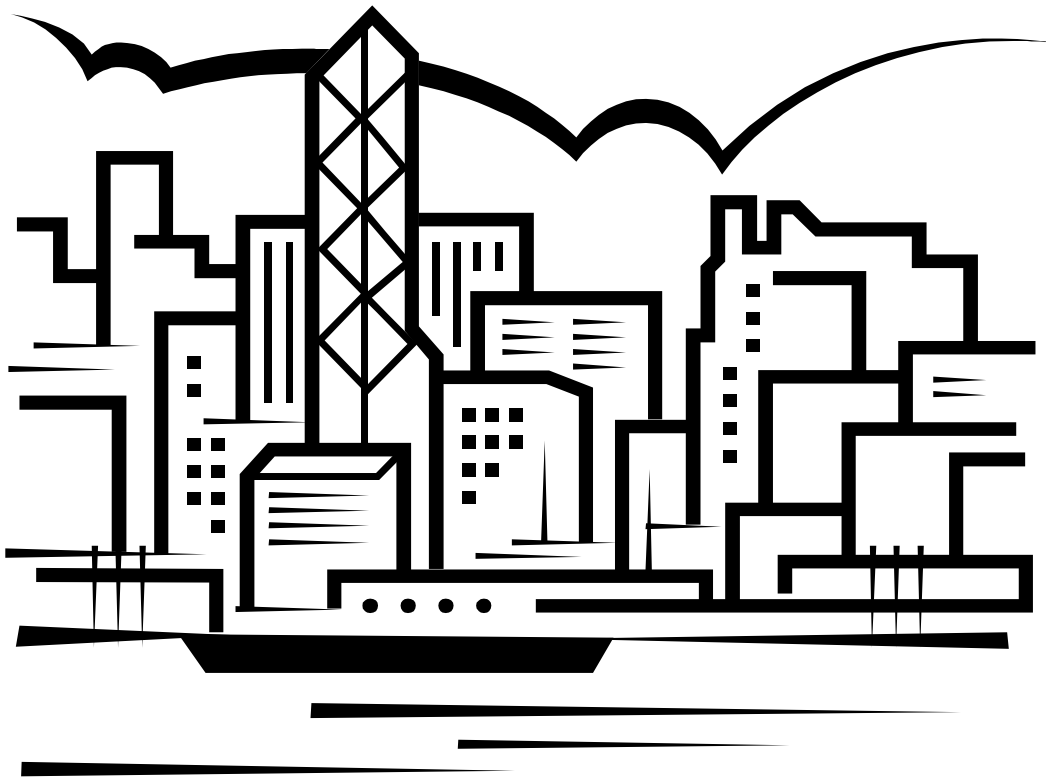




Student Affairs Office

Living Tips in Hong Kong for Non-local students

(中文版由第七頁開始)



Part I: Tips of living in Hong Kong

1.1 Daily necessities

Appropriate Clothing: November-February: range from 12⁰ C to 20⁰ C in average , slightly dry
March-May: range from 20⁰ C to 28⁰ C, humid
June-October: range from 28⁰ C to 33⁰ C, rainy, typhoons are common from June to September

Remember to bring a jacket to class as the air-conditioning is chilly.

Medicine: Hong Kong's pharmacies are well-stocked, but if you require prescription medication or prefer specific brands, you may consider bringing it along with you. Insect repellent could be useful in the summer months.

Personal items: Slippers, towels, cleaning utensils, etc.; sufficient cash; some passport-sized photos; padlock; a converter/adaptor (Hong Kong uses 220v outlets, usually with 3 rectangular prongs).

1.2 Hong Kong Identity (HKID) Card

All Hong Kong residents aged 11 years or over are required to register for a HKID. Within 30 days upon arrival to Hong Kong, you are required to apply for a HKID at the Immigration Department. No fees are required for HKID registrations, but a fee of HK\$335 will be charged for the replacement of lost cards. Students register for HKID should produce valid travel documents/passport/entry permit showing his/her residential status in Hong Kong.

