

2. THE HONG KONG POLYTECHNIC UNIVERSITY

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2.1 General Information

2.1.1 Tuition Fees and Module Selection

A module selection form will be sent to the participants for registration of subjects. Joining instruction containing the timetable will be sent to participants 4 weeks prior to the class starts.

For non-local and local students, the fee for each module is HK\$20,000 and for the project is HK\$50,000. For non-local or full-time participants, they settle programme fees by two instalments. For local part-time participants, the payment is on modular basis. Debit note will be sent to participants for payment. **Participants are required to submit us a photocopy of pay-in slip by email/fax/post 3 weeks before the module starts. Failure to submit the slip on time may result in de-registration of the module and HK\$500 administrative fee will be charged to the participants.** The original pay-in slip which is served as an official receipt for payment, should be kept by participants themselves. To compensate for non essential administrative workload, administrative charges will be imposed on the following items:

Returned cheque	HK\$1,000	
Loss of receipt	HK\$1,000	(if recovered by our unit)

If payment is not received by the deadline as stated, the candidate's name will be removed from the acceptance list.

2.1.2 Use of PolyU Student Identity Card/Library Ticket

Participants are eligible to use the facilities of the Hong Kong Polytechnic University by presenting their PolyU student identity cards.

2.1.3 Replacement of PolyU Student Identity Card/Library Ticket

If participants have damaged/lost their PolyU student identity cards, or have amended their names, and wish to apply for a replacement card, they should complete “**Application for Replacement of PolyU Student Identity Card**” (Form AR2) obtainable from the website of Academic Registry Service Counter located at M101, Li Ka Shing Tower, the PolyU (<https://www.polyu.edu.hk/ar/web/en/for-polyu-students/application-forms/index.html>) and apply online via PolyU eStudent (<https://www38.polyu.edu.hk/eStudent/>).

2.1.4 Parking Facilities

Participants are eligible to park their cars at PolyU by paying hourly parking charges. The Hong

Kong Polytechnic University has its own campus traffic and parking regulations. All drivers and all vehicles must observe these regulations and the provisions of Road Traffic Ordinance and Regulations. Failure to do so will result in disciplinary action being taken.

2.1.5 Change of Personal Particulars

Information on personal particulars provided by a student in his/her application form at the time of admission will be used for setting up a student's permanent record at the IGDS Administration Unit. Information supplied should be corrected and updated at all times as it will be used for all official documents concerning the participants. It is therefore the student's responsibility to notify the IGDS Administration Unit as soon as there are changes in his/her particulars.

To update personal data, Joint Award participants should update their personal data on web <https://www38.polyu.edu.hk/eStudent/> and inform our office respectively. For Warwick Award participants, they should complete “Application for Student Personal Data Amendment” obtainable from the IGDS Administration Unit or from website <https://www.polyu.edu.hk/igds/forms.html>. Any changes in name should be supported by relevant legal document.

2.1.6 Drop/Change of Modules

Application for dropping/changing modules are not encouraged unless under exceptional circumstances and when places are available. In such cases, applications should be made THREE weeks before the commencement of the modules, on “Application for Adjusting Module Selection” Form obtained from the IGDS Administration Unit or from website <https://www.polyu.edu.hk/igds/forms.html>. Applications should be accompanied by relevant supporting documents and returned to the IGDS Administration Unit. An administration fee of HK\$500 will be charged to the participants who drop/change their modules less than THREE WEEKS before the module starts. It is also the student’s responsibility to ensure that his/her revised programme meets any pre-requisites for subsequent modules and the requirements for qualification for which he/she is registered.

Participants who have submitted an application for dropping/changing of modules must remain in the class originally allocated until the IGDS Administration Unit approves such changes by replying confirmation notes.

2.1.7 *Class Attendance*

It is important that participants should attend all classes punctually in order to optimize their learning and reduce disturbance to the others. In view of this, a system of lateness/non-attendance warning has been implemented as follows:

<u>Degree of Lateness</u>	<u>Penalty*</u>
15 - 30 minutes late	For occurrences, sending out warning letters.
More than 30 minutes late	Make-up class may be required.

