

To : All New Research Postgraduate (RPg) Students
From : Dean of Graduate School (GS)
C.c. : CMT
CMT Offices
Associate Dean (GS)
FRC/SB Chairs and Secretaries
D/SRC Chairs and Secretaries
DoRPgS
All Academic Staff
Director of Finance (FO), Ms Hilda Ling (FO), Ms Louisa Wong (FO), Ms Vivien So (FO),
Ms Isabella Wu (FO), Mr Christopher Lai (FO)
Director of Human Resources (HRO)
Registrar (AR), Associate Registrar (Student Services, AR), Ms Wanda Chow (AR), Mr Billy
Cheung (AR)
Dean of Students (SAO), Section Head (Student Resources and Support Section, SAO), Mr
Jeffrey Lee (SAO), Ms Liza Wong (SAO)
Director of English Language Centre (ELC), Ms Eunice Hau (ELC), Ms Belle Choi (ELC),
Ms Polly Chan (ELC)
GS Colleagues
Date : 4 December 2024
Subject: Commencement of 2024/25 Academic Year, Semester Two – New Research Postgraduate
Students

Dear all new Research Postgraduate 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:

Programme Registration and Report Commencement of Study

- 1) **Online Programme Registration:** Please complete the online programme registration via [RPgAdmission](#) by **31 December 2024 (Tuesday)**.
- 2) **Reporting Commencement of Study:** You are required to report your study commencement at the General Office of your host department/school in person **on or before 2 January 2025**.

When reporting at the host department/school, you must present a student card issued by the Academic Registry and an activated valid visa (if applicable). If you are a scholarship holder, you will receive stipends for the entire month of January 2025 only after you report your study commencement at PolyU by the specified date above.

Important notes:

- (i) If you cannot report on time, please consult with your Chief Supervisor and the host department/school before proceeding with the online programme registration.
- (ii) If you cannot complete the programme registration during the specified period which may affect your reporting date, you are required to apply for late programme registration with supporting documents and obtain approvals of the Chief Supervisor and the Director of Research Postgraduate Studies (DoRPgS) of your host department/school. If the Chief Supervisor is the DoRPgS, approval from the Chair of your Departmental / School Research Committee (D/SRC) should be sought also. The latest reporting date should not be later than 28 January 2025 which is the last working day of January.
- (iii) If you will not be able to commence study in Semester Two and plan to defer commencement of study to Summer Term, 2024/25 (i.e. 1 May 2025) after completion of programme registration, you have to apply for deferment of study by submitting a completed [Form GSB/22](#) to your host department/school for approval by **31 December 2024**. In this situation, the deferment of study will

be counted in the total cumulative period of deferment during your normal study period. Please refer to [RPg Student Handbook – Deferment of Study](#) for more details on the application and guidelines.

Learning and Teaching

- 1) **Subject Registration:** You should consult with your Chief Supervisors about your study plan. You must seek your Chief Supervisor's prior approval before subject registration. Please refer to the Academic Registry website for the [details](#), [schedule](#) and [guide](#) for subject registration.
- 2) **Academic Integrity and Ethics (AIE) Subjects:** You are required to pass a compulsory one-credit [AIE](#) subject that best suits your research studies within your first study year, and report the AIE completion status in your first annual progress monitoring exercise.
- 3) **Research Language Skills Assessment (RLSA):** You are required to undergo an [RLSA](#). The English Language Centre (ELC) will notify you of the RLSA arrangement by email in due course. ELC will announce the RLSA result within eight weeks after the test. Based on the RLSA result, you will be assigned to complete zero to two English Enhancement Subjects (ranging from 0 to 5 credits) before thesis submission.

Useful Information for New RPg Students

Please read the checklist of [useful information for new research postgraduate students](#) to assist you to settle in and embark on your RPg study at PolyU. The University will have updates from time to time, so please keep checking your Notice of Offer via [RPgAdmission](#) and [GS website](#) to receive the latest information.

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/schools

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

About support to non-local student services

Non-local Student Services Team, Student Affairs Office (SAO)

Website: <https://www.polyu.edu.hk/sao/student-resources-and-support-section/non-local-student-services/introduction/>

Telephone number: (852) 2766 5408; email: nls.services@polyu.edu.hk

About stipend issuance:

Graduate School (GS)

Telephone number: (852) 3400 3622; email: gs.fees@polyu.edu.hk

Thank you.

Professor CAO Jiannong
Dean of Graduate School