

HONG KONG BAPTIST UNIVERSITY

Regulations on Posting of Materials on Campus

1. Preamble

While the University upholds the rights to freedom of expression, equal opportunities and inclusiveness, the exercise of these rights should not violate the laws or infringe the rights of others. This set of regulation (“Regulations”) applies to posting of all materials that are visible to the University community on all premises under the management of the University. In addition, the University endeavours to assist students and staff to promote activities and events organised by the University’s academic units and/or student organisations (“Events”). As such, the University has designated Information Display Spaces on campus for posting of publicity materials to facilitate the effective promotion and to increase the publicity of these Events.

2. Definitions

- 2.1 Materials refer to any banners, posters, notices or printed materials (“Materials”). Publicity materials refer to Materials that promote any Event (“Publicity Materials”).
- 2.2 Information Display Spaces refer to display boards, notice stands, foam board stands, noticeboard locations and the designated banner locations. Locations of the noticeboards and designated banners provided on campus are specified in **Appendix 1**.

3. Principles on Posting of Materials

- 3.1 All Materials and their contents shall comply with all laws and regulations of Hong Kong, including but not limited to The Law of the People’s Republic of China on Safeguarding National Security in the Hong Kong Special Administrative Region, constitutional provisions, ordinances, subsidiary legislation, rules and regulations having the force of law and rules of common law and equity.
- 3.2 All Materials and their contents shall not:
 - (a) without prejudice to the generality of paragraph 3.1, constitute or cause the occurrence of offences against the laws and regulations of Hong Kong, including but not limited to offences endangering national security, or be otherwise contrary to the interest of national security;

- (b) contain any content that is abusive, discriminatory, defamatory, immoral, obscene, scandalous or that may cause embarrassment to the University or bring the University into disrepute;
- (c) cause any damage to the property of the University;
- (d) contravene any health and safety regulations of the University;
- (e) cause any inconvenience, obstruction or potential danger to users or passerby of the area; or
- (f) contain any form of promotion or advertisement of any business entity.

Typical examples of locations that are not suitable for posting are set out in **Appendix 2**.

- 3.3 A Rapid Response Team (“RRT”) consisting of the University’s senior management, Student Affairs Office, Faculty Members and administration office heads is set up to review problematic posting as and when necessary. Any posting that is considered by the RRT that violates the Regulations will be removed immediately.

4. Specific Regulations for Publicity Materials

- 4.1 For events promotions, electronic means is encouraged to reduce carbon footprint. Reduction, reuse and recycling of Publicity Materials should be accorded the top priority to promotion.
- 4.2 When posting in paper form is required, Publicity Materials should only be posted on the Information Display Spaces. They should not be posted on any other places without the prior approval of the University.
- 4.3 The official name of the respective academic or administrative unit or student organisation should be printed or stamped on all Publicity Materials.
- 4.4 The period of posting is 14 days or up to the date of the activity or event referred to in the Publicity Materials, whichever is shorter. The end date of posting should be marked clearly on the Publicity Materials. The Publicity Materials should be removed immediately upon the end of the period of posting by the person(s) who posted them up.
- 4.5 The size of Publicity Materials should not exceed the area of the allocated notice

display space(s).

- 4.6 Academic or administrative unit or student organisation which authorises the posting up of the Publicity Materials should ensure proper compliance with the Regulations and be responsible for any breach thereof.
- 4.7 Temporary directional signs may be posted on places other than the Information Display Spaces on the date of the activity or event subject to prior approval of the University.
- 4.8 Any Publicity Materials which are in breach of the Regulations will be removed without prior notice.
- 4.9 Any Material that promotes any event organised by an organisation not being part of the University community, except the Government of Hong Kong or a statutory body of Hong Kong, is prohibited without prior approval of the University.
- 4.10 Academic and administrative units may issue guidelines on Publicity Materials to be posted up or distributed within the areas managed by them, including entrance and exterior walls of such areas. Such guidelines shall not be inconsistent with the provisions of the Regulations.

5. Breach of Regulations and/or Guidelines

- 5.1 The Director of Estates or his/her delegate shall implement the Regulations and/or the guidelines and shall bear primary responsibility to take immediate actions in respect of any breach of the Regulations and/or the guidelines or any unauthorised posting and/or distribution of Materials in all common areas of the University.
- 5.2 The Heads/Directors of departments/offices/units or their delegates shall implement the Regulations and/or the guidelines and shall bear primary responsibility to take immediate actions in respect of any breach of the Regulations and/or the guidelines or any unauthorised posting and/or distribution of materials within the areas managed by them in their respective departments/offices/units.
- 5.3 The Directors of respective managing agents or their delegates shall implement the Regulations and/or the guidelines in their managed areas of University-wide teaching, learning, research and amenity spaces and shall bear primary responsibility to take immediate action in respect of any breach of the Regulations and/or the guidelines or any unauthorised posting and/or distribution of Materials within the areas managed by them. Please refer to **Appendix 3** for a full list of

venues and the managing agents.

