

Shaw College
The Chinese University of Hong Kong
Student Hostel Regulations

A. Principles

1. Wardens are responsible for the day-to-day management of the student hostels with support by the College.
2. Residents should take good care of all public properties; economize on electricity, water and gas; and keep the hostels quiet, clean and orderly at all times.
3. Residents should observe the hostel regulations and cooperate with the wardens, resident tutors and staff members of the hostel.
4. In order to promote self-discipline, welfare and group activities, residents are to form a resident association at each hostel.
5. Residents should honor their obligation to participate and cooperate as much as possible in any activities organized by the resident associations.
6. Residents should be properly dressed in all public areas of the hostels.
7. Any illness, accidents or unusual happenings in the hostels should be reported to wardens or resident tutors immediately.
8. Residents' personal belongings should be safely kept in their own rooms. The College and the wardens will not be responsible for any loss or damage to residents' belongings under any circumstances.
9. The residents are responsible for the conduct and behavior of their visitors.
10. Visitors should observe the hostel regulations; and follow the instructions of wardens and / or resident tutors.

B. General Rules

1. The followings are strictly forbidden in the hostels:
 - a. gambling;
 - b. smoking;
 - c. changing the existing electrical circuit and fixtures without approval;
 - d. littering;
 - e. moving any public facilities without prior approval;
 - f. removing any room furniture without prior approval;
 - g. damaging the wall,
 - h. possession of a set/sets of mahjong,
 - i. tampering with and / or damaging the operation device of the air-conditioners in student rooms,
 - j. keeping pets.
2. Residents should not cook in their rooms; the pantries are for students to prepare light meals; any other kind of cooking are discouraged.
3. Residents are not to perform immoral acts.
4. Lengthy use of public telephone is not allowed. Fellow residents should have the responsibility and right to remind the users of any lengthy use of telephones.

5. Clothes should not be aired in any places other than those provided by the hostel.
6. Room keys must not be loaned to others or duplicated. Likewise, assigned rooms must not be re-loaned without due authorization. Expenses thus incurred of necessary for replacing the lock of a room should be borne by the student who violates this rule.
7. Assigned hostel place is not allowed to be transferred without prior approval. Resident who has been found to commit the above will be immediately expelled from the hostel. Application for hostel place for the following year will not be accepted. The case will also be referred to the College Disciplinary Committee.
8. If a resident stays away more than two-fifth of the residential period, excluding public holidays, Saturdays and Sundays, his /her need for hostel accommodation will be reviewed.
9. Main doors of the hostels are closed from 12:00 midnight to 8:00 in the morning. Residents and legitimate overnight visitors should identify themselves when leaving/entering the hostel during the aforesaid period.

C. Visiting Hours and Visitors

1. Visiting hours

a. CU Students (registered full-time students)

- i) Residents may receive visitors who are registered full-time CU students between 8:00a.m. and 12:00 midnight every day.
- ii) Visitors who wish to stay overnight must register at the information counter before 11:30p.m.
- iii) Residents are not allowed to receive visitors of the opposite sex between 12:00 midnight and 8:00a.m. every day.

b. Non CU Students Visitors

Residents may entertain outside visitors only on Saturdays, Sundays and public holidays from 10:00 a.m. to 10:00 p.m.

2. Regulations Governing Visitors Staying Overnight

- a. When a non-resident (must be current student of the University and of the same sex) is invited to stay overnight, he/she must have the consent of all roommates in advance and purchase the 'overnight visitor ticket' from the reception counter.
- b. Overnight visitors should abide to "*Regulations for Overnight Visitors*".
- c. Sanctions

For Residents

If visitors are found staying overnight without a valid overnight visitor ticket, the host resident will be imposed penalties as follows (in the case where no single host resident is prepared to bear the sole responsibility, the penalties will be imposed on all residents of that room):

- i) Violation for the first time: a fine ten times the charge of one overnight visitor ticket. Written warning will be given by Wardens with copy sent to the Dean of Students.
- ii) Violation for the second time: a fine twenty times the ticket's charge and serious

written warning given by Wardens with copy sent to the Dean of Students.

