

香港恒生大學賽馬會住宿書院

THE HANG SENG UNIVERSITY OF HONG KONG
JOCKEY CLUB RESIDENTIAL COLLEGES

Residential Year 2021/22

宿生手冊

RESIDENT HANDBOOK



WELCOME



Dr Tom FONG
Vice-President (Organisational Development)

I would like to welcome you all to join our Residential Colleges (RCs) family.

The living-cum-learning system is an integral part of our unique "Liberal + Professional" education model. RCs are living and learning communities where students and faculty live and learn together in an atmosphere that fosters academic excellence, intellectual inquiry, and personal development.

Each RC is featured with a distinguished theme and led by a committed team consisting of an RC Master, an Associate Master and Resident Tutors. Supported by staff of the RCs, the team designs learning activities and residential programmes that create a sense of community and facilitate your intellectual and personal development.

With students, faculty and staff from diverse backgrounds living and learning together, we have a shared commitment to fostering an environment of inclusiveness, mutual respect, and civility. We trust that you will work with us in building harmonious and energetic communities.

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



Ms Esther LEE
Director of Student Affairs

A very warm welcome to all of you!

You're off to a great start at Residential Colleges (RCs) and we want to make sure you feel supported here at the RCs, your new home. This Handbook is one of the many resources that we offer to get you started. From it you will get to know about various facilities and services, RC events and programmes and other key information that will help you settle in well at the RCs and make the most of this memorable time of your university life.

Personal hygiene and community health are important pillars contributing to health, wellness and safety. To maintain your personal and public health, spend some time on reading through these pages and following the COVID-19 precautionary measures covered here. The RCs will continue to keep all members posted on health and safety matters. We rely on each of our members to stay vigilant and be responsible.

The faculty and staff members of the RCs are ready to offer you a residential experience that will be unlike any other. I look forward to seeing you at the RCs and hearing your experience!

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ANTI-COVID-19 MEASURES

With students' health and safety being our priority, social distancing and a range of COVID-19 preventive measures are incorporated in our RC events. Depending on the nature of the event, face-to-face, online, or hybrid mode will be adopted.

When participating in an event, you should pay attention to and follow the guidelines announced by the organiser. Let's work together to build a safe and fun living-and-learning community!

Below are the highlights of overall preventive measures in the RCs:

▶ **A one-time online health declaration is required prior to move-in.**

You should submit proof of one of the following along with the health declaration:

1. A negative test result of COVID-19
2. Full vaccination record

▶ **Residents must not enter RC if one or more of the following conditions are met:**

1. You show symptoms of respiratory infections such as fever, sore throat, cough, etc;
2. You are identified as close contact of any suspected / confirmed COVID-19 case;
3. Your family member(s) is/are required to undergo compulsory quarantine at home;
4. You had contact with family member(s) whose residential building has a COVID-19 confirmed case(s) recently.

▶ **Compulsory quarantine is not allowed at the RCs**

▶ **Visitor policy is suspended until further notice.**

▶ **Inter-RC visit is prohibited.
(i.e. resident of one RC visiting another RC)**

▶ **The Overnight Visit Scheme is suspended until further notice.**

▶ **The opening hours and user guidelines of communal areas are subject to change.**

The latest arrangement will be displayed at the corresponding venue.

▶ **Residents must wear a mask in common areas.
(i.e. all areas except bedroom)**

▶ **Residents must conduct a temperature check when entering RC premises.**

Please visit RC website for the latest updates



YOUR LEARNING PARTNERS



RC MASTER

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. Each Master leads their 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.



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.



ASSOCIATE MASTER

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 Resident Tutors are faculty, staff members or postgraduate students of the University. Resident tutors provide pastoral care and engage residents through activities. They oversee one or two floors, supervise the Floor Ambassadors, and act as the first point of contact for residents. You are welcome to seek advice from them when you have any questions, suggestions or concerns.



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.



RESIDENTIAL COLLEGES UNIT SYSTEM AND EDUCATION TEAM STUDENT AFFAIRS OFFICE

The RC System and Education Team supports individual RCs in educational programmes, advisory boards, Executive Committees, and other administration. The team works closely with student leaders of the RCs. They also coordinate joint-RC and inter-RC education programmes.



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 station is located at the lobby of each RC.



