

LEE WOO SING COLLEGE
THE CHINESE UNIVERSITY OF HONG KONG
Hostel and College Facilities Management Committee

Student Hostel Regulations

1. Definitions

The following terms shall have the meaning hereby assigned to them:

- 1.1. “College” refers to Lee Woo Sing College, The Chinese University of Hong Kong;
- 1.2. “Student” refers to a student of the College;
- 1.3. “Resident” refers to a student of the College allocated with a hostel place in the College;
- 1.4. “Non-resident” refers to a student of the College with no hostel place in the College;
- 1.5. “Resident (I-House)” refers to a student of the College being assigned with hostel place in the International House. The status of Resident (I-House) in the College is equivalent to Non-resident;
- 1.6. “Visitor” refers to a person who has otherwise no access to the hostel areas being invited to visit the hostel area by a Student;
- 1.7. “Regulations” refers to the Student Hostel Regulations (the current document);
- 1.8. “Committee” refers to the Hostel and College Facilities Management Committee of the College;
- 1.9. “Campus” refers to all areas of the College premises;
- 1.10. “Hostel area” refers to any areas inside the secured zone of the Campus (accessible with WS Access Plus card);
- 1.11. “Hostel floors” refers to floors where student bedrooms are located;
- 1.12. “Common area” refers to all other areas apart from hostel area in the Campus;
- 1.13. “Term residency” refers to residency during normal teaching terms, i.e., usually term 1 and term 2 of an academic year.

2. General Principles

- 2.1. All Students may apply for hostel residency. Applications will be considered based on a Hostel Allocation Scheme endorsed by the Committee. (Refer to – Notice of Hostel Application, Moving-in/out and Withdrawal Procedures for details).
- 2.2. All Students and Visitors should at all time abide by the Regulations and the Conditions of Issuance of the WS Access Plus card on any activities conducted in the Campus of the College and follow the instructions of the Wardens, Hostel Tutors and staff-on-duty if situation arise.
- 2.3. Under no circumstances should Residents invite Non-residents to stay in hostel floors and/or Visitors to stay in hostel area beyond visiting hours unless they have been registered for overnight stay. (Refer to Notice of Overnight Stay

- Regulations for details)
- 2.4. Under no circumstances should Non-residents invite Visitors to stay beyond visiting hours in hostel area.
 - 2.5. Non-residents on their own should not stay in hostel floors beyond visiting hours unless they have been registered for temporary residence (Refer to Notice of Overnight Stay Regulations for details).
 - 2.6. Host Students are responsible for the behavior of their Visitors.
 - 2.7. Students and Visitors should take good care of all public properties and common facilities, use electricity and water economically, and keep the Campus clean and orderly at all times.
 - 2.8. Students should pay attention to the locations of emergency exits. Residents should take part in fire drills and demonstrations. All emergency exits and hallways should be kept clear of personal belongings and public articles. Emergency exits are strictly for emergency evacuation purpose only.
 - 2.9. Personal belongings of Students and Visitors should be kept safely on their own discretion while inside the Campus. The College is not responsible for any losses or damages to their belongings under any circumstances.
 - 2.10. Students and Visitors should be properly dressed in all public areas, including lift lobbies, corridors and common lounges.
 - 2.11. Any acute illnesses and accidents occurring in the hostel should be reported immediately to the Wardens, Hostel Tutors or staff-on-duty.
 - 2.12. All cooking should be conducted in the common lounges on each floor for light meals only. The common lounges and pantries should be kept clean and tidy after use.
 - 2.13. Normally, hostel personnel will seek Residents' consent before entering their bedrooms except under special and emergency circumstances, such as: accident, urgent maintenance, safety and security reasons, etc. Residents in concern will be notified afterwards in such cases.

3. Hostel Rules

- 3.1. The following behaviors are strictly forbidden on Campus:
 - 3.1.1 Any activities that breach the Law of Hong Kong or The Chinese University of Hong Kong Ordinance, including but not limited to:
 - 3.1.1.1 Smoking on Campus (including vaping, and smoking tobacco products/ cigarettes/ electronic cigarettes);
 - 3.1.1.2 Storage or use of dangerous items such as illegal drugs, pistols, explosives and deadly weapons, etc.; and
 - 3.1.1.3 Interfering with permanent electrical wires and fittings, etc.
 - 3.1.2 Use of fire under all circumstances (except possible use of fire in the designated barbecue areas)
 - 3.1.3 Staying in the same hostel floor with the opposite sex beyond visiting hours;
 - 3.1.4 Entering a hostel floor of opposite sex beyond visiting hours;
 - 3.1.5 Any form of gambling activities;
 - 3.1.6 Getting drunk and being rowdy and disorderly;

