



香港科技專上書院 (非牟利)

HONG KONG INSTITUTE OF TECHNOLOGY

(Non-Profit Making)

書院港島校舍辦事處：

2 Breezy Path, Mid-levels West, Hong Kong. 香港西半山卑利士道 2 號

長沙灣教學中心：

638 Cheung Sha Wan Road, Cheung Sha Wan, Kowloon, Hong Kong. 香港九龍長沙灣長沙灣道 638 號

Tel: 2782 2433

Fax: 2782 0497

Website: www.hkit.edu.hk

23 August 2012

Dear student,

Our orientation day was successfully held on 17 Aug 2012. We know that you were not able to join us and so we are here to give you some useful information as follows:

Commencement Date of the Semester: 3 October, 2012

Orientation Camp

(Organized by Student Union, new students are welcome to join)

Date : 20th - 22nd September, 2012

Venue : Sai Kung Outdoor Recreation Centre

Fee : \$300

Enquiry : su@hkit.edu.hk

Opening Ceremony

(Compulsory for New students and parents or guardian are welcome to attend)

Date : 3 October, 2012 (Wednesday)

Time : 7:30 pm

Venue : Y-theatre, Y-Square, Chai Wan (Chai Wan MTR Station, Exit A).

***If the date or venue mentioned above is changed, you will be notified via email and SMS.**

Grant – loan / Non-mean tested loan

Full time Students are eligible to apply:

- 1) Financial Assistance Scheme for Post-secondary Students (FASP)
- 2) Non-means-tested Loan Scheme for Post-secondary Students (NLSP)
- 3) Student Travel Subsidies

Part time Students are eligible to apply:

- 1) Non-means-tested Loan Scheme for Post-secondary Students (NLSP)

Financial Assistance Scheme / Loan (<http://www.info.gov.hk/sfaa/cn/schemes/fasp.htm>): **Application forms can be obtained at our general office during the office hours.**

Non-means-tested Loan Scheme (<http://www.info.gov.hk/sfaa/cn/schemes/nlss.htm>): **Application forms can be obtained from the Student Financial Assistance Agency (SFAA) or District Offices of the Home Affairs Department.** A Payment Schedule issued by HKIT is required by the SFAA for applications for non-mean tested loan.

Students can apply for the Payment Schedule through www.hkit.edu.hk → MyHKIT → e-Portal → Miscellaneous → Internal Form → Application for Payment Schedule.

MTR Student Travel Scheme

Full-time students aged between 12 and 25 are eligible to apply.

Application forms can be obtained at our general office at Breezy Path Campus during the office hours; you are required to return the form to us for endorsement after completing it.

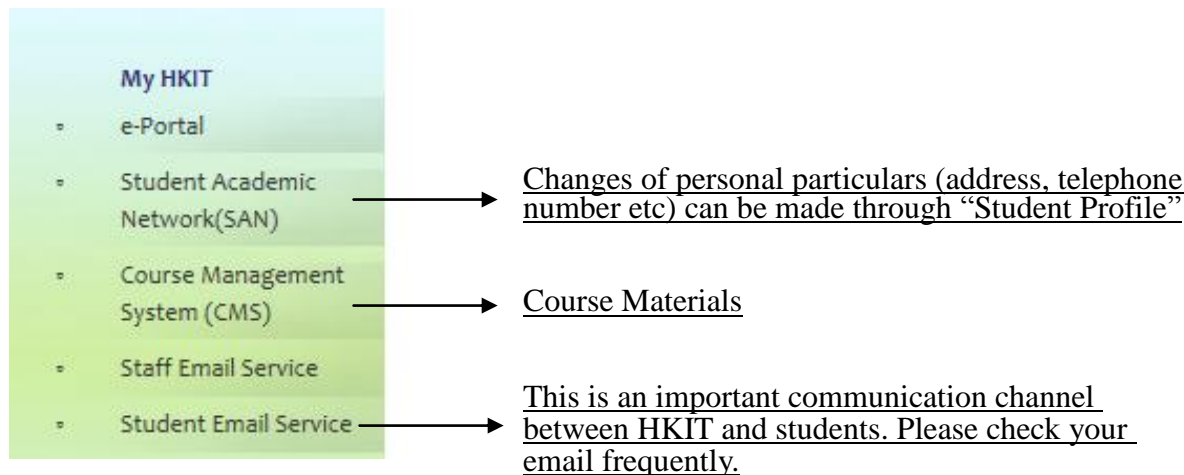
Student Card / Official Receipt of Tuition Fee

Student ID card and Official Receipt of Tuition Fee will be available for collection at our general office after the commencement of the semester.

Institute’s Website: <http://www.hkit.edu.hk>

MY HKIT provides “e-Portal” email and other services to students.

All information and news will be announced to students through our website. Please go through it to find out more.



“e-Portal”

Please log in to e-Portal with:

Login Name : HKIT student ID number

Password : *student’s personal password

*Password for new student: 6 digits of HKID No (not including the first and last letter/digit)

Important Information available at e-Portal :

Year Plan
HKIT Academic Calendar
HKIT News
Bad Weather Arrangement
Timetable Summary
Miscellaneous (including Student Handbook*)

**HKIT Student Handbook covers all information about the school policies and regulations which are enforced and implemented by HKIT without prior notice. Therefore, students must read and understand the handbook carefully.*

Student Email Service

Institute will assign a free email account with 5MB storage to every student after the commencement of the semester.

Login Name : HKIT student ID number

Password : *student’s personal password

* Password for new student: 6 digits of HKID No (not including the first and last letter/digit)

*** For better protection of your account, please change your password at the first time you log in your account.**

Format of student email address : xxxxxxxx@student.hkit.hk

(xxxxxxx is HKIT student ID number)

Online Enrollment

- *Student must complete online enrollment before the commencement of the semester.*
- New student should read through the **enrollment guideline** which can be downloaded from Student Academic Network (SAN) under “Enrollment” column.
- **Student should read thorough the course handbooks (with course descriptions) and timetables of the programme you are going to study carefully before you do the online enrollment, they are available on e-Portal.**
- **The study path of programmes offered by Teesside and Monash University is quite strict, if AD students wish to articulate to Teesside or Monash programme, they should carefully plan their own study path (by selecting the right courses) in order to suit the requirements. The relevant study path(s) and information are available on e-Portal.**
- **The enrollment will be divided into 3 phases:**
 - 1st Phase : 2012-08-20 to 2012-08-31 (MPA and SCU programme students only)
 - 2nd Phase : 2012-09-01 to 2012-09-10 (All Associate Degree students only)
 - 3rd Phase : 2012-09-09 to 2012-09-21 (TU programme students only)

Library Service

The Library is located at the basement of the Breezy Path Campus.

Opening hours: 9:30am – 7:00pm (Mon-Fri); 2:00-6:00pm (Sat)

Enquiry: 27822433 ext. 300

Students can access EBSCOhost – Business Source Elite database via HKIT website:

www.hkit.edu.hk → RESOURCES & FACILITIES → Library → Enter the electronic journal database - EBSCOhost

Enquiry:

Tel. 2782 2433

Fax. 2782 0497

Email: enquiry@hkit.edu.hk

Address (Breezy Path Admission Center): No.2 Breezy Path, Mid Levels West, Hong Kong

Hong Kong Institute of Technology