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

PolyU
Hong Kong Community College

Key Information for Freshmen

Our Programmes/ Academic Issues

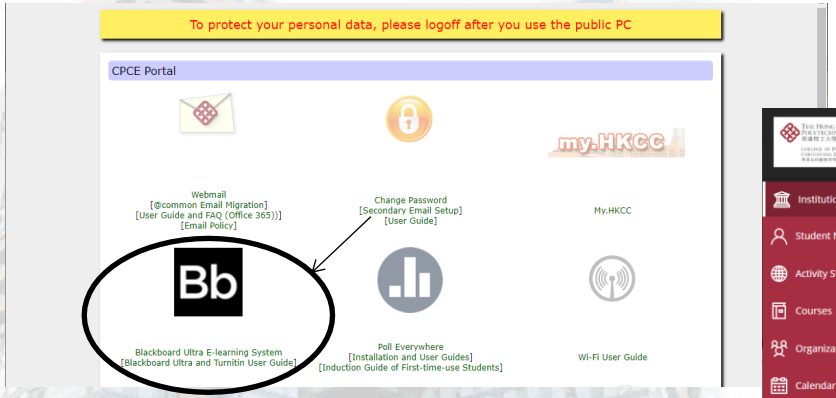
- Normal Study Duration
  - 2 years
  - If you need to extend your normal study duration, you should submit application to the College with supporting justifications.
- General Education (GE)
  - is an integral part of the curricula of the Associate Degree (AD) and Higher Diploma (HD) programmes
  - includes both compulsory and elective subjects
  - broadens students' knowledge base and enhance their appreciation and understanding of different academic disciplines

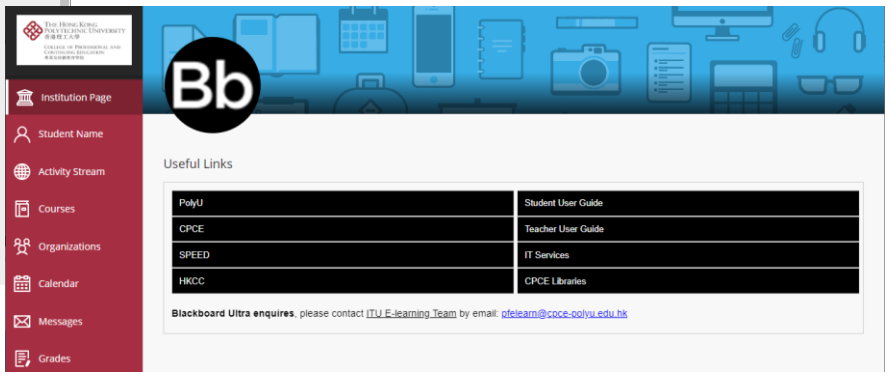
Our Programmes/ Academic Issues

- Credit Transfer / Subject Exemption
  - Submit Form CAR 20 “Credit Transfer / Exemption” with supporting documents
  - Deadline: no later than commencement of Semester One 2024/25, i.e. 30 August 2024
- Work-Integrated Education (WIE)
  - work-based learning experiences which take place in an organisational context relevant to a student's future profession, or the development of generic skills that will be valuable in that profession
  - students should satisfy the requirements of WIE for graduation

Our Programmes/ Academic Issues

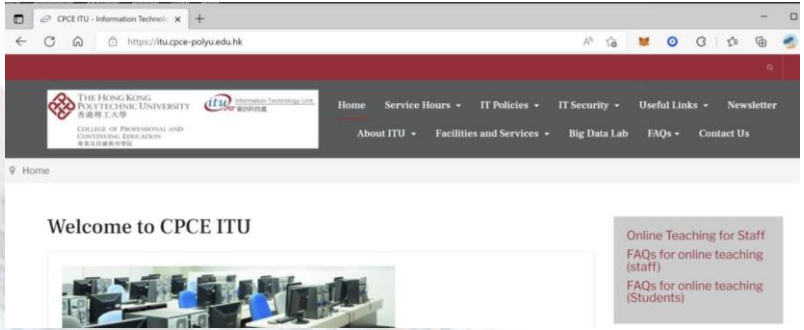
- Support to e-Learning
  - ➢ Student Guides on Blackboard Ultra





Our Programmes/ Academic Issues

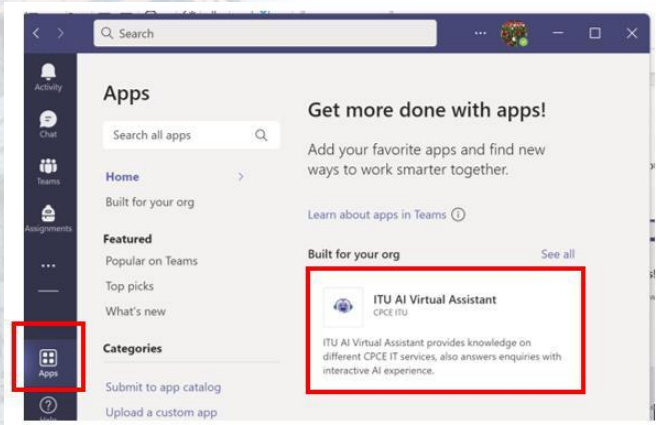
- FAQ
  - Online / Hybrid Teaching (https://itu.cpce-polyu.edu.hk)



  - General IT Matters (https://portal.cpce-polyu.edu.hk)

Our Programmes/ Academic Issues

- ITU AI Virtual Assistant (PVA)
  - Reset Password, Software & Cloud Services, Wi-Fi Services, Opening Hours of Student Computer Centre (SCC), Printing Service Location & Contact ITU Helpdesk
  - To access PVA, login @common account in MS Teams and click “Apps”, PVA will be shown in MS teams as follows



Our Programmes/ Academic Issues

- Assessment Arrangements
  - On-campus invigilated examination,
  - online invigilated examination,
  - take-home examination, or
  - continuous assessment
  - Students are advised to check the mode of assessment for individual subjects for making necessary arrangements, *e.g. making travel arrangements back to Hong Kong for on-campus examinations and making ready the requisite devices (e.g. notebook, camera and other necessary electronic devices) for online invigilated examinations.*

Our Programmes/ Academic Issues

- Subject Registration and Add/Drop
  - select elective subjects during Subject Registration period
  - modify their subject choices/groups during the add/drop period

	Semester One	Semester Two	Summer Term
Subject Registration	mid-March (prior to the start of the academic year)	mid-October	late February
Add/Drop	late Aug to mid-Sep	mid-Jan to early Feb	mid-June

