

*The University reserves the right to update and revise from time to time the regulations, policies, fees, terms and conditions on hall residence published in this Hall Handbook and on Hall Homepage, as deemed appropriate and necessary. Please refer to Hall Homepage for the latest version.*



# PolyU Student Halls of Residence (Homantin) 2023-24 Hall Handbook



## A) Parties Taking Care of the Hall Family

### 1. Hall Administration, Student Resources and Support Section, Student Affairs Office

The Hall Administration is responsible for hall admission and administration in the Homantin Halls. We strive to create a pleasant and accommodating “home” environment conducive to your learning and all-round development.

- a) Hall Homepage: [www.polyu.edu.hk/sao/student-resources-and-support-section/residential-life/](http://www.polyu.edu.hk/sao/student-resources-and-support-section/residential-life/)
- b) E-mail: [homantin.halls@polyu.edu.hk](mailto:homantin.halls@polyu.edu.hk)

### 2. Property Management Office (Homantin)

Hong Yip Service Co Ltd is authorized to provide property management services for the Student Halls. The company ensures that the hall premises and facilities are kept in an optimal state, and cleaning, security and safety are maintained at a high standard.

### 3. Catering Services Contractor

Catering services are provided by Asia Pacific Catering Corporation Ltd, one of the largest caterers in Hong Kong. The company aims to provide delicious, healthy and high quality food with plenty of variety to suit the tastes of students from around the world.

### Operational Hours of Hall Services

| Hall Services                | Floor | Operation Hours                | Day   | Telephone |
|------------------------------|-------|--------------------------------|---|-----------|
| Hall Administration          | G/F   | 09:00 – 17:50                  | Monday to Friday<br>(except Public Holidays)              | 3996 2000 |
| Hall Reception               | G/F   | 08:30 – 23:00                  | Monday to Sunday  | 3996 2000 |
| Repairs and Maintenance      | G/F   | 08:30 – 23:00                  | Monday to Sunday  | 3996 2077 |
| Property Management          | LG/F  | 09:00 – 18:00                  | Monday to Friday<br>(except Public Holidays)              | 3996 2070 |
| Security Control Room        | LG/F  | 24-hrs                         | Monday to Sunday  | 3996 2099 |
| Hall Canteen (except summer) | G/F   | 07:30 – 21:30<br>09:00 – 21:30 | Monday to Friday<br>Saturday, Sunday &<br>Public holidays |           |

## B) Our Colourful Halls

### Red Hall - Reach out with our hearts

#### Warden of Red Hall

|   |  |
|---|--|
|  | <p><b>Prof. Mimi Li</b><br/><b>School of Hotel &amp; Tourism Management</b><br/>Warden Office: Room 2211<br/>Warden Office Tel. : 39962086<br/>Campus Office Tel. : 34002320<br/>E-mail : <a href="mailto:mimi.li@polyu.edu.hk">mimi.li@polyu.edu.hk</a></p> |
|---|--|

Message from the Warden:

Welcome on board, Red Hall residents!

For many of you, it would be the first time that you live away from home, parents, and close friends. Getting used to a totally different lifestyle can be a daunting experience especially for first year students. Please be assured that my team and I will always be here to support you in achieving your goals, to enhance your growth and development, and to create and sustain the sense of community in a nurturing environment.

A hall of residence is not just a student accommodation. It is an essential part of your university life where you can appreciate diversity, explore a wide range of community life, create a sense of social responsibility, and more importantly, achieve your academic goals. As a hall warden, I wish to promote a student-centered living-learning community where you can appreciate, support, and celebrate the uniqueness of each of you, and eventually achieve your academic goal.

The theme of our hall is Reach out with Our Hearts. During your residential life in the Red Hall, we will organize various activities for you to step out of the ivory tower to reach out to the community, to understand different perspectives, to develop empathy, and to grow yourself to all-rounded person.

Look forward to working with you!

For details of Red Hall Tutors, please refer to the [Hall Homepage](#).

## Orange Hall - Open to possibilities

### Warden of Orange Hall



**Prof. Chea-su Kee**

**School of Optometry**

Warden Office: Room 1711

Warden Office Tel. : 39962085

Campus Office Tel. : 27667941

E-mail : [c.kee@polyu.edu.hk](mailto:c.kee@polyu.edu.hk)

Message from the Warden:

A warm WELCOME to Orange Hall!

Our Hall theme is “Open to possibilities” – here we connect and create opportunities for “O”-residents with an open mind.

My name is Chea-su KEE, grew up in Malaysia, spent more than half of my life overseas, and living in Hong Kong since 2007. I enjoy multicultural environment, and believe effective communication is the core to nurture a life-long relationship in a hall with multicultural diversity. My strength of being a warden is my unique experience of interacting with people from all around the globe over the years. I strongly believe that it is the cultural difference that creates the tensions but at the same time creates unlimited opportunities to appreciate the beauty of multicultural friendship – as long as we are open-minded.

