

Procedures for Handling Student Disciplinary Issues of Residential Colleges

1. Disciplinary Procedures

- 1.1. Alleged misconduct cases should be reported to the respective Residential College (RC) Master or Associate Master.
- 1.2. Upon receipt of a reported allegation of misconduct, the RC Master/ Associate RC Master will decide whether it is a minor or serious misconduct. Not only the nature, but also the context and gravity of the case will be taken into consideration.
- 1.3. For minor cases, e.g. nuisance, excessive noise, unauthorized room swapping, unauthorized stay, etc.:
 - (i) The case will be considered and handled by the Residential College Student Disciplinary Panel (RCSDP).
 - (ii) The student concerned will normally be given a written notice specifying the case details within 10 working days of receipt of the allegation. S/he will be requested to provide information on the case, and/or be required to attend a hearing. The student may present a written statement to RCSDP or give verbal defense at the hearing.
 - (iii) If the student does not respond to the notification for request of information and/or hearing within the set time frame, or if s/he does not attend the hearing as scheduled, RCSDP may proceed to deliberating the case based on the evidences collected and statements presented and impose appropriate disciplinary actions.
 - (iv) Upon hearing of the case or conclusion of the initial investigation, the RCSDP may:
 - a. dismiss the allegation as unsubstantiated; or
 - b. decide that the student concerned has violated the rules and regulations of RC and to impose on the student any penalty which the RCSDP deemed appropriate.
 - (v) The student concerned will be notified of the decision of the RCSDP in writing within 10 working days after the RCSDP has made the decision.
- 1.4. In cases that involve residents from more than one RC, the RC where the incident occurred will take the lead to set up the RCSDP and to jointly make the decision.
- 1.5. For serious cases that may warrant heavier penalties, they will be handled by a RCSDP with membership composition as listed in Appendix III and with the same procedures as stated in 1.3 (i) – (v).
- 1.6. For cases that are complex by nature, the RC Master shall refer the case to Residential Colleges System Student Disciplinary Committee (RCSDC).
- 1.7. If RCSDC considers that the case warrants a review by University Student Disciplinary Committee (USDC) owing to exceptional circumstances, e.g. the case involves criminal offence and outside community, RCSDC will seek advice from the

Chairperson of USDC who will decide if deliberation of the case by USDC is required.

- 1.8. If RCSDC, after investigation and deliberation of the case, recommends disciplinary actions leading to suspension or discontinuation of the student's study at the University, the case will be referred to USDC for handling and for seeking approval from AB. After AB has resolved and confirmed the disciplinary actions to be imposed on the student, the case will be officially closed.
- 1.9. Appendix I depicts the flow of the above handling procedures.
- 1.10. With a view to observing the privacy of the individuals involved, all disciplinary cases that happened in RC should be dealt with strictest confidence.

2. Educational Sanctions and Disciplinary Actions

- 2.1. The following educational sanctions and penalties may be imposed by RCSDP/RCSDC:
 - (a) Reflective statement to state what s/he has learnt from the incident (the content of the statement will not be taken as evidence for reviewing the case or further disciplinary actions for the case);
 - (b) Verbal warning;
 - (c) Written warning, which may include a statement on the consequence of repetition of the misconduct, e.g. severer penalties. The written warning may be conveyed to the Head of the academic department that the student belongs, the Registry and/or other relevant departments;
 - (d) Be required to organise and/or participate in educational activities or service to Residential Colleges and/or community service;
 - (e) Be placed on probation of residence for a prescribed period;
 - (f) Prohibition from receiving visitors and/or using any specific facilities in RC for prescribed period;
 - (g) Being required to make good, and/or compensate the University in full or in part for any damage or loss caused to the University or other party concerned;
 - (h) Formal written or verbal apology to any disturbed party;
 - (i) Suspension from residence and from using RC facilities and/or termination of residence in RC;
 - (j) Denial of RC application for a prescribed period;
 - (k) Disciplinary actions be recorded on academic transcript, and will be removed from transcript by the time of graduation if no further offence is committed;
 - (l) Disciplinary actions be recorded on academic transcript permanently; and
 - (m) Any other disciplinary actions as deemed appropriate.
- 2.2. The RC Master or DSA may advise students to seek counseling service from a counselor of SAO or an external counselor.
- 2.3. The RC Master or DSA will, from time to time, inform the community of RC a summary of cases, without disclosing any personal particulars of the students involved, with a view to preventing such misconduct from happening in RC again.

