



Hong Kong Shue Yan University

Staff Accommodation Handbook



Version
3

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Introduction

Established since 1971, Hong Kong Shue Yan University (HKSU) as a leading self-financing university in the city, is committed to developing digitally enabled liberal arts education, equipping local and non-local students with global competence, and striving for research excellences with innovative deliverables and social impact.

The University has quarters for staff to apply for on-campus residential accommodation. This Handbook lists out the HKSU staff accommodation policy including application procedures, terms and conditions, house regulations and other essential information. Staff applying/residing in the staff quarters are recommended to read this Handbook carefully in order to have a full understanding of what are the stipulations to observe.

This Handbook should be read in conjunction with the License signed between the University and the License for the use of staff accommodation. The stipulations set out in this handbook are effective from 10 October, 2025 and apply to staff who take up the staff accommodation prior to the effective date. Current licensees who do not meet the eligibility requirements as stipulated in this Handbook will have their licenses reviewed at time of renewal.

If you have questions or need further clarification, please contact the Hall Management Unit at hmu@hksyu.edu.

1. Application Procedures

1.1 Eligibility

- 1.1.1 Applicant must be full time staff who has served for more than one year, except for non-local without a home-base in Hong Kong.
- 1.1.2 Applicant and his/her co-occupants must not have any self-owned property in Hong Kong and entitlements to housing benefits in Hong Kong.
- 1.1.3 Single/married applicant without dependent children/parents is eligible to apply for a studio/one-bedroom flat.
- 1.1.4 Married applicant with dependent children/parents is eligible to apply for a one-bed room/two-bedroom/duplex flat.

1.2 Types and management fees

- 1.2.1 The University has staff quarters for on-campus accommodation. The basic information of the accommodation units is available on the Hall Management Unit website: [Types and management fees](#)

1.3 Provision

- 1.3.1 The provision of university accommodation is not a staff entitlement and will be reviewed when the licensee renews his/her appointment.
- 1.3.2 Each staff can apply only for one unit as per their eligibility.
- 1.3.3 No exceptional provision for the use of staff accommodation will be offered unless a special permission is granted by the Deputy President.

1.4 Application Form

- 1.4.1 Applicant is required to submit a completed Staff Accommodation Application Form online via the link below:

<https://www3.hksyu.edu/eform/view.php?id=2389546>

2. Terms, Conditions and Regulations

2.1 Deposit and payments

- 2.1.1 A one-month deposit is required and shall be calculated according to the applicable management fee. The deposit will be refunded in full, subject to the satisfactory return of the unit to the University.
- 2.1.2 A monthly management fee is to be charged for the use of university accommodation unless a separate prior arrangement has been approved.
- 2.1.3 Residents are required to pay the management fee in advance on or before the first working day of the month.
- 2.1.4 Residents shall authorize the University to deduct the management fee from her/his monthly salary payment.
- 2.1.5 The monthly management fee will be reviewed from time to time and may be adjusted as decided by the University at its sole discretion. The adjusted monthly management fee will be announced in advance.
- 2.1.6 The resident is responsible for all utility costs in her/his unit such as electricity, water and gas.

2.2 Moving in and out

- 2.2.1 When taking over the unit, resident is required to inspect the conditions of existing furniture and household electrical appliances (if any) and inform the Hall Management Unit to arrange the disposal of unwanted items within one week after the commencement of occupancy. After that, the university will not be responsible for the provision, repair, maintenance and disposed of these items.
- 2.2.2 The resident must vacate the assigned unit upon cessation of employment with the University, unless a special prior approval being made. Pro-rata management fees may be deducted from the deposit for covering the final period of the occupancy.
- 2.2.3 The resident shall keep the accommodation unit in good and tenantable repair and condition (fair wear and tear and damage caused by inherent defects excepted). The resident should deliver up vacant possession of the accommodation unit in the same repair and condition on the termination of residency.

- 2.2.4 When the unit is vacated, the resident is required to empty and clean up the unit. Processing fees may be deducted from the deposit to cover additional removal and cleaning costs as well as any outstanding payments.

2.3 Alienation

- 2.3.1 The accommodation unit cannot be sub-let, transferred or assigned to others with or without charges under any circumstances.

2.4 Review, renewal and termination

- 2.4.1 The provision of staff accommodation will be reviewed when the licensee renews his/her appointment.
- 2.4.2 The licensee for the use of staff accommodation is required to provide his/her latest residential information for the review.
- 2.4.3 The license is renewable subject to the review result.
- 2.4.4 Should the license for the use of staff accommodation is to be terminated, the University will give at least one month written notice.
- 2.4.5 During any time of the employment period, the resident is required to notify the University in writing at least one month in advance if they decide to vacate the unit.

2.5 Guest visit

- 2.5.1 The resident is required to inform the Hall Management Unit for approval when there is a visitor staying overnight in the accommodation unit.
- 2.5.2 Each visitor is only allowed to stay no more than one month, unless special permission of the university is obtained.

2.6 Environment and facilities

- 2.6.1 Residents are expected to maintain a clean and hygienic environment.
- 2.6.2 To maintain the tranquil environment of the staff accommodation, residents are expected to minimize any noise that may cause disturbance to others.
- 2.6.3 The university maintains a smoke-free environment. Smoking is prohibited in the staff accommodation.
- 2.6.4 Residents are required to take good care of the public facilities and will be responsible for any loss or damage public facilities caused by them.
- 2.6.5 Residents are not allowed to put personal belongings in the common areas.

