

THE CHINESE UNIVERSITY OF HONG KONG
The International House
Resident Regulations

SECTION I. INTRODUCTION

The International House of The Chinese University of Hong Kong forms a living-learning community with both rights and responsibilities. Residents are expected to help cultivate a stimulating, congenial and mutually supportive environment in the hostel and get involved actively in a wide range of learning experience along different cultures and themes of hostel life. It is expected that residents will become well-rounded in their personal, intellectual and social development throughout the process.

SECTION II. INTERPRETATION

In the International House Resident Regulations:

“Hostel” means residential accommodation in the International House of The Chinese University of Hong Kong for residents.

“Resident Tutor” means the resident tutor nominated by the University.

“The International House Management” means the joint management of the International House Management Committee, the International House Management Office, Warden and Resident Tutor.

“The International House Management Committee” means the University’s Committee commissioned for the stipulation of Hostel policies and the establishment of Hostel development and education.

“The International House Management Office” means the office and the University staff authorized by the Director of Student Affairs to oversee the daily operation and management of the Hostel premises.

“The International House Resident Association” means an organization formed by Hostel residents, to promote Hostel recreational and social activities and also to reinforce the Hostel discipline and cultural development.

“University” means The Chinese University of Hong Kong.

“Warden” means the warden or lady warden of the International House appointed by the University.

SECTION III. GENERAL INFORMATION

Article 1: Admission to Residency

- 1.1. All undergraduates who would like to reside in the International House should fill in application forms through their affiliate colleges and promise to observe the Hostel Regulations. Applicants approved by both the International House Management Committee and their respective Colleges’ Hostel Selection Committees are then eligible for a hostel place.
- 1.2. On condition that space flexibility allows, residents may choose their own roommates or flat-mates (if applicable) before entrance.
- 1.3. The International House Management has the final decision in the assignment of rooms and flats (if applicable) to the residents.
- 1.4. Residents are not allowed to exchange their rooms without the Warden’s express permission.
- 1.5. All residents must pay their hostel fees and damage deposit (including key deposit).
- 1.6. The amount and the due date for the payment are to be decided by the International House Management Office.
- 1.7. All keys and smart card (if applicable) of International House are not to be lent to any other persons.

- 1.8. Residents are prohibited to duplicate flat keys (if applicable) or room keys and the smart card (if applicable) without authorization. Any lost key and smart card (if applicable) should be reported to the International House Management Office immediately.

Article 2: Withdrawal

- 2.1. In the case where a resident suffering from illness has been certified by the University Health Centre as unsuitable to remain in residence, the person would need to withdraw from the Hostel either temporarily or permanently.
- 2.2. A resident who terminates his/her studies at the University at any time during an academic year should vacate his/her room forthwith. Prepaid hostel fees in excess of his/her actual residence period will be refunded upon the approval of the International House Management Committee.
- 2.3. For a resident who withdraws from the Hostel due to other reasons, such as withdrawal from study, or personal reasons approved by the International House Management Committee, prepaid hostel fees are not to be returned if he/she has already resided for two months or more. In the case where the resident withdraws within the first two months of residence, prepaid hostel fees in excess of his/her actual residence period will be refunded.
- 2.4. All residents must vacate their rooms on or before the specified date to be decided by the International House Management Committee. Summer residence will be arranged and paid for separately. Eligibility of summer residence is to be decided by the International House Management Committee.
- 2.5. Upon check-out, residents are responsible for cleaning their rooms as well as returning their keys, smart cards (if applicable), and other hostel properties to the International House Management Office. If a resident fails to comply, the hostel deposit (including key deposit) will be forfeited.

Article 3: Points to Note

- 3.1. For the occurrence of any illness, emergency or adverse events, residents should immediately report to the Warden, the Resident Tutors or the Hostel staff for assistance. Depending on the situations, the Warden and/or the International House Management Office may report the case to the Security Unit/Police if deemed necessary.
- 3.2. All activities held in the Hostel premises should be conducted in accordance with the relevant regulations.
- 3.3. To maintain the smooth operation of the Hostel, the Warden, the Resident Tutors and the Hostel staff would patrol the Hostel regularly. Normally the resident's consent would be sought before entering his/her room. However, the aforementioned officials are entitled to enter the rooms without the resident's permission in the following circumstances:
 - 3.3.1. an accident is believed to have occurred inside the room;
 - 3.3.2. for maintenance and security reasons;
 - 3.3.3. to investigate violations of Hostel Regulations or to distribute hostel supplies.
 - 3.3.4. any other exceptional cases as deemed appropriate by the Warden.

SECTION IV. GENERAL REGULATIONS

Article 4: Visitors

- 4.1. Visitors may enter the Hostel during the visiting hours stipulated in Article 4.3., provided that they are accompanied by the residents all the time, and that they should leave by the end of the visiting hours.

