

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)  
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 : 1 November 2023  
Subject: Commencement of 2023/24 Academic Year, Semester Two – New Research Postgraduate  
Students

Dear all new Research Postgraduate 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**

- 1) **Online Programme Registration:** Please complete the online programme registration via [eAdmission](#) from 13 December (Wednesday) to 28 December 2023 (Thursday).
- 2) **Subject Registration:** 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](#), [schedule](#) and [guide](#) for subject registration.
- 3) **Research Language Skills Assessment (RLSA):** You are required to undergo an [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 department/school in person **on or before 2 January 2024**. 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 January 2024 only after you report your study commencement at PolyU by the specified date above.

If you have genuine difficulty, you may defer the commencement of study to the start of Summer Term of 2023/24 (i.e. 1 May 2024, report on or before 2 May 2024), the latest, subject to the prior agreement of the host department/school.

### **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.

[The Orientation materials](#) and [the Research Student Welcome Guide 2023/24](#) provide handy information for navigating PolyU's vibrant research and living environment. You are welcome to collect a printed version of the Welcome Guide at the GS's office (Room M1402, 14/F, Li Ka Shing Tower) with your student card.

### **Advice on Travel to Hong Kong**

Students who are currently outside Hong Kong should arrive in Hong Kong well in time for the start of Semester Two of 2023/24. When you plan your trip, please read the [pre-departure notes and guide video](#) 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 Hong Kong PhD Fellowship (HKPFS) Students**

HKPFS students have to follow the Research Grants Council (RGC) policies governing research studies and residence requirements. If you have difficulty starting your study at the PolyU campus in Semester Two of 2023/24, you should apply for academic/non-academic leave or deferment of study. Please submit your application with strong justifications **by 15 November 2023** via your Chief Supervisor and your D/SRC for the RGC's approval.

### **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.

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](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](mailto:nls.services@polyu.edu.hk)

#### **About stipend issuance:**

Graduate School (GS)

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

Thank you.

Professor CAO Jiannong  
Dean of Graduate School