



1. 總則 **PRINCIPLES**

- 1.1 學生宿舍主要是為宿生提供課堂以外的大學生活經驗。書院期望各宿生能夠通過彼此交流，學習互相尊重和培養責任感。所有宿生都是宿舍的一份子，必須遵守本學生宿舍規章，務求締造安全及和諧的舍堂環境。
Student hostels provide residents with opportunities to enrich non-academic experience in their university life. Residents are expected to develop mutual respect and a sense of responsibility through interaction with each other. All residents are members of the student hostels. They must observe the Student Hostel Regulations so as to maintain a safe and harmonious living environment within the resident community.
- 1.2 宿生應愛護公物，合理使用資源，並時常保持宿舍寧靜、整潔及美觀。
Residents should take good care of all public properties, economically use electricity and water, and keep the hostels quiet, clean and orderly at all times.
- 1.3 宿生應與舍監、宿舍（高級）導師、工友及保安人員合作，維持良好住宿環境。如有需要，舍監、宿舍（高級）導師、工友及保安人員有權要求宿生及訪客出示中大通及／或身份證明文件，及停止任何滋擾他人之行為。
Residents should cooperate with the Wardens, (Senior) Resident Tutors, hostel and security staff to maintain a quality hostel life. When necessary, wardens, (Senior) Resident Tutors, hostel and security staff have the right to request residents and visitors to present their CU Link Card or other identification document and to stop any acts which cause nuisance.
- 1.4 宿生應積極參與和協助宿舍（高級）導師及（臨時）宿生會舉辦之宿舍及樓際活動。
Residents should honor their obligation to participate and cooperate as much as possible in any communal and floor activities organized by the (Temporary) Resident Association and (Senior) Resident Tutors.
- 1.5 在宿舍內公共地方包括大堂、走廊及宿生休息室，應衣著整齊。
Residents should be properly dressed in all public areas of the hostels including lobbies, corridors and resident common rooms.
- 1.6 凡遇有急性疾病、意外或任何特殊事故，應速向舍監、宿舍（高級）導師或當值工友/保安人員報告。
Any acute illness, accidents or extraordinary happenings in the hostels should be reported immediately to the hostel/security staff on duty, (Senior) Resident Tutors or Wardens.
- 1.7 宿生休息室只供宿生準備輕食。宿生煮食時應盡量減少油煙，使用後須即時自行清潔。宿舍工友有權於每天早上九時清理及棄置所有未清潔之廚具。宿舍休息室以外不得煮食。
Resident common rooms are provided for preparing light meals only. They should be kept clean and tidy after use. Hostel staff will dispose of any uncleaned utensils left in the resident common rooms at 9:00 a.m. every day. No cooking is allowed in areas other than resident common rooms.
- 1.8 宿舍不設儲物室予宿生使用，宿生一切物件須存放於寢室妥為保管。宿生之任何財物損失，書院概不負責。
No store rooms are provided for residents in the hostels. Residents' personal belongings should be kept safely in their own rooms. The College is not responsible for any loss or damage to the residents' belongings under any circumstances.
- 1.9 宿舍訪客須遵守本規章，並須遵從舍監、宿舍（高級）導師及當值工友/保安人員之指示。
Hostel visitors should observe the Student Hostel Regulations, and follow the instructions of the Wardens, (Senior) Resident Tutors and hostel/security staff on duty.
- 1.10 舍監、宿舍(高級)導師及當值工友/保安/維修人員進入宿生房間前會先徵求宿生同意；但於特殊情況下，則毋須宿生同意即可進入宿生房間，例如：懷疑房內發生意外；因緊急維修、安全、保安之原因；因查處違章事件；或分發宿舍物資等為維持宿舍正常運作之活動。
Normally, hostel/security/repairs staff on duty, (Senior) Resident Tutors and Wardens will seek residents' consent before entering residents' rooms. However, they are entitled to enter a room without residents' permission in exceptional circumstances, such as: an accident is believed to have occurred inside the room; for maintenance, safety and security reasons; to investigate incidents concerning violations of the Student Hostel Regulations; to distribute hostel supplies etc.
- 1.11 宿生須知道各種防火設施的位置及使用方法，並參加防火演習。所有走火通道須保持暢通，嚴禁放置雜物。
Residents must be familiar with the locations and operation methods of fire prevention facilities and take part in fire drills. All fire exits and hallways must be kept clear of personal belongings and public articles.

