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Subject: (RESEND) Arrangements for Learning & Teaching for Semester 1, 2020/21 for Ongoing Research Postgraduate (RPg) Students
Date: Friday, September 4, 2020 6:39:14 PM
Attachments: [Arrangements for Learning Teaching for Semester 1 202021 for Research Postgraduate \(RPg\) Students.msg](#)

To : All Current Research Students
From : Research Office
c.c. : The President
 DP and Provost
 Interim VP(RI)
 Interim Head(RO)
 All Academic Staff Members
 FRC Chairs and Secretaries
 DRC Charis and Secretaries
 Director of Finance (FO)
 Director of Human Resources (HRO)
 Registrar (AR)
 Dr CM Lam (AR), Dr MK Leung (AR), Mr Dixon Kwok (AR), Mrs Angela Wong (AR)
 Ms Hilda Ling (FO), Ms Vivien So (FO), Ms Isabella Wu (FO), Mr Christopher Lai (FO)
 Ms Gladys Liu (HRO)
 Mr Jeffrey Lee (SAO), Mr Ryan Yuen (SAO)
Date : 4 September 2020

Dear Research Students,

Semester 1 of the 2020/21 academic year will commence on 7 September 2020 (next Monday).

For new RPg students, you can start with your studies at PolyU in Semester 1, 2020/21, or apply for a deferment of study. You can take online classes if so desired ([see attached notice dated 24 July 2020](#)).

For current RPg students, welcome back to PolyU to continue with your studies! For those who will not be able to assume studies at PolyU in Semester 1, 2020/21, there are five scenarios with proper procedures to follow. The procedures, which are listed below, are in line with the regulations as specified in the [Research Student Handbook](#) or the RGC's latest guidelines.

	Scenarios	Related RPg Procedures/Regulations	Remarks
1.	For current RPg students who cannot commence their studies at PolyU in Semester 1, 2020/21 due to personal reasons, health concern, travel restrictions, visa problem etc.	Seek Chief Supervisor's endorsement and DRC Chair's approval for attending online classes or application for a deferment of study (please fill out Form RC/22)	<ul style="list-style-type: none"> Upon Chief Supervisor's endorsement and DRC Chair's approval, stipend could be granted to current RPg students attending online classes in Semester 1, 2020/21. During the deferment period, stipend or assistantship will be suspended. However, the deferment period will not be counted towards the normal study period
2.	For current RPg students who will undertake activities related to their research study outside	Apply for leave of absence (please fill out Form RC/31)	<ul style="list-style-type: none"> For RPg students who are eligible for stipend, they will be paid their stipend during the approved period of leave of

	Hong Kong, e.g. to present a paper at a conference, to undertake field/study trip, to collect data overseas, in Semester 1, 2020/21		absence.
3.	For current RPg students who are appointed as part-time Teaching Assistants under the TPS and will deliver online (instead of face-to-face) teaching in Semester 1, 2020/21 at the request of Chief Supervisor or academic department	Obtain Chief Supervisor's endorsement and DRC Chair's approval for delivering online teaching	<ul style="list-style-type: none"> Upon Chief Supervisor's endorsement and DRC Chair's approval, assistantship could be granted to current RPg students who are part-time Teaching Assistants under the TPS and will deliver online teaching in Semester 1, 2020/21.
4.	For non-local HKPFS students who will conduct research as scheduled without the need to be physically in Hong Kong in Semester 1, 2020/21	Submit an application for academic leave for Semester 1, 2020/21 to the RGC through PolyU. Institutional support and confirmation from their supervisors with full justifications that the research can be conducted as scheduled by the HKPFS student without the need to be physically in Hong Kong are required for the application.	<ul style="list-style-type: none"> For approved cases of academic leave, HKPFS students are eligible for stipend during the leave period in Semester 1, 2020/21 and the number of leave days for the approved academic leave would not count towards the aggregate period of 183 days outside Hong Kong for academic/research activity. This arrangement is applicable to Semester 1, 2020/21 only.
5.	For non-local HKPFS students who need to be on the PolyU campus physically but are not able to come to Hong Kong in Semester 1, 2020/21	Submit an application for non-academic leave and deferral of registration to the RGC through PolyU.	<ul style="list-style-type: none"> For the approved cases of non-academic leave, the end date of the fellowship would be deferred accordingly and the stipend during the non-academic leave would be suspended in accordance with the Terms and Conditions of the HKPFS. Nonetheless, the total financial award to the HKPFS students will not be affected as they are still entitled to the stipend for a total period of up to three years.

The above procedures/arrangements are applicable for Semester 1, 2020/21. If your case is different from the above five scenarios or is exceptional for current/new students, please send an email to the respective RO colleague ([see below](#)) who will process the case separately:

Faculties/Schools/Departments	Colleague	Email
FAST and BME	Ms Ceci Ho	ceci.ho@polyu.edu.hk
AAE, COMP, EE, HTI, ME and RS	Ms Jenny Chan	jenny.chan.ro@polyu.edu.hk
APSS and FCE	Ms Janice Kwok	janice.kwok@polyu.edu.hk
EIE, FH, ISE and SN	Ms Veronica Yip	nga-sze-veronica.yip@polyu.edu.hk
FB, SD, SHTM and SO	Ms Vanessa Kiu	vanessa.kiu@polyu.edu.hk

Should you have other enquiries related to your research studies at PolyU, please approach your Chief Supervisors or the General Offices of your Host Departments (contact details: https://www.polyu.edu.hk/aradm/rpg/rpg_dept_contacts.pdf).

Thank you.

Research Office

