



Stanley Ho
Community College



PO LEUNG KUK

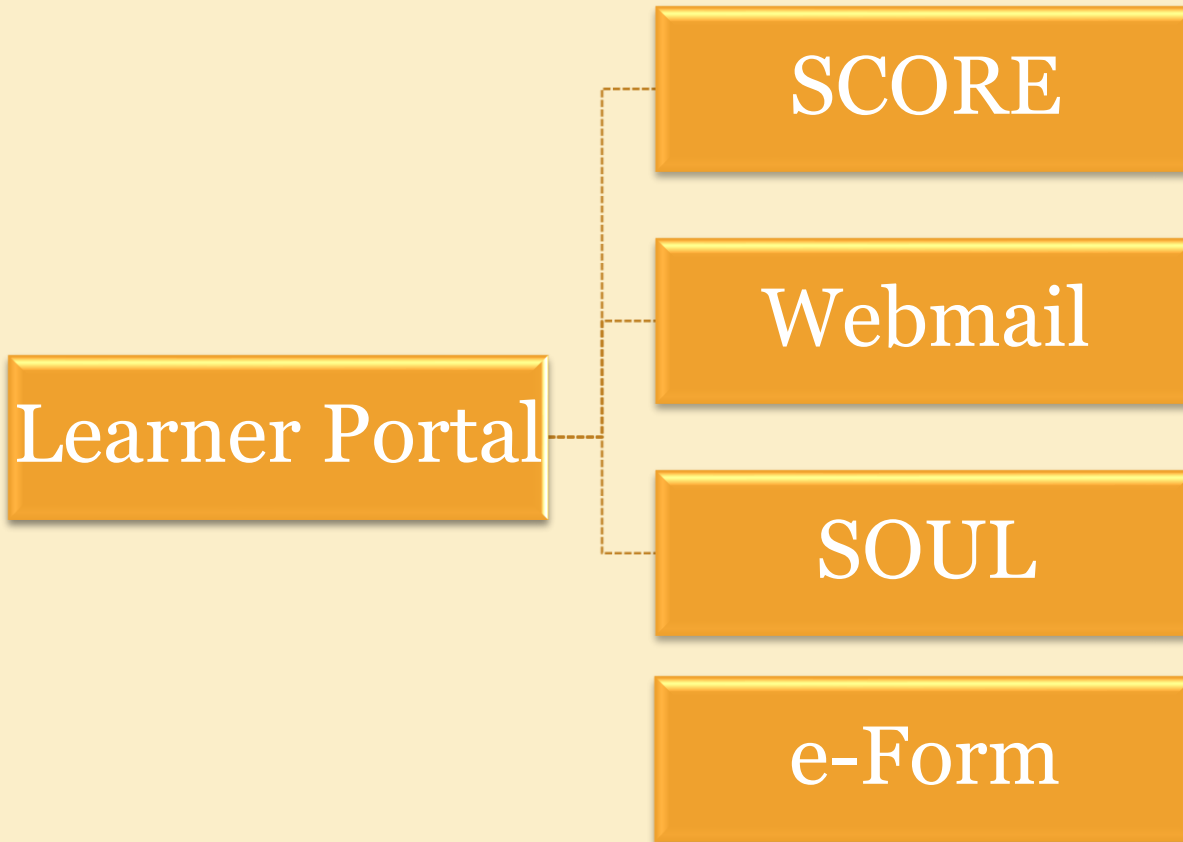
香港大學專業進修學院保良局何鴻燊社區書院

1

THE KEY FUNCTIONS OF E-LEARNING PLATFORMS

HPSHCC eLearning Platforms – Overview

2



Overview - eLearning Platforms in HPSHCC

3

1. **Learner Portal**

- Gateway to other systems
- An e-notice board (College to Students)
- Please check everyday

2. **SCORE**

- Students and Course Record System
 - E.g. check class and exam schedule, view assessment results

3. **Webmail**

- Official email system
- Main channel for communications
- Please check at least once or twice a day

4. **SOUL**

- Classroom activities system
 - E.g. Lecture notes downloading, assignment submission, e-attendance taking
- Lecturer → Students

5. **e-Form**

- Online application system

Part 2

Student and Course Record System (SCORE)

SCORE – Login

5

- Click “SCORE” after logging in to Learner Portal

The screenshot shows the HKU SPACE Learner Portal interface. At the top, the header includes the 'Learner Portal' title, a user greeting 'Hi,' with a 'Log Out' link, and navigation tabs for 'My News', 'My Resources', 'My Events', and 'CareerSPACE'. The main content area is titled 'Latest News' and displays several news cards. On the left side, there is a vertical sidebar with several icons. A red arrow points to the 'SCORE' icon, which is a blue circle with a white robot head and the word 'SCORE' below it. Other icons in the sidebar include a blue square with a white 'C', a red square with a white 'C', a blue circle with a white question mark, and a blue circle with a white wrench. The news cards contain information about international degree programmes, seminars, and application deadlines.

