



Student Handbook

2018

Master of Fine Art

Awarded by
RMIT University

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

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



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Section A:

General

School Information



1. HONG KONG ART SCHOOL PHILOSOPHY

1.1 Introduction to Hong Kong Art School

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

HKAS is an accredited institute staffed by a group of dedicated artists, who are active and distinguished practitioners in the field. The focus of HKAS award-bearing curriculum lies in four core academic areas, namely, Fine Art, Applied Art, Media Art and Applied Theatre & Drama Education, and its scope covers programmes with academic levels ranging from Higher Diploma, Professional Diploma, Bachelor Degree to Master Degree. The short courses and the outreach projects of the School that run parallel to the award-bearing curriculum span an even wider variety of artistic disciplines, and they genuinely bridge art and the community.

1.2 School Philosophy

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

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

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

1.3 Programme Philosophy

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

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

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

1.4 Teaching and Learning Activities

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



1.5 Quality Assurance

HKAS quality is monitored by:

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



2. STUDENT DISCIPLINE & CONDUCT

2.1 General Rules and Regulations

- a. Students are obligated to abide by the rules and regulations as stipulated across different sections in this Student Handbook.
- b. Students must attend course activities regularly and punctually. Normally, a student who is late for class by approximately 30 minutes or more may be regarded as being absent from the class.
- c. Due to safety and hygienic concerns, eating and drinking are highly not recommended in all classrooms including studios and laboratory, etc.
- d. All mobile phones and any digital devices should be turned off or switched to a silent mode in classrooms and the library.
- e. Course materials and information supplied to students by HKAS, including lecture notes taken in classes, are for private study purpose only. HKAS owns the copyright of all the course materials and related course information.
- f. Audio taping, video taping and any other kinds of recording activities in the premises of HKAS are prohibited except with special permission of the School, and are subject to conditions stipulated when such permission is granted.
- g. Students should clear all their works and belongings at the end of every lesson and remove any works or belongings left in the classroom / studio after the assessment by the stipulated deadline. All uncollected items will be disposed of by HKAS without prior notice. HKAS will not be responsible for any damage / loss caused in this regard.
- h. Students should put back all arts equipment, for example, easel, spotlight, 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

- i. 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 nuisance to other students, classes and the operations of HKAS.
- m. Students should observe the following when participating in fieldtrips (Please also refer to Section 10.7 for more details on Field Trip Arrangements):
- Students should always follow the instructions given by School staff;
 - Students should not engage themselves in activities which are beyond their physical and mental capabilities.
 - If students experience any sickness during the course of activity, they should report to the responsible School staff immediately;
 - Students should have a sense of responsibility, and pay attention to their own and other teammates' safety;
 - Any abnormality spotted should be reported to the responsible School staff immediately;
 - Students should bring enough water and wear suitable clothing.
- n. Students committing serious misconduct, which may or may not involve criminal conviction, or fail to abide by the School rules and regulations, will be subject to disciplinary actions, which include but not limited to suspension from study and deregistration.

2.2 Warning Letter

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

2.3 Suspension

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

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

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



2.4 Deregistration

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

- i) settle the required tuition fee 6 weeks after the original payment deadline (please also refer to the Penalty Scheme as detailed in Section B of the Handbook);
- ii) settle the required module retaking fees or other required fees on time (deadline as stipulated in the corresponding notification or warning letter);
- iii) reregister with the School at the end of his / her leave of absence period (only if the student is on leave of absence);
- iv) retake module(s), and thus is not able to proceed to the following year of the programme or continue his / her study;
- v) abide by the regulations of the School as stipulated in the Student Handbook or comply with the policies of the School
- vi) complete the programme within the respective maximum length of study of the programme.

Tuition fees will not be refunded in deregistration cases.



3. TEACHING VENUES

3.1 Teaching Venues

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

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

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

3.2 Venue Booking

- a. Booking of venue by students for education-related purposes may be arranged during the normal opening hours of the School. The PC Lab and Mac Lab 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. Room allocation is subject to the availability of the requested room.
- d. 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.
- e. Students have to take care of their own safety. HKAS will not be liable to any injury and loss.
- f. Students are responsible for any damage caused to the equipment and/or the facilities in the room(s) after use.
- g. Students should keep the venue clean and tidy, cleaning service fees will be levied if the venue, after use, is in poor condition.



