



Additional Rules of New College

1. General

- 1.1 All HKU students, whether a member of a residential college or not, shall comply with the "Regulations Governing Residential Colleges" (hereafter the **Regulations**) of the University (Appendix 1).
- 1.2 The "Additional Rules of New College" (hereafter **Rules**) are prepared under H2 (b) of the Regulations. All HKU students, whether a member of New College (here after the **College**) or not, shall comply with the Rules inside the College.
- 1.3 In addition to the Regulations and Rules, the General Office of the Resident Colleges also has a set of Management Rules (Appendix 2). All HKU students, whether a member of New College or not, shall comply with these Management Rules inside the Residential Colleges.
- 1.4 The Masters and Deputy Masters may take the necessary disciplinary actions against any students breaking the Regulations and Rules in the College according to section H9 of the Regulations. These may involve a fine, suspension or termination of the College's membership.

2. High Table dinners

- 2.1 All College members are required to attend all High Table Dinners of the College according to H7 (a) (ii) of the Regulations.
- 2.2 Any College members who will be absent, late or need to leave early for any High Table dinner shall write to the Deputy Master to obtain prior permission at least one week in advance except for health reasons. Permission will normally be granted for reasons such as illness (with a medical officer's memo or letter) and attendance of classes. Other reasons will be considered on a case-by-case basis.

3. General Rules

- 3.1 All College members are required to identify themselves at the entrance counters of the College premises.
- 3.2 All criminal offences happened in the College premises will be reported to the police.

- 3.3 Smoking is strictly prohibited anywhere in the College premises.
- 3.4 Gambling is not allowed anywhere in the College premises.
- 3.5 No fire shall be started anywhere in the College premises without the Deputy Master's authorization.
- 3.6 Any kind of vandalism in the College premises is prohibited. This includes willful damage made to notices and tampering with the smoke and heat detectors.
- 3.7 According to H7 (b)(i)(2) of the Regulations, no student is allowed to bring onto the College premises any intoxicating liquor without the permission of the Master or Deputy Master. In addition, no students are allowed to consume any intoxicating liquor in the College premises without the permission of the Master or Deputy Master.
- 3.8 All college members are not allowed to stay in the floor of the opposite gender from 12:00 am to 8:00 a.m. of the next day except with the permission of the Deputy Master or Senior Tutor.
- 3.9 College members are expected to live in the College premises. Those who need to be absent from the College for more than one week during the residential year must apply in writing for leave from the Deputy Master in advance.
- 3.10 Residents are expected to keep a quiet environment between 11pm and 9am.

4. Visitors

- 4.1 College members are allowed to sign in visitors from 9 am to 10.30 pm only at the entrance counter of the College premises. All visitors must leave the College at 11 pm.
- 4.2 All visitors have to comply with the Regulations and Rules. The host of any visitors is responsible to inform the visitors about the Regulations and Rules. The Master, Deputy Master or his representatives may take the necessary actions against any visitors breaking the Regulations and Rules and order the visitors to leave the College premises.
- 4.3 Visitors and their hosts should be considerate and shall not cause inconvenience and embarrassment to other members of the college.

5. Student Rooms

- 5.1 Room allocation, including mid-year changes in the allocation, is entirely at the Master and Deputy Master's discretion.
- 5.2 No College member is allowed to occupy a room that is not assigned to him/her.
- 5.3 Request for changing room should be made to the Deputy Master or his designate but such requests will not be considered except with strong medical

reasons. All members are expected to be mature enough to be able to live in harmony with the others in the college.

- 5.4 Cooking is not allowed inside any student room.
- 5.5 Furniture and other fixtures cannot be removed from the rooms or moved from one room to another. No drilling of the walls for hanging stuff is allowed anywhere in the College premises.
- 5.6 College members are advised to be vigilant in keeping valuables in the College premises. All valuables should be locked in the drawers when they are unattended. The College will not be responsible for any loss of personal property in the college premises.
- 5.7 With reasonable causes, the Deputy Master or his representative, in the presence of at least one other College staff member, may enter any student rooms for checking without prior notice.
- 5.8 Personal belongings should only be put inside student rooms but not in the corridors and lounges of the college.
- 5.9 Each College member is given a room key which can only be used by the respective member. Giving or lending the key to a third party is strictly prohibited.
- 5.10 Any loss of keys must be reported as soon as possible to the Hall Office. A fine is charged for replacing the lost key.