  - No Add/Drop for Stage One students in first semester

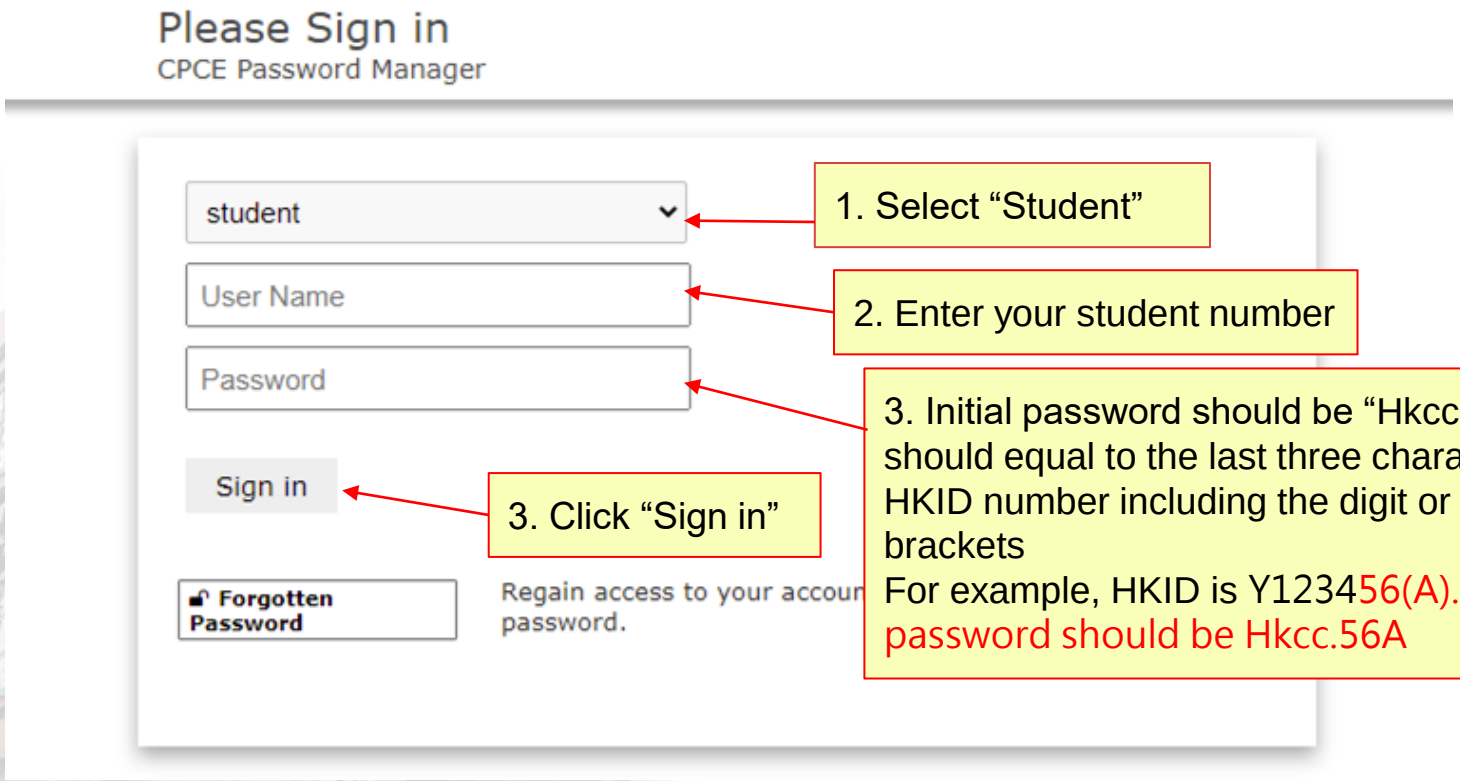
3 Communication Channels

Communication Channels/ Password Manager
Step 1

- Before your first login to CPCE systems, you need to change your default password
- Go to CPCE Password Manager (https://pwm.cpce-polyu.edu.hk/)

