PolyU International Student Exchange

Start Up Guide
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Pre-Arrival

1. To-do’s before Departure

☐ Check if your passport and Hong Kong visa are ready with you
☐ Submit the Pre-departure Form on the application system
☐ Arrange accommodation (refer to email on housing application)
☐ Submit the Subject Registration on the application system (refer to email on Subject Registration)
☐ Activate your PolyU accounts – (refer to 8C. eStudent)
☐ Make a budget plan for yourself and ensure your cash flow

2. Your Visa Package

You will receive a visa package from the International Affairs Office (IAO) which includes:
1. Your Hong Kong Student Visa Label
2. Your original Admission Letter for the Student Exchange / Study Abroad Programme
3. A note on student visa from IAO
4. A letter issued by an Immigration Officer on behalf of the Director of Immigration
   You can find the visa reference number and the name and contact information of the responsible Immigration Officer on this letter. Please keep this letter with you as you may seek direct assistance from this Officer if necessary. (see below)

5. Other documents relevant to your study at PolyU.

The Student Visa must be validated when you enter Hong Kong. Please refer to next section for details.
Arrival

3. Entering Hong Kong & Visa Validation

When entering Hong Kong, please validate your Student Visa by following below steps:
1. Remember to affix the visa label on an empty page of your passport.
2. Show the student visa label to the Immigration Officer when you enter Hong Kong.
3. The Immigration Officer will give you a stamp ‘Journey Completed’ on the label:

4. And a piece of Customs Receipt stating your visa type, arrival date, and the expiry date of your visa. Affix this Receipt on an empty page of your passport next to your visa.
5. Double check whether the visa status is “Student”.
6. Double check whether the expiry date of visa is after the end of your exchange period.

It is very important that you get the visa stamped and obtain the piece of Customs Receipt stating “Student” visa from the Immigration Officer at Customs. Without them, your visa is not validated and you will NOT be allowed to register as a student in Hong Kong.
If you will collect your visa upon arrival in Hong Kong, you are required to travel to Macau and re-enter Hong Kong in order to activate the visa.

**Directions to Macau**

1. Take MTR from Hung Hom to East Tsim Sha Tsui
2. Walk from East Tsim Sha Tsui MTR Station to Tsim Sha Tsui MTR Station A1 Exit
3. Walk along Haiphong Road
4. Turn right to Canton Road
5. Arrive at HK China Ferry Terminal located inside China HK City

*Ferry departs every 30 minutes.*
Important Notes about the Student Visa:

• You may NOT collect your student ID card without a valid and activated student visa.
• Without the validated student visa, you will not be allowed to attend classes.
• If you receive the Hong Kong Student Visa upon arrival or you have not validated your student visa in the first place, then you must exit and re-enter Hong Kong in order to validate your visa before commencement of the programme. Easiest way to validate your visa is a round-trip to Macau.
• Even though the visa label says it is ‘Good for a single journey’, your student visa and the Customs Receipt allows multiple entries to HK during the approved period.
• As a student visa holder, you are NOT allowed to work, paid or unpaid, even on voluntary basis. If you wish to work for charity, you may try to seek special approval from the Immigration Department. To do so, please (1) inform IAO, and (2) contact the Immigration Officer who approved your student visa. If you wish to take up an internship after your exchange study at PolyU, please (1) inform IAO; (2) inform your home university; (3) seek advice from the Immigration Officer who approved your student visa; and (4) ask the potential employer to assist you with the application of an employment visa.

4. Arrival Dates

You are suggested to arrive in Hong Kong before the registration and orientation is held and take note of the earliest check-in date at PolyU Student Halls of Residence. Upon arrival in Hong Kong, you should check-in at the PolyU Student Halls of Residence first, and then attend the registration and orientation per our advised schedule. If you may arrive before the earliest check-in date at Student Halls of Residence, you will have to arrange your own accommodation before you may move in the Halls.

5. Getting to PolyU

Arriving Hong Kong

Whether it is by air or rail, the first thing you need to do upon your arrival is to get to your new home! Hong Kong is a very accessible city and we have a well-developed public transportation network to help you get around.

If you have been confirmed accommodation with PolyU, you will be staying in the PolyU Student Halls of Residence in Hung Hom (Hung Hom Halls) during your semester with PolyU. The Hung Hom Halls is located at 1 Hung Lai Road, Hung Hom, within 15-minute walk from the Core P of PolyU campus via a covered footbridge.

From the airport to Student Halls of Residence (Hung Hom)

If you are flying in from overseas, there are a number of ways for you to get from the Hong Kong International Airport to the Student Halls of Residence (Hung Hom Halls).

• By Airport Express and Taxi
You can take the Airport Express Train from the airport to Kowloon Station. The ride costs HKD90 and takes about 20 minutes. From Kowloon station, you can take a taxi to the Student Halls of Residence directly which costs you HKD70 – HKD80 and take about 20 minutes.

- **By Bus**
  You can take the airport bus A21 to Hung Hom Railway Station, then either take a taxi or walk to the Student Halls.

- **By Taxi**
  You can also take a taxi from the airport directly to the PolyU Student Halls of Residence (Hung Hom Halls). Please make sure you take an "urban" taxi (red in colour). This will cost you about HKD380 and will take about 35 - 45 minutes. There is an additional charge for baggage at HKD5 per piece, excluding personal hand baggage.

For details, please refer to the [map](#) and [video](#) on how to get to the Student Halls of Residence.

Address of the Hung Hom Halls in Chinese is as below for your reference:
香港理工大學學生宿舍 (紅磡), 九龍紅磡紅荔道 1 號

All of you are assigned a PolyU student as your buddy, you may check with your buddy to see if s/he is available for the airport pickup. Even if your buddy is not available, it’s easy to travel from the airport to the Student Halls via public transportation network.

6. **Accommodation at PolyU**

   **Earliest check-in date:**
   2017/18 Semester 1 – 29 August 2017 (Tuesday)
   2017/18 Semester 2 – 11 January 2018 (Thursday) [Tentative]

   **Check-in time:**
   10am – 10pm, except lunch break (1pm – 2pm) and dinner break (7pm – 8pm)

   For check-in after 10:00pm, you **must inform Halls (sahall@polyu.edu.hk) two days in advance.**

   The Halls will then send you a confirmation email acknowledging your late arrival and arrange a temporary Smartcard for you. You can collect the Smartcard at Facilities Management Office (FMO) next to the car park entrance of Halls. Here is the location of FMO:

   The temporary SmartCard will be invalid after 24 hours. To extend it, students must go to the Hall Reception to complete formal check-in procedures on the following day. Otherwise, they will be barred from access to the Halls and to their rooms.

