# 2. THE HONG KONG POLYTECHNIC UNIVERSITY

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# 2. THE HONG KONG POLYTECHNIC UNIVERSITY

## 2.1 General Information

### 2.1.1 Tuition Fees and Module Selection

A module selection form will be sent to the participants for registration of subjects. Joining instruction containing the timetable will be sent to participants 4 weeks prior to the class starts.

For non-local and local students, the fee for each module is HK$18,000 and for the project is HK$36,000. For non-local or full-time participants, they settle programme fees by two instalments. For local part-time participants, the payment is on modular basis. Debit note will be sent to participants for payment. **Participants are required to submit us a photocopy of pay-in slip by email/fax/post 3 weeks before the module starts. Failure to submit the slip on time may result in de-registration of the module and HK$500 administrative fee will be charged to the participants.** The original pay-in slip which is served as an official receipt for payment, should be kept by participants themselves. To compensate for non essential administrative workload, administrative charges will be imposed on the following items:

> Returned cheque      HK$1,000
>
> Loss of receipt      HK$1,000      (if recovered by our unit)

If payment is not received by the deadline as stated, the candidate's name will be removed from the acceptance list.

### 2.1.2 Use of PolyU Student Identity Card/Library Ticket

Participants are eligible to use the facilities of the Hong Kong Polytechnic University by presenting their PolyU student identity cards or library tickets. For details of the University facilities, please refer to section 2.4.

### 2.1.3 Replacement of PolyU Student Identity Card/Library Ticket

If participants have damaged/lost their PolyU student identity cards, or have amended their names, and wish to apply for a replacement card, they should complete **"Application for Replacement of PolyU Student Identity Card"** (Form AR2) obtainable from the website of Academic Registry Service Counter located at M101, Li Ka Shing Tower, the PolyU (https://www.polyu.edu.hk/ar/web/en/for-polyu-students/application-forms/index.html) and apply online via PolyU eStudent (https://www38.polyu.edu.hk/eStudent/).

If participants have damaged/lost their PolyU library tickets, or have amended their names, and wish to apply for a replacement ticket, they should complete "Application for

Renewal/Replacement of Library Ticket" obtainable from the IGDS Administration Unit or from website https://www.polyu.edu.hk/igds/forms.html and pay replacement fee of HK$200.

For details, please refer to instruction to participants of respective forms.

### 2.1.4 Parking Facilities

Participants are eligible to park their cars at PolyU by paying hourly parking charges. The Hong Kong Polytechnic University has its own campus traffic and parking regulations. All drivers and all vehicles must observe these regulations and the provisions of Road Traffic Ordinance and Regulations. Failure to do so will result in disciplinary action being taken.

### 2.1.5 Change of Personal Particulars

Information on personal particulars provided by a student in his/her application form at the time of admission will be used for setting up a student's permanent record at the IGDS Administration Unit. Information supplied should be corrected and updated at all times as it will be used for all official documents concerning the participants. It is therefore the student's responsibility to notify the IGDS Administration Unit as soon as there are changes in his/her particulars.

To update personal data, Joint Award participants should update their personal data on web https://www38.polyu.edu.hk/eStudent/ and inform our office respectively. For Warwick Award participants, they should complete "Application for Student Personal Data Amendment" obtainable from the IGDS Administration Unit or from website https://www.polyu.edu.hk/igds/forms.html. Any changes in name should be supported by relevant legal document.

### 2.1.6 Drop/Change of Modules

Application for dropping/changing modules are not encouraged unless under exceptional circumstances and when places are available. In such cases, applications should be made THREE weeks before the commencement of the modules, on "Application for Adjusting Module Selection" Form obtained from the IGDS Administration Unit or from website https://www.polyu.edu.hk/igds/forms.html. Applications should be accompanied by relevant supporting documents and returned to the IGDS Administration Unit. An administration fee of HK$500 will be charged to the participants who drop/change their modules less than THREE WEEKS before the module starts. It is also the student's responsibility to ensure that his/her revised programme meets any pre-requisites for subsequent modules and the requirements for qualification for which he/she is registered.

Participants who have submitted an application for dropping/changing of modules must remain in

the class originally allocated until the IGDS Administration Unit approves such changes by replying confirmation notes.

