BRIEFING SESSION
FOR CURRENT STUDENTS

HALL ADMISSION
2018/19
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Part I  Hall Admission 2018/19

Remember!

• Hall Application is on yearly basis (all should apply afresh!).

• AIMS is the only means for Hall Application.

• Late application / incomplete application will not be accepted.

*traffic jam (system) may happen in the last 10 minutes, better submit your application earlier. If you are unable to submit your application due to technical issue, it will be treated as late application.
Part I  Hall Admission 2018/19 (Key dates)

**A**
19 – 26 Mar
Online application available on AIMS
Upload document proof on AIMS

**B**
23 - 30 Apr
Announcement of result via email
Pay confirmation fee to confirm offer

**C**
31 May
Deadline of preference indication on AIMS

**D**
1 Aug
Room Assignment announcement

**E**
27 - 29 Aug
2018/19 Mass Check-in
Part I  Hall Admission 2018/19 (Eligibility)

• Eligibility
  All full-time students in Gov’t-funded bachelor’s degree programmes

• Allocation Criteria
  (a) via Returning Scheme
    Local Students (Staying in the hall ≥120 days cumulatively)
    Non-local Students (3rd year of study or above )
  (b) via Score A (commuting time/home size) / Score B (Leadership Qualities and Potential Contribution to Residence Life)
    Local Students (Staying in the hall <120 days cumulatively)
  (C) 2nd year priority of Hall Residence
    Non-local students admitted in cohort 2017
## Part I  Application Procedure

### Local Students

<table>
<thead>
<tr>
<th>Local Students</th>
<th>Application Procedures after login AIMS</th>
</tr>
</thead>
</table>
| 1) Current Students/Residents (Staying in hall \(\geq 120\) days cumulatively) | a) Upload the completed Hall Specific Form on AIMS.  
b) Fill Score B information via AIMS  
c) Continue to fill in other parts of hall application via AIMS  
d) Submit the application after completion |
| **including:**  
  - Current student athletes nominated for Residence Scholarship Scheme (RSS)  
  - Students with special needs which are defined as disability | |
| 2) Current Students/Residents (Staying in hall \(<120\) days cumulatively) | a) Fill Scores A & B information via AIMS  
b) Continue to fill in other parts of hall application via AIMS  
c) Submit the application after completion |
## Part I  Application Procedure

### Non-local Students

<table>
<thead>
<tr>
<th>Non-local Students</th>
<th>Application Procedures after login AIMS</th>
</tr>
</thead>
</table>
| 1) Current Residents (**3rd/4th/5th year of study**) | a) Upload the completed Hall Specific Form on AIMS.  
b) Fill Score B information via AIMS  
c) Continue to fill in other parts of hall application via AIMS  
d) Submit the application after completion |
| 2) Students admitted in cohort 2017 with 2nd year priority hall residence | a) Fill Score B information via AIMS  
b) Continue to fill in other parts of hall application via AIMS  
c) Submit the application after completion  
(**No hall place will be granted if missing the deadline of hall application / incomplete submission.**) |
Part I  Hall Returning Scheme

Hall-specific Returning Scheme and Application Form

• Download the form after login AIMS or SRO website
Part I  Hall Returning Scheme

Scoring calculation:

• Hall specific scheme with common core elements:

  1) Academic performance

  2) Ranking of Score B - Combined scores of "Leadership Qualities and Potential Contribution to Residence Life"

  3) Hall contribution and participation

  4) Disciplinary records in hall/SR
**Part I  Score A**

**Score A** - Based on the ranking of one’s combined score of “Home Environment and Commuting Time”

<table>
<thead>
<tr>
<th>Commuting Time</th>
<th>• choose district of home address, (Students are required to provide proof of their home address within the latest 3 months when/if necessary)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Notes: With the extension of the railway network which enhance the connectivity and accessibility between areas. Scores of the covered areas is reviewed.</td>
</tr>
</tbody>
</table>

| Home Environment        | • state the total home size (Total saleable area in sq.ft.)  
|                         | • state the household members’ name and relationship with the applicant (e.g. Chan Siu Ming (myself), Chan Tai Man (father))  
|                         | Note: Pets are NOT counted as household members  


• Based on the ranking of the combined scores of “Leadership Qualities and Potential Contribution to Residence Life”

