



香港樹仁大學

Hong Kong Shue Yan University

研究生宿舍申請須知 2019/20

Notes to Applicants - Postgraduate Residence Application 2019/20

住宿期：2019年9月1日至2020年8月31日

Residency period: From 1 September, 2019 to 31 August, 2020

A. 研究生宿舍資料 Information about Postgraduate Residence

1. 研究生宿舍位於研究院綜合大樓7樓。宿舍是男女同層。如果情況許可，宿舍單位將按申請人的特別需要、維修保養的安排和大學日常的運作分配。

All postgraduate student units are located on the 7/F of the Research Complex. There is one shared pantry and meals area on this unisex floor. Unit allocation is subject to, as far as possible, the special needs of the students and other operational requirements and/or maintenance schedule.

2. 研究生宿舍以單人房設計為主，單人房只供宿生住宿。宿舍亦設有4個雙人位供已婚的研究生及其配偶入住。除此之外，研究生宿舍已預留兩個房間以應付行動不便的研究生的住宿需要。所有房間均附設洗手及淋浴間。

The majority of the postgraduate residence rooms are single rooms; postgraduate accommodation is provided for the purpose of resident's personal residence only. There are four married couple units and two units reserved for person with disability. Each unit has a private bathroom.

3. 如有需要，研究生宿生可申請使用圖書館大樓的停車位。停車位使用費用為每月港幣1,000元。校方保留編配停車位之最終決定權。

Postgraduate residents can apply for a parking space located at the Hong Kong Shue Yan University Library Complex. The parking fee is HK\$1,000 per month. Allocation of a parking space shall be at the sole discretion of the University.

4. 研究院大樓內（地下大堂）設有以學生證內增值額啟動的洗衣機及乾衣機。學生完成入學註冊及領取到學生證後，可於宿舍管理部辦公室透過八達通付款為其學生證增值。宿生可於辦理退宿手續時取回學生證內餘額。

The student ID card-operated washing machines and dryers have been installed at the G/F of Research Complex. Upon receipt of their student ID cards after completing the programme registration process, residents will be able to add value (pay by Octopus card) to their student ID cards at the HMU Office. Balance in the student ID card will be refunded to the resident upon completion of proper check-out procedures.

5. 宿生可於房間內以網路通信線把個人電腦或路由器連接到網絡。宿生需自備網路通信線、電腦、路由器等設備。

Residents can connect their personal computers or routers to the internet in their residence rooms with a LAN cable. Residents are required to prepare their own routers, computers, LAN cable and etc.

6. 想了解更多詳細設備及其他配套設施，請參考宿生手冊。

For more details of the hall facilities and services, please refer to the Residents' Handbook.

B. 研究生的住宿資格 Eligibility for Postgraduate Residence

7. 香港樹仁大學研究生宿舍只限香港樹仁大學全日制研究生，包括碩士、哲學碩士及哲學博士課程學生申請。

Hong Kong Shue Yan University offers on-campus accommodation for eligible postgraduate students including students who enroll in full-time taught Master's programmes as well as MPhil and PhD programmes.

8. 研究生宿舍不適用於以下學生 Students in the following categories are not eligible for postgraduate residence:

- 停學 Termination of Study
- 已畢業 Completion of Study
- 休學 Suspension of Study
- 海外交流或出國留學 Exchange-Out or Study Abroad
- 延長修業期 Extension of Length of Study

9. 除獲得大學預先批准，宿舍只限仍未超過常規修業期限的研究生申請。

The total duration of residence is the published length of study of the programme enrolled by the student. No extension is allowed unless there is prior approval by the University.

10. 學生如屬上述任何一界別或非本校全日制學生，宿舍管理部將取消或調整有關之住宿取錄。住宿資格一旦被取消，宿生需於指定日期前清理房間及辦理退宿手續。

Once a student's registration status falls into the above mentioned categories or a student is no longer a full-time registered postgraduate student of the University, his/her on-campus accommodation offer will be cancelled or adjusted accordingly. Hall residence will be terminated for residents under such circumstances and will be required to vacate the residence room and complete proper check-out procedures by a specific date.

11. 無論申請人是否接受住宿取錄，若違反校規或宿舍守則，宿舍管理部或舍監將有權按申請人違規的嚴重性考慮撤銷申請人的住宿取錄。

An offer of residence, irrespective of whether it is accepted by an applicant for the residence halls, may be revoked thereafter by either

HMU or the Warden concerned upon an event of default. An event of default occurs when the applicant concerned violates any regulations governing the student residence or hall rules subsequently and, in the view of either HMU or the Warden, the violation in question is serious enough to justify such revocation.