## *2.1.7    Class Attendance*

It is important that participants should attend all classes punctually in order to optimize their learning and reduce disturbance to the others.    In view of this, a system of lateness/non-attendance penalty has been implemented.    The details of the penalty are listed as follows:

| Degree of Lateness | Penalty* |
|---|---|
| 15 - 30 minutes late | For **first** occurrence, sending out warning letter. For **subsequent** occurrences in the same module, 5 marks will be deducted as a penalty from the student's assignment per occurrence. |
| More than 30 minutes late | 10 marks will be deducted as a penalty from the student's assignment per occurrence. |

*Maximum mark deduction will be 30 marks

| Types of Non-attendance | |
|---|---|
| Being absent after signing the register | The absentee will not be permitted to attend the module with no refund of module fee.    No credit for the module will be allowed. |
| Non-attendance without sufficient notice (less than 3 weeks before the class starts) | An administrative fee of HK$500 will be imposed on the student. |
| Non-attendance without prior notice or notice given in less than 3 working days | Half of module fee will be charged to the student. |

Please be informed that during the face-to-face module delivery, participants are requested to sign their names personally on the register.    Any person who has been found to sign on behalf of their classmates and the absentee himself/herself may be treated as disciplinary cases.    Our staff will remove the standard register after the first 30 minutes of any register session.    Late comers should sign on the "late register".    Participants are expected to attend all classes punctually, arriving if possible five minutes before the classes start.    Participants without prior approval

may be required to attend make-up lessons if they are late for more than fifteen minutes. Participants are not allowed to attend the module without prior registration. If they do so, their attendance of the module will not be counted.

## 2.1.8   Late Arrival or Make-up Class

Course work consists of full attendance on modules and formal assessment of performance on those modules. Tutors will report unauthorised incomplete attendance on modules and, in these circumstances, the student may not be allowed to submit the associated assignment, or the assignment may be subject to a penalty.

If a student is prevented for medical (or other major) reasons from attending a module (or part thereof) you should submit to the programme office, a written statement of the reason for the absence, with a medical certificate if possible. Without such a statement, the student will lose the credit for the module. The tutor will determine if it is possible for the student to compensate for the missed session(s) through additional work; if it is not possible, then the student will not be credited with the module and will have to make arrangements with the programme office to attend some or all of the module (or a replacement) at a different time.

Full attendance on modules is expected. It is essential that students attend the first session of each module on time, as it is during this session that the tutor will brief the class as to the learning objectives of the whole module. In some cases it is also where in-module and post-module assessment methods are discussed. If you miss this session it is possible that you will not be credited with having attended any of the module; absence from any session, but in particular those which contribute to the module assessment, could affect your awarded mark for the module.

Session presenters may refuse to allow admission to students arriving late for their session, or ask disruptive students to leave. If the affected session is one that contributes to the in-module assessment, this will, in turn, affect the student's awarded mark or their ability to compensate for the missed sessions without re-attendance.

If students fail to attend prescribed classes or submit prescribed course work they may obtain a lower mark (including zero) or be required to withdraw from their Programme of study in accordance with the Warwick University Regulations Governing Student Registration, Attendance and Progress (Regulation 36).

There is a relatively free choice of modules available from the full list of modules contained in the programme. However, due to scheduling constraints in overseas centres, there may be some constraints on choice in any one year.

When planning your module attendance, due consideration should be given to module pre-requisites as indicated in the individual module outlines available on the website.

## 2.1.9 De-registration

A formal request for de-registration must be accompanied by supporting document from the sponsoring company and forwarded to the University of Warwick via the Hong Kong IGDS Administration Unit. Upon the approval of the University of Warwick, notification will be sent to the student.

## 2.1.10 Project Fee

Local part-time participants should pay project fee upon the submission of project proposals during their second registration year. If they submit their project proposals or/and project fees later, they are required to pay project fee at the current rate of the year.

## 2.1.11 Fee Charged for Extension of a Project or Registration Period

An extension fee will be charged to the IGDS participants who have successfully applied for an extension of the project or registration period.

| Extension Period | Fees | |
| --- | --- | --- |
| Half year extension | HK$9,000 | (for all local and non-local students) |
| One year extension | HK$18,000 | (for all local and non-local students) |

Other periods of extension will be charged in pro-rata. For application procedure of extension, please refer to section 8.

