



Student Handbook

2021

Bachelor of Arts (Fine Art)

Jointly organized by
Hong Kong Art School
and
RMIT University

This updated version of the Student Handbook, unless otherwise specified, would hereby supersede the previous versions (mainly referring to Section A of the Handbook regarding "School General Information") and would apply to students from all the self-awarding programmes of the Hong Kong Art School and of all cohorts and intakes.

Every effort has been made to ensure that the information and details contained in this Handbook is accurate at the time of printing but subject to alteration. Hong Kong Art School reserves the right to review and make changes from time to time to the regulations, rules, procedures and programme information stipulated in this Handbook as and when necessary.

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Section A:

General

School Information

1. HONG KONG ART SCHOOL PHILOSOPHY

1.1 Introduction to Hong Kong Art School

Hong Kong Art School (HKAS), founded in 2000, is a division of the Hong Kong Arts Centre (HKAC). Closely associated with HKAC's environment of cultural venues, client art groups and creative enterprises, HKAS offers a unique setting for students to draw on a vast spectrum of artistic practices.

HKAS is an accredited institute staffed by a group of dedicated artists, who are active and distinguished practitioners in the field. The School's award-bearing curriculum focuses mainly in the area of Fine Art, intertwining with the disciplines of Applied Art, Media Art, as well as Applied Theatre and Drama Education. Its scope covers programmes with academic levels ranging from Higher Diploma to Bachelor Degree and Master Degree. The short programmes and the outreach projects of the School that run parallel to the award-bearing curriculum span a wide variety of artistic disciplines, and genuinely bridge art and the community.

1.2 School Philosophy

To enhance the overall cultural ecology of the society; by projecting a distinctive aura of academic and artistic integrity which is stemming from a genuine passion for art and a belief in the cultivation of humanistic values, aesthetic experience and individuality.

To provide a gateway for facilitating art education which advocates a quest for root; and grounded in life, it endeavors to manifest cross-fertilization which ultimately leads to a personal growth on the whole.

- "Personal Growth" – signifies the maturation of conceptual development, professional skills & self-reflection
- "Cross-fertilization" – spreads among artistic, academic & professional principles
- "Grounded in Life" – marks the significance of community & connection
- "Quest for Root" – dedicates to history & contextual awareness

1.3 Programme Philosophy

HKAS programmes are unique in the sense that they are built on the synergy of cross-disciplinary curriculum embracing the following major academic areas: Fine Art, Applied Art, Media Art, and Applied Theatre & Drama Education. The programmes are supported by humanities modules to broaden students' exposure; and the programmes provide students with an interface with the authentic art world.

The following modular components are generally emphasized in the process of constructing HKAS programmes:

- Humanities modules for enriching visual literacy and critical thinking abilities;
- Studio-based, practical, and professional modules for developing specified skills;
- Research and generic skills modules for enhancing interpersonal and communication skills;
- Elective modules for integrative and inter-disciplinary learning

1.4 Teaching and Learning Activities

HKAS advocates student-centered learning in which the teachers serve as facilitators to encourage students' participation in critiques, studio practice, sketchbook tutorials, case studies, field studies, research, graduation project and exhibition. Lecture-based modules at the same time are mainly conducted via seminars, presentations, lectures, tutorials and forums.

1.5 Quality Assurance

HKAS quality is monitored by:

- Hong Kong Art School Council supervising the development and the management of HKAS
- The Academic Committee ensuring the quality of HKAS academic programmes
- Two-tier advisory system
 - School Advisors: School Level
 - External Examiners: Individual Programme Level
- A quality assurance system documented in the Quality Assurance Manual.

2. STUDENT DISCIPLINE & CONDUCT

2.1 General Rules and Regulations

- a. Students are obligated to abide by the rules and regulations as stipulated across different sections in this Student Handbook.
- b. Students must attend course activities regularly and punctually. Normally, a student who is late for class by approximately 30 minutes or more may be regarded as being absent from the class.
- c. Due to safety and hygienic concerns, eating and drinking are highly not recommended in all classrooms including studios and laboratory, etc.
- d. All mobile phones and any digital devices should be turned off or switched to a silent mode in classrooms and the library.
- e. Course materials and information supplied to students by HKAS, including lecture notes taken in classes, are for private study purpose only. HKAS owns the copyright of all the course materials and related course information.
- f. Audio taping, video taping and any other kinds of recording activities in the premises of HKAS are prohibited except with special permission of the School, and are subject to conditions stipulated when such permission is granted.
- g. Students should clear all their works and belongings at the end of every lesson and remove any works or belongings left in the classroom / studio after the assessment by the stipulated deadline. All uncollected items will be disposed of by HKAS without prior notice. HKAS will not be responsible for any damage / loss caused in this regard.
- h. Students should put back all arts equipment, for example, easels, spotlights, drawing boards to their original places after use.
- i. HKAS has the right to expel students from class if their behaviors disturb the rest of the class, or if they do not abide by the requirements laid down by HKAS.
- j. **Submission and Collection of Assignment(s)**
Students should observe the relevant assignment submission and collection guidelines (if any) as advised or provided by the School / the corresponding lecturer.

Students should in general (or when applicable) submit their assignments to the corresponding Services Counter located at the School's campuses or the Enrolment Office located at the Chai Wan Campus as appropriate and by the respective deadline. Students are reminded of keeping the acknowledgement receipt of assignment submission (if applicable) for future reference.

When assignments are marked and are ready for students' collection, students will be informed by respective Administrative Officer (Academic Programme) about the assignment collection procedures. Students should collect their marked assignments at the designated counter or office by the collection deadline. All uncollected assignments will be disposed of without further notice.

- k. Students must pursue academic honesty in their studies and students committing the following (including but not limited to) will be liable to disciplinary actions:
 - Plagiarism (i.e. use of other people's work without proper acknowledgement);
 - Submitting assignment that is not the student's own work;
 - Unauthorized access to examination / assessment paper;
 - Misconduct on examination or during assessment (i.e. cheating);
 - Forgery of any document or certificate

Disciplinary actions in connection with the violation of academic honesty include but not limited to:

- Failing the module or the programme concerned
- Suspension
- Deregistration
- Withdrawal of academic award

- l. The following activities are strictly prohibited in the premises of HKAS:
- Gambling and betting;
 - Smoking, tampering with cigarette lighters or matches;
 - Taking alcoholic drinks;
 - Viewing obscene websites or downloading obscene pictures from the Internet;
 - Causing harm or nuisance to other students, staff, classes and the operations of HKAS.
- m. Students should observe the following when participating in fieldtrips (Please also refer to Section 16.7 for more details on Field Trip Arrangements):
- Students should always follow the instructions given by School staff;
 - Students should not engage themselves in activities which are beyond their physical and mental capabilities.
 - If students experience any sickness during the course of activity, they should report to the responsible School staff immediately;
 - Students should have a sense of responsibility, and pay attention to their own and other teammates' safety;
 - Any abnormality spotted should be reported to the responsible School staff immediately;
 - Students should bring enough water and wear suitable clothing.
- n. Students committing serious misconduct, which may or may not involve criminal conviction, or fail to abide by the School rules and regulations, will be subject to disciplinary actions, which include but not limited to suspension from study and deregistration.

2.2 Warning Letter

Warning letter would be issued to student who commits misconduct or fail to abide by the regulations of the School, and a mark of demerit would at the same time be recorded on the student's profile. Instances of misconduct are liable to disciplinary actions, and should further misconduct is committed, the School reserves the right to impose further disciplinary measures on the student, including but not limited to suspension, withholding the conferment of academic award, and de-registration.

2.3 Suspension

A student will basically be suspended from his/her study when he/she commits misconduct or fails to abide by the regulations of the School as stipulated in the Student Handbook

The length of suspension should be determined by Subject / Programme Coordinators or above, according to the nature of the issue, and may vary from case to case.

Tuition fees will not be refunded and will only be carried forward in suspension cases.

2.4 Deregistration

A student will be deregistered from a programme if he/she fails to:

- i) settle the required tuition fee 6 weeks after the original payment deadline (please also refer to the Penalty Scheme as detailed in Section B of the Handbook);
- ii) settle the required module retaking fees or other required fees on time (deadline as stipulated in the corresponding notification or warning letter);
- iii) reregister with the School at the end of his/her leave of absence period (only if the student

- is on leave of absence);
- iv) retake module(s), and thus is not able to proceed to the following year of the programme or continue his/her study;
 - v) abide by the regulations of the School as stipulated in the Student Handbook, comply with the policies of the School, or maintain academic honesty or integrity of conduct;
 - vi) complete the programme within the respective maximum length of study of the programme.

