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WELCOME TO POLYU!!

LET’S START AN EXCITING STUDY JOURNEY TOGETHER!

This handbook is specially prepared for you to get the information that you might want to know after arriving at PolyU and in Hong Kong. We hope that you will make the best use of the opportunities and facilities available to you. We wish you every success in your studies at PolyU and a fruitful, enjoyable and memorable campus life.
Dear students,

On behalf of the faculty and staff, I want to officially welcome you to The Hong Kong Polytechnic University!

With the start of a new season comes the opportunity to dream, to set goals, and to look ahead. At PolyU, our motto is “To learn and to apply, for the benefit of mankind”. We hope that each student, equipped with education, will be able to make their mark on the world – to be agents of change.

The world has changed and will only continue to do so. To become a graduate that will thrive out in the real world will require an education that is more than just academics. An education needs to consider all areas of a student's development, ensuring all-around wellness. It is not good enough to just think about being intellectually and physically well. What about social, emotional, spiritual, and occupational wellness? Those matter just as much.

At the Centre for Student Advancement and Resources (STARS), we are here to support you and help you get to where you want to go, while keeping your overall wellness in mind. The services and programs offered at STARS has been specifically developed to help you grow holistically, equipping you to thrive wherever your journey takes you. STARS offers help in the area of career, community programs, enrichment classes, and other resources. For more information, you may visit Centre STARS webpage www.polyu.edu.hk/stars.

To help you make the most of your time here, the Mainland and International Student Services Centre (MISS) is here to guide you and to point the way. Please feel free to contact MISS Centre at http://www.polyu.edu.hk/miss/ or miss.info@polyu.edu.hk.

Today you stand at the starting line. The journey is yours to chart out, and the sky's the limit. Know that the PolyU community will be here every step of the way – supporting you, encouraging you, and wishing you all the best.

Sincerely,
Professor Esmond Mok
Dean of Students

My warmest welcome to all of you!

It is a joy for me and my colleagues to serve incoming students from diverse corners of the globe and to share many exciting moments of bringing people together.

With students coming from more 60 countries in the world, I am proud of this diversity in unity at PolyU. By providing different platforms for local and non-local students to meet and mingle with one another, the Office of Student Development (OSD) and her Mainland and International Student Services Centre (MISS) create opportunities not just for social gatherings, but ways to build up a caring community on the campus through fostering mutual understanding and support.

PolyU also benefits from this cultural diversity. You are making an important contribution to PolyU by helping us to achieve a wider vision and broader understanding of the world. Your presence and your active participation in both academic and non-academic programmes and activities are an important contribution to PolyU.

As we learn to appreciate each other and to open our hearts to embrace people from different cultural backgrounds, we hope that you will also gain positive momentum in your learning journey at PolyU. Our office, OSD, is always here to serve and support you, with the aim of making your time here fruitful, interesting and rewarding.

Blessings,
Simon Lau
MAINLAND AND INTERNATIONAL STUDENT SERVICES CENTRE (MISS)

OUR SERVICES
- Student Life Support
- Social Activities
- Student Personal Logistics
- Personal Development
- Cultural Programmes
- Caring and Development Programmes

WE ARE YOUR FIRST CONTACT

Mainland and International Student Services Centre (MISS) managed by Office of Student Development, provides Chinese Mainland and International students with a one-stop student-oriented support service throughout their studies at PolyU. MISS offers a wide range of services and activities to enrich the educational experience, and to facilitate the adaptation of new comers and the integration of the local and non-local students.

WHERE TO FIND US?

ADDRESS: ST314, 3/F, Ng Wing Hong Building, PolyU
TEL: (852) 3400 2608
FAX: (852) 2334 0552
EMAIL: miss.info@polyu.edu.hk

MISS website and the STUDENT CONNECT page aim to provide an information hub of services for all PolyU non-local students.

http://www.polyu.edu.hk/miss/
### Pre-Orientatio: & Orientation Programme for Non-Local Students

**UG**: Undergraduate  
**TPG**: Taught Postgraduate  
**PTH**: Putonghua  
**TBC**: To be confirmed

- **Arrival & Mass check-in**  
  9:00am – 6:00pm  
  Dinner with new student (TBC)  
  7:00pm – 9:00pm  
  CL, GL, AC

- **UG Orientation**  
  10:00 - 12:15  
  Z209

- **TPG Orientation (1)**  
  14:00 – 17:00  
  Z209

- **Tea reception PTH**  
  10:00 – 11:00  
  V322

- **Tea reception ENG**  
  15:00-16:00  
  Y305

- **Small Group Event (TBC)**  
  (Evening)  
  OC, CL, GL, AC

- **Beach activity**  
  Time and Place: TBC  
  OC, CL, GL, AC

- **City Hunt**  
  Time and Place: TBC  
  OC, CL, GL, AC

- **Minor Orientation**  
  16:30 -17:30pm  
  HJ302

- **Exchange Orientation**  
  9:45 – 10:30  
  V322
  President’s Welcome  
  11:00  
  JCA

**Remarks:**  
- In Small Group  
- Outdoor Activities  
- Self-financed  
  - OC Organizing Committee  
  - CL Camp Leaders  
  - GL Group Leaders  
  - AC Activity Coordinators
Highlights of ORIENTATION PROGRAMME 2015

ORIENTATION FOR NON-LOCAL UNDERGRADUATE STUDENTS 2016

Date: 24 Aug 2016 (Wed)
Time: 10:00am - 12:15pm
Venue: Z209
ORIENTATION FOR NON-LOCAL TAUGHT POSTGRADUATE STUDENTS 2016

Session 1
Date: 24 Aug 2016 (Wed)
Time: 2:00pm - 5:00pm
Venue: Z209

Session 2
Date: 29 Aug 2016 (Mon)
Time: 9:30pm - 12:30pm
Venue: Z209

* Session 1 and 2 are identical. Taught Postgraduate Students are expected to attend one of the sessions.

FIND US ON FACEBOOK:

UPCOMING ACTIVITIES FOR TAUGHT POSTGRADUATE STUDENTS:
ORIENTATION FOR INBOUND EXCHANGE STUDENTS 2016

DATE: 2 Sep 2016 (Fri)
TIME: 9:45am - 10:30am
VENUE: V322

CHECK OUT OUR WEBSITE FOR UPCOMING ACTIVITIES FOR EXCHANGE STUDENTS:

FIND US ON FACEBOOK:
http://www.facebook.com/mis.polyu
REGISTRATION AND GET YOUR STUDENT ID CARD
FOR FULL-TIME UNDERGRADUATE AND ALL TAUGHT POSTGRADUATE STUDENTS

The Academic Secretariat (AS) is responsible for matters related to admissions, registrations, timetabling, examinations, student records, certification and awards. Please refer to the assigned timeslot on your “Online Notice of Offer” issued by AS and go to the designated venue for registration and get your student ID card.

For enquiry, please feel free to contact the AS directly:
ACADEMIC SECRETARIAT SERVICE CENTRE

- **LOCATION**: Room M101, 1/F, Li Ka Shing Tower (Core M)
- **OPENING HOURS**: Mon-Fri: 0900-1900 | Sat: 0900-1200 (Students can obtain various forms on a self-serviced arrangement after the Centre is closed.)
- **AUTOMATED INTERACTIVE HOTLINE**: (852) 2333 0600
- **WEBSITE**: www.polyu.edu.hk/as
- **EMAIL**: (1) Enquiries on Admissions for non-local applicants:
aaslocal@polyu.edu.hk (UG) asadmpg@polyu.edu.hk
   (2) For programme registration: asregadm@polyu.edu.hk
   (3) For enrolment matters: asregins@polyu.edu.hk
   (4) For subject registration matters: aswebreg@polyu.edu.hk
   (5) For examination, certification and award matters: 
asexmvad@polyu.edu.hk
   (6) For student visa matters: asststds@polyu.edu.hk
   (7) Other Enquiries: student@polyu.edu.hk

Note: Please provide your full name, student number and contact number

*The Academic Secretariat Service Centre will be temporarily relocated to AQ205 until mid/end September because of renovation.*

FOR INBOUND EXCHANGE STUDENTS
(MAINLAND, TAIWAN AND MACAU)

Chinese Mainland Affairs Office (CMAO) is responsible for arranging student exchange programmes with universities in Mainland, Taiwan and Macau. For inbound exchange students from these places, please approach CMAO directly for your registration.

