

Important Guidelines for Student-Led Activities and Student Organizations

Overview

These guidelines are developed by the Student Support and Activities Team of the Dean of Students' Office (DSTO) for Students' Union, SU-affiliated societies, Department-Associated Groups (DAGs), and activities supported by the Student Enrichment Activities Support (SEAS) Scheme. Departments and Offices are advised to adopt these guidelines to regulate other student activities they support.

Section I: Student-Led Activities

A. Discrimination, Harassment, Vilification & Legal Compliance

Organizers have to maintain a safe, inclusive, and respectful environment for participants, and in strict compliance with Hong Kong law. All forms of discrimination, harassment, vilification, hateful language, and unlawful behaviors will not be tolerated by the university and may result in penalties for organizing groups and/or disciplinary action for individual students involved.

Organizers must prevent or stop such misbehaviors during activities and file reports or complaint with the university's Diversity and Equal Opportunities Committee via email (ead@ust.hk).

B. Group Insurances for Recognized Activities

The university provides Group Personal Accident Insurance to cover all students against accidental death, disablement, and accidental medical expenses arising from the recognized student activities. The Public Liability Insurance indemnifies students against legal liability to third parties in case of accidental bodily injury and/or accidental property damage incurred in these activities. Organizers are advised to arrange insurance for non-HKUST participants (including alumni) in your activities. Read the details [HERE](#).

The [university's travel insurance](#) covers HKUST participants in student-led outbound trips free of charge, but prior approval must be obtained from DSTO ([FORM](#)) or your sponsor department. Organizers should consult and submit the information at least two weeks before departure for consideration. Otherwise, organizers must arrange travel insurance for all participants to cover the entire trip. You can choose the university's [Optional Travel Insurance Plan](#) or other plans.

HKUST partners with International SOS (ISOS) to provide worldwide medical and security support for HKUST staff and students. Organizers are advised to review the medical and security information about the destination country for pre-trip planning. When medical or security assistance is needed during the trip, contact ISOS for support. Find details [HERE](#).

C. Emergency Assistance and Incident Report

Health and safety of organizers and participants should always be on top priority. Seek advice and assistance from and report any unsafe condition to DSTO whenever appropriate.

Develop preventive measures for activities with high risks, such as physical demanding activities, outbound trip, and overnight activities. Have contingency plans to cope with emergencies and unforeseeable changes such as bad weather.

For all campus emergencies, seek help from or report to the Security Control Centre at 2358 8999 or 2358 6565. Emergency procedures of the university are available [HERE](#). Contact ISOS Assistance Center (852-2528 9900) when outside Hong Kong.

Organizers must report incidents to DSTO immediately when there are hospitalization cases, serious injuries, incidents of violence or harassment, or loss/damage of valuable property.

D. No Smoking, Alcohol, and Drug in Activities

Alcohol drinking and smoking are prohibited in all student activities, both on and off campus, as well as in student amenities managed by DSTO, including student halls. Organizers must not store, provide, or allow consumption of alcohol and cigarettes in all activities.

Possession and consumption of [dangerous drugs](#), and possession of any pipe or equipment for dangerous drug consumption, are criminal offenses under Cap. 134. Recreational drugs such as cannabis (CBD) and ecstasy are also illegal in Hong Kong. Organizers who facilitate or neglect to report drug use during events will be subject to severe consequences.

E. Use of the Titles, Names and Logos of the University

“University’s Titles and Names” include “HKUST” and “UST” in English, “香港科大”, “港科大” and “科大” in Chinese, while “University’s Logos” refer to the official emblem and Red Bird Logo. These are all “University Marks” and use of the Marks is governed by the university’s [Policy](#) and [Guidelines](#).

Student organizations must obtain Legal Office approval to use “HKUST” in their names, while societies affiliated to HKUSTSU must use “HKUSTSU”. Registered names and abbreviations can be used on apparel or during activities without further approval.

Use of HKUST Marks (other than registered names) requires prior DSTO-SSA approval, with applications (including design and purpose) submitted at least one month before production. In principle, the university marks should not in association with commercial, political or other purposes without prior approval, whether by itself or as part of an event name or in any other format.

F. Personal Data Privacy and Intellectual Property Rights

Personal data is protected by law (Cap. 486) and must be used for the purpose for which the data is collected or for a directly related purpose, unless voluntary and explicit consent with a new purpose is obtained from the data subjects. Organizers/data users are advised to prepare Personal Information Collection Statement ([Guidance](#)) if collection of personal data such as email address is required.

Respect and protect intellectual property rights are also important. Organizers must not use copyrighted materials, e.g. films, music, books and software, without permission ([IP in HKSAR](#)). Organizers must ensure that any materials created for the activity, such as logos, slogans, and designs, do not infringe on the intellectual property rights of others.

G. Use of Campus Facilities

Most of the campus facilities require booking and approval for use. Organizers and participants should adhere to the guidelines for utilizing the venue, as well as the instructions provided by university offices and staff.

Do not use campus facilities to promote or organize activities for non-HKUST parties. Do not set up electrical wiring or any equipment/fixtures that could cause hazard/inconvenience to others.

