



# **Student Handbook**

## **Higher Diploma in Fine Art**

---

**Hong Kong Art School**  
**2020/2021**

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.

## Table of Contents

### SECTION A: General School Information

<b>1.</b>	<b>HONG KONG ART SCHOOL PHILOSOPHY</b>	
1.1	Introduction to Hong Kong Art School	p.2
1.2	School Philosophy	p.2
1.3	Programme Philosophy	p.2
1.4	Teaching and Learning Activities	p.2
1.5	Quality Assurance	p.3
<b>2.</b>	<b>ASSESSMENT OF STUDENT PERFORMANCE</b>	
2.1	Continuous Assessment	p.4
2.2	Achievement Level for Different Assessment Criteria	p.4
2.2.1	Achievement Level for Different Assessment Criteria (for Arts Modules)	p.4
2.2.2	Achievement Level for Different Assessment Criteria (for Language Modules)	p.6
2.3	Grading and Classification System	p.9
2.4	Attendance Requirement	p.10
2.5	Failed Modules	p.10
2.6	Module Retaking Policy	p.10
2.7	Academic Progression	p.10
2.8	Maximum Length of Study	p.10
2.9	Programme Graduation Award	p.10
<b>3.</b>	<b>RULES &amp; REGULATIONS ON EXAM, SPECIAL CONSIDERATION &amp; APPEAL</b>	
3.1	Examination Regulations	p.11
3.2	Discipline at the Examinations	p.11
3.2.1	Before the Start of Examinations	p.11
3.2.2	At the End of Examinations	p.12
3.3	Cheating in Examination	p.12
3.4	Special Consideration	p.12
3.5	Academic Appeal	p.12
<b>4.</b>	<b>STUDENT DISCIPLINE &amp; CONDUCT</b>	
4.1	General Rules and Regulations	p.14
4.2	Warning Letter	p.15
4.3	Suspension	p.15
4.4	Deregistration	p.15
<b>5.</b>	<b>LEAVE OF ABSENCE &amp; WITHDRAWAL FROM STUDIES</b>	
5.1	Leave of Absence	p.17
5.2	Withdrawal from Studies	p.17
<b>6.</b>	<b>STUDENT CARD</b>	
6.1	Rules	p.19
6.2	Student Privileges	p.19
<b>7.</b>	<b>FINANCIAL ASSISTANCE</b>	p.20
<b>8.</b>	<b>TEACHING VENUES AND FACILITIES</b>	
8.1	Teaching Venues	p.21
8.2	Student Lockers	p.21
8.3	Borrowing of Equipment	p.22
8.4	Venue Booking	p.22

<b>9.</b>	<b>LOST AND FOUND PROPERTY</b>	
9.1	Reporting Lost Property	p.23
9.2	Discovering Unclaimed Property	p.23
9.3	Claiming Lost Property	p.23
<b>10.</b>	<b>COMMUNICATIONS WITH THE SCHOOL</b>	
10.1	General Notices and E-mail	p.24
10.2	Staff / Student Consultative Committee Meeting	p.24
10.3	Change of Personal Data and Contact Information	p.24
10.4	Counselling Support for Students	p.24
10.5	Contingency Arrangements for Class and Campus	p.24
<b>11.</b>	<b>SCHOOL LIBRARY</b>	
11.1	About the Library	p.26
11.2	Admittance to the Library	p.26
11.3	Searching for Library Materials	p.26
11.4	Library Opening Hours	p.26
11.5	Borrowing Regulations	p.26
11.6	Conduct of Library Users	p.27
11.7	Penalties for Breach of Library Regulations	p.28
11.8	ArtSpan - Online Research Platform and Library	p.28
<b>12.</b>	<b>PHOTOCOPYING SERVICE, PRINTING SERVICE, AND COPYRIGHT OF STUDENTS' ARTWORKS</b>	
12.1	Photocopying Service	p.29
12.2	Caring of Library Materials and Photocopier when Making Copies	p.29
12.3	Printing Service	p.29
12.4	Copyright Law and Intellectual Property Ordinance 2000	p.29
12.5	Copyright of Students' Artworks	p.30
<b>13.</b>	<b>SAFETY REGULATIONS IN STUDIOS</b>	
13.1	General Rules	p.31
13.2	Studios for Ceramics Study	p.31
13.3	Kiln Studio	p.32
13.4	Glazing Studio	p.33
13.5	Studios for Painting Study	p.33
13.6	Photography Darkroom	p.34
13.7	Studios for Photography Study and/or Shooting Purpose	p.35
13.8	Digital Imaging Studio	p.35
13.9	Studios for Sculpture Study	p.36
13.10	Multipurpose Studios	p.37
<b>14.</b>	<b>COMPUTER LABORATORY</b>	p.38
<b>15.</b>	<b>PRACTICING HOURS</b>	p.39
<b>16.</b>	<b>OTHER GENERAL INFORMATION</b>	
16.1	Location and Office Hours	p.40
16.2	Forms for Student Use	p.40
16.3	General Contact Numbers	p.41
16.4	Internet Access	p.41
16.5	Fees for Student Services	p.41
16.6	Class Arrangement During Adverse Weather	p.41
16.7	Field Trip Arrangement	p.42
16.8	Student Evaluation and Student Concerns	p.42
16.9	Deduction of Tax for Training	p.42

16.10	Personal Data	p.43
16.11	Equal Opportunities	p.43
17.	<b>SITE MAPS OF HONG KONG ART SCHOOL MAIN CAMPUS / PAO HAUNG SUE ING CAMPUS / CHAI WAN CAMPUS</b>	p.44
<b>Annexes</b>		
I.	Student Privileges	
II.	Financial Assistance	

# 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. ASSESSMENT OF STUDENT PERFORMANCE

### 2.1 Continuous Assessment

The assessment will be delivered in different formats according to the nature of the module delivered. HKAS believes that learning is best evaluated through continuous assessment. Thus, continuous assessment for each module is generally adopted by the School.

Sketch / Process book will be a means to trace students' conceptual development and efforts spent. Students will need to demonstrate the inter-relationship between the contents of the sketch / process book and their studio work.

Continuous assessment includes coursework assignment, critiques, tutorials, quizzes, examinations, presentations, graduation projects and graduation showcase. Students' attendance and their participation in class is a good indicator of their self-motivation and overall commitment to their studies.

