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

PolyU

School of Professional Education and Executive Development

4-Year Undergraduate Programmes
January 2026 Entry

Key Information for Freshmen

Our Programmes/ Academic Issues

- Academic Divisions

  ➢ 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)

- Teaching Venues

  ➢ PolyU West Kowloon Campus, with some conducted at PolyU Hung Hom Bay Campus and PolyU Main Campus

Our Programmes/ Academic Issues

- Essential Programme Information

  ➢ Accredited by PolyU

  ➢ Lead to PolyU-SPEED awards. Graduates may articulate to PolyU SPEED's master degree programmes

  ➢ Study Mode: Full-time

  ➢ Period of Study: 4 years

  ➢ Most subjects are taught in English, although due to their nature and objectives, some subjects are taught in Chinese. Language subjects are taught in the languages in question.

Our Programmes/ Academic Issues

- Credit Transfer / Subject Exemption

  ➢ Submit Form CAR 20 "Credit Transfer / Exemption" with supporting documents

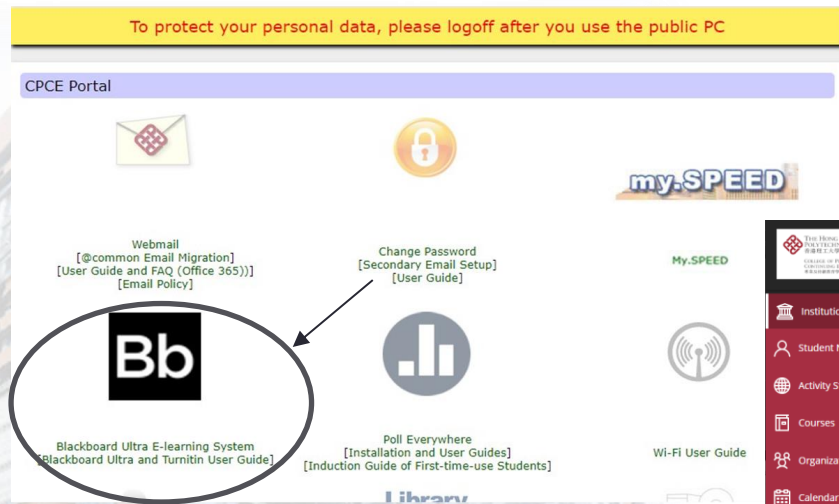 ➢ Deadline: no later than commencement of the Semester, i.e. 19 January 2026

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

- 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

	Subject Registration	Add Drop
1st Semester	Students register subjects during Programme Registration	Students cannot add/drop/change subject group
Summer Semester (if necessary)	Late February	Mid-June
2nd, 4th, 6th & 8th Semester	Mid-March	Late August
3rd, 5th & 7th Semester	Mid-October	Mid-January

Our Programmes/ Academic Issues

- Important Documents

  ➢ Student Handbook

  ➢ Academic Calendar

  ➢ Scheme/Programme Requirement Document
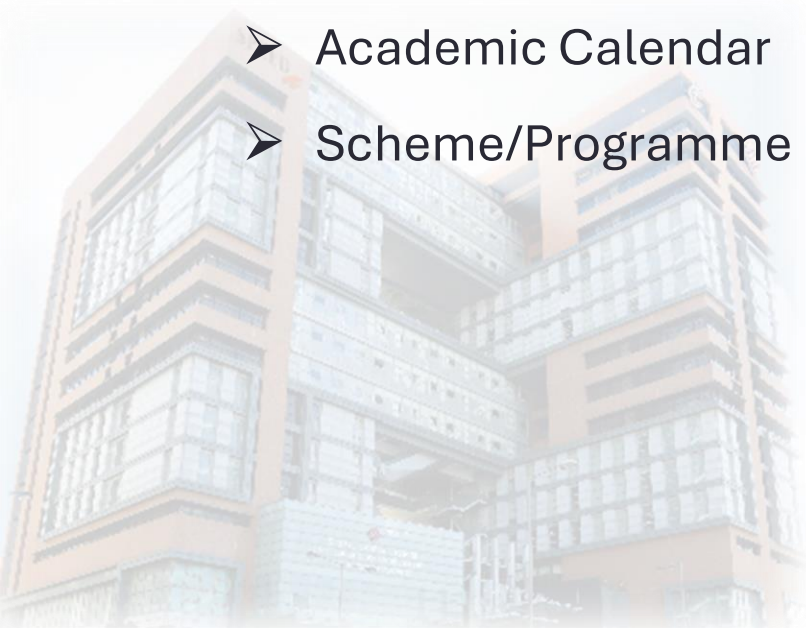
Communication Channels/ Password Manager Step 1

- 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

Please Sign in
CPCE Password Manager

| student | ⌄ |

← 1. Select "Student"

User Name

← 2. Enter your student number

Password

← 3. Initial password should be "Speed.xxx". xxx should equal to the last three characters of your HKID number including the digit or alphabet in brackets
For example, HKID is Y123456(A). The initial password should be Speed.56A

Sign in

← 3. Click "Sign in"

🔓 Forgotten Password

Regain access to your accoun[t]
password.