Learner Portal

Hi, [Log Out](#)

HKUSPACE
香港大學專業進修學院
HKU School of Professional and Continuing Education

[My News](#) | [My Resources](#) | [My Events](#) | [CareerSPACE](#)

Latest News

01 Jul 2026

01 Jul 2026

30 Jun 2026

All News

01 Jul 2026

29 Jun 2026

25 Jun 2026

25 Jun 2026

SCORE

International Degree Programmes for AD/HD/HKDSE/IB graduates [Final Round Application Deadline: 31/7]

IC - Online Information Seminars on Full-time International Degree Programmes for AD/HD/ HKDSE/ IB/ GCE Graduates (July 2026)

Registration for Semester 1, 2026-27

Search...

#HKU SPACE PLK SH CC Higher Diploma Year 02 #Student Development Resource Centre #HKU School of Professional and Continuing Education #HKU SPACE PLK SH CC #Cross-Group #Jul 2026 #Jun 2026 #May 2026 #Apr 2026 #Mar 2026 #Feb 2026 #Jan 2026 #Sep 2025 #Jul 2025

International Degree Programmes for AD/HD/HKDSE/IB graduates [Final Round Application Deadline: 31/7]

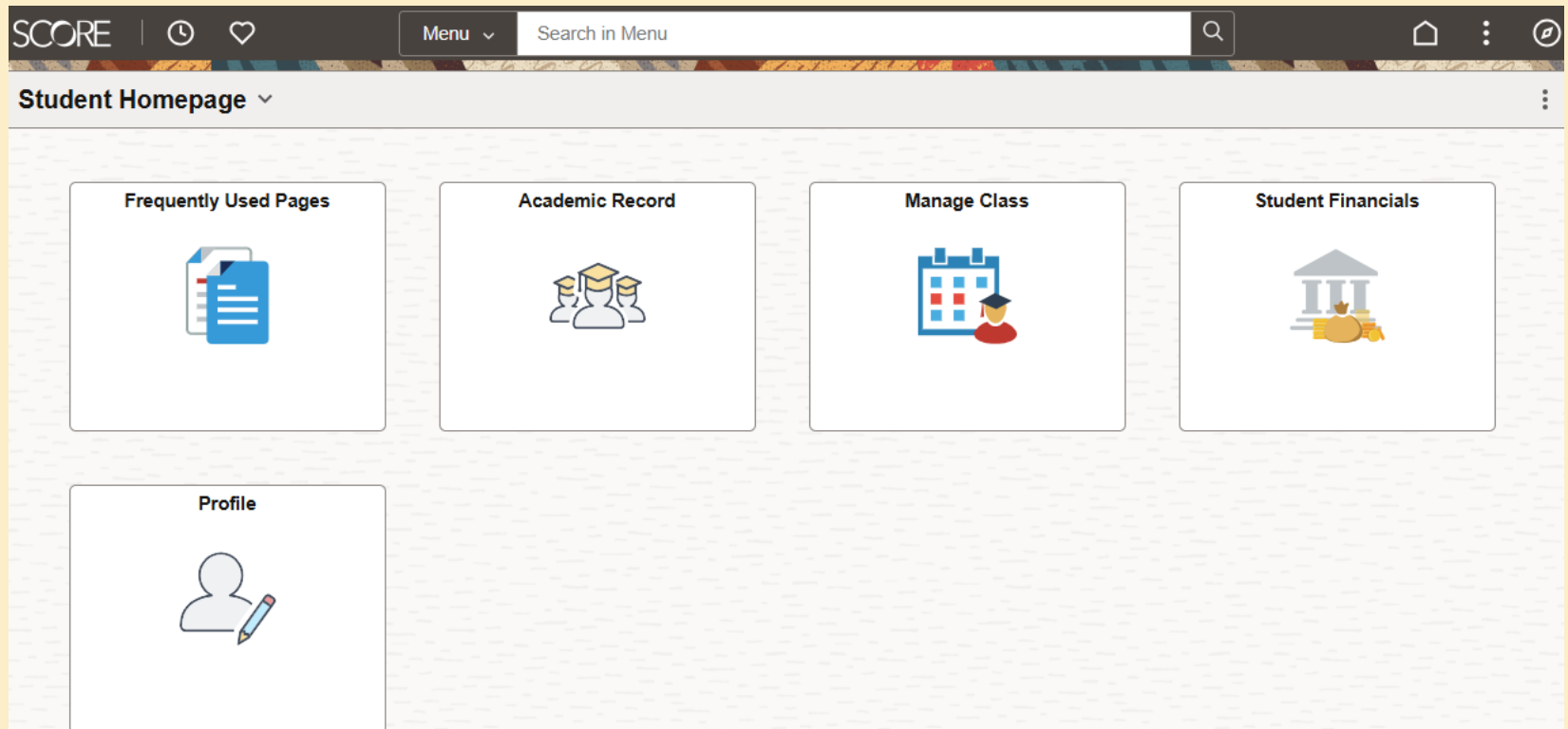
01 Jul 2026 - Cross-Group

IC - Online Information Seminars on Full-time International Degree

SCORE – Student Homepage

6

- After you accessed SCORE, you will be directed to the Student Homepage. You can view your information summary under Academic Record, Manage Class, and Profile, etc.



