

**Hong Kong Baptist University**  
**Undergraduate Halls, Office of Student Affairs**  
**Guest Pass System (GPS)**

**Rules and Guidelines**

**What is Guest Pass System?**

1. The Guest Pass System (GPS) of the Undergraduate Halls (UGH) allows residents to apply and host other HKBU Full-time UGC-funded Undergraduate, who are not current UGH residents, to tentatively stay in UGH as guests for academic purposes.
2. The GPS, an online system, operates only during term time within the academic year (including exam periods), except semester break / summer break. All users will be required to log in with their SSOids before accessing the GPS.

**Who are eligible for GPS?**

3. Only residents who have already checked in the halls with valid residential status (e.g. not under suspension/prolonged absence from hall) will be eligible to be the hosts and apply for the guest passes.
4. The guests must be current full-time UGC-funded undergraduates of HKBU with valid student status. Students who have withdrawn from studies, or are under suspension of studies, or are being sanctioned by the University in any kinds are not eligible to be the guests of UGH.

**Charge for a Guest Pass**

5. The charge for a Guest is \$60 per night, to be paid by the host through the Octopus Payment Kiosks inside the UGH. The charge is subject to review by the Hall Management from time to time

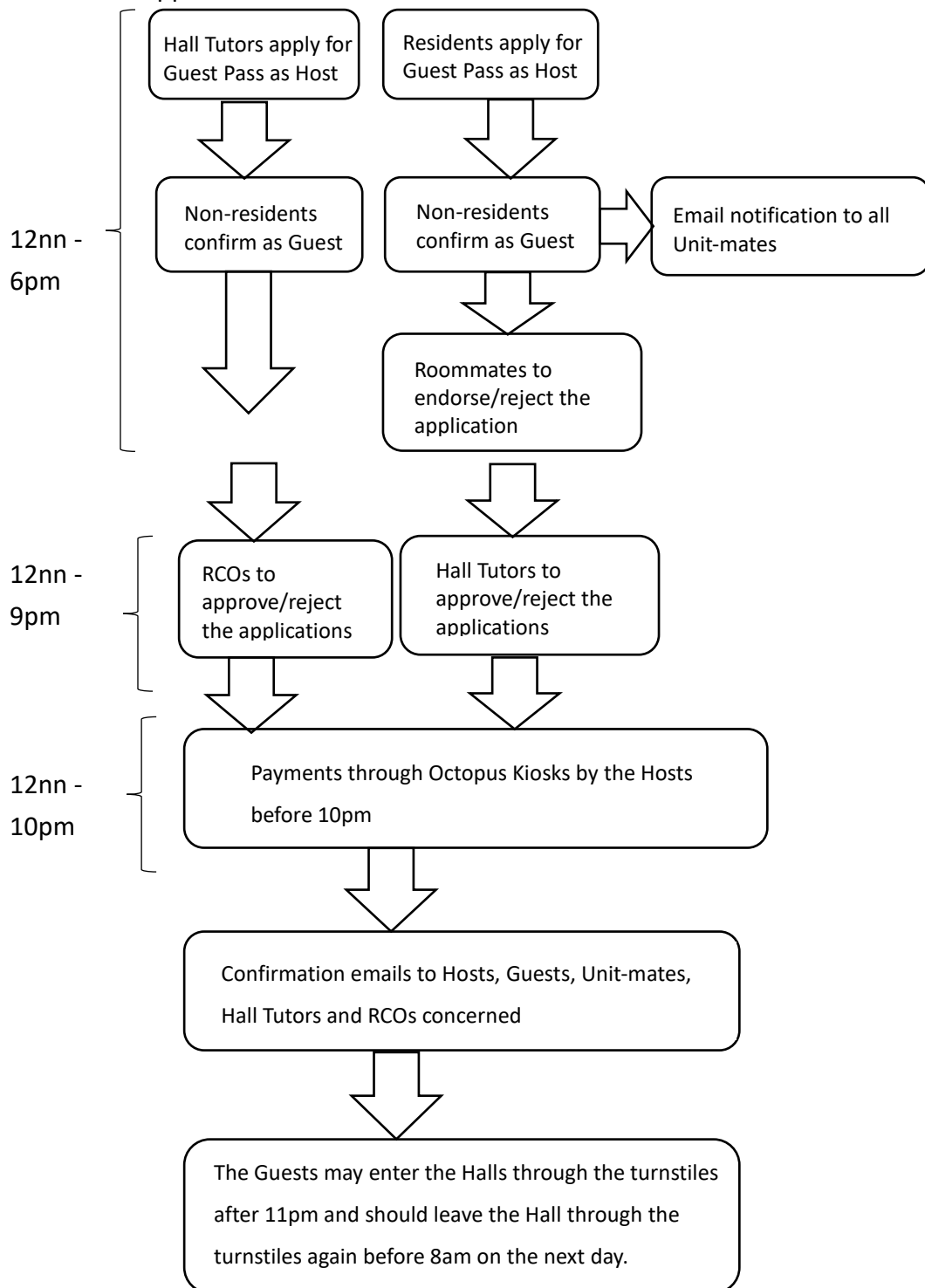
**Rules and General Information**

6. Only on-the-day applications will be available from 12noon to 6pm.
7. Guests must be of the **same gender** of their hosts, the applying residents.

8. Limitations and quotas of the GPS are as follows:
  - i) Maximum 10 guests per Hall per night;
  - ii) Maximum 3 guests per floor per night;
  - iii) Maximum 1 guest per room per night;
  - iv) Maximum 1 guest per resident (host) per night;
  - v) Each resident can only be a host for maximum 2 nights per week; and
  - vi) Each guest can only stay in the hall for maximum 2 nights per week.
  
9. Payment of the guest passes shall be settled through the Octopus Payment Kiosks in the **laundry rooms** of UGH before 10pm on the same day before the guest passes are confirmed and can be activated.
  
10. Guests who have obtained the guest passes successfully will be able to access to the halls by using their own student cards similar to other residents during the guest pass period of the guest passes, which will be from 11pm till 8am on the next day.
  
