

MUST READ: A Guide to Hostel Life 2020 - 2021

Lingnan University

**Student Services Centre
Lingnan University**

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WHY LIVING IN STUDENT HOSTELS?

Liberal Arts Education and Residential Education

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

The following hostel residency policy was effective on 15 Jun 2020:

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

(Applied to new undergraduate students beginnings from the 2020-21 intake, whereas students admitted up to and including the 2019-20 intake will be covered by the HRP that was in effect in the year of entry.)

Learning Outcomes of Residential Education

Quality whole-person education with residential education is essential to student development at Lingnan and student hostel is where it begins! Student hostel is not only a place to live, but it is also a learning community where students will experience, grow and emerge from young adults to confident and intellectual individuals ready for the new challenges ahead in society. Hostel is a community where self-identity, unity, and friendship is nurtured. Everyone in the community contributes to the common good, takes responsibility, respects and supports one another.

Residential education is being advanced with a wider perspective as the unique campus environment is a great place for personal development, for acquiring the leadership skills, for language enhancement and internationalization. For students' personal development, the university is dedicated to enhancing students' interpersonal communication ability, independence, self-governance ability and intellectual development. In terms of leadership development, residential education programmes and activities will make way for enriching students' problem solving skills, their sense of community and responsibilities, analytic competence and critical thinking. By participating in residential education programmes and hostel activities, students can get to know people of different cultures, discover the learning community, and partake in a journey of self-discovery.

Hostel residence embraces not just diversity and vitality but a good mix of languages, cultures and personalities. In the atmosphere of mutual respect, students can certainly benefit from the multi-lingual and cross-cultural environment, enhancing their language competence, and broadening their perspectives.

Living Learning Community and Residential Education Programmes

In order to extend student residents' learning opportunities and enhance their intellectual and personal growth, each hostel is a Living Learning Community with an educational theme. The Warden Office will also offer a rich array of residential education programmes ranging from the meaning of hostel life, healthy life style, self-understanding and management, green living, language learning, book reading to art and culture appreciation for their residents. The programmes aim to enhance students' understanding towards hostel life, enhance students' intellectual development and global horizons, and encourage immense interactions with hostel residents and Warden Offices and fellows who come from different study disciplines.

In line with the Lingnan University 2019-2025 Strategic Plan, hostel education has been advanced to Residential Education 宿舍全人教育, one of the six learning domains of the Integrated Learning Programme (ILP), which is a graduation requirement. Every student is required to complete at least 5 ILP units in Residential Education before graduation. The Residential Education focuses on whole person development to enhance students' competences in the following areas:

- **Personal Development:**

interpersonal communication ability, independence, self-governance ability and intellectual development;

- **Leadership Development:**

problem-solving, sense of community and responsibilities, analytic competence and critical thinking; and

- **Language Enhancement and Internationalisation:**

cultural integration and appreciation, and global perspectives.

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

Living Learning Community and Hostel Themes

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

Cross-cultural Integration and Appreciation

The University provides many opportunities to students to study abroad or in the Chinese Mainland for one full credit-bearing academic term, and likewise to receive the same number of incoming students for one academic term and/or one academic year. Besides, the University is admitting roughly 10% of students from overseas and the Chinese Mainland for full degree programme in support of cross-cultural integration and appreciation.

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

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

Support and Guidance

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

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

Student hostels are also supported by various offices. The Campus Support Office (CSO) of the Facilities Management Division helps in the security, maintenance and repair. The Student Services Centre (SSC) helps in administering the hostel admission, room assignment and room swapping, and the withdrawal of student residents. The Information Technology Services Centre (ITSC) helps in the LAN, WIFI and other IT services.

IMPORTANT INFORMATION

Hostel Facilities

Student Bedroom

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

Laundry

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

Air-conditioner

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

Hostel Facilities

Telephone

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

Pantry

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

Vending Machines

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

Audio-Visual Facilities

- Television set, DVD player and Cable TV are provided by the University in the common lounge of each hostel.

Typical student bedroom of Southern Hostel and the Jockey Club Hall.

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

Typical student bedroom in the Jockey Club New Hall.

- Bed size 35 inch x 78 inch.

Double room in the WHC and WJY Hall.

