

Lee Woo Sing College, The Chinese University of Hong Kong Hostel Application (Term Residency, 2021/22)

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 2020/21 as per record of University's Registry;
- You are not banned from hostel residency in 2021/22;
- 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 2021/22;
- 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 600 hostel places (double-occupancy rooms are available) in the College campus will be offered to students of Lee Woo Sing College in 2021/22 residential year. 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 2020/21 as per record of University's Registry at the time of application;
 - II. Students being banned from hostel residency in 2021/22 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 2021/22;
 - 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 1-3 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 1-3 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 2021/22 year.
5. The term residence starts from 6th September 2021 and ends on 14th May 2022 (end date of Term 2, 2021/22 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 1 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 & subsidy scheme

8. The hostel fees of Term Residence 2021/22 are HKD14,394 to be paid in two installments which will be due by the end of September 2021 and the end of January 2022. 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. A special rebate of \$200 meal coupon (\$10 x 20pcs) to be spent in College canteen in 2021/22 residential year will be given to residential students upon move-in. The amount of rebate will be deducted in pro-rata basis from hostel deposit in case students withdraw early.
9. Two subsidy schemes (one for all residential students, another for residential recipients of COVID-19 bursary fund) are to be offered in 2021/22. Application details will be announced in separate email.

Application procedures

10. Only online application is accepted. The application period is from 21st June 2021 (9:00am) to 3rd July 2021 (11:59pm). Please complete the application form here: (<https://cloud.itsc.cuhk.edu.hk/webform/view.php?id=13308284>). Late or incomplete application will not be handled.
11. 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).
12. 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.

13. 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.
14. 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 2 & 3 for details.

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

Application results, roommate preference and appeal

15. Interim application results will be announced on the College website on 8th July 2021. Successful applicants must confirm their acceptance of conditions of residence offer on or before 16th July 2021. They may submit an online Roommate Preference Form (available from 6th August 2021) if they wish to indicate their roommate preference. Random room allocation will be arranged.
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 1st August 2021. Results of appeals will be announced in due course.

COVID-19 infection control measures - arrangements of biweekly rapid antigen test/ exemption for inoculated students

17. It is the University's requirements for residents who have not been fully vaccinated to undergo an entry PCR test (at Community Testing Centres or approved laboratories) before admission to hostel and biweekly rapid antigen test at their own cost; Residents fully inoculated with COVID-19 vaccines (with 14-days post-inoculation period) are exempted from the above tests. For details, please visit <https://www.ws.cuhk.edu.hk/staysafe>.

Move-in dates

18. Successful applicants must complete a check-in form and move-in the hostel at the time specified (scheduled on 3rd or 4th September 2021) on the confirmation email to be sent to them upon release of application results. Please bring all the required documents during move-in for on-site verification purpose.

Withdrawal

19. Successful applicants who would like to withdraw from hostel residency before move-in shall write to the College Office before 1st August 2021; Students who would like to withdraw from hostel residence after 1st August 2021 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.
20. 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

21. 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.
22. 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
5th March 2021 (Updated on 14th June 2021)

Hostel Selection Criteria 2021/22 (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 2021/22 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 2021/22 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 | 31 maximum |
| <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 2)

| 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/ Temp. Adm. Comm. of Executive Committee | Committee Member | N2B | 33/ 28 |
| Temp. Adm. Comm. of Residential Students' Association | Committee Member | N2C | 40 |
| WSSU Non-residential Students' Association/ Temp. Adm. Comm. of Non-residential Students' Association | Committee Member | N2D | 33/ 28 |
| 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/ LWS Debate Team | Chairman | N5C | 18 |
| | Member | N5D | 14 |
| CUHK/ LWS Choir | 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 of Organizing Committee | N7A | 21 |
| | Vice-chairperson of Organizing Committee / Head of Teams | N7B | 18 |
| | Member of Organizing Committee | N7C | 14 |
| | Core Member of Team (Maximum 28 persons in total) | N7D | 10 |
| | Member of Team | N7E | 6 |

| Student Activity | Position | Code | Scores |
|---|---|------|------------------------------|
| Organizing Committee of LWS Anniversary Events | Chairperson of Organizing Committee | N7A | 21 (7 for 2020; 6 for 2021) |
| | Vice-chairperson of Organizing Committee / Head of Division | N7B | 18 (7 for 2020; 4 for 2021) |
| | Member of Organizing Committee | N7C | 14 (3 for 2020; 4 for 2021) |
| | Core Member of Division (Maximum 28 persons in total) | N7D | 10 (0 for 2020; 2 for 2021) |
| | Member of Division | N7E | 6 (0 for 2020 & 2021) |
| Organizing Committee of LWS Singing Competition | Chairperson of Organizing Committee | N9A | 18 (9 for 2019; 16 for 2020) |
| | Vice-chairperson of Organizing Committee / Head of Division | N9B | 15 (7 for 2019; 13 for 2020) |
| | Member of Organizing Committee | N9C | 15 (3 for 2019; 9 for 2020) |
| | Member of Division | | 6 (0 for 2019 & 2020) |

| | | | |
|---|------------------------|------|----|
| 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 |

Bonus scheme (Groups with outstanding performance in 2020/21)

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 (2020/21). The following groups/ associations are eligible for the bonus scores:

| Student Activity | Applicable Period | Code | Scores |
|---|-------------------|------|--------|
| LWS Badminton Team Members (Women's team) | 2020/21 | NB1 | 7 |

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.

Appendix 2

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 | Student Mentor of Onboarding Programme for Year One Students | College Sport Teams (for CUHK Sports Teams, students shall obtain the proof from their captains or PE Unit) |
|-----------------------|------------------------|--|---|

WSSU Officials

| | | | |
|---|--|--|---------------------------------------|
| Council | Executive Committee | Residential Students' Association | Non-residential Students' Association |
| Organizing Committee of LWS Singing Competition | Organizing Committee of LWS Anniversary Events | Organizing Committee of LWS Orientation Camp | |

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 3

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, 2021. 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: _____