Common Information

for Freshmen

2025/26

January 2026 Entry

(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.)

Table of Contents

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 sub-degree [including Associate Degree (AD)/Higher Diploma (HD)] programmes. SPEED offers a wide range of quality self-financed undergraduate degree programmes (including 4-year full-time degree as well as 2-year full-time and 3- or 4-year part-time top-up degree)* and taught postgraduate programmes.

Entry to a 4-year full-time degree programme is a holder of DSE or equivalent; while entry to a 2-year full-time and 3- or 4-year part-time top-up degree is a holder of AD/HD or equivalent.

1.2.   CPCE "2+2+1" or "4+1" Articulation Pathway

CPCE offers a direct and seamless articulation pathway from HKCC to SPEED leading to a Bachelor's degree, then to a Master's degree awarded by PolyU.

All AD/HD students in final year of study at HKCC will receive a conditional offer on a top-up degree programme from SPEED. Within SPEED, students of undergraduate degree programmes will receive a conditional offer on taught postgraduate programmes in their final year of study.

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 at PolyU West Kowloon Campus, with some conducted at PolyU Hung Hom Bay Campus and PolyU Main Campus. All campuses are equipped with state-of-the-art facilities that will help nurture the all-round development of students.

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, general regulations and procedures, services and facilities, as well as various communication channels for students. The latest version of the Student Handbook will be available at the website of the CPCE Academic Registry (https://www.cpce-polyu.edu.hk/academic-registry) and the Student Portal at the beginning of programme commencement.

1.6.2.   Scheme/Programme Requirement Document

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

1.6.3.   Other Documents

Integrated Study/ Capstone Project/ Dissertation 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   Electronic Systems and E-learning

2.1.   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).

(a) Screen shown for students of sub-degree (including Associate Degree / Higher Diploma) programmes:
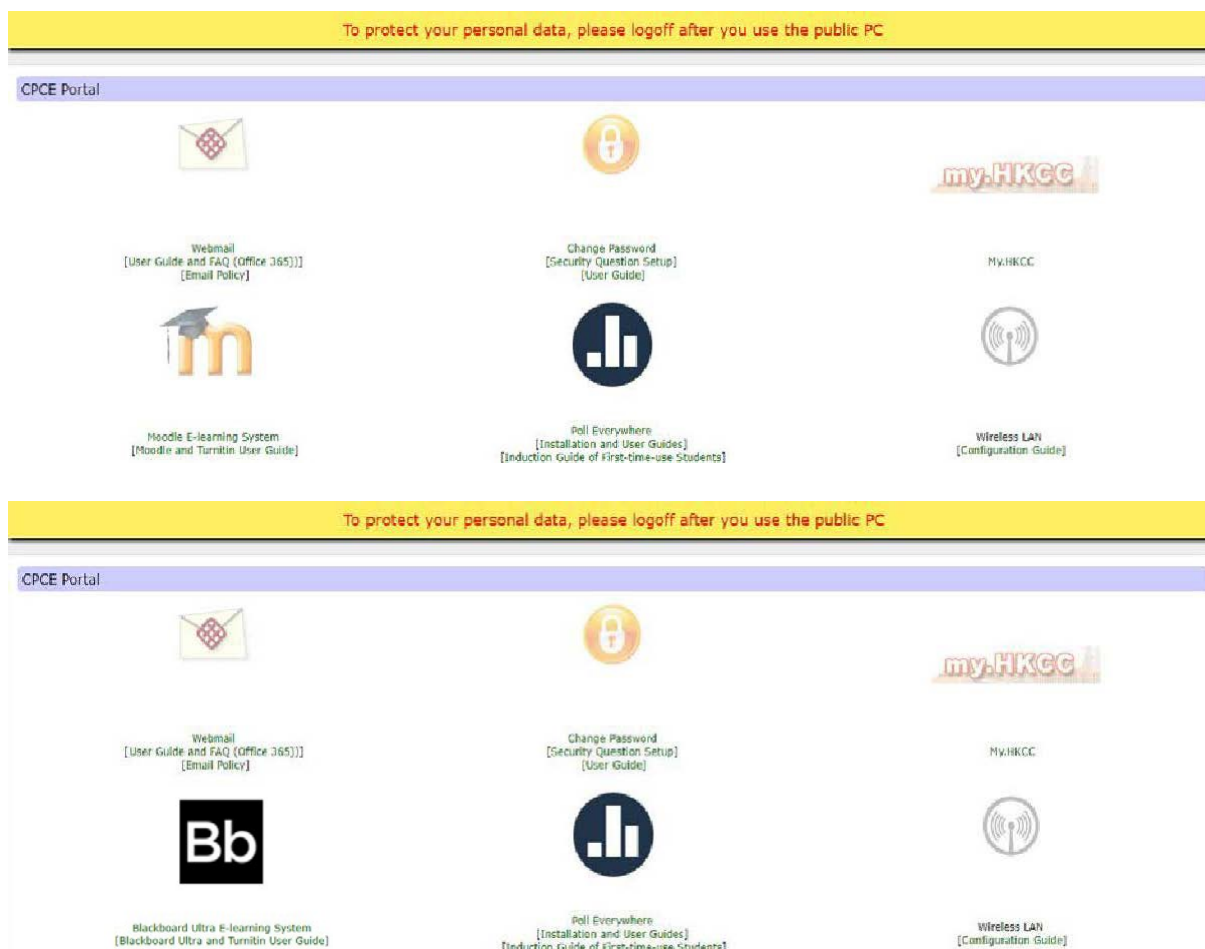
(b) Screen shown for students of **undergraduate (including 4-year full-time degree as well as 2-year full-time and 3- or 4-year part-time top up degree) and taught postgraduate programmes**:

