



MORNINGSIDE COLLEGE  
The Chinese University of Hong Kong  
COLLEGE STUDENT REGULATIONS

## 1 PRINCIPLES

- 1.1 Morningside College is a fully residential College with communal dining. Hostel life is an integral part of the College experience. These College Student Regulations serve to maintain a safe, congenial and supportive environment for all Morningside College Residents. Residents should not do anything that causes a nuisance or annoyance to others. Mutual respect is the guiding principle and Residents are expected to exercise self-discipline and act responsibly. Active participation of Morningside students in College activities is encouraged.
- 1.2 All students of Morningside College are required to live in a hostel of the College during term time throughout their normative study period, as approved by the University, at CUHK (exceptions may apply in cases related to participation in exchange or internship programmes, or cases involving disciplinary or public health issues).
- 1.3 Morningside College is committed to high standards of health and safety and to continual improvement in all aspects of health and safety, including provision of appropriate equipment, monitoring, supervision and training. Residents are advised to pay close attention to health and safety information and/or signs warning of hazards and follow the instructions of the equipment accordingly.
- 1.4 All electrical appliances kept in Hostel rooms must meet the safety standards of the Electrical & Mechanical Services Department of The Government of the Hong Kong Special Administrative Region.
- 1.5 For the sake of the environment, economy in the use of tap water, electricity, and other resources is advised and strongly encouraged in the Hostel.
- 1.6 Access to the internet via the University network is subject to the Acceptable Use policy, guidelines, and regulations of the University Information and Technology Services Centre (ITSC).

## 2 DEFINITIONS

- 2.1 The term “University” refers to The Chinese University of Hong Kong (CUHK) and all of its affiliated colleges, schools, divisions, departments and related entities, campuses and controlled properties.
- 2.2 The “College” refers to the buildings and grounds of Morningside College at the University.
- 2.3 The “Hostel” refers to residential accommodation and common areas provided by the College in the Maurice R. Greenberg Building and Tower Block.
- 2.4 The “Warden” is the person designated by the University to supervise those living in College Hostels and to enforce College Student Regulations.
- 2.5 A “Resident Tutor” is a peer leader who lives in the Hostel and acts as a familiar first resource for Hostel residents.
- 2.6 “Hostel staff” refers to College employees authorized by the Master and/or Warden to oversee the daily operation and management of the Hostel premises.
- 2.7 “College Office” refers to the Morningside College Office located in the Maurice R. Greenberg Building, UG.
- 2.8 “Resident” refers to any and all undergraduate and exchange students assigned to the College and residing in the Hostel, and persons staying in the hostel during the summer.
- 2.9 “Visitor” refers to any person who is not a Resident of the College Hostel.
- 2.10 “University Health Service”, located at Clinic Road, provides medical and dental care and health education to the University.
- 2.11 “Quiet Hours” refer to the time between 11:00pm and 7:00am when the Hostels should be especially quiet to ensure that Residents have quiet time to sleep and study.
- 2.12 A “working day” refers to a day that is not a Saturday, Sunday or a Public Holiday.
- 2.13 “Normative residence period” is defined as the duration of residence offered by the College as specified in Appendix I.

## 3 GENERAL RULES

- 3.1 Residents should observe the College Student Regulations and cooperate with the Warden,

- Resident Tutors and Hostel staff.
- 3.2 Residents should not verbally, physically, or in written communication harass, threaten, intimidate, assault, coerce, or disturb the health, safety or well-being of any person.
  - 3.3 Residents should not allow the College accommodation to be used for any criminal, immoral or illegal purpose.
  - 3.4 The following are prohibited in the Hostel and College:
    - 3.4.1 duplicating Hostel keys/access cards or lending them to others;
    - 3.4.2 gambling and/or facilitating gambling;
    - 3.4.3 keeping pets;
    - 3.4.4 interrupting, altering, and/or damaging equipment, fixtures, infrastructure, and/or the operation of systems in College buildings;
    - 3.4.5 possession of illegal or dangerous substances or items;
    - 3.4.6 removing furniture from its assigned place without permission of the Warden;
    - 3.4.7 smoking.
  - 3.5 Unauthorized use of electronic or other devices to make an audio or video record of any person without his/her prior knowledge, or without his/her effective consent when such a recording is likely to cause injury or distress is prohibited. This includes, but is not limited to, surreptitiously taking pictures of another person in the Hostel and College.
  - 3.6 Residents' personal belongings should be kept safely in their own rooms. The College and the Warden will not be responsible for any loss of Residents' property or money.
  - 3.7 Any emergency, illness, accident or unusual event should be reported to the Warden and/or Resident Tutors as soon as possible.
  - 3.8 No person may enter a Resident's room without his or her prior consent. However, as the Warden, Resident Tutors and Hostel staff are responsible for the safety and proper management of the Hostel, they are entitled to enter rooms without the Resident's permission in the following circumstances:
    - 3.8.1 an accident is believed to have occurred inside the room;
    - 3.8.2 for maintenance and security reasons;
    - 3.8.3 to investigate violations of College Student Regulations;
    - 3.8.4 to distribute Hostel supplies; or
    - 3.8.5 any other exceptional cases as deemed appropriate by the Warden.
  - 3.9 No person should provide false and/or misleading information to the Warden, Resident Tutors, staff members, or other members of the University community.
  - 3.10 No person may use another person's ID card to gain access to the hostel.
  - 3.11 Residents are required to pay a damage and key deposit, and to pay all Hostel and dining related fees as specified by the College and University.

