

Student Residence Rules and Regulations (Effective from August, 2019)

Interpretation

- a) “The College” means Chu Hai College of Higher Education.
- b) “The Dormitory” means the Student Dormitory owned and maintained by Chu Hai College of Higher Education.
- c) “Student resident” means an enrolled full-time undergraduate student of the College who completed the residence admission procedures.
- d) “SAO” means the Student Affairs Office of the College.
- e) “FMO” means the Facilities Management Office of the College.

Student residents shall comply with all the stated rules and regulations, terms and conditions of the Dormitory. Student residents shall agree and undertake the following rules and regulations.

1. Verification of Identity of Student Residents or Visitors

- 1.1 For the sake of safety and security, student residents or visitors are required to present their Student / Resident Card and identification document (i.e. HKID Card and Passport) at the request of authorized staff of the College. Any individuals without proof of identification documents will not be permitted entering into the Dormitory.

2. Code of Personal Conduct

- 2.1 To abide by the rules and regulations governing the Dormitory.
- 2.2 To be cooperative and follow the instruction of authorized staff of the College.
- 2.3 To respect and be polite to others, including staff, other residents and visitors.
- 2.4 To be considerate and tolerant of others, and to avoid fighting or causing any disturbance to others or performing any act of harming oneself or others.
- 2.5 To keep their noise at a reasonable level in order not to cause nuisance to fellow residents and neighbors, especially during **quiet hours between 11:00 p.m. and 7:00 a.m.**
- 2.6 To be properly attired in common areas.
- 2.7 To be environmental friendly.
- 2.8 To seek assistance immediately in case of illness or accident or extenuating circumstances.
- 2.9 To use the computing network provided by the College in proper manners, not to involve in any illegal activities against the Dormitory’s regulations and the laws of Hong Kong.
- 2.10 To behave in proper manners on campus, not to involve in any act against the laws of Hong Kong.
- 2.11 According to the amended Smoking (Public Health) Ordinance, smoking is prohibited on campus (indoors and outdoors areas).
- 2.12 Throwing objects from height is prohibited.

2.13 No gambling (including mahjong) is permitted.

2.14 For safety reasons, residents are advised not to return late at night.

3. Personal Belongings

3.1 To take all reasonable steps to safeguard your personal belongings. Residents should not keep valuables in the Dormitory.

3.2 To keep windows and doors locked when leaving the room for the prevention of crime. For any suspected act of theft, please inform the staff.

3.3 The College assumes no responsibilities for any loss of or damage to any personal property or whatsoever beyond the control of the College.

4. Restricted Articles

4.1 Possession and consumption of the following materials are prohibited in the Student Dormitory:

- Any dangerous or prohibited items, such as drugs, toxic, flammable, explosive, corrosive and other dangerous goods
- Alcoholic beverages
- Obscene and indecent articles, objectionable publications and video products
- Gambling tools
- Mahjong
- Indecent or offensive slogans, posters or pictures.

4.2 The College has the right to confiscate restricted articles mentioned above, including but not limited to, alcoholic beverages, indecent materials, gambling tools, mahjong, banners, posters.

5. Rooms and Residence

Rooms

5.1 Rooms are for individual student residence only and not to be used for any commercial purposes or lending to others.

5.2 Residents should adhere to the proper use of the residence address, and not for any commercial purposes or lending to others.

5.3 Residents must check-in to their designated rooms and are not allowed to change, occupy, rent or lend out room or beds without prior approval of the College.

5.4 Residents must refrain from obstructing emergency escape and are not allowed to put along fire escapes, corridors and stairwells personal items such as garbage, shoes, slippers, umbrellas. The College will immediately confiscate any belongings or items unattended without prior notice as stipulated in the "Guide to Users of CHCHE".

5.5 To prevent the occurrence of unexpected events, residents are not allowed to replace the door locks of the rooms or to add padlocks. Residents are not allowed to alter, take away, move, add or remove furniture and facilities of the rooms.

