



# Postgraduate Student Handbook

研究生手冊

2012>2013

# Foreword

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The purpose of this Handbook is to provide a useful compilation of information, regulations, procedures, and guidelines for postgraduate students, teachers, and advisors.

We hope this Handbook will give you a better understanding of the Academy and the way we work, as well as the services and support that the Graduate Education Centre makes available to you. We also take this opportunity to wish you every success in your studies here.

This Handbook contains information pertaining to the 2012/13 academic year. The Academy has the right at any time to make such changes in its regulations, rules, and procedures as it deems necessary.

All enquiries should be addressed to:  
Dean of Graduate Education  
The Hong Kong Academy for Performing Arts  
1 Gloucester Road  
Wanchai, Hong Kong

# Contents

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## The Academy

- History 4
- Senior Staff 5
- Academic Calendar 7

## Postgraduate Studies

- Overview 8
- Programmes of Study 8

## Regulations

- General Academic Regulations Governing Postgraduate Studies 9
- Regulations Governing Postgraduate Studentships 25
- Regulations Governing Student Discipline 26
- Library Regulations 28
- Assignment of Copyright and Performers' Rights in Students' Works 33

## Rules and Guidelines

- Guidelines for MFA *Thesis Project* and MMus *Thesis Project* Equivalent 37
  - General Guidelines 37
  - Programme Specific Guidelines 41
- Surveys and English Exit Test 50
- Guidelines for Production Support 51
- Guidelines for Students on Academic Honesty, Plagiarism, and Acknowledgement of Sources 51
- General Code of Conduct 53
- Rules Governing Classes and Academy Performances during Typhoons and Rainstorms 56
- Rules on Academy Premises and Opening Hours 57
- Rules Governing the Use of the Academy Computer Laboratory 59
- Rules Governing the Use of Email Service 63

## **Fees and Financial Aid**

- Schedule of Fees and Fines 65
- Student Financial Aid 67

## **Student Services and Facilities**

- Library Services 69
- Information Technology Services 73
- Academic Services and Student Affairs Office (ASO) 74
- Graduate Education Centre 76
- Counselling Service 79
- Student Health Service 80
- Physiotherapy Service 81
- Student Complimentary Tickets 83

## **General Information**

- Procedures in Case of Emergency 86
- Useful Office Locations and Telephone Numbers 87
- Glossary 88

# ***The Academy***

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## **History**

The Hong Kong Academy for Performing Arts, established by Government Ordinance in 1984, is a leading tertiary institution in performing arts in Asia. It provides professional undergraduate education and practice-based postgraduate studies in Dance, Drama, Film and Television, Music, Theatre and Entertainment Arts, and Chinese Traditional Theatre in its two campuses in Wanchai, and the Béthanie Heritage Campus in Pokfulam. Its educational philosophy reflects the cultural diversity of Hong Kong with emphasis on Chinese and Western traditions, and interdisciplinary learning.

## **Senior Staff**

### **Director**

Professor Adrian Walter AM  
BMus (Adelaide), GDipEd (SA College of Advanced Education),  
PhD (Charles Darwin U)

### ***Senior Academic Staff***

#### **Dean of Dance**

Professor Anita Donaldson OAM  
BA (Adelaide), AUA (Adelaide), DipT (Sec)(Adelaide Teachers' College),  
DipEd (Laban, London), PhD (CityU, London)

#### **Dean of Drama**

Professor Ceri Sherlock  
BD (Hon), PGCE (London), PhD (Glamorgan), FHEA, FRSA

#### **Dean of Film and Television**

Shu Kei  
BA (HKU)

#### **Dean of Music**

Benedict Cruft  
FRCM

#### **Dean of Theatre and Entertainment Arts**

Professor John A Williams  
MA (Middlessex U)

#### **Dean of Graduate Education**

Tom Brown  
BA (Temple), MFA (Sarah Lawrence), Fellow (ICKL)

#### **Head of Languages**

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#### **Head of Liberal Arts Studies**

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**Head of Performing Arts Education**

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**Senior Administrative Staff**

**Associate Director (Administration) and Registrar**

Dr Huey Man-chiu, Herbert  
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**Bursar**

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MBA (CUHK), CPA, FCCA

**Director of Administration and Academic Links**

Wu Yuet-yung, Eliza  
PGDMS, MAPSA (City U), ACS, ACIS

**Director of Corporate Communications**

Hung Siu-hong, Helen  
BA, MSc (HKU)

**Development Director**

Sek Wai-yu, Winnie  
BA (Hull), MBA (CUHK)

**Librarian**

Ling Wai-king  
BSc (London), CertEd (HKU), MLib (UNSW)

**Director of Estates**

Ng Kit-wah, Ray  
MSc (Greenwich), RPS, MHKIS, MRICS, RPHM, FBEng, MBSOMES, BEAM Pro, MISCM

**Head of Academic Quality Assurance**

Helen Lockey  
AdvCertTESOL (Leicester), BEd (London), MA (HKU),  
MBA (Leicester)

## **Senior Staff of Postgraduate Studies**

### **Dean of Graduate Education**

Tom Brown  
BA (Temple), MFA (Sarah Lawrence), Fellow (ICKL)

### **Programme Coordinator of Master of Fine Arts in Dance**

Professor Gary Gordon  
BA (Hon) (Natal), MA (Laban, London)

### **Programme Coordinator of Master of Fine Arts in Drama**

Estella Wong  
BFA (Hon) (HKAPA), MA (UCE Birmingham), Teacher's Cert (Northcote College of Education)

### **Programme Coordinator of Master of Fine Arts in Film Production**

Geoffrey Stitt  
Dip (London International Film School), AES, SMPTE

### **Programme Coordinator of Master of Fine Arts in Theatre & Entertainment Arts**

Gillian Choa  
AdvCert (Croydon College of Art & Design), BA (Hon) (Hull), MEd (HKU)

### **Programme Coordinator of Master of Music**

Christopher Pak  
BA (CUHK), AdvCert, MA (Pittsburgh)

## **2012/13 Academic Calendar Notes**

Orientation Day	31 August 2012
First Semester	3 September - 22 December 2012
Christmas Non-teaching Period	23 December 2012 - 6 January 2013
Winter Term*	7 - 19 January 2013
Lunar New Year Non-teaching Period	7- 20 February 2013
Second Semester	21 January - 1 June 2013
Easter Non-teaching Period	29 March - 4 April 2013
Summer Term*	3 - 15 June 2013
Summer Vacation begins	17 June 2013

\* Periods for projects, workshops, and other classes.

(Although holidays are listed as non-teaching periods, students should be prepared to be called upon for performance/production rehearsals or project work, etc. Students should also refer to the School for specific arrangements of teaching/assessment periods and winter/summer terms.)



# Postgraduate Studies

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## Overview

Master's degree programmes at the Hong Kong Academy for Performing Arts are designed to provide opportunities for the most talented graduates from Hong Kong and abroad to obtain internationally recognised postgraduate qualifications in the performing arts, theatre and entertainment arts, and film disciplines. The Practice-oriented programmes of study foster artistry, develop advanced skills, provide in-depth knowledge, and build professionalism for students who demonstrate the potential for excellence. Postgraduate students undertake practical research, apply theory to professional practice, make original contributions to their areas of specialisation, and gain the specialised means and assurance to continue in life-long careers in their art discipline. While valuing independent accomplishment within contexts of collaboration and team effort, study of the performing arts, theatre and entertainment arts, and film at the Master's degree level is intended to enable practicing artists to develop into potential leaders in the arts for the benefit of the arts-related professions and the community at large.

Through interactions with an international mix of students and faculty, the Academy's Master's degree programmes provide opportunities for students to develop an international perspective in the arts and receive wider cultural exposure. The Academy's state-of-the-art facilities and its six disciplines of Dance, Drama, Film and Television, Music, Theatre and Entertainment Arts, and Chinese Traditional Theatre provide ample opportunities for Master's degree students to pursue cutting edge and cross disciplinary work. Postgraduate students contribute towards maintaining the Academy's high standards and leading position as a centre of excellence in the region and internationally, and they are a vital component of Academy life.

## Programmes of Study (2012/13 Academic Year)

### School of Dance

Master of Fine Arts in Dance (MFA in Dance)

### School of Drama

Master of Fine Arts in Drama (MFA in Drama)

### School of Film and Television

Master of Fine Arts in Film Production (MFA in Film Production)

### School of Theatre and Entertainment Arts

Master of Fine Arts in Theatre and Entertainment Arts (MFA in TEA)

### School of Music

Master of Music (MMus)

# Regulations

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## General Academic Regulations Governing Postgraduate Studies

### 1. Regulations and Rules

1.1 Students shall observe all regulations and rules stipulated by the Academy.

### 2. Academic Year

- 2.1 The academic year of the Academy consists of two semesters each of 16 weeks. During these 16 weeks, there are 14 weeks for scheduled classes including assessments, and two Production Weeks or Project Weeks for concentrated activities. In relation to the academic needs of the discipline concerned, each School shall determine the use and the timing of these two weeks.
- 2.2 In addition to the two semesters, the academic year also consists of a total period of four weeks during which the Schools may offer Winter Term and Summer Term, or may organise special projects, workshops, intensive training, or other activities as determined by each School.

### 3. Admission

- 3.1 To be eligible for admission to the postgraduate programmes, applicants shall have satisfied the normal entry requirements specified for the various academic programmes, or the alternative entry requirements.
- 3.2 Selection for admission shall be on the basis of applicants' academic qualifications and attainments in their chosen art disciplines. Applicants may be required to attend an audition and/or an interview, or to submit a portfolio, or to sit an entry test, or a combination of these as deemed necessary by the Academy.

#### ***Normal Entry Requirements***

- 3.3 MFA in Dance programme applicants shall have:
- (a) (i) Bachelor of Fine Arts (Honours) Degree in Performing Arts (Dance) from this Academy; or
    - (ii) An undergraduate degree in dance from a recognised institution; or
    - (iii) Another qualification of equivalent standard from this Academy or from another recognised institution; and
  - (b) Final year grade of B (3.0) or above in the undergraduate degree major study or equivalent; and,
  - (c) A score of 500 or above (paper-based), 61 or above (internet-based), or 173 or above (computer-based) in TOEFL, or Band 5.5 or above in IELTS, or equivalent, if the Bachelor's degree is obtained from an institution where the medium of instruction is not English. For applicants who cannot demonstrate achievement in either test, the Academy English Placement Test and English Written Test taken together, will be considered an acceptable alternative.

3.4 MFA in Drama programme applicants shall have:

- (a) (i) Bachelor of Fine Arts (Honours) Degree in Drama from this Academy; or
- (ii) An undergraduate degree in drama from a recognised institution; or
- (iii) Another qualification of equivalent standard from this Academy or from another recognised institution (for applicants in Drama and Theatre Education (DTE) this may be an undergraduate degree in education or equivalent); and,
- (b) Final year grade of B (3.0) or above in the undergraduate degree major study or equivalent; and,
- (c) Directing, Acting, and Drama and Theatre Education major applicants are normally expected to have obtained a grade D or above in Chinese Language in the Hong Kong Certificate of Education Examination (HKCEE) or equivalent; Playwriting major applicants are normally expected to have obtained a grade C or above in Chinese Language in the HKCEE or equivalent and,
- (d) A score of 500 or above (paper-based), 61 or above (internet-based), or 173 or above (computer-based) in TOEFL, or Band 5.5 or above in IELTS, or equivalent, if the Bachelor's degree is obtained from an institution where the medium of instruction is not English. For applicants who cannot demonstrate achievement in either test, the Academy English Placement Test and English Written Test taken together, will be considered an acceptable alternative.
- (e) Drama and Theatre Education major applicants should also possess at least two years of drama or theatre education professional experience.

3.5 MFA in Film Production programme applicants shall have:

- (a) (i) Bachelor of Fine Arts (Honours) Degree in Film and Television from this Academy; or
- (ii) An undergraduate degree in film and television from a recognised institution; or
- (iii) Another qualification of equivalent standard from this Academy or from another recognised institution; and
- (b) Final year grade of B (3.0) or above in the undergraduate degree major study or equivalent; and,
- (c) Demonstrated level of Chinese and English comprehension and writing skills appropriate to postgraduate study.

3.6 MFA in Theatre and Entertainment Arts programme applicants shall have:

- (a) (i) Bachelor of Fine Arts (Honours) Degree in Theatre and Entertainment Arts from this Academy; or
- (ii) An undergraduate degree in theatre and entertainment arts from a recognised institution; or

- (iii) Another qualification of equivalent standard from this Academy or from another recognised institution; and
  - (b) Final year grade of B (3.0) or above in the undergraduate degree major study or equivalent; and,
  - (c) A demonstrated level of English comprehension and writing skills appropriate to postgraduate study, normally a score of 500 or above (paper-based) or 173 or above (computer-based) or 61 or above (internet-based) in TOEFL, or Band 5.5 or above in IELTS or the equivalent.
- 3.7 MMus programme applicants shall have:
- (a) Bachelor of Music (Honours) degree from this Academy with a final year GPA of 3.3 or above in the Major Study and an overall programme GPA of 2.7 or above; or  
Bachelor's degree in music from a recognised institution, normally with honours not lower than Second Class (upper division), or an average grade not lower than B in undergraduate courses; or  
Another qualification of equivalent standard from this Academy or from another recognised institution; and
  - (b) For Western Music Performance and Composition Majors, Band 6 or above in IELTS, or a score of 79 or above (internet-based), or 213 or above (computer-based), or 550 or above (paper-based) in TOEFL, if the Bachelor's degree is obtained from an institution where the medium of instruction is not English;  
For Chinese Performance Majors, Band 5.5 or above in IELTS, or a score of 61 or above (internet-based), or 173 or above (computer-based), or 500 or above (paper-based) in TOEFL, if the Bachelor's degree is obtained from an institution where the medium of instruction is not English. Candidates applying for a Major Study in Chinese music whose entrance qualification has not been obtained from an institution where the medium of instruction is Chinese will be required to pass the Chinese Language Proficiency Test of the Academy.

### **Alternative Entry Requirements**

- 3.8 Applicants who do not satisfy the normal entry requirements for postgraduate programmes may be admitted on an exceptional basis if they have:
- (a) A level of achievement in the chosen art discipline that is judged by the Academy to be comparable to the standard of the honours degree and/or satisfied a qualifying examination, which may be set to test the candidate's formal academic ability or ability to pursue the courses of study prescribed;
  - (b) Satisfactory result in an English proficiency test of the Academy or an acceptable standard of English in TOEFL or IELTS or equivalent;

- (c) Satisfactory result in Chinese proficiency test of the Academy or equivalent where required.

#### **4. Admission with Advanced Standing**

- 4.1 The Academy may admit students with Advanced Standing to postgraduate programmes on individual merit. Students admitted with Advanced Standing shall have satisfied the entry requirements of the programme of study concerned.
- 4.2 Advanced standing may be granted to students who have satisfactorily completed relevant studies at an appropriate level at the Academy or at a recognised institution elsewhere, or who are in possession of significant professional experience in a relevant art discipline that in the judgment of the Academy merits exemption from some of the courses pertaining to the programme of study.

#### **5. Equivalency Principles**

- 5.1 The evaluation of prior learning and professional activity submitted for the purpose of admission with Advanced Standing, or as equivalent to the normal entry requirements, will be guided by principles that take into account various factors. A panel of three reviewers will carry out evaluation to help ensure a balanced assessment. Among factors considered will be:
  - (a) Appropriateness - the learning or activity is the same type, and in the same or equivalent subject areas;
  - (b) Level, depth, and quality - the learning or activity is of equivalent standard, encompassing similar depth at a sufficiently advanced level;
  - (c) Currency - the learning or activity is up-to-date;
  - (d) Length of time required, frequency, and other quantifiers - the learning or activity demands an equivalent time to complete at a similar intensity and frequency;
  - (e) Peer and industry assessment - the activity is acknowledged by peers or within the field as significant, or the learning is at a recognised and/or accredited institution; and,
  - (f) Artistic, creative, and scholarly content - the learning or activity has appropriate content.

#### **6. Programme Registration**

- 6.1 Students shall register annually in their programme of study at the Academy on the specified date. Students unable to register on the specified date shall apply in writing for deferment of registration prior to the specified date.
- 6.2 Students who fail to register in their programme of study after a lapse of two weeks from the specified date shall be considered as having withdrawn from their

studies at the Academy unless prior approval for deferment of registration has been given.

- 6.3 As part of the registration process, students shall register, where applicable, in a Major Study or Specialisation area in accordance with the requirements of the programme of study concerned.
- 6.4 Students shall not be registered simultaneously in another programme or course of study or research leading to the award of a degree, diploma, or certificate at any educational institution or organisation except in special circumstances with prior approval from the Registrar. Students in breach of this regulation shall be required to withdraw from studies at the Academy.
- 6.5 Students who intend to withdraw from a programme of study shall notify the Registrar in writing seven days prior to the effective date of withdrawal.

### **7. Course Registration**

- 7.1 In addition to programme registration, students shall register annually on the courses to be taken in their programme of study at the time of programme registration.
- 7.2 Students shall complete satisfactorily all required courses constituting the curriculum of their programme of study in order to be eligible for consideration for continuation or graduation. In addition, they shall satisfy the graduation requirements stipulated in Regulation 21.
- 7.3 There shall be a period of three weeks from the start of each semester during which students are formally allowed to add or drop a course without penalty.
- 7.4 After the add-drop period of three weeks, students who intend to withdraw from a course shall submit a formal application with reasons to the School or Department concerned. A course from which students have been given approval to withdraw after the add-drop period shall be reflected in students' academic records as a course withdrawn.
- 7.5 Students who have withdrawn from a course without prior approval shall be given a failure grade of F for the course.
- 7.6 Students may be allowed to register and attend a course, without receiving any credits, subject to normal registration procedures. Students shall be assessed on a pass or failure basis and shall not earn any credits from the course. The course concerned shall be included in the students' academic record.

### **8. Study Load**

- 8.1 All students are admitted and shall study on either a full-time or part-time basis.
- 8.2 Full-time students shall carry a study load for the relevant semester and year of study as prescribed in the curriculum charts for their programme. Students carrying a study load that is less than this full-time load shall be deemed to be

part-time students. Normally, all full-time students shall be required to register for a minimum of 12 credits per semester.

- 8.3 Normally, all part-time students shall be required to register for a minimum of 15 credits per year (except in the final year of study).

## 9. Minimum Registration Period

- 9.1 The minimum period of registration shall be equivalent to half of the normal duration of the programme of study concerned.
- 9.2 Notwithstanding Regulation 9.1, the minimum registration period may be reduced in exceptional circumstances but in no case shall be less than one academic year.
- 9.3 Students who have studied for less than one academic year shall not be eligible for an academic award of the Academy.

## 10. Period of Study

- 10.1 The period of study for each programme shall be as follows:

Programme	Study Mode	Normative Period	Maximum Period
MFA in Dance MFA in Drama MFA in Theatre and Entertainment Arts	Full-time Part-time	2 years 3-4 years	3 years 5 years
MFA in Film Production	Full-time Part-time	2 years 3 years	3 years 4 years
MMus	Full-time Part-time* (*Only applicable to Conducting for Chinese Orchestras)	2 years 3-4 years	3 years 5 years

- 10.2 Registration beyond the normative study period will incur a charge per semester. Please refer to page 66 for this charge.
- 10.3 Students wishing to change study mode must complete the *Request for Extension of Studies / Change of Study Mode* form. This is considered on a case by case basis. However, there is no guarantee that students will be able to change study mode.