### 2.1.12 Project Resubmission Fee

If participants are recommended by the Board of Examiners to re-submit their project reports, they are required to pay a fee of HK$3,000.

### 2.1.13 Transcript of Studies

Participants can apply for Transcript of Studies which contains module or/and project results. Joint Award participants should complete an "Application for Transcript of Studies" (Online: https://www.polyu.edu.hk/ar/students-in-taught-programmes/application-forms/).

Warwick Award participants should make a request to our office directly via email.

### 2.1.14 Testimonial

Participants can also apply for a testimonial which is a certification of your study without details on modules/module results. Warwick Award participants are advised to contact our IGDS office directly. Joint Award participants can apply an "Application for Testimonial" (Online: https://www.polyu.edu.hk/ar/students-in-taught-programmes/application-forms/).

### 2.1.15 Other Information

Notices will be sent out from the IGDS Administration Unit via email. Participants are reminded to read information from our website regularly.

### 2.1.16 Collection of IGDS Module Notes Before classes

Module notes of individual IGDS modules are on Warwick Moodle online before the class starts, you are most welcome to read modules notes before the classes commence.

### 2.1.17 Dress

Following the IGDS practice in the U.K., participants should dress as they would for work back at the company, and you are politely requested to follow this tradition.

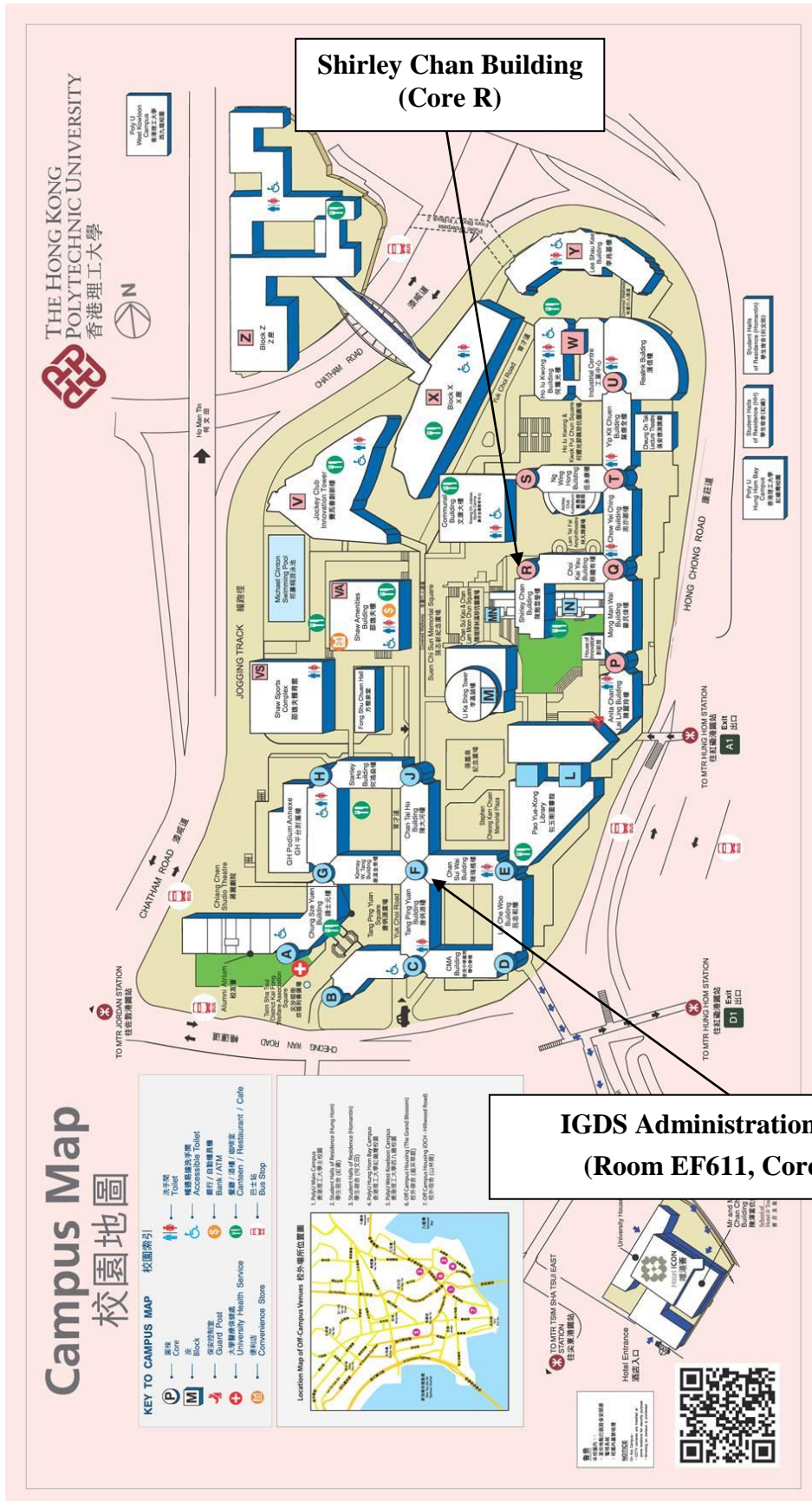## 2.1.18  Arrangement during Bad Weather

