To  : All Students  
From : Hong Kong Community College  
Date : 2 June 2016  
Re   : Announcement of Results for Semester Two 2015/16  

****************************************************************

Dear Students

The results for Semester Two 2015/16 will be announced via “my.HKCC” at http://www.hkcc-polyu.edu.hk/myhkcc on next Tuesday, 7 June 2016. To enquire your results, you should (1) visit “my.HKCC” portal, (2) login your account and (3) select “my assessment results” page. Please read the attached “Guideline on Checking Assessment Results” for the steps of login to “my.HKCC”.

We would like to draw your attention to the following:

1. **Request for an Official Copy of Assessment Result Notification**

If you need to obtain an official Assessment Result Notification (ARN) with the stamp of the College, you may approach HKCC Information Kiosk for one free official copy on or before 29 July 2016. Any requests made after this date will not be entertained and you will need to apply for an academic transcript ($50 per copy) instead.

2. **Appeal against Assessment Results**

If you would like to request a review of assessment results, you should make your appeal in writing to the Director of HKCC within 7 working days upon the public announcement of the assessment results, i.e., on or before 16 June 2016. You should give a complete account of the grounds for the appeal in the application form for ‘Appeal against Decision of SARP/BoE’ and provide supporting evidence. The detailed procedures can be found in the HKCC Student Handbook. Please note that a student’s disagreement with the marking or the decision of SARP/BoE is not in itself an adequate ground for an appeal.

3. **Eligibility for Award**

Please be reminded that you would be eligible for award if you satisfy all the conditions listed below:

(i) Accumulation of the requisite number of credits for the particular award as defined in the definitive programme/scheme document;

(ii) Satisfying all the ‘compulsory’ and ‘elective’ requirements as defined in the definitive programme/scheme document;
(iii) Satisfying the level, general education and discipline-specific requirements as defined in the definitive programme/scheme document;
(iv) Satisfying other requirements as stipulated in the definitive programme/scheme document, e.g. Work-integrated Education; and
(v) Having a GPA of 2.0 or above at the end of the programme.

You should ensure that the general education and/or discipline-specific elective subjects you have selected satisfy the level, general education/subject domain and discipline-specific requirements. It is a student’s sole responsibility to ensure that he/she has completed all the requirements for graduation.

A student is required to graduate as soon as he/she satisfies all the above conditions for award.

4. Graduation Ceremony 2016

Please be informed that the Graduation Ceremony will normally be held within October to December of each year and details of the Ceremony will be sent to your correspondence address around early September 2016. Should you need to change your correspondence address, please amend your contact information at http://www.hkcc-polyu.edu.hk. You will be invited to indicate through our website in September 2016 regarding your intention to attend the Graduation Ceremony.

In case of enquiries, you are welcome to contact us at 3746-0123 (tel.), ecoffice@hkcc-polyu.edu.hk (email), 2994-8721 (fax-PolyU Hung Hom Bay Campus), 2625-4159 (fax-PolyU West Kowloon Campus), or visit our Information Kiosk on UG/F, PolyU Hung Hom Bay Campus or 2/F, North Tower, PolyU West Kowloon Campus.

Regards

Hong Kong Community College

JK/al
Guideline on Checking Assessment Results at “my.HKCC” Portal

Step 1. Login to the “CPCE Portal” (use the student number as “User name” and the password of email account as “Password”)

Step 2. Select “my assessment results” under “e-enquiry”