Assessment can be conducted by one or a combination of the following three types of assessments as and when appropriate:-

- a. Review by teaching staff
- b. Self review
- c. Peer review

Self-critical assessment is vital for the development of a lifelong learner. Through this process, students are encouraged to constantly review and improve their work.

Peer review provides students with a platform for collegial exchange of ideas and discussion.

The Assessment will be criterion-referenced, not norm-referenced. Students will be judged by their performance in relation to identified criteria and not in relation to the rest of the population being examined.

### 2.2 Achievement Level for Different Assessment Criteria

Student's performance is assessed on the basis of the following 3 criteria:

<u>Arts Modules</u>	<u>Language Modules</u>
a. Conceptual Development (30% to 50%)	a. 內容 / Content (30% to 40%)
b. Artistic and Professional Skills (30% to 50%)	b. 組織能力 / Organization (30% to 40%)
c. Self-Reflection (20%)	c. 語言技巧 / Languages (30% to 40%)

#### 2.2.1 Achievement Level for Different Assessment Criteria (for Arts Modules)

##### Conceptual Development

Conceptual Development refers to:

- a. Critical Appreciation
  - Ability to understand and appreciate arts as an informed person with theoretical and historical knowledge to backup one's development, also the ability to articulate such development convincingly; and/or
- b. Contextual Awareness
  - Ability to recognize the role of arts in cultural, social and historical contexts; and/or
- c. Imagination and Creative Thinking
  - Ability to generate imaginative and creative ideas and concepts, and be able to reflect such in one's work; and/or
- d. Research
  - Ability to look up sufficient and appropriate information for concept development

Grade	Level of Descriptors
A	The work reveals a consistently imaginative approach, a creative response and an outstanding ability to develop and present ideas / concepts with intelligence and originality, it also reflects the student's ability to appreciate critically, his/her awareness of context and devotion to extensive research work.
B	The work shows that there is a considerably high degree of imagination and creativity, the student has tried to search for new ideas and has found some original solutions. The work also reflects that the student, in general, is able to appreciate critically and be aware of context.
C	The work shows that the student has demonstrated his/her investigative ability, imagination, and ability to express ideas and feelings. Skills of critical appreciation are of a satisfactory level. There is evidence from the work that demonstrates the student's efforts in research and their contextual awareness.
D	The work shows that student just goes through some general but not thorough conceptual thinking in the development process. There are only traces of evidences to showcase student's basic effort in term of their research, investigation, creativeness and originality.
F	The work shows that the student has little interest or empathy for the projects, no clear realization of critical appreciation, contextual awareness and research. There is no evidence showing that imagination and creative thinking have been employed.

### **Artistic & Professional Skills**

Artistic & Professional Skills refer to:

- a. Methodology
  - Ability to identify, adopt and implement specific methodology; and/or
- b. Technical and Media Skills
  - Ability to use techniques and media freely and professionally in one's expression; and/or
- c. Problem Solving Skills
  - Ability to identify problems, propose solutions, test proposed solutions, and come up with the best possible solutions; and/or
- d. Communication Skills
  - Ability to understand, express and deliver ideas effectively

Grade	Level of Descriptors
A	There is evidence of skills at outstanding level have been acquired. The student is able to develop and express ideas effectively, and the work results in consistently high artistic quality. The medium is handled with great confidence and is appropriate to form and function. The student can clearly identify problems and suggest creative solution throughout the learning process and has good command of language/ presentation skills for communication.
B	There is evidence of skills at considerably high level have been acquired which enables the student to develop and express some ideas effectively and to produce work of considerably good technical quality. The work also shows that various characteristics of the chosen media have been considered and some good choices have been made. The student can identify problems and suggest appropriate solution. Satisfactory language/ presentation skills for communication.

C	There is evidence that a satisfactory level of skill has been acquired and the student can develop and express ideas and produces work of technical quality most of the time. The work also shows the student has mastered the fundamental understanding of the characteristics of the media, and show awareness of problems and basic abilities in problem solving. The student has fair language / presentation skills for communications.
D	There is evidence of skills at basic level have been acquired and the students can only occasionally develop and express ideas, and produce work at a satisfactory standard. The student only has limited understanding of the media chosen and ability to identify problems and issues to express themselves clearly in their work. The student only has acceptable language/presentation skills for effective communication.
F	There is no evidence of the acquisition of artistic/professional skills. The work is badly executed. The work shows that the student does not have any understanding of the characteristics of the media, cannot identify problem and suggest possible solution. Very unsatisfactory language/ presentation skills for communication.

### Self-Reflection

Self-Reflection refers to the ability to understand the strengths and weaknesses of one's development and work

Grade	Level of Descriptors
A	The student has a clear understanding of the reasons for his/her development, and is able to justify the outcome of own work. He/She is able to identify own works of varying quality and to discuss their relationship within this development fluently.
B	The student is able to recognize own strengths and weaknesses to some extent and to discuss own work. In most cases, the student can explain independently the reasons for his/her personal development.
C	The student has the ability to recognize his/her own strengths and weaknesses to a satisfactory degree. The student can therefore to some extent select work and discuss his/her own development.
D	The student occasionally has confusion and difficulty in identifying own strengths and weakness but can still manage to develop and complete own work under guidance.
F	The student is unable to identify own strengths and weakness, or to justify the quality of own work. There is no evidence showing that he/she can explain the development of own works.

### 2.2.2 Achievement Level for Different Assessment Criteria (for Language Modules)

內容 / Content

Grade	Level of Descriptors (Chinese Language)	Level of Descriptors (English Language)
A	學生無論在寫作及說話方面，皆能提供一個豐富和具原創性的內容，以傳達恰當、完整、簡明、正確及具體的訊息。他/她對聽解及閱讀完全沒有困難。	The student can always provide rich and original content to the communication task both verbally and in writing showing relevancy, completeness, conciseness, correctness and concreteness. He/She has no difficulty in comprehending and applying listening and reading materials in English.
B	學生無論在寫作及說話方面，皆能透過口頭	The student can provide content and ideas in a

