

Appendices

附錄



College Governance 學院管治

College of Professional and Continuing Education (CPCE) is a self-financing college founded by The Hong Kong Polytechnic University (PolyU). CPCE has its own Council which oversees the College's strategic directions and management. Reporting to the PolyU Senate, CPCE's College Board oversees matters relating to the academic development and quality assurance for its constituent units, HKCC and SPEED.

The governance and QA framework, systems and processes of CPCE, including its committee structure as well as the policy and guidelines governing the planning, validation, quality assurance and review processes for academic programmes, are in alignment with PolyU requirements for all Faculties and Departments.

1. Governance Structure

1.1 Committee Structure and Management of CPCE

College Council

The College Council is the governing body of CPCE. Chaired by the PolyU President, its membership comprises Deputy President and Provost, Executive Vice President, Dean of CPCE, and the Director of Finance. Three Senate members of PolyU and three external members appointed by the University President also serve on the Council as members.

College Board

The College Board is responsible for the academic development of CPCE and quality assurance of its programmes and other activities. Chaired by Dean of CPCE, its membership includes staff and student representatives from HKCC and SPEED.

Committees under the College Board

Under the College Board, there are a number of committees looking after various policy/ functional areas. They are the Academic Regulations Committee, Academic Appeals Committee, College Learning and Teaching Committee (CLTC), Course Assessing and Monitoring Committee, General University Requirements Committee, and Research Committee. In addition, the Subjects Committee has been set up since 1 July 2019.

專業及持續教育學院（CPCE）是由香港理工大學（理大）成立的自資學院，設有校董會統籌學院的管理及策略發展；另外設有向理大教務委員會負責的學院院務委員會，專責轄下香港專上學院（HKCC）及專業進修學院（SPEED）兩個學院的學術發展及質素保證等相關事宜。

CPCE的管治及質素保證架構、制度和程序，包括學院轄下委員會組織，以及課程規劃、評審、質素保證及檢討政策和指引，均依循理大為轄下學院和學系所制定的要求。

1. 管治架構

1.1 CPCE委員會架構及管理

學院校董會

學院校董會是策劃及領導學院發展的管治組織，由理大校長擔任主席，成員包括常務及學務副校長、行政副校長、CPCE院長，以及財務總監；其他成員包括三名理大教務委員會的成員，及三名由校長委任的校外人士。

學院院務委員會

學院院務委員會專責統籌學院的學術發展及質素保證等相關事宜，由CPCE院長擔任主席。委員會成員包括學院講師，以及HKCC和SPEED學生代表。

學院院務委員會轄下委員會

學院院務委員會轄下設有多個委員會，專責處理學院在不同範疇的政策或職能。它們包括教務規章委員會、教務申訴委員會、教學委員會、科目評核及監察委員會、核心課程委員會，以及研究委員會。此外，科目委員會亦於2019年7月1日成立。

Dean of CPCE and various committees of the Dean

The Dean, as the chief executive of CPCE, is responsible to the Council for the management, conduct and administration of the College. Committees of the Dean are set up to oversee various matters of the College, including campus and campus sustainability, ethics, management, human resources, information and education technology, grievances and appeals, student discipline, staff and student development, Work-Integrated Education, non-local affairs, library, student hostel management, catering services as well as health and safety

CPCE Advisory Committee

The CPCE Advisory Committee offers advice on the strategic direction and development of the College. It also advises CPCE on the scope and nature of its academic programmes, research and other activities in relation to the needs of Hong Kong and the region. The majority of the CPCE Advisory Committee members, including the Chairman and Vice Chairman, are external to PolyU and CPCE.

1.2 CPCE Representations at PolyU Committees

CPCE is represented in various PolyU Committees. Dean of CPCE is a member of the Senate, the Academic Planning and Regulations Committee (APRC), the Quality Assurance Committee and the Academic Council. The PolyU LTC (Learning and Teaching Committee) also includes two members representing CPCE, the CLTC Chair who serves as an ex-officio member, and another academic staff nominated by the College Board.

1.3 Communication with Staff and Students

Almost all CPCE committees include appointed, nominated or elected staff members to ensure that staff views are adequately represented in academic and other matters of the College. In addition, academic and non-academic staff representatives are elected to join the respective consultative groups which serve as an effective channel for collecting staff opinions in different College policies. The Staff Retreat also serves as a platform for colleagues to express their views and to be kept abreast of the latest College developments.

To ensure that students' voices are heard and they remain well-informed about CPCE's major developments, student representatives sit on a large number of College committees and user groups, such as College Board, College Learning and Teaching Committee, Library Committee, Information and Educational Technology Committee, Student Development Committee, Student Discipline Committee, Student Hostel Management Committee, Catering Committee and Campus User Groups. The composition of various committees at the Unit level also includes student members to facilitate student participation in the affairs of HKCC and SPEED.

