



香港恒生大學賽馬會住宿書院  
HSUHK JOCKEY CLUB RESIDENTIAL COLLEGES

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

# 香港恒生大學賽馬會住宿書院

## *The Hang Seng University of Hong Kong Jockey Club Residential Colleges*

# 宿生手冊

# RESIDENT HANDBOOK

Residential Year 2024/25



2024-25

RESIDENTIAL COLLEGES

HSUHK





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# Welcoming Message from DSA

**Dr CHEUNG Pui Sze**  
**Director of Student Affairs**



Welcome to the Residential Colleges (RC) at HSUHK. This year marks the 10th anniversary of the establishment of our RC system, a milestone that allows us to reflect on and celebrate our growth and achievements since 2015. Over the past decade, our RC system has become a cornerstone of the HSUHK experience, fostering a unique environment where living and learning are seamlessly integrated.

Each RC has developed its own character and traditions, contributing to an enriching campus life. From the memorable High Table Dinner and the Council Chairman Bowl, to RC-themed general education and signature programmes, residents find numerous opportunities to engage, learn, and grow.

Looking ahead, our RCs are set to play an even more significant role in alignment with HSUHK's strategic vision. With a strong focus on globalisation, inclusion, and sustainability, the RCs will continue to cultivate global citizenship and foster a resilient, caring, and sustainable community. I encourage you to actively participate in RC activities and initiatives, anticipating an exciting residential life.

My team and I are confident that your time in the RCs will be enriching and transformative. Together, we will create lasting memories and build a stronger, more connected community.

# Message from RC Masters



## **Dr Chi Kit CHAN**

### **RC Master of Lee Yick Hoi Lun Mosaic College**

We aim to nurture young leaders with a global outlook. We count on your initiative and creativity to build up this residential community. We expect your active participation in our College activities. We appreciate your leadership and organisational power.



## **Dr Paul FUNG**

### **RC 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 Wellnessians, after living here for some period of time, grow into a positive and responsible young adult.



## **Dr Thomas MAN**

### **RC Master of Patrick S C Poon Amity College**

Patrick S C Poon Amity College continues our great tradition through further strengthening 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.



## **Dr Howard SONG**

### **RC 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.





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

Lee Yick Hoi Lun Mosaic College focuses on cultural diversity, aiming to complement students' experiences as capable leaders with global exposure and insightful vision.

The College is an interactive living community comprising both local and non-local exchange students encourages members to appreciate diversity and cultural differences.

Students build friendships through high table dinners, communal dining, cultural tours, sport contests, and other experiential learning activities.

RC Master  
Dr Chi Kit CHAN

Associate Master  
Dr Sabrina YEUNG

Resident Tutors  
Ms Candice KONG  
Ms Carly PENG  
Mr Felix LAM



## S H Ho Wellness College 善衡康活書院

Maintaining a healthy lifestyle is essential for the well-being of both body and mind.

Despite the demands of their studies, students at 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 cooking classes, regular yoga classes, fruit giveaways, and intercollegiate sports events.

RC Master  
Dr Paul FUNG

Associate Master  
Dr Kaz KWOK

Resident Tutors  
Dr Kaela ZHANG  
Ms Regina ZENG  
Mr Zon LAM



## Patrick S C Poon Amity College 潘燊昌樂群書院

Focusing on “Community Engagement and Service”, Patrick S C Poon Amity College fosters students’ civic engagement through a series of community service opportunities. The College inspires leaders to meet local and global needs.

Students of the College reach out to people in need through a variety of activities, including visits to elderly homes and offering free tutorial services. These community service opportunities allow students to practise generosity.

In addition to providing community service, students also have the opportunity to develop negotiation and leadership skills through training to become volunteer leaders.

RC Master  
Dr Thomas MAN

Associate Master  
Dr Victor CHAN

Resident Tutors  
Ms Adrianna LEUNG  
Dr Angelo LEUNG  
Ms Sophina CHU



## Fung Yiu King Evergreen College 馮堯敬綠延書院

Fung Yiu King Evergreen College envisions itself as a sustainable community in the twenty-first century.