#### **4 HOSTEL RULES**

- 4.1 Residents should dress properly in all common areas of the College.
- 4.2 Residents should refrain from any disorderly behaviour and avoid making excessive noise, particularly during Quiet Hours (from 11:00pm to 7:00am).
- 4.3 A Resident is not allowed to be present on any Hostel floor other than his or her floor of residence between the hours of midnight and 7:00am.
- 4.4 A Resident is not allowed to be present in any Hostel room other than his or her assigned Hostel room between the hours of midnight and 7:00am. Both the offender(s) and the resident(s) of the room visited may be subject to penalties and/or disciplinary action.
- 4.5 Residents should not misuse alcohol and drunkenness and/or disorderly behaviour are forbidden.
- 4.6 Any prohibited items may be confiscated by the Warden; confiscated items will not be returned.
- 4.7 Rooms and common areas should be kept in a tidy, clean and hygienic condition.
- 4.8 Promotional materials may only be posted in designated areas after the Warden's approval has been sought and the materials have been stamped by the College Office.
- 4.9 The pantry is only for simple cooking. Residents are to clean up the pantry immediately after use.
- 4.10 Personal items, other than food, (including cooking utensils) should not be kept in the pantry, laundry room, or other common areas. Unclaimed items will be disposed of.
- 4.11 Consumption or removal of food items belonging to others is prohibited.
- 4.12 Food kept in the pantry area should be dated and clearly marked with the owner's name. The Warden reserves the right to remove perishable food items past their expiry date or other items if deemed unhygienic.
- 4.13 No cooking is allowed in Hostel rooms or common areas (except pantries) of the College.

- 4.14 Residents should not ignite fires or burn candles in the Hostel.
- 4.15 Inappropriate activation, tampering, or misuse of a fire detection system or any other safety or security equipment and/or failure to evacuate a building promptly during a fire alarm or other emergency situation is prohibited.
- 4.16 Electrical appliances of high energy consumption (such as, but not limited to, heaters, large televisions, refrigerators, ovens, kettles, toasters and rice cookers) are not to be used in hostel rooms, unless expressly permitted (on an exceptional basis) by the Warden. A surcharge will be imposed on any such appliance approved. Violators will be required to pay a fine for each such item not reported.
- 4.17 Residents should use the dryers in the laundry room to dry their clothes as far as possible. Hang drying is allowed only in designated areas in the Hostel.
- 4.18 Residents are not permitted to stay in the common areas of the College (e.g. Fitness Room) beyond the stipulated opening hours (generally from 7:00 am to midnight), except when expressly allowed by the Warden.
- 4.19 Prior reservation has to be made with the College Office for using common-area special function rooms (e.g. Music Rooms, Fitness Room, TV Room, Seminar Rooms).
- 4.20 Students may use special function rooms and common areas for group activities with prior approval from the Warden.
- 4.21 Residents should not damage any furniture, fittings, walls, and/or equipment provided, nor install new utilities or equipment in the Hostel. Residents are responsible for financial compensation for any damages.
- 4.22 Residents should exercise due care when using musical instruments, audio-visual equipment, fitness machines, and other amenities provided by the College and follow the rules and regulations as stipulated.
- 4.23 The College Fitness Room is for the exclusive use of students and members of Morningside College.
- 4.24 Persons who use the College Fitness Room should exercise within the limits determined by a physician and their knowledge of their own health. The College is not liable for injuries sustained during use of College equipment.

