

# Opening Mind Shaping the Future



ORIENTATION HANDBOOK  
2021/22



THE HONG KONG  
POLYTECHNIC UNIVERSITY  
香港理工大學

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# Welcome Message

Welcome to The Hong Kong Polytechnic University!

As you begin a new and perhaps the most important chapter in your lives, you must have plenty of expectations. Yes. Your time at PolyU will be full of challenges, fun and excitement. You will have many opportunities to meet people with diverse backgrounds, explore new things, define your goals, unleash your potentials and pursue your interests.

This booklet gives a detailed summary of co-curricular programmes and activities, campus facilities and services we provided for students to facilitate their holistic development. We are keen to ensure the overall wellness of our students during their stay at the university – from choices of major and minor to career planning and placement, from extra-curricular activities to residential life, from counselling services to the provision of financial assistance.

Our global education through international student exchange and internship programmes will enable you to experience diversified cultures, expand your network and enhance your competitive edge in the world market. You will also benefit from our Work-Integrated Education which serves to equip yourselves with the job skills needed at the workplace. The mandatory Service-Learning programme will help nurture a good sense of social responsibility, which is a highly-valued quality in graduates.

Please make the best use of time and resources at PolyU to pave way for your future success. We look forward to seeing you setting demanding goals for your academic pursuit and career development, as well as growing into all-round persons who are critical thinkers, effective communicators, innovative problem solvers, and socially responsible global citizens.

Wish you a pleasant and fruitful learning journey at PolyU!





# EXPLORE YOUR CAMPUS

# Campus Map

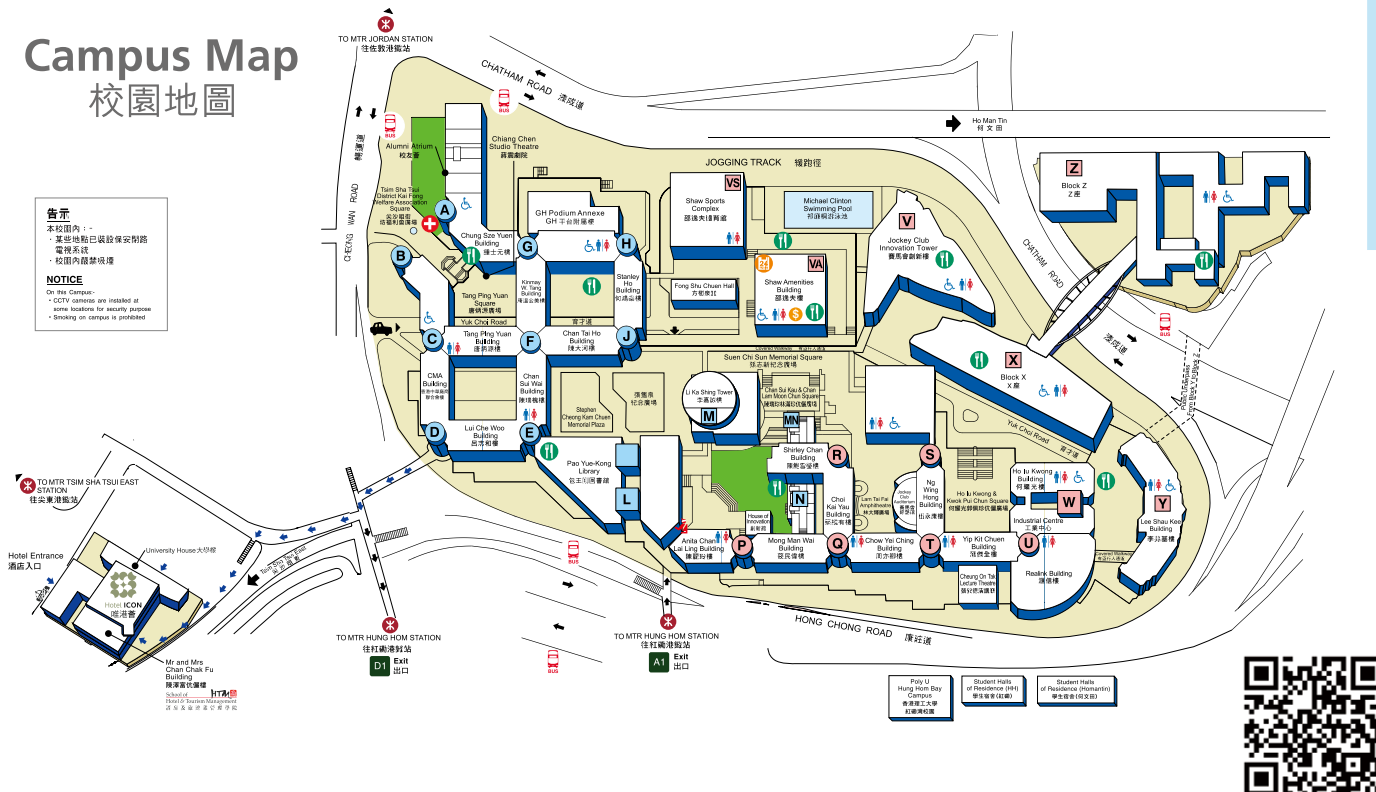


THE HONG KONG  
POLYTECHNIC UNIVERSITY  
香港理工大學

## Campus Map 校園地圖

**告示**  
本校園內：  
• 某些地點已裝設保安閉路電視系統  
• 校園內嚴禁吸煙

**NOTICE**  
On this Campus:  
• CCTV cameras are installed at some locations for security purpose  
• Smoking on campus is prohibited



### KEY TO CAMPUS MAP

### 校園索引

- |  |                                      |  |                                              |
|--|--------------------------------------|--|----------------------------------------------|
|  | Core                                 |  | 洗手間<br>Toilet                                |
|  | Block                                |  | 暢通易達洗手間<br>Accessible Toilet                 |
|  | 保安控制室<br>Guard Post                  |  | 銀行 / 自動櫃員機<br>Bank / ATM                     |
|  | 大學醫療保健處<br>University Health Service |  | 餐廳 / 酒樓 / 咖啡室<br>Canteen / Restaurant / Cafe |
|  | 便利店<br>Convenience Store             |  | 巴士站<br>Bus Stop                              |

### Location Map of Off-Campus Venues 校外場所位置圖



1. PolyU Main Campus  
香港理工大學主校園
2. Student Halls of Residence (Hung Hom)  
學生宿舍 (紅磡)
3. Student Halls of Residence (Homantin)  
學生宿舍 (何文田)
4. PolyU Hung Hom Bay Campus  
香港理工大學紅磡灣校園
5. PolyU West Kowloon Campus  
香港理工大學西九龍校園
6. Off Campus Housing (The Grand Blossom)  
校外宿舍 (盈翠華庭)
7. Off Campus Housing (OCH - Hillwood Road)  
校外宿舍 (山林道)

## Campus Catering

There are a total of fourteen catering outlets within the campus which include Student Canteens, Staff Canteen, Student/Staff Restaurants, Theatre Lounge, cafés and kiosks, providing about 2,700 seats and offering an extensive range of Asian and Western cuisines to suit the different needs of the University community.

In Student Halls of Residence, students can dine at the Hall Canteens which have about 600 seats and serve local, Chinese and Western food.

Currently, nine different caterers are contracted to operate the respective outlets.

The canteens, cafés and kiosks cater for the basic needs of students and staff for fast, low-priced and yet nutritious meals.

The restaurants and Theatre Lounge cater for the social needs of students and staff with a better dining environment, higher grade food and full table services. A relatively higher price is charged.

The Finance Office of the University is responsible for monitoring the campus catering services through the Catering Committee in which represented by both students and staff members.

Please refer to the link below for the latest service updates and opening hours of these catering outlets: [https://www.polyu.edu.hk/fo/FO\\_Web/index.php?page=8&subpage=cat05](https://www.polyu.edu.hk/fo/FO_Web/index.php?page=8&subpage=cat05).







### VA Student Canteen - VA 學生飯堂

G/F, Shaw Amenities Building

Seating Capacity : 750 seats

#### Type of Food

Fast-food items (Asian and Western food), noodles-in-soup, bakery items and beverages.

#### Opening Hours

Monday - Friday	07.30 - 20.30
Saturday	07.30 - 19.30
Sunday	09.00 - 18.00*
Public Holidays	Closed*

\* Opening Hours during the revision and examination period:  
09.00 – 19.00



### Communal Student Canteen - 文康學生飯堂

3/F, Communal Building

Seating Capacity : 520 seats

#### Type of Food

Bakery, Western food, Chinese food, HK style food, Japanese food, Thai food, BBQ and beverages.

#### Opening Hours

Monday - Friday	07.30 - 20.30
Saturday	07.30 - 19.30
Sunday	09.00 - 18.00*
Public Holidays	Closed*

\* Opening Hours during the revision and examination period:  
09.00 – 19.00



## Communal Student Restaurant - 文康學生餐廳

4/F, Communal Building (Under Renovation)

Seating Capacity : 200 seats

### Type of Food

Cantonese and local cuisine, local noodles selection, congee items and steamed rice.

### Opening Hours

Monday - Saturday	10.30 - 20.30
Sunday & Public Holidays	Closed



## H Cafe - H 咖啡室

Podium Level, Block FGHJ Courtyard

Seating Capacity : 40 outdoor seats

### Type of Food

Western breakfasts, burgers, hot dogs, sandwiches, daily hot meals, salads, snacks, tea sets, coffee, tea, soft drinks and fruit juices.

### Opening Hours

Monday - Friday	08.00 - 22.00
Saturday	08.00 - 18.00
Sunday & Public Holidays	10.00 - 18.00





### Lawn Cafe - 草坪餐廳

G/F & 1/F, Block N

Seating Capacity : 108 seats

#### Type of Food

Sandwiches, panini, wraps, salads, soup, dessert, coffee, fresh fruit juices, and beverages.

#### Opening Hours

Monday - Friday	08.00 - 21.00
Saturday	08.00 - 18.00
Sunday & Public Holidays	10.00 - 18.00



### LibCafe@PolyU - 圖書館咖啡室

Podium Level, Pao Yue-kong Library

Seating Capacity : 50 seats

#### Type of Food

Sandwiches, croissants, tartines, panini baguettes, ciabattas, paninis, wraps, salads, homemade cups, snacks, sweets, coffee, chocolate, tea and smoothie.

#### Opening Hours

##### During Term Period

Monday - Saturday	08.30 - 23.00
Sunday	12.00 - 22.00
Public Holidays	Follows Library Hours on General Holidays

(<https://www.lib.polyu.edu.hk/about-us/hours/library-hours-general-holidays>)

##### During Examination Period

Monday - Sunday & Public Holidays	08.30 - 23.00
--------------------------------------	---------------



## Theatre Lounge - 劇院茶座

G/F, Chung Sze Yuen Building

Seating Capacity : 80 seats

### Type of Food

Japanese / Western style set meals and specialty coffee.

### Opening Hours

Monday - Saturday

11.00 - 21.00

Sunday & Public Holidays

Closed



## V Cafe - V 咖啡室

Podium Level, Jockey Club Innovation Tower

Seating Capacity : 36 outdoor seats

### Type of Food

Bakery, snacks, soup, herbal tea and bottle drinks.

### Opening Hours

Monday - Saturday

08.00 - 20.00

Sunday & Public Holidays

Closed



### VA Kiosk - VA 小食亭

Podium Level, Block VA

Seating Capacity : 50 outdoor seats

#### Type of Food

Sandwiches, wraps, salads, cookies, chips, toasties, muffins, croissants, Danishes, beverages, Fair Trade coffee, smoothies and soft drinks.

#### Opening Hours

Monday - Friday	07.00 - 21.00
Saturday, Sunday & Public Holidays	09.00 - 19.00



### W Kiosk - W 小食亭

Podium Level, Block W

Seating Capacity : 200 outdoor seats

#### Type of Food

Bakery, sandwiches, salads, soup, pasta, rice, croquet miseure, pizza.

#### Opening Hours

Monday - Saturday	07.30 - 19.30
Sunday & Public Holidays	Closed



## X Cafe - X 咖啡室

Podium Level, Block X (Under Renovation)

Seating Capacity : 28 indoor seats and 12 outdoor seats

## Type of Food

Light refreshments, special drinks and high quality beverage.

## Opening Hours

Monday - Saturday	08.00 - 22.00
Sunday	09.00 - 19.00
Public Holidays	Closed



## Z Restaurant - Z 餐廳

2/F, Block Z

Seating Capacity : 164 seats

## Type of Food

Japanese / Western style set meals and specialty coffee.

## Opening Hours

Monday - Friday	08.00 - 19.00
Saturday, Sunday & Public Holidays	Closed





## Communal Facilities

PolyU offers an environment to meet the social and physical needs of our students. We encourage students to keep a healthy and balanced lifestyle and we offer an abundance of facilities/amenities for such purposes.

### Amenities Centre, Study Room and Other Communal Facilities

The Amenities Centre is located on the P/F, 4/F and 5/F of the Communal Building for use by all students, and the Centre is comprised of music appreciation room, music practice rooms, multi-purpose rooms, common rooms, and exhibition venues for the promotion of cultural and social activities among students.

More activity rooms are available on 1/F and 4/F at Block Z. A study room is also available at Z302 at Block Z.

All of these facilities are free of charge. Online booking can be made via <https://www.polyu.edu.hk/poss>.

#### Amenities Centre

Monday - Friday	09.00 - 22.00
Saturday	09.00 - 18.00
Sunday & Public Holidays	Closed

#### Student Common Room (S403)

Monday to Sunday (including Public Holidays)	07.00 - 24.00
-------------------------------------------------	---------------

#### Study Room (Z302)

Monday - Friday	07.00 - 23.00
Saturday	07.00 - 19.00
Sunday & Public Holidays	Closed

For more details, please visit: <https://www.polyu.edu.hk/sao/srss/facilities/communal-facilities/general-information>.



Study Room (Z302)



Student Common Room (S403)



Student Common Room (S211)

## Prayer Rooms

Rooms PQ502a and Z302a are designated for students of all religions to pray.

Prior reservation is not required.

Monday - Friday	08.00 - 22.30
Saturday	08.00 - 19.00
Sunday & Public Holidays	Closed



Prayer Room (Z302a)



Prayer Room (PQ502a)

## Sports Facilities

- a) Shaw Sports Complex 邵逸夫體育館 (VS Core)
  - i) Main Hall (Badminton, Basketball)
  - ii) Practice Hall (Badminton, Volleyball)
  - iii) Activity Room (Dance, Taichi, Yoga, Pilates, etc.)
  - iv) Fitness Room
  - v) Table Tennis Room
  - vi) Rooftop Tennis Court
  - vii) Michael Clinton Swimming Pool 祁廉桐游泳池 (50-meter Outdoor)
- b) Fong Shu Chuen Hall 方樹泉堂 (VS Core)  
(Basketball, Volleyball)
- c) Kwong On Jubilee Sports Centre 廣安金禧體育館 (S Core)
  - i) Main Hall (Badminton)
  - ii) Squash Court
  - iii) Activity Room (Dance, Taichi, Yoga, Pilate, etc.)
- d) Block X Sports Centre X 座體育中心
  - i) Main Hall (Badminton, Basketball, Handball, Indoor Soccer (Futsal))
  - ii) Fitness Room (X123 & X202)
  - iii) Swimming Pool (25-meter Indoor)
- e) Joint Sports Centre 聯校運動中心 (Kowloon Tong)  
For more details, please visit: <http://jsc.hkbu.edu.hk>.



Shaw Sports Complex - Rooftop Tennis Court



Kwong On Jubilee Sports Centre – Main Hall



Block X Sports Centre – Fitness Room (X123)



Block X Sports Centre – Main Hall



Block X Sports Centre – Swimming Pool

## Opening Hours:

Facilities	Opening Hours	Booking Session	Cleaning Hour
Shaw Sports Complex	08.20 - 22.50*	08.30 - 22.30	For Fitness Room 10.30 - 11.30
Kwong On Jubilee Sport Centres	08.20 - 22.50*	08.30 - 22.30	
Block X Sports Centre	(Monday to Friday) 07.20 - 22.50*  (Saturday and Sunday) 08.20 - 22.50*	(Monday to Friday) 07.30 - 22.30  (Saturday and Sunday) 08.30 - 22.30  (Sunday to Saturday) 08.30 - 22.30 (For Fitness Room X202)	For Fitness Room 14.30 - 15.30

Facilities	Opening Period	Opening Hours	Cleaning Hour
Michael Clinton Swimming Pool	May and October	(Monday to Saturday) 10.30 - 14.30 15.30 - 20.30  (Sunday) 10.30 - 17.30	(Monday to Saturday) 14.30 - 15.30  (Sunday) <sup>#</sup> 17.30 - 20.30
	June to September	(Monday to Saturday) 09.30 - 14.30 15.30 - 21.30  (Sunday) 09.30 - 18.30	(Monday to Saturday) 14.30 - 15.30  (Sunday) <sup>#</sup> 18.30 - 21.30
Block X Swimming Pool	January to June	(Monday to Friday) 07.30 - 21.30	(Monday - Saturday) 15.30 - 16.30
	September to December	(Saturday) 09.30 - 21.30  (Sunday) 09.30 - 18.30	(Sunday) <sup>#</sup> 18.30 - 21.30

\*Counter service will stop at 22.00.

<sup>#</sup>Due to COVID-19 pandemic.



## Global Student Hub

The Global Student Hub (GSH) is a new on-campus facility located at QT podium with an area of 420m<sup>2</sup>, dedicated to providing a physical space outside the classroom for cross-cultural mingling and further integration between local and non-local students. There will be relaxation activities and events organised in GSH to create opportunities for global student engagement which help strengthen students' connectivity and their campus experience.

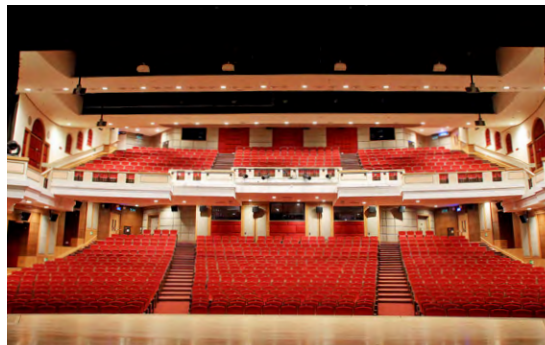


## Cultural Theatres

### Jockey Club Auditorium

Combining classical theatre interior design and modern external facade, Jockey Club Auditorium (JCA) has come into operation in 2000. Reminiscent of the grandeur of ancient classical theatre, the Auditorium is elegantly set with balcony and main floor seating accommodating up to 1,084 persons. The Auditorium has been well equipped with carefully planned technical and architectural details, ranging from modern stage and audio visual facilities to spacious leg room. The Jockey Club Auditorium provides not just a conducive environment for the development of culture on campus and in enriching campus life, but also a unique venue for events and corporate alike.

For further details, please contact Culture Promotion and Events Office at 2766 7100.



### Chiang Chen Studio Theatre

The Chiang Chen Studio Theatre (CCST), with a capacity of 244 seats, is a cosy venue for holding various cultural activities and performances such as drama, recitals, dances, variety shows, film shows as well as conferences, lectures, seminars and ceremonies.

Located within the campus of The Hong Kong Polytechnic University, the Studio Theatre is adjacent to the Hong Kong Cross Harbour Tunnel and MTR Hung Hom Station, with Tsimshatsui commercial area in its vicinity and is easily accessible by various means of public transport.

For further details, please contact Culture Promotion and Events Office at 2766 7100.



# Information Technology Services Office

The Information Technology Services Office (ITS) provides central IT facilities and services to support the University's learning, teaching, research, administration and communication.

## IT Facilities for Students

All full-time and part-time students of the University can have access to a full range of shared central IT facilities and services on campus. These include the University's central computer systems, PolyU Connect (e-mail, communication and collaboration services), University Portal (myPolyU), Learning Management System (LEARN@PolyU), Internet and network services, etc. Students can access the central IT facilities and services with their personal PolyU NetID.

The NetID activation can be done via "[PUsecure Identity Portal](#)", then choose "NetID Registration" and follow the prompts. Please get your student number, HKID/ Passport/ Mainland ID number and PolyU Programme code ready before activation.

## Student Computer Centre on Campus

The Student Computer Centre (SCC) is located on the 3rd and 4th floor of the Li Ka Shing Tower (Block M) where over 460 PCs are accommodated for student use. Apart from the computer labs, there are informal learning spaces for project discussion and group work and a relaxation area for students to take rest and relax. No prior booking arrangement is necessary in SCC. All students are requested to observe the '[Rules for Student Computer Centre Users](#)'.

Students are also welcome to leverage the prevailing software installed in SCC for their study. For details of the computer hardware and software configuration in the Student Computer Centre, please click [here](#).

## Online Learning Platforms

[LEARN@PolyU](#) is the University Digital Learning Platform developed on Blackboard, a leading Learning Management System (LMS) for higher education.

Subject websites have been created on the platform for e-Learning and Blended Learning activities. Students can access learning resources through LEARN@PolyU as well as submit assignments, take quizzes and interact with lecturers and classmates online.

In addition to Blackboard, Microsoft Teams and Zoom are also available to support online teaching and learning activities. Students can attend virtual classes through these platforms anytime anywhere with network-connected devices. More details and user guides could be found at [Online Teaching Delivery](#) website.

