



Upper Iowa University Hong Kong Campus

Campus Regulations

Orientation

We care about each new student; by attending the Orientation is the best way to learn about campus life and a great opportunity to meet others from your course. We provide important information that will benefit you during your study at UIU-HK campus. All new students will register on specially designed Orientation, which are held before semester commence.

Peacock Email Account

A peacock email account will be generated to each UIU student. To access the logon page for peacocks email, go to www.uiu.edu, click the 'Current UIU Students' link on the left-hand side, then click the 'Student email' link in the middle of the page. That link will re-direct to a Windows Live site where the email addresses and default password of Pcocks@1857 (case-sensitive) will need to be entered. Please follow the on-screen instructions to activate the mailbox and be reminded to change your own password at once.

Student Service Division Operation Hours

- Monday to Friday: 9:30am to 8:30pm
- Saturday: 9:30am to 2:00pm
- Sunday: Closed
- Public Holiday and School Holiday: Closed

Lecture Hours

Day time classes:

- 10:00am – 01:00pm & 02:30pm – 05:30pm Monday to Friday

Night time classes:

- 07:00pm to 10:30 pm Monday to Friday
- 02:30pm to 06:30pm on Saturday
- 10:00 am to 06:30 pm on Sunday

All classes will be suspended on holidays and may be rescheduled to another designated date and time for make-up classes. Each module included 36 lecture hours. Students will be notified the details of class schedule on the first lesson. All classes' schedules are subjected to change without prior notice, UIU-HK campus reserve the right of final decision. Updated details will be confirmed before course registration.

Method of Payment

Fees will be finalized upon confirmation of enrollment. Students should pay the tuition fee according to the payment schedule, which shows you the tuition fee amount and deadline of payment.

You can pay your tuition fees in a number of different ways:

- **Cash** - You can pay directly at our Student Service Division Counter, quoting your full name and student ID. Do not send cash by mail.
- **EPS** - Pay at our Student Service Division Counter, quoting your full name and student ID
- **Credit Card (VISA / MASTER)** – Pay at the our Student Service Division Counter, quoting your full name and student ID
- **Bank In** – DBS Bank Account Number: 512 033 032
(Account Name: Upper Iowa University – Hong Kong Campus Limited)
- **Cheque** - payable to: Upper Iowa University - Hong Kong Campus Limited.
- **Financial Aid** – SFAA

Late payment will be subjected to a late charge of \$300. Please make your payment before each due date.

UIU has no provision for delayed or time payment except through processing application of SFAA. Payment for all courses must be in **HK dollars**.

Text Book

Text books can be purchase through UIU – HK campus or otherwise students can also obtain text books via other channel (bookshops, public library). We will send the text books ordering list to all students approximately one week after course registration. As some textbook are mandatory, it is students' responsibility to prepare necessary textbook before course commence. Deadline of text book ordering will be one week after the release of textbook list.

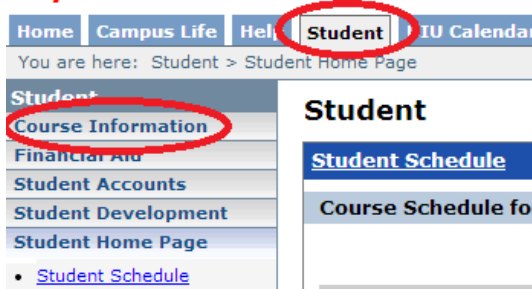
No cancellation is allowed after book ordering has been placed. Delivery date will be vary. UIU – HK campus will not bear any cost resulting from the delay of delivery.

