



香港樹仁大學

HONG KONG SHUE YAN UNIVERSITY

宿生手冊

Residents' Handbook

(本科生適用)

(Undergraduate Residence)

2018-2019

(Last Updated – 22 November 2018)

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I. 宿舍大樓設施簡介 Introduction of Hall Buildings and Facilities

宿舍地址 Address of Residence Halls

宿舍名稱	香港樹仁大學宿舍文康大樓	香港樹仁大學研究院綜合大樓
Hall	Hong Kong Shue Yan University Residential and Amenities Complex (R+A)	Hong Kong Shue Yan University Research Complex (RC)
宿舍地址	香港北角寶馬山慧翠道 8 號	香港北角寶馬山慧翠道 6 號
Address	8 Wai Tsui Road, Braemar Hill, North Point, Hong Kong	6 Wai Tsui Road, Braemar Hill, North Point, Hong Kong

學生宿舍相關設施資料 Hall Facilities

宿舍文康大樓 R+A	研究院綜合大樓 RC
※本科生宿舍房間 Undergraduate Residence Room※	
<ul style="list-style-type: none"> 6 樓至 19 樓 6/F to 19/F 每層設 18 個房間 18 Rooms/ Floor 房間設有睡床、書桌、衣櫃、冷氣機及電腦網路插座 Rooms are equipped with bed, desk, wardrobe, air-conditioning and free internet access. 	<ul style="list-style-type: none"> 由 8 樓至 14 樓 8/F to 14/F 每層設 28 個房間 28 Rooms/ Floor 房間設有睡床、書桌、衣櫃、冷氣機及電腦網路插座 Rooms are equipped with bed, desk, wardrobe, air-conditioning and free internet access.
※共用浴室及洗手間 Communal Toilet and Shower※	
<ul style="list-style-type: none"> 各宿生樓層均設有共用浴室及洗手間 Communal toilets and showers are located on each floor of the Residence Hall. 宿生須使用智能學生證系統進入 Residents can gain access to the communal toilets and showers with their student ID card. 	
※接待處及信箱 Lobby and Mailbox※	
<ul style="list-style-type: none"> 設於地下大堂 Located on the ground floor. 	
※茶水間 Pantry※	
<ul style="list-style-type: none"> 設於各本科生宿舍樓層，24 小時開放 Located on each undergraduate residence floor, open 24 hours. 設有抽氣扇、抽油煙機、雪櫃、微波爐、電磁煮食爐及熱水機，祇供宿生作簡單煮食或翻熱食物之用 *基於安全理由，嚴禁明火煮食 Air ventilators, range hoods, refrigerator, microwave, electric stove and water heater are equipped at each pantry for residents preparing light meals and food reheating. *For safety reasons, open flame cooking is prohibited within the Residence Hall areas. 	
※休息室 / 溫習室 Common Room / Study Room※	
<ul style="list-style-type: none"> 休息室設於宿生樓層範圍，每兩相連樓層宿生共用一個休息室 Two consecutive residence floors share one common room at R+A. 開放時間由每日早上 8 時至翌日凌晨 1 時 The common room is open from 8 a.m. to 1 a.m. 休息室基本設備包括梳化、電視及冷氣 Each common room is equipped with a couch, a television and air-conditioning. 	<ul style="list-style-type: none"> 休息室設於宿生樓層範圍，近茶水間 The common room is located on each floor near the pantry. 休息室開放時間由每日早上 8 時至翌日凌晨 1 時 The common room is open from 8 a.m. to 1 a.m. 休息室基本設備包括梳化、電視及冷氣 Each common room is equipped with a couch, a television and air-conditioning. 溫習室設於宿生樓層範圍，近 27 號房間 The study room is located near room No. 27 on each floor. 溫習室 24 小時開放供樓層宿生溫習；宿生須自律，保持合適的溫習環境 The study room is open 24 hours for residents to concentrate on their studies; residents are advised to maintain a tranquil environment.
※洗衣房 Laundry Room※	
<ul style="list-style-type: none"> 設於 LG1, 24 小時開放 	<ul style="list-style-type: none"> 設於 G/F, 24 小時開放

Located on LG1, open 24 hours.	Located on G/F, open 24 hours.
<ul style="list-style-type: none"> 使用洗衣機/ 乾衣機時，宿生應按照標示於洗衣房內之操作指引，切勿超出機器之負荷量 Residents shall always follow proper operation guidelines displayed in the laundry rooms when operating the dryer or washing machine, do not overload the appliances. 洗衣機/ 乾衣機之收費由使用者之學生證儲值額中扣除 Laundry fee will be deducted directly from the resident's student ID card. <ul style="list-style-type: none"> 宿生需自備無泡洗衣粉或洗衣液 Laundry powder and detergent are not provided. Residents are advised to use low suds powder or liquid laundry detergent. 	
※急救箱及消防設備 First Aid Kit & Fire Safety System & Equipment※	
<ul style="list-style-type: none"> 各宿舍樓層近電梯處及 G/F 接待處均設有急救箱 A First aid kit is located near the elevators on every floor and in the main lobby of the Residence Halls. 每樓層之公用範圍內均設有消防設施，如警鐘、消防喉、滅火筒、緊急逃生門等 Fire safety system and fire fighting equipment including alarm system, hose reels, fire extinguishers and emergency exits are equipped on every floor of the Residence Halls. 	

宿舍大門開放時間 Opening Hours of Hall Main Entrances

- 宿舍大門開放時間：早上 8 時至晚上 10 時 30 分
Opening Hours of Hall Main Entrances: 8 a.m. to 10:30 p.m.
- 在非開放時間，宿生須使用智能學生證系統進入
Residents are advised to access the Residence Halls with their own student ID card during non-opening hours of the hall main entrances.

II. 日常服務簡介 Residence Hall Services

保安服務 Security Service

- 宿舍設保安人員 24 小時當值。基於保安及宿舍管理原因，宿舍範圍內之公共地方設有保安閉路電視監察系統。該系統會按大學有關之指引操作及管理。另外，錄影片段只作存檔用途。當有需要翻查紀錄時，相關的工作人員必須先向由大學管理人員組成的委員會申請，並獲得其中兩名委員批准，才能翻查紀錄。
Security guards are available 24 hours in the Residence Halls. For security and management purposes, public areas of the Residence Halls are equipped with CCTV systems. The systems are operated under the University's rules and regulations, the recordings are handled confidentially and are not to be disclosed without the approval of at least two members of the Management Committee which composed of senior University management personnel.
- 宿舍保安有賴宿生及大樓使用者的通力合作，請宿生注意下列事項：
Safety and security of the Residence Halls is a shared responsibility between residents and users of the hall buildings, residents are advised to be aware of the followings:
 - 離開房間或就寢前，應把房門鎖好
Ensure the room door is properly locked when you are out or in bed.
 - 不應存放大量現金或貴重物品在房間內
Large amount of cash or valuable items shall not be kept in the Residence Halls.
 - 如發現形跡可疑的陌生人在宿舍範圍內，請立即通知大堂接待處職員（電話：宿舍文康大樓 2806 5117 / 研究院綜合大樓 2804 8566）
Always inform security guards on duty when you discover any suspicious personnel in the Residence Hall areas. (Tel.: RA 2806 5117 / RC 2804 8566)

清潔服務 Cleaning Service

- 公用地方：由宿舍清潔員工負責，包括共用浴室及洗手間、茶水間、升降機、走廊、休息室及自修室。
Communal Areas: Cleaners are responsible for cleaning communal areas of the Residence Halls including the washrooms, pantries, elevators, corridors, common rooms and study rooms.
- 宿生房間：由宿生自行負責，宿舍公共範圍備有掃帚、地拖、水桶等用具供宿生借用。
Residents' Rooms: Residents are responsible for the hygiene of their room. Cleaning accessories such as broom, mop and water bucket are available for residents' use in the washroom and common room of each floor.

