

Key Information for Freshmen

2024/25

(This guide provides key information to freshmen for their quick reference, and it is by no means exhaustive. It should be read in conjunction with other documents such as Student Handbook and Scheme/Programme Requirement Document.)



2 Years PolyU HKCC Sub-degree + 2 Years PolyU SPEED Bachelor's Degree

Earn a Bachelor's Honours Degree Awarded by PolyU in 4 Years

[Learn More →](#)

(Updated July 2024)

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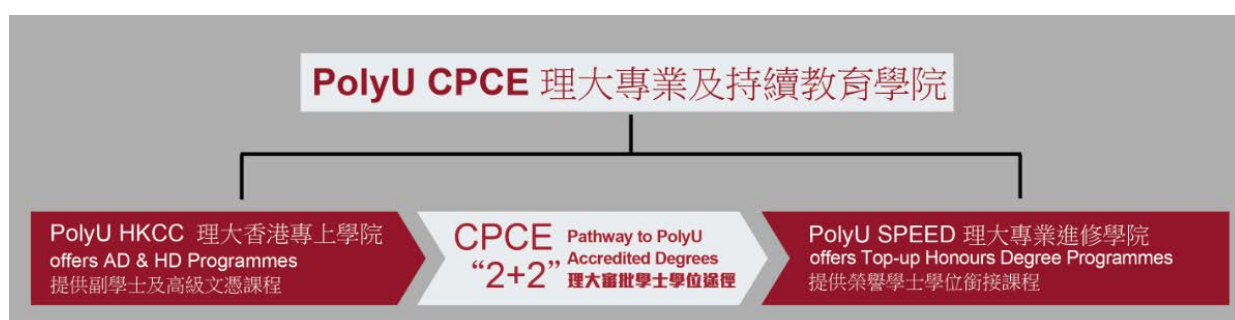
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Part One General Information

1.1 PolyU, CPCE, HKCC and SPEED

The Hong Kong Community College (HKCC) and School of Professional Education and Executive Development (SPEED) were established under the auspices of The Hong Kong Polytechnic University (PolyU) in 2001 and 1999 respectively. Both HKCC and SPEED are units under the College of Professional and Continuing Education (CPCE) of PolyU.

HKCC offers a wide range of quality self-financed Associate Degree (AD)/Higher Diploma (HD) programmes. SPEED offers a wide range of quality self-financed articulation (top-up) honours degree programmes.



1.2 CPCE “2+2” Articulation Pathway

CPCE offers a direct and seamless articulation pathway from HKCC to SPEED leading to a degree awarded by PolyU. All AD/HD students in his/her second year of study at HKCC will receive a conditional offer on an articulation (top-up) degree programme from SPEED.



1.3 CPCE Academic Registry

The CPCE Academic Registry (CAR) was formed under CPCE to provide general academic services to students.

For details, students are welcome to visit the website at <https://www.cpce-polyu.edu.hk/academic-registry/about-us>.

1.4 Academic Divisions

Four academic divisions were established under CPCE to operate and manage different programmes as Programme Administrative Hosts. The four academic divisions are:

- Division of Business and Hospitality Management (BHM)

- Division of Languages and Communication (LC)
- Division of Science, Engineering and Health Studies (SEHS)
- Division of Social Sciences, Humanities and Design (SSHD)

1.5 Teaching Venues

Classes are mainly conducted on PolyU West Kowloon Campus or/and PolyU Hung Hom Bay Campuses. Some classes like laboratory classes may be conducted on the PolyU Main or PolyU Hung Hom Bay Campuses. Both PolyU West Kowloon and PolyU Hung Hom Bay Campuses are equipped with state-of-the-art facilities that will help nurture the all-round development of students. All students will have access to the facilities on both campuses, in addition to certain facilities on PolyU Main Campus.

Students should attend classes according to the venues as listed in the class timetables.

1.6 Useful Documents

1.6.1 Student Handbook

The Student Handbook contains essential information concerning general academic matters, regulations, rules and procedures, facilities and services for students, and various communication channels. The latest version of the Student Handbook will be available at the website of the CPCE Academic Registry (<https://www.cpce-polyu.edu.hk/current-students/academic-matters/student-handbooks>) and the Student Portal at the beginning of programme commencement in early September 2024.

1.6.2 Scheme/Programme Requirement Document

The Scheme/Programme Requirement Document contains all information on credit requirements, curricula, subject syllabi (Subject Description Forms), assessment regulations, grading system, graduation requirements and award classifications specific to individual programmes. It will be available at the Student Portal at the programme commencement.

1.6.3 Other Documents

Integrated Study/Capstone Project Handbook, Work-integrated Education Handbook (*for full-time students*), Teaching Plans and Assessment Guides, etc., specific to individual programmes/subjects will be provided at appropriate times to facilitate your study or your fulfilment of graduation requirements. They will be available at the Student Portal and/or e-learning platform.

Part Two Programmes

Division of Business and Hospitality Management (BHM)

Programme Code (Study Mode)	Scheme/Programme Title
Associate Degree Scheme in Business 工商業副學士組合課程	
8C108-NS (FT)	Associate in Business 工商業副學士
8C108-ACC (FT)	Associate in Business (Accounting) 工商業副學士 (會計)
8C108-BM (FT)	Associate in Business (Business Management) 工商業副學士 (商業管理)
8C108-FIN (FT)	Associate in Business (Finance) 工商業副學士 (金融)
8C108-HM (FT)	Associate in Business (Hospitality Management) 工商業副學士 (酒店管理)
8C108-HR (FT)	Associate in Business (Human Resources Management) 工商業副學士 (人力資源管理)
8C108-IB (FT)	Associate in Business (International Business) 工商業副學士 (國際商業)
8C108-LM (FT)	Associate in Business (Logistics and Supply Chain Management) 工商業副學士 (物流及供應鏈管理)
8C108-MK (FT)	Associate in Business (Marketing) 工商業副學士 (市場學)
8C108-TM (FT)	Associate in Business (Tourism Management) 工商業副學士 (旅遊管理)
Bachelor of Business Administration (Honours) Scheme 工商管理 (榮譽) 學士組合課程	
84078 (FT) / 84079 (PT)	Bachelor of Business Administration (Honours) 工商管理 (榮譽) 學士
84078-ACY (FT) / 84079-ACY (PT)	Bachelor of Business Administration (Honours) in Accountancy 會計學 (榮譽) 工商管理學士
84078-F (FT)	Bachelor of Business Administration (Honours) in Finance 財務學 (榮譽) 工商管理學士
84078-HR (FT) / 84079-HR (PT)	Bachelor of Business Administration (Honours) in Human Resource Management 人力資源管理 (榮譽) 工商管理學士
84078-HS (FT)	Bachelor of Business Administration (Honours) in Health Services Management 醫務行政管理 (榮譽) 工商管理學士
84078-IB (FT)	Bachelor of Business Administration (Honours) in International Business 國際商業 (榮譽) 工商管理學士
84078-ID (FT) / 84079-ID (PT)	Bachelor of Business Administration (Honours) in Innovation and Design Management 創新及設計管理 (榮譽) 工商管理學士
84078-OS (FT)	Bachelor of Business Administration (Honours) in Operations and Supply Chain Management 營運及供應鏈管理 (榮譽) 工商管理學士

Programme Code (Study Mode)	Scheme/Programme Title
84078-CEM (FT)	Bachelor of Business Administration (Honours) in Convention and Event Management 會展管理 (榮譽) 工商管理學士
84078-HPM (FT) / 84079-HPM (PT)	Bachelor of Business Administration (Honours) in Hospitality Management 款待業管理 (榮譽) 工商管理學士
84078-TIM (FT)	Bachelor of Business Administration (Honours) in Travel Industry Management 旅遊服務業管理 (榮譽) 工商管理學士
84078-MDS (FT) / 84079-MDS (PT)	Bachelor of Business Administration (Honours) in Marketing and Digital Strategy 市場營銷及數碼策略 (榮譽) 工商管理學士
84078-MM (FT)	Bachelor of Business Administration (Honours) in Marketing Management 市場營銷管理 (榮譽) 工商管理學士
84078-MPR (FT)	Bachelor of Business Administration (Honours) in Marketing and Public Relations 市場營銷及公共關係 (榮譽) 工商管理學士
84080 (FT) / 84081 (PT)	Bachelor of Business Administration (Honours) in Foodservice Management and Entrepreneurship 餐飲服務管理及創業 (榮譽) 工商管理學士
84082 (FT) / 84083 (PT)	Bachelor of Business Administration (Honours) in Tourism Services Operations and Management 旅遊服務營運及管理 (榮譽) 工商管理學士