**CHINESE MAINLAND AFFAIRS OFFICE (CMAO)**
- **LOCATION**: Room R701, 7/F, Shirley Chan Building (Core R)
- **TEL**: (852) 3400 2990/3400 2750
- **FAX**: (852) 2334 9208
- **EMAIL**: ocgo@polyu.edu.hk
- **WEBSITE**: www.polyu.edu.hk/cmao

FOR INBOUND EXCHANGE STUDENTS (INTERNATIONAL)

The International Affairs Office (IAO) is responsible for arranging student exchange programmes with international partner institutions. For international inbound exchange students, please contact IAO directly for your registration.

**INTERNATIONAL AFFAIRS OFFICE (IAO)**
- **LOCATION**: Room M1601, Li Ka Shing Tower (Core M)
- **TEL**: (852) 2766 5116
- **EMAIL**: international.exchange@polyu.edu.hk
- **WEBSITE**: www.polyu.edu.hk/iao

FOR RESEARCH STUDENTS

The Research Office (RO) provides administrative support and services to research students during their studies at PolyU. The office takes care of the admission, registration, examination and quality assurance matters.

**RESEARCH OFFICE**
- **LOCATION**: Room Z404, 4/F, Block Z
- **TEL**: (852) 3400 3635
- **EMAIL**: roro@polyu.edu.hk
- **WEBSITE**: www.polyu.edu.hk/ro
OPEN YOUR E-ACCOUNTS @ POLYU

TO FACILITATE YOUR LEARNING AND STUDIES AT POLYU, DON’T FORGET TO REGISTER AND ACTIVATE YOUR THREE E-ACCOUNTS !!

1. NetID REGISTRATION
2. POLYU EMAIL ACCOUNT
3. LIBRARY ACCOUNT (FOR YOU TO USE THE LIBRARY FACILITIES AND SERVICES)

A WHY OPEN IT?
Access University Portal, myPolyU
- Locate systems and websites essential for your study at PolyU
- Learn about upcoming events of departments/offices

Hot Links
- LEARN@POLYU: http://learn.polyu.edu.hk
- eStudent: http://www.polyu.edu.hk/student
- PolyU Online Student Services: http://www.polyu.edu.hk/oss
- myPolyU: https://my.polyu.edu.hk
- Finance Office: http://www.polyu.edu.hk/fo

For enquiries, please contact ITS Help Centre at (852) 2766 5900.

B PROCEDURES:

STEP 1
Go to PolyU homepage (www.polyu.edu.hk)

STEP 2
Click “myPolyU”

STEP 3
Click “New Student”

STEP 4
Enter your student ID (E.g. 120112367d) [Don’t miss the letter at the back!]

STEP 5
For the programme code, please refer to Admission Letter [Stream is not included i.e. If your programme stream is 02002-MKT, then key in 02002]

STEP 6
Complete the activation process according to instructions given
OPEN YOUR E-ACCOUNTS @ POLYU

POLYU EMAIL ACCOUNT ACTIVATION

A WHY ACTIVATE IT?
It is an Official University Email Address
- University communicates with you through this email address
- Receive latest information at PolyU

B PROCEDURES:

STEP 1
Go to "PolyU Connect" website at http://www.polyu.edu.hk/connect

FOR ENQUIRY, PLEASE CONTACT:
LIBRARY TECHNICAL SUPPORT
(852)2766 6909 or libsys@polyu.edu.hk
INTERNET ACCESS AND ENQUIRY

Wireless internet service is available almost everywhere on campus, at the Student Halls as well as government premises and public libraries. Quite a few major shopping centres and coffee shops also offer free internet access.

For information regarding student email accounts, internet access on campus and other ITS services, you may visit the webpage for new students at www.polyu.edu.hk/its/orientation/NewStudent.

ITS HELP CENTRE AND HOTLINE SERVICE

Students can visit the Help Centre for professional and technical advice/assistance on the use of PC software, email, University Portal, various central computer systems and network facilities as well as any IT security-related issues.

- **TEL**: 2766 5900
- **LOCATION**: M201, Li Ka Shing Tower (Core M)

**SERVICE HOURS**

<table>
<thead>
<tr>
<th></th>
<th>DURING SCHOOL TERM</th>
<th>DURING CLASS END</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday - Friday</td>
<td>0815 - 2230</td>
<td>0830 - 1830</td>
</tr>
<tr>
<td>Saturday</td>
<td>0900 - 1715</td>
<td>0900 - 1200</td>
</tr>
<tr>
<td>Sunday &amp; Public Holidays</td>
<td>Closed</td>
<td>Closed</td>
</tr>
</tbody>
</table>

STUDENT COMPUTER CENTRE

All legitimate PolyU users (students or staff with valid PolyU Student/Staff ID cards) can use the facilities, e.g. PC computers, printing, scanning, etc., in the Student Computer Centre on a first-come-first-served basis and no prior booking arrangements are necessary.

- **TEL**: 2766 5948
- **LOCATION**: 3/F & 4/F Li Ka Shing Tower (Core M)

**Service Hours**

<table>
<thead>
<tr>
<th>FLOOR / ROOM</th>
<th>MON - FRI</th>
<th>SAT</th>
<th>Sun &amp; Public Holidays</th>
</tr>
</thead>
<tbody>
<tr>
<td>M202</td>
<td>24 hours</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3/F, Core M</td>
<td>0830 - 2330</td>
<td>0900 - 2330</td>
<td>0900 - 2330</td>
</tr>
<tr>
<td>4/F, Core M</td>
<td>0830 - 2330</td>
<td>0900 - 2330</td>
<td>Closed</td>
</tr>
</tbody>
</table>

**ENQUIRY**

For more information about the services provided by Information Technology Services Office (ITS), please visit their website at www.polyu.edu.hk/its or call ITS hotline at 2766 5900.
SUPPORT FROM PEER STUDENTS

FOR INBOUND EXCHANGE STUDENTS
BUDDY PROGRAMME

EVERY Inbound Exchange student will be “MATCHED” with a current PolyU student as your buddy during the whole semester. The buddy will be your friend to support all your needs for your adaptation in Hong Kong. Your buddy will help you for the followings:

<table>
<thead>
<tr>
<th>Upon Arrival</th>
<th>Pick-up by buddy, if available</th>
</tr>
</thead>
<tbody>
<tr>
<td>After Arrival</td>
<td>Meet the buddy at least twice, e.g., the buddy will take you around Hong Kong</td>
</tr>
</tbody>
</table>

Peer Mentoring Programme is a campus-based scheme designed to assist in the social, personal and academic acclimation to PolyU, by pairing new undergraduate students with outstanding senior students who act as mentors in the first semester. Peer Mentors are a friendly face and point of contact during the first year. Any new student can participate in PMP by becoming a mentee.