## 11. Attendance Requirements

- 11.1 Students are required to attend all scheduled classes for their registered courses

and all events specified by the Schools or Departments concerned, such as performances, productions, rehearsals, and others.

- 11.2 Students absent for more than a permissible percentage or number of the scheduled classes of a course as stipulated in the detailed attendance rules of the School or Department concerned shall be deemed to have failed the course. The permitted absences are intended to cover necessary absences due to rehearsals, productions, and performances required by the Academy or other unavoidable circumstances such as illness.
- 11.3 Students shall comply with any requirement of the School or Department concerning prior notification for absences from scheduled classes or events. Notified absences shall be counted as absences under the attendance regulations.

## **12. Leave of Absence and Deferment**

- 12.1 In the case of absence from the Academy due to illness for three to seven consecutive days, students shall notify the School concerned as soon as possible.
- 12.2 In the case of absence from the Academy due to illness for a continuous period of more than one week, students shall notify the School concerned and submit a medical certificate signed by a registered medical practitioner to the School upon their return from sick leave. Any such absence without formal notice to the School shall be subject to disciplinary action.
- 12.3 Students shall, where appropriate, apply in writing for prior approval from the School concerned for any foreseen leave of absence due to personal reasons expected to last for a continuous period of one week or more. In the event of unforeseeable circumstances, a verbal notice to the School must be given immediately and a notification explaining the circumstances must be presented to the School once student returns to study. Any such absence without the formal approval of the School shall be subject to disciplinary action.
- 12.4 Students who have been absent from the Academy for two consecutive weeks without notification to the School or written prior approval from the School concerned shall be considered as having unofficially withdrawn from their programme of study at the Academy.
- 12.5 Students who have been absent from the Academy for an accumulated total period of three weeks or more within an academic year without written approval from the School concerned shall be considered as having unofficially withdrawn from their programme of study at the Academy.
- 12.6 Notwithstanding Regulations 12.4 and 12.5, students with a prolonged period of absence without written approval from the School concerned may be given special consideration and allowed to continue their studies on the recommendation of the School and at the discretion of the Registrar.
- 12.7 Students may apply in writing for prior approval from the Registrar for deferment of studies for a maximum period of one academic year if there is a genuine need



for deferment due to medical, financial, and/or other acceptable reasons.

### 13. Exemption from Courses

- 13.1 Students may apply for exemption from certain course requirements subject to the endorsement of the Schools or Departments concerned and the approval of the Board of Graduate Education. The academic results in relation to courses being considered for exemption must be attained through a due process of examination, audition, portfolio, and be verified by production of relevant transcripts or a combination of such. Where exemption is approved, the students shall be granted credits by exemption for the courses concerned.
- 13.2 Credits by exemption shall not be granted for more than half of the total number of credits required for graduation from the programme of study concerned, except as provided for in Regulation 13.3.
- 13.3 In exceptional circumstances, students who are admitted with advanced standing and who have professional experience in a relevant art discipline may be granted exemption from a substantial part of the Master's degree programme concerned and may be granted exemption as a special case for up to half of the total number of credits required for graduation. In this case, they may graduate after a minimum period of study of one academic year at the Academy.
- 13.4 Refer to Regulation 5 above for Equivalency Principles used in the evaluation of prior learning in application for course exemption.
- 13.5 Normally, work applied towards exemption must have been completed within 5 consecutive years prior to application.

### 14. Grading System

- 14.1 The following grades shall be used for the assessment of courses and any such grades obtained for courses taken shall be included in the calculation of students' Grade Point Average (GPA):

<b>The Graduate Education Grading System</b>		
Grade	Standard	Grade Point
A	An <i>outstanding</i> level of attainment in all the stated criteria	4.0
A-	Meets the stated criteria to an <i>excellent</i> standard	3.7
B+	Meets the stated criteria to a <i>very good</i> standard with only a few minor limitations	3.3
B	Meets the stated criteria to a <i>consistently good</i> standard but with a few limitations	3.0
B-	Meets the stated criteria to a <i>fairly good</i> standard but with some limitations	2.7
C+	Meets the stated criteria to a <i>satisfactory</i> standard but with limitations	2.3
C	Meets the stated criteria to an <i>adequate</i> level but with major limitations	2.0
C-	Meets the stated criteria to a <i>marginally acceptable</i> level only	1.7

## Regulations

D+	<i>Less than satisfactory</i> level of performance in a number of the stated criteria	1.3
D	<i>Seriously unsatisfactory</i> level of performance in most of the stated criteria	1.0
F	<i>Fails</i> to meet almost all the stated criteria	0

- 14.2 Also notwithstanding Regulation 14.1, for courses that are assessed on a pass or failure basis, the grade of P for Pass or the grade of F for Failure shall be used.
- 14.3 The *Thesis Project / Thesis Project Equivalent* is graded an A (4 point) for Pass with Distinction , a B (3 points) for Pass and F (0 point) for Failure.
- 14.4 To earn the credit(s) of a course taken, students shall have obtained one of the following grades: A, A-, B+, B, B-, C+, C, C-, D+, D, and P.
- 14.5 For courses that are assessed on the basis of students' performance at the end of a specified period (such as two-semester courses), the following interim performance indicators shall be used as appropriate until formal assessments are made according to the Academy grading system: SP for Satisfactory Progress or PQ for Progress Questionable.
- 14.6 Students' Grade Point Average (GPA) shall be calculated by dividing the total number of grade points earned from courses taken by the total number of credits of courses taken (inclusive of all failed courses), where the grade points earned from a course equals the grade points converted from the grade obtained multiplied by the number of credits for that course.
- 14.7 The following types of Grade Point Average (GPA) shall be calculated and taken into account in determining students' eligibility for continuation and graduation:

Year GPA	The Year GPA calculation is based on all courses taken by the student in the academic year concerned.
Semester GPA	The Semester GPA calculation is based on all courses taken by the student in the semester concerned.
Cumulative GPA	The Cumulative GPA calculation is based on all courses taken by the student in all attended years of the programme of study concerned.
Major and/or Specialisation Study GPA	The Major and/or Specialisation Study GPA calculation is based on the courses taken by the student that form the Major and/ or Specialisation Study requirements of the programme of study concerned.

### 15. Course Assessment and Examinations

- 15.1 Students shall be assessed for every course in which they have registered. The criteria for assessment shall be as stipulated in the course syllabus and shall be

based on any one or a combination of the following: coursework, continuous assessment, tests, examinations, performances, productions, projects, portfolios, research papers, attendance, professional attitude, and any other appropriate assessment.

- 15.2 Students shall take course examinations in the form of written, practical, or oral assessment, or any combination of these as prescribed by the School or Department concerned.
- 15.3 Students who are absent from an examination due to medical or other compelling reasons shall apply to the School or Department concerned for approval of absence. Such an application shall be made in advance except in unforeseeable circumstances and shall be supported as appropriate by a medical certificate signed by a registered medical practitioner or other documentary evidence.
- 15.4 Students who have been granted approval for absence from an examination may be required by the School or Department concerned to sit for a supplementary examination if it is deemed appropriate.
- 15.5 Students who are absent from an examination without approval shall be given a failure grade of F in that examination.
- 15.6 Students who have failed to satisfy the attendance requirements shall not be allowed to sit for examination at the end of the semester in respect of the course concerned.
- 15.7 Students shall comply with the *Guidance Notes for Students on Academic Honesty, Plagiarism, and Acknowledgement of Sources*. Students proven guilty of plagiarism shall be subject to penalties that may include disqualification of work, a failure grade of F for the assignment concerned, a deduction of marks from the final grade for the course concerned, a requirement for a resubmission of work, or a combination of these, or a mandatory failure grade of F for the course concerned, and/or disciplinary action.
- 15.8 Any misconduct in connection with examinations or course assessment, such as cheating individually or in collusion, shall be subject to disciplinary action.

## **16. Professional Attitude and Professional Development**

- 16.1 Students shall meet the requirements for professional attitude and for professional development in their art discipline studied at the Academy as prescribed by the School or Department concerned.
- 16.2 Students who fail to achieve a satisfactory standard in professional development in their art discipline studied at the Academy may be placed on academic probation or be required by the Board of Graduate Education to withdraw from their studies at the Academy.
- 16.3 Students who fail to maintain a good professional attitude in attending or participating in rehearsals, performances, productions, or other specified events shall also be subject to disciplinary action.

## **17. Warning and Academic Advising**

- 17.1 Students who have a poor performance in their studies or a poor professional attitude may be issued a Letter of Warning at the discretion of the School or Department concerned.
- 17.2 Students shall comply with any conditions or requirements stipulated by the School or Department concerned in the Letter of Warning in order to continue studies at the Academy.
- 17.3 Students who have received a Letter of Warning shall, where necessary, seek academic advice from the School or Department concerned.

## **18. Academic Standing**

- 18.1 Students shall maintain academic standing as candidates for the award of Master's degree by satisfactorily meeting the requirements as stipulated for their programme of study.
- 18.2 MFA in Dance Requirements for Maintaining Academic Standing
  - (a) Students shall have passed or received an SP in all required courses taken in the semester of study; and
  - (b) Obtained a Semester GPA of 3.0 or above, or received a Pass grade for courses graded on a Pass / Failure basis, or an SP grade for courses graded on an SP / PQ basis, for Specialisation courses in semesters in which student is enrolled in Specialisation courses; and
  - (c) Shown a reasonable progress towards completion of programme requirements.
- 18.3 MFA in Drama Requirements for Maintaining Academic Standing
  - (a) Students shall have passed or received an SP in all required courses taken in the semester of study; and
  - (b) Obtained a Semester GPA of 3.0 or above, or received a Pass grade for courses graded on a Pass / Failure basis, or an SP grade for courses graded on an SP / PQ basis, for Major courses in semesters in which student is enrolled in Major courses; and
  - (c) Shown a reasonable progress towards completion of programme requirements.
- 18.4 MFA in Film Production Requirements for Maintaining Academic Standing
  - (a) Students shall have passed or received an SP in all required courses taken in the semester of study; and
  - (b) Obtained a Semester GPA of 3.0 or above, or received a Pass grade for courses graded on a Pass / Failure basis, or an SP grade for courses graded on an SP / PQ basis, for Major courses in semesters in which student is enrolled in Major courses; and

- (c) Shown a reasonable progress towards completion of programme requirements.
- 18.5 MFA in Theatre and Entertainment Arts Requirements for Maintaining Academic Standing
- (a) Students shall have passed or received an SP in all required courses taken in the semester of study; and
  - (b) Obtained a Semester GPA of 3.0 or above, or received a Pass grade for courses graded on a Pass / Failure basis, or an SP grade for courses graded on an SP / PQ basis, for Major / Specialisation courses in semesters in which the student is enrolled in Major / Specialisation courses; and
  - (c) Shown a reasonable progress towards completion of programme requirements.
- 18.6 MMus Requirements for Maintaining Academic Standing
- (a) Students shall have passed all required courses taken in the semester of study; and
  - (b) Passed the Diagnostic Assessments, or obtained a Semester GPA of 3.0 or above in the Major Study assessments held at the end of every semester; and
  - (c) Shown a reasonable progress towards completion of the programme requirements.

## **19. Academic Probation**

- 19.1 Students who fail to maintain good academic standing by meeting the requirements as stipulated above in 18.2, 18.3, 18.4, 18.5, or 18.6 for their programme of study, will be placed on academic probation for one semester and be required to improve their academic performance to the requisite standard by the end of the following semester. Those who fail to do so will be required to defer their candidacies or to discontinue studies, subject to the recommendation of the School Graduate Education Committee and the decision of the Board of Graduate Education.
- 19.2 Students placed on academic probation may be required to satisfy certain conditions specified by the School Graduate Education Committee concerned. Students who fail to satisfy such conditions may be required to withdraw from their studies at the Academy, subject to the recommendation of the School Graduate Education Committee and the decision of the Board of Graduate Education.

## **20. Requirement for Withdrawal from Studies**

- 20.1 Students with a Semester GPA or a Year GPA below 2.0 shall be required to withdraw from their studies at the Academy, subject to the decision of the Board of Graduate Education.

- 20.2 Students may be required by the Board of Graduate Education to withdraw from their studies at the Academy in accordance with the regulations on academic standing, academic probation, or graduation.

## **21. Graduation**

- 21.1 Students shall be eligible for consideration for graduation with an academic award by satisfactorily meeting the graduation requirements as stipulated for their programme of study.
- 21.2 MFA in Dance Requirements for Graduation
- (a) Students shall have passed all required courses stipulated in the curriculum of the programme of study; and
  - (b) Accumulated the required number of credits required for the programme of study as stipulated in the curriculum, which includes the number of credits for the required courses and the stipulated number of credits for electives; and
  - (c) Obtained for the whole programme a Specialisation Study GPA of 3.0 or above and a cumulative GPA of 2.7 or above.
- 21.3 MFA in Drama Requirements for Graduation
- (a) Students shall have passed all required courses stipulated in the curriculum of the programme of study; and
  - (b) Accumulated the required number of credits required for the programme of study as stipulated in the curriculum, which includes the number of credits for the required courses and the stipulated number of credits for electives; and
  - (c) Obtained for the whole programme a Major Study GPA of 3.0 or above and a cumulative GPA of 2.7 or above.
- 21.4 MFA in Film Production Requirements for Graduation
- (a) Students shall have passed all required courses stipulated in the curriculum of the programme of study; and
  - (b) Accumulated the required number of credits required for the programme of study as stipulated in the curriculum, which includes the number of credits for the required courses and the stipulated number of credits for electives; and
  - (c) Obtained for the whole programme a Major Study GPA of 3.0 or above and a cumulative GPA of 2.7 or above.
- 21.5 MFA in Theatre and Entertainment Arts Requirements for Graduation
- (a) Students shall have passed all required courses stipulated in the curriculum of the programme of study; and

- (b) Accumulated the required number of credits required for the programme of study as stipulated in the curriculum, which includes the number of credits for the required courses and the stipulated number of credits for electives; and
- (c) Obtained for the whole programme a Major and/or Specialisation Study GPA of 3.0 or above and a cumulative GPA of 2.7 or above.

21.6 MMus Requirements for Graduation

- (a) Students shall have passed all required courses stipulated in the curriculum of the programme of study; and
- (b) Accumulated the required number of credits required for the programme of study as stipulated in the curriculum, which includes the number of credits for the required courses and the stipulated number of credits for electives; and
- (c) Obtained for the whole programme a Major Study GPA of 3.3 or above and a cumulative GPA of 2.7 or above.

21.7 Students who have completed the whole curriculum of the programme of study but are not eligible for graduation shall be required to repeat the concerned courses of study or to withdraw from their studies at the Academy, subject to the decision of the Board of Graduate Education.

21.8 In cases where students have passed all the required courses but failed to obtain the required GPAs for graduation, students may be exceptionally allowed to repeat one semester of study instead of a year, subject to the decision of the Board of Graduate Education.

21.9 Under special circumstances, students who fail to meet the requirements for graduation due to failure or an unsatisfactory result in a required course or failure to obtain the required number of credits may be allowed to retake the courses concerned instead of repeating a year of study, subject to the decision of the Board of Graduate Education.

## 22. Award of Master Degree with Distinction

22.1 The 'Award of Master Degree with Distinction' was implemented in 2011/12, through the recommendation of the Board of Graduate Education and the approval of the Academic Board.

22.2 The criteria for the Award include:

- (i) Pass with Distinction in the *Thesis Project / Thesis Project Equivalent*\*; and
- (ii) Minimum Cumulative Programme GPA of 3.5, and minimum Major / Specialisation Study GPA of 3.7

\* Specific criteria for the grade of Pass with Distinction for the *Thesis Project / Thesis Project Equivalent*, are provided for the individual programmes.

22.3 Suitable students are nominated by the School Graduate Education Committee, endorsement by the Board of Graduate Education, conferral by the Academic Board. The Board of Graduate Education and Academic Board will judge students recommended by the School Graduate Education Committee for the Award of Distinction on their performance in all aspects of their chosen discipline. Postgraduate students demonstrate autonomy, creativity, versatility, and reflectivity in their related field. Distinction is awarded to students graduating from MFA or MMus degree programmes who have demonstrated exceptional standards of performance practice, critical reflection, and collaborative work, commensurate with professional expertise at an international level, in their overall performance in the programme. This should be supported by a deep and developed, unique, artistic voice.

## 23. Nomenclature and Classification of Degree Awards

23.1 Master's degrees conferred by the Academy are:

Degree of Master of Fine Arts

Degree of Master of Music

23.2 The academic award conferred upon graduating students from the Master's degree programmes in Dance, Drama, Film Production, or Theatre and Entertainment Arts is the 'Degree of Master of Fine Arts' (MFA).

23.3 The academic award conferred upon graduating students from the Master's degree programme in Music is the 'Degree of Master of Music' (MMus).



## **24. Academic Record and Transcript**

- 24.1 Students shall be provided with an academic progress report at the end of each semester.
- 24.2 A transcript of academic record that shall list all courses taken and the grades obtained may be issued upon application by students or former students and upon payment of the prescribed fee.
- 24.3 A transcript may be issued to students or to a person or an organisation designated in their application for the transcript.

## **25. Fees**

- 25.1 Tuition fees for full-time study mode shall be charged on the basis of a programme of study and shall be payable in two equal instalments before September of the year of admission and before February of the following year respectively.
- 25.2 Tuition fees for part-time study mode admissions in 2008/09 or before shall be charged on a credit basis at HK\$2,900 per credit, or fraction thereof where applicable, and shall be payable for each semester.
- 25.3 Tuition fees for part-time study mode admissions in 2009/10 onwards shall be charged on the basis of a programme of study for three years and are payable each year in two equal instalments before September of the year of admissions and before February of the following year respectively.
- 25.4 Registration beyond the normative study period as stipulated in Regulation 10.1 will incur a charge of HK\$5,800 per semester.
- 25.5 Students shall be required to pay tuition fees on the dates specified by the Academy unless prior approval for deferred payment is obtained. The Academy reserves the right to withdraw the offer of admission and/or to declare the registration of students null and void in the event of payment not being settled by students as required.
- 25.6 Any tuition fees paid shall not be refunded.
- 25.7 In addition to tuition fees, students shall pay other fees as prescribed by the Academy, including caution money, graduation fee, transcript fee, re-examination fee, and others.
- 25.8 Caution money shall be payable by the student upon first registration in a programme of study and shall be used to cover any outstanding debts to the Academy, such as outstanding fees, fines, or debts arising from damages or loss incurred by the student.
- 25.9 Any balance of the caution money paid by the student shall be set off against the graduation fee upon graduation or refunded upon official withdrawal from the Academy.

## **26. Work Outside the Academy**

- 26.1 Students shall seek approval from the School or Department concerned prior to undertaking any paid or unpaid professional engagement in performing arts, theatre and entertainment arts, or film and television, that is related to their art discipline studied at the Academy.
- 26.2 Students who undertake any paid or unpaid professional engagement related to their art discipline studied at the Academy, or any form of full-time employment, without prior approval from the Academy shall be subject to disciplinary action.
- 26.3 No approval shall be given for students to undertake any professional engagement outside the Academy that may adversely affect the students' studies at the Academy, including classes, performances, rehearsals, productions, and any other required activities.
- 26.4 In accordance with the laws of Hong Kong currently enforced, non-local students, who study at the Academy on a student visa, without the "No Objection Letter" issued by the Hong Kong Immigration Department shall not undertake any employment, whether paid or unpaid.

## **27. Disciplinary Action**

- 27.1 Students who violate any regulation or rule and/or commit any misconduct as stipulated in the Regulations Governing Student Discipline shall be subject to disciplinary action, which may be imposed by the Academy in accordance with the *Regulations Governing Student Discipline* (p25).