CPCE院長及院長轄下委員會

CPCE院長負責一切有關管理、紀律及行政工作，並向校董會負責。院長轄下設有多個委員會，專責處理非教務政策事宜，包括校園事務、校園可持續發展、道德操守、管理、人力資源、資訊及教育科技、申訴及上訴、學生紀律、教職員和學生發展、校企協作教育計劃、非本地事務、圖書館、學生宿舍管理、膳食服務，以及健康及安全。

CPCE顧問委員會

CPCE顧問委員會就學院的策略方向和發展提供建議，亦會因應香港及地區的需要，為學院不同範疇及種類的學術課程、研究以至其他活動，提供意見。CPCE顧問委員會的主席、副主席以至大部分成員都是校外成員，並非理大或CPCE人員。

1.2 理大轄下委員會的CPCE代表成員

理大轄下多個委員會均有CPCE的代表成員。CPCE院長是教務委員會、教務策劃及規章委員會、質素委員會及學術政策委員會的成員。理大教學委員會亦有兩名CPCE成員，分別是學院教學委員會主席作為當然成員，以及由學院院務委員會提名的教員。

1.3 與教職員及學生的溝通

為確保學院在教學或其他事宜上，能夠充分反映及考慮員工意見，學院轄下的委員會大多有員工代表，他們經指派、提名或推選方式加入委員會。另外，CPCE分別為教學人員和行政人員成立諮詢小組，教職員可以推選代表出任所屬小組的成員，讓學院在不同的決策上能夠廣納員工意見。此外，員工亦能夠藉著教職員退修會，掌握學院的最新動向，並對學院的發展發表意見。

為讓同學表達意見，以及了解學院的重要發展，學院多個委員會及小組均有學生代表成員，包括學院院務委員會、教學委員會、圖書館委員會、資訊及教育科技委員會、學生發展委員會、學生紀律委員會、學生宿舍管理委員會、膳食委員會以及校園用戶小組等。另外，HKCC及SPEED轄下委員會亦包括學生成員，促進學生參與學院事務。

2. QA Framework

2.1 Programme Planning, Validation and Review Processes

All programmes leading to PolyU-SPEED awards at the undergraduate degree level have to go through identical programme planning, validation and review processes as prescribed by PolyU and followed by all other Faculties. As for sub-degree programmes leading to Poly-HKCC or PolyU-SPEED awards, planning approval is delegated by Senate to APRC (with the list of programmes approved presented to Senate for information), while implementation approval lies with Senate.

Approval authority for offering programmes/ courses not leading to PolyU award is delegated by Senate to the CPCE College Board. For programmes offered in collaboration with overseas universities, their QA systems are duly followed.

For continuing education courses leading to qualifications which bear the PolyU name/ logo, the approval authority is delegated by Senate to the CPCE College Board if the courses are to be offered by CPCE / SPEED.

2.2 Academic Advisor System

External Academic Advisors are appointed at CPCE on a broad discipline basis. In 2018/19, a total of seven Academic Advisors were appointed for the discipline areas of Business, Communication, Health and Life Sciences, Hotel and Tourism Management, Humanities and Design, Science and Engineering, and Social Sciences. The Academic Advisors give advice, in the relevant discipline, to CPCE Units and Divisions¹, in the areas of quality assurance; academic programmes and subjects; teaching, learning and assessment, etc.

¹ Divisions were established as from 1 July 2019

2. 質素保證架構

2.1 課程策劃、評審及檢討程序

所有可獲頒理大專業進修學院學銜的學士學位課程都必須經過課程策劃、評審及檢討程序，這些程序由理大明確規定，所有學院必須依循。至於所有可頒授理大香港專上學院或理大專業進修學院學銜的副學位課程，教務委員會授權教務策劃及規章委員會進行策劃審批（獲審批課程列表提交給教務委員會作參考），其後課程亦須獲教務委員會通過，方可開辦。

另外，在提供其他非頒授理大學銜的課程/科目方面，教務委員會授權CPCE學院院務委員會予以審批。有關學院與海外大學合辦的課程，會依循該大學的質素保證機制。

在持續進修課程方面，若課程頒授的資歷證明印有理大名稱/校徽，並且由CPCE / SPEED開辦，教務委員會授權CPCE學院院務委員會予以審批。

2.2 學術顧問制度

CPCE就不同學術範疇委任校外學術顧問。2018/19年度，學院就工商管理、傳意、健康及生命科學、酒店及旅遊業管理，以及人文及設計學、科技及工程，以及社會科學等學術範疇，委任了七名學術顧問。他們因應各自的學術範疇，向CPCE轄下學院和學部¹提供意見，建議範圍涵蓋質素保證、課程和科目、教學和評估等。