- 4.2. Except for the visiting hours stipulated in Article 4.3., no persons (including residents) are allowed to enter the floor of the opposite sex.
- 4.3. Visiting hours
Monday to Sunday: 7:00 a.m. – 12:00 midnight
Visitors cannot enter the Hostel between 12:00 midnight and 7:00 a.m., except personnel permitted by the Warden.
- 4.4. The Warden and the International House Management Office reserve the right to prohibit any residents, visitors or any other persons (including overnight visitors) from entering the Hostel, or ask the persons to leave the Hostel premises at any time when deemed necessary.
- 4.5. Residents who wish to receive overnight visitors must follow the procedures stated in the “Regulations for Visitors of the International House” (See Appendix I).

Article 5: Rooms

- 5.1. Residents’ belongings should be as simple as possible, and should be safely kept. The International House Management shall not be responsible for any loss of residents’ property or money.
- 5.2. Volume of audio systems should be kept low. The period between 11:00 p.m. and 7:00 a.m. is regarded as the Quiet Hours of the Hostel. Any resident who during the Quiet Hours makes or causes to be made any noise which is a source of annoyance to any person commits an offence.
- 5.3. Residents are responsible for keeping their own rooms clean.
- 5.4. Walls (including those in the rooms) must be kept clean and intact. All circulars should only be posted on areas allocated by the Warden and must be stamped by the Management Office before posting.
- 5.5. Gambling in any forms is prohibited in the premises of the Hostel. Possession of any gambling facilities is also prohibited.
- 5.6. Residents should not possess, store or consume hard liquor (alcohol content over 30%) in any forms in the premises of the Hostel.
- 5.7. Drunkenness and related disorderly behaviours are regarded as misbehaviours.
- 5.8. The entire university campus (including indoor and outdoor areas), with the exception of certain exempt areas as defined by law, is designated as no smoking area. Accordingly, smoking is strictly prohibited in all Hostel areas.
- 5.9. Residents are not allowed to keep pets in the Hostel.
- 5.10. Any interference with permanent electric wiring and fittings in the Hostel is strictly forbidden. Installation of antenna at the exterior of the rooms and in common areas of the Hostel is not allowed.
- 5.11. Electrical appliances of high energy-consumption (such as, but not limited to, heaters, large televisions and ovens) should not be used in rooms. Those of low energy consumption (such as table lamps, personal computers and radios), however, can be used.
- 5.12. No cooking is allowed in the rooms.
- 5.13. Access to the internet service via the University network would be subject to the regulations of the Information and Technology Services Centre available at <https://www.itsc.cuhk.edu.hk/it-policies/wireless-lan-wifi-acceptable-use-policy-and-guidelines/>.

Article 6: Common Areas

- 6.1. Hostel properties should be handled with care. Residents should not interfere with or deface existing fixtures, fittings and furniture or install new utilities or fittings. Compensations are to be made according to the values of the damaged commodities.

- 6.2. The Common Room is open from 7:00 a.m. to 11:00 p.m. daily. Residents are not permitted to stay in the Common Room beyond the stipulated opening hours, except personnel permitted by the International House Management. Newspapers and magazines should be kept in the Common Room.
- 6.3. Residents should avoid making excessive noises and should refrain from any disorderly behaviours.
- 6.4. Residents should help maintain the hygiene and tidiness of the Hostel premises.
- 6.5. Residents are expected to dress decently in common areas, i.e., anywhere outside his/her room.
- 6.6. For environmental friendliness, electrical appliances and water taps should be turned off when not in use.
- 6.7. The kitchen/pantry is for simple cooking only. Residents are not supposed to occupy the kitchen/pantry to treat meals to visitors.
- 6.8. Washing and drying clothes should be limited to the Laundry Room and the clothes drying racks in the flats or on the roof floor (if applicable). Drying and/or hanging of wet clothes is/are prohibited in all balconies (if applicable) and other common areas of the Hostel. Residents should remove their washed and dried clothes from the washing and drying machines. The International House Management shall not be responsible for any loss of or damage to any unattended laundry loads of the residents.

Article 7: Violation of Laws and Regulations

- 7.1. All residents should abide by the Laws of Hong Kong, and any resident found violating the law will be subject to disciplinary action of the University and, where appropriate, be referred to the Warden, the International House Management Committee and/or his/her respective College's Disciplinary Committee for consideration of expulsion from the Hostel and/or the University. The case may also be reported to the police for further action. The expelled resident will not be entitled to any refund of deposit and hostel fees he/she has paid to the Hostel.
- 7.2. Any activities that violate the regulations of the University are strictly prohibited in the Hostel and the resident concerned will be subject to disciplinary action of the University and, where appropriate, be referred to the Warden, the International House Management Committee and/or his/her respective College's Disciplinary Committee for consideration of expulsion from the Hostel. Future applications for hostel residence from any such student might not be considered.
- 7.3. A resident breaking any Hostel Regulations will be subject to the University's Disciplinary Regulations and may be censured or reprimanded by the Warden, or be referred to the International House Management Committee, his/her respective College's Disciplinary Committee for consideration of expulsion from the Hostel and revocation of the right to apply for future residence. Please refer to the Disciplinary Actions for Residents Violating the International House Regulations in Appendix II.
- 7.4. All visitors of the University must also observe all rules in the Regulations during their visit to the Hostel. Otherwise, the Warden has the right to ask them to leave or refer them for censure or/and penalty.
- 7.5. The Warden has the right to confiscate any prohibited items, gambling facilities, alcohol or pets in the Hostel premises. The confiscated items may not be returned.
- 7.6. Privately relegating one's Hostel place to other persons will result in the revocation of the right of residence. Please refer to the Disciplinary Actions for Residents Violating the International House Regulations in Appendix II.

