明愛專上學院
Caritas Institute of Higher Education
前稱「明愛徐誠斌學院」 Formerly known as Caritas Francis Hsu College

Ref : RG/18/STD/010
To : **Students of Bachelor Degree Programmes**
From : Registry
Date : 24 May 2018
Re : **Release of Academic Results and Supplementary Examination, 2017-18**

Important Notice

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

Drawing to the close of semester, your attention is drawn to the following arrangement:

1. You can view the academic results of all the courses taken during your study period on the web through this link **http://booking.cihe.edu.hk** during **14 June – 31 July 2018**:

   (1) User Name: a small letter 's' + full Student ID (e.g. s1234567)

   (2) Password: *for students who are admitted in 2014-15 and after:*
   - the first five characters of your HKID number (e.g. Z4321) + date of birth (e.g. 09) + # ; **OR**
   - your login password for CIHE Windows system

   for students who are admitted before 2014-15:
   - the first five characters of your HKID number (e.g. Z4321); **OR**
   - your login password for CIHE Windows system

   Academic results will be treated as confidential and no checking for academic results via telephone will be entertained.

   If you have any questions regarding your Institute's email account, please contact the Information Technology Services Centre at Room 810 or 3653 6653.

2. Official academic reports of current year will be dispatched to students **upon application** at Registry counter (2/F Student Services Centre at CIHE Building) and payment of prescribed fee.

3. The payment slips of tuition fee of 2018-19 will be mailed to students by Finance and Estates Office in due course.

4. All applications of appeal should be submitted in writing to the Registry **by 5 July 2018**, together with payment of the prescribed fee of HK$400.00 per course. Late application will not be entertained. If the course result is upgraded, the appeal fee will be refunded.

5. Supplementary Examinations for 1st and 2nd Semester courses will be held during **6 - 17 August 2018**. Students concerned are required to check *the Supplementary Examination Timetable for Written Examination* **starting from 27 July 2018** in the following locations:

   i. Student intranet - http://booking.cihe.edu.hk;
   ii. The Registry's notice boards located at Registry counter (2/F Student Services Centre at CIHE Building) and the 2/F lift lobby at the CBCC Building.

If you have any enquires on the above, please contact Mr Lai, the Administrative Officer of the Registry at 3702 4371.

Wishing you every success in your examinations.