

Regulations for Student Accommodation

Chapter 1 General Provisions

Article 1 To strengthen the management of student accommodation at the University, optimise the educational environment, maintain the normal living order of students, and create a safe and comfortable dormitory environment, these Regulations are specially formulated in accordance with relevant regulations and based on the actual situation of the University.

Article 2 Dormitory refers to the rooms provided by the University for students, suite common areas, and common areas within the dormitory building (excluding residential colleges).

Article 3 These Regulations apply to the students (including degree and non-degree students) residing in our University dormitories, as well as visitors of students and other relevant individuals permitted to reside in the student dormitories.

Chapter 2 Administrative Body and Responsibilities

Article 4 The University has established a Department of Student Housing and Residential Life (SHRL), which is responsible for coordinating the management and service work of all student dormitories across the campus. The SHRL shall allocate management and service personnel who meet the requirements for student dormitory management in accordance with relevant regulations and at a specified ratio.

Article 5 The SHRL is responsible for coordinating relevant departments for comprehensive management of student dormitories; responsible for the routine management and allocation adjustments of student dormitories; responsible for the formulation and revision of student dormitory management regulations; responsible for the development and maintenance of information technology for student dormitories (including dormitory management systems, websites, WeChat official accounts, etc.); and responsible for organising cultural development activities for student dormitories.

Article 6 The Office of General Logistics (OGL) is responsible for the construction of student dormitories; the configuration, verification, and maintenance of furniture, household appliances, facilities and equipment in student dormitories; dormitory cleaning (including daily hygiene cleaning of common areas and cleaning after students move in or out); and conducting regular inspections of dormitory fire safety facilities and equipment.

Article 7 The Information Technology Department (ITD) is responsible for student dormitory access control, elevator control, printing services, network setup, and maintenance.

Article 8 The Department of Health Safety and Environment (HSE) is responsible for ensuring that the dormitory's air quality meets occupancy standards, among other responsibilities.

Article 9 The Finance Department (FD) is responsible for collecting dormitory-related fees and compensation expenses.

Article 10 The Department of Academic Registry Service (ARS) is responsible for providing the list of students who have completed online registration and the list of students with academic status changes (including study leave/suspension, resumption of study/re-enrollment, transfer, withdrawal, international (overseas) exchange/off campus research/cross-campus study, dismiss, etc.).

Chapter 3 Management of Dormitory Selection, Check-In, Room Transfer, Off-Campus Accommodation, and Check-Out

Article 11 Management of Dormitory Selection

1. After confirmation by the University's OGL, ITD, and HSE that the dormitory meets the living conditions, the SHRL will send dormitory selection invitation emails to newly enrolled students who have completed online registration.

2. Married students may apply for single rooms. The SHRL has the right to allocate appropriate dormitories based on the availability of housing.

3. The University does not provide on-campus dormitories for students engaged in online learning.

4. After receiving the dormitory selection invitation email, students shall follow the instructions and select their dormitory online within the specified time. For students who fail to complete the dormitory selection on time, the University reserves the right to allocate based on the "decreasing bed availability" principle, and students are required to comply with the University's arrangement.

5. For students who vacate the dormitory due to taking a leave of absence or participating in international (overseas) exchanges and subsequently wish to apply for accommodation again, the ARS shall inform the SHRL within seven working days before the student's resumption of studies (return to campus), and the SHRL will then send a dormitory selection invitation email to the corresponding student.

Article 12 Check-in Management

1. After students have completed offline registration, they shall proceed to the dormitory building lobby with their campus ID card and dormitory selection confirmation email to sign the Dormitory Management Regulations Acknowledgement Form and complete the check-in

process.

2. When students move in, they shall inspect various facilities and equipment in the dormitory based on the Room Facilities Confirmation Form provided by the dormitory manager to confirm that all facilities and equipment are in place and in good working condition as per the standard configuration, and return the Room Facilities Confirmation Form to the dormitory manager after signing it. If any deficiencies or damages to facilities and equipment are found, students shall promptly report them to the dormitory manager.

3. International students and students from Hong Kong, Macau, and Taiwan are required to complete the personal accommodation declaration on the Guangzhou Municipal Public Security Bureau's online service system for foreign nationals within 24 hours after checking in.

4. Accommodation management for visiting students and Cross Campus Study program students. Priority of University housing resources is given to the full-time enrolled students. The SHRL will allocate accommodation based on availability until all spaces are filled.