Tuition fees will not be refunded in deregistration cases.

3. TEACHING VENUES AND FACILITIES

3.1 Teaching Venues

Currently, there are three campuses of the School, and all campuses of the School aim at providing students with stimulating and engaging learning environment.

- HKAC : Hong Kong Art School Main Campus
(10/F, Hong Kong Arts Centre, 2 Harbour Road, Wanchai, Hong Kong)
- PHSIC : Hong Kong Art School Pao Haung Sue Ing Campus
(8 Tam Kung Temple Road, Shau Kei Wan, Hong Kong)
- CWC : Hong Kong Art School Chai Wan Campus
(2M/F, 5/F-Room 511 to 517, 8/F-Room 819, 9/F-Room GB01, 12/F-Room GB02,
Youth Square, 238 Chai Wan Road, Chai Wan, Hong Kong)

Classes will normally be conducted at the aforementioned School Campuses. Nevertheless, students should note that, subject to the operational needs of HKAS, classes may also be conducted in some other adequate sites, which may or may not be in the neighborhood of existing HKAS premises. HKAS reserves the right to decide on the venue for the classes to be conducted.

3.2 Student Lockers

Whenever possible, lockers will be allocated to students of respective award-bearing programmes and such allocation will be subject to the availability of the lockers. Should the students be assigned the designated lockers, they should follow the following rules and regulations:

- a. Students should use the assigned lockers ONLY and they are required not to occupy other lockers or racks (if applicable) in the locker area or store room without prior permission.
- b. Students should not leave personal belongings / artworks unattended in the public area of HKAS, HKAS reserves the right to dispose of the items without prior notice.
- c. Vandalism is not allowed. Students will be liable to fine for the damage done to the lockers. The fine will be varied according to the seriousness of the damage.
- d. Students will be given keys to each assigned locker by HKAS if applicable. Please be reminded that the key and the locker are the property of HKAS and they must be returned to the school at the end of the academic year.
- e. Students are required to return their lockers and/or keys to HKAS by the deadline laid down by the School. **An administration charge of HK\$30 will be imposed on students if they do not return their lockers or the keys to the School by the stipulated deadline.**
- f. Students are required to clear their lockers and/or storage racks (if applicable) by the School's stipulated deadline, all the items left in the lockers and/or storage racks will be disposed of after the School's stipulated deadline without further notice, and the School will not be liable for any item lost or damaged under such circumstance.
- g. HKAS will not be responsible for the damage or loss of personal belongings stored in the lockers and/or racks.
- h. Lockers and racks are not transferable. HKAS reserves the right to withdraw the locker or rack (if applicable) in case unauthorized usage is found.
- i. Students should keep locker and store room clean and tidy.

For deferred students or students who take leave of absence:

- a. Students should return their lockers (and/or racks, if applicable) before taking deferral of studies or leave of absence.
- b. An administration charge of HK\$30 will be imposed on students if they do not return the keys and/or lockers to the school by the stipulated deadline.
- c. A new locker and/or rack (if applicable and if available) will be assigned to students when they resume their studies.

3.3 Borrowing of Equipment

Equipment from the School can only be borrowed by students for education-related purposes. In some cases, academic approval is required for equipment borrowing.

Students are advised to refer to the most updated version of the equipment borrowing form(s) for the borrowing procedures. Students are at the same time required to fill in the form(s) for borrowing equipment and abide by the related terms and conditions.

Students are advised to pay close attention to the borrowing process, which involves checking the function of the items being borrowed. The School may not be responsible for any malfunction or damage claimed after the completion of the borrowing process.

For equipment or tools that are not included on the list, subject to the availability and the nature of the required items, special request could be made in person at the School Enrolment Office or the corresponding HKAS Services Counter. The School reserves the right to make the final decision in this connection.

An overdue fine will be levied should students return the equipment late. Students are responsible for any damage caused to the equipment after borrowing.

3.4 Venue Booking

- a. Booking of venue by students for education-related purposes may be arranged during the normal opening hours of the School. The computer laboratory will be open for students' use and practice during the School's designated timeslots outside the normal class meeting time.
- b. Students are required to fill out a Student Venue Booking Form (HKAS029) and follow the relevant procedures for venue booking. Students are also advised to carefully go through the corresponding Venue Booking Form for relevant booking updates.
- c. Students may also have their own studio practice at different studios during the School's designated timeslots. Students are advised to approach the corresponding Services Counter in advance for relevant schedule checking and venue booking.
- d. Room allocation is subject to the availability of the requested room.
- e. Students must abide by the rules and regulations in terms of venue usage; HKAS reserves the right to reject the venue-booking request made by students who have breached any of the venue rules or regulations.
- f. Students have to take care of their own safety. HKAS will not be liable to any injury and loss.
- g. Students are responsible for any damage caused to the equipment and/or the facilities in the room(s) after use.
- h. Students should keep the venue clean and tidy, cleaning service fees will be levied if the venue, after use, is in poor condition.

4. LOST AND FOUND PROPERTY

Should students lose their own property / discover any unclaimed property / claim their lost property, please follow the rules as stated below:

4.1 Reporting Lost Property

Students should report to the corresponding HKAS Services Counter or the Enrolment Office of HKAS the details of the lost item(s), including the date, time and venue, when and where the item(s) was / were lost, descriptions on the item(s), as well as the reporting students' own names and contact number.

4.2 Discovering Unclaimed Property

- a. All unclaimed items should be forwarded to the corresponding HKAS Services Counter or the Enrolment Office of HKAS.
- b. HKAS would keep those unclaimed property to a maximum of 3 months and the School will not be liable to any responsibility for any loss of the unclaimed items. All unclaimed found items would be donated / disposed of / sold by auction after the collection deadline without prior notice.

4.3 Claiming Lost Property

Students are required to approach the appropriate office or counter when notified and follow the related claiming procedures provided by the school staff (such as describing the lost property in respect of shape, size, kind, colour and content etc. to the school staff) in order to claim the property.

5. COMMUNICATIONS WITH THE SCHOOL

5.1 General Notices and E-mail

General updates and memorandums will be posted on the notice boards at School campuses. It is the responsibility of the students to keep themselves abreast of such memorandum. Students are deemed to have received any memorandum issued via the aforesaid means 7 calendar days from the first day of the announcement.

Also, notices / memorandums that are specific to each programme will be sent to students via the school email addresses individually assigned to them by the School.

5.2 Staff / Student Consultative Committee Meeting

Through regular Staff / Student Consultative Committee meetings, students can express their expectation or ideas and discuss academic matters relating to academic standard and quality, as well as school facilities and school services with the academic staff, administration staff and the representatives from the School's collaborative partner, if any.

5.3 Change of Personal Data and Contact Information

Students have the responsibility of keeping the school informed of any updates of their personal data and contact information (including postal address, telephone number and email address etc.). If the personal data or contact information of a student is changed, the student has to notify the School by completing the Change of Student Personal Data Form (HKAS006) and returning it to the School.

5.4 Counselling Support for Students

The School has connection with specialist for providing students with counselling advice on an as-needed basis. Students are encouraged to approach their corresponding Programme Coordinator and/or Administrative Officer (Academic Programme) for related details when necessary. The School may also approach respective student(s) if the School sees the needs and whenever the situation allows.

The School also arranges workshops for students on topics relating to emotion / stress management, mental / psychological health or expressive arts therapy. Students are advised to stay tuned to related arrangements.

For cases in which students encounter extreme emotional distress and/or related disturbances which are affecting their studies or the study progress of other students, the School reserves the right to invite the corresponding student (and his/her family member(s) / legal guardian(s) or eligible contact person(s)) for a review about his/her condition for the good of the student, seek professional advice regarding the condition of the student, evaluate the suitability of letting the student continue the study in the programme, give advice to student on his/her study pace / progress, and determine if the student has to be temporarily on leave or suspended from his/her study for a certain period of time or at a certain point of study in the programme.

5.5 Contingency Arrangements for Class and Campus

In the event of infectious disease (epidemic or pandemic), civil unrest, or other unforeseen circumstances that are causing hurdles for the School to carry out normal operation, the School will adopt contingency measures for class arrangement and campus operation.

