

Dormitory Rules for Hong Kong Adventist College (HKAC)

Every HKUST student living in the dormitories at Hong Kong Adventist College (HKAC) is required to observe the following rules and regulations. Failure to comply with these guidelines will jeopardize your stay in the dormitories, and may also result in fines, and/or penalties.

ROOMS

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| Room Assignments | 1. | All room assignments, any changes or swapping must be handled by the Student Housing and Residential Life Office of HKUST. |
| | 2. | Residents found changing rooms privately will be penalized as appropriate. |
| Occupancy | 3. | Accommodation in the dormitories is provided to residents for specific purpose of personal residence. Use of the premises for any other purpose is prohibited. |
| Keys | 4. | Keys are issued at the Dean's Offices of HKAC. Residents must not duplicate their keys or allow others to use keys at all times. Key replacement will be charged at HK\$80 per key. Residents requesting for door opening will be charged at HK\$10 per request. |
| Furniture & Fittings | 5. | All room furniture must NOT be removed from the room. Due to limited space, additional furniture is not permitted. |
| | 6. | A fixed penalty of HK\$800 will be levied on residents who damaged and/ or tampered with any fixture, or furniture. In addition, residents involved will be responsible to bear the cost of making good of the damaged and/or tampered with item(s). |
| Fixtures | 7. | Residents should not obstruct current fixtures and decorations fittings, or post any decorations with tape, tacks, nails, or anything else, without permission from the Deans. |
| Beddings | 8. | Residents must bring their own bed linens and pillows. |
| Visitors | 9. | In order to protect residents' privacy, guests and residents of opposite gender are NOT allowed to be present in the same room. Visiting friends and relatives are not allowed to enter the dormitory or rooms. |

10. Residents of same gender are permitted to visit other rooms only with proper invitation. All roommates should agree when a guest (resident) is invited. Students will be expelled or disciplined if found disturbing, harassing, or bullying other students.
- Food
11. No food is allowed in the rooms, including food preparation appliances such as water boilers, rice cookers, microwaves, refrigerators, etc.
- Valuables
12. Residents are responsible for their valuables, such as IDs, computers, mobile phones, etc. Neither HKAC nor HKUST will be responsible for any loss or damage of personal properties.
- Weapons & Flammables
13. No weapons, including knives, blades, razors, chemicals, highly combustible flammables or explosive materials are allowed.
14. No open flames, including candles, matches, incense sticks, etc., are allowed in the dormitories.
15. Interference of fire service devices is prohibited.
- Damages
16. Residents will be responsible for the repair costs of any damage they inflict on the physical building (aside from common wear and tear).
17. Residents are expected to respect other people's property. Residents must not borrow, use, or take another person's things without permission.
- Cleanliness
18. Residents are responsible to clean their own rooms and dispose of the rubbish in the rubbish collection station between the dormitory and cafeteria buildings. Don't put rubbish into the toilet and hallways. You may get the clean plastic bags from behind the door of toilets.
19. Upon discovery of blockage of common areas, there would be a fine at \$100 successive to issue of one written warning.
- Electricity
20. Residents do not need to pay for extra electricity usage. However, please make sure you turn off all the switches (air-conditioners, lights, fan, etc.). If any room is found to left air-conditioning open in an empty room for an hour, \$400 fine will be levied to the room per incident.

COMMON AREAS

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| Multi-Purpose Hall | 21. The multi-purpose hall on the ground floor if available can be used for study and to socialize, check with the Residential Dean for availability. |
| Pantry | 22. Food preparation and consumption is ONLY allowed in the pantries located on G/F of the dormitories.
23. Students are responsible to clean the common areas after use. Your name, room number and date of placing the food should be labeled on the food items placed in the fridge. Neither HKAC nor HKUST will be responsible for any lost food. Residents should clear up the expired food regularly. If the expired food is found, it would be discarded without prior notice. |
| Common Areas and Hallways | 24. According to the Fire Safety Regulations of HK, hallways, walkways, stairs and Hallways and other public areas are to be kept clear of equipment, furniture, trash and any other obstacles that might obstruct passage. Items found in these areas will be confiscated and discarded without prior notice. |

SERVICES

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| Office Hours | 25. The Residential Deans have working hours posted at their offices. Please respect service hours.
26. If the Residential Deans are not available, you may contact the Dean of Students for assistance. (College Building, Room 114, Tel.: 3727 0119). |
| Laundry | 27. Free laundry service is available in the dormitory operating from Sunday to Friday. There are no laundry services on public holidays and Saturdays. Residents should place their dirty laundry in an approved and correctly labeled, laundry bag (no more than 3.5 lbs. Only normal clothing would be accepted. Sports shoes, soft toys and blanket etc. will not be washed). Deposit the bag in the laundry basket on the ground floor before 11 a.m. Washed clothes can be collected the following working day from the laundry rack of the G/F pantry. |

*It is the responsibility of the students to bear all the risks when they send clothes for the school laundry service. If you require more attention to your laundry, we recommend taking your laundry to a more specialized laundry service.

