



**Dean of Students' Office**  
**Renewal of Department-Associated Group**

(Completed form should be sent to [ssa@ust.hk](mailto:ssa@ust.hk) via the Sponsor Department)

**Part A: To be completed by the Sponsor Department**

Department-Associated Group (DAG): \_\_\_\_\_

Sponsor Department: \_\_\_\_\_ Group's HKUST Email: \_\_\_\_\_

Advisor: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Admin. Support Staff: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Student PIC: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

It is hereby confirmed that this DAG will operate under the Department's direct support and align with our objectives. We acknowledge and agree to the Guidelines for Registration and Renewal of DAG, as well as the Appendix of this form.

\_\_\_\_\_  
Signature of Head of Department\_\_\_\_\_  
Department Chop\_\_\_\_\_  
Date**Part B: To be completed by the Student PIC**

I, on behalf of the above DAG, declare that we understand and accept that:

1. We will maintain regular communication with our Advisor and Sponsor Department, report progress, seek advising over year plan and activities, and organize activities align with the abovementioned objectives.
2. We have signed and submitted the particulars of the PIC and all ex-co members through the Student Organization Information System (SOIS) for this cabinet. (Refer to the [SOIS User Guide](#) for steps and procedures.)
3. We will observe the guidelines for organizing student activities and regulations for use of facilities, which are available at [https://dst.hkust.edu.hk/upload/studentactivities/guideline\\_stdntledacty\\_stdntorg.pdf](https://dst.hkust.edu.hk/upload/studentactivities/guideline_stdntledacty_stdntorg.pdf).
4. We will inform Student Support & Activities Team, DSTO ([ssa@ust.hk](mailto:ssa@ust.hk)) on any changes or updates of this DAG.
5. The Sponsor Department cannot be changed after registration is confirmed.
6. The term of service of this DAG is:

Start date (dd/mm/yyyy): \_\_\_\_\_ End date (dd/mm/yyyy): \_\_\_\_\_

\_\_\_\_\_  
Signature of Student Person-in-charge\_\_\_\_\_  
Official Chop of Student Group (if any)\_\_\_\_\_  
Date**Personal Information Collection Statement**

- The personal data provided in this form will be used for registration of Department-Associated Group (DAG). It is obligatory for you to supply the required data at above, otherwise your registration will not be considered.
- The personal data collected will be kept for 4 years
- According to the Personal Data (Privacy) Ordinance, you have rights to request access to and correction of your submitted personal data. Please email to [ssa@ust.hk](mailto:ssa@ust.hk) to make such request. To learn more about HKUST's privacy policy statement, please visit <https://dataprivacy.ust.hk/university-data-privacy-policy-statement/>.

**For Office Use:**

<input type="checkbox"/> SP Dept	<input type="checkbox"/> Std PIC	<input type="checkbox"/> Web	<input type="checkbox"/> SOIS	<input type="checkbox"/> Mailing List
<input type="checkbox"/> CMO	<input type="checkbox"/> SHRLO	<input type="checkbox"/> Inter-Dept	<input type="checkbox"/>	<input type="checkbox"/>

Date of Renewal: \_\_\_\_\_

Remarks: \_\_\_\_\_

Date Received

Recorded by:

## Appendix:

### Important Notes to Sponsor Department

Establishing a DAG is a long-term commitment. Sponsor Department and Advisor are expected to provide various forms of support for its development, such as planning or activity advising, promotion, funding, storage, as resources allow.

With the Sponsor Department's endorsement, DAGs can also access additional campus resources for student organizations, including event publicity, venue bookings, and funding, subject to availability and approval from the respective offices. For more details, please refer to: <https://dst.hkust.edu.hk/eng/detail.php?catid=7&sid=171>.

**Highlights of the Guidelines for Student Activities for quick reference** when advising student organizers in their activities:

- **Discrimination, harassment, and vilification** in any forms, or hateful language or behavior will not be tolerated, as stated in the university's [Policy](#).
- **Group insurances** are provided by the university for recognized student activities, including [Group Personal Accident Insurance](#), [Public Liability Insurance](#), and the [Group Travel Insurance](#) (subject to prior approval).
- **Health and safety** should always be the top priority. Organizers can call Security Control Centre for all campus emergencies, and the International SOS (ISOS) for outbound medical and security support.
- **No smoking, alcohol and drug** in student activities, on or off campus.
- **Use of the names and logos of the university** is governed by the university's [Policy](#) and [Guidelines](#), and must have prior approval of the University. Please visit the Legal Office at <https://legal.hkust.edu.hk> for details.
- **Personal data privacy and intellectual property rights** are protected by law. Use of personal data or copyrighted materials should obtain consent from the data or copyright owners.
- **No sale, money transaction, or commercial activities** on campus, unless with prior approval.
- **Financial transactions** related to the activities should be properly recorded with original receipts and cross-checked.
- **Career or recruitment-related activities** require support or permission by Career Center of HKUST.
- Do not commit to **sponsorships** involve the use of campus resources or personal data. The name of university or student organization or project/activity should not be associated with any commercial corporates or product names.
- **Fundraising activities** are not encouraged, and selling goods for fundraising is not allowed.
- **Fee collection for public activities or public publications** require approval of the university.

[The Guidelines for Student-led Activities and Student Organizations](#) (i.e., the student version) contain more details of the above notes. Please remind student organizers to comply with the Guidelines.