As part of their education, students at the College learn about sustainable living and develop dynamic relationships with nature.

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

RC Master  
Dr Howard SONG

Associate Master  
Ms Maggie WONG

Resident Tutors  
Ms Deiya BAKER  
Mr Matt CHAN  
Ms Joanne IP





# We are your... LEARNING PARTNERS

## RC MASTERS

As the leader of the RC Management Team and overall in-charge of an RC, the RC Master builds the College's identity by designing and implementing educational initiatives based on the RC theme. Each Master leads their team in building a creative and inclusive learning culture at the RCs. The Master is also responsible for handling residents' disputes, student conduct, and emergencies at the RCs.

## RESIDENT TUTORS

The Resident Tutors at the University are faculty and staff members, or postgraduate students. Their role is to provide pastoral care and engage residents through activities and daily interactions. They oversee one or two floors, supervise the Floor Ambassadors, and act as the first point of contact for residents. If you have any questions, suggestions, or concerns, feel free to seek advice from them.

## ASSOCIATE MASTERS

The Associate Master is another leader of the team who assists the RC Master in carrying out a wide range of duties to shape and build the RC community. They regularly participate in RC events and encourage greater student involvement. Additionally, the Associate Master deals with residents' disputes, student conduct, and emergencies at the RC.

## RC FELLOWS

RC Fellows are faculty members who actively engage with a particular Residential College (RC). Each Fellow affiliates with an RC and works closely with the RC Master to develop residential programmes.

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





The Student Affairs Office (SAO) has designated staff members who promote and enhance the living and learning experiences of students. They obtain opinions and suggestions from students and other members of RCs to implement and refine overall RC policies.

## RESIDENTIAL COLLEGES SECTION, SAO

Under the Student Affairs Office, the Residential Colleges Section (RCS) 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.

## RC SYSTEM AND EDUCATION TEAM, SAO

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.

