Student Handbook
Appendices
Application Procedures for a Student Visa to Hong Kong

I. General Information
   (i) All non-local students not residing in Hong Kong are required to obtain a student visa to study in HKSAR.

   (ii) HKU SPACE accepts non-local students to its academic programmes strictly on the basis of the applicants’ academic merits. The School does not guarantee the issue of student visas by the Hong Kong Immigration Department (HKID).

   (iii) All applicants for a student visa are required to have a local sponsor. Students admitted to the University of Hong Kong School of Professional and Continuing Education (HKU SPACE) may nominate HKU SPACE as your visa sponsor by completing and returning to HKU SPACE the Application Form for Sponsorship of a Student Visa (document SPACE/89/208) along with the necessary supporting documents and payment.

   (iv) At least 2 months should be allowed for visa processing.

   (v) It is the student’s responsibility to make appropriate visa arrangement before coming to Hong Kong.

II. Visa Application Procedures

   (i) Nationals other than PRC, Taiwan and Macau
      • Upon receipt of the letter of acceptance for admission into your academic programme, you are required to submit your student visa application to HKID via HKU SPACE. To do this, please submit your completed official visa application form ID995A http://www.immd.gov.hk/en/forms/forms/id995a.html, the duly completed Application Form for Sponsorship of a Student Visa (document SPACE/89/208), the required supporting documents and payment to the Registry Affairs Team, HKU SPACE.

      • On receiving your full submission, HKU SPACE will forward your student visa application to HKID for further processing.

      • If your student visa application is approved, HKID will issue an entry permit label (進入許可標籤) to HKU SPACE for onward dispatching to you. HKU SPACE will pick up the entry permit label and send it to you by courier.

      • You must affix the entry permit label onto your travel documents before entering Hong Kong.
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(ii) PRC nationals

- Upon receipt of the letter of acceptance for admission into your academic programme, you are required to submit your student visa application to HKID via HKU SPACE. To do this, please post your completed official visa application form ID995A http://www.immd.gov.hk/en/forms/forms/id995a.html, the duly completed Application Form for Sponsorship of a Student Visa (document SPACE/ 89/208), the required supporting documents and payment to the Registry Affairs Team, HKU SPACE.

- On receiving your full submission, HKU SPACE will forward your student visa application to HKID for further processing.

- If your student visa application is approved, HKID will issue an entry permit label to HKU SPACE for onward dispatching to you. HKU SPACE will pick up the entry permit label and send it to you by courier. Concurrently, you should apply for an "Exit-entry Permit for Travelling to and from Hong Kong and Macao" (EEP) (往來港澳通行證) and a relevant exit endorsement (赴港簽註) from the Public Security Bureau office where your household registration is kept. The entry permit label should be affixed onto a blank endorsement page of the EEP for arrival clearance upon entry to Hong Kong.

(iii) Taiwan nationals

- Upon receipt of the letter of acceptance for admission into your academic programme, you are required to submit your student visa application to HKID via HKU SPACE. To do this, please mail your completed official visa application form ID995A http://www.immd.gov.hk/en/forms/forms/id995a.html, the duly completed Application Form for Sponsorship of a Student Visa (document SPACE/ 89/208), the required supporting documents and payment to the Registry Affairs Team, HKU SPACE.

- Full-time students from Taiwan will be issued with a single-journey entry permit which is collected by HKU SPACE for onward transmission to the student. The student must enter Hong Kong on strength of the entry permit. Part-time students from Taiwan will be issued with a multiple-journey entry permit label. The multiple-journey entry permit label is to be affixed onto the student's Declaration of Identity for Visa Purposes, of which the student has to furnish to the Immigration Department with a copy upon application.
Appendix A

(iv) Macau SAR residents

- Macau SAR resident who is not Portuguese Passport holder is required to apply for “Visit Permit for Residents of Macao to HKSAR” (澳門居民往來香港特別行政區旅遊證) before submitting student visa application to HKID.

- Upon receipt of the letter of acceptance for admission into your academic programme, you are required to submit your student visa application to HKID via HKU SPACE. To do this, please mail your completed official visa application form ID995A [http://www.immd.gov.hk/en/forms/forms/id995a.html], the duly completed Application Form for Sponsorship of a Student Visa (document SPACE/ 89/208), the required supporting documents and payment to the Registry Affairs Team, HKU SPACE.

- On receiving your full submission, HKU SPACE will forward your student visa application to HKID for further processing.

- If your student visa application is approved, HKID will issue an entry permit label to HKU SPACE for onward dispatching to you. HKU SPACE will pick up the entry permit label and send it to you by courier.

For further enquires, please contact:

Registry Affairs Team,
School of Professional & Continuing Education,
The University of Hong Kong,
Pokfulam Road, Hong Kong
Telephone : (852) 2975 5608
Fax : (852) 2546 9642
Email : wilson.chan@hkuspace.hku.hk

OR

Hong Kong Immigration Department,
Tower II,
7 Gloucester Road,
Wan Chai, Hong Kong,
Telephone Enquiries Hotline : (852) 2824 6111
Fax : (852) 2877 7711
Email : enquiry@immd.gov.hk

Information on visa procedures are subject to updating without prior notice.
9 April 2001
amended 15 February 2008
last amended 29 April 2013
HKU SPACE Data Privacy Policy Statement

HKU SPACE respects personal data and is committed to full implementation and compliance with the data protection principles and all relevant provisions of the Hong Kong Personal Data (Privacy) Ordinance. In doing so, we will ensure that staff involved in handling personal data comply with appropriate standards of security and confidentiality.

In general, HKU SPACE, being part of the HKU, complies with all relevant and applicable HKU policies.

A) Uses of Personal Data We Collect
The personal data we collect will be used for processing applications for admission and registration, academic and administrative communication, alumni management and contacts, research, statistical purposes, marketing (including direct marketing), patient management and contacts, and prescribed purposes as allowed by the law from time to time. Examples are necessary student records, academic communications, alumni communication, patient records and other incidental activities etc. Your data will solely be handled by HKU SPACE staff but may be transferred to and used by other companies under contractual activities with the School for the above mentioned purposes.

HKU SPACE will divulge personal information only if required by law or with your prior consent. However, data may also be used in aggregate form for research and statistical purposes and in such circumstances individual data will not be divulged.

The personal data that you supply (including, without limitation to, your name, contact details and other information collected in your profile such as the programme(s) you enrolled, your graduation year etc.) may be used for communication, alumni contacts and the promotion on the availability of the programmes and courses, seminars and events, discounts and offers, clinics and other services as well as the alumni events, privileges, networking opportunities and fund-raising initiatives through various communication channels such as direct-mail, email and mobile phone. You always have the right to make subsequent changes on your choice of receiving further marketing materials by sending a written unsubscribe request to the Data Protection Officer (please see contact details in the paragraph below on “Data Protection Issues / Enquiries”).