   **Lodging Period:**
   2017/18 Semester 1 – 29 August 2017 to 07 January 2018
   2017/18 Semester 2 – 11 January 2018 to 01 June 2018 [Tentative]
Should you need accommodation in Hong Kong outside this period, please be reminded to make your own arrangement before you depart to Hong Kong.

**Rooms:**
The accommodation is a double-occupancy room where you will be assigned to share with a roommate of the same gender. Two rooms share one private bathroom with toilet and shower facilities.

The Student Halls will only provide mattress. You can buy the bed sheet, pillow, quilt/blanket easily in the nearby markets of the Student Halls, or bring your own with you.

The Hung Hom Halls contain a grand dining hall, a fitness room, a band room, piano practice rooms, activity rooms, a landscaped garden and a 25-meter swimming pool. All student rooms are equipped with LAN ports, air-conditioners & furniture. There are common areas and pantry on each floor. Laundry and other facilities are also available in the Halls. For air-conditioning and laundry, you can top up value on your Student ID card for use. Please check this [website](#) for the facilities and services of student hall.

**Your Own Off-campus Accommodation**
Please check for directions to your off-campus accommodation before you depart for Hong Kong and have your address in Chinese ready in case you need to ask for directions.

Please remember to inform IAO of your address once it is confirmed.
7. Registration & Orientation (2017/18 Semester 1)

To prepare for your stay and study here, IAO will help you with the official registration to the PolyU Student Exchange / Study Abroad Programme on the scheduled date and time below upon your arrival. An Orientation and President’s Welcome and Commencement Ceremony will be arranged on the following day. All participants are required to attend.

<table>
<thead>
<tr>
<th>Registration</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>When:</strong> 9:30am – 12:30pm on 31 August 2017 (Thursday)</td>
</tr>
<tr>
<td><strong>Where:</strong> 16/F, Li Ka Shing Tower (Core M), PolyU</td>
</tr>
<tr>
<td><strong>What to bring:</strong> ✓ Your actual Passport with a validated Hong Kong Student Visa and Customs Receipt (specifying the visa type “Student” and expiry date). ✓ Payment receipt of AS Caution Money (HK$390.00) – * Please refer to the next few pages for the instructions on debit note, and make sure you print the Debit Note before you depart from home. * Please settle the payment by cash with your printed Debit Note at Hang Seng Bank on campus and obtain the payment receipt. * After payment, kindly write down your full name and student ID number on the receipt. ✓ A printed copy of AS Caution Money Debit Note</td>
</tr>
</tbody>
</table>

| Orientation and Welcoming Party |
| **When:** 9:30am – 10:30am on 01 September 2017 (Friday) |
| **Where:** V322, 3/F, Jockey Club Innovation Tower (V) |

| President’s Welcome and Commencement Ceremony |
| **When:** 11:00am – 12:30pm on 01 September 2017 (Friday) |
| **Where:** Jockey Club Auditorium (JCA) |

Campus map: [http://www.polyu.edu.hk/fmo/eMap/map.php](http://www.polyu.edu.hk/fmo/eMap/map.php)

**Registration:**
We will check your passport details, validation of student visa, Customs receipt expiry date and the payment of AS caution Money. Please have these items ready with you when attending the Registration. Your PolyU student ID card and other relevant documents/package will be distributed to you once registration has been completed.

**Note:** You will NOT be able to collect your student ID should there be any outstanding payment (e.g. caution money or tuition fee for study abroad student), or outstanding documents (e.g. insurance documents as required on the pre-departure form).

**Late Arrival:**
If you already know that you will arrive late and miss the registration and orientation sessions, please notify IAO in advance. After checking in at the student halls / settling in your off-campus accommodation, please bring along your **passport with the validated student visa, customs receipt and the AS Caution Money payment receipt** and visit IAO in M1601, Li Ka Shing Tower for registration immediately. Opening hours of IAO is 9.30am – 12.30pm & 1:30pm – 5:30pm, Monday to Friday, except on public holidays. Without completing the official registration, you will not be allowed to start your studies at PolyU.
8. **AS Caution Money and PolyU Student ID Card**

**PolyU Student ID card** gives you access to facilities on campus including canteens, Pao Yue-kong Library, Computer Centre, Sports Centre and the University Health Service. Upon the completion of registration with IAO, you will receive your PolyU Student ID card.

**AS Caution Money** is a deposit for the PolyU student ID card and for using PolyU facilities. It is refundable provided there is no outstanding claim at the end of the semester. The payment has to be made before collecting the Student ID card at the Registration.

**Payment Method** – *for exchange students, only payment by cash* at the Hang Seng Bank on campus is accepted and students must obtain the receipt from the bank. Please follow the instructions below:

1. Go to [https://www40.polyu.edu.hk/fosae/](https://www40.polyu.edu.hk/fosae/)

Log in with your PolyU NetID. To activate your PolyU NetID and email account, please refer to 9A. *PolyU NetID*. 
2. Click on ‘Enquire Debit Note and Print Receipt’

Click on ‘Enquire Debit Note and Print Receipt’

3. Click on the button indicated below to generate the debit note for yourself.

Click “B” to print debit note

Please DO NOT select these options
4. A new window will pop up with your debit note (sample as shown below). Please print out the debit note, and note that:

- You will NOT be able to settle the payment if you cannot present the print-out of this debit note; and
- You will NOT be able to collect your PolyU student ID if the HKD390 caution money is not settled.

5. Please make the payment by cash at Hang Seng Bank on campus (refer to campus map).
6. Should the payment be successful, you will receive a bank-in slip from the bank:

<table>
<thead>
<tr>
<th>Transaction Type</th>
<th>Account No.</th>
<th>Amount</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deposit</td>
<td>280-277475-002</td>
<td>HK$390.00CR</td>
<td>2833750</td>
</tr>
</tbody>
</table>

Please write down your **full name** and **student ID number** on the bank-in slip.