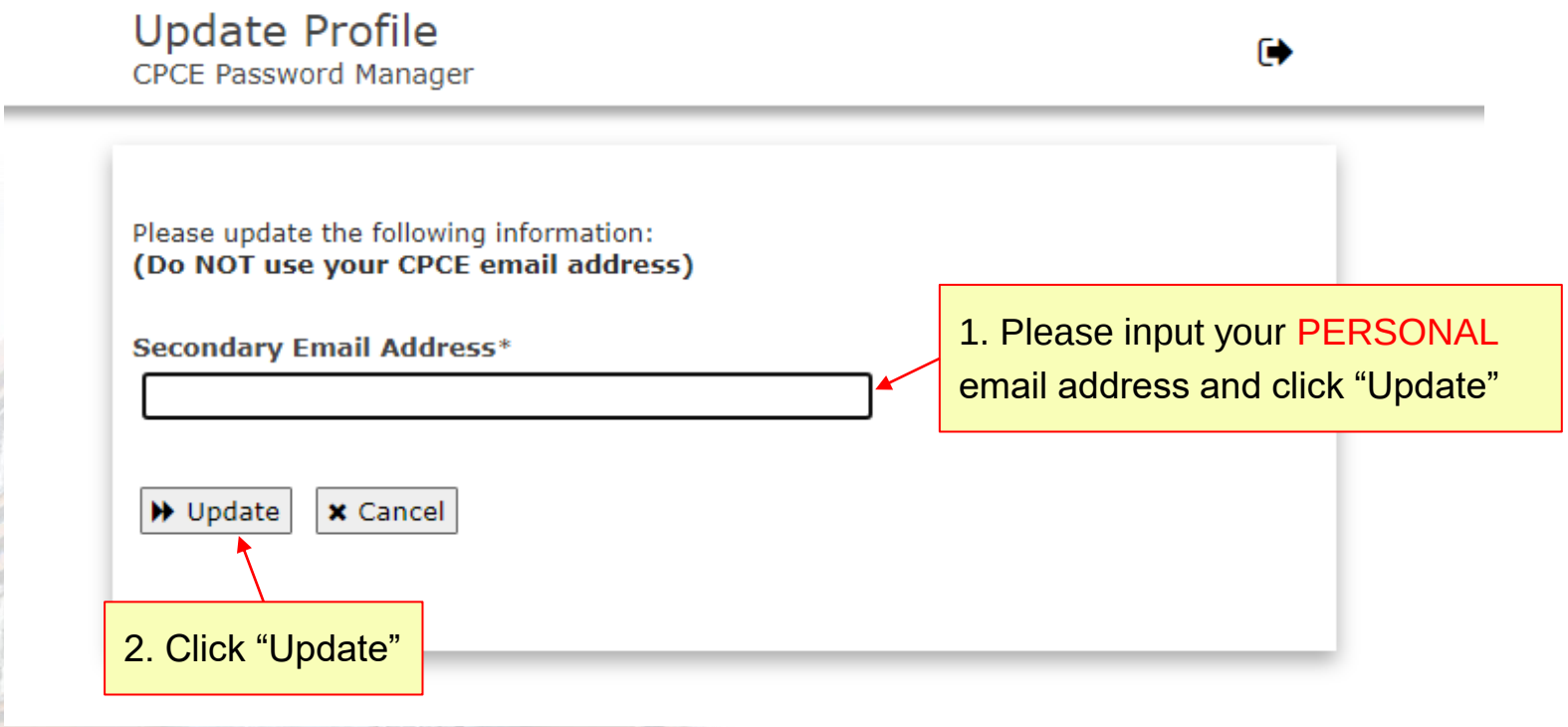
Communication Channels/ Set Password

Step 2



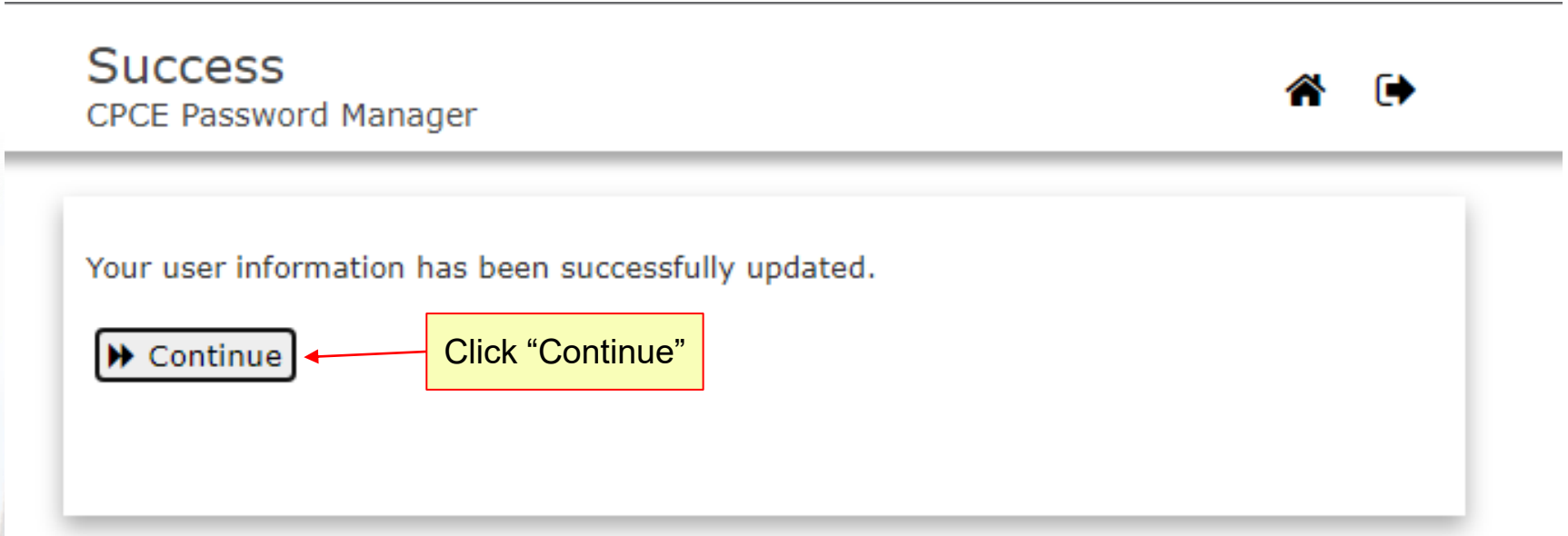
Communication Channels/ Set Password

Step 3



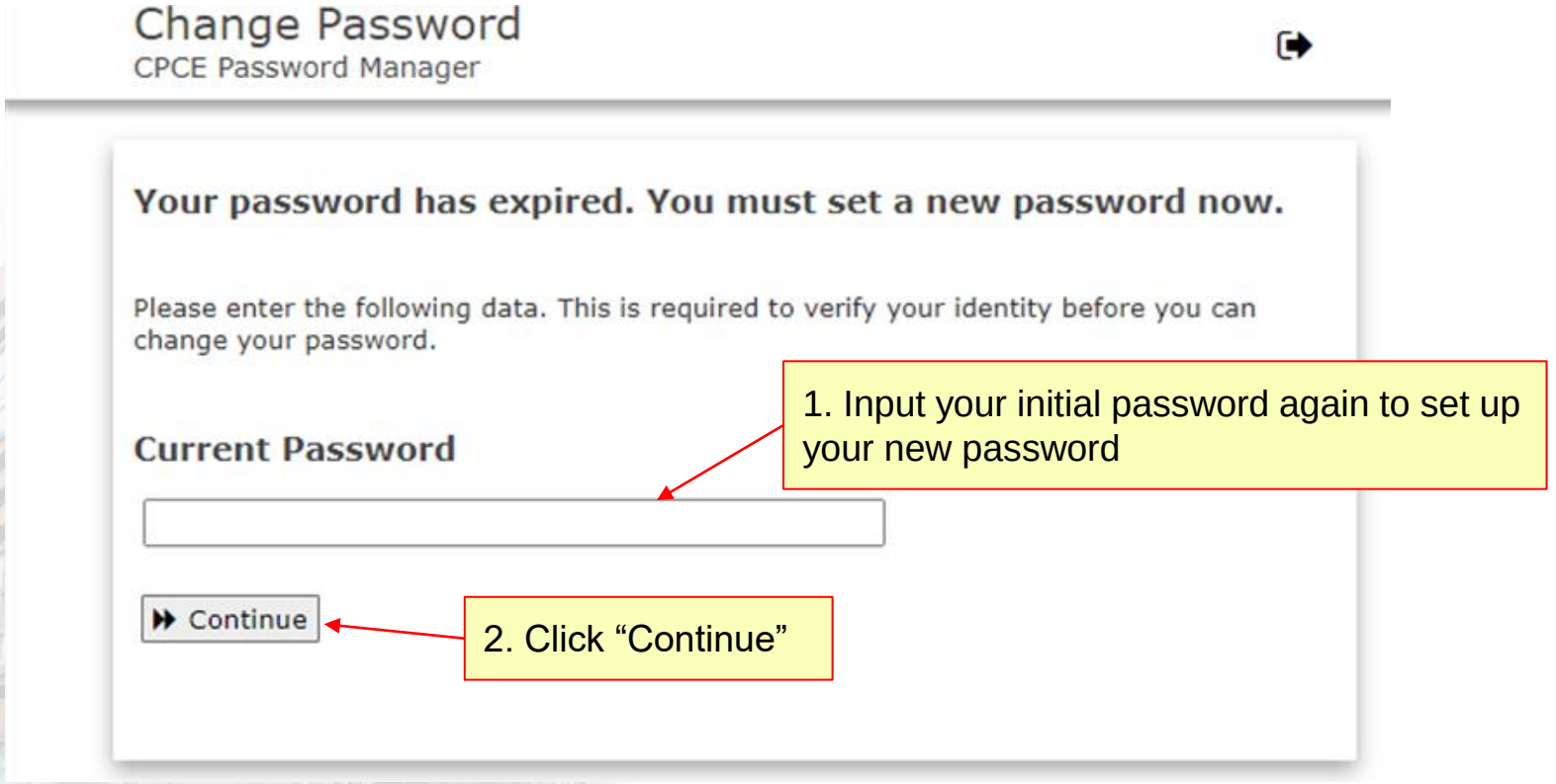
Communication Channels/ Set Password

Step 4



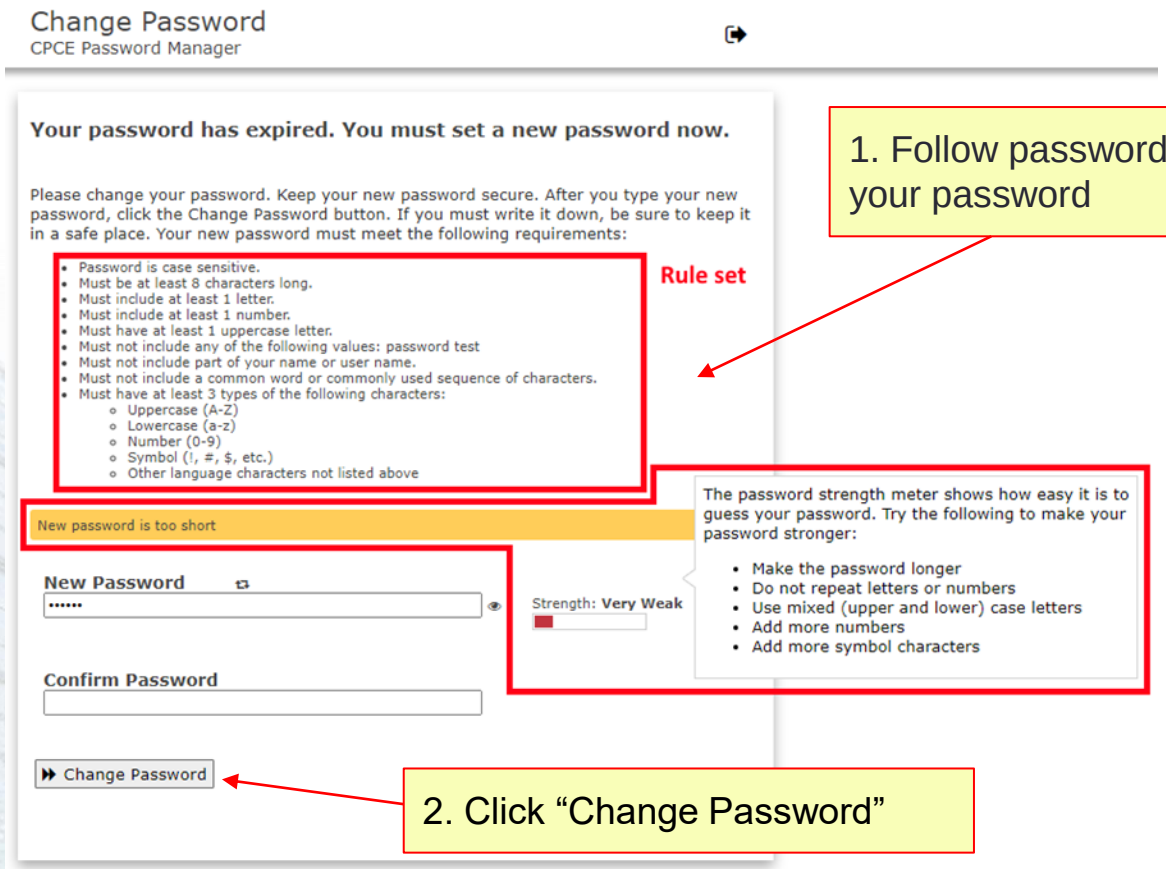
Communication Channels/ Set Password

Step 5



Communication Channels/ Set Password

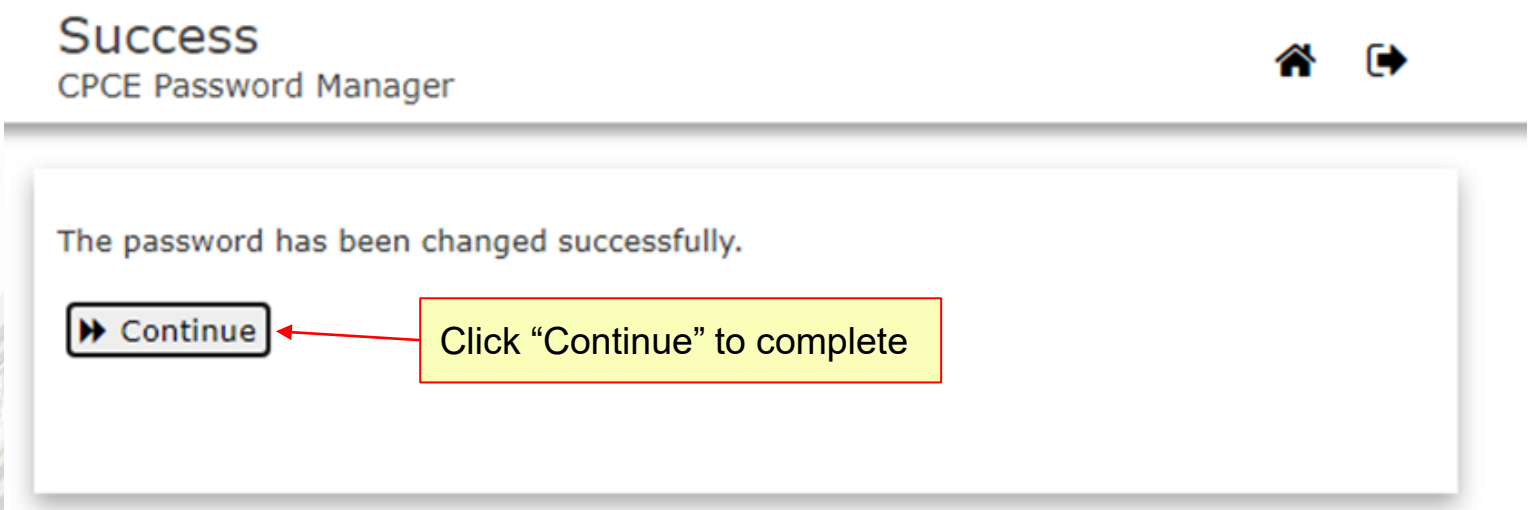
Step 6



1. Follow password rule to set up your password

2. Click “Change Password”

Communication Channels/ Set Password
Step 7



Communication Channels/ Set Password

Step 8

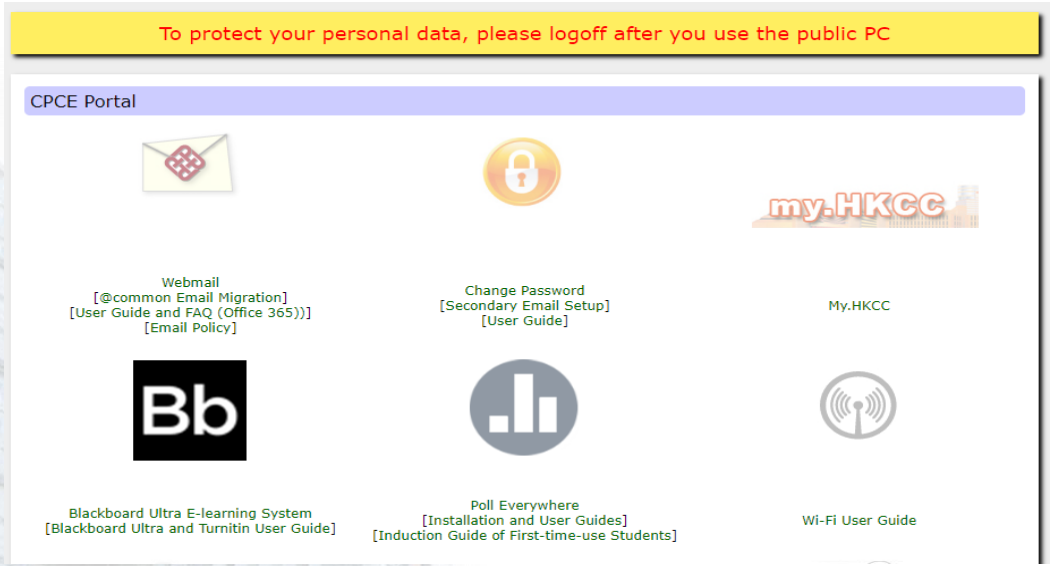
Visit CPCE Portal with QR Code

