

General Information on Hall Application **(For full-time UGC-funded undergraduates)**

Hall applicants should read carefully and thoroughly the information below before submitting the Hall application and should contact the Undergraduate Halls for any enquiries or clarifications. Failure to comply with the Hall application procedures may lead to disqualification of Hall application or delay in the process of the Hall application.

Please pay special attention to the **[Special Arrangements on fighting against COVID-19 at the end of this General Information.](#)**

By completing and submitting the Hall application, you acknowledge that:

1. you have read, understood, and agreed the terms and conditions of the Hall application contained herein;
2. agree to abide by the relevant rules of the Hall including the **[Terms and Conditions, Hall Rules and Residents' Code](#)** of the Undergraduate Halls, **and** any other rules that the University may prescribe and issue from time to time which it deems necessary for the management of the Halls;
3. the rules referred to in point 2 above may include safety and health measures aimed at protecting the University's community and all users of Hall services and their residents. For the residence period of 2022/3 and any extended period that the University may consider necessary and announce accordingly, residents are required to pay special attention to and to comply with the **[Special Arrangements on Fighting against COVID-19 attached hereto at all times they are residents of or are seeking access to the Halls.](#)**

1. Eligibility for accommodation in the Undergraduate Halls

University Grants Committee (UGC)-funded full-time local undergraduate students will have the opportunity to experience one year of hostel life in University accommodation during their studies at the University. Please click **[HERE](#)** for Housing Policy.

Students must possess a student status of "Normal Study" as defined by the Academic Registry during the stay in the University Accommodation. You may check your student status in BUniPort > Profile > Personal Particulars & Study Record. Students who cease to be classified as "Normal Study" (e.g. taking an internship, suspension of study or leave of absence) will no longer be eligible for University Accommodation and will be required to check out of the Halls.

2. Hall Life Education

Whole Person Education – Living-learning Community

The University believes in holistic education. Hall life forms an integral part of it. Through the daily interaction with people, we believe you will learn to develop your independent thinking, critical mind and social consciousness. Hall is not merely a place to live in, but also a living-learning environment where you would develop different kinds of life skills, hobbies and aspirations.

3. Undergraduate Halls

The Undergraduate Halls is composed of the North and South Towers with 4 Halls. They provide a total of 1,736* places for full-time UGC-funded undergraduate students.

<u>Halls</u>		<u>Hall Motto</u>	
<u>C.N. YANG Hall</u>	楊振寧堂:	Hall with a Heart	修身養性，心及天下
<u>Y.P. CAI Hall</u>	蔡元培堂:	Grow in Excellence	邁向卓越
<u>S.R. ZHOU Hall</u>	周樹人堂:	Aide Sans Frontieres	跨越界限，關懷社稷
<u>C.L. SOONG Hall</u>	宋慶齡堂:	Living, Learning, Giving	學海人生，奉獻精神

* Due to the COVID-19, some hall places may be reserved for contingency in the Residential Year 2022/23

4. Miscellaneous Fees and Charges

Please click [HERE](#) for the List of Miscellaneous Fees and Charges.

5. Residential Period for 2022/23

Successful Hall applicants for 2022/23 are to be offered Hall places for full Residential Year from **31 August 2022 to 17 May 2023**, both nights inclusive *

Notes*:

1. The check-in date may also be adjusted subject to the latest development of the COVID-19. Should there be any changes in the check-in date, we will notify the successful applicants as soon as possible.

6. Application, Result Announcement and Appeal

<u>Event</u>	<u>Time (all in 2022)</u>	<u>Channel</u>
Submit online Hall application	18 (3pm) – 20 August (HK Time)	BUniPort
Payment Deadline of Hall Deposit	20 August	

Application Result announcement*^	25 August (5pm)	BUniPort
Hall Appeal Application	Before 5pm, 31 August	Form
Room Assignment announcement	29 August (5pm)	BUniPort

* Successful applicants will be deemed to have stayed in the Hall during the offer period.

