


Important Notice

Ref : RG/20/STD/070

To : Current Students who Enrolled in 2019-20 in

- Bachelor of Business Administration (Honours) (Part-time Mode) (BBAPT)
- Bachelor of Social Work (Honours) (Part-time Conversion Programme) (BSW)
- Higher Diploma in Social Work (Part-time Mode) (HDSWPT)
- Higher Diploma in Pharmaceutical Dispensing (Full-time Mode and Part-time Mode) (HDPDFT and HDPDPT)
- Professional Diploma in Property Management (Part-time Mode) (PDPMPT)

From : Registry

Date : 6 October 2020

Re : **Application for Special Reassessment (2019-20, Summer Semester Courses)**

(Circulation by student intranet, Institute email account and Registry notice boards)

As announced earlier in March 2020, a special reassessment is confirmed to be extended, besides courses for sub-degree and DGS programmes, to include courses for the Bachelor's Degree programmes in this academic year (2019-20) as a special once-off arrangement. Application fee for this special reassessment will be waived. Below please find the details of the special reassessment arrangement.

1. Special Reassessment Application Period and Reassessment Period

Applications should be made at the Registry Counter (2/F Student Services Centre at CIHE Building) or by email at registry_reassessment@cihe.edu.hk during the following period:-

Programme	Application Period	Reassessment Period
BBAPT, BSW, HDSWPT, HDPDFT, HDPDPT, PDPMPT	7 – 9 October 2020 (9:00 am – 7:00 pm)	19 – 23 October 2020

If a student fails to apply within the above period, an administration fee of **HK\$120** will be charged for each subsequent late application, to cover the additional cost incurred in handling the case. The Registrar reserves the discretion whether or not to grant permission for the late application.



2. *Submission of Application Form*

Application forms are obtainable as follows:

- (1) Download from <http://studentportal.cihe.edu.hk> \Registry\Registry Services\Forms ; OR
- (2) Obtain at the **Registry counter** (2/F Student Services Centre at CIHE Building).

The completed application form(s) (REG-S08) should be submitted to the Registry counter (2/F Student Services Centre at CIHE Building) or by email at registry_reassessment@cihe.edu.hk by **7:00 pm on 9 October 2020 (Friday)**.

3. *Notes for Applicants*

- a. Students who have i) enrolled in the course(s) offered in the **Summer Semester of the 2019-20 Academic Year**, ii) **fulfilled the attendance requirement** and iii) obtained a grade of **C-, D+, D, F, F*** (where F* is for sub-degree programmes only) in the course(s) for **BBAPT, BSW, HDSWPT, HDPDFT, HDPDPT and PDPMPPT programmes** may apply for a reassessment **once only**.
- b. Application for reassessment of **elective General Education course(s)** must be made **in the same year** in which the course(s) is / are taken.
- c. Reassessment does not apply to practicum, internship, externship and fieldwork.
- d. Potential graduands (i.e., students who have already fulfilled the graduation requirements) will not be eligible for this special reassessment arrangement.
- e. The highest grade a student can get in the reassessment of a course is **grade C**. The student's original grade for the course concerned will stand if it is better than the student's reassessment result.
- f. Students who are absent from the reassessment examination (for any reason) or do not submit the project/assignment concerned before the deadline will be given zero mark. They will be regarded as having used the opportunity. Supplementary examination will not be considered.
- g. Students who are under disciplinary action on a particular course, are not entitled to applying for reassessment of that course concerned.
- h. Students should familiarize themselves with the graduation requirements and the Assessment Regulations governing Reassessments as laid down in the Student Handbook.



Non-examination Oriented /Project-based Courses

- a. Students are reminded to approach the Examiner(s) concerned for details for courses which are reassessed in the form of assignments, individual projects or tests.
 - b. Students are required to submit the reassessment assignments / projects according to the stipulated deadline(s). Late submission will not be entertained.
4. Reassessment Timetable for Written Examination [excluding elective General Education (GE) course(s)] will be available **starting from 13 October 2020 (Tuesday)** at the following locations (*individual notification will not be given*):
- (1) **Student Portal - Registry** <http://studentportal.cihe.edu.hk> under “Announcement”
 - (2) **Student intranet** <http://booking.cihe.edu.hk> (under “Registry Announcement” of the Main Menu)
 - (3) The **Registry’s notice boards** located at Registry counter (2/F Student Services Centre at CIHE Building) and the 2/F lift lobby at CBCC Building.

5. ***Release of Results***

The results of the reassessment will be released on **14 December 2020** at:

<http://booking.cihe.edu.hk>

6. ***Appeals Against Reassessment Results***

All written applications for appeal must be submitted to the Registry within 14 working days from the date of release of reassessment results, together with payment of the prescribed fee of HK\$400.00 per course. If your application for an appeal is successful, the appeal fee will be refunded.

If you have any enquiries on the above, please contact the Administrative Officers of the Registry, Mr Lai on 3702 4371 for CIHE and Miss Ng on 3702 4377 for CBCC.

Wishing you every success in your examinations.

