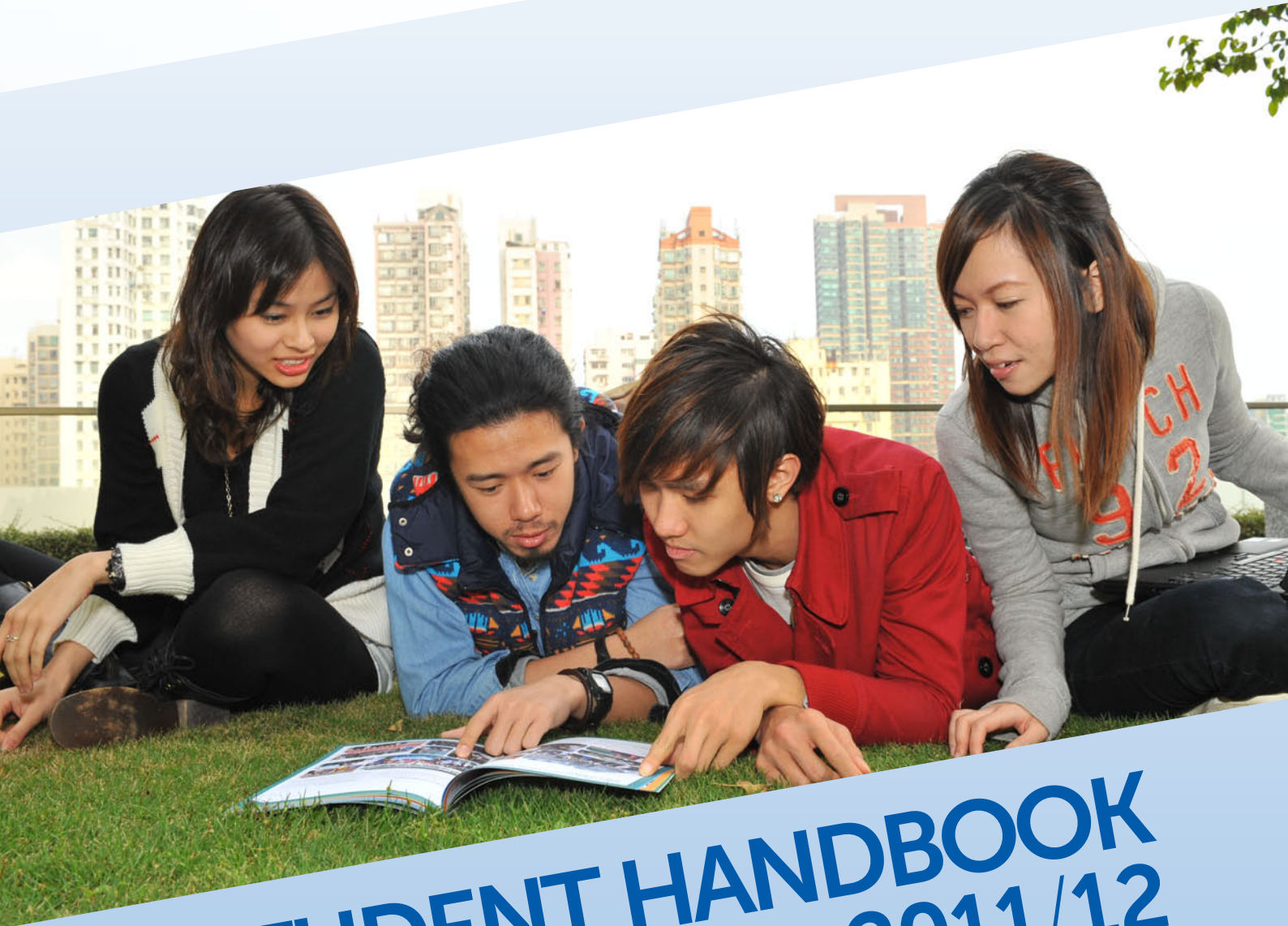




THE HONG KONG
POLYTECHNIC UNIVERSITY
香港理工大學

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

SPEED



STUDENT HANDBOOK 2011/12

Credit Accumulation Mechanism

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The Hong Kong Polytechnic University

The origin of the University can be traced back to 1937 with the founding of the first publicly-funded post-secondary technical institution in Hong Kong – the Government Trade School. The School was renamed the Hong Kong Technical College in 1947. In August 1972, the Hong Kong Polytechnic was formally established taking over the campus and staff of the Hong Kong Technical College. The Institution assumed full University status in November 1994. In terms of number of students, it is the largest tertiary institution in Hong Kong funded by the HKSAR Government through the University Grants Committee. It has a student population of about 29,193 by headcount in 2010/11.

College of Professional and Continuing Education

The College of Professional and Continuing Education (CPCE) was founded in 2002 by The Hong Kong Polytechnic University (PolyU). CPCE oversees the day-to-day operations of its self-financed education units, including the Hong Kong Community College (HKCC) and the School of Professional Education and Executive Development (SPEED). CPCE aims to provide a better synergy within the organisation, in particular to fully utilise the resources.

While operating with full autonomy, CPCE maintains a strong affiliation with PolyU Senate on academic quality assurance matters. Implementation approval from PolyU Senate is required for programmes leading to PolyU (including PolyU HKCC and PolyU SPEED) awards to ensure that the high-standard quality assurance mechanism of PolyU is strictly followed.

To better support the whole-person development of students, PolyU completed the construction of two new campuses in Hung Hom Bay and West Kowloon. These well-designed campuses are equipped with state-of-the-art facilities. Learners have more space for interaction and more opportunity to develop their all-round potentials.

School of Professional Education and Executive Development

The School of Professional Education and Executive Development (SPEED) is dedicated to stimulating and promoting lifelong learning activities. Officially formed on 1 July 1999, the School has been actively involved in the development and delivery of a wide range of study programmes that are relevant to individual advancement and wider socio-economic needs.

Mission Statement

The School of Professional Education and Executive Development (SPEED) advocates lifelong education by offering professionally-oriented and multi-disciplinary programmes to meet the changing needs of society.

Under this guiding principle, SPEED will:

- offer lifelong learning opportunities for supporting a knowledge-based economy;
- provide continuing education to enable learners to advance their knowledge, enhance professional competence and encourage creative thinking;
- forge partnership with business, industries and professional bodies for organising professional and executive development courses;
- offer learners alternative pathways and flexibility through its Credit Accumulation Mechanism to advance their learning or acquire higher qualifications relevant to career success.

How to Use this Handbook

This Handbook contains essential information concerning general academic matters, general regulations and procedures, services and facilities for students studying under the Credit Accumulation Mechanism (CAM).

The Handbook is updated once a year. You will be given a copy of the latest version when you are admitted to a subject under CAM for the first time. Thereafter, you may obtain the updated version from our website at www.speed-polyu.edu.hk or from the School office during office hours.

Rights to use facilities on the campuses of the University are determined by the kind of subjects you currently enrol. Some of the sections in the Handbook may not be relevant to you at the moment. You may, however, find them useful when you enrol in other subjects in the future.

If you are unsure of the kind of facilities you are entitled to use, you may look up the subject details as presented in the relevant brochure or prospectus. You are also welcome to contact our School office for details of your entitlement. Please give your name and the title of the subject you have enrolled on when making such enquiries.

Access to Information

Normally, notices concerning study activities will be sent to you by mail. It is therefore important that you notify the School as soon as there are changes to your correspondence address. You should complete and return to the School office **Application Form for “Student Personal Data Amendment” (Form SPD31C)** in order to effect changes to our record.

Important notices and messages may also be posted on the notice board located outside the School office in Room QR802, 8/F, Core R, PolyU.

Enquiries and Standard Application Forms

Enquiries related to application, assessment and general matters of specific subjects should be directed to the School of Professional Education and Executive Development.

Telephone Number : 3400 2828
Fax : 2363 0540
Email : speed@speed-polyu.edu.hk

Service Counter at PolyU Main Campus:

Room QR802, 8/F, Core R, The Hong Kong Polytechnic University
Hung Hom, Kowloon

Opening hours:

Mondays to Fridays	8:30 am – 7:15 pm
Saturdays	9:00 am – 12:00 noon
Closed on Sundays and public holidays	

Service Counter at Hung Hom Bay Campus:

Room 807, 8/F, PolyU Hung Hom Bay Campus
8 Hung Lok Road, Hung Hom, Kowloon

Opening hours:

Mondays to Fridays	8:30 am – 7:15 pm
Saturdays	9:00 am – 12:00 noon
Closed on Sundays and public holidays	

Service Counter at West Kowloon Campus:

Room S1201, 12/F, South Tower, PolyU West Kowloon Campus
9 Hoi Ting Road, Yau Ma Tei, Kowloon

Opening hours:

Mondays to Fridays	8:30 am – 5:30 pm
Saturdays	9:00 am – 12:00 noon
Closed on Sundays and public holidays	

All standard application forms stipulated in this Handbook are available at www.speed-polyu.edu.hk. Hardcopies of the forms are also obtainable at the School service counters.

Information to be Supplied for Enquiries

If you make an enquiry, a comment or suggestion on matters concerning the School in writing, you are advised to state clearly your name, student number, address and the subject(s) enrolled, otherwise the School may not be able to contact you for a reply. No action will be taken on any correspondence in writing which is anonymous.

Student Identity Card

All students under CAM will be issued a Student Identity Card. The card is for identification only. You may use it to access to various facilities on the campuses of the University, provided that the subject you enrol on entitles you to have such rights.

The kinds of facilities you are entitled to use are shown in the admission letter. The rights to use certain facilities, when given, are specific to the subject stated in the letter. Hence, you will be able to use the facilities only throughout the duration of the subject concerned.

The School will, on the date of the first class meeting of the subject, automatically activate your access rights to the relevant facilities according to the subject you have been admitted in.

If you encounter any problems when using the Student Identity Card, please contact the School office during office hours.

Return of Student Identity Card to the School

The Student Identity Card is the property of the School and is not transferable. It should be returned to the School upon the expiry date, termination of your student status at SPEED or graduation, whichever is earlier.

You are advised to return the card in person to the School office. If you prefer to return the Student Identity Card by post, you are urged to cut the card into halves. Otherwise, you are at your risk of any abuse in the use of your card when it is lost in post.

If you fail to return the Student Identity Card within the specific period, you may not be eligible for any certification of your study at the School.

Abuse of Use

You are advised to take good care of your Student Identity Card to prevent any possible abuse by other persons.

