**THE HANG SENG UNIVERSITY OF HONG KONG**

**Regulations of Pilot Overnight Visit Scheme**

**Background**

“Pilot Visitor Overnight Scheme” (“the Scheme”) enables non-resident to stay overnight in the designated Residential College (“RC”) by purchasing a ticket on the condition that a resident of the RC is willing to host him/her.

**Eligibility**

1. The host resident: any current resident of Residential College.
2. The overnight visitor: any non-resident of current HSUHK student who must be of the same gender as the host resident.

**Charges**

Each overnight visitor will be charged at HK$70 per night.

**Quota**

1. The maximum number of overnight visitors per night is capped at 10 in each RC, on first-come first-served basis.
2. Only 1 overnight visitor is allowed per night in each room.
3. A resident can host 1 overnight visitor per night, and 3 overnight visitors per month; same overnight visitor can stay for at most 3 nights per month across all 4 RCs.

**Approval and application procedures**

1. Permission from a Resident Tutor must be obtained.
2. Consent from all roommates must be sought.
3. The host resident should apply between 2:00 pm the day before and 12:00 noon on the day of residence (During the RCS office hours). For applications on Saturdays, Sundays, and Public Holidays, applications must be made on the working day before.
4. The fee does not include any provision of beds, bedding, linen, and other supplies.
5. Each room can only host one visitor per night. Second application within the same room will not be considered.
6. A receipt, with names of host resident and overnight visitor, their SID number and the valid date, would be issued as the proof of permission and for identity verification.

**Duration of overnight stay**

Duration of overnight stay is from 11:00pm to 11:00am of the following day.

**Responsibilities and Rights of the host resident / overnight visitor**

1. The overnight visitor must be accompanied by corresponding host resident during the stay.
2. The overnight visitor is expected to stay in the room and RC of the host resident only and not allowed to enter the room of other residents.
3. All rules and regulations governing the Residential Colleges and Old Hall are applicable to all overnight visitors.
4. Violation of any rules and regulations may render the host resident, overnight visitor and related students to disciplinary procedures promulgated by HSUHK.
5. RC Masters or other authorized personnel of RC reserve the rights of revoking the overnight stay and request the visitor to leave the RC.
6. Visitor should bring along their student ID card and receipt issued by RCS throughout the stay.
7. The visitor's student card will be kept by our security guard during the overnight visit. A visitor card will be provided to the visitor in exchange. If the visitor required to leave RC for a short period of time, the student card will be given back to the visitor in the security counter, and the visitor card will be given back to the security guard in return.
8. Our security guards have the right to check the visitor's identity proof with photos during the overnight visit period.
9. After the overnight stay, please return the visitor card to the security guard in return for the student card.

**Penalties for residents that violated the visitor overnight scheme**

1. A non-overnight visitor that is found in the RC premises beyond visiting hours (11:00 pm – 8:00 am) without applying the Scheme are considered an unauthorized visitor. The host concerned will be charged a penalty of HK$350, which is equivalent to 5 times of an overnight visit ticket.
2. If overnight visitor is found to check-out after 11:00am of the following day, an extra charge for 5 times of the standard ticket price will be charged to the host resident.
3. If an unauthorized visitor is found staying overnight in a RC room, and no resident claims responsibility, the RCs reserve the right to impose a penalty on all residents of the room concerned.
4. If a non-HSUHK student was found in the RC premise beyond visiting hours, the individual concerned would be asked to leave the RC premise immediately. The residents who are involved in hosting the individual will be subject to disciplinary actions.
5. If the host and/or visitor violates the “Regulations of Residential Colleges & Old Hall” and “House Rules of Residential Colleges and Old Hall”, Residential Colleges have the authority to seize the right to be the host resident and overnight visitor.

