

# **HONG KONG ADVENTIST COLLEGE**



## **STUDENT HANDBOOK**

**Effective: October 30, 2019**

# Striving To Be Better

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## ABOUT THIS HANDBOOK

The Student Handbook is your guide to life at Hong Kong Adventist College (HKAC). You will find a complete description of student services, rights and responsibilities, along with a listing of the College policies that guide student conduct and community life at HKAC.

## MESSAGE FROM THE PRESIDENT

Dear Friends,

On behalf of the faculty and staff of Hong Kong Adventist College, I take great pleasure in welcoming you to this educational community. We are very happy that you have decided to further your education here and are thrilled to help you to advance your academic knowledge, to guide your personal growth, and to strengthen your spiritual experience.

Jim Rohn, American entrepreneur, author, and motivational speaker once said, "Discipline is the bridge between goals and accomplishment." You have started the journey to reach your education goal by attending Hong Kong Adventist College. Faculty and staff of the college are here to help you to learn and be prepared to face your life long challenges. We believe your future accomplishments will be countless. I wholeheartedly agree with Jim Rohn that it takes discipline to turn your goals into accomplishments.

As students, you are the center of our campus because the primary objective of our college is to provide the best learning experience for you. To ensure that your collegiate life will be free from distractions, the college has developed rules and policies to ensure your time spent on campus will be fulfilling spiritually, intellectually, physically, and socially.

As our returning students already know, in addition to attending classes, the college strongly encourages you to participate in a variety of non-academic activities such as departmental clubs, Student Life Council, mission trips, the annual college musical, and various sport clubs, just to name a few. These non-academic activities will enhance your learning and help to round out your college life.

We are proud to have you as members of the Hong Kong Adventist College family, and I personally look forward to getting to know you in the near future. May God bless you as you embark on a new academic year.

Dr. Dan Cheung  
President

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## OUR MISSION AND PHILOSOPHY

### MISSION

Empowering students to grow in Christ spiritually, physically, and intellectually

### VISION

Transforming students into the likeness of Christ through Christian education and services

### MOTTO

Striving to do better

### VALUES

Accessible: Accessible to all genders, races, ages, and religions

Affordable: Affordable to all who seek to be educated

Accountable: Accountable for all we do, all we teach, and all we represent

### PHILOSOPHY

Hong Kong Adventist College offers a Christian education based on the following philosophy of the nature of God, man, and truth:

God is the origin of all truth, the prime mover of all human affairs, the Creator of life, form, thought, knowledge, reason, order, harmony, and beauty. He, the sustainer of the universe, is absolute, unchanging, and infinite. Yet, as the embodiment of life, He is intimately interested in each individual in a personal way and in the affairs of the entire human race.

Man is God's unique creation. He was made originally in His image and was good and perfect in His sight. As a result of sin, man has inherited a tendency to evil. Though influenced by the forces of his heredity and environment, he is capable, through the help of God and the exercise of his own free will, of restoration to his original God-like state of being.

Truth embodies the knowledge of God. Therefore, the search for truth dominates our endeavor. We hold that truth is, consequently, consistent with God's revelation and God's standards at all times. Man's capacity to understand the truth, while limited and even perverted by the entrance of sin, still may, with God's help, expand to pursue truth as it widens with every conquest of new frontiers.

Our faculty is a group of scholars seeking truth. The College is also a learning environment designed and organized to assist people who, responding to the call of God for service, seek to prepare themselves for the task of the gospel commission. Consequently, the College is not necessarily confined by walls or fences, or even to a specific geographic location; it reaches out to the constituency, to people who value its expertise and its services.

Knowledge and reality are tangible conceptualizations of truth and maybe acquired through logic, human experience, and divine revelation. To be meaningful, however, knowledge

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must be rediscovered by each learner through study, through the use of the senses, and mental organization of the facts, concepts, and thought systems surrounding truth. True knowledge is the understanding of reality, which comes from the reordering of facts, skills, applications, and evaluations within the Divine perspective.

The work of education is comprehensive and far-reaching. In terms of redemption, it is synonymous with restoring in man the image of his Maker; the image lost when the human race fell into sin. Education is an environmental influence, emancipating men from ignorance, defeat, and fear and endowing him with the ability to know, to understand and apply, to analyze, and synthesize — in a word, to evaluate wisely and to function comfortably in the context of society's demands. To be educated means to be able to master oneself, to be selfless, and to be humble, flexible, polite, morally pure, ethical, and sensitive, so that the person becomes disciplined, self-fulfilled, and balanced. The work of education is practical, preparing students for this earthly life where they may function effectively in their chosen occupational and living environments and for the greater joys of heavenly life.

The immediate task of the College is to foster an atmosphere for learning that follows the purposes and principles of Seventh-day Adventist education. The latter allows for spiritual, intellectual, and physical growth. Youth educated in this institution are expected to have a clear understanding of themselves as persons, to develop a mature understanding of life, to learn well the professional skills of at least one academic discipline, to acquire sufficient vocational and communication skills needed to earn a living, and to have a thorough understanding of the culture in which they live.

This development of the whole person, mentally, physically, and spiritually, is implicit in "Sam Yuk" which is found in the Chinese name of the College. A "Sam Yuk" education includes the following general objectives and methods of implementation:

## **MENTAL**

Students acquire knowledge, skills, and attitudes to pursue their chosen careers, avocations, and interests to meet the needs of society and the church. In the process of learning, students are encouraged to aim for excellence and to think independently and creatively. In addition, students learn to appreciate their cultural heritage through bilingualism and an understanding of East and West.

Students attend all scheduled classes and maybe absent only for excusable reasons. They are encouraged to spend about two hours of study including preparation time for each class period. The general studies requirements, in particular, pursue a broad liberal arts approach in the curriculum.

## **PHYSICAL**

Students learn to appreciate the dignity of physical labor and the advantages of acquiring manual skills. Each student has the opportunity to develop habits that promote health and physical fitness.

Students participate in an on-campus service program as community service, and in physical education courses, which are part of the required curriculum. On campus, they

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partake in a healthful vegetarian diet provided by the college Food Service. Students do not use tobacco, alcohol, or other harmful drugs.

