



理大香港專上學院

新生重要事項須知

課程總覽 / 學術方面

- 修讀年期
 - 2年
 - 如要延長修讀年期，需向學院申請，並提供合理理由，否則學籍將會被取消
- 通識教育
 - 融合在其副學士及高級文憑課程之內
 - 包括必修及選修科目，旨在開闊學生知識基礎，以及增強他們對不同學術領域的了解

課程總覽 / 學術方面

- 學分轉移或科目豁免
 - 曾修讀過與現在的課程相關的科目
 - 申請表格 (CAR20) , 連同證明文件一併提交
 - 申請須於第一個學期開學前遞交(8月30日前)



課程總覽 / 學術方面

- 校企協作教育 (WIE)
 - 為學生提供在相關機構實習的機會，獲取以實際工作為基礎的學習經驗，從而增進與修讀專業相關或有助未來發展的專業知識
 - 高級文憑課程的必修部分及副學士課程的選修部分

課程總覽 / 學術方面

- 線上學習之支援
 - Blackboard Ultra 用戶指南

To protect your personal data, please logoff after you use the public PC

CPCE Portal

Webmail
[Common Email Migration]
[User Guide and FAQ (Office 365)]
[Email Policy]

Change Password
[Secondary Email Setup]
[User Guide]

my.HKCC

myHKCC

Blackboard Ultra E-learning System
[Blackboard Ultra and Turnitin User Guide]

Poll Everywhere
[Installation and User Guides]
[Induction Guide of First-time-use Students]

Wi-Fi User Guide

Blackboard Ultra E-learning System

Useful Links

PolyU	Student User Guide
CPCE	Teacher User Guide
SPEED	IT Services
HKCC	CPCE Libraries

Blackboard Ultra enquires, please contact ITU E-learning Team by email: ofseam@ccce-polyu.edu.hk

課程總覽 / 學術方面

- 線上學習之支援

➤ 線上教學 / 混合教學模式 (<https://itu.cpce-polyu.edu.hk>)



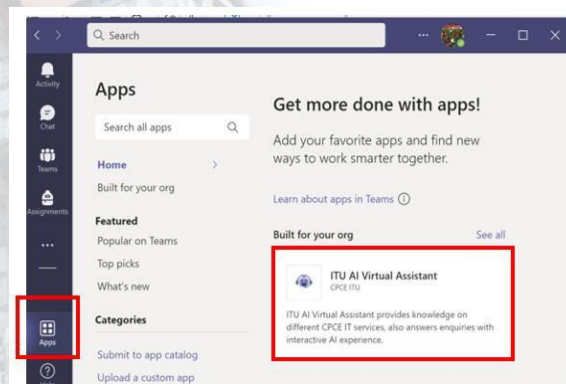
➤ 常見問題 (<https://portal.cpce-polyu.edu.hk>)



IT FAQ
[FAQ for online teaching]

課程總覽 / 學術方面

- 資訊科技處 – 人工智能虛擬助理 (PVA)
 - 密碼重設、軟件及雲端服務、無線網絡、學生電腦中心開放時間、影印服務位置及聯繫資訊科技處
 - 登入MS Teams之@common 戶口，按「Apps」，會出現以下畫面



課程總覽 / 學術方面

- 評核
 - 校內考試
 - 線上考試
 - 在家完成的考試或
 - 持續評核
 - 學生應該自行查閱各科評核安排，以便安排回港參加校內考試或
 - 準備好線上考試所需的設備

課程總覽 / 學術方面

- 選科事宜

- 學生可選擇需要之選修科及更改科目組別

	第一學期	第二學期	暑期學期
Subject Registration	3月中旬(第一學期之前)	10月中旬	2月下旬
Add/Drop	8月下旬至9月中	1月中旬至2月上旬	6月下旬

- 新生均不能於第一學期增修/退修科目或更改科目組別

通訊方法/ 更改CPCE預設密碼(第一步)

- 要登入學院之所有系統，你需要先更改CPCE預設密碼
- 瀏覽CPCE Password Manager網頁
(<https://pwm.cpce-polyu.edu.hk/>)



