

**Shaw College**  
**The Chinese University of Hong Kong**  
**Student Hostel Regulations**

**A. Principles**

- I. The Student Hostel Management Committee of Shaw College formulates the Hostel Regulations to be implemented by College staff.
- II. Wardens are responsible for the day-to-day management of student hostels with support of Shaw College.
- III. 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.
- IV. Residents should observe the hostel regulations and cooperate with the Wardens, Resident Tutors and staff members of the hostels.
- V. Residents should avoid any acts or words posed threat to hostel safety or brought the College into disrepute.
- VI. Residents should form a resident association at each hostel in order to promote self-discipline, welfare, and group activities.
- VII. Residents should honor their obligation to participate and cooperate as much as possible in any activities organized by the resident associations.
- VIII. Residents should be properly dressed in all public areas of the hostels.
- IX. Any accidents or unusual happenings in the hostels should be reported to Wardens or Resident Tutors immediately.
- X. Residents should lock up their hostel rooms whenever they leave the rooms. Personal belongings should be safely kept in the rooms. Residents are reminded not to keep valuables in the hostel rooms. The College and the Wardens will not be liable for any loss or damage to residents' belongings under any circumstances.
- XI. The residents should take responsibility for the conduct and behavior of their visitors.
- XII. Visitors should observe the hostel regulations, and follow the instructions of Wardens and Resident Tutors.

**B. General Rules**

- I. The followings are strictly forbidden in the hostels:
  1. violation of Hong Kong law;
  2. stealing or taking away others' properties without prior approval (e.g. food in refrigerators);
  3. possession of mahjong tiles or engaging in any form of gambling activities;
  4. possession of prohibited or dangerous items;
  5. smoking or use of fire or engaging in any activities that would interfere with the normal operation of fire alarm system;

6. getting drunk and exhibit disorderly conduct;
  7. changing, interfering with or destroying hostel electronic systems or facilities or resources; if there is any damage, residents concerned should be liable for any financial compensation incurred;
  8. littering or storing personal belongings in public areas or obstruction to the fire exits;
  9. moving any public facilities without prior approval;
  10. moving any room furniture without prior approval;
  11. alternation or addition of large-size furniture or miscellaneous items in the rooms; in cases of special needs, students are required to submit written application to Wardens, and their application has to be approved;
  12. keeping livestock or pets.
- II. Residents should not cook in their rooms; the pantries are for students to prepare light meals; any other kind of cooking is discouraged.
  - III. Residents are not allowed to engage in immoral acts or use words or create disturbances to others.
  - IV. Residents are not allowed to commit any actions or express language that may pose a threat to the safety of others.
  - V. Residents are not allowed to hang or dry clothes in any places other than those provided by the hostel.
  - VI. It is strictly forbidden to duplicate or loan hostel keys to others. Likewise, assigned rooms must not be re-loaned without due authorization. If a room lock needs to be replaced, all expenses should be borne by the student who has violated this rule.
  - VII. It is strictly forbidden to transfer an assigned hostel place without prior approval. Any resident who has been found to commit the above will be immediately expelled from the hostel. That resident's application for a hostel place for the following year will not be accepted. The case will also be referred to the College Disciplinary Committee.
  - VIII. Failure to reside in the assigned hostel room is strictly forbidden. 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.
  - IX. 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 entering the hostel during the aforesaid period.

### **C. Regulations Governing Visitors and Overnight Visitors**

#### **I. Regulations Governing Full-time-CU-Student Visitors and Overnight Visitors**

- Residents may receive visitors who are registered full-time-CU-students between 8:00a.m. and 12:00 midnight every day.
- Visitors who wish to stay overnight must register at the reception counter before 11:30p.m.

- Visitors of the opposite sex are not allowed in hostel floors between 12:00 midnight and 8:00a.m. every day.

## 1. Overnight Visitors who are Full-time-CU-Students (excluding Residents of Shaw College)

1.1 When the above-mentioned visitor (must be 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 within the specified period. The host resident should stay overnight in his/her room with the visitor.

### 1.2 Sanctions

#### 1.2.1 For Residents

If the above-mentioned visitor is found staying overnight without a valid overnight visitor ticket, the following penalties will be imposed on the host (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):

1.2.1.1 Violation for the first time: a fine ten times the charge of one overnight visitor ticket. The Wardens will issue a written warning with a copy sent to the Dean of Students. The student's application for hostel residence in the next year may be affected.

1.2.1.2 Violation for the second time: a fine twenty times the ticket's charge and a serious written warning will be given by Wardens with a copy sent to the Dean of Students. The student's application for hostel residence in the next year will be affected.

1.2.1.3 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; a copy of written notice on the termination of hostel residence will be sent to the College Departmental Co-ordinator and his/her parents, and the penalty will also be recorded in the student's file. The student's application for hostel residence in the next year will be affected.

#### 1.2.2 For Visitors

If an overnight visitor is found without the overnight visitor ticket three times within an academic year, a serious written warning will be issued by the Wardens and copies will be sent to the Dean of Students and the Student Hostel Management Committee. In addition, the case will be recorded in student's personal file.