11. Guests should be considered as visitors who are allowed to tentatively stay in UGH outside the visitation hours. In this connection, the hosts, i.e. the residents shall accompany the guests throughout their stays in UGH and be responsible for the acts of the guests. Both the hosts and the guests are obligated to comply with all the Rules & Regulations of UGH.

## Application Flow of GPS

12. The flow of application is summarized as follows:



*The above steps are sequential where steps can only be accessed when the previous step(s) is/are completed.*

13. If a guest enters the Halls before 11pm as a visitor through the “pair-up system”, he/she will be required to exit the halls at or before 11pm and enter the halls once again with his/her student card in order to **activate the guest pass**.

#### **Penalty of Violation of Rules**

14. All guests should leave the Halls at or before 8am of the following day when the guest passes expired. However, if a guest leaves the Halls after the grace period, i.e. 8am - 10am on the next day, though he/she can still exit through the turnstiles, a penalty of \$100 for leaving the Halls late will be levied on his/her host and it will be directly deducted from the Caution Money of the host. Moreover, the guest will be suspended from entering the Halls as a visitor. Both the host and the guest will be suspended for applying guest pass for one month.
15. Both the hosts (residents) and the guests (non-residents) should abide by the General Hall Rules and the Residents’ Code while staying in the Halls. Any violations of the regulations of the Guest Pass System and/or General Hall Rules may lead to **suspension on applying or using guest passes, or even disciplinary actions for both the hosts and guests**. If such violation of the regulations happen towards the end of a semester, the points demerit and/or suspension on applying or using guest passes that have not been completed will be carried forward to the next semester.
16. Penalties are subject to review and will be amended by the Hall Management from time to time as it deems appropriate.
17. The Hall Management reserves the rights to interpret, review and amend the Rules and Guidelines of the Guest Pass System as it deems appropriate.
18. The Rules and Guidelines of the Guest Pass System will be reviewed and amended if necessary after the pilot-run of the system in the Second Semester of 2018/19.