

MUST READ: A GUIDE TO HOSTEL LIFE 2023-2024

**Lingnan University
Office of Student Affairs**

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WHY LIVING IN STUDENT HOSTELS?

Liberal Arts Education and Residential Education

A vibrant and fruitful university life goes far beyond classrooms and academic pursuits. Residential life is an important part of the total university experience and residential education is one of the key elements of Lingnan University's liberal arts education.

Hostel Residency Policy (HRP)

The following hostel allocation priorities, Hostel Residency Policy (HRP) and the assessment criteria for hostel residency beyond the fulfilment of the Hostel Residency Requirement (in section 3) are recommended at the Student Hostel Management Committee (SHMC) and approved by the Presidential Group (P-Group) in June 2022. The principles are further endorsed at the SHMC at its meeting on 28 March 2023.

Allocation Priorities with effect from 2023-24

- a. First Year UG students to reside in student hostels for better adjustment to university life.
- b. UG students have higher priority to PG students as they are relatively younger.
- c. UGC-funded students should have higher priority than self-financed students.
- d. Non-local students should have higher priority than local students.
- e. All RPg students will be provided with hostel places.

HRP with effect from 2023-24 (for UGC-funded Students)

- a. All UG students who will study in the University for four years will normally be required to reside in student hostels for two years*;
- b. All UG senior year students who will study in the University for two years will normally be required to reside in student hostels for one year*;
- c. To help new UG students adjust to university life, all first year students are encouraged to reside in student hostels.
- d. Exemption and/or deferment mechanisms from items (a), (b), and (c) are available to accommodate students' special/personal needs.
- e. UG students applying for residency beyond the durations indicated above under items (a) and (b) will be assessed by their academic performance, leadership, community service and other forms of contributions deemed appropriate.

* Students' residential experience occurred during the academic exchange will be regarded as a part of fulfilment of the Hostel Residency Requirement.

Core Values of Residential Education

Enriching Students' Hostel Experiences

1. Strengthen the role of hostels in enhancing students' language proficiency (English and Chinese in particular) through close collaboration with the support units and the language instructors for language enhancement and related programmes.
2. Enhance the campus-wide cross-cultural experiences including advancing the residential education programmes to promote cross-cultural appreciation.
3. Residential Education becomes one of the ILP domains which focuses on quality whole person development to enhance students' competences in personal development, leadership, language enhancement and internationalisation.

Advancing Residential Education and Promoting Student Training in Leadership and Entrepreneurship

- Recorded a high student participation in international exchanges, Service-Learning, humanitarian entrepreneurship and research with social impact
- Involved over 600 student-participants and benefited more than 12,000 community beneficiaries annually through Service-Learning activities
- Offered 45 entrepreneurial trainings/activities and 26 global start-up internship opportunities for students in 2020-21
- Introduced the Wellness Hotspot and Living Well Academy
- Launched a CC4U (Closely Connected for You) Campaign
- Established a laboratory on physiological indicators of well-being

Strategic Plan 2022-2028

<https://www.ln.edu.hk/strategic-plan/2022-2028/en/strategic.html>

Living-Learning Community and Residential Education Programmes

In order to extend student residents' learning opportunities and enhance their intellectual and personal growth, each hostel is a Living-Learning Community with an educational theme. The Warden Office will also offer a rich array of residential education programmes ranging from the meaning of hostel life, healthy life style, self-understanding and management, green living, language learning, book reading to art and culture appreciation for their residents. The programmes aim to enhance students' understanding of hostel life and language competence, enrich students' cross-cultural appreciation, strengthen students' intellectual development, widen their "Glocal" perspectives (capable of addressing issues from both a local and global perspective), and encourage immense interactions with hostel residents and Warden Offices and fellows who come from different study disciplines.

Hostel education has been advanced to Residential Education 宿舍全人教育, one of the six learning domains of the Integrated Learning Programme (ILP), which is a graduation requirement. Every undergraduate student is required to complete at least 5 ILP units in Residential Education before graduation. The Residential Education focuses on whole person development to enhance students' competences in the following areas:

- **Personal Development:**
interpersonal communication ability, independence, self-governance ability and intellectual development;
- **Leadership Development:**
problem-solving, sense of community and responsibilities, analytic competence and critical thinking; and
- **Language Enhancement and Internationalisation:**
cultural integration and appreciation, and global perspectives.

Activities under this domain will be mainly provided by Warden Offices for advocating their educational themes as Living-Learning Community, and supplemented by the Office of Student Affairs (OSA), the Centre for English and Additional Languages (CEAL), the Chinese Language Education and Assessment Centre (CLEAC), various University offices and student bodies.

Living-Learning Community and Hostel Themes

Hostel	Theme
William M W Mong Hall The Bank of East Asia Hall (A)	We are a Family
Tsung Tsin Association Hall Fok Cho Min Hall (B)	B The Change
Chung Shun Yee Min Hall (C)	Engaging Our Community
Lam Woo Hall (D)	Freedom, Autonomy and Self-discipline
The Jockey Club Hall (E)	Creative · Green · Positive · Adventurous (CGPA)
The Jockey Club Hall (F)	ALL (A: Arts L: Language L: Life)
The Jockey Club New Hall (G)	Holistic Well-being
The Jockey Club New Hall (H)	Life Transformation
Wong Hoo Chuen Hall (WHC)	Fraternity, Friendship and Diversity
Wu Jieh Yee Hall (WJY)	Make a Difference @WJY Hall

Cross-cultural Integration and Appreciation

The University provides many opportunities to students to study abroad or in the Chinese Mainland for one full credit-bearing academic term, and likewise to receive the same number of incoming students for one academic term and/or one academic year. Besides, the University is admitting roughly 20% of students from overseas and the Chinese Mainland for full degree programme in support of cross-cultural integration and appreciation.

Students applying for Student Exchange Programmes are strongly recommended to contribute to internationalisation on campus and serve as cultural ambassadors by (1) participating in the Buddies Scheme organised by the Office of Global Education (OGE), and/or (2) living with non-local/incoming students in student hostels for at least 1 term. Your prior experience in these 2 schemes will be taken into consideration and give you extra credit for the assessment of your application for Student Exchange Programmes. OGE will check with OSA whether student opted and stayed with non-local or exchange roommate in the student hostel.

The University encourages interaction and integration among local, mainland and overseas students. Accordingly, the Lingnan Language Enhancement Initiative (L²EI) is launched to enhance students' language competency while nurturing multi-lingual learning and cross-cultural appreciation among students. Under L²EI, the Office of Student Affairs (OSA), the Centre for English and Additional Languages (CEAL) and the Chinese Language Education and Assessment Centre (CLEAC) will be organising programmes to cater for the needs of students. In addition, a new funding scheme: Student-initiated Multi-Cultural and Multi-Lingual Enhancement Programmes Campus Fund (MMCF) is introduced by the OSA to subsidise student-initiated activities for language learning and cultural exchange.

Support and Guidance

Warden and his/her team provides support and guidance for students in hostels. Each hostel has a Warden, a Senior Tutor and four to six Tutors. The Warden is the head of his/her assigned hostel. The Warden Office (WO) is responsible for a range of pastoral functions which include: care for the welfare of individual residents, the creation and maintenance of conditions conducive to their intellectual, social and cultural growth, the encouragement of a sense of community among hostel members.

