to creating and maintaining an environment of equal opportunity for all members of the University community, free of any discrimination or harassment.
- b. Student societies are not permitted to force new students to participate in any orientation activities through coercion or undue influence.

6. Time Limit for Registration Day

- a. Student societies are required to observe the time limit for each zone and assist new students in checking-in and checking-out of each zone (details of which are provided in Appendix A). Failure to comply with this requirement may result in penalties or suspension of use of University facilities. Such penalties may include the suspension of promotional booths during Reg Day or the suspension of the booking of facilities during orientation period and/or after the commencement of semester.
- b. New students are encouraged to visit all zones, but have the right to leave any zones at their discretion without providing a reason. Detaining of new students is strictly prohibited and may result in penalties. CEDARS has developed an online system to record the check-in and check-out time of new students in each zone. Details of penalties are provided in Appendix A.

7. Use of Event Name

Student societies are required to use the term “Registration Day” or “Reg Day” (or in Chinese “新生註冊日” or “註冊日”) to represent this event. Any misrepresentation of the event name may result in penalties as specified in Appendix A.

8. Helper Arrangement

The organisers of Reg Day will arrange helpers to patrol all zones and the registration venue in Loke Yew Hall. Student societies are required to nominate representatives to serve as Student Helpers for escorting new students between different zones. Societies that

fail to provide helpers without reasonable justifications and proof may be subject to penalties. Further details are provided in Appendix A.

9. University Policies

Student societies are required to observe [University Policies](#) and ensure that there are no violations of these Policies during Reg Day and other orientation activities. In particular, student societies should pay close attention to the following Policies:

- a. Civility on Campus
- b. Code of Conduct for Student Organizations
- c. Disposable Plastic Free Campus Policy
- d. Equal Opportunity Policy
- e. Intellectual Property Rights Policy

Any violations of University Policies may result in penalties and/or suspension of the use of University facilities.

10. Publicity & Welcome Packs

- a. Student societies are prohibited from distributing alcohol, tobacco, obscene, dangerous or illegal items to new students. Violations of this prohibition may result in penalties.
- b. Student societies may accept welfare products from sponsors and include them in the welcome packs for new students.
- c. Student societies are required to inform the Working Group (via CEDARS) of any sponsored items to be distributed. Random checks may be conducted during Reg Day and penalties may be imposed for any irregularities found.

11. Cooperation with External Organizations

- a. Student societies are strictly prohibited from promoting or selling products or services for external organizations.
- b. External organizations are not authorized to provide personnel support or participate in Reg Day.

12. Financial Arrangement and Refund Policy

- a. All prices and fees should be clearly listed and communicated to new students.
- b. Fees may be collected through cash payments or direct transfers to the bank account of the student society, but not individual students' bank accounts.
- c. Payment receipts bearing the official stamp of the student society should be provided to new students.
- d. New students should be informed of the refund policy and procedures before making any payments. Any violations may result in penalties as outlined in Appendix A.

13. Usage of Personal Data

- a. New students are expected to provide their personal data voluntarily. Student societies are prohibited from collecting or utilizing personal data obtained through other means.
- b. The collection and utilization of personal data must be explicitly stated, and the personal data shall not be used for any purposes other than those specified in the form.

14. Use of Venue

- a. CEDARS and CCSO will provide basic furniture and equipment setup. Student societies are responsible for restoring the furniture and equipment after use. Student societies may be liable for the cost of repair or replacement for any damages, loss or theft of furniture and equipment.
- b. Notices of any kind are strictly prohibited in unauthorized places such as inside the lifts of University buildings, onto painted surfaces, windows, risers of external and internal steps and stairs, etc.
- c. Student societies are not permitted to use any kind of plastics or transparent tapes to post publicity materials. Use Blu-tack, which does not leave marks on the surface, may be used.
- d. Site visit may be conducted for all zones. Representatives from respective zones should attend and provide floor plan that meets the safety requirements.

15. Health and Safety

- a. Student societies are responsible for ensuring the safety of both student helpers and new students in all settings including booth setups, hall visits, and other activities. In the event of an emergency, student societies should contact the Working Group for advice.
- b. Working group, along with the Safety Office and other stakeholders, will conduct a joint site visit for Reg Day. Student societies may be requested to join the visit.
- c. Student societies must arrange for at least one first-aid station and ensure that qualified first-aiders are available to support in all zones.

16. Training for Student Orientation and Event Organizers

- a. All participating student societies must send either person in-charge of Reg Day and/or orientation activities or his/her delegate to join the Training for Student Orientation and Event Organizers organized by CEDARS. Two identical sessions will be held on 17th and 18th July, 2023 and each student society must attend one of the sessions.
- b. The training will cover essential topics related to orientation activities.
- c. Student societies that fail to send representatives to the training will not be permitted to participate in Reg Day.

17. Handling of Violation of Regulations

- a. In the event that the Working Group receives reports of violations of the above regulations during Reg Day, the Working Group shall conduct a joint investigation

with at least one staff member and one student member, and handle the dispute accordingly.

- b. All incidents will be recorded, and depending on the severity of the violations, the concerned student societies may be subject to penalties including immediate suspension of the booth or related activities in the case of serious violation of the rules as outlined in Appendix A.

