

Administrative Procedures for Bringing in Outside Guests

1. Prior approval should be obtained for admission of outside guests. Applications should be made to the Office of the Comptroller via the Office of Student Affairs.
2. Application for admission of outside guests should be made at least 14 working days in advance of the admission.
3. The student groups concerned should bear full responsibility for the safety and the behaviour of the guests while they are in Campus, and make sure that the visit/activity does not interfere with the normal activities of the University. For performing guests that all the programmes in the University should be free from offensive and indecent elements. The student societies are responsible for the behavior of their performing guests and should try every effort to persuade them behaved if necessary.
4. Prior approval should be obtained from the University through the Office of Student Affairs for admission of reporters.
5. Unauthorised admission of outside guests may lead to penalty.