C. 住宿費用 Hall Fees Payment

12. Fees 費用：

| | 金額 (港幣) Amount (HKD) * 單人房間 Single-bed Unit ¹ / 行動不便的研究生房間 Unit for Person with Disability ¹ | | 金額 (港幣) Amount (HKD) * 二人房間 Married Couple Unit ² | |
|---|---|-----------------------------|---|-----------------------------|
| | 新入學宿生 Newly Enrolled Student | 非新入學宿生 Returning Student | 新入學宿生 Newly Enrolled Student | 非新入學宿生 Returning Student |
| 宿費 Hall Fee | \$22,800 | \$45,600 | \$33,000 | \$66,000 |
| 按金 ³ Deposit ³ | \$1,000 | \$1,000 | \$1,000 | \$1,000 |

*不包括電費 Excluding electricity charge

¹ 單人房住宿費為每月港幣\$3800。Hall fee for Single-bed Unit is \$3800 per month.

² 雙人房住宿費為每月港幣\$5500。Hall fee for Married Couple Unit is \$5500 per month.

³ 所有入宿學生均需繳付按金，在扣除任何未償還收費和罰款後，將於宿生完成退宿手續時退還。The deposit will be refunded to the resident after deduction of any amount of outstanding charges, fines and fees upon completion of proper check-out procedures.

13. 所有合資格全日制研究生獲免首學年 6 個月宿費。

All full-time taught postgraduate students are entitled to six months of free accommodation when they first enroll into an eligible programme of study.

| | 金額 (港幣) Amount (HKD) * 單人房間 Single-bed Unit ¹ / 行動不便的研究生房間 Unit for Person with Disability ¹ | 金額 (港幣) Amount (HKD) * 二人房間 Married Couple Unit ² |
|---|---|---|
| 宿費 Hall Fee | \$45,600 | \$66,000 |
| 新入學宿生首學年 6 個月宿 費減免 6 Months Hall Fee Waiver for Newly Enrolled Student | \$22,800 | \$33,000 |
| 應繳宿費 Payable Fee | \$22,800 | \$33,000 |

*不包括電費及按金 Excluding electricity charge and deposit

¹ 單人房住宿費為每月港幣\$3800。Hall fee for Single-bed Unit is \$3800 per month.

² 雙人房住宿費為每月港幣\$5500。Hall fee for Married Couple Unit is \$5500 per month.

14. 獲編配宿位之申請人須於指定期限 (宿舍管理部將個別通知) 內繳交設施按金及第一期住宿費，否則住宿資格會被取消。全年住宿費會分 4 期繳交。住宿費不會按個別宿生的實際使用量按比例收取。住宿費繳費限期和每期所需繳交的費用已詳列於下表。宿生須於指定期限內繳交每期宿費。若宿生無故逾期繳費，大學有權取消其住宿資格，並要求他立即遷出宿舍。

A prospective resident has to settle the deposit and first installment of hall fees before the deadline (as stated by HMU in the notification of selection result), if the payment has not been fully settled within the stipulated period, s/he will be deemed as giving up the accommodation place. The hall offer will be cancelled without prior notification. Fee for the postgraduate student unit is paid in four installments. Resident has to settle each installment of hall fees before the deadline. Otherwise, the resident's hall residence will be terminated. The resident will be required to vacate the residence room and complete proper check-out procedures by a specific date. The payment due date for and fee for each installment is shown below. There is no pro-rata rate.

| | 繳費限期 Payment Deadline [#] | 金額 (港幣) Amount (HKD) ^* 單人房間 Single-bed Unit ¹ / 行動不便的研究生房間 Unit for Person with Disability ¹ | | 金額 (港幣) Amount (HKD) ^* 二人房間 Married Couple Unit ² | |
|-----------------------------------|--|--|--------------------------------|--|--------------------------------|
| | | 新入學宿生 Newly Enrolled Student | 非新入學宿生 Returning Student | 新入學宿生 Newly Enrolled Student | 非新入學宿生 Returning Student |
| 第 1 期 1 st Installment | 15/08/2019 | \$6,700 | \$12,400 | \$9,250 | \$17,500 |
| 第 2 期 2 nd Installment | 15/11/2019 | \$5,700 | \$11,400 | \$8,250 | \$16,500 |
| 第 3 期 3 rd Installment | 15/02/2020 | \$5,700 | \$11,400 | \$8,250 | \$16,500 |
| 第 4 期 4 th Installment | 15/05/2020 | \$5,700 | \$11,400 | \$8,250 | \$16,500 |

[#]繳費限期或宿費分期期數或有變動，確實資料會與申請結果同時個別發送予成功的申請人。Payment details may vary case by case. Payment amount and details will be provided to successful applicants in the notification of selection result.