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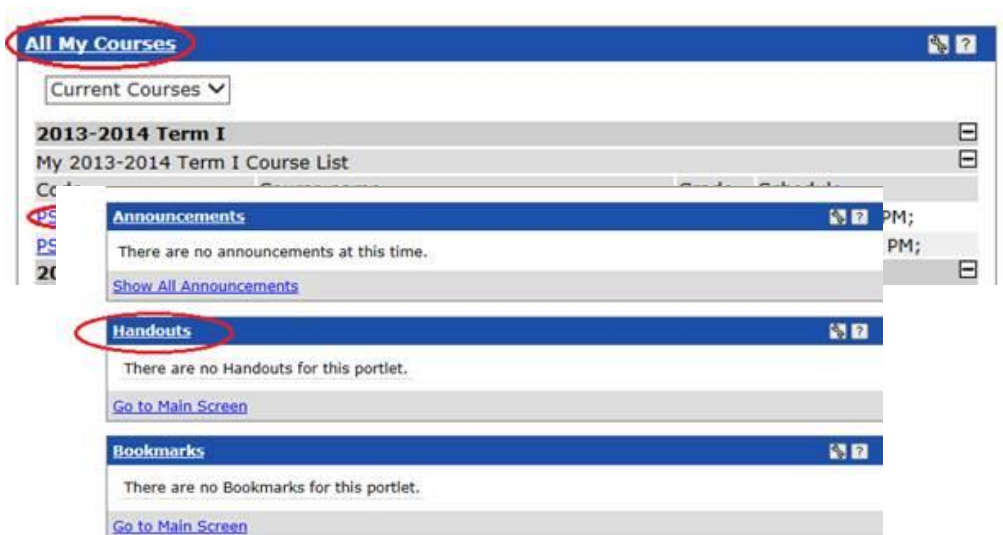
Downloading handouts

It is students' responsibilities to prepare their own lecture handout before class(s)

- Logon to myUIU
- Click on the 'Student' tab, navigate to the left-hand side of the screen and click on the 'Course Information' page link



- You can find 'All My Courses' at the bottom of right-hand side. Click on the tab of the course that you enrolled.



- Instructor will put the handouts and course materials here. You are encouraged to visit this site **before every class**, so that you can come to class well-prepared.

Classroom Expectation

As an Upper Iowa University student, you are expected to attend class regularly and promptly in order to do satisfactory work. While attendance will not be used in grade determination, class participation requirements are set forth by individual instructors. These expectations may be more stringent in some classes than others. When you must be absent from class because of illness or emergency, you are expected to arrange for the completion of make-up tests or homework with the individual faculty member(s). These arrangements are to be made prior to the incurred absence, except in emergency situations.

Disruptions

Disruptive classroom behavior is any conduct that substantially interferes with or obstructs the teaching or learning process in the context of a classroom or education setting. As determined by the instructor, it is an individual's conduct that distracts or intimidates others in a manner that interferes with instructional activities or fails to adhere to classroom rules or instructions. Disorderly conduct or conduct that threatens or endangers the mental or physical health or safety of any person, including, but not limited to: physical abuse, verbal abuse, threats, intimidation, harassment, and coercion may result in immediate removal from the classroom and/or other disciplinary sanctions. All students are expected to respect the right of freedom of expression of other students, faculty and staff members, be willing to assume the consequences of their own

actions, avoid conduct that is detrimental in its effect upon other students and the University, and recognize designated authority and to comply with directives by staff members and faculty.

Drugs and Alcohol

The University is committed to maintaining a campus environment conducive to the intellectual and personal development of students and to the safety and welfare of all members of the University community.

- Alcohol – The University neither condones nor sanctions the use of alcohol. All individuals are expected to observe the alcoholic beverage laws of HKSAR. Students who are legal age (18 or older) are expected to make responsible decisions about the use of alcohol and to assume full responsibility for their personal conduct and actions. This includes respecting the rights of those individuals who choose not to use alcohol. In consideration of local laws, the possession and use of alcohol by underage persons is prohibited on University property.
- Drugs – The possession, use or sale of illicit drugs or possession of drug paraphernalia is prohibited on any University campus.

Cell Phones

Cell phones should not be used in the classroom. Students are encouraged to turn cell phones off during class time. If a cell phone must be kept on due to a potential emergency situation, it must be on a silent setting. If an emergency call must be taken during a class, the student must leave the classroom prior to answering the call and not return until the call is completed.

Arrangement During Bad Weather

Arrangement of Class & Examination during bad weather

Students should take note of the following arrangements and act accordingly.