5. Accommodation management for continuing students. Continuing students, regardless of their mode of study, are not entitled to University student accommodation.

Article 13 Room Transfer Management

1. For repair, maintenance, and other needs, the SHRL has the right to request students to vacate the dormitory and also reserves the right of dormitory reallocation.

2. Without approval from the SHRL, no organisation or individual may occupy or exchange accommodations arbitrarily, increase the number of residents or refuse students who comply with the University's designated arrangements from moving into the dormitory.

3. Once a student's accommodation is selected, adjustments are generally not allowed. If a room transfer is deemed necessary due to exceptional circumstances, students shall follow the prescribed University procedure, provide necessary documentation, and obtain approval from the SHRL before proceeding with the room transfer. The SHRL has the ultimate decision-making power regarding dormitory allocations.

4. Shared room transfer: Applicants must have sufficient reasons for transferring rooms and must submit their applications during the first week of each month. The transfer procedures can only be processed after the application is reviewed and approved by the SHRL. Each student can only successfully apply for a shared room transfer once per year.

5. Applying for a couple room: Eligible married students will be allocated to couple rooms on a first-come, first-served basis until all available rooms are filled. The couple's room is designated for the student and their spouse only; children and other family members are not permitted to reside there. Students are generally not allowed to change dormitories after moving into a couple's room.

A. Applying for a couple room with a Chinese marriage certificate requires the following conditions to be met.

(a) Applicants must be a full-time enrolled student enrolled of our University (priority is given if both spouses are full-time enrolled students of our university);

(b) Applicants must submit a clear scanned copy of the marriage certificate.

(c) Applicants must prove their spouse's workplace or habitual residence is Guangzhou, and there is a need for regular stay in Guangzhou for 4-7 days a week (e.g., by submitting their spouse's residence permit or work permit).

B. Applying for a couple room with a foreign marriage certificate requires the following conditions to be met:

(a) Applicants must be a full-time enrolled student enrolled of our University (priority is given if both spouses are full-time enrolled students of our University);

(b) If applicants' spouse is of foreign nationality, they must submit their passport, marriage certificate (documents not in Chinese/English must be translated into English), and visa. If applicants' spouse is of Chinese nationality, the documentation required is the same as for those holding a Chinese marriage certificate.

The above mentioned documents must be submitted online in electronic format, and the original copies must be inspected by the approving personnel (with copies retained for record-keeping) before approval can be granted.

The residency period for a couple room is one year. Students who graduate before the specified residency period should check out based on their graduation date. Students must check out before the one-year residency period expires or submit updated documentation to confirm that their status still meets residency requirements. Residents of a couple's room may be given priority for renewal if their student status and other conditions remain in good standing. However, any violations of relevant regulations during the residency period may result in a denial of renewal.

6. Accessible rooms are only open to students with disabilities. Applications must be referred by the student's academic supervisor, and the SHRL staff shall interview the student. The SHRL will approve the application based on related documents and proofs. Residents of the accessible room are allowed to stay for a period of one year. They are required to provide a diagnosis certificate from the past three months for a renewal review after the initial one-year residency period.

7. Confidentiality is required during the review process. The information submitted by students is kept confidential within the necessary staffs and is only used for dormitory arrangements. The SHRL has the right not to respond to any inquiries from non-staff of the University or non-legal direct relatives of the students.

8. Upon receipt of the room change confirmation email from the system, students are required to complete the room change within five working days (applies to all types of room changes). The student's dormitory access control and elevator control will be automatically revoked at the end of the fifth working day. Failure to do so will result in forfeiting the room

change eligibility for the year. In the event of extenuating circumstances, students may email an explanation for the delay in the room change process.

Article 14 Off-Campus Accommodation Management

1. The University offer student housing, and in principle, students are not allowed to reside off-campus. (To "reside off-campus" means to live in residential facilities, such as houses or apartments, that are not directly managed by the University.) Students who genuinely require off-campus accommodation shall follow the relevant procedure to obtain approval from the University before residing off-campus. After completing the procedure for off-campus accommodation, the student's dormitory bed will no longer be reserved, and in principle, they will not be eligible to reapply for on-campus accommodation.

2. Individuals residing off-campus without approval from the University shall bear full responsibility for any consequences.

3. Students meeting any of the following criteria may apply for off-campus accommodation:

- 1) those requiring off-campus accommodation due to injury or illness (a diagnosis certificate from a tertiary hospital shall be provided);
- 2) those whose graduation is delayed due to re-taking specific courses and do not require long-term on-campus residency;
- 3) other exceptional circumstances recognised by the University that allow students to apply for off-campus accommodation.