2. 入宿及退宿 **APPLIATION & WITHDRAWAL**

2.1 入宿 Application

- 2.1.1 書院學生皆可申請入住宿舍。申請者須填妥學生宿舍申請表，同意遵守學生宿舍規章，經學生宿舍委員會審查及批准後，方可入宿。
All College students may apply for hostel residence. Students should complete an application form and agree to observe the Student Hostel Regulations. Upon approval by the Student Hostels Committee, the students are then eligible for residence in the hostels.
- 2.1.2 宿生須依照入宿通知所指定的日期、時間及地點辦理有關入宿手續。
Residents are required to report at the time, place and location specified in the Notification for Hostel Residence for the hostel check-in procedure.
- 2.1.3 一旦完成入宿手續，即使提早退宿，宿生仍被視為享用一完整學期之宿位。
Once check-in procedure is completed, despite early withdrawal, students are considered taken one semester of

hostel residence.

- 2.1.4 獲分配的房間不得私自轉換。宿生如有特殊原因而欲申請轉換房間，必須於指定日期前遞交書面申請予舍監審查及批准。申請人必須得到學生宿舍委員會的書面確認才可轉換房間。
Swapping of rooms will normally not be permitted unless with strong reasons. Such application must be submitted in writing for Wardens' consideration by a designated deadline. Applicants can only swap their rooms after receiving written confirmation from the Student Hostels Committee.
- 2.1.5 宿生須繳交宿舍按金及宿費。宿舍費用繳費通知將透過中大學生信息系統 (CUSIS) 發放。
Residents are required to pay the hostel deposit and hostel fees. Debit note of fees associated with hostel residence will be issued through the Chinese University Student Information System (CUSIS).
- 2.1.6 如獲舍監批准，自攜耗電量大之電器（如電視機、雪櫃等）之宿生須每學期繳付港幣140元（每件計算）。所有自攜電器必須符合政府機電工程署安全標準。凡使用未獲批准之電器者將被罰款港幣840元（每件計算）。
A surcharge of HK\$140 per term will be imposed on each carry-in electrical appliance with high energy consumption (such as TV sets, refrigerators etc.) approved by the Wardens. All electrical appliances must meet the safety standards of the Electrical and Mechanical Services Department. Violators will be required to pay a fine of \$840 for each item not reported.

2.2 退宿 Withdrawal

- 2.2.4 入宿後欲提早退宿者必須與舍監面談，並須於擬定退宿日期前最少七個工作天提出書面申請。退宿申請如獲批准，於扣除一個月之宿費（以三十日計）後，同學可按比例獲發還部份宿費。如於上學期十一月一日或下學期三月一日後退宿，則須繳交自入宿起至該學期完結之宿費。
Residents wishing to apply for early hostel withdrawal after move-in are required to consult the Wardens. Written application must be submitted at least 7 working days in advance of the planned last date of stay. Should the application be approved, partial hostel fee will be refunded on pro rata basis with the deduction of one month (30 days)'s hostel fee. Residents who withdraw from the hostels after 1 November in the first term or 1 March in the second term will be required to pay the hostel fee counting from the move-in date to the end of the relevant term.
- 2.2.5 住宿期滿時，宿生須於指定日期或以前遷出宿舍，並將房間清理妥當及搬走所有個人財物，否則書院有權將物品當作廢物棄置。宿生必須按時交還所有鎖匙及其他公物，方可獲發還宿舍按金。
At the end of the residence period, residents are required to move out of the hostels on or before the designated move-out date, clean their rooms and clear out all personal belongings. Any unclaimed belongings will be subject to disposal. All keys and other hostel properties must be returned to the College as scheduled. Otherwise, hostel deposits will not be refunded.
- 2.2.6 宿生於退宿時需清繳所有費用（包括重配遺失鎖匙、房間設備損壞罰款等），否則書院可於宿舍按金中扣除該等費用。
Residents are required to settle all expenses (including key replication fees and room equipment damage fines etc.) at the time of hostel withdrawal, or the College will deduct such fees from the hostel deposits.
- 2.2.7 中途退學或休學，或經大學保健處證明不宜寄宿者，須予退宿，其已繳宿費按照比例退還。
Residents whose studies are terminated or suspended and those certified by the University Health Service as not suitable for living in student hostels should withdraw from the hostels. Hostel fees paid will be refunded on a pro rata basis.
- 2.2.8 宿生如違反學生宿舍規章，可被舍監及/或輔導長勒令即時退宿，其已繳宿費不獲退還。
Residents who have violated Student Hostel Regulations can be expelled from the hostels immediately by the Wardens and/or the Dean of Students. Hostel fees paid will not be refunded.