Division of Languages and Communication (LC)

Programme Code (Study Mode)	Scheme/Programme Title
Associate Degree Scheme in Humanities and Communication 人文及傳意副學士組合課程	
8C110-CLL (FT)	Associate in Chinese Language and Literature 中國語言及文學副學士
8C110-EPC (FT)	Associate in English for Professional Communication 專業傳意英語副學士
8C110-LC (FT)	Associate in Language and Culture 語文及文化副學士
8C110-LDC (FT)	Associate in Language and Digital Communication 語文及數碼傳意副學士
8C110-PR (FT)	Associate in Public Relations and Communication 公關傳訊副學士
8C110-TI (FT)	Associate in Translation and Interpretation 翻譯及傳譯副學士
8C110-AA (FT)	Associate of Arts 文科副學士
Bachelor of Arts (Honours) Scheme in Language and Communication 語文及傳意 (榮譽) 文學士組合課程	
84067-CLC (FT) / 84075-CLC (PT)	Bachelor of Arts (Honours) in Chinese Language and Culture 中國語文及文化 (榮譽) 文學士
84067-LDM (FT) / 84075-LDM (PT)	Bachelor of Arts (Honours) in Language and Professional Communication (Digital Media) 語文及專業傳意 (榮譽) 文學士 (數碼媒體)
84067-LSA (FT) / 84075-LSA (PT)	Bachelor of Arts (Honours) in Language Studies with Information Analytics 語言研究兼信息分析 (榮譽) 文學士

Division of Science, Engineering and Health Studies (SEHS)

Programme Code (Study Mode)	Scheme/Programme Title
8C106 (FT)	Associate in Health Studies 健康學副學士
8C126 (FT)	Associate in Surveying and Built Environment 測量及建築環境學副學士
Associate Degree Scheme in Science and Technology 科技副學士組合課程	
8C112-ENG (FT)	Associate in Engineering 工程學副學士
8C112-IT (FT)	Associate in Information Technology 資訊科技副學士
8C112-SDS (FT)	Associate in Statistics and Data Science 統計及數據科學副學士
8C112-AS (FT)	Associate of Science 理科副學士
Higher Diploma Scheme in Engineering 工程學高級文憑組合課程	
8C125-ASE (FT)	Higher Diploma in Aircraft Services Engineering 飛機服務工程高級文憑
8C125-EE (FT)	Higher Diploma in Electrical Engineering 電機工程高級文憑
8C125-ME (FT)	Higher Diploma in Mechanical Engineering 機械工程高級文憑
Bachelor of Science (Honours) Scheme in Applied Sciences 應用科學（榮譽）理學士組合課程	
84048-HS (FT)	Bachelor of Science (Honours) in Applied Sciences (Health Studies) 應用科學（榮譽）理學士（健康學）
84048-IW (FT) / 84074-IW (PT)	Bachelor of Science (Honours) in Applied Sciences (Information Systems and Web Technologies) 應用科學（榮譽）理學士（資訊系統及網絡科技）
84048-SC (FT)	Bachelor of Science (Honours) in Applied Sciences (Statistics and Data Science) 應用科學（榮譽）理學士（統計及數據科學）
Bachelor of Science (Honours) Scheme in Surveying and Built Environment 測量及建設環境學（榮譽）理學士組合課程	
84068-BEM (FT) / 84069-BEM (PT)	Bachelor of Science (Honours) in Building Engineering and Management 建築工程及管理學（榮譽）理學士
84069-PAM (PT)	Bachelor of Science (Honours) in Property and Asset Management 物業及資產管理學（榮譽）理學士
84068-SUR (FT) / 84069-SUR (PT)	Bachelor of Science (Honours) in Surveying 地產及建設測量學（榮譽）理學士
84066 (FT) / 84065 (PT)	Bachelor of Engineering (Honours) in Electrical Engineering 電機工程學（榮譽）工學士
84062 (FT) / 84063 (PT)	Bachelor of Engineering (Honours) in Mechanical Engineering 機械工程學（榮譽）工學士
84084 (FT) / 84085 (PT)	Bachelor of Science (Honours) in Property and Facilities Technology Management 物業及設施科技管理（榮譽）理學士

Division of Social Sciences, Humanities and Design (SSHD)

Programme Code (Study Mode)	Scheme/Programme Title
8C123 (FT)	Higher Diploma in Social Work 社會工作高級文憑
Associate Degree Scheme in Applied Social Sciences 應用社會科學副學士組合課程	
8C111-NS (FT)	Associate in Applied Social Sciences 應用社會科學副學士
8C111-CSS (FT)	Associate in Applied Social Sciences (Counselling for Social Services) 應用社會科學副學士 (社會服務輔導)
8C111-PSY (FT)	Associate in Applied Social Sciences (Psychology) 應用社會科學副學士 (心理學)
8C111-SPA (FT)	Associate in Applied Social Sciences (Social Policy and Administration) 應用社會科學副學士 (社會政策及行政)
8C111-SC (FT)	Associate in Applied Social Sciences (Sociology and Culture) 應用社會科學副學士 (社會學及文化)
Associate Degree Scheme in Design 設計學副學士組合課程	
8C113-ADV (FT)	Associate in Design (Advertising Design) 設計學副學士 (廣告設計)
8C113-EI (FT)	Associate in Design (Environment and Interior Design) 設計學副學士 (環境及室內設計)
8C113-MID (FT)	Associate in Design (Moving Image and Interaction Design) 設計學副學士 (流動影像與互動設計)
8C113-VC (FT)	Associate in Design (Visual Communication) 設計學副學士 (視覺傳意)
Bachelor of Social Sciences (Honours) Scheme 社會科學 (榮譽) 學士組合課程	
84041 (FT)	Bachelor of Social Sciences (Honours) 社會科學 (榮譽) 學士
84041-P (FT)	Bachelor of Social Sciences (Honours) in Psychology 心理學 (榮譽) 社會科學學士
84041-SP (FT)	Bachelor of Social Sciences (Honours) in Social Policy and Management 社會政策及管理 (榮譽) 社會科學學士
84070 (FT) / 84071 (PT)	Bachelor of Arts (Honours) in Media and Communication Design 媒體及傳意設計 (榮譽) 文學士
84072 (FT) / 84073 (PT)	Bachelor of Social Work (Honours) 社會工作 (榮譽) 學士