Student Hostel Association (SHA) and floor representatives represent the interests of student residents and organise a wide range of activities in order to enhance residents' sense of community and hostel spirit.

The Campus Support Office (CSO) of the Office of Campus Development and Management (OCDM) helps in the security, maintenance and repair. The Office of Student Affairs (OSA) helps in administering the hostel admission, room assignment and room swapping, and the withdrawal of students. The Information Technology Services Centre (ITSC) helps in the LAN, Wi-Fi and other IT services.

IMPORTANT INFORMATION

Facilities

Student Bedroom

- Ten hostels offer shared twin rooms or triple rooms to residents.
- The size of a student room is around 110 to 130 square feet, with 2 single beds, 2 cabinets, 2 desks and chairs for a twin room; bunk beds are provided in a triple room.

Laundry

- Residents could use the laundry rooms equipped with washing and drying machines (Octopus Card operated) in the resident hostels.
- The charge for using the washing machines is HK\$6 per cycle and the drying machines is HK\$1 per seven minutes.

Air-conditioner

- Student accommodations are provided with air-conditioners.
- Air-conditioning charges are settled by students and shared among roommate(s).

Telephone

- Free public telephones for local calls are available on each student floor and the common lounge floor.

Pantry

- A pantry is available on each student floor and the common lounge floor.
- Boilers and microwave ovens are installed in all the pantries.
- Refrigerators are available on each student floor and the common lounge floor.

Vending Machines

- For residents' convenience, there are vending machines selling soft drinks and snacks in the common lounges.

Audio-Visual Facilities

- Television set is provided by the University in the common lounge of each hostel.

Typical student bedroom of Southern Hostel and the Jockey Club Hall

- Bed size 33 inch x 84 inch for most of rooms.
- Very small number of room for 33 inch x 77 inch.

Twin room in the Jockey Club New Hall

- Bed size 35 inch x 78 inch.

Twin room in the WHC and WJY Hall

- Bed size 35 inch x 78 inch.

Triple room in WHC and WJY Hall* (with bunk bed)

** Triple rooms will also be available in the Jockey Club New Hall starting from 2023-24 where photos are not available for the time being.*

Fee

The hostel fee for each resident covers one residential year. A deposit of HK\$500 is required to be paid in the first application. The deposit paid will be refunded to graduating students after the deduction of the air-conditioning charges and any fees to cover damage of furniture/facilities. The hostel fee is payable in two instalments, normally in August and January. Please find the instalment payable per academic term for UGC-funded and Self-funded students for 2023-24 on the following page.

Upon receiving the payment note/efees note, the residents should pay the fee on or before the deadline stated. Failure to pay charges on time or withdraw from hostel after the issue of payment note will be subject to a penalty of HK\$300.

Deferment of Hostel Fee

Local full-time Tertiary Student Finance Scheme - Publicly-funded Programmes (TSFS) and Financial Assistance Scheme for Post-secondary Students (FASP) applicants who are in financial difficulties are eligible to apply for deferment. Office of Student Affairs will advise students of the application guidelines and period through emails.

Hostel	Room Types	Hostel Fee (HK\$) for UGC-funded students	Hostel Fee (HK\$) for Self-funded students
William M W Mong Hall The Bank of East Asia Hall	Twin Room	\$6,725/ residential term	\$10,100/ residential term
Tsung Tsin Association Hall Fok Cho Min Hall			
Chung Shun Yee Min Hall			
Lam Woo Hall			
The Jockey Club Hall			
The Jockey Club New Hall	Twin Room	\$7,430/ residential term	\$11,155/ residential term
Wong Hoo Chuen Hall			
Wu Jieh Yee Hall			
The Jockey Club New Hall	Triple Room	\$5,490/ residential term	\$8,225/ residential term
Wong Hoo Chuen Hall			
Wu Jieh Yee Hall			

List of Indemnities

Student residents will be charged if they lose/damage their keys, move out of their rooms late, and/or leave their rooms un-cleaned and/or un-cleared at the end of the residence period. Although fair tear and wear is expected, student residents are liable to pay for any damage to furniture, fittings and fabric of the hostels. Below is a list of indemnity charges for residents' reference.

List of Indemnities for different items (*charged to bed occupant*/shared by room occupants#*)

Item	Description	Charge (HK\$)
A. Bedroom Furniture & Fittings		
1	Chair*	HK\$250
2	Curtain*	HK\$300
3	Desk Light*	HK\$100
4	Electricity Extension Power Bar*	HK\$60
5a	Fan#	HK\$260
5b	Fan remote#	HK\$100
6	Mattress*	HK\$450
7	Mirror#	HK\$200
8	Mosquito Screen*	HK\$200
9	Wall panel*	HK\$300
10	Pedestal*	HK\$500
11	Repainting due to Graffiti/Mark/Scratch/Damage to Wall/Ceiling/Door*#	HK\$300/per surface
12	Damage and Repair of Furniture, Fittings & Equipment*	At cost of making good or at replacement cost

Item	Description	Charge (HK\$)
B. Washroom Fittings <i>(for shared washroom in Jockey Club New Hall, WHC and WJY Hall)</i>		
1	Rubbish Bin#	HK\$100
2	Shower Curtain#	HK\$100
3	Shower Head#	HK\$100
4	Toilet Seat#	HK\$100
5	Wash Basin#	HK\$500
C. Keys		
1	Damage to or loss of original Lingnan key/smart card*	HK\$100
D. Penalty for Improper Check-In/ Out		
1	Late check-out* <i>(cap at three calendar days)</i>	HK\$100/per day
2	No show for hostel check-out* <i>(For student who did not complete any check-out procedures after three calendar days. Late check-out and loss key penalty inclusive)</i>	HK\$700 (HK\$600 no show + HK\$100 loss key)
3	No show for hostel check-in	HK\$300
4a	Fail to proper clean up# <i>(with reference to municipal solid waste (MSW) charging)</i>	HK\$200/per room + MSW
4b	Cleaning for individual bed occupant*	HK\$200 + MSW
5	Furniture relocation#	HK\$500/per room

Check-in/Check-out Important Notes

	Check-in	Check-out
Venue	Security Counter of Hostels	Security Counter of Hostels
Date & Time	Monday – Sunday 0700 – 2300	Monday – Sunday 0700 – 2300 (For the last day of the residential term: before 1200 noon)
Procedures	<ol style="list-style-type: none"> 1. Visit the security counter of your assigned hostel block. You should check in between 0700 and 2300. 2. Present your Lingnan University Student Identity Card (SID card) to the security officer. Check-in must be completed in person. 3. The security officer will process your hostel check-in and issue the hostel room key/keycard to you. Please check carefully and confirm the hostel room key is the original key and with the correct room number at the security counter. Please also confirm that there are no physical damages to the key/keycard before you leave the security counter. 	<ol style="list-style-type: none"> 1. Make sure all facilities (power extension cord, remote control, drawer key, etc.) and furniture (bed, chair, wardrobe, mattress etc.) of your room are in order and same as its original setting. 2. Switch off all electrical appliance (e.g. air conditioner, fan etc.) in the room. 3. Present your Student Identity Card (SID card) and return the completed clearance form with the correct and original room key (with logo of 博雅教育) or key card to the Security Counter. 4. Students who have completed the check-out procedures will not be allowed to return to the hostel room again. The access right to the hostel will be immediately deactivated after completion of check-out procedure.
Delegation	Not applicable: Students have to check-in in person	<ul style="list-style-type: none"> • Resident can authorise other Lingnan student to complete the check-out procedures by submitting an authorisation letter (including the full name, student ID number, hostel room number and signature) of the resident and the authorized person in written paper format. • The authorised person should present the authorisation letter, the resident's SID card copy and his/her own SID card to the duty staff.

