

EXCELL

Extra-Curricular Enrichment for Lifelong Learners

Important Information on EXCELL

Prepared by



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POLYTECHNIC UNIVERSITY
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Student Affairs Office
學生事務處

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A. Enrolment Information

Extra-Curricular Enrichment for Lifelong Learners (EXCELL) courses are non-credit bearing and open for all current full-time PolyU students. Each student can enroll in a maximum of 7 EXCELL courses in each semester. If there are more applicants than the number of places offered, the places will be allocated by drawing lots. The criteria for lot drawing is as follows:

- The fewer offers a student got in the past, the higher the priority. Those who have never been allocated any courses before will be accorded the highest priority.
- The more a student has applied for EXCELL courses in the past but did not get offers, the higher the priority.
- The senior the year of study, the higher the priority.
- The more the number of times a student has obtained an attendance of 80% or above in EXCELL /CDP courses in the past, the higher the priority.
- Those students with record(s) of zero attendance will be accorded the lowest priority.
- If a student has registered for a course in past semesters (i.e. has paid the enrolment fees), he/she will not be allowed to apply for the same course

If you will be graduating in this semester, and have problems applying for the EXCELL courses via *POSS system*, please contact us at excell.prog@polyu.edu.hk.

Courses which are undersubscribed after the initial application period will be reopened for application. Interested students are invited to do walk-in registration in person. The time and venue for walk-in registration will be announced on website and through emails. Applications will close until all the places have been taken up or the commencement date of the respective classes, whichever is earlier. Some courses will have an earlier deadline. Please refer to the "Remarks" section of each course.

To enroll, students have to complete the online registration and pay an enrollment fee of **HK\$50** per course. For some courses, there are additional non-refundable charges for the materials provided.

Students may apply for partial or full waiver of the course fees with documented proof of their financial difficulties. For details, please contact us at excell.prog@polyu.edu.hk.

If you are more interested in music, arts and culture related courses, please visit the website of Culture Promotion and Events Office (CPEO) at <http://www.polyu.edu.hk/cpeo/cpc/> for details.

For courses delivered in Chinese, we have provided an English title so that international students from around the world would be able to know a full list of courses on offer.

B. Roll Call

The instructor is responsible for taking roll calls for his/her class. Students are not allowed to add/delete names or make any changes to the class register.

If you cannot find your name in the class register when you attend the class, please notify the instructor-in-charge immediately and contact the Student Affairs office (Room QT308, Tel: 2766 6800) the next day.

All students must attend the class punctually. Students' attendance records will affect their chances of being admitted to EXCELL courses in future. If you are unable to come to a particular session on time or have to absent, please inform your instructor beforehand as far as possible and practicable.

Students who arrive 15-30 minutes late will have their attendance counted only if they could provide an explanation which could satisfy their instructor. Students who arrive 30 minutes or more after the commencement of the session will be considered as absent. If they leave before the session ends, the instructor can, at his/her discretion, decide on whether their attendance will be counted. The attendance records kept by the Student Affairs Office are considered as official records.

Students should value the learning opportunities offered by these extra-curricular enrichment courses. To make best use of these courses, they should attend all sessions punctually, and interact with other students and the instructor proactively.

C. Important Points to Note

1. Attendance Rate

Attendance rate must be over 60% for all courses unless otherwise specified. Students who fail to achieve the required attendance rate may affect the chances from joining other EXCELL courses in future.

2. Discipline

To maximize the learning outcome and to respect the instructor and other students, students are required to behave properly. They are prohibited from the following:

- (i) Use of mobile phones, pagers and/or other devices that are unrelated to learning; and
- (ii) Disrespectful behavior or unauthorized activity that interferes with or interrupts the normal teaching and learning progress.

The course instructor will give verbal warning as appropriate to restore the order in class. After giving three warnings, the instructor may ask the student(s) to leave the venue for the benefits of other students. The case will then be reported to the Student Affairs Office for record purpose. Repeated offenders may be suspended from joining other EXCELL courses for a certain period of time.

3. Sit In

Students are not allowed to sit in any courses which they have not been admitted. The instructor has the authority to invite those not on the roll call list to leave the venue, and note down their names for record purpose. Those students may be suspended from joining other EXCELL courses for a certain period of time.

