

宿舍管理部
宿舍範圍拍攝申請表

申請拍攝須知：

1. 所有申請必須最少於拍攝日期前三個工作天遞交；
2. 所有申請必須附上證明文件，如由授課老師簽發的證明信，否則將不作處理；
3. 申請學生必須有份參與拍攝並留守拍攝場地，直至拍攝完成；
4. 不可於獲批准拍攝之範圍或時限以外進行拍攝；
5. 所有參與人員必須遵守《宿生手冊》內所列的宿生守則，如有違反，舍監組/宿舍管理部/設施管理處有權立即終止拍攝並要求有關人士離開；
6. 申請學生須負上所有參與人員之違規、失竊或損壞之行為責任；
7. 於拍攝期間，如曾移動過任何設施或傢俱，請於拍攝完成後放回原來位置，否則，相關同學往後的拍攝申請將不會獲得批准；
8. 宿舍管理部保留最終之審批權。

申請學生姓名/組織名稱：			
學號：	住宿記錄： <input type="checkbox"/> 從未住宿 <input type="checkbox"/> 曾經住宿 <input type="checkbox"/> 現在住宿，房號：_____		
聯絡電話：	聯絡電郵：		
拍攝申請詳情（最多三項申請，如申請多於三個時段/範圍，請遞交另一申請表）			
1. 拍攝日期：	年 月 日	時間：	拍攝範圍：
2. 拍攝日期：	年 月 日	時間：	拍攝範圍：
3. 拍攝日期：	年 月 日	時間：	拍攝範圍：
	參與人員姓名	學號	參與人員姓名
1		6	
2		7	
3		8	
4		9	
5		10	
拍攝原因			
<input type="checkbox"/> 功課	科目名稱： 授課老師姓名： ¹ 教授/博士/女士/先生（請附上老師之證明信） 拍攝主題： ¹ 請劃去不適用者		
<input type="checkbox"/> 其他原因，	拍攝主題：		
請註明：	詳請 ^{2,3} ： _____ _____ _____		
	² 請附上相關之證明信 ³ 如空位不敷填寫所有資料，可以另頁填寫		

申請人聲明

本人謹代表所有參與人員作出保證，在宿舍範圍內，定必遵守《宿生手冊》內所列的宿生守則，如有任何違規行為，本人及所有參與人員願意承擔一切後果與責任。

申請人簽署：

日期：

宿舍管理部專用

經宿舍管理部考慮後，審批結果如下：

拍攝申請 1	<input type="checkbox"/> 批准 <input type="checkbox"/> 不批准	審批人簽署：
拍攝申請 2	<input type="checkbox"/> 批准 <input type="checkbox"/> 不批准	審批人簽署：
拍攝申請 3	<input type="checkbox"/> 批准 <input type="checkbox"/> 不批准	審批人簽署：

日期：_____ 宿舍管理部蓋章：_____

宿生守則 Rules and Regulations for Residents

<p>詮釋 Interpretation</p>	<ol style="list-style-type: none"> 「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); 「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; 「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; 「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; 「學生證」為多用途智能卡，可用於宿舍大樓的大門、大堂開機、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;
<p>個人行為責任 Responsibility of Personal Behavior</p>	<ol style="list-style-type: none"> 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; 學生宿舍屬大學範圍，宿生須嚴格遵守<u>香港樹仁大學學則及宿生守則</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; 宿舍只供宿生住宿； Accommodation at the Residence Halls is provided to residents for the purpose of personal residence only; 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; 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; 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; 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>身份確認 Identity Verification</p>	<ol style="list-style-type: none"> 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; 住宿申請一經批准，準宿生必須於指定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>受管制物品 Restricted Items</p>	<ol style="list-style-type: none"> 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: <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>	<ol style="list-style-type: none"> 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； 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>賭博 Gambling</p>	<ol style="list-style-type: none"> 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>房間維修/保養 Room Maintenance and Repairs</p>	<ol style="list-style-type: none"> 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>訪客制度 Visitor Policy</p>	<ol style="list-style-type: none"> 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. 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.; 嚴禁訪客在宿舍內留宿； Visitors are not allowed to stay overnight in the Residence Halls; 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; 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);

宿生會面 Visiting Policy for Residents	<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>
非法留宿 Illegal Overnight Stay	<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>
聲浪管制 Noise Control	<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>
轉房安排 Room Change/ Swapping	<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 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, 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>
活動宣傳 Publicity Activities	<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 shall not be 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>
房間佈置 Room Decoration	<p>32. 宿生不得擅自調動房間內或公眾地方之傢俱/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>
財物及學生證 Personal Belongings and Student ID Card	<p>34. 宿生及訪客必須小心保管個人財物。如宿生/訪客於宿舍範圍內有任何財物損失，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>35. 房間鎖匙或書桌鎖匙不得複製、轉讓或借給予任何人；如遺失房間鎖匙或書桌抽屜鎖匙需繳付罰款每條 HK\$120。 Resident shall be responsible for all key(s) assigned for his/her use. The room keys or desk drawer keys are not to be duplicated, loaned or furnished to anyone else. A penalty of HK\$120 will be charged for each lost/damaged key.</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>
使用公共設施守則 Regulations on Use of Communal Amenities and Facilities	<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壁上之封條標籤（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/租之設施有遺失或毀壞（正常損耗除外），須照價賠償。若有賠償項目或退房時房間不整潔，宿舍管理部有權在宿生入宿時繳付的押金中扣減應付金額；餘下金額將在宿生退房時退還； 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； 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； 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（包括煙霧感應器）、緊急照明系統、逃生門/警鐘或滅火筒等設施； Malfunctioning, interfering or misusing the fire sprinkler system (including smoke detectors), 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； 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； 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； 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； 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； 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； 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	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； 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;
電腦網絡用途 Use of Internet	53. 宿生不可使用宿舍所提供之電腦網絡作違法用途； Illegal use of internet is strictly forbidden in the Residence Hall areas;
拍攝及錄影 Photography and Video Recording	54. 洗手間及公共浴室內嚴禁攝影或使用拍攝器材。 Photography and video recording are prohibited in communal toilets and shower rooms. 55. 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； 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;
退學或停學 School Termination or Suspension	56. 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； 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	57. 如有需要，宿舍管理部職員/舍監會預約宿生進行房間檢查，宿生務必合作，並不得以任何形式妨礙舍監或宿舍管理部職員執行職務。 When necessary, the Wardens or HMU staff members will carry out room inspection. The resident(s) will be informed beforehand. Residents shall not obstruct the Wardens or HMU staff members in the execution of their duty; 58. 如遇緊急情況（包括水浸、火警、刑事事件等），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： 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: - 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	59. 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； 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;
解釋宿生手冊及宿生守則 Interpretation of Residents' Handbook and Rules and Regulations for Residents	60. 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； The University has the final right of interpretation of the Residents' Handbook and all rules and regulations for the residents;
修改守則 Revision of Rules and Regulations for Residents	61. 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。 HMU 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.

宿舍管理部
Hall Management Unit