## Network Access

Network outlets and wireless access points are available in all lecture theatres, general teaching rooms, the library, sports centres, canteens and at convenient public areas around campus so that students can connect mobile devices any time to access the central IT facilities. [Free wireless access service](#) at other local universities and off campus is also provided to all students through collaboration with other universities and local wireless service providers.

## Information Services and Orientation

The University strongly advocates the use of electronic communication. Thus all ITS publications and announcements are distributed electronically. The Student Handbook on IT Facilities and Services is a comprehensive guide helping students to get familiar with the University's central IT services available. A copy of the Handbook can be found at <https://www.polyu.edu.hk/its/usefulinformation/handbook-on-it-facilities-and-services/>. The latest updates on new IT facilities and services are communicated to students through the monthly [ITS e-Newsletter - "Get Connected"](#), [ITS website](#) and social media ([Instagram](#) and [Facebook](#)), or via email to PolyU Connect account.

A series of Student Orientation Workshops will be organised by ITS at the beginning of each academic year to introduce students with the central IT facilities and services available.

To get further details or the latest updates regarding IT facilities and services, please visit the ITS website at <http://www.polyu.edu.hk/its/> or contact the IT HelpCentre via the following channels:

Hotline: 2766 5900  
WhatsApp/ WeChat: 6577 9669  
Online request: [IT Online ServiceDesk](#)  
Location: M201, Li Ka Shing Tower (Block M)





# Pao Yue-kong Library

As the learning hub and scholarly gateway of the University, the Pao Yue-kong Library provides you with access to extensive information resources, flexible and dynamic study spaces and research support services that are essential for your academic success.

The tips below will help you, as a freshman, to better understand and utilise the key Library resources and services that are important for your study at PolyU:

## Your First Experience with Us

### 1. Library Orientation

<https://www.lib.polyu.edu.hk/orientation>

Come to a Library orientation to discover the library resources, facilities and services that every PolyU freshman should know about. Learn how to locate library materials for academic research. Discover the diversity of study spaces for working individually or collaboratively. Prepare to be amazed by our many digital services and facilities. Join a session arranged by your Department/School, or sign up for a guided tour in early September. And stay tuned to our email notices and Library website for available time slots.

### 2. READ@PolyU

<https://www.lib.polyu.edu.hk/read>

It's more fun to read together! READ@PolyU is a campus reading project designed to get everyone reading a common book. This year we feature Ken Liu's collection of award-winning fantasy works, *The Paper Menagerie and Other Stories*. Start by getting a free copy of the book\*, and take part in the many free events organised throughout the year to enhance your reading experience! Join a book chat group, attend the fun talks, exhibitions, and more.

*\* Distributed at the Library each September on a first come, first served basis.*



## Finding Materials Related to Your Study

### 3. Course Resource List

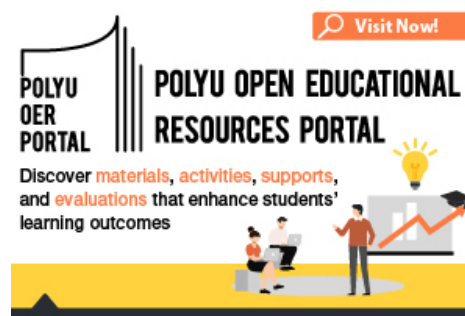
<https://www.lib.polyu.edu.hk/course-resource-list>

Want to borrow course textbooks and access required readings with just one-click? Access the Resource List page within your course in [Learn@PolyU](#). This is an easy-to-use platform provided by the Library that lets instructors and students access course resources prescribed by the Instructors directly from [Learn@PolyU](#). You will be able to find the call number, location, and loan status for print textbooks and hyperlinks to e-resources if available.

### 4. PolyU Open Educational Resources (OER) Portal

<https://oer.lib.polyu.edu.hk>

Want to find course-related and self-directed learning resources to broaden your subject knowledge? Visit PolyU Open Educational Resources (OER) Portal and look for extra-curricular learning resources to enhance your learning experience! Our collection of open educational resources will give you fresh perspectives on your study!



### 5. OneSearch

<https://www.lib.polyu.edu.hk/onesearch>

OneSearch is a powerful discovery tool that helps you locate the extensive collection of print and e-books, journal and magazine articles, newspapers, audio-visual materials, databases, and University collections available at the Library. Most e-resources can be accessed off-campus via the Library website with your NetID and NetPassword.

### 6. Hong Kong Academic Library Link (HKALL)

<https://www.lib.polyu.edu.hk/services/borrowing/hkall>

Can't find the book at OneSearch? Or someone has already borrowed the book you need? Check HKALL to see whether the title is available in other Hong Kong academic libraries. If yes, simply submit an online request and the book will be sent over to PolyU Library for your pick-up.

## 7. Borrowing

<https://www.lib.polyu.edu.hk/services/borrowing/loan-privileges>

	Books	AV Items <sup>#</sup>		Reserve Books	HKALL Books <sup>+</sup>
Loan Period	28 days	General movies & other AV items: 7 days	Popular movies & drama series: 3 days	24 hours/ 7 days	15 days
Loan Quota	30	5		4	15 (quota includes both loans & holds at any one time)
Hold	15 (including PolyU books and AV items (7-day loan))		Nil	Nil	
Maximum Renewal*	84 days*	21 days*	Nil	Nil	45 days*
Fines	\$2/day	\$5/day		Hourly loans: \$2/hour 7-day loans: \$2/day	\$2/day

### Remarks:

- + HKALL books are for use by current PolyU staff and students on all programmes leading to PolyU awards only.
- # Some AV items have been restricted for in-house use only due to very high user demand, copyright restriction, technical limitation or at the request of teaching staff.
- \* Items may be renewed any number of times from the date of the initial check-out until the due date reaches the limit of the "maximum renewal" period, if the item is not recalled or requested by another user. All loans are subject to recall. Late returns are liable to fines.

## 8. JULAC Reader Card

<https://www.lib.polyu.edu.hk/services/access-other-libraries/julac-library-card>

This card grants you access to other UGC-funded university libraries and uses their collections in-house. A registration fee of \$50 will be charged by each host library and the card is valid for one academic year, from 1 August to 31 July of the next year. To apply, please bring a recent passport-size photo to the Loan and Return Counter of the PolyU Library.

(Note: for PolyU's UGC-funded undergraduate degree students only)



# Library Spaces and Facilities

## 9. Study Spaces

<https://www.lib.polyu.edu.hk/facilities/spaces>

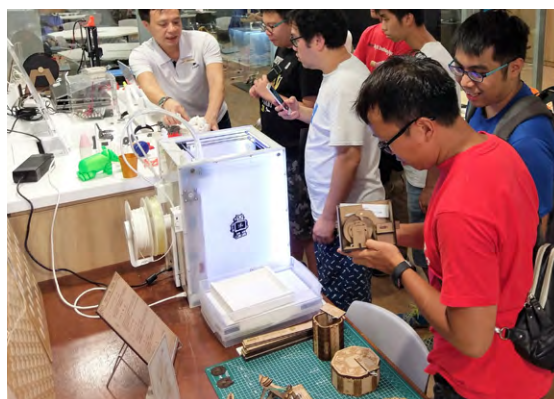
Quiet Study Areas and Group Discussion Areas are available to suit your learning needs at different times. The new 24-hour Study Centre at 1/F North Wing is expected to open after the summer of 2021 and the detailed arrangements will be announced in due course. The LibCafe@PolyU (P/F) provides you with a stimulating atmosphere for social interaction and idea exchange.

In the Current Awareness Centre (P/F) you will find a lounge-type environment with easy access to new books on display, latest issues of popular magazines, today's newspapers, and also PolyU Reads collection featuring bestsellers and award-winning titles.

## 10. i-Space

<https://www.lib.polyu.edu.hk/i-Space>

i-Space (3/F & 4/F) provides you with entry-level digital equipment and facilities including VR experience zone, Internet-of-Things (IoT), 3D printing, Laser cutting, 3D scanning, Video Wall and various 3D modelling software. You may reserve the One Button Studio, Multimedia Production Studio, Sound Recording Studio, Online Learning Studio or Digital Studio (3/F) to attend online classes, interviews and presentations, and prepare multimedia contents such as 360 virtual tour and animated videos. i-Space's facilities are easily accessible for students from all disciplines to explore the possibilities offered by emerging technologies. The MakerMindset@i-Space programme provides you with hands-on experience on digital tools to make your own creative projects. Find out more information at <https://www.lib.polyu.edu.hk/ispace/digital-makerspace/libguides/events>.



## 11. Computing Facilities

<https://www.lib.polyu.edu.hk/services/it-support>

Hundreds of PC workstations are provided to you for multipurpose use. Some of them can be reserved one day in advance via iBooking System. A number of digital equipment such as notebook PCs, MacBooks, iPads, headphones and other AV equipment are available for use inside the Library and you may check out these items from the Self-service Kiosk (4/F). Photocopiers, printers and scanners can be found on all floors. Large format printing and thermal binding service are available at Technical Support Desk (4/F). The PolyU Wi-Fi network is also accessible in all public areas in the Library.

iBooking: <https://booking.lib.polyu.edu.hk/booking/login.aspx>

Loan of notebook computers and tablets:

<https://www.lib.polyu.edu.hk/services/it-support/notebook-loan>

## Features from The Library

### 12. Library Online Courses

<https://www.lib.polyu.edu.hk/workshops/online-courses>

Library online courses are available for PolyU students on [Learn@PolyU](#). You can learn about Library resources and tools at your own pace. Join our online courses, and equip yourself with essential skills and knowledge areas for your learning!

### 13. PolyU Examination Paper Database

<https://exam.lib.polyu.edu.hk>

Need past papers to prepare for your examination? This database contains the question papers of examination submitted by various PolyU departments, from 1968 onwards.

### 14. PolyU Outstanding Work by Students (OWS)

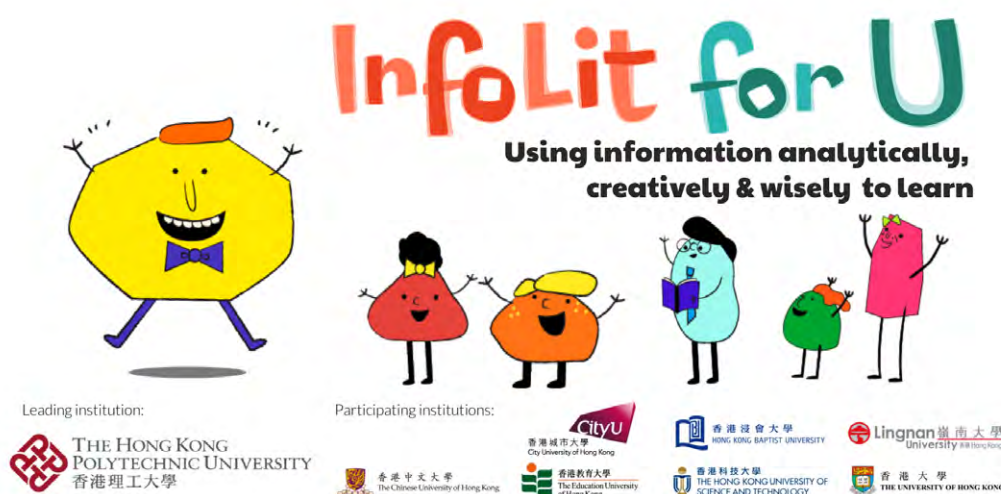
<https://ows.lib.polyu.edu.hk>

Want to know what outstanding university work should be or want to be inspired by student pioneers? Come to PolyU OWS exhibition on the Podium Floor of the Library or visit the online portal to see a wide range of exceptional student work in different disciplines, which have attained individual or group achievements, received internal or external awards, or works that contribute towards the betterment of society.

## 15. InfoLit for U: Information Literacy MOOC

<https://www.lib.polyu.edu.hk/research-support/help/tutorials>

Do you know what is the most critical skill in achieving academic success, conducting outstanding research, and preparing for your future careers? It is all related to an important competence: Information Literacy (InfoLit, IL). Take part in InfoLit for U, a self-paced, non-credit bearing massive open online course (MOOC), to learn to use information analytically, creatively and wisely in study and research.



## Getting Help

Have questions on using Library resources? The Library can help you in the following ways:

- **Enquiries** – Go to the Enquiry Counter (P/F) (Tel: 2766-6863) or send us your questions via WhatsApp (6423-0820) or [Library's Online Form](#).
- **Research Consultation Service** – Make an appointment with a [Faculty Librarian](#) for more in-depth library research assistance.
- **Guides and tutorials** – Quick tips and research guides on various subjects.
- **Workshops** – Learn how to make effective use of information resources by attending our workshops.
- **Customised Library Workshop** – Contact your Faculty Librarian to arrange a Library Workshop for more in-depth library research assistance.

To learn more about what the Library can do for you, please check out our comprehensive guide for new students at <http://libguides.lb.polyu.edu.hk/freshmen>.

The Library support and services may be adjusted if needed, depending on the latest development of the COVID-19 pandemic. Please check the library [webpage](#) for the latest update.

## Student Lockers

Full-time and part-time students are eligible to apply for a locker to use, subject to availability. The rental period is generally from early September to end of the examination period of the summer semester in the same academic year. All users should take note of the deadline of **23 July 2022** when their lockers are expected to be vacated for routine cleaning and annual maintenance.

For more details, please visit: <https://www.polyu.edu.hk/sao/srss/facilities/student-lockers/general-information/>.

For application, please visit: <https://www40.polyu.edu.hk/saolocker/login>.



# Students with Special Educational Needs - Facilities and Support

Students with special educational needs (SEN) are advised to contact the Student Affairs Office (Tel: 2766 6800 / Email: [sen.support@polyu.edu.hk](mailto:sen.support@polyu.edu.hk)) or their own departmental offices to discuss their special educational needs.

## Priority Services

Students with special educational needs are given priority at many of the service counters, such as at the library, student canteens, and the Student Affairs Office.

## Hall Accommodation

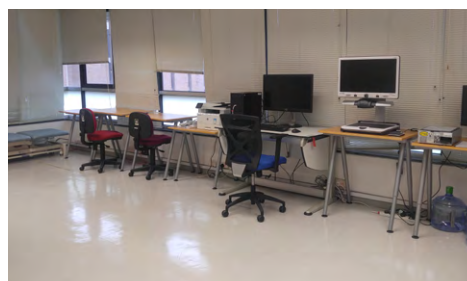
Full-time students who are wheelchair users or have other physical impairment and are studying in UGC-funded undergraduate or postgraduate programmes can apply for an accommodating room in the Student Halls. Medical certification is required.

For enquiry, please call 3159 0000 or e-mail to : [student.halls@polyu.edu.hk](mailto:student.halls@polyu.edu.hk).



## Learning and Study Aid

PolyU strives to be supportive of students' academic needs. Depending on the nature of the needs, special arrangements, such as allowing extra time for examinations, or preparing examination papers in alternative formats, may be made. A Special Equipment Room located at L401a, 4/F South Wing of the Library is exclusively for students with special educational needs. The room contains specially-equipped personal computers, scanning and reading appliances and a magnifying device. A common room for students with physical impairment is located at R405. Please contact the Student Affairs Office for details if you have such needs.



## Library

Special arrangements for library use can be made for students with special educational needs. Depending on the nature of the needs, seats designated for users with physical impairment and special trolleys for carrying books are available on each floor of the library. Library staff are always happy to assist in completing any necessary library procedures.

For details, please refer to <http://www.lib.polyu.edu.hk/user-privileges/special-needs>.



## 24-Hour / Overnight Study Area

A workstation inside the 24-Hour Study Centre\* on 1/F North Wing of the Library is designated for priority use by students with special educational needs. Moreover, S212, at the Communal Building, could be available for overnight study for students with special educational needs upon request during the examination period. Please contact the Student Affairs Office if you have any needs for using this.

*\* The 24-Hour Study Centre on the 1/F North Wing of the Library will open in Oct 2021 (tentative).*



## Research Carrels

Two designated research carrels for private study are available on the 3/F South Wing of the Library for students with special educational needs who have registered with the Student Affairs Office. Eligible users can reserve the carrels one day in advance and check in the carrels by tapping their PolyU Student ID Card on the door of the reserved carrels.

Advance booking for the carrels can be made via <http://www.lib.polyu.edu.hk/services/it-support/ibooking>.



For enquiries on using library facilities, please contact the Library's Loan and Return Counter on P/F in person or call 2766 6864.

## Sports

PolyU is committed to facilitating students with special educational needs to enjoy different aspects of campus life. All PolyU sports facilities both on and off campus are accessible to persons with special educational needs. Wheelchair users requiring assistance can ask for help from the counters. Special arrangements can be made for students with special educational needs wishing to participate in physical activities. For further enquiries please call 2766 6778.

## Parking

Only students with special educational needs are eligible to apply for campus parking permits. There are, at present, three designated parking spaces for persons with disabilities. Application forms can be (i) downloaded at <http://www.polyu.edu.hk/fmo/en/university-facilities/parking> - (ii) obtained from the general office of academic departments (iii) the Campus Facilities and Sustainability Office (CFSO) at P110 or the Shroff Office at FJ010. Students with special educational needs are advised to submit their completed application forms together with supporting documents (photocopies of vehicle licence, driving licence, student identity card, disabled person's parking permit issued by the Transport Department to the CFSO). Completed application forms should be endorsed by the head of the department concerned and returned to CFSO. Enquiries could be directed to the CFSO at 2766 7777.

## Food

Priority is given to students with special educational needs to order food at the fast food outlets.

## Medical Services

Primary health care service, traditional Chinese medicine services (TCM) and subsidised dental care are available to full time students. Further information is available on the University Health Service (UHS) website <http://www.polyu.edu.hk/uhs/>.

## Campus Access & Emergency

All buildings on campus comply with the statutory regulations for “Buildings to be planned for use for disabled person”. Most buildings on campus are accessible via ramps or lifts. As the buildings were completed at different stages, their provisions for students with special educational needs are in accordance with statutory requirements at the time of their completion and may therefore vary slightly. Small-scale improvements have been and will continue to be made to improve accessibility and safety. Signs inside cores indicate the location of washrooms for the physically disabled. Students with special educational needs are advised to become familiar with major escape routes within buildings.

For details about response in the event of fire , please refer to <https://www.polyu.edu.hk/sao/srss/special-needs-support/campus-resources/campus-access-and-emergency/in-the-event-of-fire/>.

## Counselling Service

Counselling service is available to all students at the Student Affairs Office.

Students can make counselling appointments through <http://www.polyu.edu.hk/poss>.

For further information about counselling service, please visit: <https://www.polyu.edu.hk/sao/cws/student-counselling/counselling/make-an-appointment-now/> or call 2766 6800.

## Other Useful Information

For more details, please refer to <https://www.polyu.edu.hk/sao/srss/special-needs-support/introduction/>.

### For general enquiries or to declare your special educational needs:

Student Affairs Office

Telephone : 2766 6800

Email: [sen.support@polyu.edu.hk](mailto:sen.support@polyu.edu.hk)

Reception counter: Room QT308, 3/F, Chow Yei Ching Building, PolyU (Entrance at Core T)





# University Health Service

The Campus Clinic provides Primary Health Care for the University Community. Our emphasis is on Healthy Lifestyle and a vision of a Healthy Campus.

Services available to full-time students include medical consultations, emergency care, minor operative treatments, immunisation, certification on health examinations, nursing care and subsidised primary dental care, etc. The UHS Traditional Chinese Medicine Clinic offers general Chinese medicine clinical consultations, acupuncture, bone-setting and one-stop-shop herbal medicine dispensing service to full-time students. For any concerns related to health issues, students are welcome to book an appointment for medical advice. Students are also encouraged to obtain relevant health information from our UHS website.

Our in-house laboratory is equipped to perform a comprehensive range of investigations, providing timely services in a general practice setting, supporting both clinical and health surveillance (certification examinations). Furthermore, our Digital Radiography suite provides on-site diagnostic general radiography service to assist in rapid diagnosis and allow one-stop-shop service for our students. Other health care modalities supporting the practice of integrated primary health care are also available.

The principle to practise Medicine without medicine is emphasised through Health Promotion and Patient Education. Apart from various health campaigns focusing on different health topics throughout the year, such as mental health promotion, cardiovascular health awareness, healthy diet and physical fitness, etc., UHS has special clinics, namely Mental Wellness Clinic and Travel Health Clinic which provide additional health services to students in need. Full-time students are welcome to participate in all campaigns on disease prevention and healthy lifestyle practices.

Enquiries and Arrangement for Consultation:

<http://www.polyu.edu.hk/uhs>

Medical Clinic (Room A001, G/F Core A)  
2766 5433

Dental Clinic (Room GH020, G/F Core H)  
2330 9414

Traditional Chinese Medicine Clinic (Room A125, 1/F Core A)  
2766 5553





# HOLISTIC DEVELOPMENT ON CAMPUS



Student Affairs Office  
學生事務處

# Student Affairs Office

Actively supports the holistic development of students through a comprehensive range of co-curricular programmes and activities.

# Student Affairs Office

The Student Affairs Office 學生事務處 (SAO) strives to provide quality one-stop services in support of the holistic development of our students. SAO consists of three sections and one unit, namely the Careers and Placement Section, the Counselling and Wellness Section, the Student Resources and Support Section, and the Student Development Unit.

## Vision

To nurture critical thinkers, effective communicators, innovative problem solvers and socially responsible global citizens for the benefit of Hong Kong, the nation and the world.

