

# THE UNIVERSITY OF HONG KONG

香港 大學



## Hall Retreat for Student Leaders

### Application Notes

#### 1. Basic Information

Date & Time:	Day 1: 11 <sup>th</sup> January 2025 (Saturday) (2:00pm to 10:00pm) Day 2: 12 <sup>th</sup> January 2025 (Sunday) (10:30am to 05:30pm)
Venue:	Day 1: CPD LG.07-LG.08 Day 2: Jockey Club Student Village III (Lung Wah Street)
No. of Participants:	40 Hall Student Leaders

#### 2. Objectives

- Promote communication and learning culture among halls
- Enhance leadership skills in organising orientation activities
- Develop transposition thinking and cultivate empathy
- Reflect on and discuss hall education and culture

#### 3. Target Audience

- Participants should have taken up leadership roles in halls, such as serving as current/past/incoming executive committee members of hall students' association (ExCos), floor chairperson, or orientation programme's organising committee members
- Preference shall be given to incoming executive committee members

#### 4. Content

##### Day 1 (Afternoon): Mass Game Delivery

- After forming a team of 8, participants need to submit the Mass Game Proposal (Appendix 1) during application
- The mass game shall be completed within one hour (excluding setup time) and involve simple props (such as ropes, wooden planks, bamboo, blindfolds, or self-made props, etc.). It should provide a certain level of challenge in alignment with the orientation theme. The game should be designed for 16 to 24 participants acting as freshmen or group leaders, and will take place within CPD LG.07-LG.08

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- All participants should prepare the necessary materials and discuss the division of labor among their own groups. 2 of the participating halls will be selected by votes on day to deliver the games, while other groups will portray the roles of freshmen. A debriefing session will be conducted after the delivery

## **Day 1 (Evening): Role Play**

- Drawing reference from real-life cases, CEDARS will arrange a series of inappropriate scenarios that may occur during the orientation camp (e.g., hazing, conflicts among hallmates, noise disturbances, outbreak of infectious diseases, etc.). Different groups will play various roles, such as freshmen, floor chairmen, hall tutors and university staff, etc., to test and train the organisers' abilities in transposition thinking, decision-making, and crisis management

## **Day 2 (Morning): Visit to Jockey Club Student Village III (Lung Wah Street)**

- Under the guidance of staff, tutors, and student representatives from the Jockey Club Student Village III, participants will visit the facilities, learn about culture and student activities at the colleges, and engage in exchanges with resident tutors and residents

## **Day 2 (Afternoon): Discussion on Hall Education**

- With representatives from CEDARS, hall staff, and tutors, participants will discuss the following two main themes:
  - i. Enhancing HKU hall's image (e.g., addressing online rumors, improving arrangements for Registration Day and orientation activities)
  - ii. Fostering integration among hallmates (e.g., roommate pairing policies)

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## 5. Rundown

Date	Time	Content
11 <sup>th</sup> January (Saturday)	13:45-14:00	Check-in (CPD-LG.07 & LG.08)
	14:00-14:30	Introduction and Ice-breaking Activities
	14:30-15:30	Mass Game (Hall 1)
	15:30-16:00	Debriefing
	16:00-16:15	Break
	16:15-17:15	Mass Game (Hall 2)
	17:15-17:45	Debriefing
	17:45-19:00	Dinner
	19:00-21:30	Role Play
	21:30-22:00	Wrap-up
12 <sup>th</sup> January (Sunday)	10:15-10:30	Check-in (Village III)
	10:30-11:30	Guided Tour
	11:30-12:30	Exchange with College Residential Tutor & Resident
	13:00-14:00	Lunch
	14:30-17:30	Discussion on Hall Education
	17:00-17:30	Event Wrap-up, Feedback Survey & Group Photo

*Remarks: The rundown is for reference only and subject to on-day changes at the discretion of CEDARS*

## 6. Activity Subsidy and Souvenir

- To encourage hall students' associations to organise more innovative activities, hall students' associations that join both Day 1 and Day 2 with satisfactory performance will receive a subsidy of HK\$5,000
- Participants joining both Day 1 and Day 2 will receive camp T-shirts and souvenirs

## 7. Language

- Depending on participants' backgrounds, activities may be conducted in Cantonese or English. CEDARS will confirm relevant arrangements with participants before the event

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## 8. Application Method

- The event is divided into *individual application* and *group application*:

### *Individual Application*

- Suitable for individual hall student leaders who are interested and they may fill out the **Individual Application Form** online
- Individuals may choose to participate in Day 2 only
- If individuals are interested in participating in Day 1, CEDARS will help arrange teaming up with other individual participants
  - Success in forming a team is not guaranteed
  - Individuals will NOT receive any activity subsidies

### *Group Application*

- ExCos should coordinate the application and fill out the **Group Application Form**, then submit it along with the **Mass Game Proposal (Appendix 1)** via email to [leaf@cedars.hku.hk](mailto:leaf@cedars.hku.hk)
- For Mass Game Proposal, participating group can choose to fill in either the English or Chinese version. Please refer to this **sample** for reference
- Each participating hall shall send 8 participants as a team
- Each participating hall shall select a team leader who is responsible for communicating and coordinating activity arrangements with CEDARS