## **28. Saving Clause**

- 28.1 The Board of Graduate Education may, in any case in which it may deem appropriate to do so, dispense with or suspend any requirements of, or prescription by, the *General Academic Regulations Governing Postgraduate Studies*.

## **Regulations Governing Postgraduate Studentships**

1. The purpose of Postgraduate Studentships is to make available to selected local and non-local students financial assistance in the form of a scholarship for full-time Master's degree studies at the Academy. Normally, recipients of other scholarship awards and part-time students are not eligible for Postgraduate Studentships.
2. Postgraduate Studentships shall be awarded by the Board of Graduate Education, on the recommendation of the respective School Graduate Education Committee on the basis of academic merits and/or professional experience and qualification. The award shall be tenable on an annual basis.
3. The Postgraduate Studentship award is to provide financial assistance to students to help defray the tuition fee and living expenses during the period of study. Postgraduate Studentship recipients should devote full-time efforts to their studies and are not employees of the Academy.

4. The annual value of the Postgraduate Studentship shall be determined by the Academy from time to time. Payment to studentship recipients will be made monthly in arrears. The amount of the award in 2012-13 is HK\$8,700 per month for ten months for a full studentship. A partial studentship, which is a fraction of the amount for a full studentship, may be awarded.
5. Postgraduate Studentship recipients shall be responsible for paying whatever Academy fees are liable to be paid and the Academy reserves the right to draw on the award to settle any outstanding Academy fees.
6. A Postgraduate Studentship recipient is required to undertake, under supervision, teaching, research, and/or other support duties that bear educational benefits for the holder, as prescribed by the respective School. The amount of the duties shall not exceed 200 hours yearly for a full Postgraduate Studentship. To safeguard recipient's welfare, the respective School shall monitor the amount of duties to ensure that they remain within the maximum yearly amount and reasonable weekly limits. The duties undertaken shall not be granted credit for the studied programme. Full Studentship recipients shall not otherwise undertake any employment either within or outside the Academy during the tenure of the Postgraduate Studentship without the approval of the Academy.
7. The continued tenure or renewal of a Postgraduate Studentship shall at all times be considered with respect to the recipient's satisfactory academic progress, maintenance of academic standing, and performance of duties to the satisfaction of the respective School, as well as the availability of the funds for the payment of the Postgraduate Studentship.
8. The award of Postgraduate Studentship will automatically cease immediately when the recipient has completed her/his programme of study at the Academy, or has ceased to be a full-time student, or has her/his study terminated by the Academy.
9. Should the recipient's academic progress or duties fail to attain a satisfactory level, the Board of Graduate Education on the advice of the relevant School Graduate Education Committee may suspend or terminate the Postgraduate Studentship.
10. Postgraduate Studentship recipients are required to sign an undertaking to abide by these regulations.

### **Regulations Governing Student Discipline**

- I. The Academy may take disciplinary action against any student who violates any regulation or rule and/or commits any misconduct such as:
  - (a) An offence of which the student has been convicted in any court of law;
  - (b) Defamation of, or assault on, or battery against, any member of the Academy;
  - (c) Wilful damage to, or defacement of, any property of the Academy;
  - (d) Theft, fraud, or misuse of Academy funds or property;
  - (e) Misrepresentation or false statements in, or falsification of, any document submitted to the Academy;
  - (f) Falsification or misuse of Academy records or documents;

- (g) Misconduct in connection with examinations or course assessment, such as cheating and collusion;
  - (h) Plagiarism in assignments or any submission for course assessment or any work required by the Programme of study concerned;
  - (i) Failure to observe any regulations or orders by authorised persons of the Academy against any conduct which disrupts the academic, training, or other activities of the Academy;
  - (j) Professional engagement in the performing arts or related fields which may adversely affect the student's studies and any form of full-time employment without prior approval from the Academy;
  - (k) Any conduct that may adversely affect the reputation or well-being of the Academy.
2. The Academy may take disciplinary action in the form of the following penalties, which may be entered into the transcript of the student's academic record:
- (a) Reprimand;
  - (b) Reimbursement of expenses for the repair or replacement of the Academy property concerned;
  - (c) Suspension from part or all of the rights and privileges of Academy students, including the right to take examinations and access to the Academy facilities;
  - (d) A mandatory failure grade of F for the course concerned in the case of misconduct or plagiarism in connection with examination or final course assessment;
  - (e) Disciplinary probation for a specified period during which any further misconduct may constitute the ground for suspension or expulsion from the Academy;
  - (f) Suspension from studies at the Academy for a specified period;
  - (g) Expulsion from the Academy;
  - (h) Any other appropriate action or requirements.
3. Under special circumstance, students who have been alleged of misconduct may be placed on temporary suspension from studies by the Academy whilst an investigation of the case is being conducted.
4. Students have the right to appeal against disciplinary actions taken by the Schools, and the decision made by the Disciplinary Committee will be deemed as final.

## **Library Regulations**

### **1. Libraries' Opening Hours**

- 1.1 The opening hours are determined by the Librarian according to the demand for Libraries use and the availability of staff and other relevant resources. The Libraries' opening hours are displayed at the entrance to the Libraries, on the Library web page at <http://library.hkapa.edu> and in this handbook.

### **2. Admission to the Library**

- 2.1 Admission to the Library is conditional upon the presentation of a valid Academy Identity Card, a Reading Card, a Borrowing Card, or The Society of The Academy for Performing Arts (SAPA) Life Member's Card.
- 2.2 Academy Identity Cards for staff members are issued by the Human Resources Office while Academy Identity Cards for students are issued by the Academic Services and Student Affairs Office.
- 2.3 The following persons are eligible to apply for a Reading Card or a Borrowing Card by completing the registration procedure at the Circulation Counter of the Library:
  - (a) Academy Council members and SAPA life members;
  - (b) Former full-time staff of long service;
  - (c) Students enrolled in the Junior Programme;
  - (d) Academy graduates;
  - (e) Academy visiting artists and guest lecturers;
  - (f) Part-time Programme Academic Staff; or
  - (g) Other persons who wish to use the Academy Library for a specified period or purpose.

Each application shall be considered under one category only.

### **3. Library Registration and Fee**

- 3.1 Persons listed in Regulation 2.3(a) may apply for a Reading Card free of charge or a Borrowing Card by paying a deposit of HK\$500.
- 3.2 Persons listed in Regulation 2.3(b) who had served the Academy for more than 10 years may apply for a Reading Card free of charge or a Borrowing Card by paying a deposit of HK\$500.
- 3.3 Persons listed in Regulation 2.3(c) who are over 16 or currently enrolled in the Advanced Musicianship may apply for a Reading Card free of charge. They are also eligible to apply for a Borrowing Card by paying a deposit of HK\$500.

- 3.4 Persons listed in Regulation 2.3(d) may apply for a Reading Card free of charge for the first three years after graduation. Thereafter, a non-refundable annual fee of HK\$100 shall be charged. These persons are also eligible to apply for a Borrowing Card by paying a non-refundable annual fee of HK\$200 and a deposit of HK\$500.
- 3.5 With the support of the Dean of School or Head of the Department concerned, persons listed in Regulation 2.3(e) may apply for a Reading Card.
- 3.6 Persons listed in Regulation 2.3(f) have the privilege to use the Library. He or she may apply for a Borrowing Card by paying a deposit of HK\$500.
- 3.7 Persons listed in Regulation 2.3(g) may apply for a Reading Card by paying a non-refundable annual fee of HK\$1,000 or a Borrowing Card by paying a non-refundable annual fee of HK\$3,000 and a deposit of HK\$500. Their applications must have the support of either an Academy Council member or a member of the Academy's full-time academic staff. The Library reserves its right not to grant permission to this category of persons to use the Library.
- 3.8 Deposits shall be used to settle fines and charges for the loss of or damage to Library materials. The balance shall be refunded upon return of the Borrowing Card.

#### **4. Borrowing Regulations**

- 4.1 A valid Academy Identity Card, a Borrowing Card, or a SAPA Life Member Card must be presented when borrowing Library materials. Loaned items are not transferable, and may not be used on behalf of another person. Cardholders are responsible for all checked-out items.
- 4.2 No Library materials shall be removed from the Library until their issue has been properly recorded at the Circulation Counter. Any infringement of this regulation may lead to disciplinary action or prosecution.
- 4.3 Loss of Academy Identity Card, Reading Card, or Borrowing Card must be reported to the Circulation Counter without delay. A processing fee shall be charged for obtaining a replacement card issued by the Library.
- 4.4 Borrowers are responsible for returning all loans, clearing all unsettled fines and charges prior to expiry of their eligibility.

4.5 Loan Quota and Loan Period

Category of Borrower	Loan Quota	Loan Period				
	Circulating Book, AV Material, Periodical, Special Material & Course Reserve Material <sup>1</sup>	Circulating Book	AV Material <sup>2</sup>	Periodical Back Issue and Computer File	Periodical Current Issue	Special Material <sup>3</sup>
Academy Council Member	10	30 days	4 hours & Library Use Only <sup>6</sup>	4 days	Overnight	4 days
Former Full-time Staff of Long Service						
Full-time Academic Staff	30		4 days			
Postgraduate Students						
Part-time Academic Staff & Part-time Programme Academic staff						
Full-time Non-Academic Staff	7	14 days	4 hours & Library Use Only <sup>6</sup>	4 days	Overnight	4 hours & Library use Only
Degree Programme Students	15	30 days	4 days			
Non-Degree Programme Students <sup>4</sup>						
Junior Programme Students	4	14 days	4 hours & Library Use Only	Library Use Only <sup>5</sup>	Library Use Only	
Academy Graduates				4 days		
SAPA Life Members, Non-Academy Borrowers						

1. Loan period for Course Reserve material is 3 hours or overnight.
2. Including video, audio, and the accompanying material.
3. Including slide, kit, microform, filmstrip, items in the Special Collection and Academy Archives.
4. Including students pursuing Diploma, Advanced Diploma, Professional Diploma, Certificate, Advanced Certificate, and Professional Certificate Programmes, as well as Visiting Students.
5. Loan period of computer file is 4 hours.
6. Loan period may be extended on request.

4.5.1 Overnight loaned items should be returned within the first hour of service on the next Library opening day.

4.6 Return Procedure

4.6.1 All borrowers must return all loans to the Circulation Counter and should wait to ensure that records of loans are cancelled before leaving the Counter.

4.6.2 Book Returns are available at the entrance of the Academy Library and the Writing Room (G37) at Béthanie. Items returned will be recorded as if they were returned on the last Library opening day.

4.7 Overdue Fines

4.7.1 Borrowers are responsible for returning their loans on or before the due date/time.

Due date/time is listed under the 'My Record' option of the Library System. An overdue fine will be calculated immediately from the day/hour following the due date/time. The following charge rates shall apply:

Loan Type	Material Type	First Fine Period	Second Fine Period
Daily Loans	Printed Material	Day 1 - 7, HK\$ 1.00 per day	Day 8 onward, HK\$ 2.00 per day
	AV Material, Special Material and Computer File	Day 1 - 2, HK\$ 3.00 per day	Day 3 onward, HK\$ 6.00 per day
Hourly and Overnight Loans	HK\$ 1.00 per hour		

4.7.2 Overdue notices will be sent to those who do not return the borrowed materials after the due date/time. Non-receipt of overdue notices will not be accepted as an excuse for waiving or reducing overdue fines. If the materials are not returned within 28 days after the due date or 48 hours after the due time, borrowing privileges may be suspended, and the borrower will be charged for the replacement costs of the items and the overdue fine. The materials will continue to remain the property of the Library after the replacement costs have been settled by the borrower.

4.8 Reservations

4.8.1 Readers may reserve up to 5 loaned items through the Library System or at the Circulation Counter. Academic staff and students may reserve any library materials except hourly loan items such as Course Reserve. Other borrowers may reserve books only. When the item is returned to the Library, the requester will be notified. If the item is not collected within 7 days, it will be passed to the next requester or returned to the shelf.



4.9 Renewals

4.9.1 Borrowers may renew loans for 2 additional loan periods. They may renew loans either online at the Library System or at the Circulation Counter by presenting all loans to the Library staff. No item may be renewed if it has been requested by another Library user.

4.10 Recalls

4.10.1 Academic staff and students are entitled to recall items that have been on loan for over 2 weeks. Recalled items must be returned within 7 days. Late return will be treated as an overdue and the borrower is liable to a fine.

4.10.2 If the recalled item is not returned within 28 days after the new due date, borrowing privileges may be suspended and the borrower will be charged for the replacement cost and overdue fine. The item will continue to remain the property of the Library after the replacement cost has been settled by the borrower.

4.11 Loss or Damage

4.11.1 Loss of or damage to Library materials must be reported to the Library immediately. Materials not returned within 28 days (4 days for hourly and overnight loans) after the due date will be treated as lost items. Borrowers are responsible for the overdue fine and the replacement costs of these items. The cost of replacement will be the estimated price of each item plus a processing fee of HK\$40 per item. Lost or damaged Library items will continue to remain the property of the Library after the replacement costs have been paid.

4.12 Payment of Fines and Charges

4.12.1 All fines and charges should be paid to the Library or the Accounts Office promptly. Failure to do so may result in the suspension of borrowing privileges. Students may not be cleared for registration, withdrawal, or graduation until all Library charges have been settled and all loans have been returned. Unsettled fines will be deducted from caution money of students or deposits of other types of Library borrowers.

4.13 Waiving the Regulations

4.13.1 The Librarian has discretion to waive any of the above regulations in special circumstances. This discretion is exercised only if there is no detrimental effect on the facilities or services offered to Library users as a whole.

**5. Conduct of Library Users**

5.1 If requested by a Library staff member on duty, all Library materials and bags must be presented for inspection at the Library exit.

5.2 All items borrowed must be checked out properly at the Circulation Counter. Users' borrowing privileges will be suspended if they are found to have removed items from the Library.

- 5.3 In the use of photocopiers, the Copyright Law must be observed. Users are fully responsible for any legal consequences concerning copyright that may arise. When in doubt about copyright issues, users should consult the Library staff.
- 5.4 Unauthorised reproduction or duplication of audio-visual materials and computer software is strictly prohibited.
- 5.5 Using Library equipment to play audio-visual materials that do not belong to the Library shall not be permitted. However, permission shall be granted to those who can present written support from their teachers indicating that the audio-visual materials are related to the curriculum.
- 5.6 Pagers and mobile phones must be turned off in the Library at all times.
- 5.7 No games of any form are allowed in the Library.
- 5.8 Smoking, eating, or drinking is not permitted in the Library.
- 5.9 Talking is not permitted in the reading area and must be kept to a minimum elsewhere within the Library.
- 5.10 Personal property should not be left unattended anywhere in the Library. The Library is not responsible for any personal belongings left in the Library.
- 5.11 No seats may be reserved by placing materials on desks or chairs. Books or personal belongings left unattended in carrels or desks may be removed without prior notice to the owner.
- 5.12 All users should follow the instructions on the proper use of the Library facilities as displayed in the Library or given by members of the Library staff.
- 5.13 Breach of Library regulations may result in the withdrawal of Library privileges and may be reported to the Academy authorities or the Police.

### **Assignment of Copyright and Performers' Rights in Students' Works**

In accordance with the Hong Kong Copyright Ordinance enacted in June 1997, the Academy has made it a condition of registration that students assign their intellectual property rights and performers' rights to the Academy in respect of activities undertaken within a programme of study. To effect the assignment of these rights, all students are issued at the time of admission a set of Explanatory Notes on this matter and are required to sign a standard form *Assignment of Copyright and Performers' Rights in Students' Works*.

## Explanatory Notes for Students

1. The Hong Kong Copyright Ordinance was enacted in June 1997, bringing up to date the laws affecting intellectual property rights in Hong Kong.
2. As an essential part of the education process, the Academy provides facilities, resources, instruction, and supervision for students' creative work and public performances undertaken within their studies. Under such circumstances, legal considerations arise with regard to ownership of copyright and performer's rights created under the law.
3. At other tertiary educational institutions in Hong Kong and overseas, by regulation or mutual understanding, it is generally held that the intellectual property rights to works submitted by students for the purposes of assessment within a course of study belong to the institution. However, an implicit understanding between the institution and its student body is not sufficient to enable the Academy to conduct its educational programmes without infringing upon the rights created under the law.
4. The Academic Board has accordingly decided to make it a condition of registration that students assign their intellectual property rights and performers' rights to the Academy in respect of activities undertaken within a programme of study. The attached agreement on *Assignment of Copyright and Performers' Rights in Students' Works* will put into effect the assignment of these rights in respect of student involvement in Academy activities.
5. This assignment has no effect on the ownership of copyright or performers' rights in any creative works or performances undertaken by students outside of the Academy's sphere of activities. It also has no effect on graduate's ownership of copyright or performers' rights in respect of any creative work or performance he or she may undertake after leaving the Academy.
6. The attached agreement uses the word 'fixation' which may be unfamiliar and this is explained below.  
'Fixation', in relation to a performance, means a film or sound recording
  - (a) made directly from the unfixed performance; or
  - (b) made, directly or indirectly, from another fixation of the performance.'Film' in this context means a recording on any medium from which an image may by any means be produced.
7. All students admitted to the Academy are required to return a signed copy of the *Assignment of Copyright and Performers' Rights in Students' Works* to the Academy at the time of registration as part of the registration procedures.

## Assignment of Copyright and Performers' Rights in Student' Works

(Standard Form)

This assignment is made on \_\_\_\_\_  
(Date)

### Parties

1. \_\_\_\_\_ (HKID Card No./ Passport No. \_\_\_\_\_ )  
(Name of Student)

of \_\_\_\_\_ ("Student").  
(Address of Student)

2. The Hong Kong Academy for Performing Arts of 1 Gloucester Road, Wanchai, Hong Kong ("Academy").

### Whereas

- A. The Student will create and/or perform works in connection with his/her studies at the Academy and/or join the production or performance of presentations or co-presentations of the Academy as a student of the Academy. ("Works")
- B. It is a condition of registration for study at the Academy that the Student agrees to execute this Assignment for the purpose of vesting in the Academy all the copyright and economic performer's right in the Works.

In consideration of the Student being registered for study at the Academy, the parties agree as follows:

1. The Student **Hereby Assigns** to the Academy all copyright and/or economic performers' rights conferred under the laws of Hong Kong and elsewhere in the Works absolutely for the full period during which the said rights in the Works subsist.
2. The Works include all works created and/or performed in connection with the Student's studies and/or activities as a student of the Academy within his/her period of study at the Academy, including all subsequent modifications and amendments made by the Student within his/her period of study at the Academy.
3. The Student confirms that he/she has no agreement with a third party to assign any future rights of works created or performed by him/her.
4. The Student consents to the Academy making a fixation, using the fixation and dealing with the fixation of any of his/her Works which are created or performed in connection with his/her studies and/or research activities as a student of the Academy within his/her period of study at the Academy.
5. As and when the Student graduates or otherwise ceases to be a student of the Academy, the parties agree that all rights hereby assigned to the Academy (other than rights in respect of any Works consisting of a film or video, including the soundtrack) shall thereupon by this agreement be re-assigned to the Student, on condition that the Academy shall have a royalty free non-exclusive license to use and to digitise or continue to use the Works for legitimate purpose.

