THE UNIVERSITY OF HONG KONG

Guide to Online Master Registration

1. After you obtained your HKU Portal account details, you should **immediately** login to HKU Portal (http://hkuportal.hku.hk), look for <u>Self Services</u> → <u>Master Registration</u> to complete your online Master Registration. If you do not complete the online Master Registration, your Student Registration Card cannot be issued and you cannot enroll in any course.

2. There are 6 pages in the Master Registration form. Pages 1 to 5 are for data input. Page 6 is the confirmation page. After completing each page, press "Save & Next" to go to the next page. After you have reviewed the information on Page 6, press "Submit" to confirm the data you have entered. After pressing the "Submit" button, you will see an acknowledgement page. You may then logout from the system and close all the browser windows.

<u>**Completing the online Master Registration**</u>
Please take note of the following when you fill in the registration form:

(a) University Number and Degree Curriculum
These fields will be pre-entered for you on the basis of information extracted from your admission records. No changes will be allowed.

(b) Name
You should enter your name as it appears in your Hong Kong Identity Card (HKID Card), Passport or Exit-Entry Permit for Travelling to and from Hong Kong and Macau (往来港澳通行证). Do <u>not</u> enter a comma to separate your Christian name. Also, <u>do not enter</u> a name different from your HKID Card or Passport, otherwise your Student Registration Card, degree diploma and other documents from the University will be issued with an unofficial name. This may create future difficulties for you with respect to identity verification.
If you have difficulties completing your Name and CC Code fields, please refer to the "Guidelines on Completing the CC Code and Name Field" for reference.

(c) CC Code of Your Chinese name
Enter the CC Codes of your Chinese name as indicated on your <u>HKID Card</u>, if applicable. Otherwise, please leave this field blank.
After inputting the CC Codes, you should click on the 'Display Chinese Name' button. If the Chinese name displayed is incorrect, you can find other choices provided for each of the Chinese characters.
You should pay attention to the notes provided and make the correct choice.

(d) HKID Card Number
If available, enter your HKID Card number carefully. For non-local students, if you have not received your HKID Card (not even a temporary one), please leave this field blank and fill in your Passport number or your identity card number from your home country. <u>You should submit a photocopy of your HKID Card to your Faculty after it has been issued</u>.
If HKID Card record is missing, your Chinese name (if applicable) will not be shown on all University documents.

(e) Passport Number
Please fill in the number of your Passport / Exit-Entry Permit and "Issue Country".

(f) ID Number of Home Country (only for students from Mainland China)
Please fill in this field the national ID <u>from Mainland China</u>.

(g) Place of Residence/Household in Mainland China (only for students from Mainland China)
If you are a student from Mainland China, you **MUST** fill in this field.
For <u>non-Mainland China students</u>, please leave this field blank.

(h) Type of Visa/Entry Permit Required to Study in Hong Kong
This section is for you to confirm your local/non-local status since application for admission. The default status is set according to the information you provided during application for admission. If the status shown is no longer accurate, please leave the field untouched and download the "Form for Updating Local/Non-local Status" for

updating your status. The completed form should be submitted to your Faculty immediately after your Master Registration.

(i) Place of Permanent Right of Abode
Select the place where you have the legal right of permanent residence.

(j) Country of Legal Nationality
This must be as stated in the Passport you hold. SAR/BNO Passport or D.I. holders with no other valid Passport of another country should select "Hong Kong (SAR) of PRC" as their Country of Legal Nationality.
Only holders of a valid Passport issued by People's Republic of China can select "China" as their Country of Legal Nationality.

(k) Type of Disability
If applicable, please complete as appropriate.

(l) Contact Address (in English)
Please fill in your full address in **<u>Hong Kong</u>** for postal purpose in the three lines provided.

(m) Home Address (in English)
Please fill in your full home address in your home country for postal purpose in the three lines provided. You must clearly state the Country in your address.

(n) Contact Phone number
Please enter your phone number in Hong Kong.

(o) Mobile Phone number
(You may leave it blank and input it later if you do not have a HK mobile phone number yet, but you must update it in HKU Portal once it is available.)
Please enter your 8-digit mobile phone number in Hong Kong without hyphen or bracket signs (for example, 5432XXXX). The University will contact you by calling you or sending important SMS messages (e.g. about rescheduling of examinations during bad weather) via this number when necessary.