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	<∨
User Name	<
Password	

Sign in

🔓 Forgotten Password   Regain access to your account if you have forgotten your password.

Select "Student"

Enter your student number

- 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:

- 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

New password is too short

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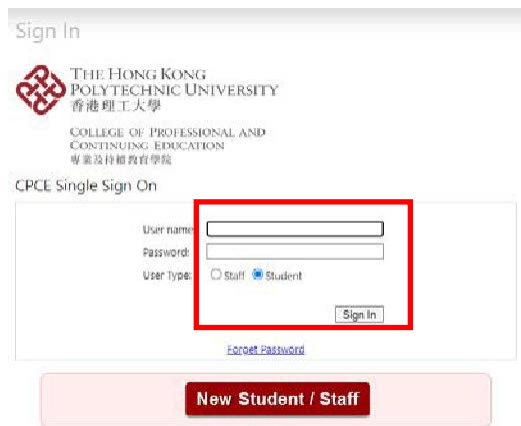
- Make the password longer
- Do not repeat letters or numbers
- Use mixed (upper and lower) case letters
- Add more numbers
- Add more symbol characters

Confirm Password

▶ Change Password

- Click "Continue" to complete
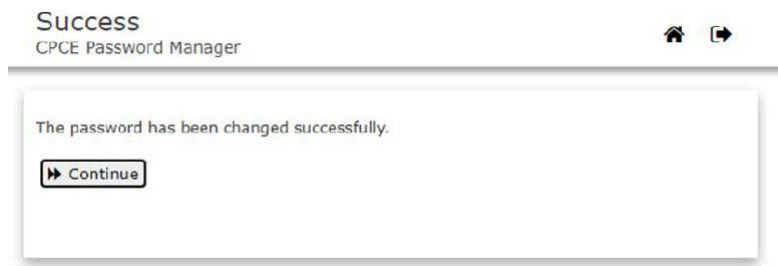
- You may now close CPCE Password Manager and log in to the CPCE Portal at https://portal.cpce-polyu.edu.hk/ with your new password.


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 those accessing the CPCE Portal.

