

**THE CHINESE UNIVERSITY OF HONG KONG**  
**Postgraduate Halls**

**GENERAL INFORMATION AND RULES**

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## **GENERAL INFORMATION AND RULES**

This document includes general information and rules that residents need to know and comply with when living in the hall.

### **1. Duration of hall residence and room arrangement**

Hostel accommodation in the Postgraduate Halls (PGH) is considered on a yearly basis and there is no guarantee of accommodation or staying in the same room for the whole normative period of study. PGH General Office (the Office) may require residents to move to alternative room for repair and maintenance, better room utilization or other reasons when necessary.

Once residents completed online registration and/or obtained keys, they are required to commit to hall residence by academic term with allowance to pay the hostel fee by monthly instalments. The academic year will be divided into three academic terms: 1 August to 21 December 2022, 1 January to 31 May 2023, and 1 June to 17 July 2023. Residents undertake to remain in occupancy of the allotted hostel place throughout the academic year and make all payments as required, except for special circumstances and approval by the Office (refer to Part 3e).

Residents have to submit separate applications as required by the Office if they wish to stay in PGH in the academic year 2023/24. The result will depend on the Criteria of Selection set for the year and availability of places accordingly. If residents have submitted hall application for 2023/24 residence and the result is successful, they will be required to pay the hostel fees up to 31 July 2023. If residents withdraw before 31 July 2023, they will be regarded as giving up the offer of the 2023/24 hall residence application and the allotted hostel place will be given to the applicants on the waiting list and the application fee will be forfeited. Postgraduate students who are beyond the normative study period in or before July 2024 will NOT be eligible to apply for hostel accommodation for the academic year 2023/24, and will be asked to leave the hall once their status become “continuing”.

### **2. Termination of hall residence by PGH**

Residents who do not abide by the hall regulations or who cannot successfully adapt to hostel life should withdraw from the hall. The Office has the right to make such demands upon residents if necessary.

Violation of hall regulations, including but not limited to the followings, may result in termination of hall residence by the Office:

- Residents violate Hong Kong law or regulations of the University, store illegal goods in the hall (Hall Regulations III (1) – (3))
- Residents privately switch their accommodation, hosting visitors or anyone of opposite sex (including PGH residents) during non-visiting hours (11:00p.m. – 8:00a.m.), sub-let their accommodation or otherwise part with or allow any third party into possession (Hall Regulations III (4) – (6))
- Residents cause damage to or interfere with hall property intentionally, including but not limited to furniture, equipment, fixture or fittings (Hall Regulations III (15))
- Residents engage in misbehaviors which severely impact other people, including but not

limited to verbal and behavioral harassment, theft, vandalism (Hall Regulations III (14), (16), (17), (20))

Residents who for any reasons have outstanding hostel fee balance of 30 days or more may be subject to dismissal from the Postgraduate Halls as well.

The dismissed residents will not be entitled to any refund of deposit and room charge he/she has paid to PGH.

Hall residence may also be terminated if residents are no longer a student of CUHK. If residents withdraw from their study programme or their status has become “continuing”, they are required to submit the “Withdrawal Notification and Request for Hostel Deposit Refund” form to the PGH General Office for approval and leave the hall on or before the date specified by the Office.

### **3. Withdrawal from the hall by residents**

If residents would like to withdraw from the hall, they are required to complete the “Hostel Withdrawal Notification and Request for Hostel Deposit Refund” form online on or before the 20<sup>th</sup> of the month in advance of the month they are going to leave. Late submission may result in forfeiting the \$3,500 deposit or part of it. (Hall Regulations II (1) – (3))

Examples are illustrated as follows:

#### **(a) Withdrawal during term time**

If residents would like to move out from the hall during term time, they should submit the “Hostel Withdrawal Notification and Request for Hostel Deposit Refund” form to the Office for approval on or before the 20<sup>th</sup> of the month in advance of the month they are going to leave.

For example, if they would like to move out in October, the form is required to be submitted on or before the cut-off date, i.e. 20 September. They will be required to move out on or before 31 October 12:00 noon, if approved. No hostel fee waiver will be granted for moving out earlier than the specified check-out date and time. They will remain liable for hostel fees for the remaining period of the first term (1 November to 21 December) if no exemption from commitment of whole term hostel fee is granted.