4. Off-campus accommodation application process: application by student → approval by the SHRL → inspection of facilities and equipment such as furniture and electrical appliances in the dormitory by the OGL (if necessary, an invoice for compensation shall be sent to the student and the Assets Management Department (AMD) shall be notified) → confirmation of student's payment completion by the FD → student proceeds to the dormitory management office in the residential building to complete the check-out procedure (the academic supervisor shall be notified) → ITD revokes the student's dormitory access control and elevator control.

- 1) The student submits the application and provides a parental informed consent letter;
- 2) The SHRL completes the approval process within five working days upon receiving the application;
- 3) The OGL completes the inspection of facilities and equipment such as furniture and electrical appliances in the dormitory within three working days upon receiving the application. If necessary, they shall send an invoice for compensation to the student and notify the AMD;
- 4) The FD is responsible for confirming the payment of compensation made by the student;

5) Upon receiving approval, the student shall proceed to the dormitory manager's office in their residence building to complete the check-out process within three days.

5. The student shall voluntarily fulfil the obligation of information reporting and accurately report their detailed off-campus address and contact information to the SHRL. If there are any changes, the student shall promptly inform the SHRL through email or other appropriate channels. Hong Kong, Macau, Taiwan, and international students shall promptly visit the local public security department at their place of residence to register and update their accommodation information. They shall complete a new registration form for accommodation of foreign nationals and submit a photocopy of the new registration form to the SHRL for record-keeping.

Article 15 Check-out Management

1. When students complete their studies and leave the campus, they are required to complete the check-out procedure and vacate the dormitory within five working days after the degree conferral date at our University. The student's dormitory access control and elevator control will be automatically revoked at the end of the fifth working day. During the check-out, students must clean the dormitory in advance and take away all personal belongings. Any items left behind will be treated as unclaimed after three working days following the check-out. If a student overstays in the dormitory or fails to move out after the deadline without applying for and obtaining approval, and belongings left in the dormitory are lost or stolen, the student will be responsible for all such losses.

2. Students are responsible for clearing their personal belongings and cleaning the dormitory when they check out and must restore the dormitory to its original condition at the time of move-in. If they fail to clean and move out in a timely manner, the OGL reserves the right to charge students for related fees based on the cost required to clean the dormitory.

3. Students must undergo an inspection of the dormitory facilities or equipment by the OGL, and settle any dormitory-related fees with the FD before completing the check-out procedure. If there is any damage, loss, or destruction to the dormitory facilities or equipment, or if there is damage to the appearance (both externally and internally) and the integrity of the room, the OGL should verify the extent of the damage and determine whether the students need to pay for the related repair or replacement costs. The students are liable to compensate for the repair or replacement based on the assessed value.

4. Once the student's check-out application is approved, the original dormitory bed of the student will be reassigned by the University.

5. Students who are expelled from the University are required to complete the check-out procedure within five working days after receiving the notification email from the ARS. The accommodation fee paid by students who are expelled will not be refunded.

6. Students who withdraw, transfer, take a leave of absence, or participate in long-term international (overseas) exchanges of more than one semester are required to complete the check-out procedure within five working days after the effective date of their withdrawal,

transfer, leave of absence, or participation in international (overseas) exchanges. The student's dormitory access control and elevator control will be automatically revoked at the end of the fifth working day.

7. Applications for dormitory retention during the short-term cross campus study program. Full-time students enrolled in our University who are on a short-term cross campus study program may apply for dormitory retention for a period of up to six months. Applications must be submitted by students and approved by the SHRL. During the dormitory retention period, students are required to pay the dormitory fees; otherwise, the dormitory retention will be automatically suspended. If the retention exceeds six months, the student should follow the corresponding regulations to complete the check-out procedures, settle any fees, and move out of the dormitory within five working days.

8. If a student is medically certified by a relevant healthcare institution and the University as unsuitable for residing in the student dormitory due to special reasons (such as infectious diseases, severe mental illnesses, etc.), their dormitory residency will be temporarily or permanently terminated.

Chapter 4 Routine Management

Article 16 Safety Management

1. No students, groups, or organizations are allowed to engage in pyramid selling, commercial-related, or fee-based activities within the dormitory. Once found, their accommodation eligibility will be revoked.