SCORE – Manage Class

7

- On the Manage Class page, through clicking My Weekly Schedule, you will be directed to your personal timetable.

The screenshot displays the 'Manage Class' interface. On the left sidebar, 'My Weekly Schedule' is highlighted with a red circle. In the main area, 'Weekly Calendar View' is selected with a red arrow. The interface shows navigation buttons for previous/next week, a search bar, and a data language dropdown set to 'English'. The calendar grid shows classes for the week of 3/9/2026 to 3/15/2026.

Time	Monday Mar 9	Tuesday Mar 10	Wednesday Mar 11	Thursday Mar 12	Friday Mar 13	Saturday Mar 14	Sunday Mar 15
8:00AM							
9:00AM							
10:00AM	HPBO 0000 - HP51 Block Off for other activities Programme Activities 9:00AM - 1:30PM Location: TBA		CCSS 4005 - HL01 SocProblemsInContemporarySoc Lecture 10:30AM - 1:30PM HPC804			CCEN 4003 - HL01 Intro to Academic English Lecture 10:00AM - 1:00PM HPC701	
11:00AM							
12:00PM							
1:00PM							

SCORE – View Timetable

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Weekly Calendar View

<< previous week		Week of 21/1/2019 - 27/1/2019		next week >>		Print View	
Show Week of		24/01/2019	Start Time	8:00AM	End Time	10:00PM	refresh calendar
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
	21 Jan	22 Jan	23 Jan	24 Jan	25 Jan	26 Jan	
10H							
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SCORE – View Timetable

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3-hr Class

CCIT 4073 - HL11
Info Technology & Applications
Lecture
9:00AM - 12:00PM
HPC602

<< previous week Week of 21/1/2019 - 27/1/2019 next week >> Print View

Show Week of 24/01/2019 Start Time 8:00AM End Time 10:00PM refresh calendar

	Monday 21 Jan	Tuesday 22 Jan	Wednesday 23 Jan	Thursday 24 Jan	Friday 25 Jan	Saturday 26 Jan
8:00AM - 10:00AM						
10:00AM - 12:00PM	CCIT 4073 - HL11 InfoTechnology & Applications Lecture 9:00AM - 12:00PM HPC602					
12:00PM - 2:00PM						
2:00PM - 4:00PM		HPHS 5005 - HL02 Sport & Rec Mgt & Sport C Pjt Lecture 10:30AM - 1:30PM HPC1101				
4:00PM - 6:00PM						
6:00PM - 8:00PM						
8:00PM - 10:00PM						

Block Off

HPBO 9999 - HL82
Block Off for other activities
Programme Activities
9:00AM - 1:30PM
Location: TBA

TBA = To be announced

1.5-hr Class

CCEN 4005 - HL07
EAP II
Lecture
3:00PM - 4:30PM
HPC1104

Example: CCIT4073-HL11

CCIT4073 = Course Code

HL = Lecture

(HT = Tutorial, HE = Exam)

11 = Class 11

Example: HPC602 & 1104

HPC = HPSHCC Campus

602 = Room 02 of 6/F

1104 = Room 04 of 11/F

SCORE – View Timetable

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Block Off Period

Course code: HPBO 9999

- **Reserved for school/ programme/ class activities**
- **No class swapping is allowed in this period**
- **No need to come back to the campus if there is no activity arranged**
- **Activity schedule and details will be announced on Learner Portal/ SOUL / Email or by lecturers during lessons**
- **More than one block off period for some programmes**

SCORE – View Timetable

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You should also pay attention to “Class Notes” which includes the special arrangement for a specific course. For example:

- The first lesson will start on the **specified date**.
- This course is offered in lecture-tutorial teaching mode. The 1.5-hour tutorial will be held on the **specified date**. Any change of the schedule will be advised by the lecturer/College in advance.