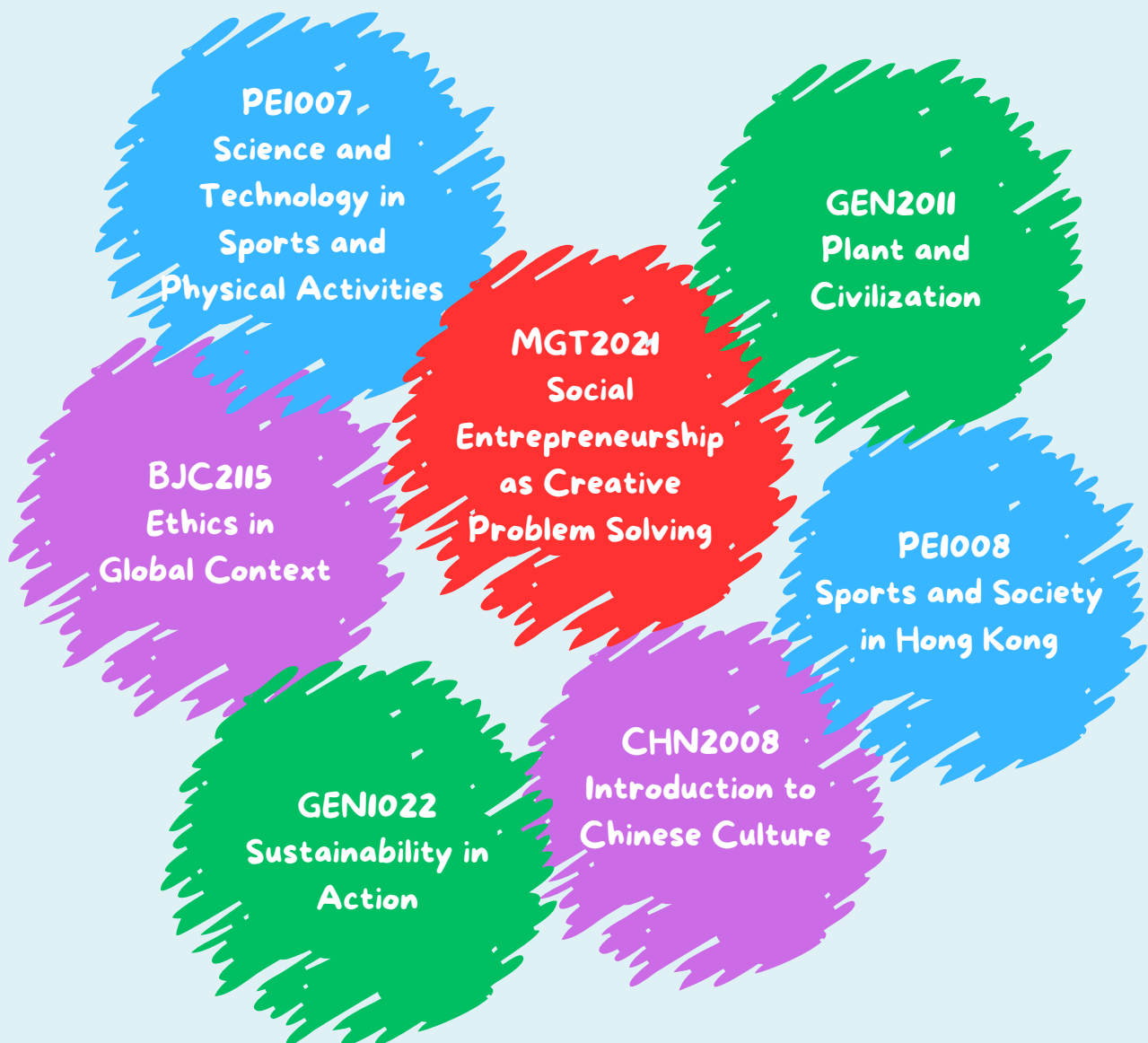


# RC-THEMED CREDIT BEARING MODULE

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The RCs have incorporated four RC-themed credit-bearing modules as part of the significant segments of residential education. These modules empower student residents to explore the RC themes intellectually and benefit from them. Depending on the nature and content of the modules, some classes are physically hosted at the RCs.

Certain number of quota are reserved for RC residents. A priority registration prior to the University's Main Round of Module Registration is arranged, and the seats are offered on a first-come-first-served basis.





## SAY NO TO SEXUAL HARASSMENT

The University is committed to creating a respectful and safe environment free from sexual harassment. The University has set up protocols to handle sexual harassment complaints from University members.

All students should be aware of this and are encouraged to seek advice from SAO on issues concerning sexual harassment.

## If you need help and support, contact us!

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

### Mr Denny KAN

Tel: 3963 5285

Email: dennykan@hsu.edu.hk

### Ms Charmaine CHAU

Tel: 3963 5654

Email: charmainechau@hsu.edu.hk

## 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 minimise your risk of alcohol-related accidents, injuries, illnesses, and fatalities

## 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.

## GETTING ALONG WITH YOUR 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.

**Counselling services at the SAO are available if you need assistance and support on any of the matters above. 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



# DEVELOPING STUDENT LEADERSHIP

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## RESIDENTIAL LIFE ASSISTANT

Residential Life Assistant (RLA) is newly established in 2024 to provide an opportunity for developing student residents' leadership and cultivating the sense of commitment to the development of RCs.

RLAs would undergo pre-service and on-the-job trainings. They would work with RC Management Team and Student Affairs Office on maintaining the Residential Colleges as a safe, warm and supportive living-learning community.



## 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.



## SUSTAINABILITY LEADERS

Sustainability Leaders promote green messages to the general public and within our RC community, while also gaining practical experience in conservation efforts.

After a series of training, the Leaders will organise self-initiated campaigns for the RC communities and HSUHK. Our previous initiatives include:

- Coastal Cleaning
- Leading eco-tours for HSUHK members and the general public
- Outreach education talk
- Designing eco-map of Mui Tsz Lam
- Corporate visit

## FLOOR AMBASSADORS SCHEME

Floor Ambassador (FA) 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.

FAs will be nominated by Resident Tutors, who have a better understanding on the pulse and dynamics of the residential floors.

The recruitment of FAs takes place in September each year, with the flexibility to add or replace FAs anytime during the semester. Stay tuned to our announcements!



