

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

You should read carefully and thoroughly the information below before submitting the Hall application. You should contact the Undergraduate Halls if any enquiries or clarifications are needed. Failure to comply with the Hall application procedures and to provide correct and complete information may lead to disqualification of Hall application or delay in the process of the Hall application.

### **Special Attention for 2023/24 Hall Application**

You are requested to pay attention to and take into consideration of the following notes and make sure that you understand and agree with them before you submit your hall application. No refund or any forms of compensation will be considered arising from such situations and arrangements below.

1. The Undergraduate Halls will undergo major external wall repair and fixing works, during which scaffolding will be erected to cover the entire Undergraduate Halls. Nuisances such as noise, dust and smell will inevitably be caused. To facilitate the repair and fixing works, **residents are expected to change to another room at least once during their stay in the Halls.**
2. The construction of [Jockey Club Campus of Creativity \(JC3\)](#) is underway from 7 am to 7 pm from Mondays to Saturdays, except Sundays and public holidays. During the construction period, **nuisances such as noise, dust and smell will inevitably be expected.** Mitigation measures will be taken by the Estates Office to minimize the nuisances incurred by the major repair and maintenance at the Undergraduate Halls and construction of JC3 as far as practicable. Residents are advised to close windows of their rooms to alleviate nuisances as appropriate. Your continued understanding and patience will be greatly appreciated. **Please contact the Estates Office should you have further questions.**
3. To protect the safety and security of residents, **CCTV Surveillance Cameras will be installed in the public areas** of the Undergraduate Halls in 2023/24. The current protocols on the operation of CCTVs would be strictly adhered to protect personal data and privacy of staff, residents, visitors and outsourced workers of the Halls.
4. As announced by the HKSAR Government, [Municipal Solid Waste \(MSW\) charging](#) will be implemented by the end of 2023. Further announcements will be made on the charging mechanism among residents subject to the latest announcements by the HKSAR Government and the Estates Office of HKBU. Based on the polluter-pays principle, hall fees will be adjusted to cover relevant MSW charge.
5. Residents who check out late from the Halls after their designated latest check-out date will be recorded **16 demerit points and disqualified for hall application with immediate effect until graduation.** A **late check-out penalty of \$600\*** will be charged per day after 12 noon of each late check-out day until the check-out procedures are completed.
6. Students with special circumstances can apply for late check-out 2 weeks before the mass check-out. The late check-out application result will be released 3 days before the mass check-out date. An **approved late check-out administrative fee of \$200\* per night** shall apply to all approved cases. A student can request for late check-out for **no more than 3 nights.**
7. **Visitation in the Halls will be suspended** on the Mass Check-out Date and the following 5 days.

\* subject to approval of the Student Residence Management Board

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 2 above may include safety and health measures aimed at protecting the University's community and all users of Hall services and their residents.

## 1. **Eligibility for Accommodation in the Undergraduate Halls**

### A. Housing Policy

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.

### B. Student Status

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.

### C. GPA Requirements Hall Application for Residential Year 2023/24

All successful hall applicants with full-year hall offer (except final year students who never resided in the Halls) will need to obtain a minimum semester GPA of 1.67 or above for the Second Semester of 2022/23. Those who fail to do so will still be allowed to stay in the Halls but their residence in the Second Semester of 2023/24 will be subject to a minimum semester GPA of 2.0 or above for the First Semester of 2023/24. For residents who fail to obtain a minimum semester GPA of 1.67 or above for the Second Semester of 2022/23 **AND** a minimum semester GPA of 2.0 or above for the First Semester of 2023/24, their residence in the Second Semester of 2023/24 will be terminated and they will need to check out from the Halls within 5 days. Hall fees will be refunded from the date of check-out on a pro rata basis. Late check-out penalty applies as and when appropriate.

### D. GPA Requirements (Hall Application for Second Semester 2023/24: Nov 2023)

All successful hall applicants with Second Semester hall offer (except final year students who never resided in the Halls) will need to obtain a minimum semester GPA of 1.67 or above for the First Semester of 2023/24. Those who fail to do so will still be allowed to stay in the Halls but their hall application for Residential Year 2024/25, if any, will be subject to a minimum semester GPA of 2.0 or above for the Second Semester of 2023/24. For residents who fail to obtain a minimum semester GPA of 1.67 or above for the First Semester of 2023/24 **AND** a

minimum semester GPA of 2.0 or above for the Second Semester of 2023/24, their hall applications for Residential Year 2024/25 will not be considered.

E. Extra marks for GPA

Hall applicants with the following semester GPA in their immediate past semester will be awarded extra hall marks:

Semester GPA of 2.70 – 2.99, extra 3 marks will be awarded

Semester GPA of 3.0 or above, extra 5 marks will be awarded

## 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 1,770 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

## 4. Miscellaneous Fees and Charges

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

## 5. Residential Period in 2023/24

Successful Hall applicants for 2023/24 are to be offered Hall places for Full Residential Year from **29 August 2023 to 15 May 2024**, both nights inclusive \*

*Notes\*:*

The check-in date may also be adjusted subject to the major external wall repair. Should there be any changes in the check-in date, we will notify the successful applicants as soon as possible.