4. Suspension of Session

For enquiries about session suspension related to holidays, tropical cyclone warnings and rainstorm warnings, please refer to the PolyU Student Handbook at <https://www.polyu.edu.hk/ar/web/en/for-polyu-students/student-handbook/index.html>.

5. Class Cancellation

For better utilization of resources, there is a minimum viable enrollment number for each class. If the target cannot be reached, the class may be cancelled.

Please check <https://www.polyu.edu.hk/sao/student-development-unit/holistic-student-development/extra-curricular-enrichment-for-lifelong-learners-excell-programme/course-contents/> before registering for the courses.

D. Recognition

Students meeting the attendance requirement for individual course will be awarded an electronic Certificate of Attendance by the Student Affairs Office.

E. Enquiries:

All enquiries concerning the EXCELL Programme should be directed to Student Affairs Office:

Reception Counter at QT308 (Tel: 2766 6800) during office hours

9:00 – 12:00 and 14:30 - 19:00 (Monday – Friday)

9:00 – 12:00 (Saturday)

Email:

excell.prog@polyu.edu.hk


Website:


<https://www.polyu.edu.hk/sao/student-development-unit/holistic-student-development/extra-curricular-enrichment-for-lifelong-learners-excell-programme/introduction/>

Student Affairs Office reserves the right to amend the above as and when necessary and without prior notice.


F. FAQ

I. Course Selection & Application

 I know more than one class is offered for some courses. Can I enroll for different classes of the same course for all my three choices?

 No. If there are more than one class for a course, a student can at most enroll for two classes as two of his/her choices.

 I want to apply for a Level II course. What are the entry requirements?

 To be eligible to apply for a Level II course, you should have already completed Level I of that course and obtained a certificate either from Student Affairs Office or other institutions.

II. Payment

Detail Steps of Different Payment Methods

Allocation Method Enrolment will be based on allocation by computer according to the lot drawing criteria. When an applicant's first choice course has been fully subscribed, he/she will be automatically considered for admission to his/her second and/or third choice.

Payment Method	<p>Applicant should check the result of their application online and then follow-up with the payment of enrolment fees via one of the following means:-</p> <p>ATM Bill Payment Service</p> <p>Students can do it at the ATM terminals of HSBC, Hang Seng Bank or JETCO. Please select "01" as the Bill Type and key in the debit note number and exact amount for payment. Upon payment, please keep the transaction advice for verification.</p> <p>At the ATM terminals of HSBC/Hang Seng Bank</p> <ol style="list-style-type: none">1) Insert the card and key in the ATM PIN2) Select "Bill Payment"3) Select "Education-University"4) Select "The HK Polytechnic University"5) Enter "01" as the "Bill Type"6) Enter Payment Reference Number (i.e. Debit Note/Bill No.)
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- 7) Select the account to be debited
- 8) Enter payment amount
- 9) Confirm the transaction
- 10) Keep the transaction advice for verification

At the ATM terminals of JETCO

- 1) Insert the card and key in the ATM PIN
- 2) Select the account to be debited
- 3) Select "Bill Payment"
- 4) Select "Education"
- 5) Select "The HK Polytechnic University"
- 6) Enter "01" as the "Bill Type"
- 7) Enter Bill/Account Number (i.e. Debit Note/Bill No.)
- 8) Enter payment amount
- 9) Confirm the transaction
- 10) Keep the transaction advice for verification

PPS Bill Payment Service

The merchant code of PolyU is "77".

- 1) Open a PPS account through any PPS terminal (at Circle K), if you have not got one yet
- 2) Register the debit note no. at 18011 (English) or 18013 (Cantonese)
- 3) Settle the debit note at 18031 (English) or 18033 (Cantonese)
- 4) Keep a record of the reference number for verification

Students can also conduct the PPS transaction via internet by visiting the PPS website at <https://www.ppschk.com>.


Internet Banking Bill Payment Service

Students can register for this service by using the ATM /Phonebanking PIN if you are an account holder of any HKD Current/Savings Account of HSBC or Hang Seng Bank. Please visit <http://www.hsbc.com.hk> (HSBC) or <http://www.hangseng.com/e-Banking> (Hang Seng Bank) for registration and payment.