Being a Mentee allows you to:

- Gain knowledge about PolyU and get involved in a new way
- Get advice and tips from outstanding senior students
- Find additional social and academic resources
- Identify specific skills that you need to strengthen
- Build strong relationships with other students from different faculties/schools

Each mentee is matched with 2-3 mentors and a group of around 10 other mentees. Students will meet as a group as well as individually throughout the first semester. Active mentees will be invited to join a sponsored tour by the end of academic year 2016/17.
We have a wide variety of **WeFresh Activities** -

<table>
<thead>
<tr>
<th>Date(s)</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 Sep (Fri)</td>
<td>PMP Orientation Day (WeFresh tour, booth games &amp; chat rooms)</td>
</tr>
<tr>
<td>6 &amp; 7 Sep (Tue &amp; Wed)</td>
<td>Leap to the Dream @ Logo Square</td>
</tr>
<tr>
<td>21 Sep (Wed)</td>
<td>Kick-off &amp; BBQ</td>
</tr>
<tr>
<td>7 Oct (Fri)</td>
<td>Detective Game</td>
</tr>
<tr>
<td>19 Nov (Sat)</td>
<td>War Game</td>
</tr>
<tr>
<td>23 Dec (Fri)</td>
<td>Bubble Soccer</td>
</tr>
<tr>
<td>20 Jan 2017(Fri)</td>
<td>Celebration Night</td>
</tr>
</tbody>
</table>

“Master Your Growth” (MYG) is a bonus choice for mentees (Quota: 100), aiming at helping students understand their strengths and weaknesses, equip the skills in goal setting and strategic planning through inspiration camp (17-18 Sep) and professional coaching (at least 3 sessions each semester), so as to let participants turn their plans into actions, breakthrough their comfort zone and further develop themselves.

To learn more about PMP activities and apply to become our Mentee, please visit the link [https://myacs.polyu.edu.hk/utils/mysurvey/index.php/161914/lang-en](https://myacs.polyu.edu.hk/utils/mysurvey/index.php/161914/lang-en) or QR code below by 9 September 2016. We will announce the mentoring matching result in the following week. Let’s have fun in the kick-off event on 21 September!

If you have any questions, please feel free to contact us at pmp.osd@polyu.edu.hk. We truly hope that you will take advantage of this wonderful opportunity to grow and enhance your U-life.
Reminder

Have you prepared for the followings to survive in Hong Kong?

Identity

* HK Identity Card
* VISA Matters
* LOCPG (中聯辦) Registration (For mainland students ONLY)

Communication

* MTR Student travel scheme and OCTOPUS card
* Banking
* Phone services
According to the Registration of Persons Ordinance, non-local students permitted to stay in Hong Kong for more than 180 days MUST apply for the Hong Kong Identity Card (HKID card) at the Immigration Department within 30 days of arrival. You are therefore required to apply for a HKID card in person at the Immigration Department as soon as possible. To save time, you may make an advanced booking via the following channels:

**Online Booking Service:**

**OR**

24-hour Telephone Booking Service at (852) 2598 0888

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**Steps:**

1. Download Application Form
2. Book Appointment
3. Bring supporting document (Booking confirmation + Student Visa + Passport/PRC Exit-Entry Permit to and from Hong Kong & Macau)
4. Reach Registration of Persons Office as booked
5. Get your ID Card after 10 working days :) so easy. Remember to carry it EVERYDAY.

**Information about supporting documents & application process could be found by:**

**Under Age 18**
http://www.immd.gov.hk/eng/services/hkid/reg_replace.html#under_18&secondTab

**Above Age 18**
http://www.immd.gov.hk/eng/services/hkid/reg_replace.html#above_18

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**Visa Matters**

As a non-local student, you should refer to the section of “Important Notes for Non-local Students” in the Student Handbook, (http://www.polyu.edu.hk/as/webpage/for-student/student-handbook)

Information on visa extension, employment, internship, and contact details of the Immigration Department, they are available at the page of “Visa matters for Non-local students” at the website of the Academic Secretariat (www.polyu.edu.hk/as/webpage/for-student/visa-matters-for-non-local-students).
REGISTRATION IN LOCPG (中聯辦) FOR MAINLAND STUDENTS ONLY

DEPARTMENT OF EDUCATION, SCIENTIFIC AND TECHNOLOGICAL AFFAIRS OF LOCPG
中央人民政府駐香港特別行政區聯絡辦公室教育科技部

根據教育部規定，在香港連續學習或在高校連續從事研究工作超過六個月的全日制內地學生學者必須在來港三個月內到中央人民政府駐香港特別行政區聯絡辦公室（中聯辦）教育科技部報到註冊，以便在學習或研究期滿後開具在香港地區留學證明，否則不予開具。

- 資料
  - 去中聯辦註冊需要攜帶：
    1. 往來港澳通行證
    2. 學生證
    無需交納手續費。
  - 註冊地點
    香港特別行政區香港島上環幹諾道中200號信德中心西座1103室
  - 辦公時間
    上午9:30-12:30，下午2:00-5:00。一般每週二辦公，逢星期三可能
    週四也會辦公（後續詳細通知）。逢香港政府規定節假日不辦公。
  - 前往報到方法
    乘搭港鐵至上環，從D出口出站，按照相關指引及詢問相關人員
    可到達。其他相關信息應當有後續通知，請留意。
  - 中聯辦網址
    www.locpg.hk
  - 中聯辦地址
    香港幹諾道西160號
  - 總機
    (852) 28314333
  - 港島工作部地址
    香港幹諾道中200號信德中心西座3209室
  - 電話
    (852) 21057888

MTR STUDENT TRAVEL SCHEME & OCTOPUS CARD

Why apply for an Octopus Card?
- Valid for all forms of transport in Hong Kong (e.g. MTR, Bus, Tram, Ferry)
- Enjoy concessionary fares on MTR journeys
- Settle payment at convenient stores and supermarkets etc.

How to apply:

Steps:
1. Download application form from MTR website, from 1 September 2016
2. Bring completed form to AS for endorsement of student status at around mid
   September. Please refer to the notice email sent by AS.
3. Submit endorsed form to specific MTR Station, with photo and application fee.
4. Collect your student octopus card according to the time and station selected
   in your application form.
5. Remember to renew it every year around the same time when reminded by
   AS email.

More information:

OPEN BANK ACCOUNT

BANKING SERVICES ON CAMPUS

There are 2 mini-banks (Hang Seng Bank and Bank of East Asia) on the podium level of the Shaw Amenities Building (Core VA). You may open a savings account in these mini-banks on campus, no annual fee is charged. Their business hours are from 0900 - 1700 (Mon-Fri). Automated Teller Machines (ATM) are also available there and you will find it convenient to have an ATM card to withdraw money and pay tuition fees at anytime.

WHAT SHOULD I DO IF I FORGET TO BRING THE PROOF OF PERMANENT ADDRESS IN MY HOME COUNTRY IN ENGLISH?

Our colleagues will help you to verify your permanent address of your home town and provide you with the proof of address accordingly. Please go to the Mainland and International Student Services Centre (MISS) located ST314, 3/F, Ng Wing Hong Building, during office hours at 0900 - 1800 (Mon-Fri). You may also contact MISS at (852) 3400 2608 for any queries.

WHAT SHOULD I DO IF MY PROOF OF PERMANENT ADDRESS DOES NOT MATCH WITH MY PASSPORT COUNTRY?

Step 1: Change your address on e-Student website (proof of residence) to match your passport.
Step 2: Go to the Mainland and International Student Services Centre (MISS) located at ST314, 3/F, Ng Wing Hong Building, during office hour at 0900 - 1800 (Mon-Fri) to verify your updated permanent address.

FOR STUDENTS AGED UNDER 18

Please note that a new policy on the arrangement of opening bank account at local banks for people under age of 18 (minors) has been imposed by the Hong Kong Monetary Authority (HKMA). Minors are required to be accompanied by parent/guardian when opening a bank account. Parent/guardian will be requested to sign a declaration and provide a copy of HKID card/passport/other documents where necessary. For details, please check with the local banks directly.

WHAT DOCUMENTS SHOULD I PREPARE?

The local banks may require you to provide the following documents for opening a savings account in Hong Kong:

1. Passport / Travel document(s), (e.g. Chinese Travel Permit for Mainland Students)
2. Proof of Permanent Address of your hometown in English
   - for Mainland Students: Official Identity Card issued by Mainland China
   - for Overseas Students: Utility bill, mobile phone bill, tax demand note, driver’s license with address or bank statement, etc. (The bill or bank statement should be dated within the last two months.)
3. Proof of PolyU student status (e.g. student ID card or Notice of Offer)
4. Proof of residential address in Hong Kong in English
5. Contact phone number & email address in Hong Kong

*For those residing at Student Halls, item 4 will be prepared for you by the Office of Student Resources and Residential Life and can be collected at Hall Reception.
Most of the Hong Kong residents own mobile phones and use them frequently. To keep in touch with your friends and families outside and inside Hong Kong, you may need phone service. There are two types of phone services provided in Hong Kong.

