



KING EDWARD VII HALL
1A Kent Ridge Road, Singapore 119224
Tel: 6516-5774, Fax: 6774-0740
GST Reg No. 20064346E



Preamble

King Edward VII Hall (KEVII), established in 1916, has a longstanding tradition of enriching student education at the National University of Singapore (NUS). It believes in cultivating holistic development of individuals in a living-learning environment – intellectually, physically, emotionally and socially so that KEVIIANS learn and grow as responsible citizens.

The spirit of this belief and tradition requires each resident to be an active member who demonstrates integrity and respect towards others in the community. The intent of the KEVII Code of Conduct is to establish community standards embraced by KEVIIANS and to facilitate a living-learning environment where we can together STRIVE, SEEK, and SERVE in a harmonious space.

Code of Conduct

As a resident of KEVII,

1. I uphold the positive and vibrant image of our Hall.
2. I build strong and long-lasting relationships with my fellow KEVIIANS and have their best interests at heart.
3. I strive to be of service and support to our Hall.
4. I take pride in the achievements of our Hall.
5. I passionately seek opportunities to improve the KE environment where diversity is valued.
6. I respect, and maintain, a clean and safe environment for our Hall and regard KEVII Hall as my second home.
7. I embrace the motto “To strive, to seek, to serve” which forms the KEVII's legacy.

The Code of Conduct reflects KEVII’s expectations of all residents. Behaviours not in alignment with this Code are addressed through the Demerit Point Scheme (as stipulated in the Housing Agreement) and the KEVII Terms of Reference (see Appendix).

Date: 13 February 2018

King Edward VII Hall Terms of Reference

KEVIIANs are expected to commit to the KEVII Code of Conduct through a display of the following behaviours which are in line with the Housing Agreement:

- upkeep Hall facilities
- respect fellow KEVIIANs by not making unacceptable noise late into the night □ create desirable living conditions by not smoking or drinking in the Hall
- ensure security measures in the Hall by not having late night or overnight guests
- uphold personal integrity and respect for fellow KEVIIANs
- demonstrate respect towards fellow community members, including student residents, staff, cleaners and food service personnel

KEVIIANs failing to meet the KEVII community standards may face disciplinary consequences.

Below are a highlight of key aspects of the Housing Agreement and community standards specific to KEVII Hall:

1. Fees

Students staying at the Hall are committed to accommodation and dining plan. Fees are payable, at the beginning of each semester, to the Office of Finance or to any authorised fee collection centre. Unless there are mitigating factors in which case a written appeal must be made to the Office of Housing Services (OHS) Management Office, students with fees in arrears are not permitted stay at the Hall.

2. Withdrawal and Refund (during the term)

Accommodation fees are calculated based on weekly rates. A week's residence commences on a Sunday and ends on a Monday.

- a. Refund of fees for withdrawals is allowable for the first month of the semester, with one week's advance notice given to the OHS Management Office. Following such notice, one week's charge on accommodation is imposed as penalty.
- b. After the first month of the semester, there is no refund of fees for withdrawals. For exceptional circumstances, a written appeal must be made to the OHS Management Office at least two weeks prior to withdrawal (after the first month of the semester). Upon approval of the appeal, two weeks' charge on accommodation and dining plan fees are imposed as penalty.

3. Meals

Dining plan is part of residency at the Hall. Except for special considerations, the dining fee (for breakfasts and dinners) is non-refundable and rebates for meals not taken are not allowed.

Breakfast is served from 7.00am to 9.30am daily (except Sundays) and dinner is served from 5.30pm to 8.00pm daily (except Saturdays) during term time.

4. Rooms

- a. The Master, Resident Fellows and any Hall-authorized personnel have the right to inspect any resident's room at any time without prior warning.

- b. Unless approved by the Hall Master or his/her designate, change of room is not allowed.
- c. Residents are responsible for the cleanliness of their rooms as well as the general cleanliness of the block and common facilities.
- d. Subletting of rooms in the Hall is a serious violation of the Housing Agreement and will result in disciplinary actions taken against residents found to have sublet their room or to have allowed any other person(s) to stay in their rooms without permission.

