LINGNAN UNIVERSITY STATUTES

Statute 1

General

1. The Council may by regulation provide for all matters which by the Lingnan University Ordinance (hereinafter called the Ordinance) it is empowered to regulate.

2. All such regulations shall be subject to amendments and/or deletion from time to time by the Council.

3. All such regulations shall come into operation on the day which they are made unless otherwise provided by the Council.

Statute 2

The Senate

1. The Senate shall consist of:

   (a) the President, ex-officio, who shall be Chairman;

   (b) the Vice-Presidents, ex-officio;

   (c) the Vice-President (Academics) cum Provost, ex-officio, who shall be Deputy Chairman;

   (d) the Associate Vice-Presidents, ex-officio;

   (e) the Deans, ex-officio;

   (f) the Associate Deans (Undergraduate Studies), ex-officio;

   (g) the Associate Dean (School of Data Science), ex-officio;

   (h) the Associate Dean (Wu Jieh Yee School of Interdisciplinary Studies), ex-officio;

   (i) the Associate Dean (School of Graduate Studies), ex-officio;

   (j) the Chair Professors, ex-officio;

   (k) the Heads of Academic Departments, ex-officio;

   (l) the Director of Core Curriculum, ex-officio;

   (m) the Librarian, ex-officio;

   (n) the Director of Information Technology Services Centre, ex-officio;

(o) the Director of Service-Learning, ex-officio;

(p) the Director of Student Affairs, ex-officio;

(q) the Director of Centre for Innovative Teaching and Learning, ex-officio;

(r) the Director of Lingnan Institute of Further Education, ex-officio;

(s) the Registrar, ex-officio, who shall be Secretary;

(t) two members of the full-time academic staff elected by and from among their number in each of following constituencies:

(i) Faculty of Arts;

(ii) Faculty of Business; and

(iii) Faculty of Social Sciences

(u) one member of the full-time academic staff elected by and from among their number in each of the following constituencies:

(i) School of Data Science;

(ii) Wu Jieh Yee School of Interdisciplinary Studies; and

(iii) School of Graduate Studies

(v) one full-time student nominated by the Deans of Faculty/School in each of the following constituencies:

(i) Faculty of Arts;

(ii) Faculty of Business;

(iii) Faculty of Social Sciences;

(iv) School of Data Science;

(v) Wu Jieh Yee School of Interdisciplinary Studies; and

(vi) School of Graduate Studies

(w) one full-time undergraduate student and one full-time postgraduate student elected by and from the undergraduate and postgraduate students respectively in accordance with statutes and appointed by the President; and

(x) up to two co-opted members recommended by the Chairman and appointed by the Senate.

2. The Deputy Chairman shall act as Chairman if the Chairman is absent from Hong Kong or is, for any other reason, unable to act as Chairman.

3. If for any period both the Chairman and the Deputy Chairman are unable by reason of absence from Hong Kong or inability to act in their respective offices, or if for any period both of those offices are vacant, the members may appoint one Vice-President to act as Chairman during that period.

4. Members of the Senate elected under paragraphs 1(t) and 1(u) shall be appointed by the Chairman on behalf of the Senate for a period of 2 years or such lesser period as the Chairman may in any particular case appoint, but may from time to time be eligible for reappointment. An elected academic staff member's term of office shall terminate on the day he/she leaves the University as a result of resignation or termination of employment contract, or he/she ceases to be an academic staff member of the University or to be a member of the constituency from which he/she was elected.

5. Members co-opted under paragraph 1(x) shall be appointed by the Senate for 1 year or such lesser period as the Senate may in any particular case appoint.

6. Student members of the Senate elected/nominated shall be appointed by the Chairman on behalf of the Senate for a period of 1 year or such lesser period as the Chairman may in any particular case appoint. A student member shall cease to be a member of the Senate if he/she ceases to be a registered student of the University or to be a member of the constituency from which he/she was elected, or if he/she is suspended from pursuing full-time study at the University.

7. Each member of the Senate shall have one vote.

8. The Chairman shall be empowered to require any staff members or students of the University to be in attendance at Senate meetings either regularly or for any particular item of business.

9. A non ex-officio member may at any time by notice in writing to the Chairman resign from the Senate.

10. Meetings and Procedure of the Senate

    (a) The Senate shall meet at least twice in each term of every academic year.

    (b) The Chairman may convene a meeting of the Senate at any time and shall, at the request of not less than 30% of the number of members, convene within 10 working days after receiving the request an extraordinary meeting for the purpose of discussing such matters as are specified by the requesting members.

    (c) One half of the members shall form a quorum at a meeting of the Senate.

    (d) If a member has a personal interest, whether directly or indirectly, in any matter to be considered at a meeting of the Senate and is present at the meeting, he/she shall as soon as possible after the commencement of the meeting state the fact and the nature of the interest and shall, if required by a majority of the members present, withdraw from the meeting while the matter is considered and in any case shall not vote thereon.

(e) In paragraph 10(d), "interest" includes a pecuniary interest.

(f) A meeting of the Senate may be adjourned by the Chairman or the person presiding or, where a majority of the members present so resolves, by the members.

(g) The Senate may exclude from any of its meetings or any part thereof any non ex-officio member when, in the opinion of the Chairman or the person presiding, such exclusion is in the best interests of the University.

11. Transaction of Business by Circulation of Papers

The Senate may transact any of its business by circulation of papers, and a resolution in writing which is approved in writing by a plurality of votes of not less than one half of the number of members for the time being, ignoring abstentions, shall be as valid as if it had been formally passed at a meeting of the Senate.

12. Committees Generally

(a) The Senate may create and appoint boards, committees, working parties and such other bodies for any general or special purposes as it thinks fit and any such committee may consist partly of persons who are not members of the Senate.

(b) The Chairman of any committee appointed under paragraph 12(a) shall be appointed by the Senate from among the members of the Senate.

(c) Subject to these Statutes, the Senate may in writing, with or without restrictions or conditions as it thinks fit, delegate any of its powers and duties to any committee appointed under paragraph 12(a).

(d) The Senate shall not delegate a power which the Council has determined shall not be delegated.

Statute 3

Powers and Duties of the Senate

The Senate shall be the supreme academic body of the University and shall have the following powers and duties.

1. To promote and provide guidance for the development of academic courses and programmes of study which are in line with the objectives and educational philosophy of the University, and to keep the quality of such courses and programmes under constant review.

2. To advise the Council on any matter which is relevant to the educational work of the University, and in particular with respect to the establishment of any proposed new programme of study or academic award.

3. To direct, plan, co-ordinate, develop, oversee, regulate and promote all teaching, programmes of study, research and other academic work in the University, and to formulate policies accordingly.

4. To direct and regulate matters related to intellectual property rights and knowledge transfer.

5. To make recommendations to the Council or the President, as appropriate, on the facilities and services that are required to support the academic work of the University.

6. To make regulations from time to time in respect of the following matters :

   (a) the assessment of proposals for developing new programmes and/or new courses;

   (b) the conduct of examinations and other forms of assessment of students;

   (c) the admission, progression, registration and residence of students;

   (d) the conditions for the academic awards of the University;

   (e) the use of University libraries, laboratories, workshops and other educational facilities; and

   (f) the award of student scholarships, bursaries and other prizes based on academic performance of the students.

7. To recommend to the Council the establishment of awards of distinction and honours.

8. To approve the appointment of external examiners and external academic advisors.

9. To decide in accordance with the regulations which persons have met the requirements for academic awards other than honorary degrees of the University.

10. To decide if any student is required to terminate his/her studies at the University either on academic or disciplinary grounds.

11. To decide on matters affecting the welfare and discipline of students.

12. To determine the academic calendar (with the exception of the dates of meetings of the Court and the Council).

13. To consider and report to the Council on matters referred to the Senate by the Council.

Statute 4

Part I – Rules of Procedure for Meetings of the Council, the Court and the Committees under the Council
Part II – Rules of Procedure for Meetings of University Committees

Part I

Rules of Procedure for Meetings of the Council, the Court and the Committees under the Council

1. Preamble

The meetings and procedures of the Court and the Council are stipulated respectively in Schedule 1 and Schedule 2 of the Lingnan University Ordinance. These rules of procedure provide further details that govern the meetings of the Council, the Court and any standing committee and committee appointed under section 14 of the Lingnan University Ordinance or other committees/groups/panels appointed by the Council for specific purposes.

2. Holding of Meetings

2.1 Meetings shall be held at such times and places as the Chairman may appoint. The Council will normally meet four times while the Court normally meets twice each academic year. Additional special meetings are arranged if the need arises. Every standing committee shall meet at least once an academic year and other committee/group/panel appointed by the Council may meet when the need arises.

2.2 A Member who wishes to propose any matters for discussion at a scheduled meeting shall inform the Secretary in writing at least seven working days before the scheduled date of the meeting.

2.3 The Chairman shall instruct the Secretary to circulate notice of meeting in order that each Member may receive such notice not later than ten working days before the date of the meeting, except in case of emergencies when such notice shall be given as circumstances permit.

2.4 The notice of meeting shall indicate the date and time of the meeting and shall, whenever possible, be accompanied by an agenda setting out the order of the business of the meeting. The agenda should contain for each item thereof papers which are to be the subject of discussion or a brief summary of the subject matter if it is to be presented orally.

2.5 Accidental omission to supply such notice or agenda to any Member shall not affect the validity of a meeting.

2.6 Discussion papers for an agenda item shall reach the Secretary at least five working days before the meeting and the Secretary shall circulate agenda papers as early as practicable.

2.7 If after the agenda of a meeting has been circulated, a Member wishes to raise any matter which is likely to necessitate a formal decision by the Council/the Court/the committee appointed by the Council, he/she should, whenever possible, notify the Secretary of his/her intention at least 48 hours before the meeting. It shall be for decision by the Chairman whether or not the matter should be added to the agenda of that meeting or should be held over for discussion at the next meeting.

2.8 The Chairman shall, at the request of not less than 7 Members of the Council or 10 Members of the Court, convene within 21 days after receiving the request an extraordinary meeting of the Council or the Court respectively for the purpose of discussing such matters as specified by the requesting Members. For any committee appointed by the Council, the Chairman shall, if requested by notice in writing signed by not less than 30% of the number of Members of a committee but not in any case less than three unless otherwise stipulated, convene a meeting of the committee within ten working days of that notice.

2.9 The Chairman may invite any Member of the staff of the University to attend meetings of the Council/the Court/the committee appointed by the Council either regularly or for any particular item on an agenda. Such a staff member shall hereinafter be referred to as an "officer-in-attendance", and he/she shall be required to observe the rules of the meeting.

2.10 Members appointed under sections 12(1)(d), (e), (h) and (i) and sections 9(1)(d), (e), (h) and (ha) of the Lingnan University Ordinance are elected or nominated by their constituencies, but attend meetings in their personal capacity. While serving as channels of communication between the University and the students/staff members, they may consult with members of their respective constituencies on non-confidential items, but are not required to present concerted views of the entire constituency because they participate in decision making based on their own views.

3. Quorum and Absence of Members

3.1 One half of the Members for the time being holding office shall form a quorum at a meeting of the Council/the Court. The quorum of a committee appointed by the Council shall be half the total number of voting Members of the committee. A quorum shall be maintained throughout a meeting, without which the meeting shall not proceed.

3.2 Any Member who is unable to attend a meeting or part of the meeting shall notify the Secretary as early as possible, giving where possible an indication of the probable duration of his/her absence.

3.3 Regardless of how the Member of the Council/the Court/the committee appointed by the Council, apart from the President and the Vice-President, is elected by a particular constituency or appointed by specified authority, he/she is appointed *ad personam*, and if he/she is unable to attend a meeting, a substitute is not required.

3.4 During the period of absence of the Chairman, the Deputy Chairman shall preside at meetings. In the absence of a Deputy Chairman, the Chairman may appoint a person to act as Chairman, or failing this, the Members may appoint one of the Members (i) appointed under section 12(1)(a) of the Lingnan University

Ordinance for the Council, (ii) appointed under sections 9(1)(a), (b) or (c) for the Court, or (iii) elected from among the Members of the committee to act as Chairman of the committee appointed by the Council.

3.5 During the absence of the President or the Vice-President, the person who is properly appointed to act for his/her post will attend meetings on his/her behalf with full voting power.

3.6 The validity of any proceeding of a meeting shall not be affected by any defect in the appointment or nomination of any Member or by any vacancy among Members.

4. Powers and Duties of Chairman

4.1 The powers and duties of a Chairman shall be:

(a) To determine that the meeting is properly constituted and that a quorum is present.

(b) To inform himself/herself as to the business and objects of the meeting.

(c) To preserve order in the conduct of those present.

(d) To confine discussion within the scope of the meeting and reasonable limits of time.