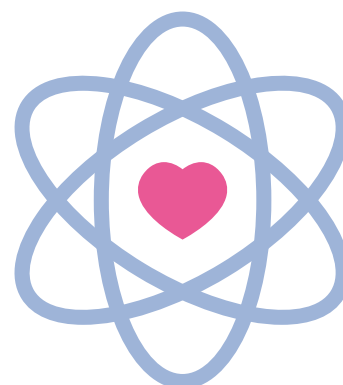


## Mission

To support the all-round development and growth of students, and contribute to their success through the provision of a comprehensive range of services, co-curricular programmes and activities, as well as resources and facilities in the areas of careers and placement, student life, physical and mental wellness, and leadership development.

## Values

- Student-Centred** : Placing student development and student success at the core of everything we do.
- Partnership** : Partnering with internal and external stakeholders for the shared purpose of supporting student's success and achieving the University's goal.
- Inclusive** : Fostering an accessible, friendly, culturally diverse living and learning environment.
- Future-ready** : Moving with the times, embracing changes and challenges.



# Student Development



Enhancing students' learning experience beyond classroom to unleash their potentials. Offering opportunities for global exposure to broaden their horizon.

## Life Development Programmes

### Dean of Students Talk Series

A good education is more than just academic success and is a lifelong process of keeping abreast of change. Students should equip themselves with the ability to cope with all the challenges in the rapid-changing society of today.

The Student Affairs Office organises a vast variety of talks under different talk series to encourage and inspire students to develop their full potential in all aspects of their lives.

Insight and Inspiration Talk Series includes talks given by renowned leaders in the society, entrepreneurs, and industrialists. It covers a wide range of topics from challenges in the workplace, life planning, sharing success stories of the speakers to culture, society, politics, and economics. Through the real-life stories of the speakers, it is hoped that students would be inspired to chase their dreams and have a positive attitude towards life.

For University Fellows Association Talks Series, University Fellows from the PolyU Fellow Association are invited to speak and pass their nuggets of wisdom on to current PolyU students.

Knowledge and Exploration Talk Series was established with the aim of broadening students' horizon beyond their selected academic field. Speakers from different areas are invited to share their research outcomes that students are interested in, but however, may not have the chance to learn in their study programmes. With focuses on specific areas and their applications, these talks cover the topics of science, engineering, economics, arts and culture, etc.

For more details, please visit <https://www.polyu.edu.hk/sao/sdu/holistic-student-development/talk-series/>.



Mr Ngai Hoi-yee, Roy shared his knowledge at the talk "Enhancing Immunity via Physical Relaxation Techniques".



Dean of Students Prof. Esmond Mok presented a souvenir to Mr Leung Wing Mo, Former Assistant Director, Hong Kong Observatory, after his talk "The Silver Lining of COVID-19".



Prof. Otto C. C. Lin, Senior Advisor to the President, at his talk "Confucius on Entrepreneurship".



"Tian Hou One Woman, Two Names, Three Places" by Dr Liu Tik-sang, Director of the South China Research Center, The Hong Kong University of Science and Technology.



## EXCELL Programme

The Extra-Curricular Enrichment for Lifelong Learners (EXCELL) Programme is non-credit bearing and open for all current full-time PolyU students. Apart from the quality academic programmes run by faculties and schools, the Student Affairs Office offers our students with a wide variety of extra-curricular enrichment courses which could help you pick up essential life skills and become a more mature and confident person, unlock your unknown potentials and passions, broaden your perspectives and expand your network. Through joining these enrichment programmes, you will find your university years more life-changing, exciting, rewarding and fulfilling.

For more details, please visit: <https://www.polyu.edu.hk/sao/sdu/holistic-student-development/excell/introduction/>.



Unmanned Aerial System (UAS)- Practical Flying Techniques



Star Observation Course



Sign Language Course



Certificate Course in Mountaineering

# Internationalisation and Leadership

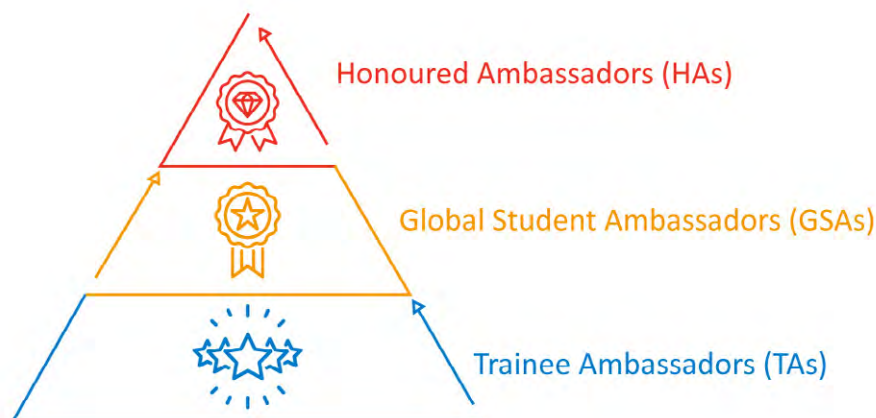
## Global Student Ambassador Programme (GSAP)

The Global Student Ambassador Programme (GSAP) aims at encouraging all PolyU full-time undergraduate students in UGC-funded programmes to actively seek opportunities to enrich their global awareness and experience. The Programme supports the University's goals of achieving excellence, diversity and global citizenship by grooming GSAP ambassadors to diversify their global learning experience and conduct various local/ non-local ambassadorial activities.

Through training, guidance, funding support and events, the programme enhances participants' intercultural understanding, strengthens their youth leadership skills, and grooms them to become culturally sensitive, open-minded and responsible global citizens who will act as catalysts in promoting internationalisation and integration.

## GSAP Ambassadorship

There are 3 levels of ambassadorship in GSAP. To start with, students joining the Programme will become "Trainee Ambassadors" (TAs). They will be required to fulfil some specific requirements and a series of training workshops, before they can progress to "Global Student Ambassadors" (GSAs) and "Honoured Ambassadors" (HAs).



With the advancement of each ambassadorship level, participants are expected to exhibit a higher level of self-initiation, planning, organising, learning and reflection skills in terms of global awareness development.

## Benefits of Becoming a GSAP Ambassador

Students will have opportunities to:

- get to know more fellow students from other cities/ countries;
- develop a global outlook, intercultural skills and soft skills;
- promote internationalisation and integration among members of PolyU;
- represent PolyU as ambassadors in various functions & events; and
- attend training workshops exclusive for participants.

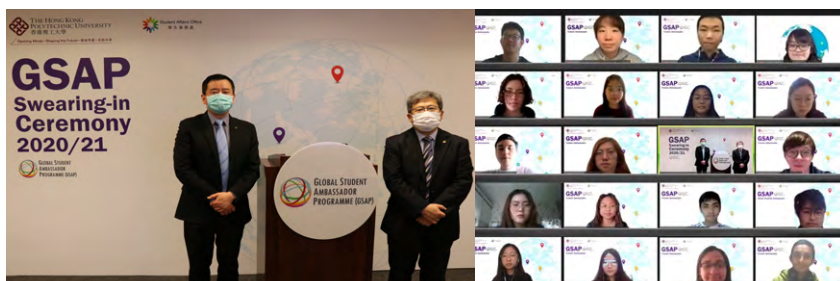
## More Details

Webpage: <https://www.polyu.edu.hk/sao/sdu/holistic-student-development/gsap/about-gsap/>



Email: [sao.gsap@polyu.edu.hk](mailto:sao.gsap@polyu.edu.hk)

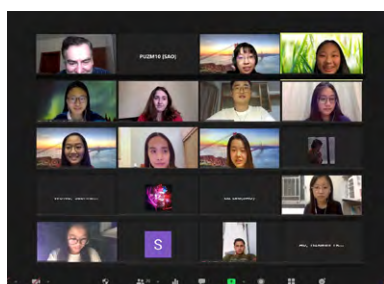
Telephone: 3400 2609



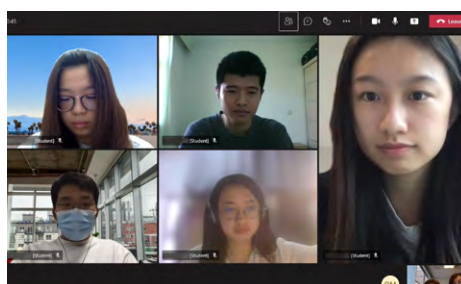
Students joining the Swearing-in Ceremony 2020/21



Promoting Hong Kong Culture in the Global New Year Gala 2021



Emcee Training



Sharing Session for Peer Mentoring Scheme

## Enhancement of Cross-cultural Experience for Students

Student integration and campus internationalisation initiatives are orchestrated under an innovative A.C.T.S-grounded (Arts. Culture. Talents for Sharing) framework. A.C.T.S framework aims to instill a caring and inclusive campus ambience where students are engaged in driving campus diversity through the sharing of talents, development of appreciation and respect of ideas and cultural backgrounds of one another.

The Student Affairs Office strives to build A.C.T.S platforms for multicultural exchange through enhanced collaboration among student bodies of different cultural backgrounds and students of different talents/interests.

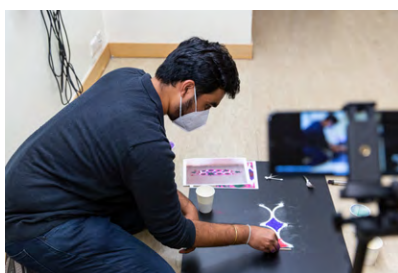
**Global New Year Gala (GNYG)** is one of the signature events that promotes multicultural integration. In 2021, GNYG was run online to celebrate positivity and reconnect students in the new normal. The creative online shows, traditional handicraft workshops and cultural games brought all PolyU students from around the world to join the PolyU family reunion for New Year celebration.



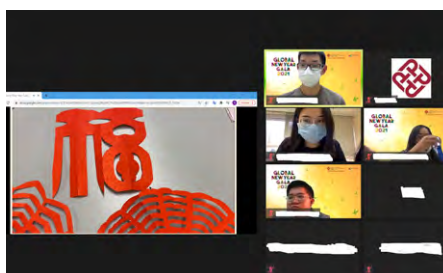
Student performer, MC and officiating guests at the opening ceremony.



Student performer, Yaseen Shafayet, sang "Go Distance" (from the Disney movie "Hercules") at the opening ceremony.



Global Cultural Sharing – South Meets North by International Student Association (ISA) and South Asian Society (SAS).

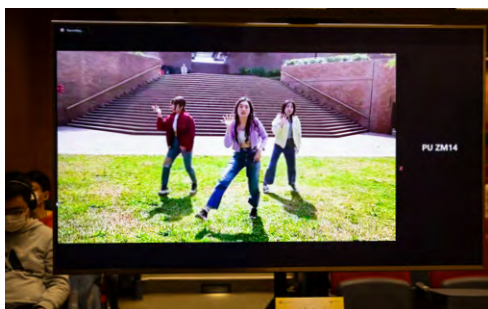


Indonesian x Malaysian New Year Culture by Indonesian Student Association (IDSA) and Malaysian Student Association (MSA).



Sharing the Culture and Gourmet of the Mainland by Chinese Mainland Students' Association (CMSA).





K-POP dance by Korean Student Association echoed the Gala theme – Brave New Hope.



Student organisers with diverse cultural backgrounds.

For the upcoming student integration and multicultural activities, please visit the Student Affairs Office website: <https://www.polyu.edu.hk/sao/sdu/>.

**PolyU's Got Talent** is another great platform supported by SAO for driving the integration among student performers with different talents at PolyU. The programme includes an annual Grand Show and a series of campus busking. In 2021, PolyU's Got Talent programme is revitalised into a "Talent-to-Gather" cyber series amid the pandemic. It offers student buskers a virtual platform to gather and share their fascinating cultures, artistic, musical, sports and other talents.

All students or groups are welcome to join PolyU's Got Talent. To learn more about this programme and the upcoming activities, please visit the website at: <https://www.polyu.edu.hk/sao/sdu/holistic-student-development/on-campus-intercultural-development-programmes/polyus-got-talent/>.





# Student Bodies and Activities

Students' Union members have the privilege to enjoy a wide range of Union welfare services. Members are eligible to join affiliated clubs and at the same time take part in activities organised by Faculty / School associations or departmental student societies.

## Students' Union

The Hong Kong Polytechnic University Students' Union (HKPUSU) offers full membership for students studying full-time undergraduate and sub-degree programmes. The structure of the Union is composed of seven main units, namely Union Council, Union Judicial Council, Executive Committee, Press Committee, Campus Radio, Faculty / School Students' Associations, and affiliated clubs.

HKPUSU also runs a welfare shop located on the first floor of the Shaw Amenities Building which provides regular welfare services to members such as daily photocopying, stationery, snacks, and special offers from external shops & organisations.

## Faculty / School Students' Associations

Members of the Students' Union will automatically become members of their respective departmental student society and Faculty / School Students' Association. The eight Associations altogether strive for the welfare and the interests of the members belonging to their corresponding faculty / school.

### Faculty of Applied Science and Textiles Student Association (FASTSA)

Applied Physics Students' Society (APSS)  
Applied Biology with Biotechnology Students' Society (ABBSS)  
Chemical Technology Students' Society (CTSS)  
Departmental Society of Applied Mathematics (DSAM)  
Food Safety and Technology Students' Society (FSTSS)  
Institute of Textiles and Clothing Students' Society (ITCSS)

### Faculty of Business Students' Association (FBSA)

Accounting and Finance Society (AFS)  
Logistics and Maritime Studies Society (LMSS)  
Management and Marketing Society (MMS)

### Faculty of Construction and Environment Students' Association (FCESA)

Building and Real Estate Students' Society (BRESS)  
Building Services Engineering Students' Society (BSESS)  
Civil and Environmental Engineering Students' Society (CEESS)  
Land Surveying and Geo-Informatics Students' Society (LSGISS)

### Engineering Students' Association (ESA)

Aeronautical & Aviation Engineering Students' Society (AAESS)  
Biomedical Engineering Students' Society (BMESS)  
Electrical Engineering Students' Society (EESS)  
Electronic and Information Engineering Students' Society (EIESS)  
Industrial and Systems Engineering Students' Society (ISESS)  
Mechanical Engineering Students' Society (MESS)  
Society of Computing Studies (SCS)

### Faculty of Health and Social Sciences Students' Association (FHSSSA)

Applied Social Sciences Departmental Society (APSSDS)  
Medical Laboratory Science Students' Society (MLSSS)  
Nursing Departmental Society (NDS)  
Occupational Therapy Students' Society (OTSS)  
Optometry Departmental Society (OPTDS)  
Physiotherapy Students' Society (PSS)  
Radiography Students' Society (RSS)

### Faculty of Humanities Students' Association (FHSA)

### School of Design Students' Association (SDSA)

### School of Hotel and Tourism Management Students' Association (SHTMSA)

Offices of the Union Council, the Union Judicial Council, the Executive Committee, the Press Committee, the Campus Radio, the Faculty / School Students' Associations, and the Affiliated Clubs are located on the third floor of the Shaw Amenities Building.



HKPUSU Orchestra Annual Performance (Shatin Town Hall, Nov 2020).



Bravo to HKPUSU Chinese Orchestra for their first-ever guest performance at Hong Kong Cultural Centre (May 2021).



Orientation booths for club membership, Judo Club, Polytennis Club (Sept 2019).

## Affiliated Clubs

One of the most attractive areas of the Students' Union is the colorful campus culture fostered by the 36 interest clubs affiliated under the five divisions, namely, cultural, arts, recreational, sports and other exempted divisions. Members of the Students' Union may join any clubs on a voluntary basis.

Affiliated Clubs under Students' Union	
Cultural Division	Arts Division
Campus Crusade for Christ	Chinese Orchestra
Cartoons Art Society	Choir
Catholic Students' Society	Dance Society
Chinese Mainland Students' Association	Drama Club
Christian Band	Music Society
Christian Choir	Orchestra
Christian Fellowship	The PolyArts
Social Service Group	
South Asian Society	
Recreational Division	Sports Division
Astronomy Club	Archery Club
Chess and Boardgames Club	Iai Kenjutsu Club
Excursion and Travel Affairs Association	Judo Club
Mahjong Society	Karatedo Club
Photographic Society	PolyVolley Club
	PolyTennis Club
	Red Castle Softball Club
	Rowing Club
	Taekwondo Club
	Wing Chun Society

### Other Clubs registered with exemption from Affiliation under Students' Union

- AIESEC-Local Committee-PolyU
- Campus YMCA of PolyU
- ENACTUS
- Toastmasters Club
- Zonta Club of Kowloon Golden Z Club 1





Regular Practice of HKPUSU Red Castle Softball Club (Oct 2020)



Japanese Archery Taster Fair (HKPUSU Archery Club, Feb 2021).

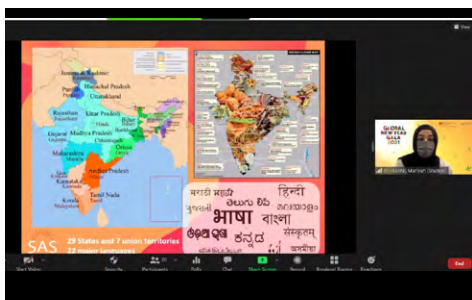


O'night run by Chinese Mainland Students' Association.

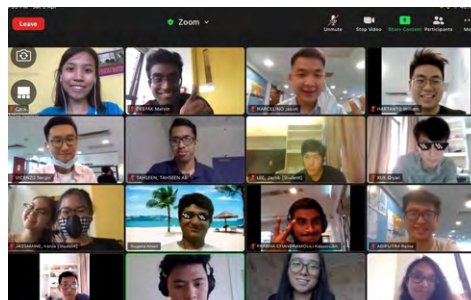
## Non-local Student Associations

A number of student-initiated associations are established and affiliated under the Student Affairs Office (SAO) to engage and serve the non-local student community. Non-local student associations not only provide a platform for students to make new friends and share their university experience but also act as a catalyst for nurturing an internationalised culture conducive to student integration. Extracurricular activities offered by these non-local student associations help foster cross-cultural friendships and exchange of ideas, contributing to a caring and fulfilling campus life for all students.

The social gathering restrictions under the pandemic do not restrain the non-local student associations from organising student activities. Amid the times when face-to-face events are suspended, innovative events were held online to promote multicultural integration and enrich students' U-life.

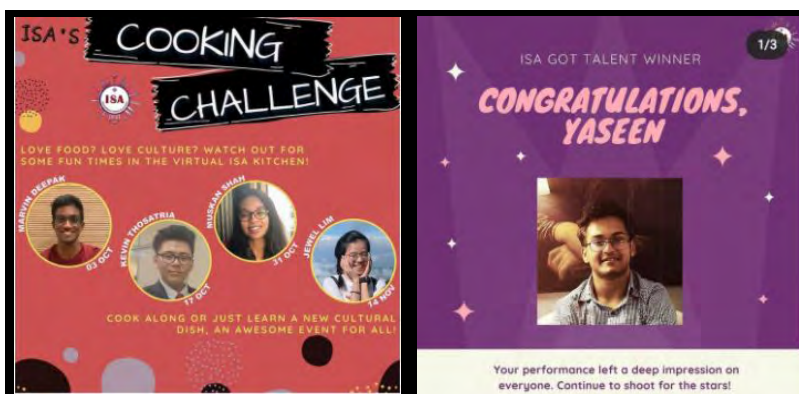


"South Meets North" – South Asian Society presented cross-cultural knowledge.



"Who Wants To Be A Millionaire" Virtual Game Show by International Student Association.

Currently, affiliated under SAO we have the following six non-local student associations: International Student Association, Indonesian Student Association, Kazakhstan Student Association, Korean Student Association, Malaysian Student Association, Taiwanese Student Association.



Cooking Challenge and Talent Contest by International Student Association.





Mentor-Mentee Programme by Korean Student Association.



Cross-cultural Night by Indonesian Student Association, Malaysian Student Association and Kazakhstan Student Association.



The Indonesian Night 2021 attracted a few hundred viewers who enjoyed the great performance by Indonesian Student Association.



Annual Gathering by Kazakhstan Student Association.



Pre-departure Gathering by Malaysian Student Association.



Freshmen Orientation Talk conducted in Taipei (Taiwanese Student Association, Aug 2020).

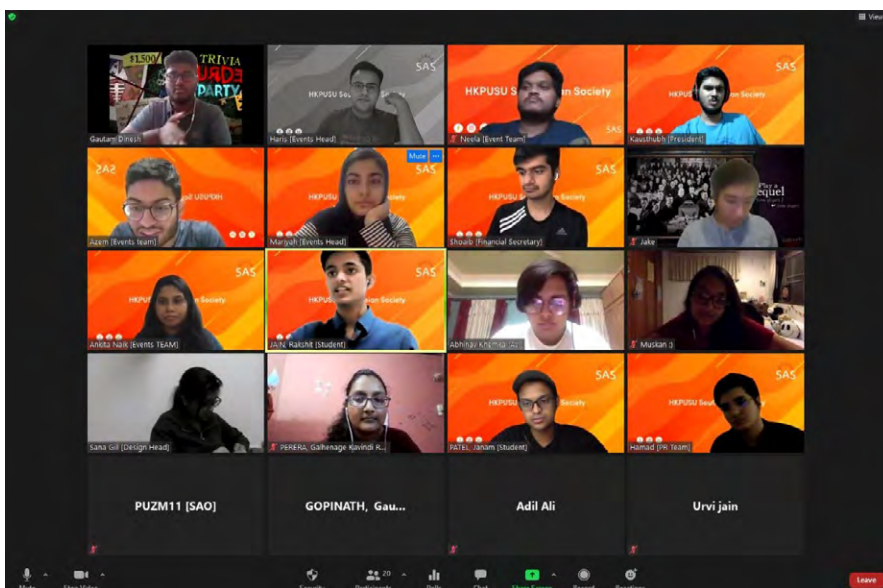
Apart from above, two other associations are affiliated under the Students' Union.



