

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 they have 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.

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. For the residence period of 2021/2 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 Student Halls. 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 or suspension of study) will no longer be eligible for student accommodation and will be required to check out of the hall.

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 2021/22

4. Miscellaneous Fees and Charges

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

5. Residential Period for 2021/22

Successful Hall applicants for 2021/22 are to be offered Hall places for full Residential Year from **1 September 2021 to 19 May 2022**, both nights inclusive *

Notes*:

1. Due to washroom refurbishment in the **North Tower** in Summer 2021, which is planned to be completed by the end of August 2021, the check-in date of residents of the North Tower is subject to confirmation. While effort will be made to ensure the refurbishment to be completed on time so that residents can check in before the semester begins, in any cases that the work is delayed, residents concerned will be notified at once for any updated arrangement or a postponed check-in date.
2. 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

Event	Time (all in 2021)	Channel
Submit online Hall application	19-21 August	BUniPort
Payment Deadline of Deposit	21 August	
Application Result announcement*^	26 August (for local freshmen)	BUniPort
Hall Appeal Application	Before 5pm, 31 August	Form
Room Assignment announcement	27 Aug 2021	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 involvement's 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 2021**. 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 2021/22, 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 2021/22 were listed below :

Lodging Fees of Full Residential year	Local Students
2-person room in a 4-person unit	\$13,859.1
2-person room in a 5-person unit	\$13,859.1
3-person room in a 5-person unit [^]	\$13,519.8

** In addition to lodging fees, all residents need to pay Caution Money (\$1,000), Orientation Fee (\$300 for first-time residents) and Programme Fee (\$100) in the 1st installment.*

^In Residential Year 2021/22, 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 from study in HKBU (except for those who transferred to another programme under JUPAS due to successful appeal of HKDSE results)
- Applicants should settle the first installment of hall fees on or before 13 Sep 2021.
- 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. 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.
- A \$100 Programme Fee is collected on behalf of Hall Councils for their organization of hall life activities. Please contact the respective Hall Council for any enquiries about Programme Fee.
- 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
21 Aug 2021	Deadline for payment of Hall Application Deposit (for local freshmen)
13 Sep 2021	Deadline for payment of first installment of hall fees
Mid Nov 2021	Deadline for payment of second installment hall fees
28 Dec 2021	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 **1 Sep 2021** (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 2021/22. 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. Continual Compliance with Stringent Epidemic Measures

You shall strictly observe and comply with the Stringent Epidemic Measures (the Measures) for the Undergraduate Halls that may from time to time be uploaded by the University to its website [HERE](#), at all times throughout the Residential Year. The Measures are subject to changes without prior notice. In order to comply with the Measures correctly and fully, hall residents are obliged to check the University's website for the latest Measures regularly, and that hall residents agree that the University is entitled to assume that they have knowledge of the contents of the latest Measures at any time. Any Hall resident who fails to comply with the Measures intentionally or inadvertently is deemed to pose a danger to the health or safety of other members of the Undergraduate Halls, and will be subject to disciplinary actions or demerit points. The Hall Management reserves the right that it may at its absolute discretion immediately suspend or terminate the hall residence of the non-complying resident and/or deny his/her access to the Undergraduate Halls without any obligation to refund the hall fees. In the case of suspension of hall residence or access to Undergraduate Halls, the Hall Management may decide to restore such residence or permit such access if the resident can demonstrate prompt remedial action by complying with the Measures without delay.

15. Arrangement on confirmed COVID-19 case in the Undergraduate Halls

You shall strictly observe the protocol on the handling of confirmed COVID-19 case in the Undergraduate Halls before checking-in. The protocol is available [HERE](#).

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

Special Arrangement on Fighting COVID-19

A. Access to Student Residence Halls

You should ensure that you will EITHER have received the second dose of vaccine for 14 days or more before your check-in date, OR be able to present a negative result of COVID-19 test received within 14 days before the check-in date. 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. Please see details below.

If you decide not to take vaccination, you will need to provide a negative COVID-19 test result **every** 14 days.

Booking of COVID-19 Vaccination and Testing

The Hong Kong Government has expanded the Vaccination Programme to cover visitors holding valid travel documents who have to continue staying in Hong Kong due to the epidemic.

