

Student Hostel Regulations

A. *PRINCIPLES*

1. Residents should take good care of all public properties, economies on the use of electricity, water and gas, and keep the hostels quiet, clean and orderly at all times.
2. Residents should cooperate with the Warden(s), Resident Tutors and hostel staff to maintain a quality hostel life.
3. Residents should honour their obligation to participate and cooperate as much as possible in any communal or floor activities organized by the Residents Associations and the Resident Tutors.
4. Residents should be properly dressed in the sitting rooms, conference rooms, reading rooms and all public areas of the hostels.
5. 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).
6. Kitchens or pantries should be kept clean and tidy after use. They are only provided for boiling water or preparing light meals.
7. Residents should refrain from behaving and speaking indecently in such a way that offends good taste.
8. Lengthy use of public telephones is not allowed.
9. 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.
10. Resident Tutors and hostel staff designated by the Warden(s) are empowered to carry out surprise room-checks to enforce the Hostel Regulations.
11. Residents should not have meals in the common/sitting rooms, conference rooms, reading rooms, music rooms and the lobbies.

B. *GENERAL RULES*

1. The following behaviours are strictly forbidden in the hostels:
 - (a) Gambling (including the playing of mahjong, throwing dice and other traditional Chinese gambling games);
 - (b) 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.
 - (c) Smoking (the University campus is smoke-free w.e.f. 1/1/2007);
 - (d) Any conduct that violates the laws of Hong Kong;
 - (e) Storing or use of dangerous items such as pistols, explosives and deadly weapons etc.;
 - (f) Keeping pets;
 - (g) 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, TV sets (maximum size 21 inches), refrigerators (maximum height 30 inches) or other sizable electrical appliances, if permission 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;
 - (h) 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;

- (i) Littering or storing personal belongings in public areas such as the corridors, the stairways or the fire exits.
 - (j) Storing or consuming hard liquor;
 - (k) Engaging in any offensive acts;
 - (l) Duplicating or lending out room keys to others;
 - (m) Hoisting of banners or wall-mounted items on the external wall of the hostel, except with the prior permission of the Warden(s).
2. Assigned rooms must not be let or sub-let to others. Violators face immediate expulsion from the hostels; further penalties may be meted out by the College Disciplinary Committee. Room swapping within and between hostels of the College without prior approval from the Warden(s) concerned is strictly prohibited. Residents contravening this regulation will be required to move back to the originally assigned room(s) and to pay a fine of HK\$600 each.
 3. Services are available at the reception counters from 8:30 a.m. to 12:00 mid-night. The hostels do not entertain any long distance calls, or receive any long distance collect calls for residents.
 4. Residents can use the "CU Link" cards or combination code for entry into their respective hostels. Residents should under no circumstances release the combination code to others, fiddle with the lock system or disturb the alarm system. Residents should maintain a peaceful living environment and noise disturbance is prohibited. Frequent violators of the rules disregarding previous verbal warnings will be dealt with accordingly.
 5. 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. Residents involved in any deliberate or ill-intentioned contravention of the existing laundry system will be dealt with accordingly.
 6. If a resident stays away for more than one-fifth of the residential period, excluding public holidays, Saturdays and Sundays, his/her hostel place will be reallocated to someone else in need without any refund of any kind.
 7. Residents must carefully observe the calendar of the hostel. They must remove all things from the hostel rooms at the end of the residential period. A penalty of HK\$38 per day will be imposed on any unclaimed belongings which will be subject to disposal after seven consecutive days and, in this connection, a warning letter may be issued to the violator by the Warden. In addition, residents are required to pay the cleaning expenses of the room incurred.
 8. Residents should ensure that the room and its furniture are in good condition prior to checking out. Penalty will be imposed on any damage done accordingly.
 9. Residents entertaining visitors should abide by the following rules:
 - (a) Except with prior permission from the Warden(s), residents must observe the visiting hours of 12:00 noon to 9:00 pm for guests of the opposite sex in their bedrooms or specified public places (corridors and pantries).
 - (b) Residents may entertain visitors of the same sex in their living rooms or specified public places but in no case later than 11:30 p.m.
 - (c) Residents may entertain visitors from other UC hostels in public places after 11:30 p.m. but in no case later than 1:00 a.m. Inter-hall visitors should register at the reception counter before 11:30 p.m.
 - (d) Visitors of the same sex (must be current students of the University) wishing to stay overnight at the hostels must abide by the "Regulations Governing Visitors Staying Overnight" in Section C. The fee for staying overnight shall be stipulated by the Student Hostels Management Committee and shall be borne by the host residents.
 - (e) The hostels do not entertain outside visitors (i.e. not current students of the University) other than very exceptional cases, which should require prior permission from the Warden(s).