<table>
<thead>
<tr>
<th>Leadership Quality</th>
<th>To select the position with the highest score attained</th>
</tr>
</thead>
<tbody>
<tr>
<td>Potential Contribution to Residence Life</td>
<td></td>
</tr>
<tr>
<td>1) Academic Scholarship</td>
<td>including: 1st-3rd prizes/Excellence/ Distinction/1st Honour in Overall Student of Year/Academic Performance</td>
</tr>
<tr>
<td>• To provide the year, organization and name of scholarships/prizes</td>
<td></td>
</tr>
<tr>
<td>2) Special Achievements/Awards</td>
<td>including: 1st-3rd (Gold-Bronze) prizes/Excellence/Distinction directly related to Sports/Music/Arts in Inter-school/District/Regional Competitions</td>
</tr>
<tr>
<td>• To provide the year, organization, name and level awards</td>
<td></td>
</tr>
</tbody>
</table>

excluding:
- Subject prizes
- Merits

excluding:
- Personal Achievement e.g. ABRSM Exams
- Merits/Participation
- Intra-school Competitions
## Part I  Score B

<table>
<thead>
<tr>
<th>Leadership Quality to Residence Life</th>
<th>To select the position with the highest score attained</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>3) International Exchange Experience</strong></td>
<td>/</td>
</tr>
<tr>
<td>- To provide the year, country/city and institution</td>
<td></td>
</tr>
<tr>
<td><strong>4) Community Service organised by NGOs ≥ 10 hours</strong></td>
<td>excluding</td>
</tr>
<tr>
<td>- To provide the year, organization and description</td>
<td></td>
</tr>
<tr>
<td>- One-off community service (&lt; 10 hours) e.g. flag selling activity/blood donation/elderly visit</td>
<td></td>
</tr>
<tr>
<td>- Student helper organised by schools/private companies</td>
<td></td>
</tr>
<tr>
<td><strong>5) Dean’s/Principal’s List</strong></td>
<td>/</td>
</tr>
<tr>
<td>- To provide the year and name of the award</td>
<td></td>
</tr>
</tbody>
</table>

- If the applicants input the prizes/award/achievement in the **WRONG category**, **NO mark** will be given.

- Applicants have to submit the certificates/documents for checking as requested by SRO at any time.

- For enquiries, students are recommended to check with SRO
  1) by email at srouga@cityu.edu.hk or
  2) by phone at 3442 1111 during office hours
### Part I  Summary Information

<table>
<thead>
<tr>
<th>Student Type</th>
<th>Returning Form</th>
<th>Score A</th>
<th>Score B</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Local Students</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1) Current Students (Staying in hall ≥ 120 days cumulatively)</td>
<td>✓</td>
<td>×</td>
<td>✓</td>
</tr>
<tr>
<td>including:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Current student athletes nominated for Residence Scholarship Scheme</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Students with special needs which are defined as disability</td>
<td>✓ + proof</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2) Current Students (Staying in hall &lt; 120 days cumulatively)</td>
<td>×</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td><strong>Non-local Students</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3) Current Students (3rd/4th/5th year of study)</td>
<td>✓</td>
<td>×</td>
<td>✓</td>
</tr>
<tr>
<td>4) Students admitted in cohort 2017 with 2-year priority hall residence</td>
<td>×</td>
<td>×</td>
<td>✓</td>
</tr>
</tbody>
</table>

*Please make sure Hall Specific Form has been uploaded on AIMS before application deadline.*
## Part I  Responsible RT for Returning Scheme

<table>
<thead>
<tr>
<th>Residence Halls</th>
<th>Hall Tutor and Room Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jockey Club Humanity Hall (Hall 1)</td>
<td>CHAN Ka Yiu (402B )</td>
</tr>
<tr>
<td>HSBC Prosperity Hall (Hall 2)</td>
<td>HE Danyun, Dana (702B)</td>
</tr>
<tr>
<td>Alumni Civility Hall (Hall 3)</td>
<td>FUNG Long To, Matthew (202A)</td>
</tr>
<tr>
<td>Jockey Club Academy Hall (Hall 4)</td>
<td>MOK Ka Ming, Edwin (701B)</td>
</tr>
<tr>
<td>Chan Sui Kau Hall (Hall 5)</td>
<td>LAW Junhui (401B)</td>
</tr>
<tr>
<td>Lee Shau Kee Hall (Hall 6)</td>
<td>MUHAMMAD (801A)</td>
</tr>
<tr>
<td>Jockey Club Harmony Hall (Hall 7)</td>
<td>SHEK Chun Shing, Blithe (301B)</td>
</tr>
<tr>
<td>Sir Gordon and Lady Ivy Wu Hall (Hall 9)</td>
<td>WU Chen Hu, Henry (102A)</td>
</tr>
<tr>
<td>Hall 10</td>
<td>LIU Tsun Sum, Jensen# (15C# )</td>
</tr>
<tr>
<td>Hall 11</td>
<td>WONG Tsz Hong, Patrick (909B)</td>
</tr>
<tr>
<td></td>
<td>AU-YEUNG Julian Haig (1109B)</td>
</tr>
</tbody>
</table>
For students who are planning for Outbound Exchange in Sem A

