

THE UNIVERSITY OF HONG KONG**Guide to Online Master Registration**

1. After you obtained your HKU Portal account details, you should **immediately** login to <http://hkuportal.hku.hk>, click “Self-Service” under “MyPage”, then click “Master Registration” to complete your online Master Registration. If you do not complete online Master Registration, your Student Registration Card cannot be issued and you cannot enroll on 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. When 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. Logout from the system and close all the browser windows.

How to complete the online Master Registration

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 HKID Card, Passport or Exit-Entry Permit for Travelling to and from Hong Kong and Macau (往来港澳通行证). Do **not** enter a comma to separate your Christian name. Also, **do not enter** a name different from your HKID Card or Passport, 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.

N.B. If you have difficulties completing your Name and CC Code fields please refer to the Academic Support and Examinations (ASE) Section website (<https://www.ase.hku.hk/> → Student Registration → 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 HKID Card, 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 Number

If available, enter your Hong Kong Identity (HKID) Card number carefully.

If you still 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. You should submit a photocopy of your HKID Card to your Faculty after it has been issued.

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 for Travelling to and from Hong Kong and Macau and “Issue Country”.

(f) ID number of home country

Please fill in this field if you have a national ID from Mainland China.

(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 non-Mainland China students, 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 'Request Form' for updating your status via the ASE website (<https://www.ase.hku.hk/> → Student Registration → Form for Updating Local/Non-local 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 complete address in Hong Kong for postal purpose in the three lines provided.

(m) **Home Address (in English)**

Please fill in your complete 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, 1234XXXX). The University will from time to time call you or send you important SMS messages via this number, e.g. about rescheduling of examinations during bad weather.

(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.

After completed the online Master Registration

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 (*except 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 supporting documents together via HKU Portal for the production of the Student Registration Card (HKU Portal → SIS Menu → Self Service → Student Card Document Upload).

THE UNIVERSITY OF HONG KONG

Online Submission of Photograph and supporting documents for Student Registration Card

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

Documents that must be uploaded in the submission:

- A clear copy of your Hong Kong Identity Card (HKID)/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) or Passport that contains your English name (only the side with the holder's personal particulars and photographs) in JPEG or PDF format.
- A recent colored photograph of yourself which must be taken within the last 6 months to reflect your current appearance and meets the following specifications:
 - The photograph must show a full-face view directly facing the camera with clear facial features and without a hat and sunglasses.
 - The photograph must have a plain background with only one color.
 - The photograph must be in JPEG format with size between 100KB to 3MB and ratio of width: height = 4: 5.
 - You can only upload the photograph once and your photograph will be used throughout all the academic years until you have completed your current programme and graduated.

Please note that both photograph and identity document must be submitted together and only **one** submission is allowed for each student. All the documents 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 are not able to modify or delete the supporting documents once the documents have been uploaded.

An acknowledgment email will be sent to your HKU email account to inform you of the collection date and venue when your Student Registration Card is ready. You **MUST** bring along:

- 1) a printed copy of the acknowledgement email;
- 2) the original documents for verification, such as HKID card/temporary HKID card/Passport, and
- 3) the original document and a photocopy of Visa/Entry Permit if appropriate.

to come to collect your Student Registration Card **in person** according to the specific date(s), time and venue printed on the email.

Academic Support and Examination Section, Registry

June 2021

Information for New Students on Using Central IT Facilities ^[1]



Quick Tips for Using the Central IT Services



[2]

1. [HKU Portal UID \(UID\) and HKU Portal PIN \(PIN\)](#)
2. [HKU Email](#)
3. [Change UID and PIN](#)
4. [Example on Change of UID](#)
5. [Create an Email Alias for Receiving Email \(Optional\)](#)
6. [Usage of HKU Portal UID/PIN](#)
7. [Contact Us](#)

1. HKU Portal UID (UID) and HKU Portal PIN (PIN)

- a. **HKU Portal UID (UID) is your unique user identification (user name)** for using the central IT services. Your pre-assigned UID begins with “h” or “u” followed by the 3rd to 9th digit of your HKU student number. You can change your pre-assigned UID **once** within 7 days after Master Registration.
- b. **HKU Portal PIN (PIN - Personal Identification Number)** is the password for login HKU Portal and other services listed in Section 6.
- c. Your pre-assigned **UID** and **PIN** are provided in the “**Computer Account Details**” and enclosed with the University registration procedures. If you have already changed your PIN, you can ignore the pre-assigned PIN.