Chinese Mainland Students' Association



South Asian Society



Click this [link](#) for their contact details.

# Address Your Wellness



Wellness Promotion in Psychological, Physical and Intellectual aspects.



## Psychological and Personal Growth

### ***We care about your personal growth !***

The Counselling and Wellness Section (CWS) of the Student Affairs Office (SAO) strives to enhance students' holistic wellness development through professional counselling, physical education, sports development, academic advising, study planning and wellness promotion programmes:

- Psychological Wellness: To enhance students' emotional awareness, emotional management and stress management.
- Physical Wellness: To encourage students to maintain optimal physical functioning as well as to achieve a balanced and healthy life style.
- Intellectual Wellness: To help students make informed and intelligent academic decisions, and to achieve a desired outcome in study.

## Student Counselling Service

### ***What is Student Counselling?***

Student counselling is a self-discovery journey. Having conversation with counsellors allows you a genuine space to approach, to process and to work through your concerns from different angles and perspectives. Our passionate counsellors will walk alongside with you to find your strengths, resources and potentials for personal growth and actualisation.

Student Counselling Service is free of charge and all information disclosed is strictly confidential. Students are welcome to make bookings through:

- Online : Login the POSS system (<http://www.polyu.edu.hk/poss>)
- Email : [stud.counselling@polyu.edu.hk](mailto:stud.counselling@polyu.edu.hk)
- Phone : 2766 6800
- Walk-in : Reception counter at Room QT308, 3/F, Chow Yei Ching Building, PolyU (Entrance at Core T)

For emergency, students can call the PolyU LINE: Non-office hour crisis support hotline at (852) 8100 1583. All phone calls will be answered by the Vital Employee Service Consultancy Christian Family Service Centre and followed-up by SAO counsellors.

Please refers to our website (<https://www.polyu.edu.hk/sao/cws/student-counselling/counselling/make-an-appointment-now/>) for the most updated service hours of the Student Counselling Service.



## Mental Health Caring Project (MHCP)

Being psychologically fit helps us overcome life's hurdles. Mental Health Caring Project aims at:

- Promoting the general awareness of mental health on campus;
- Enhancing the psychological wellness of the PolyU community; and
- Equipping participants with basic knowledge of mental health and helping skills.

A wide variety of topics on mental health and psychological well-being will be covered through talks, workshops, trainings, educational activities and exhibitions. These would be organised throughout the academic year for both students and staff on campus.

## Wellness in Action (WinA)

Wellness in Action is a year-round campaign that fosters a thriving culture of wellness for the campus community. Ongoing access to a wide range of opportunities for students to excel in all realms of their health will be provided.

WinA is a programme providing various opportunities for students to participate in fun and interesting sports activities; to listen to the inspiring stories of renowned guests and to have conversations with them; to take part in experiential activities, talks and workshops, etc. We believe that putting wellness in action, students will be able to develop their inner-values, step out their comfort zone and sustain physical and psychological well-being.

## Wellness Ally

Wellness Ally is a group of committed PolyU students aiming at promoting Psychological, Physical and Spiritual Wellness on PolyU campus. All PolyU full-time students are recruited and they will be equipped with the basic knowledge about wellness and helping skills by receiving the Mental Health First Aid Training. With the support and guidance of counsellors, Wellness Ally are committed to promote wellness on campus through organising a variety of activities and events.

If you are interested, come and join us! The recruitment of Wellness Ally starts in mid-April and early-September each year.



## Physical Wellness

The Counselling and Wellness Section (CWS) of the Student Affairs Office (SAO) aims at promoting a healthy lifestyle among PolyU students. By providing fitness and sports skills training, PolyU students are encouraged to develop interest in sports, to acquire consistent habits of regular physical activities and to sustain their physical well-being.

### Sports Skill Training

Aiming to contribute to the all-round development of PolyU students, the Sports Development Team of the Counselling and Wellness Section has a unique role of developing students' physical wellness through the provision of Sports Skill Training for full-time students. Sports Skill Training is organised in semester one, semester two and summer term for all full-time students during each academic year. A wide variety of skill-oriented physical education courses include: Archery, Badminton, Basketball, Fencing, Futsal, Kick Boxing, Soccer, Squash, Swimming, Table Tennis, Tennis, Volleyball, Yoga, etc. Sports Skill Training is also one of the components to fulfil the General University Requirements (GUR) of the Healthy Lifestyle Programme.

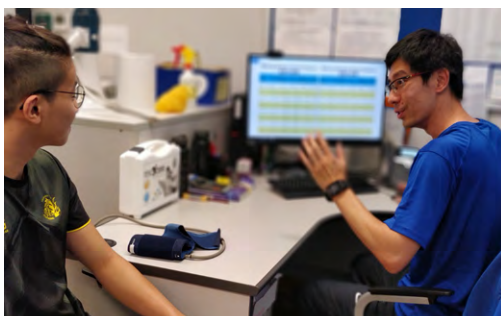
### Fitness Training Course

Fitness Training Course is offered repeatedly throughout the whole academic year. The aim of this two-hour course is to introduce the principle of physical fitness and the proper use of equipment inside the fitness room. Students are eligible to use the fitness room thereafter.

### Exercise is Medicine® On Campus

Exercise is Medicine® On Campus (EIM-OC) calls upon universities and colleges to promote physical activity as a vital sign of health. EIM-OC encourages faculty, staff and students to work together towards improving the health and well-being of the entire campus community.

As the advocator of EIM-OC and the third university in Hong Kong joining the global health initiative – 'Exercise is Medicine® On Campus (EIM-OC)', a Wellness Centre was established to provide advice and training for individuals in pursuit of their physical wellness. Anyone in PolyU who would like to enhance their physical wellness are much welcome in using the Wellness Centre by advanced individual booking and tailor-made exercise prescription will be provided upon the completion of the fitness assessment.





## Outstanding Sportsmen Recommendation Scheme (OSRS)

The Scheme aims to provide opportunities for outstanding student-athletes to continue their tertiary education in PolyU. The scheme has been introduced since 1998. More than 1,000 student-athletes have been admitted to PolyU with different sports talent, such as athletics, badminton, fencing, table tennis, handball, rope skipping, squash, soccer, etc. This scheme will provide a good opportunity for our student athletes to strive for good academic results as well as high level sports performance, and further develop as 'Preferred Graduate' of our community.

### Objectives of OSRS

- To provide opportunities for outstanding sportsmen to study at PolyU;
- To raise the sports performance of PolyU Sports Teams;
- To recognise the distinguished achievements of sportsmen in the community; and
- To promote all-round development in the PolyU community.

### (Non-academic) Scholarship

Scholarship will be awarded to students with outstanding achievement in sports, art, leadership, music, community services or others. Scholarship recipients will be awarded with amounts ranging from HK\$10,000 to full annual tuition coverage. Awardees should either reach an international level of performance or be assessed to be outstanding in more than one of the previously mentioned areas. The scholarship is renewable subsequently per academic year, up to the normal duration of individual undergraduate programmes on condition that the recipients should obtain a minimum yearly GPA of 2.4.

For details : Counselling and Wellness Section (Sports Development), the Student Affairs Office at <https://www.polyu.edu.hk/sao/cws/sports-development/sports-team/osrs/>.

For enquiry : Telephone : 3400 3123

By email : [sports.development@polyu.edu.hk](mailto:sports.development@polyu.edu.hk)



## The University Sports Federation Hong Kong, China (USFHK) Inter-Collegiate Sports Competition

There are 32 sport teams representing The Hong Kong Polytechnic University to participate in the USFHK Inter-Collegiate sports competitions, including Athletics, Badminton, Basketball, Cross-country, Fencing, Handball, Karatedo, Rugby, Soccer, Squash, Swimming, Table Tennis, Taekwondo, Tennis, Volleyball and Woodball.

Due to the COVID-19 pandemic, only 22 sports competitions had been successfully held in the year 2020/21. PolyU Sports Teams captured nine champions out of 22 competitions and snatched both the Yearly Men's Team and Yearly Women's Team Overall Championships in the USFHK Inter-Collegiate Sports Competitions. This is the third Grand Slam Championships PolyU crowned since the 2017/18 academic year. In addition, nine elite student-athletes were named **Most Valuable Players (MVPs)** by the USFHK.

Sports Team	Men's	Women's
Athletics	1st runner-up	1st runner-up
Badminton	1st runner-up	5th position
Basketball	5th position	Champion
Fencing	2nd runner-up	Champion
Handball	Champion	Champion
Rugby	2nd runner-up	3rd runner-up
Soccer	2nd runner-up	3rd runner-up
Squash	Champion	1st runner-up
Table Tennis	Champion	Champion
Tennis	3rd runner-up	2nd runner-up
Woodball	Champion	Champion
Yearly Overall Prize	CHAMPION	CHAMPION







## Plan Your Study

**Plan to Learn,  
Learn to Plan.**

### Academic Advising at PolyU

The two-tier academic advising system at PolyU aims to help students make informed and intelligent academic decisions/choices about their studies that suit their intellectual, professional and personal goals. In this system, we will pair up students with two people:

- An Academic Advisor from their Faculty/Department.
- An Academic Advising Officer from Counselling and Wellness Section of the Student Affairs Office (SAO).

Students are encouraged to meet with their Academic Advisor and Academic Advising Officer for consultation on their study plans.

### Academic Advising Enables Students to:

- Talk to someone who cares about their whole-person development.
- Learn about opportunities, resources and support available to students on campus to enrich their educational experience and foster their future success.
- Understand their curriculum and get advice and guidance if they face any academic challenges.
- Plan their study better to help them realise academic, career and personal goals.

### eAdvising Course

This eAdvising course is designed to give students important information regarding the graduation requirements, university policies, learning support and resources on campus for them to make plans for their university study.

Students can log on to Blackboard to take the course: <http://learn.polyu.edu.hk/>.

### Learning Enhancement Series

The Learning Enhancement Series of SAO offers workshops and consultation sessions for students to enhance their self-understanding and practical skills for better academic performance.

For more information, contact us at 3400 8203 or [cws.aaenq@polyu.edu.hk](mailto:cws.aaenq@polyu.edu.hk) or visit our website: <https://www.polyu.edu.hk/sao/cws/>.



# Living on Campus



Experiencing a sense of community. Engaging in student group activities, understanding of diversity, learning life skills, nurturing leadership and social responsibility.



## Residential Life

### University-managed Accommodation

The Student Affairs Office understands the importance of a comfortable and pleasant environment with easy access and convenience. We provide ample amenities to give our students a chance to connect and interact.

Hall residents are offered ample opportunities for social, cultural and intellectual interactions with different hall-mates under one roof which is beneficial to their personal growth and overall development. Particularly, with the theme of “Achieving Academic and Research Excellence through Inquiry-based Learning”, the Residential College provides a fertile ground for collaborative learning and joint research beyond the classroom on top of general hall activities.

In the Student Halls of Residence, our Hall Wardens, Tutors, Residential College Master, Resident Fellows and a dedicated team of hall staff from the Student Affairs Office are here to provide guidance and support. Please feel free to approach them whenever you need any help or assistance.

### Student Halls of Residence

All full-time students in publicly-funded degree programmes, full-time research students (within normal study period) and full-time incoming exchange students in publicly-funded degree programmes are eligible to apply for Hall residence.

### Homantin Halls (comprised of five Halls and one Residential College)

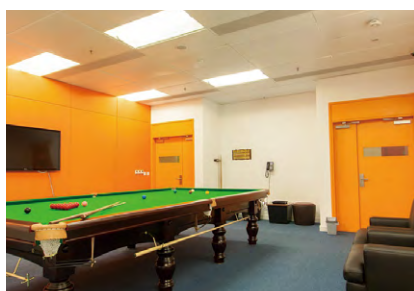
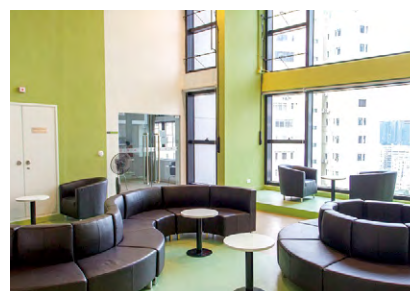
**Location:** It is conveniently located at 15 Fat Kwong Street, Homantin. The Hall is within a 15-minute walk to the Y-core Lee Shau Kee Building on campus. It is also next to the Homantin MTR Station.

**Student Room:** The 25-storey Hall accommodates about 1,650 students. We provide different types of rooms: i) Independent Single Room ii) Independent Triple Room iii) Nine-Person-Suite (incorporated with one triple room and three double rooms sharing a living room, two washrooms and showers) which encourages student interaction and integration. A small communal space is included in each unit to offer students a platform to socialise.

**Room/Suite Facilities:** Air Conditioning, mattresses, desks and typist chairs, overhead bookshelves, wardrobes, fridge, IP phone set and free Wi-Fi internet connection are provided.

**Communal Facilities:** Comprehensive facilities are provided such as TVs and vending machines, at least one pantry on each floor, washers and dryers, fridges, microwave ovens, electric water boilers and induction cookers. There is a dining hall, a fitness room, a music practice room, a dance room, multi-purpose activity rooms, and an exhibition area for large-scale functions.

In addition, there are three Sky Gardens, each shared by and linking two individual halls. The Sky Garden is a semi-outdoor space which encourages interaction among different halls and offers a pleasant environment for leisure. Additional outdoor spaces includes the Podium Garden and Entrance Plaza, both of which are landscaped to create a friendly living environment. In addition to the Central Student Lounges in each hall, communal areas at corridor ends and living rooms in each suite are also great places for students' interaction.



## Hung Hom Halls (comprised of nine Halls)

**Location:** It is located at 1 Hung Lai Road, Hung Hom and the Hung Hom Halls is within a 15-minute walk from the P-core of PolyU campus via a covered footbridge.

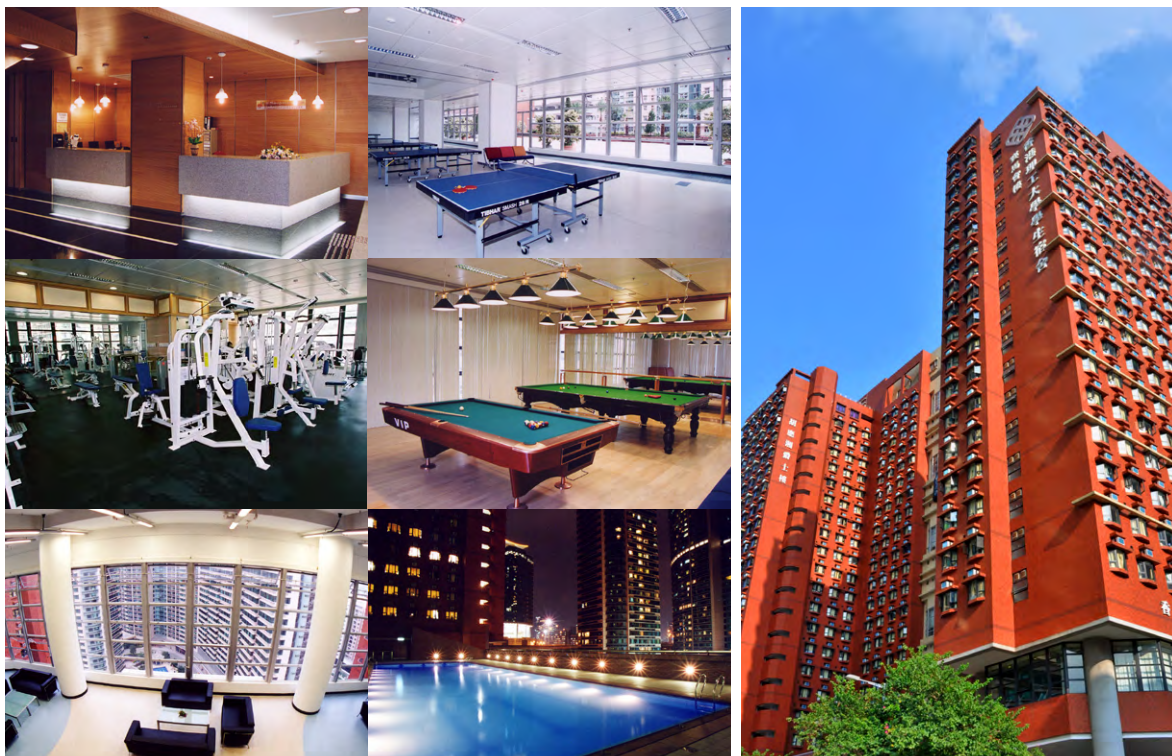
**Student Rooms:** The 22-storey building accommodates about 3,000 students. Rooms are designed for double occupancy which are equipped with either two single beds or a bunk bed. Every two adjoining rooms form a self-contained unit, sharing a toilet and shower room.

**Room Facilities:** Air Conditioning, mattresses, desks and typist chairs, overhead bookshelves, wardrobes, fridge and free Wi-Fi internet connection are provided.

**Communal Facilities:** Each hall is built with a lounge area which is located in the middle of the hall. The lounge area acts as a hub for interaction of hall residents. It is equipped with TVs, pantry, washers and dryers, microwave ovens, electric water boilers and induction cookers.

In addition, amenities include fitness rooms, a game room, a reading room, a dance room, an activity room, a snooker room, a meditation room, piano rooms, a study room, an exhibition hall, a landscaped garden and a 25-meter swimming pool on 2/F and a band room with band equipment on G/F are available for the use of hall residents.

For Hall Fees, Hall Caution Money and Hall Function Fee, please refer to the website at <https://www.polyu.edu.hk/sao/srss/hall/hall-admission/hall-fee-ug/>.





## Off-campus Housing

The Off-campus Housing offers about 100 residential places at prime urban area as an accommodation option for non-local students. Given its limited supply, acceptance of application is subject to availability.

For enquiries, please email to: [och.info@polyu.edu.hk](mailto:och.info@polyu.edu.hk).





# Residential Education

## Overview

The mission for Residential Education is to celebrate, educate and transform residential students towards whole-person, intercultural, and servant-leader development. We believe that the Student Halls of Residence are not only a place for students to live, but a place where learning, personal growth and competencies in life skills can be nurtured.

## Life in PolyU Halls of Residence

During their stay in Halls, residential students are encouraged to participate in co-academic hall activities and form different educational platforms intending to connect themselves with shared interests, interdisciplinary topics or goals to create mutually supportive networks and pursue life-long learning. The Residential Education (ResEd) Team provides learning activities, mentorship and coaching for various residential communities. Moreover, throughout the residential year, a series of joint-hall activities and inter-hall competitions will be organised to provide healthy platforms for residents to express their creativity, unity, and team-building skills in both cultural and sports arenas.

For more information, please access our webpage at <https://www.polyu.edu.hk/sao/srss/hall/residential-education/intended-learning-outcomes/> and contact [residential.education@polyu.edu.hk](mailto:residential.education@polyu.edu.hk) or 2766 5416.

## Inter-Hall Activities



Tug of War



Hall Show-Off



Cantonese Workshop for Exchange Students



Talent Quest

## House of Intercultural Living and Learning



Community Wellness – Appreciation of Frontline Staff



Dumpling Making with Exchange Students



Mental Wellness



Healthy Lifestyle and Fitness



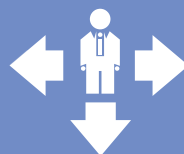
Gender Equality Awareness



Language Exchange



# Enhance Employability



Offering help in practical skills as well as opportunities for internships and graduate employment.



The Careers and Placement Section (CPS) of the Student Affairs Office helps the University realise its vision in relation to the provision of “the best holistic education for the benefit of Hong Kong, the nation and the world” through guiding, facilitating and supporting students’ career planning and development.

## Work-Integrated Education (WIE) Programmes



PolyU is the first tertiary institution in Hong Kong to include a mandatory Work-Integrated Education (WIE) component into the undergraduate curriculum. Launched in 2005, this pioneering initiative aims to facilitate students’ all-round development and enhance their professional competencies so that they could excel in the ever-changing and increasingly competitive business environment. In this regard, CPS works closely with Faculties/ Schools/Departments to offer various summer internship opportunities in Hong Kong, Mainland China and overseas for students to fulfil WIE requirements.

Non-local internships particularly expand students’ global perspective while helping them gain working experience and enhance their employability. Many non-local WIE programmes, covering a wide array of industry sectors in various overseas countries, cities in Mainland China and Taiwan, are arranged to enhance students’ non-local learning opportunities and enable them to acquire the required attributes for making contributions as global citizens. For details, please visit <https://www.polyu.edu.hk/sao/cps/wie>.

## Timeline for Joining Non-local WIE Programmes





# Aspire Your Career Goals

CPS offers comprehensive career planning and professional development services to PolyU students in different years for their career preparation.

## 1. “INSPIRE” Mentorship Programme

The “INSPIRE” Mentorship Programme is a university-wide programme that aims to enhance students’ holistic education experience and facilitate their all-round advancement through the mentorship of prominent leaders from PolyU’s robust network. As mentees, students can count on the support from their mentors for personal and professional development.