B) Right of Access and Correction
Under the Hong Kong Personal Data (Privacy) Ordinance, individuals have the right to request access to and correction of their personal data. Should you wish to access or correct your personal information held by us, please send your enquiry or request to the Data Protection Officer by post or by email. A reasonable fee may be charged for the processing of certain data access requests.
Appendix B

C) Changes to this Statement
The HKU SPACE Data Privacy Policy Statement may be updated from time to time so please check this statement periodically. In case of inconsistency between the English and Chinese version, the English version shall prevail.

Data Protection Issues / Enquiries
Issues / enquiries should be addressed to HKU SPACE School Secretary and Registrar who acts as the Data Protection Officer for the School.

Data Protection Officer
11/F, T.T. Tsui Building,
The School of Professional and Continuing Education,
The University of Hong Kong,
Pokfulam Road, Hong Kong.

Email: privacy@hkuspace.hku.hk

Updated on 27 March 2013
Appendix C

Notice to Students Sitting Examinations

Before the Examinations

1. You should check the examination venues shown in the examination timetable carefully. All written examinations are closed book examinations unless otherwise specified.

2. You must present yourself at the venue set in the examination timetable for each of the papers you are taking. You should bring such identification as required (HKID Card / Passport) to confirm you are a candidate for the examination and arrive at the examination centre punctually in order not to miss any announcements made at the start of examinations.

3. You must behave quietly and decorously both within the place of examination, and in its vicinity before and after the examination.

4. Before entering the place of examination make sure that you know your candidate number and identify your place on the seating plan. When you are admitted, go straight to your desk. You may not change your place unless an Invigilator gives you permission to do so.

Attending the Examinations

5. You shall not impersonate another candidate, nor shall you permit someone else to impersonate you at the examination.

6. You are permitted to enter the place of examination only during the first half of the examination time (i.e. for a 2-hour paper, admission will not be permitted after the first hour). Late candidates will not normally be given extra time for compensation.

7. You should not bring into, or remove from, the examination room, any recorded or printed material or any paper, written or otherwise, without permission.

8. No unauthorized material should be placed on your desk. Only required ID documents (HKID Card / Passport), Admission Slip, writing implements, rulers, erasers and other essentials such as ink, slide-rulers and compasses are allowed. If you have any other personal belongings, you should put all these items, including any printed or written matter and your mobile phones, in a closed bag and place it under your seat, or near the entrance to the examination venue, or at any other nearby area as specified by Invigilators. If you do not have a bag to store your personal belongings, you may be required to place your personal belongings at the rear, the front, or at the sides of the examination venue.
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strongly advised not to bring any valuable property to the examination venue.

9. You shall write only on your answer book and on any supplementary answer books or sheets provided by the Invigilators for the purpose. You shall not remove any pages from or otherwise mutilate your answer book or any supplementary answer books or sheets, and shall give up all such materials on leaving the place of examination.

10. You shall not obtain or seek to obtain advantage in the examination by having or seeking access to unauthorized information or material or by copying or attempting to copy from, or by communicating or attempting to communicate with any other person during the examination.

11. Where the use of calculators is permitted, the calculator to be brought into the place of examination should have numeral-display facilities only and should be used only for the purpose of calculation. It should also be pocket-sized as calculators with a large key pad will generate unnecessary noise that may affect other students taking the examination.

12. It is also important to note that candidates taking examinations are not allowed to bring into the examination venue any form of recorded matter without the special permission of the Invigilators. The calculator that you bring into the examination venue must not, therefore, contain any stored programme or data in its memory.

13. Smoking is prohibited. Except for bottled water, food and drink are not allowed during the examination.

14. Mobile phones, pagers, beeping watches and any other sound-making electronic devices must be switched off during the examination. Such devices may be confiscated if any attempt is made to use them and if they disturb other examinees.

15. You must place your HKID Card / Passport and Admission Slip on the top right hand corner of your examination desk for inspection by Invigilators.

16. You should write your candidate number and not your name, on your examination answer book.

17. You will be told when you may turn over the page and begin work. Before you are told to do so, you are not allowed to open the question papers. You should however read carefully the instructions printed on the front of your answer book.
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18. If you wish to ask any question arising from the question paper, you must do so within the first half hour of the examination by raising your hand and waiting for an Invigilator to attend you.

19. You may leave the place of examination at any time after half the time set for your examination has elapsed (i.e. 1 hour for a 2-hour paper), and before the last 30 minutes of the examination. If you wish to leave the place of examination, you must first seek the approval from the Invigilator (or Examiner as appropriate) and leave your answer book on your desk. You will be re-admitted only if you have been accompanied by an Invigilator while you were absent.

20. 30 minutes, and again 5 minutes, before the end of the examination, you will be reminded of the amount of time you have left. After the 30-minute warning you may not leave until the examination has ended and you are given permission to go.

21. At the end of the examination you will be told to stop writing. You must stop immediately and remain seated in silence until all the scripts have been collected, and you are given permission to leave.

22. You are asked to leave the examination venue quietly as soon as your examination concludes, as there may still be other students taking their examination at the same venue or in its vicinity.

23. You are reminded that it is an offence under the Prevention of Bribery Ordinance to make gifts of any nature to teachers at any time.

24. If you think that your performance may have been affected by something which happened during the actual time of the examination, you should write, not later than 14 days after the examination, to the Programme Leader. Do not delay, and do not, under any circumstances, write to the Examiners.

Absence from Examinations

25. If for any reason you have been unable to attend for any paper in an examination you must, within 7 days of the absence, write to the Programme Leader giving reasons for your absence.

Examination Results

26. Examination results are determined by the respective Board of Examiners or other comparable committees and any enquiries concerning the announcement of results, permission for taking supplementary examinations etc. should be directed to the Programme Leader.
Disciplinary and Appeals Committee

Terms of Reference

1. To review appeals of student failure where a zero mark is imposed arising from misconduct in an examination.
2. To decide the penalty for students who have committed a second offence of misconduct in examinations.
3. To consider appeals from students who have confirmed committing plagiarism in an assessment.
4. To review student disciplinary matters which the Programme Team cannot resolve at College level.
5. To review the recommendation of the Boards of Examiners or the comparable committees where a student is recommended for discontinuation.
6. To identify any wider issues arising from the cases considered and make recommendations for improvement, if appropriate.