Class Notes



Class Notes:		
Class	Course Title	Class Note
CCAH 4014 - HL01 (Lecture)	Histories, Societies and Identities: Connecting the Past to the Present	
CCEN 4003 - HL01 (Lecture)	Introduction to Academic English	
CCSS 4005 - HL01 (Lecture)	Social Problems in Contemporary Societies	
HPBO 9999 - HP51 (Programme Activities)	Block Off for other activities	Mid-term tests and programme activities (Monday 9:00-13:30) will be held occasionally. Details will be advised in due course. If no tests or activities are arranged in this time slot, students are NOT required to come back to the campus.
HPHS 4086 - EXAM (Examination)	Cellular and Molecular Biology	
HPHS 4086 - HL01 (Lecture)	Cellular and Molecular Biology	Practical lab sessions / tutorial sessions will be held occasionally on Tuesday (10:30-13:30). Details will be advised in due course. If no lab/ tutorials are arranged in this time slot, students are NOT required to come back to the campus.

SCORE – View Timetable

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You can view the **Examination schedule** in **Weekly Calendar View** around two weeks before the exam period.

<< previous week							
Week of 22/12/2014 - 28/12/2014							
next week >>							
Show Week of 26/12/2014 Start Time 08:00 End Time 18:00 refresh calendar							
Time	Monday 22 Dec	Tuesday 23 Dec	Wednesday 24 Dec	Thursday 25 Dec	Friday 26 Dec	Saturday 27 Dec	Sunday 28 Dec
08:30							
09:00		ENG 4002 - E01 Examination 09:00 - 10:00 Location: TBA					
10:00			ENG 5001 - EXAM Examination 10:00 - 11:00 Location: TBA				
11:00							
12:00							
13:00							
14:00							
15:00							
16:00							

CUL 5003 - EXAM
Examination
14:00 - 17:00
Main Campus RM104

SCORE – View Timetable

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Class Notes:

Class	Course Title	Class Note
CCEN 4004 - HL01 (Lecture)	English for Academic Purposes I	
CCSA 8004 - HE18 (Examination)	China's Development, Hong Kong and the National Security Law	Exam Date: 14 May 2026 (Thu) Exam Time: 14:30-15:30 Exam Venue: HPC Learning Commons, 5/F
CCSA 8004 - HL01 (Lecture)	China's Development, Hong Kong and the National Security Law	
HPSC 4003 - HE01 (Examination)	Principles of Sociology	Exam Date: 08 May 2026 (Fri) Exam Time: 14:30-16:30 Exam Venue: HPC College Hall, 3/F
HPSC 4003 - HL06 (Lecture)	Principles of Sociology	

Exam Seat Information:

Course Code	Course Title	Exam Seat Number / Remarks
CCSA 8004	China's Development, Hong Kong and the National Security Law	001
HPSC 4003	Principles of Sociology	008



Examination Seat Information

SCORE – View Timetable

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HKU SPACE Po Leung Kuk Stanley Ho Community College (HPSHCC) ACADEMIC CALENDAR 2026-27

	Week	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Events / Holidays
Sep				1	2	3	4	5	
		6	7	8	9	10	11	12	
	1	13	14	15	16	17	18	19	16 Sep: First Teaching Day of Semester 1
	2	20	21	22	23	24	25	26	25 Sep: Class suspension 26 Sep: The day following the Chinese Mid-Autumn Festival
	3	27	28	29	30				
Oct						1	2	3	1 Oct: National Day
	4	4	5	6	7	8	9	10	5 Oct: Graduation Ceremony 7 Oct: Teaching Monday Schedule
	5	11	12	13	14	15	16	17	
	6	18	19	20	21	22	23	24	19 Oct: The day following Chung Yeung Festival
	7	25	26	27	28	29	30	31	
Nov	8	1	2	3	4	5	6	7	
	9	8	9	10	11	12	13	14	
	10	15	16	17	18	19	20	21	
	11	22	23	24	25	26	27	28	
	12	29	30						
Dec				1	2	3	4	5	
	13	6	7	8	9	10	11	12	
	14	13	14	15	16	17	18	19	14 Dec: Last Teaching Day of Semester 1 17 Dec: Payment Due Date for 2 nd Instalment of Tuition Fees 18 Dec-16 Jan: Examination period *
		20	21	22	23	24	25	26	25-26 Dec: Christmas Holidays
		27	28	29	30	31			
Jan							1	2	1 Jan: The 1 st day of January
		3	4	5	6	7	8	9	
		10	11	12	13	14	15	16	
	1	17	18	19	20	21	22	23	22 Jan: First Teaching Day of Semester 2
	2	24	25	26	27	28	29	30	
	3	31							

1. No regular classes on the public holidays, i.e. 26 Sep, and 1 & 19 Oct 2026 >> No classes displayed on SCORE

2. No regular classes on the school holiday, i.e. 25 Sep, 5 Oct 2026 >> You will see classes on SCORE, but no regular classes on that day

3. Change of class schedule, i.e. 7 Oct 2026 >> You will see Wed classes on SCORE, but please follow Mon schedule on that day

4. Exam Period, i.e. 18 Dec 2026 - 16 Jan 2027 >> Exam timetable will be announced in due course

SCORE – Academic Record

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- On the Academic Record page, you can view a summary of your academic information, including your Course History. This page allows you to review the courses you have completed and their final grades.

