

## **Professional Courses in Public Health and Plumbing Engineering (2015)**

### **Background**

After the outbreak of SARS, plumbing has become a focal point where virus could be transmitted through improper plumbing and drainage design. Water safety is focused in 2015. The Chartered Institute of Plumbing and Heating Engineering as a professional body in plumbing and drainage engineering takes the initiative to provide a fundamental training in plumbing and drainage design and installation.

Department of Civil and Environmental Engineering (CEE) of The Hong Kong Polytechnic University (PolyU) has been actively involved in water engineering in Hong Kong. CEE and the School of Professional Education and Executive Development (SPEED) are glad to provide support as partner organisations with CIPHE-HKB in offering a series of professional courses in Public Health and Plumbing Engineering. This will be the 12<sup>th</sup> intake of the courses organised by CIPHE-HKB.

### **Objectives**

These courses are intended to provide a professional training on public health, plumbing and drainage design including water supply and drainage works. Upon completion of these courses, participants will be able to:

- acquire the knowledge on the system design, problem solving, equipment and material selection of plumbing and drainage for installations;
- apply the knowledge and techniques in practical plumbing and drainage engineering applications.

### **Target Participants**

These courses are designed for practitioners in the field of Plumbing and Drainage, including engineers, supervisors, managers and other technical executives who need to apply plumbing design with public health knowledge to achieve better results in new building projects and renovation works in existing buildings.

### **Entrance Requirements**

Applicants should possess a Higher Diploma or Higher Certificate in Engineering / Building Studies / Construction related discipline or equivalent. Enrolment is subject to the decision of CIPHE-HKB, CEE and SPEED. Entry test may be required.

### **Medium of Instruction**

English, supplemented by Cantonese

### **Venue**

The Hong Kong Polytechnic University, Hung Hom, Kowloon

## Course Structure

Each course contains 10 sessions (3 hours each) and a 2-hour written examination. There will be 1 or 2 sessions per week for each course.

Course Title	Topics	Duration (hours)
<u>Course 1</u> Plumbing Design and Installation (course code: NBP6)	<ol style="list-style-type: none"> <li>Potable and flushing water safety quality and supply system design (domestic, commercial, hospital and high-rise buildings)</li> <li>Hot water supply system including steam boiler design (residential, commercial, hospital and high-rise buildings, etc.)</li> <li>Piping materials, pump characteristic and selections</li> <li>Up-feed water pump and pneumatic tanks design and calculations</li> <li>Regulations and design guidelines for hot, cold and flushing water supply systems</li> </ol>	<b>32</b> Lecture: 30 Exam: 2
<u>Course 2</u> Sanitary System, Drainage, Sewerage Design and Installation and Health Consideration (course code: NBP7)	<ol style="list-style-type: none"> <li>Design of plumbing disposal and treatment system</li> <li>Below ground drainage system design and submersible pump design</li> <li>Surface water drainage and sump pit design</li> <li>Domestic sewage and effluent treatment</li> <li>Regulations and design guidelines for building drainage and sewage treatment installations</li> </ol>	<b>32</b> Lecture: 30 Exam: 2
<u>Course 3</u> Safety, Green and Miscellaneous Plumbing Systems Design and Installation (course code: NBP8)	<ol style="list-style-type: none"> <li>Design for kitchens, spa, recycle system for cooling tower</li> <li>Swimming pool water supply system and treatment</li> <li>Operation, management, testing &amp; commission maintenance procedures</li> <li>Sustainability / green design</li> <li>Fire prevention, Industrial Safety</li> <li>Environmental impact assessment and monitoring</li> </ol>	<b>32</b> Lecture: 30 Exam: 2

## Tentative Schedule (2015)

Lesson	1	2	3	4	5	6	7	8	9	10	<b>11 (Exam)</b>
Time	6:45pm - 9:45pm										7:00pm - 9:00pm
Course 1: (Monday)	21/9	5/10	12/10	19/10	26/10	2/11	9/11	16/11	23/11	30/11	<b>7/12</b>
Course 2: (Wednesday)	23/9	30/9	7/10	14/10	28/10	4/11	11/11	18/11	25/11	2/12	<b>16/12</b>
Course 3: (Mon & Wed)	9/12	21/12	23/12	<b>4/1/16</b>	<b>6/1</b>	<b>11/1</b>	<b>13/1</b>	<b>18/1</b>	<b>20/1</b>	<b>25/1</b>	<b>1/2/16</b>

## Tuition and Other Fees

The tuition fee for each course is HK\$3,300 which includes project assessment fee. For students who are required to take re-exam, a re-exam fee of HK\$300 per course is needed to be paid to CIPHE-HKB.

## Closing Dates for Application

Course 1: **7 September 2015**

Course 2: **9 September 2015**

Course 3: **25 November 2015**

*Places are limited. CIPHE-HKB, CEE and SPEED reserve the right to close application before the closing dates specified. Priority will be given to those who had studied in Intake 10 (year 2013) & Intake 11 (year 2014).*

## Certification

### **By PolyU SPEED:**

Certificate of Attainment will be issued for each course to participants who have attended at least 70% of the classes and passed the assessment of that course.