You may now close CPCE Password Manager and log into the CPCE Portal with your new password.

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

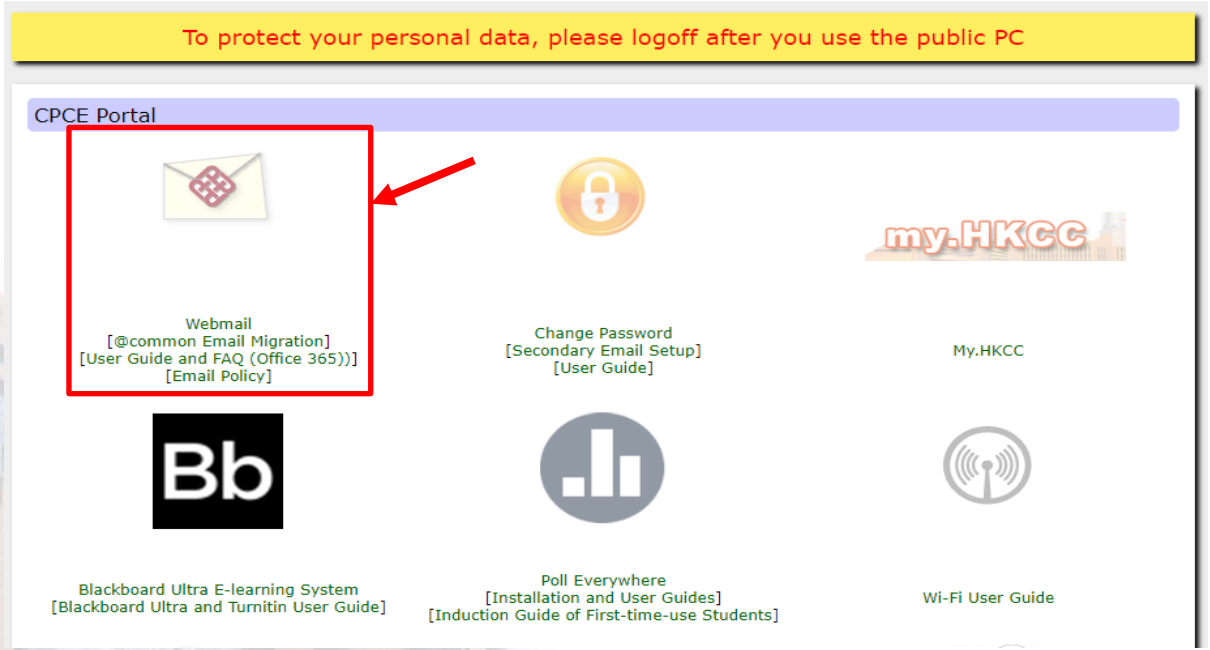
Communication Channels/ CPCE Portal

You can access your student email account, Blackboard… etc.



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

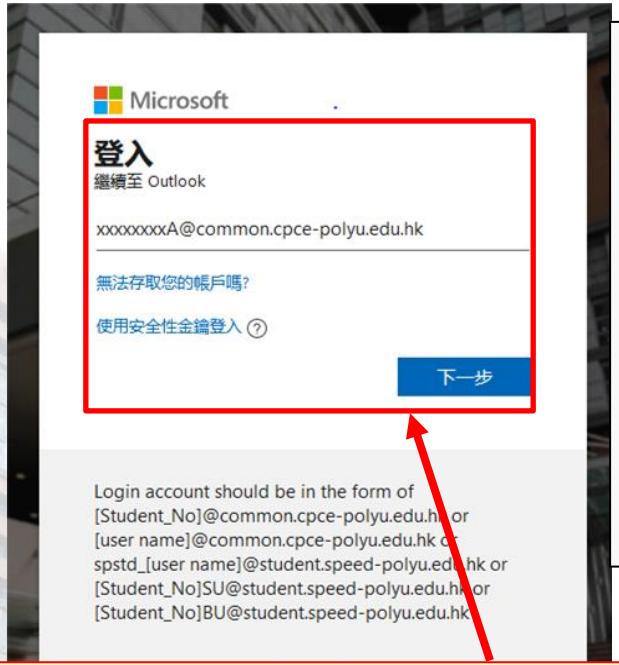
Communication Channels/ Student Email

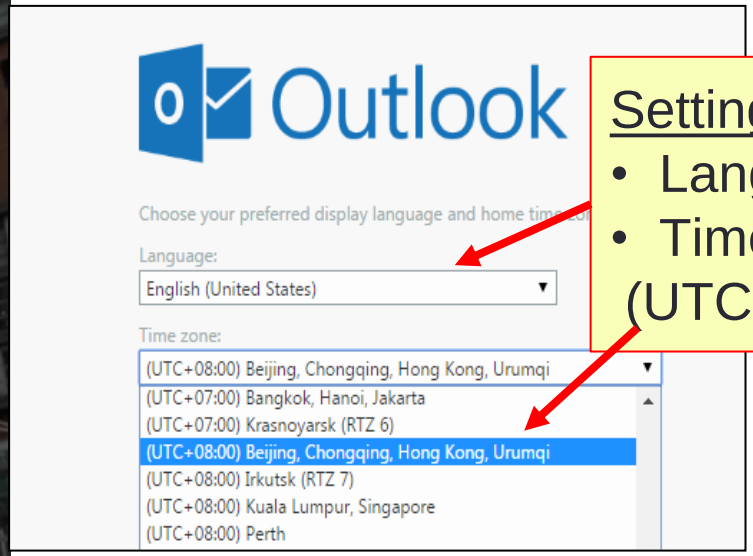


Log in through CPCE Portal or

Click Webmail: http://webmail.cpce-polyu.edu.hk/

Communication Channels/ Student Email



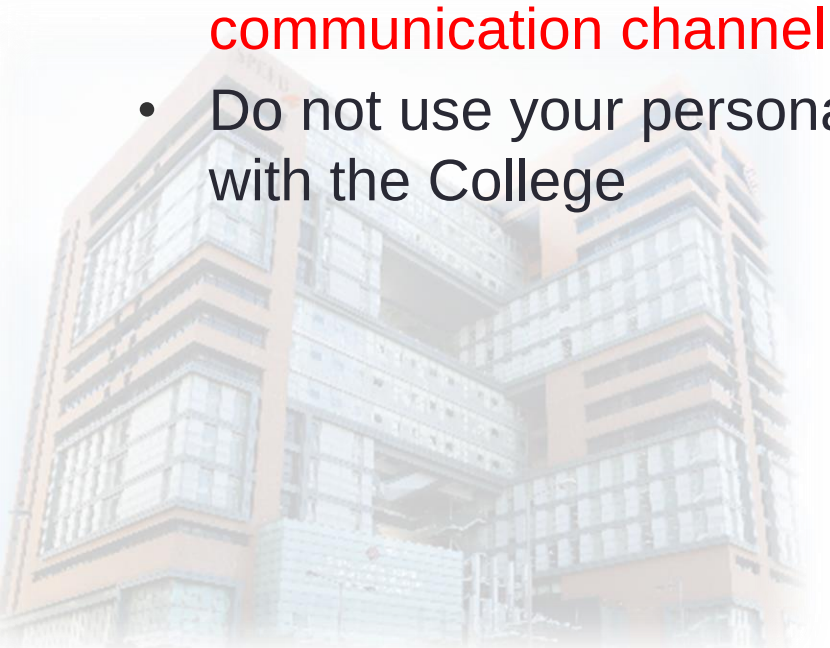


Setting:
- Language
- Time zone (UTC+08:00 HK)

