

Disciplinary Measures for Students of Cheung Kong Graduate School of Business

Chapter 1 General Guidelines

Article 1: Cheung Kong Graduate School of Business (hereinafter “CKGSB” or “the school”) puts the disciplinary measures in place to maintain a positive studying environment in the school. These disciplinary measures ensure that the reputation and legal rights of the school and its participants, students and alumni are recognized and respected.

Article 2: These measures shall be applicable to all individuals who have received and duly accepted CKGSB’s formal offer of admission, as stated in the admission notice.

Article 3: Disciplinary actions against students should adhere to the combination of education and discipline, and be appropriate to the nature of the student's violation and the severity of the misconduct.

Article 4: The explanations and descriptions of disciplinary violations provided by each CKGSB program in the program's Participant Handbook pursuant to these measures shall have the same force and effect as these measures.

Chapter 2 Categories and Application of Disciplinary Actions

Article 5: If a student violates laws and regulations, the program's Participant Handbook, or the participant code of conduct under these measures, CKGSB shall impose criticism and, depending on the severity of the case, any of the following disciplinary actions:

1. Warning;
2. Serious warning;
3. Demerit;
4. Expulsion (including advising withdrawal or canceling student status).

A student who has already been imposed with a demerit during his/her studies and whose second violation is also supposed to be to a demerit shall be expelled.

A student shall be expelled if he/she has been imposed with disciplinary actions three times during his/her studies.

Article 6: Period of Disciplinary Actions

1. Warning and Serious Warning: 6 months.
2. Demerit: 12 months.

Article 7: Those who are imposed with disciplinary actions are also subject to the following:

1. Loss of qualification for elected awards or honors for the current year;
2. Students who have been imposed with a demerit or a more severe sanction during their studies shall be disqualified from receiving any scholarship and any subsequent scholarships. Any scholarship that has been received shall be refunded by the aforesaid student;
3. Expelled students will no longer be eligible for alumni status, will be denied access to the alumni communication platform, will withdraw from communication groups organized or set up by CKGSB or each program, will not have the right to continue to use the mailboxes assigned by CKGSB, and will not have their tuition fees refunded;
4. Degree students disciplined for academic integrity violations shall be handled by the program during the course of study, while disciplinary issues that arise during the degree applying period shall be handled by the degree department in accordance with the relevant regulations;
5. A non-degree student who is imposed with a demerit due to the academic integrity violation shall be disqualified from applying for a CKGSB course certificate.
6. Other relevant rules shall be complied with, if applicable.

Article 8: Those who violate laws and regulations during their studies are subject to the following:

1. Students shall be expelled if they violate applicable laws and regulations of the People's Republic of China or any other countries where the program is launched, or conduct inappropriate behaviors or social activities.
2. Students shall be expelled for any criminal action or conduct.

3. Students shall be imposed with demerit or expulsion for any administrative punishment of public security.

4. Even though students violate laws and regulations, they shall only be imposed with warning or serious warning if they are exempted from punishment by judicial or police decision.

Article 9: If a student engages in any behavior that violates CKGSB's regulations but the violation is of a minor nature and does not warrant disciplinary action, that student's program has the right to offer constructive criticism, which may involve verbal reprimands, and written notice, warning letters, among other methods.

Article 10: Less severe disciplinary actions may be applied to the following minor infractions:

1. When the violation is unintentional and does not result in serious consequences.

2. When the students take the initiative to admit their mistakes, truthfully state the facts of their mistakes, have a deep understanding of their wrongdoings, and show signs of repentance.

3. Other similar circumstances.

Article 11: Severer disciplinary actions shall be applied to the following serious infractions:

1. When the infraction causes serious consequences.

2. Threatens, intimidates, or retaliates person raising the allegation or other relevant people in the course of disciplinary investigations.