Signed:

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(Signature of Student)

# Rules and Guidelines

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## Guidelines for MFA Thesis Project and MMus Thesis Project Equivalent

### General Guidelines

#### I. Permanent Record

- 1.1 All Master's degree candidates are required to submit a record of their *Thesis Project* (for the MFA degree) or *Thesis Project Equivalent* (for the MMus degree). One copy (for retention in the Academy Library) must be presented in a permanent and legible form according to the specifications set out below:
  - (a) The written components of *Thesis Project* and *Thesis Project Equivalent* must be typed and bound with DVD recording(s) of the practical components included as a permanent and integral part by means of pocket(s) attached to the inside of the rear board of the binding.
  - (b) The binding must be fixed so that leaves cannot be removed or replaced, i.e., signature (sewn) bound. The front and rear boards should have sufficient rigidity to support the weight of the work when standing upright. The GEC and the Library will provide binding service by an outsourced binder.
  - (c) The outside front board must bear, centered on the board: (1) the title of the work in 24-point type; for MFA candidates this would be the *Thesis Project* title; for MMus candidates, "Chamber Music Concert Performance," "Conducting Project (Conducting for Chinese Orchestras)," "Graduation Recital," and "Graduation Concert (Conducting for Chinese Orchestras)," would be the *Thesis Project Equivalent* programme titles, as applicable, (2) the name and initials of the student and the qualification – i.e., MFA in Dance, Drama, Film Production, or Theatre and Entertainment Arts, or MMus, and (3) the year of submission.
  - (d) The spine must bear, with the lettering towards the left-hand edge of the spine, (1) the name and initials of the student and the qualification MFA in Dance, Drama, Film Production, or Theatre and Entertainment Arts, or MMus, and (2) the year of submission.
  - (e) The content of the first 6 pages are as follows:

#### Page 1

The Title page. This must contain, centered on the page, (1) the full title of the work as described above at (c) and (2) the full name of the student and qualification. The title page must also contain, justified in the right-hand bottom corner of the page (3) the statement "Submitted in partial fulfillment of requirements for the degree of Master of Fine Arts in (Dance, Drama, Film Production, or Theatre and Entertainment Arts), or Master of Music", (4) The Hong Kong Academy for Performing Arts, and (5) the month and year of submission.

Page 2

The Declaration page. This must contain the signed Declaration form, downloaded from GEC Intranet.

Page 3

The Acknowledgement page. This must contain acknowledgment of the full name of any scholarship(s) student received for Master's study at the Academy in the following format: [Name of Student] is the recipient of the [Name of Scholarship(s)]. The acknowledgement page may also contain any personal acknowledgements student may wish to make (personal acknowledgements are optional). The form of personal acknowledgements may vary, but the preferred format is a list of names of people or organisations being acknowledged under the heading, "Acknowledgements". In cases where there are no acknowledgements, subsequent pages move up in rank.

Page 4

The Abstract page (for MFAs only). This contains an Abstract that summarises content in not more than 300 words in one paragraph. The Abstract page should also contain the title as described above at (c) and author's name.

Page 5

The Table of Contents page. This page lists chapter/section headings and page numbers.

Page 6

The text of Chapter/Section One begins on page 6.

- (f) Pages must be numbered consecutively throughout the text, starting with the title page as Page 1 and including photographs, drawings, and/or diagrams that are not embedded in the text. Such photographs, drawings, and/or diagrams must be firmly fixed in place. Page numbers must be located centered at the bottom of the page and 20mm above the edge of the paper.
- (g) If photographs, drawings, and/or diagrams that are not the author's own are included, acknowledgement must be included and, where applicable, permission to reproduce must be sought from the artist/author.
- (h) For documentation of sources, use the system recommended by your Graduate Advisor that best suits your work and use this system consistently. The two systems most often used are the Author - Date system, in which sources are parenthetically cited in the text by author's last name and date of publication and listed as References at the end of the paper. The other frequently used system indicates citations and notes with superscripts in numerical order as footnotes according to the order of citation in the work with a Bibliography at the end of the paper.

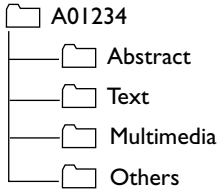
- (i) The References/Bibliography and the appendices should appear after the main body of the text. The pagination of the References/Bibliography and Appendices should be continuous with the main text.
- (j) A4 size page (210mm X 297mm) of good quality and sufficient thickness (100gsm) must be used with 40mm left hand margin (binding edge) and 20mm for other margins. If required, MFA in Drama Directing major; and MFA in Theatre and Entertainment Arts Theatre Design major; and MMus Composition major (for scores) may use A3 sized page (420mm X 595mm).
- (k) Choices of Type fonts:

Font	Title Page/ Chapter Headings	Body Text	Footnote
Arial or Palatino	14 point	11 point	9 point
Times New Roman	16 point	12 point	10 point

- (l) Except for indented quotations and footnotes where single spacing is used, 1.5 line spacing should be used. Only one side of the paper should be used.
- 1.2 Students are also required to submit an electronic version of the *Thesis Project* or *Thesis Project Equivalent* in addition to the bound version. (MMus Composition majors should submit an electronic version of their scores whenever feasible.) All documents should be submitted on one optical storage medium (e.g. CD-R) according to the specifications set out below:
- (a) Abstract in one file format: Adobe Portable Document Format (.pdf) that supports searchable text
  - (b) Text in one file format: Adobe Portable Document Format (.pdf) that supports searchable text
  - (c) Acceptable file formats for multimedia file(s):  
 Images only: JPEG (.jpg) / TIFF (.tif)  
 Images and Text: PDF (.pdf)  
 Video: Apple QuickTime (.mov) / Microsoft Audio Video Interleave (.avi) / Mpeg (.mpg)  
 Audio: AIF (.aif) / Wav (.wav) / MP3 (.mp3) / MIDI (.midi)
  - (d) Name the files to be submitted in the following format:  
 <student\_ID>\_<doc\_type><doc\_no.>.<file extension>  
 Example:  
 A01234\_thesis.pdf      A01234\_abstract.pdf      A01234\_video1.avi  
 A01234\_video2.mpg      A01234\_audio.wav
  - (e) Acceptable optical storage media: CD-R, DVD+R/RW and DVD-R/RW



- (f) Clearly write your student ID, name, file names, submission date, and programme on the CD-R cover
- (g) Organise your documents into respective folders on the CD-R, for example:



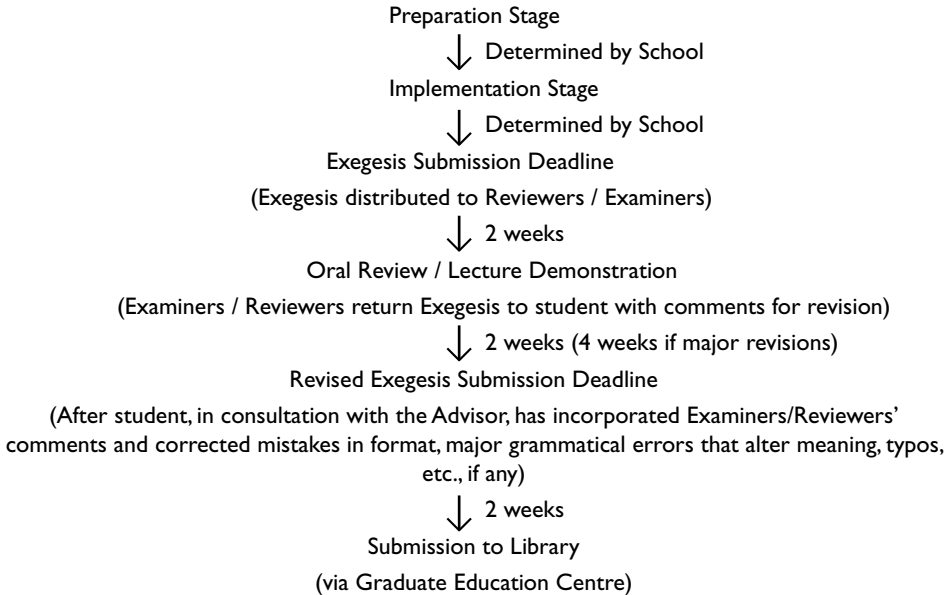
1.3 Informed Consent Form

Master’s candidates submitting a *Thesis Project or Thesis Project Equivalent* that involve participants who are not students or staff of the Academy or are minors, must separately submit a signed “Informed Consent Form” for each participant.

1.4 Declaration of Intention to Complete

Candidates must submit a “Declaration of Intention to Complete” form for their Master’s degree programme at the beginning of their final year of study. The form includes a template for a timeline that students use to detail work towards their completion.

1.5 Below is the MFA in Dance, Drama, and TEA general timeline for *Thesis Project* completion:



### **Programme Specific Guidelines**

## **2. MFA in Dance and MFA in Theatre and Entertainment Arts**

- 2.1 Students are required to complete a *Thesis Project* that demonstrates acquisition of a comprehensive command of an area of specialisation. A satisfactory completion of the *Thesis Project* will exhibit the student's understanding of the sophisticated and complex relationships between an area of specialisation, the context of its creation, and the student's own career goals. The *Thesis Project* is assessed on the basis of its original contribution to the field; in turn, it embodies the student's individual artistic vision.
- 2.2 The *Thesis Project* must include both praxis and exegesis. The subject of the *Thesis Project* must be related to the individual career goals of the student. The praxis component of the *Thesis Project* should be substantial enough to exemplify the capstone experience of the graduate curriculum. With the *Thesis Project* the student should consolidate the various aspects of her/his education and demonstrate acquisition and application of in-depth knowledge and skills in order to comprehensively explore a research topic, set of ideas, theories, and/ or practices in a specialised area. The *Thesis Project* should demonstrate the techniques of self-directed research and problem-solving; display an internal logic consistent with its aims and objectives; and, achieve original contribution to the specialised area through synthesis of existent practices or modes of expressions, or integration with other media or performing arts paradigms.
  - 2.2.1 Length and scope of the praxis component may vary depending on the nature of each project and extent of complexity but must justify the credits allocated to the unit.
  - 2.2.2 The praxis component of the *Thesis Project* for the MFA in Dance may include the following:
    - Choreography concert
    - Presentation of choreographic work within School of Dance concert(s)
    - Performance Concert
    - Series of performances within School of Dance concerts
    - Video choreography project
    - Animation choreography project
    - Teaching project
    - Reconstruction or movement analysis project
    - Lecture demonstration project
    - Collaborative project with recognised professional dance organisations, which includes curriculum development, presentation of choreography, performance, reconstruction, or documentation
    - Interdisciplinary project
    - Integrated project on performance, education, choreography, documentation, and/ or direction

- 2.2.3 The praxis component of the *Thesis Project* for the MFA in Theatre and Entertainment Arts may include the following:
- Theatre Production/Project
  - Multi-media project pertaining to the specialist area
  - Sound Design Project for a Classical/Pop concert
  - Performance Design Project for Dance/Drama/Opera/Musical
  - Design Installation Project / Exhibition
  - Costume Technology/Design Research Project
  - Technical Direction Research Project
  - Management of an Event
  - Conference Management
  - Festival Management
  - Educational Event Project
  - Collaborative Projects with recognised performance groups/ companies in the specialised area
  - Interdisciplinary Project
- 2.2.4 The praxis component must be recorded on DVD and included within the bound exegesis component for the final submission of the *Thesis Project*.
- 2.2.5 The exegesis component should elucidate the praxis component, map the student's journey as an artist (including background research into the ideas underpinning the practical component), describe and analyse the creative process, and provide evaluation of the *Thesis Project*.
- 2.2.6 Suggested exegesis guidelines for articulation, reflection, and evaluation:
- (a) Concept and philosophical framework of the *Thesis Project*, with appropriate referencing to readings and any other material sourced as part of the background research
  - (b) Creative processes outlining relationship to the concepts and philosophies underpinning the *Thesis Project* and relationship to the other creative and interpretive participants in the process
  - (c) Creative and conceptual challenges faced in articulating artistic vision through the realisation and outcome of the *Thesis Project*
  - (d) Creative breakthroughs or discoveries
  - (e) Critical analysis and evaluation of the processes and outcomes.
- 2.3 The Graduate Advisor shall provide guidance on the *Thesis Project* during regular meetings with the student and through periodic progress reports. Such meetings are expected to be no more than 10 hours per semester.

2.4 According to the timetables set out below:

- (a) The student will propose a topic and an outline of *Thesis Project*, including parameters, aims, and resource requirements in written submission to the Graduate Advisor. The outline must include a timetable with proposed dates for final presentation / performance / submission of the *Thesis Project*.
- (b) The student will submit a progress update that includes a report on the review of the literature / work relevant to the *Thesis Project* and a final draft of the exegesis.
- (c) All work for the *Thesis Project* must be completed and all documentation submitted.

2.5 *Thesis Project* Guideline for MFA in TEA (timetable for students enrolled in part-time mode will be extended proportionate to their study load).

Guideline for MFA in Theatre and Entertainment Arts Exegesis Submission

(by end of) SEMESTER 2	(beginning of) SEMESTER 3	(by end of) SEMESTER 3	(no later than late March of) SEMESTER 4	(no later than 6 weeks before) END OF SEMESTER 4
Finalise topic, outline, parameters, aims, resources, timeline to Advisor	Submission of Final Thesis Project Proposal to be approved by SGEC	Submit written Review of Literature/ Practice to Advisor	Submit complete 1st Draft of Exegesis to Advisor	Submit Final Exegesis to Panel Members

2.6 A Committee of three reviewers comprised of the Graduate Advisor and two other members shall assess the *Thesis Project*. One is normally the School's MFA Coordinator. The School Graduate Education Committee or the student will nominate the third member (who may be an external member) approved by the School Graduate Education Committee.

2.7 Assessment of the *Thesis Project* is based on the individual projects and negotiated by the student and the Graduate Advisor. The Graduate Advisor articulates the assessment criteria to reflect the specific nature of the project undertaken.

2.8 The *Thesis Project* syllabus gives general assessment criteria. Depending on the nature of the *Thesis Project*, the following are suggested as possible additional criteria:

- (a) Depth of articulation of the concept, process, and philosophical framework of the *Thesis Project*
- (b) Evidence of research (via interviews, published or internet/visual/video material) in conceiving and realising the *Thesis Project*
- (c) Linking of contextual research to practice

- (d) Ability to analyse and critically reflect on the concept, creative process, and final realisation of the *Thesis Project*
- (e) Clarity of expression, logical development of ideas and concepts, and appropriate academic referencing
- (f) Development of artistic practice
- (g) Understanding of the nature of experiential and embodied learning
- (h) Conceptual understanding of the various roles in the creative process
- (i) Deeper level of understanding of the respective roles within the performative enterprise
- (j) Honesty and integrity in practice and process
- (k) Understanding influences shaping identity as a practitioner

2.9 The *Thesis Project* is graded by the Committee on a Distinction, Pass or Fail basis.

### 3. MFA in Drama

#### 3.1 *Thesis Project for Acting, Directing, Playwriting Major*

3.1.1 The objective of the *Thesis Project* is to help to develop the individual artistic expression of each student. The subject of the *Thesis Project* is related to the individual pathway of each student. The praxis components of the *Thesis Project* vary, and may include, but are not limited to the following formats:

For Acting Major

The student should create and perform a character, as cast, in a performance/play or full evening of scenes.

For Directing Major

Students should direct a full-length performance or play of her/his choice.

For Playwriting Major

Students should present an original full-length play (approximately two hours playing time), or a series of shorter plays that together constitute a full evening at the theatre.

3.1.2 The *Thesis Project* must include both a record of praxis and documentation. Documentation must be in format(s) appropriate to the *Thesis Project*, such as DVD, CD-ROM, written exegesis, journal, or combinations thereof.

3.1.3 The candidate proposes a topic and a brief outline of *Thesis Project*, including parameters, aims, and resource requirements in writing to her/his advisor by the end of the first semester of study. The outline must include a timetable with proposed dates for final presentation/performance/submission of the *Thesis Project*. The candidate submits a final revised

proposal of the *Thesis Project* together with a progress update that includes a report on the review of the literature/work relevant to the *Thesis Project* by the end of the second semester for final approval of the School Graduate Education Committee. All work for the *Thesis Project* must be completed and all documentation submitted for assessment no later than mid-semester of the final semester of study,

- 3.1.4 Normally, within two weeks after the praxis component of the *Thesis Project* has concluded, or at an approved and reasonable date set by School Graduate Education Committee, the *Thesis Project* defence committee meets with the student for the *viva voce*. The *Thesis Project* defence committee discusses and provides evaluation in areas such as: process, content, educational and artistic intention, presentation/ performance, audience feedback for the praxis; reflective commentary and other documentation for the exegesis; and, fulfillment of negotiated criteria of the *Thesis Project*. At the *viva voce*, students articulate their evaluation of these aspects.

### **3.2 Thesis Project for Drama and Theatre Education Major**

- 3.2.1 The subject of the *Thesis Project* is related to the individual career goals of each student. Components of the *Thesis Project* vary, and may include, but are not limited to the following:
- A piece of educational theatre which they devise, direct or act in their own choice of purpose, content and form according to specific target groups within school or other community settings;
  - Applied theatre project in specific community groups such as minorities, women groups, deprived groups etc;
  - Collaborative projects with recognised professional theatre companies, including curriculum development with the target group's theatre/ drama artistic products;
  - Interdisciplinary project with a main focus on theatre/ drama pedagogies;
  - Special internship arrangement with a professional theatre company or community organization with specific educational/social service aims. When the work is organized and produced outside the Academy, negotiated assessment criteria will be finalized by the student, the nominated Graduate Advisor, and the MFA coordinator.
- 3.2.2 The *Thesis Project* must include both praxis and documentation. Documentation must be in format(s) appropriate to the *Thesis Project*, such as DVD, CD-ROM, written exegesis, journal, or combinations thereof.
- 3.2.3 The candidate proposes a topic and a brief outline of *Thesis Project*, including parameters, aims, and resource requirements in writing to her/his Advisor at the end of the first semester of study. The outline must include a timetable with proposed dates for final presentation/performance/

submission of the *Thesis Project*. The candidate submits a progress update that includes a report on the review of the literature/work relevant to her/his *Thesis Project* at the end of the second semester and a final draft of *Thesis Project* at the commencement of the third semester of study. All work for the *Thesis Project* must be completed and all documentation submitted for assessment no later than mid-semester of the final semester of study.

- 3.2.4 Normally, within two weeks after the praxis component of the *Thesis Project* has concluded, or at an approved and reasonable date set by School Graduate Education Committee, the *Thesis Project* defence committee meets with the student for the *viva voce*. The *Thesis Project* defence committee discusses and provides evaluation in areas such as: process, content, educational and artistic intention, presentation/ performance, audience feedback for the praxis; reflective commentary and other documentation for the exegesis; and, fulfillment of negotiated criteria of the *Thesis Project*. At the *viva voce*, students articulate their evaluation of these aspects.

### **Written Project Proposal**

- 3.3 The devising team must submit first and second choices in their written proposal for the *Thesis Project*. For each choice of project selected, the proposal should include:
- A brief rationale for the target audience selected and related background information;
  - The goals and objectives of the project;
  - Methods of research and participation of target group throughout the devising/producing process, from which the devising team would get input or preliminary responses, for further refinement of work;
  - Related ideas regarding form, style, and special requirements, if any;
  - A proposed master calendar of the *Thesis Project*, and the date of the formal *Thesis Project* evaluation meeting (in consultation with the Graduate Advisor);
  - Proposed methods of researching post-project audience feedback for assessment and evaluation;
  - (For a group *Thesis Project*) allocation of responsibilities and roles to ensure equal involvement of team members.
- 3.4 The proposal must first be approved by the School Graduate Education Committee. If not approved, the Committee meets with the team to discuss the reason(s). The team has a choice, either to submit a second proposal, or to appeal the decision. After approval, detailed implementation requirements need to be agreed upon by the Academy production team involved (if any), before the implementation process can begin.

