Briefing Session on Hall Admission 2020/21

Student Affairs Office (SAO) &
Office of the Chief Information Officer (OCIO)

8 Apr 2020 (Wed)

Rundown

Agenda	Department
○ Residential Year 2020/21	○ SAO
○ Schedule for iHostel Application	○ SAO
○ Application Method	○ SAO
○ Hall Place Allocation Criteria	○ SAO
○ Schedule of Application Result and Offer Acceptance	○ SAO
○ Hall Point System 2020/21	○ SAO
○ Room Assignment	○ RSAO
○ Authentication	○ SAO
○ Discretionary Hall Places 2020/21	○ SAO
○ Online Hall Application via iHostel System	○ OCIO
○ Hall Fee Adjustment	○ SAO

Residential Year 2020/21

Whole Year Residence	14:00 31 Aug 2020 (Mon) – 12:00 4 Jun 2021 (Fri)
1st Semester Residence	14:00, 31 Aug 2020 (Mon) – 12:00, 18 Dec 2020 (Fri)
2nd Semester Residence	14:00, 4 Jan 2021 (Mon) – 12:00, 4 Jun 2021 (Fri)

The schedule above may be subject to change due to the development of COVID-19 and other unforeseeable factors or circumstances. Please refer to the latest announcements of our office.

Schedule for iHostel Application*

Application Round	Application Period	Eligible Students
1st Round	14 - 28 Apr 2020	• UGC-funded Full-time Research Postgraduate (RPg) Returning Students; and • UGC-funded Full-time Undergraduate (Ug) Returning Students.
2nd Round	30 Jul - 2 Aug 2020*	• UGC-funded Full-time RPg Students
	13 -17 Aug 2020*	• UGC-funded Full-time Ug Students; and • UGC-funded Full-time Postgraduate Diploma in Education (PGDE) Students; and • UGC-funded Full-time Higher Diploma in Early Childhood Education (HD(ECE)) Students.
Special Round	End-Nov 2020	• UGC-funded Full-time RPg Students
	Early Dec 2020* *(Subject to availability of hall places)*	• UGC-funded Full-time Ug, PGDE, HD(ECE) Students; and • Self-funded Full-time Ug Students.

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Application Method

Online application via iHostel System within application period

The use of desktop or laptop computers for application is recommended.

Applicants who fail to upload valid supporting documents will lead to **reduction of hall point score or disqualification** of the application.

Applicants can modify/cancel the application record as many times as he/she wants before the application deadline. **Only the final record will be processed.**

Late information replacement / amendment is **not accepted**

Hall Place Allocation Criteria

Priority for hall place allocation:

1. UGC-funded Full-time RPg students and inbound exchange students
2. UGC-funded FT Ug students with 2 hall vouchers (no. of semester with guaranteed hall residence)
3. UGC-funded FT Ug students with 1 hall voucher
4. UGC-funded FT Ug students without any hall voucher
5. UGC-funded FT PGDE students
6. UGC-funded FT HD(ECE) students
7. Students of self-funded FT UG programmes

Hall Place Allocation Criteria

UGC-funded Full-time RPg students

Full-time RPg students and inbound exchange students
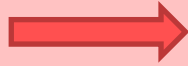
Randomized sequence

UGC-Funded FT UG students (continue in next slide)

Hall Place Allocation Criteria
UGC-funded FT Ug students

UGC FT Ug students with 2 hall vouchers

Hall Point System → Computer-generated randomized number (same hall point)

UGC FT Ug students with 1 hall voucher

Hall Point System → Computer-generated randomized number (same hall point)

UGC FT Ug students without any hall voucher

Hall Point System → Computer-generated randomized number (same hall point)

Other student types (continue in next slide)

Hall Place Allocation Criteria
Other students

UGC-funded FT PGDE students

Hall Point System ➡ Computer-generated randomized number (same hall point)

UGC FT HD(ECE) students

Hall Point System ➡ Computer-generated randomized number (same hall point)

Students of self-funded FT UG programmes

Hall Point System ➡ Computer-generated randomized number (same hall point)

Hall Place Allocation Criteria

The details of Hall Point System are available at the website of Hall Management Section of Student Affairs Office (https://www.eduhk.hk/sh)

Schedule of Application Result & Offer Acceptance*

Round of Application	Announcement of Application Result	Deadline of Payment of 1st Installment	Clearing Round
1st Round*	12 May 2020 (Tue)	25 May 2020 (Mon)	Late May 2020
2nd Round* **(UGC-funded FT RPg students)**	7 Aug 2020 (Fri)	Check-in day / within 5 working days after check-in day	/
2nd Round* **(UGC-funded FT Ug, PGDE and HD(ECE) students)**	24 Aug 2020 (Mon)	26 Aug 2020 (Wed)	From Early Sep 2020
Special Round* **(UGC-funded FT RPg students)**	Early Dec 2020	Check-in day / within 5 working days after check-in day	/
Special Round* **(UGC-funded FT Ug, PGDE, HD(ECE) students and students of self-funded FT Ug programmes)**	Mid-Dec 2020	Mid-Dec 2020	From Early Jan 2021

*This schedule may be subject to change due to the development of COVID-19 or other unforeseeable factors or circumstances. Please refer to the latest announcement of our office.