In the academic year of 2020/21, the “INSPIRE” had over 100 mentors and over 340 mentees. For details and application, please visit <https://www.polyu.edu.hk/sao/cps/inspire-mentorship-programme>.



Mr Irons Sze, BBS, JP, Executive Director of Hang Tung Resources Holding Limited (left), arranges a company visit for his mentees.



Dr Hubert Chan Chung-yee, Chairman of HKC International Holdings Limited (centre), shares his experience in the electronics industry with mentees.



Mr Yau Kwok Fai, Executive Director and Chief Executive Officer of Vantage International (Holdings) Limited (left), invites his mentees to visit construction sites.

## 2. Career Training Workshops

In 2020/21, CPS conducted many online training workshops to around 4,000 participants in order to better equip students for pursuing and starting their careers.

### Introduction to Career Planning

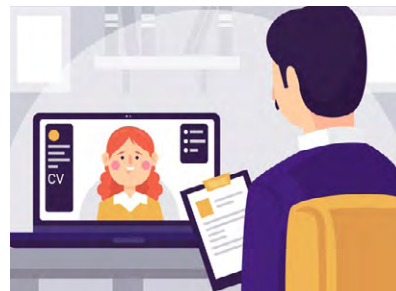
Career Advisors introduce the first step for career planning to first year students in the Orientation Day. This is to prepare students for developing their portfolio and planning ahead at an early stage.

### Career Development Workshops

CPS offers different workshops to assist final year students in starting their careers, e.g. Group Assessment Center, Video Interview Training, CV Writing and Common Recruitment Examination (CRE) Workshop.

### 3. Career Advising and Mock Interview Sessions

Career Advisors provide professional advice and useful tips to students regarding career planning, job searching skills and interview preparation. In 2020/21, over 700 online career advising sessions and 160 online mock interview sessions were arranged. Student can make an appointment for a career advising or mock interview session at <https://www.polyu.edu.hk/poss>.



### 4. STEM Internship Scheme

The Innovation and Technology Commission of the HKSAR Government has set up the STEM Internship Scheme to encourage STEM students to gain innovation and technology (I&T)-related work experience during their studies and to foster their interest in pursuing a career in I&T after graduation. The allowance for the internship for each eligible student intern is HK\$10,500 per month. In 2020/21, over 170 companies/organisations participated in the Scheme and provided I&T internship opportunities for over 380 STEM students. For details and application, please visit <https://www.polyu.edu.hk/sao/cps/find-jobs/stem-internship-scheme>.

### 5. WIE Exhibitions/Mini-booths

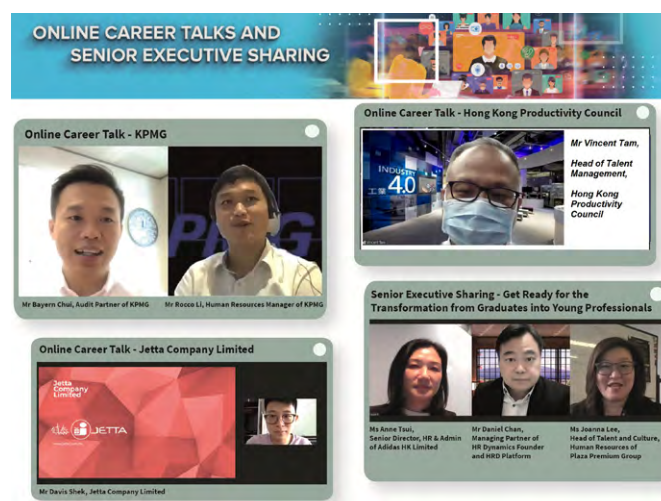
Students can connect with CPS via these face-to-face channels at podium and get more information on WIE programmes and career services through various interesting and fruitful interactions. WIE ambassadors also share their non-local internship experience with students on-the-spot.

# Employment Market Updates

Through a variety of channels, CPS helps students explore internship and graduate job opportunities as well as keep abreast of the latest trends in the global employment markets.

## 1. Recruitment Talks

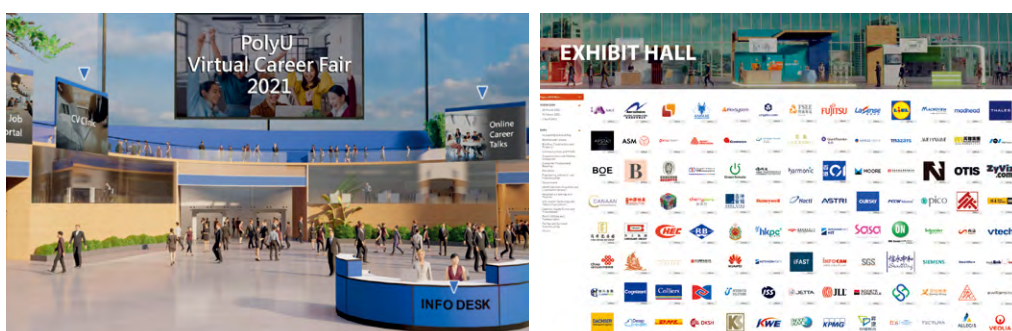
CPS invites leading employers from different industries to introduce their companies/organisations and available graduate job and internship opportunities to students. CPS coordinated around 150 online recruitment talks with employers in 2020/21.



## 2. Virtual Career Fairs

CPS organises career fairs annually to let students have a better picture of the job and internship opportunities available in the market. In 2020/21, CPS brought the fair online and organised two virtual career fairs, which were one-stop online platforms that connected students with potential employers via a virtual environment and provided plenty of graduate job and internship opportunities for students' applications. Over 180 employers from over 10 industry sectors participated in the Fairs, and over 2,700 job opportunities were provided.

The Fairs also featured career talks conducted by seasoned speakers/senior executives who shared their professional insights into different career-related aspects, including industry trends, interview tips, work ethics, and career planning. To help students optimise their CV and job-hunting strategies, online career advising sessions were arranged.



### 3. Senior Executive and Alumni Career Sharing

The Senior Executive and Alumni Career Sharing aims to connect students with senior executives, industry experts and PolyU alumni on campus. This interactive networking occasion assists students in identifying their career goals and facilitating their interview preparation.



### 4. PolyU Job Board

The features of PolyU Job Board include mobile version, job bookmarking and online CV builder. Students are welcome to visit PolyU Job Board to explore graduate job and internship opportunities. The Work-on-Campus Scheme provides work opportunities for PolyU students to work as part-time student assistants on campus. For details and application, please visit <https://www.polyu.edu.hk/poss>.

### 5. Graduate Employment Survey (GES)

CPS publishes an annual GES report that includes employment situation by Faculty/School, distribution of graduates by employment sector, and salary analysis. Students can learn more about the employment market and position themselves in the market effectively. Please download GES reports at <https://www.polyu.edu.hk/caps/career-services/about/publications#graduate-employment-survey>.

## Contact Us

**Careers and Placement Section, the Student Affairs Office**

CPS Website : <https://www.polyu.edu.hk/sao/cps>

WIE Website : <https://www.polyu.edu.hk/sao/cps/wie>

Enquires : [career.cps@polyu.edu.hk](mailto:career.cps@polyu.edu.hk)



facebook.com/polyu.careers



instagram.com/polyucps



weibo.com/polyucareers



# Find Your Support



Assistance for life on campus and academic needs.



## Non-local Student Support



### Non-local Student Services Team

Non-local Student Services Team provides mainland and international students with a one-stop student-oriented support service throughout their studies at PolyU. We offer a wide range of programmes and activities in order to enrich their educational experience and facilitate their adaptation to PolyU. Together with the cooperation and support from local students, we aim to enhance the integration of the local and non-local students.

### Contact Us

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

Website : <https://www.polyu.edu.hk/sao/srss/non-local-student-services/introduction/>

## Information Session for Non-local Students

To allow all non-local students to get familiar with the University and Hong Kong, an information session will be arranged for them. Useful tips on campus life and essential information related to living in Hong Kong will be shared during this gathering.

## Host Family Scheme

The Host Family Scheme offers care to non-local freshmen to further their adaptation to PolyU and Hong Kong.

Successful applicants of this Scheme will be introduced to families\* approved by PolyU. Students will then be occasionally invited to join activities of the host families. The cultural exchange between participants and host families are encouraged.

In 2020/21, there were 44 host families which consisted of members of the PolyU community and outside families approved by PolyU respectively, who offered care to 86 Mainland Chinese students and 24 international students.

*(\*The host families WILL NOT provide accommodation to the participants.)*



## Student Support

**Pre-departure Notes** and welcome mails will be sent to non-local students by email in mid-July. Information includes information session schedule, Group Medical and Public Liability Insurance, pre-departure checklist, accommodation and living in Hong Kong, how to get to Student Halls of Residence, the necessities in Hong Kong, opening a bank account, and contacts of the non-local student associations.

**Non-local Student Services Website** serves as a "survival kit" for non-local students before and after they arrive in Hong Kong and settle down in PolyU. Undergraduate, taught postgraduate, research postgraduate and exchange students can browse the website ( <https://www.polyu.edu.hk/sao/srss/non-local-student-services/introduction/> ) to obtain the essential information that will help them start their studies at PolyU, in particular during the first few weeks after their arrival.

# Financial Assistance

## I. Financial Assistance Schemes

Different types of PolyU **local students** are eligible to apply for different financial assistance scheme(s). You can refer to the relevant webpage for details of the Scheme(s) applicable to you.

Programme Mode	Student's Fund Type	Level of Study	Government Scheme(s)	PolyU Scheme(s)
Full-time Programme	Government-funded	Doctor / Master	(1) TSFS (2) NLSFT	(5) PolyU FA (6) PolyU EFA
		Degree / HD	(1) TSFS (2) NLSFT (3) STS	
	Self-financed	Doctor / Master	(4) ENLS	(6) PolyU EFA
Part-time / Mixed Mode Programme			(4) ENLS	Not Applicable

### (1) Tertiary Student Finance Scheme - Publicly-funded Programmes (TSFS)

政府「資助專上課程學生資助計劃」

A means-tested scheme offers grant and/or loan.

For more details: <http://www.polyu.edu.hk/sao/fa/tsfs/>.

### (2) Non-means-tested Loan Scheme for Full-time Tertiary Students (NLSFT)

政府「全日制大專學生免入息審查貸款計劃」

A non-means-tested scheme offers loan (interest charged once the loan is drawn down to PolyU) for settling tuition fees.

For more details: <http://www.polyu.edu.hk/sao/fa/nls/>.

### (3) Student Travel Subsidy (STS)

政府「學生車船津貼」

For more details: <http://www.wfsfaa.gov.hk/sfo/eng/schemes/travel.htm>.





#### (4) Extended Non-means-tested Loan Scheme (ENLS)

政府「擴展的免入息審查貸款計劃」

A non-means-tested scheme offers loan (interest charged once the loan is drawn down to student's bank account/according to the appointed date for cheque collection) capped at tuition fee level.

For more details: <http://www.polyu.edu.hk/sao/fa/enls/>.

#### (5) PolyU Financial Assistance Scheme (PolyU FA)

理大資助計劃

A means-tested scheme offers bursary and/or interest-free loan. The funds are donated by generous organisations and individuals. In 2020/21, the normal range of bursary is HK\$3,000 – HK\$10,000 and the loan is normally HK10,000.

For more details: <http://www.polyu.edu.hk/sao/fa/pufa/>.

#### (6) PolyU Emergency Financial Assistance Scheme (PolyU EFA)

理大緊急援助計劃

At any time of the academic year, local full-time students facing sudden dire financial difficulties caused by unforeseen circumstances can apply for funds in grant/interest-free loan donated by generous organisations.

For more details: <http://www.polyu.edu.hk/sao/fa/puefa/>.

## II. Deferment of Tuition Fee Payment


Local students enrolled in full-time government-funded degree/sub-degree programmes that have genuine difficulties in settling the tuition fee on time can apply for deferred payment at least two working days before the payment deadline.


For more details: <http://www.polyu.edu.hk/sao/fa/def/>.



### General Enquiries

#### Student Affairs Office

 Room QT308, 3/F, Chow Yei Ching Building, PolyU (Entrance at Core T)

 3400 3764

 [sao.fa@polyu.edu.hk](mailto:sao.fa@polyu.edu.hk)

# Scholarships and Awards

## Scholarships

PolyU recognises the academic and/or non-academic achievements of our students through offering different types of scholarships to our students. Normally, these scholarships are awarded to current students pursuing full-time undergraduate programmes leading to PolyU awards.

Below are the major scholarships available in PolyU:

- **Entry Scholarships** (for Prospective Students only)
- **Post-entry Scholarships/ Prizes** (awarded on the basis of PolyU academic results)
  - a) Post-entry Scholarships/ Prizes awarded on the basis of academic and/or non-academic achievements
  - b) Scholarships for Overseas Exchange/ Internship
  - c) Service-Learning Scholarships

For details, please refer to <https://www.polyu.edu.hk/sao/srss/scholarships/scholarship-types/>.

### 1. Entry Scholarships (for Prospective Students only)

PolyU offers entry scholarships to students pursuing different programmes during admission. Please refer to the table below for further information.

Programme Pursued	Where to get scholarship information?
Full-time undergraduate programmes	Entry scholarships are available for outstanding admittees based on academic or non-academic achievements. Please visit <a href="#">Study@PolyU</a> for details and further enquiries on scholarships offered to <b>local</b> (HKDSE) and <b>international</b> students as well as students from the <b>Mainland China</b> .
Part-time undergraduate programmes	Entry scholarships may be provided by individual programme offering academic departments. Please visit the page "Duration & Credit Requirement" under individual programmes listed on <a href="#">Study@PolyU</a> webpage for scholarship availability and further enquiries.
Full-time and part-time taught postgraduate programmes	
Research postgraduate programmes	Please visit <a href="#">Study@PolyU</a> for details and further enquiries on scholarships offered to <b>postgraduate research students</b> .

## 2. Post-entry Scholarships (awarded on the basis of PolyU academic results)

### a) Post-entry Scholarships/ Prizes awarded on the basis of academic and/or non-academic achievements

From time to time, a number of private organisations, firms, professional bodies and individuals donate to PolyU scholarships and prizes which are awarded to students with outstanding academic and/or non-academic achievements (such as achievements in extra-curricular activities and community services) during their studies at PolyU. Most of the scholarship/prize awardees are nominated by Heads of Academic Departments. However, a limited number of scholarships/prizes are open to application by students. Please [click here](#) for details.

### b) Scholarships for Overseas Exchange/ Internship

Some scholarships are made available to full-time current students to pursue one-semester or one-year overseas studies. Please [click here](#) for details. Some scholarships may specifically require the applicants/nominees to have the TOEFL or IELTS results for the Donor's consideration of the applications/nominations. Students are encouraged to attempt the [TOEFL](#) or [IELTS](#) examination first if they are interested in these scholarships.

PolyU also offers other sponsorship/subsidy/financial assistance to support the living costs of full-time UGC-funded undergraduate students during exchange studies overseas/in Mainland China. Please visit [Global Engagement Office \(GEO\)](#) for further details. If you will take on an offshore WIE placement, you can visit [Careers and Placement Section of the Student Affairs Office](#) for details of Offshore Work-Integrated Education Sponsorship (OWS).

### c) Service-Learning Scholarships

Under the administration of the Service-Learning and Leadership Office (SLLO), the Service-Learning Scholarships recognise students with outstanding performance in service-learning subjects, and encourage them to continue their involvement in community service and act as student leaders in supporting the service-learning development at PolyU. Each scholarship is HK\$8,000. The awardees will be required to serve as student leaders in a service-learning subject, or channel their passion for service into a Service-Learning Capstone/Final Year Project with real benefits for the community in order to receive the scholarship. Please contact [SLLO](#) for details of the scholarships.

## Outstanding Students Award Scheme


PolyU organises the Outstanding Students Award Scheme annually to award full-time final-year students who excel in both academic and non-academic pursuits during their studies. Each academic department under the purview of a faculty is to select an outstanding student to receive the “Outstanding Student Award of Department”. These outstanding students of the academic departments under the purview of the same faculty will then compete with each other for the “Outstanding Student Award of Faculty”, whilst the outstanding students selected by Schools not under the purview of a faculty will receive the “Outstanding Student Award of School”. Among these eight outstanding Faculty/School students, one will be further selected for the honour of the Most Outstanding PolyU Student of the Year.

An Outstanding Student Awards Presentation Ceremony will be held annually. Highlights on the Ceremony, awardees list and sharing articles of the faculty/school awardees can be found [here](#).



### General Enquiries

#### Student Affairs Office

 Room QT308, 3/F, Chow Yei Ching Building, PolyU (Entrance at Core T)

 [sao.sch@polyu.edu.hk](mailto:sao.sch@polyu.edu.hk)



# Funding Opportunities for Student Organisations and Student Activities

The University has been offering various funding opportunities to motivate student integration in multicultural learning, and to incentivise student bodies to organise extra-curricular activities in areas that will broaden students' international horizon and promote a diversified and inclusive campus culture.

Student clubs and associations can apply for activity subsidies through the funding schemes administered by the Student Affairs Office:

## 1. Student Society Activity Fund

## 2. Student Society Development Grant

More details about the funding schemes for student bodies can be found at

<https://www.polyu.edu.hk/sao/sdu/student-organisations-support/funding-opportunities/>.

## Global Learning Fund

The Global Learning Fund supports outbound activities that are not required for academic fulfilment. The Fund is open to all full-time UGC-funded students. Both individual and group applications are accepted.

Students are encouraged to plan their own outbound learning trips. Under normal circumstances, the Fund is meant to subsidise part of the expenses incurred by students on transportation, accommodation and meals during their learning trips / activities in the Chinese mainland or overseas. To support students' global experience when off-shore learning trips are not encouraged for the sake of students' health and safety, the Fund will also support online global learning activities self-initiated by students. The Fund may subsidise part of the registration/ participation fees incurred from online conferences, seminars, courses, and competitions that are neither credit-bearing nor part of the curriculum requirements.

Global learning activities are supported to attain the following objectives:

- To encourage students to see for themselves the world beyond Hong Kong, thus enriching their exposure and broadening their perspectives.
- To promote cross-ethnic and cross-culture understanding, thus facilitating internationalisation within the campus.

Get more details about the application deadlines and eligibility by visiting the [Student Affairs Office](#) homepage.





## Students with Special Educational Needs

### "Limitless" – Inclusion Awareness Campaign

In PolyU, we believe people with special educational needs contribute to diversity and are invaluable to our society. To remove attitudinal barrier, the Student Affairs Office arranges the "Limitless" campaign to raise inclusion awareness on campus and as a catalyst for change. We also hope to promote a culture of diversity appreciation across campus and encourage integration of students with special educational needs into the campus life through the events and activities we host.

Under "Limitless", we have arranged Movie Night, Exhibition, Workshop, Inclusion Awareness Banquet, Campus Orienteering, Sharing and many more activities in the past.

All students are welcome! For details, please visit :

<https://www.polyu.edu.hk/sao/srss/special-needs-support/inclusion-awareness-enhancement/inclusion-awareness-campaign/>.

### "Limitless" Helpers Scheme - "Limitless" Ambassador

All students looking for more involvement in helping students with special educational needs are welcome to apply to be "Limitless" ambassador.

#### Objectives:

- to create and raise inclusion awareness on campus; and
- to provide platform for students to take personal and collective action to enhance the inclusion of people with special educational needs in daily life.



"Limitless"- Inclusion Awareness Campaign



Singing performance by a team with diversity

### Duties:

- to organise and/or assist in inclusion awareness event(s);
- to communicate with different parties to arrange the inclusion awareness ceremony;
- to promote events; and
- to brainstorm and initiate new event ideas.

### Opportunities:

- chances for organising activities; and
- to interact with people with and without special educational needs.

### Recognition:

- certificate of achievement

### Enquires and Application

Email : [sen.support@polyu.edu.hk](mailto:sen.support@polyu.edu.hk)

Telephone : 2766 6800

## Diversity Resource Centre

Diversity Resource Centre, located at TU302, is a place for enhancing diversity awareness on campus. It is an inclusion hub for students, with various resources dedicated to enhancing acceptance and understanding about different types of disabilities. Students are welcome to try disability simulation exercises to understand more about the challenges faced by people with disability. In addition to displaying assistive devices for people with various types of special needs, workshops on diversity awareness will be held there from time to time. All students are welcome!

Details about the Centre and schedule of its upcoming activities are available at: <https://www.polyu.edu.hk/sao/srss/special-needs-support/inclusion-awareness-enhancement/diversity-resource-centre/>.



The background features a large, dark blue L-shaped graphic on the left side. To its right, a light blue L-shaped graphic is partially visible, creating a layered effect. On the right side of the page, there is a vertical dark blue bar. The title text is positioned in the white space between the light blue and dark blue shapes.

## **Service-Learning and Leadership Development**



# Jockey Club Design Institute for Social Innovation (JCDISI)

JCDISI, established in 2012, aims to provide an innovative and human-centred platform to **envision** a better life in the society, to **connect** people with passion and **nurture** doers of all ages to **innovate** with collective wisdom to **enable** impactful action.



We believe that in a shared world, social innovation should be an open process which enables wide participation of various stakeholders. **Participatory social innovation** would be the overarching strategy of JCDISI in developing all our research and practice projects to enable multi-faceted community engagement and multidisciplinary collaboration.

