



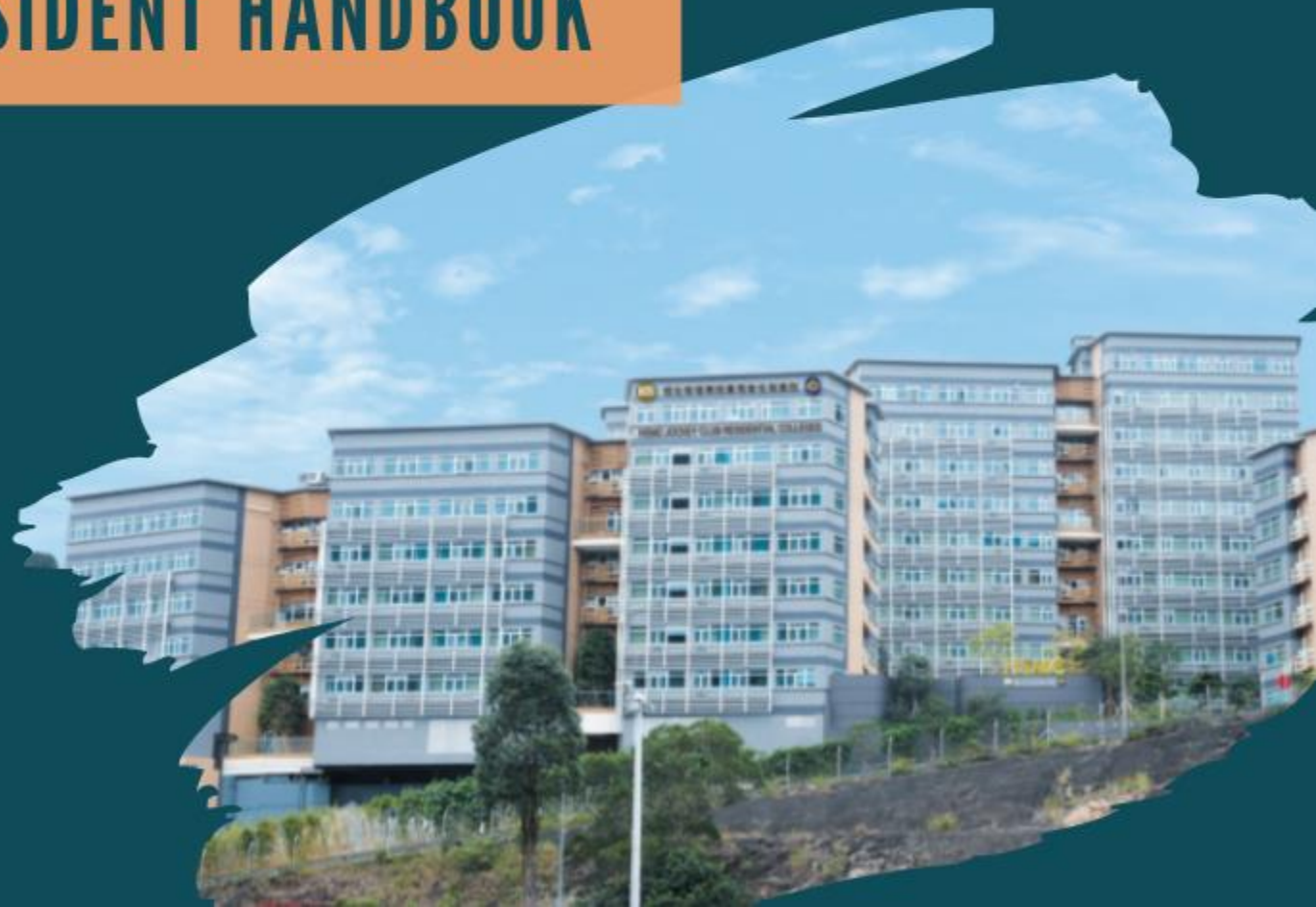
香港恒生大學  
THE HANG SENG UNIVERSITY  
OF HONG KONG

Student Affairs Office

# JOCKEY CLUB RESIDENTIAL COLLEGES

RC.HSU.EDU.HK

## 2019/20 RESIDENT HANDBOOK





# *Your Learning Experience: 1-1-1-2*

**1 RC Affiliation**

**1 Attendance at High Table Dinner**

**1 Meaningful Conversation with RC Management Team**

**2 Attendances at RC Events**



# TABLE OF CONTENTS

## WELCOMING

Pages 4 - 5

Welcoming by the Vice-President (Organisational Development)	4
Welcoming by the Director of Student Affairs	5

## LEARNING TOGETHER

Pages 1, 6 - 9

Your Learning Experience: 1-1-1-2 Scheme	1
Our Four RCs	6 - 7
Meet Your Learning Partners	8 - 9

## GETTING INVOLVED IN THE COMMUNITY

Pages 10 - 12

Communal Dining	10
The Council Chairman Bowl	11
Be a Resident Student Leader	12

## LIVING IN THE COMMUNITY

Pages 13 - 29

Regulations of the RCs	13 - 17
House Rules of the RCs	18 - 22
Getting Along with Your Roommates	23
Move-in / -out Procedures	24 - 25
Visiting Hours and Security Control	26 - 27
Alcohol Awareness	28
Say No to Sexual Harassment	28
Live Green	29

## **SAFETY & SECURITY**

Pages 30 - 33

Keys and Doors	30
Entering Student Rooms	30
Fire Safety	31
Security Service	32
Injuries & Illness	33

## **FACILITIES & SERVICES**

Pages 32 - 37

Maintenance	32
Communal Facilities	34 - 35
Internet	36
Laundry	36
Phone	36
Air-conditioning	37

## **TROUBLE SHOOTING GUIDE**

Pages 38 - 39

Troubleshooting Guide	38 - 39
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## **CONTACTS & RESOURCES**

Pages 40 - 41

Useful Contacts	40
Mailing Address	40
Getting to the RCs	41

## **IMPORTANT DATES**

Pages 42

Timeline of Summer Residence 2020	42
Timeline of Year-long Residence 2020/21	42

## **APPENDIX**

Pages 43 - 44

Hospitals, Clinics and Dental Clinics Near the RCs	43 - 44
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# Welcoming by

**Dr Tom FONG**

Vice-President  
(Organisational Development)

Welcome to the Residential Colleges (RCs) of The Hang Seng University of Hong Kong (HSUHK). There are four Residential Colleges (RCs) and each has its unique theme: Cultural Diversity (Mosaic College), Healthy Living (Wellness College), Community Service (Amity College) and Sustainability (Evergreen College).