### I.    Tropical Cyclone Warning

| | |
|---|---|
| Signal No.1 or 3 | All classes/quiz will be held as scheduled. |
| Signal No.8 or above | All classes/quiz will be cancelled. If you are already in class, teaching staff responsible will release you to go home as soon as possible. |
| | Arrangements for Classes |
| Whole Day Classes from 8:30am to 7:45pm | Signal No. 8 is lowered on or before 6:30am | All Day classes will be held as scheduled |
| | Signal No. 8 is lowered on or before 11:00am | Classes starting from 1:00pm will be held as scheduled |
| | Signal No. 8 is lowered on or before 2:30pm | Classes starting from 4:30pm will be held as scheduled |
| Evening Classes from 6:30pm to 9:45pm | Signal No. 8 is lowered on or before 4:30pm | Classes starting from 6:30pm will be held as scheduled |

### II.   Rainstorm Warning

| | |
|---|---|
| Red Warning | All classes/quiz will be held as scheduled unless specified by teaching staff-in-charge. |
| Black Warning | All classes/quiz will be cancelled. If you are already in class, all classes will continue unless specified by teaching staff-in-charge. |
| | Arrangements for Classes |
| Whole Day Classes from 8:30am to 7:45pm | Black Warning is lowered on or before 6:30am | All Day classes will be held as scheduled |
| | Black Warning is lowered on or before 11:00am | Classes starting from 1:00pm will be held as scheduled |
| | Black Warning is lowered on or before 2:30pm | Classes starting from 4:30pm will be held as scheduled |
| Evening Classes from 6:30pm to 9:45pm | Black Warning is lowered on or before 4:30pm | Classes starting from 6:30pm will be held as scheduled |

Participants should contact the Campus Security Control Centre at 2766 7666 for assistance when necessary and pay attention to our announcement uploaded in our IGDS website or sent out via email(s).

## 2.2 The Hong Kong Polytechnic University Campus Map



Shirley Chan Building (Core R)

IGDS Administration Unit (Room EF611, Core F)

*Key to campus map*

Room numbers are prefixed with the two letters of the cores adjoining each wing (e.g. rooms between Cores B and C are prefixed BC, and could be accessed from either Core B or Core C).

1.  ***Chung Sze Yuen Building (AG Wing and A Wing)***
    Centre for Independent Language Learning
    Confucius Institute of Hong Kong
    Department of Chinese and Bilingual Studies
    Department of English
    English Language Centre
    Faculty of Applied Science and Textiles
    Faculty of Construction and Environment
    Faculty of Engineering
    Faculty of Health and Social Sciences
    General Education Centre
    Integrative Health Clinic (School of Nursing)
    Mainland and International Student Services Office
    Optometry Clinic (School of Optometry)
    Rehabilitation Clinic (Department of Rehabilitation Sciences)
    Research Institute for Sustainable Urban Development
    School of Design
    University Health Service

2.  ***BC Wing***
    Materials Research Centre
    General Teaching Rooms
    Laboratories

3.  ***Chiang Chen Studio Theatre and Theatre Lounge (Under Podium)***

4.  ***CD Wing / Lui Che Woo Building (DE Wing) / Tang Ping Yuan Building (CF Wing) / Chan Sui Wai Building (EF Wing)***
    Department of Applied Physics
    Department of Electrical Engineering
    Department of Electronic and Information Engineering
    Department of Industrial and Systems Engineering
    IGDS Administration Unit
    School Board Office