## MENTORSHIP SCHEME FOR NON-LOCAL STUDENTS

The Mentorship Scheme aims at nurturing senior students to serve as mentors for non-local undergraduate year 1 students living off-campus. Each mentor is responsible for initiating regular gatherings with a small group of non-local freshmen as well as providing guidance and support to ensure a smooth transition for freshmen into Hong Kong in all aspects of their daily lives. Throughout the scheme, non-local freshmen will receive timely assistance when adjusting to new living and learning environments, while mentors will develop their leadership qualities and empathy.



## FIRE SAFETY MARSHAL PROGRAMME

The programme aims to promote fire safety in the RC community through different initiatives such as organising educational campaigns and assisting in fire drills.

Serving as a Fire Safety Marshal not only acquires fire safety knowledge but also get yourself involved in the RCs before taking up a more sophisticated role.





# SUSTAINABILITY @ RCs

Sustainability is a word that has aroused more and more attention in recent years and affects every aspect of our lives, including lifestyle and diet. To create a greener community in the Colleges, different initiatives are implemented to support RCs' sustainable development on both the practical and ideological sides.

## DISTINGUISHED GREEN FEATURES AT THE RC

- 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.



## RECOGNITIONS

The Residential Colleges are awarded the highest recognition from the Hong Kong Green Building Council, which recognises our commitment to environmental protection and sustainability.



## WASTE REDUCTION AND RECYCLING

The RCs partnered with the Environmental Protection Department (EPD) to implement the GREEN COLLECT Programme in the RC community. Our goal is to make it easier for residents to practice waste reduction at the source and resource recovery on a daily basis. We believe that by enhancing the current recyclable collection services, we can create a more sustainable future for everyone.

We know that education is key to creating lasting change. and therefore maintain close connections with different organisations to provide a variety of educational initiatives for residents. We believe that this two-pronged approach is the best way to make a real impact.

And we're already seeing results! Thanks to the efforts of our community, the RCs have successfully recycled over 3,000kg of recyclables from AY2022/23 to AY2023/24.



## RC SUSTAINABILITY LEADERS

RCs annually recruit passionate residents to serve as sustainability leaders for promoting sustainability and green living style in the RC community. With RCS's supports, the leaders are able to organise self-initiated activities for enriching students' residential life. Signature events include recycling carnival, coastal cleaning, forest bathing, etc.





# "1-1-1-2" INDICATOR

This indicator is the guide for students to have a fulfilling stay at the RCs, they are:

- 1 RC Affiliation
- 1 High Table Dinner
- 1 Meaningful Conversation with Faculty
- 2 RC Events

Stay informed and participate in the RC activities to make your RC life unforgettable and fulfilling!



## FLAGSHIP EVENTS

### THE COUNCIL CHAIRMAN BOWL

With generous support from the Council Chairman Dr the Honourable 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.

The competitions in 2024/25 will be announced shortly. Please stay tuned to our website and announcements.



### HIGH TABLE DINNERS

Among various RC events, High Table Dinner best represent the RC's collegiate system and tradition. All participants, including students, faculty, and guests, will wear a college gown.

A Keynote Speaker is invited to give a speech on a topic that interlinks the theme of the respective RC.

Participants will then enjoy a seated dinner and engage in meaningful conversations with each other.

High Table Dinners are either exclusive to an RC or on joint-RC basis.

# The 3 S's

# Safety, Security

# & Services

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## 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 RCS by presenting the receipt issued by the Registry.
- 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.
- Avoid prolonged charging and unplug the charger / power transformer immediately after use.
- Read the fire escape route and floor plan posted at your room.
- Join the Fire Safety Marshal Programme.
- Participate in the fire drill.

The air-conditioning in student rooms and laundry service are charged usage-based. RC Coupon can be purchased at the following locations and the credits will be added to your student account instantly.



