

Room Checking Guidelines for Resident Tutors of Shaw College

Aims of Room Checking

1. To enforce Student Hostel Regulations
2. To remind residents to comply with Student Hostel Regulations
3. To gain specific information regarding individual residents

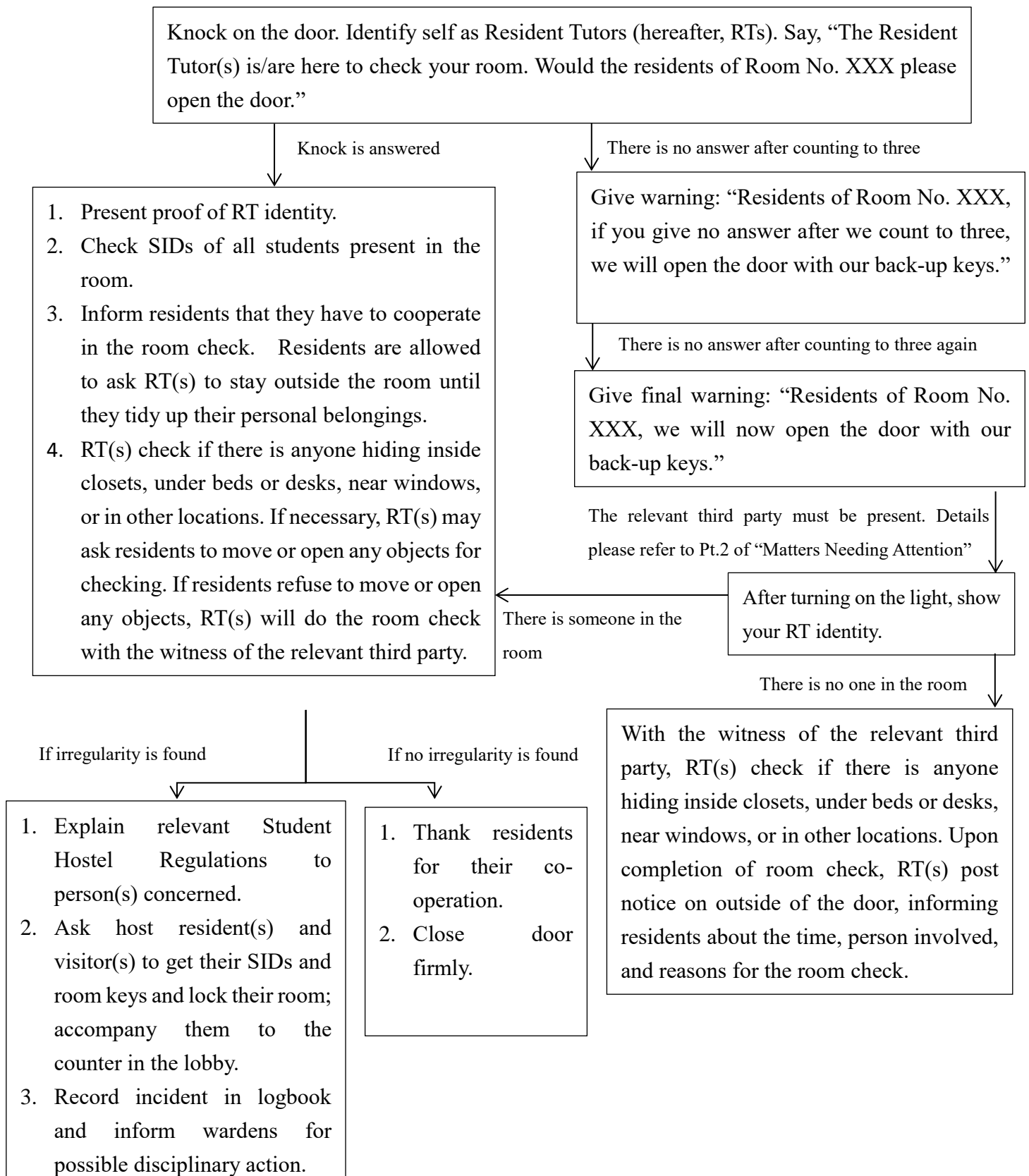
Preparations for Room Checking

1. Choose the floor(s) to be targeted
2. Inform wardens about date and floor(s) to be targeted
3. Inform hostel staff on duty
4. Prepare updated list of residents
5. Prepare back-up keys
6. Inform the relevant third party in case back-up keys are necessary

