GUIDELINES FOR REGISTRATION AND RENEWAL OF
DEPARTMENT-ASSOCIATED GROUP (DAG)

BACKGROUND

1. Department-Associated Group (DAG) is a type of student group, which operates under the direct support of a university department/office, registered under the Dean of Students' Office (DSTO).

2. After registration, with the endorsement of their Sponsor Department, DAGs will be eligible to access campus resources that are open to student groups only and participate in some campus-wide activities, such as Orientation Camp or Day, Orientation Week.

NEW REGISTRATION GUIDELINES

3. A DAG should have a clear objective or specific purpose aligned with the focus area of a university unit and must be formed under the direct support of this relevant unit, known as the Sponsor Department.

4. Establishing a DAG is a long-term commitment. The Sponsor Department should designate an advisor to provide guidance on the DAG's development, including planning and advising activities, promotions, venue bookings, funding and storage space, as resources allow. The advisor can be any full-time staff with relevant expertise and/or duties for student development. It is recommended to assign one administrative support staff to assist the advisor for daily operational support for their DAG.

5. The registration of a DAG must be initiated by the Sponsor Department by completing the Registration Form and obtaining the signature of the Head of Department. The form is available exclusively to HKUST staff and faculty members on DSTO website, students do not have access.

6. The name of a DAG cannot include the university title (full or partial) unless approval has been obtained from the respective university authorities. Please visit the Legal Office for details. A DAG's name should not duplicate the name of any registered student societies affiliated with the Students' Union or existing DAGs, check HERE. It is recommended to indicate it is a student group, such as "XX Student Group" to avoid confusion with a university unit.

7. The Sponsor Department is required to apply for a project email account from ITSO as the official communication channel for the DAG. This email will be recognized by DSTO for various administrative purposes, including access to venue booking systems and the Student Organization Information System (SOIS).

8. The DAG registration request will be reviewed and approved by the Head of Student Support & Activities (SSA) at DSTO, based on the relevancy, uniqueness, and sustainability of the DAG, and track record of the Sponsor Department. For special cases, the Head (SSA) will seek advice from the Dean of Students before making the decision.

9. The registration period for a DAG is one year, from 1 September of the current year to 31 August of the following year. Result notification, together with important guidelines for organizing student activities, will be sent via email to the advisor (and the administrative support staff) from the Sponsor Department, copied to the Student Person-in-Charge (Student PIC). The Sponsor Department cannot be changed after the registration.

10. The SOIS is set up by DSTO to keep a complete and updated record of all registered student organizations in the university. A User Guide for SOIS will be provided to the Student PIC for signing the undertaking and submitting the required information on SOIS. DSTO will then check and confirm the SOIS upload to complete the DAG registration.

11. The Student PIC is responsible for keeping the ex-co member list on SOIS up to date, he/she can add or remove an ex-co member at any time during the session period.

12. Once registered, DAGs may apply for campus resources for student organizations, including event publicity, venue bookings, and funding, with the endorsement of their Sponsor Department. A few notes:
    (i)   DAGs do not have priority over other registered student groups for booking venues;
    (ii) Approval will be subject to availability, suitability, and the regulations set by the venue-managing unit;
    (iii) The venue-managing unit reserves the right to approve or decline a booking request endorsed by the Sponsor Department and DSTO-SSA.