¹ 學部於2019年7月1日成立及投入運作。

2.3 Periodic Unit Review, Annual Programme Review, and Annual Operation Plan

A Unit Review exercise is undertaken for HKCC and SPEED respectively on a six-year cycle basis. The Unit Review system serves as an instrument for quality enhancement in academic units; and as a major input for future strategic planning, visioning and international benchmarking. A Review Panel, chaired by Dean(PCE) (who also serves as the College Board Chairman), will be formed. Review Panel members will include at least two ad hoc Independent Advisors for the Unit Review to be conducted on a Unit basis, or a minimum of three ad hoc Independent Advisors for the Unit Review to be conducted on CPCE basis, a PolyU internal academic member, and other members if deemed necessary. In addition, a member of PolyU Academic Secretariat will be appointed as an observer with no voting right to the Panel.

HKCC and SPEED also undertake annual programme reviews so as to maintain high academic standards and to ensure that the programmes best suit the learning needs and interests of students. Feedback is obtained from various stakeholders, including students, employers and partner organisations.

HKCC and SPEED are required to submit an Annual Operation Plan (AOP), by the end of November each year, to the CPCE College Board for approval. The AOP allows the Units to review and reflect on their activities of the past academic year. Reports on the annual review of study programmes/ subjects; an account of the new teaching, scholarly and other initiatives being planned for the coming year; and a summary of staffing and other resources requirements, are among the essential items to be included in the AOP. Based on the observations on the AOP, the College Board will advise the Units on improvement action as and where necessary and appropriate.

2.4 Other Channels of External Input to QA System

Other channels of external input to CPCE QA System include appointments of external members from both academic and industrial sectors to the CPCE Advisory Committee; external examiners/ advisors for individual programmes; external members on programme validation panels. Furthermore, academic programmes are accredited by professional bodies where appropriate.

In addition, to assure the quality of education offered, the operations and programmes of HKCC and SPEED are subject to external review by the Quality Assurance Council (QAC) of the University Grants Committee (UGC).

2.3 定期部門檢視、年度課程檢討及年度運作計劃

HKCC和SPEED需要每六年進行一次部門檢視。這個部門檢視制度可以促使學院提升質素；並為部門未來的策略和遠景規劃，以及國際基準引入專業意見。部門檢視小組將由CPCE院長（即學院院務委員會主席）擔任主席，進行教學單位（即HKCC或SPEED）的個別部門檢視將包括不少於兩名臨時聘任的獨立顧問；若進行CPCE（同時包括HKCC及SPEED）的綜合部門檢視則需要最少三名臨時聘任的獨立顧問。另外，部門檢視小組亦包括一名理大校內教員，並按需要加入其他成員，同時委任一名理大校務處成員為觀察員。

HKCC和SPEED每年均為課程進行檢討，以確保課程質素優良，並且切合學生的學習需要和興趣。兩所學院亦會諮詢學生、僱主及合作團體等持份者的意見。

另外，HKCC及SPEED須於每年十一月底前向學院院務委員會提交一份年度運作計劃，藉此檢討過去一年的工作。年度運作計劃的主要內容包括：年度課程檢討、來年在教學、學術及其他活動的計劃，以及教職員及其他資源的需求。學院院務委員會會根據年度運作計劃的內容提供意見，或建議學院採取適當的跟進措施。

2.4 外界參與質素保證機制的其他途徑

外界參與CPCE質素保證機制的其他途徑包括委任學術界及業界人士擔任CPCE顧問委員會校外成員；個別課程委任校外主考/顧問；委任校外人士擔任課程評審委員會成員。此外，學術課程會按實際需要，尋求專業團體認可。

另外，HKCC及SPEED的運作及課程均需接受大學教育資助委員會轄下質素保證局的質素核證，以確保教育質素。

College Council 學院校董會

(1 July 2018 to 30 June 2019 2018年7月1日至2019年6月30日)

Chairman 主席



The then President,
The Hong Kong Polytechnic University
香港理工大學時任校長

Prof Timothy W. Tong
唐偉章教授 *JP*
(up to至31.12.2018)

Interim President,
The Hong Kong Polytechnic University
香港理工大學暫任校長

Prof Philip C.H. Chan
陳正豪教授 *BBS*
(from由1.1.2019)

Vice-chairman 副主席

A senior PolyU staff member appointed by the President of PolyU
由理大校長委任的理大高層人員



Deputy President and Provost,
The Hong Kong Polytechnic University
香港理工大學常務及學務副校長