Hostel Rules and Regulations

- I.** A resident of student hostels must be a full-time undergraduate or postgraduate. Every resident has to submit a formal application and fulfill all hostel admission requirements and/or procedures before check-in hostel.
- II.** In each student hostel there will be a Student Hostel Association, the members of which shall be all the residents of the hostel (& its affiliated members if the constitutions say so).
- III.** Residents who have not completed the check-in procedure by 5:00pm on the first day of the new residential academic year or have not made arrangements with the Office of Student Affairs for late arrival will not be guaranteed a place in the hostel.
- IV. Student Hostel Activities**
 1. The Hostel Orientation Programme is an important function in the hostel calendar. Residents are required to attend and be involved in this function unless it clashes with residents' academic obligations. Prior approval should be obtained from the Warden concerned for absence from this event.
 2. To create a learning environment at the hostels that can enhance students' whole-person development, hostel programmes bearing Integrated Learning Programme units under the Residential Education domain will be offered to residents. Residents who are of the 4-year system are required to fulfill at least 5 ILP units in the learning domain of Residential Education before graduation. Residents are also encouraged to participate in activities organized by the Student Hostel Association.
- V.** Cooking is not allowed in student hostels.
- VI.** Parking within the hostel areas is not allowed except in very special circumstances with prior approval.
- VII.** Furniture should not be removed from any residence room or common area without the approval of the Warden and the University.
- VIII.** Residents should not switch assigned rooms without the prior approval of the University.
- IX.** Residents must not stay in the hostel areas occupied by the opposite sex during restricted hours* of the hostels.
- X.** Possession or use of illegal substance/s is strictly prohibited. Consumption of alcohol is not allowed in hostel areas.
- XI.** Residents should scan their SID/key cards before entering the Hostel. Loss of SID card should be promptly reported to the Registry and Campus Support Office respectively. Security officers are authorised to check student ID/HKID cards if deemed necessary. Other residents who access during restricted hours* are required to get prior permission from the Warden of that block.
- XII.** Residents should be considerate towards one another and refrain from making noise late at night or early in the morning, particularly between 11:00pm and 7:00am the following morning.
- XIII.** Residents should be properly dressed in all public areas of the hostel.
- XIV.** All forms of gambling are strictly prohibited.
- XV.** Smoking in the campus including the hostels is strictly forbidden.
- XVI.** No pets are allowed in student hostels.

XVII. All residents are expected to keep their rooms clean and tidy. Corridors and fire fighting equipment must remain free of all obstacles. Smoking lobby doors should be kept closed.

XVIII. Any damage to walls, facilities and furniture in hostels is not allowed.

XIX. In order to conserve energy, residents are requested to turn off lights, fans and air conditioners when they leave their rooms.

XX. Student hostels provide a learning environment conducive to students' whole person development. Every resident is expected to contribute to the common good, take responsibility for their actions and support each other. Contravention of

1. the above rules and regulations;
2. laws of Hong Kong;
3. any act making hostel an unfavorable learning environment; will render a resident liable to disciplinary action at the discretion of the warden.

XXI. The Warden, in consideration of the nature and/ or seriousness of the cases, may take the following actions:*

1. Issuing a warning to the resident;
2. Requiring the resident to provide a written or verbal apology;
3. Suspending hostel residence of the resident for a period of time;
4. Suspending hostel residence of the resident immediately for a period of time or permanently; and
5. Referring the case to the police.

The above actions will also be applied to exchange students. Exchange students are advised that in case they are being suspended or expelled from student hostels, they shall find off-campus accommodations at their own cost.

XXII. In the event of a serious case, the Warden, after consultation with the Director of Student Affairs, may impose any of the following penalties or refer the case to the Student Disciplinary Committee:*

1. a reprimand; and
2. compensation for any damage to property or premises caused in the University.

XXIII. Cases involving exchange students will be reported to Office of Global Education (OGE).*

XXIII. A resident may appeal to the Student Disciplinary Committee within one week on receiving notice of disciplinary action. The Student Disciplinary Committee will make a decision on the appeal case and its decision is final.*

**Revisions approved by the Senate
at 29 March 2021 meeting.*

Restricted Hours

Hall	Student commonly known as	Restricted Hours
William M W Mong Hall The Bank of East Asia Hall	A	2300 – 0700
Tsung Tsin Association Hall Fok Cho Min Hall	B	0000 – 0700
Chung Shun Yee Min Hall	C	2300 – 0700
Lam Woo Hall	D	0000 – 0700
The Jockey Club Hall	E	2300 – 0700
The Jockey Club Hall	F	0000 – 0700
The Jockey Club New Hall	G	2300 – 0700
The Jockey Club New Hall	H	2300 – 0700
Wong Hoo Chuen Hall	WHC	2300 – 0700
Wu Jieh Yee Hall	WJY	2300 – 0700

**Hostel Restricted Hours Last updated on 12 March 2018*

LINGNAN UNIVERSITY Student Hostels Contract *

(SAMPLE: The actual residential term will be different for different students.)

THIS CONTRACT is made on the _____ (Date) between Lingnan University, Tuen Mun, Hong Kong (the "University") and you (the "Resident").

NOW IT IS AGREED AS FOLLOWS:

I. Use of Residence

The University grants to the Resident the use of the Student Hostels, as assigned by the University, upon and subject to the terms and conditions of this Contract, and the Resident agrees to pay the University, in accordance with the payment provisions of this Contract, the residential charges and for any services provided to the Resident.

II. Term of Contract

The term of this Contract is for the residential year 2023/24 **commencing on 26 August 2023 and terminating on 17 May 2024**. Residential term one from 26 August 2023 to 4 January 2024; Residential term two from 5 January 2024 to 17 May 2024.

III. Hostel Association Membership

The Resident shall pay the prescribed fee per year of the Student Hostel Association.

