

## Statute 1: Interpretation

In these Statutes, unless the context otherwise requires:

1. 'Academic staff' means the full-time teaching and research staff of the University appointed on Academic Staff terms of service, Academic and Equivalent Administrative Staff terms of service or Clinical Grade Staff terms of service;
2. 'Academic year' means such period not exceeding twelve consecutive months, and 'semester' means such part of an academic year, as the Senate shall determine from time to time;
3. 'Chairman' means any person who chairs a meeting and the word shall be taken as gender neutral. Use of alternative terms, for example 'Chairperson', 'Chair', 'Chairlady' shall be at the absolute discretion of the person chairing the meeting;
4. 'Course' means the basic units of instruction into which students are registered and for which grades may be assigned;
5. 'Member of staff' means any person who is in the full-time employment of the University excluding those appointed on temporary terms of service;
6. 'Ordinance' means the City University of Hong Kong Ordinance;
7. 'Polytechnic' means City Polytechnic of Hong Kong;
8. 'Chair Professor' means any person appointed as a Professor of the University within the professorial salary range, and excludes Emeritus Professors, Honorary Professors, Visiting Professors and Adjunct Professors;
9. 'Programme' means the structured academic programme leading to a named award of the University into which students are registered;
10. 'Regulation' means any regulation made pursuant to the Ordinance or these Statutes;
11. 'Student' means any student registered on a programme of study leading to the degrees or other academic awards of the University as approved by the Senate;
12. 'University', 'Chancellor', 'Pro-Chancellor', 'Statutes', 'Court', 'Council', 'Convocation', 'Senate', 'Faculty', shall have respectively the same meaning as they have in the Ordinance;
13. Reference to Faculties includes equivalent bodies as defined by the Council on the recommendation of the Senate;
14. Reference to academic departments includes equivalent bodies as defined by Senate;
15. Words used throughout the Statutes are gender neutral;

16. Words in the singular shall include the plural, and vice-versa; and
17. Words defined in the Ordinance shall have the same meaning in the Statutes.

### **Statute 2: Making and Revision of the Statutes**

1. Under the Ordinance, the Council may make Statutes for the administration of the University and for matters that the Ordinance provides for inclusion in a Statute.
2. The Council shall appoint a Committee on Statutes comprising an equal number of members from the Council, the Senate, and the Management Board for the purpose of considering proposals to make new Statutes, or to revise existing Statutes.
3. The approval by the Council of any proposal to introduce new Statutes, or to revise existing Statutes, must be passed by the votes of not less than three quarters of the members present and voting.

### **Statute 3: Principal Officers of the University**

1. The following shall be the Principal Officers of the University:
  - (1) The Chancellor, who, when present, shall preside at meetings of the Court and at Congregations of the University.
  - (2) The Pro-Chancellor, who shall be appointed by the Chancellor for a term to be determined by the Chancellor, and who, on the authorization of the Chancellor and on the Chancellor's behalf, may exercise any of the powers or perform any of the duties conferred or imposed on the Chancellor by the Ordinance.
  - (3) The Chairman of the Council, the Deputy Chairman, and the Treasurer, who shall be appointed by the Chief Executive from among those members of the Council appointed under subsection 10(1)(f) of the Ordinance, and who shall discharge such functions as may be determined by Statute or by the Council.
  - (4) The President, who shall be appointed for such period and on such terms as may be determined by the Council.
2. One of the Principal Officers shall preside at Congregations of the University in the absence of both the Chancellor and Pro-Chancellor.
3. The Chairman of the Council shall have the authority:
  - (1) to consider and take action on behalf of the Council when a meeting of the Council is not imminent on any matter normally considered by the Council, with the exception of matters which are precluded from delegation by the Ordinance;
  - (2) to appoint Acting President and Acting Deputy President.

4. Should the position of the Chairman of the Council fall vacant, the Deputy Chairman shall act as Chairman and assume the duties of the Chairman until a new appointment is made.
5. The President shall:
  - (1) undertake such duties as may be determined by the Ordinance and supplemented by Statute or by the Council, and shall have a general responsibility to the Council for maintaining and promoting the efficiency and good order of the University, and to the Senate for the academic leadership of the University;
  - (2) have authority to make staff appointments below the rank of Associate Vice-President or its equivalent;
  - (3) nominate to the Council for endorsement of staff appointments at the rank of Associate Vice-President or its equivalent and above.
6. Notwithstanding the provisions of Section 5 above, the following categories of staff shall be appointed by the Council:
  - (1) The Deans of Students, Graduate Studies, Colleges or equivalent bodies and above, on the recommendation of the President and/or after consultation with the Senate;
  - (2) Non-academic staff at Band 6 and above.

#### **Statute 4: Powers of the Council**

1. The Council is the supreme governing body of the University and, as such, may exercise all powers conferred and shall perform all of the duties imposed on the University by the Ordinance. It shall have power to do all such things as are necessary for, or incidental or conducive to, or connected with, the furtherance of the University's objectives, and in particular those set out in Section 7 of the Ordinance.
2. The Council shall also have the power to:
  - (1) recommend to the Chancellor the appointment of a Pro-Chancellor;
  - (2) appoint the President by a resolution passed by not less than three quarters of its members for the time being;
  - (3) authorize or ratify the affixing to documents of the Common Seal of the University;
  - (4) appoint auditors.
3. In addition to the particular powers set out in Sections 1 and 2 above, the Council may also discharge the following in accordance with the terms of the relevant section of the Ordinance:
  - (1) appoint a Deputy President by resolutions passed by not less than three quarters of its members for the time being;

- (2) appoint an acting President or an acting Deputy President, as necessary, and delegate such appointment to the Council Chairman;
- (3) remove from office the President or the Deputy President on grounds of misconduct, incompetence, inefficiency or other good cause, by resolution passed by not less than three quarters of its members for the time being;
- (4) appoint other persons as employees of the University;
- (5) make and execute any document in the performance or exercise of the University's objectives or powers, or in connection with any matter incidental to or consequential upon the performance or exercise of the same;
- (6) make Statutes;
- (7) create and appoint committees for any general or special purposes as it thinks fit;
- (8) delegate in writing, with or without restrictions or conditions as it thinks fit, any of its power and duties to any person or committee, subject to the restrictions imposed by the Ordinance;
- (9) establish Faculties and other equivalent bodies on the recommendation of the Senate;
- (10) provide for by Regulations any matters which it is empowered to regulate by the Ordinance or the Statutes.

#### **Statute 5: The Court**

1. The Court shall discharge the functions assigned to it under Section 8A of the Ordinance.
2. The membership of the Court shall comprise:
  - (a) the Principal Officers of the University;
  - (b) the Deputy President, the Provost, the Vice-Presidents, the Associate Vice-Presidents, the Associate Provosts, the Deans and their equivalent;
  - (c) the Members of the Council;
  - (d) the Members of the Senate;
  - (e) not more than 20 members, appointed by the Chancellor, on the recommendation of the Council;
  - (f) not more than 20 members appointed by the Council.
3. The Secretary to the Court shall be appointed by the President.
4. The Chancellor shall preside at meetings of the Court. In the absence of the Chancellor, the Pro-Chancellor or, in his absence, the Chairman of the Council, shall preside.
5. Ex officio members shall continue as members so long as they hold the office by virtue of which they are members of the Court.

6. Members appointed under Section 2(e) shall hold office for three years or a lesser period as determined by the Chairman of the Court and shall be eligible for re-appointment.
7. Members appointed under Section 2(f) shall hold office for three years or a lesser period as determined by the Council and shall be eligible for re-appointment.
8. Vacancies shall be filled as they occur or as soon thereafter as may be convenient and such persons appointed shall normally hold office for the unexpired term of the person replaced.
9. Any member of the Court other than an ex officio member may resign in writing addressed to Secretary to the Court.
10. The Court shall meet at least once in each academic year, although the Chairman of the Court may convene a meeting at any time.
11. One-fourth of the membership of the Court for the time being shall form a quorum for meetings.
12. The President may require any member of the University to be present at a meeting of the Court for the purpose of providing supplementary information on matters being considered by the meeting. Such persons shall not have the right to vote, nor shall they form part of the quorum required for the meeting.

