



Graduate House

The University of Hong Kong

香 港 大 學 研 究 生 堂

House Rules



Version: 1 August 2023

HOUSE RULES

1. General

- a) These rules are formulated for the orderly operation of the Graduate House (GH).
- b) All residents and visitors are required to observe the rules.
- c) The overall administration and interpretation of the rules rests with the Centre of Development and Resources for Students (CEDARS).
- d) CEDARS, in consultation with GH staff and students, may review and revise the rules from time to time, and as occasion may require. These rules shall be effective from the time of posting on the Official Notice Boards of the Graduate House, or notified otherwise by the Management.
- e) The Management generally refers to the Graduate House Office acting upon decisions by CEDARS in consultation with the Site Manager and House staff.

2. Conduct

- a) All residents and visitors should abide by the rules and regulations, policies and practices, notifications and instructions of GH and provide full assistance.
- b) All residents and visitors are expected to exercise reasonable and acceptable behavior within the GH premises, and to refrain from undesirable action, which may disturb the well-being of others or affect the administration and smooth operation of GH.
- c) No residents are allowed to bring into GH any alcohol or illegal drugs. Disorderly behavior as a result of consumption of alcohol or illegal drugs is also strictly forbidden within the GH premises.
- d) Unless prescribed by a qualified medical practitioner, a resident is not allowed to bring into GH any dangerous drug as defined in the *Dangerous Drug Ordinance* (Cap.134).
- e) No resident is allowed to bring any chemicals or substances that are hazardous to health into Graduate House.
- f) No gambling in any form is allowed in GH. Playing mahjong even without involving money transactions is also not allowed in GH.
- g) Under the Smoking (Public Health) (Amendment) Ordinance, it is an offence to smoke anywhere within the boundary (indoors and outdoors) of the University campus and those who intrude the Ordinance will be subject to a fine of HK\$1,500. Smoking is strictly prohibited within the GH premises. A “zero-tolerance” policy has been implemented for many years in GH against smoking. As smoking inside GH imposes fire safety risk and health hazard onto other residents, if a resident is found smoking or there is reasonable evidence that shows a resident’s smoking as interpreted by the Graduate House Management, for the well-being of other residents, the Graduate House will have no choice but to ask the concerned resident to leave the House (i.e. his/her residency being terminated) immediately, without his/her paid deposit and lodging fees being refunded. Besides, anyone found responsible for activating the smoke/heat detectors or other fire safety devices with his/her reckless and irresponsible action will be liable for penalties or charges imposed by the Management

and/or the Fire Services Department and/or the Security Unit of the University. His/her residency in Graduate House will be terminated.

- h) No pets or livestock of any kind are allowed in GH.
- i) No cooking is allowed in the study bedrooms of GH. Only light cooking or re-heating of cooked food is allowed in the student lounges including pantries.
- j) Residents are responsible for the cleanliness and tidiness of their rooms and all public areas in Graduate House. Residents are encouraged to report anyone who are not observing public health and cleanliness in the GH to the House Office/ 24-hour Service Counter or any staff on duty.
- k) Public areas, corridors and stairs should be kept clear of furniture, trash and any other objects, so as not to obstruct passage and therefore escape routes during emergencies. Any items found in the public areas, corridors and stairs may be removed without prior notice.
- l) Residents found guilty of breaching the House Rules of GH or anyone who receives substantiated complaint will be issued a written warning by the Management. Anyone who has already received **ONE** warning will have his/her residency at GH terminated with immediate effect on the second offense or at the instant, depending on the seriousness of the offense, which is to be determined by the Management. The Management reserves the right to terminate the residency of a resident immediately if there is serious breaching of the House Rules.
- m) There are four washers and three dryers (all smart card-driven) in in the Laundry Room on the rooftop of GH. Outside the Laundry Room, there is a sunlight Drying Area for hanging and natural drying of clothes. Hanging of clothes inside study bedrooms and in other common areas of the House premises is strictly prohibited.
- n) All residents and visitors are requested to observe the decency and decorum of proper attire in all public areas of the Graduate House.
- o) All residents should refrain from making loud noises, especially between 11:00 p.m. and 9:00 a.m.
- p) Integrity is one of the core values that the GH expects her residents to have and manifest. Residents found dishonest may receive disciplinary actions and other consequences.