### **Evaluation Report (Individual Work)**

- 3.5 Students must submit a draft detailed Evaluation Report (before the *Thesis Project* defence committee meets) to the Graduate Advisor that includes:
- Documentation of key points in the project process, from planning to devising/designing to implementation, presenting/performance, and justifying the intended goals and artistic directions in the project;
  - Documentation of the audience feedback (such as questionnaire, structured interviews etc) and artistic work during the process or as final product, data analysis report, and production critiques (if any);
  - Written evaluation of the *Thesis Project* in terms of: (i)achievement of intended aims and goals throughout the project (ii)research report according to his/her own research focus (iii)self reflection and evaluation of contribution

Within two weeks after the viva voce meeting with the *Thesis Project* defence committee, a final evaluation report should be submitted.

## **4. MMus**

### **4.1 For Performance Major**

#### ***Chamber Music Concert Performance***

- 4.1.1 The Chamber Music Concert Performance requires students to demonstrate their skills and musicianship in ensemble playing. It is expected that the student will present a public performance of a complete substantial work from the chamber repertoire involving at least three players. The work(s) selected must total at least 20 minutes in length. The programme must be approved by the Head of Department concerned.
- 4.1.2 Vocal students are expected to fulfil this chamber music concert performance requirement with one or more vocal ensemble pieces involving at least three performers, totalling at least 15 minutes in length. Possible repertoire include trios or quartets from operas, art songs with obbligato instruments, motets, madrigals, or excerpted movements from cantatas, oratorios, or masses. The programme must be approved by the Head of Vocal Studies.
- 4.1.3 For students majoring in instruments with limited chamber music repertoire (e.g. double bass, qin), alternative arrangements are made on a case-by-case basis.
- 4.1.4 The student has the option to present their chamber music concert performance either at the end of semester two or semester three. It is the student's responsibility to inform the Music Graduate Education Committee by the second week of the semester in which the examination is to take place.
- 4.1.5 The student's performance is judged by a panel consisting of four examiners, including the Dean of Music or nominee, and an external examiner. At least one of the examiners must have expertise in the instrumental/vocal area in which the student is being examined. Each examiner's mark carries equal weighting.



### **Conducting Project (Conducting for Chinese Orchestras)**

- 4.1.6 For the Conducting Project, students conduct a programme of works between 15 and 20 minutes in length. At least one of works must be composed after 1990, and it may be scored for a combination of Chinese and Western instruments. The student is responsible for organising the orchestral players and rehearsals. The programme is chosen by the student in consultation with their Major Study teacher, and it must be approved by the Head of Chinese Music.
- 4.1.7 The student has the option to present the conducting project either at the end of semester two or semester three. It is the student's responsibility to inform the Music Graduate Education Committee by the second week of the semester in which the examination is to take place.
- 4.1.8 The student's performance is to be judged by a panel consisting of four examiners, including the Dean of Music or nominee, and an external examiner. At least one of the examiners must have expertise in conducting for Chinese Orchestras. Each examiner's mark carries an equal weighting.

#### Graduation Recital

- 4.1.9 The Graduation Recital is a solo public performance between 50 and 65 minutes in length. The programme is chosen by the student in consultation with their Major Study teacher, and it must be approved by the Head of Department concerned.
- 4.1.10 The recital should contain a balanced programme of substantial works in contrasting styles. The repetition of a work presented in the *Lecture Recital* is not allowed, but the programme can include music performed in School of Music concerts. For Academy graduates, any works presented in the Major Study examinations or graduation recitals of previous study programmes cannot be included.
- 4.1.11 Repertoire and length requirements for each department are set out as follows:
- (a) Department of Chinese Music: A balanced programme of works totalling 55 to 65 minutes in duration. The programme must include works in both traditional (classical or regional) and modern/contemporary styles. All pieces, except those in modern/contemporary styles, must be played from memory.
  - (b) Department of Keyboard Studies: A balanced programme of works totalling 55 to 65 minutes in duration. The recital programme must include a work composed after 1950. All pieces must be played from memory.
  - (c) Department of Strings: For violin, viola, and cello, a balanced programme of works totalling 55 to 65 minutes in duration. For double bass, a balanced programme of works totalling 50 to 60 minutes in duration. For all string instruments, the recital programme must include a work composed after 1950.

- (d) Department of Winds, Brass, and Percussion: A balanced programme of works totalling 50 to 60 minutes in duration. The recital programme must include a work composed after 1950.
- (e) Department of Vocal Studies: A balanced programme of songs and arias totalling 50 to 60 minutes in duration. The recital programme must include repertoire ranging from Baroque to contemporary styles, and it must include at least four European languages. All works must be sung in their original language, in an appropriate key for the voice type, and from memory. Programme notes should also include all of the texts in their original languages and English or Chinese translations.

4.1.12 The student's performance is judged by a panel consisting of four examiners, including the Dean of Music or nominee, and an external examiner. The student's Major Study teacher cannot participate in the assessment. At least one of the examiners must have expertise in the instrumental/vocal area in which the student is being examined. Each examiner's mark carries an equal weighting.

Graduation Concert (Conducting for Chinese Orchestras)

4.1.13 The Graduation Concert for conducting students is a public appearance with the Academy Chinese Orchestra. The student is required to conduct a balanced programme of works in contrasting styles totaling 40 to 50 minutes in duration, and it must include at least one extended orchestral work and one concerto from the standard repertoire for Chinese orchestra. The repetition of a work presented in the *Lecture Demonstration* is not allowed, but the programme can include repertoire performed in School of Music concerts.

4.1.14 The student's performance is judged by a panel consisting of four examiners, including the Dean of Music or nominee, and an external examiner. The student's Major Study teacher cannot participate in the assessment. At least one of the examiners must have expertise in conducting for Chinese orchestras. Each examiner's mark carries an equal weighting.

Requirements for Programme Notes

4.1.15 All students are required to provide programme notes for all of the works included in the Graduation Recital and Graduation Concert (Conducting for Chinese Orchestras), as well as a professional biography. These notes are an integral component of the graduation requirement, and non-submission will result in failure of the Major Study course. They must be the original work of the student, and plagiarism is deemed equivalent to non-submission.

## 4.2 For Composition Majors

Graduation Portfolio Submission and Presentation

4.2.1 A viva voce examination occurs in the semester of candidacy, for which the student should prepare a portfolio consisting of at least six works:

- (a) One work for full orchestra, or orchestra with solo instrument/voice/pre-recorded sound;
  - (b) One multimedia music composition, such as music with dance or video, chamber opera, etc.;
  - (c) Four works for any instrumentation with the following requirements:
    - (i) One must be a multi-movement work;
    - (ii) One must be scored for a mix of Chinese and Western instruments;
    - (iii) One must involve electronic means.
- 4.2.2 Students who wish to focus on a specialised area (e.g. electronic music, chamber opera, etc.) may apply to the Head of Composition for permission to include a different number of works.
- 4.2.3 The portfolio may include works previously submitted for other courses over the duration of the two-year MMus programme. Works previously submitted for courses are assessed according to the *viva voce* examination criteria, which are necessarily different from those used for course assignments. For Academy graduates, any works presented in the Major Study examinations or portfolios of previous study programmes cannot be included. Recorded performances and scores of all of the compositions included in the portfolio must be made available to the Head of Composition at least one week before the *viva voce* examination.
- 4.2.4 The student's portfolio is judged by a panel consisting of four examiners, including the Dean of Music or nominee, and an external examiner. At least three of the examiners must have expertise in composition. The student's Major Study teacher cannot participate in the assessment, although they may attend the examination. Each examiner's mark carries an equal weighting.

#### Requirements for Programme Notes

- 4.2.5 All students are required to provide programme notes for all of the works included in the Graduation Portfolio, as well as a professional biography. These notes are an integral component of the graduation requirement, and non-submission will result in failure of the Major Study course. They must be the original work of the student, and plagiarism is deemed equivalent to non-submission.

## **Surveys and English Exit Test**

At the end of each semester, students complete SFQ (Student Feedback Questionnaire) for each enrolled course. Also, graduating students complete the GES (Graduate Exit Survey) and the English Exit Test at the completion of their programme of study. Information gathered from these surveys and test help the GEC to enhance teaching and learning and to improve delivery of Master's degree programmes.

## **Guidelines for Production Support**

1. Projects and productions are regular features of the practice-oriented postgraduate programmes of study at the Academy. These may be assigned as part of individual courses, be integral to Professional / Production Practice modules, and / or the basis for *Thesis Projects* and fulfillment of graduation requirements.
2. Projects and productions undertaken by students as part of their Master's degree programmes, either student initiated or Academy / staff initiated may require production support. This can include support in areas such as venue, equipment, stage, lighting, sound, audio / visual, front-of-house, production personnel, costumes, props, stage settings, and so forth.
3. For Academy / staff initiated projects and productions that are part of the regular production schedule, the relevant School will oversee ensuring complete and timely submission of requests to the respective offices to obtain the required production support. Students may be assigned responsibility for managing these requests as part of their study load.
4. For student initiated projects and productions, students must consult with their Graduate Advisor, the Academy Production Manager, and the Venue Technical Manager prior to finalising project / production plans and before completing the appropriate application for production support. The application form is downloadable from the GEC intranet at <https://intranet.hkapa.edu/>.
5. Production support is provided within available resources, on a first-request-first-served basis, and cannot be provided for projects and productions in non-Academy venues.

## **Guidelines for Students on Academic Honesty, Plagiarism, and Acknowledgement of Sources**

### **1. Academic Honesty**

- 1.1 The Academy expects that the work students submit for course assessment or in examination is a result of their own ideas, creative thinking, and research, unless the other sources of the work submitted are acknowledged. This expectation of academic honesty applies to course assignments, essays, papers, creative projects, research projects, work in examinations, presentations, and any other kind of submission required by the academic programme concerned.

### **2. Plagiarism**

- 2.1 If students use another person's ideas, creative work, or research in any work they submit for course assessment or in examination, be it in the written form or in any other medium of the arts, proper acknowledgement of the sources is required; failure to do so constitutes plagiarism on the part of the students. To plagiarise is 'to take (ideas, writings, etc) from (another) and pass them off as one's own'. (Webster's New World College Dictionary, 1996). The Academy considers plagiarism as serious misconduct that is subject to disciplinary action.

### 3. Acknowledgement of Sources - General Guidelines

- 3.1 In case of direct quotations from another person's work, use quotation marks and cite the source(s) of the quotations.
- 3.2 In paraphrasing or summarising another person's idea or research, acknowledge the author according to the convention of the discipline, such as in a footnote or endnote.
- 3.3 If a concept is borrowed from another person's creative work for use in one's own work such as choreography, music composition, theatre and entertainment arts design, play script, screenplay, and film and video, credit must be given to the original artist according to the convention of the discipline concerned.
- 3.4 At the end of a research paper or project report, give a bibliography, listing the sources used as references.
- 3.5 In case of doubts as to whether certain ideas or information require acknowledgement, consult the academic staff concerned before submitting the work.

### 4. Penalties for Plagiarism

- 4.1 If plagiarism is found in student work (refer 1.1 above), the penalties will include disqualification of the work submitted, a failure grade for the assignment concerned, a deduction of marks from the final grade, requirement for a re-submission, or a combination of these, or a mandatory failure grade of F for the course concerned. In addition, other penalties may be imposed in accordance with the Academy's *Regulations Governing Student Discipline*, the most severe of which is expulsion from the Academy. The severity of the penalty will be commensurate with the gravity of the offence.

### 5. References (Copies in Academy Library)

- 5.1 There are many references on ways to acknowledge sources. The following are four examples:
  - (a) Dartmouth College, Committee on Sources. *Sources: Their Use and Acknowledgement*. Hanover: Dartmouth College, 1998. (Also available at website: [www.dartmouth.edu/~writing/sources/](http://www.dartmouth.edu/~writing/sources/).)
  - (b) Gibaldi, Joseph. *MLA Handbook for Writers of Research Papers, 6th ed.* New York: Modern Languages Association, 2003. Call#: Main Stack LB2369.G53 2003.
  - (c) Turabian, Kate L. *A Manual for Writers of Research Papers, Theses, and Dissertations, 5th edition*. Chicago: University of Chicago Press, 2007. Call#: Reference LB2369.T8 2007.
  - (d) *The Chicago Manual of Style, 15th edition*. Chicago: University of Chicago Press, 2003. Call#: Reference Z253.U69.20033, or online version at: [http://0-www.chicagomanualofstyle.org.lib.hkapa.edu/tools\\_citationguide.html](http://0-www.chicagomanualofstyle.org.lib.hkapa.edu/tools_citationguide.html).

## **General Code of Conduct**

### **1. The Hong Kong Academy for Performing Arts**

1.1 The Hong Kong Academy for Performing Arts is a place for learning. It is a community of men and women who work and study together in Dance, Drama, Film and Television, Music, Theatre and Entertainment Arts, and Chinese Traditional Theatre. The Academy has its own regulations and rules that its members are required to observe. Students receive education and training in the Academy to prepare for a professional career in the performing arts, theatre and entertainment arts, and film and television. It is important for them at all times to behave in a manner acceptable to the members of these arts and professions.

### **2. The Laws of Hong Kong**

2.1 All members of the Academy must obey the laws of Hong Kong. No unlawful activities may be carried out in the Academy.

### **3. The Use of the Academy's Name**

3.1 Students who wish to act in the name of the Academy or use its logo must first obtain the Director's written permission. Without this written permission, they must not claim to represent the Academy in any matter whatsoever, including correspondence with the press or the public. Any person who contravenes this regulation commits an offence under The Hong Kong Academy for Performing Arts Ordinance of 1984 and is liable to a fine of HK\$10,000.00.

### **4. Academy Property**

4.1 Permission from an appointed member of staff is required before using equipment or a facility in the Academy buildings. In case of damage or loss through carelessness, payment for part or all of the repair or replacement of the item will be required.

### **5. Cleanliness**

5.1 Students should keep the campuses of the Academy clean and tidy.

### **6. Complaints and Appeals**

6.1 Students who wish to make a complaint or an appeal on any Academy matter should feel free to do so to any responsible member of the Academy staff either in person or in writing. Such Academy staff include the Director, the Deans, or the Heads of Department concerned.

### **7. Disciplinary Action**

7.1 There is a Student Discipline Committee, which considers the most serious

disciplinary cases. Other cases are dealt with by the Director, the Deans, or the School Boards. Students who violate any regulation or rule and/or commit any misconduct as stipulated in the *Regulations Governing Student Discipline* shall be subject to disciplinary action, which may be imposed by the Academy in accordance with the *Regulations Governing Student Discipline*.

## **8. Dangerous Acts**

8.1 Assaulting, attempting to assault, or threatening a person on Academy premises will be regarded as serious misconduct that will lead to immediate suspension or expulsion. Dangerous items such as guns (real or toy) are strictly forbidden in the Academy.

## **9. Food and Drink**

9.1 Eating and drinking are permitted only in designated areas. No food or drink is allowed in classrooms, studios, laboratories, workshops, or performance venues. Alcoholic drinks may not be brought into the Academy unless otherwise approved for special occasions.

## **10. Gambling**

10.1 Gambling or betting in any form is not allowed in the Academy.

## **11. Guests and Visitors**

11.1 Students should not bring guests and visitors to Academy classes. All visits must be arranged officially through the Academy administration.

## **12. Honesty**

12.1 Students are expected to be honest in their personal affairs and in the manner in which they perform any work required by the programme of study concerned. Students should follow the *Academy Guidance Notes for Students on Academic Honesty, Plagiarism, and Acknowledgement of Sources*. The Academy takes a most serious view of dishonesty in examinations and plagiarism, which are subject to disciplinary action in accordance with the *Regulations Governing Student Discipline*.

## **13. Performance Attire**

13.1 Students engaged in performance at the Academy must not venture outside theatre areas (dressing rooms/stage areas) in costume unless prior authorisation has been granted by the Dean of their School. Such authorisation shall only be granted in respect of official Academy purposes.

## **14. Work Outside the Academy**

14.1 Students shall seek approval from the School or Department concerned prior

to undertaking any paid or unpaid professional engagement in performing arts, theatre and entertainment arts, or film and television that is related to their art discipline studied at the Academy in accordance with the *General Academic Regulations Governing Postgraduate Studies*.

### **15. Pets**

15.1 Pets should neither be brought to, nor kept in, the Academy.

### **16. Posters and Notices**

16.1 Students should not put up posters and notices without permission of a designated member of staff. Posters and notices must bear an Academy stamp, otherwise they will be taken down without further notice. Students should not deface any notices, circulars, or posters issued by the Academy.

### **17. Requests for Funds**

17.1 Students or student groups, who wish to approach any individual or organisation for donations, must first obtain the Director's written permission. Without this written permission, they must not request, or collect any donation in any manner whatsoever. Furthermore, if the Director's permission is given, any request for donation must then be made by the students personally and not by outsiders who are not members of the Academy.

### **18. Responsibility for Personal Property**

18.1 All students are responsible for the security of their own personal property on campus.

### **19. Civility**

19.1 Students should be considerate at all times and should not create any disturbance to others in the Academy or to any Academy concerts, performances, or activities on the Academy premises. It is important that silence be maintained in the Library for study purpose.

### **20. Smoking**

20.1 Smoking is prohibited in the Academy campus, both indoors and outdoors.

### **21. Photography and Visual/Audio Recordings of Academy's Productions**

21.1 Students are not allowed to take any photo and/or visual/audio recording of the Academy's productions without permission from the designated member of staff. If permitted, the students are requested to sign an undertaking to guarantee that nothing will be reproduced or released to the public without written permission from the Academy.



## **22. Media Interviews**

- 22.1 Students must seek permission from the Director through their Deans for any press, radio, television, or film interviews to do with the Academy or work at the Academy.

## **Rules Governing Classes and Academy Performances During Typhoons and Rainstorms**

All academic staff and students are requested to note the Academy rules that govern the conduct and cancellation of classes and Academy performances during typhoons and rainstorms as presented below. It should also be noted that the announcements of the Education Department regarding typhoons or rainstorms are NOT applicable to the Academy programmes.

### **I. Rules Governing Classes of Programmes**

- 1.1 For the purpose of these rules, the definition of ‘classes’ refers to all scheduled classes and rehearsals for Academy performances.
- 1.2 Typhoon Signal
  - 1.2.1 When Typhoon Signal No. 8 or above is hoisted, classes will be cancelled automatically. When Typhoon Signal No. 8 is lowered, classes will take place as usual 3 hours after the lowering of Typhoon Signal No. 8.
- 1.3 Black Rainstorm Warning Signal
  - 1.3.1 If the Black Rainstorm Warning signal is issued before 9:00 am, classes will be cancelled automatically. When the Black Rainstorm Warning signal is withdrawn, classes will take place as usual 3 hours after the withdrawal of the Warning Signal.
  - 1.3.2 If the Black Rainstorm Warning Signal is issued when classes are being conducted, classes will continue as usual.
  - 1.3.3 If the Black Rainstorm Warning Signal is issued after 9:00 am, students who are at home at the time are not required to return to classes until the Warning Signal is withdrawn. These students will be exempted from classes until 3 hours after the Black Rainstorm Warning Signal is withdrawn. They are required to report their case to their respective School Office; otherwise they will be considered as absent.
- 1.4 Red Rainstorm Warning Signal
  - 1.4.1 When the Red Rainstorm Warning Signal is issued, classes will be conducted as usual. Students should return to the Academy for classes unless their trip is disrupted by traffic or weather condition prevailing in the areas where they reside. Students who are unable to return to the Academy due to the Red Rainstorm Warning Signal will be exempted

from classes until 3 hours after the Warning Signal is withdrawn. They are required to report their case to their respective School Office; otherwise they will be considered as absent.