#### **Statute 6: The Senate**

1. Subject to the provisions of the Ordinance, the Senate shall have the power:
  - (1) to make decisions on the award of degrees and other academic awards of the University other than honorary degrees or other honorary awards;
  - (2) to plan, approve, develop, maintain, regulate and promote all teaching, programmes of study, research and other academic work in the University, and to formulate policies accordingly;
  - (3) to approve the discontinuation of any programme of study;
  - (4) to advise the Council on any matter which is relevant to the educational work of the University;
  - (5) to make recommendations to the Council on the establishment of Faculties and other equivalent bodies, and to approve the establishment of academic departments;
  - (6) to make recommendations to the Management Board or the Council, as appropriate, on the criteria and methodologies for the allocation of resources to support the academic work of the University, and on the development and operation of required facilities;
  - (7) to prescribe the requirements for admission as a student of the University;
  - (8) to regulate the conditions for the conferment of academic awards, other than honorary degree and honorary awards, of the University;

- (9) to regulate all examinations and assessments conducted by the University;
- (10) to terminate a student's programme of study on academic grounds;
- (11) to deprive, for reasons which the Senate shall deem to be good cause, any graduate of an academic award conferred by the University or the Polytechnic and/or to revoke any certification granted;
- (12) to advise the President on the welfare and discipline of students in the University;
- (13) to regulate the institution of scholarships, bursaries, prizes and other similar awards;
- (14) to nominate to membership of the Council, as provided for in Section 10(1) of the Ordinance;
- (15) to advise the Council on any matter which may be referred to the Senate by the Council;
- (16) to report to the Council as necessary;
- (17) to refer any matter to a Faculty Board or an equivalent body for consideration and report;
- (18) to appoint committees, working parties and similar bodies for the purpose of discharging the powers conferred on the Senate, and to approve their terms of reference and membership;
- (19) generally to take all necessary action to discharge the powers and duties conferred on the Senate by the Council or to further the purposes of the Senate set out in Section 17 of the Ordinance.

2. The Senate shall comprise:

- (1) the President, who shall be the chairman;
- (2) the Deputy President;
- (3) the Provost;
- (4) the Vice-Presidents;
- (5) the Deputy Vice-Presidents;
- (6) the Associate Vice-Presidents;
- (7) the Associate Provosts;
- (8) the Chief Information Officer;
- (9) the Dean of Graduate Studies;
- (10) the Deans of Colleges, and such office holders in an equivalent body of the University as are determined by the Council on the recommendation of the Senate;
- (11) the Heads of academic departments or such office holders in an equivalent body of the University as are determined by the Senate;
- (12) all Chair Professors who are not otherwise members;

- (13) the Librarian;
  - (14) the Director of the School of Continuing and Professional Education;
  - (15) one member of the full-time academic staff of each academic department or equivalent body of the University as determined by the Senate, elected by and from among their number in that department or equivalent body, as appropriate;
  - (16) one member of the full-time academic staff of each school as defined by the Council on the recommendation of the Senate to be equivalent to a faculty, elected by and from among their number in that school;
  - (17) one member of the full-time staff elected by and from among Instructors II/Instructors I/Tutors/Senior Tutors/Teaching Fellows/Senior Teaching Fellows in academic departments, schools, centres or equivalent body of the University as determined by the Senate;
  - (18) two students nominated by the Students' Union;
  - (19) one postgraduate student nominated by the CityU Postgraduate Association.
3. The Secretary of the Senate shall be appointed by the President.
  4. One half of the number of members for the time being shall form a quorum at a meeting of the Senate.
  5. The Senate shall meet at least once each semester, or more frequently as determined by the President or by a majority of its members for the time being. The dates of Ordinary meetings shall be specified in the University website. Members shall receive advance notice of any Special meeting.

### **Statute 7: The Management Board**

The Management Board advises the President on matters relating to the development and management of the University and provides a major channel of communication between the senior management and the University community.

1. The Board provides advice to the President including the following:
  - (a) the development of strategic plans and associated financial plans for the University;
  - (b) the methodology for establishing budgets and other resource allocation matters;
  - (c) University policies and associated procedures in the following areas:
    - (i) administration and management;
    - (ii) financial planning and control;
    - (iii) staffing matters;
    - (iv) student affairs;
    - (v) risk management;

- (vi) development & external relations.
2. To fulfil its role as a major channel of communication, the Board receives regular reports on the following:
    - (a) progress on the implementation of proposals in the Strategic Plan;
    - (b) the University's recurrent and capital finances;
    - (c) capital projects undertaken by the University;
    - (d) reports as appropriate, from other University committees and from administrative offices, as directed by the President.
  3. The Management Board shall comprise:
    - (a) the President, who shall be the chairman;
    - (b) the Deputy President;
    - (c) the Provost;
    - (d) the Vice-Presidents or their equivalents;
    - (e) the Deputy Vice-Presidents;
    - (f) the Associate Vice-Presidents;
    - (g) the Associate Provosts;
    - (h) the Deans of Colleges or equivalent bodies;
    - (i) the Dean of Graduate Studies;
    - (j) such heads or other members of staff as determined by the President.
  4. One half of the members for the time being shall form a quorum. No meeting shall be held if more than half of the substantive members are represented by staff discharging their office temporarily on an acting basis.

**Statute 8: The Boards of the Colleges or bodies equivalent to a Faculty as defined in the Ordinance**

**8(A): The Boards of the College of Biomedicine, College of Business, College of Computing, College of Engineering, College of Science, and College of Veterinary Medicine and Life Sciences**

1. Within the policies, procedures and priorities established by the Senate, a College Board shall have the power:
  - (1) to advise the Senate, Dean, or Heads of academic departments of the College, as appropriate, on all matters pertaining to the planning, development, implementation and monitoring of the academic work of the College;
  - (2) to be responsible for the establishment, maintenance and monitoring of academic standards in the College, in particular through:

- (a) the submission of proposals to the Senate for approval of all new programmes of study planned to be introduced in the College and for the discontinuation of existing programmes of study;
  - (b) the monitoring and review of undergraduate programmes of study in the College, and reporting thereon annually through the Board of Undergraduate Studies to the Senate;
  - (c) the monitoring and review of research studies and taught postgraduate programmes in the College, and reporting thereon annually through the Board of Graduate Studies to the Senate;
  - (d) deciding on the minimum requirements for entry to particular programmes of study in the College, including the identification of qualifications deemed to be equivalent, or appropriate, for entry;
  - (e) guidance to the Heads of academic departments of the College on the implementation of Academic Regulations.
- (3) to determine recipients of prizes, scholarships, bursaries and similar awards pertaining to the College;
  - (4) to establish such committees as the Board deems appropriate to assist in the exercise of its objectives and/or in support of the academic and research work of the College;
  - (5) to consider and make recommendations on all matters which may be referred to it by the Senate, President or Dean of the College;
  - (6) to exercise such additional responsibilities and powers as may be assigned to it by the Senate from time to time.
2. The Boards of the Colleges shall comprise:
- (1) the Dean of the respective College, who shall be the chairman;
  - (2) the Associate Deans of the respective College, if any;
  - (3) the Heads of academic departments of the College;
  - (4) all Chair Professors who are not otherwise members;
  - (5) not less than three full-time staff members from each academic department of the College, other than the ex officio members, elected by and from among the full-time academic staff, Teaching Fellows and Senior Teaching Fellows of that department;
  - (6) two to four members of the full-time academic staff of academic departments outside the College concerned, or full-time staff of administrative and academic support units, appointed by the Board, such that no department or unit shall be represented by more than one member;
  - (7) one student from each academic department of the College, and one student from the College itself who is affiliated to the College direct and not to any academic department, elected by and from the students in the respective categories.

3. The College Secretary shall be the Secretary to the Board.
4. One half of the number of members for the time being shall form a quorum at a meeting of the College Board.