(a) Screen shown for students of **sub-degree (including Associate Degree / Higher Diploma)** programmes:
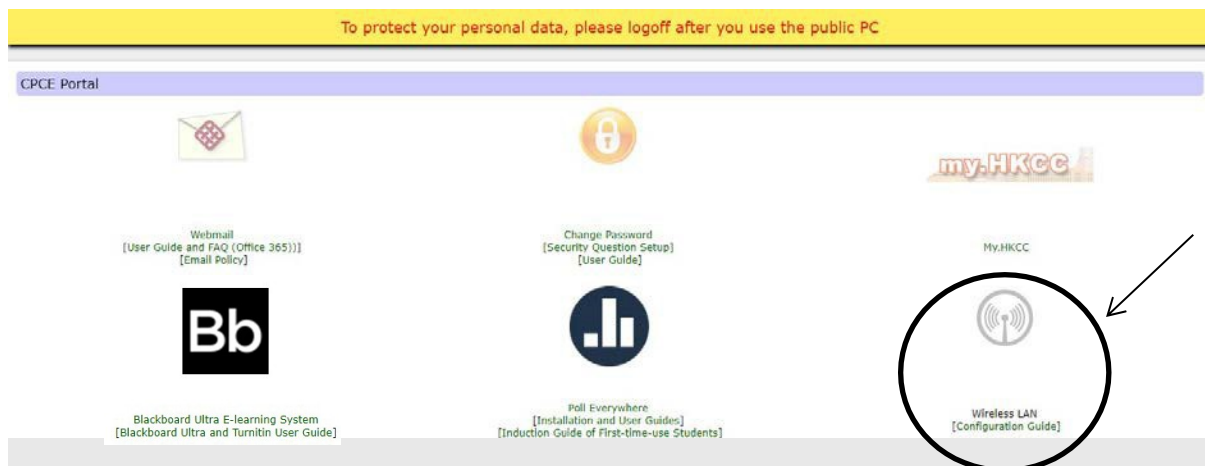
(b) Screen shown for students of **undergraduate (including 4-year full-time degree as well as 2-year full-time and 3- or 4-year part-time top up degree) and taught postgraduate** programmes:
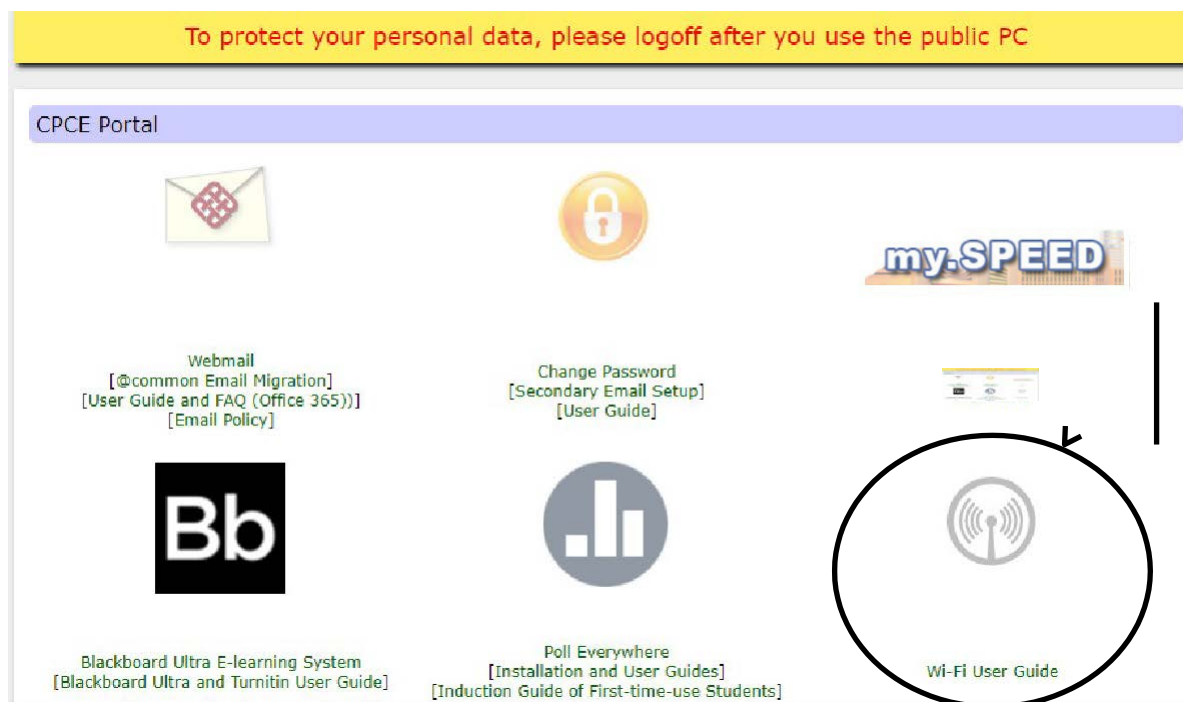
You may find the configuration guides for other useful devices or operating systems relating to your study on the CPCE Portal.

For students:

SSID name	Authentication with Encryption	Devices	Guides
CPCE_Student	AES with WPA2	Notebooks, mobile devices that support WPA	1. Windows 10 2. Windows 7 3. Mac OSX 4. Apple iPhone 5. Android
eduroam	AES with WPA2	Notebooks, mobile devices that support WPA	1. Windows 10 2. Windows 7 3. Mac OSX 4. Apple iPhone 5. Android

2.2. 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.