Residential life is a crucial part of the whole-person education at HSUHK. Our RCs, led by Masters, Associate Masters, Resident Tutors, and Faculty Fellows, create a living and learning community for students to learn and to have personal growth, to develop inter-personal networks, and to nurture a sense of commitment and self-discipline.

Living in RCs is a unique experience. I encourage you to make the most out of your stay by getting involved in the RC community. You can participate in diverse and vivid RC activities; take the initiative to meet and talk to your teachers and peers; treat RCs as your home and always make suggestions on building a better community.

I wish you all a fruitful learning journey to learn, to grow, and to maximise your potential to the fullest during your stay at RCs.



# Welcoming by

**Ms Rebecca CHAN**  
Director of Student Affairs

A warm welcome to all of you!

Living in the Residential Colleges is one of the most invaluable experiences among everything a university student will go through. This living and learning community creates opportunities for students from different disciplines to interact and grow together.

In 2018/19, the RCs have organised more than 80 individual RCs / joint-RCs events. 9 High Table Dinner events were organised and more than 800 students had participated. However, these numbers are meaningful only when our students are interested in our activities, and are benefited from them. Everyone counts – and I look forward to seeing YOU in our RC events in the coming residential year.

On the other hand, the RCs have taken a further step by featuring in Common Core Curriculum. As the University's general requirement for General Education, these courses have integrated RC's environment and themes, which gears the course with individuality and depth. I encourage you to explore and get involved in these courses.

We want you to feel a part of the rich and varied community, and you are always welcome to talk to the RC personnel if you need any help. I wish you a happy and fruitful year at the Residential Colleges and the University!

# MOSAIC COLLEGE

Mosaic College focuses on cultural diversity and is designed to complement students' experiences as capable leaders with global exposure and insightful vision.

Through an interactive living community comprising both local, non-local and exchange students, the members show appreciation of diversity and cultural differences.

At Mosaic College, students build up friendships through social events like barbecues and hiking. The College also celebrates festivals like Chinese New Year and hosts traditional Big Bowl "Poon Choi" Feasts.



RC Management  
Team of  
Mosaic College

# WELLNESS COLLEGE

Maintaining a healthy lifestyle is of utmost importance for the wellness of body and mind.

Amidst busy studies, students of Wellness College participate in various physical and spiritual care programmes, to learn to be more mindful of the importance of good physical, psychological and mental health.

Signature events include healthy cookery classes, regular Yoga, and Wing Chun classes. There are also fruit giveaways and inter-collegiate sports events.



RC Management  
Team of  
Wellness College



# AMITY COLLEGE

Focusing on community service, Amity College fosters students' civic engagement through a series of community service opportunities and inspires leaders to meet local and global needs.

From visits to elderly homes to free tutorial services, students of the College reach out to people in need and practise generosity in the community.

They also develop negotiation and leadership skills through volunteer leader training.



RC Management  
Team of  
Amity College

# EVERGREEN COLLEGE

Evergreen College envisions itself to be a sustainable community in the twenty-first century.

Students of the College attain knowledge of sustainable living and dynamic relationships with mother nature.

Through out-of-classroom experiences like eco-tours and organic farming at the RCs, students reflect on their ethical responsibility towards global environmental issues and become inspired to make behavioural changes.



RC Management  
Team of  
Evergreen College

# Your Learning Partners Living on-campus

The RC Management Team lives on-campus to provide constant intellectual and pastoral guidance to students. Each RC is managed by the respective RC Management Team that consists of these personnel:

## **RC Masters**

As the leader of the RC Management Team and the overall in-charge of an RC, the RC Master builds the college identity by designing and implementing educational initiatives around the RC theme. He leads the team in building a creative and inclusive learning culture at the RCs. The Master also handles residents' disputes, student conduct and emergencies at the RCs. He/she strengthens the development of the RC through establishing network and exploring possible resources for the further development of the RC.

## **Associate Masters**

Associate Master is another leader of the Team. He/she assists the RC Master in carrying out a wide spectrum of duties to shape and build the RC community. He/she takes part in RC events regularly and encourages wider student participation. The Associate Master is also involved in handling residents' disputes, student conduct and emergencies at the RC.

## **Resident Tutors**

The 3 Resident Tutors in each RC are faculty, staff members or postgraduate students of the University. They organise RC events for residents, or specifically for the residents of their floor(s). They are the first point of contact for residents and you are welcome to seek advice from them when you have any questions, suggestions or concerns.



# Other Learning Partners

## Affiliated Fellows

An Affiliated Fellow is a faculty member who is actively engaged with a particular RC. Each Fellow affiliates with an RC and works closely with the RC Master in developing residential programmes.

Fellows do not live at RCs but are important learning partners to our residents. Fellows participate in or organise RC events, and provide students with advice on study, career, and personal development.

## Residential Colleges Unit, Student Affairs Office

Under the Student Affairs Office, the Residential Colleges Unit (RCU) is responsible for the overall management of the RCs, including:

- handling admission and allocation of all RCs;
- managing the facilities and amenities of the site;
- overseeing daily operational matters, such as security, cleaning service and maintenance.

There are also designated staff in the Student Affairs Office (SAO) who promote and enhance the living and learning experiences. They also implement and refine the overall policies of the RCs by obtaining opinions and suggestions from students and other members of RCs.

## Service Workers

Security, cleaners, technicians and other operational staff are staff who keep the RCs safe and clean. Security service is available 24/7 and a designated security stations at the lobby of each RC.



## LEARNING THROUGH MEALS

# *Communal Dining*



Communal dining connects members of the RCs.

Each RC will organise a High Table Dinner each semester for their residents. There is also a joint-RC High Table Dinner and is one of the biggest RC events of the year. In a High Table Dinner (HTD), students dress formally and dine with other members of the RC(s). An honorable guest speaker will be invited to share their story or views on a topic of common interest.



Informal communal dining events are also hosted by the individual RC. Through interacting with the RC Management Team, Affiliated Fellows and their peers, students learn through stimulating interaction and conversation over casual meals.





## ***The Council Chairman Bowl***

With generous support from HSUHK Council Chairman Dr Moses CHENG, The Council Chairman Bowl was launched in 2017/18 and it has been one of the most popular RC events.