Flow Chart for Acceptance of Offers

Announcement of Conditional Hall Offer via Student Email Account

↓

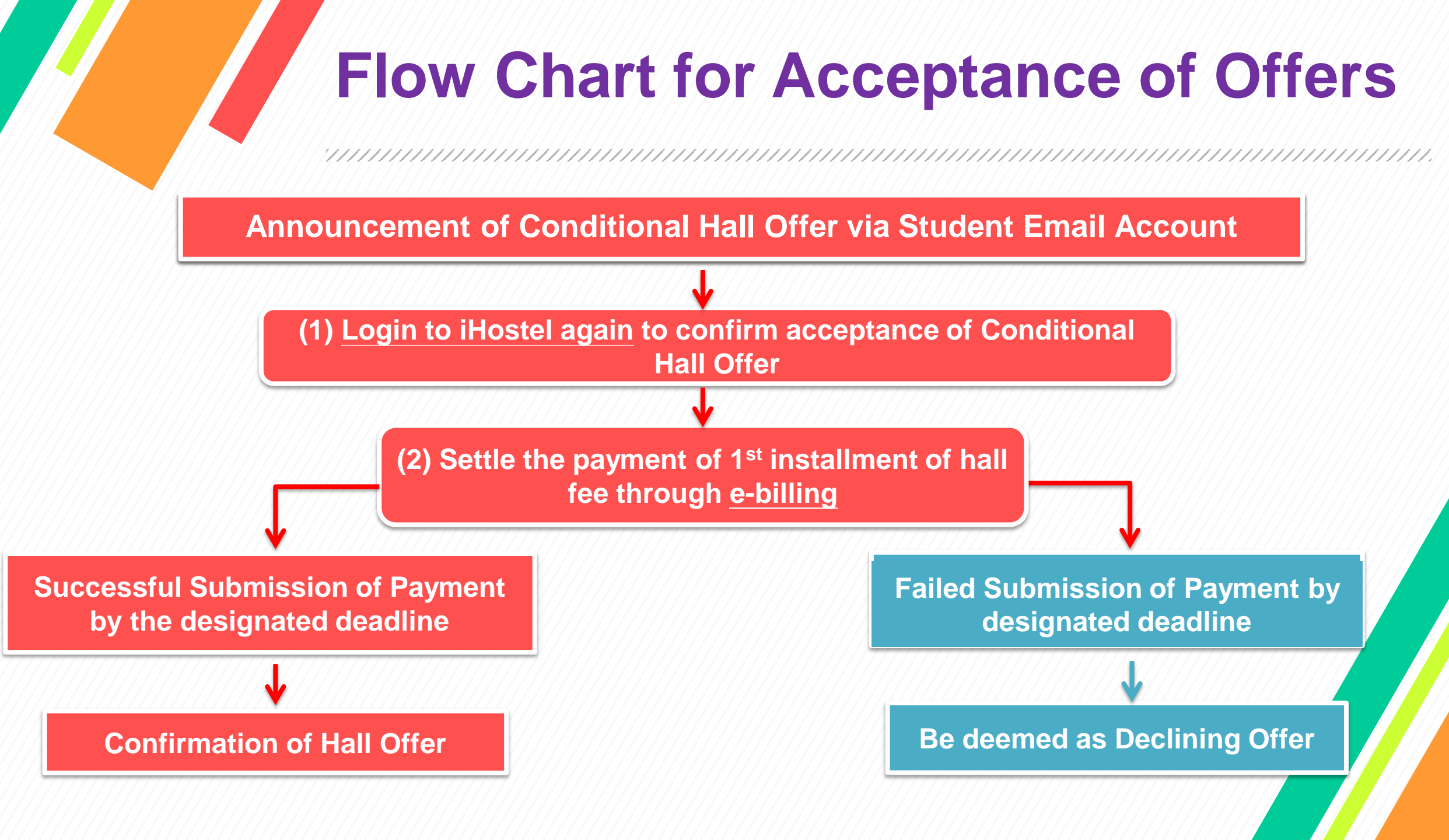**(1) Login to iHostel again to confirm acceptance of Conditional Hall Offer**

↓

(2) Settle the payment of 1st installment of hall fee through e-billing

Successful Submission of Payment by the designated deadline

Failed Submission of Payment by designated deadline

↓

↓

Confirmation of Hall Offer

Be deemed as Declining Offer

Hall Point System 2020/21

- The review on Hall Point System for hall admission with inputs from stakeholders including current residents, student bodies, Wardens, Senior Tutors, Student Hall Tutors, Student Residents' Associations and all student is held annually.

- A series of consultation sessions, focus group discussions and online consultation were conducted **from October 2019 to January 2020** to collect views from various stakeholders on the Hall Point System.

- Based on stakeholders' views collected and approval of Student Affairs Committee, the hall point ratio and maximum points capped in various sections would remain unchanged for implementation in the Hall Admission for 2020/21.

Hall Point System 2020/21

Daily Commuting Time based on Home Location & Living Conditions (50%)		Activity Participation & Contribution to the University (50%)	
Section A. Daily Commuting Time based on Home Location	53	**Section C.** Participation in Student Activities & Hall Activities	15
Section B. Types of Living Quarters	7	**Section D.** Current University Representation & Leadership Role in Student Organization	30
		Section E. No Prior Hall Experience	10
		Section F. Students' Achievements	5
	60		60

Hall Point System 2020/21

To enhance accuracy and integrity of student data in calculating the hall points of students for Sections C and F in Hall Admission 2020/21, validated student data available on the e-SIS in the following categories of Experiential Learning and Achievement Transcripts (ELAT) will be automatically transferred to the iHostel System (respectively for Section C and Section F of the Hall Point System) before the application period:

i. Category A - Awards and Scholarships

ii. Category B - Student Participation in Experiential Learning Activities

Applicants will be allowed to input additional records into the iHostel System if there are still vacancies in each of the two sections concerned after their available ELAT data have been transferred.   Applicants need to check their ELAT records via e-SIS from time to time, and approach the record-reporting units for amendments before and/or during the hall application period in the event of missing records or errors.

Hall Point System 2020/21

- Student data of **Section D will be validated and provided** by respective parties.

- The data will be **pre-uploaded to iHostel System** before the application period.

- Students need to approach the record-reporting units for amendments before and/or during the hall application period in the event of missing records or errors.

SECTION A: *Daily Commuting Time Based on Home Location*

- Maximum points: 53 points
- Make reference to the commuting time as shown in "Hong Kong eTransport 香港乘車易" of the Transport Department with justifications and checking in Feb 2020
- Shenzhen of Mainland China will be set as the farthest location accepted to be used in the **calculation of daily commuting time** for local students using non-local addresses in their hall application.
- For applicants with **local student status using non-local address beyond Shenzhen of Mainland China, the hall point in this section will be forfeited** as it was resolved by the Student Affairs Committee that Shenzhen of Mainland China should be the farthest acceptable commuting distance to and back from the University on a daily basis.

SECTION A: *Daily Commuting Time Based on Home Location*

All information was checked via "Hong Kong eTransport" (www.hketransport.gov.hk) in Feb 2020 with the following parameters:

- Settings:
  1. Walking Distance: Longer Walk
  2. Fare: Adult
  3. Transport mode: All
- Start: home location *(select the first location among options)*
- End: **The Education University of Hong Kong** / 香港教育大學
- The **shortest** estimated travelling time would be used as reference
- Search result involving 'Time or day specific services' or 'Temporary arrangement on route service' **would not be considered**
- If there are more than one shortest travelling time, the **first travelling method** will be used as reference
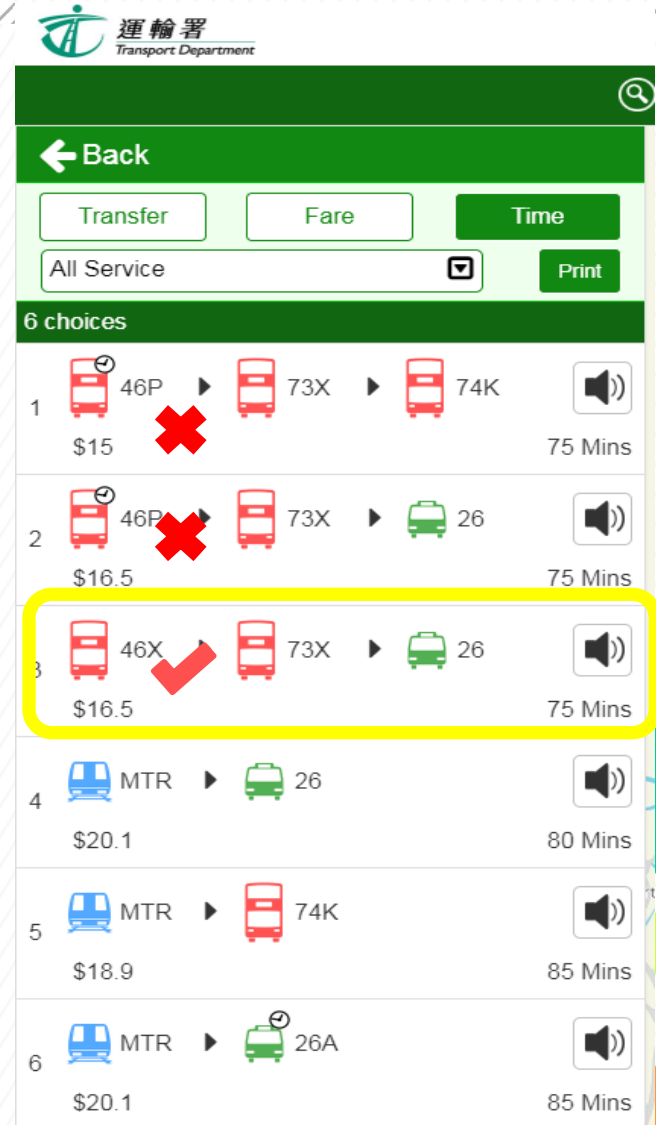
SECTION A: *Daily Commuting Time Based on Home Location*

Details of home location code are listed in **Annex I** of Guidelines on Application for Student Accommodation available in:

Hall Management Section Website (https://www.eduhk.hk/sh)

SECTION A: *Daily Commuting Time Based on Home Location*

If home address is different from Banner's record, upload of **valid documentary proof** is required during the application period.