Another example, if they would like to move out in October, but fail to submit the form on time, i.e. submission after the cut-off date 20 September, the submission will fall into the batch of next month. In this case, they will be required to move out on or before 30 November 12:00 noon. No hostel fee waiver will be granted for moving out earlier than the specified check-out date and time. They will remain liable for hostel fees for the remaining period of the first term (1 to 21 December) if no exemption from commitment of whole term hostel fee is granted.

#### **(b) Withdrawal from subsequent term**

If residents would like to withdraw from the hostel at the end of the first term or second term, they are required to submit the “Hostel Withdrawal Notification and Request for Hostel Deposit Refund” form to the Office for approval on or before the following cut-off dates:

- 20 November 2022, for discontinuing residence in the 2nd term

- 20 April 2023, for discontinuing residence in the 3rd term

If they submit the form after the above cut-off dates, they will remain liable for hostel fees for the subsequent term. If no withdrawal form is submitted, they will be regarded as continuing to live in the hall in the subsequent term and undertake to pay hostel fee up to the end of the subsequent term.

(c) Withdrawal at the end of the third term

The 2022/23 academic year will end on 17 July 2023. If residents are going to graduate in July 2023, or withdraw from study in CUHK, or the status has become “continuing” by end of July 2023#, or fail in application for 2023/24 hostel accommodation, they must submit the “Withdrawal Notification and Request for Hostel Deposit Refund” form to the Office for approval no later than 20 June 2023 and must check out the latest by 17 July 2023 12:00 noon.

*# A student’s normative period is set by the Graduate School according to his/her programme of study. Students should check with the Graduate School to make sure about the expiry date of their normative period. The PGH General Office will check the students’ status from time to time based on information provided by the Graduate School.*

(d) Exemption from commitment of whole term hostel fee payments

Generally, hostel fees will be charged for the remaining period of the term if residents move out from the hall during term time, except for successful application for exemption from commitment of hostel fee payments for whole term. Exemption will be granted for following circumstances, such as graduation, internship, exchange or medical condition. Supporting document should be provided when submitting withdrawal notification. If exemption is not granted, they have to pay hostel fee till the end of the term.

Please refer to Part 4 for more information about check-out procedures.

#### 4. Checking out from the hall

Upon approval by the Office, residents are required to check out the hall on or before the time specified by the Office. Keys are required to be returned in person by residents to PGH General Office (or by registered post if they are physically away from the hall) the latest by 12:00 noon on the day of departure.

Residents must resume the room condition and keep it clean and tidy. It means removing trash and disposing it to trash bin or garbage room. Bulky items are required to be disposed of at designated garbage collection point on campus. Residents must remove all personal items from own resident room and all communal areas including the pantry/refrigerator/living room as well. Residents should make appointment with the Office if they wish to delegate other people for cleaning their room. Any personal belongings left in the room/hall will be discarded without any notification and compensation. Services fees will be charged to residents if the room is not in a reasonably good condition, such as extra cleaning is required, damage of furniture, equipment, fixtures or fittings is found.

Residents should inform the bank and other senders of the change of correspondence address in advance of the withdrawal as well. All the letters addressing to the former residents will be redirected to the Post Office. (Hall Regulations (III) (8), (11), (15))

#### 5. Fees and deposit

(a) Application fee

Residents are required to pay \$2,000 fee for applying for hall residence. Once the application for hall residence is confirmed to be successful, the application fee \$2,000 will be banked and is NON-REFUNDABLE at any circumstances. It will be used to settle part of the first two months' hostel fee (\$1,000 for each month). If residents give up the hall residence for any reason, the application fee will not be refunded.

(b) Hostel fee

Residents are committed to pay hostel fees throughout the academic year, which will be divided into three residence terms, while the fees are payable by residents monthly on demand. The fees will not be reduced to take account of any periods when residents did not occupy their accommodation.