You are liable to disciplinary action, which may include temporary deprivation of student rights, suspension or expulsion of studies, if you lend your Student Identity Card to another person to enable the latter to gain access to University/School facilities or for other purposes.

Loss, Damage and Replacement

In case your Student Identity Card is lost or damaged, you should complete and submit to the School office the **Application Form for 'Replacement of Student Identity Card' (Form SPD34C)**. A replacement fee of HK\$110 (for 2011/12

academic year) for the new Student Identity Card will be charged. Payment shall be made either by cheque/bank draft payable to 'The Hong Kong Polytechnic University' or by Octopus at any service counters of the School. If the original Student Identity Card is found eventually, you should immediately inform the School office and at the same time return the original Student Identity Card. It is an offence to possess more than one Student Identity Card issued by the School at the same time and you shall be subject to disciplinary action if found committing this offence.

If you cannot submit the application in person, you should attach a photocopy of your Hong Kong Identity Card/Passport (applicable to non-local students only) to the application. Such copy will be destroyed after processing the application.

Credit Accumulation Mechanism

Introduction

Under the Credit Accumulation Mechanism (CAM), you earn credits after completing a subject. These credits can be accumulated for PolyU SPEED Professional and Continuing Education (PCE) awards.

Subjects offered under CAM could be hosted by the School or other PolyU departments/units.

Credit, Level and Nature

Each subject under CAM is characterised by the following features:

Credit – The number of credits reflects the total effort hours you are expected to spend on studying a subject. Normally you are required to spend 35 to 45 hours of study (inclusive of contact hours, private study, etc.) to earn one credit.

Level – It reflects the standard of intellectual challenge, and is benchmarked against subjects offered within a university programme.

LEVEL CODE	COMPARABLE STANDARD
0	Sub A-Level
1	A-Level
2	Year 1 of a 3-year degree programme
3	Year 2 of a 3-year degree programme
4	Final year of a 3-year degree programme
5	Master's level
6	Doctoral level

Nature – Subjects which are predominately science or technology in nature will be classified as “Science” subjects. Others will be classified as “Non-science”.

Validity Period of Credits

Credits earned under CAM are, unless otherwise specified, valid throughout your lifetime for the purpose of claiming PCE awards.

Progression and Awards

When you complete a subject offered under CAM, you will receive a **Certification of Subject Completion** which shows details of the record of your study for a particular subject:

1. Title of the subject
2. Level of the subject (from 0 to 6)
3. Grade achieved
4. Number of credits earned

As you progress, the credits you earned will be added to your record of study under CAM. You may use these credits to claim a PCE award. Minimum requirements for each PCE award are listed in the table on the following page.

In addition to the minimum requirements shown in the table, the granting of PCE awards is subject to the following rules:

1. The same credits may be used for different PCE awards provided they are not at the same level.
2. The Grade Point Average (GPA) of the subjects, credits of which a student uses to claim a PCE award, must be of 2.0 or above.
3. Where a subject is taken more than one time, only the grade obtained in the final attempt of retaking will be included in the calculation of the GPA. GPA is capped at 4.0.

Minimum Requirements for PCE Awards

Awards	Minimum Credits Requirement	Minimum Level, Credits and Subject Nature Requirements
Bachelor of Science 理學士 (BSc)	99 credits	30 credits at Level 4 (18 should be from science subjects) 30 credits at Level 3 (16 should be from science subjects) 30 credits at Level 2 (16 should be from science subjects) 9 credits at any level
or		
Bachelor of Arts 文學士 (BA)	99 credits	30 credits at Level 4 30 credits at Level 3 30 credits at Level 2 9 credits at any level
↑		
Associate of Science 理科副學士 (AS)	60 credits	24 credits at Level 3 (16 should be from science subjects) 24 credits at Level 2 (16 should be from science subjects) 12 credits at any level
or		
Associate of Arts 文科副學士 (AA)	60 credits	24 credits at Level 3 24 credits at Level 2 12 credits at any level
↑		
Professional and Continuing Education Diploma 專業進修文憑 (PCE Dip)	30 credits	21 credits at Level 2 9 credits at any level
↑		
Professional and Continuing Education Certificate 專業進修證書 (PCE Cert)	9 credits	6 credits at Level 2 3 credits at any level

IMPORTANT NOTICE

The credits you earned after studying a CAM subject can be accumulated towards **Professional and Continuing Education (PCE) awards**. These **PCE awards** are classified as awards of the School of Professional Education and Executive Development, The Hong Kong Polytechnic University (PolyU SPEED awards) with effect from the academic year 2002/03 (i.e. on or after 2 September 2002).

For students who started their first courses under CAM before 2 September 2002, the PCE awards they may apply for in future are classified as awards of The Hong Kong Polytechnic University (PolyU awards).

Credit Transfer

If you have undertaken previous study from within or outside the University and wish to have these credits included in your record of study under CAM for your future use when claiming PCE awards, you may apply for credit transfer by using the **Application Form for “Credit Transfer” (Form SPD32C)**.

An application should include the followings:

- A duly completed application form.
- Certified true copies of supporting documents, which must include transcripts of your studies. If your application is based on work experience, you should also attach certification issued by your employer(s). (You may bring your original and copies of documents to the School office for certification.)
- During the course of evaluation, you may be required to submit other evidence such as course outline, syllabus or other information concerning the curriculum of the subjects/programmes you have completed.
(Application fee is non-refundable, regardless of whether credits are granted or not.)

In 2011/12 academic year, an application fee of HK\$150 will be charged for processing the application. Payment shall be made either by cheque/bank draft payable to ‘The Hong Kong Polytechnic University’ or by Octopus at any service counters of the School. Should your application be successful, a credit transfer fee is payable if you wish to transfer the credits to your study record under CAM. For the 2011/12 academic year, the credit transfer fee is HK\$1,900 per award or HK\$190 per credit transferred based on individual subjects or work experience. All fees paid are non-refundable.

The use of credits earned by way of credit transfer to claim PCE awards is subject to the prescribed requirements for awards and the School regulations for credit transfer:

- Normally not more than 50% of the required number of credits for an award may be transferable based on previous studies at recognised institutions outside the University.
- For transfer of credits based on studies within the University, normally not more than 67% of the required credits for an award can be transferred.
- In case where both types of credits mentioned above are transferred, not more than 50% of the required number of credits for an award may be transferred.

Further Studies at SPEED or at PolyU

If you later wish to further your studies on other award-bearing programmes offered by SPEED or other academic departments of PolyU, you should follow the normal application procedures to apply for admission. Your admission will be subject to the regulations governing such admission, including the need to satisfy the programme entrance requirement.

Attendance Requirements

Participation in classes is an essential part of the learning process. Punctual attendance at lectures, seminars and tutorials is important.

While students are encouraged to attend 100% of the classes, 30% allowance will be factored in for them to address occasional illness, out of town trips and any other personal or family needs. That is, all students are required to attend at least 70% of class meetings in each subject. Those who cannot fulfil the attendance requirement will fail the subject.

Students who foresee difficulties in achieving 70% attendance (i.e. the minimum requirement) in a subject may choose to withdraw from the subject before the start of the examination period (please refer to the section on 'Withdrawal of Subjects' on P. 20 for the detailed procedures).

For students who have applied for the Continuing Education Fund (CEF) you are reminded to observe the attendance requirement (i.e. students are required to attend at least 70% of the classes for the subject), as well as the other specified requirements, for claiming reimbursement of course fee.

Assessment

Assessment Methods

The assessment methods vary from subject to subject. Please refer to individual subject descriptions as presented in the relevant brochure or prospectus.

Grading

Your overall performance in a subject shall be graded as follows:

Grade	Interpretation	Grade Point
A+	Exceptionally outstanding	4.5
A	Outstanding	4.0
B+	Very good	3.5
B	Good	3.0
C+	Wholly satisfactory	2.5
C	Satisfactory	2.0
D+	Barely satisfactory	1.5
D	Barely adequate	1.0
F	Inadequate	0.0

'F' is a failure grade and all others ('D' to 'A+') are pass grades.

In case where the above grades are not applicable, the following codes are used:

Code*	Interpretation
P	Pass on an ungraded subject
S	Absent from assessment
U	Fail on an ungraded subject
W	Withdrawn from subject (This code is given when a student has obtained exceptional approval from SPEED to withdraw from a subject prior to examination; otherwise, a failed grade i.e. grade F should be awarded.)

* Subjects with the assigned codes P, U and W will be omitted in the calculation of all GPAs. A subject with the assigned code S will be taken as zero in the calculation.

Grade Point Average

The Grade Point Average (GPA) will be computed as follows:

$$\text{GPA} = \frac{\sum_n \text{Subject Grade Point} \times \text{Subject Credit Value}}{\sum_n \text{Subject Credit Value}}$$

n = Number of all subjects (inclusive of failed subjects) taken by the student, but for subjects which have been retaken, only the grade obtained in the final attempt will be included in the GPA calculation.

GPA is an indicator of a student's overall performance. Award GPA is the cumulative average of the grade points of all the subjects chosen for claiming a PCE award. All the GPA values are capped at 4.0.

Both GPA and Award GPA (if applicable) will be shown on your transcripts of studies.

Subjects with the assigned codes P, U and W as well as credits earned by way of credit transfer will be excluded in the calculation of all GPAs.

Conduct of Examinations

The following rules govern the conduct of examinations of the School:

Before Commencement of Examination

Candidates shall not enter the examination room/hall until so instructed by the invigilator.

No books, scrap papers and other written materials, etc. shall be brought into the examination room/hall. Articles brought into the examination room/hall with the permission of the invigilator shall be deposited in a place designated by the invigilator. The possession of unauthorised materials by a candidate during an examination shall constitute a breach of regulations and the candidate concerned will be subjected to disciplinary penalties. The case shall be reported to the relevant Subject Assessment Review Panel and the CPCE Student Discipline Sub-committee.

Electronic devices are disallowed in an examination except those which are expressly allowed by the School.

If necessary, candidates should only use the mathematical or other tables provided. Special tables may only be used after inspection by and with the approval of the invigilator.

Candidates are strongly advised not to bring their pagers, handheld computers and cellular/mobile phones to the examination room/hall. If these devices are carried as

accompaniment, they must be turned off (including the alarm function) before entering the examination venue.

Except for the authorised examination materials, candidates are required to place all their personal belongings under their chairs (*for hall venue*) or take them to the front of the examination venue (*for lecture theatre/classroom venue*). Depending on the actual situation, invigilators will have the discretion to assign a specific area for candidates to place their personal belongings.

