

To : All New Research Postgraduate (RPg) Students
From : Dean of Graduate School (GS)
c.c. : Vice President (Education)
Vice President (Student and International Affairs)
Vice President (Research and Innovation)
Associate Dean (GS) and all GS Colleagues
FRC/SB Chairs and Secretaries
D/SRC Chairs and Secretaries
All Academic Staff
Director of Finance (FO), Ms Hilda Ling (FO), Ms Vivien So (FO), Ms Isabella Wu (FO), Mr Christopher Lai (FO)
Director of Human Resources (HRO)
Registrar (AR), Ms Jane Wong (AR), Ms Wanda Chow (AR), Mr Billy Cheung (AR), Mr Jacky Tam (AR)
Dean of Students (SAO), Mr Jeffrey Lee (SAO), Mr Ryan Yuen (SAO)
Director of English Language Centre (ELC), Ms Eunice Hau (ELC)
Date : 9 November 2021
Subject: Commencement of 2021/22 academic year, Semester Two – New RPg students

Dear all new RPg students

A warm welcome to The Hong Kong Polytechnic University. In order to better prepare you to embark on your research postgraduate study in Hong Kong, the Graduate School would like to remind you of the following key issues:

Learning and Teaching

Please refer to the announcement from Vice President (Education) on [arrangements for learning, teaching and assessment \(LTA\) for Semester Two, 2021/22](#).

- 1) You should consult your Chief Supervisors with regard to your study plan and subject registration. You are required to seek your Chief Supervisor's prior approval for subject registration.
- 2) All new RPg students are required to undergo a [Research Language Skills Assessment \(RLSA\)](#). You will be informed of the RLSA result in Semester Two so that you would know if you will be required to take English enhancement subject(s).
- 3) The English Language Centre (ELC) will notify you of the RLSA arrangement in due course.

Payment of Tuition Fee

Please settle the tuition fees for Semester Two, 2021/22 before commencing your studies. The debit note will be issued in mid-December 2021.

Issuance of Stipend or Assistantship

New RPg students will only receive stipend or assistantship under Teaching Postgraduate Studentship Scheme (TPS), if applicable, upon your commencement of study at PolyU in Hong Kong. If a new RPg student starts his/her study on any day after the commencement of a semester/term, he/she will start to receive the stipend or assistantship from the first day of the following month. In other words, new RPg students admitted in Semester Two of

2021/22 should report your commencement of study at the General Office of your host departments/schools **on or before 3 January 2022** in order to facilitate the payment arrangement for stipend / assistantship for the entire month of January 2022. Please therefore communicate well with your host department with regard to your commencement date to avoid any misunderstanding.

Notes to Academic/Host Departments

As the above arrangements for learning and teaching are in place, academic departments are requested to keep an accurate record of new RPg students' commencement date in Hong Kong and Chief Supervisors' approval for students' subject registration.

Key issues for Hong Kong PhD Fellowship (HKPFS) students

For HKPFS students, as they have to follow a set of UGC policies governing research studies and residence requirements. Their application for academic/non-academic leave or deferment of study is subject to the Research Grants Council (RGC) approval with very strong justifications, they are advised to commence their studies at the PolyU campus from Semester Two, 2021/22. In case they have difficulty in coming to PolyU in Semester Two, 2021/22, they should apply for academic/non-academic leave or deferment of study. Approval from RGC must be sought one month in advance of the start date of leave period or deferment of study.

Useful Information for New RPg Students

A checklist of [useful information for new research postgraduate students](#) is prepared to assist you to settle in and embark on your research postgraduate study at PolyU.

Should you have enquiries, please contact the corresponding Departments/Offices as follows:

About the RPg teaching, learning and assessment arrangements:

Chief Supervisors or the General Office of the Host Departments

Contact details: https://www.polyu.edu.hk/aradm/rpg/rpg_dept_contacts.pdf

About issuance of stipend/assistantship:

Graduate School (GS)

Telephone number: (852) 3400 3635; email: gs.enquiry@polyu.edu.hk

Thank you.

Professor CAO Jiannong
Dean of Graduate School