



恒生管理學院
HANG SENG
MANAGEMENT COLLEGE

HSMC Jockey Club Residential Colleges

Resident Handbook 2018-19



學生事務處
Student Affairs Office

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Our Residential Colleges System

Established in September 2015, our four themed Residential Colleges (RC) – Mosaic College (cultural diversity), Wellness College (healthy living), Amity College (community service) and Evergreen College (sustainability) are designed as living learning communities to cultivate students' cultural and intellectual interests, create strong sense of belongings, bonding and identity among students. Our distinctive education programmes and activities promote holistic personal growth of students.



Each RC is led by RC Management Team of five live-in experienced academic and administrative staff at HSMC: RC Master, Associate Master and three Resident Tutors. Outreaching and passionate about youth development, they constantly provide students with pastoral care and guidance during their various transitions.



The Residential Colleges System (RC System) in HSMC is a collegiate model to empower both residing and non-residing students with enhanced interpersonal networks and meaningful faculty-student interaction. Our goal is to enrich the quality of student learning through enhancing both formal and non-formal education at RCs. RC events and programmes, such as shared meals, High Table Dinner and Inter-RC competitions, offer both faculty members and students with good opportunities to experience, share and learn new perspectives from each other. This strong and vibrant living learning community at HSMC

fosters a sense of college identity and bonding among residents and supports holistic student development in the long run.

Our Residential College Master & Associate Masters

Mosaic College



Prof. Kevin LAM
Master



Dr. C.K. CHAN
Associate Master

Wellness College



Dr. Paul FUNG
Master



Ms. Maggie WONG
Associate Master

Amity College



Dr. Ben CHENG
Master



Dr. Victor CHAN
Associate Master

Evergreen College



Dr. Howard SONG
Master



Ms. P.S. CHEUNG
Associate Master

Residential College Management Team

Mosaic College

Residential College Master

Prof. LAM Chee Keung, Kevin

kevinlam@hsmc.edu.hk

Professor, Head of Department of Accountancy; Programme Director of BBA – CG Program

Department of Accountancy

Residential College Associate Master

Dr. CHAN Chi Kit

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Assistant Professor, Associate Programme Director of BJC Programme; Director of Institute for Youth Sustainability Leadership

School of Communication

Resident Tutors

Dr. WU Chun Ho, Jack

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1/F

Lecturer I

Department of Supply Chain and Information Management

Ms. KONG Sin Ying, Candice

candicekong@hsmc.edu.hk

3/F

Executive Assistant

Registry

Ms. LAU On On, Christy

christylau@hsmc.edu.hk

5/F

Assistant Officer

Department of Economics and Finance

Residential College Management Team

Wellness College

Residential College Master

Dr. FUNG Kai Yeung, Paul

paulfung@hsmc.edu.hk

Associate Professor, Acting Head of Department of English,
Programme Director of BA-ENG Programme

Department of English

Residential College Associate Master

Ms. WONG Mei Ki, Maggie

maggiewong@hsmc.edu.hk

Lecturer I

Department of Social Science

Resident Tutors

Ms. LO Yuen Hung

yhlo@hsmc.edu.hk

1/F

Physical Education Officer

Student Affairs Office

Ms. LAM Tsz Ling, Ashley

ashleylam@hsmc.edu.hk

3/F

Executive Officer

Department of Accountancy

Mr. HO King Fun

funho@hsmc.edu.hk

5/F

Senior Physical Education Officer

Student Affairs Office

Residential College Management Team

Amity College

Residential College Master

Dr. CHENG Ka Ming, Ben

kmcheng@hsmc.edu.hk

Associate Professor, Associate Director (Teaching and Learning Enhancement) of Centre for Teaching and Learning; Director of Centre for Teaching and Learning

Department of Economics and Finance

Residential College Associate Master

Dr. CHAN Chi Ming, Victor

victorchan@hsmc.edu.hk

Assistant Professor

Department of Social Science

Resident Tutors

Ms. LIM Ka Hei, Crystal

crystallim@hsmc.edu.hk

4/F

Assistant Physical Education Officer

Student Affairs Office

Residential College Management Team

Evergreen College

Residential College Master

Dr. SONG Zhaoxun, Howard

howardsong@hsmc.edu.hk

Associate Professor

School of Communication

Residential College Associate Master

Ms. CHEUNG Pui Sze

pscheung@hsmc.edu.hk

Lecturer I

Department of Social Science

Resident Tutors

Dr. KWOK Wing Chun, Kaz

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5/F

Assistant Professor

Department of Economics and Finance

Ms. LAM Shuk Fong, Vivian

vivianlam@hsmc.edu.hk

7/F

Learning Support Librarian

Library

Ms. NG Pak Sze, Andrei

andreing@hsmc.edu.hk

8/F

Executive Assistant

Student Affairs Office

Student Residents' Association



Mosaic College – Mickle



Wellness College – Halia



Amity College – Elite

Evergreen College –Eminent



Regulations of Residential Colleges and Old Hall

Preamble

Residential life experience constitutes an important part of co-curricular learning. The establishment of Residential Colleges aims to provide a robust platform to empower and nurture intellectual interflow, social engagements and global perspectives of our students through community living and learning. On top of the intellectual growth, residents are also able to further develop their communication skills and self-management skills via residential life experience.