Members of the individual RCs, including residents, the RC Management Team and Affiliated Fellows, participate in rounds of inter-RC competitions to fight for the glory of their RC.

The Bowl strengthens the identity of individual RC, promotes teamwork, sportsmanship and inter-RC interaction.



In addition to participating in RC events, residents can get involved by serving as a student leader at RCs:

## *Residents' Association*

Residents' Associations (RAs) are resident-elected organisations. Each RA is responsible for building a sense of identity across the RC by organising activities. RAs work closely with the RC Management Team in building the RC community.

## *Residential Student Leaders*

The Residential Student Leaders are undergraduate students who assist RCs to coordinate events, engage the residents through activities and informal interactions, and support the RC Management Team in promoting floor bonding.

## *Floor Representatives*

Floor representatives are usually elected by residents. They assist the Resident Tutors to coordinate social activities for the floor and serve as the "voice of the floor" by reflecting opinions for building the community.



# Regulations of Residential Colleges

## Preamble

Residential life experience constitutes an important part of co-curricular learning. The establishment of Residential Colleges (RC) aims to provide a robust platform to empower and nurture the intellectual interflow, social engagement and global perspectives of our students through community living and learning. On top of their intellectual growth, residents are also able to sharpen their communication skills and self-management skills through residential life experience. Under the Academic Regulations for Undergraduate Programmes, students are expected to observe all the rules and regulations of the University and uphold the image and reputation of the University by behaving in a disciplined and responsible manner. These Regulations, House Rules, and any additional rules stipulated by the Residential College Masters shall automatically apply to all residents at The Hong Kong University of Science and Technology (the University).

## 1. Objectives

These Regulations aim to strengthen and foster the sense of responsibility and degree of maturity of residents in order to achieve the following objectives:

- 1.1. To ensure the safety of residents and the security of property and premises;
- 1.2. To foster and maintain a caring, mutually respectful and inclusive environment for residents with diverse backgrounds through communal living and learning;
- 1.3. To create an enriching platform and environment which facilitates residents' learning and whole-person development;
- 1.4. To promote the social and communal engagement of residents in order to build a solid sense of belonging to the RC and the University;
- 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 & Security

- 2.1. Residents must comply with the rules relating to safety and security and avoid any behaviour which may pose any potential safety, health or environmental concern to others or the RC community. The Residential Colleges Unit (RCU) possesses the right to inspect and remove any items that create such concern.
- 2.2. Residents and their visitors are responsible for the safe keeping of their personal property. Residents should keep their personal belongings in safe places at all times and always lock their room door upon departure to minimize chances of theft. The University shall not bear responsibility for any loss of or damage to any items brought into the RC. Any unattended items may be disposed of at the discretion of the RCU.
- 2.3. To secure safety, security and a non-disturbing environment for all residents, and to ensure compliance with the Regulations mentioned herein, the SAO staff responsible for the RC management or their delegates, Residential College Masters, Associate Residential College Masters, or Resident Tutors may enter any room in the premises with or without notice at any time.
- 2.4. Only simple cooking/ flameless cooking is allowed in the floor common rooms. Naked fire and any type of ignition, such as candles and incense burners, are strictly prohibited within all areas of the RC. Unattended cooking is strictly prohibited at all times.
- 2.5. All incidents, irregularities or facility failures found should be reported to the RCU immediately.

## 3. Respect for Others

- 3.1. Residents should be considerate towards others and courteous to all members of the RC community. They must refrain from behaviour or language which may cause disturbance or inconvenience to others or may infringe on the well-being and rights of others.
- 3.2. Any display containing obscene or intimidating messages or images, or creating a feeling of threat, is not allowed.
- 3.3. Any action or behaviour that may interfere with the privacy, time to study and rest, or normal use of facilities by other users in the RC should be avoided.
- 3.4. Residents should not occupy or allow any other resident(s) or non-resident(s) to occupy or share any part of their assigned room or the unoccupied bed space of the room.
- 3.5. Residents should be properly attired at all times in common areas, which include but are not limited to the Communal Hall, Communal Room, Learning Commons, Student Hub, floor common rooms, corridors and lift lobbies.

## 4. Quiet Hours

- 4.1. The quiet hours last from 11:00pm to 7:00am.
- 4.2. Quiet hours will be extended to 24 hours a day starting from the first week prior to the examination period in the academic calendar.
- 4.3. Residents should keep their noise at a reasonable level at all times and should not cause nuisance to neighbours and fellow members.

## 5. Smoking, Alcohol, Gambling and Drugs

- 5.1. The University is a smoke-free campus. Smoking in any form and ignition of cigarettes, cigars or pipes in any form are strictly forbidden in any part of the premises of the RC.
- 5.2. Possession or use of any illegal and/or dangerous drugs as defined by the government ordinances of the HKSAR is strictly prohibited.
- 5.3. Consumption or possession of alcoholic beverages in any part of the RC without prior approval of Residential College Masters is prohibited.
- 5.4. Organisers who wish to serve alcoholic drinks during RC activities, whether formal or informal, must provide adequate supervision of the activity to avoid excessive drinking. Prior approval of Residential College Masters must be obtained. Residents under the age of 18 are not allowed to consume alcoholic drinks under any circumstances.
- 5.5. Gambling in any form and/ or possession of gambling instruments, such as mahjong and/ or mahjong tables, are prohibited in the RC.



## 6. Hygiene and Cleanliness

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

## 7. Pets

- 7.1. Birds, fish, insects or other animals are not allowed to be kept at or brought into the RC.

## 8. Visitors

- 8.1. Residents may invite visitors to visit the RC between 8:00am and 11:00pm.
- 8.2. All visitors (including non-residents, non-University members and residents of another RC) should register at the security counter at the G/F lobby when they enter and leave the RC. Using another student's card to enter the RC is strictly prohibited.
- 8.3. Residents should accompany visitors and be responsible for their behaviour during their visits in the RC. Hosts are held responsible for the behaviour of their visitors.
- 8.4. Visitors who are not University members must use the visitor card during their visit to the RC and must return the card before leaving the RC.

## 9. Opposite Gender Visit

- 9.1. Residents should not enter the resident floors or rooms of the opposite gender from 11:00pm to 8:00am of the following day, all days of the week.