Time Period for Room Checking

12:00 am to 8:00 am

Procedures for Room Checking



Matters Needing Attention

1. If necessary, block off staircases in order to prevent illegitimate visitors from running away before and/or during the room check.
2. (a) The relevant third party must be present as witness if tutors (at least two of them) open the door with back-up keys when no one answers the door or there is nobody in the room. The sequence for inviting the third party is: Resident Association (thereafter, RA) representative, other residents, hostel staff.
(b) The sequence for inviting RA representative is: President, two Vice-Presidents and other RA representative of the respective hostel floors. If no RA representative is available, RT(s) may invite other resident to come as witness for the room check. If RT(s) fail to find a RA representative or a resident as witness within five minutes, hostel staff may be invited as witness for the room check.
3. If visitor(s) of the opposite sex is/are found (including in the pantries) during the room check, tutors should record the names of both resident host(s) and visitor(s) together with a verbal warning, and report the case to the wardens for disciplinary action.
4. In order to minimize disturbance to others, RT(s) should avoid discussing the case with residents and/or visitors involved on the respective floor.
5. RT(s) should wake up residents who are found asleep upon opening the door, and check their SIDs and the room in accordance with the normal procedures.
6. Under no circumstances do RTs have the authority to check the Hong Kong Identity Card of any person.
7. If residents are discovered violating Student Hostel Regulations (e.g. smoking, playing mahjong) during the room check, RTs should record the case with a verbal warning and report it to the wardens for possible disciplinary action. Any mahjong found should be confiscated for later handling.
8. If the situation becomes out of control (e.g. residents involved become emotional or violent or refuse to present their SIDs), RTs should report the case to the wardens and/or staff on duty immediately. If necessary, RTs may contact the CUHK Security Office at 3943 7999 or the Hong Kong Police Force at 999 for assistance.
9. Residents may approach wardens if they disagree on how to implement room checking procedures. Wardens will consider these case-by-case.

Disciplinary Actions

1. Visitors who are residents of Shaw College:

If residents are found in a hostel they are not residing in, RTs should ask them to present their SIDs and confirm their identity by checking it with the hostel resident lists. If residents are discovered to be overstaying without prior registration, wardens or RTs should explain to them possible penalties and procedures together with a verbal warning. The case should be recorded and handled according to the Student Hostel Regulations.

2. Visitors without prior registration:

If visitors are found not to have registered in advance, RTs should record the names of both resident hosts and visitors, and then follow the procedures below.

2.1 Visitors:

2.1.1 Visitors who are Full-time-CU-Students (excluding resident students of Shaw College):

- Three options are given to the visitors:
 - Leave the hostel immediately.
 - Stay with the resident hosts in the lobby after registering properly at the counter.
 - In special cases, wardens may allow the visitors to register, and purchase an “overnight visitor ticket” at the counter, and stay with the residents of the same sex in their room.
- Penalties are to be levied according to the Student Hostel Regulations.

2.1.2 Visitors other than Full-time-CU Students:

- Visitors should leave the hostel immediately.
- Without the approval of wardens, if visitors are found staying with the absence of resident hosts, RTs should inform wardens and the CUHK Security Office for immediate assistance. If resident hosts are present, RTs should still ask visitors to leave their HKID number and phone number for record. If visitors refuse to leave the above information (visitors have the right to refuse to do so), RTs should inform wardens and the CUHK Security Office for immediate assistance.

2.2 For residents who host visitors without prior registration:

Penalties are to be levied according to the Student Hostel Regulations.

3. Visitors of the opposite sex :

3.1 Visitors should leave the hostel immediately.

3.2 Penalties are to be levied according to the Student Hostel Regulations.

Wardens reserve the right to render final judgment regarding any irregularities or disputes.

In case of any inconsistencies between the Chinese and English versions of these Room Checking Guidelines, the Chinese version shall prevail.

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