2. A visitor management system is implemented for student dormitories. Visitors refer to individuals other than students residing in the dormitory building (excluding staff conducting inspections as per the University's regulations).

(1) The visiting hours for student dormitories are from 9:00 a.m. to 10:00 p.m.

(2) Visitors are required to follow the prescribed procedure for visitor registration; they may visit the dormitory after completing the registration process at the dormitory front desk with a valid identification document. After the visit, the dormitory management personnel shall record the departure time of the visitor on the registration book. Allowing visitors to stay overnight without approval from the SHRL, as well as permitting visitors to exceed their allowed stay, is considered a violation of rules. If any unauthorised visitor exceeding their permitted stay is found, the visited student shall be subject to penalties as per the University's relevant regulations. If the visitor is a student of the University and violates the visitor management system, they shall be subject to penalties as per the University's relevant regulations.

(3) Visitors are required to comply with the student dormitory management regulations during their visit. Students are responsible for informing visitors of the dormitory management regulations and are accountable for the conduct of their visitors. Students shall accompany their

visitors throughout the visit. Any student allowing a visitor to be unaccompanied shall be subject to penalties. If necessary, dormitory management personnel have the right to request visitors to leave the dormitory premises at any time.

(4) Students are not allowed to have non-residents of the dormitory stay overnight in the dormitory.

3. Students shall immediately report to the dormitory management personnel any suspicious individuals or signs found within the dormitory premises.

4. Students shall properly safeguard their personal belongings and are responsible for the safety of their personal property. The dormitory is not responsible for any loss of property or money belonging to the students.

5. Students are not allowed to engage in fraud, theft, or improper use of others' property.

6. Engagement in any dangerous activities such as climbing doors, windows, rooftops, or railings within the dormitory is strictly prohibited.

7. The electrical appliances, furniture, and various equipment provided in the dormitory's common areas are for use within those common areas only and shall not be dismantled. Students shall pay close attention to health and safety information and warnings. They shall operate electrical appliances and facilities safely in accordance with the usage instructions. Furniture and facilities in the dormitory and common areas shall not be moved without permission from the dormitory manager.

8. Students shall enhance their awareness of dormitory safety and improve their ability for self-protection and self-management. Students are prohibited from using low-quality electrical appliances without 3C certification, and open-flame devices in the dormitory. Electrical appliances over 800 watts are prohibited in ~~postgraduate~~ student dormitories, except for those provided by the University. Additionally, the storage and use of items that may cause fires, such as electric blankets and electric roaster, are forbidden. Charging electric bikes, hoverboards and the batteries, or other rechargeable devices inside the dormitory building is strictly prohibited. Students are also not allowed to make unauthorised connections to electrical wires, telephone lines, or network lines, or make unauthorised installation or modification of facilities and equipment within the dormitory. Students shall develop the habit of switching off the power when not in use, and unplugging the associated power cords when not using electrical appliances. In the absence of occupants in the dormitory, all power sources, especially extension cords and mobile phone charger, shall be disconnected, following the practice of "power off when no one is around", to prevent fires.

9. Students shall proactively learn the location and usage of various firefighting facilities and have the obligation to participate in fire drills. Students shall collectively maintain the fire safety facilities and evacuation conditions within the dormitory and are prohibited from misappropriating or damaging firefighting equipment or blocking fire exits. In the event of damage caused by individuals to fire safety facilities, they shall be liable to compensate at the

original cost.

10. Students shall be familiar with the evacuation routes of the dormitory and fire safety exits, understand evacuation procedures, and adhere to fire safety, public order, and other such laws and regulations. In the event of a sudden natural calamity or emergency, students shall follow the University's instructions for taking appropriate precautions.

11. All dormitories are equipped with fire alarms. When the alarm sounds, students shall evacuate immediately and gather at the designated assembly point outside the dormitory building, awaiting further instructions. In the event of a fire, do not use any elevator. If regulations are violated, resulting in a fire, theft, or any accidents, the responsible individuals shall bear the corresponding liabilities.

12. Students are strictly prohibited from storing flammable, explosive, and corrosive items, virus specimens, highly toxic and radioactive hazardous items in the dormitory. They are not allowed to conduct any experiments or store or possess controlled knives, imitation firearms, clubs, crossbows, or any weapons in the dormitory. Bringing prohibited items identified by the University's security department based on relevant laws and regulations into the dormitory is also forbidden. Otherwise, the dormitory management personnel will confiscate the items, and confiscated items will not be returned.