Together with our five super-sweet and caring tutors, the Orange hall organizes many activities throughout the year to nourish your hall life, among them is our signature “Sunshine October”. We are looking forward to know you and to connect you to unlimited opportunities as an “O”-resident.

For details of Orange Hall Tutors, please refer to the [Hall Homepage](#).

## Yellow Hall - Yes to art

### Warden of Yellow Hall



**Dr Mark HSU**

**Department of Civil and Environmental Engineering**

Warden Office: Room 1511

Warden Office Tel. : 39962084

Campus Office Tel. : 27666057

E-mail : [mark.hsu@polyu.edu.hk](mailto:mark.hsu@polyu.edu.hk)

Message from the Warden:

Welcome to Yellow Hall!

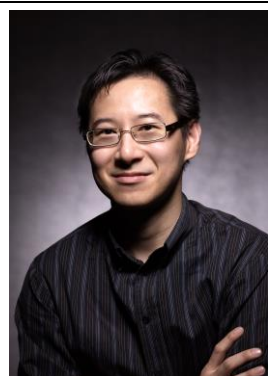
We are happy to greet our new members! In Yellow Hall, students are strongly encouraged to participate and organize in wide range of intellectual, cultural, physical, and social activities, all of which complement their fields of academic study.

It is our goal to make your hall experience a joyful and fulfilling one. Yellow hall is a friendly and caring community where you can live, learn, and have fun together with your hallmates. You are able to develop a broad scope of soft skills through interacting with hallmates with diverse backgrounds and cultures.

The warden/tutor team is around to provide pastoral care and to assist you when needed. Wish you all establish enduring friendships and enjoy one of the best times of your life.

For details of Yellow Hall Tutors, please refer to the [Hall Homepage](#).

**Master of CURI Residential College**



**Prof. Horace Mui KW**

**Department of Building Environment and Energy Engineering**

Master Office: Room 1011

Master Office Tel: 39962083

Campus Office Tel: 27665835

E-mail: [horace.mui@polyu.edu.hk](mailto:horace.mui@polyu.edu.hk)

Message from Master of CURI RC:

Welcome to the CURI Residential College (RC)!

I am Horace Mui, Associate Head and Professor of the Department of Building Services Engineering. Studies and best practices around the world have shown that a sustainable student life depends on different student affairs teams that practice beyond-the-classroom pedagogical approaches, especially in the living environment. Students can acquire free inquiry-based learning and innovation skills through scholarly activities in a residential environment.

While PolyU's Student Halls of Residence foster the integration of local and non-local students, the Residential College (RC) provides fertile ground for collaborative learning and joint research beyond the classroom. With a theme of "Achieving Academic and Research Excellence through Inquiry-based Learning", RC is a living and learning environment that offers dynamic opportunities to facilitate the holistic development of its residents through different theme-based academic and co-curricular activities such as high table dinners, research seminars, inspirational talks, community services and small-scale experimental innovation projects.

Through the warmth, love, sharing and companionship that living together generates, I believe that we, all RC education staff members and student residents, will create a new era of residential education that nurtures creativity, motivates innovation, and encourages the pursuing of lifelong learning.

For details of CURI RC Resident Fellows, please refer to the [Hall Homepage](#).

## Blue Hall - Balance our lifestyle

### Warden of Blue Hall

|   |   |
|---|---|
|  | <p><b>Prof. Dai Jiyan</b><br/><b>Department of Applied Physics</b><br/>Warden Office: Room 0811<br/>Warden Office Tel. : 39962082<br/>Campus Office Tel. : 27665682<br/>E-mail : <a href="mailto:jiyan.dai@polyu.edu.hk">jiyan.dai@polyu.edu.hk</a></p> |
|---|---|

Message from the Warden:

Welcome to Blue Hall!

University is an important stage of education where an individual learns to seek knowledge independently and manage one's own time and future. That education extends to participation in campus activities and student hall education where students learn outside of the curriculum to achieve all-rounded personal development.

To face our increasingly international society, it is important to accept, respect, and appreciate people from different cultures. Growth and innovation often takes place when ideas from diverse backgrounds come together, and as warden, I will work to ensure everyone feels welcomed within the hall. Developing interests outside of courses is also an important part of personal development. Student halls will provide you opportunities to meet people and participate in different activities such as sports, music and arts should you choose to, which will help strengthen the body and mind. University can be stressful sometimes, but it is also important to learn to relax occasionally outside of lessons.

