HKUSPACE Stanley Ho Community College PO LEUNG KUK

香港大學專業進修學院保良局何鴻燊社區書院

HPSHCC

Student Handbook 2024-25

IMPORTANT NOTICE

Every effort has been made to ensure that the information contained in this Handbook is correct at the time of publishing, but students should note that the content is subject to change in the course of the academic year. HPSHCC Office will post the changes on the Learner Portal.

This Handbook does not form part of a contract between the Student and HPSHCC. Any comments or suggestions on the Handbook can be sent to HPSHCC Office.

HKU SPACE PO LEUNG KUK STANLEY HO COMMUNITY COLLEGE OFFICE (HPSHCC OFFICE)

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FOREWORD

Welcome to HKU SPACE Po Leung Kuk Stanley Ho Community College (HPSHCC), a community which is committed to the provision of quality education and the development of the whole person for its students. We believe in nurturing and encouraging students to stretch themselves and achieve their full potential. We also wish to instil in each student a passion for learning. HPSHCC appreciates the trust you have in us, and we view you as partners in the journey towards your future career as well as further studies. We encourage and practise open and honest communication between us, and invite you to give us regular feedback in order that we can continuously enhance our programmes to meet the needs of the students, teachers, employers, and the community at large.

Information related to HPSHCC and your programme of study can be found from the following sources:

- This **Student Handbook** – a guide to the academic structure, curriculum, rules and regulations, and the services available to students.
- **Learner Portal** (http://learner.hkuspace.hku.hk) – a user-friendly "one-stop" information portal providing you a gateway to information and e-Services available through the Internet.
- **SOUL via Learner Portal** (http://learner.hkuspace.hku.hk) – an electronic notice board for students to access course information posted by lecturers, special notices and assignment submission dates, etc.
- **Student and Course Record System (SCORE) via Learner Portal** (http://learner.hkuspace.hku.hk) – an online information platform which provides a one-stop student service to manage your personal information, and to view your class schedule and academic records.
- **HPSHCC Website** (http://hkuspace-plk.hku.hk)

In addition, you are always welcome to contact us at the Student Services Counter (5/F) / College Office (18/F) for assistance, or for offering any comments you may have on the programme of study or any other matters.

We wish you a rewarding learning experience during your course of study at HPSHCC.

HKU SPACE Po Leung Kuk Stanley Ho Community College

August 2024

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1

HKU SPACE PO LEUNG KUK STANLEY HO COMMUNITY COLLEGE

The HKU SPACE Po Leung Kuk Stanley Ho Community College (HPSHCC) was established in 2005 under a Joint Venture Agreement between the HKU School of Professional and Continuing Education (HKU SPACE) and Po Leung Kuk (PLK). HPSHCC has consistently symbolized excellence by providing high-quality tertiary education opportunities. The joint venture partnership between HKU SPACE and PLK has played a pivotal role in shaping the College's success and fostering a vibrant learning environment for students.

The College aims to provide an excellent learning opportunity to equip young people with the necessary skills and knowledge for their academic and career advancement, as well as to prepare them to become well-rounded individuals capable of meeting the needs of our rapidly changing society.

Riding on the proven success and accomplishments in the past years, the College achieved a milestone in 2021 in developing as an awarding body of academic qualifications at the sub-degree level (i.e., HKQF Level 4). HPSHCC currently offers 19 sub-degree programmes of multiple disciplines leading to awards within The University of Hong Kong system through HKU SPACE or directly from HPSHCC. Since its establishment, the College has over 17,500 graduates. It has provided a platform for articulation to undergraduate studies with over 70% progression in recent years.

The purpose-built College campus is conveniently located in the heart of the city, Causeway Bay. The 19-storey campus building is equipped with state-of-the-art teaching and learning facilities and is supported by an advanced computing network system. In addition, ample space has been designated for students' self-learning and out-of-classroom activities. HPSHCC wishes to create a campus atmosphere that contributes not only to a high standard of academic achievement, but also to the social, personal and intellectual development of the students.

2 ABOUT THE PARTNERS

The HKU School of Professional and Continuing Education (HKU SPACE) was established in 1956 as the University's Department of Extra-Mural Studies. It is a major provider of professional and continuing education in Hong Kong, and has assumed a very significant role in this regard throughout the years. In 2000, it extended its services to a wider community and established its own Community College. All academic programmes offered by HKU SPACE Po Leung Kuk Stanley Ho Community College and HKU SPACE Community College are of comparable standard and the awards issued are of equal standing.

Po Leung Kuk (PLK) was established in 1878 by a group of local Chinese to protect women and children, innocent and vulnerable members of the community. PLK has continued to expand the scope of its services and has now become a major social welfare organisation in Hong Kong.

PLK is renowned for its educational services, and there are educational services units totaling 113 including a Community College, Academy of Professional Education, Aided Secondary Schools, Direct Subsidy Scheme Secondary Schools, Aided Primary Schools, Direct Subsidy Scheme Primary Schools, IB Primary Years Programme School and Kindergarten, Through-train Quality Private Independent School providing Primary and Secondary Education, Special Schools, Kindergartens and Education Services Centres. There are about 45,000 students.

3 VISION

HPSHCC seeks to become one of the finest tertiary colleges in the region. The College provides students with an individualised learning experience, focusing on the realisation of their academic prowess and enhancing their awareness of the difficulties of the needy. Students will not only be equipped with knowledge and skills for further studies and joining the workforce, they will also aspire to serve vulnerable and underprivileged members of society.

MISSIONS

The missions of HPSHCC are:

1) to provide quality post-secondary education for students through its programmes and services with continuous development thereof;

2) to help and prepare students for further study at universities and other higher education institutions, for work, for citizenship and for enriched lives as educated people through providing comprehensive and professional curricula so that students may think clearly and logically, act responsibly and confidently and communicate effectively;

3) to establish a centre of knowledge and skills where a serious learning atmosphere is instilled and a caring environment is provided for students together with a supportive workplace for staff members; and

4) to provide self-financing programmes leading to academic awards at post-secondary levels.

EDUCATIONAL AIMS

The vision and missions of the College transpire into the following educational aims for guiding the College's academic development:

- 'Skills-oriented' - Currciula offered by the College have relatively greater emphases on preparation for professional knowledge and skills and enhancement of student' ability to tackle authentic problems;

- 'Students-oriented' - The College is committed to establish itself as a student-based institution, providing strong counselling and mentorship for individual students;

- 'Society-oriented' - Courses, programmes and learning activities, both formal and co-curricular ones, are developed to heighten students' awareness of the difficulties of the needy and their aspirations to 'serve vulnerable and underprivileged members of Society'.

4

ACADEMIC CALENDAR 2024-25

	Week	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Events / Holidays
Sep		1	2	3	4	5	6	7	
	1	8	9	10	11	12	13	14	**13 Sep: First Teaching Day of Semester 1**
	2	15	16	17	18	19	20	21	18 Sep: The day following the Chinese Mid-Autumn Festival
	3	22	23	24	25	26	27	28	
	4	29	30						
Oct				1	2	3	4	5	1 Oct: National Day
	5	6	7	8	9	10	11	12	11 Oct: Chung Yeung Festival
	6	13	14	15	16	17	18	19	
	7	20	21	22	23	24	25	26	
	8	27	28	29	30	31			31 Oct-2 Nov: Revision Days
Nov							1	2	
	9	3	4	5	6	7	8	9	4 Nov: Teaching Tuesday Schedule 5 Nov: Graduation Ceremony (HPSHCC)
	10	10	11	12	13	14	15	16	
	11	17	18	19	20	21	22	23	
	12	24	25	26	27	28	29	30	
Dec	13	1	2	3	4	5	6	7	
	14	8	9	10	11	12	13	14	**13 Dec: Last Teaching Day of Semester 1**
		15	16	17	18	19	20	21	16 Dec-13 Jan: Examination Period* 19 Dec: Payment Due Date for 2nd Instalment of Tuition Fees
		22	23	24	25	26	27	28	25-26 Dec: Christmas Holidays
		29	30	31					
Jan					1	2	3	4	1 Jan: The 1st day of January
		5	6	7	8	9	10	11	
		12	13	14	15	16	17	18	
	1	19	20	21	22	23	24	25	**20 Jan: First Teaching Day of Semester 2**
	2	26	27	28	29	30	31		28 Jan-1 Feb: Class suspension period for the Lunar New Year
Feb								1	
	3	2	3	4	5	6	7	8	
	4	9	10	11	12	13	14	15	
	5	16	17	18	19	20	21	22	
	6	23	24	25	26	27	28		28 Feb: Release of Assessment Results (S1)
Mar								1	
	7	2	3	4	5	6	7	8	
	8	9	10	11	12	13	14	15	
	9	16	17	18	19	20	21	22	16 Mar: HKU Foundation Day 18-19 Mar: Revision Days
	10	23	24	25	26	27	28	29	
	11	30	31						
Apr				1	2	3	4	5	4 Apr: Ching Ming Festival
	12	6	7	8	9	10	11	12	7 Apr: Teaching Friday Schedule
	13	13	14	15	16	17	18	19	18-21 Apr: Easter Holidays
	14	20	21	22	23	24	25	26	**26 Apr: Last Teaching Day of Semester 2**
		27	28	29	30				30 Apr-26 May: Examination Period*
May						1	2	3	1 May: Labour Day Holiday
		4	5	6	7	8	9	10	5 May: Birthday of Buddha
		11	12	13	14	15	16	17	
		18	19	20	21	22	23	24	
		25	26	27	28	29	30	31	31 May: Tuen Ng Festival
Jun		1	2	3	4	5	6	7	
		8	9	10	11	12	13	14	
		15	16	17	18	19	20	21	
		22	23	24	25	26	27	28	
		29	30						30 Jun: Release of Assessment Results (S2)
Jul				1	2	3	4	5	1 Jul: HKSAR Establishment Day
		6	7	8	9	10	11	12	
		13	14	15	16	17	18	19	
		20	21	22	23	24	25	26	
		27	28	29	30	31			31 Jul: Payment Due Date for 1st Instalment of Tuition Fees

Change of Class Schedule

Suspension of Classes #

Public Holidays

Examination Period

** Examinations may be held in the evening and on Saturdays, Sundays and Public Holidays.*
 # Make-up classes or mid-term tests may be scheduled during class suspension.

5 PROGRAMME STRUCTURE

5.1 Programmes Offered in 2024-25

Diploma in Foundation Studies

Associate of Applied Social Sciences

- Communication, Public Relations and Journalism
- Criminal Justice and Law Enforcement
- Psychology
- Youth and Social Services

Higher Diploma

- Accounting
  - Accounting and Banking
  - Accounting and Financial Planning
  - Accounting Studies
- Applied Health and Rehabilitation Care
- Applied Intelligent Technologies
- Business Management
  - Human Resource Management
  - Management and e-Commerce
  - Management and Psychology
  - Management Studies
  - Management with Business Law
- Food Health and Business Management
- Food Science and Safety (Newly launched in 2024-25)
- Health and Social Care
- Hotel Management
- Legal Executives (Year 2 Study)
- Medical and Health Products Management
- Nutrition and Food Management (Year 2 Study)
  - Food and Nutritional Sciences
  - Food Science and Safety
- Nutrition and Food Management (Newly launched in 2024-25)
- Sport and Recreation Management
- Sport Coaching and Sport Performance
- Surveying and Property Management
- Tourism and Events Management
- Tourism and Hospitality Management

5.2 Programme Types

The ***Diploma in Foundation Studies programme (DFS)*** provides students with a broad-based education on generic skills and general education to prepare them for progression to the two-year AD / HD programmes.

The ***Associate Degree programmes (AD)*** put more emphasis on broad-based education. The programmes focus on building a foundation of knowledge and are designed to help students improve their language skills and acquire analytical capabilities.

The ***Higher Diploma programmes (HD)*** are designed to provide students with a solid foundation in a specialism discipline, and a range of general skills, to equip them with the specialised knowledge and skills that are needed for further study and career development.

The College adopts a ***credit-bearing*** system (1 credit is equivalent to 4 QF credits). Emphasis is put on providing a holistic education for students to equip themselves with the competence to speak, write and think, as well as the confidence to form judgement and shoulder responsibilities.

5.3 Length of Study and Study Commitment

All programmes offered by HPSHCC are full-time programmes. Students are expected to devote their time fully to their studies and they should not engage in outside work, whether full-time or part-time, during normal class hours which are running between:

Mondays to Fridays:	9:00 a.m. to 6:00 p.m.
Saturdays:	9:00 a.m. to 1:00 p.m.

Where necessary, selected classes may be held outside the normal class hours.

The Diploma in Foundation Studies programme (DFS) lasts for one year and the Associate Degree (AD) / Higher Diploma (HD) programmes last for two years. Only under exceptional circumstances will the College consider granting extensions to students. The extension normally does not exceed one academic year. The maximum length of registration for the one-year DFS and two-year AD / HD programmes are two and four years respectively.

5.4 Progression of Studies

Upon graduation, DFS students will be awarded the Diploma in Foundation Studies and are eligible to progress to Year 1 of their selected AD / HD programme subject to their academic performance and availability of places in such AD / HD programme. Students who fail to meet the graduation requirements of the DFS programme will be required to stay at DFS to retake the failed course(s) or *discontinue their studies.

AD / HD Year 1 students are required to meet the credits requirements of their programmes in order to progress to Year 2. Students who fail to meet those requirements will be required to stay at Year 1 to retake the failed course(s) or *discontinue their studies.

* Please refer to "(f) Discontinuation of Studies" of Appendix C on P.102 for details

5.5 Courses

Programmes offered by HPSHCC include the following categories of courses to provide students with a solid foundation in general knowledge while allowing an in-depth study of a specialised area:

- **Generic Skills Courses** cover the areas such as English, Chinese, Quantitative Skills and Information Technology. The generic skills courses aim to develop key skills for communicating clearly and coherently in English and Chinese, as well as executing mathematical and computing operations in work situations.
- **Core Curriculum Courses** aim to train students' critical thinking and logical reasoning abilities, cultivate their moral and ethical awareness, and to improve their communication and research skills.
- **Specialism Courses** focus on building a foundation of knowledge of the selected specialist area, with a view to preparing students for employment or further studies in the particular subject.
- **Experiential Learning Courses** aim at enhancing students' understanding of the complexity of real-life problems in society and their ability to connect knowledge and practice, and inspiring them to become responsible and contributing global citizens.

The programme outlines are set out in **Appendix A on P.74**.

Further study opportunities upon graduation are set out in **Appendix B on P.99**.

5.6 Mode of Teaching, Learning and Assessment

The programmes offered by the College are full-time programmes that adopt a policy of Assessment-for-Learning. Course assessment is used as a means to evaluate student performance as well as to enhance student learning. For most of the courses, assessment will be based on a combination of formative assessment (assignments, mid-term tests, projects, etc.) and summative assessment (such as final examinations). In some courses, assessment may be based entirely on continuous assessment without a final examination. These methods of assessment serve to guide the student's progression in achieving the learning outcomes and to facilitate the student's integration of knowledge. The assessment methods and weighting assigned to each component of assessment are set out in the course document of each course. Course work, including reports, assignments and interim quizzes etc., will be marked and returned to students in a timely manner. This could allow students to use teachers' feedback to improve their learning. Courses in the College are conducted and assessed in English, except for Chinese language and Chinese culture courses.

The College has adopted a criteria-referenced assessment approach. Students are graded with reference to their achievement of the criteria set in grade descriptors which are available on the Learner Portal. This grading method allows a better reflection of students' ability and their achievement of the learning outcomes. Different from a norm-referenced assessment approach, students' grades at the College are not dispersed along a normal distribution.

The College places much emphasis on training students to practise self-learning in order to become an independent learner. Students are constantly encouraged to be inquisitive and to look at things critically. Students are not only taught the knowledge, but also, more importantly, the skills to search for knowledge. Finally, the College provides ample opportunities for students to give presentations of their own research to make their learning experience interesting and meaningful.

6 RULES AND REGULATIONS

6.1 Registration

Students are required to complete the registration process by making fee payments and submitting forms / documents as required before the prescribed deadline (Please refer to the section on "Tuition Fees" on P.44 for the schedule of fees.).

The maximum length of registration for the one-year DFS programme and two-year AD / HD programmes are two and four years respectively.

6.2 Student Attendance, Punctuality and Absence

Attendance is compulsory for all courses. Except those who have been granted exemption from attendance of course(s) by the College, students are expected to attend ALL lessons according to their timetables.

Students should attend the assigned classes of their courses according to their finalised timetables. Attendance in class(es) for which students have not enrolled will not be counted and they will receive a **"Fail"** grade for the course(s) concerned.

Students must be punctual for their lessons. They may be barred from attending classes or their class attendance may not be counted if they are late for 10 minutes without acceptable reasons or permission. Three "late arrivals" without approval will be counted as one absence from lessons. Students should note that lateness and absenteeism without prior approval will affect their academic progress.

Students should not leave their classes early without the permission of the course lecturers concerned.

Students may be required to take leave of absence if their health condition constitutes a hazard to the College community. These students should seek appropriate medical treatment. A medical certificate from a registered practitioner in Hong Kong, which states that they are fit for study, is required before they can resume study at the College.

Students who wish to apply for leave should submit an *Application/Report form for Absence from Lesson(s)* (HP12-ABL, downloadable from Learner Portal), together with relevant supporting documents to the Student Services Counter / College Office and the lecturers concerned at least two working days in advance. Students should note that such applications will only be approved when acceptable reasons are provided. Students who are sick and cannot attend scheduled lessons should submit their applications on the day

of their next lesson after their leave. Sick leave application for more than one day should be supported by a medical certificate signed by a registered practitioner, with the diagnosis and the recommended sick leave period stated. The College reserves the right to request such medical proof from students applying for one-day sick leave.

Certificates issued by registered Chinese medicine practitioners must include students' full name, HKID / passport number as well as the name and registration number of the attending practitioner.

In case of any leave taken for more than seven consecutive days, students should inform the College Office immediately by phone (Hotline: 3923 7000), followed by a written application.

Students who have been absent for more than three consecutive weeks without applying for leave of absence will be considered as having withdrawn from the programme of study.

The use of forged document(s) as evidence of fitness / sickness is a criminal offence and is liable to prosecution under the laws of the Hong Kong Special Administrative Region. The College may take any disciplinary action against the students concerned in accordance with the nature and seriousness of the offence. Those penalties imposed on students may be recorded in the transcript of their academic records.

It is students' responsibility to clear their attendance records and clarify all the related issues with the course lecturers concerned before the end of the semester. The College reserves the right of final decision in case of dispute.

6.3 Course Exemption

There are two types of course exemption:

6.3.1 Exemption from Chinese Courses

All students must fulfil the curricular requirements of individual programmes. Any breach of such requirements will result in the student's non-completion of the programme of study and disqualification for the award of the relevant qualification. Under the special circumstances that a student is found academically unable to take a certain course, the student may apply to the Student Services Counter / College Office for exemption from one or more courses of study. If the student's application is approved, the College Office may permit him / her to take another course as a replacement (substitute course). For example, a student educated in an overseas school who has not received sufficient training in the Chinese language may

apply for exemption from the compulsory Chinese course(s). Students who have sat for HKDSE/HKCEE/HKALE Chinese subjects or equivalent are not eligible to apply for exemption from Chinese course(s) regardless of the examination results. Other qualifications are considered on a case by case basis. Such exempted course(s) shall not count towards the credits for the award of qualifications. The College will assign a substitute course based on student's class schedule and availability. No change of the proposed substitute courses can be made by the students.

6.3.2 Exemption from Core English Courses

If the student has already attained satisfactory results in a course equivalent to the core English course he / she is required to take, or achieved outstanding results in a public examination e.g. HKDSE/IELTS/GCSE, he / she may apply for exemption from taking the course "CCEN4003 Introduction to Academic English" or may apply for exemption from attending the lessons of the following courses:

CCEN3002	General English I
CCEN3003	General English II
CCEN4004	English for Academic Purposes I
CCEN4005	English for Academic Purposes II
CCEN4012	English for Arts and Humanities

Students approved for exemption from taking the course "CCEN4003 Introduction to Academic English" will be required to take another course as a replacement (substitute course).

Students approved for exemption from course attendance will be required to complete course assessment such as assignments/tests/examinations. It is the student's responsibility to communicate with the course lecturer from time to time for the schedule of coursework submission, test and examination.

6.3.3 Application Procedures

Applications for either type of course exemption must be made in compliance with the following requirements; otherwise, they will not be considered:

- The application must be made by 31 August of each academic year. Late applications will not be accepted for exemption from Core English Courses. However, exceptional cases will be considered by the first week of Semester 1 for exemption from Chinese Courses.