**8(B): The Board of the School of Law**

1. Within the policies, procedures and priorities established by the Senate, the School Board shall have the power:
  - (1) to advise the Senate or Dean of the School, as appropriate, on all matters pertaining to the planning, development, implementation and monitoring of the academic work of the School;
  - (2) to be responsible for the establishment, maintenance and monitoring of academic standards in the School, in particular through:
    - (a) the submission of proposals to the Senate for approval of all new programmes of study planned to be introduced in the School and for the discontinuation of existing programmes of study;
    - (b) the monitoring and review of undergraduate programmes of study in the School, and reporting thereon annually through the Board of Undergraduate Studies to the Senate;
    - (c) the monitoring and review of research studies and taught postgraduate programmes in the School, and reporting thereon annually through the Board of Graduate Studies to the Senate;
    - (d) deciding on the minimum requirements for entry to particular programmes of study in the School, including the identification of qualifications deemed to be equivalent, or appropriate, for entry;
    - (e) guidance to the Dean on the implementation of Academic Regulations.
  - (3) to determine recipients of prizes, scholarships, bursaries and similar awards pertaining to the School;
  - (4) to establish such committees as the Board deems appropriate to assist in the exercise of its objectives and/or in support of the academic work of the School;
  - (5) to consider and make recommendations on all matters which may be referred to it by the Senate, President or Dean of the School;
  - (6) to exercise such additional responsibilities and powers as may be assigned to it by the Senate from time to time.
2. The Board of the School of Law shall comprise:
  - (1) the Dean of the School, who shall be the chairman;
  - (2) Associate Dean(s), if any;
  - (3) all full-time academic staff of the School;
  - (4) all full-time Teaching Fellows and Senior Teaching Fellows of the School, if any;

- (5) all such other persons who play an important role in programme management and School operation, appointed by the Board;
  - (6) up to four members of the full-time academic staff of academic departments outside the School of Law, or full-time staff of administrative and academic support units other than the Library, appointed by the Board, such that no department or unit shall be represented by more than one member;
  - (7) up to four members appointed by the Board of the School of Law for a term of two years and including a representative from various segments of the law-related professions as the Board may determine from time to time;
  - (8) the member of the University Library staff in charge of the Law Section of the University Library;
  - (9) four students elected by and from the students of the School of Law.
3. The School Secretary shall be the Secretary to the Board of the School of Law.
  4. One half of the number of members for the time being shall form a quorum at a meeting of the Board of the School of Law.

**8(C): The Board of the School of Creative Media**

1. Within the policies, procedures and priorities established by the Senate, the School Board shall have the power:
  - (1) to advise the Senate or Dean of the School, as appropriate, on all matters pertaining to the planning, development, implementation and monitoring of the academic work of the School;
  - (2) to be responsible for the establishment, maintenance and monitoring of academic standards in the School, in particular through:
    - (a) the submission of proposals to the Senate for approval of all new programmes of study planned to be introduced in the School and for the discontinuation of existing programmes of study;
    - (b) the monitoring and review of undergraduate programmes of study in the School, and reporting thereon annually through the Board of Undergraduate Studies to the Senate;
    - (c) the monitoring and review of research studies and taught postgraduate programmes in the School, and reporting thereon annually through the Board of Graduate Studies to the Senate;
    - (d) deciding on the minimum requirements for entry to particular programmes of study in the School, including the identification of qualifications deemed to be equivalent, or appropriate, for entry;
    - (e) guidance to the Dean on the implementation of Academic Regulations.
  - (3) to determine recipients of prizes, scholarships, bursaries and similar awards pertaining to the School;

- (4) to establish such committees as the Board deems appropriate to assist in the exercise of its objectives and/or in support of the academic work of the School;
  - (5) to consider and make recommendations on all matters which may be referred to it by the Senate, President or Dean of the School;
  - (6) to exercise such additional responsibilities and powers as may be assigned to it by the Senate from time to time.
2. The Board of the School of Creative Media shall comprise:
- (1) the Dean of the School, who shall be the chairman;
  - (2) Associate Dean(s), if any;
  - (3) all full-time academic staff of the School;
  - (4) all full-time Teaching Fellows and Senior Teaching Fellows of the School, if any;
  - (5) two to four members of the full-time academic staff of academic departments outside the School of Creative Media, or full-time staff of administrative and academic support units, appointed by the Board, such that no department or unit shall be represented by more than one member;
  - (6) up to four students elected by and from the students of the School of Creative Media.
3. The School Secretary shall be the Secretary to the Board of the School of Creative Media.
4. One half of the number of members for the time being shall form a quorum at a meeting of the Board of the School of Creative Media.

**8(D): The Board of the School of Energy and Environment**

1. Within the policies, procedures and priorities established by the Senate, the School Board shall have the power:
- (1) to advise the Senate or Dean of the School, as appropriate, on all matters pertaining to the planning, development, implementation and monitoring of the academic work of the School;
  - (2) to be responsible for the establishment, maintenance and monitoring of academic standards in the School, in particular through:
    - (a) the submission of proposals to the Senate for approval of all new programmes of study planned to be introduced in the School and for the discontinuation of existing programmes of study;
    - (b) the monitoring and review of undergraduate programmes of study in the School, and reporting thereon annually through the Board of Undergraduate Studies to the Senate;

- (c) the monitoring and review of research studies and taught postgraduate programmes in the School, and reporting thereon annually through the Board of Graduate Studies to the Senate;
  - (d) deciding on the minimum requirements for entry to particular programmes of study in the School, including the identification of qualifications deemed to be equivalent, or appropriate, for entry;
  - (e) guidance to the Dean on the implementation of Academic Regulations.
- (3) to determine recipients of prizes, scholarships, bursaries and similar awards pertaining to the School;
  - (4) to establish such committees as the Board deems appropriate to assist in the exercise of its objectives and/or in support of the academic work of the School;
  - (5) to consider and make recommendations on all matters which may be referred to it by the Senate, President or Dean of the School;
  - (6) to exercise such additional responsibilities and powers as may be assigned to it by the Senate from time to time.
2. The Board of the School of Energy and Environment shall comprise:
    - (1) the Dean of the School, who shall be the chairman;
    - (2) Associate Dean(s), if any;
    - (3) all full-time academic staff of the School;
    - (4) all full-time Teaching Fellows and Senior Teaching Fellows of the School, if any;
    - (5) two to four members of the full-time academic staff of academic departments outside the School of Energy and Environment, or full-time staff of administrative and academic support units, appointed by the Board, such that no department or unit shall be represented by more than one member;
    - (6) up to seven members appointed by the Board of the School of Energy and Environment for a term of two years and including a representative from various segments of the energy and environment-related professions as the Board may determine from time to time.
    - (7) up to four students elected by and from the students of the School of Energy and Environment.
  3. The School Secretary shall be the Secretary to the Board of the School of Energy and Environment.
  4. One half of the number of members for the time being shall form a quorum at a meeting of the Board of the School of Energy and Environment.

**8(E): The Board of the College of Liberal Arts and Social Sciences**

1. Within the policies, procedures and priorities established by the Senate, the College Board shall have the power:
  - (1) to advise the Senate, Dean, or Heads of academic departments/unit of the College, as appropriate, on all matters pertaining to the planning, development, implementation and monitoring of the academic work of the College;
  - (2) to be responsible for the establishment, maintenance and monitoring of academic standards in the College, in particular through:
    - (a) the submission of proposals to the Senate for approval of all new programmes of study planned to be introduced in the College and for the discontinuation of existing programmes of study;
    - (b) the monitoring and review of undergraduate programmes of study in the College, and reporting thereon annually through the Board of Undergraduate Studies to the Senate;
    - (c) the monitoring and review of research studies and taught postgraduate programmes in the College, and reporting thereon annually through the Board of Graduate Studies to the Senate;
    - (d) deciding on the minimum requirements for entry to particular programmes of study in the College, including the identification of qualifications deemed to be equivalent, or appropriate, for entry;
    - (e) guidance to the Heads of academic departments/unit of the College on the implementation of Academic Regulations.
  - (3) to determine recipients of prizes, scholarships, bursaries and similar awards pertaining to the College;
  - (4) to establish such committees as the Board deems appropriate to assist in the exercise of its objectives and/or in support of the academic and research work of the College;
  - (5) to consider and make recommendations on all matters which may be referred to it by the Senate, President or Dean of the College;
  - (6) to exercise such additional responsibilities and powers as may be assigned to it by the Senate from time to time.
2. The Board of the College shall comprise:
  - (1) the Dean of the College, who shall be the chairman;
  - (2) the Associate Deans of the College, if any;
  - (3) the Heads of academic departments/unit of the College;
  - (4) all Chair Professors who are not otherwise members;

- (5) not less than three full-time staff members from each academic department of the College, other than the ex officio members, elected by and from among the full-time academic staff, Teaching Fellows and Senior Teaching Fellows of that department;
  - (6) not less than three full-time staff members from the Chan Feng Men-ling Chan Shuk-lin Language Centre of the College, elected by and from among the full-time academic and teaching staff, including but not limited to Lecturers, English Enhancement Course Senior Tutors/Tutors and Instructors I/II of the Language Centre;
  - (7) two to four members of the full-time academic staff of academic departments outside the College, or full-time staff of administrative and academic support units, appointed by the Board, such that no department or unit shall be represented by more than one member;
  - (8) one student from each academic department of the College, and one student from the College itself who is affiliated to the College direct and not to any academic department, elected by and from the students in the respective categories.
3. The College Secretary shall be the Secretary to the Board.
  4. One half of the number of members for the time being shall form a quorum at a meeting of the College Board.