Valid **supporting documents** for Section A:

- Utilities Bills (water/ electricity/ gas/ telephone service/ broadband network services/ domestic pay TV service)
- Tenancy Contract issued by Hong Kong Housing Authority/ Hong Kong Housing Society
- Documents/ letters issued by government departments/ units / bank/ schools/ universities / MPF agent companies
- **Within 6 months** from the date of issuance.

SECTION A: *Daily Commuting Time Based on Home Location*

- A4-size **whole page** document with **clear printing**, envelope is **not accepted.**

- Address printed must be **identical** with the one provided in iHostel application and align with the home location code.

- **Name of applicant** should be printed.

- If the addressee of the document is not the applicant, **further documentary proof for the relationship** between the applicant and the addressee is required.

SECTION B: *Types of Living Quarters*

Considering current housing types in Hong Kong, maximum cap of **7 points** for the following types of accommodation :

Code	Types of Accommodation (only applicable to local student)	Point
B01	Any household types other than B02	**0**
B02	Subdivided Unit / Squatter Areas / Interim Housing	**7**
4 points will be given to <u>non-local student </u>in this section.		

Submission of documentary proof **only necessary** upon request for clarification and / or authentication purposes.

SECTION C: *Participation in Student Activities & Hall Activities*

- Maximum points: **15 points**
- **1 point** for each participation
- Activities must be held between **1 May 2019 and 30 April 2020**
- Activities must be organized by student organizations and/or departments/ centres/ offices of the University

SECTION C: *Participation in Student Activities & Hall Activities*

- Validated ELAT data (Category B – Student Participation in Experiential Learning Activities) of students will be transferred to this section automatically before the application period as far as possible. Applicants are allowed to input additional records into this section if there are still vacancies after their available ELAT data have been transferred.

- Due to the system setting, only records **up to 31 Mar 2020** will be transferred from ELAT to the iHostel System. For records **from 1 to 30 Apr 2020**, applicants need to **input manually** by themselves.

- For additional self-input activity records, submission of documentary proof **only necessary** upon request for clarification and / or authentication purposes.

SECTION C: *Participation in Student Activities & Hall Activities*

Category	Examples	Point
A. Activities / Programmes recorded in ELAT system	Activities / Programmes organized by SAO and / or other departments / centres / offices of the University (The activity record for the applicants, if any, up to 31 Mar 2020, will be <u>transferred from ELAT automatically</u> to the iHostel system)	1/ time
B. Activities/ Programmes NOT recorded in ELAT system	Activities organized by student societies (These activities will be <u>inputted by applicants</u> on the iHostel system)	1/ time
	Hall activities (The activity record will be submitted by the Hall Management Office and will be <u>pre-uploaded to the iHostel system</u> for applicants' selection)	1/ time

SECTION D: *Current University Representation & Leadership Role in Student Organization*

- Maximum points: **30 points (for 4 positions at most)**

- Only posts of **recognized student bodies** of EdUHK in year 2019/20 or 2020/21 are eligible.

- Only posts being taken up and University representation **at the time of application** are eligible.

- **Only the highest position** would be counted if a student holds more than one post in the same student body or University team

SECTION D: *Current University Representation & Leadership Role in Student Organization*

- Data input by applicants and submission of documentary proof is **not required.**

- Student data of Section D will be validated and provided by student organizations and/or departments/ centres/ offices of the University.

- The data collected will be **pre-uploaded to iHostel System** before the application period.

- In the event of missing records or errors, students are advised to approach the record-reporting units for amendments before and/or during the hall application period.

SECTION E: *No Prior Hall Experience*

- 10 points will be given to students who have no prior hall experience at EdUHK (excluding NSOC residence/ Friendship Day/ Summer Residence)

- Submission of documentary proof from applicant is **not required.**

SECTION F: *Students' Achievements*

- Max. point is capped at 5 in this section.

- Time frame: **1 Sep 2018 – 31 Aug 2019**

- Validated ELAT data (Category A – Awards and Scholarships) of students will be transferred to this section automatically before the application period as far as possible

- Upload of **valid documentary proof** is required via iHostel for self-input additional achievement records

SECTION F: *Students' Achievements*

Acceptable Achievement Proof for Section F:
- Certificates issued by recognized institutes such as government bodies, registered companies, academic institutions or non-governmental organizations, etc.;
- Formal documents or notifications such as letter or email issued by recognized institutes such as government bodies, registered companies, academic institutions or non-governmental organizations, etc.

The documents must be issued from **1 Sep 2018 to 31 Aug 2019**

•**Name of applicant** and **date of issuance** should be shown on the achievement proofs

SECTION F: *Students' Achievements (cont.)*

Code	Achievement	Point
Codes transferred from ELAT	Award/ Prize (e.g. Hong Kong Youth Service Award, Prize-Winner of Hong Kong Youth Piano Competition, President's Honour List, Dean's Honour List, HKSAR Government Scholarship, Multi-faceted Excellence Scholarship, Friend of Hope Scholarshop, etc.) recognized by the Committee on Scholarships and Prizes of the University and transferred from ELAT records	1 / achievement
F-0001	Other awards/prize/scholarships awarded by recognized institutes such as government bodies, registered companies, academic institutions or non-governmental organizations, etc.	Max pt: 5

Room Assignment

The 1st Round of Room Selection Exercise will be held in **late May/ early June 2020** (subject to change due to the development of COVID-19).

For enquiries of room assignment, please contact the respective Hall Management Office(s):

- Northcote Hall   (Tel.) 852-2948 6911
- Grantham Hall   (Tel.) 852-2948 6916
- Robert Black Hall   (Tel.) 852-2948 6921
- Jockey Club Student Quarters   (Tel.) 852-2948 6926

Authentication

- **20%** of the successful applicants would be selected randomly to submit further supporting documents on Section B "Types of Living Quarters" and Section C "Participation in Student Activities and Hall Activities" (for additional entries inputted by applicants only).

- Applicants who fail to provide documentary proofs during the authentication process will lead to reduction of hall point, forfeiture of hall places and/or disciplinary actions.