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| Food Service | 28. Residents are welcome to use the canteen of HKAC (vegetarian food only). The cost per meal is HK\$33 if pay by cash or \$600 meal card can be purchased (20 meals). The normal business hours are from Monday to Friday, as shown below, and is subject to change upon request. Breakfast: 7:30 a.m - 8:15 a.m. Lunch: 12 noon - 1:30 p.m. Dinner: 6 p.m. – 7 p.m. |
| Mail | 29. Personal ordinary mail can be collected in the Dean's Office. To protect the privacy and interests of residents, HKAC would not receive registered mails/parcels or other items delivered by the Post Office or courier which require acknowledgement of the receiver. |
| Check-in and check-out | 30. Residents must complete check-in and check-out procedures at HKAC. A fixed penalty of HK\$100 per person per night plus the charges incurred due to late check-out will be levied on those who fail to observe the check-out date as stipulated in the Offer Letter and vacate the room on time. Both charges continue to apply until the resident concerned completes the proper check-out procedures by returning all keys to HKAC and signing on the check-out records. |
| Health | 31. In case of serious sickness, call 999. Residential Deans can help arrange ambulance services if necessary. |
| Internet Services | 32. The goal of the Internet connection at HKAC is for academic enhancement. To ensure this goal is reached, some websites and services have been blocked. If you have a concern about the network or Internet services at HKAC, please contact the dean on duty.
33. The Internet connection speed is lowered during peak hours from around 9 p.m. to 2 a.m. For the interest of the majority residents, data flow speed is, therefore, restricted to avoid individual resident's excessive draw of |

bandwidth and disturbance to the data traffic.

NIGHT ACTIVITIES AND DISCIPLINE

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| Food
Decency | 34. Meat is not allowed on the campus of HKAC.
35. Decent behavior is expected at all places on campus.
Public display of intimate relationship should be avoided. |
| Dress Code | 36. A resident shall be properly attired, T-shirt, shorts and sandals are the minimum requirements in any common areas of the dormitory. |
| Commercial
Activities | 37. Commercial activities and promotion are prohibited in the dormitories. |
| Smoking | 38. Smoking is not permitted on the entire HKAC campus, including area immediately out of the main gate.
Residents found smoking in the dormitory will be penalized. The resident's residence at HKAC would be suspended successive to issue of a written warning.
Termination of his/her residence at HKAC would be imposed if he/she fails to observe this rule again. |
| Alcohol, tobacco
and drugs | 39. Alcohol, tobacco, harmful medicines or drugs are not permitted in the HKAC campus and dormitories.
Possession or storage of any of these items on the campus is drugs prohibited. If a resident is found intoxicated by alcohol or under the influence of alcohol or drugs in the dormitory or anywhere on campus, the resident will be asked to leave the premises and the case will be submitted to the Residential Deans Council for further study. Maximum penalty could be expulsion. |
| Gambling | 40. Residents shall not engage in any gambling whatsoever in the dormitories or permit such gambling to take place in their rooms. |
| Pets | 41. Residents shall not bring or maintain pets, animals, birds or fish of any kind in the dormitory. |
| Quiet Hours | 42. Residents are expected to keep their voice down between 10 p.m. – 7 a.m.
43. Residents are expected to respect and to show sensitivity to the beliefs of HKAC (based on Seventh-Day Adventist Church). Such beliefs include but not limited to |

Sabbath observance from 6:00 p.m. on every Friday to 7:00 p.m. on every Saturday. All facilities including recreation facilities shall be closed.

Identification

44. All residents must possess a valid Resident Card with a current photo. Residents are required to present a valid Resident Card For identification upon request.
45. Students are required to be on campus no later than 1 am, the gate will be closed after this time. Students who may need to come in later than 1 a.m. have to register at the gate keeper's lodge PRIOR to the event for clearance. For ad hoc cases, residents are required to contact the Residential Deans by 11 p.m. of the event. The Resident Card is mandatory for admittance from 1 - 6 a.m.

Room

46. The Residential Deans reserve the right to authorize entry into any rooms in Inspection the dormitories with or without prior notification to ensure proper care, maintenance and safety of the facilities; to make necessary repairs, and to investigate violations of dormitory rules. Effort will be made to give advance notice when room entry is necessary.

Disruptive Actions
and Behaviors

47. Actions or behavior that disturb other residents or the orderly operation of the dormitory; or that threatens the health and safety of self or other residents; or that unreasonably interfere with other residents' normal use of facilities; or that causing nuisance, e.g. getting drunk and defiling public facilities, entering the bedrooms of other residents without their consent or failing to settle proper taxi fare, etc., to campus users are prohibited.
48. A fixed penalty of HK\$500 plus other incurred charges, if any, e.g. taxi fare, will be levied on residents who were found breaching Clause 47.
49. For violation of dormitory rules and regulations, HKAC will give verbal or written warnings depending on the seriousness of the case. If a violation is very serious, a resident, applies to both local and non-local students, may be suspended or expelled without previous warning. HKUST will be informed by HKAC of the cases and disciplinary measures imposed.

50. For grievances or to appeal a decision regarding a resident's dormitory life, a resident must submit a formal letter to the next person in command, within 10 days (including weekends and public holidays) of the date the original decision was issued. Decision making follows this chain of command: Residential Deans, followed by Dean of Students, and then Administrative Committee of HKAC.
51. An appeal or grievance will not be considered at any level if the chain of command is not respected.
52. Any questions or concerns with the rules should be addressed to the Dean of Students of HKAC, who are the final interpreters of the rules. The Residential Deans may take disciplinary actions, including but not limited to suspension or termination of residence, against any resident for violation of dormitory rules and regulations. No refund of any accommodation fees will be made for suspension or termination of residence imposed as a disciplinary action.

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Updated by HKAC and SHRLO