Orientation for Exchange / Visiting Students

January 12, 2018
Content

• Teaching Units
• Important Academic Dates
• Course Enrolment
• General Notes
• Examination
• Transcripts
• Useful Information
• Manual of Using Student Information System (SIS)
• Demonstration of Using HKU Portal
• FAQs
• Enquiries
• Q&A Session
Teaching Units

- Geography
- Politics & Public Administration
- Psychology
- Social Work & Social Administration
- Sociology
- Journalism & Media Studies Centre
Important Academic Dates

• Can be found at Academic Advising Office
• Assist your planning of schedule
• Important events such as add-drop period, reading week, examinations
• Also visit the Faculty website and check your HKU email account frequently for other announcements and events
Please submit your photograph and supporting documents (copy of your passport and student visa) for the Student Registration Card.

Exchange students – International Affairs Office (IAO)
Visiting students – Faculty Office
Course Enrolment

• You should conduct online course selection via HKU Portal between Jan 15 (10:00 am) to Jan 29 (4:00 pm)

• There will be one suspension period during which teachers will clear and approve students’ course selection. You are not allowed to log on to the system during that period.
  - Jan 16, 2018 (12:00 noon – 5:00 pm)

• You are advised to do online course selection asap
Course Enrolment

• Students will NOT be allowed to make any changes to their course selection:

After January 29, 2018 (Mon) (4:00 pm)
Course Enrolment

You should select 50% or more of the courses offered by the Faculty of Social Sciences with prefixes of SINO, GEOG, POLI, PSYC, SOCI, SOWK and JMSC

CCC courses are not counted
General Notes

- Some courses have pre-requisite requirements – offering department’s approval is required before the course enrolment can be approved in the Student Information System (SIS)

- Normal semester load is 30 credits (enrol in not fewer than 24 nor more than 36 credits per semester) and special approval from the Faculty Board is required if taking fewer than 24 or more than 36 credits per semester

- For Chinese Language courses, please contact Chinese Language Division, School of Chinese at chinese@hku.hk or visit their website

- For Common Core Curriculum courses, please contact the Course Coordinator of respective course(s) to seek approval and send the approval email to the Faculty office, we will enroll the course(s) in the SIS on your behalf
General Notes

Reading week

March 5, 2018 (Mon) – March 10, 2018 (Sat)
Examinations

• Assessment Period: May 7 – May 26, 2018

• Early/late examination will NOT be allowed unless prior approval is given by the department concerned

• The application should be submitted to the Examinations Unit of the Registry (Room 10-26, Knowles Building)

• Examination results are released via HKU Portal within specific period (usually in late June – the account will be valid for one month after releasing the result)
Transcripts

All students should make their own application for HKU official transcript through the Academic Services Office of the Registry (Room G-04 Run Run Shaw Building) or online should they need a copy for either submission to their home university or any other purposes, with a nominal administration fee HK$40 per copy. The normal processing time is 10 working days (excluding Saturday, Sunday and public holidays).
Useful Information

• Please pay attention to the notices on
  
  o the Faculty web page at [http://www.socsc.hku.hk](http://www.socsc.hku.hk)
  o the University web page at [http://www.hku.hk](http://www.hku.hk)

• Please check your **HKU email account** frequently for the announcements/latest events from the Faculty Office. The Faculty will not send/reply email to students’ personal email accounts.

• Please update your **local** phone number and address in the HKU Student Portal
Useful Information

Buddy Mentor Scheme

• The Faculty of Social Sciences has assigned mentor(s) to all social sciences exchange/visiting students.

• Your buddy mentor contacted you via HKU email individually and you are highly encouraged to keep close communication with your mentor(s) for cultural guidance, course selection details etc.
Manual of Using Student Information System (SIS)

• Login HKU Portal
  o Select “SIS and HCM Projects”
  o “Student Information System”

A) Reference Materials
  ▪ Quick Guide on Course Selection for UG Students
  ▪ Quick Reference Guide on Course Enrollment for UG
  ▪ Students

B) Training Materials
  ▪ Briefing Sessions for Students regarding Add/Drop Procedures
Demonstration of Student Information System (SIS)
FAQs

Academic Matters
Assessments
Course Enrollment
FAQs for Exchange-in Students: Internship (not permitted)
Enquiry
Enquiries

• Student Information System (SIS)
  Tel: 2819 0777
  Email: asksis@hku.hk

• Course Matters
  Miss Connie Kwan / Miss Miki Wu
  Email: ckwy@hku.hk / mikiw418@hku.hk
Q&A Session

http://www.socsc.hku.hk/
Have a good start and enjoy your life at HKU!