13. The entrance, corridors, stairs, rooftop access doors, and other public areas of the student dormitories shall be kept clear and unobstructed, and parking of vehicles and stacking of items are not allowed. The dormitory management personnel shall conduct regular inspections. Unclaimed items will be handled accordingly, and personal belongings (including electronic devices, clothing, footwear, and furniture, etc.) left in the dormitory's common areas will be confiscated by the dormitory management.

14. In case of any emergencies, illnesses, accidents, fights, fire incidents, or abnormal situations, students shall immediately inform the dormitory management personnel or the University's duty office.

Article 17 Hygiene and Order Management

1. Students shall keep the dormitory quiet, clean, and aesthetically pleasing. Students are expected to keep the common areas tidy, conscientiously bag their waste and place it in designated recycling bins. Additionally, they are responsible for clearing any garbage near the dormitory entrance and strictly prohibited from throwing objects from heights.

2. The dormitory kitchen is for simple cooking only. Students are required to clean up immediately after use for the convenience of others.

3. Students shall consciously take care of all public facilities in the dormitory. They are not allowed to dismantle or move any furniture or facilities; make unauthorised installation or replacement or cause any damage to the dormitory door locks; or damage the dormitory walls, including drilling holes, attaching hooks, painting, and pasting stickers; do not dispose of any items in toilets, sinks, or similar fixtures to prevent clogging the drainage system.

In case of any damage, compensation shall be made in accordance with the relevant regulations of the University.

4. Students are not allowed to transfer, rent out, or lend their beds without authorisation. They are also prohibited from lending their access cards to others. If such actions are found, besides reclaiming the bed and confiscating any illegitimate gains, the individuals involved will be subject to disciplinary action according to the relevant regulations of the University.

5. Keeping pets in the dormitory is strictly prohibited. Violators will be subject to disciplinary action and must remove the pets within five working days. Failure to comply or repeated violations will be referred to the Student Disciplinary Committee for further action.

6. Engagement in any activities in the dormitory that violate Chinese laws and regulations is strictly prohibited.

7. Students are strictly prohibited from smoking (including e-cigarettes), using drugs, excessive drinking, and gambling in the dormitory; watching or organising the viewing of materials with violent, pornographic, or other harmful content, as well as facilitating such activities, is also prohibited.

8. Students are prohibited from staying in others' rooms and engaging in noisy or disruptive behaviour (such as loud conversations, playing music or electronic devices at high volume, forcefully closing doors, etc.) from 11:00 p.m. to 7:00 a.m. the next day. They shall not disrupt others' work, study, or rest and shall refrain from any actions that disturb the dormitory's orderly living environment.

9. Students shall be mindful about conserving water and electricity, and avoid leaving water taps running or lights on for extended periods.

10. Preaching and gathering for religious activities are prohibited in the dormitory.

11. Students are required to adhere to the dormitory management regulations and show respect towards dormitory staff. They must cooperate with management in the performance of their duties and refrain from any unreasonable behavior. Insulting or assaulting management personnel is strictly prohibited.

12. Students are prohibited from engaging in verbal, physical, or written harassment, threats, intimidation, assault, coercion, insults, or attacks against any individual, in order to prevent harm to the health, safety, or other interests of others.

13. Installing electronic surveillance cameras in the dormitory area, as well as making audio or video recordings without the knowledge or consent of others that may cause harm or stress to them, is strictly prohibited. This includes, but is not limited to, secretly filming or photographing others in the dormitory.

14. To maintain dormitory order, staff members of the SHRL have the right to conduct patrols and inspections in student dormitories, according to relevant regulations, with prior notice (except in special circumstances). Apart from the SHRL staffs and student residents,

no other individuals are allowed to enter student dormitories without permission.

15. The dormitory management personnel/ maintenance personnel/ security personnel/ emergency response personnel shall first obtain the consent of the student before entering the room; however, in exceptional circumstances, they may enter the student's room without the student's consent, for example, suspicion of an accident in the room; fire emergency response; emergency repairs; investigation of violations or criminal activities; distribution of essential supplies to students, etc.

16. Students must collaborate with the Assets Management Department (AMD) to conduct the annual asset inventory.

17. Provision of false and/or misleading information or forged documents by any individual to dormitory management or other University personnel is prohibited.

18. The use of another person's identification documents for dormitory entry by any individual is not allowed.

19. Students shall dress neatly and behave appropriately in common areas within the dormitory, including the lobby, corridors, and laundry room.

