

## Student Support Services and Resources

### General Information

Regarding subject registration, schedule of subject registration, various applications (e.g. minor study, graduation) and students' personal information

Topic	Service/Resource	Responsible Dept/Unit	Website
Updates on Academic Arrangement	Notices to Students (e.g., subject registration, minor selection, application for graduation and etc)	<b>Academic Registry (AR)</b>	<a href="https://www.polyu.edu.hk/ar/web/en/for-polyu-students/notices-to-students/index.html">https://www.polyu.edu.hk/ar/web/en/for-polyu-students/notices-to-students/index.html</a>
Academic Policies and Regulation	Student Handbook (guidelines and regulations)		<a href="https://www.polyu.edu.hk/en/ar/students-in-taught-programmes/student-handbook/">https://www.polyu.edu.hk/en/ar/students-in-taught-programmes/student-handbook/</a>
Subject Registration/ Subject Search	eStudent (study information, timetable, subject search and etc)		<a href="https://www38.polyu.edu.hk/eStudent/">https://www38.polyu.edu.hk/eStudent/</a>
Student Personal Record			
Study Information/ Reference Checklist			
Fees	Tuition Fee and Other Fees	<b>Finance Office (FO)</b>	<a href="https://www.polyu.edu.hk/fo/students/fee-and-payment/">https://www.polyu.edu.hk/fo/students/fee-and-payment/</a>

**Academic Information (DSR)**

Regarding programme requirements and progression pattern, and information related to academic study such as WIE, secondary major, minor study, credit transfer and academic integrity.

Area	Service/Resource	Responsible Dept/Unit	Website
Curriculum Requirement and Progression Pattern	Programme Requirement Document	<b>Home Department</b>	Check the website/intranet of home department
Work Integrated Education (WIE)	Department's WIE Info	<b>WIE Coordinator</b>	Check the website/intranet of home department
	Careers and Placement Section	<b>Student Affairs Office (SAO)</b>	<a href="https://www.polyu.edu.hk/sao/cps/">https://www.polyu.edu.hk/sao/cps/</a>
Academic Integrity	Guidelines and online materials on Academic Integrity	<b>Academic Registry (AR)</b>	<a href="https://www.polyu.edu.hk/ar/academic-integrity/support-and-resources/">https://www.polyu.edu.hk/ar/academic-integrity/support-and-resources/</a>
Minor Study	List of Minor Study	<b>Minor-offering Department</b>	<a href="https://www.polyu.edu.hk/en/ar/students-in-taught-programmes/registration-information/major-minor-study/list-of-minors/">https://www.polyu.edu.hk/en/ar/students-in-taught-programmes/registration-information/major-minor-study/list-of-minors/</a>
Secondary Major	Information on Secondary Major	<b>Academic Registry (AR)</b>	<a href="https://www.polyu.edu.hk/ar/students-in-taught-programmes/registration-information/secondary-major/?sc_lang=en">https://www.polyu.edu.hk/ar/students-in-taught-programmes/registration-information/secondary-major/?sc_lang=en</a>
Academic Probation	Student Handbook (Section 6C)	<b>Academic Registry (AR)</b>	<a href="https://www.polyu.edu.hk/ar/students-in-taught-programmes/student-handbook/#C">https://www.polyu.edu.hk/ar/students-in-taught-programmes/student-handbook/#C</a>
Credit Transfer	Student Handbook (Section 5B)		

**Academic Information (GUR)**

Regarding information on GUR such as subject description of CAR and SL subjects, and waiver on R/W requirements

Area	Service/Resource	Responsible Dept/Unit	Website
General University Requirement (GUR)	Guidance Notes	<b>Office of Undergraduate Studies (OUS)</b>	<a href="https://www.polyu.edu.hk/ous/student/4-year-undergraduate-student/publications/">https://www.polyu.edu.hk/ous/student/4-year-undergraduate-student/publications/</a>
GUR Subjects Info (Subjects-on-offer and Subjects Description Forms)	GUR Subjects Library		<a href="https://www.polyu.edu.hk/ous/GURSubjects/">https://www.polyu.edu.hk/ous/GURSubjects/</a>
Application for exemption of additional requirements in CAR (R/W) and Healthy Lifestyle Programme	Application Form AR41f	<b>Academic Registry (AR)</b>	<a href="https://www.polyu.edu.hk/ar/students-in-taught-programmes/application-forms/">https://www.polyu.edu.hk/ar/students-in-taught-programmes/application-forms/</a>
Service-Learning	Information Sessions for Students on subject information and requirements	<b>Service-Learning and Leadership Office (SLLO)</b>	<a href="https://www.polyu.edu.hk/sllo/subjects/information-sessions/">https://www.polyu.edu.hk/sllo/subjects/information-sessions/</a>
	Subjects on Offer		<a href="https://www.polyu.edu.hk/sllo/subjects/subjects-on-offer/">https://www.polyu.edu.hk/sllo/subjects/subjects-on-offer/</a>

## Learning Support

Various service on campus to support students' learning such as enhancement of language and mathematical skills