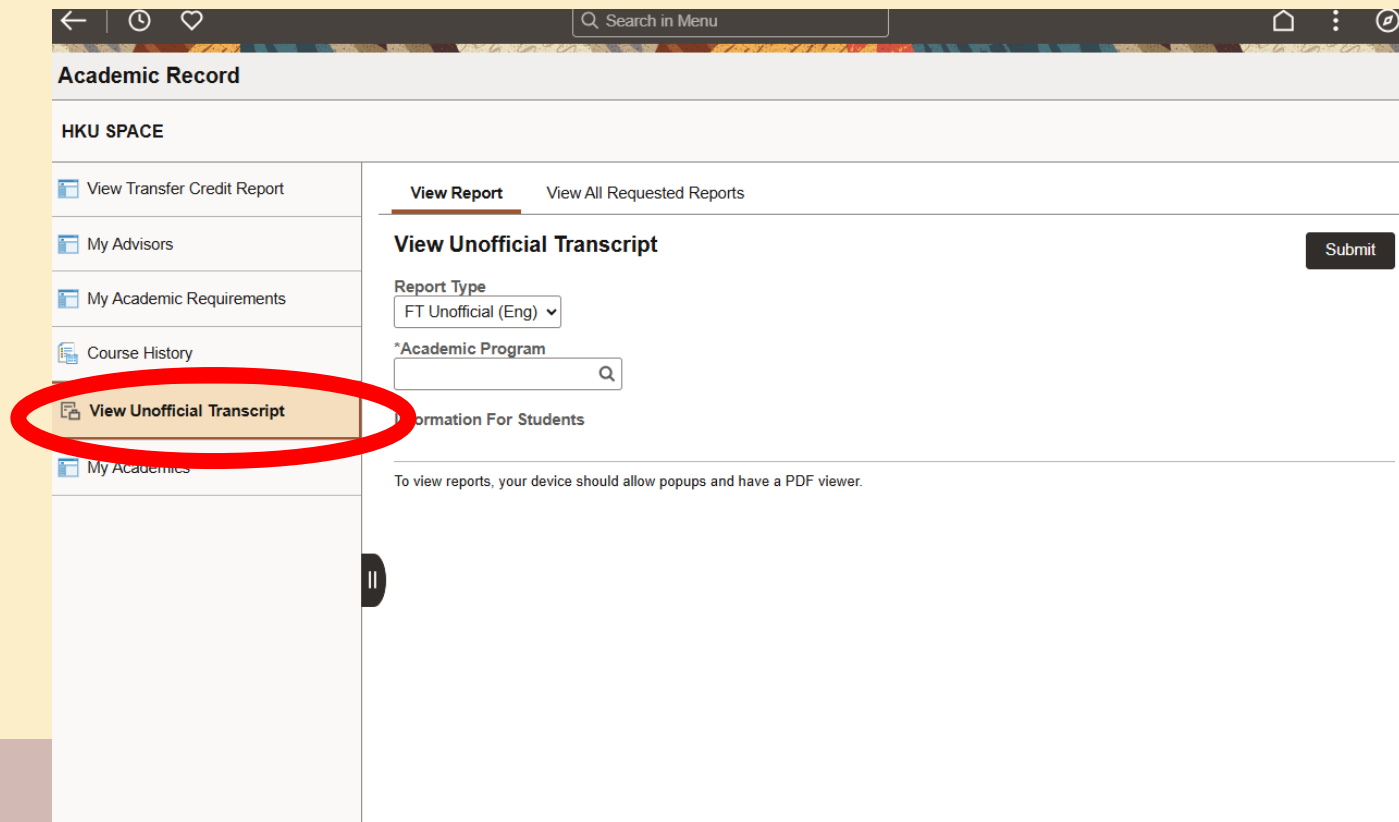
The screenshot displays the SCORE Academic Record interface. On the left is a sidebar menu with options: View Transfer Credit Report, My Advisors, My Academic Requirements, **Course History** (highlighted with a red circle), View Unofficial Transcript, and My Academics. The main content area is titled 'Course History' and shows a table of 35 rows. The table has columns for Class, Description, Term, Grade, Units, and Status. The 'Grade' column is highlighted with a red vertical bar. The 'Status' column shows 'Taken' for all courses, each with a green checkmark icon. The table lists various courses including CCEN 4011, CCSS 4004, HPHB 4006, HPHB 4010, HPHB 4015, HPHB 4016, CCCH 4012, CCEN 4005, HPHB 4008, HPHB 4009, HPHB 4014, and CCEN 4004.