Lee Yick Hoi Lun Mosaic College 利易海倫博文書院

Lee Yick Hoi Lun 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 Lee Yick Hoi Lun Mosaic College, students build up friendships through social events like barbecue and hiking. The College also celebrates festivals to educate students about appreciation of culture.



RC Management Team

**RESIDENCE
MASTER**

Prof Kevin LAM

**ASSOCIATE
MASTER**

Dr Chi Kit CHAN

**RESIDENT
TUTORS**

Dr Sabrina YEUNG

Ms Candice KONG

Mr Kay ZHANG



Prof Kevin C. K. LAM
Master of Lee Yick Hoi Lun Mosaic College

We treasure diversity and cultural differences, and promote cross-cultural activities and programmes to facilitate understanding and appreciation of different cultures. Students are encouraged to interact with each other and learn about other cultures and beliefs. Many of our local students will also travel to other countries for academic exchange or internships.



S H Ho Wellness College

善衡康活書院

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

Amidst busy studies, students of S H HO Wellness College participate in various physical and spiritual care programmes, to learn to be mindful of the importance of physical, social and mental wellness.

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

**RESIDENCE
MASTER**

Dr Paul FUNG

**ASSOCIATE
MASTER**

Ms Maggie WONG

**RESIDENT
TUTORS**

Ms Phyllis AU

Ms Ashley LAM

Mr Casey MAK



Dr Paul FUNG
Master of S H Ho Wellness College

We believe learning should continue to happen beyond the classroom. Our team strives to create learning opportunities at every corner in the College. We hope our Wellnessers, after living here for some period of time, grow into a positive and responsible young adult.



Patrick S C Poon Amity College

潘焯昌樂群書院

Focusing on community service, Patrick S C Poon 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 voluntary 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 leadership training.



RC Management Team

**RESIDENCE
MASTER**

Dr Thomas MAN

**ASSOCIATE
MASTER**

Dr Victor CHAN

**RESIDENT
TUTORS**

Dr Amy KONG

Mr Rhett YU

Ms Laure KONG



Dr Thomas MAN

Master of Patrick S C Poon Amity College

As a new Master of Patrick S C Poon Amity College since this academic year, I wish to continue with the College's great tradition through further strengthening our connections with our neighbourhood and the local community. In particular, you are most welcome to initiate and explore innovative ideas that can lead to sustainable social impact to our community.



Fung Yiu King Evergreen College

馮堯敬綠延書院

Fung Yiu King 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

**RESIDENCE
MASTER**

**ASSOCIATE
MASTER**

**RESIDENT
TUTORS**

Dr Howard SONG Dr Pui Sze CHEUNG Dr Eden CHOW

Ms Deiya BAKAR



Dr Howard SONG

Master of Fung Yiu King Evergreen College

We are determined to make a positive impact on our campus environment through daily habits and create a residential community that is eco-friendly, socially conscious, and fiscally responsible for everyone today as well as future generations of residents.

DEVELOPING LEADERSHIP IN RCs

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

RESIDENTIAL STUDENT LEADERS

Residential Student Leaders (RSLs) are residents who have demonstrated significant involvement in the RCs in the immediate past year. Nominated by individual RCs, eight students receive a scholarship and will assist in the RC development in the following year. They assist the RCs in community building by facilitating key RC events such as move-in, orientation, High Table Dinner, etc.



RESIDENTS' ASSOCIATIONS

Residents' Associations (RAs) are resident-elected organisations. Each RA is responsible for building a sense of belonging and identity across the RC by organising activities. RAs work closely with the RC Management Team in building the RC community. They also communicate with the RCU regularly on operational and other matters.



FLOOR AMBASSADORS

Floor Ambassador is a volunteer role in the RCs whose goal is to promote the bonding and cultivate a supportive network among residents of the same floor. Led by Resident Tutors, they arrange social activities for their floor and co-host floor meetings.



RC FUN WORKING PORGRAMME

This programme provides work opportunities for residents to support the RC community. It aims to train students and enable them to apply their skills in RC events. They attend regular meetings to plan different initiatives.

We are currently looking for talented residents to join the following teams:

1. Media Team (Photography and Videography)
2. Promotion Designers (Poster / Event Decoration)
3. Writers/Journalists (Support editorial and publication)
4. Emcees & Event Assistants

Scan the QR code for more details.