Communication Channels/ Set Password Step 3

Update Profile
CPCE Password Manager

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

Secondary Email Address*

1. Please input your PERSONAL email address and click "Update"

▶▶ Update   ✖ Cancel

2. Click "Update"

Communication Channels/ Set Password
Step 4

Success
CPCE Password Manager

Your user information has been successfully updated.

▶▶ Continue

Click "Continue"

Communication Channels/ Set Password Step 5

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.

1. Input your initial password again to set up your new password

Current Password

2. Click "Continue"

▶ Continue

Communication Channels/ Set Password
Step 6

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

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

1. Follow password rule to set up your password

2. Click "Change Password"

Communication Channels/ Set Password Step 7

Success
CPCE Password Manager

⌂ ⏻

The password has been changed successfully.

▶▶ Continue ←—— Click "Continue" to complete

Communication Channels/ Set Password Step 8

Visit CPCE Portal
with QR Code

Sign In

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CPCE Single Sign On

User name:	25xxxxxxS
Password:	
User Type:	○ Staff ● Student

Sign In

Forget Password

New Student / Staff

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/
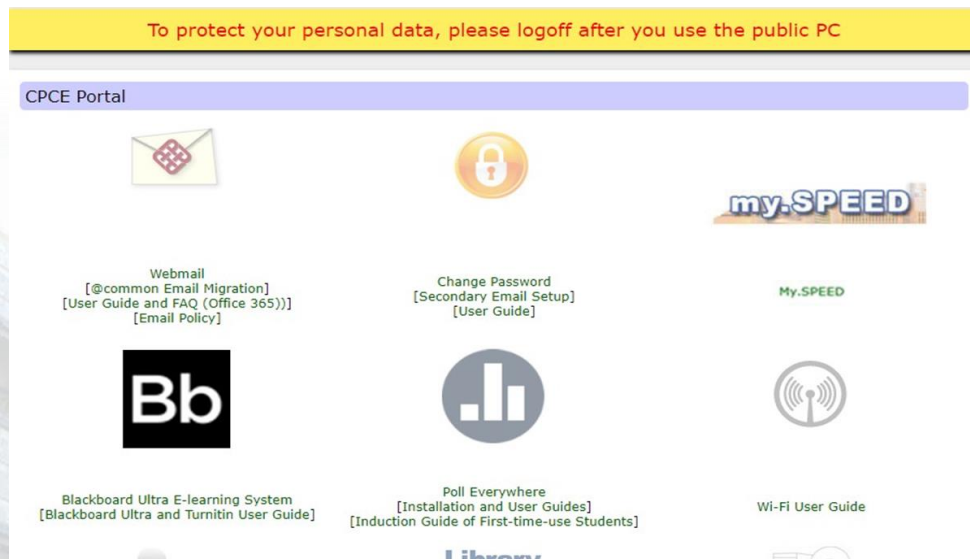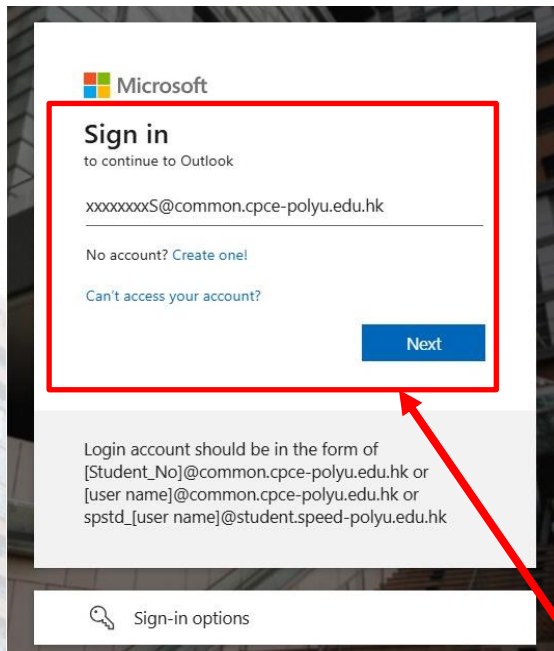
Communication Channels/ Student Email
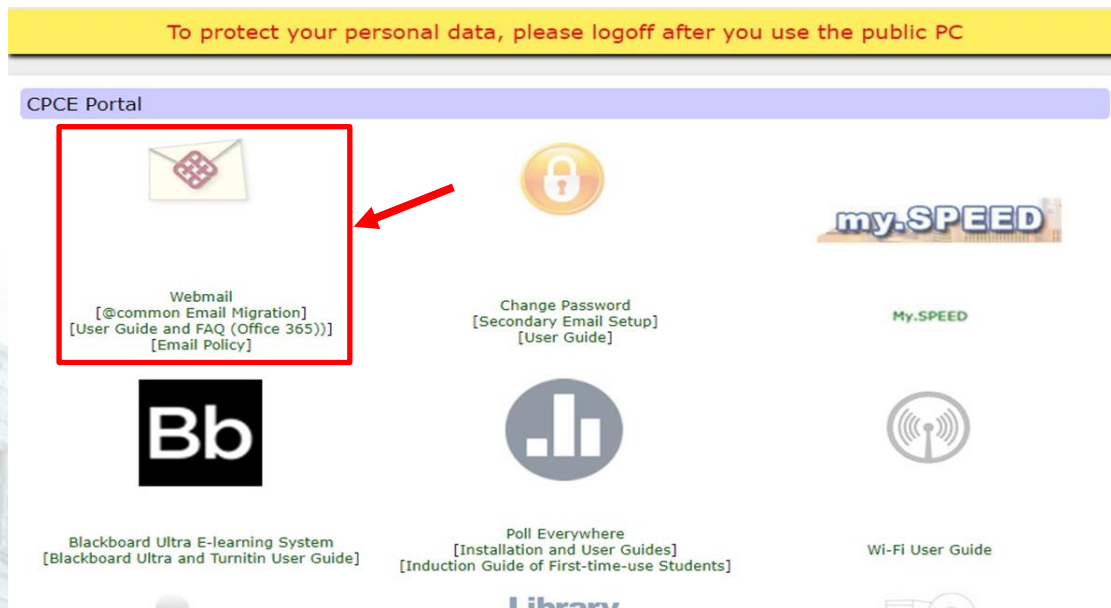
Log in through CPCE Portal or