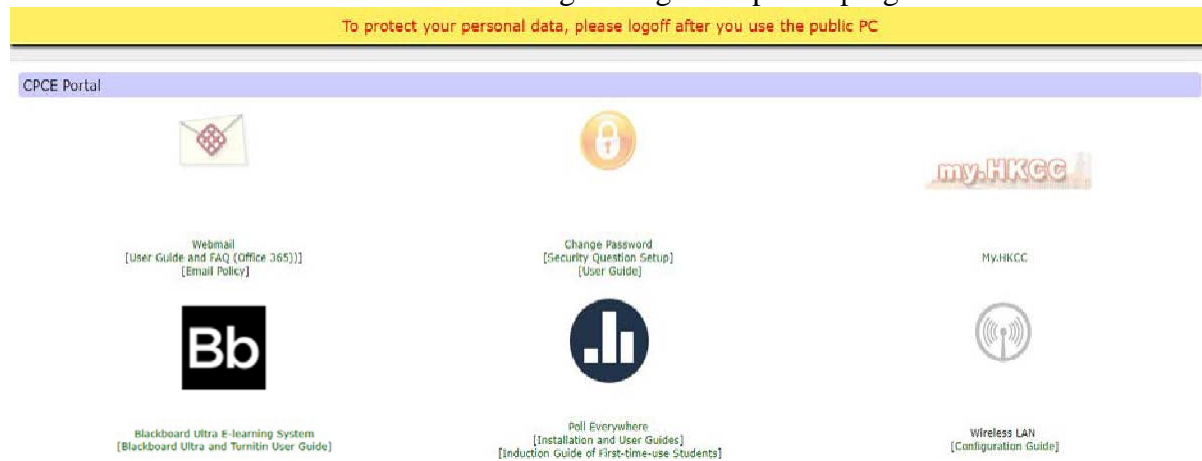
Remarks: FT = Full-time/PT = Part-time

Part Three Electronic Systems and E-learning

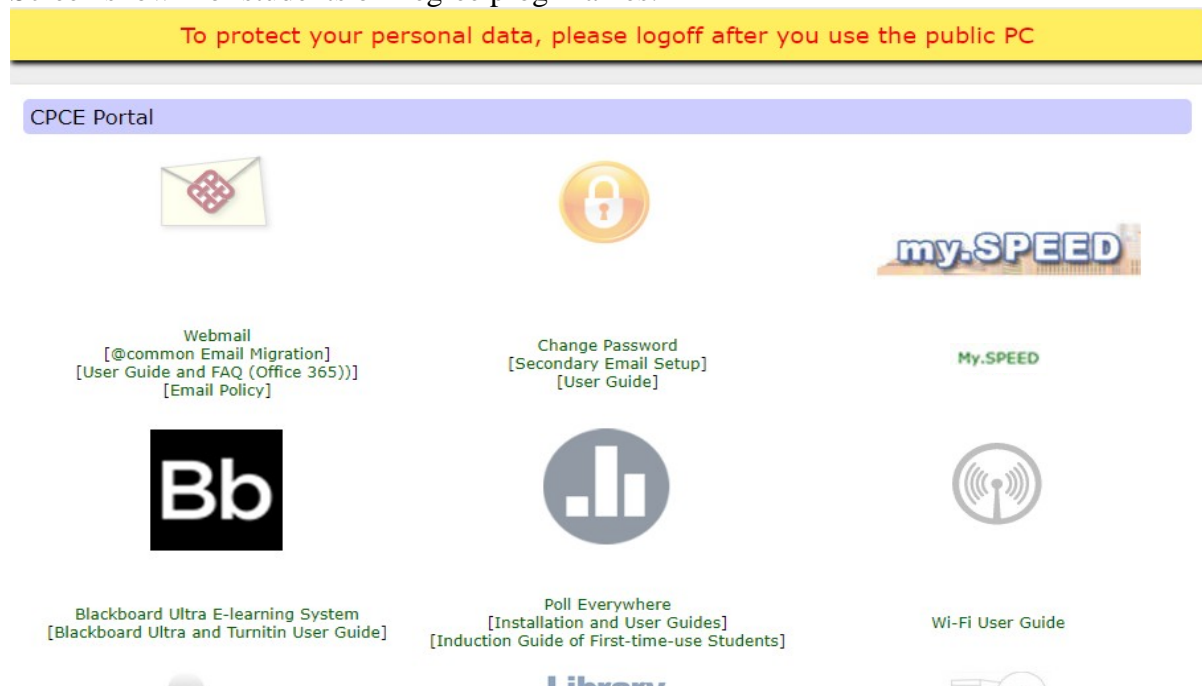
3.1 CPCE Portal

You can access your student email account, E-learning system, student portal, other IT systems and facilities, etc., via the CPCE Portal (<http://portal.cpce-polyu.edu.hk>).

Screen shown for students of Associate Degree/Higher Diploma programmes:



Screen shown for students of Degree programmes:



You should have changed your default password upon student account activation. If you have not changed your default password before your first login to the CPCE Portal, you have to do so at the CPCE Password Manager by following the steps below:

- Visit CPCE Password Manager at <https://pwm.cpce-polyu.edu.hk/>
- Select “Student”
- Enter your username (which is your student number) and initial password
- Click “Sign in”

Please Sign in
CPCE Password Manager

student <v


Select "Student"

User Name <

Enter your student number

Password

Sign in

 **Forgotten Password**

Regain access to your account if you have forgotten your password.



- You will be asked to input a secondary email address for password recovery purpose. Please input your personal email address and click "update"

Update Profile
CPCE Password Manager



Please update the following information:
(Do NOT use your CPCE email address)

Secondary Email Address*


 Update  Cancel

- Click "Continue"

Success
CPCE Password Manager



Your user information has been successfully updated.

 Continue

- Input your initial password again to set up a new password, then click “Continue”

Change Password
CPCE Password Manager

Your password has expired. You must set a new password now.

Please enter the following data. This is required to verify your identity before you can change your password.

Current Password

▶ Continue

- Follow password rule to set up your password. After completing, click “Change Password”

Change Password
CPCE Password Manager

Your password has expired. You must set a new password now.

Please change your password. Keep your new password secure. After you type your new password, click the Change Password button. If you must write it down, be sure to keep it in a safe place. Your new password must meet the following requirements:

Rule set

- Password is case sensitive.
- Must be at least 8 characters long.
- Must include at least 1 letter.
- Must include at least 1 number.
- Must have at least 1 uppercase letter.
- Must not include any of the following values: password test
- Must not include part of your name or user name.
- Must not include a common word or commonly used sequence of characters.
- Must have at least 3 types of the following characters:
 - Uppercase (A-Z)
 - Lowercase (a-z)
 - Number (0-9)
 - Symbol (!, @, \$, etc.)
 - Other language characters not listed above

New password is too short

New Password

Confirm Password

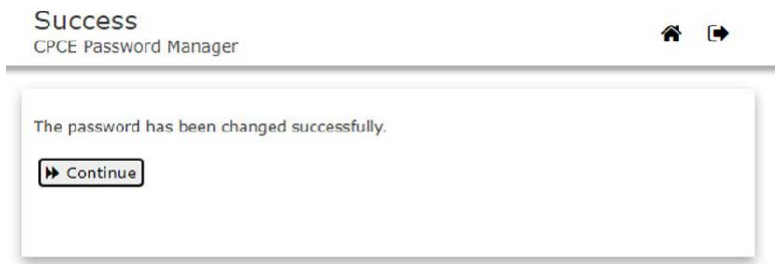
▶ Change Password

Strength: **Very Weak**

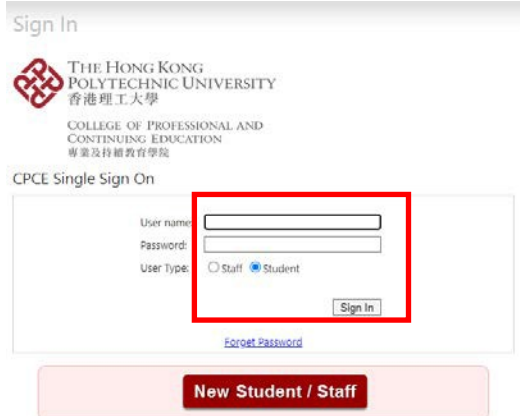
The password strength meter shows how easy it is to guess your password. Try the following to make your password stronger:

- Make the password longer
- Do not repeat letters or numbers
- Use mixed (upper and lower) case letters
- Add more numbers
- Add more symbol characters