SUSTAINABILITY LEADER SCHEME ECF PROMOTING SUSTAINABILITY IN SIU LIK YUEN

"ECF Promoting Sustainability in Siu Lik Yuen" is a government-subsidized environmental education project that aims to enhance public awareness towards nature conservation and sustainability in Siu Lik Yuen.

Being a Leader, you are going to promote green messages to the general public and gain hands-on experiences on conservation at the same time. After a series of training, you will participate in the following activities:

- Lead Eco-tours in Siu Lik Yuen
- Hold experiential workshops and education talks for the public
- Organise an exhibition in the local community
- Initiate your own activities to promote sustainability in HSUHK and RCs

Scan the QR code for more details.



SUSTAINABILITY@RCs

"Sustainability" is a word that has aroused more and more attention in recent years. It impacts every aspect of our lives such as lifestyle and diet. To promote sustainability in the RCs, different initiatives are implemented.



DISTINGUISHED GREEN FEATURES AT THE RCS

- 112 units of solar panels are installed to save 4.25% of total annual building energy consumption.
- Rainwater and grey water recycling system reduce 54.8% fresh water consumption.
- Bamboos and a variety of plants cover 42.8% of the RCs.
- 100% green coverage on the roof.
- Bamboo is one of the most environmental-friendly materials and is extensively used at the RCs, including the flooring and furniture.



RECOGNITION

The Residential Colleges are awarded the highest recognition from the Hong Kong Green Building Council - New Buildings V1.2 Final Platinum. It recognised our commitment to environmental protection and sustainability.



ENVIRONMENTAL EDUCATION

The RCs are committed to nurturing students' awareness toward nature conservation and sustainability. Different educational elements are incorporated into RCs' programmes, such as credit-bearing modules or extra-curricular activities.

LIVE GREEN AND ACT GREEN

Upholding the motto "Evergreen", Fung Yiu King Evergreen College is dedicated to creating a green community in RCs.

Through out-of-classroom experiences like eco-tours and organic farming at the college, residents can attain knowledge of sustainable living and dynamic relationships with mother nature.



FREECYCLING CAMPAIGN

To encourage 4R's (Reduce, Reuse, Recycle, Replace), student residents can donate their used items in the campaign. At the same time, they can pick up items they need.

RCU will collaborate with NGOs to ensure remaining items can benefit the needy in the society.



GEN 2011 PLANT AND CIVILIZATION

This module introduces the impact of plants upon human civilization. Primary concepts of botany are introduced relations to understand the interactions between plants and people. Different aspects on the context of plantation and human history, like the socio-cultural benefits of plantation, breeding and domestication, horticulture and arboriculture, are also discussed.



RC SUSTAINABILITY LEADERS

The RCs recruit residents to serve as sustainability leaders for promoting sustainability and green living style in the RC community. With RCU's support, the leaders are able to organise self-initiated activities for enriching students' residential life.

Signature events include upcycling workshops, coastal cleaning, forest bathing, etc.



THE COUNCIL CHAIRMAN BOWL

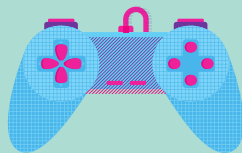
With generous support from the Council Chairman Dr. Moses CHENG, the Council Chairman Bowl was launched in 2017/18 and it has been one of the most popular events. The Bowl aims at fostering inter-RC interaction, sportsmanship and team spirit among RC members.

Members of the RCs, including student residents, Non-residential Members, RC Management Teams, and RC Fellows, participate in inter-RC competitions to fight for the glory of their RC.



TIMETABLE OF COUNCIL CHAIRMAN BOWL 2021/22

SEMESTER 1



**E-SPORTS
CHAMPIONSHIP
(9 OCT 2021)**



**BASKETBALL
COMPETITION
(4 DEC 2021)**

SEMESTER 2



**TUG OF WAR
(19 FEB 2022)**



**BOARDGAME
COMPETITION
(15 MAR 2022)**



**SINGING CONTEST
(7 APR 2022)**

This schedule is subject to change.
Please refer to RC website for details.



GETTING ALONG WITH YOUR ROOMMATES

MAKE AGREEMENTS WITH ROOMMATES

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.



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 roommates.

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.

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.



BUILDING HARMONIOUS RC COMMUNITY

▼ 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.