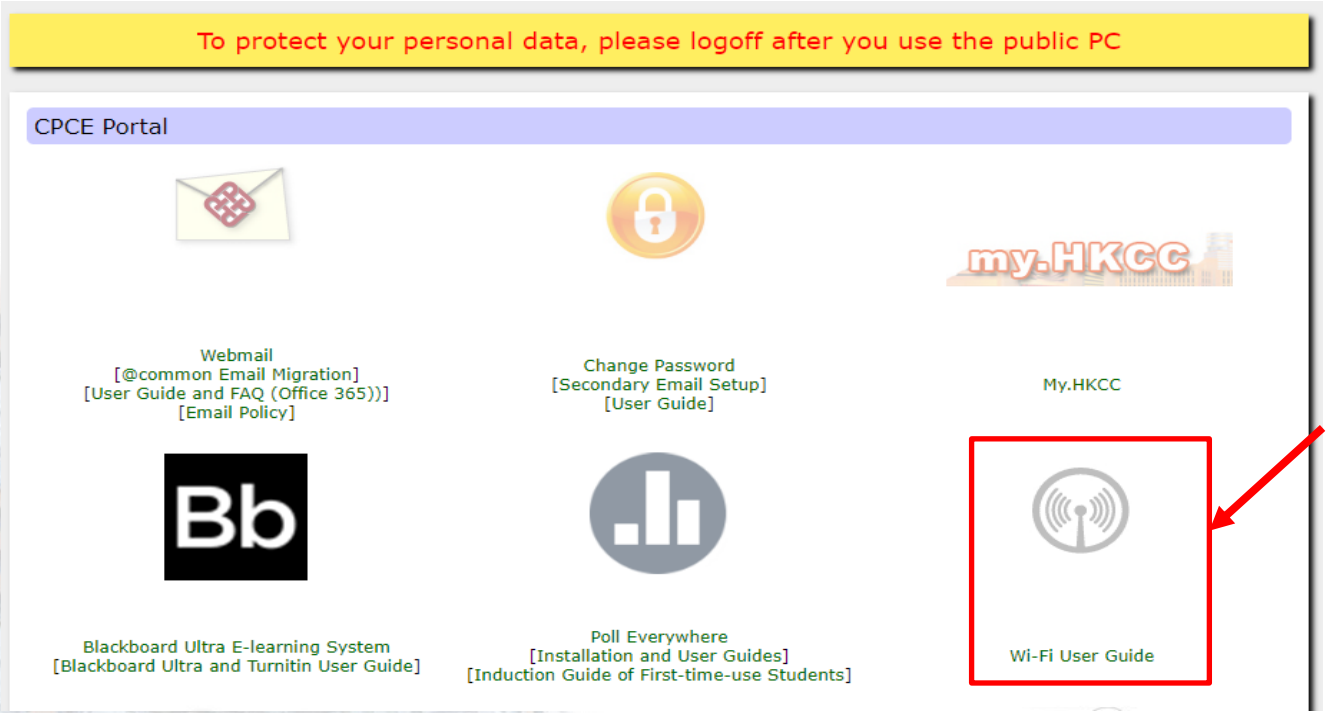
Log in: Student ID + @common.cpce-polyu.edu.hk
e.g. : 24123456A@common.cpce-polyu.edu.hk

Communication Channels/ Student Email

- Log out other email services
- CPCE email account should be the ONLY official communication channel
- Do not use your personal email when communicating with the College