收取郵件 Postal Service

- ✧ 收件信箱位於 G/F，宿生應定時清理信箱內的郵件。
Mailboxes are located on G/F, residents shall clear their mailbox on a regular basis.
- ✧ 大型郵件會存放於宿舍管理部辦事處，宿生可於辦公時間內憑電郵或通知便條領取。
Large and bulky mails received will be stored at the Hall Management Unit (HMU) Office, residents can pick up their mail at the HMU Office upon receipt of the mail pick-up notification slip or email.
- ✧ 宿舍管理部不會代宿生收取或儲存由速遞公司送遞之包裹或文件。
HMU will not receive any mails or parcels delivered by courier on behalf of the resident.
- ✧ 所有地址不完整的郵件均會被退回香港郵政/送遞機構/寄件者。
Mail without proper mailing addresses will be returned to the sender or Hong Kong Post.
- ✧ 所有於派遞後一個月後或學期完結後（時期較短者為準）還未被提取的郵件均會被棄置；宿舍管理部或香港樹仁大學不會作出任何賠償。
All mails will be discarded in a month's time after receipt or after the semester ends (whichever is shorter); HMU or the University will not be responsible for any loss.

宿舍設施維修服務 Hall Facilities Repair and Maintenance

- ✧ 如宿生發現宿舍範圍內有公用設施損毀，或任何設施有可能危害使用者安全，應即時向宿舍管理部報告。
Residents shall report to HMU immediately for any damages found on communal facilities inside the Residence Hall areas, or if any amenities which may cause danger to other residents.
- ✧ 宿舍房間設施或公用設施如有損壞，宿生可於網上填報維修表格（http://apps.hksyu.edu/hall_maint/）。
Residents shall fill in the online "Facilities Maintenance Request Form" if facilities are found damaged in the residence room or public area of the Residence Hall (http://apps.hksyu.edu/hall_maint/).
- ✧ 遇有緊急維修事項，如停電、水管爆裂等，宿生應即時向當值保安人員報告。
In case of emergency, such as pipe burst or sudden power outage, residents shall report to the security guards on duty immediately.
- ✧ 大學設施管理部會於星期一至六早上九時至下午六時內為宿舍進行各項維修工程，並會採取有效措施儘量減低噪音。如遇緊急情況，設施管理部有可能在其他時間內於宿舍進行緊急維修工程。
The Facilities Management Office (FMO) conducts regular facility maintenance and repair services from 9 a.m. to 6 p.m., Monday to Saturday. FMO will make its best effort to control the noise level. In case of emergency, FMO will carry out emergency out-of-hours repairs.

學生證增值服務 Student ID Card Add-Value Service

- ✧ 宿生可於辦公時間內到宿舍管理部為學生證儲值額增值。
Residents can add value to their student ID card at the HMU Office during office hours.
- ✧ 由 2018/19 學年開始，宿舍管理部只接受八達通付款。
With effect from academic year 2018/19, HMU accepts Octopus payment only.
- ✧ 宿舍管理部辦事處於星期六、日、公眾假期及大學假期暫停服務，請宿生在假期前確保有足夠儲值額供假期間使用需要。宿生於學期結束時到宿舍管理部辦事處辦理相關手續，可獲退還學生證內餘款。
HMU Office is closed on Saturdays, Sundays, public holidays and University holidays, residents shall ensure there is enough value in their student ID card for use during the holidays. Balance in the card can be refunded during check-out.

忘記攜帶或遺失學生證時之進出安排 Entering Residential Hall Without Student ID

- ✧ 若宿生忘記攜帶學生證，可到宿舍地下大堂向當值保安人員尋求協助。宿生如遺失學生證，需先到教學大樓詢問處辦理補領事宜，並憑補領學生證收據到宿舍管理部辦理臨時宿生證。臨時宿生證設可退回按金 HK\$ 50。
If a resident forgets to bring his/her student ID card, he/she can ask the security guards on duty at the lobby of the Residence Halls for assistance. If the resident has lost his/her student ID, please proceed to the Information Counter at the Academic Building for card reissue. A temporary residence card will be prepared for you by HMU upon showing the receipt for student ID reissue. A refundable deposit of HK\$50 will be charged for the temporary residence card.

廢物清理 Waste Disposal

- ✧ 小型廢物：宿生應把一般廢物置於樓層的收集箱內。
Small Items: Small items shall be discarded at the garbage collection boxes located on each floor of the Residence Halls.
- ✧ 大型廢物：若宿生有較大體積或較多物品需棄置，應將物品放到棄置於宿舍大樓地面層的垃圾房內。
Large Items: For a large amount of garbage or large items, residents shall discard them to the garbage Chamber

located on G/F of the Residence Halls.

- ◇ 其他：當棄置有異味或尖銳物品時，應先妥善包好，才放到垃圾房內。

Others: Residents shall ensure that sharp items or items with odor are properly wrapped before disposal.

搬運大型物件安排 Transporting Large or Bulky Items

- ◇ 大樓範圍不設公用泊車位。

No public parking spaces are available at the Residence Halls.

- ◇ 如宿生有需要搬運大型行李及雜物，請預先通知大堂保安職員，以便作出安排。

For transportation of large items, please inform security guards on duty in advance.

暑期本科生宿舍 Summer Residence

- ◇ 只供本科一年級至三年級的學生申請。

Undergraduate students in Year 1 to Year 3 are eligible to apply.

- ◇ 在一般情況下，暑期宿舍住宿期不能延長。

In normal circumstances, the residential period is not allowed to extend.

- ◇ 申請者必需為因課程要求而要於暑期在香港做實習之非本地本科生。

Applicant must be a non-local student who is required to go for internship during summer in order to satisfy the graduation requirement.

III. 失物及認領事宜 Lost and Found

- ◇ 若宿生檢獲失物，應儘快交給宿舍地下大堂當值保安人員。

When a lost item is found, inform and pass it to security guards on duty immediately.

- ◇ 宿生如遺失個人物品，可向宿舍大堂當值保安人員報失。

Residents shall report any loss of property to security guards on duty.

- ◇ 在認領失物時，失主必須出示身份證明文件及完成相關登記手續。

Residents are required to produce their identity document and follow proper procedures when retrieving lost property.

- ◇ 一般而言，拾獲失物會被保存三個月。未被認領的物品在期滿後將由校方處理。

Any found items will be kept for 3 months only. The University reserves the right to destroy or dispose of any unclaimed properties.

- ◇ 宿生如遺失書桌抽屜鎖匙或鎖匙損壞，請即通知宿舍管理部，補領鎖匙及換鎖費用為 HK\$120。

Please inform HMU if the desk cabinet key is lost or damaged, the charge for lost/damaged key is HK\$120.