Immigration Department Hong Kong Office: 8/F, Immigration Tower, 7 Gloucester Road, Wan Chai (MTR Wan Chai Station – Exit A5)

Booking by Phone: 2598 0888 Enquiry Hotline: 2824 6111

Opening Hours: Monday to Friday 8:45 am – 4:30 pm
Saturday 9:00 am – 11:30 am
Sunday and Public Holiday Closed

Website of Immigration Department: <http://immd.gov.hk/index.html>

Email: enquiry@immd.gov.hk

1.3 Passport

Non-local students should apply for a passport at their home country. Hong Kong SAR passport is not eligible for non-local students. If you need to travel overseas, you are required to go to the designated country's embassy or consulate for visa application.

1.4 Octopus Card

Octopus is a smart card for paying fares for the city's public transport. Full-time students aged under 25 are eligible to apply for a Personalized Octopus Card and receive student discounts. You can reload your Octopus Card for up to its stored-value limit of HK\$1,000 at convenience stores, MTR stations, supermarkets, etc. To protect your Octopus Card, please avoid hold more than one Octopus card and Student ID card together over an Octopus reader at one time.

You can obtain an application form for a Personalized MTR Student Travel Card at the Student Affairs Office (SAO).

Website: www.octopus.com.hk

1.5 Mobile Phone Service

There are many ways of connecting to mobile phone services, tariff plan or pre-paid SIM card services. For tariff plan, you are required to sign a contract with the mobile service provider. There are many mobile phone service providers in Hong Kong including China Mobile, 3, One2Free, New World Mobile, SmarTone-Vodafone, PCCW, etc. For pre-paid SIM card, you can just purchase a SIM card with no monthly fee or contract required from a convenience store. For calling overseas, you can purchase an IDD SIM card or using your existing tariff plan.

Part II: Knowing Our Campus

2.1 Campus Facilities

Buildings - The Academy campus is located on the Wanchai waterfront on Hong Kong Island and has a complex of three buildings: the Academy Block, the Theatre Block and the Administration Block. The Academy Block houses the library, 18 dance/drama/movement studios, 44 teaching rooms, 11 classrooms and 20 music practice rooms. The Theatre Block has a fully equipped television studio and sophisticated performance venues. The Academy's Landmark Heritage Campus – the Béthanie in Pokfulam, houses the Academy's School of Film and Television. The performance venues of the Academy are managed by the Venues Division which provides in-house technical, customer services and box office support for the Academy's own production as well as for external hirers. Academy student performances are open to the public.

Campus Canteen/Restaurant - Campus Canteen and Restaurant are located on the Underground Level and First Floor at Wanchai Campus respectively. This outlet is operated by Maxim's Caters Ltd.

Libraries

Academic Library - The Academy Library is located on the Ground Floor of the Academy Block and is the focal point of user activities due to its central and convenient location. It was opened in 1986 with a collection of about 25,000 items. Many of the items were from notable donations: the HK Conservatory of Music, the Ernest Read Orchestral Collection, the Lady Kotewall Collection and the Leathlea Collection of phonodiscs. Since its inception, the Library has built up a sizeable collection of performing scores, plays, audio recordings of music materials and videos in dance, drama and motion picture.

Music Library - The Music Library, a closed stack library opened in 1998. It houses collections of performance scores including the unique Ernest Read Orchestral Collection, the Band of the Black Watch Collection and a Chinese Orchestral Music Collection.

Film and Television Library - The Film and Television Library, a compact state-of-art library, was opened in September 2007 to serve the Bethanie Campus.

2.2 Student Services

Counselling Services - A full-time Student Counsellor will provide service to students. Please make appointment for counseling services or consultation with SAO. Occasional workshop would be held on personal growth and development.

Career Guidance Services- Student could receive career and further education guidance, and part-time job information. Guest speakers will be invited to have sharing sessions.

Student Health Service - The Academy has on campus a registered nurse on a half-day basis providing medical attention, first aid service where necessary, health education and dieting advice. A physician visits the campus four times a week to attend to students requiring medical treatment. All new students are required to undergo a medical examination as part of the registration process. The medical report of this particular examination forms part of the student record for future reference on any necessary health services provided in the Academy or designated medical centres. The medical

examination shall be taken at a medical centre with a registered medical practitioner and the cost of the medical examination will be borne by the students. Only students who have completed the medical examination are eligible for the student health services provided by the Academy.