**Location of Hang Seng Bank on Campus**

Podium, Shaw Amenities Building (VA)
9. PolyU Student Accounts

An email informing you of the PolyU Student ID number and the log-in for PolyU email and student accounts should have been sent to you.

If you have not activated your PolyU accounts yet, you may follow the instructions here to complete the account registration. If you have any difficulty activating your accounts, please email to itopenvw@polyu.edu.hk stating your full name and PolyU Student ID for enquiry.

The PolyU Student Accounts helps to facilitate your learning and studies at PolyU.
(1) **PolyU Net ID** allows you to log in the systems, portals and the WIFI connection at PolyU.
(2) **PolyU Connect Email Account** is the official university email address for the University to communicate with you and for you to receive latest information at PolyU.
(3) **PolyU eStudent** is the official student portal where you can update your personal information and to check your academic matters.

A. PolyU NetID

Go to PolyU homepage: [www.polyu.edu.hk](http://www.polyu.edu.hk)
Click on ‘New Student’

Click on ‘NetID Registration’
Select “Student”. Enter your PolyU student ID number e.g. “17012345X” then click ‘Submit’

Please refer to Admission Letter; stream not included e.g. If your programme stream is ‘02002-MKT’, please key in only ‘02002’

Fill in the blanks and click ‘Submit’
Read the terms and click ‘Accept’

Create your own ‘password’ and re-enter to confirm

Fill in the blanks and click ‘Submit’
Upon submission of the form, you will receive a confirmation email from PUsecure IM System (itopenvw@polyu.edu.hk).
Go to PUsecure Identity Portal (IdPortal)
https://idportal.polyu.edu.hk/IDMProv/portal/cn/GuestContainerPage/Welcome

Click ‘Manage NetID’

Your ‘NetID’ should be your student ID number, e.g. 17012345X

‘NetPassword’ is the password you have created at the NetID Registration stage
B. PolyU Connect Email

To log in to PolyU Connect email, go to www.outlook.com/connect.polyu.hk

Initial Password for PolyU Connect

Your Window Live ID is your PolyU email account, e.g. 17012345X@connect.polyu.hk

Use the Initial Password for PolyU Connect
You have successfully activated your PolyU email account!

Use the new password you have created

Your Window Live ID is your PolyU email account, e.g. 17012345X@connect.polyu.hk

Click ‘Sign in’

When you have logged in, you will need to change your password
C. eStudent

On eStudent, you may check / update your personal information on the PolyU record, such as check the subject information, your registered subjects, personal timetable and exam information.

The NetPassword should be the password you have created when activating your PolyU IdPortal.

Check / Update Personal Details

1. Enter the URL:  
   http://www.polyu.edu.hk/student

2. Input your NetID and NetPassword and click ‘Login’

1. Click on “Personal Details” on the home page
2. Check your personal information and click ‘Update’
3. Edit Contact Information and Emergency Contact here, tick the 'Declaration box' and click 'Submit'
4. Click ‘Confirm’
Check on Subject Information (such as class schedule, synopsis, class format, etc)

1. Click on ‘Subject Search’

2. Enter the search criteria ‘by subject’ OR ‘by programme’ and click ‘Search’

Search Result
Viewing the search results:

(I) Click on the “Subject Code” in the search result, e.g. AMA355:

3. You may view the subject synopsis (if available) by clicking ‘Synopsis’

4. You may view the subject constraints (if any) by clicking here
(II) Clicking “View” button under “Class Timetable”, “Timetable Details” will display

5. You may view the timetable details by clicking on ‘View’
Check your registered subject and personal / exam timetable

You may view your registered subjects and timetable from this page.

Under the panel ‘My Timetable’, click on ‘Class Timetable’

Exam Timetable

You may print your subject timetable by clicking here
Life at PolyU and in Hong Kong

10. Academic Matters

Subject Enrolment Timetable

Your submitted subject registration form will be passed to your host academic department for processing. They will inform you the subject registration result via email directly latest 1 week before the commencement of the semester.

You may also log in to eStudent page to check your registered subjects and timetable. Please note that your subject registration is processed manually and it takes time for your host academic department to register all subjects for you.

Add/drop period

If you wish to make any changes to your subjects, please contact your host academic department directly as they take care of all your subject enrolment. The contact person at your host department is listed in the next section of this guide. Please also carbon copy IAO on the email to the host department so we may offer assistance where necessary.

Scenario of Failed Subject Enrolment

Please note that you may not be able to enroll in all of your preferred subjects. There are 2 common scenarios:

1. The class is full.
   You may want to look up another subject. If that is not an option, please explain to your host department your needs, with the support from your home university, if applicable (e.g. an email from your professor saying that you must take certain subjects at PolyU, etc).

   Please ask your host department if:
   a. it is possible to put you on the waiting list; and/or
   b. you should contact the subject lecturer directly. NOT all lecturers welcome direct inquiry from students, kindly check with your host department first.

2. You do not meet the pre-requisite for the subject.
   If you think the subject(s) you have taken is similar to the pre-requisite(s) or have the background knowledge of the subject(s), please explain to your host department by providing supporting documents, e.g. recommendation from your professor(s) back home, syllabus of
the subject(s) that are similar to the pre-requisite(s) or background knowledge of such subject(s). Supporting document is crucial. Pleading alone will not work.

Unless it is critical, you are NOT recommended to make any change (e.g. drop extra subject, change tutorial group, etc) after submitting your selection and before receiving timetable. You can modify your subject enrolment and timetable during the add/drop period from 4 to 16 September 2017 for Semester 1, 2017/18.

IMPORTANT NOTES:

Please be reminded to copy IAO on ALL your correspondences with the host academic department about your subject enrolment. It is best for you to liaise with the department given that you know your need and situation, but it is easier for us to provide assistance, whenever necessary, if we know the picture well. It is also essential for us to keep a whole set of record of your changes.

Classes

Not all classes start in Week 1. Please check the subject timetable carefully before going to school. You may check your timetable at eStudent (http://www.polyu.edu.hk/student/).

Changes after add/drop period

If you wish to drop a subject after the add/drop period, you will need to file an application for withdrawal of subjects. Please follow the instructions under Section 3-V of the Student Handbook.

