Important Information on EXCELL
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A. Enrolment Information

Extra-Curricular Enrichment for Lifelong Learners (EXCELL) is non-credit bearing and open to all current full-time PolyU students. Placements are allocated to applicants by drawing of lots via computer. Each student can choose up to 3 courses during application. However, each student will only be allowed to enroll on a maximum 2 EXCELL courses in each semester. The lot drawing priority is as follows:

• The fewer offers an applicant has received in the past, the higher the priority (those who have never been allocated any courses before will have the highest priority)
• The more an applicant has applied for CDP in the past but did not get offers, the higher the priority
• The higher one’s years of Development, the higher the priority
• The more the no. of times one has obtained an attendance of 80% or above in CDP courses in the past years, the higher the priority
• Those with record(s) of zero attendance will have the lowest priority
• If one has registered for a course in the past semesters (i.e. has paid the enrolment fees), one will not be allowed to apply for the same course again, regardless of whether he/she has actually attended the course or not

Courses which are still undersubscribed after applications will be re-opened for application. Students who are interested should apply in person at Room ST314. Applications will close before the commencement of a given course. First-come-first-served.

To enroll, students must complete the online registration via PolyU Online Student Services (POSS) and pay the enrollment fee – HK$50 per course. Please kindly note that these are non-refundable charges.

Students may apply for partial or full waiver of the programme fees with proven financial documents. For details, please contact Centre STARS at STARS.info@polyu.edu.hk

Details about the courses (i.e. dates, times and session contents) are subject to change. Please note that if there is insufficient demand or enrollment, the course may not be offered. Please check https://www.polyu.edu.hk/stars/excell before registering for the courses.
B. Roll Call

The instructor is responsible for taking roll calls for the class. Students are not allowed to add names or make changes to the class register. If you cannot find your name in the class register, please notify the instructor-in-charge immediately and contact our Office (Room ST314, Tel: 2766 6800) the next day.

*All students must attend classes punctually. Students’ attendance records will affect their chances of being admitted to EXCELL Courses in future. If you are late, you must report to the instructor.

Students who arrive between 15-30 minutes after the start of a class will be asked to give a satisfactory explanation to the instructor in order to have their attendance counted. Students who arrive over 30 minutes after class commencement will be counted as absent. If you leave early without finishing the whole class, the instructor can, at his/her discretion, decide not to take your attendance.

You will be regarded as “absent” if you fail to attend class, regardless of the reasons. The instructor does not have the discretion to count an absentee as “present”. The attendance records kept by Centre STARS will be used as official records.

Students should treasure the learning opportunities and fully utilize the University’s resources. In order not to affect the instructor and the class learning atmosphere, please avoid absence and attend classes punctually.
C. Important Points to Note

i. Class Discipline

Students are expected to reap the maximum benefit from the learning process by respecting instructors and classmates and observe discipline in class or other student related activities. Students are prohibited from the following:

1. Use of mobile phones, pagers and/or other devices that are unrelated to learning;

2. Unauthorized activity that interferes with and interrupts the normal teaching and learning progress.

Violation of the above may result in receiving a warning from the class instructor. Upon being warned consecutively for the third time, the class instructor may ask the student to leave the classroom and later report the incident to Centre STARS. Repeated offenders maybe liable to suspension from attending future EXCELL classes.

ii. Sit In

Students are not allowed to sit in the courses. Attendance without proper registration might result in the disqualification of application for admission into future courses.

iii. Course Evaluation

The teaching and learning quality of EXCELL is fully maintained with the adoption of a formal and serious course evaluation system. An Advisory Group on EXCELL is in place to vet course proposals, review the courses conducted and give advices on programme development. Before each semester, the Group will evaluate completed courses and plan for the semester ahead. During the process of course selection, various factors will be taken into consideration, such as students' feedback, instructor's teaching skills, availability and commitment.

At the end of the course, students are invited to complete a Student Feedback Questionnaire. The questionnaire serves a dual purpose. [1] It helps students self-assess and reflect. [2] It collects useful data for Centre STARS to improve the courses for quality assurance purpose.

In order to improve the quality of EXCELL, instructors are invited to provide feedback on student performance, teaching facilities and the support from Center STARS.
Centre STARS colleagues will randomly sit in some classes in each semester to observe and evaluate the effectiveness of the teaching/learning process. A web survey is conducted annually to collect opinions and suggestions on EXCELL from all full-time students.

