## We Are PolyU • Together We Excel



ORIENTATION HANDBOOK 2022/23



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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.

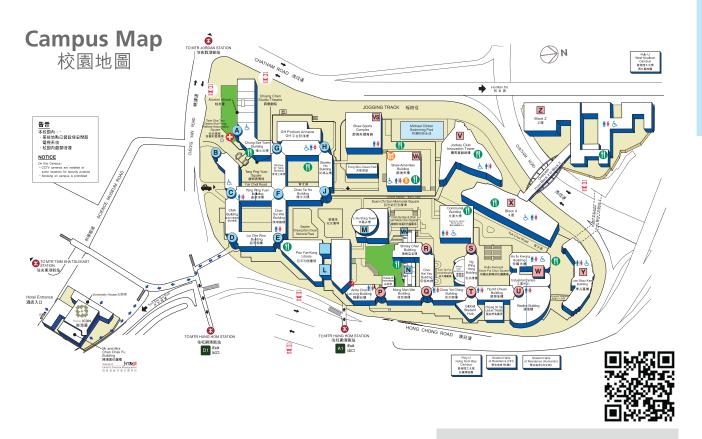
Wish you a pleasant and fruitful learning journey at PolyU!



# EXPLORE YOUR CAMPUS

## **Campus Map**









## **Campus Catering**

There is 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, ten 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 Catering Committee, comprises both staff and student representatives, is responsible for sourcing suitable caterers to operate catering outlets on campus and monitoring of their quality of service

Please refer to the link for the latest service updates and opening hours of these catering outlets: https://www.polyu.edu.hk/cfso/campus-environment-and-facilities/catering-facilities/catering-outlets/.







## 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
 7.30 am - 8.30 pm

 Saturday
 7.30 am - 7.30 pm

 Sunday
 9.00 am - 6.00 pm\*

Public Holidays Closed\*

\* Opening Hours during the revision and examination period: 9.00 am – 7.00 pm.





## Communal Student Canteen - 文康學生飯堂

3/F, Communal Building

Seating Capacity: 520 seats

## Type of Food

Fast-food items, bakery items, BBQ specialties, Chinese and Western set meals and beverages.

## **Opening Hours**

 Monday - Friday
 7.30 am - 8.30 pm

 Saturday
 7.30 am - 7.30 pm

 Sunday
 9.00 am - 6.00 pm\*

Public Holidays Closed\*

\* Opening Hours during the revision and examination period: 9.00 am – 7.00 pm.





## Communal Student Restaurant - 文康學生餐廳

4/F, Communal Building

Seating Capacity: 200 seats

## Type of Food

Chinese cuisine with various noodle options, congee, dim sum and stir-fried rice/noodles.

## **Opening Hours**

Monday - Sunday 10.30 am - 8.30 pm

& Public Holidays



## H Cafe - H 咖啡室

Podium Level, Block FGHJ Courtyard

Seating Capacity: 40 outdoor seats

## Type of Food

Burgers, hot dogs, all day breakfast, panini, light meals, soups, snacks, pastries, bento boxes, sandwich, breakfast and tea sets.

## **Opening Hours**

 $\begin{array}{lll} \mbox{Monday - Friday} & 8.00 \mbox{ am - } 10.00 \mbox{ pm} \\ \mbox{Saturday} & 8.00 \mbox{ am - } 6.00 \mbox{ pm} \\ \mbox{Sunday \& Public Holidays} & 10.00 \mbox{ am - } 6.00 \mbox{ pm} \\ \end{array}$ 



## 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 8.00 am - 9.00 pm Saturday 8.00 am - 6.00 pm Sunday & Public Holidays 10.00 am - 6.00 pm



## LibCafe@PolyU - 圖書館咖啡室

Podium Level, Pao Yue-kong Library

Seating Capacity: 50 seats

## Type of Food

Sandwiches, croissants, pastry, biscuits and slice, bread, yogurt cup, snacks, wrap, salad, coffee, smoothie, soft drinks, juice, and beverages.

## **Opening Hours**

## **During Term Period**

Monday - Saturday 8.30 am - 11.00 pm
Sunday 12 noon - 10.00 pm
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 8.30 am - 11.00 pm

& Public Holidays





## 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 am - 9.00 pm

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 8.00 am - 8.00 pm

Sunday & Public Holidays Closed

EXPLORE YOUR CAMPUS Campus Catering

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## 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**

 $\begin{array}{ll} \mbox{Monday - Friday} & 7.00 \mbox{ am - } 9.00 \mbox{ pm} \\ \mbox{Saturday, Sunday} & 9.00 \mbox{ am - } 7.00 \mbox{ pm} \end{array}$ 

& Public Holidays



## 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.



Monday - Saturday 7.30 am - 7.30 pm

Sunday & Public Holidays Closed





## X Cafe - X 咖啡室

Podium Level, Block X

Seating Capacity: 28 indoor seats and 12 outdoor seats

## Type of Food

Light refreshments and special drinks.

## **Opening Hours**

Monday - Saturday 8.00 am - 10.00 pm Sunday 9.00 am - 7.00 pm

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.



Monday - Friday 8.00 am - 7.00 pm

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 and 5/F of the Communal Building for use by all students, and the Centre is comprised of music appreciation room, music practice rooms, multipurpose 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 9.00 am - 10.00 pm Saturday 9.00 am - 6.00 pm

Sunday & Public Holidays Closed

## Study Room (Z302)

Monday - Friday 7.00 am - 11.00 pm Saturday 7.00 am - 7.00 pm

Sunday & Public Holidays Closed

For more details, please visit https://www.polyu.edu.hk/sao/student-resources-and-support-section/facilities/communal-facilities/opening-hours-and-special-announcements/.



Student Common Room (S211) Amenities Centre



Study Room (Z302)

## **Prayer Rooms**

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

Prior reservation is not required.

Monday - Friday 8.00 am - 10.30 pm Saturday 8.00 am - 7.00 pm

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, Volleyball)
  - 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.



Kwong On Jubilee Sports Centre - Main Hall



Shaw Sports Complex- Michael Clinton Swimning Pool



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	8.20 am - 10.50 pm*	8.30 am - 10.30 pm	For Fitness Room 10.30 am - 11.30 am / 2.30 pm - 4.30 pm Other Sports Venues 2.30 pm - 4.30 pm
Kwong On Jubilee Sport Centres	8.20 am - 10.50 pm*	8.30 am - 10.30 pm	3.30 pm - 4.30 pm
Block X Sports Centre	(Monday to Friday) 7.20 am - 10.50 pm* (Saturday and Sunday) 8.20 am - 10.50 pm*	(Monday to Friday) 7.30 am - 10.30 pm (Saturday and Sunday) 8.30 am - 10.30 pm	Main Hall 4.30 pm - 6.30 pm X123 Fitness Room 11.30 am - 12.30 pm / 4.30 pm - 6.30 pm
	For X202 Fitness Room (Monday to Sunday) 8.30 am - 9.30 pm	For X202 Fitness Room (Monday to Sunday) 8.30 am - 9.30 pm	X202 Fitness Room 3.30 pm - 4.30 pm

Facilities	Opening Period	Opening Hours	Cleaning Hour
Michael Clinton Swimming Pool	May and October	(Monday to Saturday) 10.30 am - 2.30 pm 4.30 pm - 8.30 pm	(Monday to Saturday) 2.30 pm - 4.30 pm
		(Sunday) 10.30 am - 2.30 pm 3.30 pm - 5.30 pm	(Sunday) 2.30 pm - 3.30 pm
	June to September	(Monday to Saturday) 9.30 am - 2.30 pm 4.30 pm - 9.30 pm	(Monday to Saturday) 2.30 pm - 4.30 pm
		(Sunday) 9.30 am - 2.30 pm 3.30 pm - 6.30 pm	(Sunday) 2.30 pm - 3.30 pm
Block X Swimming Pool	January to June September to December	(Monday to Friday) 7.30 am - 10.30 am 11.30 am - 3.30 pm 4.30 pm - 9.30 pm	(Monday - Saturday) 10.30 am - 11.30 am 3.30 pm - 4.30 pm
		(Saturday) 9.30 am - 3.30 pm 4.30 pm - 9.30 pm	(Saturday) 3.30 pm - 4.30 pm
		(Sunday) 9.30 am - 1.30 pm 2.30 pm - 6.30 pm	(Sunday) 1.30 pm - 2.30 pm

<sup>\*</sup>Counter service will stop at 10.00 pm.

