IVE (Chai Wan) Student Handbook, 2009/2010

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1. **Introduction**

Hong Kong Institute of Vocational Education (IVE) was established in 1999 by merging the former two Technical Colleges and seven Technical Institutes into one collaborative institution. It is the largest operational arm of Vocational Training Council (VTC) and also one of the thirteen member institutions of VTC. IVE offers a wide range of full-time and part-time courses for secondary 7, 5 and 3 graduates as well as working adults helping them to attain higher qualifications and career advancement. There are nine IVE campuses located across the territory:

- IVE(Chai Wan)
- IVE(Haking Wong) (Including Billion Plaza Centre)
- IVE(Lee Wai Lee)
- IVE(Sha Tin)
- IVE(Kwai Chung)
- IVE(Kwun Tong)
- IVE(Tsing Yi)
- IVE(Morrison Hill)
- IVE(Tuen Mun)
IVE aims to nurture new talents for various professions to meet the changing needs of a knowledge-based economy. It provides students a curriculum that is designed by academics and industry representatives to offer a perfect balance between theory and practice, as well as internationally recognised vocational qualifications. In particular, IVE offers:

- quality curriculum attuned to market needs,
- flexible programmes supported with advanced teaching facilities,
- clear and seamless progression pathways to suit students’ individual circumstances,
- an opportunity to utilize learning resources across campuses.

Apart from IVE campuses, Youth College (YC) at So Uk, Kowloon Bay, Kwai Chung, Pokfulam, Tseung Kwan O, Tuen Mun and Tin Shui Wai also run foundation studies courses.

With a rich heritage in design education through IVE, Hong Kong Design Institute (HKDI) brings together the strengths of the design related departments to nurture professional talents with critical thinking, cultural sensitivity, social responsibility and international perspective. HKDI offers programmes from Higher Diploma onto Degree level in collaboration with overseas universities. Currently, the programmes are delivered in four IVE campuses, and a new purpose-built single central campus at Tseung Kwan O is under planning for completion in 2010.
This Handbook gives students basic information about the campus facilities and general guidelines on academically related issues for academic year 2009/10. Please read this handbook carefully and keep it for your reference.

Students will also receive information about the academic regulations and matters specific to their respective courses from Course Leaders / Class Tutors.

The Campuses normally make use of the “Student Web-based Services (SWS) at “http://www3.vtc.edu.hk” as a communication channel with students, including release of transcript of study, notice on reassessment, tuition fee payment advice, etc.. Students should therefore visit the SWS web site at regular intervals for updated news and obtaining the documents.

The information provided in this Handbook is accurate as at 14 August 2009. You will be informed if there are new issues that you need to know.
## 2. Academic Terms and Key Dates for 2009/2010

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<th>Month</th>
<th>Day</th>
<th>Remarks</th>
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<tbody>
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<td>Sep</td>
<td>6 7 8 9 10 11 12</td>
<td>7-Sep All Classes Commence</td>
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<td>2</td>
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<td>Oct</td>
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<td>1 to 15-Oct Payment of 2nd Instalment of FT Courses Tuition Fees (for new students only)</td>
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<td>18 19 20 21 22 23 24</td>
<td>3-Oct Additional General Holiday (Mid-Autumn Festival)</td>
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<td>9</td>
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<td>25 26' 27 28 29 30 31</td>
<td>26-Oct General Holiday (Chung Yeung Festival)</td>
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<td>25-Nov Graduation Ceremony (No FT &amp; PT Classes)</td>
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<td>15</td>
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<td>1 2 3 4 5</td>
<td>Payment of 3rd Instalment of FT Courses Tuition Fees (for new students only), payment of 2nd Instalment of FT Courses Tuition Fees (for continuing students only) and payment of 2nd Instalment of all PT Courses Tuition Fees</td>
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<td>16-Feb General Holiday (The Third Day of the Lunar New Year)</td>
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<td>24 to 26-Feb Autumn Semester Relevant Board/Committee Meeting (for exam results)</td>
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<td>6, 7-May Autumn Semester Relevant Board/Committee Meeting (for Supple. exam results)</td>
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<td>31-May to 12-Jun Spring Semester Revision &amp; Exam Period</td>
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<td>29, 30-Jun; 2-Jul Spring Semester Relevant Board/Committee Meeting (for exam results)</td>
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<td>1, 2-Sep Summer Semester Relevant Board/Committee Meeting (for exam results)</td>
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<td>5 6 7 8 9 10 11</td>
<td>6-Sep All Classes Commence (Provisional)</td>
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<td>Oct/Nov Summer Semester Relevant Board/Committee Meeting (for Supple. exam. results, if any)</td>
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<td>56 Sep</td>
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<td>26 27 28 29 30</td>
<td></td>
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</tbody>
</table>

: Revision & Examinations/Supplementary Examinations Periods

: General Holiday

: IVE Holiday

: No Evening Classes (Winter Solstice)

: Graduation Ceremony (No FT & PT Classes)

: Semester Break (No FT & PT Classes)

: IVE Holiday / Supplementary Exam Periods

**Special Note**

The Autumn Semester Supplementary Exam Period could also be arranged in Weeks 28 & 29 (15 to 26 March 2010) if students (FT & PT) are not required to attend lectures during those days.