**LOCATIONS**

Block A G/F - Security Counter  
 Block B G/F - Security Counter  
 Block M 3/F - Security Counter  
 Block D - Security Counter  
 RC - Learning Common  
 RC - LG Lift Lobby

**E-COUPONS**



**LAUNDRY**

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

Wash: \$7/cycle (max 8kg; each cycle takes around 35 minutes)

Dry: \$1 every 3 minutes

**Laundry User Guide:**



**AIR-CONDITIONING**

1. Click the avatar on HSUHK mobile app
2. Click "My Air-Conditioner (RCX-XXX)"; or
3. Click "Scan QR Code" and scan the QR Code in your room
4. Set the end time of the air-conditioner.
5. Press "ON".
6. Press OFF to power off anytime.

**Air-conditioning User Guide:**



**COMMUNAL AREAS AND COMMON ROOMS**

Within a community, it is important to have an optimal environment for social interaction. The communal areas are places you make interactions and meaningful conversations with other RC members.

You are also reminded to keep all the common rooms clean after use, as neglecting this can lead to pest issue.

**Communal Areas:**



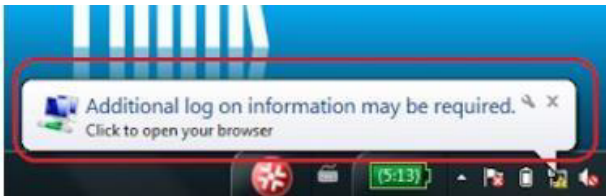




# How to connect HSUHK Network in the Residential College?

## Wired Network

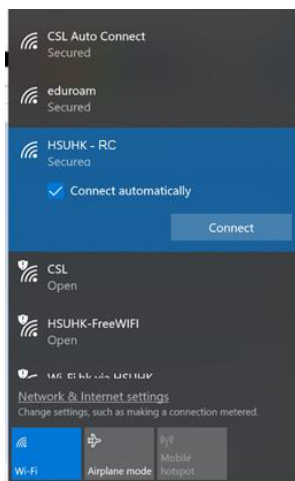
1. Connect your computer to the internet. Click the pop-up bubble or open an internet browser and you will be redirected to the login portal.



2. You are required to login through the login portal, enter your "Windows username" and "Password" to login.

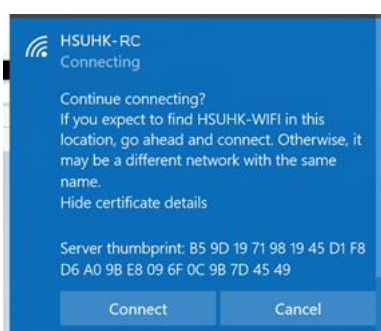
## Wireless Network

1. Search for the WiFi SSID "HSUHK-RC" and click connect.

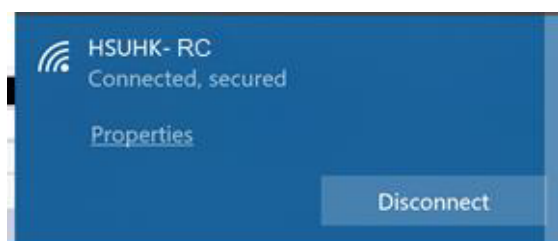


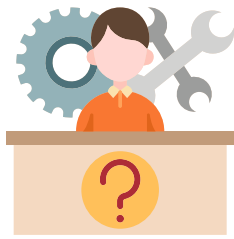
2. For the first-time connection, you are required to login with your "Windows username" and "Password".

3. Click <Connect> to complete the connection process.



4. Once HSUHK-RC is "Connected", you may start to use WiFi.





# TROUBLE SHOOTING

## I LOST MY STUDENT CARD AND CAN'T GET INTO MY ROOM.

Report to the Registry as soon as possible. Bring the proof issued by the Registry to the RCS and a temporary key will be arranged.

## WHERE IS THE LOST AND FOUND IN THE RCS?

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



## 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 Resident Tutor, Associate Master, or RC Master immediately.



## 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.

## MAY I 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 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.

# RC APPLICATION & ADMISSION

## GENERAL PRINCIPLES

- Appreciate the value of Residential Colleges,
- Strive to maintain a more balanced and desirable mix of local and non-local student ratio,
- Students are welcome to reside in the Residential Colleges for the whole academic year (Semester 1, Semester 2, and Summer Term) upon successful allocation. Invitations to apply for residing in the Summer Term will be sent out towards the end of Semester 2.

