



**THE CHINESE UNIVERSITY OF HONG KONG**  
**CW Chu College**  
**Student Hostel Regulations**

**Preamble**

CW Chu College (CWC) is a fully residential College. All students of CWC are required to live in the hostel during four years of their undergraduate studies and participate in communal dining. By forming an intimate and intellectual community with students and teachers alike, we encourage our students to be engaged with the world in a spirit of curiosity and generosity — a vision the realization of which relies on the building of a safe and harmonious platform founded on mutual respect and self-discipline. The following sections serve as general guidance for students of CWC to this end.

**1. Definitions**

- 1.1 ‘University’ refers to The Chinese University of Hong Kong (CUHK). ‘College’ refers to both the identity of CW Chu College as a member of CUHK and the College campus area.
- 1.2 ‘Regulations’ refers to the latest version of this document, the Student Hostel Regulations of the College, and all the provisions therein.
- 1.3 ‘Hostel’ refers to the CW Chu College Hostel premises excluding Visitors’ Flats, Master and Warden Quarters. ‘Hostel Properties’ refers to:
  - 1.3.1 All tangible properties, facilities and spaces of and/ or inside the Hostel, of which the ownership cannot be reasonably claimed by any particular individual(s), including, but not limited to, the building itself, all venues, fittings, fixtures, machines, equipment and objects therein; and
  - 1.3.2 Everything owned by/ issued in the name of the Hostel, including, but not limited to, keys and access cards.
- 1.4 ‘College Office’ refers to the College administration office at Room G02.
- 1.5 ‘Master’ refers to the Master of the College.
- 1.6 ‘Warden’ refers to the Warden of the College.
- 1.7 ‘(Senior) Resident Tutor(s)’ refers to the person(s) recommended by the Warden to reside in the Hostel and to execute relevant duties assigned for the good of the College and the Hostel.
- 1.8 ‘College Staff’ refers to any and all College employee(s) authorized by the Master and/ or the Warden to oversee the operation and management of the Hostel.
- 1.9 ‘Resident(s)’ refers to any and all person(s) authorized by the College, for a designated period of time mutually agreed on, to reside in the Hostel.
- 1.10 ‘Visitor(s)’ refers to any and all person(s) who is/ are not Resident(s) or College Staff, but who is/ are authorized by the College, for a designated period of time mutually agreed on, to enter and/ or stay in the Hostel. Any Visitor(s) present in the Hostel after visiting hours is/ are classified as ‘Overnight Visitor(s)’.
- 1.11 The ‘Host’ refers to a ‘Resident’ who accompanies, and is therefore accountable for the presence of, the Visitor(s) or Overnight Visitor(s) whom he/ she has invited at any given time.
- 1.12 ‘Unauthorized Visitor(s)’ refers to any and all person(s) found inside the Hostel who are NOT Resident(s), Visitor(s), Overnight Visitor(s) with prior approval from the College, or College Staff.
- 1.13 ‘Public area’ refers to any places in the College that is not designated for certain individual(s) for personal use at any given time.

