

## **Access Control Policy on Student Residents and Visitors to Student Hostels**

The revised access control policy took effect from 15 May 2012.

### **Student Residents**

- All student residents are required to scan their Student ID card at the hostel security counter when entering the respective hostel.

### **Visitors to Student Hostels**

#### **a. \*Lingnan Students<sup>1</sup> (non-residents of the respective hostel)**

- S/he is required to scan his/her Student ID card at the hostel security counter when entering and leaving the hostel.
- S/he can enter the hostel after the Security Officer confirms the identity of the visitor.
- If S/he cannot present the Student ID card, s/he will be treated as outsiders and has to follow the instructions mentioned in part C.
- If s/he does not scan his/her Student ID card at the hostel security counter when leaving the hostel outside the restricted hours<sup>2</sup> or stays at the hostel during the restricted hours without obtaining warden's prior permission, it will be regarded as an illegitimate stay at a student hostel.

#### **b. University Staff**

- S/he is required to scan his/her Staff ID card at the hostel security counter when entering and leaving the hostel.
- S/he must indicate the room and bed number of the resident whom s/he visits, and the Security Officer will record the number in the access control system.
- If s/he does not scan his/her Staff ID card at the hostel security counter when leaving the hostel out of the restricted hours<sup>2</sup> or stay at student hostel during the restricted hours without obtaining warden's permission, it will be regarded as an illegitimate stay at a student hostel.
- S/he who illegitimately stays at a student hostel will not be allowed to access that hostel again until s/he has settled the amount of temporary overnight stay fee of HK\$20 at the Warden's Office.

#### **c. Non-LU students/ staff (Outsiders)**

- S/he must present his/her identity card/document, such as HKID or passport, to the Security Officer who will record his/her name and identity card/document number at the security counter when entering a student hostel. S/he must be accompanied by the resident to be visited at all times.
- The Security Officer will verify the identity of the resident who is being visited by scanning the Student ID card.
- S/he could not stay at a student hostel during the restricted hours<sup>2</sup> unless s/he has obtained permission from the warden of that hostel; otherwise, it will be regarded as an illegitimate stay at a student hostel.

*(Revised at the SHMC meeting on 15 May 2012)*

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#### **Note :**

1. **Restricted to Lingnan full-time undergraduates, research postgraduates and associate degree students.**
2. **Restricted Hours for Hall commonly known by students as (A), (C), (E), (G), (H), (WHC) & (WJY): 11:00pm to 7:00am;  
Restricted Hours for Hall commonly known by students as (B), (D) & (F): 12:00am to 7:00am.**