5.6 Residents are not allowed to put up graffiti, posters and advertisements and to glue, tap, drill, write on or deface the walls, windows, floors and ceilings of the rooms. If there is any damage, residents shall compensate the College for the damage.

5.7 For offenders, the maximum penalty is the immediate termination of residency. Residents shall immediately move out of the Dormitory. All fees paid by the

residents will not be refunded.

- 5.8 From 8:00 a.m. to 1:00 a.m., the common room is open for use among residents. Before entering the bedroom of another resident, prior consent must be obtained from the roommates at all times.
- 5.9 Residents and visitors are not allowed to visit or staying in the bedroom with opposite sex.
- 5.10 Between 12:00 midnight and 8:00 a.m., residents must not stay in another resident's bedroom or another floor of residence. Otherwise, the resident is considered as an illegal resident.

Room Metal Keys

- 5.11 Residents must take good care of the room metal keys which shall not be transferred to others.
- 5.12 All Metal keys must be returned to the College at the end of residency.
- 5.13 If a resident forgets to bring the door metal key, please call FMO at 2972 7388 to open the door subject to a fee payment.
- 5.14 If a resident loses any room metal key, please notify FMO immediately for the replacement subject to the fee payment.

Electrical Installations

- 5.15 Electricity theft as well as alteration and addition of electrical wirings and facilities are strictly prohibited.
- 5.16 Residents shall not interfere with or disrupt the power cable systems, smart card systems, CCTV system, smoke detector, fire sprinkler and lighting systems, emergency escape, or any other residence and room facilities.
- 5.17 Residents are not permitted to use electrical appliances with high power consumption, including but not limited to, such categories as electric heaters, television sets, microwave oven, electric panels, refrigerators and the like.

Public Properties

- 5.18 Without the approval of the staff, residents are not allowed to swap, take away, move, alter any public property.
- 5.19 Without the approval of staff, residents are not allowed to put up graffiti, posters and advertisements and to glue, tap, drill, write on or deface the walls, windows, floors and ceilings of the public area. If there is any damage, residents shall compensate the College for the damage
- 5.20 Any public property, including but not limited to, books, newspapers and magazines shall be used within the same location where they are placed. Do not take away the items without prior permission. Compensation will be demanded for any damage.

6. Hygiene and Cleanliness

- 6.1 Residents should maintain personal hygiene, clean up their bedrooms, and make sure that bedrooms and public places are in good condition.
- 6.2 End-of-Term cleaning service will be arranged during Term break and after mass check-out. Notifications of cleaning schedules and arrangements will be announced one to two weeks in advance.

- 6.3 Residents are not allowed to dry clothes on the window frame, window grills or in public places.
- 6.4 Garbage should be put into the appropriate garbage bins.
- 6.5 No pets or animals are allowed in the Dormitory.

7. Visitors

- 7.1 Unless accompanied by their host residents, visitors are normally restricted to the public areas at G/F and 1/F levels.
- 7.2 Visitors accompanied by their host residents into the Dormitory shall complete the visitor registration procedures. Residents shall escort the visitor to collect, wear and return the visitor pass. An administrative fee will be charged if the visitor pass is lost.
- 7.3 Host residents are held responsible for the conduct and safety of the visitor, or any charges or damages incurred by the visitor while s/he is in the Dormitory in accordance with the Clause 12.
- 7.4 Visiting hours are from 9:00 a.m. to 10:00 p.m. No visitors are allowed to enter the Dormitory between 10:00 p.m. and 9:00 a.m.
- 7.5 Each resident shall have a maximum of one visitor at any one time.
- 7.6 Visitors must comply with all the rules and regulations as set out in the rules and regulations. The Dormitory staff and the FMO reserve the right to prohibit a resident, visitor or any other person from entering the Dormitory, or demand him to leave the Dormitory premises at any time when deemed necessary.
- 7.7 The Dormitory staff and FMO reserve the right to report to the police if any person is found entering or residing without proper registration or prior approval.