## 10. Living in the Residential Colleges

- 10.1. Change of Room Requests for a change of RC and/ or room are normally not considered.
  - 10.1.1. Residents who have a genuine need to change their RC and/ or room during the residential period must consult their Resident Tutor. Such request should be specifically made and approved by the Residential College Master or his/her authorised delegates.
- 10.2. Move-out
  - 10.2.1. Residents are required to vacate their rooms on or before the deadline stipulated by the RCU, confirmation of withdrawal or termination of residency, out-bound exchange, leave of absence, deferment of study, discontinuation of study, dismissal or withdrawal from the University.
  - 10.2.2. Extension of stay may be granted by discretion in a case-by-case manner.
- 10.3. Resident card
  - 10.3.1. A student card must be used by the designated resident only and is not transferable. Misuse or falsification of the card is strictly prohibited.
  - 10.3.2. Residents must report to the Registry for any replacement of a lost/damaged card.

## 11. Fees and Payment

- 11.1. All paid fees are non-refundable and non-transferable. A fee will be charged for any loss/
- 11.2. damage of a visitor card or temporary card.
- 11.3. Residents are required to pay their fees or other payment by the deadline stipulated by the RCU. Late payment may result in suspension from the rights and privileges of residency and/ or from the use of services and facilities of the RC.
- 11.4. Only under special circumstances, refund of fee may be considered. Students concerned should submit a written request to the SAO with supporting documents for final approval by the Vice-President (Organisational Development).

## 12. Property of the Residential Colleges

- 12.1. Residents are required to keep all common facilities, furniture, fixtures and equipment of the RC in good condition and order. No furniture or equipment shall be removed without prior approval from the RCU. Residents must not interfere with or deface existing fittings, fixtures or furniture of the RC. Installation of any equipment or fixtures is not allowed. Residents will be required to compensate the University for any loss or damage caused to property of the RC, which results from deliberate acts or negligence of the residents concerned and their visitors.

## 13. Commercial / Promotional Activities

- 13.1. Commercial and/ or promotional activities are not allowed in the RC. Sale of any goods and services is prohibited without prior approval of the SAO.
- 13.2. Mass distribution of promotional items without prior approval of the RCU is prohibited.
- 13.3. Only posters with the stamp of the SAO-RC can be placed in designated areas.

## 14. Interpretation of the Regulations

- 14.1. 14.1. The SAO reserves the right to interpret these Regulations and update the information without prior notice.
- 14.2. 14.2. Residents are required to comply with the House Rules of the RC to enhance their communal living and learning in the RC.

## 15. Violation of the Regulations

- 15.1. Violation of any of these Regulations may render the resident and student concerned liable to disciplinary procedures promulgated by the University.

# House Rules of Residential Colleges

These House Rules serve as supplementary information to the Regulations of Residential Colleges (RC) and aim to enhance residents' living and learning in the RC. These Rules shall automatically apply to all residents at The Hang Seng University of Hong Kong (the University).

## 1. Access Control

- 1.1. For safety and security reasons, residents shall scan their student cards to the smartcard reader when they enter the shuttle lift lobby (on the street level), the lift lobbies on the LG/F and G/F, and the laundry room in their respective RC.
- 1.2. To access their assigned student rooms, residents should scan their student cards to the door locks.
- 1.3. Residents who lose their student cards should report to the Residential Colleges Unit (RCU) as soon as possible and apply for a temporary card. Using another student's card to enter the RC is strictly prohibited.
- 1.4. Any charges paid for the loss or damage of a temporary card are non-refundable.

## 2. Adding Value to a Student Account

- 2.1. Residents can use the value-adding machine at the shuttle lift G/F lobby or Learning Commons if they wish to transfer value from their octopus cards to their student accounts.
- 2.2. All value stored in the RC coupon of the student account is non-transferable and non-refundable.

## 3. Visitors

- 3.1. Residents and visitors are required to register at the security counter, G/F lobby in their respective RC, when they enter and leave the RC. Each resident can register up to 5 visitors per visit.
- 3.2. No visitor is allowed to stay in the RC after 11:00pm. Visitors who stay in the RC after 11:00pm shall be regarded as over-staying and should leave immediately.
- 3.3. If visitors have a genuine need to stay in the RC after visiting hours, they can purchase tickets via the "Overnight Stay Visitors Scheme" with support from the host residents.
- 3.4. Residents should respect their privacy of roommate(s) and communicate with roommate(s) before inviting guests to their rooms.

## 4. Floor Common Rooms

- 4.1. Residents should keep the floor common rooms clean at all times. Trash should be properly disposed of and the common rooms should be restored after use.
- 4.2. Residents should not remove or relocate any furniture, equipment, electrical appliances or others' belongings from the floor common rooms.
- 4.3. Residents should not leave their personal belongings and equipment in the floor common rooms.
- 4.4. To ensure food safety and hygiene, residents should be aware of the condition of their food stored in the refrigerators and remove expired and decayed items as soon as possible.
- 4.5. Only reheating and flameless cooking are allowed in the floor common rooms. In order not to trigger the fire safety system, residents should refrain from generating a considerable amount of smoke by any means.

## 5. Student Rooms

- 5.1. Cooking inside student rooms is strictly prohibited. Use of cookers, ovens, electrical grills and induction cookers is not allowed.
- 5.2. The furniture arrangement and layout plan of the student rooms may vary from room to room in order to optimize the use of space and safety requirements. Residents are not allowed to remove any of the furniture or alter the furniture set-up or layout plan. Residents will be required to compensate the University for any loss of and damage to the property of the RC or any removal costs incurred.
- 5.3. Drying should be limited to the laundry rooms. Hanging of water-dripping clothes is not allowed in the student rooms.
- 5.4. Hanging of any items at window blinds, window frames, pipes, conduits, fire sprinklers or any fixtures outside windows is not allowed.
- 5.5. Residents should not use any decorative items that may cause damage or malfunctioning to the windows/doors of the room.
- 5.6. In cases of spillage on carpets, residents should use dry towels gently to absorb the spilled liquid immediately, then remove the solid debris, if any, and use a wet towel to clean the spilled area of carpet.
- 5.7. Residents are responsible for cleaning and tidying up their student rooms. They may borrow a vacuum cleaner from the security counter at the G/F lobby with their student cards.
- 5.8. Residents should dispose of their garbage in the refuse collection area in their respective RC.
- 5.9. Residents should communicate with their roommate(s) to reach a consensus on their use of air-conditioning and sharing of incurred costs.

