THE HONG KONG POLYTECHNIC UNIVERSITY
香港理工大學

COLLEGE OF PROFESSIONAL AND CONTINUING EDUCATION
專業及持續教育學院

HONG KONG COMMUNITY COLLEGE
香港專上學院

School of Professional Education and Executive Development
專業進修學院

SPEED

Student Handbook

2026/27

This Student Handbook is applicable to PolyU-accredited academic award programmes.

October 2026

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1. Introduction

A. The Hong Kong Polytechnic University

The origin of The Hong Kong Polytechnic University (PolyU) can be traced back to 1937 with the founding of the first publicly-funded post-secondary technical institution in Hong Kong – the Government Trade School. The School was renamed the Hong Kong Technical College in 1947. In August 1972, the Hong Kong Polytechnic was formally established taking over the campus and staff of the Hong Kong Technical College. The Institution assumed full University status in November 1994. It now has a student population of about 34,000.

B. College of Professional and Continuing Education

The College of Professional and Continuing Education (CPCE), founded in 2002 by PolyU, focuses on the provision of high quality self-financed programmes at the post-secondary level through its two educational units, namely Hong Kong Community College (HKCC) and School of Professional Education and Executive Development (SPEED).

CPCE maintains a strong affiliation with PolyU Senate on academic quality assurance matters, and its College Board is a committee of Senate. Implementation approval from PolyU Senate is required for academic programmes leading to PolyU (including PolyU-HKCC and PolyU-SPEED) awards to ensure that the high-standard quality assurance mechanism of PolyU is strictly followed.

The PolyU-accredited academic programmes offered in CPCE lead to PolyU-HKCC award at sub-degree (Associate Degree/ Higher Diploma) level or PolyU-SPEED award at undergraduate (Bachelor's Degree)/ postgraduate (Master's Degree) level.

CPCE emphasises the importance of students' all-round development by providing them with a wide array of academic and co-curricular activities in a supportive environment. These activities seek to nurture students' creativity, active learning and critical thinking abilities as well as to enhance their self-confidence, a positive attitude and a sense of responsibility.

CPCE Academic Divisions

There are four academic divisions under CPCE which are responsible for managing the PolyU-accredited academic programmes in their respective disciplines. Each of the divisions acts as the Programme Administrative Host for its programmes concerned. The four academic divisions are:

Name of Academic Division	Abbreviation	Website
Division of Business and Hospitality Management	BHM	www.cpce-polyu.edu.hk/bhm
Division of Languages and Communication	LC	www.cpce-polyu.edu.hk/lc
Division of Science, Engineering and Health Studies	SEHS	www.cpce-polyu.edu.hk/sehs
Division of Social Sciences, Humanities and Design	SSHD	www.cpce-polyu.edu.hk/sshd

CPCE Academic Registry

The CPCE Academic Registry (CAR) provides a wide range of professional administrative support and quality services to facilitate the offering of the PolyU-accredited academic programmes in CPCE. It is responsible for matters related to applicants and students, covering admissions, subject registration, timetabling, examinations, student records, certification and awards.

C. Academic Programmes and Studies

Regulations stipulated in this Student Handbook apply to all students enrolled on the PolyU-accredited academic programmes offered in CPCE. The adoption of a credit-based structure has enabled our study programmes to be more responsive to the changing needs of students, the professions and the society.

A credit-based programme comprises subjects which have values expressed in terms of credits. Subjects are categorised into different levels representing different intellectual demand on students. To earn a credit, students are expected to take up about 35 to 45 hours of study (inclusive of contact hours, private study, etc.). Unless approved otherwise, the number of credits to be taken in each semester shall not exceed 21.

Graduation Requirements

For graduation, students are required to complete a specified number of credits and satisfy other requirements as laid down in the relevant Scheme / Programme Requirement Document which is made available to students on the Student Portal from the commencement of their studies. Some students may be required to take extra credits if they lack the necessary foundation knowledge and they will be advised of the details before programme commencement.

Academic Advising

Academic advising aims to help students make informed academic decisions / choices about their studies that suit their intellectual, professional and personal goals. It is instrumental to promoting student success and plays a vital role in enhancing students' overall learning experience in CPCE.

Each full-time sub-degree / undergraduate degree student will be assigned an Academic Advisor throughout his / her study. Students are encouraged to consult their Academic Advisors for matters concerning their studies.

Other students may contact their Programme Leaders and Subject Lecturers for academic advice.

Student Feedback Collection

It has been the concerted and continuing effort of CPCE to provide various means to help you achieve the most throughout your study. Various channels are available for you to convey your needs and provide feedback to us. You are encouraged to make use of the following channels to voice your opinions and concerns about learning and teaching whenever needed:

- Discussions and / or informal meetings with Scheme Leaders, Programme Leaders, Academic Advisors, Subject Leaders, Subject Lecturers, and / or Student Counselling Officers;
- Student representatives on the Student / Staff Consultative Group;
- Student representatives on various committees;
- Email, enquiry hotline and service counter on campus.

In particular, the Student Feedback Questionnaire (SFQ) is a regular channel to collect feedback from students on each of the subjects they study. Students' participation and feedback are anonymous. The feedback will provide useful information for improving the quality of teaching and learning. The SFQ exercise will normally be conducted towards the end of the teaching period.

Surveys on students' overall learning experiences are also conducted to collect students' insights on different aspects regarding their learning.

2. Access to Information

The main communication channel for disseminating information and notices to students will be through emails and the Student Portal. It is important for you to regularly check messages from these sources.

A. Email and Website

As a student in CPCE, you will be assigned a student account based on your student number for access to various information technology (IT) facilities and services, such as the Student Portal, email, Blackboard Ultra E-learning System, computers on campus, etc. For the first access, you have to activate your student account and change the initial password. Your username is the same as your Student Number but with the last alphabet in lower case. Since most of your study activities (e.g. subject registration, application for transcript and personal data amendment) are transacted on web, you are strongly advised not to divulge your password to anybody. For security reason, you should also change your password from time to time. You will be held responsible for all actions done through your student account which is controlled by your own password.

Through your student email account, you can conveniently communicate with staff members of CPCE. Information concerning your study, such as notices on your registration or study related arrangements, tuition fee payment notification, Library notices on book loans, etc. will also be sent to you by CPCE staff / offices via email frequently. You are therefore urged to check messages in your student email account habitually and manage it regularly to ensure that it is not overloaded. Otherwise, important messages concerning your study cannot be delivered to your student email account. Your student email address is student_number@common.cpce-polyu.edu.hk. For example, if your student number is 26000008A or 26000008S, your student email address is 26000008A@common.cpce-polyu.edu.hk or 26000008S@common.cpce-polyu.edu.hk. You may access your mailbox via the CPCE Portal (portal.cpce-polyu.edu.hk) or Microsoft Office 365 login page (mail.office365.com). Your login name is your student email address and the password is the same as your student account. You are also reminded to use your student email account to communicate with CPCE staff / offices as emails sent through other email accounts will not be handled / processed.

At the CPCE website (www.cpce-polyu.edu.hk), you can obtain useful information about your studies as well as general information relating to the facilities available on campus.

Important notices concerning your study (e.g. enrolment and subject registration schedule, payment notification, etc.) will be put up to the Student Portal from time to time:

- Sub-degree programmes: my.HKCC (hkcc-polyu.edu.hk/myhkcc)
- Full-time 4-year Undergraduate Degree programmes: my.SPEED (speed-polyu.edu.hk/myspeed4YrDegree)
- Undergraduate Top-up Degree / Postgraduate Degree programmes: my.SPEED (speed-polyu.edu.hk/myspeed)

In addition to checking emails, it is your responsibility to check these notices regularly to get up-to-date information; you shall bear all consequences for missing any application deadlines or failing to complete certain procedures as instructed / announced.

You can visit the Student Computer Centre on the PolyU West Kowloon Campus where access to a range of central computing facilities is available.

Your access rights to the IT facilities in CPCE, such as the CPCE Portal, Student Portal, network services, student email, etc., will be terminated upon discontinuation of your study in CPCE, expiry of your student identity card, or 90 days after the announcement of assessment results before graduation, whichever is earlier.

B. Scheme / Programme Requirement Document

The Scheme / Programme Requirement Document for your programme of study will be published on the Student Portal at the commencement of your study.

This is a very important document which contains all information on credit requirements, curriculum, subject syllabi (Subject Description Forms), programme-specific assessment regulations, grading system, graduation requirements and award classifications. You are reminded to read through this important document carefully and observe the requirements of graduation. It is your sole responsibility to ensure that the course of study is so planned and elective subjects so chosen that all graduation requirements will be successfully met in a timely manner.

The Scheme / Programme Requirement Document is subject to review and change from time to time. You will be informed of the changes as and when appropriate. You may download the latest version of the respective Scheme / Programme Requirement Document from the Student Portal.

C. Student Handbook

The Student Handbook that you are now reading contains essential information concerning general academic matters, general regulations and procedures, services and facilities, as well as various communication channels for students. This is accessible at the CAR website (cpce-polyu.edu.hk/academic-registry) and the Student Portal.

D. Notice Boards and Digital Display System

Apart from emails, students are communicated through notices and messages displayed on the notice boards and / or Digital Display System on the PolyU West Kowloon Campus.

E. Enquiries

CPCE Academic Registry (CAR)

E-mail : cpce.ar@cpce-polyu.edu.hk
Service Counter : 3/F, North Tower, PolyU West Kowloon Campus
Telephone : 3746-0900

Please visit the CAR website at https://www.cpce-polyu.edu.hk/academic-registry/contact-us for the service hours of CAR.

F. Information to be Supplied When Writing to CPCE Offices

If you wish to make an enquiry, a comment or a suggestion on matters concerning your study in writing, you are required to state clearly your full name, student number, contact telephone number and the programme enrolled. CPCE offices will not be able to take action on any correspondence which is anonymous (i.e. without information on the full name and student number).

If you communicate with us through email, you should use your student email account for identification; messages sent through other email accounts will be treated as anonymous messages and will not be processed.

3. Enrolment and Student Records

A. Confirmation of Enrolment

You need to confirm enrolment on your programme on a semester / term basis. You will receive an email advising you to settle the relevant tuition fees and other fees in June / July (for Semester One), in December (for Semester Two) and in the following May (for Summer Term). You can check via the Student Account Portal (www.cpce-polyu.edu.hk/sap) regarding the debit notes issued to you and your payment status.

To confirm your enrolment on a programme, normally you are only required to settle the tuition fees and register for subjects for the semester / term concerned before the specified deadline. It is not necessary for you to come in person to confirm your enrolment unless the validity of your student identity card has expired. In such case, you will be invited to come to CAR to renew your student identity card.

If you fail to settle the tuition fees by the stipulated deadline, you will be considered as having given up your study place (please also refer to the sections on "Discontinuation of Study" and "Nullification and Reinstatement of Registration").

B. Notes for Students under 18 Years Old

As students under the age of 18 do not have full legal capacity to enter into contracts or give valid consent, consent from their parents / guardian will be sought, upon the students' acceptance of our offers, for them to select programmes, enrol in subjects, reside in the CPCE Student Hostel and participate in the academic or non-academic activities of CPCE such as internships, placements, community services, offshore exchanges, study tours or visits, sporting events and experiential camps held locally, in Chinese Mainland or overseas, and make any related decisions.

Parents should note that, unlike secondary schools, tertiary students have no regular or fixed class timetable. Instead, students attend classes according to the subjects in which they have enrolled, and they are free to leave the campus any time. Additionally, there is no special zone for students under 18 in the CPCE Student Hostel and they will share facilities with other students. Parents are advised to discuss with their children the behaviour that is appropriate outside CPCE and the suitability of their staying in the Student Hostel, if applicable.

As with all students, those under 18 must abide by the regulations stipulated in the Student Handbook. CPCE has the right to inform parents of their children's academic performance, disciplinary actions, changes in residential status in the CPCE Student Hostel, or any issues concerning students' health, safety or financial problems that warrant parental attention.

CPCE reserves the right to request the parents / guardian of any student under 18 to sign and return a Letter of Consent upon the student's acceptance of offer and before he / she completes his / her registration procedures in CPCE.

For a non-local student under 18, his / her parent is also required to authorise either an adult staying in Hong Kong or CPCE to be the student's local guardian, who serves as the sole contact person in Hong Kong in case of communication with the immigration authorities, emergencies or other situations that may arise.

C. Student Identity Card

After your first registration on the study programme and upon your completion of the student identity card collection process, a student identity card will be issued to you. You are entitled to the rights and privileges of a full-time or part-time student, as appropriate, upon fulfilling the criteria for progression for the period, having duly paid the tuition and other fees (e.g. caution money) and having completed the subject registration procedures. You need to present your student identity card when entering PolyU / CPCE premises and to carry it at all times while in the campus as it enables you to gain access to various campus facilities. The student identity card will become invalid upon the student's completion of graduation requirements or cessation of study.

Different administrative units have their own service provisions and effective service periods for different types of students. Generally speaking, service provisions will not be available once the student status has ended or students have completed their studies and are eligible for award, regardless of the expiry date printed on student identity card. Students or Graduands (i.e. those who have satisfied all academic requirements for graduation but have not been officially conferred the academic awards) can contact individual offices for more information.

i. Renewal of Student Identity Card upon Expiry

Student identity card will expire at the end of the normal duration of the programme concerned. If you are eligible to continue with your study after the expiry date of your student identity card, CAR will advise you to exchange for a new student identity card. If you do not receive such notification before the commencement of the academic year / semester / term, you should enquire at CAR during office hours.

ii. Return of Student Identity Card

The student identity cards are the property of CPCE and are not transferable. You are advised to return the card in person to CAR, as required. If you prefer to return the card by post, you are urged to cut the card into halves so as to prevent fraudulent use of your card in case it gets lost in post.

You are also reminded to clear all the money value stored in the student identity card before returning it to CAR. CAR shall not be liable for any subsequent claims for unspent balance after the card has been cancelled.

iii. Misuse of Student Identity Card

You should take good care of your student identity card. You are liable to disciplinary actions, which may include attending improvement programmes, temporary deprivation of student rights, suspension or expulsion of studies, if (a) you lend your student identity card to another person to enable the latter to gain access to the campus facilities or for other purposes or (b)

you use a student identity card that does not belong to you to gain access to the facilities or for other purposes.

iv. Loss, Damage and Replacement of Student Identity Card

In case your student identity card is lost or damaged / you need to amend your name / you have transferred to another programme of a different mode (e.g. from full-time to part-time or vice versa), you should submit an application for "Replacement of Student Identity Card" (**Form CAR 16**). A non-refundable and non-transferable replacement fee will be charged for the new student identity card. If the original student identity card is subsequently found, you should immediately return the original student identity card to CAR for cancellation. It is an offence to possess more than one student identity card for the same programme at any time during your study in CPCE, and you shall be subject to disciplinary actions if found committing this offence.

D. Use, Access and Change of Student Data

i. Use of Student Data

The information collected from you during your application for admission and programme registration has been / will be used for the purposes as stated in the following Personal Information Collection Statement (PICS) for students (during studies and upon leaving).

Personal Information Collection Statement (PICS) for Students (during studies and upon leaving)

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

(a) Purpose of Collection

The personal data provided by you to HKCC / SPEED under CPCE throughout your study and upon leaving CPCE, will be used by PolyU, CPCE and their units / offices for the following purposes:

- Processing your application for activities, services and facilities provided by PolyU / CPCE or other organisations associated with PolyU / CPCE;
- Processing the application and arrangement for study-related activities including but not limited to student visa, student exchange programmes, study tours, placement, internship, Service-Learning and Work-Integrated Education (WIE), training and scholarships, where applicable;
- Assisting your Academic Advisor to provide timely support for you when in need;
- Managing alumni affairs;
- Verifying student / graduate status, qualifications and academic records;
- Compiling the Graduate List for use in the Graduation Ceremony and disclosing information about your awards and achievements;
- Conducting statistical analysis, research, surveys, quality assurance and review;
- Facilitating communication between you and PolyU / CPCE;

- Facilitating PolyU / CPCE to comply with any applicable laws, regulations or court orders (in each case whether in Hong Kong or overseas), any request by government, statutory, regulatory or law enforcement authority, and valid legal process; protecting the rights of PolyU / CPCE or its affiliate;
- Facilitating implementation of policies and procedures of PolyU / CPCE, and monitoring their compliance;
- Other purposes directly relating to any of the above.

In case the programme you registered is jointly offered or collaborated by CPCE and its partner institution(s), your personal data will be shared with the partner institution(s) (whether in Hong Kong or overseas) for the above purposes. You are also required to provide an emergency contact, other than yourself, in case of emergency.

(b) If you do not provide the personal data, other than those items indicated as optional, PolyU, CPCE and their offices / units may not be able to provide you with the requested activities, services or facilities, or maintain contact with you.

(c) Disclosure and Transfer of Personal Data

Your personal data will be kept confidential and only authorised staff members of PolyU / CPCE will have access to and handle your personal data. CPCE and its units / offices may disclose or transfer your personal data to the following parties within or outside Hong Kong solely for the purpose set out in paragraph (a) above.

- Student organisations and alumni organisations under CPCE;
- Agencies, service providers, and contractors engaged in activities on behalf of PolyU / CPCE;
- Other education institutions, their subsidiaries and relevant organisations, and government authorities in Hong Kong, China or other places for verification of qualifications you obtained from CPCE.

CPCE may disclose your personal data when authorised or required by law and in response to requests from law enforcement authorities, government departments or regulatory authorities, or where required to protect the rights or properties of PolyU / CPCE or its affiliate.

(d) Access and Correction of Personal Data

You have the right to request access and correction of your personal data held in CPCE. A fee may be imposed for processing your data access request.

During your study, correction of personal data can be performed via the Student Portal. Any data access and correction request according to the Ordinance should be made by completing the form "Personal Data Access under the Personal Data (Privacy) Ordinance" (**Form CAR 33**) and submitting it to CAR.

After graduation, correction of contact information can be done by sending email to CAR.

(e) Privacy Policy Statement

You may read the Privacy Policy Statement of CPCE at www.cpce-polyu.edu.hk/privacy-statement.

ii. Access and Updating of Student Data

Besides the information collected at the time of application, your registration details and assessment results are kept in your permanent records for monitoring your progress during your study and for reference when certification is required.

In addition, names of graduates, together with information on the award title and classification of award (for students with First Class Honours or Distinction only), will be published in a Graduates List for use at the Graduation Ceremony.

If you have requested / used services provided by PolyU / CPCE and its units / offices, appropriate records will also be kept by those units / offices.

If the programme or subject(s) within the programme you enrolled is / are offered in collaboration with other institutions, your data will be provided to the institutions concerned as necessary for use in purposes related to your study.

Only authorised parties / staff of CPCE will have access to student data. Student data will be deleted when they are no longer required according to the relevant rules. Retention policies will be reviewed regularly by the respective offices to ensure that data are kept not longer than necessary.

In accordance with the Personal Data (Privacy) Ordinance, you have the right to access and correct your personal data and also to request a copy of such data. If you wish to access your personal data kept in our records, you may submit a request via the form "Personal Data Access under the Personal Data (Privacy) Ordinance" (**Form CAR 33**) which is obtainable at the CAR website or the Student Portal. A handling fee will be charged.

To enable us to contact you successfully, it is particularly important for you to keep your residential / correspondence address, Hong Kong mobile number and IDs of instant messaging tools updated at all times during your study as CPCE and its authorised parties may contact you by phone, SMS, instant messages, or post as necessary. You can update your contact information directly via the Student Portal. For students who move into the CPCE Student Hostel or live away from home (i.e. your residential address), it is important for you to keep your correspondence address updated.

In order that CPCE and its authorised parties can reach your next of kin (parents / guardian if you are under the age of 18) in case of emergencies, you are also reminded to update the information as part of your student records in CPCE.

You can update the information directly on web during your study and up to your graduation and completion of the Graduation Ceremony. Please login to the Student Portal for access to the system. You can also view your personal particulars online. However, for amendment of name, date of birth, Hong Kong Identity (HKID) card / People's Republic of China (PRC) Resident Identity (ID) card / Passport number, nationality or gender, you are required to

submit an application for "Amendment of Personal Data" (**Form CAR 11**). You are required to produce the original and a copy of relevant supporting document(s) in addition to the HKID card / PRC Resident ID card / Passport. The application / supporting document(s) for amendment of such information, will be kept in the student's record. No update will be made to such information of a graduate / leaver.

