



## Shaw College, The Chinese University of Hong Kong Reminders on Student Discipline

### Disciplinary Committee

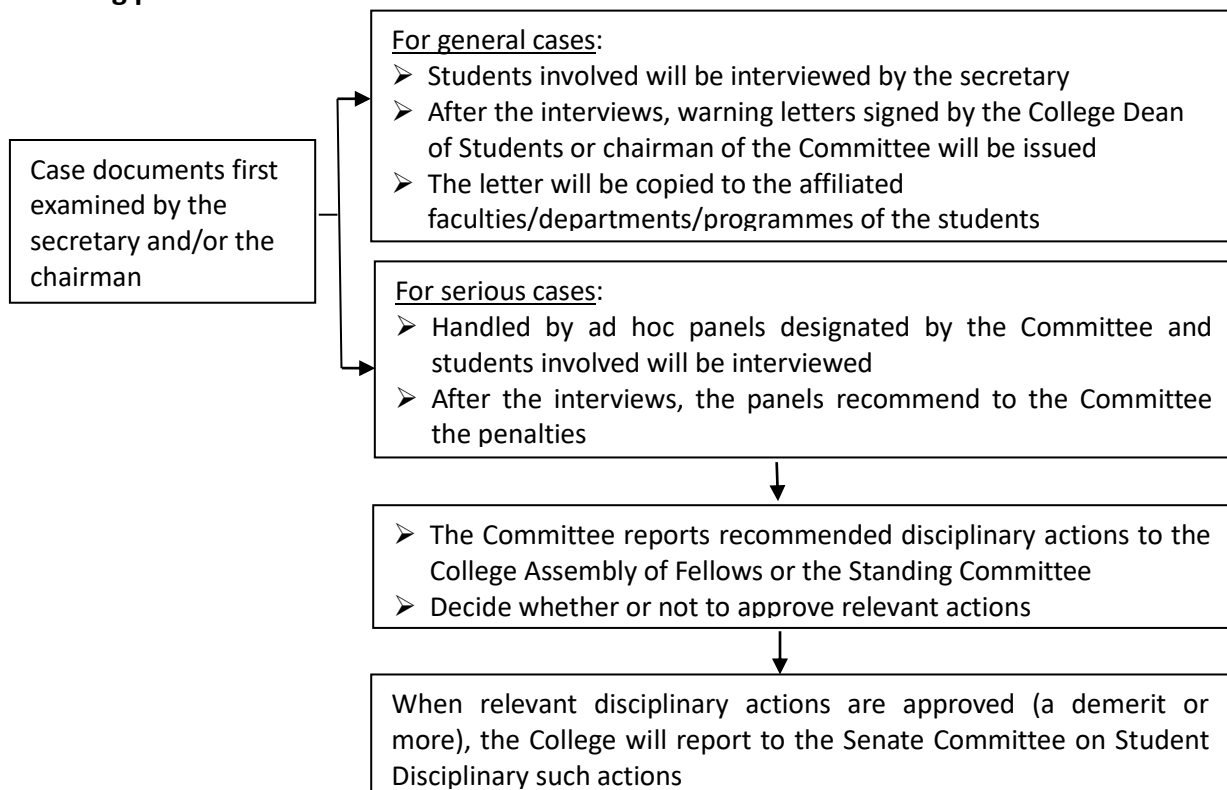
1. Shaw College Disciplinary Committee (hereinafter “The Committee”) is a committee under the Assembly of Fellows.
2. The Committee is chaired by a senior teaching member and members of the Committee include teaching staff, college representatives, warden representatives and student representatives.
3. The terms of reference of the Committee include 1) To consider matters relating to student discipline and 2) To recommend to the Assembly of Fellows disciplinary actions against misbehaved students.

### Disciplinary Cases and Handling

#### **Type of cases:**

1. “Non-academic”: incidents occurred in college (including student hostels), and cases referred by other colleges or University units involving students of Shaw College.
2. “Academic”: cases related to college general education courses.