- 5.4 The Heads/Directors of departments/offices/units or their delegates shall take necessary follow-up actions on the staff member(s) of the respective departments/offices/units involved in any case of posting or distributing unauthorised Materials on campus or breach of the Regulations and/or the guidelines.
- 5.5 The Director of Student Affairs, the Director of College of International Education, the School of Continuing Education or his/her delegate shall take necessary follow-up actions on the student organisation(s) and/or the student(s) involved in any case of posting or distributing unauthorised Materials on campus or breach of the Regulations and/or the guidelines.
- 5.6 The Director of Estates or his/her delegate shall take necessary follow-up actions in respect of all matters relating to the posting and/or distribution of Materials by anyone other than those mentioned in paragraphs 5.4 and 5.5 above.
- 5.7 Depending on the circumstances, any posting and distribution of unauthorised Materials should be reported to supervising Dean or Vice-President as appropriate.

6. Delegation of authority by the University Administration

- 6.1 The RRT shall make a final decision of determining if any particular posting is in breach of the Regulations.
- 6.2 The Vice-President (Administration) and Secretary has the overall responsibility in respect of the implementation and administration of the Regulations.
- 6.3 The Estates Office is authorised to publish the Regulations and act in accordance with the provisions in the Regulations.

7. Review

- 7.1 The Regulations may be reviewed by the Risk Management Committee annually or as and when required.

August 2024

List of banner locations**A. For student events/activities (28 locations)**

| Building | Location |
|---|--|
| Ho Sin Hang Campus (18 locations) | |
| Cha Chi-ming Science Tower (SCT) | 1. 5/F Entrance |
| Fong Shu Chuen Library (FSC) | 2. Above the Harmony Cafeteria North |
| Oen Hall Building (Main Building) (OEM) | 3. 7/F East |
| | 4. 7/F West |
| | 5. 8/F East |
| | 6. 8/F West |
| Sir Run Run Shaw Building (RRS) | 7. Upper Wall of Hang Seng Bank |
| | 8. 6/F East |
| | 9. 6/F West |
| | 10. 7/F East |
| Yeung Shui Sang Building (YSS) | 11. 7/F West |
| | 12. Middle Column |
| | 13. 6/F |
| | 14. 7/F South |
| | 15. 7/F North |
| | 16. 8/F South |
| | 17. 8/F North |
| | 18. Upper Part of Wall Facing Kam Shing Road Entrance |
| Shaw Campus (6 locations) | |
| Li Promenade | 1. Location L (Wall on Left Side of Library) |
| | 2. Location M (Wall on Left side of Library) |
| | 3. Location R (Wall on Left Side of Library) |
| | 4. Location S (Wall on Left Side of Library) |
| The Wing Lung Bank Building for Business Studies (WLB) | 5. Li Promenade A, opposite to the Security Control Centre |
| | 6. Li Promenade B, opposite to the Security Control Centre |
| Baptist University Road Campus (4 locations) | |
| Academic and Administration Building (AAB) | 1. L1-C, level 1 |
| | 2. L1-D, level 1 |
| | 3. L1-E, level 1 |
| Lee Shau Kee Communication and Visual Arts Building (CVA) | 4. Entrance (near escalator) |

B. For University events/activities organised by departments/offices (15 locations)

| Building | Location |
|---|--------------------------------|
| Ho Sin Hang Campus (3 locations) | |
| Fong Shu Chuen Library (FSC) | 1. 2/F |
| Yeung Shui Sang Building (YSS) | 2. Fence in Kam Shing Road |
| | 3. Kam Shing Road Entrance |
| Shaw Campus (3 locations) | |
| David C. Lam Building (DLB) | 1. Main Entrance |
| Lam Woo International Conference Centre | 2. Glass Wall A, Main Entrance |
| | 3. Glass Wall B, Main Entrance |
| Baptist University Road Campus (9 locations) | |
| Academic and Administration Building (AAB) | 1. L1-A, level 1 |
| | 2. L1-B, level 1 |
| | 3. L1-F, level 1 |
| | 4. L1-G, level 1 |
| | 5. L1-H, level 1 |
| | 6. L3-D, level 3 |
| Lee Shau Kee Communication and Visual Arts Building (CVA) | 7. Main Lobby |
| | 8. 1/F Entrance |
| Jockey Club Academic Community Centre (ACC) | 9. Entrance |

Remark: The list will be reviewed, revised and updated from time to time as appropriate.