Residents should note that NO print-out hostel fee debit notes will be generated (including paying by PG Stipends or paying on their own). They should check the payment reference numbers at CUSIS (<http://www.cuhk.edu.hk/cusis>) before settling their hostel fee via the Internet/PPS/ATM machines/via bank's website or payment at any Hang Seng Bank counter. They should settle hostel fee every month before the deadline. Late payment will be fined \$200 by the Donation and Projects Management Unit. Therefore, it is recommended for residents to use PGS Stipends to settle hostel fees on a regular monthly basis instead of paying on their own to avoid overdue fine.

(c) Residents' Association fee

Residents are required to pay \$20 per term as Residents' Association fee for the first and second term respectively. The fee will be used to support Residents' Association operation, for example, organizing activities for residents.

(d) Deposit

Residents are required to pay \$3,500 deposit for each academic year. The deposit will be billed after residents completed online registration and or obtained keys. It will be used to cover any payments or charges due from residents. It will be refunded if there are no outstanding monies due at the end of academic year or after residents' withdrawal from the hall.

Payment methods (applicable to 4(b)-(d)) and hostel fee breakdown can be found at PGH webpage ([link](#)).

(e) Keys

Residents are required to collect a set of room keys in person from PGH General Office upon check-in. It is the responsibility of residents to keep the keys in good possession. Leaving the keys to another person, including roommate, violates the hall regulations and will be fined. Replication of hostel keys by residents is strictly prohibited. In case of losing keys, residents are required to inform the Office for follow-up immediately. Residents are required to return the keys to the Office in person (or by registered post if they are physically away from the hall) when they switch room or check out the hall. (Hall Regulations III (8) – (9))

Residents will be charged for the following circumstances:

- Leaving keys to another person \$1,000/time
- Late return of keys when check-out \$600/day
- Late return of keys when switching room/hall \$400/day
- Lost or stolen main door/room keys \$200/piece
- Lost or stolen desk/mailbox keys \$10/piece
- Borrowing keys from the Office \$10/24 hours

## 6. Resident room

The rooms allotted to residents should be the one they occupy for the academic year. They are not transferable. Residents are not allowed to swap room privately or sub-let their rooms to third party. The Office reserves the right to ask residents to move to alternative room for repair and maintenance purpose or other reasons when necessary.

In the event of vacancies occurring in shared rooms, the Office will arrange cleaning for the vacant side and fill the vacancies. Residents who remain in the rooms are not allowed to occupy the vacancies by any means, including but not limited to leaving personal belongings on the bed, at the bookshelf or in the wardrobe of the vacant side. Unauthorized occupancy of the vacancies may be subject to disciplinary action.

### (a) Room type

- Single room
- 2-person shared room
- 3-person shared room

### (b) Provision in Room

Each resident is provided with one set of furniture, including a bed, a wardrobe, a mattress, a desk, a chair and a bookshelf.

### (a) Room Checklist

Residents should show due respect for the property of the Hall. They shall be liable to pay for any damages done to any hall property, fixtures, furniture or fittings due to abusive use or misuse. Any outstanding amount derived will be deducted from deposit. (Hall Regulations III (15))

Residents should go through the following room checklist and report to PGH General Office for any defect or malfunction:

- Curtains and windows are in reasonably good condition and operate properly
- Paintworks at ceiling and wall are in reasonably good condition, no mold or spalling is found
- Furniture and fittings, including door, desk, drawers, trash bin, chair, bookshelf, bed & mattress and wardrobe are in reasonably good condition
- AP for WiFi and network port are in good condition and operate properly (All rooms have Wi-Fi provision. In case of any connection problem, please refer to ITSC website [link](#).)
- Appliances (e.g. sockets, air-conditioner, lamp, fan) are in reasonably good condition and operate properly

All items will be regarded as in reasonably good condition if no report is submitted to

PGH General Office within 7 days from the date of keys collection. Residents shall be liable for any damages or defects found afterward.

Residents should bring own padlocks for drawers, bed lining and personal belongings.

## **7. Room checks**

All areas of the halls, including communal areas and residents' rooms, are checked regularly by staff against cleanliness, damage to, misuse or abusive use of hall properties, use of prohibited items. A reasonable notice (one working day) will be given in advance for cleaning or repair and maintenance. PGH General Office reserves the right to access residents' rooms without prior notification for checking unauthorized visitors or any other justified reasons.