## 6. Laundry Rooms

- 6.1. The e-payment system for laundry services allows residents to check the status and availability of laundry machines in their respective RC, pay the laundry fees, and check the balance of their RC coupons and their laundry payment records.
- 6.2. Residents should prepare foamless washing detergent for their own use.
- 6.3. Residents can only use the laundry machines when they are not in use or unoccupied.
- 6.4. Exceeding the weight limit will cause damage to the machines and users may be charged for the repair cost incurred and the improper use of the University's property.

## 7. Roof Gardens and Balconies

- 7.1. The opening hours of the Roof Gardens and balconies are from 9:00am to 9:00pm.
- 7.2. Residents should refrain from making excessive noise on the floors, in the 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 case of any defects or malfunctioning of facilities and/ or equipment found in student rooms or other public areas, residents should report to the security counter immediately.
- 8.2. For any emergency and incident, residents should report to the security guard at the G/F lobby as soon as possible:
  - Mosaic College: 3963-5808;
  - Wellness College: 3963-5809;
  - Amity College: 3963-5811; and
  - Evergreen College: 3963-5810.

## 9. Fire Safety

- 9.1. Interference with fire safety devices and any act that will trigger fire alarm are strictly prohibited. Any items interfering with fire safety devices, such as fumigators in student rooms or public areas, should not be used and these items will be removed without prior notification.
- 9.2. Corridors, lobbies, hallways, walkways and staircases should be kept clear of furniture and any other objects, in order not to obstruct passage and escape routes for safety reasons. Any items found in these areas will be removed without prior notification.
- 9.3. Residents should retreat to the central concourse area outside the G/F lobbies by stairs immediately upon the sounding of fire alarms.
- 9.4. Residents are required to attend fire safety talk(s) and take part in fire drill(s).

## 10. Information Technology Services & Devices

- 10.1. Residents should observe the Computer Use Policy of the University which can be obtained at: <https://itsc.hsu.edu.hk/intranet/policies-guidelines/>
- 10.2. Unauthorized WiFi hubs or routers are not allowed, except with the prior approval of the Information Technology Services Centre (ITSC).

## 11. Electrical Appliances & Devices

- 11.1. For safety reasons, electrical appliances and devices with wattage higher than 1500 Watts, or generating smoke or smell, or posing a threat to safety or hygiene, such as ovens, heaters, grills and cookers, are not allowed to be brought into or used in the RC.
- 11.2. The total power supply of each student room is 30A. When the power supply is overloaded, the power supply system will be automatically shut down, resulting in suspension of the electricity supply to the student room concerned.
- 11.3. All electrical appliances and devices brought into the RC shall comply with the Electrical Products (Safety) Regulation defined by government ordinance of the HKSAR.
- 11.4. The SAO may request residents to remove any furniture or items that are not allowed in the RC or any items that may endanger others.

## 12. Bicycles

- 12.1. Bicycles should be properly parked in the designated areas within the campus and should not be brought into/ kept in student rooms. Residents should park their bicycles at the parking lot outside Lee Quo Wei Academic Building (Block D) in the Main Campus.

## 13. Room Decoration

- 13.1. The SAO reserves the right to interpret the House Rules and update the information without prior notice.
- 13.2. Residents are also required to comply with the Regulations of the RC to enhance their living and learning in the RC.

## 14. Violation of Regulations

- 14.1. Violation of any of these House Rules may render a resident and student liable to disciplinary procedures promulgated by the University.



## **1. Make Roommate Agreements**

Let your roommate know your preferences and expectations as soon as you move in: are you an early or late person? Are you a fan or hater of the snooze button? Do you tidy up your room every now and then? The earlier you let your roommate know these things, the sooner you and your roommate can figure out a mutually beneficial way of living.

## **2. Respect your roommate's personal belonging**

Your towels are in the washer and you want to take a shower now. On your roommate's bed, there's a washed towel, clean and comfy. Should you use it? Do not ruin your roommate's trust by this. Always ask for permission before you borrow, use or take anything from your roommate.

# *Getting Along with Your Roommates*




## **3. Be considerate when bringing a visitor**

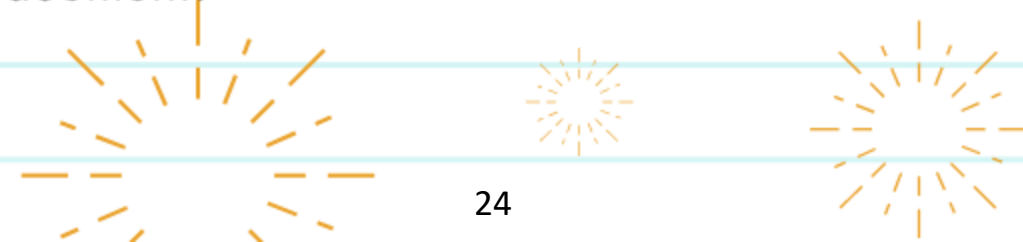
You don't want to embarrass your roommate by bringing a visitor over when your roommate is in sleepwear. Therefore, be sure to notify your roommate before inviting a guest.

## **4. Be empathetic**

The rule of thumb is to be empathetic and understand that your roommate is a person with emotions and feelings, as well as weaknesses and carelessness. When disagreements arise, think from your roommate's perspective and try to understand why he/she gets upset. Tell your roommate where your frustration comes from, and that you understand his/her frustration. One is more open to discussion when the other side acknowledges his/her feelings.



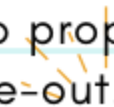
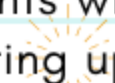
# Move-in Procedures



- You are required to complete move-in procedures **in person** within the designated time.
  - Bring your **student ID card**.
  - A set of paperwork, including **Move-in Record** and **Inventory Checklist**, will be distributed to you. You must complete the forms and return them as soon as possible.
  - If anything is damaged or missing, you must report to the Residential Colleges Unit (RCU) immediately, or **no later than one week upon moving in**. Otherwise, you may be liable for the cost of repair/replacement.
- 



# Move-out Procedures

- Vacate your room and restore the furniture setting of your room before the move-out deadline.
- Remove the food you have stored in the refrigerator in the Common Room and claim all of your letters in the mailbox.
- You are obliged to complete the move-out procedures in person by the move-out deadline. Please allow at least 30 minutes, especially on the mass move-out day.
- There is a penalty charge for late move-out: HK\$100 per day on top of the normal daily rate.
- A charge will be levied on residents who fail to properly clear up their rooms or restore the furniture setting upon move-out.