## 9. Important Dates

Date	Content
12 <sup>th</sup> November (Tuesday)	Event promotion begins
16 <sup>th</sup> December (Monday)	Deadline for event application and submission of Mass Game Proposal
20 <sup>th</sup> December (Friday)	Confirmation of admission
21 <sup>st</sup> December (Tuesday) to 10 <sup>th</sup> January (Friday)	Final preparatory stage for Mass Game
11 <sup>th</sup> January (Saturday) to 12 <sup>th</sup> January (Sunday)	Hall Retreat for Student Leaders
Mid-February to Early March	Activity Subsidy to be released to eligible Hall Students' Associations

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## 10. Terms and Conditions

- The activity has limited quota, and CEDARS will consider a number of factors such as the order of application, the background of participants, the completeness of application information, and the content of the Mass Game Proposal. etc., as selection criteria
- Participants are required to declare their health conditions, dietary requests, or any other special needs in the application form. CEDARS reserves the right to reject individual applications based on safety or health reasons
- If a participant has any medical conditions such as heart disease, anemia, asthma, high blood pressure, low blood pressure, diabetes, etc., they must truthfully disclose this information to CEDARS during application. In the event of uncontrollable situations or accidents during the activity due to the participant's negligence or poor health and physical condition, CEDARS will not be held responsible
- Photos or videos taken by the organisation during the activity may be used for promotional purposes. If a participant does not wish to be photographed during the activity or have their information used for other purposes, they are encouraged to inform the staff directly
- CEDARS reserves the right to immediately terminate the participation of any individual who submits false application information, violates university policies and regulations, disturbs other participants or individuals present, or disrupts the progress of the activity
- For details on arrangements in case of inclement weather, please refer to the [LEAF website](#)
- The Application Notes is available in both Chinese and English versions. In case of any discrepancies in the content, the English version shall prevail.
- CEDARS will announce the latest arrangements of the activity, and CEDARS reserves the right to change any information. Participants will be promptly notified of any changes

## 11. Enquiries

- **LEAF Student Development Programme**
  - Website: <https://leaf.cedars.hku.hk/>
  - Email: [leaf@cedars.hku.hk](mailto:leaf@cedars.hku.hk)
  - Staff: Mr. Oscar Ng (Student Advising Officer)
  - Contact Number: 3917 4655 (Office Hours)

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Rm 303 Meng Wah Complex, The University of Hong Kong, Pokfulam Road, Hong Kong  
<http://cedars.hku.hk> Email: [cedars@hku.hk](mailto:cedars@hku.hk) Tel: 3917 2305 Fax: 2546 0184

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## 舍堂學生領袖退修營 報名須知

### 一、基本資料

日期及時間：	第一天: 2025 年 1 月 11 日 (六) (下午 2 時正至 10 時正) 第二天: 2025 年 1 月 12 日 (日) (上午 10 時 30 分至下午 5 時 30 分)
地點：	第一天: CPD LG.07-LG.08 第二天: 賽馬會第三學生村 (龍華街)
人數：	40 位舍堂學生領袖

### 二、目標

- 促進舍堂之間互相交流及學習
- 提升帶領迎新活動的領袖技巧
- 學習換位思考，培養同理心
- 思考及討論舍堂教育的挑戰與未來方向

### 三、對象

- 參加者應於舍堂擔當學生領袖角色，如：曾經/現正/即將擔任的宿生會幹事、樓層主席、迎新活動籌辦委員
- 即將擔任新一屆的宿生會幹事將獲優先考慮

### 四、內容

#### 第一天(下午)：迎新遊戲

- 參加隊伍須在報名時遞交**迎新遊戲計劃書(附件一)**，介紹在訓練營內帶領的遊戲內容
- 迎新營遊戲須在一小時(不包括事前設置)內完成，遊戲應涉及簡單道具(如：繩索、木板、竹、眼罩或自製道具等等)，具有一定難度挑戰，並符合迎新主題，對象為 16-24 位扮演新生的參加者，並於 CPD LG.07-LG.08 範圍內進行
- 所有隊伍須自行準備活動物資及統籌團隊分工安排。活動當日即場投票，票數最高的兩間獲選舍堂將帶領迎新遊戲，而其餘舍堂將扮演新生參與遊戲，並於遊戲後共同檢討及反思得著

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**第一天(黃昏)：模擬情境及角色扮演**

- CEDARS 將參考真實案例，安排一系列於迎新營內有機會出現的不當情境 (如：新生欺凌、堂友衝突、噪音滋擾、傳染病爆發等)，並由各組別扮演不同角色，如：新生、樓層主席、舍堂導師、大學職員等，考驗及訓練組織者的換位思考、決策及應變能力