IV. Residence and Housekeeping Provisions

- A. The University assumes no responsibility for and is not liable for any loss or damage to the Resident's personal property nor is it responsible for any loss or imposition resulting from the interruption of essential services for reasons beyond the control of the University.
- B. The Resident agrees that authorized personnel of the University may enter the Resident's assigned residence:
 1. for cleaning, inventory, maintenance, safety alterations and repair only upon two days' written notice unless consent is given by the Resident. All maintenance requests initiated by the Resident shall be deemed to be consented to by the Resident. The University shall be deemed to have given said notice by posting on the Resident's door;
 2. in an emergency as determined by the University without advance notice and whether or not the Resident is present, provided, however, when the Resident's residence is entered, the University will, within seventy-two (72) hours, inform the Resident in writing of the conditions which warranted entry; and
 3. according to a pre-determined cleaning/maintenance inspection schedule presented to the Resident and/or posted in common areas.
- C. The Resident shall not allow any individual visitors to stay overnight and agrees to be financially responsible for any damages resulting from the presence of his/her visitor. The Resident may request a visitor to leave pursuant to University policy.
- D. The Resident shall be liable for loss or damage to the assigned residence and its furnishings; and will be held jointly and severally liable for damage to the entire residence unit or apartment, not just his or her living space, in accordance with University policy in the absence of proof of individual responsibility.
- E. The Resident agrees to maintain in a clean, safe, sanitary condition, his or her residence unit and upon termination of residence, leave said premises in a clean and orderly condition as determined by the University. Failure to maintain a clean, safe residence may result in termination of this Contract and denial of future housing.
- F. The University agrees to provide furnishings, utilities, and cleaning service for the common areas of each residence hostel.

G. The Resident agrees to leave common lounges and bathrooms in the residence facilities in a clean and orderly fashion after making use of these facilities; and will be held jointly and severally liable for loss or damage to said facilities and billed accordingly.

V. General Provision

A. Specific unit or roommate assignments are not guaranteed. The University maintains the right to reassign residents at its discretion within the campus residential facilities and to initiate adjustments to the room rate based on the actual room accommodation. The Resident will be expected to welcome a roommate or move to another unit as assigned.

B. This Contract and the right of occupancy conferred are not transferrable or assignable.

C. The Resident agrees to comply with University and Student Hostel policies and regulations, as set out in the schedule to this Contract. The Resident is responsible for being aware of and complying with all University and Student Hostel policies, rules, and regulations which apply to their residential life. The Resident's conduct which is in breach of such policies, rules and regulations, while in residence, may result in termination of this Contract, financial liability for the term, and affect future eligibility for any residence hostel.

D. The University will provide a room key to the Resident. The Resident agrees not to have this key copied and not to let it be used by anyone else. The Resident agrees to be responsible for the replacement costs for this key and for the cost of a replacement key to the room in accordance with University policy in the event that it is lost or stolen.

VI. Termination and Modification of Contract

A. This Contract and all rights of occupancy hereby conferred may be terminated at the University's option:

1. without cause, upon 30 days' written notice;
2. upon 3 days' written notice if the Resident fails to comply with any term or condition of this Contract;
3. upon 3 days' written notice if the Resident fails to make the required payments when due or to maintain regular student status in a degree programme. (Continued late payment may result in lapse of Student status;); or
4. immediately if termination is required to protect the health, safety and well being of the Resident, other persons, or the property of the University etc.

B. Requests for cancellation of this Contract by the Resident may be granted only under the conditions listed below:

1. the Resident has graduated from the University;
2. the Resident withdraws or takes a formal leave of absence from the University; or
3. the Resident receives special University permission due to verified medical, personal or financial hardship.

C. The University must approve all requests for cancellation with an official termination date before the Resident may be considered released from this Contract. Moving out or turning in keys without official approval does not constitute termination of this Contract. In the event that a request for cancellation is denied by the University, the Resident may request a review by the Student Hostel Management Committee (SHMC).

D. If the University approves a cancellation request, a HK\$500 cancellation fee will normally be charged to the Resident. Requests for cancellation of this Contract by the Resident will normally be granted without the HK\$500 cancellation fee only under the conditions listed in VI B 1-3 above.

E. This Contract may be modified due to extraordinary circumstances, as determined by the University, only upon mutual agreement of the Resident and University. Any agreement upon modification(s) shall be recorded as amendment(s) to this Contract by the Student Hostel Management Committee (SHMC).

F. When the Contract is expired at the end of a residential term or the Resident is enrolled for student exchange programme and will study aboard for one or more terms, the Resident must completely move out of the residence by 1200 noon on the last day of his/her residential term. No storage area will be provided. The University may grant the Resident permission of stay in hostel on a day-to-day basis. In this case, the Resident may be charged a per diem rent for any period of residence beyond the last day of his/her residential term. The Resident must also move out all his/her belongings from the hostel. No storage area would be provided.

G. Any waiver or non-enforcement by the University of any term or condition of this Contract shall not constitute a condonement of any subsequent breach of the same or any other term or condition of this Contract. Acceptance by the University of any rental payment after The Resident's breach of any provision of this Contract shall not be deemed a condonement of such provision or any prior or subsequent breach of any provision, other than The Resident's failure to make timely payment of the student hostel payment so accepted, whether or not the University knew of the prior breach at the time such payment was accepted.

VII. Penalty Clause

- A. Penalty for violating this Contract is subject to the discretion of the Warden.
- B. The Resident may appeal to the Hostel Student Resident Disciplinary Appeals Committee (under SHMC) and/or Student Disciplinary Committee within 14 days of receiving notice of the breach. The decision from the Committee is final and binding.

VIII. Payment and Refunds

Residential Charges

The Resident agrees to pay residential charges upon the following terms and conditions:

1. The residential charges are collected half-yearly. No adjustments may be made to the half-yearly payment for the first two weeks of each half-year for late occupancy. After that time, the charges may be prorated on a daily basis for the half-year in which residence begins.
2. The residential charges are refundable only if this Contract is terminated for causes pursuant to Paragraphs VI A and VI C. However, no adjustment may be made for termination occurring during the first two weeks or final two weeks of any half-year. Termination occurring during the first two weeks may be charged for the whole residential year, with a minimum charge of two weeks. It is hereby agreed that said charges are administration charges.
3. The residential charges are due and payable according to the schedule attached.
4. Cashier's cheques, personal cheques, or money orders are to be payable to "Lingnan University". Do not send cash. Payments become overdue after the deadline dates. Payments received late may be assessed a HK\$300 penalty. In the case of personal cheques being refused payment by the Resident's bank, the Resident may be required to pay additional handling charges and administration charges.

IX. One Term Resident

Some hostel places would be offered in ONE residential term. Some local students would be requested to sign an agreement with the University and agree to reside in hostel in the first residential term and completely move out of residence by 4 January 2024 unless the Office of Student Affairs grants permission for continuous residence in hostel in the second residential term of the year specified above.

X. Interpretation

Any disputes between the University and the Resident on the interpretation of this Contract are subject to the decision of the Student Hostels Management Committee (SHMC).

XI. Declaration

I have read and agree to comply with the terms and conditions of this Contract.

IN WITNESS WHEREOF the parties hereto have executed this Contract as of the day and year first above written

** Updated in April 2023*

INTRODUCTION OF THE TEN HOSTELS

William M W Mong Hall
The Bank of East Asia Hall

Hall A

University life is a key transitional stage for young adults. At Lingnan, hostel residence is an indispensable aspect of student life. At Hall A, we create an environment where students learn to develop self-care skills, self-discipline, mutual respect, and community living. The Warden and Tutors at Hall A are here to support you in this journey of self- discovery and personal growth.

