

S.H. Ho College
The Chinese University of Hong Kong
College Hostel Regulations (revised in March 2018)

Introduction

S.H. Ho College provides a welcoming environment and congenial atmosphere in this homely and closely-knitted community. The full residence and communal dining policy further reinforce the sense of belonging among college members through interaction and communication. Students are encouraged to help cultivate a highly stimulating and supportive atmosphere in the Hostels and actively participate in a wide range of learning experiences along different cultures and themes of Hostels life.

Students admitted to S.H. Ho College (“The College”) of The Chinese University of Hong Kong (“The University”) shall observe the Hostels regulations prescribed by the College and other relevant regulations by the University.

Hostel Regulations

- a) Residents of Lee Quo Wei Hall and Ho Tim Hall shall follow the College Hostels Regulations during their residency at the College.
- b) The regulations are set by the Student Hostel Management Committee and implemented by the Hostel Management including the Wardens, Assistant Wardens, Resident Tutors, Workmen and relevant College Staff.
- c) All activities held in the Hostel premises should comply with the relevant regulations.

Fees

- a) Students shall pay the Hostel Fee prescribed by the College on dates specified. The amount and due date for the payment will be announced by Dean of Students’ Office.
- b) Students are required to pay Resident Association Fee and a refundable deposit (inclusive of the key deposit). The amount and due date for the payment will be announced by Dean of Students’ Office.

Admissions to Residency

- a) The College shall provide “Full Residence and Communal Dining” to all SHHO students. Students shall live in the College Hostels during their study on campus. Some exceptions are specified in the “Full Residence and Communal Dining Policies”. The details are listed at <http://www.shho.cuhk.edu.hk>
- b) Students shall register for a room of the Hostel on the specified dates in each academic term. Those unable to register on the specified dates must apply for deferment in writing to Dean of Students’ Office beforehand.
- c) Students shall submit a preference form and may choose their own roommates beforehand. Dean of Students’ Office has the final decision in the assignment of rooms and roommates. After allocation, residents are not permitted to exchange rooms without Dean of Students’ Office’s approval.
- d) Students are prohibited to lend or duplicate room keys and the CU Link Card to other students. Any lost key should be immediately reported to Dean of Students’ Office.

Withdrawal/check-out of Residency

- a) Under the College's spirit of "Full Residence and Communal Dining", students shall live in the Hostels during their studies on campus. Application for withdrawal of residency will not normally be entertained and the residence fee will not be refunded in general.
- b) In the case of students terminating studies at the University or suffering from illness that has been certified by the University Health Centre as unsuitable to reside in college, he/she is required to withdraw from residency and vacate his/her room. Prepaid Hostel fees in excess of his/her actual residence period will be refunded upon the approval of Dean of Students' Office.
- c) All students must check out and vacate their rooms at the end of their residency on or before the specified date announced by Dean of Students' Office. Upon check-out, students are responsible for cleaning their rooms as well as returning their keys and other Hostel properties. If a student fails to comply, his/her Hostel deposit (inclusive of the key deposit) will be forfeited.

Leave of absence

- a) Any student who intends to obtain leave of absence exceeding seven consecutive days during term time shall obtain prior permission from Dean of Students' Office through written application. The application shall state the reasons for which leave of absence is sought and may require the endorsement of the student's Major Department and/or the University Health Centre.
- b) For approved leave of absence exceeding two months, prepaid Hostels fees in excess of the student's actual residence period may be refunded upon the approval of Dean of Students' Office.

General Regulations

- a) For the occurrence of any illness, emergency or unusual events, students should immediately report to the Hostel Management for assistance.
- b) Privately relegating one's Hostel place to other persons is a serious offense.
- c) Residents should keep their belongings safe. The College and the Hostels will not be responsible for any loss of residents' property.
- d) Residents are only allowed to enter and stay in the floors of the opposite sex during the visiting hours (7:00 am–12:00 midnight).
- e) Residents should avoid making excessive noise in the Hostel. The period between 11:00 p.m. and 7:00 a.m. is regarded as the Quiet Hours of the Hostels. During the Quiet Hours, residents should not make or cause to be made any noise which is a source of annoyance to any person.
- f) Residents are expected to dress decently anywhere outside his/her room.
- g) Gambling in any forms is prohibited in the premises of the Hostels. Possession of any gambling facilities is also prohibited.
- h) Residents should not possess, store or consume hard liquor (more than 20%) in any forms in the premises of the Hostel. Drunkenness and related disorderly behaviours are regarded as misbehaviours.
- i) Smoking is prohibited in all Hostel areas including the rooms and common areas.
- j) Pets are not allowed in the Hostels.

