



# Chung Chi College, The Chinese University of Hong Kong

## STUDENT HOSTEL REGULATIONS

### 1. INTRODUCTORY REMARKS

The social life in student hostels constitutes an important part of the learning experience on campus. Hostel life provides students with opportunities to interact with each other in a group setting, through which respect, cooperation and sense of responsibility can be developed. The hostel environment can also help students to discover their talents, increase their emotional maturity, and acquire social skills.

All residents of student hostels are members of the hostel community; as such, they should actively participate in hostel functions and help to promote an ideal hostel environment.

The major objective of these student hostel regulations is to safeguard the collective interest of all residents, so that a comfortable environment conducive to both physical and mental well-being can be maintained. All residents are expected to comply with these regulations.

### 2. GENERAL INFORMATION

#### 2.1 Admission

- 2.1.1 All Chung Chi College students may apply for hostel residence. Applications are considered by the Student Hostels Committee, which selects successful applicants and gives them approval to reside in hostels.
- 2.1.2 Residents of a hostel are required to report to the Warden at the time and place specified in the Notification for Residence in order to participate in the room allocation and related procedures. If a resident is unable to be present for room allocation, he/she should authorize in writing another student as his/her representative. Otherwise, his/her absence may be considered as giving up the residence.
- 2.1.3 Residents may choose their own roommates beforehand.
- 2.1.4 Notices of hostel fee payments are issued by the University via CUSIS system.
- 2.1.5 Residents are required to pay refundable deposits.

#### 2.2 End of Residence and Early Withdrawal

- 2.2.1 Residents who wish to withdraw from hostel residence during term time are required to give advance written notice to the Warden, the Residents' Association of the hostel, and the Secretary of the Student Hostels Committee (at Dean of Students' Office of Chung Chi College).
- 2.2.2 Residents who withdraw from hostel residence after September 30 of the first term, or after January 31 of the second term, will not be eligible for any refund of hostel fees paid. Those who

withdraw before the above-mentioned dates will be eligible for a reimbursement for part of their hostel fees. (Please refer to the relevant notice by the Student Hostels Committee.)

- 2.2.3 At the end of the residence period, residents are required to move out of the hostel on or before the designated move-out date. When moving out, residents are required to clean their rooms and clear all belongings, and return all the original keys to the Warden or his/her representative. Otherwise, deposits will not be refunded, and future applications for hostel residence may be adversely affected.
- 2.2.4 Residents who have violated hostel regulations can be expelled from their respective hostels immediately by the Warden or the Student Hostels Committee.
- 2.2.5 Hostel residence will be terminated for residents certified by the University Health Service as not suitable for living in student hostels.
- 2.2.6 Hostel residence will be terminated for residents deemed unable to adapt to hostel life by the Warden or the Student Hostels Committee.
- 2.2.7 Hostel residence will be terminated for residents whose studies are terminated or suspended or whose college affiliations are changed.
- 2.2.8 Residents who are expelled from hostels as a result of violation of hostel regulations are not eligible for any refund of hostel fees.

## **2.3 Living in the Hostels**

- 2.3.1 The main entrance of the hostel will be locked, residents should use their own CU Link card for access.
- 2.3.2 Residents are required to display information cards on their room doors indicating their name, year of studies and major.
- 2.3.3 Residents are required to keep the hostel clean, and to tidy their own rooms periodically.
- 2.3.4 Residents are required to dress properly in the main hall and other public areas of the hostel.
- 2.3.5 Residents are advised to look after their own belongings and money. They are fully responsible for any loss of personal property.
- 2.3.6 Residents are required to be familiar with the locations and operation methods of fire prevention facilities, and to take part in fire drills and demonstrations. All fire exits and hallways should be kept clear of personal belongings and public articles.
- 2.3.7 Hostels will be closed for four days during the Chinese New Year.
- 2.3.8 All residents are required to move out of the hostel during summer holidays (except summer student hostel).
- 2.3.9 Residents should inform the Warden of any emergency or special circumstances as soon as possible.