Exam timetable

Exam timetable will be released in November (for Semester 1) or April (for Semester 2). Please note that NO request for early exam because of early departure will be entertained. Thus, please arrange your departure after the last day of the exam period; or confirm your departure date after the exam timetable is released.

If you are sick during the exam period or need to be absent from exams due to medical condition, you are advised to contact your host academic department as soon as possible to check if alternative assessment will be available. You may also refer to the Student Handbook for more information about examinations. The department has the right to make the final decision and arrangement for assessment.
Student Handbook

For academic matters and regulations, you may refer to the Student Handbook for information.
## A. Departmental contacts

<table>
<thead>
<tr>
<th>Department</th>
<th>Abbreviation</th>
<th>Departmental Exchange Programme Officer</th>
<th>Email (@polyu.edu.hk)</th>
<th>Name of contact person</th>
<th>Email (@polyu.edu.hk)</th>
<th>Department General Office Location</th>
<th>How to Add/Drop All subjects from your host and other departments (Period: 4 - 16 September 2017)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Interdisciplinary Division of Aeronautical and Aviation</td>
<td>AAE</td>
<td>Dr. L.T. Hsu</td>
<td>lt.hsu</td>
<td>Ms Karen Leung</td>
<td>karenws.leung</td>
<td>GH266</td>
<td>Email to Karen Leung</td>
</tr>
<tr>
<td>Department of Applied Biology and Chemical</td>
<td>ABCT</td>
<td>Dr Michael Yu</td>
<td>bcwyyu</td>
<td>Ms Carol Tsang</td>
<td>bccarcrol</td>
<td>Y828</td>
<td>Seek assistance at ABCT General Office at Y828</td>
</tr>
<tr>
<td>School of Accounting and Finance</td>
<td>AF</td>
<td>Dr Francis Lam</td>
<td>francis.lam</td>
<td>Ms Doris Or</td>
<td>afdorisis</td>
<td>M715</td>
<td>Email to Doris Or</td>
</tr>
<tr>
<td>Department of Applied Mathematics</td>
<td>AMA</td>
<td>Dr Cui Jintao</td>
<td>jintao.cui</td>
<td>Miss Cecilia Chan</td>
<td>macecilia.chan</td>
<td>TU732</td>
<td>Email to Cecilia</td>
</tr>
<tr>
<td>Department of Applied Physics</td>
<td>AP</td>
<td>Dr Dennis Leung</td>
<td>apleung</td>
<td>Ms Mejie Wang</td>
<td>mejie.wong</td>
<td>CD616</td>
<td>Seek assistance at AP General Office at CD616</td>
</tr>
<tr>
<td>Department of Applied Social Sciences</td>
<td>APSS</td>
<td>Ms Eliza Ip</td>
<td>ssekpip</td>
<td>Miss Rachel Hui</td>
<td>pyhui</td>
<td>HJ402</td>
<td>Email to Rachel Hui</td>
</tr>
<tr>
<td>Interdisciplinary Division of Biomedical Engineering</td>
<td>BME</td>
<td>Dr MS Wong</td>
<td>m.s.wong</td>
<td>Ms Jo BUT / Eunice PENG</td>
<td>Jo.but / eunice.peng</td>
<td>ST415</td>
<td>Email to Jo But &amp; Eunice Peng</td>
</tr>
<tr>
<td>Department of Building &amp; Real Estate - Programme code 32405 SUV</td>
<td>BRE</td>
<td>Dr Michael Sing</td>
<td>Michael.sing</td>
<td>Ms Irene Wu</td>
<td>bsyywu</td>
<td>ZS725</td>
<td>Email to Irene Wu</td>
</tr>
<tr>
<td>Department of Building &amp; Real Estate - Programme code 32405 BEM/PMT</td>
<td>BRE</td>
<td>Dr Jayantha Wadu-Mesthrige</td>
<td>jayantha.wadu.mesthrige</td>
<td>Ms Irene Wu</td>
<td>bsyywu</td>
<td>ZS725</td>
<td>Email to Irene Wu</td>
</tr>
<tr>
<td>Department of Building Services Engineering</td>
<td>BSE</td>
<td>Dr Lui Che Heng, Gigi</td>
<td>Bechlui</td>
<td>Ms Ki Chung</td>
<td>kchung</td>
<td>ZS867</td>
<td>Email to Ki Chung</td>
</tr>
<tr>
<td>Department of Chinese &amp; Bilingual Studies</td>
<td>CBS</td>
<td>Dr Sophia Lee</td>
<td>ym.lee</td>
<td>Ms Bonnie Seid</td>
<td>cteid</td>
<td>AG522</td>
<td>Email to Ms Bonnie Seid</td>
</tr>
<tr>
<td>Department of Computing</td>
<td>COMP</td>
<td>Dr Vincent NG</td>
<td>cstyng</td>
<td>Ms Christy Au</td>
<td>christy.au</td>
<td>PQ806</td>
<td>Email to Christy Au</td>
</tr>
<tr>
<td>Department of Civil and Environmental Engineering - Programme code 31473 &amp; 31474</td>
<td>CEE - Programme code 31473 &amp; 31474</td>
<td>Dr LEE Po Heng, Henry</td>
<td>phlee</td>
<td>Ms Grace Lau</td>
<td>grace.yl.lau</td>
<td>ZS972</td>
<td>Email to Grace Lau</td>
</tr>
<tr>
<td>Department of Civil and Environmental Engineering</td>
<td>CEE - Programme code 31470</td>
<td>Dr Dan Tsang</td>
<td>dan.tsang</td>
<td>Ms Grace Lau</td>
<td>grace.yl.lau</td>
<td>ZS972</td>
<td>Email to Grace Lau</td>
</tr>
<tr>
<td>Department of Civil and Environmental Engineering</td>
<td>CEE - Programme code 31469</td>
<td>Dr Songye ZHU</td>
<td>ceszhu</td>
<td>Ms Maggie Choi</td>
<td>pkchoi</td>
<td>ZS972</td>
<td>Email to Maggie Choi</td>
</tr>
<tr>
<td>Department of Electrical Engineering</td>
<td>EE</td>
<td>Ms Serine Au Kit-yee / Ms Helen Fung</td>
<td>Kyeeau / helen.fung</td>
<td>Miss Joanna Law</td>
<td>Joanna.law</td>
<td>CF620</td>
<td>Email to Joanna Law</td>
</tr>
<tr>
<td>Department</td>
<td>Code</td>
<td>Contact 1</td>
<td>Contact 2</td>
<td>Contact 3</td>
<td>Email 1</td>
<td>Email 2</td>
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<tr>
<td>Department of Electronic and Information</td>
<td>EIE</td>
<td>Dr K.T. Lo enktlo</td>
<td>Ms Sandy Tong ensandy</td>
<td>DE614</td>