- Click “Continue” to complete

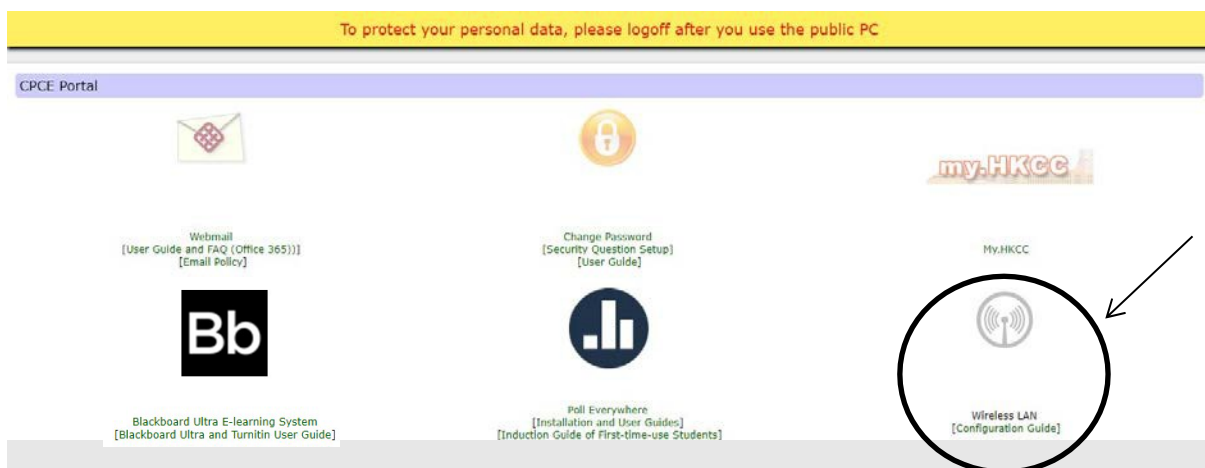


- You may now close CPCE Password Manager and log into the CPCE Portal at <https://portal.cpce-polyu.edu.hk/> with your new password.

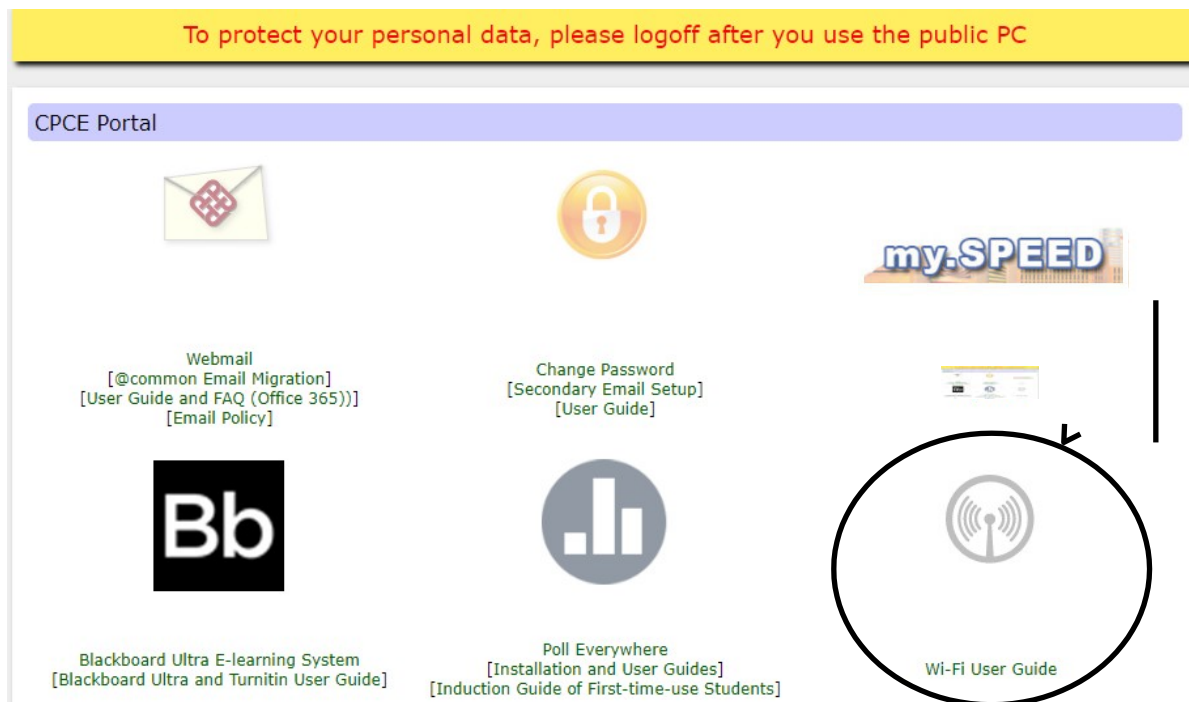


At the CPCE Portal, you may find the Wi-Fi User Guide. To connect to the campus Wi-Fi, please select “CPCE_Student” on the Wi-Fi network setting on your mobile device. The login name and password will be the same as the CPCE Portal.

Screen shown for students of Associate Degree/Higher Diploma programmes:



Screen shown for students of Degree programmes:



You may find the configuration guides for other useful devices or operating systems relating to your study on the CPCE Portal.

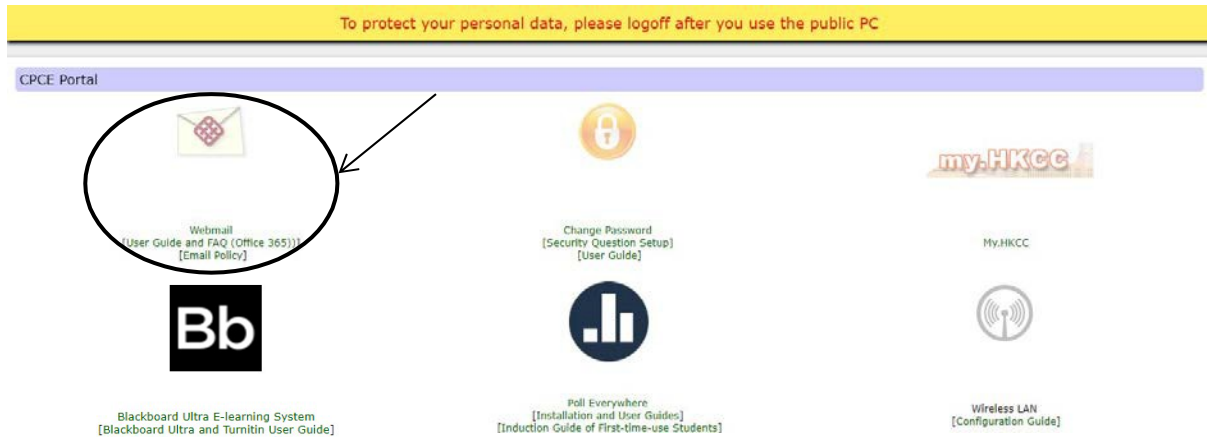
For students:

SSID name	Authentication with Encryption	Devices	Guides
CPCE_Student	AES with WPA2	Notebooks, mobile devices that support WPA	<ol style="list-style-type: none"> 1. Windows 10 2. Windows 7 3. Mac OSX 4. Apple iPhone 5. Android
eduroam	AES with WPA2	Notebooks, mobile devices that support WPA	<ol style="list-style-type: none"> 1. Windows 10 2. Windows 7 3. Mac OSX 4. Apple iPhone 5. Android

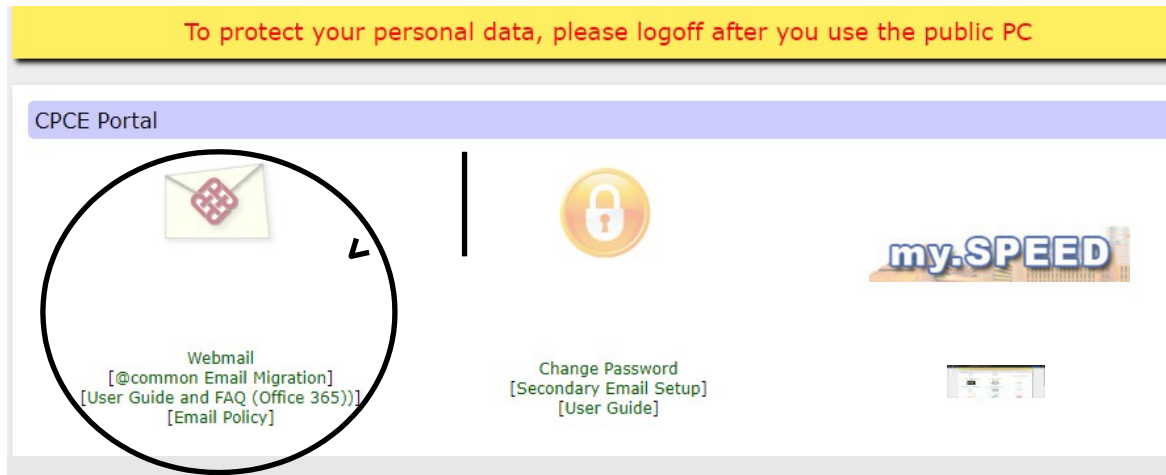
3.2 Student Email Account

Email is a formal channel of communication at CPCE. You can access your student email account on the “Office 365 Sign In” page at <http://webmail.cpce-polyu.edu.hk>. You can also access this sign in page by selecting “Webmail” from the CPCE Portal.