- Bed size 35 inch x 78 inch.

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

Hostel Fee

The hostel fee for each resident covers one residential year. A deposit of \$500 is required to be paid when a student settles the hostel fee. The deposit paid will be refunded at the end of the residential year after the deduction of the air-conditioning charges and any fees to cover damage of furniture/ facilities. The hostel fee is payable in two instalments, normally in August and December. Please find the instalment payable per academic term for newly admitted UGC-funded students for 2020-21 on the following page.

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

Deferment of Hostel Fee

Full-time students who have applied for Government grant/loan and in financial difficulties are eligible to apply for deferment, if the students know that they will not receive Government financial assistance before the last day for payment of hostel fees. Normally online application will be launched in mid-August and late-December.

Hostel	Room Types	Hostel Fee (HK\$) for UGC-funded students
William M W Mong Hall The Bank of East Asia Hall	Double Room	\$6,150/ residential term
Tsung Tsin Association Hall Fok Cho Min Hall		
Chung Shun Yee Min Hall		
Lam Woo Hall		
The Jockey Club Hall		
The Jockey Club New Hall	Double Room	\$6,795/ residential term
Wong Hoo Chuen Hall		
Wu Jieh Yee Hall		
Wong Hoo Chuen Hall	Triple Room	\$5,020/ residential term
Wu Jieh Yee Hall		

List of Indemnity

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

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

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

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

Last updated in July 2020

Hostel Check-in/Check-out Important Note

	Check-in	Check-out
Venue	Security Counter of Hostels	Security Counter of Hostels
Date & Time	Monday – Sunday 7:00 am – 11:00 pm	Monday – Sunday 7:00 am – 11:00 pm (For the last day of the residential term: before 12:00 noon)
Procedures	<ul style="list-style-type: none"> • Present your Student ID card; • Obtain the original Room key or key card; • Sign on the register book 	<ul style="list-style-type: none"> • Make sure all the facilities are in order with the original setting; • Switch off all the electronic devices in the room; • Clear all the personal belongings and lock the room; • Bring your Student ID card and return the correct and original Room key or key card; • Sign on the register book
Delegation	Not applicable: Students have to check in in person	<ul style="list-style-type: none"> • Resident can authorize other Lingnan student to complete the check-out procedures by submitting an authorization letter (including the full name, student ID, hostel room number and signature) of the resident and the authorized person in written paper format. • The authorized person should present the authorization letter, the resident's student ID card copy and his/her own student ID card to the duty staff.

Hall	Student commonly known as	Restricted Hours
William M W Mong Hall The Bank of East Asia Hall	A	23:00 – 07:00
Tsung Tsin Association Hall Fok Cho Min Hall	B	00:00 – 07:00
Chung Shun Yee Min Hall	C	23:00 – 07:00
Lam Woo Hall	D	00:00 – 07:00
The Jockey Club Hall	E	23:00 – 07:00
The Jockey Club Hall	F	00:00 – 07:00
The Jockey Club New Hall	G	23:00 – 07:00
The Jockey Club New Hall	H	23:00 – 07:00
Wong Hoo Chuen Hall	WHC	23:00 – 07:00
Wu Jieh Yee Hall	WJY	23:00 – 07:00