	報告和寫作清晰和有效地提供內容和意見。如能再加詳，便可使內容更具原創性。他/她可以理解大部份聽解及閱讀之材料。	communication task both verbally and in writing making communication clear and effective but there can be room for further elaboration and original ideas. He/She can comprehend most of the listening / reading materials in English
C	學生無論在寫作及說話方面，皆能提供基本的內容，以達致有效的溝通和對話。他/她能明白約過半的聽解及閱讀材料。	The student is able to provide content to the communication task either verbally or in writing meeting the basic requirement and expectation of maintaining dialogue, communication. He/She is able to understand about a little more than half of the listening / reading materials in English.
D	學生無論在寫作及說話方面，雖能提供基本的內容，以達致有效的溝通和對話，但仍有不清晰之處。他/她較經常不能完全明白聽解及閱讀材料。	The student is able to provide content to the communication task either verbally or in writing meeting the basic requirement and expectation of maintaining dialogue, communication, but with occasionally unclear ideas. He/She is more frequently not able to fully understand the listening / reading materials in English.
F	學生無論在寫作及說話方面，不能清晰地表達意見，令溝通混亂和受阻。他/她並不能明白或理解大部份的閱讀或聽講材料。	The student cannot express the ideas clearly or the ideas are muddle interfering communication whether verbally or in writing. He/She is unable to understand most of the listening and reading materials in English

組織能力 / Organization

Grade	Level of Descriptors (Chinese Language)	Level of Descriptors (English Language)
A	學生在寫作和說話時，皆能邏輯地、首尾一貫地和清晰地說明事物的關聯，作出分析，提出結論和個人見解。	The student can always present ideas in a logical, consistent, cohesive and clear way both verbally and in writing and can tell the relationship of, analyses, draw conclusion from and form opinions based on information / ideas stated in listening / reading materials
B	學生在寫作和說話時，大致上(約七成以上的時間)能邏輯地、連貫地及清晰地表達意見，並能說明事物的關聯，作出分析、歸納、提出結論和個人意見。	The student can present ideas in a logical, consistent, cohesive and clear way both verbally and in writing above 70% of the works. The same frequency is observed for his/her ability in telling the relationship of, analyzing, drawing conclusion from and forming opinions based on information / ideas stated in listening / reading materials
C	學生大致上(約六至七成的時間)在寫作或說話時，在邏輯、連貫及清晰方面，皆能達致基本的要求。不過在說明事物的關聯，作出分析、歸納、提出結論和個人意見時會表現大致中等。	The student is able to present ideas with traces of logical, consistent, cohesive and clear pattern either verbally or in writing at most of the time (60% - 70%). His/her ability in telling the relationship of, analyzing, drawing conclusion from and forming opinions based on information / ideas stated in listening / reading materials is average.

D	學生無論在寫作或說話時，在邏輯、連貫及	The student is only able to present ideas with
---	---------------------	--

	清晰方面只能達致基本的要求。在說明事物的關聯，作出分析、歸納、提出結論和個人意見時會有較多錯誤。	traces of logical, consistent, cohesive and clear pattern either verbally or in writing. He/She shows random ability in telling the relationship of, analyzing, drawing conclusion from and forming opinions based on information / ideas stated in listening / reading materials.
F	學生無論在寫作或說話時，表現得沒有邏輯、首尾不一貫和不清楚，並不能說明事物的關聯，作出分析、歸納、提出結論和個人意見。	The student cannot present ideas in a logical, consistent, cohesive and clear way both in writing and verbally and this hinders communication. The same happens to the listening and reading tasks.

語言技巧 / Languages

Grade	Level of Descriptors (Chinese Language)	Level of Descriptors (English Language)
A	學生能以優雅及無瑕的準確、妥善、適當地透過寫作、閱讀、講述、聽解四方面表達意見。	The student can almost always use stylish English flawlessly, accurately and appropriately to express himself / herself in all the four language skills: writing, reading, speaking and listening.
B	學生能經常以準確、妥善、適當地透過寫作、閱讀、講述和聽解四方面表達意見。在語法運用及表達內容上出現輕微的錯誤。	The student can usually express himself / herself in stylish English with minor fault in grammar and context appropriateness in all four language skills: writing, reading, speaking and listening.
C	學生能大致上能以準確、適當地透過寫作、閱讀、講述和聽解四方面表達意見。在語法運用及表達內容上出現一般常見的錯誤。	The student can often express himself / herself in accurate English with common errors in grammar and context appropriateness in all four language skills: writing, reading, speaking and listening.
D	學生能只能以簡單的透過寫作、閱讀、講述和聽解四方面表達意見。在語法運用及表達內容上，會較多出錯。	The student is only able to use simple English to express ideas and opinions with random grammar accuracy and context appropriateness in all four language skills: writing, reading, speaking and listening.
F	學生不能以話透過寫作、閱讀、講述和聽解四方面表達意見，大大影響了傳遞訊息的能力。	The student cannot communicate in any of the four language skills: writing, reading, speaking, and listening in English at all. This seriously hinders his/her effectiveness as a communicator in English.

## 2.3 Grading and Classification System

Grade and Standard		Sub-Grades	Marks	Notes	Grade Points (Reference Scale for Grade Points Average)	Classification
A	Excellent	A	=> 90	Equal to or Larger than 90	4.00	Distinction
	Very Good	A-	=>85 and <90	Equal to or larger than 85 & smaller than 90		
B	Good	B+	=>80 and < 85	Equal to or larger than 80 & smaller than 85	3.63 – 3.93	Credit
		B	=>75 and <80	Equal to or larger than 75 & smaller than 80	3.25 – 3.55	
		B-	=>70 and <75	Equal to or larger than 70 & smaller than 75	2.88 – 3.18	
C	Fair	C+	=>65 and <70	Equal to or larger than 65 & smaller than 70	2.50 – 2.80	Pass
		C	=>60 and <65	Equal to or larger than 60 & smaller than 65	2.13 – 2.43	
		C-	=>55 and <60	Equal to or larger than 55 & smaller than 60	1.75 – 2.05	
D	Pass	D	=>50 and <55	Equal to or larger than 50 & smaller than 55	1.38 – 1.68	
	Marginal Pass	D-	=>45 and <50	Equal to or larger than 45 & smaller than 50	1.00 – 1.30	
F	Failure	F	< 45	Smaller than 45	0.00	Fail

### Remarks:

- Marks and Sub-grades are used by individual teachers for grading throughout each module / term and sub-grades will accordingly be reflected in the module / term end report, as well as the final transcript.
- Students are able to gain an idea about the standard of their performance by also referring to the scale of the corresponding Grade and Standard.
- At the end of the programme, the programme award will be classified with reference to the Classification scheme (i.e. Pass with Distinction, Pass with Credit or Pass) and in accordance with the Overall Final Mark each student gets. A Grade Point Average (GPA) corresponding to the Overall Final Mark will also appear in the final transcript facilitating student's articulation use.