Types of Non-attendance

Being absent after signing the register	The absentee will not be permitted to attend the module with no refund of module fee. No credit for the module will be allowed.
Non-attendance without sufficient notice (less than 3 weeks before the class starts)	An administrative fee of HK\$500 will be imposed on the student.
Non-attendance without prior notice or notice given in less than 3 working days	Half of module fee will be charged to the student.

Please be informed that during the face-to-face module delivery, participants are requested to sign their names personally on the register. Any person who has been found to sign on behalf of their classmates and the absentee himself/herself may be treated as disciplinary cases. Our staff will remove the standard register after the first 30 minutes of any register session. Late comers should sign on the “late register”. Participants are expected to attend all classes punctually, arriving if possible five minutes before the classes start. Participants without prior approval may be required to attend make-up lessons if they are late for more than fifteen minutes. Participants are not allowed to attend the module without prior registration. If they do so, their attendance of the module will not be counted.

2.1.8 *Late Arrival or Make-up Class*

Course work consists of full attendance on modules and formal assessment of performance on those modules. Tutors will report unauthorised incomplete attendance on modules.

If a student is prevented for medical (or other major) reasons from attending a module (or part thereof) you should submit to HK PolyU IGDS Office, a written statement of the reason for the absence, with a medical certificate if possible. Without such a statement, the student will lose the credit for the module. The tutor will determine if it is possible for the student to compensate for the missed session(s) through additional work; and the student will have to make arrangements with the HK PolyU Office to attend some or all of the module (or a replacement) at a different time.

Full attendance on modules is expected. It is essential that students attend the first session of each module on time, as it is during this session that the tutor will brief the class as to the learning objectives of the whole module. In some cases it is also where in-module and post-module assessment methods are discussed. If you miss this session it is possible that you will not be credited with having attended any of the module; absence from any session, but in particular those which contribute to the module assessment, could affect your awarded mark for the module.

Session presenters may refuse to allow admission to students arriving late for their session, or ask disruptive students to leave. If the affected session is one that contributes to the in-module assessment, this will, in turn, affect the student's awarded mark or their ability to compensate for the missed sessions without re-attendance.

If students fail to submit prescribed course work, they may obtain a lower mark (including zero) or be required to withdraw from their Programme of study in accordance with the Warwick University Regulations Governing Student Registration, Attendance and Progress ([Regulation 36](#)).

There is a relatively free choice of modules available from the full list of modules contained in the programme. However, due to scheduling constraints in overseas centres, there may be some constraints on choice in any one year.

When planning your module attendance, due consideration should be given to module pre-requisites as indicated in the individual module outlines available on the website.

2.1.9 De-registration

A formal request for de-registration must be accompanied by supporting document from the sponsoring company and forwarded to the University of Warwick via the Hong Kong IGDS Administration Unit. Upon the approval of the University of Warwick, notification will be sent to the student.

2.1.10 Project Fee

Local part-time participants should pay project fee upon the submission of project proposals during their second registration year. If they submit their project proposals or/and project fees later, they are required to pay project fee at the current rate of the year.

2.1.11 Fee Charged for Extension of a Project or Registration Period

An extension fee will be charged to the IGDS participants who have successfully applied for an extension of the project or registration period.

<u>Extension Period</u>	<u>Fees</u>
Half year extension	HK\$10,000 (for all local and non-local students)
One year extension	HK\$20,000 (for all local and non-local students)

Other periods of extension will be charged in pro-rata. For application procedure of extension, please refer to section 8.

2.1.12 Project Resubmission Fee

If participants are recommended by the Board of Examiners to re-submit their project reports, they are required to pay a fee of HK\$3,000.

2.1.13 Transcript of Studies

Participants can apply for Transcript of Studies which contains module or/and project results. Joint Award participants should complete an “Application for Transcript of Studies” (Online: <https://www.polyu.edu.hk/ar/students-in-taught-programmes/application-forms/>).

