


Important Notice

Ref : RG/21/STD/081
 To : **Students of Higher Diploma / Associate Degree / Professional Diploma Programmes who Enrolled Courses in Summer Semester of 2020-21**
 From: Registry
 Date: 28 September 2021
 Re : **Special Reassessment (2020-21, Summer Semester Courses)**

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

In consideration of the impact of the COVID-19 situation on teaching and learning during the past year and students' concern about their academic performance under this special circumstance, please be informed that the special reassessment arrangement introduced in the last academic year will continue to be adopted in this academic year (2020-21), i.e. to include courses for the Higher Diploma, Associate Degree, Professional Diploma programmes offered in the Summer Semester of 2020-21 as a special one-shot arrangement. Application fee for this special reassessment will be waived. Below please find the details of the special reassessment arrangement.

1.1 Application Period and Special Reassessment Period for Summer Semester Courses in 2020-21

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:-

Programmes	Application Period	Special Reassessment Period for Summer Semester Courses in 2020-21
PDPMP HDPD HDPDP HDSWP	29 September - 4 October 2021 9:00 am – 5:00 pm (full-time mode programmes) 5:30 pm – 7:30 pm (part-time mode programmes)	11-18 October 2021

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.



1.2 Submission of Application Form

Application forms are obtainable from 29 September 2021 as follows:

- (1) Download the form “*Application for Special Reassessment / Application for Reassessment 2020-21*” from the **Student Portal**:
[http://studentportal.cihe.edu.hk \Registry\Registry Services\Forms](http://studentportal.cihe.edu.hk/Registry/Registry%20Services/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 **7:30 pm on 4 October 2021 (Monday)**. Results of the applications will be announced to individual applicant on or before 5 October 2021 (Tuesday).

1.3 Notes for Applicants

- a. Students are eligible to apply for a special reassessment **once only** if they have:
 - (i) enrolled in the course(s) offered in the **Summer Semester of the 2020-21 academic year**,
 - (ii) fulfilled the attendance requirement and
 - (iii) obtained a grade of **C-, D+, D, F, F*** in the course(s).
- 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.

1.4 Reassessment Timetable for Written Examination will be available **starting from 5 October 2021 (Tuesday)** in the following locations (*individual notification will not be given*):

- (1) **Student Portal -Registry** <http://studentportal.cihe.edu.hk> or **Student Intranet** <http://booking.cihe.edu.hk>; (under “**Reassessment Arrangement**” of the Main Menu)
- (2) The **Registry’s notice boards** located at Registry counter (2/F Student Services Centre at CIHE Building).

1.5 Release of Results

The results of the reassessment will be released on **13 December 2021 (Monday)** at:

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

1.6 Appeals Against Special 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 Ms Ng on 3702 4377 for CBCC.

Wishing you every success in your examinations.

