



**The Chinese University of Hong Kong, Shenzhen**

**Muse College**

**The Student Hostel Regulation (Provisional)**

**Preamble**

Muse College is a full-time residential college. All students affiliated with Muse College are encouraged to live in the hostels during their normative study period and to participate in activities organized by the College. As our students pursue knowledge, it is important that they live in an intimate and harmonious community. A good hostel environment requires residents to show self-discipline and mutual respect. This Regulation serves as a general guideline for the students of Muse College.

**General Rules**

1. Residents and visitors shall observe this Regulation and cooperate with the Warden, Resident Tutors and other College staff.
2. The College hopes that all residents will find an optimal balance between personal space and that of their friends sharing the rooms, the floors and the building.
3. All residents have the responsibility to maintain a quiet and peaceful environment in the hostels, and should refrain from making excessive noise at all time.
4. Residents have different lifestyles and schedules, and should show respect and consideration. Late sleepers and early risers should be quiet to minimize inconvenience to roommates.
5. The study rooms and seminar rooms are open 24 hours; students who need to stay up late should use these rooms.
6. All function rooms (the piano room, the exercise room, etc.) must close by 10pm.
7. To avoid unintentional harassment, there is no visitation between floors between 10pm and 6am.
8. Residents cannot store personal belongings in public spaces.
9. Residents should keep their belongings safe. The College is not responsible for loss or damage of residents' personal belongings.
10. For fire safety, residents should not put personal belongings outside the doors to keep the corridors free of clutter at all time.
11. Residents should be familiar with the location and use of fire extinguishers and escape routes.
12. The College will conduct fire drills for residents at convenient times.
13. Residents who have lost room keys should apply to the Front Desk for replacement, and bear the cost of the replacement.
14. Public areas (including the kitchens and elevators) are under CCTV surveillance. Residents should exercise care.
15. In case of emergency, such as disappearance, critical illness or accident involving a roommate, please report to the Warden/Resident Tutors/College staff as soon as possible.

**Visitors**

16. Residents who have visitors should inform the College Office in advance, and provide the following information:
  - a. The visitor's relation to the resident;
  - b. The time and date of expected arrival;



- c. The time and date of expected departure.
17. Visitors should be accompanied by residents on the premise of the College at all times, and cannot stay overnight in the hostel rooms.
18. Residents can book guest rooms of the College for their visitors for overnight stay, and pay accordingly.
19. The College Office and the Warden have the right to ask visitors to leave the College premise.

### **Change of Roommate/Room**

20. Beds in the College's hostels are allocated randomly. Residents who want to change rooms should apply to the College Office and the Warden, but only in the Spring Semester. The deadline is February 1.
21. The application must include the consent of all roommates concerned, a full explanation and justifications.
22. The College Office and the Warden will consider various factors, including the availability of rooms, in approving the application.

### **Leaving Hostels**

23. Students who need to leave the hostels of Muse College for various reasons should apply to the College Office.
24. Once the application is approved, departing students need to settle all fees for the duration of actual stay.
25. If the student has paid the accommodation fee, the University will deduct all necessary charges and refund the balance.
26. Departing students should clean personal spaces (bed, desk, wardrobe), and make sure the hostel equipment is in good order.

### **The Use of Electrical Appliances**

27. The use of electrical appliances is strictly regulated in the hostel rooms, in order to avoid accidents involving residents, such as electric shock, scalding and fire.
28. Residents are advised to read *Guidelines on the Use of Electrical Appliances*.

### **The Use of the Kitchen**

29. Every floor of the College hostels is equipped with a kitchen for residents to prepare simple meals. Residents should care for the kitchen utensils and keep the kitchen in top form.
30. The refrigerator is for all residents on the floor. Please be considerate.
31. Residents can invite friends to small dinner parties in the kitchen. Be considerate to other residents on the floor.
32. Dinner parties in the kitchen must end by 9pm.
33. If the dinner party is expected to last beyond 9pm, please reserve the kitchen on the second floor.
34. The kitchen must be cleaned, and garbage disposed, immediately after use.

