

Important Notes to Advisors of Student-Led Activities

Please refer to the following notes for quick reference when advising student organizers in their activities:

- **Discrimination, harassment, and vilification** in any forms, or hateful language or behavior will not be tolerated, as stated in the university's [Policy](#).
- **Group insurances** are provided by the university for recognized student activities, including [Group Personal Accident Insurance](#), [Public Liability Insurance](#), and the [Group Travel Insurance](#) (subject to prior approval).
- **Health and safety** should always be the top priority. Organizers can call Security Control Centre for all campus emergencies, and the International SOS (ISOS) for outbound medical and security support.
- **No smoking, alcohol and drug** in student activities, on or off campus.
- **Use of the names and logos of the university** is governed by the university's [Policy](#) and [Guidelines](#).
- **Personal data privacy and intellectual property rights** are protected by law. Use of personal data or copyrighted materials should obtain consent from the data or copyright owners.
- **No sale, money transaction, or commercial activities** on campus, unless with prior approval.
- **Financial transactions** related to the activities should be properly recorded with original receipts and cross-checked.
- **Career or recruitment-related activities** require support or permission by Career Center of HKUST.
- Do not commit to **sponsorships** involve the use of campus resources or personal data. The name of university or student organization or project/activity should not be associated with any commercial corporates or product names.
- **Fundraising activities** are not encouraged, and selling goods for fundraising is not allowed.
- **Fee collection for public activities or public publications** require approval of the university.

[The Guidelines for Student-led Activities and Student Organizations](#) (i.e., the student version) contain more details of the above notes. Please remind student organizers to comply with the Guidelines.

Student Support & Activities Team
Dean of Students' Office
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