The theme of our Integrated Learning Programme (ILP) on hostel education is: Live. Learn. Connect. We organise numerous social activities of interest to residents as platforms to encourage trust, understanding, and mutual respect and excellent interpersonal relationships. By this, we are able to live as a family. The hostel is a place for students to develop their leadership qualities and sense of responsibility and commitment; we strongly encourage students to take up leadership positions on their respective floors as floor representatives or in the Student Hostel Association and to participate in its activities. To support students' leadership training and social skills, we organise several workshops on communication skills delivered by guest speakers.

Our motto 'We are a family' characterises our hostel as a living and learning community. This is evident through current residents' close relationship with the Hall A Alumni Association – the only hostel alumni association registered under Lingnan University Alumni Association (LUAA).

Warden

Prof. AMOAH Padmore Adusei

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School of Graduate Studies/ Department of Psychology

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Senior Tutor

Ms. LU Ning, Nancy

Lecturer
Lingnan Institute of Further Education

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Tsung Tsin Association Hall Fok Cho Min Hall

Hall B

Welcome to Tsung Tsin Association Hall Fok Cho Min Hall!

Tsung Tsin Association Hall Fok Cho Min Hall (B) aims to be a “home away from home” for residents during their stay at Lingnan University. In addition to experiencing a comfortable and supportive living and learning environment, we hope all our residents will develop their diverse talents, build new and lasting friendships, and develop a sense of belonging and caring during their hostel life.

Residents of Hall B are well known for their active participation in sports (three-time defending champions of the President’s Cup!) and the arts (e.g., music: Hall B Band, arts, dance) throughout the Lingnan community. In addition, residents are encouraged to “B the Change”. In particular, the hostel will be involved in new initiatives to encouraged sustainable living in the hostels, Lingnan University, and Hong Kong.

Learning outside of the classroom is a critical component of a Liberal Arts Education, so we are pleased to introduce the new theme for the Residential Education through the hostel activities- “B the Change”. Our hostel will focus on “The Four Is”- 1) Be Innovative - promote entrepreneurship, social innovation, and sustainability, 2) Be Inclusive- promote global citizenship, gender equity, and equal opportunity, 3) Be Inspired - build on the Hall B tradition of excellence in sports, music, and arts, and 4) Be Indomitable - develop the courage to seek out new activities and experiences. We will provide enjoyable and engaging opportunities for students and staff to work, learn, and grow together for enhancing student’s personal and leadership development.

You are welcome to join our Family and share our home away from home as part of your Lingnan life. B the Change!!

Warden

Prof. QI Suntong

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Department of Marketing & International Business

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Senior Tutor

Mr. CHAN Wing Fung, Chad

Programme Manager
Office of Service-Learning

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Chung Shun Yee Min Hall

Hall C

Located in the Southern Hostels neighbourhood, the Chung Shun Yee Min Hall presents a proud history for student residence with sophisticated experience in fostering innovative mindset, critical thinking, independent learning and social engagement among residents to gear up for future aspirations.

Our Warden's Office (WO) consists of a dedicated team with a Warden, a Senior Tutor as well as four Tutors to maintain a vivid residential life at Lingnan. The WO team manages hostel affairs, plans and implements hostel education, and coaches the Student Hostel Association (SHA) in provision of hostel activities for peer cohesion. In particular, we offer a rich array of integrated learning programmes on well-being, language enhancement, cultural exchange and more.

Residents here enjoy staunch support that helps develop their whole-person excellence. The Warden and Senior Tutor regularly meet student residents and the SHA committee to discuss hostel and social issues, personal development and academic concerns. Meanwhile, the Senior Tutor and Tutors also meet floor representatives every month to ensure adequate hostel facilities and social functions on each floor of the hostel.

We endeavour to cultivate a dynamic hostel life that encourages students to step out of comfort zones, embrace challenges, and make changes to contribute to the betterment of society.

Warden

Prof. LAU Chi Pang

Professor, Department of History

Associate Vice-President
(Academic Affairs and External Relations)

Tel: 2616 7483 Email: laucp@LN.edu.hk

Senior Tutor

Mr. WONG Shiau Aun

Assistant Administrative Manager II
Registry

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Lam Woo Hall

Hall D

One of the four classic hostels of the Southern Student Hostels, Lam Woo Hall is a dynamic campus community of 250 residents, including students from all years, international students and scholarship-recipients. This cultural and social diversity not only creates an inclusive environment where all residents are valued and appreciated, but also forms the foundation of our unique culture of "Freedom, Autonomy, and Self-Discipline 自由, 自主, 自律".

We believe that hostel is a miniature and self-reliant community in which students can learn how to balance freedom with responsibility. To realise this philosophy, our hostel has two wonderful teams of resident-elected officials, the Student Hostel Association (SHA) and the Floor Representatives (Floor Reps). Representing all residents, both SHA and Floor Reps (1) are responsible for day-to-day operations, (2) offer residents a forum to voice opinions and concerns, and (3) provide hostel-wide programmes and activities, such as Orientation Camp in late August, Haunted House during Halloween, Pun Choi Dinner during Chinese New Year and Annual Dinner in early April.

These annual activities provide social, recreational, and leadership-involvement opportunities for our residents to connect with one another, explore Lingnan and the surrounding areas, and expand their learning and development horizons. Our hostel also features a very dedicated team of live-in staff: The Warden Office (WO). Consisted of the Warden, Senior Tutor and four experienced hostel tutors, WO is committed to encouraging personal growth through educational programming and advising, and helping residents make the most of their residential experience in Lingnan.

Most importantly, our residents have been doing their part in passing on our traditions and have been contributing to our vibrant community. Living in harmony under one roof, residents from different backgrounds and different countries, and WO, SHA and Floor Reps have been working hard to ensure that all students feel at home and could experience the joy of independence through our "Freedom, Autonomy and Self-disciplined" tradition. We hope you can share our joy and are excited to welcome you to our family!

Warden

Prof. CHAN Chak Kwan, Dickson

Research Professor & Director
Asia-Pacific Institute of Ageing Studies

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Senior Tutor

Prof. HUANG Genghua

Research Assistant Professor
School of Graduate Studies
Institute of Policy Studies

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Hall D Student Hostel Association

Lamcomfy

Instagram: lamcomfy_25

The Jockey Club Hall

Hall E

The Jockey Club Hall (E) values a healthy attitude, responsible leadership and an entrepreneurial spirit by providing various exciting experiential learning opportunities for our residents.

Abbreviated as "Hall JCE" or "Hostel E", our residents enjoy a strong taste of a "green and positive" life style via an enriched conducive environment and dynamic residential education. "Green" signifies our goals of living together in an eco-friendly, healthy, energetic residential life and taking initiatives for sustainable development for the community. Lovely plants outside the hostel's entrance, on top of the letter boxes in the ground floor, and in little gardens in the 8/F lobby, balconies and 9/F lobby will accompany you throughout your hostel life. It is indeed a treat throughout the year with flowers blooming and fresh scents from plants, marveling at them growing in size and numbers.

Joined together, the Warden Office (WO) and JCE Student Hostel Association (SHA) promote the "Green" theme through many opportunities for students to develop academic curiosity, creativity and entrepreneurial leadership.