Sale, money transaction, or commercial activities of any kind are not allowed, unless with specific approval. Organizers are allowed to collect event fees, membership fees, and provide welcome packs or member benefits to their members.

No venue fees are charged for most approved student-led activities on campus; however, certain activities may incur additional costs, such as set-up, removal, waste disposal, or technical support. Moreover, the University reserves the right to recover additional costs arising from misuse.

H. Activity Publicity and Publication

Display banners, posters, or printed materials only in designated areas and clearly show the organizing group's name, authorized chop and the expiry date for identification purposes. Any publicity that contains profanity, insulting messages, discriminatory notes, or messages promoting violence and hatred will be removed promptly and may subject to penalty.

Logos or names of co-organizers or sponsors should not exceed 1/10 of the size of promotional material, backdrop, brochure, etc., and should not be larger than the logo or name of the HKUST student organizer.

Information and rules about the Notice Boards on campus, read from [HERE](#). Please consider environmental conservation and promote through electronic media.

Student organizations may publish print or online information sheets or newsletters for their members or participants, with prior DSTO approval required for campus distribution. However, publications intended for the public must comply with Hong Kong laws and regulations.

I. Career or Recruitment-Related Activities

Since handling job postings and recruitment/internship related activities need proper permissions and involve professional knowledge related to labour ordinances and immigration policies etc., organizers should not conduct such activities. Organizers may direct employers to Career Center (careercenter@ust.hk) for recruitment services.

For career education activities, such as interview workshop, career interest test or company visit, organizers should consult the Career Center in advance, otherwise, venue applications will not be endorsed.

J. Sponsorships, Contracts and Fundraising

Organizers are prohibited from accepting monetary or in-kind sponsorships from companies associated with alcohol or tobacco.

Sponsorships or agreements involving commercial elements must be carefully assessed to protect the reputation and integrity of the University and its affiliated groups.

Prior to confirming any sponsorship, organizers must conduct due diligence on the sponsor's background. All terms and conditions must be set out in writing. No contracts involving campus

resources or members' personal data may be entered into without proper consent from the university or members respectively.

Fundraising by organizers on campus for their own purposes is not permitted. Should organizers wish to support charitable fundraising initiatives on campus, prior approval from DSTO must be obtained.

Organizers may apply to the University for funding support for activities and/or charge participants, either in full or in part.

K. Activities with Outsiders, Celebrities or Media

Student organizers must inform DSTO at least one month in advance and before confirming any celebrities (such as singers, KOLs, political figures) or media to participate in any activities on campus. The university may require the organizers to arrange for crowd and safety control during the activity and bear the cost incurred.

Organizers should confirm that outsiders or media do not use the activity for commercial or political purposes, and closely monitor the behaviour of outsiders or media during the activity to ensure they comply with all relevant policies and regulations of the university.

Organizers should obtain approval from the University when activities held on campus that involve fee collection from the public.

Section II: Registered Student Organizations

L. Exco List and Society Email Account

Registered student organizations, including Students' Union, SU-Affiliated Societies, Department-Associated Groups, should submit a list of executive committee members or group leaders to DSTO via the [Student Organization Information System \(SOIS\)](#), and inform DSTO whenever there is any change. An accurate record is required for granting eligible executive committee members or student leaders access to the designated university resources for student organizations.

Most student organizations have an HKUST society email. To ensure security and appropriate use, reset the password of the assigned HKUST society email account whenever there is a change in the executive committee or student leaders. The password should only be known by the current executive members or student leaders and should not be shared with any other parties.

Official announcements will be sent through the HKUST society email accounts, which serves as the official communication channel with the university and the means to book campus resources for society/group business. It is strictly prohibited to use the HKUST society email accounts for any other purposes.

M. Public Activities and Financial Record

Student organizations are recognized by the university as groups serving university members, but most are not registered societies outside campus. Any activities or publications intended for individuals outside of the HKUST community may require additional permission as requested by the law, in addition to the endorsement of the university.

Regardless of whether the organization has a society bank account or not, all financial transactions related to the organization should be properly recorded with original receipts and cross-checked by the Financial Secretary and the President or Leader (as applicable).

Individual students may bear personal liability legally and financially for the activities organized, even if they are organized under a student organization. Therefore, it is crucial to ensure that all financial transactions are accurately recorded and documented, and these records are passed to the next cabinet for future auditing and tracking.

Section III: Consequences for Violations or Non-Compliance with the Guidelines

Student organizers who fail to comply with the guidelines may face penalties such as a written warning for minor cases, suspension of booking rights, forced community services, termination of funding support or other privileges, disciplinary record, or other penalties that to be considered on a case-by-case basis. Providing false information or incomplete information intentionally may lead to a more severe penalty.

Note: This document offers only essential and general guidelines. Student organizations and activity organizers are encouraged to consult with DSTO for specific guidance while planning activities to reduce the risks of violating laws or university regulations and to ensure smooth execution and successful activities.

Student Support & Activities Team
Dean of Students' Office
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