**The following terms apply to all Residents and Visitors of the College:**

**2. General Rules**

- 2.1 All Residents and Visitors shall observe the Regulations and cooperate with the Warden, the Resident Tutors and all College Staff.
- 2.2 The following activities are strictly prohibited in the Hostel and College:
  - 2.2.1 Smoking;
  - 2.2.2 Gambling in any forms;
  - 2.2.3 Cooking anywhere outside the pantry area;
  - 2.2.4 Keeping pets anywhere;
  - 2.2.5 Possessing or storing any alcoholic beverage with over 30% alcohol by volume (ABV);
  - 2.2.6 Offering any alcoholic beverage to anyone under the age of 18; and
  - 2.2.7 Any activity that is illegal.
- 2.3 Personal belongings should be kept safe at all times. The College/ College Staff will not be responsible for any loss of property or money.
- 2.4 **Use of electrical appliances**
  - 2.4.1 The use of electrical appliances of high energy consumption and/or risks is strictly prohibited in bedrooms.
  - 2.4.2 A list of permitted and prohibited items can be found in **Annex 1, Guidelines on the Use of Electrical Appliances.**
- 2.5 **Use of pantry: activation of the fire alarm (by triggering the smoke detector) could become a frequent and serious issue with improper cooking practice. All Residents and Visitors MUST:**
  - 2.5.1 Make sure the exhaust fan is turned on during the entire cooking period;
  - 2.5.2 Avoid using cooking methods/ ingredients that will generate excessive amount of fumes;
  - 2.5.3 Immediately stop all cooking if there are fumes likely to trigger the alarm; and
  - 2.5.4 Clean up the pantry immediately after use.
- 2.6 **Triggering the alarm: Residents who trigger any alarm inside the Hostel due to improper use of College facilities will be considered to have breached the hostel regulations, and will be liable to penalty as stated in the section, '5. Handling Violations'. Cases where an alarm is triggered may include:**
  - 2.6.1 Triggering the fire alarm due to improper cooking practice;
  - 2.6.2 Triggering the fire alarm due to the use of insecticide fumigators or other insect repellents;
  - 2.6.3 Accidentally pressing any panic button in the Hostel; or
  - 2.6.4 Any other cases where an alarm is triggered for improper reason.
- 2.7 **Disabling any alarm is an extremely serious offence and will be dealt with severely.**
- 2.8 **Use of Fitness room, Music Room, Reading Room, Computer Room and Table Tennis Facilities: separate regulations/guidelines regarding the use of these rooms/facilities are enclosed (Annex 2–6).**
- 2.9 Change of Roommate/ Room
  - 2.9.1 Written request must be submitted to the Warden.
  - 2.9.2 Full explanation and justification for the proposed re-assignment must be given.
  - 2.9.3 Consent of all other roommate(s) involved must be sought.
  - 2.9.4 Ultimate decisions regarding roommate assignment/ room allocation rest with the Warden.
- 2.10 Patrols
  - 2.10.1 Under normal circumstances, College Staff will use their best efforts to contact the Residents and seek their prior consent before entering Residents' bedrooms.
  - 2.10.2 In case the Residents cannot be contacted, College Staff will invite a student representative to accompany the College Staff/ person concerned before entering Residents' bedrooms.
  - 2.10.3 The Warden, Resident Tutors and College/ University staff are entitled to enter Residents' bedrooms without their prior permission in case of emergencies and/ or accidents.

- 2.11 All Residents and Visitors must maintain personal and public hygiene and also clean/ tidy up any Hostel Properties after use.
- 2.12 All Residents and Visitors must handle with care any Hostel Properties and report to the College Office at once any damages or irregularities found.
- 2.13 All Residents and Visitors must not tamper with/ take away/ relocate any Hostel Properties or properties that one does not own unless there is prior approval from the owner(s).
- 2.14 All Residents and Visitors must not use/ modify any Hostel Properties in such a way that departs from their intended purposes, including, but not limited to:
  - 2.14.1 Using (with or without consent) others' access cards and/ or keys;
  - 2.14.2 Duplicating Hostel keys/ access cards or lending them to others;
  - 2.14.3 Posting of promotional materials in public area without prior approval;
  - 2.14.4 Modification of existing installations, such as electrical wires;
  - 2.14.5 Installation of new fixtures/ appliances anywhere inside the Hostel;
  - 2.14.6 Excessive storage of belongings in bedrooms;
  - 2.14.7 Placement of personal belongings in public areas; and
  - 2.14.8 Blockage of fire exits.
- 2.15 All Residents and Visitors must not act in ways that might constitute danger/ nuisances/ uneasiness to oneself or others, including, but not limited to:
  - 2.15.1 Littering in public area;
  - 2.15.2 Making excessive noise;
  - 2.15.3 Public display/ discussion/ expression of indecent contents or disrespectful remarks against the appearance/ character/ belief(s) of any person(s) through any means or media; and
  - 2.15.4 Infringement of privacy in any forms, such as taking photos/ videos/ entering another Resident's room without consent.
- 2.16 All Residents and Visitors must not assume the identity of another person, either through the use of his/ her student or staff ID/ access card (with or without consent) or by any other means, for any purposes.
- 2.17 All Residents and Visitors must not provide false and/ or misleading information to the Warden, Resident Tutors, College Staff, or other members of the College community.
- 2.18 The Warden reserves the right to ask any person to leave the Hostel at any time if deemed necessary.
- 2.19 The Warden reserves the rights of final interpretation of the Regulations.