- **Any omission or false documentary proof will lead to disqualification of application**

Authentication (Cont'd)

Schedule for Authentication Exercise*

Round of Application	Notification to Selected Applicants	Submission Deadline of Supporting Documents
1st Round	End of June 2020	End of July 2020
2nd Round	Late September 2020	Mid-October 2020

*This schedule may be subject to change due to the development of COVID-19 or other unforeseeable factors or circumstances. Please refer to the latest announcement of our office.

Discretionary Hall Place 2020/21

For students who have **special reasons** for on-campus accommodation

Total **65** discretionary hall places

- Each Warden: **14**
- Dean of Students: **9**

Application period*:   **5 Jun 2020 (Fri) - 23 Aug 2020 (Sun)**

Result announcement: **HMS will issue hall place offers to successful applicants direct with Wardens' or DSA's approval**

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Discretionary Hall Place 2020/21

Consideration would be made with reference, but not limited to:

Dean of Students' discretion	- Family/ health issue - Contribution to the University - Other special reasons which cannot be reflected from Hall Point System
Wardens' discretion	- Hall contribution and/or hall related roles

Details would be available on **Hall Management Section Website (https://www.eduhk.hk/sh)**

Office of the Chief Information Officer

Introduction to iHostel Application

Part I: Submit Hall Application

1. Login The Portal: http://portal.eduhk.hk

2. Select iHostel under [Stu Affairs] from the Menu Bar

3. Read the Terms and Condition & Press Agree Button

4. Follow the instructions to complete Part I to Part IV

5. Click "Apply Application" to complete the application

6. Click "Print Application" to print a copy of submission summary for reference

1. Login The Portal: http://portal.eduhk.hk/

Login screen

1a. Select iHostel under [Stu Affairs] from the Menu Bar

2. Click "Apply Now" in the iHostel home page
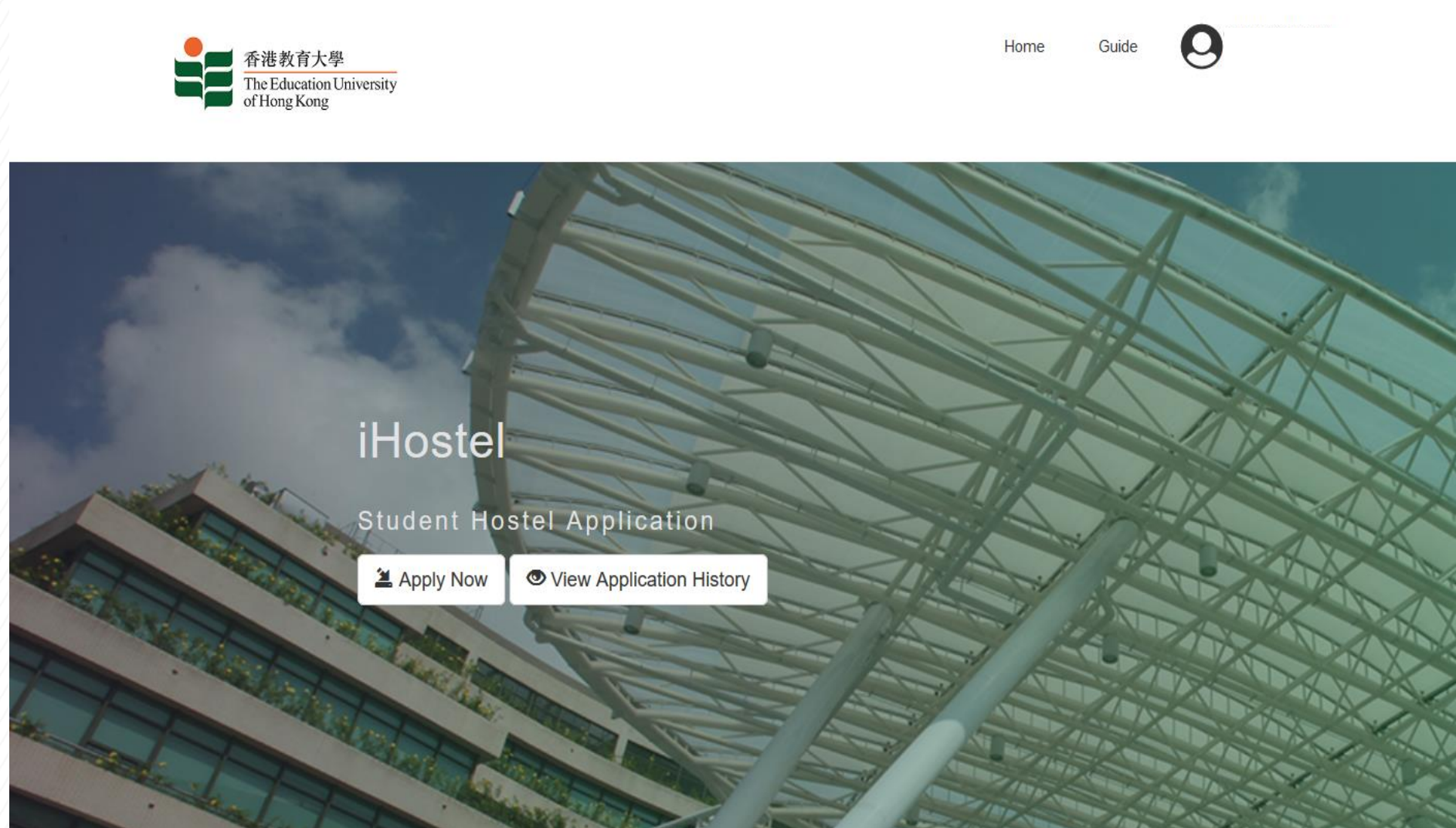
3. Read the Terms and Condition

Acknowledgement

POINTS TO NOTE

1. All required fields with "*" **must be filled**.
2. The online application form can be completed in English or Chinese.
3. Applicants should submit the required supporting documents for Section A (for residential addresses inconsistent with record on the Banner System of the University) and Section F (for additional entries inputted by applicants only), online via iHostel System during the application period. Otherwise, no hall point will be given to the relevant section.
4. If home address is different from Banner's record, upload of valid documentary proof is required during application period.

UNDERTAKING AND DECLARATION

1. I have read through the Guidelines on Application for Student Accommodations 2020-21 and the Point System carefully (available on Hall Management Section Website: (https://www.eduhk.hk/sh/)
2. I undertake to update my personal information in Banner System if I find any of my personal data not valid or not updated. I understand it takes time to update the information and Student Affairs Office has no obligation to process my application if I fail to update my information in Banner System before the deadline of iHostel application.
3. I understand that any missing information will be regarded as incomplete application.
4. I understand that any information updates and/or document replacement after the specified iHostel application period will not be accepted.
5. I understand that failing to upload all required supporting documents within specified iHostel application period may lead to deduction of hall point score or disqualification of the application.
6. I understand that failing to submit all required documents during the authentication exercise may result in forfeiture of the hall place allocated and/or disqualification of application.
7. I understand that once my application is approved and check-in is completed successfully, I will no longer be eligible for the student travel allowance granted by the Student Financial Assistance Agency.
8. I understand that it is my responsibility to submit the iHostel application form before the application deadline with all required supporting documents, if applicable, and make a copy of the application for record. The University is not responsible for any errors made by applicants during the application process.
9. I declare that the information provided in this application is true and accurate. I understand that provision of false information may lead to disqualification of the application and/or disciplinary action.

