



Social  
Innovation

global  
Citizenship



Faculty of  
**Social Sciences**  
The University of Hong Kong

香港大學社會科學學院

# ***Orientation for Non-local Students***

***August 31, 2018***

# Content

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





# Teaching Units



**Politics & Public Administration**

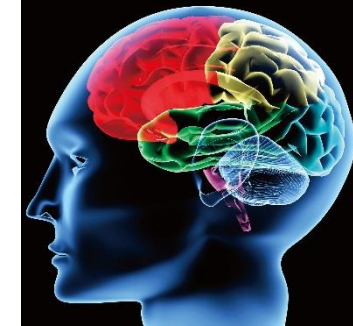
**Journalism & Media Studies Centre**



**Geography**



**Social Work & Social Administration**



**Psychology**



**Sociology**

# Important Academic Dates



- Can be found at [Academic Advising Office](#)
- Important events such as add-drop period, reading week, examinations
- Assist your planning of schedule
- 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**.

Non-local students (4-year) –  
Admissions Office

Exchange/Visiting students –  
International Affairs Office (IAO)

THE UNIVERSITY OF HONG KONG

Photograph Submission for Student Registration Card

Please ensure you have completed the online Master Registration via the HKU Portal account assigned to you (<http://www.hkuportal.hku.hk> -> Self Service -> Master Registration). Please follow the instructions on this sheet to submit your photograph and supporting documents for the Student Registration Card.

**You are required to submit the following for your Student Registration Card:**

- ☒ A clear photocopy of your Hong Kong Identity Card (HKID) or passport that contains your English name (only the side with the holder's personal particulars and photograph is required).
- ☒ A photocopy of your student visa issued by the Director of Immigration if you require a student visa/entry permit to stay in Hong Kong; you may submit this later if you have not yet received it.
- ☒ A colour photograph of yourself which meets the following specifications:
  - taken within the last 6 months to reflect your current appearance;
  - showing full frontal face with clear facial features and without hat or sunglasses; and
  - taken against plain background.

**To Note:**

\*You are required to present the original identification documents submitted for verification when you collect your card.

\*Please do not send in original identification documents (i.e. your HKID/passport/student visa).

**You may choose ONE of the methods below to submit the photograph and supporting documents in hardcopy OR softcopy.**

**METHOD ONE- IN SOFTCOPY**

1. You should follow the instructions in the HKU Portal (<http://www.hkuportal.hku.hk> -> 'Self Service' -> 'Student Card Document Upload') to upload the required documents in softcopy.
2. The photograph must be in JPG format and of a size between 100KB to 3MB with a ratio of width : height = 4 : 5.
3. The HKID card/passport copy and student visa (if applicable) must be in JPG or PDF format.

**METHOD TWO- IN HARDCOPY**

1. You are required to return this form with your HKID/passport/student visa (if applicable) to your Faculty Office if you choose to submit the documents in hardcopy.
2. HKID/passport/student visa photocopies should be made on A4 size (210mm x 297mm) paper and will not be returned.
3. Please glue your photograph to the box on the right. The photograph's size must not be larger than 55mm x 45 mm and not smaller than 50 mm x 40 mm. You should not fold, staple or attach the photograph to this Form by paper clips or write on the back of the photograph, otherwise it will make the photograph unsuitable for photo-capture.
4. The photograph will be used for reproduction of a digitized image and will not be stuck onto the Student Registration Card.
5. Please complete the personal information below.

Please stick your  
photograph here

University No.: \_\_\_\_\_

Curriculum: \_\_\_\_\_

Surname: \_\_\_\_\_

Given Name(s): \_\_\_\_\_

\*sonal E-mail: \_\_\_\_\_

Contact number: \_\_\_\_\_

# Course Enrollment



- You should have conducted online course selection via HKU Portal between August 23, 2018 (10:00 am) to August 28, 2018 (4:00 pm).
- Add / drop period:  
**September 3 – 17, 2018**
- Students will NOT be allowed to make any changes to their course selection:

**After September 17, 2018 (Monday) (4:00 pm)**



# Course Enrollment

## Non-local students (4-Year)

- Refer to the [regulation and syllabus](#) of your own curriculum.
- The video clips of the Orientation for new students have been uploaded on the [Faculty website](#). You are strongly encouraged to watch the videos for the important information about the Faculty and Core Departments.