**8(F): The Board of the CityU Academy of Innovation**

1. Within the policies, procedures and priorities established by the Senate, the Board of the CityU Academy of Innovation shall have the power:
  - (1) to advise the Senate, Senior Vice-President/Vice-President overseeing the Academy, or Director of CityU Academy of Innovation, as appropriate, on all matters pertaining to the planning, development, implementation and monitoring of the academic work of the Academy;
  - (2) to be responsible for the establishment, maintenance and monitoring of academic standards in the Academy, in particular through:
    - (a) the submission of proposals to the Senate for approval of all new programmes of study planned to be introduced in the Academy and for the discontinuation of existing programmes of study;
    - (b) the monitoring and review of undergraduate programmes of study in the Academy, and reporting thereon annually through the Board of Undergraduate Studies to the Senate;
    - (c) the monitoring and review of research studies and taught postgraduate programmes offered by the Academy, and reporting thereon annually through the Board of Graduate Studies to the Senate;

- (d) deciding on the minimum requirements for entry to particular programmes of study in the Academy, including the identification of qualifications deemed to be equivalent, or appropriate, for entry;
  - (e) guidance to the Director of the Academy on the implementation of Academic Regulations.
- (3) to determine recipients of prizes, scholarships, bursaries and similar awards pertaining to the Academy;
  - (4) to establish such committees as the Board deems appropriate to assist in the exercise of its objectives and/or in support of the academic work of the Academy;
  - (5) to consider and make recommendations on all matters which may be referred to it by the Senate, President or Senior Vice-President/Vice-President overseeing the Academy;
  - (6) to exercise such additional responsibilities and powers as may be assigned to it by the Senate from time to time.
2. The Board of the Academy of Innovation shall comprise:
    - (1) the Senior Vice-President/Vice-President overseeing the Academy, who shall be the chairman;
    - (2) the Director of the Academy;
    - (3) the Associate Director(s) of the Academy, if any;
    - (4) the Dean of Graduate Studies or his/her delegate;
    - (5) three to five members of the full-time academic staff of academic departments of CityU;
    - (6) one to two full-time staff of administrative and academic support units of CityU;
    - (7) up to four students elected by and from the students of the CityU Academy of Innovation.
  3. An administrative staff of the Academy to be appointed by the chairman shall be the Secretary to the Board of the CityU Academy of Innovation.
  4. One half of the number of members for the time being shall form a quorum at a meeting of the Board of the CityU Academy of Innovation.

### **Statute 9: Board of Graduate Studies**

1. Within the policies, procedures and priorities established by the Senate and subject to the general oversight of the Academic Policy Committee, the Board of Graduate Studies shall:
  - (1) review and make recommendations on the Academic Regulations, Rules and Procedures governing all postgraduate programmes and studies;

- (2) develop, implement, monitor and review policy pertaining to postgraduate work;
  - (3) establish and maintain academic standards of all postgraduate programmes;
  - (4) provide guidance and advice to College/School Boards on the implementation of academic regulations and policies, and the development of postgraduate studies;
  - (5) review and make recommendations to the Academic Policy Committee for the introduction of new postgraduate programmes;
  - (6) report on its business to the Senate via the Academic Policy Committee and/or Quality Assurance Committee at such intervals as the Senate may decide;
  - (7) review and make recommendations to the Academic Policy Committee on any matters relating to academic regulations, policies and rules governing postgraduate studies, including general entrance requirements and policies for student admission;
  - (8) review and make recommendations to the Quality Assurance Committee on any matters relating to quality assurance of teaching and learning of postgraduate programmes;
  - (9) appoint sub-committees, working parties and similar bodies for the purpose of discharging its duties, and approve their terms of reference and membership.
2. The membership of the Board shall comprise:
- (1) the Dean of Graduate Studies who shall be the Chairman;
  - (2) the Deputy Chairman shall be Deputy Dean or Associate Dean of Chow Yei Ching School of Graduate Studies appointed by the Chairman;
  - (3) the Deputy President;
  - (4) the Chairman of the Senate's Research Committee;
  - (5) the Chairman of Quality Assurance Committee;
  - (6) Deputy/Associate Deans, Chow Yei Ching School of Graduate Studies;
  - (7) Chairmen of College/School Graduate Studies Committees;
  - (8) Director of CityU Academy of Innovation;
  - (9) two members appointed from each College Graduate Studies Committee;
  - (10) one member appointed from each School Graduate Studies Committee;
  - (11) five members appointed from and by the Senate;
  - (12) three postgraduate students appointed by the Board from the pool which comprises one research postgraduate student and one taught postgraduate student nominated annually by each of the Colleges and Schools.
3. The period of office of members shall be two years, except for members in category 12 whose term shall be one year. The membership in categories 9 to 11 above shall allow for overlapping periods to ensure continuity.

4. A person appointed by the Dean of Graduate Studies shall be the Secretary to the Board.

#### **Statute 10: The Convocation**

1. Subject to the provisions in the Ordinance, the Convocation shall have the following objectives:
  - (1) to strengthen the relationship among members of the Convocation and between the Convocation and the University;
  - (2) to promote good relations between the University and the general public;
  - (3) to discuss any matter relating to the development of the University including any matter referred to it by the Council and to make recommendations to the Council;
  - (4) to promote the objectives and activities of the University.
2. Each graduate on receipt of an academic award granted by the University or the Polytechnic, in accordance with the Academic Regulations as approved by the Senate, shall be a member of the Convocation.
3. Emeritus Professors and honorary award recipients on whom the titles have been conferred by the University shall be members of the Convocation.
4. A register containing the names of all members of the Convocation shall be kept by the Secretary of the Convocation.
5. A member may at any time by giving notice in writing to the Secretary of the Convocation resign from membership of the Convocation.
6. There shall be a Standing Committee of the Convocation which shall be the executive body of the Convocation.
7. There shall be a Chairman of the Convocation who shall at the same time be Chairman of the Standing Committee.
8. The Convocation shall, from its own members, elect a Chairman and not more than four Vice-Chairmen who shall respectively hold office for a period of two years. A retiring Chairman or Vice-Chairman shall be eligible for re-election except for the retiring Chairman who has, at the time of such retirement, held an office for two consecutive full terms.
9. In case of a vacancy in the office of the Chairman arising from other than expiry of the term of office of a retiring Chairman, the Convocation shall elect one of its members at a special or the next annual general meeting to fill the vacancy. The person so elected shall hold office for the remainder of the term for which his/her predecessor was appointed.
10. In the absence of the Chairman, one of the Vice-Chairmen shall be appointed by the Chairman to act on his behalf. If the Chairman fails to appoint an acting Chairman, the Standing Committee shall appoint one of the Vice-Chairmen to act as the Chairman.

11. Subject to the Ordinance and this Statute, the Convocation may appoint committees for any general or special purposes as it thinks fit, and to approve their terms of reference and membership.
12. The Convocation shall meet at least once in each calendar year and at such other times as it may determine.
13. Thirty members of the Convocation shall form a quorum for meetings.
14. The Secretary of the Convocation shall be appointed by the President.

### **Statute 11: Emeritus Professors**

1. On the recommendation of the Senate, the Council may confer the title of Emeritus Professor upon any Chair Professor of the University on retirement from office and after being employed in the service of the University for not less than ten years, of which at least five shall have been as a full-time Chair Professor, and who in the opinion of the Senate has made a distinguished contribution to his chosen academic field.
2. Emeritus Professors shall be members of Convocation, and shall rank in precedence before Chair Professors of the University on any ceremonial or official occasion. In addition, they shall have the right to use University facilities, and be eligible to apply for office facilities within the University.
3. Emeritus Professors shall not be entitled, solely by virtue of that title, to be a member of any other body of the University, or to exercise any administrative or executive functions, except as specified in this Statute.
4. Emeritus Professors may be requested to represent the University, or to carry out duties on the University's behalf, either in Hong Kong or elsewhere.