Our hall theme is "healthy life-style", which encompasses physical well-being, social harmony and maturity. Our colour "blue" also symbolizes calmness and peace. Our hall residents should learn to live as a peaceful community and pursue studies in a welcoming environment. In my capacity as the Warden of the Blue Hall, I will work together with tutors and staff members to make your stay comfortable and foster a desirable environment for academic, cultural, extra-curricular and all-rounded personal development.

The warden's team is here to provide support to you whenever you need it.

For details of Blue Hall Tutors, please refer to the [Hall Homepage](#).

## STARS Residential College

### Master of STARS Residential College

|   |  |
|---|--|
|  | <p><b>Prof. Geoffrey Shen</b><br/><b>Department of Building and Real Estate</b><br/>Warden Office: Room 0311<br/>Warden Office Tel. : 39962081<br/>Campus Office Tel. : 27665817<br/>E-mail : <a href="mailto:geoffrey.shen@polyu.edu.hk">geoffrey.shen@polyu.edu.hk</a></p> |
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Message from Master of STARS RC:

Welcome to the STARS Residential College (RC)!

This College is established to provide our talented students with a vibrant living and learning environment which facilitates their talent development alongside their pursuit of academic excellence. Specifically, we:

- Support residents to participate in various competitions
- Facilitate residents during the transitions that they encounter
- Prepare residents to become future leaders and lifelong learners
- Provide training, coaching, mentoring, and action learning projects

The RC will support residents to develop their potential in the talented areas (e.g. sports, music, art, creativity, and STEM) and foster their leadership and whole-person development through different hall activities, programmes and platforms.


Students in the RC will be supported by the College Community, including the Residential College Master, the Residential Education Team, Resident Fellows, and RC Tutors.

Let's work together to make this RC a "home away from home" for our talented students!

For details of STARS RC Resident Fellows and Resident Tutors, please refer to the [Hall Homepage](#).



## Senior Hall Manager

|   |   |
|---|---|
|  | <p>Mr. Ivan Chung<br/>Residential Education, SRSS of SAO<br/>Office: East Wing G/F of Hung Hom Halls<br/>Tel: 3159 0007<br/>Email: <a href="mailto:ivan.y.chung@polyu.edu.hk">ivan.y.chung@polyu.edu.hk</a></p> |
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### Message from the Manager

It is an honour to serve as Residential Life Manager overseeing residential student education

My family and I recently moved to Hong Kong after living in Los Angeles for the past 10 years. Prior to meeting my wife, I grew up in the Chicago area, and worked in Milwaukee, Houston, Chicago, and New York City. One of the main reasons for our move to Hong Kong is that I strongly believe in the formative time of learning as a university student. Having experienced university hall life for several years, I can say that those years were undoubtedly some of the most influential in shaping my understanding of life.

The rich opportunities in out-of-classroom learning at PolyU can also help shape you into a truly holistic person. Sports activities, community meals, volunteer services, holiday celebrations, art and music and cooking workshops, parties and carnivals, global and cultural engagements, environmental services, leadership and interpersonal experiences, faith-based activities, and excursions – to name a few, are part of the many opportunities for cross-disciplinary, intercultural, and experiential learning that can help develop eager students like yourself. Beyond mere accommodation, students in the residences become and develop holistic communities that continue to contribute inwardly and outwardly, and build essential skills that are critical for their future.

My own varied experiences: studying classical (European) music performance and education as an undergraduate, living in multiple socio-economic stratas, cultures, and cities throughout my vocational years, working as a personal trainer (weight room and physical fitness), sports coach, speaker, spiritual developer, intercultural instructor and practitioner, educator and community developer in post-genocide communities in east Africa, educational consultant in urban Brasil, and now a residential student educator in Hong Kong – have all compelled me to make sense of and integrate my own life, and I invite each of you together to do the same in this journey, as we create the best learning experience you can have.

## C) Hall Regulations

### 1. Introduction

Hall life is an integral part of your educational experience at the Hong Kong Polytechnic University (PolyU), which is committed to nurturing critical thinkers, effective communicators, innovative problem solvers, lifelong learners and ethical leaders.

It is our mission to provide a safe and supportive living and learning environment conducive to academic success, personal growth and social responsibility. We expect our residents to share these common goals. To enable all residents from diverse backgrounds to live harmoniously under the same roof, all stakeholders need to behave with integrity, good will and mutual respect.

Hall residents are bound by the following Hall Regulations that are posted on hall homepage (<https://www.polyu.edu.hk/sao/student-resources-and-support-section/residential-life/>) and subject to changes and review by the University from time to time if deemed necessary.