- Sufficient reasons and supporting documents must be provided.
- The application must be made by use of the *Application for Course Exemption* (HP31-CEX-E, downloadable from Learner Portal; HP31-CEX-C, submission via e-Form System). Applications by other means, e.g. letters or emails, will not be accepted.
- An application fee will be charged for each course. (Please see Section 10.4 **"Other Fees"**.)
- Applicants may be required to attend interviews and sit for placement tests.

The decision on granting a student exemption from a course and / or exemption from attendance of a course rests with the College Principal or his delegate, and their decisions shall be final.

6.4 Credit Accumulation and Transfer (CAT)

Students with relevant post-secondary education background may apply for credit transfer for their previous academic qualifications. Students should submit the application with supporting documents to the College Office 20 working days before the commencement of each semester. The supporting documents should include but not limited to the course syllabus, course learning outcomes, Qualification Framework Level, academic performance, year of award, contact hours etc. A maximum of 50% of the total credits of a College programme might be transferred from students' previous studies.

6.5 Extra Course of Study

Students who have obtained Grade D in any courses (except core English courses*) or failed the same Generic Skills / Core Curriculum courses twice may apply for taking extra course(s) in the next available semester. They may be permitted to take up to a maximum of 21 credits (i.e. seven courses) in a semester. The granting of such permission will be based on the academic performance and merits of individual students.

Students who wish to take extra course(s) of study should submit an *Application for Taking Extra Course(s)* (HP34-TEC, online application via e-Form System) by 31 July of each academic year. Late application will not be considered.

* *Students who have obtained Grade D in the core English course(s) will be required to retake the course(s) in the next available semester. Please refer to P.101 for details of Course Repeating.*

6.6 Programme Transfer

Students who wish to apply for programme transfer must submit an *Application for Programme / Theme Transfer* (HP33-TRF, downloadable from Learner Portal), with an application fee, to the Student Services Counter / College Office by mid-July for the transfer to be effective in the next academic year. Applicants must meet the pre-requisite requirements of the programme(s) they wish to transfer to, and should note that the transfer may affect their progress of study.

6.7 Exchange of Class

All students are required to take and pass all courses as prescribed in the programme curriculum in order to graduate. Hence, adding or dropping any courses is not permitted. However, students may attempt to swap the class time of a course within the prescribed period, details for which will be announced on Learner Portal around the beginning of the semester.

6.8 Deferment of Study

Under normal circumstances, students are not allowed to defer their studies. Students who have settled the tuition fees and have exceptional reasons for deferment should submit the completed *Application for Deferment of Study* (HP21-DEF, downloadable from Learner Portal) together with supporting documents to the Student Services Counter / College Office. Applications will be considered by the College on a case by case basis. Please note that deferment of study for more than one year will not be granted.

Application for deferment of study should be made before the start of a semester except under exceptional circumstances (e.g. sudden change of health / family conditions). In any case, such application must be made before the last teaching day of the semester.

Students should also note that portion of both the tuition fees paid and subsidies received under Study Subsidy Scheme for Designated Professions / Sectors (SSSDP) (if applicable) for the semester in which the deferment becomes effective are not refundable and are retained to off-set the tuition fees for the semesters in which the students have resumed their studies (For example, if a student is approved for the deferment of study in the middle of the semester, half of the tuition fees paid and subsidy received under SSSDP (if applicable) for the semester will be retained to off-set the tuition fees for the semesters in which he / she has resumed his / her study). If students subsequently decide to withdraw from studies, the tuition fees paid and subsidy received will be forfeited.

Students who wish to resume their studies should confirm their intention in writing, together with supporting documents, to the College Office by a specified deadline. Students who have been granted deferment of studies on medical grounds must present a letter / medical certificate from a registered practitioner certifying readiness to return. Those who fail to make a timely application to the College for resumption of studies will be considered as having withdrawn from studies, and the fees and subsidies retained are non-refundable and non-transferable.

6.9 Withdrawal of Study

Students who decide to withdraw from their programmes of studies should submit an *Application for Withdrawal of Study* (HP22-WDL, downloadable from Learner Portal) to the Student Services Counter / College Office, together with Student Identity Card and Facilities Access Card. In addition, they should ensure that the assigned student locker has been cleared, outstanding dues (such as library loans / fines) have been settled, items on loan from the College have been returned, and forms / documents required by the College have been submitted. Failure to do so will result in the withholding of issuance of any form of certification and / or refund of caution money. If a student fails to clear / return all the fines / items (including student cards and lockers) on loan from the College and / or the HKU Libraries, caution money will be refunded to the student after deducting (i) a penalty charge of HK$150 for each card and / or (ii) HK$50 for cutting the padlock on his / her locker and / or (iii) any outstanding fines where applicable. The College reserves the right to take legal action against any student for any outstanding dues and / or loans from the College and / or HKU Libraries not covered by the caution money. The deadline for application for withdrawal of study of the prevailing semester is the last teaching day of that semester. If students submit a withdrawal application on or before that day, the corresponding course grades for the courses they have registered for in that semester will not be shown on the transcript. Likewise, if they apply for withdrawal of study after that date or do not submit any withdrawal application and are absent from the examinations without getting approvals for any make-up examinations, they will receive fail grades in the courses they have registered for in that semester and the grades will be shown on their transcripts.

Those who have withdrawn from a programme and fulfilled the requirements for the intermediate award may request for the conferment of the award by submitting an *Application for Intermediate Award* (HP23-INT, online application via e-Form) to the Student Services Counter / College

Office within six months of withdrawal or discontinuation of study. (Please refer to "Intermediate Awards" on P.42 for the award requirements.)

Students who have withdrawn from their programmes of studies and wish to be re-admitted by the College may attempt to make an application in writing together with relevant supporting documents to the College Office. Application for re-admission will be subject to an application fee and will be considered on the basis of individual merits.

6.10 Students with Special Needs

The College adopts an "equal opportunities" policy towards students with special needs and observes the guidelines issued by the Equal Opportunities Commission. For details of the guidelines, please visit the website http://www.eoc.org.hk.

Students with special needs should declare their conditions at the time of their application. This information will help the College better understand their needs and any assistance required so as to facilitate our planning and assessment on the kind of assistance we can provide to the concerned students. For those students who have not declared their special needs in their application forms, their subsequent requests will still be considered. However, there is no guarantee that such needs / assistance can be fully met / provided.

6.11 Student Identity Card, Facilities Access Card and Email

Each enrolled student is issued with a student number, a Student Identity Card and a Facilities Access Card. The Student Identity Card and the Facilities Access Card are student identification documents which give students the right to access to the College's facilities and services. The Student Identity Card should be carried at all times for access to College premises and its facilities, e.g. the library on 4/F and the computer laboratories on 6/F. The Facilities Access Card enables students to access to the libraries in the University of Hong Kong and to borrow books.

Misuse or falsification of the above-mentioned cards, or lending the cards to another person to enable him / her to gain access to the College / University's facilities or for other purposes constitutes a major offence, and is subject to disciplinary and / or legal actions. These Cards are the College's / University's property and are strictly non-transferable. They are only valid for the period the bearer is duly enrolled in a programme offered by the College.

Students must return the Student Identity Cards and the Facilities Access Cards to the Student Services Counter / College Office upon withdrawal or discontinuation of study. The College may also, at its discretion, require a student to return these cards at any time. Students who fail to return the Cards are liable for a penalty charge of HK$150 for each card (deduct from caution money).

Students who have lost their Student Identity Cards must report immediately to the Student Services Counter / College Office, and submit an *Application for Replacement of Student ID Card* (HP03-IDC, online application via e-form System). A fee of HK$100 is charged for the issuance of a replacement card. If the Facilities Access Card is lost, the bearer must report to HKU Main Library (Tel: 3917 5945) and apply for a replacement at a charge of HK$150.

The College provides students with an email account upon their enrolment. The assigned student email account shall be the main means of communication between the College and students. Students are responsible for all information sent to them via their College assigned email account.

6.12 Change of Personal Particulars

Personal particulars provided by students in their applications at the time of admission are used for setting up the student records, and should be updated at all times. This is to ensure that the College's latest and important information can be disseminated to students without delay. Students should notify the College immediately of any changes to their personal particulars by submitting the *Application for Personal Data Amendment* (HP13-PDA, downloadable from Learner Portal) to the Student Services Counter / College Office.

Requests to change the HKID card / Passport number, name, date of birth, place of birth and nationality have to be supported by HKID card / Passport, and / or legal documentary evidence. The College assumes that the name recorded at the time of admission is correct, and that the name should be the same as the one which appears on student's HKID Card or Passport. No change will be made to this name in the College's records unless a Statutory Declaration is provided.

6.13 Personal Data (Privacy) Ordinance

The College respects personal data and is committed to full implementation and compliance with the data protection principles and all relevant provisions of the Hong Kong Personal Data (Privacy) Ordinance. In doing so, we will ensure that staff involved in handling personal data comply with the strictest standards of security and confidentiality.

Under the Personal Data (Privacy) Ordinance, a student has the right to access and request to change his / her personal data held in the College subject to the stipulations as described in the preceding section. To access to his / her personal data, students must submit a request to the College in writing, stating clearly their full name, student number, programme and year of study and contact details (e.g. mobile number, email address, correspondence address).

6.14 Academic Integrity

Academic integrity is a core value in higher education. The College expects its students to complete all their work in fulfilling the academic requirements of the curriculum with the utmost academic integrity. Students need to be aware of the regulations and rules concerning collusion, copyright and plagiarism.

It is a serious offence to cheat in examinations, tests and coursework assignments. Students are likely to have their registration suspended and / or they may receive a "**Fail**" grade in the whole course for any established act of offence.

6.14.1 Academic Policy Statement in Relation to Generative AI in Teaching and Learning

The policy of the College in relation to the use of artificial intelligence tools is as follows:

First of all, the passing off of work produced by AI as one's own without acknowledgement is regarded as plagiarism and will be penalised (please refer to the academic regulations in this context). This applies to all programmes.

Secondly, all curricula at HKQF Level 4 and above will include content on the proper and ethical use of AI which is important both from an educational perspective and from the perspective of potential future employers who will expect graduates to be familiar with the proper use and applications of AI.

Thirdly, in order to support students and teachers (full time and part time in both cases) the College will make available links and access to AI tools via the SOUL platform so that they can become familiar with their use in their work for the College.

Fourthly, in this context, it should be noted that these tools provided by the College should only be used for their academic work in the College and not for any other purposes.

6.14.2 Collusion

Working collaboratively with fellow students is only allowed in the preparation of group work. If students are preparing their own piece of coursework for assessment on an individual basis, they cannot work with others, for example, by sharing draft or completed assignments. If the preparation is shared, it can be an assessment offence for the person who lends the material as well as for the person who uses it. Sharing ideas in discussion is encouraged as part of academic life at the College; however, students must distinguish between shared materials and discussion.

6.14.3 Plagiarism

Plagiarism is a serious academic disciplinary offence. A student shall not engage in plagiarism in any other form of work submitted for assessment of the College courses. All work presented for assessment which is not the student's own must be explicitly acknowledged at the time of submission. A student who infringes plagiarism is subject to disciplinary action taken by the College.

The University has published a booklet entitled "What is Plagiarism?" which is available at http://www.hku.hk/plagiarism. A booklet entitled *"Plagiarism and How to Avoid It"* by David Gardner is also available from the Main Library.

In simple terms, the booklet explains that plagiarism is copying the work of another person without proper acknowledgement. There are two parts in the definition: *copying and the absence of proper acknowledgement.* As a result, it gives an impression to an ordinary reader that the work is the original work of the author when in fact, it was copied from some others' work. Copying does not necessarily only mean copying word for word. Closely paraphrasing or substantial copying with minor modifications (such as changing grammar, adding a few words or reversing active/passive voices) is still copying for this purpose. It does not matter what the nature of the source is: it may be a book, an article, lecture notes or simply an assignment of another student, or in electronic forms such as a website, an audio-visual production or other non-textual material, to name but a few. It does not matter whether the source has been published or not. Plagiarism covers any form of work submitted for assessment, including theses, dissertations, take-home examinations, assignments, projects and other forms of coursework.

In other words, it is important that there is proper referencing if your submitted work is based on the idea(s) of another person's work.

As with all academic institutions the College penalises plagiarism – the passing off of work by others as a student's own without acknowledgement/ referencing. This is especially the case with the development of Generative AI such as ChatGPT. Following University policy, AI will be included in curricula and students will be instructed on its proper and ethical use. However, those found using AI without referencing and passing off AI generated material as their own will be penalised as this is a form of plagiarism.

Students should also be aware that it is not an acceptable practice to re-submit their own work for a previously submitted assignment to meet the requirement of another assignment, which is regarded as 'self-plagiarism'. If a student plans to expand the scope of a previously submitted piece of work, there should be proper acknowledgement of the previous work.

Collusion and plagiarism are serious offences and may result in disciplinary action. Ignorance is no defence in cases where students have committed the offence. No marks will be given to the piece of coursework and the final grade of the course may be affected (for example, it may be lowered from D to F).

6.14.4 Turnitin

The College has subscribed to Turnitin and lecturers may request that students submit their assignment via Turnitin.

Turnitin is a software system service which performs originality checks on students' work to ensure proper citation and avoid potential plagiarism. Once a paper is submitted to Turnitin, the software will compare it with documents in a continuously updated database consisting of current and archived webpages, millions of student papers worldwide, and collections of newspapers, magazines, scholarly journals, e-Books and e-Texts. A report will be generated comparing the essay submitted by the student with the documents stored in the Turnitin database. In this way, it will facilitate the marking of the student's work based on its originality.

6.15 Copyright

6.15.1 Lectures

Students are warned that notes taken in lectures, and course materials supplied to you, are to be used only for the purposes of private study. Similarly, lectures may not be recorded in audio or video forms without the permission of the lecturers concerned. If the lecturer permits recording, it must be subject to any conditions which are stipulated at the time of

granting the permission. The copyright of each lecture delivered in the programmes is vested with the lecturer delivering it. Failure to heed this warning may result in an infringement of the copyright laws.

6.15.2 Photocopies

Any copying of copyright materials by students on self-service copiers within the College / School / University must be kept within the scope of fair dealing for the purpose of private study under the copyright legislation currently in force in Hong Kong. The Government Intellectual Property Department has provided a guideline regarding the following question – *"Is it against the law for a teacher or student to make large quantities of copies of reference materials and distribute them among students?" The guideline is that "A teacher or student who, for the purpose of research or private study, makes, to a reasonable extent, copies of a copyright work without authorization will not contravene the law. However, one may not be allowed to copy the whole piece of work and normally not more than one copy will be allowed. Bulk copying may constitute an act of civil or criminal infringement."*

Students should note that any breach of copyright laws may render themselves liable to legal action from copyright holders. For more details about the copyright laws, please refer to the government website: "https://www.ipd.gov.hk/en/copyright/what-is-copyright/index.html".

6.15.3 Intellectual Property Rights

In their course of study, students will generate original works. They, as creators of intellectual property, together with the College, have rights in respect of the fruit of their intellectual endeavours. These Intellectual Property Rights are protected under the laws of Hong Kong. The College / School / University may assert ownership of Intellectual Property Rights for works generated by students in their course of study. Please refer to the University's website "http://www.rss.hku.hk/contracts/ipr" for more details.

6.16 General Conduct and Regulations

The College is a place for learning and personal development. Students are provided with many opportunities, good facilities and a comfortable environment to learn and study, as well as to equip themselves to become good and responsible citizens. As such, students are obliged at all times to observe and comply with laws of Hong Kong, including the National Security Law. As members of an academic community, they are expected to behave in a civilised manner.

Good conduct is expected from all students. Good conduct includes being courteous, thoughtful, sensitive and honest at all times. Rules and regulations are formulated and enforced to foster a caring, stimulating and enjoyable learning environment; and to ensure the effective operation of the College and the well-being of students and staff.

Students should show respect to every member (staff and fellow students alike) of the College. They are encouraged to express their opinions and suggestions to the College through the established channels of communication, e.g. via the Suggestion Box located at 5/F Student Services Counter or through their representatives serving on the Student-Staff Consultative Committee.

Students should pay attention to their appearance, clothing, manners and personal hygiene, and should keep themselves tidy.

Students are prohibited from using indecent language and from possessing or bringing forbidden items such as obscene magazines, gambling tools, cigarettes, alcohol or non-prescribed drugs to the College. Mobile phones must be on silent mode or be switched off during lessons.

For the convenience of all users, unauthorised reservation of seats in the student amenities areas (for example, the Self-access Computer Laboratory 601) is not permitted. Personal belongings should not be left unattended. The College will not be responsible for any loss or damages of personal belongings.

Students are invited to cooperate to keep their study environment conducive to learning, such as keeping the noise level to a minimum.

The use of all computing facilities and services on campus is a privilege and not a right. Students are required to act ethically and lawfully in protecting the integrity and security of the computer system.

Photographic and recording equipment may not be used in the classrooms or any of the campus facilities without prior permission from the College Office.

Smoking is prohibited in the College. Students who are seen smoking inside or in the vicinity of the campus will receive verbal warning and their names will be recorded. Repeated attempts will lead to disciplinary action by the College.

Students should keep the public areas in good condition.

Students are prohibited from tearing or making alterations to posted notices or posters of various committees, clubs or societies.

Posters, circulars, advertisements and bulletins should be approved and stamped by the College Office or Student Development Resource Centre (SDRC) before posting or distribution.

All associations, clubs and societies are established under the auspices of the Students' Union and no other student organisations should be formed without prior approval from the College Principal.

6.17 Discipline

The College may take disciplinary action against a student who violates any rules or regulations and / or commits any misconduct such as:

1. Any conduct which is detrimental to the reputation and well-being of the College / School / University and its members;
2. Making false accusations against the College / School / University;
3. Defamation of, assault on or battery against any member of the College / School / University, including conduct which leads to the physical or emotional injury or which threatens the physical or emotional well-being of the College / School / University staff;
4. Theft, fraud and misapplication of the College / School / University funds, or property of any kind;
5. Vandalism and destruction of the College / School / University property of any kind;
6. Plagiarism in written assignments or cheating in tests or examinations;
7. Offences in connection with examinations or violation of any of the regulations governing conduct at examinations;
8. Falsification, unauthorised reproduction or serious misuse of the College / School / University documents or records;
9. Misrepresentations or making false statements in any applications or documents submitted to the College;
10. Refusal to comply with any orders by authorised persons and bodies prohibiting any conduct which disrupts teaching, study, research or administration of the College / School / University;
11. The reading and distribution of obscene materials on the campus;
12. The use of College facilities without authorisation from the College Office;

13. The use of the name of the College or the representation of the College without authorisation from the College Principal or behaving in a way that would result in a similar effect;

14. Offences which violate the law and order of the Hong Kong Special Administrative Region (HKSAR).

Disciplinary action may take the form of any of the following penalties in accordance with the nature and seriousness of the offence:

1. Oral or written warning and/or reprimand;
2. Payment for the repair or replacement of damaged College / School / University property;
3. Suspension of all academic or other privileges, benefits, rights to the use of facilities;
4. Receipt of a 'Fail' grade or lowered grade in the related course(s); or
5. Expulsion from the College.

The above penalties imposed on a student shall form part of the student's official record and may be included in the transcript of his / her academic record. If the offence involves a breach of the law of the HKSAR, the College may notify the Police.

6.18 Guidance Committee

The Guidance Committee has been set up to investigate and take appropriate action on grievances or complaints lodged against students of the College. On matters of a highly serious nature, the Committee will recommend the appropriate course of disciplinary action for approval by the College Principal. The Committee also strives to provide support and guidance to all members of the College, to enhance communication between the College and students, to enforce the rules and regulations of the College outlined in this Handbook, as well as to augment students' development.

6.19 Use of the College's Name / Crest

Students or student organisations who wish to represent the College in public, e.g. in correspondence with the press or the public, must first obtain the College Principal's permission through writing to the College Office. Without the Principal's permission, students must not claim to represent the College in any circumstances. Students who fail to do so will be subject to disciplinary action.

6.20 Submission of Assignments

Students are required to attach an *Assignment Cover Sheet* (HP32-ACS, downloadable from Learner Portal) when they submit their assignments. The Sheet consists of two parts, namely "Student's Declaration" and "Assessment Summary".

