



香港樹仁大學
Hong Kong Shue Yan University

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Applicants for your reference
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2023/24 下學年研究生宿舍申請須知
Notes for Applicants - Postgraduate Residence 2023/24 (Semester 2)

A. 宿舍簡介 Introduction of Postgraduate Residence

1. 研究生宿舍位於宿舍文康大樓 21 及 22 樓(只適用於 2023/24 下學年)。宿舍文康大樓以雙人房設計為主, 雙人房只供宿生住宿。
All postgraduate student units are located on the 21/F and 22/F of the Residential Amenities Complex (only applicable for the year 2023/24 (semester 2)). The majority of the Residential Amenities Complex are En Suite twin rooms; Postgraduate accommodation is provided for the purpose of resident's personal residence only.
2. 宿舍文康大樓(地下一樓)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 washing machines and dryers located at the LG1/F of Residential Amenities Complex are operated by the student ID card. Upon receipt of the student ID cards after completing the programme registration process, residents can add value (pay by Octopus card) to their student ID cards at the Hall Management Unit's (HMU's) Office. Balance in the student ID card will be refunded to the resident upon completion of proper check-out procedures.
3. 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, etc.

B. 住宿資格 Eligibility

4. 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 Degree programmes as well as MPhil and PhD programmes.
5. 研究生宿舍不適用於以下學生 Students in the following categories are not eligible for postgraduate residence:
 - 休學 Suspension of Study
 - 停學 Termination 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
 - 退學 Withdrawal from Study
 - 已畢業 Completion of Study
6. 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.
7. 學生如屬上述任何一界別或非修讀本校全日制課程, 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.
8. 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.
9. 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資格。
An offer of residence eligibility, 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. 住宿期 Residential Period

為配合學生住宿需要、以及讓大學提前計劃暑假期間的房間使用，宿生可根據個人及學習需要選擇六個月或十二個月住宿期。HMU provides two options of residency in either 6-month or a 12-month residential period for postgraduate residents in 2023/24 (Semester 2). Such arrangement offers residents more flexibility to meet their personal and study needs, as well as allows the University to plan the unit allocation for the summer period.

可供選擇之住宿期 Residency Status	六個月住宿期 6-month Residency	十二個月住宿期 12-month Residency
住宿時段 (日/月/年) Residential Periods (DD/MM/YYYY)	04/01/2024 – 30/06/2024	04/01/2024 – 23/12/2024
最早入宿日期 (日/月/年) Earliest Check-in Date (DD/MM/YYYY)	9:00 a.m., 04/01/2024	
最後退宿日期 (日/月/年) Last Check-out Date* (DD/MM/YYYY)	11:00 a.m., 30/06/2024	11:00 a.m., 23/12/2024

學生應在宿期前後自行安排住處，提早入宿或延遲退宿的請求概不受理。

Students should arrange their own accommodation before and after the stipulated residential period. No requests for early check-in or late check-out will be accommodated.

D. 住宿費用 Hall Fees Payment

大學每兩年會為宿費作出檢討，並按檢討結果或作調整。2023/24 (下學年) 需繳交之宿費如下：

The accommodation fee is subject to be reviewed and adjust every two years according to the review report. The hall fees for 2023/24 (Semester 2) are listed below:

房型 Room Type	每月/每日 宿費 (港幣) Monthly/ Daily Hall Fee ³ (HKD)	總宿費 (港幣) Total Hall Fee (HKD) (A)		按金 (港幣) ¹ Deposit (HKD) ¹ (B)	應繳總金額 (港幣) ² Payable Total Amount (HKD) ² (A)+(B)	
		六個月住宿期 6-month Residency	十二個月住宿期 12-month Residency		六個月住宿期 6-month Residency	十二個月 住宿期 12-month Residency
宿舍文康大樓雙人房間 (配備洗手間連浴室,每床位計) En Suite Twin Room, one bed occupancy)	\$2,350/ \$78	\$13,934	\$27,478	\$1000	\$14,934	\$28,478

¹ 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.

² 不包括電費 Excluding electricity charge

³ 不足整月之住宿期的收費以每日計算。The period of residency less than a month will be charged in a daily rate.

10. 宿舍管理部將個別以電郵通知獲編配宿位之申請人。他們須於指定期限內繳交設施按金住宿費，否則住宿資格會被取消。A prospective resident has to settle the deposit and hall fees before the deadline (as stated by HMU in the notification email 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 offers will be canceled without prior notification.
11. 宿生可於 2024 年 6 月繳交第二期宿費時，決定下半年的住宿意向(2024 年 7 月至 12 月)，宿生根據住宿意向及繳交相關費用後，將不能再次更改其住宿期。請注意，未能在指定的截止日期前繳交第二期宿費將被視為放棄宿位。
To allow residents more flexibility and facilitate the University on planning unit allocation for the summer period, residents can opt for the residential period (July to December 2024). Residents are not allowed to change their residency once the hall fees have been settled. Please note that failure to pay the second installment by the specified due date will be considered as an indication that residents have given up the accommodation.
12. 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.