(a) Screen shown for students of **sub-degree (including Associate Degree / Higher Diploma)** programmes:
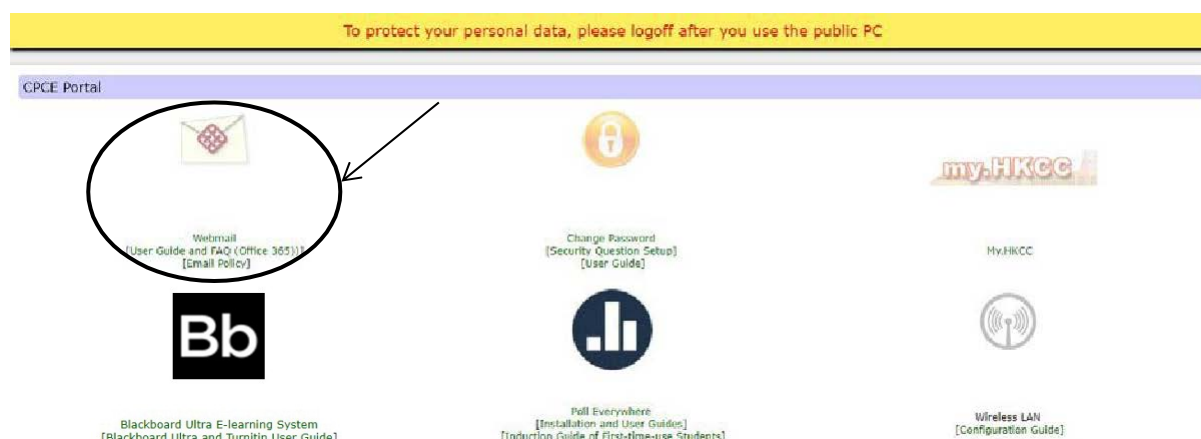
(b) Screen shown for students of **undergraduate (including 4-year full-time degree as well as 2-year full-time and 3- or 4-year part-time top up degree) and taught postgraduate** programmes:
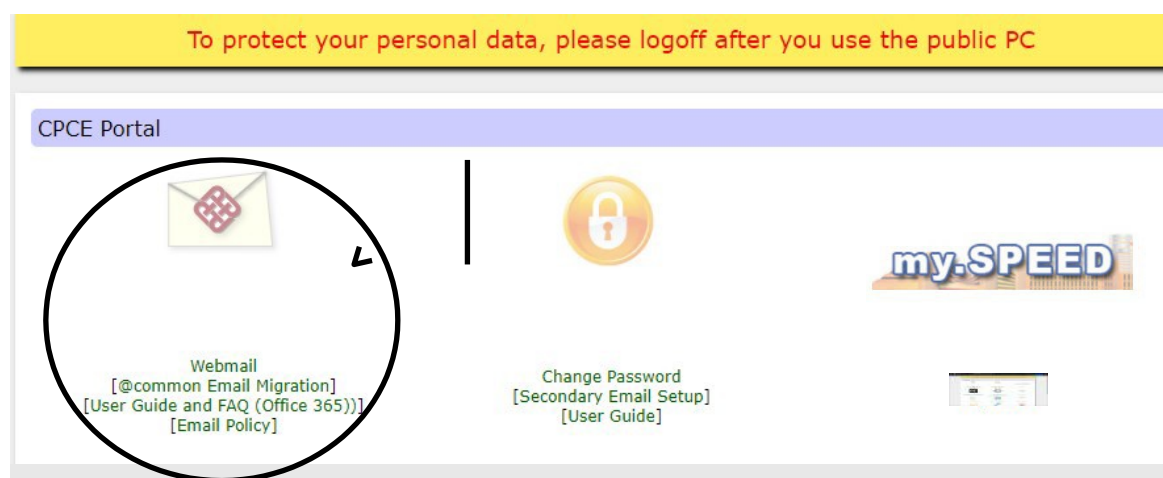
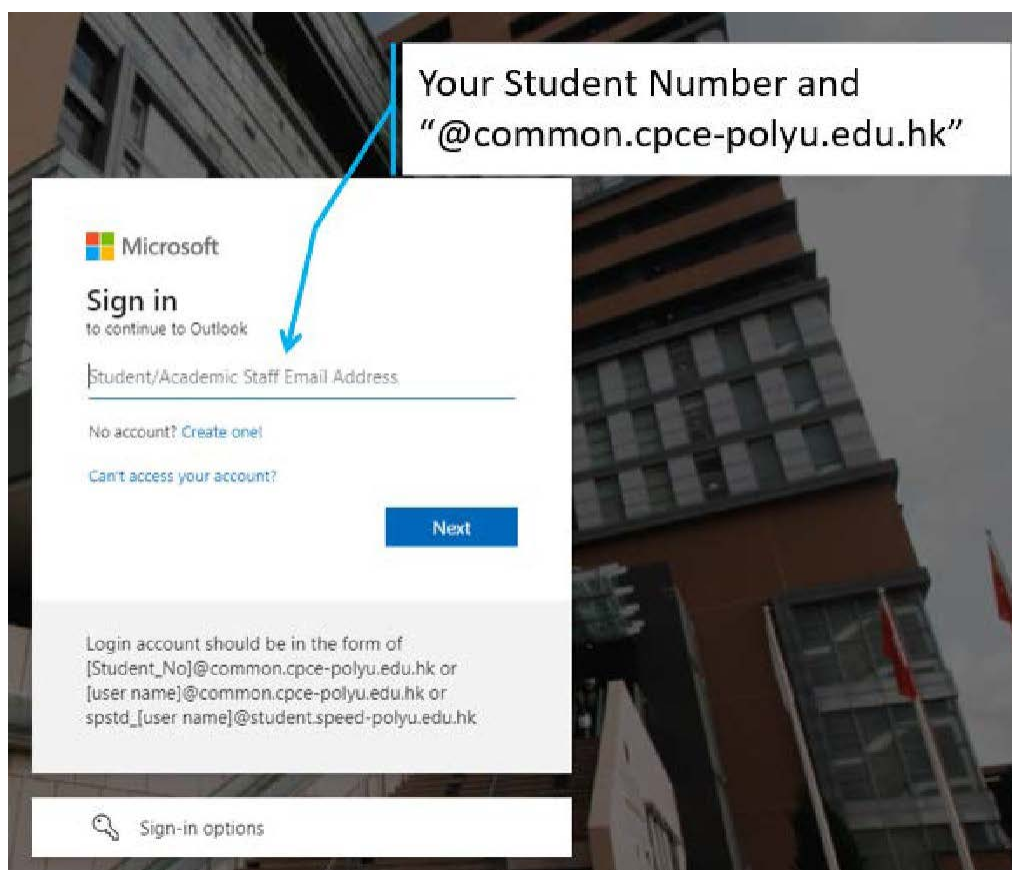You shall now be forwarded to the "Office 365 Sign In" page. Your email address is your student number + "@common.cpce-polyu.edu.hk" and the password is the same as the CPCE Portal password.