Membership

1. Head of College
2. Deputy Director (Academic Services)
3. Subject Group/Programme Team Leader
4. Academic Staff
   (a member from another College)
5. Academic Staff
   (co-opted member, from the College of complaint, if necessary)
6. Part-time Teacher
   (if necessary and appropriate)

Attendance by Invitation

Optional Membership Category

A student representative may be co-opted by the Committee at the request of the student concerned.
College Affairs Secretary (Secretary)

The Committee may call for such advice on legal points (informal or formal, as appropriate) if it feels necessary.
Appendix E

Regulations Governing the Issue of Replacement Award Certificates

The School Award Certificate is a unique document: duplicates or copies are not issued. In case of loss or damage of an original certificate, or when there is a legal name change requiring updating of School records, the issue of a replacement award certificate to an eligible graduate is possible by completing and submitting the stipulated pro forma to:

The Registry Affairs Team,  
HKU SPACE,  
9/F T T Tsui Building  
The University of Hong Kong,  
Pokfulam Road,  
Hong Kong

along with:
(a) a copy of the graduate’s HKID card or passport;
(b) relevant documentary evidence such as a police report or notarized statement for lost or damaged certificate, or certified legal documentation for name change;
(c) in the case of name change, all other original certificates issued under the former name (as the graduate will receive a replacement certificate for each certificate issued previously under his/her former name, and the returned documents will be retained by the School); and
(d) the replacement fee.

The required supporting documents and the replacement fee must be received before any action will be initiated.

2. An application for a replacement award certificate will only be processed if the graduate has satisfied all academic and financial obligations to HKU SPACE. If the graduate has any unmet obligations to the School, he/she will not be provided with a replacement copy until those obligations are fulfilled.

3. The replacement fee is $700 for each certificate. A graduate is only allowed to retain one copy, including the replacement copy, of the certificate for each academic award. In the case of a name change, all certificates previously issued by the School under the graduate’s former name must be replaced under the same application, and his/her name in the School’s permanent student record will also be amended accordingly. When more than one certificate is required to be replaced due to name change, the replacement fee is $700 for the first certificate, and $100 each for all other certificates to be replaced under the same name. If a graduate has previously received three different awards from the School, the replacement fee arising from the name change will be $900 ($700 + 2 x $100).
4. A replacement award certificate will in general follow the format currently in use, and bear the signature of the current School Director. The statement “This award certificate is reissued on the (date).” will appear at the bottom of the certificate.

5. Applications for the issue of replacement award certificates are accepted all year round. The normal processing time of such applications is two months.

6. All enquiries should be addressed to the Registry Affairs Team (Tel: 2975 5755, 2975 5608 or Fax: 2546 9642).

1 July 2007
amended 1 October 2008
re-amended 3 July 2013
Facts You Should Know About The Copyright Ordinance

Lectures
You are warned that notes taken in lectures, and course materials supplied to you by departments, are to be used by you only for the purposes of research or private study. Similarly, lectures may not be recorded without the permission of the lecturer. If the lecturer permits recording, it must be subject to any conditions which are stipulated at the time of granting permission. The copyright of each lecture delivered in the University is vested in the lecturer delivering it and/or the University. Failure to heed this warning may result in an infringement of the copyright laws.

Photocopies
Any copying of copyright materials by students on self-service copiers within the University must be kept within the scope of fair dealing for the purposes of research or private study under the copyright legislation currently in force in Hong Kong.

Although there is no statement in the legislation as to the maximum amount of copying allowed under the fair dealing provision, the following principles should be observed:

(a) copying must be made for the purposes of the student’s own research or private study;
(b) the extent of copying must be kept to the minimum necessary for the above purposes; AND
(c) copying must result in no more than one copy of the same work.

In the absence of any quantitative guideline, students are advised against doing, among other things, any of the following:

(a) copying more than one article from a periodical or newspaper;
(b) copying more than one chapter from a book; OR
(c) multiple copying of any kind.

If these guidelines are not followed, users of the self-service copying machines may render themselves liable to legal action from copyright holders for breach of copyright.

The making of copies of copyright materials by Library staff for library users without the express permission of the copyright holder is strictly limited under the copyright law. Generally, subject to certain prescribed conditions, only one copy of one article from a single periodical issue, or one copy of a reasonable proportion of a published literary, dramatic or musical work (other than an article in a periodical) may be supplied by Library staff to a library user solely for the purposes of the user’s research or private study.
On September 30, 2002, the Government issued a set of guidelines for photocopying of printed works by not-for-profit educational establishments with a view to clarifying the extent of permissible photocopying by teachers for classroom use. These guidelines have come into effect since October 2, 2002 and can be viewed at 

**Internet Materials**

Materials on the Internet are protected by copyright. The mere fact that they are made available to the public via the Internet does not mean that they can be copied without permission. Without the copyright holder’s licence or permission, any copying of such material by a student (e.g. including the material in the student’s work or printing it out on paper) must not exceed the scope of the fair dealing for the purposes of research or private study.

Similarly, uploading of copyright material on to the Internet is an act of copyright infringement if it is done without the consent of the copyright holder.

**Dissertations**

The following aspects of the copyright law may affect candidates who will write dissertations:

(a) Quotations from other copyright material may be freely made in dissertations, provided that there is no intention to publish them and provided that they are clearly marked as such and the source given. If, however, it is intended for publication, the following steps should be taken:

(i) Any quotations should be clearly marked as such (by the appropriate use of quotation marks or indentation) and the source given.
(ii) For any quotation of more than a few lines, the permission of the copyright holder must be obtained before the dissertation is published (but not necessarily before it is submitted).
(iii) Acknowledgement of permission to reproduce the material quoted should be made in the form approved by the copyright holder

(b) Copyright material varies according to the laws of the country of publication, but generally the following may be considered as not subject to the provisions of copyright laws:

(i) Printed matter the author of which has been dead for more than fifty years (care must however be taken not to quote from a more recent edition which is still subject to copyright).
(ii) Publications from countries/regions which are not signatory to the Universal Copyright Convention, provided that the dissertation is not intended for publication in these countries/regions. The People’s Republic of China and the Hong Kong SAR are signatories to the convention. Taiwan is not.
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In case of doubt, it is safest to assume that copyright exists.

(c) The copyright holder may usually be identified from the publication concerned. It is usually either the author or the publisher, and the statement prefixed by the symbol c on the reverse of the title page (in recent publications) is the source of this information. If no such statement can be found, an inquiry should be sent to the publisher.

(d) By law, a dissertation has the status of an unpublished manuscript. The author is the copyright holder, and deposit of a copy of the dissertation in the University Library or another department of the University does not transfer copyright to the University or any part of it. The Library seeks the consent of the author at the time when a dissertation is submitted to the making of microfilm or other copies for limited use, i.e. for purposes of private study and research only. The author retains his/her general copyright, which prevents others from publishing materials from the dissertation without the author’s written permission.