Under such circumstances, the School will take advice from the announcement of the Education Bureau on class and campus arrangement, however, as related regulations or guidelines may not always be applied to the Further and Higher Education sector or the self-financing post-secondary institutions, the School will also take into consideration the actual operational needs and feasibility in order to decide on related class and campus arrangements. Nevertheless and whenever the situation

allows, the School in principle is in the position of offering as much onsite support to our students as possible.

Unless otherwise stated, whenever the School cannot operate in full hours (i.e. without being in the normal operation mode), the School will basically take on either one of the following operational modes for class and campus arrangements:

- a) Complete lockdown
 - referring to the situation when all classes have to be delivered online or via electronic means, onsite use of / access to campus facilities is not feasible; and
 - all communications and School office services are made available via electronic means
- b) Semi-lockdown
 - referring to the situation when all classes are basically delivered online or via electronic means, while occasional use of studios for onsite practice or certain activities, with special usage measures and guidelines, may be made available upon special request; and
 - limited onsite School office service can be provided, while most of the communications and services are made available via electronic means
- c) Partially Normal Operation
 - referring to the situation when most of the classes can basically be delivered on the School site, but split class and alternative arrangements have to be adopted for ensuring social distancing or relevant needs; and
 - basically all communications and School office services are resumed, but may be with adjusted operational hours

The School will update students on a regular basis about the mode of operation and provide students with related implementation details.

Students are expected to stay tuned to relevant notices to be received from channels such as school email accounts and the School's official social media platform (Facebook page).

6. SCHOOL LIBRARY

6.1 About the Library

The School holds a cozy library at its Chai Wan Campus. The library is specialized in art-related materials and is taking on the role as an art resource centre for the students and the School.

6.2 Admittance to the Library

Students must present their valid student cards for entrance to the library and for using or borrowing of library materials.

6.3 Searching for Library Materials

Students can make use of the HKAS Online Searching Library System [<https://www.libraryceo.com/hkart>] to search the Library's collection. After logging in, student may click "menu" and choose "browse" to search for materials. Students can also ask our librarian for information by email or at the library counter.

6.4 Library Opening Hours

Tuesdays – Fridays : 1:30pm – 7:00pm
Saturdays : 2:00pm – 7:00pm
(Closed on Mondays, Sundays and Public Holidays)

6.5 Borrowing Regulations

a. Loan quotas and loan periods

Only materials in the circulation section can be borrowed while non-circulating materials, such as closed access collections and reference books are not for loan. Students can borrow up to 8 items for 14 calendar days (with a maximum of 5 books from the circulation collection and 3 audio-visual materials from the AV collection).

b. Borrowing procedure

No library materials can be taken away from the library until the borrowing procedures are completed. A valid student card must be presented when borrowing library materials. The student card is not transferable and should not be used by others for borrowing library materials. Any infringement of this rule may lead to disciplinary action.

c. Returning procedure

Borrowers must either:

- i. return all borrowed items to the School library or corresponding Services Counter of the School during the opening hours as listed below on or before the due date:

School Library (HKAS Chai Wan Campus)	Tuesdays to Fridays: Saturdays: Mondays, Sundays & Public Holidays:	1:30pm – 7:00pm [^] 2:00pm – 7:00pm Closed
Services Counter (HKAS Chai Wan Campus)	Mondays to Sundays: Public Holidays:	10:00am – 11:00pm [*] Closed
Services Counter (HKAS Main Campus)	Mondays to Saturdays: Sundays and Public Holidays:	10:00am – 6:00pm [*] Closed

Services Counter (HKAS Pao Haung Sue Ing Campus)	Mondays to Sundays: Public Holidays:	10:00am –11:00pm* Closed
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* Opening hours of Campuses and Services Counter may vary according to operational needs, while the Services Counters at both Pao Haung Sue Ing Campus and Chai Wan Campus may provide limited counter services between 8pm and 11pm.

^ Students are advised to return borrowed items to the School Library instead of Services Counter of the Chai Wan Campus during the Library opening hours.

or,

- ii. return all borrowed books (i.e. excluding tapes, DVDs, CDs) by dropping them into the **Library Book Drop** at the HKAS Main Campus; students may however be responsible for any damage that might be caused to the borrowed books in this connection.

d. Reservation

Students can reserve loaned items online / in person at the library. Each student may reserve a maximum of 3 items for Chinese, Foreign and Serial collections and 2 items for AV collection. When the reserved item is ready for collection, you will receive a notification by email. Reserved items can only be held for 7 days only.

e. Renewal

Students can renew an item online / in person at the library. Unless already reserved by another user, an item can be renewed for 14 calendar days starting from the request date and up to 3 times. The borrower is required to return the borrowed item(s) to the library or Services Counter by the due date of the last renewal. Overdue fines incurred must be cleared before a renewal can be made, and the overdue penalty would continue to be accumulated on top until the total overdue sum is fully settled.

f. Overdue notices

An overdue notice will be sent to borrowers via their student email address when the borrowed item is overdue. Students are reminded not to rely on email messages solely; circulation records should be checked often for the most updated due dates.

g. Fines

Borrowers are responsible for returning their loans on or before the due date. An overdue fine, calculated on a daily basis, will be charged immediately from the day following the due date. The fine for the late return of library materials is HK\$3 per item per calendar day. The maximum overdue fine chargeable is HK\$150 per item. Thereafter if an item is not returned, it shall be deemed lost. An additional fine equivalent to the cost of the item and delivery (if any) plus an administration fee (20% of the cost of the item) will be charged to the borrowers.

Overdue fines should be paid at the library counter only. For borrowers who return the overdue library materials at locations other than the library, they should come to the library to settle the fine as soon as possible to avoid suspension of borrowing privileges.

h. Loss and damage of library materials

Borrowers shall be held responsible for any loss, damage or disfigurement by writing or other marks on the library materials and shall be charged the full cost of replacing or repairing such materials. The cost of replacement will be the estimated price of the item plus a 20% service charge of the item price. If the reported lost material is later found and returned to the library, the person is still be liable to a fine. The charges for damage and loss are non-refundable.

6.6 Conduct of Library Users

- a. Students should keep quiet in the library.

- b. Mobile phones or any digital devices should be turned off or switched to silent mode in the library.
- c. Smoking, eating and drinking are strictly prohibited in the library.
- d. Gambling and games of any form are not allowed in the library.
- e. Personal property should not be left unattended. HKAS will not be responsible for any loss or damages of personal property.
- f. All used library materials should be put into the trolley in the library. Do not re-shelve them.
- g. There are adequate seats and tables provided to library users on-site, furniture items in the library should not be misused or re-located.
- h. All library materials must be kept clean and tidy.
- i. Theft and mutilation of library materials are serious offences. Offenders will be penalized and fines must be paid to cover all damages. HKAS will report to the police if necessary.
- j. For security reasons, the School reserves the right to inspect personal belongings of library users when necessary.
- k. Computers in the library are for research and educational purposes only. Games, chat programmes, and other applications for non-academic purposes are prohibited.
- l. When using the scanner in library, the law regarding copyright must be observed. Reproduction or duplication of audio-visual materials or computer software is strictly prohibited. Users are warned that they are fully responsible for any legal consequences concerning copyright that may arise.

6.7 Penalties for Breach of Library Regulations

- a. Breach of any library regulation may result in temporary / permanent non-admittance to the library.
- b. Borrowers who refuse to pay for the books lost or consistently refuse to pay the fines on overdue loans may be prohibited from entering or using the library, and students will not be conferred with academic award if they fail to settle all the outstanding payments.

6.8 ArtSpan – Online Research Platform and Library

Apart from the School Library, students can gain access to ArtSpan during their term of study for the purpose of academic and personal research. Guidelines for this online research platform and library can be downloaded from the website (www.artspan.hk) and the account credentials will be provided to students upon the commencement of the programme. As assigned passwords are temporary, students are advised to change their passwords and to keep account credentials secure at all times. All materials available on ArtSpan are intended for research use only; citations must be made when quoting or referencing. In no case shall any research content be downloaded, copied, and printed by any means without gaining prior permission from the School.

7. PHOTOCOPYING SERVICE, PRINTING SERVICE, AND COPYRIGHT OF STUDENTS' ARTWORKS

7.1 Photocopying Service

- a. Photocopying service is basically provided at all campuses of the School.
- b. Both monochrome and colored photocopying services are available at all School Campuses.
- c. The photocopier at the Main Campus only accepts cash payment, while the one at Pao Haung Sue Ing Campus only accepts payment by Octopus. The photocopiers at the Chai Wan Campus accept either Octopus or cash payments. Photocopying charges and rates are available on-site, students can approach our Enrolment Office or Services Counters at different campuses for related details. (No refund can be made under any circumstances.)