## 2.4 Attendance Requirement

In order to complete the curriculum, students have to attend at least 75% of the classes in each module. Otherwise, they will get an overall "Fail" grade in the module. Normally, student who is late for class by approximately 30 minutes or more may be regarded as being absent from the class.

Students are advised to submit written attendance explanations and/or documentary proofs (if applicable) whenever they take leave / whenever they are absent from class during a term. All attendance explanations and documentary proofs should be submitted to respective Academic Programme Administration staff during the term within one week after the leave / absence takes place.

## 2.5 Failed Modules

Should a student fail a module, he/she may be required to

- a. re-submit course work / assignment for reassessment or;
- b. re-sit examination or;
- c. retake the failed module in the same or the following year depending on his/her study timetable and the offer of the module.

The final decision will be determined by the Board of Examiners, and students who fail a module will be notified of the final result after the Board of Examiners meeting.

### Remarks:

Students will only be awarded a "Pass" / "Fail" (rather than grades) for all re-assessed / retaken module(s).

## 2.6 Module Retaking Policy

A student who fails each programme module would normally only be granted one corresponding retaking opportunity [subject also to the availability of the module in the following year(s)]. Should a student not manage to pass a module in his/her second attempt, he/she would not be allowed to continue with the programme and may be deregistered from the School.

## 2.7 Academic Progression

For programmes with duration of more than one academic year, in order to progress from one year to the next, a student should normally first satisfactorily complete all the modules of that particular year.

## 2.8 Maximum Length of Study

A retrospective maximum length of study is adopted for all award-bearing programmes at HKAS, with the rationale that doubling the original length of the programme is the maximum length for a student to study a programme [subject also to the offering of the programme in the following year(s)]. The School reserves the right to deregister students who are not able to complete modules within the maximum length of study of the programme.

## 2.9 Programme Graduation Award

Students will be conferred with programme graduation award only if they can satisfy all the following requirements:

- a. Fulfill the academic requirements of all the modules taken and complete satisfactorily all prescribed written, practical and studio work of the programme;
- b. Satisfy the examiners in all prescribed assignments and obtain a passing grade in all prescribed assessments or examinations;
- c. Fulfill the attendance requirement as stated in Section 2.4 above;
- d. Settle all outstanding payments and return all HKAS properties, which include but not limit to library materials, borrowed equipment, and student locker keys.

### **3. RULES & REGULATIONS ON EXAM, SPECIAL CONSIDERATION & APPEAL**

Apart from Continuous Assessment, students may also be required to sit for examination for some modules. The examination regulations of which students should observe are set out below.

#### **3.1 Examination Regulations**

- a. In case of suspension of examinations due to adverse weather or unpredictable circumstances, make-up examinations would be arranged and students will be notified accordingly. The make-up examinations might be set on dates beyond the last day of the scheduled examination.
- b. If students fail to attend examination at the time and place required, they are deemed not to have fulfilled the requirements of the module(s) concerned and may be given a "Fail" grade in the module(s), unless permission to the contrary has been given by the Board of Examiners.
- c. If a student is absent from the examination without a valid reason, he/she may not be allowed to take the corresponding make-up examination.
- d. Students have to provide HKAS with supporting documents for their absence from examination within 1 week after the module examination concerned is held. Late submission will not be considered.
- e. If a student is absent from the examination due to valid reasons, he/she may be allowed to take the corresponding make-up examination.
- f. It is at the discretion of HKAS to determine whether evidence presented by students constitutes a valid reason for absence from an examination.

#### **3.2 Discipline at the Examinations**

##### **3.2.1 Before the Start of Examinations**

- a. Students should not enter the examination venue until they are instructed to do so by the invigilator. Students should be seated 5 minutes before the start of an examination according to the seating plan (if applicable).
- b. Students should put all bags, books and any unauthorized materials at the designated area of the examination venue and should check to ensure that they do not have in their possession any material relating to the examination. If a student is subsequently found to be in possession of such material he/she will be considered to be cheating.
- c. Students may be required to place their Student Identity Card on the desk for invigilators' inspection during the examination. Students will not be allowed to continue the examination if the documents do not correspond to them.
- d. Students can only turn the page of the question paper or start the examination until they are told to do so by the invigilator.
- e. Communication with other students is strictly prohibited in the examination venue. The invigilators have the authority to expel student who cause distraction to other examinees from the examination.
- f. Communication devices (for example, mobile phone, bleeper, pagers) and other devices likely to make a noise (for example, alarm) must be switched off before the start of the examination.
- g. No student will be admitted to an examination venue 30 minutes or more after the start of the examination.
- h. Students are not allowed to leave the venue during the first 30 minutes and during the final 15 minutes of the examination.



- i. Students should provide themselves with the necessary writing and drawing instruments. Any items, which are considered illegal in the examination venue, will be removed by the invigilators.

### **3.2.2 At the End of Examinations**

- a. Examination will not be extended beyond its scheduled ending time for students who are late.
- b. Students should check if they have clearly written their names / student numbers as required on the answer book.
- c. Students should remain seated until all answer books have been collected. They should leave the examination venue quietly when they are instructed to do so by the invigilators.
- d. Some items issued by the invigilators at the examination are not allowed to be taken away. Students should carefully follow the instruction of the invigilators in this regard.

### **3.3 Cheating in Examination**

- a. Students committing the following will be considered as cheating:
  - Using or in possession of materials that could lead to unfair benefit to them in the examination;
  - Attempt to copy from other examinees or communicate with other examinees during the examination.
- b. All suspected cases of cheating will be further investigated by HKAS and students will be notified of the results of the ruling upon the completion of the investigation.
- c. Students who are finally found cheating in the examination will be given a "Fail" grade for the module concerned.

### **3.4 Special Consideration**

If students think that their performance in exams and assignments are adversely affected by illness and/or other unexpected / unavoidable incidents, they can write to HKAS for Special Consideration such that the impact of these difficulties upon their studies can be mitigated.

Normally, a student who has been affected by illness or other unexpected / unavoidable incidents is eligible for Special Consideration. For the "other" incidents, they can include accidents, bereavement, and extreme emotional distress. In the case of the "other" incidents, students have to evidently prove the existence of these factors and their severity. In all cases of application for Special Consideration, students normally have to write to the Programme Coordinator not later than 2 working days after the due assessment / exam date. Only in exceptional circumstances can students apply for Special Consideration after the 2-day period.

Students will normally be informed of the results of the Special Consideration in writing within 14 working days from the day of the application.