6. Withdrawal of College Membership

- 6.1 Should any member want to withdraw from the College, a two weeks written notice must be given in advance to the General Office of the Residential Colleges.
- 6.2 Lodging fee, once paid, is not refundable, other than for exceptional cases approved by the Master or his/her representative.

- END -

First Edition

1 January 2013

**THE UNIVERSITY OF HONG KONG
REGULATIONS GOVERNING RESIDENTIAL COLLEGES**

The following regulations have been approved by the Governance Committee of the Residential Colleges.

H1 General

- (a) For the purpose of these Regulations, ‘Residential Colleges’ (abbreviated as “Colleges” or “College”) means the four Residential Colleges on Lung Wah Street, Kennedy Town, maintained by the University.
- (b) A student of the University, whether a member of a Residential College or not, shall comply with these Regulations, with any College rules made under these Regulations, and with any reasonable order of the Master relating to these Regulations, the College rules, the statutes and the General Regulations of the University.

H2 Administration and College rules

- (a) The Master shall be responsible for the promotion of the intellectual development of students, pastoral duties and the overall administration of the College.
- (b) The Master may make such rules additional to these Regulations as may appear to him to be necessary for the maintenance of good order and discipline in the College. These rules shall be effective from the time of their posting on the principal notice board of the College and shall be subject to subsequent approval by the Governance Committee of the Residential Colleges on Lung Wah Street (abbreviated as Governance Committee hereafter) and Committee on Student Affairs.

H3 The College Student Association

- (a) Students in each College may establish a College Students’ Association, the members of which shall be all the members of the College, resident and non-resident.
- (b) The Constitution of the College Students’ Association and amendments thereto shall be subject to the approval of the Master.
- (c) The members of the College Students’ Association shall elect a committee from among their numbers in accordance with the Constitution.

H4 College admission

- (a) Application for membership of a College shall be made in the manner prescribed by the Senate, Committee on Student Affairs and University. Provision of false information in the application may lead to disqualification of the application and either the imposition of a fine not exceeding \$100 by the Registrar, or referral to the Disciplinary Committee.
- (b) The Governance Committee decides the admission criteria which may vary slightly among the Residential Colleges. Following such criteria and the priorities

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set out by the Senate, the Centre of Development and Resources for Students (CEDARS), in consultation with the Masters, assigns students to the Residential Colleges for one residential year or a shorter period.

- (c) The Master of a College may permit any student to reside in the College outside the residential year, on advance payment of the prescribed charge, subject to conditions and procedures specified by the University.
- (d) No student shall be permitted to be a member of more than one College, or a College or a Hall at a time.
- (e) A member of a College who wishes to apply for transfer to membership of another College shall seek prior approval of the Master of the College of which he is currently a member. The application will be handled by CEDARS in consultation with the concerned Masters.

H 5 Payment of College charges

In accordance with the General Regulations, each member of a College shall pay his/her College charges in advance.

H 6 Privileges of College membership

A member of a College who has paid all appropriate College charges or who has been permitted to make a deferred payment of these, shall, subject to the provisions of H 9(e) and (f), be entitled to

- (a) all the rights, privileges and benefits attached to membership of the College;
- (b) if a resident member, reside in the College during the residential year;
- (c) if a non-resident member of a residential Hall, enter and remain in the College during such times as the Master may prescribe.