7.2 Caring of Library Materials and Photocopier when Making Copies

- a. Avoid excessive pressure on the spines of the books.
- b. Put down the cover of the photocopier before copying. This will minimize the possibility of accumulating carbon particles that may lead to malfunction of the machine.
- c. Do not put hard, thick or heavy pages or sheets of paper, or transparency films into the automatic feeder of the photocopier.
- d. Do not press the buttons on the selection screen of the photocopier with sharp and hard materials, such as pencils.
- e. Users shall be liable to compensation for any damages caused to the library materials and the photocopier.

7.3 Printing Service

- a. Both monochrome and colored printing services are basically available at all School Campuses. Related service charges are available on-site. Students can also approach our Enrolment Office or Services Counter for further details.
- b. Only cash payment will be accepted at the Main Campus, while the printing service at the Pao Haung Sue Ing Campus only accepts payment by Octopus. The printing services at Chai Wan Campus accept either Octopus or cash payments. (No refund can be made under any circumstances.)

7.4 Copyright Law and Intellectual Property Ordinance 2000

- a. Users are reminded of observing the Copyright Ordinance (Law of Hong Kong, Chapter 528) and Intellectual Property Ordinance 2000 when making photocopies. Students may refer to the related regulations and details as listed on the webpage of Intellectual Property Department at www.ipd.gov.hk.
- b. Photocopying service provided by HKAS is offered on a clear understanding that copying by or for users should not involve any breach of copyright.
- c. The duplication of copyright materials and their distribution for class use without the permission of the copyright holder is a breach of copyright, which could result in legal liability, and HKAS or HKAC will not be responsible for any liability so arises.
- d. No full set of back-up copy can be made from materials or AV materials.

- e. Duplication of computer software by users is strictly prohibited.
- f. Students should pay attention to notices on copyright rules posted near photocopying machines.
- g. The school staff will not allow students to make copies at their discretion for any uncertain materials which may violate the Copyright Law and infringe the Intellectual Property Ordinance 2000.

7.5 Copyright of Students' Artworks

- a. Where students, either by themselves or jointly with any other person or persons design, prepare, produce, make or conceive any materials specially designed for their study, the copyright and registered designs, trade and service marks, or other rights in the nature of intellectual property subsists either during or after the termination of their course of study, the ownership and exploitation of any such copyright, registered designs, trade and service marks, or other rights in the nature of intellectual property shall lie with the students unless special arrangements are agreed on by the students to the otherwise.
- b. HKAS reserves the right to reproduce / use students' Intellectual Property materials such as image and/or any related information of the artworks (in whole or in part) created by students solely or jointly with other persons during their course of study, for publicity, academic and non-commercial purposes without prior notice. Likewise, HKAS owns the Intellectual Property Rights of all photos / video / other forms of documentary records taken at any activities relating to their course of study and can also reproduce / use them for the aforementioned purposes.

8. SAFETY REGULATIONS IN STUDIOS

8.1 General Rules

- a. For health, safety and security reasons, all students working or practicing in the studios must abide by the respective rules and regulations. Only students who have received former training are allowed to work in the studio for the corresponding medium. Failure to follow the rules may result in hazards and also disciplinary actions including but not limited to revocation of permission to use the studio facilities.
- b. For health and safety reasons, eating, drinking and smoking are prohibited in the studios.
- c. Students should thoroughly wash their hands after working in the studios.
- d. Students should keep the studios clean and tidy.
- e. Students should dispose of waste art materials safely and properly.
- f. Students should read labels of materials carefully.
- g. Students should always follow instructions of academic and/or administrative staff and adopt safe working practices when working with hazardous materials.
- h. Students should report to the academic and/or duty School staff in case of equipment default or spotting abnormality.
- i. Students should consult the academic staff, duty School staff or administrative staff for advice and assistance if in doubt.
- j. In view of safety and security inside studios, students shall not bring any outsider to the studios without the approval of the School.
- k. Usage of strongly adhesive material on the surface of School's facilities, such as the ceilings / walls / boards / glass / partitions / furniture, is highly not recommended especially if such adhesive material is unlikely to be completely removed or detached after use. Students should be responsible for reinstating the studio after use and would be held responsible for any damages caused to the studios upon usage, if applicable.
- l. Students are advised to take care of their personal belongings. HKAS is not responsible for any property lost or damaged in connection with studio use.
- m. In case of use of open flame, students are advised to pay extra attention and students are reminded not to leave any open flame unattended.

8.2 Studios for Ceramics Study

- a. Students are required to wear protective clothing at all times while working in the ceramics studios, i.e. overalls or apron. The protective clothing should be washed separately from other clothes.
- b. Students should avoid the dry fettling of work in the studio to minimize the hazards caused by air borne dust particles.
- c. Floors should be wet mopped to avoid airborne dust particles. Avoid sweeping floors to minimize the hazards caused by airborne dust particles.
- d. All machines and powered tools should only be operated with consciousness. Students are advised not to operate the machines if they are not feeling well physically or mentally, especially

when they are in the severe conditions of fatigue, sickness or after taking medicines, to avoid any accidents or injuries occurred.

- e. Please use the machines and ceramics tools properly and solely to their individual natures or functions, usages for other purposes are not allowed, misuse may cause harms to the users and the fellow students and may lead to permanent damages to the tools.
- f. Tools should not be placed at the edges of the working tables, injuries may be caused especially when the tools accidentally fall down.
- g. All the tools should be returned to their original places after use. Sharp tools (if applicable) should be specifically and properly stored and handled with extra care.
- h. All ceramics tools are solely for usage inside the Ceramics Studios, students are not allowed to take the handy tools away without the School's permission. Taking the tools away without the School's permission can be considered as theft.
- i. Students should clean tables, shelving units and throwing wheels thoroughly at the end of each studio session.
- j. Sinks are for washing hands and tools only and must not be used as waste disposal units for clay. Please dispose of all waste materials carefully.
- k. Students should ensure all the studio machines, tools and power supplies are turned off and the studio doors are properly locked before they leave the studios.

8.3 Kiln Studio

- a. The entrance door should always be kept closed.
- b. The ventilating fan should be switched on during firing.
- c. Students should not put anything on top of the kiln.
- d. Students should not leave inflammable objects near the kiln.
- e. No loose paper should be kept in the Kiln Studio.
- f. Students should not load / unload / operate the kiln without permission and supervision of the studio supervisor and/or the academic staff and they must follow the instructions of the studio supervisor and/or the academic staff.
- g. Students should wear an approved respirator when loading or unloading kilns.
- h. Students should consult the studio supervisor first on the firing schedule so as to avoid time crash.
- i. The kiln should be turned off immediately after firing.
- j. The kiln should not be opened when the temperature inside the kiln is higher than 100°C.
- k. Kiln shelves and props should be put back to the original places after use.
- l. Kiln shelves should remain glaze free. Glazes that may be stuck on the shelves should be removed and cleaned.
- m. Fired bisque and glazed wares should be removed as soon as possible.
- n. Student who leaves the kiln room last should remove anything on top of kiln, especially

inflammable objects and loose paper.

8.4 Glazing Studio

- a. Students should wear an approved respirator at all times when working in the Glazing Studio.
- b. Students are required to wear protective clothing at all times, i.e. overalls or apron. They should be washed separately.
- c. Floors should be wet mopped only to avoid hazards caused by airborne dust particles. Avoid sweeping floors to minimize these hazards.
- d. Students should read the labels and refer to the Material Safety Data Sheets on all materials they are using.
- e. Students should dispose of waste materials safely. Glaze materials should not be disposed of down the sink.
- f. Students should clean all surfaces after using the glaze laboratory and put materials back to their proper and original places.

8.5 Studios for Painting Study

- a. Students should wear work clothes while working in the studio. The work clothes should be washed separately.
- b. Students should keep the studio clean and tidy. Studio walls or floor should be covered properly with protective covering when heavy or dirty working procedures would be adopted.
- c. Students should always follow safety instructions while working with hazardous materials.
- d. Students with allergic problems should be more cautious when using chemical materials.
- e. If students experience symptoms like headaches, dizziness, fatigue, blurred vision, nausea, nervousness, chronic coughing, loss of appetite, skin problems, irritability, breathing difficulties and similar problems, they should leave the studios immediately. If symptoms persist, please consult a doctor.
- f. Students should avoid using corrosive materials, or materials that would cause severe respiratory problems inside the enclosing studio space.
- g. Students should use suitable gloves and respirator whenever necessary.
- h. Solvents and paints should be disposed of in a special container provided in the studio. Never pour them to the sink.
- i. Students should avoid using hazardous materials and procedures. Instead, they should always seek to use safer alternative materials / procedures to carry out their work.
- j. Students should store materials in a safe manner, i.e. with suitable container and in a safe position. Inflammable materials should never be stored together.
- k. General rubbish should be properly disposed into the rubbish bin. Students should properly dispose or put away any rubbish or any unwanted item after class.
- l. Students should report to the academic and/or duty School staff in case of equipment default

or spotting abnormality.