NOTE: To protect student-focused resources (e.g., venues, funding) for their intended use, misuse of a registered DAG for non-student-led activities will result in declined requests. Repeated misuse will lead to DAG deregistration and possible rejection of future applications from the respective Sponsor Department.
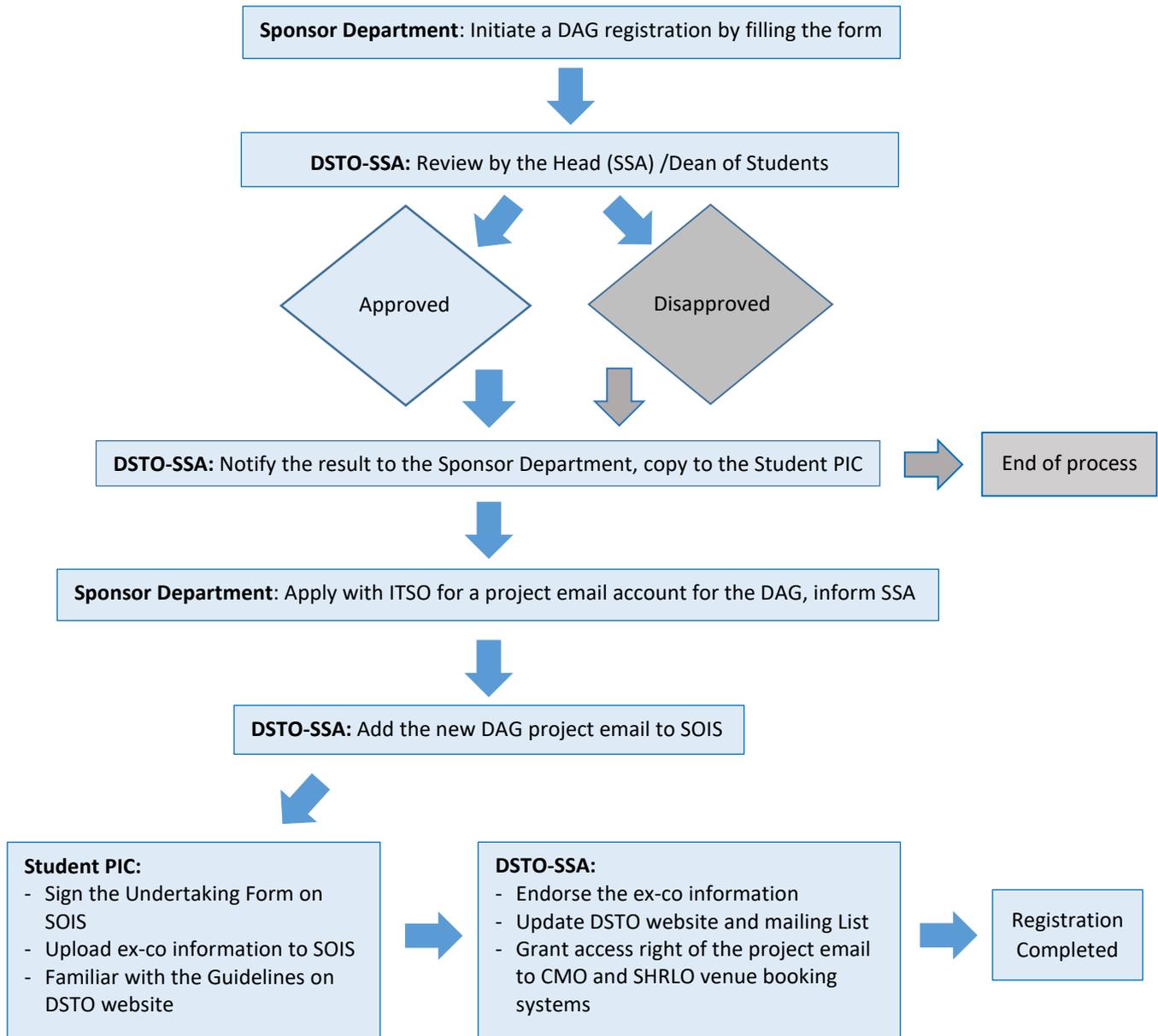

RENEWAL GUIDELINES

13. As DAGs will expire after 31 August every year, SSA will send renewal reminders to all Sponsor Departments at the beginning of the Fall term. The Renewal Form must be completed, signed by the Department Head, and submitted no later than one month after its expiry. Extension may be granted *upon request* for up to 3 months.

14. The new Student PIC of the DAG is required to sign the undertaking and submit the required information on SOIS to complete the renewal procedures. He/She is responsible for keeping the ex-co member list on SOIS up to date by adding or removing an ex-co member at any time during the session period.

15. If a DAG is not renewed by the Sponsor Department within the required timeframe, its status will be suspended, and the eligibility to access campus resources will be revoked. The DAG's name will also be removed from the DSTO website and the DAG mailing list.

16. If a DAG remains inactive for two consecutive years, its status will be automatically terminated, and the DAG will be de-registered from DSTO.

17. A DAG can have up to two Sponsor Departments, subject to the mutual agreement of their Department Heads. For co-sponsored DAGs, endorsement from either department is accepted for accessing university resources, unless specified otherwise in advance.

18. A DAG may be disbanded at any time by the Sponsor Department if deemed appropriate. The Sponsor Department should notify DSTO-SSA at least one week before its operations cessation.

Enquiries: ssa@ust.hk

Student Support & Activities
Dean of Students' Office
Jan 2026

DAG REGISTRATION WORKFLOW

Sponsor Department: Initiate a DAG registration by filling the form

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DSTO-SSA: Review by the Head (SSA) /Dean of Students

Approved   Disapproved

DSTO-SSA: Notify the result to the Sponsor Department, copy to the Student PIC → End of process

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Sponsor Department: Apply with ITSO for a project email account for the DAG, inform SSA

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DSTO-SSA: Add the new DAG project email to SOIS

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Student PIC:
- Sign the Undertaking Form on SOIS
- Upload ex-co information to SOIS
- Familiar with the Guidelines on DSTO website

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DSTO-SSA:
- Endorse the ex-co information
- Update DSTO website and mailing List
- Grant access right of the project email to CMO and SHRLO venue booking systems

→ Registration Completed

DAG RENEWAL WORKFLOW

DSTO-SSA: Email reminder to Sponsor Departments regarding DAG renewal at/before the start of Fall term

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Sponsor Department:
- Complete the Renewal Form to confirm the continuing support in September

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Student PIC:
- New Student PIC to sign the Undertaking Form on SOIS
- Upload ex-co information to SOIS
- Familiar with the Guidelines on DSTO website

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DSTO-SSA:
- Email confirmation of the renewal
- Endorse ex-co information on SOIS

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Renewal Completed