## **SPIRITUAL**

Students are expected to understand Biblical beliefs as understood by Seventh-day Adventists. They learn to make life decisions based on Christian ethics and values. They associate with teachers who demonstrate caring relationships and commitment to service so that students may emulate these traits.

Students attend weekly Chapel periods and the Week of Spiritual Emphasis (aka Gospel Week) every term. As part of their curriculum, they enroll in regular classes in Biblical studies. Dormitory students are expected to attend daily worship services and all students are encouraged to attend spiritual activities such as Sabbath worship services, Wednesday prayer meetings, and Adventist Youth programs.

## **CHRISTIAN COMMITMENT**

The development of the spiritual life of a student is the College's prime mission. As this is a Seventh-day Adventist school, students are expected to respect the Adventist way of life, which emphasizes healthful living and encourages daily devotion and rest and worship on the Sabbath.

The College actively seeks students who are interested in learning from the Bible as the Word of God, participating in worshipping the true God, and desiring to serve in Church and/or society in accordance with God's will.

## **CODE OF CONDUCT AND WELLNESS**

Student life at Hong Kong Adventist College is designed to help each student understand and appreciate Christianity in the context of a Seventh-day Adventist philosophy of education.

The philosophy aims at facilitating personal growth and maturity. Since character development is the main objective of Christian education, we endeavor to train our students not only in how to acquire knowledge and technical expertise, but also in how to integrate learning into leading a moral life. Thus the College is committed to assisting the student in attaining high moral standards, self-discipline, healthful living, and leadership skills.

## **COMMUNITY LIVING**

To maintain the academic atmosphere of the campus community, students are expected to conduct themselves in a considerate manner with regard to the rights, obligations and safety needs of others. Accordingly, students are obliged to live in a cooperative manner with other community members. Behavior that does not conform to community standards and is a disruption to the community may result in disciplinary action and/or removal from the community. All students must carry a valid Student ID Card with a current photo as they

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may be required to present it for identification check upon entering the campus or accessing campus facilities.

## HEALTH, DIET, AND WELLNESS

All students are encouraged to maintain a healthy lifestyle through proper diet, exercise, use of water, outdoor activities, the balance of work and study, and other healthful practices. Because Hong Kong Adventist College values the health traditions of the Seventh-day Adventist church, a vegetarian diet is served on campus in the cafeteria and at special events.

## MORAL OBLIGATION

As a College community, we believe all members should have the right to study in a safe, nurturing, and friendly environment. It begins with the moral obligation that members of the College community deal with one another in a Christ-like manner. Therefore, students should:

- Show respect by using proper language. Refrain from cursing and other ways of humiliating people.
- Show respect by refraining from inappropriate display of affection, avoiding decorating rooms with offensive materials.
- Show respect by refraining from using mobile devices or personal computers for listening or watching offensive music or film, or sending degrading messages to other people.
- Show respect by refraining from stealing, cheating, lying, plagiarizing, committing fraud.
- Show respect by refraining from substance abuse in the form of alcohol, tobacco, and illicit drugs.

## RECREATION AND ENTERTAINMENT

“Whatever is true... noble... right... pure... lovely... admirable... excellent... and praiseworthy... think about [and] practice these things. And the God of peace will be with you” (Philippians 4:8-9, NIV). These biblical principles guide the student in selecting appropriate forms of recreation and entertainment. We recommend that students:

- Choose movies, videos, DVDs, television, Internet, computer programs, and music that do not promote violence, nudity, sexually explicit language or behavior, vulgarity, or ideas and behavior not in keeping with Christian principles and values.
- Clear all social activities, films, and activities both on- and off-campus through the Residential Deans.
- Are careful to respect the community by participating in activities that are not intrusive, disruptive, or offensive to others.
- Play only music that reflects Christian values.

## SABBATH OBSERVANCE

The Seventh-day Sabbath reminds us of God’s creative and redeeming power. The Sabbath is celebrated from sundown Friday to sundown Saturday. During this time, the College is encouraged to enter into an attitude of worship, praise, and renewal. Everything about the Sabbath is special when time is given for meditation, Bible study, worship, and relationships with others.

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## **SPIRITUAL DEVELOPMENT**

Spiritual growth is an important objective of our College and its students. The College offers a variety of spiritual experiences designed to nurture spiritual growth, provides service opportunities for leadership, and to share personal journeys of faith. The College comes together on Wednesday for Chapel, where academic and spiritual topics will be addressed. Other programs, such as Gospel Week, and residence hall worships, all contribute to the building of a community of faith.

## **STUDENT LIFE AND SERVICES**

Hong Kong Adventist College is committed to a balanced lifestyle that enables the development of students' intellectual, physical, emotional and social life. Various activities and services are provided to help our students with this.

## **CHAPLAINCY AND SPIRITUAL ACTIVITIES**

As a Seventh-day Adventist Christian institution, we believe that all true education has a spiritual component. The College conducts weekly Chapel or Assembly, and a week of spiritual emphasis once per term involving a special speaker, prayer bands, and other related activities. These programs are regarded as a vital part of the total educational process. They address the spiritual and educational needs of the students, promote unity in College life, and provide venues for announcement of events and dealing with general issues of College life. Attendance at these activities is required.

While some students may not share the Christian faith or practice Seventh-day Adventist lifestyle, as a student at Hong Kong Adventist College, you are entitled to a wholesome education that includes opportunities for spiritual growth. Four primary sources offering spiritual growth opportunities: Chaplaincy Department, Bay View Church, Staff and Faculty, and Dormitory.

### **CHAPLAINCY**

Our school Chaplain is available to assist you when you have questions about the direction of your life or finding your place in the world, and/or there is a need to explore different answers to issues of growing up. The chaplain is also available to give and coordinate Bible studies, prayer groups, and vespers. In addition, he prepares programs throughout the school year such as "gospel camps", "gospel weeks" and other activities to foster fellowship and spiritual experience. The Chaplaincy Department is located at the Administrative Building. Just knock and walk-in; no referral is needed.

### **BAYVIEW CHURCH**

Bayview Church is our College Church. They offer several programs to address the spiritual needs of our youth, such as Friday night vesper, Sabbath School, Adventist Youth Society (AY), and opportunities for service. The Divine Service is conducted each Sabbath with translation either in English or Cantonese to serve both audiences.