Students may also pay the fee via Bank Bill Payment (BBP) Service of other banks. Please visit <https://www.polyu.edu.hk/fo/students/payment->


	<p>methods/tuition-hall-and-other-fees/ (Login > Enquire Payment Method > Internet Banking Bill Payment Service) for a list of banks and their websites.</p> <p>Steps:</p> <ol style="list-style-type: none"> 1) Login to Internet Banking 2) Select Bill Payment Service 3) Add New Merchant 4) Select "Education Institution" or "Post-secondary or Specialised Education" as Category 5) Select "The HK Polytechnic University" as Merchant 6) Select "01" or "N/A" as Bill Type 7) Key in 8-digit debit note number as Bill Payee Account No. 8) Select the payment account (e.g. saving / current / credit card, etc) 9) Enter total amount on debit note 10) Enter the pay on date 11) Print /save the confirmation page with reference number
<p>Confirmation of Place</p>	<p>It takes 3-4 working days for the bank to transfer the payment data to the PolyU system. Therefore, do not worry if the payment status in your student account is "overdue" during day 1 - day 3.</p> <p>On the 4th working day (excluding Sat, Sun & holidays) after you have settled your payment, please login <i>POSS system</i> to check your application status.</p> <p>If the status has been changed from "Allocated" to "Confirmed", it means your payment is successful and your place is confirmed.</p>
<p>Remarks</p>	<p>Anyone who fails to pay the fee on or before the date specified in the Notice of Offer will have his/her allocated place(s) forfeited.</p>
<p>Re-open for application</p> <p>Courses which are still undersubscribed after the online application period will be re-open for application.</p>	
<p>Application Method</p>	<p>Interested students are invited to apply in person at the Reception Counter of Student Affairs Office in Room QT308.</p>
<p>Allocation Method</p>	<p>First-come-first-served</p>


<p>Payment Method</p>	<p>Students can check the information on remaining places in the <i>POSS system</i>. Interested students are invited to come to the Reception Counter of Student Affairs Office (QT308) to apply.</p> <p>If you cannot come in person, please send a representative to apply and collect the debit note for you. Your representative need to present a copy of your student ID card and your authorization letter in order to register for you.</p> <p>The re-opening date of application will be announced through email. Students must return the ATM transaction advice to the Reception Counter of Student Affairs Office (QT308) immediately after payment.</p>
<p>Confirmation of Place</p>	<p>If you return the ATM transaction advice to the Reception Counter of Student Affairs Office (QT308) on the date of application, your application status in <i>POSS system</i> will be updated the next working day (excluding Sat, Sun & holidays). Your status will change from "Allocated" to "Registered", which means that your place has been confirmed successfully.</p>
<p>Remarks</p>	<p>Information on the availability of places of individual courses will be updated every day after the result of application. Please click 'View Vacancy List' at <i>POSS system</i>.</p>

 Students are asked to pay the fees during the payment period described on the *Student Affairs Office website*. Does it mean that I must pay the fee by 5:15pm on the last payment day?

 No, you can pay the fee before 23:59 on the last payment day.

 I have already paid the enrolment fee by the payment deadline. How do I know if my payment is successful?

 It takes a few days for the bank to transfer the payment data to the PolyU system. Please login the *POSS system* 3-4 working days after you have settled the payment to check your payment status. If the status has been changed from "Allocated" to "Confirmed", it means your payment is successful.

 I have not paid the enrolment fees by the payment deadline. Will the place still be reserved for me?

 No. Your place will be allocated to another applicant in the next round of application.

❏ How should I pay the enrolment fees?

🗨️ Please refer to the following table:-

After Lot Drawing:	During Walk-in Period:
Before the payment deadline, please pay via: e-banking OR PPS OR ATM	Before course commencement: Come to the Reception Counter of Student Affairs Office (QT308) in person. ▼ Check whether there is any vacancy left in the course(s) that you are interested. ▼ If there is a vacancy, you may apply at the counter right away and then pay the enrollment fee immediately via e-banking or PPS or ATM.

❏ Do I need to return the transaction advice to the reception counter of Student Affairs Office after I have paid the fee?

🗨️ Please refer to the following table:-

	After Lot Drawing:	During Walk-in Period:
Return receipt to Student Affairs Office?	No	Yes
When to return it?	-	IMMEDIATELY paying the fee

III. Attendance & Roll Call

❏ I have settled the enrolment fees. However, I cannot find my name in the roll call list when I attend the first lesson. What should I do?