[^]當中包括港幣\$1,000 可退回設施按金。Including HK\$1,000 of refundable deposit

*不包括電費 Excluding electricity charge

¹ 單人房住宿費為每月港幣\$3800。Hall fee for Single-bed Unit is \$3800 per month.

² 雙人房住宿費為每月港幣\$5500。Hall fee for Married Couple Unit is \$5500 per month.

15. 宿費必須以全費繳付；一經繳交，將不設退款安排。
Hall fees must be paid in full and are non-refundable.
16. 所有入宿學生均需繳付按金，在扣除任何未償還收費和罰款後，將於宿生完成退宿手續時退還。另外，宿生需按用電量按時繳費。Residents are required to pay HK\$1,000 deposit and are also responsible for electricity cost in her/his unit during the residence period. The deposit will be refunded in full, subject to satisfactory return of the unit to the University and payment of all outstanding electricity charges;
17. 宿生需自行清潔洗手間及浴室和令洗手間及浴室保持衛生。倘若洗手間及浴室的保養和衛生情況欠佳，宿舍管理部會安排職員到房間進行清潔工作。所需開支由宿生支付。宿生必需配合。
Residents are responsible for cleaning the toilet and shower stall. When necessary, HMU will arrange staff to enter the room and clean up the toilet and shower stall. Residents shall not obstruct the cleaning staff or HMU staff members in the execution of their duty. Moreover, the cost incurred will be on the residents.
18. 若宿生於住宿期中途完成課程、退學、被校方勒令停學或終止學籍，除非得到宿舍管理部預先批准，否則住宿權利將會自動被取消。所繳費用或餘數將不予發還。
The resident must vacate the accommodation unit upon completion/cessation of study with the University, unless a special prior approved arrangement is made. No hall fee will be refunded;
19. 宿生須在住宿期內保持宿舍單位內部的維修狀態良好（自然損耗及因固有的缺陷所產生的損壞除外）。否則，宿生需負責支付宿舍單位的維修開支。費用會於按金中扣除。
The resident shall keep the accommodation unit in good and tenable repair and condition (fair wear and tear and damage caused by inherent defects excepted). Deposit may be deducted to cover repair and/or damage in the unit.

D. 提交申請及申請人應注意的重要事項 Submission of Application and Important Notes to Applicants

20. 申請期由 2019 年 6 月 3 日至 2019 年 7 月 31 日，額滿即止。申請人必須把已填妥之申請表及有關資料於申請期交回宿舍管理部。
Application for postgraduate accommodation opens from 1 June, 2019 until full capacity is reached. Applicants should apply to the Hall Management Unit (HMU) Office with a completed application form and supporting documents.
21. 住宿期：2019 年 9 月 1 日（最早入宿日期：2019 年 9 月 1 日下午 2:00[§]）至 2020 年 8 月 31 日（最後退宿日期：2020 年 8 月 31 日上午 11:00[¶]）。若基於課程需要，宿生可申請延長住宿期。
Residency period: From 1 September, 2019 (earliest check-in date: 2 p.m., 1 September 2019) to 31 August, 2020 (last check-out date: 11 a.m., 31 August 2020). Residents can apply for an extension of the residency period based on academic need.
[§]宿舍管理部將特別於 2019 年 9 月 1 日下午 2:00 至 6:30 辦公，為研究生宿生辦理入宿手續。The Hall Management Unit will open from 2 to 6:30 p.m. on 1 September 2019 especially for Postgraduate residents' check-in.
[¶]宿舍管理部辦公時間：星期一至五上午 9 時 30 分至下午 1 時及下午 2 時至 6 時 30 分 Hall Management Unit Office Hours: Monday – Friday, 9:30 a.m. – 1 p.m. and 2 – 6:30 p.m.
22. 宿生必需履行宿舍協議書下的住宿安排（包括：住宿期）。
Residents are required to perform the residential arrangement (including the residential period) under the Postgraduate Residence Agreement in accordance with the spirit of the agreement.
23. 宿生於退宿限期前退宿將被視作提前終止住宿。已繳付之宿費將不獲發還。
Residents who check out before the last check-out date will be considered as early termination of their hall residence; paid hall fees will not be refunded.
24. 申請人需在申請期間提交住宿申請。於完成及提交住宿申請前，申請人已閱讀、明白及同意遵守此住宿申請須知、研究生宿舍宿生手冊及宿生守則。
Applicants are required to submit their residence hall application during the application period. By completing and submitting the application form for on-campus accommodation in the residential semester, applicants certified that they have read, understood, and agreed to comply with this Notes to Applicants, Residents' Handbook as well as the Rules and Regulations for Residents.
25. 宿舍管理部將會隨機分配房間予成功的申請者。因此，修業期多於一年的宿生未必每個學年都獲分配之前人住的房間。
Room will be randomly assigned to successful applicants. Therefore, returning residents might not be able to stay in the same room throughout their study with HKSYU.
26. 申請表格可於宿舍管理部網頁（www4.hksyu.edu/hmu/apply/）下載。請把已經填妥的申請表格遞交至 hmu@hksyu.edu。未填妥的申請表格將不獲處理。
Application form is available at the Hall Management Unit's website (www4.hksyu.edu/hmu/apply/). Applicant may submit duly-completed application form and relevant supporting document (if necessary) to hmu@hksyu.edu. Incomplete application form will not be considered.
27. 若宿舍管理部需要申請人呈交證明文件，宿舍管理部將以電郵個別通知。未能按時提交證明文件者將被取消其住宿取錄而不作另行通知。
Applicants who are required to submit documentary proof(s) will be informed individually through email. Failure to submit required