- [Student Code of Conduct](#)
- [Regulations Governing Hall Residence](#)
- [Regulations Governing Summer Hall Residence](#)
- [Regulations Governing Hall/Room Transfer & Procedures](#)
- [Regulations Governing the Use of Hall Amenities](#)
- [Regulations Governing the Use of Hall Carpark](#)
- [Regulations Governing the Use of Hall Computer Network](#)
- [Administration and Penalty Charges](#)
- [Guidelines on Bringing Bulky Items & Electrical Appliances into Halls](#)
- [Guidelines on the Use of Communal Areas](#)

### 2. Essential Regulations

Every Hall resident must comply with the Hall Regulations, terms and conditions and policy of residence. This applies in particular, but is not limited to, the following essential Hall Regulations:

- 1) No visitors of the opposite sex in residents' rooms/suites and corridor during Privacy Hours between 00:00 and 07:00.
- 2) No improper use of PolyU cards for gaining illegal access to hall premises and residents' rooms/suites.
- 3) No remaining on the hall premises during a fire drill.
- 4) No visitors of the opposite sex to use the toilet facilities inside a resident's room/suite.
- 5) No smoking or consumption of alcohol in the Halls (except a taste of wine during pre-approved activities).
- 6) No cooking in residents' rooms/suites.
- 7) No storage of personal belongings in any communal areas. Regular inspections shall be conducted in each student suite. Anything left unattended shall be confiscated without prior notice. Owners of confiscated items shall pay an administration fee to reclaim their belongings within 7 days. Unclaimed confiscated items shall be disposed of after 7 days. The University and Property Management Office disclaim liability for the loss of or damage to such properties.

Hall Disciplinary records will be kept in the University for not more than 8 years and the records will also be sent to the Student Discipline Committee for information. The chance for university scholarship/award may be adversely affected.

Committing serious offences or repetitive offences, as stipulated by the Regulations Governing Hall residence, could result in the following consequences:

- **immediate termination of residency without warning,**
- **forfeiture of remaining hall lodging fees,**
- **prohibition from future admission to any University-managed accommodation (UMA) during the study period in PolyU,**
- **UMA offer granted for the following year, if any, will be forfeited, and**
- **being barred from access to UMA.**

Visitor offenders who are residents of another hall building shall be bound by the disciplinary terms for residents and be subject to the relevant penalties for residents committing the offence. Following such a termination of residency, the resident will be personally responsible for securing his or her own residence and bearing the related charges.

#### **D) Hall Fees & Payment**

- [Hall Fees \(Undergraduate Students\)](#)
- [Hall Fees \(Research Postgraduate Students\)](#)

## **E) Departure**

### **1. Check out**

All residents should complete the following procedures upon check out:

1. Pack all your belongings and dispose of any debris left inside your room;
2. Go to the Hall Reception in person between 9:00am and 9:00pm (last appointment) to make an appointment for conducting inventory checking;
3. Stay in the room and conduct the inventory check via an electronic tablet with Hall Staff;
4. Sign on the electronic tablet to confirm the online inventory check of your room;
5. Bring along your PolyU student ID card to the Hall Counter for completing the remaining check-out procedures;
6. After check-out, students will lose their access right to the hall and their room.

Should residents fail to go through the above procedures on or before deadline, their check-out is regarded as incomplete. The residents concerned shall be liable to late check-out charge and lodging fee up until the completion date of official check-out procedures, and other charges so incurred. For incomplete check-out, as stipulated by Hall Rules, the Hall Administration reserves the right to vacate residents' rooms if the residents fail to respond for check-out.

### **2. Redirection of mail**

Please notify your senders about the change of your address once you have moved out. The Hall will not provide any mail re-direction service.

## **F) Tips for Handling Emergencies**

### **1. In case of fire:**

- a) Familiarise yourself with the Escape Route Map on the back of your room door.
- b) On hearing the fire alarm, you must:
  - i. Bring your PolyU card.
  - ii. Leave your room immediately.
  - iii. Lock the door behind you.
  - iv. Leave the Hall building via the nearest Fire Exit stairwell.
  - v. Take the stairs and go immediately to the assigned assembly point at Fat Kwong Street Playground.
  - vi. NOT use the lifts when there is a fire.
  - vii. NOT re-enter the building until the Fire Officer gives the green light.
- c) There may be false alarms. However, DO NOT assume or make guesses. Treat ALL alarms as emergency situations.
- d) If you see a fire:
  - i. Stay calm.
  - ii. Sound the nearest alarm by breaking the glass (which automatically alerts the Fire Station).
  - iii. Leave the danger area immediately and go to the nearest Fire Exit.
  - iv. Yell "Fire, Fire" along your way to alert your neighbours to evacuate.
  - v. If time allows, call intercom 2099 and tell the Security Control Room about the situation.