4. Press Agree Button

2. I undertake to update my personal information in Banner System if I find any of my personal data not valid or not updated. I understand it takes time to update the information and Student Affairs Office has no obligation to process my application if I fail to update my information in Banner System before the deadline of iHostel application.

3. I understand that any missing information will be regarded as incomplete application.

4. I understand that any information updates and/or document replacement after the specified iHostel application period will not be accepted.

5. I understand that failing to upload all required supporting documents within specified iHostel application period may lead to deduction of hall point score or disqualification of the application.

6. I understand that failing to submit all required documents during the authentication exercise may result in forfeiture of the hall place allocated and/or disqualification of application.

7. I understand that once my application is approved and check-in is completed successfully, I will no longer be eligible for the student travel allowance granted by the Student Financial Assistance Agency.

8. I understand that it is my responsibility to submit the iHostel application form before the application deadline with all required supporting documents, if applicable, and make a copy of the application for record. The University is not responsible for any errors made by applicants during the application process.

9. I declare that the information provided in this application is true and accurate. I understand that provision of false information may lead to disqualification of the application and/or disciplinary action.

PERSONAL INFORMATION COLLECTION STATEMENT & PRIVACY POLICY STATEMENT

The University intends to use the personal data (i.e. your name, address, contact number, email address and etc.) collected via iHostel to facilitate the application processing and the communication between the University and the applicants for hostel application and allocation acknowledgement purposes. It is mandatory for you to provide the personal data required or we might not be able to process your application. You have the right to access and revise the information online within the application periods.

The personal data captured will not be transferred to other systems within EdUHK, nor any outside parties. Information of successful applicants will be kept for 7 years while information of unsuccessful applicants will be kept for 1 year. If you wish to access or correct your personal data held by us, please submit your request to shostel@eduhk.hk. The University will follow the commitment stated in the University Privacy Policy Statement (PPS), accessible at http://www.eduhk.hk/main/privacy-policy/.

✖ Disagree and Exit   ✔ Agree

5. Fill in Part I - Section A and B

Part I. Calculation of Hall Points

Section A. Daily Commuting Time based on Home Location

Hall point in this Section refers to the commuting time as given by the Hong Kong eTransport of the Transport Department, checked and justified in February 2020.

As resolved by Student Affairs Committee, Shenzhen of Mainland China will be set as the farthest location accepted to be used in the calculation of daily commuting time for local students using non-local addresses in their hall application. Considering customs and immigration clearance will be involved for daily travelling, maximum point will be awarded of this group of students in this Section.

For applicants with **local student status using non-local address beyond Shenzhen of Mainland China,** the hall point in this Section will be **forfeited** as it was resolved by the Student Affairs Committee that Shenzhen of Mainland China should be the farthest acceptable commuting distance to and back from the University on a daily basis.

If any changes of home address from Banner, all applicants are required to upload valid address proof via online iHostel System during the application period, otherwise, the hall point in this Section will be forfeited. For details of valid supporting documents, please refer to "Annex II – Important Notes for Submission of Supporting Documents to the iHostel System" of the "Guidelines on Application for Student Accommodations 2020/21".

Home Address*	Address Line1 Address Line2 TSZ WAN SHAN, KLN
Address Code*	A07-Hong Lok Yuen, Ma On Shan Station, Tai Po(Lam Tsuen)
Location of your home residence*	New Territories and Outlying Islands
Different Address	☐ *If you live in a different address, please tick this checkbox

Section B. Types of Living Quarters

Options of types of living quarters are only applicable to local student. 4 points will be given to non-local student in this section.

Submission of documentary proof is only necessary upon request for clarification and/or authentication purposes (Please refer to "Annex III - Important Notes for Authentication for Section B and Section C" of the "Guidelines on Application for Student Accommodations 2020/21" for details).

Student Status	Local Student
Types of Living Quarters*	B02-Subdivided Units / Squatter Areas / Temporary Housing / Interim Housing

Supporting Documents to the iHostel System" of the "Guidelines on Application for Student Accommodations 2020/21".

Home Address*
Home Address

Address Code*
A07-Hong Lok Yuen, Ma On Shan Station, Tai Po(Lam Tsuen)

Location of your home residence*
New Territories and Outlying Islands

Different Address ☑
*If you live in a different address, please tick this checkbox

Address Proof / Student Status Proof*
Upload Address Proof / Student Status Proof
*You can upload a maximum of 2 files (3MB each)

If home address is different from Banner's record, upload of valid documentary proof is required during application period.

Locations which are not included in point system can be checked via the Hong Kong eTransport of the Transport Department, http://www.hketransport.gov.hk/, for the travelling time so as to match with appropriate address code.

(Please refer to the Section A of point system for the address codes and travelling time table, which are available on Hall Management Section Website: https://www.eduhk.hk/sh/.)

Valid supporting documents:

- Utilities Bills (water/ electricity/ gas/ telephone services/ broadband network services/ domestic pay TV service)
- Tenancy Contract issued by Hong Kong Housing Authority/ Hong Kong Housing Society
- Documents/ letters issued by government departments/ units
- Documents/ letters issued by banks/ schools/ universities/ MPF agent companies

Notes: Address printed must be identical with the one provided in iHostel application and aligned with the home location code.

- A4-size whole page of document with clear printing, envelope is not accepted.
- Name of applicant should be printed.
- If the addressee of the document is not the applicant, further documentary proof for the relationship between the applicant and the addressee is required.
- Within 6 months from the date of issuance.

If students cannot provide with valid supporting documents, please contact the Hall Admission Team at (852) 2948 6868 or via email: shostel@eduhk.hk.

Tips:

- **If current home address is different from Banner's record**

- **Press Upload Address Proof to upload supporting documents**

- **File type & size: image or PDF files (2 files max & 3MB each)**

6. Fill in Part I - Section C (If applicable)

Section C. Participation in Student Activities & Hall Activities

- Hall points are assigned to encourage students to actively participate in various kinds of student activities and hall activities.
- Only those activities organized by student organizations and/or departments/ centres/ offices of the University **from 1 May 2019 to 30 April 2020** are considered.
- The maximum point is capped at 15 points for participation of activities organized by the following student organizations and/or departments/ centres/ offices of the University (as at March 2020). 1 point for participation in one activity.
- Validated ELAT data (Category B - Student Participation in Experiential Learning Activities) of students will be transferred to iHostel (Section C-Participation in Student Activities and Hall Activities) automatically before the application period as far as possible. Applicants are allowed to input additional records into this Section if there are still vacancies after their available ELAT data have been transferred.
- Due to the system setting, only records up to **31 March 2020** will be transferred from ELAT to the iHostel system. For records **from 1 to 30 April 2020**, applicants need to input manually by themselves.
- For additional self-input activity records, submission of documentary proof is only necessary upon request for clarification and/or authentication purposes (Please refer to "Annex III - Important Notes for Authentication for Section B and Section C" of the "Guidelines on Application for Student Accommodations 2020/21" for details). Applicant who fails to provide documentary proofs as requested may be subject to deduction of hall points, disqualification of application and/or disciplinary actions.
- For additional self-input activity records, submission should NOT include, at least but not limited to, voting, exhibition, regular training, fire drill and power saving competition, etc.

