



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

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

SPEED




理大專業進修學院 四年制學士學位課程 2026年一月入學

新生須知

課程總覽/ 學術方面

- 學部
 - 工商及款待業管理學部
 - 語文及傳意學部
 - 科技、工程及健康學部
 - 社會科學、人文及設計學部
- 教學地點
 - 主要教學地點為香港理工大學西九龍校園，少數課程會於香港理工大學紅磡灣校園及香港理工大學上課

課程總覽/ 學術方面

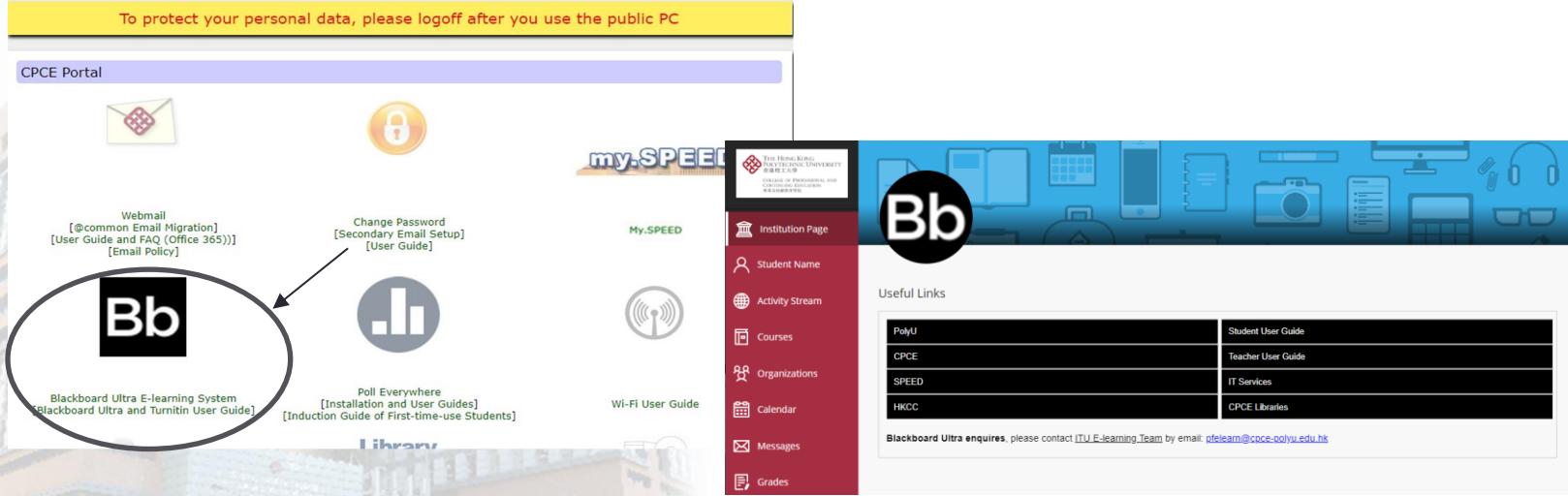
- 課程須知
 - 專業進修學院所有課程均由理大審批，畢業生將獲頒授理大專業進修學院學銜，其後更可繼續攻讀PolyU SPEED碩士學位課程
 - 修讀模式：全日制
 - 修讀時限：為期4年
 - 教學語言：大部分科目以英文授課。但基於科目的性質和目標，某些科目以中文授課。語文科目以該科語文授課

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(1月19日前)

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.SPEED

Wi-Fi User Guide

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

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

Library

Bb

Bb

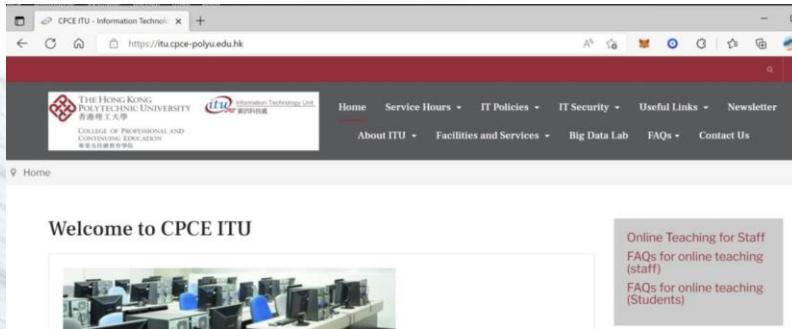
Useful Links

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

Blackboard Ultra enquires, please contact [ITU E-learning Team](mailto:itueLearn@cpce.polyu.edu.hk) by email: itueLearn@cpce.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