• Submit hall application via AIMS, unless you will not plan to stay at hall next residential year.

• If you get the bedplace successfully in the Hall Application, you have to settle the confirmation fee to secure your bedplace for 2018/19 first.

• Students who have record in AIMS showing Outbound Exchange in Semester A, **NO** room will be assigned to you for Semester A. The confirmation fee paid will be used to offset the Semester B Hall lodging fee.

• If you wish to return to the hall in Semester B after exchange, SRO will contact you via email in **mid-Oct 2018** and please follow the instruction to confirm your return. Only those students reply successfully will receive the room assignment for Semester B.
### Part I  Hall Admission 2018/19

#### For students who are planning for Outbound Exchange in Sem B

<table>
<thead>
<tr>
<th>Situation</th>
<th>You have to:</th>
</tr>
</thead>
</table>
| If you plan having Outbound Exchange in Semester B,                        | - submit “withdrawal from the Student Residence in Sem B” by a said deadline (7 Nov) even though the offer has not been granted by the institution;  
|                                                                            | - check out on 28 Dec 2018 noon (last day of Sem A)                           |
|                                                                            |                                                                            |
|                                                                            |                                                                            |
|                                                                            | If you do not apply “withdrawal from the Student Residence in Sem B”, it will lead to a payment of full hall lodging fee of 2\textsuperscript{nd} instalment.* |
|                                                                            |                                                                            |
| If you change your mind and give up the exchange offer…                    | notify SRO as soon as possible. Your hall application will be re-considered by SRO, subject to the availability of bedplaces. |
|                                                                            |                                                                            |
| If no exchange offer is granted by the institution finally…               | notify SRO as soon as possible. Your hall application will be re-considered by SRO, subject to the availability of bedplaces. |

* If you’ve confirmed for outbound exchange in **Semester B and the status in AIMS is “On formal exchange programme**”, you are NOT eligible for hall residence during this period. You should check out from the hall residence and require to settle outstanding hall lodging fee.
Part I  Room Assignment

• Rule of thumb: All applicants will be assigned to double-room double-occupancy if no preference is indicated.

• Applicants' preferences on hall, room type and roommate will be considered as far as possible. There is no guarantee that one will be assigned to a particular hall, unit, room type, or with a specific roommate. Final room assignment is subject to room availability and hall admission policies.

• SRO and the Residence Masters reserve the right to make alternative assignment decisions or re-assign students when necessary.

• No room assignment will be made if applicants fail to complete the application procedures properly or duly confirm their hall offer.
Applicants are required to make an appeal in writing (with new/additional supporting documents) to the Appeal Panel via AIMS by a specific deadline.

- Deadline: **30 April 2018 (Monday)**
Part I  Vetting

- Vetting will be conducted by SRO throughout the application processing and residential period.

- Hall Application is an **HONEST** system. Students are required to submit true, accurate and correct information in AIMS.

- Should students fail to respond to SRO’s request for vetting, they could be considered as submitting inaccurate information and their status of student residence will be revoked and disqualified for their entire study period.

