

Hall Regulations for the Residents of Postgraduate Halls

Effective from August 2022

I. Preamble

Living in hostel is regarded as part of the learning process in the University as students may learn a great deal through their group activities. Hostel life not only gives students more opportunities to help one another, but also more chances to develop their intelligence, emotions and social abilities, thus fostering in them a sense of respect for the privileges of others, as well as a sense of personal responsibility.

II. General Guidelines

Hostel Fee and Payment

- (1) All residents have to commit to hostel accommodation by academic terms but payment can be submitted monthly. There are three terms in an academic year*. Residents who want to withdraw from the hostel in the subsequent term must tender the “Hostel Withdrawal Notification and Request for ‘Hostel Deposit’ Refund” form to the PGH Office before 20th of the previous month of the end of the term**. Late submission of the withdrawal form may result in forfeiting the \$3,500 deposit or part of it.
- (2) If residents do not tender the withdrawal form, they will be regarded as choosing to live in the hostel in the subsequent term and have to pay up to the end of the subsequent term.
- (3) Residents who withdraw from the Postgraduate Halls with special reasons such as graduation, internship, exchange and medical condition can apply exemption from committing to hostel accommodation by academic term and pay until the end of the leaving month. They have to submit the “Application for Exemption from Commitment of Term Hostel Accommodation” form and the “Hostel Withdrawal Notification and Request for ‘Hostel Deposit’ Refund” form to the PGH Office before 20th of the previous month***. Late submission of the two forms may result in forfeiting the \$3,500 deposit or part of it.
- (4) All residents are members of the Residents’ Association of the Postgraduate Halls. They are required to pay the Association’s activity fee and are encouraged to participate in the group activities sponsored by the Association.
- (5) Residents who for any reasons have outstanding hostel fee balance of 30 days or more may be subject to dismissal from the Postgraduate Halls. An overdue fine of \$200 per month will also be charged to these residents by the Donation and Projects Management Unit of the University. Outstanding reports will be sent to their divisions. The dismissed resident will not be entitled to any refund of deposit and room charge he/she has paid to the Hall.

* The first term starts from 1 August 2022 to 21 December 2022, the second term starts from 1 January 2023 to 31 May 2023 and the third term starts from 1 June 2023 to 17 July 2023.

** The deadline for submitting the “Hostel Withdrawal Notification and Request for ‘Hostel Deposit’ Refund” form for the second term is 20 November 2022 and for the third term is 20 April 2023.

***For example, a resident plans to leave on any day between 1 and 31 May 2023, he/she has to pay up to the end of May 2023 and submit the “Hostel Withdrawal Notification and Request for ‘Hostel Deposit’ Refund” before 20 April 2023.

Disciplinary Action

- (6) All residents shall observe the regulations of the Postgraduate Halls. Residents who violate any regulation may be subject to dismissal from the Hall and disciplinary action by the University. The chance of their future application for the Postgraduate Halls will be diminished. Reports of such violations will be sent to their divisions concerned or Graduate School when necessary.
- (7) Residents who do not abide by the Hall regulations or who cannot successfully adapt to hostel life should withdraw from the Hall. The Postgraduate Halls Management has the right to make such demands upon residents if necessary. The dismissed resident will not be entitled to any refund of deposit and room charge he/she has paid to the Hall.

Admission and Withdrawal

- (8) Residents are required to check in the Hall and obtain hostel keys in person. Any resident who for compelling reasons is unable to report to the Postgraduate Halls on the designated check-in date must seek prior approval for late check-in by writing to the PGH General Office.
- (9) For residents whose normative period ends by the end of July 2023, they have to check out on or before 17 July 2023.

#Residents who graduate or withdraw in December are required to leave by 21 December 2022 to allow time for cleaning of rooms for 2nd term new residents and the rent will be counted up to 20 December 2022.

- (10) For checking out, all keys must be returned in person to the Postgraduate Halls General Office on or before 12:00noon of the last day of stay. No refund can be sought after the payment of hostel fee is completed. A fine of \$600 per day will be debited from the deposit for late check-out or return of keys.

Hall Life and Administration

- (11) All residents shall be responsible for observing notices and announcements posted by the Postgraduate Halls General Office on the notice boards in the lobbies. Notices are also sent to resident's email address as indicated on the resident record card. Please also visit PGH website <http://www.pgh.cuhk.edu.hk> regularly for hostel information.
- (12) The Postgraduate Halls Management (including wardens, honorary lady wardens, tutors and staff) reserves the right to enter residents' rooms without prior notification for checking room condition, conducting repair and maintenance work, checking unauthorized visitors, or for any other justified reasons.
- (13) Allocation of room is to be decided by lot, unless stated otherwise.
- (14) All arrangements with scheduled dates will be postponed to the next working day if local storm warning signal No.8 (or above) is hoisted or Rainstorm Black Warning is in force.
- (15) While the Hall management will do its best to enforce the regulations, it is the duty of all residents to report violations to the wardens or resident tutors.