Candidates are advised not to bring valuables to the examination venues. The School will not be responsible for the loss of personal belongings being brought to the examination venues.

At the instruction of the invigilator, candidates should be allowed to enter the examination venues at least 10 minutes (15 minutes in case of large examination halls), and be seated at least 5 minutes, before the commencement of an examination. Normally, candidates will not be allowed to enter the examination room/hall 30 minutes after the commencement of the examination. Nevertheless, invigilators can exercise their discretion to allow students, who are late for more than 30 minutes, to enter the examination room/hall.

Candidates must sit according to the seating plan posted outside the examination room/hall, if there is any.

Candidates must bring their Hong Kong Identity Card and Student Identity Card to the examination. These documents should be placed on the top right hand corner of the desk for inspection by invigilators during the examination. A candidate shall be liable to expulsion if the documents do not correspond to the person sitting the examination. Legal proceedings will be taken against both the candidate and the substitute in such cases.

No candidates shall start the examination until instructed to do so by the invigilator.

Candidates must provide themselves with necessary writing and drawing instruments.

Candidates shall write only on answer books and supplementary answer sheets provided for examination purpose. No pages may be torn out from the answer books.

During Examination

After the examination has been in progress for more than 30 minutes, candidates may be allowed to leave the examination room/hall with the approval of the invigilator. However, candidates may not be permitted to leave the examination room/hall during the last 15 minutes of the examination.

During the examination, candidates shall not leave the examination room/hall temporarily and return subsequently, unless accompanied by an invigilator. They must not take with them any written materials or electronic/communication devices.

During the examination, there shall neither be communication between candidates nor any dishonest conduct. Candidates shall not do anything which causes

unnecessary distraction to other candidates. Irregularities of any kind will be reported to the CPCE Student Discipline Sub-committee for action as appropriate.

No food or drink is allowed in the examination room/hall. However, if a candidate needs to drink water (to accompany medication for example) or has any other urgent requirements, he/she can make his/her request to the invigilator.

In case of any suspected use of electronic/communication devices by a candidate, the invigilator may require the candidate concerned to show the content (such as call log/SMS/MMS log) and take a record of the relevant information to assess if any cheating is involved. The case will then be reported to the School and the CPCE Student Discipline Sub-Committee.

A reminder of the time remaining will be announced 30 minutes and again 5 minutes before the end of the examination.

At the End of Examination

At the end of the examination, candidates shall remain seated quietly until they are told to leave the examination room/hall. They shall not take out from the examination room/hall any items issued by the invigilator, except the examination papers. Some examination papers, as specified, may not be taken away.

Candidates should leave the examination room/hall quietly to avoid disturbance to other students still taking examinations in the same venue.

Any complaint about the conduct of the examination shall be made in writing to the Director of the School as soon as possible after the examination.

Examination Results

Notification of examination results will be sent to you by mail in about eight weeks after the examination.

Certification of Subject Completion

If you have achieved grade D or above, a Certification of Subject Completion will be issued to you (refer to the section of 'Progression and Awards'). It will be sent by post together with the Examination Result Notification.

Retaking of Subjects

No re-assessment will be granted for students in all circumstances. Students may choose to retake the failed subject or to take another subject as a replacement.

In addition to retaking a subject due to failure, you may retake any subject for the purpose of improving your grades only if the subject is offered again. Students will be required to pay the full subject tuition fee.

When you retake the same subject, only the final subject grade after retake will be included in the calculation of the Grade Point Average (GPA). Although the original grade will not be included in the calculation of GPAs, it will be shown on the transcript of studies.

Late Assessment

If you have been absent from an examination or are unable to complete all assessment components of a subject because of illness, injury or other unforeseeable reasons, you may apply to sit a late assessment. Permission is subject to the approval of the Subject Assessment Review Panel (SARP). Application in writing should be made to the Head of Department offering the subject via the School within 7 days from the date of the examination together with supporting documents such as a medical certificate.

In case you are permitted to take a late assessment, that examination or other forms of assessment as decided by SARP will be regarded as a first assessment and the actual grade attained will be awarded.

Late Assessment Fee

If approval has been granted for taking a late assessment, you will be required to pay a late assessment fee of HK\$245 per subject (for 2011/12 academic year). Payment shall be made either by cheque/bank draft payable to 'The Hong Kong Polytechnic University' and sent to the School, or by Octopus at any service counters of the School. You are required to settle the late assessment fee before taking the late assessment.

Results of Late Assessment

The School will inform you of the results of your late assessment in about six weeks after the late assessment.

Appeal against Assessment Results

The subject offering department will have Subject Assessment Review Panels (SARP) for monitoring the academic standard and quality of subjects, and ratifying subject grades. SARP is also responsible for deciding the granting of late assessments to students. It is the responsibility of students to make known to SARP, through SPEED, the factors they believe have detrimentally and materially affected their examination results prior to the meeting of the relevant SARP.

Grounds for Appeals

The following may constitute grounds for a review of the decision reached by SARP:

- If a candidate requests such a review and has evidence that his/her examination performance was adversely affected by illness or other factors which he/she was unable or, for valid reason, unwilling to reveal before SARP reached its decision

and of which the SARP was unaware. The request from the candidate must be supported by medical certificates or other documentary evidence.

- If there is evidence provided by a candidate or any other person that there has been a material administrative error, or that the examinations were not conducted in accordance with the current academic regulations of the School, or that there was manifest inconsistency in marking or that some other material irregularities have occurred.

A student's disagreement with the marking done by the subject examiner or with the decision of SARP is not in itself an adequate ground for an appeal.

Procedures for Appeals

Students appealing against the decision of SARP shall pay a fee of HK\$125 (for 2011/12 academic year). If more than one examination paper is involved, an extra fee of HK\$125 shall be charged for each additional paper. Payment shall be made either by cheque/bank draft payable to 'The Hong Kong Polytechnic University' or by Octopus at any service counters of the School. This fee shall be refunded if the appeal is upheld.

A student should make his/her appeal in writing to the Head of the subject offering department via the School within 10 working days upon the issuing date of the examination result notification. The appeal should be accompanied by the fee/fee receipt if settled by Octopus. He/she should also give a complete account of the grounds for the appeal in a letter and provide supporting evidence.

The Director of the School shall inform the student concerned of the appeal result normally within 7 working days after receipt of the student's letter of appeal.

If the appellant is dissatisfied with the decision, he/she may then appeal in writing to the Secretary of the CPCE Academic Appeals Sub-committee via the School not later than 7 working days after receipt of the School's reply. He/she should provide the following information together with other relevant documents in support of the appeal:

- name in English and Chinese;
- student number;
- examination/subject results appealing against; and
- grounds for appeal.

The Secretary of the CPCE Academic Appeals Sub-Committee shall then refer the case to the Chairman of the Sub-Committee, who shall determine whether there are prima facie grounds for a reconsideration of the SARP's decision.

The decisions of the CPCE Academic Appeals Sub-Committee shall be final.

Application for.....

Change of Personal Particulars

Use of Information Supplied by Students

The personal particulars you provided in your application form at the time of admission will be used for setting up a student's permanent record at the School. Such information (including your photo image taken for the Student Identity Card) will be used in activities in support of your study at the School. It is necessary for you to keep your contact information updated.

Besides the information collected at the time of application, your registration details and examination results are also kept in your permanent records for monitoring your progress during your study and for reference when certification is required.

In addition, names of graduates, together with information on the award title will be published in a Graduates List for Congregation's use.

If you have requested/used services provided by the Libraries on the campuses of the University and other offices, appropriate records will be also be kept by these offices.

Student data will be deleted when they are no longer required according to laid-down rules. Retention policies will be reviewed regularly to ensure that data are kept no longer than necessary.

Only the School and its authorised parties will have access to student data. Access will be restricted to staff who are entitled to have data for discharging their duties.

The School may send you information relating to the University, the School or the programmes/courses from time to time. If you do not wish to receive such information, please write to advise us.

Access and Correction of Student Data

In accordance with the Personal Data (Privacy) Ordinance, you have the right to access and correct your personal data and also to request a copy of such data. If you wish to access to your personal data kept in our records, you may submit your request by writing to the School. A handling fee will be charged.

It is particularly necessary for you to keep your contact information updated at all times. Please submit in your application by using '**Student Personal Data Amendment**' (**Form SPD31C**). It must be submitted with legal document in the case of change of name or nationality. Verification of the document is required.

If you cannot submit the above application in person, please attach a copy of your Hong Kong Identity Card/Passport (for those not possessing a Hong Kong Identity Card) for verification purpose. Such copy will be destroyed by the School after processing.

Leave of Absence

If you need to be absent from class, you must inform the Subject Lecturer and also the School office in writing with valid supporting documents.

If you are absent from an examination owing to sickness or other circumstances beyond your control, you may apply to the School for a late assessment (please refer to the section on 'Late Assessment' on page 17).

You are reminded that you should not attend classes/examinations if you are infected by contagious diseases.

Withdrawal from Subject

If you wish to discontinue your study from a subject, it is necessary for you to submit a request for withdrawal of study in writing to the School office. Fees paid for the subject which you are studying will not be refunded.

Your request will not be processed if you have not cleared outstanding matters with the various departments/offices concerned, such as settling outstanding fees/fines and Library loans etc.

You will be informed in writing of the request for withdrawal, normally within 7 days from the date of your request.

A remark code 'W' will be assigned to the withdrawal subject in the student record concerned. A subject with the assigned code 'W' will be omitted in the calculation of the Grade Point Average (GPA).

If you discontinue your study of a subject without completed the proper procedures for official withdrawal, you will be regarded as unofficially withdrawn. The final grade obtained for the subject will be included in the calculation of the GPA.

Transcript of Studies

You may apply for transcript of studies which contains a complete record of the subject results of your study at the School by completing the **Application Form for 'Transcript of Studies' (Form SPD35C)**. A fee of HK\$50 per copy (for 2011/12 academic year) will be charged. This amount does not include postage which will be charged separately as appropriate. Payment shall be made either by cheque/bank draft payable to 'The Hong Kong Polytechnic University' or by Octopus at any service counters of the School.

Professional and Continuing Education (PCE) Awards

PCE awards are conferred once a year (normally in October/November/December). A student can be conferred only one PCE award each year.

Students who wish to obtain a PCE award in a particular year must fulfil the prescribed requirements before 31 July of that year and apply to the School for the award by early August each year.