## **5 DINING RULES**

- 5.1 Residents are expected to attend all communal dinners.
- 5.2 Residents are expected to make positive contributions to the College community and assume responsibility for their behaviour. To that end, behaviour that disrupts, obstructs, or interferes with communal dining activities is prohibited.
- 5.3 Request for absence with justification should normally be submitted at least one (1) day in advance by e-mail to the Warden (mcwarden@cuhk.edu.hk).
- 5.4 The granting of absence or permission to take away on communal dinner evenings is at the discretion of the Warden, with due consideration of whether the student is:
  - 5.4.1 representing the University, Morningside College, the student's Faculty or Department at an official function, competition or other event;
  - 5.4.2 representing an outside organisation at a major event;
  - 5.4.3 suffering from an illness (especially an infection e.g. flu); or
  - 5.4.4 attending to exceptional family matters or other exceptional circumstances.

## **6 ROOM ALLOCATION**

- 6.1 The assignment of Residents to rooms is done by the Warden in accordance with principles of the College Student Regulations. Particularly for first-year students, care will be taken to match roommates to allow for the opportunity to build friendships across cultures, while remaining mindful of similarity in interests and living habits.
- 6.2 Notwithstanding, serious incompatibilities may sometimes result among roommates. In such exceptional situations, requests for room re-assignment may be considered under the following guidelines:
  - 6.2.1 The request must be submitted in writing to the Warden.
  - 6.2.2 Full explanation and justification for the proposed re-assignment must be given.
  - 6.2.3 All Residents of all the rooms involved in the proposed re-assignment must be in agreement regarding the proposed re-assignment. The Warden may arrange a meeting with all the Residents involved.
  - 6.2.4 Ultimate decisions regarding room allocation rest with the Warden.
- 6.3 Residents are not allowed to exchange rooms without the Warden's express permission.

6.4 It is forbidden for students of opposite genders to reside in the same room.

## 7 RESIDENCE PERIOD

- 7.1 Hostel residence will be terminated temporarily or permanently if the Resident is certified by the University Health Service as unsuitable for living in student Hostels.
- 7.2 Hostel residence will cease for a Resident whose studies are terminated, who is suspended on disciplinary grounds, or whose College affiliation has changed.
- 7.3 Except for non-local students participating in University work study, any Resident who is suspended or who terminates his/her study at the University during an academic year should vacate his/her room forthwith.
- 7.4 Residents must move out of the Hostel on or before noon of the designated move-out date at the end of a residence period.
- 7.5 When moving out, Residents are responsible for cleaning their rooms and returning their keys, smart cards and all Hostel property to the College Office on time. Otherwise, fines may be imposed and/or the deposit will be forfeited.
- 7.6 In case of damage to furniture, equipment and/or facilities, additional penalties shall be charged to cover the cost of repairs and/or replacement.
- 7.7 Separate application and additional payment are required for residence during the summer.
- 7.8 Any extension of stay or early move-in requires prior approval from the Warden and payment of additional fees. Requests should be made before the relevant deadline, and in any case no later than 3 working days before the first night of the requested stay.

## 8 VISITOR RULES

- 8.1 Any person who is not a Resident of the Hostel will be regarded as a Visitor. Visitors are required to observe the Hostel regulations during their visit to the Hostel.
- 8.2 Residents may receive Visitors between 7:00 am and midnight every day. Unless overnight visits have been approved, all unauthorized Visitors should leave the Hostel and College premises by midnight.
- 8.3 Residents are expected to inform Visitors of the Regulations and are responsible for the behaviour of their Visitors.
- 8.4 A Resident is expected to accompany his/her Visitor at all times.
- 8.5 Full-time students of the University may stay behind overnight with the Warden's approval.
- 8.6 Requests for overnight stay for non-CUHK Visitors are considered by the Warden only on an exceptional basis.
- 8.7 A Resident may apply to have a Visitor of the same gender stay overnight in his/her room by:
  - 8.7.1 obtaining the consent of the roommate in advance;
  - 8.7.2 submitting an application with payment before 5:00 pm of the working day previous to the first night of the intended stay, with the following information provided:
    - 8.7.2.1 date(s) of overnight stay,
    - 8.7.2.2 Resident host's name and room number,
    - 8.7.2.3 Visitor's name and ID (CUHK student: CUID and Department; non-CUHK student: HKID or passport number),
    - 8.7.2.4 signature(s) and CUID(s) indicating consent by all Residents of the room;
    - 8.7.2.5 payment of the overnight residence fee; and
    - 8.7.2.6 approval from the Warden.
- 8.8 No more than one overnight Visitor is allowed in each room.
- 8.9 A Visitor is not allowed to stay on any hostel floor other than the floor of his/her host Resident.
- 8.10 Receiving Visitors after hours without approval from the Warden is a violation of the College Student Regulations. If an unauthorised Visitor is found after hours in a Hostel room and no Resident claims responsibility, then all Residents of the room concerned will be penalised equally.
- 8.11 A Resident who receives an unauthorised Visitor(s) in violation of the Visitors Rules for the first time will have to pay a penalty. Both Resident and Visitor will receive a written warning from the Warden. If the Visitor is a University student, the College and Department of the Visitor will be notified.
- 8.12 A Resident who violates the Visitor Rules for the second time will receive a second written warning from the Warden and will have to pay an additional penalty.
- 8.13 A Resident who violates the Visitor Rules for the third time will be brought before the Student Discipline Committee of the College.