Visit RC website for the University's policy guidelines and procedures for handling sexual harassment complaints:

▼ 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.

▼ Drug Awareness

The Hong Kong government has a zero tolerance policy against illegal drug use.

Drugs such as cannabis and ecstasy, which can be considered recreational drugs in other countries are all illegal in Hong Kong. They are strictly forbidden in the RCs and the University.

If You Need Help

Students may contact SAO for any matters regarding sexual harassment:

Mr Charles CHAN

Tel: 3963 5256

Email: charleschan@hsu.edu.hk

Ms Amy CHU

Tel: 3963 5559

Email: amychu@hsu.edu.hk

Counselling services at the SAO are available if you need assistance and support alcohol and drug matters. Our counsellors can be reached at:

Dr Dacon DAI

Tel: 3963 5174

Email: dacondai@hsu.edu.hk

Ms Rita YIP

Tel: 3963 5593

Email: ritayip@hsu.edu.hk

COMMUNAL AREAS

The communal areas are places you interact with other RC members and make meaningful conversations.

Due to the pandemic, the opening hours of each venue are subject to change. Please visit RC website for the opening hours.



COMMUNAL ROOM (BY RESERVATION)

- For workshops and seminars
- A piano is available for booking at the counter of Lee Yick Hoi Lun Mosaic College



STUDENT HUB

- A space that you can hang out with other residents



COMMUNAL HALL (BY RESERVATION)

- For individual RC and joint-RC events



LEARNING COMMONS

- Dedicated study space in the RCs
- Printer and computers are available



ROOFTOP GARDEN & BALCONIES



COMMON ROOM OPENING 24 HOURS

- Located on each residential floors
- Shared refrigerator, water dispenser, and sink are available
- Please pay attention to the maximum group size under Cap. 599G

SAFETY, SECURITY & SERVICES

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

▼ MAINTENANCE

A team of professional staff is dedicated to maintaining the facilities of the Residential Colleges.

If you notice any defects in your room or within the Residential Colleges, please **file a defect report at the security counter** on the ground floor. Our staff will follow up as soon as possible.

▼ SECURITY

For assistance, please approach the **security counter at the lobby on the ground floor**, or call our 24-hour security hotline **3963 5801**.

▼ 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 organised every semester.

▼ INTERNET

Both Local Area Network (LAN) and wireless network are available at the Residential Colleges. You may access the internet with your Windows username and password.



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

▼ TELEPHONE

The phone on each residential floor is available for local calls.

- To make local calls, dial 9 before the phone number.
- For international calls, please use your phone, Skype or other internet call service.

▼ INJURIES & ILLNESS

You may refer to **the appendix** for the 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 RC. Please approach our security staff for assistance.

In the event of serious injuries

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.

▼ AIR- CONDITIONING

All AC payment controls have been upgraded to the new system. You need to use the HSUHK app and the remote control in your room to operate the air-conditioner.

User Guide of AC



HSUHK Mobile App



(iOS users)



(Android users)

▼ LAUNDRY

[Access our laundry system with link below](#)

laundry.hsu.edu.hk

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

Wash: \$5 for ~8kg & 35mins

Dry: \$1 every 5 minutes

User guide of laundry:



MOVE-IN | MOVE-OUT

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.