- m. Please always keep the studio door properly shut. The last person leaving the studio should make sure that the door is securely locked and should never leave it open.
- n. The studio space is solely for common use among different classes / groups of students. Students shall not occupy the studio space for personal storage without the School's authorization. Any items or works placed / stored at the studio common space / School's undesignated storage spaces would be immediately removed without prior notice made. The School would not be responsible for any property lost or damaged in this regard.
- o. Graffiti drawings that are not related to class activities or academic purposes would not be allowed, as it would affect other schoolmates and their use of the studio spaces. Students who are being found responsible for the graffiti drawings would be required to restore the affected wall surfaces of the studio, and the School would reserve the right to impose disciplinary measures should students commit the offence.
- p. Students should always understand the importance of self-discipline and considerateness. The studio is a School's common space, being considerate to other users is of paramount importance and is always crucial while working in the common areas.
- q. Students should thoroughly wash their hands after working in the studio.

8.6 Photography Darkroom

A. Guidelines for Using the Photography Darkroom:

Students should be considerate and take good care of all equipment when using the darkroom, some of the equipment / accessories in the darkroom are non-replaceable.

- a. To maintain the durability of easels, they should only be placed horizontally in the drawers after use.
- b. Students should not scratch the easels and other accessories, such as the base board of the enlargers, with markers.
- c. Students should not cut paper with cutter on the table. Please use the trimmer provided.
- d. Students should not place wet photo paper on top of enlargers.
- e. Students should not re-arrange the accessories or adjust the settings of the enlargers by themselves.
- f. Students should not take anything away from the darkroom.
- g. Students should tidily place the tools and photographic chemicals in their original locations after use.

B. Photography Darkroom Safety Guidelines:

- a. Students should never contact directly the photographic chemicals with bare hands to avoid skin irritation. Rinse with water if it happens. Always use tongs and gloves.
- b. Students should never handle or mix the photographic chemicals without the supervision and permission of the studio technician and/or academic staff.
- c. Students should never attempt to inspect safety lights / enlargers and other machines with power on so as to avoid electric shock.

- d. Students should never touch any electrical parts with wet hands. The enlarger and timer are designed for use in dry conditions only.
- e. The lamp house of enlarger should not be switched on for a long time to avoid over-heating.
- f. Students should unplug all units when they are not in use.
- g. Students should wash hands after handling chemicals.
- h. Students should dispose of the photographic chemicals into specific containers and rinse all trays and containers after use.

8.7 Studios for Photography Study and/or Shooting Purposes

- a. All the photography and shooting facilities as well as equipment can only be used inside the respective studios
- b. Students should return the studio equipment to its original position after usage.
- c. Students have to restore the original studio setting after usage especially if there is special set-up during the photographic / shooting activities inside the studios.
- d. Students should unplug all the powered units when they are not in use.
- e. Students must not attempt to circumvent the security protections of the software applications of the studio, and computers provided inside the studios (if applicable).
- f. Students must ensure the security of the respective studio while using it. The last person leaving the studio should make sure that the door is securely locked and should never leave it open.
- g. Students shall not attempt to change the cabling and equipment setting in the studios.
- h. Students are not allowed to make any change to the studio computer settings in the respective studios (if applicable).
- i. Students are not allowed to download or install any software in the studio computer operating system (if applicable) without the School's authorization.
- j. Personal files left in the studio computers will be deleted in the School's routine clean-up exercises, and the School will not be liable for any file lost or damaged in this regard.
- k. In case of any virus infection, hardware or software malfunctions found in the studio computers, please immediately report to the School.
- l. In case of any photography or shooting facility or equipment malfunctions found in the studios, please immediately report to the School.
- m. Students would be held responsible for any damages caused in the respective studios after usage.

8.8 Digital Imaging Studio

- a. The Digital Imaging Studio is solely for the purpose of academic activities. Other non-academic activities especially for the commercial purpose are not allowed.
- b. All studio digital and imaging facilities and equipment can only be used inside the School's Digital Imaging Studio.

- c. Students must not attempt to circumvent the security protections of the software applications.
- d. Students must ensure the strictest security of the Digital Imaging Studio while using them. The last person leaving the studio should make sure that the door is securely locked and must never leave it open even for temporary departure.
- e. Students must not change the cabling setting in the Digital Imaging Studio.
- f. Students must not make any changes to the settings of computers, monitors, scanners and printers in the Digital Imaging Studio.
- g. Students are not allowed to download or install any software in the computer operating system without the School's authorization.
- h. Installation, use and trial of illegal software in the Digital Imaging Studio are forbidden.
- i. Students should bring their own ink and paper for their printing. Students must follow the procedure for installing ink cartridges and must remove the ink cartridges after printing.
- j. Personal files left in computers will be deleted in HKAS routine clean-up procedures, and the School will not be liable for any file loss or damages in this regard.
- k. Students must immediately report any virus infection, or hardware or software malfunction to the school.
- l. In case of any facility or equipment malfunctions found in the Digital Imaging Studio, please immediately report to the School.
- m. To ensure absolute security for the studio and the equipment being stored there, students shall not bring any outsider to the Digital Imaging Studio without the approval of the School.
- n. Students shall be held responsible for any damages caused in the Digital Imaging Studio.
- o. Students must take the responsibility of his/her personal belongings. HKAS is not responsible for any loss or damage.

8.9 Studios for Sculpture Study

- a. In view of the extensive machinery and powered tools inside the Sculpture Studios and for the sake of students' safety, the Sculpture Studios would only be open during normal class meeting time with the supervision of academic staff, or the practicing hours with the attendance of Studio Supervisor or Teaching Assistants (Sculpture).
- b. Students are eligible for using the sculptural machines and powered tools only when they have successfully completed the sculptural machinery operation training / seminar provided by the School. Students are only eligible for using the machines and powered tools they have prior training with.
- c. Except students of Sculpture major who are with professional skills and knowledge in the area, students can operate the machines and powered tools under the supervision of the Studio Supervisor / Academic Staff / Teaching Assistants only.
- d. All machines and powered tools should only be operated with consciousness. Students are advised not to operate the machines if they are not feeling well physically or mentally, especially when they are in the severe conditions of fatigue, sickness or after taking medicines, to avoid any accidents or injuries occurred.
- e. Smoking, Drinking and Eating are prohibited inside the Sculpture Studios.

- f. Students should always wear appropriate protection clothing or items during the whole working process, i.e. leather gloves or aprons, eye protectors, respirators, protective shields, etc. Please do not wear shorts, dresses, sandals or high-heeled shoes when working inside the Sculpture Studios.
- g. No matter how well may the students understand the welding or carpentry processes, please always refer to the individual operational guidelines being posted-up inside the Sculpture Studios before carrying out related work. Please do not remove the protective / security devices of the machines.
- h. Please use the machines and tools properly and solely to its individual nature or function, usages for other purposes are not allowed, and misuse may cause harms to the users and the fellow students and may lead to permanent damages to the machines.
- i. Tools should not be placed at the edges of the working tables, injuries may be caused especially when the tools accidentally fall down.
- j. All the tools should be returned to their original places after use. Sharp tools should be specifically and properly stored and handled with extra care.
- k. Inflammable materials should always be stored properly in a separate area away from potential sources of ignition.
- l. All sculptural tools are solely for usage inside the Sculptural Studios, students are not allowed to take the handy tools away without the School's permission. Taking the tools away without the School's permission can be considered as theft.
- m. Students should keep the studio floor and tables clean after use. Floors should be wetly mopped to avoid airborne dust particles. Use the vacuum cleaner or vacuuming machine if necessary.
- n. All the waste should be properly disposed. Students should not pour plasters into both studio basins and exterior drainages to avoid drainage obstruction.
- o. Student who leaves the Sculpture Studios last should ensure all the studio machines, tools and power supplies are turned off and the studio doors are properly locked.
- p. In view of the studio safety and mechanical operational safety, students are not allowed to stay at the Sculpture Studios overnight or beyond the School's operational hours.
- q. The Sculpture Studio Supervisor / Academic Staff / School Staff and Teaching Assistants (Sculpture) reserve the right to cease students' access to or ask students to leave the Sculpture Studios if the students reject to cooperate with and do not accept or abide by the studio safety regulations of the School.
- r. The School will not be responsible for any incidents that occur under students' or users' ignorance or neglect of the School's studio safety regulations.

