

welcome to

PolyU



THE HONG KONG
POLYTECHNIC UNIVERSITY
香港理工大學

WELCOME!

Congratulations on your acceptance to the University and welcome to our PolyU community! We have prepared this handbook to help you navigate around. It covers important aspects of your life on campus and practical tips about living in Hong Kong. We hope you will settle in with ease and encourage you to enjoy the facilities and opportunities available to you. An overseas exchange experience is a valuable opportunity – treasure it and make the most of your stay here academically and personally!



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International Affairs Office

The **International Affairs Office (IAO)** is responsible for the general welfare of international students at PolyU. We are your first point of contact at the University and can assist you with matters about studying and living here. We can also direct you to the appropriate department if you need something beyond our scope of services, so feel free to contact us if you need help!

International Affairs Office

Address : Room M1601, 16/F, Li Ka Shing Tower
The Hong Kong Polytechnic University
Hung Hom, Kowloon, Hong Kong

Tel : (852) 2766 5116

Fax : (852) 2333 9974

Email : oaexst@polyu.edu.hk

Website : www.polyu.edu.hk/iao

Hours : Mondays to Fridays : 10:00am – 12noon 2:00pm – 5:00pm
Saturdays, Sundays, Public Holidays : Closed

In case of emergency during non-office hours, please contact our duty officer at (852) 3159 0099.

Arrival Arrangements

It is exciting to arrive in a foreign city, especially one like Hong Kong, which is very busy and very vibrant. No doubt you will want to explore the city and visit your new campus as soon as you can, but first, you must get yourself organized in preparation for your semester/year ahead.

Arriving Hong Kong

Whether it is by air or rail, the first thing you need to do upon your arrival is to get to your new home! Hong Kong is a very accessible city and we have a very well developed public transportation network to help you get around.

Student Halls of Residence

If you are flying in from overseas, there are a number of ways for you to get from the Hong Kong International Airport to the Student Halls of Residence.

- By Airport Express and Taxi

You can take the Airport Express Train from the airport to Kowloon Station. The ride will cost HK\$90 and take about 20 minutes. From Kowloon station, take a taxi to the Student Halls of Residence directly will cost you HK\$40 - HK\$50 and take about 20 minutes.

- By Airport Express and free shuttle

Alternatively, you can take the airport express train as per directions above. Take the free shuttle bus **K1** at the Kowloon Station to Hung Hom Station. **From the station, you can either take a taxi to the Student Halls or you can exit at 'Exit B1' of the Hung Hom MTR Station. You will see a footbridge via Royal Peninsula which will lead you to the Student Halls. It takes about 10 minutes.**

- By Bus:

You can take the airport bus **A21** to Hung Hom Railway Station. Take a taxi or walk to the Student Halls as per directions in **bold** above.

- By Taxi:

You can also take a taxi from the airport directly to the Student Halls of Residence. Please make sure you take an "urban" taxi (red in colour). This will cost you about HK\$380 and will take about 35 - 45 minutes. There is an additional charge for baggage at HK\$5 per piece, excluding personal hand baggage.

If you are coming to Hong Kong from mainland China, you may do so via rail. Please get off at Hung Hom Railway Station and follow instructions in **bold** above.

A map and video on how to get to the Student Halls of Residence can be found at:
www.polyu.edu.hk/hall/about/about_location.html

Student Halls of Residence (香港理工大學學生宿舍)

Address : 1 Hung Lai Road, Hung Hom, Kowloon, Hong Kong
(香港九龍紅磡紅荔道一號)

Tel : (852) 3159 0000

Email : sahall@polyu.edu.hk

Website : www.polyu.edu.hk/hall

Hours : Mondays – Sundays : 8:00am – 8:00pm
(closed during Chinese New Year holidays)

Check-in at Student Halls of Residence

Ideally, you should arrive at the Student Halls between 8:00am to 8:00pm. Please arrange your arrival time between these hours, which is also a good timeframe for your buddy to pick you up. If there is no staff on duty upon your arrival at the reception of the Student Halls, please collect your key from the security counter on 1/F. You will need to formally check-in again as soon as possible when a staff is on duty at the reception. If you are arriving early in the morning or late at night, please inform IAO well in advance, so that we can alert the **Hall Management Section (HMS)** accordingly.

You will receive a welcome pack when you check-in with all the key information you will need to help you settle in.

Your own off-campus accommodation

Please check for directions to your off-campus accommodation before you depart for Hong Kong and have your address in Chinese ready in case you need to ask for directions. If your accommodation is in Hung Hom, you can refer to instructions in previous section for reference. Please feel free to contact IAO for assistance.

Please remember to inform IAO of your address once it is confirmed. Your welcome pack will be ready for your collection at IAO during formal registration.