### **STAFF AND FACULTY**

From time to time, staff and faculty living on-campus may lead small study groups or

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vespers in their homes. This is another opportunity for some students who prefer a more informal and familiar setting to worship and study of the Word of God. When you need spiritual mentorship, you can contact the Chaplain, the Residential Deans, or the Dean of Students.

## **DORMITORY DEVOTIONALS**

Hong Kong Adventist College considers spiritual services as part of educational training for character development and spiritual growth. Thus, worships are part of dormitory living. Residents of the dormitories have evening devotionals. These are interactive sessions where students play an active role. Guest speakers may come from time to time to share their testimony or words of wisdom. In addition, the Residential Deans offer opportunities for Bible study, prayer, and meditation.

## **COMPUTERS/PRINTING**

Students can access computers to complete assignments, to communicate with faculty and other students, and to research subject matter using online databases and Web resources. These computers are available in the college library during school hours. Each new student is given a login ID and password at orientation.

Printing machines are also available. Students may print their assignments in the Library using the Octopus Card-operated photocopier/printer. The photocopier/printing fees are posted in the library.

## **COUNSELING SERVICE**

The College employs trained staff to assist students experiencing temporary emotional crisis or psychological needs. Our counselor can assist students with personal problems that interfere with their progress in school. The counseling sessions can be conducted in individual form or groups. Long-term assistance cannot be expected and must be obtained through local, private resources or community agencies. Students requiring long-term assistance are welcome in the campus community as long as appropriate behavioral expectations are met.

## **DORMITORY**

HKAC offers boarding facilities for those students who wish to stay on campus and enjoy the benefits of dormitory life. Dormitory deans are committed to making students' living environment safe, friendly, warm, and caring. Dormitory life promotes fellowship, teamwork, spiritual growth, and independence. Interacting with people from different backgrounds and cultures, students learn to respect and care for each other, a fundamental social skill permeating all nationalities. Application forms are available on the school website and the Dean of Students Office.

## **FOOD SERVICES**

Healthy and balanced vegetarian meals are served in the College cafeteria. The residence fee for dormitory students includes meals in the cafeteria. Day students may eat meals in the Cafeteria at a discounted price.

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Opening hours and holiday schedules are posted at the entrance of the cafeteria. Menus are available at the desk also for your meal planning. The dormitory package includes cafeteria meals. For day students, staff, and guests, meal tickets can be purchased at the register in the cafeteria. When you decide to stay over for the weekend, arrange your meals with the Cafeteria Manager ahead of time since there are no ticket sales on weekends.

For safety and hygiene reasons, meals are to be consumed inside the cafeteria unless previous arrangements have been made with the Cafeteria Manager. Kitchen utensils should not be removed from the cafeteria. Additionally, no meat or seafood is permitted to be prepared or eaten in the residence halls and the student lounge.

There are vending machines outside the cafeteria that provide drinks.

## HEALTH SERVICES

Our student's well-being is an integral part of our program and a high priority; therefore, we have ensured first aid kits and nursing services to be available for our students throughout the campus. The locations of these first aid kits are listed below for your easy access. You can also identify these locations by the Red Cross sign at the door.

1. Room 109 (Health Dept. Office)
2. Dean of Students' Office
3. Dormitory Dean's Office
4. Registrar's Office
5. Treatment Room (next to the cafeteria)

The school nurse can provide immediate care for minor conditions or accidents. If the case calls for further medical care, the school nurse can make a professional assessment of the situation and, if necessary, refer you to a nearby hospital. The nearest hospital is the Tseung Kwan O (TKO) Hospital, easily accessible by public transportation. In case of a serious injury, the school nurse will call for TKO emergency ambulance service. All transportation costs are the responsibility of the student.

## LIBRARY

Our library is located in the basement of the Academy building. You can find current information in magazines, journals, and newspapers. Research and study materials are also available in books and encyclopedias.

At par with modern academic institutions, we offer our students access to electronic databases for the most current and up to date findings in a variety of disciplines. At HKAC, we subscribe to "EBSCOhost". This database gives you access to thousands of academic and professional journals and articles with the most recent findings in academia to enhance your learning experience and facilitate research. You can access EBSCOhost from any location where internet is available on-campus.

On orientation day, you will be instructed on how to log in and how to use this service. Our librarians can also assist you in the process. Computers and photocopiers are also available in the library to facilitate your study. You must always bring your student ID in

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order to check out books. Operating hours are posted at the entrance for your convenience. Use this link to read a full description of library services and regulations:

<https://www.hkac.edu/library>.

## MISSION TRIPS AND SERVICE OPPORTUNITIES

Becoming a responsible citizen and giving back to the community are two important aspects of personal growth. Regardless of your religious affiliation, HKAC provides opportunities for service to the local community and mission trips abroad to assist disadvantaged populations by meeting some of their basic needs and presenting the gospel message.

In addition to the spiritual activities listed above, students may also join the Adventist Youth organization, evangelistic efforts, and other witnessing activities. Special training seminars are also held occasionally.

We encourage our students to join community service projects around campus or off-campus. In some cases, you may be able to get academic credit for participating. Check with your advisor.

## MUSIC AND ARTS

HKAC offers different outlets for artistic expression. Students can enroll in different music classes for academic credit if they wish. In addition, they can join the college or church choir, or they can participate in concerts and the annual musical program which has become a tradition at HKAC. Chapels, dormitory devotionals, and church services offer a space for students to use their musical and artistic talents in leading out song service and giving special music. Functions such as fairs and social activities also provide students a venue to free their creative expression.

To encourage our students to cultivate their talents, HKAC holds annual events where students showcase their artistic talents in front of a panel of expert judges, who would give participants feedback for improvement and special recognition of outstanding performances.

## PROFESSIONAL / INTEREST CLUBS

Professional and interest clubs are a big part of college life. Students have the opportunity to pursue individual interest, develop career networking, and acquire leadership skills through working with fellow students and faculty who share common interest to carry out activities for educational or for recreational purposes.