通訊方法/ 更改CPCE預設密碼(第二步)

Please Sign in
CPCE Password Manager

student

1.選擇 "Student"

User Name

2.輸入學生編號

Password

3.輸入預設之密碼

Sign in

Forgotten Password

Regain access to your account if you have forgotten your

4.點擊 "Sign In"

預設之密碼:

Hkcc.(+身份証/護照號碼最後3個字元(包括括號內的數字或字母))

例子:身份証/護照號碼:

Y123456(A)

預設密碼: Hkcc.56A

通訊方法/更改CPCE預設密碼 (第三步)

Update Profile

CPCE Password Manager



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

Secondary Email Address*

1. 輸入你的個人電子郵件

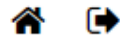
▶▶ Update ✕ Cancel

2. 點擊 "Update"

通訊方法 / 更改CPCE預設密碼 (第四步)

Success

CPCE Password Manager



Your user information has been successfully updated.

▶▶ Continue

點擊 "Continue"

通訊方法/ 更改CPCE預設密碼 (第五步)

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

1.再次輸入你的預設密碼

▶ Continue

2.點擊 "Continue"

通訊方法 / 更改CPCE預設密碼(第六步)

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:

- 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

Rule set

根據設定密碼之規定建立新密碼

New password is too short

New Password

.....

Strength: Very Weak



Confirm Password

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

▶ Change Password

2. 點擊 "Change Password"

通訊方法 / 更改CPCE預設密碼(第七步)

Success

CPCE Password Manager



The password has been changed successfully.

▶▶ Continue

點擊 "Continue" 完成

通訊方法 / 更改CPCE預設密碼(第八步)

你現在可以關閉CPCE Password Manager並使用新密碼登錄CPCE Portal:

<http://portal.cpce-polyu.edu.hk/>

Sign In



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

CPCE Single Sign On

User name:

Password:

User Type: Staff Student

[Forget Password](#)


[New Student / Staff](#)




通訊方法/ CPCE Portal

To protect your personal data, please logoff after you use the public PC


CPCE Portal




Webmail
[@common Email Migration
[User Guide and FAQ (Office 365))]
[Email Policy]




Change Password
[Secondary Email Setup
[User Guide]




My.HKCC



Blackboard Ultra E-learning System
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[Installation and User Guides]
[Induction Guide of First-time-use Students]



