

CKPC Student Re-admission SOP

2022-03-09

Tasks	Steps and Descriptions	Person in charge
Announcement (Mid March)	<ul style="list-style-type: none"> • Send an email to all students (including non-residents), informing them to submit an online application for the upcoming academic year • In the email, provide a link to this SOP • Right after the deadline, contact those who have needs to stay in the College but have not submitted applications 	College Office
Preliminary Waiting list formation (end of March through April)	<ul style="list-style-type: none"> • Sort the applicants according to the following factors: <ul style="list-style-type: none"> ○ Merit-base - contribution or performance in RC and UM. At CKPC, this factor is based on the combined score, which reflects students' participation in college activities and contribution to college life, and positive energy (merit) or negative energy (demerit).CKPC also includes students' contribution to UM, such as U Teams in the combined score ○ Need-base - students with special needs may meet with academic staff in person if necessary. If applicable, a social worker may also meet the students and review supporting documents • For each class of students (year 1, 2, 3), put the bottom (about 10%, depending on available spaces) of applicants in the preliminary waiting list. • Also include applicants who have not fulfilled other UM requirements for college residents (such as the Fire Safety Quiz) • Send the preliminary waiting list to College academic staff and office staff for review. They may identify additional need-base students from the list. • Notify students on the preliminary waiting list. • Students on the preliminary waiting list may appeal and request a meeting with College academic staff to discuss their cases. • In order to be removed from the preliminary waiting list, depending on a student's situation, the student must provide convincing and substantiated reasons of needs, or fulfill the UM requirements for college residents. The student may also need to perform make-up tasks if appropriate. <p>Note: The College Master is responsible for readmission decisions. Students returning from exchange are generally NOT put in the preliminary waiting list. Current residents who spent less than 30% of the total days may be included in the preliminary waiting list.</p>	College Office

<p>Final Waiting list (April to May)</p>	<ul style="list-style-type: none"> • In late April, check the recent records of students on the preliminary waiting list. Remove those who complete their make-up tasks and inform them that they have been removed from the preliminary waiting list • All other remaining students constitute the final waiting list • Announce the result to all applicants <p>Note: Students in the final waiting list may still have a chance to move in if there are available spaces. College will start to inform them in the second half of August (after mass check-in)</p>	<p>College Office</p>
<p>Wrap up (May)</p>	<ul style="list-style-type: none"> • Send the list of approved application residents to UM Finance Office • Inform students on the move-in date in August 	<p>College Office</p>