+ Add Item

#	Organization Code		Programme/Activities		Other programme/activities	Date (DD/MM/YYYY)	Operation	
1	C-0050-TENNIS TEAM	▼	Others	▼	Joint-U competition	17/04/2020	Delete	
2	C-0027-SOCIAL SERVICE	▼	Others	▼	AGM	11/03/2020	Delete	
3	C-0060-VOLLEYBALL TEA	▼	Others	▼	consultation	03/03/2020	Delete	
4	C-0050-TENNIS TEAM	▼	Others	▼		21/03/2020	Delete	

Showing 1 to 4 of 4 entries

Tips:

- **Press Add Item Button to add new entry**

- **Press Delete Button to remove the entry**

7. View Part I - Section D

Section D. Current University Representation & Leadership Role in Student Organization

Hall points are assigned to facilitate students' active campus involvement, not as an award/ recognition for their contribution.

The maximum point is capped at **30 points from at most 4 positions** of the following student organizations (as at March 2020):

- Only posts of recognized student bodies of EdUHK in year 2019/20 or 2020/21 are eligible.
- Only posts being taken up and University representation at the time of application are eligible.
- Only the highest position would be counted if a student holds more than one post in the same student bodies or University team.

Student data of Section D will be validated and provided by departments/ centres/ offices and/or student organizations of the University. The data collected will be pre-uploaded to iHostel System before the application period. Data input by applicants is NOT REQUIRED. In the event of missing records or errors, students are advised to approach the record-reporting units for amendments before and/or during the hall application period. Submission of documentary proof for this Section is NOT REQUIRED.

#	Organization Code		Position Code		Operation	
1	C-0192-JAZZ ENSEMBLE	▼	R-0002-TEAM LEADER OF	▼	Delete	
2	C-0133-THE ASSOCIATION OF GENERAL AND L	▼	R-0023-EXTERNAL VICE-PRESIDENT OF	▼	Delete	
3	C-0160-ASSOCIATION OF PSYCHOLOGY	▼	R-0007-SECRETARY OF	▼	Delete	

Showing 1 to 3 of 3 entries

Tips:

- **All data are pre-loaded by SAO**

- **No input by applicants is required**

8. View Part I - Section E

Section E. No Prior Hall Experience

- 10 hall points will be given to student who have no prior hall experiences at EdUHK (excluding NSOC residence/ summer residence).
- Information of student's hall experience will be pre-uploaded to the iHostel System.
- Submission of documentary proof for this section is NOT REQUIRED.

Any prior hall experience?   No

9. Fill in Part I - Section F (If applicable)

Tips:

- **Press Add Item Button to add new entry**

- **Press Delete Button to remove the entry**

- **Press Upload Button to upload supporting documents**

- **File type & size: image or PDF files (3MB max each file)**

10. Indicate your hall preferences in Part II

Tips:

- **Drag and Drop the items to the right hand side to indicate the priority**

- **Press > Button to move all options from left to right**

- **Press < Button to move all options from right to left**

10. (cont.) Fill in Part II

If none of my indicated priorities is available*
- ● I opt to give up any room assignment and I understand that I will not be assigned any room
- ○ I opt to accept any room assignment by the Hall Admission Team.

Preference to stay with*
(Your selected roommate preference is not guaranteed)
- ● Local student
- ○ Non-Local student
- ○ Exchange student
- ○ No preference

Apply for early check-in 21/08/2020

Hall Fees for 2020/21 are under review. Approved early check-in offer with payment details will be notified by a separate email subsequently.

Applications for early check-in must be made on the iHostel System during the 1st round of hall application period and late application will not be processed. Early check-in will be normally available 2 weeks prior to the mass check-in period in Semester 1 subject to available hall places, but not available in Semester 2. The early check-in fee will be charged on a daily rate basis for the period of stay before the mass check-in date *(Please refer to Annex IV - of Guidelines on Application for Student Accommodation 2020/21)* for details.

Notes:

- Only the non-local students, RPG students and inbound Exchange students are eligible to apply for early check-in

11. Fill in Part III (If applicable)

Part III. Additional Information for Applying for Hall Residence

☐ I am physically handicapped
☐ Others

Please specify

11. Fill in Part IV

Part IV. Emergency Contact Information

Name* in English	Name in English	**in Chinese**	Name in Chinese
Relationship*	Relationship		
Phone No* (Home)	Phone No (Home)	**(Mobile)**	Phone No (Mobile)
Address (if different from your home address above)			

Notes:

- For non-local students please fill in your Hong Kong mobile number, if any
- New part in 2020/21

Part V. Undertaking & Declaration

Undertaking and Declaration

1. I understand that failing to upload all required supporting documents within specified iHostel application period may lead to deduction of hall point score or disqualification of the application.
2. I understand that any information updates and/or document replacement after the specified iHostel application period will not be accepted.
3. Residential Period – I understand that I have to check-in and check-out according to the allocated residential period.
4. Hall Fees – I understand that the hall fees paid are non-refundable. I undertake to settle my lodging charges and hall life education fee before payment deadlines. No cash is accepted at any offices.
5. I understand that early withdrawal will normally not be allowed. Only in the event of very special circumstances, I can apply for early withdrawal to Warden via Hall Affairs Officer and the hall fee for the whole semester must be paid.
6. While I live in the hall/quarters, I undertake to abide by the terms and conditions for student residence, the hall rules, the safety guidelines and all in-house regulations. I understand that the Warden or his / her authorized representative reserves the right to enter my room/flat with or without prior notification to ensure proper care, maintenance and safety of the facilities, to make necessary repairs, and to investigate any suspected violation of residential regulations.
7. In the event that there is a vacancy in my room/flat, I understand that I have to share the room/flat with resident(s) arranged by the Hall Management Office or, in the event that there is no replacement to fill the vacancy, I have to move to another room/flat as arranged by the Hall Management Office.
8. I declare that the information provided in this application, including the related document(s) provided, is true and accurate. I understand that provision of false information may lead to disqualification of the application and/or disciplinary action.
9. I understand that all data collected will be used for hall admission, student record, statistics, research and provision of pastoral care to student residents.

☐ **I accept the terms and conditions above.**

No changes can be made after the application deadline. Please confirm the information you have entered is correct.

⊘ Apply Application

13. After submission, you will be able to check your tentative score

disqualification of the application.

2. I understand that any information updates and/or document replacement after the specified iHostel application period will not be accepted.

3. Residential Period – I understand that I have to check-in and check-out according to the allocated residential period.

4. Hall Fees – I understand that the hall fees paid are non-refundable. I undertake to settle my lodging charges and hall life education fee before payment deadlines. No cash is accepted at any offices.

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7. In the event that there is a vacancy in my room/flat, I understand that I have to share the room/flat with resident(s) arranged by the Ha or, in the event that there is no replacement to fill the vacancy, I have to move to another room/flat as arranged by the Hall Manage me

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9. I understand that all data collected will be used for hall admission, student record, statistics, research and provision of pastoral ca e to

☐ I accept the terms and conditions above.

No changes can be made after the application deadline. Please confirm the information you have entered is correct.