Class	Description	Term	Grade	Units	Status
CCEN 4011	English for Business	2025-26 Semester 2		00	✓ Taken
CCSS 4004	Intra- & Interpersonal Compete	2025-26 Semester 2		00	✓ Taken
HPHB 4006	Property Valuation	2025-26 Semester 2		00	✓ Taken
HPHB 4010	Housing Finance and Accounting	2025-26 Semester 2		50	✓ Taken
HPHB 4015	Project Mgt for Surveying Prof	2025-26 Semester 2		00	✓ Taken
HPHB 4016	Building Contract Admin	2025-26 Semester 2		50	✓ Taken
CCCH 4012	Practical Chinese	2025-26 Semester 1		00	✓ Taken
CCEN 4005	EAP II	2025-26 Semester 1		00	✓ Taken
HPHB 4008	Building Tech & Maintenance	2025-26 Semester 1		00	✓ Taken
HPHB 4009	Property Laws in Practice	2025-26 Semester 1		00	✓ Taken
HPHB 4014	Planning and Development	2025-26 Semester 1		00	✓ Taken
CCEN 4004	EAP I	2024-25 Semester 2		00	✓ Taken

SCORE – View Transcript

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- You can obtain the complete record of course results of your study at the College by generating an unofficial transcript on SCORE.



The screenshot displays the SCORE Academic Record interface. On the left, a sidebar lists various options under the heading 'HKU SPACE'. The 'View Unofficial Transcript' option is highlighted with a red circle. The main content area shows the 'View Report' tab selected, with a sub-tab 'View All Requested Reports'. Below this, the 'View Unofficial Transcript' section is visible, featuring a 'Report Type' dropdown menu set to 'FT Unofficial (Eng)', an '*Academic Program' search field, and a 'Submit' button. A note at the bottom states: 'To view reports, your device should allow popups and have a PDF viewer.'

Academic Record

HKU SPACE

- View Transfer Credit Report
- My Advisors
- My Academic Requirements
- Course History
- View Unofficial Transcript**
- My Academics

View Report View All Requested Reports

View Unofficial Transcript Submit

Report Type
FT Unofficial (Eng) ▼

*Academic Program

Information For Students

To view reports, your device should allow popups and have a PDF viewer.

SCORE – View Transcript

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- Select **Academic Program: Your Programme** from the dropdown menu and then click **Submit**. The unofficial transcript will be generated in pdf format.

If you need an official transcript, please apply through “HP42-TRN Application for Transcript (Current Students)” of the e-Form system. The normal processing time for the application is around two to three weeks.

The screenshot displays the HKU SPACE Academic Record interface. On the left is a sidebar menu with options: View Transfer Credit Report, My Advisors, My Academic Requirements, Course History, View Unofficial Transcript (highlighted), and My Academics. The main content area is titled 'Academic Record' and 'HKU SPACE'. It features two tabs: 'View Report' (active) and 'View All Requested Reports'. Below the tabs is the 'View Unofficial Transcript' section, which includes a 'Report Type' dropdown set to 'FT Unofficial (Eng)' and an '*Academic Program' dropdown set to 'HP504'. A red rectangle highlights the '*Academic Program' dropdown. To the right of the dropdown is a 'Submit' button. Below the dropdown is a section titled 'Information For Students' with a note: 'To view reports, your device should allow popups and have a PDF viewer.'

SCORE – Profile

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- Your **contact information** will be shown on this page. You can view other personal information via the menu on the left.

The screenshot displays the SCORE Profile interface. At the top, there is a navigation bar with a back arrow, a clock icon, a heart icon, a search bar labeled "Search in Menu", a home icon, a menu icon, and a profile icon. Below the navigation bar, the page is titled "Profile". On the left side, there is a vertical menu with the following items: "Names" (highlighted with an orange background), "Phone Numbers", "Addresses", "Email Addresses", "Emergency Contacts", and "Demographic Information". The main content area on the right is titled "Names" and includes a "Data Language" dropdown menu set to "English". Below the title, there is a section for "Names" with the text "View, add, change or delete a name." and "Below is a list of your current names. Each name has a type associated with it that is indicative of the name's use." A table lists the current names:

Name Type	Name	Chinese Name
Primary	[Redacted]	[Redacted]

Below the table is a button labeled "Add a new name".

SCORE – Profile

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If you need to change your contact information (e.g. mobile number, email address, correspondence address, etc.), you have to do it through “HP13-PDA Application for Personal Data Amendment” in the e-Form system.

Updates made in the SCORE system are not accepted.

The screenshot shows a web application interface for a 'Profile' page. On the left is a sidebar with navigation links: 'Names', 'Phone Numbers' (highlighted), 'Addresses', 'Email Addresses', 'Emergency Contacts', and 'Demographic Information'. The main content area is titled 'Phone Numbers' and includes a 'Data Language' dropdown set to 'English'. Below the title, there is a text prompt 'Enter your phone numbers below.' and a note: 'If multiple phone numbers are entered, specify your primary contact number by selecting the preferred checkbox.' A table is used to manage phone numbers with columns for 'Phone Type', '*Telephone', 'Ext', 'Country', 'Preferred', and a delete icon. One entry is shown with 'Mobile' as the type, a redacted number, extension '852', and it is marked as 'Preferred'. Below the table are buttons for 'Add a Phone Number' and 'Save'. A legend indicates that an asterisk (*) denotes a 'Required Field'.