4. LOST AND FOUND PROPERTY

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

4.1 Reporting Lost Property

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

4.2 Discovering Unclaimed Property

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

4.3 Claiming Lost Property

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



5. COMMUNICATIONS WITH THE SCHOOL

5.1 General Notices and E-mail

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

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

5.2 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.



6. SCHOOL LIBRARY

6.1 About the Library

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

6.2 Admittance to the Library

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

6.3 Classification Scheme

The library materials are mostly in Chinese and English; only a minority of them is in other languages. They are grouped by language, and within each group, they are further classified by a different classification scheme. English materials are classified by the Dewey Decimal Classification (DDC) system while Chinese materials are classified by 賴永祥中國圖書分類法. The library materials are shelved according to their call numbers that also indicate their locations in the library. Those without a prefix are shelved in the circulation section, whereas those with a location prefix can be found at the corresponding collections as indicated below:

- ADD/AVAD = Additional Materials
- AV = Audio-Visual Materials at the AV Collection
- CCIR = Chinese Language Collection
- ELC = English Learning Corner Collection
- FCIR = Foreign Language Collection
- OFF = Off-Shelf Collection (Closed Access)
- PROG = MFA Programme Circulation Only
- REF = Reference Collection
- SER = Serial Collection
- SPEC = Oversize Books Collection

Students can also make use of the HKAS Online Searching Library System at any of the campuses or elsewhere by logging into www.libraryceo.com/hkart/ for online search of the School's collection of reading resources.

6.4 Library Opening Hours

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

6.5 Borrowing Regulations

a. Loan quotas and loan periods

Only materials in the circulation section can be borrowed while non-circulating materials, such as closed access collections and reference books are not on 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 Saturdays	2:00pm – 7:00pm [^]
	Mondays, Sundays & Public Holidays:	Closed
Services Counter (HKAS Chai Wan Campus)	Mondays to Sundays: Public Holidays:	10:00am – 11:00pm* Closed
Services Counter (HKAS Main Campus)	Mondays to Fridays: Saturdays and Sundays: Public Holidays:	10:00am – 8:00pm* 1:00pm – 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

Reservation service for items on loan can be made in person at the library or via email at hkaslibrary@hkac.org.hk. Each student may reserve a maximum of 5 items and all reserved items can only be held for 7 days only.

e. Renewal

All loaned items from the circulation section can be renewed for another 14 calendar days starting from the request date, provided that there is no reservation request for the items from other library users. Renewal can be made in person at the library or via email at hkaslibrary@hkac.org.hk. A maximum of 3 consecutive renewals can be made, and the borrower is required to return the borrowed item(s) to the library or Services Counter by the due date associated with the 3rd renewal. Any overdue fines incurred must be cleared before a renewal can be made. No renewal request would be processed if the overdue penalty is not



settled, 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 after the loan is due.

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 (if any) would also be collected at the respective counter upon students' return of the loaned items. For renewed or extended borrowing items, students would have to show the counter staff relevant evidence, preferably in printed format (i.e. the email for renewal with dates, student name and student I.D.) to facilitate the returning process.

h. Loss and damage of library materials

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

6.6 Conduct of Library Users

- a. Students should keep silence 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 library materials are systematically shelved, please place the materials back to its original position after use. To be considerate to other users, please do not mis-place the library materials.
- 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.

6.7 Penalties for Breach of Library Regulations

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

6.8 ArtSpan – Online Research Platform and Library

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



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

7.1 Photocopying Service

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

7.2 Caring of Library Materials and Photocopier when Making Copies

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

7.3 Printing Service

- a. Both monochrome and colored printing services are basically available at all School Campuses, but only printing in A4 size can be provided at the Main Campus. Related service charges are available on-site. Students can also approach our Enrolment Office or Services Counter for further details.
- b. Only cash payment will be accepted at the Main Campus, while the printing service at the Pao Haung Sue Ing Campus only accepts payment by Octopus. The printing services at Chai Wan Campus accept either Octopus or cash payments. (No refund can be made under any circumstances.)