8. Fire Prevention and Safety Tips

- 8.1 Smoking is strictly prohibited in the Dormitory premises.
- 8.2 Cooking of any form is prohibited in the Dormitory premises.
- 8.3 Residents can use a microwave oven in the pantry and Common Room for reheating only and should clean up immediately after use.
- 8.4 To prevent possible fire accident: do not burn paper or debris. Do not hang any items onto the fan.
- 8.5 Do not hang any items onto the smoke detector and fire sprinkler pipe system. Do not use the fire services facilities for non-emergency purpose. Compensation will be demanded for any damage.
- 8.6 Use of fire exits are for emergency escape only.

9. Advertising and Promotion

- 9.1 Without prior approval of SAO, residents shall not place or put up any promotion materials within the Dormitory area.
- 9.2 Any promotion materials are only allowed within the designated areas and that requires prior approval with the SAO's stamp before displaying. Any offenders will be subject to further actions by SAO.
- 9.3 To prevent disturbance to residents and daily operations, marketing and commercial activities of any kind are strictly prohibited.

9.4 Shooting, recording, interviewing or the like are strictly prohibited in the Dormitory area. If any of these activities are intended, an application to SAO must first be made 10 working days in advance.

10. Inspection

10.1 In order to maintain normal operations of the Dormitory, staff will conduct inspections and enter the bedrooms at all times when necessary.

10.2 The Dormitory staff will enter the bedrooms for duty from time to time. Under normal circumstances, staff will make prior notice to residents for the arrangement of scheduled works before entering their bedrooms (i.e. window cleaning, repair and maintenance service). In cases that accidents or extenuating circumstances occur, staff will enter a resident's bedroom without prior notice for safety and security reasons.

10.3 For public health and safety reasons, the College has the right to request residents to move out of the Dormitory. Balance of residence fee will be refunded in due course.

11. Termination of Residency/Residence Fees

11.1 Residents who drop out or are taking leave of absence shall have their residency terminated and shall move out of the Dormitory within 5 working days. All prior payments are non-refundable and non-transferable.

11.2 Residents who are deemed unfit to stay at the Dormitory by a medical doctor because of illness shall have their residency terminated. The College shall have the discretion to decide on how to handle the prior payments made by the residents.

11.3 Residents must move out of the Dormitory on or before the specified date. Residence deposits of those late check-out residents shall be forfeited. The College has the right to dispose of the personal belongings in the bedrooms. In case of academic needs, an application for an early check-out or an extension of residency can be made. The extended residency shall not be later than the specified date. Residence fees shall be calculated on a daily basis.

11.4 Before moving out, residents are required to clean the rooms, and return room keys/smart card and other public property to the College. Residence deposits shall be forfeited if the items are not returned when the residents move out.

11.5 Details of penalty items and fees:

	Items	Unit rate (HKD)
1.	Replacement for loss or damage of a metal door key	\$500/each (include the fee of air mail)
2.	Replacement for loss or damage of a metal key for a 3-layer drawer pedestal	\$100/each
3.	Replacement for loss or damage of Resident Card	\$100
4.	Door opening fee	\$50