(e) To decide whether proposed motions and amendments are in order.

(f) To formulate for discussion and decision questions which have been moved for the consideration of the meeting.

(g) To decide points of order and other incidental matters which require decision at the time.

(h) To ascertain the sense of the meeting by:
  (i) putting relevant questions to the meeting and where necessary taking a vote thereon;
  (ii) causing a poll to be taken if duly demanded.

(i) To deal with the record or minutes of the proceedings.

(j) To adjourn the meeting where prevailing circumstances justify that course.

(k) To declare the meeting closed when its business has been completed.

(l) Any other powers and duties as delegated by the appointing authority.

4.2 The Chairman may designate a particular matter “Open”, “Confidential”, “Strictly Confidential” or “Reserved Business”, and matters so designated shall be treated accordingly. These classifications shall be as defined under paragraphs 7.1 and 7.2.

5. Duties of Secretary

5.1 The Secretary shall be in attendance at all meetings. In the absence of the Secretary, the Chairman shall appoint a person to act as Secretary.

5.2 The duties of a Secretary shall be:

(a) To ensure that the necessary papers and documents are properly prepared and issued to Members entitled to receive the same before each meeting.

(b) To prepare and issue to Members an agenda stating the date, time and place of each meeting and the items for discussion.

(c) To ensure that adequate facilities are made available for the meeting and to be ready to produce at the meeting all documents, correspondence, reports, files, books of reference, etc. which may be required.

(d) To invite such other persons as may be required to attend.

(e) To brief the Chairman as necessary regarding the questions for decision, or the procedure of the meeting. The Secretary must be familiar with the rules and procedure of meetings and be able to advise the Chairman on these points if necessary.

(f) To attend at meetings and to record in the form of minutes the decisions reached thereat and to circulate them in accordance with these Rules.

(g) To notify the unit(s) or person(s) responsible for giving effect to each decision and, if necessary, to keep a record of decisions on which action is outstanding.

(h) To conduct correspondence on behalf of the committee under instructions of the Chairman.

(i) To indicate the extent to which papers are confidential or restricted in accordance with decisions made under paragraph 4.2.

(j) To see that such security precautions are taken as are necessary in regard to the papers and meetings.

6. Order of Business

6.1 The order of business at every meeting shall be:

(a) In the absence of the Chairman (or Deputy or Acting Chairman if any), to choose a Member to preside at the meeting.

(b) To approve as a correct record the minutes of the preceding meeting.

(c) To consider matters arising from the minutes of the preceding meeting.

(d) To note decisions taken by circulation since the preceding meeting.

(e) To dispose of business (if any) remaining from the preceding meeting.

(f) To consider such other matters as have been formally placed on the agenda in the order so entered.

(g) To consider any other business which may be raised by any Member and which the committee agrees to discuss.

(h) Where necessary to fix the time and place of the next meeting.

6.2 A meeting may be adjourned by the Chairman or the person presiding or, where a majority of the Members present so resolves, by the Members.

6.3 The order of business may be varied by agreement of the Council/the Court/the committee appointed by the Council

7. Classification of Business

7.1 Matters designated as "Open" shall mean matters that may be discussed freely by Members outside the meeting. "Confidential" shall mean matters that are confined to a certain circle within the University and can only be discussed with and disclosed to parties with a direct interest in the matter. "Strictly Confidential" shall mean matters that must not be discussed with nor disclosed to any person outside the membership. The Chairman or the person presiding shall have the sole right to decide what constitutes business falling under these classifications and to require individuals not permitted to have access of information under the classifications to withdraw from a meeting or part of a meeting, when such business is discussed. His/her decision with regard to the classifications and withdrawal from the meeting shall be final.

7.2 Without prejudice to paragraph 7.1, as stipulated in Schedule 1 and 2 of the Lingnan University Ordinance, the Council and the Court, may exclude the President, the Vice-President, any Member appointed under sections 12(1)(d), (e), (h) or (i) and sections 9(1)(d), (e), (h) or (ha) of the Lingnan University Ordinance from any of the meetings or any part thereof when, in the opinion of the Chairman or the person presiding, such exclusion is in the best interests of the University. Matters that are to be discussed in the absence of the above Members shall be classified as "Reserved Business". In line with the aforementioned arrangement, student observer(s), student representative(s) and any officer-in-attendance shall also be excused from such meeting or such part of the meeting for the discussion of matters designated as "Reserved Business".

7.3 The individuals, who shall be excused from such meeting or such part of the meeting, shall not receive the papers and minutes relating to such business.

7.4 All circulated papers are restricted to Members of the Council/the Court/the committee appointed by the Council, and discussions held during their meetings should be kept in the strictest confidence except those matters designated as "Open".

8. Procedure and Voting

8.1 The person who presides at a meeting shall be addressed to as "Mr. Chairman" or "Madam Chairman". All Members shall speak through the Chairman or the presiding person.

8.2 Any Member unable to attend a meeting may send in written comments for presentation at the meeting as appropriate.

8.3 The Chairman shall, as he/she deems necessary, put proposals to the Council/the Court/the committee appointed by the Council in the form of resolutions to be voted upon by Members.

8.4 Any Member may propose a resolution and if this is seconded by another member, it shall be put to the meeting by the Chairman and voted upon.

8.5 Voting shall be by voice or show of hands of those who have voting power and are present at the meeting, or by secret ballot if so requested by one-third of the Members present. The Secretary shall count the number of votes for, against or abstained from a motion, and shall so record. Every matter shall be decided by a plurality of votes cast, ignoring abstentions. Each Member shall have no more than one vote. Proxy or absentee votes shall not be allowed.

8.6 Alternatively, if a matter is apparently non-controversial and no member seems to have an opposing view after discussion, the Chairman may ask whether there is any objection. If there is no objection, the matter is resolved.

8.7 Any Member may propose an amendment to a resolution, and if another Member seconds it, the amendment shall be put to, and voted on, by Members present. All such amendments shall be voted on separately before a vote is taken on the resolution. The original resolution shall thereafter be amended in accordance with the amendments agreed upon by the meeting and put to and voted on by Members present.

8.8 The Chairman or the person presiding at the meeting shall not vote. In the case of an equality of votes, the Chairman may choose whether to cast a vote to break the tie. If the Chairman decides not to cast a vote, the motion is defeated.

8.9 If any Member has a pecuniary interest, whether directly or indirectly, in any matter to be considered at a meeting, and is present at the meeting, he/she shall as soon as possible after the commencement of the meeting state the fact and the nature of the interest and shall, if required by a majority of the members present, withdraw from the meeting while the matter is considered and in any case shall not vote thereon. Those parts of the minutes relating to the matter concerned shall not be circulated to the Member who has been requested to withdraw.

8.10 The Chairman may excuse any Member or observer from a meeting or any part thereof to enable other members to freely discuss an agenda item which may directly concern that Member or observer, or when that Member or observer has an interest in any item or items of business at the meeting, or in the opinion of the Chairman that member or observer's presence may hinder the proper or smooth

running of the meeting or, for any other reasons, may not be in the best interests of the University.

8.11 The Chairman is responsible for the observance of the rules of order in the Council/the Court/the committee appointed by the Council and his/her decision upon any point of order shall stand unless opposed by a majority votes of the Members present.

8.12 Whenever the Chairman wishes to intervene, Members must refrain from speaking so that he/she may be heard without interruption.

8.13 The proceedings of a meeting or any part thereof shall not be audio-recorded or video-recorded without the Chairman's consent and the knowledge of all those present.

8.14 The Council/the Court/the committee appointed by the Council may regulate its own procedure.

9. Minutes

9.1 The Secretary shall keep minutes of the proceedings of the committee and shall, within ten working days of each meeting, send a copy of the draft minutes thereof to each Member.

9.2 The minutes shall record business in the order of discussion, and shall include the names of Members attending or absent from the meeting, and persons in attendance.

9.3 The minutes shall record all decisions and may give a brief summary of the principal points discussed. The names of Members participating in the discussion and decision making process shall not appear in the minutes unless deemed necessary.

9.4 Unless otherwise specified by the Chairman, all minutes shall be marked "Confidential" in accordance with paragraph 7.1, except those relating to business falling under paragraph 7.1 which shall be classified as "Strictly Confidential" and shall be disclosed only to Members of those Council/Court/committee appointed by the Council during their presence at the pertinent discussion.

9.5 The Chairman shall obtain confirmation from the Council/the Court/the committee appointed by the Council that the minutes are a true record and shall sign them accordingly on behalf of the meeting. Any minutes so signed shall be received in evidence without further proof.

9.6 No discussion shall take place during the confirmation of the minutes except upon their accuracy.

9.7 Until the contrary is proved, a meeting in respect of the proceedings whereof the minutes have been so signed shall be deemed to have been duly convened and held, and all the Members present at the meeting shall be deemed to have been duly qualified and to have had power to deal with the matters referred to in the minutes.

10. Transaction of Business by Chairman's Action/Circulation

10.1 The Council/the Court may transact any of its business by circulation of papers, and unless 5 members in writing request the Chairman to refer any particular item of the business being transacted to the next meeting of the Council/the Court a resolution in writing which is approved in writing by a majority of the members shall be valid and effectual as if it had been passed at a meeting of the Council/the Court.

10.2 Where a matter requires an urgent decision, Chairman's action could be taken on behalf of the committee appointed by the Council if deemed appropriate. Also, a committee may transact such business by the circulation of papers, and the Chairman may instruct the Secretary to transact the business in this way, i.e. by circular vote.

10.3 When business is transacted by circulation, the matter shall be clearly set out in a circular of the committee addressed separately to every member and shall be accompanied by a return slip in which it is possible for members clearly to express their approval, disapproval or abstention of the proposal and any comments and remarks thereon.

10.4 The form of circular to be sent to members shall be approved by the Chairman before dispatch and thereafter separate copies shall be sent simultaneously to all members, who shall be requested to clearly indicate their decision as appropriate.

10.5 A circular vote taken on a proposal assented to in writing under paragraphs 10.3 and 10.4 by a plurality of members shall be as valid as if it had been formally passed at a meeting of the Council/the Court/the committee appointed by the Council.

10.6 The Chairman shall notify the committee at the meeting following any decisions taken by circulation as laid down in paragraph 6.1(d).

11. Appointment of Committees

11.1 The Council may create and appoint any committee/group/panel for any general or special purposes. The committee may consist partly of persons who are not members of the Council. The Chairman of the committee shall be appointed by the Council from among the members of the Council.

11.2 The Council may refer to a committee/group/panel appointed under paragraph 11.1 such matters as it thinks fit, except those prohibited by section 14(2) of the Lingnan University Ordinance.

11.3 The terms of reference, composition and membership of a committee shall be determined by the Council and should reflect its work, subject to the Lingnan University Ordinance. No changes may be made thereto without the approval of the appointing authority.

11.4 A committee shall annually review its terms of reference to ensure that the committee is working within its terms of reference and to make necessary recommendations for amendment for consideration by the appointing authority.

11.5 Unless otherwise specified, the Chairman of a committee shall have the power to co-opt such additional members as is deemed fit. However, the number of co-opted members should not normally exceed 20% (rounded to the nearest whole digit) of the total membership of the committee. A co-opted member shall have the same rights of a full member on the committee. The term of membership of a co-opted member shall be specified in his/her letter of appointment and shall not normally be more than two years.

11.6 Advisers may be invited by the Chairman to attend special agenda items of a meeting to give their advice and opinions.

11.7 Observers, including student observers may also be invited by the Chairman to attend part or whole of a meeting. Observers may speak at the meeting only when invited by the Chairman, and do not have voting power.

11.8 The appointing authority shall have the absolute power to terminate the membership of any committee members.

11.9 A committee may appoint sub-committees and members of such sub-committees, and refer to a sub-committee such matters as it thinks fit. The Chairman of a sub-committee shall report to the appointing committee on its work at such intervals as the committee may decide.

11.10 The Chairman of a committee should make periodic examination of the composition of his/her committee to ensure that the committee is working efficiently. If thought necessary, he/she should make appropriate recommendations to the appointing authority.

11.11 Subject to any statutes and these Rules, each committee may determine its own procedure at its meetings.

11.12 The Chairman of a committee shall report to the Council on its business at such intervals as the Council may decide.

11.13 Save for standing committees, the term of membership of every member of a particular committee shall be deemed to have lapsed once the Final Report of the committee or working party has been accepted by the appointing authority and the committee shall then accordingly cease to exist.

11.14 In any case the appointing authority shall cause a review to be undertaken every year of the continued need for a committee. Where it is deemed that there is no longer a continued need for a particular committee, the appointing authority shall have the right to dissolve it.

12. Revision of these Rules

The Council may from time to time review these Rules and to make any revisions as deemed appropriate; and announces the relevant revisions of the provisions of these Rules to members of the University.

