



Regulation of Orientation Week 2017

This serves as the Regulation of Orientation Week 2017 held from 4th to 15th September 2017. All societies of HKUSTSU should abide by this Regulation. If violations are observed, the student societies will be penalized accordingly.

1. The Chairperson of Orientation Affairs Committee (OAC) shall be the sole interpreter of this Regulation.
2. Promotion and activities performed on Orientation Week 2017 will be organized under the monitoring of the following authorized personnel:
 - Chairperson of OAC
 - Secretary of OAC
 - Members of OAC
 - The Provisional Executive Committee of HKUSTSU
 - Other personnel authorized by the Chairperson of OAC
3. The authorized personnel shall enforce the Rules and Regulations, and reserve the right to decide and issue penalties as appropriate. Should any dispute arise, the decision of Chairperson of OAC shall be final.
4. The maximum size of the Orientation Week counter including the promotion decoration materials will be 2.5 (L) x 2.5m (W) x 3.5m (H). Counters SHOULD NOT EXCEED THESE DIMENSIONS.
5. Each counter will have 2.5m (W) x 1.5m (L) area as their OWN promotion area in front of their counter. Other societies, besides the counter owner, have NO rights to step into that area.
6. HK\$4000 deposit will be collected from each student society for assignments, loan of furniture and equipment. The concerned student society is responsible for costs of remedial works or consequent replacement caused from violations performed by members of the concerned society. **Student society which has already paid the deposit during Welcome Fair 2017, do NOT need to pay the deposit again.** If no damage is found and assignments are found clean up properly, the deposit will be returned in full.
7. NO body contact is allowed.
8. NO loudspeaker or amplifier or percussive materials are allowed.
9. Promotion areas is the designated area at Atrium. Societies are only allowed to promote in the non-restricted area of the designated area. The restricted area MUST be kept clear at all times. Passageway should NOT be blocked by societies by any means.



10. Counter setting should be within the assigned counter area. Materials that endanger passer-by or metals should not be used in decoration. University Authorities and OAC members reserve the right to remove any items which are found dangerous upon the approval of the OAC Chairperson or University Authorities at once, without any notice.
11. All promotion items should be kept inside the counter area. Any road blocking or unattended objects on the passageways will be confiscated by OAC member(s) without prior notice.
12. Each society shall not hold more than one counter. NO swapping of counters shall be allowed.
13. Banners can be hanged on the assigned location starting from 7 p.m., one day before the assigned period.
14. The size of the banner must not exceed the restriction of each banner location.
15. All promotion items should not exceed the counter dimension. Oversized promotion items will be disposed of without prior notice.
16. Flag and Chanting are NOT allowed during Orientation Week 2017.
17. Societies from previous timeslot need to remove their banners and counter decorations on or before 9 p.m. of the last day of the timeslot.
18. If no-show at the assigned counter area is observed by 10 a.m., the counter will be allocated to the next student society in the waiting list and the assignment of the concerned society with no-show will immediately be ineffectual.
19. All materials/garbage must be removed away from Atrium or disposed no later than 9 pm on 15th September. Student society which cannot clear up their counter by the deadline stated will be fined \$500 for the removal and cleaning fees.
20. Only OAC members have the power to penalize societies. To report any violation of Regulation, at least 2 OAC representatives from different fields need to witness the violation together, report to the Chairperson as well as telling the violating societies' Executive Committee. If OAC Chairperson and those OAC members agree that the society has violated the Regulation, a record of misconduct will be taken. Should any society accumulate 2 said records in the same period, a penalty shall be imposed. Penalties will be imposed to the respective societies as follows:

1 st warning:	Written warning with record.
2 nd warning:	Written warning with record. A quarter of the deposit of relevant student society will be confiscated



3rd warning:

Counter of that society will be shut down on the next day right after the penalty was given. All promotions will NOT be allowed at any area during the penalized period. If the 3rd penalty is issued on the last day of the Orientation Week, the penalty will be imposed during Promotion Period that counter and all promotion activities will be banned on the first assigned day or the following assigned day. Half of the deposit of relevant student society will be confiscated.

4th warning:

Counter of that society will be shut down for additional 3 days. If the 4th penalty is issued on the last three days of the Orientation Week, the penalty will be imposed during Promotion Period that counter and all promotion activities will be banned on the first assigned day or the following assigned day. All deposit of relevant student society will be confiscated.

For further violation, counter of that society will be closed indefinitely.

21. Societies should obey the rules of safety and regulations of using communal areas.

22. The Authority of the University reserves the right to suspend the right of booking and using of venues, equipment, sports facilities, student amenities and communal areas by the relevant student society without adoption of SU Provisional Executive Committee, from one month to one year as deemed appropriate.



HKUSTSU Orientation Week 2017

Application Form (Counter and Banner)

Name of Student Society: _____ Mail-box No.: _____

Full Name of Applicant (Representative of Student Society): _____

Position of Applicant: _____ Mobile Number: _____ Email: _____

Booking Request Details

Booking timeslot:

(Note: Booking of promotion counter and banner after Orientation Week 2017 will NOT be considered.)

	Counter	Banner
i. 1 st Week of Orientation Week (4 th -8 th September 2017)	<input type="checkbox"/>	<input type="checkbox"/>
ii. 2 nd Week of Orientation Week (11 th -15 th September 2017)	<input type="checkbox"/>	<input type="checkbox"/>

Declaration:

I on behalf of the student society declare that the student society has filled in the information according to the guidelines provided and there is no mistake in the information. The HKUSTSU will be informed once any change needs to be made.

Society Chop

Signature of Applicant