These Regulations, house rules promulgated by Student Affairs Office (SAO) and Campus Development and Management Office (CDMO) and any additional rules were stipulated by the Residential College Masters, in addition to the Code of Student Conduct are stated in the Student Handbook.

1. Objectives

These Regulations aim to strengthen and foster the sense of responsibility and the degree of maturity of all residents of Residential Colleges to achieve the following objectives:

- 1.1. To ensure the safety of residents and the security of properties and premises;
- 1.2. To foster and maintain harmonious and caring relationships among residents from different backgrounds;
- 1.3. To create an enriching platform and environment in order to facilitate the learning and personal growth of residents;
- 1.4. To promote the social and communal engagement of residents in order to build a solid sense of belonging to the Residential Colleges and Hang Seng Management College; and
- 1.5. To support and enhance the healthy lifestyle and responsible global citizenship of residents and to strengthen their commitment to community service and sustainability.

2. Safety and Security:

- 2.1. Residents must comply with the rules related to safety and security and avoid any behaviour which may impose any health and/or safety hazards to others.
- 2.2. Residents and their visitors are responsible for the safe-keeping of their personal properties. Residents should keep their personal belongings in a safe place at all times and always lock the door of their rooms upon departure to minimize the chances of theft. The Hang Seng Management College shall not bear any responsibility for any loss of or damage to any items brought into the Residential Colleges by the residents or their visitors.
- 2.3. To secure the safety and security of, and a non-disturbing environment for all residents, and to ensure compliance with the Regulations mentioned herein, Student Affairs Office staff

responsible for the Residential Colleges or their delegates, Residential College Masters, Residential College Associate Masters, Resident Tutors may enter any room in the premises with or without notice at any time.

- 2.4. Only simple cooking is allowed in the floor common rooms of residential colleges. Naked fire and any type of ignitions are strictly prohibited within the area of the residential colleges. Unattended cooking is strictly prohibited at all times.
- 2.5. Any equipment or articles brought into the residential colleges by residents will be subject to scrutiny by the Student Affairs Office which possesses the right to remove any items that pose safety, health or environmental concerns to the residential colleges community.
- 2.6. All incidents and irregularities should be reported to the Student Affairs Office immediately.

3. Respect for Others

- 3.1. Residents should be considerate towards others and must refrain from any behaviour which may disturb or cause inconvenience to others.
- 3.2. Any actions or behaviour that may interfere with privacy, time to study and rest, or the use of facilities by others in the residential colleges should be avoided.
- 3.3. Residents should be properly attired in commons areas which include but are not limited to communal hall, pantries, common rooms, corridors, lift lobbies, study rooms, computer rooms, learning commons and functional rooms of the residential colleges at all times.
- 3.4. Residents should not behave in any manner deemed inappropriate, make or cause disturbance in any form that may infringe upon the well-being and rights of others, in any circumstances.

4. Quiet Hours

- 4.1. The quiet hours span from 11:00pm to 7:00am.
- 4.2. Quiet hours will be extended to 24 hours a day starting from 1 week prior to the examination period in the academic calendar stipulated by Registry.
- 4.3. Residents should keep their noise level reasonable in order not to cause nuisance to neighbors and fellow residents at all times.

5. Smoking, Alcohol, Gambling and Drugs

- 5.1. The Hang Seng Management College is a smoke-free campus. Smoking is strictly forbidden in any part of the premises of Residential Colleges.
- 5.2. Consumption or possession of alcoholic beverages in any part of the residential colleges without prior approval of Residential College Masters is prohibited.
- 5.3. Organizer(s) who wish to serve alcoholic drinks during activities held in residential colleges, whether formal or informal, must provide adequate supervision of the activity to avoid excessive drinking. Prior approval of Residential College Masters must be obtained.

- 5.4. Gambling in any form and possession of gambling instruments, such as mahjong, is prohibited in residential colleges.
- 5.5. Possession or use of any illegal and/or dangerous drugs as defined by government ordinances of HKSAR is strictly prohibited.

6. Hygiene and Cleanliness

- 6.1. It is the responsibility of residents to keep their rooms clean and tidy. Residents should clean their room, including built-in washroom and shower unit, regularly in order to ensure and maintain a safe and healthy condition of their room at all times.
- 6.2. Residents should keep the common rooms and all parts of the residential colleges clean and tidy.

