

THE CHINESE UNIVERSITY OF HONG KONG  
NEW ASIA COLLEGE STUDENT HOSTEL REGULATIONS

Student hostels aim at providing students with a safe and friendly living environment as they strive for a balanced development of academic, social and personal capabilities. As a form of community life education, hostel life encourages students to develop a respect for others, a sense of responsibility and self-discipline.

The enactment of the Student Hostel Regulations serves to safeguard order and public interests within the hostels as well as provides a common reference for all residents. Residents should abide by the Regulations, actively participate in hostel activities, and help to create and promote positive living in the hostel.

1. Application & Withdrawal

1.1 Application

- 1.1.1 Undergraduate students of the New Asia College (hereinafter “the College”) who would like to reside in the College’s hostels should complete an application form and agree to observe the Hostel Regulations. Upon approval by the Committee on Student Hostels, the students are then eligible for residence in the hostels. Overseas students of the College may also reside in the hostels upon approval by the College Head and the Committee on Student Hostels, provided that they observe all hostel regulations.
- 1.1.2 Residents (with the exception of exchange students and Year-1 non-local undergraduates) may choose their own roommates. Rooms are allotted by drawing lots under the Wardens’ supervision, and are not to be exchanged without the Warden’s permission. Keys are not to be lent to any other individuals.
- 1.1.3 All residents must pay hostel fees and a damage deposit (including key deposit). The amount payable and due date for the payment will be decided by the committee on Student Hostels.

1.2 Withdrawal

- 1.2.1 If residents suffering from an illness, who have been certified by University Health Service as unsuitable to remain in residence, they will need to withdraw from the hostel either temporarily or permanently.
- 1.2.2 Residents who terminate or suspend their studies any time during an academic year should vacate their room forthwith. Hostel fees will be refunded pro rata.
- 1.2.3 Residents should give a 7-working day written notice for withdrawal from hostel. Hostel fees would not be refunded if the withdrawal is two-month after the check-in day. If the withdrawal is within two months of the check-in day with a 7-working day written notice, hostel fees would be refunded proportionally. If students moved out with less than a 7-working day notice, the College would still collect hostel fees for that 7 working days.
- 1.2.4 All residents must vacate their rooms on or before checkout date. Residence during the summer requires a separate application. Summer residents should agree to different living arrangements and make additional payment.
- 1.2.5 Upon checkout, residents are responsible for cleaning their rooms as well as returning their keys and other hostel properties to the Warden. If a resident fails to comply, the damage deposit (including key deposit) will be forfeited.

1.3 Points to Note

- 1.3.1 In case of illness, accidents or emergency, residents should immediately report to the Warden, Resident Tutors or other hostel staff for assistance.
- 1.3.2 For security reasons, please lock up whenever you leave your room, even if it is just for a short period. Should you forget to bring your key, the staff at the counter can assist you in unlocking your door. A service charge of HK\$5, will be levied.
- 1.3.3 All activities held at the hostel premises should be abide by the University Regulations and the College Regulations.
- 1.3.4 To maintain smooth operation of the hostels, the Warden, Resident Tutor and hostel staff perform patrols in the hostels regularly.

- 1.3.5 Normally residents' consent will be sought before entering the room. However, hostel staff are entitled to enter a room without residents' permission in exceptional circumstances such as:
- (i) An accident is believed to have occurred inside the room;
  - (ii) For maintenance, safety and security reasons;
  - (iii) To investigate incidents concerning violations of Hostel Regulations.

## 2. General Rules

### 2.1 Opening Hours

- 2.1.1 Monday to Friday: 6:30 a.m. – 12:00 midnight; Saturday, Sunday and holidays: 6:30 a.m. – 1:00 a.m. Hostels entrances are secured during non-opening hours.
- 2.1.2 If residents return after opening hours they should register with the staff on-duty at the entrance.

### 2.2 Visitors

- 2.2.1 Visitors may enter the hostels during visiting hours, provided that they are accompanied by the receiving residents at all time, and that they would leave by the end of the visiting hours. Visitors must be received by a hostel staff or resident before entering the hostel.
- 2.2.2 Aside from the visiting hours decided by each hostel respectively, no one (including residents) is allowed to enter any floors for the opposite sex.
- 2.2.3 Visitors may not enter the hostels before 8:00 a.m. or after 12:00 midnight.
- 2.2.4 Residents who wish to receive overnight visitors must follow the procedures stated in the 'New Asia College Student Hostel Regulations for Overnight Visitors' (see Appendix I).

### 2.3 Hostel Areas

- 2.3.1 Residents are expected to dress properly in public areas of the hostel.
- 2.3.2 Residents' personal belongings should be as simple as possible, and are the sole responsibility of the residents. Neither the College nor the Warden will be responsible for any loss of residents' properties or money.
- 2.3.3 Residents should avoid making excessive noise and refrain from any behaviors that may disturb others.
- 2.3.4 Residents are responsible for keeping their own rooms clean, and should help to maintain the hygiene and tidiness of the hostel premises.
- 2.3.5 Be environmentally friendly – electrical appliances and water taps should be turned off when not in use.
- 2.3.6 The pantry is for simply cooking only. Residents have to clean up the pantry immediately after use. No cooking is allowed outside the designated areas.
- 2.3.7 Hostel facilities and property should be handled with care. Magazines and newspaper are not to be taken away from the common rooms. Furniture and appliances are to be used on site. Residents causing damage to hostel property will pay for the replacement of such as current market price.
- 2.3.8 Verbal and behavioral harassment are strictly prohibited in the hostels.
- 2.3.9 Personal belongings should not be placed in public areas.
- 2.3.10 Walls (including those in the rooms) must be kept clean and intact. Circulars should only be posted in areas allocated by the Warden.
- 2.3.11 No dangerous and prohibited items are allowed in the hostel.
- 2.3.12 Gambling in any form is prohibited in the hostels. Possession of any gambling equipment is also prohibited.
- 2.3.13 Alcohol cannot be consumed or kept in the hostels.
- 2.3.14 Pets are not allowed in the hostels.
- 2.3.15 Any interference with permanent electrical wires and fittings in the hostels are strictly forbidden.
- 2.3.16 Any disturbance on electrical appliances is prohibited.
- 2.3.17 Use of electrical appliances of high energy-consumption (such as heater, television of 21 inches or above, microwave ovens, ovens, hotplates and refrigerators over one meter in height) is not allowed in the rooms.
- 2.3.18 Hostel residents who fail to obey the regulations in using hostel facilities (e.g. pushing the emergency exit door and thus alerting the fire alarm, hanging things on the sprinklers and fans in the room to affect the function of safety devices, etc.), whether deliberately or not, will be handled by the Hostel Warden concerned accordingly.