5. Room Inventory

Residents are responsible for the inventory in their rooms. At check-in, residents should check the room inventory against the list given. If there is any discrepancy, residents should alert the OHS Management Office immediately or latest within 24 hours upon check-in. If everything is in order, residents should sign and return the inventory list to the OHS Management Office within 24 hours upon check-in. Failure to do so would mean that the residents have found nothing amiss in their rooms and no dispute will be entertained should they be asked to pay for any missing/damaged items when they vacate the room.

6. Room and Hall Property

To help upkeep the rooms and Hall property, the following are expected of KEVIIANs.

- a. Residents will have to make good any loss or damage sustained to furniture, fixture and walls at the time when they leave the Hall. Residents may not affix additional latches or bolts on doors or nails on walls.
- b. Residents may not re-paint their rooms.
- c. Residents may put up posters on the walls inside their rooms only with the use of blu-tack. All forms of double-sided tapes, nails, hooks or adhesive materials that may damage the paint/surface of the walls or doors cannot be used. The posters and blu-tack must be removed upon check-out.
- d. Furniture from the room or any part of the Hall cannot be removed without permission from the OHS Management Office. Any other furniture found in residents' rooms at the end of their stay will be removed and any labour charges incurred will be borne by these residents.
- e. Inflammable materials are not allowed in the rooms. Possession of crackers and fireworks is an offence by law and offenders will be handed over to the appropriate authority for further actions.
- f. Residents are strongly encouraged to exercise sustainable practices such as switching off the lights and fan when they do not intend to be in their rooms for an extended period of time.

7. Use of Common Facilities

- a. Residents are responsible for the general cleanliness and tidiness of the block facilities and the Hall by not littering and exercising good cleanliness practices.
- b. Utensils (belonging to the Hall) are not to be removed from the Dining Hall.
- c. All furniture in the Hall areas is to be placed back in its original positions after use.

8. Dress Code and Conduct

- a. Residents are expected, at all times, to conduct themselves with due propriety, responsibility and good sense, consistent with the dignity of the Hall. The use of profanities or vulgarities, whether written or spoken, is not proper conduct.
- b. The Hall does not tolerate ragging or intimidation of anyone in the KEVII community.

- c. Gambling of all forms and the consumption of alcohol are strictly forbidden anywhere in the Hall's premises.
- d. The use of habit-forming drugs is a criminal offence.
- e. Smoking is not allowed in all areas (enclosed and open) in the Hall. Residents found smoking in the Hall will be subject to disciplinary action.
- f. Spitting is not a behaviour that is aligned with the Hall spirit and community standards.
- g. Quietness must be observed between 11.00pm and 7.00am. At other hours, noise must be kept at a reasonable level.
- h. Residents shall not be in a state of drunkenness or behave in a disorderly manner while at the Hall.

9. Room Corridor

- a. For safety reasons, bulky items (e.g. boxes, furniture) are not to be left along the room corridor as they obstruct the passage way and are also fire hazards.
- b. Residents are permitted to place their footwear neatly in a row against the wall next to their room or stack them neatly in a shoe rack. Footwear found strewn about along the corridors (and obstructing the passage way) will be removed without notice.

10. Electrical Appliances

- a. Residents who intend to bring in refrigerators must make a declaration on a form obtained from the OHS Management Office.
- b. There is a non-refundable utility charge of \$60 (excl. GST) per semester levied against the use of bar/mini fridges in the rooms.
- c. Residents are not allowed to install and use their own air coolers, air-conditioners, immersion heaters and slow cookers in their rooms.
- d. There will be sanctions imposed against residents with undeclared items.
- e. The Hall reserves the right to exclude the use of any appliances with electrical consumption above 1500 watts.

11. Car Park

No resident or visitor may park his/her vehicle in the Hall's reserved car park lots at any time.

12. Animals

Residents are not permitted to keep pets in the Hall. They should also refrain from feeding stray animals found around the Hall's vicinity.