7. Pets

- 7.1 Pets are not allowed in the residential colleges.

8. Visitors

- 8.1. Residents may invite visitors to visit the residential colleges between 8:00am and 11:00pm. All visitors should register at the reception counter at G/F lobby when they enter and leave the residential colleges.
- 8.2. Residents should accompany visitors and be responsible for their behaviour during their visits in the residential colleges. Host residents are held responsible for the behaviour of their visitors.

9. Opposite Gender Visit

- 9.1 Residents should not enter the residential floors or rooms of the opposite gender between the hours of 11:00pm and 8:00am of the following day, all days of the week.

10. Living in the Residential Colleges

- 10.1. Change of Room
 - 10.1.1. Request for room-change is normally not considered. Residents who have a genuine need to change their room during the residential year must consult their Resident Tutor. Such request will be duly considered by the Residential College Master, or his/her authorized delegates.
 - 10.1.2. Changing or swapping of rooms without prior approval from Residential College Master is not allowed.
- 10.2. Move-out
 - 10.2.1. Residents will be required to vacate their rooms on or before the deadline stipulated by Student Affairs Office upon confirmation of withdrawal or termination of residency of Residential Colleges,

out-bound exchange, leave of absence, deferment of study, discontinuation of study, dismissal or withdrawal from the Hang Seng Management College.

10.2.2. Extension of stay may be granted by discretion in a case-by-case manner.

10.3. Resident card

10.3.1. Resident Card should be used by the designated resident only and is not transferable. Misuse or falsification of the card is strictly prohibited.

10.3.2. A fee will be charged for any replacement of lost/damaged cards.

10.4. Fees

10.4.1. All fees paid are non-refundable and non-transferable.

10.4.2. Under special circumstances, refund of fees may be considered. The student concerned should submit a written request to the Student Affairs Office with supporting documents for final approval of the Vice-President (Organisational Development).

10.4.3. Residents are required to pay their fees by the deadline stipulated by the Student Affairs Office. Late payment may result in suspension from the rights and privileges of residency and/or the use of services and facilities of the Residential Colleges.

11. Properties of Residential Colleges

Residents are required to keep all common facilities, furniture, fixtures and equipment in good condition and order. No furniture or equipment shall be removed without prior approval from the Student Affairs Office. Residents must not interfere with or deface existing fittings, fixtures or furniture of residential colleges. Installation of any equipment or fixtures is not allowed. Residents will be required to compensate the Hang Seng Management College for any loss or damage caused to properties of residential colleges, which resulted from deliberate acts or negligence of the concerned residents and their visitors.

12. Commercial / Promotion Activities

12.1. Commercial promotions and activities are not allowed in the residential colleges. Sales of any goods and services is prohibited without prior approval of the Student Affairs Office.

12.2. Mass distribution of promotional items without prior approval of the Student Affairs Office is prohibited.

12.3. Only posters with the stamp of Student Affairs Office may be placed in areas designated for posting.

13. Student Affairs Office reserves the right to interpret these Regulations and update information without prior notice.

14. Violation of any of these Regulations may render a resident liable to disciplinary procedures promulgated by the Hang Seng Management College.

(4 August 2015)

House Rules of Residential Colleges and Old Hall

1. Access control

- 1.1. To access their assigned student rooms, residents should scan their HSMC student cards to the doorlocks to enter.
- 1.2. For safety and security reason, residents shall scan their HSMC student card to smartcard reader when they enter the shuttle lift lobby, G/F, LG/F AND S/F lobbies and the laundry room of their respective Residential Colleges.
- 1.3. Residents who lose their student cards should report to Student Affairs Office as soon as possible.
- 1.4. Any charges paid for loss of temporary resident card is non-refundable.

2. Adding value to student account

- 2.1. Residents should use the value-adding machines (Payment Station) at shuttle lift G/F lobby or Learning Commons (G/F, Mosaic College) if they wish to transfer values from their Octopus cards to HSMC student accounts.
- 2.2. Values transferred to HSMC student accounts are non-transferrable and non-refundable.

3. Visitors

- 3.1. Residents and visitors are required to register at the security counter, G/F lobby of the respective Residential Colleges when they enter and leave. Each resident is allowed to register a maximum of 5 visitors.
- 3.2. Admittance of visitors is not allowed after 11:00pm. Visitors who stay in residential colleges after 11:00pm shall be regarded as over-stay and should leave the residential colleges immediately.
- 3.3. Residents should speak with their roommate(s) before they invite visitors to their rooms.