### **Statute 12: Honorary Awards and Award Holders**

1. Honorary awards may be conferred by the Chancellor from time to time on the recommendation of the Honorary Awards Committee.
2. The Chancellor may confer the following honorary awards in the name of the University:
 

Honorary Doctor of Business Administration	(Hon DBA)
Honorary Doctor of Engineering	(Hon DEng)
Honorary Doctor of Laws	(Hon LLD)
Honorary Doctor of Letters	(Hon DLitt)
Honorary Doctor of Science	(Hon DSc)
Honorary Doctor of Social Science	(Hon DSocSc)

3. The Honorary Awards Committee shall determine which of the honorary awards to be conferred under section (2).
4. The criteria for the award of an honorary doctorate shall be distinctive contributions to learning, to the development of the University, or to the well-being of society in general.
5. The Certification of an honorary award conferred by the Chancellor shall be in Chinese and in English and shall record the full name of the recipient and the title of the award. It shall be authenticated by the signature of the Chancellor of the University, the Chairman of the Council and the President.
6. The recipient of an honorary award conferred by the Chancellor shall sign his name in the Register of Honorary Awards.
7. The holders of such honorary awards shall rank in precedence before the Emeritus Professors of the University on ceremonial occasions, and shall be members of the Convocation. They shall also have the right to use all University facilities.

### **Statute 13: Election Rules**

#### **13(A): Rules Governing the Election of Undergraduate Student Member to the University Council**

##### **1. Preamble**

- 1.1. Pursuant to section 10(1)(j) of the City University of Hong Kong Ordinance (Cap. 1132) (“Ordinance”), the Council shall include 1 undergraduate student as a member. This student shall be elected in accordance with statutes from among undergraduate students and appointed by the Council.
- 1.2. These Rules are made by the Council as a statute under section 21A of the Ordinance. They govern the election of an undergraduate student to be appointed by the Council as the Undergraduate Student Member, and related matters.

##### **2. Interpretation**

- 2.1. The following terms used in these Rules shall have the meanings ascribed to them in the Ordinance: "**University**", "**Council**", "**Senate**" and "**statutes**". Other emboldened terms and expressions used in these Rules have the meanings ascribed to them in the relevant Rules.
- 2.2. "**Candidate**" means an Undergraduate Student nominated for Election to the Council from among Undergraduate Students, who has indicated a willingness to be so nominated and run in the Election and whose nomination has been validated by the Election Affairs Committee in accordance with paragraph 8.6.
- 2.3. "**Election**" means the whole process by which an Undergraduate Student is elected for appointment by the Council as an Undergraduate Student Member of the Council. This includes a by-election for the same purpose.

- 2.4. “**Elector**” means an Undergraduate Student whose name appears on the current Electoral Roll.
- 2.5. “**Election Affairs Committee**” means a group appointed by the Election Officer, consisting of Associate Provost (Student Life), Director of Internal Audit, and Head of an academic department of the University, that is responsible for carrying out the functions assigned to it under these Rules. For the avoidance of doubt, no serving member of the Council shall be appointed as a member of the Election Affairs Committee.
- 2.6. “**Undergraduate Student**” means a student of the University for the time being admitted to studies for an undergraduate degree in accordance with the University’s Academic Regulations for Undergraduate Degrees, who is not an incoming exchange student, a visiting student nor a student of the City University of Hong Kong (Dongguan).
- 2.7. “**Undergraduate Student Member**” means the Candidate elected in accordance with these Rules and appointed by the Council to serve as a member of the Council.
- 2.8. “**vote**” means the expression of choice for a Candidate, made in accordance with these Rules.
- 2.9. “**working day**” means any weekday other than a Saturday, a Sunday and a general holiday for the purpose of the General Holidays Ordinance (Cap. 149).
3. **Election Officer**
- 3.1. The Dean of Students shall be the **Election Officer** for Elections to the Council. Unless otherwise provided, the Election Officer shall be responsible for the interpretation and enforcement of these Rules and for the proper conduct of the Elections in a fair and just manner.
- 3.2. The Election Officer may appoint the Director of Student Development Services to assist him/her in the performance of the Election Officer’s duties or functions under these Rules.
4. **Timetable**
- 4.1. Elections shall be held in accordance with the following timetable:
- 4.1.1. Preparation of the Electoral Roll: The Electoral Roll shall be prepared at least 1 month prior to the announcement of the first Election and thereafter, at least 1 month prior to the date on which a vacancy of the Undergraduate Student Member is expected to occur (insofar as such vacancy is foreseeable) or within 1 month after the date on which a vacancy of the Undergraduate Student Member has occurred (insofar as such vacancy is not foreseeable) .

- 4.1.2. **Nomination Period:** A period of 10 working days following the announcement of an Election.
- 4.1.3. **Second Nomination Period:** A period of 5 working days commencing no earlier than 5 working days after the conclusion of the Nomination Period.
- 4.1.4. **Period for Withdrawal:** A period of no more than 2 working days after the conclusion of the Nomination Period or the Second Nomination Period (as the case may be).
- 4.1.5. **Confirmation of Nominations:** Nominations shall be confirmed no later than 2 working days after the conclusion of the Period of Withdrawal.
- 4.1.6. **Publication of Nominations:** The list of nominations shall be published no later than 2 working days after the Confirmation of Nominations.
- 4.1.7. **Polling Period:** A period of no fewer than 4 working days commencing no earlier than 4 working days after the Publication of Nominations.
- 4.1.8. **Second Polling Period:** A period lasting no more than 2 working days commencing no earlier than 5 working days after the determination of polling results with an equality of the highest number of votes between two or more Candidates.
- 4.1.9. **Publication of Polling Results:** The polling results shall be published no later than 3 working days after the conclusion of the Polling Period or the Second Polling Period (as the case may be).
- 4.2. By-elections shall follow the same sequence of events and timetable as outlined under paragraph 4.1.

## 5. **Electoral Roll**

- 5.1. **Electoral Roll:** There shall be a single electoral roll that consists of all Undergraduate Students.
- 5.2. The Election Officer shall ensure that the Electoral Roll is prepared before expiry of the time period calculated in accordance with paragraph 4.1.1. The Election Officer's decision regarding the eligibility of a person for inclusion on the Electoral Roll shall be final.

## 6. **Period of Office**

- 6.1. The Undergraduate Student Member shall be elected from among Undergraduate Students for appointment by the Council, to serve as a member of the Council for a period of 1 year or as otherwise determined by the Council.
- 6.2. The period of office of the Undergraduate Student Member shall run for 12 months, commencing on 1 January following the Council's appointment, unless otherwise determined by the Council.

- 6.3. The Undergraduate Student Member of the Council elected and appointed as a result of a by-election shall serve for the unexpired period of office of the previous Undergraduate Student Member, unless otherwise determined by the Council.
  - 6.4. Pursuant to section 10(3B)(b)(ii) of the Ordinance, the period of office of the Undergraduate Student Member shall terminate when he/she ceases to be an Undergraduate Student.
  - 6.5. Pursuant to section 10(3B)(c) of the Ordinance, an Undergraduate Student Member may at any time by notice in writing to the Chairman of the Council resign from the Council.
7. **Announcement of Election**
- 7.1. On the date decided by the Council for the announcement of an Election (“**Announcement**”), the Election Officer shall publish the Announcement. The Announcement shall include the reason for the Election, the period of office of the Undergraduate Student Member, the timetable for specific stages of the Election as outlined in paragraph 4, and the polling arrangements as determined by the Election Officer.
  - 7.2. The Election Officer shall send a copy of the Announcement, along with a copy of these Rules, to each Elector’s email address as provided by the University. Both the Announcement and these Rules shall be posted on the election website of the University.
8. **Nominations**
- 8.1. Only Electors are entitled to put forward nominations. Each Elector may participate in the Election as either the proposer or a seconder for one nomination. The nominee cannot act as proposer or seconder for his/her own nomination.
  - 8.2. Nominations will be accepted only on nomination forms (each a “**Nomination Form**”) provided by the Election Officer. Each form must be signed by one proposer, ten seconders, and the nominee, who shall confirm his/her consent to be nominated and willingness to run in the Election.
  - 8.3. In addition to meeting the requirements provided in paragraph 8.2, a nomination is not valid unless the nominee fulfils the following requirements:
    - 8.3.1. The nominee’s academic standing must not have been subject to Academic Suspension (as defined in the University’s Academic Regulations for Undergraduate Degrees) as at the date of the Nomination Form;
    - 8.3.2. The nominee must declare that he/she will abide by the laws of Hong Kong, including laws that safeguard national security, and comply with the University’s policies, rules and regulations; and