- 3.1.7 Keeping livestock or pets;
 - 3.1.8 Use of any unsafe or substandard electric appliances;
 - 3.1.9 Interrupting/altering/damaging equipment and fixtures in the College (including, but not limited to: smart card devices, electronic meters, Octopus Cards devices and all the electronic terminal systems) and their operations;
 - 3.1.10 Having hot pots, cooking or using fire in the bedroom, or engaging in any activities that would constitute a fire hazard or trigger off the fire alarm system;
 - 3.1.11 Littering or storing personal belongings in non-designated public areas or blocking the fire exits;
 - 3.1.12 Causing nuisances to others;
 - 3.1.13 Relocating any public facilities or any room furniture without prior approval;
 - 3.1.14 Duplicating WS Access Plus cards or lending them to others;
 - 3.1.15 Improper use of barrier gates.
- 3.2 Selling / transferring hostel occupancy to another student is strictly prohibited.
- 3.3 If a Resident stays away more than two fifths of the residential period, excluding public holidays, Saturdays and Sundays, his/her need for hostel accommodation will be reviewed.
- 3.4 The hostel visiting hours are from 8:00am to 11:30pm every day. Students and Visitors should observe the visiting hours.

4. Disciplinary Actions

- 4.1 Appropriate disciplinary actions by the Wardens will be taken should any breaching of the Regulations be found. Penalties incurred may include one or more of the following:
- Verbal warning, to be recorded in College personal file;
 - Written reprimand, with a copy sent to the College Dean of Students and recorded in his/her College personal file;
 - College services;
 - Deduction of hostel scores from next year's hostel application;
 - Fines to be charged;
 - Immediate termination of hostel residency with no refund of hostel fees;
 - Disqualification from next year's hostel residency.

Depending on the nature, gravity and circumstances of the breaching, the cases may be referred to the Student Advisory and Disciplinary Committee, the College Dean of Students, or others, for handling.

- 4.1.1 Specifically, Residents who are found selling / transferring hostel occupancy to another student will be imposed penalties as follows:
- immediate termination of hostel residency with no refund of hostel fees;
 - disqualification from next year's hostel residency;
 - a report to be sent to the College Dean of Students and recorded in College personal file;
 - case to be referred to the College Student Advisory and Disciplinary Committee.
- 4.1.2 Specifically, Residents who are found hosting Non-residents and Visitors in the hostel floors beyond visiting hours without overnight stay registration will be imposed penalties as follows:

Non-residents and Visitors are of the same sex as the host Resident

First time violation

- a fine of \$500 will be charged;
- written reprimand by the Wardens, with copy to be sent to the College Dean of Students and recorded in his/her College personal file; and
- 10 marks of hostel scores deducted from next year's hostel application.

Second time violation

- a fine of \$1,000 will be charged;
- second written reprimand by the Wardens, with copy to be sent to College Dean of Students and recorded in College personal file; and
- 20 marks of hostel scores deducted from next year's hostel application.

Third time violation

- a fine of \$1,500 will be charged;
- immediate termination of hostel residency with no refund of hostel fees;
- disqualification from next year's hostel residency;
- a report to be sent to the College Dean of Students and recorded in College personal file; and
- case to be referred to the College Student Advisory and Disciplinary Committee.

Non-residents and Visitors are of the opposite sex as the host Resident

- immediate termination of hostel residency with no refund of hostel fees;
- disqualification from next year's hostel residency;
- a report to be sent to the College Dean of Students and recorded in College personal file; and
- case to be referred to the College Student Advisory and Disciplinary Committee.

- 4.1.3 Specifically, Students who are found lending his/her WS Access Plus Card to another will be imposed penalties as follows:
- case to be referred to the College Student Advisory and Disciplinary Committee.

- 4.1.4 For Non-Residents and Residents (I-House) involved in cases of breaching the Regulations, the College Dean of Students will be notified. Upon consultation with the Wardens, necessary disciplinary penalties as deemed appropriate will be imposed by College Dean of Students.

For Residents (I-House) involved in cases of breaching hostel regulations of International House, penalties will be imposed by the Warden of International House accordingly. The College Dean of Students will be notified. Further necessary disciplinary penalties as deemed appropriate may be imposed by College Dean of Students.

For Visitors (who are CUHK students) involved in cases of breaching the Regulations, the Dean of Students of his/her respective College or the Dean of Graduate School will be notified, who may take necessary disciplinary actions as deemed appropriate.

For Visitors (who are non-CUHK students) involved in cases of breaching the Regulations, the University Security Office will be notified as deemed appropriate.

- 4.2 Student(s) have to right to appeal against Wardens' decision/penalty regarding the breaching of Regulations by writing to the College Student Advisory and Disciplinary Committee within seven days of notification letter issued. Further appeal against the decision/penalty made by the College Student Advisory and Disciplinary Committee should be addressed to the Senate Committee on Student Discipline in written form within seven days of notification letter issued.