[Source: HKU Student Handbook 2013-14]
Appendix G

**Intellectual Property Rights Policy for Staff, Students and Visitors**

1. **Preamble**

1.1 The Intellectual Property Rights Policy ("Policy") sets out the University’s policy on Intellectual Property Rights for works produced at the University by Staff, Students and Visitors of the University. It is important for Staff, Students and Visitors to understand their rights as well as how to protect such rights in order to avoid potential disputes when engaging in research and writing.

1.2 Staff, Students and Visitors during their course of study, employment, engagement or appointment generate original work. Staff, Students and Visitors, as creators of intellectual property, together with the University, have rights in respect of the fruit of their intellectual endeavours and work. These Intellectual Property Rights are protected under the laws of Hong Kong.

1.3 The University believes in promoting knowledge exchange and knowledge sharing and encouraging the flow of knowledge between the University and the community for mutual benefit. The University is a signatory to the Berlin Declaration on Open Access to Knowledge in the Sciences and Humanities, which recognizes that information should be made widely and readily available to society and encourages and advocates open access publication.

2. **Definitions**

**Author** means the creator of a Copyright work.

**Copyright** means a collection of rights relating to original literary, dramatic, musical, and artistic works, sound recordings, films, broadcasts, cable programmes and the typographical arrangement of published editions. For the avoidance of doubt, ‘literary work’ includes software and digital publications.

**Course of employment** means any work undertaken by a Staff member in performing the duties for which the Staff member has been engaged and within the scope of the duties described in the Staff member’s contract of employment.

**Database** means a collection of independent works, information, data or other materials that are arranged in a systematic or methodical way and are individually accessible by electronic or other means. The database may consist of textual entries (e.g. names or phone numbers), or independent works such as photographs or videos.
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**Evaluation Committee** means the committee of the Technology Transfer Office responsible for evaluating the patentability and marketability of Inventions disclosed by Staff and Students.

**Institutional Work** includes works created using University funding (including funding obtained by the University from internal and external sources) and works that are commissioned by the University.

**Intellectual Property Rights (IPR)** means any and all intellectual and industrial property rights now in force or that come into force in the future in any part of the world whether or not registered or registerable and includes all applications and rights to apply for registration (and renewals and extensions of any registration) of such rights as well as all rights of action and remedies in relation to past infringements including rights in or in connection with:

(a) confidential information, business or trade secrets, know-how;

(b) Inventions, Patents (including supplementary protection certificates);

(c) Copyright (including the rights to secure Copyright renewals and extensions of Copyright, Copyright not yet in existence but that comes into existence in the future and all other rights of a like nature by law in force in any part of the world);

(d) Trade Marks, service marks, business or trade names; and

(e) Design rights, topography rights,

Together with all other rights of a similar or corresponding character or nature.

**Invention** means the conception and reduction to practice of a useful, novel and non-obvious product or process, or improvement thereon, for which a Patent may be obtained.

**Inventor** means the person who invents, develops or discovers an Invention.

**Licence** means a contract in which an Intellectual Property Rights holder gives permission to another to perform any Restricted Acts in relation to the intellectual property.

**Net Receipts** means the total Royalties and fees generated from the commercialisation (including but not limited to, joint venture and licensing) of an Invention or discovery, less:

(a) all expenses reasonably incurred by the University and/or its wholly owned subsidiary (including patent agents fees and legal fees) for the filing, maintenance, protection and preservation of Intellectual Property Rights in connection with the Invention or discovery;
(b) all expenses reasonably incurred by the University and/or its wholly owned subsidiary (including patent agents fees and legal fees) for the commercialisation of the Invention or discovery; and

(c) where the Invention is jointly owned by another university, legal entity or institution, 10% to 20% of gross Royalties to cover internal administrative overheads;

(d) amounts of taxation payable by the University and/or its wholly owned subsidiary in respect of the Royalties;

(e) any other expenditure that is agreed with the inventor(s).  

Patent means a grant which gives the owner of an Invention a right to exclude all others from making, using, selling or importing the Invention in the relevant jurisdiction.

Restricted Acts means:

(a) in relation to Copyright, the exclusive rights of a Copyright owner in respect of a work, including the right to make copies, to authorize other persons to make copies, to make available copies of a work to the public, to perform, show or play the work in public or to make an adaptation of the work;

(b) in relation to Patents, the exclusive rights of a Patent owner in respect of an Invention, including the right to make, use, sell, put on the market, stock, offer for use, or import the Invention;

(c) in relation to Trade Marks, the exclusive rights of a Trade Mark owner in respect of a Trade Mark, including the right to use the Trade Mark in trade or business (including without limitation, to apply the Trade Mark to goods or their packaging, offer or expose goods for sale bearing the Trade Mark, put goods on the market bearing the Trade Mark, offer or supply services under the Trade Mark, import or export goods bearing the Trade Mark, or use the Trade Mark on business papers or advertising); and

(d) in relation to Designs, the exclusive rights of a Design owner in respect of a Design, including the right to make, import, sell or hire any article in respect of which the Design is registered, or offer or export such article for sale or hire.

Royalty means a payment made to an Intellectual Property Rights holder for the right to use his or her intellectual property.

Staff means a person who is a member of the University’s academic or nonacademic staff (whether full-time or part-time).
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**Student** means any full-time or part-time graduate or undergraduate student.

**Substantial use of University resources** means use of time for which the University is compensating the inventor, creator or author to provide services for the University; use of funding provided by the University and/or funding that is made available to the inventor, creator or author in the form of grants, contracts or awards from external sources; and/or use of any University resources that are not ordinarily used by, or available to, that Staff member or Student, but does not include an incidental use of University resources. For the avoidance of doubt, casual use of library and desktop computer facilities shall not be considered to be a substantial use of University resources.

**Technology Transfer Office** means the office of the University responsible for managing and administrating the University’s intellectual property, including without limitation administering Patent applications.

**Trade Mark** means a distinctive name, sign, logo or indicator used by an individual, business or other legal entity to distinguish its goods and/or services.

**University** means the University of Hong Kong, including all campuses of the University, whether located in Hong Kong or elsewhere.

**University Domain Names** means any domain names registered by the University from time to time, including without limitation, www.hku.hk, www.hku.edu.hk and any related sub-domain names.

**University Marks** means “The University of Hong Kong”, “香港大學”, the acronym “HKU”, “港大”, all other names, abbreviations, logos, whether registered as a trade mark or not, and any other form of visual identity that connotes an association with the University.

**Visitor** means a person who is not Staff, who takes part in teaching, research and other activity that would normally be conducted by Staff, including without limitation a scholar on short term exchange with the University, adjunct professors and honorary professors.