3. 宿舍規則 **HOSTEL RULES**

3.1. 宿舍內嚴禁下列行為

The following behaviors are strictly forbidden in the hostel:

- 3.1.1 任何形式之賭博活動
Any form of gambling activity
- 3.1.2 吸煙或使用明火
Smoking or use of fire
- 3.1.3 醉酒鬧事
Getting drunk and being disorderly
- 3.1.4 有傷風化之庸俗言行或任何滋擾他人之行為
Exhibiting immoral behaviours or engaging in any offensive acts
- 3.1.5 飼養禽畜或寵物
Keeping livestock or pets
- 3.1.6 擅自更改任何電路及裝置，或使用未獲舍監批准之電器
Interfering with permanent electrical wires and fittings, or using any electric appliances other than those permitted by the Wardens
- 3.1.7 任何干擾或破壞宿舍電子系統(包括但不限於智能卡閱讀裝置、電子貨幣裝置及所有電子終端機系統)的行為
Interfering with or destroying hostel electronic systems (including, but not limited to: smart card devices, electronic money devices and all the electronic terminal systems)
- 3.1.8 在宿生休息室以外煮食或任何妨礙火警預警系統正常操作之行為

Cooking in areas other than the resident common room or being engaged in any activities that would constitute a fire hazard or trigger off the fire alarm system.

3.1.9 隨處拋棄垃圾或將個人雜物放置於公眾地方或走火通道

Littering or storing personal belongings in public areas or the fire exits.

3.1.10 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

Moving any public facilities or any room furniture without prior approval.

3.2 獲分配之房間不得私自轉讓，違規者將被勒令即時退宿，所繳宿費不予退還，其來年之宿位申請不獲接受。個案亦會轉交書院學生輔導及紀律委員會處理。

Assigned rooms must not be let or sub-let to others. Offenders will be immediately expelled from the hostels. Hostel fees will not be refunded and their hostel application of the following year will not be accepted. The case will also be referred to the College Student Counselling and Disciplinary Committee.

3.3 除公眾假期、星期六及星期日晚外，宿生如外宿逾五分之二或以上者，書院可重新檢討其對宿位之需要。

If a resident stays away for more than two-fifths of the residential period, excluding public holidays, Saturdays and Sundays, his/her need for hostel accommodation will be reviewed.

4. 訪客來訪及訪客留宿 VISITORS AND OVERNIGHT VISITORS

4.1 探訪時間 Visiting Hours

4.1.1 中大學生訪客（指沒有伍宜孫書院宿位之香港中文大學在學本科生及研究生）CUHK Student Visitors (i.e. CUHK current undergraduate and postgraduate students who do not have a hostel place at Wu Yee Sun College) 宿生可於每日上午八時至晚上十二時接待同性中大學生訪客，以及於每日上午十時至晚上十一時接待異性中大學生訪客。

Residents may receive CUHK student visitors of the same sex between 8:00 a.m. and 12 midnight, and CUHK student visitors of the opposite sex between 10:00a.m. and 11:00p.m. every day.

4.1.2 非中大學生訪客 Non-CUHK Student Visitors

除預先獲舍監批准，否則宿生只可於星期六、日及公眾假期上午十時至晚上十一時接待非中大學生訪客。

Residents may receive Non-CUHK student visitors only on Saturdays, Sundays and public holidays between 10:00 a.m. to 11:00p.m unless prior permission is granted by the Wardens.

4.1.3 異性訪客及宿生 Visitors and Residents of Opposite Sex

於4.1.1註明之異性探訪時間以外，除預先獲舍監批准，宿生或任何人士不得進入異性宿舍樓層，宿生亦不得接待異性訪客。

Aside from the visiting hours stated in 4.1.1, no persons (including residents) are allowed to enter the floor of the opposite sex, and no residents are allowed to receive visitors of the opposite sex unless prior permission is granted by the Wardens.