List of noticeboard locations**A. For student events/activities (24 locations)**

| Building | Location |
|---|--|
| Ho Sin Hang Campus (9 locations) | |
| Cha Chi-ming Science Tower (SCT) | 1. Location 1 (pillar near lift no. 6), level 6 2. Location 2 (pillar near lift no. 7), level 6 3. Location 3 (pillar near room SCT601A), level 6 |
| Fong Shu Chuen Library (FSC) | 4. Level 2 (near corridor to RRS) 5. Location 1 (facing escalator), level 5 6. Location 2 (facing escalator), level 5 |
| Sir Run Run Shaw Building (RRS) | 7. Location 1, corridor, level 2 8. Lift lobby, level 5 9. Lift lobby, level 8 |
| Shaw Campus (6 locations) | |
| David C. Lam Building (DLB) | 1. Location 1, lift lobby, Level LG 2. Location 2, lift lobby, Level LG |
| Li Promenade | 3. Location 1 (near Au Shue Hung Memorial Library) 4. Location 2 (near Au Shue Hung Memorial Library) 5. Location 3 (near entrance of DLB) |
| The Wing Lung Bank Building for Business Studies (WLB) | 6. Level 1 (near lecture theatre WLB103) |
| Baptist University Road Campus (9 locations) | |
| Academic and Administration Building (AAB) | 1. Level 1 (facing Carpark C) 2. Level 2 (outside classroom AAB204) 3. Location 1, level 3 (near Lift no. 7) 4. Location 2, level 3 (near Lift no. 7) 5. Location 1 (outside classroom AAB504), level 5 6. Location 2 (near escalator), level 5 7. Level 6 (outside classroom AAB611) 8. Level 7 (outside classroom AAB707) |
| Lee Shau Kee Communication and Visual Arts Building (CVA) | 9. Lift lobby, G/F |

B. For University events/activities organised by departments/offices (50 locations)

| Building | Location |
|---|---|
| Ho Sin Hang Campus (33 locations) | |
| Christian Education Centre (CEC) | 1-2. Inside lift car of Lift No. 11 |
| Fong Shu Chuen Library (FSC) | 3-5. Inside lift car of Lift No. 2 |
| | 6-7. Inside lift car of Lift No. 3 |
| | 8. Level 2, Fong Shu Cheun Car Park entrance (near security control room) |
| Oen Hall Building (Main Building) (OEM) | 9-11. Inside lift car of Lift No. 9 |
| | 12-13. Inside lift car of Lift No. 10 |
| Sir Run Run Shaw Building (RRS) | 14-15. Inside lift car of Lift No. 4 |
| | 16-17. Inside lift car of Lift No. 5 |
| | 18. Lift lobby, level 3 |
| | 19. Lift lobby, level 4 |
| | 20. Lift lobby, level 5 |
| | 21. Location 1, lift lobby, level 6 |
| | 22. Location 2, lift lobby, level 6 |
| | 23. Lift lobby, level 7 |
| | 24. Lift lobby, level 8 |
| | 25. Location 1, lift lobby, level 9 |
| | 26. Location 2, lift lobby, level 9 |
| Science Tower (SCT) | 27-28. Inside lift car of Lift No. 6 |
| | 29-30. Inside lift car of Lift No. 7 |
| | 31-32. Inside lift car of Lift No. 8 |
| | 33. Inside lift car of Lift No. 12 |
| Shaw Campus (6 locations) | |
| David C. Lam Building (DLB) | 1. Location 1, lift lobby, level LG |
| | 2. Location 2, lift lobby, level LG |
| | 3. Lift lobby, level 1 |
| Shaw Tower (SWT) | 4-5. Level 4 (near end of the bridge to Shaw Tower) |
| The Wing Lung Bank Building for Business Studies (WLB) | 6. Lift lobby, level 1 |
| Baptist University Road Campus (11 locations) | |
| Academic and Administration Building (AAB) | 1-2. Level 1, corridor (facing outdoor car park) |
| | 3. Level 2 (outside classroom AAB204) |
| | 4. Location 1 (outside classroom AAB504), level 5 |
| | 5. Location 2 (near Lift no. 5), level 5 |
| | 6-7. Level 5 (near escalator) |
| | 8. Level 6 (outside classroom AAB611) |
| | 9. Level 7 (outside classroom AAB707) |
| Lee Shau Kee Communication and Visual Arts Building (CVA) | 10. Location 1, lift lobby, G/F |
| | 11. Location 2, lift lobby, G/F |

Remark:

1. Noticeboards designated for use by respective departments/offices are not included in the list.
2. The list will be reviewed, revised and updated from time to time as appropriate.