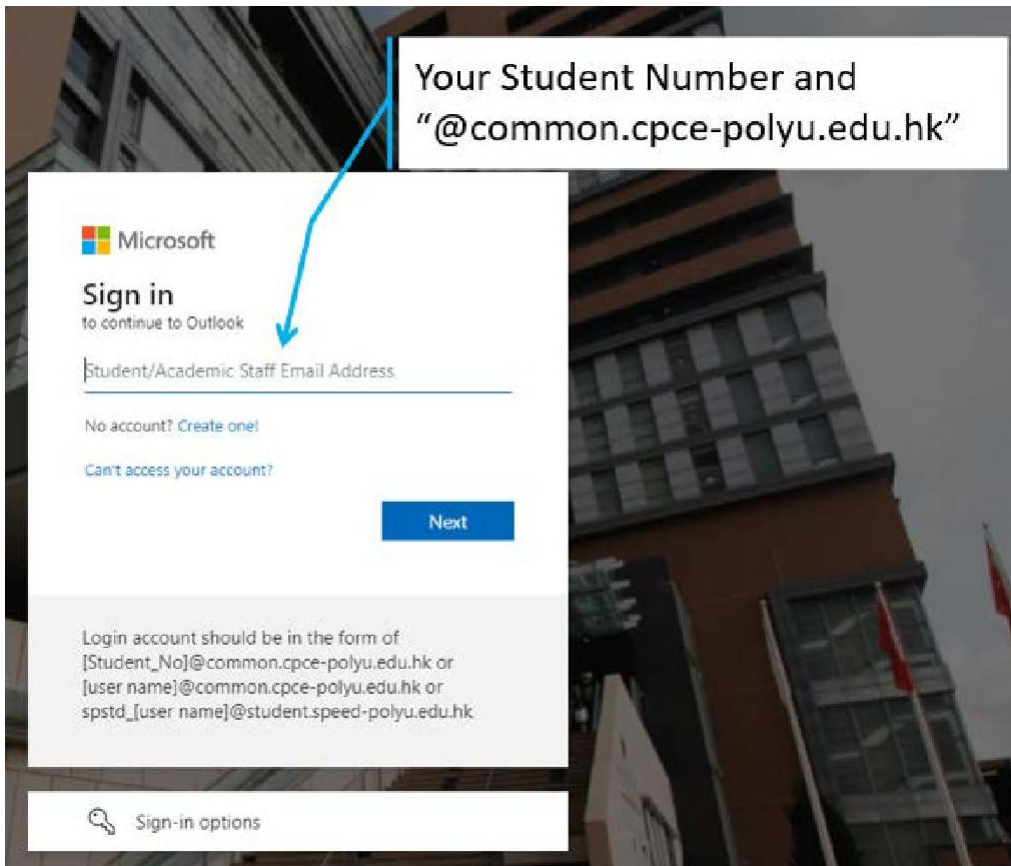
Screen shown for students of Associate Degree/Higher Diploma programmes:



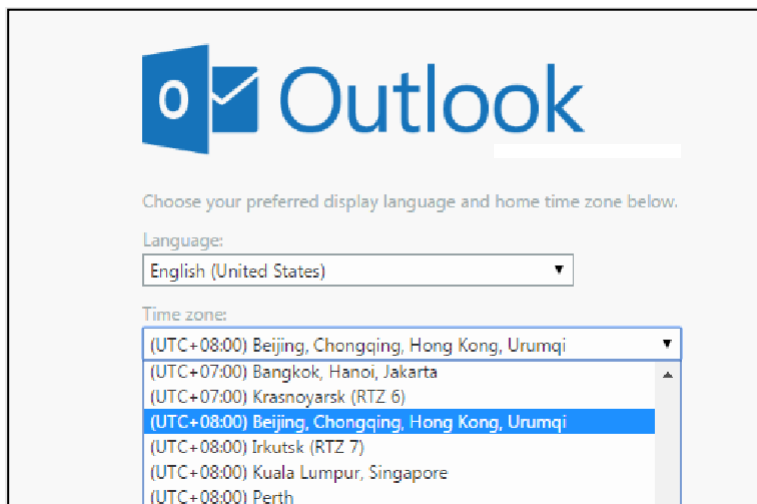
Screen shown for students of Degree programmes:



You shall now be forwarded to the “Office 365 Sign In” page. Your email address is your student number + “@common.cpce-polyu.edu.hk” and the password is the same as the CPCE Portal password.



After the first login, please select your preferred language and time-zone (UTC+08:00 Hong Kong).



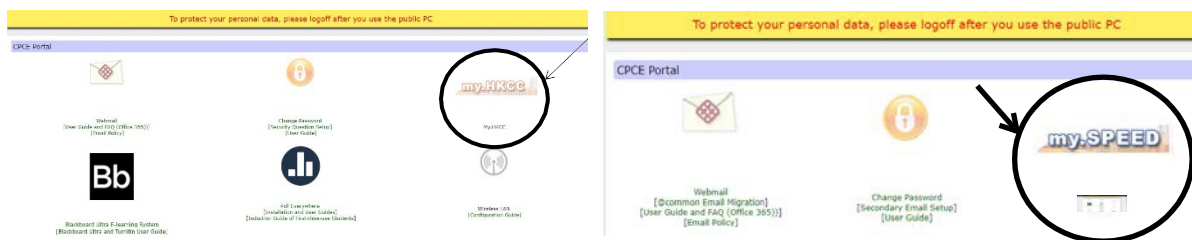
After using your mailbox, always remember to click “Sign out” on the toolbar to log out from your account and close the internet browser. For more information about the student email account, please visit “CPCE Student Email User Guide” at <http://portal.cpce-polyu.edu.hk/>.

3.3 Student Portals

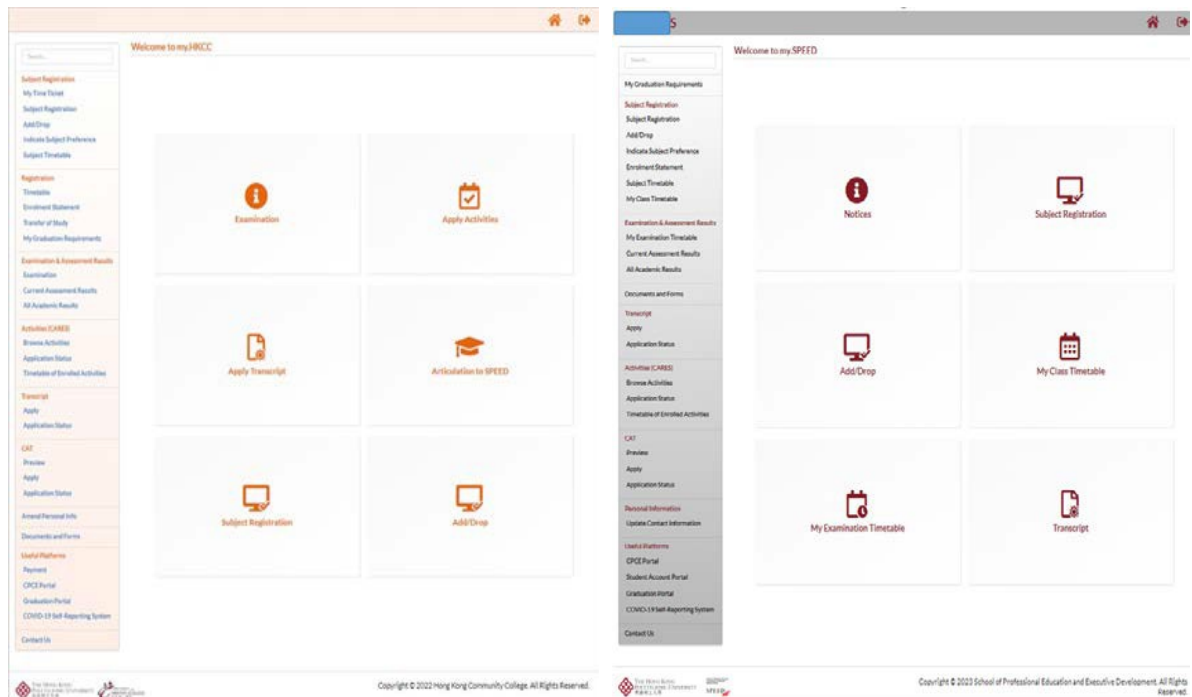
Useful information such as the Student Handbook, Scheme/Programme Requirement Documents, Subject Description Forms, class/examination timetables and standard application forms etc. are available via the Student Portal:

Degree Programmes	https://www.speed-polyu.edu.hk/myspeed
Associate Degree/Higher Diploma Programmes	https://www.hkcc-polyu.edu.hk/myhkcc

You can access the sign-in page by clicking the right Student Portal from the CPCE Portal.



After logging in to the Student Portal, you can click on the relevant sections on the panel.



Online resources related to your study (e.g., subject registration, add/drop, personal class timetables) and amendment of personal particulars (e.g., contact information) are also available on the Student Portal.

Your personal class timetable will be available normally one week before the semester/term starts. You should check your personal class timetable via the Student Portal. Students can normally change their elective subjects / subject groups, if applicable, during the specified add-drop period as long as places are available.

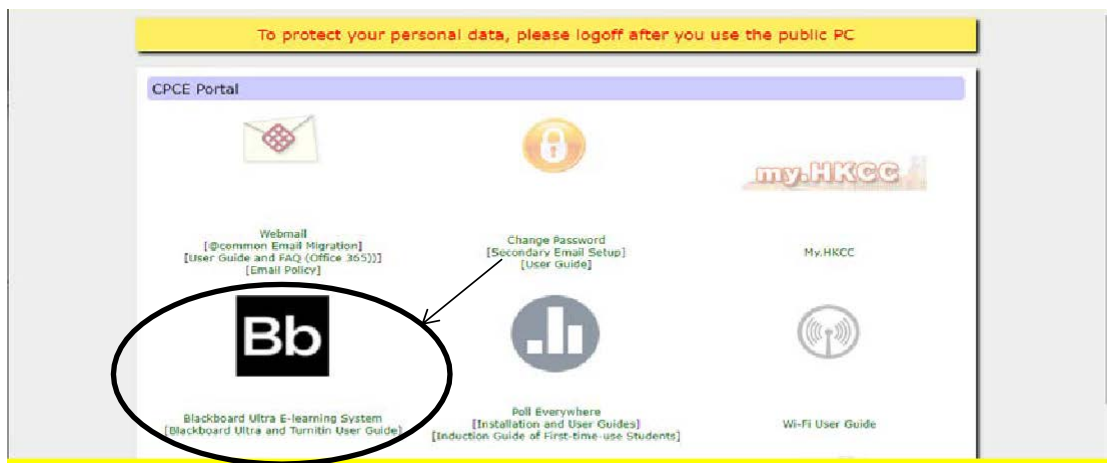
Further subject registration/add-drop details will be sent to your student email account for every semester/summer term in due course.

3.4 Blackboard Ultra E-learning System

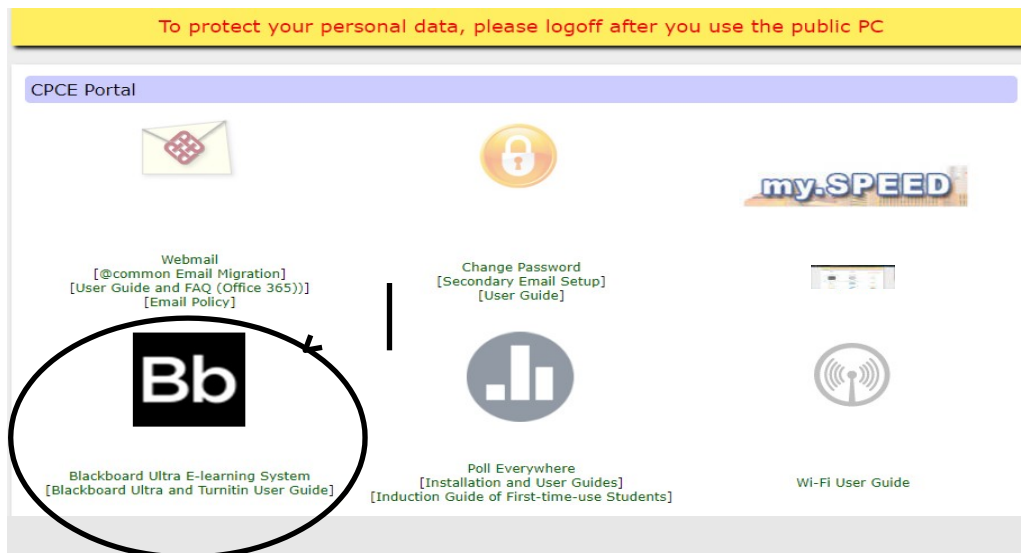
It is an online platform for reviewing/downloading lecture notes and submitting assignments.

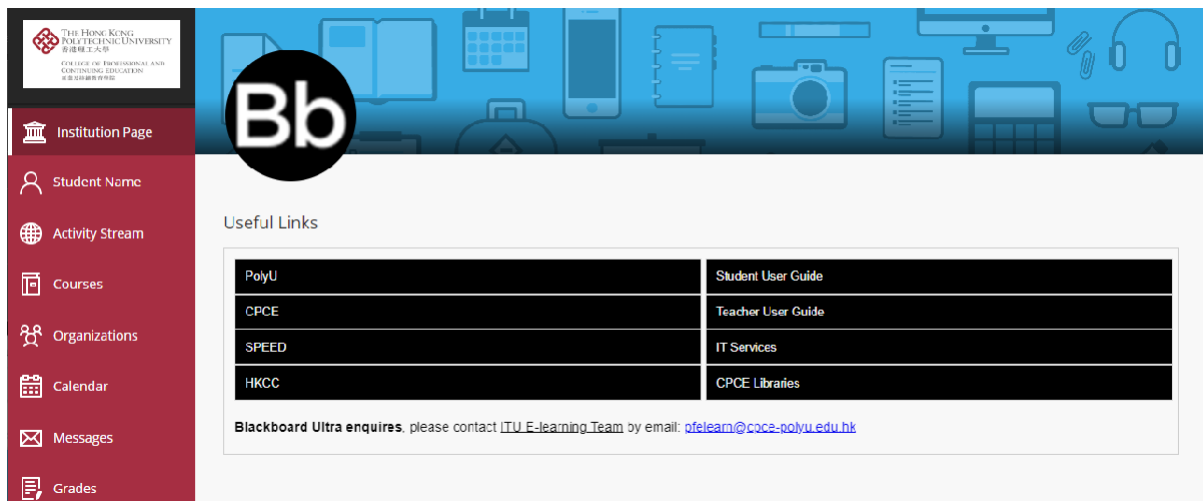
You can access the sign-in page by clicking “Blackboard Ultra E-learning System” on the CPCE Portal.

