

## Lee Woo Sing College, The Chinese University of Hong Kong Hostel Application (Term Residency, 2023/24)

### 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 2022/23 as per record of University's Registry;
- You are not banned from hostel residency in 2023/24;
- 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 2023/24;
- 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 in the College campus will be offered to students of Lee Woo Sing College in 2023/24 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 2022/23 as per record of University's Registry at the time of application;
  - II. Students being banned from hostel residency in 2023/24 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 2023/24;
  - 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 9<sup>th</sup>, 10<sup>th</sup> ... 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 2023/24year.
5. The term residence starts from 4<sup>th</sup> September 2023 and ends on 11<sup>th</sup> May 2024 (end date of Term 2, 2023/24 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**

The hostel fees of Term Residence 2023/24 are to be announced. The fees are inclusive of in-room broadband equipment fee and to be paid in two installments which will be due by the end of September 2023 and the end of January 2024. 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**

8. Only online application is accepted. The application period is from 6<sup>th</sup> April 2023 (9:00am) to 20<sup>th</sup> April 2023(11:59pm). Please complete the application form here: (<https://cloud.itsc.cuhk.edu.hk/webform/view.php?id=13664682>). Late or incomplete application will not be handled.
9. 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).
10. 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 in person at College Office (before the application deadline) rather. Submission of duplicated application is not allowed and will affect your application process.
11. 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.

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

- I. (For their non-guaranteed periods) **Proof of participation in student active ities** 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.

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

### **Application results, roommate preference and appeal**

14. Interim application results will be announced on the College website on 26<sup>th</sup> April 2023. They may submit an online Roommate Preference Form (available from 29<sup>th</sup> August 2023) if they wish to indicate their roommate preference. Random room allocation will be arranged.

15. Unsuccessful applicants (who are indicated on the preliminary list of waiting list) may lodge appeals or requests for special consideration 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 8<sup>th</sup> May 2023. Results of appeals will be announced in due course.

### **Move-in dates**

16. Successful applicants must complete a check-in form and move-in the hostel at the time specified on the confirmation email (2<sup>nd</sup> or 3<sup>rd</sup> September 2023) to be sent to them upon release of application results.

### **Withdrawal**

17. Successful applicants who would like to withdraw from hostel residency before move-in shall write to the College Office before 1<sup>st</sup> August 2023; Students who would like to withdraw from hostel residence after 1<sup>st</sup> August 2023 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.

18. 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**

19. 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.
20. 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*  
*27<sup>th</sup> March 2023*

**Hostel Selection Criteria 2023/24 (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.

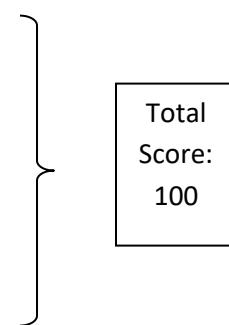
**II. Special Residence for Selected CUSU/ WSSU Officers**

Selected officers of CUSU/WSSU student bodies are given a special residence in 2023/24 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 2023/24 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)



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	N1C	25
WSSU Executive Committee	Committee Member	N1D	33
WSSU Residential Students' Association	Committee Member	N1E	40
WSSU Non-residential Students' Association	Committee Member	N1F	33
Faculty/Department Associations and Affiliated Societies registered under CUSU / endorsed by Office of Student Affairs (OSA)	Chairperson	N2A	18
	Committee Member	N2B	14
Faculty/Department Associations and Affiliated Associations registered under WSSU	Chairperson	N2C	22
	Committee Member	N2D	18
LWS Green Ambassadors	Leading Officer	N3A	18
	Ambassador	N3B	14
LWS Sports Association	Chairperson	N3C	18
	Committee Member	N3D	14
LWS TV Team	Leader cum Producer	N3E	18
	Team Member	N3F	14