Part II

Rules of Procedure for Meetings of University Committees

1. General

These rules of procedure shall govern University Committee meetings at University/Programme/Departmental level including the Senate and its committees, the committees under the President and Central Administration, Faculty level or Departmental committees.

2. Formation of Committees

The Senate and its standing committees, the University President, committees under Central Administration, Management Boards/Faculty/Department Boards/Programme and Curriculum Committee may establish such committees or working parties as they think fit and delegate to those committees the authority deemed necessary to enable them to work under their terms of reference.

3. Terms of Reference of Committees

3.1 ***Determination of Terms of Reference***

3.1.1 The terms of reference of a committee shall be determined solely by the authority responsible for its appointment. Any subsequent changes to the terms of reference shall be approved by the appointing authority.

3.1.2 The appointing authority shall inform each committee member of the terms of reference of the committee upon his/her appointment.

3.1.3 A newly appointed committee shall at its first meeting examine and consider its terms of reference and recommend appropriate amendments thereto if deemed necessary.

3.2 ***Review of Terms of Reference***

A committee shall annually review its terms of reference to ensure that the committee is working within its terms of reference and to make necessary recommendations for amendment for consideration by the appointing authority.

4. Composition and Membership of Committees

4.1 ***Appointment of Chairman***

4.1.1 The appointing authority of a committee shall designate a Chairman thereof and, if deemed necessary, a Deputy Chairman. The appointing authority may at its discretion authorise the committee to elect from among its members a person to act as Chairman.

4.1.2 During a period of absence of the Chairman or if a situation of conflict of interest arises for the Chairman, the Deputy/Acting Chairman shall preside at meeting(s) of a committee or handle a particular issue. In the absence

of a Deputy Chairman, the Chairman may appoint a person, not necessarily a member of the committee, to act as Chairman, or failing this, the committee shall elect from among its members a person to act as Chairman.

4.1.3 A non ex-officio Chairman shall normally hold office for a term of two years, unless otherwise specified by the appointing body.

4.1.4 A non ex-officio Chairman shall normally be eligible for re-appointment or re-election.

4.2 ***Appointment of Secretary***

4.2.1 The appointing authority of a committee shall designate a Secretary thereof. In the absence of such an appointment, the Chairman shall appoint a person to act as Secretary to the committee.

4.2.2 The Secretary shall not necessarily be a member of the committee.

4.2.3 A non ex-officio Secretary shall normally hold office for a term of two years, unless otherwise specified by the appointing body.

4.2.4 A non ex-officio Secretary shall normally be eligible for re-appointment.

4.3 ***Appointment of Members***

4.3.1 The composition and membership of a committee shall be determined by its appointing authority. No changes may be made thereto without the approval of the appointing authority.

4.3.2 The composition of a committee should reflect its work and the membership should include representatives from the main units and staff who will be involved in or likely be affected by the work of the committee.

4.3.3 Advisers may be invited by the Chairman to attend special agenda items of a meeting to give their advice and opinions.

4.3.4 Observers may also be invited by the Chairman to attend part or whole of a meeting. Observers may speak at the meeting only when invited by the Chairman.

4.3.5 With the exception of Department Boards, membership should be confined to the minimum number required to perform the work of the committee efficiently.

4.3.6 The appointing authority shall issue each prospective committee member a letter of appointment (or letter of reappointment where appropriate) in which, *inter alia*, the terms of reference of the committee and the term of membership of that member are specified. In the case of the appointment of committee Chairman or Secretary, the appointing authority should remind him/her that the membership of the committee will be staggered to ensure continuity.

4.3.7 The appointing authority shall have the absolute power to terminate the membership of any committee members.

4.4 ***Election of Members***

If it has been decided that the composition of a committee should include elected members, their election shall be conducted in accordance with the rules governing the holding and conduct of elections stipulated by the appointing authority.

4.5 ***Review of Composition***

The Chairman of a committee should make periodic examination of the composition of his/her committee to ensure that the committee is working efficiently. If thought necessary, he/she should make appropriate recommendations to the appointing authority.

4.6 ***Terms of Membership***

4.6.1 Unless otherwise stipulated a non ex-officio member shall normally hold membership for a term of two years from the date of appointment or from such other date as shall be specified in his/her letter of appointment.

4.6.2 An appointed or elected member shall normally be eligible for re-appointment or re-election for a second or subsequent term of membership.

4.6.3 Whenever possible the terms of the membership shall be staggered to maintain continuity, e.g. when a committee is first established, a number of members shall be appointed for a term of one year and some members for a term of two years.

4.7 ***Co-option of Members***

4.7.1 Unless otherwise specified, a committee Chairman shall have the power to co-opt such additional members as is deemed fit. However, the number of co-opted members should not normally exceed 20% (rounded to the nearest whole digit) of the total membership of the committee.

4.7.2 A co-opted member shall have the same rights of a full member on the committee. The term of membership of a co-opted member shall be specified in his/her letter of appointment and shall not normally be more than two years.

4.8 ***Student Members and Observers***

4.8.1 If it has been decided that the composition of a committee should include student members and/or student observers, their appointment and election shall be determined from time to time by the appointing authority.

4.8.2 Although student members and observers are chosen or nominated by fellow students as their representatives, they attend meetings in their own personal capacity. Besides participating in the process of making decisions on academic or other matters, they also serve as channels of

communication between the University and the students. They may consult with their fellow students on non-confidential committee items but are only responsible for their own views at committee meetings.

4.8.3 Student members or observers are not required to present concerted views of the entire student body, faculty, programme or Department.

4.8.4 Student members have voting power, while student observers do not.

4.8.5 A student member is expected to keep close contact with students in the same undergraduate programme.

4.8.6 If a student member is unable to attend a meeting, he/she should send in a representative.

4.8.7 At the discretion of the Chairman, student members and observers will not receive papers of such items and will not attend discussion of such items which the Chairman considers as confidential.

5. Holding of Meetings

5.1 Meetings of a committee shall be scheduled in the academic calendar or held at such times and places as the Chairman may from time to time determine. Every standing committee shall meet at least once an academic year.

5.2 A member who wishes to propose any matters for discussion at a scheduled meeting shall inform the Secretary of the committee in writing at least seven working days before the scheduled date of the meeting.

5.3 The Chairman shall instruct the Secretary to circulate notice of meeting in order that each member may receive such notice not later than ten working days before the date of the meeting, except in case of emergencies when such notice shall be given as circumstances permit.

5.4 The notice of meeting shall indicate the date and time of the meeting and shall, whenever possible, be accompanied by an agenda setting out the order of the business of the meeting. The agenda should contain for each item thereof papers which are to be the subject of discussion or a brief summary of the subject matter if it is to be presented orally.

5.5 Accidental omission to supply such notice or agenda to any member of a committee shall not affect the validity of a meeting.

5.6 Discussion papers for an agenda item shall reach the Secretary at least five working days before the meeting and the Secretary shall circulate agenda papers as early as practicable.

5.7 If after the agenda of a meeting has been circulated, a member wishes to raise any matter which is likely to necessitate a formal decision by the committee, he/she should, whenever possible, notify the Secretary of his/her intention at least 48 hours before the meeting. It shall be for decision by the Chairman whether

or not the matter should be added to the agenda of that meeting or should be held over for discussion at the next meeting.

5.8 The Chairman shall, if requested by notice in writing signed by not less than 30% of the number of members of a committee but not in any case less than three unless otherwise stipulated, convene a meeting of the committee within ten working days of that notice.

6. Quorum and Absence of Members

6.1 The quorum of a committee shall be half the total number of voting members of the committee. A quorum shall be maintained throughout a meeting, without which the meeting shall not proceed.

6.2 It is the responsibility of ex-officio and non ex-officio members to attend committee meetings. Any member who is unable to attend a committee meeting shall for the information of the committee notify the Secretary as early as possible, giving where possible an indication of the probable duration of his/her absence.

6.3 If a non ex-officio member is unable to attend a meeting, a substitute is not required. If there is a good reason for substitution (e.g. unavoidable absence of elected member on University business or through illness and paper to be presented by that member on behalf of his/her constituents), a written request to permit a substitute to be present should be submitted to the Chair normally no less than two working days before the scheduled meeting date. Such a substitute should have no voting power.

6.4 During the period of absence of an ex-officio member, the person who is properly appointed to act for his/her post will attend committee meetings on his/her behalf with full voting power.

6.5 The validity of any proceeding of a committee meeting shall not be affected by any defect in the appointment or nomination of any member or by any vacancy among members of the committee.

7. Powers and Duties of Chairman

7.1 The Chairman of a committee shall preside at all meetings of the committee. During the period of absence of the Chairman, the Deputy Chairman or the Acting Chairman shall preside at its meeting(s) in accordance with paragraph 4.1.2.

7.2 The powers and duties of a Chairman shall be:

(a) To determine that the meeting is properly constituted and that a quorum is present.

(b) To inform himself/herself as to the business and objects of the meeting.

(c) To preserve order in the conduct of those present.

(d) To confine discussion within the scope of the meeting and reasonable limits of time.

(e) To decide whether proposed motions and amendments are in order.

(f) To formulate for discussion and decision questions which have been moved for the consideration of the meeting.

(g) To decide points of order and other incidental matters which require decision at the time.

(h) To ascertain the sense of the meeting by:
  (i) putting relevant questions to the meeting and where necessary taking a vote thereon;
  (ii) causing a poll to be taken if duly demanded.

(i) To deal with the record or minutes of the proceedings.

(j) To adjourn the meeting where prevailing circumstances justify that course.

(k) To declare the meeting closed when its business has been completed.

(l) Any other powers and duties as delegated by the appointing authority.

8. Duties of Secretary

8.1 The Secretary of a committee shall be in attendance at all meetings of the committee. In the absence of the Secretary, the Chairman shall appoint a person to act as Secretary to the committee.

8.2 The duties of a Secretary shall be:

(a) To ensure that the necessary papers and documents are properly prepared and issued to members entitled to receive the same before each meeting of the committee.

(b) To prepare and issue to members an agenda stating the date, time and place of each meeting and the items for discussion.

(c) To ensure that adequate facilities are made available for the meeting and to be ready to produce at the meeting all documents, correspondence, reports, files, books of reference, etc. which may be required.

(d) To invite such other persons as may be required to attend.

(e) To brief the Chairman as necessary regarding the questions for decision, or the procedure of the meeting. The Secretary must be familiar with the rules and procedure of meetings and be able to advise the Chairman on these points if necessary.

(f) To attend at meetings and to record in the form of minutes the decisions reached thereat and to circulate them in accordance with these Rules.

(g) To notify the unit(s) or person(s) responsible for giving effect to each decision and, if necessary, to keep a record of decisions on which action is outstanding.

(h) To conduct correspondence on behalf of the committee under instructions of the Chairman.

(i) To indicate the extent to which papers are confidential or restricted in accordance with decisions made under paragraph 10.13.

(j) To see that such security precautions are taken as are necessary in regard to the papers and meetings of the committee.

9. Order of Business

9.1 The order of business at every meeting of a committee shall be:

(a) In the absence of the Chairman (or Deputy or Acting Chairman if any), to elect from among its members a person to act as Chairman.

(b) To approve as a correct record the minutes of the preceding meeting of the committee pursuant to paragraph 11.4.

(c) To consider matters arising from the minutes of the preceding meeting.

(d) To note decisions taken by circulation since the preceding meeting pursuant to paragraph 12.5.

(e) To dispose of business (if any) remaining from the preceding meeting.

(f) To consider such other matters as have been formally placed on the agenda in the order so entered.

(g) To consider any other business which may be raised by any member and which the committee agrees to discuss.

(h) Where necessary to fix the time and place of the next meeting.

9.2 A committee may on grounds of urgency vary the order of business by agreement of the committee at the commencement of the meeting.

10. Procedure and Voting

10.1 The person who presides at a meeting shall be addressed to as “Mr. Chairman” or “Madam Chairman”.

10.2 All members shall speak through the Chair.

10.3 The Chairman shall, as he/she deems necessary, put proposals to the committee in the form of resolutions to be voted upon by members.

10.4 Any member may propose a resolution and if this is seconded by another member, it shall be put to the committee by the Chairman and voted upon.

10.5 Voting shall be by voice or show of hands of those who have voting power and are present at the meeting, or by secret ballot if so requested by one-third of the members present. The Secretary shall count the number of votes for, against or abstained from a motion, and shall so record. Every matter shall be decided by a plurality of votes cast, ignoring abstentions. Each member shall have no more than one vote. Proxy or absentee votes shall not be allowed.

10.6 Alternatively, if a matter is apparently non-controversial and no member seems to have an opposing view after discussion, the Chairman may ask whether there is any objection. If there is no objection, the matter is resolved.