### **Management of Garbage**

35. It is important that students be environmentally friendly. Reduce the use of disposables and other use-



and-throw items.

36. The College encourages students to think about the link between personal habits and generation of garbage.
37. Roommates should negotiate how they manage garbage. Ideally, garbage does not stay overnight in hostel rooms.
38. Leftover food and kitchen waste emit foul odor and attract ants, cockroaches and rodents. They should be handled properly and promptly.
39. Personal hygiene waste must be disposed immediately and properly.
40. Please categorize the garbage and drop it off at garbage bins outside the hostel buildings.

### **Hostel Inspection**

41. From time to time the College need to inspect the hostel buildings and rooms to ensure safety and security.
42. In routine inspections, the College Office will make best effort to contact residents and seek their consent and understanding before entering their rooms.
43. If the College Office cannot contact residents, at least one student of the same gender will be invited to accompany the inspectors to the residents' rooms.
44. In case of emergency or accidents, the Resident Tutors, the Warden, or other College Office staff members can enter the affected rooms without first obtaining the consent of the residents.

### **Dispute Resolution**

45. When disputes occur, the parties involved should work together to resolve the disputes themselves.
46. If the parties involved in a dispute cannot resolve it themselves, they should speak with the Resident Tutor, the Warden, the College Office, in that order.
47. The College tries to resolve all disputes with fairness and good cheer.

### **Management of Minor Breaches**

48. Minor breaches of the Regulation will be handled by the Residential Tutor and the Warden; violations of a serious nature will be referred to the disciplinary sub-committee of the Assembly of Fellows of Muse College, or to the University.
49. Penalties for minor breaches are as follows:
  - a. Verbal warning;
  - b. Written warning;
  - c. Voluntary service to the College or the University, depending on the severity of the breach;
  - d. Reimbursement of the cost associated with the breach, such as the repair or replacement cost of damaged property;
  - e. Other suitable disciplinary actions.
50. The penalty decision the Residential Tutor, the Warden or the College Office will be communicated verbally or by email to the resident involved.
51. The resident can appeal against the penalty to the College or the University within five working days.
52. If the student who violates the Regulation is a resident of another college, the College Office will refer the matter to the student's home college.

### **Prohibited Activities**



The following activities are strictly prohibited in the hostels and the College:

53. Smoking, including electronic cigarettes;
54. Gambling in any form;
55. Possessing, distributing and trafficking of narcotics and state-controlled drugs;
56. Engaging in any pyramid schemes;
57. Engaging in for-profit commercial or investment activities without approval;
58. Putting up posters in public areas of the College without prior approval;
59. Possessing or storing any beverage with high alcohol content;
60. Offering alcoholic beverage to anyone under the age of 18;
61. Cooking outside the kitchen area;
62. Carrying or possessing dangerous items:
  - a. Guns and ammunition;
  - b. Inflammables and explosives, including firecrackers;
  - c. Controlled knives and clubs;
  - d. Bows and arrows;
  - e. Highly authentic toy guns/knives;
63. Keeping pets;
64. Throwing objects from hostel buildings;
65. Disabling surveillance and alarm equipment;
66. Damaging, removing, or re-arranging facilities in Muse College;
67. Modifying installed equipment, such as electric and network cables;
68. Infringing upon the privacy of residents in any form, such as taking photos/videos and entering another resident's room without permission;
69. Any indecent behavior;
70. Any acts or activities of a criminal nature.

### **Violence and Discrimination**

71. The College does not condone physical and verbal violence of any sort, any degree.
72. The College will not hesitate to take necessary disciplinary actions against people who commit violent acts or exhibit strong disposition towards violence, physical or verbal.
73. The College does not condone discrimination motivated by race, gender, religion, region, and other traits of a personal nature.
74. The College does not condone coercive behavior among people in the hostels.