- 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

	Subject Registration	Add Drop
第一學期	新生於入學註冊時選擇選修科目	新生均不能於第一學期增修/退修科目或更改科目組別
暑假學期 (如需要)	2月下旬	6月中旬
第二、四、六、八學期	3月中旬	8月下旬
第三、五、七學期	10月中旬	1月中旬

課程總覽 / 學術方面

- 重要文件
 - 學生手冊
 - 校曆表
 - 組合課程 / 課程資料手冊

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

User Name

Password

Sign in

Forgotten Password

Regain access to your account if you have forgotten your

1. 選擇 "Student"
2. 輸入學生編號
3. 輸入預設之密碼
4. 點擊 "Sign In"

預設之密碼:
Speed.(+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: Speed.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

► Continue

1.再次輸入你的預設密碼

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

New password is too short

New Password

Strength: Very Weak



Confirm Password

▶ Change Password

根據設定密碼之規定建立新密碼

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

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

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CPCE Single Sign On

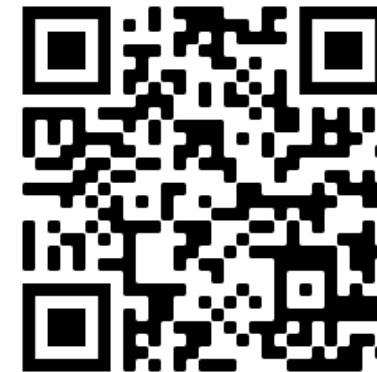
User name:

Password:

User Type: Staff Student

[Forgot Password](#)

New Student / Staff



通訊方法/ CPCE Portal

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CPCE Portal



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My.SPEED



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Wi-Fi User Guide

Library



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

通訊方法/ 學生電郵

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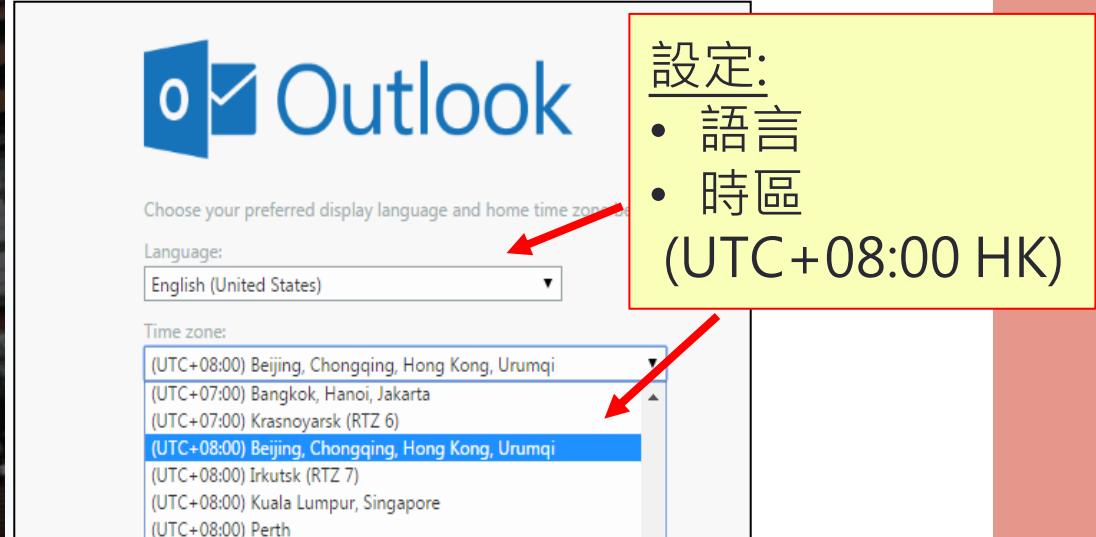
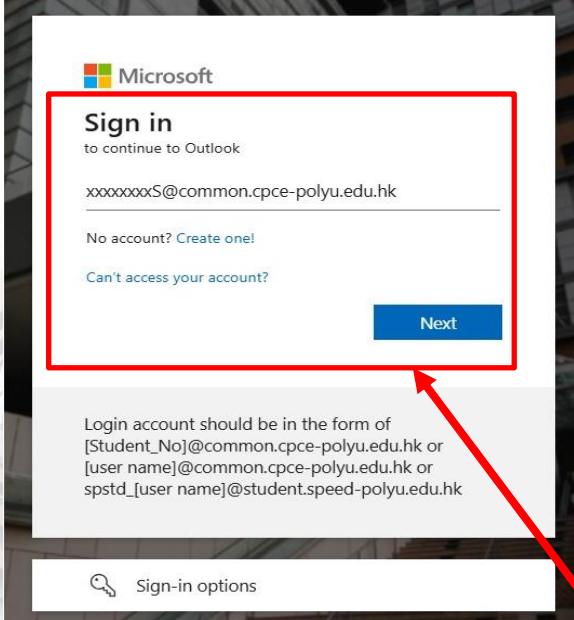
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Wi-Fi User Guide