1. PRE-PAID CARD - PAY AS YOU GO

Both local and international calling cards are offered

- Can be used instantly
- Can be bought at any convenience stores like 7-11 and Circle K (Available at VA core)
- Credits could be topped up by buying recharge card at the convenience stores or the stores of network providers

*Some recharge cards are only sold in designated shops or their service centers. You need to confirm where the recharge cards are sold.

2. PLAN SERVICE

- Requires signing of contract:
  - Address proof for registration
  - Hong Kong Identity Card
- Need to go to the designated service center for registration
- Monthly payment

PHONE SERVICE COMPANIES IN HK

Different phone packages are available for both pre-paid card and mobile phone plans with or without 3G/4G service. For more information, please visit:

- 3HK
  http://www.three.com.hk
- PCCW
  http://www.pccw.com
- SmartTone
  http://www.smartone.com
- 1010
  http://www.1010.com.hk
- China Mobile
  http://www.hk.chinamobile.com
- Telecom Digital
  http://www.telecomdigital.cc
- China Unicom
  www.chinaunicom.com.hk
- CMMobile
  http://www.cmmobile.com.hk
- CSL
  http://www.hkcsl.com
STUDY

SUBJECT REGISTRATION & GRADUATION REQUIREMENTS

SUBJECT REGISTRATION

Step 1
Please log in eStudent with your NetID and NetPassword.

Step 2
Check your subject registration record and related information or register subjects.

“Subject Search” search the subjects on offer in this semester
“Study Information” check your pre-assigned subjects
“Personal Checklist” check your earliest commencing time for subject registration
“Mock Subject Registration” mock trial before the official registration
“Subject Registration” register courses in your assigned period

Want to know more?
Take a look at the Guide!
http://www.polyu.edu.hk/as/subj_reg/Subject_Registration.pdf
GRADUATION REQUIREMENTS
Access to Study-related Information

FOR UNDERGRADUATE AND TAUGHT POSTGRADUATE STUDENTS:

For graduation, students are required to satisfy all graduation requirements as specified by the University and as laid down in the relevant Definitive Programme Document, which will be issued to you by your Department at the commencement of your study.

eStudent
You can access to the following information & applications provided by the Academic Secretariat here. (https://www38.polyu.edu.hk/eStudent/)

• Subject Search & Programme Search
• Personal Details & Study Information
• Subject Registration
• Class & Exam Timetables
• Assessment Results
• Graduation
• Study Changes
• Academic Advising

To get the up-to-date information, don’t forget to check the page regularly!

You can get the following information in the Student Handbook.
• General Academic Matters
• Regulations & Rules
• Services & Facilities for Students
• Useful Contact Information
• Important Notes for Non-local Students

Dissertation Handbook (https://www2.polyu.edu.hk/Polyu/PGDIS/)
For students studying the UGC-funded Postgraduate Schemes, please refer to the dissertation handbook.
WHERE TO EAT

Within the campus, there are a total of nine catering outlets offering an extensive range of Asian and Western cuisines to suit the different needs of the University community.

Student Canteen I (Food Court) 理大美食坊
("舊 CAN") – Ground Floor, Shaw Amenities Building

07:30 - 20:30 (Mon – Fri)
07:30 - 19:30 (Sat)
09:00 - 18:00 (Sun)
Closed (Public Holidays)

Fast-food items, breakfast/lunch/tea set/dinner of Asian style. Drinks, snacks, pastries & bakery, noodles in soup, etc.

Student Canteen II (Communal Dining Hall) 文康食堂
("新 CAN") – 3/F, Communal Building

07:30 - 20:30 (Mon – Fri)
07:30 - 19:30 (Sat)
09:00 - 18:00 (Sun)
Closed (Public Holidays)

Fast-food items, congee, noodles, Cantonese dim sum, bakery items, BBQ specialties, Chinese & Western set meals from a number of signature kiosks.

Student Restaurant 茶樓
– 4/F, Communal Building

10:30 - 20:30 (Mon - Sat)
Closed (Sun & Public Holiday)

Cantonese and local cuisine, including noodles, congee, steamed rice and Chinese dim sum.

Theatre Lounge 劇院茶座 (蔭庭)
– Ground Floor, Chung Sze Yuen Building

11:00 - 20:30 (Mon – Sat)
Closed (Sun & Public Holidays)

International cuisines of high-street standard. Parties, refreshment and banquet can be arranged.

Lawn Café 草坪餐廳
– G/F & 1/F, Block N

08:00 - 22:00 (Mon – Sat)
10:00 - 22:00 (Sun & Public Holidays)

Halal food, kebabs, biryani (fried rice), curries, salads, pizza.
WHERE TO EAT

LibCafe©PolyU 圖書館咖啡廳
- Podium Level, Pao Yue-kong Library

Normal Term Period
08:30 – 23:00 (Mon-Sat) 08:30 – 22:00 (Mon-Fri)
12:00 – 22:00 (Sun) 08:30 – 19:00 (Sat)
Closed (Public Holidays) Closed (Sun & Public Holiday)

Revision and Exams Period
08:30 – 23:00 (Mon-Sun & Public Holidays)

Sandwiches, croissants, tartines, panini baguettes, ciabattas, paninis, wraps, salads, homemade cups, snacks, sweets, coffee, chocolate, tea and smoothie.

American Diner
- Podium Level, Block FGHJ Courtyard

08:00 – 22:00 (Mon-Fri)
08:00 – 18:00 (Sat)
10:00 – 18:00 (Sun & Public Holiday)

Western breakfasts, burgers, hot dogs, sandwiches, daily hot meals, salads, snacks, tea sets, coffee, tea, soft drinks and fruit juices.

WY Kiosk 京瀛亭
- Podium Level, Core W (Near Y)

07:30 – 20:30 (Mon – Sat)
Closed (Sun & Public Holidays)

Casual Shanghai Food – Snack, meat & vegetable dishes, noodle, rice, soup, dumpling, deep fried items, coffee, tea, soft drinks and soya milk.

D Cafe
- P/F, Jockey Club Innovation Tower

09:00-20:00 (Mon – Sat)
Closed (Sun & Public Holidays)

Western breakfast, salads, sandwiches, desserts, soups, coffee, tea and soft drinks.

FOR MORE DETAILS OR VENUE BOOKING:

PLAY
COMMUNAL AND SPORTS FACILITIES, STUDENTS’ ASSOCIATIONS

COMMUNAL FACILITIES

AMENITIES CENTRE

The Amenities Centre, with over 900 square meters, provides venues for the promotion of cultural and social activities among students.

Location: Podium floor, 4/F and 5/F of Communal Building

Facilities available:
- Exhibition Gallery and Exhibition Room (S201, S201c, S202)
- Multi-purpose Room (S208, S209, S210, S509, S212)
- Music Appreciation Room (S221)
- Music Practice Room (S217, S218, S219, S220)
- Student Common room (Podium Level & 4/F)
- Lobby Sitting Area (Podium Level, 4/F)

More student communal space is available in Block Z.
- Activity Room (Z101, Z102)
- Multi-purpose Room (Z415)
Opening Hours

Reception counter at ST314
Mon to Fri 09:00 – 19:00
Sat 09:00 – 12:00
Sundays & Public Holidays: Closed

Prayer Rooms (for praying only)
PQ502a and Z302
Mon – Fri 08:00 - 22:30
Sat 08:00 – 19:00
Sun and Public Holidays: Closed
*No advance booking is required.