(p) Home Phone number
Please enter your home phone number in your home country.

(q) Emergency Contact
Please enter a contact person in case of an emergency occurring during your period of study in HKU.

(r) Bank Account Details
You should provide details of your account at one of the local banks so that the University can deposit any scholarships and grants awarded to you.

<u>After Completion of Online Master Registration</u>
1. Once the Master Registration page is submitted, it will no longer be available for modification. Any subsequent changes of personal particulars after Master Registration (<u>except</u> address, telephone number and bank account details which can be amended via the HKU Portal) will have to be reported to your Faculty Office or the Academic Support and Examinations Section together with the relevant supporting documents.

2. After completed the online Master Registration, you should submit your photograph and identity document for the production of the Student Registration Card by uploading the documents via HKU Portal / submitting a paper form as required by your curricular. For details of submission via HKU Portal, please refer to "<u>Online Submission of Identity Document and Photograph for Student Registration Card</u>".

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Academic Support and Examinations Section, Registry
May 2022

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Guidelines on Completing the Name Field during Online Master Registration

Your name should be the same as the one in your Hong Kong Identification Card (HKID Card) / Passport / Exit-Entry Permit for Travelling to and from Hong Kong and Macau (往来港澳通行证). This will be used for all official documents issued by the University.

Surname / Other Name
"Surname" is your family name and "Other Name" is your given name, which should be the same as on your HKID / passport / Exit-Entry Permit, including the spacing.
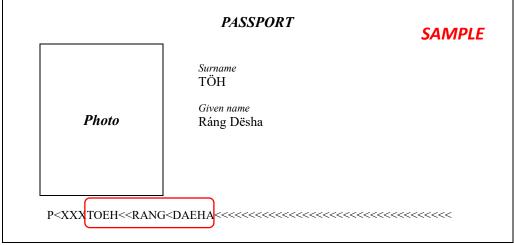
Name in Chinese Commercial (CC) Code

Non-English Characters
Non-English characters (e.g. European or Arabic characters) should be inputted based on the Hong Kong Identification Card (HKID) or the transliteration used in the machine-readable zone in the passport.

Machine-readable zone is at the bottom of your passport data page.

For the sample above, the name should be inputted as:
Surname: Toeh
Other name: Rang Daeha

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Online Submission of Identity Document and Photograph for Student Registration Card

After completion of the online Master Registration, you should submit your photograph and identity document online via HKU Portal (http://hkuportal.hku.hk/). Please go to SIS Menu → Self Services → Student Card Document Upload to process your Student Registration Card.

Please upload the following documents to the HKU Portal:

- Identity Document
  A clear copy of ONE of the following documents which proves your identity:
    - Hong Kong Identity Card (HKID Card)
    - Temporary HKID Card (Acknowledgment of Application for Hong Kong Identity Card)
    - Exit-Entry Permit for Travelling to and from Hong Kong and Macau (往来港澳通行证)
    - Passport that contains your English name
  The file must be in JPEG format. Only the side with the holder's personal particulars and photograph is required.

- Photograph
  A recent colored photograph of yourself which is taken within the last 6 months to reflect your current appearance. The photograph should meet the following specifications:
    - It must show a full-face view directly facing the camera with clear facial features and without head coverings (e.g. hats or caps). Sunglasses are not acceptable.
    - It must have a plain background with only one color.
    - It must be in JPEG format with size between 100KB to 1MB and ratio of width: height = 4:5.
  Your uploaded photograph will be used throughout all the academic years until you have completed your current programme and graduated.

You will receive an email notification at your HKU Portal email account after you have successfully submitted the above-mentioned documents. If inappropriate or poor-quality image is uploaded, Registry staff will contact you via email for re-submission.

Please note that the identity document and photograph must be submitted together and only **ONE** submission is allowed for each student. All documents submitted will be used for the production of Student Registration Card and administrative purposes at the University. Please read the instructions carefully online and please note that you will not be able to modify or delete the documents once they have been uploaded.