### **By CIPHE-HKB:**

Those who have successfully completed all 3 courses (within three successive intakes) are eligible to apply for the “**Professional Diploma in Public Health and Plumbing Engineering**”. This Professional Diploma is considered by CIPHE-HKB to be equivalent to one of the academic qualifications required for its FULL member (MCIPHE).

The students are recommended to submit a design project in related topics listed by CIPHE-HKB. A maximum of 10% of overall marks will be added with the submission of project. In addition, students are also recommended to attend a 3-hour seminar on design project. Details of the project and seminar will be announced in the class.

## Application Procedures

Please send your duly completed application form with copies of academic qualification certifications and course fee in the form of bank draft(s)/crossed cheque(s) made payable to “The Hong Kong Polytechnic University” on or before the respective closing date mentioned to the following address:

**The Chartered Institute of Plumbing and Heating Engineering - Hong Kong Branch**  
G/F., 225a, Jaffe Road  
Wanchai,  
Hong Kong

**Please issue one cheque for each course.**

## Notes for Applicants

- a) Incomplete application forms and post-dated cheques will not be accepted.
- b) Applicants will be notified by email of the application result as soon as possible. Acceptance letter and related details will be sent to successful applicants by post one week before the course commencement date.
- c) Priority will be given to members of CIPHE. Remaining places will be offered to other applicants who have fulfilled the entrance requirements on a first-come, first-served basis.
- d) Applicants are recommended to apply as early as possible. Qualified applicants may be considered for the next intake when places are filled.
- e) It is preferable but not essential for applicants to apply for three courses. Final acceptance of the applicants will be subject to the decision of CIPHE-HKB and CEE.
- f) The CIPHE-HKB, CEE and SPEED reserve the right to cancel any courses if there is insufficient enrolment or unforeseeable circumstance. For course cancellation, fees will be refunded by ordinary post.
- g) Fees paid are not refundable except for course cancellation or unsuccessful application.

## Enquiries

The Chartered Institute of Plumbing and Heating Engineering - Hong Kong Branch

Tel: 2417 0091 (9:00 am -12:00 noon)

Fax: 2417 9719

Email: [info@ciphe.org.hk](mailto:info@ciphe.org.hk) (please provide contact telephone number)

Website: [www.ciphe.org.hk](http://www.ciphe.org.hk)

*School of Professional Education and Executive Development is operated by College of Professional and Continuing Education Limited which is an affiliate of The Hong Kong Polytechnic University.*

# Application Form

FOR OFFICE USE ONLY									
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## Professional Courses in Public Health and Plumbing Engineering (2015)

### 1 Personal Particulars

Name in English (as shown on HKID Card/ Passport\*)

Name in Chinese  Sex M / F

Chinese Character Code  Date of Birth       
Day Month Year

HKID Card/ Passport No.\*  If you are a non-local applicant, please enter 'Y'

Nationality

Correspondence Address

Tel. No. (Home)  Tel. No. (Office)  Fax No.

Mobile Phone No.  E-mail Address \_\_\_\_\_

\*Please delete as appropriate.

### 2 Course Particulars

Please tick	Course Title	Course Code	Tentative Course Duration	Fee	Cheque No. ^
<input type="checkbox"/>	1. Plumbing Design and Installation	NBP6	21 September – 7 December 2015	HK\$3,300	
<input type="checkbox"/>	2. Sanitary System, Drainage, Sewerage Design and Installation and Health Consideration	NBP7	23 September – 16 December 2015	HK\$3,300	
<input type="checkbox"/>	3. Safety, Green and Miscellaneous Plumbing Systems Design and Installation	NBP8	9 December 2015 – 1 February 2016	HK\$3,300	

^ Please issue a separate cheque for each course.

### 3 Academic Qualifications

Please complete this part as relevant to the entry requirements.

Awarding Institution	Title of Award	Year of Award

#### 4 Professional Qualifications

Awarding Institution	Title of Award	Year of Award

#### 5 Working Experience

From (mm/yy)	To (mm/yy)	Full Time / Part Time	Name of Organisation	Position	Occupation (enter code #)

# Occupation Codes

- |                                       |                             |                                   |
|---------------------------------------|-----------------------------|-----------------------------------|
| 01 Accounting                         | 06 Education                | 11 Social Services                |
| 02 Administration & Management        | 07 Engineering              | 12 Surveying                      |
| 03 Advertising                        | 08 Literary & Creative Work | 13 Transport and Logistics        |
| 04 Banking & Financial Services       | 09 Marketing & Sales        | 14 Others (please specify: _____) |
| 05 Computing & Information Technology | 10 Public Relations         |                                   |

#### 6 Other Information

<b>Are you a member of The Chartered Institute of Plumbing and Heating Engineering?</b>	<input type="checkbox"/> <b>Yes</b> <b>Member No.:</b> _____  <input type="checkbox"/> <b>No</b>
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#### 7 Declaration

I authorise The Chartered Institute of Plumbing and Heating Engineering - Hong Kong Branch (CIPHE-HKB), the Department of Civil and Environmental Engineering, and the School of Professional Education and Executive Development (SPEED) to use my personal data for the following purposes:

- processing my application for admission. My personal data will be transferred to the student record system when I am offered a place of study. The data will also be used by relevant offices within The Hong Kong Polytechnic University (PolyU) and the College of Professional and Continuing Education (CPCE), SPEED and CIPHE-HKB, in activities in support of my study at SPEED.
- statistical and research purposes (no personal identifiers such as name, HKID number, correspondence address and telephone number will be released in the survey results).
- delivering the announcements of SPEED, CPCE, other faculties/ departments/ offices of PolyU and CIPHE-HKB and other promotional information related to activities, programmes, and benefits and services to me. My data including name, e-mail address, correspondence address, telephone number and fax number may be used for this purpose.