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



登入: 學生編號 + @common.cpce-polyu.edu.hk
例: 25XXXXXXS@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



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Wi-Fi User Guide



選取: CPCE_Student

通訊方法/ Student Portal

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CPCE Portal



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Wi-Fi User Guide

Library



瀏覽my.SPEED Student Portal:

<http://www.speed-polyu.edu.hk/myspeed>

通訊方法/ my.SPEED



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

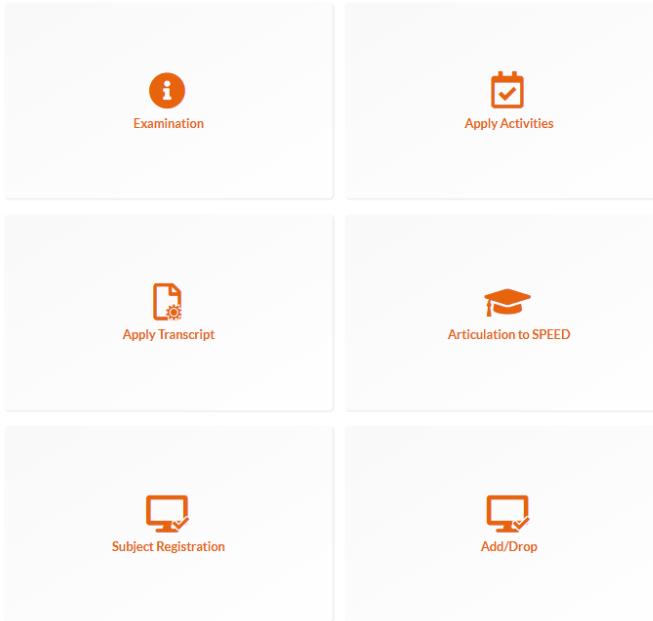
Amend Personal Info

Documents and Forms

Useful Platforms

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

Contact Us



- 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.SPEED

Search...