- 2.3.10 No long distance call and collect call service will be provided in hostels.
- 2.3.11 Residents who wish to exchange hostel with residents of other hostels must have sufficient reasons. Application form must be handed to their respective Wardens within two weeks after the beginning of hostel residence. Residents could only exchange hostels after receiving a written approval from the Student Hostels Committee. Late applications will not be considered.
- 2.3.12 No alternation or addition of large-size furniture or miscellaneous items is allowed in the rooms without special approval.
- 2.3.13 Residents should apply to their respective Wardens and obtain written approval before using electrical appliances (except computer, fan, answering machine, hair dryer, radio, Hi-Fi, and small electrical appliance charger) in hostel (please refer to the application form for details). Residents who violate the rule for the first time will be required to pay a penalty of HK\$200. If proper procedures were not finished within five working days, another penalty of HK\$200 will be imposed and a written warning will be given.
- 2.3.14 Residents should use hostel facilities with care. If they damage such facilities, they will be responsible for any financial compensation incurred.
- 2.3.15 Residents should not leave their belongings in public areas (eg the kitchen, fire exits and hallways). Such items could be disposed of if found.
- 2.3.16 To manage the hostel properly, Wardens, Resident Tutors, Resident Associations, and hostel attendants may patrol within the hostel. Student rooms are not private domains. In principle, hostel staff will get consent from corresponding student before entering individual student rooms, nevertheless, if situation arises (eg situations involving maintenance, suspect of accident within room, handling of disciplinary cases and distributing supplies), hostel staff may enter student rooms even without residents' consent.
- 2.3.17 Posting and distribution of all promotion material in hostels must be carried out according to the hostel rules of individual hostels set by respective Wardens and Residents' Associations.

### **3. HOSTEL RULES**

- 3.1** The following behaviours are strictly prohibited in student hostels. Residents who violate these rules can be expelled from their hostel within seven days by the Warden (who will send a copy of any relevant documents to the Student Hostels Committee and the Dean of Students' Office for retention in the personal file). Future applications from any such student for hostel residence might not be considered. The expelled resident will not be allowed to stay overnight in any of the student hostels in Chung Chi College (not even as a visitor). The Student Hostels Committee may forward the case to the College Disciplinary Committee if necessary.
- 3.1.1 Violate Hong Kong law;
- 3.1.2 Possess illegal or dangerous items;
- 3.1.3 Light or smoke cigarette;
- 3.1.4 Stir up trouble after getting drunk;
- 3.1.5 Allow a person of the opposite sex to stay in the hostel outside the hostel visiting hours (8:00 AM to 11:30 PM);

- 3.1.6 Visit and stay in the hostel of the opposite sex resident outside the hostel visiting hours (8:00 AM to 11:30 PM);
- 3.1.7 Allow a person of the opposite sex into their room or public area at the floor of the opposite sex outside opposite sex visiting hours;
- 3.1.8 Stay in the room of a resident of the opposite sex, or in the public area of a floor of the opposite sex, or in any area other than the hostel living room of any single sex hostel, outside opposite sex visiting hours;

HOSTEL	Visiting Hours for Visitors of Opposite Sex	
	Weekdays	Weekends & Public Holidays
Hua Lien Tang	-	12:00 Noon – 9:00 PM
Pentecostal Mission Hall Complex Low Block & Wen Chih Tang	2:00 PM – 9:00 PM	12:00 Noon – 9:00 PM
Other hostels	10:00 AM – 11:30 PM	

- 3.1.9 Produce disturbing noise between 11:00 PM and 7:00 AM;
- 3.1.10 Cook in resident rooms or public areas in hostel (except the pantries);
- 3.1.11 Ignite fire in hostel (include the pantries);
- 3.1.12 Have keys of the hostel duplicated or lent to others; or allow others to access into the hostel by CU Link card;
- 3.1.13 Sell the hostel occupancy to another student;
- 3.1.14 Exchange hostel occupancy or room without prior approval;
- 3.1.15 Alter electrical circuits or fittings in hostels without prior approval;
- 3.1.16 Stay in the hostel or allow visitor to stay in the hostel when it is closed to residents without prior approval.

**3.2** The following behaviours are prohibited in student hostels. The Warden will normally issue a written warning to residents who violate these rules, and send a copy of the warning to the Student Hostels Committee and the Dean of Students' Office for retention in the personal file. Residents who violate any of these rules again in any school term will be expelled from the hostel within seven days by the Warden or the Student Hostels Committee, and future applications from any such student for hostel residence might not be considered. The expelled resident will not be allowed to stay overnight in any of the student hostels in Chung Chi College (not even as a visitor). The Student Hostels Committee may forward the case to the College Disciplinary Committee if necessary.

- 3.2.1 Reside in the hostel for less than four nights per week;
- 3.2.2 Cause damage to the wall, furniture, etc. in the hostel (using nails, tapes, etc.);
- 3.2.3 Use unauthorized electrical appliances in the room (refer to item 2.3.13 of this regulation);
- 3.2.4 Leave personal belongings in public areas, fire exits and hallways;
- 3.2.5 Take away books, magazines, utensils, furniture or other public facilities provided by the hostel from their original places;
- 3.2.6 Possess gambling instruments or gamble;
- 3.2.7 Possess or consume beverages of high alcohol content;
- 3.2.8 Possess pornographic subjects;
- 3.2.9 Exhibit immoral behaviours;
- 3.2.10 Disturb others (e.g., talk very loudly, leave Hi-Fi on at a high volume, slam doors, etc.)
- 3.2.11 Throw object from the windows or the roof top of hostel;
- 3.2.12 Keep pets;

- 3.2.13 Allow a visitor not registered for overnight stay to stay in the hostel after visiting hours, or not stay overnight with a registered visitor (refer to item 4.2 and 4.4 of this regulation);
- 3.2.14 To stay in the hostel after visiting hours without finishing proper procedures (refer to item 4.2 and 4.4 of this regulation);
- 3.2.15 Violate the rules set by the Residents' Association.