In the first part, students have to fill in their personal details, sign and declare the works as their own and that it has never been submitted for any other course, as well as to state that proper reference has been made to acknowledge others' ideas and works being used in their assignments. Proper referencing is an essential part of any assignment in tertiary education. Students should follow a standard format to be advised by the lecturer-in-charge of the course. A **"Fail"** grade may be given to a student if his / her whole piece of work is substantially plagiarised.

The second part "Assessment Summary" is designed for College lecturers to provide feedback on their students' performance, so as to help them identify areas for improvement. Marks may be deducted if a student fails to attach the Sheet to his / her assignment.

6.21 Assignment Collection Box

Students are strongly encouraged to submit their assignments directly to the lecturer during class. Where necessary, assignments can also be dropped in the Assignment Collection Box outside the Library (4/F). Assignment collection time **during term time** is:

Mondays to Fridays	7:00 pm
Saturdays	4:00 pm
Sundays and Public Holidays	N/A

Assignments submitted after the collection time will be marked as received on the following work day.

Students should submit their assignments before the deadline set by the lecturer concerned. Late submission without prior approval by the lecturer will result in deduction of marks or even zero mark in the assignment.

6.22 Course Documents

Each year, the College sends its course details to major local and overseas universities for institutional articulation arrangements. If individual students have difficulties in seeking course recognition from a local / overseas university, they may apply to the College Office for sending the course details to the university concerned by submitting an *Application for Course Document(s)* (HP01-DOC, online application and payment of application fee via e-Form System). Such applications have to be supported by documentary evidence indicating clearly the request from that university for the College's course details and the names of courses concerned. The normal processing time for the application is approximately two weeks. Alternatively, students can download the Course Documents from the Learner Portal. The path is: Learner Portal → My Resources → Course Documents.

6.23 Testimonials

A testimonial is a certification of student's current registration status at the College. Students who have graduated or withdrawn from their programme of study are NOT eligible to apply for testimonial. Students who wish to apply for testimonial(s) should submit an *Application for Testimonial* (HP04-TES, online application and payment of application fee via e-Form System). The normal processing time for the application is approximately two weeks.

6.24 Reference Letters

In requesting for reference letter(s), students must apply for degree programme(s) and get the application number(s), then obtain the prior consent from **ONE lecturer / programme coordinator / programme leader** whom they wish to be their referee. They should submit an *Application for Reference Letter (HP41-REF)* and upload the supporting documents via e-Form System to the College at least 3 weeks before the submission deadline of the reference letter(s).

7 SUMMARY OF APPLICATION FORMS, DEADLINES AND FEES

Students should observe the deadline for making applications, and submit completed forms to the Student Services Counter / College Office, or online application via e-Form System, as appropriate. All of these forms can be accessed via the following channels:

- Learner Portal → My Resources → Student Services Forms

- College website → e-Form

Form Ref.	Application Form for:	Application Deadline	Fee
HP01-DOC	Course Document(s)	(processing time is around 2 weeks)	HK$30 per course, subject to a maximum fee of HK$300 per application
HP03-IDC	Replacement of Student ID Card	(processing time is around 2 weeks)	HK$100
HP04-TES	Testimonial	(processing time is around 2 weeks)	HK$50 per copy
HP12-ABL	Absence from Lesson(s)	2 working days in advance; for sickness: next lesson after leave	Nil
HP13-PDA	Personal Data Amendment		Nil
HP21-DEF	Deferment of Study	Before the start of semester except under exceptional circumstances. In any case, application must be submitted before the last teaching day of each semester	Nil
HP22-WDL	Withdrawal of Study	Last teaching day of each semester	Nil
HP23-INT	Intermediate Award	Within six months after withdrawal or discontinuation of study	Nil

Form Ref.	Application Form for:	Application Deadline	Fee
HP31-CEX-C	Course Exemption for students who have not received sufficient training in Chinese Language	On or before 31 August of each academic year	HK$200 per course (Applicable to application for exemption from Core English Courses and late application for exemption from Chinese Language course)
HP31-CEX-E	Course Exemption / Exemption from Course Attendance of Core English Courses		
HP32-ACS	Assignment Cover Sheet		Nil
HP33-TRF	Programme / Theme Transfer	Mid-July	HK$400
HP34-TEC	Taking Extra Course(s)	On or before 31 July of each academic year (Remarks: Only applicable to students who obtained Grade D in any course (except core English courses), or failed the same Generic Skills / Core Curriculum course twice)	HK$1,700 / HK$2,100 per credit based on the level of study (Applicable if the tuition fees payable is calculated on the basis of credit units taken in that semester)
HP41-REF	Reference Letter	At least 3 weeks before the submission deadline of the reference letter	Nil
HP42-TRN	Transcript	(processing time is at least 2 weeks)	HK$50 for the first copy and HK$10 for each additional copy

Form Ref.	Application Form for:	Application Deadline	Fee
HP43-ABE	Absence from Examinations	Within 5 working days after examination date (excluding Saturdays, Sundays, Public Holidays and School Holidays) (The application result will be relayed to the applicant upon releasing assessment results.)	HK$300 per course
HP44-APL	Checking of Assessment Results	Within 7 calendar days from the release date of the results (processing time is at least 4 weeks from the application deadline)	HK$500 (full refund will be arranged if the re-assessed grade is higher than the one awarded before)
HP51-LKR	Repair / Breaking of Student Locker		HK$50 and subject to the addition of any extra amount to cover the actual cost incurred
HP53-CLA	Use of Classroom / Performing Arts Studio	At least 1 calendar day in advance	Nil
HP55-SPT	Booking of Hall Facilities for Badminton and Table Tennis	1 day in advance	
HP58-RCE	Replacement of Certificate(s)	(processing time is at least 2 months)	HK$700 per copy (In the case of name change, HK$700 for the first copy and HK$100 for each additional copy under the same name)

8 EXAMINATIONS

8.1 Assessment

Students will be assessed, examined and given results only for those courses on which they have enrolled.

Assessment for most of the courses will be based on a combination of continuous assessments (assignments, mid-term tests, projects, etc.) and final examinations. The method of assessment for an individual course is formulated in line with the aims and objectives of the course. In some courses, assessment may be based entirely on coursework assignments or projects. The assessment method and weighting assigned to each component of assessment are set out in the course document of each course which will be available on the Learner Portal at the beginning of the semester. However, the College reserves the right to make any changes as it deemed necessary.

Students are required to complete all coursework, take all the prescribed tests / quizzes and examinations, and satisfy the examiners in ALL components of assessments.

Assignments should be handed in punctually. It is only under exceptional circumstances that an extension of deadline will be granted by course lecturers. A zero mark may be given for any late or non-submitted assignments and to those students who fail to obtain prior approval for late submission. Mark penalties will also be given to those assignments that fail to follow the instructions given by course lecturers.

Students shall not engage in plagiarism nor employ nor seek to employ any other unfair means at an examination or in any other form of assessment. Work submitted must be entirely their own. Please refer to P.24 for the definition of plagiarism.

In conducting research, students shall not engage in any misconduct which includes, but not limited to, plagiarism; fabrication, falsification; unethical collection or unauthorised use of data; improper ascription of authorship including the listing of authors without their permission, attributing work to others who have not in fact contributed to the research; or the lack of appropriate acknowledgement of work primarily produced by another person; non-disclosure of potential conflict of interest; non-compliance with regulations including conducting research without obtaining relevant ethical

approval and infringement of another person's intellectual property rights; and other practices which seriously deviate from those commonly accepted within the academic community for proposing, conducting or reporting research.

Regardless of the method and means of assessment, student must abide by the College's rules and regulations. Engagement in any form of academic malpractice will result in disciplinary action and the College will take action against those violating the rules and regulations.

Students who are unable to attend any scheduled tests due to reasons that are beyond their control, e.g. illness or emergencies, should apply to the class lecturers for make-up tests. Such applications have to be supported by relevant documentary evidence, e.g. medical certificates from a registered doctor in Hong Kong in case of illness. Certificates issued by registered Chinese medicine practitioners in Hong Kong must include students' full name, HKID / passport number as well as the name and registration number of the attending practitioner. A make-up test may be granted at the discretion of the lecturer.

If the application for make-up test is not approved, the students will be given a "Fail" grade in that unattempted component of assessment for the course.

To ensure consistency and fairness of marking, moderation will be undertaken for courses taught in multiple classes involving different lecturers.

8.2 Examinations

Final examinations are conducted after the teaching period is over (in December / January for Semester 1 and in April / May for Semester 2). Examinations may also be held in the evenings, as well as on Saturdays, Sundays and public holidays. Timetables will be released to students approximately three weeks before the start of examinations. Students are required to be available for examinations at all times during the examination period.

Where applicable, a student may be required to discontinue his / her study on grounds of unsatisfactory performance, plagiarism, or violation of the College's regulations. In all cases where a student is recommended for discontinuation of study, he / she shall be informed in writing. The student may lodge an appeal to the College Associate Vice President (Administration) in writing if he / she has strong grounds.

The College has established a set of guidelines on absence from examination, checking of assessment results, course repeating, unsatisfactory progress and academic probation, discontinuation of studies, and length of registration. **Please read the important examination regulations in Appendix C on P.100.** These regulations are subject to additions or amendments by the College from time to time as deemed appropriate.

8.3 Statement of Results

Students' performance in a course is assessed by a combination of continuous assessments (assignments, mid-term tests, projects, etc.) and final examinations. Students' course grades are approved by the Board of Examiners, the decisions of which are final. They receive a grade for each course they have enrolled on and the grading scheme is as follows:

Grade	Grade Point	Description
A+	4.3	Excellent
A	4.0	
A-	3.7	
B+	3.3	Good
B	3.0	
B-	2.7	
C+	2.3	Satisfactory
C	2.0	
C-	1.7	
D	1.0	Marginal
F	0	Fail

Grade	Description
P*	Pass with Distinction on an ungraded course *
P	Pass on an ungraded course *
U	Fail on an ungraded course *

"Grade Descriptors for Final Grade" that provides an interpretation of the grades in terms of criteria achieved in individual courses can be downloaded from the Learner Portal → My Resources → Grade Descriptors for Final Grade.

Students could download the Unofficial Transcript which lists all the courses and grades a student has attained through the online platform, Student and Course Record System (SCORE), approximately six weeks after the examination. No assessment results will be released by telephone.

* *Ungraded courses are "Seminar Series (CCSA8002)", "China's Development, Hong Kong and the National Security Law (CCSA8004)", "Summer Placement (HPHB4018)", "Medical Equipment and Healthcare Products: Recent Applications and Developments (HPHS4064)", "Community Placement (HPHS4071)", "Experiential Study (HPHS4082)", "Field Attachment (HPHS4088)", Professional Practice (1) (HPHS8001)", "Placement (HPTH4017)" and "Placement for Tourism and Events Management (HPTH4037)".*

8.4 Grading System

The College adopts a system of Grade Point Average (GPA) in reporting students' academic performance. In this system, there are two critical indicators, i.e. Semester Grade Point Average and Cumulative Grade Point Average.

Semester GPA, ranging from 0 to 4.0, is an indication of the academic performance of a student in each semester of study. The Semester GPA is calculated as follows^:

$$\frac{\sum (\text{Grade points achieved in each course} \times \text{Credit value of the course})^*}{\text{Credit values of all courses registered in the semester of study}}$$

Cumulative GPA, ranging from 0 to 4.0, is an indication of the overall academic performance of a student in the whole programme of study. The Cumulative GPA is calculated as follows^:

$$\frac{\sum (\text{Grade points achieved in each course} \times \text{Credit value of the course})^*}{\text{Credit values of all courses passed in the programme of study}}$$

Note: $\sum$ denotes summation

^ *Ungraded courses graded P* / P / U are excluded in the calculation of GPA.*

* *The maximum GPA will be capped at 4.0 if the calculated value is higher than 4.0.*

8.5 Academic Excellence Award and Principal's Honours List

Both Academic Excellence Award and Principal's Honours List are awarded to the top students with the best academic results of a programme in each academic year and are determined by the Board of Examiners. An award certificate will be presented to the awardees in recognition of their good work, and they will be considered for the Academic Merit Scholarships donated by the Directors of Po Leung Kuk et al.

8.6 Programme Completion

Programme completion is the date at which a Board of Examiners determines that a student has completed all courses and graduation requirements of the curriculum. This date appears on the Letter of Programme Completion as the date "completed".

A free copy of the Letter of Programme Completion will be sent to students after the Board of Examiners confirms their completion of all curricular and graduation requirements.

8.7 Transcripts

A transcript of academic records giving information on the courses of study may be issued to a current or former student. Students who wish to apply for official transcript(s) should submit an *Application for Transcript* (HP42-TRN, downloadable from Learner Portal) together with the application fee to the Student Services Counter / College Office. The normal processing time for the application is **at least two weeks**.

8.8 Conduct of Examination

Students who believe that there have been procedural irregularities in the conduct of an examination should write to the College Associate Vice President (Administration) within seven calendar days after the date of the examination concerned. The College Associate Vice President (Administration), upon receipt of the case and any documentary evidence, shall conduct an investigation, and report the results of the investigation to the College Principal. The College Principal may take action as deemed appropriate and the decision of the College Principal in respect of any such case shall be final.

9 GRADUATION REQUIREMENTS

Apart from the curricular requirements for some specific programmes in Section 9.1 "Specific Programme Graduation Requirements", students are required to fulfil the following general graduation requirements in order to be qualified for the award of relevant qualifications:

To be awarded a **Diploma in Foundation Studies**, students should:

- obtain 30 credits (i.e. 120 Qualifications Framework (QF) credits) of courses as prescribed in the Diploma in Foundation Studies curricula;
- achieve a Cumulative GPA of 1.7 or above;
- obtain Grade C- or above in all core English courses*; and
- be required to attend some non-credit bearing Seminar Series (CCSA8002) organised by the College and complete the assessment satisfactorily.

To be awarded an **Associate Degree** or **Higher Diploma**^, students should:

- obtain 60 credits (i.e. 240 QF credits) of courses as prescribed in the Years 1 & 2 curricula of the programme for which they are registered (66 credits (i.e. 264 QF credits) for Higher Diploma for Legal Executives);
- achieve a Cumulative GPA of 1.7 or above;
- obtain Grade C- or above in all core English courses*; and
- obtain a pass for the course *CCSA8004 – China's Development, Hong Kong and the National Security Law.*

Students who progressed to the Associate Degree / Higher Diploma programme from the Diploma in Foundation Studies programme but failed to obtain the award of Diploma in Foundation Studies will not be able to graduate in Associate Degree or Higher Diploma despite having completed all Year 1 and Year 2 curricula and meeting the graduation requirements of the Associate Degree or Higher Diploma.

^ *Successful completion of the following programmes leads to an award by HKU SPACE Po Leung Kuk Stanley Ho Community College (HPSHCC):*
- Higher Diploma in Applied Health and Rehabilitation Care
- Higher Diploma in Applied Intelligent Technologies
- Higher Diploma in Food Science and Safety
- Higher Diploma in Nutrition and Food Management (admitted in 2024-25 and after)

* *Core English courses are "General English I (CCEN3002)", "General English II (CCEN3003)", "Introduction to Academic English (CCEN4003 / HPEN4001)", "English for Academic Purposes I (CCEN4004 / HPEN4002)", "English for Academic Purposes II (CCEN4005 / HPEN4003)", "English for Business (CCEN4011)", "English for Arts and Humanities (CCEN4012)", "English for Science and Technology (CCEN4013 / HPEN4005)", "English for Hospitality and Tourism (CCEN4014)", "English for Healthcare Professionals (CCEN4015 / HPEN4004)", "English for Nutritional Sciences (CCEN4017)", and "English for Sport Management and Sport Coaching (CCEN4022)".*

9.1 Specific Programme Graduation Requirements

To be eligible for the award, students of the following programmes should fulfil the specific programme graduation requirements in addition to the general graduation requirements:

HD Health and Social Care:

- complete Community Placement (HPHS4071)

HD Hotel Management:

- complete a 6-month placement training in hotels (HPTH4017)

HD Medical and Health Products Management:

- complete the course "Medical Equipment and Healthcare Products: Recent Applications and Developments" (HPHS4064)

HD Sport and Recreation Management & HD Sport Coaching and Sport Performance:

- complete a professional practice programme in the recreation and sports industry (HPHS4027)

HD Tourism and Events Management:

- complete a job placement of 3-month duration in an organisation of the tourism or event industry (HPTH4037)

HD Tourism and Hospitality Management:

- complete a 6-month placement training in tourism and hospitality related organisations (HPTH4017)

9.2 Classification of Awards

The AD / HD shall be awarded in three classes: Distinction, Merit and Pass. The Board of Examiners decides on the appropriate classes of awards to graduates of the AD / HD programmes on the basis of the overall academic performance of students.

9.3 Intermediate Awards

Students who have withdrawn from an AD / HD programme, or whose studies in the programme have been terminated, but who have met the requirements for the award of Advanced Certificate in General Studies (ACGS) / Advanced Certificate in the relevant disciplines may request for conferment of the award by submitting an *Application for Intermediate Award* (HP23-INT, online application via e-Form System). Such request must be received by the College Office within six months of the student's withdrawal or discontinuation of study.

Students' acceptance of the intermediate award implies their intention of not completing the programme for the final award of an AD / HD. No guarantee will be granted to students who seek re-admission to complete the AD / HD programme in subsequent years. Where students are re-admitted to complete the programme, their transcripts will indicate that the intermediate award has been superseded.

To be eligible for the award of **Advanced Certificate in General Studies**, students of the Associate of Applied Social Sciences programmes should:

- obtain 30 credits (i.e. 120 QF credits) of courses as prescribed in the AD Year 1 curriculum;
- achieve a Cumulative GPA of 1.7 or above; and
- obtain Grade C- or above in all Year 1 core English courses*.

Students of selected Higher Diploma programmes are eligible for an **Advanced Certificate** in the relevant discipline if they have:

- obtained 30 credits (i.e. 120 QF credits) of courses as prescribed in the HD Year 1 curriculum (36 credits (i.e. 144 QF credits) for HD Hotel Management and HD Tourism and Hospitality Management);
- achieved a Cumulative GPA of 1.7 or above; and
- obtained Grade C- or above in all Year 1 core English courses*.

Programmes that grant **Advanced Certificate** include:

- HD Accounting
- HD Applied Health and Rehabilitation Care^
- HD Applied Intelligent Technologies^
- HD Business Management
- HD Food Health and Business Management
- HD Food Science and Safety^
- HD Health and Social Care^
- HD Hotel Management
- HD Nutrition and Food Management (admitted in 2023-24 and before)
- HD Nutrition and Food Management (admitted in 2024-25 and after)^
- HD Sport and Recreation Management
- HD Sport Coaching and Sport Performance
- HD Tourism and Events Management
- HD Tourism and Hospitality Management

* *For the list of core English courses, please refer to relevant note under Section 9 "Graduation Requirements".*

^ *The Advanced Certificate is awarded by HKU SPACE Po Leung Kuk Stanley Ho Community College (HPSHCC).*

10 FEES

10.1 Tuition Fees

The tuition fees for the 2024-25 academic year are as follows:

Programmes	Tuition Fees per annum	Tuition Fees per credit unit
Diploma in Foundation Studies programme	HK$45,000	HK$1,700
Associate Degree programmes Higher Diploma in Accounting Higher Diploma in Applied Health and Rehabilitation Care Higher Diploma in Applied Intelligent Technologies Higher Diploma in Business Management Higher Diploma for Legal Executives Higher Diploma in Surveying and Property Management	Year 1: HK$59,000 Year 2: HK$59,000	HK$2,100
Higher Diploma in Food Science and Safety Higher Diploma in Nutrition and Food Management (admitted in 2024-25 and after)	Year 1: HK$59,000	
Higher Diploma in Hotel Management Higher Diploma in Sport and Recreation Management Higher Diploma in Sport Coaching and Sport Performance Higher Diploma in Tourism and Events Management Higher Diploma in Tourism and Hospitality Management	Year 1: HK$60,850 Year 2: HK$59,720	

Programmes	Tuition Fees per annum	Tuition Fees per credit unit
Higher Diploma in Food Health and Business Management Higher Diploma in Health and Social Care Higher Diploma in Medical and Health Products Management	Year 1: HK$62,300 Year 2: HK$61,140	HK$2,100
Higher Diploma in Nutrition and Food Management (admitted in 2023-24 and before)	Year 1: HK$61,140 Year 2: HK$61,140	

Students who are eligible to receive subsidy from Study Subsidy Scheme for Designated Professions / Sectors (SSSDP) will pay tuition fees net of the subsidy. (Please refer to the section on "Study Subsidy Scheme for Designated Professions / Sectors (SSSDP)" on P.50 for more details.)