**第二天(上午)：參觀賽馬會第三學生村(龍華街)**

- 於賽馬會第三學生村的職員、導師與學生代表帶領下，參觀宿舍設施、了解宿舍文化與學生活動，從中交流、借鏡及得到啟發

**第二天(下午)：舍堂教育討論**

- 與 CEDARS、舍堂職員及導師代表一同就以下兩大主題討論：
  - i. 改善舍堂形象 (如：應對網上謠言、改進新生註冊日及迎新活動安排)
  - ii. 堂友融合 (如：室友配對政策)

**五、流程**

日期	時間	活動內容
1月11日 (星期六)	13:45-14:00	集合(CPD-LG.07 & LG.08)
	14:00-14:30	訓練營簡介及熱身活動
	14:30-15:30	迎新遊戲(舍堂一)
	15:30-16:00	檢討及反思
	16:00-16:15	小休
	16:15-17:15	迎新遊戲(舍堂二)
	17:15-17:45	檢討及反思
	17:45-19:00	晚餐
	19:00-21:30	模擬情境及角色扮演
	21:30-22:00	活動回顧及總結
1月12日 (星期日)	10:15-10:30	集合(賽馬會第三學生村)
	10:30-11:45	參觀宿舍
	11:45-13:00	與宿舍導師及宿友交流
	13:00-14:30	午餐
	14:30-17:30	舍堂教育討論
	17:00-17:30	活動總結、問卷收集及大合照

註：流程謹供參考，CEDARS 將視乎實際情況調整活動安排



## 六、活動津貼及紀念包

- 為鼓勵舍堂舉辦更多創新活動，參與整個退修營並表現積極的宿生會將獲得 5000 元的活動津貼
- 參與整個退修營的參加者將獲發活動 T 恤及紀念包

## 七、語言

- 視乎參加者背景，活動有機會以粵語或英語進行，CEDARS 將於活動前與參加者確認相關安排

## 八、報名方式

- 活動分為個人報名及團體報名：

### 個人報名

- 適合個別有興趣的舍堂學生領袖參加，自行填寫網上個人報名表格
- 可選擇只參與第二天的活動，而不參與第一天的活動
- 如有意參與第一天活動，將由 CEDARS 安排與其他參加者 (來自不同舍堂) 組隊
  - 視乎實際報名情況，CEDARS 不保證能為參加者成功組隊
  - 經個人報名的隊伍將不會獲得活動津貼

### 團體報名

- 由舍堂宿生會幹事統籌報名事宜，填寫團體報名表格後連同迎新遊戲計劃書(附件一)經電郵遞交至 [leaf@cedars.hku.hk](mailto:leaf@cedars.hku.hk)
- 有關迎新遊戲計劃書，可選擇填寫中文或英文版本，歡迎參考此範本填寫。
- 參與訓練營的舍堂將派出 8 位參加者組成一隊
- 舍堂須選出一名隊長，負責與 CEDARS 溝通協調活動安排

## 九、重要日期

日期	內容
11 月 12 日(星期二)	活動宣傳及招生開始
12 月 16 日(星期一)	活動報名及遞交「迎新遊戲計劃書」計劃書截止
12 月 20 日(星期五)	參加者確認通知
12 月 21 日(星期二) 至 1 月 10 日(星期五)	「迎新遊戲」最後籌備階段
1 月 11 日(星期六)至 1 月 12 日(星期日)	舍堂領袖退修營
2 月下旬至 3 月初	發放活動津貼



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## 十、條款及細則

- 活動名額有限，CEDARS 將考慮參加者報名先後次序、參加者背景、報名資料完整度、迎新遊戲計劃書內容等一系列因素為篩選準則
- 參加者須於報名表內申報健康狀況、膳食需求或其他特別需要。CEDARS 有權以安全或健康理由拒絕個別申請
- 如參加者患有任何疾病，報名時必須將病情如實告之 CEDARS，如心臟病、貧血、哮喘、高血壓、低血壓、糖尿病等病症，由此令學員在活動期間產生不可控制的情況或意外，及由於參加者本人的疏忽或因健康、體能欠佳而引致傷亡，CEDARS 一概無須負責
- CEDARS 於活動所拍攝的相片或錄像，將會用作宣傳或推廣之用。若參加者不欲於活動中被拍攝或將有關資料作其他用途，歡迎直接向職員反映
- 如參加者提交失實的報名資料、違反大學政策及守則，或滋擾其他參加者或在場人士，影響活動進行，CEDARS 有權即時終止其參加資格
- 有關惡劣天氣安排，詳情可參考 LEAF [網站](#)
- 報名須知設有中英版本，如內容有所異同，請以英文版本為準
- 活動詳情以 CEDARS 最新公佈為準，CEDARS 將保留更改任何資料之權利，亦會儘快通知參加者有關改動

## 十一、查詢

- **LEAF Student Development Programme**
  - 網站: <https://leaf.cedars.hku.hk/>
  - 電郵: [leaf@cedars.hku.hk](mailto:leaf@cedars.hku.hk)
  - 負責職員: 吳偉嘉先生 (學生諮詢主任)
  - 聯絡電話: 3917 4655 (辦公時間)

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