Physiotherapy Service - Physiotherapy consultation and treatment, emergency management of injuries are provided by a full-time registered Physiotherapist who runs the on-campus Physiotherapy Clinic. These services are particularly geared towards the needs of the students in the School of Dance. Consultation given by a visiting orthopedic specialist is also available to students on a need basis. Modern technology and up-to-date electrical, electronic and ultra-sound equipment are used. The Physiotherapist also runs a gymnasium and gives advice on physical training. The gymnasium has modern equipment for weight training and exercises and is open to all students on a booking basis. There are also special facilities within the School of Dance for body conditioning, including the White Cloud and the Pilates equipment.

Students' Union - The Hong Kong Academy for Performing Arts Students' Union, founded in 1996, located at the G/F of Academic Block, is an independently registered student body under the Societies Ordinance. All full-time students are eligible for full membership. The Students' Union is led by an elected Executive Committee and a President. Within the structure of the Students' Union are the Associations of six Schools, as well as affiliated sub-groups and clubs.

2.3 Frequently Asked Questions

Q : Are non-local students allowed to work in Hong Kong?

A : The restriction in respect of internship and part-time employment for non-local students has been relaxed from the 2008/09 academic year onwards. Non-local full-time students at the Hong Kong Academy for Performing Arts of degree level or above whose study period is not less than one academic year may take up internship subject to the following conditions:

- (i) Part-time on-campus employment for not more than 20 hours per week throughout the year; and
- (ii) Employment during the summer months from 1 June to 31 August (both dates inclusive) without any limit in relation to work hours and location.

Q : Are non-local students eligible to apply Scholarship at the Academy?

A : A significant number of scholarships are awarded by the Academy each year to both local and non-local students on academic merit and/or financial need basis. These scholarships are donated by the Society of the Academy for Performing Arts, other private organizations, professional bodies and individuals. Please consult Student Affairs Office for further details.

Q : Are Non-local fresh graduates eligible to stay in Hong Kong or return to Hong Kong for Employment?

A : Non-local graduates here refer to persons from outside the HKSAR who have obtained a degree or higher qualification in a full-time and locally accredited programme in Hong Kong. Non-local graduates who submit applications to the Immigration Department **within six months after the date of their graduation** (i.e. the date shown on their graduation certificates) are classified as non-local **fresh** graduates. Non-local fresh graduates who wish to apply to stay and work in the HKSAR are not required to secure an offer of employment upon application. They may be granted 12 months' stay on time limitation without other conditions of stay provided that normal immigration requirements are met. Those who intend to apply to stay and work in the HKSAR but have not yet secured the graduation result may apply for extension of stay to wait for the promulgation of results. Non-local fresh graduates who have not yet obtained their graduation certificate could apply to stay and work by producing a proof from the institution confirming that he/she has graduated.

Non-local fresh graduates who have completed all graduation requirements but have not yet obtained their graduation certificate could apply for a proof of graduation from the Academy via their respective schools. The Schools should seek authorized approvals to their students' graduation before forwarding the graduates' applications to the Academic Services Office (ASO). ASO will not entertain applications for graduation certification received within one week before the Graduation Ceremonies. Application form (ID 990A) from the Immigration Offices can be downloaded at www.immd.gov.hk

Q : What is the policy of allocating student quarters?

A : Due to the limited number of student quarters, the priority would be given to non-local students who would receive full-scholarships. Should any vacancies be available, students may apply for the student quarters on a self-financed basis.

2.4 Location and Transportation

Hong Kong Academy for Performing Arts – WAN Chai Campus is located between the Admiralty and Wan Chai MTR stations, although it is slightly closer to Admiralty (exit E2).

Bus Route Guide: 5P, A12, 18, 18P, 46X, 309, 373A, M590, 720, 720A, 780, 788, 2, 5P, A12, 18, 18P, 70, 70M, 104, 260, 307, 309, 373, 373A, M590, 720, 720A, 720P, 780, 788, 967X, 969X



Béthanie - The Academy's Landmark Heritage Campus is located at 139 Pokfulam Road.