## 2. Visitors who are Residents of Shaw College

Residents 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 HK\$300.

## II. Regulations Governing All Visitors and Overnight Visitors other than Full-time-CU-Students

1. Residents may entertain outside visitors only on Saturdays, Sundays and public holidays from 10:00 a.m. to 10:00 p.m. Visitors must register at the reception counter when they enter/leave the hostel.
2. Under no circumstances should residents invite outside visitors to stay overnight unless prior permission is granted by the Wardens for special reasons.
3. If approved for staying overnight, the visitor must follow “I. Regulations Governing Full-time-CU-Student Visitors and Overnight Visitors”, and has to pay three times the ticket charge.
4. Sanctions

For violation of this regulation, the host resident will be liable for penalties referring to the “I. Sanctions under Regulations Governing Full-time-CU-Student Visitors and Overnight Visitors 1.2.1.1-1.2.1.3”. Violation for the first time: the fine will be thirty times the charge of one overnight visitor ticket; violation for the second and third time: the fine will be sixty times the ticket charge.

## III. Special Penalties for Residents and Visitors of the Opposite Sex

1. Residents are not allowed to receive other residents or visitors of the opposite sex during non-visiting hours.
2. Sanctions

- 2.1 Residents who receive other residents of the opposite sex during non-visiting hours for the first time: a serious written warning will be given to the host resident by Wardens with a copy sent to the Dean of Students. The student's application for hostel residence in the next year will be affected.

Violation for the second time: the Wardens may join with the Dean of Students to terminate his/her hostel residence; a copy of written notice on the termination of hostel residence will be sent to the College Departmental Coordinator and his/her parents, and the penalty will also be recorded in the student's file. The student's application for hostel residence in the next year will be affected.

- 2.2 Residents who receive visitors of the opposite sex (excluding residents of Shaw College) during non-visiting hours for the first time: penalties will be referred to “I. Sanctions under Regulations Governing Full-time-CU-Student Visitors and Overnight Visitors 1.2.1.2”. Violation for the second time: penalties will be referred to “I. Sanctions under Regulations Governing Full-time-CU-Student Visitors and Overnight Visitors 1.2.1.3”.

(Remarks: if the visitors of the opposite sex are non-full-time-CU-students, the fine will be referred to “II. Sanctions under Regulations Governing All Visitors and Overnight Visitors other than Full-time-CU-Students pt. 4”.)

- 2.3 If residents or visitors of the opposite sex are found in hostel floors during non-visiting hours, they will be issued a serious written warning from the Wardens, and copies will be sent to the Dean of Students and the Student Hostel Management Committee. The case will be recorded in student's personal file.

#### **D. Patrol**

To manage the hostel properly, Wardens, Resident Tutors, Resident Associations, and hostel staff may patrol within the hostel. In principle, hostel staff will get consent from corresponding students before entering individual student rooms, and then staff will observe room check guidelines. Nevertheless, if a situation arises, e.g. I) concern regarding a possible accident within a room, II) for maintenance, safety and security reasons, etc., hostel staff will knock the door three times and then enter the student rooms if no response is received.

#### **E. 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:

I. The Wardens or the Disciplinary Committee will deal with all cases of violations and decide on the penalties.

II. Penalties:

1. The Wardens may decide on the form of any of the following penalties in accordance with the nature and gravity of the offence:

1.1 A verbal warning may be given with the offence recorded in the Warden's file.

1.2 A written warning may be issued with copy sent to the College Departmental Co-ordinator. The case will be recorded in student's personal file. The student's application for hostel residence in the next year may be affected.

2. In addition to the above, the Hostel Management Committee may also take one of the following actions:

2.1 The student's CUHK ID number, faculty/department/year of study, room number and violation shall be made public.

2.2 The student's hostel residence may be terminated, effective within seven days. Hostel fees paid will not be refunded, and his/her application for residence for the next academic year will not be considered.

2.3 The case may be referred to the College Disciplinary Committee for action.

III. The student may appeal against the decision regarding the charge or the penalty by writing to the Student Hostel Management Committee within seven days of the announcement. If he/she wishes to appeal against decision(s) made by the Student Hostel Management Committee, a final appeal should be addressed to the College Assembly of Fellows in written within seven days of announcement.

## **F. Regulations and Procedure for Withdrawing from a Shaw Student Hostel**

- I. 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.
  - II. 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.
  - III. 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.
  - IV. 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.
  - V. Pursuant to sections II, III and IV, the 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.
  - VI. 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 property must be returned to the College as scheduled. Otherwise, hostel deposits will not be refunded.
  - VII. Residents are required to settle all expenses (including key replication fees, fines etc.) at the time of hostel withdrawal, or the College will deduct such fees from the hostel deposits.
- G. The Student Hostel Regulations have been established by the Student Hostel Management Committee of Shaw College. The Chinese version of these regulations shall prevail in case of any inconsistencies. The authority to interpret and revise the regulations shall vest with the Student Hostel Management Committee.

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