3. When a student takes a major role in mass infractions.

4. Violation of discipline again within the period of disciplinary sanction.

5. Other similar circumstances.

Chapter 3

Authority and Procedures for Disciplinary Actions

Article 12: Based on different types of infraction and the status of students, each program department is responsible for handling disciplinary violations of students enrolled in the program as well as academic disciplinary violations of related to program study, and the Degree Office is responsible for handling

academic disciplinary violations by degree students in the course of their degree applications.

Article 13: The program shall inform the student of the facts, reasons and basis of the proposed disciplinary action before applying such disciplinary action, and the student shall have the right to make statements. Upon application by the student, the program shall organize a Review Committee to hear the statement of the student, and the Review Committee shall make a decision.

The Degree Office shall review and examine the program's proposed expulsion of degree students.

After the decision on disciplinary action has been made, the program shall promptly produce a disciplinary decision letter. The disciplinary decision letter includes the following: (a) basic information about the student; (b) the facts and evidence on which the disciplinary action was taken; (c) the type, grounds, and duration of the disciplinary action; and (d) any other necessary content.

Article 14: The period of a disciplinary sanction begins on the date of the disciplinary decision letter. If a student suspends his/her studies or maintains their enrollment status for a valid reason during the disciplinary period, the time spent on leave or with enrollment status retained will not be counted as part of the disciplinary period.

A disciplinary action up to and including a demerit will be automatically lifted upon expiration of the disciplinary period.

Article 15: After CKGSB has made a decision on the disciplinary sanction, the department applying the disciplinary sanction shall deliver the disciplinary decision letter directly to the student, and the student shall sign for the receipt. If the student refuses to sign, or if the student is unable to sign due to special circumstances, the staff member in charge of delivering the letter shall record it in the record and leave it with the student. The letter can also be mailed to the student. If it is difficult to contact the student, the department applying the sanction may serve the decision by public notice using the school website, news media, etc.

Article 16: After the disciplinary decision is made, the program department shall promptly file the materials related to the disciplinary action in the student's file. If a degree student is expelled from the program whereby the student's connection with CKGSB is ended, the Degree Office shall file accordingly.

Chapter 4 Disciplinary Violations and Sanctions

Section 1: Disrupting Teaching Order or Public Order; Nuisance to Public Safety

Article 17: Actions Disturbing Public Order

1. Publicly (including on WeChat groups or chat groups on other social media APPs) making unverified or morally inappropriate statements that disrupt public order, leading to a disturbance in public perspective, will result in a demerit. If the student does not stop his/her behavior or the behavior of such student has caused serious adverse effect, the student shall be expelled.
2. Those who organize, establish, or join illegal social groups or organizations to engage in illegal activities shall be subject to a demerit sanction. Those who organize, instigate, coerce, deceive, or incite others to engage in cult activities, superstitious practices, disrupt social or educational order, or harm others' physical health shall be subject to a demerit or more severe disciplinary actions. Those who engage in illegal activities within the school shall be subject to a warning or more severe disciplinary actions. If they refuse to heed advice or the circumstances are serious, they shall be subject to expulsion.
3. Unauthorized posting, distribution of propaganda materials, printed materials, or banners on campus or during CKGSB activities that cause adverse effects will result in a warning or more severe actions. If the content involves illegal or false information, personal attacks, etc., a demerit or more severe actions will be imposed.
4. Disrupting the order of classrooms, teaching buildings, conference venues, offices, libraries, dormitories, and other public places, including unauthorized entry into classrooms of non-enrolled classes without approval (such as for auditing, elective courses, retakes, etc.), will result in a warning or more severe disciplinary actions. If the individual does not heed warnings or causes a negative impact or serious consequences, a demerit or more severe punishment will be imposed.
5. Inciting or organizing gatherings that disturb the normal teaching, research, management, and life order of CKGSB will result in a demerit or more severe disciplinary actions. If there are serious threats, insults, spreading

of rumors, or significant harm to the reputation of the school, students, or alumni, expulsion may be imposed.

6. Other actions disturbing public order will be dealt with according to the severity of the situation, with a warning or more severe disciplinary actions.