proof before the deadline will result in cancellation of hall offer without prior notification.

28. 若申請人有任何虛報或隱瞞情況，宿舍管理部將保留撤銷申請人當次及日後住宿申請及住宿取錄之權利。
Applicants are reminded that provision of false/ inaccurate information may lead to disqualification and cancellation of the hall applications and associated offers.
 29. 每名研究生只能夠申請一間宿舍單位。在任何情況下，宿生不得售賣、分租、轉租或轉讓宿舍單位予任何其他人等。所有有關售賣、分租、轉租或轉讓宿舍單位的報告將會被調查；一經屬實，涉事學生將被處罰，包括即時沒收宿位、已繳之宿費不獲退還及其他由大學給予的紀律處分。
Each student can apply for one accommodation unit. The unit cannot be traded, sub-let, transferred or assigned to others with or without charges. All reports of such incidents will be investigated and penalties will be levied on the students involved. Penalties include immediate termination of residence, forfeiture of paid hall fees as well as further disciplinary action imposed by the University.
 30. 宿舍房間只供宿生作住宿用途。嚴禁以宿舍作其他用途如儲物或允許他人入住。一經發現，有關宿生之住宿資格將被終止，已繳付之宿費恕不退還。
Accommodation at the Residence Halls is provided to residents for the purpose of personal residence only; use of the residence room for other purposes, such as storage or allowing another person to reside, is strictly prohibited. Residents fail to observe will result in termination of residence, remaining hall fee will not be refunded.
 31. 宿舍管理部、舍監及行政副校長會商討有關任何過往宿生的違規及住宿記錄，並會考慮同學的研究生住宿申請是否維持有效。
Any past residential disciplinary and fulfillment of agreement records will be brought to the attention of HMU, Wardens and the Administrative Vice President for deliberation and consideration on the validity of students' applications for postgraduate residence.
 32. 申請人於提交申請表後，如所填報之個人資料有任何更改，申請人必須儘快以書面通知宿舍管理部。
Please notify HMU of any change in your personal particulars as soon as possible.
 33. 宿舍管理部將個別通知申請結果及有關詳情。
HMU will inform applicants individually about the selection result.
 34. 所有成功的申請人需遵守研究生宿舍宿生手冊內的宿生守則。
All successful applicants are required to abide by the Rules and Regulations for Residents as stipulated in the Residents' Handbook.
 35. 在不作通知的情況下，宿舍管理部、舍監及行政副校長均保留撤銷研究生住宿申請之權利。
HMU, Wardens and the Administrative Vice President have the right to disqualify applications for undergraduate residence without prior notification.
 36. 校方保留編配宿位之最終決定權。如申請人對申請事宜有任何垂詢，歡迎聯絡宿舍管理部。
The University reserves the final right of decision on all matters concerning postgraduate accommodation. Should applicants have any enquiries, please get in touch with HMU.
- E. 收集個人資料 Use of Personal Data**
37. 申請表中所收集的資料只作行政用，包括住宿申請、相關的宿舍活動及宿舍事務。
Personal information collected from applicants will only be used for hall admission exercises, hall activities, hall related matters and kept as resident records for administration purposes.
 38. 宿舍管理部會向舍監組及設施管理處提供所有宿生姓名、聯絡電話、房間號碼和緊急聯絡人（及其聯絡電話）以備不時之需。
In case of necessary, the name, phone number, room number, email address and emergency contact person (and her/his contact) of each resident will be provided to the Warden, Deputy Warden, Hall Tutor and Facility Management Office.
 39. 若本申請須知中、英文兩個版本的内容有任何抵觸或不相符之處，應以中文版本為準。
If there is any inconsistency or ambiguity between the Chinese version and the English version of the content of this notes to applicants, the Chinese version shall prevail.
 40. 如有任何爭議，香港樹仁大學及宿舍管理部對於本申請須知所載的内容有最終解釋權。
The University has the final right of interpretation of the Notes to Applicants.