E. Normal Duration for Completion of a Programme (Applicable to Students Admitted in or after 2020/21)

The normal duration for completion of a programme is specified in the Scheme / Programme Requirement Document concerned which will be published on the Student Portal at programme commencement.

Students should complete their programme of study within the normal duration. Those who exceed the normal duration will be de-registered from the programme unless prior approval for "Extension of Study Duration" has been obtained from relevant authorities. Registered students approaching the end of the normal duration of the programme may apply via CAR for extension of their study duration. Approval from the Head of Programme Administrative Hosting Division concerned is required for extension of up to one year for full-time students or up to two years for part-time students. Application for extension of study duration beyond one year and up to two years for full-time students or beyond two years and up to four years for part-time students requires the approval from the Chairman of College Board of CPCE.

Application for "Extension of Study Duration" should be submitted online during specified periods. Detailed arrangements will be announced by email.

F. Maximum Period of Registration (Applicable to Students Admitted in or before 2019/20)

The maximum period allowed for students to register on a programme is normally twice the normal duration. This maximum period of registration is stipulated in the individual Scheme / Programme (Requirement) Document. The fact that a student's maximum period of registration on a programme has not expired shall not, by itself, entitle him / her to remain as a student. A student's registration shall lapse if it is no longer possible for him / her to obtain the designated award within the maximum period of registration.

G. Attendance

There is no mandatory attendance requirement for the PolyU-accredited academic award programmes offered in CPCE. It is nevertheless important that you attend classes and study-related activities regularly and punctually. Participation forms a critical part of the learning process, contributing to the desired learning outcomes. Absence will affect study progress and you should not be absent without good reasons. Individual subjects may have specific attendance requirements and you are required to observe the requirements as stipulated in the Subject Description Forms.

Should there be an attendance requirement, the calculation of the attendance rate is based on the actual total class contact hours of the class. Sick leave and approved leave of absence are also counted as absences in the calculation of attendance.

Punctuality is expected of students. Students who are late for lectures for 30 minutes or more, or late for tutorials for 15 minutes or more will be recorded as absent.

Some programmes consist of Continuing Education Fund (CEF) reimbursable subjects. To be eligible for CEF reimbursement claims, you are required to fulfil the attendance requirement, in addition to other requirements as stipulated by the relevant authorities.

H. Leave of Absence *

If you need to be absent from class for a temporary period during the academic year, you must obtain approval from the Head of Programme Administrative Hosting Division concerned by completing the application form for "Leave of Absence" (**Form CAR 13**). You are reminded that you should not attend classes / examinations if you are infected with contagious diseases.

The granting of leave of absence is not automatic. All applications should be made as early as possible before the leave is taken. You will be informed of the approval, or otherwise, in writing normally within one week after receipt of your application.

If you are absent from an examination or unable to complete all assessment components of a subject owing to sickness or other circumstances beyond your control, you may apply for late assessment with supporting documents (please refer to the section on "Late Assessment").

CPCE reserves the right to verify the supporting documents submitted by students. If it is found that false documents have been provided, the students concerned may be subject to disciplinary action(s).

I. Concurrent Enrolment

You are not allowed to enrol concurrently on more than one programme (regardless of the mode of study) leading to any formal award, including those offered by another institution, unless with approval from the Head of Programme Administrative Hosting Division concerned prior to enrolment. Failure to obtain written approval will result in discontinuation of your study in CPCE and the tuition fees paid for the programme(s) will not be refunded.

Those who wish to apply for concurrent enrolment should submit an application form for "Concurrent Enrolment" (**Form CAR 12**) to the Programme Administrative Hosting Division concerned via CAR before registration on the programme(s) concerned.

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* For non-local students, please refer to Section 8 on "Important Notes for Students Holding Visa / Entry Permit to Study in Hong Kong".

Students who have been granted approval for concurrent enrolment should note that CPCE is not responsible for making special timetable arrangements in case of clashes in class and examination timetables.

J. Deferment of Study *

You may apply for deferment of study if you have a genuine need to do so, such as prolonged illness or being posted to work outside Hong Kong. Applications from students who have not yet completed the first year (two semesters) of study will be considered only under exceptional circumstances. The deferment period will not be counted towards the total period of registration (or maximum period of registration for students admitted in or before 2019/20).

You are required to submit an application form for "Deferment of Study" (**Form CAR 14**), together with documentary proof. CPCE reserves the right to request for the original copy of the documentary proof, where necessary. Applications without valid documentary proof will not be processed. CPCE also reserves the right to verify the supporting documents submitted by students. If it is found that false documents have been provided, the students concerned may be subject to disciplinary action(s).

The deadline for application is before the commencement of the examination period of the current semester / term concerned. For deferment of study for the following academic year / semester / term, application should be submitted before the commencement of that academic year / semester / term. You will be informed of the result of your application in writing normally within three weeks from the date of application or one week before the deferment of study takes effect, whichever is later.

It is necessary for you to settle all outstanding tuition fees and / or other fees, if applicable, in order to have your application for deferment processed, if such application is submitted after the start of a semester. All fees paid are non-refundable and non-transferable. However, new students who have been approved for deferment of study before the commencement of the programme will be eligible for a refund of the tuition fees paid for the first semester of study after deducting the registration fee. If the amount of tuition fees paid is equal to or less than that of the registration fee, no refund will be arranged.

Students approved for deferment of study will normally not be eligible for accessing the campus facilities / services. Alternatively, they may apply for zero subject enrolment to retain their study place (please refer to the following section on "Zero Subject Enrolment and Retention of Study Place").

Students who have been approved for deferment of study can retain their student identity card for use upon their resumption of study. They will be advised to complete the subject registration procedures and settle the tuition fees upon expiry of the deferment period. If the students concerned do not receive such notification one week before the commencement of the semester / term, they should enquire at CAR.

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* For non-local students, please refer to Section 8 on "Important Notes for Students Holding Visa / Entry Permit to Study in Hong Kong".

K. Zero Subject Enrolment and Retention of Study Place *

If you do not wish to take any subject in a semester (including the mandatory Summer Term for those programmes as specified in the respective Scheme / Programme Requirement Document), you must seek approval from your Programme Administrative Hosting Division via CAR to retain your study place before the start of the semester / term concerned and in any case not later than the end of the add / drop period. Applications for "Retention of Study Place" (**Form CAR 24**) should be submitted to CAR. Otherwise, you will be considered as having given up your study place (please refer to the section on "Discontinuation of Study").

The semester(s) / term(s) during which you are allowed to take zero subject will be counted towards the total period of registration (or maximum period of registration for students admitted in or before 2019/20). You will receive notification of your application result normally within two weeks. Students who have been approved for zero subject enrolment are allowed to continue using campus facilities including library facilities. A fee for retention of study place will be charged.

CPCE reserves the right to verify the supporting documents submitted by students. If it is found that false documents have been provided, the students concerned may be subject to disciplinary action(s).

L. Transfer of Study *

Application for transfer of study between programmes will only be considered in exceptional circumstances and taking into account the overall fairness to all students, the availability of quotas and the optimal utilisation of resources on study places.

If you wish to transfer to another programme within CPCE, you need to check the duration of the programme concerned as your application will only be considered provided that your total period of registration will not exceed the normal duration (or maximum period of registration for students admitted in or before 2019/20) of the original or new study programme, whichever is longer.

Besides, students' application for transfer to another programme offered in the same study mode during their first semester of study will normally not be considered.

Application should be made on the form "Transfer of Study" (**Form CAR 22**). Students concerned should pay attention to the detailed arrangements for transfer of study as stated in the application form.

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* For non-local students, please refer to Section 8 on "Important Notes for Students Holding Visa / Entry Permit to Study in Hong Kong".

If you are only eligible for transfer to the initial stage of a new programme, your application will be considered together with the new applications for the programme.

The below application deadlines should be observed. Late applications will not be accepted.

For transfer with effect from	**Application deadline**
Semester Two / Summer Term	One week before the end of add / drop period of the semester / term concerned
Semester One of the following academic year	One week before the end of add / drop period of the semester concerned *(for original programme with mandatory Summer Term)* Within one week after the assessment result announcement of Semester Two of the preceding academic year *(for original programme without mandatory Summer Term)*

You will be informed of the result of your application in writing within one week from the application deadline. You should remain in your original programme until your application has been approved and your transfer has been effected.

Once approval for your transfer has been given, your study place in the original programme will be offered to another applicant, where appropriate.

The tuition fees paid for the original programme will be used to offset the tuition fees of the new programme, if applicable. You will be advised to settle any outstanding fees, and complete the registration procedures for the new programme, if required. If there is any excess in the tuition fees paid, you will receive a refund.

M. Withdrawal of Study *

i. Official Withdrawal

If you wish to discontinue your study before completing your programme, it is necessary for you to submit an application form for "Withdrawal of Study" (**Form CAR 15**). Fees paid for the semester / term during which you are studying will not be refunded.

Application for withdrawal of study for the current semester / term must be submitted before the commencement of the examination period of the semester / term concerned. Application submitted after the commencement of the examination period will not be processed. For

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withdrawal of study for the following academic year / semester / term, application should be submitted before the commencement of that academic year / semester / term.

Your application will not be processed if you have not cleared outstanding matters with the various offices concerned, such as settling fees / fines / loans, and clearing your locker.

You will be informed in writing of the result of your application for official withdrawal normally within three weeks from the date of application or one week before the withdrawal of study takes effect, whichever is later.

Upon confirmation of your official withdrawal, you will be eligible for the refund of the caution money paid if you have no outstanding debts to PolyU / CPCE.

Except for the caution money, all fees paid are non-refundable and non-transferable. However, if you are a new student and you wish to withdraw from your study after registration and before the programme commencement, you should refer to the refund guidelines, where applicable, specified in your offer package and CAR website. If you are a current student who has paid the tuition fees for the semester / term concerned and you submit your application for withdrawal before the commencement of that semester / term, you will receive a full refund of the tuition fees paid for the semester / term concerned.

If you discontinue your study without completing the proper withdrawal procedures, you will be regarded as having unofficially withdrawn (i.e. "Discontinuation of Study", please refer to the following section) and the caution money paid at first registration will be confiscated.

ii. Discontinuation of Study

If you discontinue your study without following the proper procedures for official withdrawal, you will be regarded as having given up your study. In such case, you will not be eligible for the refund of the caution money paid and shall not be considered for re-admission to the same programme / stream (sub-code) in the following academic year.

iii. De-registration

Students who have been de-registered on the grounds of academic failure shall not be considered for re-admission to the same programme / stream (sub-code) in the following academic year. They will be eligible for the refund of the caution money paid if there are no outstanding debts to PolyU / CPCE.

4. Subject Registration

A. Subject Registration

It is your responsibility to check if your subject registration will fulfil the graduation requirements. You should study the Scheme / Programme Requirement Document for the specified progression pattern, as well as the Subject Description Forms inclusive of pre-requisite and follow-on subject, co-requisite, exclusion requirements and prior knowledge, if any, of your programme before subject registration.

The specified progression pattern is the sequence of subject selections recommended for students of the programme concerned. By following this sequence, you can complete the programme within the normal duration. If you wish to deviate from the specified progression pattern, you need to seek advice from your (Assistant) Programme Leader / Academic Advisor.

You are expected to follow the recommended study load of your programme in each semester as specified in the Scheme / Programme Requirement Document. The maximum study load to be taken by a student in a semester is 21 credits, unless exceptional approval is given by the Head of Programme Administrative Hosting Division. For such cases, students should be reminded that the study load approved should not be taken as grounds for academic appeal.

To ensure academic performance, students on academic probation are required to seek academic advice on their study loads and subjects to be taken. These students will normally be required to take a reduced study load. For details, please refer to the section on "Academic Probation".

While you will be pre-assigned the compulsory subjects in each semester / term as applicable, you can select other subjects according to the progression pattern as specified in the Scheme / Programme Requirement Document on a semester / term basis through the online subject registration system at the Student Portal during the subject registration period announced by CAR.

You are not advised to make any changes to the subjects pre-assigned / assigned to you. Students should contact the (Assistant) Programme Leaders / Academic Advisors if they have genuine needs to drop subjects pre-assigned / assigned to them.

Students who fail to complete subject registration according to the schedule and have not applied for deferment of study or zero subject enrolment will be subject to the removal of their registration and student status with CPCE.

The Programme Administrative Hosting Divisions, in consultation with the Subject Hosting Divisions concerned, have the final authority to decide on the subjects that their respective students can select, and also the right to cancel the offering of a subject or a subject group if the class enrolment is too small. You will be advised to take other replacement subjects / classes in case of cancellation.

It is your sole responsibility to monitor your own study progress and ensure that the award requirements as well as the minimum Grade Point Average (GPA) are fully met within the normal duration (or maximum period of registration for students admitted in or before 2019/20) of the programme.

Students are required to graduate as soon as they satisfy the graduation requirement. Upon confirmation of eligibility to graduate or departure from CPCE, subjects registered in the following semester / term (including those consecutive subjects continuing from the previous semester / term) will be nullified and removed from the record.

B. Credit Transfer and Subject Exemption

Irrespective of the extent of previous study or credits recognised, all students should complete at least one third of the normal credit requirement in order to be eligible for the award.

If you consider your previous study relevant to your current programme, you may apply for credit transfer or subject exemption by submitting an application form for "Credit Transfer / Subject Exemption" (**Form CAR 20**) with supporting documents, such as your transcript of studies and syllabi of the relevant subjects completed previously. You will receive notification normally within 14 working days.

i. Credit Transfer

You should submit an application for credit transfer upon your initial enrolment on the programme, or before the end of the add / drop period of the first semester of your study. Late applications may not be considered. For successful cases, a credit transfer fee will be charged. The non-payment of the credit transfer fee will nullify the approved credit transfer. A reinstatement fee will be charged if reinstatement of the approval for the credit transfer is allowed.

The validity period of subject credits earned is eight years from the year of attainment, i.e. the year in which the subject is completed, unless otherwise specified by the respective Subject Hosting Division (e.g. If the credit was earned in 2025/26, the validity period should count from 2026 for eight years). Credits earned from previous studies should remain valid at the time when the student applies for credit transfer.

Subject to the terms and conditions stipulated in the Notice of (Conditional) Offer, there is a limit to the maximum number of credits that can be transferred. If the credits attained from previous study are from PolyU, the total credits transferred should not exceed 67% of the required credits for the award. If the credits gained are from other institutions, the total credits transferred should not exceed 50% of the required credits for the award. In cases where both types of credits are transferred, not more than 50% of the required number of credits for the academic award may be transferred. All credits transferred will be counted for satisfying the award requirements. Grades may or may not be given for the transferred credits.

For students admitted to an undergraduate top-up degree programme, which is already a reduced curriculum, they will not be given credit transfer for any required General University Requirements (GUR) subjects [unless they are admitted on qualifications more advanced than Associate Degree / Higher Diploma and have also completed comparable components in their

earlier studies], and they are in any case required to complete at least 60 credits~ in order to be eligible for a Bachelor's award.

For credit transfer of retaken subjects with grade being carried over, the grade attained in the last attempt should be taken. Students applying for credit transfer for a subject taken in other institutions are required to declare that the subject grade used for claiming credit transfer was attained in the last attempt of the subject in their previous studies. If a student fails in the last attempt of a retaken subject, no credit transfer should be granted, despite the fact that the student may have attained a pass grade for the subject in the earlier attempts.

Students will not be granted credit transfer for a subject which they have attempted and failed in their current studies, unless the subject was taken by the students as exchange-out students in their current programmes.

You can also earn credits through studying during your outbound exchange or any other form of external studies. Before you decide on which subjects to take at the external institution, you must obtain approval from your Programme Administrative Hosting Division on the study plan and the possibility for credit transfer for fulfilling the award requirement of your programme by writing to your (Assistant) Programme Leader. Upon successful completion of the exchange / external programme / activity, you need to submit a formal application for credit transfer by completing **Form CAR 20**. Students who received transferred credits from an approved exchange programme can exceed the 50% limit of total credits transferred.

In case of extenuating circumstances (such as claiming credits for study on an exchange programme) where the application for credit transfer can only be submitted after the first semester of your study, all credit transfers approved will take effect in the semester / term for which they are approved. Such students will only be eligible for graduation at the end of that semester / term, even if the granting of the credit transfer will immediately enable the students to satisfy the total credit requirement for the award.

ii. Subject Exemption

You should submit an application for subject exemption upon your initial enrolment on the programme, or before the end of the add / drop period of the first semester of your study. You may be granted exemption from taking certain subjects if you have successfully completed similar subjects in another programme. The credits associated with the exempted subject will not be counted for satisfying the credit requirements of your programme. You should consult your (Assistant) Programme Leader / Academic Advisor and take another subject in its place.

Subject to the approval of the Programme Administrative Hosting Division in consultation with the Subject Hosting Division concerned, exemption from compulsory language subjects may be possible for special cases, e.g. students who have not taken Chinese since secondary school may be exempted from compulsory Chinese subjects.

~ The minimum requirement of 60 credits does not include the Language and Communication Requirements (LCR) subjects under GUR, Adjunct English subject and foundation subjects, which are applicable to individual students.

C. Retaking of Failed Subjects

After the announcement of assessment results in each semester / term, you should check whether you have failed any subjects via the Student Portal (please also refer to the section on "Assessment Results").

No re-assessment will be granted for students in all circumstances. Students who have failed a subject are required to retake the subject if it is compulsory for the programme. If the failed subject is an elective, students may choose to retake the subject or take another elective within the programme as replacement. Retaking of failed subjects or taking replacement subjects should be completed within the normal period of registration (or the maximum period of registration for students admitted in or before 2019/20).

You should refer to the Scheme / Programme Requirement Document to ascertain the requirements for retaking failed subjects or seek advice from your (Assistant) Programme Leader / Academic Advisor. You can arrange for retaking a failed subject during the subject registration or the add / drop period of each semester / term on the Student Portal. Retaking of failed subjects is with the condition that the maximum study load of 21 credits per semester is not exceeded.

Students may only retake a subject which they have failed. The number of retakes of each subject is restricted to two, i.e. a maximum of three attempts for each subject is allowed [1]. For the second retake of a failed subject, students need to obtain support from the Programme Administrative Hosting Division and approval from the College Board via CAR by submitting the completed application form for "Second Retake of Failed Subject(s)" (**Form CAR 28**). Students who have failed a compulsory subject after two retakes will be de-registered.

The Programme Administrative Hosting Division may impose more stringent regulations on the retaking of particular types of subjects (e.g. practicum, clinical placement) as deemed appropriate. Students concerned will be informed accordingly.

Only the grade obtained in the final attempt of the retake will be included in the calculation of GPA, and GPA for award classification (Award GPA). The grades obtained in previous attempts will be reflected in the transcript of studies.

In cases where a student takes another subject to replace a failed elective subject, the failure grade will be taken into account in the calculation of the GPA, despite the passing of the replacement subject.

Fee will be charged for the retake subjects.

D. Unqualified Subjects

If you have failed a subject which is the pre-requisite of the follow-on subject(s) in the next semester, the follow-on subject(s) which you enrolled earlier will be removed from your

[1] The retake count of students admitted in or before 2019/20 has been reset to zero at the start of the 2020/21 academic year when the relevant regulation came into effect.

subject registration record. You will not be qualified to attend classes of the follow-on subject(s).

You are therefore advised to check whether you have any unqualified subjects after the announcement of the assessment results of the last semester. In case you still wish to take the unqualified subjects, you should seek special approval for waiving the pre-requisite requirements by completing the application form for "Taking Unqualified Subject(s)" (**Form CAR 31**) as soon as possible. Alternatively, you can take other subjects in place of the unqualified subjects. You should complete these actions before the end of the add / drop period of the semester concerned.

Information of subject pre-requisite can be found on the respective Subject Description Forms.

E. Add / Drop of Subjects and Change of Subject Groups

If you wish to change the subjects enrolled after the subject registration exercise, you may do so through the Student Portal during the add / drop period. The add / drop period as shown in the Academic Calendar in Appendix 9 is tentative. Students on different programmes may be allocated to different timeslots within the add / drop period to perform add / drop exercise. You will be informed of the add / drop period and detailed arrangements by CAR through email in advance.

You are advised not to make any changes to the subjects pre-assigned to you without consulting your (Assistant) Programme Leader / Academic Advisor.

In case you wish to drop all the subjects in a semester, you should apply for zero subject enrolment (please refer to the section on "Zero Subject Enrolment and Retention of Study Place"). Otherwise, you will be considered as having decided to withdraw from study on the programme concerned.