Visit us at IAO

Please visit us at IAO during the **Casual Networking cum Registration** for registration. You will be able to collect your PolyU student card and meet with your country coordinator during the event. You can find the event details in our email invitation, which will be sent to you two weeks prior to your departure date.

Attend the Orientation

Remember to attend the orientation tailored for international students by our **Student Affairs Office (SAO)** upon your arrival. Please refer to your offer letter for event details. The Orientation covers important information about your study at PolyU and living in Hong Kong. It is also a great opportunity to meet with fellow exchange students from around the world.

Student Affairs Office

Address : Room ST 314, PolyU

Tel : (852) 2766 6800

Email : saexch@polyu.edu.hk

Website : www.polyu.edu.hk/sao

Hours : Mondays – Fridays : 8:45am – 5:15pm
Saturdays : 9:00am – 12noon
Sundays and Public Holidays : Closed

Preparing for your stay

Academic matters

Do check out where your host department is located and its associated facilities to ensure you know your way around when the classes start. If you have any concerns related to your enrolment or other academic matters, please contact your host department directly. Please refer to **Directory of PolyU** on P.22.

Subject registration

You will receive your timetable directly from your host department prior to your departure for Hong Kong. If you have any questions, please contact the student exchange officer of your host department as listed on your offer letter.

You are allowed to change your subject selection between 4 to 16 January 2010, which is also known as the **add/drop period**. To change your subject selection, please contact your host department by email directly. If you have any problems with your subject registration, please feel free to contact IAO in person or by email.

As an exchange or study abroad student, your study load should be a minimum of 9 credits and a maximum of 18 credits. 50% (or more) of your enrolled subjects must come from the host department. The other 50% (or less) workload can be subjects offered by other departments as well as elective and language courses.

Examination

The exam period is listed in the academic calendar and the exam schedule will be announced in the middle of the semester. You are strongly advised **not** to confirm your return flight until you have received the exam timetable. However, if you have to confirm the return date at the time you purchase your flight ticket, please schedule your departure after the last day of the exam period. Some exams may take place in the evenings and could end as late as 9:30pm. Requests for taking early exam will not be entertained with the exception of medical reasons which will be considered on a case-by-case basis.

PolyU Student Handbook

The PolyU Student Handbook covers all the information and regulations related to your study at PolyU. In particular, you are strongly advised to read the following sections:

- Withdrawal of subject (late withdrawal during the semester)
- Assessment (including conduct of exams, release date of exam result, and mechanism of appeal against exam result)
- Academic studies (plagiarism and bibliographic referencing)
- Arrangement during bad weather

You can access the PolyU Student Handbook online at:

<https://www2.polyu.edu.hk/as/Polyu/STDHBK/Handbook0910/studhandbk.html>

All about accommodation

For those of you who will be staying at the Student Halls, we hope you will enjoy living in your new home. There are eight undergraduate and one postgraduate halls on the hall premises. In addition to the basic amenities, you will also have access to a wide range of facilities such as:

- Activity Room
- Computer Room
- Dance Room
- Fitness Room
- Karaoke Room
- Piano Practice Room
- Reading Room
- Relaxation & Games Room
- Snooker Room
- Study Room
- Table-Tennis Court

For more information, please visit: www.polyu.edu.hk/hall/about/pdf/amenities.pdf

Please note that bedding is not provided in your room but you can easily shop for some in the neighbourhood. Alternatively, you may prefer to bring your own beddings.

You can access a map of the neighbourhood at: www.polyu.edu.hk/~hall/about/pdf/street_map.pdf

If you are arranging your own accommodation, a few tips for you before you sign any tenancy agreement:

- Ask your buddy or a friend to go with you for negotiation with potential landlords
- Read the lease agreement thoroughly
- If you want to share with a friend or sublet, ensure you are allowed to do so!
- Ensure there is clarity in the responsibilities for items such as management fees, electricity and water.
- If the place is furnished, please request a checklist of items and their conditions. Record any defect before moving in. Make two copies and send one to the landlord for record and keep one for your own protection.

Sorting out your finance

It is important to have a realistic estimate of how much studying and living in Hong Kong will cost. Usually in the first month, you may need a little more than usual to help you settle down and get things started. Your money can either be in cash, travellers' cheques or bank drafts. Just remember not to carry too much cash with you at any one time.

Banks and currency exchange services are readily available at the airport and also on campus. There are two mini-banks on campus (The Hang Seng Bank and The Bank of East Asia) located on the podium level of the Shaw Amenities Building. They are opened from 9:00am to 5:00pm from Mondays to Fridays. ATMs are also available.