Amenities Centre
Mon – Fri 09:00 – 22:00
Sat 09:00 – 18:00
Sun & Public Holidays: Closed

Student Common Room (4/F)
Mon - Sat 07:00 – 24:00
Sun 07:00 – 22:00
Public Holidays: Closed

Enquiries:
Centre STARS reception counter
Location: ST314, 3/F, Core S
Tel: 2766 6813
http://www.polyu.edu.hk/sao/facilities/communal-facilities/

Online booking for the Amenities Facilities:
http://www.polyu.edu.hk/sao/facilities/communal-facilities/
SPORTS FACILITIES

We provide a variety of sports facilities for you to enjoy a fruitful and healthy campus life.

For inquiry, please contact the Physical Education Section:
- Sports Facilities: (852) 2766 6812
- http://www.polyu.edu.hk/sao/facilities/sports-facilities/
- E-mail: sapes@polyu.edu.hk
**HOW TO BOOK THE SPORT FACILITIES?**

**STEP 1**
Go to https://www40.polyu.edu.hk/starsport/ and login with your Net ID and Net Password.

**STEP 2**
Click “Make Booking”

**STEP 3**
Select “Activity” and “Centre” and make the booking.

**REMINDER:**
You might find there are some free time slots in the booking systems. However, make sure you have deposited some money in your student ID card in the Sport Centre if you wish to book the fee-paying time slots of the sports facilities.

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**STUDENT ASSOCIATIONS FOR NON-LOCAL STUDENTS**

**CHINESE AND MAINLAND STUDENTS’ ASSOCIATION (CMSA)**
CMSA was established to help all new undergraduates from the Mainland to adapt to life at PolyU and in Hong Kong through organizing a variety of social activities and events throughout the academic year.

Contact person: Qi Ji
Email: qiji.cmsa@gmail.com
Wechat: HKPUSUCMSA

**INDONESIAN STUDENT ASSOCIATION (IDSA)**
IDSA is established by PolyU Indonesian Students in 2016 with the aims to promote Indonesia’s culture and tradition to all students on campus, also to foster a close relationship among the staff, alumni and our fellow members.

Contact Person: Suryana Halim (Lily)
Email: suryanahalim828@gmail.com
Facebook: https://www.facebook.com/idsapolyu/
Line: suryanahalim

**INTERNATIONAL STUDENT ASSOCIATION (ISA)**
ISA is a recognized student organization established by a group of passionate international students, with the aims to assist all the undergraduate international students with their adaptation in Hong Kong. ISA also seeks to promote social happenings for all international students at PolyU and arranges several networking events for our members and other internationals living in Hong Kong.

Contact Person: Tim Büge
Contact Number: (+852) 91875510
Email: hkpolyu.isa@gmail.com
Facebook: https://www.facebook.com/groups/POLYUISA/

**KOREAN STUDENTS ASSOCIATION (KSA)**
KSA is established by the Korean Students at PolyU with the aims to promote close bonding and peer support between Korean students on campus, also to encourage the integration of Korean students with the local students at PolyU.

Contact person: Cho Yoo Jun (Michelle)
Email: polyu.ksa@gmail.com
Facebook: www.facebook.com/polyuksa
Kakao Talk: yoojuncho
MALAYSIAN STUDENT ASSOCIATION (MSA)

MSA was formed in 2016 as a platform for Malaysian students in PolyU to connect with each other. MSA upholds diversity and promote Malaysian culture to the students in PolyU, we celebrate integration of cultures and enriches Malaysian students’ university life with various activities and events.

Contact person: Khoo Jin Jet
Email: 14108467d@connect.polyu.hk

POLYU TAIWANESE STUDENT ASSOCIATION (PUTSA)

PUTSA is a formal organization founded by Taiwanese students in PolyU in 2014. We aim for connecting the relationship between Taiwanese students in PolyU, promoting Taiwanese culture, and helping newcomers to adapt to the new environment.

Contact person: Liao Cheng Yang (John)
Email: johncliao@gmail.com
Facebook: https://www.facebook.com/polyu.tsa/
LINE: b7539510

QAZAQ STUDENT ASSOCIATION (QSA)

QSA provides a platform for students from Kazakhstan (Qazaqstan) to communicate, make friends and share their university experience with each other. QSA also aims at enriching members’ extracurricular life and widening their cultural horizons through activities and events within the scope of the university.

Contact person: Kaliyeva Madina
Email: qsa.polyu@outlook.com
Facebook: https://facebook.com/qsa.polyu
Instagram: @qsa.hkpu

WORK REGULATIONS AND TYPES OF EMPLOYMENT

FOR NON-LOCAL STUDENTS

Non-local students studying a full-time, locally accredited programme at degree level or above with a study period of no less than one academic year will receive a “No Objection Letter” (NOL) issued by Immigration Department upon approval of application for student visa/visa extension of stay. With this NOL, eligible students are then allowed to take up study/curriculum-related internship, part-time on-campus employment and summer employment.

1. Study / Curriculum related internship / placement:
   - The internship must be arranged or endorsed by the programme offering department.
   - Duration of the internship is up to one academic year, or one-third of the normal duration of the relevant full-time study programme, whichever is shorter.
   - There is no restriction on work location, salary and working hours.

2. Part-time on-campus employment:
   - The working hours for part-time on-campus employment shall not be more than 20 hours per week throughout the year.
   - Students may only work at the on-campus “Designated Operators”. If the work location is outside campus, the employer must be PolyU.

3. Summer Employment:
   - Summer employment is to be undertaken during the summer months (i.e. Jun- Aug)
   - There is no restriction on work location, working hours, nature of work and employers.

FOR INBOUND EXCHANGE STUDENTS

Below is the information IAO gave to incoming exchange students. FYI:

As a student visa holder, you are NOT allowed to work, paid or unpaid, even on voluntary basis. If you wish to work for charity, you may try to seek special approval from the Immigration. To do so, please (1) inform your IAO country coordinator, and (2) contact the Immigration Officer who approved your student visa. If you wish to take up an internship after your exchange study at PolyU, please (1) inform your IAO country coordinator; (2) inform your home university; (3) seek advice from the Immigration Officer who approved your student visa; and (4) ask the potential employer to assist you with the application of an employment visa.

ON-CAMPUS HEALTH SERVICES
The University Health Service (UHS) provides a comprehensive range of primary health care for all full-time students.

MEDICAL SERVICES (Western Medicine)
LOCATION: Room A001, G/F, Chung Sze Yuen Building
OPENING HOURS: Mon-Fri – 0845 - 1735
Sun and Public Holidays – closed
BOOKING: Self-booking kiosk
In person at reception
Online booking http://uhsappt.polyu.edu.hk
TEL BOOKING: (852) 2766 5433

MEDICAL SERVICES (Traditional Chinese Medicine)
LOCATION: Room A125, Core A, 1/F
OPENING HOURS: Mon-Fri 08:45-12:45, 14:00- 17:35
Sat, Sun & Public Holidays Closed
ONLINE BOOKING: https://uhsappt.polyu.edu.hk
TEL BOOKING: (852) 2766 5553

STUDENT DENTAL SERVICES
Student Dental Services are currently provided by Bayley & Jackson Dental Surgeons Limited (B&J) to full-time students at the Campus Student Dental Clinic.
LOCATION: Room A001, Ground floor, Chung Sze Yuen Building
OPENING HOURS: Mon-Fri – 0900 - 1300 and 1400 - 1800
Sat – 0900 - 1300
Sun and Public Holidays – closed
ONLINE BOOKING: http://polyu.bjdental.com
TEL BOOKING: (852) 2330 9414

OPTOMETRIST CLINIC
LOCATION: Room A034, G/F, Core A,
OPENING HOURS: Mon-Fri – 0800 - 1800
Sat – 0900 - 1700
Sun and Public Holidays – closed
TEL BOOKING: (852) 2766 5225

REHABILITATION CLINIC
The Jockey Club Rehabilitation Engineering Clinic (JCRE Clinic)
LOCATION: Room AG056, Core A, G/F
OPENING HOURS: Mon-Fri – 0900-1300
Sat - 0900-1500
EMAIL: rsclinic@polyu.edu.hk (for enquiry)
WEBSITE: http://www.rehabclinic.org
TEL: (852) 2766 6734

EMERGENCY CARE
Emergency Service
During Office Hours:
• Call UHS at 2766 5433 for assistance
• Call FMO Campus Security Control Centre at 2766 7999
• Dial 999 for serious conditions without delay, then inform Campus Security Control Centre (2766 7999) for assistance and to direct ambulance to exact location.