Dropping of subjects after the add / drop period is not allowed. If you have a genuine need to do so, it will be handled as withdrawal of subjects (please refer to the following section on "Withdrawal of Subjects").

You will be charged with the outstanding fee or refunded with the fee balance in accordance with the subject adjustment made during the add / drop period (please refer to the section on "Fee Adjustment").

You are only allowed to attend the subject groups in which you are registered. Students who are officially registered in a particular subject group will have their names listed on the finalised class register after the add / drop period and only these students can attend that particular subject group. Attendance in non-registered subject groups is not allowed.

F. Withdrawal of Subjects

If you have a genuine need to withdraw from a subject after the add / drop period, you should submit an application form for "Withdrawal of Subject(s)" (**Form CAR 15a**) at least three working days before the commencement of the examination period of the semester / term concerned. Such application will first be considered by the Subject Leader / Subject Lecturer concerned, and followed by the (Assistant) Programme Leader if there are strong justifications and when the tuition fee of the subject concerned has been settled. Application for subject withdrawal will not be entertained after the commencement of the examination period.

For approved cases, the tuition fees paid for the withdrawn subjects will not be refunded. The withdrawn subjects will still be shown in your assessment result notification obtainable from the Student Portal and in your transcript of studies, although they will not be counted in GPA calculation.

CPCE reserves the right to verify the supporting documents submitted by students. If it is found that false documents have been provided, the students concerned may be subject to disciplinary action(s).

G. Nullification and Reinstatement of Registration *

If you fail to complete subject registration on the scheduled date, fail to settle your tuition fees by the payment deadline or the fee payment is rejected by the bank, your registration on the programme, including subject enrolment, will be declared null and void, and your registration / student status will be removed. It is only under exceptional circumstances that you will be allowed to have your registration status reinstated. Completed application form for "Reinstatement of Registration" **(Form CAR 23)** should be submitted within two weeks from the date of nullification of programme registration. Late application will not be considered. A non-refundable reinstatement application fee will be charged before the application is processed. You will be advised of the results normally within seven working days after submission of application.

* For non-local students, please refer to Section 8 on "Important Notes for Students Holding Visa / Entry Permit to Study in Hong Kong".

5. Assessment

A. Assessment Methods

To prepare for progression through your study and fulfilment of the award requirements, you should read through carefully the assessment method, assessment criteria, grading system, and detailed requirements for academic progress and graduation (including the requirements of attendance and continuous assessment as applicable). All of such information is set out in your Scheme / Programme Requirement Document.

CPCE attaches great importance to academic integrity and honesty, and upholds high standards in examination and in continuous assessment. The penalty which may be imposed in cases of proven dishonesty including plagiarism is detailed in the section on "Regulations and Rules".

B. Progression and De-registration *

A student will normally have "progressing" status unless he / she falls within any one of the following categories, which shall be regarded as grounds for de-registration from the programme:

(i) The student has exceeded the maximum period of registration for the programme as specified in the Scheme / Programme Requirement Document (applicable to students admitted in or before 2019/20);
(ii) The student has reached the final year of the normal period of registration for the programme as specified in the Scheme / Programme Requirement Document unless approval has been given for extension (applicable to students admitted in or after 2020/21);
(iii) The student has reached the maximum number of retakes allowed for a failed compulsory subject;
(iv) The student's GPA is lower than 1.70 for two consecutive semesters and his / her Semester GPA in the second semester is also below 1.70; or
(v) The student's GPA is lower than 1.70 for three consecutive semesters.

When a student falls within any of the categories as stipulated above, except for category (ii) with approval for extension, the Board of Examiners (BoE) shall de-register the student from the programme without exception.

Notwithstanding the above, the BoE has the discretion to de-register a student with extremely poor academic performance before the time frame specified in (iv) or (v) above.

The progression of students to the following academic year will not be affected by the GPA obtained in Summer Term, unless study in that particular Summer Term is mandatory for all

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students of the programme and constitutes a requirement for graduation and is so specified in the Scheme / Programme Requirement Document.

C. Academic Probation

The academic probation system is implemented to give prior warning to students who need to make improvement in order to fulfil the GPA requirement. You will be put on academic probation in the following semester if your GPA is below 1.70. If you are able to obtain a GPA of 1.70 or above by the end of the probation semester, the status of "academic probation" will be lifted. The status of "academic probation" will be reflected on the assessment results announced via the Student Portal. However, this status will not be displayed in the transcript of studies.

Students on academic probation will be required to take a reduced study load. To help improve the academic performance of the students concerned, the Programme Administrative Hosting Division will decide the maximum number of credits to be taken by them in the semester on academic probation. Students should (i) meet with the (Assistant) Programme Leaders / Academic Advisors to finalise the subjects and credits to be taken in the probation semester, and (ii) submit the completed form "Adjusting Study Load for Students on Academic Probation" **(Form CAR 27)** indicating the proposed study plans within one week after the assessment results announcement.

D. Examination Periods and Timetable

Examinations, if required, are normally held at the end of the semester / term. Please refer to the Academic Calendar for the examination periods. Students will be notified by email when the examination timetable is available on the Student Portal, normally about four weeks before the examination period of Semester One / Two and two weeks before the examination period of the Summer Term. You are strongly advised to check with CAR in case you fail to receive any notification two weeks prior to the commencement of the examination period concerned. If you discover any examination which you should take is not included in your examination timetable, please contact CAR immediately.

Examinations of some subjects may be held, if necessary, outside the examination period. Students will be advised in advance in such circumstances.

Students should get familiar with the arrangements of examinations during bad weather conditions as stipulated in Appendix 1. Examinations cancelled due to bad weather will be re-arranged to any timeslot either during the examination period or, if necessary, on the days immediately following the examination period. Students affected will be informed of the detailed re-arrangement by email and SMS as early as possible, and in any case within five working days after the warning has been lowered. Students are advised to make suitable provision in their planning for post-examination activities in case they may need to attend re-arranged examinations arising from any cancellation.

E. Conduct of Examinations

You are required to note the following rules governing the conduct of on-campus invigilated examinations, and other relevant rules as appropriate. Failure to observe any of these rules may result in disciplinary actions, which may include disqualification from examination, suspension of study, expulsion from programme of study, etc.

i. Before Commencement of Examination

Before the commencement of an examination, you shall not enter the examination venue until instructed by the invigilators.

No books, scrap papers or other written materials, etc. shall be brought into the examination venue. Articles brought into the examination venue with the permission of the invigilators shall be deposited in a place designated by the invigilators. The possession of unauthorised materials by a candidate during an examination shall constitute a breach of regulations and the candidate concerned will be subject to disciplinary penalties. The case shall be reported to the Academic Divisions concerned, the CPCE Student Discipline Committee, and the Chairman of the relevant BoE.

You are strictly prohibited from bringing AI-enabled or smart glasses into the examination venue. These devices must not be in your possession at any time during the examination. Any breach will be regarded as cheating.

The use of other electronic devices, including but not limited to computers, iPods, tablets, PDAs, mobile phones, MP3 players, electronic dictionaries, wearable devices, databank or smart watches, and other devices with mobile applications installed or wireless technologies supported, is not allowed in an examination unless expressly authorised by the Subject Hosting Division. You are strongly advised not to bring your electronic devices to the examination venue. If these devices are brought into the venue, they must be turned off (including the alarm function) before you enter the examination venue and placed under the chair in a position visible to the invigilators. If in doubt, please consult your subject lecturer / examiner before the examination.

You must bring your own watch to time the examination as there may not be a clock in the examination venue. (Databank watches, and smart watches with mobile applications installed or wireless technologies supported are not allowed.)

Except for the authorised examination materials, you are required to place all your personal belongings under your chair (for hall venue) or take them to the front of the examination venue (for lecture theatre / classroom venue). Mobile phones should be put visibly on top of the bag. Depending on the actual situation, invigilators will have the discretion to assign a specific area for candidates to place their personal belongings.

You are advised not to bring valuables to the examination venues. CPCE will not be responsible for the loss of personal belongings brought to the examination venues.

You will not be allowed to sit for examinations at the wrong examination venues. You should be seated at least five minutes before the commencement of the examination in accordance with the seating plan posted outside the examination venue, if there is any. Once you enter the examination venue, you are not allowed to leave until 30 minutes after the commencement of the examination.

You must bring your HKID card / PRC Resident ID card / Passport and your student identity card to the examination. Photocopied documents are not acceptable. These documents should be placed on the top right-hand corner of the desk for inspection by invigilators during the examination. A candidate shall be liable to expulsion from CPCE if the ID documents do not correspond to the person sitting for the examination. Legal proceedings will be taken against both the candidate and the substitute in such cases.

You shall not read or work on the examination question paper until instructed to do so by the invigilator.

You must provide yourself with the necessary writing and drawing instruments and shall write only on answer books and supplementary / specific answer sheets provided for examination purposes. No sheets may be torn out from the answer books.

ii. During Examination

After the examination has commenced, you are not permitted to leave the examination venue in the first 30 minutes and the last 15 minutes of the examination. If you arrive late for more than 30 minutes, you will normally not be allowed to enter the examination venue.

During the examination, you shall not leave the examination venue temporarily and return subsequently, unless accompanied by an invigilator (this applies to examinations held in both the examination room and examination hall). You must not take with you any written materials or electronic / communication devices. Your time of leaving and returning to the examination venue shall be logged down for reference / record.

During the examination, if you wish to leave the examination venue early, you should notify the invigilator before you are allowed to leave.

There shall neither be communication among candidates nor any dishonest conduct. You shall not do anything which causes unnecessary distraction to other candidates. Irregularities of any kind will be reported to the CPCE Student Discipline Committee for action as appropriate.

No food or drink is allowed in the examination venue. However, if you need to drink water (to accompany medication for example) or have any other urgent requirements, you can make a request to the invigilator.

You will be subject to disciplinary penalties if you access unauthorised examination materials during the examination, or if any unauthorised examination materials are found on your desk, in your pockets or on your body during the examination. In case of any suspected use of electronic / communication devices by a candidate, the candidate concerned is required to show the content (such as call log / SMS / instant messages / web pages) to the invigilator

upon his / her request. The invigilator will take a record of the relevant information, and then instruct the candidate to switch off the electronic / communication device or remove the battery. The case will then be reported to the Academic Divisions concerned, as well as the CPCE Student Discipline Committee if cheating is involved.

A reminder of the time remaining will be announced 30 minutes, 15 minutes and 5 minutes before the end of the examination.

iii. At the End of Examination

At the end of the examination, you should stop working on the answer script after being told to stop working by the invigilator. You should remain seated quietly until you are told to leave the examination venue. You should not take out of the examination venue any items issued by the invigilator, except the examination papers. Some examination papers, as specified, may not be taken away.

You should leave the examination venue quietly to avoid disturbance to other candidates taking examinations in the same venue.

Any complaint about the conduct of the examination shall be made in writing to the Head of Subject Hosting Division or the College Registrar as soon as possible after the examinations.

iv. Others

You are strictly prohibited from photographing, recording or filming upon entering, while inside or when leaving the examination venue. Displaying examination-related photographs, recordings, or videos publicly or electronically is also strictly forbidden. Any violations will be reported to the Academic Divisions concerned, and if necessary, the CPCE Student Discipline Committee, via CAR, for appropriate disciplinary action.

F. Marked Examination Scripts

Students concerned will be informed of the detailed arrangements for viewing their own examination scripts. Students are not allowed to take away or make photocopies of the scripts and any other items issued by the supervisory staff of the script viewing sessions, and are required to return them to the staff concerned immediately after viewing. Only students who have fully settled their tuition fees by the last day of the examination period and have registered for the respective viewing sessions are eligible to view their marked examination scripts.

G. Assessment Results

You can check your assessment results from the Student Portal upon the announcement of assessment results. For the dates of results announcement in each semester / term, please refer to the Academic Calendar in Appendix 9.

H. Late Assessment

If you have been absent from an examination or are unable to complete all assessment components of a subject because of illness, injury or other unforeseeable reasons, you may apply for late assessment. You should submit an application form for "Late Assessment" **(Form CAR 25)** within five working days from the date of the assessment together with any original supporting documents such as a medical certificate from a qualified medical practitioner recommending sick leave for the date of the assessment. Approval of applications for late assessment and the means for such late assessments shall be given by the respective Subject Assessment Review Panel (SARP). CPCE reserves the right to verify the supporting documents submitted by students. If it is found that false documents have been provided, the students concerned may be subject to disciplinary action(s).

In case you are permitted to take a late assessment, that examination or other forms of assessment will be regarded as a first assessment and the actual grade attained will be awarded.

Late assessment will normally be held at the earliest opportunity before the commencement of the following academic year (except that for Summer Term, which may take place within three weeks after the announcement of assessment results of Summer Term, where appropriate).

You are required to settle a late assessment fee before taking / completing the late assessment. If you fail to settle the fee, the result of your late assessment will be invalidated.

I. Academic Appeals

Subject Lecturers, in respect of the subjects they teach, are responsible for marking and grading students' coursework and examination scripts. Subject grades shall be reviewed and finalised by SARP.

The Board of Examiners (BoE) for each programme is responsible for deciding on the student's classification of award and on cases such as de-registration or those with extenuating circumstances. It is therefore the responsibility of students to make known to Subject Lecturers / SARP / BoE / other authorised parties of CPCE, through CAR, the factors they believe have detrimentally and materially affected their assessment results in advance or as soon as possible after the assessment.

i. Grounds for Appeals

The following may constitute grounds for a review of the decision reached by SARP / BoE:

<table>
<tr><td rowspan="3">Grounds for Appeal</td><td>Appeal against Subject Result(s)</td><td>Appeal against De-registration</td><td>Appeal against Award Classification</td></tr>
<tr><td colspan="3">There is evidence provided by a candidate or any other person that there has been a material administrative error, or that some other material irregularities had occurred.</td></tr>
<tr><td>There is evidence provided by a candidate or any other person that the assessments were not conducted in accordance with the current regulations for the programme or with the academic regulations of CPCE, or that there was any manifest inconsistency in marking between different classes of a given programme.</td><td>A candidate has evidence to support that his / her assessment performance has been adversely affected by illness or other factors beyond his / her control which he / she was unable or, for valid reasons, unwilling to divulge before the BoE / other authorised parties of CPCE made their decision and of which they were unaware. The request from the candidate must be supported by medical certificates or other documentary evidence.</td><td>N/A</td></tr>
</table>

A student's disagreement with the marking or with the decision of SARP / BoE / other authorised parties of CPCE is not in itself an adequate ground for an appeal.

ii. Procedures for Appeals

a) <u>Appeals against Decision on Subject Results</u>

Students appealing against decisions on their assessment results shall pay an appeal fee. If more than one assessment paper is involved, an extra fee shall be charged for each additional paper. The appeal fee shall be refunded if the appeal is successful / upheld.

A student should make his / her appeal to the Head of the Programme Administrative Hosting Division concerned via CAR by returning the form "Appeal against Decision on Subject Results" (**Form CAR 32**) during the appeal period, i.e. within one calendar week upon the announcement of his / her assessment results [2]. The appeal should be accompanied by the fee receipt. He / She should also give a complete account of the grounds for the appeal in the application form and provide supporting evidence. CPCE reserves the right to verify the evidence submitted by students, and verification with the issuing authority may be conducted.

[2] This refers to the date when results are announced to students via the Student Portal; the result announcement date is inclusive in the appeal period of one calendar week.

If it is found that false evidence has been provided, the students concerned will be subject to disciplinary action(s).

CAR shall inform the student concerned of the appeal result within seven working days after receipt of the student's complete application.

If the appellant is dissatisfied with the decision, he / she may then appeal in writing to the College Registrar within one calendar week from the issue date of the reply. He / She should provide the following information together with other relevant documents in support of the appeal:

- student name in English;
- student number;
- programme title and year of study;
- subject results being appealed against; and
- grounds for appeal.

The College Registrar shall then refer the case to the CPCE Academic Appeals Committee, which shall determine whether there are *prima facie* grounds for a reconsideration of the SARP's decision.

It should be noted that the subject grade(s) may be upgraded, downgraded or remain unchanged after the review.

b) Appeals against Decision on De-registration

Students appealing against de-registration decisions shall pay an appeal fee. The appeal fee, regardless of the appeal results, is non-refundable unless there were administrative / material errors associated with the de-registration decision as confirmed by the CPCE Academic Appeals Committee.

Students should complete the form "Appeal against Decision on De-registration" (**Form CAR 30)** and submit the completed form to the Head of the Programme Administrative Hosting Division concerned via CAR within one calendar week upon the announcement of the assessment results [3]. Students should submit the original copies of the supporting documents for verification by CAR. For students who submit the appeal application via email, they should send the original copies to CAR within one calendar week after the submission. If students fail to do so, the appeal applications will not be processed. When submitting the form, the appellant has the responsibility to provide full details and evidence that support his / her appeal. The appeal should be accompanied by the fee receipt. CPCE reserves the right to verify the evidence submitted by students, and verification with the issuing authority may be conducted. If it is found that false evidence has been provided, the students concerned will be subject to disciplinary action(s).

The appeal by the students will be considered by the CPCE Academic Appeals Committee, which will deliberate the appeal cases making reference to the recommendations of the Programme Administrative Hosting Division.

[3] This refers to the date when results are announced to students via the Student Portal; the result announcement date is inclusive in the appeal period of one calendar week.

c) Appeals against Decision on Award Classification

Students appealing against decisions on the award classification shall pay an appeal fee. The appeal fee shall be refunded if the appeal is successful / upheld.

A student should make his / her appeal in writing to the Head of the Programme Administrative Hosting Division concerned via CAR during the appeal period, i.e. within one calendar week upon the announcement of his / her assessment results [4]. The appeal should be accompanied by the fee receipt. He / She should provide the following information in a letter together with relevant documentation, if any, in support of the appeal:

- student name in English;
- student number;
- programme title and year of study; and
- grounds for appeal.

When submitting the appeal application, the student is responsible for providing full details and evidence that support his / her appeal. CPCE reserves the right to verify the evidence submitted by students, and verification with the issuing authority may be conducted. If it is found that false evidence has been provided, the students concerned will be subject to disciplinary action(s).

The CPCE Academic Appeals Committee shall determine whether there are *prima facie* grounds for a reconsideration of the decision of BoE and / or other authorised parties of CPCE.

iii. Decisions for Appeal

The decisions of the CPCE Academic Appeals Committee shall be final within CPCE.

J. Eligibility for Award

A student would be eligible for an award if he / she satisfies all the conditions listed below:

(i) accumulation of the requisite number of credits for the particular award as defined in the Scheme / Programme Requirement Document;
(ii) satisfying all requirements as defined in the Scheme / Programme Requirement Document; and
(iii) having a GPA of 1.70 or above at the end of the programme.

A student is required to graduate as soon as he / she satisfies all the above conditions for award.

[4] This refers to the date when results are announced to students via the Student Portal; the result announcement date is inclusive in the appeal period of one calendar week.

K. Exit Award

Some undergraduate / postgraduate degree programmes provide students with an exit award option, as stipulated in the Scheme / Programme Requirement Document. Students who have fulfilled the exit award requirements as specified may apply for the exit award. Application for exit award should be submitted in writing to the Programme Administrative Hosting Division via CAR before the end of the last teaching week of the semester / term concerned. Late applications will normally not be considered in the respective semester / term.

Students are required to quit the programme of study upon the granting of the exit award. Re-admission of students who have obtained the exit award to the same programme of study is not automatic and will be considered only under exceptional circumstances.

6. Award and Certification

A. Transcripts

i. Transcript of Studies

You can apply for a transcript of studies in paper format which contains a complete record of your assessment results of your programme of study. A fee will be charged (postage included). Application should be made via the Student Portal. You are advised to submit your applications after the formal announcement of the assessment results of the semester / term if you wish to include the latest results of the respective semester / term in the transcript of studies. Fees paid are non-refundable and non-transferable.

ii. Co-curricular Achievement Transcript

You can apply for a Co-curricular Achievement Transcript (CAT) which contains an official record of your co-curricular development and achievement during your study via the Student Portal. The first copy will be issued to you free of charge. For subsequent application, a fee will be charged (postage included).

B. Testimonial

You can apply for a Testimonial which is a certification of your programme of study without details on subjects, subject assessment results, GPA and credit values. A fee will be charged (postage included). Application should be made by submitting the form "Testimonial" (**Form CAR 18**). You are advised to submit your application after the formal announcement of the assessment result of the semester / term if you wish to have the latest study information included in the Testimonial. Fees paid are non-refundable and non-transferable.