By a strategy of maintaining an optimal balance of social innovation research and social innovation practice, we dedicate to contribute the **knowledge creation and the knowledge transfer** function of the University.

## OUR WORKS

To achieve our vision and mission, JCDISI operates on three main action areas.

### a) PolyU Jockey Club “Operation Solnno” (Solnno)

Funded by The Hong Kong Jockey Club Charities Trust, the three-year social innovation programme is to innovate solutions, in collaboration with a wide spectrum of stakeholders, to respond to social challenges with a view to improving life in Hong Kong.

From 2018 to 2020, the programme comes up with events and action projects for tackling the social issues of “Transitional Social Housing”, “Emphasising with Elderly in Workplace”, “Education for a Complex Future”, “Intergenerational Play Space” and “Re-imagine Elderly Centres”, through engaging the transdisciplinary forces of academia, non-governmental organisations, professional bodies, members of the public, corporations and the Government to generate innovative ideas and practical actions.



## Four Pillars of Solnno

**“One from Hundred Thousand”** — to organise a series of participatory symposia and workshops open to the public to collect views on social issues, facilitate discussion and co-create solutions.

### 2018

Season 1: Transitional Social Housing

### 2019

Season 2: Emphasising with Elderly in Workplace

Season 3: Education for a Complex Future

Season 4: Intergenerational Play Space

Season 5: Re-imagine Elderly Centres

### 2020

Season 6: Transitional Social Housing – Deliver with Expediency & Decency

Season 7: Intergenerational Community in a Vertical City

Season 8: Silver Age Startups

### 2021

Season 9: Children's Well-being in Subdivided Units

Season 10: Enabling Smart Ageing with Health and Building Data



Season 3: Education for a Complex Future



Season 4: Intergenerational Play Space



Season 7: Intergenerational Community in a Vertical City



Season 8: Silver Age Startups



Season 9: Children's Well-being in Subdivided Units



Season 10: Enabling Smart Ageing with Health and Building Data

**“Solnno Action Projects”** — to collaborate with non-governmental organisations, professional bodies and academia for developing innovative ideas generated at “One from Hundred Thousand” into designs or prototypes. From 2018 to 2021, we have initiated over sixteen action projects. You may refer to <https://www.polyujcsolnno.hk/en/programme/action-project> for more information.

**“Solnno Design Education”** — to introduce social innovation and design thinking into secondary school education. It aims to nurture students to integrate knowledge from different subjects through solving real-world problems.



Design Thinking



Design Playing



Design Making

**“Solnno Knowledge Platform”** — to document and disseminate for public use the social innovation experience and knowledge generated from the programme through various formats, including academic papers, videos, design and practice guidelines, case study reports, workshops, regional and international conferences and exhibitions.

The Second Social Innovation Regional Forum (SIRF 2020) and its exhibition were brought online to examine the unique challenges of “Double Ageing”, bringing together experts from Asia and beyond to explore proposals and strategies that enable a better future for sustainable cities and their inhabitants.

Main Forum and Thematic Sessions: <https://sirf2020.polyujcsolnno.hk/sirf2020/web/forum.php>

Online Exhibition: <https://sirf2020-exhibition.hk/en>

For details, please visit: <https://www.polyujcsolnno.hk>.

## b) Good Seed Programme

Good Seed is a Programme funded by the Social Innovation and Entrepreneurship Fund of the Government (SIE Fund) aiming to **inspire** people with knowledge and skills to generate creative solutions against poverty and promote social inclusion, **enable** social innovations through Design and Technology and **empower** social innovation projects with funding and multidisciplinary resources and support.

Since 2015, we had run ten cohorts and recruited 1,954 students or graduates. We offered them structured training specially designed with “Design”, “Business” and “Technology” as focuses. We planted 307 seeds of social innovations by enriching skills and knowledge for social innovators and entrepreneurs. 60 winning teams were granted HK\$100,000 each to implement their projects with the support of PolyU and our network.

In January 2020, The SIE Fund reappointed PolyU as an intermediary for a new term of service to design and administer the innovative programme "Good Seed". Under the programme, students or alumni of higher education institutions who have innovative ideas to address social needs may apply for a grant (maximum \$200,000) to turn the ideas into prototypes.



For details, please visit: <https://goodseed.hk/>.

## c) Transdisciplinary Research and Collaboration

Through transdisciplinary research and extensive collaboration with PolyU Departments including Rehabilitation Sciences, Applied Social Sciences, School of Design, School of Optometry and so on plus stakeholders outside the University, JCDISI aims at creating the visible social and academic impacts, as well as fostering knowledge transfer in the community.

## HOW CAN YOU GET INVOLVED?

Through the above programmes and collaboration process, we engage PolyU students in various circumstances including:

- Programme participants and co-creation team.
- Student helpers ranging from workshop facilitators, summer project assistants to event support helpers.
- "Learning by Doing" project, collaborating with course teachers to nurture students with practical tryout to realise their creative design in real community space, i.e. "Community Kitchen Design", "Mini Maker Space Design" and "Community Elderly Game Centre Design". Students can apply what they learn from the course, and understand the real-life contexts of society with multiple perspectives.

Website: <https://www.polyu.edu.hk/disi/>.



Student facilitated co-creation workshop



Students visited the community kitchen



## Service-Learning and Leadership Office

In partnership with staff, students and the community, the Service-Learning and Leadership Office (SLLO) is committed to advancing service-learning and leadership at PolyU, and preparing students to become civic-minded professionals with leadership skills, cross-cultural capability, global perspective and a heart to serve. It is our mission to unlock your potentials, and nurture you to be leaders in your chosen fields and socially responsible global citizens through service-learning and global leadership education.

### Service-Learning Subjects

#### What is Service-Learning?

Service-learning integrates community service with academic study and reflections to enrich your learning experience. PolyU introduced the mandatory service-learning requirement in the academic year 2012/13 as part of the four-year undergraduate degree curriculum. Students are required to complete a three-credit service-learning subject to graduate. Each service-learning subject contains a significant service component that allows you to apply your skills and knowledge to deal with complex issues in the service setting, reflect on your roles and responsibilities both as a professional and as a responsible citizen, and develop stronger empathy for the people in need and a stronger sense of civic responsibility.

#### What constitutes a Service-Learning subject?



#### Who needs to take Service-Learning?

PolyU introduced the mandatory Service-Learning Requirement in the academic year 2012/13 as part of the four-year undergraduate degree curriculum. Students are required to complete a three-credit Service-Learning subject to graduate:

- Four-year degree students
- Senior year students
- Articulation degree programme students

Most of the service-learning subjects are **NOT pre-assigned**. Students have to register for a service-learning subject during the subject registration period.

## Where do students serve? What do they do?

Service-learning provides students with opportunities to serve the underprivileged people using their professional knowledge and skills in Hong Kong, the Chinese mainland and overseas. The Service-Learning and Leadership Office organises information sessions for you to know more about the service-learning subjects on offer prior to each semester. Please watch out for our email announcements.

## Service-Learning Exchange

Funded by the Lee Hysan Foundation, the Global Leadership and Civic Engagement Exchange Programme (GLCE) offers a full scholarship to PolyU students engaging in a four to ten week service-learning exchange at a recognised overseas university. The exchange programme aims to:

- develop students' global citizenship and broaden their perspective on service-learning and civic engagement through an overseas immersion learning experience;
- nurture motivated students to become service-learning leaders and ambassadors; and
- facilitate knowledge exchange, bring in new insight and contribute to the service-learning development of PolyU and Hong Kong.

The programme usually opens for application in November. This is, however, subject to change depending on the global pandemic development. Please watch out for our email announcements.

## Service-Learning Storytellers Programme

A collaboration between PolyU and the Brown University, the programme brings together a team of student storytellers coming from the two universities. They will accompany various service teams on their international service-learning projects in countries like Rwanda, Tanzania, The Philippines, Cambodia, Vietnam and Indonesia to tell the stories of the service-learning projects and their impact on the community. They are to document PolyU's service-learning projects, through interviews (with students, teachers, and community members), photos and videos, and to write these up into a publishable format.

The scheme usually opens for application in February. This is, however, subject to change depending on the global pandemic development. Please watch out for our email announcements.

## Community Service Fund Student Service-Learning Grants

The PolyU Community Service Fund Student Service-Learning Grants aims to support student self-initiated service-learning projects. Interested student teams are required to submit to SLLO a detailed project proposal including project objectives, servicing activities, implementation details, budget, etc. Please contact SLLO for details.

## Service-Learning Scholarships

The Service-Learning Scholarships recognise students with outstanding performance in service-learning subjects, and encourage them to continue their involvement in community service and act as student leaders in supporting the service-learning development at PolyU. Each scholarship is HK\$8,000. The awardees will be required to serve as student leaders in a service-learning subject, or channel their passion for service into a Service-Learning Capstone/Final Year Project with real benefits for the community in order to receive the scholarship. Please contact SLLO for details.



## Financial Subsidy Scheme for Offshore Service-Learning Projects

Almost all credit-bearing service-learning subjects with offshore projects require participating students to bear part of the travelling costs. The University has hence set up the Financial Subsidy Scheme for Offshore Service-Learning Projects under the administration of SLLO. Full-time UGC-funded students enrolled on service-learning subjects with an offshore project and having demonstrable financial difficulties in paying the trip fee may apply for financial subsidies. Please contact SLLO for details.

## Service-Learning Handbook

The Service-Learning Handbook aims to give you a comprehensive understanding of service-learning, including the requisite responsibilities, attitudes and ethics, the practical skills required in service delivery, and the resources and support available at PolyU to facilitate your further engagement in service-learning. For details, please visit: <https://www.polyu.edu.hk/sllo/>.

# Leadership Academy for Responsible Global Citizenship 2022

The Leadership Academy for Responsible Global Citizenship (LARGC) aspires to be a pioneering platform supporting international education, research and exchange for global citizenship and leadership development. This platform offers solid training for students on civic responsibility and leadership through service-learning and leadership programmes in a cross-cultural and boundary-crossing setting. In 2021/22, in collaboration with some overseas universities, LARGC will be organising three local and international programmes involving a number of credit-bearing service-learning subjects. The programmes are:

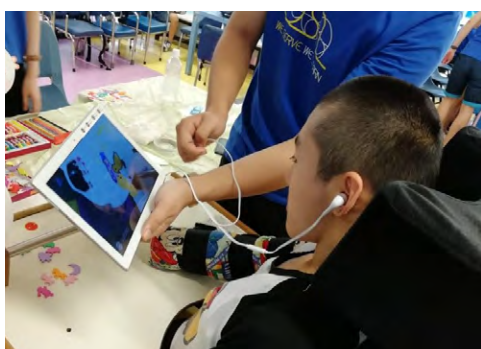
Programme	Service Destination	Period	Recruitment
Digital Leadership	Hong Kong	Semester 1	August 2021
Habitat Green in East Africa	Rwanda	Semesters 2 & 3	September to November 2021
One World Our World	Hong Kong	Semesters 2 & 3	September to November 2021



Digital Leadership



Habitat Green in East Africa



One World Our World

For details, please visit: <https://www.polyu.edu.hk/sllo>.





## **International Exposure and Mainland Opportunities**

# Global Engagement Office

## Semester Exchange Abroad

This is the flagship study abroad programme for PolyU undergraduate students. You may attend one of our partner institutions across 39 different countries and regions, ranges from **four weeks to one academic year**. On exchange, you can study courses or take up clinical placement exchange that widen your exposure through wide variety of training outside of Hong Kong. The exchange studies help you fulfil academic requirements for your PolyU degree while living in a different culture. Most return students said exchange is the best part of their study journey.

Why Exchange? Enlighten your life! Enhance your employability! Enrich your cultural experience! Expand your global network!

**Financial assistance** is provided at Global Engagement Office to those who meet the requirements to support your offshore expenditure. Please also contact your academic department for more information on department specific arrangements including but not limit to application timeline and procedure, and funding opportunities.

For eligibility, list of PolyU exchange partners, and other useful information, please visit: Global Engagement Office's student mobility page: <https://www.polyu.edu.hk/geo/exchange-and-study-abroad/outgoing-students/>.



## Summer@OxBridge

Summer@OxBridge is an opportunity for the best PolyU undergraduate students to attend one of the selected summer programmes at the University of Oxford or the University of Cambridge. You may even experience the famous one-to-one individual supervision on your own choice of independent research project.

**Financial assistance** is provided to those who fulfilled the requirement and are admitted by the programmes. For details, please visit:

<https://www.polyu.edu.hk/geo/exchange-and-study-abroad/outgoing-students/summer-oxbridge/>.



## UG Summer Research Abroad Sponsorship Scheme

UG research programmes enhance students' learning experience and nurture next generation of researchers/scholars. Selected students will undertake research under the guidance and supervision of academics in overseas pre-eminent universities, like MIT, Harvard or UCL. Don't miss the chance to work with the world class researchers around the world!

Sponsorship will be provided to those who fulfilled the requirement. For details, please visit:

<https://www.polyu.edu.hk/geo/exchange-and-study-abroad/outgoing-students/other-opportunities/>.



## International Competition and Conference Participation Scheme

Learning from other best minds is also a good way to improve yourself, in any aspect. The university encourages you to exchange ideas and learning from others through participating in international competitions and conferences. This subsidy scheme is set up to support these enriching activities.

The Scheme may offer subsidy to cover all necessary expenses. For details, please visit:

<https://www.polyu.edu.hk/geo/exchange-and-study-abroad/outgoing-students/other-opportunities/>.



## Exploring China

Exploring China is a portfolio of programmes including field trips, lectures, short term study programmes or summer sessions offered by reputable universities with a rigorous academic engagement. It aims to enrich PolyU students' learning experience and to broaden their knowledge outside their professional domain with particular emphasis on cultural, economic and social aspects in the region. Subsidy will be offered to cover part of programme expenses. For details, please visit:

<https://www.polyu.edu.hk/geo/exchange-and-study-abroad/outgoing-students/exploring-china/>.



## Study Abroad Fund

We understand that not everyone can spend a semester abroad. Short term summer opportunities are a good taster if you want to experience international education. The Study Abroad Fund supports you to take up short-term learning programmes that enhance your international outlook and multicultural competency. Options include fee-paying summer programmes, programme-related study tours or field trips arranged by your department. For details, please visit:

<https://www.polyu.edu.hk/geo/exchange-and-study-abroad/outgoing-students/global-classroom/>.





# International and Mainland Internship Opportunities

## 1. International and Mainland Internship Opportunities

The Careers and Placement Section (CPS) of the Student Affairs Office works closely with Faculties/Schools/Departments to coordinate non-local internship programmes for students to not only fulfil their WIE requirements but also acquire professional competencies and expand global perspectives. With such non-local learning opportunities, students will be able to develop a deeper understanding of different cultures and become more prepared to work in a global working environment.

Many non-local WIE programmes, covering a wide array of industry sectors in various overseas countries, cities in Mainland China and Taiwan, are arranged to enable them to acquire the required attributes for making contributions as global citizens. Previous destinations of the non-local WIE programmes included but not limited to:

- Overseas countries: Australia, Austria, Belgium, Cambodia, Canada, France, Germany, Greece, Hungary, Ireland, Italy, Japan, Korea, Macedonia, New Zealand, Oman, Poland, Portugal, Russia, Serbia, Singapore, Slovakia, Slovenia, South Africa, Spain, Sweden, Switzerland, Thailand, the UK, the US and Vietnam; and
- Cities in Mainland China: Beijing, Hangzhou, Nanjing, Nansha, Nantong, Shanghai, Shenzhen, Xi'an, Zhoushan and Zhuhai; and Taiwan.

To encourage students to take up a meaningful non-local internship, an Offshore WIE Sponsorship (OWS) is offered to the participating students upon the approval from their respective academic department in order to cover part of the expenses incurred in passage, accommodation and travel insurance. For details and application, please visit: <https://www.polyu.edu.hk/sao/cps/wie>.



Placement location: Thailand



Placement location: Shanghai



Placement location: Greater Bay Area



Placement location: New Zealand

CPS also affiliates with The International Association for the Exchange of Students for Technical Experience (IAESTE) to offer reciprocal non-local internships to both PolyU and overseas students. Previous outbound destinations included Austria, Canada, Germany, Hungary, India, Japan, Jordan, Kazakhstan, Macedonia, Oman, Poland, Portugal, Slovakia, Slovenia, Spain, Taiwan, Thailand, Turkey, the UK, and so on.



Facilitating career development and global engagement

## 2. Enhancement of National Awareness through Mentorship

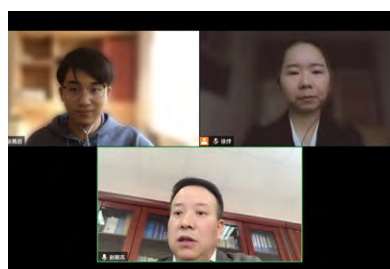
The “INSPIRE” Mentorship Programme aims to enhance students’ holistic education experience and facilitate both their personal and professional development through a robust network of role models and prominent leaders of the PolyU community.

During this mentoring partnership, mentees are expected to make full use of such a precious experience in order to explore various development areas, and, moreover, to keep abreast of up-to-date business practices and expand personal network in Hong Kong and Mainland China.

The “INSPIRE” had over 100 mentors in 2020/21, and more than 30 of whom were industry leaders from Mainland China. Their extensive network and in-depth knowledge about the market trends are invaluable in enhancing mentees’ national awareness as well as essential for facilitating their aspiration to start a career in the Mainland. For details and application, please visit: <https://www.polyu.edu.hk/sao/cps/inspire-mentorship-programme>.



Mr Alex Zou, Chairman and Chief Executive Officer of Intibay Incubator (centre), inspires mentees with his entrepreneurial experiences in the Greater Bay Area.



Dr Zhao Gangzhi, Chairman and Chief Executive Officer of Bangzheng Technology Co., Ltd., exchanges views with mentees on academic and career aspirations.

## Contact us

Careers and Placement Section, the Student Affairs Office

CPS Website : <https://www.polyu.edu.hk/sao/cps>

WIE Website : <https://www.polyu.edu.hk/sao/cps/wie>

Enquiries : [career.cps@polyu.edu.hk](mailto:career.cps@polyu.edu.hk)



 [facebook.com/polyu.careers](https://facebook.com/polyu.careers)

 [weibo.com/polyucareers](https://weibo.com/polyucareers)

 [instagram.com/polyucps](https://instagram.com/polyucps)



# **Nurturing Innovation and Entrepreneurship**

# Nurturing Innovation and Entrepreneurship

## Nurturing Innovation and Entrepreneurship ACE by Knowledge Transfer and Entrepreneurship Office

Harnessing the University's expertise and resources, Knowledge Transfer and Entrepreneurship Office (KTEO) provides a wide range of services, fostering entrepreneurship spirit, helping industry create innovative products, and strengthening the competitive edge of enterprises in the global marketplace. At KTEO, we believe in the strength of action, community and education to nurture innovation and entrepreneurship, building our ecosystem around them.

### Action (A) - Grants and Funds to Nurture Future Entrepreneurs



#### (a) Entrepreneurship Grants

Under the ethos and spirit of 'Do Well Do Good', the University offers different entrepreneurship funding schemes since 2011 targeting specific market segments and phases of the early-stage start-up value chain, partnering with the government and government-supported incubation funding agencies such as HKSTP, the Innovation and Technology Commission (ITC) and the Home Affairs Bureau (HAB). Leveraging its partners' funding and incubation support, current funding schemes offer grants of more than HK\$10 million per year, supporting around 50 early-stage start-ups and student entrepreneurship projects. As of May 2021, PolyU has supported more than 300 start-up ventures.

- PolyU Student Entrepreneurial Proof-of-Concept (POC) Funding Scheme
- PolyU Micro Fund Scheme
- PolyU Maker Fund Programme (under Youth Development Fund (YDF))
- PolyU Tech Launchpad Fund (TLF) Scheme (under Technology Startup Support Scheme for Universities (TSSSU))

#### (b) Investment Fund

In order to provide further funding support to impactful PolyU start-ups and spin-outs, a new investment fund, PolyU Entrepreneurship Investment Fund, is now being rolled out to support their scale-up and further development, along with co-investment partners.



## Community (C) - Building a Regional Entrepreneurial Community

### (a) PolyU InnoHub ([www.polyuinnohub.hk](http://www.polyuinnohub.hk))

Located on the fourth floor of The Jockey Club Innovation Tower on the PolyU main campus, PolyU InnoHub has been dedicated to promoting communal innovations and entrepreneurship in partnerships with academia, businesses, entrepreneurial intermediaries and angel investors since March 2017. To further develop the Greater Bay Area (GBA) entrepreneurship support platform, InnoHub (Shenzhen) has also been established at the PolyU Shenzhen Base in the Nanshan District to support start-ups, tapping into the huge market, industry and government resources available in Shenzhen and the GBA.



### (b) Entrepreneurship Society

Established in 2015, the Entrepreneurship Society of PolyU is a student driven society seeking to cultivate students' entrepreneurial spirit and mind-sets, while stimulating their interest in innovation and entrepreneurship through a series of student initiated and organised activities, including entrepreneurs sharing talks, seminars, visits and tours, as well as entrepreneurship competitions, all administered and supported by KTEO.