3. Application of Policy

3.1 This Policy applies to Staff, Students and Visitors of the University.

3.2 This Policy constitutes an understanding which is binding on the University and on the Staff, Students and Visitors to whom this Policy applies, as a condition for participating in research programs at the University, for the use of University funds or facilities, or for commencing employment or studies with the University.
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3.3 This Policy shall be incorporated in all employment contracts for Staff joining the University after this Policy has been implemented.

4. Overview

4.1 The key provisions of this Policy regarding Intellectual Property Rights of Staff, Students and Visitors are summarised below:

4.1.1 Staff

(a) The University shall own all Intellectual Property Rights in works generated by Staff in the course of their employment with the University.

(b) However, the University will normally only enforce such rights under a limited set of circumstances, including where the work was generated using a substantial use of University resources or personnel, where the work is an Institutional Work, or where the work is subject to an agreement signed by the Staff which requires the Staff to assign rights to the University or a third party.

(c) Intellectual Property Rights in works generated by Staff in the course of an exchange with another institution shall be dealt with by the mutual agreement of the two institutions in accordance with their respective Intellectual Property Rights policies. It is recommended that a formal agreement regarding Intellectual Property Rights is entered into between the two institutions as early as possible.

4.1.2 Students

The University may assert ownership of Intellectual Property Rights for works generated by Students in the course of study. However, the University shall not assert ownership of Intellectual Property Rights in the following circumstances:

(a) Where the work is not an Institutional Work. For the avoidance of doubt works created in connection with graduate assistantships or scholarship grants to Students to pursue academic activities towards an advanced degree shall not be considered to be Institutional Works; or

(b) where there has not been a substantial use of University resources or personnel; or

(c) where the work consists of Student coursework or a Student’s contribution to a written thesis, as outlined in more detail at paragraphs 5.1.2 and 5.1.3 below.

4.1.3 Visitors

As a result of any Visitor having access to and use of any University facilities,
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equipment, accommodation or intellectual property, or participating in any
teaching or research activities of the University, the University may require the
Visitor to: (i) sign a confidentiality agreement in a form approved by the
University; (ii) disclose to the University, immediately upon creation, full
details on any Intellectual Property Rights created by the Visitor; (iii) do all
things and sign all instruments necessary to assign such Intellectual Property
Rights to the University; and/or (iv) give consent in relation to any moral rights
he or she may have in the relevant work.

4.1.4 Collaborative Work
Depending on the nature and level of contributions made by other collaborators,
Intellectual Property Rights may be shared between two or more parties,
including but not limited to supervisors, Students, Staff, the University and
collaborating universities.

4.2 Role of Staff

Staff are required to have an understanding of Intellectual Property Rights
issues. This is particularly important when supervising research students,
deciding when and what to publish about their work, negotiating with third
party research sponsors, and in collaborative efforts with other institutions.

4.3 Role of Supervisors

4.3.1 In different fields of study and research projects, the role of a supervisor
varies and this has an implication on the arrangement of Intellectual Property
Rights generated in research projects. A Student is expected to receive
guidance from his or her supervisors. In the event that a supervisor merely acts
as a mentor or a consultant, the Student will have the primary right to any
Intellectual Property Rights generated in connection with the project. However,
if a student works on an established research project and makes a substantial
use of University resources assigned to the supervisor, the University shall own
the Intellectual Property Rights created in connection with the research project.

4.3.2 In the event that a supervisor initiates a substantive idea in a research
project, the University, as the employer of the supervisor, shall own the
Intellectual Property Rights generated in connection with the research project,
subject to any agreement to the contrary.

4.3.3 In the event that a supervisor and a Student collaborated in the conception
and design of an Invention, and the work made a substantial use of University
resources, the Invention and any resulting patents will be owned by the
University.

4.3.4 In the event that a supervisor and a Student collaborated in the conception
and design of an Invention in which the intellectual effort is inseparable, and
the work did not make a substantial use of University resources, the Invention
and any resulting patents will be jointly owned by the University and the
Appendix G

Student. The percentage of Intellectual Property Rights ownership should be agreed between the supervisor and the Student as early as possible.

4.4 Role of Students

All Students are required to familiarize themselves with this Policy. It is important that Students, before joining a research project, make enquiries with their supervisor or project group regarding Intellectual Property Rights for the research project and should agree on the Intellectual Property Rights arrangement for the research project.

4.5 Student research in conjunction with externally funded projects

In the case of externally funded projects, the University may be under a contractual obligation to assign all or part of the Intellectual Property Rights to a third party. Before a Student participates in such a project, he or she is required to make enquiries with his or her supervisor regarding the Intellectual Property Rights arrangement for the project. The University may, in its sole discretion, require the Student to sign a written agreement acknowledging and agreeing to the Intellectual Property Rights arrangement for the project.

5. Copyright

5.1 The University’s policies on relation to copyright in various categories of works are outlined below:

5.1.1 Scholarly work and teaching materials created by Staff

(a) The University does not normally exercise its claim of copyright ownership over any work created by Staff that is of a scholarly nature or created for teaching purposes.

(b) Staff grant the University a royalty free, perpetual, nonexclusive, worldwide licence to use the work for noncommercial purposes. The licence granted under this clause shall continue after the Staff is no longer employed by the University.

(c) Staff may submit their work to publishers and assign copyright in the work to a publisher as they judge appropriate, subject to any pre-existing licence granted in respect of the work. Staff shall procure that the University is granted the right to re-use the scholarly work (including any subsequent editions) for non-commercial purposes, including without limitation, posting the work on the University’s institutional repository, the HKU Scholars Hub (the “Hub”).

(d) Where publishers’ agreements permit, once a work is published, the University encourages Staff to submit their prior version of the published
Appendix G

work ("Author’s Manuscript") to the Hub to facilitate knowledge sharing. Administrators of the Hub will be responsible for confirming that the relevant publisher’s agreement permits the posting of the Author’s Manuscript, prior to posting any manuscripts on the Hub.

(e) Works which have been specifically commissioned by the University or works governed by agreements with research sponsors will be governed by those agreements and not the above.

5.1.2 Student coursework

(a) The Student shall retain copyright in his or her work submitted in the course of his or her study, including papers, essays, reports and articles.

(b) The Student grants the University a royalty free, perpetual non-exclusive worldwide licence to use the work (i.e. perform any Restricted Acts in relation to the work) for noncommercial purposes. The licence granted under this clause shall subsist after the Student is no longer enrolled as a student of the University.

5.1.3 Student thesis

(a) The Student shall retain copyright in his or her written thesis.

