

Lee Woo Sing College, The Chinese University of Hong Kong Hostel Application (Term Residency, 2020/21)

Note to Applicants (Current NON-LOCAL Students – All Cohorts)

Please check if you are eligible to apply in this batch of application:

- You are a non-local student (either admitted via mainland Chinese students admission (The National College Entrance Examination) or international students admission channel) studying in Lee Woo Sing College and not going to graduate in 2019/20 as per record of University's Registry;
- You are not banned from hostel residency in 2020/21;
- You have not applied/ are not going to apply for suspension of study (including voluntary suspension of study, work-study programme, overseas exchange programme; in which residency in University is not allowed during period of suspension of study) for the applied period of residency in 2020/21;
- You have no outstanding College fees (including but not limited to hostel fees, penalties, meal fees) or College Service Hours at the time of application submission.

Applicants should read the following note carefully before submitting their hostel applications.

General information

1. A total of 640 hostel places (double, triple and quadruple rooms are available) in the College campus will be offered to students of Lee Woo Sing College in 2020/21 residential year. Please refer to Appendix 1 for details. Approximately 25% of the available hostel places will be offered for non-local students.
2. All Lee Woo Sing College students are eligible to apply for hostel accommodation, except the following students:
 - I. Students going to graduate in 2019/20 as per record of University's Registry;
 - II. Students being banned from hostel residency in 2020/21 residential year;
 - III. Students applied/ going to apply for suspension of study (including voluntary suspension of study, work-study programme, overseas exchange programme; in which residency in University is not allowed during period of suspension of study) for the applied period of residency in 2020/21;
 - IV. Students not yet settled their outstanding College fees (including but not limited to hostel fees, penalties, meal fees) or College Service Hours at the time of application submission.
3. The College offers full residence for non-local students admitted in 2012/13 until 2015/16 for the period identical to the study period declared at the time the students admitted to the College, e.g., 8 terms of full residence (except summer residence) are to be offered for students studying 4-year programmes (8 normal terms, excluding summer terms). There is no guaranteed full residence for any terms beyond the said period (e.g., no full residence for the 9th, 10th... terms in case the students extend their study). Those students may apply for hostel residency according to hostel selection criteria (please refer to appendix 2-4 for details).

4. The College offers partial residence for non-local students admitted in and after 2016/17 for the period identical to the study period declared at the time the students admitted to the College minus two terms, e.g., 6 terms of full residence (except summer residence) are to be offered for students studying 4-year programmes (8 normal terms, excluding summer terms). Students may choose which terms/ years they would like to execute their guaranteed residence quotas for residency on campus. Students may apply for hostel residency according to hostel selection criteria for the non-guaranteed periods (please refer to appendix 2-4 for details). A minimum of 50% of the application population (non-local students applying for residency during their non-guaranteed periods) will be given a hostel place in 2020/21 year.
5. The term residence starts from 7 September 2020 and ends on 15 May 2020 (end date of Term 2, 2020/21 as stated in the provisional University almanac, subject to change by the University) for all students.
6. Allocation scheme and special quotas are the main selection criteria for hostel allocation (for non-guaranteed periods). Please refer to Appendix 2 for details.
7. All applicants applying for hostel residency shall agree to be abided by the Student Hostel Regulations upon their submission of application.

Fees

8. The hostel fees of Term Residence 2020/21 are to be confirmed by the College Assembly of Fellows and expected to be announced in April/May 2020. A separate announcement of hostel fees will be issued in due course. Those fees are to be paid in two installments which will due by the end of September 2020 and the end of January 2021. Failure to pay the required fees will lead to disqualification of hostel residency. Each successful applicant is required to pay HKD1,000 as hostel deposit.