13. 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該期宿費，住宿費不會按個別宿生的實際使用量按比例收取。若宿生無故逾期繳費，大學有權取消其住宿資格及要求立即遷出宿舍。
Residents have 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. There is no pro-rata rate. The payment due date for and fee for each installment is shown below.

繳費限期 及 住宿時段# Payment Deadline and residential period#	第一期 1st Installment 27/12/2023	第二期 2nd Installment 07/06/2024
	2024年1月至6月 From January to June 2024	2024年7月至12月 From July to December 2024
雙人房間 (配備洗手間連浴室,每床位計) En Suite Twin Room, one bed occupancy)	HK\$14,934 ^{^*}	HK\$13,544 ^{^*}

[#]繳費限期或有變動，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 HKD\$1,000 of refundable deposit

*不包括電費 Excluding electricity charge

14. 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.
15. 所有入宿學生均需繳付港幣\$1,000 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後退還。另外，宿生需按用電量按時繳費。
Residents are required to pay HKD\$1,000 deposit and are also responsible for electricity cost in her/his unit during the residential 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.
16. 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.
17. 宿生需自行清潔洗手間及浴室以保持環境衛生。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. 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.

E. 優先住宿及宿位分配準則 Priority housing and allocation principles

19. 由 2023/24 學年起，研究生宿位將按以下準則作為宿位優先考慮及分配基礎：
- 首次申請入住研究院宿舍之研究生；
 - 申請者現有居所至大學之距離。

如申請者於優先入宿之機制下得分相同，則按申請者遞交申請表之日期以先到先得的方式分配。

Starting from 2023/24, the hall places for postgraduate students are allocated according to the following principles as priority housing:

- First-time applicants for the PG hall residence;
- travelling distance between the residence location and the University.

As a remark, students in the same priority category are normally admitted on a first-come, first-served basis according to their

application dates.

F. 提交申請 Submission of Application

20. 申請期由 **2023 年 12 月 8 日至 12 月 18 日為止**。申請人必須在申請期內填妥及順利提交 [網上申請表](#) 以及上載所需文件。逾期者概不受理。
Application for postgraduate accommodation opens from **8 December 2023 to 18 December 2023**. Applicants should submit the form before the deadline with a completed [online application form](#) and supporting documents. Late application will not be accepted.
21. 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](#)。
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 for Applicants, Residents' Handbook as well as the Rules and Regulations for Residents.
22. 宿舍管理部將於 2023 年 12 月下旬個別通知申請結果及有關詳情。本部將會隨機分配房間予成功申請及於限期內成功繳交費用者之申請者。
HMU will inform applicants individually about the selection result in the second half of December 2023. Room will be randomly assigned to successful applicants who have settled the payment before deadline.
23. 若宿舍管理部需要申請人呈交補充資料或證明文件，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 supplementary information or 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.
24. 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.

G. 重要事項 Important Notes for Applicants

25. 每名研究生只可申請一間宿舍單位。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 only. 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.
26. 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. There is no refund of remaining hall fee.
27. 高耗電量/大型電器屬宿舍內受管制物品。宿生如需於房間內使用高耗電量/大型電器 (例如: 雪櫃、抽濕機)，須於五個工作天前預先向宿舍管理部申請及登記。電器需合乎 [香港機電工程署](#) 規格。
Residents who would like to bring high power consumed/large-sized electrical appliances (e.g. refrigerator, dehumidifier) to their rooms must submit application to HMU at least five working days in advance. All electrical appliances used in the halls of residence must comply with the certificates of safety compliance offered by [the Electrical and Mechanical Services Department \(EMSD\)](#).
28. 宿舍管理部、舍監及協理副校長(學生事務)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 Associate Vice President (Student Affairs) for deliberation and consideration on the validity of students' applications for postgraduate residence.
29. 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.
30. 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.

31. 在不作通知的情況下，宿舍管理部、舍監及協理副校長(學生事務)均保留撤銷研究生住宿申請之權利。
HMU, Wardens and the Associate Vice President (Student Affairs) have the right to disqualify applications for postgraduate residence without prior notification.
32. 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.

H. 收集個人資料 Use of Personal Data

33. 申請表中所收集的資料只作行政之用，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.
34. 宿舍管理部會向舍監團隊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 Team and Facility Management Office.
35. 若本申請須知中、英文兩個版本的內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 for Applicants, the Chinese version shall prevail.
36. 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內容有最終解釋權。
The University has the final right of interpretation of the Notes for Applicants.

宿舍管理部 Hall Management Unit

地址：香港北角寶馬山慧翠道 8 號宿舍文康大樓 H301 室

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辦公時間：星期一至五上午 9 時至下午 1 時及下午 2 時至 6 時

Office Hours: Monday – Friday, 9:00 a.m. – 1 p.m. and 2 p.m. – 6:00 p.m.

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