- 8.3.3. The nominee must declare that he/she has not been convicted of any criminal offence, including offences endangering national security.
- 8.4. Nomination Forms must be submitted either by hand or through the electronic means specified by the Election Officer. The Nomination Form so submitted must reach the Election Officer c/o the General Office of Student Development Services by 5:00 pm on the date when the Nomination Period or the Second Nomination Period (as the case may be) expires.
- 8.5. If the nominee is not in Hong Kong when the Nomination Form is submitted, the proposer shall provide evidence of the nominee's consent to be nominated to the satisfaction of the Election Officer.
- 8.6. The validity or otherwise of a nomination shall be decided by the Election Affairs Committee and reported to the Election Officer within 2 working days following expiry of the Period of Withdrawal. Before the Election Affairs Committee considers any nomination to be invalid, it should invite the nominee on the relevant Nomination Form to make representation on the validity of the nomination within 2 working days. The Election Affairs Committee may also consult an external Council member designated by the Chairman of the Council on the validity of such nomination if considered appropriate. All such decisions of the Election Affairs Committee are final.
- 8.7. If there is no nomination received by the expiry of the Nomination Period or if the Election Affairs Committee decided that there is no valid nomination before the end of 2 working days following the expiry of the Period of Withdrawal, a Second Nomination Period shall be declared by the Election Officer, who shall determine the duration of the period in accordance with paragraph 4.1.3. If no nomination is received during the Second Nomination Period, the nomination process shall be repeated with a new Electoral Roll after a period of at least 6 months has elapsed.
- 8.8. If only 1 valid nomination is received, the Candidate nominated shall be deemed to have been duly elected in accordance with these Rules. Notwithstanding paragraph 4.1.6, the Candidate's name shall be published no later than 2 working days after the Confirmation of Nominations.
- 8.9. In all other cases, the Election Officer shall publish an announcement on the election website of the University in accordance with paragraph 4.1.6. This announcement shall include the names of Candidates nominated, along with the names of proposers and seconders, and details of voting procedures specified in accordance with paragraph 4.1.7. The Election Officer may also publish the nominee information contained in Part C of the Nomination Form of each Candidate.

8.10. Where more than one Nomination Form is received for the same Candidate, the first Nomination Form received by the Election Officer shall be regarded as the operative nomination. If the Nomination Forms are received at the same time, the Election Officer will determine which is the operative nomination by drawing lots.

9. **Election Campaign Guidelines**

9.1. The Election Officer may issue guidelines for the Election (“**Election Campaign Guidelines**”) from time to time for governing campaigning activities conducted by Candidates. The Election Campaign Guidelines shall be published on the election website of the University.

10. **Voting Procedures**

10.1. Elections shall be conducted during the Polling Period in accordance with the polling arrangements determined by the Election Officer.

10.2. Each Elector shall have one vote and may vote for only one Candidate. The preference expressed by each Elector shall remain confidential. There shall be no disclosure made of such preference, nor any attempt made to identify such preference. Any student or staff member of the University found to have made such disclosure or attempt shall be subject to disciplinary action.

10.3. In the event of an equality of the highest number of votes between two or more Candidates, a second polling shall be held among Candidates with the same highest number of votes to determine the successful Candidate during the Second Polling Period.

10.4. Each Elector shall cast his/her own vote and no proxy vote shall be accepted.

11. **Determination and Publication of Polling Results**

11.1. For each Election, the Election Officer shall designate 2 full-time employees of the University to act as independent scrutineers of the Election (“**Scrutineers**”).

11.2. All Candidates shall be notified of the date and time scheduled for the counting of votes. Each Candidate shall have the right to attend the counting or may nominate their proposer or one of their seconders to attend in their place.

11.3. On the day appointed for vote counting, the Election Officer, with the assistance of the Scrutineers, shall proceed to counting the votes cast.

11.4. Decisions on the validity of a vote shall rest with the Election Officer.

11.5. At the conclusion of the count, the Election Officer shall confirm the total number of votes cast, the number of valid votes, and the number of invalid votes. The Election Officer shall then sign a statement to this effect.

- 11.6. The Election Officer shall publish the polling results on the election website of the University. The results shall include the number of valid and invalid votes cast for each Candidate, the identification of the Candidate who won the Election, and the respective number of valid and invalid votes.
12. **Confirmation of Results**
- 12.1. Any complaint concerning campaigning activities conducted by the Candidate who was identified as having won the Election under paragraph 11.6 or who has been declared elected under paragraph 12.4.1 (as the case may be) shall be lodged with the Election Officer within 2 working days immediately following the publication of polling results or the declaration (“**Complaint Period**”). Each complaint must be made in writing and signed by the person(s) lodging the complaint, with name(s) clearly stated.
- 12.2. The Election Officer shall, as soon as reasonably practicable, investigate any complaint so lodged or may request the Election Affairs Committee to conduct an investigation and report with recommendations to the Election Officer.
- 12.3. If the Election Officer finds a complaint concerning campaigning activities conducted by the Candidate who was identified as having won the Election under paragraph 11.6 to be substantiated, he/she shall report it to the Chairman of the Council via the Secretary to Council. The Chairman may, if he thinks fit, appoint an investigation committee comprising 2 members of the Council (“**Investigation Committee**”) to further investigate the complaint and to propose to the Council whether the report of the Election Officer should be endorsed as soon as reasonably practicable.
- 12.4. If the Council endorses the report of the Election Officer made under paragraph 12.3, the Council may decide one of the following:
- 12.4.1. the Candidate who won the Election according to the polling results published under paragraph 11.6 be disqualified and the Candidate who has received the next highest number of votes according to the same polling results (and against whom no complaint was lodged or any complaint lodged against that Candidate was found by the Election Officer to be unsubstantiated) be declared elected instead; or
- 12.4.2. the polling which has taken place be declared null and void, and that a new polling exercise be conducted; or
- 12.4.3. the Election be declared null and void, and that a new Election be conducted.
- 12.5. If the Council does not endorse the report of the Election Officer made under paragraph 12.3, the Council may appoint the Candidate who has won the Election according to the polling results published under paragraph 11.6 as an Undergraduate Student Member.

- 12.6. The Council's decision made under paragraph 12.4 or 12.5 shall be final.
- 12.7. Any complaint against the Election Officer shall be lodged with the Council via the Secretary to Council during the Complaint Period. Each complaint must be made in writing and signed by the person(s) lodging the complaint, with name(s) clearly stated. Should the Secretary to Council consider there is a prima facie case, the Council shall appoint at least one external Council member, one member of the University senior management and the Secretary to Council to investigate the matter. The investigation shall be conducted as soon as reasonably practicable. The Council's decision made thereunder shall be final.
- 12.8. If no complaint is received upon expiry of the Complaint Period, or if the Election Officer finds that all the complaints so lodged (other than those against himself/herself) are unsubstantiated, the Election Officer shall so inform all Candidates and submit the name of the Candidate who has won the Election to the Council via the Secretary to Council for consideration of his/her appointment as the Undergraduate Student Member.
- 12.9. The polling records shall be destroyed by the Election Officer 1 month after the publication of the polling results unless a complaint is lodged. In such a case, the records shall be retained for 1 month after the Election Officer has reported his/her findings of the investigation on the complaint(s) or the Council's consideration of the Investigation Committee's proposal under paragraph 12.3, whichever is later.

### **13. Revision of Rules**

- 13.1. The Council may, at its absolute discretion, change these Rules generally or for the purpose of a particular Election. Where such an amendment involves a matter of principle, the view of the Executive Committee of the Council shall be made known to the Council before such changes are confirmed.

### **13(B): Rules Governing the Election of Postgraduate Student Member to the University Council**

#### **1. Preamble**

- 1.1. The Council of the University includes one postgraduate student elected from among postgraduate students and appointed by the Council.
- 1.2. All elections of postgraduate students to the Council shall be governed by these Rules.

## 2. Interpretation

- 2.1. The following terms used in these Rules shall have the meanings ascribed to them in the City University of Hong Kong Ordinance: "University", "Council", "Senate" and "Ordinance".
- 2.2. "Candidate" shall mean a postgraduate student who, having been properly nominated for membership of the Council, has signified his willingness to be nominated.
- 2.3. "Elector" shall mean a postgraduate student who has the right to vote in accordance with the provisions of the Ordinance.
- 2.4. "Ballot" shall mean the casting of votes in secret.
- 2.5. "Vote" shall mean the formal expression of choice for a candidate, made in accordance with the provision of these Rules.