Student Activity	Position	Code	Scores
CUHK/ LWS Choir	Leading Officers	N3G	18
	Members	N3H	14
CUHK/ LWS Sports Team (**)	Captain	N3I	18
	Member	N3J	14
CUHK/ LWS Debate Team	Chairperson	N3K	18
	Member	N3L	14
LWS Student Mentor of Onboarding Programme for Year One Students	Student Mentor	N3M	18
CUHK University Policy Committee	Committee Member	N4A	14
CUHK Senate	Elected Student Representative	N4B	18
Committees under LWS Assembly of Fellows	Student Representative	N4C	14
Organizing Committee of LWS Orientation Camp	Chairperson of Organizing Committee	N5A	22
	Vice-chairperson of Organizing Committee / Head of Teams	N5B	18
	Core Member of Organizing Committee	N5C	14
	Core Member of Team (Maximum 28 persons in total)	N5D	11
	Member of Team	N5E	7

Student Activity	Position	Code	Scores
Organizing Committee of LWS Anniversary Events	Chairperson of Organizing Committee	N6A	7 for 2020; 5 for 2021&2022; 22 for 2023
	Vice-chairperson of Organizing Committee / Head of Teams	N6B	7 for 2020; 3 for 2021&2022; 18 for 2023
	Core Member of Organizing Committee	N6C	3 for 2020; 3 for 2021&2022; 16 for 2023
	Core Member of Team(Maximum 28 persons in total)	N6D	0 for 2020; 1 for 2021&2022; 12 for 2023)
	Member of Team	N6E	0 for 2020 & 2021&2022; 7 for 2023)
Organizing Committee of LWS Singing Competition	Chairperson of Organizing Committee	N7A	9 for 2019; 16 for 2020; 16 for 2021&2022
	Vice-chairperson of Organizing Committee / Head of Teams	N7B	7 for 2019; 13 for 2020; 12 for 2021&2022
	Core Member of Organizing Committee	N7C	3 for 2019; 9 for 2020; 9 for 2021&2022
	Member of Team	N7D	0 for 2019 & 2020; 3 for 2021&2022



Student Activity	Position	Code	Scores
CUHK non-local students' associations (including ISA, TSA, MUA, KSA, etc.)	Chairperson/Vice Chairperson	N8A	30
	Committee Member	N8B	24
	Team Member	N8C	16
Organizing Committee of ISA, TSA, MUA, KSA Orientation Camp	Chairperson/Vice Chairperson	N9A	26
	Committee Member	N9B	20
	Team Member	N9C	12
LWS Non-local Committee	Chairperson	N10A	42
	Vice-chairperson	N10B	36
	Committee Member	N10C	34
Organizing Committee of LWS International Cultural Programmes	Committee Member	N11A	24
	Team Member	N11B	10
CUHK I-Ambassador Programme/ LWS Non-local Student Ambassador or i-Buddy Programmes	Ambassador/ Leader	N12A	26

*Bonus scheme (Groups with outstanding performance in 2022/23)*

Bonus scores (maximum 6 scores) are to be given to the listed eligible officers/ members of a specific group/ associations with outstanding performance in previous year (2022/23). The following groups/ associations are eligible for the bonus scores:

Student Activity	Applicable Period	Code	Scores
LWS Volleyball Team Members (Men's team)	2022/23	B1	2 - 6
LWS Volleyball Team Members (Women's team)	2022/23	B2	2 - 6
LWS Dodgeball Team Members	2022/23	B3	2 - 6
LWS Athletes Team Members ** medals attained by individual members in single/relay competitions	2022/23	B4	2 - 6
LWS Swimming Team Members ** medals attained by individual members in single/relay competitions	2022/23	B5	2 - 6
LWS Basketball Team Members (Women's Team)	2022/23	B6	2 - 6
LWS Choir Members participated in local performances	2022/23	B7	2 - 4
LWS Choir Members participated in overseas performances	2022/23	B8	6

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 3 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:

<b>LWS College-led Activities</b>			
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)

<b>WSSU Officials</b>			
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	

<b>WSSU Associations, CUSU Officials, Associations Registered under CUSU, Any Other Categories</b>
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: \_\_\_\_\_

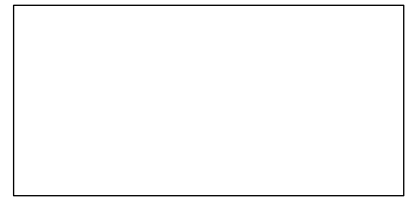
Position held: \_\_\_\_\_ Period: \_\_\_\_\_ to \_\_\_\_\_

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, 2023. 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: \_\_\_\_\_