



香港科技專上書院 (非牟利)

HONG KONG INSTITUTE OF TECHNOLOGY

(Non-Profit Making)

書院港島校舍辦事處：

2 Breezy Path, Mid-levels West, Hong Kong. 香港西半山卑利士道 2 號

長沙灣教學中心：

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Counselling and Careers Guidance Center - Conditions of Use

General terms

- 1.1 Opening hours of the Counselling and Career Guidance Center:
Monday, Tuesday, Wednesday and Friday from 10am - 1 pm, 2pm to 5:30pm
- 1.2 To use the Center resources, users have to register with the Center.
- 1.3 Staff of the Center has the right to refuse any person from using the Center.

Rights and Responsibilities of Center Staff

- 2.1 The Counselling and Career Guidance Center (Center) is administered by the Center Staff of Hong Kong Institute of Technology (HKIT). The Center is opened for the HKIT staff and students ONLY. Except those authorized by Center Staff, no other persons are allowed to enter.
- 2.2 Center staff will perform random checking on the identity of users. Center staff has the right to request users to present their student identity cards. Anyone who fails or refuses to provide proof for his or her identity will be requested to leave the Center immediately. Those who refuse to leave will be handled by the Administrative Unit of HKIT or the Police.
- 2.3 The Center can be reserved for providing counselling service to our students. Corresponding booking schedule is posted at the entrance of the room. Priority for the use of the center shall be given to students who have consultation with social worker or career advisor. Center Staff has the right to close the room without notice in order to accommodate students' counselling needs.

Rights and Responsibilities of Users

- 3.1 The use of all facilities in the Center is limited to counselling or career guidance services.
- 3.2 Users can carry their bags into the Center, but the umbrella has to be placed at the entrance.
- 3.3 Users are not allowed to play video games or use mobile phone in the Center.
- 3.4 Eating and drinking are NOT allowed in the Center. Also, users are also not allowed to bring in food or beverages into the Center.
- 3.5 Users should work quietly. Yelling, shouting, group discussions and social gatherings are not allowed in the Center.

- 3.6 Users should not use computers to create sounds or music that may disturb other users in the Center.
- 3.7 Users should not move any facilities or furniture housed in the Center without authorization.
- 3.8 Users should take care of their belongings. The Center will not be responsible for any loss or damage to any personal belongings in the Center.
- 3.9 Center staff has the right to remove any unattended personal belongings that are found in the Center. The Center will not be responsible for any loss or damage to any personal belongings in the Center.
- 3.11 Users should clean up their working area when leaving.

NOTE: Students who violate the above rules will lose the rights to use the Center. For first offense, students will be suspended to use the center for ONE DAY. Serious or repeated offenses will result in total loss of usage of the Center's facilities. The case will be referred to the Dean of student's faculty for further action.

Use of Facilities

- 4.1 Students must carry their HKIT student identity cards and present it to Center staff when requested.
- 4.2 Users should not copy or download any copyrighted software/product that is protected by The Copyright Ordinance.
- 4.3 Users should not install any software in the workstation without authorization.
- 4.4 Users should not attach any hardware or device to the equipment provided without authorization.
- 4.5 Users are not allowed to bring their own CDs, CD-ROMs, video discs or other computer software to be used in the Center's computers.
- 4.6 Users should not login more than one workstation concurrently in the PC LAN system.
- 4.7 Users should not leave computers idle. Center staff has the right to reassign any unattended computers that are left idle for more than 15 minutes to other users. Center staff is not responsible for any data loss caused by the reassignment.
- 4.8 Users can reserve the facilities. Any reserved facilities not accessed within the first ten minutes will be released for other users.
- 4.9 Users are responsible for the care and use of the Center's facilities. Users may be liable to bear the cost of repairing any damage to the facilities caused by negligence or failure to adhere to the proper operating procedures.
- 4.10 Users are allowed to take one copy of the booklet provided by the Center.
- 4.11 Users can use the printer to print a maximum of 10 pages of counselling or career related materials.