H 7 General conditions of College membership

- (a) A member of a College shall
 - i. comply with any reasonable order of the Master;
 - ii. attend College High Table dinners, other official College functions and any meetings or interviews to which he has been summoned by the Master unless his absence has been authorized by the Master;
 - iii. make good or pay for any damage to furniture, fittings and the fabric of the College for which he is responsible, fair wear and tear excepted;
 - iv. observe the directions of the Master as to those areas of the College to which members are not permitted access.
- (b) A member of a College shall not
 - i. bring onto the College
 - (1) premises any dangerous drug;
 - (2) intoxicating liquor, except with the permission of the Master;
 - (3) electrical appliances of any kind, except with the permission of the Master;
 - (4) any bird, animal or pet;
 - ii. engage in any gambling whatsoever on the College premises, or permit such gambling to take place in his room;
 - iii. interfere with existing fittings, or install new utilities or fittings, without the permission of the Master.

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H 8 Visitors

- (a) College members may invite visitors to the College subject to College rules.
- (b) A visitor will be permitted to stay overnight in a College only in exceptional circumstances and provided that
 - i. the prior permission of the Master or the duty tutor has been obtained;
 - ii. payment of a prescribed charge has been made.
- (c) A member of a College who invites a visitor shall be responsible for
 - i. the conduct of the visitor while he is on the College premises;
 - ii. any charges incurred by the visitor.
- (d) A Master may prohibit any visitor or any other person not being a member of the College from entering the College, ask him to leave the premises at any time, or permit him to remain on the premises beyond the time laid down for the departure of guests from the College.

H 9 Discipline

A Master may

- (a) make a complaint pursuant to Statute XXXI in respect of an alleged disciplinary offence;
- (b) confiscate any electrical appliance brought into the College by a member without permission, or any sound or vision reproduction equipment brought into the College with permission but used in such a way as to disturb other members of the Hall, and retain it until the end of the residential year;
- (c) impose on any member of the College or any other current student of this University a fine not exceeding \$300 in respect of a breach of any of these Regulations (unless otherwise specified therein) or of College rules;
- (d) impose a fine not exceeding \$300 per day on
 - i. a student who is not a member of the College and who is found in the College without prior permission after the time laid down by the Master for the departure of guests from the College;
 - ii. a student, whether or not a member of the College, who has not been permitted to reside but who does reside outside the residential year;
- (e) suspend a student with immediate effect from membership of the College for a period not exceeding fourteen days;
- (f) terminate, upon giving one week's notice, a membership of the College, in which case the student may request the College Students' Association (if any) to request the Master to communicate to them all the circumstances relating to the termination of membership.

H 10 Withdrawal from residence

A resident member of a College may withdraw from residence by giving not less than 7 days' notice to the Master. The Master, at his discretion, and taking account of the date from which the vacancy is likely to be filled by another student, may approve the reimbursement (or remission) of charges paid by (or due from) the student, from a date not earlier than the end of the 7-day notice period.



JOCKEY CLUB STUDENT VILLAGE III

THE UNIVERSITY OF HONG KONG

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Management Rules of Jockey Club Student Village III

1. Interpretation

In this Management Rules of Jockey Club Student Village III, unless otherwise stated-

- 1.1. "The Student Village" refers to the premises of Jockey Club Student Village III of the University of Hong Kong and its boundary.
- 1.2. "College(s)" refers to the College(s), i.e. Shun Hing College, Chi Sun College, Lap-Chee College and New College at The Student Village.
- 1.3. "College Management" refers to Masters, Deputy Masters, Senior Resident Tutors, Senior Site Manager, Site Manager and/or their designates.
- 1.4. "General Office" refers to the General Office of Jockey Club Student Village III.
- 1.5. "Resident" includes student who are admitted as residential members of Jockey Club Student Village III, residential staff and their family members, guest of the University of Hong Kong who are normally or temporarily residing in College(s).
- 1.6. "Visitor" includes all persons visiting College(s), who are escorted by a resident.

2. Smartcards

- 2.1. Smartcards are issued to residents for using air-conditioning inside the bedroom and laundry facilities.
- 2.2. All values of smartcards are non-refundable in all circumstances, including return of cards upon check-out and loss and/or replacement of cards.
- 2.3. Residents who lose the smartcard shall report to General Office for replacement. Admin charge as shown in Appendix I applies.
- 2.4. Any charges paid for smartcard replacement is non-refundable in all circumstance.
- 2.5. Smartcards must be returned to General Office upon check-out.