Updated on April 2023

**Typical examples of common areas/facilities
that are not suitable for posting publicity materials**

1. Footbridge between Shaw Tower, Shaw Campus, and Wai Hang Sports Centre, Ho Sin Hang Campus;
2. Footbridge between Academic and Administration Building, Baptist University Road Campus, and David C. Lam Building, Shaw Campus;
3. Entrances of campus, lift lobbies, corridors, aisles and stairways of campus buildings;
4. Surfaces of external walls, painted walls, floor, ceiling, doors and windows;
5. Fire doors, fire services equipment and installations; and
6. Lifts and escalators.

List of managing agents of University-wide spaces

| Managing agent | University-wide space | Location |
|--|---|---|
| Academic Registry | All University-wide classrooms | |
| Chaplain's Office | Chapel | CEC700, Level 7, Christian Education Centre, Ho Sin Hang Campus |
| Centre for Innovative Service-Learning | TriAngle | DLB306, Level 3, David C. Lam Building, Shaw Campus |
| Estates Office | Academic Community Hall | Academic Community Hall, Ho Sin Hang Campus |
| | Au Shue Hung Terrace Garden | Au Shue Hung Terrace Garden, Ho Sin Hang Campus |
| | Bistro NTT | G/F, Dr. Ng Tor Tai International House, Baptist University Road Campus |
| | Books n' Bites (catering area only) | G/F, Jockey Club Academic Community Centre, Baptist University Road Campus |
| | BU Fiesta | G/F, Student Residence Halls, Baptist University Road Campus |
| | Cafe @CVA Common | Room CVAG03, G/F, Lee Shau Kee Communication and Visual Arts Building, Baptist University Road Campus |
| | Council Chamber | SWT501, Shaw Tower, Shaw Campus |
| | Deli | CVA102, 1/F, Lee Shau Kee Communication and Visual Arts Building, Baptist University Road Campus |
| | Dr. and Mrs. Sze Chi Ching Exhibition Gallery | Levels 1 & 2, The Wing Lung Bank Building for Business Studies, Shaw Campus |

| Managing agent | University-wide space | Location |
|----------------|---|--|
| Estates Office | Function Room | RRS402, Level 4, Sir Run Run Shaw Building, Ho Sin Hang Campus |
| | | TWC G05, G07 & G08, G/F, Tsuen Wan Campus |
| | Harmony Cafeteria | Level 4, Sir Run Run Shaw Building, Ho Sin Hang Campus |
| | Harmony Lounge | Level 4, Sir Run Run Shaw Building, Ho Sin Hang Campus |
| | HKBU Lounge | DLB201-205, Level 2, David C. Lam Building, Shaw Campus |
| | i-Café | WLB302, Level 3, The Wing Lung Bank Building for Business Studies, Shaw Campus |
| | Koo Ming Kown Exhibition Gallery | CVAG01, G/F & CVA101, 1/F, Lee Shau Kee Communication and Visual Arts Building, Baptist University Road Campus |
| | Lactation rooms | DLB500A, Level 5, David C. Lam Building, Shaw Campus |
| | | RRS502D, Level 5, Sir Run Run Shaw Building, Ho Sin Hang Campus |
| | Lam Woo International Conference Centre | WLB103-107 & 109, Level 1, The Wing Lung Bank Building for Business Studies, Shaw Campus |
| | Li Promenade | Counter (SHAW-C01-C07 and C20-C23), Li Promenade, Shaw Campus |
| | Main Canteen | AAB501, Level 5, Academic and Administration Building, Baptist University Road Campus |
| | Meeting rooms | AAB704, Level 7, Academic and Administration Building, Baptist University Road Campus |
| | | AAB906, Level 9, Academic and Administration Building, Baptist University Road Campus |