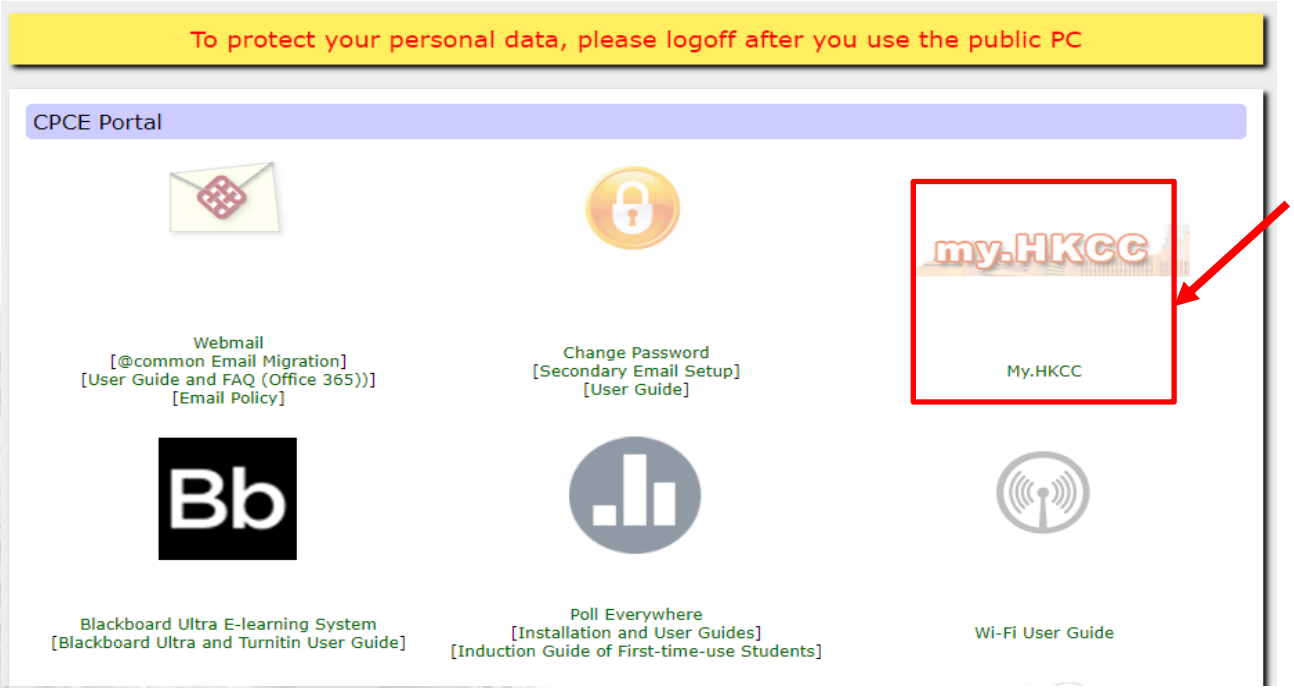


Communication Channels/ Wifi Service



SSID: CPCE_Student

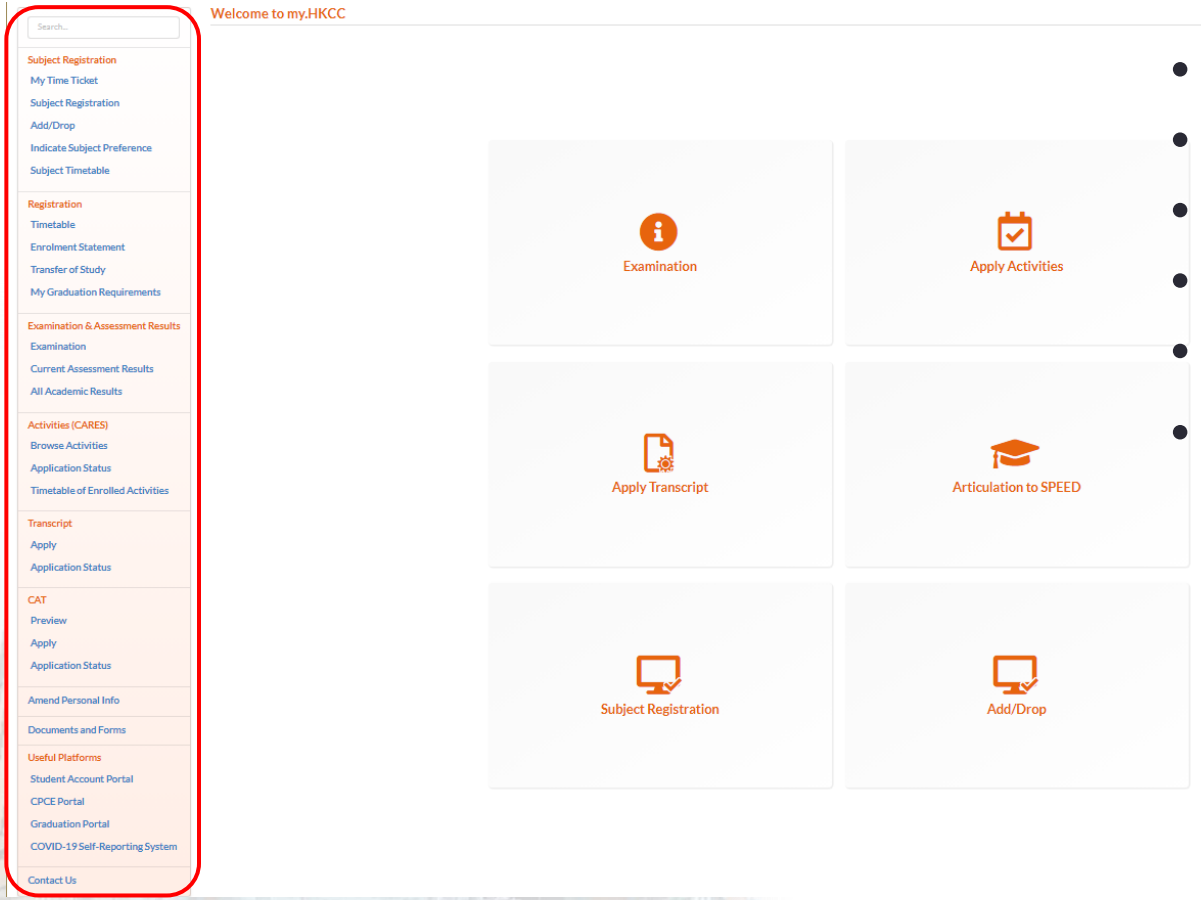
Communication Channels/ Student Portal



Visit my.HKCC Student Portal:

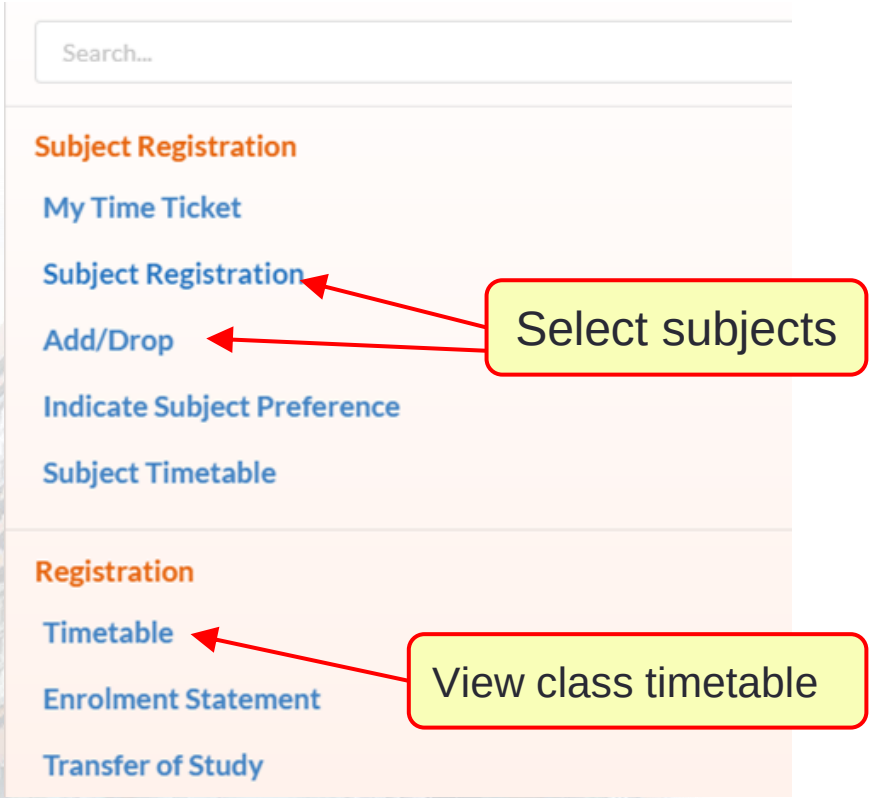
http://www.hkcc-polyu.edu.hk/myHKCC/

Communication Channels/ my.HKCC



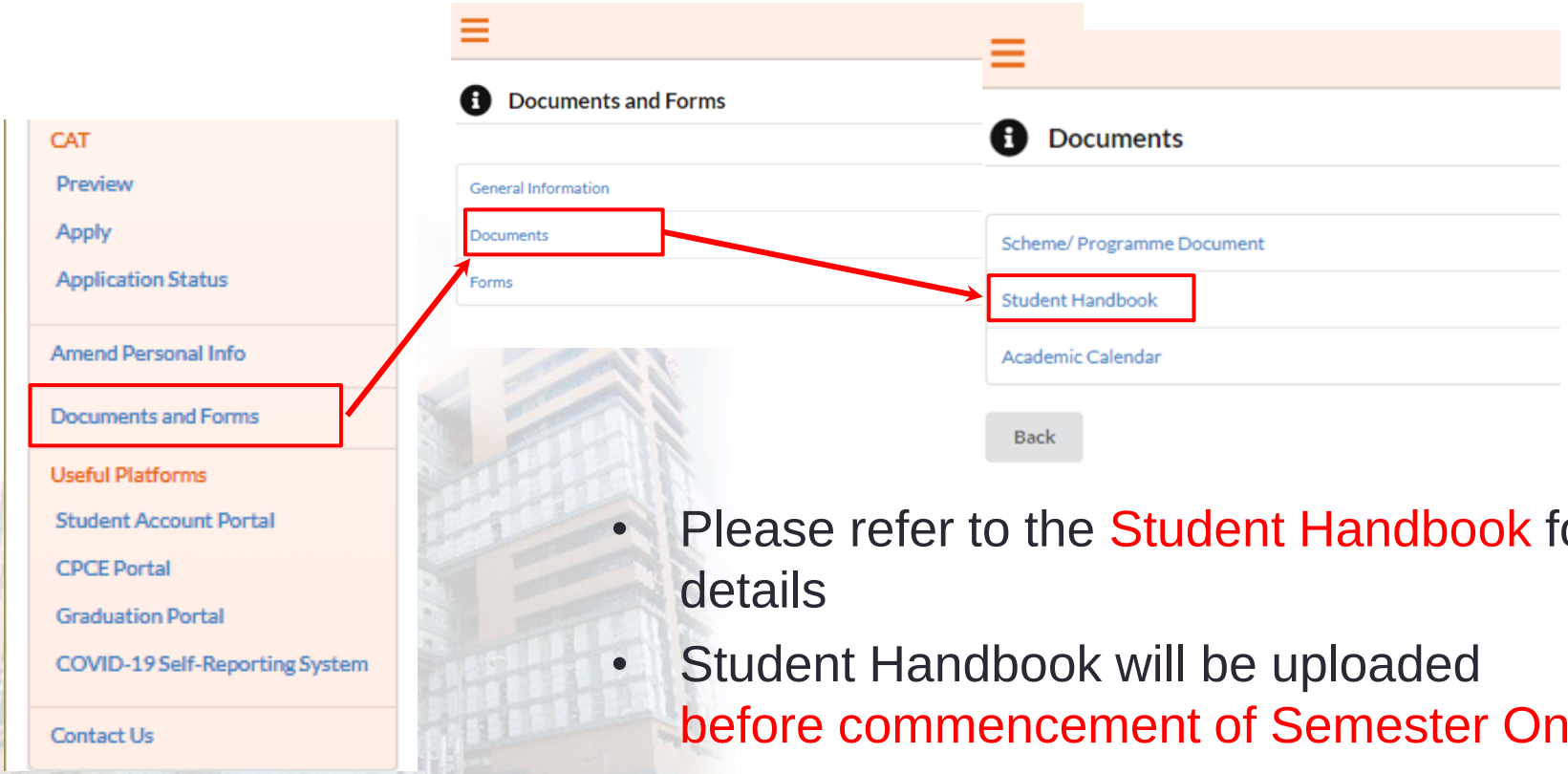
- Subject Registration
- Add/Drop
- Personal timetable
- Personal record
- Assessment Results
- Retrieve documents and forms

Communication Channels/ my.HKCC



- Your personal timetable will be released before Semester One (i.e. 28 August 2024).
- New students cannot add/drop any subject in Semester One