^ Starting from the year of 2021/22, hall residents' behaviours (e.g. late check-out or non-compliance to the Stringent Epidemic Measures) that are subject to disciplinary actions or record of demerit points in any Residential Year will be taken into consideration in the approval of the hall application in the following year. Notwithstanding the announcement of hall application result for non-local students by early May, in the event of a successful hall applicant's involvement in any disciplinary cases after the announcement of the hall application result, the Hall Management reserves the right to withdraw and rescind the hall offer subject to the decision of the Hall Disciplinary Panel on such disciplinary cases.

Note: Applicants on the waiting list and unsuccessful applicants may submit a Hall Appeal Application on or before **31 Aug 2022**. Late submission of appeal application will NOT be considered. Hall Appeal Application form is available [HERE](#).

7. **Preference on Hall, Room Type and Roommate**

- 1) You need to rank your Hall/room type preferences carefully in the application.
- 2) You may indicate up to **1 preferred roommate***^ in the application.
- 3) If you and your preferred roommate(s) are successful in the Hall application, you will be grouped together and share the same random number in the Hall/room type assignment process. Applicants who do not have preferred roommates will also be given unique random numbers. All applicants will be assigned to their respective preferred Hall/room type based on the order of this random number. Please note that random numbers are given regardless of your hall marks.
- 4) Choices of Hall, floors, room type and roommates will be met only as far as practicable.

*Note: Your roommate pairing request will NOT be successful (you will be assigned a roommate randomly) if:

- a) your preferred roommate(s) does not complete the application;
- b) your preferred roommate(s) does not choose you as preferred roommate;
- c) your preferred roommate(s) chooses another student(s) to be his/her preferred roommate(s); OR
- d) another student chooses you or your preferred roommate(s) to be his/her preferred roommate(s)

^In Residential Year 2022/23, all 3-person room in a 5-person unit (3-5 room) will be assigned 2 residents only. Therefore, only 1 preferred roommate will be accepted in the application. Successful applicants who choose more than 1 preferred roommate in the hall application will be assigned a roommate randomly.

8. Possibility of Room Relocation

For the sake of efficient utilization of resources and to facilitate timely repairs to the rooms, the Hall Management reserves the right to relocate residents to other rooms within the Halls by normally serving the latter at least five days' notice in advance.

Room change is not accepted in the first month after check-in. Residents may apply for room change 1 month after check-in by approaching their respective [Resident Community Officer](#) for application, subject to approval of the Hall Management.

9. Hall Fees and Payment

Hall Fees for students with Full Year hall offer are to be paid by **two approximately equal installments** and are NOT transferrable or refundable.

Hall Fees for 2022/3 are listed below:

Lodging Fees of Full Residential year	1st installment	2nd installment	Total
2-person room in a 4-person unit	\$7,001.6	\$7,220.4	\$14,222.0
2-person room in a 5-person unit	\$7,001.6	\$7,220.4	\$14,222.0
3-person room in a 5-person unit [^]	\$6,822.4	\$7,035.6	\$13,858.0

** In addition to lodging fees, all residents need to pay Caution Money (\$1,000) and Orientation Fee (\$300 for first-time residents).*

[^]In Residential Year 2022/23, all 3-person room in a 5-person unit (3-5 room) will be assigned 2 residents only. As such, the lodging fee of 2-person room in a 5-person unit (2-5 room) will be charged at the same rate as 2-person room in a 4-person unit (2-4 room); while the lodging fee for 3-person room in a 5-person unit will be charged at an average rate of 2-4 room and 2-5 room.

Details of the hall fees are as follows:

- Hall fees paid are not refundable (except Caution Money) and transferrable even if the applicant withdraws study from HKBU (except for those who transferred to another JUPAS program due to successful appeal of HKDSE results)
- Applicants should settle the Hall Fees on or before 8 Sep 2022.
- The \$1,000 Caution Money is refundable to residents only after completion of the committed lodging period, less any restitution charges for damage or loss of properties and keys and late check-out. If a resident withdraws the hall residence before the last day of class of semesters or during semester break, a \$100 administrative fee will be deducted from the Caution Money.
- For freshmen and returning students, except exchange students, who have not resided in the Halls before, an Orientation Fee of \$300 will also be collected.