Cases of serious disobedience will be referred to the Dean of Students' office or Working Group on Hostel Discipline for further action.

2.3.19 Under The Smoking (Public Health) (Amendment) Ordinance, smoking is prohibited on The Chinese University of Hong Kong campus (both indoors and outdoors).

2.3.20 Under the Copyright Ordinance, it is an offence for a person to distribute copies of copyrighted works to such an extent as to affect prejudicially the owner of the copyright, or to illegally download any programs or files.

3. **Violation of Student Hostel Regulations**

- 3.1 A resident breaking the Hostel Regulations may be censured or reprimanded by the Warden, or be referred to the Discipline Group of the Committee on Hostel Affairs. Depending on the severity of the case, this may result in a warning, expulsion from the hostel or revocation of the right to apply for future residence.
- 3.2 All visitors must observe the Regulations during their visit, otherwise may ask them to leave or refer them for censure or penalty.
- 3.3 The Warden may confiscate any prohibited items, gambling equipment, alcohol, animals or pets on the hostel premises. Cases will be dealt with according to 3.1
- 3.4 Residents frequently staying out overnight or privately offering their hostel place to other persons may result in the revocation of their residence rights. Hostel fees will not be refunded.
- 3.5 Residents found guilty of theft will have their residence rights revoked. Hostel fees will not be refunded.
- 3.6 Wardens will refer cases of regulation violation to the Dean of Students' Office and the Working Group on Student Discipline according to the seriousness of the offense.

4. **Hostel Associations**

- 4.1 Residents of each hostel shall form their own hostel association to promote social and recreational activities, to help maintain order and self-discipline and to enhance the residents' friendship and welfare.
- 4.2 The constitution of each hostel association shall be written by the respective association.

5. **Subsidiary Regulations**

- 5.1 The Student Hostel Regulations are drafted and amended when necessary by the Committee on Student Hostels and will take effect upon approval by the College assembly of Fellows.
- 5.2 The Committee on Student Hostels reserve the right of final interpretation of the Regulations.
- 5.3 The Chinese version of the Regulation shall prevail in case of any inconsistencies.

## Appendix I: New Asia College Student Hostel Regulations for Overnight Visitors

1. Residents who wish to receive overnight visitors must fill in an application form\* and observe the following regulations:
  - 1.1 Only full-time undergraduates of The Chinese University of Hong Kong may stay overnight.
  - 1.2 Only one visitor is allowed per room per night.
  - 1.3 The signature(s) of all roommate(s) must be obtained before handling in the application form.
  - 1.4 The overnight-stay fee is decided by the Committee on Student Hostels. The applicant should submit the fee together with the completed application form to the staff on-duty before 12:00 midnight and obtain a receipt as a proof of permission. Applications will not be accepted after 12:00 midnight.
2. The resident is responsible for the visitor's behavior. If hostel regulations are violated, both the resident and the visitor are liable to penalties set out by the Committee on Student Hostel.

\* Note: Overnight-stay application forms can be obtained from the staff on-duty.

## Appendix II: Penalties for Residents Violating Student Hostel Regulations for Overnight Visitors

1. Residents violating the Regulations by receiving visitors who are full-time undergraduates of The Chinese University of Hong Kong are subject to the following penalties:
  - 1.1 First time offence: A HK\$500 fine. A written warning from the Warden, a copy of which will be sent to the Dean of Students for record. Three to eight points will be deducted in the following year's hostel application. The visitor will be expelled immediately. The Dean of Students of the college to which the visitor belongs will be informed.
  - 1.2 Second time offence: A HK\$1000 fine. A written warning from the Warden, a copy of which will be sent to the Dean of Students for record. Twenty points will be deducted in the following year's hostel application. The visitor will be expelled immediately. The Dean of Students of the college to which the visitor belongs will be informed.
  - 1.3 Third time offence: A HK\$1500 fine. The Warden and the Dean of Students would expel the offender from the hostel. The Resident Selection Committee will be informed and the offender is disqualified for the following year's hostel application. The visitor will be expelled immediately. The Dean of Students of the college to which the visitor belongs will be informed.
2. For residents violating the Regulations by receiving non-CUHK-undergraduate personnel to stay overnight, first-time offenders are subject to penalty as stated in 1.1. The offender will receive a serious warning in writing, copy of which will be sent to the Dean of Student. Second-time offenders are subject to penalty as stated in 1.2, and will be required to withdraw from the hostel.
3. The Warden will refer cases of residents receiving visitors of the opposite sex to the Dean of Student' Office or Committee on Student Discipline depending on the seriousness of the offense.
4. If an unauthorized visitor is found staying in a hostel room, and no resident claims responsibility, the penalties will apply on all residents of the room concerned.

*Revised 3/2018*