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

Hostel Rules and Regulations

- I.** A resident of student hostels must be a full-time undergraduate or postgraduate. Every resident has to submit a formal application and fulfill all hostel admission requirements and/or procedures before check-in hostel.
- II.** In each student hostel there will be a Student Hostel Association, the members of which shall be all the residents of the hostel (& its affiliated members if the constitutions say so).
- III.** Residents who have not completed the check-in procedure by 5:00 p.m. one day prior to the first day of the new residential academic year or have not made arrangements with the Student Services Centre for late arrival will not be guaranteed a place in the hostel.
- IV.** Student Hostel Activities
 1. The Hostel Orientation Programme is an important function in the hostel calendar. Residents are required to attend and be involved in this function unless it clashes with residents' academic obligations. Prior approval should be obtained from the Warden concerned for absence from this event.
 2. To create a learning environment at the hostels that can enhance students' whole-person development, hostel programmes bearing Integrated Learning Programme units under the Residential Education domain will be offered to residents. Residents who are of the 4-year system are required to fulfill at least 5 ILP units in the learning domain of Residential Education before graduation. Residents are also encouraged to participate in activities organized by the Student Hostel Association.
- V.** Cooking is not allowed in student hostels.
- VI.** Parking within the hostel areas is not allowed except in very special circumstances with prior approval.
- VII.** Furniture should not be removed from any residence room or common area without the approval of the Warden and the University.
- VIII.** Residents should not switch assigned rooms without the prior approval of the University.
- IX.** Residents must not stay in the hostel areas occupied by the opposite sex during restricted hours* of the hostels.
- X.** Possession or use of illegal substance/s is strictly prohibited. Consumption of alcohol is not allowed in hostel areas.
- XI.** Residents should scan their student ID/ key cards before entering the Hostel. Loss of a student ID card should be promptly reported to the Registry and Campus Support Office respectively. Security officers are authorized to check student ID/ HKID cards if deemed necessary. Other residents who access during restricted hours* are required to get prior permission from the Warden of that block.
- XII.** Residents should be considerate towards one another and refrain from making noise late at night or early in the morning, particularly between 11:00pm and 07:00 a.m. the following morning.
- XIII.** Residents should be properly dressed in all public areas of the hostel.
- XIV.** All forms of gambling are strictly prohibited.
- XV.** Smoking in the campus including the hostels is strictly forbidden.
- XVI.** No pets are allowed in student hostels.

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

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

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

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

1. the above rules and regulations;
2. laws of Hong Kong;
3. any act making hostel an unfavorable learning environment;

will render a resident liable to disciplinary action at the discretion of the warden.

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

1. Issuing a warning to the resident;
2. Suspending hostel residence of the resident for a period of time;
3. Suspending hostel residence of the resident immediately for a period of time or permanently; and
4. Referring to the Student Disciplinary Committee and/or police.

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

XXII. All cases of suspension of hostel residence should be reported to the Student Disciplinary Committee, and additional penalty might be considered as appropriate by the Student Disciplinary Committee. Cases involving exchange students will be reported to Office of Global Education and Interdisciplinary Studies (OGEIS) as well.

XXIII. A resident may appeal to the Student Disciplinary Committee within 14 days on receiving notice of disciplinary action. Students have the right to appeal against the decisions of the Committee and appeal cases will be handled in accordance with the rules, regulations and procedures prevailing at the time.

Additional Hostel Rules for Health and Safety in Term 1

According to the current Health, Safety and Environment Committee's and CHP's instruction, SHMC reached a consensus for implementing the following hostel rules for health and safety reasons. Residents failing to observe the following rules are subject to disciplinary actions by the Warden Offices and the Student Disciplinary Committee.

- All residents should wear face masks (prepared by themselves) at all times in public areas of student hostels.
- Follow the latest CHP social distancing rules (currently no more than two persons for group gatherings in public places)
- By observing strictly the social distancing rules, no activities by SHA or individuals intended for social interaction will be allowed in Term 1. This practice will be continued until full-scale Face-to-Face teaching activities are resumed.
- Inter-hall visits shall be allowed only for sound reasons. Forms for tracking visitors in Halls will be in place.
- Residents who fall ill should seek medical care immediately and inform the Warden Office immediately.
- Residents should follow the advice of the University Health, Safety and Environment Committee when any suspected/confirmed case(s) occurs.

LINGNAN UNIVERSITY Student Hostels Contract *

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

THIS CONTRACT is made on the _____ day of _____, 2020 between Lingnan University, Tuen Mun, Hong Kong (the "University") and _____ of Student I.D. _____ (the "Resident").

NOW IT IS AGREED AS FOLLOWS:

I. Use of Residence

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

II. Term of Contract

The term of this Contract is for the entire residential year commencing on 2 September 2020 and terminating on 21 May 2021 (tentative).

III. Hostel Association Membership

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

IV. Residence and Housekeeping Provisions

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

- E. The Resident agrees to maintain in a clean, safe, sanitary condition, his or her residence unit and upon termination of residence, leave said premises in a clean and orderly condition as determined by the University. Failure to maintain a clean, safe residence may result in termination of this Contract and denial of future housing.
- F. The University agrees to provide furnishings, utilities, and cleaning service for the common areas of each residence hostel.
- G. The Resident agrees to leave common lounges and bathrooms in the residence facilities in a clean and orderly fashion after making use of these facilities; and will be held jointly and severally liable for loss or damage to said facilities and billed accordingly.