Please note the following important dates:

Deadline	Details
20 Aug 2022	Deadline for payment of Hall Deposit (for local freshmen)
8 Sep 2022	Deadline for payment of first installment of hall fees
Mid Nov 2022	Deadline for payment of second installment hall fees
23 Dec 2022	Latest check-out date for those who fail to settle the second installment

Successful applicants who fail to pay the Hall fee before deadline or check in within 7 days from the first day of the Hall offer period will result in cancellation of Hall offer and will be deemed to have stayed in the Hall during the Hall offer period in their future Hall applications.

You should keep good custody of the proof of your payment and be able to present it upon request. Please click [HERE](#) for payment method.

You should settle the hall charges (e.g. hall fee, restitution charges, penalties etc) on time. If you have not settled any outstanding charges of the hall in your final year of study, your graduation certificates may be withheld until all the outstanding charges are settled.

10. Check-in Procedures

The earliest check-in date is **31 Aug 2022** (10am – 6pm). No early check-in will be considered since rooms will NOT be available earlier. Please click [HERE](#) for check-in procedures.

11. Hall Orientation Activities

All new residents shall participate in the Hall orientation activities organized by individual Hall in early September. Details will be announced later.

12. Works within or in the proximity of the Undergraduate Halls

You are informed that and shall acknowledge that the University is almost constantly undertaking works to maintain, enhance and develop its campus and all its facilities, and these works may include but are not limited to construction, renovation, remedial works, repair and maintenance, improvement works or other similar works in whatsoever nature (the Works). These Works may be carried out within or in the proximity of the Undergraduate Halls. While the Estates Office will, as far as practicable, take reasonable measures to minimize the inconvenience and disturbance caused by the Works, you shall acknowledge that total removal of such inconvenience and disturbance may not be possible, and they shall agree to waive irrevocably any claim for refund of hall fees, or any right to seek compensation for any loss or damage directly or indirectly arisen out of any inconvenience caused to or suffered or sustained by them as a result of the Works.

Your attention is hereby drawn to the following Work during the Residential Year of 2022/23. You shall take this into consideration before submitting the application, accepting the hall offer and paying the hall fees:

The construction of the Jockey Club Campus of Creativity (JC³), which is next to the Undergraduate Halls and is expected to be completed in 2023/24.

13. Arrangement on Special Circumstances

If there are uncontrollable circumstances and the University makes related announcements, like asking students not to come back, delaying the check-in date or evacuation of the halls, refund of hall fees, if justifiable, can be made at most on a pro rata basis. However, the above suggestion of a possibility of refund by no means constitute a guarantee. You should consider this when you decide on hall fees payment.

You may also note that under very special circumstances, the Hall Management will need to relocate residents to other rooms / floors / residential facilities for various purposes, such as to accommodate urgent repairs and renovations, consolidation in low seasons, quarantine for health protection, etc. You are reminded to consider such possibilities before you accept our offer of residence place.

14. Data Privacy

All personal data collected and retained will be used for processing applications, statistical analysis, management of hall residence including the enforcement of all its related rules, promotion of activities and notifications, contacting Hall residents and their parents/guardian in case of emergency and such other purposes permissible under the Privacy Policy Statement and Personal Information Collection Statement of the University. Please click [HERE](#) for details. You have the right to access to or correct your personal data kept by the University by logging into the University Cyber Port System (BUniPort) and contacting the relevant Departmental Personal Data Privacy Manager.

15. Enquiry

Office: Undergraduate Halls, Office of Student Affairs, Hong Kong Baptist University
Address: Room G4, Undergraduate Halls, 5 Baptist University Road, Kowloon Tong, Kowloon

Phone: (852) 3411 2600

Fax: (852) 3411 2757

Email: ughall@hkbu.edu.hk

Website: <http://sa.hkbu.edu.hk/sas/>

Special Arrangement on Fighting COVID-19

A. Access to Student Residence Halls

All Individuals accessing the Halls and NTTIH must fulfill the updated [Vaccine Pass requirements for campus access](#).