4. Floor common rooms

- 4.1. Residents should keep the floor common rooms clean after use. Unwashed utensils should not be left in the floor common rooms.
- 4.2. Residents should not remove any furniture or electrical appliances from floor common rooms.
- 4.3. Residents should not leave their personal belongings in floor common rooms.
- 4.4. To ensure food safety and hygiene, residents should monitor the condition of their food stored in the refrigerators and remove expired or decayed items as soon as possible.

4.5. Only reheating and simple cooking are allowed in the floor common rooms of residential colleges. To prevent triggering the fire alarm system, residents should refrain from generating any smoke by any means, such as cooking.

5. Student rooms

- 5.1. Cooking inside student rooms is strictly prohibited. Use of cookers, oven, electrical grills and induction cookers is not allowed in student rooms.
- 5.2. Drying should be limited to laundry rooms. Hanging up clothes that are dripping-wet is not allowed in any carpet covered area inside student rooms.
- 5.3. Hanging of any personal items from window blinds, window frames, pipes, conduits and any fixtures outside windows are not allowed.
- 5.4. In the event of spillage on the carpet, please immediately use a dry towel to gently absorb the spilled liquid, then remove the solid debris, if any, and use a wet towel to clean the spilled area of carpet.
- 5.5. Residents of residential colleges should communicate with their roommate(s) to reach a consensus on their use of air-conditioning and the share of incurred cost.
- 5.6. Residents are responsible for cleaning and tidying the student room. Students may register and borrow a vacuum cleaner at the security counter at G/F lobby.
- 5.7. Residents of residential colleges should dispose of their garbage at the refuse collection area of their own residential colleges.

6. Laundry rooms

- 6.1. Residents should prepare detergent for their own use.
- 6.2. In the event of failure of laundry facilities, please report to the security counter of the respective residential colleges at G/F lobby.
- 6.3. Residents should refrain from placing clothes of others on the floor or on the top of laundry machines.

7. Roof gardens and balconies

- 7.1. Opening hours of roof gardens and balconies span from 9:00am to 9:00pm.
- 7.2. Residents should refrain from making excessive noise on Roof Gardens and balconies at all times.
- 7.3. No climbing or leaning against the parapets is allowed.

8. Emergency and defects

8.1. In the event of any defects or malfunctions of facilities found in student rooms, please report and register them at the security counter at G/F lobby.

8.2. In the event of an emergency or incident, residents should report it to the security guard at G/F lobby as soon as possible:

Telephone – Mosaic College: 3963-5808;
Wellness College: 3963-5809;
Amity College: 3963-5811;
Evergreen College: 3963-5810.

9. Fire safety

9.1. Open flames, such as candles and incense burners, are forbidden in all areas.

9.2. Interference with fire safety devices is strictly prohibited. Any items interfering with fire safety devices will be removed without prior notification.

9.3. Residents are not allowed to tamper with the fire sprinklers or hang things from the pipes.

9.4. Corridors, lobbies, hallways, walkways and stairs should be kept clear of furniture and any other objects in order not to obstruct passages and escape routes for safety reason. Any items found in these areas will be removed without prior notifications.

9.5. Residents of residential colleges should report to the central concourse area outside G/F lobbies or open plaza respectively by stairs immediately upon sounding of fire alarms in order to ensure safety.

9.6. Residents are required to attend fire safety talk(s) and take part in fire drill(s).

10. Information Technology (IT) services and devices

10.1. Residents should observe Computer Use Policy of HSMC, which can be obtained at <https://sites.google.com/a/hsmc.edu.hk/itsc/intranet/infosec>.

10.2. Unauthorized WiFi hubs or routers are not allowed, unless prior approval of Information Technology Services Center (ITSC) is obtained.

11. Electrical appliances and devices

11.1. Electrical appliances and devices of larger than 1500 Watts are not allowed to be brought into or used in the residential colleges.

11.2. For residential colleges, total power supply of each student room is 6000 Watts. If the sum of electrical current drawn from all sockets within the student room exceeds 30A, power supply will be overloaded, resulting in suspension of electricity supply to the concerned student room.

- 11.3. All electrical appliances and devices brought into the residential colleges shall comply with the Electrical Products Safety Regulation defined by government ordinance of HKSAR, which can be obtained at www.emsd.gov.hk/emsd/chi/pps/electricity_pub_epsr.shtml.
- 11.4. Student Affairs Office may require residents to remove any furniture or items that are not allowed in residential colleges, or any items that may endanger others.

12. Bicycle

It is recommended that residents park their bicycles at the bicycle parking lot outside Library and LEE Quo Wei Academic Building (Block D) in Main Campus.

13. Room decoration

- 13.1. Residents should not use any items to decorate their rooms that may cause damage to the walls/doors.
- 13.2. Before moving-out, residents should clean up and restore their student room to the original setting and condition of room to which they at first moved in. Otherwise, a cleaning charge will be imposed on the concerned residents.