## 3. Election Officer

- 3.1. The Dean of Graduate Studies shall be the Election Officer for elections to the Council and, unless stated otherwise, shall be responsible for the implementation and interpretation of these Rules and for the proper conduct of the elections.
- 3.2. The Dean of Graduate Studies may delegate any or all of his duties or functions under these Rules to the Associate Dean or Assistant Dean of Chow Yei Ching School of Graduate Studies if he considers fit.
- 3.3. In order to maintain his impartiality as Election Officer, the Dean of Graduate Studies or his delegated person as set out in Section 3.2 shall not be included in the electoral roll.

## 4. Timetable

- 4.1. Elections shall be held in accordance with the following timetable.
  - 4.1.1. Preparation of Electoral Roll : at least one month prior to the date on which a normal vacancy is expected to occur.
  - 4.1.2. Nomination Period : 14 days, after the announcement of an election.
  - 4.1.3. Second Nomination Period : not earlier than seven days, and not later than 10 days, after the conclusion of the Nomination Period.
  - 4.1.4. Period for Withdrawal : not more than two days after the conclusion of the Nomination Period or the Second Nomination Period.
  - 4.1.5. Publication of Nominations : not later than three days after the conclusion of the Period for Withdrawal.

- 4.1.6. Special Polling Period (inapplicable when the election takes place through an electronic means) (for postgraduate students who will be away from Hong Kong during the Normal Polling Period) : the period between the Publication of Nominations and the Normal Polling Period.
    - 4.1.7. Normal Polling Period : not less than four days, commencing not earlier than four days after the Publication of Nominations.
    - 4.1.8. Publication of Results : not later than three days after the conclusion of the Polling Period.
  - 4.2. By-elections shall follow a similar sequence of events.
5. Electoral Roll
  - 5.1. The Election Officer shall be responsible for ensuring that the electoral roll is prepared at the appointed time. His decision on eligibility for inclusion in the roll shall be final.
  - 5.2. The electoral roll shall consist of all postgraduate students who are registered on a postgraduate programme of study leading to the degrees or other academic awards of the University as approved by the Senate, as defined in the Statutes.
6. Period of Office
  - 6.1. A postgraduate student shall be elected from among postgraduate students, to serve for a period of one year, or as otherwise determined by the Council.
  - 6.2. The period of office of a postgraduate student elected and appointed as a member of the Council shall run from 1 January next following the election and appointment, unless otherwise determined by the Council.
  - 6.3. A member of the Council elected and appointed as a result of a by-election shall serve for a new term, unless otherwise determined by the Council.
  - 6.4. A member's period of office shall terminate immediately he ceases to be a member of the body that elected him.
  - 6.5. A postgraduate student elected to the Council under these Rules may resign by notice in writing to the Chairman of the Council, in accordance with section 10(3B)(c) of the Ordinance.

## 7. Announcement of Election

- 7.1. On the appointed day, the Election Officer shall issue an Announcement of the election stating the reason for the election, the period of office of the candidate(s) to be elected, and the timetable for specific stages of the election, as set out in Section 4 above.
- 7.2. The Election Officer shall instruct that a copy of the Announcement, together with a copy of these Rules be placed on the University Intranet.

## 8. Nominations

- 8.1. Only electors may put forward nominations and each elector may participate, as proposer or seconder, in no more nominations than the number of vacancies to be filled. The nominee cannot be the proposer or seconder for his/her own nomination. Nominations will be accepted only on Nomination Forms available from the Election Officer, and shall be signed by the proposer and by ten seconders, and by the candidate, who shall thereby confirm his willingness to stand. The Nomination Form should be in a format specified by the Election Officer that can be a paper form or an electronic means.
- 8.2. If the candidate is not in Hong Kong during the Nomination Period, the proposer shall provide evidence of the candidate's consent, the validity of which shall be decided by the Election Officer.
- 8.3. Nominations must be submitted in a sealed envelope or through the electronic means to be specified by the Election Officer, to reach the Election Officer by 9:00 pm on the appointed day. Late nominations will be declared invalid.
- 8.4. After the closing of the Nomination Period, candidates will be informed of all nominations received.
- 8.5. If no nominations are received, a Second Nomination Period shall be declared. The length of the Second Nomination Period shall follow the timetable as stipulated in section 4.1.3 above. In the event of a further failure to receive the necessary number of nominations, the nomination process shall be repeated with a new electoral roll after not less than six months have elapsed.
- 8.6. If there is only one nomination, the candidate nominated shall be deemed to have been elected and, notwithstanding the provision under Section 4 above, his name shall be published not later than three days after the conclusion of the period for withdrawal.

- 8.7. In all other cases the Election Officer shall publish on the University Intranet an Announcement which shall include the names of candidates nominated, together with the names of proposers and seconders, and details of the Voting Procedure. Where more than one nomination forms are received for the same candidate, the first nomination form for the candidate received by the Election Officer shall be regarded as the operative nomination.
  - 8.8. Candidates, or their proposers, may submit for publication by the Election Officer such biographical data as they deem appropriate in a form to be specified by the Election Officer.
9. Voting Procedure
- 9.1. Elections shall take place on the appointed days at Polling Stations, other venues or through an electronic means designated for the purpose by the Election Officer.
  - 9.2. Each elector will have as many votes as there are vacancies to be filled, and electors may vote for one candidate only for each vacancy. The preference expressed by each elector shall be secret, and no attempt shall be made to identify the preference of other electors. Any postgraduate student who is found to violate this rule will be subject to disciplinary action.
  - 9.3. Except when elections take place through electronic means, postgraduate students who will be away from Hong Kong during the Normal Polling Period may obtain a ballot form from the Election Officer and cast their vote, in person only, within the Special Polling Period. They will be required to furnish evidence that they will not be in Hong Kong during the Normal Polling Period. The completed ballot forms will then be kept in a ballot box until the appointed day for the counting of votes.
  - 9.4. Each elector shall cast his own vote and no proxy vote will be accepted.
10. Determination and Publication of Results
- 10.1. The Election Officer shall designate two employees of the University to act as independent Scrutineers for the election. The Scrutineers shall not participate in the election and their names shall not be published.
  - 10.2. All candidates shall be notified of the day and time fixed for counting the votes, and shall have the right to attend the count or to nominate their proposer or one of their seconders to attend in their place.
  - 10.3. On the appointed day, the Election Officer with the assistance of the Scrutineers shall proceed to count the votes cast.
  - 10.4. Decisions on the validity of a vote, or the intention of a vote where this is not clear, shall rest with the Election Officer.

- 10.5. At the conclusion of the count, the Election Officer shall confirm the number of votes cast and the number of invalid votes, and sign a statement to this effect.
  - 10.6. The Election Officer shall publish an Announcement of the name of the successful candidate, the number of votes cast for each candidate and the total number of valid and invalid votes. This Announcement shall be placed on the University Intranet.
11. Confirmation of Results
- 11.1. Any complaint concerning the conduct of an election shall be lodged with the Election Officer not later than 48 hours after the publication of the result. The Election Officer shall investigate any complaint so lodged and, if he finds it to be substantiated, shall report the same to the Chairman of the Council, who may then appoint two persons from the Council to further investigate the complaint if he thinks fit.
  - 11.2. If no complaint is received by the appointed day, the Election Officer shall submit the names of the elected postgraduate student to the Chairman of the Council for appointment on behalf of the Council.
  - 11.3. When the Chairman of the Council confirms the appointment, the Election Officer shall inform the candidates concerned accordingly.
  - 11.4. The polling records shall be destroyed by the Election Officer one month after the publication of the results unless any complaint is substantiated, when they shall be retained until the outcome of the investigation into the complaint has been confirmed by the Council.

12. Revision of Rules

The Council may, at its absolute discretion, change these Rules generally or for the purpose of a particular election. Where a change involves a matter of principle, the view of the Executive Committee of the Council shall be made known to the Council before such changes are confirmed.

**13(C): Rules Governing the Election of Staff Members to the University Council**

1. Preamble

- 1.1. The Council of the University includes two members of staff elected from among their number and appointed by the Council.
- 1.2. All elections of staff to the Council shall be governed by these Rules.

