

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 <u>Policy</u>.
- **Group insurances** are provided by the university for recognized student activities, including <u>Group</u> <u>Personal Accident Insurance</u>, <u>Public Liability Insurance</u>, and the <u>Group Travel Insurance</u> (subject to prior approval).
- **Health and safety** should alwas 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 <u>Policy</u> and <u>Guidelines</u>.
- **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.

<u>The Guidelines for Student-led Activities and Student Organizations</u> (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 March 2024