

Student Handbook for Taught Programmes **2025/26**



Motto, Vision & Mission

Our **Motto**

To learn and to apply, for the benefit of mankind.

Our **Vision**

Be an innovative world-class university that pursues excellence in education, research and knowledge transfer for the benefit of Hong Kong, the Nation, and the world.

Our **Mission**

1. To nurture socially responsible professionals and leaders with a strong sense of national pride and a global perspective.
2. To pursue world-leading research and innovation for societal benefits.
3. To foster a University community in which all members are united with a strong sense of belonging and pride, empowering the University to scale new heights.



校訓、願景及使命

校訓

開物成務 勵學利民

願景

矢志成為一所創新型世界級大學，在人才培育、科學研究和知識轉移方面追求卓越，為香港、國家及世界作出貢獻。

使命

1. 培育擁有家國情懷、具備全球視野和勇於承擔社會責任的專業人才及社會領袖。
2. 致力於世界領先的研究及創新，以貢獻社會。
3. 提升大學社群的凝聚力，讓所有成員以大學為榮，齊心協力，再創輝煌。

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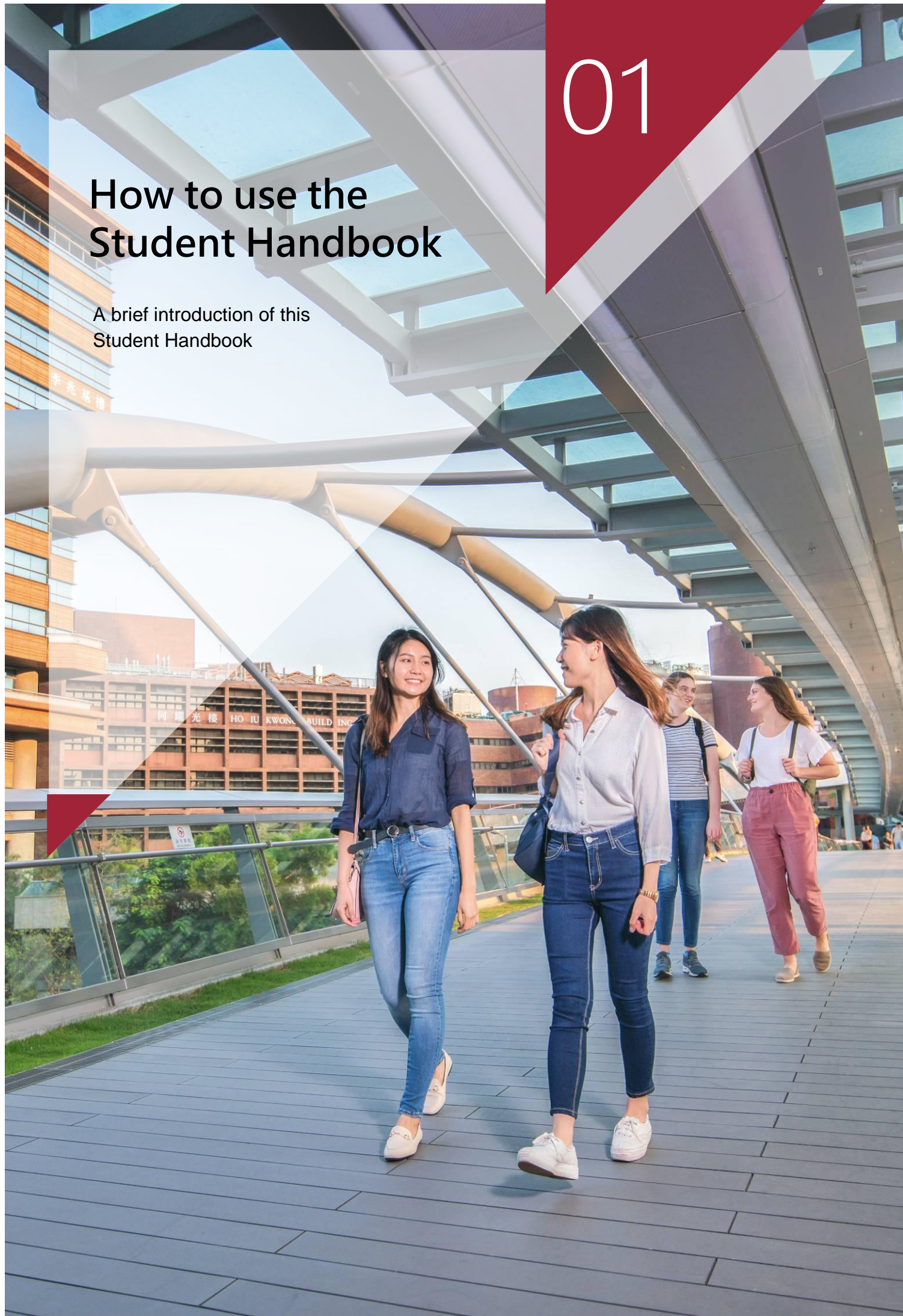
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The information given in this Handbook may be updated as and when necessary. Readers are advised to refer to this Handbook from time to time to get the most updated information, or to contact the relevant offices directly for any inquiries.

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How to use the Student Handbook

A brief introduction of this Student Handbook



1. How to Use the Student Handbook

This Student Handbook provides essential information for students to guide their academic journey at PolyU. Students are advised to read through the Student Handbook before the commencement of the academic year. The Student Handbook introduces the procedures from enrolment, registration, assessment, progression to graduation and the related fee payment procedures. It also introduces the rules and regulations for and responsibilities of students, as well as the facilities and services available during their study in the University.

If you are a non-local student or a student aged below 18 upon admission, please do not miss out the Sections set specifically for you.

Introduction to the University

A brief introduction about the organisation and structure of PolyU and important notes of your academic journey at PolyU



2. Introduction to the University

A. Introduction

The origin of the University can be traced back to 1937 with the founding of the first publicly-funded post-secondary technical institution in Hong Kong – the Government Trade School. The School was renamed the Hong Kong Technical College in 1947. In August 1972, the Hong Kong Polytechnic was formally established taking over the campus and staff of the Hong Kong Technical College. The Institution assumed full University status in November 1994. It now has a student population of about 32,000.

The University has set up a comprehensive website where you can find more information in relation to the campus and the major academic and administrative units providing facilities and services to students. Please visit <https://www.polyu.edu.hk/en/> for more information and the [campus map](#) as necessary.

B. Organisation and Structure

Students enrol on programmes offered by individual academic Departments or the College of Undergraduate Studies (CUS). Individual programme offering Departments are grouped under the following Faculties/Independent Schools:

Faculty of Business (FB)

- Department of Logistics and Maritime Studies (LMS)
- Department of Management and Marketing (MM)
- School of Accounting and Finance (AF)

Faculty of Construction and Environment (FCE)

- Department of Building Environment and Energy Engineering (BEEE)
- Department of Building and Real Estate (BRE)
- Department of Civil and Environmental Engineering (CEE)
- Department of Land Surveying and Geo-Informatics (LSGI)

Faculty of Computer and Mathematical Sciences (FCMS)

- Department of Applied Mathematics (AMA)
- Department of Computing (COMP)
- Department of Data Science and Artificial Intelligence (DSAI)

Faculty of Engineering (FENG)

- Department of Aeronautical and Aviation Engineering (AAE)
- Department of Biomedical Engineering (BME)
- Department of Electrical and Electronic Engineering (EEE)
- Department of Industrial and Systems Engineering (ISE)
- Department of Mechanical Engineering (ME)

Faculty of Health and Social Sciences (FHSS)

- Department of Applied Social Sciences (APSS)
- Department of Health Technology and Informatics (HTI)
- Department of Rehabilitation Sciences (RS)
- School of Nursing (SN)
- School of Optometry (SO)

Faculty of Humanities (FH)

- Department of Chinese and Bilingual Studies (CBS) (till 31 August 2025) / Department of Language Science and Technology (LST) (from 1 September 2025)
- Department of Chinese History and Culture (CHC)
- Department of English and Communication (ENGL)

Faculty of Science (FS)

- Department of Applied Biology and Chemical Technology (ABCT)
- Department of Applied Physics (AP)
- Department of Food Science and Nutrition (FSN)

School of Design (SD)

School of Fashion and Textiles (SFT)

School of Hotel and Tourism Management (SHTM)

Please visit <https://www.polyu.edu.hk> for more information about the CUS and the Faculties/ Independent Schools, as well as their contact information.

C. Academic Programmes

All PolyU academic programmes follow a credit-based structure. The adoption of a credit-based structure has enabled our study programmes to be more responsive to the changing needs of students, the professions and the society. Students can take a range of subjects according to their interests and career plans and will have greater flexibility in pacing their studies.

A credit-based programme comprises subjects which have values expressed in terms of credits. Subjects are categorised into different levels representing different intellectual demands on students.

To earn a credit, students are expected to take up about 35 to 45 hours of study (inclusive of contact hours, private study etc.). Unless approved otherwise, the number of credits to be taken in each semester shall not exceed 21.

The detailed academic regulations are available at <https://www.polyu.edu.hk/ar/docdrive/university-calendar/HAR-Version-for-University-Calendar.pdf>. Undergraduate students may also refer to the [website of the College of Undergraduate Studies](#) for details on the university requirements.



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Access to Information/ Services

Stay connected with the University
through Connect Emails, PolyU
websites and reach out to your
department

3. Access to Information/Services

The main communication channel for disseminating information and notices to students within the University will be via emails, Faculties/Schools/Departments and Non-Academic Units websites and social media channels. It is important for you to regularly check from these sources.

A. Learning Management System, eStudent and Computing Facilities

All full-time and part-time students are assigned a Network Identity (NetID) to access the University's IT facilities and services. Your NetID is the same as your Student Number, but with the last alphabet in lower case. For example, a student with Student Number "20123456D" will have NetID of "20123456d".

With your NetID and NetPassword, you can access to [eStudent](#), [LEARN@PolyU](#), [Student High Performance Computing Platform](#), [PolyU Gen AI app](#) via campus Wi Fi service or outside campus via Internet. To leverage campus Wi Fi service, please select PolyUWLAN Wi Fi for connection and login using your NetID and NetPassword. You can download and install PolyULife mobile app to track your study timetable and check out notices and news, use QR code to access campus in addition to your student ID card.

All PolyU students have access to Office365 Cloud service covering email, Office applications, OneDrive and MS Teams. Important notices and information concerning your study will be sent to you by Faculties/Schools/Departments/Non-Academic Units of the University, such as Academic Registry notices on your registration or study related arrangements and Library notices on book loans to your PolyU Connect mailbox on O365 Cloud. Therefore, you are advised to check messages in your PolyU Connect mailbox regularly. The PolyU Connect email service will be available to all alumni of PolyU and you can continue using your email service after graduation.

Students can access various study-related applications through [eStudent](#). The following sections are currently available online:

- Information : general information, subject search, and programme search
- My Profile
- My Subject Registration
- My Timetable
- My Results
- Graduation

- Application Forms
- My Advisor

Important notices regarding upcoming activities related to your studies will also be posted on this page, so it is advisable to check it regularly. Additionally, you can find links to various information and functions provided by other University units here.

PolyULife is a native mobile app that facilitates students' access to essential study information, such as personal class and exam timetables, payment due dates and other notifications. PolyULife mobile app is now available on [App Store](#) and [Google Play](#).



B. Programme Requirement Document

You will be issued a copy of the Programme Requirement Document for your programme of study by the programme offering Department at the commencement of your study. This document contains information on credit requirements, curriculum, programme-specific assessment regulations, grading system, graduation requirements, and award classifications. The Programme Requirement Document may be updated by the programme offering Department from time to time. You will be informed of the changes as and when appropriate. A copy of the Programme Requirement Document can also be found in the PolyU Course Programmes Database of the Library.

C. Student Handbook

The Student Handbook contains essential information concerning general academic matters, general regulations and procedures, services and facilities for students and various communication channels. This is accessible from eStudent or at the Academic Registry website.

Students enrolling on postgraduate schemes/programmes should also refer to the dissertation handbook at <https://www2.polyu.edu.hk/ar/Polyu/PGDIS>.

D. Notice Boards

Various Departments will communicate with students on matters such as class attendance through displaying notices and messages on Departmental notice boards.

E. Academic Registry and Various Offices

The most updated contact information of Faculties/Schools/Departments/CUS and other relevant offices can be found on their websites.

i. Academic Registry

The Academic Registry is responsible for matters related to applicants and students, covering admissions, registrations, timetabling, examinations, student records, certification and awards. You may visit the Academic Registry website at <https://www.polyu.edu.hk/ar> for more details, or click on the “Contact Us” of the Academic Registry website for the frequently asked questions and answers.

The Service Centre of the Academic Registry is located at Room M101 of the Li Ka Shing Tower. Please visit the Academic Registry website at <https://www.polyu.edu.hk/ar/contact-us/> for the opening hours.

ii. Departmental Offices

You can obtain most of the programme-related information from the general office of your programme offering Department. Enquiries related to the curriculum, subject selection and assessment regulations of specific programmes should be directed to your Department or Academic Advisors.

iii. Information to be Supplied When Writing to the University

If you wish to make an enquiry, a comment or suggestion on matters concerning the University in writing, you are advised to provide your full name, student number, contact telephone number, address and the programme enrolled. The University will not be able to take action on any correspondence which is anonymous (i.e. without information on the full name and student number).

Enrolment and Student Records

Confirm your programme enrolment in each semester, through registering for subjects and payment of tuition fees



4. Enrolment and Student Records

A. Confirmation of Enrolment

You need to confirm enrolment on your programme on a semester basis by settling the relevant tuition fees and other fees in August or September (for Semester One) and in the following January (for Semester Two). You will receive a notification email via PolyU Connect Email from the Finance Office normally in August (for Semester One) and December (for Semester Two) regarding the fees that you need to settle. You can check your fee debit notes and payment status at our Student Account Portal: <https://www40.polyu.edu.hk/fosae> > Fees and Receipts > Outstanding Fees.

To confirm your enrolment on a programme, normally you are only required to settle the fees and register for subjects for the semester concerned before the specified deadline. Tuition Fee Payment Schedule and details are available at <https://www.polyu.edu.hk/ar/> under the AR Website > Students in Taught Programmes > Registration Information > Fee Payment or FO Website at <https://www.polyu.edu.hk/fo/students/fee-and-payment/students-in-taught-programmes/tuition-and-other-fees> > [5. Tuition fee payment schedules](#).

B. Student Identity Card

Upon your first registration on the study programme, a student identity card will be issued to you. You are entitled to the rights and privileges of a full-time or part-time student, as appropriate, upon fulfilling the criteria for progression for the period, having duly paid the tuition and other fees (e.g. caution money) and having completed the subject registration procedures. You need to present your student identity card when entering PolyU and you should always carry it while on the University premises as it enables you to gain access to various facilities of the University. The student identity card will become invalid upon the cardholder's completion of graduation requirements or cessation of study.

Different units have their own service provisions and effective service periods for different types of students. Generally speaking, service provisions will not be available once a student's status has ended or students have completed their studies and are eligible for award, regardless of the expiry date printed on the student identity card. Students/graduands can contact individual offices for more information (https://www.polyu.edu.hk/ar/docdrive/polyu-students/student-handbook/special_arrangements.pdf).

i. Renewal of Student Identity Card upon Expiry

Student identity cards will normally expire at the end of Semester One or an academic year. If you are eligible to continue with your study after the expiry of your student identity card, you will receive a notification via PolyU Connect Email to collect the renewed student identity card at the Academic Registry Service Centre during office hours in the last week of August (for student identity cards expiring at the end of an academic year) or in the last week of January (for student identity cards expiring at the end of Semester One).

ii. Return of Student Identity Card to the University

Student identity cards are the property of the University and are not transferable. You are advised to return the card in person to the Academic Registry, as required. If you prefer to return it by post, you are urged to cut it into halves so as to prevent fraudulent use of your card in case it gets lost in post.

iii. Misuse of Student Identity Card

You should take good care of your student identity card. If (a) you lend your student identity card to another person to enable the latter to gain access to University facilities or for other purposes or (b) you use a student identity card that does not belong to you to gain access to University facilities or for other purposes, you are liable to disciplinary actions, which may include temporary deprivation of student rights, suspension or termination of studies.

iv. Loss, Damage and Replacement of Student Identity Card

If your student identity card is lost or damaged, if you need to amend your name, or if you have transferred to another programme of a different mode (e.g. from full-time to part-time or vice versa), you should submit an application for a replacement online. A non-refundable and non-transferable replacement fee will be charged for the new student identity card. If the original student identity card is subsequently found, you should immediately return it to the Academic Registry for cancellation. It is an offence to possess more than one student identity card for the same programme at any time during your studies at the University and you shall be subject to disciplinary actions if found committing this offence.

Application for Replacement of PolyU Student Identity Card (Form AR2)

For application:
<ul style="list-style-type: none">eStudent [Application Forms > Applications for Study Related Matters > (AR2) Replacement of PolyU Student Identity Card]

C. Use, Access and Change of Student Data

i. Use of Student Data

The information collected from you during your application for admission and programme registration has been/will be used for the purpose as stated in the following Personal Information Collection Statement (PICS) for Students (during studies and upon leaving).

Personal Information Collection Statement (PICS) for Students (during studies and upon leaving)

This is a personal information collection statement under the Personal Data (Privacy) Ordinance ("the Ordinance").

a) Purpose of Collection

The personal data provided by you to The Hong Kong Polytechnic University ("PolyU") throughout your studies and upon leaving PolyU, will be used by PolyU for the following purposes:

During studies and upon leaving PolyU

- Processing your application for activities, services and facilities provided by units and Departments of PolyU or organisations associated with PolyU;
- Processing the application and arrangement for study-related activities including but not limited to student visa, student exchange programmes, study tours, placement, internship, Service Learning & Work Integrated Education, training and scholarships, etc.
- Assisting your Academic advisor to provide support for students;
- Managing alumni affairs;
- Verifying student/graduate status, qualifications and academic records;
- Compiling the Graduates List for Congregation's use and disclosing information about your awards and achievements;
- Conducting statistical analysis, research, surveys, quality assurance and review;
- Facilitating communications between you and PolyU;
- Facilitating PolyU to comply with any applicable laws, regulations or court orders (in each case whether in Hong Kong or overseas), any request by government, statutory, regulatory or law enforcement authority, and valid legal process; protecting the rights of PolyU or its affiliate;

- Facilitating implementation of policies and procedures of PolyU, and monitoring their compliance; and
- Other purposes directly relating to any of the above.

In case the programme you registered is jointly offered or collaborated by PolyU and its partner institution(s), your personal data will be shared with the partner institution(s) (whether in Hong Kong or overseas) for the above purposes. You are also required to provide an emergency contact, other than yourself, in case of emergency.

- b) If you do not provide the personal data, other than those items indicated as optional, we may not be able to provide you with the requested activities, services or facilities or maintain contact with you.
- c) Disclosure and Transfer of Personal Data

PolyU will keep your personal data confidential and only authorised staff members of PolyU will have access to and handle your personal data. PolyU may disclose or transfer your personal data to the following parties within or outside Hong Kong solely for the purposes set out in paragraph (a) above:

- PolyU's student organisations and alumni organisations;
- Agencies, service providers, and contractors engaged in activities on behalf of PolyU;
- Other education institutions, their subsidiaries and relevant organisations, and government authorities in Hong Kong or other places for verification of qualifications you obtained from PolyU.

PolyU may disclose your personal data when authorised or required by law and in response to requests from law enforcement authorities, government Departments or regulatory authorities, or where required to protect the rights or properties of PolyU or its affiliate.

- d) Access and Correction of Personal Data

You have the right to request access and correction of your personal data held by PolyU. A fee may be imposed by PolyU for processing your data access request.

During your studies, correction of personal data can be performed via the relevant online platforms (i.e. eStudent for students). Any data access and correction request according to the Ordinance should be made by completing the [Personal Data \(Privacy\) Ordinance Data Access Request Form](#) and sending it to the Academic Registry at ar.dept@polyu.edu.hk

After graduation, correction of personal information can be done on "Contact Update" at <https://www.polyu.edu.hk/alumni>. Any data access and correction request according to the Ordinance should be made by completing the [*Personal Data \(Privacy\) Ordinance Data Access Request Form*](#) and sending it to the Alumni Affairs Office at alumni@polyu.edu.hk.

e) Privacy Policy Statement

You may click [here](#) for the Privacy Policy Statement of PolyU.

ii. Access and Updating of Student Data

Besides the information collected at the time of application, your registration details and assessment results are also kept in your permanent records for monitoring your progress during your study and for reference when certification is required.

In addition, names of graduates, together with information on the award title, and classification of award (for students with First Class Honours and Distinction only), will be published in a Graduates List for the use of Congregation. The University might also write to your secondary school to thank them for sending a good student to the University in case you have been awarded a First Class Honours Degree or a Distinction in your studies.

Your programme offering Department may also keep records related to your study. If you have requested/used services provided by the University Health Service, the Library, the Student Affairs Office, the Information Technology Services Office and the Campus Facilities and Sustainability Office or any other offices in the University, appropriate records will also be kept by these offices.

Only authorised Departments/staff of the University will have access to student data. Student data will be deleted when they are no longer required according to the relevant rules. Retention policies will be reviewed regularly by the respective offices to ensure that data are kept not longer than necessary.

In accordance with the Personal Data (Privacy) Ordinance, you have the right to access and correct your personal data and also to request a copy of such data. If you wish to access your personal data kept in our records, you may submit a request via the "[*Personal Data \(Privacy\) Ordinance Data Access Request Form*](#)". A handling fee will be charged.

Information concerning your study and registration may be sent to you by your Department or lecturers/Academic Advisors and offices of the University, such as

Academic Registry, Library, Information Technology Services Office and the Student Affairs Office through PolyU Connect. Therefore, you are advised to check for messages in your PolyU Connect Email account regularly.

To enable us to contact you successfully, it is particularly important for you to keep your residential/correspondence address, Hong Kong mobile number and IDs of instant messaging tools updated at all times during your study as the University may contact you by phone, SMS, instant messages, or post as necessary. You can update your contact information directly via [eStudent](#). For students who move into the student hostel or live away from home (i.e. your residential address), it is important for you to keep your correspondence address updated.

In order that relevant university officers can reach your next of kin (parents/guardian if you are under the age of 18) in case of emergency, you are also reminded to update the information as part of your student records in the University.

You can update the information directly on web during your study, and up to your graduation and completion of the university congregation ceremony. Please login to the eStudent at <http://www.polyu.edu.hk/student> for access to the system. You can also view your personal particulars online. However, for amendment of name, date of birth, HKID card/Passport/Mainland ID card No., nationality or gender, you are required to submit a signed hard copy of **Form AR1**. You are required to produce the original and a copy of relevant supporting document(s) in addition to the HKID card/Passport/Mainland ID card. The application/supporting document(s) for amendment of such information will be kept in the student's record. No update will be made to such information of a graduate/leaver.

Application for Amendment of Personal Data (Form AR1)

Get the form from:	Return it to:
<ul style="list-style-type: none">AR Website > Students in Taught Programmes > Application Forms	Academic Registry Service Centre (with supporting documents)

D. Normal Duration for Completion of a Programme

Each programme has a normal duration for completion and this period is specified in the Programme Requirement Document, which will be issued to you by your programme offering Department at the commencement of your study.

Students who are admitted in or after 2020/21 will be de-registered from the programme if they exceed the normal duration for completion of their programme, unless prior approval for “Extension of Study Duration” has been obtained from relevant authorities.

Application for *Extension of Study Duration (Form AR9)*

For application:
<ul style="list-style-type: none"> eStudent [Application Forms > Applications for Study Related Matters > (AR9) <i>Extension of Study Duration</i>]
Deadline for application:
Before the commencement of the examination period of the semester concerned.

E. Maximum Period of Registration (Applicable to Students Admitted in or before 2019/20)

The maximum period allowed for students to register on a programme is normally twice the normal duration and must not exceed eight years. This maximum period of registration is stipulated in the individual Programme Requirement Document. The fact that a student’s maximum period of registration on a programme has not expired shall not, by itself, entitle him/her to remain as a student of the University. A student’s registration shall lapse if it is no longer possible for him/her to obtain the designated award within the maximum period of registration.

F. Leave of Absence

If you need to be absent from class for a temporary period during the academic year, you must obtain approval from the Head of Department concerned by submitting **Form AR8**. You are reminded that you should not attend classes if you are infected by contagious diseases.