To be eligible, the visitors must be holders of valid travel documents who are allowed to stay in Hong Kong as permitted by the law, and can complete two doses of vaccination within their limit of stay without extension.

You can bring your travel documents and the landing slips or extension of stay labels issued by the Immigration Department to any [post office](#) during office hours. Staff there will assist you to make appointments for getting your jabs in a [community vaccination centre](#) within your limit of stay.

Please click [HERE](#) for information on testing options.

Submission of Vaccination or Test Result

You are reminded to refer to the Hall application result email that all students must submit a daily online health declaration in the [HKBU Mobile App](#) in order to access the campus every day. Please download the [HKBU Mobile App](#) as soon as possible.

You can upload your COVID-19 vaccination record or test result to the University Health Declaration System now. If you have taken the second dose of vaccination already, please **upload the proof as soon as possible** to facilitate timely verification of your proof.

Please pay attention to the following:

1. The proof must **show the date and your full/partial name**. Proofs without date or name may not be taken as valid proof.
2. If you are going to take the COVID-19 test, make sure that you will have sufficient time to receive the test result and upload it before you check in. Otherwise, you will not be allowed to check in and your hall access will be denied.

To obtain an approval of access to the Halls, residents must

EITHER

1. upload their valid COVID-19 vaccination record (i.e. completed the second dose of vaccination for at least 14 days);

[If you have completed the COVID-19 vaccination, which is recognized by the Hong Kong government (click [HERE](#) to check), before you come to Hong Kong, your compulsory quarantine period may be shortened as approved by the Hong Kong government. In this case, please also upload the letter issued by the government showing your shortened compulsory quarantine period in the online health declaration as this will facilitate the vetting of your vaccination record.]

OR

2. provide a negative COVID-19 test result within 14 days

[If you decide not to take vaccination, you need to upload a valid COVID-19 negative test result every 14 days in the online health declaration in order to maintain your continuous access to the Halls. Information on testing is available at government website [HERE](#). Please note that testing fee is at your own cost.]

You have to assure that all submissions to the Health Declaration System must be true, accurate and updated. You will not be allowed to enter the Halls if you do not submit either your vaccination record or COVID-19 negative test result of the past 14 days to the University Health Declaration System before check-in. For residents who take COVID-19 test, they have to report the negative test result to the University Health Declaration System every 14 days for continuous access to the Halls.

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

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.

Residents who are found to have failed to comply with this requirement in the first instance will first be warned and their student numbers be taken down. Subsequent non-compliance will carry penalties including but not limited to receipt of demerit points and suspension or in serious cases, termination of residence. In the case of visitors, they will be asked to leave the Halls immediately.

All individuals should carry their own masks. Those residents who register at the security counters to obtain a mask will be charged HK\$3 per mask, and this will be deducted from the Caution Money. Each resident can only get one mask from the security counters per day. An Individual who does not wear a mask will be denied entry to the Halls.

Group Gathering Restriction

Group gathering of more than 4 persons in public places is prohibited by law currently. All function rooms on 1/F in the Halls, except the Computer Room, Laundry Rooms, Fitness Rooms and Music Practice Rooms will remain closed. There is also no visitation of the Halls. All measures are effective until further notice.

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](#).

Protocols for any Confirmed COVID-19 Case in the Halls

An [announcement](#) was issued on 31 August 2020 to alert all the hall residents about our quarantine / lockdown protocols in case any of our residents are confirmed with COVID-19. A copy of the announcement will also be given to all residents when they check in. 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.

C. Useful Information

[Government COVID-19 Updates](#)

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

[FAQ on New Requirements to Reduce Gatherings](#)

As the COVID-19 situation is highly unpredictable, we should all be prepared that face-to-face teaching might be suspended on short notice due to an upsurge in confirmed cases in Hong Kong or an outbreak on the campus. Subject to the request / advice of the Government, the Halls may be locked down or evacuated. Having said that, the Hall Management will try its best to minimise the interruptions to your stay under such unfortunate circumstances.

Your cooperation is crucial in maintaining the health of fellow residents. Let's join hands to fight the virus!

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.