#### **Handling procedures:**



### Examples of Commonly Committed Offences

Below is a summary of some commonly committed offences, however cases varied in nature and gravity and cannot be fully listed. In general, the Committee first makes reference to the University’s **General Regulations Governing Full-time Undergraduate Studies**:



Misbehavior	Penalty (demerits and other penalties)
Illegal transfer of student hostel places without prior approval by wardens or selling of student hostel places	1 demerit or more
Using another person's identity document (e.g. CU Link) or impersonation (e.g. for entering student hostel, joining activities organized by the College)	1 demerit or more
Lending identity document to another person	1 demerit or more
Damage of public property and order	1 demerit or more
Plagiarism in written assignment of college general education courses	1 demerit or more and a zero mark be given to relevant assignment
Theft	1 demerit or more
Leaving the university libraries with uncharged item for more than once	1 demerit or more
Using CU account for illegal download of copyrighted material from the internet for more than once	1 demerit or more
Alteration of system devices for air-conditioning or laundry, or use of the said system in student hostels to enjoy free or reduced charges for air-conditioning or laundry	1 demerit or more
Posting offensive messages against others on social media platforms	1 demerit or more
Hurting others' bodies	2 demerits or more
Falsification of documents or signature / False statutory declaration	2 demerits or more
An offence of an immoral, scandalous or disgraceful nature of which the student has been convicted in any court of law	2 demerits or more

1. There are two types of demerits, removable (to be removed after a certain period of time or by the time of graduation) and non-removable, to reflect the gravity of misbehavior.
2. It is noted that students are usually imprudent and do not realize the serious consequences of their misbehaviours. They can only regret when it is too late.
3. Students are therefore reminded that demerits are recorded on their transcripts and their application for scholarships, exchange and other student development programmes, student hostel places, etc. may be affected. Demerits on permanent record will affect their future studies and career.
4. According to the **University's General Regulations Governing Full-time Undergraduate Studies**, a student who has been given a total of 3 demerits (including those imposed by college, department and other units) may result in the termination of studies.

Students should also read the **Procedures for Handling Cases of Academic Dishonesty:**





# 香港中文大學逸夫書院 有關學生紀律的提示

## 書院紀律委員會

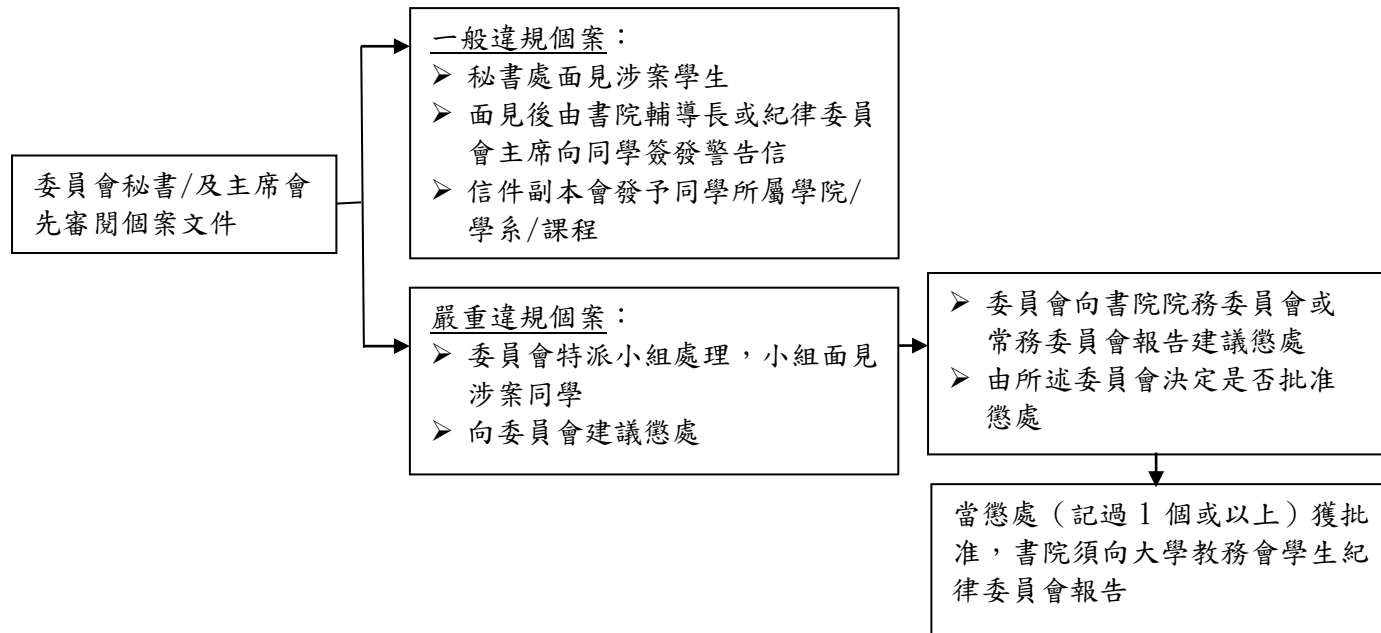
1. 逸夫書院紀律委員會（下稱「委員會」）隸屬書院院務委員會。
2. 主席由書院資深教員出任，成員包括教職員、書院代表、舍監代表和學生代表。
3. 委員會的職權範圍包括：一）處理有關學生紀律事宜及 二）向院務委員會建議對違規學生的處分。