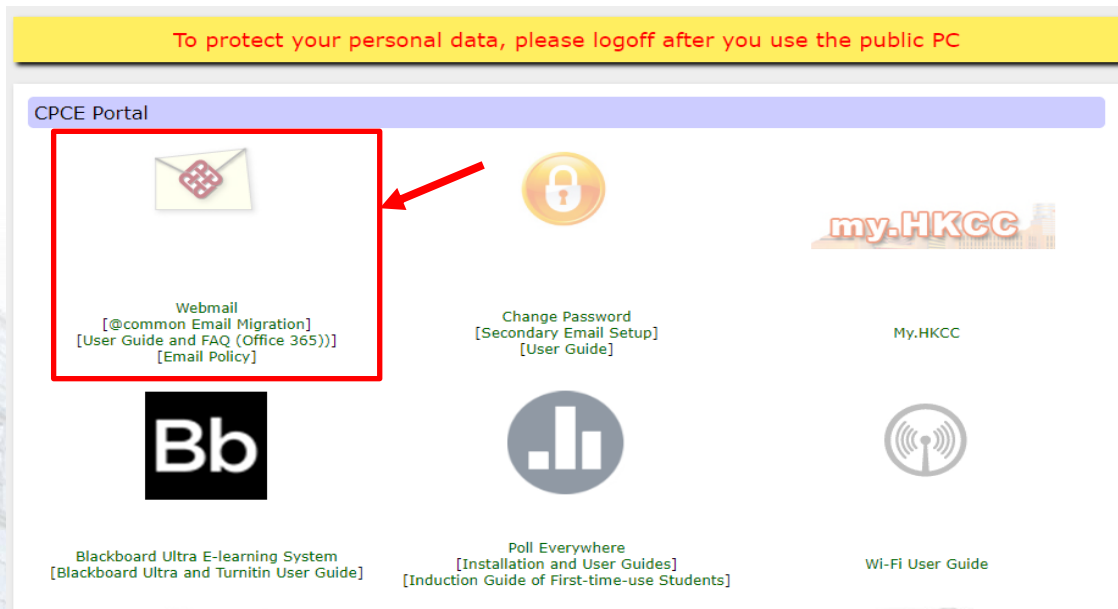
Wi-Fi User Guide

CPCE Portal: <http://portal.cpce-polyu.edu.hk/>

通訊方法 / 學生電郵

To protect your personal data, please logoff after you use the public PC

CPCE Portal



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[User Guide]

my.HKCC

My.HKCC

Bb

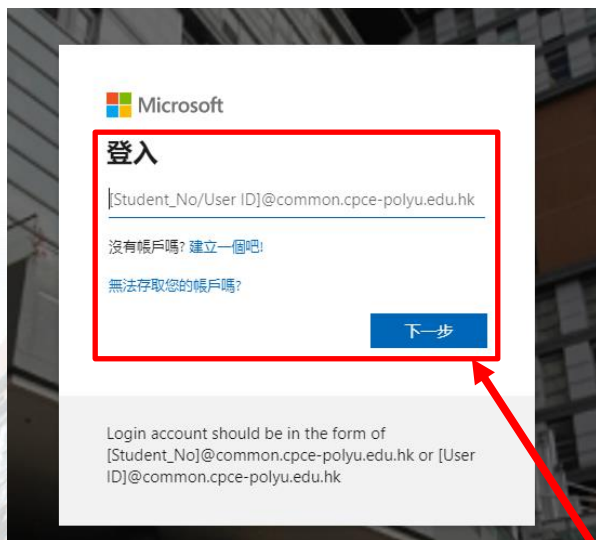
Blackboard Ultra E-learning System
[Blackboard Ultra and Turnitin User Guide]

Poll Everywhere
[Installation and User Guides]
[Induction Guide of First-time-use Students]

Wi-Fi User Guide

可經由 [CPCE Portal](#) 登入或
直接按 Webmail: <http://webmail.cpce-polyu.edu.hk/>

通訊方法 / 學生電郵



Microsoft

登入

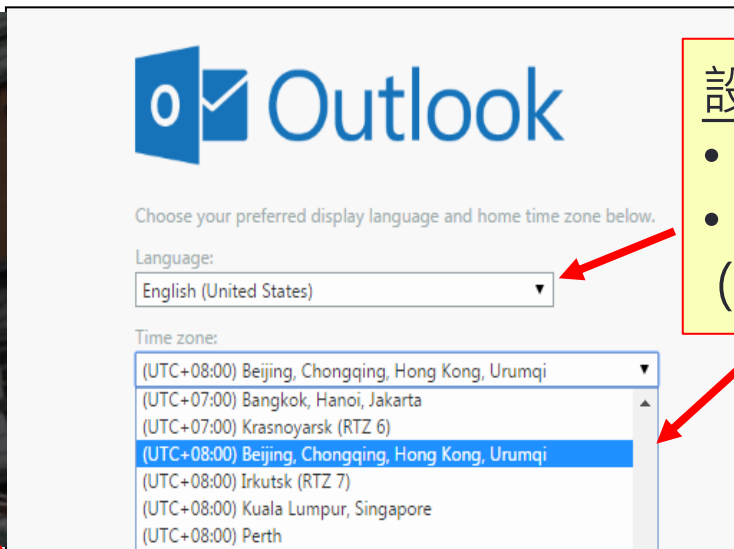
[Student_No/User ID]@common.cpce-polyu.edu.hk

沒有帳戶嗎? 建立一個吧!

無法存取您的帳戶嗎?