## **2. Rules Governing Academy Performances**

### **2.1 Typhoon**

- 2.1.1 When Typhoon Signal No. 8 or above is hoisted, Academy performances that are already in progress will be discontinued at the earliest opportunity.
- 2.1.2 Academy performances scheduled to start within 8 hours after Typhoon Signal No. 8 is hoisted will be cancelled automatically.
- 2.1.3 When Typhoon Signal No. 8 is lowered, students should return to the Academy as soon as possible for performances that are scheduled to start 4 hours or more after the lowering of the Signal unless such performances have already been cancelled under 2.1.2.
- 2.1.4 Students who are in doubt of performance arrangements during typhoons may ring the Box Office enquiry line 2584 8514.

### **2.2 Black Rainstorm Warning Signal**

- 2.2.1 When the Black Rainstorm Warning Signal is in force, Academy performances scheduled to start within 3 hours will be cancelled automatically.
- 2.2.2 When the Black Rainstorm Warning Signal is withdrawn, students should return to the Academy as soon as possible for performances that are scheduled to start 3 hours or more after the withdrawal of the Warning Signal.
- 2.2.3 If the Black Rainstorm Warning Signal is issued when Academy performances are in progress, the performances will continue as usual.
- 2.2.4 Students who are in doubt of performance arrangements during rainstorms may ring the Box Office enquiry line 2584 8514.

## **Rules on Academy Premises and Opening Hours**

### **1. Student Identity Card**

- 1.1 Students will be supplied with Academy Student Identity Cards. They must carry their cards when they are inside the Academy premises and must be prepared to produce them on request by staff of the Academy. In the event of the card being damaged, stolen, or lost, it should be reported to the Academic Services and Student Affairs Office immediately.

### **2. Opening Hours**

- 2.1 The Academy Block opens daily at 7:30 am and closes at 11:30 pm. Students are

not permitted to remain in the building outside of these hours without the prior written approval of their Dean.

- 2.2 Students who are discovered remaining in the Academy after 11:30 pm by a Facilities Services Staff, without approval, will be made to vacate the building.

***Procedures for Obtaining Approval to Work in the Academy after 11:30 pm***

- 2.3 An application form for activities in the Academy after 11:30 pm may be obtained from the School Executive Officer, the Academy Production Office, or from the relevant Major Study Department. The form must be completed and returned to the office of the Dean before 12:00 noon on the day that the students wish to remain in the building after 11:30 pm. The Application Form must be approved by the following Academy staff prior to being submitted to the Dean:

For completing course work: Head of Department or Major Study Lecturer

For any Academy production: Academy Production Office or Staff Advisor for a production.

If a request to stay in the building after 11:30 pm is refused by the Dean, the students will be notified before 6:00 pm on the same day.

**3. Use of Facilities Outside Opening Hours**

- 3.1 Normally, students are not allowed to undertake academic or professional work outside opening hours in these facilities.
- 3.2 If absolutely necessary, the appropriate School authority should only endorse the use of such facilities on the following principles:
- (a) Student projects could not be completed within opening hours (even after Schools having scheduled the use of such facilities).
  - (b) School-based projects would be allowed on the understanding that the School concerned would absorb the costs incurred in keeping the facilities available over-time.
  - (c) Academy-based projects would be allowed; and the costs incurred would be absorbed centrally.
- 3.3 Under Health and Safety regulations, no student shall be permitted to work overnight on two consecutive nights.

**4. Signing In and Out**

- 4.1 A sign in and out book is located at the Reception Area in the Academy Block and the Facilities Services Centre in the Theatre Block. Students must sign in and sign out whenever they enter or leave the premises after 11:30 pm every day and all day on Sundays and Public Holidays.

## **5. Exit Doors**

- 5.1 Exit doors are to be kept closed at all times except in cases of emergency. Students must enter and leave the building by the main entrances.

## **6. Lights**

- 6.1 Lights and air-conditioners must be switched off when leaving rooms.

## **7. Personal Effects**

- 7.1 Students shall take care of their personal belongings on the Academy premises, and are strongly advised not to bring valuables to the Academy. The Academy shall not be responsible for any loss or theft of students' personal effects. Nevertheless, any loss should be reported to the Facilities Services Staff for investigation.

## **8. Theatre Facilities**

- 8.1 Students should be aware that many areas within the Theatre Block are highly sophisticated and potentially dangerous. Instructions will be given to all students in the correct procedures that must be followed when working and performing in these areas.
- 8.2 The Theatre Block should not be entered except for scheduled classes, rehearsals, or production work.
- 8.3 Students should not operate or attempt to operate any item of equipment in the Theatre Block without permission and supervision.
- 8.4 No smoking, drinking, or eating is permitted in theatres, the television studio, control rooms, or other technical areas.
- 8.5 Students must comply with any instruction by the Duty House Manager when in the Atrium or auditoria of the venues.
- 8.6 Students must not sleep, lie down, sit on the floor, or otherwise behave in an unseemly fashion in the Atrium.

## **Rules Governing the Use of the Academy Computer Laboratory**

### **I. General Information**

#### **I.1 Academy Computer Laboratory**

- I.1.1 The purpose of the Academy Computer Laboratory is to provide students with access to computer facilities that will enable them to apply general Information Technology competencies to their academic studies, projects, productions, and other aspects of their student life at the Academy. The equipment installed in the Academy Computer Laboratory is geared to the hardware and software requirements for Information Technology

competencies in the following areas:

- (a) The use of word processing tools;
- (b) The use of data preparation and presentation tools;
- (c) The use of email to communicate with others;
- (d) The capability to search for information through the Internet, the Academy Library's on-line catalogues, and on-line subscriptions.

1.1.2 The facilities installed in the Academy Computer Laboratory are maintained by the Information Technology Services Unit.

1.1.3 In addition to the Academy Computer Laboratory, different Schools have under their own control specialist computer laboratories that are equipped with sophisticated computer equipment and software for specific academic purposes.

### 1.2 Eligible Student Users and Student User Accounts

1.2.1 At the time of registration, all students of the Academy are automatically granted a computer user account for access to the facilities in the Academy Computer Laboratory. They can use the Student ID Card for entry to the Laboratory itself.

1.2.2 The student's computer user account is identified by a unique computer user-id or User Account Name that is the same as the Student ID Number assigned by the Academy to the student.

1.2.3 The password assigned for a student's computer user account is generated randomly by the Information Technology Services Unit. Students should immediately change the pre-set password after receiving the Student Identity Card. Password can be changed at any time a student wishes. As a guideline, no password should be written down or stored on-line. Students shall not give their password to any other person for any purpose.

1.2.4 The student's computer user account will be deleted after the student has graduated or withdrawn from studies. If student progresses to another programme within the Academy, her/his account will be retained, provided s/he registers, in the new programme on or before the deadline for registration set by the Academic Services and Student Affairs Office.

### 1.3 Opening Hours

1.3.1 The opening hours of the Academy Computer Laboratory are from 9:00 am to 11:30 pm daily. (Note: During non-teaching periods, the Laboratory may be closed temporarily for the conduct of computer training courses and prior notice will be issued accordingly.)

1.4 Technical Assistance in the Academy Computer Laboratory

1.4.1 General assistance in using the facilities and services is available at the Academy Computer Laboratory when a Technician is on duty. Assistance from the Information Technology Services Unit can also be sought by telephoning the hotline 2584 8737.

1.5 Access to the Academy Computer Laboratory

1.5.1 Students shall enter the Academy Computer Laboratory by using their own Student ID Card for identity purposes. The key card system will record the identity of the students entering the Laboratory.

1.5.2 Students may walk in without making reservations and log on to any computer available.

1.6 Printing Charges

1.6.1 In order to avoid abuse of resources, a maximum printing quota of 200 A4-sized or 100 A3-sized pages per annum is allocated to each student. Any printing exceeding this quota will be charged at 20 cents for each A4-sized page and at 40 cents for each A3-sized page. Students can replenish their computer printing account by making payment to the Cashier's Office at the Administration Block during office hours. Unused printing units are non-refundable.

1.7 Equipment and Facilities

Hardware	<ul style="list-style-type: none"> <li>• 20 Personal Computer with LCD Monitors</li> <li>• 4 Apple Power Mac G5 with LCD Monitors</li> <li>• 2 LaserJet Printers</li> </ul>
Software	<p>Software installed on every workstation</p> <ul style="list-style-type: none"> <li>• Microsoft Windows (English Version with Chinese Input capability)</li> <li>• Microsoft Office</li> <li>• Anti-virus Scanner</li> <li>• Acrobat Reader</li> <li>• WinZip</li> <li>• OSHC</li> <li>• CD Burning Software</li> </ul>
	<p>Software installed on some workstations</p> <ul style="list-style-type: none"> <li>• Clarity for Mind Game &amp; Tense Buster</li> <li>• Finale</li> <li>• Sibelius</li> <li>• Cakewalk Sonar</li> <li>• Adobe Photoshop CS</li> <li>• Apple Final Cut Studio</li> <li>• Isadora</li> </ul>
Others	<ul style="list-style-type: none"> <li>• Computer Graphic Overhead Projector</li> </ul>

## 2. Rules

- 2.1 All students using the Academy Computer Laboratory are required to observe the following rules:
- (1) The computer facilities in the Academy Computer Laboratory shall be used by students solely for legitimate Academy purposes.
  - (2) Students shall enter the Academy Computer Laboratory with their own Student ID Card.
  - (3) Students shall use their own User Account Name to log on the computer. Students shall not log on the computer by using any other person's User Account Name.
  - (4) Students shall not give their Student ID Card and/or password to any other person for any purpose.
  - (5) Students shall be responsible for the care and use of the Academy Computer Laboratory's facilities and may be liable to bear the cost of repairing any damage to the facilities caused by their negligence or failure to adhere to the proper operating procedures.
  - (6) Students who have made a booking to use the Academy Computer Laboratory shall take up the booking within 15 minutes; otherwise, the booking will be forfeited and the period of time being booked shall be deducted from the computer time allocated to the students.
  - (7) Students shall take all reasonable steps to avoid wastage of the computer resources provided.
  - (8) Students shall immediately inform the Technician on duty at the Academy Computer Laboratory in case of any malfunction of the equipment.
  - (9) Students shall not copy in any form the software on the computer unless with the specific approval of the Academy. Most of the software products are proprietary and are protected by copyright. This rule also applies to any copyright software that students may have brought along to use in the Academy Computer Laboratory.
  - (10) Students shall not use or install any software on any computer in the Academy Computer Laboratory without first seeking the approval of the Technician on duty. Any pirated software, or any legitimate software for which the students do not have a proper software licence shall not be used at any time.
  - (11) Students shall take all necessary precautions to avoid infecting the computers in the Academy Computer Laboratory with computer viruses. These precautions shall include scanning any removable media (floppy disks, etc) before opening or running any files on that media on computers within the Academy Computer Laboratory.
  - (12) Students shall take care of their belongings in the Academy Computer Laboratory. The Academy will not be responsible for any loss or damage to

any personal belongings in the Laboratory.

- (13) Students shall work quietly in the Academy Computer Laboratory.
- (14) Students shall not bring in any food or beverages into the Academy Computer Laboratory.
- (15) A breach of any of these rules may result in suspension or removal of access privileges to the Academy Computer Laboratory.
- (16) The Computer Services Officer shall have the authority to issue a warning to students who have breached any of these rules and to deal with the case according to the guidelines of the Information Technology Committee.
- (17) A serious breach of these rules by students may result in disciplinary action. Any such case which may warrant disciplinary action shall be reported to the Student Discipline Committee for consideration.

## **Rules Governing the Use of Email Service**

### **I. General Information**

#### **1.1 Email Service**

- 1.1.1 The Email service is provided to all students of the Academy for communication purpose. This is a privilege that the Academy extends to its students. This privilege will be withdrawn when the students terminate their studies at the Academy. Students must observe all the rules governing student Email service; otherwise, the privilege will be withdrawn.

#### **1.2 Eligible Student Users and Student User Accounts**

- 1.2.1 At the time of registration, all students of the Academy are automatically granted a computer user account for access to the facilities in the Academy Computer Laboratory. They are also assigned an Email account with a password.
- 1.2.2 A student's email account is identified by a unique computer user account and the format will be assigned by the Academy. For example, if the student id is A01234, the email account will be a01234.stu@hakpa.edu.
- 1.2.3 The password assigned for a student's email account is generated randomly by the Information Technology Services Unit. Students should immediately change the pre-set password after receiving the Student Identity Card. Password can be changed at any time a student wishes. As a guideline, no password should be written down or stored on-line. Students shall not give their password to any other person for any purpose.
- 1.2.4 The student's Email account will be deleted after the student has graduated or withdrawn from studies and an Email notification will be sent to the student to inform her/him of this expiry date. If student progresses to another programme within the Academy, her/his account will be retained, provided s/he registers in the new programme on or before the deadline for registration set by the Academic Services and Student Affairs Office.



### 1.3 Size of Mailbox

- 1.3.1 Students are allocated with a mailbox size of 500MB. Students should delete any unwanted mail that is no longer useful; otherwise, new incoming mail cannot be received once the mailbox is full.

## 2. Rules

- 2.1 All students using the Academy Email service are required to observe the following rules:

- (1) Students shall not send inappropriate or irrelevant Email to a large group of recipients as it will not only waste the recipients' time and their own mailbox quota but also interfere with the normal operation of servers and networks. Typical Emails considered as inappropriate are:
  - (a) Advertisements;
  - (b) Lost and found; and
  - (c) Announcements to people you do not know.Unsolicited massive Emailing without specific approval from the Information Technology Services Unit is prohibited.
- (2) Generation or propagation of chain mail is strictly prohibited. Chain mail is equivalent to a chain letter, requesting recipients to duplicate junk mail to others, thus generating a chain of Emails.
- (3) Students should send all Emails with their Email address assigned by the Academy. Students shall not send Email in the name of any other person (fake mail) and shall not use anonymous mail as it is considered as an act of dishonesty. Any fake or anonymous mail may result in disciplinary action.
- (4) Email should always be written in proper language and observe common courtesy. Students should not use bad language or harass the recipient. Any indecent Email is strictly prohibited.
- (5) The Laws of Hong Kong governing pornographic and indecent material also apply to files stored in electronic forms. Illegal storage and distribution of such material is a criminal offence.
- (6) Students shall not give their Email account password to any other person.
- (7) A breach of any of these rules may result in suspension or removal of access privilege to the Academy Email service.
- (8) The Computer Services Officer shall have the authority to issue warning to students who have breached any of these rules and to deal with the case according to the guidelines of the Information Technology Committee.
- (9) A serious breach of these rules by students may result in disciplinary action. Any such case that may warrant disciplinary action shall be reported to the Student Discipline Committee for consideration.

# Fees and Financial Aid

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## Schedule of Fees and Fines

1. The Master's degree programmes of the Academy are operated on a self-financing basis. The tuition fees for 2012/2013 are as the follows.

Programme of Study	Tuition Fee for 2012/2013	
	Full-time/per year	Part-time/per year
Master of Fine Arts in Dance Master of Fine Arts in Drama Master of Fine Arts in Theatre and Entertainment Arts	HK\$87,000.00	HK\$58,000.00
Master of Fine Arts in Film Production	HK\$106,000.00	HK\$70,700.00
Master of Music	HK\$87,000.00	HK\$58,000.00 (only applicable to Conducting for Chinese Orchestras)

2. Tuition fees for the full-time programmes are payable yearly in two equal instalments. The first instalment is due before September and the second instalment is due before February of each academic year. Invoices will be sent to all students before the payment dates. If students do not receive such invoices at the end of the respective months, it is their responsibility to make enquiries at the Academic Services and Student Affairs Office.
3. Tuition fees for the part-time programmes are payable yearly in two instalments. The first instalment is due before September and the second instalment is due before February of each academic year. All part-time students are required to register for a minimum of 15 credits per year (except in the final year of study). Invoices will be sent to all students before the payment dates. If students do not receive such invoices, it is their responsibility to make enquiries at the Academic Services and Student Affairs Office.
4. All students must pay their tuition fees at the Accounts Section at the Administration Block of the Academy by the date/s specified unless prior permission for deferment is obtained. Tuition fees paid are not refundable.

### ***Initial Payment of Tuition Fees at Pre-Registration for New Student***

5. On acceptance of the offer, students are required to attend registration in person at the Academic Services and Student Affairs Office of the Academy and make an initial payment of HK\$10,000.00 by a specified date. The amount paid is not refundable and will be regarded as partial payment of the tuition fee.
6. In addition to tuition fees, students shall pay other fees as prescribed by the Academy.

These fees include the following:

Fee/Fine	Amount (HK\$)
Application Fee	300
Late Application Fee	250
Late Registration Fee (\$20 per day, maximum HK\$200)	20
Caution Money	350
Tuition Fee for Additional Credit (per credit)	2,900
Retake Course Fee (per credit)	2,900
Credit Transfer / Exemption Application Fee (per credit, regardless the case is approved or not)	290
Graduation Fee	350
Gown Hiring Fee	150
Transcript Fee (per copy)	50
Students' Union Entrance Fee	70
Students' Union Annual Subscription Fee	100
Fine for Unauthorised Use of Locker	50
Locker Padlock Removal Fee	20
Re-examination/Supplementary Examination Fee (per course)	200
Students Identity Card Replacement Fee	70
Fine for Unofficial Withdrawal	60

7. On first registration in a new academic programme, students are required to pay a caution money of HK\$350.00, which will be converted into a graduation fee upon graduation. In case of withdrawal before graduation, caution money will be used to cover any unpaid claims charged to a student, such as outstanding library dues. Except for official withdrawal, the balance is not refundable.
8. Registration beyond the normative study period will incur a charge of HK\$5,800 per semester. For the normative study period, please refer to Regulation 10.1.

***Payment of Tuition Fees within the Course Add-Drop Period for Part-time Programme admissions in 2008/09 or before***

9. As stipulated in the *General Academic Regulations Governing Postgraduate Studies* 7.3, there shall be a three-week course add-drop period at each semester that formally allows students to add or drop a course. As provided in Regulation 8.3, the total number of credits registered shall not be less than the minimum of 15 credits a year (except in the final year of study).
10. Within the add-drop period, students who add a course, resulting in the number of

credits registered exceeding the total number of credits paid in the tuition fees, are liable to pay for the additional credits at HK\$2,900.00 per credit.

11. Within the add-drop period, if a dropped course results in the number of credits registered less than the total number of credits paid, the tuition fees of dropped credits will be carried forward to the following semester.
12. The tuition fees of any course withdrawn after the course add-drop period are non-refundable.

## **Student Financial Aid**

### **I. Hong Kong Government Non-means-tested Loan Scheme**

- 1.1 Eligible students at the Academy may apply for financial assistance under the Government's Non-means-tested Loan Scheme (NLS). According to the Government guidelines, both full-time / part-time local students who have the right of abode in Hong Kong or have resided or have had their homes in Hong Kong continuously for three completed years immediately prior to the commencement of their academic programmes at the Academy are eligible to apply.
- 1.2 The NLS offers assistance to students in the form of loans to cover tuition fees without conducting a means test. The maximum amount of the loan is capped at the tuition fee level.
- 1.3 Interest is charged for loans under the NLS. Repayments of the loans by instalments start after graduation or termination of study.
- 1.4 The Scheme is open for application from current students in April each year, and from new students in late August and early September. Students are advised to meet the application deadlines. Applications should be submitted to the Government's Student Financial Assistance Agency (SFAA). Application forms are obtained from SFAA.
- 1.5 Students who apply for the NLS and who have provided complete information will be notified of the result within three weeks from the date of the Agency's receipt of their applications.
- 1.6 For details, students can visit the Student Financial Assistance Agency website <http://www.sfaa.gov.hk/>. Students can also check the progress of their applications by phoning the Agency's enquiry number at 2150 6223 (for NLS).