### **Review of Hostel Policies and Practices**

75. The Regulation is written and trialed by the Muse College Office in 2017. The College Office collects feedback from all parties, especially students, associated with the hostels of Muse College, and adapts its management policies and practices. The Regulation will be modified from time to time.
76. The College Office reserves the right of interpretation of this Regulation.



## 香港中文大學(深圳)

### 思廷書院

#### 宿舍管理條例(暫行)

#### 前言

思廷書院是住宿制書院，鼓勵學生入住書院宿舍並參與書院活動，師生共建親密和諧氛圍，為做好宿舍各項管理工作，思廷書院特制定本管理條例。

#### 宿舍生活

1. 學生及訪客須遵守本條例，並接受舍監、宿舍導師以及其它書院工作人員的指引。
2. 希望每個學生能夠在個人和室友、層友、棟友之間找到最佳平衡點。
3. 在宿舍應保持安靜，不得喧嘩，給同學創造一個適宜休息、學習的環境。
4. 同學生活規律和作息時間不同，應互相體諒、尊重；晚歸早起的学生應該盡量保持安靜，減少對室友的影響。
5. 思廷書院的自習室和研討室 24 小時開放；需要晚習的學生可以使用。
6. 所有功能房（琴房、形体房、運動房等）須在晚上 10 點前結束使用。
7. 為了避免層友間的尷尬，晚上 10 點至翌日凌晨 6 點不得串層。
8. 公共區域內不可放置個人物品。
9. 在宿舍里個人財物應當妥善保管；書院對個人財物的丟失或損壞概不負責。
10. 為了消防安全，請學生不要把個人物品放在門外，確保走廊在任何時候都暢通。
11. 所有學生應該了解防火設施的安放位置及使用方法，熟悉逃生路線。
12. 書院會不定期舉辦消防演習，學生有責任和義務積極參與。
13. 學生遺失房間鑰匙，可憑學生證至前台配鑰匙，工本費自理。
14. 公共區域（包括茶水間、電梯）有監控設備，請注意個人行為舉止。
15. 如遇緊急情況，如室友失聯，重大疾病或意外事故，請儘快向舍監/宿舍導師/書院工作人員通報。

#### 來訪客人

16. 學生接待來訪客人，須提前告知書院辦公室，並提供下列信息：
  - a. 與學生的關係
  - b. 抵達思廷書院時間
  - c. 離開思廷書院時間
17. 訪客日間活動須有接待學生全程陪同，不可在學生房間過夜。
18. 學生可以為訪客預訂書院的客房，費用自理。



19. 书院办公室和舍监有权要求任何访客在任何时候离开宿舍。

### 更换宿舍

20. 寝室床位由书院随机分配。如需更换寝室需向舍监提出重新分配寝室申请。仅能在春季学期提出，最后期限是2月1日。
21. 提出申请的学生须征得其他室友的同意，向舍监提交书面申请，提供充分解释和正当理由。
22. 书院办公室和舍监根据学生和宿舍的实际情况做出决定。

### 退宿

23. 学生因各种原因需要退宿，可以向书院办公室提出申请。
24. 退宿申请批准后，退宿学生须按实际居住时间结清住宿费。
25. 退宿学生若已支付全额住宿费，学校会扣除应付费用后退还余额。
26. 退宿学生须将个人区域（床、书桌、柜子）打扫干净，保证设施完好。

### 电器的使用

27. 寝室严禁使用具有高能耗、高风险的电器，杜绝触电、烫伤、火灾等事故发生。
28. 具体细节请阅读《宿舍电器使用指引》。

### 茶水间的使用

29. 每层楼设有茶水间，学生可以烹饪；请学生爱护厨房设施并保持清洁，让同学有一个舒适的环境烹饪、用餐、聚会。
30. 茶水间的冰箱是公用的，请注意保持冰箱的清洁。
31. 学生可以邀请朋友在茶水间聚餐，但是要顾及同层其他室友的权益。
32. 茶水间的聚餐必须在晚上9点前结束。
33. 如果聚餐持续到晚上9点以后，学生可用二楼的茶水间。
34. 使用茶水间后，必须马上清理场地，把垃圾投放到宿舍外面的垃圾桶里。