EXPLORE YOUR CAMPUS Communal Facilities

## **Global Student Hub**

The Global Student Hub (GSH) is an on-campus facility located at QT podium with an area of 420m², 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.



## **Opening Hours**

Monday to Sunday : 9.00 am-11.00 pm Public Holidays : Closed







EXPLORE YOUR CAMPUS Global Student Hub

## **Global Student Hub**









EXPLORE YOUR CAMPUS Global Student Hub

## **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 (852) 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 (852) 2766 7100.





EXPLORE YOUR CAMPUS Cultural Theatres

## **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 4th floor of the Li Ka Shing Tower (Block M) where over 200 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 <a href="https://www.polyu.edu.hk/its/usefulinformation/handbook-on-it-facilities-and-services/">https://www.polyu.edu.hk/its/usefulinformation/handbook-on-it-facilities-and-services/</a>. 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 https://www.polyu.edu.hk/its/ or contact the IT HelpCentre via the following channels:

Hotline: (852) 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. Keep a look out for our email notices and updates on the Library website for details.

## 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's programme features Haruki Murakami's work, *First Person Singular: 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, journals 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
Hold	15 (including Po AV items (7-day	•	Nil	Nil	includes both loans & holds at any one time)
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 for a JULAC Reader Card, please submit an online form and upload your recent passport photo in JPEG format.

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

## **Library Spaces and Facilities**

## 9. Library Spaces

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

The Library is undergoing a renovation project, which involves the construction of an additional floor on top of the existing building and the revitalisation of the existing floors from the G/F to 5/F. The construction works will be conducted in phases and the Library will maintain regular services during the period. The project is set to be completed by the fourth quarter in 2023. Completion status and key enhancements of the project are available at <a href="https://libguides.lb.polyu.edu.hk/library-extension-revitalisation">https://libguides.lb.polyu.edu.hk/library-extension-revitalisation</a>.

Quiet study and group discussion areas are available to suit your learning needs at different times. The 24-hour Study Centre (1/F) opens around the clock\* and can be entered via the entrance opposite to the Campus Control Centre (P111) after the Library closes. 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.

(Remarks: \* To make necessary arrangements for overnight access and cleaning services, all users will be required to leave the Centre at 9.45pm. The Centre will normally re-open in 15 minutes after completion of clearance procedures. Users in need of study space during the clearance period may continue to use other study areas in the Library. The Centre will be closed when typhoon signal No.8 or above is hoisted.)

The new 6/F of the Library







## **Library Spaces and Facilities**

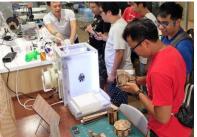
## 10. i-Space

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 Studios 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

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. 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

## 12. Self-check Services and Facilities

To enhance user experience, the Library provides self-check services and facilities for users to borrow and return books, audio-visual (AV) items, digital and AV equipment by themselves.

- Self-check stations for books and AV items (P/F).
- Self-service kiosk for digital equipment including notebook PCs, MacBooks, iPads, headphones, etc. (4/F i-Space).
- Self-service kiosk for AV equipment such as headphones and drawing tablets (3/F\*).

(Remarks:\*Owing to renovation of 3/F, the self-service kiosk for AV equipment has been temporarily relocated to 4/F South Wing from June 2022 until further notice. Please refer to the Library website for updates.)

## Features from The Library

## 13. Library Online Courses

https://www.lib.polyu.edu.hk/workshops-v5/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!

## 14. 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.

## 15. 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 work that contribute towards the betterment of society.

## 16. 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: (852) 2766-6863) or send us your questions via WhatsApp (2766-6863) 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 indepth 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 **15 July 2023** 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/student-resources-and-support-section/facilities/student-lockers/general-information/.

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



EXPLORE YOUR CAMPUS Student Lockers

# **Students with Special Educational Needs** - Facilities and Support

Students with special educational needs (SEN) are advised to contact the Student Affairs Office (Tel: (852) 2766 6800/ Email: sen.support@polyu.edu.hk) or their own departmental offices to discuss their special 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 (852) 3159 0000 or e-mail to 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 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 need for using this.



## **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 (852) 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 <a href="https://www.polyu.edu.hk/cfso/campus-environment-and-facilities/parking-facilities/">https://www.polyu.edu.hk/cfso/campus-environment-and-facilities/parking-facilities/</a> (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 (852) 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 https://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, the 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/student-resources-and-support-section/special-needs-support/campus-resources/campus-access-and-emergency/.

## **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/counselling-and-wellness-section/student-counselling/counselling/meeting-with-our-counsellors/.

#### 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: (852) 2766 6800

Email: 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 University Health Service (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: https://www.polyu.edu.hk/uhs

Medical Clinic (Room A001, G/F Core A) (852) 2766 5433

Dental Clinic (Room GH020, G/F Core H) (852) 2330 9414

Traditional Chinese Medicine Clinic (Room A125, 1/F Core A) (852) 2766 5553





# HOLISTIC DEVELOPMENT ON CAMPUS



# **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 support and advance PolyU's position as a world-class university that provides the best holistic education to students.

# Mission

SAO strives to enhance the whole-person development and global perspective of students through quality services and programmes in the following areas:



Counselling and Wellness : To foster a wellness culture to nurture students' psychological

competencies, and mental and physical wellbeing.

Careers and Placement : To facilitate students' acquisition of required work

competencies through the provision of internship opportunities, mentorship programmes, and career development workshops.

Student Development : To unleash students' full potential through various

development and integration opportunities, and to advance student leadership in local, national and global communities.

Student Resources and Support: To capitalise on the University's resources in order to create

a vibrant, enriching and inclusive residential life and campus

experience.

## **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. It is a lifelong process of keeping abreast of change. Students should equip themselves with the ability to cope with the challenges in the rapid-changing society of today.

The Student Affairs Office organises the Dean of Students Talk Series and invites renowned leaders in the society, entrepreneurs, field experts, academicians, and industrialists to speak and pass their nuggets of wisdom on to PolyU students in order to inspire students to develop their full potential in all aspects of their lives.

For more details, please visit https://www.polyu.edu.hk/sao/student-development-unit/holistic-student-development/dean-of-students-talk-series/.



Dr Gregg Li, aka Dr G, Executive chairman of The Orion Astropreneur Space Academy (Hong Kong), at his talk "Reborn as an Astropreneur".



Prof. Arthur Fuk-Tat Mak, Adjunct Professor of the Department of Biomedical Engineering, shared his knowledge at the talk "Bionic Human and the Quest for Transcendence".



"Understanding the GBA through Understanding HKSAR and Mainland China" by Dr David Lee Tsung Hei, BBS, JP.



# **EXCELL Programme**

The Extra-Curricular Enrichment for Lifelong Learners (EXCELL) Programme offers a series of non-credit bearing enrichment courses for all current full-time students. The Programme 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 courses, you will find your university years more life-changing, exciting, rewarding and fulfilling.