## 2. In case of serious injury or illness:

- a) Call (9) 999 immediately for the Hotline for Emergency Ambulance Service.
- b) Keep calm and state clearly the patient's condition, the location and a contact telephone number.
- c) Call Intercom 2099 to inform the Security Control Room and let them know the ambulance will arrive soon.
- d) Ask at least one of your roommates, suitemates or the on-duty Hall Tutor to escort you to the hospital.

## 3. For minor injury or illness:

- a) Call Intercom 2099 (the Security Control Room) for assistance.
- b) Seek help from your roommate, suitemates or the on-duty Hall Tutor.
- c) First-aid boxes are available in each hall.
- d) Visitor first-aid boxes are available at:
  - i. The Visitor Registration Counter (G/F).
  - ii. Hall Reception (G/F).
  - iii. The Security Control Room (LG/F).

## 4. Typhoon/Rainstorm Warnings

- a) Visit the web page of the [Hong Kong Observatory](#) for the latest information on typhoon/ rainstorm warnings.
- b) Residents are advised to stock some food when a typhoon no. 8 is approaching as the caterers will provide only a limited catering service.
- c) Residents should stay indoors, fasten all loose items and secure all windows.
- d) Call the R&M hotline at intercom 2077 to report any damage caused by adverse weather.

## G) Simple Manuals for Hall Devices

### 1. Electronic Door Lock

- a) To open the electronic door lock, you just need to present your student ID card to the door lock without touching the sensor directly. You will see a little green light and hear a beep sound. Then you can open the door. The door will automatically be closed after several seconds.
- b) If you open the door and then hear beep sound for several times, it means the door lock is running out of electricity. Please inform our maintenance hotline at intercom 2077.
- c) If the light is orange, the door is being locked from inside.
- d) If the light is red, your card is invalid or expired.
- e) If there is no response, the door lock has run out of electricity completely. Please call intercom 2077.
- f) The outer door of a 9-person-suite can be opened by all residents of that suite. The bedroom door can only be opened by the residents of that particular bedroom.
- g) Do not use the lock dead-bolt to stop the door from closing, or else a fine of HK\$100 shall be levied. In case the lock is damaged, you shall be liable for the replacement cost of HK\$3,000.



## 2. Double Glazed Window & Mosquito Screen

The double-glazed window in student rooms consists of two panes of glass that provide soundproofing while maintaining good ventilation. Gently slide the inner glazed panel upward/downward to open/close the window. To protect residents against mosquito-transmitted diseases, mosquito screens are installed on the windows. To



Slide upward to open



The U-shaped groove



### Caution

- ☆ No furniture or substance shall obstruct the window.
- ☆ Keep the U-shaped groove clear for drainage.
- ☆ Do not remove or damage the window grille or mosquito screen.
- ☆ Do not hang clothes on the window grille.
- ☆ Students will be liable for the cost of cleaning and/or repair caused by improper usage of the window grille, mosquito screen and/or U-shaped groove.

## 3. Making Calls with the IP Phone (for single and independent-triple rooms only)

- a) There is an IP Phone in single and independent triple rooms. The phone extension number is "8" + room number (e.g. "80302" for room 302).
- b) You can make intercom calls by dialling the extension number only.
- c) You can make local calls free of charge by dialling "9" + local phone number.
- d) You cannot make IDD calls directly. Please buy an IDD phone card from any convenience store and follow the instructions on it.