### **3.5 Academic Appeal**

HKAS recognizes the right of a student to appeal against assessment under the circumstances that they were adversely affected by matters such as discrimination, incorrect assessment, and faulty administration.

Students have to lodge their appeal against the academic results conferred and the ruling on an allegation of cheating / plagiarism decided by HKAS within 7 working days after the announcement of results (i.e. the Grade Report) by filling out an Academic Appeal Application Form (HKAS035) and submit it to the School with relevant documentary proof (if applicable) to support their case(s). An application fee of HK\$200 will be levied for each Academic Appeal Application.

Appeal which is made after this 7-day period will normally not be entertained.

Normally, students will be notified of the appeal results in writing within 30 working days from the day of the appeal submission.

## 4. STUDENT DISCIPLINE & CONDUCT

### 4.1 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.

## 4.2 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.

## 4.3 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.

## 4.4 Deregistration

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

- 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);
- settle the required module retaking fees or other required fees on time (deadline as stipulated in the corresponding notification or warning letter);
- 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.

## 5. LEAVE OF ABSENCE & WITHDRAWAL FROM STUDIES

### 5.1 Leave of Absence

- a. Leave of Absence allows students who are temporarily unable to continue study to rejoin the programme at a later date. Students can apply for Leave of Absence by filling out the Leave of Absence Application Form (HKAS033) and submit it to the School together with respective documentary proof (if applicable).
- b. Such application should be made **one month** prior to the start of each term for advance planning. Exceptional circumstances will be considered case by case and on individual merits.
- c. Tuition fee will not be refunded but will only be carried forward in leave of absence cases processed after the start of a term unless statutorily provided.
- d. Students are required to follow the payment schemes prevailing at the time of re-registration, to pay the tuition fee at the prevailing rate and to pay the difference of tuition fees if and when necessary.
- e. Subject to whether the School determines to offer the same programme in the coming year, students may be permitted to proceed with their studies at the point of absence on re-registration; or student may be required to rejoin the programme at any other point of studies as determined by the School, in which case student shall be required to pay the tuition fee for the remaining portion of studies in full.
- f. Should the programme be replaced by a similar programme, student may join the similar programme at a point to be determined by the School. Student shall be required to attend the remaining modules and/or any other modules as deemed necessary to meet the new programme requirements and pay the respective tuition fee as such.
- g. Students are required to settle the Re-registration Fee upon their return. (for details regarding the Re-registration fee, please refer to Section B of this Handbook).
- h. If a student does not re-register with the School by a said deadline, the student will be treated as having deregistered from the programme automatically.

### 5.2 Withdrawal from Studies

- a. Students who no longer wish to continue their studies must apply for withdrawal by filling out the Withdrawal from Studies Application Form (HKAS032) together with respective documentary proof as appropriate. Otherwise, they will get a "Fail" grade for the uncompleted modules.
- b. Tuition fee will not be refunded if withdrawal application is made less than two weeks prior to the commencement of the programme or after the commencement of the programme.
- c. Students may be entitled to the following refund arrangement should their applications for withdrawal are approved:

1. Withdrawal from programme made <b>2 weeks or more</b> prior to the commencement of the programme.	Refund of <b>50%</b> of the Tuition Fee paid of the programme concerned.
2. Withdrawal from programme made <b>less than 2 weeks</b> prior to the programme or after the commencement of the programme.	<b>No Refund</b>

*Application fee, Tuition Deposit, Registration Fee, and Annual Membership Fee of Student Union (if applicable) are not refundable in both cases.*

Students are required to return their Student Cards, lockers, library materials, etc. if their applications for Leave of Absence / Withdrawal are approved.

## 6. STUDENT CARD

### 6.1 Rules

- a. Every student will be issued a student card by HKAS at the first year of study. Students should bring along their student cards for class admission and the use / reservation of HKAS facilities.
- b. HKAS reserves the right to request a student to show his/her Hong Kong Identity Card as a proof of his/her identity if the student fails to present a valid Student Card.
- c. Student Card is not transferable and should not be used by others.
- d. Students should report the loss of the Student Card immediately to HKAS or respective Administrative Officer (Academic Programme).
- e. An administration fee of HK\$100 will be charged for the re-issuance of a new Student Card, and the student is required to fill out the Application Form for Re-issuance of Student / Enrolment Card (HKAS020).
- f. Upon completion of the programme / whenever students defer their studies or withdraw from the programme, students must return their Student / Enrolment Card to HKAS.

### 6.2 Student Privileges

Students can enjoy certain privileges by presenting a valid Student Card, for details, please refer to Annex I.



## **7. FINANCIAL ASSISTANCE**

Students at different study levels and in different study modes may apply for different types of financial assistance schemes provided by the government. For details, please refer to [Annex II](#).

## 8. TEACHING VENUES AND FACILITIES

### 8.1 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.

### 8.2 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.

### **8.3 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.

### **8.4 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.

## **9. 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:

### **9.1 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.

### **9.2 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.

### **9.3 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.

## **10. COMMUNICATIONS WITH THE SCHOOL**

### **10.1 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.

### **10.2 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.

### **10.3 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.

### **10.4 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.

### **10.5 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).

## 11. SCHOOL LIBRARY

### 11.1 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.

### 11.2 Admittance to the Library

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

### 11.3 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.

### 11.4 Library Opening Hours

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

### 11.5 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 <sup>^</sup>  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
---	---	-----------------------------

\* 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.

**11.6 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.

### **11.7 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.

### **11.8 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](http://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.

## **12. PHOTOCOPYING SERVICE, PRINTING SERVICE, AND COPYRIGHT OF STUDENTS' ARTWORKS**

### **12.1 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.)

### **12.2 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.

### **12.3 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.)

### **12.4 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](http://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.

## **12.5 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.

## **13. SAFETY REGULATIONS IN STUDIOS**

### **13.1 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.

### **13.2 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.

### **13.3 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.

#### **13.4 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.

#### **13.5 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.

### **13.6 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.

### **13.7 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.

### **13.8 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 personnel belongings. HKAS is not responsible for any loss or damage.

### **13.9 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.

### **13.10 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.

## 14. 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.

## 15. 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 13 and Section 14 above and also as addressed as follows:

- a. For the Fine Art Studios as listed in Section 13, 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.

## 16. OTHER GENERAL INFORMATION

### 16.1 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 <sup>^</sup> 2:00pm – 7pm Closed

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

<sup>^</sup> 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.