Warwick Award participants should make a request to our office directly via email.

2.1.14 Testimonial

Participants can also apply for a testimonial which is a certification of your study without details on modules/module results. Warwick Award participants are advised to contact our IGDS office directly. Joint Award participants can apply an “Application for Testimonial” (Online: <https://www.polyu.edu.hk/ar/students-in-taught-programmes/application-forms/>).

2.1.15 Other Information

Notices will be sent out from the IGDS Administration Unit via email. Participants are reminded to read information from our website regularly.

2.1.16 Collection of IGDS Module Notes Before classes

Module notes of individual IGDS modules are on Warwick Moodle online before the class starts, you are most welcome to read modules notes before the classes commence.

2.1.17 Dress

Participants should dress as they would for work back at the company, and you are politely requested to follow this tradition.

2.1.18 Arrangement during Bad Weather

I. Tropical Cyclone Warning

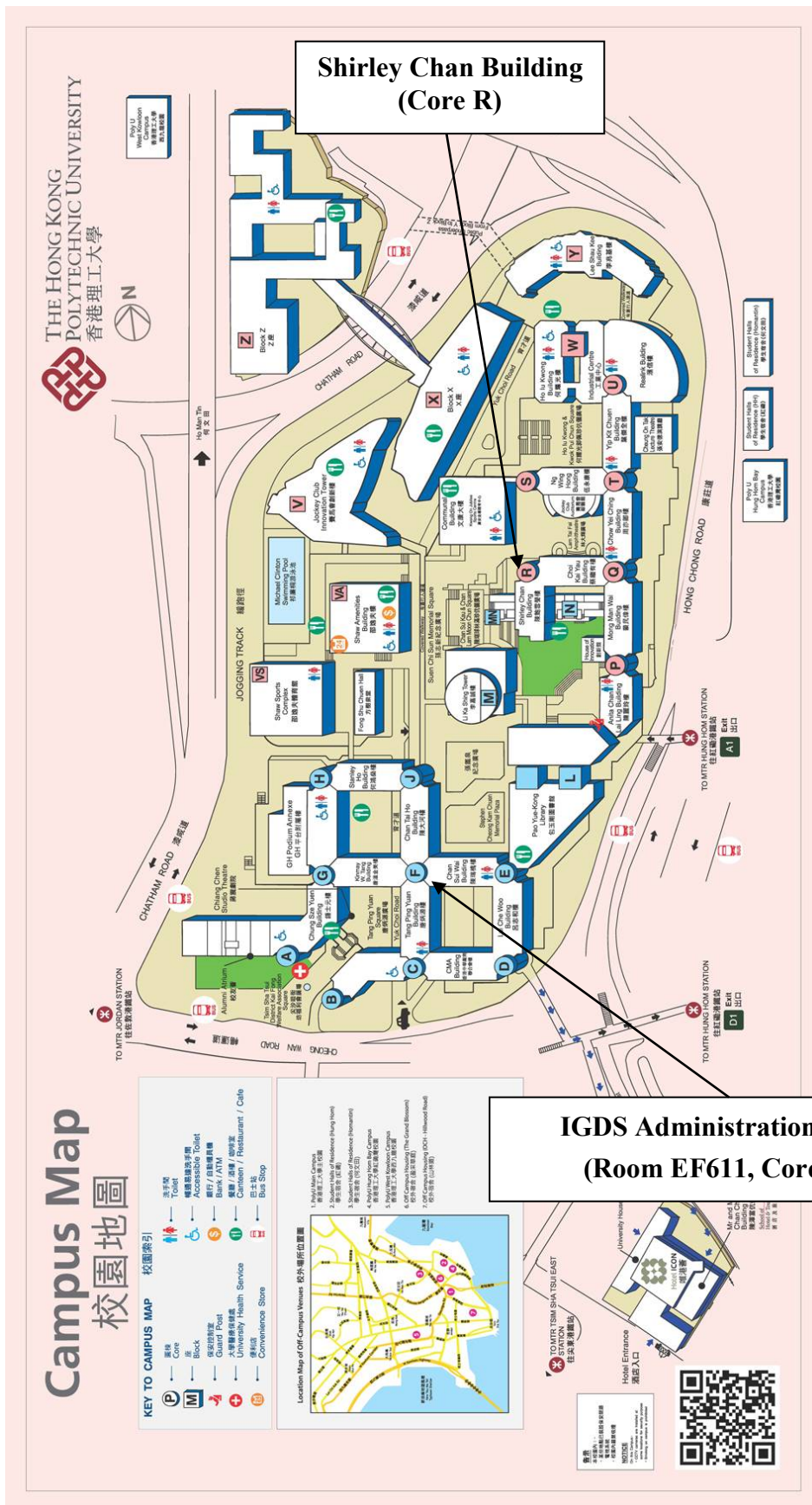
Signal No.1 or 3	All classes/quiz will be held as scheduled.	
Signal No.8 or above	All classes/quiz will be cancelled. If you are already in class, teaching staff responsible will release you to go home as soon as possible.	
	Arrangements for Classes	
Whole Day Classes from 8:30am to 7:45pm	Signal No. 8 is lowered on or before 6:30am	All Day classes will be held as scheduled
	Signal No. 8 is lowered on or before 11:00am	Classes starting from 1:00pm will be held as scheduled
	Signal No. 8 is lowered on or before 2:30pm	Classes starting from 4:30pm will be held as scheduled
Evening Classes from 6:30pm to 9:45pm	Signal No. 8 is lowered on or before 4:30pm	Classes starting from 6:30pm will be held as scheduled