3. Room Keys

- 3.1. Residents must keep their assigned keys safe. Transfer of keys is strictly prohibited.
- 3.2. Duplication of key or holding multiple keys is strictly prohibited.
- 3.3. Assigned keys with attached key tags must be returned to General Office when residents move out from the College.
- 3.4. Charges would be incurred to a resident in case of:
 - 3.4.1. Loss of key and/or key tag
 - 3.4.2. Borrowing of room key at the Security Counter
 - 3.4.3. Malfunction of key upon return (i.e. replacement of key is needed)
- 3.5. For residents losing the key or when the key is broken/ malfunction for any reason, they shall report immediately to General Office and go through the key replacement procedure. Admin charge as shown in Appendix I applies.
- 3.6. Any charges paid for key replacement is non-refundable in all circumstance.

4. Access Control

- 4.1. For security reason, students are required to use their Student Card for gaining access to Jockey Club Student Village III. The Student Card is not transferable.
- 4.2. Students who forget to bring their Student Card for access to the Colleges are required to fill in a "Resident Entry Permission Record" before gaining access.



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4.3. Students and visitors may be asked by the College Management and/or staff of the Student Village including Resident Tutors and security guards to present their HKU Student Card or any documents of identification for identity checking when necessary. Any resident or visitor who fails to comply with this may be refused entry into the Student Village, or may be asked to leave the Student Village. Students who lose their Student Card shall report immediately to HKU Registry for replacement. For more information, please refer to <http://www.adqa.hku.hk/student-registration-cards.php>.

5. Inspection of Student Rooms

Staff at the Student Village may enter residents' rooms for repair and maintenance, inspection of facilities or other purposes which is deemed necessary by the College Management. Prior notice may not be given. A memo will be issued to students for reference in case of the inspection is done without their presence.

6. Respect for Other Residents

- 6.1. Actions or behaviors which may interfere with other residents' right to privacy, time to study and rest, or normal use of facilities in the Student Village should be avoided.
- 6.2. Residents should not enter the bedrooms of other residents without getting consent.
- 6.3. Residents should not behave in any manner which is considered improper in any circumstance.
- 6.4. Residents should be properly attired in common areas of the Student Village at all times.

7. Change of Room

- 7.1. Request of room change is not considered in normal circumstances. Residents who have genuine need to change room during the year must consult with their Resident Tutor and the request will be duly considered by the College Master.
- 7.2. Changing rooms without prior approval from College Master is not allowed. Residents who change rooms without prior approval are subject to disciplinary action.

8. Quiet Hours and Noise Level

- 8.1. The Quiet Hours of the Student Village is from 23:00 to 08:00 of the next day. Students should avoid creating noise in any parts of the Student Village, including the podium level and area outside the entrance of the Student Village within Quiet Hours.
- 8.2. Quiet Hours will be extended to 24 hours a day during study and examination periods.
- 8.3. At all times, residents should keep their noise level reasonable so as not to cause nuisance to neighbors and fellow residents.

9. Opposite Gender Visitation

Residents should not enter the residence floors or rooms of the opposite gender between 00:00 midnight to 08:00, all days of the week.

10. Personal Properties

- 10.1. Residents are responsible for their personal properties. To minimize chances of theft, please keep personal belongings in safe places; always lock the room door when going out. The Colleges are not responsible for any loss of personal properties.



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10.2. Hallways, walkways and stairs should be kept clear of furniture, trash and any other objects, so as not to obstruct passage and therefore escape routes during emergencies. Any items found in the hallways, walkways and stairs may be removed without prior notice.

11. Public Properties

11.1. Residents shall not remove any furniture, fitting, fixture or facilities provided for use in the Student Village without prior approval of the College Management.

11.2. Residents should not deface, defile or otherwise damage any wall or any structure of any kind, or any furniture, fitting, fixture or facility provided for use in the Student Village, or install any new utility or fitting without prior approval from the College Management. Residents who fail to comply with this clause shall be subject to fines imposed by the College Management.