Prof Philip C.H. Chan
陳正豪教授 *BBS*

Ex-officio members 當然成員



Executive Vice President,
The Hong Kong Polytechnic University
香港理工大學行政副校長

Dr Miranda Lou
盧麗華博士



Director of Finance,
The Hong Kong Polytechnic University
香港理工大學財務總監

Miss Wong Soo-kam
黃素琴小姐



Dean,
College of Professional and
Continuing Education
專業及持續教育學院院長

Prof Peter P. Yuen
阮博文教授

Appointed members 委任成員

Three Senate members of PolyU appointed by the President of PolyU
三位由理大校長委任的理大教務委員會成員



Ir Prof Albert P.C. Chan
陳炳泉教授



Prof Chu Hung-lam,
朱鴻林教授



Prof Maurice Yap
葉健雄教授 *JP*

Three external members appointed by the President of PolyU
三位由理大校長委任的校外成員



Ir Dr Humphrey Leung
梁廣偉博士 *JP*



Dr Henry Tan
陳亨利博士 *BBS, JP, LHD*



Mr Alex C.B. Wong
王振邦先生

College Board 學院院務委員會

(1 July 2018 to 30 June 2019 2018年7月1日至2019年6月30日)

Chairman 主席

Dean, College of Professional and Continuing Education
專業及持續教育學院院長

Prof Peter P. Yuen 阮博文教授

Members 成員

Associate Deans, College of Professional and Continuing Education
專業及持續教育學院副院長

Prof Warren C.K. Chiu 趙之琨教授
Dr Simon Leung 梁德榮博士

Heads of Units in the College
專業及持續教育學院轄下學院院長

Dr Simon Leung 梁德榮博士
Dr Jack Lo 羅文強博士

Heads of Clusters in the College
專業及持續教育學院學術總監

Dr Alex Chan 陳和順博士
Dr Pamela Kwok 郭美卿博士
Dr Pimtong Tavitiyaman
Dr Eric Woo 胡建生博士

One senior academic staff member from each Unit in the College,
nominated by the Head of Unit
由CPCE轄下學院院長指派的一位高級教學人員

Dr Lorena Chan 陳寶然博士
Dr Artie Ng 吳偉昌博士

Two elected members of academic staff from each Unit in the College
由每個學院推選兩名教學人員

Dr Simon Cheung 張晉元博士
Dr W.N. Leung 梁永年博士
Dr Ricky Mak 麥樂朗博士
Dr Peggy Ng 吳美蘭博士

Two students from HKCC and one student from SPEED, elected
by and from among students in the respective Unit
HKCC及SPEED學生從各自學院學生中分別推選兩名及一名學生

Miss Chan Nataliia 娜塔莉亞同學 (from由1.1.2019)
Miss Chan Yuen-ying 陳婉瑩同學 (up to至31.12.2018)
Mr Chui Wai-ho, Rio 崔偉浩同學 (up to至31.12.2018)
Mr Lai Wai-hin 黎瑋軒同學 (from由4.2.2019)
Mr Lo Po-ching 盧寶正同學 (from由1.1.2019)
Mr Tung Sheung-lam 董上琳同學 (up to至15.1.2019)

College Advisory Committee 學院顧問委員會

(1 July 2018 to 30 June 2019 2018年7月1日至2019年6月30日)

Chairman 主席

*A person external to the University, appointed by the President
with delegated authority from Council, on the recommendation
of Dean(PCE)*
獲專業及持續教育學院院長推薦、學校校董會授權校長委任的
非理大人員

Dr Henry Tan 陳亨利博士 *BBS, JP, LHD*
Chief Executive Officer, Luen Thai Group Limited and Court
Member, The Hong Kong Polytechnic University
聯泰集團有限公司行政總裁及理大顧問委員會成員

Convenor 召集人

Prof Peter P. Yuen 阮博文教授
Dean of College of Professional and Continuing Education
專業及持續教育學院院長

Members 成員

4 to 6 staff of CPCE, appointed by Dean(PCE) 4至6名由院長委任的學院員工

Prof Warren C.K. Chiu 趙之琨教授
Associate Dean (Quality Assurance), College of Professional and Continuing Education
專業及持續教育學院副院長 (質素保證)

Dr Simon Leung 梁德榮博士
Associate Dean (Development), College of Professional and Continuing Education and Director of Hong Kong Community College
專業及持續教育學院副院長 (發展) 兼香港專上學院院長

Dr Jack Lo 羅文強博士
Director of School of Professional Education and Executive Development
專業進修學院院長

Vice-chairman 副主席

*A person external to the University, appointed by the President,
on the recommendation of Dean(PCE)*
獲專業及持續教育學院院長推薦及校長委任的非理大人員

Dr Lam Ching-choi 林正財醫生 *BBS, JP*
Chief Executive Officer, Haven of Hope Christian Service
基督教靈實協會行政總裁