After Office Hours:
• Call FMO Campus Security Control Centre (Rm P111) at 2766 7999 (24hours)
• Dial 999 for serious conditions without delay, then inform Campus Security Control Centre (2766 7999) for assistance and to direct ambulance to exact location.
• Go to the nearest Accident & Emergency Department, Queen Elizabeth Hospital is the nearest hospital with Accident & Emergency Services.
DEAN OF STUDENTS OFFICE (DSO)

The Dean of Students Office (DSO) oversees the following aspects of student advancement by the Centre STARS (Student Advancement and Resources): Career and Placements, Student Development, Student Resources and Residential Life and Counselling and Wellness. Together, we will organize many activities which will stimulate your mind and enrich your life skills. Look out for the Distinguished Speakers Series which covers topics as wide-ranging as leadership skills and personal branding to philosophy and dating. Stay tuned!

CENTRE STARS (Student Advancement and Resources)

The Centre STARS (Student Advancement and Resources) plays an important role in enhancing students’ all-round development during their university years. A wide range of programmes and services are available to meet students’ developmental needs in various aspects including social, psychological, physical, emotional, intellectual and career.

CONTACT US

DEAN OF STUDENTS OFFICE (DSO)

ADDRESS: Room R1010, 10/F, Core R
TEL. NO.: (852) 3400 2604
E-MAIL: dsin@polyu.edu.hk
WEBSITE: www.polyu.edu.hk/dso
The Office of Careers and Placement Services (CAPS) aim to provide a link between employers and students to optimize students’ career plans. We offer comprehensive career guidance, resources and services to PolyU students, including the following:

- Career development and training programmes to help students identify career interests, prepare for workplace requirements and hone their job searching skills
- Personal and small group career coaching and guidance to optimize students’ career plans
- Local, mainland Chinese and International internship opportunities for the fulfilment of Work-Integrated Education requirements
- Meeting and networking with prospective employers to learn about graduate job opportunities at recruitment talks, career fairs and industry seminars
- Various internship opportunities, graduate permanent placements and career information to be posted on the PolyU Job Board and Joint Institutions Job Information System

**ABOUT THE CAPS**

TU308, 3/F, Yip Kit Chuen Building
The Hong Kong Polytechnic University
Hung Hom, Kowloon
career.caps@polyu.edu.hk
www.polyu.edu.hk/caps
www.fb.com/polyu.careers
www.youtube.com/polyucaps
www.twitter.com/polyucaps
www.weibo.com/polyucaps

**SECTION 4**

**SURVIVAL TIPS**
CANTONESE WORKSHOP

Cantonese Workshop for Putonghua Speakers

- To understand the basic characteristics of the Cantonese dialect
- To learn the phonetic structures and the transcription system of Cantonese
- To learn some simple sentence constructions and words applicable in daily life
- To have a better understanding of Hong Kong culture and people

Happy Wednesday for Putonghua Speaker – for students with basic knowledge of Cantonese

- To give students a break to relax in the middle of a busy week;
- To provide an causal environment for mainland students to practice Cantonese and appreciate the Hong Kong culture;

Cantonese Workshop for Non-local students

Want to learn Cantonese with our professional Cantonese Instructors? There will be a series of Cantonese workshops open for Putonghua-speaking students in Sep/Oct 2016. Please keep checking the website of Mainland and International Student Services Centre (MISS) at www.polyu.edu.hk/miss for the schedule of the upcoming Cantonese Classes. DON’T MISS IT!!!!
USEFUL APPS

1. BLACKBOARD MOBILE™ LEARN
   APP DESCRIPTION:
   Blackboard (Bb) is a necessary app for university students. You can choose PolyU and then login to check subject materials and announcements. It is the mobile version of the website Learn@PolyU. Bb also has the notification function to prevent you from missing information updates.

2. GOOGLE DRIVE
   APP DESCRIPTION:
   Google Drive is one safe place for all your stuff. You can upload photos, videos, documents, as well as other files that are important to you, and then access what you need wherever you go, on any device. For students, it is frequently used to share materials for group projects.

3. iPOLY
   APP DESCRIPTION:
   You can book library facilities, check contact information of each PolyU department and the Academic Calendar via this app.

4. MY OBSERVATORY
   APP DESCRIPTION:
   The MyObservatory app enables users access to the latest weather information anytime and anywhere. The app provides personalized weather services by allowing you to obtain the latest weather information specific to your locations.

5. OPEN RICE!
   APP DESCRIPTION:
   OpenRice is the most popular Hong Kong dining guide that includes quantities of information about different restaurants and diners' reviews. You can search for restaurants by using keyword, district, price and other special features. With GPS, you can also find restaurants near you. There are other services like online booking and coupons offering.

6. Hong Kong Movie
   APP DESCRIPTION:
   Hong Kong Movie brings you a one-stop experience from picking up your choices of movies, purchasing movie tickets to publishing movie reviews. This app allows you to browse comprehensive movie information before purchasing your movie tickets in only a few simple steps.
**USEFUL APPS**

**7. ENJOY HIKING**

**APP DESCRIPTION:**
This app is to showcase various hiking trails in Hong Kong. You can select suitable routes with reference to your interest, physical fitness and experience to enjoy hiking in the countryside of Hong Kong.

**8. TIMABLE**

**APP DESCRIPTION:**
Timable helps you discover real-time events. It covers all happenings in Hong Kong like music, arts, exhibitions, festivals, promotional offers, etc. You can search for events by categories, locations and keywords, and it will display the relevant information.

**9. HK MTR MOBILE**

**APP DESCRIPTION:**
MTR is the essential transportation in Hong Kong. This app offers information about all MTR railway lines and stations. You can easily check the duration and fee for each ride.

With the Exit information, you can arrive to the destinations in a more efficient way.

**10. CITYBUS & NWFB**

**APP DESCRIPTION:**
Wherever you are in HK, you can access to the first-hand information of Citybus & NWFB. This app have both Chinese and English version. You can search for the information of specific bus route and the nearest bus stops.

**11. HK MINIBUS**

**APP DESCRIPTION:**
HK Minibus includes all the green line and the red minibuses of 610 Hong Kong route. It displays information about fares, schedules, station location and routes on the map. You can search through the minibus route via the nearby positioning.

The free version needs an Internet connection.

**12. KMB**

**APP DESCRIPTION:**
There are Chinese (Traditional), Chinese (Simplified) and English versions. Users can search the information of a specific bus route and the nearest bus stop. You do not need to worry about missing a station as there will be Alight Reminder in this app.
# Sort Out Your Finances

## An Estimate of Basic Expenses Required for Studying at PolyU as a Non-Local Student:

<table>
<thead>
<tr>
<th>Items</th>
<th>HK $</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Academic Fees</strong></td>
<td></td>
</tr>
<tr>
<td>Tuition fee for government-funded Bachelor’s Degree programmes in the 2016/17 Academic Year</td>
<td>$120,000</td>
</tr>
<tr>
<td>Caution money (The sum will be converted to graduation fee upon completion of a PolyU award programme)</td>
<td>$390</td>
</tr>
<tr>
<td>Students’ Union one-off Entrance fee (new members)</td>
<td>$80</td>
</tr>
<tr>
<td>Students’ Union annual subscription fee</td>
<td>$140</td>
</tr>
<tr>
<td>Repayment of student visa fee</td>
<td>$190</td>
</tr>
<tr>
<td><strong>Hall Fees</strong></td>
<td></td>
</tr>
<tr>
<td>Hall lodging fee – Hung Hom Halls and Homantin Halls</td>
<td>$12,056</td>
</tr>
<tr>
<td>Hall caution money</td>
<td>$500</td>
</tr>
<tr>
<td>Hall function fee (per semester) – Hung Hom Halls and Homantin Halls</td>
<td>$150</td>
</tr>
<tr>
<td><strong>Other Expenses</strong></td>
<td></td>
</tr>
<tr>
<td>Basic meal charges at campus catering outlets (excluding summer term)</td>
<td>$22,000</td>
</tr>
<tr>
<td>Academic expenses (e.g. textbooks but excluding computer and related expenses)</td>
<td>$6,500 - $10,000</td>
</tr>
</tbody>
</table>