IV. 宿生守則 Rules and Regulations for Residents

<p>詮釋 Interpretation</p>	<ol style="list-style-type: none">1. 「宿舍」指香港樹仁大學學生宿舍（宿舍文康大樓及研究院綜合大樓）； “Residence Hall/ Hall” means the Hong Kong Shue Yan University (HKSYU) Residence Halls (Residential and Amenities Complex and Research Complex);2. 「舍監」指由香港樹仁大學指派之宿舍舍監； “Warden” means the Warden of a Residence Hall delegated and appointed by the Hong Kong Shue Yan University;3. 「宿舍管理部」指由香港樹仁大學聘任之職員組成，負責有關宿舍事務及管理日常運作之團隊； “Hall Management Unit/ HMU” means the team of staff members appointed by the Hong Kong Shue Yan University that is responsible for the management of the Residence Halls;4. 「宿生」指宿舍住宿申請獲得香港樹仁大學正式批准並已辦妥入宿手續之學生； “Resident” means a student of HKSYU who is residing or has accepted an offer of residence in the Residence Halls;5. 「學生證」為多用途智能卡，可用於宿舍大樓的大門、大堂閘機、升降機。宿生亦可將學生證增值後應用於大樓內多項自動收費設施； “Student ID Card/ Student ID” is a multifunctional smart card issued by HKSYU as the valid identification document for every student, it can be used to access the main entrances of the Residence Halls, turnstiles and elevators. It can also be used for payment of Hall amenities;
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<p>個人行為責任 Responsibility of Personal Behavior</p>	<p>6. 在宿舍內嚴禁作出任何違反香港法例之行為； Residents must observe the Laws of Hong Kong, no unlawful activity is allowed at the Residence Halls under all circumstances;</p> <p>7. 學生宿舍屬大學範圍，宿生須嚴格遵守<u>香港樹仁大學學則</u>及<u>宿生守則</u>。宿舍管理部/舍監有權對違規宿生作出懲處； All residents shall comply with the Rules and Regulations for Residents and General Regulations of the University. HMU or Warden of a Residence Hall has power to take disciplinary action for misconduct committed in the Halls;</p> <p>8. 宿舍只供宿生住宿； Accommodation at the Residence Halls is provided to residents for the purpose of personal residence only;</p> <p>9. 嚴禁飲酒、作出危害自己/他人安全，或影響公眾利益的行為； Residents and their visitors are not allowed to consume any alcoholic beverages in the Residence Halls. Any indecent behavior, or any behavior which is deemed as causing undue uneasiness to others is prohibited in the Residence Halls;</p> <p>10. 宿生有責任保持行為端正、穿著合適衣履、保持個人、房間及公眾地方清潔衛生； Residents shall be properly attired and behaved at all times in the communal areas of the Residence Halls. They shall keep the Halls quiet, clean and orderly at all times;</p> <p>11. 宿生須聽從舍監、宿舍職員及當值保安人員之指示及依從宿舍大使之勸導； Residents shall cooperate with and listen to the instructions from the Wardens, HMU staff, security guards and Hall Ambassadors to maintain a quality hostel life;</p> <p>12. 尊重他人，不作出有損道德的行為； Residents shall always respect other residents and act as responsible and considerate members of the community;</p>
<p>身份確認 Identity Verification</p>	<p>13. 在宿舍範圍內，宿生必須隨身攜帶學生證；校方授權人士可要求任何人士出示學生證或訪客證以核實身份；如職員對任何人士身份有懷疑，可要求他立即離開大學範圍； Residents shall carry their student ID card in the hall areas at all times; University authorized personnel have the right to request anyone in the Residence Hall areas to present their identity document for verification. The University reserves the right to request any suspicious personnel to leave the campus areas immediately;</p> <p>14. 住宿申請一經批准，準宿生必須於指定限期前繳清宿費及一切相關費用。此外，各準宿生於入宿時必須填妥、簽署並交回租約及有關文件予宿舍管理部，以完成入宿程序，否則，宿舍管理部有權撤銷其住宿資格； Residents shall settle all payments within the given time frame. All residents are required to fill in and sign the Residence Contract and return it to HMU to complete the check-in procedure. Residents fail to do so may be expelled from the Residence Halls;</p>
<p>受管制物品 Restricted Items</p>	<p>15. 宿舍範圍內，禁止宿生存放以下物品： The following items are strictly prohibited in the Residence Halls:</p> <ul style="list-style-type: none"> - 毒品/受管制藥物（持有效文件證明用作個人醫療用途者除外） Dangerous/ illegal drugs as defined by government ordinance of HKSAR (Unless supported by a valid medical certificate issued by a registered medical practitioner). - 軍火、槍砲、或任何型式之攻擊性武器 Firearms, pellet guns, and other dangerous weapons. - 易燃物品、煙火。此外，大樓範圍內禁止燃點蠟燭、香薰等 Flammable items and fireworks. The use of candles and aromatic incenses are prohibited in the Hall areas. - 危險化學物品或腐蝕性物品 Dangerous chemicals or corrosive substances. - 含有酒精成份之飲品 Alcoholic beverages. - 高耗電量電器 High power consumption electrical appliances.
<p>吸煙 Smoking</p>	<p>16. 宿舍及所有大學範圍均為無煙校園。宿生嚴禁於範圍內吸食或燃點任何煙草類產品，包括電子煙；</p>