10.7 Any member may propose an amendment to a resolution, and if another member seconds it, the amendment shall be put to, and voted on, by the committee. All such amendments shall be voted on separately before a vote is taken on the resolution. The original resolution shall thereafter be amended in accordance with the amendments agreed upon by the committee and put to and voted on by the committee.

10.8 The Chairman or the person presiding at the meeting shall not vote. In the case of an equality of votes, the Chairman may choose whether to cast a vote to break the tie. If the Chairman decides not to cast a vote, the motion is defeated.

10.9 If any member has a pecuniary interest, direct or indirect, in any contract or proposed contract or other matter, and is present at a meeting of the committee at which the contract or other matter is the subject for consideration, he/she shall, as soon as practicable after the commencement of the meeting, disclose to the committee the fact and the nature of his/her interest. The Chairman shall thereupon ask the committee to decide whether such member should withdraw from the committee or continue to participate before discussion of the matter takes place, and in any case shall not vote thereon.

10.10 The Chairman may excuse any member or observer from a meeting or any part thereof to enable other members to freely discuss an agenda item which may directly concern that member or observer, or when that member or observer has an interest in any item or items of business at the meeting, or in the opinion of the Chairman that member or observer's presence may hinder the proper or smooth running of the meeting or, for any other reasons, may not be in the best interests of the University.

10.11 The Chairman is responsible for the observance of the rules of order in the committee and his/her decision upon any point of order shall stand unless opposed by a majority votes of the members present.

10.12 Whenever the Chairman wishes to intervene, members must refrain from speaking so that he/she may be heard without interruption.

10.13 The Chairman may designate a particular committee matter "Open", "Confidential" or "Strictly Confidential", and matters so designated shall be treated accordingly. In this connection, "Open" shall mean matters that may be discussed freely by members outside the meeting. "Confidential" shall mean matters that are confined to a certain circle within the University and can only be discussed with and disclosed to parties with a direct interest in the matter. "Strictly Confidential" shall mean matters that must not be discussed with nor disclosed to any person outside the membership of the committee. Papers of confidential and strictly confidential items must not be made known to reporters. No committee papers should be reproduced in any publication without the specific authorisation of the Chairman of the committee concerned. If in doubt, the Secretary of the committee concerned should be consulted.

10.14 The proceedings of a meeting or any part thereof shall not be audio-recorded or video-recorded without the Chairman's consent and the knowledge of all those present.

11. Minutes

11.1 The Secretary shall keep minutes of the proceedings of the committee and shall, within ten working days of each meeting, send a copy of the draft minutes thereof to each member.

11.2 The minutes shall record business in the order of discussion, and shall include the names of members attending or absent from the meeting, and persons in attendance.

11.3 The minutes shall record all decisions and may give a brief summary of the principal points discussed. The names of members participating in the discussion and decision making process shall not appear in the minutes unless deemed necessary.

11.4 The Chairman shall obtain confirmation from the committee that the minutes are a true record and shall sign them accordingly on behalf of the committee. Any minutes so signed shall be received in evidence without further proof.

11.5 No discussion shall take place during the confirmation of the minutes except upon their accuracy.

11.6 Until the contrary is proved, a meeting of a committee in respect of the proceedings whereof the minutes have been so signed shall be deemed to have been duly convened and held, and all the members present at the meeting shall be deemed to have been duly qualified and to have had power to deal with the matters referred to in the minutes.

12. Transaction of Business by Chairman's Action/Circulation

12.1 Where a matter requires an urgent decision, Chairman's action could be taken on behalf of the Committee if deemed appropriate. Also, a committee may transact such business by the circulation of papers, and the Chairman may instruct the Secretary to transact the business in this way, i.e. by circular vote.

12.2 When business is transacted by circulation, the matter shall be clearly set out in a circular of the committee addressed separately to every member and shall be accompanied by a return slip in which it is possible for members clearly to express their approval, disapproval or abstention of the proposal and any comments and remarks thereon.

12.3 The form of circular to be sent to members shall be approved by the Chairman before dispatch and thereafter separate copies shall be sent simultaneously to all members, who shall be requested to clearly indicate their decision as appropriate.

12.4 A circular vote taken on a proposal assented to in writing under paragraphs 12.2 and 12.3 by a plurality of votes of not less than one half of the number of members for the time being, ignoring abstentions, shall be as valid as if it had been formally passed at a meeting of the committee.

12.5 The Chairman shall notify the committee at the meeting following any decisions taken by circulation as laid down in paragraph 9.1(d).

13. Appointment of Sub-committees

13.1 A committee may appoint sub-committees and members of such sub-committees.

13.2 A committee may refer to a sub-committee such matters as it thinks fit.

13.3 The Chairman of a sub-committee shall report to the appointing committee on its work at such intervals as the committee may decide.

14. Reports and Circulation of Information to Other Bodies

The Chairman shall ensure that, where appropriate, reports and information on the work of his/her committee are prepared on a regular basis and disseminated on a need-to-know basis.

15. Winding Up of Committees

15.1 Save for standing committees, the term of membership of every member of a particular committee shall be deemed to have lapsed once the Final Report of the committee or working party has been accepted by the appointing authority and the committee shall then accordingly cease to exist.

15.2 In any case the appointing authority shall cause a review to be undertaken every year of the continued need for a committee. Where it is deemed that there is no longer a continued need for a particular committee, the appointing authority shall have the right to dissolve it.

Statute 5

Further Regulations

1. Pursuant to section 23 of the Ordinance, the Council may make further regulations to provide for:

   (a) the discipline of persons in the employment of the University;

   (b) the regulation of the conduct and discipline of students of the University;

   (c) the conferring of degrees and academic awards including honorary degrees and honorary awards;

   (d) the holding and conduct of elections for the purpose of electing candidates for appointment to the Court under sections 9(1)(d), (e), (h) or (ha) and to the Council under sections 12(1)(d), (e), (h) or (i) of the Ordinance.

   (e) the nomination of a Vice-President by the President for appointment to the Court under section 9(1)(g) or to the Council under section 12(1)(g) of the Ordinance.

2. These regulations shall become Schedules to the Statutes and shall be placed at the Office of the President and made available for reference by staff and students of the University.

Schedule 1 to Statute 5

Regulations Governing the Election of Eligible Staff from among themselves for Appointment to the Court or the Council

1. Statutory Provisions

   1.1 The following sections of the Ordinance provide for certain categories of membership of the Court or the Council to be filled by election:

      (a) According to section 9(1)(d) of the Ordinance, the Court shall include "2 members elected by the eligible staff from among themselves in accordance with statutes and appointed by the Council",

      (b) According to section 12(1)(d) of the Ordinance, the Council shall include "3 members elected by the eligible staff from among themselves in accordance with statutes and appointed by the Council".

   1.2 These Regulations shall govern the elections of eligible staff members for appointment by the Council to both the Court or the Council and related matters.

2. Interpretation

   2.1 The following terms used in these Regulations shall have the meanings ascribed to them in the Ordinance: "University", "Court", "Council", "Ordinance".

2.2 "Ballot" shall mean the casting of votes in secret.

2.3 "Candidate" shall mean a person who, having been nominated for election to the Court or the Council, has indicated his/her willingness to be nominated and to contest the said Election.

2.4 "Chief Executive" shall mean the Chief Executive of the Hong Kong Special Administrative Region.

2.5 "Election" shall mean the whole process by which a member is elected to the Court or the Council.

2.6 "Elector" shall mean a person who has the right to vote in accordance with the statutes of the Ordinance.

2.7 "Eligible Staff" as used in the Ordinance shall be determined as the long-term full-time academic and non-academic staff of the University who include all the ranks of long-term full-time staff being employed in the University.

2.8 "Member" shall mean a person elected to become a member of the Court or the Council under the provisions of these Regulations.

2.9 "Nominee" shall mean a person who is proposed and seconded to stand for election to the Court or the Council.

2.10 "Votes" shall mean the formal expression of choice for a candidate, made in accordance with the provisions of these Regulations.

3. Membership

3.1 An eligible member of staff who is elected by the eligible staff among themselves and appointed as a member in accordance with these Regulations shall serve on the Court or the Council for three years, or for a period as otherwise determined by the Council at least one month before the announcement of the election. If such determination cannot be made one month before the announcement of the election, the period shall be determined by Council at least one week before the announcement of the election together with reasons for the delayed determination.

3.2 The elected member of staff shall assume office on the day following expiration of his/her predecessor's term of office, unless otherwise determined by the Council. In the event an elected member of staff may not assume office on such day following expiration of his/her predecessor's term of office, the seat concerned shall be left vacant and the filling of such vacancy shall be subject to paragraph 3.3.

3.3 In the event of a vacancy at the Court or Council coming into existence as referred to in paragraph 3.2, the Council shall determine the date and time to hold the election for appointment to fill the vacancy and the time limit for appointment of an elected member of staff on a case-by-case basis, in accordance with section 9(9) or section 12(10) of the Ordinance.

3.4 A member of staff's period of office shall terminate immediately in accordance with section 9(8) or section 12(9) of the Ordinance.

3.5 A member of staff elected and appointed to the Court or the Council under these Regulations may resign by notice in writing to the Chairman of the Council, in accordance with section 9(7) or section 12(8) of the Ordinance.

4. Election Officer and Returning Officers

4.1 The Secretary to the Council shall be the Election Officer for elections to the Court or the Council and, unless otherwise stated, shall be responsible for the interpretation and enforcement of these Regulations and for the proper conduct of the elections in a fair and just manner.

4.2 The Election Officer shall designate employees of the University to act as Returning Officers for the elections.

5. Timetable

5.1 The following summary timetable shall apply to the elections under these Regulations.

5.2 The electoral roll shall be prepared at least one month before the expiration of office of the incumbent member(s) concerned.

5.3 A nomination period of 14 days shall be effected, during which nominations shall be called and the election timetable shall be announced together with the announcement of the election in accordance with paragraph 7.1. The nomination period may be adjusted by the Election Officer in view of any special circumstances such as public holidays, but the period should not be less than 10 days.

5.4 A second nomination period of 7 days, or otherwise as determined by the Election Officer shall be implemented if no nominations were made during the normal nomination period.

5.5 Not more than 2 days after closing of the nomination period, nominees may withdraw their candidature in accordance with paragraph 8.11.

5.6 Not later than 3 days after the closing of the nomination period, all the nominations shall be announced.

5.7 The normal polling period shall be 2 days.

5.8 Complaints may be lodged against the whole or part of the election not later than 2 days after the announcement of election results.

5.9 If no complaints are lodged, the election results shall be announced as soon as possible but not later than 3 days after polling.

6. Electoral Roll

6.1 The Election Officer shall be responsible for ensuring that the electoral roll is prepared by the appointed time as stipulated in paragraph 5.2. The Election Officer's decision on the eligibility of electors for inclusion on the roll is final.

6.2 The electoral roll shall comprise all eligible staff as defined in paragraph 2.7.

7. General Notification of Election

7.1 On the date of the announcement of the election, the Election Officer shall issue to each elector a copy of the announcement stating:

(a) the reason for the election;

(b) the period of office;

(c) the timetable for specific stages of the election process (i.e., nominations, voting, announcement of results, complaints (if any) and confirmation of results).

7.2 The Election Officer shall on the date of the announcement of election by the Council, announce that each nominee may:

(a) submit for publication such autobiographical details as deemed appropriate by the Election Officer; and

(b) where the Council considers appropriate, organize an election forum for the purpose of addressing the electors and answering their questions.

7.3 The Election Officer shall on the date of the announcement of election by the Council, place a copy of the announcement of election, together with a copy of these Regulations, on University notice-boards and at the election and announcement section of the University website (the URL/link of which shall be made available on the announcement of election).

8. Nominations

8.1 Only electors may put forward nominations. Each elector may participate in the election as proposer or seconder in putting forward one nomination for each vacant seat contested.

8.2 Nominees must sign and complete the declaration form available from the Election Officer before the nomination is accepted. In the event that a nominee has declared that he/she has been subject to and/or committed and/or is under investigation of any one of the acts as specified in the declaration form, the Election Officer shall forthwith bring the matter before the Election Affairs Committee of the Council (the "Committee"). The Committee shall then decide whether or not the nominee is eligible for nomination. The terms of reference, composition and membership of the Committee shall be determined by resolution of the Council.

8.3 Nominations will only be accepted on nomination forms available from the Election Officer. Each nomination shall be signed by the proposer and the seconder (both the proposer and the seconder shall be electors), and by the nominee, who shall indicate his/her willingness to stand before the nomination is accepted.

8.4 If the nominee is outside Hong Kong during the nomination period, the proposer shall obtain his/her written consent to the nomination (by email or by fax) and the Election Officer shall confirm that such written consent has been obtained before the nomination is accepted.