- 2.6.6 Hanging or drying clothes, bedding and the like on the balcony railing, windows or alongside the exterior of the building and other common areas is not allowed.
- 2.6.7 Display or erection of radio or television aeries, awning, signs, flower boxes and other objects in any parts of the exterior of the building or common areas is not allowed.

2.7 Refuse Disposal

- 2.7.1 Don't throw and drop rubbish, waste and other articles in the common areas.
- 2.7.2 All domestic refuse should be put in sealed bags and disposed into the designated public bins on each floor.
- 2.7.3 No combustible or flammable materials or oversized items should be dropped into the designated public bins on each floor.
- 2.7.4 Residents cannot dispose of any non-domestic refuse on campus (e.g., washing machine, refrigerator, television, air-conditioning, computer, printer, monitor, etc.). They may contact the Hall Management Unit for information if they need assistance on how to deal with the non-domestic refuse.

2.8 Repair and maintenance

- 2.8.1 The University will only be responsible for the repair and maintenance of the built-in equipment, such as air conditioner, electric stove, electric water heater, range hood, plumbing and drainage facilities in the unit. The resident is responsible for the cost of replacement of parts, equipment or facility if required. Maintenance Request Form (Staff Quarter) online via the link below:
<https://www3.hksyu.edu/eform/view.php?id=1368511>
- 2.8.2 The University will not be responsible for the repair and maintenance of household items purchased by the resident.

2.9 Alterations

- 2.9.1 No alteration inside the unit is allowed.
- 2.9.2 Any drilling, insertion of nails, screws, hooks, brackets or similar addition to the premise will need to be approved by the University beforehand.

2.10 Security and inspection

- 2.10.1 To prevent trespassing and uphold security, visitors, contractors and workers will be checked and registered by the security guards while entering the campus area.

2.10.2 Residents shall help to report to the Hall Management Unit when they spot any suspicious person around the premises.

2.10.3 Vehicles without valid parking permits/registration in advance are not allowed to enter the campus.

2.10.4 The university reserves its right to inspect the accommodation unit by giving two days written notice, as well as to take immediate actions should an emergency arises.

2.11 Fire and Safety

2.11.1 Do not keep or store hazardous, flammable or unlawful goods in the premises.

2.11.2 Do not overload individual socket outlet at any one time.

2.11.3 Passageways, staircases, lift lobbies and the like must not be obstructed.

2.11.4 Residents should not jam open any fire doors or interfere with any fire services equipment and installation or impede their proper functioning.

2.12 Pet

2.12.1 No pets are allowed in staff accommodation.

2.13 Car Parking

2.13.1 Staff can apply for a parking space located in the Shue Yan University Library Complex. The parking fee is \$1000 per month. Staff Parking Application Form online via the link below: <https://www3.hksyu.edu/eform/view.php?id=1371971>

2.13.2 The parking fee will be reviewed from time to time and may be adjusted as decided by the University at its sole discretion. The adjusted parking fee will be announced in advance.

2.13.3 Unauthorized parking is not allowed. Vehicles parked unauthorized may be impounded by the Facilities Management Office. The car owners are required to pay for the associated fee for the release of their vehicles.

2.13.4 Due to limited parking spaces, residents must register with the Facilities Management Office for parking space for visitor. The provision of such parking service is subject to availability. Overnight parking for visitor is not allowed.

3. Other Information

3.1 Hall Management Unit

3.1.1 The Hall Management Unit

Location: RLG403, High Block, Research Complex
Open hours: Monday to Friday: 9:00am -6:00pm
Public and school holidays: closed
Telephone: 2804 8562
Email: hmu@hksyu.edu
Website: <https://www4.hksyu.edu/hmu/>

3.2 Important numbers for emergency

	Contact Number	Service hours
Internal Parties		
Security Control Room	2804 8566	24 Hours

External Parties		
Emergency Services	999	24 Hours
Fire Services Communication Centre for Ambulances Services	2735 3355	24 Hours
North Point Fire Station	2561 5260	24 Hours
North Point Police Station	3661 1608	24 Hours

3.3 Fresh and flushing water

- 3.3.1 If water leakage is found, residents should turn off the main valve and arrange repair immediately.
- 3.3.2 Residents on long vacation are expected to turn off all fresh, flushing valves inside their unit prior to their departure.

3.4 Gas Appliances

- 3.4.1 In case of malfunction of the appliances, residents should contact the gas company immediately for checking and repair.
- 3.4.2 When there is a gas leak, residents should refer to the following advice:
- Stay calm.
 - Don't turn on or off any electrical switches (including mobile phones)
 - Turn off the gas supply if accessible.
 - Open all doors and windows to vent the gas.
 - Alert people in the vicinity.

- Inform the Security Control Room after keeping a safe distance from the area.
- Don't return to the affected area until the handling authority re-opens it.

3.5 Lift entrapment

3.5.1 In case of lift entrapment, resident should refer to the following advice:

- Stay calm.
- Press the alarm button.
- Use the intercom to communicate with the Security Control Room.
- Be patient and wait for help.
- Don't attempt to force open the lift doors or get out through the manhole at the ceiling as this may cause a fatal accident.

3.6 Energy saving

3.6.1 In order to protect the environment, residents are encouraged to use energy saving lamping and electrical appliances.

3.6.2 All unused lightings and electrical appliances should be turned off.

3.7 Recycling Practice

3.7.1 Residents are encouraged to develop a recycling practice and use the available

3.7.1 recycle bins to recycle plastic bottles, aluminum cans and waste papers.