Application for *Leave of Absence (Form AR8)*

Get the form from:	Return it to:
<ul style="list-style-type: none"> AR Website > Students in Taught Programmes > Application Forms 	Programme offering Department (with supporting documents)

The granting of leave of absence is not automatic. All applications should be made as early as possible before the leave is taken. The Department concerned will inform you of the approval, or otherwise, of your application.

If you are absent from an examination owing to sickness or other circumstances beyond your control, you have to apply to the Head of Department offering the subject with supporting documents (please also refer to Section 6H on "[Late Assessment](#)").

The University reserves the right to verify the supporting documents submitted by students. If it is found that false document has been provided, the students concerned may be subject to disciplinary action(s).

G. Concurrent Enrolment

You are not allowed to enrol concurrently on two full-time programmes whether or not one of the programmes is offered by another institution. For enrolling on a full-time programme and a part-time programme, or on more than one part-time programme leading to any formal award, including those offered by another institution, you are required to obtain approval from the PolyU Head(s) of Department concerned prior to enrolment. Failure to obtain written approval will result in discontinuation of your study at PolyU and the tuition fees paid for the programme(s) will not be refunded.

Those who wish to apply for concurrent enrolment should download an application for concurrent enrolment (**Form AR38**) or get a copy at the Academic Registry Service Centre. Please return the form to the Academic Registry before registration on the programme(s) concerned.

Students who have been granted approval for concurrent enrolment should note that the University is not responsible for making special timetable arrangements in case of clashes in class and examination timetables.

Application for Concurrent Enrolment (Form AR38)

Get the form from:	Return it to:
<ul style="list-style-type: none">AR Website > Students in Taught Programmes > Application Forms	Academic Registry Service Centre

H. Deferment of Study*

You may apply for deferment of study if you have a genuine need to do so, such as prolonged illness or being posted to work outside Hong Kong. Applications from students

* For non-local students, please also refer to Section 9 on "[Important Notes for Non-local Students](#)".

who have not yet completed the first year of a full-time programme will be considered only under exceptional circumstances. The deferment period will not be counted towards the total period of registration (or maximum period of registration for students admitted in or before 2019/20). If you are a student admitted in or after 2018/19 to a UGC-funded programme, your deferment period, if any, may delay the semester in which you can pay the tuition fees by credit fees (please also refer to Section 4K(i) on "[Student Status - Full-time Students](#)").

You are required to submit an application for deferment of study via [eStudent](#) to the programme offering Department. You will be informed of the result of your application in writing or via email by the Department normally within three weeks from the date of application. PolyU reserves the right to request for the original copy of the documentary proof, where necessary. Applications without valid documentary proof will not be processed. The University reserves the right to verify the supporting documents submitted by students. If it is found that false document has been provided, the students concerned may be subject to disciplinary action(s).

Application for Deferment of Study (Form AR7)

For application:
<ul style="list-style-type: none">• eStudent [Application Forms > Applications for Study Related Matters > (AR7) <i>Deferment of Study</i> (with supporting documents. Medical certificates are required for application on medical grounds.)]
Deadline for application:
Before the commencement of the examination period of the semester concerned.

It is necessary for you to settle all the outstanding tuition fees and/or other fees in order to have your application for deferment processed.

All fees paid are non-refundable and non-transferable. However, new students enrolled in UGC-funded programmes who apply for deferment of study before the commencement of the relevant semester will be eligible for a refund of the tuition fee paid for that semester after deducting an initial fee (of HK\$5,000 for local students and HK\$15,000 for non-local students). If the tuition fee paid is equal to or less than the above amount, no refund will be arranged. The deduction of such fee will, however, be waived for current students.

Students approved for deferment of study will normally not be eligible to access the campus facilities/services. Students can check for further details from the relevant service-providing units. Alternatively, you may apply for zero subject enrolment to retain your study place. (Please also refer to Section 4I on "[Zero Subject Enrolment and Retention of Study Place](#)".)

Students who have been approved for deferment of study can retain their student identity card for use upon their resumption of study. You will be advised to settle the tuition fee and complete the subject registration procedures upon expiry of the deferment period. If you do not receive such notification one week before the commencement of the Semester, you should enquire at the Academic Registry.

I. Zero Subject Enrolment and Retention of Study Place*

If you do not wish to take any subject in a semester (including any compulsory Summer Terms for those programmes as specified in the Programme Requirement Document), you must seek approval from your Department to retain your study place* by submitting your application via [eStudent](#) before the start of the semester and in any case not later than the end of the add/drop period. Otherwise, your student status with the University will be withdrawn. Please also refer to Section 4L(ii) on “[Discontinuation of Study](#)” for further details. Unless otherwise approved, the semesters during which you are allowed to take zero subject will be counted towards the total period of registration (or maximum period of registration for students admitted in or before 2019/20) for the programme concerned. (Please also refer to those Sections on “[Normal Duration for Completion of a Programme](#)” and “[Maximum Period of Registration](#)”.)

You will receive result notification from the programme offering Department normally within two weeks. Students who have been approved for zero subject enrolment are allowed to continue using campus facilities including library facilities. A fee of HK\$2,105 per semester for retention of study place will be charged.

The University reserves the right to verify the supporting documents submitted by students. If it is found that false document has been provided, the students concerned may be subject to disciplinary action(s).

Application for Retention of Study Place (Zero Subject Enrolment) (Form AR112)

For application:
<ul style="list-style-type: none">• eStudent [Application Forms > Applications for Study Related Matters > (AR112) Retention of Study Place (Zero Subject Enrolment)]
Deadline for application:
Before the start of the semester and in any case not later than the end of the add/drop period.

* For non-local students, please also refer to Section 9 on “[Important Notes for Non-local Students](#)”.

J. Transfer of Study*

Application for transfer of study will only be considered in exceptional circumstances and taking into account the overall fairness to all students, the availability of quotas, and the optimal utilisation of university resources on study places.

It is the University's policy that new students will only be considered for transfer to another programme offered in the same mode of study starting from their second semester of registration.

If you are registered in a UGC-funded programme and wish to transfer to another PolyU UGC-funded programme of the same level of award, you should submit an application for transfer of study instead of submitting a non-JUPAS application. Current Higher Diploma students who have chosen to submit an application via JUPAS are not allowed to submit a further application for transfer of study to full-time programmes within PolyU.

If you are only eligible for transfer to the initial stage of a new programme, your application will be considered together with the new applications for the programme. Applications for transfer of study should be made via **Form AR25**.

Application for Transfer of Study (Form AR25)

Get the form from:	Return it to:
<ul style="list-style-type: none">AR Website > Students in Taught Programmes > Application Forms	One copy to the current Department and one copy to the transfer-in Department (with reasons and supporting details. For application made on the basis of employment requirement, recommendation from the employer is required.)
Deadline for application:	
<ul style="list-style-type: none">Application for transfer to full-time programmes for Semester One of the next academic year should be submitted by 31 January of that academic year.Application for transfer to full-time programmes for Semester Two of the current academic year should be submitted by 30 September of that academic year.	

You will be informed of the result of your application via email by the transfer-in Department. You should stay in your original programme until your application has been approved and transfer has been affected.

Once approval for your transfer has been given, your study place in the original programme will be offered to another applicant, where appropriate.

* For non-local students, please also refer to Section 9 on "[Important Notes for Non-local Students](#)".

The tuition fee paid for the original programme will be used to offset the tuition fee of the new programme, if applicable. You will be advised to settle any outstanding fees and complete the registration procedures for the new programme, if required. If there is any excess in the tuition fee paid, you will receive a refund.

K. Student Status*

i. Full-time Students

Students enrolled in full-time programmes are classified as full-time students. They are expected to devote the whole of their time to study even though they may or may not follow the specified progression pattern.

Students on full-time programmes who wish to take a study load of fewer than 9 credits in a semester will have to seek prior approval from their Department by applying via **Form AR121** before the end of the add/drop period.

Students admitted in or after 2018/19 to UGC-funded programmes are required to pay a flat fee for each of Semester One and Semester Two within the normal duration of their programme, regardless of the number of credits they are registered for in a semester/Summer Term. Students studying beyond the normal programme duration must also pay a flat fee if they take 9 or more credits per semester. Those who take fewer than 9 credits per semester will pay the credit fees.

Students admitted in or before 2017/18 will have the option to pay credit fees if they are approved to take a study load of fewer than 9 credits. To exercise this option, students must apply via **Form AR121**. Once approved, they will need to pay credit fees for the semester for which the approval is granted, as well as the Summer Term of that academic year, should they enroll on any subjects during the Summer Term. Should students wish to continue with a study load of fewer than 9 credits in the subsequent semester, they must submit another application. If students have been approved to take fewer than 9 credits in a semester, they do not need to apply separately to change to self-paced status.

* For non-local students, please also refer to Section 9 on "[Important Notes for Non-local Students](#)".

Application for *Taking Fewer Than 9 Credits in a Semester (Form AR121)*

Get the form from:	Return it to:
<ul style="list-style-type: none">• AR Website > Students in Taught Programmes > Application Forms	Programme offering Department
Deadline for application:	
Before the end of the add/drop period of the semester concerned.	

ii. Part-time Students

Students enrolling in part-time, distance learning, online, and mixed-mode programmes with a study load of fewer than 9 credits in a semester (unless otherwise approved by the Department concerned) are classified as part-time students. All part-time students will pay credit fees.

iii. Mixed-mode Students

Students enrolled in mixed-mode programmes are classified as mixed-mode students. They may take up a full-time or part-time study load and attend classes in the daytime, in the evening, or a combination of both. The class attendance pattern for individual programmes will be specified in the admission/programme documents. If the mixed-mode students take subjects with a study load reaching the minimum requirement of a full-time student (i.e. 9 credits), they will be given full-time status in that semester. Otherwise, they will be given part-time status unless approved otherwise by the Department concerned to retain full-time status.

iv. Self-paced Students

Self-paced students are those who have been given approval by their Department not to follow the specified progression pattern or those registered on programmes which do not have any specified progression patterns. If you wish to study at your own pace instead of following the specified progression pattern, you need to seek approval from the Department by completing **Form AR114** before the commencement of the semester concerned. Once you are approved to become self-paced, you will remain as a self-paced student throughout your entire study.

Application for *Changing to Self-paced Status (Form AR114)*

Get the form from:	Return it to:
<ul style="list-style-type: none">• AR Website > Students in Taught Programmes > Application Forms	Programme offering Department (with reasons and supporting documents)
Deadline for application:	
Before the commencement of the subject registration period and in any case no later than the commencement of the semester concerned.	

Self-paced students should study the programme requirements carefully, consult their Academic Advisors and perform subject registration according to the schedule announced by the Academic Registry.

It is students' responsibility to monitor their progress of study and to ensure that the programme requirements are completed within the normal duration (for students admitted in or after 2020/21) / maximum period of registration (for students admitted in or before 2019/20) of their programme.

v. Graduands

For those who have satisfied all the academic requirements but have not been conferred the academic awards, they are classified as Graduands. Graduands need to comply with the Rules and Regulations of a student until they have graduated.

L. [Withdrawal of Study*](#)

i. Official Withdrawal

If you wish to discontinue your study at the University before completing your programme, it is necessary for you to complete the withdrawal procedure via [eStudent](#). Fees paid for the semester in which you are studying will not be refunded. Applications for withdrawal of study for the current semester must be submitted before the commencement of the examination period. Applications submitted after the commencement of the examination period will not be processed. Applications for withdrawal of study for the following academic year/semester should be submitted before the commencement of that academic year/semester.

Your application will not be processed if you have not cleared outstanding matters with the various Departments/offices concerned, such as settling outstanding fees/fines and

* For non-local students, please also refer to Section 9 on "[Important Notes for Non-local Students](#)".

Library loans and clearing your locker provided by the Campus Facilities and Sustainability Office.

The relevant Department will inform you in writing or via email of the result of your application, normally within three weeks after you have cleared all the outstanding items mentioned above.

Upon confirmation of your official withdrawal, you will be eligible for a refund of the caution money paid, provided that you have no outstanding debts to the University.

Except for the caution money, which is refundable upon official withdrawal from the University, subject to no outstanding debts to the University, all fees paid are non-refundable and non-transferable. However, students enrolled in UGC-funded programmes who apply for withdrawal of study before the commencement of the relevant semester will be eligible for a refund of the tuition fee paid for that semester. For new students, there will be a deduction of an initial fee of HK\$5,000 for local students and HK\$15,000 for non-local students. If the tuition fee paid is equal to or less than these amounts, no refund will be arranged. The deduction of the initial fee will be waived for current students.

If you discontinue your study at the University without completing proper withdrawal procedures, you will be regarded as having unofficially withdrawn and the caution money paid at first registration will be confiscated.

Application for *Withdrawal of Study (Form AR6)*

For application:
<ul style="list-style-type: none">• eStudent [Application Forms > Applications for Study Related Matters > (AR6) <i>Withdrawal of Study</i>]
Deadline for application:
Before the commencement of the examination period of the semester concerned.

ii. Discontinuation of Study

If you discontinue your study without following the proper procedures for official withdrawal, you will be regarded as having given up your study at the University. In this case, you will not be eligible for a refund of the caution money paid and shall not be considered for re-admission to the same scheme/programme/stream (sub-code) in the following academic year.

iii. De-registration

Students who have been de-registered on grounds of academic failure shall not be considered for re-admission to the same scheme/programme/stream (sub-code) in the following academic year.

Students with an Overall Result of "Required to be de-registered" can apply for refund of caution money within three weeks from the date of the release of overall assessment results. Please note that late requests for a refund of caution money will not be entertained.

Application for Refund of Caution Money (Form AR10)

Get the form from:	Return it to:
<ul style="list-style-type: none">AR Website > Students in Taught Programmes > Application Forms	ar.enrolment@polyu.edu.hk
Deadline for application	
Within three weeks from the date of the release of overall assessment results.	

M. Undergraduate Degree Programmes with Minor/Double Major/Secondary Major/Fast-track Programmes Study Options

i. A Major plus a Minor (Minor)

Students interested in a Minor must submit their application via the Major-offering department and obtain approval from the Minor-offering department during the designated application period. Those admitted in or before 2024/25 should submit their applications at the start of the second year of study, while students admitted in or after 2025/26 must submit their application no later than the commencement of the second year of study. To be eligible for enrolment in a Minor, a student must have a cumulative GPA of 2.50 or above at the time of application for Minor enrolment. The Minor-offering department may set a quota and additional admission requirements apart from the above GPA requirement.

Students admitted to the advanced stage of a programme on senior year status and those admitted to an articulation degree programme will not be given the option to study for a Minor. For students who are admitted on the basis of advanced standing,

the programme offering department will decide whether they will be given the option to study a Minor at the time of admission, based on individual merits.

Students who have enrolled in a Minor are expected to complete their approved Minor as part of their graduation requirements. Students who wish to withdraw from a Minor need to seek approval from the Minor-offering department, prior to the end of the add/drop period of the last semester of study.

Credit transfer can be given for not more than 9 credits of a Minor programme if the previous credits were earned from approved institutions outside of the university; and not more than 12 credits of a Minor programme if the previous credits were earned from programmes offered by PolyU.

Students are required to graduate as soon as they satisfy the graduation requirements. Students concerned are required to apply for graduation to enable calculation of a proper GPA for award classification determination, in the semester in which they are expected to fulfil all their graduation requirements, and after the add/drop period for that semester. Upon confirmation of eligibility to graduate or leaving the University, registration on subjects (including the follow-on term of consecutive subjects) in the following semester/Summer Term will be nullified and removed.

Application for *Minor (Form AR147)* (applicable to students admitted in or before 2024/25)

Get the form from:	Return it to:
<ul style="list-style-type: none">AR Website > Students in Taught Programmes > Application Forms	Programme offering Department

Application for *Minor (Form AR147)* (applicable to students admitted in or after 2025/26)

For application:
<ul style="list-style-type: none">eStudent [Application Forms > Applications for Study Related Matters > (AR147) Application for Minor]

ii. Double Major

Students intending to complete a Double Major normally require a longer normal duration to complete their studies (i.e. beyond four/five years) and to take extra credits on a self-financed basis (i.e. pay a higher tuition fee). The actual number of credits required for getting a Double Major depends on the level of commonality between the two Majors.

Students interested in pursuing a Second Major must first obtain approval from the host Department of the First Major. They can then apply to the host Department of the Second Major starting from their second year of study. To be eligible for enrolment in a Second Major, students must have a cumulative GPA of 3.00 or above. However, Departments may stipulate a higher GPA requirement for entry into the Second Major.

Once enrolled, students are expected to complete the Second Major as part of their graduation requirements.

Students who wish to withdraw from a Second Major need to apply for approval officially from the host Department of the Second Major before the end of the add/drop period of their last semester of study.

iii. A Major plus a Secondary Major (applicable to students admitted in or after 2022/23 only)

Students admitted in or after 2022/23 who are interested in a Secondary Major should submit their application and obtain approval from the Major-offering Department, during the designated application period.

Only students with a cumulative GPA of 2.70 or above after Semester Two of Year One may be considered for Secondary Major enrolment. The Secondary Major-offering Department may stipulate additional selection criteria for admission. Each student may take not more than one Secondary Major. If deemed appropriate by the Major-offering Department, students are allowed to take a Major with a Secondary Major and a Minor.

Students admitted to the advanced stage of a programme on senior year status and those admitted to an articulation degree programme will normally not be given the option to study for a Secondary Major. For students who are admitted on the basis of advanced standing, the programme offering Department will decide whether they will be given the option to study a Secondary Major at the time of admission, based on individual merits.

Students who have enrolled in a Secondary Major are expected to complete their Major and Secondary Major studies within the normal duration of the Major programme. Students who wish to withdraw from a Secondary Major need to seek approval from the Major-offering Department, prior to the end of the add/drop period of their last semester of study.

For application:

- [eStudent](#)

[Application Forms > Applications for Study Related Matters > (AR164) *Application for Major/Secondary Major*]

iv. Fast-track Integrated Bachelor's and Master's Degree Programmes

Fast-track Integrated Bachelor's and Master's Degree Programmes (Fast-track Programmes) will provide an opportunity for high-achieving students to complete an integrated Bachelor's and Master's Degrees in a shortened duration and with reduced tuition fees.

There are two entry routes: Year 1 Entry and Year 3 Entry. Admission is subject to the fulfilment of the entrance requirements. Below are the general entrance requirements for Fast-track Programmes. Some Fast-track Programmes may have specific programme requirements.

Year 1 Entry

- JUPAS (Local): At least Level 5** in 2 subjects and with HKDSE Best 5 score of 26 or above (Conversion scale: 5**=8.5; 5*=7; 5=5.5; 4=4);
- Non-JUPAS (Local) and Non-JEE (Mainland and Non-Local-Non-Mainland): IB score of 39 or above (or equivalent); OR
- JEE (Mainland): Total score within the Top 3% of the province of the examination year.

Holders of other qualifications should approach their programme offering Department for the specific entrance requirements.

Year 3 Entry

- Attained a Cumulative GPA (CGPA) of 3.30 or above at the end of Semester 2 of Year 2; AND
- Recommended by the Programme Leader.

Students interested in a Fast-track Programme must apply to and obtain approval from their programme offering Department, during the designated application period.

Students can complete up to 30% of the Master's degree curriculum (around 9 credits) during their undergraduate studies. These credits will count toward both degrees, providing an opportunity for students to finish their studies in a shorter timeframe.

Students will pay the undergraduate tuition fees for both undergraduate and taught postgraduate subjects taken during their undergraduate studies. During their

postgraduate studies, they will pay the taught postgraduate self-financed credit fees less the taught postgraduate credits taken during their undergraduate studies.

Students are required to maintain a Cumulative GPA of 3.30 at the end of Semester Two, unless Summer Term study is mandatory, to stay on the Fast-track Programme.

Students who wish to withdraw from a Fast-track Programme must obtain approval from the Department offering the Master's programme before the end of the add/drop period of the last semester of undergraduate studies.

Application for Fast-track programme (Form AR167)

For application:
<ul style="list-style-type: none">• eStudent <p>[Application Forms > Applications for Study Related Matters > (AR167) <i>Application for Fast-track programme</i>]</p>

Subject Registration

Plan and register for your subjects in each semester, make the best use of the add/drop period, check how to apply for credit transfer and retake failed subjects in this chapter



5. Subject Registration

A. Subject Registration

It is your responsibility to check if your subject registration will fulfil the graduation requirements. You should study the Programme Requirement Document, the subject pre-requisite, co-requisite and exclusion requirements and the specified progression pattern, if any, of your programme before subject registration.

The specified progression pattern is the sequence of subject selections recommended by your Department. By following this sequence, you can complete the programme within the normal duration. If you wish to deviate from the specified progression pattern, you need to seek approval from your Department to change your status to “self-paced” by completing **Form AR114**.

Some programmes do not have specified progression pattern. Students enrolled in these programmes will be classified as self-paced students. Self-paced students need to plan their own study and complete the programme requirements within the normal duration (for students admitted in or after 2020/21)/ maximum period of registration (for students admitted in or before 2019/20) of the programme.

The normal study load is 15 credits in a semester. The University has a limit on the maximum study load that a student can take in a semester, which is 21 credits, unless the subjects have been pre-assigned by the Department or exceptional approval is given by the Head of the programme offering Department. For such cases, students should be reminded that the study load approved should not be taken as grounds for academic appeal.

To ensure academic performance, students on academic probation are required to seek academic advice on their study loads and subjects to be taken. These students will normally be required to take a study load of not more than 15 credits in the following semester (Summer Term excluded) (for details, please refer to Section 6C on “[Academic Probation](#)”).

Departments may pre-assign compulsory subjects to you in each semester, and you can select other subjects on a semester basis through the online subject registration system using [eStudent](#) according to the schedule announced by the Academic Registry.

You are not advised to make any changes to subjects assigned to you by Departments without consulting your Department/Academic Advisor. Students enrolled in undergraduate degree programmes and Higher Diploma programmes need to obtain prior approval from their Departments should they have genuine needs to drop subjects pre-assigned/assigned by their Departments.

Students can select General University Requirements (GUR) subjects in any semester before graduation unless otherwise specified in the Programme Requirement Document. The work-integrated studies are arranged either by Departments or the Student Affairs Office (SAO). Details are set out in the Programme Requirement Document.

Students who fail to complete subject registration according to schedule and have not applied for deferment of study or zero subject enrolment will be subject to the removal of their registration and student status with the University (for details, please refer to Sections 4H & 4I on “[Deferment of Study](#)” and “[Zero Subject Enrolment](#)”).

The class timetable will normally be released around late July for Semester One, around mid-December for Semester Two and around early March for Summer Term via [eStudent](#) to facilitate relevant subject registration.

The programme offering Departments have the final authority to decide on the subjects that their students can select. Departments also have the right to cancel the offering of a subject if the class enrolment is too small. In the event of a cancellation, you will be advised to take other replacement subjects/classes.

Students are required to graduate as soon as they satisfy the graduation requirements. Upon confirmation of eligibility to graduate or departure from the University, subjects registered in the following semester/Summer Term (including those consecutive subjects continuing from the previous semester) will be nullified and removed from the record.

B. Subject Exemption and Credit Transfer

Irrespective of the extent of previous study or credits recognised, all students studying at the University should complete at least one third of the normal credit requirement in order to be eligible for a PolyU award.

If you consider your previous study is relevant to your current programme, you may apply for subject exemption or credit transfer.

i. Subject Exemption

You may be granted exemption from taking certain subjects if you have successfully completed similar subjects in another programme. The credits associated with the exempted subject will not be counted for satisfying the credit requirements of your programme. You should consult your Department and take another subject in its place.

Application for *Subject Exemption (Form AR41e)*

For application:
<ul style="list-style-type: none">• eStudent [Application Forms > Applications for Study Related Matters > (AR41e) <i>Subject Exemption</i>]

Students in Undergraduate Degree Programmes may apply for a waiver of additional requirement(s) of Cluster Area Requirements (CAR) subjects (i.e. CR/CW, ER/EW or CSR) / an exemption from the Healthy Lifestyle Programme (HLS) / a waiver for e-module(s) of the “Essential Components of General Education” by submitting the application form along with supporting documents that validate their qualifications.