V. General Provision

- A. The University will make every effort to honour the Resident's residence requests; however, specific unit or roommate assignments are not guaranteed. The University maintains the right to reassign residents at its discretion within the campus residential facilities and to initiate adjustments to the room rate based on the actual room accommodation. The Resident will be expected to welcome a roommate or move to another unit as assigned.
- B. This Contract and the right of occupancy conferred are not transferrable or assignable.
- C. The Resident agrees to comply with University and Student Hostel policies and regulations, as set out in the schedule to this Contract. The Resident is responsible for being aware of and complying with all University and Student Hostel policies, rules, and regulations which apply to their residential life. The Resident's conduct which is in breach of such policies, rules and regulations, while in residence, may result in termination of this Contract, financial liability for the term, and affect future eligibility for any residence hostel.
- D. The University will provide a room key to the Resident. The Resident agrees not to have this key copied and not to let it be used by anyone else. The Resident agrees to be responsible for the replacement costs for this key and for the cost of a replacement key to the room in accordance with University policy in the event that it is lost or stolen.

VI. Termination and Modification of Contract

- A. This Contract and all rights of occupancy hereby conferred may be terminated at the University's option:
 - 1. without cause, upon 30 days' written notice;
 - 2. upon 3 days' written notice if the Resident fails to comply with any term or condition of this Contract;
 - 3. upon 3 days' written notice if the Resident fails to make the required payments when due or to maintain regular student status in a degree programme. (Continued late payment may result in lapse of Student status;) or
 - 4. immediately if termination is required to protect the health, safety and well being of the Resident, other persons, or the property of the University etc.
- B. Requests for cancellation of this Contract by the Resident may be granted only under the conditions listed below:
 - 1. the Resident has graduated from the University;
 - 2. the Resident withdraws or takes a formal leave of absence from the University; or
 - 3. the Resident receives special University permission due to verified medical, personal or financial hardship.
- C. The University must approve all requests for cancellation with an official termination date before the Resident may be considered released from this Contract. Moving out or turning in keys without official approval does not constitute termination of this Contract. In the event that a request for cancellation is denied by the University, the Resident may request a review by the Student Hostel Management Committee.
- D. If the University approves a cancellation request, a HK\$500 cancellation fee will normally be charged to the Resident. Requests for cancellation of this Contract by the Resident will normally be granted without the HK\$500 cancellation fee only under the conditions listed in VI B 1-3 above.

- E. This Contract may be modified due to extraordinary circumstances, as determined by the University, only upon mutual agreement of the Resident and University. Any agreement upon modification(s) shall be recorded as amendment(s) to this Contract by the Student Hostel Management Committee.
- F. When the Contract is expired at the end of a residential term or the Resident is enrolled for student exchange programme and will study aboard for one or more terms, the Resident must completely move out of the residence by 12:00 noon on the last day of his/her residential term. No storage area will be provided. The University may grant the Resident permission of stay in hostel on a day-to-day basis. In this case, the Resident may be charged a per diem rent for any period of residence beyond the last day of his/her residential term. The Resident must also move out all his/her belongings from the hostel. No storage area would be provided.
- G. Any waiver or non-enforcement by the University of any term or condition of this Contract shall not constitute a condonement of any subsequent breach of the same or any other term or condition of this Contract. Acceptance by the University of any rental payment after The Resident's breach of any provision of this Contract shall not be deemed a condonement of such provision or any prior or subsequent breach of any provision, other than The Resident's failure to make timely payment of the student hostel payment so accepted, whether or not the University knew of the prior breach at the time such payment was accepted.

VII. Penalty Clause

- A. Penalty for violating this Contract is subject to the discretion of the Warden.
- B. The Resident may appeal to the Student Disciplinary Committee within 14 days of receiving notice of the breach. The decision of the Student Disciplinary Committee is final and binding.