RC Admission Policy will be reviewed regularly. Please visit RC website for the latest updates.



## SCORING SYSTEM

To maintain the balance between students' residential needs and the value of RCs, Composite Point System is applied to assess the eligibility of applicants.

This system consists of 4 opponents:

- Home Distance from HSUHK;
- Participation in Campus Life;
- Outstanding Performance; and
- Contribution and Participation in Residential Life

## PROJECTED TIMELINE FOR 2024/25

(For reference only.  
Please visit our website for latest information.)



**April 2025**

**Apply for Summer Residence 2025**

**Apply for Year-long Residence 2025/26**

**May 2025**

**Check 2025/26 Application Result**

**2024/25 Residence Move Out**

**June 2025**

**Summer Residence Begins**

**July 2025**

**Announcement of Room Assignments for Year-long Residence 2025/26**

**August/  
September  
2025**

**Summer Residence Move Out**

**Year-long Residence 2025/26 Move In**



# VISITING POLICY OF THE RCs



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RCS would like to remind all residents and visitors about the important information of RC visiting policy.

- Visiting Hours are from 8:00am to 11:00pm every day. Visitors must leave the RC premises by the end of visiting hours (11:00pm).
- A resident must serve as a host. Host residents are held responsible for the behaviour of their visitors.
- BOTH the host resident and visitor are required to SIGN IN and SIGN OUT at the security counter (G/F lobby their respective RC) in person. Each host resident can register up to TWO non-RC students as visitors per day.
- To avoid subsequent conflicts, visitors should wait for the VERBAL confirmation of signing out from the security officers before they leave RC.
- If the host and visitor failed to comply with the visiting policy without justified reason, the host and visitor will be prohibited from registering visitors or being registered as a visitor for a minimum of 12 WEEKS. Heavier sanctions could be imposed if the concern students involved in serious disciplinary cases.
- Staying beyond visiting hours is considered a breach of the RC Regulations. Both the host resident and the visitor(s) will be liable to disciplinary actions.
- Non-residents could apply for "Pilot Visitor Overnight Scheme" to stay overnight in the designated RC.
- Unauthorised visit beyond visiting hours will lead to disciplinary actions, including but not limited to a penalty of 5 times of the price of an overnight visiting ticket (that is, \$350). The case will be reported to corresponding RC management team for further disciplinary actions.

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HSUHK JOCKEY CLUB RESIDENTIAL COLLEGES  
香港恒生大學  
THE HANG SENG UNIVERSITY  
OF HONG KONG

## RC VISITING POLICY

**Visiting Hours**  
8:00AM-11:00PM

**OK**

**Sign IN/OUT at Security Counter**

Wait for the VERBAL confirmation

Failed to comply with the visiting policy

Prohibited from registering / being registered as visitors FOR A MINIMUM OF 12 WEEKS

Host & Visitor

Consult roommates before inviting

Each Host Resident

Register up to 2 visitors

[www.rc.hsu.edu.hk](http://www.rc.hsu.edu.hk)



# 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 Hong Kong 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 Section (RCS) 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 RCS.

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 RCS 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 intimating 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 Others

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 RCS, 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 RCS. 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 RCS. 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 RCS 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 Section (RCS) 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 Adding Value to a Student Account

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. Residents should not use any items to decorate their rooms that may cause damage to the walls/doors.

13.2. Before moving-out, residents should clean up and restore their student room to the original setting and condition of room to which they at first moved in. Otherwise, a cleaning charge will be imposed on the concerned residents.