Application for Waiver of additional requirement of CAR Subjects, Exemption for Healthy Lifestyle Programme and Waiver for e-module(s) of Essential Components of General Education Subject (Form AR41f)

Get the form from:	Return it to:
<ul style="list-style-type: none">• AR Website > Students in Taught Programmes > Application Forms	Programme offering Department
Application period:	
Preferably before the start of a new semester, and no later than the end of add/drop period of each semester.	

Taught Postgraduate Programmes students may apply for a waiver of the "Understanding China and the Hong Kong Special Administrative Region, P.R.C." requirement, depending on their prior study or experience that demonstrates they have acquired the relevant knowledge.

Application for Waiver of Education on “Understanding China and Hong Kong Special Administrative Region, P.R.C.” (Form AR163)

Get the form from:	Return it to:
<ul style="list-style-type: none">• AR Website > Students in Taught Programmes > Application Forms	Programme offering Department
Application period:	
Preferably before the start of a new semester, and no later than the end of add/drop period of each semester.	

You will receive result notification from the Department concerned normally within 14 working days.

ii. Credit Transfer

You should apply for credit transfer upon your initial enrolment in the programme or before the end of the add/drop period of the first semester of your first year of study. Late applications may not be considered. Students whose tuition fees are charged by credits will be subject to a credit transfer fee.

The validity period of subject credits earned is eight years from the year of attainment, i.e. the year in which the subject is completed, unless otherwise specified by the Department responsible for the content of the subject (e.g. the credit was earned in 2018/19, then the validity period should count from 2019 for eight years). Credits earned from previous studies should remain valid at the time when the student applies for transfer of credits.

Subject to the terms and conditions stipulated in the Notice of Offer, there is a limit to the maximum number of credits that can be transferred. If the credits attained from previous study are from PolyU, the total credits transferred should not exceed 67% of the required credits for the award. If the credits gained are from other institutions, the total credits transferred should not exceed 50%. In case where both types of credits are transferred, not more than 50% of the required number of credits for the academic award may be transferred. Grades may or may not be given for the transferred credits.

All credits transferred will be counted for satisfying the award requirements. Transferred credits are normally not counted for meeting the requirements of more than one award.

Some programmes may accept applicants holding advanced qualifications. If you have an advanced qualification relevant to the programme enrolled, you may be allowed to take fewer credits than what the programme normally requires. However, when you apply for credit transfer, the credits that you are not required to study will also be counted towards the maximum number of transferred credits.

Students admitted to a UGC-funded degree programme will normally be given entry credit transfer up to a maximum of 25% of the credit requirement for a degree programme.

For students admitted to an Articulation Degree or Senior Year curriculum, which is already a reduced curriculum, they will not be given credit transfer for any required GUR subjects, and are required to complete at least 60 credits in order to be eligible for a Bachelor's award.

For credit transfer of retaken subjects with grade being carried over, the grade attained in the last attempt should be taken. Students applying for credit transfer for a subject

taken in other institutions are required to declare that the subject grade used for claiming credit transfer was attained in the last attempt of the subject in their previous studies. If a student fails in the last attempt of a retaken subject, no credit transfer should be granted, despite the fact that the student may have attained a pass grade for the subject in the earlier attempts.

Students will not be granted credit transfer for a subject which they have attempted and failed in their current study unless the subject was taken by the student as an exchange-out student in his/her current programme.

You can also earn credits through studying during your outbound exchange. Before you decide on which subjects to take at the exchange institution, you should seek provisional approval from your programme offering Department on the study plan and the possibility of credit transfer for fulfilling the award requirement of your programme by completing **Form AR41a**. Upon successful completion of the exchange programme/activity, you need to submit a formal application for credit transfer via [eStudent](#) (**Form AR41c**). Students who received transferred credits from an approved exchange programme can exceed the 50% limit of total credits transferred.

Application for Prior Agreement for Subject Selection at Exchange-out Institution (Form AR41a)

Get the form from:	Return it to:
<ul style="list-style-type: none"> AR Website > Students in Taught Programmes > Application Forms 	Programme offering Department
Application period:	
Before the start of an exchange activity, or during the approved exchange activity if the subjects to be taken can only be finalised by then.	

Application for Credit Transfer (Form AR41c)

For application:
<ul style="list-style-type: none"> eStudent [Application Forms > Applications for Study Related Matters > (AR41c) Credit Transfer]

You may also seek approval from your Department for exemption or credit transfer for language subjects attained in previous study. Subject to the approval of the subject offering Department, exemption from compulsory language subjects may be possible for special cases. Students seeking exemption or credit transfer for compulsory language subjects may be required to take a suitable test to demonstrate their level of proficiency.

In case of extenuating circumstances (such as claiming credits for study on an exchange programme) where the application for credit transfer can only be submitted after the first semester of the first year of study, all credit transfers approved will take effect in the semester for which they are approved. Such students will only be eligible for graduation at the end of that semester, even if the granting of the credit transfer will immediately enable them to satisfy the total credit requirement for the award.

You will receive result notification from the Department concerned normally within 14 working days. If you are a credit-fee paying student, you will receive a debit note for settling the credit transfer fee, the non-payment of which will nullify the approved credit transfer. A reinstatement fee will be charged if you wish to reinstate the approval for the credit transfer.

C. Retaking of Failed Subjects

Students may only retake a subject which they have failed (i.e. Grade F or S or U). After the announcement of subject results in a semester, you should check whether you have failed any subject via [eStudent](#) (please refer to Section 6G on “[Assessment Results](#)”) and arrange for retaking of the subject during subject registration. Retaking of subjects is with the condition that the maximum study load of 21 credits per semester is not exceeded.

The number of retakes of each subject is restricted to a maximum of two. Students who have failed a compulsory subject after two retakes will be de-registered. Departments may impose more stringent regulations on the retaking of particular types of subjects, e.g. practicum and clinical placement, and should inform students of such cases, if any.

Students can retake a failed subject the first time via eStudent directly during the subject registration period and the add/drop period. For a second retake of a failed subject, students should complete **Form AR160** instead and return it to the programme offering Departments.

Request for Second Retake of Failed Subject(s) (Form AR160)

Get the form from:	Return it to:
<ul style="list-style-type: none"> AR Website > Students in Taught Programmes > Application Forms 	Programme offering Department
Application period:	
Preferably before the start of a new semester, and no later than the end of add/drop period of each semester.	

When you retake a failed subject, only the grade obtained in the final attempt of the retake will be included in the calculation of Grade Point Average (GPA) and GPA for award

classification. Although the original grade will not be included in the calculation of GPAs, it will be shown in the transcript of studies.

Students paying credit fee will be charged for the retake subjects.

D. Unqualified Subjects

Upon the finalisation of the semester subject results, if you have failed a subject which is a pre-requisite of the follow-on subject(s) in the next semester, the follow-on subject(s) which you enrolled earlier will be removed from your subject registration record and you will not be qualified for attending classes of these subject(s).

You are advised to check the unqualified subjects records, if any, via [eStudent](http://www.polyu.edu.hk/student) [<http://www.polyu.edu.hk/student> > My Subject Registration > Subject Registration History > Unqualified Subject(s)] to find out whether you have any unqualified subjects after the finalisation of subject result of the last semester. Normally, your programme offering Department will inform you if you have been waived from the pre-requisite requirement and are allowed to take the unqualified subject. However, in case the Department concerned does not grant you the waiver but you still wish to take the unqualified subject, you should approach your Department to seek special approval. Alternatively, you can take other subjects in place of the “unqualified subjects”. You should complete these actions before the end of the add/drop period of the semester concerned.

E. Add/Drop of Subjects and Change of Subject Groups

If you wish to make changes to your subject registration, you may do so through the “Add/Drop” at [eStudent](http://www.polyu.edu.hk/student) during the two-week add/drop period (one week for Summer Term). You are advised not to make any changes to the subjects pre-assigned to you by the Department without consulting your Department/Academic Advisor. Students enrolled in undergraduate degree programmes and Higher Diploma programmes need to obtain prior approval from their Departments should they have genuine needs to drop subjects pre-assigned/assigned by their Departments. In case you wish to drop all the subjects in a semester, you must first seek approval from your Department for zero subject enrolment. (Please refer to Section 4I on “[Zero Subject Enrolment and Retention of Study Place](#)”.) Otherwise, you will be considered as having decided to withdraw from study on the programme concerned. Dropping of subjects after the add/drop period is not allowed. If you have a genuine need to do so, it will be handled as withdrawal of subject. (Please refer to Section 5G on “[Withdrawal of Subjects](#)”.)

F. Taking Additional Subjects

Subject to the maximum credits allowed, undergraduate degree students can take additional subjects before graduation to broaden their perspective. The selection of additional subjects will be done during the last two days of the add/drop period. Any requests for dropping the additional subjects after the add/drop period will be treated as subject withdrawal. All subjects will be included in the calculation of GPA while only those subjects within the programme curriculum requirement, including subjects selected to fulfil the Free Elective requirement, will be counted towards the GPA for award classification.

G. Withdrawal of Subjects

If you have a genuine need to withdraw from a subject after the add/drop period, you should apply to your programme offering Department for withdrawal of subjects. Such request will first be considered by the Subject Teacher concerned and followed by the Programme Leader if there are strong justifications and when the tuition fee of the semester concerned has been settled. Deadline for requests for subject withdrawal will be specified by the subject offering Department and in any case, it will not be entertained after the commencement of the examination period.

For approved cases, the tuition fees paid for the withdrawn subjects will not be refunded. The withdrawn subjects will be shown under the “Assessment Result” of eStudent and in the transcript of studies.

The University reserves the right to verify the supporting documents submitted by students. If it is found that false document has been provided, the students concerned may be subject to disciplinary action(s).

H. Nullification of Registration*

If you fail to complete subject registration on the scheduled date, fail to settle your tuition fees by the payment deadline or the fee payment is rejected by the bank, your registration on the programme, including subject enrolment, will be declared null and void, and your registration/student status with the University will be removed. It is only under exceptional circumstances that you will be allowed to have your registration reinstated. Applications for reinstatement of registration can be made using **Form AR118**. Applications submitted two

* For non-local students, please also refer to Section 9 on [“Important Notes for Non-local Students”](#).

weeks after the date of registration nullification will not be considered. A non-refundable and non-transferable reinstatement application fee will be charged before the application is processed.

Application for Reinstatement of Registration (Form AR118)

Get the form from:	Return it to:
<ul style="list-style-type: none">• AR Website > Students in Taught Programmes > Application Forms	Programme offering Department
Deadline for application:	
Applications received two weeks after the date of registration nullification will not be considered.	

Assessment

Familiarise yourself with the regulations on assessments, the conduct of examinations, and the support to you during academic probation in this chapter



6. Assessment

A. Assessment Methods

To prepare for progression through your study and fulfilment of the award requirements, you should study the information on the assessment method, assessment criteria, grading system, and detailed requirements for academic progress and graduation (including attendance and requirement for continuous assessment). All such information is set out in the Programme Requirement Document, which will be provided by your Department.

The University attaches great importance to academic integrity and honesty and upholds high standards in examination and in continuous assessment. In case of proven dishonesty including plagiarism, the penalty is detailed in Section 11 on "[Regulations and Rules](#)".

B. Progression and De-registration*

A student will normally have "progressing" status unless he/she falls within any one of the following categories, which shall be regarded as grounds for de-registration from the programme:

- i) the student has exceeded the maximum period of registration for that programme, as specified in the Programme Requirement Document (applicable to students admitted in or before 2019/20);
- ii) the student has reached the final year of the normal period of registration for that programme, as specified in the Programme Requirement Document, unless approval has been given for extension (applicable to students admitted in or after 2020/21);
- iii) the student has reached the maximum number of retakes allowed for a failed compulsory subject;
- iv) the student's GPA is lower than 1.70 for two consecutive semesters and his/her Semester GPA in the second semester is also below 1.70; or
- v) the student's GPA is lower than 1.70 for three consecutive semesters.

When a student falls within any of the categories as stipulated above, except for category (ii) with approval for extension, the Board of Examiners shall de-register the student from the programme without exception.

* For non-local students, please also refer to Section 9 on "[Important Notes for Non-local Students](#)".

Notwithstanding the above, the Board of Examiners will have the discretion to de-register students with extremely poor academic performance before the time frame specified in (iv) and (v) above.

The progression of students to the following academic year will not be affected by the GPA obtained in Summer Term, unless study in that particular Summer Term is mandatory for all students of the programme and constitutes a requirement for graduation and is so specified in the Programme Requirement Document.

C. Academic Probation

The academic probation system is implemented to give prior warning to students who need to make improvement in order to fulfil the GPA requirement of the University. If your GPA is below 1.70, you will be put on academic probation in the following semester. If you are able to obtain a GPA of 1.70 or above by the end of the probation semester, the status of “academic probation” will be lifted. The status of “academic probation” will be reflected under the “Assessment Results” of eStudent. However, this status will not be displayed in the transcript of studies.

To improve the academic performance of students on academic probation, students on academic probation are required to seek academic advice on study load and subjects to be taken. These students will normally be required to take a study load of not more than 15 credits in the following semester (Summer Term excluded). Students should, within one week of assessment results announcement, complete the Form “Study Load for Students on Academic Probation” (**Form AR150**) indicating the proposed study plans and meet with the Academic Advisors to finalise the subjects and number of credits to be taken in the semester following academic probation.

Study Load for *Students on Academic Probation* (Form AR150)

Get the form from:	Return it to:
<ul style="list-style-type: none">AR Website > Students in Taught Programmes > Application Forms	<ul style="list-style-type: none">Programme offering Department; ORUpload to eStudent > Academic Advising
Application period:	
Within one week of assessment results announcement.	

D. Examination Periods and Timetable

Examinations, if required, are normally held at the end of the semester. Please refer to the Academic Calendar on the AR website for the examination periods. A notice will be posted on eStudent and the University Portal about six weeks before the examination period for Semesters One and Two (two weeks for the Summer Term) advising you to check your examination timetable. You should watch for the notice as the date approaches and check your examination timetable accordingly. If you discover that any examinations which you should take are not included in your examination timetable, please contact the General Office of the relevant Departments.

Examinations of some subjects may be held, if necessary, outside the examination period if there are not enough sessions for scheduling. In exceptional circumstances, some examinations may be arranged before the examination period, on Sunday(s) during the examination period or the days immediately following the examination period. Students will be advised by the Departments concerned in advance in such circumstances.

Students should get familiar with the arrangements of examinations during bad weather conditions as stipulated in [Appendix 1](#). Examinations cancelled due to bad weather will be re-arranged to any timeslots either during the examination period or, if necessary, immediately after the examination period. Students affected will be informed of the re-arrangement by email and SMS on the following working day after the warning has been lowered. Notice about the re-arrangement of the examinations would also be issued via eStudent and the University Portal. Students are advised to make suitable provision in their planning for post-examination activities in case they need to attend re-arranged examinations arising from any cancellation.

E. Conduct of Examinations

You are required to note the following rules governing the conduct of on-campus invigilated examinations and other relevant rules as appropriate. Failure to observe any of these rules may result in disciplinary actions, which may include disqualification from examination, suspension of study, expulsion from programme of study, etc.

i. Before Commencement of Examination

Before the commencement of an examination, you shall not enter the examination room/hall until instructed by the Invigilator.

No books, scrap papers or other written materials, etc. shall be brought into the examination room/hall. Articles brought into the examination room/hall with the

permission of the Invigilator shall be deposited in a place designated by the Invigilator. The possession of unauthorised materials by a candidate during an examination shall constitute a breach of the regulations and the candidate concerned will be subject to disciplinary penalties. The case shall be reported to the Department concerned, the Student Discipline Committee, and the Chairman of the relevant Board of Examiners.

The use of electronic devices (e.g. iPod, tablets, PDA, mobile phones, MP3 players, electronic dictionaries, wearable devices, databank watches, smart watches with mobile applications installed or wireless technologies supported and computers) are not allowed in an examination except those which are expressly allowed by the subject offering Department. You are strongly advised not to bring your electronic devices to the examination room/hall. If these devices are carried as accompaniment, they must be turned off (including the alarm function) before you enter the examination venue and put under the chair in a position visible to the Invigilators. If in doubt, please consult your Subject Teacher/examiner before the examination.

If necessary, you should only use the mathematical or other tables provided. Special tables may only be used after inspection by and with the approval of the Invigilator.

You must bring your own watches to time the examination as there may not be a clock in the examination venue. (Databank watches, and smart watches with mobile applications installed or wireless technologies supported are not allowed.)

Except for the authorised examination materials, you are required to place all your personal belongings under your chair (for hall venue) or take them to the front of the examination venue (for lecture theatre/classroom venue). Mobile phones should be put visibly on top of the bag. Depending on the actual situation, Invigilators will have the discretion to assign a specific area for candidates to place their personal belongings.

You are advised not to bring valuables to the examination venues. The University will not be responsible for the loss of personal belongings brought to the examination venues.

You should be seated at least five minutes before the commencement of the examination in accordance with the seating plan posted outside the examination room/hall, if there is any. Once you enter the examination venue, you are not allowed to leave until 30 minutes after the commencement of the examination.

You must bring your HKID card (or passport for those without an HKID card) and your student identity card to the examination. Photocopied documents are not acceptable. These documents should be placed on the top right-hand corner of the desk for inspection by Invigilators during the examination. A candidate shall be liable to

expulsion from the University if the ID documents do not correspond to the person sitting the examination. Legal proceedings will be taken against both the candidate and the substitute in such cases.

You shall not read or work on the examination question paper until instructed to do so by the Invigilator.

You must provide yourself with the necessary writing and drawing instruments and shall write only on answer books and supplementary answer sheets provided for examination purpose. No sheets may be torn out from the answer books.

ii. During the Examination

After the examination has commenced, you are not permitted to leave the examination room/hall in the first 30 minutes and the last 15 minutes of the examination. If you arrive late for more than 30 minutes, you will normally not be allowed to enter the examination room/hall.

During the examination, you shall not leave the examination room/hall temporarily and return subsequently, unless accompanied by an Invigilator (this applies to examinations held in both the examination room and examination hall). You must not take with you any written materials or electronic/communication devices. Your time of leaving and returning to the examination room/hall shall be logged down for reference/record.

There shall neither be communication among candidates nor any dishonest conduct. You shall not do anything which causes unnecessary distraction to other candidates. Irregularities of any kind will be reported to the Student Discipline Committee for action as appropriate.

No food or drink is allowed in the examination room/hall. However, if you need to drink water (to accompany medication for example) or have any other urgent requirements, you can make a request to the Invigilator.

In case of any suspected use of electronic/communication devices by a candidate, the candidate concerned is required to show the content (such as call log/SMS/instant messages/web pages) to the Invigilator upon his/her request. The Invigilator will take a record of the relevant information to assess if any cheating is involved. Invigilators shall then instruct the candidate to switch off the electronic/communication device or remove the battery. The case will then be reported to the Department concerned and Student Discipline Committee.

A reminder of the time remaining will be announced 30 minutes, 15 minutes and 5 minutes before the end of the examination.

iii. At the End of Examination

At the end of the examination, you should stop working on the answer script after being told to stop working by the Invigilator. You should remain seated quietly until you are told to leave the examination room/hall. You should not take out of the examination room/hall any items issued by the Invigilator, except the examination papers. Some examination papers, as specified, may not be taken away.

You should leave the examination room/hall quietly to avoid disturbance to other candidates taking examinations in the same venue.

Any complaint about the conduct of the examination shall be made in writing to the Head of Department concerned or the Registrar as soon as possible after the examination.

iv. Others

You are strictly prohibited from photographing, recording or filming upon entering, while inside or when leaving the examination room/hall. Displaying examination-related photographs, recordings, or videos publicly or electronically is also strictly forbidden. Any violations will be reported to the respective Department for appropriate disciplinary action.

F. Marked Examination Scripts

Subject offering Departments will inform the students concerned of their individual arrangements for viewing the examination scripts. Students are not allowed to take the scripts away or make photocopies and are required to return them to the Departments concerned immediately after viewing.

G. Assessment Results

You can check your assessment results from eStudent at <http://www.polyu.edu.hk/student>. The assessment results are released one day after the results finalisation dates, which are listed in the Academic Calendar.

H. Late Assessment

If you have been absent from an examination or are unable to complete all assessment components of a subject because of illness, injury or other unforeseeable reasons, you may apply for a late assessment. Application in writing should be made to the Head of Department offering the subject within five working days from the date of the assessment, together with any original supporting documents such as a medical certificate from a qualified medical practitioner recommending sick leave for the date of the assessment. Approval of applications for late assessment and the means for such late assessments shall be given by the Head of Department offering the subject or the Subject Teacher concerned, in consultation with the Programme Leader. The University reserves the right to verify the supporting documents submitted by students. If it is found that false document has been provided, the students concerned may be subject to disciplinary action(s).

In case you are permitted to take a late assessment, that examination or other forms of assessment will be regarded as a first assessment and the actual grade attained will be awarded.

I. Academic Appeals

Subject Teachers, in respect of the subject they teach, have the sole responsibilities for marking and grading students' coursework and examinations scripts. Subject grades shall be reviewed and finalised by the Subject Assessment Review Panel (SARP) before being formally released to students and submitted to the Board of Examiners (BoE).

The BoE for each programme is responsible for deciding on the student's classification of award and on cases such as de-registration or those with extenuating circumstances. It is therefore the responsibility of students to make known to Subject Teachers/SARP/BoE/other authorised parties of the University, in advance and through the Department concerned, the factors which they believe have detrimentally and materially affected their assessment results.

i. Grounds for Appeal

The following may constitute grounds for a review of the decision:

Grounds for Appeal	Appeal against Subject Result(s)	Appeal against De-registration	Appeal against Award Classification
	if there is evidence provided by a candidate or any other person that there has been a material administrative error, or that some other material irregularities had occurred.		

	<p>if there is evidence provided by a candidate or any other person that the assessments were not conducted in accordance with the current regulations for the programme or with the academic regulations of the University, or that there was any manifest inconsistency in marking between different classes of a given programme.</p>	<p>if a candidate has evidence to support that his/her assessment performance has been adversely affected by illness or other factors beyond his/her control which he/she was unable or, for valid reasons, unwilling to divulge before the BoE/ other authorised parties of the University made their decision and of which they were unaware. The request from the candidate must be supported by medical certificates or other documentary evidence.</p>	
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A student's disagreement with the marking or with the decision is not in itself an adequate ground for an appeal.

ii. Procedures for Appeal

a) Appeals against Decisions on Subject Results

Students appealing against the decision on their subject results shall pay a fee of HK\$125 per examination paper. Payment forms are obtainable from the Academic Registry Service Centre. Softcopies of the payment form can also be sent to students via email by their programme offering Departments or Academic Registry upon request. If more than one examination paper is involved, an extra fee of HK\$125 shall be charged for each additional paper. The fee shall be refunded if the appeal is successful/upheld.

A student should make his/her appeal in writing to his/her Head of Department within one calendar week upon the public announcement of his/her overall results, i.e., the date when the results are announced to students via the web. The Head of Department shall deal with the appeal if the student is studying in a Department-based programme/scheme. If the student is studying in other types

of programmes/schemes, the Head of Department shall refer the appeal to the following authorised person:

- the Programme Leader – for -/School-hosted Undergraduate Programmes; or
- the Scheme Committee Chairman – for Postgraduate Schemes or Faculty/School-hosted Undergraduate Schemes.

The appeal should be accompanied by a copy of the fee receipt, for inspection by the Department concerned. The student should give a complete account of the grounds for the appeal in the letter, and provide any supporting evidence. The University reserves the right to verify the evidence submitted by students, and verification with the issuing authority may be conducted. If it is found that false evidence has been provided, the students concerned will be subject to disciplinary action(s).

Departments should inform the student concerned of the appeal result within one calendar week after either the announcement of the student's overall result or receipt of the letter of appeal, whichever is later.

If the appellant is dissatisfied with the decision, he/she may then appeal in writing to the Registrar within one calendar week from the date of the Department's reply. He/She should provide the following information together with other relevant documents in support of the appeal:

- (i) name in English and Chinese;
- (ii) student number;
- (iii) programme title, year and class of study;
- (iv) subject results appealing against; and
- (v) grounds for appeal.

The Registrar shall then refer the case to the Academic Appeals Committee (AAC), which shall determine whether there are *prima facie* grounds for a reconsideration of the decision of the Subject Teacher/SARP concerned.