### 3. Visiting Rules

- 3.1 A Host is expected to inform his/ her Visitor(s) of the Regulations.
- 3.2 **Registration:** All Visitors (including daytime and overnight) must sign in and sign out at visitor counter on the ground floor except for 1/F during daytime hours as well as the College Canteen during opening hours. A Host who receives any Visitor without completing proper sign-in and sign-out procedure is considered violating the Regulations.
- 3.3 **Visiting Hours:** 8:00 am–11:00 pm.
- 3.4 **Quiet Hours:** 11:00 pm–7:00 am. During the Quiet Hours Residents and Overnight Visitors must not make or cause to be made any noise that is considered a nuisance to others.
- 3.5 **Curfew Hours of Male/ Female Floors:** Midnight–7:00 am. No Resident/ Overnight Visitor may be present on a floor of the Hostel intended for the use of the opposite gender during the Curfew Hours.
- 3.6 No Resident/ Overnight Visitor may be present in any bedroom other than the one assigned to him/ her/ the Host during the Curfew Hours.
- 3.7 **Only one Overnight Visitor is permitted per room. The same visitor is NOT allowed to stay for more than three nights per week in the Hostel.**
- 3.8 Overnight Visitors must meet/ follow the following criteria/ procedures:
  - 3.8.1 Eligibility
    - Full-time student of the University only
    - Same gender
    - Accompanied by a Host
  - 3.8.2 **Charges: \$50 per visitor per night (cash only)**
  - 3.8.3 **Approval and Registration**

- Seek consent of the Host's roommate in advance
  - Submit an application form obtainable from College Staff/ Resident Tutors, together with the charges, to the College Office/ Resident-Tutor-on-duty for approval by 11:00 pm
  - A successful applicant will be given one 'Overnight Visitor Ticket' for each night approved
- 3.9 A Host is expected to accompany his/ her Visitor(s) during the whole period of visit, and should, to the best of his/ her knowledge and ability, ensure that the Visitor(s) concerned observe the Regulations. The Host can be held accountable for any violations of the Regulations by the Visitor(s) in question if such occurrences are attributable to the Host's negligence or intentions.
- 3.10 Any Unauthorized Visitor(s) found within the Hostel will be asked to leave the Hostel at once and may be liable to penalty, whether or not he/ she has been found to have violated any Regulations, at the discretion of the Warden.
- 3.11 Resident(s) found to have received any Unauthorized Visitor will be subject to penalty.

#### 4. Room check

- 4.1 Resident Tutors are empowered by the Warden to carry out regular/ special room checks from time to time to ensure that Residents comply with hostel regulations.
- 4.2 Regular/ special room check may be carried out for any number of times in a semester as the College/ Warden deems fit, depending on the needs at a particular time.
- 4.3 Regular room check, should there be any, will be announced to all Residents by email in advance, without specifying on which date(s) such room check(s) will be carried out, and without further notice.
- 4.4 The target of regular room check can be any student bedroom, and can cover any number of rooms.
- 4.5 All regular room check will be conducted with the presence of (1) the Warden and/ or Resident Tutor(s), and (2) at least one member from the Student Honour Code Committee of the College (SHCC).
- 4.6 Special room check can be carried out on an ad-hoc basis for cases involving a complaint, and will NOT be announced to Residents in advance.
- 4.7 The target of special room check can be any student bedroom involved in a case of complaint. The Warden/ Resident Tutor(s), upon receipt of a complaint from any resident or member of the College, may carry out a special room check for the student bedroom in question, without the need for prior notice.
- 4.8 A special room check may be carried out by at least two persons who are the Warden and/ or Resident Tutor(s), without the presence of any student representative.
- 4.9 A case of complaint may involve any of the following:
- 4.9.1 Suspected presence of unauthorized visitor(s);
  - 4.9.2 Suspected presence of any member of the opposite gender during the curfew hours;
  - 4.9.3 Suspected storage of any goods that may constitute a breach of hostel regulations; and
  - 4.9.4 Any other reason the Warden deems sufficient for the carrying out of special room check.

#### 5. Violations of the Regulations

- 5.1 Where the Warden is satisfied that a resident or student of the College has violated these Regulations, he/she may impose on that person:
- (a) a standard penalty in accordance with Regulation 5.2, and/or
  - (b) a penalty in accordance with Regulation 5.3.
- 5.2 The standard penalties for a violation of these Regulations are as follows:
- For a first offence:*
- a fine of up to \$500, and/or
  - a verbal or written warning, and/or
- For a second offence:*
- a fine of up to \$1,000, and/or
  - a verbal or written warning, and/or
- For a third and subsequent offence:*
- a fine of up to \$1,500, and/or
  - a verbal or written warning