	Items	Unit rate (HKD)
5.	Late submission of check-out form	\$500/per night
6.	Late check-out	\$100/per night
7.	Incompletion of check-out procedures (e.g. rooms left messy and personal belongings unattended)	\$400/per person (minimum charge)
8.	Room cleaning, clearance, packing and moving of late check-out (e.g. door, floor and wall furnishings)	\$600/per person
9.	Claiming back confiscated items	\$100
10.	Loss of Visitor Pass	\$50
11.	Remote control of digital TV (D101b)	\$300
12.	Air conditioner	\$6,500
13.	Air conditioner remote controller	\$500
14.	Chair	\$400
15.	3-layer drawer pedestal	\$2,000
16.	Blanket^	\$300
17.	Mattress	\$900
18.	Mattress cover^	\$300
19.	Pillow and pillowcase^	\$300
20.	Window curtain	\$500
21.	Window handle	\$500
22.	Bookshelf (L)	\$3,500
23.	Desk (L)	\$4,000
24.	Bunk Bed with bedframe, ladder and guard rail (L)	\$6,000
25.	Single Bed with bedframe and bedplate (L)	\$5,000
26.	2-door wardrobe with 3-layer drawer cabinet (L)	\$5,000
27.	Door (L)	\$6,500
28.	Door closer (L)	\$2,500
29.	Door lock (L)	\$1,000
30.	Smoke detector (L)	\$4,500
31.	Fire sprinkler head (L)	\$6,500
32.	Damage of wall/ceiling (L)	\$1,500 (minimum charge)

	Items	Unit rate (HKD)
33.	Damage of floor (L)	The charge will be based on assessment of the actual damage by Student Affairs Office and Facilities Management Office.

* Unit prices of item(s) are subject to review.

^ Item(s) to be provided for short-term stay of inbound exchange students.

(L) Labour costs of item(s) 22 to 34 are included and subject to assessments of Student Affairs Office and Facilities Management Office.

12. Disciplinary Actions

Residents who violated the rules and regulations will result in the recording according to the following Disciplinary Points System. Residents who have incurred 60 points will result in immediate termination of residency by the College without any refund.

Residents in violation of the misconduct as below will be heard with the deduction of 10 to 60 points recorded of each case.

	Types of Misconduct	Points
1.	Causing hygienic nuisance to other student residents. For example, improper garbage disposal	10
2.	Hanging and drying clothes by or outside the window or in public areas	10
3.	Placing personal belongings outside the bedroom	10
4.	Denying staff entry into the room to exercise their duties	10
5.	Taking away properties of the Dormitory	15
6.	Entering a bedroom without the consent of other residents	15
7.	Staying in another resident's bedroom or floor after 12 midnight	15
8.	Unauthorized access of visitors accompanied by their host residents	15
9.	Use of the Dormitory address as a commercial correspondence address	15
10.	Possessing or consuming alcoholic beverages	15
11.	Causing noise nuisance	20
12.	Moving furniture inside a bedroom without prior approval	15
13.	Conducting promotion exercise in the Dormitory premises	20
14.	Shooting without prior approval in the Dormitory premises	20
15.	Using high-power appliances	20
16.	Swapping of rooms or changing of desks, beds or wardrobe with your roommate without prior approval	20
17.	Cooking in dormitory premises	20
18.	Staying with the opposite sex in a bedroom	30
19.	Allowing visitors staying in the Dormitory premises during non-visiting hours	30
20.	Lending your smart card to others	30
21.	Possessing gambling tools (including mahjong)/ Gambling and playing mahjong	30

22.	Smoking	30
	Types of Misconduct	Points
23.	Vandalizing properties of the Dormitory	30
24.	Carrying dangerous goods	30
25.	Behavioral problems as a result of excessive alcohol	30
26.	Bringing pets or animals into the residence	30
27.	Fighting/ violence incident	30
28.	Theft	60
29.	Tampering or vandalizing the emergency escape, power cable systems, computing network, smart card systems, closed circuit television (CCTV), smoke detector, fire sprinkler system and lighting system	60
30.	Subletting	60
31.	Throwing objects from height	60
32.	Possessing/ taking drugs	60
33.	Involving any act against the law of Hong Kong	60
34.	Indecent/ inappropriate behavior	60

Residents may make an appeal in writing to the Student Affairs Office within 10 working days from the date of notification. Notification of a final decision by the Appeal Panel will be made to applicants within 20 working days upon the receipt of appeal.

Residents who have incurred 60 points or above, his/ her future opportunities for residence applications will be affected.