### 垃圾的处理

35. 学生要有环保意识，减少不必要的资源消耗，避免使用一次性物品。
36. 书院鼓励学生养成良好的生活习惯，减少垃圾的产生。
37. 室友之间应该平和协商如何处理寝室垃圾，争取做到垃圾不过夜。
38. 剩饭、剩菜、厨余必须及时妥善清理，避免臭味弥漫，防止滋生蟑螂老鼠。
39. 卫生垃圾必须立即处理。
40. 把垃圾分类，并投放到宿舍楼外的垃圾收集点。

### 宿舍巡视





41. 书院需不定时检查宿舍设施确保宿舍安全。
42. 在正常情况下，书院办公室将尽最大努力与学生联系，取得学生的同意和谅解后进入寝室检查。
43. 如果未能联系到学生，书院办公室将会邀请一名同性别学生陪同书院员工进入学生寝室。
44. 在发生紧急情况或意外事故时，宿舍导师、舍监或书院办公室其他工作人员有权在未经事先许可的情况下进入学生寝室。

### 解决纠纷

45. 学生之间产生纠纷时，各方须有平和谅解之心，自行解决纠纷。
46. 如果各方无法达成和解，宿舍导师、舍监、书院办公室会相继介入，直至纠纷解决。
47. 书院本着公正和宽松的精神化解学生之间的纠纷。

### 普通违规行为的处理

48. 普通违规行为由宿舍导师、舍监和书院办公室处理；严重的违规行为由书院院务委员会下的纪律小组委员会处理。
49. 普通违规行为的处罚标准是：
  - a. 口头警告；
  - b. 书面警告；
  - c. 为书院或大学提供义务服务；时间视行为的严重性而定；
  - d. 赔偿损坏物品的置换费或维修费；
  - e. 其他合适的纪律处分。
50. 宿舍导师、舍监和书院办公室做出处罚后，将以口头或电邮形式发送给涉事学生。
51. 学生在 5 个工作日内可向书院或大学相关纪律部门提出上诉。
52. 如果涉案学生来自另一所书院，书院办公室会交给有关书院处理。

### 禁止的活动

思廷书院严禁下列活动：

53. 吸烟，包括电子烟；
54. 任何形式的赌博；
55. 持有、分发、贩卖毒品以及国家违禁药品；
56. 任何形式的传销；
57. 未经批准，举办有经营、收费、投资性质的活动；
58. 未经批准，在公共场所张贴宣传材料；
59. 持有或储存烈酒；
60. 向未满 18 周岁的人提供含酒精饮料；
61. 在茶水间以外的地方烹饪；



62. 携带或持有危险品：
  - a. 枪支、弹药
  - b. 易燃、易爆品，包括烟花爆竹
  - c. 管制刀具、棍棒
  - d. 弓、弩
  - e. 高仿真枪刀
63. 饲养宠物；
64. 从高空掷物；
65. 破坏监视、警报设备；
66. 损坏、带走、重置书院内设施；
67. 擅自更改现有硬件设施，如电路，网线等；
68. 任何形式的侵犯隐私，如擅自拍照/录像/进入另一个学生房间等；
69. 任何形式的优雅、不庄重行为；
70. 任何违法犯罪活动。

### 暴力和歧视

71. 书院绝不容忍任何形式、任何程度的言语、肢体暴力。
72. 一旦发现学生或其他人员有暴力行为，或有暴力倾向，书院立即采取必要的纪律措施。
73. 书院绝不容忍种族歧视、性别歧视、宗教歧视、地域歧视，以及其他以个人取向为基础的歧视。
74. 书院不允许学生有胁迫行为。

### 本条例的改进

75. 本宿舍管理条例由思廷书院办公室制定并于 2017 年开始执行。书院办公室将向学生和宿舍管理人员收集反馈意见，调整管理政策和方法，修订改进本条例。
76. 本条例最终解释权归思廷书院办公室。