Application procedures

9. Only online application is accepted. The application period is from 27 March 2020 (2:00pm) to 6 April 2020 (11:59pm). Please complete the application form here: (<https://cloud.itsc.cuhk.edu.hk/webform/view.php?id=9245290>). Late or incomplete application will not be handled.
10. Applicants will receive automatic confirmation email with completed forms in PDF after submission of forms. Applicants should keep the email until announcement of application results. In case applicants do not receive the confirmation email within 2 hours, they may submit it again or contact College Office for assistance (before the application deadline).
11. Applications will be processed once lodged on the system (at the time applicants receive the confirmation email). Alternation of information or re-submission of proof cannot be done via the same online form. Applicants must submit correction of information via email (before the application deadline) rather. Submission of duplicated application is not allowed.
12. Students planning to apply for half-year residency (of either term) due to partial suspension of study or early graduation should submit their application during the above mentioned application period no matter which term of residency they are applying for.

13. Applicants applying for hostel residency for their non-guaranteed periods are required to scan and upload clear copies of the following documents (in JPEG format, not larger than 2Mb) when lodging their applications:

- I. Proof of participation in student activities at the College/University with full name of student activity and position printed on it, and with chops and signature of person in charge of relevant registered organizations. Please refer to Appendix 3 & 4 for details.

Scores will not be counted if applicants fail to upload the required proofs.

Application results, zone/ roommate preference and appeal

14. Final application results will be announced on the College website in August 2020. Successful applicants have to submit an online "Zone/ Roommate Preference Form" (available in late August 2020) if they wish to indicate their living zone and roommate preference. Students shall only submit the Form indicating their roommate preference with students of the same room type or scheme, i.e., students allocated with a double room cannot indicate their roommate preference with students allocated with a triple/ quadruple room.
15. Random room allocation (with no regard to applicants' hostel scores) to different living zones (8 zones divided by upper/ lower floors, North/South-side-facing (Dorothy and Ti-Hua KOO Building), East/ West-side-facing (North Block)) will be implemented. Final year students and students indicated their preference to live with non-local/ incoming exchange students will be given priority in living zones assignments.
16. Unsuccessful applicants (who are indicated on the preliminary list of waiting list) may lodge appeals in writing signed letter to the Hostel and College Facilities Management Committee with supporting documents which to be submitted as attachment via email. Application period for appeal is from the date of result release until 29 May 2020. Results of appeals will be announced in late June 2020.

Move-in dates

17. Successful applicants must complete a check-in form and move-in the hostel at the time specified (scheduled on 5 or 6 September 2020) on the confirmation email to be sent to them upon release of application results.

Withdrawal

18. Successful applicants who would like to withdraw from hostel residency before move-in shall write to the College Office before 1 August 2020; Students who would like to withdraw from hostel residence after 1 August 2020 and during term time are required to submit their applications to the Wardens in written form one month in advance of the planned last date of stay. Please refer to the "Notice of Hostel Application and Withdrawal" for details. Penalties apply for cases of short notice.
19. The hostel places vacated by students who withdrew from their hostel places will be assigned by the Hostel and College Facilities Management Committee to other applicants on the waiting list during term time.

Swapping of rooms

20. Allocated hostel places are not transferable and not exchangeable. Students applying for swapping of room will be only considered if valid reasons are provided, and if all the members involved in the rooms agree and sign on the form "Application for Swapping of Room". Students should submit the form to Wardens' Office after term commencement. They could only swap their rooms after receiving the written confirmation from the Office.
21. Lee Woo Sing College Hostel and College Facilities Management Committee reserves the final right of allotting the hostel places.

Secretary, Hostel and College Facilities Management Committee
25 March 2020

Appendix 1

Room types and three-persons-two-beds scheme

Room types-

- Double (two persons in one room) – two single beds, two desks, two wardrobes, and shared facilities (such as ceiling fan, mini-fridge, air conditioning and two LAN data ports) in a 15m² bedroom.
- Triple (three persons in one room) – one bunk bed (two bed places), two desks, two wardrobes, one composite bed (one bed place with desk and drawers below), and shared facilities in a 15m² bedroom. Triple rooms are located on G/F and 7/F, WS2 (male) and 8-11/F, WS1 (female).
- Quadruple (four persons in one room) – two bunk beds (four bed places), four desks, four small wardrobes, and shared facilities in a 15m² bedroom. Quadruple rooms are located on 3/F & 5/F, WS1 and 5/F & 7/F, WS2 (male) and 6/F & 7/F, WS1 and 2/F & 4/F, WS2 (female).