For more details, please visit https://www.polyu.edu.hk/sao/student-development-unit/holistic-student-development/extra-curricular-enrichment-for-lifelong-learners-excell-programme/introduction-and-news/.



Unmanned Aerial System (UAS)- Practical Flying Techniques



Star Observation Course



Sign Language Course



Certificate Course in Mountaineering

# Peer Mentoring Scheme (PMS)

Peer Mentoring Scheme (PMS) is a one-semester programme, which aims at facilitating first-year non-local undergraduate students and inbound exchange students (the mentees) to better adapt to the culture of Hong Kong and the university life. Active and dedicative support will be provided by other senior PolyU students (the mentors). This well-established student peer network will also nurture a more integrated and harmonious campus.



The Student Affairs Office (SAO) will provide training, information and resources for the mentors to support their mentees along the journey. At the same time, programmes and events will also be organised for all mentors and mentees during the semester, while mentors will hold various fun and adaptive activities for their mentees.

#### **Become a Peer Mentee**

#### Eligibility:

- First-year non-local undergraduate students; or
- Inbound exchange students.

#### What do you get?

- Gain prompt advice from your mentors on tips for adapting to your university life.
- Obtain information about campus resources and activities, as well as the local culture.
- Enlarge your social network.
- Enhance interpersonal and communication skills.

#### What will you do?

- Prepare for your role as a mentee in the mentoring relationship.
- Participate in the activities arranged by your mentor actively.
- Discuss your concerns on local and inter-culture, campus life and study-related matters with your mentor.
- Respond to your mentor's emails, phone calls or messages.
- Follow-up email(s) from SAO.
- Complete the survey form upon the completion of the Scheme.
- Join the welcoming and other events organised by SAO.

#### More details

Webpage : https://polyu.hk/vgzse Email : sao.sdu@polyu.edu.hk

Telephone: (852) 2766 5410







# **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 GSAP ambassadors to achieve excellence and global citizenship, diversify their global learning experience, and conduct various local/non-local ambassadorial activities.

The Programme provides students with training, guidance, funding support and events which enhances their intercultural understanding, strengthens their youth leadership skills, and grooms them to become culturally sensitive and open-minded responsible global citizens.

\* GSAP is undergoing programme restructuring and content revamp to strategically better suit nowadays pressing challenges for youth development and SAO's enhanced vision and mission.



Our ambassador SU Meiling won the Best Activity Award in the 2021/22 GSAP Student Initiated Activity contest.



GSAP members and ambassadors participated in the virtual Swearing-in Ceremony 2021/22 online with Prof Ben Young (Vice President (Student and Global Affairs)) and Prof Albert Chan (Dean of Students).

# PolyU's Got Talent

PolyU's Got Talent is another great platform supported by the Student Affairs Office (SAO) for driving the integration among student performers with different talents and cultural backgrounds at PolyU. The programme provides a wide range of performance opportunities at institutional events and campus busking. In 2022, PolyU's Got Talent students were invited to join a face-to-face gathering to celebrate the beginning of a new year and establish new connections across the disciplines and cultures. It offers student buskers a 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/student-development-unit/holistic-student-development/on-campus-intercultural-development-programmes/polyus-got-talent/.



# **Student Organisations and Activities**

Under the guidance of different PolyU hosting units, a rainbow of student organisations and interest groups hold hands with the University to create a vibrant and colourful campus culture. Natures of these student organisations range from academic-discipline related, professional, cultural, recreational, sports, social to just fun interest.

#### Faculty/School/Department Student Associations

Students are automatically members of their respective departmental student society and Faculty/School Student Association. The Associations altogether strive for the enrichment of university life, welfare and the interests of the students belonging to their corresponding faculty/school.

#### Interest Clubs

Besides academic pursuits, students are encouraged to explore leisure activities to develop a balanced university-life. Here at PolyU we have a wide range of student-led interest clubs and societies that provide excellent opportunities to support personal growth and development. Involvement in these clubs can be both rewarding and educational. Developing new skills, broadening horizons, making friends who share similar talents, passions and interest...all these will make a memorable chapter of your university life.









### **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, they apply their creativity to run virtual events to promote multicultural integration and enrich U-life for fellow students.

Currently, affiliated under SAO we have eight student associations set up by non-local students:

- Chinese Mainland Student Association
- International Student Association
- Indonesian Student Association
- Kazakhstan Student Association
- Korean Student Association
- Malaysian Student Association
- South Asian Society
- Taiwanese Student Association



Students were encouraged to explore the fun of wearing Indonesian traditional costumes by participating in the Batik Day Photo Competition.



Students of different nationalities played various board games while enjoying snacks and drinks at the ISA Game Night.



Promotion booth held by Taiwanese Student Association.



Lovely weather at Dragon's Back hike.



Participants playing ball games at the beach during the South Asian Cultural Night.



Students celebrated the Chinese New Year at the Reunion Lunch held by Malaysian Student Association.



The International Student Association spread love and gratitude to people through its Valentine's Delivery Service.





Wellness Promotion in Psychological and Physical aspects.



# **Psychological and Personal Growth**

#### We care about your personal growth!

The Counselling and Wellness Section (CWS) of the Student Affairs Office strives to enhance students' holistic wellness development through professional counselling, physical education, sports development 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 lifestyle.

# **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

• Phone : (852) 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.

The new Integrated Counselling Service (ICS) platform is now available online! Students are welcome to access our services 24 hours round the clock to identify the psychological services that fit their needs. For details: ICS at https://polyu.hk/HeWaT.

Please refer to our website (https://www.polyu.edu.hk/sao/counselling-and-wellness-section/student-counselling/counselling/meeting-with-our-counsellors/) 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 of 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 the 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.









# Wellness Fund

The PolyU Wellness Fund is set up by SAO with the aim to enhance the mental well-being of students through group-based student-initiated projects. Students are encouraged to join these meaningful activities delivered by their fellow students.



# **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, the 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 the 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 and 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 available throughout the 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.

SPEINC SPEINC

A new mobile app, named PolyU WellFit, sharing the latest news about EIM-OC as well as fitness videos, is available for download.

For details: PolyU WellFit at https://www.polyu.edu.hk/sao/counselling-and-wellness-section/wellness-centre/polyuwellfit/what-is-polyu-wellfit/.

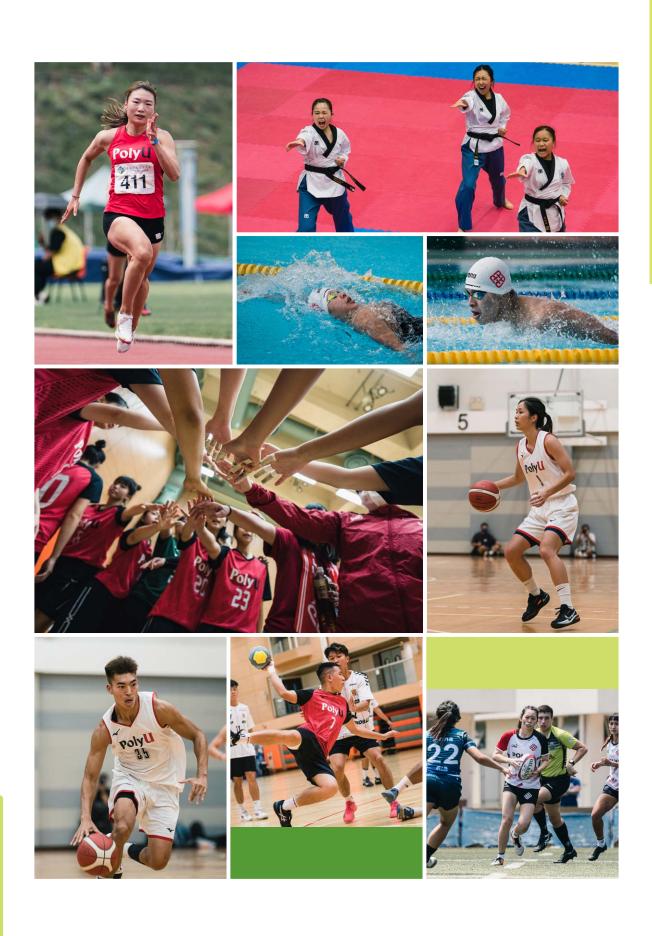


# The University Sports Federation Hong Kong, China (USFHK) Inter-Collegiate Sports Competition

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 24 sports competitions had been successfully held in the year 2021/22. PolyU Sports Teams captured 12 champions out of 24 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 fourth Grand Slam Championships PolyU crowned since 2017/18 academic year. In addition, two elite student-athletes were entitled the Individual Champion and seven elite student-athletes were named Most Valuable Players (MVPs) by the USFHK.