下一步

Login account should be in the form of [Student_No]@common.cpce-polyu.edu.hk or [User ID]@common.cpce-polyu.edu.hk



Outlook

Choose your preferred display language and home time zone below.

Language:
English (United States)

Time zone:
(UTC+08:00) Beijing, Chongqing, Hong Kong, Urumqi
(UTC+07:00) Bangkok, Hanoi, Jakarta
(UTC+07:00) Krasnoyarsk (RTZ 6)
(UTC+08:00) Beijing, Chongqing, Hong Kong, Urumqi
(UTC+08:00) Irkutsk (RTZ 7)
(UTC+08:00) Kuala Lumpur, Singapore
(UTC+08:00) Perth

設定:

- 語言
- 時區

(UTC+08:00 HK)

登入: 學生編號 + @common.cpce-polyu.edu.hk
例: 24XXXXXXA@common.cpce-polyu.edu.hk

通訊方法 / 學生電郵

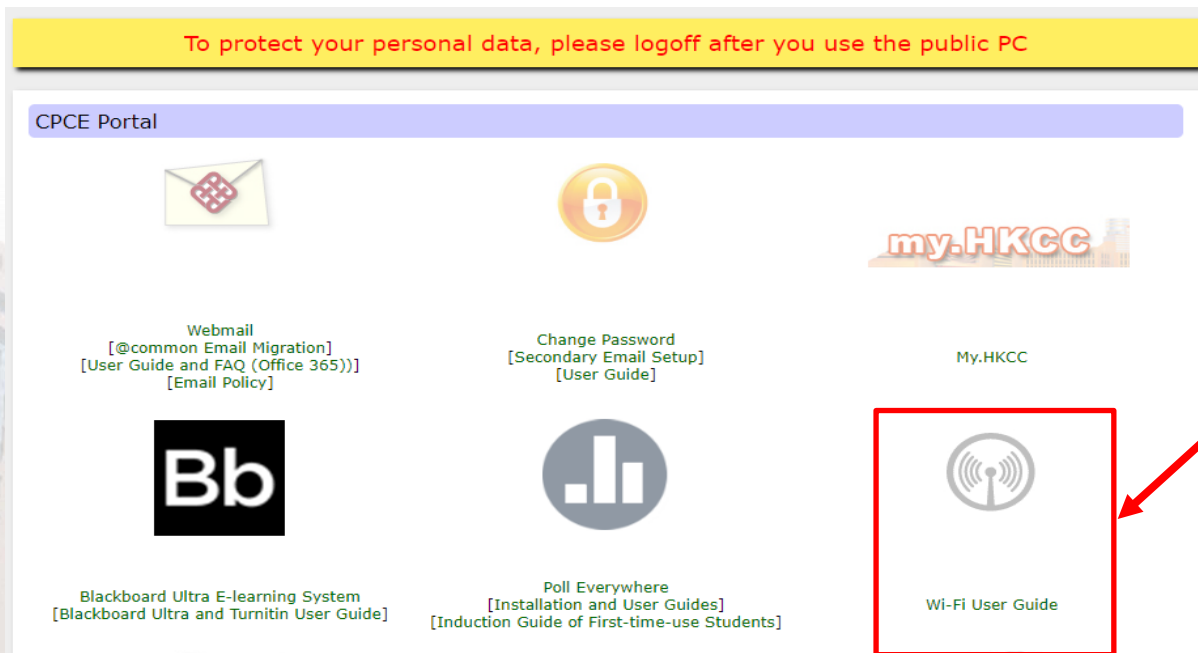
- 如之前曾登入過其他電郵戶口，需要先登出才可使用
- **校內通訊必需使用此學生電郵，請勿使用個人電郵**



通訊方法 / 連接無線網絡

To protect your personal data, please logoff after you use the public PC

CPCE Portal



The screenshot displays the CPCE Portal interface with the following elements:

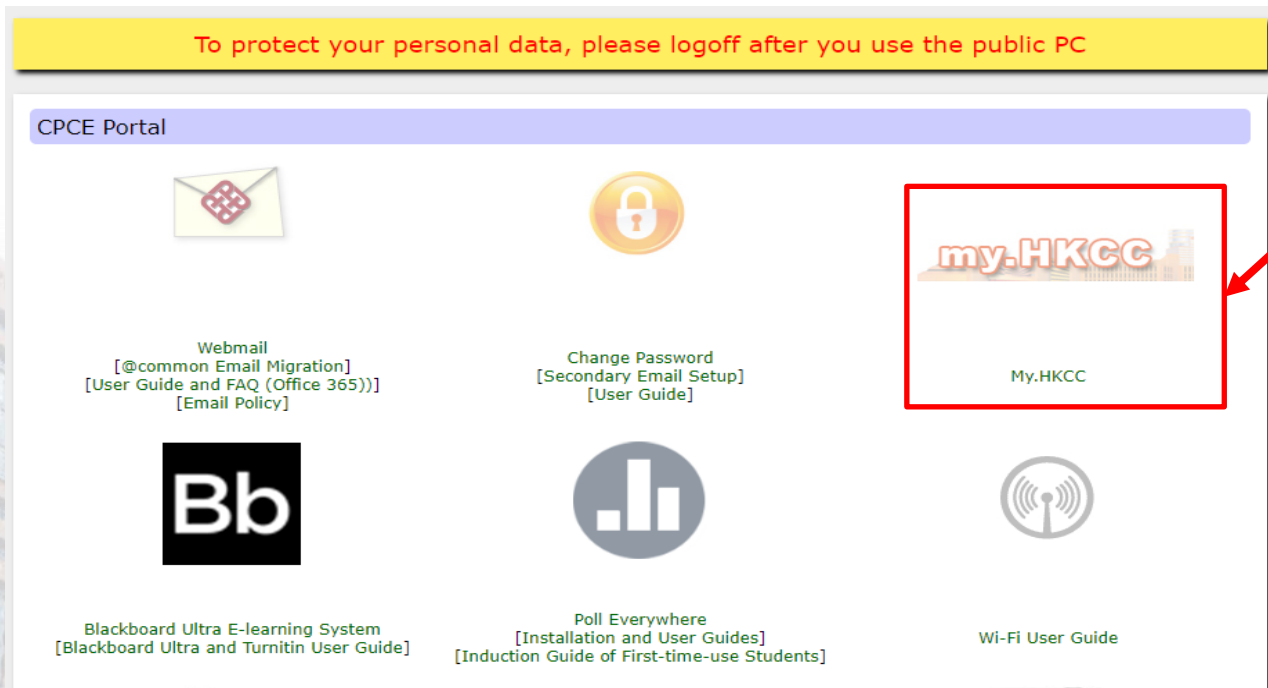
- Webmail**: Icon of an envelope with a red checkmark. Text: Webmail [:@common Email Migration] [User Guide and FAQ (Office 365))] [Email Policy]
- Change Password**: Icon of a padlock. Text: Change Password [Secondary Email Setup] [User Guide]
- my.HKCC**: Stylized logo for my.HKCC.
- My.HKCC**: Text label for the My.HKCC service.
- Blackboard Ultra E-learning System**: Icon with 'Bb' in a black square. Text: Blackboard Ultra E-learning System [Blackboard Ultra and Turnitin User Guide]
- Poll Everywhere**: Icon of a bar chart. Text: Poll Everywhere [Installation and User Guides] [Induction Guide of First-time-use Students]
- Wi-Fi User Guide**: Icon of a Wi-Fi signal. This icon is enclosed in a red box, and a red arrow points to it from the right side of the screen.

選取: CPCE_Student







通訊方法/ my.HKCC

To protect your personal data, please logoff after you use the public PC

CPCE Portal



The screenshot shows a dashboard with several service tiles. A red box highlights the 'my.HKCC' tile, which includes a 'my.HKCC' logo and the text 'My.HKCC'. A red arrow points to this tile from the right side of the image.