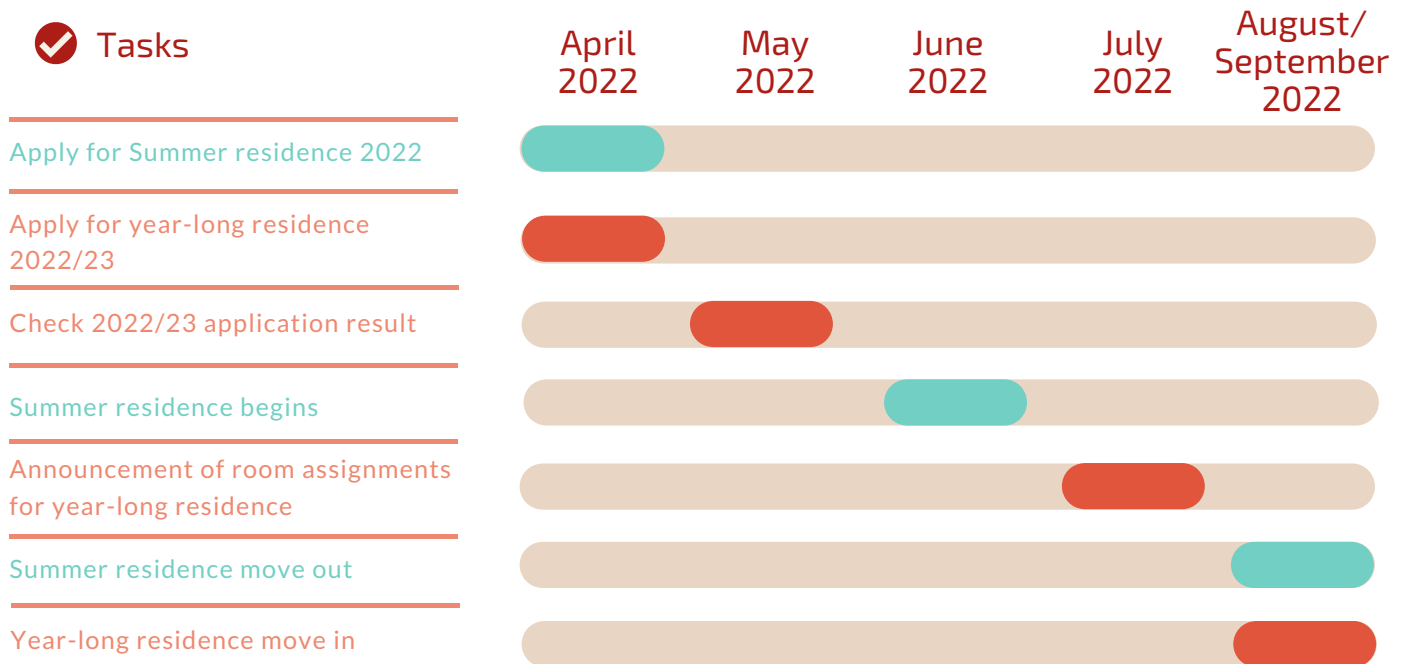


MOVE-OUT PROCEDURES

- 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.
- For the 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.

Timeline of RC Application 2022/23

✓ Tasks



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

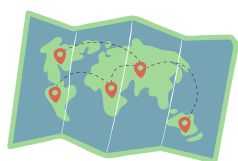


Scoring System of RC Application

To maintain the balance between students' residential needs and their engagement, a Composite Point System is implemented.

The system consists of four components:

HOME DISTANCE FROM HSUHK



PARTICIPATION IN CAMPUS LIFE



OUTSTANDING PERFORMANCE



CONTRIBUTION AND PARTICIPATION IN RESIDENTIAL LIFE



The 2021/22 scoring system is as follows:

▼ LOCAL STUDENTS

Student Group	Home Distance from HSUHK	Outstanding Performance	Participation in Campus Life	Contribution and Participation in Residential Life	Total Score
Local Year 1 Students	50	15	N/A	N/A	65
Local Senior Intake	50	15	N/A	N/A	65
Local Current Students with Residential Experience	25	10	30	35	100
Local Current Students without Residential Experience	40	15	25	20	100

▼ NON-LOCAL STUDENTS

Student Group	Home Distance from HSUHK	Outstanding Performance	Participation in Campus Life	Contribution and Participation in Residential Life	Total Score
Incoming Exchange Students			Guaranteed Bed Place		
Non-local Year 1 Students			Guaranteed Bed Place		
Non-local Senior Intake	25	15	N/A	N/A	40
Non-local Current Students	0	10	30	35	75

The Admission Policy of the Residential Colleges will be reviewed annually. Please visit RC website for the latest updates.

Visit RC website for the latest Admission Policy of the RCs:



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.

MY NEIGHBOR HAS BEEN MAKING 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.

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.

WHERE IS THE LOST AND FOUND IN THE RCS?

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

MY ROOMMATE DOESN'T WANT TO TALK TO ME...

Read the "Getting 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.

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.

SOMETHING PROVIDED BY THE RCS IS BROKEN/DOESN'T WORK.

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

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.

SOMEONE SMOKES IN THE RC.

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

MY FRIEND WANTS TO STAY OVERNIGHT TO WORK ON SCHOOL PROJECTS.

The Pilot Overnight Visit Scheme is suspended during the pandemic.