| Managing agent | University-wide space | Location |
|----------------|--|---|
| Estates Office | Meeting rooms | RRS903, Level 9, Sir Run Run Shaw Building, Ho Sin Hang Campus |
| | | SWT504-505, Level 5, Shaw Tower, Shaw Campus |
| | | SWT701, SWT702, Level 7, Shaw Tower, Shaw Campus |
| | | SWT803, Level 8, Shaw Tower, Shaw Campus |
| | | TWC G06, G/F, Tsuen Wan Campus |
| | | TWC107, 1/F, Tsuen Wan Campus |
| | Mr. and Mrs. Lau Chor Tak Multi-Purpose Hall | SCC201-204, Level 2, Madam Kwok Chung Bo Fun Sports and Cultural Centre, Shaw Campus |
| | Quiet room | DLB705, Level 7, David C. Lam Building, Shaw Campus |
| | Renfrew Cafeteria | DLB220, Level 2, David C. Lam Building, Shaw Campus |
| | Sports Hall | Dr. Stephen Hui Sports Hall, DLB001, Level 1, David C. Lam Building, Shaw Campus |
| | | Joint Sports Centre, Renfrew Road, Shaw Campus |
| | | Madam Kwok Chung Bo Fun Sports Hall, SCC301, Level 3, Madam Kwok Chung Bo Fun Sports and Cultural Centre, Shaw Campus |
| | | Wai Hang Sports Centre, Ho Sin Hang Campus |
| | Staff and Alumni lounge | ACC110, 1/F, Jockey Club Academic Community Centre, Baptist University Road Campus |
| | Staff and postgraduates lounge | SCT400, Level 4, Cha Chi-ming Science Tower, Ho Sin Hang Campus |

Appendix 3

| Managing agent | University-wide space | Location |
|----------------------------------|---|--|
| Estates Office | Student common room | CVA211 and 213, 2/F, Lee Shau Kee Communication and Visual Arts Building, Baptist University Road Campus |
| | Tsang Chan Sik Yue Auditorium | AAB201, Academic and Administration Building, Baptist University Road Campus |
| | Yim Tsui Yuk Shan Plaza | Level 3, Academic and Administration Building, Baptist University Road Campus |
| Finance Office | Books n' Bites (bookshop only) | G/F, Jockey Club Academic Community Centre, Baptist University Road Campus |
| Library | Dr. Stephen Riady Chinese Medicine Library | 2/F, Jockey Club School of Chinese Medicine Building, Baptist University Road Campus |
| | Main library, including Academic Commons on Level 2 | Levels 1-7, Au Shue Hung Memorial Library, Shaw Campus |
| Office of Information Technology | User computer centres | OEE702, Level 7, Oen Hall Building (East Wing), Ho Sin Hang Campus |
| | | RRS302, Level 3, Sir Run Run Shaw Building, Ho Sin Hang Campus |
| | Printing room | WLB303, Level 3, The Wing Lung Bank Building for Business Studies, Shaw Campus |
| Office of Student Affairs | Cha Chi-ming Science Tower Podium | Level 6, Cha Chi-ming Science Tower, Ho Sin Hang Campus |
| | Dr. Ng Tor Tai International House | Dr. Ng Tor Tai International House, Baptist University Road Campus |

| Managing agent | University-wide space | Location |
|--------------------------------|---|---|
| Office of Student Affairs | i-Café activities room | WLB301, Level 3, The Wing Lung Bank Building for Business Studies, Shaw Campus |
| | Learning Commons | Level 4, Academic and Administration Building, Baptist University Road Campus |
| | | FSC601, Level 6, Fong Shu Chuen Library, Ho Sin Hang Campus |
| | Li Promenade | Counter (SHAW-C08-C19), Li Promenade, Shaw Campus |
| | Multi-purpose hall | FSC501, Level 5, Fong Shu Chuen Library, Ho Sin Hang Campus |
| | Rev. James Mau Memorial Chapel | G9, Student Residence Halls, Baptist University Road Campus |
| | Student hotspot | RRS501, Level 5, Sir Run Run Shaw Building, Ho Sin Hang Campus |
| | Student Residence Halls | Student Residence Halls, Baptist University Road Campus |
| | Tsim Sha Tsui District Kai Fong Association Activity Centre | OEE601-603, Level 6, Oen Hall Building (East Wing), Ho Sin Hang Campus |
| | Welfare cooperation shops | AAB308, Level 3, Academic and Administration Building, Baptist University Road Campus |
| | | YSS504, Level 5, Yeung Shui Sang Building, Ho Sin Hang Campus |
| School of Continuing Education | William M. W. Mong Courtyard | William M. W. Mong Courtyard, Ho Sin Hang Campus |
| | Wofoo Foundation Amelia Lee Student Centre | RRS401, Level 4, Sir Run Run Shaw Building, Ho Sin Hang Campus |
| | All teaching and common facilities in Shek Mun Campus | Shek Mun, Shatin |

Remark: The list will be reviewed, revised and updated from time to time as appropriate.

Updated on February 2024