8.10 Multipurpose Studios

- a. Student should wear appropriate / protective clothing while working in the Multipurpose studios.
- b. Depending on the nature of the practice at the studios, students should adopt corresponding safe working practices (as specified above), especially when working with hazardous materials, machines, tools and chemicals.
- c. Students should make sure that the machine, tools and other materials are in safe condition before leaving the studio.

9. COMPUTER LABORATORY

In order to login in the computer system at HKAS, each student will be assigned a login ID and a password by the School. Students will be notified of related details usually during the Orientation Day.

All students working or practicing in the computer laboratory (if applicable) must abide by the following rules and regulations. Failure to follow these rules may result in disciplinary actions including revocation of permission to use the laboratory facilities.

- a. Eating, drinking and smoking are strictly prohibited in the computer laboratory.
- b. The computer laboratory is solely for the purpose of academic activities. Other non-academic activities especially those for commercial purpose are not allowed.
- c. No heavy production works, such as construction or sawing activities, would be allowed inside the computer laboratory.
- d. Students must not attempt to circumvent the security protections of the software applications.
- e. Students must ensure the strictest security of the computer laboratories while using them. The last person leaving the studio should make sure that the door is securely locked and must never leave it open even for temporary departure.
- f. Students must not change the cabling setting in the laboratory.
- g. Students must not make any changes to the computer settings in the computer laboratory.
- h. Students must not download or install any software in the computer operating system under any circumstances.
- i. Students must not save or store any files except in the folder created for that purpose.
- j. Installation, use and trial of illegal software in the computer laboratory are forbidden.
- k. Personal files left in computers will be deleted in HKAS routine clean-up procedures, and the School will not be liable for any file loss or damages in this regard.
- l. Students must immediately report any virus infection or hardware or software malfunction to the School.
- m. Students must not bring along any other people to HKAS computer laboratory without the approval of the School.
- n. Students shall be held responsible for any damages caused in the laboratory.
- o. Students must take the responsibility of his/her personal belongings. HKAS is not responsible for any loss or damage.

10. PRACTICING HOURS

In order to facilitate students' learning and maintain quality of students' work, students can use the studios and the computer laboratory located on HKAS premises for practice outside normal class meeting time and in designated timeslots according to the timetable for practicing hours. Students should follow the rules and regulations as noted correspondingly in Section 8 and Section 9 above and also as addressed as follows:

- a. For the Fine Art Studios as listed in Section 8, only students who have acquired previous training in the specific area at HKAS are eligible to book or use the studios for practice (i.e. for instance, ceramics studios can only be booked by students who have taken ceramics award-bearing courses at HKAS). Students are advised to always check the School memos regarding the available timeslots of different studios, the memos are normally distributed to students' School email accounts and posted up at the HKAS Enrolment Office of Chai Wan Campus and the HKAS Services Counter of the Pao Haung Sue Ing Campus, and/or outside corresponding studios.

The computer laboratory at the HKAS Chai Wan Campus is normally open for students' practice outside normal class meeting time. Students are advised to check the School memos received via their email accounts or posted up at relevant notice board / studios or with the duty staff of the Chai Wan School Campus on the available timeslots in advance.

- b. The capacity of each studio / computer laboratory is limited. Bookings are made on a first-come-first-served basis. Under circumstances when social distancing measures are in place and the capacity of the venue may have to be adjusted, students are advised to observe related measures when using the studios / laboratories.
- c. Students are advised to make the bookings at least 1 day and no more than 7 days in advance of the booking date. Walk-in bookings will also be accepted depending on the availability of the studios or computer laboratories.
- d. Students can only make one booking at a time and no other booking is allowed until one booking appointment is over.
- e. Unless otherwise stated or unless under circumstances when physical presence at Campus is not encouraged, bookings of classrooms/studios/computer laboratories are recommended to be made in person at the corresponding Services Counter/Enrolment Office located on each Campus.
- f. The booking will be nullified if students do not show up in the first half an hour for practice.
- g. Students are not allowed to work at the School's Campuses during the non-operational hours of the School, especially referring to overnight hours, i.e. from 11pm to the following morning. All students are required to leave School Campuses by the corresponding closing hour.
- h. HKAS reserves the right to change the practicing schedule whenever necessary.

11. OTHER GENERAL INFORMATION

11.1 Location and Office Hours

<u>SITE</u>	<u>LOCATION</u>	<u>OPENING HOURS*</u>	
Hong Kong Art School Main Campus [Hong Kong Arts Centre]	10/F, Hong Kong Arts Centre, 2 Harbour Road, Wanchai, Hong Kong	Mondays – Saturdays Sundays & Public Holidays	9am – 6pm Closed
	Services Counter (10/F, Hong Kong Arts Centre)	Mondays – Saturdays Sundays & Public Holidays	10am – 6pm Closed
Hong Kong Art School Pao Haung Sue Ing Campus	8 Tam Kung Temple Road, Shau Kei Wan, Hong Kong	Mondays – Sundays Public Holidays	9am – 11pm Closed
	Services Counter (G/F, Pao Haung Sue Ing Campus)	Mondays – Sundays Public Holidays	10am – 11pm Closed
Hong Kong Art School Chai Wan Campus	2M/F, Room 511-517 of 5/F, Room 819 of 8/F, Room GB01 of 9/F, Room GB02 of 12/F, Youth Square, 238 Chai Wan Road, Chai Wan, Hong Kong	Mondays – Sundays Public Holidays	9am – 11pm Closed
	Enrolment Office (Room 819, 8/F, Youth Square)	Mondays – Fridays Saturdays Sundays & Public Holidays	10am – 7pm 10am – 6pm Closed
	Services Counter (Room 819, 8/F, Youth Square)	Mondays – Sundays Public Holidays	10am – 11pm Closed
	School Library (Room GB01, 9/F, Youth Square)	Tuesdays – Fridays Saturdays Mondays, Sundays & Public Holidays	1:30pm – 7pm [^] 2:00pm – 7pm Closed

* Opening hours of Campuses and Services Counter may vary according to operational needs.

[^] Students are advised to return borrowed items to the School Library instead of Services Counter of the Chai Wan Campus during the Library opening hours.

11.2 Forms for Student Use

All forms that are relevant to the course of study of students at the HKAS are available at the School Enrolment Office.

Students should refer to the guidelines as listed in respective forms for relevant application requirements. All completed forms, along with corresponding amount of application fee (if applicable) and relevant documentary proof (if applicable), should be submitted to the School Enrolment Office.

11.3 General Contact Numbers

Enrolment Office (Chai Wan Campus)	: 2922 2822
Services Counters	
• 10/F, HKAC (Main Campus)	: 2582 0212
• Lobby (Pao Haung Sue Ing Campus)	: 2824 5387
• Room 819, 8/F, Youth Square (Chai Wan Campus)	: 2824 5389
Library (Chai Wan Campus)	: 2824 5321
Main Switchboard of Hong Kong Arts Centre	: 2582 0200
Fax No. of Hong Kong Art School	: 2865 0371

(In case of emergency, please approach HKAS Services Counter located at the Main Campus of HKAS (the HKAC) / the HKAS Services Counter located at the Pao Haung Sue Ing Campus / the Enrolment Office or Services Counter of HKAS at the Chai Wan Campus for assistance.)