### 16.2 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.

### 16.3 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.)

### 16.4 Internet Access

Email Address of Hong Kong Art School Enrolment Office	: <a href="mailto:enroledu@hkac.org.hk">enroledu@hkac.org.hk</a>
Email Address of Hong Kong Art School Library	: <a href="mailto:hkaslibrary@hkac.org.hk">hkaslibrary@hkac.org.hk</a>
Website Address of Hong Kong Art School	: <a href="http://www.hkas.edu.hk">www.hkas.edu.hk</a>

### 16.5 Fees for Student Services

Services	Fees (HK\$)
Replacement of Student Card	100
Certifying True Copy	200 per copy
Re-issuance of Transcript	200 per copy
Extra copy of Transcript (at the time of first issue)	50 per copy
Letter of Certification	150 per copy
Letter of Certification (with academic results)	200 per copy
Re-issuance of Payment Receipt	50 per copy

### 16.6 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.

## 16.7 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.

## 16.8 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.

## 16.9 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.

### 16.10 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*

### 16.11 Equal Opportunities

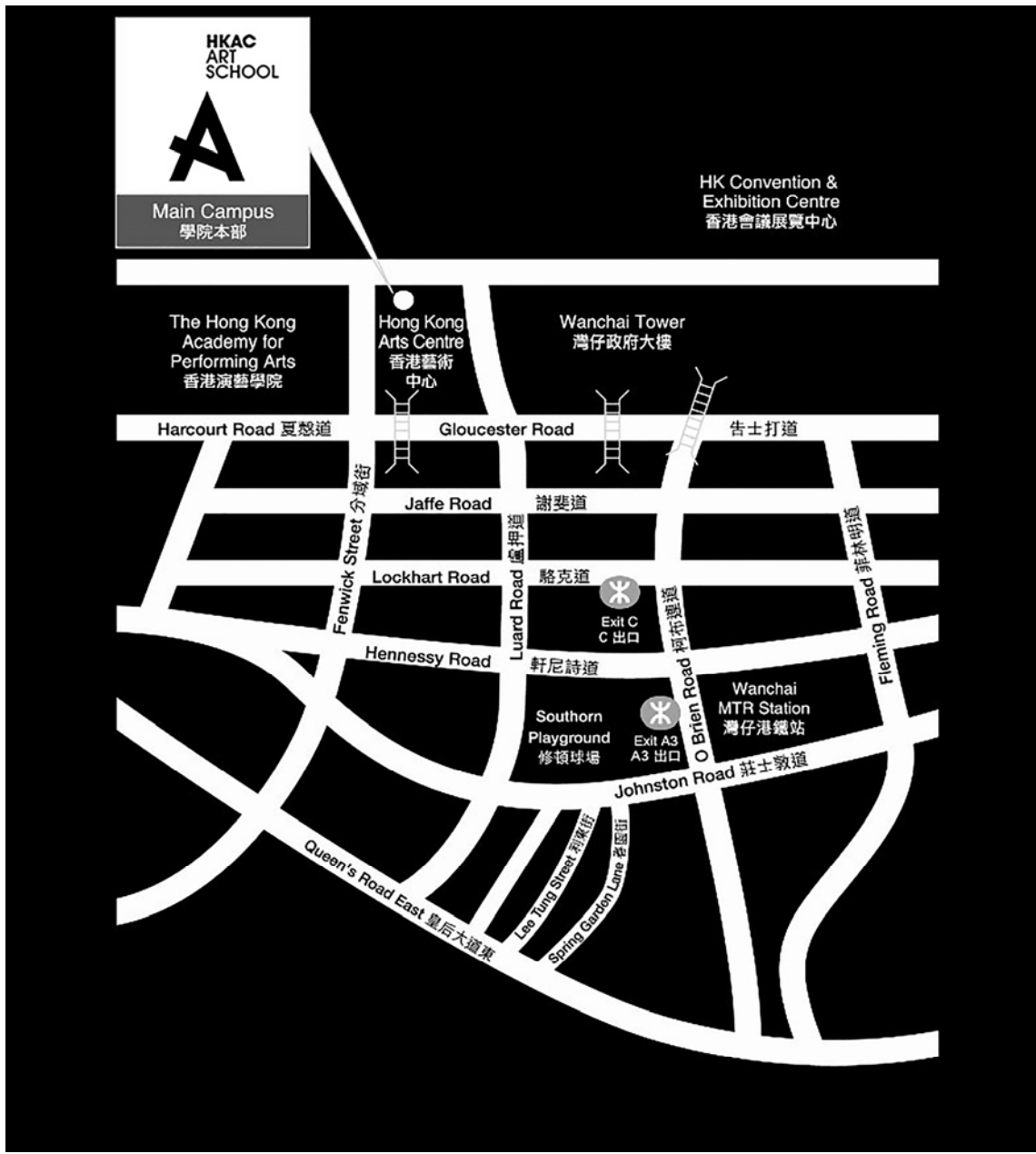
HKAS is a school for equal opportunities, discrimination against a person on the ground of gender, race, disability, and family status will not be tolerated. HKAS is committed to eliminating and preventing sexual harassment in the school environment (including campus / classroom / studio setting). Sexual Discrimination Ordinance: Sexual Harassment (Part I Section 2(5) applied).

- a. **Reporting a Complaint**  
Any student who feels that he/she has been subjected to sexual harassment should:
  1. Report the incident to the Programme Coordinator of the programme he/she is currently enrolled in or the responsible teaching staff of the class he/she is attending; or
  2. Report directly to the Registry of the School (registry.hkas@hkac.org.hk).
- b. **Confidentiality**  
Confidentiality will be maintained on information provided in the complaint of sexual harassment. It is guaranteed that the complainant will not be victimised or penalised for coming forward with a complaint.
- c. **Disciplinary/Legal Action**  
Student or staff member who is found to have engaged in sexual harassment will be disciplined appropriately up to and including deregistration or summary dismissal.

The complainant may opt for lodging a complaint directly with the Equal Opportunities Commission or contact the police and/or file a lawsuit.