14. Student Affairs Office reserves the right to interpret the house rules and update information without prior notice.

15. Violation of any of these house-rules may render a resident liable to disciplinary procedures promulgated by the Hang Seng Management College.

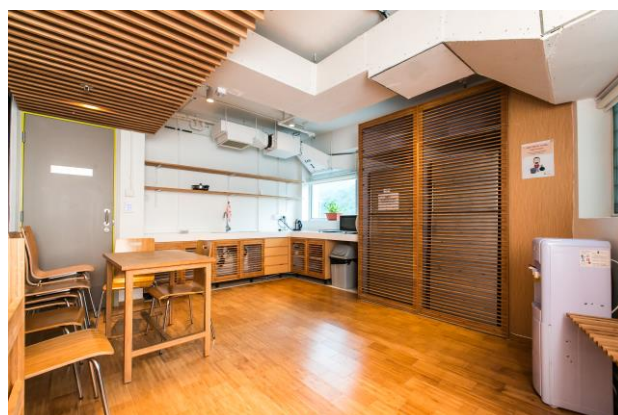
(18 September 2015)

Facilities in Residential Colleges



Student Bed Room

All student bed rooms are fully furnished with bamboo furniture including beds, study desks and chairs, wardrobes, built-in toilet shower units and self-paid air-conditioners. Internet access is also available and wifi service is available in the whole RC premises.



Floor Common Room

Common Rooms with pantries are located at every floor (except 6/F in Mosaic College, G/F in Wellness College and 1/F in Evergreen College). They are equipped with basic home furniture, TVs, refrigerators, hot and cold drinking fountains and microwave ovens for residents' use.

Laundry Rooms

Each Laundry Room is equipped with both domestic-type and commercial-type washing machines and dryers.

Locations: LG/F in each RC

Opening Hours: 24-hour





Learning Commons

Learning Commons offers a study environment for residents. Desktops with copiers are also available.

Locations: G/F, Mosaic College

Opening Hours:

10:00am – 2:00am, 24-hour during exam period



Student Hub

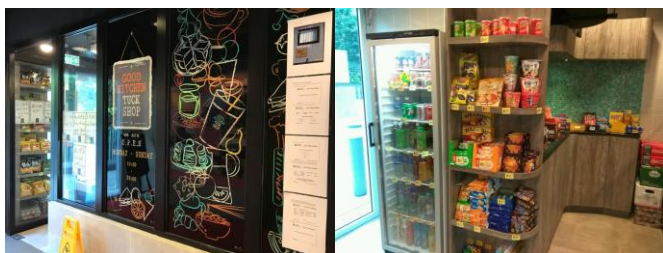
Student Hub offers a casual environment with a TV, a soccer table, minor-walls, and band equipment where residents can mingle and gather with their friends.

Locations: G/F, Wellness College

Opening Hours: 10:00am – 2:00am, 24-hour during exam period

Tuck Shop

Location: G/F, Wellness College



Vending Machines

Location: near Shuttle Lifts



Roof Garden & Balconies

The roof garden on the top floor in each RC and balconies located in some floors offer a place for residents to take a breath with the beautiful views in the RC premises.

Opening Hours: 9:00am – 9:00pm



Communal Hall & Communal Room

Communal Hall and Communal Room are on G/F in Amity College and Mosaic College respectively. These two venues are designated for holding RC activities such as orientation gatherings, high table dinners and joint-RC events.



Services Provided

Wifi

Residents can access the internet via the hotspot- “HSMC-RC” in the residential colleges. Users must comply with the computer user policy.



Repair & Maintenance

The repair & maintenance service are supported by Campus Development and Management Office (CDMO). Any damage to facilities in the common areas and in the student bedrooms must be reported immediately by filling in record in the Facilities Defect Report Form placed at Security Counter on the G/F of each residential college lobby. Never attempt to repair by yourself.



Receiving Mail (Except registered mail, parcel)



A mailbox will be allocated to you. Your mailing address in residential colleges should be formatted in:

Room xxx [name of Residential College]
HSMC Jockey Club Residential Colleges
Hang Seng Management College
9 Hang Shin Link
Siu Lek Yuen
Shatin, NT

Equipment Lending Service

Some equipments are available to lend, including vacuum cleaners, irons and ironing boards. Residents may register and borrow at the security counter at G/F lobby.

香港新界沙田小瀝源
行善里9號
恒生管理學院賽馬會住宿書院
xx書院
xx房間

Door Opening and Replacement of Keys

Residents will be charged at \$100 per request for student room's door opening service. In case of loss or damage of card keys, report to Residential Colleges Unit immediately.

Replacement of card key will be charged at \$100 each.