## 2. Interpretation

- 2.1. The following terms used in these Rules shall have the meanings ascribed to them in the City University of Hong Kong Ordinance: "University", "Council" and "Ordinance".
- 2.2. "Candidate" shall mean a person who, having been properly nominated for membership of the Council, has signified his willingness to be nominated.
- 2.3. "Elector" shall mean a person who has the right to vote in accordance with the provisions of the Ordinance.
- 2.4. "Ballot" shall mean the casting of votes in secret.
- 2.5. "Vote" shall mean the formal expression of choice for a candidate, made in accordance with the provision of these Rules.

## 3. Election Officer

- 3.1. The Secretary to Council shall be the Election Officer for elections to the Council and, unless stated otherwise, shall be responsible for the implementation and interpretation of these Rules and for the proper conduct of the elections.
- 3.2. The Secretary to Council may delegate any or all of his duties or functions under these Rules to a senior member of staff of the University if he considers fit.
- 3.3. In order to maintain his impartiality as Election Officer, the Secretary to Council or his delegated person as set out in Section 3.2 shall not be included in the electoral roll.

## 4. Timetable

- 4.1. Elections shall be held in accordance with the following timetable.
  - 4.1.1. Preparation of Electoral Roll : at least one month prior to the date on which a normal vacancy is expected to occur.
  - 4.1.2. Nomination Period : 14 days, after the announcement of an election.
  - 4.1.3. Second Nomination Period : not earlier than seven days, and not later than 10 days, after the conclusion of the Nomination Period.
  - 4.1.4. Period for Withdrawal : not more than two days after the conclusion of the Nomination Period or the Second Nomination Period.
  - 4.1.5. Publication of Nominations : not later than three days after the conclusion of the Period for Withdrawal.

- 4.1.6. Special Polling Period (inapplicable when the election takes place through an electronic means) (for staff who will be away from Hong Kong during the Normal Polling Period) : the period between the Publication of Nominations and the Normal Polling Period.
    - 4.1.7. Normal Polling Period : two days, commencing not earlier than four days after the Publication of Nominations.
    - 4.1.8. Publication of Results : not later than three days after the conclusion of the Polling Period.
  - 4.2. By-elections shall follow a similar sequence of events.
5. Electoral Roll
  - 5.1. The Secretary to Council shall be responsible for ensuring that the electoral roll is prepared at the appointed time. His decision on eligibility for inclusion in the roll shall be final.
  - 5.2. The electoral roll shall consist of all members of staff who are in the full time employment of the University excluding those appointed on temporary terms of service, as defined in the Statutes.
6. Period of Office
  - 6.1. Two members of staff shall be elected from among their number, to serve for a period of three years, or as otherwise determined by the Council.
  - 6.2. The period of office of a member of staff elected and appointed as a member of the Council shall run from 1 January next following the election and appointment, unless otherwise determined by the Council.
  - 6.3. A member of the Council elected and appointed as a result of a by-election shall serve for a new term, unless otherwise determined by the Council.
  - 6.4. A member's period of office shall terminate immediately he ceases to be a member of the body that elected him.
  - 6.5. A member of staff elected to the Council under these Rules may resign by notice in writing to the Chairman of the Council, in accordance with section 10(3B)(c) of the Ordinance.
7. Announcement of Election
  - 7.1. On the appointed day, the Secretary to Council shall issue an Announcement of the election stating the reason for the election, the period of office of the candidate(s) to be elected, and the timetable for specific stages of the election, as set out in Section 4 above.
  - 7.2. The Secretary to Council shall instruct that a copy of the Announcement, together with a copy of these Rules be placed on the University Intranet.

## 8. Nominations

- 8.1. Only electors may put forward nominations and each elector may participate, as proposer or seconder, in no more nominations than the number of vacancies to be filled. The candidate cannot be the proposer or seconder for his/her own nomination. Nominations will be accepted only on Nomination Forms available from the Secretary to Council, and shall be signed by the proposer and by two seconders, and by the candidate, who shall thereby confirm his willingness to stand. The Nomination Form should be in a format specified by the Secretary to Council that can be a paper form or an electronic means.
- 8.2. If the candidate is not in Hong Kong during the Nomination Period, the proposer shall provide evidence of the candidate's consent, the validity of which shall be decided by the Secretary to Council.
- 8.3. Nominations must be submitted in a sealed envelope or through the electronic means to be specified by the Secretary to Council, to reach the Secretary to Council by 5:00 pm on the appointed day. Late nominations will be declared invalid.
- 8.4. After the closing of the Nomination Period, candidates will be informed of all nominations received.
- 8.5. If no nominations, or fewer nominations than the number of vacancies, are received, a Second Nomination Period shall be declared. The length of the Second Nomination Period shall follow the timetable as stipulated in section 4.1.3 above. In the event of a further failure to receive the necessary number of nominations, the nomination process shall be repeated with a new electoral roll after not less than six months have elapsed.
- 8.6. If the number of nominations is less than or equal to the number of vacancies, the candidates nominated shall be deemed to have been elected and, notwithstanding the provision under Section 4 above, their names shall be published not later than three days after the conclusion of the period for withdrawal.
- 8.7. In all other cases the Secretary to Council shall publish on the University Intranet an Announcement which shall include the names of candidates nominated, together with the names of proposers and seconders, and details of the Voting Procedure. Where more than one nomination forms are received for the same candidate, the first nomination form for the candidate received by the Secretary to Council shall be regarded as the operative nomination.

- 8.8. Candidates, or their proposers, may submit for publication by the Secretary to Council such biographical data as they deem appropriate in a form to be specified by the Secretary to Council.
9. Voting Procedure
- 9.1. Elections shall take place on the appointed days at Polling Stations, other venues or through an electronic means designated for the purpose by the Secretary to Council.
- 9.2. Each elector will have as many votes as there are vacancies to be filled, and electors may vote for one candidate only for each vacancy. The preference expressed by each elector shall be secret, and no attempt shall be made to identify the preference of other electors. Any staff member who is found to violate this rule will be subject to disciplinary action.
- 9.3. Except when elections take place through electronic means, staff who will be away from Hong Kong during the Normal Polling Period may obtain a ballot form from the Secretary to Council and cast their vote, in person only, within the Special Polling Period. They will be required to furnish evidence that they will not be in Hong Kong during the Normal Polling Period. The completed ballot forms will then be kept in a ballot box until the appointed day for the counting of votes.
- 9.4. Each elector shall cast his own vote and no proxy vote will be accepted.
10. Determination and Publication of Results
- 10.1. The Secretary to Council shall designate two employees of the University to act as independent Scrutineers for the election. The Scrutineers shall not participate in the election and their names shall not be published.
- 10.2. All candidates shall be notified of the day and time fixed for counting the votes, and shall have the right to attend the count or to nominate their proposer or one of their seconders to attend in their place.
- 10.3. On the appointed day, the Secretary to Council with the assistance of the Scrutineers shall proceed to count the votes cast.
- 10.4. Decisions on the validity of a vote, or the intention of a vote where this is not clear, shall rest with the Secretary to Council.
- 10.5. At the conclusion of the count, the Secretary to Council shall confirm the number of votes cast and the number of invalid votes, and sign a statement to this effect.

- 10.6. The Secretary to Council shall publish an Announcement of the names of the successful candidates, the number of votes cast for each candidate and the total number of valid and invalid votes. This Announcement shall be placed on the University Intranet.
11. Confirmation of Results
- 11.1. Any complaint concerning the conduct of an election shall be lodged with the Secretary to Council not later than 48 hours after the publication of the result. The Secretary to Council shall investigate any complaint so lodged and, if he finds it to be substantiated, shall report the same to the Chairman of the Council, who may then appoint two persons from the Council to further investigate the complaint if he thinks fit.
- 11.2. If no complaint is received by the appointed day, the Secretary to Council shall submit the names of the elected staff to the Chairman of the Council for appointment on behalf of the Council.
- 11.3. When the Chairman of the Council confirms the appointment, the Secretary to Council shall inform the candidates concerned accordingly.
- 11.4. The polling records shall be destroyed by the Secretary to Council one month after the publication of the results unless any complaint is substantiated, when they shall be retained until the outcome of the investigation into the complaint has been confirmed by the Council.
12. Revision of Rules
- The Council may, at its absolute discretion, change these Rules generally or for the purpose of a particular election. Where a change involves a matter of principle, the view of the Executive Committee of the Council shall be made known to the Council before such changes are confirmed.