Typhoon Cyclones (Typhoon)

Classes will be cancelled when **Typhoon Signal No.8 or above** is hoisted. All classes in session will be suspended immediately.

Rainstorm

Rainstorm 'Amber' or 'Red' Warning Signal – If a Rainstorm 'Amber' or 'Red' Warning Signal is in force before office hours, students are expected to come to classes provided that it is permissible under the prevailing traffic and weather conditions. If a Rainstorm 'Amber' or 'Red' Warning Signal is issued in the middle of the day, classes will continue and offices will remain open.

Rainstorm 'Black' Warning Signal – If a 'Black' Rainstorm Warning Signal is in force, it means that roads are seriously flooded and the weather conditions are unfavorable. The advice is for everyone to stay indoor and take shelter.

- Students are not expected to come to class if a 'Black' Rainstorm Warning Signal is issued.
- If a 'Black' Rainstorm Warning Signal is issued, students are advised to stay indoor to take shelter. Classes which are in session will continue until the end of the session.
- If a 'Black' Rainstorm Warning Signal is in force before 6:00 a.m., all day time classes will be cancelled.

Weather Condition	Arrangement
When Typhoon Signal No.8 Hoisted/ 'Black' Rainstorm Signal Issued	Classes will be cancelled.
When Typhoon Signal No.8 or above is replaced by Signal No.3 by 5:30 am	All am classes will be resumed
When Typhoon Signal No.8 or above is replaced by Signal No.3 by 10:30 am	All pm classes will be resumed
When Typhoon Signal No.8 or above is replaced by Signal No.3 by 5:00 pm	All pm classes will be resumed
When a Black rainstorm signal is cancelled by 5:30 am	All am classes will be resumed
When a Black rainstorm signal is cancelled by 10:30 am	All pm classes will be resumed
When a Black rainstorm signal is cancelled by 5:00 pm	All pm classes will be resumed

Cheating and Plagiarism

The term “cheating” means the use of unauthorized books, notes or other sources in the giving or securing of help in an examination or other course assignments. “Plagiarism” means the presentation of another’s published or unpublished work as one’s own. Because cheating and plagiarism are an affront to the University community as a whole and a denial of the offender’s own integrity, they will not be tolerated. Detected cheating or plagiarism will result in consequences that may, at the faculty member’s discretion, include course failure. In addition, an offender will be reported to University administration for possible disciplinary action, which may include suspension or dismissal from the University.

Dealing with Harassment at UIU - HK Campus

Upper Iowa University is committed to maintaining students a working and learning environment free from sexual harassment. Behaviors that inappropriately assert sexuality as relevant to employee or student performance are damaging to this environment. Sexual harassment by any member of the University is in violation of both law and University policy and will not be tolerated in the University community. Matters involving sexual harassment will be dealt with promptly and confidentially by the appropriate University officials.

Academic sexual harassment is the use of authority to emphasize the sexuality of a student in a manner that prevents or impairs that student’s full enjoyment of educational benefits, climate or opportunities. Unwelcome sexual advances, request for sexual favors and other verbal or physical conduct of a sexual nature constitute sexual harassment when grades or educational progress are made contingent upon submission to such conduct, or when the conduct has the purpose or effect of interfering with the individual’s academic performance, or when creating an intimidating, hostile or offensive educational environment.

Sexual harassment can occur between 1) students, 2) faculty and students and 3) staff and students. In determining whether an alleged conduct constitutes sexual harassment, consideration should be given to the record as a whole and to the totality of the circumstances, including the nature of the alleged sexual advances and the context in which the alleged incident occurred. Retaliation against an employee or student for filing a sexual complaint is grounds for a subsequent harassment complaint.

Responsibilities and Grievance Procedures

It is the responsibility of all students to conduct themselves in such a way as to contribute to an

environment free of sexual / racial/ religious harassment, Should a complaint of harassment received that involves a University student, employee under his/her administrative jurisdiction, immediate steps will be taken to deal with the matter appropriately, whether or not invoked by a grievance procedure. Taking positive steps to sensitize students with respect to this issue also is a responsibility of University administration.