Phone Type	*Telephone	Ext	Country	Preferred	
Mobile		852		☒	

IT Help on e-Learning Platforms

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- After logging in to LP, click “IT Help” on the left

Learner Portal Hi, [Name] Log Out

HKU SPACE
The Hong Kong University of Professional and Continuing Education

My News | My Resources | My Events | CareerSPACE

Latest News

- 01 Jul 2026**
Cross Posting
International Degree Programmes for AD/HD/HKDSE/IB graduates [Final Round Application Deadline: 31/7]
- 01 Jul 2026**
Cross Posting
IC - Online Information Seminars on Full-time International Degree Programmes for AD/HD/ HKDSE/ IB/ GCE Graduates (July 2026)
- 30 Jun 2026**
Stanley Ho Community College
Registration for Semester 1, 2026-27
- 29 Jun 2026**
Stanley Ho Community College
Tuition Fees (for 2026-27 Academic Year)
- 25 Jun 2026**
Stanley Ho Community College
Reminder: Application Deadlines
- 25 Jun 2026**
Cross Posting
Walk-in/ Online Admission for 3-Year Full-time UK

All News

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#HKU SPACE PLK SH CC Higher Diploma Year 02 #Student Development Resource Centre #HKU School of Professional and Continuing Education #HKU SPACE PLK SH CC #Cross-Group #Jul 2026 #Jun 2026 #May 2026 #Apr 2026 #Mar 2026 #Feb 2026 #Jan 2026 #Sep 2025 #Jul 2025

International Degree Programmes for AD/HD/HKDSE/IB graduates [Final Round Application Deadline: 31/7]
01 Jul 2026 - Cross-Group

IC - Online Information Seminars on Full-time International Degree

IT Help on e-Learning Platforms

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- Before logging in to LP, click “Contact Us” and scroll down for “Information Technology Services”

Learner Portal Sign In *MyPortal*

HKUSPACE 香港大學專業進修學院
HKU School of Professional and Continuing Education

[HKUSPACE Today](#) [CareerSPACE](#) [General Information](#) [Links and Resources](#) [Contact Us](#)

form.

Title ☒ Mr. ☐ Ms. ☐ Miss ☐ Dr.

Name

Phone number (Optional)

Email

Course Title

☒ Comment ☐ Complaint ☐ Compliment

Validation code

☐ I'm not a robot

reCAPTCHA
Privacy - Terms

Personal data provided as part of the feedback will be solely used by our staff for handling the feedback. All cases will be handled in strict confidence and will not affect the students' assessment results in any way.

[>> Top](#)

You can seek IT Help via:

- Email
- WhatsApp/ WeChat
- IT Help Chatbot/ Ticket

Information Technology Services

IT Help Contact

it.help@hkuspace.hku.hk

WhatsApp / WeChat: 6803 5480 [Hour of Operation: Monday – Friday: 9am – 10pm; Saturday: 9am – 5pm (Except Public Holidays)]

IT Help Service Ticket System

[Home page](#)

Reminder – Systems and Campus IT Facilities

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System related	Campus IT facilities
• Learner Portal • SOUL • SCORE • Webmail • Password reset	• Students' computers on campus • Campus WIFI connection • College's eForm system
IT Help: <u>it.help@hkuspace.hku.hk</u>	IT Support: <u>it.support@hkuspace-plk.hku.hk</u>