- iii) Violation for the third time: a fine twenty times the ticket's charge and the Wardens may join with the Dean of Students to terminate his/her hostel residence; his/her parents and College department co-ordinator will be informed about the action while the penalty will also be recorded in his/her student file.

For Visitors

If a overnight visitor is found without the overnight visitor ticket for three or more times, serious written warning will be given by the Wardens and copies will be sent to the Dean of Students of his/her respective College and Student Hostel Management Committee, as well, the case will be recorded in his/her personal file.

3. Regulations Governing Non-CU Student Visitors

- a. Under no circumstances should residents invite non-CU students to stay overnight unless prior permission is granted by the Wardens for special reasons.
- b. If approved for staying overnight, the visitor has to pay three times the ticket charge.
- c. For violation of this regulation, the host resident will be liable to penalties as follows: for the first time - a fine ten times the non-CU resident ticket charge and a serious written warning from the Wardens. For the second time - apart from the penalties mentioned above, the Wardens may join with the Dean of Students to terminate his/her hostel residence with record filed in his/her student file. His/Her parents and College department co-ordinators will be informed of the action.

D. Disciplinary Actions

All regulations should be strictly observed and obeyed. In case of any violation, the authority may take appropriate disciplinary actions, depending on the nature of the offense, according to the following terms:

1. The Wardens or the Disciplinary Committee will deal with all cases of violations and decide on the penalties.
2. Penalties:
 - a. The Wardens may decide on the form of any of the following penalties in accordance with the nature and gravity of the offence:
 - i) Verbal warning with the offence recorded in the Warden's File.
 - ii) Written warning with copy sent to his/her personal file. The student's application for hostel residence in the next year will be affected, subject to the decision made by the Residence Selection Sub-Committee of that year.
 - b. In addition to the above, the Hostel Management Committee may also take one of the following actions:
 - i) The student's CUHKID number, faculty/department/year of study, room number and violation shall be made public.
 - ii) Termination of hostel residence effective within seven days and his/her application for residence for the next academic year will not be considered.
 - iii) Refer the case to the College Disciplinary Committee for action.
 - c. The student may appeal against the decision regarding the charge or the penalty by writing to the Hostel Management Committee within seven days of announcement. If he/she wishes

to appeal against decision(s) made by the Hostel Management Committee, written appeal should be addressed to the College Assembly of Fellows within seven days of announcement.

- E. The above regulations are prepared by the college Student Hostel Management Committee and is subject to amendment at the discretion by the Committee.

*Appendix: Resident students of Shaw College who wish to stay, whether or not overnight, in a Shaw College student hostel they are not residing at after the hostel is closed must register at the information counter half an hour before the closing time (i.e. 11:30 p.m.). They are then exempted from paying the overnight guest fees. Students who are found to stay without prior registration three times or above will be fined \$300. For visitors staying overnight, they must observe **C.2 - Regulations Governing Visitors Staying Overnight**.*

F. **Rule and Procedure for Withdrawal from Hostel**

1. A resident student who wishes to withdraw from the hostel after he/she has registered his/her residence must submit a written application to one of the wardens of the hostel at which he/she has registered.
2. The applicant must comply with the check-out procedure and move out of the hostel within seven days from the date of his/her being notified of his/her successful application.
3. The deadline for submitting applications is October 1 in the first term and February 1 in the second term. A successful applicant must pay a sum equivalent to one month's hostel fee.
4. A resident who withdraws from the hostel after October 1 in the first term or February 1 in the second term must pay the hostel fee calculated on a monthly basis from the date of his/her registration of residence to the end of that term.
5. Pursuant to sections 2, 3 and 4, the hostel warden when handling an application may, in consultation with the Secretary of the Student Hostel Management Committee, exercise his/her discretion appropriate to the circumstances.
6. The authority to interpret this rule shall vest with the Student Hostel Management Committee of Shaw College.

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