To claim a PCE award, you have to complete and return the **Application Form for “PCE Awards” (Form SPD33C)** to the School office by early August each year. A non-refundable graduation fee (HK\$390 for 2011/12 academic year) is payable by those who claim PCE awards. Payment shall be made either by cheque/bank draft payable to ‘The Hong Kong Polytechnic University’ or by Octopus at any service counters of the School.

IMPORTANT NOTE

For students who wish to continue their studies under CAM after obtaining a PCE award

If you have obtained a PCE award and later wish to study towards other PCE awards at higher level under CAM, you will have to apply for credit transfer in order that the credits you previously used for claiming a PCE award under CAM can be used again for claiming a PCE award at higher level.

You will have to pay the application fee for credit transfer which is HK\$150 for 2011/12 academic year. However, the credit transfer fee will be waived in the event that credits previously used for claiming a PCE award under CAM is used again for claiming another PCE award at higher level.

Certification of True Copies

If you wish the School to provide certification on copies of your Examination Result Notification, Certification of Subject Completion or Award Parchment, please bring along the original of documents together with a completed application for ‘**Certification of True Copies**’ (Form SPD37C) to the School for processing.

Certification of Award

If you have lost your award parchment, no replacement will be issued. However, you can apply for a ‘**Certification of Award**’ (Form SPD39C) to certify the award obtained.

The charge for 2011/12 academic year is HK\$225 for each certification. Payment shall be made either by cheque/bank draft payable to ‘The Hong Kong Polytechnic University’ or by Octopus at any service counters of the School.

Certification of Subject Completion

Examination Result Notification and Certification of Subject Completion will not be re-issued. You may apply for Transcript of Studies as a proof of study record.

Fees

Course Fee Refund Policy

Course fees paid are normally not refundable, except for cases of unsuccessful applications and course cancellation. Fees paid and places enrolled are not transferable.

The refund will be sent to the applicant by ordinary mail. If the applicant does not receive any refund 4 weeks after receipt of 'Notification of Refund', please check with the School office at 3400 2828.

Various Charges

The below charges are applicable for 2011/12 academic year.

Charges Related to Registration	HK\$
Fee for Replacement of Student Identity Card	110
Application Fee for Credit Transfer	150
Credit Transfer Fee	1,900/award or 190/credit or 190/work experience

Charges Related to Examination	HK\$
Late Assessment Fee	245/subject
Academic Appeal Fee	125/paper

Charges Related to Graduation/ Certification of Studies	HK\$
Certification of Award	225
Transcript of Studies	50/copy
Certification of Fee Payment	65
Graduation Fee	390
Gown Hiring	85 (Sub-degree graduates)* 100 (Bachelor's degree graduates)*
Additional Certification (e.g. course duration, attendance rate, syllabus, etc)	100

All fees and charges are subject to annual review and shall be revised without notice.

* This is the fee for the 2011 graduation and the fee for 2012 is to be confirmed.

Financial Assistance

Continuing Education Fund (CEF)

The Continuing Education Fund (CEF) is set up by the Government to subsidise adults with learning aspirations to pursue continuing education. To be eligible for such fund, students must satisfy all the CEF reimbursement requirements. Those who are eligible for CEF will be reimbursed 80 percent of tuition fees, subject to a maximum sum of HK\$10,000, on successful completion of any CEF reimbursable courses. Information on CEF is available at Office of Continuing Education Fund (Tel: 3142 2277; Website: www.sfaa.gov.hk/cef/index.htm).

Regulations and Rules

Students of the School are provided with opportunities, facilities and an environment to learn to become competent members of a trade/profession as well as responsible and contributive citizens, and are expected to behave at all times in a manner acceptable to the members of the trade/profession they belong.

All students must obey the laws of Hong Kong and are required to observe and comply with the rules and regulations promulgated by the University and the School.

Penalties for Offences

Disciplinary action may be taken against any student who commits any misconduct, violates the laws of Hong Kong or any of the School's regulations and rules.

Such cases may be referred to the CPCE Student Discipline Sub-Committee for investigation and decision. If the student is found guilty of the alleged offence, penalties considered appropriate by the Sub-Committee may be imposed, depending on the seriousness of the case. These may include:

- reprimand;
- fine;
- suspension from use of any of the campus facilities for a specified period;
- suspension of studies for a specified period of time;
- expulsion for a specified period or indefinitely; and
- any other penalties as considered appropriate.

Students attending hearings of the CPCE Student Discipline Sub-Committee can ask a staff member of the School or a fellow student of their own choice to accompany them.

Students who are expelled from the School for disciplinary reasons will not be eligible for refund of the tuition fees paid.

Use of the University's/School's Name, Property and Premises

Use of the School's Name

Students and student groups wishing to represent the School must first obtain written permission of the Director of School. Without this written permission, students must not claim to represent the School in any circumstances, including correspondence with the press or the public.

Request for Sponsorship

Students or student groups who wish to request any individual or organisation for sponsorship/advertisement/donation, in cash or in kind, must obtain written permission from the Director of School.

Without permission from the relevant authority, students must not request or collect donation in any circumstances. If the permission is given, any request for donation must then be made by the students themselves, and not by outsiders.

Use of the University's/School's Properties and Facilities

University/School properties including your Student Identity Card and library resources, must not be misused. Permission from a member of the teaching staff is required before using any equipment in laboratories or workshops. If University/School property is damaged or lost, those responsible may be required to pay for its repair or replacement.

If you lend your Student Identity Card to another person or borrow the Student Identity Cards of other fellow students to gain access to University/School facilities or for other purposes, you shall be subject to disciplinary action.

Use of the University's/School's Premises

Student groups may apply to use the premises of the University/School for group activities. Applications should be made to the appropriate authority. You may contact the School for enquiry.

Guests and Visitors

Students who wish to bring large groups of guests into the campuses of the University must obtain prior permission from the University via the School. Students should accompany their guests during the visit and make sure that the visit does not interfere with the operation of the University/School.

Posters and Notices

Students may put up posters and notices only with the approval of the School.

Academic Studies

Academic Integrity

Academic integrity exists when students do their academic work in an honest and ethical manner, following the conventions and code of practice of their chosen discipline or profession.

The University believes that academic integrity is central to the mission of a university, and expects its students to adhere to high standards of academic integrity in all assignments and examinations.

Violations of Academic Integrity

The School views any violations of academic integrity a serious disciplinary offence because it seriously undermines the value of the teaching, learning and research of the School. For students who cheat in their academic work, they limit their learning because they have not undergone the learning experience intentionally designed to help them to gain the specific knowledge or skills. At the same time, if some students cheat in the assessment and get a good grade, it is not fair to the others who are honest and do their own work. Finally, academic dishonesty will tarnish the reputation

of the graduates and in the long run, diminish the value of the education from the School.

Student should therefore refrain from committing any acts of academic dishonesty, which include not limiting to the following:

Cheating

- Copying answers from another student during tests/examinations, or for assignments
- Using unpermitted materials or aids during tests, examinations, or other form of assessment
- Asking/paying someone else to complete an academic activity, do an assignment or sit a test/examination

Plagiarism

- Copying the work (part or whole) of another student and submitting it as one's own
- Using other people's ideas, words, or other forms of works in one's own work without proper citation and/or acknowledgement of the source
- Submitting the same paper (or a significant portion of it) for credit in more than one subject

Students should read the details on "Plagiarism" given in **Appendix 1** on page 40.

Unauthorised Collaboration or Help

- Collaboration with other students in doing an individual assignment beyond what is specifically permitted by the lecturer
- Getting unauthorised help from others in performing an academic activity or doing an assignment

Fabrication and Falsification

- Creating fake data, research procedures or result in assignments, laboratory or project reports
- Creating fake citations or bibliography
- Forging or altering information, record or other documents relating to study

Aiding Academic Dishonesty

- Allowing another student to copy one's own assignment for submission for credit
- Allowing another student to copy answers during tests or examinations
- Completing an assignment or academic work, or taking a test or examination for another student

Honesty during Examinations/Tests

- The School takes academic dishonesty in tests, examinations and assignments very seriously, and will take disciplinary actions against those who commit it. Students should read the Examination Regulations given on page 14.

Intellectual Property

Intellectual property created by students in the course of their studies at the School shall be owned by the School only if the student receives financial support from the

School in the form of wages, salary or stipends for undertaking their study or research in the School; makes material use of the School's resources for his/her research work; receives material guidance and intellectual input from the School's staff for his/her research work; or if his/her research work is funded by a grant to the School or to him/her by virtue of his/her employment by the School. Generally speaking, intellectual property rights, among other things, refers to novel information and ideas which the law protects. It means the material or communicable result of scientific, humanistic, literary, and artistic effort. It includes, but is not limited to, works in the forms of copyright, design, inventions, discoveries, trademark, formulae, processes, computer software, drawings and sculpture, journal articles and conference presentations.

The School will ensure that it will give its full support to the protection of the intellectual property created by students.

Copying of Copyright Materials

The School considers the protection of intellectual property as a serious matter and copying of copyright materials, without the licence of copyright owner, may be regarded as a statutory offence. Students should comply with the Copyright Ordinance then prevailing at all times.

Under the Copyright Ordinance, a copyright in a work is infringed by a person who without the licence of the copyright owner, among other things, copies the work, issues or makes available copies of the work to the public. Copying of a work means reproducing the work in any material form, including storing the work in any medium by electronic means. Making copies of the work available to public includes putting it on the Internet.

Any printed material in book or volume form which carries a claim to copyright either on the reverse side of the title page, or next to it, is copyright protected. All materials in all periodicals are normally presumed to be copyright protected.

Under Hong Kong Law:

- A person who, without the licence of the copyright owner sells, offers for sale or distributes an infringing copy of the work for the purpose of trade or business commits an offence punishable by a fine of HK\$50,000 in respect of each infringing copy and imprisonment for 4 years, the person is also subject to action for damage (or for handing over the profits) by the copyright owner.

- It is also an offence if a person who, without the licence of the copyright owner, distributes otherwise than for the purpose of trade or business to such an extent as to affect prejudicially the owner of the copyright, an infringing copy of a copyright work, the person will also be liable in the same way as mentioned above.

Please also read the Copyright (Libraries) Regulations given on page 31.

Class Discipline

Students are expected to reap the maximum benefit from the learning process by respecting lecturers and classmates and observe discipline in class or other study related activities.