All fees are paid annually in two equal instalments. Students should note that tuition fees, once paid, are neither refundable nor transferable.

Tuition fees are subject to annual revision. Students are required to pay the amount of tuition fees prescribed for each academic year when they proceed to the next level of study.

The normal period of study is one year for Diploma in Foundation Studies (DFS) programme and two years for Associate Degree (AD) / Higher Diploma (HD) programmes. If a student is required to complete his / her programme of study beyond the normative period, the tuition fees payable will be calculated on the basis of credit units taken in that particular semester.

10.2 Late Payment or Non-Payment of Tuition Fees

Students will be considered as giving up their studies in the College if they fail to make the appropriate fees payment by the prescribed deadline. In that case, they will not be permitted to attend classes and will be excluded from their programmes of studies. The College reserves the right not to issue any academic report or testimonial to them.

Subsequent applications for continuation of studies in the College will be considered on the basis of individual merits.

10.3 Caution Money

Upon admission, students are required to pay a deposit of HK$500 known as "caution money". If there are no claims against the caution money, it will be used to offset students' graduation fees at the time of their graduation, or it will be refunded if they leave the College before graduation and have settled their financial liabilities, if any, with the College.

10.4 Other Fees

Fees / Application Fees for	Amount
Programme Transfer	HK$400
Course Exemption	HK$200 per course (Applicable to application for exemption from Core English Courses and late application for exemption from Chinese Language course)
Course Document(s)	HK$30 per course, subject to a maximum fee of HK$300 per application
Checking of Assessment Results	HK$500 per course (Full refund will be arranged if the re-assessed grade is higher than the one awarded before)
Absence from Examination	HK$300 per course
Course Repeat / Taking Extra Course(s)	HK$1,700 / HK$2,100 per credit based on the level of study (Applicable if the tuition fees payable is calculated on the basis of credit units taken in that semester)
Transcript	HK$50 for the first copy and HK$10 for each additional copy for every single application
Testimonial	HK$50 per copy
Student ID Card Replacement	HK$100
Facilities Access Card Replacement (to be applied at HKU Library)	HK$150
Replacement of Award Certificate (due to loss or name change)	HK$700 per copy (In the case of name change, HK$700 for the first copy and HK$100 for each additional copy under the same name)
Repair / Breaking of Student Locker	HK$50 and subject to the addition of any extra amount to cover the actual cost incurred

Please note that all fees, once paid, are neither refundable nor transferable.

11
SCHOLARSHIPS, BURSARIES, SPONSORSHIPS AND AWARDS

11.1 HKU SPACE Po Leung Kuk Stanley Ho Community College Scholarships for New Admittees

The College has established scholarships for applicants with outstanding results in the 2024 HKDSE. The applicant could be awarded the scholarship upon enrolment with the College.

11.2 Scholarships, Bursaries, Sponsorships and Awards Donated by Po Leung Kuk Directors et al

With the generosity of the Directors of Po Leung Kuk et al, numerous scholarships, bursaries and sponsorships are established as an encouragement to students who have excelled in their studies or made significant contributions in serving fellow students or the community.

11.2.1 Mainland China / Overseas Exposure Scholarships

These scholarships are awarded to students on the basis of outstanding academic achievement, participation in extra-curricular activities and leadership qualities. The scholarships provide financial support to help students undertake a period of study in Mainland China or overseas during the summer break to develop their global perspective. The value of each scholarship is HK$10,000. The scholarships are:

- Gallant Ho Yiu Tai Mainland China / Overseas Exposure Scholarship
- Koo Tung Wah William Mainland China / Overseas Exposure Scholarship
- Lau Chun Mainland China / Overseas Exposure Scholarship
- Leong Angela On Kei Mainland China / Overseas Exposure Scholarship
- Ng Chun Hung Mainland China / Overseas Exposure Scholarship
- Pollyanna Chu Mainland China / Overseas Exposure Scholarship
- The Late Ho Chak Wan Mainland China / Overseas Exposure Scholarship
- United Asia Finance Limited Mainland China / Overseas Exposure Scholarship

11.2.2 Academic Merit Scholarships

To recognise academic excellence, these scholarships are awarded to students with outstanding Cumulative Grade Point Average (GPA) by the end of the academic year. The value of each scholarship is HK$10,000. The scholarships are:

- Daisy C. F. Ho Academic Merit Scholarship
- Koo Tung Wah William Academic Merit Scholarship

11.2.3 Service Awards

These awards aim to recognise the contributions made by students in community service as well as in helping fellow students in the College. The value of each award is HK$5,000.

11.2.4 Bursaries

The bursaries are intended to offer financial assistance to students who would have hardship in continuing their study as a result of financial difficulty, or unforeseen changes in family circumstances (such as disaster, bankruptcy, or deterioration of health conditions of the family's main income earner).

11.2.5 Po Leung Kuk Padma and Hari Harilela Endowment Scholarship

The scholarship is awarded to students for their excellent academic performance or provides financial support to help outstanding students undertake a period of study overseas during the summer break to develop their international perspective. The value of each scholarship is HK$10,000.

11.2.6 Po Leung Kuk Chim Pui Chung Scholarship

The scholarship is awarded to students for their excellent academic performance. The value of each scholarship is HK$10,000.

12 FINANCIAL ASSISTANCE

12.1 Study Subsidy Scheme for Designated Professions / Sectors (SSSDP)

SSSDP is launched by the Government to subsidise students to pursue designated full-time locally accredited self-financing sub-degree programmes in selected disciplines. In the 2024-25 academic year, a subsidy of up to HK$39,890 is provided to eligible student admitted to a laboratory based sub-degree programme, while a subsidy of up to HK$22,910 is provided to eligible student admitted to a sub-degree programme that is non-laboratory based.

The subsidy is tenable for the normal duration of the programme concerned (i.e. two years). Students who are required to complete his / her programme of study beyond the normal duration are not eligible to receive the subsidy. In addition, non-local students* are not covered under SSSDP.

* Non-local students are those who hold the following document(s) issued by the Hong Kong Immigration Department:

- Student Visa / Entry Permit; or
- Visa / Entry Permit under the Immigration Arrangements for Non-local Graduates (IANG); or
- Dependant Visa / Entry Permit (the holder was 18 years old or above when such Visa / Entry Permit was issued)

The following programmes are under SSSDP in the 2024-25 academic year. Students in these programmes who are eligible to receive the subsidy from SSSDP will pay tuition fees net of the subsidy on a pro rata basis:

Programme	Subsidy from SSSDP in the 2024-25 academic year	Tuition Fees per annum (Year 1)	Tuition Fees per annum (Year 2)
Higher Diploma in Food Health and Business Management	HK$39,890 (laboratory based sub-degree programme)	HK$22,410 (Tuition Fees: HK$62,300 – Subsidy: HK$39,890)	HK$21,250 (Tuition Fees: HK$61,140 – Subsidy: HK$39,890)
Higher Diploma in Health and Social Care			
Higher Diploma in Medical and Health Products Management			
Higher Diploma in Nutrition and Food Management (admitted in 2023-24 and before)		HK$21,250 (Tuition Fees: HK$61,140 – Subsidy: HK$39,890)	
Higher Diploma in Food Science and Safety		HK$19,110 (Tuition Fees: HK$59,000 – Subsidy: HK$39,890)	N/A
Higher Diploma in Nutrition and Food Management (admitted in 2024-25 and after)			
Higher Diploma in Hotel Management	HK$22,910 (non-laboratory based sub-degree programme)	HK$37,940 (Tuition Fees: HK$60,850 – Subsidy: HK$22,910)	HK$36,810 (Tuition Fees: HK$59,720 – Subsidy: HK$22,910)
Higher Diploma in Sport and Recreation Management			
Higher Diploma in Sport Coaching and Sport Performance			
Higher Diploma in Tourism and Events Management			
Higher Diploma in Tourism and Hospitality Management			

12.2 Financial Assistance Scheme for Post-secondary Students (FASP)

FASP provides means-tested financial assistance in form of grant and / or loan to eligible registered full-time students of AD / HD programmes who:

(1) are aged 30 or below (i.e. born on or after 1 September 1993), and

(2) have not accepted financial assistance under any other publicly-funded student finance assistance scheme [e.g. the Continuing Education Fund (CEF)] for the programme / course covered by the application in the same academic year; and

(3) have the right of abode in Hong Kong; or alternatively, they or their families have resided in Hong Kong continuously for three complete years prior to the commencement of the programme. Non-local students are not eligible for the scheme (For the definition of non-local students, please refer to relevant note under Section 12.1 "Study Subsidy Scheme for Designated Professions / Sectors (SSSDP)").

Students receiving subsidy from Study Subsidy Scheme for Designated Professions / Sectors (SSSDP) with financial needs may still apply for the FASP in respect of the actual amount of tuition fees payable (i.e. actual amount of tuition fees payable after deducting the subsidy).

Applicants will be assessed by an income test and assets test to determine the level of assistance. Those who pass both the income test and assets test will be offered grants. A sliding scale will be used to determine the grant level. The assistance under FASP is made up of following components:

(a) Tuition fees grant; and

(b) Academic expenses grant;

(c) Living expenses loan (the loan will be interest-free during the study period and will be interest-bearing at 1% per annum during the 15-year repayment period.); and

(d) Additional academic expenses grant for students with special educational needs

Students who are eligible to apply for assistance under FASP may also apply for loans under Non-means-tested Loan Scheme for Post-secondary Students (NLSPS).

Application for FASP should be submitted online through "SFO E-link – My Applications" (https://e-link.wfsfaa.gov.hk). Continuing students may apply in **May / June**. New students can apply in **September**. Students should pay attention to notices posted on the Learner Portal nearer the time for further information, such as the application deadline.

Enquiry: Student Finance Office, Working Family and Student Financial Assistance Agency

Address: 11/F, Cheung Sha Wan Government Offices, 303 Cheung Sha Wan Road, Kowloon

Tel. No.: 2152 9000

Website: https://www.wfsfaa.gov.hk/en/sfo/postsecondary/fasp/overview.php

12.3 Student Travel Subsidy (STS)

Students who pass the means test under FASP may be eligible for STS if they reside beyond 10 minutes' walking distance from their normal place of study and require the use of public transport. Students who are eligible for maximum financial assistance under FASP will be entitled to a full subsidy of STS. Those entitled to assistance below the maximum level will be provided a travel subsidy at half-rate.

Normally, applicant must indicate the wish for STS in the application form for FASP.

Enquiry: Student Finance Office, Working Family and Student Financial Assistance Agency

Tel. No.: 2802 2345

Website: https://www.wfsfaa.gov.hk/en/sfo/postsecondary/sts/overview.php

12.4 Non-means-tested Loan Scheme for Post-secondary Students (NLSPS)

NLSPS is used to complement FASP to provide loans to eligible full-time students of AD / HD programmes to settle tuition fees. Students applying for the NLSPS must have the right of abode in Hong Kong, or alternatively, they or their families have resided in Hong Kong continuously for three complete years prior to the commencement of the programme. Non-local students are not eligible for the scheme (For the definition of non-local students, please refer to relevant note under Section 12.1 "Study Subsidy Scheme for Designated Professions / Sectors (SSSDP)").

Students who apply for NLSPS only, i.e. have not applied for assistance under FASP / have failed to obtain assistance under FASP, may receive loan up to the annual tuition fees payable for the programme under application in the academic year. Interest is charged once the loan is drawn down and throughout the repayment period until the loan is fully repaid. A non-refundable administrative fee will be charged for each application and annually thereafter until NLSPS loan is fully repaid.

Students receiving subsidy from SSSDP with financial needs may apply for the NLSPS in respect of the actual amount of tuition fees payable (i.e. actual amount of tuition fees payable after deducting the subsidy).

Application for NLSPS should be submitted online through "SFO E-link – My Applications" (https://e-link.wfsfaa.gov.hk). Continuing students may apply in **May / June**. New students can apply in **September.** Students should pay attention to notices posted on the Learner Portal nearer the time for further information, such as the application deadline.

Enquiry: Student Finance Office, Working Family and Student Financial Assistance Agency

Address: 11/F, Cheung Sha Wan Government Offices, 303 Cheung Sha Wan Road, Kowloon

Tel. No.: 2150 6222

Website: https://www.wfsfaa.gov.hk/en/sfo/postsecondary/nlsps/overview.php

12.5 Extended Non-means-tested Loan Scheme (ENLS)

Students of Diploma in Foundation Studies (DFS) programme may apply for ENLS, which provides financial assistance in the form of loans to eligible students to settle tuition fees. They must have the right of abode in Hong Kong, or alternatively, they or their families have resided in Hong Kong continuously for three complete years prior to the commencement of the programme. Non-local students are not eligible for the scheme (For the definition of non-local students, please refer to relevant note under Section 12.1 "Study Subsidy Scheme for Designated Professions / Sectors (SSSDP)").

Students who apply for ENLS may receive loan up to the annual tuition fees payable for the programme under application in the academic year. Interest is charged once the loan is drawn down and throughout the repayment period until the loan is fully repaid. A non-refundable administrative fee will be charged for each application and annually thereafter until the loan is fully repaid.

Eligible students can apply for ENLS by submitting online application through "SFO E-link – My Applications" (https://e-link.wfsfaa.gov.hk). They should also download, print out, complete and sign the Application Summary with Declaration, Undertaking and Deed of Indemnity, then submit them together with other supporting documents to the SFO.

Applications should be submitted to the SFO before the completion of DFS programme (i.e. the lectures of course(s) under the DFS programme have not been completed at the time of application submission).

Enquiry: Student Finance Office, Working Family and Student Financial Assistance Agency

Address: 11/F, Cheung Sha Wan Government Offices, 303 Cheung Sha Wan Road, Kowloon

Tel. No.: 2150 6223

Website: https://www.wfsfaa.gov.hk/en/sfo/postsecondary/enls/overview.php

12.6 Continuing Education Fund (CEF)

CEF subsidises adults aged 18 or above on continuing education and training, to encourage the local residents to pursue continuing education. Some of the College courses are CEF reimbursable courses. Each eligible applicant will be reimbursed their fees for a total subsidy of up to HK$25,000*, upon successful completion of the relevant CEF reimbursable courses, i.e. attained required academic performance and attendance. (Please refer to the documents in "Continuing Education Fund (CEF)" for details. They can be found under "Students Financial Assistance" of "My Resources" on the Learner Portal.)

Upon seeking reimbursement of the fees, the applicant must not have obtained any other publicly-funded financial assistance (such as FASP and SSSDP) for the same course.

Enquiry: Office of the Continuing Education Fund

Address: Units 07-11, 25/F., CDW Building, 388 Castle Peak Road, Tsuen Wan, New Territories

Tel. No.: 3142 2277

Website: https://www.wfsfaa.gov.hk/en/ce/cef/overview.php

* *Regarding the co-payment ratios by learners (i.e. the percentage of course fees to be borne by learners), the ratio for the first HK$10,000 subsidy is 20% of the course fee and that for the remaining HK$15,000 subsidy is 40% of the course fee.*

12.7 Personalised Octopus Card – MTR Student Travel Scheme

Full-time students aged below 26 are normally eligible to apply for the MTR Student Travel Scheme (the "Scheme"). Students can simply apply for membership of the Scheme using their mobile device or computer to fill in the e-form, upload the image of their valid Student ID card and pay the application fee to complete the procedure. Students need to apply for the Scheme and renew the Personalised Octopus Card every academic year.

Please click on the website below to learn more about the Scheme:

- MTR Student Travel Scheme Online Application

  https://www.mtr.com.hk/en/customer/tickets/student_travel_scheme.html

13 STUDENT ACTIVITIES, SERVICES AND FACILITIES

13.1 Student Development Resource Centre

The Student Development Resource Centre (SDRC) is located on 17/F. It offers a wide range of tailor-made services to facilitate students to enrich their life experiences and develop their full potential for study and life; increase awareness on their mental wellness and build up core competence and self-confidence; and prepare for further study and career development. The major service areas are described as below:

- Further Studies – To address students' concern and have them well prepared for further studies, various seminars on university application, workshops on interview skills and mock interviews will be conducted.

  Different materials on further studies are prepared at SDRC. Student can collect them for the preparation on articulation.

- Personal Development – SDRC believes that everyone is unique and special. Students can explore their potential and competence through different personal developmental activities provided by SDRC. To enhance students' self-understanding, confidence, and awareness on mental wellness, SDRC will arrange training workshops on study skills, team building, leadership and stress management. Students can realise their full potential when facing life challenges ahead.

- Career Services – Recruitment talks and workshops on career planning and interview skills are organised to facilitate students who intend to take up employment upon graduation. Latest job information will be posted on different platforms, such as Learner Portal, Instagram and Facebook, for students concerned.

  To enrich students' transferrable skills and competence in the workplace, SDRC will coordinate and offer different local and overseas internship opportunities. Students are also welcome to submit applications to join summer internships offered by the Government, Po Leung Kuk, and Mainland and overseas corporates.

- Counselling Service – Professional counsellors are ready to address students' concerns, such as further study, emotional distress and interpersonal relationship. Student can either come as individuals or as groups and can make appointment by contacting SDRC in person, by phone, or through email or different online messengers, including WhatsApp, Facebook and Instagram Messenger.
- Global Experience – Overseas study tours are valuable experience for students to learn the cultural, social and economic systems of different countries. Those tours are organised and sponsored by the College.
- Chill Zone @ 503 – This is a self-care spot located at Learning Commons for students to release their stress from course work. Students could take a break and refresh their mind in this corner. Different activities for promoting mental wellness will be conducted in this recharge station.

13.1.1 Student Ambassadors

Acting as a bridge between the College, students and the community, Student Ambassadors assist in major College events, and help in the promotion of the College. The position is open for application starting from Semester 2 of each academic year, and selection is made based on applicants' academic performance, attitude and communication skills. Training on leadership, communication and team building will be provided.

13.1.2 College Life Facilitation Scheme

College Life Facilitation Scheme is designed for DFS, Year 1 and 2 students. Year 2 Facilitators would be matched with DFS students and Year 1 freshmen to provide mentorship and assistance to them for their transition from secondary to post-secondary education. Facilitators would also support freshmen in areas such as College life adaptation, academic issues, and interpersonal relationship.

13.1.3 Well-being Facilitator

Students who are interested in promoting mental health knowledge and supporting peers with emotional needs can become the Well-being Facilitator. They will attend a series of training and activities to enhance the knowledge on mental health, and organise student-initiated mental health campaign in the College.

13.1.4 V-Circle

V-Circle is a group of volunteers, who are caring and committed to serving the community. Through planning and organising volunteering services for various service users, members of V-Circle can enrich their social awareness as well as foster their senses of responsibility towards the society. In the process, students' soft skills such as teamwork and communication skills will also be enhanced.

13.1.5 Young Entrepreneur

Students who participate the "Young Entrepreneur" sponsored by the College, will be given an opportunity to start their businesses and earn a profit through actual business channels, e.g. Lunar New Year Fair, Bazaar, Online Shop. Through this experience, students can learn outside the classroom, gain real experience and seek advice from business professionals.

13.1.6 Students' Union

All HPSHCC students are members of the Students' Union. The function of the Union is to enrich students' college life by providing diversified activities and services. Besides, it is also responsible for the management and coordination of all student societies and clubs. The Union is run by the Executive Committee which is elected by all students annually. Students are welcome to visit the Union Office (5/F) and to regularly check its notice boards for upcoming activities of the Union.

13.1.7 HPSHCC Alumni Association

HPSHCC Alumni Association acts as a bridge between the alumni and alma mater. Through providing a wide variety of activities, benefits and services, as well as the latest news of the College, the Association aims to offer graduates a heartwarming experience and to maintain connection between all alumni and the College after graduation.

13.2 Student Representatives

Student Representatives (SR) are nominated by fellow classmates to help convey the views of fellow classmates to the College management. SRs are invited to attend Student-Staff Consultative Committee Meetings once per semester, and organise class functions when needed.

13.3 Library Facilities

Students are encouraged to make good use of the HKU Libraries which are among the best in the region. The HKU Libraries consist of the Main Library and six specialist branch libraries, and the collections comprise around 3 million printed titles and a substantial amount of electronic resources.

You are strongly advised to join the online orientation of the HKU Libraries to familiarise yourself with the library facilities at the beginning of the academic year. Please refer to Learner Portal for the orientation schedule and registration details. As an alternative, you may visit the Libraries via the 360° virtual tours at https://lib.hku.hk/infoservices/library_tours.html to know more about the services and facilities of the HKU Libraries. You are also expected to familiarise yourself with, and observe, the Regulations Governing the University Libraries which are available from the website at https://lib.hku.hk/general/services/regulations.html.