If you do not have a bank account in Hong Kong, you will need to arrange for a money transfer. This can be done by:

- Instructing a bank in your home country one or two weeks prior to your departure to send money in your name to a bank in Hong Kong
- Carrying traveller's cheques or bank drafts – personal cheques can be deposited but may take up to three weeks for them to be cleared.

The other option is to open a savings account with a local bank in Hong Kong. You will be asked for your PolyU ID card, passport/travel documents and proof of permanent address when you open one. A minimum deposit of HK\$500 - HK\$1,000 will be required, but this varies between banks.

Here is an estimate of standard expenses and other common expenditure items for your reference.

Standard expenses

PolyU caution money	HK\$ 390
Hall lodging fee	HK\$ 5,680
Hall caution money	HK\$ 500
Hall function fee	HK\$ 100
Other Expenses (Living expenses, textbooks and other incidental expenses for a semester)	HK\$14,000
Estimated total	HK\$21,000

Food

Dim Sum Lunch	HK\$60 – HK\$90 per head
Fine dining	HK\$350+ per head (food only)
Local Chinese restaurant	HK\$100 – HK\$120 per head
Local Cafés	HK\$25 – HK\$40 per meal
McDonalds	HK\$24 – HK\$28 per value meal
On Campus catering	HK\$20 – HK\$30 per meal

Transportation

Bus	HK\$3 – HK\$8 on Kowloon Island, HK\$10 and above to Hong Kong Island or the New Territories
MTR	HK\$4 - HK\$24 (Between Kowloon, Hong Kong Island and some areas of New Territories)
Star Ferry	HK\$2.30 – HK\$6 one way
Taxi	Flag fall at HK\$18 and HK\$1.50 for every 200m or 1 minute waiting time thereafter
Tram (HK Island only)	HK\$2.00 per trip

Entertainment

Drink at a bar/pub	HK\$40+ for a beer
Hong Kong Disneyland	HK\$350
Karaoke	HK\$80 – HK\$120 per head
Movies	HK\$55 - HK\$75 per ticket
Ocean Park	HK\$250
Theatre	HK\$200+ to HK\$1,000+ per ticket

US\$1=HK\$7.80

Medical care and insurance

The **University Health Service (UHS)** provides on-campus primary health care to full-time students including clinical consultations, medication, first-aid, minor operative treatment and immunisation services. It is HK\$15 per consultation including medication. Subsidised primary dental care and traditional Chinese medicine service are also available at the clinic.

University Health Service

Address : Rm AG001, G/F, Chung Sze Yuen Building

Tel : (852) 2766 5433

Website : www.polyu.edu.hk/uhs

Hours : Mondays – Fridays : 9:15am – 12:35pm 2:00pm – 5:20pm

Saturdays : 9:15am – 11:45pm

Sundays and Public Holidays : Closed

For emergency consultation when the UHS is closed, you may go to **Queen Elizabeth Hospital**, the nearest public hospital, for assistance. As a Hong Kong student visa holder, you are entitled to the same rates as Hong Kong residents. Please bring along your passport with your valid student visa otherwise you will be charged the visitor's hospitalisation rates.

Queen Elizabeth Hospital

Address : 30 Gascoigne Road, Kowloon

Tel : (852) 2958 8888

Website : www.ha.org.hk

Visa matters and employment

Visa

Please remember to check whether the details on the visa label are correct before you make your way to the airport! If you have any issues with your visa before you depart or after you have arrived in Hong Kong, please contact IAO for assistance.

As an exchange or study abroad student, your student visa and passport are sufficient identification documents for you during your stay in Hong Kong.

If you would like to take a short break and go across the border into mainland China during the time you are in Hong Kong, you will have to arrange for a China visa. If there is a Chinese embassy in your home town, you can apply for a China visa there. Otherwise, you can also apply for a China visa after you arrive in Hong Kong at the **China Travel Service (CTS)**. The nearest branch is at Hung Hom KCR Station:

Address : Shop F1 – F3, MTR Hunghom Station Concourse , 8 Cheong Wan Road, Hung Hom

Tel : (852) 2334 9333

Website : www.ctshk.com/english/useful/chinesevisa.htm

Macau has its own visa requirements although most travellers do not need a visa. Do check whether you will need a Macau visa before confirming any travel plans. For more information, please visit **Macau Government Tourist Office**: www.macautourism.gov.mo.

Working in Hong Kong

Please note that you are not allowed to work in Hong Kong during your exchange or study abroad period. This includes paid, unpaid, or voluntary work. It is important for you and other student visa holders to comply with immigration regulations and conditions of stay in Hong Kong. For more information about Immigration Policy on Education for International Students please refer to the **Hong Kong Immigration Department** official website: www.immd.gov.hk/ehtml/faq_ipoe.htm.