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





# 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. In particular, two residential colleges namely CURI Residential College and STARS Residential College, provide fertile grounds for students' collaborative learning and holistic development on top of general hall activities.

In the Student Halls of Residence, our Hall Wardens, Residential College Masters, Resident Fellows, Hall Tutors 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 four Halls and two Residential Colleges)

**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 hall homepage.





# 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.



# **Residential Colleges**

## CURI Residential College 創新書院

CURI Residential College (CURI RC) is a living and learning environment that facilitates residents' academic learning and holistic growth. It aims at integrating research and innovation into hall education to enhance students' knowledge discovery and research skills, and encourage exploration of real-life applications. Residents are expected to have significant growth in academic knowledge/performance, research skills, maturity and commitment when leaving the Residential College.

Some examples of CURI RC activities are:

- Research seminars/workshops.
- Student initiated conferences/seminars/workshops.
- Lectures and talks by renowned researchers.
- Annual conference/exhibitions on research projects.











# STARS Residential College 德藝書院

This college is established to provide talented students with a vibrant living and learning environment which facilitates their talent development alongside their pursuit of academic excellence. Specifically, we:

- Support residents to participate in various competitions.
- Facilitate residents during the transitions that they encounter.
- Prepare residents to become future leaders and lifelong learners.
- Provide training, coaching, mentoring, and action learning projects.













#### **Residential Education**

#### Overview

The mission for Residential Education is to celebrate, educate and transform residential students toward whole-person, intercultural, and servant-leader development. We believe that the Student Halls of Residences 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 the 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 hall activities and inter-hall competitions are 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/student-resources-and-support-section/residential-life/and contact residential.education@polyu.edu.hk or call (852) 2766 5416.

#### Inter-Hall Activities



Tug of War

Hall Show-Off







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



Green Sustainability and Living



Language Exchange



Gender Equality Awareness

# Enhance Employability







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



The Careers and Placement Section (CPS), Student Affairs Office (SAO) strives to facilitate students' acquisition of required work competencies through the provision of internship opportunities, mentorship programmes, and career development workshops.

# **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 physical and virtual internship opportunities in Hong Kong, Mainland China and overseas for students to fulfil WIE requirements. In 2020/21, more than 4,900 students completed the local and non-local WIE programmes, gaining learning experience in a wide variety of industries through physical or virtual internships.

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 <a href="https://www.polyu.edu.hk/sao/careers-and-placement-section/wie-programmes">https://www.polyu.edu.hk/sao/careers-and-placement-section/wie-programmes</a>.









#### **Timeline for Joining Non-local WIE Programmes**

NOV - FEB
Application

FEB - APR

WIE interview

APR - MAY

WIE Kick-off Ceremony JUN - AUG

Non-local WIE trip **SEPT - OCT** 

Submission of learning journal

# **Aspire Your Career Goals**

CPS offers comprehensive career planning and professional development services to the 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. So far, PolyU has conducted four rounds of the mentorship programme with a total of 175 mentors and 723 mentees. For details and application, please visit <a href="https://www.polyu.edu.hk/sao/careers-and-placement-section/inspire-mentorship-programme">https://www.polyu.edu.hk/sao/careers-and-placement-section/inspire-mentorship-programme</a>.



Dr Edward Chan (right), Founder and Managing Director of German Pool, joins the opening of the 55th Hong Kong Brands and Products Expo with his mentees.



Ms Sophia Ip (second right), Head of Education at the Department for International Trade of the British Consulate-General Hong Kong, attends an education trade show on EdTech and STEAM products with her mentees.







Mr Michael Tsui (right), Chief Executive Officer of Deltason Medical Ltd, discusses the innovation and technology in the healthcare sector with mentees on the PolyU campus.

The first Annual Gathering of the "INSPIRE" Mentorship Programme was successfully held on 27 October 2021 at Jockey Club Auditorium.





#### 2. Career Development Workshops

CPS conducted in-person and online training workshops to assist student participants in optimising their career planning as well as enhancing CV writing and interview skills. For registration, please visit https://www.polyu.edu.hk/poss.

#### • Introduction to Career Planning

Career Advisors introduce the first step for career planning to the first-year students on 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 career workshops to assist the final-year students in starting their careers. Topics include assessment centre, aptitude test, video interview, interview skills, CV writing, and Common Recruitment Examination (CRE).

#### 3. Career Advising and Mock Interview Sessions

Career Advisors provide professional advice and useful tips to students regarding career planning, job search skills and interview preparation. Students 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, HKSAR government has set up the STEM Internship Scheme (the "Scheme") to encourage the 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 2021/22, over 200 companies/organisations participated in the Scheme and provided I&T internship opportunities for over 400 STEM students. For details and application, please visit https://www.polyu.edu.hk/sao/careers-and-placement-section/job-opportunities/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. Around 150 online recruitment talks were coordinated with employers in 2021/22. For registration, please visit https://www.polyu.edu.hk/poss.



#### 2. 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 2021/22, CPS brought the fair online and organised two virtual career fairs in October 2021 and March 2022 respectively. The fairs 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 350 employers from 10 industry sectors participated in the fairs, and over 10,000 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-hunt 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 the PolyU students to work as part-time student assistants on campus. For details and application, please visit <a href="https://www.polyu.edu.hk/poss">https://www.polyu.edu.hk/poss</a>.

#### 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 <a href="https://www.polyu.edu.hk/sao/careers-and-placement-section/gallery-and-publications/publications">https://www.polyu.edu.hk/sao/careers-and-placement-section/gallery-and-publications/publications</a>.

#### **Contact Us**

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

Reception Counter at QT308, Chow Yei Ching Building (Entrance at Core T)

Website : https://www.polyu.edu.hk/sao/careers-and-placement-section/plan-for-your-careers

Telephone : (852) 3400 3775

Enquires : career.cps@polyu.edu.hk



facebook.com/polyu.careers



instagram.com/polyucps



weibo.com/polyucareers







Assistance for life on campus and academic needs.

# HELP

# **Non-local Student Support**



#### Non-local Student Services Team

The Non-local Student Services Team provides Mainland China 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**

Hotline : (852) 2766 5408

Email : nls.services@polyu.edu.hk

Website : https://www.polyu.edu.hk/sao/student-resources-and-support-section/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 at the beginning of the academic year. 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 facilitate their adaptation to PolyU and Hong Kong.

Successful applicants of this Scheme will be introduced to families\* approved by PolyU. Students will then be invited to join various activities of the host families to encourage cultural exchange.

In 2022/23, there are 52 host families which consisted of members of the PolyU community and outside families approved by PolyU, who will offer care to 128 Mainland Chinese students and 31 international students.