Dr Artie Ng 吳偉昌博士
Deputy Director of School of Professional Education and Executive Development
專業進修學院副院長 (up to至26.3.2019)

Dr Esther Tong 唐嘉雯博士
Head of Division of Languages and Communication and Principal Lecturer, College of Professional and Continuing Education
專業及持續教育學院語文及傳意學部主任及首席講師 (up to至26.3.2019)

Ms Cathy Ho 何淑瑩女士
Head of Administration of College of Professional and Continuing Education
專業及持續教育學院行政總監

6 to 12 persons external to the University, including academic members, with expertise and experience in one or more of the areas of work of CPCE and its units, appointed by Dean(PCE)

6至12名由專業及持續教育學院院長委任的非理大人員（包括教學人員），分別為CPCE及其學院轄下一項或以上的工作範疇，提供專業知識和經驗

Prof Christopher Chao 趙汝恆教授

Dean of Engineering and Chair Professor of Mechanical Engineering, Faculty of Engineering, The University of Hong Kong
香港大學工程學院院長及機械工程講座教授
(up to至26.3.2019)

Mr Cliff Choi 蔡劍華先生

Business Director, The Hong Kong Council of Social Service
香港社會服務聯會業務總監

Ms Virginia Choi 蔡惠琴女士 JP

Managing Consultant and Country Manager, Tamty McGill Consultants International Limited
泰田、麥基爾國際顧問有限公司主任顧問及亞太區總經理

Dr Aidan Goddard

Senior Vice President – Finance, Gibson Innovations
Gibson Innovations高級副總裁 – 財務
(up to至26.3.2019)

Prof Hui Chun 許濬教授

Professor, Faculty of Business and Economics, The University of Hong Kong
香港大學經濟及工商管理學院教授
(from由1.4.2019)

Dr Stella Kwan 關敏怡博士

Chief Corporate Development Officer, Hong Kong Cyberport Management Company Limited
香港數碼港管理有限公司企業發展總監

Prof Francis Lau 劉智滿教授

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(from由1.4.2019)

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Honorary Professor, Department of Social Work and Social Administration, The University of Hong Kong
香港大學社會工作及社會行政學系榮譽教授
(up to至26.3.2019)

Prof Carlos Lo 盧永鴻教授

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香港中文大學政治與行政學系主任兼教授
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Professor, Department of Linguistics, School of Humanities, Faculty of Arts, The University of Hong Kong
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Chairman, Goldford Venture
高鋒集團主席

Prof Edward Snape 施立培教授

Dean of School of Business and Chair Professor of Department of Management, Hong Kong Baptist University
香港浸會大學工商管理學院院長及管理學系講座教授
(up to至26.3.2019)

Mr Peter Wong 黃維義先生

Executive Director and Chief Operating Officer (Utilities Business), The Hong Kong and China Gas Company Limited
香港中華煤氣有限公司執行董事兼公用業務營運總裁

Finance 財務概況

Overview

The College of Professional and Continuing Education (CPCE) is one of the largest self-financing providers of full-time tertiary education in Hong Kong. It is an independent self-financing arm of The Hong Kong Polytechnic University (PolyU) offering programmes through two subsidiaries of PolyU, namely Hong Kong Community College (HKCC) and College of Professional and Continuing Education Limited (CPCE Limited). CPCE Limited includes the School of Professional Education and Executive Development (SPEED) and CPCE supporting offices. HKCC and SPEED mainly offer a variety of sub-degree and top-up honors degree programmes; they provided quality tertiary education opportunities for around 12,000 full-time students in the 2018/19 academic year. CPCE continued to maintain a wide range of continuing education programmes to cater for the different needs of the community.

CPCE's financial performance in 2018/19 was another healthy outturn with an operating surplus of \$89.8 million (2017/18: \$107.4 million). The net deficit of CPCE for 2018/19 was \$10.2 million (2017/18: net surplus of \$7.4 million) after making a contribution of \$100 million (2017/18: \$100 million) to PolyU. Net assets of CPCE were valued at \$543.9 million as at 30 June 2019 (2017/18: \$554.1 million).

Same as 2017/18, the contribution of \$100 million to PolyU in 2018/19 was for general educational purposes in furtherance of the objects of both CPCE and PolyU, and with a view to repaying the two government loans borrowed by PolyU for construction of the two campuses used by CPCE and building up a capital reserve for the major renovation and maintenance of the two campuses. As of 30 June 2019, the outstanding loan amount was around \$464.3 million.