Bus Route Guide: 4, 7, A10, 37A, 37B, 40, 40M, 43X, 46X, M49, 71, 90B, 91, 970, 970X

Mini-bus Route Guide: 22, 22S, 23, 31, 36



1. Useful Office Locations and Telephones

Office	Location	Telephone
School of Dance	Room A313, Academy Block	2584 8541
School of Drama	Room A149, Academy Block	2584 8511
School of Film/TV	The Bethanie	2584 8667
School of Music	Room A238, Theatre Block	2584 8623/ 2584 8536
School of Theatre and Entertainment Arts	Room T369, Theatre Block	2584 8688
School of Chinese Opera	Room A519, Academy Block	2584 8892
Department of Liberal Arts Studies	Room A011F, Academy Block	2584 8740
Department of Language Studies	Room T227, Theatre Block	2584 8742
Library	Room A005, Academy Block	2584 8510
Academy Computer Laboratory	Room A011D, Academy Block	2584 8736
Information Technology Services Unit	Room X011, Theatre Block	2584 8737
Academic Services Office	Room X002, Theatre Block	2584 8767 – Dance / 2584 8746 – Music / 2584 8554 – Drama / 2584 8559 – Theatre and Entertainment Arts / 2584 8579 – Film/TV and Chinese Traditional Theatre
Graduate Education Centre	T322, Theatre Block	2584 8779
Student Affairs Office	TE036, G/F, Theatre Block	2584 8513
Counselling Services		
Career Guidance Services		
Student Health Service	Room T147, Theatre Block	2584 8513
Physiotherapy Service	Room A409, Administration Block	2584 8530/ 2584 8747
Accounts Office	Room X019, Administration Block	2584 8557
Cashier	Administration Block	2584 8557
Central Support Group	Room X025, Administration Block	2584 8865
Students' Union	Room A018, Academy Block	2584 8702
Facilities Services Centre/Emergency	Stage Door, Theatre Block	2584 8602

2. Useful Hotline and website

Government Department or related organization	Purpose	Website / Telephone
GovHK	Enquiry about Government services	http://www.gov.hk/tc/residents/ Hotline: 1823
Immigration Department	Application for Hong Kong Identity Card	http://www.immd.gov.hk/ Enquiry: 2824 6111 / Booking: 2598 0888
Hong Kong International Airport	Enquire about flight services	http://www.hongkongairport.com Hotline: 2181 8888
Mass Transit Railway (MTR)	Transportation Time and fee, etc	http://www.mtr.com.hk Hotline: 2881 8888
Centamap	Web mapping service	http://www.centamap.com
Google maps		http://maps.google.com.hk/
Directory Enquires	Organization, Companies, Services numbers directory	1083 (Cantonese) / 1088 (Putonghua)
Emergency Services	Police, Fire, Ambulance	999
Police Hotline	Reporting Crime	2527 7177
Kowloon Motor Bus Hotline	Route guide, fee and service time	http://www.kmb.hk/tc/ Phone: 2745 4466
New World First Bus / Citybus		http://www.nwstbus.com.hk Hotline: 2136 8888 (New World First Bus) Hotline: 2873 0818 (Citybus)



學生事務處

非本地生生活手冊



1.5 手機

香港流動電話通訊可以選擇電話充值卡或上台服務。香港流動電話充值卡號不需額外收費，購買金額便是可用值，用完可在報販或便利店購買充值卡作充值之用。”上台”就是將流動電話號碼注冊到某家電訊營運商，享受優惠的月費計劃。同學可攜帶香港身份證明和住址證明到任何一家電訊營運商辦理上台手續。常用的電訊營運商有 3，中國移動通信，One2Free，新世界，SmarTone-Vodafone 和 P.C.C.W。台內的流動電話互發短訊是免費的。撥打國際直撥長途電話(IDD)要開通手機 IDD 漫遊服務或使用電話卡。電話卡可於便利店或兌換店有售。

第二章 認識校園

2.1 常用設施

校舍 - 演藝學院建於灣仔海旁，校舍由三座大樓組成，分別為教學大樓、劇院大樓及行政大樓。教學大樓內設有圖書館，十八間舞蹈/戲劇/形體排練室，四十四間教室，十一間課室及二十間音樂練習室。劇院大樓內有一設備完善的電視錄影廠及多所設計新穎的表演場地。位於薄扶林的學院古蹟校園伯大尼於二零零六年十一月開始使用，其主要用途為學院轄下電影電視學院校舍。學院場地管理部門負責管轄各表演場地，為校內製作及租用者提供技術方面、客務及票房之服務。學院表演通常公開售票或免費入場。