3. Room Occupation

- a) Bedrooms are allocated to residents on a random basis. Residents are not given the priority to choose their own rooms.
- b) Only the GH Management is empowered to allocate bedrooms to residents. Residents must not assign, sublet, exchange or privately transfer allocated rooms.
- c) No resident is allowed to use any room in GH for commercial or non-residential purpose.
- d) Between 11:00 p.m. and 9:00 a.m., students of opposite sex should refrain from entering into each other's room, except in rooms for married couples.
- e) The Management has the right to enter any bedroom in case of emergency and to check

on reasonable grounds whether the House Rules are being observed. Residents should facilitate such inspections and offer assistance.

- f) The Management has the right to ask any resident, if necessary, to move to another bedroom upon **48 hours'** notice. Failure to co-operate with the request of the Management may result in termination of residence.
- g) Offer of residence is subject to the condition that residents remain as **full-time registered students** of the University. In case the student registration status of a resident changes during the course of the residential year, his/her residence shall lapse with immediate effect and he/she should vacate from GH immediately or at the discretion of the Management. A resident should inform the GH Office immediately if there is a **change** to his/her **eligibility for registration as a full-time student**.
- h) Visitors

Residents may invite guests into Graduate House subject to the conditions of this policy:

Daytime Guest: between 11:00 a.m. to 11:00 p.m.

(a resident may invite no more than 2 guests at one or more than one time during daytime visit)

No visitor should stay at Graduate House after 11:00 p.m.

4. Short Vacation

Residents planning to leave GH for longer than one week should inform the GH Office for housekeeping and security purposes by email.

5. Withdrawal and Extension of Residence

- a) Offer of residence at GH is for normally for one year or as stipulated in the Offer Letter.
- b) All newly admitted residents are required to stay in GH for at least **1 month**. For withdrawal of residence within the first month of residence, the first month's lodging fee is non-refundable under any circumstances. For the months thereafter, a one-month advance notice of withdrawal, which is also non-refundable for the notice period, will be required. However, residents leaving Graduate House for the following listed reasons are entitled to a refund on the unused portion of lodging fee:
 - Medical reasons (documentation required)
 - Official withdrawal from the University
- c) Residents leaving GH are required to complete a **"Withdrawal of Residence"** form, which is available at the GH Office. The completed form should be returned to the House Office with **at least one month's** advance notice. Only upon the approval of the Management that a resident may withdraw from GH.
- d) **Residents who failed to provide one month's advance notification prior to withdrawal will result in forfeiture of their security deposits.**

6. Furnishing and Appliances

- a) Residents who have damaged any furnishing, fixtures, appliances and/or provisions at GH shall be liable to pay for the potential cost, as determined by the Management, for all the necessary repair or replacement in order to return the room setting to its original form irrespective of whether the repair or replacement will be done.

- b) Residents should check and complete the furniture inventory sheet with care when they check in GH. They should report any actual or suspected defect to the GH Office immediately upon check-in or else they would be held responsible for the damage when they check out.
- c) Residents under no circumstances are allowed to tamper with the electrical or mechanical systems or installations of GH. This applies to fuse boxes, the electrical metering system, switchgears, electrical wiring, toilet tanks, lift equipment, computer outlets etc. Residents found tampering with the fittings at GH may result in immediate termination of their residency.
- d) Residents wishing to install fittings, which require drilling, or nails and screws to be driven into the wall, must obtain prior approval from the Management. No tampering is allowed on the walls or surfaces of the fitted wardrobes.
- e) Residents are reminded that they should not affix any glue, scotch tape, gum-paper, wall paper or adhesive accessories to the wall, floor and/or door surfaces of their bedrooms and bathrooms. They would be held responsible for the cost of repainting the surfaces if the paint was damaged when the accessories were being removed.
- f) When you move out, the room condition including that of the furniture, fixture (including walls, doors and floor) and equipment inside the room shall be restored to their original position and function, and be similar to that when you moved in. Otherwise, you will be liable for the restoration/compensation costs. The House will use your deposit for compensating the manpower costs involved in cleaning up the room/ fixing the problem/ restoring the room condition/ relocating the room furniture back to the original condition (**at least HK\$500 will be charged; the actual amount to be charged will depend on relevant items of restoration work**). Then, your deposit will not be returned to you unless there is a remaining amount after deducting the compensation costs. If your deposit is still not enough to settle all the costs, you are required to pay the remaining balance to the House. It is therefore strongly required that you now do appropriate remedial measures to reinstate/restore your room condition well before you move out before it is too late and we will charge you accordingly.
- g) In case of dirty, damage or loss caused to the mattress protector, **a fixed charge of HK\$100 will be deducted from the deposit.**
- h) Only approved electrical appliances (with low power consumption and/or safety fuse installed) are allowed to be used in GH. Consult the Management in case of doubt. Hi-fi and musical instruments are permitted, provided that they are used with due consideration for others. The Management reserves the right to confiscate any appliances or items, which violate the House Rules or used in such a way as to disturb or endanger other residents.
- i) The Management has the right to prohibit residents from bringing excessive nor bulky luggage or furniture into GH.