Subject Registration

My Time Ticket

Subject Registration

Add/Drop

Indicate Subject Preference

Subject Timetable

Registration

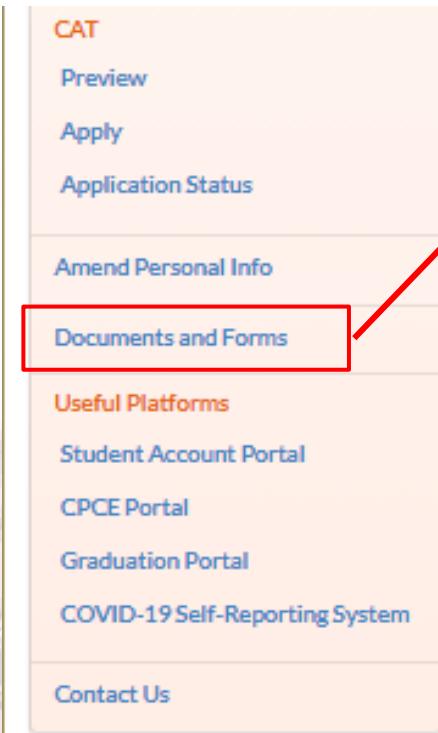
Timetable

Enrolment Statement

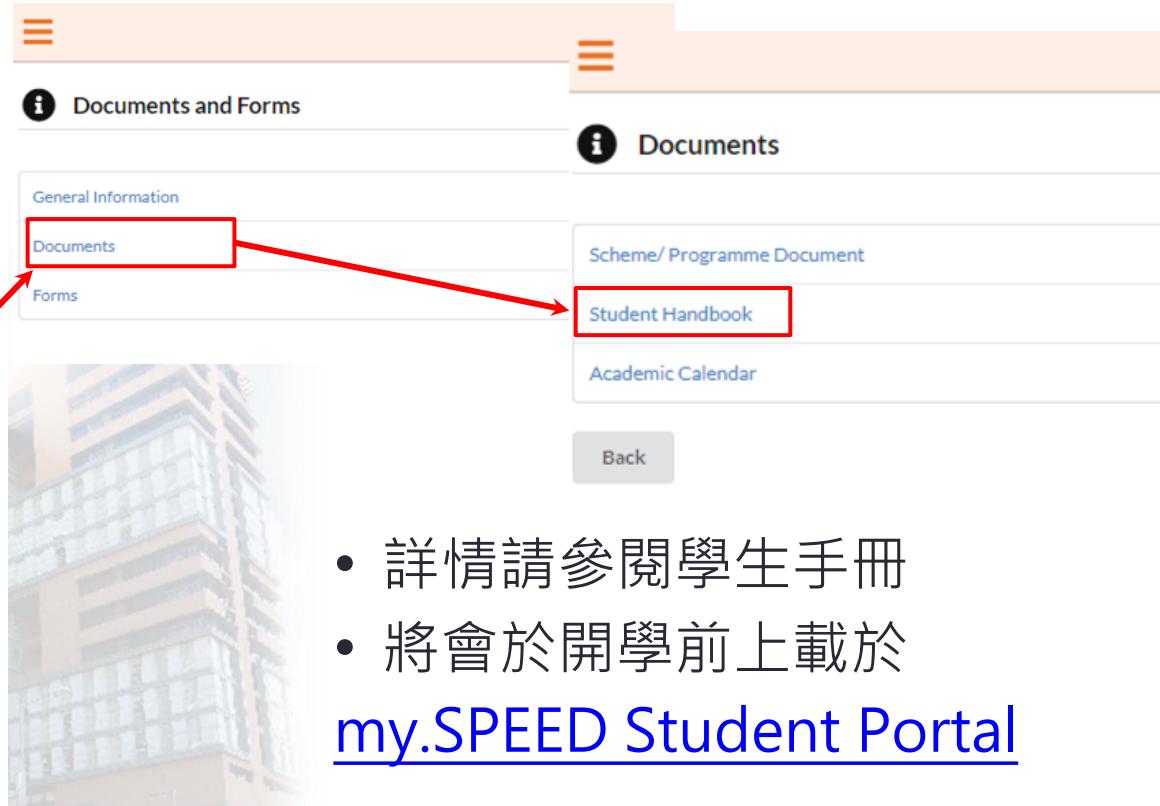
Transfer of Study

- 新生於第一學期不能增修 / 退修任何科目
- 上課時間表將於1月19日前發佈

通訊方法/ 學生手冊



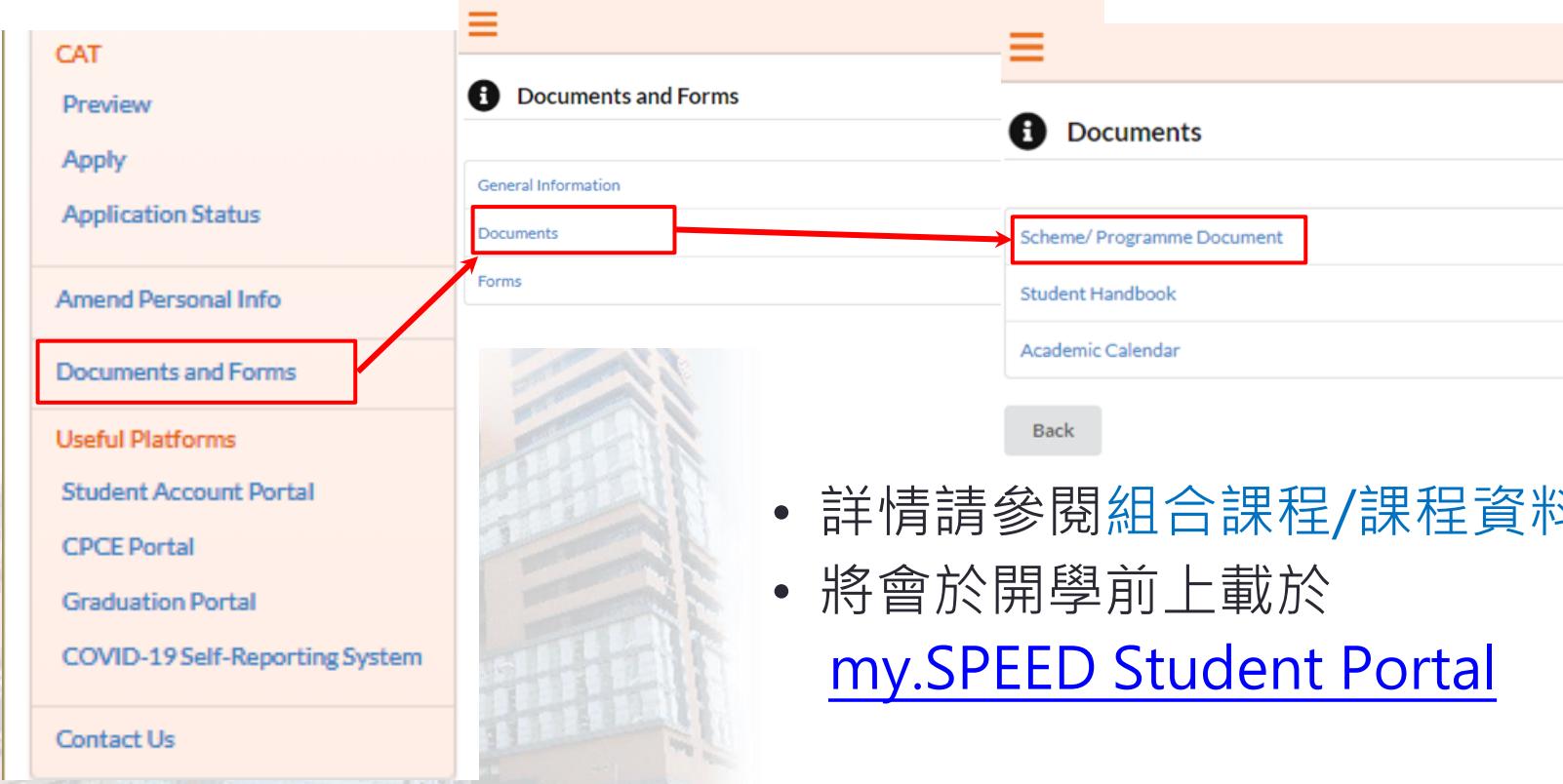
The screenshot shows the 'Documents and Forms' section of the CAT interface. The sidebar on the left includes links for CAT, Preview, Apply, Application Status, Amend Personal Info, Documents and Forms (which is highlighted with a red box), Useful Platforms, Student Account Portal, CPCE Portal, Graduation Portal, COVID-19 Self-Reporting System, and Contact Us. The main content area shows a list of documents under 'General Information', with 'Documents' highlighted by a red box. A red arrow points from the 'Documents' link in the sidebar to the 'Documents' link in the main content area. Another red arrow points from the 'Documents' link in the main content area to the 'Student Handbook' link in the 'Documents' section.