11.4 Internet Access

Email Address of Hong Kong Art School Enrolment Office	: enroledu@hkac.org.hk
Email Address of Hong Kong Art School Library	: hkaslibrary@hkac.org.hk
Website Address of Hong Kong Art School	: www.hkas.edu.hk

11.5 Fees for Student Services

Services	Fees (HK\$)
Replacement of Student Card	100
Certifying True Copy	200 per copy
Letter of Certification	150 per copy
Re-issuance of Payment Receipt	50 per copy

11.6 Class Arrangement During Adverse Weather

For Classes that have ALREADY started:	
When Typhoon Signal No. 8 or above is in force:	<p>Classes will be Immediately Suspended</p> <p>(However, if <u>examination</u> is being carried out, it may continue until the end of that examination session unless the examination venue is found to be of potential risk to students.)</p>
When Black Rainstorm Warning is in force:	<p>Continue</p> <p>(However, all <u>outdoor activities</u> will be suspended immediately, and all teaching staff and students should stay in a safe place.)</p>

For Classes that have NOT YET started:	
When Typhoon Signal No. 8 or above / Black Rainstorm Warning is in force at or after:	
6:00am	All the morning classes starting before 2:00pm will be cancelled. (All School campuses will also be officially closed till 2:00pm)
11:00am	All the afternoon classes starting between 2:00pm and 6:00pm will be cancelled. (All School campuses will also be officially closed between 2:00pm and 6:00pm) #
3:00pm	All the evening classes starting from 6:00pm will be cancelled. (All School campuses will also be officially closed from 6:00pm onwards) #

Remarks: For suspended or cancelled classes and unless otherwise stated, make-up classes will generally be arranged as soon as possible and whenever feasible. Students will be notified of related updates/arrangements.

11.7 Field Trip Arrangement

A field trip refers to an activity organized by the School or by the respective teaching staff outside the School's premises, it could form a part of the curriculum of a module when appropriate, and it must be with specific academic purposes. A field trip could be carried out in the form of an outdoor activity or an indoor activity, and it could be arranged during class time or outside class meeting time depending on the nature of the activity and the needs of the students or the organizer.

Students (and/or their parents as appropriate) should study the Important Notes of Field Trip to Students and should fill out the Reply Slip of the Field Trip Memo for their participation in any field trips.

11.8 Student Evaluation and Student Concerns

a. Communication and Feedback

Telephone : 2922 2822

E-mail : enroledu@hkac.org.hk

b. Course Evaluation

Course evaluation is normally conducted at the end of each module / course to help ensure the quality of the programme taught.

c. Student Concerns

If students wish to review any issue relating to HKAS administration and programme, they can do so by writing to the respective Administrative Officer (Academic Programme) in the first instance. The majority of concerns that students may face in the course of their studies can usually be resolved informally through discussion with the class teacher or subject teacher in charge of the student's major discipline area. The class teacher or subject teacher will refer the case to the Programme Coordinator if he/she is unable to resolve the issue. A list of contact numbers of staff members who may be able to assist students to resolve their concerns is provided in Section B of this handbook.

11.9 Deduction of Tax for Training

HKAC has been approved by the Inland Revenue Department (IRD) as a place of education for purposes of the definition of a prescribed course of education provided in Inland Revenue Ordinance.

The effect of this approval is that students of programmes offered by HKAS, undertaken to gain and maintain qualifications for use in any employment, are entitled to claim self-education expenses deduction under the Inland Revenue Ordinance. Applications for tax deduction should be made to the IRD via the annual tax return. Students should keep the official receipt of programme fees as a proof so required by IRD. Students can request the School to re-issue or issue additional copy of receipt. An administration fee of HK\$50 will be charged for each copy.

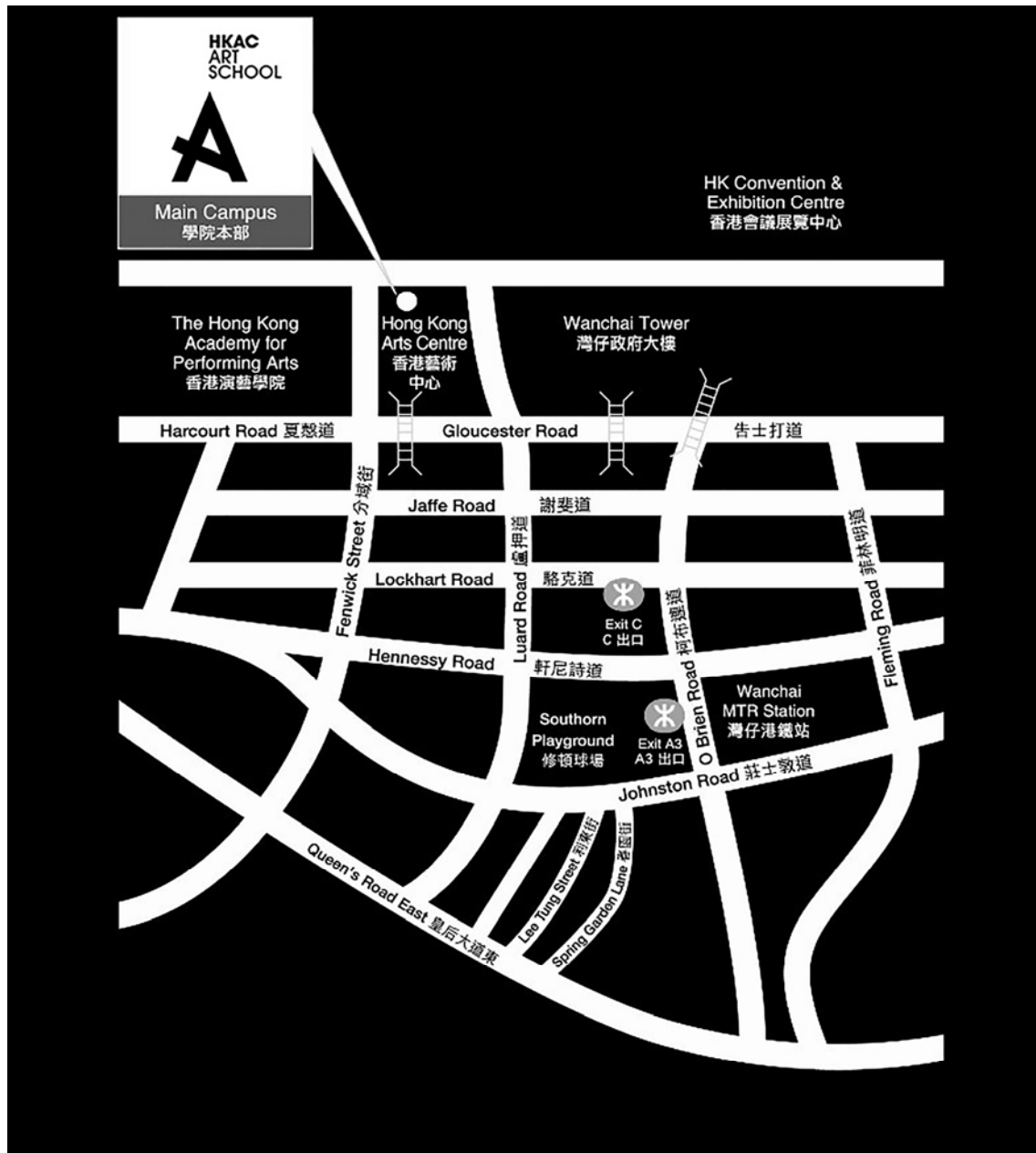
11.10 Personal Data

- a. Upon admission, all prior and subsequent personal information collected from students will be transferred to the student database, which forms a permanent Student Record of the School. The data will thereafter be handled by respective staff of the School for academic, official document and correspondence, student and alumni activities and other programme-related purposes.
- b. HKAS subscribes to the data protection principles and complies with the requirements of the Personal Data (Privacy) Ordinance. The personal data will not be shared with any third party without the consent of students. Students have the right to access to, and correction of, their own personal data.
- c. It is the responsibility of students to inform the School of any changes of contact number, postal address, e-mail address and other personal particulars. (Please also refer to Section 10.3 for further details.)
- d. If a student wishes to access his/her data, he/she should submit the request in writing to:
*School Enrolment Office, Hong Kong Art School Chai Wan Campus
Room 819, 8/F, Youth Square, 238 Chai Wan Road, Chai Wan, Hong Kong*

