



Staff Accommodation Policy 教職員住宿政策
(31 December 2020) (2020 年 12 月 31 日)

1. This policy is effective from 1 April 2018 and applies to staff who take up residence in the University on or after the effective date. For staff who are already resident in the University or have been granted approval to use a unit prior to the effective date, they are required to abide by the terms and conditions set out in this policy starting from 1 January 2019.

此政策於 2018 年 4 月 1 日生效 任何於此政策生效前已居住或獲校方授權使用大學宿舍的教職員，須於 2019 年 1 月 1 日起遵守此政策內的所有條款及細則。

2. Applicants must be full time staff who have served for more than one year where except with special permission is granted by Deputy President,

除獲常務副校監特別許可，申請者必須屬於做滿一年以上的全職教職員。

3. The accommodation provided by the University is intended for staff who do not have any self-owned property in Hong Kong for their own living or with special needs. Staff who already own property may still apply for an accommodation unit but priority will be given to staff who have an actual need.

大學宿舍單位供在香港沒有自置物業的教職員自住或有特別需要之用。已擁有自置物業的教職員仍可申請宿舍，但不會獲優先考慮。

4. The accommodation unit cannot be sub-let, transferred or assigned to others with or without charges.

不論是否收取費用，宿舍單位不得分租、轉讓或分配給其他人士。

5. Each staff can apply for a maximum of two units for living with immediate family members. However, there is no guarantee that staff will be allocated two units as the University desires that more staff can be accommodated with one unit per staff member.

每位教職員最多可申請兩個單位，供教職員與家人同住。由於校方希望更多教職員可被編配得到單位，故不保證申請人可獲配兩個單位。

6. A monthly management fee is to be charged for the use of accommodation unless a separate prior arrangement has been approved. The rate and capacity for each type of unit is shown in Attachment 1.

入住大學宿舍，除獲到大學事先特許，教職員需每個月為每個單位繳交管理費。相關費用及單位居住人數請參見附件一。

7. The University sets the monthly management fee by applying an approximately 50% - 55% discount to the average private domestic rental rates on Hong Kong Island published by the Rating and Valuation Department in the *Hong Kong Property Review – Monthly Supplement*. The Management fee is subject to review on a two-yearly basis.



釐定宿舍單位的管理費，是參考了差餉物業估價署的《香港物業報告-每月補編》內的數據，以港島區私人單位的平均租金約五成至五成半來計算管理費，宿舍單位管理費將每兩年檢討一次。

8. Residents are required to pay the management fee in advance on or before the first working day of the month. Residents shall authorize the University to deduct the management fee from her/his monthly salary payment.

宿舍住戶需在每月的第一個工作天或之前繳付該月的管理費，住戶須授權大學從個人月薪扣除管理費。

9. A one month deposit is required and shall be calculated according to the applicable management fee. The deposit will be refunded in full, subject to satisfactory return of the unit to the University.

入住宿舍的教職員需先繳付一個月管理費作為按金。交還單位時，若單位狀況屬於滿意，大學將全數退還教職員已付按金。

10. The resident must vacate the assigned unit upon cessation of employment with the University, unless a special prior approved arrangement is made. Pro-rata management fees may be deducted from the deposit for covering the final period of the occupancy.

如教職員與大學的僱傭合約終結，除非得到大學事先特許，所有居住宿舍的住戶，必須於僱傭合約終結的同時騰空及遷出宿舍單位。當月的管理費將按比例計算，並從按金中扣除。

11. The resident shall keep the accommodation unit in good and tenantable repair and condition (fair wear and tear and damage caused by inherent defects excepted). The resident should deliver up vacant possession of the accommodation unit in the same repair and condition on the termination of residency.

宿舍住戶須在居住期內保持宿舍單位維修狀態良好（自然損耗及因固有的缺陷所產生的損壞除外）。宿舍住戶須在居住期終結時將宿舍單位在同樣的維修狀態下交回大學。

12. The use of the university accommodation is not a staff entitlement. Staff is required to apply through the Associate Vice-President (University Administration).

獲編配大學宿舍不屬於教職員可享福利，有興趣的教職員可向協理副校長(大學行政)遞交宿舍申請。

13. The resident is required to sign an Undertaking and bound by the terms and conditions set out thereto. A sample copy of the Undertaking is at Attachment 2.