4.2 中大學生訪客留宿規則 Regulations Governing CUHK Student Visitors Staying Overnight

4.2.1 凡因特殊理由而欲邀請訪客（必須為同性中大學生）留宿者，必須事先徵得同房同意，並於留宿當晚探訪時間內陪同訪客到宿舍接待處或向樓導師或（臨時）宿生會登記及購買訪客留宿券，每券五十元（訪客留宿費得由學生宿舍委員會按時修訂）。訪客留宿期間須有接待宿生陪同。於非探訪時間在宿舍逗留人士均視作留宿訪客論。

Under special circumstances, when a visitor (who must be a CUHK student of the same sex) is invited to stay overnight, the host resident must, after obtaining the consent of his/her roommate, accompany the visitor to register at the Hostel Reception, or register with Resident Tutor or (Temporary) Resident Association within the visiting hours and purchase the 'Overnight Visitor Ticket'. The current fee is \$50 per head per night (the fee will be periodically reviewed by the Student Hostels Committee). The visitor must be accompanied by the corresponding host resident during the stay. Any person staying at the hostel beyond visiting hours will be regarded as an overnight visitor.

4.2.2 每房每晚只可接待留宿者一名，每房接待訪客留宿每週不應超過兩晚。

Only one visitor is allowed per room per night. Residents of the same room should not host overnight visitors more than 2 nights per week.

4.2.3 違例處分 Sanctions

(a) 倘發現有同性訪客留宿而未有購買訪客留宿券，**邀請訪客留宿之宿生**將接受下列處分（如有關房間之宿生無人承擔邀請之責任，則該房間之全體宿生須對留宿訪客負責，因而須共同負擔應繳罰款，並依違例次數之多寡，接受下列處分）：

If a visitor of the same sex is 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):

i.) 第一次違例者，須繳付十倍訪客留宿費之罰款，其*下學年宿分會被扣除百分之五（適用於宿位分配結果發出前及後），並將被舍監以書面警告，副本致書院輔導長。

Violation for the first time: A fine ten times the charge of one Overnight Visitor Ticket will be levied. Written warning will be issued by the Wardens with a copy sent to the Dean of Students. 5% of the offender's hostel scores will be deducted in the hostel application (regardless of hostel place allocation progress) of the *following year.

ii.) 第二次違例者，須繳付二十倍訪客留宿費之罰款，其*下學年宿分會被扣除百分之十（適用於宿位分配結果發出前及後），並被舍監以書面嚴重警告，副本致書院輔導長。

Violation for the second time: A fine twenty times the charge of one Overnight Visitor Ticket will be levied. Serious written warning will be issued by the Wardens with a copy sent to the Dean of Students. 10% of the offender's hostel scores will be deducted in the hostel application (regardless of hostel place allocation progress) of the *following year.

- iii.) 第三次違例者，須繳付二十倍訪客留宿費之罰款，舍監及/或輔導長將勒令宿生退宿，紀錄送交學生輔導及紀律委員會，並取消其下學年住宿資格（包括特別宿位計劃）。

Violation for the third time: A fine twenty times the charge of one Overnight Visitor Ticket will be levied. The Wardens and/or the Dean of Students will expel the offender from the hostels, and he/she will be disqualified from hostel residence (including Room Share Scheme) of the following year. The College Student Counselling and Disciplinary Committee will be informed of the case.

- (b) 倘發現有同性訪客留宿而未有購買訪客留宿券，**訪客**須即時離開宿舍並接受下列處分：

Visitor of the same sex found staying overnight without buying the valid Overnight Visitor Ticket will be expelled from the hostels immediately, and the following penalties will be imposed:

- i.) 第一次違例者，舍監將予以書面警告，副本致書院輔導長，其*下學年宿分會被扣除百分之五（適用於宿位分配結果發出前及後）。非本院學生則轉介予其所屬書院輔導處跟進。

Violation for the first time: Written warning will be issued by the Wardens with a copy sent to the Dean of Students. 5% of the offender's hostel scores will be deducted in the hostel application (regardless of hostel place allocation progress) of the *following year. Non-Wu Yee Sun College students will be referred to their respective Deans of Students for possible follow-up action.

- ii.) 第二次違例者，舍監將予以書面嚴重警告，副本致書院輔導長，其*下學年宿分會被扣除百分之十（適用於宿位分配結果發出前及後）。非本院學生則轉介予其所屬書院輔導處跟進。

Violation for the second time: Serious written warning will be issued by the Wardens with a copy sent to the Dean of Students. 10% of his/her hostel scores will be deducted in the hostel application (regardless of hostel place allocation progress) of the *following year. Non-Wu Yee Sun College students will be referred to their respective Deans of Students for possible follow-up action.