# ***Visiting Hours and Security Control***

## **Visiting Policies**

To ensure your guest has a smooth and pleasant visit, residents (as hosts) should read and follow the guidelines below:

- The visiting hours are 08:00 to 23:00.
- No guest is allowed to sign in or stay beyond the visiting hours.
- Notify your roommate(s) in advance if your guest will access your room.
- You must accompany your guest to sign in at the reception counter at the ground floor lobby.
- You and your guest(s) will be asked to present your student ID card and/or other identification documents.
- You are allowed to sign-in a maximum of 5 guests each day.
- You should accompany your visitors throughout the visit. You are held responsible for the behaviour of your visitor(s).
- Walk your guest(s) to the ground floor lobby and sign out.

# ***Visiting Hours and Security Control***

## **Quiet Hours**

- **11:00pm to 7:00am** of the following day are the quiet hours of the RCs.
- Quiet hours will be extended to 24 hours a day starting from 1 week prior to the finals as stipulated in the academic calendar.
- Be respectful to your fellow residents and our neighbors near the RCs. Keep your noise at a reasonable level at all times. Be considerate when you are chatting with others in outdoor areas.

## **Overnight Stay of Visitors**

The Overnight Visit Scheme is offered to HSUHK students who are staying off-campus and have academic and social needs for staying at the RCs for a night. For example, non-residents who are trying to complete group projects, or whose home is far away from campus, can be hosted by a resident as overnight guest.

Please note that the Scheme is available to current students of the University only.

For more details, please visit our page by scanning the QR code:



# Alcohol Awareness



Possession or consumption of alcohol is strictly prohibited in the RCs. Prior approval from the RC Master must be obtained if an RC event involves drinking.

The legal drinking age in Hong Kong is 18. If you consume alcohol outside the University, make wise choices to keep your risk of alcohol-related accidents, injuries, diseases and death low.

Counselling services at the SAO are available if you need assistance and support on how to stop drinking or cut back. Our counselors can be reached at 3963-5174 (Dr Dacon DAI) or 3963-5593 (Ms Rita YIP), or in person at Room 612, Block M.

## Say No To Sexual Harassment

The University is committed to creating an environment free from sexual harassment. The University has set up protocols to handle sexual harassment complaints from University members.

Students may contact the SAO staff for any matters regarding sexual harassment:

Ms Josephine LIU (Tel: 3963 5580; email: josephineliu@hsu.edu.hk)

Mr Charles CHAN (Tel: 3963 5256; email: charleschan@hsu.edu.hk)

For more information, please visit our website by scanning the QR code.





# Live Green

## Reduce, Separate and Recycle Waste

You are responsible for the cleanliness of your bedroom. Separate the waste and dispose of it at the rubbish bins in the Common Room, or the recycling bins on the ground floor outside the RC premises.

Help making our RCs a sustainable environment by minimising waste!

## Organic Farming

Organic vegetables and herbs are planted at the RCs. It is a project led by Evergreen College and the RC-featured module *GEN2011 Plants and Civilization*.

The farm is jointly managed by students and teachers. Towards the end of the course, students will make a meal with the crops and share their planting experiences.



# Safety & Security

## Keys & Doors

- Bring your key card all the time. There is a HK\$100 fee for requesting our staff to open the door.
- If you lost your student card, you must report to the Registry immediately. You may obtain a temporary key card from the RCU by presenting the receipt issued by the Registry.
- Verification of identity takes place at the security counter when a resident enters the RC premises. Never lend your student card or other identification documents to others.
- Leaving a door unlocked will lead to theft or other serious consequences. Protect yourself and your roommates by keeping the doors locked.

## Entering Student Rooms

The RC Management Teams and their designated personnel may enter student rooms, with or without notice, to conduct cleaning, maintenance, inspection and other duties.





# Safety & Security

## Fire Safety

The RCs are committed to providing a safe living environment to our residents. Smoke detectors and/or fire alarms are installed in each room and throughout communal areas. Security staff are available 24/7 to assist in any emergencies.

While there are robust fire safety measures, your awareness towards fire safety and cooperation is needed to keep us away from fire hazards:

- Naked fire, any type of ignitions and open flames, such as candles, are not allowed in any areas of the RCs.
- No smoking is allowed at the RCs and within the campus.
- Never leave your cooking unattended.
- Corridors, lobbies, hallways, walkways and stairs should be kept clear at all times.
- Do not interfere with fire service installations, tamper with the fire sprinklers or hang things along the pipes.
- Never overload electrical sockets or adapters.
- Read the fire escape route and floor plan posted at your room.
- Participate in the fire drill which is organised every semester.





# Security Service

Security service is available 24/7.

When a resident needs assistance, they may approach the security counter at the lobby on ground floor, or call our 24-hour security hotline 3963 5801.

# Maintenance

A team of professional staff is dedicated to maintain the facilities of the RCs. If you notice any defect in your room or within the RCs, please file a defect report at the security counter on the ground floor. We will follow up as soon as possible.

# *Injuries & Illness*



You may refer to the appendix for a list of clinics and hospitals near the RCs.

## **In the Event of Minor Injuries**

First aid box is located at the security counter on the ground floor of each Residential College. Please approach our security staff for assistance.

## **In the Event of Serious Injuries or Illness**

1. Call the 24-hour security hotline at 3963 5801 immediately.
2. Communicate with our officer the details of the incident. If needed, call the emergency service 999. Notify our officer if you have done/will do so, so that we can provide assistance accordingly.
3. Do not move the injured person.

# COMMUNAL AREAS

ENCOURAGE INTERACTIONS



## Communal Room

For workshops and seminars



## Common Room

Located on most of the residential floors



## Communal Hall

For individual RC and joint-RC events



## Learning Commons

Open 10am - 2am



## Student Hub

Open 10am - 2am



## Rooftop Garden & Balconies

Open 9am - 9pm

*The opening hours of the above communal areas are subject to change during finals, holidays and special circumstances.*

# HSUHK-RC



Both wired and wireless network are available. Use your Windows username and password to log in.

Visit the following page for step-by-step instructions:



Laundry room is located at the LG floor in each RC.

**wash: \$5 for ~8kg, 35mins**  
**dry: \$1 every 5 minutes**

Domestic washers and dryers are also available. They are economical options.

## laundry.hsu.edu.hk

Use Mobile Laundry App to:

- pay for laundry;
- check the balance of RC Coupons;
- see if any washers/ dryers are available;
- check the remaining time of a specific machine.



Guidelines



- Use the phone on each residential floor to make local calls.
- Dial 9 before the phone number.
- A list of frequently used numbers can be found next to the phone.
- For international calls, please use your phone, Skype or other internet call services.