Residential College Section

January 2024

(Last update: 15 January 2024)

**個人資料收集聲明 Personal Information Collection Statement**

上述申請表所提供的個人資料將被保密，並由香港恒生大學的學生事務處、大學其他部門及相關人士使用，用於以下一個或多個目的：

(i) 審核和處理閣下的申請，並用於任何直接相關的目的。
(ii) 根據任何法律和/或法規可能要求、授權或允許的其他目的。

提供個人資料純屬自願，惟閣下必須提供真實、完整及準確的個人資料，以便本處處理閣下的申請，否則可能會導致申請延誤，甚至申請無效。

學生事務處可能會將閣下的個人資料轉交予大學其他部門或有關活動之校外主辦單位，以便處理你的申請。下的申請資料（包括履歷與聯絡方式）僅在您被列入候選名單時，方會轉交予該僱主作招聘用途；如您的申請合適，該僱主屆時將直接透過電話或電子郵件與您聯繫，以進行遴選程序。

根據《個人資料（隱私）條例》，閣下有權要求查閱或修正閣下申請表上的資訊。如欲查閱或修正資料，請以書面形式透過電郵 (sao@hsu.edu.hk) 向本處提交要求。

收集的資料將在七年內銷毀。

The information collected in this form will be treated as confidential and used by the Student Affairs Office, other departments of The Hang Seng University of Hong Kong and relevant parties, for one or more of the following purposes:

(i) to consider, process and administer your application, as well as serve any directly related purposes.

(ii) any other purposes as may be required, authorised or permitted by applicable laws and/or regulations.

Provision of the information is voluntary; however, failure to supply any of the required information may result in your application not being processed.

The Student Affairs Office may transfer or share your personal data with other units of the University or external organisers of the event to facilitate the handling of your application. Your application materials, including your resume and contact details, will only be forwarded to the employer for recruitment purposes if you are shortlisted. If the employer finds you suitable, they may contact you directly via telephone or email to proceed with the selection process.

In accordance with the Personal Data (Privacy) Ordinance of the HKSAR, you have the right to request access to, and correction of your personal data submitted in this form. Should you wish to access or amend your personal data, please email the Student Affairs Office of The Hang Seng University of Hong Kong at sao@hsu.edu.hk .

The collected information will be destroyed within seven years.

Application No.: \_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_

*(Office Use)*

**Application for Pilot Overnight Visit Scheme**

*Notes:*

1. *The host resident should apply between 2:00 pm the day before and 12:00 noon on the day of residence. For applications on Saturdays, Sundays, and Public Holidays, applications must be made on the working day before. Late application will not be entertained.*
2. *Authorized overnight guest can stay in the host’s room* ***from 11:00 pm of the in-date to 11:00 am of the out-date****. During the staying period, the overnight guest MUST keep the receipt well and present the receipt and his/her student card to any person appointed by HSUHK for identification.*
3. *For more details, please refer to the Regulations of Permitted Overnight Visit.*

**Section A: Overnight Visitor’s Information**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name:** |  |  | **中文姓名:** |  |
| **Student ID:** |  |  | **Mobile No.:** |  |
| **Residential College:** |  | **College** |  | **Room No.:** |  |
| **In-Date:** |  | **Out Date:** |  |

**Section B: Host’s Information**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Name** | **Student ID** | **Signature** |
| **Host resident** |  |  |  |
| **Host resident’s roommate(s)** |  |  |  |
|  |  |  |
|  |  |  |

**Section C: Acknowledgement and Undertaking**

I agree to comply with the “Regulations of Residential Colleges & Old Hall”, “House Rules of Residential Colleges and Old Hall”, and the rules promulgated by the Residential College Master. If I fail to observe the Regulations and Rules, I understand the Residential College Master may impose penalties and/or disciplinary actions on me, host residents and related students.

|  |  |  |
| --- | --- | --- |
|  |  |  |
| **Overnight Visitor’s Signature** |  | **Host’s Signature** |
| **Date:** |  |  | **Date:** |  |
| *1st : Submit to your Resident Tutor for endorsement:**By Resident Tutor:** I confirm both resident and visitor are eligible to be the host resident and overnight visitor.* |  | *2nd : Submit to RCS and pay the overnight staying fee* |
| **Endorsed by Resident Tutor (Signature)** |  | **Approved by Residential Colleges Section (Chop)** |
| **Date:** |  |  | **Date:** |  |

Application No.: \_\_\_\_\_\_\_\_\_\_\_\_\_

*(Office Use)*

**Receipt of Permitted Overnight Visit**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name:** |  |  | **中文姓名:** |  |
| **Student ID:** |  |  | **Mobile No.:** |  |
| **Residential College:** |  | **College** |  | **Room No.:** |  |
| **In-Date:** |  | **Out-Date:** |  |

*\*\*\*Please keep this receipt well and* ***RETURN*** *this receipt slip to the security counter at the lobby before 11:00am on the out-date.\*\*\**