<td>Email to Sandy Tong</td>
<td></td>
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<tr>
<td>Department of English</td>
<td>ENGL</td>
<td>Dr Francisco Veloso francisco.veloso</td>
<td>Ms Connie Wan connie.ky.wan</td>
<td>AG428</td>
<td>Email to Jenny Kwan</td>
<td></td>
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</tr>
<tr>
<td>Department of Health Technology and Informatics</td>
<td>HTI</td>
<td>Dr Gilman Siu Gilman.Siu</td>
<td>Ms Doris Kwok doris.kwok</td>
<td>Y934</td>
<td>Email to Doris Kwok</td>
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<tr>
<td>Department of Health Technology and Informatics</td>
<td>HTI</td>
<td>Dr Christopher Lai christopher.w.k.lai</td>
<td>Ms Doris Kwok doris.kwok</td>
<td>Y934</td>
<td>Email to Doris Kwok</td>
<td></td>
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</tr>
<tr>
<td>Department of Industrial &amp; Systems Engineering</td>
<td>ISE</td>
<td>Dr Gary Tsui gary.c.p.tsui</td>
<td>Ms Havina Chow mfhavina</td>
<td>EF607</td>
<td>Email to Havina Chow</td>
<td></td>
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</tr>
<tr>
<td>Institute of Textiles &amp; Clothing</td>
<td>ITC</td>
<td>Dr Carrie Wong carrie.wong</td>
<td>Dr Carrie Wong Carrie.wong</td>
<td>Q715</td>
<td>Add/drop ITC subjects on eStudent. Email to Dr Carrie Wong for non-ITC subjects.</td>
<td></td>
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</tr>
<tr>
<td>Department of Logistics and Maritime Studies</td>
<td>LMS</td>
<td>Dr Hong Yan lgthyan</td>
<td>Ms Angela Ng angela.yn.ng</td>
<td>M628</td>
<td>Email to Ms Angela Ng</td>
<td></td>
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<tr>
<td>Department of Land Surveying and Geo-</td>
<td>LSGI</td>
<td>Dr Wallace Lai wallace.wai.lok.lai</td>
<td>Ms Vanessa Yu vaness.yu</td>
<td>ZS621</td>
<td>Email to Vanessa Yu</td>
<td></td>
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</tr>
<tr>
<td>Department of Mechanical Engineering</td>
<td>ME - Programme Code 43478</td>
<td>Dr Yang Liu mmyliu</td>
<td>Ms Irene Ngai mmingai</td>
<td>FG620</td>
<td>Email to Irene Ngai</td>
<td></td>
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</tr>
<tr>
<td>Department of Management and</td>
<td>MM</td>
<td>Dr Chi-hong Leung &amp; Dr Qi Cong chi-hong.leung cong.qi</td>
<td>Ms Candy Lee mscandy</td>
<td>M801</td>
<td>Email to Ms Candy Lee</td>
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<tr>
<td>Department of Rehabilitation Sciences -</td>
<td>RS - OT</td>
<td>Dr Andrew Sui &amp; Mr Eddie Hai a.siu eddie.hai</td>
<td>Ms Cathy Ng &amp; Ms Zoe Chu cathy.ng zoe-ls.chu</td>
<td>QT512</td>
<td>Email to Dr Andrew Sui &amp; Mr Eddie Hai</td>
<td></td>
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</tr>
<tr>
<td>Department of Rehabilitation Sciences -</td>
<td>RS - PT</td>
<td>Dr Veronika Schoeb &amp; Mr Alexander Woo veronika.schoeb alexander.woo</td>
<td>Ms Connie Pong &amp; Ms Shermie Li connie.pong shermie.li</td>
<td>QT512</td>
<td>Email to Dr Veronika Schoeb &amp; Mr Alexander Woo</td>
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<tr>
<td>School of Design</td>
<td>SD</td>
<td>Mr Stefan Sonntag (Advertising) stefan.sonntag</td>
<td></td>
<td></td>
<td>V810</td>
<td>Email to Ms Connie Cheung, copy on your Departmental Exchange Programme Officer</td>
<td></td>
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<tr>
<td>School of Design</td>
<td>SD</td>
<td>Mr Peter Chuah (Communication) peter.chuah</td>
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<tr>
<td>School of Design</td>
<td>SD</td>
<td>Ms Step Cheung (Digital Media) mcstep</td>
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<tr>
<td>School of Design</td>
<td>SD</td>
<td>Ms Geraldine Borio (Environment and Interior) gerladine.borio</td>
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<td>School of Design</td>
<td>SD</td>
<td>Prof. Fred Han (Industrial &amp; Product) sdfred</td>
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<tr>
<td>School of Design</td>
<td>SD</td>
<td>Mr Alex Ho (Interactive Design) alex.ho</td>
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<tr>
<td>School of Nursing</td>
<td>SN</td>
<td>Dr Justina Liu hsjustina</td>
<td>Ms Edith Wong &amp; Mr Tsz Chun Leung hyedith.wong tc.leung</td>
<td>GH168</td>
<td>Email to Edith Wong and Tsz Chun Leung</td>
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<tr>
<td>School of Optometry</td>
<td>SO</td>
<td>Dr Allen Cheong</td>
<td>soallen</td>
<td>Miss Wing-yee Lai</td>
<td>wing.yee.lai</td>
<td>HJ502</td>
<td>Email to Wing-yee Lai</td>
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<tr>
<td>School of Hotel and Tourism Management</td>
<td>SHTM</td>
<td>Dr Sabrina Huang</td>
<td>sabrina.huang</td>
<td>Ms Keiko Tam</td>
<td>keiko.tam</td>
<td>TH711</td>
<td>Add/drop STHM subjects on eStudent. Email to Ms Keiko Tam for non-SHTM subjects and enquiries.</td>
</tr>
<tr>
<td>Postgraduate programme offered by Faculty of</td>
<td>--</td>
<td>Miss Louisa Yam</td>
<td>gsblyam</td>
<td>Ms Christina Cheung</td>
<td>gsbcc</td>
<td>M921</td>
<td>Email to Ms Christina Cheung</td>
</tr>
</tbody>
</table>
11. Non-local Student Handbook