11.11 Equal Opportunities

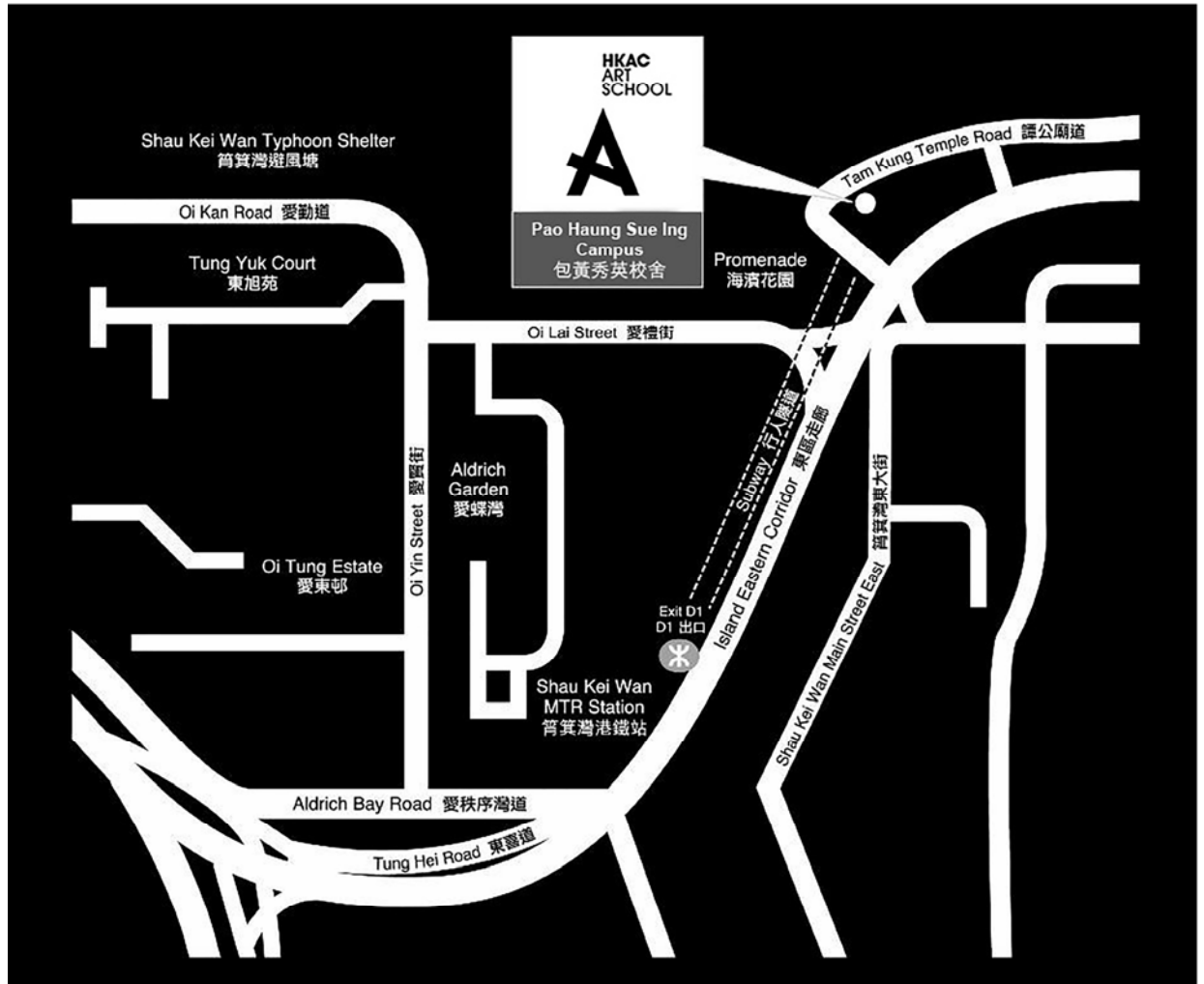
HKAS is a school for equal opportunities. Should you raise any issues regarding equal opportunity, please directly write to Registry, Hong Kong Art School.

12. SITE MAPS OF HONG KONG ART SCHOOL
 MAIN CAMPUS / PAO HAUNG SUE ING CAMPUS / CHAI WAN CAMPUS



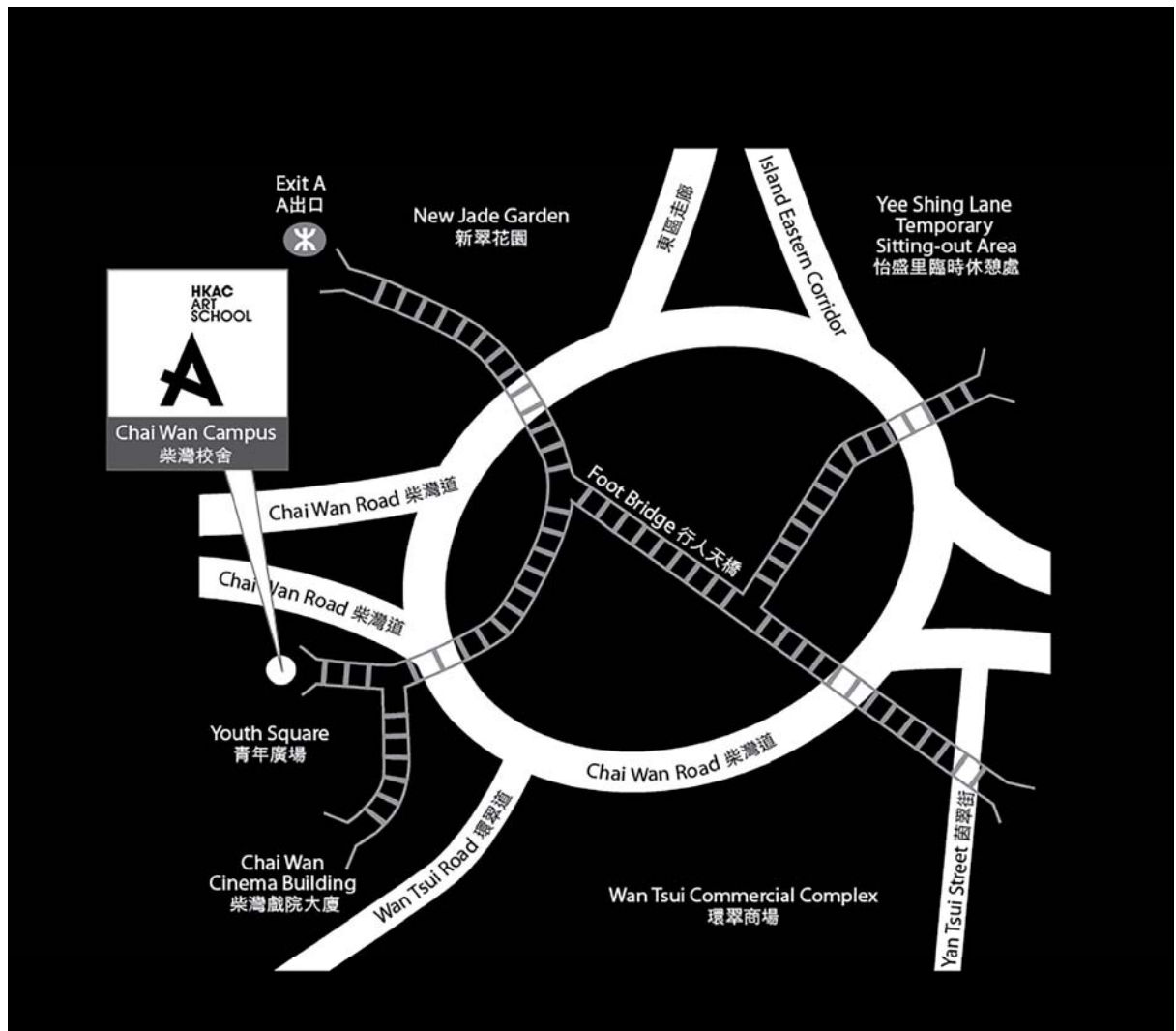
Hong Kong Art School Main Campus
 10/F, Hong Kong Arts Centre,
 2 Harbour Road, Wanchai, Hong Kong
 (Wanchai MTR Exit C)

香港藝術學院本部
 香港灣仔港灣道 2 號香港藝術中心 10 樓
 (灣仔港鐵站 C 出口)



Hong Kong Art School Pao Haung Sue Ing Campus
8 Tam Kung Temple Road,
Shau Kei Wan, Hong Kong
(Shau Kei Wan MTR Exit D1)

香港藝術學院包黃秀英校舍
香港筲箕灣譚公廟道 8 號
(筲箕灣港鐵站 D1 出口)



Hong Kong Art School Chai Wan Campus
2M/F, 5/F-Room 511 to 517, 8/F-Room 819,
9/F-Room GB01, 12/F-Room GB02
Youth Square, 238 Chai Wan Road,
Chai Wan, Hong Kong
(Chai Wan MTR Exit A)

香港藝術學院柴灣校舍
香港柴灣柴灣道 238 號青年廣場
2M 樓, 5 樓 511-517 室, 8 樓 819 室,
9 樓 GB01 室, 12 樓 GB02 室
(柴灣港鐵站 A 出口)