C. Award Parchment

Academic award parchments are issued thrice a year, with award dates set on 15 March, 15 July and 15 October each year.

- Students with graduation status confirmed on or before 10 March will receive the academic award parchments in mid-April, with the award parchment dated 15 March of the year concerned.

- Students with graduation status confirmed between 16 March and 10 July will receive the academic award parchments by mid-September, with the award parchment dated 15 July of the year concerned.

- Students with graduation status confirmed between 16 July and 10 October will receive the academic award parchments in mid-November, with the award parchment dated 15 October of the year concerned.

Students will be advised of the parchment collection arrangement in due course.

CPCE is not responsible for the safe custody of any uncollected parchments after the designated collection period. Uncollected parchments may be destroyed after the designated collection period without further notice. It is therefore your responsibility to collect the parchment according to the stipulated schedule. In case the parchment has been lost or damaged and you need a certification on your academic attainment, you may apply for a "Certification of Award" or "Replacement Award Parchment" (please refer to the following section on "Certification of Award and Replacement Award Parchment").

CPCE reserves the right to withhold the issuance of an award parchment (or retract an award) or any certification of study to a student / graduand who has unsettled matters with PolyU / CPCE, or is subject to disciplinary action.

Graduates will be invited to attend the Graduation Ceremony which is normally held in October / November. An invitation will be sent to the graduates in September and they will be requested to confirm their attendance at the Graduation Ceremony. Details of the arrangements for the ceremony will also be posted on the CPCE website nearer the time. It is important for graduands to keep CPCE updated on their contact information.

D. Certification of Award and Replacement Award Parchment

No replica of your award parchment will be issued. If your award parchment has been lost or damaged, you can apply for a Certification of Award or a Replacement Award Parchment to certify the award you obtained.

i. Certification of Award

You can apply for a Certification of Award by submitting the form "Certification of Award" (**Form CAR 19**). The certification bears your full name, award title, award classification (if any), and award conferment month / year. A fee will be charged for each certification.

ii. Replacement Award Parchment

You can apply for a Replacement Award Parchment by submitting the form "Replacement Award Parchment" (**Form CAR 26**). The Replacement Award Parchment is not an exact copy of the lost or damaged award parchment. It is prepared using the current design and format of the award parchment and is signed by the current signatory officers at the time of your application. It bears the original award date and also a remark indicating the reprint date and nature. A fee will be charged for the replacement.

E. Certification of True Copy

If you wish to have a certification on a copy of your award parchment, you should bring along the original document together with a completed form "Certification of True Copies" (**Form CAR 21**) to CAR for processing.

Normally, CAR will only certify one copy for each qualification stated on the application form. Additional copies will only be entertained under very exceptional circumstances with justifiable grounds.

7. Tuition and Other Fees

A. Time for Payment

To confirm your enrolment on the programme in each semester / term, you have to pay the tuition fee and other fees, if any, before the specified payment deadline as part of the enrolment procedures. The fees paid are normally non-refundable and non-transferable.

You will be notified via email to settle the tuition fees in June / July (for Semester One)^ and in December (for Semester Two). If you have registered for subjects in Summer Term, you will be notified of the appropriate tuition fees via email in May.

Payment Schedule of Tuition Fees in 2026/27~

Semester One		Semester Two		Summer Term	
Tuition Fees^	Fee adjustment, if applicable	Tuition Fees	Fee adjustment, if applicable	Tuition Fees	Fee adjustment, if applicable
August 2026	Before Week 7*	Before January 2027	Before Week 7*	Before June 2027	Before Week 3*

^ New students are required to follow the payment arrangement as specified in the Notice of Offer.
~ The latest payment schedule is available at CAR website.
** Please refer to the Academic Calendar for the dates pertaining to the academic weeks.*

If you fail to settle the fees in full by the payment deadline, your registration and student status on the programme concerned will be removed.

B. Fee Adjustment

If you have made any subject adjustment or been granted credit transfer during the add / drop period, you will be notified via email to settle the fees that remain outstanding about six weeks after the commencement of Semester One and Semester Two or three weeks after the commencement of Summer Term. At the same time, any remaining balance of tuition fees will be refunded via autopay.

In order to speed up the refund process, you are reminded to provide your bank account information at the Student Account Portal.

If the fees remain outstanding after the payment deadline, all the subjects registered or credit transfer approved will be nullified, and your registration and student status on the programme concerned will be removed as appropriate.

C. Payment Methods

You must pay the exact amount of the fees in one transaction using the 8-digit debit note number specified on your own debit note by the payment deadline; otherwise, the payment transaction will be taken as incomplete and rejected. A handling fee will be charged for each

reject. Fees paid are normally non-refundable and non-transferable. Students should notify CAR with proof of payment in case late / wrong payment is made.

Students should settle their debit note for tuition and other fees by one of the following payment methods. Details of your debit notes can be viewed online via the Student Account Portal. To allow time for transfer of payment, please settle the payment at least two working days (for payment made in Hong Kong) or five working days (for payment made outside Hong Kong) before the payment deadline shown on the debit note.

You are urged to make use of Faster Payment Service (FPS) / Automatic Teller Machine (ATM) / Payment by Phone Service (PPS) / Internet Banking Bill Payment Service, to gain maximum convenience and speed up the process. Unless specified otherwise in the section below, you may view or print the payment receipt via the Student Account Portal around two working days after payment.

i. Payment Methods Available in Hong Kong

Faster Payment Service (FPS)

You can settle tuition / non-tuition fees by FPS. After your login to the Student Account Portal, please select "Pay Online Now" for FPS Payment for the outstanding fee. In the Payment Method page, please select FPS and then click "Process Payment". Scan the QR Code with your mobile app to complete the payment. You may view or print the fee payment receipt at the Student Account Portal after your instant payment.

Automatic Teller Machine (ATM) Bill Payment Service

You may settle tuition / non-tuition fees by Bill Payment Service via the ATM terminals of the Hong Kong and Shanghai Banking Corporation Ltd (HSBC), Hang Seng Bank or other banks of JETCO group. You can (a) select "Bill Payment", (b) select "Education Institutions" and "The Hong Kong Polytechnic University", (c) input "01" as the Bill Type, (d) key in the 8-digit debit note number, (e) enter the exact amount on debit note, and (f) select your payment account to pay. You are advised to keep the customer advice for verification purposes.

Payment by Phone Service (PPS) Bill Payment Service (by Phone or by Internet)

If you wish to settle tuition / non-tuition fees by PPS, please open a PPS account through any PPS terminals if you have not got one. Once you have your PPS account, please call 18011 (English) or 18013 (Cantonese) to register your bill first by quoting the 8-digit debit note number specified on the debit note. You can then initiate the exact payment by dialing 18031 (English) or 18033 (Cantonese). The merchant code of The Hong Kong Polytechnic University is "77". You are advised to keep a record of the reference number after the transaction for verification purposes.

For queries regarding PPS, you may call the PPS information hotline at 900 00 222 329 (English) or 900 00 222 328 (Cantonese). To make bill payment via PPS by Internet, please visit the PPS website at www.ppshk.com.

Internet Banking Bill Payment Service (Including Credit Card)

You may settle tuition / non-tuition fees via Internet Banking Bill Payment Service offered by HSBC, Hang Seng Bank, or other banks. You can (a) login your bank website to register for this bill payment service, (b) add New Merchant by selecting "Education Institutions" as Category and "The Hong Kong Polytechnic University" as the Merchant, (c) select "01" as the Bill Type, (d) key in the 8-digit debit note number as the Bill Payee Account No., (e) select the payment account (e.g. saving / current / credit card), and (f) enter the exact amount on the debit note. You will be provided with a reference number after the transaction. Please save the confirmation page for verification purposes.

AlipayHK or WeChat Pay HK (For Non-tuition Fee Only)

You can settle non-tuition fees by AlipayHK or WeChat Pay HK. After your login to the Student Account Portal, please select "Pay Online Now" for AlipayHK or WeChat Pay HK for the outstanding fee. In the Payment Method page, please select "AlipayHK" or "WeChat Pay HK" and then click "Process Payment". Scan the QR Code with your mobile app to complete the payment. You may view or print the fee payment receipt at the Student Account Portal after your instant payment.

Cheque or Cash Payment at Hang Seng Bank

If you have a genuine need (e.g. obtain a cheque from the Government's non-means tested loan), you may settle your tuition fees by crossed cheques drawn in favour of "The Hong Kong Polytechnic University" or by cash payment before the specified payment deadline at a manned counter of any branch of Hang Seng Bank with the bank-in slip of your debit note. Cheques should not be dropped into the Cheque Deposit Machine or Cheque Collection Box. The bank-in-slip of your debit note can be printed at the Student Account Portal under the "Enquire Fees and Print Receipt" facility. Only an unexpired debit note can be downloaded and printed. The Customer Copy of Deposit Form presented by the bank, containing bank account information, debit note number and payment amount, as an instant payment proof, should be checked and kept for record.

ii. Payment Methods Available Outside Hong Kong

Alipay or WeChat Pay

You can settle tuition / non-tuition fees by Alipay or WeChat Pay outside Hong Kong. After your login to the Student Account Portal, please select "Pay Online Now" for Alipay or WeChat Pay for the outstanding fee. In the Payment Method page, please select "Alipay " or "WeChat Pay" and then click "Process Payment". Scan the QR Code with your mobile app to complete the payment. You may view or print the fee payment receipt at the Student Account Portal after your instant payment.

Visa / Mastercard / Union Pay

You can settle tuition fees / non-tuition fees by Visa / Mastercard / Union Pay. Please be reminded that an administrative charge of 2.31% will be incurred when using this payment method. After your login to the Student Account Portal, please select "Pay Online Now". On the Payment Method page, please select "Visa / Mastercard" or "Union Pay" and then click "Process Payment". You will then be required to input the payer's name and email address before pressing the "Submit" button. Select the card type and input your card number, expiry date and card verification number on the bank webpage, then press "Pay Now" to complete the payment. You may view or print the fee payment receipt at the Student Account Portal after your instant payment.

Bank Draft

You may settle tuition / non-tuition fees by buying a bank draft in Hong Kong currency in favour of "The Hong Kong Polytechnic University". Please mark your full name, programme code and the 8-digit debit note number at the back of the bank draft. Please send the bank draft to the following address via registered mail, allowing time for the bank draft to reach CAR at least two working days before the "last day for payment" of the debit note.

CPCE Academic Registry
3/F, North Tower
PolyU West Kowloon Campus
9 Hoi Ting Road, Yau Ma Tei
Kowloon, Hong Kong

Telegraphic Transfer

You may make tuition / non-tuition fee payment by wire transfer. An additional amount of HK$240 has to be added to the total amount of the debit note as the handling fee charged by banks. For required bank information for telegraphic transfer, please visit www.polyu.edu.hk/fo. Payment in Hong Kong currency is preferred; if wire transfer in Hong Kong currency is not available in your bank, please arrange payment in USD / EURO. If the amount received in Hong Kong dollars falls short of the required fee, you will need to pay the outstanding balance. The handling fee HK$240 is neither refundable nor transferable. In case the additional handling fee is not sufficient to cover the actual bank charge, the student will be responsible to pay the shortfall.

Payment status will be updated and the receipt can be printed at the Student Account Portal five working days after settlement.

Flywire

You may settle tuition / non-tuition fees through Flywire. By making your payment with Flywire, you can pay securely from almost any country / region and any bank, typically in your local currency, and track your payment status. Although PolyU / CPCE and Flywire do not charge a fee for this service, students are reminded to note the cost differences in their local currency under different payment options before confirming a payment. To get started, go to the payment page polyu.flywire.com and select the country from which funds will be

sent. Payment status will be updated for your record and the receipt can be printed at "Enquire Fees and Print Receipt" facility five working days after settlement at the Student Account Portal.

D. Rejected Payment

You must pay the exact amount of your fees specified on the debit note in one transaction and correctly input your 8-digit debit note number by the payment deadline; otherwise, the payment transaction will be taken as incomplete and rejected. A handling fee will be charged for each reject (please refer to the section on "Fees and Charges"). If your payment is rejected by the bank and the fees remain outstanding by the payment deadline as a result of the rejected payment, your registration and student status on the programme concerned will be removed.

E. Deferral of Tuition Fee Payment

It is the student's responsibility to fully settle the tuition fee before the payment deadline. Payment of tuition fees cannot be deferred unless with special and prior approval sought via CAR. Local students, who have genuine financial difficulties in settling the tuition fees before the payment deadline and have already submitted applications for government financial assistance, may apply to defer the payment of the tuition fee. Application for deferral of payment, with documentary proof of application for government financial assistance, should be submitted online at least two working days before the tuition fee payment deadline. Late application for deferred payment will not be accepted.

Only students who can provide evidence of applications for government financial assistance may be considered for deferral of tuition fee payments. Regardless of the application results for the government financial assistance, students are required to settle the tuition fees before the deferred payment deadline. If they eventually fail to settle the outstanding tuition fees by the deferred payment deadline, their registration on the programme concerned will be nullified and all fees paid will not be refunded.

F. Non-payment of Fees

If you fail to settle the fees by the last day for payment specified on the debit note, you will be considered as having decided not to continue your study, and your registration and student status on the programme concerned will be removed accordingly. In such cases, you will not be eligible for refund of caution money and shall not be considered for re-admission to the same programme / stream (sub-code) in the following academic year.

G. Refund and Revision of Tuition Fees

Tuition fees paid are normally non-refundable and non-transferable except in the case of programme cancellation. CPCE reserves the right to cancel a programme, in which case the tuition fees (and caution money) paid will be refunded.

CPCE also reserves the right to revise its tuition fees from time to time. The current level of tuition fees applies to your studies undertaken within the normal duration of the programme as specified in the Scheme/ Programme Requirement Document. Should you extend your study beyond the normal duration of the programme, the adjusted fees, if any, will apply.

H. Fees and Charges

The following fees and charges are applicable in the 2026/27 academic year and are subject to annual review.

i. Tuition Fees

Type of Programmes	Tuition Fees
Sub-degree	Click Link
4-year Full-time Undergraduate Degree	Click Link
Undergraduate Top-up Degree	Click Link
Postgraduate	Click Link

ii. Administrative Fees for Non-credit-bearing Online Subjects / Courses[Ω]

Level of Programme	Subject / Course Title	Amount (HK$) for Local and Non-local Students
Sub-degree	Essential Components of General Education (Sub-degree Programmes) *[2 e-modules]*	1,000
	Extended Essential Components of General Education (Sub-degree Programmes) *[2 e-modules]*	1,000
Undergraduate	Essential Components of General Education *[4 e-modules]*	2,000
	Essential Components of General Education *[2 e-modules]*	1,000
Postgraduate	Understanding China and the Hong Kong Special Administrative Region, P.R.C. *[1 e-module]*	500

Ω Starting from the 2026/27 academic year, fee waiver will only be given to students' first-time enrolment on each online non-credit-bearing subject / course during their studies; students retaking an online non-credit-bearing subject / course will be required to pay the respective administrative fee.

iii. Charges related to Academic Administration

Charges Related to Admission	**HK$**
Application fee	500
Student visa handling fee *(Excluding the visa application fee payable to the Immigration Department)*	370
Charges Related to Registration	**HK$**
Caution money (*Chargeable to all students at first registration and is refundable only on official withdrawal from the programme concerned, subject to no claim being outstanding. The sum will be converted to graduation fee upon completion of a programme*.)	400
Credit transfer fee	150 / credit
Fee for rejected payments	200 / reject
Application fee for reinstatement of registration	500
Fee for replacement of the student identity card	150
Fee for retention of study place	2,350 / semester
Charges Related to Assessment	**HK$**
Academic appeal fee	500 / appeal case
Late assessment fee	250 / subject
Charges Related to Graduation / Certification of Studies and Co-curricular Achievement	**HK$**
Certification of award	250 / qualification
Replacement award parchment	800 / qualification
Testimonial [postage included]	100 / copy
Transcript of studies [postage included]	100 / copy
Co-curricular achievement transcript [postage included] (*Each student will be issued one free copy of the Co-curricular Achievement Transcript upon first application during his / her programme of study.)*	50 / copy
Gown hiring	To be advised by vendor
Graduation fee (*Applicable to any student who has completed a programme, normally converted from caution money.)*	400
Other Charges	**HK$**
Locker maintenance fee	100
Penalty for unauthorised use of locker	100

8. Important Notes for Students Holding Visa / Entry Permit to Study in Hong Kong

A. Submission of Visa or Entry Permit Details

Both local and non-local students who do NOT hold any of the following documents are required to maintain a valid visa / entry permit to study in the Hong Kong Special Administrative Region (HKSAR):

- Hong Kong Permanent Identity Card
- Documents issued by the Immigration Department of HKSAR showing right of abode / right to land
- One-way Permit for entry to Hong Kong
- Visa label for unconditional stay

To ensure compliance with Hong Kong immigration regulations, students holding a visa / entry permit to study in HKSAR are required to provide valid visa or entry permit documents to CAR and keep CAR informed of any subsequent changes throughout their studies at CPCE.

Failure to submit valid visa / entry permit details and have them verified by the specified deadlines as shown below,

- New students: by the end of the add / drop period of their starting semester
- Current students: before their current visa / entry permit expires

may result in suspension of access to campus facilities, student portal, and e-learning system. Students will be notified by email upon service suspension.

Access to these facilities will normally be restored three working days (i.e. excluding Saturdays, Sundays, and public holidays) after the required documents have been submitted and verified by CAR.

Please note that studying in Hong Kong without a valid visa / entry permit or overstaying constitutes a serious immigration offence, which may result in fines and imprisonment.

B. Hong Kong Identity Card

Except those who have been exempted, persons aged 11 or above who have been permitted to stay in Hong Kong for more than 180 days must apply for a Hong Kong Identity (HKID) card at the Immigration Department of the HKSAR as soon as possible, and within 30 days of arrival, as per the Registration of Persons Ordinance (please refer to the Immigration Department official website). You may make an appointment via the Immigration

Department's 24-hour Appointment Booking Service at https://www.gov.hk/en/residents/immigration/idcard/hkic/bookregidcard.htm.

The application for a HKID card is free of charge. You will need to provide your travel document together with the valid visa / entry permit for the application. The normal processing time is about five working days (i.e. excluding Saturdays, Sundays, and public holidays).

Once you receive the HKID card, you are entitled to use the government medical services at local rates. You are required to carry your HKID card at all times in Hong Kong. In case you lose it, you should report it to the Hong Kong Police immediately and apply for a replacement at the Immigration Department within 14 days or, if it is lost or damaged outside Hong Kong, within 14 days of your return. A fee will be charged for the replacement of the HKID card.

C. Non-local Students

According to the Education Bureau, a student holding one of the following visas / entry permits issued by the Immigration Department of the HKSAR is defined as a "non-local student":

- Student visa / entry permit
- Visa / entry permit under the Immigration Arrangements for Non-local Graduates (IANG)
- Dependent visa / entry permit (for students who were 18 years old or above when they were issued with such a visa / entry permit by the Director of Immigration)

Student Visa

Students who possess only a visitor or a tourist visa are not permitted to commence their studies until they have obtained a student visa.

Students studying on a student visa should refer to the Non-local Student Services website at https://www.cpce-polyu.edu.hk/nlss for details regarding the extension and renewal of the student visa, as well as the following visa-related information:

- Immigration Restrictions on Internship and Employment
- Conditions of Stay and Charity / Voluntary Work
- Transfer of Study
- Deferment of Study / Zero Subject Enrolment
- Nullification of Registration
- Discontinuation or Withdrawal of Study / De-registration
- Exchange Activities
- Immigration Arrangements for Non-local Graduates

9. Regulations and Rules

Students are provided with opportunities, facilities and an environment to learn to become competent members of a trade / profession as well as responsible and contributing citizens, and are expected to act at all times in a manner acceptable to the members of the trade / profession they belong to.

All students, like other members of the PolyU / CPCE community, must obey the laws of Hong Kong, and have to observe and comply with the rules and regulations promulgated by PolyU / CPCE.

