Faculty of Business Student Survival Guide 2013

Welcome from the Dean
Welcome to the Faculty of Business. Entering university is a major milestone. This student survival guide is intended to provide you with some helpful hints and advice to make the most of your undergraduate experience.

University life is a time of expanding one’s horizons. Cherish this opportunity to make new friends, learn new knowledge, boost your competitiveness, and prepare yourself better for the world of work.

Professor Edwin Cheng
Dean, Faculty of Business
The Hong Kong Polytechnic University

❖ Checklist for New Students

First week
To get settled in and accustomed to studying in University, complete the following by the end of your first week:

理财产品 orientation activities to learn more about the programme.
理财产品 Read the Definitive Programme Document (DPD) for your enrolled programme. Look at the indicative progression guides in the DPD for reference.
理财产品 Watch plagiarism and classroom behaviour video – available from the Faculty of Business website
理财产品 Know your programme leaders, academic advisors and academic counsellor who they are, what they do, and how to contact them.
理财产品 Log into BlackBoard and check the courses you registered for. Download course outlines and get access to course textbook and/or set readings.
理财产品 Check the number of subjects you registered for the first semester – the golden rule is it should not exceed 6 subjects, including the compulsory subject of Freshman Seminar
理财产品 Know the location of your lectures and tutorials. Familiarise yourself with the campus.
**First month**

By your first month, you will feel more settled into life at PolyU. Ensure to complete the following and you will increase the chances of a positive learning experience in your university life:

- Attended the **library orientation** available on the library website.
- You have **worked out a timetable** to accommodate sufficient time for study, family, employment, recreation, and social activities.
- You have **taken responsibility for your own learning** by attending lectures, tutorials, labs, and met all my lecturers in person.
- **Improve cultural awareness** by actively engaging and working with international students.
- You have **joined some clubs and activities** offered by the various student societies, and student-run bodies.
- You are **familiar with the Faculty’s Whole Person Development Programme (WPDP)** and have started looking into international exchange, mentorship, community service opportunities.
- Look up what **soft skills training opportunities** are being offered throughout the semester in the Faculty’s **Enabling Development through Guidance and Equipping (EDGE) Programme**. Sign up for a workshop if available to start enhancing soft skills.

Faculty of Business will send periodic updates to you through email and on campus posters about tips and activities to better help you navigate your way through your degree, and prepare yourself better for the world of work. Ensure to check your email and keep an eye out for the latest happenings!
Top Survival Tips for University Life

Maintain a healthy balance
- Have fun – make new friends, try out new interests, and give yourself a break now and then.
- Keep fit and eat well.
- Make time for friends, and family. Maintain a good work/study balance.

Build your network early
- Know your lecturers, and tutors, and always ask for help if you need it.
- Build a supportive peer group by getting to know other students in your lectures or tutorials.
- Join a student club to meet like-minded people.
- Actively try to work with more different people in your classes. This will better prepare you to become more familiar with different working styles.

Attend lectures and tutorials
- Attend lectures and tutorials on time to minimise disturbance to your classmates, and teaching staff.
- Take responsibility for your own learning by attending your lectures and tutorials. This will also allow you to ask questions in person and try hands-on exercises that go beyond just the textbook.
- Prepare well for your lectures and tutorials by reading the suggested material and doing the preset questions if any. This allows you to gain a deeper understanding of the content.
- Plan your studies and time well. Try to avoid doing things at the last minute, particularly your group projects. Learn and practise good time management by setting goals for your group project meetings, and milestones for when certain sections or parts of your group project should be completed. This allows you ample time to polish your work, and compile a high quality output.
- Organise your work space.
- Notify your lecturers and tutors in advance if you are unable to attend a particular session.

Prepare yourself for your post-university life today
- Attend EDGE workshops to improve your soft skills. Soft skills are often a key differentiator in the workplace. Start brushing up on them now to give yourself an advantage.
- Keep abreast with global and current affairs to widen your knowledge.
- Challenge yourself by enrolling in a business competition. Competitions help to put your knowledge to the test by giving you a real-life situation to work on. You will also get feedback from practitioners.
- Treasure your WIE experience as it allows you to gain work experience before you step into the world of work.
- We live in an increasingly “flat” world. Cultural awareness and adaptability are highly valued traits in the commercial world. Enhance your capabilities in this area through international exchange or actively engage the international students in our classrooms to get a better understanding of how things work in another culture.
**Not a Smooth Ride?**

University life can sometimes feel overwhelming, and it is normal to go through ups and downs, particularly in the first year. In every situation, it is helpful to talk to someone. Below are some specific problems you may encounter:

- Having difficulty settling into University life
- Struggling with a subject
- Financial difficulties
- Personal issues affecting your studies

Please immediately talk to your Academic Advisor from your Department and your Academic Counsellor from the University’s Office of General University Requirements when the above problems start to emerge. Both will help to facilitate your studies and learning experiences at the University, responding to your questions and concerns on your study plan, academic regulations and requirements. Your Academic Advisor will guide you in academic matters related to your Major study. (S)he will also assist you in exploring solutions including seeking help from other institutions within PolyU especially when non-academic and personal problems are involved.

**Useful links:**


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For enquiries, kindly contact us at (852) 3400-3562 or visit us in person at M921, Li Ka Shing Tower, PolyU. You may also visit www.polyu.edu.hk/fb for more details.