It should be noted that the subject grade(s) may be upgraded, downgraded or remain unchanged after the review.

b) Appeals against Decisions on De-registration

Students appealing against the decisions on de-registration shall pay a fee of HK\$125. Payment forms are obtainable from the Academic Registry Service Centre. Softcopies of the payment form can also be sent to students via email

by their programme offering Departments or the Academic Registry upon request. The fee shall be refunded if the appeal is successful/upheld.

Students should complete and submit **Form AR149** “Appeal against the Decision of BoE on De-registration” to the General Office of the Department hosting the programme/award (or to the Faculty/School Office if the programme/award is hosted by the Faculty/School) within one calendar week upon the public announcement of the overall results, i.e. the date when the results are announced to students via the web. Students should submit the original copies of the supporting documents for verification by the Department. For students who submit the appeal application via email, they should send the original copies to the Department within one calendar week after the submission. If students fail to do so, the appeal applications will not be processed. When submitting the form, the appellant has the responsibility to make known to the AAC full details and evidence that support his/her appeal. The University reserves the right to verify the evidence submitted by students, and verification with the issuing authority may be conducted. If it is found that false evidence has been provided, the students concerned will be subject to disciplinary action(s).

The appeal by the students will be considered by the AAC, which will deliberate the appeal cases making reference to the recommendations of the programme-hosting Department/Faculty and the Faculty Dean/School Board Chairman.

c) Appeals against Decisions on Award Classification

Students appealing against the decisions on award classification shall pay a fee of HK\$125. Payment forms are obtainable from the Academic Registry Service Centre. Softcopies of the payment form can also be sent to students via email by their programme offering Departments or the Academic Registry upon request. The fee shall be refunded if the appeal is successful/upheld.

A student should make his/her appeal in writing to his/her Head of Department within one calendar week upon the public announcement of the overall results, i.e., the date when the results are announced to students via the web. He/She should provide the following information together with relevant documentation, if any, in support of the appeal:

- (i) name in English and Chinese;
- (ii) student number;
- (iii) programme title, year and class of study; and
- (iv) grounds for appeal.

When submitting the appeal application, the student is responsible for providing the Academic Appeals Committee with full details and evidence that support his/her appeal. The University reserves the right to verify the evidence submitted by students. If it is found that false evidence has been provided, the students concerned may be subject to disciplinary action(s).

The Head of Department shall then refer the case to the Chairman of Academic Appeals Committee, who shall determine whether there are *prima facie* grounds for a reconsideration of the decision of Board of Examiners' and/or other authorised parties of the University.

iii. Decisions for Appeal

The decisions of the AAC shall be final within the University.

J. Eligibility for Award

A student would be eligible for an award if he/she satisfies all the conditions listed below:

- i) accumulation of the requisite number of credits for the particular award as defined in the Programme Requirement Document;
- ii) satisfying the residential requirement for at least one-third of the credits normally required for the award, unless the professional bodies stipulate otherwise;
- iii) satisfying all requirements as defined in the Programme Requirement Document and as specified by the University; and
- iv) having a GPA of 1.70 or above at the end of the programme.

A student is required to graduate as soon as he/she satisfies all the above conditions for award. Upon confirmation of the eligibility to graduate or leaving the University, registration for subjects (including the follow-on term of consecutive subjects) in the following semester/ Summer Term will be nullified and removed.

K. Application for Graduation

i. Application for Graduation (programmes other than the undergraduate degree programmes)

Students enrolled in programmes with nested awards (i.e. programmes with more than one stream of study, to opt for a specific award for graduation) can apply to graduate

with a specific award, if deemed appropriate, in the semester within which they will have fulfilled the graduation requirements.

These students should apply via **Form AR84c** to the Department concerned for the Board of Examiners to consider their eligibility for graduation. Any late application for graduation may cause unnecessary delay in the processing and affect their graduation date.

Students will be notified of the application results by email within 3 weeks after the close of the application period. They can also login to the [eStudent](http://www.polyu.edu.hk/student) [<http://www.polyu.edu.hk/student> > My Profile > Study Information] to check whether their programme study streams (sub-code) have been updated as approved before the announcement of overall results confirming their graduation. If they do not receive any email notification, they should contact their programme offering Department for clarification.

Application to Graduate in Exit Award/Specialism (Form AR84c)

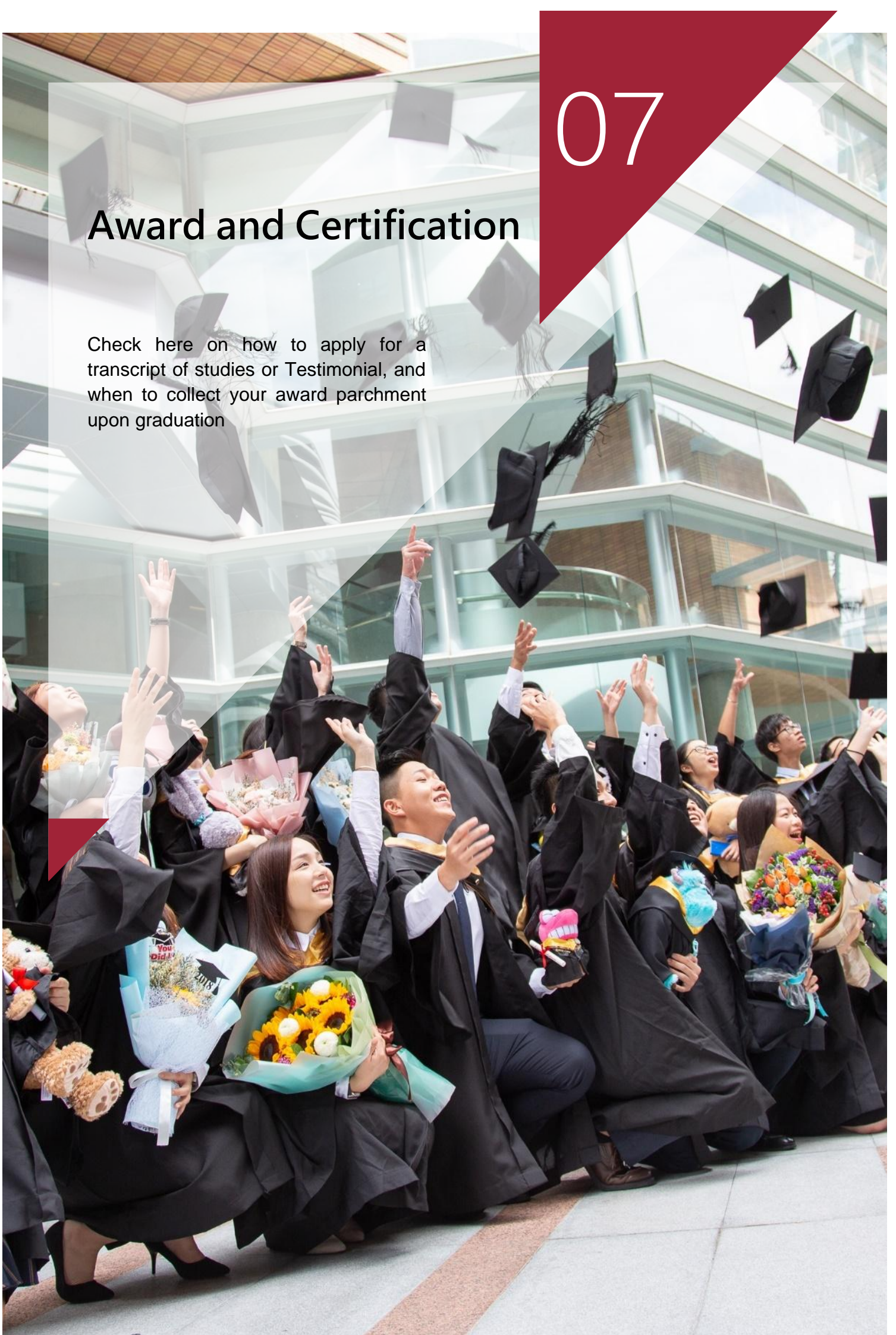
Get the form from:	Return it to:
<ul style="list-style-type: none">AR Website > Students in Taught Programmes > Application Forms	Programme offering Department
Deadline for application:	
By the end of the last teaching week of the semester concerned	

ii. Application for Graduation (undergraduate degree programmes)

Students of undergraduate degree programmes, including articulation degree and senior year students, are required to apply for graduation via the eStudent platform to facilitate the proper calculation of GPA for award classification. The application period will normally be around one to two weeks upon the end of the subject add/drop period for each semester and details will be announced to students concerned nearer the time. A student is required to graduate as soon as he/she satisfies all the conditions for award. Upon confirmation of eligibility to graduate or leaving the University, registration for subjects (including the follow-on term of consecutive subjects) in the following semester/Summer Term will be nullified and removed from record.

Award and Certification

Check here on how to apply for a transcript of studies or Testimonial, and when to collect your award parchment upon graduation



7. Award and Certification

A. Transcript of Studies

You can apply for a Transcript of Studies in paper format which contains a complete record of your assessment results and your studies at the University. A fee of HK\$70 per copy will be charged (postage included). Applications should be made via eStudent with relevant fees settled by credit card (Visa/Master/UnionPay) or common mobile payment tools. You are advised to submit your applications after the formal announcement of the overall assessment results of the semester if you wish to have the latest subjects and overall results included in the Transcripts of Studies. Fees paid are non-refundable and non-transferable.

For graduates from the Year 2021 onwards, in addition to the paper version, the University offers an electronic version of Transcript of Studies which is encrypted with secure Blockchain technology. For more information, please visit <https://ACVP.hk>.

Application for *transcript of studies* (Form AR3)

For application:
<ul style="list-style-type: none">eStudent [Application Forms > (AR3) transcripts of studies]

B. Testimonial

You can apply for a testimonial which is a certification of your studies at the University without details on subjects, subject results, GPA, and credit values. A fee of HK\$50 per copy will be charged (postage included). Applications should be made via eStudent with relevant fees settled by credit card (Visa/Master/UnionPay) or common mobile payment tools. You are advised to submit your application after the formal announcement of the overall assessment results of the semester if you wish to have the latest study information included in the Testimonial. Fees paid are non-refundable and non-transferable.

Application for *testimonial* (Form AR4)

For application:
<ul style="list-style-type: none">eStudent [Application Forms > (AR4) testimonial]

C. Award Parchment

Academic award parchments are issued thrice a year, with cut-off dates set on 15 March, 15 July and 15 October each year.

- Students whose graduation status is confirmed on or before 15 March will receive the academic award parchments in mid-April, with the award parchment dated 15 March of the year concerned.
- Students whose graduation status is confirmed between 16 March and 15 July will receive the academic award parchments in mid-August, with the award parchment dated 15 July of the year concerned.
- Students whose graduation status is confirmed between 16 July and 15 October will receive the academic in mid-November, with the award parchment dated 15 October of the year concerned.

Please visit [AR Website > Graduates > Award Parchment](#) in early March, early July or early October for more updated information on the collection arrangement of the award parchment with reference to your graduation timeline.

If you are unable to come in person to collect the parchment, you may authorise a representative in writing (with the name and HKID/Passport/Mainland ID number of the authorised person provided) to collect it on your behalf. A copy of your HKID card/Passport/Mainland ID must be attached to your authorisation letter.

The University is not responsible for the safe custody of any uncollected parchments after the designated collection period and may destroy them without any further notice at the end of the following year. In case the parchment has been destroyed and you need a certification on your academic attainment, you may apply for a “Certification of Award” (see Section D below on [“Certification of Award”](#) for details).

For graduates from the year Year 2021 onwards, in addition to the paper version, the University offers an electronic version of award parchment which is encrypted with secure Blockchain technology. For more information, please visit <https://ACVP.hk>.

The University reserves the right to withhold the issuance of an award parchment (or retract an award) or any certification of study in case a student has unsettled matters with the University or is subject to a disciplinary action.

Graduates will be informed of the arrangements for attending the University’s Congregation around two to three months before the event. Details of the arrangements will also be posted

on the Congregation website (<https://www.polyu.edu.hk/congregation>) of the Academic Registry and eStudent nearer the time. It is important for graduating students to keep the University updated of their contact information.

D. Certification of Award

No replica or replacement of your award parchment will be issued. If you have lost your paper award parchment, you can apply for a Certification of Award via **Form AR106** to certify the award obtained. A fee of HK\$250 will be charged for each certification. Payment shall be made by cheque in Hong Kong dollars made payable to “The Hong Kong Polytechnic University” or by credit card (Visa/Master/UnionPay) or common mobile payment tools at (<https://popp-fo.polyu.edu.hk/enUS/portal/event/D0564A6002/AR04>).

Application for Certification of Award (Form AR106)

Get the form from:	Return it to:
<ul style="list-style-type: none">AR Website > Graduates > Application Forms	The dedicated email address stipulated in the form or Academic Registry Service Centre

E. Certification of True Copy

If you wish the University to provide certification on a copy of your award parchment, you should bring along the original document together with a completed **Form AR5** to the relevant Faculty/School Office for processing.

Normally, the University will only certify one copy for each qualification stated on the application form. Additional copies will only be entertained under exceptional circumstances with justifiable grounds.

Application for Certification of True Copy (Form AR5)

Get the form from:	Return it to:
<ul style="list-style-type: none">AR Website > Graduates > Application Forms	Relevant Faculty/School Office

Tuition and Other Fees

The schedule of tuition and other fees, payment method and timeline are given here



8. Tuition and Other Fees

A. Time for Payment

i. New Students

New students enrolled in full-time UGC-funded degree programmes are required to pay an initial fee when they take up their offer. The initial fee (HK\$5,000 for local students and HK\$15,000 for non-local students), which is non-refundable and non-transferable, will be converted to form part of the first semester tuition fee. The remaining fees must then be paid on or before the payment deadline specified on the debit note.

New students for self-financed programmes are required to pay a non-refundable and non-transferable initial fee (including the caution money and the initial tuition fee, i.e. number of initial registration credits x tuition fee per credit) when they take up their offer. The remainder of tuition fees for the first semester shall be settled in full by the payment deadline as specified in the debit note issued after the add/drop period.

ii. Current Students

To confirm your enrolment in the programme, you must pay the tuition fee and any other fees at the start of each semester. Fees paid are non-refundable and non-transferable.

Students enrolled in full-time programmes, except those otherwise specified by departments, will need to settle a fixed annual tuition fee payable in two equal instalments. You will be notified via PolyU Connect Email normally in August and in December, by the Finance Office to settle the first semester fees and the second semester fees in August or September and coming January respectively. Students who have paid the required annual tuition fee for the year will not be charged for the subjects taken in the Summer Term.

For students whose tuition fees are charged according to the number of credits taken in that semester, they are required to pay an initial fee of three credits at the start of each semester. They will be notified via PolyU Connect Email by the Finance Office to settle the fees in August or September (for Semester One) and coming January (for Semester Two). The notification email will normally be sent in August (for Semester One) and December (for Semester Two). If they have taken subjects in the Summer Term, they will settle the tuition fee according to the number of credits taken and will be notified via PolyU Connect Email after the add/drop period for the Summer Term.

normally in June. If they have taken more credits, they will receive a second debit note on the remaining tuition fees about four to five weeks after the commencement of Semester One and Semester Two. If they have taken fewer credits, a refund will be made. Credit-fee paying students are required to pay the full fee for consecutive subjects in the first semester of those subjects.

Tuition Fee Payment Schedule and details are available at FO Website <https://www.polyu.edu.hk/fo/students/fee-and-payment/students-in-taught-programmes/tuition-and-other-fees> > [5. Tuition fee payment schedules](#). If you fail to settle the fees in full by the payment deadline, your registration and student status with the University will be removed.

B. Fee Adjustment

For credit-fee paying students or students who have applied for credit transfer, they will be notified via PolyU Connect Email by the Finance Office to settle any outstanding fees about five weeks after the commencement of that semester. At that time, any remaining balance of tuition fees will be refunded via autopay.

In order to speed up the refund process, students are reminded to provide information on their bank account number at our Student Account Portal <https://www40.polyu.edu.hk/fosae> > Bank Account Info.

If the fees remain outstanding by the payment deadline, all the subjects registered or credit transfer approved will be nullified and the students' registration and student status with the University will be removed, as appropriate.

C. Payment Methods

You must pay the exact amount specified on the debit note before the payment deadline by one of the following methods. Details of your debit notes can be viewed online at our Student Account Portal <https://www40.polyu.edu.hk/fosae> > Fees and Receipts > Outstanding Fees. To allow time for transfer of payment to PolyU, please settle the payment two and five working days before the payment deadline shown on the debit note for payment made in Hong Kong and outside Hong Kong respectively.

You are urged to make use of FPS/ATM/PPS/Internet Banking Bill Payment Service to gain maximum convenience and speed up the process. You may view or print the payment receipt two working days after payment at our Student Account Portal <https://www40.polyu.edu.hk/fosae> > Fees and Receipts > Paid Fees.

i. Payment methods available in Hong Kong

Faster Payment Service (FPS)

You can settle the tuition fees by FPS. After your login to our Student Account Portal, please select “Pay Online Now” for FPS Payment for the outstanding fee. In the Payment Method page, please select FPS and then click “Process Payment”. Scan the QR Code with your mobile app to complete the payment. You may view or print the fee payment receipt at our Student Account Portal <https://www40.polyu.edu.hk/fosae> > Fees and Receipts > Paid Fees (by re-login to the Portal after your instant payment).

ATM (Automatic Teller Machine) Bill Payment Service

You can settle the tuition fees by Bill Payment Service via the ATM terminals of the Hong Kong and Shanghai Banking Corporation Ltd (HSBC), Hang Seng Bank, or other banks of the JETCO group. Please select “Education Institutions” then “PolyU”, input “01” as the Bill Type, key in the 8-digit debit note number, select the payment account, pay the exact amount and keep the customer advice for verification purposes. You may view or print the fee payment receipt at our Student Account Portal <https://www40.polyu.edu.hk/fosae> > Fees and Receipts > Paid Fees (after two working days of payment).

PPS Bill Payment Service (by Phone or by Internet)

If you wish to settle your tuition fees by PPS, please open a PPS account through any PPS terminal if you have not yet got one. Once you have your PPS account, please call 18011 (English) or 18013 (Cantonese) to register your bill first by quoting the debit note number specified on the debit note. You can then initiate the exact payment by dialling 18031 (English) or 18033 (Cantonese). The merchant code of The Hong Kong Polytechnic University is “77”. You are advised to keep a record of the reference number after the transaction for verification purposes. You may view or print the fee payment receipt at our Student Account Portal <https://www40.polyu.edu.hk/fosae> > Fees and Receipts > Paid Fees (after two working days of payment).

The following are some useful information in relation to PPS:

	English	Cantonese
Debit Note Registration	18011	18013
Debit Note Settlement	18031	18033
PPS Information Hotline	900 00 222 329	900 00 222 328
PPS website	http://www.ppshk.com	

Internet Banking Bill Payment Service (Including Credit Card)

You may settle the fees via Internet Banking Bill Payment Service offered by HSBC, Hang Seng Bank, or other banks. You can login your bank website to register for this bill payment service, add New Merchant by selecting “Education Institutions” or “Post-secondary or Specialised Education” then “PolyU”, select “01” as the Bill Type, key in the 8-digit debit note number as the Bill Payee Account No., select your payment account and pay the exact amount. You will be provided with a reference number after the transaction. Please save the confirmation page for verification purposes. You may view or print the fee payment receipt at our Student Account Portal <https://www40.polyu.edu.hk/fosae> > Fees and Receipts > Paid Fees (after two working days of payment).

Alipay or WeChat Pay

You can settle non-tuition fees by Alipay or WeChat Pay. After your login to our Student Account Portal, please select “Pay Online Now” for Alipay or WeChat Pay for the outstanding fee. In the Payment Method page, please select “Alipay HK” or “WeChat Pay” and then click “Process Payment”. Scan the QR Code with your mobile app to complete the payment. You may view or print the fee payment receipt at our Student Account Portal <https://www40.polyu.edu.hk/fosae> > Fees and Receipts > Paid Fees (by re-login to the Portal after your instant payment).

Cheque or Cash Payment at Hang Seng Bank

If you have a genuine need (e.g. obtained a cheque from Government non-means tested loan), you can settle your tuition fees by crossed cheques drawn in favour of “The Hong Kong Polytechnic University” or by cash payment before the specified payment deadline at service counter of any branch office of Hang Seng Bank with the bank-in slip obtained from the Portal. The bank-in slip can be printed on a blank A4 paper at our Student Account Portal <https://www40.polyu.edu.hk/fosae> under "Fees and Receipts" facility. Payment details of PolyU tuition fee bank account number, debit note number, and payment amount on the Customer copy of Deposit Form presented by the bank, as an instant payment proof, should be checked. You may view or print the fee payment receipt at our Student Account Portal <https://www40.polyu.edu.hk/fosae> > Fees and Receipts > Paid Fees (after two working days of payment).

ii. Payment methods available outside Hong Kong

Alipay or WeChat Pay

You can settle both tuition fees and non-tuition fees by Alipay or WeChat Pay. After your login to our Student Account Portal, please select “Pay Online Now” for Alipay or WeChat Pay for the outstanding fee. In the Payment Method page, please select “Alipay” or “WeChat Pay” and then click “Process Payment”. Scan the QR Code with your mobile app to complete the payment. You may view or print the fee payment receipt at our Student Account Portal <https://www40.polyu.edu.hk/fosae> > Fees and Receipts > Paid Fees (by re-login to the Portal after your instant payment).

Bank Draft

You could settle the tuition fees by buying a bank draft in Hong Kong currency in favour of “The Hong Kong Polytechnic University”. Please mark your full name and the debit note number (8-digit number) at the back of the bank draft. Please send the bank draft via registered mail to reach us two working days before the “last day for payment” printed on the debit note to:

Academic Registry
The Hong Kong Polytechnic University
Hung Hom
Kowloon
Hong Kong

You may view or print the fee payment receipt at our Student Account Portal <https://www40.polyu.edu.hk/fosae> > Fees and Receipts > Paid Fees.

Telegraphic Transfer

You may make the payment by wire transfer. An additional **HK\$240** has to be added to the debit note amount as the handling fees charged by banks. For required bank information for telegraphic transfer, please visit <https://www.polyu.edu.hk/fo/students/fee-and-payment/students-in-taught-programmes/tuition-and-other-fees> > Payment Methods Available > Outside Hong Kong > Telegraphic Transfer. Payment in Hong Kong currency is preferred. If wire transfer in Hong Kong currency is not available in your bank, please arrange payment in USD/EURO. If the received Hong Kong dollar amount does not suffice for the to-be-paid fee amount, the student shall be responsible for the deficit. The handling fee of HK\$240 is neither refundable nor transferable. In case the additional handling fee does not suffice for the actual bank charge, students shall be responsible for the deficit. You may view or print the fee payment receipt at our Student Account Portal <https://www40.polyu.edu.hk/fosae> > Fees and Receipts > Paid Fees (after five working days of payment).

Flywire

The Hong Kong Polytechnic University (PolyU) accepts payments from outside of Hong Kong SAR through Flywire. By making your payment with Flywire, you can pay securely from almost any country/region and any bank, typically in your local currency. Though PolyU and Flywire do not charge a fee for this service, students are reminded to note the cost differences in their local currency under different payment options before confirming a payment. To get started, go to the payment page polyu.flywire.com and select the country from which funds will be sending. You may view or print the fee payment receipt at our Student Account Portal <https://www40.polyu.edu.hk/fosae> > Fees and Receipts > Paid Fees (after five working days of payment).

For non-local students, please refer to <https://www.polyu.edu.hk/fo/students/fee-and-payment/students-in-taught-programmes/tuition-and-other-fees/> > Payment Methods Available > Outside Hong Kong for other payment methods details.

D. Rejected Payment

Students must pay the exact amount specified on the debit note in one transaction; otherwise, the payment transaction will be taken as incomplete and rejected by the University's computer system. If your payment is rejected by the bank and the fees remain outstanding by the payment deadline, your registration and student status with the University will be removed.

E. Deferred Payment of Tuition Fees

Local students of UGC-funded full-time degree and sub-degree programmes who have applied for government financial assistance or have genuine financial difficulties in settling the tuition fees before the payment deadline may apply to defer the payment of tuition fees (other than the initial fee of HK\$5,000 for local students, if applicable). Please enquire at the Student Affairs Office and submit the application at least two working days before the deadline for payment of tuition fees. For details, please visit [here](#).

If you eventually fail to settle the outstanding tuition fees by the deferred payment deadline, your registration and student status with the University will be removed and all fees paid will not be refunded.

