

# ***Rules, Regulations and Conduct***

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## **1. RULES AND REGULATIONS**

- 1.1 Students shall comply with all applicable statutes, regulations, rules, procedures, directions, policies, guidelines, and notices (as may be amended or prescribed from time to time) of the College, in particular on matters such as health, safety, the proper conduct of LCWCers and the orderly and efficient operation and administration of the College.
- 1.2 These codes of conduct are applicable to all LCWCers. They are intended solely to ensure the smooth running of the College as a community. They aim, therefore, to do no more than conform to the dictates of sound judgment and reasonable consideration of others.
- 1.3 Student shall be responsible for accessing, reading, understanding and updating himself or herself of the Rules and Regulations prevailing from time to time.

## **2. CONDUCT**

- 2.1 When in the College, the student shall at all times respect the rights and privacy of other LCWCers.
- 2.2 Student shall use the common areas of the College for their respective designated purpose in common with the other LCWCers.
- 2.3 Where the room is to be shared with another LCWCer, the student shall use his or her best endeavors to share the use of the room peaceably and amicably with such other LCWCer.
- 2.4 Noise level should be kept to a minimum. Student shall observe “Quiet Period” as stipulated by the College. During the “Quiet Period”, the student shall avoid making any excessive loud sounds or noises which may annoy or disturb the other students.
- 2.5 As a member of the LCWC, student shall highly encourage to attend all College events/meetings as and when notified by the College or its appointed representatives.
- 2.6 Student shall not remove, change, install or replace any lock in a room or the College. The student shall not duplicate any access card or key issued to him or her.

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- 2.7 In order to assure the personal safety of college members (in case of an emergency, e.g. in the event of a fire outbreak), students wishing to be away from the College overnight during semester need to inform their respective Resident Tutor (RT) or Resident Assistant (RA) or the Administration Office of the College, who will in turn notify the other party, vice versa.
- 2.8 Student is strictly prohibited from passing his or her access card or keys to other people.
- 2.9 Student is strictly prohibited from allowing other people to use his or her room for any purpose in his or her absence.
- 2.10 Student is strictly prohibited from subletting his or her room to any other person, with or without monetary consideration.
- 2.11 Student shall not change or swap the room allocated to him or her without the approval of the College Master or his / her delegate.
- 2.12 Student is prohibited from sleeping in the common areas.
- 2.13 Solicitation, sale or promotion of any goods or any political or social cause by the student within the College is prohibited.
- 2.14 Any anti-social habits such as spitting and littering are strictly prohibited in the College.
- 2.15 Student shall not engage in any gambling whatsoever on the College premises, or permit such gambling to take place in his or her room.
- 2.16 Loss or damage of access card or key (where applicable) shall be reported to LCWC Office
- 2.17 Management Office within 24 hours or the next working day. The cost of replacing the card or key shall be borne by the student.
- 2.18 Student shall not interfere with existing fittings, or install new utilities or fittings, without the permission of the Master or his / her delegate.
- 2.19 Student shall not bring onto the college premises without the permission of the Master
  - a) Alcoholic drinks;
  - b) Any additional electrical appliances other than those light electrical appliances intended for necessary personal care purposes may be used in the residents' room and should be properly maintained;
  - c) Any bird, animal or pet;
  - d) Any other object which could endanger the well-being of others.