- 5.3 Depending on the nature and severity of the case, the Warden may impose one or more of the following penalties in lieu of or in addition to the standard penalties under Regulation 5.2 :
- monetary damages, including, but not limited to, the cost of any items lost, damaged, stolen, or
  - tampered with, and/or
  - community service within the College or University
  - suspension of any Hostel rights or privileges, including the right of residence in the Hostel
  - termination of any Hostel rights or privileges, including the right of residence in the Hostel
- 5.4 Appeal
- 5.4.1 Any student of the College against whom a penalty under this section has been imposed, other than a written warning, may appeal to the Student Discipline Committee of the College. No appeal may be made against a written warning.
- 5.4.2 The appeal must be lodged at the College Office within five working days of the date on which notification of the penalty was sent to the student's University email account. An extension of time may be granted by the Student Discipline Committee only upon the appellant providing compelling evidence of exceptional circumstances justifying such extension.
- 5.4.3 The appeal must be in writing, signed by the appellant, and set out the grounds of appeal on which the appellant relies.
- 5.4.4 The only grounds of appeal are (a) the appellant was not responsible for the conduct constituting the violation, (b) the conduct did not constitute a violation, and (c) the penalty is too severe.
- 5.4.5 An appeal that does not comply with Regulations 5.4.2, 5.4.3, and 5.4.4 is invalid and will not be considered by the Student Discipline Committee.
- 5.4.6 The Chairman of the Student Discipline Committee shall appoint a Panel of three Associates or Affiliates of the College to consider the appeal. The Panel shall be quorate if two members are present.
- 5.4.7 The Panel shall determine the appeal having regard to such evidence or materials as it deems relevant.
- 5.4.8 The Panel may either (i) allow the appeal (in whole or in part), or (ii) dismiss the appeal (to the extent that it is not allowed).
- 5.4.9 Where the appeal is allowed, the Panel may either (a) void the penalty, or (b) replace the penalty with such other penalty as the Warden is authorised to impose under Regulations 5.2 and 5.3.
- 5.5 Where the Warden considers that a resident or student of the College has violated these Regulations and that such violation is also a breach of student discipline within the meaning of the *Procedures for Handling Breaches of the Honour Code and Student Discipline*, he/she may make a complaint under section 20 thereof. The Warden may make such a complaint whether or not he/she has imposed a penalty under Regulation 5.2 or 5.3.
- 5.6 Where the Warden considers that a resident or student of the College has violated these Regulations and that such violation is also a breach of the Honour Code within the meaning of the *Procedures for Handling Breaches of the Honour Code and Student Discipline*, he/she may make a complaint under section 6 thereof. The Warden may make such a complaint whether or not he/she has imposed a penalty under Regulation 5.2 or 5.3.
- 5.7 Where the Warden is satisfied that an undergraduate student from another college or a postgraduate student has violated these Regulations, he/she may request the Dean of Students to inform the relevant college or the Graduate School of the violation.

## 6. Review of Policy/ Hostel Regulations

- 6.1 Policy related to hostel management and hostel regulations will be reviewed and revised by the Hostel, Building & Campus Management Committee (The Committee) when necessary.
- 6.2 The College will collect students' views before the review of hostel policy/ regulations.

- 6.3 The revised policy/ hostel regulations will take effect upon approval by the College Assembly of Fellows.

## **7. Others**

- 7.1 Be environmentally friendly: minimize electricity and water consumption, and segregate waste for recycling.
- 7.2 In case of emergency, such as critical illnesses or accidents, report to the Warden/ Resident Tutors/ College Staff as soon as possible.

## THE CHINESE UNIVERSITY OF HONG KONG

## CW Chu College

## Guidelines on the Use of Electrical Appliances

The maximum power consumption (wattage) allowed for each student bedroom is 2,000 W. Notwithstanding this limit, everyone must pay attention to the permitted/ prohibited items as listed below:

**Electrical Appliances Permitted in Student Bedrooms**

- Lamp (Use of energy efficient lighting, e.g., LED lamps, is strongly encouraged)
- Radio
- Personal computer but excluding any servers
- Printer
- Hair dryer
- Other electrical appliances with energy consumption  $\leq 100\text{W}$  and NOT included in the list of prohibited items below.