## 14 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.



Educational Posters Designed by Residential Colleges Section



# TRANSPORTATION

## Tates Cairn Tunnel Bus Stop

272E, 272S, 274X, 277X, 286M, 307, 307P, N307, 373, 673, 673A, 678, 679, 680, 680X, N680, 681, 681P, 682, 682A, 682B, 682C, 682P, 74B, 74D, 74E, 74F, 74P, 74X, 75X, 798, 798A, 798B, 798P, 798X, 80X, 82P, 82X, 83X, 84M, 85M, 88, 88X, 89C, 89D, 89X, 90, 96, 97, T277, X89D

## HSUHK (Kwong Sin Street) Bus Stop

Mini Bus:

65A, 65K, 65S, 806A, 808, 808P

Bus:

240X, 83K, 83S, 85A, 86, N182, N283

## By Taxi

Please tell or show the driver:

"沙田小瀝源 香港恒生大學 賽馬會住宿書院"

## Driving Directions

Please search "HSUHK Jockey Club Residential Colleges" on google map or scan the QR code to visit RC website



# USEFUL CONTACTS

## Residential Colleges Section

Tel: 3963 5800

Email: rescolleges@hsu.edu.hk

Office Hour:

Monday to Friday

9:00am - 12:30pm

1:45pm - 5:45pm

Closed on Saturday, Sunday and public holidays

## Student Affairs Office

Tel: 3963 5560

Email: sao@hsu.edu.hk

Office Hour:

Monday to Friday

9:00am - 12:30pm

1:45pm - 5:45pm

Closed on Saturday, Sunday and public holidays

## 24-hour Security Hotline

Tel: 3963 5801

For emergencies or matters that need immediate attention after RCS office hours.

## 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  
Yuen Campus

The Hang Seng University of Hong Kong

9 Hang Shin Link

Siu Lek Yuen, Shatin, New Territories

Hong Kong

# HOSPITALS, CLINICS & DENTAL CLINICS NEAR HSUHK

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, N.T.	2632 2211	公立醫院 Public Hospital	24小時 24 hours
仁安急症門診中心 Union Emergency Medicine Centre	新界沙田大圍富健街18號 18 Fu Kin Street, Tai Wai, Shatin, N.T.	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, C/F, Tin Po Building, 98 Tai Wai Road, Tai Wai	2693 1729	私家診所 Private Clinic	星期一至六 (Mon to Sat): 9:00am-1:00pm 3:30pm-8:00pm 星期日及公眾假期 (Sun & Public Holidays): 9:00am-1:00pm 3:30pm-7:00pm
廣源綜合醫務中心- 麥永健醫生 Dr MAK Wing Kin	新界沙田廣源商場 第四座11號舖 Shop 11, Block 4, Kwong Yuen Shopping Centre, Shatin	2649 4466	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-8:00pm 星期三及日 (Wed & Sun): 8:30am-1:00pm 每月第二及第四個星期日 (Every Second & Forth Sunday): 休息 Closed
恩澤醫務所 Grace Medical Clinic	新界沙田廣源商場第四座12號舖 恩澤醫務所 Grace Medical Clinic Shop 12, Block 4, Kwong Yuen Shopping Centre, Shatin	2649 2920	私家診所 Private Clinic	星期一至五 (Mon to Fri): 8:30am-1:00pm 3:30pm-7:30pm 星期六 (Sat): 8:30am-1:00pm 星期日及公眾假期 (Sun and Public Holidays): 休息 Closed
麥永耀牙醫醫務所 Dr MAK Wing Yiu and Dental Surgeons	新界沙田廣源商場 第四座6號舖 Shop 6, Block 4, Kwong Yuen Shopping Centre, Shatin	2646 1681	私家診所 Private Clinic	星期一至五 (Mon to Fri): 10:00am-1:00pm 2:30pm-6:30pm 星期六 (Sat): 10:00am-1:00pm 星期日及公眾假期 (Sun and Public Holidays): 休息 Closed
愉康醫務中心 Yu Hong Medical Centre	新界沙田圓洲角愉翠商場124號舖 愉康醫務中心 Yu Hong Medical Centre Shop 124, Yu Chui Shopping Centre, Yuen Chau Kok, Shatin, N.T.	2278 0000	私家診所 Private Clinic	星期一至五 (Mon to Fri): 10:00am-1:30pm 4:00pm-8:00pm 星期六 (Sat): 9:00am-2:00pm 星期日及公眾假期 (Sun and Public Holidays): 休息 Closed



香港恒生大學賽馬會住宿書院  
HSUHK JOCKEY CLUB RESIDENTIAL COLLEGES

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



# Welcome to Our Living-and- -Learning Communities