You may need to work with your friend in learning commons and library instead. 24-hour Study Area is available in HSUHK Library.

I CAN'T CONNECT TO THE INTERNET

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



Common rules you should pay attention to



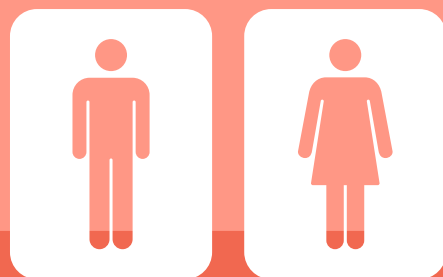
Quite Hours
11:00pm - 07:00am



**No Gambling
&
No Alcohol**



**Don't
lend/borrow
Student ID Card**



**No Visit
to opposite gender
floor after 11:00pm**

REGULATIONS OF THE RCS

PREMABLE

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 Hang Seng University of Hong Kong (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 AND 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

10.1.1. Requests for a change of RC and/ or room are normally not considered. 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.

11.2. A fee will be charged for any loss/ 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. The SAO reserves the right to interpret these Regulations and update the information without prior notice.

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 THE RCS

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:

- Lee Yick Hoi Lun Mosaic College: 3963-5808
- S H Ho Wellness College: 3963-5809
- Patrick S C Poon Amity College: 3963-5811
- Fung Yiu King 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 (IT) SERVICES AND DEVICES

10.1. Residents should observe the Computer Use Policy of the University which can be obtained here.

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 AND 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.

GETTING TO RCS

TATES CAIRN TUNNEL BUS STOP

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

HSMC (KWONG SIN STREET) BUS STOP

Mini-bus:
65A, 65K, 808, 808P

Bus:
83K, 83S, 86, N182

BY TAXI

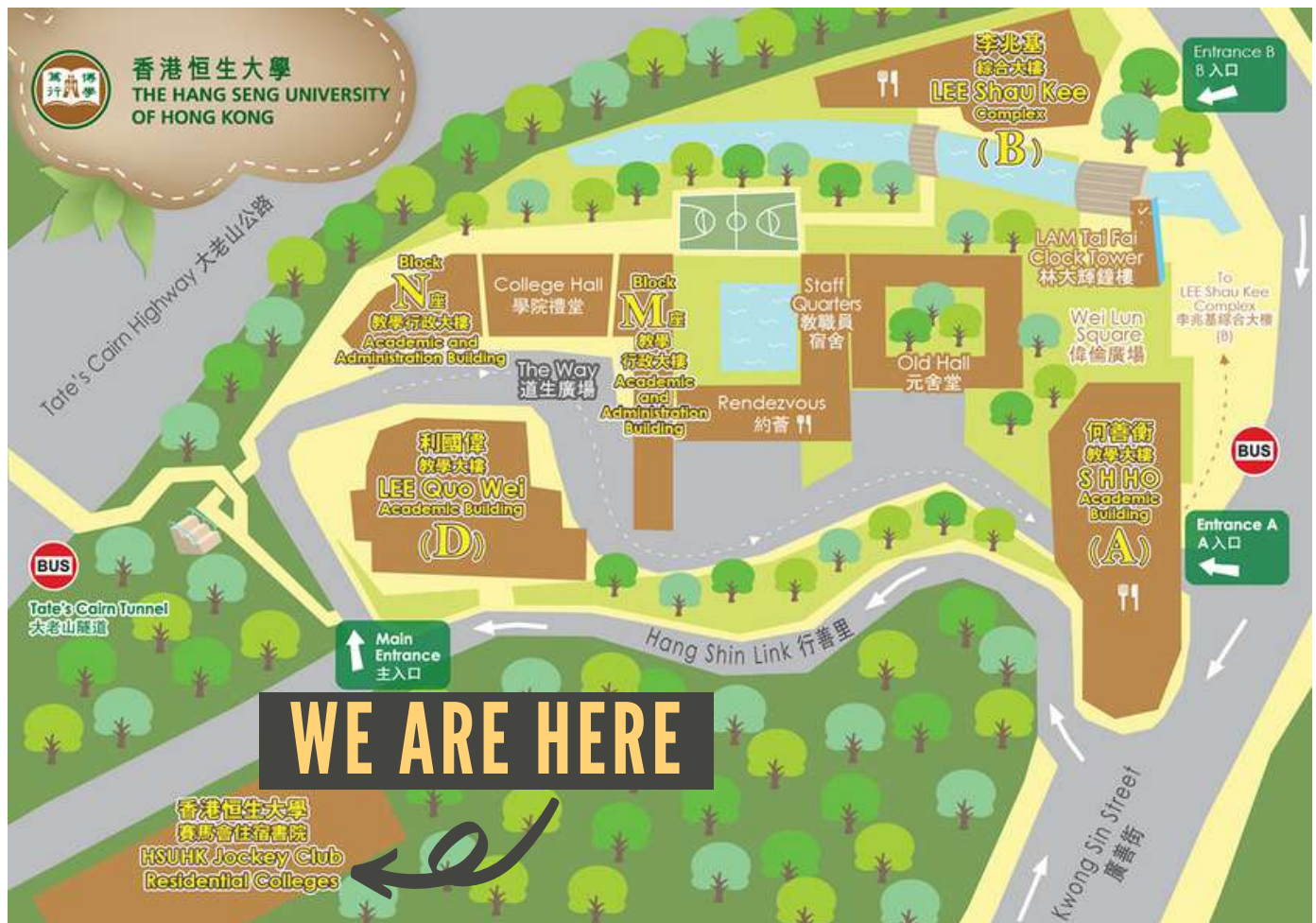
Please tell or show the driver
"沙田小瀝源 香港恒生大學"