The College reserves the right to interpret these rules and regulations and update information without prior notice. If there is any inconsistency or ambiguity between the English and the Chinese version, the English version shall prevail. All residents are required to comply with the clauses related to personal conduct as stated in the Undergraduate Student Handbook.

Student Affairs Office

Updated in April 2019

學生宿舍 宿生守則 (2019 年 8 月生效)

詮釋

- a) 「學院」指珠海學院；
- b) 「宿舍」指珠海學院之學生宿舍；
- c) 「宿生」指完成入住宿舍手續之珠海學院全日制本科生。

宿生必須遵守珠海學院學生宿舍的所有守則、原則及條款。宿生同意及遵守下列守則：

1. 宿生或訪客身份確認

- 1.1 為確保宿舍的安全，宿生或訪客出入必須攜帶有效證明。經學院授權之職員有權要求宿生或訪客出示學生證 / 宿生證及身份證明文件，以便核實身份。未能出示身份證明文件之人士將不可進入宿舍。

2. 個人行為

- 2.1 在宿舍內須嚴格遵守宿舍守則。
- 2.2 宿生必須服從宿舍職員及學院授權職員之合理指示，並予以合作。
- 2.3 宿生應尊重他人，不應對宿舍職員、宿友及訪客作出無禮或有損德行之行為。
- 2.4 宿生之間應互相理解和包容，嚴禁打架、滋事、或作出危害自己或他人安全的行為。
- 2.5 為免影響他人的學習和休息，宿生應時刻保持安靜，以免騷擾他人，特別於晚上十一時正至早上七時正，必須保持安靜。
- 2.6 出入公用地方，宿生應穿著合宜。
- 2.7 宿生應養成節約能源的習慣。
- 2.8 宿生如遇疾病、意外或任何特別事故，應盡快通知宿舍職員並尋求協助。
- 2.9 宿生不得使用宿舍所提供之電腦網絡作違反宿舍守則及香港法例之用途。
- 2.10 宿生嚴禁在校園內作出任何違反香港法例之行為。
- 2.11 按《吸煙(公眾衛生)修訂條例》規定，整個校園(包括室內及室外地方)嚴禁吸煙。
- 2.12 不得高空擲物。
- 2.13 嚴禁賭博 (包括打麻雀)。
- 2.14 為安全起見，宿生應避免夜歸。

3. 個人財產

- 3.1 宿生必須小心保管個人財物。行李務須簡單，並避免存放貴重物品於宿舍範圍內。
- 3.2 宿生應提高警惕，離開房間時必須關鎖房門及窗戶，嚴防各類犯罪案件發生，如發現懷疑盜竊或可疑人物，應即時向宿舍職員報告。
- 3.3 如有任何財物損失，學院恕不負責。

4. 違禁物品

4.1 在宿舍範圍內嚴禁：

- 藏有任何危險或違禁物品，如毒品、有毒、易燃、易爆、有腐蝕性等危險品。
- 藏有或飲用含酒精飲品。
- 藏有或閱讀「淫褻及不雅物品」之不良刊物及影視產品。
- 藏有任何賭具。
- 藏有麻雀(麻將)。
- 張貼不雅或令人反感字句的標語、海報或圖畫等。