20. Students shall comply with the policy guidelines of the ITD of The Hong Kong University of Science and Technology (Guangzhou) when using the campus network.

21. International students with expired visas are not allowed to stay in the campus. They shall complete the check-out procedure and move out of the dormitory according to the University's regulations before the visa expiry date. The SHRL has the right to take measures such as revoking dormitory access privileges and removing belongings for international students whose visas have expired and who do not follow the prescribed procedure for checking out of the dormitory. When necessary, the SHRL may report to the Security Department (SECD) and the Ministry of Public Security for further action.

22. No unit or individual is permitted to post posters, banners, advertisements, or any promotional materials in the public areas of the dormitory without prior approval from the University.

Article 18 Conflicts Handling and Violation Penalties

1. Students have the obligation to contribute to creating a friendly and harmonious living environment. Students are encouraged with mutual supervision, mutual assistance, and timely communication and resolution if conflicts happen. If unable to resolve the conflicts independently, students may seek assistance from the dormitory management officer. If the conflicts remain unresolved, the dormitory management officer may refer to SHRL for assistance. Students seeking assistance have the responsibility to prove the occurrence of the incident and provide relevant evidence. If it is proven that there has been a disciplinary violation within the dormitory, the related individuals discovered at the time of the violation are required to provide evidence to absolve themselves of responsibility for the violation.

2. Students who violate the "Regulations for student Accommodation" will be subject to

corresponding penalties based on the severity and the impact of the consequences. The SHRL may issue verbal warnings, written warnings, or revoke student dormitory access privileges in accordance with the Supplementary Regulations for Student Accommodation. Additional measures may include requiring corrective actions within a specified timeframe, confiscation of prohibited items, compensation at market value, and circulating a notice of criticism as deemed necessary. In cases of serious violations or significant consequences, the SHRL has the right to refer violations to the Student Discipline Committee for further action; Those suspected of illegal activity will be reported to the public security authorities for handling.

Chapter 5 Supplementary Provisions

Article 19 These Regulations shall be implemented for a trial period of one year from the date of publication, and the right of final interpretation shall be vested in the Senate Committee on Student Affairs.

Article 20 The Chinese version of these Regulations shall prevail; the English translation is for reference only.

Supplementary Regulations for Student Accommodation

Chapter 1 General Provisions

Article 1 Students who violate the “Regulations for student Accommodation” will be subject to corresponding penalties based on the severity and the impact of the consequences. The SHRL may issue the following tiered measures:

1. Verbal warnings.
2. Written warnings.
3. Revoke student dormitory access privileges.

Additional measures may include requiring corrective actions within a specified timeframe, confiscation of prohibited items, compensation at market value, and circulating a notice of criticism as deemed necessary. In cases of serious violations or significant consequences, the SHRL has the right to refer violations to the Student Discipline Committee for further action; Those suspected of illegal activity will be reported to the public security authorities for handling.

Article 2 Violations are classified into three levels based on their nature and circumstances, with corresponding tiered penalties imposed. Repeated violations, as well as those that meet other conditions specified in Article 4 of these regulations, will result in an upgraded violation level in accordance with the principles of increased penalties and combined handling.

Table 1: Penalty Levels for Violations in Student Dormitories

Violation Level	Defining Characteristics of Violations	Penalty Standards
Level One Violations	Causing safety accidents/significant hazards (such as hall place trading, damaging security or safety devices with malicious intent).	Written warnings or cancellation of accommodation privileges
Level Two Violations	Violating the rights of others or public order (e.g., unauthorized visits, excessive drinking, or gambling).	Written warnings
Level Three Violations	Minor violations (such as damaging furniture or disorder in public areas).	Verbal warnings

1. Level One Violations

Level One Violations Definition: Level One violations include hall place trading, usage and storage

of prohibited items, and damage of security or safety devices with malicious intent, all of which may lead to safety incidents or hazards in student dormitories.

Level One Violation Penalties: The SHRL may impose written warnings, revoke a student's housing privileges, or restrict access to the student dormitories for Level One violations. The SHRL reserves the right to confiscate prohibited items and refer the violation to the relevant student departments for further action. Records of the students' violations and disciplinary actions may be kept in their student files. Those suspected of illegal activity will be reported to the public security authorities for handling.

2. Level Two Violations

Level Two Violations Definition: Level Two violations include unauthorized room swapping and occupancy, unauthorized visits, violations of smoking bans, prohibitions on excessive drinking and gambling, and any other actions that may cause personal harm or hazards.