Students are prohibited from the following:

- use of mobile phones, pagers and/or other devices that are unrelated to learning;
- eating and drinking; and
- unauthorised activity that interferes and interrupts the normal learning and teaching progress

Violation of the above may result in receiving a warning from the class lecturer. Upon being warned consecutively for the third time, the class lecturer may ask the student to leave the classroom and later report the incident in writing to the Director of School. Repeated offenders may be liable to suspension from attending future classes. The Director of School may at his/her discretion report such cases to the CPCE Student Discipline Sub-committee for consideration of further disciplinary actions.

Industrial Training or Visit

During your industrial training or visit, you must strictly obey all the rules of the factory or firm where you are working or visiting. Safety precautions specified by the factory or firm should be closely observed. The opportunity to be trained is a privilege and you should show respect for it by behaving in a disciplined and responsible manner, thereby maintaining the good name of the School.

Use of Library

Loan of Library Materials

Students should observe the library regulations and follow instructions on the proper use of the library as displayed in the library or given verbally by the library staff or the security staff on duty. Mobile phones, pagers, etc. should be muted before entering the library.

Students should be cautioned that all library materials they wish to take out of the library must be properly charged out at the appropriate counter and offences may be reported to the police.

If the cases are not reported to the police, the following penalties may be imposed. Unless indicated otherwise, the penalties are applicable to the libraries located on the PolyU main campus and Hung Hom Bay campus.

Library Offences	Penalties
Library user found leaving the library without charging out an item but not concealing it:	<p>First offence - Offender will be served with a warning letter. ⁺</p> <p>Second to fifth offences (repeated offences accumulated over 3 years, calculable from the date of the first offence) [^]:</p> <ol style="list-style-type: none"> 1) Serving of a warning letter; and 2) Imposition of a fine according to the following scale: <ul style="list-style-type: none"> • 2nd offence - HK\$80 • 3rd offence - HK\$160 • 4th offence - HK\$320 • 5th and subsequent offences - HK\$640 3) Non-payment of a fine will result in suspension of all privileges of using all library facilities.
Library user found leaving the library without charging out an item/part of an item and deliberately concealing it.	<ol style="list-style-type: none"> 1) Offender will be served with a warning letter, a copy of which will be sent to his/her Unit Head; and 2) Imposition of a fine of HK\$80. The fine will be twice as much as the previous offence if the user commits the offence again during his/her period of study in the School. 3) Non-payment of a fine will result in suspension of all privileges of using all library facilities.
Library user found mutilating library material(s)/leaving the library with uncharged mutilated library material(s) regardless of whether the material(s) is/are concealed or not.	<ol style="list-style-type: none"> 1) Offender will be served with a warning letter, a copy of which will be sent to his/her Unit Head; and 2) Imposition of a fine of HK\$80. The fine will be twice as much as the previous offence if the user commits the offence again during his/her period of study in the School; and 3) Replacement cost of the mutilated library material(s). 4) Non-payment of a fine will result in suspension of all privileges of using all library facilities.
<p>Use of mobile phones/pagers*, playing physical games, making excessive noise, etc. in the library are library offences.</p> <p>* Use of mobile phones/pagers is not permitted in any part of the library except in some designated areas.</p>	<ol style="list-style-type: none"> 1) 1st and 2nd offences - user will be served with a warning notice and a record kept in the library system for 12 months. [As a concession, the library may issue a verbal reminder to those users who immediately mute or switch off their phones/pagers upon ringing.] 2) 3rd offence - user's borrowing privileges will be suspended for one day. 3) 4th offence - user will be denied access to the library for one week. 4) 5th offence - user will be denied access to the library for one month.
Library user found using a Staff Card/Student Card or Library Ticket of other person, or Library user confirmed lending his/her Staff Card/Student Card or Library Ticket to other person.	<p>First offence - Offender will be served with a warning letter, a copy of which will be sent to his/her Unit Head.</p> <p>Second to third offences (repeated offences accumulated over 3 years, calculable from the date of the first offence):</p> <ol style="list-style-type: none"> 1) Offender will be served with a warning letter, a copy of which will be sent to his/her Unit Head, and 2) Suspension of library privileges : <ul style="list-style-type: none"> • 2nd offence – user's borrowing privileges will be suspended for one week. • 3rd offence - user will be referred to CPCE Student Discipline Sub-Committee.

⁺ For the first offence at the Library at PolyU main campus, a report will be made and kept in that Library for 4 years.

[^] For the Library at PolyU main campus, "second to fifth offences" refers to repeated offences accumulated over 4 years, calculable from the date of the first offence.

Copyright (Libraries) Regulations

There are certain acts permitted in relation to copyright works. In general, fair dealings with a work of any description for the purposes of research or private study does not infringe any copyright in the work.

Librarian of a 'specified library' may, if the prescribed conditions are complied with:

- make and supply a copy of an article in a periodical without infringing any copyright in the texts; or
- make and supply from a published edition a copy of part of any other work without infringing any copyright in the work.

The prescribed conditions include the following:

- that copies are supplied only to persons satisfying the Librarian that they require them for purposes of research or private study, and will not use them for any other purpose;
- that no person is furnished with (i) more than one copy of the same article or with copies of more than one article contained in the same issue of a periodical; or (ii) a copy of more than a reasonable proportion of any other work; and
- that persons to whom copies are supplied are required to pay for them a sum not less than the cost attributable to their production.

Every person to whom a copy of library material is supplied must personally sign a copyright undertaking (a stamped or typed signature, or the signature of an agent is not sufficient) available at library counters.

Your Responsibilities – Observe Library Regulations

You must observe all library regulations. A copy of library regulations is obtainable from the library counter or via the library website. It is your responsibility to follow library regulations at all times.

General Conduct and Discipline

Alcoholic Drinks

Students should not take alcoholic drinks on campuses. If students wish to hold a function at which beer, wines or spirits are to be served, they must first obtain prior permission from the School.

Dangerous Drugs and Gambling

Consumption of dangerous drugs and gambling or betting in any form is prohibited on campuses. No student shall have in his/her possession dangerous drugs; and any student who contravenes the prevailing ordinance shall be guilty of an offence and shall be liable on conviction and imprisonment.

Security of Personal Property

You are responsible for the security of your own personal property on campuses.

Sexual Harassment

Information on the policy and procedures for handling claims concerning sexual harassment is available at SPEED website under the topic of Policy on Sexual Harassment inside the page for Current Students (<http://www.speed-polyu.edu.hk/default-cstu.asp>).

Any complaints on sexual harassment against students should be submitted in writing to the Secretary of the CPCE Student Discipline Sub-Committee.

Smoking

Smoking is prohibited anywhere indoors and outdoors on campuses.

Complaints and Appeals

If you wish to make a complaint or an appeal, you should do so in writing to the School by stating clearly your name, student number and the subject(s) enrolled to facilitate the School to contact you for reply. No action will be taken on any complaint/appeal in writing which is anonymous.

Facilities and Services

Pao Yue-kong Library at PolyU Main Campus

The Pao Yue-kong (PYK) Library is a six-storey purpose-designed building with an area of 16,662 square metres, providing more than 3,000 reader places. The attractive library environment is air-conditioned, carpeted and has an acoustic ceiling to minimise noise.

The Collections

The PYK Library comprises one of the largest collections of scientific, engineering, and business materials in East Asia. Other areas of strength are information technology, computing, nursing, textiles and design. The present holdings exceed 2.3 million, to which more than 38,000 volumes are added annually. Over 2,900 active print serials titles are held in the Library. The Library also provides Internet access to over 40,000 unique full-text electronic journal titles and over 335,000 electronic books. Major collections include:

- Slide collection containing over 260,000 slides
- Electronic Newspaper Clippings Image Database containing 270,000 records
- Audio-visual collection containing over 76,600 sets of items
- Reserve Books Collection containing over 7,000 items including books in the Textbooks/Reference Book List and lecturer recommended readings
- PolyU Course Scheme Database
- PolyU Institutional Repository
- PolyU Examination Paper Database
- E-learning programmes of over 300 titles
- Online audio libraries of over 110,000 tracks of music and over 340 audio book titles
- PolyU Electronic Theses
- Video-on-demand service providing nearly 6,900 clips
- Image Database containing over 47,000 images
- Local Chinese and English language television programmes (over 26,000 titles) on Hong Kong issues

Online Access to Information

You can access the Library Catalogue, get latest library information and use services such as book reservations, renewals, checking of loan records, book ordering recommendations and suggestions on library matters via the Library homepage at <http://www.lib.polyu.edu.hk>.

Also, you can access the Library Catalogue from a handheld device, e.g. iPhone or Android phone with wireless access via AirPAC. In addition, you can borrow books directly from other UGC libraries through the Hong Kong Academic Library Link (HKALL).

Electronic Resources

Provision of electronic information is a priority of the Library. A multitude of electronic resources including electronic books, standards, newspaper databases, reference tools and electronic journals can be accessed via the Library homepage. Major abstract and full-text databases include EBSCOhost, ABI/INFORM, HIS Standards Experts, IEEE/IEE Electronic Library, Scopus, Emerald Management Xtra, and Web of Knowledge. Electronic journals gateways from prominent publishers such as Journals@Ovid and Science Direct are provided. Electronic images and video-on-demand are also available. Most electronic resources can be accessed off campus. You may refer to the “Remote Access to Library e-Resources” section on the Library homepage for details.

RefWorks, a web-based and reference management tool, allows you to set up your own account and organise your references systematically.

Facilities and Resources

Facilities and resources available in the Library include:

- Computers connected to the Internet
- Self-learning area equipped with a wide range of audio-visual equipment and application software
- Wireless printing, LAN printing, laser printing, digital plotting, photocopying, equipment for binding and scanning
- Wireless LAN facilities for the use of notebook computers and smart phones
- Battery charging stations
- 24-hour Study Centre/group discussion rooms
- Current Awareness Centre
- Exhibition area
- 24-hour Book Drop
- A Learning Aid Resources Centre for the Disabled

Reference and Assistance

The Information Desk is located on the 3/F, Research Enhancement Centre of the Library. Professional librarians are always available to assist users with their information needs and any other library related questions and problems. Users could also submit enquiries online.

Online tutorials allow students to learn information skill at their own pace. Besides, video clips that provide instant animated explanation on materials searching and associated functions are accessible at various places on the Library homepage.

Database search guides to help students to explore and utilise resources are available online. Free copies could also be printed out instantly at the Information Kiosk near the Information Desk. You may also download such guides via the Library homepage.