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. : 25XXXXXXS@common.cpce-polyu.edu.hk

Communication Channels/ Student Email

- Log out other email services

- CPCE email account is the ONLY official communication channel

- Do not use your personal email when communicating with the College

Communication Channels/ Wifi Service

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

My.SPEED

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

Library

SSID: CPCE_Student

Communication Channels/ Student Portal

Visit my.SPEED Student Portal:

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

Communication Channels/ my.SPEED

Examination

Apply Activities

Apply Transcript

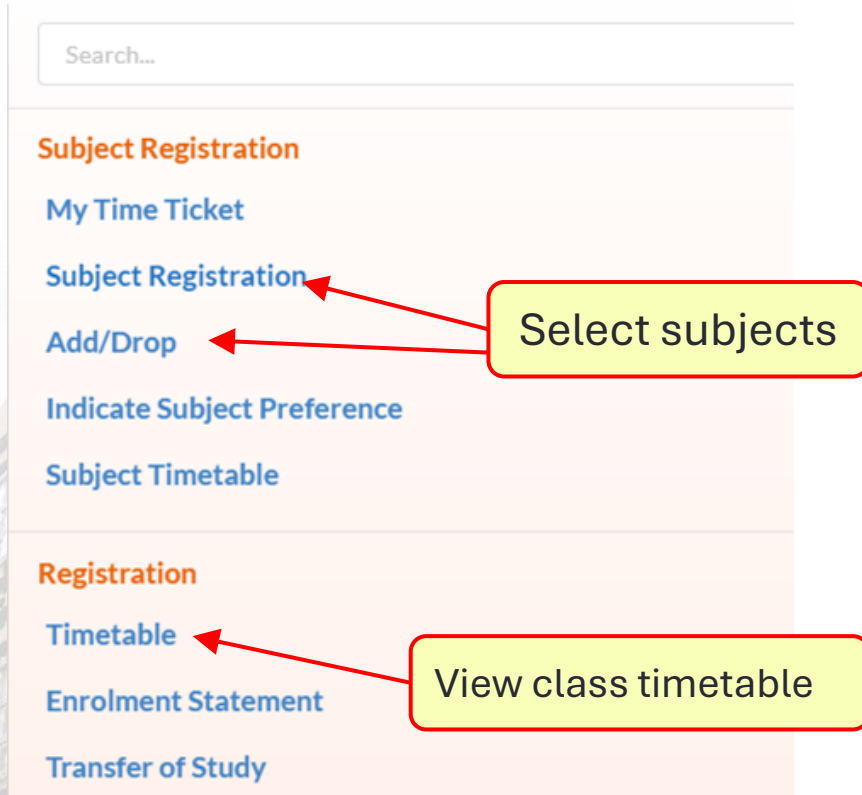Articulation to SPEED

Subject Registration
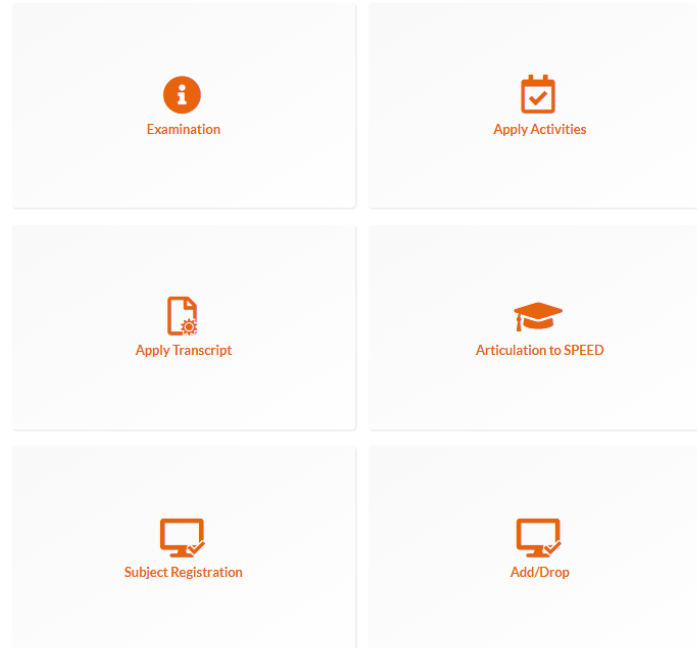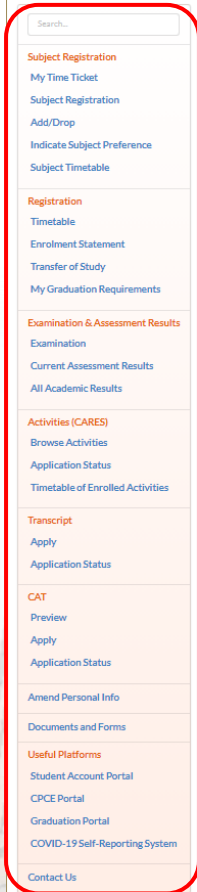
Add/Drop

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

Communication Channels/ my.SPEED

Search...

Subject Registration

My Time Ticket

Subject Registration

Add/Drop

Select subjects

Indicate Subject Preference

Subject Timetable

Registration

Timetable

View class timetable

Enrolment Statement

Transfer of Study

- Your personal timetable will be released before the commencement of the Semester (i.e. 19 Jan 2026).

- New students cannot add/drop any subject in Semester One

Communication Channels/ Student Handbook

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