Article 8: Resident Association

- 8.1. Residents of the International House (membership of which only covers the undergraduate students) should form their own Resident Association to promote social and cultural activities, to maintain order and discipline and to enhance the residents' welfare.
- 8.2. To promote the integration of residents in each cluster of International House (i.e. Blocks 1-2 & Blocks 3-5), students are welcome to form the resident association in each cluster, respectively. Up to two Resident Associations could be allowed.

Article 9: Amendment of Regulations

- 9.1. The Hostel Regulations could be reviewed when necessary and will take effect from the date of the endorsement of the International House Management Committee.
- 9.2. The International House Management Committee reserves the right of the final interpretation of these Regulations.
- 9.3. Should any amendments or clarifications of these Regulations be required, the procedure is the same as that stated in Article 9.1.

Appendix I

Regulations for Visitors of the International House

- I. Residents who wish to receive overnight visitors must complete the Visitor Registration Procedures at International House Management Office before 11:30 p.m. and comply with the following regulations:
 1. Only full-time students of The Chinese University of Hong Kong may stay behind as overnight visitors.
 2. Prior agreement of roommates and the permission of the Warden or the Management Office should be obtained.
 3. No more than ONE visitor may be allowed per night in each room.
 4. The overnight-stay fee shall be reviewed annually by referencing the increment rate of the hostel fee and rounding up to the nearest multiple of 5 or 10. The host resident should complete the registration procedures on time. The receipt thus issued is to be kept by the host resident as a token of permission. By 12:00 midnight, all unauthorized visitors should leave the Hostel.

- II. Residents who violate the above Regulations are liable to the penalty set out by the International House Management Committee.

- III. If an unauthorized visitor is found staying overnight in a Hostel room/flat, all residents of the room/flat concerned would be penalized in the event that none pleads responsible.

- IV. The overnight-stay application form can be obtained from the staff on duty in the International House Management Office.

Appendix II

**Disciplinary Actions for Residents Violating
The International House Regulations**

The Warden together with the International House Management Office, in accordance with the authority entrusted by the University, can at his/her judgement and discretion take the following actions against any Hostel residents for any misconduct and violation of Regulations:

- I. The Warden will review, interview the concerned residents, observe the Resident Regulations, and/or collect opinions from International House Management Committee and/or respective Colleges to make the ruling.
- II. When the case has been justified as a disciplinary case, the following action will be imposed:
- III. For violations of Article 1.4; 1.7-1.8; 3.2; 4; 5.2; 5.4-5.12; 6.2-6.3 & 6.5, the violator(s) will be dealt with the following disciplinary actions, subject to the discretion of Warden.
 - i. The Warden may impose a hostel community service in the Hostel to the extent as deemed appropriate.
 - ii. The Warden may authorize the International House Management Office or Resident Tutors to confiscate any appliances or items which are not allowed to be brought into the Hostel, or any equipment used in such a way as to disturb and/or endanger the others.
 - iii. On top of i to ii, the Warden may issue a warning or a \$500 fine for the first-time offenders. A written warning and a copy of which will be copied to the concerned College(s) and/or Unit(s).
 - iv. For repeated offences within the same academic year, the Warden may impose similar actions outlined in i-iii and be handled with follow-up actions by the concerned College, or lead to hostel residency termination with no refund of hostel fee and deposit.
- IV. Residents who are justified to violate Article 7.1-7.3 & 7.6, the Warden and/or the International House Management Office will send the Offender's record to the concerned College, the Director of the Student Affairs and the International House Management Committee Chair.
- V. Depending on the degree severity of the offense violation, the Warden and/or the International House Management Office have the final decision on the disciplinary action that not necessarily starts from the Appendix II Chapter III Item (i).
- VI. The level of the disciplinary punishment is the discretion of the Wardens and the respective College, which may lead to, but not limited to, disqualification in the following year's hostel application, and official notification of offense to institutions of origins, and hostel expulsion.

No refund of any Hostel fees will be made for the period of expulsion or termination of residency imposed as a disciplinary action.

Residents involved may appeal in writing, specifying the grounds for the appeal to the International House Management Committee within 5 University working days of receiving the disciplinary punishment notice. The decision of the International House Management Committee is final.