

專業及持續教育學院(CPCE)致力給予同學關懷和支持。為讓每一位同學在追求學業方面都有平等機會，CPCE 成立了支援特殊教育需要(SEN)學生小組委員會，從多方面協助 SEN 學生，包括設施、心理健康及升學 / 事業發展。

## SEN 類別

- 注意力不足 / 過度活躍症
- 自閉症
- 聽力障礙
- 精神病
- 肢體傷殘
- 特殊學習困難
- 言語障礙
- 器官殘障
- 視覺障礙
- 其他特別需要 / 長期病患



學院將按 SEN 學生機能障礙的性質及嚴重程度，在資源許可的情況下，提供個別特殊照顧及支援。

## 支援類別

為讓全日制 SEN 學生積極投入校園生活及學習，學院按個別同學的需要，提供以下服務：

- 教學調適
- 考試特別安排
- 輔導服務
- 學習支援
- **無障礙通道及設施**

理大西九龍校園所有地方均可供輪椅出入。下列為主要設施，以供參考：

設施	地點
無障礙飲水機	北座高層地下 (NUG10 演藝綵排室門外)
的士/復康巴士上落處	低層地下停車場
暢通易達泊車位	低層地下停車場
無障礙出入口	南座及北座低層地下 (通往升降機大堂)

設施	地點
暢通易達洗手間	所有樓層 (低層地下除外)
臨時庇護處*	北座二樓至十三樓 (消防員升降機旁大堂)
升降機通往限制樓層	所有樓層
裝設點字按鈕及發聲器的升降機	所有升降機
裝設發聲器的扶手電梯	所有扶手電梯

\* 臨時庇護處已安裝直接對講裝置至校園設施管理辦事處，以協助行動不便人士在火警時能得到合適保護。如有查詢，請聯絡校園設施管理辦事處(聯絡資料列於本單張背頁)。

- **為視障同學而設的特別室**

理大圖書館四樓L401a特別學習室專為視障同學而設，設備包括：**特別個人電腦、PowerBraille點字顯示器、掃瞄器、放大器、語音合成軟件，以及掃瞄和閱讀裝置**。如需使用特別室，請與學生事務及輔導主任聯絡。

## 培育基金/獎學金

**展毅獎學金 - 表揚追求卓越學業成績**  
(詳情請留意10月的電郵公佈。)

**關愛基金 - 增加學習開支助學金**  
(詳情請瀏覽：<https://www.wfsfaa.gov.hk/tc/sfo/index.htm>。)

## 聯絡我們

如需特別服務，包括：教學調適、考試特別安排、輔導服務、輔導教學 / 學習支援，以及無障礙出入及設施，請與教務處職員聯絡。

☎ : 3746 0900  
✉ : [cc.car@hkcc-polyu.edu.hk](mailto:cc.car@hkcc-polyu.edu.hk) (副學士/高級文憑課程)  
: [sp.car@speed-polyu.edu.hk](mailto:sp.car@speed-polyu.edu.hk) (學士課程)

假如你需要特別評核安排，我們鼓勵你於學期開始前，向CPCE學生事務處(CSAO)的學生事務及輔導主任索取意見。

## 預約及查詢

電話	6773 9700
網上預約	<a href="https://sao.cpce-polyu.edu.hk">https://sao.cpce-polyu.edu.hk</a>
電郵	<a href="mailto:cs@cpce-polyu.edu.hk">cs@cpce-polyu.edu.hk</a>
地點	學生輔導中心 理大西九龍校園北座三樓N312室

