

Student Hostel Regulations

1. PRINCIPLES

- 1.1. Warden(s) are appointed by the University and the College. Warden(s) are responsible for upholding and implementing the hostel regulations.
- 1.2. Resident Tutors, guided by the Warden(s), will help to maintain peace, order and good administration of the hostel.
- 1.3. Resident Tutors and hostel staff designated by the Warden(s) are empowered to carry out un-announced room-checks to enforce the hostel regulations.
- 1.4. Room allocation will be made by computer draws. Communication and interaction among residents from diverse backgrounds are encouraged and provisions for them are in-built in the selection programme. In cases of dispute, the Working Committee on Selection of Resident Students has the right to re-allocate the hostel places. The Committee's decision is final; no appeals will be entertained.
- 1.5. The hostels do not entertain non-CUHK visitors to stay overnight other than in very exceptional cases. Permission to admit guests must be made through prior written requests to the Warden(s).
- 1.6. Residents should refrain from misbehaving and speaking indecently in such a way that offends good tastes.
- 1.7. Residents should be properly dressed in the sitting rooms, conference rooms, reading rooms and all public areas of the hostels.
- 1.8. Residents should take good care of all public properties, economize on the use of electricity, water and gas, and keep the hostels quiet, clean and orderly at all times.
- 1.9. Residents should cooperate with the Warden(s), Resident Tutors and hostel staff to maintain a quality hostel life.
- 1.10. Residents should honour their obligation to participate as much as possible in any communal or floor activities organized by the Residents' Associations and the Resident Tutors.
- 1.11. Any acute illness, accidents or extraordinary happenings in the hostels should be reported immediately to either the staff on duty, or the Resident Tutor(s) or the Warden(s).
- 1.12. No store-rooms, except through special arrangements, are provided for residents in the hostels. Residents' personal belongings should be safely kept in their own rooms. The College or the hostel(s) is (are) not responsible for any loss or damage to residents' belongings under any circumstances.
- 1.13. Residents should not have meals in the common/sitting rooms, conference rooms, reading rooms, music rooms and the lobbies.

2. GENERAL RULES

- 2.1. The following behaviours are strictly forbidden in the hostels. Violators will be dealt with according to the "Disciplinary Action" in Section 5.
 - (a) Smoking, including: electronic smoking products and heat tobacco products (the University campus is smoke-free w.e.f. 1/1/2007).
 - (b) Stealing others' properties, including food in refrigerators.
 - (c) Stealing, including taking away or borrowing, without prior approval from the management or Residents' Associations, any equipment, newspapers, periodicals, game sets or public properties that belong to the hostels.

- (d) Fighting or harming others.
 - (e) Gambling.
 - (f) Having hot pots, cooking, burning candles in bedrooms or being engaged in any activities that would constitute fire hazards or trigger off the fire alarm system.
 - (g) Storing or use of dangerous items such as pistols, explosives and deadly weapons etc.
 - (h) Storing excessive personal items in the room creates inconvenience to others;
 - (i) Keeping pets.
 - (j) Littering or storing personal belongings in public areas such as the corridors, the stairways or the fire exits.
 - (k) Keeping or consuming hard liquor (liquor with an alcoholic strength of more than 30%).
 - (l) Duplicating or lending out room keys to others.
 - (m) Lending CU Link cards to others to enter hostels, tampering with the card reader or disturbing the CCTV and alarm system;
 - (n) Hoisting of banners or wall-mounted items on the external wall of the hostel without prior permission of the Warden(s).
 - (o) Engaging in offensive acts such as recording/video-taping/photographing other people without permission and/or creating disturbances like making excessive noise at night.
 - (p) Any conduct that violates the laws of Hong Kong.
- 2.2. Assigned rooms must not be let or sub-let to others. Room swapping within and between hostels of the College without prior approval from the Warden(s) concerned is strictly prohibited. Violators face immediate expulsion from the hostels; further penalties may be meted out by the College Disciplinary Committee.
 - 2.3. Services are available at the reception counters from 8:30 a.m. to 11:30 p.m.. The hostels do not entertain any long distance calls, or receive any long distance collect calls for residents.
 - 2.4. The hostels provide laundry and drying facilities. Clothes should not be aired in any places other than those specified. Each hostel has established its own laundry and drying system.
 - 2.5. Changing the existing circuits, or installing and using any electric appliances other than those permitted by the Warden(s). A surcharge of \$280/year will be imposed separately on the use of heaters (1000W or below), TV sets (maximum size 24 inches), refrigerators (maximum height 30 inches) or other sizable electrical appliances if permission of Warden(s) is granted. All electrical appliances must meet the safety standards of the Electrical & Mechanical Services Department. Violators will be required to pay a fine of \$840 for each item not reported.
 - 2.6. If a resident stays away for more than one-fifth of the residential period, excluding public holidays, Saturdays and Sundays, the College has the right to re-allocate the hostel place to someone else in need without any refund of any kind.
 - 2.7. Residents must carefully observe the calendar of the hostel. They must remove all personal belongings from the hostel rooms or other unauthorized areas like common room or corridors at the end of the residential period. A penalty of HK\$50 per day will be imposed on any unclaimed belongings which will be subject to disposal after seven consecutive days. The College or the hostel is not responsible for any loss or damage. In addition, residents are required to pay the clearing and cleaning expenses incurred.
 - 2.8. Residents should remove all garbage and ensure that the room and its furniture are in good condition prior to checking out (including any posting or wall-mounted items on the wall which are difficult to clean or causing damage). Hostel deposit will not be refunded and appropriate penalty will be imposed on any damage done accordingly.