General Teaching Rooms
Laboratories and Workshops

5. ***Pao Yue-kong Library (Rooms start with L)***
    LibCafe@PolyU

6. ***Car Park (Under Podium)***

7. ***GH Wing / Kinmay W. Tang Building (FG Wing) / Stanley Ho Building (HJ Wing) / Chan Tai Ho Building (FJ Wing)***
    Dental Clinic (Staff and Student)
    Department of Applied Mathematics
    Department of Applied Social Sciences
    Department of Building Services Engineering
    Radiography Clinic (Department of Health Technology and Informatics)
    Department of Land Surveying and Geo-Informatics
    Department of Mechanical Engineering
    Faculty of Humanities
    School of Nursing
    School of Optometry
    Laboratories and Workshops
    Lecture Theatres
    Collegiate Caffe

7(a). ***GH Podium Annex***
    Department of Chinese Culture
    Institute of Advanced Executive Education

8. ***Shaw Sports Complex***

9. ***Fong Shu Chuen Hall***

10. ***Li Ka Shing Tower and Annex Building (Rooms start with M)***
    Offices of the President
    Academic Secretariat
    Alumni Affairs and Development Office
    Campus Development Office
    Communications and Public Affairs Office

Department of Logistics and Maritime Studies

Department of Management and Marketing

Facilities Management Office

Faculty of Business

Federation of the Polytechnic University Alumni Association

Finance Office

Graduate School of Business

Human Resources Office

Internal Audit Unit

International Affairs Office

Legal Counsel (EVP)

Management Information and Support Office

Office of Secondary School Relation & Outreach

Office of Service Learning (VPAD)

Office of Undergraduate Studies (VPAD)

Research Office

School of Accounting and Finance

Student Computer Centre

Lawn Cafe (Oliver Super Sandwiches)

General Teaching Rooms

Lecture Theatres


11. *Anita Chan Lai Ling Building (Link Building) (Rooms start with P)*

24 Hours Campus Security Control Centre – P111 (Facilities Management Office)

Audio-Visual Support Unit, Central Mailing Service Unit, Security, Electrical and Fire Protection Section (Facilities Management Office)

Graphic and Photographic Unit, and Reprographic Unit (Communications and Public Affairs Office)

Multi-media Innovation Centre (School of Design)

General Teaching Rooms


12. *Mong Man Wai Building (PQ Wing)*

Department of Computing

Lecture Theatres


13. *Shirley Chan Building (Block R) / Choi Kai Yau Building (QR Wing)*

Chinese Mainland Affairs Office

Dean of Students Office

Institute for Entrepreneurship
- Technology Transfer, Commercialization & Entrepreneurship Division
- Corporate Development & Training Division
- Centre for Professional and Business English
- Technology Marketing & Industrial Networking Division

PolyU Technology and Consultancy Co. Ltd
- Rapid Product Development Syndicate

School of Professional Education and Executive Development

The Hong Kong Research Institutes of Textiles and Apparel

14. **Workshops of the Institute of Textiles and Clothing Extension (Under Podium) (Rooms start with MN)**

Laboratories and Workshops

15. **Shaw Amenities Building (Rooms start with VA/VS)**

Automatic Teller Machine (Bank of China)

Banks (Hang Seng Bank Ltd and Bank of East Asia)

Bookshop

Convenience Shop (7-Eleven Hong Kong Convenience Stores Ltd)

Cashier Office (Finance Office) - Room VA205

Office of The Hong Kong Polytechnic University Staff Association

Student and Staff Canteens

Students' Union

16. **Michael Clinton Swimming Pool**

17. **Innovation Tower (Construction in progress)**

18. **Communal Building (Rooms start with S)**

Amenities Centre / Communal Facilities

Kwong On Jubilee Sports Centre

Rehabaid Centre

Staff Club

Student and Staff Canteens/Restaurants

19. **Jockey Club Auditorium**

20. **Chow Yei Ching Building (QT Wing) / Ng Wing Hong Building (ST Wing)**

Culture Promotion and Events Office
Department of Rehabilitation Sciences
Institute of Textiles and Clothing
Student Affairs Office