[✏ Modify Application] [⊘ Cancel Application] [🖶 Print Application]

Tentative Score Calculation

66

Click the score to view the breakdown

It is tentative score. The final score will be based on validity of uploaded documents and other verifications

[Calculate]

[Close]

[View Hall Point]

14. Click "Print Application" to print a copy of submission summary for reference

Part V. Undertaking & Declaration

Undertaking and Declaration

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7. In the event that there is a vacancy in my room/flat, I understand that I have to share the room/flat with resident(s) arranged by the Hall Management Office or, in the event that there is no replacement to fill the vacancy, I have to move to another room/flat as arranged by the Hall Management Office.
8. I declare that the information provided in this application, including the related document(s) provided, is true and accurate. I understand that provision of false information may lead to disqualification of the application and/or disciplinary action.
9. I understand that all data collected will be used for hall admission, student record, statistics, research and provision of pastoral care to student residents.

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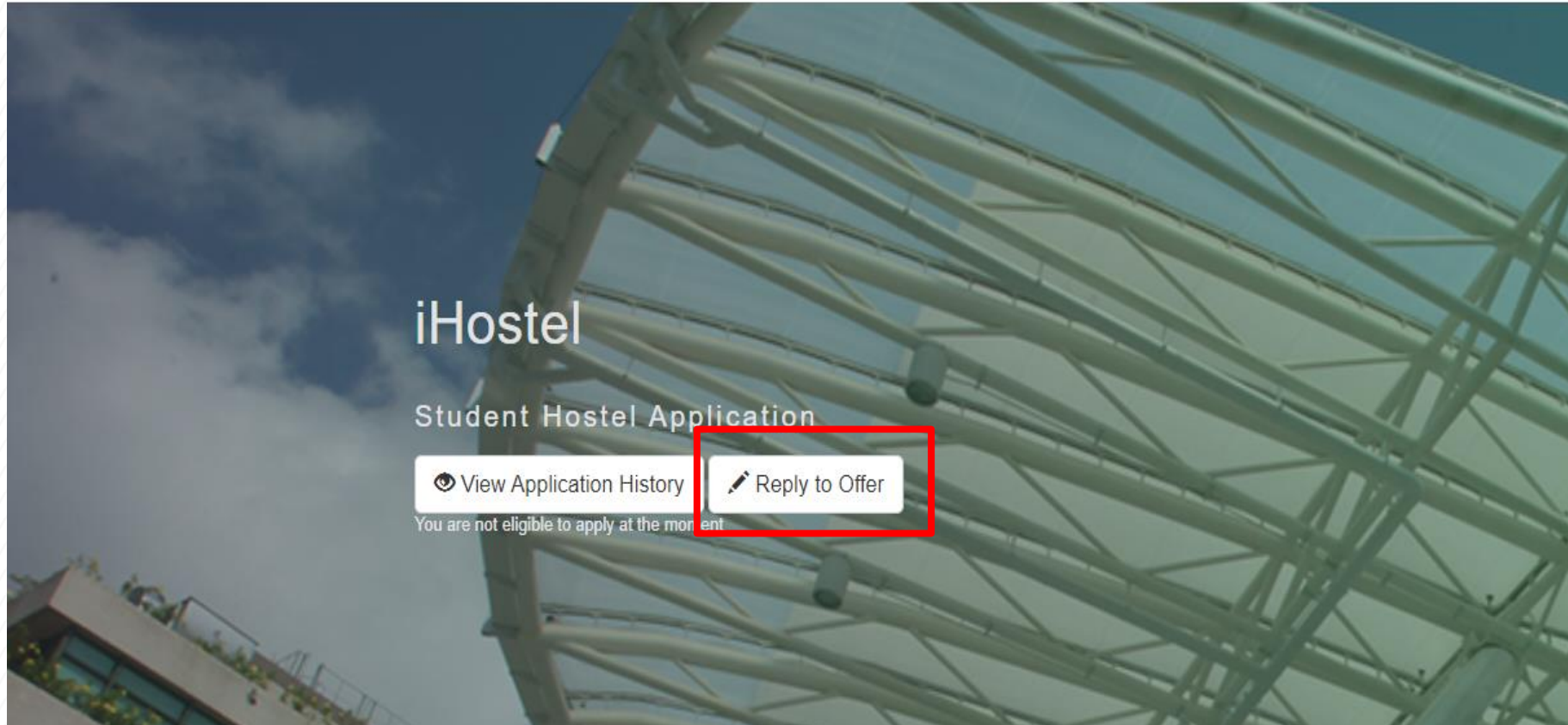
[✎ Modify Application] [⊘ Cancel Application] [🖶 Print Application]

Part II: Accept Conditional Offer

1. In the main page, press "Reply to Offer" Button
2. Click "View Conditional Offer"
3. Click "Reject Conditional Offer", "Decline the Offer & Put Back to Waiting List" or "Accept Conditional Offer"

1. In the main page, press "Reply to Offer" Button

2. For students with offer, click "View Conditional Offer"

APPLICATION HISTORY

You can view your application, accept conditional offer here

Term Code	Application No.	Submission Date	Status
202009	N20200911246025009	07/04/2020 11:57:51	Preliminary Offer **View Conditional Offer**
202009	N20200911246025008	06/04/2020 12:30:19	Cancelled
202009	N20200911246025007	06/04/2020 10:18:48	Cancelled
202009	N20200911246025006	27/03/2020 11:29:07	Cancelled
202009	N20200911246025005	26/03/2020 14:10:59	Cancelled
202009	N20200911246025004	26/03/2020 10:29:05	Cancelled
202009	N20200911246025003	25/03/2020 16:00:36	Cancelled
202009	N20200911246025002	25/03/2020 09:25:59	Cancelled
202009	N20200911246025001	13/03/2020 10:41:50	Cancelled

Previous 1 Next

3a. Click "Decline the Offer & cancel my application", "Decline the Offer & put back to waiting list" or "Accept Conditional Offer" (With Tentative Early Check-in Date)

Conditional Offer for N20200911246025009

The following is the conditional offer details:

Hall	Jockey Club Student Quarters
Room Type	Standard Room
Hall Period	Whole Year
First Installment Charge	$1,200.00
Payment Due Date	10/04/2020
Tentative Early Check-in Date#	15/08/2020
Final Score	45
Remarks	Activities in section C -1.. Voting not counted

You must settle the First Installment Charge before the Payment Due Date. Failure to do so will be presumed rejection of this conditional offer.

After accepting the conditional offer, you can view the First Installment Charge from Student Account Summary. You cannot view the payment status here. Please refer to Student Account Summary regarding the payment information. Early Check-in Charge, if any, is a separate charge which will not be shown in Student Account Summary.

* Hall fees for 2020/21 are currently under review.

#Approved early check-in offer will be notified through students' email. The payment of early check-in fee is required only upon early check-in date.

Cancel   Decline the Offer & cancel my application   Decline the Offer & put back to waiting list   Accept Conditional Offer

Notes:

- Click **Student Account Summary** to view the First Installation Charge after accepting the conditional offer.

- For conditional offer with tentative early check-in date, **students will be notified the offer of early check-in in July**.

- The payment of early check-in is only required upon your early check-in date, kindly write down your full English Name and Student ID on the **payment slip** and return it to your assigned halls/quarters.

3b. Click "Decline the Offer & cancel my application", "Decline the Offer & put back to waiting list" or "Accept Conditional Offer" (Without Tentative Early Check-in Date)

The following is the conditional offer details:

Hall	Jockey Club Student Quarters
Room Type	Standard Room
Hall Period	Whole Year
First Installment Charge	$1,200.00
Payment Due Date	25/05/2020
Final Score	34
Remarks	Section F: -2, no supporting documents

You must settle the First Installment Charge before the Payment Due Date. Failure to do so will be presumed rejection of this conditional offer.