Screen shown for students of Associate Degree/Higher Diploma programmes:



Screen shown for students of Degree programmes:





3.5 Support to E-learning

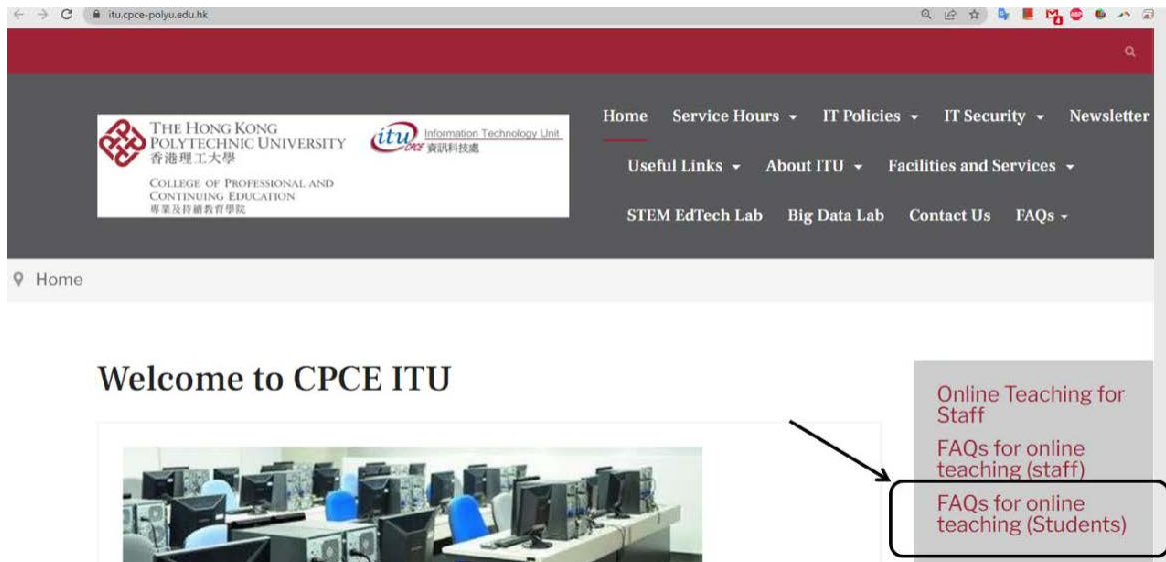
A variety of online supports and resources are available to facilitate students' e-learning:

3.5.1 Student Guide on Blackboard Ultra

Students are welcome to visit the Blackboard Ultra E-learning System via CPCE Portal and read the student guides. Please refer to point 3.4 above.

3.5.2 FAQ on Online/Hybrid Teaching

FAQs on online/hybrid teaching are available at the website of Information Technology Unit (ITU) (<https://itu.cpce-polyu.edu.hk>).



3.5.3 FAQ on General IT Matters

Students may visit the CPCE Portal (<https://portal.cpce-polyu.edu.hk>) which includes a FAQ on general IT matters (IT FAQ).



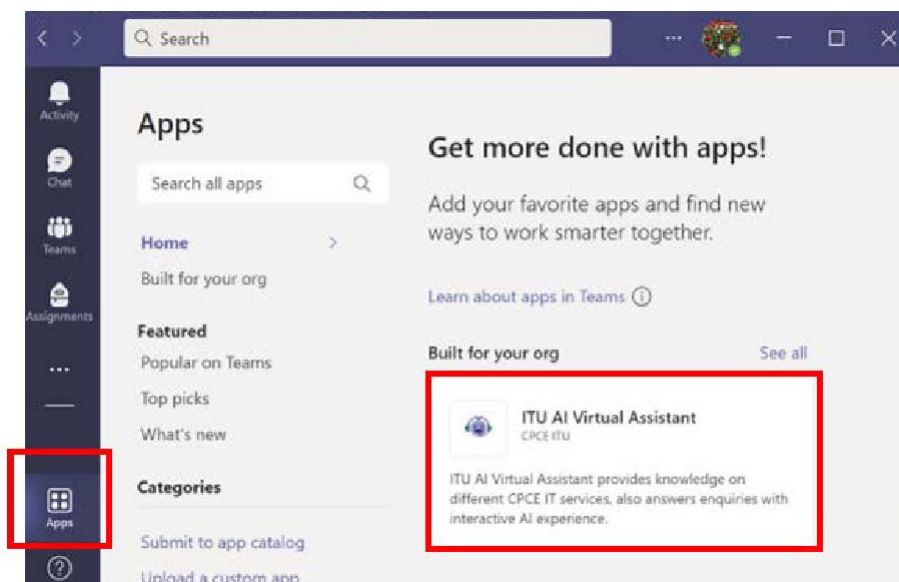
IT FAQ

3.5.4 ITU AI Virtual Assistant (PVA)

PVA contains the following frequently asked topics on which students can check anytime:

- Reset Password
- Software & Cloud Services
- Wi-Fi Services
- Opening Hours of Student Computer Centre (SCC)
- Printing Service Location
- Contact ITU Helpdesk

To access PVA, students need to login @common account in MS Teams and click “Apps”, PVA will be shown in MS teams as follows:



3.5.5 e-Resources from CPCE Library

The CPCE Library serves and supports the teaching and study of the academic programmes of CPCE. To provide access to a wide range of [e-resources](#) covering all subject areas, students with valid Library user accounts can directly access these e-resources including e-books, e-journals, e-databases, and [Open Educational Resources \(OER\)](#) online. Most of the e-resources are accessible off-campus by students unless specified otherwise. You can also search e-resources by keywords through the library catalogue, [OneSearch](#).

Part Four Tuition Fees

4.1 Tuition Fee Payment Deadlines

Students are required to settle the tuition fees after the subject registration exercise before each semester/term starts. Fee adjustments will be made after the add-drop period.

4.2 Fees Calculation

Tuition fees are charged in accordance with the number of credits students have registered on a semester/term basis.

4.3 Student Account Information

While you will be informed of the issuance of debit notes for tuition fees via email to your student email account, details of your tuition fee payment can be obtained at the Student Account Portal (SAP) at <https://www.cpce-polyu.edu.hk/sap>.

4.4 Deferral of Payment

Full-time students who have applied for the financial assistance schemes which are administrated by the Student Finance Office (SFO) of the Government of the Hong Kong Special Administrative Region (HKSAR government) may apply for an extension of the Last Payment Date (LPD). Students will be advised of the details via email.

Part Five Financial Assistance

Local students may apply for the following financial assistance schemes which are administrated by the Student Finance Office (SFO) or the Office of Continuing Education Fund (OCEF) of the HKSAR government:

- **Financial Assistance Scheme for Post-secondary Students (FASP)** (*for full-time students*);
- **Non-means-tested Loan Scheme for Post-secondary Students (NLSPS)** (*for full-time students*);
- **Extended Non-means-tested Loan Scheme (ENLS)** (*for part-time students*);
- **Continuing Education Fund (CEF)** (*for both full-time and part-time students*).

Important Note:

You are advised to study the detailed information about the eligibility, level of financial assistance, calculation of financial assistance and payment arrangements for the FASP/NLSPS/ENLS/CEF. Students can only obtain financial assistance either under CEF or FASP for the same programme/subject.

5.1 FASP, NLSPS and ENLS

You should submit your applications for financial assistance through the E-submission systems on the SFO's electronic platform ([SFO E-link](#)) before the commencement of Semester One, 2024/25:

5.1.1 E-submission systems for application for FASP, NLSPS and ENLS:

Please refer to the following E-submission systems for application:

- a. English version: <https://www.wfsfaa.gov.hk/en/sfo/postsecondary/fasp/forms.php>
- b. Chinese version: <https://www.wfsfaa.gov.hk/tc/sfo/postsecondary/fasp/forms.php>

5.1.2 Application Procedures

- a. You should read the Guidance Notes of the relevant financial assistance scheme(s) carefully before completing the online application. To assist you in completing and submitting your application, an online demonstration is available at <https://ess.wfsfaa.gov.hk/demo/en/> (both Chinese and English versions are available).
- b. After you have submitted the online application successfully, please submit the duly signed declaration and the required supporting documents to the SFO within one week via online or by mail / by hand.
- c. If you fail to provide the required information/supporting documents in your application form or as requested by SFO, your application may be rejected due to misrepresentation or omission.
- d. If there is any change in your student status, you are required to notify the SFO in writing.

Please note that pending approval for financial assistance from the SFO will not be considered as valid justification for deferral of the tuition fee payment if you have not duly acted according to the instructions of the SFO.