The screenshot displays the Faculty of Social Sciences website. At the top, the logo and name of the Faculty are visible, along with navigation links for HKU Home, Campus Map, HKU Portal, and Employment. A search bar is located on the right. Below the header, a blue navigation bar contains links for About the Faculty, Departments & Centres, Research, Teaching & Learning, Knowledge Exchange, and Events. Underneath this, a grey bar provides links for Prospective Students, Current Students, Alumni & Friends, Visitors, and Contact Us. The main content area is titled 'Academic Matters' and includes a breadcrumb trail: Home > Undergraduate > Academic Matters. On the left, a sidebar lists various academic topics, with 'Academic Matters' highlighted. The main content area features a large video player for 'Orientation Videos' (circled in green), an 'Induction Forum' graphic, and three buttons for 'Year I Students', 'BSocSc Direct Admission to Year III Students', and 'Exchange / Visiting Students'. The footer contains a Privacy link and a copyright notice for the Faculty of Social Sciences, The University of Hong Kong.



# Course Enrollment



## Exchange / Visiting students

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. Common Core Curriculum courses are not counted in the 50% requirement.

Examples:

- (1) One course from GEOG, two courses from PSYC, two courses from MKTG (Faculty of Business and Economics)
- (2) Two courses from POLI, two courses from STAT (Faculty of Sciences), one course from Common Core Curriculum

# General Notes



- Some courses have pre-requisite requirements – offering department's approval is required before the course enrollment can be approved in the Student Information System (SIS).
- Normal semester load is 30 credits (**enroll 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.



# General Notes



- For Chinese Language courses, please contact Chinese Language Division, School of Chinese at [chinese@hku.hk](mailto: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.
- Reading week

**October 15 – 20, 2018 (Monday to Saturday)**

# Examinations



- Assessment Period: **December 8 – 22, 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 January**– the account will be valid for one month after releasing the result)



# Transcripts



## For Exchange/Visiting students only

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
  - the Faculty web page at <http://www.socsc.hku.hk>
  - the University web page at <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 non-local students.
- Your buddy mentor should have 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**

- Select “SIS and HCM Projects”
- “Student Information System”
- Reference Materials -> SIS Website

- A) Reference Materials

- Quick Guide on Course Selection and Enrollment*

- B) Training Materials

- Briefing Sessions for Students regarding Add/Drop Procedures*



# Demonstration of Student Information System (SIS)

# Reference



- [Academic Matters](#)
- [FAQs for Exchange-in Students](#)
- [Information for Non-local students \(CEDARS\)](#)

# Enquiries



- Student Information System (SIS)

Tel: 2819 0777

Email: [asksis@hku.hk](mailto:asksis@hku.hk)

- Course Matters

Miss Miki Wu / Mr. Jacky Tse

Email: [mikiw418@hku.hk](mailto:mikiw418@hku.hk) / [jyctse@hku.hk](mailto:jyctse@hku.hk)



# Q&A Session



The screenshot shows the homepage of the Faculty of Social Sciences at The University of Hong Kong. The header includes the university's name in English and Chinese, along with navigation links for HKU Home, Campus Map, HKU Portal, and Employment. A search bar is also present. Below the header is a blue navigation bar with links for About the Faculty, Departments & Centres, Research, Teaching & Learning, Knowledge Exchange, and Events. A secondary navigation bar lists Prospective Students, Current Students, Alumni & Friends, Visitors, and Contact Us. The main content area features a large central banner for 'FOSS New Students 2018/19 Welcome!' with 'Orientation' and 'Induction Forum' highlighted. To the left are smaller banners for 'Social Innovation Global Citizenship', 'Socienlist Celebrate 50th Reunion', and 'Policy for Sustainability Lab'. To the right are banners for 'Impact Stories', 'Asian Family Summit', and 'Student Welfare & Support'. The footer contains logos for various research centers like China, ExCEL3, PUBLIC POLICY, SOCIAL AND COGNITIVE NEUROSCIENCE, and HKU+GENEVA BSocSc+MA, along with a Privacy link and copyright notice.

Faculty of Social Sciences  
The University of Hong Kong  
香港大學社會科學學院

HKU Home | Campus Map | HKU Portal | Employment | Search

About the Faculty | Departments & Centres | Research | Teaching & Learning | Knowledge Exchange | Events

Prospective Students | Current Students | Alumni & Friends | Visitors | Contact Us

Social Innovation Global Citizenship

Socienlist Celebrate 50th Reunion

Policy for Sustainability Lab  
Faculty of Social Sciences, HKU

FOSS New Students 2018/19  
Welcome!  
Orientation  
Induction Forum

Impact Stories

Asian Family Summit  
Sustainable Development & Family Well-Being: Agenda for Action in Asia  
August 19 – 22, 2018

Student Welfare & Support

China | ExCEL3 | PUBLIC POLICY | SOCIAL AND COGNITIVE NEUROSCIENCE | HKU+GENEVA BSocSc+MA

Privacy | Copyright © Faculty of Social Sciences, The University of Hong Kong



<http://www.socsc.hku.hk/>



Faculty of  
**Social Sciences**  
The University of Hong Kong  
香港大學社會科學學院

*Have a good start  
and enjoy your  
life at HKU!*