**Electrical Appliances Prohibited in Student Bedrooms**

- Refrigerator
- Television
- Dehumidifier
- Humidifier
- Oven
- Heater
- Rice cooker
- Toaster
- Diffuser

**Notes:**

- i. Residents are required to **seek formal approval** from the Warden/ representative designated by the Warden for the use of electrical appliance(s) that are not included in the lists above.
- ii. Seek consent of roommate in advance.
- iii. If the electricity consumption exceeds the monthly electricity allowance, the extra electricity consumption will be billed (based on actual usage) to each room per month.
- iv. Cases of the use of prohibited/ unapproved electrical appliance(s), once discovered, will be **reported to the Warden.**

**The Chinese University of Hong Kong**  
**CW Chu College (CWC)**  
**Regulations for the Use of Fitness Room**  
**香港中文大學敬文書院**  
**健身室使用規則**

**Eligibility 使用者資格:**

1. All residents of CWC hostel, CWC teaching and administrative staff with valid Fitness Room Users' cards.  
所有持有相關健身室使用證件的敬文書院宿舍宿生、住客及敬文書院教職員。
2. All student users should complete the basic fitness room training course provided by CW Chu College or Physical Education Unit of the University.  
所有學生使用者必須完成大學或書院之健身室使用課程，方可使用健身室。

**Regulations for the Use of Fitness Room 健身室使用規則:**

1. All eligible users must use their CU Link cards to access to the Fitness Room. They are required to present their University / College Fitness Room Users' Card if requested.  
使用者需使用中大通進入健身室，並必須應員工要求出示大學或書院健身室使用證。
2. First-time users should register at the Counter of College Office one working day before using the Fitness Room.  
首次使用書院健身室人士，需於一個工作天前於書院院務室登記。
3. Users should wear appropriate sport clothing and sports shoes. Bare foot, slippers and sandals are not allowed.  
使用者必須穿著合適之運動服裝及鞋襪，嚴禁赤足及赤膊，亦不應穿著拖鞋及涼鞋。
4. After using the apparatus, users should place the adjustable key on the top of the weight stack and put all free weights back into their original place.  
使用器材後，使用者需把插匙放回最頂一格，並將槓鈴片放回原位。
5. For courtesy, users should wipe away the sweat left on the apparatus.  
為他人設想，請抹去留在用具或椅上之汗漬。
6. No eating and drinking inside the fitness room.  
健身室內不准飲食。
7. Safety precautions 安全守則
  - a. Users who have any of the following diseases should consult their doctors before exercise:  
使用者若有下列症狀，請於使用健身室前諮詢醫生意見:
    - Heart disease 心臟病
    - Diabetes 糖尿病
    - Any physical disability 任何身體殘疾
    - Hypertension 高血壓
    - Liver disease 肝病
  - b. All beginners are suggested to work with a partner  
書院建議初學者與同伴一起鍛練
  - c. Make sure that the selector key is fully inserted and locked before lifting the weight  
使用器械前，請檢查插匙是否完全插入所選之重量
  - d. Keep back straight, exhale while lifting the weight and inhale while lowering the weight  
舉重時必須保持腰背挺直，並於舉起重量或用力時呼氣
  - e. Keep clear of moving parts at all times  
請遠離擺動中之器械
  - f. If weights are jammed, users should inform janitors and do not attempt to free the weight by themselves  
若重量未能正常安放，請通知書院職員，切勿擅自安裝
  - g. No running inside the Fitness Room  
健身室內不准跑步
  - h. Stop immediately if any of the following symptoms appear:  
使用者若出現下列症狀，請立即停止：
    - Dizziness 暈眩
    - Nausea 作嘔
    - Continuous soreness of certain muscle / joint 肌肉及關節持續疼痛
    - Chest pain 胸口痛
    - Abnormal breathing 不正常之呼吸



**Opening Hours of the Fitness Room 健身室開放時間:**

Monday to Sunday 星期一至日 (7:00 am – 12:00 midnight)

**Opening Hours of the College Office 書院院務室開放時間**

Monday to Friday 星期一至五 (8:45 am – 1:00 pm, 2:00 pm – 5:30 pm)

**Enquiry and Emergency Contact 查詢及緊急聯絡電話**

Saturday, Sunday and Public Holidays Day Time Staff-on-duty

星期六、日及公眾假期日間當值職員: 6050 0902

University Security Office 大學保安處: 3943 7999

(CWC\_20161107)