## **8. Changing room**

Changing room or bed space without permission by the Office will be penalized. If there are any special reasons, the request of room reassignment should be made to the Office via email. Note that requests are normally granted for medical reasons with solid supporting documents for changing room only. Alternatively, residents may apply for changing room in hall residence application exercise. The application is not guaranteed successful and is subject to availability of rooms.

Residents who will change to other rooms/halls have to return the former keys to the PGH General Office within 24 hours when the new keys are issued; and residents who have to move to a different hall location (e.g. from PGH 1 to PGH 4-6) will have 48 hours to do so. The Office may contact respective department for help if residents fail to return the keys on time. Please refer to [Part 5\(e\)](#) regarding Keys.

## **9. Access to the hall**

The entrances will be kept closed at all time. Residents should use own CU-Link Card for the centralized door access control and surveillance system to enter the hall. Residents found leaving their CU-Link Card to other people to enter the hall will be fined \$1,000 and their hall residence may be impacted. (Hall Regulations (III) (7))

## **10. Prohibited items and activities**

The following items or activities are prohibited in the hall, including but not limited to:

- Cooking in rooms or cooking extensively at communal areas
- Downloading copyright protected material from the Internet
- Gambling including online gambling
- Hanging clothes in areas other than drying lots or washing clothes in bathrooms
- Keeping pets
- Smoking, including electronic cigarettes, inside or outside the halls
- Installing and using additional electric stove or large electric items such as washers, dryers, segways, battery cars and electrical appliances over 2,500 watts
- Using electrical appliances not complying with the safety requirements of Electrical and Mechanical Services Department

## **11. Hall facilities**

- (a) Air-conditioning and laundry

Air-conditioners\* and laundry machines are operated on Octopus Card system. Residents are advised apply for own Octopus Card at any MTR station.

*\*Jockey Club Postgraduate Halls 2&3: A basic electricity usage level (140kWh per room per month) is provided for residents. Electricity fee (\$1/kWh) will be separately charged for usage above this level to each room (shared by 2 residents in case of a shared room) based on individual metering on a monthly basis.*

#### (b) Other facilities

Each hall is provided with various kinds of activity rooms for residents to spend their leisure time. For example, piano room, table tennis room, snooker room, fitness room, etc., Bookings can be made at the counter.

Tennis court and basketball half court are located near Jockey Club Postgraduate Hall 2. Bookings can be made online ([link](#)). For details, please refer to our webpage ([link](#)).

### 12. Cleaning

Residents are required to keep the Hall and their own rooms neat and clean. They should neatly tie up garbage bags, which are available inside pantry cabinets, and dispose to the garbage bin at the nearest pantry every day. They should clean the pantry and communal areas after using, dispose of garbage and food remnants in garbage bins instead of the sink (to avoid clogging the sink). Repeated airing clothes in the communal areas, leaving unwashed dishes in the pantry or other communal areas, or occupying the communal areas that dispossessing the rights of other residents of using the public facilities, or found contaminating the toilets and pantries, will be issued warning letter and fine payment, and their chances in future hostel application will be diminished. Residents may also borrow mop, broom, vacuum cleaner, etc., from the Office to carry out regular cleaning.

The hallway and rear staircases, which are regarded as escape routes under fire ordinance, are required to be kept clear and unblocked. Items leaving at the areas will be removed for safety reason without advance notice.

The Office will be responsible for maintaining hygiene of pantry, washroom and other communal areas. Regular cleaning will be arranged.

### 13. Pantry

Microwave oven, fridges, induction cookers, drinking (hot and cool) water dispenser are provided at pantry. Actual number of provisions of the appliances may vary from different buildings based on number of residents and setting of pantries. The induction cookers are for light cooking only. Fridges are provided on each floor/flat and shared by residents. Only food and drinks are allowed to be stored in the fridges. Staff will clean the fridges according to cleaning schedule posted in pantry. Unclaimed, expired or rotten food left in the fridge will be discarded without further notice. Kitchenware should be stored in own room or at designated areas in pantry. Sharp tools should be wrapped and stored properly.