A. Student Code of Conduct

i. Preamble

The purpose of PolyU / CPCE is to nurture graduates who are dedicated to their academic and personal growth. Therefore, PolyU / CPCE adopts this Code of Conduct in order to:

a) ensure the presence of an ethical and honouring PolyU / CPCE community.
b) protect the members of the community and its resources from harm.
c) provide a guide to appropriate individual and group behaviour.

ii. Obligation

a) All students are expected to act in compliance with the laws of Hong Kong.
b) All students are expected to:
   - inform themselves of the rules and regulations laid down by PolyU / CPCE.
   - act and conduct themselves in accordance with the rules and regulations.
   - conduct themselves with regard to the repute and good standing of PolyU / CPCE.
   - act in compliance with the terms and conditions accompanying the use of name, property and facilities of PolyU, CPCE and their units.
   - act in compliance with any regulations or orders by authorised person(s) or professional bodies during external training or visit.
   - act with respect towards the physical health and safety of others.
   - refrain from smoking, gambling or betting in any form, the use or possession of dangerous drugs or the consumption of alcohol on campus.
   - respect the dignity and rights of others, regardless of their age and background.
   - behave in such a way that does not disrupt other's freedom to study, work or use of property and facilities of PolyU / CPCE or pursue a fulfilling life in CPCE.
   - conduct academic pursuits with regard to the need for academic integrity at all times, which includes but not limited to the avoidance of plagiarism.
   - act with respect towards the rights to intellectual property as set out by the PolyU / CPCE in the rules and regulations.
   - inform themselves of the sexual harassment policy followed by CPCE which is available at the Student Portal and the CPCE Student Affairs Office website (sao.cpce-polyu.edu.hk).

- conduct themselves in compliance with the sexual harassment policy mentioned above.

iii. Misconduct

In the event of misconduct from any student, CPCE reserves the right to decide on the best course of disciplinary action.

B. Penalties for Offences

Disciplinary actions may be taken against any student / graduand who commits any misconduct, violates the laws of Hong Kong or breaches any regulations and rules of PolyU / CPCE. Such cases may be referred to the CPCE Student Discipline Committee for investigation and decision.

Appropriate disciplinary actions, depending on the seriousness of the case, will be taken against a student / graduand who is found guilty of the alleged offence. Penalties may include:

- reprimand;
- community services and / or improvement programme;
- making good, in whole or in part, any damage or loss to the property of PolyU / CPCE, or of members of PolyU / CPCE community;
- suspension from part or all of the rights, privileges and / or the use of part or all of the facilities of PolyU / CPCE for a specified period of time;
- disqualification of results;
- lowering the award classification by one level upon graduation;
- suspension of studies for a specified period of time;
- deferment of graduation or withholding the issuance of award parchment (for graduands);
- termination of studies; and
- any other penalties as considered appropriate.

Students who are found guilty of the alleged offences (academic or non-academic) will normally be put on "disciplinary probation". The status of "disciplinary probation" will be shown on the students' records and documents such as assessment result notification, Transcript of Studies and Testimonial during the probation period. This status will be removed upon their leaving CPCE. The disciplinary probation period will normally be one year unless otherwise decided by the CPCE Student Discipline Committee.

Students who have been put on "disciplinary probation" will be deprived of certain privileges. They shall not receive honour from PolyU / CPCE and its educational units or engage in activities such as eligibility for scholarships / awards / prizes, candidatures of being selected as outstanding students / Student Ambassadors and taking up or continuing to hold leadership roles within the PolyU / CPCE and its units. They may also be given lower priority in Student Hostel residency, funding and subsidies for student projects, courses / activities, overseas academic exchange, internship jobs, mentorship programmes and / or overseas WIE.

If a student disagrees with a decision made or penalty imposed by the academic division or non-academic unit concerned, the student may appeal in writing to the CPCE Student Discipline Committee within seven working days from the date of receiving the decision letter. The student should give a complete account of the grounds for the appeal in the letter and provide any supporting evidence. A student's disagreement with the decision is not in itself an adequate ground for an appeal. The decisions of CPCE Student Discipline Committee are final within CPCE.

Students who are subject to disciplinary actions can approach the CPCE Student Affairs Office for counselling service and assistance. Students attending meetings of the CPCE Student Discipline Committee may ask a staff member or student of CPCE to accompany them. The person accompanying the student will be an observer at the meeting of the CPCE Student Discipline Committee and will not take part in the discussion. In the case of sexual harassment, the complainant and the student implicated in the complaint in respect of the allegation may invite an accompanying person to attend the meeting, who may or may not be a staff member or student of CPCE. These accompanying persons may answer questions on their behalf, or otherwise give them support. However, in any event, all parties being interviewed by the CPCE Student Discipline Committee will neither be legally represented at the meeting nor be assisted by someone who is a practising lawyer.

Students who are expelled from CPCE for disciplinary reasons will not be eligible for refund of the caution money paid.

C. Use of the Name, Property and Premises of PolyU / CPCE

i. Use of Name

You and student organisations wishing to represent PolyU / CPCE (including HKCC / SPEED) must first obtain written permission from appropriate authorities via the hosting units. Without this written permission, students must not claim to represent PolyU / CPCE (including HKCC / SPEED) in any circumstances, including correspondence with the press or the public.

You and student organisations wishing to use the Title of PolyU / CPCE (including HKCC / SPEED) in the name of any student groups must seek the approval via the hosting units. PolyU and CPCE have an absolute discretion to give or refuse to give authority to any student organisation to use the Title of PolyU / CPCE (including HKCC / SPEED) in its name.

ii. Requests for Sponsorship

You and student organisations who wish to request any individual or organisation for sponsorship / advertisement / donation, in cash or in kind, must first obtain written permission from the hosting units.

Without permission from the relevant authority, students must not request or collect donation in any circumstances. If the permission is given, any request for donation must then be made by yourselves / student group concerned, and not by other parties.

iii. Use of the Property and Facilities

PolyU / CPCE property, including your student identity card, information technology facilities / services and library resources, must not be misused. Permission from a member of the teaching staff is required before using any equipment in laboratories or workshops. If PolyU / CPCE property is damaged or lost, those responsible may be required to pay for its repair or replacement.

If you lend your student identity card to another person or borrow a student identity card of other fellow students to gain access to the campuses and facilities of PolyU / CPCE or for other purposes, you shall be subject to disciplinary actions.

iv. Use of the Premises

The premises of PolyU / CPCE are for supporting its core mission in learning, teaching and research activities. You must observe the policy on the use of the premises of PolyU / CPCE.

v. Posters and Notices

PolyU / CPCE reserves the right to remove all unauthorised, misplaced, oversized or outdated display materials on campus without prior notice to the organisers and may charge the organisers concerned for any cost of damage to the property of PolyU / CPCE and removal cost, if deemed necessary.

D. Academic Studies

i. Academic Integrity

Academic integrity exists when students do their academic work in an honest and ethical manner, following the conventions and code of practice of their chosen discipline or profession.

CPCE believes that academic integrity is central to the mission of a tertiary education institution, and expects its students to adhere to high standards of academic integrity in all forms of assessments including assignments and examinations.

CPCE views any violations of academic integrity as a serious disciplinary offence because it seriously undermines the value of the teaching, learning and research of CPCE. Students who cheat in their academic work limit their learning because they have not undergone the learning experience intentionally designed to help them to gain the specific knowledge or skills. At the same time, if some students cheat in the assessment and get good results, it is not fair to the others who are honest and do their own work. Finally, academic dishonesty will tarnish the reputation of the programme and its graduates and, in the long run, diminish the value of the education in CPCE.

Students should therefore refrain from committing any acts of academic dishonesty, including but not limited to the following:

(a) Cheating

- Copying answers from another student during tests / examinations, or for assessments / assignments, be they in-person or online
- Using unpermitted materials and aids [including Generative Artificial Intelligence (GenAI) if it is explicitly disallowed] during tests, examinations or other forms of assessment / assignment, be they in-person or online, or using materials / tools / aides (including GenAI) in impermissible ways to perform or complete an academic task
- Asking / paying someone else / using GenAI (if it is explicitly disallowed), to complete an academic activity, do an assessment / assignment or sit a test / examination, be it in-person or online

Students should also read the relevant section "Conduct of Examinations".

(b) Plagiarism

- Copying the work (part or whole) which has been submitted earlier for another assessment / assignment and submitting it as one's own and one's original. This applies to both copying your own work (without permission from your Subject Lecturer / Programme Administrative Hosting Division), and copying the work of others (including GenAI) / translating the work of others (including GenAI) without permission from your Subject Lecturer
- Using ideas, words or other form of works produced by other people or GenAI in one's own work without proper citation and / or acknowledgement of the source
- Submitting the same paper (or a significant portion of it) for credit in more than one subject

Students should read the details on "Plagiarism" in Appendix 2.

(c) Unauthorised Collaboration or Help

- Collaborating with other students / GenAI in doing an individual assessment / assignment beyond what is specifically permitted by the teacher
- Getting unauthorised help from others (including GenAI) in performing an academic activity or doing an assessment / assignment

(d) Fabrication and Falsification

- Creating fake data, research procedures or results in assessments / assignments, laboratory or project reports
- Creating fake citations or bibliography
- Forging or altering information, record or other documents relating to study
- Including inaccurate citations and references that either do not lead to a source document, or mis-represent the content of a source document

(e) Aiding Academic Dishonesty

- Allowing another student to copy one's own assessment / assignment for submission for credit
- Allowing another student to copy answers during tests or examinations, be they in-person or online

- Completing an assessment / assignment or academic work, or taking a test or examination for another student

CPCE takes academic dishonesty in tests, examinations, assessments and assignments very seriously, and will take disciplinary action against those who commit it.

Please read the section on "Penalties for Offences" for disciplinary actions to be taken against students found to have committed academic dishonest acts.

ii. Intellectual Property

Intellectual Property and Material made and created by students during their studies in CPCE shall be owned by CPCE and shall vest in CPCE upon the making and creation of the Intellectual Property and Materials.

For the purpose of the Handbook,

- "Intellectual Property" means any discovery, creation, invention, design, get-up, trademark, know-how or any research effort and all rights pertaining thereto whether registrable or not including patents, copyright, trademarks, designs, utility models, or other such rights in any country.
- "Materials" means the materials created by the students including but not limited to documents, designs, drawings, photographs, sketches, plans, notes, memoranda, records and writings, conference presentations, sculptures, journal articles and copies thereof.

CPCE is dedicated to safeguarding valuable intellectual property created by staff members or students and will provide necessary support to protect their intellectual property at its discretion. If, at the sole opinion and discretion of CPCE, the Intellectual Property is of potential commercial and industrial value, CPCE will also give its support to facilitate the commercialisation of the Intellectual Property and the inventors / students will receive an appropriate share of any proceeds arising from such commercialisation after deducting all the expenditure incurred.

iii. Copying of Copyright Materials

CPCE recognises the significance of intellectual property rights and respects the rights of intellectual property owners. Students shall comply with the Copyright Ordinance of the laws of Hong Kong at all times. Fair usage of copyright materials for research and private study purposes is allowed under the Copyright Ordinance. However, any use of copyright materials for commercial purposes without proper approval or consent from the intellectual property owner is considered an offence under the Copyright Ordinance.

Since the pandemic began, CPCE has made tremendous effort to make learning materials and recordings of lectures available online via various platforms so that students can continue learning despite the disruption. Such materials are protected by the Copyright Ordinance. Students shall use the platforms and the materials available for their personal study only.

iv. Class Discipline

Besides attending classes and study-related activities punctually, students are expected to reap the maximum benefit from the learning process by respecting lecturers and classmates, and observe discipline in class or other study related activities.

Students are prohibited from the following when attending classes:

- use of mobile phones and / or other devices that are unrelated to learning;
- eating and drinking; and
- unauthorised activity that interferes with and interrupts the normal learning and teaching progress.

Violation of the above may result in receiving a warning from the class lecturer. Upon being warned consecutively for the third time, the class lecturer may ask the student in question to leave the classroom and later report the incident in writing to the Head of the Programme Administrative Hosting Division concerned. Repeated offenders may be liable to suspension from attending future classes. The Head of the Programme Administrative Hosting Division may, at his / her discretion, report such cases to the CPCE Student Discipline Committee for consideration of further disciplinary actions.

v. Industrial Training or Visit

During your industrial training or visit, you must strictly obey all the rules of the factory or firm where you are working or visiting. Safety precautions specified by the factory or firm should be closely observed. The opportunity to be trained is a privilege and you should show respect for it by behaving in a disciplined and responsible manner, thereby maintaining the good name of CPCE (including HKCC / SPEED).

vi. Acceptable Use Policy for Information Technology Facilities and Services

The Acceptable Use Policy ("this Policy") governs all users of the CPCE Information Technology (IT) resources regardless of equipment ownership or administration; whether the use is direct or indirect.

This Policy applies to all users of the CPCE IT resources whether affiliated with the CPCE or not, and to all use of these resources from on-campus or at remote locations. This Policy applies to all users of equipment owned or administered by the CPCE Information Technology Unit (ITU); individual offices / units or by individuals which are connected to the CPCE IT resources.

Connection by personally owned equipment to the CPCE IT resources requires adherence to this Policy.

Students should observe the following when using the CPCE IT resources:

(a) No Illegal, Harmful or Offensive Use

Users may not use, encourage, promote, facilitate or instruct others to use the CPCE Information Systems for any illegal, harmful or offensive purposes, or transmit, store, display, distribute or otherwise make available content that is illegal, harmful or offensive.

Prohibited activities or content include:

- Illegal Activities: Any illegal activities, including advertising, transmitting, or otherwise making available gambling sites or services or disseminating, promoting or facilitating child pornography.

- Harmful or Fraudulent Activities: Activities that may be harmful to others, PolyU's / CPCE's (including HKCC's / SPEED's) operations or reputation, including offering or disseminating fraudulent goods, services, schemes or promotions (e.g. make-money-fast schemes, ponzi and pyramid schemes, phishing or pharming), or engaging in other deceptive practices.

- Infringing Content: Content that infringes or misappropriates the intellectual property or proprietary rights of others.

- Offensive Content: Content that is defamatory, obscene, abusive, invasive of privacy or otherwise objectionable, including content that constitutes child pornography, relates to bestiality or depicts non-consensual sex acts.

- Harmful Content: Content or other computer technology that may damage, interfere with, surreptitiously intercept or expropriate any system, programme or data, including viruses, Trojan horses, worms, time bombs or cancelbots.

(b) No Security Violations

Users SHALL NOT use the facilities and services to violate the security or integrity of any network, computer or communications system, software application, network or computing device (each, a "System").

Prohibited activities include:

- Unauthorised Access: Accessing or using any System without permission, including attempting to probe, scan or test the vulnerability of a System or to breach any security or authentication measures used by a System.

- Interception: Monitoring of data or traffic on a System without permission.

- Falsification of Origin: Forging TCP-IP packet headers, email headers or any part of a message describing its origin or route.

(c) No Network Abuse

Users of the CPCE Information Systems SHALL NOT make network connections to any users, hosts or networks unless they have permission to communicate with them.

Prohibited activities include:

- Monitoring or Crawling: Monitoring or crawling of a System that impairs or disrupts the System being monitored or crawled.
- Denial of Service (DoS): Inundating a target with communications requests so the target either cannot respond to legitimate traffic or responds so slowly that it becomes ineffective.
- Intentional Interference: Interfering with the proper functioning of any System, including any deliberate attempt to overload a system by mail bombing, news bombing, broadcast attacks or flooding techniques.
- Operation of Certain Network Services: Operating network services like open proxies, open mail relays or open recursive domain name servers.
- Avoiding System Restrictions: Using manual or electronic means to avoid any use limitations placed on a System, such as access and storage restrictions.

(d) No Email or Other Message Abuse

Users SHALL also observe the legislation relating to the use of electronic communications and the CPCE Email Policy when using the Services or the Information Systems hosted on the Services for disseminating electronic messages.

The policy can be accessed at the CPCE Portal. Users SHALL NOT distribute, publish, send or facilitate the sending of unsolicited mass email or other messages, promotions, advertising or solicitations (like "spam"), including commercial advertising and informational announcements. Users SHALL NOT alter or obscure mail headers or assume a sender's identity without the sender's explicit permission. Users SHALL NOT collect replies to messages sent from another internet service provider if those messages violate this Policy or the acceptable use policy of that provider.

E. General Conduct and Discipline

i. Alcoholic Drinks

You should not take alcoholic drinks on campus. If you wish to hold a function at which beer, wines or spirits are to be served, you must first obtain prior permission. Applications should be made to the authorities concerned via CAR.

ii. Dangerous Drugs and Gambling

Consumption of dangerous drugs and gambling or betting in any form are prohibited on campus. No student shall have in his / her possession a dangerous drug; and any student who contravenes the prevailing ordinance shall be guilty of an offence and shall be liable, on conviction, to imprisonment.

iii. Security of Personal Property

You are responsible for the security of your own personal property on campus.

iv. Sexual Harassment

CPCE is committed to equal opportunity in academic pursuit and employment and to eliminating any form of discrimination against all staff members, students and other persons who have dealings with CPCE and its units. Sexual harassment is a form of discrimination, and is prohibited and unacceptable at all levels in the CPCE community no matter in the workplace or on campus (including the CPCE accommodations) or at places outside campus where activities of CPCE takes place. All members of CPCE community shall take necessary steps to ensure that the workplace and educational environment are free of sexual harassment.

All members of the CPCE community should be acquainted with the "Policy on Sexual Harassment" and are encouraged to report cases of sexual harassment to the relevant authorities. Any staff member or student who is found to have contravened the CPCE's Policy will be subject to disciplinary action.

Information on the policy and the procedures for handling claims concerning sexual harassment is available at the Student Portal and the CSAO website.

Any complaints on sexual harassment against students should be submitted in writing to the Secretary to the CPCE Student Discipline Committee via CAR.

v. Smoking

Smoking is prohibited anywhere indoors or outdoors on campus.

F. Complaints and Appeals

If you wish to make a complaint or an appeal related to your study in CPCE, you should do so in writing to the College Registrar by email stating clearly your full name, student number and the programme enrolled. No action will be taken on any anonymous complaint / appeal.

The College Registrar shall acknowledge in writing the receipt of complaint / appeal within five working days from the date of receipt of the complaint. Depending on the nature of the complaint, the student will normally receive the investigation results by the responsible party in CPCE within four weeks from the date of acknowledgement of receipt of the complaint / appeal. For complicated cases where the investigation cannot be completed within the normal

timeframe, the responsible party in CPCE will keep the complainant informed of the investigation progress at appropriate stages.

For academic appeals, please refer to the relevant section on "Academic Appeals" for the procedures.

10.Facilities and Services

Different administrative units, such as CPCE Information Technology Unit, CPCE Library, CPCE Student Affairs Office and CPCE Employability Services Office, provide various guidelines, services and facilities to students. You can find an introduction on these offices below and more details in their websites.

Eligibility for services and facilities will be invalidated upon your leaving CPCE. Upon confirmation of your eligibility for graduation, you will no longer be entitled to these services and facilities, although some special arrangements may be allowed by some offices for certain services.

A. CPCE Information Technology Unit

The CPCE Information Technology Unit (ITU) provides central information technology (IT) facilities and services to support learning, teaching, research, administration and communication.

i. IT Facilities for Students

All students can have access to a full range of IT facilities and services on PolyU West Kowloon Campus. These include computers, email, web-based learning services, Internet and network services, etc. Please visit the ITU website at itu.cpce-polyu.edu.hk for a full list of IT services available to students.

ii. Student Computer Centre on Campus

Student Computer Centre is set up on campus for walk-in use by students. You can access the full range of central IT facilities through the networked PCs in the Student Computer Centre.

For the opening hours of the Student Computer Centre, please visit the ITU website.

Please refer to "Rules for Student Computer Centre Users" in Appendix 4 for details.

iii. Network Access

Wireless access points are available in all the lecture theatres and at convenient public areas around campus so that you can connect your notebook or other Wi-Fi compliant device any time to access the central IT facilities.

iv. Information Services

The use of electronic communication is strongly advocated and all ITU publications and announcements are distributed electronically. You can access it anywhere around the clock by browsing the ITU website and your email account.

To get full details and the latest information regarding the IT facilities and services, please visit the ITU website. You are also suggested to visit the CPCE Portal for the CPCE email policy.

v. Appropriate Use of IT Facilities and Services

The privilege to use the central IT facilities and services carries with it certain responsibilities and obligations, which are set forth in the IT Policy for Services, Systems and Facilities at the ITU website. Under these policies, all students are required to act ethically and legally, to protect the integrity and security of the systems, and to comply with all applicable laws, contractual obligations and regulations. Students must also abide by all the prevailing policies, rules, guidelines and standards applicable to the use of the central IT facilities and services as promulgated by ITU.

You are expected not to:

- Attempt to gain unauthorised access to any computer systems in the CPCE or elsewhere.
- Reveal your computer user ID and password to any other person.
- Post and introduce obscene materials on the computer systems, etc.