ℹ Documents and Forms

General Information
Documents
Forms

ℹ Documents

Scheme/ Programme Document
Student Handbook
Academic Calendar

Back

- Please refer to the Student Handbook for details

- It will be uploaded onto my.SPEED Student Portal before commencement of semester

Communication Channels/ Scheme / Programme Requirement Document

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☰

ℹ Documents and Forms

General Information

Documents

Forms

ℹ Documents

Scheme/ Programme Requirement Document

Student Handbook

Academic Calendar - 2021/22

Academic Calendar - 2022/23 (Tentative)

Back

- Please refer to the Scheme / Programme Requirement Document for details
- It will be uploaded onto my.SPEED Student Portal before commencement of semester

Communication Channels/ Blackboard

Other Information/ Student Identity Card

- Your photo
- Chinese & English name
- Programme nature
- Student number
- Valid until **31 January 2030**

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STUDENT

CHAN Siu Ming
陳小明

Full-time Degree Programme
Student No.: 2545678S 0
Expiry Date: 31 AUG 2029

HONG KONG COMMUNITY COLLEGE 香港專上學院

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

Other Information/ Student Identity Card

- Bring your student identity card at all times while in the University / CPCE premises

- Gain access to various PolyU / CPCE facilities

- Inappropriate use of student identity card is an offence against CPCE regulations

