

A. How to Access eStudent

1. Access eStudent from

- <http://www.polyu.edu.hk/student/>

2. Use Chrome browser.

3. Use your NetID & NetPassword to log into the system.

The screenshot shows the eStudent portal homepage. At the top left is the PolyU logo and name. The main header includes the eStudent logo, the text 'administered by Academic Registry', and the motto 'Opening Minds • Shaping the Future • 啟迪思維 • 成就未來'. Below the header is a 'Welcome to eStudent!' message. On the left, there is an 'Account Login' section with input fields for 'NetID' and 'NetPassword', and 'Help' and 'Login' buttons. To the right of the login section are 'Notes' providing instructions on browser usage and login procedures. Below the login section is a 'Notice (please login the eStudent for details, if applicable)' section with a scrollable list of announcements, including 'Monitoring of Vaccination and Testing Arrangements', 'Application for MTR Student Travel Scheme 2021/22', 'Learning and Teaching Arrangements in the 2021/22 Academic Year', 'Renewal of Student Identity Card (Semester One of 2021/22)', and 'Enhanced Subject Waitlisting Arrangement'. To the right of the notice is a 'Hot Links' section with a grid of links to various services like 'Academic Advising by SAO', 'IT Online ServiceDesk', 'myPolyU', 'LEARN@PolyU', 'Student Account Enquiry', 'EasyPlanner', 'Academic Calendar', 'PolyU Connect', 'Work-integrated Education', 'Post-entry Scholarships for Full-time Undergraduates', 'Privacy Policy Statement', and 'Service Provision@Graduation'. At the bottom right is a photograph of a PolyU building.

B. Application for Waiver of Additional Requirement of CAR Subjects

1. Notes to Students

- Students admitted to an Articulation Degree or Senior Year curriculum (SYA students) must complete at least one 3-credit subject in two of the four cluster areas, among which students have to fulfil the Chinese Reading and Writing Requirements (CR/CW), English Reading and Writing Requirements (ER/EW), and China Studies Requirement (CSR) to fulfil the Cluster Area Requirement (CAR).
- SYA students may be granted waiver of additional requirement(s) if student is able to provide supporting documents demonstrating the level of accomplishment for the requirements as stated in the form AR41f.
- Completed form should be submitted to the General Office of the Programme Offering Faculty / School / Department for consideration.
- Completed form should be submitted preferably **before the start of a new semester**, or **before the end of the add / drop period** for the semester concerned.
- Please attach to this form copies of the **documents in support** of the qualification on the basis of which waiver of additional requirement(s) of CAR subjects is claimed. Original copies should be provided for verification, when required.
- The decision of CAR subject additional requirement approval is subject to the student's programme offering department.
- Students will receive notification on the result of application from the Programme Offering Faculty / Department normally within 14 days from the date of submission.
- SYA students are not required to take Healthy Lifestyle Programme (HLS). **Application for exemption of HLS is not required.**

2. Create an Application

Path: eStudent > Application Forms > Application Forms

Information

- General Information
- Subject Search
- Programme Search

My Profile

- Personal Details
- Study Information

My Subject Registration

- Personal Checklist
- Mock Subject Registration
- Subject Registration
- Subject Registration History
- Service-Learning Indication

My Timetable

- Class Timetable
- Exam Timetable

My Results

- Assessment Results

Graduation

- Congregation
- Award Parchment

Application Forms

- Application Forms

My Advisor

- Academic Advising

Notice

- Subject Grading Arrangement for Summer Term of 2020/21 (2020/3)**
Submit Email Request to Programme Offering Department via Programme Leader: By 21 June 2021
*If students encounter genuine difficulties and hardship, they are required to consult their academic advisors and they may submit a request by email to the programme offering departments via the programme leaders for **ALL** of the registered subjects in 2020/3 to be assessed using Pass/Fail (P/F) grading.*
Click [here](#) for the set of Questions & Answers on the Subject Grading Arrangement.
- Monitoring of Vaccination and Testing Arrangements** 09-Sep-2021
Please click [here](#) for details.
- Application for MTR Student Travel Scheme 2021/22** 27-Aug-2021
Please click [here](#) for details.
- Campus access for 2020/21 graduands** 27-Aug-2021
Campus access for 2020/21 graduands will be extended to 30 November 2021 to facilitate the collection of award parchments in November 2021. Graduands can continue to use their current Student ID Card for access to campus throughout the period. Graduands are advised to refer to the Student Handbook for the special arrangements of various eligible services and facilities.
- Learning and Teaching Arrangements in the 2021/22 Academic Year** 24-Aug-2021
Please click [here](#) for details.
- Enhanced Subject Waitlisting Arrangement** 12-Jul-2021
New waitlisting function to facilitate your subject registration, please click [here](#) for more details.

