Regulations Governing Hall Access

1. Visitor Registration procedures

To uphold the Hall security, the host resident is required to accompany the visitor(s) in person at all times on the hall premises, including the registration and return of the Visitor Card at the Visitor Registration Counter. Note that the host resident and parties concerned shall be liable for disciplinary actions and penalty charges as described in the Regulations Governing Hall Access if they fail to comply with the Regulations stated herein.

The visiting hours for visitors (including PolyU Student/Staff) are 07:00 – 23:00.

<table>
<thead>
<tr>
<th>Visitor Registration Counter</th>
<th>Visitor Card</th>
<th>Pair-up Reader</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image1.png" alt="Picture of Visitor Registration Counter" /></td>
<td><img src="image2.png" alt="Visitor Card" /></td>
<td><img src="image3.png" alt="Pair-up Reader" /></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Registration/Departure</th>
<th>Visitors</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>PolyU student / staff</td>
<td>Public visitor (i.e. non-PolyU student/ staff)</td>
</tr>
</tbody>
</table>
| Collect a Visitor Card at the Visitor Registration Counter at G/F East Wing Lift Lobby | No need to collect a Visitor Card. Use the PolyU student / staff card direct | • Host resident should accompany the visitor(s) to the Visitor Registration Counter for registration;  
• Host resident is required to show PolyU card while visitor to show ID card (eg. HKID / passport) with photo to security guard for proper record;  
• Both resident and visitor should sign to collect the Visitor Card*. |
| Register electronically at Pair-up Reader | • Host resident beeps his/her PolyU student / staff card  
• Then visitor beeps his/her Visitor Card or PolyU student/ staff card  
• The process should be repeated if there is more than one visitor  
• Host resident should accompany visitor(s) to do the electronic registration at the pair-up reader in person |  |
| Pass through the Optical Turnstiles | Beep the Visitor Card at the Optical Turnstile to gain access to student residential floors or when leaving the Halls. |  |
| Return the Visitor Card at the Visitor Registration Counter | Beep out at the turnstile upon departure. | • Host resident should accompany the public visitor to the Visitor Registration Counter for returning the Visitor Card;  
• Both resident and visitor should sign to return the Visitor Card |
2. **Disciplinary Actions for Upholding Hall Access Control**

Disciplinary actions stipulated in this section are by no means exhaustive. In case of disputes or unspecified circumstances, the Regulations Governing Hall Residence shall take precedence. The University reserves the authority to interpret the Regulations stated therein.

2.1 For incomplete visitor registration procedures, the host resident shall be levied with the following penalty charges if he/she commits the following:

<table>
<thead>
<tr>
<th>Offence</th>
<th>Penalty Charge</th>
</tr>
</thead>
<tbody>
<tr>
<td>Loss or damage of the Visitor Card</td>
<td>HK$50/card</td>
</tr>
<tr>
<td>Late return (after 23:00) of the Visitor Card</td>
<td>HK$50/card</td>
</tr>
<tr>
<td>Non-presence of either the host resident or visitor to sign the return of the Visitor Card (even though the Visitor Card might have been returned before 23:00)</td>
<td>HK$50/card</td>
</tr>
</tbody>
</table>

2.2 For late departure of a registered visitor who leaves the Halls after 23:00*

<table>
<thead>
<tr>
<th>Offence Description</th>
<th>Time</th>
<th>Penalty Charge</th>
<th>Disciplinary Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Late Departure of a registered visitor who leaves the Halls after 23:00</td>
<td>23:00-01:00</td>
<td>PolyU Card Holder</td>
<td>i. 1(^{st}) offence: the resident concerned will be reminded of the hall rules by Hall Staff direct;</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Non-PolyU Card Holder</td>
<td>ii. repeated offence: the case will be escalated to Warden’s attention for interview and final warning for termination of hall residence will be given</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* Note:

If the visitor leaves the Halls after 01:00, the visitor will be considered as committing offence of illegal residence in the Halls. The resident, the visitor and other concerned parties shall be liable for disciplinary actions including immediate Termination of Hall Residence as maximum, and/or Fine, and/or other disciplinary actions as appropriate, depending on the seriousness of the case. Please refer to the Regulations Governing Hall Residence for details of Disciplinary Actions.

2.3 For improper use of PolyU card for getting access into the Halls

The PolyU card includes PolyU student/staff ID card, Temporary Access Card, Visitor Card or any access cards issued by Hall Administration for access to the Halls. These cards are official documents of the University. Using a third person’s PolyU Card for getting access into the Halls is an illegal act, and residents or visitors, including any parties concerned who are caught of using a third party’s card for pairing up at the Pair-up Reader, shall be liable for disciplinary actions including immediate Termination of Hall Residence as maximum, and/or Fine, and/or other disciplinary actions as appropriate, depending on the seriousness of the case. Please refer to the Regulations Governing Hall Residence for details of Disciplinary Actions.
2.4 For illegal residence in the Halls

The Halls accommodates Hall Residents only. Subject to approval of the Hall Administration, a Hall Resident can apply a PolyU student of the same sex to the resident to stay outside visiting hours. The Host Resident should accompany the visitor (both in person) to the Visitor Registration Counter at G/F East Wing between 17:30 and 23:00 to apply for overnight stay of the visitor and settle the prescribed charge. The Host resident and the overnight visitor should complete the overnight application procedures and comply with the rules governing visitors as stipulated in Regulation Governing Hall Residence and the Regulations stated herein.

The Host Resident should understand that the overnight visitor is requested to stay overnight in the room of the Host Resident once the overnight stay is approved.

It is regarded as illegal residence:
1. a visitor is caught of residing in the Halls without prior registration and approval; and/or
2. the overnight visitor is found not staying overnight in the room of the host resident; and/or
3. the host resident and the visitor do not complete the procedures for overnight stay and/or violate the rules for Visitors as stipulated in the above Clause.

Then the host resident, the overnight visitor, any resident allowing the stay of the overnight visitor outside visiting hours and any parties concerned shall be subject to disciplinary actions including immediate Termination of Hall Residence as maximum, and/or Fine ($100 for PolyU card holders and $200 for non-PolyU card holders), and/or other disciplinary actions as appropriate, depending on the seriousness of the case. Please refer to the Regulations Governing Hall Residence for details of Disciplinary Actions.

2.5 For any hall resident forgetting to bring along PolyU card

i. If the PolyU Card is left in the hall resident’s room in the Halls, the hall resident shall be required to approach the Facilities Management Office for verification of identity. The resident will then be accompanied by a guard to check the presence of his/her student/staff card in the room;

ii. If the Card is left at home or any place other than in the Halls, the hall resident shall be issued a “One-off Entry” permission (with a maximum validity of 1 day). Resident should show “One-off Entry” permission and HKID/Passport to gain access through the Access Control System. Staff may refuse the resident to enter if the resident cannot produce HKID/Passport for checking.

iii. If the PolyU card is lost, the hall resident shall be issued a Temporary Access Card (with a maximum validity of 7 days) on the deposit of $50 (refundable upon return of the card) and administration charge of $50. Administration charge shall be waived if the resident can produce proof from the Academic Secretariat for lost card.

2.6 Settlement of Penalty Charges

As the enforcer of hall security and safety issues, Hall Staff including staff of Facilities Management Office are entrusted with the authority to collect penalty charges relating to the Regulations Governing Hall Residence and the Regulations stated herein. Residents can settle the penalty charges either by cash or by supporting document properly signed and acknowledged by Hall Staff.

Hall Administration
Office of Student Resources and Residential Life
Centre STARS: Student Advancement and Resources
The Hong Kong Polytechnic University

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