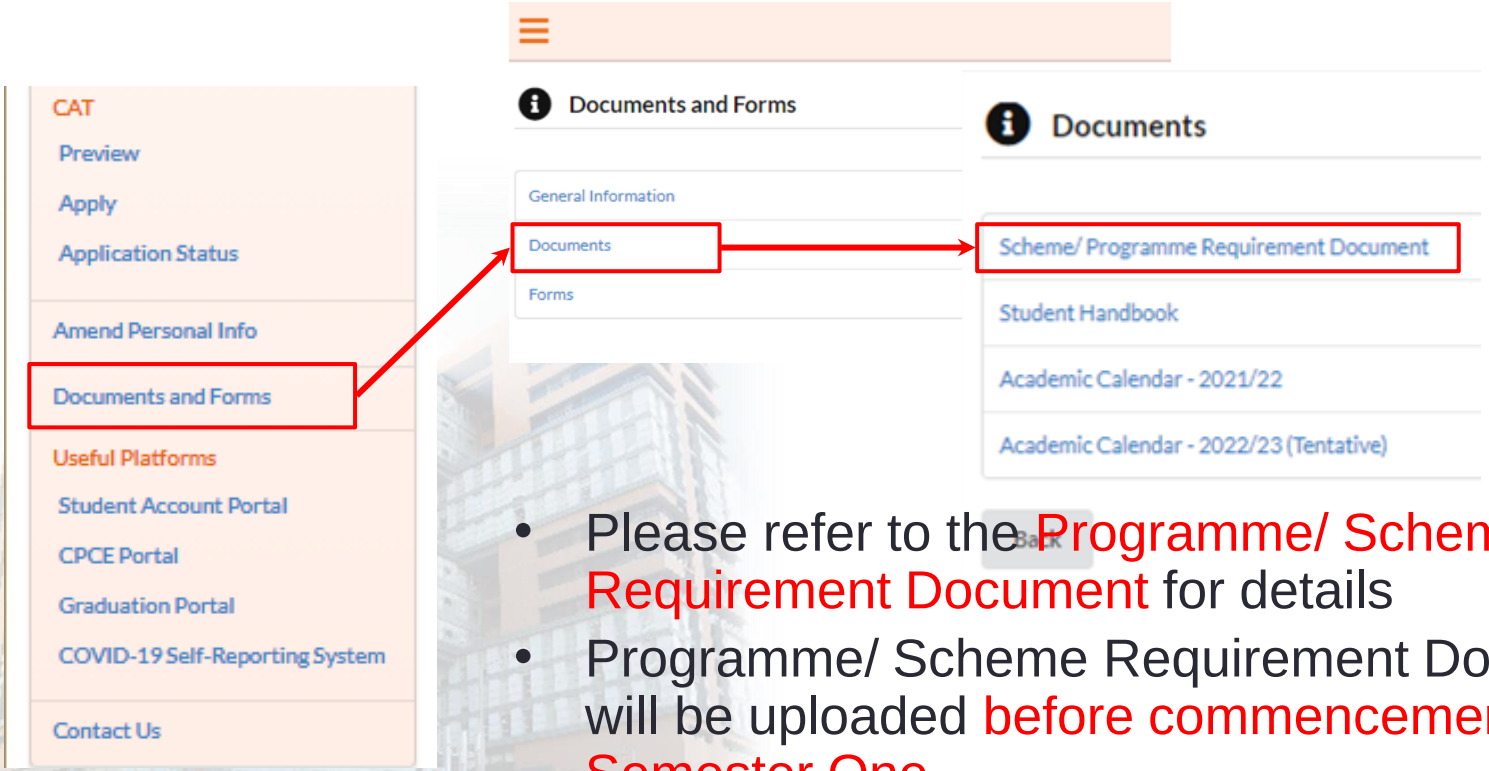
Communication Channels/ Student Handbook



- Please refer to the Student Handbook for details
- Student Handbook will be uploaded before commencement of Semester One

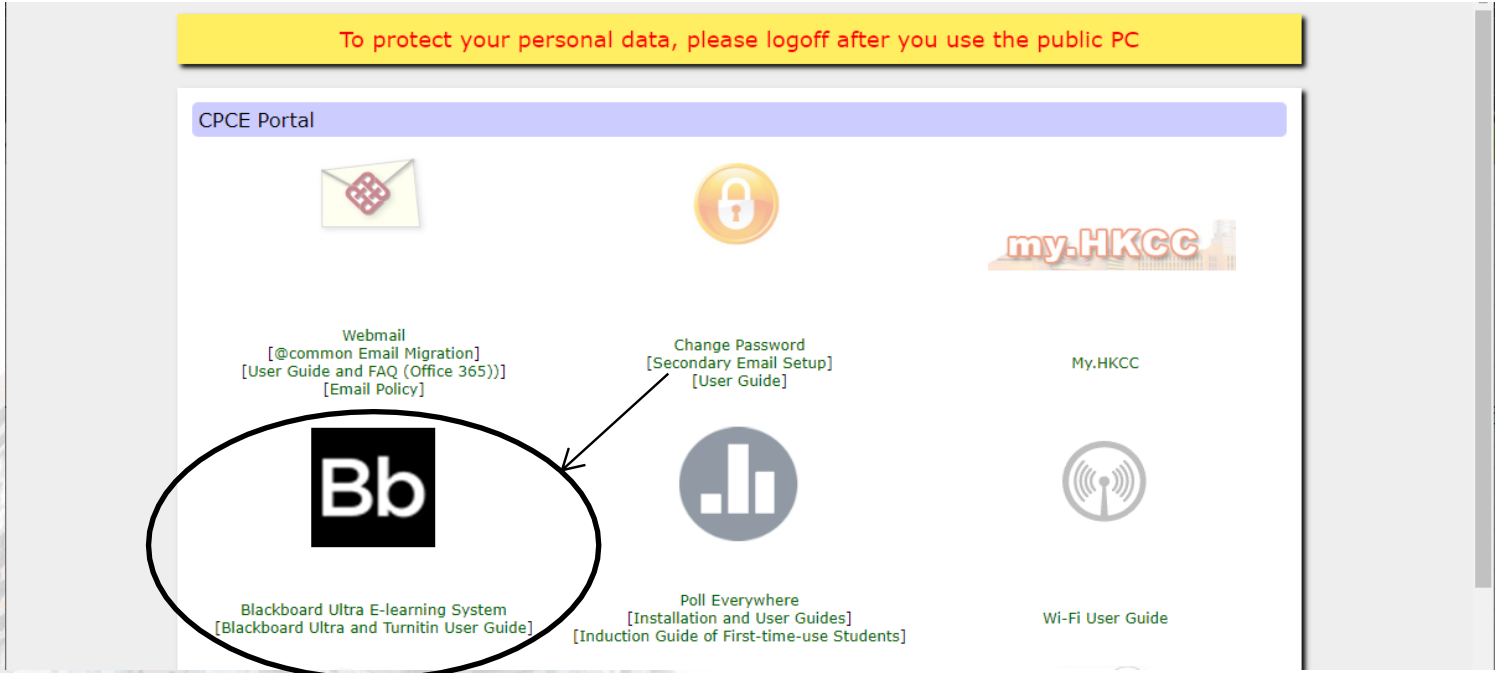
Communication Channels/

Scheme / Programme Requirement Document



- Please refer to the Programme/ Scheme Requirement Document for details
- Programme/ Scheme Requirement Document will be uploaded before commencement of Semester One