7.4 Copyright Law and Intellectual Property Ordinance 2000

- a. Users are reminded of observing the Copyright Ordinance (Law of Hong Kong, Chapter 528) and Intellectual Property Ordinance 2000 when making photocopies. Students may refer to the related regulations and details as listed on the webpage of Intellectual Property Department at www.ipd.gov.hk.
- b. Photocopying service provided by HKAS is offered on a clear understanding that copying by or for users should not involve any breach of copyright.



- c. The duplication of copyright materials and their distribution for class use without the permission of the copyright holder is a breach of copyright, which could result in legal liability, and HKAS or HKAC will not be responsible for any liability so arises.
- d. No full set of back-up copy can be made from materials or AV materials.
- e. Duplication of computer software by users is strictly prohibited.
- f. Students should pay attention to notices on copyright rules posted near photocopying machines.
- g. The school staff will not allow students to make copies at their discretion for any uncertain materials which may violate the Copyright Law and infringe the Intellectual Property Ordinance 2000.

7.5 Copyright of Students' Artworks

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



8. SAFETY REGULATIONS IN STUDIOS

- a. All students working or practicing in the studios must abide by the respective rules and regulations. Failure to follow the rules may result in disciplinary actions including 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. Students would be held responsible for any damages caused in the studios after use.
- 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.



9. COMPUTER LABORATORY

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

All students working or practicing in the computer laboratory 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 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 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 laboratories 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 personnel belongings. HKAS is not responsible for any loss or damage.



10. OTHER GENERAL INFORMATION

10.1 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 – Sundays Public Holidays	9am – 11pm Closed
	Services Counter (10/F, Hong Kong Arts Centre)	Mondays – Fridays Saturdays & Sundays Public Holidays	10am – 8pm 1pm – 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 – Saturdays Mondays, Sundays & Public Holidays	2pm – 7pm [^] Closed

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

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



10.2 HKAS Student Forms

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.

10.3 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.)

10.4 Internet Access

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

10.5 Fees for Student Services

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

10.6 Class Arrangement During Adverse Weather

a. For Classes & Examinations that have not yet started:

When Typhoon Signal No. 8 or above or Black Rainstorm Warning is in force at or after:-	
6:00 a.m.	All the morning classes/examinations starting before 2:00 p.m. will be cancelled. (*All School campuses will also be officially closed in the morning till 2:00pm)
11:00 a.m.	All the afternoon classes/examinations starting between 2:00 p.m. and 6:00 p.m. will be cancelled. (*All School campuses will also be officially closed between 2:00pm and 6:00pm)
3:00 p.m.	All the evening classes/examinations starting from 6:00 p.m. will be cancelled. (*All School campuses will also be officially closed from 6:00pm onwards)



b. For Classes & Examinations that have already started:

I. When Typhoon Signal No. 8 or above is hoisted:	
Class	Immediate Suspension
Examination	Continue until the end of that examination session unless the examination venue is found to be of potential risk to students.
II. When Black Rainstorm Warning is in force:	
Class	Continue*
Examination	Continue*

***Remarks:**

- Except for outdoor activities, which will be suspended immediately. All teaching staff and students in such cases should go to a safe, sheltered place.
- Make-up classes or examinations arranged to substitute cancelled classes / examinations will be announced as soon as possible. Neither a further make-up class nor refund will be arranged for students who cannot attend the scheduled make-up class or examinations.

10.7 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.

10.8 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.



10.9 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.