2. HKU Email

HKU student email system is powered by Google. Your **email address** is assigned based on your UID and the pre-assigned email address is **yourUID@connect.hku.hk** ^[3]. Examples are:

<i>10-digit student no.</i>	<i>Pre-assigned UID</i>	<i>Corresponding email address</i>
2021567890	h2156789	h2156789@connect.hku.hk
3031234567	u3123456	u3123456@connect.hku.hk

3. Change UID and PIN

	UID ** (change is optional)	PIN
How to change	Login HKU Portal > Type “UID” in the Search field > Click the link “Change HKU Portal UID”	Login HKU Portal > Type “PIN” in the Search field > Click the link “Change HKU Portal PIN”
Format	4 to 8 lower case letters ('a'-'z') or digits ('0'-'9'), starts with a lower case letter	10-18 characters (letters or digits with at least one letter and one digit)
Effective time	Submit between 8:00 am and 00:45 am: 1 hour Submit between 00:46 am and 7:59 am: after 9:00 am on the same day	10 minutes

**** Notes:**

- Students can change their UID **once only** during their entire studies at the University. Students who changed their UID before will NOT be allowed to change it again.
- The UID chosen should resemble the name of the applicants. ITS reserves the right to disapprove any chosen UID which is deemed inappropriate.
- After the UID is changed, all computer account names will be changed to the same chosen UID.
- Request for changing the UID after the deadline will only be considered by a written request to ITS stating the reason for late application. Each late request, if accepted, will be charged at HK\$200 to recover part of the administrative overhead.

4. Example on Change of UID

If you change your UID, your email address will be changed correspondingly. Below is an example.:

Pre-assigned	HKU Portal Account	Email Account
UID/account name	u3123456	u3123456@connect.hku.hk

After you change your UID to *adachan*:

After Change	HKU Portal Account	Email Account
UID/account name	<i>adachan</i>	<i>adachan@connect.hku.hk</i>

5. Create an Email Alias for Receiving Email (Optional)

Purpose:	An alternative name for you to receive email, e.g. set the alias "john-chan" means "john-chan@connect.hku.hk" is also your valid email addresses for receiving email besides yourUID@connect.hku.hk. Your email account name is still "yourUID" . Both the email address and email alias can be kept for use after graduation.
How to apply:	Login HKU Portal > Type "alias" in the Search field > Click the link "Change Email Alias"
Required format:	9 to 32 characters of letters, digits, dot (.), hyphen (-) and underscore (_), starting with a letter and ending with a letter or a digit
Effective time:	1 hour after online submission

6. Usage of HKU Portal UID/PIN

- Login **HKU Portal** ^[4] to access Student Information System (SIS), online courses, email, library resources and other online services provided by various departments.
- For **WiFi and fixed network connection** - One-time configuration/network card registration is required by following the procedures at <http://www.its.hku.hk/services/network/connect> ^[5].
- Login **PCs in the Learning Commons** ^[6] to use the communal PCs and printing services.
- For download and use
 - Microsoft 365** (go to <https://login.microsoftonline.com/> ^[7] and login using **yourUID@connect.hku.hk** and **HKU Portal PIN**)
 - Sophos anti-virus** (login **HKU Portal** ^[8] > type "Sophos" in the Search field and click the link "Download Sophos Anti-Virus")
 - Zoom, SPSS, MATLAB and other centrally coordinated software**

7. Contact Us

Web sites/ documentation:	<ul style="list-style-type: none">• Information for New Students: https://www.its.hku.hk/services/students ^[10] (details of orientation seminar are available at https://www.its.hku.hk/services/training ^[11])• Frequently Asked Questions (FAQ): https://www.its.hku.hk/faq ^[12]
Service Desk:	<ul style="list-style-type: none">• Self-service reporting system: https://www.its.hku.hk/service-desk ^[13]• In person: 1/F, Library Building (Old Wing) (next to Main Library)• Phone: 3917 0123• Email: ithelp@hku.hk ^[14] <p>(Opening hours: Mon–Fri: 09:00-17:45; Sat: 09:00-12:30)</p>

[Web Policies & Guidelines](#) | [Terms of Use](#) | [Privacy](#) | [Web Accessibility](#).
Copyright The University of Hong Kong. All Rights Reserved.

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 by the Hong Kong University Students' Union for the production of membership cards and conduct of 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.