III. Hall Regulations

- (1) Residents found violating Hong Kong law will be reported to the Graduate School, the concerned Division or the police for further action. This may also lead to the expulsion of the resident from the Postgraduate Halls or the University. The expelled resident will not be entitled to any refund of deposit and room charge he/she has paid to the Hall.
- (2) No activity that violates the regulations of the University is permitted in the Hall. Residents who violate any regulation may be subject to dismissal from the Hall and disciplinary action by the University. The chance of their future application for the Postgraduate Halls will be diminished. Reports of such violations will be sent to their divisions concerned or Graduate School when necessary. Residents who help other residents or other people violating the Hall Regulations will be subject to penalty too.
- (3) Residents are not allowed to store any illegal goods in their rooms.
- (4) **Residents are not allowed to sub-let their rooms, privately switch their rooms, or let anyone of opposite sex (including PGH residents) stay in non-visiting hours (11:00p.m. – 8:00a.m.). A resident who violates this regulation may be required to pay the fine, or move out from the Hall immediately and will not be entitled to any refund of deposit and room charge he/she has paid to the Hall.**
- (5) Non-residents are to be regarded as visitors. Visitors are not allowed to stay in the Hall before 8:00a.m. or after 11:00p.m. There will be surprise checks against unauthorized visitors.
- (6) **In principle, visitors are not encouraged. Please consult the Postgraduate Halls General Office for the guidelines for visitors before accepting any visitors. All visitors are required to register at the Office and get the visitor's card (there are day time and overnight visitor cards). Hosting unauthorized visitor during non-visiting hours (11:00p.m.-8:00a.m.) will be fined \$1,000, and \$500 for each night afterwards. The host will be put on the waiting list in future hostel application. Both the host and the unauthorized visitor may be subject to further disciplinary action including expulsion from the hostel. Visitors must be accompanied by the host resident in the resident's room all the time including the visiting hours. Visitors found in resident's room without the presence of the host resident will be subject to penalty as unauthorized visitors in the non-visiting hours. Visitors found damaging any properties of the hostel, the host resident has to pay for the damages.**
- (7) Residents have to use their CU Link Card for the centralized door access control and surveillance system to enter the hostel. **Any residents found leaving their CU Link cards to other people to enter the hostel will be fined \$1,000, will have diminished chances in future hostel application, and may be subject to even further disciplinary action.**
- (8) It is the responsibility of residents to keep the hostel keys in good possession. They must not leave the hostel keys to another person, including any hall mate. **Residents found leaving hostel keys to another person will be fined \$1,000, will have diminished chances in future hostel application, and may be subject to even further disciplinary action.** Any lost or stolen main door/room key shall be charged a fine of \$200 for each and the desk/mail box key shall be charged \$10 for each. If

residents are to borrow the hostel keys from the Postgraduate Halls General Office, a fee for borrowing key shall be charged for \$10 per 24 hours.

- (9) Replication of hostel keys is strictly prohibited. Residents who will switch to other rooms/halls have to return the former room keys to the PGH Office within 24 hours when the new room keys are issued; and residents who have to move to a different hall location (e.g. from PGH1 to PGH4-6) will have 48 hours to do so. Late return of the former keys will carry a penalty charge of \$400 per day. If the resident needs to leave PGH before a prescribed date and return the keys late, such as in the case of the end of the term, the resident will have to pay \$600 per day. The Hall Management reserves the right to contact the resident's department for help when the resident fails to return the keys on time.
- (10) Residents must respect copyright and use only licensed electronic materials in hostels including computer soft wares, music, movies and games. Any confirmed infringement of these materials will be subject to disciplinary action by the Graduate School, civil prosecution by the copyright owner concerned, and cancellation of residency in the Postgraduate Halls.
- (11) Before checking out from hostel, residents must clear all personal items and luggage away in time. Any item left in the room and communal or public area (including kitchen, living room, corridor, toilet, shower room, laundry, balcony, roof top and lift lobby, etc.) will be discarded without further notice. A cleaning and/or repair charge (at an hourly rate of \$100/hour with a minimum charge of 2 hours) will be deducted from the \$3,500 deposit if the room is not in a reasonable condition as specified by the PGH Management.
- (12) It is an offence to smoke in CU Campus and the Postgraduate Halls. Anyone found smoking in the Hall or allowing anyone to smoke in his/her room will be fined \$500 and may be subject to further disciplinary action. This regulation also applies to smoking of electronic cigarettes.
- (13) Residents are not encouraged to keep or consume wine or spirits in their rooms. Residents found having inappropriate behaviour due to being drunk will be fined \$500 and may be subject to further disciplinary action.
- (14) Residents must refrain from misbehaving and speaking indecently. Verbal and behavioral harassment is strictly prohibited in the Hall. Any notices involving defaming other people, calumnies or obscenity are not allowed to be posted in public sight. Non-compliance with the terms may be dismissed from the hall and subject to disciplinary action.
- (15) Residents should show due respect for the property of the Hall. Anyone damaging any of the Hall properties shall be liable to pay for all damages done. This includes sticking posters, putting up wall stickers, nailing anything on the walls and windows, defiling the surface or structure of any furniture, fitting, fixture or facilities provided for use in the residents' rooms, communal or public areas. Residents are not allowed to remove, relocate or expropriate any furniture, fitting, fixture or facilities which belong to the Postgraduate Halls provided in residents' rooms or communal areas, or attempt to interfere with or dismantle existing fittings, or install/affix new fittings without prior permission from The Postgraduate Halls Management. Residents have to pay for fixing the damages done on the walls, windows, wifi port and other furniture and equipment if the damages are made by the resident due to removal of furniture or sticking things.