	<p>The University campus, including the Residence Halls, is a smoke-free environment. Smoking is strictly prohibited in all parts of the campus. Residents are not allowed to smoke or consume any tobacco products, including electronic cigarettes, in the Residence Hall areas;</p>
<p>賭博 Gambling</p>	<p>17. 宿舍及所有大學範圍嚴禁賭博，或進行任何帶賭博色彩之活動； Any form of gambling activity is strictly prohibited in all parts of the Campus;</p>
<p>房間維修/保養 Room Maintenance and Repairs</p>	<p>18. 大學職員會因應設施之檢查/維修/保養需要而進入宿生房間。除緊急維修等特殊情況外，大學職員會預先張貼通告或直接通知受影響房間之宿生，宿生須予以配合； The University reserves the right to allow authorized personnel, with or without prior notice, to gain entry into any residence rooms for conducting necessary safety checks, repairs or maintenance works of hall facilities as deemed necessary by the University. Advance notice will be given to the resident or affected resident(s) unless under exceptional circumstances;</p>
<p>訪客制度 Visitor Policy</p>	<p>19. 訪客時間由每日早上 8 時至晚上 10 時 30 分； Residents may receive visitors during the visiting hours from 8 a.m. to 10:30 p.m.</p> <p>20. 每位宿生能登記最多 3 位訪客。訪客必須在當天晚上 10 時 30 分前離開宿舍範圍； A maximum number of 3 visitors are allowed for each visit. Visitors must leave the Residence Halls by 10:30 p.m.;</p> <p>21. 嚴禁訪客在宿舍內留宿； Visitors are not allowed to stay overnight in the Residence Halls;</p> <p>22. 訪客到訪宿舍時，宿生及其訪客必須在進入宿舍範圍前於接待處完成訪客登記手續。訪客離開時，亦須完成相關手續； A resident hosting visitor(s) to the Residence Halls shall complete the visitor registration procedures accordingly, before the visitor(s) enters into and leaves the Residence Halls;</p> <p>23. 訪客須遵守宿舍守則；而宿生亦有責任確保其訪客在宿舍範圍內沒有作出任何違反宿舍守則之行為；如訪客有違規行為，接待該訪客之宿生亦須承擔責任； Visitors shall also comply with the Rules and Regulations for Residents. The host resident shall accompany the visitor(s) in person at all times in the Hall areas. The host resident will be held responsible for the conduct and safety of the visitor(s), or any charges or damages incurred by the visitor(s);</p>
<p>宿生會面 Visiting Policy for Residents</p>	<p>24. 宿生於早上 8 時至翌日凌晨 1 時可利用各樓層之休息室等公眾地方見面； Residents can gather in the communal areas of the Residence Halls, such as the common rooms, from 8 a.m. to 1 a.m. everyday;</p> <p>25. 於每日凌晨 1 時後至翌日早上 8 時前，宿生不可在其他樓層逗留，或邀請其他宿生於自己房間或所屬樓層逗留，若不同樓層的宿生於此時段內需要會面，可使用大學範圍之公眾地方； Residents shall not allow visitor(s) and/or other resident(s) to stay in their room or on their floor from 1 a.m. to 8 a.m., nor shall they stay on other floors or other resident's room during this period of time. Other communal areas of the University could be considered if residents have to meet during this period of time;</p>
<p>非法留宿 Illegal Overnight Stay</p>	<p>26. 嚴禁非法留宿；如發現宿生房間內有非法留宿情況，一經確認，違規宿生可能會被取消住宿資格，而已繳付之一切費用將不獲發還； Illegal overnight stay in the Residence Halls is prohibited; offenders may be expelled from the Residence Halls. Hall fee, paid deposit and other payments incurred will not be refunded under such circumstances;</p>
<p>聲浪管制 Noise Control</p>	<p>27. 任何人士在任何時段內應避免造成噪音或發出大聲浪，於晚上 11 時至翌日早上 7 時期間更應保持安靜； Residents shall keep their noise at a reasonable level at all times so as not to cause any nuisance to other residents. The period between 11 p.m. and 7 a.m. is regarded as quiet hours of the Halls;</p>
<p>轉房安排 Room Change/ Swapping</p>	<p>28. 宿生不可擅自轉房或到其他房間內留宿。如因特殊理由必須換房，需預先向宿舍管理部申請。宿舍管理部保留最終決定權； Residents shall not change or swap their rooms without prior approval. Residents shall approach HMU for application of room change or swapping and proper</p>

	<p>procedures have to be followed. HMU reserves the right of final decision;</p> <p>29. 基於資源運用或行政安排，宿舍管理部有權安排宿生轉房。一般而言，會給予 7 天通知期； Under special circumstances including, but not limited to, effective resource allocation or administrative arrangement, HMU may request residents for a room change. 7 days advance notice will be given to the resident concerned;</p>
<p>活動宣傳 Publicity Activities</p>	<p>30. 學生宿舍範圍內不可張貼、派發或於公共地方展示/擺放任何未經批准之商業宣傳物品。如宿生希望在宿舍內進行任何形式的宣傳活動，向宿舍管理部申請；任何人士如欲向宿生進行宣傳，須先獲得宿舍管理部批准； Residents are not allowed to post, dispatch or display any commercial publicity materials in communal areas of the Halls without prior approval. Application shall be submitted to HMU in advance if residents wish to perform any promotional activities in the Residence Hall areas;</p> <p>31. 倘若事先未有向宿舍管理部申請，大學宿舍範圍內不可進行任何商業活動； Without prior approval, no commercial activities are allowed in the Residence Hall areas;</p>
<p>房間佈置 Room Decoration</p>	<p>32. 宿生不得擅自調動房間內或公眾地方之傢具/設施； Residents shall not remove any furniture and/or fittings from their rooms or public areas of the Residence Halls to another location;</p> <p>33. 不得以任何形式妨礙舍監或宿舍管理部職員執行職務； Residents shall not obstruct the Wardens or HMU staff members in the execution of their duty;</p> <p>34. 不得損壞牆壁或傢俱，一經發現，宿生須按「房間設施記錄表」內所列之價格及原則作出賠償； Residents shall not damage any wall, fittings or furniture in any part of their rooms or public areas of the Residence Halls. Residents shall be liable for compensation according to the Inventory Checklist for any defects;</p>
<p>財物及學生證 Personal Belongings and Student ID Card</p>	<p>35. 宿生及訪客必須小心保管個人財物。如宿生/訪客於宿舍範圍遇有任何財物損失，宿舍管理部恕不負責； Residents and visitors shall safeguard their personal belongings. The University and HMU assume no responsibility for any loss or damage to any personal property or belongings inside the Residence Hall areas;</p> <p>36. 宿生不可將學生證借予他人，亦不可使用他人之證件； Student ID card is not transferrable, residents shall never lend their student ID Card to any other person nor borrow the student ID Card from any other person;</p> <p>37. 宿生如遺失學生證，應立即到教學大樓詢問處辦理補領手續，並攜同補領收據到宿舍管理部申請臨時宿生證； Residents shall report to the Information Counter at the Main Academic Building and apply for card reissue if their student ID is lost or stolen. He/she shall bring along the student ID reissue receipt to HMU for application of a temporary residence card;</p>
<p>使用公共設施守則 Regulations on Use of Communal Amenities and Facilities</p>	<p>38. 使用休息室及茶水間時，請注重公德，於使用後還原及清理設施； It is the residents' responsibility to keep the public areas, such as the pantry and common room, of the Residence Halls clean and tidy;</p> <p>39. 嚴禁干擾/破壞大樓內任何設施/系統； Unauthorized interference or damage of Residence Hall facilities or equipment is strictly prohibited;</p> <p>40. 如果學生做劇烈運動，應租用宿舍文康大樓或研究院合大樓的運動場地，避免做運動時發生的聲響騷擾各個樓層的宿生； Residents shall avoid strenuous workout activities inside the Residence Hall areas, they shall proceed to using the recreation and sports facilities at R+A or RC so as not to cause any nuisance to other residents;</p> <p>41. 嚴禁損壞或移除宿舍房間內，分別貼於電路箱及冷氣機牆掣上之封條標籤（適用於宿舍文康大樓）； Residents are prohibited from damaging or removing the void labels on the electric box and socket of the air conditioner inside the Residence rooms (Applicable to R+A only);</p> <p>42. 宿生須遵守使用公共設施守則。如宿生借用/租用之設施有遺失或毀壞（正常損耗除外），須</p>