Information Signposts lead users to pathways of discovering Library materials (in print or electronic versions), media materials, as well as Internet resources. The signposts aim to provide just-in-time context relevant material sources to students for their information needs. Please visit http://www.lib.polyu.edu.hk/researchhelp/info_signpost for more details.

PYK Library Orientation and Information Literacy

Orientation classes designed to help students to understand Library services and Library Catalogue are conducted at the beginning of each academic year. Topical workshops and various information literacy programmes are run on a regular basis. Please watch out for announcements and enrol via the PYK Library homepage.

Information Consultancy Service

The PYK Library provides consultancy service to empower users to navigate in the world of knowledge. Researchers and those who need help in identifying and utilising information tools and subject specific resources, please call 2766 6858 for an appointment.

Opening Hours

Term Time	
Mondays to Saturdays	8:30 am – 11:00 pm
Sundays	12:00 noon – 10:00 pm
Gazetted General Holidays	Closed
PolyU Revision and Examination Period	
Mondays to Sundays	8:30 am – 11:00 pm
Gazetted General Holidays	8:30 am – 11:00 pm
PolyU Summer Break	
Mondays to Fridays	8:30 am – 10:00 pm
Saturdays	8:30 am – 7:00 pm
Sundays and Gazetted General Holidays	Closed

General Enquiry

Homepage: <http://www.lib.polyu.edu.hk>
Information desk: 2766 6863
24-hour enquiry hotline: 2766 7734
Email: lbinf@polyu.edu.hk

Through the PYK Library's 24-hour automated enquiry hotline, you can obtain information on library opening hours, off campus access to electronic resources and loan information.

CPCE Library at Hung Hom Bay Campus

Students having classes at the Hung Hom Bay campus may also use the CPCE Library at that campus. The CPCE Library at Hung Hom Bay campus is a two-storey library with an area of 1,200 square metres.

The Collection

The collection includes books, electronic books, reference materials, reserve materials, audio-visual materials, serials, newspapers, self-learning language electronic resources, audio books, online seminar talks, indexes and abstracts, full text electronic journals and newspapers, full text electronic reports on countries, markets and companies, and full text electronic dissertations. The collection is specifically developed for the teaching and study need for our students.

Online Access to Information and Resources

The CPCE Library's website, catalogue, subscribed full text electronic journals, other subscribed and self-developed electronic resources are accessible online within the campus and also remotely from anywhere, at any time.

While the latest information on the opening hours, library services and resources, as well as the Examination Papers Database and electronic forms for the application for various library services are available at the CPCE Library website, every item in the collection of the CPCE Library is searchable at the CPCE Library catalogue running on the integrated library system, the INNOPAC.

Online library service such as book reservations, checking of loan records, accessing the augmented information or the content of a book, searching the library catalogue of the PYK Library of The Hong Kong Polytechnic University, etc. can be made via the CPCE Library catalogue.

Special Facilities

Many special facilities and resources are provided, which include:

- Computers connected to the Internet
- E-resource Centre/Self-learning Language Centre that offers users facilities and materials for independent language learning.
- Reserve Collection including books and electronic journal articles in the Textbooks/Reference Books List and lecturer recommended readings
- Photocopying
- Network printing
- Wireless LAN facilities for the use of notebook computers
- Casual reading areas
- Group Study Rooms

Reference and Assistance

You may make enquiries at the counter or online on the use of library materials. Search guides are available in the CPCE Library for your free pickup to help you use the library resources. Most search guides are also available online at the CPCE Library website.

CPCE Library Orientation and Information Literacy

Orientation classes that familiarise students with the library services, as well as instruction sessions on the use of various library resources may be arranged and provided. Information Literacy Online Tutorial is available at the CPCE Library website.

Opening Hours

Term Time

Mondays to Fridays	9:00 am – 9:00 pm
Saturdays	10:00 am – 7:00 pm
Sundays and Gazetted General Holidays	Closed

Revision and Examination Period

Mondays to Fridays	9:00 am – 11:00 pm
Saturdays	10:00 am – 7:00 pm
Sundays and Gazetted General Holidays	Closed

Summer Term

Mondays to Fridays	9:00 am – 7:30 pm
Saturdays	Closed
Sundays and Gazetted General Holidays	Closed

Term Break

Mondays to Fridays	9:00 am – 5:00 pm
Saturdays	Closed
Sundays and Gazetted General Holidays	Closed

General Enquiry

Homepage:	http://www.cpce-polyu.edu.hk/lib/
Information desk:	3746 0850
Email:	pflib@cpce-polyu.edu.hk

Communal Facilities at PolyU Main Campus

The Amenities Centre inside the Communal Building provides various kinds of communal facilities including music appreciation and practice rooms, a TV room, multi-purpose rooms, a common room, a karaoke room and a mini-exhibition area. You should refer to the following table for the opening hours of the Amenities Centre as well as other facilities available at the PolyU main campus.

The Shaw Amenities Building is open 24 hours daily throughout the year.

Communal Facilities	Location	Opening Hours	
Amenities Centre	Podium level, Communal Building	Mondays – Fridays Saturdays Sundays & Gazetted General Holidays	9:00 am – 10:00 pm 9:00 am – 6:00 pm Closed
Bookshop	Podium Level, Shaw Amenities Building	Mondays – Fridays Saturdays Sundays & Gazetted General Holidays	10:00 am – 7:30 pm 10:00 am – 5:00 pm Closed
Canteens (Self-service meals and light refreshments are available)	G/F, Shaw Amenities Building	Mondays – Fridays Saturdays Sundays Gazetted General Holidays	7:30 am – 8:00 pm 7:30 am – 7:00 pm 9:00 am – 6:00 pm Closed
	3/F, Communal Building	Mondays – Fridays Saturdays Sundays Gazetted General Holidays	7:30 am – 8:30 pm 7:30 am – 7:30 pm 9:00 am – 6:00 pm Closed
Coffee Lounge (Light refreshments are available)	G/F, Shaw Amenities Building (adjacent to the Student Canteen)	Mondays – Saturdays Sundays Gazetted General Holidays	11:30 am – 9:00 pm 11:30 am – 6:00 pm Closed
Convenience Store	Podium Level, Shaw Amenities Building	Mondays – Sundays (including Gazetted General Holidays)	7:00 am – 11:00 pm
Library Cafe	Podium Level, Pao Yue-kong Library	Same opening hours as the Pao Yue-kong Library.	
Minibanks (Hang Seng Bank and The Bank of East Asia)	Podium Level, Shaw Amenities Building	Mondays – Fridays Saturdays, Sundays & Gazetted General Holidays	9:00 am – 5:00 pm Closed
Staff Restaurant* (Provides served meals)	4/F, Communal Building	Mondays – Saturdays Sundays & Gazetted General Holidays	10:30 am – 8:30 pm Closed
Student Restaurant	4/F, Communal Building	Mondays – Saturdays Sundays & Gazetted General Holidays	10:30 am – 8:30 pm Closed
The Lawn Cafe	G/F and 1/F, Block N (near Lim Por Yen Lecture Theatre 2)	Mondays – Fridays Saturdays Sundays & Gazetted General Holidays	7:30 am – 10:00 pm 7:30 am – 9:00 pm 9:00 am – 9:00 pm

* Reserved for staff use only during lunch hours from 12:00 noon.

Communal Facilities	Location	Opening Hours	
Theatre Lounge (Light refreshments and set lunch/dinner are available)	G/F, Chung Sze Yuen Building (adjacent to the Chiang Chen Studio Theatre)	Mondays – Saturdays Sundays & Gazetted General Holidays	10:30 am – 8:30 pm Closed
<i>(The Theatre Lounge may be closed occasionally for exclusive use by hirers of the Chiang Chen Studio Theatre or other eligible users.)</i>			

Student Facilities and Amenities at Hung Hom Bay Campus

Students having classes at Hung Hom Bay campus may refer to the following table for the opening hours of the caterers and the convenience store available at that campus.

Communal Facilities	Location	Opening Hours	
Canteens (Self-service meals and light refreshments are available)	1/F, Student Hall of Residence, Hung Hom	Mondays – Saturdays: Sundays & Gazetted General Holidays:	7:30 am – 9:30 pm 9:00 am – 9:30 pm
Cafeteria	4/F, HHB campus	Mondays – Fridays: Saturdays: Sundays & Gazetted General Holidays:	8:00 am – 8:00 pm 8:00 am – 6:00 pm Closed
Convenience Store	4/F, HHB campus	Mondays – Fridays: Saturdays: Sundays & Gazetted General Holidays:	9:00 am – 9:00 pm 10:00 am – 6:00 pm Closed

Services for Students with Disabilities

All disabled students are advised to contact the School to discuss their special needs.

Appendices

1. Plagiarism

About Plagiarism

Plagiarism refers to the act of using the creative works of others (e.g. ideas, words, images or sound, etc.) in one's work without proper acknowledgment of the source. According to the Webster's Ninth New Collegiate Dictionary (1987), to 'plagiarise' means:

[T]o steal and pass off (the ideas or words of another) as one's own: [to] use (a created production) without crediting the source: [to] commit literary theft: [to] present as new and original an idea or product derived from an existing source.

The University views plagiarism, whether committed intentionally or because of ignorance or negligence, as a serious disciplinary offence. Excuses such as "not knowing that this is required" or "not knowing how to do it" will not be accepted. It is the student's responsibility to understand what plagiarism is, and take action steps to avoid plagiarism in their academic work. The golden rule is: "if in doubt, acknowledge".

Avoiding Plagiarism

Students are required to submit their original work and avoid any possible suggestion of plagiarism in the work they submit for grading or credit. Below are some suggestions on how you can avoid plagiarism in your own work:

Use Sources with Care and Respect

- Take careful notes so that you know where you got your information
- Keep track of all the sources you have used for each assignment
- Cite all your sources in your finished work, distinguishing carefully between your own ideas/work and those taken from others
- Include all your sources in your Reference or Bibliography section, normally included at the end of the paper

Find out Expectation of Your Lecturer

- Different disciplines or professions may have slightly different conventions for citation and referencing. Ask your lecturer for the specific citing and reference system or conventions used in your chosen profession/discipline
- Ask your lecturer what types of collaborations and help is permitted for the specific assignment

Develop Your Academic Skills

- Plan your academic work carefully and start early so that you have time to do your own work
- Make a work schedule for your work and try to keep to it
- Study resource materials and, if appropriate, attend courses or workshops to continually improve your skills in referencing and academic writing

Be Honest, and Always Do Your Own Work

Resources and Support Provided to Students

To know more about plagiarism and how to cite sources properly in your work, please refer to the booklet “About Plagiarism and How to Avoid It” developed by the University at http://edc.polyu.edu.hk/PSP/Plagiarism_Booklet.pdf.