8.5 Nominations must include the nomination form and the declaration form and shall be required to reach the Election Officer by 5:00 p.m. on the appointed day in a sealed envelope. Late nominations will be declared invalid.

8.6 If no nomination or fewer nominations than the number of vacant seats available are received to stand for election to the Court or the Council respectively after the normal nomination period, a second nomination period shall be declared open in accordance with the provisions of paragraph 5.4.

8.7 In the event of a further failure to receive nominations, the nomination procedures (i.e., as provided in paragraphs 8.1 – 8.6) shall be repeated with a new electoral roll after six months of the close of the second nomination period has elapsed.

8.8 If all vacant seats available receive their respective exact number of requisite nominations to stand for election to the Court or the Council respectively, the nominees shall be deemed to have been elected *ipso facto* and, notwithstanding the provisions under paragraph 5, their names shall be published within 4 days after the day appointed for the closing of nominations.

8.9 In all other cases, the Election Officer shall publish on University notice-boards and the University website a list of nominations, together with the names of all the proposers and seconders and details of the voting procedures not later than 3 days after the nomination period has ended.

8.10 In case more than one nomination is made for the same candidate, the first nomination form received by the Election Officer shall be the nomination for procedural use.

8.11 Any nominee if he/she so wishes may withdraw from nomination by serving a written notice on the Election Officer no more than 2 days after the closing of the nomination period. In the event that all nominees withdraw their nominations, the Election Officer shall announce that the nomination be reopened and the provisions under paragraphs 8.1 – 8.11 shall again apply.

9. Voting Procedures

9.1 Elections shall be by secret ballot at the Polling Station(s) designated for the purpose by the Election Officer.

9.2 Each elector shall have one vote for each vacancy and may only vote for one candidate for each vacancy.

9.3 On any one of the appointed polling days, each elector shall attend the Polling Station(s) and cast his/her vote in person by presenting his/her staff ID card at the Polling Station(s) and obtain a ballot form from a Returning Officer, who shall make a mark on the electoral roll concerned to indicate that the elector has obtained a ballot form.

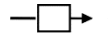
9.4 Votes shall not be cast by proxy.

9.5 If an elector is not in Hong Kong or is hospitalized on polling day, he/she may if he/she so wishes cast his/her vote on the ballot form by fax or by email via his/her Lingnan webmail account.

9.6 For voting by fax, the elector concerned should make a formal request for voting by fax to the Election Officer on or before the first polling day. He/She should provide the Election Officer with the fax number for the purpose. Within the first hour of the polling period or as early as practicable, the Election Officer will send by fax a special ballot form for the purpose of voting by fax with a serial number to each elector who has made such a request. The elector will cast his/her vote by completing only the special ballot form thus received and returning it, together with a separate sheet showing his/her identification for authentication purposes, by fax to the Election Officer by the polling deadline. The elector concerned is required to contact the Election Officer as soon as possible after faxing to confirm whether the intended ballot form has been received. The Election Officer will sign on each valid ballot form received for confirmation purposes and place such ballot form in the ballot box for the elector concerned. Any ballot form sent by fax to the Election Officer without going through the above procedure will be regarded as invalid. The Election Officer will make a clear record of those who have voted by fax, and any unconfirmed or invalid ballot forms.

9.7 For voting by email, the elector concerned should make a formal request to the Election Officer on or before the first polling day. Within the first hour of the polling period or as early as practicable, the Election Officer will email a special ballot form for the purpose of voting by email with a serial number to each elector who has made such request. The elector will cast his/her vote by completing only the special ballot form thus received and returning it via the elector's Lingnan webmail account for authentication purposes, to the Election Officer by the polling deadline. The Election Officer will send an acknowledgement by email as early as possible to confirm the receipt of the intended ballot form. The Election Officer will sign on each valid ballot form received for confirmation purposes and place such ballot form in the ballot box for the elector concerned. Any ballot form sent by email to the Election Officer without going through the above procedure will be regarded as invalid. The Election Officer will make a clear record of those who have voted by email, and any unconfirmed or invalid ballot forms.

9.8 On the ballot form where the names of all the candidates concerned are printed in alphabetical order, the elector shall put a horizontal line across the box to

complete the arrow, i.e. from  to , in the space provided against the candidate so preferred.

9.9 Having completed the ballot form, the elector shall place it in the ballot box provided for the purpose and leave the Polling Station. Electors shall not take away from the Polling Station any ballot forms, whether blank or completed.

9.10 The preference(s) expressed by each elector shall be secret, and no attempt shall be made to identify the completed ballot forms.

9.11 The Election Officer shall be responsible for the security of the ballot box.

9.12 At 5:00 p.m. on the last day of the polling period, the Election Officer shall seal the ballot box.

10. Spoiled or Invalid Votes

The following shall be regarded by the Returning Officers as constituting cases of a spoiled or invalid vote:

(a) A ballot form recording votes in excess of the number of vacancies available; and

(b) A ballot form recording a vote or votes other than by completing the arrow(s) as instructed.

11. Determination and Announcement

11.1 The Election Officer shall inform all the candidates of the appointed time and date for counting the votes. These candidates shall have the right to be present at the counting or to nominate their proposer/seconder to represent them.

11.2 On the appointed time and date, the Election Officer shall unseal the ballot box in the presence of the Returning Officers and those who have the right to be present. The Returning Officers shall proceed to count the votes.

11.3 The Election Officer shall make any final decisions on the validity of a vote.

11.4 Ballot forms which have been declared spoiled or invalid shall still be counted but separately by the Returning Officers.

11.5 Those candidates (not exceeding the number of vacancies available) who receive the most valid votes shall be deemed elected. If two or more candidates each receive the same number of votes and only one of them can be elected, the Election Officer shall draw lots in their presence (or the presence of their representative(s)) to determine who shall be elected.

11.6 The Election Officer shall monitor the counting of votes and may call for a recount at the conclusion of the count.

11.7 After the count or counts reveal a result, all the ballot forms collected from the ballot box, whether valid, invalid or spoiled shall be returned by the Returning Officers to the Election Officer in a sealed box. The Returning Officers shall

also list the number in each of the categories of ballot forms and sign their names to the list.

11.8 All the ballot forms shall be destroyed by the Election Officer one month after the results are approved unless a complaint is substantiated. In the event of a substantiated complaint, the ballot forms shall be retained until the Council or the Election Officer has made a final decision and has chosen a course of action.

11.9 If complaints are received in accordance with paragraph 5.8, no announcement of the election results shall be made until all complaints have been solved in accordance with paragraph 12. Following which, the Election Officer shall announce the election results as per paragraph 11.10.

11.10 If no complaints are received before then, the result of the election concerned shall be announced as soon as possible but not later than 3 days after polling.

11.11 The Election Officer shall in accordance with paragraphs 5.9 and 11.10 publish an announcement of the election results, giving the following information:

(a) the name(s) of the successful candidate(s);

(b) the number of votes cast for each candidate;

(c) the number of valid votes;

(d) the number of votes declared invalid or spoiled, if any; and

(e) the period of office of each successful candidate.

The announcement shall be placed on University notice-boards and the University website. Each candidate shall receive a copy of such announcement.

12. Confirmation of Results

12.1 Any complaint concerning the whole or part of the election shall be lodged with the Election Officer within 2 days after the announcement of election results in accordance with paragraph 5.8. Except in the case of a complaint against himself/herself, the Election Officer shall investigate the complaint and his/her decision on the matter shall be final.

12.2 The complaint must be signed by the person(s) lodging the complaint, but it shall be treated in strict confidence.

12.3 If no complaint is received, or if the Election Officer is satisfied with the result of any investigation into the complaint(s) so lodged, he/she shall report to the Council within 3 days after the election that the election concerned has been properly conducted and the election results shall be announced.

12.4 If the Election Officer is not satisfied with the result of investigation into any such complaints, he/she shall immediately report and refer the matter to the Council which shall decide on a further course of action.

12.5 Any complaint against the Election Officer shall be directly lodged with the Council within 2 days after the announcement of election results in accordance with paragraph 5.8 which shall appoint two of its members to investigate the matter. The investigation shall be conducted as soon as possible. The Council's decision on such matter shall be final.

12.6 The following decisions are considered as final on complaints concerning the whole or part of the election concerned:

(a) when it is found that complaints other than those against himself/herself are not substantiated, the Election Officer shall rule that the election results already announced as confirmed;

(b) when it is found that complaints are substantiated, the Election Officer or the Council, depending on the circumstances, may choose the following courses of action without an obligation to reveal the reasons for such:

(i) that the candidate against whom a complaint has been received and found substantiated be disqualified, and the person who has received the next highest number of valid votes be declared elected instead;

(ii) that the polling of the concerned election be declared null and void and that a new polling exercise be arranged as soon as possible;

(iii) that the whole election concerned be declared null and void, and that a new election be conducted as soon as possible; or

(iv) that any other course of action deemed appropriate be undertaken.

13. Appointment

13.1 The Secretary to Council shall report to the Council the names of the successful candidates elected for appointment.

13.2 The Council shall, subject to paragraph 12 and upon consideration of the complaints received (if any), at its discretion approve or otherwise the appointments of the elected candidates or any further course of action as they deem appropriate.

13.3 Upon approving the appointment of the elected candidates, the Secretary to Council shall inform the elected candidates and the Court accordingly.

14. Revision of Regulations

14.1 If a particular election cannot be held due to natural causes (e.g., typhoon 8 signal or black rain) or technological issues outside of the reasonable control of the Election Officer, and an exact application of the Regulations be deemed impracticable, the Election Officer may, subject to approval by the Council, authorize a departure from the Regulations to address such event granted such departure is not in conflict with the underlying principles of the Regulations.

14.2 In the event of the above situation, the Council may at its absolute discretion from time to time decide to alter these Regulations to accommodate such matters for the purpose of a particular election to ensure that the election may be held granted such alteration is not in conflict with the underlying principles of the Regulations.

Schedule 2 to Statute 5

Regulations Governing the Election of Members of the Senate from among its Members for Appointment to the Court or the Council

1. Preamble

1.1 In accordance with Statute 5 of the Ordinance, the Council may make regulations providing for the holding and conduct of elections for the purpose of electing candidates for appointment to the Court under section 9(1)(e) or to the Council under section 12(1)(e).

1.2 According to section 9(1)(e) of the Ordinance, the Court shall include "1 member elected by the Senate from among its members in accordance with statutes and appointed by the Council". According to section 12(1)(e), the Council shall include "2 members elected by the Senate from among its members in accordance with statutes and appointed by the Council".

1.3 These Regulations shall govern the elections of members of the Senate for appointment by the Council to the Court or to the Council under paragraph 1.1 above.

2. Interpretation

2.1 The following terms used in these Regulations shall have the meanings ascribed to them in the Ordinance: "University", "Court", "Council", and "Senate".

2.2 "Ballot" shall mean the casting of votes in secret.

2.3 "Candidate" shall mean a person who, having been formally nominated for election to the Court or the Council, has indicated his/her willingness to stand for the said Election.

2.4 "Election" shall mean the whole process by which a member is elected to the Court or the Council.

2.5 "Elector" shall mean a member of the Senate who has the right to vote in accordance with the provisions of these Regulations.

2.6 "Member of the Senate" shall mean a member who has full voting power on the Senate.

2.7 "Member" shall mean a person properly elected to become a member of the Court or the Council under the provisions of these Regulations.

2.8 "Nominee" shall mean a person who is proposed and seconded to stand for election to the Court or the Council.

2.9 "Vote" shall mean the formal expression of choice for a candidate, made in accordance with the provisions of these Regulations.

3. Membership

3.1 A member of the Senate who is elected by the Senate from among its members and appointed as a member in accordance with these Regulations shall serve on the Court/Council for three years, or such lessor period as determined by the Council at least one month before the announcement of the election. If such determination cannot be made one month before the announcement of the election, the period shall be determined by Council at least one week before the announcement of the election together with reasons for the delayed determination. For a member elected as a result of a repeated process stipulated under paragraph 8.6, his/her period of office shall be shortened accordingly.

3.2 The elected member shall assume office on the day following expiration of his/her predecessor's term of office, unless otherwise determined by the Council. In the event an elected member of staff may not assume office on such day following expiration of his/her predecessor's term of office, the seat concerned shall be left vacant and the filling of such vacancy shall be subject to paragraph 3.3.

3.3 In the event of a vacancy at the Court or Council coming into existence as referred to in paragraph 3.2, the Council shall determine the date and time to hold the election for appointment to fill the vacancy and the time limit for appointment of an elected member of staff on a case-by-case basis, in accordance with section 9(9) or section 12(10) of the Ordinance. A member of the Senate duly elected as a result of such election shall serve for the remaining period of office of his/her predecessor, unless otherwise determined by the Council.