- (16) Residents should respect the properties of other residents. Intentional damage to other residents' properties or theft including food theft will be penalized. Residents who violate any regulation will be subject to dismissal from the Hall and disciplinary action by the University.
- (17) Residents should keep as quiet as possible in the Hall and should not disturb others.
- (18) Gambling including on-line gambling is strictly forbidden.
- (19) Residents must not keep pets in the halls.
- (20) Residents are required to keep the Hall and their own rooms neat and clean. 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 are required to observe guidelines from the Management to keep the Hall clean and tidy. They must be properly dressed in all public places within the Hall.
- (21) Residents requesting for repairing work from the General Office should register in person in the Repairing Work Log Book at the counter of the General Office. Residents should not contact other university units for repairing work except the ITSC for fixing the computer network. Otherwise, the resident will have to pay for all the expenses charged by those units.
- (22) Only food and drinks can be put in the refrigerators. Residents must take back their food in the refrigerator on their floor at least once a month for refrigerator cleaning purpose. All unclaimed food or rotten food will be discarded without further notice.
- (23) No additional electric stove or large electric items such as washers, dryers, segways, battery cars and electrical appliances over 2,500 watt can be used/charged in all resident rooms and communal areas. However, the use of personal computer, TV set and small refrigerator is allowed in the rooms.
- (24) Residents are not allowed to use the electrical appliances not complying with the safety requirements of Electrical and Mechanical Services Department. Residents have to pay for all damages or repairing expenses of overloading of electricity, insulator breakdowns or short circuits, improper contact of electrical circuit, improper maintenance of electrical appliances or wiring, etc. due to improper use of electrical appliances.
- (25) No extensive cooking is allowed in all resident rooms and communal areas. The microwave oven, electric hot plate and induction cooker in the pantry are mainly for reheating purpose.
- (26) Residents should wash their clothing only in the Laundry Room. No washing of clothes is allowed in the bathrooms. It is not allowed to install private washing machine in any communal area. Residents should dry their washing only in the place designated for this purpose. It is not allowed to hang clothes in any form on the sprinklers, water pipes, air-conditioner racks, door or wardrobe hinges, windows, curtain rails, in any communal or public areas including the corridor, common room, living room, front balcony, handrails and staircases other than the drying lots. Residents shall be liable to pay for any damages to the hall properties incurred by their behaviours.

- (27) Residents should present request or opinions by letter or email to the Postgraduate Halls General Office.
- (28) Normally, every resident is expected to stay in the Hall for at least four nights each week.
- (29) The PGH General Office only receives speed posts or small parcels for residents who have authorized the Office to do so and stated clearly what is inside at the office counter. The content of the parcel should cost less than HK\$1,000 and the size of the parcel should be less than 300mm x 300mm x 300mm. Residents should collect their parcels within three days after receiving the phone call or email. Late collection will involve an administrative fee of HK\$10 per day. PGH General Office is not responsible for any damage or loss of any unregistered and unattended parcels left in communal areas. No compensation will be available for such cases.
- (30) Residents cannot put their personal belongings in the communal or public areas including the pantry, living room, corridor, bathroom, laundry, balcony, lift lobby, open areas, etc. outside the residents' rooms. Residents should collect their items within three working days from the date on which the items were confiscated by the PGH General Office. An administrative fee of HK\$10 per day per item will be charged for late collection. The PGH staff may throw away the unattended items without prior notice and no compensation will be made. Repeated violation may result in monetary penalty and diminished chances in future hostel application.
- (31) Residents should take full responsibility for looking after any valuables they may have in their keeping. The University and the Postgraduate Halls are not responsible for the loss or damage of any property belonging to the residents.
- (32) No responsibility is accepted by the Postgraduate Halls for any loss or damage arising from accidents or unusual circumstances.
- (33) The Management Committee of the Postgraduate Halls has the right on the official interpretation of the terms in the Hall Regulations.

I understand the above regulations and agree to comply.

Student ID _____

Name of student _____

Signature of student _____

Date _____

~ end ~