

Application for Second Retake of Failed Subject(s)

Please read the notes overleaf before completing this form.

I. PARTICULARS OF STUDENT

Name _____

Programme Title _____

Contact No. _____ Mode of Study Full-time Part-time

Student No. _____

Programme Code						Stream Code			

II. APPLICATION DETAILS

I wish to apply for retaking the following subjects(s) for the second time in Semester **One/ Two/ Summer Term** * in the Academic Year 20__ / __ .

(a) Subjects(s) applied for second retake in the semester:

No.	Subject Code	Subject Title	Subject Nature (Compulsory/ Elective)	First Attempt (Semester/ Year)	First Retake (Semester/ Year)
1					
2					
3					

(b) Intended study plan for the semester (including subject(s) applied for second retake):

No.	Subject Code	Subject Title	Credits	Consecutive Subject (Y/N)	Study Load	DSR/GUR/GE Subject #
1						
2						
3						
4						
5						
6						
Total Study Load in the Semester:						

DSR = Discipline-specific Requirement; GUR = General University Requirements; GE = General Education

(c) Additional Information, if any: _____

Signature of Student _____ Date _____

* delete as appropriate

III. FOR OFFICE USE ONLY

(a) **Action(s) Taken by Programme Administrative Hosting Division**

Recommendation by (Assistant) Programme Leader:

Retake Subject #1	Retake Subject #2	Retake Subject #3
Support / Not Support *	Support / Not Support *	Support / Not Support *

Other comments, if any _____

Signature _____ Date _____
(Name: _____)

Decision by Head of Programme Administrative Hosting Division (*for supported case only*):

Retake Subject #1	Retake Subject #2	Retake Subject #3
Endorse / Reject *	Endorse / Reject *	Endorse / Reject *

Other comments, if any _____

Signature _____ Date _____
(Name: _____)

After receiving the result from the College Board in (b) below, notification sent to student by _____ on _____

(*For approved case*) Computer record updated by _____ on _____

(b) **Action(s) Taken by College Board**

Final decision by Chairman of the College Board (*for endorsed case only*):

Retake Subject #1	Retake Subject #2	Retake Subject #3
Approve / Reject *	Approve / Reject *	Approve / Reject *

Other comments, if any _____

Signature _____ Date _____
(Name: _____)

* delete as appropriate

NOTES TO STUDENTS

1. Students must seek approval from the CPCE College Board via their Programme Administrative Hosting Division if they wish to apply for the second retake of failed subject(s) in a semester.
2. The application procedures are as follows:
 - i. complete Sections I and II of this form;
 - ii. return the completed form to the General Office of the Programme Administrative Hosting Division **before the end of the add/ drop period of the semester concerned.**
3. You will normally be notified of the result of the application in writing within two weeks from the receipt of the application.
4. For approved application, the Programme Administrative Hosting Division will enroll the retaken subject(s) for the student in the respective semester, subject to the availability of vacancies and clash-free class timetables.
5. Students who have failed a compulsory subject after two retakes will be de-registered.
6. The information given in this form will only be used for processing this application.

General Offices of Academic Divisions

Division of Business and Hospitality Management (BHM)
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