宿舍管理部 Hall Management Unit

地址：香港北角寶馬山慧翠道 6 號研究院大樓高座 208 室

Address: RHB 208, High Block, Research Complex, 6 Wai Tsui Crescent, Braemar Hill, North Point, Hong Kong

電郵 Email : hmu@hksyu.edu 電話 Tel. : 2804 8562

辦公時間：星期一至五上午 9 時 30 分至下午 1 時及下午 2 時至 6 時 30 分

Office Hours: Monday – Friday, 9:30 a.m. – 1 p.m. and 2 p.m. – 6:30 p.m.



香港樹仁大學 宿舍管理部
Hong Kong Shue Yan University Hall Management Unit

2019/20 年度研究生宿舍申請表
Postgraduate Residence Application Form 2019/20

1.5' x 2'

證件相

Photo

(*可選擇提供 Optional)

住宿期：由 2019 年 9 月 1 日至 2020 年 8 月 31 日
(最早入宿日期為 2019 年 9 月 1 日下午 2:00 及最後退宿日期為 2020 年 8 月 31 日上午 11:00)

Residential Period: From 1 September 2019 to 31 August 2020
(Earliest check-in date: 2 p.m., 1 September 2019 and last check-out date: 11 a.m., 31 August 2020)

個人資料 Personal Particulars:

姓名 Name: (中文 in Chinese) _____ (英文 in English) _____
(請以英文正楷填寫, 先寫姓氏 Please use block letters and write the surname first.)

性別 Gender (請選擇適用者 Please choose): 女 Female 男 Male

學生編號 Student ID No.: _____ (如適用 If applicable) 出生日期 Date of Birth: _____ / _____ / _____
日 DD / 月 MM / 年 YY

婚姻狀況 Marital Status: _____ (可選擇填上 Optional)

房間類別 Room Type (請選擇其中一項 Please choose one only): 單人房間 Single-bed Unit 二人房間 Married Couple Unit
(需提交結婚證書副本 Please provide a copy of marriage certificate)

行動不便的研究生房間 Unit for Person with Disability

全日制課程名稱 Full-time Study Programme: _____

住宅電話 Tel. No.: _____ 手提電話 Mobile No.: _____

電郵地址 Email: (1) _____ (2) _____

住址 Home Address: _____

聲明 Declaration:

- 本人明白及同意接受和履行研究生宿舍申請須知內所列事宜, 包括住宿期。
I acknowledge that I understand the Notes to Applicants - Postgraduate Residence Application, agree and undertake to abide by the content (including the residential period) stated in the document.
- 本人同意接受和履行以下住宿安排:
住宿期 - 由 2019 年 9 月 1 日至 2020 年 8 月 31 日
所需繳交費用 - [單人房間/ 行動不便的研究生房間] 港幣\$22,800 (新入學宿生) / 港幣\$45,600 (非新入學宿生); 或
- [二人房間] 港幣\$33,000 (新入學宿生) / 港幣\$66,000 (非新入學宿生); 及
- [按金] 港幣\$1,000
I acknowledge that I agree and undertake to abide by the following arrangement:
Residential Period - From 1 September 2019 to 31 August 2020
Payable Fees - [Single Bed Unit/ Unit for Person with Disability] HK\$22,800 (Newly Enrolled Student) / HK\$45,600 (Returning Student); or
- [Married Couple Unit] HK\$33,000 (Newly Enrolled Student) / HK\$66,000 (Returning Student); and
- [Deposit] HK\$1,000
- 本人在申請書內所申報之資料均為事實之全部, 本人明白若有任何虛報或隱瞞情況, 宿舍管理部保留撤銷本人住宿資格之權利。
I declare that all personal data and information given in this form are true and correct to the best of my knowledge and understand that any misrepresentation or concealment of information in this form may lead to disqualification.

申請人簽署 Signature of Applicant: _____

日期 Date: _____