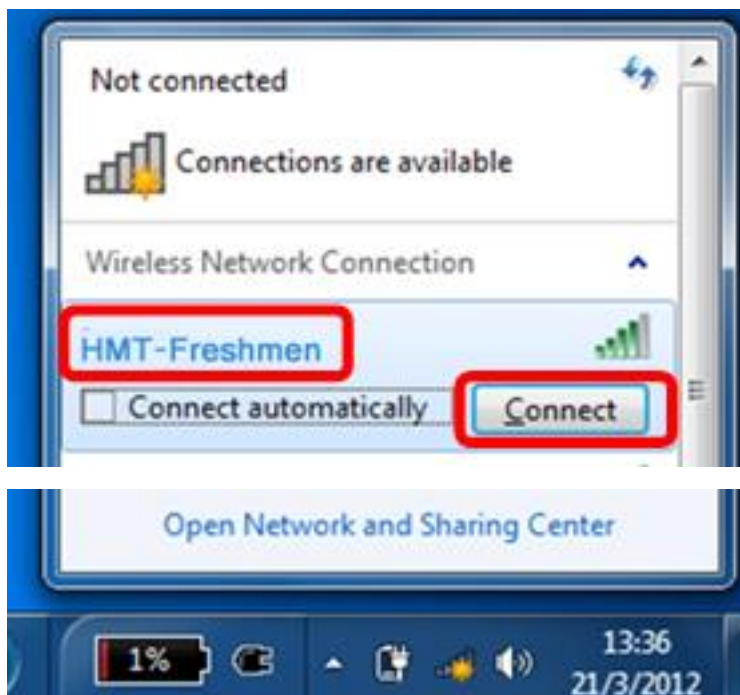
#### 4. Wireless Network Configuration

a) For students who do not have Net ID and Password yet

i) Select Network



ii) Choose **HMT-Freshmen** and click Connect



iii) Enter the Security Key **sao3996hmt** and click **OK**



**b) For students who have already activated their Net ID and Password**

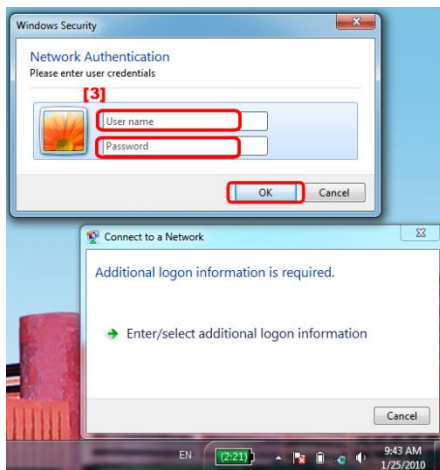
i. Select **Network**



ii. Choose **PolyUWLAN** and click **Connect**



iii. Enter your **NetID and Password**, then click **OK**



iv. Click **Connect** to accept the certificate of VeriSign Class 3 Public Certification Authority-G5



v. The setup is complete and the internet is now accessible



For technical support, please call the ITS Help Centre at 2766 5900.

For more details, visit <https://www.polyu.edu.hk/its/>



## 5. Smartcard-controlled Air-Conditioners and Self-service Laundry

Washers and dryers in pantries, and air-conditioners in student rooms are operated by smartcard readers.

You can add value to the smartcard readers in two ways:

- 1) Go to the **Kiosk** (see pictured on right) located in the pantry of 3/F to 23/F. Then follow the simple steps on screen to add value to the air-conditioner reader of your room or washer/dryer reader in pantries by Octopus card.

Click [here](#) for **user manual of the Kiosk**.

- 2) Use our **mobile APP** to add value to the air-conditioner/washer/dryer readers with the value in your ePurse\* account anytime and anywhere. An ePurse account is automatically created for every resident one day after check-in. You can download and install a mobile APP from hall website: <https://www.polyu.edu.hk/sao/student-resources-and-support-section/residential-life/resources/mobile-app-for-hall-epurse-system/>

Click [here](#) for **user manual of ePurse Mobile APP**.

To start using your ePurse, you may:

- Tap your student ID card at the Kiosk and add value to your ePurse account by Octopus card, or;
- Insert your student ID card at the Add Value Machines on G/F, then add value to your ePurse by cash or Octopus card.



### Air-conditioners in student rooms


- The rate of the air-conditioner is \$1.6/kWh.
- Kindly note that cooler setting may result in consuming more electricity and a higher cost with the same length of time.
- **Value added to the air-conditioner of student rooms is non-refundable. Please avoid adding excessive amount of money to it.**

### Self-service Laundry

There are one or two self-service washers and dryers in each pantry:

- The rate of washers is \$6 per washing cycle and that of dryers is \$1 per 5 minutes.
- The weight limit of both washer and dryer is **5.2kg** only.
- Please use **low-suds laundry detergent**. High-suds detergent is NOT suitable for use in the washers in hall, as excessive foam will block the drain, cause soap water leakage and washer malfunction.
- Read the instruction manual of your laundry detergent carefully. Use the **recommended amount** of laundry detergent.
- Overloading and washing with hard objects will damage the machine and the user will be charged for the repair fee for improper operation.
- Due to the weight limit of the laundry machines, students should not remove the curtains in their rooms for washing in Halls.



 **Warning:** Do not attempt to open/alter the smartcard reader or divert electricity for free use. To do so is a criminal offence (HK Ordinance Chapter 210 Section 15) with a maximum penalty of 5 years' imprisonment.

#### 6. Touch Panel in Central Student Lounge of Red, Orange, Yellow and Blue Halls

A 75" touch panel is installed in the Central Student Lounge of Red, Orange, Yellow and Blue Hall respectively. For CURI RC and STARS RC, the panel is installed on a movable rack. Please contact RC Master or Resident Fellows for using the panel. The touch panel allows screen projection from phones/notebooks via Wi-Fi to facilitate residents' group discussion and can broadcast TV programs via a set-top box. Click [here](#) for a user manual of the touch panel.