Area	Topic	Responsible Dept/Unit	Website
English	Excel@English Scheme	<b>English Learning Centre (ELC)</b>	<a href="https://www.polyu.edu.hk/elc/independent-learning/ees/">https://www.polyu.edu.hk/elc/independent-learning/ees/</a>
	Writing Assistant Programme		<a href="https://www.polyu.edu.hk/elc/independent-learning/wap/">https://www.polyu.edu.hk/elc/independent-learning/wap/</a>
	Speaking Assistant Programme		<a href="https://www.polyu.edu.hk/elc/independent-learning/sap/">https://www.polyu.edu.hk/elc/independent-learning/sap/</a>
	Centre for Independent Language Learning (CILL)		<a href="https://elc.polyu.edu.hk/CILL/">https://elc.polyu.edu.hk/CILL/</a>
Chinese	Consultation Service and Chinese Writing Tutorials	<b>Chinese Language Centre (CLC)</b>	<a href="https://www.polyu.edu.hk/clc/self-learning-unit/consultation-service/">https://www.polyu.edu.hk/clc/self-learning-unit/consultation-service/</a>
Mathematics	Tutorials and help desk service by Mathematics Learning Support Centre (MLSC)	<b>Department of Applied Mathematics (AMA)</b>	<a href="https://www.polyu.edu.hk/en/ama/study/mathematics-learning-support-centre/">https://www.polyu.edu.hk/en/ama/study/mathematics-learning-support-centre/</a>
Past exam papers	Learning Support from Library	<b>Library</b>	<a href="https://www.lib.polyu.edu.hk/services/learning-support">https://www.lib.polyu.edu.hk/services/learning-support</a>

## Other Learning Activities

Opportunities for students to enhance their learning experience in the University

Area	Service/Resource	Responsible Dept/Unit	Website
Exchange Programmes and Non-local Learning Experience	Academic Exchange	<b>Global Engagement Office (GEO)</b>	<a href="https://www.polyu.edu.hk/geo/">https://www.polyu.edu.hk/geo/</a>
	International Summer School		<a href="https://www.polyu.edu.hk/en/summerschool/">https://www.polyu.edu.hk/en/summerschool/</a>
	CAR Subjects in Mainland China	<b>Office of Undergraduate Studies (OUS)</b>	<a href="https://www.polyu.edu.hk/ous/outbound-opportunities-of-car-subjects/">https://www.polyu.edu.hk/ous/outbound-opportunities-of-car-subjects/</a>
	Insurance for Students	<b>Finance Office (FO)</b>	<a href="https://www.polyu.edu.hk/fo/internal/students/insurance-for-students/">https://www.polyu.edu.hk/fo/internal/students/insurance-for-students/</a>
Undergraduate Research	Undergraduate Research and Innovation Scheme (URIS)	<b>Graduate School</b>	<a href="https://www.polyu.edu.hk/en/gS/ug-research/uris/about-uris/">https://www.polyu.edu.hk/en/gS/ug-research/uris/about-uris/</a>

## Student Wellness and Support

Various service on campus to support students of different needs (e.g. emotional, developmental, campus life)

Area	Topic	Responsible Person/ Office	Website
Emotional and Psychological Support	Mental Wellness Clinic	<b>University Health Service (UHS)</b>	<a href="https://www.polyu.edu.hk/uhs/preventive-care/mental-wellness-clinic/">https://www.polyu.edu.hk/uhs/preventive-care/mental-wellness-clinic/</a>
	Student Counselling Service	<b>Student Affairs Office (SAO)</b>	<a href="https://www.polyu.edu.hk/sao/counselling-and-wellness-section/student-counselling/counselling/meeting-with-our-">https://www.polyu.edu.hk/sao/counselling-and-wellness-section/student-counselling/counselling/meeting-with-our-</a>

			<a href="#">counsellors/</a>
Special Educational Needs (SEN)	SEN Support Service	<b>Student Affairs Office (SAO)</b>	<a href="https://www.polyu.edu.hk/sao/student-resources-and-support-section/special-needs-support/campus-resources/">https://www.polyu.edu.hk/sao/student-resources-and-support-section/special-needs-support/campus-resources/</a>
Special Talents	Special Talents Admission and Recognition Scheme (STARS) – SNDAS, SALSA & OSRS*		<a href="https://www.polyu.edu.hk/sao/about-sao/contact-us/">https://www.polyu.edu.hk/sao/about-sao/contact-us/</a>
Sports Facilities	Sports Facilities Booking System		<a href="https://www.polyu.edu.hk/sao/student-resources-and-support-section/facilities/sports-facilities/sports-facilities-and-opening-hours/">https://www.polyu.edu.hk/sao/student-resources-and-support-section/facilities/sports-facilities/sports-facilities-and-opening-hours/</a>
Hall Residence	Residential Life		<a href="https://www.polyu.edu.hk/sao/student-resources-and-support-section/residential-life/university-managed-accommodations/">https://www.polyu.edu.hk/sao/student-resources-and-support-section/residential-life/university-managed-accommodations/</a>

\* *School Nominations Direct Admission Scheme (SNDAS), the Student-Athlete Learning Support and Admission Scheme (SALSA), and the Outstanding Sportsmen Recommendation Scheme (OSRS)*

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