

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 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.**
2. 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.
3. As announced by the HKSAR Government, Municipal Solid Waste (MSW) charging will be implemented in April 2024. 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.
4. 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.
5. 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**.
6. **Visitation in the Halls will be suspended** on the Mass Check-out Date and the following 5 days.

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 for Residents with Second Semester 2023/24 Hall Offer Only: Nov 2023 (Except Freshmen and Final Year Students who never resided in the Halls)

All residents with Second Semester hall offer only (except Freshmen and 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**.

D. 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 Second Semester are to be offered Hall places for 1 Semester from **5 January 2024 to 15 May 2024 (All students except Freshmen) / 16 May 2024 (Freshmen)**, both nights inclusive *

Notes:*

The check-in date may also be adjusted. 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	1 November, 12noon-10 November 2023	HERE
Application Result announcement*	5pm, 1 December 2023	HERE
Room Assignment announcement	5pm, 4 January 2024	HERE

** 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.

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

Hall Fees for students are to be paid in **one installment** and are NOT transferrable or refundable.

Hall Fees for 2023/24 2nd Semester are listed below for reference:

Lodging Fees	Local Students (Freshmen)	Local Student (Non-Freshmen)	Non-local Students (Freshmen)	Non-local Students (Non-Freshmen)
2-person room in a 4-person unit	\$ 7,634.2	\$7,576.8	\$ 9,562.7	\$9,490.8
2-person room in a 5-person unit	\$7,248.5	\$7,194.0	\$ 9,057.3	\$8,989.2
3-person room in a 5-person unit	\$ 5,506.2	\$5,464.8	\$ 6,889.4	\$6,837.6

** 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.
- Applicants should settle the hall fees on or before 7 December 2023.
- 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.

Please note the following important dates:

Deadline	Details
7 December 2023	Deadline for payment of Second Semester Hall Fees
16 May 2024	Latest check-out date for all students except Freshmen
17 May 2024	Latest check-out date for Freshmen

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 **5 Jan 2024** (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.

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. 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 (JC³), which is next to the Undergraduate Halls and is expected to be completed in 2024/25.

14. 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.

15. 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.

16. 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/>