This handbook provides non-local students with immediate and important information on study and life at PolyU and in Hong Kong:


12. Rules & Regulations

As an exchange student, you are reminded to observe the rules and regulations of PolyU as well as that of your home university. Please refer to PolyU’s student handbook for details:

https://www.polyu.edu.hk/as/webpage/for-student/student-handbook

13. Personal Safety

While you are enjoying your stay in Hong Kong, we would like to remind you to put your personal safety as the highest priority. Although Hong Kong is generally considered to be a very safe place, you should remain watchful, exercise caution in looking after yourself and your personal belongings. Pay attention to the weather warnings issued by the Hong Kong Observatory, especially when you are planning outdoor activities. It is advisable to go in group. Being connected with one another amongst yourselves is always recommended. It is NOT advisable to engage in dangerous outdoor activities such as going to the beach alone at night.

In case of emergency, you may dial the emergency hotline,

On campus – 2766 7999

Off campus - 999 for police, fire and ambulance
14. Health Care

A. Campus Clinic

You are entitled to out-patient medical services provided by the campus clinic under the University Health Services (UHS).

<table>
<thead>
<tr>
<th></th>
<th>Opening Hours</th>
<th>Consultation Hours</th>
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<tbody>
<tr>
<td>Monday to Friday</td>
<td>8:45 a.m. - 5:35 p.m.</td>
<td>9:15 a.m. - 12:35 p.m. &amp; 2:00 p.m. - 5:20 p.m.</td>
</tr>
<tr>
<td>Saturday</td>
<td>9:00 a.m. - 12 noon</td>
<td>9:15 a.m. - 11:45 a.m.</td>
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<tr>
<td>Sundays &amp; public holidays</td>
<td>Closed</td>
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</table>

Fee
General consultation plus medicine costs HKD15 per visit.

Location
Room A001, Ground floor, Chung Sze Yuen Building (beside the main entrance of PolyU)

Appointment
You are strongly encouraged to make appointment in advance via the clinic’s website (www.polyu.edu.hk/uhs) or phone (2766 5433).

Please note that you will need to present your student ID card for the service.

B. Evening and Sunday Clinics in Kowloon region

If you need medical assistance in the evening or on Sundays, you may refer to the list of evening and Sunday Clinics managed by the Hong Kong Hospital Authority at the link below: http://www.ha.org.hk/haho/ho/hesd/2017wyeng.pdf

For a full list of general out-patient clinics managed by Hong Kong Hospital Authority and the related fees and charges, please refer to the website of the Hospital Authority.
C. Hospitals

The Hospital Authority manages public hospitals and out-patient clinics in Hong Kong across various regions. List of their hospitals and clinics are listed here: 


D. Medical Emergency

For emergency situations where police / fire engines / ambulance are needed, please dial 999 for assistance.

**During Office Hour:**
- Call UHS at 2766 5433 for assistance
- Call FMO Campus Security Control Centre at 2766 7999
- Dial 999 for serious conditions without delay, then inform Campus Security Control Centre (2766 7999)

**After Office Hour:**
- Call FMO Campus Security Control Centre (Rm P111) at 2766 7999 (24hours)
- Dial 999 for serious conditions without delay, then inform Campus Security Control Centre (2766 7999) for assistance
- Go to the nearest Accident & Emergency Department - Queen Elizabeth Hospital (伊利沙伯醫院) is the nearest hospital with Accident & Emergency Services
  Address: 30 Gascoigne Road, Kowloon (香港九龍加士居道 30 號)
  Telephone: 3506 8888
15. Facilities on Campus

With your PolyU Student ID Card, you will have access to the following facilities on PolyU Campus:

A. IT Facilities

IT facilities are available in the following locations in PolyU:

- Computer room, 2/F, PolyU Student Halls of Residence in Hung Hom
- Student Computer Centre, 3/F & 4/F, Li Ka Shing Tower (Core M)
- Pao Yue-kong Library

Although access of IT facilities on PolyU campus is available, you are strongly advised to bring along a laptop for your personal use.

B. Pao Yue-kong Library

Apart from lending service, printing and photocopy services are also available in the Library. You can pay by Octopus card. Please be reminded to return all books and items borrowed to the Library prior to your departure.

For opening hours and details of the Library, please refer to the Library’s website https://www.lib.polyu.edu.hk/

C. Sports Facilities

You can use an array of sports facilities during your stay in PolyU with advanced bookings at the relevant sports centres.

For opening hours, charges and regulations for use of sport facilities, please find more information at: http://www.polyu.edu.hk/sao/facilities/sports-facilities/

D. Catering Outlets on Campus

Within the campus, there are different catering outlets offering an extensive range of Asian and Western cuisines to suit different needs of the University community.

Check out for the various choices available here: https://www.polyu.edu.hk/fo/FO_Web/index.php?page=8&subpage=catgtcc

E. Use of Gym

Gym is available on the main campus and at the Student Halls of Residence. Students who wish to use the gym on campus or at the student halls of residence is required to take the Fitness Room User Introductory Course (http://www.polyu.edu.hk/stars/co-curriculum/physical-development/fic.html).

If you are a qualified user at your home country, you may apply for exemption from taking the Fitness Room User Introductory Courses by providing certificate / supporting letter from your home university that could prove you are a qualified fitness room user. Please contact Office of Counselling and Wellness (Sports Development) at 2766 6778 / 2766 6780 for details.
16. General Information of Hong Kong

Weather
For details of Hong Kong’s climate, you may visit the Hong Kong Observatory’s website: http://www.hko.gov.hk/cis/climahk_e.htm.

When it gets closer to your departure date, you may also have a quick check on the 9-day weather forecast at HKO’s website: http://www.hko.gov.hk/wxinfo/currwx/fnd.htm

Money Matters
Currency of Hong Kong is Hong Kong Dollars (HKD).

A. Currency exchange
Money exchangers can easily be found at the airport, the Hung Hom train station next to the campus, and Tsim Sha Tsui, a tourist area where PolyU is situated in.