# Air-Conditioning in Student Rooms

Air-conditioning (A/C) in student rooms is pay-as-you-go.

## Add value

1. Purchase RC Coupons at the Payment Station.  
You can find a panel in each student room.
2. Enter the amount you wish to transfer to your A/C.  
Press #.
3. Tap your student ID card on the panel. Wait until
4. "Payment Success" shows on the panel.



The panel in each student room



Remote control of the A/C

## Turn on/off

1. Press \* of the panel.
2. If there are remaining credits, use the remote control of the A/C to turn on/off.
3. Otherwise, add value by referring to the above section.



Do not tamper with the A/C. Report to the RCU immediately if malfunction occurs, or if any sticker on the A/C is damaged.

Failure to comply or any tampering attempts will result in disciplinary actions.

## PAYMENT STATIONS

**HSUHK Payment Station**

**LOCATIONS**  
 Block A G/F - Security Counter  
 Block B G/F - Security Counter  
 Block 3B G/F - Security Counter  
 RC - Learning Commons  
 RC - IG 1B lobby

**8-COUPONS**

- Print Coupon  
Campus Printing
- PE Coupon  
Athletics Booking
- RC Coupon  
Residential College

**八達通 OCTOPUS**

**微信支付 WeChat Pay**

# TROUBLESHOOTING GUIDE

**I lost my student card and can't get in my room.**



Report to the Registry immediately. Bring the proof issued by the Registry to the RCU and a temporary key will be arranged.

**Where is the lost and found in the RCs?**



Go to the RCU office on the ground floor in Wellness College.

**I am sick and want to see a doctor...**



Check out the Appendix for a list of clinics and hospitals. You may seek help from your Resident Tutor as well.

**Someone is seriously injured!**



Contact our security staff immediately. If you wish to call or have called the ambulance and police, do let our staff know so that we can arrange accordingly.

**I can't connect the Internet**



Refer to the website of the Information Technology Services Centre for solutions:  
<https://itsc.hsu.edu.hk/user-services/wifi/>



**I forgot to bring my student card.**



Talk to the security staff stations at the lobby in your RC. A \$100 door opening fee will be charged.

**My neighbor has been making a noise...**



Talk to the resident concerned and ask him/her to lower the noise. If the situation doesn't improve, please contact your Resident Tutor or security staff.



# TROUBLESHOOTING GUIDE

**My roommate doesn't want to talk to me**



Read the "Get Along with Your Roommates" section. There may be things that either of you could have done better. Your Resident Tutor may also help you and your roommates.

**Something provided by the RCs is broken/doesn't work.**



File a maintenance report at the security counter at the lobby.

**Someone smokes in the RC.**



Smoking is prohibited in the University, including the RCs. Report to your Resident Tutor immediately.

**Fire! Fire!**



Break the fire alarm glass that is closest to you. Evacuate the RC premises and wait at the assembly point if it is safe. Be familiar with the fire escape route.

**I want to change/swap rooms.**



Room change within the same RC is allowed within the designated period only. Contact your Resident Tutor for details and endorsement.

**My friend wants to stay overnight to work on school projects.**



You may host a current HSUHK student as an overnight guest. Obtain consent from your roommates and refer to the application procedures listed on "Visiting Hours and Security Control" section.

# Useful Contact

## Residential Colleges Unit

3963 5800  
rescolleges@hsu.edu.hk

Mon - Fri 0900 - 12:30; 1400 - 1730  
Closed on Saturday, Sunday and public holidays  
For general enquiry

## 24-Hour Security Hotline

3963 5801  
Mainly for emergencies

## Student Affairs Office

3963 5560  
sao@hsu.edu.hk

Mon - Fri 0900 - 18:00  
Closed on Saturday, Sunday and public holidays

## Counseling Service

3963 5174 or 3963 5593  
Make appointment at:



## Security Counter on Ground Floor in each RC

Mosaic 博文	3963 5808
Wellness 康活	3963 5809
Amity 樂群	3963 5811
Evergreen 綠延	3963 5810

## Mailing Address

(Your room number)  
(Name of your RC)  
HSUHK Jockey Club Residential Colleges  
The Hang Seng University of Hong Kong  
9 Hang Shin Link  
Siu Lek Yuen, Shatin, New Territories  
Hong Kong

香港沙田小瀝源  
行善里9號  
香港恒生大學 賽馬會住宿書院  
(書院名稱)  
(房號)

# Getting to the RCs



## Tate's Cairn Tunnel bus stop

Bus 272S, 277X, 286M, 307, 307P, 373, 680, 680A, 680X, N680, 681, 681P, 682, 682P, 74X, 75X, 80X, 82P, 82X, 83X, 84M, 85C, 85M, 89C, 89D, 89X

## HSUHK (Kwong Sin Street) Bus Stop

Bus 83K, 83S, 86, N182  
Mini-bus 65A, 65K, 808, 808P

## By Taxi

Please tell or show the driver  
“沙田小瀝源 香港恒生大學”.