3.4 Notwithstanding the provisions under paragraphs 3.1 and 3.3, a member's period of office shall terminate immediately when he/she ceases to be a member of the Senate under the following circumstances:

(a) he/she resigns from his/her Senate membership, or

(b) he/she ceases to be an ex-officio or a co-opted member of the Senate, or

(c) he/she ceases to be an academic staff or a student member of the constituency from which he/she was elected to serve on the Senate, or

(d) he/she leaves the University on resignation or termination of employment.

3.5 A member of the Senate elected and appointed to the Court/Council under these Statutes may resign by notice in writing to the Secretary of the Council, who shall transmit the same to the Council, in accordance with section 9(7) or 12(8) of the Ordinance.

3.6 A member of staff's period of office shall terminate immediately in accordance with section 9(8) or section 12(9) of the Ordinance.

4. Election Officer and Returning Officers

4.1 The Registrar, as Secretary to the Senate, shall be the Election Officer for elections to the Court or Council under these Regulations and, unless stated otherwise, shall be responsible for the interpretation and enforcement of these Regulations and for the proper conduct of the elections in a fair and just manner.

4.2 The Election Officer shall designate two staff members of the University, who shall not be members of the Senate, to act as Returning Officers for the elections.

5. Timetable

5.1 The following summary timetable shall apply to the elections under these Regulations.

5.2 The electoral roll shall be prepared at least one month before the expiration of office of the incumbent member(s) concerned.

5.3 A nomination period of 14 days shall be effected, during which nominations shall be called and the election timetable shall be announced together with the announcement of the election in accordance with paragraph 7.1. The nomination period may be adjusted by the Election Officer in view of any special circumstances such as public holidays, but the period should not be less than 10 days.

5.4 A second nomination period of 7 days, or otherwise as determined by the Election Officer, shall be implemented if no nominations were made during the normal nomination period.

5.5 Not more than 2 days after closing of the normal nomination period, nominees may withdraw their candidature in accordance with paragraph 8.11.

5.6 Not later than 3 days after the closing of the nomination period, all the nominations shall be announced.

5.7 The normal polling period shall be 2 days.

5.8 Complaints may be lodged against the whole or part of the election not later than 2 days after the announcement of election results.

5.9 If no complaints are lodged, the election results shall be announced as soon as possible but not later than 3 days after polling.

6. Electoral Roll

6.1 The Election Officer shall be responsible for ensuring that the electoral roll is prepared by the appointed time as stipulated in paragraph 5.2. His/her decision on the eligibility of electors for inclusion on the roll is final.

6.2 The electoral roll shall comprise all members of the Senate as defined in paragraph 2.6 above.

7. Notification of Election

7.1 On the date of the announcement of the election, the Election Officer shall issue to each elector a copy of announcement of the election concerned, stating:

(a) the reason for the election;

(b) the period of office; and

(c) the timetable for specific stages of the election process (i.e., nominations, voting, announcement of results, complaints (if any) and confirmation of results).

7.2 The Election Officer shall on the date of the announcement of election by the Council, announce that each nominee may:

(a) submit for publication such autobiographical details as deemed appropriate by the Election Officer; and

(b) where the Council considers appropriate, organize an election forum for the purpose of addressing the electors and answering their questions.

7.3 The Election Officer shall on the date of the announcement of the election by the Council, place a copy of the announcement of election, together with a copy of these Regulations, on official University notice-boards and at the election and announcement section of the University website (the URL/link of which shall be made available on the announcement of election).

8. Nominations

8.1 Only electors may put forward nominations. Each elector may participate as proposer or seconder in putting forward one nomination for each vacant seat contested.

8.2 Nominees must sign and complete the declaration form available from the Election Officer before the nomination is accepted. In the event that a nominee has declared that he/she has been subject to and/or committed and/or is under investigation of any one of the acts as specified in the declaration form, the Election Officer shall forthwith bring the matter before the Election Affairs Committee of the Council (the "Committee"). The Committee shall then decide whether or not the nominee is eligible for nomination. The terms of reference, composition and membership of the Committee shall be determined by resolution of the Council.

8.3 Nominations will only be accepted on nomination forms available from the Election Officer. Each nomination shall be signed by the proposer and the seconder (both the proposer and the seconder shall be electors), and by the nominee, who shall indicate his/her willingness to stand before the nomination is accepted.

8.4 If the nominee is outside Hong Kong during the nomination period, the proposer shall obtain his/her written consent to the nomination (by email or by fax) and the Election Officer shall confirm that such written consent has been obtained before the nomination is accepted.

8.5 Nominations must include the nomination form and the declaration form and shall be required to reach the Election Officer by 5:00 p.m. on the appointed day in a sealed envelope. Late nominations will be declared invalid.

8.6 If no nomination or fewer nominations than the number of vacant seats available are received to stand for election to the Court or the Council respectively after the normal nomination period, a second nomination period shall be declared open in accordance with paragraph 5.4.

8.7 In the event of a further failure to receive nominations, the nomination procedures (i.e., as provided in paragraphs 8.1 – 8.6) shall be repeated with a new electoral roll after six months of the close of the second nomination period has elapsed.

8.8 If all vacant seats available receive their respective exact number of requisite nominations to stand for election to the Court or the Council respectively, the nominees shall be deemed to have been elected *ipso facto* and, notwithstanding the provisions under paragraph 5, their names shall be published within 4 days after the day appointed for the closing of nominations.

8.9 In all other cases, the Election Officer shall publish on University notice-boards and the University website a list of nominations, together with the names of all the proposers and seconders and details of the voting procedures not later than 3 days after the nomination period has ended.

8.10 In case more than one nomination is made for the same candidate, the first nomination form received by the Election Officer shall be the nomination for procedural use.

8.11 Any nominee if he/she so wishes may withdraw from nomination by serving a written notice on the Election Officer no more than 2 days after the closing of the nomination period. In the event that all nominees withdraw their nominations, the Election Officer shall announce that the nomination be reopened and the provisions under paragraphs 8.1 – 8.11 shall again apply.

9. Voting Procedures

9.1 Elections shall be by secret ballot at the Polling Station designated for the purpose by the Election Officer.

9.2 Each elector shall have one vote for each vacancy, and may only vote for one candidate for each vacancy.

9.3 On any one of the appointed polling days, each elector shall attend the Polling Station, and cast his/her vote in person by presenting his/her staff ID card at the Polling Station(s) and obtain a ballot form from a Returning Officer, who shall make a mark on the electoral roll concerned to indicate that the elector has obtained a ballot form.

9.4 Votes shall not be cast by proxy.

9.5 If an elector is not in Hong Kong or is hospitalized on polling day, he/she may if he/she so wishes cast his/her vote on the ballot form by fax or by email via his/her Lingnan webmail account.

9.6 For voting by fax, the elector concerned should make a formal request for voting by fax to the Election Officer on or before the first polling day. He/She should provide the Election Officer with the fax number for the purpose. Before the first polling day or within the first hour of the polling period or as early as practicable, the Election Officer will send by fax a special ballot form for the purpose of voting by fax with a serial number to each elector who has made such a request. The elector will cast his/her vote by completing only the special ballot form thus received and returning it, together with a separate sheet showing his/her identification for authentication purposes, by fax to the Election Officer by the polling deadline. The elector concerned is required to contact the Election Officer as soon as possible after faxing to confirm whether the intended ballot form has been received. The Election Officer will sign on each valid ballot form received for confirmation purposes and place such ballot form in the ballot box for the elector concerned. Any ballot form sent by fax to the Election Officer without going through the above procedure will be regarded as invalid. The Election Officer will make a clear record of those who have voted by fax, and any unconfirmed or invalid ballot forms.

9.7 For voting by email, the elector concerned should make a formal request to the Election Officer on or before the first polling day. Before the first polling day or within the first hour of the polling period or as early as practicable, the Election Officer will email a special ballot form for the purpose of voting by email with a serial number to each elector who has made such request. The elector will cast his/her vote by completing only the special ballot form thus received and returning it via the elector's Lingnan webmail account for authentication purposes, to the Election Officer by the polling deadline. The Election Officer will send an acknowledgement by email as early as possible to confirm the receipt of the intended ballot form. The Election Officer will sign on each valid ballot form received for confirmation purposes and place such ballot form in the ballot box for the elector concerned. Any ballot form sent by email to the Election Officer without going through the above procedure will be regarded as invalid. The Election Officer will make a clear record of those who have voted by email, and any unconfirmed or invalid ballot forms.

9.8 On the ballot form where the names of all the candidates concerned are printed in alphabetical order, the elector shall put a horizontal line across the box to

complete the arrow, i.e. from  to , in the space provided against the candidate so preferred.

9.9 Having completed the ballot form, the elector shall place it in the ballot box provided for the purpose and leave the Polling Station. Electors shall not take away from the Polling Station any ballot forms, whether blank or completed.

9.10 The preference(s) expressed by each elector shall be secret, and no attempt shall be made to identify the completed ballot forms.

9.11 The Election Officer shall be responsible for the security of the ballot box.

9.12 At 5:00 p.m. on the last day of the polling period, the Election Officer shall seal the ballot box.

10. Spoiled or Invalid Votes

The following shall be regarded by the Election Officer as constituting cases of a spoiled or invalid vote:

(a) A ballot form recording votes in excess of the number of seats available; and

(b) A ballot form recording a vote or votes other than by completing arrow(s) as instructed.

11. Determination and Announcement

11.1 The Election Officer shall inform all the candidates of the appointed time and date for counting the votes. These candidates shall have the right to be present at the counting or to nominate other staff members of the Senate to represent them.

11.2 At the appointed date and time, the Election Officer shall unseal the ballot box in the presence of the Returning Officers and those who have the right to be present. The Returning Officers shall then proceed to count the votes.

11.3 The Election Officer shall make any final decisions on the validity of a vote.

11.4 Ballot forms which have been declared spoiled or invalid shall still be counted but separately by the Returning Officers.

11.5 Those candidates (not exceeding the number of vacancies available) who receive the most valid votes shall be deemed elected. If two or more candidates each receive the same number of votes and only one of them can be elected, the Election Officer shall draw lots in their presence (or the presence of their representative(s)) to determine who shall be elected.

11.6 The Election Officer shall monitor the counting of votes and may call for a recount at the conclusion of the count.

11.7 After the count or counts reveal a result, all the ballot forms collected from the ballot box, whether valid, invalid or spoiled shall be returned by the Returning

Officers to the Election Officer in a sealed box. The Returning Officers shall also list the number in each of the categories of ballot forms and sign their names to the list.

11.8 All the ballot forms shall be destroyed by the Election Officer one month after the results are approved unless a complaint is substantiated. In the event of a substantiated complaint, the ballot forms shall be retained until the Council or the Election Officer has made a final decision and has chosen a course of action.

11.9 If complaints are received in accordance with paragraph 5.8, no announcement of the election results shall be made until all complaints have been solved in accordance with paragraph 12. Following which, the Election Officer shall announce the election results as per paragraph 11.10.

11.10 If no complaints are received before then, the result of the election concerned shall be announced as soon as possible but not later than 3 days after polling.

11.11 The Election Officer shall in accordance with paragraphs 5.9 and 11.10 above publish an announcement of the election results, giving the following information:

(a) the name(s) of the successful candidate(s);

(b) the number of votes cast for each candidate;

(c) the number of valid votes;

(d) the number of votes declared invalid or spoiled if any; and

(e) the period of office of each successful candidate.

The announcement shall be placed on University notice-boards and the University website. Each candidate shall receive a copy of such announcement.

12. Confirmation of Results

12.1 Any complaint concerning the whole or part of the election shall be lodged with the Election Officer within 2 days after the announcement of election results in accordance with paragraph 5.8. Except in the case of a complaint against himself/herself, the Election Officer shall investigate the complaint and his/her decision on the matter shall be final.

12.2 The complaint must be signed by the person(s) lodging the complaint, but it shall be treated in strict confidence.

12.3 If no complaint is received, or if the Election Officer is satisfied with the result of any investigation into the complaint(s) so lodged, he/she shall report to the Senate within 3 days after the election that the election concerned has been properly conducted and the election results shall be announced.

12.4 If the Election Officer is not satisfied with the result of investigation into any such complaints, he/she shall immediately report and refer the matter to the Chairman of the Senate, who shall decide on a further course of action.

12.5 Any complaint against the Election Officer shall be directly lodged with the Chairman of the Senate within 2 days after the announcement of election results in accordance with paragraph 5.8, who shall investigate the matter. The Chairman's decision on such matter shall be final.

