

The Hong Kong University of Science and Technology
Student Housing and Residential Life Office

Duties of Hall Tutors

Hall Education System

The educational components of hall life are strengthened through a system for provision of guidance to residents by Tutors and Residence Masters on a more structured and better organized basis. Residents are expected to be committed to campus life by active participation in activities with a view to develop their:

- a) Interpersonal skills;
- b) Breadth of interest;
- c) Organization and leadership abilities.

Beyond the above three areas, each hall may have its own special theme to give additional dimensions to suit the diverse demands of students with growing differences in background, life style, aspirations, attitudes and others. Tutors will assist their Residence Masters in developing a special theme for their hall.

Requirements and Duties of Tutors

Hall Tutors should:

- a) be full-time full fee paying registered PG students (excluding those who are not eligible for student accommodation in accordance with the University's regulation, for example those who are registered as "Continuing Students" or who are on "Study Leave") with mature personality and life experience so that through active participation in residential life, they can successfully serve as role models for students;
- b) have experience as residential students, who carry good understanding and positive attitude towards residential life, in any university in order to provide out-of-classroom education for students;
- c) have good interpersonal skill as well as deep understanding of the sensitivity and feelings of others;
- d) have initiative and willing to motivate residents to know each other and develop themselves into social groups conducive to the learning process of students; and
- e) have a caring attitude to assist residents who might have difficulties in adjusting to communal life in a hall and for the provision of advice and guidance to others.

In general, there is one Tutor per floor of about 80 students. Floors are designated for male/ female students only or mixed. Designation of Tutor to hall and floor is at the discretion of the Residence Master. Tutors are required to meet each resident at least once a term. Tutors are also expected to take the initiative to be mediators in case of resident conflict, to handle disruptive behavior/activities and to help out in case of emergency.

Also, as a part of the Hall Education Team, Tutors are expected to work closely with floor committees and student groups of their hall to organize floor activities. Those activities should aim to provide chances for residents to mingle with each other and to enhance integration between local and non-local residents.

Training

The adoption of the current approach and system needs a good understanding of the Tutor role and effective working styles and methods conducive to the development of a culture to facilitate hall education. To achieve this end, Student Housing and Residential Life Office (SHRLO) and/or the Residence Masters, Residential Life Officers will organize briefing sessions and meetings for Tutors before taking up the post and during the appointment period. All Tutors are REQUIRED to take part in the briefing session and Mental Health First Aid Training Workshop.

Performance Review of Hall Tutor

To ensure the proper provision of hall life education and pastoral care to residents, the Residence Masters and Residential Life Officers will conduct mid-year and year-end assessment with Hall Tutors. Written warnings or even termination notice would be given to under-perform tutors after each assessment.

Consensus from Academic Supervisor/ Program Manager for Hall Tutor Application

Applicants are required to seek the consensus from academic supervisor (for RPg applicants) or program manager (for TPg applicant) for applying the Hall Tutor position.