5. Revision & Interpretation

- 5.1 The present Regulations are approved and implemented by the Committee. Prior approval from the Committee will be required for any revisions to be made.
- 5.2 The Committee has the right to revise and provide the final interpretations of the Regulations.
- 5.3 The English version of the Regulations shall prevail in case of any inconsistencies.

Approved by Hostel and College Facilities
Management Committee on 14 March 2018

(w.e.f. 14 March 2018)

香港中文大學
和聲書院
宿舍及書院設施管理委員會

學生宿舍規章（中文譯本）

1. 定義

在本規章中，下列詞語應解釋如下：

- 1.1. 「書院」指「香港中文大學和聲書院」；
- 1.2. 「學生」指書院學生；
- 1.3. 「宿生」指「獲成功分配書院宿位之和聲書院學生」；
- 1.4. 「非宿生」指「未獲分配書院宿位之和聲書院學生」；
- 1.5. 「國際生堂宿生」指「獲分配國際生堂宿位之和聲書院學生」，其在書院之身份等同非宿生；
- 1.6. 「訪客」指「被學生合法邀請進入宿舍範圍之人士」；
- 1.7. 「本規章」指「本學生宿舍規章」（即本文件）；
- 1.8. 「委員會」指「和聲書院宿舍及書院設施管理委員會」；
- 1.9. 「書院範圍」指「和聲書院所有物業範圍」；
- 1.10. 「宿舍範圍」指「所有書院範圍內的限制進入（需要使用WSAccess+進出）地方」；
- 1.11. 「宿舍樓層」指「宿生房間所在的樓層」；
- 1.12. 「公共範圍」指「除宿舍範圍外之其他書院範圍」；
- 1.13. 「年度住宿」指「一般教學年度（通常為每年第一及第二學期）之住宿時間」。

2. 總則

- 2.1. 所有學生皆可申請入住學生宿舍。遞交之申請將會根據本委員會採用的宿位分配辦法（詳細請參閱「宿位申請、入住和遷出宿舍及退宿程序通知」）。
- 2.2. 所有學生及訪客在書院範圍內進行任何活動，都必須遵守本規章及WSAccess+發卡條款，以及於有需要時遵循舍監、導師及當值職員之指示。
- 2.3. 宿生如在探訪時間外邀請非宿生在宿舍樓層逗留或邀請訪客在宿舍範圍逗留，訪客必須辦理留宿登記手續。（詳情請參閱「留宿規則通告」）。
- 2.4. 非宿生不可在探訪時間外邀請訪客在宿舍範圍逗留。
- 2.5. 除已辦理臨時宿舍登記手續（詳情請參閱「留宿規則通告」）外，非宿生不可在探訪時間外在宿舍樓層逗留。
- 2.6. 接待訪客之學生須為訪客一切行為負責。
- 2.7. 學生應愛護公物，節省能源，並保持宿舍清潔、整齊及美觀。
- 2.8. 學生須注意緊急出口的位置，宿生需參與火警演習及防火示範。所有緊急出口及通道須保持暢通，嚴禁放置任何私人或公用雜物。
- 2.9. 學生及訪客之個人物件應自行妥善保管；書院概不負責其財物損失。
- 2.10. 學生及訪客在公眾地方(包括電梯大堂、走廊及公共休息室)須衣著整齊。
- 2.11. 凡遇急性疾病、意外或任何特殊事故，應從速報告舍監、導師或當值職員。

- 2.12. 請勿在宿舍房間內煮食；每層樓附設之休息室及茶水間只供準備簡餐用，用後須保持整潔。
- 2.13. 除非遇上特別及緊急情況，如發生意外、進行緊急維修，或出於安全及保安原因，一般情況下，宿舍人員會先徵求宿生同意才進入其房間。其後亦會通知有關宿生。

3. 宿舍規例

- 3.1. 宿舍內禁止下列各項行為：
 - 3.1.1 任何違反香港法律或香港中文大學條例之行為，例如(但不規限於)：
 - 3.1.1.1 在書院範圍內吸煙(包括氣霧化或點燃煙類產品及電子煙)；
 - 3.1.1.2 藏有或使用危險品，如違禁藥物、槍械、爆炸品、具殺傷力武器等等；
 - 3.1.1.3 更改任何電路及裝置；
 - 3.1.2 使用明火(在指定燒烤場地作燒烤用途除外)
 - 3.1.3 於探訪時間以外與異性逗留在同一宿舍樓層；
 - 3.1.4 於探訪時間以外進入異性宿舍樓層；
 - 3.1.5 任何形式的賭博行為；
 - 3.1.6 醉酒鬧事；
 - 3.1.7 飼養牲畜或寵物；
 - 3.1.8 使用不安全或不合規格之電器；
 - 3.1.9 干擾／改裝／破壞書院內之設備及裝置（包括但不限於智能卡閱讀裝置、電錶，八達通裝置及所有電子終端機系統）以及其運作；
 - 3.1.10 在房間內煮食或使用明火；或進行任何可能觸發火警預警系統或導致火警之行為；
 - 3.1.11 隨處拋棄垃圾，或將個人雜物放置於非指定公眾地方或走火通道；
 - 3.1.12 滋擾他人；
 - 3.1.13 擅自搬移宿舍之公用設施，或將房間內之傢俬搬離房間範圍；
 - 3.1.14 擅自複製WSAccess+卡或借用于他人；
 - 3.1.15 不適當使用閘機。
- 3.2 獲分配之宿位嚴禁轉售或轉讓他人。
- 3.3 宿生如留宿少於宿期五分之二時間或以上（除公眾假期、星期六及星期日除外），書院可重新評估其對宿位之需要。
- 3.4 宿舍探訪時間為每日上午八時至晚上十一時半。學生及訪客需遵守探訪時間。