10.10 Personal Data

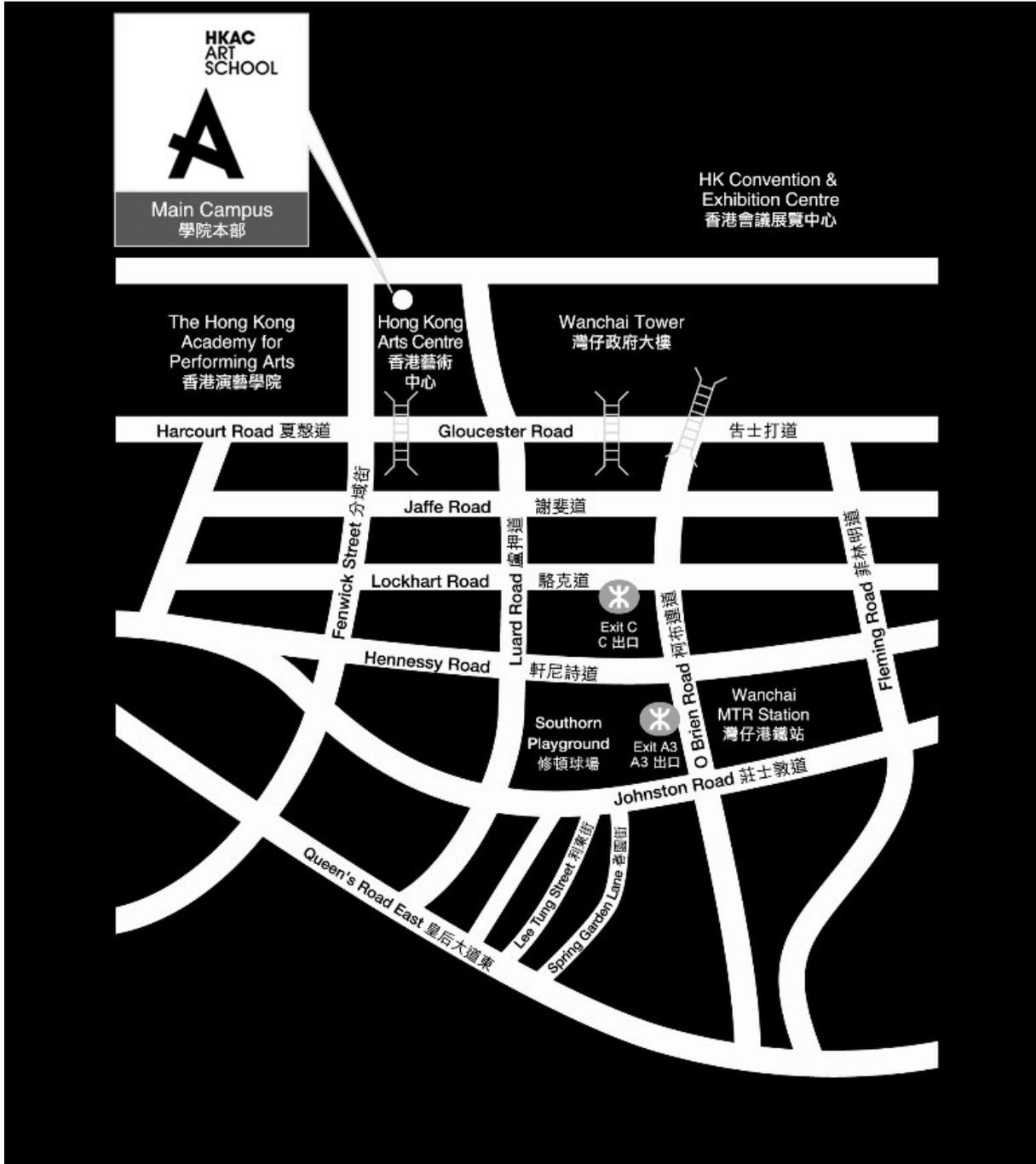
- a. Upon admission, all prior and subsequent personal information collected from students will be transferred to the student database, which forms a permanent Student Record of the School. The data will thereafter be handled by respective staff of the School for academic, official document and correspondence, 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 5.2 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***