If you need to complete an internship as part of the academic requirement for your study at PolyU, you will need to seek special permission from the Hong Kong Immigration Department. Supporting documents from your employer, your home university, your host department at PolyU and IAO will be required. While we will provide all necessary assistance to help you obtain permission for your internship, the final decision will be made by the Immigration Department.

Student amenities and facilities

IT facilities www.polyu.edu.hk/its

- Student Computer Centre, 2/F – 4/F, Li Ka Shing Tower
- ITS Help Centre, Room M201, Li Ka Shing Tower

Main library www.lib.polyu.edu.hk

- Pao Yue Kong Library

Sports facilities www.polyu.edu.hk/sao

- The Kwong On Jubilee Sports Centre has a multi-purpose sports hall for basketball, volleyball, indoor tennis and badminton, four squash courts and an activity room.
- The Shaw Sports Complex has two gymnasiums for all major ball games; a fitness room; two rooftop tennis courts; a table-tennis room with nine tables; golf practice bays as well as an activity room. The Michael Clinton Swimming Pool is adjacent to the Complex.
- The Keith Legg Sports Field provides a soccer pitch.

Booking of the above sports facilities can be made on site or via the web at www.polyu.edu.hk/sao/sports

Other communal facilities

- The Amenities Centre (located on the Podium Level inside the Communal Building) provides a meeting and karaoke room, music appreciation and practice rooms, a TV room, multi-purpose rooms, a common room and a mini-exhibition area. The student common/quiet room and the lounge area (located on the 4/F of the Communal Building) is an ideal place to hang out.
- A Prayer Room is located at PQ502a. This room is for praying only and no advance booking is required.
- A bookshop, mini-banks and convenience stores are located on the podium level of the Shaw Amenities Building.
- Self learning language centres (English and Putonghua) are located at the Department of Chinese and Bilingual Studies and the English Language Centre respectively.

Eating outlets

Outlet	Type of food	Location
Student Canteen I	Fast-food items, breakfast/lunch/tea set/dinner of Chinese & Western style. Drinks, snacks, deluxe sandwiches, Cantonese dim sum, pastries & bakery, noodles-in-soup, etc.	G/F, Shaw Amenities Building
Student Canteen II	Fast-food items, congee, noodle, Cantonese dim sum, bakery items, BBQ specialties, Chinese & Western set meals from a number of signature kiosks.	3/F, Communal Building
Student Restaurant (粥麵館)	Cantonese and local cuisine, including noodles, congee, steamed rice and variety of snack choices.	4/F, Communal Building
Four Seas Restaurant (聚賢樓)	Dim sum, congee, fried noodles and rice, Chinese cuisine and set meals.	14/F, Li Ka Shing Tower
Lawn Café	Sandwiches, toasties, salads, soups, potatoes and combo sets	G/F & 1/F, Block N
Coffee Lounge	Drinks, snacks, fruit & salad, pastries & bakery, desserts and light set meals.	G/F, Shaw Amenities Building (facing Keith Legg Sports Field)
Theatre Lounge (劇院茶座)	From typical Cantonese dim sum to Northern tidbits including traditional favourites, seasonal specialties and home-style dishes.	G/F, Chung Sze Yuen Building

Student Bodies

One of the best ways to make new friends and take a break from your studies is to take part in extra curricular activities on campus. We have a very vibrant campus life and an array of clubs and organizations representing many interests. Meet other fellow students who share your interests and get involved!

PolyU Students' Union

The PolyU Students' Union is the hub for student activities for full time undergraduate students. The entrance fee at first registration is HK\$80 and the annual membership per academic year is HK\$140. You will be able to enjoy a variety of discounts in shops and restaurants throughout the city and also participate in activities/events organized by the Student Union at membership prices. Please visit **VA302** for more details.

International Student Association

International Student Association is a student body run by international students on campus to organise activities tailored for international students. Please visit <http://hkpuisa.ning.com> for more details.

Faculty Students' Associations

Within each Faculty Students' Association, there are various joint societies and course clubs. Check with your host department for more details.

Clubs affiliated with Student Union

As a student union member, you can choose to join a wide selection of affiliated clubs. These clubs are divided into four main categories: sports, recreational, entertainment and cultural making. Each club provides regular activities and events for its members.

All About Hong Kong

The city at a glance

Hong Kong is a fascinating city with a unique fusion of cultures, traditions and practices. It is also blessed with wonderful natural landscapes and amazing sceneries. As a modern metropolis, our nightlight and shopping is the best in Asia and you will not be disappointed with the culinary smorgasbord the city has to offer. It is truly a city for everyone. Exploring Hong Kong is fun, and most importantly, eye-opening! Please check **Hong Kong Tourism Board** for more information at www.discoverhongkong.com.