*The above are estimates of basic expenses. Specific disciplines, e.g. design programmes, may require higher academic expenses. Living expenses also vary for individuals. Students may wish to allow funds for personal items, durable goods, entertainment, overseas travel, insurance, medical expense and etc.*

## Other Expenses

<table>
<thead>
<tr>
<th>Items</th>
<th>HK $</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Food</strong></td>
<td></td>
</tr>
<tr>
<td>Dim Sum Lunch</td>
<td>$60 - $90 / head</td>
</tr>
<tr>
<td>Fine-dining</td>
<td>$350+ / head</td>
</tr>
<tr>
<td>Local Chinese Restaurant</td>
<td>$100 - $150 / head</td>
</tr>
<tr>
<td>Local Cafes</td>
<td>$25 - $50 / meal</td>
</tr>
<tr>
<td>McDonald’s</td>
<td>$22 - $40 / meal / value meal</td>
</tr>
<tr>
<td>On-campus Catering</td>
<td>$20 - $40 / meal</td>
</tr>
<tr>
<td><strong>Transportation</strong></td>
<td></td>
</tr>
<tr>
<td>Bus</td>
<td>$3 - $8 in Kowloon</td>
</tr>
<tr>
<td>MTR (Promotional fare for Personalised Octopus with “Student Status”)</td>
<td>$1.7 – $16.7 between Kowloon, Hong Kong Island and some areas of the New Territories except Lo Wu and Lok Ma Chau</td>
</tr>
<tr>
<td>Star Ferry</td>
<td>$2.0 – $3.4 / single trip</td>
</tr>
</tbody>
</table>
| Taxi | Flag fall at $22 | $1.6 for every 200m or 1 minute waiting time thereafter until the chargeable amount reaches HK$78.$1 for every 200m or 1 minute waiting time thereafter after the chargeable amount has reached $78.
Toll Tunnel, Toll Road or Toll Area is paid by the passenger.
Additional charges: Every piece of baggage $5 |
| Tram | $2.3 / trip | (HK Island Only) |
| **Entertainment** | |
| Drink at a bar / pub | $50+ / beer |
| Karaoke | $80 - $150 / head |
| Movie Ticket Fee | $55 - $80 / ticket (2D) | $80 - $135 / ticket (3D) |
| Theatre Ticket Fee | $200 - $1,000+ / ticket |
| Hong Kong Disneyland Entrance Fee | $539 |
| Ocean Park Entrance Fee | $385 |

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For most updated details, please refer to student handbook at academic secretariat website:

- www.polyu.edu.hk/as
- **Select** "For PolyU Students" 
- **Then** "Students Handbook"
"FRESHMEN FAQ"
FREQUENTLY ASKED QUESTIONS

Q1) Travelling to Mainland China and Macau

Do I need a visa to travel to Mainland China and Macau?

ANS:
Mainland China and Macau have their own different visa requirements. The China entry permit is required for most passport holders when travelling to Mainland China, but most travellers do not need the visa to visit Macau.

You can apply for the China entry permit in your hometown in advance or at China Travel Service (CTS) in Hong Kong after your arrival here.


The nearest CTS is at MTR Hung Hom Station.

Address:
Entry permit service centre of CTS is at 2/F, Tak Po Building, 62-72 Sai Yee Street Mongkok Kowloon
Please be reminded to get appropriate travel insurance for your trips in Mainland China and Macau.

Q2) Course Registration

How can I add or drop a subject?

ANS:
If you want to add or drop the subjects enrolled, please register the changes through the online add/drop system on the e-Student website during the 2-week add/drop period (1 week for summer term).

Add/Drop Period for Sem 1, 2016-2017, including minor electives, GE/CAR Subjects, retake failed subjects, will be held from 5-17 Sep 2016.

You are advised not to make any changes to the pre-assigned subjects without consulting your Department/Academic Advisor. In case you wish to drop all subjects for a semester, you must first seek approval from your Department for zero subject enrollment. Otherwise you may be considered as having made the decision to withdraw from the study of the concerned programme.

Dropping subjects after the add/drop period is not allowed. If you try to do so, it will be handled as a withdrawal of subjects.

Q3) Deregistration

Will I suffer suspension of study from PolyU for poor academic performance?

ANS:
A student who falls within the following categories, any one of which may be regarded as grounds for deregistration from the programme:

(i) The student has exceeded the maximum period of registration for that programme as specified in the definitive programme document; or

(ii) The student’s GPA is lower than 2.0 for two consecutive semesters and his/her Semester GPA in the second semester is below 2.0; or

(iii) The student’s GPA is lower than 2.0 for three consecutive semesters.

Notwithstanding the above, the Board of Examiners will have the discretion to deregister students with extremely poor academic performance before the time specified in (ii) and (iii) above. If there are good reasons, the Board of Examiners has the discretion to recommend, for approval by the respective Faculty/School Board, that students who fall into categories (ii) or (iii) be allowed to stay on the programme.

Q4) Hall/ Room Transfer and Room Swap

Can I apply for hall/room transfer or swap my room with the others?

ANS:
Request for hall/room transfer and room swap will only be entertained after the “Adaptation Period” subject to availability as well as the approval from Wardens. Applications which create extra single occupancy room(s) will generally NOT be approved. Please be reminded that all room swap procedures must be completed within 3 days. For details, please refer to the application form.

Application form can be downloaded at

HUNG HOM HALLS

HOMANTIN HALLS
ADMINISTRATIVE AND SUPPORTIVE OFFICES

Dean of Students Office
學務長辦事處
- http://www.polyu.edu.hk/dsa/
- dainfo@polyu.edu.hk
- (852) 3400 7604
- R1010

Centre STARS
學生發展及資源
- http://www.polyu.edu.hk/stars
- stars.info@polyu.edu.hk
- (852) 2766 6800
- ST314

Chinese Mainland Affairs Office
中國內地事務處
- http://www.polyu.edu.hk/pac/eng/
- ocgo@polyu.edu.hk
- (852) 3400 2990/2400 2750
- R701

International Affairs Office
國際事務處
- http://www.polyu.edu.hk/iaa/
- polyu.international@polyu.edu.hk
- (852) 2766 5116
- M1601

Office of Careers and Placement Services
就業服務處
- Website: www.polyu.edu.hk/caps
- (852) 3400 3775
- TU308

Academic Secretariat Service Centre
教務處
- adsept@polyu.edu.hk
- (852) 2333 0600
- M101

Office of Undergraduate Studies
本科生學務處
- http://www.polyu.edu.hk/ous/
- Ouaseng@polyu.edu.hk
- (852) 3400 8206
- TU406

Office of General University Requirements
大學核心課程事務處
- http://www.polyu.edu.hk/ogur/
- oguren@polyu.edu.hk
- (852) 2340 8703
- TU435

Office of Service Learning
服務學習事務處
- slinfo@polyu.edu.hk
- (852) 2766 4376
- TU428

Information Technology Services Office
資訊科技處
- itopenvw@polyu.edu.hk
- (852) 2766 5900/2766 4566
- M201

Pao Yue-Kong Library
包玉剛圖書館
- http://www.lib.polyu.edu.hk/
- lib@polyu.edu.hk
- (852) 2766 7134 (24hr) / (852) 2766 6863 [office hour]
- Library Building

Kwong On Jubilee Sports Centre
廣安堂體育中心
- http://www.polyu.edu.hk/soa/facilities/sports-facilities/
- sapes@polyu.edu.hk
- (852) 2766 6824
- S113a