**The Chinese University of Hong Kong  
CW Chu College  
Regulations for the Use of Music Room**

**香港中文大學敬文書院  
音樂室使用規則**

1. Users **must be CW Chu College Hostel residents**. Non-residents are not allowed to enter / use the Music Room without prior approval from the College.  
使用者**必須為敬文書院宿生**。未經院方事先許可，其他人士一律不准進入 / 使用音樂室。
2. Users must write down their **FULL** names and the time slot(s) reserved at the monthly booking record placed in a folder at the door of the Music Room.  
使用者必須事先於音樂室門上的每月記錄冊上填上其姓名及使用時段。
3. To ensure that all students have equal opportunity to use the Music Room, each user is allowed to reserve the Music Room for a maximum of **2 hours per day, and 6 hours per week** (i.e. from Monday to Sunday).  
為確保有需要的同學可獲均等機會使用音樂室，每位使用者**每天最多可使用音樂室兩小時；每星期**(即星期一至日)**每人最多可使用六小時**。
4. Users must keep the Music Room clean and tidy. Drinking, eating, shouting and littering are prohibited in the Music Room.  
使用者必須保持音樂室整齊清潔，房內嚴禁飲食、喧嘩及拋棄垃圾。
5. Users should take care of their own belongings such as musical scores and should not leave them in the Music Room. The College will not be responsible for any loss or damage to any personal belongings in the Music Room.  
使用者應小心保管個人財物，並不應遺留任何個人財物如樂譜於音樂室內。如同學在音樂室內遺失個人財物，院方概不負責。
6. Users are not allowed to take away any property or move the furniture housed in the Music Room without prior approval from the College. Users shall bear the cost of any damage to / loss of facilities caused by negligence / failure to adhere to the user guide.  
未經院方許可，使用者不得擅自取去音樂室內之物品或移動房內之傢俱，如有損毀或遺失，須按照市價賠償。
7. Users have to **turn off all lights and electrical appliances when they leave the Music Room**.  
離開音樂室時，使用者須**把房內所有電燈及電器關掉**。
8. Users are required to **close the Music Room** before departure.  
使用者離開音樂室時**必須把房門關上**。
10. The College reserves the right to reject the booking of the Music Room by any student who disregards any of the above guidelines.  
倘若發現使用者違反上述任何規則，書院有權拒絕該等人士使用音樂室。
11. The College reserves the right to file a complaint to the Student Honour Code Committee or Student Discipline Committee on any misconduct or inappropriate act in the Music Room.  
倘若使用者在音樂室內行為不當，書院有權向學生誠信誓章委員會及學生紀律委員會投訴肇事學生。

**Opening Hours of the Music Room 音樂室開放時間:**

Monday to Friday 星期一至五 (8:30 am – 10:30 pm)

Saturday, Sunday and Public Holidays 星期六、日及公眾假期 (9:00 am – 10:30 pm)

**Opening Hours of the College Office 書院院務室開放時間**

Monday to Friday 星期一至五 (8:45 am – 1:00 pm, 2:00 pm – 5:30 pm)

**Enquiry and Emergency Contact 查詢及緊急聯絡電話**

Saturday, Sunday and Public Holidays Day Time Staff-on-duty

星期六、日及公眾假期日間當值職員: 6050 0902

University Security Office 大學保安處: 3943 7999

(CWC\_20150831)

**The Chinese University of Hong Kong**  
**CW Chu College**  
**Regulations for the Use of Lanson Mini Library & Reading Room**

**香港中文大學敬文書院**  
**陳蘭如閱讀室使用規則**

## 1. General

- 1.1 Users **must be CW Chu College Hostel residents**. Other persons are not allowed to enter / use the Lanson Mini Library & Reading Room (the Reading Room) without prior permission from the College.  
使用者必須為敬文書院宿生。未經院方許可，其他人士不得進入 / 使用陳蘭如閱讀室(閱讀室)。
- 1.2 The Reading Room is for study purposes only and seats are available on a first-come-first-served basis.  
閱讀室僅供同學閱讀及溫習之用，座位以先到先得方式分配。

## 2 Dos

- 2.1 Please remain quiet and keep the environment clean.  
在閱讀室內，請保持安靜及地方清潔。
- 2.2 Users should take care of their own belongings and should not leave them in the Reading Room. The College will not be responsible for any loss or damage to any personal belongings in the Reading Room.  
使用者應小心保管個人財物，並不應遺留任何個人財物於閱讀室內。如同學在閱讀室內遺失個人財物，院方概不負責。