As holders of the HKU Facilities Access Card, students may access online library resources via the SOUL 3.0 platform. The steps for accessing online resources are listed below:

1. Sign in Learner Portal with your username and password, and then visit SOUL 3.0 platform.
2. Click the "HKU Library" link under "HKU SPACE e-Services".
3. Start browsing "Electronic Resources".
4. Search by subjects, database types or keywords.

Apart from the HKU Libraries, there is a College Library on 4/F of the campus equipped with printing and Internet facilities, audio-visual equipment and Wireless Local Area Network (WLAN) to provide an environment conducive to study and leisure reading.

13.4 Learning Commons

Located on 5/F, the Learning Commons provides a "one-stop-shop" that accommodates students' needs for learning and social spaces as well as support services. Students can gather at the Learning Commons for study and revision, information research, or group discussion in a relaxed and spacious environment.

13.5 Sports Facilities

Students can join the coached sports programme offered during school terms by the College or the South China Athletic Association (SCAA). Information on the sport courses is posted on the Learner Portal at the start of each semester. Enrolment is on first-come-first-served basis.

13.6 Student Lockers

Student lockers will be allocated upon receipt of an application by students by a stipulated deadline. Locker users should abide by the following regulations:

1. If the applications received exceed the number of lockers available, allocation will be made by drawing lots. Students can use the assigned locker for one academic year, and have to re-apply on an annual basis.
2. Application for a locker would start at **12 noon one day before the start of Semester 1** of each academic year.
3. Each locker is assigned to one particular student-user and is not transferable.
4. Locker users are advised not to place any valuable items and perishable items (e.g. beverage or food) inside their lockers and shall be personally responsible for the security of the property they place inside or outside their lockers.
5. The College will not be responsible for any loss or damage to the personal property placed inside or outside the lockers. Objects placed on top of lockers will be removed without prior notice.
6. Students should keep the lockers clean and tidy. No stickers or posters are allowed to be adhered to the lockers.
7. Students must use their own padlocks which are reasonably durable and secure. For security reasons, students are not permitted to cut any padlocks without prior permission from the College.
8. If a student has caused any damage to the locker or has lost the padlock key, he / she will be required to pay for the repair cost. The minimum charge for the repair or locker-breaking fee is HK$50, subject to any extra amount to cover the actual cost incurred.

9. Unauthorised use of any locker is prohibited. A locker, once found to be illegally occupied by a student, shall be cleared by the College without prior notification. A locker-breaking fee may be charged.
10. A student shall be forfeited of his / her right to use the locker if he / she breaches any of the regulations mentioned above.
11. The locker has to be returned to the College as soon as the student is no longer an enrolled full-time student of HPSHCC. If the locker is not cleared, the College reserves the right to force open the locker and remove all items inside without prior notice.
12. For annual cleaning and maintenance, all student lockers have to be cleared and unlocked by 27 June 2025 (Friday) or else lockers will be forced open and all items contained therein will be removed without prior notice. The College is in no case to be held responsible for any loss of properties thus incurred. A locker-breaking fee of HK$50 will be charged, and the student concerned will have the lowest priority in his / her application for a new locker in the following academic year.

13.7 Lost and Found

If you have lost or found something at the College, please report to the staff of "HKU SPACE Enquiry and Enrolment Centre" located on 1/F or contact the Centre by phone at 3923 7171 without delay. Their service hours are 9:00 am to 5:30 pm, Mondays to Fridays. You should contact the Security Personnel when the Centre is closed.

14
STUDENT-COLLEGE COMMUNICATION

14.1 Handbook, Learner Portal, SOUL, Student and Course Record System (SCORE), and e-Form System

The College conveys information to students concerning the day-to-day matters of the programme of study and class schedules by the following means:

- **This Handbook**
- **HPSHCC Website: "http://hkuspace-plk.hku.hk"**
- **Learner Portal**
  The Learner Portal is a user-friendly "one-stop" online information platform which provides different information and e-Services. The Portal comprises four main sections. They are My News, My Resources, My Events and CareerSPACE. My Resources contains all specific information relating to your study in the College, including Student Handbook, Learning Facilities and Student Support Services, Scholarships and Awards, and Forms.

  To login Learner Portal, please follow the procedures below:

  1. Enter HKU SPACE Learner Portal at http://learner.hkuspace.hku.hk;
  2. Click the "Sign in" button;
  3. Enter your 8-digit Student ID No. and password and click the "Login" button.

  For first time users, please follow the procedures below:

  1. Enter HKU SPACE Learner Portal at http://learner.hkuspace.hku.hk;
  2. Click the "Sign in" button;
  3. Click the link after "First Time User / Forgot Password" under "For Students / Alumni:";
  4. Enter your 8-digit Student ID No., Captcha and click "Confirm";
  5. Select to receive validation code by either mobile phone (SMS) or personal email and click "Confirm";
  6. Enter the validation code you received and click "Confirm";

7. Enter your new account password and click "Confirm". Once your password has been updated, a confirmation message will be shown. Acknowledgement will be sent to your mobile phone (SMS) and mailbox.

If you cannot log on to the portal, please create a service ticket on IT Help, which is accessible at the bottom of Learner Portal.

- **SOUL**

  Through the Portal, you can also enter the SPACE Online Universal Learning (SOUL) system which is an online platform specially designed for teaching and learning purposes.

  To access the SOUL Platform, you can either:

  1. Login the "Learner Portal" website and click on the "SOUL" icon to enter SOUL; or
  2. Login SOUL "http://soul2.hkuspace.hku.hk" directly with your Learner Portal ID and password.

  For enquiries and technical support, please visit the FAQ page on SOUL homepage at "http://soul2.hkuspace.hku.hk" (**Login Page → Frequently Asked Questions**) or create a service ticket on IT Help, which is accessible through the SOUL homepage under "More questions or comments?". The User Guide for SOUL can also be downloaded from the website.

  Apart from the provision of course materials, personal schedules, online quizzes, self-assessment tests and Internet resource links, SOUL effectively promotes teacher-student and student-student interactions via emails, messages and forums.

- **Student and Course Record System (SCORE)**

  Student and Course Record System (SCORE) is an online information platform which enables you to manage your personal information and view study related information. You can perform the following functions through SCORE:

  - Manage and update Personal Information
  - View enrolment records
  - View examination schedule
  - View class timetable
  - Check course history and assessment results

To gain access to SCORE, you can:

1. Login to the "Learner Portal" website;
2. Click "My Resources" tab;
3. Click the "Student Self-service" hyperlink;
4. Click the "SCORE (Student and Course Record System)" hyperlink.

The user manual for SCORE, which shows the steps of accessing the major functions mentioned above, is available under the declaration page of "SCORE" after clicking the "SCORE" icon.

If you encounter difficulties and need technical support, please create a service ticket on IT Help, which is accessible through the Learner Portal login screen.

It is your responsibility to read thoroughly the information in the above sources and you should note, in particular, that the messages on the Learner Portal are updated from time to time. They are important issues relating to study in the College, and therefore should be checked on a daily basis so that you will not miss the latest news and announcements from the College.

Besides the above sources of information which mainly concern the programme of study, the College also aims at facilitating understanding between the College and students. For this purpose, the College provides various channels (as listed from Sections **14.2** to **14.8**) to enhance communication with students.

- **e-Form System**

  e-Form System is a one-stop online system which aims at providing students a user-friendly, efficient and accessible platform to submit and manage various applications and requests. Students may perform the following online applications in the system:

  - Application for Replacement of Student ID Card
  - Application for Testimonial
  - Application for Personal Data Amendment
  - Application for Course Exemption for students who have not received sufficient training in Chinese Language
  - Application for Taking Extra Course(s)
  - Application for Reference Letters to Support University Application

To log in to the e-Form System, please follow the steps outlined below:

1. Go to this URL: https://hkuspace-plk.hku.hk/e-form;

2. Click "Login to e-Form System"; and

3. Sign in with your HPSHCC student account, i.e., StudentNumber@student.hkuspace-plk.hku.hk and password.

A system login manual is also available at the above mentioned URL for students' reference. For further enquiry or assistance, please send email to HPSHCC IT Support at it.support@hkuspace-plk.hku.hk. Please specify your full name, Student ID number and descriptions of the problems you have encountered (and provide screenshots of the errors, if any).

14.2 College Email Account

Students will be assigned a Learner Webmail account, which is accessible by clicking the "Webmail" icon on the Learner Portal. Your email address is "student number@learner.hkuspace.hku.hk". The College will take your email account on Learner Portal as your official email address. Important and individual-based information will be disseminated to you through the official email account where appropriate. Please ensure that you log on regularly to your Learner Webmail account.

14.3 Consultation Appointments

Consultation Sessions with lecturers have been set up to provide an opportunity for students to consult their teachers face-to-face for any difficulties they come across in their studies. Appointments with individual lecturers can be made directly with the lecturers, or through the Student Services Counter.

14.4 Learning Experience Survey

Students are invited to complete a questionnaire for each course at the end of a semester and a support service questionnaire at the end of each academic year. The surveys are intended to help the College assess and improve the quality of the courses and the facilities provided.

14.5 Student-Staff Consultative Committee

The Student-Staff Consultative Committee is set up to provide a forum for discussion between students and staff on issues concerning teaching, learning and maintenance of a good learning environment, e.g. the delivery of programmes, the quality of teaching and support services as well as the learning experience and performance of students. Student representatives are invited to join the meetings.

14.6 Programme Learning Outcomes Survey

This summative survey serves to gather student perceptions about how much they have achieved the programme intended learning outcomes and their overall satisfaction towards the programme and learning experience.

14.7 Student Grievances Committee

The Student Grievances Committee is set up to investigate, present findings and make recommendations to the College Principal for action on any grievances lodged by students. Complaints of a more complicated and serious nature, or further complaints which are deemed not appropriate to be handled at the level of the Grievances Committee, will be referred to the School Complaints Committee via the College Principal. In case of students encountering difficulties concerning academic and personal issues, the Committee will give guidance and recommend solutions to them.

14.8 Suggestions, Comments and Complaints

HPSHCC staff are available during office hours to meet with students on any matters that concern their studies at the College. In addition, students can send in their comments by email: "enquiry@hkuspace-plk.hku.hk".

All correspondence will be attended promptly and will be presented to the Student Grievances Committee as appropriate. For the College to take any action, you must clearly state your name, student number, contact phone number, name of the programme and level of study enrolled. No action will be taken if your correspondence is anonymous. The College will ensure that the identity of the aggrieved party will not be revealed without consent and that the information provided will be treated as strictly confidential.

15 STUDENT SAFETY

15.1 Adverse Weather Arrangement

A. For classes and examinations that have not yet started –

Classes / examinations will be cancelled under the following conditions:

- If Tropical Cyclone Warning Signal No. 8 or above, "Extreme conditions" or Black Rainstorm Signal is / are in force during the following time periods; or
- When an announcement is made by the Hong Kong Observatory during the following time periods that Tropical Cyclone Warning Signal No. 8 or above is likely to be issued within the next two hours:

Warning in Force	Arrangement
Before 11:00 am	Classes / examinations that start before 1:00 pm will be cancelled
11:00 am and onwards	Classes / examinations that start from 11:00 am onwards will be cancelled

Apart from the above, the College may have other special arrangements, details of which will be announced through Learner Portal and / or HPSHCC website when necessary.

B. For classes and examinations that have already started –

Condition	Classes	Examinations
When the Tropical Cyclone Warning Signal No. 8 or above is in force	Immediate suspension	Continue until the end of that examination session unless otherwise announced by the College #
When an announcement is made by the Hong Kong Observatory that the Tropical Cyclone Warning Signal No. 8 or above is likely to be issued within the next two hours	Continue until Tropical Cyclone Warning Signal No. 8 is officially issued, then classes will be suspended immediately */^/#	Continue until the end of that examination session unless otherwise announced by the College #
When Black Rainstorm Signal is in force	Continue #	Continue #

* *It will be at the discretion of students, particularly those living on outlying islands or in remote areas, to leave earlier.*

^ *Other indoor activities should be suspended as soon as practicable.*

\# *All outdoor activities will be suspended.*

C. Class / Examination Resumption

When an announcement is made by the Hong Kong Observatory that Tropical Cyclone Warning Signal No.8 or above, or Black Rainstorm Signal is lowered with no "Extreme conditions" in force during the following time periods, arrangements for classes^ / examinations are as follows:

Time for Lowered Signal Announcement with NO "Extreme Conditions" in Force	Arrangement of Class / Examination
Before 6:00 am	Classes / examinations that start from 9:00 am onwards will be held as scheduled
6:00 am – 10:59 am	Classes / examinations that start from 1:00 pm onwards will be held as scheduled
11:00 am and onwards	Classes / examinations on that day will be cancelled

^ *Classes include all the scheduled activities and consultation sessions.*

The College may have other special arrangements, details of which will be announced through the Learner Portal and / or HPSHCC website when necessary.

D. Cancelled Class / Examination

- Make-up examination schedule will be announced later. Please pay attention to the College announcement on the Learner Portal in due course.
- Make-up classes will be arranged for classes cancelled due to adverse weather (i.e. Tropical Cyclone Warning Signal No. 8 or above, "Extreme Condition" or Black Rainstorm Signal). Details will be announced by corresponding Lecturers.

15.2 Fire and Safety

The College is committed to providing a safe environment for students. However, maintaining a safe and comfortable environment depends on both the students and the College. The College expects students to contribute and play an important part by paying attention to health and safety issues whilst present in the College.

Each year, the College conducts fire drills on campus. In case of fire, students must follow the instructions of the lecturer-in-charge or the College staff. You will be guided to a safe meeting place using the nearest fire exit. A roll-call will be taken afterwards to ensure that all students are safe. Below is a list of DO's and DON'Ts when you discover a fire or hear the fire alarm signal:

If you discover a fire:

- Stay calm
- Activate the fire alarm and alert other people
- Dial 999
- If it is SAFE to do so, tackle the fire with fire fighting equipment
- If the fire gets beyond control, leave the building at once

If you hear the continuous alarm:

- Evacuate the building immediately by using the nearest fire exit
- Close the doors behind you
- Go directly to the assembly point which is posted in every classroom and campus facility

DON'Ts:

- Do not pack your personal belongings
- Do not use lifts
- Do not re-enter the building until authorisation is given

16
KEY STAFF MEMBERS

College Principal
Professor LEE, K M William
BA *Toronto*; MA *Windsor*; PhD *Toronto*

College Vice President
Dr LEUNG, H Y Brian
BEng *HK*; PhD *Cambridge*

College Associate Vice President (Administration)
Ms CHOW, Y Y Daisy
BA *OUHK*; LLB *Lond*; PgCert *City UHK*; MA *Poly UHK*

Programme Coordinators

Associate of Applied Social Sciences in Communication, Public Relations and Journalism
Ms KWAN, Renee
BBA *UM*; MBA *HKUST*; MSc(EdMgt) *Brist*

Associate of Applied Social Sciences in Criminal Justice and Law Enforcement
Associate of Applied Social Sciences in Youth and Social Services
Mr YEUNG, C H Austin
BSocScEd, PGDE *EdUHK*; MA *CUHK*

Associate of Applied Social Sciences in Psychology
Dr KWOK, K W Rosa
BGS *IU*; MSc, PhD *York(UK)*

Higher Diploma in Accounting
- Accounting Studies
- Accounting and Banking
- Accounting and Financial Planning

Higher Diploma in Business Management
- Management Studies
- Management and Psychology
- Human Resource Management
- Management with Business Law
- Management and e-Commerce

Ms CHEUNG, C Y Cherry
BSocSc, MPhil *Lingnan*

Higher Diploma in Applied Health and Rehabilitation Care
Ms LEUNG, M B Mabel
BNurs, MPH *HK*; RN(HK)

Higher Diploma in Applied Intelligent Technologies
Mr WONG, W Y O'Neal
BSc, MSc *HK*; MCP; CCNA

Higher Diploma in Food Health and Business Management
Higher Diploma in Nutrition and Food Management
- Food and Nutritional Sciences (Year 2)
- Food Science and Safety (Year 2)

Dr YEUNG, O Y Lilian
BSc, MPhil, MPH *HK*; PhD *Poly UHK*

Higher Diploma in Food Science and Safety (newly launched in 2024-25)
Higher Diploma in Nutrition and Food Management (newly launched in 2024-25)
Dr TSE, K W Anfernee
BSc, MPhil *City UHK*; MSc *CUHK*; MSc *HK*; PhD *City UHK*; Prof. Dip *HKBU*; Nutritionist (HKNA); Certified Trainer for Food Safety Practitioner (HKQAA)

Higher Diploma in Health and Social Care
Ms KWAN, P K Kathy
BSc *Poly UHK*; MSc *CUHK*; RN(HK)

Higher Diploma in Hotel Management
Higher Diploma in Tourism and Events Management
Higher Diploma in Tourism and Hospitality Management
Mr TANG, K S Cason
BSc, MSc *UC Davis*

Higher Diploma for Legal Executives (Year 2)
Dr HO, K K Tommy
BA *CUHK*; MA, PhD *Illinois*; LLB *Lond*; PCLL *HK*;
Barrister of the Higher Court of Hong Kong

Higher Diploma in Medical and Health Products Management
Dr HO, C Y Tony
BSc *HK*; MPhil, PhD *CUHK*

Higher Diploma in Surveying and Property Management
Ms NG, S F Enid
BA, MHousMan *HK*; MCIH; MHKIH; RPHM

Higher Diploma in Sport and Recreation Management
Higher Diploma in Sport Coaching and Sport Performance
Mr YU, G B Daniel
BSc *Coventry U*; MSc (SMHS) *CUHK*

APPENDIX A

PROGRAMME OUTLINES

The College reserves the right to make modifications to individual courses on a need basis.

The **Diploma in Foundation Studies (DFS) Programme** provides students with a broad-based education on generic skills and general education to prepare them for progression to the two-year AD / HD programmes. The choice of the Generic Skills and General Education courses in DFS may be replaced by another course under the same category subject to availability in a particular semester.

Diploma in Foundation Studies: 10 courses (30-31.5 credits), PLUS students have to pass the non-credit bearing and ungraded Seminar Series(1) organised by the College		
Semester 1	CCBS3002	Elements of Business
	CCCH3003 / CCCU3006	Chinese Language Enhancement (4.5 credits)(2) / Youth and Culture (3)
	CCEN3002	General English I
	CCEN3005 / CCEN3001	College Writing (4) / Grammar for College Studies (4)
	CCMA3003	Basic Mathematics
	CCSS3002	Multiple Intelligences and Competencies (5)
	CCST3001	Foundations of Biology (6)
Semester 2	CCCH3001 / CCST3004	Foundations of Chinese Language (7) / How Things in Everyday Life Work (8)
	CCCU3004	Understanding Hong Kong Popular Culture(5)
	CCEN3003	General English II (9)
	CCEN3004 / CCIT3008	College Speaking (10) / Introduction to Information Technology and AI
	CCST3002	Foundations of Chemistry (6)

(1) Seminar Series is non-credit bearing and ungraded. Please refer to P.38 for details of grading system.

(2) For students with HKDSE Chinese Language Level 1 only.

(3) For students who are not eligible for "Chinese Language Enhancement".

(4) Students are assigned to "College Writing" or "Grammar for College Studies" based on their results in HKDSE English Language (or equivalent qualification).

(5) For non-science students who are not studying the programmes mentioned in (6).

(6) For science students: Medical and Health Products Management, Food Science and Safety, Nutrition and Food Management.

(7) Non-Chinese speaking students can apply for exemption from "Foundations of Chinese Language". Successful applicants will be assigned a substitute course by the College.

(8) For non-science students who are exempted from "Foundations of Chinese Language" only.

(9) Students must have taken "General English I".

(10) Students can be exempted from "College Speaking" if their mother tongue is English; or with Level 4 or above in HKDSE English Language (Speaking Paper); or IELTS (Speaking) Score 6 or above.