## **2. Scholarship**

- 2.1 A number of scholarships are awarded by the Academy each year to both local and non-local students on the basis of academic merit and/or financial need. These scholarships are donated by the Society of the Academy for Performing Arts, other private organisations, professional bodies, and individuals. Scholarships for full tuition costs plus monthly stipend are available to local and non-local postgraduate students.

## **3. Postgraduate Studentship**

- 3.1 The purpose of Postgraduate Studentships is to make available to selected local and non-local students financial assistance in the form of a scholarship for full-time Master's degree studies at the Academy. Normally, recipients of other scholarship awards and part-time students are not eligible for Postgraduate Studentships.
- 3.2 For details, see the *Regulations Governing Postgraduate Studentships* (p25).

# Student Services and Facilities

## Library Services

### I. Libraries' Opening Hours

#### I.1 Academy Library

3 September - 22 December 2012, 7 January - 6 February 2013, 21 February - 28 March 2013 & 5 April - 15 June 2013.	Monday - Friday Saturday Sunday	(8:45 am - 9:00 am)** 9:00 am - 9:00 p.m. 9:00 am - 5:00 p.m. 2:00 p.m. - 6:00 p.m.
23 December 2012 - 6 January 2013, 7 - 20 February 2013, 29 March - 4 April 2013, 16 June 2013 - the day before the beginning of Academic Year 2013/14.	Monday - Friday Saturday Sunday	(9:45 am - 10:00 am)** 10:00 am - 6:00 p.m. 9:00 am - 1:00 p.m. Closed
Public Holidays 30 September 2012 (Mid-Autumn Festival) 10 March 2013 (Open Day)	Closed	
11 March 2013 (The day following Open Day)	9:00 a.m. - 5:00 p.m.	
21 December 2012 (Winter Solstice) 24 December 2012 (Christmas Eve) 31 December 2012 (New Year's Eve)	9:00 a.m. - 5:00 p.m.	

Circulation Counter will close 15 minutes before the Library closing hour.

\*\* Partially open for borrowing and/or returning library material only from Monday to Friday.

#### I.2 Film and Television Library

3 September - 22 December 2012, 7 January - 6 February 2013, 21 February - 28 March 2013 & 5 April - 15 June 2013.	Monday - Tuesday Wednesday  Thursday Friday	9:30 a.m. - 12:00 nn & 1:00 - 7:00 p.m. 9:30 a.m. - 12:00 nn & 1:00 - 4:00 p.m.  3:00 p.m. - 6:00 p.m. 9:30 a.m. - 12:00 nn & 1:00 - 7:00 p.m.
23 December 2012 - 6 January 2013, 7 - 20 February 2013, 29 March - 4 April 2013, 16 June 2013 - the day before the beginning of Academic Year 2013/14.	Monday - Friday	2:00 p.m. - 6:00 p.m.
Public Holidays, Saturday, Sunday	Closed	
11 March 2013 (The day following Open Day)	2:00 p.m. - 5:00 p.m.	
21 December 2012 (Winter Solstice)	9:30 a.m. - 12:00 nn 1:00 p.m. - 5:00 p.m.	
24 December 2012 (Christmas Eve) 31 December 2012 (New Year's Eve)	2:00 p.m. - 5:00 p.m.	

### 1.3 Music Library

<p>3 September - 22 December 2012, 7 January - 6 February 2013, 21 February - 28 March 2013 &amp; 5 April - 15 June 2013.</p>	<p>Tuesday &amp; Thursday</p>	<p>11:00 a.m. - 12:30 p.m.</p>
<p>Public Holidays, 23 December 2012 - 6 January 2013, 7 - 20 February 2013, 29 March - 4 April 2013, 16 June 2013 - the day before the beginning of Academic Year 2013/14.</p>	<p>Closed</p>	

## 2. Libraries and Collections

### 2.1 Libraries

#### 2.1.1 Academy Library

The Academy Library is located on the Ground Floor of the Academy Block; and is the focal point of user activities due to its central and convenient location. It was opened in 1986 with a collection of about 25,000 items. Many of the items were from notable donations: the HK Conservatory of Music, the Ernest Read Orchestral Collection, the Lady Kotewall Collection, and the Leathlean Collection of phonodiscs. Since its inception, the Library has built up a sizeable collection of performing scores, plays, audio recordings of music materials, and video in dance, drama, and motion picture.

#### 2.1.2 Music Library

The Music Library, a closed stack library opened in 1998. It houses collections of performance scores including the unique Ernest Read Orchestral Collection, the Band of the Black Watch Collection, and a Chinese Orchestral Music Collection.

#### 2.1.3 Film and Television Library

The Film and Television Library, a compact state-of-the-art library, was opened in September 2007 to serve the Béthanie Campus.

### 2.2 Collections

#### 2.2.1 Physical Collection

Altogether, the 3 libraries offer a total collection of 22,000 volumes of Chinese books, 58,000 volumes of English books, 1,500 volumes of books in other languages, 27,000 music scores and parts, 40,000 audio-visual items, 350 active printed journal titles and 2,300 titles in the Academy Archives.

### 2.2.2 Electronic Collection

In order to provide access to information beyond its physical boundary, the Library has developed its Electronic Collection. As of June 2012, the Library offers access to over 7,700 electronic plays, 9,000 electronic books, 26,000 electronic scores, 3,800 electronic journal titles, 50 reference and aggregator databases, 1,000 computer files on CD-ROM and DVD-ROM and above all, a comprehensive collection of sound effects and production music.

### 2.2.3 Digital Audio Collection

A collection of 400 sound effect and production music CDs were first installed for access on the Sound Retrieval System in 1997. Users could access from dedicated workstations and duplicate soundtracks. In 2006, the collection of sound effect and production music was increased to about 1,000 CDs and the retrieval system was successfully migrated to mSoft's MusicCue/ ServerSound web server system which supports unlimited simultaneously access within the campus network. Together with the subscription on Naxos Music Library Online, the Library now holds 282,000 sound effects files, 44,000 production music tracks and over 53,000 music albums.

### 2.2.4 Electronic Plays Collection

The Library began to acquire plays in electronic form in 1995 and the collection now holds over 7,700 English plays. They can all be accessed online.

## 3. Library Information System

### 3.1 Library System (<http://lib.hkapa.edu>)

3.1.1 The Academy Library was the first academic library in Hong Kong using a computerized library system to manage library materials. The Library System has continuously been upgraded and it is now the latest version of Millennium system developed by Innovative Interfaces Inc. This system is widely used by all the local universities and thousands of academic libraries overseas.

3.1.2 In December 2007, the Millennium system was enhanced with many new features, namely: Scoping, Electronic Resources Management, WebBridge (Link Resolver), RSS Feed Builder, and My Record Feeds. These new features allow users to confine searches to selected collections and to search electronic information from other websites including those beyond the library's subscriptions. The new features also enable the Library to disseminate up-to-date library information, such as library events, subject guides, workshops, and new titles announcements to users according to individual profile; and to manage electronic information according to license and access restrictions.



### 3.2 Library Webpage

The Library also maintains its own webpage both on the Internet and the Intranet. It provides users with general library information, online tutorials, and online subscriptions.

### 3.3 Library Blog

“In Common”, the Library blog was created in March 2010 to replace the monthly newsletter. We hope that information posted on the blog can help library users in using our services and resources. This is particularly useful for those who are working from home and need hints on using the Library system and the Library e-resources. Headlines of latest content from the Library blog are posted as scrolling news on the main page of the Library System and the Library Webpage.

## 4. Facilities

- 4.1 The Academy Library is covered by wireless local area network; users can connect their notebook computers to the Internet anywhere within the Library. Facilities available in the Academy Library include : networked personal computers, AV carrels, study carrels, microfilm reader, blu-ray disc players, and scanners. Colour copying and network printing are also available in the Library. A Library Seminar Room, equipped with a wide range of AV equipment, is suitable for library workshops, seminars, and meetings.
- 4.2 The Film and Television Library at the Béthanie Campus is also covered by wireless local area network. The Film and Television Library offers multimedia personal computers, blu-ray disc players, scanner and a high-end colour printer-copier with scanning capabilities. The Music Library is a closed stack library; it has a photocopier for users to copy materials they need.
- 4.3 In addition to personal computers available in the Academy Library and the Film and Television Library, notebooks, netbooks and portable DVD players are available for short term loan. To keep pace with the changing technologies and to meet the needs of users, the Academy Library and the Film and Television Library have installed self-check systems for users to check-out library materials. The Film and Television Library is the first academic library in Hong Kong using the Radio Frequency Identification tag on all items for check-out.
- 4.4 Recognising the need for study space beyond library opening hours, part of the Academy Library was converted to the Learning Resources Room which opens daily from 9:00 am to 11:30 pm. This concept was incorporated into the design of the Film and Television Library, part of it remains open until 11:30 pm for users to access computer equipment and electronic resources.

## 5. Services

- 5.1 The Library conducts orientation programmes for staff and students at the beginning of each academic year and holds workshops regularly on different electronic resources for users to become familiarised with the available resources.

Reference service is provided on an ongoing basis and research consultation is offered to staff and students with special research needs.

- 5.2 The Library also publishes pathfinders, subject guides, user manuals, and maintains a library blog updating users on new services and resources. The Library collaborates with local university libraries to provide inter-library loan network through which users can borrow material or obtain journal articles from other academic libraries. With a campus at Béthanie, the Library also provides inter-campus loan service to users.

## Information Technology Services

### 1. Academy Computer Laboratory

- 1.1 The purpose of the Academy Computer Laboratory is to provide students with access to computer facilities that will enable them to apply general Information Technology competencies to their academic studies, projects, productions, and other aspects of their student life at the Academy.
- 1.2 For details on the facilities available, opening hours, and rules governing the Academy Computer Laboratory, see the *Rules Governing the Use of the Academy Computer Laboratory*.

### 2. Email Service

- 2.1 The Email service is provided to students of the Academy for communication purposes. This is a privilege that the Academy extends to its students. This privilege will be withdrawn when the students terminate their studies at the Academy.
- 2.2 For details, see the *Rules Governing the Use of Email Service*.

### 3. Wireless Network

- 3.1 Wi-Fi is available at the following locations:

#### ***Wanchai campus***

##### Academy Block

- 5/F Classroom 13, Studio 11
- 3/F Foyer, Student Common Room
- 2/F Music Teaching Room
- 1/F Classrooms, Atrium, Atrium Lounge
- UG/F Canteen
- G/F Library, Drama Black Box

##### Theatre Block

- 4/F EDT Light Lab
- 3/F CCTV Studio, Graduate Education Centre
- 2/F T231 Design Student Workstations, Art Room A and B
- 1/F Design Studio

**Béthanie campus**

UG/F Scenic Art Workshop, Scenic Art Student Workstation  
G/F Canteen  
Classroom 3  
Library  
Lobby  
Production Lab  
Production Office  
Room G11  
TV Office  
Writing Room

Students can connect their mobile devices to the network using their user id and PIN of their intranet account. For details, please see <http://intranet.hkapa.edu>.

**4. Virtual Private Network (VPN)**

- 4.1 The Academy has set up a virtual private network connection where all students can have remote access to Library system, Banner self-service system and Intranet network through a secure channel. For details, please see <https://intranet.hkapa.edu/itsu/doc/aventail.pdf>.

**Academic Services and Student Affairs Office (ASO)**

**1. General Information**

- 1.1 The ASO, in collaboration with the Schools and various Departments or Sections, is responsible for implementing all the policies and regulations relating to study programmes and student administration.
- 1.2 The ASO supports the work of the Board of Undergraduate Education and the Academic Board, which are the two key academic decision-making bodies of the Academy. Members of the Boards include elected student representatives. Students' opinions can therefore be reflected through these student members to the Academy's senior management.

**2. Office Hours and Location**

- 2.1 The ASO is located at Room X002 in the Administration Block and the office hours are as follows:

Monday – Friday	8:30 am - 5:30 pm / 9:00 am - 5:00 pm*
Saturday	8:30 am - 1:00 pm / 9:00 am - 12:30 pm*
Sunday & Public Holiday	Closed

\* for money matters

**3. Services**

**Registration**

- 3.1 The ASO administers students' programme registration, programme transfer, deferment of and withdrawal from studies.

### ***Student Identity Cards***

- 3.2 After registration, each student is issued a Student Identity Card (ID) for access to the Academy premises. For replacement of student ID card due to loss of the card or whatever reason, students are required to complete an application form and pay a replacement fee of HK\$70.

### ***Student Records***

- 3.3 For change of personal details such as name, address, email address, or telephone number, students are requested to inform the ASO as soon as possible. In case of change of name, students should produce their passports or HKID cards or any legal proofs of identity for ASO's verification. Accurate student records can ensure students receiving the Academy's correspondence and phone calls without delay.

### ***Transcripts***

- 3.4 A transcript is an official record of student's academic achievements at the Academy. A transcript may be required for job applications or further study. To apply for a transcript, students should complete an application form, which is obtainable at the ASO, and pay a fee of HK\$50 per copy. The transcript is ready for collection 14 days from the day of application.

### ***Letters of Certification***

- 3.5 Letters of Certification are normally required by students for visa application or other specified purposes. To apply for a Letter of Certification, students should submit application in writing, stating their name, School, Programme/Year and reason for application. The Letter, issued free of charge, is ready for collection 7 days from the day of application.

### ***Student Financial Assistance***

- 3.6 Eligible and needy students of the Academy are entitled to financial assistance under the Government's Tertiary Student Finance Scheme—Publicly-funded Programmes and Non means-tested Loan Scheme. For details, contact the ASO in person on G/F, Administration Building or by email: [aso@hkapa.edu](mailto:aso@hkapa.edu).

### ***Student Visas***

- 3.7 Non-local students who have to renew their student visas or to apply for an extension of stay should seek the assistance of the ASO. Students should submit their applications via the ASO to the Immigration Department of the HKSAR Government normally one month in advance of the expiry date of their visas.

### ***Immigration Arrangements for Non-local Graduates (IANG)***

- 3.8 Non-local graduates here refer to persons from outside the HKSAR who have obtained a degree or higher qualification awarded by the Academy.
- 3.9 Non-local graduates who wish to apply to stay and work in the HKSAR are not required to secure an offer of employment upon application.

- 3.10 Non-local fresh graduates who have completed all graduation requirements but have not yet obtained their graduation certificate could apply for a proof of graduation from the Academy via their respective Schools. The Schools should seek authorised approvals to their students' graduation before forwarding the graduates' applications to the ASO.
- 3.11 Upon receiving the authorised approvals together with the applications from Schools, the ASO would issue the proof of graduation to the graduates within 5 working days.
- 3.12 With the proof of graduation, the graduates should obtain application forms (ID 990A) from the Immigration Offices or download the form at [www.immd.gov.hk](http://www.immd.gov.hk).

### **Application Forms**

- 3.13 These are either obtainable at the ASO or downloadable at the intranet of the Academy: <http://intranet.hkapa.edu/aso/form.asp>

Deferment of Studies	Transcript
Transfer (Major / Programmes)	Transfer to a Programme in a Different School
Withdrawal from Studies	Replacement of Student Identity Card
Amendment of Student Personal Particulars	Internship/Outside Work/Outreach Activities
Letter of Certification	Resumption of Studies after Suspension

## **Graduate Education Centre**

### **I. Roles and Functions**

- 1.1 The Graduate Education Centre (GEC) was established in 2005 to support the work of the Board of Graduate Education to develop, promote, and foster graduate education and to maintain standards of postgraduate programmes within the context of the Academy's overall strategy and also following the policies and procedures approved by the Academic Board.
- 1.2 The GEC also serves in the following aspects:
  - (a) To provide supporting services to prospective and current postgraduate students and advisors;
  - (b) To facilitate student admissions and student financial support;
  - (c) To organise postgraduate competency courses for postgraduate programmes;
  - (d) To organise workshops and seminars relating to graduate education for students and faculties;
  - (e) To prepare and maintain a database on postgraduate students.

## 2. Office Hours and Location

2.1 The GEC is located at Room T322 in the Theatre Block and the office hours are as follows:

Monday - Friday	8:30 am - 12:30 pm 2:00 pm - 5:30 pm
Saturday	8:30 am - 1:00 pm (on alternate weeks)
Sunday & Public Holiday	Closed

## 3. Postgraduate Student Centre

3.1 The Postgraduate Student Centre is located at Room T321, which is exclusively for the use of postgraduate students as a self-learning and research centre.

### **Opening Hours**

3.2 The opening hours of the Postgraduate Student Centre are from 8:30 am to 11:30 pm daily.

### **Equipment and Facilities**

3.3 Computers

3.3.1 Three PC computers and one Mac computer are installed in the Postgraduate Student Centre. Additionally, three PC Notebook and two Macbook computers are also exclusively available to postgraduate students on loan from the Library to work at the Centre.

3.3.2 Software installed in the Notebook and Macbook computers.

Notebook	Macbook
Adobe Photoshop CS Sibelius Finale Cakewalk Sonar	Adobe Photoshop CS Isadora Life Forms Final Cut Pro Finale 2006 Sibelius Digital Performer

3.4 Wireless Network

3.4.1 The Centre has installed a wireless network. Students can connect their mobile devices to the network using their user ID and PIN of their intranet account.

3.5 Photocopying and Network Printing

3.5.1 A photocopier supporting colour copying, scanning, and network printing with Octopus payment system is available in the Centre. Users can print text and graphics directly from any networked PC desktop and collect the output from the photocopier.

3.6 Conference Room

- 3.6.1 A conference room with movable and stackable tables and chairs, computer projector, and audio-visual equipment is provided for seminars, meetings, and group discussions. The use of this room is on a first-come-first-served basis and reservations can be made at the GEC Counter, or by email at [gec@hkapa.edu](mailto:gec@hkapa.edu), or by phone at 2584 8779.

**Rules**

3.7 All students using the Postgraduate Student Centre are required to observe the following rules:

- 3.7.1 The facilities in the Centre shall be used by students solely for legitimate Academy purposes.
- 3.7.2 Students shall be responsible for the care and use of the Centre's facilities and may be liable for the cost of repairing any damage to the facilities caused by their negligence or failure to adhere to the proper operating procedures.
- 3.7.3 Students shall follow the instructions on the proper use of the Centre facilities as displayed in the Centre or given by the GEC staff.
- 3.7.4 Students shall immediately inform the GEC in case of any malfunction of equipment.
- 3.7.5 In the use of photocopier, the Copyright Law must be observed. Users are fully responsible for any legal consequences concerning copyright that may arise. When in doubt about copyright issues, users should consult the GEC or Library staff.
- 3.7.6 Students shall take care of their belongings in the Centre. The Academy will not be responsible for any loss or damage to any personal belongings in the Centre.
- 3.7.7 No seats may be reserved by placing materials on desks or chairs. Books or personal belongings left unattended in carrels or desks may be removed without prior notice to the owner.
- 3.7.8 Students shall work quietly in the Centre.
- 3.7.9 Students shall not bring in any food or beverages into the Centre.
- 3.7.10 A breach of any of these rules may result in suspension or removal of access privileges to the Centre.

## Counselling Service

### I. Student Counsellor

- 1.1 A visiting Student Counsellor is contracted to provide service to full-time students on agreed days within the academic year.