VIII. Payment and Refunds

Residential Charges

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

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

IX. One Term Resident

To accommodate the incoming Exchange Students, it was decided by the Senior Management Group in 2003 that some hostel places would be offered in ONE residential term. Some local students would be requested to sign an agreement with the University and agree to reside in hostel in the first residential term and completely move out of residence by 4 January 2021 unless the Student Services Centre grants permission for continuous residence in hostel in the second residential term of the year specified above.

X. Interpretation

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

XI. Declaration

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

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

SIGNED for and on behalf of the University

SIGNED by the Resident

** This Contract is applicable to full-time Lingnan students admitted and residing in the hostels in 2010 and thereafter.*

INTRODUCTION OF TEN HOSTELS

William M W Mong Hall The Bank of East Asia Hall

Hall A

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

The theme of our Integrated Learning Programme (ILP) on hostel education is 'good communication'. We organise social activities of interest to residents as platforms to encourage trust, understanding, and mutual respect; we also introduce communication skills and techniques through workshops and talks delivered by guest speakers. The hostel is a place for students to develop their leadership qualities and sense of responsibility and commitment; we strongly encourage you to take up positions of leadership on their respective floors as floor representatives or in the Student Hostel Association and to participate in its activities.

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

Warden
Prof. CHAN Hau Nung, Annie

Associate Professor,
Department of Sociology and Social Policy
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Senior Tutor
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Tel: 2616 7271 Email: nlu@LN.edu.hk

Student Hostel Association
Aegis

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Tsung Tsin Association Hall Fok Cho Min Hall

Hall B

Welcome to Tsung Tsin Association Hall Fok Cho Min Hall!

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

Residents of Hall B are well known for their active participation in sports (three-time defending champions of the President’s Cup!) and the arts (e.g., music: Hall B Band, arts, dance) throughout the Lingnan community. In addition, residents are welcome to initiate their programs with support from the Warden’s Office. Apart from the student-initiated programs, the hostel also organizes a number of social activities for residents.

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

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

Warden
Prof. MC GINLEY Mark Alan

Professor of Teaching & Head, Science Unit Director,
Core Curriculum and General Education Office

Tel: 2616 7082 Email: markmcginley@LN.edu.hk

Senior Tutor
Mr. CHAN Wing Fung, Chad

Senior Project Officer,
Office of Service-Learning

Tel: 2616 8074 Email: chadchan@LN.edu.hk

Chung Shun Yee Min Hall

HALL C

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

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

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

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

Warden
Prof. LAU Chi Pang

Associate Vice-President
(Academic Affairs and External Relations)

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

Senior Tutor
Ms. YAM Wan Lin, Elaine

Assistant Student Services Manager I,
Student Services Centre

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Lam Woo Hall

HALL D

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

We believe that hostel is a miniature and self-reliant community in which students can learn how to balance freedom with responsibility. To realize this philosophy, our hostel has two wonderful teams of resident-elected officials, the Student Hostel Association (SHA) and the Floor Representatives (Floor Reps). Representing all residents, both SHA and Floor Reps (1) are responsible for day-to-day operations, (2) offer residents a forum to voice opinions and concerns, and (3) provide hostel-wide programmes and activities, such as Orientation Camp in late August, Haunted House during Halloween, Pun Choi Dinner during Chinese New Year and Annual Dinner in early April. These annual activities provide social, recreational, and leadership-involvement opportunities for our residents to connect with one another, explore Lingnan and the surrounding areas, and expand their learning and development horizons. Our hostel also features a very dedicated team of live-in staff: The Warden Office (WO). Consisted of the Warden, Senior Tutor and four experienced hostel tutors, WO is committed to encouraging personal growth through educational programming and advising, and helping residents make the most of their residential experience in Lingnan.

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

Warden

Prof. CHAN Chak Kwan, Dickson

Research Professor & Director,
Asia-Pacific Institute of Ageing Studies

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Senior Tutor

Dr. HUANG Genghua

Research Assistant Professor and Education Officer,
School of Graduate Studies

Research Assistant Professor and Education Officer,
Asia-Pacific Institute of Ageing Studies

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Student Hostel Association

Lam Cadency 林韻

Email: ocamp232020@gmail.com

Facebook: 第二十三屆嶺南大學
林護堂宿生會幹事會林韻

Instagram: Lamcadency.23

The Jockey Club Hall

HALL E

The Jockey Club Hostel (E) values liberal arts education and provides a large selection of experiential learning opportunities for our residents. Our hall is also abbreviated as Hall JCE or Hostel E. From our physical environment to our dynamic programmes, residents can have a strong taste of “Green, Healthy and Positive” life style. JCE is not only a place for you to stay, but also a family where you can build life-long friendship.

