

Student Leaders' Charter 學生組織領袖約章

The Student Leader Charter highlights the benefits of student leaders' involvement in student organisations and sets out the standards expected of these leaders.

學生組織領袖約章闡明學生組織幹事參與會務的精神和價值，確立學生幹事的良好操守和服務準則。

(1) The spirit and values of student organisations

學生組織的精神和價值

Student organisations are voluntary groups initiated by students. Supported and recognised by the University, they organise activities beneficial to their members and the development of the organisation. Participation in student organisations is an important element of extracurricular activities. Student organisation officers who voluntarily take on positions of responsibility within these organisations serve their fellow students and the development of the organisations, based on the goodwill of the individuals while adhering to the purposes and philosophy of the organisations.

學生組織乃由同學自發的團體，在校方認可與支援下籌辦有利於會員及其組織發展的活動，是大學課外活動組成的重要一環。義務擔任職務的學生幹事，基於個人意願服務同學，秉承學生組織的宗旨和理念發展會務。

(2) Character requirements for student organisation officers

學生組織幹事的品格要求

Student organisation officers are considered leaders by members of their organisations. They should lead to encourage the participation of their members, enhance the welfare and development of the entire membership and establish a sense of belonging for their members. Student organisation officers may also participate at various levels of university affairs. Therefore, student organisation officers should possess a strong sense of responsibility, good character and accountability, becoming role models to serve and lead other students, ensuring the healthy development of their organisations.

學生組織幹事會被其所屬組織的會員視為領袖，須帶領及鼓勵同學參與活動，為整體會員謀求福利及發展機會，建立會員的歸屬感。學生組織幹事同時亦有機會參與不同層次或形式的大學事務。是以校方認為學生組織的幹事，需具備責任感、良好品格及承擔精神，成為同學中的榜樣，始能服務並帶領其他同學，確保其組織健康發展。

The University therefore requires student organisation officers to be good and responsible citizens. Any student who runs for or is to be appointed to an official position in a student organisation MUST declare and provide relevant information as to whether he/she has been subject to criminal investigation or prosecution or has been convicted of any offence in Hong Kong or elsewhere in the past THREE (3) years. If, during his/her term of service, he/she is subject to criminal investigation or prosecution or is convicted of any offence in Hong Kong or elsewhere, he/she MUST report in writing and provide relevant information to the Student Affairs Office as soon as practicable. If there is any non-compliance with the above requirements or if a student who is deemed unsuitable for leadership by the University takes up or continues to take up an official position of a student organisation, the University may suspend or terminate its recognition of and support to that student organisation, including but not limited to:

- (a) disallowing it to use the name of “Hong Kong Baptist University” (or its abbreviations) as part of its name; and
- (b) revoking its right to access electronic and physical facilities of the University;
- (c) revoking its entitlement to financial support from the University.

為此，大學要求學生領袖應為良好品格、有責任感的公民。所有準備參選或將獲委任學生組織職務的同學，須向學生事務處申報過去三年內，是否曾在香港或其他地方被刑事調查或檢控，或是否曾被定罪。如果同學在正式出任職務後接受香港或其他地方的刑事調查，檢控或起訴，或被定罪，亦必須要在可行及合理的情況下，盡快以書面向學生事務處提供相關資料。若有違反上述要求或有任何被大學視為不合適當領袖的同學在學生組織內擔任或繼續擔任職務，大學可暫停或終止認可及支援該學生組織，包括但不限於：

- (a) 不允許其使用「香港浸會大學」(或其簡稱)作為其名稱的一部分；及
- (b) 撤銷其使用大學的電子及實體設施的權利；
- (c) 撤銷其獲得校方財政資助的權利。

Failure of any student organisation officer or prospective student organisation officer to provide the information as required may lead to suspension or termination of the University’s recognition and support of the student organisation of which he or she holds an official position.

學生組織幹事或準學生組織幹事如未按上述要求向大學作出申報，大學可暫停或終止認可及支援其所屬的學生組織。

(3) Student Organisation Officers Manifesto

學生組織幹事宣言

As student organisation officers at Hong Kong Baptist University, they shall be dedicated to their duties, serve their peers, support the University's mission and vision, build a harmonious and inclusive campus, maintain the University's reputation and promote the sustainable development of society.

作為香港浸會大學學生組織幹事，應盡忠職守，服務同學，支持大學的使命和理念，建設和諧共融的校園，維護大學的名聲，推動社會的可持續平穩發展。

The Student Leader Charter is in English and Chinese. In case of discrepancy, the English version shall prevail.

學生組織領袖約章以英文及中文草擬。如有任何歧異，以英文文本為準。

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Student Organisation Officer Declaration 學生組織幹事聲明

Procedures and Details 程序及細則

- (1) The following statement must be completed by each prospective officer of a student organisation before running for office or being appointed. The statement must be submitted to the Office of Student Affairs for review and record at least ONE month prior to the date on which the prospective officer is expected to take up the official position.