Geography

Situated on the south eastern coast of China, it is 1,104 km² (426 mi²) in area and consists of Hong Kong Island, Kowloon Peninsula, New Territories and over 260 islands.

Time zone

Hong Kong Standard Time is 8 hours ahead of Greenwich Mean Time (GMT+8).

Population

With more than 7 million people (2008) in the territory, 95% of the population are Han Chinese by ethnicity and the remaining 5% of the population comprised of non-ethnic Chinese of South Asians such as Indians, Sindhis, Pakistanis and Nepalese. There are also a number of Europeans, Australians, Americans, Japanese and Koreans working in the city.

Language

English and Chinese are the two official languages.

Climate

Hong Kong enjoys a humid subtropical climate. Summer is hot and humid, with occasional thunderstorms and typhoon (tropical cyclones). Winter weather is usually sunny with the occasional cold front.

You should check the **Hong Kong Observatory** (www.hko.gov.hk) for weather conditions and take note of announcements during typhoons and heavy rainstorms.

Currency

The Hong Kong currency (HK\$) is pegged to the US Dollar (US\$) at the approximate rate of US\$1 = HK\$7.80. Bank notes are issued by three banks – HSBC, Standard Chartered Bank and Bank of China.

Electricity

The voltage here is 200/220 volts, 50 cycles. Please bring a three-pronged adapter for electrical appliances you bring from your home country.

Religion

We enjoy a high degree of freedom in our religious beliefs. About 90% of the population practise a mixture of Buddhism and Taoism. Christians form about 8% of the total population, equally divided between Catholics and Protestants. There are also other religious communities such as Sikh, Muslim, Jewish and Hindu.

Getting around the city

Hong Kong is a very well connected city and public transportation is widely available at very reasonable costs. It is very efficient although traffic jams are common, especially during peak hours.

Buses

Buses cover almost every part of the territory and run from 6:00am till midnight. Overnight buses are also available with a prefix “N” for some routes. Check the websites of major bus companies for details on routes, schedules and fares.

Taxi

“Red” (urban) taxis run through Hong Kong Island and Kowloon, “green” taxis in the New Territories and “blue” on the Lantau Island. The fares of hiring “red” taxis are:

- Flagfall HK\$18
- Per 200 metres & waiting time per minute HK\$1.50 (for meter fare HK\$70.50 and below)
HK\$1 (for meter fare HK\$70.50 and above)
- Each piece of Baggage HK\$5

Surcharge for using toll tunnel or toll road applies.

Ferry

Ferry services mainly run between Central and Tsim Sha Tsui, Central and Hung Hom, and Wanchai and Tsim Sha Tsui. There are also ferry services between Central and several outlying islands, which generally run every hour or three to four times per day, depending on the destinations. Check the websites of ferry companies for more details.

Minibuses

They are yellow minibuses with either a red or a green rooftop. They mainly serve areas that standard bus routes do not cover or reach as efficiently. Green minibuses operate on specific routes at fixed prices. Exact payment is required when getting on. Octopus cards (see below) are accepted. Red minibuses operate on routes that are not always fixed and passengers can get on and off anywhere along the route except where special prohibitions apply. Octopus card is usually not accepted on red minibuses.

MTR

MTR runs 11 lines, covering almost every part of Hong Kong. MTR trains operate at every 3-10 minutes' interval, depending on the time of day, from 5:30am to around midnight. Fares vary from HK\$3.50 for an adjacent station to a maximum of HK\$100 for the Airport Express. The station nearest to PolyU is Hung Hom Station on the East Rail Line. Please refer to MTR's website for more details.

Peak Tram

The Peak Tram takes just eight minutes to climb to the Peak. The service operates from 7:00am to midnight and a single trip fare is HK\$22 (HK\$33 for round-trip). Opened in 1888, this is the best way get to the Peak and is popular with both locals and visitors alike.

Tram

The tram system runs east to west along the north side of the Hong Kong Island. The flat rate is HK\$2 and operates between 6:00am and midnight.

Octopus Card

Octopus is the electronic ticketing system that can be used on multiple modes of transport (except taxis and red minibuses!) as well as a lot of amenities such as supermarkets, vending machines and fast food restaurants. You can purchase Octopus Card at the Customer Services Counters in all MTR stations. You can add value to the card at these counters as well as any convenience stores like 7-Eleven and Circle-K.

The practical stuff

Banking

Banking hours are usually from 9:00am to 4:30pm, Mondays through Fridays, and 9:00am to noon on Saturdays. 24-hour Automated Teller Machines (ATMs) are widely available. Visa and Mastercard holders can access most ATMs, while American Express cardholders can obtain cash at Jetco ATMs.