- 8.14 The Warden reserves the right to ask any Visitor to leave the College premises at any time if deemed necessary.

## **9 VIOLATIONS AND DISCIPLINARY ACTIONS**

- 9.1 A Resident who violates any of these Regulations or the regulations of another College or unit within the University may be censured by the Dean of Students or the Warden and/or referred to the Student Discipline Committee for consideration.
- 9.2 Depending on the nature and seriousness of the violation, the College may take disciplinary action against a student in the form of any of the following penalties:
- 9.2.1 verbal warning;
  - 9.2.2 written warning with copy entered into the student's College file;
  - 9.2.3 written reprimand with copy entered into the student's College file;
  - 9.2.4 demerit(s), of which a total of three may result in termination of studies at the University;
  - 9.2.5 suspension of rights/privileges in the College;
  - 9.2.6 hostel community service as assigned by the Warden;
  - 9.2.7 fines;
  - 9.2.8 exclusion from the hostels and College premises; and
  - 9.2.9 any other form as the Warden, Student Discipline Committee, or College Assembly of Fellows may deem fit.

## **10 REVISION AND INTERPRETATION**

- 10.1 It is impossible to list every category or specific example of conduct serious enough to warrant review by the Warden, Student Discipline Committee, and/or College Assembly of Fellows. Therefore, the College reserves the right to initiate action and seek appropriate outcomes for conduct which is not specifically identified in these Regulations whenever in the judgment of the Warden it is determined to be in the best interest of the College.
- 10.2 College Student Regulations may be reviewed and revised as necessary by the Dining & Residence Committee.
- 10.3 The Dining & Residence Committee reserves the right of final interpretation of these Regulations.

Revision as at 22 September 2016

**Appendix I - Normative Residence Periods**

<b>Programme</b>	<b>Residence Periods</b>
3-year Programme/Senior Year Entrance (3-year Programme)	6 terms
4-year Programme	8 terms
Senior Year Entrance (2-year Programme)	4 terms
4-year Nursing/5-year Chinese Medicine Programme	7 terms
5-year Nursing/6-year Chinese Medicine Programme	8 terms
5-year MBChB Programme	6 terms
6-year MBChB Programme	8 terms
5-year Programmes under Faculty of Education	8 terms

**Appendix II - Hostel Charges/Penalty Fees**

<b>Charges</b>	<b>Amount (HK\$)</b>
Request unlocking of room (during office hours)	30
Request unlocking of room (outside office hours)	50
Overnight Stay for Visitor (CU student, per night) <i>*Prior approval required</i>	70
Overnight Stay for Visitor (non CU Student, per night) <i>*Prior approval required</i>	140
Installing High Energy Consumption Electrical Appliance (per item per term) <i>*Prior approval required</i>	200
Installing Electrical Appliance for Medical Reason(s) (per item per term) <i>*Prior approval required</i>	waived
Failure to report high energy consumption electrical appliance (per item)	900
Lost room key	280
Lost mailbox key	180
Violation of Visitor Rules (1 <sup>st</sup> time)	600
Violation of Visitor Rules (2 <sup>nd</sup> time)	1,200
Late Residence Application (including late application for summer residence or extending the period of stay, or early move-in, etc.)	150
Special move in/out (including outside office hours, beyond designated dates)	100
Failure to comply with check-out procedure:	
(a) Failure to check-out on time	200
(b) Failure to return keys upon vacating room	200
(c) Failure to clear personal items upon vacating room	300
Any other damage(s)/ loss of item(s) in room	\$200 or replacement/repair cost quoted per item, whichever is higher

(Revision as at 19 May 2017)