II. Rainstorm Warning

Red Warning	All classes/quiz will be held as scheduled unless specified by teaching staff-in-charge.	
Black Warning	All classes/quiz will be cancelled. If you are already in class, all classes will continue unless specified by teaching staff-in-charge.	
	Arrangements for Classes	
Whole Day Classes from 8:30am to 7:45pm	Black Warning is lowered on or before 6:30am	All Day classes will be held as scheduled
	Black Warning is lowered on or before 11:00am	Classes starting from 1:00pm will be held as scheduled
	Black Warning is lowered on or before 2:30pm	Classes starting from 4:30pm will be held as scheduled
Evening Classes from 6:30pm to 9:45pm	Black Warning is lowered on or before 4:30pm	Classes starting from 6:30pm will be held as scheduled

Participants should contact the Campus Security Control Centre at 2766 7666 for assistance when necessary and pay attention to our announcement uploaded in our IGDS website or sent out via email(s).

2.2 The Hong Kong Polytechnic University Campus Map



2.3 Staff Associated with the Programme

UK Dean of WMG and Head of Department

Prof. Robin Clark
The University of Warwick

UK International Academic Director (HK)

Dr. Mujthaba Ahtamad
The University of Warwick

HK Director of Studies

Prof. H. C. Man
The Hong Kong Polytechnic University

HK Associate Director of Studies

Dr. Nick Chung
The Hong Kong Polytechnic University

Administrative Manager

Ms. Olivia Law
The Hong Kong Polytechnic University

Programme Manager

Mr. K.M. Poon
The Hong Kong Polytechnic University

2.4 Student Enquiries

Your first point of contact for the administration and organisation of your programme plus academic and pastoral matters is:

The IGDS Administration Unit
Room EF611, Core F
c/o Department of Industrial and Systems Engineering
The Hong Kong Polytechnic University
Hung Hom
Kowloon

Tel.: (852) 2766 6627/7984/4228/4872

Fax: (852) 2764 4471

E-mail: igds.office@polyu.edu.hk

Homepage: <http://www.polyu.edu.hk/igds/>

Opening hours:

Monday to Friday: 9 am to 12:45 pm & 2 pm to 5:30 pm

Closed on Saturdays, Sundays and Public holidays

In addition, once you have been allocated a project supervisor, this supervisor will also be a primary point of contact.

For the submission of any documents during non-office hours, please drop them into the **letter opening** of our office door in Room EF611.