獲編配宿舍的教職員需簽署承諾書，承諾遵守相關的條款及細則。樣本承諾書可參見附件二。

14. The following terms and conditions for the use of staff accommodation shall apply:
使用大學宿舍單位及細則的條款如下:



- (i) Residents are expected to maintain a reasonable hygienic environment.
宿舍住戶有責任保持宿舍環境衛生。
- (ii) No alteration inside the unit is allowed. Any drilling, insertion of nails, screws, hooks, brackets or similar addition to the premise will need to be approved by the University beforehand.
單位內間隔不可改動。如需鑽孔、加螺釘、鉤、托架或類似裝置，必須預先獲得大學批准。
- (iii) No furniture, electrical appliance or household items will be provided in the unit.
宿舍單位不會提供任何傢俱、電器及家居用品。
- (iv) Residents are not allowed to put personal belongings in the common areas.
宿舍住戶不可將私人物品放置在公用地方。
- (v) To maintain the tranquil environment of the staff accommodation, residents are expected to minimize any noise that may cause disturbance to others.
宿舍住戶應保持居住環境寧靜，盡量將聲浪減低，以免影響他人。
- (vi) No pets are allowed in the staff accommodation.
在宿舍內禁止飼養寵物。
- (vii) The university maintains a smoke-free environment, and no smoking is allowed in the staff accommodation.
為確保樹仁大學的無煙環境，教職員在宿舍內禁止吸煙。
- (viii) The resident is responsible for all utility costs in her/his unit, e.g. electricity, gas, etc. 宿舍住戶需自行承擔所屬單位的公用設施收費，例如電費，煤氣費
- (ix) The University will only be responsible for the repair and maintenance of the built-in equipment, such as air conditioner, electric stove, electric water heater, range hood, plumbing and drainage facilities etc. in the unit. However, the resident is responsible for the cost of replacement of parts, equipment or facility if required.

宿舍單位內的預設或嵌入設置，其維修及保養由大學負責。例如單位內的冷氣機、電爐、電熱水爐、抽油煙機、水管和排水設施等。唯宿舍住戶需承擔更換零件、設備及用具的費用。
- (x) The University will not be responsible for the repair and maintenance of household items purchased by the resident.
大學不會負責維修或保養宿舍住戶自行購買的任何家具用品。
- (xi) The university reserves its right to inspect the accommodation unit upon two days written notice, as well as to take immediate actions should an emergency arises.
大學有權在認為有需要的情況下予以兩日書面通知後進入宿舍單位檢查，並在緊急的情況之下即時進入單位作出處理。



- (xii) When the unit is vacated, the resident is required to empty and clean up the unit. Processing fees may be deducted from the deposit to cover additional removal and cleaning costs.

在遷出單位前，住戶需騰空及清理宿舍單位。額外的騰空及清理費用將從按金中扣除。

- (xiii) The resident is required to inform the Facilities Management Office when there is a visitor staying overnight in the accommodation unit for more than two weeks. Each visitor is only allowed to stay no more than one month, unless prior approval of the university is obtained.

如有訪客留宿超過兩個星期，宿舍住戶必須向設施管理部申報，而每名訪客不得留宿超過一個月，除非得到大學事先特許。

15. Staff can apply for a parking space located at the Shue Yan University Library Complex. The parking fee is \$1000 per month. The parking fee will be reviewed every two years.

教職員可申請於樹仁大學圖書館大樓的固定泊車位，每月的泊車費用為港幣一千元。有關費用將會兩年檢討一次。

16. This policy will be reviewed every two years.

此教職員住宿政策將會每兩年檢討一次。

17. This policy has been translated into Chinese. If there is any inconsistency or ambiguity between the English version and the Chinese version, the English version shall prevail.

此政策的中文版本為譯本。如中、英文兩個版本有任何抵觸物或不相符之處，應以英文版本為準。

- End -



Attachment 1

附件一

	Approx. UFA (ft2) 實用面積 (平方尺)	Person/ Unit 每單位可 居住人數
Library Complex 圖書館綜合大樓		
2-bedroom 兩房單位	973 – 1,016	2-4
1-bedroom 一房單位	484 – 506	1-2
Main Academic Building 教學大樓		
Duplex 複式單位	581	2-4
Residential & Amenities Complex 文康及宿舍大樓		
2-bedroom 兩房單位	554	2-4
1-bedroom 一房單位	346	1-2
Studio (large with pantry) 開放式單位連茶水間	238	1-2
Studio 開放式單位	171 – 173	1-2
Research Complex 研究院綜合大樓		
1-bedroom (large) 一房單位(大)	414 – 516	1-3
1-bedroom 一房單位	319 – 385	1-2
Studio (large – shared pantry area) 開放式單位 (大-共用茶水間)	233 – 257	1-2
Studio 開放式單位	175 - 179	1-2