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



# **Student Support**

Pre-departure Notes will be sent to non-local students by email in mid-July and will include the following:

- · Packing checklist
- Getting to PolyU and Student Halls of Residence
- Covid-19 and Vaccine Pass protocols
- Information session schedule
- Living in Hong Kong (getting an octopus card, apply for Hong Kong ID card)
- Contacts of the non-local student associations

Non-local Student Services Website serves as a critical "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/student-resources-and-support-section/non-local-student-services/useful-information-and-contacts/) to obtain the essential information that will help them start their studies at PolyU.

# **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 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) capped at tuition fee level.

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

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

政府「學生車船津貼」

For 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 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 2021/22, the normal range of bursary is HK\$3,000 – HK\$10,000 and the loan is normally HK\$10,000.

For 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 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 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)



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. 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/student-resources-and-support-section/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 Admission for details and further enquiries on scholarships offered to local (HKDSE) and international students as well as students from the Mainland China.
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 Admission webpage for scholarship availability and further enquiries.
Full-time and part-time taught postgraduate programmes	
Research postgraduate programmes	Please visit Fellowship & Scholarship Schemes for postgraduate research students for details and further enquiries.

## 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 for 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 (SAO) for details of Offshore Work-Integrated Education Sponsorship (OWS).

#### c) Service-Learning Scholarships

The Service-Learning Scholarships recognise students with outstanding performance in service-learning subjects, and encourage them to take their service-learning experience to another level through serving as student leaders and helping to support the service-learning programme at PolyU, or by integrating their disciplinary knowledge into service-learning through their capstone project.

Each scholarship is HK\$8,000. Awardees under the Service-Learning Capstone/Final Year Project scheme will also receive funding support for local or international projects. Please contact Service-Learning and Leadership Office (SLLO) for details.

# **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 nine outstanding Faculty/School students, one will be further selected for the honour of the "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

# Funding Opportunities for Student Organisations and Student Activities

The University has been offering various funding opportunities to motivate student integration in multi-cultural 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 Organisation Fund**

Authorised student organisations can apply for activity subsidies through the PolyU Student Organisation Fund administered by the Student Affairs Office. More details can be found at https://www.polyu.edu.hk/sao/student-development-unit/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 during the COVID-19 pandemic 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 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/student-resources-and-support-section/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

Telephone: (852) 2766 6800

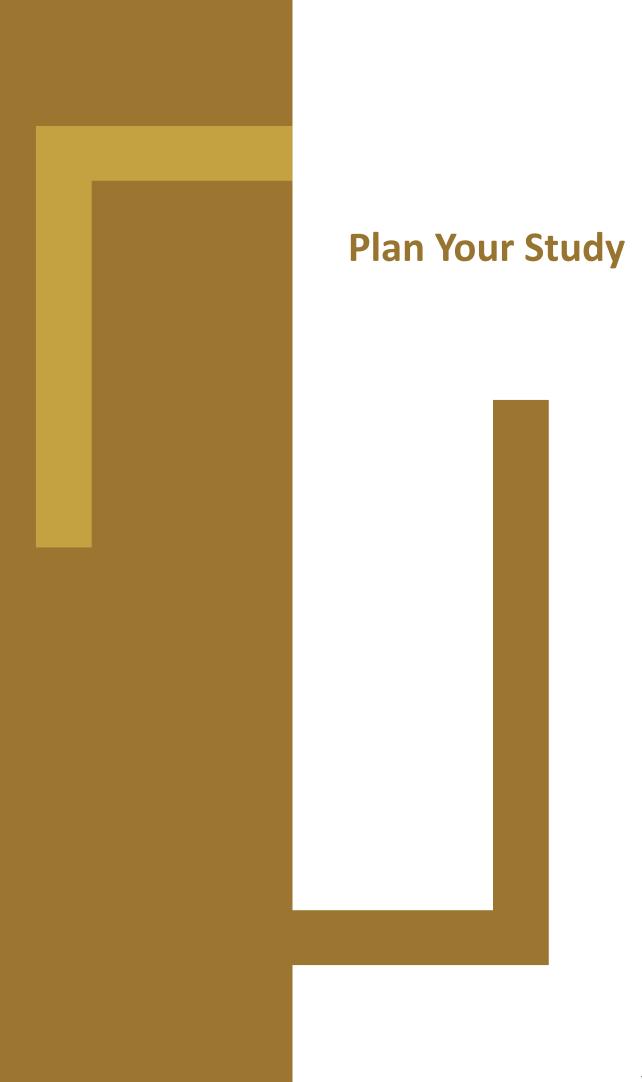
# **Diversity Resource Centre**

Diversity Resource Centre, is in 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. All students are welcome to try the disability simulation exercises to understand more about the challenges faced by people with disability.

Details about the Centre are available at https://www.polyu.edu.hk/sao/student-resources-and-support-section/special-needs-support/inclusion-awareness-enhancement/diversity-resource-centre/.







# **Academic Advising at PolyU**

The 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, students will be paired up with a designated Academic Advisor from their home department.

Students are encouraged to meet with their Academic Advisors for consultation on their programme of study and study plans at least once in an academic year.

## **Academic Advising enables students to**

- 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.
- learn about opportunities, resources and support available to students on campus to enrich their educational experience and foster their future success.





# 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 threeyear 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 2021, 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.

'Solnno' received further funding from The Hong Kong Jockey Club Charities Trust, for another three years' from 2021 to 2024 with a focus to innovate services by networking field players' collaboration and to mobilise community support for sustainable operation of prototyped solutions to thematic issues.

## Four Pillars of Operation 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. For details of seasonal thematic symposia available at website of PolyU, JCDISI https://www.polyujcsoinno.hk/en/innovation-themes.

#### 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 11: Community Planning for an Age-friendly Community

Season 12: Co-prototyping Future Classroom: Social Innovation and Design Thinking for 21st Century Learning

#### 2022

Season 13: Community Support for Carers

Season 14: Carving Paths Together for Small Group Homes











"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 more than 10 action projects such as:

- (1) Propose appropriate types of transitional social housing for Shum Shui Po area; and
- (2) Co-design of an interactive voice response robot for elderly centres; and
- (3) Co-creation of new teaching pedagogy to application of Social Innovation and Design Thinking.

**"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 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 Social Innovation Regional Forum (SIRF 2021) and its exhibition were held online to facilitate discussion for understanding and re-defining "The Making of Age-friendly Communities in Rapidly Ageing Societies", by inviting experts and practitioners across the regions from China, Singapore, Australia and United Kingdom.

#### **SIRF 2021**

Main Forum: https://sirf2021.polyujcsoinno.hk/sirf2021/web/forum.php

Thematic sessions and exhibition: https://sirf2021.polyujcsoinno.hk/sirf2021/web/session.php

For details, please visit https://www.polyujcsoinno.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 to June 2022, we are implementing two programmes with twelve cohorts that successfully recruited 2,654 participants from graduates or students of higher education institutions, Social Changemakers. We offered them structured training infusing ideas of "Design", "Business" and "Technology". We cultivated 672 seeds of social innovations by enriching skills and knowledge for social innovators and entrepreneurs. So far, 105 winning teams receiving grants from HK\$100,000 to HK\$200,000 each to implement their projects with the support of PolyU and our network.



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

## c) Transdisciplinary Research and Collaboration

Through transdisciplinary research and extensive collaboration with the 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 evidence-based 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 the 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.

DISI 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?