#### H) Hall Services and Amenities

1. Umbrella on loan service – Hall residents can borrow and return an umbrella at G/F Reception of Homantin Halls. A \$50 refundable deposit should be settled via e-purse. Note that the service is on first-come, first-served basis and students should return the umbrella on the following day the latest. Late or nil return will result in automatic forfeiture of the deposit.
2. Receipt of mails: The mailbox of each room is located in the pantry of that floor. Residents should check their mailbox regularly and redirect mails not addressed to them to the "Unclaimed Letters" box, which will be cleared by the PMO and returned to the postman on a monthly basis.  
As a governing principle, parcels and mails delivered under the Hong Kong Post which do not require the signature of the designated addressee will be received by the Reception upon verification of addressees' resident status in the Student Halls. For parcels and mails delivered under courier services, no one other than the designated addressee may sign the acknowledgement receipt, as governed by the policy of relevant courier companies.
3. Mass Cleaning of Pantries and Suite Communal Areas – In order to maintain the hygiene of the pantries and suite communal areas, a Mass Cleaning exercise will be conducted every year after the mass check-out period. Details will be announced by email in due course. Students should remove all of their personal belongings stored in the pantries (including fridge, wooden cabinets, pigeon holes, metallic cabinets under the wash basins, plastic storage boxes, hanging hooks, etc.) and suite communal areas (including suite living room, corridor and washroom) during the Mass Cleaning period. Items remained will be moved to designated areas on the same floor for reclaiming within a specified deadline. Please note that students should only reclaim their own belongings. **Taking others' belongings is regarded as a misbehaviour and will be subject to disciplinary actions.** Unclaimed items beyond the deadline will be disposed without further notice. The University disclaims any liability for the loss of or damage to such properties.
4. Cleaning of Fridges in Pantries and Suites – Fridges in pantries and in suites are cleaned monthly by the Property Management Office (Homantin). Hall residents are encouraged to do their best to maintain the hygiene of the fridges all the times.
5. On-line booking for majority of hall facilities are available at [POSS \(PolyU On-line Student Services\)](#) under "Facility Booking". Please read carefully the [regulations governing the use of hall amenities, timetable and other information of hall amenities](#) before making booking.

Tips:

- a) Payment of venue charges and guest tickets

Payment of venue charges and guest tickets, if any, shall be deducted from Sports Facility Booking Account at the time of online booking. Please ensure that there is sufficient balance in your account before making booking.

b) Top-up the balance in Sports Facility Booking Account

To top-up the balance in your Sports Facility Booking Account, you may pay by Credit Card (via online credit card payment system), or Octopus card at the Shaw Sports Complex on the campus (see [here](#) for Campus Map).

6. Fitness Room Eligibility and Usage

The Hall Fitness Room is located on 1/F. Only **hall residents with fitness accreditation** are eligible for using the Fitness Room in hall. To ensure the safe use of fitness room, residents are required to have sufficient knowledge of fitness training. You can fulfill the requirement by taking the [PolyU Fitness Training Course](#) organized by Counselling and Wellness Section (Sports Development), Student Affairs Office.

Individuals in possession of one of the following qualifications may apply for exemption of Fitness Training Course.

Applicants can contact the Counselling and Wellness Section (Sports Development) at

[sports.development@polyu.edu.hk](mailto:sports.development@polyu.edu.hk) for advice:

1. Participants who have completed the "Briefing on Proper Ways to Use Fitness Equipment" and passed the assessment organized by Leisure & Cultural Services Department (LCSD);
2. LCSD Fitness Gold Card;
3. Equivalent qualifications recognized by the Physical Fitness Association of Hong Kong, China;
4. Fitness Room / Weight Training Room User Card or certificates issued by universities; and
5. Resistance Training Instructor Certificate issued by ACSM / NSCA

7. [Floor Plan of 1/F](#)

**I) Notice on the Photograph-taking or Video-taking Arrangement**

The Hall Administration may take photographs/ video recording during hall events and use such images in publicity or marketing activities. The recorded images will be handled by Hall Administration according to the prevailing policy of The Hong Kong Polytechnic University. Enquiries shall be addressed to the Hall Administration at [Homantin.halls@polyu.edu.hk](mailto:Homantin.halls@polyu.edu.hk).

# Room-sharing

## Why Room-sharing?

- Room-sharing forms a good platform to develop your interpersonal skills.
- It is one of your most rewarding university experiences and is beneficial to your future success.
- It is a new subject you may have never learnt before. People of different cultures and backgrounds will make the living together interesting and challenging.
- Hence do be prepared as there will always be some initial adjustments required.