7. Security of Property

- a) Residents must take care of their personal belongings. Neither the GH Office nor its staff will be responsible for any property damaged, lost and/or stolen within GH.
- b) Residents must leave GH and remove their belongings by 10:00 a.m. on the last day of their approved residency, unless with written extension permission from the

Management in advance.

8. Fire Safety

- a) Residents should familiarize themselves and their visitors with the escape routes to the exit doors, the location of the fire alarm call points, the fire extinguishers nearest to their rooms, and the assembly point (now at the open space facing Hui Oi Chow Science Building) in case an evacuation is necessary. Please refer to the Safety Office's notice posted inside the House premises. Contact the House Office immediately if you have any enquiries. All fire doors must remain closed at all times, and residents must not jam the fire doors open nor block the escape routes.
- b) Residents should acquaint themselves (and their visitors if the visiting policy is in operation) with the fire notices and the instructions for operating fire extinguishers.
- c) All residents and visitors **MUST** participate in the Fire Drill(s) conducted within the residential year. Any resident and his or her visitor found not vacating GH during a Fire Drill would be subject to disciplinary action imposed on the resident by the Management.
- d) Residents should refrain from tampering with the smoke detectors inside the bedrooms, nor should they hang clothes from fire sprinklers or associated water pipes. Residents found tampering with any kind of safety devices installed in Graduate House will have their residency terminated with immediate effect and be liable to pay any damage and compensation costs (**at least HK\$1,080 will be charged**).

9. Energy Conservation

- a) All residents should make conscientious efforts in conserving energy consumption. All windows should be kept closed when using air-conditioning.
- b) Residents should switch off all the lights and electrical appliances before leaving their bedrooms. The last person leaving a common room or pantry is responsible for switching off all air-conditioning and audio-visual equipment.

10. Laundry Smartcards

- a) Smartcards are issued to residents for using laundry facilities. The laundry room is located on the rooftop of Graduate House. Residents may come to the General Office during office hours uploading of stored value onto the card (minimum HK\$100).
- b) All values of laundry smartcards are non-refundable in all circumstances, including return of cards upon check-out and loss and /or replacement of cards.
- c) Residents who lose the laundry smartcard shall report to General Office for replacement. Admin charge as shown in Appendix I applies.
- d) Any charges paid for smartcard replacement is non-refundable in all circumstances.
- e) Laundry smartcard must be returned to General Office upon check-out. Without returned the laundry smartcard will deduct **HK\$100 for penalty** from the deposit.

11. Keys

- a) The key to bedrooms, and any key issued to residents by the GH are the property of The University of Hong Kong and must NOT be transferred or lent to third party.

- b) Residents are not allowed to duplicate their room and/or drawer keys. In case of loss or theft, the Management should be informed immediately.
- c) All keys must be returned to the House Office by the resident of the study bedroom upon departure in order to complete the check-out procedure otherwise the resident is still liable to pay rental, utilities and other charges until the check-out procedure is completed.
- d) Failure to return a key or its replacement key (duplicate door key **HK\$100**) will cost the resident, **HK\$480** for replacement of door lock (if needs), and **HK\$420** for replacement of cabinet lock (due to no spare key).

