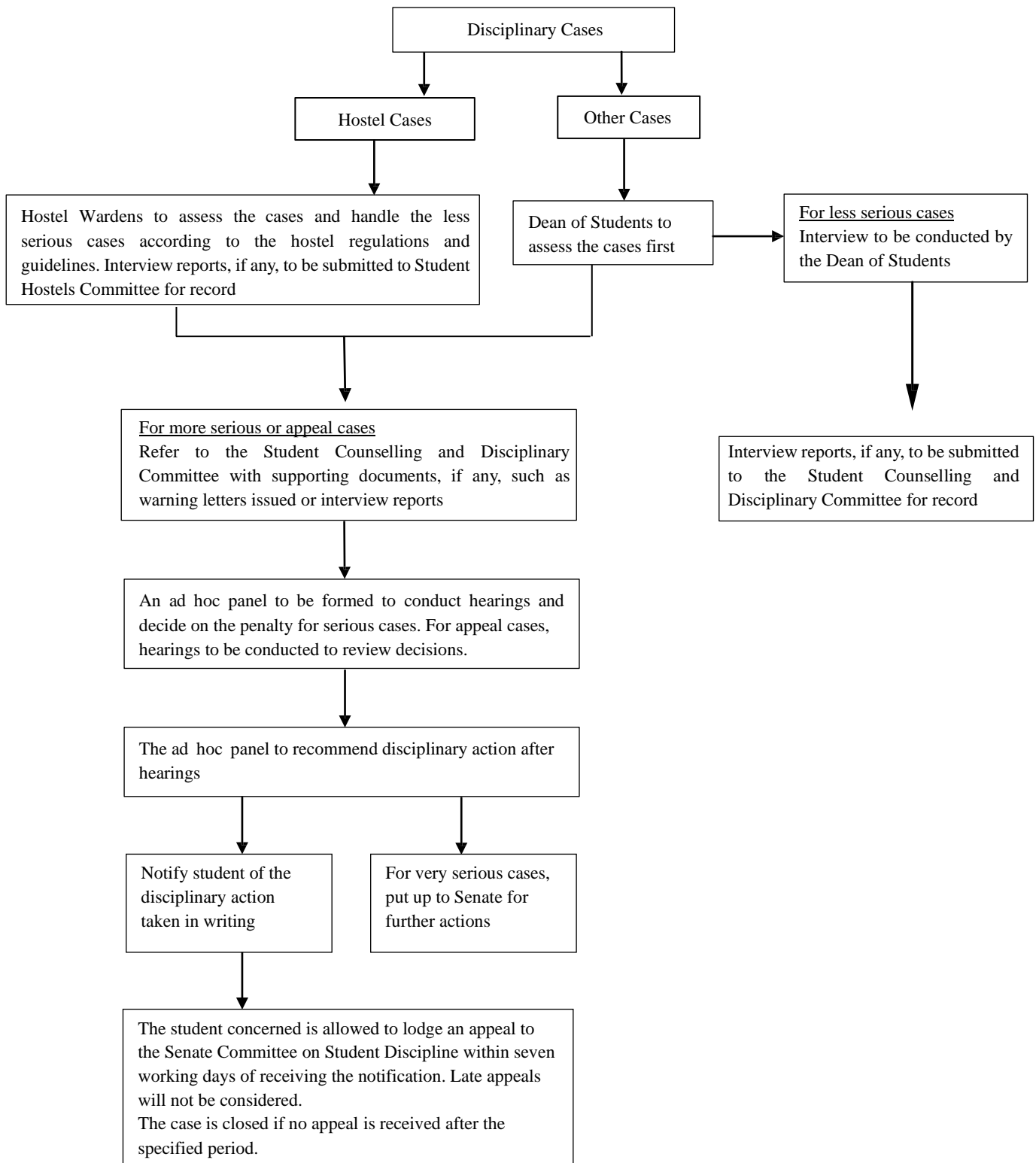


**WU YEE SUN COLLEGE
THE CHINESE UNIVERSITY OF HONG KONG**

Student Counselling and Disciplinary Committee

Handling of Student Disciplinary Cases

Flow Chart: Procedures on Handling of Student Disciplinary Cases



WU YEE SUN COLLEGE
THE CHINESE UNIVERSITY OF HONG KONG

Student Counselling and Disciplinary Committee
Student Disciplinary Cases Handled by the Committee

The Student Counselling and Disciplinary Committee is appointed by the Assembly of Fellows to handle misconduct cases of Wu Yee Sun College students. The Committee designates ad hoc panels to hear cases of misconduct or infringement of University or College regulations and determine appropriate disciplinary actions.

1. Ad Hoc Panel

When a misconduct case is referred to the Student Counselling and Disciplinary Committee, an ad hoc panel consisting of the following members may be convened to hear the case.

- The Chairperson or another member of the Committee as Chairperson of the Panel
- Two members of the Committee
- One student representative of the Committee
- Secretary of the Committee

2. Procedures

The subject student shall be informed of the charges and the time of the hearing at least seven days in advance. All disciplinary proceedings shall be conducted in confidence. The subject student has the rights to invite a person to accompany him/her to the hearing. The accompanying person shall be an University staff member, fellow University student, parent, sibling, spouse or registered guardian. The accompanying person may speak at the end of the meeting, but shall not answer any questions on behalf of the subject student.

The Panel shall recommend on the disciplinary actions after the hearing. The subject student will be informed of the disciplinary actions in writing.

3. Appeal

The subject student may appeal against the penalty imposed. Such appeal should be lodged in writing with provision of new evidence/information to the Senate Committee on Student Discipline (SCSD) via the Secretary of the College Committee., within seven working days after the student has received the notification. The appeal shall be handled in accordance with the “Procedures for Handling Student Disciplinary Cases” of the SCSD. Late appeals shall not be considered. If the subject student subsequently decides to withdraw his/her appeal after it has been lodged, s/he may do so by submitting a written withdrawal to the SCSD within seven working days from the issue date of SCSD’s acknowledgement receipt of the appeal. Once the appeal is withdrawn, no further appeal can be lodged in respect of the same case.