# Teaching and Project Preparation (~60 hours)

- Lectures and Workshops
- Project Design and Planning

# Service Implementation (~40 hours)

Service Delivery

# Reflection and Evaluation (~30 hours)

- Reflective Journals
- Project Presentation
- Evaluation of Project
   Outcomes

# 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 emails.

# Service-Learning Scholarships

The Service-Learning Scholarships recognise students with outstanding performance in service-learning subjects, and encourage them to take their service-learning experience to another level through serving as student leaders and help supporting the service-learning programme at PolyU, or by integrating their disciplinary knowledge into service-learning through their capstone project.

Each scholarship is HK\$8,000. Awardees under the Service-Learning Capstone/Final Year Project scheme will also receive funding support for local or international projects. Please contact SLLO for details.



Students wining the Hong Kong ICT Awards 2021 with their Service-Learning Capstone/Final Years Project.

# 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. We do not want students who are financially less well-resourced to miss out on this learning experience. Therefore, the University has 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/.

## Habitat Green in East Africa 2023

Habitat Green in East Africa is a service-learning and leadership programme nurturing students' global leadership and cultural sensitivity in the context of cross-disciplinary green engineering, appropriate technology, and sustainable living. You will be trained and then work together with students from the local schools in Rwanda to design and develop green energy solutions for families in remote villages. In the process, you will learn about the concepts of socially responsible leadership, intercultural competencies, racial tolerance and global citizenship, and demonstrate these in practice. At the same time, you also learn about different principles of green engineering, sustainable development, and appropriate technology, and adopt the concepts to the service projects in Rwanda.



Household members observing installation in progress.

#### **Tentative schedule:**

- Late September: Indication of Interest via eStudent
- October-November: Selection Interviews
- November: Announcement of selection results
- Semester Two: Classes, lab and other experiential learning activities
- Summer Term: Services

For details, please visit https://polyu.hk/wAgeh

# Global Leadership and Civic Engagement Exchange Programme

Funded by the Lee Hysan Foundation, the Global Leadership and Civic Engagement Exchange Programme (GLCE) offers a full scholarship to the PolyU students engaging in a four to ten week service-learning exchange at a renowned 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 Semester One. Please watch out for our email announcements.



# **Global Engagement Office**

# Semester Exchange Abroad

This is the flagship study abroad programme for the PolyU undergraduate students. You may attend one of our partner institutions across 36 different countries and regions, ranging from four weeks to one academic year. On exchange, you can study courses or take up clinical placement exchanges that widen your exposure through a nice variety of training opportunities outside of Hong Kong. The exchange studies help you fulfil academic requirements for your PolyU degree while living in a different culture. Most returning 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 limited to application timeline and procedure, and funding opportunities.

For details on eligibility, a 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 most selective 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 fulfil 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/.



# International Competition and Conference Participation Scheme

Learning from the best minds is also a good way to improve yourself in any area. The university encourages you to exchange ideas and learn 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 Exposure and Mainland Opportunities**

## 1. Physical and Virtual Non-local Internship Opportunities

The Careers and Placement Section (CPS), Student Affairs Office (SAO) works closely with Faculties/ Schools/Departments to coordinate non-local internship programmes in various overseas countries, cities in Mainland China and Taiwan 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.

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.

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 departments 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/careers-and-placement-section/wieprogrammes.



Placement location: Singapore



Placement location: Korea



Placement location: Shanghai



Placement location: Shenzhen

CPS also affiliates with The International Association for the Exchange of Students for Technical Experience (IAESTE) to offer reciprocal 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.



## 2. Enhancement of National Awareness through Mentorship

The "INSPIRE" Mentorship Programme aims to enhance students' holistic education experience and facilitate their personal, academic, 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.

Since its launch in 2020, "INSPIRE" has been supported by 175 mentors, and 57 of whom are industry leaders from Mainland China. Their extensive network and indepth 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/careers-and-placementsection/inspire-mentorship-programme.



Mr Xu Xiaowei (bottom row, centre), Chairman of the Board of Enjoy Town, invites his mentees to have an online exchange of ideas for the future development of Hong Kong and Macau with the senior management of Enjoy Town as well as students from Zhejiang University.

## Contact us

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

Reception Counter at QT308, Chow Yei Ching Building (Entrance at Core T)

Website : https://www.polyu.edu.hk/sao/careers-and-placement-section/plan-for-your-careers

Telephone : (852) 3400 3775

**Enquiries** : wie.cps@polyu.edu.hk



facebook.com/polyu.careers



weibo.com/polyucareers



instagram.com/polyucps





# **Nurturing Innovation and Entrepreneurship**

# PolyVentures, PolyU's signature GBA Focused Technology Start-up Ecosystem Tailor-made for Aspiring Entrepreneurs

## by Knowledge Transfer and Entrepreneurship Office

The Knowledge Transfer and Entrepreneurship Office (KTEO) strives to create societal impact by advancing knowledge transfer and entrepreneurship. It offers a wide range of services, which include managing intellectual properties for PolyU academics, translating research outcomes into impactful solutions, fostering entrepreneurship and forging University-industry partnerships. KTEO is dedicated to connecting academia and industry. It also endeavours to facilitate enterprises to attain business innovation, allowing them to remain sustainably competitive in global markets.

Being PolyU's signature GBA focused technology start-up ecosystem tailor-made for aspiring entrepreneurs among PolyU students, alumni, academics, and research staff, 'PolyVentures' fosters their entrepreneurial mindset and accelerate the translation of innovations or technologies out of the university and into the marketplace for creating impact. Through the PolyVentures ecosystem, PolyU nurtures the teams of the start-ups and accelerates them through their entrepreneurship journey, and prepares them for long-term success. Through 'GBA PolyVentures 2025', PolyU aims to launch more than 100 technology start-ups, 20 deep tech ventures each year and nurture 25 impactful scale-ups in the GBA by 2025 through collaboration with strategic partners and various supporting initiatives.





#### **Education / Ideation**

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

PolyU has long incorporated entrepreneurship learning as a key component in its all-around education model through credit-bearing courses and a wide range of extra-curricular programmes. Moreover, through PolyVentures, 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.



#### **Enriched Curriculum**

- Extended Major Programme 'X + Innovation and Entrepreneurship'
- Minor in Entrepreneurship
- Undergraduate Research and Innovation Scheme (URIS)

#### Ideation

- PolyU Future Challenges
- Hong Kong Techathon
- PolyU Student Entrepreneurial Proof-of-Concept (POC) Funding Scheme

#### **Incubation**

Since 2011, PolyU has been funding, mentoring, and providing students, postdocs, academics, and graduates with incubation support through various grants and funds, so they can launch their entrepreneurial dreams.

Under the ethos and spirit of 'Do Well Do Good', the University offers different entrepreneurship funding schemes targeting specific market segments and phases of the early-stage start-up lifecycle, partnering with government and government-supported incubation funding agencies such as HKSTP and the Home Affairs Bureau (HAB).

- GBA Startup Postdoc Programme
- PolyU Micro Fund Scheme

#### **Investment for Acceleration**

PolyVentures proactively grooms impactful start-ups and spin outs through the PolyU Tech Launchpad Fund (TLF) Scheme. TLF leverages the support of its co-investment partners and the Innovation and Technology Commission (ITC) to accelerate the growth of early-stage technology start-ups.

The PolyU Entrepreneurship Investment Fund was created to provide funding support to impactful PolyU start-ups and spins out to support their acceleration and development.





## **Community**

#### (a) Entrepreneurship Society

Established in 2015, the Entrepreneurship Society of PolyU is a student-driven society seeking to cultivate students' entrepreneurial spirit and mindsets, 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.



#### (b) PolyU InnoHub (www.polyuinnohub.hk)





Located on the fourth floor of The Jockey Club Innovation Tower on the PolyU main campus, the PolyU InnoHub has been dedicated to promoting communal innovations and 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.