The screenshot shows the 'Documents' section. It includes a 'General Information' section with 'Documents' and 'Forms' options, and a main 'Documents' section with 'Scheme/ Programme Document' and 'Student Handbook' links. A red box highlights the 'Student Handbook' link. A red arrow points from the 'Documents' link in the sidebar to the 'Documents' link in the main content area, and another red arrow points from the 'Documents' link in the main content area to the 'Student Handbook' link.

- 詳情請參閱學生手冊
- 將會於開學前上載於
[my.SPEED Student Portal](#)

通訊方法/ 組合課程 / 課程資料手冊



The image shows a screenshot of the my.SPEED Student Portal. On the left, a sidebar menu lists 'CAT', 'Preview', 'Apply', 'Application Status', 'Amend Personal Info', 'Documents and Forms' (which is highlighted with a red box), 'Useful Platforms' (including 'Student Account Portal', 'CPCE Portal', 'Graduation Portal', and 'COVID-19 Self-Reporting System'), and 'Contact Us'. The main content area has a header 'Documents and Forms' with a sub-header 'General Information'. It shows two tabs: 'Documents' (which is highlighted with a red box) and 'Forms'. A red arrow points from the 'Documents' tab in the sidebar to the 'Documents' tab in the main content area. The main content area also includes a 'Back' button and links to 'Scheme/ Programme Document', 'Student Handbook', and 'Academic Calendar'.

- 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.SPEED Student Portal](#)

通訊方法/ Blackboard

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CPCE Portal



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Library

其他資料/ 學生證

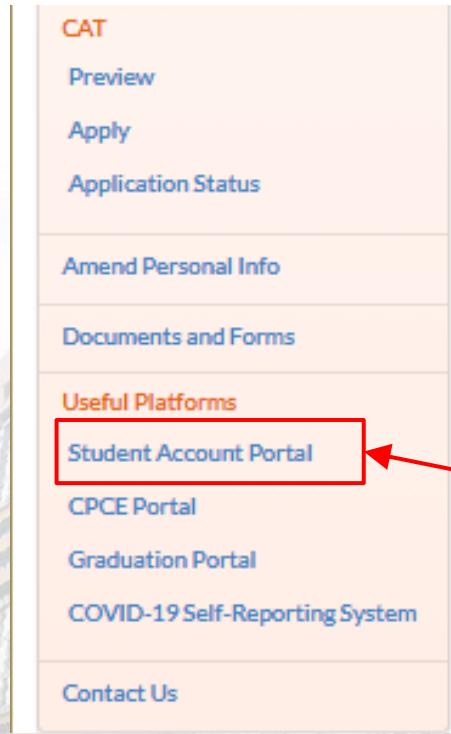
- 相片
- 中文及英文名字
- 課程類別
- 學生號碼
- 正常有效期至2030年1月31日



其他資料/ 學生證

- 進入學院時需要隨身攜帶學生証
- 學生證是代表專業進修學院學生身份
 - 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.SPEED 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
每期學費	每個學期開期之前
每期學費調整	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，學費根據課程階段及修讀年份而有所不同：
- 一般科目之學分費用為：
 - HK\$2,430 (第1-2學年) *
 - HK\$3,120 (第3-4學年) *
- 以下特定課程之專業教育科目 (Discipline-specific) 學分或培訓學分除外：
 - 健康學 (榮譽) 理學士
 - 媒體及傳意設計 (榮譽) 文學士
- 若要重修不合格科目，亦將收取學費

* 非本地生的學費較本地生高30%，有關學費詳情請瀏覽[學院網頁](#)。

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/ 學生資助

- 專上學生資助計劃 ([FASP](#))
- 專上學生免入息審查貸款計劃 ([NLSPS](#))
- 在職家庭及學生資助事務處 ([WFSFAA](#))
- 港鐵學生乘車優惠計劃 ([網上申請](#))

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\$100
- 不可轉讓或退還
- 一次性
- 可用至畢業 (2030年1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，請參閱CPCE學生事務處(CSAO)[網頁](#)

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([CLIB](#))
- 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 ([CFMO](#))
- 保健中心
- 牙科保健

謝謝大家
歡迎加入
理大專業進修學院