Some student residents will be elected by all residents in JCE as student leaders. All residents are strongly encouraged to join in programmes offered by the WO, SHA, Office of Student Affairs (OSA) or Office of Service Learning (OSL). Being involved in planning and organising different activities for hostel buddies, you can achieve different soft skills before your employment after graduation. You will be able to use innovative ideas to solve problems and difficulties, collaborate with different stakeholders in the university, enhance personal confidence, creativity and personal charisma, improve social and interpersonal communication skills, and practice responsible citizenship as a university member. It will surely be an adventurous and rewarding journey!

Let's embark on Hall JCE's unique journey together and have a memorable and lovely residential life!

Warden

Prof. LI Dong Hui

Associate Vice-President (Student Affairs)

Head, Chinese Language Education and Assessment Centre

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Senior Tutor

Ms. WONG Suet Yi, Snowie

Research Officer

Centre for Film and Creative Industries

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Hall E Student Hostel Association

Elva

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Instagram: halle25th_elva

The Jockey Club Hall

Hall F

At the Jockey Club Hall (F), we prize personal dynamic transformations through interpersonal cooperative endeavors. Among such transformations, intellectual growth is the most important one. "Intellectual", not in its narrow sense of focusing only on theoretical or armchair studies, but rather in its broader sense of keeping abreast of the larger world with a critical yet ardent eye to understanding as well as re-creating it.

We cherish everybody's equal value in his or her potential to attain as high an intellectual growth as possible. We believe that everybody in the depth of his or her mind has the same powerful seed of wisdom, which only awaits appropriate light and water in a piece of fertile soil. The soil becomes fertile when more seeds begin to grow and absorb water that is nothing but various inputs from collective activities as well as individual learning. The light is the stimulation or inspiration which is often emerged from interpersonal discussions, questions and debates. So our Hall encourages all kinds of spontaneous grouping from residents out of similar or overlapping interests.

Again, we believe that a person's interests or habits are not static, or fixed once for all. Rather they are dynamically variable, depending upon both external changing environments and internal developing needs. And the most interesting and challenging thing for us is to create such a naturally growing environment that not only sustains existing healthy personal needs or habits, but also stimulates the breakthrough of more seeds in their journey towards better light at interesting heights -- that is what we mean by "enlightenment".

Warden

Dr. ZHOU Bo

Senior Lecturer

Chinese Language Education and
Assessment Centre

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Senior Tutor

Ms. AU Wing Yin, Vincy

Administrative Officer
Department of History

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The Jockey Club New Hall

Hall G

Welcome to the Jockey Club New Hall (G)!

Learning extends to a different level at our hostel as students enjoy the experience of a living-learning community, where whole-person development is ardently promoted. To reward the achievements of our residents, we award our residents who attain excellence in academic pursuit, sports, and service every year.

We embrace the values of life-long learning, service, self-discipline, fraternity and well-being. Holistic well-being will be the central theme of our hostel in 2023-24. We wish our residents to be physically and mentally healthy, socially connected and purposeful. A holistic well-being status empowers you to achieve your goals and gain high life satisfaction.

Hall G is a warm and harmonious community where the Warden's Office (WO), Student Hostel Association (SHA), Floor Representatives, and students work closely together. The diverse cultures and perspectives of our residents are respected. We encourage our residents to become active members of the Hall G family by participating in hostel activities and managing hostel affairs.

Join our community and enjoy an extraordinary hostel life!

Warden

Prof. DU Chunmei

Associate Professor
Department of History

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Senior Tutor

Ms. LAU Pik Man Zelda

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Office of Institutional Advancement and Public Affairs

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The Jockey Club New Hall

Hall H

Since its establishment in the summer of 2014, the Jockey Club New Hall (H) has been distinguished by its hardworking and accomplished residents, close friendships, and a harmonious environment for living and studying.

The Warden's Office is very international. Over the years our staff have come from Hong Kong, Ghana, India, Denmark, mainland China, Nigeria and the USA. Our Tutors have always had very close relationships with our residents, and have served as valuable mentors to our students. Miss CHAN Ching Yi Karie has a B Soc Sci in Sociology, and she is currently an Education Officer, Institute of Policy Studies. Dr. HO Yuen Wan is a senior lecturer in Department of Psychology. She has finished the Mindfulness-Based Stress Reduction (MBSR) Level 1 teacher training at Brown University.

Dr. OLADOSU Ayomide Oluwaseyi obtained his PhD in Sociology and Social Policy from Lingnan University. His research specialisation centres around young people's health and wellbeing. Ms. YAU Ming Sze holds a B Soc Sci in Applied Psychology. She is currently a Key Account Manager, Golden Resources Development International Limited.

Our Warden, Prof. Mark HAMPTON, teaches in the History Department and has been with Lingnan since 2007 and with our Hostel since it opened in 2014. Our Senior Tutor, Ms. MAN Shan Shan, she has worked in the Cultural Studies Department for seventeen years, and is the Programme Manager for the MCS Programme.

Warden

Prof. HAMPTON Mark Andrew

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Senior Tutor

Ms. MAN Shan Shan

Assistant Programme Manager I
Department of Cultural Studies

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Wong Hoo Chuen Hall

Hall WHC

On behalf of us in the Warden's Office, welcome to Wong Hoo Chuen (WHC) Hall. We believe that hostel living makes positive contributions to one's education in terms of forming friendships, developing interpersonal skills, and accumulating life experiences. At WHC Hall, we try to provide a fresh and unique model of hostel life within the university.

Established in January 2012, WHC has always attracted excellent undergraduate and graduate student residents who seek a rich, diverse, and culture-based hall life. The living and learning environment that WHC offers is based first and foremost on mutual respect. One example of this is our Peer Mentoring Programme, which provides a platform to share our ideas and goals of academic excellence, career, and personal growth. Due in large part to our architectural uniqueness in that we share the same physical space, it is essential for residents to respect each other. We also hope that residents reach out to and look out for one another. In this regard, we at WHC strive to foster a sense of belonging along with the idea that academics can be cool! We organise many cultural events such as cinema, music, poetry, and are open to any suggestions from residents. Finally, in relation to this overall theme of mutual respect, while at WHC, we hope to foster the formation of life-long friendships that are filled with fond memories and meaningful experiences. Each resident of WHC is part of this diverse community and we all have our own unique and valuable role to play here.

Once again, welcome to WHC!

Warden

Prof. Jonathan FONG

Associate Professor
Science Unit

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Senior Tutor

Ms. LEUNG Wing Yee Nans

Assistant Student Affairs Manager I
Office of Student Affairs

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WHC Interim Administrative Committee

Email: whciac2023@gmail.com

Instagram: whc_iac_2023

Wu Jieh Yee Hall

Hall WJY

Welcome! We are excited that you have chosen to join the WJY family. WJY is a place to learn, grow, achieve academic success, and enjoy the overall development. We aim to provide a safe, comfortable, and supportive living environment to you.

Living in WJY hall comes with rights and responsibilities. As a member in the WJY family, you have the right to live in a safe, clean, and decent environment which supports your success as a student. You also have the responsibility to create and maintain a secure, hygienic, and welcoming living and learning environment for all other residents in our hall. To balance the residents' rights and responsibilities, we encourage a culture of mutual care and respect among residential members in our hall.