18. Resources Allocation during Orientation Period

- a. CEDARS will centrally coordinate the booking of the following resources administered by CEDARS and the banner and counter sites managed by Estates Office during the period of 16th August to 30th September 2023.
 - Rooms
 - Counter Sites
 - Mobile display boards
 - Banner sites
 - Folding tables
 - Stacking chairs
 - Other equipment
- b. During the Orientation Period, there will be booking quotas for the resources listed above. If more than one student society requests the same resources for the same timeslot, the allocation will be determined by drawing lots.
- c. Timeline of resources allocation:
 - i. Announcement of details: 20th July, 2023
 - ii. Online application period: 24th – 28th July, 2023
 - iii. Announcement of results: 4th August, 2023
 - iv. Deadline for withdrawal of allocated resources: 7th August, 2023
 - v. Release of resources for direct booking with Amenities Centres: 9th August 2023
- d. The booking of facilities and equipment administered by CCSO will be handled by CCSO directly. Details will be announced by CCSO to student societies by email.

A. Time Limit for Student Body Registration and Hall Information Day

1. Zone 1

The maximum duration for new students shall not exceed 2.5 hours, while that for students enrolled in double-degree programmes shall not exceed 5 hours.

2. Zone 2

The maximum duration for new students shall not exceed 2 hour, and in any case, shall not beyond 18:30.

3. Zone 3

The maximum duration for new students, excluding hall visits, shall not exceed 1 hour.

B. Refund Procedures and Policy

1. Prior to making any payment, information on the refund policy and official email address of the student society will be made available publicly to all new students. Student societies shall ensure that this information is communicated to new students in a clear and timely manner, and that they have the opportunity to ask any questions or seek clarification on the refund policy. Any violation may result in penalties.
2. The refund policy is as follows:
 - a. If new students apply for a refund from student societies on Registration Days (i.e., on or before 23:59 on 13th August, 2023), the respective student societies shall refund 100% of the amount received.
 - b. If new students apply for a refund from any student societies 48 hours or more before the start of the activities, the respective student societies shall refund at least 75% of the amount received.
 - c. If new students apply for a refund from any Student Bodies or Special Groups with less than 48 hours before the start of the activities, the respective Student Bodies or Special Groups shall have the right to reject the refund application and retain the payment received.

C. Naming of Event

1. Full name of the event: “Student Body Registration and Hall Information Day” (or in Chinese “新生註冊日” or “註冊日”)
2. Short form: “Reg Day”
3. Student societies are prohibited from using any other wordings in their social media platforms or publicity materials for this event.
4. Any deviation from the approved wording or content may be considered a violation of this policy, and may result in disciplinary action or other penalties.

D. Helper Arrangement

1. Student societies are responsible for contributing to the coordination of Registration Day, and must not only focus on their own society activities. It is mandatory for each society to nominate students as Student Helpers to guide and escort new students between zones. The institution shall provide clear guidelines for the selection and duties of these Student Helpers, and ensure that student societies comply with the guidelines. Failure to comply

with this requirement may result in disciplinary action or other penalties as determined by the institution.

2. Duty Roster for Student Helpers:

9:00a.m. – 2:00p.m.	1 session
1:00p.m. – 7:00p.m.	1 session
9:00a.m. – 7:00p.m.	2 sessions

3. Student societies are obligated to nominate students as Student Helpers:

1.	Faculty Societies and Academic Societies	60 sessions
2.	Hall or College Students' Association	50 sessions
3.	Sports Association, Cultural Association and Independent Clubs Association	40 sessions
4.	Special Groups (registered student societies that are not affiliated with any parent group)	2 sessions for each Special Group

4. Working group shall prepare the detailed duty roster for Student Helpers and student societies must submit the nominations to the Working Group on or before 31 July, 2023. (Online form: link to be provided)

E. Guidelines for Penalty

1. Student societies should observe the following conditions which may violate the agreement with university. The table below illustrates potential violation and penalties in that case:

	Violation	Penalty
1.	Misrepresentation Violation of Naming of Reg Day, Publicity and Cooperation with External Organizations	Booths may be suspended for a maximum of 3 hours
2.	Misbehavior Misleading or dominating new students intentionally; Other misbehavior such as inappropriate promotion outside the corresponding/assigned zones.	Booths may be suspended for a maximum of 3 hours
3.	Time control Exceeding the Time Limit for Reg Day	A maximum of 1 additional hour of service as Student Helper
4.	Helper arrangement	A maximum of 1 additional hour of service as Student Helper

	Failure to assign representatives as Student Helpers without reasonable justifications and proof	
5.	Misuse of personal data Inappropriate collection and use of personal data of new students	On-day suspension and/ or a follow-up meeting with CEDARS and CCSO. Depending on the severity of the offense, additional penalties may be imposed, including suspension of resources provision during the orientation period or de-registration of society status.
6.	Money handling Failure to follow Financial and Refund Policy	On-day suspension and/ or a follow-up meeting with CEDARS and CCSO. Depending on the severity of the offense, additional penalties may be imposed, including suspension of resources provision during the orientation period or de-registration of society status.
7.	Others or other serious offense	On-day suspension and/ or a follow-up meeting with CEDARS and CCSO. Depending on the severity of the offense, additional penalties may be imposed, including suspension of resources provision during the orientation period or de-registration of society status.

2. The Working Group shall conduct a joint investigation with at least one staff member and one student member and handle the dispute accordingly. Penalty may be imposed after a meeting with the concerned student society.