- Please refer to Student Handbook for details

Other Information/ Tuition Fee

CAT
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Contact Us
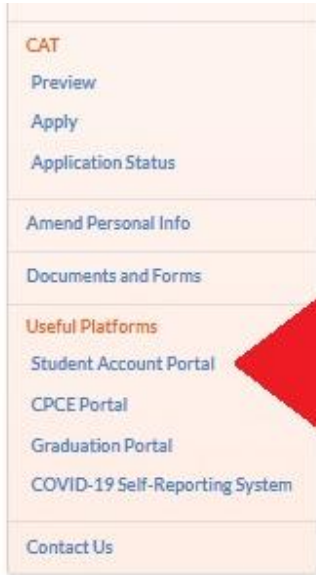
- Visit "Student Account Portal" on my.SPEED Student Portal to check tuition fee and debit note number

- Note: each fee payment will have a unique debit note number

Other Information/ Tuition Fee

Payment for	Payment Deadline
Tuition fee for Semester concerned	Before commencement of the Semester concerned
Fee adjustment for the Semester concerned	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, with rates varying by programme level and year of study

- Tuition fee for general subjects:
  - HK$2,430 per credit (For Stage 1 - 2) *
  - HK$3,120 per credit (For Stage 3 - 4) *

- Special tuition fee will be charged for Discipline-specific (DS) subjects / training credits of the following programmes :
  - ➢ Bachelor of Science (Honours) in Health Studies
  - ➢ Bachelor of Arts (Honours) in Media and Communication Design

- For retaken subject(s) you failed in previous semesters, credit fee will also be charged

* Tuition fees for non-local students are 30% higher than those for local students. Please refer to Website

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 payment due date

- You will be advised of the details via e-mail in due course

Other Information/ **Financial Assistance**

- Financial Assistance Scheme for Post-secondary Students (FASP)

- Non-means-tested Loan Scheme for Post-secondary Students (NLSPS)

- Working Family and Student Financial Assistance Agency (WFSFAA)

- MTR Student Travel Scheme (Online Application)

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
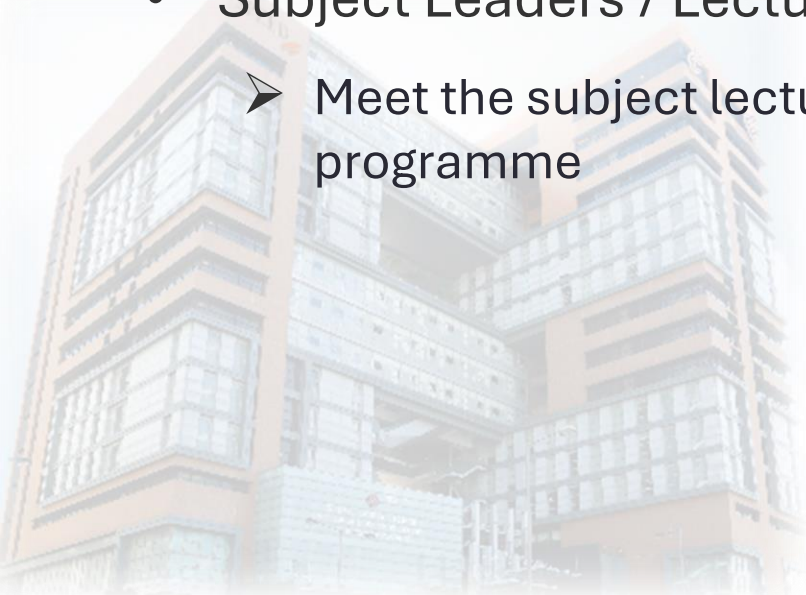
Other Information/ Student Feedback Channels

- 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
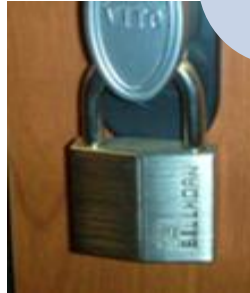
Other Information/ Student Locker

- Application fee: HKD100

- Non-transferable and non-refundable

- One-off payment

- Used until graduation, i.e. Jan 2030

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 visit [CSAO website](#) for details

Other Information/ Student Locker

- Prepare your own padlock

- Padlock sample

Other Information/ Services and Facilities

- CPCE Information Technology Unit (ITU)

- CPCE Libraries (CLIB)

- CPCE Student Affairs Office (CSAO)

- CPCE Employability Services Office (CESO)

- Campus Facilities Management Office (CFMO)

- Health Centre

- Dental Services

Thank you!

Welcome to

The PolyU
School of Professional Education
and Executive Development