Associate of Applied Social Sciences in Criminal Justice and Law Enforcement

Year 1: 10 courses (30 credits)		
Semester 1	CCEN4002	English Enhancement for College Studies (For Mainland students ONLY)
	CCEN4003	Introduction to Academic English
	CCSS4200	Critical Analysis and Reasoning in Discipline-based Studies
	CCMA4001	Quantitative Analysis I
	CCSS4028 / CCSS4027	Social Development and Engagement / SELF-Exploration & Enrichment [1]
	HPCS4004	Foundation Psychology
Semester 2	CCCH4003	Advanced Chinese Language [2] [3]
	CCCU4040	Exploring Hong Kong through Film and Popular Music
	CCEN4004	English for Academic Purposes I
	CCIT4085	Information Technology Fundamentals
	HPCS4003	Principles of Sociology
Year 2: 11 courses (30 credits)		
Semester 1	CCAH4014	Histories, Societies and Identities: Connecting the Past to the Present
	CCEN4005	English for Academic Purposes II
	HPCS4006	Introduction to Criminal Justice and Law Enforcement
	HPCS4008	Perspectives on Crime
	HPCS4011	Crime and Criminals
Semester 2	CCEN4012	English for Arts and Humanities
	CCSS4044	Health, Technology and Society
	HPCS4010	Introduction to Criminal Law
	HPCS4012	Crime and Forensic Investigation (1.5 credits)
	HPCS4013	Workshop on Criminal Justice and Law Enforcement (1.5 credits)
	HPCS4025	Abnormal Psychology

(1) "Social Development and Engagement" is for local students. "SELF-Exploration & Enrichment" is for non-local students.

(2) Mainland students are not eligible for "Advanced Chinese Language" and will be assigned a substitute course by the College.

(3) Non-Chinese speaking students can apply for exemption from "Advanced Chinese Language". Successful applicants will be assigned a substitute course by the College.

Associate of Applied Social Sciences in Communication, Public Relations and Journalism

Year 1: 10 courses (30 credits)		
Semester 1	CCEN4002	English Enhancement for College Studies (For Mainland students ONLY)
	CCEN4003	Introduction to Academic English
	CCIT4085	Information Technology Fundamentals
	CCSS4027 / CCSS4028	SELF-Exploration & Enrichment / Social Development and Engagement [1]
	CCSS4200	Critical Analysis and Reasoning in Discipline-based Studies
	HPCS4003	Principles of Sociology
Semester 2	CCCH4003	Advanced Chinese Language [2]
	CCCU4040	Exploring Hong Kong through Film and Popular Music
	CCEN4004	English for Academic Purposes I
	HPCS4004	Foundation Psychology
	HPMC4001	Chinese News Writing, Reporting and Editing [3]
Year 2: 10 courses (30 credits)		
Semester 1	CCAH4014	Histories, Societies and Identities: Connecting the Past to the Present
	CCEN4005	English for Academic Purposes II
	CCMA4001	Quantitative Analysis I
	HPMC4005	Communication Theories
	HPMC4006	Public Relations Writing and Presentation
Semester 2	CCEN4012	English for Arts and Humanities
	CCSS4044	Health, Technology and Society
	HPMC4002	Public Relations Planning and Event Management
	HPMC4004	Chinese Television and Radio News Production [3]
	HPMC4008	Communication and the New Media

(1) "Social Development and Engagement" is for local students. "SELF-Exploration & Enrichment" is for non-local students.

(2) Mainland students are not eligible for "Advanced Chinese Language" and will be assigned a substitute course by the College.

(3) The course is taught in Chinese; students are required to write and present in Chinese.

Associate of Applied Social Sciences in Psychology

Year 1: 10 courses (30 credits)		
Semester 1	CCEN4002	English Enhancement for College Studies (For Mainland students ONLY)
	CCEN4003	Introduction to Academic English
	CCMA4001	Quantitative Analysis I
	CCSS4005	Social Problems in Contemporary Societies
	CCSS4200	Critical Analysis and Reasoning in Discipline-based Studies
	HPCS4004	Foundation Psychology
Semester 2	CCCH4003	Advanced Chinese Language [(1) (2)]
	CCEN4004	English for Academic Purposes I
	CCIT4085	Information Technology Fundamentals
	CCSS4027	SELF-Exploration & Enrichment
	HPCS4003	Principles of Sociology
Year 2: 10 courses (30 credits)		
Semester 1	CCCU4041	Representation of People in Popular Art Forms
	CCEN4005	English for Academic Purposes II
	HPCS4026	Introduction to Social Psychology
	HPCS4027	Introduction to Developmental Psychology
	HPCS4031	Research Methods in Psychology
Semester 2	CCEN4012	English for Arts and Humanities
	CCSS4044	Health, Technology and Society
	HPCS4025	Abnormal Psychology
	HPCS4030	Personality and Individual Differences
	HPHR4002	Organizational Behaviour

(1) Mainland students are not eligible for "Advanced Chinese Language" and will be assigned a substitute course by the College.

(2) Non-Chinese speaking students can apply for exemption from "Advanced Chinese Language". Successful applicants will be assigned a substitute course by the College.

Associate of Applied Social Sciences in Youth and Social Services

Year 1: 10 courses (30 credits)		
Semester 1	CCEN4002	English Enhancement for College Studies (For Mainland students ONLY)
	CCEN4003	Introduction to Academic English
	CCMA4001	Quantitative Analysis I
	CCSS4005	Social Problems in Contemporary Societies
	CCSS4200	Critical Analysis and Reasoning in Discipline-based Studies
	HPCS4003	Principles of Sociology
Semester 2	CCCH4003	Advanced Chinese Language (1) (2)
	CCEN4004	English for Academic Purposes I
	CCIT4085	Information Technology Fundamentals
	CCSS4027	SELF-Exploration & Enrichment
	HPCS4004	Foundation Psychology
Year 2: 10 courses (30 credits)		
Semester 1	CCAH4014	Histories, Societies and Identities: Connecting the Past to the Present
	CCEN4005	English for Academic Purposes II
	HPCS4015	Introduction to Social Welfare in Hong Kong
	HPCS4016	Introduction to Social Work
	HPCS4023	Adventure-based and Experiential Learning
Semester 2	CCEN4012	English for Arts and Humanities
	CCSS4044	Health, Technology and Society
	HPCS4014	The Youth-at-risk and Delinquents
	HPCS4022	Counselling Skills
	HPCS4024	Practicum – Youth and Social Services

(1) Mainland students are not eligible for "Advanced Chinese Language" and will be assigned a substitute course by the College.

(2) Non-Chinese speaking students can apply for exemption from "Advanced Chinese Language". Successful applicants will be assigned a substitute course by the College.

Higher Diploma in Accounting

Year 1: 10 courses (30 credits)		
Semester 1	CCEN4002	English Enhancement for College Studies (For Mainland students ONLY)
	CCEN4003	Introduction to Academic English
	CCIT4083	Introduction to Management Information Systems
	HPAC4005	Introductory Financial Accounting
	HPMS4002	Principles and Practice of Management
	HPMS4003	Economics
Semester 2	CCEN4004	English for Academic Purposes I
	CCMA4009	Applied Statistics
	HPAC4004	Cost and Management Accounting I
	HPMS4001	Hong Kong Business Law
	HPMS4006	Principles of Marketing
Year 2: 11 courses (33 credits)		
Theme: Accounting and Banking		
Semester 1	CCCH4012	Practical Chinese [(1) (2)]
	CCEN4005	English for Academic Purposes II
	HPAC4016	International Financial and Monetary Markets
	HPAC4024	Financial Reporting
	HPMS4005	Fundamentals of Finance
Semester 2	CCEN4011	English for Business
	HPAC4009	Taxation and Fundamentals of Tax Planning
	HPAC4011	Essentials of Investments
	HPAC4012	Principles of Money and Banking
	HPAC4025	Final Year Project (Accounting)
	HPAC4026	Auditing Practice and Procedures
Theme: Accounting and Financial Planning		
Semester 1	CCCH4012	Practical Chinese [(1) (2)]
	CCEN4005	English for Academic Purposes II
	HPAC4003	Fundamentals of Financial Planning
	HPAC4024	Financial Reporting
	HPMS4005	Fundamentals of Finance
Semester 2	CCEN4011	English for Business
	HPAC4006	Introduction to Insurance and Risk Management
	HPAC4009	Taxation and Fundamentals of Tax Planning
	HPAC4011	Essentials of Investments
	HPAC4025	Final Year Project (Accounting)
	HPAC4026	Auditing Practice and Procedures

Theme: Accounting Studies		
Semester 1	CCCH4012	Practical Chinese [1] [2]
	CCEN4005	English for Academic Purposes II
	HPAC4022	Corporate Governance and Social Responsibility
	HPAC4024	Financial Reporting
	HPMS4005	Fundamentals of Finance
Semester 2	CCEN4011	English for Business
	HPAC4009	Taxation and Fundamentals of Tax Planning
	HPAC4021	Computerized Accounting and Business Modeling
	HPAC4023	Cost and Management Accounting II
	HPAC4025	Final Year Project (Accounting)
	HPAC4026	Auditing Practice and Procedures

(1) Mainland students are not eligible for "Practical Chinese" and will be assigned a substitute course by the College.

(2) Non-Chinese speaking students can apply for exemption from "Practical Chinese". Successful applicants will be assigned a substitute course by the College.

Higher Diploma in Applied Health and Rehabilitation Care

Year 1: 10 courses (30 credits)		
Semester 1	HPEN4001	Introduction to Academic English
	HPHS4072	Anatomy and Physiology in Rehabilitation
	HPHS4073	Common Health Conditions in Rehabilitation
	HPHS4074	Communication Skills in Health Services
	HPMA4002	Elementary Statistics
Semester 2	HPCH4001	Practical Chinese (1) (2)
	HPEN4002	English for Academic Purposes I
	HPHS4075	Healthy Lifestyle Promotion and Intervention
	HPHS4076	Psychological and Social Impacts of Illness and Disability
	HPHS4077	Supporting Nursing care
Year 2: 10 courses (30 credits)		
Semester 1	HPEN4003	English for Academic Purposes II
	HPHS4078	Principles of Rehabilitation
	HPHS4079	Supporting Occupational Therapy Practice
	HPHS4080	Supporting Physiotherapy Practice
	HPIT4015	Information Technology Fundamentals
Semester 2	HPEN4004	English for Healthcare Professionals
	HPHS4081	Applied Health Technology
	HPHS4082	Experiential Study (3)
	HPHS4083	Rehabilitation for Older Adults
	HPHS4084	Rehabilitation for People with Disabilities

(1) Mainland students are not eligible for "Practical Chinese" and will be assigned a substitute course by the College.

(2) Non-Chinese speaking students can apply for exemption from "Practical Chinese". Successful applicants will be assigned a substitute course by the College.

(3) "Experiential Study" is ungraded. Please refer to P.38 for details of grading system.

Higher Diploma in Applied Intelligent Technologies

Year 1: 10 courses (30 credits)		
Semester 1	HPEN4001	Introduction to Academic English
	HPIT4001	Introduction to Computer Networks
	HPIT4002	Introduction to Database Management Systems
	HPIT4016	Introduction to Computer Programming
	HPMA4001	Applied Statistics
Semester 2	HPEN4002	English for Academic Purposes I
	HPIT4003	Cloud Computing and Architecture
	HPIT4004	Discrete Mathematics for Computing
	HPIT4005	Structured and Object-Oriented Programming
	HPIT4006	Web Programming I
Year 2: 10 courses (30 credits)		
Semester 1	HPCH4001	Practical Chinese (1) (2)
	HPEN4003	English for Academic Purposes II
	HPIT4007	Artificial Intelligence and Machine Learning
	HPIT4008	Big Data Analytics
	HPIT4009	Web Programming II
Semester 2	HPEN4005	English for Science and Technology
	HPIT4010 / HPIT4014	Applied Intelligent Technologies Project / Technology Placement (3)
	HPIT4011	Business Intelligence Applications
	HPIT4012	Contemporary Issues of Technology Application
	HPIT4013	eHealth Informatics

(1) Mainland students are not eligible for "Practical Chinese" and will be assigned a substitute course by the College.

(2) Non-Chinese speaking students can apply for exemption from "Practical Chinese". Successful applicants will be assigned a substitute course by the College.

(3) Students will be enrolled on either "Applied Intelligent Technologies Project" (graded) or "Technology Placement" (graded). Please refer to P.38 for details of grading system.

Higher Diploma in Business Management

Year 1: 10 courses (30 credits)		
Semester 1	CCEN4002	English Enhancement for College Studies (For Mainland students ONLY)
	CCEN4003	Introduction to Academic English
	CCIT4085	Information Technology Fundamentals
	HPAC4005	Introductory Financial Accounting
	HPMS4002	Principles and Practice of Management
	HPMS4003	Economics
Semester 2	CCEN4004	English for Academic Purposes I
	CCMA4009	Applied Statistics
	HPAC4004 / HPCS4004	Cost and Management Accounting I / Foundation Psychology [1]
	HPMS4001	Hong Kong Business Law
	HPMS4006	Principles of Marketing
Year 2: 10 courses (30 credits)		
Theme: Human Resource Management		
Semester 1	CCCH4012	Practical Chinese [2] [3]
	CCEN4005	English for Academic Purposes II
	HPMS4005	Fundamentals of Finance
	HPMS4009	Organizational Behaviour and Development
	HPMS4013	Employment Law in Hong Kong
Semester 2	CCEN4011	English for Business
	CCIT4083	Introduction to Management Information Systems
	HPHR4004	Employee Development
	HPMS4010	Human Resources Management and Development
	HPMS4017	Final Year Project (Business Management)
Theme: Management with Business Law		
Semester 1	CCCH4012	Practical Chinese [2] [3]
	CCEN4005	English for Academic Purposes II
	HPLW4012	Business Associations
	HPMS4005	Fundamentals of Finance
	HPMS4009	Organizational Behaviour and Development

Semester 2	CCEN4011	English for Business
	CCIT4083	Introduction to Management Information Systems
	HPLW4006	Using Legal and Company Forms for Business
	HPMS4010	Human Resources Management and Development
	HPMS4017	Final Year Project (Business Management)
Theme: Management and Psychology		
Semester 1	CCCH4012	Practical Chinese [(2) (3)]
	CCEN4005	English for Academic Purposes II
	HPCS4026	Introduction to Social Psychology
	HPMS4005	Fundamentals of Finance
	HPMS4009	Organizational Behaviour and Development
Semester 2	CCEN4011	English for Business
	CCIT4083	Introduction to Management Information Systems
	HPCS4030	Personality and Individual Differences
	HPMS4010	Human Resources Management and Development
	HPMS4017	Final Year Project (Business Management)
Year 2: 10 courses (30 credits)		
Theme: Management Studies		
Semester 1	CCCH4012	Practical Chinese [(2) (3)]
	CCEN4005	English for Academic Purposes II
	HPMS4005	Fundamentals of Finance
	HPMS4009	Organizational Behaviour and Development
	HPMS4016	Hong Kong and PRC Business Environment
Semester 2	CCEN4011	English for Business
	CCIT4083	Introduction to Management Information Systems
	HPMS4008	International Trade
	HPMS4010	Human Resources Management and Development
	HPMS4017	Final Year Project (Business Management)

Theme: Management and e-Commerce		
Semester 1	CCCH4012	Practical Chinese [2] [3]
	CCEN4005	English for Academic Purposes II
	HPMS4005	Fundamentals of Finance
	HPMS4009	Organizational Behaviour and Development
	HPMS4019	Introduction to Social Media Technology and Digital Security
Semester 2	CCEN4011	English for Business
	CCIT4083	Introduction to Management Information Systems
	HPMS4010	Human Resources Management and Development
	HPMS4017	Final Year Project (Business Management)
	HPMS4018	Introduction to e-Commerce

(1) Students from the Management and Psychology Theme will be assigned the course 'Foundation Psychology'. Students from other themes will be enrolled on either "Cost and Management Accounting I" or "Foundation Psychology".

(2) Mainland students are not eligible for "Practical Chinese" and will be assigned a substitute course by the College.

(3) Non-Chinese speaking students can apply for exemption from "Practical Chinese". Successful applicants will be assigned a substitute course by the College.

Higher Diploma in Food Health and Business Management

Year 1: 10 courses (30 credits)		
Semester 1	CCEN4002	English Enhancement for College Studies (For Mainland students ONLY)
	CCEN4003	Introduction to Academic English
	CCIT4085	Information Technology Fundamentals
	HPAC4005	Introductory Financial Accounting
	HPHS4046	Introduction to Food and Nutrition
	HPHS4047	The Science and Technology of Food
Semester 2	CCEN4004	English for Academic Purposes I
	CCMA4008	Elementary Statistics
	HPHS4068	Applied Chemistry for Food Sciences
	HPMS4006	Principles of Marketing
	HPTH4007	Introduction to Food and Beverage Management
Year 2: 10 courses (30 credits)		
Semester 1	CCEN4017	English for Nutritional Sciences
	HPHS4042	Functional Foods and Nutritional Products
	HPHS4044	Diet, Health and Disease
	HPHS4048	Food Marketing
	HPMS4002	Principles and Practice of Management
Semester 2	CCCH4012	Practical Chinese (1) (2)
	CCEN4005	English for Academic Purposes II
	HPHS4043	New Food Product Development
	HPHS4053	Food Safety and Management
	HPHS4058	Food Chemistry

(1) Mainland students are not eligible for "Practical Chinese" and will be assigned a substitute course by the College.

(2) Non-Chinese speaking students can apply for exemption from "Practical Chinese". Successful applicants will be assigned a substitute course by the College.

Higher Diploma in Food Science and Safety (Newly launched in 2024-25)

Year 1: 10 courses (30 credits)		
Semester 1	HPCH4001	Practical Chinese [1] [2]
	HPEN4001	Introduction to Academic English
	HPHS4090	Human Physiology and Anatomy
	HPHS4092	Introduction to Nutrition
	HPHS4091	Introduction to Food Science
Semester 2	HPEN4002	English for Academic Purposes I
	CCMA4005	Basic Engineering Mathematics
	HPHS4085	Basic Chemistry for Biological Sciences
	HPHS4086	Cellular and Molecular Biology
	HPHS4087	College Physics for Food Science
	HPHS4088	Field Attachment (Optional, Non-credit bearing)[3]

(1) Mainland students are not eligible for "Practical Chinese" and will be assigned a substitute course by the College.

(2) Non-Chinese speaking students can apply for exemption from "Practical Chinese". Successful applicants will be assigned a substitute course by the College.

(3) Field Attachment is non-credit bearing and ungraded. Please refer to P.38 for details of grading system.

Higher Diploma in Health and Social Care

Year 1: 10 courses (30 credits)		
Semester 1	CCEN4002	English Enhancement for College Studies (For Mainland students ONLY)
	CCEN4003	Introduction to Academic English
	HPHS4031	Understanding Child and Adolescent Development
	HPHS4035	Community Health Needs Assessment I
	HPHS4046	Introduction to Food and Nutrition
	HPHS4067	Basic Understanding of Human Biology
Semester 2	CCEN4004	English for Academic Purposes I
	CCIT4085	Information Technology Fundamentals
	CCMA4008	Elementary Statistics
	HPHS4032	Counseling and Communication Skills in Community Care I
	HPHS4034	Health and Illness
Year 2: 10 courses (30 credits)		
Semester 1	CCEN4015	English for Healthcare Professionals
	HPCS4015	Introduction to Social Welfare in Hong Kong
	HPHS4033	Introduction to Social Gerontology
	HPHS4037	Counseling and Communication Skills in Community Care II
	HPHS4071	Community Placement (1)
Semester 2	CCCH4012	Practical Chinese (2) (3)
	CCEN4005	English for Academic Purposes II
	HPHS4038	Health Promotion and Health Education
	HPHS4039	Community Health Needs Assessment II
	HPHS4040	Approaches to Programme Evaluation

(1) "Community Placement" is ungraded. Please refer to P.38 for details of grading system.

(2) Mainland students are not eligible for "Practical Chinese" and will be assigned a substitute course by the College.

(3) Non-Chinese speaking students can apply for exemption from "Practical Chinese". Successful applicants will be assigned a substitute course by the College.

Higher Diploma for Legal Executives (Year 2 Study only)

Year 2: 11 courses (33 credits)		
Semester 1	CCEN4005	English for Academic Purposes II
	CCSS4004	Intra-and Interpersonal Competencies
	HPLW4001	Professional Responsibility and Advocacy
	HPLW4004	Law of Succession and Probate Practice
	HPLW4007	Introduction to the Mainland Legal System
	HPLW4014	Civil Procedure I and II
Semester 2	CCCH4003	Advanced Chinese Language (1) (2)
	CCEN4011	English for Business
	HPLW4002	Family Law and Matrimonial Practice
	HPLW4006	Using Legal and Company Forms for Business
	HPLW4015	Hong Kong Basic Law

(1) Mainland students are not eligible for "Advanced Chinese Language" and will be assigned a substitute course by the College.

(2) Non-Chinese speaking students can apply for exemption from "Advanced Chinese Language". Successful applicants will be assigned a substitute course by the College.