Section 2: Acts of Infringing on Personal and Property Rights and Disciplinary Actions

Article 18: Those who intentionally harm others shall be subject to a severe warning or more severe disciplinary actions; those who plan or instigate others to harm a third party, or provide a weapon for such harm, shall be subject to a demerit or more severe sanctions; if harm results, the offender shall be subject to a demerit or more severe sanctions; if the harm results in serious consequences, the offender shall be expelled.

Article 19: Publicly insulting others, threatening the personal safety of others, fabricating facts to defame others, or falsely accusing and framing others shall be subject to a warning; if they refuse to heed advice or cause serious consequences, they shall be subject to a demerit or more severe sanctions.

Article 20: Without the consent of the student, alumnus, professor, or teacher involved, disclosing their personal contact information, residence, health status, portrait, whereabouts, or other personal information to a third party, using or disguising the use of the name or portrait of CKGSB students, alumni, or teachers for any form of publicity or promotion, or spreading others' private information shall be subject to a demerit or more severe sanctions.

Article 21: Engaging in sexual harassment of others through language, text, images, or behavior, with serious circumstances, shall be subject to a severe warning or more severe disciplinary actions.

Article 22: For other acts that infringe upon personal rights or property rights, disciplinary sanctions, starting from a warning, shall be imposed depending on the severity of the circumstances.

Section 3: Acts Disrupting Social Order and Violations of School Regulations and Their Disciplinary Actions

Article 23: Acts that disrupt social order are handled as follows:

1. Illegal possession, use, or provision of drugs, or inducing others to use drugs results in expulsion.
2. Organizing or participating in illegal pyramid schemes or fundraising activities results in a demerit or more severe actions.
3. Participation in prostitution activities results in a demerit or more severe actions.
4. Causing disturbances while intoxicated results in a warning; severe consequences lead to a demerit or more severe actions.
5. Concealing an infectious disease and refusing treatment, causing harm, results in a demerit or more severe actions.

Article 24: Violations of Network Usage Regulations and Corresponding Disciplinary Actions

1. Network Security Breaches: Engaging in or assisting harmful online activities, such as illegal access, disrupting networks, or data theft, with severe consequences results in a demerit or more severe actions.
2. Spreading Harmful Information: Creating, distributing, or accessing false or illegal content online with serious impact leads to a demerit or more severe actions.
3. Unauthorized Sharing: Information from alumni or student WeChat groups must remain within the group unless approved by the information owner. Violations result in a warning or more severe actions. The term "information" includes audiovisual materials, documents, and other content containing personal information or opinions.
4. Other Internet Violations: Breaking internet management laws or campus network rules results in a warning or more severe actions.

Article 25: Violations of school-related regulations during participation in teaching practices, exchange programs, company visits, and similar activities will result in a warning or more severe actions, depending on the severity of the case.

Article 26: Other violations of school regulations and behaviors that disrupt campus order will be handled as follows:

1. Lending, subletting student ID cards, attendance cards, access cards, etc., will result in a warning or more severe actions. Severe cases or those involving profit-making will be dealt with more severely. Misappropriation, impersonation, alteration, forgery, or tampering with certificates and documents will result in expulsion.

2. Organizing or establishing CKGSB student associations and conducting activities or distributing promotional materials without the CKGSB's approval, engaging in illegal activities, or inserting commercial behavior, resulting in a negative impact, will result in a demerit. Severe cases will result in expulsion.
3. Other violations of school regulations and behaviors that disrupt campus order will result in a warning or more severe actions, depending on the severity of the case.

