

Chapter Two Student Dormitory People Entry Control Management

Year 84, Student Manual meeting amendment amended
Year 85, Student Manual meeting amendment amended
Year 86, Student Manual meeting amendment amended
Year 87, Student Manual meeting amendment amended
Year 88, Student Manual meeting amendment amended
Year 89, Student Manual meeting amendment amended
Year 90, Student Manual meeting amendment amended
Year 91, Student Manual meeting amendment amended
Year 92, Student Manual meeting amendment amended
Year 93, Student Manual meeting amendment amended
Year 94, Student Manual meeting amendment amended
Year 98, Student Manual meeting amendment amended
Year 102, Student Manual meeting amendment amended

1. Every boarding student should provide their photo (one inch) to the Part-Time Service Counter on the date of moving in to the dormitory in order to produce a book for dormitory staff control list.
2. Part-time service student on duty from each dormitory should strictly monitor the external people entry into dormitory. Each external person when enter into dormitory should go to Part-time Service Counter first to complete entry process. After it is registered entry admission will then be granted.
3. Before the repair staff entering into student dormitory they should notify the Student Housing Centre or report to Repair Team, and go to Part-time Service Counter to register, wearing repairing contractor's vest or work admission card issued by the Student Housing Centre. After that their entry admission will be granted to carry out the repair work.
4. Before the external repair contractor, service contractors entry into student dormitory, they should notify the Student Housing Centre's office. When entering they should go to part-time Service Counter first to register, and wear contractor vest, and to be accompanied by the dormitory's counsellor or part-time service student on duty to carry out the repair work.
5. Newspaper delivery man cannot enter into dormitory. The newspaper can be left at the doorway. The method to deliver the newspaper to each room will be determined by their own Student Housing Life Improvement Unit
6. Gender opposite, other than function room and meeting room, cannot be allowed to enter. Time limit for student that is gender opposite to the dormitory enter into function room and meeting room and other relevant rules are ibn accordance with "Public Area Management Rules in the Dormitory".
7. Gender opposite to the building cannot enter into the dormitory unless personal computer maintenance in the room of dormitory, and shifting items or any special reasons during the opening or closing period of the dormitory. If gender opposite to the dormitory needs to enter into the building due to other special reason should notify the Student Housing Centre to seek approval under special circumstance.
8. The gender opposite to the dormitory and have obtained approval to enter into the building as the above listed reason, they should comply with the following rules: due to personal computer maintenance, and shifting items or any special reasons during the opening or closing period of the dormitory needs to enter into the room or dormitory they should comply with the following:
 - (1) Any opposite gender enter into the dormitory should have Part-time student's approval, and to register at the counter and put their ID card to be held at the counter their entry admission is then to be granted.
 - (2) During the period when staying in the dormitory they should wear the specified contractors vest given by the part-time service student in order to be

indemnified.

- (3) When wanting to enter into a room, it should obtain all the roommates' agreement prior to entry to avoid causing others inconvenience.
 - (4) Gender opposite to the female dormitory cannot stay after 9pm at nights; Gender opposite to the male dormitory cannot stay after 11pm at nights.
 - (5) For safety, during the period when gender opposite to the dormitory stay in the dormitory, part-time service student should run random check and remind if necessary.
 - (6) When people who are gender opposite to the dormitory enter into building to do computer maintenance every time will be given two hours. If necessary they will need to request for extension of time to the part-time service student to extend once. The extended time will be given two hours.
None of above applies when the people opposite to gender enter into dormitory they should report to the Student Housing Centre to obtain approval then they will be allowed to entry.
9. When visitors enter into dormitory should be accompanied by that dormitory's boarding students. Visitors in the male dormitory should leave, at latest, 11pm, the dormitory; visitors in the female dormitory should leave, at latest, 9pm, the dormitory.
 10. People do not live in the dormitory enter into the dormitory after approval should not affect the dormitory's order, such as making noise or causing inconvenience to the boarding students. No improvement is made after part-time service student or counsellor has advised, beside to enforce them to leave, they should be punished by relevant business by the school.
 11. Unless it is because unforeseeable reasons and agreed by counsellors external people cannot stay in the dormitory. If boarding students suffer accident or physical/mental factors need same sex friend or relatives to assist and care their life or to be accompanied by them, they will need to seek approval from the Student Housing Centre and have their agreement then can stay in the dormitory for not exceeding three day as principle.