Level Two Violation Penalties: The SHRL may impose written warnings for Level Two violations. For first-time offenders, the SHRL will issue a written warning and require corrective actions to be taken within a specified time frame. If the offender is a visitor, they will be expelled from the student dormitory and prohibited from entering specific dormitory buildings. In case of property damage, the party responsible will be liable for compensation at market value. For second-time offenders, penalties will be handled in accordance with Level One violation procedures. If the offender is a visitor, they will be expelled from the student dormitory and banned from entering all student dormitories for one year. In case of property damage, the party responsible will be liable for compensation at market value.

3. Level Three Violations

Level Three Violations Definition: Level Three violations include damage to furniture, appliances, and other public facilities in the dormitory, as well as any actions that may cause public or personal loss or hazards.

Level Three Violation Penalties: The SHRL may impose verbal warnings for Level Three violations. For first-time offenders, the SHRL will issue a verbal warning and require corrective actions to be taken within a specified time frame. In case of property damage, the party responsible will be liable for compensation at market value. For second-time offenders, the SHRL will issue a written warning and require corrective actions to be taken within a specified time frame. In case of property damage, the party responsible will be liable for compensation at market value. If the party responsible cannot be determined, all members of the dormitory will share the responsibility.

Article 3 Students who engage in misconduct may receive lighter penalties if any of the following circumstances apply:

1. Timely and effectively stopping the incident from escalating during the misconduct.

2. Proactively admitting to the wrongdoing and providing an account of the facts.
3. Actively cooperating with the investigation by providing important evidence or leads; proactively reporting others' illegal or disciplinary actions that are verified to be true will be regarded as a meritorious act.
4. Playing a minor or supporting role in collective misconduct and actively cooperating with the investigation.
5. Participating in misconduct under coercion or deception by others and subsequently reporting the incident.
6. Actively compensating for damages caused to others or obtaining the understanding of the injured party.
7. Other circumstances that meet the conditions for lighter penalties.

Article 4: Students who engage in misconduct may receive heavier penalties if any of the following circumstances apply:

1. Colluding with others to conceal the truth.
2. Retaliating against, threatening, or intimidating relevant personnel.
3. Bribing personnel handling the disciplinary case or otherwise interfering with the investigation.
4. Playing a leading, organizing, or planning role in a group misconduct incident, or inciting, instigating, coercing, tempting, or deceiving others to violate regulations and causing serious consequences.
5. Refusing to compensate for damages caused to others due to misconduct without justifiable reasons.
6. Refusing or delaying the return of ill-gotten gains without justifiable reasons.
7. Engaging in two or more types of misconduct simultaneously.
8. Committing misconduct again.
9. Other circumstances that warrant heavier penalties.

Chapter 2 Rules for Disciplinary Actions

Article 5: Students who engage in the following behaviors in the dormitory will be penalized according to the procedures for Level One violations, based on the severity of the violation:

1. Students engage in pyramid selling, commercial-related, or fee-based activities within the dormitory will have their accommodation eligibility revoked upon discovery.
2. Unauthorized transfer, rental, or lending of beds, or lending access cards to others.

3. Engaging in any activities that violate Chinese laws and regulations within the dormitory.
4. International students whose visas have expired and who fail to follow the proper procedures for check-out may have their access to the dormitory revoked, and their belongings removed. If necessary, the SHRL may report the matter to the security department and relevant authorities.
5. Maliciously causing damage to fire safety facilities.
6. Other violations that result in extremely negative impacts.

Article 6 Students who engage in the following behaviors in the dormitory will be penalized according to the procedures for Level Two violations, based on the scope and severity of the violation:

1. Violating the visitor management system for student dormitories, including:
 - 1) Failing to follow the prescribed procedure for visitor registration.
 - 2) Allowing visitors to stay beyond their permitted time without approval from the SHRL.
 - 3) Allowing visitors to be unaccompanied by a student.
 - 4) Permitting non-residents to stay overnight in the dormitory.
2. Committing fraud, theft, or improper use of others' property.
3. Engaging in dangerous behaviors such as climbing doors, windows, rooftops, or railings.
4. Violating fire safety and electrical regulations in the dormitory, including using low-quality electrical appliances without 3C certification, using open flame devices, and using high-power electrical appliances (over 800 watts) not provided by the University. Unauthorized storage and use of potentially hazardous appliances such as electric blankets or electric roasters, bringing items that may cause fires, like electric vehicle batteries, into the dormitory, charging electric scooters, hoverboards, and other rechargeable devices inside the dormitory, and making unauthorized connections to electrical, telephone, or network lines, or modifying facilities and equipment improperly.
5. Using or storing flammable, explosive, corrosive, or hazardous materials (including virus specimens, highly toxic or radioactive items), conducting experiments in the dormitory, or possessing controlled knives, imitation firearms, clubs, crossbows, or any weapons. Bringing prohibited items identified by the University's security department into the dormitory is also forbidden.
6. Failing to comply with the University's instructions during sudden natural disasters or emergencies, leading to incidents like fires or thefts, for which the responsible individuals will bear corresponding liabilities.
7. Concealing incidents such as emergencies, illnesses, accidents, fights, or other abnormal situations and failing to inform SHRL or the University's duty office.
8. Throwing objects from heights.
9. Organizing or engaging in smoking (including e-cigarettes), drug use, excessive drinking, and

gambling in the dormitory, as well as watching or facilitating the viewing of harmful materials (e.g., violent or pornographic content).

10. Remaining in others' rooms or engaging in noisy or disruptive behavior (such as loud conversations or playing music at high volume) from 11:00 p.m. to 7:00 a.m., which disturbs others' work, study, or rest.
11. Conducting religious activities or group preaching in the dormitory.
12. Failing to cooperate with management personnel, interfering with their inspections or patrols, or engaging in unreasonable behavior, such as insulting or assaulting management staff.
13. Harassing, threatening, intimidating, assaulting, coercing, insulting, or attacking any individual, thereby endangering their health, safety, or other interests.
14. Obstructing SHRL, maintenance personnel, security personnel, or emergency responders from entering a room in situations such as suspected accidents, fire emergencies, urgent repairs, investigations of violations or criminal activities, or the distribution of necessary supplies to students.
15. Providing false or misleading information or forged documents to SHRL or University personnel.
16. Using someone else's identification documents to enter the dormitory.
17. Unauthorized occupation, swapping, or increasing the number of occupants in a dorm room without approval from the SHRL or refusing to allow students assigned by the University to stay in the dormitory.
18. Violating check-out management regulations as outlined in the "Regulations for Student Accommodation" by failing to complete check-out procedures within the designated timeframe.
19. Refusing to comply with SHRL notifications regarding necessary moves due to repairs or maintenance.
20. Other violations that result in negative impacts.
21. Unauthorized installation, alteration, or damage to dormitory door locks; damaging dormitory walls (including drilling holes, attaching hooks, painting, or pasting stickers); disposing of items in toilets or sinks, leading to drainage blockages.
22. Misappropriating or damaging fire safety equipment and blocking fire exits.

For serious violations or consequences, the SHRL has the right to handle the situation according to Level One violation penalties.

Article 7 Students who engage in the following behaviors in the dormitory will be penalized according to the procedures for Level Three violations, based on the scope and severity of the violation:

1. Dismantling or improperly using electrical appliances and facilities in the dormitory and common areas.
2. Parking vehicles and stacking items in public areas, such as dormitory entrances, corridors, stairs,

and rooftop access doors.

3. Failing to maintain cleanliness in public areas of the dormitory, including not disposing of garbage properly or timely.
4. Cooking in the dormitory kitchen without cleaning up afterward, affecting others' use of common facilities.
5. Keeping pets in the dormitory; individuals responsible for any resulting injuries or serious consequences will bear corresponding liability and compensation.
6. Wasting water and electricity, leading to situations such as "running water" or "lights left on."
7. Installing electronic surveillance devices in the dormitory area and recording audio or video without others' knowledge or consent, including secretly filming or photographing others.
8. Not cooperating with the University's Assets Management Department during the annual asset inventory.
9. Dressing inappropriately and behaving improperly in common areas of the dormitory, such as the lobby, corridors, and laundry room.
10. Not adhering to the ITD policy guidelines of The Hong Kong University of Science and Technology (Guangzhou) while using the campus network.
11. Posting posters, banners, advertisements, or promotional materials in the dormitory area without prior approval from the University.

Other violations that result in minor negative impacts.

Chapter 3 Supplementary Provisions

Chapter 4 These Regulations shall be implemented for a trial period of one year from the date of publication, and the right of final interpretation shall be vested in the Office of Student Affairs.

Chapter 5 The Chinese version of these Regulations shall prevail; the English translation is for reference only.