Procedures for Interest Clubs and Department Activities:

- All clubs must be registered with the Dean of Students' Office and should be approved by the Dean of Students' Council in order to operate. (See [Appendix A](#) for the application form)
- Club activities and purpose must be in harmony with the philosophy of the College.
- For liability and programmatic purposes, all activities and schedules must be approved by the Dean of Students' Council at the beginning of each semester.
- Changes in scheduled activities should receive prior approval from the Dean of

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- Students. Submit requests for changes at least two weeks in advance.
- Activities conducted outside the campus should receive prior approval from the Dean of Students Office. Submit requests for activities of this type at least two weeks in advance. (See [Appendix B](#) for the request form)

## **PROMOTION OF STUDENT-BASED ACTIVITIES**

Commercial activities and promotion are prohibited on the campus. All advertisements promoting any student-based activity (paper-based or electronic) must have a clear indication of authorship, contact details, and date of expiry. All such advertisements must have the prior approval of the Dean of Students (See [Appendix C](#)). This restriction applies to posters, stickers, and flyers as well as to advertisements using the name of Hong Kong Adventist College or appearing on official HKAC websites.

## **SPECIAL EDUCATIONAL NEEDS (SEN) ACCOMODATIONS**

Hong Kong Adventist College accepts and appreciates diversity in its students, including students with SEN. We recognize at least three types of SEN: physical and sensory disabilities, learning and developmental disabilities, and mental illness.

Students with documented SEN are encouraged to inform the College of their disability by contacting the SEN Committee (SENCom) Team via the email address at [diverseability@hkac.edu](mailto:diverseability@hkac.edu) and enter into a dialogue regarding ways in which the College might reasonably accommodate them.

If a student suspects his/her learning difficulties are related to any SEN, he or she is strongly advised to contact the instructor, the dormitory dean, or the SEN Com as soon as possible. All information is handled in the strictest confidence.

Hong Kong Adventist College also provides short-term counseling and testing services to all students on campus at the Counseling Service Center located in Rm 116, Administration Building. Students who need such service may call 3727-0155 during office hours to set up an appointment.

### **TYPES OF SEN**

Common categories for each type of SEN include but not limited to the following:

Type 1: Physical and Sensory Disabilities

- Physical Disability
- Hearing Impairment
- Visual Impairment
- Visceral Disability
- Speech and Language Impairment

Type 2: Learning and Developmental Disabilities

- Attention-deficit / Hyperactivity Disorder
- Autism Spectrum Disorder
- Specific Learning Difficulties

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## Type 3: Mental Illnesses

- a. Mood Disorders
- b. Anxiety Disorders
- c. Psychosis

## **SEN COMMITTEE**

The SEN Committee (SENCom) is responsible to the Academic Dean. The purpose of the committee is to provide support to students who have special educational needs. It also advises the administration on related policies and their implementation.

### Membership

The SENCom shall comprise of:

Academic Dean (Chair)

Dean of Students

Psychologist/counselor

School Nurse

A Faculty member with relevant knowledge

## **SEN ACCOMMODATION POLICY AND FORM**

An abbreviated SEN Accommodation Policy which describes the types of SEN, the purpose and composition of the SEN Committee (SENCom), and the SEN Notification Form is provided in [Appendix D](#). The full SEN Accommodation Policy is provided in the HKAC Faculty and Staff Handbook.

## **SPORTS**

Physical activity is essential for keeping a healthy body and mind. It is a natural anti-depressant and a safe and natural way to regain energy. From time to time, our school schedules ball games and matches with other local schools to promote health and fitness and to build friendship. Make sure you participate in them.

There is a gymnasium with a multi-purpose indoor playfield that can serve as a basketball or badminton court. If you are interested in fitness training, you may book a workout schedule in the fitness center where there are a weight training room and exercise machines. To use these facilities, make sure you check the operating hours posted on the door of the venue.

If the weather allows, exercising outdoors is quite popular. We have open areas designed specifically for playing soccer, basketball, and volleyball/tennis. For joggers and people who enjoy brisk walking, a common practice is to do laps around the campus on paved roads.

There are also opportunities to join sports clubs such as badminton, soccer, fitness, and basketball, provided they are operating during your stay with us. You can always start your own sports club! More details can be found in the "Professional/Interest Clubs" section of this manual.

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## STUDENT ACTIVITIES

HKAC promotes student participation and leadership opportunities in a wide variety of campus activities focused on meeting diverse student interests. These activities are planned through the Student Life Council (SLC), the Dean of Students' Office and cooperatively with on-campus clubs and departments. Activities include opportunities for physical, social, intellectual and spiritual development as well as service and civic responsibility.

Your student calendar includes a list of co-curricular activities for your reference. For more information or to share ideas on how to improve student life at HKAC, visit with one of your SLC representatives, the Student Activity Coordinator, or the Dean of Students. Students should refer to the "Regulating Principles" section of this handbook to understand your attendance obligations and privileges concerning co-curricular activities.

## STUDENT LIFE COUNCIL

Student participation in the affairs of the College is exercised through the Student Life Council (SLC), which is composed of the Dean of Students, Student Activity Coordinator, faculty members, and student representatives from each department. The student representatives are selected in their department. The main role of the student representatives is to represent the voice of their peers to give input on this council. All students are invited to take an active role in their college life by offering suggestions or expressing their grievances to student representatives.

## STUDENT LOUNGE

The Student Lounge is located at the Health Centre. The venue provides a casual corner for students' gathering between classes during normal College working hours. It is privileged space made available for those members of the student body that fully comply with the College Student Conduct Code. Students are required to follow the below guidelines:

1. Opening Hours:
  - A. Monday – Thursday, 9:00 am – 6:30 pm
  - B. Friday, 9:00 am – 2:30 pm
  - C. Monday – Thursday, 7:30 – 10:00 pm (Study Hall)
2. Be respectful of others and lounge area and items.
3. All individuals that use the Student Lounge must clean up after themselves, including the appliances that are used in the lounge.
4. Students are responsible for their own personal items.
5. Vaulting, standing, or jumping on furniture is prohibited. Do not place your feet, shoes, or slippers on any furniture, tables, or chairs.
6. If furniture is moved, the furniture must be LIFTED and not dragged across the floor. Furniture MUST be returned to its original location after use.
7. Tobacco, vapor cigarettes, any smoking devices, alcohol, drugs, and gambling of any kind is prohibited.
8. Eating and drinking is permitted on the tables only. Individuals that try to eat on the chairs or the sofas will be asked to use a table instead.
9. Student Lounge patrons must comply with the College Student Conduct Code. Individuals that cause disruption in the lounge will be asked to leave the area. Violations include and are not limited to the use of offensive terms, placing feet on the actual seats or sofas, using profanity, and talking or playing audio/video equipment at high volumes.