## 3 Don'ts

- 3.2 Reservation of seats for others is prohibited. Any seat which is found vacant for over 15 minutes may be assigned to another user.  
請勿霸佔閱讀室座位。凡離開座位超過 15 分鐘者，書院職員可將其座位分派給候用者。
- 3.2 Eating, drinking, sleeping and causing nuisance to other users are prohibited.  
不得在閱讀室內飲食、睡眠或騷擾其他使用者。
- 3.3 Please do not use mobile phones in the Reading Room and turn on the silent mode to avoid disturbance to other users.  
請不要在閱讀室內使用手提電話並將之轉至靜音模式，以免干擾其他使用者。
- 3.4 Users are not allowed to take away any property or move the furniture housed in the Reading Room without prior approval from the College. Users shall bear the cost of any damage to / loss of facilities caused by negligence / failure to adhere to the regulations.  
未經院方許可，使用者不得擅自取去閱讀室內之物品或移動房內之傢俱，如有損毀或遺失，須按照市價賠償。

## 4 Conduct

- 4.1 Please contact College staff immediately if any user is found violating the regulations in the Reading Room.  
使用者若發現他人不遵守閱讀室使用規則，請立即通知書院職員，以便作出適當處理。
- 4.2 The College reserves the right to refuse the use of Reading Room by any student who disregards any of the above regulations.  
書院若發現使用者違反上述任何規則，將有權拒絕該等人士使用閱讀室。
- 4.3 The College reserves the right to file a complaint to the Student Honour Code Committee or Student Discipline Committee on any misconduct or inappropriate act in the Reading Room.  
書院若發現使用者在閱讀室內行為不當，將有權向學生誠信誓章委員會及學生紀律委員會投訴肇事者。

**Opening Hours of the Lanson Mini Library & Reading Room 陳蘭如閱讀室開放時間:**

Mini Library: Monday to Sunday 星期一至日 (8:45 am – 10:30 pm)

Reading Room: Monday to Sunday 星期一至日 (24 hours 小時)

**Opening Hours of the College Office 書院院務室開放時間**

Monday to Friday 星期一至五 (8:45 am – 1:00 pm, 2:00 pm – 5:30 pm)

**Enquiry and Emergency Contact 查詢及緊急聯絡電話**

Saturday, Sunday and Public Holidays Day Time Staff-on-duty

星期六、日及公眾假期日間當值職員: 6050 0902

University Security Office 大學保安處: 3943 7999

The Chinese University of Hong Kong  
CW Chu College  
Guidelines for the Use of Computer Room

Annex 5

香港中文大學敬文書院  
電腦室使用指引

**1. Computer Service**

Use your **CUHK PC LAN computing ID** and **password** for logging in to the computers.

**NOTE:** The PC LAN computer ID and password are specified in the Computing Account Information (CAI) Reply Slip obtainable by presenting your CU Link card in person at the ITSC Service Desk (the Learning Commons, 6/F, Wu Ho Man Yuen Building, CUHK OR User Area, Room 109A, Pi Chiu Building, CUHK).

**2. Printing/ Photocopying Service**

All computers in the Computer Room are connected to the multi-function printer/ copier. Printing/ photocopying charges are to be paid by Octopus with a minimum of \$5 stored value before printing/ photocopying.

Users are reminded to read **the Guidelines of Printer/Copier Usage (i.e. Quick Tips on Copy & Quick Tips on Print)** and follow the instruction before printing/copying.

**3. Printing Service through WiFi**

By installing the appropriate printer driver, you can send print jobs via the network from your notebook to the printer/copier in the Computer Room. Your print jobs can be collected by keying your pre-set password and presenting your Octopus card on the payment stand.

For details of Printing Service through WiFi, please visit <http://www.cwchu.cuhk.edu.hk/en-gb/current-students/general-information/hostel/33-current-students/hostel/452-computer-room>.

**4. Printing & Photocopying Charge**

	Black & White		Colour	
	One-sided	Two-sided	One-sided	Two-sided
A4	\$0.3	\$0.6	\$2.5	\$5
A3	\$0.6	\$1.2	\$4.5	\$9

**5. Malfunction Reporting**

Please report any breakdown to the College Office (Tel: 3943 1801; Email: info.cwchu@cuhk.edu.hk).