Local students of self-financed programmes who have financial difficulties may apply for the relevant government financial assistance scheme and settle their tuition fees before the

payment deadline. Payment of tuition fees cannot be deferred unless with special approval from the programme offering Department.

F. Non-payment of Fees

If you fail to settle the fees by the payment deadline specified on the debit note, you will be considered as having decided not to continue your study at the University and your registration and student status will accordingly be removed.

G. Refund and Revision of Tuition Fees

Tuition fees paid are normally non-refundable and non-transferable except in the case of programme cancellation. The University reserves the right to cancel a programme, in which case the tuition fees paid will be refunded. The University also reserves the right to revise its tuition fees from time to time.

H. Tuition Fees

Tuition fees for UGC-funded programmes for the 2025/26 academic year are listed below:

i. For local students:

UGC-funded Programmes	Mode of Study	Tuition Fees (HK\$)
Bachelor's Degree	Full-time Part-time	44,500/academic year 1,485/credit
Higher Diploma	Full-time Part-time	33,375/academic year 1,115/credit

Notes:

For UGC-funded local students of 2005/06 to 2017/18 cohorts who opted for Double Degree/majors, the tuition fee of the additional self-financing year is \$54,730/academic year or \$1,825/credit (applicable to students studying on part-time basis only). For UGC-funded local students of 2018/19 cohort who opted for double major, the tuition fee of the additional self-financing year is \$80,000/academic year or \$2,670/credit (applicable to students studying on part-time basis only). For UGC-funded local students of 2019/20 & 2020/21 cohorts who opted for double majors, the tuition fee of the additional self-financing year is \$140,000/academic year or \$4,670/credit (applicable to students studying on part-time basis only). For UGC-funded local students of 2021/22 to 2023/24 cohorts who opted for double majors, the tuition fee of the additional self-financing year is \$145,000/academic year or \$4,835/credit (applicable to students studying on part-time basis only). For UGC-funded local students of 2024/25 cohort who opted for double majors, the tuition fee of the additional self-financing year is \$160,000/academic year or \$5,335/credit (applicable to students studying on part-time basis only). For UGC-funded local students of 2025/26 cohort who opted for double majors, the tuition fee of the additional self-financing year is \$175,000/academic year or \$5,835/credit (applicable to students studying on part-time basis only).

ii. For non-local students:

UGC-funded Programmes	Mode of Study	Tuition Fees (HK\$)
Bachelor's Degree	Full-time Part-time	175,000/academic year 5,835/credit

Notes:

1. For non-local students of 2013/14 cohort, the tuition fee of the additional self-financing year is \$110,000/academic year. For non-local students of the 2014/15 to 2018/19 cohorts, the tuition fee of the additional self-financing year is \$120,000/academic year. For non-local students of 2019/20 and 2020/21 cohorts, the tuition fee of the additional self-financing year is \$140,000/academic year. For non-local students of 2021/22 to 2023/24 cohorts, the tuition fee of the additional self-financing year is \$145,000/academic year. For non-local students of 2024/25 cohort, the tuition fee of the additional self-financing year is \$160,000/academic year. For non-local students of 2025/26 cohort, the tuition fee of the additional self-financing year is \$175,000/academic year.
2. For non-local students of 2013/14 cohort, the tuition fee is \$110,000/academic year. For non-local students of 2014/15 to 2018/19 cohorts, the tuition fee is \$120,000/academic year. For non-local students of 2019/20 and 2020/21 cohorts, the tuition fee is \$140,000/academic year. For non-local students of 2021/22 to 2023/24 cohorts, the tuition fee is \$145,000/academic year. For non-local students of 2024/25 cohort, the tuition fee is \$160,000/academic year. For non-local students of 2025/26 cohort, the tuition fee is \$175,000/academic year.

New students enrolling on full-time UGC-funded degree and taught postgraduate programmes are required to pay an initial fee when they take up their offer. The initial fee (HK\$5,000 for local students and HK\$15,000 for non-local students), which is non-refundable and non-transferable, will be converted to form part of the first semester tuition fee.

Tuition fees for self-financed programmes for the 2025/26 academic year:

To view the tuition fees for self-financed programmes, please refer to the Finance Office's website at: <https://www.polyu.edu.hk/fo/students/fee-and-payment/students-in-taught-programmes/tuition-and-other-fees/>. For credit fee paying student, the tuition fee for a subject is payable upon student's registration on the subject notwithstanding that the normal period of completion of the subject is beyond one semester.

For self-financed programmes charged on credit basis, the credit fees are the same for students studying beyond or within the normal duration. For self-financed programmes with the tuition fee being charged on a semester basis, students taking less than 9 credits in a semester will be charged based on credit fees. Students with a study load of 9 credits or more in a semester will be required to pay the amount of tuition fee equivalent to a semester, which is inclusive of the extension fee for dissertation/thesis if applicable.

I. Other Fees/Charges

Fees Related to Academic Administration

Charges Related to Admission	HK\$
Application fee (for applications not processed through JUPAS):	
Undergraduate programmes	450
Taught postgraduate programmes	450
Visa application fee	600

Charges Related to Registration	HK\$
Caution money (chargeable to all students at first registration and is refundable on official withdrawal from the University, subject to no claim being outstanding. The sum will be converted to graduation fee upon completion of a PolyU award programme.)	400
Credit transfer fee (for students paying tuition fee by credits)	145/credit
Fee for fee payment rejects	200/reject
Fee for reinstatement of registration	500
Fee for replacement of the student identity card	110
Fee for retention of study place	2,105/semester

Charges Related to Examination	HK\$
Academic appeal fee	125

Charges Related to Graduation/Certification of Studies	HK\$
Certification of award	250
Gown hiring	(see footnote 1 ¹)
Graduation fee (for students of all programmes leading to awards of the University, normally converted from caution money)	400
Transcript of studies	70/copy ²

¹ To hire the academic gown for attending the Congregation, graduates need to pay a gown hiring fee to a vendor.

² The rate includes the postage and registered mail fees. In addition, it is by default to have the transcript delivered to the applicant via registered mail.

Charges Related to Graduation/Certification of Studies	HK\$
Testimonial	50/copy ³

Students may need to pay other fees for individual programmes such as residential fees for some postgraduate programmes. Students will be advised of the amount of these fees by the Department direct.

³ The rate includes the postage and registered mail fees. In addition, it is by default to have the testimonial delivered to the applicant via registered mail.

Important Notes for Non-local Students

Specific information for non-local students



9. Important Notes for Non-local Students

A. Non-local Students

According to the Education Bureau, students holding one of the following visas/entry permits issued by the Immigration Department of the HKSAR are defined as a "non-local student":

- Student visa/entry permit
- Visa/entry permit under the Immigration Arrangements for Non-local Graduates (IANG)
- Dependent visa/entry permit (for students who were 18 years old or above when they were issued with such a visa/entry permit by the Director of Immigration)

Non-local students who possess only a visitor or a tourist visa are not permitted to commence their studies until they have obtained a student visa.

B. Hong Kong Identity Card

Non-local students staying in Hong Kong for longer than 180 days must apply for a Hong Kong Identity Card (HKIC) at the Immigration Department as soon as possible, and within 30 days of arrival, as per the Registration of Persons Ordinance (please refer to the Immigration Department's official website). You may make an advance booking via the Immigration Department's 24-hour Appointment Booking Service at <https://www.immd.gov.hk/eng/services/hkid.html>.

The application for a HKIC is free of charge. You will need to provide your travel document together with the valid student visa for the application. The normal processing time is about seven working days (i.e. excluding Saturdays, Sundays, and public holidays).

Once you receive the HKIC card, you are entitled to use the government medical services at local rates. You need to complete and return [Form AR1](#) together with a copy of your HKIC to Academic Registry in person at the Academic Registry Service Centre. You are required to always carry your HKIC while in Hong Kong. In case you lose it, you should report it to the Police immediately and apply for a replacement at the Immigration Department within 14 days or, if it is lost or damaged outside Hong Kong, within 14 days of your return. A fee will be charged for the replacement.

C. Student Visa

Students who do not have the right of abode or right to land in the Hong Kong Special Administrative Region (HKSAR) must obtain a HKSAR student visa for educational purposes. It is the responsibility of these students to maintain a valid student visa while studying at PolyU, and it is important that they submit a copy of their landing slip, issued by the Immigration Department, to Academic Registry via [eStudent \[Guidelines for Submitting Visa Information via eStudent\]](#). Academic Registry will use the information detailed on the landing slip to remind students to extend or renew their student visa as and when appropriate. Hence, timely submission of the visa information will ensure that the University can effectively assist students with student visa matters.

Students should refer to the [AR Website](#) [> Students in Taught Programmes > [FAQ on Visa Matters for Non-Local Students](#)] for details regarding the extension and renewal of the student visa, as well as the following visa-related information:

- Employment during study and No Objection Letter (NOL)
- A change of study mode from full-time to part-time, or vice versa
- A change of study programme
- A change of student status, such as deferment of study, zero-subject enrollment, and discontinuation of study
- Completion of studies

For enquiries related to visa matters for current students, please contact the Student Visa Team (Current Students) by email at ar.visa@polyu.edu.hk.

D. Exchange Activities

If you wish to take up exchange activities for one year or more, it is necessary for you to seek prior approval from the Director of Immigration.

Once the department approves your exchange application, the programme offering department will seek approval from the Director of Immigration on your behalf. You will be advised of the outcome of your application by email.

E. Student Welfare

After admission, the Non-local Student Services Team, Student Affairs Office, will look after your welfare at the University, such as counselling and student development. For more details, please visit the website of Student Affairs Office at <https://www.polyu.edu.hk/nlss/>.

Notes for Students under 18 Years Old

Specific information for students
under 18 years old



10. Notes for Students under 18 Years Old

As students under 18 do not have the full legal capacity to enter into contracts or give valid consent, consent from their parents/guardians will be sought, upon the students' acceptance of our offers, for them to select programmes, enrol in subjects, reside in Student Halls of Residence, participate in University's academic or non-academic activities such as internships, placements, community services, student ambassador or helper schemes, offshore exchanges, study tours or visits, sporting events and experiential camps held locally, on the Chinese mainland or overseas, and make any related decisions.

Parents should note that, unlike secondary schools, university students have no regular, fixed class timetable. Instead, students attend classes according to the subjects in which they have enrolled, and they are free to leave the campus any time. Additionally, there is no special zone for students under 18 in the University's Student Halls of Residence and they will share rooms and facilities with other students. Parents are advised to discuss with their children the behaviour that is appropriate outside the University and the suitability of their staying in the Student Halls, if applicable. Please visit [here](#) for more guidelines on student life.

As with all students, those under 18 must abide by the regulations stipulated in the Student Handbook. The University has the right to inform parents of their children's academic performance, disciplinary actions, changes in residential status in the Student Halls, or any issues concerning the students' health, safety or financial problems that warrant parental attention.

Parents/Guardians of students under 18 will be requested to sign and return a Letter of Consent to the University upon students' acceptance of our offers and before they complete their registration procedures at the University.

Parents of non-local students under 18 are also required to authorise either an adult staying in Hong Kong or PolyU to be the student's local guardian, who serves as the sole contact person in Hong Kong in case of communication with the immigration authorities, emergencies or other situations that may arise.

Regulations and Rules

PolyU is a place for academic and personal growth, and for you to become a competent member of your profession and a responsible contributing citizen. You are expected to observe and comply with the rules and regulations as promulgated by the University.

11. Regulations and Rules

The Hong Kong Polytechnic University is a place for learning and personal development. It is a community of men and women working together, in co-operation and mutual respect, in studies and research in sciences, technology, commerce, human services and other disciplines of learning.

You are provided with opportunities, facilities and an environment to learn to become competent members of a trade/profession as well as responsible and contributing citizens, and are expected to act at all times in a manner acceptable to the members of the trade/profession they belong.

All students, like other members of the University community, must obey the laws of Hong Kong and have to observe and comply with the rules and regulations promulgated by the University.

A. Student Code of Conduct

i. Preamble

The purpose of The Hong Kong Polytechnic University is to nurture graduates who are dedicated to their academic and personal growth. Therefore, the University adopts this Code of Conduct in order to:

- (a) Ensure the presence of an ethical and honouring university community.
- (b) Protect the members of the community and its resources from harm.
- (c) Provide a guide to appropriate individual and group behaviour.

ii. Obligations

- (a) All students are expected to act in compliance with the laws of Hong Kong.
- (b) All students are expected to:
 - Inform themselves of the rules and regulations laid down by the University.
 - Act and conduct themselves in accordance with the rules and regulations.
 - Conduct themselves with regard to the University's reputation and good standing.
 - Act in compliance with the terms and conditions accompanying the use of the University's name, its property and facilities.

- Act in compliance with any regulations or orders by authorised person(s) or professional bodies during external training or visit.
- Act with respect towards the physical health and safety of others.
- Refrain from smoking, gambling or betting in any form, the use or possession of dangerous drugs or the consumption of alcohol on the University campus.
- Respect the dignity and rights of others, regardless of their age and background.
- Behave in such a way that does not disrupt other's freedom to study, work or use of all university property and facilities or pursue a fulfilling life at the University.
- Conduct academic pursuits with regard to the need for academic integrity at all times, which includes but not limited to the avoidance of plagiarism.
- Act with respect towards the rights to intellectual property as set out by the University in the rules and regulations.
- Inform themselves of the sexual harassment policy followed by the University, which is available at <https://www.polyu.edu.hk/edicommittee/>.
- Conduct themselves in compliance with the sexual harassment policy mentioned above.

iii. Misconduct

In the event of misconduct from any student, the University reserves the right to decide on the best course of disciplinary action.

B. Penalties for Offences

The University may take disciplinary actions against any student (including a graduand, who has satisfied all academic requirements for graduation but has not been officially conferred the award) who commits any misconduct, violates the laws of Hong Kong or breaches any of the University's regulations and rules (including but not limited to those listed in the [*Regulations on Student Discipline*](#)). Cases may be referred to the Student Discipline Committee (SDC) for investigation and decision.

Appropriate disciplinary actions, depending on the seriousness of the case, will be taken against a student (including a graduand who has satisfied all academic requirements for graduation but has not been officially conferred the award) who is found guilty of the alleged offence. Penalties include:

- reprimand;
- community services;
- making good, in whole or in part, any damage or loss to the property of the University, or of members of the University community;
- suspension from part or all of the rights, privileges and/or the use of part or all of the facilities of the University for a specified period of time;
- disqualification of results;
- lowering the award classification by one level upon graduation;
- suspension from the University for a specified period of time;
- deferment of graduation or withholding the issuance of award parchment (for graduands);
- termination of studies; and
- any other penalties as considered appropriate.

Students who are found guilty of the alleged offences (academic or non-academic) will normally be put on “disciplinary probation”. The status of “disciplinary probation” will be shown on their records, including “Assessment Results” of eStudent, and documents such as transcript of studies and testimonial during the probation period. This status will be removed upon their leaving the University. The disciplinary probation will normally be one year unless otherwise decided by SDC.

Students who have been put on “disciplinary probation” will be deprived of certain privileges. They shall not receive honour from the University or engage in activities such as eligibility for scholarships/awards/prizes, candidatures of being selected as outstanding students/ Student Ambassadors and taking up or continuing to hold leadership roles within the University. They may also be given lower priority in Student Hall residency, funding and subsidies for student projects, courses/activities, overseas academic exchange, internship jobs, mentorship programmes, overseas WIE.

If a student disagrees with a decision made or penalty imposed by the academic Department or non-academic unit, the student may appeal in writing to SDC at ar.sdc@polyu.edu.hk within seven working days from the date of receiving the decision letter (except appeal cases which have already been finalised by the Hall Administration). The student should give a complete account of the grounds for the appeal in the letter and provide any supporting evidence. A student’s disagreement with the decision is not in itself an adequate ground for an appeal. The decisions of SDC are final within the University.

Students who are subject to disciplinary action can approach the Student Affairs Office (SAO) for counselling service and assistance. Students attending meetings of SDC may ask a staff member or student of PolyU to accompany them. The person accompanying the student will be an observer at the meeting and will not take part in the discussion. In the case of sexual harassment, the complainant and the student implicated in the complaint in

respect of the allegation may invite an accompanying person to attend the meeting, who may or may not be a staff member or student of PolyU. These accompanying persons may answer questions on their behalf, or otherwise give them support. However, in any event, all parties being interviewed by the Committee will neither be legally represented at the meeting nor be assisted by someone who is a practising lawyer.

Students who are expelled from the University for disciplinary reasons will not be eligible for refund of the caution money paid.

C. Use of University's Name, Property and Premises

i. Use of the University's Name

You and student organisations wishing to represent the University must first obtain your hosting units' written permission. Without this written permission, you must not claim to represent the University in any circumstances, including correspondence with the press or the public.

You and student organisations wishing to use the Title of the University in the name of any student organisation must seek the approval of your hosting units. The University has absolute discretion to give or refuse to give authority to any student organisation to use the Title of the University in its name.

ii. Requests for Sponsorship

You and student organisations who wish to request any individual or organisation for sponsorship/advertisement/donation, in cash or in kind, must first obtain the written permission from the Heads of their PolyU hosting units.

Without permission from the relevant authority, you must not request or collect donation in any circumstances. If the permission is given, any request for donation must then be made by yourselves/student organisation concerned instead of other parties.

iii. Use of the University's Property and Facilities

University property, including your student identity card, IT facilities/services and library resources, must not be misused. Permission from a member of the teaching staff is required before using any equipment in laboratories or workshops. If the University's property is damaged or lost, those responsible may be required to pay for its repair or replacement.

If you lend your student identity card (or campus access QR code) to another person or borrow a student identity card (or campus access QR code) of other fellow students to gain access to University campus and facilities (such as the Library, sports centres, communal facilities, student halls and student computer rooms) or for other purposes, you shall be subject to disciplinary action.

iv. Use of the University's Premises

University premises are for supporting the University's core mission in learning, teaching and research. You must observe the Policy on the use of University Premises, which is available at:

https://www.polyu.edu.hk/cdo/docdrive/_sso/Space%20Information/Policy%20on%20the%20use%20of%20University%20Premises.pdf

Opening Hours of the Buildings on Campus	
Monday – Friday	7.00 am – 11.00 pm
Saturday	7.00 am – 7.00 pm
Sunday and Gazetted general holidays	Closed

v. Posters and Notices

The Campus Facilities and Sustainability Office reserves the right to remove all unauthorised, misplaced, oversized or outdated display materials without prior notice to the organisers and may charge the organisers concerned for any cost of damage to the property of the University and removal cost, if deemed necessary.

For additional information or clarification, please contact the Client Service Section of the Campus Facilities and Sustainability Office or its Help Desk.

D. Academic Studies

i. Academic Integrity

Academic integrity exists when students do their academic work in an honest and ethical manner, following the conventions and code of practice of their chosen discipline or profession.

The University believes that academic integrity is central to the mission of a university, and expects its students to adhere to high standards of academic integrity in all forms of assessments including assignments and examinations.

The University views any violations of academic integrity as a serious disciplinary offence because it seriously undermines the value of the teaching, learning and research of the University. Students who cheat in their academic work limit their learning because they have not undergone the learning experience intentionally designed to help them gain the specific knowledge or skills. At the same time, if some students cheat in the assessment and get a good grade, it is not fair to others who are honest and do their own work. Finally, academic dishonesty will tarnish the reputation of the programme and its graduates and, in the long run, diminish the value of the degree or education from the University.

You should therefore refrain from committing any acts of academic dishonesty, including but not limited to the following:

a) Cheating

- Copying answers from another student during tests/examinations, or for assessments/assignments, be they in-person or online
- Using unpermitted materials and aids (including Generative Artificial Intelligence (GenAI) if it is explicitly disallowed), during tests, examinations, or other forms of assessment/assignment, be they in-person or online, or using materials/tools/aides (including GenAI) in impermissible ways to perform or complete an academic task
- Asking/paying someone else/using GenAI (if it is explicitly disallowed), to complete an academic activity, do an assessment/ assignment or sit a test/examination, be it in-person or online

Please read Section 6E on "[Conduct of Examinations](#)".

b) Plagiarism

- Copying work (part or whole) which has been submitted earlier for another assessment/assignment and submitting it as one's own and one's original. This applies to both copying your own work (without permission from your Subject Teacher/your Department), and copying the work of others (including GenAI)/translating the work of others (including GenAI) without permission from your Subject Teacher
- Using ideas, words, or other forms of works produced by other people or GenAI in one's own work without proper citation and/or acknowledgement of the source

- Submitting the same paper (or a significant portion of it) for credit in more than one subject

Please read details on “Plagiarism” given in [Appendix 2](#).

c) Unauthorised collaboration or help

- Collaborating with other students/GenAI in doing an individual assessment/assignment beyond what is specifically permitted by the teacher
- Getting unauthorised help from others (including GenAI) in performing an academic activity or doing an assessment/assignment

d) Fabrication and Falsification

- Creating fake data, research procedures or results in assessments/assignments, laboratory or project reports
- Creating fake citations or bibliography
- Forging or altering information, records or other documents relating to study
- Including inaccurate citations and references that either do not lead to a source document, or mis-represent the content of a source document

e) Aiding academic dishonesty

- Allowing another student to copy one’s own assessment/assignment for submission for credit
- Allowing another student to copy answers during tests or examinations, be they in-person or online
- Completing an assessment/assignment or academic work, or taking a test or examination for another student

The University takes academic dishonesty in tests, examinations, assessments and assignments very seriously, and will take disciplinary action against those who commit it.

Please read [Section 11B](#) for disciplinary actions taken against students found to have committed academic dishonest acts by the Department concerned or the Student Discipline Committee.

A special Section is available on the website of Academic Registry to gather all essential information related to academic integrity, ranging from policy and procedures to support and resources (e.g. citation guides) offered by academic support units across the University for access by students and staff. You are encouraged to visit the website from time to time at <https://www.polyu.edu.hk/ar/academic-integrity/what-is>.

ii. Intellectual Property

Intellectual Property and Materials made and created by students during their study at the University shall be owned by the University and shall vest in the University upon the making and creation of the Intellectual Property and Materials.

For the purpose of the Handbook,

- “Intellectual Property” means any discovery, creation, invention, design, get-up, trade mark, know-how or any research effort and all rights pertaining thereto whether registrable or not including patents, copyright, trademarks, designs, utility models, or other such rights in any country.
- “Materials” means the materials created by the students including but not limited to documents, designs, drawings, photographs, sketches, plans, notes, memoranda, records and writings, conference presentations, sculptures, journal articles and copies thereof.

The University is dedicated to safeguarding valuable intellectual property created by staff members or students and will provide necessary support to protect their intellectual property at its discretion. If, at the sole opinion and discretion of the University, the Intellectual Property is of potential commercial and industrial value, the University will also give its support to facilitate the commercialisation of the Intellectual Property and the inventor(s) will receive an appropriate share of any proceeds arising from such commercialisation after deducting all the expenditure incurred in accordance with the University’s Policy on Ownership of Intellectual Property (“PIP”) at https://www.polyu.edu.hk/kteo/docdrive/_sso/PIP.pdf and Regulation on the Management of Intellectual Property (“RMIP”) at https://www.polyu.edu.hk/kteo/docdrive/_sso/RMIP.pdf. Please refer to the PIP and RMIP (which may be amended by the University from time to time) for all matters relating to Intellectual Property.

iii. Copying of Copyright Materials

The University recognises the significance of intellectual property rights and respects the rights of intellectual property owners. Students shall comply with the [Copyright Ordinance](#) of the laws of Hong Kong at all times. Fair usage of copyright materials for research and private study purposes is allowed under the Copyright Ordinance. However, any use of copyright materials for commercial purposes without proper approval or consent from the intellectual property owner is considered an offence under the Copyright Ordinance. If Students have any queries in relation to the usage of copyright materials, please contact Knowledge Transfer and Entrepreneurship Office (KTEO) for further information.

Since the pandemic began, the University has made tremendous effort to make learning materials and recordings of lecture available online via various platforms so that students can continue learning despite the disruption. Such materials are protected by the Copyright Ordinance. To remind students of the appropriate use and handling of such materials, the following statement has been issued:

The learning and teaching platforms of the University are for the use of PolyU students to facilitate their learning. The students shall use the platforms and the materials available (including teaching sessions conducted by staff of PolyU) for their personal study only. Where a student needs to download or save the materials available on the platforms for the permitted purposes, the student shall take all necessary measures to prevent their access by other parties.

iv. Class Discipline

It is important that you attend lectures and study related activities regularly and punctually. You may be rejected from attending classes if you are late by 15 minutes without good reasons or permission. Absence will affect your progress and you should not be absent without good reason or permission.