	<p>照價賠償。若有賠償項目或退宿時房間不整潔，宿舍管理部有權在宿生入宿時繳付的按金中扣減應付金額；餘下金額將在宿生退房時退還；</p> <p>Residents shall follow the regulations governing the use of communal hall amenities and facilities. The resident concerned will be held liable for the replacement cost or the repair fee for any damage to the amenities or facilities (fair wear and tear excepted). Any charges or penalties will be deducted from the deposit paid during move-in, remaining balance will be returned to the resident at the time of hall check-out;</p>
賠償 Fines	<p>43. 宿生需為房間內之設施損壞或遺失負責（除正常損耗外）；在缺乏充足證據證明個別宿生需負上全責之情況下，同房的宿生或需要就設施損毀負上共同責任；</p> <p>Residents are liable for any loss or damage to the fittings or furniture of the residence room (fair wear and tear excepted); residents of the same room share the liability if none of the residents claims responsibility of lost or damaged item in the room;</p>
消防指引 Fire Safety	<p>44. 不可在走廊、走火通道、梯間、房間內的消防喉管上或其他公用地方放置物件；</p> <p>Corridors, fire escape routes, stairs and fire main inside residence rooms shall never be obstructed by storing or placing any items;</p> <p>45. 嚴禁毀壞、干擾或不適當使用消防灑水系統、緊急照明系統、逃生門/警鐘或滅火筒等設施；</p> <p>Malfunctioning, interfering or misusing the fire sprinkler system, emergency light system, fire escape routes, fire alarms or fire extinguishers deliberately are strictly forbidden;</p> <p>46. 基於安全理由，宿舍管理部會定期舉行火警演習，宿生必須參與；</p> <p>For safety reasons, fire drills will be held regularly at the Halls, residents' participation is requested;</p>
煮食安排 Cooking Arrangement	<p>47. 除預先獲得批准外，不得在宿舍茶水間範圍以外的任何地方煮食；</p> <p>Cooking in areas other than the pantry is prohibited without prior approval;</p> <p>48. 宿舍茶水間只供宿生作簡單無火煮食或作翻熱食物之用；</p> <p>Only preparation of light meals and food reheating are allowed at the pantry of the Residence Halls;</p>
整潔及衛生 Hygiene and Tidiness	<p>49. 宿生須對自己房間及所屬樓層公共設施之整潔衛生負責；</p> <p>Residents share the responsibility for maintaining their room and other amenities and facilities in the communal areas of the Residence Halls clean and tidy;</p> <p>50. 不可把衣物掛在公眾地方（包括房間的窗戶），清洗和弄乾衣物應在洗衣房內進行；</p> <p>Residents' laundry shall only be done in the laundry rooms, residents shall refrain from placing their clothes in public areas (including windows of the residence rooms);</p>
寵物 Pets	<p>51. 宿舍範圍不可攜帶或飼養寵物、牲口；</p> <p>Residents shall refrain from keeping any pets or animals in the Residence Halls, or bringing them to the Hall areas;</p>
郵件及通訊地址 Postal Arrangement	<p>52. 宿生應恰當地使用宿舍地址，不可用作任何商業用途或借予他人使用；宿生須於住宿期完結前預先更改郵寄地址，宿舍管理部不會代為轉寄或儲存郵件/包裹；</p> <p>Residents shall use the Residence Hall mailing address properly, the address shall not be used by other personnel or for commercial purposes. Residents shall change their mailing address before end of their residency, HMU will not store or redirect any mails or parcels for residents after their residency period is over;</p>
電腦網絡用途 Use of Internet	<p>53. 宿生不可使用宿舍所提供之電腦網絡作違法用途；</p> <p>Illegal use of internet is strictly forbidden in the Residence Hall areas;</p>
拍攝及錄影 Photography and Video Recording	<p>54. 任何人士在獲得宿舍管理部書面批准前，不得在宿舍範圍內進行任何拍攝、錄影及帶有宣傳或採訪性質之活動。相關申請須於活動前不少於三個工作天以電郵（hmu@hksyu.edu）提交予宿舍管理部審批；</p> <p>Any video recordings, interviews or promotional activities at the Halls are forbidden without prior approval from HMU. Residents shall obtain prior approval from HMU through email to hmu@hksyu.edu at least 3 working days in advance;</p>
退學或停學 School Termination or	<p>55. 若宿生中途退學、被校方勒令停學或終止學籍，住宿權利將會自動被取消；入宿時所繳費用或餘數將不予發還；</p>

Suspension	Hall residence will be terminated for residents whose studies are terminated or suspended; paid hall fees and balance will not be returned under such circumstances;
房間檢查 Room Inspection	<p>56. 如遇緊急情況（包括水浸、火警、刑事案件等），在保安員陪同下，有關之大學及政府職員可能在沒有預先通知宿生的情況下，進入宿生房間（無論宿生當時是否在房間內），以進行下列等工作：</p> <p>The University reserves the right to allow authorized personnel to entry into any rooms in emergency (such as flood, fire or criminal cases) with the accompany of security personnel, for the purposes of:</p> <ul style="list-style-type: none"> - 調查該宿生有沒有犯下刑事行為，觸犯法律 Investigation of Criminal Cases. - 進行緊急維修工作或張貼重要資料、安裝設施 Emergency repairs or maintenance works, posting important notices or installation of amenities. - 遇有緊急事故，如懷疑任何人士的安全受到威脅時 Handling emergency, such as when someone is suspected under life threatening situation.
其他情況 Others	<p>57. 基於公眾健康及安全理由，大學有權要求宿生遷出房間或宿舍，而受影響宿生於此期間的宿費，將會相應獲得發還；</p> <p>The University reserves the right to request residents to withdraw from their room or the Halls for safety and public health reasons, affected residents will get a refund of the hall fee incurred;</p>
解釋宿生手冊及宿生守則 Interpretation of Residents' Handbook and Rules and Regulations for Residents	<p>58. 校方保留對宿生手冊及宿生守則內所有條例及其有關詳情之最終解釋權；</p> <p>The University has the final right of interpretation of the Residents' Handbook and all rules and regulations for the residents;</p>
修改守則 Revision of Rules and Regulations for Residents	<p>59. 住宿期內，宿舍管理部保留任何修訂宿生守則之最終權利。如有修訂，宿舍管理部會發佈公告。</p> <p>HMJ reserves the final right to amend the Rules and Regulations for Residents during the residency period, notification will be made to residents if amendments are made.</p>

違規紀律處分 **Disciplinary Actions and Penalties**

若宿生違反宿舍守則，舍監/宿舍管理部將會就個別違規事項作出裁決，並對違規之宿生作出下列之一項（或多於一項）紀律處分：

If a resident fails to observe any of these rules and regulations, the Warden/HMU may consider exercising disciplinary actions or penalties to the resident.

- i. 罰款 **Fine**
- ii. 沒收有關物品 **Confiscation of related item**
- iii. 口頭警告 **Verbal warning**
- iv. 警告信 **Warning letter**
- v. 最後警告信 **Final written warning**
- vi. 終止有關宿生之住宿資格，餘下宿費將不獲發還，按金會在扣除因損毀設施而導致之賠償（如有）及相應之行政費後退還餘款 **Termination of residence, remaining hall fee will not be refunded, deposit will be refunded to the resident after deducting the penalty (if applicable)**
- vii. 將有關個案轉交予學生紀律委員會跟進 **The case will be forwarded to the University Disciplinary Committee for further follow-up**

被罰宿生如欲就處分決定提出上訴，可於收到處分通知後七個工作天內，以書面形式透過宿舍管理部向上訴委員會陳述上訴理據，逾期概不受理。

A resident has the right to appeal against the decision made by the Warden and/or HMU. It is the responsibility of the appellant to file the appeal request duly and adequately. A written appeal has to be submitted to the Appeal Committee through HMU within 7 working days of the written notice of sanction and must specify in detail the grounds of the appeal. Late appeals will not be considered.

V. 宿舍設施操作指引 **Operation Guides for Hall Amenities**

互聯網連線 **Internet Connection**

宿生在宿舍房間上網，電腦需有網絡卡及自備網絡線，用網絡線把電腦和房間內的插座連接，即可上網。

Resident can get internet connection if his/her personal computer (PC) is equipped with a built-in ethernet network card. Prepare a network cable and connect the PC through the network port on the wall plate in your room for internet connection.