Shaw Sports Complex
邵逸夫體育館
- http://www.polyu.edu.hk/soa/facilities/sports-facilities/
- sapes@polyu.edu.hk
- (852) 2766 6778/6812
- VS001

Michael Clinton Swimming Pool
新僑泳池
- http://www.polyu.edu.hk/soa/facilities/sports-facilities/
- sapes@polyu.edu.hk
- (852) 2766 6812
- VS003

Fong Shu Chuen Hall (Sports facilities)
方御堂
- http://www.polyu.edu.hk/soa/facilities/sports-facilities/
- sapes@polyu.edu.hk
- (852) 2766 6812
- VS012

University Health Service – Booking
大學醫療保健處- 預約服務
- https://uhappt.polyu.edu.hk
- uhshelp@polyu.edu.hk
- (852) 2766 5433
- AG002

Campus Security Control Centre
校園保安控制中心
- fminfo@polyu.edu.hk
- (852) 2766 7999 [emergency hour]
- P111

Student Hall (Hung Hom)
學生宿舍 (Hung Hom)
- sashs@polyu.edu.hk
- (852) 3159 0000
- G/F, East Wing, SHR (Hung Hom)

Student Hall (Homantin)
學生宿舍 (Homantin)
- sasmt@polyu.edu.hk
- (852) 3966 2000
- G/F, North Wing, SHR (Homantin)

The Academic Secretariat Service Centre will be temporarily relocated to AG205 until mid/end September because of renovation.
# ESSENTIAL CONTACTS IN HONG KONG

## EMERGENCIES
"999" 24 HOURS

**TELEPHONE ENQUIRIES**

<table>
<thead>
<tr>
<th>Service</th>
<th>Website</th>
<th>Number</th>
</tr>
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<tbody>
<tr>
<td>HKSAR Government</td>
<td><a href="http://www.gov.hk">http://www.gov.hk</a></td>
<td>1823</td>
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<tr>
<td>HK Immigration Department</td>
<td><a href="http://www.immd.gov.hk">http://www.immd.gov.hk</a></td>
<td>2824 6111</td>
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<tr>
<td>HK Tourism Board</td>
<td><a href="http://www.discoverhongkong.com">http://www.discoverhongkong.com</a></td>
<td>2508 1234</td>
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<tr>
<td>HK Post (General Post Office)</td>
<td><a href="http://www.hongkongpost.com">http://www.hongkongpost.com</a></td>
<td>2921 2222</td>
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<td>HK Observatory</td>
<td><a href="http://www.weather.gov.hk">http://www.weather.gov.hk</a></td>
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**PUBLIC TRANSPORT**

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<tbody>
<tr>
<td>HK International Airport</td>
<td><a href="http://www.hongkongairport.com">http://www.hongkongairport.com</a></td>
<td>2181 8888</td>
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<tr>
<td>Kowloon Motor Bus (KMB)</td>
<td><a href="http://www.kmb.hk">http://www.kmb.hk</a></td>
<td>2745 4466</td>
</tr>
<tr>
<td>Citybus</td>
<td><a href="http://www.nwstbus.com.hk">http://www.nwstbus.com.hk</a></td>
<td>2873 0818</td>
</tr>
<tr>
<td>New World First Bus</td>
<td><a href="http://www.nwstbus.com.hk">http://www.nwstbus.com.hk</a></td>
<td>2136 8888</td>
</tr>
<tr>
<td>Mass Transit Railway (MTR)</td>
<td><a href="http://www.mtr.com.hk">http://www.mtr.com.hk</a></td>
<td>2881 8888</td>
</tr>
<tr>
<td>Hong Kong &amp; Kowloon Ferry</td>
<td><a href="http://www.hkft.com.hk">http://www.hkft.com.hk</a></td>
<td>2815 6063</td>
</tr>
<tr>
<td>HK Tramways</td>
<td><a href="http://www.hktramways.com">http://www.hktramways.com</a></td>
<td>2548 7102</td>
</tr>
<tr>
<td>Peak Tramways</td>
<td><a href="http://www.thepeak.com.hk">http://www.thepeak.com.hk</a></td>
<td>2522 0822</td>
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**MEDICAL CARE**

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<tr>
<th>Service</th>
<th>Website</th>
<th>Number</th>
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<tbody>
<tr>
<td>Hospital Authority</td>
<td><a href="http://www.ha.org.hk">http://www.ha.org.hk</a></td>
<td>2300 6555</td>
</tr>
<tr>
<td>Queen Elizabeth Hospital</td>
<td><a href="http://www3.ha.org.hk/keh">http://www3.ha.org.hk/keh</a></td>
<td>3506 8888</td>
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Campus Maps

Location Map of Off-Campus Venues

1. PolyU Main Campus
   香港理工大學主校園
2. Student Halls of Residence (Hung Hom)
   學生宿舍 (紅磡)
3. Student Halls of Residence (Homantin)
   學生宿舍 (何文田)
4. PolyU Hung Hom Bay Campus
   香港理工大學紅磡灣校園
5. PolyU West Kowloon Campus
   香港理工大學西九龍校園
6. PolyU (Kowloon Tong Campus)
   香港理工大學 (九龍塘校園)
7. Off Campus Housing (OCH - Shan Tung Street)
   校外宿舍 (山東街)
8. Off Campus Housing (OCH - Hillwood Road)
   校外宿舍 (山林道)
9. Off Campus Housing (OCH - Yu Chau Street)
   校外宿舍 (汝州街)

http://www.polyu.edu.hk/fmo/eMap/map.php
### IMPORTANT DATES FOR 2016-2017

#### SEMESTER 1

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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</thead>
<tbody>
<tr>
<td>FIRST DAY OF TEACHING</td>
<td>5 Sep 2016</td>
</tr>
<tr>
<td>ADD/Drop Period</td>
<td>6-17 Sep 2016</td>
</tr>
<tr>
<td>Last Day of Teaching</td>
<td>3 Dec 2016</td>
</tr>
<tr>
<td>Revision Period</td>
<td>5-7 Dec 2016</td>
</tr>
<tr>
<td>All Subject Assessment Result Finalized</td>
<td>4 Jan 2017</td>
</tr>
<tr>
<td>Finalization of Overall Assessment Results</td>
<td>12 Jan 2017</td>
</tr>
<tr>
<td>Announcement of Semester 2 Overall Assessment Results</td>
<td>13 Jan 2017</td>
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#### SEMESTER 2

<table>
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<tr>
<th>Event</th>
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<tr>
<td>FIRST DAY OF TEACHING</td>
<td>16 Jan 2017</td>
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<tr>
<td>ADD/Drop Period</td>
<td>16 – 28 Jan 2017</td>
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<tr>
<td>Last Day of Teaching</td>
<td>22 Apr 2017</td>
</tr>
<tr>
<td>Revision Period</td>
<td>24-27 Apr 2017</td>
</tr>
<tr>
<td>All Subject Assessment Result Finalized</td>
<td>24 May 2017</td>
</tr>
<tr>
<td>Finalization of Overall Assessment Results</td>
<td>2 Jun 2017</td>
</tr>
<tr>
<td>Announcement of Semester 2 Overall Assessment Results</td>
<td>3 Jun 2017</td>
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#### SEMESTER 3

<table>
<thead>
<tr>
<th>Event</th>
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<tbody>
<tr>
<td>FIRST DAY OF TEACHING</td>
<td>29 May 2017</td>
</tr>
<tr>
<td>ADD/Drop Period</td>
<td>29 May – 3 Jun 2017</td>
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<tr>
<td>Last Day of Teaching</td>
<td>15 Jul 2017</td>
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<tr>
<td>Examination Period</td>
<td>17-22 Jul 2017</td>
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<tr>
<td>All Subject Assessment Result Finalized</td>
<td>31 Jul 2017</td>
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<tr>
<td>Finalization of Overall Assessment Results</td>
<td>8 Aug 2017</td>
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<tr>
<td>Announcement of Semester 2 Overall Assessment Results</td>
<td>9 Aug 2017</td>
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