4.2 學院有權沒收以上違禁物品、酒類、不雅物品、賭具、麻雀(麻將)、標語、海報等。

5. 宿位和宿舍

宿位

- 5.1 宿位只供宿生個人住宿之用，不可用作任何商業用途或借予他人使用。
- 5.2 宿生應恰當地使用宿舍地址，不可用作任何商業用途或借予他人使用。
- 5.3 宿生必須入住指定的宿位，未經學院批准，不得擅自調房或更換、佔用、出租或出借床位。
- 5.4 避免阻礙緊急逃生，走火通道、走廊及樓梯間等嚴禁放置個人物品，包括垃圾桶、皮鞋、拖鞋、雨傘等。根據學院修訂的使用者守則，一經發現個人物品放置於宿舍範圍內公共空間，將立即棄置，而不作另行通知。
- 5.5 為預防突發事件的發生，宿生不得私自更換宿舍門鎖或另加掛鎖。宿生不得隨意調換、搬走、移動、加裝或拆卸房間之傢俱及設施。
- 5.6 宿生不准在房間的牆壁、窗戶、地板及天花上塗寫、張貼廣告、使用膠水、膠紙、膠貼或鑽孔。如發現有損毀，宿生需作出賠償。
- 5.7 以上違例者，一經確認，最高懲處為立即取消其住宿資格，宿生需即時搬離宿舍。入宿時所繳付之一切費用將不獲發還。
- 5.8 宿生可於早上八時正至凌晨一時正使用宿舍的聯誼室。如需進入其他宿生房間，必須事先得到被訪宿生之同房室友同意。
- 5.9 宿生及訪客不得與異性一同逗留於房間。
- 5.10 於凌晨十二時正至早上八時正，宿生不可於其他房間或樓層逗留，否則視作非法留宿論。

鎖匙

- 5.11 宿生必須保管好宿舍鎖匙，不得轉交他人。
- 5.12 所有宿舍鎖匙需於退宿後交還學院。
- 5.13 如宿生忘記攜帶鎖匙，可致電設施管理處電話 **2972 7388** 協助開門，但須繳付手續費。
- 5.14 如宿生遺失宿舍鎖匙，應立即通知設施管理處安排配製及補領，並繳付補領費用。

電器裝置

- 5.15 嚴禁違章偷電行為，不准拆改電力線路及裝置，不得私自接駁電線和網線。
- 5.16 不得干擾或破壞房間內電線系統及智能卡系統、宿舍閉路電視系統、煙霧探測器、消防灑水器、照明系統、逃生通道(例如：防煙門)及其他房間設備。
- 5.17 嚴禁在宿舍內使用耗電量大之電器用品，例如：電暖爐、電視機、微波爐、焗爐、電熱板、雪櫃等。

公眾財產

- 5.18 未經職員批准，不得隨意調換、搬走、移動、加裝或拆卸公眾地方之任何物品。
- 5.19 未經職員批准，不得在公眾地方的牆壁、窗戶、地板及天花上塗寫、張貼廣告、使用膠水、膠紙、膠貼或鑽孔。如發現有損毀，須作出賠償。
- 5.20 宿舍內的公物，如書報與雜誌，應就原地使用，未經允許不得任意拿取。損壞公物須照價賠償。

6. 衛生及整潔

- 6.1 宿生應保持個人清潔衛生，並自行清理房間，確保房間及公眾地方整潔。
- 6.2 宿舍大清潔服務將於學期結束或退宿後安排。有關清潔時間表及安排將於清潔日前一至兩星期通知。
- 6.3 宿生不得在窗架、窗花及公眾地方晾曬衣服。
- 6.4 垃圾應分類放進垃圾桶內。
- 6.5 不得攜帶寵物或動物進入宿舍。

7. 訪客

- 7.1 訪客沒有宿生陪同的情況下，只限於進入校園地下及一樓範圍。
- 7.2 宿生陪同訪客情況下必須完成訪客登記程序，方可進入宿舍範圍。進入時，宿生須陪同訪客領取訪客證；探訪時須配帶訪客證；離開時必須交還訪客證。如有遺失，須繳付手續費。
- 7.3 訪客個人安全、行為及在宿舍範圍內因違規而導致任何損壞，陪同宿生須為此承擔第12條有關紀律處分及相關費用。
- 7.4 探訪時間為早上九時正至晚上十時正。訪客於晚上十時正至早上九時正期間不得進入宿舍範圍。
- 7.5 訪客每次只限一名。
- 7.6 訪客必須遵守宿生守則。如有必要，宿舍職員及設施管理處將保留禁止宿生、訪客或其他人士進入，以及要求其離開宿舍之追究權利。
- 7.7 如發現訪客未有辦理登記或獲得批准進入宿舍範圍內，宿舍職員及設施管理處將保留向警方報案之追究權利。