Move-in & Move-out Procedures

Move-in

1. Residents are required to come to the move-in counter with the student ID card in person at the designated time to complete the move-in procedures.
2. A Move-in Kit including a move-in record form, an air-conditioner remote control (applicable to first move-in resident) and a Resident Handbook will be given to each resident.
3. Residents are required to check the room's inventory (*See appendix 1*) and report to Residential Colleges Unit (RCU) within the first week of move-in if there is any missing, malfunctioning or damaged item.
4. If no notification has been received within the first week of move-in, damaged or missing items found during your period of stay and move-out will incur you the cost for repair/replacement or disciplinary action if necessary.

Move-out

Residents are required to complete the move out procedure **IN PERSON** and on or before the assigned move-out date.

In order to have speedy move-out, residents are strongly advised to move out before the deadline if possible. Please allow at least 30 minutes to complete the move-out procedures.

Procedures:

1. Clear up all your belongings inside your room and restore the furniture setting of your room before reporting to us. Your room should be completely vacant. Any stuff left behind will be disposed a minimum charge of \$200 per room will be levied if you do not clean up your room.
2. Bring along your Student ID, and report to the lobby of your residential college or RCU to collect the form "Inventory Check List for Move-out". After checking your room's inventory items by yourself, please go to the lobby of your residential college again to complete the move-out process.

Reminders:

1. Meter of Air-conditioner of the room

Any remaining balance in the Student ID Card will NOT be refunded or transferred; you are reminded not to add too much value near to your move-out date.

2. Vacate your belongings from refrigerator

Please clear up your food and drinks inside the refrigerators at the floor common room.

3. Vacant your mailbox

Please remember to check and clear your mailbox. All uncollected mails will be returned to the Post Office.

4. Late Move-out and Improper Move-out:

1. Late Move-out: After the move-out date and time penalty charges (\$100/day/ person + daily rate) will be levied for late move-out cases.
2. Improper Move-out Penalty Charges: Please do not leave any stuff inside your room. A minimum of \$200 per room will be levied if you fail to properly clean up your room, restore the furnishings upon move-out. Besides, penalty will be charged for any item damaged in the room. Please find the details of the penalty charges here.
3. If you fail to check out by the deadline and required RCU to help in vacating the bed room by clearing, packing and moving the student's belongings, penalty charge at \$600 per person, on top of the late check-out penalty charges will be imposed.
4. The last student to complete the move out in the room is responsible to clean all stuff left in the room even it is not his/her property. Penalty charge will be imposed if he/she fails to clean and vacate the whole room.

Tentative Schedule for RC Application 2019-20



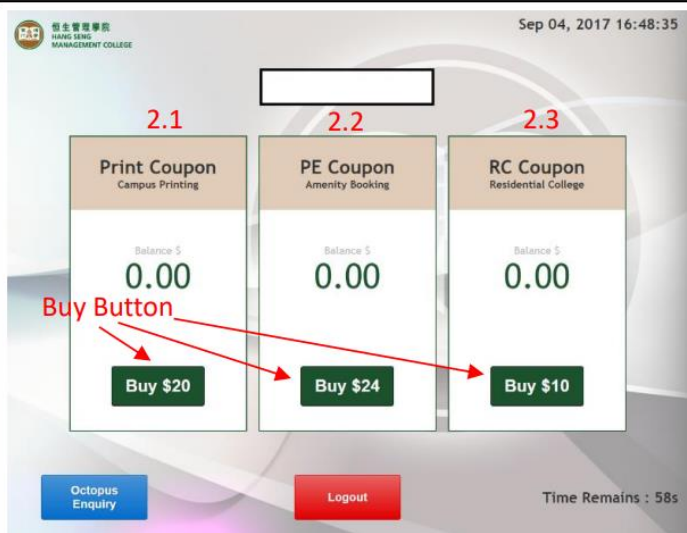
Schedule for Residential Colleges' Application 2019/20	
Early April 2019	Apply via on eCampus
Late May 2019	Check application results on eCampus and email
End of May 2019	Confirm offer by paying deposit
Early June 2019	Submit roommate matching request via eCampus
Mid - Late July 2019	Check room assignment results via eCampus
Late July 2019	Pay the remaining balance of RC fee to secure the bed place
31 August / 1 September 2019	Move in

** The above schedule is for reference only. Email announcement will be posted on the website/ eCampus for the actual dates.

