

UNITED COLLEGE  
THE CHINESE UNIVERSITY OF HONG KONG

**Enlistment of Volunteers to serve as Resident Tutors for UC Student Hostels**

United College is now inviting volunteers from University staff and postgraduate students, who are interested in the promotion of experiential learning amongst students and the enrichment of hostel life, to serve as Resident Tutors (住校導師) for the academic year 2021-2022.

The Resident Tutors will assist the College and/or the Warden to discharge the following duties:

1. To assist in the College's non-formal and general education initiatives.
2. To arrange and conduct seminars and tutorials for the students.
3. To assist the College and the Residents' Associations in organising their various functions and activities, including but not confined to orientation programmes and high-table dinners.
4. To receive training in psychological counselling and in turn to provide general counselling and guidance to the residents and when necessary, to refer them to the appropriate College or University units for follow-up action.
5. To be responsible for general hostel management including for example, maintenance of floor security and inspection for room cleanliness and disorderly or illegal activities.
6. To serve as an intermediary between hostel management and the resident students and to help the Warden to maintain peace, order and good administration of the hostel.
7. To carry out other duties as may reasonably be assigned by the College or the Warden.

Volunteers are nominated as Resident Tutors. This is not an employment either on a full-time or part-time basis, and is not regarded as a concurrent employment with the University. There will not be any allowance/remuneration or any other employee benefits for provision of this volunteer service. The nominated Resident Tutor will be provided with a free single room in one of the United College student hostels. The nomination will last for one year and will start in August 2021, subject to mutual agreement.

Applicants should be full-time staff or full-time postgraduate students at CUHK in the academic year 2021-2022, possess at least a recognized first degree. Preference will be given to those with residence experience in hostels. Application forms can be obtained from the Dean of Students' Office, 1/F., Tsang Shiu Tim Building, United College or downloaded from the College website <http://www.uc.cuhk.edu.hk>. Completed application forms should be returned to the same office or email to [annapoon@cuhk.edu.hk](mailto:annapoon@cuhk.edu.hk) on or before 7 April 2021. Please write "Application for Resident Tutor – Confidential" on cover.

8 March 2021

United College  
The Chinese University of Hong Kong

**DUTIES OF A RESIDENT TUTOR**

1. A resident tutor is expected to assist in the College's non-formal and general education initiatives.
2. A resident tutor should expect to be called upon to arrange and conduct seminars and tutorials for the students.
3. A resident tutor is expected to assist the College and the Residents' Associations in organising their various functions and activities, including but not confined to orientation programmes and high-table dinners .
4. A resident tutor is expected to receive training in psychological counselling and in turn to provide general counselling and guidance to the residents and when necessary, to refer them to the appropriate College or University units for follow-up action.
5. A resident tutor is expected to be responsible for general hostel management including for example, maintenance of floor security and inspection for room cleanliness and disorderly or illegal activities.
6. A resident tutor is expected to serve as an intermediary between hostel management and the resident students and to help the Warden to maintain peace, order and good administration of the hostel.
7. It is expected that a resident tutor should carry out other duties as may reasonably be assigned by the College or the Warden.

March 2021

N.B. The term of office of a resident tutor usually begins on 1 August as soon as he/she is nominated by the College, and ends by 31 July in the following year. The resident tutor is expected to give one month's notice in writing to inform the College and the Warden if he/she wishes to resign.

**2021-2022 年度住校導師申請表**  
**Application Form for Resident Tutors (2021-2022)**

個人資料 Personal Particulars

姓名 (英文) Name: (in English)				近照  Photo
(中文) (in Chinese)	年齡 Age	性別 Sex		
住址 Residential Address				
電郵 E-mail				
手提電話 Mobile Phone No.			香港身份證號碼 HKID Card No.	
婚姻狀況*(1) Marital Status	單身 / 已婚 Single / Married		國籍 Nationality	
<i>中大研究生適用</i> <i>For CUHK Postgraduate Students</i>				
課程 Curriculum	博士課程 / 碩士課程 PhD programme / Master programme		全職 / 兼讀 Full-time / Part-time	
學系 / 年級 Department / Year of Study			學生證號碼 Student ID	
持有香港學生簽證*(2) HK Student Visa Holder	是 / 否 Yes / No		畢業年份 Year of Graduation	
<i>中大職員適用 For CUHK Staff</i>				
部門/職位 Unit/Post			職員證號碼 Staff ID	
持有香港工作簽證*(2) HK Working Visa Holder	是 / 否 Yes / No		合約屆滿日期 Contract End Date	

\* (1) 宿舍只提供單人房間予住校導師

Only single rooms are available for Resident Tutors

(2) 非本港居民須已獲入境處批准在中大校園工作

Non-HK residents should have sought permission from the Immigration Department to work on CUHK campus.

學歷(請順序列出) Educational Background (in chronological order)

日期 Date		學院名稱 Name of Institution	課程 Course/Subjects	證書/文憑/學位 Certificate/ Diploma/Degree
由 月/年 From MM/YYYY	至 月/年 To MM/YYYY			

其他專業資格及技能 Other Qualifications/Skills

語言/方言 Languages/Dialects	
專業資格 Professional Qualifications	
特殊技能 Special Skills	

住宿經驗 Residential Experience in Hostels

日期 Date		機構名稱 Name of Institution	宿舍 Hostel	職位 Position
由 月/年 From MM/YYYY	至 月/年 To MM/YYYY			

課外活動(中學及大學) Extra-curricular Activities (at secondary school and university)

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工作經驗 Work Experience

日期 Date		機構名稱 Name of Organization	職位 Position	職責 Scope of Duties
由 月/年 From MM/YYYY	至 月/年 To MM/YYYY			

擬舉辦之宿舍活動 Proposal for Hostel Activities

請簡述申請本院住校導師一職的原因，及自覺能對宿舍生活作出的貢獻。

Please describe briefly why you would like to be a resident tutor at United College and what you can possibly contribute, as a resident tutor, towards hostel life.

簽名Signature : \_\_\_\_\_

日期Date : \_\_\_\_\_

(此表格收集的資料將用以處理有關的申請，所提供的資料於無需保留時將全部銷毀。

The personal data provided on this form are to be used solely for the purpose of processing this application and will be destroyed when they are no longer required.)