Communication Channels/ Blackboard

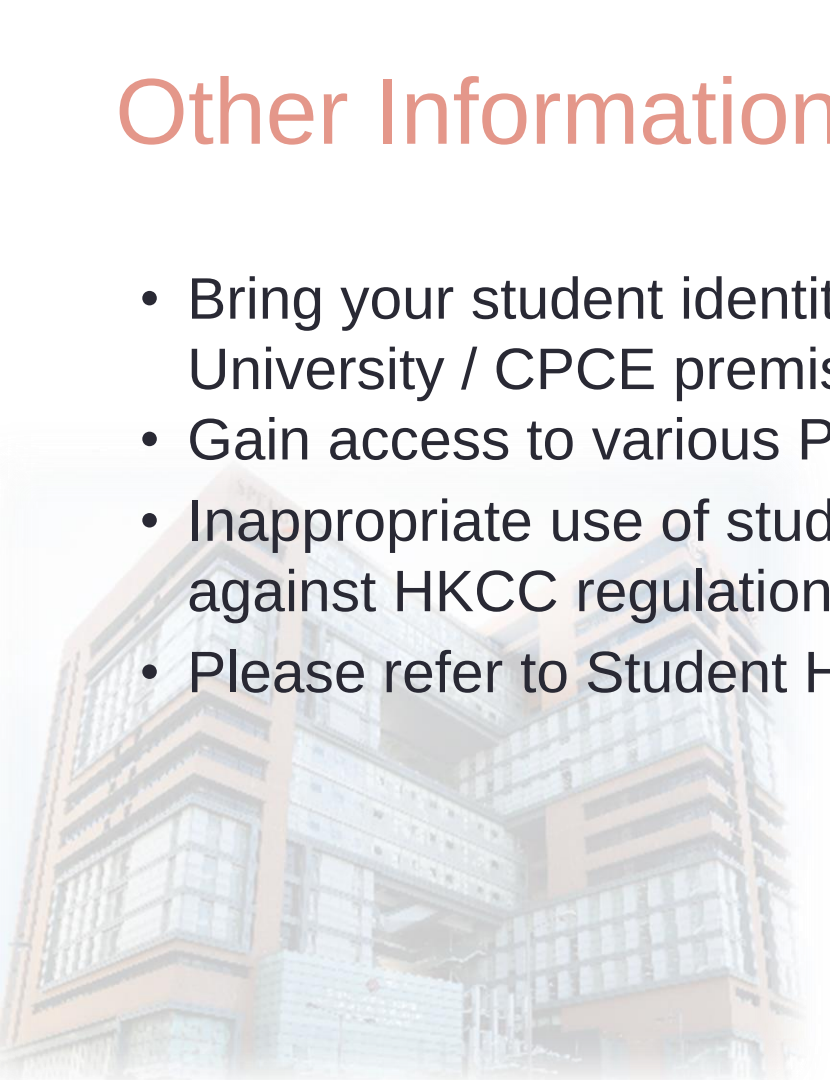


Other Information/ Student Identity Card

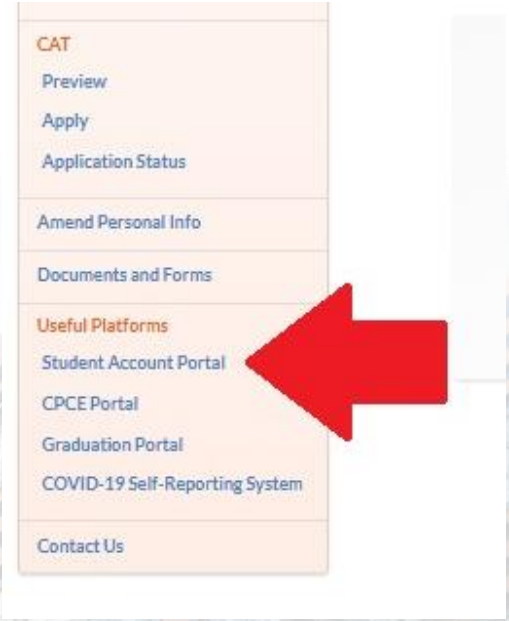
- Your photo
- Chinese & English name
- Programme nature
- Student number
- Valid until **31 August 2026**

Other Information/ Student Identity Card

- Bring your student identity card at all times while in the University / CPCE premises
- Gain access to various PolyU / HKCC facilities
- Inappropriate use of student identity card is an offence against HKCC regulations
- Please refer to Student Handbook for details



Other Information/ Tuition Fee



- Visit “Student Account Portal” on my.HKCC Student Portal to check tuition fee and debit note number
- Note: each fee payment will have a unique debit note number

Other Information/ Tuition Fee

Payment for	Payment Deadline
Tuition fee for Semester One 2024/25	8 August 2024
Fee adjustment for Semester One of 2024/25	Week 6 to 7
Tuition fee for Semester Two 2024/25	Before commencement of Semester Two
Fee adjustment for Semester Two of 2024/25	Week 6 to 7

Other Information/ Tuition Fee

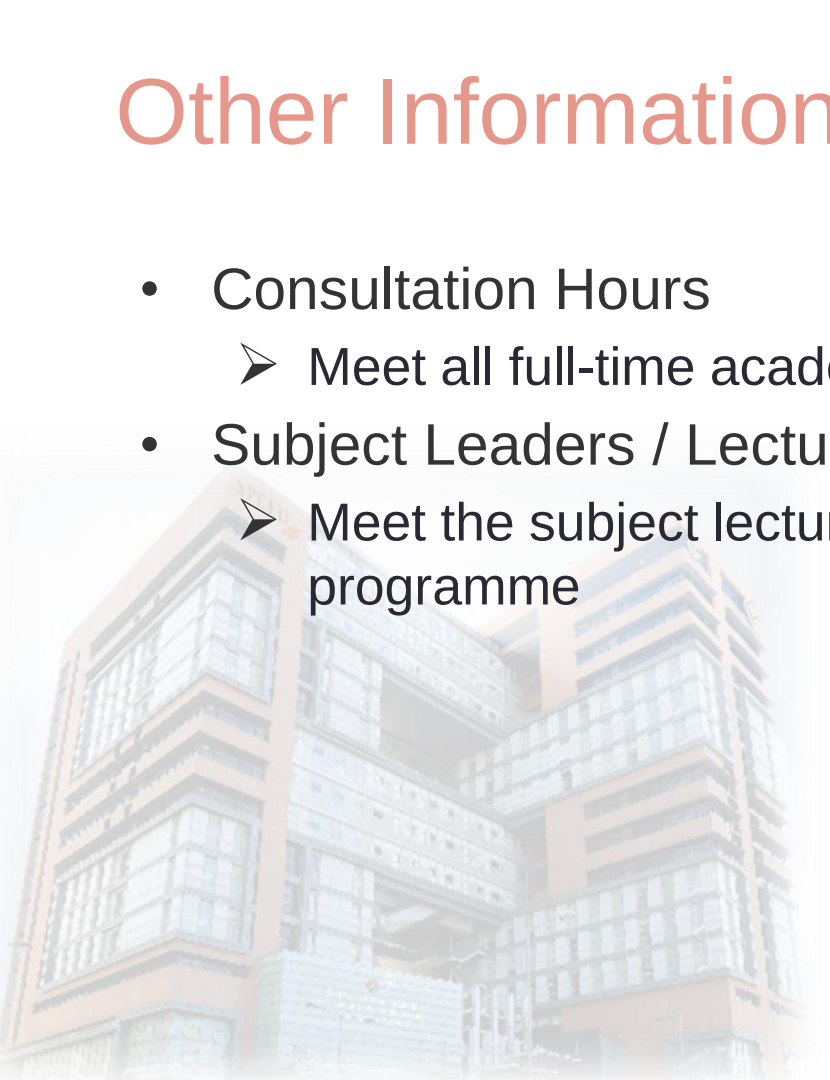
- Tuition fee is charged in accordance with the number of credits you have registered on a semester/term basis
- HK$2,335 per credit for general subjects, except Discipline-specific (DS) subjects / training credits of the following programmes
  - Associate in Health Studies
  - Associate Degree Scheme in Design
  - Higher Diploma in Social Work
- For retaken subject(s) you failed in previous semesters, credit fee will also be charged

Other Information/ Tuition Fee

- If you would like to apply for deferral of tuition fee payment, you may apply for extension of the last payment date via an online platform during a specified period of time
- Apply no later than 2 working days before the last payment date
- You will be advised of the details via e-mail in due course

Other Information/ Student Feedback Channels

- Consultation Hours
  - Meet all full-time academic staff for consultation
- Subject Leaders / Lecturers
  - Meet the subject lecturers and/or subject leaders of your programme



Other Information/ Student Feedback Channels

- Academic Advisors
  - Meet designated Academic Advisor for academic advice
- Scheme Leaders, Assistant Scheme Leaders, Programme Leaders
  and/or Deputy/Assistant Programme Leaders
- Student Counselling Officers

Other Information/ Student Locker

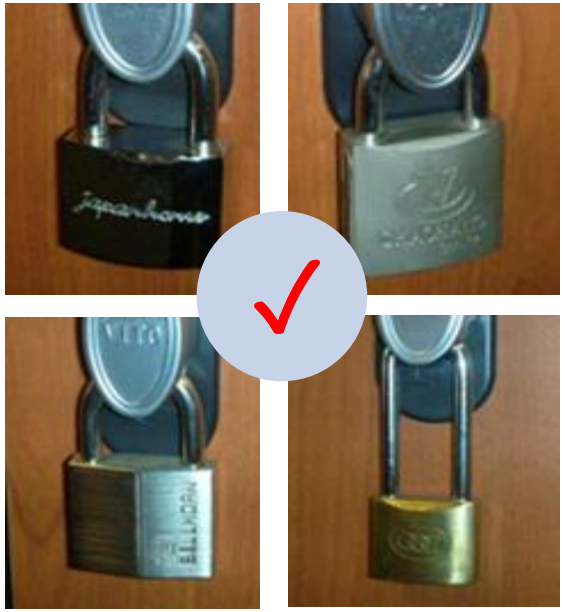
- Application fee: HKD65
- Non-transferable and non-refundable
- One-off payment
- Used until graduation, i.e. June 2026

You should vacate your locker and leave the door unlocked before the clearance deadline; otherwise your personal belongings left in the locker will be disposed without further notice

- Please contact CSAO at 3746 0880 for details

Other Information/ Student Locker

- Prepare your own padlock
- Padlock sample



Other Information/ Services and Facilities

- CPCE Information Technology Unit (ITU)
- CPCE Libraries
- CPCE Student Affairs Office (CSAO)
- CPCE Employability Services Office (CESO)
- Campus Facilities Management Office (CFM)
- Health Centre
- Dental Services

Thank you!

Welcome to
The PolyU
Hong Kong Community College