21. ***Yip Kit Chuen Building (TU Wing) / Industrial Centre Buildings (Block W) / Realink Building (Block U)***
China Business Centre
Department of Building and Real Estate
Department of Civil and Environmental Engineering
Educational Development Centre
Industrial Centre
Laboratories and Workshops
Lecture Theatres
Office of General University Requirements
PolyU Postgraduate Association
Public Policy Research Institute

22. ***Block X***
Laboratories
Temporary Research Offices

23. ***Lee Shau Kee Building (Block Y)***
Centralised Animal Facilities
Department of Applied Biology and Chemical Technology
Department of Health Technology and Informatics
Health, Safety and Environment Office
General Teaching Rooms
Laboratories
Lecture Theatres

24. ***School of Hotel and Tourism Management / Hotel ICON / University House***

25. ***Student Halls of Residence***
(Address: 1 Hung Lai Road, Hung Hom)

26. ***Hong Kong Community College***
Hung Hom Bay Campus (Address: 8 Hung Lok Road, Hung Hom, Kowloon)
West Kowloon Campus (Address: 9 Hoi Ting Road, Yau Ma Tei, Kowloon)

## *2.3 Facilities Available*

### *Central and Support Units*

In addition to teaching departments, there are a number of specialist units and administrative departments which provide support to the academic staff, the participants and the academic programmes.

The Academic Secretariat is responsible for a variety of administrative functions including servicing committees, admission of participants and examinations. The Human Resources Office is responsible for all human resources matters, including contracts, housing and administration of the medical care scheme. The Finance Office regulates the University's budget and financial matters. The Information Technology Services Office on the other hand provides back-up for all the academic, administration and management systems used by the University. The University is equipped with a number of medium to large computers including several VAX cluster hardware. There are over 1,000 personal computers in the University.

Annually, substantial amount is spent in supporting facilities and equipment for our teaching staff. Throughout the University, therefore, there are modern facilities equipped with the latest equipment of international standard. Laboratories, workshops, studios, computer centre, library and other education support units now contain the most up-date hardware second to none in Hong Kong.

Of particular significance in the support of the academic endeavours of the University are Pao Yue-Kong Library and the Education Development Centre.

For all course information, administrative matters or enquiries, participants should address to the IGDS Administration Unit.

### *Pao Yue-Kong Library*

The Library comprises one of the largest collections of scientific, engineering and business materials in East Asia. Other areas of strength are information technology, computing, nursing, textile and design. The present holdings exceed 2 million, to which more than 40,000 volumes are added annually. The Serials Collection holds over 5,200 active print serials titles. The Library has computerized facilities to cope with an annual total of over a million loans. It also has access to a number of international databases.

## 2.4   Staff Associated with the Programme

UK WMG Executive Chair

Ms. Margot James
The University of Warwick

UK Dean of WMG and Head of Department

Prof. Robin Clark
The University of Warwick

UK Director of Overseas Programmes

Mr. Michael Newton
The University of Warwick

HK Director of Studies

Prof. H. C. Man
The Hong Kong Polytechnic University
Tel: (852) 2766 6629

HK Associate Director of Studies

Dr. Nick Chung
The Hong Kong Polytechnic University
Tel: (852) 3400 3790

Administrative Manager

Ms. Olivia Law
The Hong Kong Polytechnic University
Tel: (852) 2766 6627

Programme Manager

Mr. K.M. Poon
The Hong Kong Polytechnic University
Tel: (852) 2766 6606

## *2.5    Student Enquiries*

Your first point of contact for the administration and organisation of your programme plus academic and pastoral matters is:

The IGDS Administration Unit
Room EF611, Core F
c/o Department of Industrial and Systems Engineering
The Hong Kong Polytechnic University
Hung Hom
Kowloon

Tel.: (852) 2766 6627/7984/4228/4872
Fax: (852) 2764 4471
E-mail: igds.office@polyu.edu.hk
Homepage: http://www.polyu.edu.hk/igds/


Opening hours:
Monday to Friday: 9 am to 12:45 pm & 2 pm to 5:30 pm
Closed on Saturdays, Sundays and Public holidays


In addition, once you have been allocated a project supervisor, this supervisor will also be a primary point of contact.


For the submission of any documents during non-office hours, please drop them into the **letter opening** of our office door in Room EF611.