Please be reminded to exchange some Hong Kong Dollar at your home country or at the Hong Kong International Airport upon arrival as you will need it for public transportation to the PolyU Student Halls of Residence in Hung Hom.

B. Withdrawal from ATM
ATMs are widespread and operate 24 hours. Please check with your local bank before arriving in Hong Kong if (1) your ATM card can be used in Hong Kong and (2) there will be any handling fee. ATM machines of several banks are available on campus at Core VA.

C. Bank
Hang Seng Bank has a branch office on campus which is located in Core VA.
Opening hours: 9am – 5pm, Monday to Friday, except public holidays.

To open a bank account, you are required to present (1) your original passport and (2) a proof of address. If you are currently staying at our Student Halls of Residence, you can approach the Hall Reception Office for the address proof. Otherwise, our Mainland and International Student Services Centre (MISS) at S208 will be happy to provide you with such proof that serves the purpose.

Phone and Data Services
Mobile phones are commonly used in Hong Kong. If you need mobile phone service, with or without data service, during your stay in Hong Kong, you can consider buying a “pre-paid card”, which can be used instantly after purchase. Pre-paid card for both local and international calls are widely available at the convenience shops like 7-11 or Circle K, or retails outlets of different mobile phone service providers. Credits can be topped up by buying recharge cards.

Wi-Fi is available in the PolyU campus, where you can log in to the network with your PolyU Student ID number. Instructions can be found at https://www.polyu.edu.hk/its/self-
help/network. Prior to that, Wi-Fi is also available in the campus for the public, but mainly at the Library, podium area, canteens and some open public areas.

Wi-Fi is available at the common areas at the Student Halls of Residence in Hung Hum. Inside your room, you may connect to the Internet with your own LAN cable to the LAN port equipped in every room. There is also a computer room in the Student Halls where you can be connected to the Internet (after your PolyU NetID is activated).

Wi-Fi service is also available in the public area in Hong Kong. For details, please visit the website of “Discover Hong Kong”: http://www.discoverhongkong.com/eng/plan-your-trip/practicalities/communications/wi-fi.jsp

**Electricity and Voltage**
The standard electrical voltage in Hong Kong is 220 volts AC, 50Hz. You will need a transformer for any appliance or electrical equipment if it does not fit. The majority of electrical outlets in Hong Kong take a three-pronged UK-style plug. You can bring along with you an adaptor or buy one at the supermarkets or convenience stores in Hong Kong.

**Octopus Card**
The Octopus Card is a stored value smartcard widely used in Hong Kong and can easily be purchased at any railway stations.

It is valid on all forms of public transport in Hong Kong (e.g. MTR, Bus, Tram, Ferry) except on taxi. We also use it to settle payment in convenient stores, supermarkets or any shops that offer payment by Octopus Card.
17. Travel

Many of you may be planning for your travel. Here are some tips & notes:

**Hong Kong** – There are so much to do in Hong Kong. Find out more at Discover Hong Kong (http://www.discoverhongkong.com/).

**Visa** – Check visa requirements before travelling outside Hong Kong. Do **NOT** assume that you can travel anywhere visa-free. If you are not sure, check with the Consulate of your country in Hong Kong.

**China** – You may need a Chinese visa in order to visit China. It can be applied at the China Travel Service at the Hung Hom Station.

**Travel warning** – Check the outbound travel alert at http://www.sb.gov.hk/eng/ota/ before you plan for your trip.

**Insurance** – Make sure you are properly insured while travelling; even if you will not engage in relatively adventurous sports and activities.

**Class attendance** – While you are encouraged to maximize your stay in Asia by travelling as much as you can, please note that some courses required class attendance. Failure to meet the required class attendance might lead to disqualification for attending the mid-term exam / final exam and end with an “F” grade on the transcript.

Please inform IAO whenever you are travelling away from Hong Kong so that we know your whereabouts in case of emergency.

18. Register with your Consulate

You are strongly encouraged to register with your Consulate in Hong Kong: [http://www.protocol.gov.hk/eng/consular/](http://www.protocol.gov.hk/eng/consular/)

19. Safeguard HK, Security Bureau Mobile App

You are strongly encouraged to download this app from Google Play and Apple App Store. This App is a one-stop platform providing useful information on safeguarding life and property in daily lives and while travelling. Find out more about Safeguard HK at [http://www.sb.gov.hk/eng/news/mobileapp/index.htm](http://www.sb.gov.hk/eng/news/mobileapp/index.htm).
Departure

20. Before Departing from Hong Kong

Here are a couple of important things you need to do before you leave in order to complete your exchange programme officially and to obtain the transcript:

☐ I have returned my Student ID Card to Academic Secretariat successfully. (Please follow the steps listed in Point A below)

☐ I have cashed the refund cheques already. (refer to Point B)

☐ I have completed and submitted the Feedback Form. (refer to Point C)

☐ I am aware of how and when to check my exam results online and to obtain my official transcript. (refer to Point D)

☐ I have double checked my personal information on eStudent page. (refer to Point E)

☐ I have checked the expiry date of my student visa and arranged my travel plan accordingly. (refer to Point E)

A. Return Student ID Card

When – After completion of all of your exam. **If you have exam until the day you leave HK, please complete Step 1-4 at least 2 weekdays before your departure.**

Why – PolyU can only prepare the official transcript for you after you have returned the student ID card and completed the following steps.