3. Emergency Actions

- 3.1. The RC Master and DSA may jointly decide to take emergency actions to secure the health or safety of individual students or the RC community.

- 3.2. The emergency actions may include but not be limited to relocation to another room, immediate suspension of residence at the RC, or restrictions on presence at specific facilities and/or events of the RC.

4. Procedures for Appeal

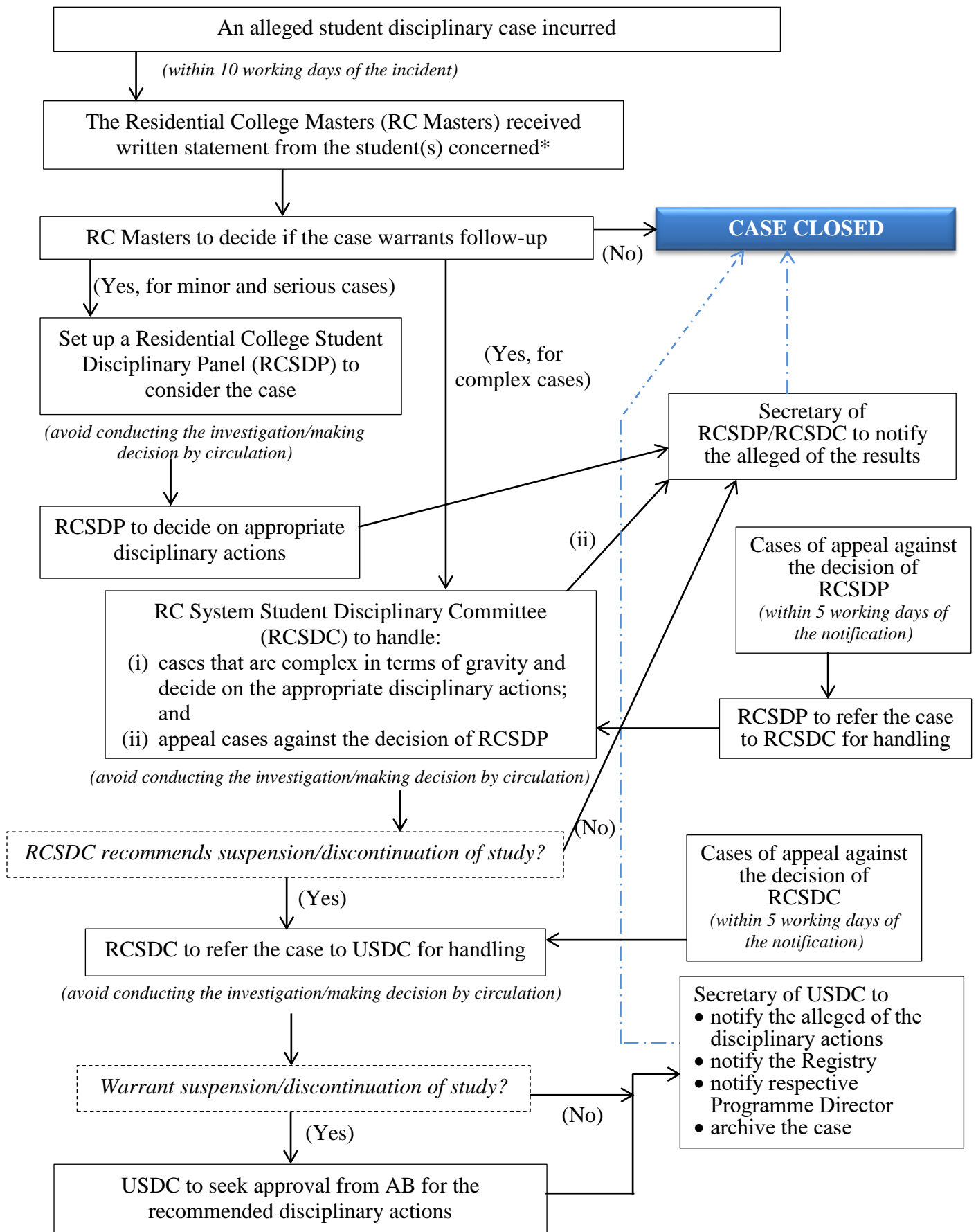
- 4.1. Students who wish to appeal against the decisions of the RCSDP must submit the request in writing to RCSDC within 5 working days after being informed of the disciplinary actions to be taken.
- 4.2. Appeal will only be heard if:
 - (a) there is fresh evidence which for good reason has not been presented to the previous level of hearing; or
 - (b) there is material irregularity of proceeding in the consideration of the matters by the previous level of hearing.
- 4.3. The Chairperson of RCSDC will consider the appeal and decide that either there is no ground for the appeal and the penalty handed down by RCSDP will stand, or the case warrants a review by an appeal panel consisting of DSA as the Chairperson, one RC Master or Associate Master of the RC to which the appellant belongs, one RC Master or Associate Master from another RC and one student resident as Members, and an executive staff member from the RCU as the secretary of the panel.
- 4.4. If review is warranted, the appeal panel shall be convened within 30 working days upon receipt of the appeal. The student will be invited to attend the hearing if necessary.
- 4.5. The student will be informed in writing of the appeal result within 10 working days after appeal panel has reached a decision.
- 4.6. All decisions of the appeal panel shall be final.
- 4.7. Appeals against decisions of RCSDC should be made in writing by the student concerned to USDC within 5 working days after being informed of the decision of RCSDC.
- 4.8. USDC will decide if the case warrants a review and the decision of USDC shall be final.
- 4.9. With a view to observing the privacy of the individuals involved, all appeal cases should be dealt with strictest confidence.