4. 紀律處分

4.1 舍監會就一切違反宿舍規例之個案，作出裁決及處分。其採取之處分可包括下列其中一項或多於一項：

- 口頭警告，並紀錄在該學生之書院個人檔案內；
- 書面警告，警告信副本送書院輔導長，並紀錄在該學生之書院個人檔案內；
- 書院服務；
- 於下學年申請宿舍時扣宿分；
- 罰款；
- 勒令違規學生即時退宿，已繳宿費不予退還；
- 取消其下學年住宿資格。

按違反宿舍規例之輕重，個案可轉介學生輔導及紀律委員會、書院輔導長或其他人士處理。

4.1.1 其中若宿生被發現私自轉讓宿位，會依下列程序予以處分：

- 勒令違規學生即時退宿，已繳宿費不予退還；
- 取消其下學年住宿資格；
- 送呈事件報告致書院輔導長，並紀錄在該學生之書院個人檔案內；
- 將事件交由書院學生輔導及紀律委員會處理。

4.1.2 其中若宿生被發現在探訪時間外接待非宿生及/或訪客於宿舍樓層，而未有辦理留宿手續，會依下列程序予以處分：

宿生接待同性非宿生及訪客

第一次違規者

- 須繳付港幣五百元之罰款；
- 予以書面警告，副本致書院輔導長，並紀錄在該學生之書院個人檔案內；
- 下學年申請宿舍時扣宿分十分。

第二次違規者

- 須繳付港幣一千元之罰款；
- 予以第二次書面警告，副本致書院輔導長，並紀錄在該學生之書院個人檔案內；
- 下學年申請宿舍時扣宿分二十分。

第三次違規者

- 須繳付港幣一千五百元之罰款；
- 被勒令即時退宿，已繳宿費不予退還；
- 下學年住宿資格會被取消；
- 送呈事件報告致書院輔導長，並紀錄在該學生之書院個人檔案內；
- 事件將交由書院學生輔導及紀律委員會處理。

宿生接待異性非宿生及訪客

- 被勒令即時退宿，已邀宿費不予退還；
- 下學年住宿資格會被取消；
- 送呈事件報告致書院輔導長，並紀錄在該學生之書院個人檔案內；
- 事件將交由書院學生輔導及紀律委員會處理。

- 4.1.3 其中若學生被發現借WS Access+卡予其他人使用，會依下列程序予以處分：
- 事件交由書院學生輔導及紀律委員會處理。

- 4.1.4 違反宿舍規例之非宿生及國際生舍堂宿生個案將呈書院輔導長，書院輔導長在諮詢舍監後可按情況作出處分。

違反國際生堂宿舍規例之國際生舍堂宿生個案將由國際生堂舍監按其規例處分，該等個案將呈書院輔導長，書院輔導長可按情況再另行處分。

對於違反宿舍規例之訪客（中大學生），書院會將事件通知其所屬書院輔導長或研究院院長予以作跟進及按情況就個案進行處分。

對於違反宿舍規例之訪客（非中大學生），書院可按情況將事件通知大學保安組跟進。

- 4.2 違規學生有權就舍監裁決於通知信件發出後七日內，致函書院學生輔導及紀律委員會，作出上訴。如違規學生對書院學生輔導及紀律委員會之裁決仍有不滿，須於通知信件發出後七日內，致函大學教務會學生紀律委員會作最後上訴。

5. 修訂及解釋

- 5.1 本規章由宿舍及書院設施管理委員會通過實施。如有修訂，必須經宿舍及書院設施管理委員會通過。
- 5.2 宿舍及書院設施管理委員會對本規章有修訂及最終解釋權。
- 5.3 本規章以英文版本為準，中文譯本只作參考之用。

此規章於 2018 年 3 月 14 日由
宿舍及書院設施管理委員會通過
並由 2018 年 3 月 14 日起生效