You are expected to reap the maximum benefit from the learning process by respecting teachers and classmates and observe discipline in class or other study related activities.

You are prohibited from the following when attending classes:

- a) use of mobile phones, pagers and/or other devices that are unrelated to learning;
- b) eating and drinking; and
- c) unauthorised activity that interferes with and interrupts the normal learning and teaching progress.

Violation of the above may result in receiving a warning from the class teacher. Upon being warned consecutively for the third time, a student may be asked by the class teacher to leave the classroom. The class teacher may report the incident later in writing to the Head of Department to which the student in question belongs. Repeated offenders may be liable to suspension from attending future classes. The Head of Department may, at his/her discretion, report such cases to the Student Discipline Committee for consideration of further disciplinary actions.

v. Industrial Training or Visit

During your industrial training or visit, you must strictly obey all the rules of the factory or firm where you are or visiting. Safety precautions specified by the factory or firm

should be closely observed. The opportunity to be trained is a privilege and you should show respect for it by behaving in a disciplined and responsible manner, thereby maintaining the good name of the University.

vi. Acceptable Use Policy (AUP) for University Information Technology Facilities and Services

The [Acceptable Use Policy](#) governs all use of University IT resources and services regardless of equipment ownership or administration, whether the use is direct or indirect.

E. General Conduct and Discipline

i. Alcoholic Drinks

You should not take alcoholic drinks on the University campus. If you wish to hold a function at which beer, wines or spirits are to be served, you must first obtain prior permission from the University. Applications should be made to the Student Affairs Office or respective Department concerned.

ii. Dangerous Drugs and Gambling

Consumption of dangerous drugs and gambling or betting in any form are prohibited on the University campus. No student shall have in his possession a dangerous drug; and any student who contravenes the prevailing ordinance shall be guilty of an offence and shall be liable, on conviction, to imprisonment.

iii. Security of Personal Property

You are responsible for the security of your own personal property on campus.

iv. Sexual Harassment

The University is committed to equal opportunity in academic pursuit and employment and to eliminating any form of discrimination against all staff members, students, and other persons who have dealings with the University. Sexual harassment is a form of discrimination, and is prohibited and unacceptable at all levels in the University community no matter in the workplace or on campus (including the university accommodations) or at places outside campus where activities of the University are taken place. All members of the University community shall take necessary steps to ensure that the workplace and educational environment are free of sexual harassment.

All members of the University community should be acquainted with the “[Policy on Sexual Harassment](#)” and are encouraged to report cases of sexual harassment to the relevant authorities. Any staff member or student who is found to have contravened the University’s Policy will be subject to disciplinary action.

If you feel sexually harassed, you can seek advice and support from the [approved advisers/conciliators](#) of the University for resolving the allegation through informal resolutions. Related procedures are detailed in the “[Procedures for the Informal Resolutions of Allegations Concerning Sexual Harassment and Violation of the Code of Ethics](#)”.

If the issue cannot be resolved through informal resolutions, or if you feel that only a formal complaint can provide relief, you may lodge a formal complaint to the Chairman of the Grievance Committee for complaints against staff members or the Chairman of the Student Discipline Committee for complaints against students, by submitting your complaint in writing via the Committee’s Secretary. Oral complaints may also be accepted. If the incidents occurred in the University accommodations, you may submit the complaint against students via the Hall Warden/Master of Residential College. To facilitate the investigation of the complaints in a timely manner, you should submit your complaint as soon as practicable but no later than 12 months from the date of the incident.

Apart from filing a complaint to the University, you have the right to lodge a complaint directly to the Equal Opportunities Commission or report to the Police or file a civil law suit against the harasser. For cases which are reported directly to the law enforcement body, the staff/students concerned who are subsequently convicted of an offence by the court of Hong Kong will be subject to disciplinary actions of the University.

Detailed information on the University’s policy on sexual harassment, including its definition and the procedures for handling related complaints is available at <https://www.polyu.edu.hk/edicommittee/>.

v. Smoking

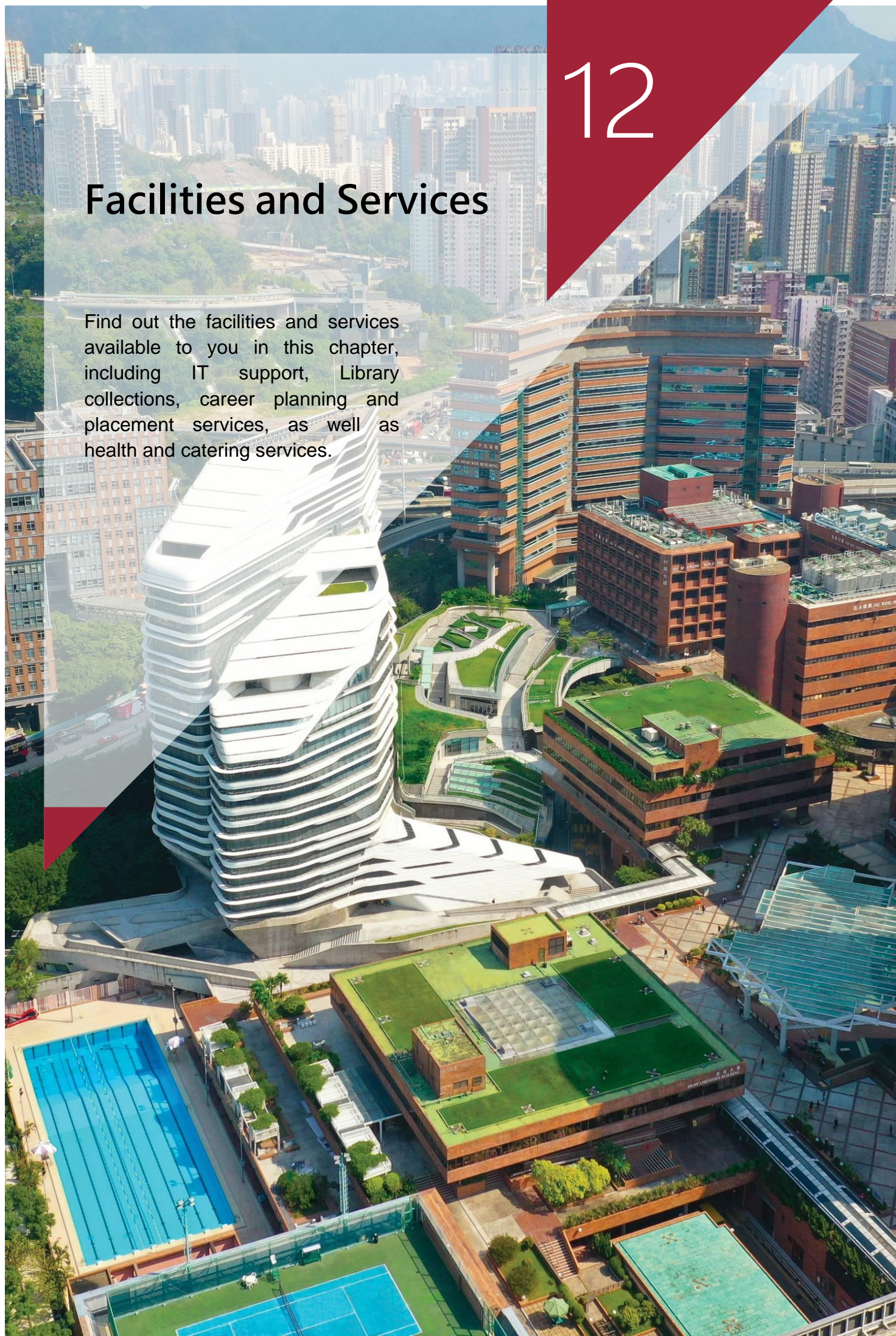
Smoking is prohibited anywhere indoors or outdoors on campus.

F. Complaints and Appeals

If you wish to make a complaint or an appeal on any University matter, you should do so in writing to the Registrar by stating clearly your name, student number and the programme enrolled. No action will be taken on any complaint/appeal in writing which is anonymous.

Facilities and Services

Find out the facilities and services available to you in this chapter, including IT support, Library collections, career planning and placement services, as well as health and catering services.



12. Facilities and Services

Different administrative units, such as Information Technology Services Office, Pao Yue-kong Library, Student Affairs Office, and University Health Service, Health and Safety Office and the Campus Facilities and Sustainability Office provide various guidelines, services and facilities to students. You can find an introduction on these offices below and more details in their websites.

Eligibility for services and facilities will be invalidated upon your leaving the University. Upon confirmation of your eligibility for graduation, you will no longer be eligible for services and facilities, although some [special arrangements](#) may be allowed by some offices for certain services.

A. Information Technology Services Office

The Information Technology Services Office (ITS) provides central IT facilities and services to support the University's learning and teaching, research and administration.

i. IT Facilities for Students

All full-time and part-time students of the University can have access to a full range of shared central IT facilities and services on campus. Please refer to the [Student Handbook](#) on IT Facilities and Services for details.

You have the right to access and use the University IT resources as long as you are a student of the University. Arrangements have also been made to extend your privilege to access various facilities and services for two months after your graduation status has been confirmed. As for the PolyU Connect Email service you can continue using it after graduation.

ii. Student Computer Centre on Campus

The Student Computer Centre (SCC) is located on the 4th floor of the Li Ka Shing Tower for walk-in use by students as well as pre-scheduled classes. Please check out the [list of software tools available to students](#). Licensed software has been installed on SCC machines to ease student direct use. All users are requested to observe the [Rules for Student Computer Centre Users](#) as set-out at ITS website.

Students can also remote access via Internet to SCC machines with licensed software via [Virtual Student Computer Centre \(vSCC\)](#) to facilitate students to leverage licensed software at home or hostel for their study and project assignment work.

iii. Online Learning Platforms

[LEARN@PolyU](#) is the University Learning Management Platform on Cloud. Students can access learning resources, read class news & notices, submit assignments, take quizzes and attend online lectures/class.

Students can review recorded lecture / class through LEARN@PolyU anytime anywhere on-line. More details and user guides could be found at [Online Teaching Delivery](#) website.

iv. Network Access

Wi-Fi services are available in all lecture theatres, general teaching rooms, the library, sports centres, canteens and at common areas around campus. With a mobile device which supports popular wireless standards (IEEE 802.11a/g/n/ac/be), students can access to the campus network by connecting to SSID “PolyUWLAN”. Virtual Private Network (VPN) services are available for University staff and students who help Departments carry out researches. Please refer to <https://www.polyu.edu.hk/its/it-services/network-access-services> for more information.

v. PolyU GenAI App

To foster student engagement with AI in both learning and research, students can leverage Gen AI tools on PolyU GenAI app to review and improve their professional writing, conduct research, translate text, sought ideas and suggestions, generate code and image. A number of Cloud based or on-premises Large Language models with reasoning capability are available. Student can check out latest models available via [PolyU Gen AI app](#).

vi. Information Services and Orientation

The [Student Handbook on IT Facilities and Services](#) is a comprehensive guide on central IT services available to support your study at the University. As the University strongly advocates the use of electronic communication, all ITS publications and announcements are distributed electronically. Updates on the latest IT facilities and services will be communicated to you through [ITS e-Newsletter – “Get Connected”](#), [ITS website](#), [Facebook](#), [Instagram](#), or email sent to your PolyU Connect account.

A series of IT orientation workshops will be conducted at the beginning of each academic year to familiarise students with the central IT facilities and services available. For more information, please visit [IT services for new students](#). In addition, dedicated websites providing essential information on [Online Teaching Delivery](#) can be easily found in ITS website.

vii. Appropriate Use of IT Facilities and Services

The privilege of using the University's IT resources carries with it certain responsibilities and obligations, which are set forth in the [PolyU Acceptable Use Policy \(AUP\) for University Information Technology Facilities and Services](#) and the [University's information security policies and standards](#). Under these policies, all students are required to act ethically and legally, to protect the integrity and security of the systems, and to comply with all applicable laws, contractual obligations and regulations. Students must also abide by all the prevailing policies, rules, guidelines and standards applicable to the use of the PolyU IT resources as promulgated by ITS.

Any improper use of the University's IT resources by students, including availing their use to individuals outside the University will be reported to the student's Department for consideration of disciplinary action to be taken. The student will be subject to suspension from the use of the University's IT resources and the case may also be referred to the Student Discipline Committee, particularly if the misuse causes embarrassment to the University or inconvenience/hardship to the public. The Student Discipline Committee may impose appropriate penalties on the student including suspension of study and expulsion from study.

viii. IT HelpCentre and Hotline Services

You can seek advice and assistance related to the use of IT facilities and services including enquiries on your NetID from the consultants at the IT HelpCentre/Hotline. You can visit the IT HelpCentre at M201 of the Li Ka Shing Tower in person, call its hotline 2766 5900 or message it via WhatsApp or WeChat at 6577 9669. You can also send in your request online and track its progress through the IT Online ServiceDesk at <https://www.polyu.edu.hk/itservicedesk>.

B. Pao Yue-kong Library

The Library has undergone a remarkable transformation with the completion of the [Library Extension and Revitalisation Project](#). The 6/F extension has been recognised with the prestigious 2023 HKIA Special Award (Interior Design) and the Architect's Newspaper 2022 Best of Design Awards in the Library Category. These accolades

underscore the contemporary infrastructure and state-of-the-art facilities now available for your learning and research needs.

The Library offers a vast and diverse collection, both in print and online, ensuring that valuable and accessible information is always at your fingertips. Additionally, the Library supports students in adapting to the evolving AI world and utilising these technologies to enhance their study and research.

i. Library Services with AI & Emerging Technologies

The Library incorporates AI-driven tools and emerging technologies into its services to enhance user experience, and support learning, teaching and research needs. The Library is committed to leveraging cutting-edge tools to create a more efficient, user-friendly, and enriching academic environment.

a) Library AI Chatbot – LiBot

LiBot provides information and answers your queries about our Library services anytime, anywhere. It offers instant responses based on our website content and guides, with source links for easy verification. Click the mascot on the right side of our [Library website](#) to start chatting with LiBot.

b) New Discovery Tool - AI OneSearch Lite

[AI OneSearch Lite](#) revolutionises the way users conduct academic research. You can now pose natural language queries and receive answers from five relevant scholarly sources through a chatbot-like interface. This innovative tool not only provides immediate response but also offers suggestions for further exploration of research topics, enabling you to gather detailed information tailored to your specific questions. Furthermore, the adoption of AI technologies in bibliographic and metadata services has significantly enhanced the discovery and accessibility of Library resources.

c) PolyU Library Mobile App

[PolyU Library Mobile App](#) provides quick and easy access to library services and facilities. With the app, you can search and locate book collections and facilities with AR indoor navigation, check real-time availability of computers, group rooms, studios, and study spaces. You can also make reservations for library facilities, manage [iBooking](#) records, and receive check-in reminders and notifications. Additionally, you can view personal library records of requested items and loans, receive notifications for borrowing and returning records, due date reminders and

pick-up notices. Download the mobile app via [iOS App Store](#) or [Google Play](#) to enjoy library services on the go.

d) **Libguide – Harnessing GenAI in Your Academic Journey**

The Library has published a new [Libguide](#), which provides insights into the effective and ethical use of AI in academic work. This guide helps you understand how to leverage AI tools for learning and research while maintaining academic integrity.

ii. The Collections

With total Library holdings reaching 10.28 million in June 2025, the Library houses extensive collections covering a wide range of disciplines. To support learning and research needs, the Library prioritises the provision of electronic resources, with 99.9% of journals and 91% of books available online, accessible anytime, anywhere. The Library website offers access to over 8.11 million e-books, over 255,400 full-text e-journal titles, national and international standards, statistical databases, electronic theses, newspapers, multimedia and self-directed learning resources. The [PolyU Institutional Research Archive \(PIRA\)](#) provides access to the full text of over 30,800 research, teaching, and learning materials published by PolyU academic staff and researchers. The [PolyU Research Data Repository](#) is an open-access platform for preserving and sharing research data generated by the PolyU community.

The Library has made excellent open access resources available to foster the discovery, use and sharing of knowledge. The [PolyU Open Educational Resources \(OER\) Portal](#) is a platform for users to discover and share open-licensed teaching and learning resources. The [PolyU Outstanding Work by Students Portal](#) is the Library's ongoing commitment to showcase and build pride in outstanding work by students. The [Digital Collections Portal](#) is a gateway to the digital contents of valuable books from the Library's Rare Book Collection, digital humanities projects, manuscripts and oral history interviews.

You are most welcome to make suggestions to enrich the Library's collection. Purchase recommendations can be submitted via the Library's website at <https://www.lib.polyu.edu.hk/services/borrowing/suggest-purchase>.

iii. Access to Library Collections

Through the Library Website or the Library Mobile App, you can access the [OneSearch discovery platform](#) to search for Library resources. You may also log in to check your loan records, place book requests, submit online renewals and access Library online resources such as licensed databases, journal articles and e-books.

iv. Access to Collections Beyond the Library

As strengths in library collections vary by university, the Library has cooperative partnerships with universities in Hong Kong and worldwide to ensure students have access to materials that may be unique geographically or in their disciplines.

a) Interlibrary Loan Services

The Interlibrary Loan (ILL) service offers current students, Faculty and staff of PolyU access to materials not available in our collections for research or private study. Through the [OneSearch](#) discovery platform on the Library Webpage or Library Mobile App, undergraduate students can submit requests for Interlibrary Loan services for books, book chapters, and articles not held in the Library collections from other UGC-funded university libraries in Hong Kong (via HKALL), or our partner libraries with reciprocal agreements. Students can also track the status of their requests, download the requested articles or book chapters, and submit renewal requests directly from [myRecord](#). For further information, please refer to <https://libguides.lb.polyu.edu.hk/ildds>.

b) JULAC Library Card

Eligible PolyU students can apply for a Joint University Librarians Advisory Committee Library Card (JULAC Library Card) to access other UGC-funded university libraries at a fee. For more information on eligibility and application details, please visit <https://www.lib.polyu.edu.hk/services/access-other-libraries/julac-library-card#contact>.

v. Spaces, Facilities and Services

The Library provides a wide variety of spaces to suit different user needs, including quiet study and group discussion areas, academic presentation spaces, i-Space, Studios, Group Rooms, Online Meeting Rooms, 24-Hour Study Centre, etc. For more details, please refer to <https://www.lib.polyu.edu.hk/facilities/spaces>.

A range of computing facilities and services are also provided to support digital learning, including i-Space entry-level equipment for exploring emerging technologies, self-service kiosks for loan of digital equipment such as notebook computers, tablets and video conferencing tools. Battery charging stations and laptop lockers are available on various floors of the Library. To check the list of computing facilities and services available in the Library, please visit <https://www.lib.polyu.edu.hk/services/it-support>.

Library users can check out and return library materials by themselves using self-check stations in the Library, or return library materials via the 24x7 Automated Book Return Station located outside the campus turnstiles on the Podium Level near the public footbridge connecting to Exit A of Hung Hom MTR Station. Eligible users can collect most requested library materials from the Self-pickup Station in the Reserve & Audio Visual Collections area on P/F of the Library.

vi. Learning Support and Information Literacy Programmes

Freshmen and students can join a [Library orientation](#) at the beginning of the academic year to get to know the Library. The [Library Guide for PolyU Freshmen](#) is a great starting point for useful services and resources to help with your studies. Our Library provides a comprehensive training programme designed to empower students for research success, encompassing reference management, database training, citation and research analytics, research data management, publishing support, as well as AI research tools and their ethical use. Students can look out for announcements about [topical workshops, webinars](#) and online courses via their PolyU Connect Email and our homepage.

Students can also refer to our [Guides and Tutorials](#) for finding subject resources, avoiding plagiarism, managing research data, and harnessing GenAI in their academic journey. Take part in our [Library's Online Courses](#) and [InfoLit for U MOOC](#) to learn to use information analytically, creatively and wisely in study and research. A certificate will be awarded to students who have completed the specified modules. Additionally, there are also [video tutorials](#) to guide students through the many services and facilities provided by the Library, like locating past examination papers, finding information at the Library, and booking Library facilities, etc.

[Faculty Librarians](#) also carry out [tailor-made workshops](#) face-to-face or virtually. Small groups of students with specific information or research needs not covered in Library's topical workshops can [request for a Research Consultation with their Faculty Librarian](#).

vii. Faculty Librarians

[Faculty Librarians](#) are information specialists in the academic disciplines they serve. For enquiries on services and resources related to your subject discipline, please feel free to [schedule a Research Consultation session](#) with them. It can be conducted either face-to-face or virtually.

viii. Opening Hours & Counter Arrangements

In normal term time, the Library opens seven days a week, except on public holidays. During examination period, it is open for extended hours. Please always refer to the [Library website](#) for the latest opening hours and counter arrangements

ix. Enquiries & Suggestions

Visit the [Contact Us page](#) at Library homepage to seek assistance or write to us via the Online Enquiry Form or WhatsApp. For immediate assistance, please contact Library staff via phone or approach our service counters during counter service hours. For emergency after counter service hours, please contact Campus Control Centre at 2766-7999 for assistance.

x. Loan of Library Materials

Students are cautioned that all library materials they wish to take out of the Library must be properly charged out at the appropriate counter or self-checkout stations. Please refer to the latest version of regulatory breaches and actions that may be imposed at <https://www.lib.polyu.edu.hk/about-us/library/library-regulations>.

Regulatory Breaches	Regulatory Actions
Case I: Library user found leaving the Library without charging out an item by mistake and not concealing it: a) 1 st breach – 2 nd breach b) 3 rd breach – 5 th breach (repeated breaches accumulated in one year, calculable from the date of the first breach).	1st – 2nd breaches: A report will be made and kept in the Library for one year. 3rd – 5th breaches: 1) Serving of a warning letter; and 2) Imposition of a fine according to the following scale: <ul style="list-style-type: none">• 3rd breach – HK\$80• 4th breach – HK\$160• 5th and subsequent breaches – HK\$320 3) Non-payment of a fine will result in suspension from using all Library facilities.
Case II: Library user found leaving the Library without charging out an item/part of an item and deliberately concealing it.	1) Offender will be served with a warning letter, a copy of which will be sent to his/her Department Head; and 2) Imposition of a fine of HK\$80. The fine will be twice as much as the previous offence if the user commits the offence again during his/her period of study in the University. 3) Non-payment of a fine will result in suspension from using all Library facilities.
Case III: Library user found mutilating Library material(s)/leaving the Library with uncharged mutilated Library material(s) regardless of whether the material(s) is concealed or not.	1) Offender will be served with a warning letter, a copy of which will be sent to his/her Department Head; and 2) Imposition of a fine of HK\$80. The fine will be twice as much as the previous offence if the user commits the offence again during his/her period of study in the University; and 3) Replacement cost plus processing cost of the mutilated Library material(s).

Regulatory Breaches	Regulatory Actions
	4) Non-payment of a fine will result in suspension from using all Library facilities.
Case IV: Talking on mobile phones, making excessive noise, etc. in the Library are breaches of Library Regulations. * Talking on mobile phones is not permitted in any part of the Library except in designated areas determined by the University Librarian from time to time.	1) First and Second breaches - user will be served with a written reminder and a record kept in the Library system for one year. [As a concession, the Library may issue a verbal reminder to those users who immediately mute or switch off their phones upon ringing.] 2) Third breach - user's borrowing privileges will be suspended for one day. 3) Fourth breach - user will be denied access to the Library for one week. 4) Fifth breach - user will be denied access to the Library for one month.
Case V: Borrowing/Lending of University Identity Card/Library card from/to others to gain access to the Library.	For students, the case will be referred to the Student Discipline Committee for disciplinary action. For other users, the offender may be subject to a suspension from using the Library facilities and resources.