5.2 Continuing Education Fund (CEF)

5.2.1 Criteria for Reimbursement

Students can only obtain financial assistance either under the CEF or FASP for the same programme/subject in an academic year.

Students enrolled on a subject which is a CEF-reimbursable course may apply for reimbursement of the course fee upon fulfilment of **all** the following conditions:

- a. **before the commencement of the course**, they have submitted the signed “Statement of Consent and Acknowledgement” for disclosure of their personal data to the Specified Public Authorities for the purposes of fee reimbursement;
- b. they have successfully completed the subject;
- c. they have attained at least 50% of the overall marks of the subject assessments; and
- d. they have attended at least 70% of the face-to-face classes of the subject.

Students are required to submit a claim application **within one year** upon successful completion of the CEF-reimbursable course.

5.2.2 Reimbursement Procedures:

- a. Complete Application Form [[SFO 313 \(2022\)](#)] which can be obtained from the following locations:
 - Office of the Continuing Education Fund (OCEF)
 - Home Affairs Enquiry Centres
 - Downloaded from the OCEF website at <https://www.wfsfaa.gov.hk/en/ce/cef/forms.php>
- b. Applicants may also fill in the online application form on the [website of GovHK](#) and print the completed form.
- c. Applicants should submit the following to the OCEF:
 - The completed application form with school chop stamped;
 - Letter of certification issued by HKCC / SPEED (after successful completion of the reimbursable course(s)); and
 - Supporting documents as requested by OCEF.

5.3 MTR Student Travel Scheme (*for full-time students*)

In order to provide convenience to students, the MTR Corporation provides digitalized application services for the MTR Student Travel Scheme for the 2024/25 academic year. Students can complete the application by using their mobile device or computer to fill in the e-form, upload the image of their student card and pay the application fee to complete the procedure.

For details, please refer to the following website:

- a. English version:
https://www.mtr.com.hk/en/customer/tickets/student_travel_scheme.html
- b. Chinese version:
https://www.mtr.com.hk/ch/customer/tickets/student_travel_scheme.html

Part Six Student Lockers and Student Identity Card

6.1 Student Lockers (*for full-time students*)

Subject to the availability of lockers, students of full-time programmes may apply for a locker on a first-come-first-served basis. A successful applicant will be allocated a locker for storing personal belongings throughout his/her years of study by paying a one-off non-refundable locker maintenance fee. All applications and enquiries should be directed to the CPCE Student Affairs Office (CSAO).

Details can be found at <https://sao.cpce-polyu.edu.hk/en/our-services/facilities-and-support-services/student-lockers/index.html> [*CSAO Homepage > Our Services > Facilities and Support Services > Student Lockers*].

6.2 Student Identity Card and its Collection

Upon your first registration for your study programme, a Student Identity Card (SID) will be issued to you.

You are entitled to the rights and privileges of a full-time or part-time student at CPCE, as appropriate, upon fulfilling the criteria for progression for the period you have duly paid the tuition and other fees (including caution money, etc.) and have completed the programme/subject registration procedures. You should carry your SID at all times while in the University/CPCE premises as it enables you to gain access to various facilities.

The SID is not transferable. Students will be subject to disciplinary action should such a case be found.

For details, please refer to the Student Handbook.

Appendix I – Frequent Contacts

CPCE Academic Registry:

CPCE Academic Registry (CAR)	
Hotline	: 3746 0900
Email	: cc.car@hkcc-polyu.edu.hk (Associate Degree/ Higher Diploma programmes) sp.car@speed-polyu.edu.hk (Degree programmes)
Service Counter	: 2/F, North Tower, PolyU West Kowloon Campus (Associate Degree/ Higher Diploma/ Degree programme)
Website	: www.cpce-polyu.edu.hk/car

Academic Divisions:

Division of Business and Hospitality Management (BHM)	
Hotline	: 3746 0988
Email	: do.bhm@cpce-polyu.edu.hk
Website	: www.cpce-polyu.edu.hk/bhm
Division of Languages and Communication (LC)	
Hotline	: 3746 0929
Email	: do.lc@cpce-polyu.edu.hk
Website	: www.cpce-polyu.edu.hk/lc
Division of Science, Engineering and Health Studies (SEHS)	
Hotline	: 3746 0388
Email	: do.sehs@cpce-polyu.edu.hk
Website	: www.cpce-polyu.edu.hk/sehs
Division of Social Sciences, Humanities and Design (SSHHD)	
Hotline	: 3746 0998
Email	: do.sshd@cpce-polyu.edu.hk
Website	: www.cpce-polyu.edu.hk/sshd

Supporting Offices:

CPCE Information Technology Unit (ITU)	
Hotline	: (WK) 3746 0819 / (HHB) 3746 0818
Email	: itu.helpdesk@cpce-polyu.edu.hk
Help Desk	: (WK) 2/F, North Tower, PolyU West Kowloon Campus (HHB) Room UG10, UG/F, PolyU Hung Hom Bay 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	: 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	: (WK) 3746 0999 / (HHB) 3746 0666
Email	: (WK) cfmwk@cpce-polyu.edu.hk (HHB) cfmhbb@cpce-polyu.edu.hk
Service Counter	: (WK) Room SLG08, LG/F, South Tower, PolyU West Kowloon Campus (HHB) Room LG05, LG/F, PolyU Hung Hom Bay Campus
Website	: cfm.cpce-polyu.edu.hk
Health Centre (for full-time students)	
Hotline	: 3746 0555
Service Counter	: Room NLG07, LG/F, North Tower, PolyU West Kowloon Campus
Details	: Under CSAO's website here
Making an appointment:	: CPCE Health Centre Online Booking System
Dental Services (for full-time students)	
Hotline	: 2330 9414
Service Counter	: PolyU Campus Student Dental Clinic, Room GH020, G/F, Core H, The Hong Kong Polytechnic University, Hung Hom, Kowloon
Details	: Under CSAO's website here

Appendix II – Useful Links

College IT Systems	
CPCE Portal	http://portal.cpce-polyu.edu.hk
CPCE Password Manager	https://pwm.cpce-polyu.edu.hk/pwm/private/login
Student Email	http://webmail.cpce-polyu.edu.hk
my.HKCC Student Portal	http://www.hkcc-polyu.edu.hk/myhkcc
my.SPEED Student Portal	http://www.speed-polyu.edu.hk/myspeed
Blackboard Ultra E-learning System	https://lms.cpce-polyu.edu.hk
Finance Office	
Student Account Portal	https://www.cpce-polyu.edu.hk/sap
Financial Assistance Schemes	
Student Finance Office (SFO)	https://www.wfsfaa.gov.hk/sfo/en/index.htm
SFO E-link – My Application	https://ess.wfsfaa.gov.hk/
Online Demonstration of SFO E-link – My Applications (FASP / NLSPS / ENLS)	https://ess.wfsfaa.gov.hk/demo/en/
CEF Website	https://www.wfsfaa.gov.hk/cef/en/index.htm
Credit Transfer / Subject Exemption	
Details of Credit Transfer / Subject Exemption	https://www.hkcc-polyu.edu.hk/en/admission/admission-policies/credit-transfer-and-subject-exemption/index.html https://www.speed-polyu.edu.hk/admission/credit-transfer-and-subject-exemption
Student Support Services	
Student Lockers	https://sao.cpce-polyu.edu.hk/en/our-services/facilities-and-support-services/student-lockers/index.html
Counselling Services	https://sao.cpce-polyu.edu.hk/en/our-services/counselling-services/make-an-appointment/index.html
Student Hostel	https://sao.cpce-polyu.edu.hk/en/our-services/facilities-and-support-services/cpce-student-hostel/index.html
CPCE Facilities iBooking System	https://mbs.cpce-polyu.edu.hk/ibooking/
Others	
College of Professional and Continuing Education (CPCE)	https://www.cpce-polyu.edu.hk/
Hong Kong Community College (HKCC)	https://www.hkcc-polyu.edu.hk/
School of Professional Education and Executive Development (SPEED)	https://www.speed-polyu.edu.hk/