### (c) Poly-preneurs®



To celebrate its 75th anniversary, the term 'Poly-preneurs®' was coined by PolyU in 2012 to acknowledge the entrepreneurial spirit of its alumni who have contributed towards advancing Hong Kong's economy by starting their own businesses. Through the Poly-preneurs® community, we are creating a networking resource among alumni entrepreneurs that also serves as a great platform for strengthening ties between the Poly-preneurs® and their alma mater.

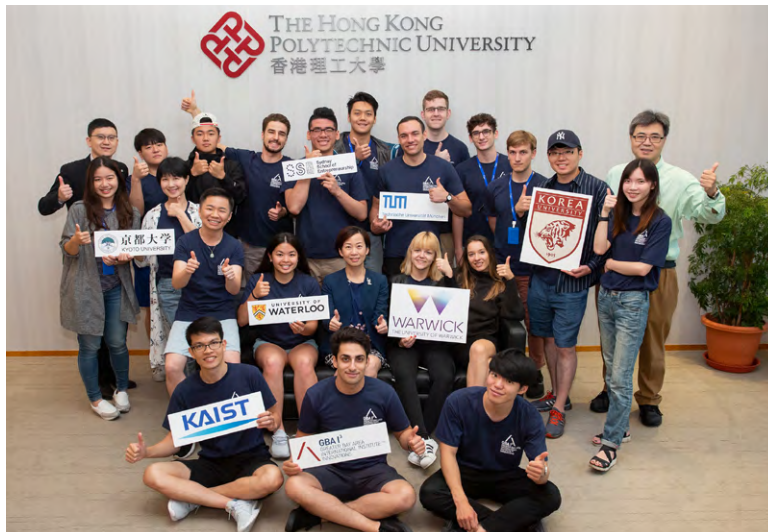
### (d) Local, the Greater Bay Area and Beyond

KTEO has long adopted a 'PolyU + X' partnership strategy in its different entrepreneurship programmes, collaborating with like-minded partners for value-added synergy. Through the PolyU InnoHub, the Greater Bay Area International Institute for Innovations (GBA I<sup>3</sup>) and the PolyU Foshan campus, PolyU aims to further cultivate and facilitate regional community partnerships and collaborations to drive regional innovation and entrepreneurship.

Major partners engaged in regular local collaborations include MIT Hong Kong Innovation Node, HKSTP, Alibaba Entrepreneurs Fund, corporate incubators such as The Mills and HKT, and overseas institutions like Amazon Web Services, etc.



## Education(E) - Experiential Entrepreneurship Education



Driven by an increasingly globalised economy and dynamically changing society, future leaders have to be agile, innovative and entrepreneurial to adapt to new developments, while embracing and overcoming the accompanying challenges. This belief drives PolyU to emphasise strongly and advocate entrepreneurship education to nurture our students as future leaders equipped to be creative, innovative and with the entrepreneurial mind-set, skills, knowledge and practice to succeed.

In addition to courses that offer credits, through KTEO, PolyU has been working closely with industry and community partners to develop a highly experiential and action-based entrepreneurship education programme for students, young graduates, researchers and start-up founders to meet their requirements and challenges along with their entrepreneurial study and pursuit of their goals.



- Start-up Internship & Immersion Programme
- Hong Kong Techathon
- Lean Launchpad (LLP) Programme
- IP Pathfinding Programme
- Fundraising Bootcamp
- GBA Startup Postdoc Programme
- Entrepreneurship Enrichment / Theme-based Workshops
- Short Courses
- Market Exploration & Exchange Tours
- Interactive Dialogues / Seminars

## Contact Us

### Knowledge Transfer and Entrepreneurship Office (Entrepreneurship)




QR702, 7/F, Choi Kai Yau Building (Core QR)  
The Hong Kong Polytechnic University  
Hung Hom, Kowloon, Hong Kong


Email : [innohub@polyu.edu.hk](mailto:innohub@polyu.edu.hk)

Telephone : 3400 2708

 PolyUMFund

 polyumicrofund

 PolyU InnoHub

 polyuszbse



## More on Campus

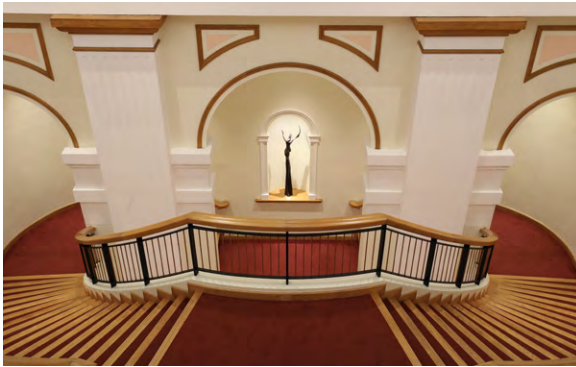


# Art and Culture

## Culture Promotion and Events Office

The Culture Promotion and Events Office (CPEO) aims to enrich the cultural ambience of the PolyU campus. Apart from the signature events such as the Artists-in-Residence Programmes, CPEO organises a great variety of programmes encompassing performing arts, visual arts, literary arts, cultural heritage and film. These events and programmes provide ample opportunities for students to get together outside class to pursue their interests in art and culture. To nurture the artistic talent of students, three art groups – PolyU Orchestra, PolyU Choir and PolyU Theatre are established.

The CPEO also manages the Jockey Club Auditorium (JCA) and Chiang Chen Studio Theatre (CCST), which are the cultural hubs for the PolyU community. The JCA is a specially designed multi-purpose venue, while its spacious Entrance Foyer and Lam Tai Fai Amphitheatre are perfect venues for all sorts of indoor and outdoor performances and events. The CCST is suitable for conferences, talks, seminars, forums, performances, recitals, ceremonies, film shows and various other activities.



Jockey Club Auditorium (JCA)



Chiang Chen Studio Theatre (CCST)

## Art and Cultural Programmes on Campus





## Art and Cultural Programmes on Campus



Join the PolyU Orchestra, PolyU Choir and PolyU Theatre, and let your artistic talent shine!

PolyU Orchestra



[www.polyuorchestra.info/joinus](http://www.polyuorchestra.info/joinus)

PolyU Theatre



<https://goo.gl/fPfn3I>

Follow us on social media, check CPEO Notice emails or visit our website for the latest art and cultural programmes on campus.

Find us on Facebook and Instagram: [@HKPolyUCPC](https://www.facebook.com/HKPolyUCPC)

Website: [www.polyu.edu.hk/cpeo](http://www.polyu.edu.hk/cpeo)

# Campus Sustainability

## GREEN Campus

Promoting sustainable practices and lifestyle to students and staff across the campus is one of PolyU's top priorities. The University has embedded sustainability principles in various aspects of operations and campus life. We aim to nurture an environmentally conscious PolyU community and contribute to the society through introducing appropriate facilities and launching campus sustainability related programmes across different aspects: Dining, Resources, Energy, Awareness, and More Walking.

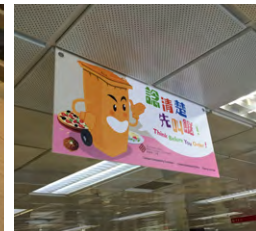
Join us now!

## Dining

Different catering outlets are present on PolyU campus and offer an extensive range of eatery options. Campus dining is continually increasing its sustainable practices when serving the campus community through a variety of initiatives.

### Food Waste Reduction

PolyU continuously raises the awareness of food waste reduction among all the customers in the catering outlets. Signs that focus on 'Eat Wisely' and discourage food waste are displayed conspicuously. The University's efforts were being recognised and it received the Diamond Class of Food Ever Award in 2016.



### Surplus Food Donation

PolyU donates edible food from hotel outlets to the people in need.



### Food Waste Recycling

Apart from the food saving campaign, PolyU also collects leftovers generated from catering outlets on campus and student halls. They are recycled into useful resources such as fish feed.

PolyU also encourages pantry users to participate in the food waste source separation and recycling by implementing pantry food waste collection at Block M and Block Z.





## Vegetarian Dining

PolyU actively promotes a “More Veg, Less Meat” dining habit that benefits our health and veggie-related greenhouse gas emissions are much lesser than those of livestock. Caterers are encouraged to offer more veggie dishes at catering outlets. The event ‘VeggieLicious’ is also held annually to promote green dining habits and is conducted in physical and online formats to communicate the benefits of veggie diets to the entire campus community.



## Bring Your Own (BYO) Campaign

Various catering outlets\* in PolyU offer "Bring Your Own (BYO)" discounts which encourage customers to bring and use their own containers, and to reduce waste generation.

*\*Please approach the catering outlets for details.*

## Food Wise Charter (since 3 May 2013)

PolyU is committed to promoting best practices and behavioural changes to reduce food waste. The University signed the **Food Wise Charter** which was launched by the Environmental Protection Department in 2013.

## Sustainable Food Consumption

PolyU has excluded the food items below in the menus of the university events or entertainment functions because all of them are captured in ecological unfriendly or unsustainable ways.

- Shark fin ( 魚翅 );
- Bluefin tuna ( 藍鰭吞拿魚 );
- Humphead wrasse ( 蘇眉 );
- Hong Kong grouper ( 紅斑 ) (wild caught specimen only 只限野生捕獲);
- Sturgeon caviar ( 鱈魚魚子醬 );
- Black moss ( 黑苔 ( 即髮菜 )); and
- their related food items.

## Resources

Sustainability is core to the University's mission. PolyU endeavours to follow appropriate waste management principles to make good use of resources and to adopt practices with a strong waste prevention focus. PolyU also integrates resource consciousness into its routine operations and activities for all stakeholders.

### Notifications and Guidelines

Notices and labels are displayed visibly to remind all users the need to use resources effectively to reduce waste and care for the environment.



A [Guideline for Green Promotion and Campus Activities](#) is available to all stakeholders to encourage more green practices in planning and organising different activities on campus.

### Water Resource Conservation

Various types of water saving devices are installed on PolyU campus:

- Sensing faucet with shower-type aerators
- Dual-flush water closet toilets
- Water saving shower heads

In addition to having these devices, PolyU also collects rainwater for flushing or irrigation and recycles condensing water as make-up water for cooling towers. The bleed-off water from cooling towers of the air-conditioning chiller plant is also reused for toilet flushing.



## Resource Recycling

Various types of resource recycling points have been set up to collect paper, metal, plastics, and rechargeable batteries for further reuse and recycling. PolyU has its own collection/recycling bins named UniRe® (University/Universal Recycling Facilities) with exterior appearance designed by students to promote waste source separation and recycling.



## Eco-Block

PolyU uses recycled glass and construction waste as major constituents and photo-catalyst in the 3rd generation in developing environmental friendly paving Eco-Block. Eco-Block can help remove pollutants and nitrogen oxide in the air. It is now widely applied in pedestrian areas on campus and in many public places in Hong Kong.



## Used Items Donation

Channels for donating unwanted items to charity or non-profit organisations are also available. Used Item Collection Campaigns organised by The Polytechnic University Staff Association are also regularly held.



## Green Purchasing

PolyU has formulated the [Green Procurement Policy](#) and highlighted green procurement in purchasing procedures. The following are some recommended green materials and equipment:

- **Printing paper** with 100% recycled contents or certified by the “Forest Stewardship Council” (FSC).
- **Electrical appliances** with the Grade 1 requirement of the Energy Efficiency Label.
- **Photocopiers** with low ozone-emitting design and toner recycling mechanism.
- **Rechargeable batteries.**
- **Lamps** such as LED lamps, T5 fluorescent tubes and induction lamps.
- **Food consumption** as no Shark’s fin and Bluefin tuna are purchased.
- **Construction material** with green element is adopted.
- **Environmental Friendly Refrigerants** such as R-134a and R-407c are selected to minimise the effect of fugitive emissions from the air-conditioning system to the ozone layer.

## Paper Reduction

The University’s [Paper Reduction Policy](#) is in effect to enhance the awareness of the environmentally responsible use of paper.

## Waste Check Charter

PolyU is among one of the first tertiary institutions that signed the Waste Check Charter to look into practices leading to waste reduction since 2015 and received the Waste Check Promotional Partner Award (Class of Excellence) in 2017 to recognise its substantial and innovative promotion effort in waste reduction.

## Restricting the Use of Disposables and Reduce Plastic Waste

PolyU strives to reduce waste generation. It has discontinued the sale of bottled water (below 1 litre) and has initiated the “No Straw” arrangement on campus. There are also requirements on restricting the use of disposables at the University events.

## Supporting Green Event Pledge

Since September 2018, PolyU has pledged to adopt green event measures by taking the Green Event Pledge launched by the Environmental Protection Department, with a commitment to deepen green practices in organising and promoting events and activities and to strengthen a waste-less culture in the campus community.



## Energy

PolyU supports energy conservation at the highest levels. Innovative energy-saving technologies and combined energy conservation efforts have successfully achieved impressive and lasting conservation results on campus and at student halls. Campus-wide as well as student-led activities are present to promote and advance energy awareness among students and staff.

### Energy-Saving Equipment

PolyU employs various types of energy-saving devices and equipment to save energy in buildings. Some examples of the devices and equipment are:

- Carbon dioxide sensor.
- Dual-technology occupancy sensor.
- Energy efficient light fixtures such as T-5 fluorescent tube with conventional ballast.
- Room thermostat with digital display and low temperature limit.
- LED light exit sign.
- High efficiency water-cooled chiller system, evaporative cooling towers and energy recovery ventilation.
- Electronic Operation and Maintenance (eO&M) system.
- Central Control and Monitoring System (CCMS).
- Energy-saving escalator and elevator.



### Energy-saving Design in New Buildings

To achieve energy saving, careful consideration of building orientation to reduce solar heat gain is made, and campus buildings are equipped with many features such as high efficiency water-cooled chiller system, evaporative cooling towers, heat recovery system, energy efficient light fixtures, occupancy sensors for the control of lighting and air conditioning, daylight sensors for the control of perimeter lighting near the windows. Besides, lift cars are programmed to automatically switch-off lighting and become idled during the off-peak hours.

### Smartcard-controlled Air-Conditioner

Applying the principle of “User Pays”, smartcard-controlled air-conditioners are installed in Student Halls to avoid overusing and raise awareness towards energy saving.



## Renewable Energy Utilisation

A solar photovoltaic system is installed on the roof of Lee Shau Kee Building to generate renewable energy. Solar thin film covered walkway and lights are installed on campus that serves as an educational purpose to encourage appreciation and support for the use of renewable use of renewable energy.



## Participation in Energy-Saving Campaigns

PolyU actively supports various energy-saving campaigns in Hong Kong to promote a low-carbon lifestyle among staff and students and members of the wider community. For example, PolyU participates in WWF Hong Kong's Earth Hour since its first launch in 2007, and also supports Hong Kong No Air Con Night since it was launched in 2010.



## Energy Saving Charters

Since 2008, PolyU has signed various types of Charters to show its support and commitment to sustainable practices. Among all, energy-related Charters are in the majority.

- **Carbon Reduction Charter** (since 24 July 2008)
- **Charter on External Lighting** (since 1 April 2016)
- **Energy Saving Charter** (since 2013)
- **Energy Saving Charter on "No Incandescent Light Bulbs"** (since 2013)
- **HK3030 Energy Saving Charter** (since 3 March 2013)

## Awareness

Expanding awareness throughout the PolyU campus, staff and student population is the key to ensuring the success of campus sustainability development. PolyU has abundant resources and communication channels, supplemented with regular green programmes and activities, offers the opportunity for increased student and community member involvement.

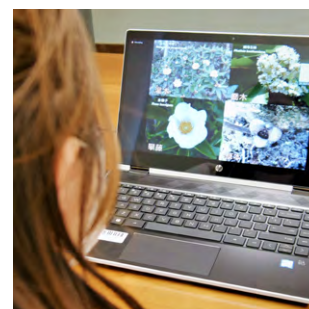
### PolyU GreenCoin

PolyU GreenCoin is an impactful awareness-building campaign that empowers and rewards the campus community on their green actions. It allows students and staff to accumulate virtual credits “Coins” which can be redeemed for rewards and e-coupons for use at the designated campus facilities.



### Large-scale Promotional Activities and Educational Campaigns

Promotional activities and educational campaigns are frequently arranged on campus from 2009 onwards. Since 2013, the PolyU Campus Sustainability Weeks runs on campus annually to provide participants with a knowledge and experience platform on sustainability through an array of activities. Driven by a wave of creativity and new concepts, the University has applied digital alternatives in running this mega sustainability event in 2021, transforming the face-to-face activities into virtual ones, and reported a great success in involving the University community to reflect their responsibilities on sustainability.



## Campus-wide Sustainability Survey

The University conducts campus-wide survey to solicit views about the environmental performance and campus sustainability practices across the campus.

## Green Officer Network

A Green Officer is nominated by the Head in every department/office who is a dedicated staff member to receive useful training to help improving environmental performance in the workplaces. He/She is responsible for driving green practices and promoting environmental awareness at departmental level.



## GreenMap@PolyU

An interactive map ([GreenMap@PolyU](#)) which consists details of the green features and information in PolyU is available online.

## Fauna@PolyU

It helps users find nature, enjoy sightings and identify species amid the campus landscape conveniently and easily.

## TreeMap@PolyU

A tree signage and tree tags with QR codes supported by the interactive web-based [TreeMap@PolyU](#) are available to offer tree information on campus.





## More Walking

The degree of convenience in campus accessibility is one of the key elements which determines a sustainable campus. PolyU devotes to building an 'easy-to-walk' campus, allowing the entire university community to reduce unnecessary use of energy when going to their destinations. PolyU encourages greater uptake of walking and use less elevator or escalator to stay healthy and reduce carbon emission.

### Campus Expansion and Accessibility

PolyU continuously expands, incorporating environmental friendly and innovative architectural designs to build a walk-friendly and green campus.



### A New Connection Gateway Establishment

The redevelopment of Block X together with a footbridge serves as the connection among the Main Campus, Jockey Club Innovation Tower and Block Z. It also provides landscaped recreational space and pleasant greenery areas which enhances the walking experience in the PolyU community.



## Be Part of Us

As a member of the campus community and an individual, we can do a lot more for our environment. We can offer our support for the protection of the environment by participating in green activities and share the message with our families, colleagues, and friends. Most importantly, we should keep in mind that we live together with all these species on Earth and there's no reason we should put them in endangered situations. Just a few simple steps will help and let's show your support!

### Useful Links

- [Campus Sustainability Policies and Guidelines](#)
- [PolyU Green Concepts](#)
- [GreenMap@PolyU](#)
- [TreeMap@PolyU](#)
- [Fauna@PolyU](#)
- [PolyU GreenCoin](#)
- [Plastic Free Friday](#)

### Contact Us

#### **Campus Facilities and Sustainability Office (Campus Sustainability Section)**

Telephone : 3400 8364

Email : [green.campus@polyu.edu.hk](mailto:green.campus@polyu.edu.hk)

Website : <https://www.polyu.edu.hk/greencampus>

Facebook : [PolyU Green Campus](#)

YouTube : [PolyU Green Campus](#)



# STUDENT DISCIPLINE

# Student Code of Conduct

## Preamble

The purpose of The Hong Kong Polytechnic University is to nurture graduates who are dedicated to their academic and personal growth. Therefore, the University adopts this Code of Conduct in order to:

- (a) Ensure the presence of an ethical and honouring university community.
- (b) Protect the members of the community and its resources from harm.
- (c) Provide a guide to appropriate individual and group behaviour.

This Code acts in concordance with the rules and regulations and the corresponding disciplinary measures as set out by the University, which are available at

<https://www.polyu.edu.hk/ar/web/en/for-polyu-students/student-handbook/index.html>.

## Obligations

- (a) All students are expected to act in compliance with the laws of Hong Kong.
- (b) All students are expected to:
  - Inform themselves of the rules and regulations laid down by the University.
  - Act and conduct themselves in accordance with the rules and regulations.
  - Conduct themselves with regard to the University's reputation and good standing.
  - Act in compliance with the terms and conditions accompanying the use of the University's name, its property and facilities.
  - Act in compliance with any regulations or orders by authorised person(s) or professional bodies during external training or visit.
  - Act with respect towards the physical health and safety of others.
  - Refrain from smoking, gambling or betting in any form, the use or possession of dangerous drugs or the consumption of alcohol on the University campus.
  - Respect the dignity and rights of others, regardless of their age and background.
  - Behave in such a way that does not disrupt other's freedom to study, work or use of all university property and facilities or pursue a fulfilling life at the University.
  - Conduct academic pursuits with regard to the need for academic integrity at all times, which includes but not limited to the avoidance of plagiarism.
  - Act with respect towards the rights to intellectual property as set out by the University in the rules and regulations.
  - Inform themselves of the sexual harassment policy followed by the University, which is available: <https://www.polyu.edu.hk/about-polyu/general-information/policy-on-sexual-harassment/>.
  - Conduct themselves in compliance with the sexual harassment policy mentioned above.

## Misconduct

In the event of misconduct from any student, the University reserves the right to decide on the best course of disciplinary action.



# Academic Integrity

Academic integrity is a fundamental value that all students are expected to uphold. At PolyU, various resources are available to provide a fair and honest learning environment which encourages you to maintain high academic standards.

## Student Handbook

The Student Handbook (<http://www.polyu.edu.hk/as/webpage/for-student/student-handbook>) covers information on academic integrity, student conducts and discipline. To ensure that you stay clear from dishonest behaviour, find out how to maintain academic integrity and the consequences of dishonest behaviour from the following sections in the Handbook: Academic Studies in the Regulations and Rules section, and Appendix 3 Plagiarism.