Procedures- Individuals who believe they have been harassed may obtain redress through the established procedures of the University. A student may report harassment to our center director. Because of the sensitive nature of the situations involving harassment, and to assure speedy and confidential resolution of grievances, the University has established informal and formal grievance procedures for handling complaints involving sexual harassment. Informal procedures may be used but are not required to precede the formal procedures.

- **Informal Grievance Procedure.**
A student may discuss a harassment grievance with our center director. After receiving the complaint, our staff may discuss the matter with all those involved, individually or collectively, in an effort to resolve the matter. If the employee or student is not satisfied with the informal efforts, he/she may then use the formal procedures.
- **Formal Grievance Procedure.** Formal procedures may be initiated by the aggrieved student subsequent to a failure to resolve the complaint at the informal level. A formal grievance relating to a complaint of harassment may be initiated by a student either in lieu of informal procedures or where informal efforts have failed.
You may file a written and signed complaint with your center director. The complaint shall be submitted as soon as possible after the harassment has occurred, but not more than 60 days after the occurrence.

Privacy Policy

Upper Iowa University is committed to safeguarding the privacy of every students, this included any information students provide upon your enrollment / registration. Information will be held in strict confidence by Upper Iowa University and its employees and will be used for Upper Iowa University purposes only. We will not share your personal data with anyone else, except as may be required by law. Any students information request by students' direct clan or friends are not accepted unless authorization with signature is provided.

Our privacy policy explains what information we collect when you visit our web pages, how we use that information, and how you can "opt out." By accessing Upper Iowa University web pages, you signify your agreement to the terms and conditions of this privacy policy.

Library Regulations

The Reference Library is established to serve the fostering teaching, learning, and research activities. Each and every one of you can help make our Library a quiet and welcoming place conducive to reading, studying, and research activities. Be thoughtful of others, please :

- Put the books back to their original place after using;
- Keep your voice down;
- Refrain from smoking, drinking, or eating in the Library;
- Switch off beeping features of mobile phones and pagers;
- Leave wet umbrellas outside of the Library;
- Protect library books and other materials from being mutilated or damaged and;
- Respect the rights of other library users.

Computer Usage Policy

The purpose of Upper Iowa University's informational technology resources is to support education, research and communication. The following are acceptable uses of Upper Iowa University's Computers:

- Class assignments
- Academic research and investigation
- Computing for personal and professional advancement
- Administrative and instructional support
- Staff & faculty consulting (subject to provisions contained in relevant personnel policy).
- Personal use by permitted users that does not disrupt, interrupt or diminish access to resources for other users and does not violate any applicable law, regulation or University policy.

Graduation and Beyond

Application for Graduation

As a candidate for graduation, regardless of whether you plan to participate in the commencement ceremony, you **must** file an application for graduation with our SSC. Processing of academic transcripts is prioritized by the date that the applications are received by SSC and an application fee of **HKD564** will be charged. The application for graduation is valid for one year. Applications received after the deadline will be honored at the next graduation date.

Commencement Ceremony

A formal Commencement Ceremony in Hong Kong is held once a year, in December. Each prospective graduate who are within one Term of completing their degree with at least a 2.0 GPA will file an Application for Graduation as a part of final registration prior to graduation, and invited to join the ceremony.

Commencement Ceremony in Fayette is held once a year, in May. All students who are within one Term of completing their degree, have achieved at least a 2.0 GPA, and have submitted all required official documents to the Central Office, are welcome to participate in this delightful event.

Invitation letters will then be issued to these students so that they may begin their visa arrangements. Additional information regarding this event can be found on the UIU Website at <http://www.uiu.edu/commencement/index.html>.

Academic Transcripts

All official records are maintained at UIU in Fayette, Iowa, USA, while you may submit documents to the Hong Kong campus, all official copies will be sent for your permanent record in U.S. You may request a student or official copy of your Upper Iowa University transcript at any time which cost **US\$8.00**.

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