Our hostel is well-recognized as a “Green” Hall. “Green” signifies our dream of an “Eco-friendly, Healthy, Energetic and Sustainable Life”. Lovely plants outside the lobby on the ground floor and little gardens in the 8/F lobby, balconies and 9/F lobby will accompany you in your life here. It is indeed a treat throughout the year with flowers blooming and fresh scents from plants, marveling at them growing in size and numbers. The Warden’s Office (WO), together with Student’s Hostel Association (SHA), promote the “Green” theme via Hall E’s enriched residential education programmes and SHA’s activities throughout the year. You are most welcome to join in and even take the initiative to innovatively organize activities among residents or beautify your own room with flowers and plants. Funding support can be sought from WO.

“Healthy and Positive” are two important elements for physical and emotional well-being. In JCE, residents can embrace these values by participating in different sports teams, joining different programmes offered by SHA and WO, forming life-long relationships, developing leadership qualities, fostering cultural exchanges and even acquiring and enhancing language communication skills with fellow residents from different parts of the world. We strongly believe that living in Hostel E will bring residents impressive and unforgettable memories in university life.

Our hostel will introduce numerous new programmes for interesting cultural exchanges and multi-language enrichment for you. In JCE’s big family, residents from different countries will be invited to share their cultural customs, food and languages through casual gatherings, workshops and even outdoor activities.

Enjoy our warm and stimulating life together! Creating a conducive living environment for everyone in JCE as we witness each other growing up as mature, caring and happy individuals.

Once again, welcome to the Jockey Club Hostel E!

Warden
Prof. LI Dong Hui

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(Student Affairs)

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Senior Tutor
Ms. MOY Tsz Ting, Vivian

College Lecturer,
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Student Hostel Association
EVER

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The Jockey Club Hall

HALL F

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

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

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

Warden
Prof. ZHENG Yujian

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Senior Tutor
Ms. AU Wing Yin, Vincy

Administrative Officer,
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Student Hostel Association
Fervent

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The Jockey Club New Hall

Hall G

Welcome to the Jockey Club New Hall (G)!

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

We embrace the values of life-long learning, service, self-discipline, and fraternity. Self-discipline will be the central theme of our hostel in 2020-21. We encourage our residents to practice self-discipline, which is the ability to delay instant gratification for the exchange of long-term success. It gives you the power and inner strength to overcome distractions and focus on what it takes to achieve your life goals.

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

Join our community and enjoy an extraordinary hostel life!

Warden
Prof. LEE Hung Kai

Professor,
Department of Chinese

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Senior Tutor
Mr. LAU Chi Hin, Jeffy

Assistant Student Services Manager II,
Student Services Centre

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Student Hostel Association

Email: hgpac2020@gmail.com

Instagram: hallgpac_2020

The Jockey Club New Hall

Hall H

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

The Warden's Office is very international. Over the years our staff have come from Hong Kong, Ghana, India, Denmark, mainland China, and the USA. Our Tutors have always had very close relationships with our residents, and have served as valuable mentors to our students. Miss YAU Ming Sze holds a B Soc Sci in Applied Psychology. She currently is a Key Account Sales Executive, Vitasoy International Holdings Limited. Dr. AROKIARAJ Aloysius Wilfred Raj is a Senior Project Officer with Lingnan's Office of Service-Learning.

Miss CHAN Hoi Ching Michelle holds a BBA in Marketing, and she currently is a MPhil Student in Marketing, Department of Marketing and International Business. Ms. FUNG Hiu Tung Stephanie has a BA in Cultural Studies, and she is a co-founder and Director of UpCycling Plus.

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

Warden
Prof. HAMPTON Mark Andrew

Associate Professor,
Department of History

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Senior Tutor
Ms. MAN Shan Shan

Assistant Programme Manager I,
Department of Cultural Studies

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Wong Hoo Chuen Hall

HALL WHC

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

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

Once again, welcome to WHC!