12. Visitors

12.1. All visitors must complete the registration procedure upon arrival and departure;

12.2. Visitors shall observe the Rules and Regulations. Any visitor who fails to comply with the Rules and Regulations is subject to blacklisting and refused entry into the Student Village;

12.3. Visitors may visit the Student Village between 09:00 and 23:00. No entrance of visitors is allowed after 22:30.

12.4. Visitors who stay after 00:00 shall be regarded as staying overnight, and subject to fines and disciplinary action by the College Management.

12.5. Residents who invite visitors to the College shall accompany them during their visit, and shall be responsible for their conduct and any charges incurred by them.

13. Electrical Appliances

13.1. Only light electrical appliances intended for necessary personal care purposes may be used in the residents' rooms and should be properly maintained.

13.2. Without prior approval of the College Management, electrical appliances which are greater than 1 metre in length, width and height in total, are not allowed to be brought into the Student Village.

13.3. The College Management may confiscate any appliances or items which are not allowed to be brought into the Student Village, or any equipment used in such a way that disturbs or endangers others.

13.4. Residents shall make their best effort to help save energy in the Student Village.

14. Safety Matters

14.1. Cooking in the Student Village is prohibited except in the lounge of each floor and other areas as authorized by the College Management.

14.2. Unattended cooking is strictly prohibited at all times.

14.3. Possession of chemicals, explosives or highly combustible materials that are potentially dangerous or damaging is prohibited.

14.4. Open flames, including candles and incense, are prohibited in any part of the Student Village.

14.5. Interference of fire service devices is prohibited.



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- 14.6. According to the Fire Safety (Buildings) Ordinance, all corridors, lift lobbies and stairwells must always be kept clear from any obstructions. Any personal object found may be removed by the staff at the Student Village without prior notice.
- 14.7. In order to avoid creating a hazardous environment which may endanger the well-being of residents and other users, it is prohibited to place any personal belongings in the corridors, lift lobbies, stairwells or other communal areas. Residents may be liable to penalty and/or claims of any accident which is caused by any of the personal items being placed in such areas.

15. Smoking, Drugs, Alcohol and Gambling

- 15.1. According to the University's policy on smoking, smoking is strictly prohibited in any part of the Student Village.
- 15.2. Residents and their visitors shall not bring into or use any dangerous drugs as defined in Section 2 of the Dangerous Drugs Ordinance (Cap. 134, Laws of Hong Kong) in the Student Village.
- 15.3. Consumption or storage of alcoholic beverages without prior approval of the College Management is not allowed.

16. Cleanliness

It is the residents' responsibility to keep their rooms clean and tidy. Residents are also required to maintain their rooms in a safe and healthy condition at all times. Some cleaning equipment is available in the lounge of each floor to facilitate cleaning by resident inside their room.

17. Commercial/ Promotion Activities

- 17.1. Commercial promotions and activities are prohibited in the Student Village. Sale of any goods or services in the Student Village is not allowed without prior approval of the College Management.
- 17.2. Distribution of promotional items to the pigeon holes is prohibited without prior approval of the College Management.
- 17.3. Only posters with the stamp of General Office may be placed in those areas designated for posting.

18. Pets

Pets are not allowed in the Student Village.

19. Withdrawal from Residence During the Residential Year

- 19.1. Students applying for withdrawal from the College at Jockey Club Student Village III during the stipulated residential period shall contact General Office and complete an application form at least FOURTEEN days prior to their date of departure for Master's approval.
- 19.2. Students who have been approved for withdrawal must return the door key with key tag together with the smartcard to the Security Counter of the respective College by 12:00 on the departure date.
- 19.3. Students who have vacated the bedroom but still holding the room key would still be considered occupying the room.



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- 19.4. Students will be charged for the loss or damage of the smartcard, door key and/or key tag upon check-out. For more details, please refer to Appendix I.
- 19.5. The paid/ payable lodging fees are not refundable. The Master, however, at his/her discretion, may approve a refund of certain portion of the paid/ payable fees. Such refund of fees, where applicable, will be arranged after the date of departure and will take around 6 to 8 weeks to complete. To facilitate the refund procedure, students are required to provide with their updated bank account in HKU Portal and inform the staff of General Office if they will not keep their current local bank account thereafter.