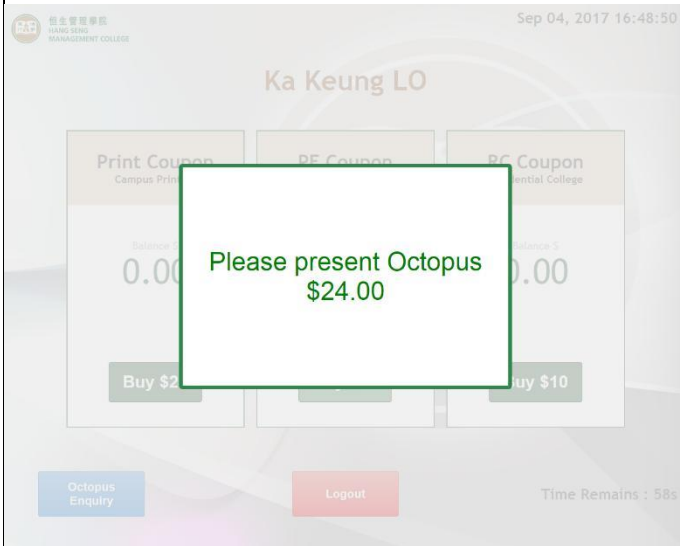
Operational Guide for Devices for Residential Colleges

I. HSMC Value-adding Machine

Location	Operating Hours
1. G/F, Wellness College (near shuttle lifts and Tuck Shop)	Monday – Sunday; 24-hour
2. G/F, Learning Commons, Mosaic College	Monday-Sunday; 10:00am-2:00am

<p>Step 1</p>	<p>Tab the student card on the card reader.</p>  
<p>Step 2</p>	<p>Choose Coupon & Click “Buy” button</p> <p>2.1 Print Coupon (Printing Quota)</p> <p>2.2 PE Coupon (Sports and Amenities Facilities EG:GYM room/ Swimming Pool/ basketball court)</p> <p>2.3 RC Coupon (Air conditioner / Washing machine)</p> 

Step 3 Tab the octopus card on the octopus card reader.



Step 4 Complete the transaction.

2. Electronic Door Lock

- Tap the student ID card on the door lock sensor to open the door. A green light will be on and a beep sound will be heard for the valid card used. The door will automatically be locked after several seconds.
- A few beep sound produced if the door lock is running out of battery. Please inform RCU/ 24-hour Security Office.
- A red light shown means that an invalid or expired card is used.
- No light shown means that the door lock has run out of battery completely. Please inform RCU/ 24-hour Security Office.

3. HSMC Air Conditioning Payment System

Turn ON/OFF the air-conditioner in student rooms		
Step 1	<p>a. The reader will show the existing amount left in the room.</p> <p>b. Press “*”.</p> <p>c. The indicating light will become green.</p>	
Step 2	Point to the air-conditioner and press “ON/OFF” button on the remote control.	
Add value to the room		
Step 1	Add value to your student ID card at HSMC Value-adding Machines (Payment System) to purchase RC coupons by using your student ID card and Octopus card.	
Step 2	<p>a. Select the amount of money you plan to add on the keypad.</p> <p>b. Press “#” to confirm the amount.</p> <p>c. Place your student ID card on the LCD reader.</p>	
Check the card balance		
Step 1	Place your student ID card on the LCD reader.	

Reminders:

1. The system does not allow ON/OFF in the same minute of time to prevent damage the air conditioner.
2. When the payment balance of the meter reaches zero, the electricity power giving to the air conditioner will be disabled, and the student needs to add money to the meter in order to use the air conditioning unit again.
3. Residents are advised not to download too much money to the air-conditioning meter as the money left upon move out is non-refundable and non-transferable.
4. Residents must also check the conditions of the air-conditioning meter/ wiring/ labels and report to RCU for any abnormalities found immediately. Please do not try to temper or fix any abnormality as only qualified persons are allowed to do so. Anyone who fails to comply will lead to disciplinary proceeding.



It is a **criminal offence** to interfere, damage or tamper with the air-conditioner or meter to abstract electricity. Such acts also pose a fire and safety hazard to you and the community.

Please do **NOT** attempt to remove the air-conditioner cover **OR** any warning labels. Violations will be subject to disciplinary action and fines.

Report to RCU immediately if the air-conditioner is out-of-order **OR** the warning label is broken.



WARNING: DO NOT TAMPER

警告：嚴禁觸摸





Failure to comply will result in prosecution.

Report abnormality to RCU immediately.

校方必追究任何違規者

如機件故障，請立即通知住宿書院事務組

4. Laundry Machine Payment System

E-Payment System for Laundry Services To start using the laundry machines, please visit: http://www.laundry.hsmc.edu.hk		
User Guideline		
Type of Washers and Dryers	Domestic	Commercial
		
Washer	HKD 2 / 60 mins	HKD 5 / wash (approximately 30 - 35 mins)
Dryer	HKD 4/ 60 mins	HKD 1/ 5 mins

The e-payment system for laundry services will allow you to:

1. check the available machines at the moment;
2. view the time left for specific machines;
3. check your laundry payment record; and
4. pay by RC coupons and view the balance of your coupons.

