**UOW College Hong Kong**

**Student Guidelines  
for Organizing and Participating Student-led Activities in the College**

The aim of student-led activities is to enrich students’ educational experience and promote whole-person development. This guideline serves to assist students of UOW College Hong Kong (“the College”) in both organizing and participating in student-led-activities, ensuring that these activities are conducted within lawful boundaries, uphold safety standards, and foster a culture of mutual respect and decorum.

For Organizers:

1. **Acquaintance with College Regulations and Legal Requirements**

* **Understanding of College’s code of conduct and policies:** Organizers are required to be well-versed with the college’s code of conduct, safety regulations, policies on equality, anti-harassment measures, and principles of academic integrity. It is imperative to ensure all participants are equally informed.
* **Compliance with Hong Kong’s Legal Framework:** Activities must be aligned with the legal statutes of Hong Kong, including adherence to the Hong Kong National Security Law.

1. **Before the Activity**

* **Organizing Information Sessions:** Conduct general information sessions and/or distribute information kits to keep participants well-informed of the College’s rules and regulations, complaint reporting mechanism, designated contact points, and their rights to refuse participation in any activities that might cause personal discomfort.
* **Utilizing Counselling and Support Services:** Encourage participants to make use of the counselling and anti-harassment support services provided by the College, social services institutions and the Government.

1. **During the Activity**

* **Adherence to Plans and Proposals:** Ensure that the activities are carried out according to the approved plans. You should seek College’s approval if there are substantial change in the plan.
* **Reporting of Non-compliance and issues:** Promptly report any non-compliance or issues to the relevant authorities and cooperate fully with any ensuing investigations or disciplinary procedures.
* **Compliance with Permissions, Consents, and Insurance Requirements:** Verify that all necessary authorizations, consents, and insurance coverage are in place. Adequate resource allocation and contingency strategies must be prepared.

1. **After the Activity**

* **Reflective learning and Improvement:** Assess the participation level, engagement, satisfaction, and educational outcomes from the activities to inform improvement in future initiatives.

For Participants:

1. **Before participating the Activity**

* **Attending Information Sessions:** Attend general information sessions and/or review the information kits distributed to keep yourself well-informed on the College’s rules and regulations, complaint reporting mechanism, designated contact points, and your rights to refuse participation in any activities that might cause personal discomfort. If in doubt, you should contact staff in charge of the activity, your programme leader or the Director of the Student Services.

1. **During the Activity**

* **Adherence to Plans and Proposals:** Ensure that the activities you participate in are carried out according to the approved plans.
* **Reporting Violations or Concerns:** Report any violations or concerns to the relevant authorities in a timely manner and cooperate with any investigations or disciplinary actions.
* **Utilizing Counselling and Support Services:** Make use of the round-the-clock emergency counselling and anti-harassment support services provided by the College, social services institutions and the Government.

1. **After the Activity**

* **Feedback and Recognition**: Provide feedback on the quality and effectiveness of the activities you participated in and acknowledge the efforts of the organizer.

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