Students are welcome to approach Centre STARS in person, by telephone, or by e-mail (STARS.info@polyu.edu.hk) to give their valuable opinions/suggestions/comments.
D. Recognition

Students obtaining an attendance rate required in each course will be:

- Recognized in the Co-curricular Achievement Transcript (CAT 課外發展證書) and
- A certificate will be awarded for those who have completed the course satisfactorily by Centre STARS.
E. **Holiday or Suspension of Class**

Unless otherwise notified, enrolled students are expected to attend the classes at the time and venues indicated in the Programme system - [https://www.polyu.edu.hk/stars/excell](https://www.polyu.edu.hk/stars/excell)

Centre STARS reserves the right to make alterations regarding the instructor, time, venue and contents of courses offered. Unless otherwise stated, classes will not meet and will be postponed for the following weeks on gazetted general holidays. Students will be notified if there are other arrangements.

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**i. Tropical Cyclone Warnings**

<table>
<thead>
<tr>
<th>Signal No. 1 or 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unless otherwise notified, classes will be held as scheduled.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Signal No. 8 or above</th>
<th>Time hoisted / to be hoisted</th>
<th>Arrangements for Classes</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Arrangements for classes NOT yet started</strong></td>
<td>6:30 am - 11:59 am</td>
<td>All classes commencing before 2:00 pm will be cancelled</td>
</tr>
<tr>
<td></td>
<td>12:00 noon - 4:29 pm</td>
<td>All classes commencing at anytime from 12:00 noon &amp; before 6:30 pm will be cancelled</td>
</tr>
<tr>
<td></td>
<td>From 4:30 pm</td>
<td>All classes commencing from 4:30 pm onward will be cancelled</td>
</tr>
<tr>
<td></td>
<td>If Signal No.8 or above is lowered before or at 12:00 noon</td>
<td>All classes commencing from 2:00 pm will be held as scheduled</td>
</tr>
<tr>
<td></td>
<td>If Signal No.8 or above is lowered before or at 4:30 pm</td>
<td>All classes commencing from 6:30 pm will be held as scheduled</td>
</tr>
</tbody>
</table>

| Arrangements for classes ALREADY started | Arrangements will be made to release students to go home as soon as possible. |

**Attention**

Announcements made by the Education Bureau are **not** applicable to the University.
ii. **Rainstorm Warnings**

**Rainstorm Red Warning**

Unless otherwise notified, classes will be held as scheduled.

**Rainstorm Black Warning**

<table>
<thead>
<tr>
<th>Time</th>
<th>Arrangements for Classes</th>
</tr>
</thead>
<tbody>
<tr>
<td>6:30 am - 11:59 am</td>
<td>All classes commencing before 2:00 pm will be cancelled</td>
</tr>
<tr>
<td>12:00 noon - 4:29 pm</td>
<td>All classes commencing at anytime from 12:00 noon &amp; before 6:30 pm will be cancelled</td>
</tr>
<tr>
<td>4:30 pm - 6:30 pm</td>
<td>All classes commencing from 4:30 pm onward will be cancelled</td>
</tr>
</tbody>
</table>

Arrangements for classes **ALREADY started**

- When Black Warning is issued during classes, the classes should be continued.
- After classes, instructors and students should keep staying on campus (in the Shaw Amenities Building) for their own safety until the Warning has been cancelled or the traffic conditions have improved.
- You should contact the Campus Security Control Centre at telephone no. 2766 7666 for assistance if necessary.

**Attention**

Announcements made by the Education Bureau are not applicable to the University.
F. Enquiries:

All enquiries concerning the EXCELL Programme should be directed to Centre STARS:

Room ST314
(Tel: 2766 6800) during office hours
9:00 – 12:00 and 14:30 - 19:00 (Monday – Friday)
9:00 – 12:00 (Saturday)

Email: STARS.info@polyu.edu.hk

Website: https://www.polyu.edu.hk/stars/excell

Centre STARS reserves the right to amend the above as and when necessary.
### G. FAQ

#### I. Course Selection & Application

- **Question:** I know some courses offer more than one class. Can I choose different classes of the same course for all my 3 choices?
- **Answer:** No. If a course has more than one class, a student can at most choose two classes of the same course as two of his/her choices.

