



Important Notice

Ref: RG/19/054
To: Current Students who Enrolled in 2018-19 in
- Higher Diploma in Social Work (Part-time Mode) (HDSWXPT) Programme
- 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: 17 September 2019
Re: Reassessment for Summer Semester Courses Offered in 2018-19



Please be informed that the **Summer Semester Reassessment for 2018-19** will be held from **9 to 11 October 2019 (Wednesday-Friday)**. Your attention is drawn to the application for reassessment as follows:-

I. Eligibility

The Summer Semester Reassessment is applicable to **students of HDSWXPT, HDPDFT, HDPDPT and PDPMPT Programmes only who obtained a grade of C-, D+, D or F in the course(s) taken in the Summer Semester for the 2018-19 academic year.**

II. Application Period and Reassessment Period

All applications should reach the Registry Counter on the 2/F Student Services Centre at CIHE Building during the following period:-

Programmes	Application Period	Reassessment Period
HDSWXPT, HDPDFT, HDPDPT, PDPMPT	23 – 25 September 2019 (9:00 am – 7:30 pm)	9 – 11 October 2019

III. Submission of Application

Application form can be downloaded from the following:

Student Portal – Registry <http://studentportal.cihe.edu.hk> under “Forms”

OR obtained at the Registry Counter on the 2/F Student Services Centre at CIHE Building.

The completed application form(s) (REG-S08a) with receipt(s) should be submitted to the Registry Counter on the 2/F Student Services Centre at CIHE Building **by 7:30 pm on 25 September 2019 (Wednesday)**. Students should produce Academic Reports for verification when they submit the application.

If a student fails to do so, he/she will be charged an administration fee of HK\$120 for each late application, to cover the additional cost incurred by the Institute in handling the case. The Registrar has the discretion whether or not to grant permission for the late application.



IV. Application Fee

A reassessment fee of HK\$400.00 per course will be charged.

V. Notes for Applicants:

1. Students who obtain a grade of C-, D+, D or F in a course may apply for reassessment **once only**.
2. The highest grade a student can get in the reassessment of a course is **grade C**.
3. Students who are absent from the reassessment examination or do not submit the project/assignment concerned before the deadline will be given zero mark. They will not be given another opportunity for reassessment for the course concerned.
4. Payment Methods
 - i. Payment by **EPS/CASH or VISA/Master Credit Card** at 2/F Student Services Centre at CIHE Building or 10/F Counter of CBCC Building by the due date; OR
 - ii. Payment by **other methods** as shown on the back page of the Payment Advice.
5. Students can check (a) *the information for Reassessment Arrangement starting from 23 September 2019 (Monday)* and (b) *the Reassessment Timetable for Written Examination starting from 2 October 2019 (Wednesday)* from the following locations (individual notification is not applicable):
 - i. **The Student Portal – Registry** <http://studentportal.cihe.edu.hk> under “Reassessment”
 - ii. **The Student Intranet** <http://booking.cihe.edu.hk>;
 - iii. **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.
6. Once application form has been submitted to the Registry for processing, subsequent withdrawal of application will not be entertained. Reassessment fee paid is non-refundable.
7. Previous receipt(s) of reassessment payment was/were invalid even though no reassessment has been taken.
8. Students should familiarize themselves with the Assessment Regulations governing Reassessments on the Student Handbook.

VI. Reassessment in Non-examination Oriented Courses

For students who apply for reassessment in non-examination oriented courses (e.g. courses which are reassessed in the form of assignments, individual projects or tests), they are reminded to approach the Examiner(s) concerned for details.

VII. Release of Reassessment Results

Students can check the reassessment results from the **Student Portal** through the following link on **9 December 2019 (Monday)**:

Student Portal–Registry <http://studentportal.cihe.edu.hk> under “Viewing of Final Academic Records”



VIII. 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 at 3702-4371 for CIHE and Ms Ng at 3702-4377 for CBCC.

Thank you for your attention.