13. Fire Alarms

The fire alarm system is connected to the Central Fire Station and is not to be tampered with. Fire-hose reels and extinguishers are not to be used for any purpose except for firefighting.

14. Illness

Any resident who is ill must inform the KEVII Residential Life Office, either personally, by phone or email. He/she should seek medical attention at the earliest possible time.

Residents must adopt healthy practices at all times, including proper personal hygiene.

15. Vacating the Hall

During check-out, residents should ensure that all their belongings are removed from the rooms. No personal property may be kept in the Hall except by prior arrangement with the OHS Management Office.

- a. Any personal property left behind will be disposed of at the discretion of the OHS Management Office and no claims whatsoever from the owners will be entertained.
- b. Each resident has to do a check out at the OHS Management Office and return the key/transponder before leaving the Hall. Residents who fail to return the key/transponder will incur full board and lodging charges until the key/transponder is returned.

16. Vacation stay

Residents may apply online at <https://uhms.nus.edu.sg/students> to stay at the Hall during vacation period. Residents may be allocated different rooms or blocks if their applications are accepted.

17. Security

Safety is an important consideration of the Hall and a responsibility of all everyone in the Hall.

- a. Any suspicious person must be reported to the OHS Management Office, Master, Resident Fellows or Security Guard. Residents have the right to question any suspicious person found loitering within the Hall premises.
- b. The Master, Resident Fellows, OHS Management Office and Security Guard have the right to demand identification from residents or suspicious persons at all times.
- c. Residents must ensure that any articles of value are not left in the open but should be kept in a secure place. Residents should lock their doors each time they leave their rooms even for a short while.
- d. The Hall is not responsible for the loss of personal property.
- e. Any resident caught stealing any items from the Hall or other residents will be subject to disciplinary actions.

18. Disciplinary Procedures

The Hall has a Board of Inquiry which manages cases involving breaches of community standards as stipulated in the Housing Agreement, the KEVII Code of Conduct and Terms of Reference.

Members of this Board include the Master and Resident Fellows. The Hall disciplinary procedures have provisions, *inter alia*, for an investigatory process, a hearing and an appeal.

19. Hall Committees

Members of the Senior Common Room Committee (SCRC) comprise the Master and the Resident Fellows.

Members of the Junior Common Room Committee (JCRC) are elected annually by the residents of the Hall. The Committee will be concerned with student welfare and the orderly conduct of the communal affairs of residents of the Hall. The JCRC is governed by and operates under the Constitution.

20. Application, Interpretation and Amendments of this Terms of Reference

The Terms of Reference applies to KEVII Hall residents and guests.

- a. The Terms of Reference constitutes a part of the agreement that residents have access to prior to accepting (online) stay at the Hall.
- b. E-copy of the Code of Conduct and Terms of Reference is available on the Hall website.
- c. The Terms of Reference is usually valid for the entire academic year. However, revisions of the Terms of Reference may be effected by the SCRC or the Master within the academic year. In such an instance, the revised component(s) must be communicated to the residents via multiple channels (e.g., print, notice board, website, email).
- d. Once the changes are effected and communicated, residents are deemed to be properly informed and will be held accountable for infringement as if their attention has been personally drawn to the amendments.