Any improper use of the central IT resources, in a way contrary to any prevailing rules and guidelines, shall be subject to disciplinary or other appropriate measure to be taken.

vi. CPCE Mobile App

CPCE Mobile App is designed to bring essential information of CPCE, including its educational units of HKCC and SPEED. It is developed to keep students, staff and visitors connected with CPCE and provide useful information including campus location, contact, shuttle bus schedule, learning facilities, etc. It is available at Apple Appstore (iOS / iPad OS) and Google Play (Android).

vii. IT Service Counter and ITU Hotline

You can seek advice and assistance related to the use of IT facilities and services including enquiries on your username from the consultants at the IT Service Counter or via ITU Hotline. You can visit the IT Service Counter located at WK-S204, 2/F, South Tower of the PolyU West Kowloon Campus in person or call the ITU Hotline on 3746-0819.

B. Libraries

The CPCE Library serves and supports the teaching and study of the academic programmes in CPCE. It is a three-storey library at the PolyU West Kowloon Campus with an area of 1,939 square metres. The Library is equipped with about 75 Internet-connected computers, 16 Group Study Rooms, 1 Group Study Pod, Focus Work Pod, Casual Reading Areas, Study Bench, a Multi-purpose Room, etc., providing a seating capacity of over 1,000 in a variety of user areas that meet users' needs of self-study, group study and discussion, and leisure reading.

i. The Collections

The collection of the CPCE Library consists of more than 698,000 items as of June 2026, of which 449,000+ items are E-books and 231,000+ items are E-resources. Other library materials available are printed books, references, reserves, audio-visuals, serials and newspapers, all tailored to student learning and development needs.

Also, you can access the collection of the Pao Yue-kong Library of PolyU with your student identity card. The Pao Yue-kong Library comprises collections on business, computing, data science and artificial intelligence, engineering, scientific, social sciences, textiles and design. The total number of holdings reached 11.96 million in June 2026.

ii. Online Access to Information

The CPCE Library's wealth of digital resources continues to grow with notable acquisitions of major full-text databases including Academic Search Ultimate, ProQuest Dissertations and Theses, IEEE Xplore, CAJ Full-text Database (中國期刊全文數據庫), etc. There is a wide choice of online tools, video databases such as Art and Architecture in Video and Social Work Online, eBook databases such as O'Reilly for Higher Education and ProQuest Ebook Central. For details, please refer to the list Electronic Resources: Databases A-Z.

The CPCE Library has also made available excellent open-access resources for exploration. Open Educational Resources (OER) is a platform to discover and share open-licensed teaching and learning resources.

iii. Access to Library Collections

You can access the OneSearch platform via the CPCE Library Homepage to search for Library resources in all formats, log in myRecord to check loan records and place book requests and online renewals. You may also log in to access Library online resources such as licensed databases, journal articles and e-books. To enhance the usability and user experience, the Library Homepage and OneSearch platform have also been optimised for browsing across all devices and platforms, from desktop computers and laptop monitors, to tablets and mobile devices.

Featured Collection: Documentaries platform listed the CPCE Library's current documentaries collection with cover images and provided an easy and direct way for users to select preferred films.

In addition, you can get access to variety of the e-resources available at the PolyU Pao Yue-kong Library by using the computers inside that library and logging in with your CPCE user login credentials (i.e. Username: Your student no. @student.cpce.hk, e.g. 26000008A@student.cpce.hk or 26000008S@student.cpce.hk; Password: same as the one of your student account). For more details, please refer to the databases list (www.lib.polyu.edu.hk/databases/A-Z).

iv. Space, Facilities and Services

The CPCE Library provides a wide variety of spaces to suit different user needs, including Learning Commons, Group Study Rooms, Group Study Pod, Focus Work Pod, Casual Reading Areas, Study Bench, Workstations, Multi-purpose Room, Audio Visual Carrels, etc. For more details, please refer to weblib.cpce-polyu.edu.hk. Students can also use the Group Rooms, Overnight Study Space and i-Space facilities at the PolyU Pao Yue-kong Library. For more details, please refer to www.lib.polyu.edu.hk/facilities/spaces.

A range of computing facilities and services are also provided by the CPCE Library to support learning, such as computer in Group Study Room pre-installed with Microsoft Teams and Zoom, Wireless LAN facilities for the use of notebook computers, charging stations, network printing and photocopying (black & white / colour). Students can borrow notebook computer, charging cable and headset from the library. Course Reserves Collection, including books and electronic journal articles in the textbook / reference book lists and lecturer recommended readings, is also available.

v. Learning Support and Information Literacy Programmes

Orientation classes that familiarise students with the library services, as well as instruction sessions on the use of various library resources for doing assignments and writing papers may be arranged and provided. Online instruction materials are also available at the CPCE Library website.

E-learning Library Workshops are held throughout the year to help students sharpen their research skills in locating, self-learning and using information. Students can look out for announcements about workshops via their CPCE Library Notice Email.

vi. Ask a Librarian

Ask a Librarian is an enquiry service that enables students to connect with a librarian at the CPCE Library by filling out the e-form and booking a session to meet the librarian. It aims at assisting students who wish to get help in finding information on library services and resources.

vii. Opening Hours

During normal term time and examination period, the CPCE Library opens from Monday to Saturday, except on public holidays. A designated Study Place is also available to students outside normal opening hours. Please always refer to the CPCE Library homepage for the latest Opening hours.

viii. General Enquiry

CPCE Library

Website https://weblib.cpce-polyu.edu.hk/
Enquiries 3746-0860

PolyU Pao Yue-kong Library

Website https://www.lib.polyu.edu.hk/
Enquiries 2766-6863

ix. Your Responsibility – Observe Library Regulations

The Library Regulations are listed on the library website. Students should observe and follow the Library Regulations at all times.

General Rules

- Enter the Library with **YOUR OWN** valid student card or library ticket. These cards are non-transferable.
- Silence must be observed in the Library.
- No mutilation, damage, disfigurement, writing or other markings on any library materials.
- No seat reservation.
- No food is allowed in the Library.
- Make sure to check out circulating materials at the library counter / Self-Check Machine before leaving the Library.

x. Use of Library Facilities and Materials

The Library is for all users to pursue study or research in a congenial atmosphere free from unnecessary disturbance. All library users should follow the instructions on the proper use of the Library as displayed in the Library or given verbally by library staff.

Taking photos or recording videos / audio may not be allowed in the Library without librarian's permission.

Books and other items which are the property of the Library must not be mutilated or defaced. The full replacement cost will be charged for any damage caused by users. Lost or damaged library books or materials will continue to remain the property of the Library even if replacement costs have been paid.

Seat reservation is not permitted in the Library. Any personal belongings or library books left unattended on the library desks may be considered as a "seat reservation". Any such seats may be taken up by other users. Unattended belongings may be removed by library staff without prior notice to the owner. The Library will not be responsible for any loss or damage of personal property.

Silence must be observed in the Library. Users are strictly prohibited from using mobile phones, etc. in the Library. These devices should be switched to silent mode before entering the Library.

Users should be cautioned that all library materials they wish to take out of the Library must be properly charged out at the counter with valid staff / student / retiree cards or library tickets.

Users must observe the law of copyright and license agreements. Reproduction or duplication of audio-visual materials or computer software is strictly prohibited. Users must also comply with the terms of any license agreement between the Library and a third party that governs photocopying, photography, the use of software, and access to and use of data. Copyright law should be strictly observed by all users when reproducing materials, whether by photocopying or by electronic means. Users are fully responsible for any legal consequences concerning copyright that may arise.

xi. Loan of Library Materials

Students are cautioned that all library materials they wish to take out of the Library must be properly charged out at the appropriate counter or self-checkout stations. Please refer to the latest version of regulatory breaches and actions that may be imposed at weblib.cpce-polyu.edu.hk/aboutus/libreg.

The penalties listed below are applicable to the offences at CPCE Library. For the regulatory actions against user breaching various regulations of the PolyU Pao Yue-kong Library, please refer to the library website at lib.polyu.edu.hk/about-us/library/library-regulations.

Library Offences at CPCE Library	Penalties
Case I: Library users found leaving the Library without charging out an item by mistake and not concealing it.	1st offence - Offender will be served with a verbal warning and record keeping in the Library system for 12 months 2nd to 5th offences (repeated offences accumulated in 12 months, calculable from the date of the 1st offence): i) Serving of a warning letter; and ii) Imposition of a fine according to the following scale: • 2nd offence - HK$80 • 3rd offence - HK$160 • 4th offence - HK$320 • 5th and subsequent offences - HK$640 iii) Non-payment of a fine will result in suspension from using all Library facilities.
Case II: Library users found leaving the Library without charging out an item / part of an item and deliberately concealing it.	i) Offender will be served with a written reminder, a copy of which will be sent to his / her Programme Administrative Hosting Division via CAR; and ii) Imposition of a fine of HK$80. The fine will be twice as much as the previous offence if the user commits the offence again during his / her studies in CPCE. iii) Non-payment of a fine will result in suspension from using all Library facilities.

Library Offences at CPCE Library	Penalties
Case III: Library user found mutilating Library material(s) / leaving the Library with uncharged mutilated Library material(s) regardless of whether the material(s) is / are concealed or not.	i) Offender will be served with a warning letter, a copy of which will be sent to his / her Programme Administrative Hosting Division via CAR; and ii) Imposition of a fine of HK$80. The fine will be twice as much as the previous offence if the user commits the offence again during his / her studies in CPCE; and iii) Replacement cost of the mutilated library material(s). iv) Non-payment of a fine will result in suspension from using all Library facilities.
Case IV: Use of mobile phones*, playing physical games, making excessive noise, etc. in the Library. ** Use of mobile phones is not permitted in any part of the Library except in some designated areas.*	i) 1st and 2nd offences - user will be served with a written reminder and a record kept in the Library system for 12 months. *[As a concession, the Library may issue a verbal reminder to those users who immediately mute or switch off their phones upon ringing.]* ii) 3rd offence - user's borrowing privileges will be suspended for one day. iii) 4th offence - user will be denied access to the Library for one week. iv) 5th offence - user will be denied access to the Library for one month.
Case V: Library user found using a Student Card / Staff Card / Retiree Card or Library Ticket of other person, or Library user confirmed lending his / her Student Card / Staff Card / Retiree Card or Library Ticket to other person.	1st offence - Offender will be served with a warning letter, a copy of which will be sent to his / her Programme Administrative Hosting Division via CAR. Student user will also be required to attend an Improvement Programme of not less than 15 hours. Student users who commit repeated offences during the period of study will be referred to CPCE Student Discipline Committee.

xii. Copyright Regulations

There are certain acts permitted in relation to copyright works. In general, fair dealing with a work of any description for the purposes of research or private study does not infringe any copyright in the work.

Users must avoid any breach of copyright in using photocopiers and printers in the Library. Users are fully responsible for any legal consequences concerning copyright that might arise from using the Library's photocopiers and printers. Users are reminded to observe the Copyright Ordinance (The Laws of Hong Kong, Chapter 528) pertaining to photocopying practices.

C. CPCE Student Affairs Office

The CPCE Student Affairs Office (CSAO) plays an important role in enhancing all-round development of full-time students. A wide range of co-curricular activities and services are available to meet students' developmental needs in various aspects, including social, psychological, physical, emotional and intellectual. Personal counselling services are also available for students by appointment.

Students are encouraged to actively participate in co-curricular activities and to make full use of the services and facilities provided by CSAO.

i. Activities and Services

Activities and services of CSAO are categorised into the following scopes:

- **Contribution and Services** - Develop a service mind by providing support and care on campus and serving the community.
- **Counselling Services** - Tackle your personal issues by seeking counselling and further develop yourselves through individual assessments.
- **Global Exposure** - Broaden your global outlook and immerse yourself in different cultures.
- **Leadership and Future Skills** – Develop your self-leadership skills and enhance your abilities to prepare for the challenges ahead.
- **Physical Wellness –** Embrace a healthy lifestyle and improve your physical well-being.
- **Psychological Wellness** – Enhance your psychological well-being and assist you in cultivating a positive and resilient mindset.
- **Recognition** – Recognise your contribution, achievements, and personal growth resulting from your continuous efforts.
- **Facilities and Support Services** – Well-designed facilities and support services are just around the corner to facilitate your studies and personal development. The student hostel enriches students' development off campus and provides opportunities for the hostel residents to share experiences.

ii. Appointments and Enquiries for Services

Counselling Services

Students can make appointments by contacting Student Affairs and Counselling Officers by phone or via online booking system to discuss issues concerning their studies, emotion or other personal matters affecting their life, or how to further develop themselves.

Phone appointment:	6773-9700 (24 hours)
Online booking:	sao.cpce-polyu.edu.hk (Please select "Our Services" > "Counselling Services" > "Make an Appointment")
Location:	Student Counselling Centre (Room N312, PolyU West Kowloon Campus)

General Enquiries

You may refer to the CSAO Information Guide or visit CSAO website (sao.cpce-polyu.edu.hk) for more information on the activities and services provided.

For enquiries, please call the CSAO hotline at 3746-0880 or send an email to sao@cpce-polyu.edu.hk. You may also visit the CSAO service counter at 3/F, North Tower, PolyU West Kowloon Campus.

D. CPCE Employability Services Office

The CPCE Employability Services Office (CESO) aims to support graduating students in seeking employment through the provision of industry related learning experiences, such as internships, career fairs, and other activities conducive to students' employability. CESO links with domestic and global businesses to forge partnerships with CPCE for employability opportunities. Furthermore, CESO promotes and offers the latest experiential learning opportunities to students, and places strong emphasis on entrepreneurial development of students and graduates.

In light of the growing importance of global exposure and employability in diversified work cultures, CESO provides Global-WIE Programmes to students to equip their global skills and vision for future career development.

i. idea Generation-Laboratory (iG-Lab)

iG-Lab, operated by CESO, aims to provide an interactive platform for students to unleash their potential on creativity and entrepreneurial projects, as well as to engage them in on-campus experiential learning. iG-Lab also provides useful resources and links up with external bodies for competitions and entrepreneurial developments on campus.

ii. Key Services

Activities, Events and Publications

- Key School Employability Events (e.g. Career Fair Forums)
- Recruitment Talks and Company Visits
- Booklets and Publications

Employability Services

- Job Postings, Referrals and Matching
- Annual Key Surveys
- Employability Portal

Internship and Talent Development

- Various Placement Programmes
- Virtual Internship Programme
- Your Reliable Talent Programme

External Liaison

- Collaborations on External Opportunities

Global-WIE & iG-Lab

- Industry Professional Series
- Advances Professional Workshops
- Global-WIE Booklet
- iG-Lab Bookings
- Overseas Tours
- Overseas Internships

iii. General Enquiries

The above activities and services are mainly for full-time students. You may refer to the CESO website (ceso.cpce-polyu.edu.hk) and stay tuned to the CESO email to acquire the latest information.

For enquiries, please call the CESO enquiry hotline at 3746-0747 or email to ceso@cpce-polyu.edu.hk. You may also visit the CESO service counter at 3/F, North Tower, PolyU WK Campus.

E. Financial Assistance and Scholarships

Local students may apply for financial assistance from the Government of HKSAR.

- Full-time sub-degree or undergraduate degree students may apply for the means-tested **F**inancial **A**ssistance **S**cheme for **P**ost-secondary Students (FASP) or **N**on-means-tested **L**oan **S**cheme for **P**ost-secondary **S**tudents (NLSPS);

- Other students may apply for the **E**xtended **N**on-means-tested **L**oan **S**cheme (ENLS).

For eligibility and other details of the above financial assistance schemes, please refer to the website of the Government's Student Finance Office (SFO) at www.wfsfaa.gov.hk/sfo.

Some programmes consist of subjects which have been included in the list of reimbursable courses for the Government's Continuing Education Fund (CEF). You may check the eligibility and details of CEF at the website www.wfsfaa.gov.hk/cef.

Students are not allowed to apply for both FASP and CEF for the same programme in the same academic year.

Various scholarships are also available. Scholarships are normally awarded on academic merit and/or according to other specific conditions as stipulated by the donors. For details, please visit CSAO website.

F. Health Service

The Health Centre on PolyU West Kowloon Campus provides primary health care services for full-time students. Other health surveillance check-up programmes and health education activities are also available with the aim of health promotion and disease prevention.

Dental services are currently provided by Bayley & Jackson Dental Surgeons Limited (B&J) to full-time students. The PolyU Campus Student Dental Clinic is located at Room GH020, G/F, Core H, PolyU Main Campus while dental services are also available at other B&J dental clinics.

For details, please refer to the following:

Health Centre	Consultation Hours	Prior Appointment	
		by phone	via online booking system
PolyU WK Campus (Room LG07, North Tower)	9:30 am – 1:00 pm & 2:30 pm – 6:00 pm (Monday to Friday)	3746-0555	https://cpce.humanhealth.com.hk/appointment

Dental Clinic	Consultation Hours	Prior Appointment	
		by phone	via online booking system
PolyU Main Campus (Room GH020, G/F, Core H, PolyU)	9:00 am – 1:00 pm (Monday to Saturday) & 2:00 pm – 6:00 pm (Monday to Friday)	2330-9414	https://polyu.bjdental.com

G. Student Facilities and Amenities

i. Sports Facilities

- PolyU West Kowloon Campus

Facilities	Major Activities
Multi-Purpose Hall & Gymnasium	Basketball / Badminton / Volleyball
Performing Arts Rehearsal Room	Performing Arts
Fitness Centre	Fitness Training

Opening Hours	
Monday to Friday	9:30 am - 10:30 pm
Saturday	9:30 am - 6:30 pm
Sunday and Public Holiday	Closed

Remark: Facilities opening hours may be adjusted during special periods. Users will be informed via email notices.

All students can reserve the above facilities online via the CPCE Facilities iBooking System (mbs.cpce-polyu.edu.hk/ibooking/). Please refer to the announcements of the up-to-date booking procedures made from time to time.

- PolyU Main Campus

Venue	Facilities	Major Activities
Block X Sports Centre	Main Hall	Badminton / Handball / Indoor Soccer (Futsal) / Basketball
	Fitness Room	Fitness Training
	25-meter Indoor Swimming Pool	Swimming
Kwong On Jubilee Sports Centre	Main Hall	Badminton
	Activity Room	Dance, Taichi, Yoga, Pilates, etc.
	Squash Court	Squash
Michael Clinton Swimming Pool	50-meter Outdoor Swimming Pool	Swimming
Shaw Sports Complex	Main Hall	Basketball / Badminton / Volleyball
	Practice Hall	Badminton / Volleyball
	Fitness Room	Fitness Training
	Activity Room	Dance, Taichi, Yoga, Pilates, etc.
	Roof-top Tennis Court	Tennis
	Table Tennis Room	Table Tennis

For the opening hours of the sports facilities at PolyU Main Campus, please check out at https://www40.polyu.edu.hk/poss.

- The Joint Sports Centre in Kowloon Tong, which is shared with the Hong Kong Baptist University and the City University of Hong Kong, provides a 400m all-weather track, a standard-size soccer pitch, a multi-purpose court for basketball / volleyball / handball / pickleball / 5-a-side soccer, a 4-bay golf practice area and four tennis courts for sports competition, training and recreational use. For the opening hours of Joint Sports Centre, please check out at https://jsc.hkbu.edu.hk.

  Booking of all sports facilities on the PolyU Main Campus and the Joint Sports Centre can be made at the Kwong On Jubilee Sports Centre and Shaw Sports Complex in person.

ii. Student Lockers

Full-time students are eligible to apply for the use of student lockers at PolyU West Kowloon Campus. As the number of lockers is limited, application will be handled on a first-come

first-served basis. Successful applicants will be required to pay a locker maintenance fee. New students will be invited to apply for the use of lockers at the beginning of their studies.

A student found to have occupied a locker without authorisation will need to pay a fine. The College reserves the right to force open an unauthorised occupied locker, and to remove and dispose of any items therein without prior notice.

All enquiries concerning lockers should be directed to CSAO.

iii. Amenities

The Amenities Centre inside the Communal Building on the PolyU Main Campus provides various kinds of communal facilities, including music appreciation and practice rooms, multi-purpose rooms, exhibition venues and a student common room. Advance booking is not required.

You may refer to the following table for the opening hours of the communal facilities.