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10. Any official club interested in using the Student Lounge for an activity must obtain authorization from the Dean of Students' Council (DSC).

## SAFETY AND SECURITY

### CAMPUS SECURITY AND SAFETY

We have also adopted campus-wide security measures for everyone's wellbeing.

#### FIRE DRILLS

Fire drills are conducted regularly to ensure that students, faculty, and staff members can move to places of safety in case of an actual fire. Make sure you pay attention to the instructions of those leading this exercise and make a mental note of the process for future reference.

#### USE OF VEHICLES

Driving on campus privileges are exclusive of college students of HKAC. If you choose to drive your vehicle to campus, make sure you obtain the proper permit from the Business office. Minimum requirements to drive on campus include showing proof of a valid driver's license and proof of car insurance under the student's name. Insurance must cover damage to third parties. A permit to drive on campus can be denied if the student fails to meet these minimum requirements.

Drivers must respect the speed limit (5 km per hour) and watch out for children or elderly crossing the streets. A car permit can be revoked if we notice reckless driving or unsafe or illegal activity.

#### VISITORS

Visitors entering the campus for an appointment with school personnel must obtain a temporary visitor pass at the gatekeeper's post, and it must be returned upon exiting the campus. Any person without a visitor pass entering and loitering in school facility is considered as trespass.

### PERSONAL SAFETY

You have a right to study in an environment free of fears and threats, your wellbeing and personal safety is our concern. We have zero-tolerance towards bullying, verbal or physical assaults, harassment or any other type of aggression that makes you feel unsafe. If you are the target of any act of violence, whether physical or emotional, report it to the Dean of Students immediately. Appropriate measures will be taken.

Here is a list of safety recommendations for all students:

- Keep your valuables secured. The school is not responsible for possible losses.
- Stay away from secluded or off-limits areas.
- Avoid walking in areas with tall vegetation as poisonous snakes or other animals can be hiding there.
- Have your cell phone charged at all times and memorize important numbers.
- Respect our no-smoking policy. In addition to damaging your health, cigarettes present a fire hazard.

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- Carry your student ID card at all times when on campus.

In addition to the recommendations above, for dormitory residents, we recommend the following:

- While away from campus, take proper measures to ensure a safe return to campus. If possible, return before sundown.
- Always get permission from the Residential Deans and indicate your destination, purpose of the trip, and expected time back.

## REGULATING PRINCIPLES

To ensure a positive experience on campus for all and to create the proper conditions for learning, the following are the minimum behavioral expectations for everyone at the HKAC campus. Faculty and Administration of HKAC reserve the right of interpretation of these regulations and the implementation of the same. We are here to assist students in understanding the principles behind these regulations and provide support and the necessary tools for success. In cases where students fail to follow these regulations, there will be consequences. For detailed information, please refer to the “Disciplinary Measures” section.

## APPEALS AND GRIEVANCE POLICY

When there are differences between a student and a member of our staff, faculty or administration, **the first step** will be for the student and the other person to try to work things out through respectful and rational dialogue. We know, however, that even when the best intentions are there from both sides, sometimes you may not be able to reach an agreement that pleases both parties. In this case, **and only after you tried step one**, you may file a grievance or appeal for the Dean of Students’ Council to arbitrate. This process applies to all aspects of campus life except academic issues.

For Academic issues, the student must follow the Academic Council process found in the Academic Bulletin, for all other matters, these are the steps you should follow:

1. Grievances and appeals must be filed within ten calendar days from the date the action affecting the student occurred. (i.e., date a disciplinary action took place)
2. The letter should explain in detail the action disputed and the reasons for appealing or the nature of the grievance.
3. Include the names of all involved and pertinent dates.
4. State clearly your request or an alternate solution
5. Include copies of substantiating documents such as disciplinary forms or any other applicable document.
6. The signed letter should go to the Dean of Students Council

The Dean of Students’ Council will study your request and respond within ten calendar days of receipt unless it is a time-sensitive request. If you do not find the outcome satisfactory, you may take your appeal to the next administrative level which is the Administrative Committee. When doing so, make it known that you have followed chain of command by 1)

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talking to the person you had the difference with 2) Filing your grievance/appeal with the Dean of Students' Council and 3) Addressing lastly, Administrative Committee.

## **ATTENDANCE POLICIES**

All spiritual programs and designated activities are vital and regular attendance is expected. A student is allowed up to 20% absence per semester. Beyond that, disciplinary action will be taken to require attendance makeup. Here is the attendance point assignment:

1. One regular Chapel / Professional Club Meeting = 1 attendance point
2. School Picnic = 3 attendance points
3. Food & Fun Fair and Alumni Day = 3 attendance points
4. One Gospel Weekday = 1 attendance point
5. Christmas Program = 2 attendance points
6. Recreation Day = 3 attendance points
7. Talent Show / Cultural Day / Mission Day / Singing Contest = 2 attendance points
8. Any 1 hour specially arranged seminar/lecture = 1 attendance point

*Note:*

3 late attendances = 1 absent

Total attendance < 80% = U grade

Total attendance ≥ 80% = S grade

Residence hall students, registered in the Diploma in Pre-University Studies or the Permission to Take Class program, are required to attend four resident hall worships each week. Other residence hall students are required to attend a minimum of two resident hall worships. A residence hall student may choose between attending residence hall worships or small group worships.

## **DISCIPLINE MEASURES**

The objective of discipline is training for self-government, self-reliance, and self-control. Following the prescribed regulations and expectations of HKAC will prove to be a good formula for success and a step toward that goal. Should a student choose to violate the school's rules, or deviate from the instructions given in this handbook, there will be natural and imposed consequences. In applying consequences for undesirable behavior, it is our goal to help students understand their error and give them, whenever possible, an opportunity to make correction. As part of this effort, faculty and staff work very closely to help the student in the process of behavior modification.