- **Question:** I want to apply for a level II language course. What are the entry requirements?
- **Answer:** To be eligible to apply for a level II course, you should have already completed level I course of that language course and obtained a certificate either from Centre STARS or other institutions.

### II. Payment

**Detail Steps of Different Payment Methods**

<table>
<thead>
<tr>
<th>Allocation Method</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enrolment will be based on allocation by computer according to the lot drawing criteria. In the event where a selected applicant’s first choice course has been fully subscribed, he/she will be automatically considered for admission to his/her second and/or third choice.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Payment Method</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Successful applicants can check their results online by their own. They are required to pay the enrolment fees by one of the following means:-</td>
<td></td>
</tr>
</tbody>
</table>

**ATM Bill Payment Service**

At ATM terminals of HSBC, Hang Seng Bank or JETCO. Please select "01" as the Bill Type and key in the debit note number and exact amount for payment. Please keep the customer advice for verification.

**At ATM terminals of HSBC/Hang Seng Bank**

1) Insert the card and key in the ATM PIN  
2) Select "Bill Payment"  
3) Select "Education-University"  
4) Select "The HK Polytechnic University"  
5) Enter "01" as the "Bill Type"
6. Enter Payment Reference Number (i.e. Debit Note/Bill No.)
7. Select the account to be debited
8. Enter payment amount
9. Confirm the transaction
10. Keep the transaction advice for verification

At ATM terminals of JETCO
1. Insert the card and key in the ATM PIN
2. Select the account to be debited
3. Select "Bill Payment"
4. Select "Education"
5. Select "The HK Polytechnic University"
6. Enter "or" as the "Bill Type"
7. Enter Bill/Account Number (i.e. Debit Note/Bill No.)
8. Enter payment amount
9. Confirm the transaction
10. Keep the transaction advice for verification

PPS Bill Payment Service

The merchant code of PolyU is "77".
1. Open a PPS account through any PPS terminal (at Circle K), if you haven’t got one
2. Register the debit note no. at 18011 (English) or 18013 (Cantonese)
3. Settle the debit note at 18031 (English) or 18033 (Cantonese)
4. Keep a record of the reference number for verification

You can also effect the PPS transaction via internet by visiting the PPS website at https://www.ppshk.com.

Internet Banking Bill Payment Service

You can register for this service by using the ATM /Phonebanking PIN if you are an account holder of any HKD Current/Savings Account of HSBC or Hang Seng Bank. Please visit http://www.hsbc.com.hk (HSBC) or http://www.hangseng.com/e-Banking (Hang Seng Bank) for registration.
<table>
<thead>
<tr>
<th>Important Information</th>
</tr>
</thead>
</table>

and payment.

You may also settle the fee via Bank Bill Payment (BBP) Service of other banks. Please visit [https://www.polyu.edu.hk/fo/StdAcctInfo/fo_sai.html](https://www.polyu.edu.hk/fo/StdAcctInfo/fo_sai.html) for a list of banks and their websites.

**Confirmation of Place**

It takes 3-4 working days for the bank to transfer the payment data to the PolyU system. Therefore, do not worry if the payment status in your student account is "overdue" during day 1 - day 3.

On the 4th working day (excluding Sat, Sun & holidays) after you have settled your payment, please login POSS system to check your application status.

If the status has been changed from "Allocated" to "Confirmed", it means your payment is successful and your place is confirmed.

**Remarks**

Anyone who fails to pay the fee on or before the date specified in the Notice of Offer will forfeit his/her allocated place(s).

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**Re-open for application**

Courses which are still undersubscribed after the lot drawing will be re-open for application.

**Application Method**

Interested students please apply in person at Room ST314.

**Allocation Method**

First-come-first-served

**Payment Method**

Students can check the information on remaining places in the POSS system. Interested students please come to Room ST314 to apply.

If you can't come in person, please send a representative to apply and collect the debit note for you. No authorization letter or copy of ID card will be required. However, your representative must be able to tell your name and your student ID.

The date of re-open application will announce soon. Students must return the ATM transaction advice to Room ST314 immediately after payment.