Date: 13 Feb 2018

Framework for Early Checkout

Reasons for Early Check-out	Charges
<p>1. Student going for SEP or attending NUS Overseas College (NOC).</p> <p>- Field work/Internship (local and overseas)</p> <p><i>* Applicable only if student is checking out early. Students who ask to check in late charge full sem (Applicable to late check ins).</i></p>	<p><u>Before Check in:</u></p> <ul style="list-style-type: none"> • Acceptance fee to be refunded <p><u>After check in:</u></p> <ul style="list-style-type: none"> • Resident to provide <u>2 weeks' notice</u> prior to check out date (student are allowed to stay during the notice period) • Unused hostel fee to be refunded • Acceptance fee can be used to offset hostel fee. • Meal plan to be pro-rated • Resident can choose to stay till end of notice period
<p>2. Student from Yong Loo Lin School of Medicine or the Faculty of Dentistry that has different academic calendar from the standard academic calendar.</p>	<p><u>School of Medicine (Year / Phase 2)</u> Sun 14 Jan to Sun 15 Apr 18 (check out by 12 noon)</p> <ul style="list-style-type: none"> • Hostel fees (13 weeks) • Meal plan fees (13 weeks) <p><u>School of Medicine (Year / Phase 5)</u> Sun 14 Jan to Sun 25 Mar 18 (check out by 12 noon)</p> <ul style="list-style-type: none"> • Hostel fees (10 weeks) • Meal plan fees (10 weeks) <p><u>School of Dentistry (Year 1)</u></p> <p><i>Option A:</i> Sun 14 Jan to Sun 13 May 18 (check out by 12 noon)</p> <ul style="list-style-type: none"> • Hostel and meal plan (13 weeks) - 14 Jan to 8 Apr; 6 May to 13 May • 4-week In-room storage - 8 Apr to 6 May <p><i>Option B:</i> Sun 14 Jan to Sun 10 Jun 18 (check out by 12 noon)</p> <ul style="list-style-type: none"> • Hostel and meal plan (13wks) - 14 Jan to 8 Apr; 6 May to 13 May • 4-week In-room storage - 8 Apr to 6 May • 4-week Vacation stay (no meal plan) - 13 May to 10 Jun

<p>3. Student on Leave of Absence or Termination of Study.</p> <ul style="list-style-type: none"> - Termination or withdrawal from College (Non-disciplinary) - Withdrawal - Conversion from Full-time to Part-time - Medical grounds <p>* Applicable only if student is checking out early. Students who ask to check in late for this reason is subjected to approval. (Applicable to late check ins)</p>	<p><u>Before Check in:</u></p> <ul style="list-style-type: none"> • Acceptance fee to be refunded <p><u>After check in:</u></p> <ul style="list-style-type: none"> • Hostel fee to be pro-rated • Acceptance fee can be used to offset hostel fee. • Meal plan to be pro-rated
<p>4. Dissertation submission (for Post Graduates)</p>	<p><u>Before Check in:</u></p> <ul style="list-style-type: none"> • Acceptance fee is forfeited <p><u>After Check in:</u></p> <p>Check out before the end of instructional week 2:</p> <ul style="list-style-type: none"> • Acceptance fee to be forfeited • Hostel fee to be pro-rated • Meal plan to be pro-rated <p>Check out after instructional week 2:</p> <ul style="list-style-type: none"> • Resident liable for the entire semester
<p>5. Other reasons</p> <ul style="list-style-type: none"> - Exchange students: course ends early - MBA students: course ends early - Termination (Disciplinary) <p><i>* No refund regardless of check out date</i></p>	<p><u>Before Check in:</u></p> <ul style="list-style-type: none"> • Acceptance fee is forfeited <p><u>After Check in:</u></p> <p>Check out within 2 weeks of official check in date:</p> <ul style="list-style-type: none"> • Acceptance fee to be forfeited • Hostel fee to be pro-rated • Meal plan to be pro-rated <p>Check out after 2 weeks of official check in date:</p> <ul style="list-style-type: none"> • Resident liable for the entire semester.

Framework for Inter-Accommodation Transfer

Reasons for Early Check-out	Charges
1. Transfer during the <u>Vacation Period</u>	<ul style="list-style-type: none">• Hostel fee to be prorated• Acceptance fee to be transferred to receiving hall / residence
2. Transfer during the <u>Semester Period</u>	<p><u>Before Check in:</u></p> <ul style="list-style-type: none">• Acceptance fee is transferred to receiving hall / residence <p><u>After Check in:</u></p> <ul style="list-style-type: none">• Hostel fee to be pro-rated• Acceptance fee can be used to offset hostel fee.• Meal plan to be pro-rated• Cleaning fee of \$32.10 (GST incl.) is chargeable