You can open a bank account here at our mini-banks on campus with your passport and some form of address proof. If you need to exchange your currency for Hong Kong dollars, please do so at banks or authorised money exchangers. Traveller's cheques are accepted by leading banks and international credit cards such as American Express, VISA, MasterCard and Diner's Club are widely accepted.

Food

Your choice of food in Hong Kong is endless. Different cuisines are available and the price range varies greatly. From street-side snack to gourmet delicacies, you can find them all here in the city. Recommendations can be found in some excellent guides in the bookstores and from the Hong Kong Tourism Board's website.

Drinking water

It is best to boil the tap water first before you drink it. Some people prefer to drink bottled water. A large variety of imported drinking water (mineral and others) can be found in supermarkets.

Internet Access

Wireless internet service is available anywhere on campus, at the Student Halls, as well as government premises and public libraries. Quite a few major shopping centres and coffee shops in the city offer free internet access as well.

Telephones

Local private landline calls are free and costs only HK\$1 for five minutes from public telephones. You can ring locally for free at the Student Halls and purchase a pre-paid calling card to make international calls.

Mobiles/Cell Phones

The mobile network in Hong Kong includes HSDPA / UMTS / GSM 850 / GSM 900 / GSM 1800 / GSM 1900. Local pre-paid or stored value SIM cards are available at all convenience stores.

Security

Hong Kong is a very safe city both by day and by night. Sensible precautions are recommended and do take care of your belongings. Keep your travel documents, money and other valuables in a safe place.

Smoking

PolyU is a smoke-free campus. Smoking is also prohibited in all indoor public places as well as outdoor public spaces such as beaches, swimming pools, escalators, bus-stops and reserved parks in Hong Kong. A fixed penalty of HK\$1,500 applies for related offences.

Weather

Hong Kong enjoys a subtropical climate with distinct seasons. Typhoons and heavy rainstorms can occur in the summer months. Please take note of the associated warnings and take appropriate precautions.

Season	Months	Characteristics	Average temperatures
Spring	Mar – May	Humid & Misty	15-25°C
Summer	Jun – Sept	Hot & Sunny	25-35°C
Autumn	Oct - Nov	Dry & Mild	20-25°C
Winter	Dec - Feb	Dry & Cold	10-20°C

You should check the Hong Kong Observatory for weather conditions and take note of announcements during typhoons and heavy rainstorms.

Typhoon

- **Typhoon signal No. 1 and 3:** A tropical cyclone is approaching Hong Kong, but most activities remain unaffected.
- **Typhoon Signal No. 8 or above:** A tropical cyclone is close to Hong Kong and may sweep into the territory directly. All activities including work, school and outdoor activities should cease and you should return to your hall/home immediately. Public transports will offer minimum services only.

Heavy Rainstorm

- **Amber and red rainstorm warnings:** Heavy rain is expected and will affect certain areas. Most activities remain unaffected.
- **Black rainstorm warning:** Intense and heavy rainfall is expected. You should stay indoor and refrain from any outdoor activities.

Pre-Departure Checklist

Before you depart for Hong Kong, please make sure that:

- ☐ You have a valid visa for your study in Hong Kong and all details on the visa label are correct. Please make sure your visa is affixed securely on an empty page of your passport.
- ☐ Your passport is valid throughout the period of your stay in Hong Kong.
- ☐ You have submitted the Arrival Notice and the Subject Reference Form to IAO.
- ☐ You have arranged an appropriate insurance scheme or have requested IAO to arrange it for you.
- ☐ You have applied for the PolyU Student Halls of Residence through the online application system (if applicable).
- ☐ You have prepared a few authorisation letters so that your family or close friends can help you handle academic or personal matters if needed. Do leave copies of your travel documents, air-tickets, insurance policies, etc. with them.
- ☐ You have arranged payment for your home tuition fee (if applicable) as usual before you depart.
- ☐ You may want to inform your buddy of your arrival details. You can send him/her a photo first so he/she may be able to pick you up from the airport/station. Don't forget to ask for their contact number.
- ☐ You have read this handbook thoroughly.

Please remember to bring:

- ☐ All documents related to your study.
- ☐ Relevant insurance documentations in English or with a certified translation (if you have arranged your own).
- ☐ International Student Identity Card, if you have one.
- ☐ Enough money for hall/accommodation fees, transportation, living expenses.
- ☐ A document with your name showing your permanent address in your home country.
- ☐ Relevant medical records and any medicine you need to take regularly.
- ☐ A few recent passport-size photos.
- ☐ This handbook for travel instructions to PolyU or Student Halls.