**Opening Hours of the Computer Room** 電腦室開放時間  
Monday to Sunday (24 Hours)

**Opening Hours of the College Office** 書院院務室開放時間  
Monday to Friday (8:45 am – 1:00 pm, 2:00 pm – 5:30 pm)

**Emergency 緊急聯絡電話 (After Office Hours)**  
Saturday, Sunday and Public Holidays Day Time Staff-on-duty  
星期六、日及公眾假期日間當值職員: 6050 0902  
University Security Office 大學保安處: 3943 7999

(CWC\_20150831)

**The Chinese University of Hong Kong**  
**CW Chu College**  
**Regulations for the Use of Table Tennis Facilities in Activity Room 2 (Room 213)**  
**香港中文大學敬文書院**  
**乒乓球設備使用規則**

1. Users must be CW Chu College Hostel residents. Non-residents are not allowed to use table tennis facilities in Activity Room 2 (Room 213) without prior approval from the College.  
使用者必須為敬文書院宿生。未經院方事先許可，其他人士一律不准進入活動室 2 (213) 使用乒乓球設備。
2. Users must write down their **FULL** names and the time slot(s) reserved at the monthly booking sheet placed in a folder at the chair of Activity Room 2 (Room 213).  
使用者必須於活動室椅子上的每月記錄冊上填上其姓名及使用時段。
3. To ensure that all residents have equal opportunity to use the table tennis facilities, each user is allowed to reserve the facilities for a maximum of **2 hours per day, and 6 hours per week** (i.e. from Monday to Sunday).  
為確保有需要的同學可獲均等機會使用乒乓球設備，每位使用者每天最多可使用乒乓球設備兩小時；每星期(即星期一至日) 每人最多可使用六小時。
4. Users can use the bats and balls provided in Activity Room 2 (Room 213). Equipment must be returned and placed to the assigned place before leaving.  
使用者可使用活動室2 (213) 的乒乓球拍及乒乓球，用完後請放回原位。
5. Users are required to wear appropriate sportswear and non-marking rubber-soled sport shoes.  
使用者必須穿著合適的運動服裝及不脫色膠底運動鞋。
6. Users must keep Activity Room 2 (Room 213) clean and tidy. Drinking, eating, shouting and littering are prohibited in the room.  
使用者必須保持活動室2 (213)整齊清潔，房內嚴禁飲食、喧嘩及拋棄垃圾。
7. Users should take care of their own belongings and should not leave them in Activity Room 2 (Room 213). The College will not be responsible for any loss or damage to any personal belongings in the room.  
使用者應小心保管個人財物，不應遺留任何個人財物於活動室2 (213)內。如同學在活動室內遺失個人財物，院方概不負責。
8. Users are not allowed to take away any property or move the furniture housed in Activity Room 2 (Room 213) without prior approval from the College. Users shall bear the cost of any damage to / loss of facilities caused by negligence / failure to adhere to the user guide.  
未經院方許可，使用者不得擅自取去活動室2 (213)內之物品或移動房內之傢俱，如有損毀或遺失，須按照市價賠償。
9. Users have to turn off all lights and electrical appliances when they leave Activity Room 2 (Room 213).  
離開活動室時，使用者必須把房內所有電燈及電器關掉。
10. Users are required to close the door of Activity Room 2 (Room 213) before leaving.  
使用者離開活動室2 (213)時必須把房門關上。
11. The College reserves the right to reject the use of the table tennis facilities in Activity Room 2 (Room 213) by any student who disregards any of the above guidelines.  
倘若發現使用者違反上述任何規則，書院有權拒絕該等人士使用活動室2 (213)內的乒乓球設備。
12. Since Activity Room 2 (Room 213) is designed for purposes not limited to table tennis playing, the College reserves the right to close the room for other purposes without prior notices.  
活動室2 (213)之用途不限於乒乓球活動，書院有權關閉活動室作其他用途，而毋須事先通知。
13. The College reserves the right to file a complaint to the Student Honour Code Committee or Student Discipline Committee on any misconduct or inappropriate act in Activity Room 2 (Room 213).  
倘若使用者在活動室2 (213)內行為不當，書院有權向學生誠信誓章委員會及學生紀律委員會投訴肇事學生。

**Opening Hours of the Activity Room 2 (Room 213) 開放時間:**

Monday to Friday 星期一至五 (8:30 am –10:30 pm)

Saturday, Sunday and Public Holidays 星期六、日及公眾假期 (9:00 am –10:30 pm)

**Opening Hours of the College Office 書院院務室開放時間**

Monday to Friday 星期一至五 (8:45 am –1:00 pm, 2:00 pm –5:30 pm)

**Enquiry and Emergency Contact 查詢及緊急聯絡電話**

Saturday, Sunday and Public Holidays Day Time Staff-on-duty

星期六、日及公眾假期日間當值職員: 6050 0902

University Security Office 大學保安處: 3943 7999

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