

LEE WOO SING COLLEGE
THE CHINESE UNIVERSITY OF HONG KONG
Student Advisory and Disciplinary Committee

Procedures for Handling Student Disciplinary Cases

I. Panel formation and pre-hearing procedures

1. The secretary of the Committee will serve as the secretary of the hearing panel. Hearing shall be arranged at earliest convenience (within the term, except for summer time that may be handled at the beginning of the next term) after a case, or an appeal of Wardens' decisions is received.
2. The secretary shall call for formation of hearing panel members. The panel members should be selected randomly from the Committee. The quorum at any panel meetings is 3 (one of them should be the Chair or Vice-Chair of the Committee, who serves as the convener to lead the discussion during the meeting, whereas possible).
3. The secretary shall arrange relevant case brief and materials, information on previous similar cases for reference (if app.) to be forwarded to panel members whereas available.
4. Each student concerned will be notified at least 10 days before the hearing, of the details of hearing and be reminded of his/her rights.
5. Depending on the nature of the case, the panel convenor may invite the College Dean of Students, Dean of General Education and Wardens to be the observer(s) of the hearing. Student(s) would be informed in prior.
6. The student(s) has/have the right to invite a person to accompany with to the hearing. The person invited should be a University staff member, fellow University student, parent, sibling, spouse or registered guardian.

II. Conducting disciplinary hearing

7. The panel members shall then proceed with its enquiry, investigation and deliberations as see fit. They shall reach decisions and recommendations by majority vote. When the number of votes from members is equally divided in the meeting(s) between two opposing positions, the convener shall adopt the decision which is more in favour of the student(s) concerned.
8. In the course of considering cases, the standard of proof in determining whether a case is established should be based on balance of probabilities i.e., disputed facts are compared to determine which set of facts are more likely to have occurred. A fact is proved to be true on the balance of probabilities if its existence is more likely than not.
9. After a decision on the case is taken, the secretary shall circulate to the members a record of the meeting(s) as soon as possible. The record shall include facts of the case as found during the meeting, results of discussions, the penalties and justifications (if app.) given.
10. If no amendment is received within three days after the date of issue of the record or the last amendment thereof by the secretary, each student concerned shall be notified in writing of the rulings and disciplinary actions taken against him/her.

III. Appeal

11. Each student concerned is given an appeal period (7 working days) for the decisions. He/she should write to the University's Senate Committee on Student Discipline to lodge for an appeal. Any appeals to be lodged after the appeal period will not be accepted.
12. When lodging an appeal to the University's Senate Committee on Student Discipline, the student(s) shall state clearly the grounds of the appeal, including but not limiting to the provision of new evidence or information that has not been made available for consideration by the panel members, and the reasons for not making the evidence or information available earlier.

IV. Hearing results and records

13. Relevant records will be arranged and sent to the University's Senate Committee on Student Discipline and the Registry (in case demerit(s) is/are to be given). The records (with particulars of the student masked, except for the copies for his/her faculty) will be circulated to College Assemblies of Fellows, Board of Faculties, Graduate Council, Office of University General Education, Office of Academic Links and Centre for China Studies.

V. Others

14. Information on cases handled by the panel and the Committee, including the identity of students involved, must be kept strictly confidential.
15. The secretary would make written announcements of cases resolved and penalties imposed, without disclosing the identifying information of the student(s).