3. REGULATIONS GOVERNING VISITORS AND PENALTIES GOVERNING VISITORS STAYING OVERNIGHT

3.1. Visiting Hours

Residents may invite visitors into their rooms (with prior consent from the roommate), corridors in hostel floors, pantries and activity rooms from 11 a.m. to 11 p.m. Visitors must register at the hostel counter before entering, except with prior permission from the Warden(s). Penalties for violations will be determined based on the level of inconvenience and disruption caused to other residents.

3.2. Residents / Visitors of the Opposite Sex:

Residents should not invite residents / visitors of the opposite sex to stay on their floor or overnight after the visiting hours. If this causes inconvenience or disturbance to the hostel or other residents, the following penalties should be imposed:

- 3.2.1. Residents who violate the rules will face immediate expulsion from the hostels without refund of any kind. The Warden and the College may handle the situation according to the severity of the incident; further penalties may be meted out by the College Disciplinary Committee.
- 3.2.2. If the visitors are UC residents, they will face immediate expulsion from the hostels without refund of any kind. The Warden and the College may handle the situation according to the severity of the incident; further penalties may be meted out by the College Disciplinary Committee.
- 3.2.3. For UC non-residents, they will face the following penalties based on the number of violations:
 - (1) 1st Violation:**
A written warning will be issued to the violator by the Warden(s) which will be copied to the Dean of Students of the College; and a 30% deduction of the total score for hostel application in the following year.
 - (2) 2nd Violation:**
A written warning will be issued to the violator by the Warden(s) which will be copied to the Dean of Students of the College; The violator will be disqualified from applying for hostel accommodation in the following academic year.
- 3.2.4. The Warden(s) may take appropriate action based on the level of disturbance caused to the hostel or other residents. If no disturbance has occurred, the Warden(s) may refer to the penalties for "**1st Violation**" regarding same-gender visitors in section 3.3. However, if there is a repeat offense, penalties must be administered according to above 3.2.1 to 3.2.3.
- 3.2.5. If the opposite sex visitor is non-UC students, they will be referred to their respective Deans of Students for follow-up action.
- 3.2.6. Residents may entertain opposite sex visitors from other UC hostels in public places after 11 pm but in no case later than 1 am. Inter-hall visitors should register at the reception counter before 11 pm. Those who exceed this time will be subject to the penalties outlined in 3.2.1 and 3.2.2.

3.3. Residents / Visitors of the Same Sex:

- 3.3.1. Residents may entertain only current students of the Chinese University of Hong Kong who are of the same sex to stay overnight at the hostels, the host resident must follow the procedures as below, and the fee for staying overnight shall be borne by the host resident.
 - (1) consent of all roommates must be obtained in advance.
 - (2) host residents accompany the visitor to purchase "Overnight Visitor Ticket" from hostel staff at the reception counter before 11:00 p.m. The visitor's name, CUID number, and the valid date must be written on the "Overnight Visitor Ticket"; one ticket per visitor

per night; the current price of the ticket is HK\$50 per night (the price will be adjusted subject to the consideration of the Student Hostels Management Committee).