- **All hall fees paid under this circumstance will NOT be refunded.**

- Serious misleading cases will be subject to further disciplinary actions, which may undermine students’ opportunities for award, scholarship, exchange or internship.
### Part I  UG Hall Lodging Fee 2018/19

<table>
<thead>
<tr>
<th>Type of Rooms</th>
<th>Rate/full residential year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Double Room</td>
<td>HK$12,200</td>
</tr>
<tr>
<td>Single Room</td>
<td>HK$24,400</td>
</tr>
<tr>
<td>3-Person Room</td>
<td>HK$16,400</td>
</tr>
</tbody>
</table>

Hall lodging fees of residential year 2018/2019 are payable in two instalments to cover the whole residential period. In general, the due date of the 1st instalment is in mid Oct and the 2nd instalment is in mid Jan.
You will receive an email of acknowledgement after submitting your application. You can check your application data through AIMS on the next working day.

If you do not receive any acknowledgement via email AND cannot find your application data on AIMS, please contact SRO immediately.

SRO will make selection on the basis of the information stated in the application form. If there is any subsequent change of information, you can make the amendments on your application (by yourself) on AIMS by the application deadline. (2018/19 Application)

Please double check the change of information on AIMS after you have amended the data.
Residence Tutors (RTs)

- Current Students/Residents who would like to be the RTs in 2018/19 are reminded to submit **BOTH** applications:
  1) Application for Student Residence
  2) Application for the post of RTs

- The above two applications will be processed separately. Please note the consequence if you apply either ONE only:

<table>
<thead>
<tr>
<th></th>
<th>1) Apply for Student Residence only</th>
<th>2) Apply for the post of RT only</th>
</tr>
</thead>
<tbody>
<tr>
<td>Successful</td>
<td>√ Hall offer in 2018/19*</td>
<td>√ Served as RT and reside in SR in 2018/19</td>
</tr>
<tr>
<td></td>
<td>× Cannot be a RT</td>
<td></td>
</tr>
<tr>
<td>Unsuccessful</td>
<td>× No hall offer in 2018/19</td>
<td>× No hall offer in 2018/19</td>
</tr>
<tr>
<td></td>
<td>× Cannot be a RT</td>
<td>× Cannot be a RT</td>
</tr>
</tbody>
</table>
Please note the consequence if you apply **BOTH**:

<table>
<thead>
<tr>
<th>Student Residence</th>
<th>Residence Tutor</th>
<th>Consequence</th>
</tr>
</thead>
</table>
| ✅                | ✅              | SR result – on 23 April, need to pay the confirmation fee first to confirm the hall offer 2018/19.*  
| ✗                | ✓              | RT result – send by batch in mid-May, once confirm and sign, you will be notified moving to RT room and served as RT in 2018/19. Confirmation fee will be refunded.  
| ✅                | ✗              | SR result – on 23 April, need to pay the confirmation fee first to confirm the hall offer 2018/19.*  
| ✗                | ✗              | No hall offer in 2018/19  
| ✗                | ✗              | SR result – on 23 April, No action  
| ✓                | ✗              | RT result – send by batch in mid-May, once confirm and sign, you will be notified moving to RT room and served as RT in 2018/19.  

*Please don’t wait the RT result announcement. If you do not pay the confirmation fee, the hall place will be forfeited.*
Part II

AIMS Demonstration
• Click “Student Residence Application (Undergraduate Students)”. 
• Read the acknowledgement and undertaking carefully, scroll down to the bottom
• Click “Go” to start your application.
For students Staying in the hall ≥120 days cumulatively

Step 1 – upload the filled Returning Form

- Agree getting access to the information of your academic performance.
- Download the form and upload the completed returning hall for respective hall.
For students Staying in the hall ≥120 days cumulatively

Step 2 – click “Start Application” to fill the remaining parts to complete your application

- The confirmation page will be shown if you completed upload the returning hall form for respective hall. Please be reminded to complete the 2nd part of application.
• Input the Score A information.
Input the Score B information and click “Next Page”.

Confirmation Page – information filled is true and correct

- Double check all the information and scroll down to the bottom
- Click “Agree and submit” to submit your application
You can modify your application information within the application period.

Application is submitted successfully.

Upload the documentary proofs
Choose the document type

Please keep below application reference number for your reference. Your enquiry may not able to process if you failed to provide the reference number!

Application reference number:
810004
You can upload different proofs for the same document types.

If you need to upload proofs for other types, please return to the application.
For returning students:
If you have deleted “Hall Specific Form”, please be reminded to upload it again before 26 Mar 2018; otherwise, marks regarding hall contribution as listed in hall specific form will not be counted.

For all students:
You are not allowed to delete or upload document after application deadline (26 Mar 2018, 23:59).
Part III

Q & A