

Section One: Management Rules at Dormitory

Student Manual meeting amendment amended, 1994
Student Manual meeting amendment amended, 1995
Student Manual meeting amendment amended, 1997
Student Manual meeting amendment amended, 1998
Student Manual meeting amendment amended, 1999
Student Manual meeting amendment amended, 2000
Student Manual meeting amendment amended, 2001
Student Manual meeting amendment amended, 2003
Student Manual meeting amendment amended, 2004
Student Manual meeting amendment amended, 2005
Student Manual meeting amendment amended, 2006
Student Manual meeting amendment amended, 2008
Student Manual meeting amendment amended, 2013
Student Manual meeting amendment amended, 2015

1. In order to maintain the student dormitory safety and in order, all the boarding students should comply with this management rules.
2. For violation of the rules that has been proved to be true, it will be recorded as 'fault' and should be punished according to the rules.
When over two (inclusive) times of 'fault', the names will be published and the parents will be informed by writing. The teacher will assist together to assist counselling; if over three (inclusive) times of 'fault' due to breach of serious rules, other than applying Prize and Punish rules, the student will be immediately forbidden to stay in the dormitory and will lose their the right to stay in the dormitory for the next school year.
3. Boarding students should comply with the following rules, if lost their own benefit due to breaches, they should be personal responsible for that.
 - (1) After moving in to the dormitory, should check the items and furniture in the room in details.
 - (2) Valuable property should carry with them in case of lost.
 - (3) Do not sit, stand or lean against window frame or fence in the hall in case of causing danger.
 - (4) To greet visitors they should meet in the function room and to avoid taking them into personal room unless required.
 - (5) Should notify roommates, parents or guardian when stay outside the dormitory due to some factors.
 - (6) Boarding students should attend meetings in the dormitory when required.
 - (7) Boarding students should pay attention to notice board and broadcasting announcement.
 - (8) Boarding students should read the Student Housing Manual in details and "Things you should know about the dormitory".
 - (9) Do not enter into gas/pot room, **storeroom**.
 - (10) Inside the student dormitory (including top floor, back garden, drying clothing field and stairwell) **and the external area smoking is forbidden**.
4. If the boarding students display the following behaviour, in addition to submitting an "event report" immediately after the incident, they should be obliged to assist to carry out public service about one month, and record one 'default' in the record. When it is serious the barding students will be punished in accordance with article 11 to 13 of the Chapter Three the Prize and Punish Rules.
 - (1) Action that disturbs others' study, sleep, and peace of the dormitory.
 - (2) Posting offensive words or pictures without approval.
 - (3) Posting advertisement and poster without approval.
 - (4) Placing bike or motorcycle inside the room or dormitory.
 - (5) Placing rubbish or other stuff in the hallway of the dormitory.
 - (6) Placing stuff that cause hygiene concerns and do not improve after advice.
 - (7) Relocating bed or change bed without approval.
 - (8) Destroying public property and take it out or exchange it without approval.

- (9) Keeping a pet in the dormitory.
 - (10) Introducing people to the dormitory for selling action.
 - (11) Unless approval is given, bringing someone who does not belong to the building outside of dormitory opening hours.
 - (12) Is reported by someone about untidiness, and no improvement has been made after re-check or refusing to have inspection.
 - (13) Exposure of the lower body in the dormitory.
 - (14) Having too intimate behaviour that causes other people's concerns.
 - (15) Pressing emergency button without reason.
 - (16) Intend to disturb or improper to cover safety equipment in the dormitory and cause dormitory safety concerns.
 - (17) Using the broadcasting system on their own without the counsellor's approval.
 - (18) Switching on/off the main power in the dormitory without approval.
 - (19) Breach of internet relevant usage rules.
 - (20) Lending someone else to use time limited access card for access to the dormitory.
 - (21) Failing to attend a meeting without reason.
 - (22) Breach of smoking policy.
 - (23) Disobeying the advice of counsellor or manager of Student Housing Life Improvement Unit.
 - (24) All other relevant actions.
5. If the students display the following behaviour, in addition to submitting a "event report" immediately after the incident, their stay in the dormitory will be cancelled for both the rest of the semester and the next school year. The students will be punished in accordance with article 14 to 16 of the Chapter Three the Prize and Punish Rules:
 - (1) Breach of the above listed rules again or it is serious breach.
 - (2) Lending bed to other people privately or moving into the dormitory without agreement.
 - (3) Using the safety door to enter in/out of the dormitory at nights without approval.
 - (4) Opening or moving into the building that has been closed as approved.
 - (5) Carrying dangerous items to the dormitory.
 - (6) Carrying forbidden medical treatment, dangerous medical prescription or drug to the dormitory.
 - (7) Carrying forbidden dangerous items, such as knives, equipment, guns, bombs, and so on, to the dormitory.
 - (8) Using forbidden electronic appliance or breach of electronic appliance usage that causes safety concerns in the dormitory.
 - (9) Conduct quarrel, fight, gamble, playing mah-jong, drinking or associated action.
 - (10) Stealing or occupy other people's property.
 - (11) Occupying empty bed for taking nap or rest.
 - (12) All other relevant actions.
 6. The president and vice-president of Student Housing Life Improvement Unit, every managerial staff, leader should conduct their responsibilities to advise students to avoid accidents from happening. For example: if they know that the student is not complying with the rules and do not advise or stop them, they will be punished as well; if they breach the rules themselves, the punishment will be more serious.
 7. In the circumstance that the rules not be in conflict with each other, each Student Housing Life Improvement Unit can add suitable rules where it deems fit by themselves after the dormitory leaders' meeting to obtain the approval, and it should be sent to the Student Housing Centre for re-check.