

To : All New Research Postgraduate (RPg) Students
From : Dean of Graduate School (GS)
C.c. : CMT
CMT Offices
Associate Deans (GS)
FRC/SB Chairs and Secretaries
D/SRC Chairs and Secretaries
DoRPgS
All Academic Staff
Director of Finance (FO), Ms Jane Fok (FO), Ms Louisa Wong (FO), Ms Vivien So (FO), Ms Isabella Wu (FO), Mr Christopher Lai (FO)
Registrar (AR), Associate Registrar (Student Services, AR), Ms Wanda Chow (AR), Mr Billy Cheung (AR)
Interim Dean of Students (SAO), Section Head (Student Resources and Support Section, SAO), Mr Jeffrey Lee (SAO), Ms Liza Wong (SAO)
Interim Director of English Language Centre (ELC), Ms Eunice Hau (ELC), Ms Belle Choi (ELC), Ms Polly Chan (ELC)
GS Colleagues
Date : 10 November 2025

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:

Programme Registration and Report Commencement of Study

- 1) **Online Programme Registration:** Please complete the online programme registration via [RPgAdmission System](#) by **31 December 2025**. Before proceeding with registration, please read the important notes under Point 2. **All fees paid will not be refunded after completion of the programme registration.**
- 2) **Reporting 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 2026**.

When reporting to 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 2026 only after you report your study commencement at PolyU by the specified date above. **Scholarship holders who report after 2 January 2026 will receive a pro-rata stipend for January based on the actual reporting date, with payment issued by late February 2026.**

Important notes:

- (i) If you cannot report on time, please consult with your Chief Supervisor and the [host department/school](#) before proceeding with the online programme registration.
- (ii) If you cannot complete the programme registration and/or report commencement of study on time, you are required to submit an application with supporting documents and obtain approvals from the Chief Supervisor and the Director of Research Postgraduate Studies (DoRPgS) of your host department/school. The latest reporting date should not be later than 30 January 2026, which is the last working day of January. You will be required to complete the [Undertaking Proforma](#) when you report to the General Office of your department/school.
- (iii) If you will not be able to commence study in Semester Two and defer commencement of study to Summer Term, 2025/26 (i.e. 1 May 2026) after completion of programme registration, you have to apply for deferment of study by completing and submitting [Form GSB/22](#) to your host department/school for approval **by 29 December 2025**. In this situation, the deferment of study will be counted in the total cumulative period of deferment during your normal study period. Please refer to the [RPg Student Handbook – Deferment of Study](#) for more details on the application and guidelines.

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 2025/26, you should apply for academic/non-academic leave or deferment of study. Please submit your application with strong justifications **by 17 November 2025** via your Chief Supervisor and your host department/school for the RGC's approval.

Key Dates

Date	Action Required
By 17 November 2025	(For HKPFS students) Apply for academic/non-academic leave or deferment of study if needed
By 29 December 2025	Apply for deferment of study if failure to commence study in Semester Two after online programme registration
By 31 December 2025	Complete online programme registration via RPgAdmission System
By 2 January 2026	Report commencement of study at the General Office of the host academic department/school - Students shall submit an application for late programme registration and/or reporting to the academic department/school if they fail to complete on time

Learning and Teaching

- 1) **Subject Registration:** You should consult with 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.
- 2) **Academic Integrity and Ethics (AIE) Subjects:** You are required to pass a compulsory one-credit [AIE subject](#) that best suits your research studies within your first study year, and report the AIE completion status in your first [annual progress monitoring exercise](#).
- 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. Based on the RLSA result, you will be assigned to complete zero to two English Enhancement Subjects (ranging from 0 to 5 credits) before thesis submission.
- 4) **Outbound Activities:** If you need to conduct research activities outside Hong Kong, e.g. presenting a paper at a conference, undertaking a field/study trip, collecting data, etc., please seek your Chief Supervisor's prior approval for leave of absence.
- 5) **Study on Campus:** Full-time students and students receiving stipends should be studying in Hong Kong unless they have obtained prior approval for the leave of absence as mentioned in point 4.

Fee Payment

Please settle the fees for Semester Two, 2025/26 by the payment deadline as stated in the debit note issued by the Finance Office (if any). Delayed payment of fees will result in a postponement of stipend issuance for scholarship holders.

Useful Information for New RPg Students

Please read the checklist of [useful information for new research postgraduate students](#) to assist you in settling in and embarking on your RPg study at PolyU. The University will have updates from time to time, so please keep checking announcements via [RPgAdmission System](#) 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:

- General Office of the host departments/schools:

https://www.polyu.edu.hk/gs/docdrive/Others/rpg_dept_contacts.pdf

- List of DoRPgS:

<https://www.polyu.edu.hk/gs/current-students/directors-of-research-postgraduate-studies/>

About 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/>

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

About student finance and fees:

Graduate School (GS)

Telephone number: (852) 3400 3622; email: gs.fees@polyu.edu.hk

Thank you.

Professor WANG Zuankai

Dean of Graduate School