如果仍未能接通網絡，請跟隨以下步驟：

If you still fail to get the internet connection, follow these instructions:

用網絡線把電腦和宿舍內的插座連接後，重新啟動電腦，再檢查是否接通

Prepare a network cable and connect your PC through the network port on the wall plate in your room, restart your PC and try to connect again

請在 TCP/IP 設定中，設定為「自動取得 IP」（即 DHCP）

Configure the TCP/IP network components and set it as Dynamic Host Configuration Protocol (DHCP)

在瀏覽器（Internet Explorer/Chrome/Firefox）設定裡取消 proxy 的設定

Disable the proxy setting in your browser (Internet Explorer/Chrome/Firefox)

如需要使用寬頻路由器/寬頻分享器，網絡線必須由宿舍內的插座連接到路由器/分享器的 WAN port，再由 LAN port 連接到個人電腦。為安全起見，請建立密碼。

If you wish to use a router, the router's WAN port has to connect with the network port on the wall plate in your room with a network cable before connecting the LAN port to your PC. For security reasons, always set a password.

為防止病毒對個人電腦及網絡的影響，請安裝防毒軟件及確保定期更新病毒定義。有關的免費軟件可參考以下網址：

FortiClient: <http://www.forticlient.com/> 若發現不能安裝防毒軟件，電腦可能已感染病毒。請到以下網址進行網上病毒掃描，並盡快安裝防毒軟件：

<https://www.microsoft.com/security/scanner/zh-tw/default.aspx>（選擇「完整掃描服務」）

Install and run anti-virus software in your computer and update the signature file regularly to ensure a real time protection is on. Free anti-virus software can be found from: FortiClient: <http://www.forticlient.com/>

If you are unable to install an anti-virus software, your PC might already be infected with viruses. Please go to the below link for an online scan and install new anti-virus software immediately.

<https://www.microsoft.com/en-us/wdsi/products/scanner>

所有本科生宿舍樓層的休息室、溫習室及宿舍文康大樓 G/F - 4/F 均設無線網絡（Wi-Fi）覆蓋。

Wi-Fi connection is available at all common rooms and study rooms on every floor of the Residence Halls and G/F to 4/F of RA.

如同學對設定有任何疑難，可聯絡資訊科技部門（<https://www4.hksyu.edu/csc/contact/>）。

Please get in touch with the Computing Services Centre should you encounter any difficulties in internet connection at the Residence Halls (<https://www4.hksyu.edu/csc/contact/>)

宿舍房間冷氣機操作 Operation Guide for Air Conditioner in Residence Rooms

只有宿生本人的學生證方可操作房間內的冷氣機，步驟如下：

The air conditioner in the Residence rooms can only be operated with the student ID card of the resident.

1. 按鍵選擇時間；
Select duration;
2. 按「#」作確認，並將學生證放到讀卡器上；
Press “#” to confirm, place your student ID card on the reader;
3. 再按「*」可啟動冷氣；
Press “*” to turn on the air conditioner;
4. 如欲暫停使用冷氣，再按「*」掣，剩餘的可使用時間將被儲存於讀卡器；
Press “*” to pause, unused balance will be stored in the reader;
5. 每次關閉冷氣後，須等候兩分鐘，再按「*」，方可重新啟動冷氣。
The air conditioner can only be operated again in 2 minutes' time after every shut off. Press “*” to turn on the air conditioner again.

備註：**Remarks:**

- 如輸入錯誤或按鍵過慢，讀卡器將返回備用狀態
The smart Card reader will return to standby mode after a long idle time or if error occurs.
- 宿生長時間離開房間前，應暫停冷氣機運作，以免浪費資源
To protect the environment, please turn off the air conditioner if you leave the room for a long duration of time.

房間冷氣收費 Air-Conditioning Fee		
按鈕 Key	時間 Duration	收費 Fee
1	30 分鐘 Minutes	\$1
2	60 分鐘 Minutes	\$2
3	90 分鐘 Minutes	\$3
4	120 分鐘 Minutes	\$4
5	150 分鐘 Minutes	\$5
6	180 分鐘 Minutes	\$6
7	210 分鐘 Minutes	\$7
8	240 分鐘 Minutes	\$8
9	270 分鐘 Minutes	\$9

洗衣機操作 Operation Guide for Washing Machines

1. 將衣物放入一部備用的洗衣機，切勿放置太多衣服
Load the washing machine with clothes, do not overload the appliance
2. 倒入無泡洗衣粉及柔順劑（請先閱讀衣物、洗衣粉和柔順劑上的洗衣指引），然後關上機門
Pour washing powder or laundry detergent, close the machine door (Residents are advised to use low suds powder or liquid laundry detergent)
3. 到智能卡付款台，找出您所選洗衣機的讀卡器
Locate the washing machine at the smart Card reader
4. 按下「#」，然後拍卡
Press “#” and place your student ID Card on the reader for payment
5. 如拍卡不正確，屏幕會發出提示信息
Notification will be shown on the screen if error occurs
6. 30 秒後會從新開始程序，請重覆以上步驟
Please re-do the entire process again in 30 seconds' time
7. 然後按「*」啟動洗衣機
Press “*” to start the washing procedure
8. 按洗衣機上的「start」鍵後，洗衣程序會即時開始

Press "start" on the washing machine to operate the machine

9. 洗衣完成後，洗衣機會自行停止運作，請適時取回衣物，否則，機門或會自動鎖上

The machine will stop after the washing procedure is completed, please pick up your laundry in a timely basis, the machine door may lock automatically after a long idle time.

備註 : Remarks:

- 如輸入錯誤或按鍵過慢，讀卡器將返回備用狀態

The card reader will return to standby mode after a long idle time or if error occurs

- 如學生證餘額不足以支付所選擇的運作時段時，讀卡器會顯示「Not Enough Money」，是次的洗衣機啟動並不成功

If the balance in the student ID Card is not enough for the payment, "Not Enough Money" will be displayed and the operation will cease

- 宿生亦可參考張貼於洗衣房內的操作說明

Please follow the operation guidelines displayed in the laundry room

- 宿生如在洗衣過程遇到困難/需要協助，可聯絡當值保安人員

Should assistance is needed, please approach the security guards on duty.

乾衣機操作 Operation Guide for Dryers

宿舍及文康大樓 : Residential and Amenities Complex (R+A)

1. 放置衣物於備用的乾衣機內，切勿超出指定負荷

Load the dryer with clothes, do not overload the dryer

2. 請參考下頁的「收費詳情」表上的建議乾衣時間

Please refer to the Chart below for recommended drying time

3. 到智能卡付款台，找出你所選乾衣機的讀卡器

Locate the dryer at the smart Card reader

4. 在讀卡器以按鈕選擇乾衣時間

Select drying time from the Card reader

5. 按「#」鍵後放卡於讀卡器上，然後再按「*」

Press "#" and place your student ID card on the card reader, press "*"

6. 按乾衣機身的「START」開始乾衣

Press "START" to operate the dryer

7. 運作時段後乾衣機會自行停止運作，請適時取回衣物，以便其他同學使用

The dryer will stop after the drying procedure is completed, please pick up your laundry in a timely basis.