## **DISCIPLINE PROCEDURE**

All employees of HKAC uphold our values and teach Christian principles by precept and example. Our staff (from gatekeepers, cafeteria staff, office staff, etc) is part of this family and they share with faculty and administrators the responsibility of training good citizens for this world and the one to come. That responsibility comes with authority. We expect that you give them the same kind of respect you would give any faculty member or administrator. You should show respect and listen to their counsel.

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Teachers, staff, and administrators can use any of the following measures as they see appropriate:

- **Counseling:** Counseling is given to a student when a mistake is committed or a regulation is violated for the first time.
- **Verbal warning:** It is issued at the first time a minor offense is committed to give the student the opportunity to rectify.
- **Written warning:** It is issued after verbal warnings have not worked and the student persists in breaking a particular rule. It is also issued for more serious violations.
- **Referral to the Dean of Students or Dean of Students' Council:** These referrals will be made when students fail to change their behavior after several verbal or written warnings have been issued, or when there is a major violation of rules
- **Support Services:** We will give students plenty of opportunities for students to learn and change. Our campus counseling services are instrumental in making changes in emotional reaction and behavior possible. Students who are struggling with emotional and behavioral issues can benefit from our counseling services. With the support of a professional counselor, they have better chances to overcome their challenges and thus control their thoughts and actions. The Chaplaincy department also provides support, encouragement, and spiritual guidance to anyone interested in learning and improving their lives. All our students have free access to these support services and, when necessary, participating in these services may become compulsory in order to provide the student with the support he/she needs. HKAC's philosophy is that all human beings can be transformed, given the necessary support.

However, these opportunities are not endless. Should a student insist on violating rules or openly defy the authority of the school, he/she will jeopardize his/her continued enrollment in the school. The Dean of Students' Council or Residential Deans' Council for dormitory issues is in charge of the following measures:

- **Suspension:** Students will not be allowed back on any area of campus for a period of time determined by the council. These actions are reported to the Academic Council due to their academic implications. The purpose of suspension is to enable the student to consider carefully whether he/she wants to be part of the community.
- **Conditional stay contracts:** In some cases, students may be offered a contract to continue their regular enrollment at HKAC. The purpose of this contract is to help the student develop character traits that will be instrumental in helping him/her on this campus and beyond their HKAC experience.
- **Expulsion:** In cases where everything else has failed or in cases where the nature of the violation is extremely serious, a student may be asked to leave campus for the remainder of the semester, school year, or permanently. When the Dean of Students' Council reaches a decision, a recommendation is made to the Administrative Committee for immediate dismissal.

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## **EXEMPLARY CITIZENSHIP**

We expect students to take advantage of every learning opportunity at HKAC, to make the best of their time in this campus and to take with them a better and stronger person when they depart from our midst. To encourage students to achieve excellence in various aspects of life on and off-campus, faculty, staff, and administrators will make formal recommendations at the end of the school year to the Dean of Students to reward those students with outstanding service attitude and commendable behavior.

## **EXPECTATIONS**

Students of HKAC are expected to uphold the values of the school while they are enrolled in this institution. They are expected to meet all their responsibilities, including financial, academic, and conduct. This handbook applies to all students of HKAC. Students are expected to abide by the contract signed upon registration regarding this handbook and behavioral expectations. We expect students to consult with their advisor, the appropriate departmental supervisors or the Dean of Students if they have questions regarding their life at HKAC.

## **HONESTY**

Students of HKAC are expected to uphold high standards of honesty. Opportunities to develop an honest character can be found every day throughout campus life. Academic honesty is expected of all students. Plagiarism and copying from other students or any source during a test are strictly prohibited. Students must refrain from both practices.

Students should not take anything that does not belong to them without proper authorization. This applies to other people's belongings or school property as a whole. It is a civic duty that students are accountable to one another; therefore, students are expected to report any known or suspected inappropriate conduct to the proper staff or faculty. We appreciate students being proactive in making this a better campus. We will treat reports with confidentiality, protecting the identity of the person who is reporting.

## **MODESTY**

Students are encouraged to practice good judgment in the choice of their daily attire. While we respect individuality, it is important to remember that you are also a part of a community, the larger community of HKAC. Staff and faculty have the right to interpretation of what is appropriate or not as it relates to attire, and they can ask a student to change if they consider the student's choice of clothing to be poor.

Learning how to make good choices when it comes to your attire will be an asset you will find very helpful in your future professional endeavors. As a community we uphold Christian values and principles in grooming; we expect that your attire is modest, tidy and clean, and appropriate for the occasions (classroom lectures, lab work, sports, worship services, or other school activities).

Views of what is appropriate can vary greatly from one person to another, for that reason, we have published the following guidelines:

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It is acceptable to wear:

- Good taste, clean, and tidy clothes.
- Clothes that will not be distracting to others.
- Dresses, skirts, pants, or jeans with shirts, blouses, sweaters and/or jackets that are appropriate for most occasions.
- Modest shorts; however, athletic shorts are appropriate only for sporting activities.

It is not acceptable to wear:

- Clothes with inappropriate graphics or messages of sex and discrimination.
- Low necklines, spaghetti straps, bare shoulders or tank tops.
- Very tight fitting pants and sheer blouses.
- Very short dresses, skirts, or hot pants.
- Excessive cosmetics.
- Excessive jewelry.
- Unnatural or unusual hair coloring
- Extravagant haircuts/styles.

*Note:*

Students who are required to wear uniform to school must comply with their school's requirements; however, when classes are not in session, they need to remember the overall rules of HKAC and dress accordingly.

## **PERSONAL INTERACTIONS**

A sign of maturity for courtship is the ability to identify appropriate ways to express affection within the boundaries established in your living environment. Proper interactions, such as courtesy, chivalry, and mutual respect are the standards of conduct expected of all people at HKAC. Practicing these standards while also setting healthy boundaries will prove to be a good foundation to build lasting and solid relationships.

In relating to others, students need to observe the following guidelines:

### **FOR COUPLES**

Romantic relationships are a sacred gift from God and thus should be treated with special care. Public displays of affection such as holding hands, hugging, or kissing are considered inappropriate at any time, whether alone as a couple or in groups.