10.11 Equal Opportunities

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

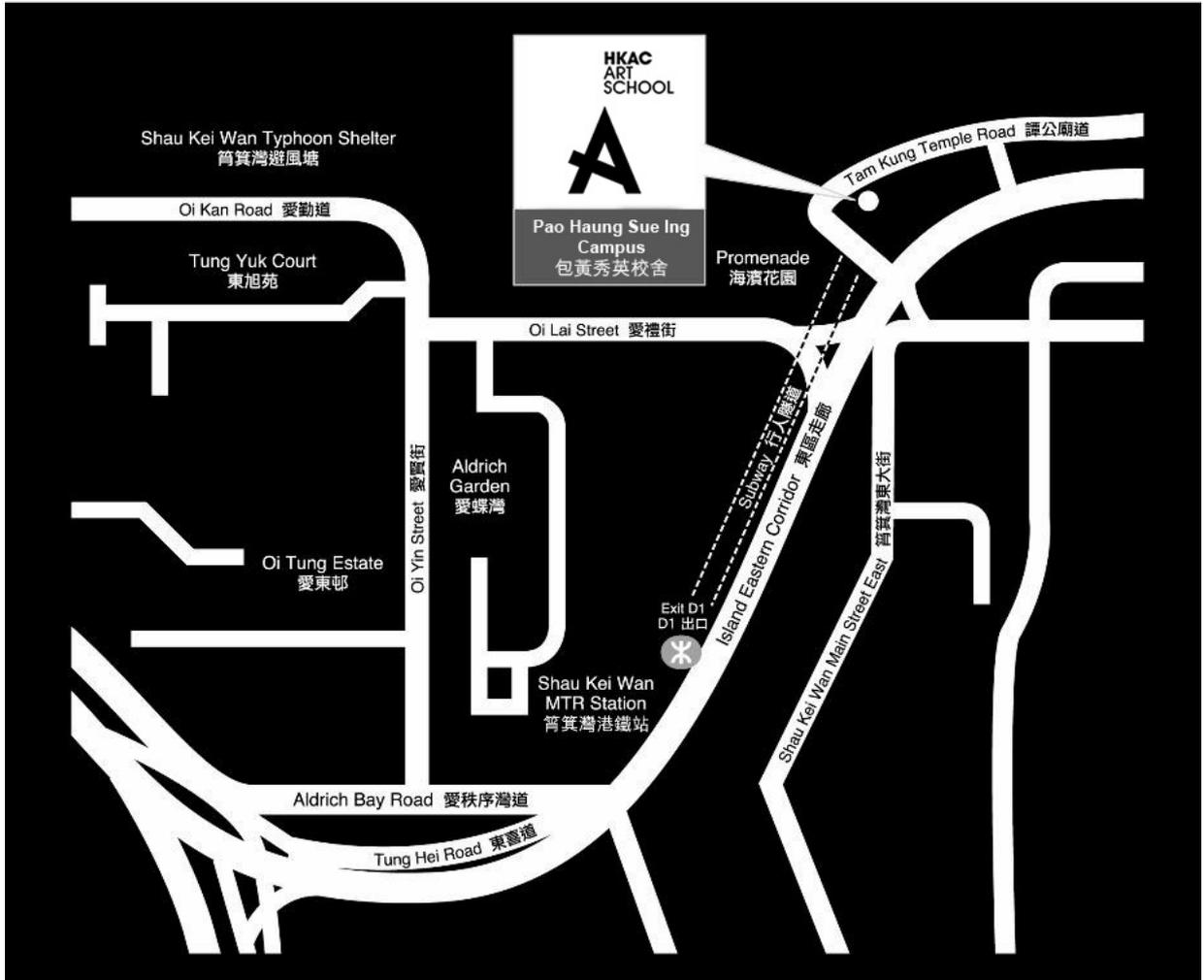


11. SITE MAPS OF HONG KONG ART SCHOOL
MAIN CAMPUS / PAO HAUNG SUE ING CAMPUS / CHAI WAN CAMPUS



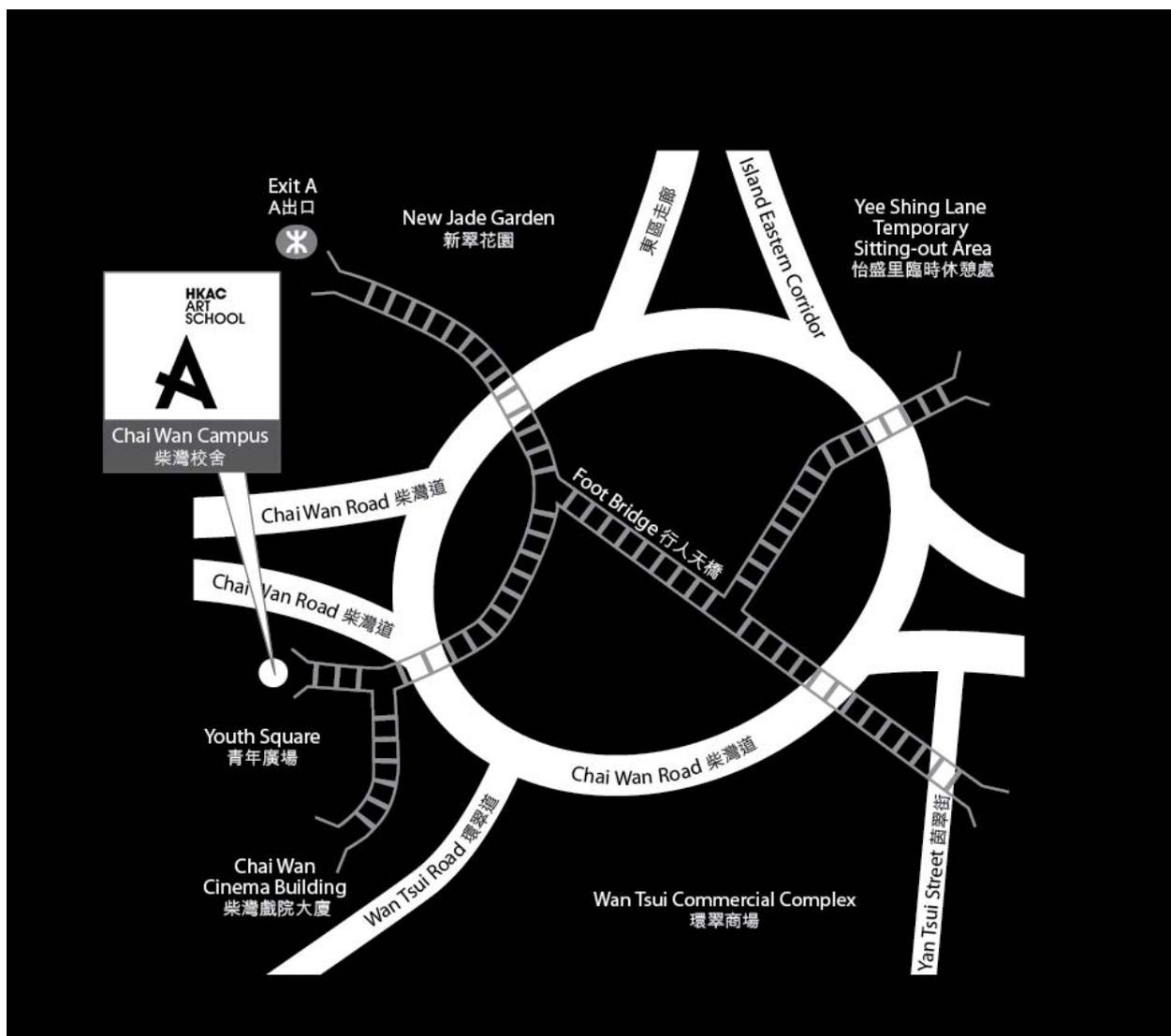
Hong Kong Art School Main Campus
10/F, Hong Kong Arts Centre,
2 Harbour Road, Wanchai, Hong Kong
(Wanchai MTR Exit C)

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 : 2573 8159 / 2893 3961
 - o Art Shop Graphic & Art Materials Limited (雅室美術用品有限公司)
Address: Upper 1/F, 36-40 Johnston Road, Wanchai, HK
Tel : 2865 6510
 - 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 Anchor & Partners Ltd.
Address: Unit C-D, 8/F, Wa Ha Industrial Building, 8 Shipyard Lane, Quarry Bay, HK
Tel : 2116 9803
Special offers applied to:
 - Inkjet on Photopaper HK\$0.10/sq in.
 - Inkjet on Sticker HK\$0.12/sq in.
 - Inkjet of Photopaper with 5mm foamboard backing HK\$0.15/sq in
 - o Basheer Design Books (書得起)
Address: 1/F, Flat A, Island Buildings, 439-441, Hennessy Road, Causeway Bay, HK
Tel : 2126 7533
 - o PB café
Youth Square Shop
Address: Shop C, 4/F, Youth Square, 238 Chai Wan Road, Chai Wan, HK
Tel : 3750 7122
 - o Taiji Restaurant (太極樓京滬飯店)
Address: Shop A, 4/F, Youth Square, 238 Chai Wan Road, Chai Wan, HK
Tel : 2904 4333

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.