

To : All New Research Postgraduate (RPg) Students
From : Dean of Graduate School (GS)
C.c. : CMT
CMT Offices
Associate Dean (GS)
FRC/SB Chairs and Secretaries
D/SRC Chairs and Secretaries
All Academic Staff
Director of Finance (FO), Ms Hilda Ling (FO), Ms Louisa Wong (FO), Ms Vivien So (FO), Ms Isabella Wu (FO), Mr Christopher Lai (FO)
Director of Human Resources (HRO)
Registrar (AR), Associate Registrar (Student Services, AR), Ms Wanda Chow (AR), Mr Billy Cheung (AR), Mr Jacky Tam (AR)
Dean of Students (SAO), Associate Dean (Student Resources and Support Section, SAO), Mr Jeffrey Lee (SAO), Ms Liza Wong (SAO)
Director of English Language Centre (ELC), Ms Eunice Hau (ELC), Ms Belle Choi (ELC), Ms Polly Chan (ELC)
GS Colleagues
Date : 9 March 2023

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 [Full Resumption of Face-to-face Learning, Teaching and Assessment \(LTA\) Arrangements](#). 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 about your study plan. You must seek your Chief Supervisor's prior approval before subject registration. Please refer to the Academic Registry website for the [details](#) and [guide](#) for subject registration.
- 2) You are required to undergo a [Research Language Skills Assessment \(RLSA\)](#). The English Language Centre (ELC) will notify you of the RLSA arrangement by email in due course.

ELC will announce the RLSA result within eight weeks after the test. You are advised to enroll in the English enhancement subject(s) only after obtaining the RLSA result.

Report Commencement of Study

You are required to report your study commencement at the General Office of your host departments/schools **on or before 2 May 2023**. When reporting at the host department/school, you must present a student card issued by the Academic Registry and an activated valid visa (if applicable).

If you are a scholarship holder, you will receive stipends for the entire month of May 2023 only after you report your study commencement at PolyU by the specified date above.

Advice on Travel to Hong Kong

RPg students who are currently outside Hong Kong should arrive in Hong Kong well in time for the start of Summer Term, 2022/23. When you plan your trip, please refer to the HKSAR Government's latest [Arrangements for Inbound Persons](#) and make advance arrangements as appropriate. Non-local students who

require student visas or other entry visas in order to study in Hong Kong should pay attention to the lead time for visa activation by the Hong Kong Immigration Department.

Notes to Host Departments/Schools

Host departments/schools 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

Please read the checklist of [useful information for new research postgraduate students](#) to assist you to settle in and embark on your RPg study at PolyU. The University will have updates from time to time, so please keep checking 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/schools

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

About support to non-local student services

Non-local Student Services Team, Student Affairs Office (SAO)

Website: <https://www.polyu.edu.hk/sao/student-resources-and-support-section/non-local-student-services/introduction/>

Telephone number: (852) 2766 5408; email: nls.services@polyu.edu.hk

About stipend issuance:

Graduate School (GS)

Telephone number: (852) 2766 5020; email: gs.fees@polyu.edu.hk

Thank you.

Professor CAO Jiannong
Dean of Graduate School