After accepting the conditional offer, you can view the First Installment Charge from Student Account Summary. You cannot view the payment status here. Please refer to Student Account Summary regarding the payment information. Early Check-in Charge, if any, is a separate charge which will not be shown in Student Account Summary.

* Hall fees for 2020/21 are currently under review.
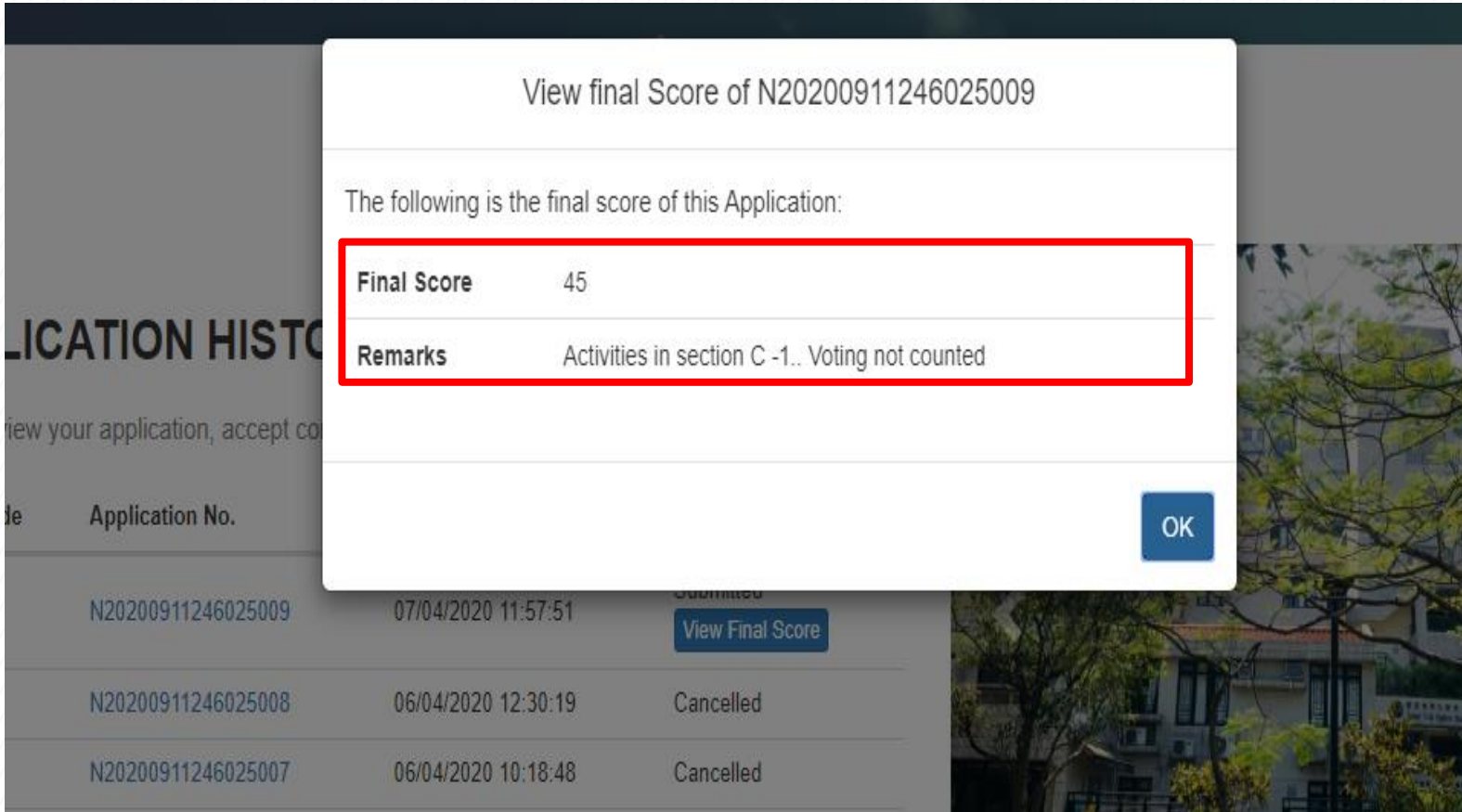
Cancel | Decline the Offer & cancel my applicaiton | Decline the Offer & put back to waiting list | Accept Conditional Offer

4. For students without offer, you can view your final hall point score and remarks by clicking the "View Final Score" button

APPLICATION HISTORY

You can view your application, accept conditional offer here

Term Code	Application No.	Submission Date	Status
202009	N20200911246025009	07/04/2020 11:57:51	Submitted **View Final Score**
202009	N20200911246025008	06/04/2020 12:30:19	Cancelled
202009	N20200911246025007	06/04/2020 10:18:48	Cancelled
202009	N20200911246025006	27/03/2020 11:29:07	Cancelled
202009	N20200911246025005	26/03/2020 14:10:59	Cancelled
202009	N20200911246025004	26/03/2020 10:29:05	Cancelled
202009	N20200911246025003	25/03/2020 16:00:36	Cancelled
202009	N20200911246025002	25/03/2020 09:25:59	Cancelled
202009	N20200911246025001	13/03/2020 10:41:50	Cancelled

Previous | 1 | Next

Show All History

5. Remarks for Final Hall Point Score

Points to note

Student is allowed to login and **modify / cancel** the application as long as it is within the submission deadline

Only the **Final Submission Record** will be processed

For any technical problems, please call our Office of the Chief Information Officer (OCIO) at (852) 2948 6601 during office hours or email to *helpdesk@ocio.eduhk.hk* for help.

Student Affairs Office

Hostel Fee Adjustment in 2020/21

Hostel Fee Adjustment in 2020/21

According to UGC's directive, hostels are required to be operated on a self-financed basis.

Hostel Fee is the main source of revenue to support the operations.

To maintain acceptable standard of services and to cover the expenses in line with inflation. Hostel Fee adjustment is required but need to be implemented smoothly to avoid great impact to certain year's residents.

Factors affecting the level of Hostel Fee:
- Price level and frequency to replace equipment, fixtures and furniture, etc.
- Price level of repair and maintenance and utilities, etc.
- Salary adjustment for hostel staff.

Measures to review Hostel Expenditure

Measures are being taken to contain the overall expenditure of Hostels.

Repair and maintenance will only be carried out when deemed necessary.

The replacement schedule and status of the assets have been reviewed on regular basis so as to defer the expenditure but on other hand ensure the acceptable standard of services be maintained.

Hostel Fee Adjustment in 2020/21

- In the long run, the sustainability of the self-financed hall will depend on adequate revenue to support the operations.

- Hall Fees of 2020/21 are currently under review and will be announced in due course.

General Enquiry

Hall Admission Team, Hall Management Section (SAO):	**2948-6868**
Northcote Hall:	2948-6911
Grantham Hall:	2948-6916
Robert Black Hall:	2948-6921
Jockey Club Student Quarters:	2948-6926

Hall Management Section Website: https://www.eduhk.hk/sh
Enquiry email to Hall Admission Team: shostel@eduhk.hk

Q & A Session