校內餐廳 - 校內餐廳分別位於教學大樓 UG 樓整層，及 1 樓鄰近音樂廳入口，兩間餐廳主要分為快餐及西餐都是由美心集團所經營的。

圖書館

學院圖書館 - 學院圖書館位於教學大樓地下大堂，有利的位置令圖書館成為教職員及學生的活動中心。學院圖書館於 1986 年開始啟用，當時館內藏品已達 25,000 多項。當中不少為眾所周知的重要捐贈品，包括：前香港音樂學院藏品，列特管弦樂樂譜藏品，羅旭和夫人圖書館館藏及 Leathlean 所收藏的唱片及雜誌等。開館至今，學院圖書館已搜購了大量演奏樂譜、劇本、音樂錄音資料及與舞蹈、戲劇、電影有關的錄像資料。

音樂圖書館 - 於 1998 年啟用的音樂圖書館是一個閉架式圖書館，主要存放列特管弦樂樂譜及分譜、黑衛士軍團管樂譜及中國民族管弦樂等演奏樂譜。

電影電視圖書館 - 電影電視圖書館位於伯大尼校園內，是一個擁有先進設備的小型圖書館，於 2007 年 9 月正式投入服務。

2.2 校園生活

學生輔導服務 - 學生事務處定期舉辦個人成長及發展活動，提高學生對自我的了解，加強人際溝通及學習技巧。學生輔導主任亦幫助海外學生適應新環境，並提供心理輔導予有需要同學。

職業指導及就業服務 - 學生事務處也設有就業教育及輔導，並且提供各樣工作機會及海外留學的資訊供學生發展之用。

學生醫療服務 - 學院的註冊護士駐院半天，為學生提供醫療及急救服務，健康及營養教育。此外，一位註冊西醫每星期到訪學院四次為學生診病。所有新生必須完成註冊程序之一的身體檢查，此項驗身報告會作為學生醫療記錄，方便學生日後需要時於學院或指定醫療中心接受醫療服務。身體檢查須於有註冊醫生之醫療中心進行，有關費用由學生繳付。所有完成身體檢查之學生均可利用學院提供的醫療服務。

物理治療服務 - 學院的全職註冊物理治療師為學生提供急救和物理治療，並特別照顧在訓練時意外受傷的舞蹈學生。此外，學院有特約骨科醫生定期到診。物理治療部設有先進的科技和電療儀器作治療用

途。學院設有一所健身中心，備有先進器材供學生作體能訓練，由物理治療師管理。舞蹈學院另設有「白雲」及「彼拉地斯運動技巧」健體儀器，為舞蹈學生的需要而設。

學生會 - 香港演藝學院學生會於一九九六年成立，是一個獨立註冊社團組織，其成員包括所有全日制學生。學生會由選舉產生的幹事會及會長領導。學生會組織包括各學院之院會、屬會及小組。

2.3 常見問題

問： 非本地學生均可以在香港工作嗎？

答： 根據香港入境事務處最新規定，由 2008 學年開始，在香港演藝學院就讀全日制學士學位或碩士學位課程的非本地學生，可在以下情況下工作：

(iii) 同學可以在校內擔任兼職工作，每星期不超過 20 小時。

(iv) 至於在暑假期間(6 月 1 日至 8 月 31 日)接受聘用，工作時數和地點則沒有限制。

問： 非本地學生是否可以申請香港演藝學院的獎學金？

答： 本院獲演藝學院友誼社，各界人士，私人機構及專業團體的捐贈，設立多項獎學金，給予成績優異及 / 或有經濟困難的學生。本地及非本地學生均有機會獲取獎學金。詳情請向學生事務處查詢。

問： 應屆非本地畢業生可否留港/回港就業？

答： 非本地畢業生是指來自香港特區以外而在香港修讀經本地評審全日制課程而獲得學位或更高學歷的人士。

非本地畢業生如在畢業日期(即畢業證書所載日期)起計的六個月內向入境事務處遞交在港就業申請，均屬於應屆非本地畢業生類別。應屆非本地畢業生如有意申請留港工作，無須在提出申請時已覓得工作。他們只須符合一般的入境規定，便可留港 12 個月，而不受其他逗留條件限制。

應屆非本地畢業生如有意申請留港工作但仍未獲頒授畢業證書，他們可向香港演藝學院教務處提出申請畢業證明文件提出申請。惟距離畢業典禮頒發證書日期少於一週，教務處概不另發畢業證明文件。

申請表格可於入境處網頁 www.immd.gov.hk 下載。(表格編號:ID990A)