概述

專業及持續教育學院（以下簡稱「學院」）為香港自資專上教育界別其中一所最具規模的機構。學院是由香港理工大學（以下簡稱「理大」）成立的自資學院，透過香港專上學院及專業及持續教育學院有限公司兩間理大的附屬公司提供課程。專業及持續教育學院有限公司由專業進修學院及專業及持續教育學院轄下的行政部門所組成。香港專上學院及專業進修學院主要開辦各項副學位及榮譽學士學位銜接課程，並在2018/19學年為約一萬二千名全日制學生提供優質專上教育機會。為配合社會的不同需要，學院會繼續提供涵蓋不同範疇的持續進修課程。

學院在2018/19年度的財務表現正是其另一穩健成果，營運盈餘為8,980萬港元（2017/18：1.074億港元）。扣除學院給予理大的1億港元供款後（2017/18：1億港元），學院本年的淨虧損為1,020萬港元（2017/18：淨盈餘740萬港元）。截至2019年6月30日止，學院的淨資產價值為5.439億港元（2017/18：5.541億港元）。

與去年相同，學院於本年給予理大1億港元的供款，是用以促進學院和理大的教學宗旨為目的，以及用於償還兩筆由香港特別行政區政府借予理大興建兩所提供給學院營運的校園之貸款，並為日後兩所校園作大型翻新和維修預留儲備。於2019年6月30日，學院尚欠貸款的金額約為4.643億港元。

Operating results and financial position

In 2018/19, the total income for CPCE (including HKCC and SPEED) was \$906.3 million (2017/18: \$918.4 million) and the total operating expenditure was \$816.5 million (2017/18: \$811 million), resulted in an operating surplus of \$89.8 million for the year (2017/18: \$107.4 million).

HKCC

Income of HKCC in 2018/19 was \$572.4 million (2017/18: \$546.9 million), representing a net increase of \$25.5 million. The increase was mainly due to the tuition fee adjustment for the 2018/19 intake. On the expenditure side, a total of \$501.1 million was incurred during the year (2017/18: \$471.7 million). The increase of \$29.4 million was mainly attributable to the deployment of additional resources for staffing, support for the whole-person development of students and enhancement of campus facilities.

SPEED

Income of SPEED in 2018/19 was \$333.9 million (2017/18: \$371.5 million), representing a net decrease of \$37.6 million. The decrease was a result of lower student enrolment for overseas academic award programmes and gradual phasing out of the franchising arrangement for PolyU award self-financing top-up honours degree programmes, partially offset by tuition fee adjustment for PolyU-SPEED award programmes for the 2018/19 intake. On the expenditure side, SPEED recorded a total operating expenditure of \$315.4 million in 2018/19 (2017/18: \$339.3 million), representing a decrease of \$23.9 million. The decrease was mainly driven by the reduction of its operating cost in tandem with lower student enrolments.

營運結果及財務狀況

在2018/19年度，學院（包括香港專上學院及專業進修學院）的總營運收入為9.063億港元（2017/18：9.184億港元），而總營運開支為8.165億港元（2017/18：8.11億港元）。年內學院錄得營運盈餘8,980萬港元（2017/18：1.074億港元）。

香港專上學院

香港專上學院於2018/19年度的收入為5.724億港元（2017/18：5.469億港元），較去年上升了2,550萬港元。此增幅的主要原因是2018/19學年的學費調整。在支出方面，年內的總營運開支為5.011億港元（2017/18：4.717億港元）。此2,940萬港元的支出增長主要是由於年內在人力資源、支持學生的全人發展以及提升校園配套和設備方面，調配了更多資源。

專業進修學院

專業進修學院於2018/19年度的收入為3.339億港元（2017/18：3.715億港元），較去年減少了3,760萬港元。此減幅的主要原因是報讀海外大學學銜課程的學生人數下降以及逐步取消香港理工大學的自資榮譽學士學位銜接課程的特許經營安排，而部份減幅被2018/19學年理大專業進修學院學銜課程的學費調整所抵銷。在支出方面，專業進修學院於2018/19年度的總營運開支為3.154億港元（2017/18：3.393億港元），共減少了2,390萬港元。主要原因是因應學生人數下降而減低其營運成本。

Financial outlook

Challenges remain over future student numbers for the self-financing tertiary education sector due to the gradual decline of the population of HKDSE school candidates and the increase in UGC-funded senior year degree places. The implementation of various supporting measures by the Government for designated self-financing institutions including the provision of an annual subsidy to eligible students pursuing full-time undergraduate programmes has put CPCE in a very challenging environment. While CPCE continues to stay focused to confront the challenges, it remains positive with the adoption of a two-pronged approach to maintain a steady stream of income and control of the overall cost base, underpinned by the quality and variety of its programmes; diversification of student sources; and the adoption of an efficient and resilient operation model for long term financial sustainability.