Communal Facilities	Location	Opening Hours & Booking Information
Amenities Centre	Communal Building, PolyU Main Campus	Click Link
Activity Rooms	Block Z, PolyU Main Campus	
Student Study Rooms	Block Z, PolyU Main Campus	

iv. Cultural Event Venues

Chiang Chen Studio Theatre

Located on the ground floor of the Chung Sze Yuen Building on the PolyU Main Campus, the 244-seat Chiang Chen Studio Theatre is well equipped for conferences, talks, seminars, forums, performances, recitals, ceremonies and various other activities.

Jockey Club Auditorium

The 1,025-seat Jockey Club Auditorium (JCA) on the PolyU Main Campus is a specially designed venue for hosting a multitude of art and cultural events such as concerts, drama productions, musicals, dance performances, film screenings and variety shows. Conferences, seminars and ceremonies are also frequently hosted in this multipurpose venue. In addition, JCA's spacious Entrance Foyer and Lam Tai Fai Amphitheatre are suitable for indoor and outdoor performances, exhibitions, receptions and gatherings.

For further information of the above cultural venues, please call 2766-7100 or visit the website of PolyU Culture Promotion and Events Office at https://www.polyu.edu.hk/cpeo.

v. CPCE Student Hostel

Full-time students are eligible to apply for the CPCE Student Hostel. For more details of the Hostel and application information, please visit the CSAO website ("Our Services" > "Facilities and Support Services" > "CPCE Student Hostel").

H. Services for Students with Special Educational Needs

Students with special educational needs are advised to contact CSAO to discuss their special educational needs, preferably upon admission and registration.

i. Special Arrangement for Assessments

Depending on the nature of special educational needs, special arrangements such as allowing extra time for assessment / examinations, or preparing assessment / examination papers in alternative formats may be made.

ii. Learning and Study Aid at PolyU

A "Special Equipment Room" is located at Room L401a, 4/F, South Wing of the PolyU Pao Yue-kong Library. The room contains specially-equipped personal computers, scanning and reading appliance, and a magnifying device. A workstation inside 24-hour Study Centre on 1/F, North Wing of the PolyU Pao Yue-kong Library is designated for priority use by students with special educational needs. Special arrangements by PolyU Pao Yue-kong Library can be made for students with special educational needs. Depending on the nature of the needs, reserved seats and special trolleys for carrying books are available on each floor of the library. Library staff are available to assist in completing any necessary library procedures.

For details, please visit lib.polyu.edu.hk/user-privileges/special-needs.

A common room for students with physical impairment, with a bed, personal computers and desks, is located at R405 at PolyU Main Campus. An office pod located on 2/F of Communal Building of PolyU Main Campus is ready for study and small group discussion by students with special educational needs. Moreover, Room S212, Communal Building of PolyU Main Campus could be available for overnight study during the examination period for students with special educational needs upon request.

iii. Financial Assistance

Applicants of FASP who are receiving Disability Allowance and / or with special educational needs may be eligible to receive additional financial assistance or additional academic expenses grant. For details, please visit the SFO website at https://www.wfsfaa.gov.hk/en/sfo/postsecondary/fasp/eligibility.php.

iv. Campus Access and Emergency

Most buildings on campus are accessible via ramps or lifts.

Students with special needs are advised to get familiar with major escape routes within buildings. Lift lobbies and staircase landings are usually protected by fire doors. In case of emergency, students with mobility difficulties may consider staying at these areas for a short period of time and contact the Campus Facilities Management Office in the PolyU West Kowloon Campus at 3746-0999 for assistance immediately.

v. Sports

Sports facilities are generally accessible to persons with disabilities. Wheelchair users requiring assistance in entry can ask for help from manned counters. Special arrangements will also be made for students with disabilities wishing to participate in sports-related activities.

vi. Priority Service

Students with disabilities may be given priority in various service counters. Students are advised to identify themselves if their special educational needs are not obviously visible.

Appendices

Appendix 1: Arrangements during Bad Weather

(Applicable to ALL online and face-to-face on-campus classes and examinations)

- Announcements made by the Education Bureau are not applicable to courses / programmes offered in CPCE.

- The arrangements below do not apply to training / clinical placement outside the PolyU campuses. Students should follow the arrangements of individual organisations or as announced by CAR.

i. Tropical Cyclone Warning and "Extreme Conditions"

Signal No. 1 or 3

Classes / examinations will be held as scheduled.

Signal No. 8 or above OR "Extreme Conditions" after super typhoons

Arrangements for Classes NOT YET STARTED		
• Signal No. 8 or above is likely to be hoisted within the next two hours OR is hoisted during the period specified on the right *(as announced by the Hong Kong Observatory)* • "Extreme conditions" are in force during the period specified on the right *(as announced by the Government of the HKSAR)*	From 6:30 am but before 12:00 noon	All classes* commencing before 2:00 pm will be cancelled.
	From 12:00 noon but before 4:30 pm	All classes* commencing at any time from 12:00 noon and before 6:30 pm will be cancelled.
	From 4:30 pm	All classes* commencing from 4:30 pm onward will be cancelled.
• Signal No. 8 or above is lowered during the period specified on the right *(as announced by the Hong Kong Observatory)* • "Extreme conditions" are cancelled *(as announced by the Government of the HKSAR)*	At or before 6:30 am	All classes* will be held as scheduled.
	After 6:30 am but before or at 12:00 noon	All classes* commencing from 2:00 pm onward will be held as scheduled.
	After 12:00 noon but before or at 4:30 pm	All classes* commencing from 6:30 pm onward will be held as scheduled.
	After 4:30 pm	All classes* commencing from 6:30 pm onward will be cancelled.

Arrangements for Classes ALREADY STARTED
Students attending classes shall be released to go home as soon as possible.

Arrangements for Examinations	
• Signal No. 8 or above is hoisted OR is likely to be hoisted within two hours before the commencement of examinations^ *(as announced by the Hong Kong Observatory)* • "Extreme conditions" are in force within two hours before the commencement of examinations^ *(as announced by the Government of the HKSAR)*	Examinations^ will be postponed to another day.
• Signal No. 8 or above is hoisted during examinations^ *(as announced by the Hong Kong Observatory)*	Examinations^ will continue unless otherwise announced by CAR.

Arrangements for Examinations	
• "Extreme conditions" are announced during examinations^ *(as announced by the Government of the HKSAR)*	
• Signal No. 8 or above is lowered OR is likely to be lowered two hours before the commencement of examinations^ *(as announced by the Hong Kong Observatory)* • "Extreme conditions" are cancelled two hours before the commencement of examinations^ *(as announced by the Government of the HKSAR)*	Examinations^ will be held as scheduled unless otherwise announced by CAR.
CAR will notify the students concerned of the revised examination arrangements within five working days after the cyclone warning signal has been lowered / cancelled.	

* If the class has a lecture which is followed immediately by a tutorial, it will be regarded as two different class sessions. For example, if the Tropical Cyclone Signal No. 8 / Black Rainstorm Warning is lowered at or after 6:30 am and before 12:00 noon, the lecture starting at 1:00 pm will be cancelled while the tutorial starting at 2:00 pm will be held as scheduled.

^ For oral examinations, starting time refers to the commencement of the whole session (e.g. Morning Session - 9:00 am to 12:00 noon or Afternoon Session - 1:00 pm to 4:00 pm) of the oral examination for a subject instead of the examination timeslot of an individual student.

ii. Rainstorm Warning

Amber Warning

Classes / examinations will be held as scheduled.

Red Warning

Classes / examinations will be held as scheduled unless CAR announces the suspension of these activities.

Black Warning

Arrangements for Classes NOT YET STARTED		
Warning is in force during the period specified on the right *(as announced by the Hong Kong Observatory)*	From 6:30 am but before 12:00 noon	All classes* commencing before 2:00 pm will be cancelled.
	From 12:00 noon but before 4:30 pm	All classes* commencing at any time from 12:00 noon and before 6:30 pm will be cancelled.
	From 4:30 pm	All classes* commencing from 4:30 pm onward will be cancelled.
Warning is cancelled during the period specified on the right *(as announced by the Hong Kong Observatory)*	At or before 6:30 am	All classes* will be held as scheduled.
	After 6:30 am but before or at 12:00 noon	All classes* which commence at or after 2:00 pm onward will be held as scheduled unless otherwise announced by CAR.
	After 12:00 noon but before or at 4:30 pm	All classes* which commence at or after 6:30 pm onward will be held as scheduled unless otherwise announced by CAR.
	After 4:30 pm	All classes* commencing from 6:30 pm onward will be cancelled.

Arrangements for Examinations NOT YET STARTED	
Warning is in force within two hours before the commencement of examinations^ *(as announced by the Hong Kong Observatory)*	Examinations^ will be postponed to another day.
Warning is cancelled two hours before the commencement of examinations^ *(as announced by the Hong Kong Observatory)*	Examinations^ will be held as scheduled unless otherwise announced by CAR.
CAR will notify the students concerned of the revised examination arrangements within five working days after the warning has been cancelled.	

Arrangements for Classes / Examinations ALREADY STARTED
As advised by the Government of the HKSAR, people should take shelter in a safe place during classes / examinations. The activities will continue unless otherwise announced by CAR.
If the warning is still in force when classes / examinations end, you are advised to stay on campus for your own safety until the warning has been cancelled or the traffic conditions have improved. You should contact the Campus Facilities Management Office for assistance when necessary.

* If the class has a lecture which is followed immediately by a tutorial, it will be regarded as two different class sessions. For example, if the Tropical Cyclone Signal No. 8 / Black Rainstorm Warning is lowered at or after 6:30 am and before 12:00 noon, the lecture starting at 1:00 pm will be cancelled while the tutorial starting at 2:00 pm will be held as scheduled.

^ For oral examinations, starting time refers to the commencement of the whole session (e.g. Morning Session - 9:00 am to 12:00 noon or Afternoon Session - 1:00 pm to 4:00 pm) of the oral examination for a subject instead of the examination timeslot of an individual student.

Appendix 2: Plagiarism

i. About Plagiarism

Plagiarism refers to the act of using the creative works of others (e.g. ideas, words, images or sound, etc.) in one's own work without proper acknowledge of the source. According to the Webster's Ninth New Collegiate dictionary (1987), to "plagiarise" means

> [To] steal and pass off (the ideas or words of another) as one's own: [to] use (a created production) without crediting the source: [to] commit literary theft: [to] present as new and original an idea or product derived from an existing source.

The College views plagiarism, whether committed intentionally or because of ignorance or negligence, as a serious disciplinary offence. Excuses such as "not knowing that this is required" or "not knowing how to do it" are not accepted. It is the student's responsibility to understand what plagiarism is, and take action steps to avoid plagiarism in their academic work. The golden rule is: "if in doubt, acknowledge".

ii. Avoiding Plagiarism

Students are required to submit their original work and avoid any possible suggestion of plagiarism in the work they submit for grading or credit. Below are some suggestions on how you can avoid plagiarism in your own work:

Use sources with care and respect

- Take careful notes so that you know where you found your information.
- Keep track of all the sources you have used for each assessment / assignment.
- Cite all your sources in your finished work, distinguishing carefully between your own ideas / work and those taken from others.
- Include all your sources in your References or Bibliography section, normally included at the end of the paper.

Find out the expectations of your teacher

- Different disciplines or professions may have slightly different conventions for citation and referencing. Ask your teacher for the specific citing and reference system or conventions used in your chosen profession / discipline.
- Ask your teacher what types of collaborations and help is permitted for the specific assessment / assignment.
- Observe the rules and regulations about using Generative Artificial Intelligence (GenAI) tools set by your programme, and the subject that you are studying.

Develop your academic skills

- Plan your academic work carefully and start early so that you have time to do your own work.
- Make a work schedule for your work and try to keep to it.
- Study resource materials and attend courses or workshops provided by CPCE units / offices to continually improve your skills in referencing and academic writing.

Be honest, and always do your own work

- Do not attempt to disguise copying from sources, for example, by translating from sources in another language or changing some words of a copied text. Proper referencing is required.
- Do not quote, summarise or paraphrase from sources that you do not fully understand. Always be able to explain what the source means and why it is relevant.

iii. Resources and Support Provided to Students

To know more about plagiarism and how to cite sources properly in your work, please refer to the "Student Guide on Academic Integrity" developed by PolyU at https://www.polyu.edu.hk/ous/docdrive/Academic_Integrity/Student_Guide.pdf.

You can also obtain more information about using sources and referencing styles from the following webpage of the English Language Centre of PolyU at https://www.polyu.edu.hk/en/elc/independent-learning/language-resources/referencing/.

To use library resources and tools properly and ethically, you are encouraged to visit the guide "Avoiding Plagiarism in the Age of AI" at https://libguides.lb.polyu.edu.hk/academic-integrity. This quick guide highlights library resources and tools that support academic integrity while fostering the AI literacy needed for the responsible use of Generative AI in academic work.

Appendix 3: Health, Safety and Environment Requirements

i. Health, Safety and Environment Policy Statement

CPCE is committed to providing a healthy and safe environment for its staff members, students, contractors, as well as visitors. We will strive to excel in our health, safety and environmental performance continuously by adhering to our Health, Safety and Environmental Policy:

- With emphasis on personal accountabilities, compliance with the laws pertinent to health, safety and environmental protection, adoption of reputable standards, and the benchmarking with best practice;
- Ensure staff members and students have good awareness of their health, safety and environmental duties and responsibilities;
- Secure adequate resources for acquisition, maintenance and enhancement of health and safety facilities and equipment, and the development and continual enhancement of our health, safety and environmental programmes, and procedures;
- Assess risks from our activities and act responsibly to eliminate or mitigate associated health, safety and environmental risks to tolerable levels;
- Foster a safety culture which aims for excellence in health and safety performance; and
- Equip our staff members and students with up-to-date health, safety and environmental information.

ii. Health and Safety Responsibility of Students

General duties and responsibilities of students are:

- To familiarise themselves with the health, safety and environmental policies and requirements of PolyU / CPCE;
- To adhere to applicable health, safety and environmental laws, policies and requirements of PolyU / CPCE strictly and actively support their implementation;
- To take reasonable care for the health and safety of themselves and other persons who may be affected by their acts or omissions;
- Not to tamper with or misuse any provisions or equipment provided to safeguard their health and safety; and
- To report health, safety and environmental issues encountered in their works or studies to their supervisors immediately.

iii. General Laboratory Safety Guidelines

The following guidelines on laboratory safety aim to ensure appropriate health and safety measures are taken when you are at work in laboratories.

- Ensure familiarity with emergency procedures and locations of emergency equipment, such as fire extinguishers, emergency showers, and eyewash stations.

- Understand the types of Personal Protective Equipment (PPE) required and use them properly, including wearing safety glasses and a lab coat in wet laboratories, and appropriate protective gloves when handling hazardous materials.
- Refrain from eating, drinking, smoking, or applying makeup in areas where chemicals or biological agents are present. Laboratory glassware should not be used for food or beverages.
- Be aware of the potential hazards associated with chemicals and consult Safety Data Sheets (SDS) or a supervisor for unfamiliar substances.
- Keep long hair tied back and avoid loose clothing to prevent accidents in the laboratory.
- Clearly label all chemical containers to avoid confusion and potential mishaps.
- Maintain a clean and organised laboratory environment by removing clutter, trash, and unused chemical containers.
- Utilise safety equipment such as fume hoods or biosafety cabinets to minimise exposure to gases, vapours, and aerosols.
- Avoid distracting or startling others in the laboratories, as practical jokes and horseplay are strictly prohibited.
- Adhere to proper disposal procedures for chemical and biological waste to ensure environmental safety.
- Practise good hygiene by washing hands and forearms with soap and water before exiting the laboratory.
- In the event of a fire or accident, stay away from the scene and do not interfere unless you are designated to manage the emergency.

iv. Guidelines for Use of Hazardous Chemicals

Hazardous chemicals, in general, refer to substances which may be harmful to humans or the environment due to their chemical properties.

Students must have completed proper training in chemical safety before handling hazardous chemicals. They should exercise proper precautionary measures in accordance with the hazards of the chemicals concerned. This includes the execution of and compliance with safe work practices such as proper chemical storage, protective equipment selection, and waste disposal procedures.

v. Guidelines for Use of Biological Agents and Animals

Biological agents, in general, refer to substances made from an organism, its products, or a virus which may cause ill health effects to humans.

Students must have completed proper training in biological safety before they are allowed to work with biological agents. They should exercise relevant biological safety precautionary measures in accordance with the biohazardous natures of the biological agents concerned. This includes good microbiological techniques, use of biosafety equipment and personal protective equipment, as well as proper disposal of the resulting wastes.

vi. Guidelines for Operation of Irradiating Apparatus and Handling of Radioactive Substances

Since the operation of irradiating apparatus (such as X-ray equipment) and the handling of radioactive substances are subject to stringent regulatory control by the Law of Hong Kong, students are not allowed to operate or handle the equipment or substances unless they are under direct supervision of technical staff of the laboratory or responsible academic staff.

vii. Guidelines for Use of High-power Laser Equipment

Improper use of high-power lasers may result in irrecoverable injury, especially to our eyes or skin, and even death in extreme cases. Students must be under direct supervision of technical staff of the laboratory or responsible academic staff whenever high-power laser equipment is energised. Besides, they must not tamper with the safety interlocks, if any, of laser equipment and must always comply with relevant safety procedures.

viii. Campus Sustainability Policies

In CPCE, the Campus Committee oversees the planning, operation and sustainability development of the campus. Please refer to the details of the policies and guidelines on campus sustainability at the website at www.cpce-polyu.edu.hk/campus-life/quick-links/campus-sustainability.

Students should adopt all applicable undertakings of these policies and guidelines to ensure that sustainability is embedded in their study environment and activities on campus.

Appendix 4: Rules for Student Computer Centre Users

i. Legitimate Users

- Facilities in the Student Computer Centre are for the exclusive use of eligible students and staff only.
- Student identity cards are the only valid identification for the purpose of admission to the Student Computer Centre.
- To safeguard the use of facilities to legitimate users only, students entering the Student Computer Centre are required to present their student identity cards.
- Due to limited resources, the facilities in the Student Computer Centre are not extended to graduates / alumni and visitors.

ii. General Rules

- Use of facilities in the Student Computer Centre by individuals is on a first-come-first-served basis.
- Hardware and software other than those installed in the Student Computer Centre may not be used.
- Users should observe the instructions / guidelines on the proper use of facilities in the Student Computer Centre as displayed in the Centre or as advised by the staff on duty.

iii. Responsibilities of Users

All users have the responsibilities to:

- avoid causing disturbance to other users in the Student Computer Centre.
- keep the Student Computer Centre clean and tidy.
- use the facilities for legitimate / approved purposes only.
- be considerate and co-operative when using those computers dedicated for laser printing.
- report suspected virus attacks on computer systems to the ITU staff on duty or to the IT Service Counter.
- return all equipment on loan to the counter half an hour before the closing time or at any other time upon request by the staff on duty.
- leave the Student Computer Centre at or before the closing time, or as otherwise requested by the staff on duty.
- observe the law of copyright and license agreements when using copyright materials in the course of teaching and learning. Reproduction or duplication of audio-visual materials or computer software is strictly prohibited. Copyright law should be strictly observed by all users when reproducing materials, whether by photocopying or by electronic means. Users are fully responsible for any legal consequences concerning copyright that may arise (please refer to the Copyright Ordinance – Chapter 528 of the Laws of Hong Kong – at the website of the Department of Justice of the HKSAR Government: https://www.elegislation.gov.hk/hk/cap528).

- comply with the terms of any license agreement between the Library and a third party which govern photocopying, photography, the use of software, and the access to and use of data.

iv. Safety and Security

For safety and security reasons:

- Student Computer Centre users may be requested by the staff on duty to show the contents of their bags, cases, personal belongings, etc. at the exit or at any time inside the Student Computer Centre.
- The CPCE / ITU may revise the regulations as necessary anytime without prior notice.

v. Caution

The following activities in the Student Computer Centre are prohibited:

- Abuse the privilege of using the computing facilities for non-coursework purposes such as playing computer games.
- Alter, delete, or copy any licensed software on the equipment in the Student Computer Centre.
- Take away computer stationery, blank computer or printing paper, etc. from the Student Computer Centre.
- Move or relocate any furniture, equipment, manuals or other properties in the Student Computer Centre without the permission of the staff on duty.
- Deface or damage in any way furniture, equipment, manuals or other properties in the Student Computer Centre.
- Smoke, eat, drink, shout, sing or play in the Student Computer Centre.
- Bring in objects which may interfere with the proper use and management of the Student Computer Centre such as bottles of ink, wet umbrellas, food or drinks. Mobile phones or other photographic equipment such as cameras, audio and video players, etc. may not be used in the Student Computer Centre without the prior permission of the staff on duty.
- Wear rain-coats or boiler-suits in the Student Computer Centre or any clothing likely to soil the facilities in the Student Computer Centre.
- Leave personal property unattended anywhere in the Student Computer Centre. Items left unattended on the desks are considered as “attempted reservation” of a computing place which is not allowed and such computing places may be taken up by other users. In case of dispute, staff on duty will have absolute discretion in allocating seats to users. Unattended belongings may be removed by staff and CPCE / ITU will not be responsible for any loss or damage of personal property.
- Take unauthorised photography or audio / video recording in the Student Computer Centre.