You can also obtain more information about using sources and referencing styles from the following web page of the Centre for Independent Language Learning, English Language Centre of the University at: <http://www2.elc.polyu.edu.hk/CILL/reference.htm>.

2. Health and Safety Guidelines

Health and Safety Policy

Your health and safety is our concern. The School is committed to ensuring, as far as reasonably practicable, the health and safety of students in the course of study.

General Health and Safety Guidelines

To safeguard your well-being and your safety as well as those of other persons, you are required to follow the general health and safety guidelines below:

- Fully co-operate and participate in all measures taken to ensure health and safety;
- Take reasonable care at work for your health and safety and all other persons who may be affected by your acts or omissions;
- Not to interfere with or misuse, intentionally or recklessly, anything provided in the interests of health and safety; and
- Report problems relating to health and safety matters to your lecturers and supervisors.

General Laboratory Safety Guidelines

The following guidelines on laboratory safety aim to ensure appropriate health and safety measures are taken when you are at work in laboratories.

- Know the location of and how to use the emergency equipment (e.g. fire extinguishers, safety showers and eyewash) in your area, as well as how to obtain emergency assistance.
- Know the types of personal protective equipment available (e.g. eye and hand protection) and use the proper equipment for the job.
- Do not consume food, beverages, smoke or make up in areas where chemicals are being used or stored. Glassware or containers that have been used for laboratory operations should never be used to prepare or keep food or beverages. Food storage is not permitted in laboratory freezers, refrigerators, ice chests or cold rooms.
- Know the potential hazards of the chemicals before use and take appropriate precautions. For those chemicals that you are not familiar with, consult your supervisor.
- Long hair and loose clothing should be confined when in the laboratory.

- Label all containers of chemicals.
- Clean up spilled chemicals or microorganisms properly without delay.
- Do not use your mouth to operate pipettes or to start a siphon; a pipette filler should be used.
- Avoid exposure to gases, vapours and aerosols. Use appropriate safety equipment and work in fume hood whenever such exposure is likely.
- Never distract or startle other students and workers. Practical jokes or horseplay in the laboratory cannot be tolerated at any time.
- Follow disposal procedures for chemical and biological wastes.
- Always wash your hands and forearms with soap and water before leaving the laboratory area.
- Stay out of the area of a fire or accident unless it is your responsibility to handle the emergency.

Guidelines for Handling Irradiating Apparatus and Radioactive Substances

As the use of irradiating apparatus (such as X-ray equipment) and radioactive substances are strictly controlled by the Law of Hong Kong, students can only handle the equipment or substances with great care under the close supervision of their instructors or supervisors.

Environmental Policy

The School is committed to providing a good environment for students. We also ensure that our activities are conducted in an environmentally responsible manner. Your involvement and participation in our environmental programmes are essential for the development of a preferred environmental culture.

You may help by reducing consumption of resources, such as writing on both sides of a piece of paper, printing only when necessary and switching off the lights when you are the last one to leave a room. You may also help by recycling paper, plastic bottles, aluminium cans, CD and rechargeable batteries. Recycling bins are placed at convenient locations on the campuses.

3. Arrangements during Bad Weather

Tropical Cyclone Warning

Signal No. 1 or 3	Classes/examinations will be held as scheduled.	
If Signal No. 8 or above is hoisted or announcement is made by the Hong Kong Observatory that Signal No. 8 or above is likely to be hoisted within the next two hours at anytime during the following time/period.	Arrangements for Classes	
	<i>For classes already started if the warning</i>	
	Is being hoisted	Lecturers shall release students attending classes to go home immediately.
	Is likely to be hoisted within 2 hours	Lecturers shall release students attending classes to go home as soon as possible.
	<i>For classes not yet started if the warning is hoisted or in force</i>	
	At or after 6:30 am	All day classes* starting before 2:00 pm will be cancelled automatically.
	At or after 12:00 noon	All afternoon classes* starting at any time from 2:00 pm and before 6:30 pm will be cancelled automatically.
	At or after 4:30 pm	All evening classes* starting from 6:30 pm onward will be cancelled automatically.
	Arrangements for Examinations	
	Within 2 hours before the start of a scheduled examination	Examination [^] will be postponed.
	During an examination	Examination [^] will continue unless otherwise announced by the School.
Lowered 2 hours before an examination starts	Examination [^] will be held as scheduled unless otherwise announced by the School.	
Arrangements for Make-up Classes / Revised Examination Schedule		
<i>The SPEED office will contact students concerned on revised examination / class arrangements within 5 working days after the warning has been lowered.</i>		

Rainstorm Warning

Amber Alerts	Classes/examinations will be held as scheduled.	
Red Warning	Classes/examinations will be held as scheduled unless otherwise announced by the School.	
Black Warning	<i>For classes and examinations not yet started if the warning is hoisted or in force</i>	
	At or after 6:30 am	All day classes* starting before 2:00 pm will be cancelled automatically. Examinations [^] starting before 2:00 pm will be postponed.
	At or after 12:00 noon	All afternoon classes* starting at any time from 2:00 pm and before 6:30 pm will be cancelled automatically. Examinations [^] starting at any time from 2:00 pm and before 6:30 pm will be postponed.
	At or after 4:30 pm	All evening classes* starting from 6:30 pm onward will be cancelled automatically. Examinations [^] starting from 6:30 pm onward will be postponed.
	<i>For classes and examinations already started</i>	
	<ul style="list-style-type: none"> ■ If the Black Rainstorm Warning is issued during office hours or in the evenings when classes/examinations are already in progress, all classes/examinations will continue unless otherwise announced by the School. This is in line with Government advice that people should take shelter in a safe place during a Black Rainstorm Warning. ■ If the warning is still in force when classes/examinations end, you are advised to stay on campus for your own safety until the warning has been cancelled or the traffic conditions have improved. Air-conditioning will be maintained whenever practicable while the warning is current. ■ If you need help, please contact the Campus Security Control Centre at 2766 7666 (PolyU Main Campus) / 3746 0666 (Hung Hom Bay Campus). 	
	Arrangements for Make-up Classes / Revised Examination Schedule	
	<i>The SPEED office will contact students concerned on revised examination / class arrangements within 5 working days after the warning has been lowered.</i>	

* If the class has a Lecture which is followed immediately by a Tutorial, it will be regarded as two different class sessions. (For example, if the Tropical Cyclone Signal No. 8 / Black Rainstorm Warning is lowered at or after 6:30 am and before 12:00 noon, the Lecture starting at 1:00 pm will be cancelled while the Tutorial starting at 2:00 pm will be held as scheduled.)

[^] For oral examination, starting time refers to the commencement of the whole session (e.g. Morning Session - 9:00 am to 12:00 noon or Afternoon Session - 1:00 pm to 4:00 pm) of the oral examination for a subject instead of the examination timeslot of an individual student.

Announcement made by the Education Bureau on cancellation/postponement of classes/examinations are not applicable to the School.

4. List of Enquiry Numbers

School of Professional Education and Executive Development

Enquiry hotline: 3400 2828
Website: www.speed-polyu.edu.hk
Email: speed@speed-polyu.edu.hk

Service Counter at PolyU Main Campus:

Room QR802, 8/F, Core R, The Hong Kong Polytechnic University
Hung Hom, Kowloon

Opening hours:

Mondays to Fridays	8:30 am – 7:15 pm
Saturdays	9:00 am – 12:00 noon
Closed on Sundays and public holidays	

Service Counter at Hung Hom Bay Campus:

Room 807, 8/F, PolyU Hung Hom Bay Campus
8 Hung Lok Road, Hung Hom, Kowloon

Opening hours:

Mondays to Fridays	8:30 am – 7:15 pm
Saturdays	9:00 am – 12:00 noon
Closed on Sundays and public holidays	

Service Counter at West Kowloon Campus:

Room S1201, 12/F, South Tower, PolyU West Kowloon Campus
9 Hoi Ting Road, Yau Ma Tei, Kowloon

Opening hours:

Mondays to Fridays	8:30 am – 5:30 pm
Saturdays	9:00 am – 12:00 noon
Closed on Sundays and public holidays	

Emergency Contact

PolyU Main Campus: 2766 7999 (24-hour Emergency Hotline)
2766 7666 (Campus Security Control Centre)

Hung Hom Bay Campus: 3746 0666

Pao Yue-kong Library (PolyU Main Campus)

24-hour hotline: 2766 7734
Enquiry hotline: 2766 6863
Website: <http://www.lib.polyu.edu.hk>
Email: lbinf@polyu.edu.hk

CPCE Library (Hung Hom Bay Campus)

Enquiry hotline: 3746 0850

Website: <http://www.cpce-polyu.edu.hk/lib/>

Email: pflib@cpce-polyu.edu.hk

5. Easy Guide on Standard Forms

Available Standard Application Forms	Form Code	Page Reference for Details
Student Personal Data Amendment	SPD31C	P. 4, P. 19
Credit Transfer	SPD32C	P. 11
PCE Awards	SPD33C	P. 21
Replacement of Student Identity Card	SPD34C	P. 6
Transcript of Studies	SPD35C	P. 20
Certification of True Copies	SPD37C	P. 21
Certification of Award	SPD39C	P. 21