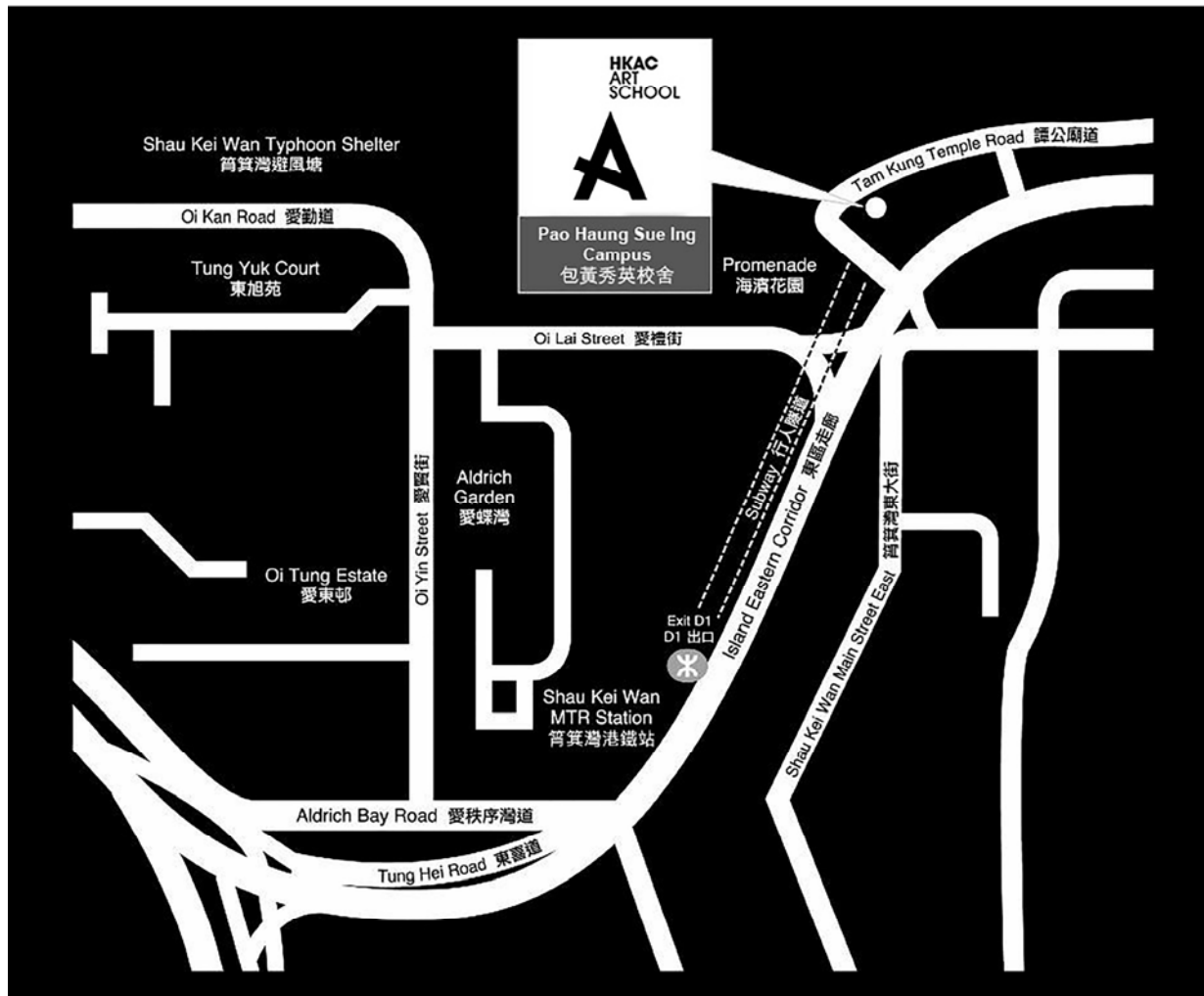


17. SITE MAPS OF HONG KONG ART SCHOOL  
 MAIN CAMPUS / PAO HAUNG SUE ING CAMPUS / CHAI WAN CAMPUS



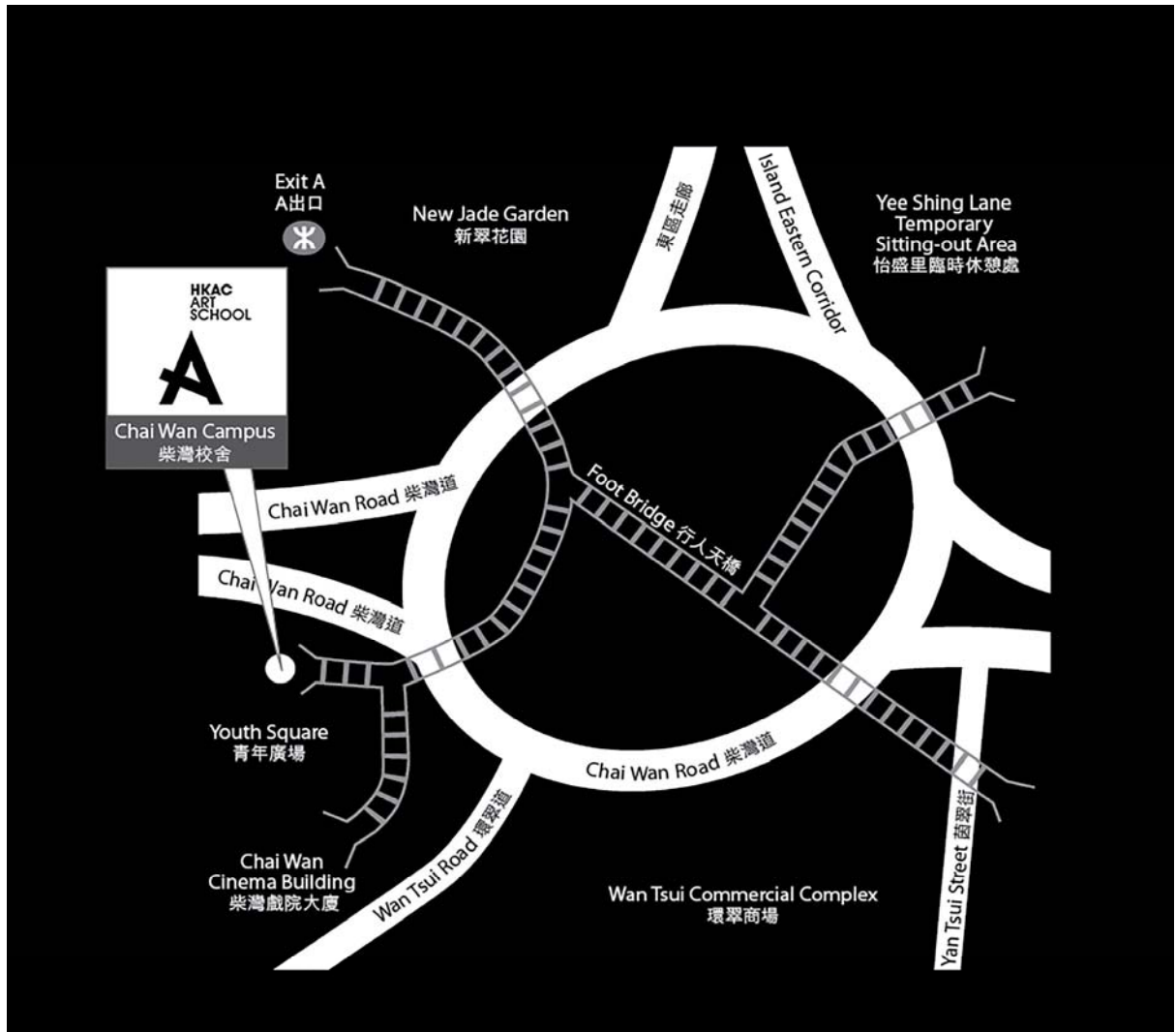
**Hong Kong Art School Main Campus**  
 10/F, Hong Kong Arts Centre,  
 2 Harbour Road, Wanchai, Hong Kong  
 (Wanchai MTR Exit C)

