

To : All New Research Postgraduate (RPg) Students
From : Dean of Graduate School (GS)
c.c. : Vice President (Education)
Vice President (Student and Global Affairs)
Vice President (Research and Innovation)
Associate Dean (GS) and all GS Colleagues
FRC/SB Chairs and Secretaries
D/SRC Chairs and Secretaries
All Academic Staff
Director of Finance (FO), Ms Hilda Ling (FO), Ms Vivien So (FO), Ms Isabella Wu (FO), Mr Christopher Lai (FO)
Director of Human Resources (HRO)
Registrar (AR), Ms Jane Wong (AR), Ms Wanda Chow (AR), Mr Billy Cheung (AR), Mr Jacky Tam (AR)
Dean of Students (SAO), Mr Jeffrey Lee (SAO), Mr Ryan Yuen (SAO)
Director of English Language Centre (ELC), Ms Eunice Hau (ELC), Ms Belle Choi (ELC), Ms Polly Chan (ELC)
Date : 7 March 2022
Subject: Commencement of 2021/22 academic year, Summer Term – New RPg students

Dear all new RPg students

A warm welcome to The Hong Kong Polytechnic University. In order to better prepare you to embark on your research postgraduate study in Hong Kong, the Graduate School would like to remind you of the following key issues:

Learning and Teaching

Please refer to the announcement from Vice President (Education) on [Learning, Teaching and Assessment \(LTA\) Arrangements for Summer Term, 2021/22](#). You are also required to observe the latest arrangement on LTA announced by the University from time to time.

- 1) You should consult your Chief Supervisors with regard to your study plan. For subject registration, Chief Supervisor's prior approval must be sought before any subject registration. Please refer to the Academic Registry website for the [details](#) and [guide](#) for subject registration.
- 2) All new RPg students are required to undergo a [Research Language Skills Assessment \(RLSA\)](#). The English Language Centre (ELC) will notify you of the RLSA arrangement in due course.

Please note that you will be informed of the RLSA result in Summer Term so that you would know if you will be required to take English enhancement subject(s). You are advised to enrol in the English enhancement subject(s) only after obtaining the result of the RLSA.

ELC will arrange the result announcement within eight weeks after the test.

Issuance of Stipend or Assistantship

New RPg students will only receive stipend or assistantship under Teaching Postgraduate Studentship Scheme (TPS), if applicable, upon your commencement of study at PolyU in Hong Kong. New RPg students admitted in Summer Term of 2021/22 should report your commencement of study at the General Office of your host departments/schools **on or before 3 May 2022** in order to facilitate the payment arrangement for stipend / assistantship for the entire month of May 2022.

In view of the development of COVID-19 in Hong Kong, if new RPg students have any difficulties to report in person at PolyU on or before 3 May 2022, they can choose to commence study online. Approval by the Chief Supervisor and the DRC must be sought in advance. However these students will start to receive the stipend or assistantship from the first day of the following month after report commencement of study in person at PolyU. Please therefore communicate well with your host department with regard to your commencement date to avoid any misunderstanding.

Notes to Academic/Host Departments

As the above arrangements for learning and teaching are in place, academic departments are requested to keep an accurate record of new RPg students' commencement date in Hong Kong and Chief Supervisors' approval for students' subject registration.

Useful Information for New RPg Students

A checklist of [useful information for new research postgraduate students](#) is prepared to assist you to settle in and embark on your research postgraduate study at PolyU. The University will have updates from time to time, please keep check your Notice of Offer via [eAdmission](#) and [GS website](#) to receive the latest information.

Should you have enquiries, please contact the corresponding Departments/Offices as follows:

About the RPg teaching, learning and assessment arrangements:

Chief Supervisors or the General Office of the Host Departments

Contact details: https://www.polyu.edu.hk/aradm/rpg/rpg_dept_contacts.pdf

About issuance of stipend/assistantship:

Graduate School (GS)

Telephone number: (852) 3400 3635; email: gs.enquiry@polyu.edu.hk

Thank you.

Professor CAO Jiannong
Dean of Graduate School