(b) The Student grants the University, in particular the University Libraries and the University Archives, a royalty free, perpetual, non-exclusive worldwide licence to circulate the thesis or use the thesis for other non-commercial purposes. The licence granted under this clause shall persist should the Student no longer be enrolled as a Student of the University.

(c) If research data included in a thesis are obtained by a collaborative effort (including collaboration between the Student and a supervisor or other researcher at the University), such data may be the joint property of the Student and the collaborating party. It is strongly advised that Students and supervisors/researchers make clear agreements in advance concerning the ownership and use of Intellectual Property Rights created in connection with a Student thesis.

5.1.4 Jointly authored work

(a) Where two or more Staff and/or Students have collaborated on a work in which the contributions of the collaborators are not separable, this work will be jointly owned by all Authors.

(b) Where two or more Staff and/or Students have collaborated on a work in which each person’s contribution is distinct (e.g. a chapter of a book is written by a different author), the work is a collective work and each Author shall own copyright in his or her individual work.
5.1.5 Work involving substantial use of University resources

Where a work has been created by Staff or Students making a substantial use of University resources, the University shall retain ownership of such works, subject to any written agreement to the contrary. Where there may be a question of whether a work involves substantial use of University resources, it is strongly advised that an agreement relating to Intellectual Property Rights should be reached between the parties before the use of such resources.

5.1.6 Software

(a) The copyright in software created by Staff and Students shall normally be retained by the Authors of such software. However, the University shall retain ownership of the copyright in software produced by Staff and Students in the following circumstances: (i) where the is a substantial use of University resources; (ii) where the software is an Institutional Work; (iii) where the software was developed by a Staff member in the course of his or her employment.

(b) Software developed as a result of work partially or fully funded by an external organisation through a contract or grant to the University, shall be governed by the terms of the contract or grant.

(c) If a Student creates software working in conjunction with a supervisor and both parties contribute original intellectual labour, and the contributions are not separable, the work shall be jointly owned by the Student and the University.

(d) Staff and Students grant the University a royalty free, perpetual, non-exclusive worldwide licence to use the software for non-commercial purposes. The licence granted under this clause shall continue after the relevant Staff and Students are no longer associated with the University.

5.1.7 Databases

A Database is protected by copyright law in Hong Kong, provided that the selection or arrangement of the contents meets the minimum standard of originality, i.e. that a sufficient amount of skill and labour is involved in the selection or arrangement of the contents of the Database. (a) Databases created as part of an established University project The University may own copyright in a Database (e.g. a DNA Database on plant genomics produced by the Department of Biology). If a Student undertakes laboratory research and expands any such Database, the Student may not have any rights to the Database as the Student’s effort was performed as part of an established University project. It is recommended that the Student and supervisor discuss Intellectual Property Rights and arrive at a written agreement before commencing the work. (b) Databases created as part of Student coursework If a
Student creates a Database as part of course requirements (e.g. a database of eating habits for a marketing research project), the Student shall retain ownership of the copyright in the Database. The Student grants the University a royalty free, perpetual, non-exclusive worldwide licence to use the Database for non-commercial purposes. The licence granted under this clause shall continue after the Student is no longer enrolled as a Student of the University.

(c) Databases jointly created by a Student and a supervisor
When a student creates a Database and works in conjunction with a supervisor and both parties have been involved in the selection and arrangement of the contents of the Database, the copyright in the Database will be jointly owned by the University and the Student.

5.1.8 Work created on the University web server
A Student shall retain ownership of any work that he or she creates and places on the University website. The Student grants the University a royalty free, perpetual, non-exclusive worldwide licence to use the work for non-commercial purposes. The licence granted under this clause shall continue after the Student is no longer enrolled as a Student of the University.

5.1.9 Institutional works
The University shall retain ownership of Institutional Works and works resulting from simultaneous or sequential contributions over time by multiple Staff and Students, such that the work can not be attributed to a single Author or a discrete number of Authors.

5.1.10 Videotaping and related classroom technology
Copyright in audio recordings and audiovisual recordings of courses taught at the University or courses developed for the University shall be the property of the University. Videotaped courses and courses recorded using any other media are University property and may not be reproduced, distributed, performed or displayed without permission of the University.

6. Patents

6.1 Inventions protected by patents
In order to be patentable, an Invention must be new/novel, involve an inventive step and be capable of industrial application. Patents apply to a wide variety of Inventions, including machines or devices (e.g. a laser printer, an electronic circuit), processes (e.g. a genetic engineering procedure, a business process), chemical compounds (e.g. a drug), new life forms (e.g. a genetically altered life-form). A Patent, once granted, prevents anyone else from using the Invention without the patent owner’s permission for a fixed term. After the Patent expires, anyone is able to use the Invention without a requirement to obtain the former Patent owner’s permission.
6.2 Duty to report Inventions

6.2.1 Staff and Students shall immediately notify and disclose to the Technology Transfer Office of the University any potentially patentable discoveries or Inventions made by them. The Evaluation Committee shall evaluate the patentability and marketability of Inventions disclosed by Staff and Students, and where appropriate, the Technology Transfer Office will administer the Patent application of the Staff and Students.

6.2.2 The first step to report an Invention is to complete and submit an Invention Disclosure Form (IDF) to:

Technology Transfer Office
The University of Hong Kong

6.2.3 The Invention Disclosure Form is obtainable from the Technology Transfer Office or can be downloaded from its website: www.tto.hku.hk.

6.3 Confidentiality

It is important that any information about a potentially patentable Invention is not prematurely disclosed. Telling a third party about the information generated by a research project could constitute a disclosure and may mean that the invention loses the necessary quality of novelty, resulting in the Invention becoming un-patentable. In the event that Staff and/or Students need to discuss the details of an Invention with outside academics or potential developers, they should ensure that a non-disclosure agreement (in the form provided by the Technology Transfer Office) has been executed before disclosing any information about the Invention.

6.4 Staff Inventions

6.4.1 Patentable Inventions made by Staff in the course of employment or with more than incidental use of University resources or developed under a project funded by or through the University must be disclosed to the University. Staff, as a condition of their employment with the University, shall assign all right, title and interest in such Inventions and/or Patents to the University and shall cooperate with and assist the University in the Patent application process, including without limitation, executing any deed of assignment and other documentation necessary to file a Patent application.

6.4.2 Staff should not enter into any agreement with a third party which conflicts with their obligation to the University under this Policy. Each Staff member should make his or her obligations under this Policy clear to any third party when negotiating a sponsorship or consultancy agreement.
6.5 Student Inventions

6.5.1 Patentable Inventions created by a Student in the course of study and developed with more than incidental use of University resources and/or developed under a project funded by or through the University should be disclosed to the University. The Student Inventor shall assign all such Inventions and/or Patents to the University and shall cooperate with and assist the University in the Patent application process, including without limitation, executing any deed of assignment and other documentation necessary to file a Patent application.