DRIVING DIRECTIONS

Please search "HSUHK Jockey Club Residential Colleges" on google map or scan the QR code for details



CAMPUS MAP



USEFUL CONTACTS

RESIDENTIAL COLLEGES UNIT

Tel: 3963 5800

Email: rescollges@hsu.edu.hk

Office Hour:

Monday to Friday

09:00am - 12:30pm

01:45pm - 05:45pm

Closed on Saturday, Sunday
and public holidays

24-HOUR SECURITY HOTLINE

Tel: 3963 5801

For emergencies or matters
that need immediate attention
after RCU office hours

STUDENT AFFAIRS OFFICE

Tel: 3963 5560

Email: sao@hsu.edu.hk

Office Hour:

Monday to Friday

09:00am - 12:30pm

01:45pm - 05:45pm

Closed on Saturday, Sunday
and public holidays

COUNSELLING SERVICE

Tel: 3963 5174 or 3963 5593

Make appointment at:



SECURITY COUNTER OF EACH RC

Lee Yick Hoi Lun Mosaic College: 3963 5808

S H Ho Wellness College: 3963 5809

Patrick S C Poon Amity College: 3963 5811

Fung Yiu King Evergreen College: 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)

APPENDIX

Hospital, Clinics & Dental Clinics Near the RCs

香港恒生大學鄰近醫院及診所

Hospitals, Clinics and Dental Clinics Nearby the Hang Seng University of Hong Kong

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	26322211	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

診所 Clinic	地址 Location	電話 Telephone	單位性質 Unit Nature	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	私家診所 Private Clinic	星期一至日 (包括公眾假期) (Mon to Sun, incl. Public Holidays): 9:00am-12:00pm 3:30pm-8:00pm 9:30-11:30pm
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.	26494466	私家診所 Private Clinic	星期一至二、星期四至六 (Mon to Tue, Thurs to Sat): 8:30am - 1:00pm 3:30pm - 8:30pm 星期三及星期日 (Wed and Sun): 8:30am - 1:00pm 每月第二、四個星期日 (Every Second, Forth Sunday): 休息 Closed
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.	26492920	私家診所 Private Clinic	星期一至星期五 (Mon to Fri): 9:00am - 8:00pm 星期六 (Sat): 9:00 am - 12:30pm 星期日 隔周營業(Sun, Every two weeks): 9:00am - 12:30pm 公眾假期 (Public Holiday): 休息 Closed
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	26461681	私家診所 Private Clinic	星期一至星期五: (Mon-Fri) 10:00am - 8:00pm 星期六 (Sat): 10:00am - 1:00pm 公眾假期 (Public Holiday): 休息 Closed
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	22780000	私家診所 Private Clinic	星期一至星期五(Mon to Fri): 9:00am - 1:00pm 4:00pm - 7:00pm 星期六(Sat): 9:00am - 1:00p 星期日, 公眾假期 (Sun, Public Holiday): 休息 Closed

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