Higher Diploma in Medical and Health Products Management

Year 1: 10 courses (30 credits)		
Semester 1	CCEN4002	English Enhancement for College Studies (For Mainland students ONLY)
	CCEN4003	Introduction to Academic English
	CCMA4008	Elementary Statistics
	HPHS4001	Anatomy and Physiology I
	HPHS4002	College Chemistry for Medical and Health Products Sciences
	HPHS4007	Scientific Instrumentation and Laboratory Measurements
Semester 2	CCEN4004	English for Academic Purposes I
	HPHS4003	Microbiology
	HPHS4004	Anatomy and Physiology II
	HPHS4005	Natural Health Products
	HPHS4006	Pharmaceutics
Year 2: 11 courses (30 credits)		
Semester 1	CCEN4015	English for Healthcare Professionals
	CCIT4085	Information Technology Fundamentals
	HPHS4008	Pathophysiology
	HPHS4009	Drug Action and Use of Medicines I
	HPHS4010	Drug Action and Use of Medicines II
	HPHS4064	Medical Equipment and Healthcare Products: Recent Applications and Developments [1]
Semester 2	CCCH4012	Practical Chinese [2] [3]
	CCEN4005	English for Academic Purposes II
	HPHS4011	Drug Action and Use of Medicines III
	HPHS4013	Professional Skills in Pharmacy
	HPHS4066	Business Development Project

(1) "Medical Equipment and Healthcare Products: Recent Applications and Developments" is non-credit bearing and ungraded. Please refer to P.38 for details of grading system.

(2) Mainland students are not eligible for "Practical Chinese" and will be assigned a substitute course by the College.

(3) Non-Chinese speaking students can apply for exemption from "Practical Chinese". Successful applicants will be assigned a substitute course by the College.

Higher Diploma in Nutrition and Food Management (Year 2 Study only)

Year 2: 10 courses (30 credits)		
Theme: Food and Nutritional Sciences		
Semester 1	CCEN4017	English for Nutritional Sciences
	CCIT4085 / CCMA4005	Information Technology Fundamentals / Basic Engineering Mathematics [(1)]
	HPHS4044	Diet, Health and Disease
	HPHS4050	Food Service Practice
	HPHS4057	Biochemistry
Semester 2	CCEN4005	English for Academic Purposes II
	HPHS4053	Food Safety and Management
	HPHS4054	Nutrition and Metabolism
	HPHS4055	Project Work
	HPHS4058	Food Chemistry
Theme: Food Science and Safety		
Semester 1	CCEN4017	English for Nutritional Sciences
	CCIT4085 / CCMA4005	Information Technology Fundamentals / Basic Engineering Mathematics [(1)]
	HPHS4057	Biochemistry
	HPHS4060	Laboratory Techniques in Food Sciences
	HPHS4065	College Physics for Food Science
Semester 2	CCEN4005	English for Academic Purposes II
	HPHS4053	Food Safety and Management
	HPHS4054	Nutrition and Metabolism
	HPHS4058	Food Chemistry
	HPHS4063	Food Microbiology

(1) Students will be enrolled on either "Information Technology Fundamentals" or "Basic Engineering Mathematics".

Higher Diploma in Nutrition and Food Management (newly launched in 2024-25)

Year 1: 10 courses (30 credits)		
Semester 1	HPCH4001	Practical Chinese [(1) (2)]
	HPEN4001	Introduction to Academic English
	HPHS4090	Human Physiology and Anatomy
	HPHS4092	Introduction to Nutrition
	HPHS4091	Introduction to Food Science
Semester 2	HPEN4002	English for Academic Purposes I
	HPIT4015	Information Technology Fundamentals
	HPHS4085	Basic Chemistry for Biological Sciences
	HPHS4086	Cellular and Molecular Biology
	HPHS4088	Field Attachment (Optional, Non-credit bearing)[(3)]
	HPHS4089	Food Service Management

(1) Mainland students are not eligible for "Practical Chinese" and will be assigned a substitute course by the College.

(2) Non-Chinese speaking students can apply for exemption from "Practical Chinese". Successful applicants will be assigned a substitute course by the College.

(3) Field Attachment is non-credit bearing and ungraded. Please refer to P.38 for details of grading system.

Higher Diploma in Surveying and Property Management

Year 1: 10 courses (30 credits)		
Semester 1	CCEN4002	English Enhancement for College Study (For Mainland students ONLY)
	CCEN4003	Introduction to Academic English
	CCIT4085	Information Technology Fundamentals
	HPHB4005	Property Management Practices
	HPHB4007	General Principles of Law
	HPHB4017	Land and Real Estate Economics
Semester 2	CCEN4004	English for Academic Purposes I
	CCMA4008	Elementary Statistics
	HPHB4001	Real Estate Development Process
	HPHB4002	Housing Studies: Concepts, Framework and Policy
	HPHB4003	Introduction to Facility Management
Year 2: 11 courses (30 credits)		
Semester 1	CCCH4012	Practical Chinese (1) (2)
	CCEN4005	English for Academic Purposes II
	HPHB4008	Building Technology and Maintenance
	HPHB4009	Property Laws in Practice
	HPHB4014	Planning and Development
	HPHB4018	Summer Placement (3)
Semester 2	CCEN4011	English for Business
	CCSS4004	Intra-and Interpersonal Competencies (3)
	HPHB4006	Property Valuation
	HPHB4010	Housing Finance and Accounting (1.5 credits)
	HPHB4015	Project Management for Surveying Profession
	HPHB4016	Building Contract Administration (1.5 credits)

(1) Mainland students are not eligible for "Practical Chinese" and will be assigned a substitute course by the College.

(2) Non-Chinese speaking students can apply for exemption from "Practical Chinese". Successful applicants will be assigned a substitute course by the College.

(3) Students will be enrolled on either "Summer Placement" (Ungraded) or "Intra-and Interpersonal Competencies" (Graded). Please refer to P.38 for details of grading system.

Higher Diploma in Sport and Recreation Management

Year 1: 11 courses (30 credits)		
Semester 1	CCCH4012	Practical Chinese [1] [2]
	CCEN4002	English Enhancement for College Studies (For Mainland students ONLY)
	CCEN4003	Introduction to Academic English
	HPHS4015	Sport and Recreation Industry in Hong Kong
	HPHS4016	Principles of Management
	HPHS4018	Programme Management in Sport, eSports and Recreation
Semester 2	CCEN4004	English for Academic Purposes I
	CCMA4008	Elementary Statistics
	HPHS4017	Entrepreneurial and Financial Strategies in Sport and Recreation
	HPHS4020	Facility Design and Operations Management
	HPHS4069	Sport, Recreation and Technology
	HPHS8001	Professional Practice (1) [3]
Year 2: 10 courses (30 credits)		
Semester 1	CCEN4022	English for Sport Management and Sport Coaching
	HPHS4022	Human Resource Management in Sport and Recreation
	HPHS4025	Sport and Recreation Marketing
	HPHS4027	Professional Practice
	HPHS5003	Outdoor Adventure Recreation
Semester 2	CCEN4005	English for Academic Purposes II
	CCIT4085	Information Technology Fundamentals
	HPHS5002	Customer Relationship and Management Skills in Sport and Recreation
	HPHS5004	Special Event, eSports and Entertainment Management
	HPHS5005	Sport and Recreation Management and Sport Coaching Project

(1) Mainland students are not eligible for "Practical Chinese" and will be assigned a substitute course by the College.

(2) Non-Chinese speaking students can apply for exemption from "Practical Chinese". Successful applicants will be assigned a substitute course by the College.

(3) "Professional Practice" is non-credit bearing and ungraded. Please refer to P.38 for details of grading system.

Higher Diploma in Sport Coaching and Sport Performance

Year 1: 11 courses (30 credits)		
Semester 1	CCCH4012	Practical Chinese [1] [2]
	CCEN4002	English Enhancement for College Studies (For Mainland students ONLY)
	CCEN4003	Introduction to Academic English
	HPHS4015	Sport and Recreation Industry in Hong Kong
	HPHS4018	Programme Management in Sport, eSports and Recreation
	HPHS4059	Practical Sport Skill Training
Semester 2	CCEN4004	English for Academic Purposes I
	CCMA4008	Elementary Statistics
	HPHS4020	Facility Design and Operations Management
	HPHS4061	Introduction to Sport Coaching and Performance
	HPHS4070	Introduction to Coaching Science
	HPHS8001	Professional Practice (1) [3]
Year 2: 10 courses (30 credits)		
Semester 1	CCEN4022	English for Sport Management and Sport Coaching
	HPHS4016	Principles of Management
	HPHS4027	Professional Practice
	HPHS5003	Outdoor Adventure Recreation
	HPHS5008	Coaching Science and Assessment
Semester 2	CCEN4005	English for Academic Purposes II
	CCIT4085	Information Technology Fundamentals
	HPHS5005	Sport and Recreation Management and Sport Coaching Project
	HPHS5006	School Sport and Coaching
	HPHS5009	Sport Performance Programming for Coaches: Theory to Practice

(1) Mainland students are not eligible for "Practical Chinese" and will be assigned a substitute course by the College.

(2) Non-Chinese speaking students can apply for exemption from "Practical Chinese". Successful applicants will be assigned a substitute course by the College.

(3) "Professional Practice" is non-credit bearing and ungraded. Please refer to P.38 for details of grading system.

Higher Diploma in Hotel Management

Year 1: 12 courses (36 credits)		
Semester 1	CCEN4002	English Enhancement for College Studies (For Mainland students ONLY)
	CCEN4003	Introduction to Academic English
	CCEN4014	English for Hospitality and Tourism
	CCIT4085	Information Technology Fundamentals
	HPTH4001	Introduction to Hotel Operations
	HPTH4002	Principles of Tourism
	HPTH4003	Marketing for the Hotel Industry
Semester 2	CCEN4004	English for Academic Purposes I
	CCMA4008	Elementary Statistics
	HPTH4005	Front Office Management
	HPTH4006	Housekeeping Operation
	HPTH4007	Introduction to Food and Beverage Management
	HPTH4008	Introduction to Catering Management
Year 2: 7 courses (24 credits)		
Semester 1	CCCH4012	Practical Chinese [(1) (2)]
	CCEN4005	English for Academic Purposes II
	HPTH4022	Accounting in the Hotel Industry
	HPTH4024	Cross-cultural Issues in the Hotel Industry
	HPTH4025	Organizational Behavior in the Hotel Industry
	HPTH4026	Human Resources Management in the Hotel Industry
Semester 2	HPTH4017	Placement (6 credits) [(3)]

(1) Mainland students are not eligible for "Practical Chinese" and will be assigned a substitute course by the College.

(2) Non-Chinese speaking students can apply for exemption from "Practical Chinese". Successful applicants will be assigned a substitute course by the College.

(3) "Placement" is ungraded. Please refer to P.38 for details of grading system.

Higher Diploma in Tourism and Events Management

Year 1: 10 courses (30 credits)		
Semester 1	CCEN4002	English Enhancement for College Studies (For Mainland students ONLY)
	CCEN4003	Introduction to Academic English
	CCEN4014	English for Hospitality and Tourism
	HPTH4012	Introduction to Tourism
	HPTH4013	Tourism Marketing and Promotional Techniques
	HPTH4014	Event Planning and Promotion
Semester 2	CCEN4004	English for Academic Purposes I
	CCMA4008	Elementary Statistics
	HPTH4016	Event Industry Operation
	HPTH4019	Accounting in Service Industries
	HPTH4021	Cross-cultural Issues in the Tourism Industry
Year 2: 10 courses (30 credits)		
Semester 1	CCCH4012	Practical Chinese (1) (2)
	HPTH4035	Service Management
	HPTH4036	Destination Management
	HPTH4037	Placement for Tourism and Events Management (3)
	HPTH4038	Business Events Management (Elective) (4)
Semester 2	CCEN4005	English for Academic Purposes II
	CCIT4085	Information Technology Fundamentals
	HPTH4008	Introduction to Catering Management (Elective) (4)
	HPTH4018	Travel Trade and Transport
	HPTH4030	Tourism Planning and Development
	HPTH4031	Special Events Management (Elective) (4)

(1) Mainland students are not eligible for "Practical Chinese" and will be assigned a substitute course by the College.

(2) Non-Chinese speaking students can apply for exemption from "Practical Chinese". Successful applicants will be assigned a substitute course by the College.

(3) "Placement for Tourism and Events Management" is ungraded. Please refer to P.38 for details of grading system.

(4) Students have to choose TWO out of the elective courses.

Higher Diploma in Tourism and Hospitality Management

Year 1: 12 courses (36 credits)		
Semester 1	CCEN4002	English Enhancement for College Studies (For Mainland students ONLY)
	CCEN4003	Introduction to Academic English
	CCEN4014	English for Hospitality and Tourism
	CCIT4085	Information Technology Fundamentals
	HPTH4002	Principles of Tourism
	HPTH4009	Introduction to the Hospitality Industry
	HPTH4010	Marketing for Hospitality and Tourism
Semester 2	CCEN4004	English for Academic Purposes I
	CCMA4008	Elementary Statistics
	HPTH4005	Front Office Management
	HPTH4006	Housekeeping Operation
	HPTH4007	Introduction to Food and Beverage Management
	HPTH4008	Introduction to Catering Management
Year 2: 8 courses (24 credits)		
Semester 1	HPTH4017	Placement (6 credits) (1)
Semester 2	CCCH4012	Practical Chinese (2) (3)
	CCEN4005	English for Academic Purposes II
	HPTH4019	Accounting in Service Industries
	HPTH4026	Human Resources Management in the Hotel Industry
	HPTH4028	Consumer Behavior in the Tourism Industry
	HPTH4029	Special Issues in Sustainable Tourism and Ethics

(1) "Placement" is ungraded. Please refer to P.38 for details of grading system.

(2) Mainland students are not eligible for "Practical Chinese" and will be assigned a substitute course by the College.

(3) Non-Chinese speaking students can apply for exemption from "Practical Chinese". Successful applicants will be assigned a substitute course by the College.

APPENDIX B

FURTHER PROGRESSION UPON GRADUATION

Upon satisfactory completion of the AD / HD programmes, students can pursue a bachelor's degree in related disciplines at local and overseas universities. Updated information on the articulation arrangement and credit recognition by local and overseas universities for individual programme can be found on the College website (http://hkuspace-plk.hku.hk/programme).

HKU SPACE has also made arrangements with a number of overseas universities to offer full-time degree programmes locally through HKU SPACE International College (IC). Students may visit the website (https://ic.hkuspace.hku.hk) for more details.

Lastly, more information regarding further studies or career development can be found at the Student Development Resource Centre (SDRC) located on 17/F. You may contact our Student Counsellors for further advice by appointment. For details, please refer to the section about SDRC on P.57.

APPENDIX C

EXAMINATION REGULATIONS

(a) Absence from Examination

It is the students' responsibility to attend all examination sessions. Students who fail to attend an examination without a valid reason will be given a "Fail" grade even if they have obtained high marks in the continuous assessment component of the course. However, if they fail to attend an examination under extenuating circumstances such as medical reasons, they should apply for absence from examination within five working days (excluding Saturdays, Sundays, Public Holidays and School Holidays) after the date of the examination concerned by completing the *Application for Absence from Examinations* (HP43-ABE, downloadable from Learner Portal) and submitting it together with an application fee and supporting documents to the College Office. Supporting documents such as the original medical certificates from a registered doctor or a registered Chinese medical practitioner in Hong Kong shall be attached to the application form. The date(s) of sick leave granted should include the examination date of the course concerned. The decision on the application shall be made by the Board of Examiners and will be relayed to the applicant accordingly upon releasing assessment results.

Students will only be permitted to take the make-up examination of the same course ONCE during the period of registration for their respective programmes. No further make-up examination will be arranged for students who are absent from the approved make-up examination of the same course, and they will receive a "Fail" grade for the course concerned.

The make-up examination results will normally be released within six weeks after the make-up examinations. Final year students who are approved to take make-up examination(s) may have their graduation delayed.

(b) Checking of Assessment Results

All assessment results of courses are determined by the Board of Examiners after careful scrutiny and deliberation by the examiners and relevant sub-committees. Given the strict review process adopted, the Board of Examiners' decisions shall be irrevocable. However, students may request checking of the assessment result of a course if they have reasons to believe that there is any procedural irregularity or technical error in the determination of that result (for example, arithmetical errors, wrong mark entries, unmarked assignments). The checking of assessment results does not entail academic re-assessment of any materials or coursework presented by the student. The

checking may result in a grade higher / lower than or the same as the initial grade and such result shall be final. Examination scripts will be disposed of confidentially after the checking of assessment results has been finalised.

Students who wish to apply for the checking of assessment results should complete the *Application for Checking of Assessment Results* (HP44-APL, online application and payment of application fee via e-Form System) **within seven calendar days from the release date of the assessment results**. The processing time is at least 4 weeks from the application deadline and the application fee will be refunded if the final grade is higher than the initial grade.

(c) Course Repeating

Students are required to repeat courses in which they have failed, i.e. received Grade F or Grade U. They are also required to repeat core English courses* if they fail to obtain Grade C- or above as this is one of the graduation requirements. Subject to the availability of places, the course(s) will be retaken in the next available semester following the release of assessment results unless approval has been given by the College Principal to repeat the course at another designated time or to take another course as a substitute for that course.

Subject to other requirements in the regulations, students who have failed an elective course may choose another elective course in lieu of the failed elective course.

Students who have obtained Grade D in any course (except core English courses*) may apply for repeating the course to improve their grades once. Students who have failed the same Generic Skills / Core Curriculum course twice may also apply to take another course so as to obtain enough credits to graduate. They should complete the *Application for Taking Extra Course(s)* (HP34-TEC, online application via e-Form System) and submit it to the Student Services Counter / College Office on or before 31 July of each academic year.

If students are required to retake a course, the most recent grade obtained by the students, be it higher or lower than the previous grade, shall be the final result for the same course.

Students who have to repeat failed courses may be permitted to take a maximum of 21 credits in a semester. However, such consideration will be based on individual merits and the feasibility of scheduling the timetable.

Students who have to retake course(s) may need to prolong their study period in order to complete the curriculum. If they are required to complete their programme of study beyond the normative period, the tuition fees payable will be calculated on the basis of credit units taken in that particular semester.

* *Core English courses are "General English I (CCEN3002)", "General English II (CCEN3003)", "Introduction to Academic English (CCEN4003 / HPEN4001)", "English for Academic Purposes I (CCEN4004 / HPEN4002)", "English for Academic Purposes II (CCEN4005 / HPEN4003)", "English for Business (CCEN4011)", "English for Arts and Humanities (CCEN4012)", "English for Science and Technology (CCEN4013 / HPEN4005)", "English for Hospitality and Tourism (CCEN4014)", "English for Healthcare Professionals (CCEN4015 / HPEN4004)", "English for Nutritional Sciences (CCEN4017)", and "English for Sport Management and Sport Coaching (CCEN4022)".*

(d) Re-examination and Re-assessment

No re-examination or re-assessment will be granted to students who fail course(s).

(e) Unsatisfactory Progress and Academic Probation

A student whose Semester GPA does not reach 1.7 shall be placed on academic probation in the following semester. He / She should seek academic advice from his / her course lecturer and / or the Counsellor, and may be required to take a reduced study load at the discretion of the College Principal.

The status of "Academic Probation" will be lifted when the student obtains a Semester GPA of 2.0 or above at the end of the semester during which he / she is on probation; otherwise, such status will be upheld in the following semester.

(f) Discontinuation of Studies

Normally, students who fail to accumulate a minimum of 21 credits in any year of the academic programme or meet the maximum length of registration may, at the discretion of the Academic Board, be required to discontinue their studies. Students with permission to study less than 21 credits in the year shall not be subject to such a rule. However, they may be required to discontinue their studies if they failed 1/3 credits or more out of their total credits studied in the year.

(g) Length of Registration

The maximum length of registration for the one-year DFS programme and two-year AD / HD programmes are two and four years respectively.

APPENDIX D

REGULATIONS AND CONDUCT OF EXAMINATIONS

Please read carefully the following regulations governing the conduct of examinations. Students should abide by the regulations when taking the examination.

A. Eligibility for Sitting Examination

At the end of each semester, the College will check students' enrolment status and attendance in classes to compile the examination roll call lists. The lists will exclude those who have withdrawn from the College / deferred studies. Only students whose names appear on the finalised class registers may sit the course examination concerned. Students who wish to withdraw from a programme / need to defer studies should therefore submit their application(s) before the last teaching day of each semester.