6.5.2 Inventions made by a Student outside his or her course of study and without the use of University facilities or funding shall be the property of the Student, subject to any agreement to the contrary.

6.6 Decision to Patent an Invention

6.6.1 The University may, in its sole discretion decide to obtain a Patent for an Invention made by Staff and Students. The Evaluation Committee in the Technology Transfer Office is responsible for evaluating the patentability and marketability of an Invention.

6.6.2 Where the Evaluation Committee decides to file a Patent application, such invention shall be filed in the name of the University.

6.6.3 When the Evaluation Committee declines to file a Patent application for an Invention created by a Staff member and/or Student within a reasonable time, or where the University pursues an Invention but subsequently abandons the pursuit of the Patent or licence agreement, the relevant Staff member and/or Student may request the University in writing to waive the University’s interest in the Invention. Upon receipt of the request, the Pro-Vice Chancellor and Vice-President (Research) and the Director of the Technology Transfer Office shall consider the case in the light of the University’s obligations to sponsors, if any, and on whether the waiver would be in the best interest of the University, as well as whether the waiver would result in any conflict of interest. If the request is approved, the Intellectual Property Rights in the invention/Patent will be assigned to the relevant Staff member and/or Student who will then be free to file a Patent application at his or her own cost and/or dispose of the Invention as he or she wishes. The relevant Staff member or Student shall grant the University a royalty free, perpetual, non-exclusive worldwide licence to use the Invention for noncommercial purposes. The licence granted under this clause shall persist should the relevant Staff member and/or Student no longer be associated with the University.

6.6.4 Staff and Students should refer to the website of the University’s Technology Transfer Office for more information regarding Patents, Patent searches and Patent applications.
6.7 Fragmented IPR ownership – staff from another university

When a Staff member joins the University from another institution and undertakes the same area of research, it may result in fragmented ownership of Intellectual Property Rights. It is recommended that a formal agreement regarding Intellectual Property Rights is entered into between the two universities as early as possible. Any Patents which result from the research will normally be co-owned by the two universities and the distribution of derived Royalties between the universities will normally be negotiated after an invention disclosure, but prior to the initiation of the Patent application.

6.8 Intellectual Property Rights subject to an agreement with a sponsor

If a Staff member has obtained a grant which expressly provides that all Intellectual Property Rights belong to the sponsor of the grant, any patentable invention which results from this research shall be governed by the agreement between the sponsor and the University, even if the project has made substantial use of University resources.

6.9 Sharing of Royalties with Inventor(s)

The University shall share Royalties from Inventions assigned to the University with the Inventor(s). The Net Receipts arising from the exploitation of an Invention shall be shared between the University, the relevant faculty/department and the inventor(s) in the ratio of 1/3 : 1/3 :1/3. The University reserves the right to amend the Royalty distribution at any time. Staff and Students should consult the Technology Transfer Office for more details regarding the distribution of Royalties.

7. Trade Names, Marks and Domain Names

7.1 Approval for use

7.1.1 The University Marks and University Domain Names are the property of the University. They are used to identify the University and its academic programmes, publications, services, products, etc. Staff and Students are not permitted to use the University Marks without the prior approval of the Vice-Chancellor or his or her designated authority.

7.1.2 In general, the University will not approve the use of the University Marks to endorse any commercial products or services. See the “Policies and Guidelines on the Use of the University’s Name and Visual Identity” available on the University’s website (http://www.hku.hk/uid/detail.html).

7.2 Authority to licence

The University has authority to licence the University Marks for commercial use and collect Royalties.
7.3 Products displaying University Marks

The University Marks must not be displayed on any products without the prior approval of the University. The University may, in its discretion, grant Staff and Students licences to use the University Marks in the manner contemplated by this clause.

8. Governing Law and Jurisdiction

This Policy and any dispute or claim arising out of or in connection with it or its subject matter shall be governed by and construed in accordance with the laws of the Hong Kong Special Administrative Region. The Courts of the Hong Kong Special Administrative Region shall have exclusive jurisdiction to settle any dispute or claim that arises out of or in connection with this Policy.

9. Amendments

The University reserves the right to amend this Policy from time to time.

[Source: HKU Student Handbook 2013-14]
Prevention of Bribery Ordinance

The University is classified as a “public body” for the purposes of the Prevention of Bribery Ordinance and the definition of the term "public servant" as used throughout the Ordinance includes-

"any employee or member of a public body, whether temporary or permanent and whether paid or unpaid...".

This means that every member of the University, whether that member is a teacher, an undergraduate, a graduate, or any other kind of member, and every person employed by the University, even if only temporarily or part-time, or unpaid, is classified as a "public servant" for the purposes of the Prevention of Bribery Ordinance.

You should make yourself thoroughly acquainted with this Ordinance, and study its implications on you personally. Your attention is particularly drawn to the following sections of the Ordinance:

(a) **Section 4**: which prohibits both the "offering of an advantage" to, and the "solicitation of an advantage" by, a "public servant";

(b) **Sections 5, 6, and 7**: which prohibit the bribing of "public servants" in relation to certain specific dealings with "public bodies", namely contracts, tenders and auctions;

(c) **Section 8**: which applies also to "public servants" and prohibits the offering of a bribe by a person having dealings with a "public body".

[Source: HKU Student Handbook 2013-14]
Appendix I

HKU SPACE Mileage Scheme for Learning (S-MILES)

HKU SPACE Mileage Scheme for Learning, or S-MILES in short, was an incentive scheme whereby learners can gain "mileage" points when they enrol in HKU SPACE courses. Accumulated points can be used as discounts for future enrolment.

Unfortunately, the School has been advised by the Labour and Welfare Bureau that the Scheme is regarded as offering a discount and as such is not permitted under the Continuing Education Fund rules. Accordingly, it has been concluded, with regret, that the Scheme will be gradually discontinued as many of the School's courses are CEF eligible. Mileage points have not been awarded to course applications (both part-time and full-time programmes) made after 1 July 2010. The School will, of course, continue to honour points already accumulated by learners within the validity period but they may not be used in CEF eligible courses.

Validity Period

Mileage points awarded on or before 30 June 2009 are valid until 30 June 2019, whereas points awarded from 1 July 2009 to 30 June 2010 have a validity period of 10 years. Every 100 mileage points can be redeemed as HK$1 tuition. The mileage points may be used to pay up to 40% of the tuition fee of a course. These points are non-transferable and cannot be converted to cash.