- k) No cooking is allowed in the rooms.
- l) Residents are responsible for keeping their own rooms (including the walls) clean and intact, and should help maintain the hygiene and tidiness of the Hostel premises.
- m) Residents should not interfere with or deface existing fixtures, fittings and furniture or install new utilities or fittings in the Hostel without approval. Installation of antenna at the exterior of the rooms and in common areas of the Hostels is not allowed. Compensations are to be made according to the values of the damaged commodities.
- n) Room examination will be conducted after check-out of room. When Residents are found violating the regulations of l) and m), they are subject to penalty. The procedure and penalty are stated in Appendix III)
- o) Hostel properties in the Common Room and other function rooms (e.g. Music Room, Gym Room) should be handled with care and should not be taken outside the Rooms. Compensations are to be made according to the values of the damaged commodities.
- p) Electrical appliances of low energy consumption and risks can be used in rooms without prior permission, such as desktop PC, laptop computer, facsimile machine, scanner, radio, Hi-Fi, table lamp, telephone, toast machine, hair dryer, electric iron, fan and charger for all electrical appliances. The use of some electrical appliances, however, needs to obtain prior permission and pay a fixed amount of non-refundable electricity fee (currently HKD 200 per item per term, which is subject to review). The use of electrical appliances of high energy consumption and risks are prohibited in the rooms, such as oven and heater. The College reserves the right to decide on which kinds of appliances can be used in the hostel and whether their use would require a payment.
- q) Each room may apply for the use of one refrigerator with no more than 150 kwh of annual energy consumption in the room, and the non-refundable electricity fee for each approved refrigerator is HKD 100 per term (effective from semester 1, 2018-19).
- r) Residents who are found possessing electrical appliances that require prior permission and payment but not having obtained the permission and made the payment will be penalized for paying HKD 400 per appliance per term (effective from semester 1, 2018-19).
- s) For environmental friendliness, electrical appliances and water taps should be turned off when not in use.
- t) The kitchen is for simple cooking only. Residents are not supposed to occupy the kitchen to treat meals to visitors. Unwashed or washed utensils should not be left in the kitchen.
- u) Washing and drying clothes should be limited in the Laundry Room. Drying or hanging of wet clothes is prohibited in common areas. Residents should remove their washed and dried clothes from the washing and drying machines. The College and the Hostels will not be responsible for any loss of or damage to any unattended laundry loads of the residents.
- v) To maintain smooth operation of the Hostel, the Hostel Management would patrol the Hostel regularly. Consent would normally be sought from the resident before entering his/her room. However, the Hostel Management are entitled to enter the rooms upon notifying the residents with/without the resident's permission under the following circumstances:
 - maintenance and distribution of hostel supplies;
 - security reasons;
 - investigation of accidents and/or violations of Hostel Regulations;

- any other reasons as deemed appropriate by the Wardens and the College
- w) Access to the internet service via the University network would be subject to the regulations of the Information and Technology Service Centre available at <http://www.cuhk.edu.hk/itsc/publications/userdoc/rngen002.html>.

Visitors (non-residents of the hostels)

- a) Visiting hours : Monday to Sunday: 7 a.m. – 12:00 midnight
- b) No visitors are allowed to enter the hostel areas controlled by Door Access System between 12:00 midnight and 7 a.m., except with the permission from the Wardens.
- c) Visitors staying in the hostel areas controlled by Door Access System have to be accompanied by the host resident(s) all the time, and leave by the end of the visiting hours.
- d) Visitors who wish to stay overnight in the hostel must follow the procedures stated in the “Regulations for Overnight Visitors” (See Appendix I).
- e) The Hostel Management reserves the right to prohibit any residents, visitors or any other persons from entering the hostel areas, and to request any persons to leave the Hostel areas at any time when deemed necessary.

Violation of College Hostel Regulations

- a) A resident or visitor breaking any Hostel Regulations will be subject to the University’s Disciplinary Regulations or referred to the Student Hostel Management Committee or Student Discipline Committee for consideration of disciplinary actions. Please refer to the Disciplinary Actions for Residents Violating the College Regulations in Appendix II.