8. 防火安全指引

- 8.1 宿生嚴禁在宿舍範圍內吸煙。
- 8.2 嚴禁在宿舍範圍內以任何形式進行煮食。
- 8.3 宿生只可於茶水間及宿生活動室內使用微波爐加熱食物，使用後應隨即自行清理。
- 8.4 嚴禁燒廢紙雜物，或在風扇罩上懸掛物件等，以免引起火災。
- 8.5 嚴禁在煙霧探測器及消防灑水系統喉管上懸掛物件，亦不得隨便使用宿舍內消防設施，如有損壞將追究責任。
- 8.6 除緊急逃生外，嚴禁使用火警逃生出口進出。

9. 宣傳及推廣

- 9.1 未經學生事務處批准，宿舍範圍內不可擺放或張貼任何宣傳物品。
- 9.2 任何宣傳物品在指定區域擺放或張貼，必須經學生事務處審批及蓋章方可張貼，違規者將按照有關規定對活動負責人進行追究及處分。
- 9.3 宿舍內嚴禁進行任何形式的推銷和商業活動，以免影響宿生的生活及宿舍的運作。
- 9.4 未經許可，宿舍範圍內嚴禁進行拍攝、錄像或採訪等。如有需要，可於不少於十個工作天前向學生事務處提出申請。

10. 巡察

- 10.1 為維持宿舍正常運作，宿舍職員須在宿舍內進行巡察。在任何情況下，職員可進入宿生房間內執行職務。
- 10.2 宿舍職員將不定期進入宿生房間內執行職務。在正常情況下，本處職員將在事前通知宿生情況，以安排進入房間工作（如：檢查、維修、抹窗）。如發生意外或特別事故，將以安全或保安為由進入房間執行職務。
- 10.3 基於公眾健康及安全考慮，本院有權要求宿生遷出宿舍，而受影響期間的宿費將於日後發還。

11. 退宿 / 宿費

- 11.1 宿生如中途退學或休學，所有已繳交之款項，將不獲退還及轉移，並需於五個工作天內遷離宿舍。
- 11.2 宿生如遇疾病，經註冊醫生證明不宜住宿，學院將按個別個案的情況作出酌情處理。
- 11.3 宿生需於指定日期前遷出宿舍，逾期者將被沒收其保證金。本院亦有權處置其房間內之個人物品而不作事前通知。若因學習需要，可申請提早退宿或延期(但延期不可遲於指定日期)。額外住宿日之費用將以日租計算。
- 11.4 遷出宿舍時，宿生需將房間打掃清潔。於入宿時領取之門匙/智能卡或其他公物必須即時交還學院，逾期遷出者將被沒收其保證金。

11.5 有關收費項目及罰款詳情，請參閱如下：

	項目	單價 (港幣)
1.	補領遺失或損壞的房間門匙	每條\$500 (包含空運郵費)
2.	補領遺失或損壞的 3 層櫃桶鎖匙	每條\$100
3.	補領遺失或損壞的宿生證	\$100
4.	開啟房間門費用	\$50
5.	逾期遞交退宿申請表格	\$500
6.	逾期退宿	每晚\$100
7.	未完成辦理退宿手續 (如：房間不整潔及遺留個人物品)	每人\$400 (最低收費)
8.	逾期退宿清理房間、包裝及搬走物品	每人\$600
9.	認領被沒收的物品	\$100
10.	遺失訪客證	\$50
11.	D101 室數碼電視遙控器	\$300
12.	冷氣機	\$6,500
13.	冷氣機遙控器	\$500
14.	椅子	\$400
15.	可移動 3 層櫃桶	\$2,000
16.	棉被^	\$300
17.	床墊	\$900
18.	床笠^	\$300
19.	枕頭連枕袋^	\$300
20.	窗簾	\$500
21.	窗柄	\$500
22.	書架(L)	\$3,500
23.	書檯(L)	\$4,000
24.	雙層床架連床梯及護欄(L)	\$6,000
25.	單人床架連床板(L)	\$5,000
26.	2 扇門衣櫃連 3 層抽屜櫃(L)	\$5,000
27.	門(L)	\$6,500
28.	門鼓(L)	\$2,500
29.	門鎖(L)	\$1,000