研究院綜合大樓 : Research Complex (RC)

1. 放置衣物於備用的乾衣機內，切勿超出指定負荷

Load the dryer with clothes, do not overload the dryer

2. 請參考下頁的「乾衣機收費」表上的建議乾衣時間

Please refer to the Chart below for suggested drying time

3. 到智能卡付款台，找出你所選乾衣機的讀卡器

Locate the dryer at the smart Card reader

4. 按下「#」以啟動讀卡器，見「Pls Present Card」後拍一次卡，則乾衣時間為 10 分鐘

Press "#" to activate the Card reader, place your Card on the reader it shows "Pls Present Card"

5. 如需乾衣 20 分鐘，請再次按「#」後再拍卡

Press "#" for 20 minutes

6. 乾衣機機身會顯示乾衣時間 (1000 代表 10:00，2000 代表 20:00)

Time for drying will be displayed on the dryer (1000 represents 10:00, 2000 represents 20:00)

7. 按機身「START」開始乾衣

Press "START" to operate the dryer

8. 運作時段後乾衣機會自行停止運作，請適時取回衣物，以便其他同學使用

The dryer will stop after the drying procedure is completed, please pick up your laundry in a timely basis.

備註 : Remarks:

- 如輸入錯誤或按鍵過慢，讀卡器將返回備用狀態

The Card reader will return to standby mode after a long idle time or if error occurs

- 如學生證餘額不足以支付所選擇的運作時段時，讀卡器會顯示「Not Enough Money」，是次的洗衣機啟動並不成功
If the balance in the student ID card is not enough for the payment, "Not Enough Money" will be displayed and the operation will cease.

乾衣機收費 Dryer Fee				
按鈕 Key	宿舍文康大樓 RA		研究院綜合大樓 RC	
	乾衣時間 Drying Time	收費 Fee	乾衣時間 Drying Time	收費 Fee
1	20 分鐘 Minutes	\$2	10 分鐘 Minutes	\$2.5
2	40 分鐘 Minutes	\$4	20 分鐘 Minutes	\$5
3	60 分鐘 Minutes	\$6	30 分鐘 Minutes	\$7.5
4	80 分鐘 Minutes	\$8	40 分鐘 Minutes	\$10
5	100 分鐘 Minutes	\$10	50 分鐘 Minutes	\$12.5
建議乾衣時間 (以 7 公斤濕衣物計) Recommended drying time (Approx. 7 kg of wet clothes)	一般衣物 Regular: 60 – 80 分鐘 Minutes		一般衣物 Regular: 30 – 40 分鐘 Minutes	
	厚身衣物 Thick clothes 80 – 120 分鐘 Minutes		厚身衣物 Thick clothes: 40 – 60 分鐘 Minutes	

VI. 房間調遷申請指引 Regulations on Room Change or Swapping

1. 學生宿舍調房須於住宿期首個月內申請。
Application for room change/swapping has to be sent to HMU within the first month of the residential period.
2. 調房申請只限兩間房間的宿生對調，該兩間房間須為同一個宿舍內的相同類別房間。
Only room swapping is allowed, the involved rooms have to be the same room type.
3. 宿生需把申請表填妥並交回宿舍管理部辦事處。申請表可於宿舍管理部網頁下載。
Resident shall send the completed room change application form to HMU. Application form can be downloaded from the HMU website.
4. 調房申請必須得到兩個房間所有宿生之簽署同意。
Consent and endorsement from all residents involved have to be obtained.
5. 每位宿生的調房申請獲批以後，住宿期內不得再申請調房。
Room change/swapping is accepted ONCE only for each residency period.
6. 宿舍管理部於收到宿生的申請後，將會聯絡相關宿生，以確認其等的調房意願。
HMU will get in touch with respective residents after receipt of room change/swapping application.

VII. 辦理退宿手續指引 Check-out Guidelines

1. 宿生須於住宿期屆滿或之前辦妥退宿手續並搬離宿舍。如宿生不能於限期內辦理退宿手續，可申請授權他人代辦退宿手續。
Residents shall check-out on or before the last day of the specified accommodation period. Resident can authorize other personnel to complete the check-out procedure for him/her.
2. 宿生的住宿期屆滿後，宿生的學生證所載有的宿舍權限會自動停止，屆時，未經批准而又未搬離宿舍的宿生，均不能使用學生證進入宿舍。逾期退宿的宿生應儘早聯絡宿舍組，以作出適切安排。宿舍管理部亦有權處理該房間內物品及向其收取有關逾期退宿罰款，每日港幣 \$500。
Residents who fail to check-out by the last day of the committed residency period shall be liable to pay a daily penalty charge of HK\$500 for late check-out. Once the period is over, access rights stored in the resident's student ID card will be terminated, residents will not be allowed to access the Residence Halls again. HMU reserves the right to dispose of any personal belongings left behind in the residence room after the committed residency. Overstayed residents shall approach HMU immediately for check-out arrangement.
3. 宿生離開宿舍前必需確保房間整潔。否則，往後的學期將不會獲得宿位。
Residents must clean up the room before moving out. Otherwise, s/he will not be offered any on-campus accommodation place in the future.

退宿手續 Check-out Procedures

1. 把房間內所有個人物品帶走，並將房間打掃房間乾淨，拆除房間內及房門所有裝飾，將垃圾扔進垃圾桶。較大型之垃圾（如紙箱及電器）請宿生自行搬運/棄置於地面層之垃圾房內
Vacate the residence room and remove all decorations and personal belongings.
2. 確定房內傢具放置於入宿時的相同位置
Restore the furniture setting of your residence room to the original setting.

3. 關上所有電源、窗戶及房門
Close all the windows, lock the door and ensure all electrical appliances are turned off.
4. 清理茶水間內的個人煮食用具、電器及器皿
Ensure your personal utensils at the common room are not left behind.
5. 清理雪櫃內的個人食物及飲料
Ensure your food and beverage stored inside the refrigerator are not left behind.
6. 與宿舍管理部預約房間設施檢查
Inform HMU in advance and arrange for check-out room inspection.
7. 帶同學生證、按金收據及書桌鎖匙到宿舍管理部辦理手續，遺失/書桌抽屜鎖匙及換鎖費用為 HK\$120
Bring along your student ID card, deposit receipt and cabinet key and proceed to the HMU Office for check-out, a penalty of HK\$120 will be charged if the resident has lost the cabinet key.

退宿手續辦理時間 Check-out Time

星期一至五 上午十時至中午十二時及下午二時至五時三十分

Monday to Friday 10:00 a.m. – 12 p.m. and 2 p.m. - 5:30 p.m.

星期六、星期日、公眾假期及香港樹仁大學假期休息
holidays

Closed on Saturdays, Sundays, public holidays and University holidays

郵件安排 Mail Arrangement

1. 宿生須自行於退宿前安排更改通訊地址事宜，宿舍管理部不會替已遷出的宿生轉交或保存郵件/包裹。
Residents shall change their mailing address before end of their residency, HMU will not store or redirect any mails or parcels for residents after their residency period is over.
2. 無人認領之郵件，宿舍管理部會安排退還郵政署/送遞機構/寄件者。
Unclaimed mails will be returned to the sender or Post Office.