### **FOR FRIENDS AND PEERS**

We appreciate diversity and expect all students to value each other's uniqueness. There is no room for discrimination on our campus. Discriminating against anyone based on their physical complexion, religious beliefs, and practices, race or ethnicity, gender or any other characteristics, is unacceptable behavior. We strive to make sure that everyone feels safe and welcome at HKAC. Therefore, all forms of harassment, bullying or threatening other students will not be tolerated.

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## **RIGHT OF ENTRY**

The College reserves the right of residence hall deans, authorized representatives, or an administrative officer of the University to enter and inspect a student's room whenever deemed necessary. It includes, but is not limited to, the right to inspect the contents of any locked containers and inspection for illegal substances, firearms, alcohol, tobacco, fire and safety hazards, cleanliness, and orderliness. The student acknowledges and authorizes this procedure. Materials and Decorations such as calendars, pictures or posters not in harmony with the ethical and moral standards of the College may result in the student being asked to remove them from the campus or may ultimately be moved by College personnel.

## **TEMPERANCE**

The college recognizes the need for balance and relaxation from the busy collegiate program. We need your assistance to foster a balance in the following areas: work, recreation, rest, diet, study, social and individual time, devotion, and worship.

## **RECREATION**

God's original plan for health included a balance of rest and exercise, and proper recreation with restoring purposes in mind. "Those who are engaged in study should have relaxation. The mind must not be constantly confined to close thought, for the delicate mental machinery becomes worn. The body as well as the mind must have exercise." {Messages to Young People 379.2}

Proper recreation will result in a refreshed spirit and renewed energy. The school has planned activities throughout the year to meet this purpose. We need to remember that not all activities fit this category. Students must abstain from:

- Rough games that jeopardize the physical integrity of an individual
- Verbal or physical aggression
- Using school property and equipment for something different from what it was originally designed
- Tampering with fire extinguishers
- Bringing the following to school:
  - lighters or matches
  - knives, blades or any other sharp object
  - fireworks, gun powder or any other explosive
  - cold or fire weapons
  - air guns (must be checked in with the dorm dean or headmaster)

## **GAMBLING**

When we acknowledge and foster a connection between our mind and body, we promote health and happiness. "The harmonious healthy action of all the powers of body and mind results in happiness; and the more elevated and refined the powers, the more pure and unalloyed the happiness." {Child Guidance 394.3}

We expect our students to engage in their study diligently as well as in healthy activities for

# Striving To Be Better

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their mental and physical benefits. Any forms of gambling activity are strictly prohibited. Possession or use of any items possible for gambling purposes such as card games and other games not related to study is not allowed within the premises of the campus.

## **SMOKING, ALCOHOL AND DRUGS**

Our campus is a drug-free zone; tobacco, alcohol, harmful medicines, or drugs are strictly prohibited. Smoking is not permitted on the entire HKAC campus, including the areas immediately out of the front gate.

The use, possession, or storage of tobacco, alcohol, and drugs on campus is a serious offense. If a student or dormitory resident found intoxicated by alcohol or under the influence of drugs of any type in the dormitory or anywhere on campus, the student or resident will be asked to leave the premises, and the matter will be submitted to the Dean of Students' Council for further action.

## **THANK YOU FOR CHOOSING HKAC**

By choosing HKAC, you choose to be part of something unique. Our Seventh-day Adventist Christian faith and values set us apart. Whether or not you share our perspective, we invite you to respect it and be open to the conversation. It is the basis for everything we do.

# Striving To Be Better

## CONTACT INFORMATION

### MAIN NUMBERS

Main Office Number (852) 2719-1668; 3727-0000  
Main Fax Number (852) 2358-1055

### ADMINISTRATION

President 3727 – 0160  
Academic Dean 3727 – 0114  
Business Manager 3727 – 0118  
Dean of Students 3727 – 0119  
Registrar 3727 – 0111

### DEPARTMENT CHAIR

Business 3727 – 0111  
Diploma in Pre-University Studies 3727 – 0121  
General Education 3727 – 0120  
Health 3727 – 0134  
Music To be provided  
Nursing 3727 – 0140  
Psychology 3727 – 0135  
Religion 3727 – 0189

### SERVICES

Academic Operations 3727 – 0113  
Accounting Office 3727 – 0116 (Student Finance)  
Accounting Office 3727 – 0117  
Accountant 3727 – 0136  
Accountant 3727 – 0137  
Alumni Affairs 3727 – 0141  
Bayview Church 2719 – 6177; 3727 – 0181  
Business Development, Director 3727 – 0280  
Cafeteria 3727 – 0282  
Chaplaincy 3727 – 0142; 3727-0266  
Health Education Center 2623 – 0216; 3727 – 0280  
IT Technician 3727 – 0144;  
IT Manager 3727 – 0288  
Library 3727 – 0272; 3727 – 0273  
Maintenance 3727 – 0289  
Men's Dormitory 3727 – 0192  
Marketing 2719 – 1668;  
Student Counselor 3727 – 0156  
Women's Dormitory 3727 – 0191

### ADDRESS

Hong Kong Adventist College  
1111 Clear Water Bay Road  
Sai Kung, New Territories, Hong Kong

### EMAIL

hkac\_info@hkac.edu

### WEBSITE

www.hkac.edu

# Striving To Be Better

## Appendix A: Establishment of Interest Club Form

### Responsibilities of Student Leaders

The responsibilities of student officers are as follows:

- Provide the Dean of Students with the name of the officers after the election, and information regarding the organization (see above)
- Inform the Sponsor or faculty advisor of major items of business before opening a session.
- See that minutes are kept.
- See that finances are balanced and well kept.
- Club or class activities (other than business meetings) should be approved in the college Executive council through the office of the Dean of Students.
- Inform the Dean of Students of any changes in organization as well as the schedule of activities.

**1. Name of Interest Club/Department/Class**

**2. Definition**

**a. Motto** .....

**b. Objectives**

**i. Spiritual** .....

**ii. Intellectual** .....

**iii. Social** .....

**c. Composition**

**i. Club Officers**

**(1) Sponsor** .....

**(2) President** .....

**(3) Chaplain** .....

**(4) Secretary/Treasure** .....

**(5) Others (Social Leader/Public Relations,etc.)** .....

**(6) Photographer** .....

**ii. Members** .....

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## 3. Functions

a. Rules (Include Fee: HK\$???) / Semester)

b. Job descriptions of club officers

c. Meeting time and place

## 4. Activities

On separate sheet if needed, list all the activities planned for the current quarter or even school year. A copy should be sent to the Dean of Students and the Sponsor or faculty advisor. All off-campus activities have to be approved by the College Administrative Committee through the Dean of Students.