## 紀律個案和處理

### 個案種類

1. 非學術：在書院（包括宿舍）發生的個案、由其他書院或大學其他部門轉介牽涉逸夫書院學生的個案。
2. 學術：跟書院通識教育課程有關的個案。

### 處理程序



### 個案例子摘要

下列為曾發生個案之摘要，惟個案種類繁多，未能盡錄。  
委員會決定懲處前一般會首先參考《大學全日制本科生總學則》：



違規行為	懲處（記過和其他懲處）
未經舍監批准，私自轉讓學生宿舍宿位或售賣宿位	記過 1 個或以上
使用他人身份文件（如中大通） / 冒認他人身份（例：進入學生宿舍、參加書院活動等）	記過 1 個或以上
將身份文件借予他人	記過 1 個或以上
損毀公物、破壞秩序	記過 1 個或以上
書院通識教育課程功課被發現抄襲	記過 1 個或以上， 該功課會被評為 0 分
偷竊	記過 1 個或以上
超過 1 次於大學圖書館取走物品，沒有辦理借出手續	記過 1 個或以上
使用中大賬戶，超過 1 次網上非法下載，侵犯他人版權	記過 1 個或以上
擅自改動宿舍冷氣或洗衣系統裝置或使用已經改動的系統裝置，以享用免費/減費冷氣或洗衣	記過 1 個或以上
於網絡社交平台發佈攻擊他人言論	記過 1 個或以上
使用暴力，傷害他人身體	記過 2 個或以上
偽造文件 / 冒認簽名 / 作出虛假聲明	記過 2 個或以上
經法庭判定犯有不道德、惡意中傷或可鄙的行為	記過 2 個或以上

1. 記過分為可移除（若干年期或至畢業前）和永久記錄兩類，以反映犯規之嚴重程度。
2. 書院紀律委員會在處理紀律個案的過程中，經常發現不少同學掉以輕心，忽視某些行為可以造成十分嚴重的後果，事後悔之已晚。
3. 在此提醒同學，記過會記錄在學業成績表，對於同學申請獎學金、交換計劃、其他學生發展計劃或學生宿舍宿位等將會受到影響；永久記錄甚至有機會影響將來升學及就業。
4. 根據大學學則，記過三次（包括書院、學系或其他部門發出的懲處）者得開除學籍。

同學亦應細閱大學《處理違反學術誠信個案的程序》：



逸夫書院紀律委員會編制

2022 年 10 月修訂