Infringement of any of the above regulations may lead to demand for immediate departure from the Student Computer Centre and notification to the Head of the Programme Administrative Hosting Division of the student concerned for appropriate action.

For 1st and 2nd offences of any one of the above activities – the user will be served with a warning notice and a record kept in the Student Computer Centre for 12 months.

For 3rd offence – the user will be required to depart from the Student Computer Centre immediately and his / her computer account will be suspended in the Student Computer Centre for one week (i.e. the student cannot login computers in the Student Computer Centre).

For 4th offence – the user will be required to depart from the Student Computer Centre immediately and his / her computer account will be suspended in the Student Computer Centre for one month (i.e. the student cannot login computers in the Student Computer Centre).

vi. Express Printing Area

Express Printing Area is set up as an extension of the Student Computer Centre and the above rules are generally applied to express printing area. On the other hand, users should observe the rules posted in these areas or as advised by the ITU / security staff on duty.

vii. Student Notebook / Power Bank Loan Service

Student Notebook / Power Bank Loan Service is available at the IT Service Counter. Students are requested to accept the following rules before using the service.

Rules and Regulations

- Each student can borrow one device and power bank each time.
- Borrowers must accept the devices assigned to them by the IT Service Counter staff on duty.
- Borrowers are required to check the quantity and functionality of the items when checking out. CPCE / ITU reserves the right to charge the borrowers for any loss or damage due to misuse.
- Borrowers must not add / remove / modify any hardware and software on the devices. Any change of the appearance of the devices, for example, adding / removing labels, is also strictly prohibited. In case of any offence, user's borrowing privilege will be suspended permanently.
- Notebook computers are provided for learning purposes only. Borrowers are solely responsible for any liabilities due to illegal or improper use of the devices.
- The devices may be recalled for checking and other purposes, and must be returned to the IT Service Counter during opening hours as soon as possible.

Borrow, Return, Overdue and Damage

- Borrowers must present their student identity cards at the IT Service Counter when borrowing the devices.
- Borrowers must return the devices in person to the IT Service Counter where they borrow them on the same day during the opening hours.
- An overdue fine calculable immediately from the day following the date due will be charged.
- The replacement cost may be waived if the lost item is found and returned within four weeks of the issuance of the notice concerned. However, the overdue fine calculable from the due date to the date that the item is actually returned still has to be settled. All payments are non-refundable.

- For any physical damage case and / or overdue case for three weeks or above, the student's borrowing right will be suspended for one semester and he / she is required to pay the repair / replacement cost in full.

viii. General Rules and Regulations for Using Printing / Photocopying Facilities

General Rules

- Facilities are intended for learning and teaching only, unless with prior approval from relevant CPCE units.
- Users should read the user guide on printers / photocopiers or notice board first before using the facilities.
- Users should read the details on printing charges on printers / photocopiers first before using the facilities.

User's responsibilities

Users SHOULD:
- use the facilities for legitimate purposes only.
- use the facilities with care.
- take your own print outs only.
- report paper jam, print quota or print out quality issue to the IT Service Counter.
- report any irregularities to IT Service Counter or Library Help Desk.

Users SHOULD NOT:
- attempt to gain unauthorised access to any printing / photocopying system.
- use the facilities for non-coursework purposes.
- move or relocate any equipment, accessories of the printers / photocopiers.
- open the lock of printers / photocopiers and take away paper from the paper trays.
- send large print job(s) to the printers which take more than three minutes to process; ITU reserves the right to terminate any large (more than 90 pages) or time-consuming print jobs.

Appendix 5: List of Useful Contacts

i. CPCE Academic Registry (CAR)

Email:	cpce.ar@cpce-polyu.edu.hk
Hotline:	3746-0900
Service Counter	3/F, North Tower, PolyU West Kowloon Campus
Website:	www.cpce-polyu.edu.hk/academic-registry

ii. Other Supporting Offices

CPCE Information Technology Unit (ITU)	
Hotline	: 3746-0819
Email	: itu.helpdesk@cpce-polyu.edu.hk
IT Service Counter	: WK-S204, 2/F, South Tower, PolyU West Kowloon Campus
Website	: itu.cpce-polyu.edu.hk
CPCE Library (CLIB)	
Hotline	: 3746-0860
Email	: library@cpce-polyu.edu.hk
Service Counter	: 5/F, North Tower, PolyU West Kowloon Campus
Website	: weblib.cpce-polyu.edu.hk
CPCE Student Affairs Office (CSAO)	
Hotline	: 3746-0880
Email	: sao@cpce-polyu.edu.hk
Service Counter	: Room N304, 3/F, North Tower, PolyU West Kowloon Campus
Website	: sao.cpce-polyu.edu.hk
CPCE Employability Services Office (CESO)	
Hotline	: 3746-0747
Email	: ceso@cpce-polyu.edu.hk
Service Counter	: 3/F, North Tower, PolyU West Kowloon Campus
Website	: ceso.cpce-polyu.edu.hk
Campus Facilities Management Office (CFMO)	
Hotline	: 3746-0999
Email	: cfmwk@cpce-polyu.edu.hk
Service Counter	: Room S-LG08, LG/F, South Tower, PolyU West Kowloon Campus
Website	: cfm.cpce-polyu.edu.hk

Appendix 6: Easy Guide on Application Forms

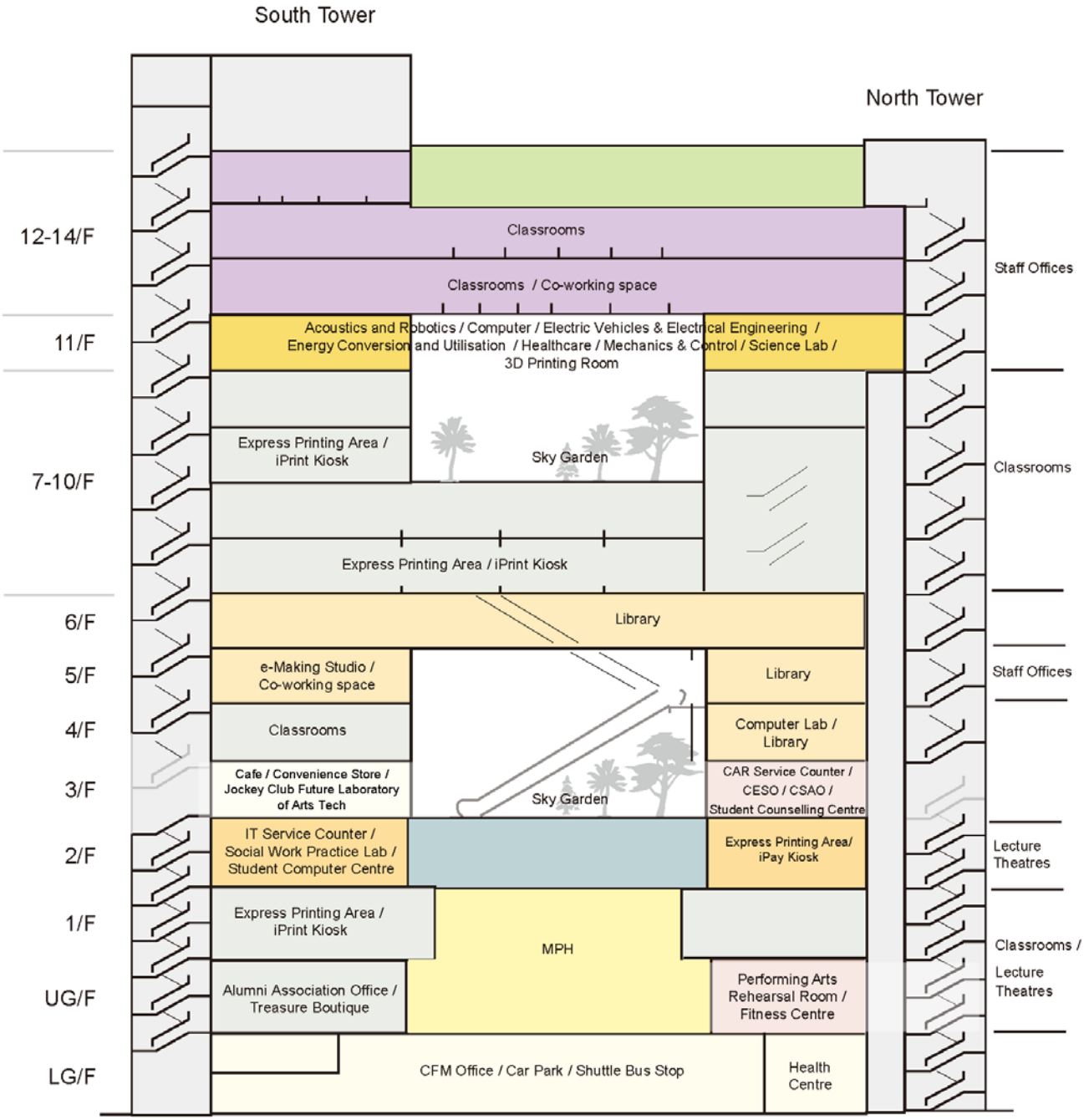
Name of Application Form	Form Code	Page Reference for Details	Application Deadline	Submission Method
Amendment of Personal Data	Online (for change of contact information) / CAR 11	P.11	-	Online / In person
Concurrent Enrolment	CAR 12	P.13	Before registration of the programmes concerned	By email
Leave of Absence	CAR 13	P.13	As early as possible before the leave is taken	By email
Deferment of Study	CAR 14	P.14	Before the start of examination period of current semester / the commencement of next academic year or semester	By email
Withdrawal of Study	CAR 15	P.16	Before the start of examination period of current semester / the commencement of next academic year or semester	By email
Withdrawal of Subject(s)	CAR 15a	P.23	At least 3 working days before commencement of examination period	By email
Replacement of Student Identity Card	CAR 16	P.9	-	In person / By email
Declaration on Loss of Student Identity Card	CAR 16a	-	-	In person / By email
Transcript of Studies	Online / CAR 17	P.34	-	Online / By email

Name of Application Form	Form Code	Page Reference for Details	Application Deadline	Submission Method
Testimonial	CAR 18	P.34	-	By email
Certification of Award	CAR 19	P.35	-	By email
Credit Transfer and Subject Exemption	CAR 20	P.19	Upon initial enrolment on the programme or before the end of add / drop period of the first semester of the first year of study	By email
Certification of True Copies	CAR 21	P.35	-	In person
Transfer of Study	CAR 22	P.15	For transfer with effect from Semester Two / Summer Term: 1 week before the end of add / drop period concerned For transfer with effect from Semester One of the following academic year: • not later than 1 week after the assessment result announcement of Semester Two of the preceding academic year *(for original programme without mandatory Summer Term)* • 1 week before the end of the add / drop period of the semester concerned *(for original programme with mandatory Summer Term)*	By email
Reinstatement of Registration	CAR 23	P.23	Within 2 weeks from the date of nullification of registration on programme / subject	By email
Retention of Study Place (Zero Subject Enrolment)	CAR 24	P.15	Before the start of semester / term	By email

Name of Application Form	Form Code	Page Reference for Details	Application Deadline	Submission Method
Late Assessment	CAR 25	P.29	Within 5 working days from the date of the assessment	In person / By email
Replacement Award Parchment	CAR 26	P.35	-	By email
Adjusting Study Load for Students on Academic Probation	CAR 27	P.25	Within 1 week after the announcement of the assessment results	By email
Second Retake of Failed Subject(s)	CAR 28	P.21	Before the end of the add / drop period of the semester concerned	By email
Appeal against Decision on De-registration	CAR 30	P.31	Within 1 calendar week upon the announcement of the assessment results	In person / By email
Taking Unqualified Subject(s)	CAR 31	P.21	Before the end of add / drop period of the semester concerned	By email
Appeal against Decision on Subject Results	CAR 32	P.30	Within 1 calendar week upon the announcement of the assessment results	In person / By email
Personal Data Access	CAR 33	P.11	-	In person / By email
Deferral of Tuition Fee Payment	Online (during specified period)	-	2 working days before the payment deadline of tuition fee	Online
Extension of Study Duration	Online (during specified period)	-	Within the period as advised by CAR before the commencement of examination period	Online
CEF Letter of Certification	Online (during specified period)	-	Within the period as advised by CAR after the announcement of assessment results	Online

Notes: Application forms are obtainable at CAR Website and the Student Portal.

Appendix 7: PolyU West Kowloon Campus Facilities



PolyU West Kowloon Campus Facilities Include:

Floor	Name of Campus Facilities
12/F - 14/F	Co-working Space (for staff only) (12F)
	Classrooms (12-13/F)
	Staff Offices (12-14/F)
11/F	Acoustics and Robotics Laboratory
	Computer Laboratories
	Electric Vehicles and Electrical Engineering Laboratory
	Energy Conversion and Utilisation Laboratory
	Healthcare Laboratory
	Mechanics and Control Laboratory
	Science Laboratory
	3D Printing Room
10/F	Classrooms
9/F	Classrooms
	Express Printing Area
	iPrint Kiosk
	Sky Garden
8/F	Classrooms
7/F	Classrooms
	Express Printing Area
	iPrint Kiosk
6/F	Library (access via 5/F)
5/F	e-Making Studio
	Library
	Co-working Space (for staff only)
	Staff Offices
4/F	Classrooms
	Computer Laboratories (access via 5/F Library)
	Library (access via 5/F)
3/F	Café
	CPCE Academic Registry (CAR) Service Counter
	Convenience Store
	Employability Services Office (CESO)
	Jockey Club Future Laboratory of Arts Tech
	Sky Garden
	Student Affairs Office (CSAO)
	Student Counselling Centre
2/F	Express Printing Area
	iPay Kiosk
	IT Service Counter
	Lecture Theatres
	Social Work Practice Laboratory
	Student Computer Centre

Floor	Name of Campus Facilities
1/F	Classrooms
	Express Printing Area
	iPrint Kiosk
	Lecture Theatres
UG/F	Alumni Association Office / Treasure Boutique
	Classrooms
	Fitness Centre
	Lecture Theatres
	Multi-purpose Hall and Gymnasium
	Performing Arts Rehearsal Room
LG/F	Campus Facilities Management (CFM) Office
	Car Park
	Health Centre
	Shuttle Bus Stop

Appendix 8: Campus Location Maps

PolyU West Kowloon Campus (9 Hoi Ting Road, Yau Ma Tei, Kowloon)

PolyU Main Campus and Hung Hom Bay Campus (Hung Hom, Kowloon)

(Please visit the campus map at www.polyu.edu.hk/campus-map.)

Appendix 9: Academic Calendar for 2026/27

College of Professional and Continuing Education

Academic Calendar 2026/27

Month	Week	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Sem Week	Notes
Sep 2026	1	31	1	2	3	4	5	6	--	Sep 2 - 15: Add/Drop Period for Sem 1*
	2	7	8	9	10	11	12	13	1	**Sep 7: Sem 1 commences (13 teaching weeks: Sep 7 - Dec 5)**
	3	14	15	16	17	18	19	20	2	
	4	21	22	23	24	25	26	27	3	Sep 25: Chinese Mid-Autumn Festival (all evening classes/exams suspended) / Sep 26: The day following the Chinese Mid-Autumn Festival
Oct	5	28	29	30	1	2	3	4	4	Oct 1: National Day
	6	5	6	7	8	9	10	11	5	
	7	12	13	14	15	16	17	18	6	
	8	19	20	21	22	23	24	25	7	Oct 19: The day following Chung Yeung Festival / Oct 24 - 26: Graduation Ceremony
Nov	9	26	27	28	29	30	31	1	8	
	10	2	3	4	5	6	7	8	9	
	11	9	10	11	12	13	14	15	10	
	12	16	17	18	19	20	21	22	11	
	13	23	24	25	26	27	28	29	12	
Dec	14	30	1	2	3	4	5	6	13	Dec 5: Sem 1 teaching ends
	15	7	8	9	10	11	12	13	Revision / Exam	Dec 7 - 11: Revision Period for Sem 1 / **Dec 12 - 31: Examination Period for Sem 1**
	16	14	15	16	17	18	19	20	Exam	
	17	21	22	23	24	25	26	27	Exam	Dec 22: Winter Solstice (all evening classes/exams suspended) / Dec 24: Christmas Eve (all evening classes/exams suspended)
Jan 2027	18	28	29	30	31	1	2	3	Exam	Dec 25 - 26: Christmas Day and the first weekday after Christmas Day Dec 31: New Year Eve (all evening classes/exams suspended) / Jan 1: The first day of January
	19	4	5	6	7	8	9	10	) Exam	
	20	11	12	13	14	15	16	17	) Result	
	21	18	19	20	21	22	23	24	) Processing	**Jan 19: Announcement of Sem 1 assessment results** / Jan 20 - Feb 2: Add/Drop Period for Sem 2*
	22	25	26	27	28	29	30	31	1	**Jan 25: Sem 2 commences (13 teaching weeks: Jan 25 - Apr 30)**
Feb	23	1	2	3	4	5	6	7	2	Feb 5: Lunar New Year Eve (all evening classes/exams suspended) / Feb 6 - 9: Lunar New Year Holidays
	24	8	9	10	11	12	13	14	Lunar New Year Break	Feb 6 - 14: Lunar New Year Break (all day-time and evening classes/exams suspended)
	25	15	16	17	18	19	20	21	3	
	26	22	23	24	25	26	27	28	4	
Mar	27	1	2	3	4	5	6	7	5	
	28	8	9	10	11	12	13	14	6	
	29	15	16	17	18	19	20	21	7	
	30	22	23	24	25	26	27	28	8	Mar 26 - 29: Easter Holidays
Apr	31	29	30	31	1	2	3	4	9	
	32	5	6	7	8	9	10	11	10	Apr 5: Ching Ming Festival
	33	12	13	14	15	16	17	18	11	
	34	19	20	21	22	23	24	25	12	
May	35	26	27	28	29	30	1	2	13	Apr 30: Sem 2 teaching ends / May 1: Labour Day
	36	3	4	5	6	7	8	9	Revision / Exam	May 3 - 7: Revision Period for Sem 2 / **May 8 - 29: Examination Period for Sem 2**
	37	10	11	12	13	14	15	16	Exam	May 13: The Birthday of the Buddha
	38	17	18	19	20	21	22	23	Exam	
	39	24	25	26	27	28	29	30	Exam	
Jun	40	31	1	2	3	4	5	6	) Exam Result	
	41	7	8	9	10	11	12	13	) Processing	Jun 9: Tuen Ng Festival
	42	14	15	16	17	18	19	20	1	**Jun 14: Announcement of Sem 2 assessment results**
	43	21	22	23	24	25	26	27	2	**Jun 16: Summer Term commences (7 teaching weeks: Jun 16 - Aug 3)** / Jun 16 - 25: Add/Drop Period for Summer Term*
Jul	44	28	29	30	1	2	3	4	3	Jul 1: The HKSAR Establishment Day
	45	5	6	7	8	9	10	11	4	
	46	12	13	14	15	16	17	18	5	
	47	19	20	21	22	23	24	25	6	
Aug	48	26	27	28	29	30	31	1	7	
	49	2	3	4	5	6	7	8	Revision / Exam	Aug 3: Summer Term teaching ends / Aug 4 - 6: Revision Period for Summer Term
	50	9	10	11	12	13	14	15	Exam	**Aug 7 - 14: Examination Period for Summer Term**
	51	16	17	18	19	20	21	22	) Exam Result	
	52	23	24	25	26	27	28	29	) Processing	**Aug 25: Announcement of Summer Term assessment results** / **Aug 29: Academic Year 2026/27 ends**

General Holidays (tentative for 2027)

Dates of announcement of assessment results

* The schedule of add/drop exercise for individual programmes may vary within the add/drop period as specified above. Students will be informed of the details in due course.

August 2026

This Handbook contains information known as of 12 October 2026. As changes may have taken place since then, readers are advised to check directly with the offices concerned, if necessary, regarding any information given.

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