- 3.3.2. If a same-sex visitor is found to be visiting or staying overnight without purchasing an overnight visitor ticket, the warden may, depending on the situation, ask the visitor to purchase the ticket. If the situation has already caused disturbance to other residents, the resident who invited the visitor will face the following penalties: (in case no one in that room bears the responsibility as the host resident, the fine will be shared among all the residents in that room and the other penalties as per the following stipulations will be imposed on the residents in that room as well):

(1) 1st Violation:

A penalty fee of HK\$600; a written warning from the Warden(s) which will be copied to the Dean of Students of the College; and a 10% deduction of the total score for hostel application in the following year.

(2) 2nd Violation:

A written warning from the Warden(s) which will be copied to the Dean of Students of the College; the resident will be expelled from hostels without any refund within the period specified by the Warden(s).

- 3.3.3. For UC residents / non-residents, they will face the following penalties based on the number of violations:

(1) 1st Violation:

A written warning from the Warden(s) which will be copied to the Dean of Students of the College; and a 10% deduction of the total score for hostel application in the following year.

(2) 2nd Violation:

A written warning from the Warden(s) which will be copied to the Dean of Students of the College. If the visitor is a resident student, they will be expelled from hostels without any refund within the period specified by the Warden(s). If the visitor is a non-resident student, a 30% deduction of the total score for hostel application in the following year.

- 3.3.4. If the same sex visitor is non-UC students, they will be referred to their respective Deans of Students for follow-up action.
- 3.3.5. Residents may entertain same sex visitors from other UC hostels in public places after 11 pm but in no case later than 1 am. Inter-hall visitors should register at the reception counter before 11 pm. Those who exceed this time will be subject to the penalties outlined in 3.3.2 and 3.3.3.

3.4. Non-CUHK Visitors:

- 3.4.1. The hostels do not entertain non-CUHK visitors to stay overnight other than in very exceptional cases. Permission to admit guests must be made through prior written requests to the Warden(s). If the visitor is of the opposite sex, the penalties in 3.2.1 will apply. If the visitor is of the same sex, the penalties in 3.3.2 will apply.
- 3.4.2. If a non-CUHK visitor is approved for staying overnight, the host resident should purchase the "Overnight Visitor Ticket" and the host resident must follow the procedures as below, and the fee for staying overnight shall be borne by the host resident.
- (1) consent of all roommates must be obtained in advance.
 - (2) host residents accompany the visitor to purchase "Overnight Visitor Ticket" from hostel staff at the reception counter before 11:00 p.m. The visitor's name, CUID number, and the valid date must be written on the "Overnight Visitor Ticket"; one ticket per visitor per night; the current price of the ticket is HK\$50 per night (the price will be adjusted subject to the consideration of the Student Hostels Management Committee).

- 3.5. Residents must abide by temporary regulations or measures imposed by the University or the College, including but not limited to closure of the hostels to visitors during the outbreak of epidemic diseases in Hong Kong.

4. DISCIPLINARY ACTION

- 4.1. For Smoking, keeping/consuming hard liquor (liquor with an alcoholic strength of more than 30%), fighting or harming others,:

(1) 1st Violation:

A written warning will be issued by the Warden(s) and copied to the Dean of Students of the College for record. When application for hostel residence is made in the following year, 30% of the violator's score will be deducted. Non-UC students will be referred to the Deans of Students of the respective Colleges for follow-up action.

(2) 2nd Violation:

Repeat violators will face immediate expulsion from the hostels without refund of any kind; further penalties may be meted out by the College Disciplinary Committee as deemed appropriate. Non-UC students will be referred to the Deans of Students of the respective Colleges for follow-up action.

- 4.2. Violations of General Cases Listed in 2.1:

A written warning will be issued by the Warden(s) and copied to the Dean of Students of the College for record. The hostel points for the violator will be deducted as follows in the next academic year:

- 4.2.1. A 10% of the total score will be deducted for having received one warning letter from the Warden(s) per academic year.
- 4.2.2. A 30% of the total scores will be deducted for having received two warning letters from the Warden(s) per academic year.
- 4.2.3. The violator will face immediate expulsion from the hostels without refund of any kind after having received three warning letters from the Warden(s) per academic year.

- 4.3. The accumulation of warning letters is limited to one academic year (excluding summer accommodation). The count will reset at the beginning of each academic year.

- 4.4. All stipulations here in the Regulations should be strictly observed. In case of serious violations or any other unstated misbehavior, the Warden may expel violators from the hostels without refund of any kind and will refer the case to the College Disciplinary Committee for appropriate action, depending on the nature and gravity of the offence.