20. Check-out

- 20.1. Residents shall remove all stickers and decorations and completely vacate the room in an orderly condition before check-out.
- 20.2. Any items left inside the room after check-out will be removed immediately.
- 20.3. In order to claim the items left inside the room after check-out, residents shall claim back their belongings within 3 working days after check-out. Admin charge of HK\$300 will be applied for each claim. Any unclaimed items after 3 working days shall be disposed without prior notification. Jockey Club Student Village III is not responsible for the loss or damage of such items.
- 20.4. Residents are responsible for checking and clearing their pigeon hole for any correspondence left before withdrawal.



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Appendix I

Charges by Jockey Club Student Village III

The charges and fines that apply to activities and misdemeanors in Jockey Club Student Village III are listed as follows. Such charges and fines are subject to adjustments by the College Management as deemed necessary.

Charges:

Item	Total (HK\$)
PAID IN CASH	
1. Door Key	
1.1. Replacement of lost/ damaged key	100
1.2. Borrow of key (at Security Counter) (Students are required to return the borrowed key to the Security Counter right after use.)	20/time
1.3. Replacement of key tag (either loss or return the one not belonged to the original one given upon check-in)	30
2. Smartcard (For laundry and air-conditioning)	
2.1. Recharge (at General Office Help Desk, non-refundable)	20 up
2.2. Replacement of lost/ damaged Smart-card (without value inside)	50
3. Loss of Visitor Card	10
4. Admin Charge for the claim of items left inside room after check-out	300
PAID WITH SMART-CARD (Rechargeable at General Office Help Desk)	
5. Laundry	
5.1. Washer per load	5
5.2. Dryer (per 10 minutes)	2
6. Air-conditioning (per 1kwh)	1.49



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Appendix II

Other Charges for Damage or Loss of Facilities (effective from 24 Aug 2013)

A resident will be charged for damaged or lost facilities (except for normal wear and tear). Any items left behind may be disposed of as rubbish at the prevailing charge. Charges listed below, while not meant to be exhaustive, help to illustrate the charges for some damaged or lost items. Damage or loss of other facilities not listed below may be charged at cost. The College Management reserves the right to revise those charges from time to time as deemed necessary. Revised charges will be announced to the residents.

CHARGES OF DIFFERENT ITEMS (Per Piece)		
No.	Item	Charges
Bedroom Furniture & Fittings 睡房傢俱及裝置		
Bed Set 床		
1.	Drawers 抽屜	200
2.	Bedside Cabinet 床頭櫃	700
3.	Mattress 床墊(3øx 6øö x 3ö)	450
4.	Mattress 床墊(3øx 7ø x 3ö)	500
Desk Set 書桌		
5.	Drawers Pedestal 直立式三桶抽屜	800
6.	Hanging Bookshelf 掛牆書架	800
7.	Chair 椅子	700
8.	Notice Board 告示板	200
Closet 衣櫃		
9.	Door 櫃門	500
10.	Drawers 抽屜	200
11.	Door Handle 櫃門把手	50
12.	Clothes Hanging Bar 掛衣杆	100
13.	Mirror 鏡子	200
Window 窗		
14.	Glass (Per Piece) 玻璃(每塊)	250
15.	Mosquito-Repellent Screen 蚊網	150
16.	Curtain (Single Room) 窗簾(單人房)	470
17.	Curtain (Double Room) 窗簾(雙人房)	940
Electrical Fittings 電力裝置		
Lighting 燈光		
18.	Fluorescent Lamp 光管	20
19.	Desk-top Light Shade 書桌燈罩	60
20.	Smart Card Reader 智能卡讀卡機	300
21.	Electric Switch 電掣	100
Miscellaneous 其他		
22.	Main Door 房門	1800
23.	Door Lock 房門鎖	500
24.	Door Key 房門鎖匙	100
Miscellaneous 其他		
25.	Mark or Damage to Wall / Ceiling / Door 塗污或損毀牆壁/天花/門	50 per sq. inch