For interior 360° image of each type of bedroom, please visit

<http://www.ws.cuhk.edu.hk/campus/campus-virtual-tour>

Three-persons-two-beds-scheme-

- Three students living in a *double room setting* without extra furniture. Students have to arrange by themselves for using furniture and equipment. If students failed to obtain a place and two students of same gender who have been allocated with a place may indicate their preference of grouping themselves into a group under the scheme. The scheme will be opened for application from 20 April till 15 May 2020 (first round; another round will be accepted in late August together with freshmen).

Hostel Selection Criteria 2020/21 (for non-guaranteed periods – non-local students)

I. Special Quotas

The College has reserved 30 quotas for students who have medical problems, family problems or other reasons deemed valid by the Committee. Students shall lodge their online application (choosing special schemes), state their reasons and upload the document proof by the application deadline.

II. Special Residence for Selected CUSU/ WSSU Officers

Selected officers of CUSU/WSSU student bodies are given a special residence in 2020/21 year, with quota stated below. They will be offered hostel places if they submit an application (except for those being banned from hostel residency in 2020/21 residential year).

Position	Quota
Presidents of CUSU Executive Committee/ CUSU Representative Council	1 @
Chief Editor of CUSU Student Press/ Manager of CUSU Campus Radio	1 @
Chairperson of WSSU Council	1
Chairpersons of WSSU Executive Committee/ RSA/ NRSA	1 @
Committee Members of WSSU Executive Committee/ RSA/ NRSA	23-31
<i>Total:</i>	31 maximum

III. Hostel Scoring Scheme

- d. **Participation in student societies, teams at the College/University (55 scores)**

**No ceiling for no. of activities to be counted, but capped at 55 scores*

**Activities must be of different categories except for sports teams (for sports teams, participation in sports teams with different type of sports count for separate scores; students participating in both CUHK/ LWS sports teams with the same type of sports will be counted for either score for CUHK/ LWS team only.)*

- e. **Official College activities participation (30 scores)**
- f. **Special Contribution to College (5 scores)**
- g. **Awards granted by College/ University (10 scores)**

Total Score: 100

d. Participation in student activities at the College/University (55 scores)

* No ceiling for no. of activities to be counted, but capped at 55 scores;

** Activities must be of different categories except for sports teams (for sports teams, participation in sports teams with different type of sports count for separate scores; students participating in both CUHK/ LWS sports teams with the same type of sports will be counted for either score for CUHK/ LWS team only.

#The scores obtained from any year of study (of the same year) may count; Students have to specify which year of scores they would like to be included for counting towards part (d).

*Team Member must have contributions to the association/club/society and recognized by the committee members of the association/club/society.

*Must provide proof of engagements (stamp on standard form) for student associations/clubs/societies. (See Appendix 3)

Student Activity	Position	Code	Scores
CUSU Executive Committee/ Student Press/ Campus Radio	Committee Member	N1A	29
CUSU Representative Council	College Representative	N1B	25
WSSU Council	Committee Member	N2A	25
WSSU Executive Committee	Committee Member	N2B	33
WSSU Non-residential Students' Association	Committee Member	N2C	33
Faculty/Department Associations and Affiliated Societies Registered under CUSU	Chairman	N4A	18
	Committee Member	N4B	14
Faculty/Department Associations and Affiliated Associations Registered under WSSU	Chairman	N4C	21
	Committee Member	N4D	18
CUHK/ LWS Sports Team (**)	Captain	N5A	18
	Member	N5B	14