🗨️ Please write down your name, student no. and contact phone no. on the sheet provided by the instructor or contact the Student Affairs Office the next day. We will contact you before the second session.

❏ I heard that zero attendance rate will affect my future application for EXCELL courses. What should I do if I cannot attend any session after successful registration?

👤 Please write an email to excell.prog@polyu.edu.hk to apply for withdrawal with reason as soon as possible. However, the enrolment fees will not be refunded.

❏ There is a change in the course schedule after I have already paid the enrollment fees. But the new schedule clashes with my other plans and then I cannot attend the course. What should I do?

👤 Please write an email to excell.prog@polyu.edu.hk to apply for withdrawal and request for refund. The enrolment fees will be refunded to you.

❏ I have enrolled in two courses with conflicting schedule. What should I do?

👤 You are advised to drop one of them, as zero attendance will seriously affect your enrollment to other EXCELL courses in future. Please write to excell.prog@polyu.edu.hk to apply for withdrawal before the course starts. There will be no refund under this situation.


❏ I have already attended a few sessions, but will not be able to finish the whole course due to a change in my personal schedule. Do I need to apply for course withdrawal?

👤 It is not necessary for you to apply for course withdrawal but you should inform your instructor and let him/her know the reason. You should value the learning opportunity and try to attend as many sessions as possible. Please also note that students who fail to achieve the required attendance rate, and without an acceptable reason, may be suspended from joining other EXCELL courses for a certain period of time.


❏ If I have an acceptable reason for absence from a session, will Student Affairs Office still count me as “present”?


👤 No. Only those who actually show up physically will be counted as present.


❏ I know that I should attend all sessions punctually. However, for some reasons, I really cannot make it on time. How late is "too late"?


 Please refer to the following table:-

If you arrive at the classroom...	Attendance
within 15 minutes after the session has started	Your attendance will be taken as usual.
within 16-30 minutes after the session has started	You must give a satisfactory explanation to the instructor in order to have your attendance recorded.
later than 30 minutes after the session has started	You will be counted as absent.

 After I have attended the first session of a course, I found that I am not interested in it. Can I apply for transferal to another course?

 No, you cannot change from one course to another after you have confirmed your registration (i.e. paid your enrolment fees).


 I have not been allocated a place in the course which I am very interested. Can I just sit in the course?

 No. Students are not allowed to sit in any courses which they have not been admitted. The instructor has the authority to invite those not on the roll call list to leave the venue, and note down their names for record purpose. These students may be suspended from joining other EXCELL courses for a certain period of time.

IV. Certificate of Attendance

 I have attended over 60% of the course. When can I get the Certificate of Attendance?

 You can download the electronic Certificate of Attendance in the *POSS system* one month after all EXCELL courses have ended. Please be reminded to update your correspondence address with the Academic Secretariat in case you move.

 I have attended over 60% of the course. However, I cannot find my Certificate of Attendance at *POSS system* for downloading. What should I do?

 Please email excell.prog@polyu.edu.hk or call 2766 6800 to check.

V. Lot Drawing Criteria

🗉 Why I have never been allocated a place in the EXCELL programme, while the other students seem to be able to get a place easily?

🗉 Please answer the following questions:-

Though I have not got any offer yet, I remain keen on the EXCELL programme. I continue to submit applications every semester.	Yes	No
I will soon graduate.	Yes	No
Whenever I fail to get an offer via the lot drawing in the online application period, I would apply for the same course during the walk-in application period.	Yes	No
I have applied for a wide variety of courses, not just the popular ones.	Yes	No

If your answers are mostly "Yes", your chance of being allocated a place in the lot drawing is higher; but if your answers are mostly "No", your chance is lower.