If you do not wish to receive information as stated in item 3, please put a cross 'X' in the box on the right.

I declare that all particulars given in this form are true and correct to the best of my knowledge and understand that provision of any false and misleading information will lead to disqualification of my application and registration for the courses with the institutions. Any fees paid will not be refunded.

I have read all the details above and understand the declaration I made (including the arrangement on the use of personal data).

08/2015

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**To be completed by the Course Organiser**

Admitted    Rejected    Waiting List

Name of Course Organiser: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Guide for Applicants

### Instructions on completing the application form

1. Please complete the form in English and print in block letters.
2. Please complete each part in full as appropriate.
3. Please complete the application form clearly and accurately. Incomplete application forms will not be processed.
4. Please sign the application form before submitting your application.
5. Non-local applicants — A "non-local student" is defined as one who requires a student visa/ entry permit to study in Hong Kong or is staying in Hong Kong under the "Immigration Arrangements for Non-local Graduates" (IANG). Non-local applicants who possess only a visitor or a tourist visa can neither be registered as students nor commence their studies until they have obtained student visas. If one holds a dependent visa, s/he does not require a student visa and will be regarded as a local student. If one holds a work permit and takes up a part-time programme, s/he will also be regarded as a local student. If one holds neither a work permit nor a dependent visa, it is unlikely that the Immigration Department of the HKSAR Government will grant him/ her a student visa to take up a part-time programme. Throughout the course of study, it is the responsibility of individual students to ensure that their visas are valid. For details, please contact the Immigration Department of the HKSAR Government (Tel: 2824 6111; Website: <http://www.immd.gov.hk/eng/services/visas/study.html>).

### Submission of application

6. The closing dates for application: **7 September 2015 (Course 1); 9 September 2015 (Course 2); and 25 November 2015 (Course 3)**.
7. The completed application form, copies of academic qualification certifications, and crossed cheque(s) or bank draft(s) payable to "**The Hong Kong Polytechnic University**" should be submitted to the following address before the closing date as specified above:

**The Chartered Institute of Plumbing and Heating Engineering - Hong Kong Branch (CIPHE-HKB)**  
G/F., 225a, Jaffe Road.  
Wanchai,  
Hong Kong.

8. Please issue a separate cheque for each course and write your full name and course code at the back of the cheque or bank draft.

### Notification of application results

9. Applicants will be notified the results of their applications by mail or email. Please contact CIPHE-HKB if you do not receive any notification 1 week before course commencement.
10. Unsuccessful applicants will be notified of the results by CIPHE-HKB. The cheque or bank draft for the fees will be returned by ordinary mail.

### Fee refund policy

11. Fees paid are normally not refundable, except for cases of unsuccessful applications or course cancellation. Fees paid and places allocated are not transferable.

### Certification

12. Certificate of Attainment for the respective courses will be issued by SPEED to those students who have achieved at least 70% attendance **AND** passed the assessment(s) of that course.
13. Students who have successfully completed all 3 courses (within three successive intakes) are eligible to apply for the "**Professional Diploma in Public Health and Plumbing Engineering**" issued by CIPHE-HKB.
14. No certificate will be re-issued.

### Use of information

15. Personal data provided as part of an application for admission will, during the admission process, be used solely for the purpose of admission, and in this connection the data will be handled by relevant offices within The Hong Kong Polytechnic University (PolyU), the College of Professional and Continuing Education (CPCE), SPEED, CIPHE-HKB and other partnering institutions in offering the course, if any.
16. Application documents and other related information of unsuccessful applicants will be destroyed within six months after the admission process has been completed.
17. Application documents of successful candidates will become part of the student file and the data will thereafter be handled by SPEED, CPCE, other faculties/ departments/ offices of PolyU and CIPHE-HKB.
18. Under the provisions of the Personal Data (Privacy) Ordinance, applicants have the rights to request access to, and the correction of, their personal data. Applicants wishing to get access or make corrections to their data should submit written requests to SPEED.

### Enquiries

#### **The Chartered Institute of Plumbing and Heating Engineering - Hong Kong Branch**

Tel: 2417 0091 (Monday to Friday, except public holidays, 9:30am - 12:30pm)

Fax: 2417 9719

Email : [info@ciphe.org.hk](mailto:info@ciphe.org.hk) (please provide contact telephone number)

Website: [www.ciphe.org.hk](http://www.ciphe.org.hk)