



香港樹仁大學
Hong Kong Shue Yan University

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Applicants for your reference
請自行保留此申請須知

2026/27 學年研究生宿舍申請須知
Notes for Applicants - Postgraduate Residence 2026/27

A. 宿舍簡介 Introduction of Postgraduate Residence

1. 研究生宿舍位於研究院綜合大樓 7 樓，部份位於宿舍文康大樓 21 及 22 樓。宿舍是男女同層，該層設有共用茶水間作為簡易無火煮食及用餐之地方。如果情況許可，宿舍單位將按評分機制、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。由於住宿名額
Postgraduate student units are located on the 7/F of the Research Complex, and some are located on the 21/F and 22/F of the Residential Amenities Complex. There is a shared pantry cum meals area on this unisex floor. Unit allocation is subject to, as far as possible, scoring system, 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。同時，為配合學生所需，宿舍亦備有少量特別單人房、雙人房(只限同一性別之研究生入住或已婚之研究生及其配偶)。此外，本部已預留兩個房間提供予傷健人士的住宿需要。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. A very limited amount of special single rooms, twin-shared rooms (for same gender) / married couple units will be also provided subject to the need of students. In addition, there are two units reserved for person with disability. Each room has a private bathroom.
3. 研究院綜合大樓內(地下大堂)和宿舍文康大樓(地下一樓)均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(研究院綜合大樓 RLG403 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 G/F of Research Complex and 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 (RLG403, Research Complex). Balance in the student ID card will be refunded to the resident upon completion of proper check-out procedures.
4. 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.
5. 想了解更多詳細設備及其他配套設施，請參考[宿生手冊](#)及請[按此](#)瀏覽。
For more details of the hall facilities and services, please refer to the [Residents' Handbook](#) and please visit [HERE](#).

B. 住宿資格 Eligibility

6. 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.
7. 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
8. 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.

9. 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.
10. 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.
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

12. 為配合學生住宿需要，大學已為學生提供宿舍房間，學生可根據個人及學習需要選擇是否需要申請宿舍。由於宿舍可能會有不定期且不同的維護、重整計劃，因此，宿生在住宿期間有機會被安排暫時調遷至其他房間，宿生必須配合大學有關安排。
To meet the accommodation needs of students, the university has provided accommodation for students. Students can choose whether to apply for dormitories based on their personal and study needs.
Since the residential hall may have irregular and different maintenance and renovation plans, hall residents may be temporarily transferred to other rooms during their stay. Residents must cooperate with the relevant arrangements of the University.

住宿時段 (日/月/年) Residential Periods (DD/MM/YYYY)	28/08/2026 – 01/08/2027
最早入宿日期 (日/月/年) Earliest Check-in Date (DD/MM/YYYY)	4:00 p.m., 28/08/2026
最後退宿日期 (日/月/年) Last Check-out Date* (DD/MM/YYYY)	11:00 a.m., 02/08/2027

13. 宿舍住宿期以一個學年計算，由於宿舍位置有限，學生必須**每年重新遞交宿舍申請**，以便本部安排。
The residential period is calculated for one academic year. Due to the limited hall place, **students must submit their residence application every year** so that would be a better arrangement for our Unit.
14. 學生應在宿期前後自行安排住處，如無特殊原因提早向本部申請，所有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. Without special reasons, no requests for early check-in or late check-out will be accommodated.

D. 住宿費用 Hall Fees Payment

大學每年會為宿費作出檢討，並按檢討結果或作調整。2026/27 需繳交之宿費如下：

The accommodation fee is subject to be reviewed and adjusted every year according to the review report. The hall fees for 2026/27 are listed below:

宿舍大樓 Hall of Residence	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)	
			第一期 1st Installment	第二期 2nd Installment		第一期 1st Installment (*繳費限期: 27/07/2026)	第二期 2nd Installment (*繳費限期: 09/02/2027)
研究院 綜合大樓	特別單人房間 Special Single-bed Room	\$3,800 / \$126	\$23,304	\$19,126	\$1,000	\$24,304 [*]	\$19,126 [*]
	單人房間 Single-bed Room	\$4,350 / \$145	\$26,680	\$21,895		\$27,680 [*]	\$21,895 [*]