Hot Links

- Academic Advising by SAO
- Academic Calendar
- IT Online ServiceDesk
- PolyU Connect
- myPolyU
- Work-integrated Education
- LEARN@PolyU (理學網)
- Post-entry Scholarships for Full-time Undergraduates
- Student Account Enquiry (Debit Note Info)
- Privacy Policy Statement
- EasyPlanner
- Service Provision@Graduation

Timetable Download

Applications for Study Related Matters

(AR1) Amendment Of Personal Data	Form
(AR1) Amendment of Contact Information	Apply Form
(AR2) Replacement of PolyU Student Identity Card	Form
(AR6) Withdrawal of Study	Apply
(AR7) Deferment of Study	Apply
(AR9) Extension of Study Duration (For students of taught programmes from 2020/21 intake cohort onwards)	Apply
(AR25) Transfer of Study	Form
(AR41c) Credit Transfer	Apply
(AR41e) Subject Exemption	Apply
(AR41f) Waiver from Additional Requirement of CAR Subjects and Exemption for Healthy Lifestyle Programme	Form
(AR84c) Graduation (Application to Graduate in Exit Award/Specialism)	Form
(AR112) Retention of Study Place (Zero Subject Enrolment)	Apply
(AR114) Changing to Self-paced Status	Form
(AR121) Application for Taking Fewer Credits in a Semester (for FT students of 2017 intake cohort or before)	Form
(AR121) Application for Taking Fewer Credits in a Semester (for FT students from 2018 intake cohort onwards)	Form
(AR147) Application for Minor Study	Form
(AR150) Study Load for Students on Academic Probation	Form
(AR160) Application for Second Retake of Failed Subject(s)	Form



**APPLICATION FOR WAIVER OF ADDITIONAL REQUIREMENT OF CAR SUBJECTS AND
EXEMPTION FOR HEALTHY LIFESTYLE PROGRAMME**

(Not applicable to Research programmes and PolyU award programmes administered by SPEED)

Please read the notes below before completing this form.

I. PARTICULARS OF STUDENT

Name _____ Student No. Day-time Contact Number _____

Programme: _____ Programme _____ Stream _____

Faculty/Department _____ Programme Title _____

Fill out student's personal particular.

II. APPLICATION DETAILS

Apply for a waiver of the following additional requirement(s) of CAR subjects ^(Class 2) <input type="checkbox"/> China Studies Requirement (CSR) <input type="checkbox"/> Chinese Reading and Writing Requirements (CR/CW) <input type="checkbox"/> English Reading and Writing Requirements (ER/EW)	<i>For Programme Offering Department Use Only</i> Accept / Reject* Accept / Reject* Accept / Reject*
Apply for an exemption for <input type="checkbox"/> Healthy Lifestyle Programme (HLS)	<i>For Office of General University Requirements Use Only</i> Accept / Reject* Signature: _____ Date: _____

Indicate waiver of additional requirement(s) of CAR subjects.

I declare that the information provided in this application is complete and true to the best of my knowledge and the grade used for the application was attained in the last attempt of my previous study. I authorise the University to verify the data provided in this application where necessary. I also understand that any false information given in this application will result in nullification of the application or its approval.

Signature of Student _____ Date of Submission _____

Sign to accept the declaration.

NOTES TO STUDENTS

- This form is intended for students who would like to apply for a waiver of additional requirement(s) of Cluster Area Requirements (CAR) subjects (i.e. CR/CW, ER/EW or CSR) or an exemption for Healthy Lifestyle Programme (HLS).
- Completed form should be submitted to the General Office of the Programme Offering Faculty / School / Department, preferably before the start of a new semester and not later than the end of the add / drop period for the semester concerned. Please attach to this form copies of the documents in support of the qualification on the basis of which waiver of additional requirement(s) of CAR subjects / exemption for HLS is claimed. Original copies should be provided for verification, when required.
- Waiver of additional requirement(s) of Cluster Area Requirements (CAR) subjects (i.e. CR/CW, ER/EW or CSR)
 - Non-Chinese speakers and those students whose Chinese standards are at junior secondary level or below will by default be exempted from the Chinese Reading and Writing Requirements (CR/CW).
 - Students can apply for a waiver of Chinese Reading and Writing Requirements (CR/CW) if they have completed a subject which includes a reading of an extensive text (100,000 words or 200 pages) and an extensive piece of writing (3,000 words for Chinese).
 - Students can apply for a waiver of English Reading and Writing requirements (ER/EW) if they have completed a subject which includes a reading of an extensive text (100,000 words or 200 pages) and an extensive piece of writing (2,500 words for English).
 - Students can apply for a waiver of China Studies Requirement (CSR) if they have completed a subject with more than 60% China-related content.
- Students may apply for an exemption from taking Healthy Lifestyle Programme (HLS) if they have successfully completed similar subject(s) previously in another programme/ institution.
- Students will receive notification on the result of application from the Programme Offering Faculty / Department normally within 14 days from the date of submission.
- Please note that the information given in this form will only be used for processing this application.

Read the "Notes to Students" carefully before submitting the form.

(*delete as appropriate)

(Sept 2020)