You may be asked to present the proof at check-in, otherwise, you will not be allowed to check in until you have fulfilled the requirements. Daily online health declaration is also required for continuous access after check-in.

Responsibility of Valid Submission

In the event that fraudulent submission is found, the case will be reported to the University Disciplinary Panel for deliberation and the student concerned, if proved guilty, will be subject to serious penalty as the offence of using a false instrument is a violation of University Standards of Conduct and is a criminal offence.

Residents who do not update another negative test result or valid vaccination record after the last submission will be denied access to hall. The situation may also be further reported for deliberation

B. Joint-Effort to Fight COVID-19

The Measures apply to all student residents of the Undergraduate Halls and if visiting is permitted, all visitors (collectively, the Individuals). Non-compliance of the Measures poses a danger to the health or safety of other members of the Halls. All the requirements below will be STRICTLY enforced. Disciplinary actions will be taken against non-complying individuals.

Failure to do so will result in immediate suspension or termination of residence without any prior warning and future hall application may not be accepted as any violation will create public health risks and put the health and safety of the Hall community at risk.

These Measures are subject to changes and all residents shall pay attention to any updates of the Measures that may be issued by the University from time to time. Residents are required to comply with the latest Measures.

Restriction on Group Gathering / Dining

According to the latest Law requirement (Cap. 599G) that any gathering of more than 4 persons is prohibited. There should not be any gathering with more than four residents in the hall premises at any time.

No Visitation in the Halls

Visitation to the Halls is NOT allowed in order to minimize the risk of cross infection among residents and visitors.

Mask-wearing Requirement

All Individuals should wear mask at all times in the common areas of the Halls, including but not limited to lifts, hallways, floor lounges, common toilets and laundry rooms. In non-common areas such as bedroom, wearing mask remains required when there is/are other parties present.

All Individuals should carry their own masks. Those residents who register at the security counters to obtain a mask will be charged HK\$1 per mask, and this will be deducted from the Caution Money. An Individual who does not wear a mask will be denied entry to the Halls/NTTIH.

Hygiene Reminder

While cleaning services have been enhanced, you are reminded to pay attention to your personal hygiene, especially hand hygiene, and monitor your body condition at all times. Health tips on personal hygiene is available at CHP website [HERE](#).

Preparedness for COVID-19 Case in UGH

Please refer to the [announcement](#) to remind all the hall residents about our protocol in case the Halls are required to lockdown, conduct compulsory testing as advised by the Centre for Health Protection (CHP), or if some residents are identified as close contacts of confirmed COVID-19 cases. Please note that all residents must abide by all the protocols and arrangements. Your agreement is constituted by your check-in to the Halls. Any violations will be subject to disciplinary actions including but not limited to expulsion from the Halls, suspension of residence and demerit points.

As the supplies of daily necessities, food and medicine might be interrupted in case of emergency, please stock up according to your own needs.

The Hall Management will enforce the above epidemic measures strictly. **Any residents who are reported violating any of the above epidemic measures will face immediate suspension or termination of residence without any prior warning.** Your cooperation is requested to combat the spread of the virus to protect the health and safety of all residents, staff and outsourced workers in the Halls.

Residents must read and follow the latest Stringent Epidemic Measures and the plan on the Preparedness for COVID-19 Case in UGH that may be updated from time to time by the University.

C. Useful Information

[Government COVID-19 Updates](#)

[FAQ on Coronavirus Disease 2019 \(COVID-19\)](#)

[FAQ on New Requirements to Reduce](#)

[Gatherings](#)

The University is trying to render assistance to you as far as possible. Please contact us at ughall@hkbu.edu.hk if you come across any problems with the check-in arrangement.

Stay vigilant and healthy!

Regards,

Undergraduate Halls

Office of Student Affairs