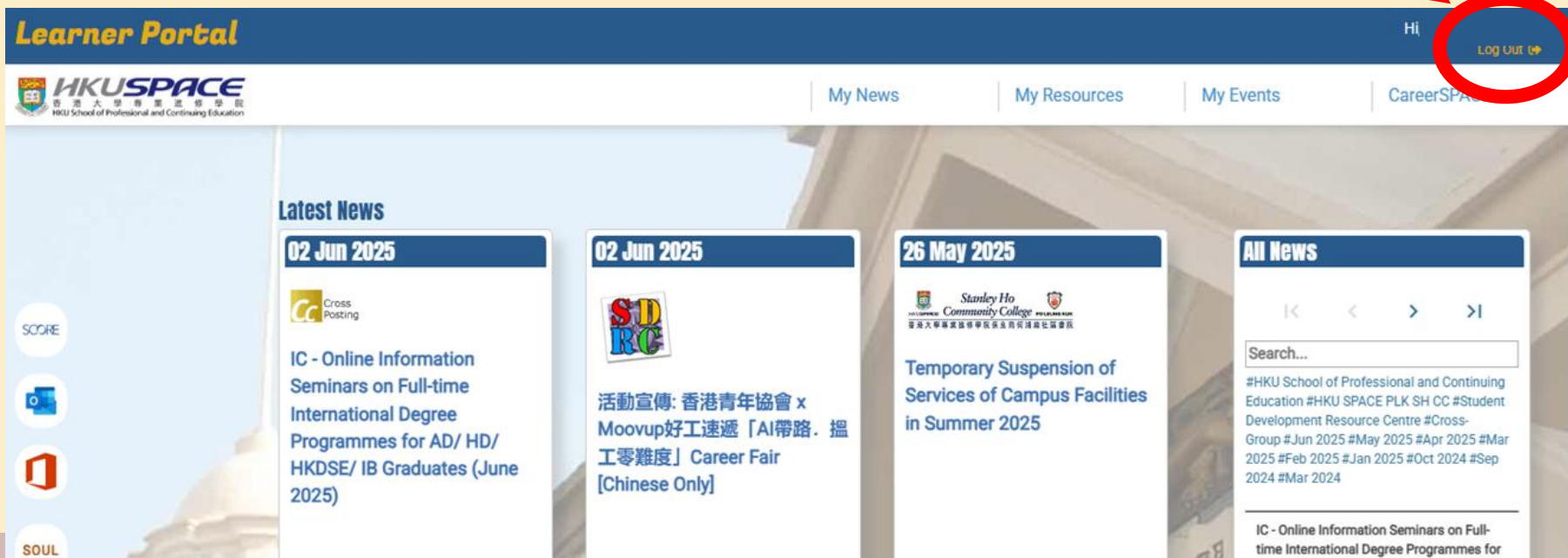
- Please remember the above details and approach **DIFFERENT IT Help** for assistance.

Reminder - Logout

23

Remember to logout

If you are using a public computer, it is important for you to **logout before leaving** the computer unattended. Otherwise, others can access your information using the same computer or even alter the data if your account remains logged in. The system will be logged out only when you logout from the Learner Portal and close the browser.



Learner Portal

Hi **Log Out**

HKUSPACE
香港大學專業進修學院
HKU School of Professional and Continuing Education

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IC - Online Information Seminars on Full-time International Degree Programmes for

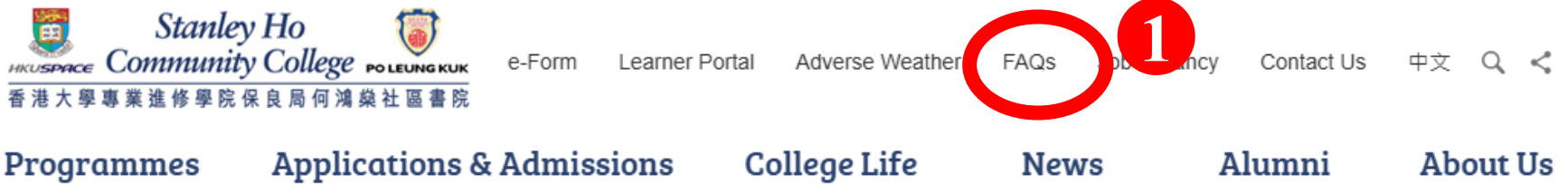
Reminder – Campus WiFi

24

Step 1: Click “FAQs” via HPSHCC college webpage at

<https://hkuspace-plk.hku.hk>

Step 2: Click “WiFi Services” under “FREQUENTLY ASKED QUESTIONS” for user guides



FAQs

HOME > FAQs >

FREQUENTLY ASKED QUESTIONS

FAQs

Frequently Asked Questions

WiFi Services

2

Study Subsidy Scheme for Designated Professions/Sectors (SSSDP) >

General Questions >

Reminder – Campus Workstations: Locations

25

Workstations are available in the following locations:

- 4/F : Library
- 5/F : Learning Commons
- 6/F : Open Access Lab (Room 601A)
- 6/F – 15/F : Lift Lobby

Reminder – Campus Workstations: Login

26

- Username: **Student ID Number**
- Password: **Using the changed password after First Time login to Learner Portal**

Example:

Username: 20091234 **Student ID Number**

Password: Same as Learner Portal

Reminder - Password

27

- Remember!

The system password that you have changed affects on

- ALL e-Learning Platforms
 - ✦ i.e. Learner Portal, SOUL, SCORE, Webmail
 - Campus Computer
 - Campus WiFi
 - College eForm system
-
- Please remember the login and password, and do not share it with your schoolmates.

General Enquiry

28

General Enquiry:

Tel:	3923 7000
Email:	<u>enquiry@hkuspace-plk.hku.hk</u>

Note:

Please clearly state your name, student number, contact number, name of the programme and level of study in your enquiry email.

THANK YOU