<table>
<thead>
<tr>
<th>Step</th>
<th>What</th>
<th>Where</th>
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<tbody>
<tr>
<td>1</td>
<td>Return all books borrowed to the Library</td>
<td>Library, Main Campus <a href="#">opening hours</a></td>
</tr>
<tr>
<td>2</td>
<td>Complete the <strong>library clearance form</strong> (IAO will email you the form near the end of semester) and get it stamped at the library.</td>
<td>Library, Main Campus <strong>Monday to Friday</strong> 9:00am – 1:00pm &amp; 2:00pm – 4:30pm</td>
</tr>
<tr>
<td>3</td>
<td>Submit the library clearance form <strong>on the SAME DAY it was stamped (before 4pm on weekdays)</strong> to the Academic Secretariat (AS) and sign the Undertaking for Returning of Student ID Card for cheque collection <strong>at least two working days</strong> before your departure.</td>
<td>Academic Secretariat Service Centre, M101, Li Ka Shing Tower <strong>Monday to Friday</strong> 9:00am – 7:00pm <strong>Saturday</strong> 9:00am – 12:00pm</td>
</tr>
</tbody>
</table>
| 4 | Receive refund cheque of HK$390 caution money upon completion of Step 3 and sign the undertaking for returning of Student ID Card. Bring along your passport and cash the refund cheque at Hang Seng Bank. | Hang Seng Bank, VA Core  
**Monday to Friday**  
9:00am – 5:00pm |
|---|---|---|
| 5a | **(For Hall residents only)**  
Use all the value stored in the student ID or get a refund of remaining balance.  
*Once you return the card, any unused value on your card will be forfeited.* | Hall Reception Counter, G/F, Student Halls of Residence  
**Monday to Friday**  
10:00am – 10:00pm, except lunch break (1pm – 2pm) and dinner break (7pm – 8pm) |
| 5b | Return the Student ID Card to the **Hall Reception Counter** or the **Academic Secretariat Service Centre** (Room M101, Core M) together with the Undertaking for Returning of Student ID Card for cheque collection. | Hall Reception Counter, G/F, Student Halls of Residence  
**Monday to Friday**  
10:00am – 10:00pm, except lunch break (1pm – 2pm) and dinner break (7pm – 8pm)  
Academic Secretariat Service Centre, M101, Li Ka Shing Tower  
**Monday to Friday**  
9:00am – 7:00pm  
**Saturday**  
9:00am – 12:00pm |

**Notes: Before Returning Your Student ID Card**

- You MUST present student ID at examination. DO NOT return your student ID card until you have completed all exams.
- Please refund the stored value on your Student ID card. After returning your card, no refund could be arranged.

**B. Cash the Refund Cheques**

**When** – 2 weekdays before your departure  
**Where and Why** – We recommend you to cash your refund cheques in Hong Kong as your bank might charge a lot for handling if you cash it in your home country. Besides, the cheques could have been expired.
After returning the student ID card and check-out from the Student Halls, you will receive 2 refund cheques for caution money: one from the Academic Secretariat (HKD390), and the other from the Student Halls (HKD500). Please check the payee name on both cheques and confirm if it is the same as shown on your passport.

Remember to bring along your passport to cash the cheque.

C. Your Feedback

**When** – before leaving Hong Kong

**Why** – We will only send you the transcript upon your submission of the feedback form.

We treasure any feedback that you may have on PolyU International Student Exchange Programme. Please share your views with us by completing the feedback form online (online link will be provided near the end of semester).

D. Exam Result & Transcript

You may view your exam results on the eStudent Page (http://www.polyu.edu.hk/student) once results are announced (Please refer to the date of ‘Announcement of Sem 1 / Sem 2 overall assessment results’ on https://www.polyu.edu.hk/as/students/AC.pdf). Your PolyU account will be expired afterwards. Therefore, you may wish to print out the results for your home university or email a copy to your personal email account for record.

**ONE (free of charge) official Transcript will be sent to your home institution after the end of exchange, provided you have completed action point (A) and (C) above.**

Should you require an extra copy, please apply with AS by completing the application form which can be downloaded from http://www.polyu.edu.hk/as/eng_forms/as3.doc. For enquiries regarding the application of extra transcripts, please contact AS directly by emailing to asdept@polyu.edu.hk.

If you would need more information about the assessment in PolyU, such as the conduct of exams, assessment results, appeal against assessment results, etc, you may refer to the student exchange handbook at http://www.polyu.edu.hk/as/webpage/for-student (select ‘Student Handbook’ on the left panel). There is a section about Assessment.

E. Update Contact Information on eStudent

Please double check and update your contact information on eStudent page, such as correspondence address, email address, contact number, so that we will be able to get in touch with you should there be any problem with your transcript or refund. Please refer to 8C. eStudent for instructions.
F. Travel and Departure

Please make sure you leave Hong Kong before your student visa expires. If you plan to stay in or return to Hong Kong after the expiry date, please travel outside Hong Kong and return to the city after the visa is expired as tourist. Do check if you are required to apply for a tourist visa beforehand.
Contacts

21. Useful Contact

**International Affairs Office (IAO)**
**Address:** Room M1601, 16/F, Li Ka Shing Tower  
**Tel:** 2766 5116  
**Email:** inbound.exchange@polyu.edu.hk  
**Walk-in enquiry hours:** Monday to Friday (except Public Holidays), 3:00pm – 5:00pm  
**Office hours:** Monday to Friday (except Public Holidays), 9:00am – 12.30pm, 1.30pm – 6:00pm

**Academic Secretariat Service Centre**  
**Address:** Room M101, 1/F, Li Ka Shing Tower  
**Tel:** 2333 0600  
**Email:** asdept@polyu.edu.hk  
**Opening Hours:** Monday to Friday, 9:00am – 7:00pm; Saturday 9:00am – 12:00nn

**Mainland and International Student Services Centre (MISS)**  
**Address:** S208, P/F, Communal Building  
**Tel:** 3400 2608  
**Opening hours:** Monday to Friday, 9:00am – 12:30pm; 2:00pm – 6:00pm

**Centre STARS**  
**Address:** QT308, 3/F, Chow Yei Ching Building  
**Tel:** 2766 6800  
**Opening hours:** Monday to Friday, 9:00am – 7:00pm; Saturdays, 9:00am – 12:00nn

**Campus security hotline (24 hours):** 2766 7666  
**Campus emergency number (24 hours):** 2766 7999  
**Student Halls of Residence (Hung Hom):** 3159 0000  
**Hong Kong Emergency Line (police, fire, ambulance, etc):** 999
Exchange Orientation
Date: 01 September 2017
Time: 9:30am – 10:30am
Venue: V322, 3/F, Jockey Club Innovation Tower (V)

University Health Services (UHS)

Hang Seng Bank

MISS Centre S208, P/F

International Affairs Office (IAO)

Registration
Date: 31 August 2017
Time: 9:30am – 12:30pm
Venue: M1601, 16/F, Li Ka Shing Tower

President’s Welcome and Commencement Ceremony
Date: 01 September 2017
Time: 11:00am – 12:30pm
Venue: Jockey Club Auditorium (JCA)

Footbridge to Hung Hom Station and Hung Hom Halls

Centre STARS ST314