申請宿位 Application for Student Housing

1. 不論家與大學之距離，歡迎所有全日制本科生申請入住宿舍。
All full-time undergraduate students are entitled to apply for student housing, irrespective of how far they live from the university.
2. 大學鼓勵每位學生就讀樹仁的 4 年期間最少有一個學期住在宿舍。
Every student will be encouraged to live on campus for at least one semester during their 4-year study in HKSYU.
3. 當評估申請時，宿舍管理部會考慮一籃子因素：
When evaluating applications, HMU will consider a host of factors:
 - 由家往返大學所需時間 travelling time between home and the main campus;
 - 居住環境 living condition at home and family income;
 - 學術表現 academic performance;
 - 對大學所作出的貢獻 contribution to the University;
 - 對宿舍可作出的貢獻 plan on contribution to hall life; and
 - 過去的入宿經驗 on-campus residential experience.

惡劣天氣下的特別安排 Severe Weather Arrangements

如退宿期最後一天遇有黑色暴雨或颱風 (8 號或以上)，退宿期將順延至下一個工作日

Residence check-out date will be postponed to the next working day if the Black Rainstorm Warning Signal or Tropical Cyclone Warning Signal No.8 (or above) is hoisted on the check-out date.

VIII. 處理突發事情指引及緊急求助資料 Emergency Guidelines and Contact Numbers

火警 Fire Hazard

- ◇ 當火警鐘響起時 When the fire alarm sounds
 - 所有人士應停止所有進行中之活動，保持冷靜，並沿逃生通道儘快離開大樓。切勿使用升降機。
Leave the Residence Halls immediately in an orderly and calm manner with the nearest available emergency escape route, DO NOT use the elevators.
- ◇ 如發現火警 In case of real fire
 - 若警鐘仍未響起，應立即按動就近警鐘，並高聲呼叫，以提醒身旁人士一起逃生。

If the fire alarm has not sounded, raise the fire alarm, shout and remind people around to evacuate

- 在情況許可之下，請攜帶手提電話、濕毛巾及學生證（門卡）逃生。

Under safe condition, evacuate with your mobile phone, a wet towel and your student ID card

- 離開房間時，應把房門關上。

Close the room door before you leave

- 在安全情況下撥電話到大堂保安櫃台（電話：宿舍文康大樓 2806 5117 / 研究院綜合大樓 2804 8566），並清楚指出火警位置。

Under safe condition, call and inform security guards on duty of the situation (Tel.: RA 2806 5117 / RC 2804 8566)

- 在安全情況下，在場人士可嘗試使用滅火設備（如滅火筒、滅火氈）將火撲滅，如火警一旦無法控制，應立即停止救火並迅速逃生。

Under safe condition, residents may attempt to extinguish the fire by using suitable fire fighting equipment nearby (e.g. fire extinguishers and fire blanket). This, however, should be discontinued when the fire is out of control. Evacuate at once.

- 逃生時，應保持鎮定，並確定逃生路線的方向，並留意通道有否被火勢波及。

Leave the Residence Hall as quickly as possible in an orderly and calm manner with the nearest available emergency escape route. Stay alert at all times.

- 如火勢迫近，應立即把防火門關上，改用其它路徑逃生。切勿使用升降機。

In case of fire outbreak during evacuation, close the emergency exit door immediately and locate another emergency escape route. DO NOT use the elevators.

- ◇ 若被濃煙圍困 **Action on being caught in smoke**

- 應將身體靠近地面，以匍匐前進方式逃離現場。

If caught in a smoke filled area, crawl to escape.

- 如走廊滿佈濃煙，無法逃離宿舍大樓，應立即：

If there is difficulty in getting into a smoke-free escape route:

1. 返回房間並把房門關上，以濕毛巾封密門隙，以免濃煙進入房間；

Return to room and close the door. Put a wet towel under the door to keep the smoke out;

2. 打開窗戶或打破密封之窗戶，盡量保持空氣流通；

Open or break the windows, allow fresh air in;

3. 以濕毛巾保護口和鼻；

Cover your nose and mouth and a wet towel;

4. 在窗前向外大聲呼救及揮動毛巾等物品，但切勿將肢體伸出窗外。

Wave a towel or shirt and shout from the window to signal for help, DO NOT put your head or your hand out of the window.

颱風或暴雨安排 Typhoon or Rainstorm Warning Arrangements

- ◇ 當颱風或暴雨警告訊號生效時，宿生應作出適當預防措施，確保所有窗戶關妥。

When a severe weather warning signal is hoisted, residents shall take proper precautions and ensure all windows are closed.

- ◇ 當黑色暴雨警告，或八號（或以上）颱風訊號生效時，應留在室內；而校園內一切活動亦會停止。此外，請宿生留意大學飯堂服務時間或會有所變更。

When the Black Rainstorm Warning Signal or the Tropical Cyclone Warning Signal No. 8 (or above) is in force, residents shall stay in-door; all activities on campus will be suspended. Residents shall be aware of the operation hours of the University cafeteria.

損傷或疾病 Injury and Illness

- ◇ 如屬輕微損傷：地面層及各學生宿舍樓層均設有急救箱

Minor Injuries: First aid kits are equipped on every residence floor and the lobby.

- ◇ 如屬較嚴重受傷或患病：可向大堂當值保安人員求助（電話：宿舍文康大樓 2806 5117 / 研究院綜合大樓 2804 8566）

Serious Injuries or illnesses: Seek help from security guards on duty (Tel.: RA 2806 5117 / RC 2804 8566)

- ◇ 自行召喚救傷車

Call for ambulance service

升降機故障 Elevator Malfunction

- ◇ 如被困升降機內，應保持鎮定，按下警鐘及透過對講機與接待處職員聯絡；如被困者感到身體不適，應即時透過對講機通知當值保安人員。

If you are trapped in the elevator, stay calm and do not panic. Raise the alarm and keep in contact with the security guards on duty through the intercom. Inform the security guards if you are feeling unwell.

緊急聯絡電話 Emergency Numbers

遇有緊急事故 (非辦公時間) · 宿生可從下列途徑尋求協助 :

In case of emergency (During non-office hours), residents can seek help from:

- ◇ 聯絡大堂當值保安人員 (24 小時) (電話 : 宿舍文康大樓 2806 5117 / 研究院綜合大樓 2804 8566)
Security Guards on duty (24 hours) (Tel.: RA 2806 5117 / RC 2804 8566)
- ◇ 經由當值保安人員聯絡當值舍監或相關職員 **Warden or staff who is on duty**
- ◇ 聯絡所屬樓層之宿舍大使 **Hall Ambassadors**

其他緊急聯絡電話 Other Emergency Numbers

- | | | |
|---------------|---|-----------|
| ◇ 香港警務處緊急求助熱線 | Emergency Services (police, fire & ambulance) | 999 |
| ◇ 東區尤德夫人那打素醫院 | Pamela Youde Nethersole Eastern Hospital | 2595 6111 |
| ◇ 消防處救護車調派中心 | Fire Services Department – Ambulance Services | 2735 3355 |

IX. 聯絡宿舍管理部 Contact HMU

宿舍管理部辦事處 Hall Management Unit Office

電話 Tel.: 2806 8562 電郵 Email: hmu@hksyu.edu

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辦公時間: 星期一至五 早上九時三十分至下午一時及下午二時至六時三十分 · 星期六、星期日、公眾假期及香港樹仁大學假期休息

Office Hours: Monday to Friday 9:30 a.m. - 1 p.m. and 2 p.m. - 6:30 p.m. Closed on Saturdays, Sundays, public holidays and

University holidays.