For current year graduands of taught programmes, library privileges are extended up to 15 March for those confirmed with graduation status between 16 October and 15 March, or 15 July for those confirmed the status between 16 March and 15 July, or 15 October for those confirmed the status between 16 July and 15 October, or upon the expiry of their student identity cards, whichever is earlier.

xi. Borrowing Regulations

a) Renewals

All books loaned from the Book Collection (except Reserve books and other short-loan items) can be renewed via [myRecord in OneSearch](#) any number of times from the date of the initial check-out until the due date reaches the limit of the [maximum renewal period](#), on condition that the item is not requested by other users. Loans cannot be renewed to a date beyond the expiry date of a user's Borrower's Card, Student and Staff Identity Card. All loans are subject to recall in accordance with Library Regulation 5.6. Borrowers are responsible for returning their loans on or before the specified due dates. Overdue fine will still apply to items renewed after the due date.

b) Recalls

All loans are subject to recall any time with the exception of Reserve books and other short-loan items. Once recalled, the item has to be returned in 28 days or by the original due date, whichever comes earlier. All recalled items must be

returned on or before the new due date (if applicable). Late return will be treated as an overdue and is liable to a fine.

c) Library notices

All Library notices are emailed to staff and students' official PolyU email accounts.

d) Fines

Borrowers are responsible for returning their loans on or before the due date. An overdue fine calculable immediately from the day following the due date will be charged.

e) Overdue notices

Attempts will be made to send overdue notices to borrowers as soon as possible. Non-receipt of such notices will not be accepted as an excuse for waiving or reducing fines for overdue items. Users should also check their Library account for the latest due dates via [myRecord in OneSearch](#).

f) Assumed lost

Any material which has reached the maximum overdue fine and has not been returned will be assumed to have been lost by the borrower, who will be charged accordingly. An additional fine equivalent to the estimated cost of replacement of the book plus processing costs will be claimed through the Finance Office. Lost library materials will continue to remain the property of the Library even if replacement costs have been paid.

xii. Your Responsibility - Observe Library Regulations

You must observe all Library rules and regulations. Library Regulations can be accessed on the Library website at <https://www.lib.polyu.edu.hk/about-us/library/regulations>. It is your responsibility to follow the Library Regulations at all times.

xiii. Useful Information

To get full details and the latest information regarding Library facilities and services, please visit the Library website at <https://www.lib.polyu.edu.hk>.

For specific Library privileges for students, please visit the following webpages:

- Undergraduate Students – <https://www.lib.polyu.edu.hk/user-privileges/undergraduate>
- Postgraduate Students – <https://www.lib.polyu.edu.hk/user-privileges/postgraduate>
- Students with Special Needs – <https://www.lib.polyu.edu.hk/user-privileges/special-needs>

C. Student Affairs Office

Student Affairs Office plays an important role in enhancing your all-round development during your university study. A wide range of co-curricular programmes, activities and services are designed to meet your physical, social, intellectual, spiritual, emotional and occupational development.

Highlights of our services and programmes are listed below:

i. Careers and Placement Services

The Careers and Placement Section aims at empowering students to discover and embark upon impactful careers through the provision of experiential learning, mentoring and networking opportunities in collaboration with the broader PolyU community. We are committed to facilitating the connection between employers and students for your career planning and optimising your career development through a wide array of resources and services:

- **“INSPIRE” Mentorship Programme** that enhances your holistic education experience and facilitates your personal, academic and professional development through a robust network of role models and prominent leaders of the PolyU community;
- **Local Work-Integrated Education** opportunities that feature internships provided by employers from various industries and sectors for your fulfilment of Work-Integrated Education requirements;
- **STEM Internship Scheme** that assists students in gaining innovation and technology-related work experience during their studies;
- **Career training workshops** that help you identify career interests, prepare for the real-life working environment, and advance your job hunting skills;
- **Online career resources** that help you keep abreast of the latest trends in the employment market;
- **Recruitment talks, career fairs and alumni career sharing** that provide opportunities for you to meet and network with prospective employers;

- **PolyU Job Board** (<https://www.polyu.edu.hk/poss>) and Joint Institutions Job Information System (JIJIS)* that are job searching platforms for part-time/graduate job and internship opportunities; and
- **Work-on-Campus Scheme** provides you with part-time/temporary job opportunities on campus by engaging in Departmental work and serving the university community.

For further information, please visit the Student Affairs Office website [here](#).

ii. Student Counselling Service

The service aims to promote students' psychological wellness and personal development. Our counsellors are professionally trained with extensive experience. They provide you empathic listening and support in managing emotions, study and interpersonal issues.

How to access counselling

- Online: Login the POSS system <http://www.polyu.edu.hk/poss>
- Email: stud.counselling@polyu.edu.hk
- Phone: (852) 2766 6800 during office hours
- Walk-in: Reception counter at QT 308, 3/F, Chow Yei Ching Building (Entrance at Core T)
- Opening Hours: Monday – Friday: 9.00 am – 6.00 pm (Closed during lunch hour from 12.45 pm to 2.00 pm)
Saturday, Sunday and Public Holidays: Closed
- PolyU-LINE (Non-Office Hours Student Counselling Hotline Service): 8100 1583

Additional Support and activities

- **Psychological Wellness Workshops:** The workshops aim to enhance your intra-personal and inter-personal growth. Schedule is available at the Counselling and Wellness Section (CWS) of the SAO website [here](#).
- **Campus activities and wellness programme:** The activities on wellness promotion are also available throughout the academic year.
- **Emergency Assistance:** For urgent situations and imminent risks, please contact Campus Security Service at 2766 7999 or the police at 999.

For more information, please visit the SAO website [here](#).

* Please refer to the following webpage for the access requirements for JIJIS: <https://www.jijis.org.hk/site/login>.

iii. Student Development

Student Development Programmes offer you a broad spectrum of all-round development opportunities which aim to nurture character building for the advancement of students' leadership, national pride and global perspective, and to build a student community embracing diversity and a passion for bringing positive societal impact.

- **EAGLE Global Youth Leadership Programme** aims at nurturing youth leaders with essential skills and knowledge, moral character and virtue, global perspectives, and a strong sense of national identity and social responsibility through workshops and experiential learning. Selected students will engage in a comprehensive leadership training through real-life practice and reflection, themed on social innovation and co-creation.
- The **Extra-Curricular Enrichment for Lifelong Learners (EXCELL) Programme** inspires students and enriches their learning experience outside classroom through a variety of courses ranging from languages, mental health to IT/practical/survival skills.
- Leveraging affiliated interest clubs and non-local student associations to enrich campus life, promote cross-cultural integration and student holistic development. **Campus Life Festival and Culture Night Series** are fun-filled signature events fostering multi-cultural dialogues.

For more student development programmes, please visit the SAO website [here](#).

iv. Sports Development

- **Physical Education Programme** offers you a broad range of sports skill courses to develop your physical competence that aims to promote an active and lifelong healthy lifestyle. Latest schedule is available at SAO website [here](#).
- **PolyU Sports Teams** provides student-athletes intensive trainings and support, also the opportunities to excel in the Inter-Collegiate Competitions. For more information on Sports Teams, please visit [here](#).
- **Physical Wellness Activities** encourage physical activity as a part of your life. Explore the latest fitness tips and track your fitness progress at our [Wellness Centre](#).

v. Financial Assistance and Scholarships

Local full-time UGC-funded students with financial needs can apply for grant and loan from the Government Tertiary Student Finance Scheme – Publicly-funded Programmes (TSFS) and the PolyU Financial Assistance Scheme. Applications are

means-tested and different amounts may be awarded to students according to individual needs.

Both local full-time and part-time students with financial needs can apply for a loan from the Government Non-means-tested Loan Scheme (NLS). Applications are non-means tested and the NLS Loan is mainly meant for the payment of tuition fees only.

You are welcome to visit the SAO website [here](#) for details of financial assistance.

Post-entry scholarships are available to full-time undergraduate students. These scholarships are normally awarded on academic merit and/or according to other specific conditions as stipulated by the donors. Most scholarship candidates are nominated by the Heads of academic Departments, but some scholarships are open to competition. For details, please visit [here](#).

In addition to post-entry scholarships available to full-time students, scholarships are also made available by the Government and community for full-time students with special educational needs. For details, please visit [here](#).

vi. Services for Non-local Students

The Non-local Student Services Team (NLSST), Student Affairs Office, provides Mainland and International Students with a wide range of student-centred support services and learning experiences throughout their studies at PolyU towards their development and enrichment. Collaborating with local and non-local students and staff, we aim to strengthen integration among PolyU students. For more details, please visit our website [here](#).

vii. Services for Students with Special Educational Needs

The Student Affairs Office coordinates the services for students with special educational needs. These students are advised to contact the Student Affairs Office at 2766 6800 to discuss their special educational needs and register with the Academic Registry/Student Affairs Office.

The Student Affairs Office will discuss with individual students with special educational needs on their needs at the beginning of each academic year for providing necessary accommodations. The Office will liaise, on behalf of the students, with Departments concerned regarding services requested.

a) Learning and Study Aid

Depending on the nature of special educational needs, special arrangements such as allowing extra time for examinations, or preparing examination paper in alternative formats may be made. A “Special Equipment Room” is located at L401a, 4/F South Wing of the Library, exclusively for students with special educational needs. The room contains specially-equipped personal computers, scanning and reading appliances and a magnifying device. A common room for students with physical impairment, with bed, personal computers and desks is located at R405. A workstation inside the 24-Hour Study Centre located on 1/F North Wing of the Library is designated for priority use by students with special educational needs. An office pod located on 2/F of Communal Building is ready especially for students with special educational needs for study and small group discussion. Moreover, S212, Communal Building, could be available for overnight study during the examination period for students with special educational needs upon request. Please contact the Student Affairs Office for details if you have such needs.

b) Library

Special arrangements for library use can be made for students with special educational needs. Depending on the nature of the needs, reserved seats and special trolleys for carrying books are available on each floor of the library. Library staff are always happy to assist in completing any necessary library procedures.

For details, please refer to <https://www.lib.polyu.edu.hk/user-privileges/special-needs>.

c) Campus Access and Emergency

All buildings on campus comply with the statutory regulations for “Buildings to be planned for use for disabled person”. Most buildings on campus are accessible via ramps or lifts. As the buildings were completed at different stages, their provisions for students with special educational needs are in accordance with statutory requirements at the time of their completion and may therefore vary slightly. Small-scale improvements have been and will continue to be made to improve accessibility and safety. Signs inside cores indicate the location of washrooms for the physically disabled. Students with special educational needs are advised to become familiar with major escape routes within buildings. For details about response in the event of fire, please refer to [here](#).

d) Parking

Only students with disabled person's parking permit issued by the Transport Department are eligible to apply for campus parking permits. There are, at present, three designated parking spaces for persons with disabilities.

Application forms can be:

- downloaded [here](#)
- obtained at the Campus Facilities and Sustainability Office (CFSO)

Students with special educational needs are advised to submit their completed application forms together with supporting documents (photocopies of vehicle license, driving license, student identity card, disabled person's parking permit issued by the Transport Department) to CFSO.

Completed application forms should be endorsed by the Head of the Department concerned and returned to CFSO. Enquiries could be directed to CFSO at 2766 7777.

e) Sports

Sports facilities are generally accessible to persons with disabilities. Wheelchair users requiring assistance in entry can ask for help from manned counters. Special arrangements will also be made for students with disabilities wishing to participate in sports-related activities.

f) Priority Service

Students with disabilities are given priority in many of the service counters, e.g. at library, student canteens, Student Affairs Office, registration counter, without the need to follow the normal queue. Students are advised to identify themselves if their special educational needs are not obviously visible.

g) Diversity Resource Centre

The Diversity Resource Centre on campus is an inclusion hub equipped with various resources to enhance diversity awareness, understanding and acceptance. All students are welcome!

For details on services for students with special educational needs, please browse [here](#).

viii. Facilities and Services Hours

Major Services

The location, opening hours and major services of Student Affairs Office are as follows:

	Obtain Information from Reception Counter:	Opening Hours	Contact Telephone No./ Website/Method
<ul style="list-style-type: none"> Careers and Placement Services Communal Facilities Financial Assistance Schemes Funding & Support for Affiliated Student Organisations Leadership and Holistic Development Programme Non-local Student Services Student Counselling Scholarships 	Room QT308, 3/F (entrance at Core T)	<p>Monday to Friday: 9.00 am – 12.45 pm, 2.00 – 6.00 pm</p> <p>Saturday and general holidays*: Closed</p>	<p>2766 6800</p> <p>For Careers and Placement Services:</p> <ul style="list-style-type: none"> 3400 3775 <p>For Fitness Training:</p> <ul style="list-style-type: none"> 3400 3123 <p>For Counselling Appointment:</p> <ul style="list-style-type: none"> 2766 6800 Email to us: stud.counselling@polyu.edu.hk Login the POSS system Walk-in to QT308 (Entrance at Core T) Students can call PolyU LINE at 8100 1583 during non-office hours^
<ul style="list-style-type: none"> Sports Facilities 	Shaw Sports Complex	Monday to Sunday: 8.30 am – 10.30 pm** (Except statutory holidays#)	2766 6778
<ul style="list-style-type: none"> Hung Hom Halls of Residence 	G/F, Hung Hom Halls of Residence	Monday to Sunday: 8.30 am – 11.00 pm	3159 0000
<ul style="list-style-type: none"> Homantin Halls of Residence 	G/F, Homantin Halls of Residence	Monday to Sunday: 8.30 am – 11.00 pm	3996 2000

* [General holidays](#)

[Statutory holidays](#)

^ All phone calls will be answered by Vital Employee Service Consultancy Christian Family Service Centre.

** Counter service will stop at 10.00 pm

Amenities

The [Amenities Centre](#) inside the Communal Building provides various kinds of communal facilities, including music appreciation and practice rooms, multi-purpose rooms, exhibition venues and student common room.

Student organisations may book activity rooms located on 1/F and 4/F of Block Z for the running of student activities.

Communal Facilities	Location	Opening Hours	
Amenities Centre	P/F & 5/F Communal Building	Monday – Friday Saturday General holidays*	9.00 am – 10.00 pm 9.00 am – 6.00 pm Closed
Activity rooms	1/F & 4/F, Block Z	Monday – Friday Saturday General holidays*	9.00 am – 10.00 pm 9.00 am – 6.00 pm Closed
Student Study Room	Z302, 3/F, Block Z	Monday – Friday Saturday General holidays*	7.00 am – 11.00 pm 7.00 am – 7.00 pm Closed

* [General holidays](#)

Sports Facilities

The location, opening hours and Sports Facilities are as follows:

Venue	Facilities	Major Activities
Shaw Sports Complex	Main Hall	Basketball/Badminton/Volleyball
	Practice Hall	Badminton/Volleyball
	Fitness Room	Fitness Training
	Activity Room	Dance, Taichi, Yoga, Pilates, etc.
	Roof-top Tennis Court	Tennis
	Table Tennis Room	Table Tennis
Fong Shu Chuen Hall	Main Hall	Basketball/Volleyball
Michael Clinton Swimming Pool	50-metre Outdoor Swimming Pool	Swimming
Kwong On Jubilee Sports Centre	Main Hall	Badminton
	Activity Room	Dance, Taichi, Yoga, Pilates, etc.
	Squash Court	Squash
Block X Sports Centre	Main Hall	Badminton, Handball, Indoor Soccer (Futsal), Basketball
	Fitness Room (X123 & X202)	Fitness Training
	25-metre Indoor Heated Swimming Pool	Swimming

Opening Hours of the Sports Facilities			
Facilities	Opening Hours	Booking Session	Cleaning Hour
Shaw Sports Complex	8.30 am – 10.30 pm**	8.30 am – 10.30 pm	Fitness Room 10.30 am – 11.30 am

Opening Hours of the Sports Facilities			
Facilities	Opening Hours	Booking Session	Cleaning Hour
Kwong On Jubilee Sports Centre	8.30 am – 10.30 pm**	8.30 am – 10.30 pm	
Block X Sports Centre	Monday to Friday 7.30 am – 10.30 pm** Saturday and Sunday 8.30 am – 10.30 pm** <u>For X202 Fitness Room</u> Monday to Sunday 8.30 am – 9.30 pm	Monday to Friday 7.30 am – 10.30 pm Saturday and Sunday 8.30 am – 10.30 pm <u>For X202 Fitness Room</u> Monday to Sunday 8.30 am – 9.30 pm	X123 Fitness Room 4.30 pm – 5.30 pm X202 Fitness Room 3.30 pm – 4.30 pm
Michael Clinton Swimming Pool	May and October	Monday to Saturday 10.30 am – 2.30 pm 3.30 pm – 8.30 pm Sunday 10.30 am – 5.30 pm	Monday to Saturday 2.30 pm – 3.30 pm Sunday 5.30 pm – 8.30 pm
	June to September	Monday to Saturday 9.30 am – 2.30 pm 3.30 pm – 9.30 pm Sunday 9.30 am – 6.30 pm	Monday to Saturday 2.30 pm – 3.30 pm Sunday 6.30 pm – 9.30 pm
Block X Swimming Pool	January to June September to December	Monday to Friday 7.30 am – 3.30 pm 4.30 pm – 9.30 pm Saturday 9.30 am – 3.30 pm 4.30 pm – 9.30 pm Sunday 9.30 am – 1.30 pm 2.30 pm – 6.30 pm	Monday- Saturday 3.30 pm – 4.30 pm Sunday 1.30 pm – 2.30 pm 6.30 pm – 9.30 pm
Statutory holidays		Closed	

** Counter service will stop at 10.00 pm.

- The **Joint Sports Centre** at Renfrew Road, Kowloon Tong, which is shared with Hong Kong Baptist University and the City University of Hong Kong, provides a 400m all-weather track, a standard size soccer pitch, a multi-purpose court for basketball/volleyball/handball/5-a-side soccer, a 4-bay golf practice area and 4 tennis courts for sports competition, training and recreational use.

Opening Hours	
• Daily	8.30 am – 10.30 pm (<i>Except the soccer pitch which is open from 8.30 am – 10.00 pm</i>)
• General holidays	Please refer to the JSC website

For more details of the sports facilities, please visit [here](#).

Booking of the above sports facilities can be made on web [here](#).

ix. Student Halls of Residence

Full-time students of UGC-funded programmes are eligible to apply for Hall residence. For more details of the Student Halls and application information, please visit [here](#).

- Hung Hom Halls – Located at 1 Hung Lai Road, Hung Hom, the Halls are within a 15-minute walk from the P-core of PolyU campus via a covered footbridge and provide around 3,000 residential places.
- Homantin Halls – Located at 15 Fat Kwong Street, Homantin, the Halls are within 15-minute walk from the Y-core of PolyU campus and provide 1,650 residential places.

Self-financed students (including undergraduate and taught postgraduate students) are not eligible for hall residence, and hence they have to secure their own accommodation in Hong Kong. For self-arranged accommodation, please visit [here](#) for more information, or approach the Student Affairs Office at (852)2766 6800 for advice.

Hall Fees

The following hall fees will be charged for the 2025/26 residential year:

- Hall Lodging Fee

Hall lodging fee is payable in two instalments, covering the residential period of 1st and 2nd semesters respectively.

Hall Building	Room Types	Lodging Fee for the Residential Year (29 Aug 2025 – 30 May 2026)
Hung Hom Halls	Double Room	HK\$16,906
Homantin Halls	Double Room	HK\$16,906
	Triple Room	HK\$16,906

- Other Hall Related Fees

Hall Caution Money	Amount
It is chargeable to all students upon the acceptance of hall residential offer. It is refundable on official withdrawal from or termination of hall residence, subject to no claim on hall residence or other hall related charges being outstanding. Any residual amount of the Hall Caution Money after any deduction shall be refunded by the Finance Office in due course.	HK\$700
Hall Function Fee	Amount
It is payable in two instalments, covering the residential period of 1st and 2nd semesters respectively.	HK\$400/ residential year

D. University Health Service

The Campus Clinic provides Primary Health Care for the University Community. Our emphasis is on Healthy Lifestyle and a vision of a Healthy Campus.

Services available to full-time students include medical consultations, emergency care, minor operative treatments, immunisation, certification on health examinations, nursing care and subsidised primary dental care etc. The University Health Service Traditional Chinese Medicine clinic offers general Chinese medicine clinical consultations, acupuncture, manipulation and Chinese medicine granules dispensing service to full-time students. For any concerns related to health issues, you are welcome to book an appointment for medical advice. You are also encouraged to obtain relevant health information from our University Health Service (UHS) website.

Our in-house laboratory is equipped to perform a comprehensive range of investigations, providing timely services in a general practice setting, supporting both clinical and health

surveillance (certification examinations). Furthermore, our Digital Radiography suite provides on-site diagnostic general radiography service to assist in rapid diagnosis and allow one-stop-shop service for our students. Other health care modalities supporting the practice of integrated primary health care are also available.

The focuses on preventive health care and healthy lifestyle are emphasised through Health Promotion and Health Education Programmes. UHS conducts health campaigns covering different health topics throughout the year, such as vaccination campaigns, mental health promotion, cardiovascular health awareness, and more. Additionally, two special clinics, namely Mental Wellness Clinic and Travel Health Clinic, are hosted by UHS which provide additional health services to students in need. Full-time students are welcome to participate our health campaigns which are designed to promote disease prevention and healthy lifestyle practices.

Enquiries and Arrangement for Consultation		
• Website	https://www.polyu.edu.hk/uhs	
• Medical Clinic	2766 5433	Room A001
• Traditional Chinese Medicine Clinic	2766 5553	Room A125
• Dental Clinic	2330 9414	Room GH020

E. Culture Promotion and Events Office

The Culture Promotion and Events Office (CPEO) aims to foster an environment conducive to the development of art and culture on campus and to contribute to the holistic development of PolyU students.

Under the direction of the Culture Promotion Committee, CPEO organises a great variety of art and cultural events and programmes every year, encompassing performing arts, visual arts, film, creative media, literature, history, and cultural heritage. The PolyU Orchestra, PolyU Choir and PolyU Theatre also provide outlets for students to explore their creativity and develop valuable skills. These events and programmes create opportunities for students, staff and alumni to come together and pursue their interests in art and culture.

CPEO also manages the Jockey Club Auditorium (JCA) and the Chiang Chen Studio Theatre (CCST), which are the cultural hubs for the PolyU community.

i. Chiang Chen Studio Theatre

Located on the ground floor of the Chung Sze Yuen Building, the 244-seat Chiang

Chen Studio Theatre is well equipped for conferences, talks, seminars, forums, performances, recitals, ceremonies, and various other activities.

ii. Jockey Club Auditorium

The 1,025-seat Jockey Club Auditorium is a specially designed venue for hosting a multitude of art and cultural events such as concerts, drama productions, musicals, dance performances, film show and variety shows. Conferences, seminars, ceremonies are also frequently hosted in this multipurpose venue. In addition, JCA's spacious Entrance Foyer and Lam Tai Fai Amphitheatre are suitable for indoor and outdoor performances, exhibitions, receptions and gatherings.

With its unique ancient classical theatre design, this facility is second to none amongst other venues in town. From structural to technological designs, all minute details have been carefully planned including provision of spacious legroom and limited wheelchair user spaces.

For further information, please call 2766 7100 or visit CPEO's website at <https://www.polyu.edu.hk/cpeo>.

F. Other Communal Facilities

Communal Facilities

Communal Facilities	Location	Opening Hours	
Hang Seng Bank Limited	Podium level, Shaw Amenities Building	Monday – Friday Saturday, Sunday and Public Holiday	9.00 am – 5.00 pm Closed
ATM	Podium level, Shaw Amenities Building	24 hours a day, 7 days a week	
PolyU Bookshop	Podium level, Shaw Amenities Building	Monday – Friday Saturday Sunday and Public Holiday	10.00 am – 7.00 pm 10.00 am – 5.00 pm Closed
Convenience Store	Podium level, Shaw Amenities Building	Monday – Sunday (including public holiday)	7.00 am – 11.00 pm

The opening hours will be reviewed regularly, please refer to the below link: <https://www.polyu.edu.hk/fo/visitors/campus-wide-facilities> for the latest service updates and opening hours of these campus-wide facilities.