以下聲明由每位準學生組織幹事在參選或獲委任前填寫，並在其預計就職日期最少一個月前交由學生事務處審閱並存檔。

- (2) The personal data provided by a student in this declaration will be used only for the purpose of determining whether he/she is a suitable person to take up the relevant official position of a student organisation. All information will be kept confidential. The University's *Privacy Policy Statement and Personal Information Collection Statement* can be accessed at: <https://bupdpo.hkbu.edu.hk/policies-and-procedures/pps-pics/>.

同學於本聲明內所提交的個人資料只會用於審視其是否合適人選擔任學生組織內的相關幹事。一切資料將會被保密。大學的私隱政策聲明和收集個人資料聲明可在以下網址查閱：<https://bupdpo.hkbu.edu.hk/policies-and-procedures/pps-pics/>.

- (3) Student organisation officers have more opportunities than other students to lead fellow students in the name of an organisation associated with the University, handle financial matters and gain access to the personal data of others and University policies or documents. Taking into account the well-being of all students, if a student has a criminal record in relation to any offences involving national security, public order, dishonesty, indecency or violence, or is currently subject to investigation or prosecution of such offences, the student would generally be considered unsuitable for taking up any official position of a student organisation. For other offences, the Office of Student Affairs may decide on suitability on a case-by-case basis.

學生組織領袖比一般同學有更多機會以大學組織之名義帶領其他學生行事、處理財務、接觸他人的個人資料及大學政策或文件。基於對整體學生福祉的考慮，如果同學有牽涉國家安全、公共秩序、不誠實、不雅行為或暴力等罪行的刑事記錄，或目前正被調查或檢控此類罪行，該同學一般會被認為不適合擔任學生組織幹事。至於其他罪行，學生事務處會視個別情況作出決定。

- (4) If a student officer or his/her student organisation disagrees with the decision of the Office of Student Affairs under section (3) above, he/she may, within seven (7) working days after the decision, write to the Director of Student Affairs (by email to dsa@hkbu.edu.hk) and seek a review. A meeting will be arranged with the student to review the case.

有關同學或其所屬的學生組織如不同意學生事務處就上述第(3)段所作的決定，可於該決定後7個工作天內電郵至 dsa@hkbu.edu.hk，以書面要求輔導長作出覆核。輔導長將會接見有關的同學並覆核相關個案。

- (5) If the student or his/her student organisation disagrees with the decision of the Director of Student Affairs under section (4) above, he/she may, within seven (7) working days after the decision, appeal to the Vice-President (Teaching & Learning) (VPTL) (by email to vptl@hkbu.edu.hk). The decision of the VPTL shall be final.

有關同學或其所屬的學生組織如不同意輔導長就上述第(4)段所作的決定，可於該決定後7個工作天內電郵至 vptl@hkbu.edu.hk，以書面向副校長（教與學）上訴。副校長（教與學）的決定為最終決定。

I, _____ [name], (student ID number: _____), intend to become the _____ [office bearer position] of the _____ [name of student organisation] for the academic year 20 ____ - 20 ____, starting from _____ [date].
I hereby make the following statements:

本人, _____ [姓名], (學生編號為 _____), 擬在 _____ [日期] 成為 _____ [學生組織名稱] 於 20 ____ - 20 ____ 年度的 _____ [學生領袖崗位] 現作出以下聲明：

- I have/have not* been subject to criminal investigation or prosecution in Hong Kong or elsewhere in the past three (3) years. If the answer is in the affirmative, please provide the relevant details:

本人在過去三年內，有 / 沒有* 在香港或其他地方被刑事調查或檢控。
(如有被刑事調查或檢控，請提供相關資料)：

- I have/have not* been convicted of any offence in Hong Kong or elsewhere in the past three (3) years. If the answer is in the affirmative, please provide the relevant details:

本人在過去三年內，有 / 沒有* 在香港或其他地方被定罪。
(如有被定罪，請提供相關資料)：

- I am willing to abide by the " Student Organisation Officers Manifesto" in the Student Leader Charter.

本人願意恪守「學生組織領袖約章」宣言。

- I confirm that the information provided in this declaration is true, complete and

accurate to the best of my knowledge. If there are any changes to the above information, I agree to immediately provide updated information to the Office of Student Affairs in writing. I understand and agree that if I provide any false, incomplete or misleading information or fail to provide updated information, I may be subject to disciplinary action by the University.

本人確認以上本聲明內呈交的資料，據本人所知均屬真實、完整及準確。如上述資料有任何變更，本人同意立即向學生事務處作出書面申報。本人了解及同意如本人提供虛假、不完整或誤導資料或未有提供更新資料，本人或會面臨大學的紀律處分。

* Please delete whichever is not applicable.

* 請刪去不適用者

Signature

簽名：

Date

日期：

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