**Confirmation of Place**

If you have already return the ATM transaction advice to Room ST314 on the date of application, your application status in POSS system will be updated the next working day (excluding Sat, Sun & holidays). Your status will change from "Allocated" to "Registered", which means that your place has been confirmed successfully.
**Important Information**

| Remarks | Information on remaining courses will be updated everyday after the result of application. Please click ‘View Vacancy List’. |

**Students are told to settle the fees during 15-20 September. Does it mean that I must settle the fee by 5:15pm on 20 September?**

No, you can settle the fee before 23:59 on 20 September.

**I have already settled the enrolment fee by the payment deadline. How do I know that my payment is successful?**

It takes a few days for the bank to transfer the payment data to the PolyU system. Please login the POSS system 3-4 working days after you have settled the payment and check if your payment status. If the status has been changed from "Allocated" to "Confirmed", it means your payment is successful.

**I did not settle the enrolment fees by the payment deadline. Will you still reserve a place for me?**

No. Your place will be allocated to another applicant in the next round of application. Also the fees paid are not refundable.

**How should I settle the enrolment fees?**

Please refer to the following table:

<table>
<thead>
<tr>
<th>Lot Drawing</th>
<th>Re-open for Application</th>
</tr>
</thead>
<tbody>
<tr>
<td>Before the payment deadline:</td>
<td>Before course commencement:</td>
</tr>
<tr>
<td>Settle the fees via e-banking at myPolyU Portal</td>
<td>Come to Room ST314 in person.</td>
</tr>
<tr>
<td>OR</td>
<td>✓</td>
</tr>
<tr>
<td>Settle the fees via PPS</td>
<td>Check whether there is any vacancy left in the course(s) that you are interested.</td>
</tr>
<tr>
<td>OR</td>
<td>✓</td>
</tr>
<tr>
<td>Settle the fees via ATM</td>
<td>If there is a vacancy, apply at the counter right</td>
</tr>
</tbody>
</table>
Do I need to return the receipt to Centre STARS after I have settled the fee?

Please refer to the following table:-

<table>
<thead>
<tr>
<th>Return receipt to Centre STARS?</th>
<th>When to return it?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lot Drawing</td>
<td>No</td>
</tr>
<tr>
<td>Re-open for Application</td>
<td>Yes</td>
</tr>
<tr>
<td></td>
<td>IMMEDIATELY after fee settlement</td>
</tr>
</tbody>
</table>

III. Attendance & Roll Call

I have settled the enrolment fees. However, when I attend the lesson, my name does not appear in the class register. What can I do?

Please write down your name, student no. and contact phone no. on the sheet provided by the instructor or contact Centre STARS the next day. We will contact you before the second lesson starts.

I heard that zero attendance rate will affect my future application for EXCELL courses. However, for some reasons, I cannot attend any lesson. What can I do?

Please write an email to STARS.info@polyu.edu.hk apply for withdrawal. However, the enrolment fees will not be refunded.

I have already paid the enrollment fees. However, you have announced a change in the course schedule and hence I can't attend the lessons. What should I do?

Please write an email to STARS.info@polyu.edu.hk apply for withdrawal and refund. We will then erase your record. The enrolment fees will be refunded to you as well.

I have enrolled on two courses with clashed schedules. What can I do?
Important Information

You are advised to drop one of them, as zero attendance will seriously affect your future application for EXCELL courses. Please write to STARS.info@polyu.edu.hk to apply for withdrawal before the course starts. No refund of enrolment fees will be available.

I have already attended a few lessons, but I will not be able to finish the whole course due to a change in my personal schedule. Do I need to apply for course withdrawal?

It is not necessary for you to apply for course withdrawal, as only those who have zero attendance will be penalized. However, you should try to attend as many lessons as you can to better utilize the University’s resources.

If I can explain my absence in any of the EXCELL lessons, will Centre STARS count me as “present”?

No. Only those who really do turn up will be counted as present.

I know that I should attend lessons punctually. However, out of some reasons, I really cannot make it. How late is "too late"?