- (f) Any violation of regulations by entertaining the opposite sex visitor(s) inappropriately will result in a fine of HK\$600. A written warning may be issued by the Warden(s) concerned.
- (g) Residents should not invite visitors of opposite sex to stay overnight. Violators will face immediate expulsion from the hostels without any refund of any kind; further penalties may be meted out by the College Disciplinary Committee.

C. **REGULATIONS GOVERNING VISITORS STAYING OVERNIGHTS**

1. For the sake of the hostel's collective interest, residents should not invite non-residents to stay overnight.
2. Under special circumstances, when non-residents (must be current students of the University) are invited to stay overnight, the following procedures must be followed:
 - (a) to have the consent of all roommates in advance;
 - (b) to purchase the "Overnight Visitor Ticket" from the reception counter or the Resident Tutor(s) on duty or the Warden(s) before 11:30 p.m.; the current price of the ticket is HK\$38.00 (to be determined by the Student Hostels Management Committee from time to time);
 - (c) to fill in the visitor's name and C.U.I.D. number, and the valid date on the ticket.
3. Sanctions:
 - 3.1) For residents

If visitors are found staying overnight without buying the valid Overnight Visitor Ticket, the following penalties will be imposed on the host resident (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):

 - (a) Violation for the 1st time:
A penalty fee of HK\$200; and the Warden(s) or the Resident Tutor(s) will issue to the violator a written warning which will be copied to the Dean of Students of the College.
 - (b) Violation for the 2nd time:
A penalty fee of HK\$200; and the violator must withdraw from hostel residence by the date specified. The case will be reported to the Dean of Students of the College.
 - 3.2) For non-residents (i.e. students who do not have a hostel place in that particular hostel; or other hostels of the College or the University)

Non-residents staying overnight without paying the overnight fee will face the following penalties depending on the number of offences:

 - (a) Violation for the 1st time:
A penalty fee of HK\$400; and the Warden(s) or the Resident Tutor(s) will issue to the violator a written warning which will be copied to the Dean of Students of the College. Non-UC students will be referred to their respective Deans of Students for follow-up actions.
 - (b) Violation for the 2nd time:
A penalty fee of HK\$400 and the violator will be disqualified for hostel application the following academic year. Non-UC students will be referred to their respective Deans of Students for follow-up actions.
 - (c) Violation for the 3rd time and thereafter:
A penalty fee of HK\$600 for each incidence of violation; and the offender will be disqualified for hostel application throughout his/her studentship. Non-UC students will be referred to their respective Deans of Students for follow-up actions.
 - 3.3) If there is (are) no identifiable receiving resident(s), the violator will be fined HK\$600.
4. Non-C.U. students staying overnight:

- (a) Under no circumstances should non-C.U. students be invited to stay overnight unless prior permission is granted by the Warden(s) or the Resident Tutor(s) on duty for exceptional reasons. For violation of this regulation, the receiving resident will be liable to the penalties as follows:

For the 1st time:

A fine of HK\$600; and a serious written warning from the Warden(s) which will be copied to the Dean of Students of the College;

For the 2nd time:

A fine of HK\$600; and both the Warden(s) as well as the Dean of Students of the College will terminate his/her hostel residence with the case recorded in his/her student file.

- (b) If approved for staying overnight, the non-C.U. student has to pay in person to the Warden(s) or the Resident Tutor(s) on duty a charge of HK\$38.00 for one night.

D. ***DISCIPLINARY ACTION***

1. Warning letters issued by the Warden(s) will result in partial or total deduction of the total score for hostel application in the following year, as follows:
 - (a) A 10% of the total score will be deducted for receiving one warning letter from the Warden(s) per academic year;
 - (b) A 30% of the total scores will be deducted for receiving two warning letters from the Warden(s) per academic year;
 - (c) The violator will be disqualified for hostel application for the following academic year for receiving three warning letters from the Warden(s) per academic year;
 - (d) The number of written warnings will not be carried over to the next academic year (summer residence inclusive).
2. All stipulations here in the Regulations should be strictly observed. In case of any violation or any other unstated misbehavior, the authority will refer the case to the College Disciplinary Committee for appropriate actions, depending on the nature and gravity of the offence.

Revised in July 2009