Use of Closed circuit Televisions (CCTV)

- a) Closed circuit Televisions (CCTV) are installed at the entrances, lifts and each floor of the hostel. The view and use of CCTV record is under strict regulations as follows:
 - CCTV record is only used by the Security Office or the police for the investigation of suspected criminal cases. Only the parts of the CCTV record that are relevant to the cases being investigated or other criminal behaviors will be extracted for further investigation.
 - The use of CCTV record needs to first get approval from the respective warden or the College Office, except when a court warrant is presented. Also, the College will notify the student representatives of the Student Hostel Management Committee.
 - Only designated people from the Security Office, the police and the college office are allowed to view the CCTV record. When the Security Unit and the police view the record, only the college staff member who is responsible for the management of CCTV would be present as an observer and a technical facilitator.

Interpretation and Amendment of Hostel Regulations

- a) College Hostel Regulations are reviewed regularly and amended when necessary by the Student Hostel Management Committee.
- b) The Student Hostel Management Committee reserves the right of final interpretation of the Hostel Regulations.

These regulations have been approved by
Cabinet Meeting, S.H. Ho College, in March, 2018

Appendix I –Regulations for Overnight Visitors of Lee Quo Wei Hall and Ho Tim Hall

Residents who wish to receive overnight visitors must comply with the following regulations:

- a) Complete the Visitor Registration Procedures at the Central Reception before 11:30 p.m. and pay the overnight-stay fee \$40/night/person (subject to review).
- b) The visitor should keep the receipt as a token of permission of overnight stay.
- c) Only full-time students of The Chinese University of Hong Kong may stay behind as overnight visitors.
- d) Prior agreement of roommates should be obtained.
- e) No more than ONE visitor is allowed per night in each room.
- f) If an unauthorized visitor is found staying overnight in a Hostel room, all residents of the room concerned would be penalized in the event that none pleads responsible.

Appendix II – Disciplinary Actions for Residents Violating the Regulations

- a) The Student Hostel Management Committee, in accordance with the authority entrusted by the University, can at its discretion take disciplinary actions against any Hostel residents for any misconduct and violation of Hostel Regulations. The actions can be:
 - Verbal warning
 - Written warning
 - Written warning with a record in the college portfolio, which will be considered in the assessments of the student's applications for College activities and scholarships within a certain period or permanently.
 - Referral to the Student Discipline Committee for further investigation and actions
 - Charges if the misconduct incurs 1) extra cleaning work 2) expenses for the replacement, repair or restoration of the furniture, equipment, appliances or interior structure of the Hostel. The charge is calculated according to the actual cost.
- b) There will be no refund of Hostel fees for expulsion or termination of residency imposed as disciplinary action.
- c) Any appliances or items which are not allowed to be brought into the Hostels, or any equipment used in such a way as to disturb and / or endanger the others may be confiscated.
- d) When the penalty is issued by the Student Hostel Management Committee, the Residents involved may appeal in writing, specifying the grounds for the appeal to the Dean of Students' Office within 5 University working days of receiving the notice of disciplinary action. The decision of the Dean of Students' Office is final. When the penalty is issued by the Student Disciplinary Committee, appeal should be made according to the regulations of the Student Disciplinary Committee.
- e) Suspected criminal cases will be reported to the Security Office.

Appendix III - check-in/out room examination

Event	Process
Check-in	<ol style="list-style-type: none"> 1. After check-in, residents should immediately check if there is any loss and damage of the furniture, equipment, appliances and interior structure of the room. 2. In case any of the above problems is found, residents should report to the Dean of Students' Office immediately.
Check-out room examination	<ol style="list-style-type: none"> 1. Check-out room examination is conducted by Student Representatives and College staff. 2. The conditions of the room are recorded, including hooks, wall damages, missed or faulty furniture/appliances, rubbish left, etc. Photos will be taken when necessary.
Judgment of penalty	<ol style="list-style-type: none"> 1. SHMC will call a Panel Meeting for the justification and verdict of penalty based on the records and photos. 2. The Panel will consist of, Wardens, student representatives from Ho Tim Hall and Lee Quo Wei Hall, and representatives from Dean of Student Office and College Office. 3. Student can appeal for the penalty with evidence and reasons.

Penalty and charges

1. Penalty is given for:
 - loss of, damages to or alteration of the furniture, equipment, appliances and interior structure of the room that are deemed made deliberately by the residents rather than natural wear,
 - substantial amount of rubbish and personal property left in the room and common area.
2. Penalty will be imposed according to the severity of the loss, damages and alterations as judged by the Panel. The charges are calculated based on the actual cost needed to restore the hostel to its original condition.