Environmental protection has been one of the major global concerns, as you probably have heard of the problem of global warming. We encourage our residents to make a difference by adopting environmentally responsible practices to reduce, reuse, and recycle resources in our hall.

WJY Warden Office comprises a Warden, a Senior Tutor and six Tutors. Our job is to look after the hall life of the student residents and make sure everything runs smoothly in the hall. We welcome and value your comments and suggestions about the hall facilities and services. Please do not hesitate to contact us if you have any questions regarding hall living.

We wish you a successful and enjoyable year here at WJY Hall.

Warden

Prof. LIU Guanglin, William

Professor
Department of History

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Senior Tutor

Mr. TSUI Chi Ping, Eric

Student Counsellor
Lingnan Institute of Further Education

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TIPS FOR HOSTEL LIFE

Dos and Don'ts

Leaving home is never an easy choice and living on campus will become your new chapter of life. At first, you may find that you are not prepared for the challenges of hostel life, which results in taking extra time and effort to adjust to your new hostel life. This chapter will share with you some useful tips provided by senior students. Do read these and work to enjoy a vibrant hostel life and broaden your social network in Lingnan!

Interpersonal Relationships

Dos

- Get to know the people living around you and actively introduce yourself at the beginning of the semester
- Care about the hostel community and always show your sympathy towards others
- Treasure the opportunities to make friends from different countries which could enhance your understanding towards different cultures of the world
- Be active, polite and sincere all the time
- Keep in mind that everybody who lives on your floor and in your hall comes from different backgrounds. They may have different views on what are "acceptable" in their homes. To avoid conflicts, it is important to understand, respect and make some compromises to reach common consensus with others.

Don'ts

- Be shy and passive
- Make it personal whenever dealing with different conflicts

Dos and Don'ts

Living with your Roommate(s)

Dos

- Discuss your daily routine, including bedtimes and other living arrangements, with your roommate and work out an agreement. Learn to say "NO" and express your views with courage in face of unreasonable and unjust demand
- Respect different views and learn to compromise although you may not fully agree with it
- Take the first step in creating change
- Seek help from Warden Office after obtaining consent of your roommate if the conflicts cannot be solved after trying the above steps

Don'ts

- Judge your roommate and determining that your values are right and his or hers are wrong
- Go to hall-mates/friends/Warden Office before talking directly to your roommate
- Swap your bed without official application and approval

Use of Shared Facilities

Dos

- Keep the toilet and the common facilities in good condition. Do not make extra burden to the cleaning staff and other residents
- Clean your dishes immediately and do not leave the unwashed dishes in the common area
- Have a higher sense of responsibility for using the common space and facilities
- Always label your food/drinks before putting into the fridge
- Be aware of food preparation and avoid fire alarm cases
- Report to the Security Counter for any damaged common facilities

Don'ts

- Leave your own personal belongings at the corridor or the common areas
- Take foods/drinks from the fridge without any permission from the owner(s)
- Put up strong words in the common area of the floor
- Occupy the whole common area and prevent other residents from using it

Dos and Don'ts

General Tips

Dos

- Seek help from the Warden Office if you encounter any difficulties that you are not able to handle
- Have good time management: make sure you can make good use of the hostel environment to facilitate your academic studies
- Have a regular sleeping pattern and make sure you have sufficient rest
- Always bring along your Student ID Card and the room key and lock your rooms while you are away
- Always pay attention to the notices/ messages put in the lifts or floors; or emails from Warden Office
- Be considerate all the time
- Spare time of going home and share your hostel life with your parents

Don'ts

- Play all the time and miss your assignments and classes
- Make excessive nuisance to your roommate or floor-mates
- Leave excess cash or any other valuables unguarded in your hostel room
- Consume alcohol and other intoxicants and drugs

Green Living Tips

Residents are highly encouraged to develop a green living habit which is the best way to contribute to the common good of student hostels, the campus and the earth. Everyone can play a part in protecting our environment in our daily lives and at hostel! Simply follow the tips below and go GREEN at Lingnan:

Save Water

- Reduce shower time
- Wait for a full load before washing clothes
- Avoid water game to save fresh water
- Turn off the running water when brushing teeth or shaving

Save Food

- Order only the amount you can eat
- Reduce leftovers and take them away
- Support food donation activities for charities
- Cook the leftovers for the next meal instead of throwing them away

Save Resources and Reduce Wastes

- Bring your own water bottles and bags
- Use fewer tissues and paper napkins
- Donate used books, utensils, clothing, shoes and handbags to the needy
- Think before you print out materials or print on both sides of the paper

Save Energy

- Reduce your use of air-conditioners
- Clean the air-con filter periodically
- Turn off all electrical appliances & Unplug chargers from the wall when not in use
- Use stairs instead of lifts

Student hostels are on self-financed basis. Your contribution in saving electricity in common area, water and gas will definitely help decrease the operation cost of the hostels, and ease the pressure of hostel fees increase.

Even small changes in your daily habits can make big differences to the environment!

Tips to Keep our Hostel Community Safe, Clean and Healthy

Enforcement of Network Access Control with effect from 1 July 2021 for Hostel Wired Network

Upon ITSC's two consultation meetings with hostel representatives conducted in April 2021, the new Network Access Control policy will be enforced on the hostel wired network (connection using LAN cable to the LAN point located in Hostel) with effect from 1 July 2021. Two new controls will be applied to the devices connecting to the Hostel Wired Network in the enforcement.

Control 1: Personal Network Equipment cannot be connected to the Hostel Wired Network

Control 2: Login is required when initiating access to the Hostel Wired network.

Personal Hygiene-Your small actions count!

- Keep hands clean and wash hands properly. Alcohol based hand rub is also effective when hands are not visibly soiled;
- Avoid touching eyes, nose or mouth;
- Wash hands with liquid soap promptly if they are contaminated by respiratory tract secretions, e.g. after sneezing or coughing;
- Cover nose and mouth while sneezing or coughing and dispose of nasal and mouth discharges properly;
- Always wrap nasal and mouth discharges with tissue paper, and dispose of the tissue paper properly in a lidded rubbish bin;
- Wear a surgical mask when symptoms of respiratory tract infection (fever, cough, sore throat, runny nose, muscle pain, headache, nausea, vomiting and diarrhea) develop. Seek medical advice immediately;
- Refrain from joining mass activities if you develop symptoms of influenza or infectious illness.