Warden
Prof. FONG Jonathan

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Science Unit

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Senior Tutor
Ms. LEUNG Wing Yee Nans

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Student Hostel Association
浩曠 Chuenic

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第八屆宿生會幹事會 浩曠 Chuenic

Instagram: chuenic_whc

Wu Jieh Yee Hall

HALL WJY

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

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

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

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

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

Warden
Prof. LIU Guanglin, William

Professor,
Department of History

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Senior Tutor
Mr. TSUI Chi Ping, Eric

Student Counsellor,
Lingnan Institute of Further Education

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Student Hostel Association
Wisteria

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TIPS FOR HOSTEL LIFE

Dos and Don'ts in Hostels

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

Interpersonal Relationships

Dos:

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

Don'ts:

- Be shy and passive
- Stay alone all the time
- Make it personal whenever dealing with different conflicts

Dos and Don'ts in Hostels

Living with your Roommate(s)

Dos:

- Discuss and work out a mutually agreed way with your roommate (such as for sleeping pattern & listening music)
- Learn to say "NO" and express your views with courage in face of unreasonable and unjust demand
- Respect different views and learn to compromise although you may not agree with it
- Take the first step in creating change
- Seek for help from Warden Office after obtaining consent of your roommate if the conflicts cannot be solved after trying the above steps

Don'ts:

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

Use of Shared Facilities

Dos:

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

Don'ts:

- Leave your own personal belongings at the corridor or the common areas
- Take foods/drinks from the fridge without any permission from the owner(s)
- Put up strong words in the common area of the floor
- Occupy the whole common area and other residents cannot use it

Dos and Don'ts in Hostels

General Tips

Dos:

- Seek help from the Warden Office if you encounter any difficulties that you are not able to handle
- Have good time management: make sure you can make good use of the hostel environment to facilitate your academic studies
- Have a regular sleeping pattern and make sure you have sufficient rest
- Always bring along your Student ID card and the room key and lock your rooms while you are away
- Active participation in hostel activities organized by the floor representatives, Student Hostel Associations or Warden Office
- Be considerate all the time
- Spare time of going home and share your hostel life with your parents

Don'ts:

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

Green Living Tips

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

Save Water

- Take shorter showers
- Wait for a full load before washing clothes
- Avoid water game to save fresh water
- Turn off water when brushing teeth, washing hands or shaving

Save Food

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

Save Resources and Reduce Wastes

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

Save Energy

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

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

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

Tips to Keep Our Hostel Community Safe, Clean and Healthy

Your small actions count! Personal Hygiene

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

Bathroom

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

Common Area and Pantry

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

Corridor

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

Tips to Keep Our Hostel Community Safe, Clean and Healthy

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

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

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

For using the Microwave Oven

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

Preventive Measures of COVID-19

- Check your daily temperature. Students who have a high temperature (37.5 °C or above) or fall sick should seek medical advice immediately;
- **MUST** wear a self-prepared surgical mask properly on campus and in hostel public areas all the time;
- Masks must be disposed carefully;
- Perform hand hygiene thoroughly & frequently, especially before touching the mouth, nose or eyes; after touching public installations such as handrails or door knobs; or when hands are contaminated by respiratory secretions after coughing or sneezing;
- Wash hands with liquid soap and water, and rub for at least 20 seconds. Then rinse with water and dry with a disposable paper towel. If hand washing facilities are not available, or when hands are not visibly soiled, performing hand hygiene with 70 to 80 per cent alcohol-based handrub is an effective alternative;
- Cover your mouth and nose with tissue paper when sneezing or coughing. Dispose of soiled tissues into a lidded rubbish bin, then wash hands thoroughly;
- Observe the social distance of at least 1.5 metre apart from others if possible;
- After using the toilet, put the toilet lid down before flushing to avoid spreading germs.