請盡早與我們聯絡，以便提供適時安排。

歡迎全日制學生與我們聯絡。

## 常用聯絡資料

學生事務處 (CSAO) - 服務櫃位	理大西九龍校園北座三樓N304室 ☎ : 3746 0880 ✉ : <a href="mailto:sao@cpce-polyu.edu.hk">sao@cpce-polyu.edu.hk</a>
學生輔導中心	理大西九龍校園北座三樓N312室 ☎ : 6773 9700 (24小時) ✉ : <a href="mailto:cs@cpce-polyu.edu.hk">cs@cpce-polyu.edu.hk</a>
CPCE教務處 (CAR) - 服務櫃位	理大西九龍校園北座二樓 ☎ : 3746 0900 ✉ : 副學士 / 高級文憑課程： <a href="mailto:cc.car@hkcc-polyu.edu.hk">cc.car@hkcc-polyu.edu.hk</a> 學士課程： <a href="mailto:sp.car@speed-polyu.edu.hk">sp.car@speed-polyu.edu.hk</a>
CPCE圖書館	理大西九龍校園北座五樓 ☎ : 3746 0860 ✉ : <a href="mailto:library@cpce-polyu.edu.hk">library@cpce-polyu.edu.hk</a>
保健中心	理大西九龍校園北座地下NLG07室 ☎ : 3746 0555 ✉ : (網上預約) <a href="http://cpce.humanhealth.com.hk/appointment">cpce.humanhealth.com.hk/appointment</a>
資訊科技處 (ITU) - 服務台	理大西九龍校園北座二樓 理大紅磡灣校園高層地下UG10室 ☎ : (WK) 3746 0819 / (HHB) 3746 0818 ✉ : <a href="mailto:itu.helpdesk@cpce-polyu.edu.hk">itu.helpdesk@cpce-polyu.edu.hk</a>
校園設施管理辦事處 (CFM) - 服務台	理大西九龍校園南座地下SLG08室 理大紅磡灣校園地下LG05室 ☎ : (WK) 3746 0999 / (HHB) 3746 0666 ✉ : (WK) <a href="mailto:cfmwk@cpce-polyu.edu.hk">cfmwk@cpce-polyu.edu.hk</a> (HHB) <a href="mailto:cfmhbb@cpce-polyu.edu.hk">cfmhbb@cpce-polyu.edu.hk</a>



# SUPPORT SERVICE

## for Students with Special Educational Needs

Special Educational Needs Sub-committee  
(Sub-committee of CPCE Student Development Committee)

As a caring college, the College of Professional and Continuing Education (CPCE) endeavours to provide every student with equal opportunities for academic pursuits. Thus, the Special Educational Needs Sub-committee (SENSC) has been established to help students with special educational needs (SEN) in various aspects including physical accommodation, psychological well-being, and further studies/career development.

### Types of Special Educational Needs

- Hearing Impairment
- Visual Impairment
- Physical Disability
- Visceral Disability
- Attention Deficit/Hyperactivity Disorder
- Autism Spectrum Disorders
- Speech and Language Impairment
- Specific Learning Difficulties
- Mental Illness
- Other Special Needs/Chronic Illnesses



Depending on the nature and severity of functional limitations, students with SEN are given special care and support on a case-by-case basis subject to resources available.

### Provision of Support

To enable full-time students with SEN to actively engage in campus life and learning, the following services can be arranged according to individual needs:

- Teaching Accommodation
- Special Examination Arrangements
- Counselling Services
- Learning Support
- Barrier-free Access and Facilities
- Special Room for Students with Visual Impairment

### Barrier-free Access Facilities

All destinations on the PolyU West Kowloon Campus are wheelchair accessible. Major facilities are listed below for reference:

Facilities	Locations
Barrier-free drinking fountains	UG/F North Tower (Outside NGU10 Performing Arts Rehearsal Room)
Taxi/ Rehabus pick up and drop off points	LG/F Carpark
Parking spaces for persons with disabilities	LG/F Carpark
Accessible entrance	LG/F of North and South Towers (Main entrance to life lobby)
Toilets for persons with disabilities	All floors (except LG/F)
Temporary Refuge Space*	2/F to 13/F North Tower (Lobby next to Fireman's Lift)
Lifts access to restricted floors	All accessible
Life with braille buttons and audible system	All lifts
Escalators with audible system	All escalators

\*Temporary Refuge Space (TRS) provides a place for persons with limited mobility to seek suitable protection in the event of fire. The TRS is installed with an intercom connecting to the CFM Office. For enquiries, please contact the CFM Office (contact details are listed on the back cover of this leaflet).

### Special Room for Students with Visual Impairment

A special study room located on the 4th Floor (Room L401A) of PolyU Library is equipped with special personal computers, power braille, scanners, magnifying devices, speech synthesizer software and scanning, and reading appliance. Students with visual impairment can use the room on request. If you need support for the assistive aids, please notify your responsible Student Affairs and Counselling Officer.