### Signatures

Sponsor: \_\_\_\_\_ President: \_\_\_\_\_

Date: \_\_\_\_\_

### *(Office Use Only)*

Dean of Students Office:       Approved       Approved with condition       Not approved

Date: \_\_\_\_\_

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## Appendix B: Off-campus Activities Request Form

Organization/Club/Class: \_\_\_\_\_

Attendance/Participants:

1.	10.	
2.	11.	
3	12.	
4.		
5.		
6.		
7.		
8.		
9.		

Advisor/Sponsor: \_\_\_\_\_

Nature of Activity : \_\_\_\_\_  
 \_\_\_\_\_

Date: \_\_\_\_\_ Time: *from* \_\_\_\_\_ *to* \_\_\_\_\_

Location : \_\_\_\_\_

**Declaration:** The activities will follow institution policy and standards of conduct.

\_\_\_\_\_  
 Signed: Faculty Advisor/Sponsor

\_\_\_\_\_  
 Signed: Student Leader

.....  
 Dean of Students Office:       Approved       Approved with condition       Not approved

Date:

NB: Forward the signed document to the Business Office for insurance purpose.

# Striving To Be Better

## Appendix C: Promote Student-based Activities Request Form

I/ We hereby request permission to display the attached advertisement/poster  
I undertake to remove all copies within 2 weeks of the expiry date:

Name of Society / Club / Organisation

..... / N/A

Name of responsible student .....

Student number .....

Cell phone number .....

Address in Hong Kong .....

.....

Place where advert will be displayed .....

Duration of display (2 weeks): From .../.../.... To ... /... /....

Signature.....

*(For Office Use Only)*

### PERMISSION GRANTED

I, the undersigned, have checked the attached draft advertisement, and I approve it in terms of the Adventist College Advertising Policy for Students

.

Name .....

Designation.....

Signature.....

Date.... /... /....

Official stamp:

*Please keep this document until the expiry date*

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## Appendix D: Special Educational Needs (SEN) Accommodations Policy

### HONG KONG ADVENTIST COLLEGE Academic Dean's Office Special Educational Needs (SEN) Accommodations Policy

Hong Kong Adventist College accepts and appreciates diversity in its students, including students with SEN. We recognize at least three types of SEN: Physical and Sensory Disabilities, Learning and Developmental Disabilities, and Mental Illness.

Students with documented SEN are encouraged to inform the College of their disability by contacting the SEN Committee (SEN Com) Team via the email address at [diverseability@hkac.edu](mailto:diverseability@hkac.edu) and enter into a dialogue regarding ways in which the College might reasonably accommodate them.

If a student suspects his/her learning difficulties are related to any SEN, he or she is strongly advised to contact the instructor, the dormitory dean, or the SEN Com as soon as possible. All information is handled in the strictest confidence.

Hong Kong Adventist College also provides short-term counseling and testing services to all students on campus at the Counseling Service Center located in Rm 116, Administration Building. Students who need such service may call 3727-0155 during office hours to set up an appointment.

The types of SEN, the composition of the SEN Committee (SEN Com), the process used to identify students with SEN and the Special Educational Needs Notification Form are provided below.

#### A. Types of SEN

Common categories for each type of SEN include but not limited to the following:

##### **Type 1: Physical and Sensory Disabilities**

- a. Physical Disability
- b. Hearing Impairment
- c. Visual Impairment
- d. Visceral Disability
- e. Speech and Language Impairment

##### **Type 2: Learning and Developmental Disabilities**

- a. Attention-deficit / Hyperactivity Disorder
- b. Autism Spectrum Disorder
- c. Specific Learning Difficulties

##### **Type 3: Mental Illnesses**

- a. Mood Disorders
- b. Anxiety Disorders
- c. Psychosis

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## HONG KONG ADVENTIST COLLEGE Academic Dean's Office Special Educational Needs (SEN) Accommodations Policy

### B. The SEN Committee (SENCom)

The SEN Committee is responsible to the Academic Dean. The terms of reference of the SEN Com are explained below.

#### **Purpose**

The purpose of the committee is to provide support to students who have special educational needs. It also advises the administration on related policies and their implementation.

#### **Membership**

The SEN Committee shall comprise:

1. Academic Dean (Chair)
2. Dean of Students
3. Psychologist / counselor
4. School Nurse
5. A Faculty member with relevant knowledge

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**HONG KONG ADVENTIST COLLEGE**  
**Academic Dean's Office**  
**Special Educational Needs (SEN) Accommodations Policy**

HKAC has taken a proactive role in ensuring and cultivating a positive learning environment for students to ensure equal opportunities in academic and non-academic pursuit for all students. This Notification Form aims to understand and assist students with special educational needs (SEN) in the College.

### Student Record

\* Please delete as appropriate.

Name	_____		
	Family name)	(First Name)	(Middle Name)
Gender	Male / Female *	Telephone	_____
Email Address	_____		
Home Institution	(if applicable) _____		
Department	_____	Program of Study	_____
Study Period at HKAC	_____ Semester	_____ Year	

**The nature of Your special educational needs (SEN)** (Please provide medical / assessment report(s) and certification.  where relevant

### REMARKS

**Type 1: Physical and Sensory Disabilities**

- Physical disability (Wheelchair/ Crutch/ Calipers user)
- Visual impairment
  - Low Vision
  - Other eye problems: \_\_\_\_\_

Hearing impairment

- hearing impairment / disease: \_\_\_\_\_
- Visceral disability / chronic illness
- Speech and language Impairment \_\_\_\_\_

**Type 2: Learning and Developmental Disabilities**

- Attention deficit / hyperactive disorders
- Autism spectrum disorder
- Specific learning disabilities (including dyslexia)

**Type 3: Mental Illness**

- Mood Disorders, please specify \_\_\_\_\_
- Anxiety Disorders, please specify \_\_\_\_\_
- Psychosis, please specify \_\_\_\_\_
- Others, please specify: \_\_\_\_\_