### 14. Pest control

PGH General Office will arrange outsourced contractors to conduct preventive pest control regularly. To avoid pests thriving, residents should ensure that all food is sealed before storing, food remnants are cleaned up immediately and cooking utensils and plates are



cleaned after use. In case of pests being found, for example, termites or cockroaches, residents should inform the Office for follow-up as soon as possible. Pesticide is also available for borrowing at counter.

## 15. Electrical safety

While living in the hall, residents should:

- only use an electrical appliance fitted with 3-pin plugs that conform to BS 1363 Part 1 or BS 546.
- only use fused power boards/extension and adaptors of which socket holes fitted with safety shutters
- only use one adaptor per socket – do not plug one adaptor into another and try to keep to one plug per socket
- ensure the maximum load for any one socket should not exceed 13 amps or 2860 watts
- not buy or use any electrical appliance which is fitted with a 2-pin plug unless the appliance is fitted with a 2-round-pin plug which complies with safety standard BS4573 or EN50075 and is designed to receive power supply from a shaver supply unit inside a bathroom (e.g. electric shaver, toothbrush or epilator)
- not use/charge additional electric stove or large electric items such as washers, dryers, segways, battery cars and electrical appliances over 2,500 watts in all resident rooms and communal areas

Residents should take responsibility for own safety while using electrical appliances and be careful if there are signs of danger, for example, smell of melting plastic, presence of sparks or smoke or broken wires. For more information about electrical safety, please visit the webpage of Electrical and Mechanical Services Department ([link](#)).

## 16. Noise

Always be considerate of other residents and respect their need for quiet time. This is particularly important in shared rooms. Please keep noise level as low as possible in the hall, close door softly, tune TV/radio/amplifier to a reasonable volume level, turn off alarm clock when you are not in the room, talk softly, etc.

## 17. Visitors

Visitors, including friends and relatives, are not allowed to stay in the hall during non-visiting hours (11:00 pm – 8:00 am), according to the hall regulations.

Subject to availability of place, consent from the roommate and the University's special policy, residents who wish to have overnight visitors (who are also CUHK students) may apply and pay the fees (@\$32 per night) at the counter before 11:00 pm (usually not more than 4 nights).

The host of unauthorized visitor will be fined a minimal of \$1,000 for the first night and \$500 for each night afterwards. Apart from visiting hours from 8:00 am to 11:00 pm, no visitor of the opposite sex (including Postgraduate Halls' residents) is allowed in the bedrooms. Once unauthorized visitors were found in the residents' rooms in the non-visiting hours, both the hosting residents and the unauthorized visitors (if the unauthorized visitors are students of CUHK) will be subject to punishment.

Visitors must be accompanied by the host resident in the resident's room all the time including the visiting hours. Visitors found in the resident's room without the presence of the resident will be subject to penalty as unauthorized visitors in the non-visiting hours.

For non-local relatives as visitors, please refer to the "Guidelines for Non-local Relatives Visiting PGH Residents" for details.

## **18. Mails and parcels**

There is one hostel mailbox for each room (shared by 2 or 3 residents in case of a shared room). Please check the mailbox and notice boards regularly for hostel information.

It is common to shop online for convenience nowadays. Residents should be responsible for receiving their posts and parcels. If they are unable to do so, they are advised to seek help from friends for receiving the parcels on their behalf. The PGH General Office is not responsible for any damage or loss of any unregistered and unattended parcels left in communal areas, including outdoor areas near the halls. No compensation will be available for such cases.

If residents would like to authorize the PGH General Office to receive small parcels or speed posts on their behalf, they should register at the Office counter and state clearly what is inside the parcel. Residents should collect their parcels within three days after being notified by the Office. Late collection will involve an administrative fee of HK\$10 per day. Registered letters or parcels without authorization in advance and clear description of the content, or parcels containing items worth more than \$1,000 or large parcels (over 300mm x 300mm x 300mm) will not be received by the Office.