## Online Tutorial on Academic Integrity

The Tutorial helps students understand what academic integrity means, what constitutes plagiarism and ways to avoid it. It also provides essential information and study skills that students need for their academic study. You may be required or encouraged to complete the Online Tutorial on Academic Integrity within your first year of study at PolyU.

For more information, please refer to Student Guide on Online Tutorial on Academic Integrity ([https://www.polyu.edu.hk/ogur/docdrive/Academic\\_Integrity/Student\\_Guide.pdf](https://www.polyu.edu.hk/ogur/docdrive/Academic_Integrity/Student_Guide.pdf)).

## Resources on Avoiding Plagiarism

The booklet “About Plagiarism and How to Avoid it: Hot Tips for PolyU Students” serves as a quick guide to help you understand more about plagiarism and learn how to use sources properly in your work. It also provides useful information on resources and help on avoiding plagiarism. ([https://www.polyu.edu.hk/ogur/docdrive/Academic\\_Integrity/Plagiarism\\_Booklet.pdf](https://www.polyu.edu.hk/ogur/docdrive/Academic_Integrity/Plagiarism_Booklet.pdf))

You can also obtain more information about using sources and referencing styles from the web page of the Centre for Independent Language Learning, English Language Centre of the University. (<http://elc.polyu.edu.hk/CILL/reference.aspx>)

The Library subscribes to a reference management tool EndNote, which helps you manage your citation. You may find more about EndNote from the University’s library website. (<http://www.lib.polyu.edu.hk/research-support/tools/ref-management-tools>)

## Plagiarism Detection Tools

PolyU provides licenced use of the Plagiarism Prevention and Detection Tools Turnitin and SafeAssign on LEARN@PolyU (理學網). User guides are available at the following links: Quick Student Guide to Using Turnitin Assignment ([http://edc.polyu.edu.hk/PSP/SG\\_Turnitin.pdf](http://edc.polyu.edu.hk/PSP/SG_Turnitin.pdf)) and Quick Student Guide to Using SafeAssign ([http://edc.polyu.edu.hk/PSP/SG\\_SafeAssign.pdf](http://edc.polyu.edu.hk/PSP/SG_SafeAssign.pdf)).

For more information about these two systems, you may visit the websites: Turnitin (<http://turnitin.com/>) and SafeAssign (<https://safeassign.blackboard.com/>).

Academic integrity exists when students do their academic work in an honest and ethical manner, following the conventions and code of practice in their chosen discipline or profession.

The University believes that academic integrity is central to the mission of a university, and expects its students to adhere to high standards of academic integrity in all assignments and examinations.

The University views any violations of academic integrity as a serious disciplinary offence because it seriously undermines the value of the teaching, learning and research of the University. Students who cheat in their academic work limit their learning because they have not undergone the learning experience intentionally designed to help them gain the specific knowledge or skills. At the same time, if some students cheat in the assessment and get a good grade, it is not fair to the others who are honest and do their own work. Finally, academic dishonesty will tarnish the reputation of the programme and its graduates and in the long run, diminish the value of the degree or education from the University.

Students should therefore refrain from committing any acts of academic dishonesty, which include but are not limited to the following:

### a) Cheating

- Copying answers from another student during tests/examinations, or for assessments/assignments, be they in-person or online.
- Using unpermitted materials or aids during tests, examinations, or other forms of assessment/assignment, be they in-person or online.
- Asking/paying someone else to complete an academic activity, do an assessment/assignment or sit a test/examination, be it in-person or online.

### b) Plagiarism

- Copying the work (part or whole) of another student or your own work which has been submitted earlier for another assessment/assignment and submitting it as one's own and one's original.
- Using other people's ideas, words, or other forms of works in one's own work without proper citation and/or acknowledgement of the source.
- Submitting the same paper (or a significant portion of it) for credit in more than one subject.

### c) Unauthorised Collaboration or Help

- Collaborating with other students in doing an individual assessment/assignment beyond what is specifically permitted by the teacher.
- Getting unauthorised help from others in performing an academic activity or doing an assessment/assignment.

### d) Fabrication and Falsification

- Creating fake data, research procedures or results in assessments/assignments, laboratory or project reports.
- Creating fake citations or bibliography.
- Forging or altering information, record or other documents relating to study.

### e) Aiding Academic Dishonesty

- Allowing another student to copy one's own assessment/assignment for submission for credit.
- Allowing another student to copy answers during tests or examinations, be they in-person or online.
- Completing an assessment/assignment or academic work, or taking a test or examination for another student.

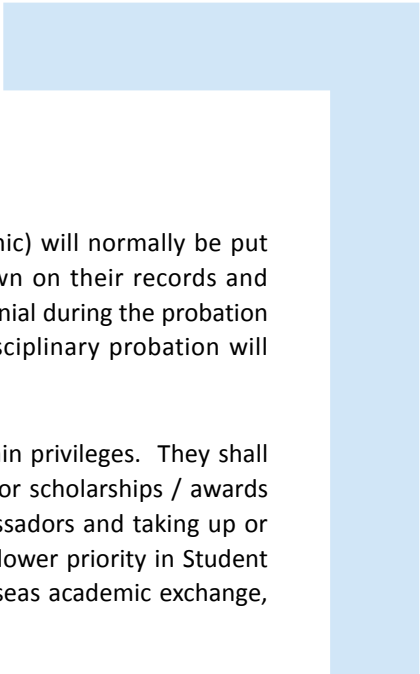
The University takes academic dishonesty in tests, examinations, assessments and assignments very seriously, and will take disciplinary actions against those who commit it. Disciplinary actions will be taken against a student who is found to have committed academic dishonest acts by the department concerned or the Student Discipline Committee.

## Penalties for Offences

The University may take disciplinary action against any student (including graduand, who has satisfied all the academic requirements for graduation but has not been officially conferred the award) who commits any misconduct, violates the laws of Hong Kong or any of the University's regulations and rules (including but not limited to those listed in the [Regulations on Student Discipline](#)). Cases may be referred to the Student Discipline Committee (SDC) for investigation and decision.

Appropriate disciplinary actions, depending on the seriousness of the case, will be taken against a student (including graduand who has satisfied all the academic requirements for the award but who has not been presented at the Congregation) who is found guilty of the alleged offence. Penalties include:

- reprimand;
- community services;
- making good, in whole or in part, any damage or loss to the property of the University, or of members of the University community;
- suspension from part or all of the rights, privileges and / or the use of part or all of the facilities of the University for a specified period of time;
- disqualification of results;
- lowering the award classification by one level upon graduation;
- suspension from the University for a specified period of time;
- deferment of graduation or withholding the issuance of award parchment (for graduands);
- termination of studies; and
- any other penalties as considered appropriate.



Students who are found guilty of the alleged offences (academic or non-academic) will normally be put on “disciplinary probation”. The status of “disciplinary probation” will be shown on their records and documents such as assessment result notification, transcript of studies and testimonial during the probation period. This status will be removed upon their leaving the University. The disciplinary probation will normally be one year unless otherwise decided by SDC.

Students who have been put on “disciplinary probation” will be deprived of certain privileges. They shall not receive honour from the University or engage in activities such as eligibility for scholarships / awards / prizes, candidatures of being selected as outstanding students / Student Ambassadors and taking up or continuing to hold leadership roles within the University. They may also be given lower priority in Student Hall residency, funding and subsidies for student projects, courses/activities, overseas academic exchange, internship jobs, mentorship programmes, overseas WIE.

Students who are subject to disciplinary action can approach the Student Affairs Office (SAO) for counselling service and assistance. Students attending hearings of SDC may ask a staff member of the University or a University student of their own choice to accompany them. Students will not be legally represented at the meeting nor be assisted by someone who is a practising lawyer. The person accompanying the student will be an observer at the meeting of the SDC and will not take part in the discussion.

Students who are expelled from the University for disciplinary reasons will not be eligible for refund of the caution money paid.



## Health, Safety and Environment Policy

The Hong Kong Polytechnic University is committed to providing a healthy and safe environment for its staff members, students, contractors as well as visitors. We will strive to excel in our health, safety and environmental performance continuously by adhering to our Health, Safety & Environment Policy:

- a. With emphasis on personal accountabilities, compliance with the laws pertinent to health, safety and environmental protection and the adoption of reputable standards, and the benchmarking with best practices.
- b. Ensure our staff members and students have good awareness of their health, safety & environmental duties and responsibilities.
- c. Secure adequate resources for acquisition, maintenance and enhancement of health and safety facilities and equipment, and the development and continual enhancement of our health, safety and environmental programmes and procedures.
- d. Assess risks from our activities and act responsibly to eliminate/mitigate associated health, safety and environmental risks to tolerable levels.
- e. Foster a safety culture, which aims for excellence in health and safety performance.
- f. Equip our staff members and students with up-to-date health, safety and environmental information.

## Environmental Policy

The Hong Kong Polytechnic University (PolyU) pledges to provide a good environment for her staff and students, and to ensure that her activities are complying with relevant legal requirements and conducted in an environmentally responsible manner.

PolyU also cherishes campus sustainability. The guiding principles for achieving sustainable excellence and nurturing environmental awareness in future generations are set out in the Sustainability Policy.

### Goals of the Environment Policy:

- to ensure that all activities undertaken in PolyU are complying with all relevant legal requirements on environmental protection and good practices recommended by governmental departments and authorities;
- to reduce and prevent the introduction of pollutants into the environment through the implementation of environmental management system; and
- to communicate and educate all stakeholders, including staff members and students, on legal compliance, environmental protection and pollution prevention issues.

## Emergency Contact and Other Useful Telephone Numbers

24 hours	2766 7999
Campus Control Centre	2766 7666
Health, Safety and Environment Office	3400 8396
University Health Service	2766 5433

# Intellectual Property

Intellectual Property and Materials made by students in the course of their study at the University shall be owned by the University and shall vest in the University upon the making and creation of the Intellectual Property and Materials.

By reference to the Handbook, “Intellectual Property” means any discovery, creation, invention, design, get-up, trademark, know-how or any research effort and all rights pertaining thereto whether registrable or not including patents, copyright, trademarks, designs, utility models, or other such rights in any country and the term “Materials” means the materials created by the students including but not limited to documents, designs, drawings, photographs, sketches, plans, notes, memoranda, records and writings, conference presentations, sculptures, journal articles and copies thereof.

The University will use its best efforts to give its full support to the protection of the Intellectual Property created by students. If, at the sole opinion and discretion of the University, Intellectual Property is of potential commercial and industrial value, the University will also give its support to the commercialisation of the Intellectual Property and that students will receive an appropriate share of any revenue arising from such commercialisation after deducting all the expenditure incurred in accordance with the University’s Policy on Ownership of Intellectual Property (“PIP”) and Regulation on the Management of Intellectual Property (“RMIP”) at <https://www.polyu.edu.hk/itdo/en/usefullinkstoip.php>.

Please refer to the PIP and RMIP for all matters relating to Intellectual Property.

# Copying of Copyright Materials

The University considers the protection of intellectual property a serious matter and copying of copyright materials, without the licence of copyright owner, may be regarded as a statutory offence. Students should comply with the Copyright Ordinance then prevailing at all times.

Under the Copyright Ordinance, a copyright in a work is infringed by a person who, without the licence of the copyright owner, among other things, copies the work, issues or makes available copies of the work to the public. Copying of a work means reproducing the work in any material form, including storing the work in any medium by electronic means. Making copies of the work available to public includes putting it on the Internet.

Any printed material in book or volume form which carries a claim to copyright either on the reverse side of the title page, or next to it, is copyright protected. All materials in all periodicals are normally presumed to be copyright protected.

For more information, please refer to the University Guidelines for Using Copyright Materials in Learning and Teaching: <https://www.lib.polyu.edu.hk/copyright-guidelines>.

## Under Hong Kong Law

- A person who, without the licence of the copyright owner, sells, offers for sale or distributes an infringing copy of the work for the purpose of trade or business commits an offence punishable by a fine of HK\$50,000 in respect of each infringing copy and imprisonment for 4 years, the person is also subject to action for damage (or for handing over the profits) by the copyright owner.
- It is also an offence if a person who, without the licence of the copyright owner, distributes otherwise than for the purpose of trade or business to such an extent as to affect prejudicially the owner of the copyright, an infringing copy of a copyright work, the person will also be liable in the same way as mentioned above.

More information about [copyright](#) could be obtained from the [Intellectual Property Department](#) of the HKSAR Government.





## USEFUL INFORMATION



(Applicable to ALL online and face-to-face on-campus classes and examinations)

# Arrangements During Bad Weather

## A. Tropical Cyclone Warning

Signal No. 1 or 3	Classes/examinations will be held as scheduled.		
Signal No. 8 or above	Arrangements for Classes NOT YET STARTED		
	When the Hong Kong Observatory announces during the time/period specified that Signal No. 8 or above is likely to be hoisted within the next two hours OR when the Signal is hoisted during the period OR an 'extreme condition' announcement issued by the Government is in force.	Between 6.30 a.m. and 12.00 noon	All classes commencing before 2.00 p.m. will be cancelled.
		Between 12.00 noon and 4.30 p.m.	All classes commencing at any time from 12.00 noon and before 6.30 p.m. will be cancelled.
		From 4.30 p.m.	All classes commencing from 4.30 p.m. onward will be cancelled.
	When the Hong Kong Observatory announces during the time/period specified that Signal No.8 or above is lowered OR 'extreme condition' is cancelled by the Government.	Before or at 12.00 noon	All classes commencing from 2.00 p.m. will be held as scheduled.
		Before or at 4.30 p.m.	All classes commencing from 6.30 p.m. will be held as scheduled.
	Arrangements for Classes ALREADY STARTED		
	Arrangements will be made by Departments to release students to go home as soon as possible.		
	Arrangements for Examinations		
	When the Hong Kong Observatory announces that Signal No. 8 or above is likely to be hoisted OR when the Signal is hoisted within two hours from the commencement of examinations OR 'extreme condition' is issued by the Government is in force.	Examinations will be postponed.	
	Signal No. 8 or above hoisted OR 'extreme condition' is issued by the Government during examinations.	Examinations will continue unless otherwise announced by the Academic Registry.	
	Signal No. 8 is likely to be lowered OR when the Signal is lowered OR 'extreme condition' is cancelled by the Government two hours before the commencement of examinations.	Examinations will be held as scheduled unless otherwise announced by the University. (Please see details below)	
	If Signal No. 8 is likely to be lowered OR when the Signal is lowered OR 'extreme condition' is cancelled <ul style="list-style-type: none"><li>● at or before 6.45 a.m., examinations starting at 8.45 a.m. will be held as scheduled;</li><li>● at or before 10.30 a.m., examinations starting at 12.30 p.m. will be held as scheduled;</li><li>● at or before 1.15 p.m., examinations starting at 3.15 p.m. will be held as scheduled;</li><li>● at or before 5.00 p.m., examinations starting at 7.00 p.m. will be held as scheduled.</li></ul>		
	For revised examination arrangements, please call the Academic Registry telephone hotline 2333 0600 on the following working day after the cyclone warning signal has been lowered.		
Notes for Attention:			
1. Announcements made by the Education Bureau are not applicable to the University.			
2. The above does not apply to training/clinical placement outside PolyU campus. Students should follow the arrangements of individual organisations or advice as given by your department.			

(Applicable to ALL online and face-to-face on-campus classes and examinations)

## B. Rainstorm Warning

<b>Amber Warning</b>	Classes/examinations will be held as scheduled.		
<b>Red Warning</b>	Classes/examinations will be held as scheduled unless the University announces the suspension of these activities.		
<b>Black Warning</b>	<b>Arrangements for Classes NOT YET STARTED</b>		
	Warning issued	Between 6.30 a.m. and 12.00 noon	All classes commencing before 2.00 p.m. will be cancelled.
		Between 12.00 noon and 4.30 p.m.	All classes commencing at any time from 12.00 noon and before 6.30 p.m. will be cancelled.
		From 4.30 p.m.	All classes commencing from 4.30 p.m. onward will be cancelled.
	Warning cancelled	Before or at 12.00 noon	All classes scheduled at or after 2.00 p.m. will be held as scheduled unless otherwise announced by the University.
		Before or at 4.30 p.m.	All evening classes commencing at or after 6.30 p.m. will be held as scheduled unless otherwise announced by the University.
	<b>Arrangements for Examinations NOT YET STARTED</b>		
	Warning issued within two hours from the commencement of examinations.		Examinations will be postponed.
	Warning cancelled two hours before the commencement of examinations.		Examinations will be held as scheduled unless otherwise announced by the University.
	If warning is likely to be cancelled <ul style="list-style-type: none"><li>at or before 6.45 a.m., examinations starting at 8.45 a.m. will be held as scheduled;</li><li>at or before 10.30 a.m., examinations starting at 12.30 p.m. will be held as scheduled;</li><li>at or before 1.15 p.m., examinations starting at 3.15 p.m. will be held as scheduled;</li><li>at or before 5.00 p.m., examinations starting at 7.00 p.m. will be held as scheduled.</li></ul>		
	For revised examination arrangement, please call the Academic Registry telephone hotline 2333 0600 on the following working day after the warning has been lowered.		
	<b>Arrangements for classes/examinations ALREADY STARTED</b>		
	<ul style="list-style-type: none"><li>As advised by the Government, people should take shelter in a safe place during classes/ examinations. The activities will continue unless otherwise announced by the Academic Registry.</li><li>If the warning is still in force when classes/ examinations end, you are advised to stay on campus for your own safety until the warning has been cancelled or the traffic conditions have improved.</li><li>You should contact the Campus Security Control Centre at telephone no. 2766 7666 for assistance when necessary.</li></ul>		
<b>Notes for Attention:</b> <ol style="list-style-type: none"><li><b>Announcements made by the Education Bureau are not applicable to the University.</b></li><li><b>The above does not apply to training/clinical placement outside PolyU campus. Students should follow the arrangements of individual organisations or advice as given by your department.</b></li></ol>			

## Coronavirus Disease 2019 Related Information

### 1. PolyU Notices

The University has established two task forces to handle the Coronavirus Disease 2019 (COVID-19) epidemic situation for the institution and the community. The task forces will issue notices to the staff and students from time to time in light of the latest development of pandemic.

Click [here](#) for the University Notices issued by the Task Force on Response Actions for the Novel Coronavirus and by the Task Force on the Delivery of Online Teaching.

- a) As a precautionary measure with effect from 11 February 2020, students, staff and visitors are required to submit a completed Travel Declaration and Health Status Form (the Form) until further notice:

Hyperlinks of the Forms are given below:

- For STAFF: [www.polyu.edu.hk/travel\\_declaration](http://www.polyu.edu.hk/travel_declaration)
- For STUDENTS: [www.polyu.edu.hk/student\\_travel\\_declaration](http://www.polyu.edu.hk/student_travel_declaration)

The Forms will be forwarded to the respective Heads of Department/Unit with copies to the Health, Safety and Environment Office (for staff) and the Dean of Students Office (for students).

- b) As per the Notice (21) issued by the Task Force, all staff (including research and temporary staff) and students who share a house/at/room with someone (i.e., flatmate) undergoing self-quarantine are required to:
- Report their situation to the Head of Department/Office (via the e-Travel Declaration and Health Status Form; and
  - Work/study from home and to undertake self-quarantine during the self-quarantine period of the flatmate(s).

Please note that all affected staff and students will not be allowed to enter the campus and/or hostels during the self-quarantine period: their right of access to the campus/hostels will be suspended temporarily until the expiry of the self-quarantine period.



## 2. Videos on Health Tips

- **Coronavirus disease (COVID-19) video**
  - o Types of PPE [\[Eng\]](#)
  - o Hospital guideline for the proper use of PPE in different hospital settings for COVID-19 [\[Eng\]](#)
  - o 做好疑似新型冠狀病毒肺炎的自我防護 [\[普\]](#) ( 與 四川大學 – 災後重建與管理學院合作 )
  - o 新型冠狀病毒肺炎之個人衛生和環境衛生的護理方法 [\[粵\]](#)
- **Hand hygiene**
  - o Hand washing technique [\[Eng\]](#) [\[粵\]](#) [\[普\]](#)
  - o Using alcohol based hand rub [\[Eng\]](#) [\[粵\]](#) [\[普\]](#)
- **Surgical mask** [\[Eng\]](#) [\[粵\]](#) [\[普\]](#)

Please visit [Squima International Centre for Infection Control, PolyU](#) for further information.

## 3. Useful External Links

- **Centre for Health Protection, Department of Health, the Hong Kong SAR Government**
  - o Information – COVID-19
  - o Health Advice on Prevention of Coronavirus disease (COVID-19) for Properties Management (Interim)
  - o Health Advice to Schools for the Prevention of Coronavirus disease (COVID-19) (Interim)
  - o Health Advice on Prevention of Coronavirus disease (COVID-19) in Workplace (Interim)
  - o Health Advice on Prevention of Coronavirus disease (COVID-19) for Hotel Industry (Interim)
  - o Guidelines on Prevention of Coronavirus Disease 2019 (COVID-19) for Event Organiser of Mass Assembly
  - o Guidelines on Prevention of Coronavirus Disease 2019 (COVID-19) for the General Public
  - o Guidelines on Prevention of Coronavirus Disease 2019 (COVID-19) for Participants of Public Functions
  - o Guidelines on Prevention of Coronavirus Disease 2019 (COVID-19) for Travellers
- **Travel Health Service, the HKSAR Government**
  - o Points to Note for Quarantine for Inbound Travellers
  - o 抵港人士的檢疫須知