 Webmail [@common Email Migration] [User Guide and FAQ (Office 365)] [Email Policy]	 Change Password [Secondary Email Setup] [User Guide]	 My.HKCC
 Blackboard Ultra E-learning System [Blackboard Ultra and Turnitin User Guide]	 Poll Everywhere [Installation and User Guides] [Induction Guide of First-time-use Students]	 Wi-Fi User Guide

瀏覽my.HKCC Student Portal: <http://www.hkcc-polyu.edu.hk/myHKCC/>

通訊方法 / my.HKCC

Welcome to my.HKCC

Search...

Subject Registration
My Time Ticket
Subject Registration
Add/Drop
Indicate Subject Preference
Subject Timetable

Registration
Timetable
Enrolment Statement
Transfer of Study
My Graduation Requirements

Examination & Assessment Results
Examination
Current Assessment Results
All Academic Results

Activities (CARES)
Browse Activities
Application Status
Timetable of Enrolled Activities

Transcript
Apply
Application Status







CAT
Preview
Apply
Application Status

Amend Personal Info

Documents and Forms

Useful Platforms
Student Account Portal
CPCE Portal
Graduation Portal
COVID-19 Self-Reporting System

Contact Us

 Examination	 Apply Activities
 Apply Transcript	 Articulation to SPEED
 Subject Registration	 Add/Drop

- 選科
- 查閱時間表
- 查閱個人資料
- 查閱成績
- 下載文件及表格

通訊方法/ my.HKCC

The image shows a screenshot of the my.HKCC website's navigation menu. At the top is a search bar with the text "Search...". Below it are two main sections: "Subject Registration" and "Registration". The "Subject Registration" section includes links for "My Time Ticket", "Subject Registration", "Add/Drop", "Indicate Subject Preference", and "Subject Timetable". The "Registration" section includes links for "Timetable", "Enrolment Statement", and "Transfer of Study". Two red arrows point from a yellow box labeled "網上選科" to the "Subject Registration" and "Add/Drop" links. Another red arrow points from a yellow box labeled "查閱上課時間表" to the "Timetable" link.

Search...