Scenario planning continues to play a key role in financial planning. The multi-year financial budget together with scenario analysis serves as a framework for achieving new levels of excellence and places CPCE on a sustainable path to accomplish its mission and realise its vision. The budget is prepared on a realistic basis with sensitivity assessment, encompassing the main assumptions as well as the potential risks arising from the external and governmental factors. The guiding principles for the budget include the effective management of its resources and accumulated surplus, and appropriate allocation for our students, staff and campus facilities to enhance the quality of education for the benefit of the students.

Besides the multi-year financial budget, CPCE has sound and credible plans in place to continue to deliver a viable and sustainable financial performance into the future. This includes setting aside various reserves for major renovation and maintenance of the two campuses, as a contingency for maintaining smooth operations for a few months in the event of unexpected financial adverse circumstances, and special requirements for other developmental initiatives.

財政展望

因香港中學文憑考試考生人數將逐漸下降以及教資會資助高年級學士學位的增加，自資專上教育的未來學生數目仍然面臨挑戰。政府對指定自資專上教育院校實施各項支持措施，包括提供免入息審查資助予合資格的全日制自資學士學位課程學生，已使學院置於極具挑戰性的環境中。學院會繼續專注及保持積極的態度去迎接這些挑戰，通過採用雙管齊下的方法來保持穩定的收入和控制整體成本，包括加強課程質素和其組合以及多樣化的學生來源，並且採用高效和靈活的營運模式，以維持長遠財務可持續性。

方案規劃繼續在財務規劃中發揮關鍵作用。多年度財政預算連同方案分析成為實現卓越水平的框架，使學院走上可持續發展的道路，以實現其使命和願景。財政預算是以現實狀況為依據，並進行敏感度評估，包括加入重要假設，以及外在和政府因素驅動的潛在風險。財政預算的原則包括有效管理學院的資源和累積盈餘；並給予學生、教職員和校園設施各方面適當的資源，以提高教學質素，造福學生。

除了多年財務預算外，學院還制定了健全可靠的計劃，有效維持學院的財務穩健和可持續性。這些計劃包括為學院預留各項儲備作為兩所校園的大型翻新和維修，以及在財政不利的情況下能夠維持數個月的平穩運作和為日後其他發展項目作應急之用。

College of Professional and Continuing Education 專業及持續教育學院

Statement of Comprehensive Income 全面收益表

for the Year Ended 30 June 2019 截至2019年6月30日止年度

(In thousands of Hong Kong dollars) (以千港元計)

		2019	2018
Income	收入		
Tuition Fee Income	學費	843,772	858,051
Net Investment Gain	投資淨收益	13,091	11,033
Other Income	其他收入	<u>49,451</u>	<u>49,295</u>
Total Income	總收入	906,314	918,379
Expenditure	開支		
Academic	教學		
- Staff Costs	- 教職員開支及福利	324,814	302,969
- Payment to Agencies	- 給予合作夥伴的教學費用	64,416	96,084
- Other Expenses	- 其他開支	<u>38,035</u>	<u>32,493</u>
		427,265	431,546
Administration and Support Services	管理及教學支援		
- Staff Costs	- 教職員開支及福利	98,570	93,231
- Service Fee	- 服務費	71,127	77,516
- Accommodation and Facilities Management Expenses	- 租金及設施管理開支	136,485	123,962
- Other Expenses	- 其他開支	<u>83,065</u>	<u>84,743</u>
		<u>389,247</u>	<u>379,452</u>
Total Expenditure	總開支	<u>816,512</u>	<u>810,998</u>
Operating Surplus	營運盈餘	89,802	107,381
Contribution to The Hong Kong Polytechnic University	給予理工大學的供款	<u>100,000</u>	<u>100,000</u>
(Deficit)/Surplus and Total Comprehensive Income for the Year	本年度（虧損）/ 盈餘及總全面收益	<u>(10,198)</u>	<u>7,381</u>

The above Statement of Comprehensive Income is extracted from the audited combined financial statements of Hong Kong Community College and College of Professional and Continuing Education Limited for the year ended 30 June 2019.
以上收益表摘錄自香港專上學院及專業及持續教育學院有限公司的2019年6月30日止年度經核數師審核之財務報表。

College of Professional and Continuing Education 專業及持續教育學院

Statement of Financial Position 財務狀況表

as at 30 June 2019 2019年6月30日

(In thousands of Hong Kong dollars) (以千港元計)