Please refer to the following table:-

<table>
<thead>
<tr>
<th>If you arrive at the classroom...</th>
<th>Attendance</th>
</tr>
</thead>
<tbody>
<tr>
<td>within 15 minutes after the class commencement</td>
<td>Your attendance will be taken as usual</td>
</tr>
<tr>
<td>within 16-30 minutes after the class commencement</td>
<td>You must give a satisfactory explanation to the instructor in order to have your attendance counted</td>
</tr>
<tr>
<td>later than 30 minutes after the class commencement</td>
<td>You will be counted as absent.</td>
</tr>
</tbody>
</table>

After I have attended the first lesson of a course, I found that I am not interested in it. Can I apply to attend another course instead?

No, you cannot change from one course to another after you have confirmed your registration (i.e. paid your enrolment fees).
I am interested in taking a course, but was not allocated a place in the lot drawing. Can I sit in the course?

No. Students are not allowed to sit in the courses. Attendance without proper registration will result in the disqualification of application for admission into future courses.

IV. Certificate of Attendance

I have attended 60% of the course. When can I get the Certificate of Attendance?

We will send the Certificate of Attendance to you within 1 month after the whole EXCELL semester ends. Therefore, you should update your correspondence address with the Academic Secretariat in case you move.

I have attended 60% of the course. However, I still have not received the Certificate of Attendance. What can I do?

Please contact us at STARS.info@polyu.edu.hk or call 2766 6800.

V. Lot Drawing Criteria

Why I have never been allocated a place in the EXCELL Programme, while my classmates seemed to get a place easily?

Please answer the following questions:

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Though I did not get many offers in the past, I am still keen on the EXCELL Programme. Every semester, I participated in all the application.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>I will soon graduate.</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>I obtained an attendance of 80% or above for most of the CDP courses I have taken in the past.</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Though I did not get an offer in the lot drawing application, I applied for the same course in the walk-in application.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>I have no zero attendance record.</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>I applied for different courses, not just those popular ones.</td>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>
Important Information

If your answers are mostly "Yes", your chance of being allocated a place in the lot drawing is higher; but if your answers are mostly "No", your chance is lower.

Let's look at the lot-drawing criteria together:

<table>
<thead>
<tr>
<th>EXCELL lot drawing criteria</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lot Drawing Application (Places are allocated by computer)</td>
<td>All students can enjoy the highest priority once during their studies in PolyU (i.e. when their no. of allocated course = zero.)</td>
</tr>
<tr>
<td>1. The fewer offer an applicant has got in the past, the higher the priority (those who have never been allocated any course before will have the highest priority)</td>
<td>Do not give up even if you are unsuccessful in the application. Keep trying.</td>
</tr>
<tr>
<td>2. The more an applicant has applied for CDP in the past but did not get offers, the higher the priority</td>
<td>If you are going to graduate soon, please grasp the chance and apply for EXCELL since you have higher priority.</td>
</tr>
<tr>
<td>3. The higher one's years of studies, the higher the priority</td>
<td>We hope to encourage students to treasure the learning opportunity. Those who can achieve a satisfactory attendance rate will be rewarded with higher priority in the next lot-drawing.</td>
</tr>
<tr>
<td>4. The more the no. of times one has obtained an attendance of 80% or above in CDP courses in the past years, the higher the priority.</td>
<td>Students are encouraged not to waste the resources and learning opportunity.</td>
</tr>
<tr>
<td>5. Those with record(s) of zero attendance will have the lowest priority</td>
<td>Tips for Application</td>
</tr>
</tbody>
</table>

According to past records, some courses are relatively more popular, e.g. languages, art, culture, personal development, etc. To have higher chance of getting a place and a balanced diet of all-round development, you are advised to apply for other kinds of courses as well when making applications.
VI. **How to use EXCELL online system (POSS)?**

**Step 1.** Login, please input your NetID and Password and click **SIGN IN** button. (See Red Circle).

**Step 2.** Click “Student Activity” at the menu item. (See Red Circle).

**Step 3.** Search “Extra-Curricular Courses for LifeLong Learners (EXC)” at “Organizer” option (See Red Circle) > Click “Search” button > Choose your favourite class & Click “Add to My Favourite” (See Red Circle)
Step 4. By clicking “My Favourite Activities”, user will see a table of favourite classes. Each student can choose up to 3 courses during application. However, each student will only be allowed to enroll on a maximum 2 EXCELL courses in each semester.

Step 5. Select the class(es) for application by checking the checkbox > Click the “Proceed”

For more details, click here.