12.6 The following decisions are considered as final on complaints concerning the whole or part of the election concerned:

(a) when it is found that complaints other than those against himself/herself are not substantiated, the Election Officer shall rule that the election results already announced as confirmed;

(b) when it is found that complaints are substantiated, the Election Officer or the Chairman of the Senate, depending on the circumstances, may choose the following courses of action without an obligation to reveal the reasons for such:

(i) that the candidate against whom a complaint has been received and found substantiated be disqualified, and the person who has received the next highest number of valid votes be declared elected instead;

(ii) that the polling of the election concerned be declared null and void and that a new polling exercise be arranged as soon as possible;

(iii) that the whole election concerned be declared null and void, and that a new election be conducted as soon as possible; or

(iv) that any other course of action deemed appropriate be undertaken.

13. Appointment

13.1 The Election Officer shall, after reporting to the Senate, submit to the Council via its Secretary the names of the successful candidates elected for appointment to the Court or the Council.

13.2 The Council shall, subject to paragraph 12 and upon consideration of the complaints received (if any), at its discretion approve or otherwise the appointments of the elected candidates or any further course of action as they deem appropriate.

13.3 Upon the Council approving the appointments of the elected candidates, the Secretary of the Council shall inform the elected candidates and the Court accordingly.

14. Revision of Regulations

14.1 If a particular election cannot be held due to natural causes (e.g., typhoon 8 signal or black rain) or technological issues outside of the reasonable control of the Election Officer, and an exact application of the Regulations be deemed impracticable, the Election Officer may, subject to approval by the Council, authorize a departure from the Regulations to address such event granted such departure is not in conflict with the underlying principles of the Regulations.

14.2 In the event of the above situation, the Council may at its absolute discretion from time to time decide to alter these Regulations to accommodate such matters for the purpose of a particular election to ensure that the election may be held granted such alteration is not in conflict with the underlying principles of the Regulations.

Schedule 3 to Statute 5

Regulations Governing the Election of Eligible Students from among themselves for Appointment to the Court or the Council

1. Statutory Provisions

1.1 The following sections of the Ordinance provide for certain categories of membership of the Court or the Council to be filled by election:

(a) According to section 9(1)(h) and (ha) of the Ordinance, the Court shall include "1 full-time student elected by and from the undergraduate students in accordance with statutes and appointed by the Council" and "1 full-time student elected by and from the postgraduate students in accordance with statutes and appointed by the Council",

(b) According to section 12(1)(h) and (i) of the Ordinance, the Council shall include "1 full-time student elected by and from the undergraduate students in accordance with statutes and appointed by the Council" and "1 full-time student elected by and from the postgraduate students in accordance with statutes and appointed by the Council".

1.2 These Regulations shall govern the elections of students for appointment by the Council to the Court or the Council and related matters.

2. Interpretation

2.1 The following terms used in these Regulations shall have the meanings ascribed to them in the Ordinance: "University", "Court", "Council", "Ordinance".

2.2 "Ballot" shall mean the casting of votes in secret.

2.3 "Candidate" shall mean a full-time student who, having been nominated for election to the Court or the Council from among its respective category (i.e., undergraduate students or postgraduate students), has indicated his/her

willingness to be nominated, and, if elected his/her willingness to serve as a member of the Court or the Council.

2.4 "Election" shall mean the whole process by which a member is elected to the Court or the Council.

2.5 "Election Affairs Committee" shall mean the Election Affairs Committee created and appointed by the Council pursuant to the Ordinance.

2.6 "Elector" shall mean a student who has the right to vote in accordance with this statute.

2.7 "Full-time Student" shall mean a person who is a full-time student in accordance with academic regulations of the University.

2.8 "Member" shall mean a full-time student elected to become a member of the Court or the Council, who may be appointed by the Council as a member of the Court or the Council, as the case may be.

2.9 "Nominee" shall mean a full-time student who is proposed and seconded to stand for election to the Court or the Council.

2.10 "Postgraduate Student" as used in the Ordinance shall mean a person who is a student admitted to an approved postgraduate programme of study of the University.

2.11 "Undergraduate Student" as used in the Ordinance shall mean a person who is a student admitted to an approved undergraduate programme of study of the University.

2.12 "Votes" shall mean the expression of choice for a candidate, made in accordance with these Regulations.

3. Membership

3.1 A student who is elected by and from either the undergraduate students or the postgraduate students and appointed as a member in accordance with these Regulations shall serve on the Court or the Council for a period that is determined by the Council at least one month before the announcement of the election. If such determination cannot be made one month before the announcement of the election, the period shall be determined by Council at least one week before the announcement of the election together with reasons for the delayed determination.

3.2 The elected student shall assume office on the day following appointment to the Court or Council and thereafter, every elected student shall assume office on the day following expiration of his/her predecessor's term of office, unless otherwise determined by the Council. In the event an elected student may not assume office on such day following expiration of his/her predecessor's term of office, the seat concerned shall be left vacant and the filling of such vacancy shall be subject to paragraph 3.3.

3.3 In the event of a vacancy at the Court or Council coming into existence as referred to in paragraph 3.2, the Council shall determine the date and time to hold the election for appointment to fill the vacancy and the time limit for appointment of an elected student on a case-by-case basis, in accordance with section 9(9) or section 12(10) of the Ordinance.

3.4 A student member's period of office shall terminate immediately in accordance with section 9(8) or section 12(9) of the Ordinance.

3.5 A student elected and appointed to the Court or the Council under these Regulations may resign by notice in writing to the Chairman of the Council, in accordance with section 9(7) or section 12(8) of the Ordinance.

4. Election Officer and Returning Officers

4.1 The Registrar shall be the Election Officer for elections to the Court or the Council and may be assisted by the Office of Student Affairs, and, unless otherwise stated, shall be responsible for the interpretation and enforcement of these Regulations and for the proper conduct of the elections in a fair and just manner.

4.2 The Election Officer shall designate employees of the University to act as Returning Officers for the elections.

5. Timetable

5.1 The following summary timetable shall apply to the elections under these Regulations.

5.2 The electoral roll shall be prepared for the respective category (i.e., undergraduate students or postgraduate students) at least one month before the first announcement of the election and thereafter, at least one month before the expiration of office of the incumbent member(s) concerned.

5.3 A nomination period of 14 days shall be effected, during which nominations shall be called and the election timetable shall be announced together with the announcement of election in accordance with paragraph 7.1. The nomination period may be adjusted by the Election Officer in view of any special circumstances such as public holidays, but the period should not be less than 10 days.

5.4 A second nomination period of 7 days or otherwise as determined by the Election Officer shall be implemented if no nomination was made for the electoral roll prepared for the respective category (i.e., undergraduate students or postgraduate students) during the normal nomination period.

5.5 The format of the election (i.e., in person, by the electronic voting system, or by hybrid mode of both in person and by the electronic voting system) shall be determined by the Council at least one month before the announcement of the election.

5.6 Not more than 2 days after closing of the nomination period, nominees may withdraw their candidature in accordance with paragraph 8.11.

5.7 Not later than 3 days after the closing of the nomination period all the nominations shall be announced.

5.8 The normal polling period shall be 2 days.

5.9 Any complaints against the whole or part of the election must be lodged as soon as practicable after the complainant becomes aware of the issue(s) giving rise to the complaint but in any event no later than 2 days after the announcement of election results.

5.10 If no complaints are lodged, the election results shall be announced as soon as possible but not later than 3 days after polling.

6. Electoral Roll

6.1 The Election Officer shall be responsible for ensuring that the electoral roll is prepared by the appointed time as stipulated in paragraph 5.2. The Election Officer's decision on the eligibility of electors for inclusion on the roll is final.

6.2 The two sets of electoral rolls shall comprise all student members of their respective category (i.e., undergraduate students or postgraduate students) as defined in paragraphs 1.1, 2.7, 2.10 and 2.11.

7. General Notification of Election

7.1 On the date of the announcement of election by the Council, the Election Officer shall issue to each elector a copy of the announcement stating:

(a) the reason for the election;

(b) the period of office as determined by the Council;

(c) the timetable for specific stages of the election (i.e., nominations, voting, announcement of results, complaints (if any) and confirmation of results); and

(d) the format of the election (i.e., in person, by the electronic voting system, or by hybrid mode of both in person and by the electronic voting system) as determined by the Council.

7.2 The Election Affairs Committee of the Council (the "Committee") shall have the power to make and amend rules and guidelines from time to time on the authorized promotion channel(s) which the candidates may use and any election forum which the candidates may participate in any election. The Election Officer shall enforce the rules and guidelines on authorized promotion channel(s). No candidate may use or allow to be used any other promotion channels or take part in any election forum not so authorized, and the Election Officer may disqualify such candidate for any material breach of this provision.

The Election Officer shall on the date of the announcement of election by the Council, announce that each nominee may:

(a) submit for publication such autobiographical details as deemed appropriate by the Election Officer; and

(b) where the Council considers appropriate, organize an election forum for the purpose of addressing the electors and answering their questions.

7.3 The Election Officer shall on the date of the announcement of election by the Council, place a copy of the announcement of election, together with a copy of these Regulations, and the University's guidelines and procedures for electronic voting (if applicable) on the University notice-boards and at the election and announcement section of the University website (the URL/link of which shall be made available on the announcement of election).

8. Nominations

8.1 Only electors may put forward nominations. Each elector may participate in the election as proposer or seconder in putting forward one nomination for each vacant seat contested.

8.2 A nominee must obtain and submit his/her certificate of good academic standing issued by the University for each respective category to the Election Officer before a nomination is accepted.

8.3 Nominees must complete and sign a declaration form issued by the Election Officer before submitting the nomination. The Committee shall have the power to request further information from the nominees, and to request any nominee to attend interview(s) as it considers necessary. The Committee shall decide what is in the best interests of the University and whether to accept a nomination in such interest of the University. The Committee shall have the discretion to determine not to accept the nomination if in the opinion of the Committee the nomination is not in the overall best interests of the University and such determination shall be final. The terms of reference, composition and membership of the Committee shall be determined by resolution of the Council.

8.4 If the format of the election is determined to be in person:

(a) Nominations will only be accepted on nomination forms available from the Election Officer. Each nomination form shall enclose the certificate of good academic standing issued by the University and shall be signed by the proposer and at least 10 seconders (both the proposer and the seconders shall be electors) from each of their respective categories (i.e., undergraduate students or postgraduate students), and by the nominee, who shall indicate his/her willingness to stand before the nomination is accepted. The Election Officer shall verify the validity of each nominated full-time student in accordance with the academic regulations of the University.

(b) If the nominee is outside Hong Kong during the nomination period, the proposer shall obtain his/her written consent to the nomination (by email or by fax) and the Election Officer shall confirm that such written consent has been obtained before the nomination is accepted.

(c) Nominations must include the nomination form with the certificate of good academic standing enclosed and the declaration form and shall be required to reach the Election Officer by 5:00 p.m. on the appointed day in a sealed envelope. Late nominations will be declared invalid.

8.5 If the format of the election is determined to be through the electronic voting system, nominations are required to be made in accordance with the University's guidelines and procedures for electronic voting as determined by the Council and to be published by the Election Officer from time to time.

8.6 If no nomination is received for each vacant seat to stand for election to the Court or the Council respectively after the normal nomination period, a second nomination period for such electoral roll (as the case may be) shall be declared open in accordance with the provisions of paragraph 5.4.

8.7 In the event of a further failure to receive nominations, the nomination procedures (i.e., as provided in paragraphs 8.1 – 8.6) shall be repeated with a new electoral roll after six months of the close of the second nomination period has elapsed.

8.8 If only one nomination for each vacant seat is received to stand for election to the Court or the Council respectively, the nominees shall be deemed to have been elected *ipso facto* and, notwithstanding the provisions under paragraph 5, their names shall be published within 4 days after the day appointed for the closing of nominations.

8.9 In all other cases, the Election Officer shall publish on University notice-boards and the University website a list of nominations, together with the names of all the proposers and seconders and details of the voting procedures not later than 3 days after the nomination period has ended.

8.10 In case more than one nomination is made for the same candidate, the first nomination form received by the Election Officer shall be the nomination for procedural use.

8.11 Any nominee if he/she so wishes may withdraw from nomination by serving a written notice on the Election Officer no more than 2 days after the closing of the nomination period. In the event that all nominees withdraw their nominations, the Election Officer shall announce that the nomination be reopened and the provisions under paragraphs 8.1 - 8.11 shall again apply.