#### (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, Greater Bay Area and Beyond



PolyVentures has long adopted a 'PolyU + X' partnership strategy in its different entrepreneurship programmes, collaborating with like-minded strategic partners for value-added synergy. Through the PolyU InnoHub, Greater Bay Area International Institute for Innovations (GBA I³), PolyU aims to further cultivate and facilitate regional community partnerships and collaborations to drive regional innovation and entrepreneurship.

# 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

Telephone: (852) 3400 2708

HKPolyVentures

hkpolyventures

PolyU KTEO

掩 polyuszbase



# **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 Theatre and PolyU Choir, and let your artistic talent shine!

PolyU Orchestra



https://polyu.hk/BBOou

PolyU Theatre



https://polyu.hk/JCycf

PolyU Choir



https://polyu.hk/nBOUU

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

Website: www.polyu.edu.hk/cpeo

# **Campus Sustainability**

## **SUSTAINABLE 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 a sustainability-conscious PolyU community and contribute to the society through introducing appropriate facilities and launching campus sustainability related programmes across different aspects: Dining, Resources, Energy and Awareness. You are encouraged to join these programmes which empowers your actions towards a carbon neutral campus.

Join us now!

# Dining

Different catering outlets are present on the 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.

#### **Low Carbon Diet**

PolyU actively promotes a "Less Meat More Veggie" 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) Practices

Various catering outlets\* in PolyU offer "Bring Your Own (BYO)" discounts which encourage students and staff to bring and use their own food and beverage containers to reduce the use of disposable tableware on campus.





\*Please approach the catering outlets for detials.

# **Reducing Food Waste**

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.





## **Food Waste Recycling**

Apart from food saving campaigns, PolyU also collects leftovers generated from catering outlets on campus and student halls. They are recycled into useful resources such as biogas (a source of renewable energy similar to natural gas) for electricity generation and compost for landscaping and agriculture use. PolyU also encourages pantry users to participate in food waste source separation and recycling by implementing pantry food waste collection at Block M and Block Z.





# Resources

Sustainability is core to the University's mission. PolyU endeavours to follow appropriate sustainable consumption 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 reminding students and staff on conscious use of resources and reduce waste and care for the environment.









### **Water Conservation**

Various types of water saving devices are installed on the 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.







## **Material Recycling**

Varied types of material recycling points have been set up to collect paper, metal and plastics for further reuse and recycling. PolyU has its own collection/recycling bins named UniRe® (University/Universal Recycling Facilities) with students' design on exterior appearance to promote waste source separation and recycling. Reverse Vending Machines that collect plastic beverage bottles, tetra pak cartons and aluminium cans are also landed on campus to reward clean recycling actions.







## Restricting the Use of Disposables and Reduce Plastic Waste

PolyU strives to reduce plastic 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 University events.





#### **Used Items Donation**

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



# Energy

PolyU supports energy conservation at the highest levels and is working towards a carbon neutral campus. 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.

#### 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 energy.







## **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, offer the opportunity for increased student and community member involvement.

#### PolyU GreenCoin

PolyU GreenCoin is an impactful sustainability awareness-building campaign that empowers and rewards the campus community on their green actions. It allows students and staff to accumulate virtual credits "Coins" for engaging in sustainability activities including recycling or BYO (Bring Your Own) practices on campus. The coins can be redeemed for eco-friendly rewards and e-coupons for use at the designated catering outlets and free booking sessions of sports facilities on campus.







## 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.









## GreenMap@PolyU

An interactive map (GreenMap@PolyU) which consists of geographical locations and details of the green features and facilities in PolyU is available online. Let this interactive web-based tool guide you to the nearest drinking water station, clean recycling reverse vending machine and catering outlet which welcome BYO (Bring Your Own) food and beverage containers. With visualisation of the closest place to practise your sustainability act, you can take sustainability actions anywhere on campus and in Student Halls in a more convenient and accessible manner.

## 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.





## Fauna@PolyU

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

## 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 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 Campus Sustainability
- PolyU GreenCoin
- GreenMap@PolyU
- TreeMap@PolyU
- Fauna@PolyU

#### Contact Us

#### **Campus Facilities and Sustainability Office**

Telephone: (852) 3400 8364 Email: fminfo@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 repute 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://www2.polyu.edu.hk/ethics/Polyu/sexhars/.
  - 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.

# **Policy on Sexual Harassment**

The University is committed to equal opportunity in academic pursuit and employment and to eliminating any form of discrimination against all staff, students, and other persons who have dealings with the University. Sexual harassment, being a form of discrimination, is prohibited and is unacceptable at all levels in the University community.

Sexual advances, requests for sexual favours, and other verbal, non-verbal, or physical conduct of a sexual nature constitute sexual harassment if they are unwelcome.

For further examples of sexual harassment, details of the University's policy on sexual harassment and guide for dealing with it, please refer to https://www2.polyu.edu.hk/ethics/Polyu/sexhars/.

Students may also call the University's Anti-Sexual Harassment Hotline at (852) 3400 2606 if necessary.

# **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 (https://www.polyu.edu.hk/ar/students-in-taught-programmes/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/ous/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/ous/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 licensed use of the Plagiarism Prevention and Detection Tool "Turnitin-LTI" on LEARN@PolyU (理學網). User guide is available at the following link: Quick Student Guide to Using Turnitin-LTI Assignment (https://www.polyu.edu.hk/TLIT/images/content/Turnitin/Turnitin LTI Student Guide.pdf).

For more information about this system, you may visit the website: Turnitin-LTI Assignment (https://www.polyu.edu.hk/TLIT/en/elearning-support/turnitin-lti-assignment/).

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 Including "Assessment Results" of eStudent and documents such as 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.

(Extract from Health, Safety and Environment Office website and Student Handbook 2022/23 Appendix 4)

# **Health, Safety and Environment Policy**

#### **GENERAL STATEMENT OF THE 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.

For more information about Health and Safety, please visit https://www.polyu.edu.hk/hso/

## **Emergency Contact and Other Useful Telephone Numbers**

 24 hours
 (852) 2766 7999

 Campus Control Centre
 (852) 2766 7666

 Health, Safety and Environment Office
 (852) 3400 8396

 University Health Service
 (852) 2766 5433

## Health and Safety Responsibilities of Students

General duties and responsibilities of students are:

- (a) To familiarise themselves with the health, safety and environmental policies and requirements of the University.
- (b) To adhere to applicable health, safety and environmental laws, policies and requirements of the University strictly and actively support their implementation.
- (c) To take reasonable care for health and safety of themselves and other persons who may be affected by their acts or omissions.
- (d) Not to tamper with or misuse any provisions or equipment provided to safeguard their health and safety.
- (e) To report health, safety and environmental issues encountered in their works or studies to their supervisors or HSO.

## **Environmental Policy**

#### **General Statement**

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

The goals of this Environmental Policy are:

- 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;
- 2. To reduce and prevent the introduction of pollutants into the environment through the implementation of environmental management system; and
- 3. To communicate and educate all stakeholders, including staff members and students, on legal compliance, environmental protection and pollution prevention issues.

## **Sustainability Policy**

#### **Preamble**

Over the years, The Hong Kong Polytechnic University (PolyU) has endeavoured to integrate sustainability principles into campus operations, developments and programme curricula, in particular, to promote sustainability through knowledge transfer to the community.

To further mark PolyU's outstanding commitment to campus sustainability, which has been conveyed openly through various communication channels, including President's speeches, strategic plans. This Sustainability Policy sets out the guiding principles for achieving sustainable excellence and nurturing environmental awareness in future generations.

#### **General Statement**

PolyU pledges to cherish sustainability values, abide by sustainability practices, advance knowledge of sustainability and achieve excellence in sustainability.