問： 學生宿舍的住宿分配政策是如何？

答： 由於宿位有限，學院的學生宿舍優先分配給獲得全獎學金的非本地學生居住。

問： 香港演藝學院需要提取內地同學所屬地方的個人檔案嗎？

答： 內地同學在所屬地方的個人檔案，不會轉到香港演藝學院。同學若需查閱或取回檔案，請與所屬地方相關單位查詢。

3.2 常用路線

位置及交通

香港演藝學院位於灣仔海旁，交通方面可乘搭地下鐵路於金鐘或灣仔站下車，兩站又以金鐘站的距離較近（金鐘地鐵站 E2 出口有註明香港演藝學院的路標）；亦可選擇乘搭巴士到演藝學院，請參閱下圖及巴士路線。

巴士路線指南：

5P, A12, 18, 18P, 46X, 309, 373A, M590, 720, 720A, 780, 788, 2, 5P, A12, 18, 18P, 70, 70M, 104, 260, 307, 309, 373, 373A, M590, 720, 720A, 720P, 780, 788, 967X, 969X



伯大尼 — 演藝學院古跡校園位於香港薄扶林道 139 號；乘搭巴士及小巴可選擇以下路線：

巴士路線指南：4, 7, A10, 37A, 37B, 40, 40M, 43X, 46X, M49, 71, 90B, 91, 970, 970X
專線小巴路線指南：22, 22S, 23, 31, 36



1. 學院校內常用電話及位置

校內部門	位置	電話
舞蹈學院	教學大樓3樓A313室	2584 8541
戲劇學院	教學大樓1樓A149室	2584 8511
電影電視學院	伯大尼校園	2584 8667
音樂學院	教學大樓2樓A238室	2584 8623/ 2584 8536
舞台及製作藝術學院	劇院大樓3樓T369室	2584 8688
戲曲學院	教學大樓5樓A519室	2584 8892
人文學科系	教學大樓地下A011F室	2584 8740
語文系	劇院大樓2樓T227室	2584 8742
圖書館	教學大樓地下A005室	2584 8510
學院電腦室	教學大樓地下A011D室	2584 8736
電腦服務組	行政大樓X011室	2584 8737
教務處	行政大樓X002室	2584 8767 - 舞蹈 / 2584 8746 - 音樂 2584 8554 - 戲劇 / 2584 8559 - 舞台及製作藝術 2584 8579 - 電影電視及中國戲曲
研究生課程中心	劇院大樓3樓T322室	2584 8779
學生事務處		
輔導服務	劇院大樓地下TE036室	2584 8513
職業指導及就業服務		
學生醫療服務	劇院大樓1樓T147室	2584 8513
物理治療服務	教學大樓4樓A409室	2584 8530/ 2584 8747
會計處	行政大樓X019室	2584 8557
繳費處	行政大樓	2584 8557
中央支援部	行政大樓X025室	2584 8865
學生會辦事處	教學大樓地下A018室	2584 8702
設施服務中心	劇院大樓後台入口	2584 8602

2. 常用電話與網址

政府部門及相關機構	內容 / 用途	網址 / 電話
香港政府一站通	查詢及了解香港各政府部門，亦為非本港人士提供生活，升學等資料。	http://www.gov.hk/tc/residents/ 電話: 1823
入境事務處	申領香港身份証	http://www.immd.gov.hk/ 查詢:2824 6111 / 預約:2598 0888
香港國際機場	查詢航班資料等事宜	http://www.hongkongairport.com 電話:2181 8888
港鐵(MTR)	查詢港鐵時間表及收費等	http://www.mtr.com.hk 電話:2881 8888
香港中原地圖	查詢香港街道資料，交通及生活	http://www.centamap.com
Google maps		http://maps.google.com.hk/
電話號碼查詢	查詢不同機構，政府部門的電話號碼	1083(廣東話) 1088(普通話)
緊急電話	如召喚救護車，火警，向警隊求援等	999
罪案舉報熱線	舉報罪案警察電話	2527 7177
九巴顧客服務熱線	查詢巴士路線，收費表及服務時間	http://www.kmb.hk/tc/ 電話: 2745 4466
新巴 / 城巴		http://www.nwstbus.com.hk 電話: 2136 8888 (新巴) 電話: 2873 0818 (城巴)