



香港樹仁大學

Hong Kong Shue Yan University

2024 本科生暑期住宿申請須知

Notes to Applicants - Undergraduate Summer Hall Residence 2024

A. 本科生暑期住宿 Undergraduate Summer Hall Residence

暑期住宿旨在為需要於暑假期間因課程要求在港實習之本科生提供住宿，以利其學習及生活之便。

Our goal is to provide cozy learning environment for undergraduate students who go for credit-bearing internship during summer in order to satisfy the graduation requirement.

B. 住宿期 Residential Period

住宿期 (日/月/年) Residential Periods (DD/MM/YYYY) ^[1]		最後退宿日 (日/月/年) Last Check-out Date (DD/MM/YYYY)
暑假時段 Summer Break	20/05/2024 (星期一 Monday) – 31/07/2024 (星期三 Wednesday)	01/08/2024 (Thursday) 12:00nn (星期四) 中午 12 時

所有暑期住宿申請皆需經過宿舍管理部的審核，本部並不保證符合暑期住宿申請資格的申請者皆能成功獲派宿位。如合資格申請者眾多，本部會因應評分機制派發暑假宿位。

All applications must go through the review process by the Hall Management Unit. It is not guaranteed that eligible applicants for summer hall will be successful in their application. The hall places for summer hall students are allocated according to the scoring system.

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.

C. 暑期住宿資格 Eligibility for Summer Hall Residence

1. 申請者必須符合以下所有條件：

Those who comply with all of the below conditions are eligible to apply:

- I. 於 2023-24 學年間就讀本科生一至四年級；及
Current undergraduate students studying in Year 1 to Year 4 ; and
- II. 必需為因課程要求而要於暑期在香港進行實習（例如：帶學分的實習），並能夠出示有關證明。
Applicant who is required to go for credit-bearing internship during summer in order to satisfy the graduation requirement.

2. 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 the Hall Management Unit (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.

D. 評分機制 Scoring System

項目 Items	比重 Weightings
實習機構與大學間之交通時間 及 實習機構與居所間之交通時間 One-way travelling time between placement and HKSYU; One-way travelling time between placement and home	40%
居所的生活條件 Living condition at home	20%
實習期及總實習時數 Internship period and total hours of internship	40%

E. 提交申請 Submission of Application

1. 於遞交住宿申請前，申請人應先閱讀、明白及同意遵守此住宿申請須知、本科生宿生手冊及宿生守則。

Students interested in living in the undergraduate student halls shall read, understand and agree to comply with this Notes to Applicants, Residents' Handbook as well as the Rules and Regulations for Residents before submitting their application.

2. 請填妥並遞交網上申請表格，並按指示上載相關證明 (如: 實習取錄信)。

Please fill in and submit the application with documentary proof(s) (e.g. Letter of Confirmation for the Internship) as instructed in the online application system.

3. 十八歲以下申請人需於遞交住宿申請時上傳家長／監護人同意書為附件。

For applicants aged below 18, a properly signed and completed copy of parent's/ legal guardian's approval has to be submitted along with the online application.

F. 房間類型及住宿費用 Room Types and Hall Fees

1. 本部將開放宿舍文康大樓的廿一及廿二樓雙人房間(配備洗手間連浴室)作為暑期住宿之用予學生申請，宿舍是男女同層。每人每月費用為港幣\$2,350，不足整月之住宿期的收費為每人每日港幣\$78。暑期住宿需要繳交之費用如下：

Only En-Suite twin rooms located in 21/F and 22/F of Residential and Amenities Complex will be assigned for Undergraduate Summer Hall Residence. There is a shared pantry cum meals area on these unisex floors. Monthly rate of HK\$2,350 and/ or daily rate of HK\$78 (residential period less than a month) per person will be charged respectively. The hall fees for the summer break are listed below:

房間類型 Room Type	住宿期 Residential Periods	(a) 住宿期內宿費 Total Hall Fees ¹	(b) 按金 Deposit ²	應繳費用 Total Payable Amount (a) + (b)
雙人房 (配備洗手間連浴室) En-Suite Twin Room	20/05/2024 (星期一 Monday) – 31/07/2024 (星期三 Wednesday)	\$5,636	\$500	\$6,136

註釋 Notes:

1. 不包括啟動冷氣、洗衣及乾衣費用 Excluding air-conditioning and laundry charges

2. 所有人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. 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.

3. 本部將隨機編配申請之房間號碼，並不接受房間調動申請。如有特殊情況，將按個別申請作考慮。

The rooms will be assigned randomly to the successful applicants. No request on room swapping application will be entertained. Special consideration might be given on case-by-case basis.

4. 申請結果將於截止申請後一星期公佈，成功申請者獲取通知後需於一星期內以繳費靈繳費。

The application result will be announced one week after the deadline for application. Successful applicants must pay the hall fee via PPS within one week after receiving the notification by email.