Section 4: Acts of Infringement on the Intellectual Property of CKGSB and Their Disciplinary Actions

Article 27: Without the written consent or permission of CKGSB, students engaging in the following activities at any time will be subject to a demerit or more severe actions:

1. Unauthorized reproduction, dissemination, or licensing others to use any teaching or promotional materials of CKGSB, in whole or in part, in any form (including but not limited to: written textbooks, videos, audios, blackboard notes, notes, etc.), published articles, research results, cases, etc.
2. Unauthorized photographing, recording, video recording, or dissemination of teaching processes or teaching activities (including lectures, forums, seminars, etc.)
3. Unauthorized use of CKGSB's name or the name of CKGSB alumni organizations, or in any other way that could mislead third parties into believing there is any affiliation with CKGSB, to establish organizations, hold, conduct, or participate in any form of promotion, activities, forums, gatherings, etc., or use the CKGSB LOGO, name, or words in activities that could make the public mistakenly believe that the activity is hosted by CKGSB or is in any way related to CKGSB.
4. Unauthorized use of CKGSB's name, abbreviation, trade name, trademark (whether registered or not), domain name, LOGO, or other identifiers, or unauthorized use of other similar names, trademarks, LOGOs, and/or other identifiers that could confuse or mislead third parties into believing they are related to CKGSB's name, abbreviation, trade name, trademark, or identifiers.
5. Unauthorized use of improper means to preemptively register trademarks, domain names, or trade names that CKGSB has already used and that have a

certain influence in the fields of education, cultural promotion, and/or related areas.

6. Other acts that infringe on CKGSB's intellectual property.

Article 28: If a student engages in any of the following behaviors that damage the reputation of CKGSB and its alumni, they will be subject to a demerit or more severe actions; if they do not heed warnings, they will be expelled:

1. Publishing or disseminating audiovisual files in the name of CKGSB students or alumni that are unrelated to research, case discussions, scientific practice, public welfare, or official CKGSB activities, especially audiovisual files that contradict CKGSB's guidance on student conduct, values, or educational mission, such as indecent behavior, materialism, vulgarity, or anything contrary to social moral standards, including photos, audio, and video.

2. Illegally using CKGSB's name or logo, pictures of CKGSB's campus, or images from CKGSB events in commercial activities of individuals or their institutions on signs, advertisements, posters, documents, websites, media, etc., resulting in a negative impact, will result in a demerit or more severe actions.

3. Unauthorized use of CKGSB's, project's, or student organization's name to engage in any of the following actions: issuing external announcements or news, organizing or participating in off-campus activities, or making irresponsible commitments that result in negative consequences, will lead to a demerit or more severe disciplinary actions.

4. Other actions that damage the reputation of CKGSB.

Section 5: Violations of Study, Examination, and Academic Discipline and Their Disciplinary Actions

Article 29: If any of the following circumstances occur during an examination, the student shall be expelled:

1. Taking an exam on behalf of another person or having someone else take the exam on their behalf;

2. Using communication devices or other equipment to cheat, or selling exam questions or answers for profit;

3. Attending roll call on behalf of others;

4. Other serious cheating or actions that disrupt the examination order.

Article 30: If any of the following occurs during an examination, depending on the severity, a warning or more severe actions shall be given:

- Peeking at others' answers, whispering, using secret signals or gestures;
- Leaving the exam room without permission during the exam;
- Taking the exam paper, answer sheet, draft paper, or other exam-related materials out of the exam room without permission;
- Other general violations of exam rules and discipline.

If a student is caught using a mobile phone or other device capable of sending, receiving, or storing information during the exam, or if such a device is found on the desk, seat, or nearby; if caught smuggling in, looking at, copying, or exchanging exam information with others, or committing other serious violations of exam discipline, depending on the severity, the student shall be given a demerit or more severe actions.

Article 31: Regular assignments or papers must be written by the student for their current CKGSB course or program. It is prohibited to use others' or one's own previous papers or assignments. If there is plagiarism (including self-plagiarism) or copying, depending on the severity, the student will be given a demerit, a more severe action, have their degree revoked, or be expelled.

Article 32: For other violations of the school's study, exam, academic, or attendance discipline, sanctions will be given according to the respective program's "Student Handbook," with a warning or more severe actions.