#### ***Personal Counselling***

- 1.2 The Student Counsellor provides individual counselling service to assist students in enhancing their personal development and resolving their personal problems in respect of their social, psychological, academic, financial, and other personal needs. Students in need of advice generally or in respect of specific problems are encouraged to approach the Student Counsellor. All counselling sessions are conducted in strict confidence.

#### ***Development Programmes***

- 1.3 Talks, workshops, groups, and training courses may be organised for students from time to time to enhance their self-awareness and sensitivity, to acquire social and study skills, and to develop their potential. One to two such events will be conducted by the Student Counsellor in each semester in areas such as mental health, Emotional Quotient, stress, and time management.

#### ***General Guidance to Non-local Students***

- 1.4 Information and assistance on non-academic matters are provided as necessary to non-local students to help them familiarise with Hong Kong and facilitate their adjustment to the new environment.

#### ***Educational and Career Guidance***

- 1.5 Students may approach the Student Counsellor for advice on their educational goals and general information on further studies. Students may also seek guidance from the Student Counsellor on career planning or general skills in pre-employment preparation such as interviewing skills, and job application skill, etc.

#### ***Personal Development Materials***

- 1.6 Books and audio tapes on personal development are available to students on loan from the counselling service. Students are encouraged to borrow such materials according to the following procedures and rules:
- Students may borrow a maximum of two books/tapes at a time for two weeks.
  - The loan period may be extended for another two weeks once only. Extension should be made in person on or before the due date.
  - Students who wish to borrow the books or tapes should register with the Clerk at the Student Counsellor's Office.
  - Late return of books or tapes is subject to a penalty of HK\$5.00 per day, per book/tape.



## 2. Visiting Hours and Office Location

- 2.1 The counsellor will be at the Academy every Tuesday from 1:00 pm to 5:15 pm during the academic year. Students are encouraged to approach the Student Counsellor to seek advice generally or in respect of specific problems.
- 2.2 The Counselling Service is located at Room T147 on I/F of the Theatre Block.

### ***Counselling Service Booking Procedure***

- 2.3 The procedures listed below are for making an appointment with the Student Counsellor:
  - (a) Advance booking is necessary. Appointment can be made by phone through the Clerk at 2584 8513 or in person at the office of the Counselling Service.
  - (b) Each appointment session is of 30 minutes.
  - (c) Students are expected to make an appointment at least three days in advance, i.e., preferably no later than the preceding Friday. However, in cases of unforeseen circumstances, late appointment may be accepted.

## Student Health Service

### 1. Consultation by Visiting Doctor

- 1.1 A Consulting Doctor from Quality HealthCare Medical Centre is stationed at the Academy for four sessions a week:

Monday, Thursday, and Friday	1:15 pm - 2:15 pm
Wednesday	1:30 pm - 2:30 pm

(Effective from 3 September 2012 to 15 June 2013, excluding Public Holidays and nonteaching periods.)
- 1.2 Consultation is free of charge. Medication fee for not more than 1 week's medicine is HK\$15.

### 2. Nurse On Duty

- 2.1 The Academy has on campus a registered Nurse from Quality HealthCare Medical Centre who can provide medical attention and first aid service where necessary, as well as health education and dieting advice. The service hours are: Monday to Friday from 1:00 pm to 4:00 pm (except Public Holidays). (Effective from 3 September 2012 to 15 June 2013)

### 3. Office Location and Appointment

- 3.1 The Student Health Service is located at Room T147 on I/F of the Theatre Block.
- 3.2 All full-time students of the Academy are eligible users of the Student Health Service. They can make appointments either by phone at 2584 8513 or in person at the office of the Student Health Service from 12:45 pm to 4:30 pm.

#### **4. Medical Examinations for New Students**

- 4.1 The Academy requires all new students to take a medical examination. The medical report will form part of the student record of the Academy and the information may be provided to internal departments or outside agencies authorised to process the information for purposes relating to admission to the Academy. The costs of the medical examination will be paid by the students.
- 4.2 The medical examination must be completed by the end of September. Students who have not completed the medical examination by that time are not allowed to receive medical and health services provided by the Academy until the examination is completed.

#### **5. Out-patient Treatment**

- 5.1 Students may visit the Quality HealthCare Medical Centre outside the campus for outpatient treatment at their own cost. Information on the locations, telephones, and charges of the Centres can be obtained at the Student Health Office.

#### **6. Other Services**

- 6.1 Health educational leaflets are available for distribution to students. Video tapes (Chinese version only) are also available for borrowing by students.
- 6.2 In case of minor accidents, the Nurse can be contacted for simple first aid service during the hours listed in 2.1.
- 6.3 In case of serious accidents and medical emergencies, see the *Procedures in Case of Emergency*.

### **Physiotherapy Service**

#### **I. Office Hours, Location, and Appointment**

- 1.1 The Physiotherapy Clinic and the Academy Gymnasium are located in room A410, 4/F, Academy Block. Various physiotherapy equipment is available for assessment and treatment of patients.

The office hours are as follows:

Monday to Friday	8:30 am - 12:30 pm 1:30 pm - 5:00 pm
Saturday	8:30 am - 1:00 pm
Sunday & Public Holiday	Closed

- 1.2 Please contact the Physiotherapy Clinic in person or by phone (2584 8530 / 2584 8747) for appointment.

## 2. Services

- 2.1 The Physiotherapy Clinic provides services in physiotherapy consultation and treatment, emergency management of injuries (especially for sport injuries), and physical training for all students and full-time staff.
- 2.2 Physiotherapy for injuries or diseases may include electrotherapy, exercise therapy, manual therapy, bandaging, taping, orthotic aids, or advice. The Physiotherapist is available for consultation on appointment basis, which is free of charge.
- 2.3 Orthopaedic specialist consultation by a doctor from the Orthopaedic & Traumatology Department of the Chinese University of Hong Kong is available twice per month. Medical consultation is free, but a charge of \$15.00 is required for medication.
- 2.4 The Physiotherapist also collaborates with Schools on assessment of physical abilities of students, prevention of injuries, education, and research. The Physiotherapist teaches Anatomy and related subjects to students of the School of Dance. Educational programmes and research projects may be conducted from time to time.

## 3. Academy Gymnasium

### *Rules Governing the Use of the Academy Gymnasium*

- 3.1 The Gymnasium is open to students and full-time staff of the Academy from Monday to Saturday (excluding public holidays) from 8:30 am to 9:00 pm.
- 3.2 Students and staff who wish to use the Gymnasium are required to register as users with the Physiotherapist of the Academy who is responsible for the management of the Gymnasium.
- 3.3 In order to be eligible for registration as users, students and staff are required to attend a half-hour induction session conducted by the Physiotherapist to familiarise them with the proper safety measures of the use of the Gymnasium and the operation of the equipment.
- 3.4 A Users' Guide for the Academy Gymnasium will be given to all registered users. An Equipment Manual is available in the Gymnasium with detailed instructions on the use of the equipment. If the users have any further queries or difficulties in using the equipment, they should consult the Physiotherapist.
- 3.5 It should be noted that the Gymnasium is not manned by any staff member. All users are responsible for their own safety while using the Gymnasium facilities. They should also note that after office hours, professional advice is not available. The Academy shall not be liable for any injuries caused by the carelessness or improper usage of the equipment by the user concerned.
- 3.6 Users are required to record their name and sign on the registration book each time before entering the Gymnasium. The registration book is located in the Physiotherapy Clinic during office hours.

- 3.7 After office hours, the registration book is kept at the Facilities Services Centre at the Stage Door, and the Facilities Services Staff on duty will answer enquiries regarding the procedures on entry to the Gymnasium.
- 3.8 The equipment in the Gymnasium should be used with proper care and in accordance with the Equipment Manual. No equipment shall be taken out of the Gymnasium.
- 3.9 A maximum of two users are allowed to use the Gymnasium at any one time. Priority will be given to those who are directed by the Physiotherapist to use the Gymnasium for rehabilitation exercise.
- 3.10 If there is any equipment breakdown or damage, the user concerned should report immediately to the staff of the Physiotherapy Service during office hours, or the Facilities Services Centre after office hours.
- 3.11 Users who have caused damage to any equipment in the Gymnasium due to carelessness or improper usage are liable to pay for the expenses for the repair or replacement of the equipment concerned.
- 3.12 If an accident occurs in the Gymnasium within office hours, the user concerned should report immediately to the staff of the Physiotherapy Service. If an accident occurs after office hours, the user concerned should report immediately to the staff of the Facilities Services Centre at 2584 8602. The user concerned and/or the responsible officer will be required to complete an Accident Report Form.
- 3.13 *Rules Governing the Use of the Academy Gymnasium* will be promulgated from time to time by the Academy.
- 3.14 In addition, a Users' Guide for the Academy Gymnasium, which also includes the *Rules Governing the Use of the Academy Gymnasium*, is available from the Physiotherapist.

## **Student Complimentary Tickets**

### **I. For Events on Sale via Ticketek**

(Public performances of Academy productions and paid-admission Music concerts)

- 1.1 Students may reserve complimentary tickets (comps) at the Box Office up to one month in advance of each production or paid-admission concert. Students should show their Student Identity Card when applying for tickets. There is a limit per production of one ticket per student. In all of the following cases, students must collect tickets in person.
- 1.2 The number of comps that may be reserved in advance is limited by quota to ensure that there are tickets available for sale to the public. If the quota has already been filled at the time of reservation, students should come back at 5 pm on the relevant day as there are usually more tickets available at that time (see 1.4 and 1.5 below).

- 1.3 Students wishing to purchase additional seats adjacent to their comp(s) may collect the purchased tickets and comp(s) together at the time of purchase, up to one month before the performance.
- 1.4 Comps can only be collected on the day of performance, at any time between 12 noon and 5 pm, except in the case of Saturday, Sunday, and Public Holiday performances when they should be collected between 12 noon and 5 pm on the Friday or last weekday preceding the weekend or holiday. Comps, once issued, cannot be exchanged for another performance date or for other seats at the same performance, so students wishing to sit next to friends or colleagues should go to the Box Office together with them when collecting tickets. Tickets are allocated on a first-come/best available seat basis.
- 1.5 At 5 pm on the relevant day (as defined in 1.4 above), any unsold tickets, together with any uncollected comp tickets, will be issued as staff/student comps or sold to the public on a first-come/first-served basis.
- 1.6 In the case of Government House Music concerts, comps should be collected by 3 pm on the day of performance, at which time uncollected comps will be available for re-issue or re-sale on a first-come/first-served basis. There are no slip-in seats for these concerts.
- 1.7 A number of seats are reserved at each performance for 'slip-in' purposes - these are for staff and students involved in the production who may need to see more than one performance. The Executive Officers of the presenting School and of the School of Theatre and Entertainment Arts forward a list of authorised slip-in students to the Box Office for each production. As a general guide, a production (non-performing) credit in the house program would normally entitle one to slip-in seat status.
- 1.8 Tickets for slip-in seats may be collected from the Box Office at any time between 12 noon and 5 pm on the relevant day (as defined in 1.4 above) on a first-come/first-served basis, subject to a limit of one ticket per performance for each authorised staff member or student. Uncollected slip-in seats are released from hold at 5 pm and are re-issued as staff/ student comps or sold to the public, as per 1.5 above.

## **2. For Free Admission Events Open to the Public**

(Most Music concerts and some Dance presentations in Dance Studio 1)

- 2.1 Students may collect their comps from the Box Office on the day of the event at any time between 12 noon and one hour before the performance start time. Student Identity Cards should be shown when collecting tickets. There is a limit of two tickets per staff member and one ticket per student, and tickets are issued on a first-come/first-served basis. Students must collect tickets in person.

- 2.2 If the free-admission event falls on a Saturday, Sunday, or Public Holiday, tickets may be collected during Box Office opening hours at any time after 12 noon on the Friday or last weekday before the weekend or holiday, up to one hour before the performance start time. Sunday and Public Holiday opening hours are variable - details can be obtained at the counter or by calling extension 8514.
- 2.3 Up to 50% of the seating capacity is issued to staff and students in advance. The other 50% plus any balance remaining is issued to the public as well as staff and students, from 30 minutes before the performance start time, on a first-come/first-served, one ticket per person basis.
- 2.4 If all the tickets have been issued and there is still demand, there will be a standby queue at the venue entrance (Concert Hall standby queue is at Door A, I/F). Please note that admission tickets become null and void at the indicated start time and if a ticket-holder has not entered the auditorium by then, there is no guarantee of admission. The Duty Front of House Manager will admit persons in the standby queue to any empty seats in the auditorium.

### **3. For Open Dress Rehearsals/Previews**

- 3.1 Tickets for open dress rehearsals and in-house previews of Academy productions are issued by the Executive Officers of the presenting School and of the School of Theatre and Entertainment Arts, subject to a limit of two tickets per staff member and one ticket per student.
- 3.2 Due to Places of Public Entertainment Ordinance Regulations, staff and students who are not directly involved in a production may not attend rehearsals (other than Open Dress Rehearsals) in the licensed performing venues.

### **4. For Invitation-only Free Admission Events**

- 4.1 Tickets for invitation-only free admission presentations (e.g. master classes, workshops, and in-house showings) are issued by the Executive Officer of the presenting School.
- 4.2 If all tickets have been issued and there is still demand, there will be a standby queue at the venue entrance - see 2.4 above for details.

# General Information

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## Procedures in Case of Emergency

### 1. Fire

#### 1.1 *If you hear a fire alarm*

Quickly check your own work area and adjacent areas for signs of fire. Leave the building by the nearest exit. Do not run. Do not use the lifts.

#### 1.2 *If you discover a fire*

Dial 999 and alert the Fire Services Department. Sound fire alarm by hammering the nearest fire break-glass. May try to extinguish the fire, using the equipment near the scene. If the fire cannot be quickly controlled, leave the scene.

**Warning: Do not use water on fires of electrical origin.**

#### 1.3 *Leave the building*

Remain calm.

Leave the building by the nearest Fire Exit staircase. Obey any instructions given by Fire Services Department personnel or uniformed staff.

**Warning: Do not use the lifts. Do not wedge open any doors.**

### 2. Accidents and Medical Emergencies

#### *In case of serious injury or accident*

- 2.1 Assess the situation. If serious injury or accident happens, dial 999 for ambulance first. Then contact Facilities Services Centre immediately (Tel: 2584 8602) and report the location and nature of the injury/illness. Facilities Services staff will provide first aid assistance on site until the ambulance arrives. Facilities Services Staff will also guide the ambulance team to the location of the injured person.

There is always at least one qualified first aider on duty in the Facilities Services Centre 24 hours per day. The Physiotherapy Clinic can also provide first aid in emergency situations arising during its opening hours.

#### *In case of minor accident*

- 2.2 Contact the Nurse (Tel: 2584 8513) or the Physiotherapist (Tel: 2584 8530/2584 8747) for first aid in case of minor accident, injury, or illness. The Nurse is available from Monday to Friday from 1:00 pm to 4:00 pm except Public Holidays. The office hours of the Physiotherapy Services are as follows:

Monday to Friday 8:30 am - 12:30 pm

1:30 pm - 5:00 pm

Saturday

8:30 am - 1:00 pm

Sunday & Public Holiday

Closed

Contact the Facilities Services Centre (Tel: 2584 8602) for first aid outside of these hours.

## Useful Office Locations and Telephone Numbers

Office	Location	Telephone / Fax
Graduate Education Centre	Room T322, 3/F, Theatre Block	Tel: 2584 8779 Fax: 2584 8778
School of Dance	Room A313, 3/F, Academy Block	Tel: 2584 8541/8752 Fax: 2802 3856
School of Drama	Room A149, 1/F, Academy Block	Tel: 2584 8511 Fax: 2584 8547
School of Film and Television	The Béthanie	Tel: 2584 8667 Fax: 2588 1303
School of Music	Room A238, 2/F, Academy Block	Tel: 2584 8623/8536 Fax: 2827 5823
School of Theatre and Entertainment Arts	Room T369, 3/F, Theatre Block	Tel: 2584 8688 Fax: 2584 8836
Department of Liberal Arts Studies	Room A011F, G/F, Academy Block	Tel: 2584 8740 Fax: 2584 8765
Department of Languages	Room T227, 2/F, Theatre Block	Tel: 2584 8742 Fax: 2584 8726
Office of Chinese Traditional Theatre Programme	Room A519, 5/F, Academy Block	Tel: 2584 8892 Fax: 2584 8894
Performing Arts Education Centre	Room 108A, 1/F, Academy Block	Tel: 2584 8948
Academy Library	Room A005, G/F, Academy Block	Tel: 2584 8510 Fax: 2584 8523
Film and Television Library	The Béthanie	Tel: 2584 8921
Academy Computer Laboratory	Room A011D, G/F, Academy Block	Tel: 2584 8737
Information Technology Services Unit	Room X011, Administration Block	Tel: 2584 8737
Academic Services and Student Affairs Office	Room X002, Administration Block	Tel: 2584 8579 Fax: 2584 8722
Counselling Service	Room T147, 1/F, Theatre Block	Tel: 2584 8513
Student Health Service	Room T147, 1/F, Theatre Block	Tel: 2584 8513
Physiotherapy Service	Room A409, 4/F, Academy Block	Tel: 2584 8530/8747
Accounts Office	Room X019, Administration Block	Tel: 2584 8557 Fax: 2802 4372
Cashier	Administration Block	Tel: 2584 8557
Central Support Group	Room X025, Administration Block	Tel: 2584 8865 Fax: 2802 4372
Facilities Services Centre/ Emergency	Stage Door, Theatre Block	Tel: 2584 8602
Students' Union	Room A018, Academy Block	Tel: 2584 8702 Fax: 2584 8712



## Glossary 學則詞彙英漢對照

academic advising	學業指導
academic probation	學業監察
academic record	學業記錄
academic standing	學業標準
academic year	學年
add-drop period	「加選及退選」期
additional programme requirements	課程附加規定
admission	入學
admission with advanced standing	豁免部份學分入學
attendance requirements	出席規定
Bachelor Degree with First Class Honours	一級榮譽學位
Bachelor Degree with Honours	榮譽學位
caution money	保證金
certificate of attendance	修讀證明書
classification of Degree awards	學位等級
course assessment	課業評核
course registration	科目註冊
cumulative GPA	總平均積點
deferment	休學
Degree of Bachelor of Fine Arts	藝術學士學位
Degree of Bachelor of Music	音樂學士學位
Degree of Master of Fine Arts	藝術碩士學位
Degree of Master of Music	音樂碩士學位
disciplinary action	紀律處分
disciplinary probation	紀律監察
discontinuation of studies	著令退學
English proficiency test	英文能力測驗
exemption from courses	豁免科目
grade point	等級積點
grade point average	平均積點
grading system	成績等級制度
graduation	畢業
graduation fee	畢業費
leave of absence	請假
letter of concern	關注信
letter of warning	警告信
major study	主修科
major study GPA	主修科平均積點
minimum registration period	最短修業年期
minor study	副修科

## General Information

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nomenclature of Degree awards	學位名稱
postgraduate programme	研究生課程
postgraduate studentships	研究生助學金
professional attitude	專業態度
professional development	專業訓練進度
programme of study	課程
programme registration	課程註冊
progress questionable	進度欠佳
progression	升級
regulations	規則
retaking courses	重讀科目
rules	規條
satisfactory progress	進度滿意
semester GPA	學期平均積點
special projects	特別專題習作
specialisation study GPA	專修科平均積點
study load	修課量
summer term	夏季課程
transcript	學業證明書
transfer	轉讀
warning	警告
winter term	冬季課程
workshop	工作坊
year GPA	學年平均積點