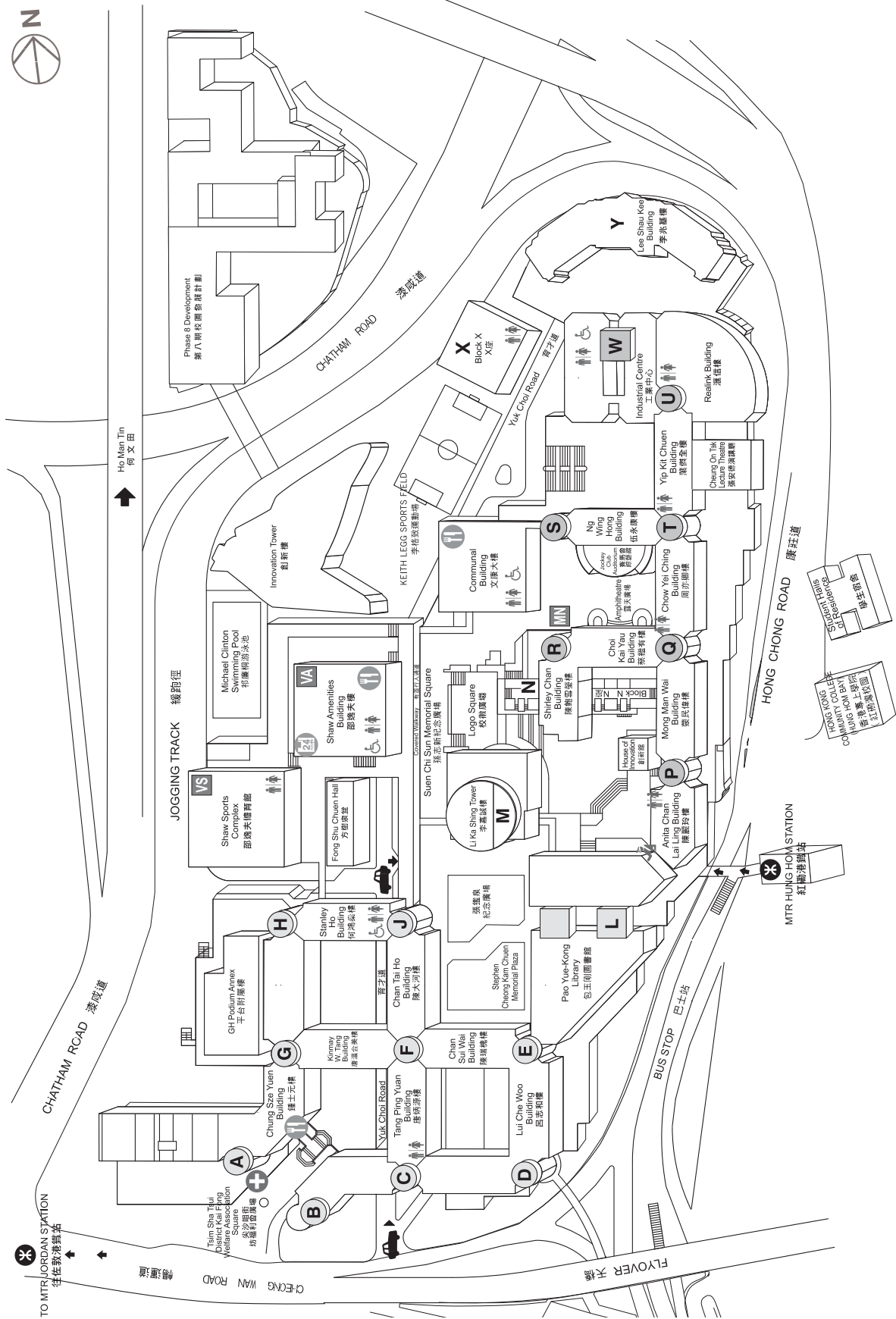
All application forms are obtainable from the SPEED website or the School's service counters.

6. Academic Calendar for 2011/12

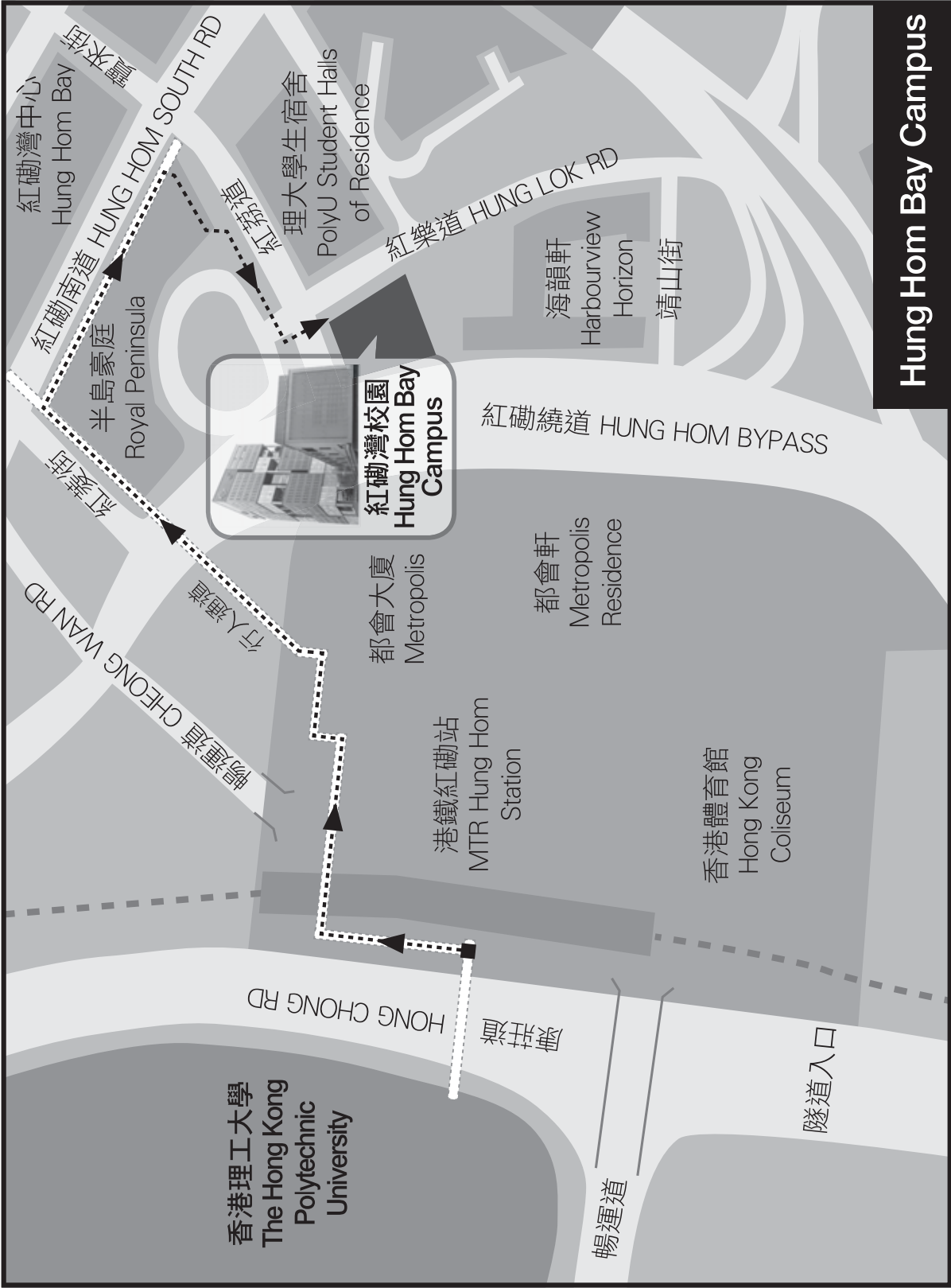
Month	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Notes
Aug 2011	22	23	24	25	26	27	28	
Sep	29	30	31	1	2	3	4	Sep 1: 2011/12 academic year begins
	5	6	7	8	9	10	11	
	12	13	14	15	16	17	18	Sep 12: Mid-Autumn Festival (evening classes suspended) Sep 13: The day following Mid-Autumn Festival
	19	20	21	22	23	24	25	
Oct	26	27	28	29	30	1	2	Oct 1: National Day
	3	4	5	6	7	8	9	Oct 5: Chung Yeung Festival
	10	11	12	13	14	15	16	
	17	18	19	20	21	22	23	Oct 22 & 23: Graduation Ceremony
	24	25	26	27	28	29	30	
Nov	31	1	2	3	4	5	6	
	7	8	9	10	11	12	13	
	14	15	16	17	18	19	20	
	21	22	23	24	25	26	27	
Dec	28	29	30	1	2	3	4	
	5	6	7	8	9	10	11	
	12	13	14	15	16	17	18	
	19	20	21	22	23	24	25	Dec 22: Winter Solstice (evening classes suspended)
Jan 2012	26	27	28	29	30	31	1	Dec 26 & 27: The first and second weekdays after Christmas Day
	2	3	4	5	6	7	8	Jan 2: The day following the first day of January
	9	10	11	12	13	14	15	
	16	17	18	19	20	21	22	
	23	24	25	26	27	28	29	Jan 23 - 25: Lunar New Year Holidays
Feb	30	31	1	2	3	4	5	
	6	7	8	9	10	11	12	
	13	14	15	16	17	18	19	
	20	21	22	23	24	25	26	
Mar	27	28	29	1	2	3	4	
	5	6	7	8	9	10	11	
	12	13	14	15	16	17	18	
	19	20	21	22	23	24	25	

Month	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Notes
Apr	26	27	28	29	30	31	1	Apr 4: Ching Ming Festival Apr 6 - 9: Easter Holidays Apr 28: The Buddha's Birthday
	2	3	4	5	6	7	8	
	9	10	11	12	13	14	15	
	16	17	18	19	20	21	22	
	23	24	25	26	27	28	29	
May	30	1	2	3	4	5	6	May 1: Labour Day
	7	8	9	10	11	12	13	
	14	15	16	17	18	19	20	
	21	22	23	24	25	26	27	
Jun	28	29	30	31	1	2	3	Jun 23: Tuen Ng Festival
	4	5	6	7	8	9	10	
	11	12	13	14	15	16	17	
	18	19	20	21	22	23	24	
Jul	25	26	27	28	29	30	1	Jul 2: The day following the HKSAR Establishment Day
	2	3	4	5	6	7	8	
	9	10	11	12	13	14	15	
	16	17	18	19	20	21	22	
	23	24	25	26	27	28	29	
Aug	30	31	1	2	3	4	5	Aug 31: 2011/12 academic year ends
	6	7	8	9	10	11	12	
	13	14	15	16	17	18	19	
	20	21	22	23	24	25	26	
Sep	27	28	29	30	31	1	2	

7. Map of PolyU Main Campus



8. Location Map of Hung Hom Bay Campus



Hung Hom Bay Campus

Students will be issued with a copy of the Student Handbook when they are admitted to the first credit-bearing subject offered under the Credit Accumulation Mechanism. Thereafter, updated version can be obtained from our website at <http://www.speed-polyu.edu.hk> or from the School office during office hours.

School of Professional Education and Executive Development reserves the right to review and make changes from time to time the regulations, rules and procedures stipulated in this Handbook as and when necessary.

Published in August 2011, this Handbook contains information known as of the date for publication.

School of Professional Education and Executive Development



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School of Professional Education and Executive Development is operated by College of Professional and Continuing Education Limited which is an affiliate of The Hong Kong Polytechnic University.