### Special Room for Students with Visual Impairment



Power Braille 顯示器



Magnifying device and PC 放大器及電腦



Scanning and Reading appliance 掃瞄及閱讀裝置



Scanning and Reading appliance 掃瞄及閱讀裝置

### Supporting Funds / Scholarships

**Endeavour Scholarship (EDS)** for recognising academic pursuits  
(For details, please watch out for the email announcement in October)

**Community Care Fund (CCF)** for enhancing the academic expenses grant  
(For details, please visit <https://wfsfaa.gov.hk/en/sfo/index.htm>)

### Contact Us

You are advised to contract the CPCE Academic Registry for provision of special services including teaching accommodation, special examination arrangements, counselling services, remedial/learning support, and barrier-free access and facilities if needed.

☎ : 3746 0900  
✉ : [cc.car@hkcc-polyu.edu.hk](mailto:cc.car@hkcc-polyu.edu.hk) (For sub-degree programmes)  
[sp.car@speed-polyu.edu.hk](mailto:sp.car@speed-polyu.edu.hk) (For degree programmes)

You are highly encouraged to seek advice from the Student Affairs and Counselling Officers of the CPCE Student Affairs Office (CSAO) at the beginning of the semester if you have special needs regarding your assessment arrangements.

### Appointment and Enquiries

Phone	6773 9700
Online Appointment	<a href="https://sao.cpce-polyu.edu.hk">https://sao.cpce-polyu.edu.hk</a>
Email	<a href="mailto:cs@cpce-polyu.edu.hk">cs@cpce-polyu.edu.hk</a>
Location	Student Counselling Centre Room N312, West Kowloon Campus

Please contact us as early as possible to ensure timely arrangements.

Full-time students are welcome.

### Useful Contacts

CPCE Student Affairs Office (CSAO) - Service Counter	Room N304, 3/F, North Tower, PolyU WK Campus ☎ : 3746 0880 ✉ : <a href="mailto:sao@cpce-polyu.edu.hk">sao@cpce-polyu.edu.hk</a>
Student Counselling Centre	Room N312, 3/F, North Tower, PolyU WK Campus ☎ : 6773 9700 (24 hours) ✉ : <a href="mailto:cs@cpce-polyu.edu.hk">cs@cpce-polyu.edu.hk</a>
CPCE Academic Registry (CAR) - Service Counter	2/F, North Tower, PolyU WK Campus ☎ : 3746 0900 ✉ : For sub-degree programmes: <a href="mailto:cc.car@hkcc-polyu.edu.hk">cc.car@hkcc-polyu.edu.hk</a> For degree programmes: <a href="mailto:sp.car@speed-polyu.edu.hk">sp.car@speed-polyu.edu.hk</a>
CPCE Library	5/F, North Tower, PolyU WK Campus ☎ : 3746 0860 ✉ : <a href="mailto:library@cpce-polyu.edu.hk">library@cpce-polyu.edu.hk</a>
Health Centre	Room NLG07, LG/F, North Tower, PolyU WK Campus ☎ : 3746 0555 ✉ : (Online booking) <a href="http://cpce.humanhealth.com.hk/appointment">cpce.humanhealth.com.hk/appointment</a>
Information Technology Unit (ITU) - Help Desk	2/F, North Tower, PolyU WK Campus Room UG10, PolyU HHB Campus ☎ : (WK) 3746 0819 / (HHB) 3746 0818 ✉ : <a href="mailto:itu.helpdesk@cpce-polyu.edu.hk">itu.helpdesk@cpce-polyu.edu.hk</a>
Campus Facilities Management Office (CFM) - Help Desk	Room SLG08, LG/F, North Tower, PolyU WK Campus Room LG05, LG/F, PolyU HHB Campus ☎ : (WK) 3746 0999 / (HHB) 3746 0666 ✉ : (WK) <a href="mailto:cfmwm@cpce-polyu.edu.hk">cfmwm@cpce-polyu.edu.hk</a> (HHB) <a href="mailto:cfmhbb@cpce-polyu.edu.hk">cfmhbb@cpce-polyu.edu.hk</a>