Student Activity	Position	Code	Scores
CUHK Debate Team	Chairman	N5C	18
	Member	N5D	14
LWS Choir (except 2020/21)/ CUHK Choir (CU Chorus)	Leading Officers	N5E	18
	Members	N5F	14
LWS Student Mentor of Onboarding Programme for Year One Students	Student Mentor	N5G	18
LWS Green Ambassadors	Leading Officer	N5H	18
	Ambassador	N5J	14
LWS Sports Association	Chairman	N5K	18
	Committee Member	N5L	14
WS TV Team	Leader cum Producer	N5M	18
	Team Member	N5N	14
CUHK University Policy Committee	Committee Member	N6A	14
CUHK Senate	Elected Student Representative	N6B	18
Committees under LWS Assembly of Fellows	Student Representative	N6C	14
Organizing Committee of LWS Orientation Camp	Chairperson	N7A	21
	Vice-chairperson/ Team Leader	N7B	18
	Organizing Committee Member	N7C	14
	Core Team Member	N7D	10
	Team Member	N7E	7
Organizing Committee of LWS Anniversary Events (except 12 th Anniversary Team (2020))	Chairman	N8A	21
	Vice-chairperson/ Division Leader/ Organizing Committee Member	N8B	18
	Division Member (including Core Division Member)	N8C (core) / N8D (ordin- ary)	10 (core)/ 5 (ordinary)

Student Activity	Position	Code	Scores
Organizing Committee of LWS Anniversary Events (12 th Anniversary Team (2020))#	Chairperson	N8AS	7
	Vice-chairperson/ Division Leader	N8BS	7
	Division Sub-leader/ Organizing Committee Member	N8CS	3
Organizing Committee of LWS Singing Competition (except 2019)	Chairman	N9A	18
	Vice-chairman/ Committee Member/ Division Deputy Head	N9B	14
	Division Member	N9C	5
Organizing Committee of LWS Singing Competition (2019)#	Chairman	N9AS	9
	Vice-chairman/ Committee Member/ Division Deputy Head	N9BS	7
	Division Member	N9CS	3
CUHK non-local students' associations (including ISA, TSA, MUA, KSA, etc.)	Chairman/Vice Chairman	N10A	30
	Committee Member	N10B	24
	Team Member	N10C	16
Organizing Committee of ISA, TSA, MUA, KSA Orientation Camp	Chairman/Vice Chairman	N11A	26
	Committee Member	N11B	20
	Team Member	N11C	12
LWS Non-local Committee	Chairman	N12A	42
	Vice-chairman	N12B	36
	Committee Member	N12C	34
Organizing Committee of LWS International Cultural Programmes	Committee Member	N13A	24
	Team Member	N13B	10
CUHK I-Ambassador Programme/ LWS Non-local Student Ambassador or i-Buddy Programmes	Ambassador/ Leader	N14A	26

The scores of OCs of Anniversary (2020) and Singing Contest (2019) are counted in pro-rata for their effort in planning and preparation though the activities were partially carried out.

Bonus scheme (Groups with outstanding performance in 2019/20)

Bonus scores (maximum 11 scores) are to be given to the listed eligible officers/ members of a specific group/ associations with outstanding performance in previous year (2019/20). The following groups/ associations are eligible for the bonus scores:

Student Activity	Applicable Period	Code	Scores
LWS Volleyball Team Members (Men's team)	2019/20	NB1	11
LWS Volleyball Team Members (Women's team)	2019/20	NB2	11

e. Official College Activities Participation (30 scores)

Students will obtain 6 scores per regular academic workshop/ activity organized by the College (non-entertainment/leisure-only ones with duration of 2 hours or above); 4 scores per recognized activity organized by the College (with duration of 2 hours or above). Those activities shall not be overlapped with other applicable rewards, such as GE scores, PE scores, prizes involved. Otherwise, those activities are not to be counted.