## How to benefit from Room-sharing?

There are hundreds of ways to do it but the key ingredients for success are:

**S** for Self-respect

**A** for Acceptance of diversity

**O** for Open communication

## When and What to do?

### Self-introduction Upon Moving-in

- Introduce yourself and get to know each other, look for common grounds and set the scene for a harmonious relationship

### How to Make the Self-introduction Effective?

- When you move in, take the initiative to introduce yourself to your room/suitemates face to face.
- As this is a time to get to know each other, be open and do not pass judgment.
- Set the scene for a harmonious relationship and positive body languages are important, e.g. stand up to greet your new room/suite-mate, smile, steady eye contact, a firm handshake.
- Share your “private” data, like your name, nickname, course of study, year of study, where you are from, your hobbies and interests etc.
- If your room/suite mates are NOT around, leave a note on the desk or on the door.
- If you are the first one to move in the suite or room, do not scatter your belongings all over the place to claim your territory. Keep your things within the designated space.

# ***Roommate Agreement***

## **Rules of thumb:**

- It is better to create the Agreement right from the start or at least within the 1st week.
- Find a mutually convenient time to sit down and go through the Agreement openly.
- Do not assume your habits or your lifestyle is the best or the only option. Accept the differences of your suite/roommates and look for an agreeable point somewhere in between that you may both be comfortable with.
- Remember that mutual respect is the key to build and nurture a relationship. You will gain more if there is a fair share of give and take.
- Be genuine, positive and flexible to look for the largest space possible for all the stakeholders.
- Talk about your lifestyles and expectations; come up with some agreed practices in the way you share your time, space, cost, and resources of the room and suite.
- For personal belongings, don't assume your roommate is willing to share.
- When everyone has moved in, agree on how the common spaces are to be shared e.g. shelves in the refrigerator, racks in the bathroom.

## **Teething Problems**

- If you feel uncomfortable with some behaviors of your roommate, before it becomes a big problem, you need to communicate it openly with your room/suite mates.
- Handle and address problems and concerns in a mature manner.
- You may get together to go through the Checklist every now and then for "health check" purposes.

## **Real issues of concern**

- Do not compromise on issues such as your mate's possession of illicit drugs as it is a criminal offence.
- Look for help from your tutors, warden or staff in Hall Administration for issues of grave concern.

# Roommate Agreement Checklist

*This Checklist serves as a reference only and issues herein are not exhaustive.*

## Issues to be agreed upon:

1) How the cost of room air-conditioning be shared?

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2) What personal belongings are okay to share?

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*e.g. Food? Shampoo? Tissue paper? Eating utensils? Computer?*

3) Prior-notice required for use of room-mate's personal belongings?

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---

4) Personal and mutual space:

- How will your notice-board/room/suite be decorated?

---

- Is it okay to hang wet clothing in the room/bathroom?

---

5) Housekeeping routines:

- What is your idea on the issue of hygiene and cleanliness?

---

- What is necessary to keep the space livable?

---

- How often and how will you share the responsibilities of cleaning routines?

---

- Fridge cleaning? \_\_\_\_\_

6) Study/Quiet time (communicate your needs and be considerate):

- What are your hours to study?

---

- When do you sleep and get up?

- 
- Which days of the week are more critical/relaxed?

- 
- Can you sleep when the light is on?

- 
- Are you a heavy or light sleeper?

- 
- Are there ways to enhance each other's time management skills and study effectiveness? \_\_\_\_\_

- When is the latest hour for phone calls?
- 

7) Guests: (Note that talking on the phone sometimes has the same effect of entertaining a guest in the room)

- When is it OK to have guests over?

- 
- Do you want to be informed beforehand?

- 
- Is it OK to bring friends when your roommate is out?

- 
- Is it OK for the guest to use your bed?

- 
- Will there be separate rules for guests of different sexes?

- 
- Will there be separate rules for weekdays and weekends or special occasions?
- 

8) Noise level: Quiet hours are between 23:00 to 07:00 when members of the room have the right to work and rest. But you are always expected to respond positively if you are requested to refrain from making excessive noises. Some genius may be at work!

9) Safety: Lock the room when you're out. Smoking, consuming alcoholic drinks and cooking in student room are not allowed in the hall.

10) Disagreement: **If you find there are disagreements, do not feel upset for we can never be able to understand each other perfectly.** Learning how to handle disagreements enable you to be a better team-player. Please seek tips on how to resolve conflicts.

11) Verification: It is best to have the agreement written down and handed in to your tutor/warden. Tutors will make room visits to see if something has been done along this line.

12) Others: \_\_\_\_\_  
\_\_\_\_\_

Agreed by:

\_\_\_\_\_ & \_\_\_\_\_ & \_\_\_\_\_

Room: \_\_\_\_\_ Date: \_\_\_\_\_



Appendix 2 Floor Diagram of Homantin Halls