Details of the user guidelines are posted up in the Laundry Room. Foamless washing detergent is recommended to use. Exceeding the weight limit (i.e. 8kg for washers, 7kg for dryers) will damage the machines and the users may be charged for the repair fee for improper use. To make sure the machines are ready for you and not being occupied by the others, you are strongly advised to complete the payment process in the Laundry Room.

The actual fee depends on the time spent and the materials of clothes.

Miscellaneous Fees and Related Arrangement

Item	Arrangement
Air-conditioning charge	HKD 1.7 per hour
Laundry charge	<u>commercial type laundry machine:</u> Washer: HKD 5/ wash (approximately 30 - 35 mins) Dryer: HKD 1/5 mins <u>domestic type laundry machines:</u> Washer: HKD 2/60 mins Dryer: HKD 4/ 60 mins
Loss / Damage of key card	HKD 100 per key
Damage of RC properties	The resident(s) concerned will be requested to bear the cost of repair / replacement, subject to the assessment of SAO in consultation with CDMO.
Late move-out	HKD 100 per night + daily rate
Improper move-out (e.g. rooms left messy & unclean)	A minimum of HKD 200 per room
Fail to move out by the deadline and required RCU to help in vacating the bed room by clearing, packing and moving the student's belongings	Penalty charge at \$600 per person, on top of the late check-out penalty charges will be imposed.
Refund policy	All fees paid are non-refundable and non-transferrable except extenuating circumstances.
Door opening fee	HKD 100

Useful Contacts



Security Services	Telephone Number
24-hour Security Office	3963 5801
Security Counter of Mosaic College	3963 5808
Security Counter of Wellness College	3963 5809
Security Counter of Amity College	3963 5811
Security Counter of Evergreen College	3963 5810

Student Affairs Office (M603 in Block M)	
General Enquiry	3963 5560
Personal Growth & Counseling	3963 5174 (Dacon)
	3963 5593 (Rita)

Residential Colleges Unit, Student Affairs Office	
Location:	G/F, Wellness College
Opening Hours:	Monday – Friday except public holiday 9:00am – 12:30pm, 1:45pm – 5:30pm
Telephone:	3963 5800
Email:	rescolleges@hsmc.edu.hk

Appendix 1

INVENTORY CHECK LIST

One Per Resident	One Per Room
<ul style="list-style-type: none"> Loft bed including its desk and bookshelf or single bed with separate desk 高架床組合 (連寫字檯及書櫃) 單人床 (另有寫字檯) Mattress 床褥 Desk Lamp 書檯燈 (只限於高架床) Wardrobe 衣櫃 Bamboo chair 竹椅 	<p>Bed Room</p> <ul style="list-style-type: none"> *Air conditioner with remote control and four labels properly sticking at the four corners of the air-conditioner 冷氣機、遙控器及四張完整的警告貼紙貼在冷氣機四個角位 Smartmeter 掛牆冷氣計量錶 Electronic lockset 電子門鎖 Electrical fan 電風扇 Ceiling lamp (1 in bed room, 1 in shower room, 1 in washroom) 天花燈 Smoke detector 煙霧探測器 Bamboo window blinds 竹窗簾 Mosquito screen 蚊網 Long Stool, short stool 長竹椅、短竹椅 <p>Washroom/ Shower room</p> <ul style="list-style-type: none"> Shower water heater 電熱水爐 Shower curtain 浴簾 Wash basin counter set with mirror 洗手盆連鏡 Rubbish bin (1 in shower room, 1 in washroom) 垃圾桶 Exhaust fan 抽氣扇 <p>Others</p> <ul style="list-style-type: none"> WiFi Access Point 無線上網接收點

*請每位同學在入宿時(即9月1日至9月7日內)，務必檢查房間內的冷氣機警告貼紙(見附圖：貼在冷氣機外殼的四個角位)是完整無缺。如冷氣機警告貼紙有任何缺損，請立即向「住宿書院事務組」匯報。否則，校方其後倘發現冷氣警告貼紙有破損，就會視該房宿生曾干擾冷氣系統以免費享用冷氣，並作相對應的懲處。

Please make sure that four warning labels sticking at the four corners of the air-conditioner should always remain intact as indicated below. Residents will be suspected of tampering the system and will be subject to penalty if there is any damage on them. If there are any abnormalities, please report to Residential College Unit immediately.



Warning labels at the air conditioner 冷氣機警告貼紙

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We strive to provide the most updated information in this Handbook as far as possible at the time of production. This handbook is a guide only. Please stay up to date by checking emails and visiting the Residential Colleges website at <http://rc.hsmc.edu.hk/en/> or enquiry at Residential Colleges Unit.

Browse Residential Colleges Website