#### Goals

The goals of the sustainability policy are:

- To establish on PolyU campus a teaching, learning, and research environment conducive to sustainability;
- 2. To implement sustainable initiatives within the campus environment;
- 3. To include sustainability-related topics, where appropriate, in PolyU academic programmes and research;
- 4. To transfer knowledge of sustainability to the wider community; and
- 5. To encourage the University community to embrace sustainability principles and practices and to engage that community in the University's drive towards sustainable excellence.

# **Intellectual Property**

Intellectual Property and Materials made and created by students during 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 Student Handbook:

- "Intellectual Property" means any discovery, creation, invention, design, get-up, trade mark, 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.
- "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, at its sole discretion, will use its best efforts to give its support to the protection of the Intellectual Property created by students. If, at the sole opinion and discretion of the University, the Intellectual Property is of potential commercial and industrial value, the University will also give its support to facilitate the commercialisation of the Intellectual Property and the inventor(s) will receive an appropriate share of any proceeds arising from such commercialisation after deducting all the expenditure incurred in accordance with the University's Policy on Ownership of Intellectual Property ("PIP") at <a href="https://www.polyu.edu.hk/kteo/docdrive/\_sso/PIP.pdf">https://www.polyu.edu.hk/kteo/docdrive/\_sso/PIP.pdf</a> and Regulation on the Management of Intellectual Property ("RMIP") at <a href="https://www.polyu.edu.hk/kteo/docdrive/\_sso/RMIP.pdf">https://www.polyu.edu.hk/kteo/docdrive/\_sso/RMIP.pdf</a>. Please refer to the PIP and RMIP (which may be amended by the University from time to time) for all matters relating to Intellectual Property.

STUDENT DISCIPLINE Intellectual Property

# **Copying of Copyright Materials**

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

Since the pandemic began, the University has made tremendous effort to make learning materials and recordings of lecture available online via various platforms so that students can continue learning despite the disruption. Such materials are protected by the Copyright Ordinance. To remind students of the appropriate use and handling of such materials, the following statement has been issued:

The learning and teaching platforms of the University are for the use of PolyU students to facilitate their learning. The students shall use the platforms and the materials available (including teaching sessions conducted by staff of PolyU) for their personal study only. Where a student needs to download or save the materials available on the platforms for the permitted purposes, the student shall take all necessary measures to prevent their access by other parties. The materials are copyright protected. Save for the permitted purposes, no copying, distribution, transmission or publication of the materials in whole or in part in any form is permitted.









# 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 am and 12.00 noon		All classes commencing before 2.00 pm will be cancelled.	
		Between 12.00 noon and 4.30 pm		All classes commencing at any time from 12.00 noon and before 6.30 pm will be cancelled.	
		From 4.30 pm		All classes commencing from 4.30 pm 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 pm will be held as scheduled.	
		Before or at 4.30 pm		All classes commencing from 6.30 pm 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 ann that Signal No. 8 or above is likely to be when the Signal is hoisted within two has the commencement of examinations O condition' announcement issued by this in force.	re is likely to be hoisted OR ed within two hours from examinations OR 'extreme		Examinations will be postponed.	
	Signal No. 8 or above hoisted OR 'extre issued by the Government during exam			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  at or before 6.45 am, examinations starting at 8.45 am will be held as scheduled;  at or before 10.30 am, examinations starting at 12.30 pm will be held as scheduled;  at or before 1.15 pm, examinations starting at 3.15 pm will be held as scheduled;  at or before 5.00 pm, examinations starting at 7.00 pm will be held as scheduled.				
	For revised examination arrangements, please call the Academic Registry telephone hotline (852) 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 the 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**

Amber Warning	Classes/Examinations will be held as scheduled.					
Red Warning	Classes/Examinations will be held as scheduled unless the University announces the suspension of these activities.					
Black Warning	Arrangements for Classes NOT YET STARTED					
	Warning issued OR 'extreme condition' announcement issued by the Government is in force.	Between 6.30 am and 12.00 noon	All classes commencing before 2.00 pm will be cancelled.			
		Between 12.00 noon and 4.30 pm	All classes commencing at any time from 12.00 noon and before 6.30 pm will be cancelled.			
		From 4.30 pm	All classes commencing from 4.30 pm onward will be cancelled.			
	Warning cancelled OR 'extreme condition' is cancelled by the Government.	Before or at 12.00 noon	All classes scheduled at or after 2.00 pm will be held as scheduled unless otherwise announced by the University.			
		Before or at 4.30 pm	All classes commencing at or after 6.30 pm will be held as scheduled unless otherwise announced by the University.			
	Arrangements for Examinations NOT YET STARTED					
	Warning issued within two hours from the commencement of examinations OR 'extreme condition' announcement issued by the Government is in force.		Examinations will be postponed.			
	Warning is likely to be cancelled is cancelled OR 'extreme condit Government two hours before examinations.	tion' is cancelled by the	Examinations will be held as scheduled unless otherwise announced by the University.			
	If warning is likely to be cancelled OR the warning/extreme condition' is cancelled  at or before 6.45 am, examinations starting at 8.45 am will be held as scheduled;  at or before 10.30 am, examinations starting at 12.30 pm will be held as scheduled;  at or before 1.15 pm, examinations starting at 3.15 pm will be held as scheduled;  at or before 5.00 pm, examinations starting at 7.00 pm will be held as scheduled.					
	For revised examination arrangements, please call the Academic Registry telephone hotline (852) 2333 0600 on the following working day after the warning has been lowered.					
	Arrangements for classes/examinations ALREADY STARTED					
	<ul> <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. (852) 2766 7666 for assistance when necessary.</li> </ul>					

#### **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 the PolyU campus. Students should follow the arrangements of individual organisations or advice as given by your department.

#### **Useful Links**

- Hong Kong Observatory (HKO)
- Local Tropical Cyclone Warning (HKO)
- Updated Weather Warnings and Signals (HKO)

# **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 <u>here</u> for the University Notices issued by former Task Force on Response Actions for the Novel Coronavirus/COVID-19 Rapid Response Taskforce and by the Task Force on the Delivery of Online Teaching.

Starting 24 February 2022, the University implements the vaccine pass arrangements. There is no need for students and staff to complete the e-Travel Declaration and Health Status Form from the same date.

#### 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] [ 粤] [ 普]
- Surgical mask [Eng] [ 粵] [ 普]

Please visit Squina International Centre for Infection Control, PolyU for further information.

#### 3. PolyU Posters on (Health Tips for Physical and Mental Wellness)

- Sleep Wellness 睡眠篇
- Healthy Eating 飲食篇
- Regular Exercise 運動篇
- Read News Appropriately 睇新聞篇
- Spiritual Wellness 靈性修煉篇

#### 4. Useful External Links

- Centre for Health Protection, Department of Health, the Hong Kong SAR Government
  - o Information COVID-19
  - 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)
  - 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
  - o Proper Use of Mask
    - Supplementary Note on Use Mask Properly Choose the Right Surgical Mask [Eng] [繁]
- 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

# **Worldwide Emergency Assistance Service**

PolyU has subscribed a 24/7 worldwide emergency assistance service for all registered students and staff participating in outbound activities such as student exchange, internship, Work-Integrated Education and Service-Learning trips. The support service, provided by the International SOS, a leading medical and travel security assistance provider, include for example, pre-trip preventive advice, worldwide medical, security and travel advisory services, translation and emergency assistance.

Please download the International SOS Assistance App via the QR code below now! For details of installation and activation of this App, please visit https://www.polyu.edu.hk/sao/internal/careers-and-placement-section/international-sos-assistance-app/.

**Hong Kong 24/7 Assistance Centre: +852 2528 9900** 

PolyU's membership ID: 07AYCA550139