What to pack:

Hong Kong is a city which has everything, so even if you have forgotten something, it is likely you can get it here! However, you may want to consider the following when you are packing:

- Travel adaptor.
- Clothing – casual day wear for class and something a bit more formal for special events.
- General stationery.
- Your laptop and USB/storage device.
- An extra pair of glasses and sufficient supply of contact lenses.
- Camera.
- Sport equipment or music instrument if relevant.
- Your mobile phone.

Returning Home

What you should do

It seems a little early to remind you, but there are a number of things you need to settle before you leave Hong Kong!

You must:

- Return your PolyU Student ID card and obtain your refund of the caution money. You will receive an email from the **Academic Secretariat** at the end of semester about the procedures to collect the refund.
- Inform IAO of your departure date.
- If you need to apply for extra copies of your transcript of studies, please do so at the Academic Secretariat Service Counter at M101. A fee plus postage will be charged for each copy.
- If applicable, apply for refund of your Hall Deposit and lodging fee, and remember to return your room key before leaving Hong Kong. The Hall Management Section will send you an email outlining the check-out procedures a month before your departure.
- Complete and return a post-exchange questionnaire and obtain an Exchange/Study Abroad Student Certificate from IAO.
- IAO will send the official transcript to your home university approximately six weeks after the end of your exchange period. Please note that the official transcript will only be issued upon receipt of your Student ID card.

Directory of PolyU

Faculty Offices and Department General Offices	Location	Telephone (Area code: 852)
Faculty of Applied Science and Textiles	A407	2766 5057 / 5058 / 5059
Department of Applied Biology and Chemical Technology	Y828	3400 8689 - 93
Department of Applied Mathematics	HJ609	2766 6946 / 6948 / 6949
Department of Applied Physics	CD616	2766 5674 / 5695
Institute of Textiles and Clothing	QT715	2766 6499 / 6500 / 6501
Faculty of Business	M923	2766 5084 / 5091
Graduate School of Business	M921	2766 7087
School of Accounting and Finance	M715	2766 7038 / 7039 / 7115
Department of Logistics	M628	2766 4607
Department of Management and Marketing	M801	2766 7370 / 7144
Faculty of Construction and Land Use	AG701	2766 5038 / 5039
Department of Building and Real Estate	TU541	2766 5807 / 5808 / 7770
Department of Building Services Engineering	HJ718	2766 5847 / 5850 / 5851
Department of Civil and Structural Engineering	TU743	2766 6022 / 6051 / 6052
Department of Land Surveying and Geo-Informatics	HJ702	2766 5968 / 4440
Faculty of Engineering	AG711	2766 5064
Department of Computing	PQ806	2766 7260 / 7300
Department of Electrical Engineering	CF620	2766 6150
Department of Electronic and Information Engineering	DE614	2766 6211 / 6223
Department of Industrial and Systems Engineering	EF625	2766 6620
Department of Mechanical Engineering	FG622	2766 6657 / 6658
Faculty of Health and Social Sciences	A408	2766 5075 / 5077
Department of Applied Social Sciences	HJ402	2766 5773
Department of Health Technology and Informatics	Y934	3400 8578
Department of Rehabilitation Sciences	QT512	2766 5399
School of Nursing	GH506	2766 4369
School of Optometry	HJ502	2766 4835 / 5548 / 6117
Faculty of Humanities	A405	2766 5062 / 5063
Department of Chinese and Bilingual Studies	AG522	2766 7454 / 7460
Department of English	AG428	2766 7572 / 7573
English Language Centre	AG612	2766 7500
General Education Centre	A501	2766 4826 / 4866
School of Design	AG101	2766 5436 / 5437 / 5488
School of Hotel and Tourism Management	GH806	2766 6375 / 6376 / 6380

Remarks:

Each room number comprises of alphabet(s) and numbers. The leading alphabet indicates the building while the numbers show the level and the room.

For example : M1601 = Core M, 16/F, Room M1601

VS001 = Between Core V and Core S, G/F, Room VS001

Services and Facilities on Campus	Location	Telephone (Area code: 852)
Academic Secretariat Service Counter	M101	2333 0600
Campus Security Control Centre	P111	2766 7666
		2766 7999 (Emergency)
Co-curricular Educational Programme	ST314	2766 6800
Dental Clinic	GH019	2365 2214
Information Technology Services	M201	2766 5900
International Affairs Office	M1601	2766 5116
Mini Bank (Hang Seng Bank)	VA207	2198 7226
Mini Bank (The Bank of East Asia)	VA210	3609 2549
Pao Yue-kong Library	Library Building	2766 6863 / 7734
Physical Education Programme	ST802	2766 6812 / 6813
PolyU Bookshop	VA209	2330 2424
PolyU Students' Union	VA302	2766 7024 / 7025
Sports facilities: Booking	V109	2766 6812/6813
Kwong On Jubilee Sports Centre	S113	2766 6824
Shaw Sports Complex	VS001	2766 6778
Swimming Pool	VS003	2766 6779
Student Affairs Office – Personal Counselling	ST314	2766 6800
Student Halls Management Office	G02	3159 0000 (Reception)
Student Locker and Other Facilities	S203	2766 6828
University Health Service	AG001	2766 5433