## 6. Application and Result Announcement

Event	Time	Channel
Submit online Hall application	21 March - 5 April 2023	<a href="#">HERE</a>
Application Result announcement*	5pm, 3 May 2023 (for non-local students) 5pm, 15 June 2023 (for local students)	<a href="#">HERE</a>
Room Assignment announcement	Early August 2023	<a href="#">HERE</a>

\* Successful Hall applicants will be deemed to have stayed in the Hall during the offer period and the marks for Year of Residence, if any, will not be given in future hall applications

Starting from the year of 2022/23, hall residents' misbehaviours (e.g. late check-out) that are subject to disciplinary actions or record of demerit points in any Residential Year and the abovementioned GPA requirements will be taken into consideration in the approval of the hall application in the following year. In the event of a successful hall applicant involvement's in any disciplinary cases or failure to fulfill the abovementioned GPA requirements 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 or the relevant GPA requirements.

### Hall Application Appeal

Applicants on the waiting list and unsuccessful applicants may submit a Hall Appeal Application on or before 21 June 2023, 5pm. 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 **2 preferred roommates\*** 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;  
your preferred roommate(s) chooses another student(s) to be his/her preferred roommate(s); OR

c) another student chooses you or your preferred roommate(s) to be his/her preferred roommate(s)

## 8. Possibility of Room Relocation

For the sake of efficient utilization of resources, facilitate timely repairs to the rooms such as the major external wall repair and other relevant repairs, 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 (subject to review and adjustment for 2023/24)

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

Hall Fees for 2022/23 are listed below for reference:

<b>Lodging Fees</b>	<b>Local Students</b>	<b>Non-local Students</b>
2-person room in a 4-person unit	\$14,276.7	\$16,965
2-person room in a 5-person unit	\$13,545.9	\$16,077.6
3-person room in a 5-person unit	\$10,283.4	\$12,214.8

*\* In addition to lodging fees, all residents need to pay Caution Money (\$1,000) and other miscellaneous fee as appropriate.*

Details of the hall fees are as follows:

- Hall fees paid are not refundable (except Caution Money) and transferrable. Successful applicants must settle the first installment of Hall fees during **15- 28 June 2023**. If the payment deadline is lapsed, your application will be cancelled automatically.
- The \$1,000 Caution Money is refundable to residents only after check-out, less any restitution charges for damage or loss of properties and keys and late check-out penalty. For residents checking out during semester break or before the last day of class of the semester, a \$100 administrative fee will be deducted from the Caution Money before refund.
- All first-time residents (except exchange students) will be charged a \$300 Orientation Fee.

Please note the following important dates:

<b>Deadline</b>	<b>Details</b>
28 June 2023	Deadline for payment of first installment hall fees
Mid Nov 2023	Deadline for payment of second installment hall fees
22 Dec 2023	Latest check-out date for those who fail to settle the second installment

Successful applicants who fail to pay the Hall fees **in full amount** before the payment due date 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. The marks for Year of Residence, if any, will not be given in future hall applications and the Hall fees paid, if any, will not be refunded.

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

You should settle all the fees charged by the Halls (e.g. hall fee, restitution charges, penalties etc) on time. If you have not settled any outstanding charges of the hall by 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 **29 Aug 2023** (10am – 6pm). No early check-in will be considered since rooms will NOT be available earlier. Please click [HERE](#) for check-in procedures.

#### **11. Late check-out Penalty (New!!!)**

Residents who check out late from the Halls after their designated latest check-out date will be recorded **16 demerit points and disqualified for hall application with immediate effect until graduation**. A **late check-out penalty of \$600\*** will be charged per day after 12 noon of each late check-out day until the check-out procedures are completed.

Students with special circumstances can apply for late check-out 2 weeks before the mass check-out. The late check-out application result will be released 3 days before the mass check-out date. An **approved late check-out administrative fee of \$200 per night\*** shall apply to all approved cases. A student can request for late check-out for **no more than 3 nights**.

**Visitation in the Halls will be suspended** on the Mass Check-out Date and the following 5 days.

**\* subject to approval of the Student Residence Management Board**

#### **12. Parcels and Mails (New!!!)**

The Undergraduate Halls is **not liable for any loss or damage in the mail and parcels delivered** to the Undergraduate Halls. Residents are responsible to collect the mail and parcels promptly. For details regarding the arrangement on the collection of mail and parcels, please refer to [HERE](#).

#### **13. Hall Orientation Activities**

All new residents shall participate in the Hall orientation activities organized by individual Hall in late August to early September. Details will be announced in due course.

#### **14. 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 2023/24. 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 (JC<sup>3</sup>), which is next to the Undergraduate Halls and is expected to be completed in 2024/25.

#### **15. 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.

#### **16. 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.

## 17. 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  
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