30.	煙霧探測器(L)	\$4,500
	項目	單價 (港幣)
31.	消防花灑頭(L)	\$6,500
32.	牆身/ 天花損壞(L)	\$1,500 (最低收費)
33.	地板損壞(L)	學生事務處及設施管理處將評估該項目的實際損壞情況後報價
34.	除上述以外之傢俱、設備及裝置損壞(L)	

* 各項目單價將不定期作出檢討或修訂。

^ 項目僅提供予短期住宿之交換生。

(L) 第 22 至 34 項目之單價包含實際的工費開支，學生事務處及設施管理處將不定期作出檢討或修訂。

12. 紀律處分

違反本守則的宿生，本院將按情節輕重予以處分。如宿生被處分累積滿 **60 分**，本院將有權即時終止其住宿資格，餘下之住宿費將不獲發還。

宿生若干犯以下行為，本處職員將約見及記錄每個個案，處分扣減 **5 至 60 分** 不等。

	不當行為的事項	分數
1.	個人衛生對其他宿生造成影響，例如：胡亂棄置垃圾	10
2.	於窗架、窗花或公眾地方晾曬衣服	10
3.	於門外或走廊放置私人物品	10
4.	拒絕讓工作人員進入房間以進行公務	10
5.	私自拿走公共用具	15
6.	未得同意進入其他宿生房間	15
7.	凌晨時分逾時逗留他人房間或樓層	15
8.	陪同未有登記訪客進入宿舍	15
9.	非法使用宿舍地址作商業用途	15
10.	在宿舍內藏有或飲用酒精飲品	15
11.	未經批准更改/移動宿舍房間設施位置	15
12.	噪音滋擾	20
13.	未經批准於宿舍範圍內進行宣傳或推廣活動	20
14.	未經批准於宿舍範圍內進行拍攝	20
15.	使用耗電量大的電器用品	20
16.	沒有預先申請而調換房間或與同房室友對調書桌、床位或衣櫃	20
17.	在宿舍煮食	20
18.	與異性於房間內共處	30
19.	讓訪客於非探訪時間逗留宿舍	20
20.	轉借宿生證給他人使用	30
21.	藏有賭博用具(包括但不限於麻雀)/ 進行賭博或打麻雀	30
22.	吸煙	30
23.	蓄意毀壞宿舍物品	30

24.	攜帶危險品入宿舍	30
25.	醉酒鬧事	30
	不當行為的事項	分數
26.	攜帶寵物或動物進入宿舍	30
27.	發生打架/ 暴力事件	30
28.	偷竊	60
29.	蓄意干擾或破壞宿舍逃生門、電線系統、上網系統、智能卡系統、閉路電視系統、煙霧探測器、消防灑水及照明系統	60
30.	非法轉借宿位	60
31.	高空擲物	60
32.	藏有/ 吸食毒品	60
33.	在宿舍進行任何違反香港法例的行為	60
34.	在宿舍內進行任何不道德/ 不當行為	60

宿生如就處分結果上訴，必須於通知發出日起計十個工作天內，以書面向學生事務處提交上訴申請。申請人將於提交上訴申請後二十個工作天內，收到上訴委員會最終決定的通知。

如宿生於入住期間因違返宿生守則而扣滿 **60** 分，日後之入宿申請亦將受影響。

本學院保留解釋和修訂以上守則之權利而不另行通知。如中、英文兩個版本有任何抵觸或不相符之處，應以英文版本為準。凡本院宿生必須遵守本科生學生手冊有關個人行為之規則。

學生事務處

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