Catering Facilities

Catering Facilities	Location	Opening Hours	
Communal Student Canteen	3/F, Communal Building	Monday – Friday Saturday Sunday and Public Holiday	7.30 am – 8.30 pm 7.30 am – 7.30 pm 9.00 am – 7.00 pm
Communal Staff Restaurant	4/F, Communal Building	Monday – Sunday and Public Holiday	11.00 am – 10.30 pm
Communal Student Restaurant	4/F, Communal Building	Monday – Saturday Sunday and Public Holiday	10.30 am – 8.30 pm Closed
Gourmet Shop	G/F, Shaw Amenities Building	Monday – Friday Saturday, Sunday and Public Holiday	8.00 am – 7.00 pm Closed
H Cafe	Podium level, Block FGHJ Courtyard	Monday – Friday Saturday Sunday and Public Holiday	8.00 am – 8.00 pm 8.00 am – 5.00 pm Closed
Lawn Cafe	G/F and 1/F, Block N	Monday – Friday Saturday Sunday and Public Holiday	8.00 am – 9.00 pm 8.00 am – 6.00 pm Closed
LibCafe	Podium Level, Pao Yue-kong Library	Monday – Saturday Sunday Public Holiday	8.30 am – 11.00 pm 12.00 noon – 10.00 pm Follow Library's Opening Hours
Theatre Lounge	G/F, Chung Sze Yuen Building (adjacent to the Chiang Chen Studio Theatre)	Monday – Saturday Sunday and Public Holiday	11.30 am – 9.00 pm Closed
Staff Club Restaurant	5/F, Communal Building	Monday – Saturday Sunday and Public Holiday	11.00 am – 10.30 pm Closed
VA Staff Canteen	G/F, Shaw Amenities Building	Monday – Friday Saturday Sunday and Public Holiday	7.30 am – 8.30 pm 7.30 am – 7.30 pm Closed
VA Student Canteen	G/F, Shaw Amenities Building	Monday – Friday Saturday Sunday Public Holiday	7.30 am – 8.30 pm 7.30 am – 7.30 pm 9.00 am – 6.00 pm Closed
VA Kiosk	Podium level, Block VA	Monday – Friday Saturday, Sunday and Public Holiday	7.00 am – 9.00 pm 9.00 am – 7.00 pm

Catering Facilities	Location	Opening Hours	
V Cafe	Podium level, Jockey Club Innovation Tower	Monday – Friday Saturday, Sunday and Public Holiday	8.00 am – 8.00 pm 9.30 am – 6.30 pm
W Kiosk	Podium level, Block W	Monday – Friday Saturday, Sunday and Public Holiday	8.00 am – 6.00 pm Closed
X Cafe	Podium level, Block X	Monday – Friday Saturday Sunday and Public Holiday	8.00 am – 7.00 pm 9.00 am – 5.00 pm Closed
Z Restaurant	2/F, Block Z	Monday – Friday Saturday, Sunday and Public Holiday	8.00 am – 7.00 pm Closed

The opening hours will be reviewed regularly, please refer to the below link:

<https://www.polyu.edu.hk/cfso/campus-environment-and-facilities/catering-facilities/catering-outlets> for the latest service updates and opening hours of these catering outlets.

G. Campus Facilities and Sustainability Office

The Campus Facilities and Sustainability Office coordinates and drives campus sustainability efforts through a kaleidoscope of initiatives, publications, online platforms, and action campaigns to nurture the ‘green mindset’ into daily routines and personal behaviours of students and staff. It also communicates with students, staff, and the public on messages, stories, and tips about sustainability and green lifestyle through its [Campus Carbon Neutrality](#) portal and its various online publications such as the [Green Tips](#), [Events](#), and other online platforms.

i. Campus Carbon Neutrality Commitment and Roadmap

The University is committed to achieving carbon neutrality across our campus operations by 2045 – a significant milestone that surpasses the Hong Kong Government's target year of 2050. To foster this goal, the University seeks to cultivate a campus-wide culture of sustainability wherein all community members understand and actively contribute to achieving its ambitious carbon neutrality objectives.

ii. Campus Sustainability Policies, Guidelines and Practices

Policies, guidelines and other Requirements that outline sustainable practices on campus such as green event suggestions, no single-use plastic cutlery arrangement on campus catering outlets, and the banning of sale of plastic bottled water (non-sparkling, unflavored drinking water in any single-serving plastic bottle below 1L)

arrangements are established for students and staff to build a culture of sustainability and take collective actions to develop a sustainable campus. You are welcome to read the details of all these [Policies and Guidelines](#), and all students have a responsibility to follow them.

iii. Building a GREEN mindset

Students are the active change agents in the University and communities. They can take a more active role in advancing sustainable practices in their daily habits and take conscious steps to promote the health of the planet.

As students, you are welcome to become one among us who aspire to 'live green', and to:

- show your love for the environment,
- conserve resources and adopt effective ways to save energy,
- reduce your carbon footprint,
- expand your green knowledge,
- start your green journey and pass on sustainable values to your peers and families, and
- treasure your neighbourhood.

There are many smart and actionable ways to go green and act eco-wise, from dining to being resource-conscious, from saving energy to staying alert to sustainability trends. You are encouraged to read more from the [Campus Carbon Neutrality](#) portal, and take up sustainable practices, encourage your peers to do the same and contribute a lot more to make our world greener.

We also welcome students to join us as [Student Ambassadors](#) to have the opportunity to participate in impactful campaigns to inspire your peers to adopt more sustainable practices. Sign up today and be a champion for the planet!

iv. Campus Sustainability programs, campaigns, and related resources at your fingertips

There are various campus sustainability programs, campaigns, projects, and activities all the year round that welcome student participation. You are encouraged to join these programs which empower your actions towards a carbon neutral campus. These include:

- [PolyU GreenCoin](#): It is an innovative initiative to promote green culture and reward sustainability actions on campus. Current PolyU students can install a dedicated mobile app onto their mobile devices and make use of it to gain and

use virtual credits in the name of Coins. Upon fulfilling specified actions and activities on campus, they can earn and accumulate Coins, which can be exchanged for gifts or specific e-coupons for use in dedicated campus facilities.

- [GreenMap@PolyU](#): It is a convenient web-based tool that introduces the various green features, facilities, and laboratories on campuses or student halls of residence.

v. Two-way communication

We actively reach out to promote the green living culture and sustainability concepts on campus and also welcome feedback from students who are enthusiastic about going green. Students are welcome to send in their questions or views to green.campus@polyu.edu.hk.

vi. Student Lockers

You are eligible to apply for a locker (subject to availability). The lockers are provided for use till the end of the examination period of the Summer Term (subject to change) every year. All users should take note of the rental deadline when their lockers are expected to be vacated for routine cleaning and annual maintenance. For details, please visit [here](#).

H. Health and Safety Office

The Health and Safety Office (HSO) is an executive arm of Vice President (Campus Development and Facilities) to oversee the health, safety and environmental management of the University. HSO is responsible for advising, formulating, monitoring and reviewing health, safety and environmental policies, programmes and procedures in the quest of excellence in learning, teaching and research.

Its services, relevant policies and safety requirements are given in [Appendix 3](#) and the [HSO website](#).

I. Alumni Affairs Office

The Alumni Affairs Office (AAO) works together with academic units and central offices to connect members of the vast PolyU alumni community, providing a wealth of resources and engagement opportunities that begin the moment you arrive on campus as a student and continue long after you graduate.

Please visit the [PolyU Alumni website](#), which features alumni news, benefits, events, stories, and more. Apart from participating in alumni activities, you will also be invited to join alumni associations, interest clubs, and other networks, which serve as a gateway to the global alumni community for networking and personal development. You are also welcome to visit the [Alumni Atrium](#) in the Chung Sze Yuen Building (Core A), a versatile venue that hosts a wide range of events to foster friendship, exchange, and partnerships between alumni and students.

For more information and assistance, please contact AAO at alumni@polyu.edu.hk.



Appendices

Other information such as class and examination arrangements during bad weather, health, safety and environment requirements, and other essential information is here

Appendix 1. Arrangements during Bad Weather

(Applicable to ALL online and face-to-face on-campus classes and examinations)

A. Tropical Cyclone Warning and ‘Extreme Conditions’

Signal No. 1 or 3	
Classes / examinations will be held as scheduled.	
Signal No. 8 or above OR ‘Extreme Conditions’	
For Classes that HAVE NOT YET STARTED	
Signal No. 8 or Above Is Hoisted <i>(as announced by the Hong Kong Observatory)</i> Signal No. 8 or Above Will Be Issued Within Two Hours <i>(as announced by the Hong Kong Observatory)</i> ‘Extreme Conditions’ Are In Force <i>(as announced by the Government)</i>	Class Arrangements [Examples of Class Cancellations at https://polyu.hk/Naytb]
• From 6.30 am but before 12.00 noon	All classes commencing before 2.00 pm will be cancelled.
• At or after 12.00 noon but before 4.30 pm	All classes commencing from 12.00 noon and before 6.30 pm will be cancelled.
• At or after 4.30 pm	All classes commencing from 4.30 pm onward will be cancelled.
Signal No. 8 Is Lowered <i>(as announced by the Hong Kong Observatory)</i> ‘Extreme Conditions’ Are Cancelled <i>(as announced by the Government)</i>	Class Arrangements [Examples of Class Resumptions at https://polyu.hk/xhcni]
• At or before 6.30 am	All classes will be held as scheduled.
• After 6.30 am but at or before 12.00 noon	All classes commencing from 2.00 pm onward will be held as scheduled.
• After 12.00 noon but at or before 4.30 pm	All classes commencing from 6.30 pm onward will be held as scheduled.
• After 4.30 pm	All classes commencing from 6.30 pm onward will be cancelled.
For Classes that HAVE ALREADY STARTED	
Arrangements will be made by Departments to release students to go home as soon as possible.	
Notes for Attention: 1. Announcements made by the Education Bureau are not applicable to the University. 2. The above does not apply to training / clinical placement outside the PolyU campus. Students should follow the arrangements of individual organisations or advice as given by their department.	

For Examinations that HAVE NOT YET STARTED	
Signal No. 8 or Above Is Hoisted <i>(as announced by the Hong Kong Observatory)</i> Signal No. 8 or Above Will Be Issued Within Two Hours From the Commencement of Examinations <i>(as announced by the Hong Kong Observatory)</i> 'Extreme Conditions' Are In Force <i>(as announced by the Government)</i>	Examinations will be postponed.
Signal No. 8 Is Lowered Two Hours Before the Commencement of Examinations <i>(as announced by the Hong Kong Observatory)</i> 'Extreme Conditions' Are Cancelled Two Hours Before the Commencement of Examinations <i>(as announced by the Government)</i>	Examinations will be held as scheduled unless otherwise announced by the University. (Please see details below.)
<p>If Signal No. 8 is lowered OR 'Extreme Conditions' are cancelled:</p> <ul style="list-style-type: none"> • At or before 6.45 am, examinations starting at 8.45 am will be held as scheduled; • At or before 10.30 am, examinations starting at 12.30 pm will be held as scheduled; • At or before 1.15 pm, examinations starting at 3.15 pm will be held as scheduled; • At or before 5.00 pm, examinations starting at 7.00 pm will be held as scheduled. 	
For Examinations that HAVE ALREADY STARTED	
Signal No. 8 or Above Is Hoisted During Examinations <i>(as announced by the Hong Kong Observatory)</i> 'Extreme Conditions' Are Announced During Examinations <i>(as announced by the Government)</i>	Examinations will continue unless otherwise announced by the University.
<p>For revised examination arrangements, please call the Academic Registry telephone hotline (852) 2333 0600 on the following working day after the tropical cyclone warning signal has been lowered.</p>	
Notes for Attention: 1. Announcements made by the Education Bureau are not applicable to the University. 2. The above does not apply to training / clinical placement outside the PolyU campus. Students should follow the arrangements of individual organisations or advice as given by their department.	

(Applicable to ALL online and face-to-face on-campus classes and examinations)

B. Rainstorm Warning

Amber Warning	
Classes / examinations will be held as scheduled.	
Red Warning	
Classes / examinations will be held as scheduled unless the University announces the suspension of these activities.	
Black Warning	
For Classes that HAVE NOT YET STARTED	
The Warning Is In Force <i>(as announced by the Hong Kong Observatory)</i>	Class Arrangements
• From 6.30 am but before 12.00 noon	All classes commencing before 2.00 pm will be cancelled.
• At or after 12.00 noon but before 4.30 pm	All classes commencing from 12.00 noon and before 6.30 pm will be cancelled.
• At or after 4.30 pm	All classes commencing from 4.30 pm onward will be cancelled.
The Warning Is Cancelled <i>(as announced by the Hong Kong Observatory)</i>	Class Arrangements
• At or before 6.30 am	All classes will be held as scheduled.
• After 6.30 am but at or before 12.00 noon	All classes commencing from 2.00 pm onward will be held as scheduled.
• After 12.00 noon but at or before 4.30 pm	All classes commencing from 6.30 pm onward will be held as scheduled.
• After 4.30 pm	All classes commencing from 6.30 pm onward will be cancelled.
For Classes that HAVE ALREADY STARTED	
<ul style="list-style-type: none"> As advised by the Government, people should take shelter in a safe place. Classes will continue unless otherwise announced by the University. If the warning is still in force when classes end, students are advised to stay on campus for their own safety until the warning has been cancelled or the traffic conditions have improved. Students should contact the Campus Control Centre at telephone no. (852) 2766 7666 for assistance when necessary. 	
Notes for Attention: <ol style="list-style-type: none"> Announcements made by the Education Bureau are not applicable to the University. The above does not apply to training / clinical placement outside the PolyU campus. Students should follow the arrangements of individual organisations or advice as given by their department. 	

For Examinations that HAVE NOT YET STARTED	
The Warning Is In Force Within Two Hours From the Commencement of Examinations <i>(as announced by the Hong Kong Observatory)</i>	Examinations will be postponed.
The Warning Is Cancelled Two Hours Before the Commencement of Examinations <i>(as announced by the Hong Kong Observatory)</i>	Examinations will be held as scheduled unless otherwise announced by the University. (Please see details below.)
If the Warning is cancelled: <ul style="list-style-type: none"> • At or before 6.45 am, examinations starting at 8.45 am will be held as scheduled; • At or before 10.30 am, examinations starting at 12.30 pm will be held as scheduled; • At or before 1.15 pm, examinations starting at 3.15 pm will be held as scheduled; • At or before 5.00 pm, examinations starting at 7.00 pm will be held as scheduled. 	
For revised examination arrangements, please call the Academic Registry telephone hotline (852) 2333 0600 on the following working day after the warning has been cancelled.	
For Examinations that HAVE ALREADY STARTED	
<ul style="list-style-type: none"> • As advised by the Government, people should take shelter in a safe place. Examinations will continue unless otherwise announced by the University. • If the warning is still in force when examinations end, students are advised to stay on campus for their own safety until the warning has been cancelled or the traffic conditions have improved. • Students should contact the Campus Control Centre at telephone no. (852) 2766 7666 for assistance when necessary. 	
Notes for Attention: <ol style="list-style-type: none"> 1. Announcements made by the Education Bureau are not applicable to the University. 2. The above does not apply to training / clinical placement outside the PolyU campus. Students should follow the arrangements of individual organisations or advice as given by their department. 	

Appendix 2. Plagiarism

A. About Plagiarism

Plagiarism refers to the act of using the creative works of others (e.g. ideas, words, images or sound, etc.) in one's own work without proper acknowledgement of the source. According to the Webster's Ninth New Collegiate Dictionary (1987), to 'plagiarise' means

[T]o steal and pass off (the ideas or words of another) as one's own: [to] use (a created production) without crediting the source: [to] commit literary theft: [to] present as new and original an idea or product derived from an existing source.

The University views plagiarism, whether committed intentionally or because of ignorance or negligence, as a serious disciplinary offence. Excuses such as "not knowing that this is required" or "not knowing how to do it" are not accepted. It is the student's responsibility to understand what plagiarism is, and take action steps to avoid plagiarism in their academic work. The golden rule is: "if in doubt, acknowledge".

B. Avoiding Plagiarism

Students are required to submit their original work and avoid any possible suggestion of plagiarism in the work they submit for grading or credit. Below are some suggestions on how you can avoid plagiarism in your own work:

i. Use sources with care and respect

- Take careful notes so that you know where you found the information.
- Keep track of all the sources you have used for each assessment/assignment.
- Cite all your sources in your finished work, distinguishing carefully between your own ideas/work and those taken from others.
- Include all your sources in your References or Bibliography section, normally included at the end of the paper.

ii. Find out the expectations of your Department and your teacher

- Different disciplines or professions may have slightly different conventions for citation and referencing. Ask your Department or teacher for the specific citing and reference system or conventions used in your chosen profession/discipline.
- Ask your teacher what type of collaboration and help is permitted for the specific assessment/assignment.

- Observe the rules and regulations about using Generative Artificial Intelligence (GenAI) tools set by your Department, programme, and the subject that you are studying.

iii. Develop your academic skills

- Plan your academic work carefully and start early so that you have time to do your own work.
- Make a work schedule for your work and try to keep to it.
- Study resource materials and attend courses or workshops provided by the University to continually improve your skills in referencing and academic writing.

iv. Be honest, and always do your own work

- Do not attempt to disguise copying from sources, for example, by translating from sources in another language or changing some words of a copied text. Proper referencing is required.
- Do not quote, summarise or paraphrase from sources that you do not fully understand. Always be able to explain what the source means and why it is relevant.

C. Resources and Support Provided to Students

To know more about plagiarism and how to cite sources properly in your work, please refer to the “Student Guide on Academic Integrity” developed by the University at https://www.polyu.edu.hk/ous/docdrive/Academic_Integrity/Student_Guide.pdf.

You can also obtain more information about using sources and referencing styles from the following web page of the English Language Centre of the University at <https://www.polyu.edu.hk/en/elc/independent-learning/language-resources/referencing/>.

The University Library subscribes to EndNote. It is a reference management tool that could be used to effortlessly organise references and generate citations by creating your own EndNote Library. More details can be found at: <https://libguides.lb.polyu.edu.hk/ref-mgt-tools/endnote>. To use library resources and tools properly and ethically, you are encouraged to visit the guide Citation & Avoiding Plagiarism at https://libguides.lb.polyu.edu.hk/academic-integrity/GenAI_and_Plagiarism. A section on GenAI & Plagiarism is available to address academic integrity and the use of GenAI tools, including how to cite GenAI content. For an overview on GenAI tools for research and guidance on their responsible use to uphold academic integrity, you are also encouraged to visit the guide Harnessing GenAI in Your Academic Journey at <https://libguides.lb.polyu.edu.hk/genai-academic/ai-academic-journey>.

Appendix 3. Health, Safety and Environment Requirements

A. University Health, Safety and Environment Policy Statement

The Hong Kong Polytechnic University is committed to providing a healthy and safe environment for its staff members, students, contractors as well as visitors. We will strive to excel in our health, safety and environmental performance continuously by adhering to our Health, Safety & Environment Policy:

- (a) **W**ith emphasis on personal accountabilities, compliance with the laws pertinent to health, safety and environmental protection and the adoption of reputable standards, and the benchmarking with best practices.
- (b) **E**nsure our staff members and students have good awareness of their health, safety & environmental duties and responsibilities.
- (c) **S**ecure adequate resources for acquisition, maintenance and enhancement of health and safety facilities and equipment, and the development and continual enhancement of our health, safety and environmental programmes and procedures.
- (d) **A**ssess risks from our activities and act responsibly to eliminate/mitigate associated health, safety and environmental risks to tolerable levels.
- (e) **F**oster a safety culture, which aims for excellence in health and safety performance.
- (f) **E**quip our staff members and students with up-to-date health, safety and environmental information.

B. Health and Safety Responsibilities of Students

General duties and responsibilities of students are:

- (a) To familiarize themselves with the health, safety and environmental policies and requirements of the University.
- (b) To adhere to applicable health, safety and environmental laws, policies and requirements of the University strictly and actively support their implementation.
- (c) To take reasonable care for health and safety of themselves and other persons who may be affected by their acts or omissions.
- (d) Not to tamper with or misuse any provisions or equipment provided to safeguard their health and safety.

- (e) To report health, safety and environmental issues encountered in their works or studies to their supervisors or HSO.

C. General Laboratory Safety Guidelines

The following guidelines on laboratory safety aim to ensure appropriate health and safety measures would be taken when you are at work in laboratories.

- Ensure familiarity with emergency procedures and the locations of emergency equipment, such as fire extinguishers, emergency showers, and eyewash stations.
- Understand the types of personal protective equipment (PPE) required and use them properly, including wearing of safety glasses and a lab coat in wet laboratories, and appropriate protective gloves when handling hazardous materials.
- Refrain from eating, drinking, smoking, or applying makeup in areas where chemicals or biological agents are present. Laboratory glassware should not be used for food or beverages.
- Be aware of the potential hazards associated with chemicals and consult Safety Data Sheets (SDS) or a supervisor for unfamiliar substances.
- Keep long hair tied back and avoid loose clothing to prevent accidents in the laboratory.
- Clearly label all chemical containers to avoid confusion and potential mishaps.
- Maintain a clean and organized laboratory environment by removing clutter, trash, and unused chemical containers.
- Utilize safety equipment like fume hoods or biosafety cabinets to minimize exposure to gases, vapors, and aerosols.
- Avoid distracting or startling others in the laboratory, as practical jokes and horseplay are strictly prohibited.
- Adhere to proper disposal procedures for chemical and biological waste to ensure environmental safety.
- Practice good hygiene by washing hands and forearms with soap and water before exiting the laboratory.
- In the event of a fire or accident, stay away from the scene and do not interfere unless you are designated to manage the emergency.

D. Guidelines for Use of Hazardous Chemicals

Hazardous chemicals, in general, refer to substances which may be harmful to humans or the environment due to their chemical properties.

Students must have completed proper training in chemical safety before handling hazardous chemicals. They should exercise proper precautionary measures in accordance with the hazards of the concerned chemicals. This includes the execution of and compliance to safe work practices such as proper chemical storage, protective equipment selection, and waste disposal procedures. The Safety Data Sheets (SDS) of the concerned chemicals may provide further information and should be made readily available.

Purchase of hazardous chemicals, like dangerous goods and controlled substances which are under the regulatory control of local authorities must be arranged via HSO. A central database and procurement system has been established by HSO for the management of the purchases, storage, handling, and disposal of these substances in PolyU.

For further details on chemical safety rules and procedures, please visit our website: <https://www.polyu.edu.hk/hso/hs-topics/chemical-safety/>

E. Guidelines for Use of Biological Agents and Animals

Biological agents, in general, refer to substances made from an organism, its products, or a virus which may cause ill health effects to humans.

Students must have completed proper training in biological safety before they are allowed to work with biological agents. They should exercise relevant biological safety precautionary measures in accordance with the biohazardous natures of the concerned biological agents. It includes good microbiological techniques, use of biosafety equipment and personal protective equipment, as well as the proper disposal of the resulting wastes.

Regarding the use of animals for research experiments, students who intends to house their animal subjects and/or performs experiments with their subjects in the Centralised Animal Facilities (CAF) must seek prior authorization from the CAF before commencement of their projects. They must have completed basic animal handling training provided by CAF and conversant with the techniques, like animal restraining, injection and organ/tissue collection, etc.

For further details on biological safety rules and procedures, please visit our website: <https://www.polyu.edu.hk/hso/hs-topics/biological-safety/>

F. Guidelines for the Operation of Irradiating Apparatus and the Handling of Radioactive Substances

Since the operation of irradiating apparatus (such as X-ray equipment) and the handling of radioactive substances are subject to stringent regulatory control by the laws of Hong Kong, undergraduate students are not allowed to operate or handle them unless they are under the direct supervision of the technical staff of the laboratory or the responsible academic staff. For postgraduate students, they must have completed proper training and registered with the HSO before they are allowed to handle these radiation sources. In certain cases, registration with the Government through the HSO is necessary.

For further details on radiation safety rules and procedures, please visit our website:
<https://www.polyu.edu.hk/hso/hs-topics/radiation-safety/>

G. Guidelines for Use of High-power Laser Equipment

Improper use of high-power laser may result in irrecoverable injury, especially to our eyes or skin, and even death in extreme case. Hence, it is the policy of the University to require all high-power laser equipment (i.e. class 3b or above) to be registered with the HSO.

For users who are undergraduate students, they must be under the direct supervision of the technical staff of the laboratory or the responsible academic staff whenever the high-power laser equipment is energised. For postgraduate students, they must have completed proper laser safety training before they are allowed to operate the laser equipment.

Besides, the users must not tamper with the safety interlocks, if any, of the laser equipment and must always comply with relevant safety procedures.

For further details on laser safety rules and procedures, please visit our website:
<https://www.polyu.edu.hk/hso/hs-topics/laser-safety/>

H. Emergency Contact and Other Useful Telephone Numbers

24 hours	2766 7999
Campus Control Centre	2766 7666
Health and Safety Office	3400 8396
University Health Service	2766 5433