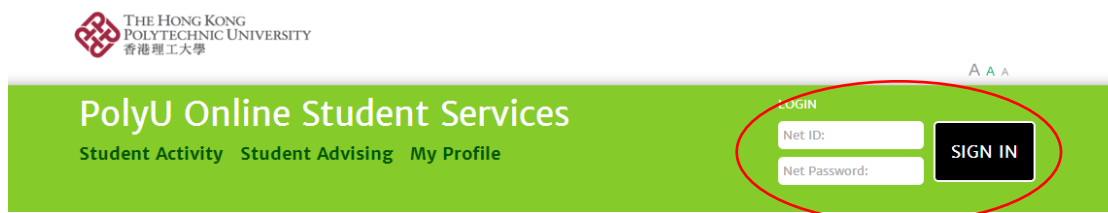
Please see below the lot-drawing criteria:-

EXCELL lot drawing criteria	Remarks
<i>Lot Drawing Application (Places are allocated by computer)</i>	
1. The fewer offer an applicant was allocated in the past, the higher the priority (those who have never been allocated any courses before will be given the highest priority.)	All students can enjoy the highest priority once during their study at PolyU. (i.e. when they have not been allocated with any course yet)
2. The more rounds of unsuccessful application, the higher the priority.	Do not give up even if you are unsuccessful in the previous round of application. Keep trying.
3. The senior one's years of study, the higher the priority.	If you are going to graduate soon, you will be accorded a higher priority.
4. The more the no. of times one has obtained an attendance of 80% or above in EXCELL courses in the past, the higher the priority.	Students are encouraged to value the learning opportunity. Those who have achieve a good attendance rate will be rewarded with higher priority in the lot-drawing.
5. Those with record(s) of zero attendance will	Students are encouraged to value the learning opportunity and they have the

be accorded the lowest priority.	due responsibility to turn up for the course after they have registered for.
<i>Tips for Application</i>	
According to past records, some courses are more popular, e.g. languages and personal development etc., and so it is relatively more difficult to get a place. You are advised to explore different areas of knowledge which will also be beneficial to your whole-person development. You may approach the Student Affairs Office for advice on the type of courses which are less sought-after and so easier for you to get a place.	

VI. How to use EXCELL online system (POSS)?

Step 1. Login, please input your NetID and Password and click *SIGN IN* button. (See Red Circle).



Step 2. Click “Student Activity” at the menu item. (See Red Circle).



Step 3. Search “Extra-Curricular Courses for LifeLong Learners (EXC)” at “Organizer” option (See Red Circle) > Click “Search” button > Choose your favourite class & Click “Add to My Favourite” (See Red Circle)

Home > Student Activity > Activity Information

Activity Information

Organizer: All

Special: All

Activity Title: Activity Title

Category: All

Description: Keywords

Sub-Category: All

Class Start Date: [] TO []

Class End Date: [] TO []

Day of Week: Mon Tue Wed Thu Fri Sat Sun

Registration Started
 Coming Soon
 Application Finished
 Walk-in
 New Activity

[Search](#) [Clear](#)

Sort by: [] Record Per Page: []

[Previous](#) [Next](#)

14-01-EXC-14051-A

(天人合一：人生意義的探尋)

6hr 4 30/30 \$50 NEW

Application Period:
08 Sep 2016 12:00 AM - 14 Sep 2016 11:59 PM

Class Dates:
1) 12 Oct 2016 (Wed) 11:00 AM - 12:30 PM
⋮
4) 02 Nov 2016 (Wed) 11:00 AM - 12:30 PM

[+ Add to My Favourite](#)

Step 4. By clicking “My Favourite Activities”, you will see a table of favourite classes. Each student can choose up to 7 courses during each round of application. However, each student will only be allowed to enroll in a maximum 7 EXCELL courses in each semester.

The screenshot shows the PolyU Online Student Services interface. The user is logged in as Chan Tai Man (Student). The page is titled "Application" and is part of the "My Favourite Activities" section. A yellow banner indicates "Not in application period". Below this, a table lists available classes for selection. The table has columns for Class Code, Activity Title, Documents Required When Apply, No. of sessions, and Vacancy. One class, "Effective Time Management (-)", is selected. Below the table are "Add More" and "Proceed" buttons.

	Class Code	Activity Title	Documents Required When Apply	No. of sessions	Vacancy
<input checked="" type="checkbox"/>	12-01-EXC-12011-A	Effective Time Management (-)		1	4/25

Class Date: 22 Nov 2016 (Tue) 12:30PM – 22 Nov 2016 (Tue) 02:30PM

+ Add More ✓ Proceed

Step 5. Select the class(es) for application by checking the checkbox > Click the “Proceed”