- iii.) 第三次或以上之違例者，須繳付二十倍訪客留宿費之罰款，其下學年住宿資格（包括特別宿位計劃）將被取消。非本院學生則轉介予其所屬書院輔導處跟進。

Violation for the third time and thereafter: A fine twenty times the charge of one Overnight Visitor Ticket will be levied. The offender will be disqualified from hostel residence (including Room Share Scheme) of the following year. Non-Wu Yee Sun College students will be referred to their respective Deans of Students for possible follow-up action.

- (c) 宿生不應接待異性訪客/宿生留宿，或於探訪時間以外於異性樓層逗留。違規者可被勒令即時退宿，已繳宿費不予退還，其下學年住宿資格（包括特別宿位計劃）亦會被取消。舍監及/或輔導長將按情況交由學生輔導及紀律委員會處理。

Residents should not allow visitors of the opposite sex to stay overnight, nor should they stay at the floor of the opposite sex aside from the visiting hours. Offenders may be expelled from the hostel immediately. Hostel fees will not be refunded, and they will be disqualified from hostel residence (including Room Share Scheme) of the following year. Wardens and/or the Dean of Students may refer the cases to the College Counselling and Disciplinary Committee depending on the nature and gravity of the offence.

4.3 非中大學生留宿規則 Regulations Governing Non-CUHK Student Visitors Staying Overnight

- 4.3.1 除因特殊情況而徵得舍監批准外，宿生不得邀請非中大學生留宿。

Under no circumstances should residents invite non-CUHK student visitors to stay overnight unless prior permission is granted by the Wardens for special reasons.

- 4.3.2 如獲批准留宿，非中大學生留宿費為訪客留宿費之兩倍。

If approved for staying overnight, the overnight fee for non-CUHK student visitors is two times the charge of an Overnight Visitor Ticket.

- 4.3.3 宿生如未經批准而邀請非中大學生留宿，除須繳付非中大學生留宿費外，亦須繳港幣一千元之罰款，並將被舍監予以書面嚴重警告。第二次違例者，除接受上述懲罰外，將被舍監及/或輔導長勒令退宿，「退宿信」副本致學生家長，並存記錄於該學生個人檔案。

For violation of this regulation, the host resident will be liable to penalties as follows: For the first time – an overnight fee for non-CUHK student visitors as well as a fine of \$1,000 will be levied. Serious written warning will be issued by the Wardens. For the second time – apart from the penalties mentioned above, the Wardens and/or the Dean of Students will terminate the offender's hostel residence with a record filed in his/her student file. His/her parents will be informed of the action.

- 4.4 上述所有費用及罰款均由接待宿生負責收集及繳交。

All the above fees and penalties will be collected through the host resident.

*若違例事件發生於八或九月之暑假宿期期間，違例者於該學年之宿分會立即被扣除。

For any violation taking place in August or September during Summer Hostel periods, hostel scores of the violator(s) will immediately be deducted in the same academic year.

5. 懲處及上訴制度 **DISCIPLINARY ACTIONS AND APPEAL MECHANISM**

- 5.1 本規章所列各項，宿生俱當堅守；倘有違反，舍監及/或輔導長得視其情況輕重予以處分，包括口頭警告、書面（嚴重）警告、罰款、勒令退宿、不予考慮其日後之住宿申請，以及轉交書院輔導處及/或學生輔導及紀律委員

會處理。

All stipulations here in the Regulations should be strictly observed. In case of any violation or any other unstated misbehavior, Wardens and/or the Dean of Students may take appropriate disciplinary actions depending on the nature and gravity of the offence, including verbal warning, (serious) written warning, fines, termination of hostel residence, disqualification of the offender's hostel application in future, and referral to the College Dean of Students Office and/or Student Counselling and Disciplinary Committee for further actions.

5.2 涉嫌學生如不滿裁決，可於宣佈結果後七日內，致函書院學生宿舍委員會，要求覆審。

The student may appeal against the disciplinary action(s) decided upon by writing to the College Student Hostels Committee within seven days of announcement.

6. **修訂及解釋 REVISION & INTERPRETATION**

6.1. 本規章由學生宿舍委員會通過實施。如有修訂，必須經學生宿舍委員會通過。

The present 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.

6.2. 學生宿舍委員會對本規章有修訂及最終解釋權。

The Student Hostels Committee has the right to revise and provide the ultimate interpretations of hostel regulations.

6.3. 本規章以中文版為準。

The Chinese version of the Regulation shall prevail in case of any inconsistencies.

二零二零年一月十七日
17 January 2020