Subject Registration

My Time Ticket

Subject Registration

Add/Drop

Indicate Subject Preference

Subject Timetable

Registration

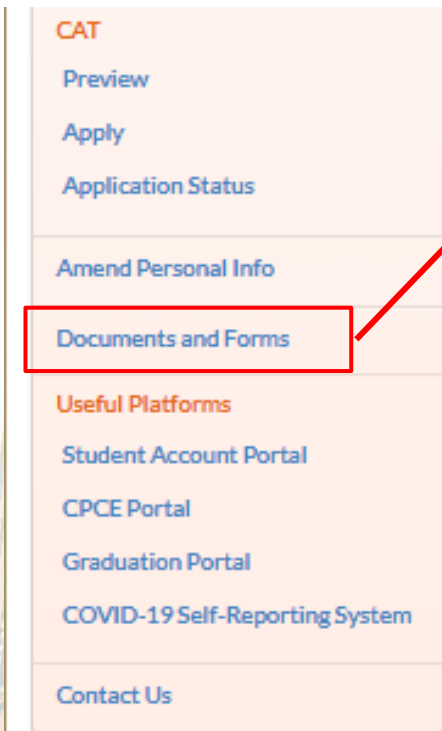
Timetable

Enrolment Statement

Transfer of Study

- 新生於第一學期不能增修 / 退修任何科目
- 上課時間表將於8月26日後發佈

通訊方法 / 學生手冊



CAT

Preview

Apply

Application Status

Amend Personal Info

Documents and Forms

Useful Platforms

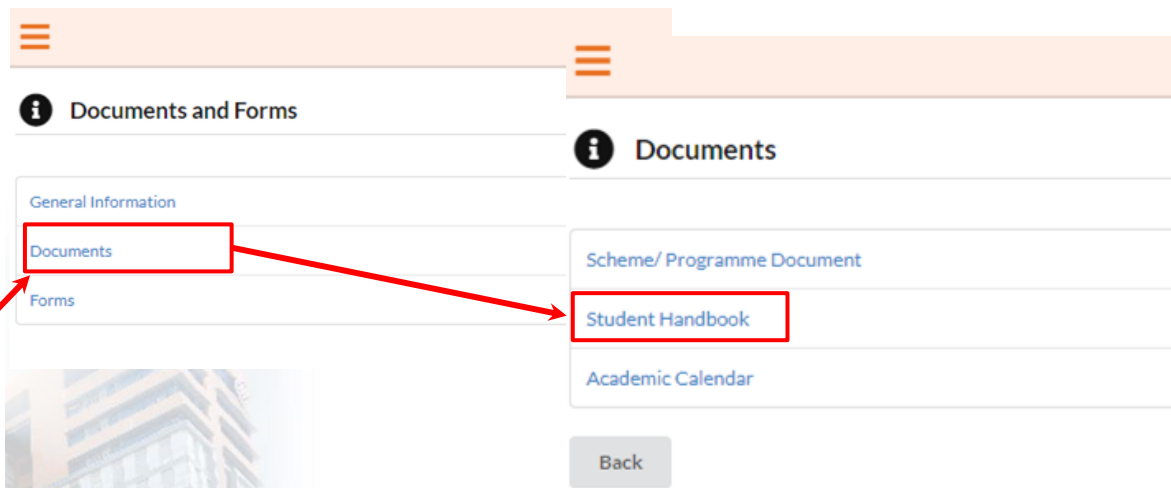
Student Account Portal

CPCE Portal

Graduation Portal

COVID-19 Self-Reporting System

Contact Us



Documents and Forms

Documents

Forms

Documents

Scheme/ Programme Document

Student Handbook

Academic Calendar

Back

- 詳情請參閱學生手冊
- 將會於開學前上載於 [my.HKCC Student Portal](https://my.hkcc.edu.hk)

通訊方法 / 組合課程 / 課程資料手冊

The screenshot displays the my.HKCC Student Portal interface. On the left, a vertical navigation menu is shown with the following items: CAT, Preview, Apply, Application Status, Amend Personal Info, Documents and Forms (highlighted with a red box), Useful Platforms (including Student Account Portal, CPCE Portal, Graduation Portal, and COVID-19 Self-Reporting System), and Contact Us. A red arrow points from the 'Documents and Forms' menu item to the 'Documents and Forms' section of the main content area. This section is titled 'Documents and Forms' and contains two sub-sections: 'General Information' and 'Forms'. Under 'General Information', the 'Documents' link is highlighted with a red box, and a red arrow points from it to the 'Scheme/ Programme Document' link in the right-hand pane. The right-hand pane is titled 'Documents' and lists 'Scheme/ Programme Document', 'Student Handbook', and 'Academic Calendar'. A 'Back' button is visible at the bottom of the right-hand pane.

- 詳情請參閱組合課程/課程資料手冊
- 將會於開學前上載於 [my.HKCC Student Portal](https://my.hkcc.edu.hk)

通訊方法/ Blackboard

To protect your personal data, please logoff after you use the public PC

CPCE Portal



Webmail
[@common Email Migration
[User Guide and FAQ (Office 365))]
[Email Policy]



Change Password
[Secondary Email Setup]
[User Guide]

my.HKCC

My.HKCC



Blackboard Ultra E-learning System
[Blackboard Ultra and Turnitin User Guide]



Poll Everywhere
[Installation and User Guides]
[Induction Guide of First-time-use Students]