After the first login, please select your preferred language and time-zone (UTC+08:00 Hong Kong).
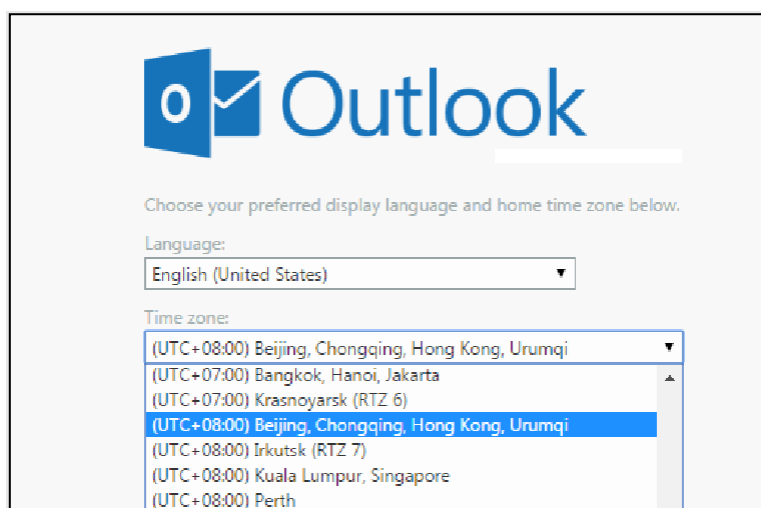
After using your mailbox, always remember to click "Sign out" on the toolbar to log out from your account and close the internet browser. For more information about the student email account, please visit "CPCE Student Email User Guide" at http://portal.cpce-polyu.edu.hk/.

2.3.　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:

Taught Postgraduate Degree Programmes	https://www.speed-polyu.edu.hk/myspeed
Undergraduate Top-up Degree Programmes (2-year full-time / 3- to 4-year part-time)	https://www.speed-polyu.edu.hk/myspeed
4-Year Undergraduate Degree Programmes (full-time)	https://www.speed-polyu.edu.hk/myspeed
Sub-degree (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.
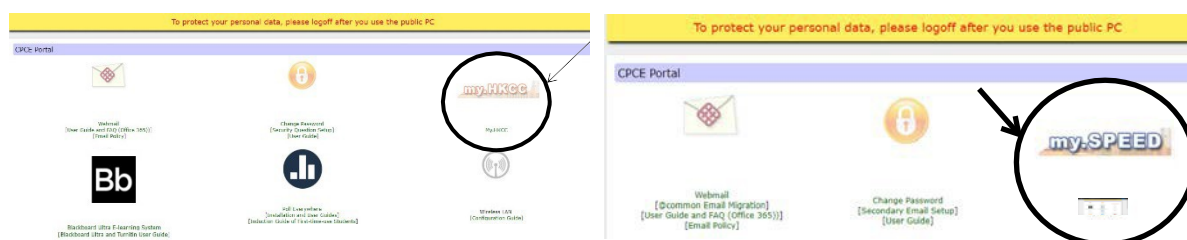
After logging in to the Student Portal, you can click on the relevant sections on the panel.
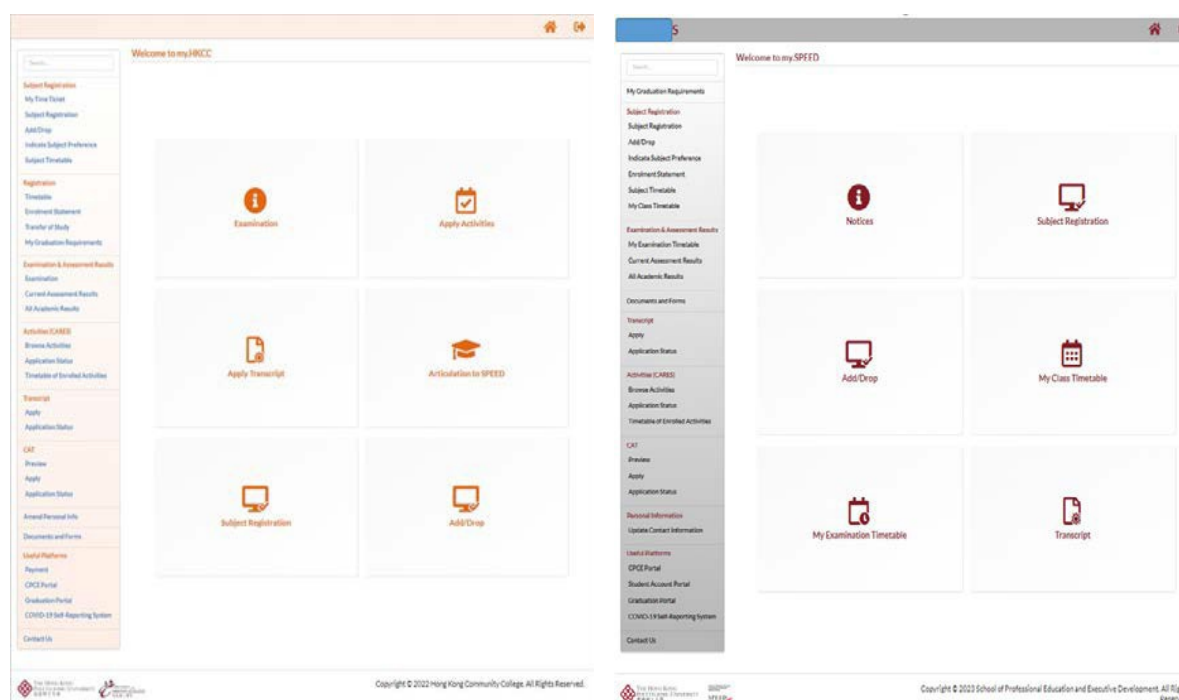
Online resources related to your study (e.g., subject registration, add/drop, personal class timetables) and amendment of personal particulars (e.g., contact information) are also available on the Student Portal.

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.

2.4.   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.

(a) Screen shown for students of sub-degree (including Associate Degree / Higher Diploma) programmes:

(b) Screen shown for students of **undergraduate (including 4-year full-time degree as well as 2-year full-time and 3- or 4-year part-time top up degree) and taught postgraduate** programmes:
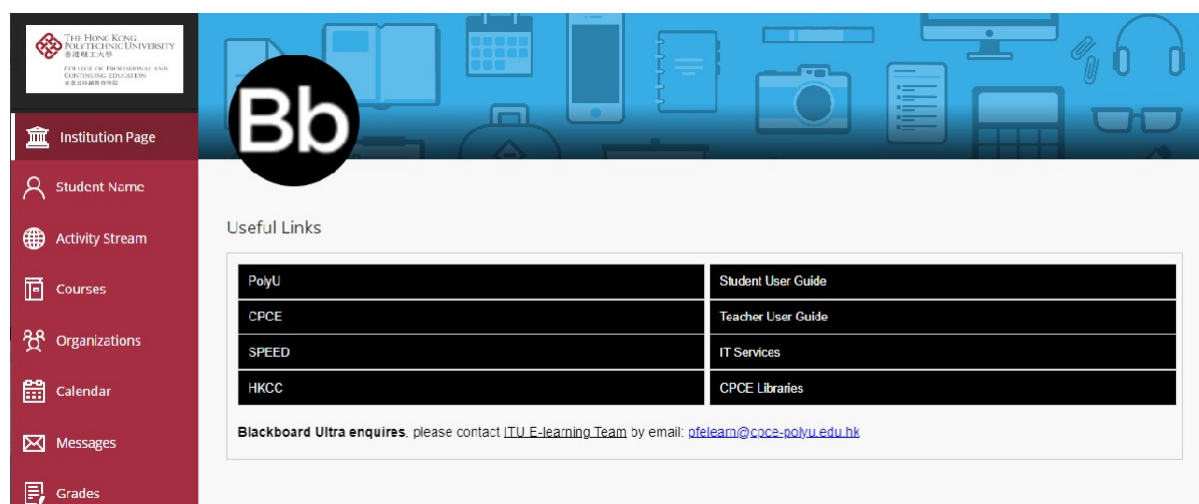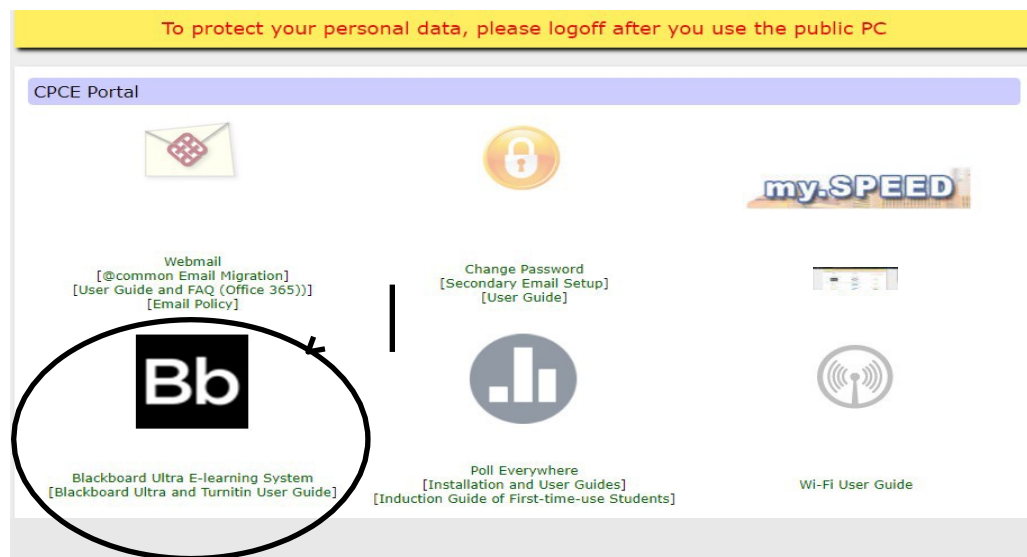
2.5.   Support to E-learning

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

2.5.1.   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.

2.5.2. 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).

2.5.3. FAQ on General IT Matters

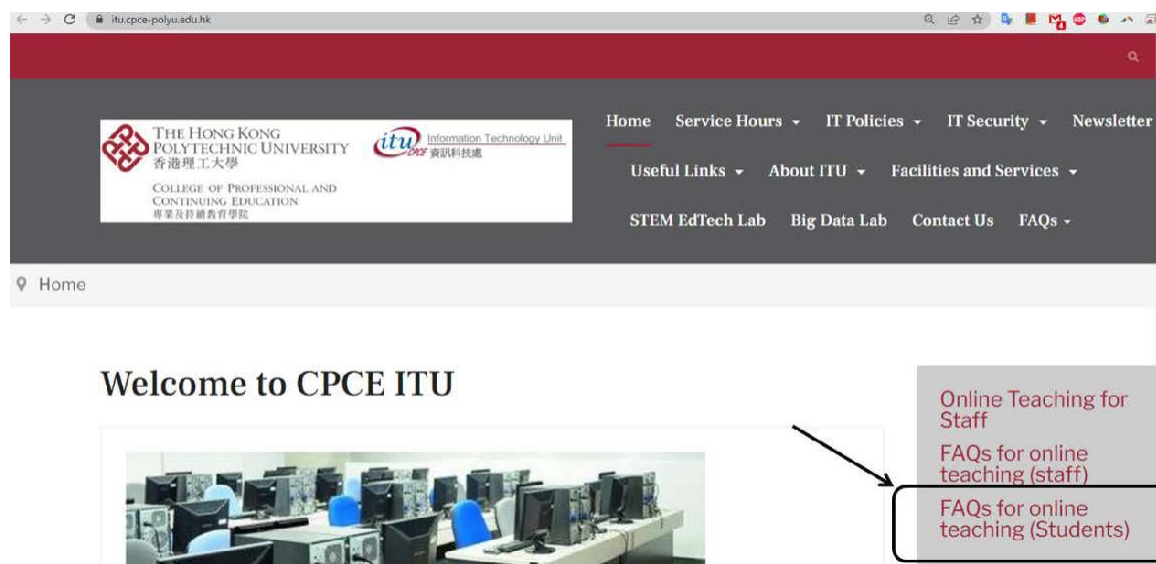Students may visit the CPCE Portal (https://portal.cpce-polyu.edu.hk) which includes a FAQ on general IT matters (IT FAQ).

2.5.4. e-Resources from CPCE Library and PolyU Pao Yue-kong 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.

Students may access the e-resources of PolyU PYK Library by using the computers in the PolyU PYK Library.