A maximum of 30 scores will be counted per year. *The scores obtained from any year of study (of the same year) may count; Students have to specify which year of scores they would like to be included for counting towards part (e).

f. Special contributions to the College/ University (5 scores)

Students who have significant contributions to the College/ University may apply for this category. Contributions include representing the College/ University in important meetings, help promote College/ University in various recognized events, help promote green lifestyle and help promote mental health in College/ University...etc.

Each contribution is counted as 5 scores. Maximum of 1 contribution will be counted for the year.

g. Awards granted by College/ University (10 scores)

Each recognized award received throughout their studies will be counted towards 5 scores.

Recognized awards included LWS Outstanding Student Award, Faculty academic awards (except Dean's List recipients), CUHK prizes and awards for outstanding performance and services. A maximum of 2 awards/ prizes will be counted throughout their studies in the University.

Additional Information for proof of participation in student activities at the College/University

Applicants who wish to declare their scores for participation in student activities at the College/ University must provide proof of participation accompanied with full name of student activity, position, chops and signature of person in charge of relevant registered organizations. Applicants should obtain a proof from each of the organizations declared.

Proof Issued by Official Authorities

1. Official letters or service certificates issued by the University, CUHK faculties and departments, CUSU and WSSU proving the applicant serviced the organization or engaged in student activity for more than 6 months with an official post will be accepted. Full name of the student, name of student activity, position, official chops and signature of person in charge of relevant registered organizations are required to be presented on the proof.

Alternative Proof

2. In case applicants could not obtain an official proof, he/she may fill in the declaration form in appendix 4 and get it chopped and signed by the person in charge of relevant registered organizations. The applicants shall sign on the form to declare the information written on the form is correct. Otherwise, the scores for that particular activity will not be counted.

Exemption of Proof

Students participated in the following student activities are not required to upload their declaration form or proof:

LWS College-led Activities

WS Sports Association	Green Life Ambassadors	College TV Team	College Sport Teams (for CUHK Sports Teams, students shall obtain the proof from their captains or PE Unit)
Student Mentor of Onboarding Programme for Year One Students			

WSSU Officials

Council	Executive Committee	Residential Students' Association	Non-residential Students' Association
Organizing Committee of LWS Singing Competition (2019)	Organizing Committee of LWS Anniversary Events (2020)	Organizing Committee of LWS Orientation Camp (2020)	

WSSU Associations, CUSU Officials, Associations Registered under CUSU, Any Other Categories

No information is received by the College at the date of issuance of this Note. Students should approach relevant parties for inquiry or submit their own declaration form or proof. In case applicants would like to inquire the process or appropriateness to submit their own declaration form or proof, please contact the relevant bodies or associations directly.

Appendix 4

Declaration Form for Participation in Student Activities

Part I – to be filled by the person in charge of relevant registered organization

Name of applicant: _____

CUHK Student ID: _____

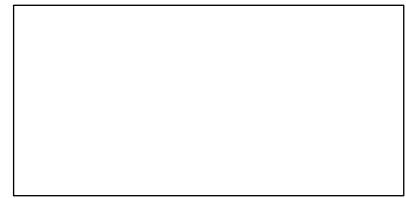
Position held: _____ Period: _____ to _____

Name of organization: _____

I hereby certify that the above mentioned student held the above mentioned position in our organization for the above mentioned period. The information is correct as of the time I signed this form.

Signature: _____

Official chop:



Name of signee: _____

Position held: _____

Contact phone number: _____

Date: _____

Part II – to be filled by applicant

I hereby declare that I hold the position in the organization mentioned in Part I for the period mentioned above and tenure covers September, 2020. The information is true and correct as of the time I signed this form. I understand I shall inform College Office if there are any changes in the status of my participation in the organization. I also understand my eligibility of residence may be reviewed accordingly.

Signature of applicant: _____

Contact phone number: _____

Date: _____