Wi-Fi User Guide

其他資料 / 學生證

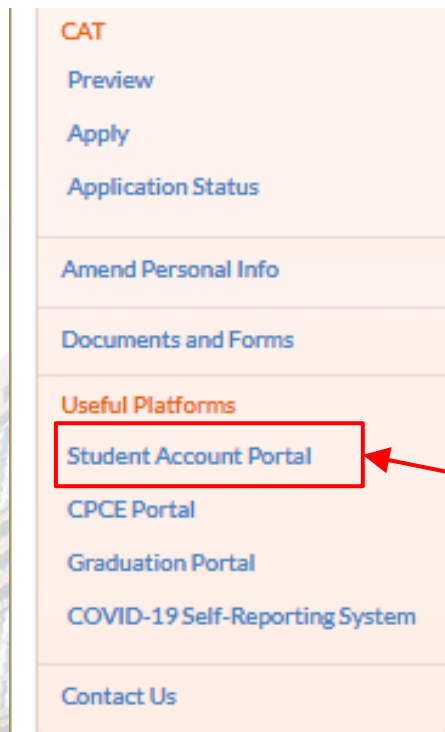
- 相片
- 中文及英文名字
- 課程類別
- 學生號碼
- 正常有效期至2026年8月31日



其他資料 / 學生證

- 進入學院時需要隨身攜帶學生証
- 學生證是代表香港專上學院學生身份
 - 可以享用學院之設施
 - 必須妥善保管，不可外借
 - 如有發現，將會被處分
- 詳情請參閱學生手冊 (Student Handbook)

其他資料 / 學費



- 瀏覽 [my.HKCC Student Portal](#) → Student Account Portal
- 注意：每一張學費單都會有一個不同的繳費號碼

按「Student Account Portal」查閱學費及繳費單編號

其他資料 / 學費

學費類別	繳費限期
2024/25 年度第一期學費	2024年08月8日
2024/25年度第一學期學費調整	第一學期第六至七週
2024/25年度第二學期學費	第二學期開始之前
2024/25 年度第二學期學費調整	第二學期第六至七週

其他資料 / 學費

- 學費是根據同學在該學期所修讀的學分計算
- 一般科目之學分費用為 HK\$2,335，以下特定課程之專業教育科目 (Discipline-specific) 學分除外
 - 健康學副學士
 - 設計學副學士組合課程
 - 社會工作高級文憑
- 若要重修不合格科目，亦將收取學費

其他資料 / 學費

- 如果學生經濟有困難，或已申請政府資助但資助之學費仍未發放，你可以透過[網上平台](#)申請學費延期
- 最遲於繳費限期前兩天申請
- 有關詳情請留意電郵



其他資料/ 與院校聯繫

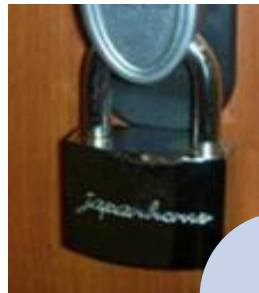
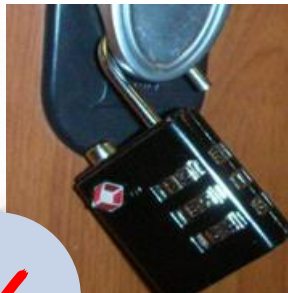
- 諮詢時段
 - 學生可於指定時段與講師進行諮詢
- 科目講師
 - 學生可與科目講師/講師諮詢有關所讀學科之事宜
- 學業指導老師
 - 全日制學生在開學時會被分配一位學業指導老師跟進有關學習上的問題
- 課程統籌/助理課程統籌
- 學生輔導主任

其他資料 / 學生儲物櫃

- 費用 HK\$65
- 不可轉讓或退還
- 一次性
- 可用至畢業 (2026年6月)
- **如在交還儲物櫃限期後仍未移除掛鎖，學院會剪鎖及移除櫃內物件，而不作另行通知**
- 如有查詢，請聯絡CPCE學生事務處(CSAO) - 37460880

其他資料 / 學生儲物櫃

- 同學需自備合適儲物櫃掛鎖
- 掛鎖樣本



其他資料 / 服務與設施

- 專業及持續教育學院資訊科技處 (ITU)
- 專業及持續教育學院圖書館
- 專業及持續教育學院學生事務處 (CSAO)
- 專業及持續教育學院就業服務處 (CESO)
- 校園設施管理處 (CFM)
- 保健中心
- 牙科保健

謝謝大家

歡迎加入
理大香港專上學院