Useful References

Public Services	Telephone (Area code: 852)	Website
China Travel Services (for China visas)	2315 7188	www.ctshk.com/english/useful/chinesevisa.htm
Emergencies (Fire/Police/Ambulance)	999	-
List of Consulates in Hong Kong		www.protocol.gov.hk/eng/consular
Hospital Authority	2300 6555	www.ha.org.hk
Hong Kong Immigration Department	2842 6111	www.immd.gov.hk
Hong Kong International Airport	2181 8888	www.hongkongairport.com
Hong Kong Observatory	18501	www.weather.gov.hk
Hong Kong Post	2921 2222	www.hongkongpost.com
Hong Kong SAR Government	2842 8777	www.gov.hk
Hong Kong Tourism Board	2508 1234	www.discoverhongkong.com
Telephone Directory Enquiry	1081	www2.hkt.com/hkt/dqi

Transportation	Telephone (Area code: 852)	Website
CityBus	2873 0818	www.citybus.com.hk
Hong Kong and Kowloon Ferry	2815 6063	www.hkkf.com.hk
Hong Kong Tramways	2548 7102	www.hktramways.com
Kowloon Motor Bus	2745 4466	www.kmb.hk
MTR	2881 8888	www.mtr.com.hk
New Lantau Bus	2984 9848	www.newlantaobus.com
New World First Bus	2136 8888	www.nwfb.com.hk
New World First Ferry	2131 8181	www.nwff.com.hk
Octopus card	2266 2222	www.octopuscards.com
The "Star" Ferry Company Limited	2367 7065	www.starferry.com.hk
The Peak Tram	2522 0922	www.thepeak.com.hk

Useful Words and Phrases

Below are some handy words and phrases in Cantonese which you might find useful.

The Hong Kong Polytechnic University	香港理工大學	hoeng1 gong2 lei5 gung1 daai6 hok6
Student Halls of Residence	香港理工大學學生宿舍	hoeng1 gong2 lei5 gung1 daai6 hok6 hok6 saang1 suk1 se3

Time related

Today	今日	gam1 jat6
Yesterday	禽日	kam4 jat6
Tomorrow	聽日	ting1 jat6
When	幾時	gei2 si4
Now	而家	ji4 gaa1

Greetings

How are you?	你好嗎? / 點呀?	nei5 hou2 maa1 / dim2 aa1
Thank You (for receiving help)	唔該	m4 goi1
Thank you (for getting something)	多謝	do1 ze6
Sorry	對唔住	deoi3 m4 zyu6
Good Morning	早晨	zou2 san4
Bye-Bye	再見 / 拜拜	zoi3 gin3 / baai1 baai3
Good night	早抖	zou2 dau2
See you later	遲啲見	ci4 di1 gin3

Directions and Travel

Where	邊度呀?	bin1 dou6 aa1
Turn right	轉右	zyun3 jau6
Turn left	轉左	zyun3 zo2
Go straight	直去	zik6 heoi3
Bus	巴士	baa1 si6
Minibus	小巴	siu2 baa1
Taxi/Cab	的士	dik1 si6
Subway/Underground/MTR	地鐵	dei6 tit3
Train/KCR	火車	fo2 ce1
Interchange (to another transport)	轉車	zyun3 ce1
Can you take me to...?	唔該你帶我到...	m4 goi1 nei5 daai3 ngo5 dou3

Eating Out

Fork	叉	caa1
Spoon	匙羹	ci4/si4 gang1
Knife	刀	dou1
Chopstick	筷子	faai3 zi2
Napkin	餐巾	caan1 gan1
A table for (two), please	唔該(兩)位	m4 goi1 (loeng5) wai6
Bill, please	唔該埋單	m4 goi1 maai4 daan1

Others

Yes	係 / 好	hai6 / hou2
No	唔係 / 唔好	m4 hai6 / m4 hou2
What?	乜嘢呀?	mat1 je5 aa1
Do you have...?	你有冇...?	nei5 jau5 mou5
Have a meal	食飯	sik6 faan6
Go to work / Off work	返工 / 放工	faan1 gung1 / fong3 gung1
Go to class	返學	faan1 hok6
I do not feel well	我唔舒服	ngo5 m4 syu1 fuk6
No problem	冇問題	mou5 man6 tai4

PolyU Campus Map and Halls of Residence