12. Refund of Deposit

- a) No deposit will be refunded before or upon a resident checks out from GH.
- b) After deduction of any incurred charges, deposit will be refunded to checked out residents about one month after their departure. Refund could be made by written request in either of the following methods:
 - i. by deposit into auto-pay accounts or,
 - ii. by deposit into accounts with conversion of currency (for non-local students only) after subtracting all transaction costs.
- c) The Management reserves the right to deduct from the deposit for settling any charges including but not limited to penalty charges and compensation charges for repairs and damages incurred during the resident's stay at GH.

13. Miscellaneous Charges

- a) A charge of **HK\$20.00** will be levied on the resident each time he/she borrows a room key from the House Office.
- b) From time to time, residents may require the Management to provide letters to certify their addresses at GH for various reasons. Except for the first copy of certification which is free, a charge of **HK\$20.00** will be levied on each additional letter requested by the resident thereafter.
- c) The above charges, if any, will be deducted together with the electricity charges around the 10th of each month.

14. Access Control

- a) The main entrance at Level P1 is the only entrance and exit point for residents of Graduate House. A smart card system is used to control access at the main entrance and at the service counter on Level P1. Upon check-in, residents must present their University smart cards to the Graduate House Office for configuration to grant access right.
- b) Residents are required to log in the access control system by placing their access cards onto the "IN" reader to have their resident status verified before they are allowed to enter the House. They are also encouraged, for their own safety and overall House safety. The Student Card is not transferable.
- c) Residents who forget to bring their Student Card for access to the house are required to fill in a "Resident Entry Permission Record" before gaining access.

15. Breach of House Rules

- a) The Management shall have the authority to interpret all the House Rules and to determine any breaching of the House Rules.
- b) Breach of House Rules may result in disciplinary actions, suspension or termination of residency. Below are two common consequences.
 - i. With the first warning, a resident will not be eligible for applying for re-admission for the next residential year.
 - ii. If the resident intrudes the House Rules again and gets a second warning, his/her residence at GH will be terminated immediately.
- c) *Repeated or serious misconduct will be reported to the University authorities.*
- d) No refund of deposits would be made for residents under suspension or termination of residency.

16. Suggestions and Complaints

- a) The Management welcomes any suggestion and is ready to listen to complaints. These must be written and endorsed by the person(s) making the suggestions or complaints and addressed to the Management. Rumors circulating among the staff or residents as well as anonymous suggestions or complaints will not be considered.
- b) Suggestions and complaints may first be made to the Junior Resident Tutors. If that proves impracticable, they could be directed to the Management.
- c) Day-to-day management problems and issues should be reported directly to the House Office in writing.

Residents shall also observe the latest announced policies and practices of GH.

*House Rules will be updated from time to time on need basis
and posted on the House's official website*

Charges for Repair, Damage or Loss of Facilities

Resident will be charged for repair, damaged or lost facilities. Charges listed below, while not meant to be exhaustive, help to illustrate the charges for some damaged or lost items. Damage or loss of other facilities not listed below may be charged at cost. The Graduate House Management reserves the right to revised those charges from time to time as deemed necessary. Revised charges will be announced at P1 notice board.

Item(s)	Description	Charges (HKD)
Bedroom Furniture & Fittings		
1.	Chair	700
2.	Mattress Protector	100
3.	Mattress	450
4.	Window Glass (per piece)	250
5.	Curtain	450
6.	Electric Switch	100
7.	Cabinet Lock	420
8.	Main Door	1800
9.	Door Lock	480
10.	Door Key	100
Washroom		
1.	Washing Basin Drainage	420
2.	Shower Tub Drainage	420
3.	Mirror	200
4.	Wash Basin	3000
5.	Toilet Bowl	4500
6.	Shower Screen	5000
Miscellaneous		
1.	Borrow of key (Students are required to return the borrowed key to the security counter right after use.)	20 / time
2.	Additional Address Certificate	20
3.	Laundry Smart Card	100
4.	Relocating Bedroom Furniture back to the Original Condition	500
5.	Special cleaning charge after move-out: (i) Left stuff or garbage requiring staff's disposal or (ii) Made the room dirty or messy requiring staff's extra cleaning	500
6.	Mark or Damage to Wall / Ceiling / Door	50 per sq. inch