G. 房間及宿舍設施 Rooms and Facilities in Residence Halls

1. 宿舍文康大樓廿一至廿二樓 21/F and 22/F of Residential and Amenities Complex

每個房間均設有睡床（只提供床褥）、書桌、檯燈、椅子、衣櫃、洗手間連浴室、冷氣機及電腦網絡插座。各樓層的共享設備包括雪櫃及微波爐，公共空間亦配備桌椅。供該兩層宿生使用的茶水間設於廿一樓。電費以房間作結算單位，每期電費均需一次過繳付全額；室友之間於住宿期間的電費須自行攤分。

Each room is equipped with loft-bed(s) (only mattress is provided), desk(s), table lamp(s), chair(s), wardrobe(s), toilet, shower stall, air-conditioning and free internet access. Communal facilities including refrigerator, microwave oven, tables and chairs are provided in the common areas. A shared pantry is located on 21/F. The utility of electricity is charged by room and electricity bill has to be paid in full; roommates should apportion the payment solely by themselves.

2. 宿舍文康大樓地庫一樓設有以學生證內增值額啟動的洗衣機及乾衣機。

The student ID card-operated washing machines and dryers have been installed in the LG1 of Residential and Amenities Complex.

3. 宿生可於房間內安裝網路通信電纜以連接網絡。房間內的冷氣、共享的洗衣機及乾衣機均以學生證內的增值額啟動。學生檢查所屬房間、並填寫和遞交租約及住宿登記表後，可於宿舍管理部辦公室為其學生證增值。宿生可於辦理退宿手續時取回學生證內餘額。

Students can connect to the internet in their residence rooms with a LAN cable. Air-conditioners, washing machines and dryers are operated by HKSYU student ID cards. Students can add value to their student ID cards at the HMU Office upon checking their rooms and submitting online Undergraduate Residence Contract and Residence Registration Form. Balance in the student ID card will be refunded to the resident upon completion of proper check-out procedures.

H. 入宿手續 Hall Fees Payment and Check-in Procedures

1. 獲住宿取錄的申請人需於指定期限前繳交宿費；於期限後繳交宿費概不受理。沒有按時繳交宿費之申請人將作自動放棄宿位論，而不作另行通知。香港樹仁大學保留向申請人提出因此所涉及的行政費用。

Prospective residents are required to settle the accommodation fees by the specified deadline. Late payment will not be accepted. An applicant who fails to settle the hall fees within the stipulated period will be deemed as giving up the accommodation place. The University reserves the right to request the applicant concerned to pay for the administration fees incurred.

2. 在確定申請人已繳交宿費後，宿舍管理部會將於住宿期開始前透過學校及學生之常用電郵通知宿生所分配到的宿舍房間號碼、入宿

日期及入宿手續等詳情。

An email listing the allocated residence room number, check-in date, check-in procedures and other details will be sent to every prospective resident through the resident's University email account before the commencement of the residential period after receipt of hall fees payment is confirmed by HMU.

I. 資料驗證 Verification of Information Submitted

1. 所有申請人需呈交相關的實習證明。實習證明的例子如下:

Applicants are requested to submit relevant internship proof. Examples of the documents required are:

- 由實習機構發出之確認電郵 / 信件 Email / Letter of Confirmation issued by the Institution / Company offering internship
- 學系課程內顯示其實習所計的學分之資料 Course curriculum which indicate course credit offered for the internship

2. 若宿舍管理部需要申請人呈交額外證明文件，宿舍管理部將以電郵個別通知。未能按時提交額外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 additional 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.

3. 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.

J. 申請人應注意的重要事項 Important Notes for Applicants

1. 申請人需在申請期間於網上提交住宿申請。於完成及提交網上住宿申請前，申請人已閱讀、明白及同意遵守此住宿申請須知、本科生宿生手冊及宿生守則。

Applicants are required to submit their online residence hall application during the application period. By completing and submitting the online 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.

2. 所有住宿申請均由宿舍管理部及/或舍監以及由協理副校長(學生事務)進行審核。

All applications will be assessed by HMU and/or the Warden and approved by Associate Vice President (Student Affairs).

3. 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.

4. 宿舍房間只供宿生本人作住宿用途。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.

5. 嚴禁售賣及私人轉讓宿位。所有有關售賣及私人轉讓宿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。

Trading or private transfer of hall place is strictly forbidden. All reports of trading or private transfer of hall places 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.

6. 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記錄，並會考慮同學的本科生住宿申請是否維持有效。Any past residential disciplinary 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 undergraduate residence.

7. 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)均保留撤銷本科生住宿申請之權利。

HMU, Wardens and the Associate Vice President (Student Affairs) have the right to disqualify applications for undergraduate residence without prior notification.

8. 所有成功的申請人需遵守本科生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.

K. 收集個人資料 Use of Personal Data

1. 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.

2. 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。

HMU will provide 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 in case of necessary.

L. 聯絡宿舍管理部 Contact Hall Management Unit

位置 Location:	宿舍文康大樓 H301 室 H301, Residential and Amenities Complex	
辦公時間 Office Hours:	星期一至五 Monday to Friday	09:00 - 13:00, 14:00 - 18:00
	星期六、日及公眾假期 Saturday, Sunday, and Public Holiday	休息 Closed
電郵 Email:	hmu@hksyu.edu	
電話 Telephone Number:	+852 2804-8562	