9. Voting Procedures

9.1 Each elector shall have one vote for each vacancy and may only vote for one candidate for each vacancy.

9.2 If the format of the election is determined to be in person and by secret ballot at the Polling Station(s), the elector shall:

(a) attend the Polling Station(s), on any one of the appointed polling days and each elector shall cast his/her vote in person by presenting his/her student ID card at the Polling Station(s);

(b) obtain a ballot form from a Returning Officer, who shall make a mark on the electoral roll concerned to indicate that the elector has obtained a ballot form;

(c) on the ballot form where the names of all the candidates concerned are printed in alphabetical order, the elector shall put a horizontal line across the box to complete the arrow, i.e. from  to , in the space provided against the candidate so preferred; and

(d) having completed the ballot form, the elector shall place it in the ballot box provided for the purpose and leave the Polling Station. Electors shall not take away from the Polling Station any ballot forms, whether blank or completed.

9.3 If the format of the election is determined to be through the electronic voting system, voting by the elector shall follow the University's guidelines and procedures for electronic voting as determined by the Council and to be published by the Election Officer from time to time.

9.4 Votes shall not be cast by proxy.

9.5 The preference expressed by each elector shall be secret, and no attempt shall be made to identify the elector of any completed ballot form.

9.6 At 5:00 p.m. on the last day of the polling period, if the format of the election is determined to be in person and by secret ballot at the Polling Station(s), the Election Officer shall seal the ballot box and if the format of the election is determined to be through the electronic voting system, the Election Officer shall stop accepting any voting through the electronic voting system.

10. Spoiled or Invalid Votes

The following shall be regarded by the Returning Officers as constituting cases of a spoiled or invalid vote:

(a) A ballot form recording votes in excess of the number of vacancies available;

(b) A ballot form recording a vote or votes other than by completing the arrow(s) as instructed; and

(c) Any vote submitted through the electronic voting system which is deemed spoiled or invalid in accordance with the University's guidelines and procedures for electronic voting as determined by the Council and to be published by the Election Officer from time to time.

11. Determination and Announcement

11.1 The Election Officer shall inform all the candidates of the appointed time and date for counting the votes. These candidates shall have the right to be present at the counting or to nominate their proposer/seconder to represent them.

11.2 If the format of the election is determined to be in person and by secret ballot at the Polling Station(s): -

(a) On the appointed time and date, the Election Officer shall unseal the ballot box in the presence of the Returning Officers and those who have the right to be present. The Returning Officers shall proceed to count the votes.

(b) The Election Officer shall make any final decisions on the validity of a vote.

(c) Ballot forms which have been declared spoiled or invalid shall still be counted but separately by the Returning Officers.

(d) Those candidates (not exceeding the number of vacancies available) who receive the most valid votes shall be deemed elected. If two or more candidates each receive the same number of votes and only one of them can be elected, the Election Officer shall draw lots in their presence (or the presence of their representative(s)) to determine who shall be elected.

(e) The Election Officer shall monitor the counting of votes and may call for a recount at the conclusion of the count.

(f) After the count or counts reveal a result, all the ballot forms collected from the ballot box, whether valid, invalid or spoiled shall be returned by the Returning Officers to the Election Officer in a sealed box. The Returning Officers shall also list the number in each of the categories of ballot forms and sign their names to the list.

(g) All the ballot forms shall be destroyed by the Election Officer one month after the results are approved unless a complaint is substantiated. In the event of a substantiated complaint, the ballot forms shall be retained until the Council or the Election Officer has made a final decision and has chosen a course of action.

11.3 If the format of the election is determined to be by way of the electronic voting system, all procedures governing counting of votes, collection of votes and destruction of votes shall follow the University's guidelines and procedures for electronic voting as determined by the Council and to be published by the Election Officer from time to time.

11.4 If complaints are received in accordance with paragraph 5.9, no announcement of the election results shall be made until all complaints have been solved in accordance with paragraph 12. Following which, the Election Officer shall announce the election results as per paragraph 11.6.

11.5 If no complaints are received before then, the result of the election concerned shall be announced as soon as possible but not later than 3 days after polling.

11.6 The Election Officer shall in accordance with paragraphs 5.10 and 11.5 publish an announcement of the election results, giving the following information:

(a) the name(s) of the successful candidate(s);

(b) the number of votes cast for each candidate;

(c) the number of valid votes;

(d) the number of votes declared invalid or spoiled, if any; and

(e) the period of office of each successful candidate.

The announcement shall be placed on University notice-boards and the election website. Each candidate shall receive a copy of such announcement.

12. Confirmation of Results

12.1 Any complaint concerning the whole or part of the election shall be lodged with the Election Officer as soon as practicable after the complainant becomes or should reasonably become aware of the circumstances giving rise to the complaints but in any event no later than 2 days after the announcement of election results in accordance with paragraph 5.9. Subject to paragraph 12.2 and except in the case of a complaint against himself/herself, the Election Officer shall investigate the complaint and his/her decision on the matter shall be final.

12.2 The complaint must be signed by the person(s) lodging the complaint, but it shall be treated in strict confidence.

12.3 The Election Officer shall have the power to request the complainant for an explanation as to why a complaint raised outside a reasonable period should be accepted. If the Election Officer is not satisfied with the explanation, he/she may decide not to accept the complaint, or to accept the whole or any parts of the complaints, on such terms as the Election Officer shall in the exercise of a discretion, determine, and such decision shall be final.

12.4 If no complaint is received, or if the Election Officer is satisfied with the result of any investigation into complaint(s) so lodged, he/she shall report to the Council within 3 days after the election that the election concerned has been properly conducted and the election results shall be announced.

12.5 If the Election Officer is not satisfied with the result of investigation into any such complaints, he/she shall immediately report and refer the matter to the Council which shall decide on a further course of action.

12.6 Any complaint against the Election Officer shall be directly lodged with the Council as soon as practicable but in any event no later than 2 days after the announcement of the election results in accordance with paragraph 5.9. The Council shall appoint two of its members to form an Investigation Panel to investigate the complaint. The Investigation Panel shall have the power to demand explanations for any complaint raised outside a reasonable period. If the Investigation Panel is not satisfied with the explanation, it may decide not to entertain the complaint, and such decision shall be final. For complaints that are accepted, the investigation shall be conducted as soon as possible. The Council's decision on such matter shall be final.

12.7 The following decisions are considered as final on complaints concerning the whole or part of the election concerned:

(a) when it is found that complaints other than those against himself/herself are not substantiated the Election Officer shall rule that the election results already announced as confirmed;

(b) when it is found that complaints are substantiated, the Election Officer or the Council, depending on the circumstances, may choose the following courses of action without an obligation to reveal the reasons for such:

(i) that the candidate against whom a complaint has been received and found substantiated be disqualified, and the person who has received the next highest number of valid votes be declared elected instead;

(ii) that the polling of the concerned election be declared null and void and that a new polling exercise be arranged as soon as possible;

(iii) that the whole election concerned be declared null and void, and that a new election be conducted as soon as possible; or

(iv) that any other course of action deemed appropriate be undertaken.

13. Appointment

13.1 The Secretary to Council shall report to the Council the names of the successful candidates elected for appointment.

13.2 The Council shall, subject to paragraph 12 and upon consideration of the complaints received (if any), at its discretion approve or otherwise the appointment of the elected candidate or any further course of action as they deem appropriate.

13.3 Upon approving the appointment of the elected candidate, the Secretary to Council shall inform the respective elected candidates and the Court as appropriate.

14. Revision of Regulations

14.1 If a particular election cannot be held due to natural causes (e.g., typhoon 8 signal or black rain) or technological issues outside of the reasonable control of the Election Officer, and an exact application of the Regulations be deemed impracticable, the Election Officer may, subject to approval by the Council, authorize a departure from the Regulations to address such event granted such departure is not in conflict with the underlying principles of the Regulations.

14.2 In the event of the above situation, the Council may at its absolute discretion from time to time decide to alter these Regulations to accommodate such matters for the purpose of a particular election to ensure that the election may be held granted such alteration is not in conflict with the underlying principles of the Regulations.

Schedule 4 to Statute 5

Regulations Governing the Nomination of Vice-Presidents for Appointment to the Court or the Council

1. Preamble

1.1 In accordance with section 23 of the Ordinance, the Council may make regulations providing for the nomination of a Vice-President by the President for appointment to the Court under section 9(1)(g) and to the Council under section 12(1)(g).

1.2 According to section 9(1)(g) of the Ordinance, the Court shall include "1 Vice-President nominated by the President in accordance with statutes and appointed by the Council". According to section 12(1)(g), the Council shall include "1 Vice-President nominated by the President in accordance with statutes and appointed by the Council".

1.3 These Regulations shall govern the nomination of a Vice-President by the President for appointment by the Council to the Court or the Council under paragraph 1.1 above.

2. Interpretation

2.1 The following terms used in these Regulations shall have the meanings ascribed to them in the Ordinance: "University", "Court", "Council", "Ordinance".

2.2 "President" as used in the Ordinance shall mean the President appointed under section 15 and any person for the time being acting in that capacity.

2.3 "Vice-President" as used in the Ordinance shall mean a Vice-President appointed under section 15 and any person for the time being acting in that capacity.

3. Nomination

3.1 Nominations for a Vice-President for the next term of office at the Council or the Court shall be presented by the President to the Council at a time prior to the expiry of an appointment or following the vacancy of a Vice- Presidency at either the Council or the Court.

3.2 A Vice-President nominated to sit in the Council and a Vice-President nominated to sit in the Court is totally separate and will constitute two separate vacancies.

3.3 Either one Vice-President or two different Vice-Presidents shall be nominated by the President at his/her discretion to sit in the Council or the Court for a period of office as recommended by the President. It is not a requirement for the same Vice-President to be appointed to the Council or the Court.

4. Membership

4.1 A Vice-President who is appointed by Council, in consultation with the Court in accordance with the Ordinance shall serve on the Court or the Council for a period as recommended by the President to the Council from time to time.

4.2 The appointed Vice-President shall assume office on the day following appointment to the Court or Council and thereafter, every appointed Vice-President shall assume office on the day following expiration of his/her predecessor's term of office, unless otherwise determined by the Council.

4.3 Notwithstanding paragraphs 4.1 and 4.2, a Vice-President's period of office shall terminate immediately if he/she ceases to be a Vice-President under the following circumstances:

(a) he/she resigns from his/her Vice-Presidency; or

(b) he/she leaves the University on termination in accordance with section 15(5) of the Ordinance.

5. Announcement

5.1 The Council Secretary shall announce the appointed Vice-President through its email to the University, giving the following information:

(a) the name(s) of the Vice-President appointed to the Court or the Council; and

(b) the period of office of such Vice-President.

6. Revision of Regulations

6.1 The President may authorize a departure from the Regulations, subject to his/her reporting it to the Council, should an exact application of the Regulations be deemed impracticable in a particular situation, granted such departure is not in conflict with the underlying principles of the Regulations.

Schedule 5 to Statute 5

Regulations Governing the Conferment of Degrees and Academic Awards including Honorary Degrees and Honorary Awards

1. Preamble

1.1 In accordance with section 23(1)(f) of the Ordinance, the Council may make Statutes providing for the conferring of degrees and other academic awards, including honorary degrees and honorary awards.

1.2 These Regulations are made in accordance with the following provisions of the Ordinance: -

(a) section 6(p) of the Ordinance – the University shall have the power to "confer degrees and academic awards including honorary degrees and honorary awards"; and

(b) section 18(2)(e) of the Ordinance – the Senate shall "determine the eligibility of persons to receive degrees, diplomas, certificates and other academic awards other than honorary degrees or honorary awards".

1.3 These Regulations shall govern the conferment of degrees and academic awards including honorary degrees and honorary awards by the University.

2. Interpretation

The following terms used in these Regulations shall have the meanings ascribed to them in the Ordinance: "University", "Senate", "Council", "Ordinance".

3. Conferment of degrees and academic awards including honorary degrees and honorary awards

3.1 Degrees and other academic awards may be conferred by the University, subject to the Senate's approval on eligibility, in accordance with the Ordinance and *inter alia* the University's "Academic Regulations for Undergraduate Programmes", "Regulations Governing Taught Doctoral/Master's Degree Programmes" and "Regulations Governing Research Postgraduate Studies".

3.2 Honorary degrees or honorary awards may be conferred by the University upon consideration and recommendation by the Council.

3.3 Save as provided in paragraph 3.2, if a person has brought serious disrepute to the University, the Council reserves the right to rescind an honorary degree and/or honorary award already conferred upon the person but no conferred honorary degree and/or honorary award shall be rescinded except for good cause by the Council.

3.4 For the avoidance of doubt, paragraph 3.3 shall apply to honorary degrees and/or honorary awards only and shall not affect the conferment of academic degrees and other academic awards.

3.5 The Council shall notify the person of the rescinded honorary degree and/or honorary award which shall then be struck off from the University's record.

3.6 New degrees and academic awards may be established from time to time by the University.

4. Revision of Regulations

The Council may at its absolute discretion decide to alter these Regulations generally or for the purpose of a particular conferment of degree, academic award, honorary degree or honorary award.