### **3.3 APPEAL Procedures:**

Residents expelled from the hostel can appeal in writing to the Student Hostels Committee within three working days. Upon receipt of the appeal, the Chairperson of the Student Hostels Committee will be required to appoint a working group within seven working days to handle the appeal and make a final decision on it.

Residents given written warnings can appeal in writing to the Student Hostels Committee within three working days. The Chairperson of the Student Hostels Committee will handle the appeal and make the final decision on it.

## **4. VISITORS REGULATIONS**

- 4.1 Any person who is not a resident of the hostel will be regarded as a "visitor". All visitors are required to comply with hostel regulations. The visiting hours for same sex visitors is 8:00 AM to 11:30 PM, for visiting hours for opposite sex visitors please refer to item 3.1.8;
- 4.2 For the collective interest of hostel residents, residents are not encouraged to invite visitors to stay overnight. Visitors of the same sex (CU students or CC alumni only) who have to stay overnight or beyond the visiting hours for special reason must apply according to the following procedures:
  - 4.2.1 CU students: Prior consent from all roommates must be sought. Application must be made within the visiting hours (please refer to item 4.1 of this regulation) of the stay over day by filling in the logbook at the hostel reception as well as the "Application Form for Visitor to Stay Overnight", and pay the resident fee of HK\$40 per head per night. Visitors must be accompanied by the corresponding hosting resident during the stay.
  - 4.2.2 CC alumni: Application should be made in written two days prior to the stay to respective Wardens. Once approval from Warden and consent from all roommates are sought, visitor must fill in the details in the logbook at the hostel reception as well as the "Application Form for Visitor to Stay Overnight" within the visiting hours (please refer to item 4.1 of this regulation), and pay the resident fee of HK\$80 per head per night. Visitors must be accompanied by the corresponding hosting resident during the stay.
  - 4.2.3 Long term visitor (i.e. Special Resident): Applicant must be a student of Chung Chi College who had applied for a hostel place in Chung Chi College but failed. Application form is available at the Committee webpage. The resident fee is 60% of that of a regular room resident.
- 4.3 All other visitors are not allowed to stay in the hostel after visiting hours.
- 4.4 Penalty for Violation of the Visitors Regulations

- 4.4.1 For those who violate the Visitors Regulations for the FIRST time, the visitor(s) will have to pay a penalty of HK\$500 together with the resident fee. Both the resident(s) involved and the visitor(s) will receive written warning from respective Warden, and 3 points will be deducted from their next application for hostel places.
- 4.4.2 For those who violate the Visitors Regulations for the SECOND time, the visitor(s) will have to pay a penalty of HK\$500 together with the resident fee. Both the resident(s) involved and the visitor(s) will be expelled and deprived of future application for hostel places.
- 4.4.3 All the above penalty will be collected through the receiving resident.

## **5. REVISION & INTERPRETATION**

- 5.1 The present hostel regulations are approved and implemented by the Student Hostels Committee. Prior approval of the Student Hostels Committee will be required for any revisions to be made.
- 5.2 The Student Hostels Committee has the right to revise and provide the ultimate interpretations of hostel regulations.

## **6. ADDENDUM**

### **6.1 Residents' Association**

- 6.1.1 All residents will automatically be members of the Residents' Association of their hostel;
- 6.1.2 The Residents' Association of each hostel can set its own rules according to the specific conditions of their hostel. The rules of each Residents' Association are required to be submitted to the Warden concerned for approval. A copy of the rules must be forwarded to the Student Hostels Committee;
- 6.1.3 Residents' Associations have the right to issue oral warnings to residents who violate hostel regulations. After an oral warning is issued, the Residents' Association is required to report the incident to the Warden.

### **6.2 Warden --- The role of the Warden is to:**

- 6.2.1 Promote an ideal hostel atmosphere;
- 6.2.2 Help individual residents to adapt to hostel life;
- 6.2.3 Manage the hostel and maintain order in the hostel;
- 6.2.4 Formulate and implement temporary measures for the protection of the collective interest of residents.

### **6.3 Resident Tutor --- The role of the Resident Tutor is to:**

- 6.3.1 Assist the Warden in promoting an ideal hostel atmosphere;
- 6.3.2 Help individual residents to adapt to hostel life;
- 6.3.3 Assist the Warden in managing the hostel and maintaining order in the hostel.

**These regulations have been approved by the Student Hostels Committee, Chung Chi College, in December 2018**