5. Reporting

- 5.1. RCU will keep records of all cases reviewed for future reference to ensure fairness in passing judgment for similar cases and the records will be destroyed after specified period.
- 5.2. Annual summary reports of disciplinary cases in the RC will be sent to USDC for record.
- 5.3. Under normal circumstances, all cases should be dealt with within the time frame stated

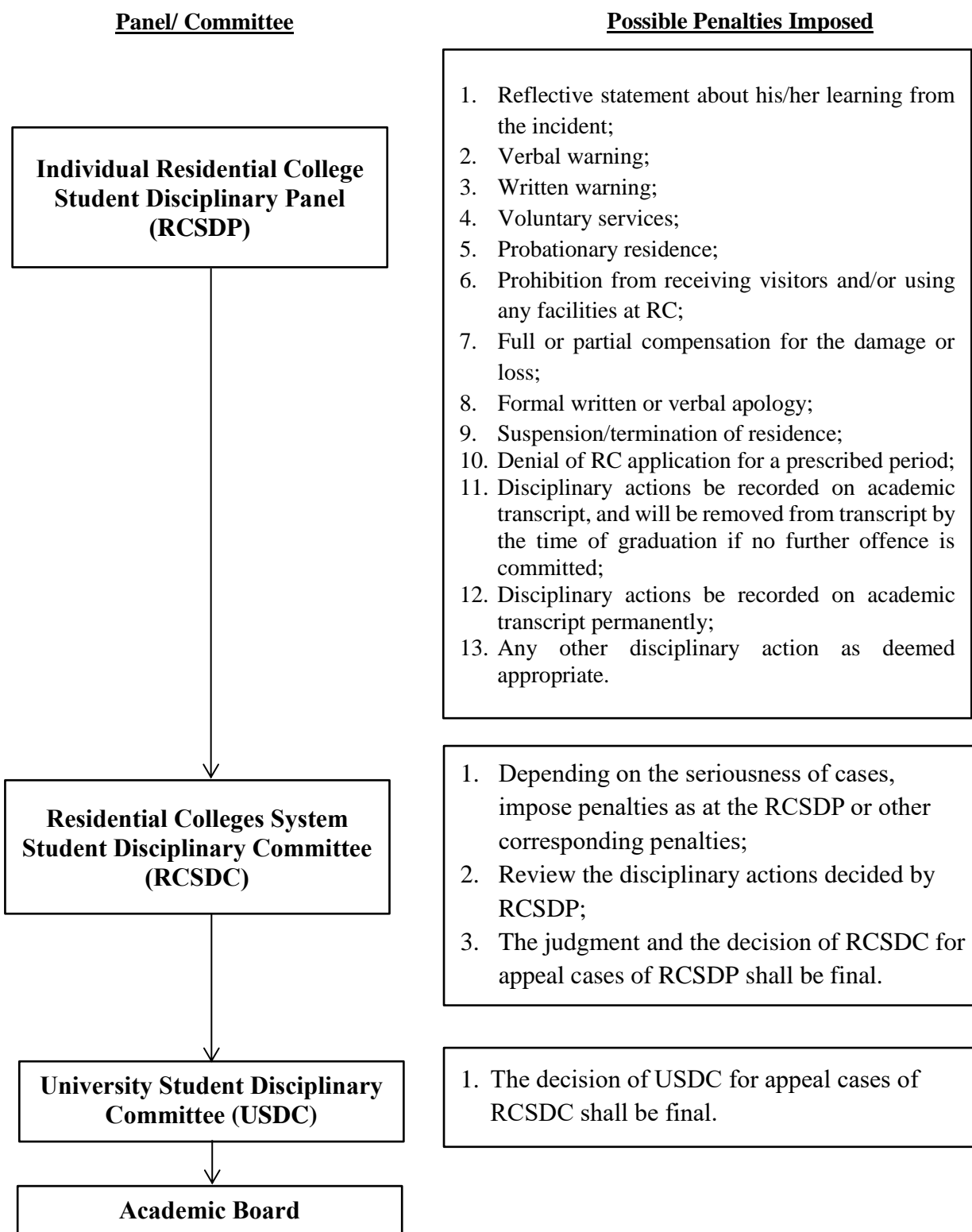
above. Nevertheless on some special occasions, with the approval from the Chairperson of Residential Colleges Management Committee, the time frame can be extended for a reasonable period of time.