Part Three   Tuition Fees

3.1.   Tuition Fee Payment and Deadline

Before Programme Commencement

Students are required to settle the fees by specified date(s) before programme commencement. They cover the tuition fees for the minimum credit units for the first semester of study (excluding additional subjects / credits required for individual students) and a one-off caution money.

After Programme Commencement

Fee adjustments will be made after the add-drop period for every semester / term. Students may be required to pay additional tuition fees for subjects added or receive a refund for the excess of the tuition fees paid for subjects dropped.

Students will be advised of the schedule of payment for each semester / term via email to their student email account. The annual payment schedule will also be available at CAR website at the programme commencement.

Attention!

- At the time of admission, tuition fees paid covered the minimum credit units only.

- Individual students may be required to take additional subjects /credits beyond the minimum credit units. These subjects / credits will be pre-registered for students.

- If additional subjects / credits beyond the minimum credit units are required, students are required to pay additional fees after fee adjustment, even they have not added any subjects during the add-drop period.

Example: Tuition fee for the first semester of study

Before Programme Commencement

Major Requirement subject credit fee: HK$3,000/ credit
GUR subject credit fee: HK$3,000/ credit
The minimum credits of a programme at admission: 15
Tuition fee paid at admission: HK$45,000 (HK$3,000 x 15)

Additional subjects / credits are required and pre-registered for individual students:

Additional subject	Student A	Student B	Student C
Major Requirement Foundation Subject 1 (3 credits)	Not required	Not Required	Not Required
Major Requirement Foundation Subject 2 (3 credits)	Not required	Required	Not Required
GUR LCS1087 English for Academic Studies I" (3 credits)	Not required	Not Required	Not Required
GUR LCS1088 "English for Academic Studies II" (3 credits)	Not required	Required	Not Required
GUR LCS1107 "Chinese Communication for College Students" (3 credits)	Not required	Not Required	Required
Total credits enrolled for individual student	**15 credits**	**21 credits (15 + 6)**	**18 credits (15 + 3)**

After Programme Commencement

Additional tuition fee required for individual student after fee adjustment	Student A	Student B	Student C
	0	**HK$18,000 (HK$3,000 x 6 credits)**	**HK$9,000 (HK$3,000 x 3 credits)**

3.2. Fees Calculation

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

3.3. 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.

3.4. Deferral of Payment

Full-time local students who have already submitted application for government financial assistance schemes may apply to defer the payment of remaining tuition fees at admission. For details, please refer to the website for eligibility and access online application platform *(for full-time undergraduate top-up degree students)*.

Part Four   Financial Assistance

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

- **F**inancial **A**ssistance **S**cheme for **P**ost-secondary Students (**FASP**) *(for full-time sub-degree and undergraduate degree students)*;
- **N**on-means-tested **L**oan **S**cheme for **P**ost-secondary **S**tudents (**NLSPS**) *(for full-time sub-degree and undergraduate degree students)*;
- **E**xtended **N**on-means-tested **L**oan **S**cheme (**ENLS**) *(for part-time undergraduate degree, and postgraduate students)*;
- **C**ontinuing **E**ducation **F**und (**CEF**) *(for both full-time sub-degree, as well as full-time and part-time undergraduate degree students, except for 4-Year Degree 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.

4.1.   FASP, NLSPS and ENLS

You should submit your application for financial assistance through "eWFSFAA" (eWFSFAA.gov.hk) as early as practicable, or before the programme commencement.

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.

4.2. Continuing Education Fund (CEF) (not applicable to 4-Year Degree students)

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 fee reimbursement 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 e-application **within one year** upon successful completion of the CEF-reimbursable course.

4.3. MTR Student Travel Scheme (for full-time students)

The MTR Corporation offers concessionary fares under the "MTR Student Travel Scheme" to eligible students who are under 25 years old and enrolled in full-time day courses in Hong Kong. Eligible students can submit application via Online Application Platform in due course.

Part Five   Student Lockers and Student Identity Card

5.1.   **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 *CSAO Homepage > Our Services > Facilities and Support Services > Student Lockers*.

5.2.   **Student Identity Card and its Collection**

Upon your first registration on 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, having duly paid the tuition and other fees (e.g. caution money) and having completed the subject registration procedures. You should carry your SID at all times while in the campus, CPCE premises or PolyU 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 : cpce.ar@cpce-polyu.edu.hk   Service Counter : 3/F, North Tower, PolyU West Kowloon Campus   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 (SSHD)
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 : 3746 0819
Email : itu.helpdesk@cpce-polyu.edu.hk
Help Desk : 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 : 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 SLG08, LG/F, South Tower, PolyU West Kowloon 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
eWFSFAA	eWFSFAA.gov.hk
Online Demonstration to apply for various government financial assistance schemes (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/