Useful Information and Contacts	
Information relating to COVID-19	
Latest updates on various news on COVID-19 infection and health advice	www.coronavirus.gov.hk/eng/index.html
Webpage on Personal Hygiene (proper hand hygiene, proper use of mask, guidance note on monitoring of body temperature)	www.chp.gov.hk/en/healthtopics/content/460/19899.html
Webpage on Mental Health Infostation	www.chp.gov.hk/mhi/index_en.html
Useful Contacts (during Office hours)	
COFMD(O&M) - Campus Support Office	2616 7134
Student Services Centre	2616 7309
Useful Contacts (during Non-office hours)	
Campus Security Control	2616 8000

Report for Repair and Maintenance

Procedures

- All requests including the defects in hostel units and public area for repair and maintenance works from students can be made by completing the "Repair and Maintenance Requisition" form.
- The "Repair and Maintenance Requisition" form can be obtained in the reception counter at each of hostel block.
- Once the "Repair and Maintenance Requisition" form completed, students can return the said form to the reception counter (24 hours service) at each of hostel block directly, a copy in pink colour should be returned to the students as record. Students are reminded to keep the copy for reference and quote the serial no. for further enquiry.
- Once collected, the repair and maintenance request will be carried on a first come first served basis with priority and urgency by the severity of potential threat to safety and / or property damage.

Appointment will be made by staff from the Campus Support Office (CSO) within 3 working days through e-mail or phone. Students should contact the CSO at 2616 7134 for enquiry if they do not receive any feedback within the said period.

When the repair and maintenance work cannot be rectified within a short time, staff from Campus Support Office (CSO) will inform students the current situation, the reason(s) for and the expected completion date.

- The technician(s) of Campus Support Office (CSO) will arrive at the scene to fix the defect during the appointment schedule. Upon completion, students are kindly requested to sign to the copy in yellow colour of "Repair and Maintenance Requisition" form to certify the job completion.

APPENDICES

Useful Contacts

Services	Contact	Tel./Email
Campus Emergency Hotline	Security Office (24-hours)	2616 8000
Maintenance and Repair (CSO)	Help Desk	2616 7134 or cofm@LN.edu.hk
Network (ITSC)	Help Desk	2616 7995 or network@LN.edu.hk
Hostel Administration (SSC)	Ms Carman YAU Mr Tim CHUNG Ms Nans LEUNG Ms Jowin LEUNG	2616 7303 / 7022 / 7365 / 7312 or sschostel@LN.edu.hk
Counselling Services (SSC)	Dr Gloria WONG Ms Rebekah WONG Mr Elton NG	Make appointment via 2616 7024 or counsel@LN.edu.hk
24-hour Counselling Hotline for Lingnan Students (Managed by the Christian Family Service Centre)		2616 8866

Hostel	Warden	Senior Tutor	Security Counter Tel.
William M W Mong Hall The Bank of East Asia Hall (A)	Prof CHAN Hau-nung Annie 2616 7204	Ms LU Ning Nancy 2616 7271	2616 7640
Tsung Tsin Association Hall Fok Cho Min Hall (B)	Prof. MC GINLEY Mark Alan 2616 7082	Mr CHAN Wing-fung Chad 2616 8074	2616 7641
Chung Shun Yee Min Hall (C)	Prof LAU Chi-pang 2616 7483	Ms YAM Wan-lin Elaine 2616 7304	2616 7642
Lam Woo Hall (D)	Prof CHAN Chak-kwan Dickson 2616 7420	Dr HUANG Geng-hua 2616 7896	2616 7643
The Jockey Club Hall (E)	Prof LI Dong-hui 2616 7311	Ms MOY Tsz-ting Vivian 2616 7217	2616 7644
The Jockey Club Hall (F)	Prof ZHENG Yujian 2616 7481	Ms AU Wing-yin Vincy 2616 8339	2616 7645
The Jockey Club New Hall (G)	Prof LEE Hung-kai 2616 7878	Mr LAU Chi-hin Jeffy 2616 7403	2616 8708
The Jockey Club New Hall (H)	Prof HAMPTON Mark Andrew 2616 7402	Ms MAN Shan-shan 2616 7449	2616 8708
Wong Hoo Chuen (WHC) Hall	Prof FONG Jonathan 2616 7081	Ms LEUNG Wing-yee Nans 2616 7365	2616 8706
Wu Jieh Yee (WJY) Hall	Prof LIU Guanglin William 2616 8327	Mr TSUI Chi-ping Eric 2616 7284	2616 8706

Campus Map 校園地圖

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

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

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