## **19. Requests for repairs**

If any equipment or electrical appliances at communal areas or in room are found malfunctioning, residents should report to the PGH General Office for follow-up. A Repairing Work Logbook is available at the counter of the Office for reporting defects and damages. Residents should not contact other university units or third party for repairing work except the ITSC for fixing the computer network. Otherwise, the residents will have to pay for all the expenses charged by those units or parties.

## **20. Bicycles**

Bicycle racks are provided across campus to which bicycles may be secured. All bicycles parked are at owners' risk. Residents are recommended to use locks with good quality to secure own bicycle.

Owners of bicycle should register at PGH General Office if they park their bicycle at the parking areas at PGH.

Bicycles abandoned at the parking areas at PGH will be removed and disposed by the Office regularly in order to release the occupied parking space to residents in need. Abandoned bicycles will be tagged with a notice explaining that the bicycles will be removed in designated time if no claim of ownership over the bicycles is received. No compensation will be available for disposed bicycles.

## **21. Temporary absence**

Normally, every resident is expected to stay in the hall for at least four nights each week. If residents stay away overnights or will temporarily leave the hall for over one week, please inform the Office. It may cause concerns if residents are “missing” without any notice.

## **22. Health and mental wellbeing**

If residents encounter with any physical health issues, they are recommended to seek medical consultation from University Health Service ([link](#)).

It may be the first experience for one to live independently in student accommodation where facilities and space are being shared among residents. It could be difficult for non-local residents, who have limited opportunities to return home during the academic year, to adapt to the new environment. If residents feel stressed, have any personal problems, they may wish to talk to our resident tutors (contacts posted on notice board) regarding their concerns, seek help from Sunshine@CUHK ([link](#)) or Wellness and Counselling Centre ([link](#)).

## **23. Notices from PGH General Office**

Please be reminded that all residents are responsible to observe notices and announcements posted on the notice boards at hall. Notices are also sent to the email address as provided to the Office in the hall residence application. Residents should update the Office if their email address or contact phone number has been changed. Please visit our webpage <http://www.pgh.cuhk.edu.hk> regularly for the latest information.

## **24. Enquiries, opinions and complaints**

Should residents have any enquiries, please contact the counter at 3943 3000 (PGH 1), 3943 0652 (PGH 3) or 3943 5000 (PGH 4). Enquiry form is available at counter for residents to fill in. **In case of emergency, please call the CUHK Security Office (24 hours) at 3943 7999.**

Should residents have any opinions or complaints, please present by letter or email to PGH General Office. The email address is [enquiry@pgh.cuhk.edu.hk](mailto:enquiry@pgh.cuhk.edu.hk).

## **25. Disciplinary action**

PGH General Office will send warning letters with copies to concerned division should residents violate any hall regulation or do not pay the fees. Violation of hall regulations will also lead to diminished chance of future application, termination of residence or disciplinary actions from the Graduate School.

**ADDENDUM - INFECTION CONTROL MEASURES AGAINST COVID-19**

Since it is a grouped living condition in the Postgraduate Halls where inevitably many facilities are being shared, students should acknowledge the risk of infection of COVID-19 if they wish to live in the halls.

In view of the COVID-19 situation, the Postgraduate Halls has implemented infection control measures against COVID-19 according to the instructions of the University, including but not limited to, restriction on visitors to student halls, compulsory requirement on receiving vaccination or doing rapid antigen testing, limitation on number of people on social gathering, etc. Residents must be fully vaccinated, except for those who are not vaccinated for medically substantiated reasons. Besides, the availability of rooms may be affected due to reservation of rooms for contingency. Residents may be required to temporarily relocate to other room and hall as required by the PGH in order to conform to the University’s policy. The measures will be reviewed and revised from time to time according to the latest pandemic situation and instructions of the University.

Residents are required to comply with infection control measures and cooperate with PGH in order to maintain a healthy and safe environment. Incompliance with the infection control measures may result in termination of hall residence. For details of the measures, please refer to PGH webpage ([link](#)).

I understand the above terms and agree to comply.

Student ID \_\_\_\_\_  
Name of student \_\_\_\_\_  
Signature of student \_\_\_\_\_  
Date \_\_\_\_\_