**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)

Student Privileges

By presenting a valid HKAS Student Card:

- i. Students can enjoy a 20% discount for their participation in regular HKAS Short Courses. Students will be informed of special offers for other courses / activities organized by the School whenever applicable.
- ii. Students can enjoy ticket discount of the programmes solely presented by the Hong Kong Arts Centre. Discounted tickets must be purchased by students in person at the Box Office located on the G/F of the Hong Kong Arts Centre.
  - o Full-Time students can enjoy student ticket price of the programme;
  - o Part-time students can enjoy a 10% discount of the full-ticket price of the programme.
- iii. Students can enjoy discount in the stores listed below:
  - o Artsman Company (藝文公司)  
Address: Flat A, 2/F, Kiu Hong Mansion, 3 Tin Lok Lane, Wanchai, HK  
Tel : 2893 3961
  - o The Artland Co. Limited (藝林文具印刷有限公司)  
Address: 3/F, Lockhart Centre, 301-307 Lockhart Road, Wanchai, HK  
Tel : 2511 4845
  - o The Corner  
Hong Kong Arts Centre  
Address: G/F, Hong Kong Arts Centre  
Tel : 6564 3143
  - o DGG Kitchen  
Hong Kong Arts Centre  
Address: 4/F, Hong Kong Arts Centre  
Tel : 3489 0500

Remarks for 'iii':

- a. Discount however may not be applicable to any promotional items. Students should observe the rules set by individual stores.
- b. Business transactions are between students and the stores only, HKAS will not be liable for any purchase disputes.
- c. The stores reserve the right to cease the discount offer without prior notice to HKAS and students.
- d. This list may be growing from time to time, should there be related updates in terms of the stores involved, the School will let students know via regular in-school communication channels.

### Financial Assistance

Students at different study levels and in different study modes may apply for different types of financial assistance schemes provided by the HKSAR Government, details regarding the schemes are as follows:

Programme	Mode of Study	Loan & Education Fund				
		Non-means-tested Subsidy Scheme for Self-financing Undergraduate Studies in Hong Kong (NMTSS)	Non-means-tested Loan Scheme for Post-secondary Students (NLSPS)	Financial Assistance Scheme for Post-secondary Students (FASP)	Student Travel Subsidy for Tertiary or Post-secondary Students (STS)	Deduction of Tax for Training
Higher Diploma in Fine Art	Full-time	-	√	√	√	√
Bachelor of Arts (Fine Art)	Full-time	√	√	√	√	√

Subject to the application policy of individual financial assistance offices, students may not be eligible to be entitled to more than one financial assistance scheme at a time. For application details and details of each scheme, please contact the following parties correspondingly:

Loan and Education Fund	Contact Information of the Student Finance Office (SFO) of the Working Family and Student Financial Assistance Agency & the Inland Revenue Department (IRD)
Non-means-tested Subsidy Scheme for Self-financing Undergraduate Studies in Hong Kong (NMTSS)	<p>Applications for the subsidy under NMTSS should be made through the eligible institutions (i.e. HKAS). Please approach the Enrolment Office of Hong Kong Art School for the detailed arrangements on tuition fees payment and subsidy application etc.</p> <p>For more details about the scheme, please visit the website of NMTSS at <a href="https://www.cspe.edu.hk/en/nmt/index.html">https://www.cspe.edu.hk/en/nmt/index.html</a></p>
Non-means-tested Loan Scheme for Post-secondary Students (NLSPS)	<p>Address of SFO: 12/F, Cheung Sha Wan Government Offices, 303 Cheung Sha Wan Road, Kowloon.</p> <p>Website: <a href="https://www.wfsfaa.gov.hk/sfo/en/postsecondary/nlsp/overview.htm">https://www.wfsfaa.gov.hk/sfo/en/postsecondary/nlsp/overview.htm</a></p> <p>Tel. No.: 2802-2345 / 2150-6222</p>
Financial Assistance Scheme for Post-secondary Students (FASP)	<p>Address of SFO: 4/F, Trade and Industry Tower, 3 Concorde Road, Kai Tak, Kowloon.</p> <p>Website: <a href="https://www.wfsfaa.gov.hk/sfo/en/postsecondary/fasp/overview.htm">https://www.wfsfaa.gov.hk/sfo/en/postsecondary/fasp/overview.htm</a></p> <p>Tel. No.: 2802-2345 / 2152-9000</p>
Student Travel Subsidy for Tertiary or Post-secondary Students (STS)	<p>Address of SFO: 12/F, One Mong Kok Road Commercial Centre, 1 Mong Kok Road, Kowloon</p> <p>Website: <a href="https://www.wfsfaa.gov.hk/sfo/en/postsecondary/sts/overview.htm">https://www.wfsfaa.gov.hk/sfo/en/postsecondary/sts/overview.htm</a></p> <p>Tel. No.: 2802-2345</p>
Deduction of Tax for Training	<p>Address of IRD: 1/F, Revenue Tower, 5 Gloucester Road, Wan Chai.</p> <p>Website: <a href="http://www.info.gov.hk/ird">http://www.info.gov.hk/ird</a></p> <p>Tel. No.: 187-8088</p>