		2019	2018
Non-current Asset	非流動資產		
Property, Plant and Equipment	固定資產	<u>60,450</u>	<u>59,349</u>
Current Assets	流動資產		
Funds with The Hong Kong Polytechnic University	應收理工大學的賬項	451,285	459,561
Rental Deposit Paid to The Hong Kong Polytechnic University	給予理工大學的租賃保證金	180,000	180,000
Accounts and Other Receivables	應收賬項	6,958	6,823
Cash on Hand	現金	<u>42</u>	<u>42</u>
		<u>638,285</u>	<u>646,426</u>
Current Liabilities	流動負債		
Accounts and Other Payables and Contract Liabilities	應付賬款和合同負債	80,748	79,648
Deferred Income	遞延收入	8,103	10,014
Provision for Employee Benefits	員工福利撥備	<u>65,956</u>	<u>61,987</u>
		<u>154,807</u>	<u>151,649</u>
Net Current Assets	淨流動資產	<u>483,478</u>	<u>494,777</u>
Net Assets	淨資產	<u>543,928</u>	<u>554,126</u>
Representing:	相當於		
Accumulated Surplus	累積盈餘	<u>543,928</u>	<u>554,126</u>

The above Statement of Financial Position is extracted from the audited combined financial statements of Hong Kong Community College and College of Professional and Continuing Education Limited for the year ended 30 June 2019.
以上財務狀況表摘錄自香港專上學院及專業及持續教育學院有限公司的2019年6月30日止年度經核數師審核之財務報表。

College of Professional and Continuing Education 專業及持續教育學院

Income and Expenditure by Segment 分部收入及開支

Income and Expenditure by operating segments (including HKCC and SPEED) for the years ended 30 June 2019 and 30 June 2018 are as follows:

截至 2019 年 6 月 30 日及 2018 年 6 月 30 日止年度的分部（包括香港專上學院及專業進修學院）之收入及開支如下：

(In thousands of Hong Kong dollars) (以千港元計)

		2019		2018	
		HKCC 香港專上學院	SPEED 專業進修學院	HKCC 香港專上學院	SPEED 專業進修學院
Segment Income	分部收入				
Tuition Fee Income	學費	533,241	310,531	512,019	346,032
Net Investment Gain	投資淨收益	7,354	5,737	5,898	5,135
Other Income	其他收入	<u>31,765</u>	<u>17,686</u>	<u>28,945</u>	<u>20,350</u>
		<u>572,360</u>	<u>333,954</u>	<u>546,862</u>	<u>371,517</u>
Segment Expenditure	分部開支				
Academic	教學	255,495	171,770	243,811	187,735
Administration and Support Services	管理及教學支援	<u>245,591</u>	<u>143,656</u>	<u>227,871</u>	<u>151,581</u>
		<u>501,086</u>	<u>315,426</u>	<u>471,682</u>	<u>339,316</u>
Segment Operating Surplus	分部營運盈餘	71,274	18,528	75,180	32,201
Contribution to The Hong Kong Polytechnic University	給予理工大學的供款	<u>66,000</u>	<u>34,000</u>	<u>65,000</u>	<u>35,000</u>
Segment Surplus/ (Deficit) for the Year	本年度分部盈餘 / (虧損)	<u>5,274</u>	<u>(15,472)</u>	<u>10,180</u>	<u>(2,799)</u>
Accumulated Surplus	累積盈餘	<u>370,464</u>	<u>173,464</u>	<u>365,190</u>	<u>188,936</u>

The above Income and Expenditure by Segment is extracted from the audited combined financial statements of Hong Kong Community College and College of Professional and Continuing Education Limited for the year ended 30 June 2019.
以上分部收支賬項摘錄自香港專上學院及專業及持續教育學院有限公司的2019年6月30日止年度經核數師審核之財務報表。

Library Statistics
圖書館統計數字

Library Collections	圖書館收藏項目	2018/19	2017/18
Books (titles)	書籍（種類）		
Printed books	紙本書籍（種類）	91,795	88,255
e-books	電子書籍	141,161	127,511
Serials (titles)	期刊（種類）		
Current printed serials	印刷期刊	129	99
e-journals & e-news	電子期刊及電子新聞	71,288	69,123
Other E-resources (titles)	其他電子資源（種類）	33,529	31,102
Audio Visual Materials (titles)	視聽資料（種類）	5,049	4,382
Total Library Holdings (Items)	全館收藏資料總數（項目）	358,878	337,631
Library Facilities and Equipment	圖書館設施與設備		
Group Study Rooms/ Corners	小組研習室 / 研習角		
No. of Rooms/ Corners	小組研習室 / 研習角數目	30	41
No. of Seats	座位數目	192	251
Study Spaces (including PC stations with/ without seats, folding table seats, causal reading area, E-Resources Centre/ Self-learning Language Centre & outdoor seating)	研習座位（包括設有座位 / 沒有座位的電腦工作站、可摺式桌椅、休閒閱讀區、電子資源中心、語言自學中心及戶外座位）	759	635
Self-study/ Audio-Visual Carrels	個人研習 / 視聽座位	484	493
Public Computers	公用電腦	297	299