Research Complex	傷健人士友善房間 ³ Unit for Person with Disability ³	\$4,350 / \$145	\$26,680	\$21,895		\$27,680 ^{^*}	\$21,895 [*]
	已婚雙人房間 ³ Married Couple Unit	\$6,300 / \$210	\$38,640	\$31,710		\$39,640 ^{^*}	\$31,710 [*]
	雙人房間 (每床位計) Twin-shared Room (one bed occupancy)	\$3,150 / \$105	\$19,320	\$15,855		\$20,320 ^{^*}	\$15,855 [*]

宿舍大樓 Hall of Residence	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) Deposit (HKD) ¹ (B)	應繳總金額 (港幣) ² Payable Total Amount (HKD) ² (A)+(B)	
			第一期 1st Installment	第二期 2nd Installment		第一期 1st Installment (*繳費限期: 27/07/2026)	第二期 2nd Installment (*繳費限期: 09/02/2027)
宿舍文康大樓 Residential and Amenities Complex	雙人房間 (配備洗手間連浴室) (每床位計) En Suite Twin Room (one bed occupancy)	\$2,550 / \$85	\$15,640	\$12,835	\$1,000	\$16,640 ^{^*}	\$12,835 [*]

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 申請者選擇此房型及提交表格後，宿舍管理部會按情況或需要邀請申請者進行會面或要求申請者提供補充資料。If deemed necessary, HMU may invite applicant(s) who chose such room type for a meeting or may request her/ him to provide supporting document/additional information.

*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

- 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及住宿費，否則住宿資格會被取消。此外，請注意，未能在指定的截止日期前繳交第二期宿費，亦將被視為放棄宿位。
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.
- 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.
- 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.
- 每期宿費必須以全費繳付；一經繳交，將不設退款安排。
Each hall fee installment must be paid in full and are non-refundable.
- 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.

20. 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.
21. 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.
22. 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. 宿位分配準則 Allocation principles

23. 由 2026/27 學年起，研究生宿位將按以下評分機制作為宿位優先考慮及分配基礎：
Starting from 2026/27, the hall places for postgraduate students are allocated according to the following Scoring System as priority housing:

項目 Items		計分方式 Scoring
首次申請入住研究院宿舍之研究生 Postgraduate students in their first year of study		5
申請者現有居所至大學之距離 Travelling distance between the residence location and the University.	本地 Local	5
	非本地 Non-local	15
入讀科目 Programme	哲學博士課程 PhD Programme	20
	哲學碩士課程 MPhil Programme	15
	碩士課程 Taught Master programmes	5

如申請人數超過可提供的住宿名額，而申請者於入宿之評分機制下得分相同，將抽籤決定優先順序。由於研究生宿舍位置有限，本部將會嚴格按照分配準則派發宿位。因此，部分申請者或會無法編配宿位，敬請留意。非本地申請者建議可提前了解在香港的其他住宿選擇（校外住宿資訊站，請[按此](#)瀏覽有關資訊）。

If the number of applications is more than the number of vacancies, students in the same marks lots will be drawn in order to decide the priority of residency. Applicants should be noted that due to limited space in graduate hall places, HMU will allocate hall places strictly according to the Allocation principles. Therefore, some applicants may not be allocated hall places. Non-local applicants are highly encouraged to explore alternative accommodation options in Hong Kong in advance (Off-campus Accommodation Advising (Please press [HERE](#) to visit more details. (Chinese Version Only)

F. 提交申請 Submission of Application

24. 申請期由 2026 年 6 月 15 日至 7 月 13 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 15 June to 13 July 2026. Applicants should submit the form before the deadline with a completed [online application form](#) and supporting documents. Late application will not be accepted.
25. 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](#).
26. 宿舍管理部將於 2026 年 7 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 July 2026. Room will be randomly assigned to successful applicants who have settled the payment before deadline.

27. 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.
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.

G. 重要事項 Important Notes for Applicants

29. 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.
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. There is no refund of remaining hall fee.
31. 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繳交費用。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 \(EMSD\)](#).
32. 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 Vice President (University Administration) for deliberation and consideration on the validity of students' applications for postgraduate residence.
33. 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.
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 Vice President (University Administration) have the right to disqualify applications for postgraduate 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.

H. 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.
38. 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.

39. 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.
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內容有最終解釋權。
The University has the final right of interpretation of the Notes for Applicants.

Hall Management Unit

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香港樹仁大學

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