B. At the Examination Venues

1. Students should arrive at the examination venue at least 20 minutes in advance to check their seat numbers and other relevant information, and be seated at least 5 minutes before the start of the examination in order to avoid missing any announcement.
2. Students should not enter the examination venue until instructed by the invigilators. After entering the examination venue, students are not allowed to leave the examination venue until the first hour after the commencement of the examination and have sought the approval of the invigilators.
3. Students should occupy the seats assigned to them, in accordance with the seat number stated on the seating plan posted outside the examination venue.
4. Students should follow strictly the instructions of all invigilators after entering the examination venue. Otherwise, penalties may be imposed without prior warning.
5. Students must behave quietly and decorously both within the place of examination, and in its vicinity before and after the examination. No conversation will be allowed after students have entered the examination venue and any questions must be addressed to an invigilator. Any misconduct, such as casual conversation, any form of communication among students, or behaviour that causes disturbance

to other students, will be warned against in the first instance. On repetition of the misconduct, the student may be expelled from the examination venue immediately and may not be permitted to continue with the examination, and may be given a zero mark for that examination or the course concerned.

6. Students are not allowed to turn over or to open the question papers and should not start working on the question paper before being instructed to do so or continue to write after being told to stop writing at the end of an examination.

7. Students are strongly advised not to bring handheld computers / tablets, mobile phones, smartwatches, Bluetooth earphones / headphones and other kinds of electronic / communication devices with mobile applications installed or wireless technologies supported that can emit sound (e.g. mobile phones, smartwatches, Bluetooth earphones / headphones, electronic dictionaries, databank watches etc.) to the examination venue. If these devices have been brought to the venue, they must be switched off (including any alarm function) and sealed inside the bags under the chairs. Students are also advised to take out the battery from their mobile phones before the start of the examination to ensure that no sound or alarm function will be emitted.

8. If, during the examination, students are found using their electronic devices or have not switched the devices and the alarm function off, they will be regarded as having committed an act of cheating and subject to penalty and disqualification, irrespective of whether the devices contain materials relevant to the examination. The invigilators may ask students to show the content (e.g. call log / message log) and record relevant information for further investigation. If students refuse to cooperate, the invigilators will record the incident and report it to the Board of Examiners.

9. Students are advised not to bring valuables to the examination venues. The College will not be responsible for any loss of personal belongings.

10. No student will be allowed to enter the examination venue one hour after the start of the examination. Late comers will not be given any extra time for the examination.

11. Students must take the examination at the time and place stipulated by their examination timetables. Those who go to the wrong examination venue / session may not be allowed to sit the examination.

12. During the first hour and the last 30 minutes of the examination, students are not allowed to leave the examination venue or use the washroom. If students wish to leave the examination venue at any time after the first hour and before the last 30 minutes, they must first seek the approval and accompaniment of an invigilator and leave their examination materials on their desks. Students who are allowed to go to the washroom must not carry with them any written materials or electronic devices (e.g. mobile phones, smartwatches, Bluetooth earphones / headphones, electronic dictionaries, databank watches etc.). If any unauthorised material is found in their pockets or on their body, they will be regarded as having committed an act of cheating and subject to penalty and disqualification, irrespective of whether the materials are relevant to the examination. Students will be readmitted to the examination venue only if they have been accompanied by an invigilator during their absence.

13. Students are required to produce their Student Cards / HKID Cards for verification during the examination. Photocopied documents are not acceptable. Those who are unable to present their cards may not be allowed to sit the examination or may be disqualified from the examination.

14. Students are not allowed to bring into, or remove from, the examination venue any printed or written matter, unless given permission by the course examiner or invigilator. They may only have authorised examination materials on their desks, which are subject to inspection and, which may be taken away for further inspection in case of doubt. They should ensure that all notes, books, papers, dictionaries, calculators, pencil cases and all kinds of electronic / communication device are removed from their pockets, body or desks and put inside their bags which are closed properly and placed under the chairs. Unless prior permission from an invigilator is obtained, students are not allowed to access the content of their bags at any time during the examination. If any of these items are found on their desks, in the drawers of their desks, in their pockets or on their body, they may be regarded as having committed an act of cheating and be subject to penalty and disqualification, irrespective of whether the materials are relevant to the examination.

15. Students are not allowed to bring food or drinks into the examination venue, except for water in a clear bottle. No smoking, photo taking and audio / video recording are permitted in the examination venue.

16. Students should only write their student numbers, not their names in the space provided on the cover of the designated answer books or any supplementary answer books and sheets provided.

17. Students should read carefully and follow the instructions given on the examination paper. They should only write in the designated answer books or any supplementary answer books and sheets provided for the purpose. Answers written elsewhere will not be marked. They shall submit all these materials in good order before leaving the examination venue. Examination scripts shall be written in English, unless instructions to use another language are given.

18. Students taking examinations that allow the use of calculators may use those that are self-contained, silent, battery-operated and pocket-sized. Such calculators should have numerical-display facilities only and should be used only for the purpose of calculation. Moreover, the calculators must not contain any stored programme or data in its memory. Besides, students must not write anything on the back of the calculators. Otherwise, they will be subject to penalty and disqualification. Students are required to remove the calculator cover / jacket and place it inside their bags or under their chairs during the examination. No assistance can be expected from the invigilators should their calculators fail to function properly for any reason and no allowance will be given for any mistakes arising from calculator malfunctioning. Calculators brought into the examination venue are subject to inspection and, in case of doubt, may be taken away for further inspection. If in doubt, students should consult their course lecturers before the examination.

19. If a student finds undesirable conditions at his / her seat (e.g. insufficient lighting, noise disturbance), he / she should seek help from an invigilator immediately. If the need is genuine and a spare seat is available at the examination venue, the student may be relocated to another seat. If he / she does not seek help from an invigilator at the time the undesirable conditions arise but asks for special consideration after the examination, the request will normally not be entertained.

20. No make-up examinations will be given to students who have attempted the examination. Students who fall ill on the examination day are advised not to start the examination. Those who fall ill during the examination to the extent that they need to leave the examination venue are advised to proceed immediately to the sick room, or seek

other appropriate medical assistance as soon as possible. They may be allowed to re-enter the examination venue, subject to the approval of the Chief Invigilator. However, they will not be given any extra time for the examination, nor will they be given any make-up examination.

21. At the end of the examination, students must hand in all examination question papers, answer books and supplementary sheets, whether unused or used for draft work, before leaving the examination venue. They must remain quietly seated until all the answer scripts have been collected and the invigilator has given them permission to pick their personal belongings and leave. Students should also leave the examination venue quietly to avoid disturbance to other students still taking examination in the same venue, if any.

C. Cheating in Examination

1. Students shall not obtain or seek to obtain advantage in the examination by having or seeking access to unauthorised information or material or by copying or attempting to copy from, or by communicating or attempting to communicate with any parties during the examination. Such cases of breaching examination regulations will be regarded as having committed an act of cheating and subject to penalty and disqualification.
2. Cheating is a serious offence. Offenders will receive a "Fail" grade for the course concerned and will be subject to disciplinary action.
3. Students shall not impersonate another candidate, nor shall they permit themselves to be impersonated at any examination. Offenders will be subject to disciplinary action and legal proceedings taken by the College.

D. Absence from Examination

Students who fail to attend a scheduled examination will receive a "Fail" grade for the course. Appeals for special consideration on the grounds of extenuating circumstances such as medical reasons should be made to the College Office within five working days (excluding Saturdays, Sundays, Public Holidays and School Holidays) after the date of the examination(s) concerned by completing the *Application for Absence from Examinations* (HP43-ABE, downloadable from Learner Portal) and submitting it together with an application fee and supporting documents to the College Office. Supporting documents such as the original medical certificates from a registered doctor or a registered Chinese medical practitioner in Hong Kong shall be attached to the application form. The date(s) of sick leave granted should include the examination date of the course(s) concerned. The decision on the application shall be made by the Board of Examiners and will be relayed to the applicant accordingly upon releasing assessment results.

Students will only be permitted to take the make-up examination of the same course ONCE during the period of registration for their respective programmes. No further make-up examination will be arranged for students who are absent from the approved make-up examination for the same course, and they will receive a "Fail" grade for the course concerned.

The make-up examination results will normally be released within six weeks after the make-up examinations. Final year students who are approved to take make-up examination(s) may have their graduation delayed.

E. Failing a Course

A "Fail" grade may also be given for the course(s) taken by: (i) students who wish to withdraw but fail to submit their withdrawal application by the last teaching day of a semester; (ii) students who fail to sit an examination without a valid reason; (iii) students who are found cheating in the examination; and (iv) students who violate any of the examination regulations.

F. Prevention of Bribery Ordinance

It is an offence under the Prevention of Bribery Ordinance to offer gifts of any nature to academic or administrative staff of the College at any time.

G. Adverse Weather Arrangements

1. In case of Tropical Cyclone Warning Signal No. 3 or the Red Rainstorm Warning, all scheduled examinations will be held as usual.
2. Students are advised to read the **"Adverse Weather Arrangement" on P.68** for the arrangements of examination during adverse weather.
3. In the event of cancellation of examinations as a result of Tropical Cyclone Warning Signal No. 8 or above being hoisted, "Extreme conditions" being in force or Black Rainstorm Warning being issued, arrangements will be made for the examination affected to be held as soon as practicable after the original examination period and students will be notified normally within one week from the typhoon or rainstorm. Please check the Learner Portal for relevant notices nearer the time.

H. Enquiries and Complaints

1. To ensure that all questions and complaints regarding the examination are dealt with effectively, students should report any problems to the invigilators immediately during the examination.
2. Students who think that their performance may have been affected by anything during the examination should write, not later than seven calendar days after the examination, to the College Associate Vice President (Administration). They should not delay, and should not, under any circumstances, contact or write to the course lecturers.

APPENDIX E

REGULATIONS ON THE USE OF COMPUTERS

1. Computing facilities may only be used for academic purposes.
2. Users should use the computing facilities legally. They shall be personally responsible for any loss, injury or damage to other persons arising from their use of the computers throughout the campus.
3. Users should work quietly and should not cause disturbances to other users. In particular, they should not yell, talk loudly or use the computing facilities for the purpose of social gatherings.
4. Upon request by College staff / security guards, users should produce their Student Cards for identification purpose.
5. Users must not smoke, eat or drink in the computer laboratories.
6. Users must not cause any damage to the facilities, materials or equipment and must not remove any equipment from the computer laboratories.
7. Users should not attach any hardware to the computers.
8. Users must not alter, delete or install any software on computers.
9. Users should not spread computer viruses maliciously.
10. Users should not send fraudulent, harassing, obscene, intimidating or other unlawful materials or publicise access to such materials via the electronic communication facilities.
11. Users should clean up before they leave the computing facilities.
12. Users should not use the computing facilities for recreational browsing or for the purpose of profit-making. Playing games and watching pornography are strictly prohibited in the computing facilities.
13. Users must not attempt to subvert the security of any of the computing facilities or attempt to bypass restrictions.
14. Users should take care of their belongings when using the computing facilities. The College will not be responsible for any loss or damage to any personal belongings.

15. Users should never release their user identification and password to anyone. Regular change of password is strongly advised.
16. Users should take extra precaution when using the portable devices (e.g. USB, external hard drives, etc) and keep their portable devices safe after use to avoid loss and disclosure of any personal or confidential information.
17. Users should observe all laws and regulations applicable to the jurisdiction concerned, as well as the rules and regulations of HKU SPACE and the University of Hong Kong when using IT facilities or services provided on campus.

Please click on the websites below to learn more about computer usage related policies.

- HKU SPACE policies on IT facilities and services and data privacy policy https://hkuspace.hku.hk/privacy-policy → Data Privacy Policy
- HKU Computer Usage Policies and Guidelines https://its.hku.hk/policies-and-guidelines → Policies and Guidelines

APPENDIX F

POLICY RELATING TO SEXUAL HARASSMENT

The College adopts the following policy of the University of Hong Kong in relation to Sexual Harassment.

Prohibited Harassment

A member, employee or student of the University shall not harass any other member, employee or student of the University, or any other person who has dealings with the University.

The University, and members and employees of the University who hold supervisory positions, shall take all necessary steps in order to ensure that any member, employee or student of the University or any other person who has dealings with the University is not subject to harassment.

Meaning of Harassment

In these regulations, "harass" means:

(a) to harass sexually; or

(b) to harass on the ground of one's sexual orientation, and; "harassment" has a corresponding meaning. Harassing behaviour can be expressed physically or verbally, by whatever means.

Sexual Harassment

The definitions of sexual harassment in the Sex Discrimination Ordinance will apply.

A person ("the harasser") sexually harasses another person if the harasser makes an unwelcome sexual advance, or an unwelcome request for sexual favours, to the other person; or engages in other unwelcome conduct of a sexual nature in relation to the other person, in circumstances in which a reasonable person, having regard to all the circumstances, would have appreciated that the other person would be offended, humiliated or intimidated; or the harasser, alone or together with other person, engages in conduct of a sexual nature which creates a sexually hostile or intimidating work / study environment for the other person; or the conduct of the harasser, alone or together with other persons, substantially interferes with the other person's access to, use of or enjoyment of the facilities of the University.

For the avoidance of doubt, sexual harassment may still take place if an unwelcome sexual advance has been stopped because it was rejected by a person and that person is later treated unfavourably because of that rejection.

"Conduct of a sexual nature" includes making a statement of a sexual nature to, or in the presence of, a person, whether the statement is made orally, in writing, electronically, or by any other means.

Harassment on the Ground of Sexual Orientation

A person ("the harasser") harasses a person on the ground of that person's sexual orientation if the harasser threatens, abuses, insults or taunts the person on the ground of that person's sexual orientation, and the other person has reasonable grounds for believing that objecting to this conduct would disadvantage him or her in any way in connection with his or her studies or association with the University; or as a result of taking objection to such conduct the other person is disadvantaged; or the harasser, alone or together with other persons, engages in conduct of a sexual nature which creates a hostile or intimidating work environment for the other person; or the conduct substantially interferes with the other person's access to, use of or enjoyment of the facilities of the University.

APPENDIX G

PREVENTION OF BRIBERY ORDINANCE

The College adopts the following policy of the University of Hong Kong in relation to the Prevention of Bribery.

The University is classified as a "public body" for the purposes of the Prevention of Bribery Ordinance and the definition of the term "public servant" as used throughout the Ordinance includes "any employee or member of a public body, whether temporary or permanent and whether paid or unpaid..."

This means that every member of the University, whether that member is a teacher, an undergraduate, a graduate, or any other kind of member, and every person employed by the University, even if only temporarily or part-time, or unpaid, is classified as a "public servant" for the purposes of the Prevention of Bribery Ordinance.

You should make yourself thoroughly acquainted with this Ordinance, and study its implications on you personally. Your attention is particularly drawn to the following sections of the Ordinance:

(a) Section 4: which prohibits both the "offering of an advantage" to, and the "solicitation of an advantage" by, a "public servant";

(b) Section 5, 6, and 7: which prohibit the bribing of "public servants" in relation to certain specific dealings with "public bodies", namely, contracts, tenders and auctions;

(c) Section 8: which applies also to "public servants" and prohibits the offering of a bribe by a person having dealings with a "public body".

APPENDIX H

NO-SMOKING POLICY

The College adopts the following policy of the University of Hong Kong in relation to no-smoking.

A. Introduction

Tobacco smoke is a major health hazard to all those who are exposed to it. The health problems arising from tobacco smoke inhalation are serious, disabling and sometimes fatal. Everyone should be protected from involuntary exposures to second-hand smoke. The College is committed to creating a healthy work and study environment, and wishes to solicit the support of its staff and students to ensure that this policy is properly implemented.

B. Policy

The University and the College are smoke-free campuses. Smoking is banned in the entire University and all College campuses including outside areas immediately surrounding the College.

C. Application (both indoor and outdoor)

This policy shall apply uniformly to all staff, students and visitors.

D. Compliance

The College is prepared to take action against staff and students who breach the policy.

E. Review

The no-smoking policy shall be reviewed from time to time.

APPENDIX I

GUIDELINES FOR HANDLING SERIOUS ILLNESSES/INJURIES ON CAMPUS

Someone nearby the injured/sick person can:

Offer Immediate Help

- Collect information including name, basic health condition of the injured/sick person, and the exact location where help is needed.

Notify Security / Dial 999

- Call the College Security (Tel.: 3923 7082) for assistance. State clearly your name, the location, and whether or not ambulance service is called.
- Dial 999 for any urgent/serious situation, and call the College Security (Tel.: 3923 7082) subsequently.

Remain with Casualty

- Do not move the injured/sick person unless it is absolutely necessary to do so for safety reason.
- Do not conduct a rescue operation unless it is a last resort to prevent immediate danger.

Wait for Support

- Keep observing the injured/sick person until the arrival of further medical help.
- Wait for support from the College Security.

Show Compassion

- Offer emotional support to the injured/sick person.
- Cover the injured/sick person with a blanket or clothing, if any, to keep him/her warm.

Assist Responding Personnel

- Assist responding security guards and paramedics, as necessary.
- Provide a concise summary of the injured/sick person's condition when medical help arrives, if necessary.

APPENDIX J

OPENING HOURS OF CAMPUS FACILITIES DURING TERM TIME*

Facility	Mondays – Fridays	Saturdays	Sundays & Public Holidays	Remarks
G/F Campus Main Entrance	8:00am – 11:00pm	8:00am – 9:30pm	8:00am – 5:30pm	–
1/F HKU SPACE Enquiry & Enrolment Centre	9:00am – 5:30pm	Closed	Closed	–
4/F Library	9:00am – 9:00pm	9:00am – 6:00pm	Closed	*Require student card for entry*
5/F Learning Commons	8:00am – 11:00pm	8:00am – 9:30pm#	8:00am – 5:30pm	–
5/F Student Services Counter	9:30am – 5:30pm	Closed	Closed	*Approach the College Office (18/F) for assistance when closed*
6/F Self-Access Computer Laboratory	8:00am – 9:30pm	8:00am – 9:30pm	8:00am – 5:30pm	*Require student card for entry*
17/F Student Development Resource Centre (SDRC)	*Mon-Thu* 10:00am – 5:30pm *Fri* 10:00am – 12:30pm 2:00pm – 5:30pm	Closed	Closed	–
18/F College Office	9:00am – 5:30pm	9:00am – 12:00nn	Closed	–

Remarks:

* Changes on opening hours will be posted on the Learner Portal.

\# The opening hours of 5/F Learning Commons will be extended to 11:00pm from week 11 till the last teaching day of each semester.

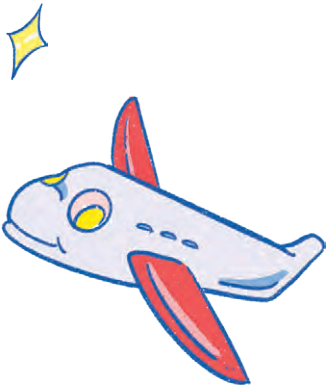
APPENDIX K

FLOOR DIRECTORY OF HPSHCC CAMPUS

College Principal's Office College Office / Council Chamber	18/F
Staff Office Student Development Resource Centre Sick Rooms	17/F
Staff Office	16/F
Classroom (1501) Nutrition Laboratory (1502) Hotel Management Training Centre (1503 & 1504)	15/F
Classrooms (1401 - 1403 & 1406) Food Science Laboratory (1404-05) Photocopy Area / Water Dispenser	14/F
Classrooms (1301 - 1303 & 1306) Rehabilitation Skills Laboratory (1304-05)	13/F
Classrooms Mock Clean Room (1005) Water Dispensers on 10/F and 12/F / Photocopy Area on 10/F	10/F - 12/F
Classrooms (901, 903 & 904) Performing Arts Studio (902)	9/F
Classrooms (801, 802 & 804) Health Products Teaching Room (803) Water Dispenser	8/F
Classrooms (701 - 703) Counselling and Personal Development Centre (Teaching Facility) (704)	7/F
Self-access Computer Laboratory (601) Computer Laboratory (602) Language & Computer Laboratory (603) Photocopy Area / Water Dispenser	6/F
Learning Commons Student Services Counter Students' Union Office and Chill Zone by SDRC (503) Putonghua / English Corner (504) Photocopy Area / Water Dispenser / Vending Machines	5/F
Library / Photocopy Area / Water Dispenser	4/F
College Hall	3/F
Lecture Theatres 1 & 2 Water Dispenser / Vending Machines	2/F
HKU SPACE Enquiry and Enrolment Centre Exhibition Gallery / Vending Machines	1/F
Main Entrance	G/F

HKU SPACE Po Leung Kuk Stanley Ho Community College

香港大學專業進修學院
保良局何鴻燊社區書院



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