An email will be sent to your HKU Portal email account to inform you of the collection date and venue when your Student Registration Card is ready for collection. Please come IN PERSON according to the prescribed date(s), time and venue for collection of your Student Registration Card. Please be reminded to bring along documents mentioned in the email.

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Information for New Students on Using Central IT Facilities

Please visit ITS website (https://its.hku.hk/students/) for more information on HKU Portal, HKU Email, Student Information System, etc.

THE UNIVERSITY OF HONG KONG

**Information for UG and TPG Students on
Academic Integrity and Student Plagiarism**

To: All new HKU students

The University upholds the highest standards of academic integrity and accepts zero tolerance of plagiarism. Students who have committed plagiarism are subject to various consequences, including academic failure and disciplinary actions. According to the Policy on Student Plagiarism in Undergraduate and Taught Postgraduate Curricular, students who have committed plagiarism will be recorded in the University's central register where repeated offenders will be identified for the University to take respective actions.

2. To avoid committing plagiarism, students are strongly advised to visit https://tl.hku.hk/plagiarism/ for more information on relevant policies and regulations, and learning resources.

June 2020

THE UNIVERSITY OF HONG KONG

Personal Information Collection Statement
for
Applicants and Students

1.   This is a personal data collection statement made under the Personal Data (Privacy) Ordinance ("the Ordinance").

2.   Personal data provided by you to The University of Hong Kong ("the University") through the completion of admission application and, if admitted, through the registration procedures and during studies at the University will be used for the University to perform its administrative, education, academic and research functions, and for the directly related purposes.

3.   Unless otherwise specified, provision of personal data is voluntary. However, failure to provide the relevant personal data will render the University unable to perform the relevant functions, e.g. unable to consider your application for admission or provide the facilities or services.

4.   Without prejudice to the foregoing, the purposes and use of the personal data collected are elaborated as follows.

5.   As regards your application for admission, the personal data collected will be used for the purposes prescribed in the application forms/documents and will serve the following purposes:
   a.   as basis for selection for admission, award of entrance scholarships, and communication on admission-related matters;
   b.   as evidence for verification of your identity, your qualifications and academic records in relevant institutions and organizations in Hong Kong or other places, and other information provided in the application forms/documents; and
   c.   identifying possible multiple applications and records of your previous and existing studies at the University and other institutions.

6.   In case of application for admission to a programme jointly offered or collaborated by the University and its partner institution(s), your personal data provided to the University will be transferred to the partner institution(s) concerned for the purposes as stated in paragraph 5 above.

7.   If you are admitted as a student of the University, your personal data provided during the application process will be transferred to the student record system of the University, together with your personal data (including the photo image) provided during registration, to become part of your official student records.

8.   Personal data of the students of the University will be used for all purposes relating to studies at, activities conducted by, and facilities, services and benefits provided by the University (in particular those governed by the relevant regulations, policies and

procedures of the University). Personal data and photo images of students may also be used for the purpose of conduct of student activities.

9.   Personal data of the students of the University (including study records) will be used by the University, during studies at and after leaving the University, for conducting statistical analysis, research, survey, review and audit.

10.   Upon leaving the University, personal data of the students of the University will also be used for maintaining contact, updating the latest developments of the University, and provision of information (such as activities of the University).

11.   Your personal data will be kept confidential and handled by the authorized staff members of the University. The University may transfer your personal data to parties outside the University, for the above functions and purposes, such as processing of student visa, arrangements of activities (including but not limited to exchanges, internships, placements, and field trips), and granting of scholarships and financial aids, and when it is required by law.

12.   Under the provisions of the Ordinance, you have the right to request the University to ascertain whether it holds your personal data, to request it to supply to you a copy of the data, and to apply for correction of the data, as necessary. Applications for access to personal data should be made by using the specified form and on payment of a fee. Requests for correction of personal data should be made in writing with supporting documentation. Please address such applications and requests to the Data Protection Officer, Registry, The University of Hong Kong, except for requests for access to examination-related personal data which should be submitted to the office of the home Faculty direct.

13.   You may click http://www.hku.hk/about/policies_reports/privacy_policy.html for the Privacy Policy Statement of the University.

September 2021