Appendix I: Procedures for Handling Student Disciplinary Cases that Happened in Residential Colleges



* All disciplinary/appeal cases should be dealt with strictest confidence

Appendix II: Disciplinary Procedures and Penalties for Residential Colleges – Levels of Hearing and Authority



Appendix III: Membership Composition and Terms of Reference of Committee/Panel Pertinent to Student Disciplinary Procedures

Individual Residential College Student Disciplinary Panel (RCSDP)

(A) For Each Residential College

Membership Composition

Chairperson: (1) Residential College (RC) Master / Associate RC Master
Member & Secretary: (2) Associate RC Master or Resident Tutor or an executive staff member from the Student Affairs Office

(B) For cases involving more than 1 RC

Membership Composition

Chairperson: (1) RC Master or the Associate RC Master of the RC where the incident occurred
Member(s): (2) 1 representative each from the RC(s) concerned
Member & Secretary: (3) Associate RC Master or Resident Tutor from where the incident occurred or an executive staff member from the Student Affairs Office

(C) For serious cases and/or with possible heavier penalties

Membership Composition

Chairperson: (1) Residential College (RC) Master / Associate RC Master
Members: (2) 1 student resident
(3) An executive staff member from the Student Affairs Office
(4) 1 representative from the other RCs (if the penalty involves termination of residence)
Member & Secretary: (5) Associate RC Master or Resident Tutor or an executive staff member from the Student Affairs Office

Terms of Reference of RCSDP (A), (B) & (C)

- (a) To investigate and consider student misconduct cases that happened in the Residential Colleges;
- (b) To educate students concerned; and
- (c) To impose appropriate penalties to students with misconduct.

Residential Colleges System Student Disciplinary Committee (RCSDC)

Membership Composition

Chairperson: (1) Director of Student Affairs

Members: (2) RC Master/ Associate RC Master of the resident(s) concerned

(3) RC Master/ Associate RC Master from the other RCs

(4) 1 student resident (from SRA, SU or ordinary student resident) by invitation

Secretary: (5) an executive staff member from the Resident Colleges Unit of Student Affairs Office

Terms of Reference

(a) To handle the appeal cases against the decision of RCSDP;

(b) To form a Panel of RCSDC with DSA as the Chairperson to handle cases that are complex in terms of gravity as referred from RCSDP and decide on the appropriate disciplinary actions not involving suspension and discontinuation of study; and

(c) To deliberate, report and escalate cases to University Student Disciplinary Committee (USDC) for very serious cases with disciplinary actions which involve suspension and discontinuation of study.