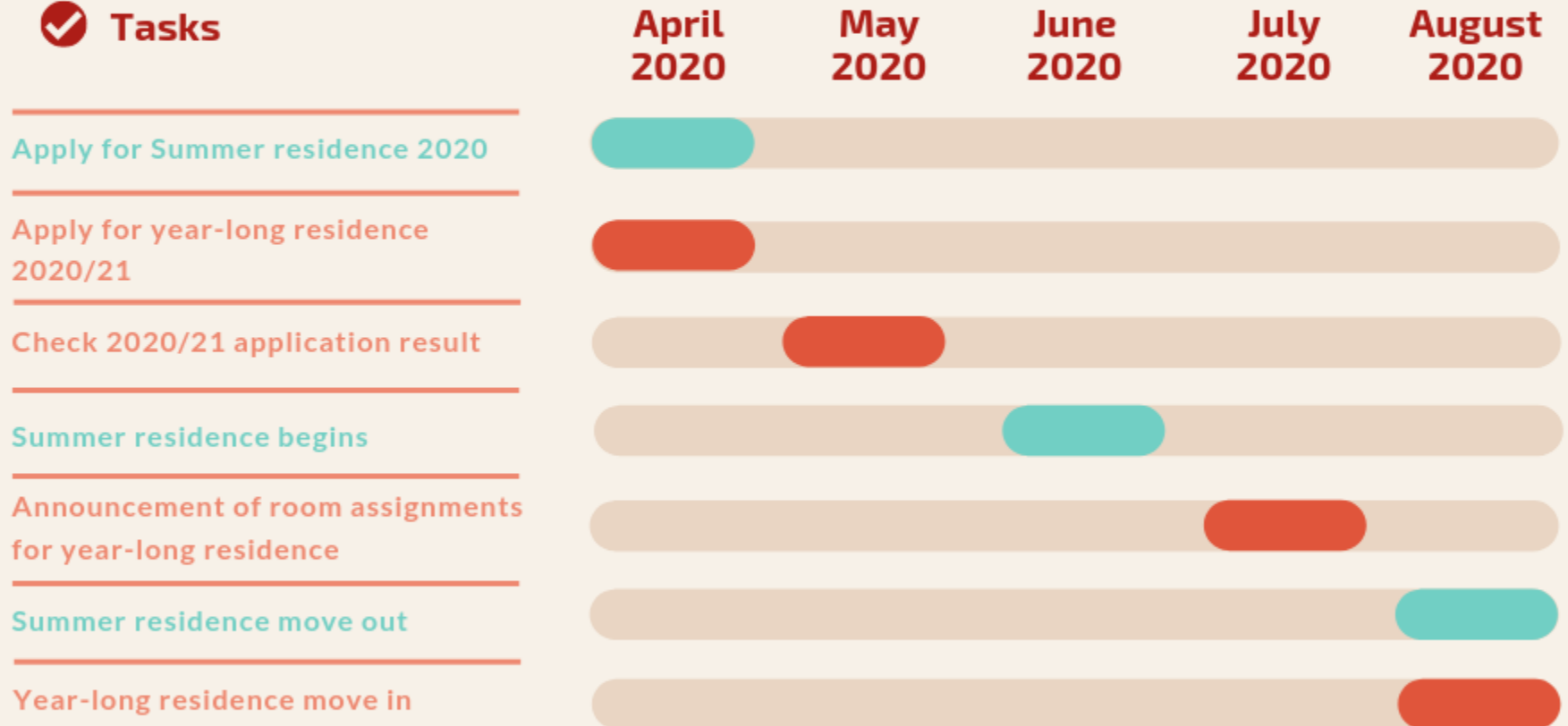
## Driving Directions

Please search "**HSUHK Jockey Club Residential Colleges**" on Google Map  
or  
Scan the QR code to visit our website.



# Timeline of RC Application 2020/21

## ✓ Tasks



This timeline is subject to change.  
Please visit our website for the latest information.



## Appendix

### Hospitals, Clinics and Dental Clinics Near the RCs

#### Hospitals

醫院 Hospital	地址 Location	電話 Telephone	單位性質 Unit Nature	應診時間 Opening hours
威爾斯親王醫院急症室 Prince of Wales Hospital A&E Department	新界沙田銀城街 30-32 號 30-32 Ngan Shing Street, Shatin, NT	3505 2211	公立醫院 Public Hospital	24小時 24 hours
仁安急症門診中心 Union Hospital Emergency Medicine Centre	新界沙田大圍富健街18號 18 Fu Kin Street, Tai Wai, Shatin	2608 3355	私家醫院 Private Hospital	24小時 24 hours

#### Dental Clinics

醫院 Hospital	地址 Location	電話 Telephone	應診時間 Opening hours
廣源牙科醫務所 Dr. MAK Wing Yiu	沙田廣源商場4座6號舖 No 6, Block 4, Kwong Yuen Shopping Centre, Shatin	2646 1681	星期一至星期五: (Mon-Fri) 10:00am - 8:30 pm 星期六 (Sat): 10:00 am - 1:00 pm

## Clinics

診所 Clinic	地址 Location	電話 Telephone	應診時間 Opening hours
康健醫務中心 Town Health Centre	大圍大圍道98號天寶樓地下7號舖 Shop No. 7 G/F Tin Po Building, 98 Tai Wai Road, Tai Wai	2693 1729	<b>Mon to Sun</b> 8:00 am - 1:00 pm 3:30 pm - 8:30 pm 9:30 pm - 0:00 am <b>Public holiday</b> 8:00 am - 1:30 pm 3:30 pm - 5:30 am
潔恩醫務中心 Kit Yan Health Centre	新界沙田廣源村商場第四座10號舖 Shop 10, Block 4, Kwong Yuen Shopping Centre, Kwong Yuen Estate, Shatin.	2320 3572	<b>Mon to Fri</b> 10:00 am - 2:00 pm 4:00 pm - 7:00 pm <b>Sat and Public holiday</b> 9:30 am - 2:00 pm
廣源綜合醫務中心- 麥永健醫生 DR MAK WING KIN	新界沙田廣源村商場第四座11號舖 Shop 11, Block 4, Kwong Yuen Shopping Centre, Kwong Yuen Estate, Shatin.	2649 4466	<b>Mon to Tue, Thu to Sat</b> 8:30 am - 1:00 pm 3:30 pm - 8:30 pm <b>Wed and Sun</b> 8:30 am - 1:00 pm
西醫鄭叔通 Dr. Gary S.T. Cheng	新界沙田廣源村商場第四座12號舖 Shop 12, Block 4, Kwong Yuen Shopping Centre, Kwong Yuen Estate, Shatin.	2649 2920	<b>Mon to Fri</b> 9:00 am - 8:30 pm <b>Sat, Sun and Public holiday</b> 9:00 am - 1:00 pm
愉康醫務中心 Dr. Yang Yan Ming, Michael	新界沙田圓洲角愉翠苑商場124號舖愉康醫務中心 Shop 124 Yu Hong Medical Centre, Yu Chui Shopping Centre, Yu Chui Court, Yuen Chau Kok, Sha Tin, New Territories	2278 0000	<b>Mon to Fri</b> 9:00 am - 1:30 pm 4:00 pm - 8:30 pm <b>Tue to Fri</b> 9:00 am - 13:30 pm 4:00 pm - 8:00 pm <b>Sat &amp; Sun</b> 9:00 am - 1:00 pm



*Printed in August 2019.*

*This Resident Handbook is a guide only. The Residential Colleges cannot accept responsibilities for any changes that may occur. You are encouraged to check your student email and visit our website [rc.hsu.edu.hk](http://rc.hsu.edu.hk) to stay up-to-date.*



# Welcome to our living and learning community!

RESIDENT HANDBOOK 2019/20

**RC.HSU.EDU.HK**