CEF Reimbursable Courses

With effect from 1 August 2010, mileage points cannot be used in most of the CEF reimbursable courses as follows:

<table>
<thead>
<tr>
<th>The whole programme or all modules within a programme is/are listed as CEF reimbursable courses.</th>
<th>Mileage points cannot be redeemed as discounts for enrolment.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Individual modules of a programme are listed as CEF reimbursable courses, with tuition fee paid by module.</td>
<td>Mileage points cannot be redeemed as discounts for enrolment.</td>
</tr>
<tr>
<td>Programme with both non-CEF and CEF reimbursable modules, with tuition fee paid by installments.</td>
<td>Mileage points can be redeemed as discounts for enrolment.</td>
</tr>
</tbody>
</table>

Other Non-applicable Courses

This Scheme is not applicable to courses jointly offered by HKU SPACE with other teaching units of the University of Hong Kong, customised courses, Continuing Professional Development (CPD) programmes in Law, executive programmes, courses offered in Mainland China, programmes of which the tuition is not collected by HKU SPACE, and other programmes/courses designated by the School and advertised as such from time to time.
Appendix I

Enquiry

Learners who wish to check their learning mileage status may do so via the Learner Portal. Our staff can also help you with this information either at the enrolment centres or over the phone (3761 1111).

HKU SPACE reserves the right to interpret and amend the terms and conditions of the Scheme.
Appendix J

List of Scholarships for Part-time Students for 2013/2014

College of Business and Finance

Accounting – Hong Kong and China and Accounting – Overseas
- Hong Kong Accounting Professionals Association (HKAPA) for the Advanced Diploma in Accounting programme (2 available)
- Hong Kong Institute of Certified Public Accountants (HKICPA) Scholarship for the Postgraduate Diploma in Professional Accounting programme (1 available)
- CPA Australia Excellence Award for the Postgraduate Diploma in Professional Accounting programme (3 available)
- Association of Chartered Certified Accountants (ACCA) Scholarship for the Postgraduate Diploma in Professional Accounting programme (2 available)
- Scholarship for Top Students of Diploma in Accounting and Business programme (maximum of 2 available per intake)

General Management Studies
- The Chartered Institute of Management Accountants (CIMA) have the CIMA Scholarship for the following programmes:
  - MBA in International Management (2 scholarships available, one per diet)
  - BSc in Accounting and Finance (1 available)
- CPA Australia Scholarship for BSc in Accounting and Finance (1 available)

College of Humanities and Law

Housing and Built Environment
- Hong Kong Institute of Facility Management Outstanding Student Award (2 available)
- Hong Kong Housing Society Award (3 available)
- Hong Kong Association of Property Management Companies Ltd Scholarship (5 available)

Performing Arts
Two scholarships, namely a) Mr. Chan Tai Chi, Alvin Scholarships and b) Mrs. Chan Yau Man Ying, Fidelia Scholarships, are offered to the students of each of the following programmes:
- Postgraduate Diploma in Creative Industries Management (Arts & Culture) (4 available);
• Postgraduate Diploma in Chinese Music (4 available);
• Postgraduate Diploma in Integrated Arts (4 available);
• Postgraduate Diploma in Photography (4 available);
• Postgraduate Diploma in Popular and World Musics (4 available)

• Asia One Scholarship (2 scholarships @HK$10,000 each) for Postgraduate Diploma in Photography

*European Languages*
• Consul General of Poland (a scholarship / prize for the best student of Polish language equivalent to course fee)

*College of Life Sciences and Technology*

*Library and Information Science*
The H.A. Rydings Awards are offered to each of the following programmes:
• Certificate for Library Assistants (English);
• Certificate for Library Assistants (Chinese)

*Information and Management and Technology*
• Two Academic Excellence Scholarships are offered by the Middlesex University to the Bachelor of Science (Honours) Computer Networks programme
HKU SPACE Enrolment / Learning Centres

HKU SPACE Headquarters
Room 304, 3/F TT Tsui Building, The University of Hong Kong, Pokfulam Road, Hong Kong
(Next to Swire Hall)

Tel: 2975 5680  Fax: 2546 3538

Opening Hours
Weekdays  8:30am – 6:00pm
Saturdays  Closed

Admiralty Learning Centre
Enrolment service available on 3/F
2/F & 3/F, Admiralty Centre, 18 Harcourt Road, Hong Kong
(access via Shopping Arcade escalators through Exit A, Admiralty MTR Station)

Tel: 3761 1111  Fax: 2559 4666

Opening Hours
Weekdays  8:30am – 7:30pm
Saturdays  8:30am – 5:30pm

United Learning Centre
6/F & 34/F, United Centre, 95 Queensway, Hong Kong  (Exit D, Admiralty MTR Station)

Tel: 2910 7600  Fax: 2520 6312

HKU SPACE Po Leung Kuk
Community College (HPCC) Campus
66 Leighton Road, Causeway Bay, Hong Kong

Tel: 3923 7171  Fax: 3923 7188

Opening Hours
Weekdays  9:00am – 5:30pm
Saturdays  Closed

Fortress Tower Learning Centre
Enrolment service available on 14/F
1/F, 4/F, 7/F, 11/F, 13/F, 14/F & 22/F, Fortress Tower, 250 King’s Road, North Point, Hong Kong
(Exit B, Fortress Hill MTR Station)

Tel: 3762 0888  Fax: 2508 9349

Opening Hours
Weekdays  8:30am – 7:30pm
Saturdays  Closed
Appendix K

AIA Tower Learning Centre
15/F & 18/F, AIA Tower, 183 Electric Road, North Point, Hong Kong
(Exit A, Fortress Hill MTR Station)

Tel: 3762 0922

Island East Campus  
Enrolment service available on 2/F
494 King’s Road, North Point, Hong Kong  (Exit B3, North Point MTR Station)

Tel: 3762 0000  Fax: 2214 9493

Opening Hours
Weekdays  8:30am – 7:30pm
Saturdays  8:30am – 5:30pm

Kowloon East Campus  
Enrolment service available on 1/F
28 Wang Hoi Road, Kowloon Bay, Kowloon  (Exit B, Kowloon Bay MTR Station)

Tel: 3762 2222  Fax: 2305 5070

Opening Hours
Weekdays  8:30am – 7:30pm
Saturdays  8:30am – 5:30pm

Kowloon West Campus  
Enrolment service available on G/F
38 – 46 Nassau Street, Mei Foo Sun Chuen, Kowloon  (Exit B, Mei Foo MTR Station)

Tel: 3762 4000  Fax: 2302 1609

Opening Hours
Weekdays  8:30am – 7:30pm
Saturdays  8:30am – 5:30pm

Other Learning Centre

PLK Tong Nai Kan Junior Secondary College
11 Mei Lai Road, Mei Foo Sun Chuen, Kowloon  (Exit B, Mei Foo MTR Station)