Reference

https://www.ln.edu.hk/itsc/services/information-security/nac/nac_hostel

Tips to Keep our Hostel Community Safe, Clean and Healthy

Bathroom

- No standing on toilet seat
- Close the toilet lid before flushing to avoid germ spreading
- Wash hands thoroughly
- Clear the hair or other rubbish after shower so as to avoid drainage blockage
- Keep the bathroom clean

Common Area and Pantry

- Never leave food in microwave unattended
- Clean up the utensils immediately after meal
- Properly pack your food in the fridge and dispose it once expired

Corridor

- Corridor outside the student bedroom is the fire escape route. Keep the corridor free of stuff. You and your fellow students will be in great danger in case of any blockage in the corridor at the time of emergency evacuation

Tips to Keep our Hostel Community Safe, Clean and Healthy

Safety is the number one concern for students to stay in student hostels. All residents are required to take safety precautions. Here are some safety tips:

Safety Tips about Plugs, Adaptors, Extension Units and Electrical Appliances

- Use plugs, adaptors and extension units which comply with the safety requirements.
- Buy electrical appliances with rated voltage of 220V a.c. if they are intended for use in Hong Kong.
- Buy electrical appliances with proper markings (e.g. brand name, model no., rated voltage, frequency and power)
- Buy electrical appliances which are effectively earthed or with double/reinforced insulation design

For using the Microwave Oven

- Before using the microwave, please check if the food utensil container is suitable for use.
- No metallic objects should be used including container, plate, can or aluminium package.
- No raw egg cooking and no concealed container should be used to prevent explosion.
- When using the microwave oven, there should be energy absorbing substance (i.e. food or water) present inside the oven.
- Do not overcooking for fire safety reason.
- Do not place any flammable material or objects over the microwave to prevent fire.
- Do not open the door when the microwave oven is operating.
- Do not leave the microwave oven unattended when cooking.

Report for Repair and Maintenance

Procedures

- All requests including the defects in hostel units and public area for repair and maintenance works from students can be made by completing the "Repair and Maintenance Requisition" form.
- The "Repair and Maintenance Requisition" form can be obtained in the reception counter at each of hostel block.
- Once the "Repair and Maintenance Requisition" form completed, students can return the said form to the reception counter (24 hours service) at each of hostel block directly, a copy in pink colour should be returned to the students as record. Students are reminded to keep the copy for reference and quote the serial no. for further enquiry.
- Once collected, the repair and maintenance request will be carried on a first come first served basis with priority and urgency by the severity of potential threat to safety and /or property damage.
- Appointment will be made by staff from the Campus Support Office (CSO) within 3 working days through e-mail or phone. Students should contact the CSO at 2616 7134 for enquiry if they do not receive any feedback within the said period.
- When the repair and maintenance work cannot be rectified within a short time, staff from Campus Support Office (CSO) will inform students the current situation, the reason(s) for and the expected completion date.
- The technician(s) of Campus Support Office (CSO) will arrive at the scene to fix the defect during the appointment schedule. Upon completion, students are kindly requested to sign to the copy of "Repair and Maintenance Requisition" form to certify the job completion.

APPENDICES

Useful Contacts

Services	Contact	Tel./Email
Campus Emergency Hotline	Security Office (24-hours)	2616 8000
Maintenance and Repair (CSO)	Help Desk	2616 7134 or ocdmcs@LN.edu.hk
Network (ITSC)	Help Desk	2616 7995 or network@LN.edu.hk
Hostel Administration (OSA)	Mr Tim CHUNG Mr Bmos CHENG Ms Tequila LEUNG Ms Gigi WONG	2616 7022 / 7410 / 7368 / 7333 or osa-hostel@LN.edu.hk
Counselling Services (OSA)	Dr Niki HO Dr Gloria WONG Ms Rebekah WONG Mr Elton NG	Make appointment via 2616 7024 or counsel@LN.edu.hk
24-hour Counselling Hotline for Lingnan Students (Managed by the Christian Family Service Centre)		2616 8866

Hostel	Warden	Senior Tutor	Security Counter Tel.
William M W Mong Hall The Bank of East Asia Hall (A)	Prof AMOAH Padmore Adusei 2616 8037	Ms LU Ning Nancy 2616 7271	2616 7640
Tsung Tsin Association Hall Fok Cho Min Hall (B)	Prof QI Suntong 2616 8525	Mr CHAN Wing-fung Chad 2616 8074	2616 7641
Chung Shun Yee Min Hall (C)	Prof LAU Chi-pang 2616 7483	Mr WONG Shiau Aun 2616 8765	2616 7642
Lam Woo Hall (D)	Prof CHAN Chak-kwan Dickson 2616 7420	Prof HUANG Genghua 2616 7896	2616 7643
The Jockey Club Hall (E)	Prof LI Dong-hui 2616 7311	Ms WONG Suet-yi Snowie 2616 7459	2616 7644
The Jockey Club Hall (F)	Dr ZHOU Bo 2616 7803	Ms AU Wing-yin Vincy 2616 8339	2616 7645
The Jockey Club New Hall (G)	Prof DU Chunmei 2616 7854	Ms LAU Pik Man Zelda 2616 8856	2616 8708
The Jockey Club New Hall (H)	Prof HAMPTON Mark Andrew 2616 7402	Ms MAN Shan-shan 2616 7449	2616 8708
Wong Hoo Chuen (WHC) Hall	Prof Jonathan FONG 2616 7081	Ms LEUNG Wing-yee Nans 2616 7365	2616 8706
Wu Jieh Yee (WJY) Hall	Prof LIU Guanglin William 2616 8327	Mr TSUI Chi-ping Eric 2616 7284	2616 8706

Campus Map 校園地圖

1	陳德泰大會堂	Chan Tak Tai Auditorium	
2	黃氏行政大樓	Wong Administration Building	AD
3	李運強教學大樓 · 鄺森活圖書館	Patrick Lee Wan Keung Academic Building · Fong Sum Wood Library	MB
4	綜合運動大樓 · 田家炳游泳池	Indoor Sports Complex · Tin Ka Ping Swimming Pool	
5	何善衡樓	Ho Sin Hang Building	HSH
6	梁銶琚樓	Leung Kau Kui Building	LKK
7	林炳炎樓	B. Y. Lam Building	LBY
8	黃玉蘭樓	Dorothy Y. L. Wong Building	WYL
9	劉仲謙樓	Lau Chung Him Building	LCH
10	劉李婉嫻康樂樓	Lau Lee Yuen Haan Amenities Building	LYH
11	郭少明伉儷樓	Simon and Eleanor Kwok Building	SEK
12	潘蘇通運動場 · 和富李宗德 學生活動中心	Pan Sutong Sports Ground · Wofoo Joseph Lee Student Activities Centre	
13	校長寓所	President's Lodge	
14	訪客宿舍	Visitors' Quarters	

A	永安廣場	Wing On Plaza
B	現代花園	Contemporary Garden
C	余近卿紀念園及紀念亭	Yu Kan Hing Memorial Garden & Pavilion
D	乾新坊（天幕）	Kin Sun Square (Skylight)
E	地下停車場入口	Underground Car Park Entrance
F	有蓋停車場入口	Covered Car Park Entrance

學生宿舍 Student Hostels		
S1	蒙民偉樓	William M. W. Mong Hall
	東亞堂	The Bank of East Asia Hall
S2	香港崇正總會樓	Tsung Tsin Association Hall
	霍藻棉樓	Fok Cho Min Hall
S3	忠信堂	Chung Shun Hall
	逸民堂	Yee Min Hall
S4	林護堂	Lam Woo Hall
S5	賽馬會堂	The Jockey Club Hall
S6	賽馬會博雅堂	The Jockey Club New Hall
S7	黃浩川堂	Wong Hoo Chuen Hall
S8	伍黎宜堂	Wu Jieh Yee Hall