(IVE Open Days - to be fixed)
(IVE Athletic Meet - to be fixed)
3. **General Information and Regulations**

3.1 **Campus Opening Hours**

The IVE(CW) will be open daily from 7:00 am to 10:00 pm.

The Campus Secretariat will normally be open

- Monday to Friday: 8:30 a.m. to 6:00 p.m.
- Saturday: 9:00 a.m. to 12:00 noon
- Sunday and Public Holiday: Closed

3.2 **Campus Operation during Adverse Weather Conditions**

**Typhoons**

When typhoons (also refer to tropical cyclones) affect Hong Kong, the following arrangements will apply:

<table>
<thead>
<tr>
<th>Typhoon Signal</th>
<th>Action to be taken by IVE Campuses</th>
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</thead>
<tbody>
<tr>
<td>No. 1</td>
<td>To operate as normal</td>
</tr>
<tr>
<td>No. 3</td>
<td>To operate as normal</td>
</tr>
<tr>
<td>Pre-No. 8 Special Announcement¹ / Typhoon Signal No.8 or above</td>
<td></td>
</tr>
<tr>
<td>(a) In force or issued at 6:15 a.m. or before 11:00 a.m.</td>
<td><strong>Morning Session</strong> (classes and examinations* scheduled between 8:30 a.m. and 1:30 p.m.) <strong>to close</strong>.</td>
</tr>
<tr>
<td>(b) In force or issued at 11:00 a.m. or before 4:00 p.m.</td>
<td><strong>Afternoon Session</strong> (classes and examinations* scheduled between 1:30 p.m. and 6:30 p.m.) <strong>to close</strong>.</td>
</tr>
<tr>
<td>(c) In force or issued at 4:00 p.m. or thereafter</td>
<td><strong>Evening Session</strong> (classes and examinations* that start at or after 6:30 p.m.) <strong>to close</strong>.</td>
</tr>
<tr>
<td>(d) Issued when classes or examinations* are in session</td>
<td>All classes or examinations* will be immediately <strong>suspended</strong> for the session.</td>
</tr>
<tr>
<td>(e) Issued before start of examinations*</td>
<td>Examinations* to be held in that particular session should be <strong>postponed</strong>.</td>
</tr>
</tbody>
</table>

**Lowering to No. 3 or below or lowering all signals at any time**

All classes or examinations* to **resume with the next session unless road or other conditions remain adverse.**

* Examinations refer to internal examinations of IVE.

¹ Where possible, the Hong Kong Observatory will issue an early alert (i.e. a “Pre-No.8 Special Announcement”) within two hours of the hoisting of the No.8 Typhoon Signal.
When rainstorm signal is issued, the following arrangements will apply:

<table>
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<tr>
<th>Rainstorm Warning Signal</th>
<th>Action to be taken by IVE Campuses</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>AMBER</strong></td>
<td>To operate as normal</td>
</tr>
<tr>
<td><strong>RED/BLACK</strong></td>
<td></td>
</tr>
<tr>
<td>(a) In force or issued at 6:15 a.m. or before 11:00 a.m.</td>
<td><strong>Morning Session</strong> (classes and examinations* scheduled between 8:30 a.m. and 1:30 p.m.) to close.</td>
</tr>
<tr>
<td>(b) In force or issued at 11:00 a.m. or before 4:00 p.m.</td>
<td><strong>Afternoon Session</strong> (classes and examinations* scheduled between 1:30 p.m. and 6:30 p.m.) to close.</td>
</tr>
<tr>
<td>(c) In force or issued at 4:00 p.m. or thereafter</td>
<td><strong>Evening Session</strong> (classes and examinations* that start at or after 6:30 p.m.) to close.</td>
</tr>
</tbody>
</table>
| (d) Issued when classes or examinations* are in session | All classes or examinations* should continue (except those take place outdoors) until the end of the session, and if it is the end of the school day or RED/BLACK signal is still in force, students should be advised to return home only when conditions are safe. **Remarks:**  
If students are not yet in the campus premises due to difference in class timetables, they should stay home or take shelter in a safe place. For classes and examinations conducted outdoor, the responsible staff on the spot should suspend the activities immediately and ensure that all students are taken shelter in a safe place. |
| (e) Issued before start of examinations* | Examinations* to be held in that particular session should be postponed. |

**Lowering to AMBER or all signals at any time**

<table>
<thead>
<tr>
<th>Action to be taken by IVE Campuses</th>
</tr>
</thead>
<tbody>
<tr>
<td>All classes or examinations* to resume with the next session unless road or other conditions remain adverse.</td>
</tr>
</tbody>
</table>

* Examinations refer to internal examinations of IVE.

**Vocational Training Council’s Public Announcement of Suspension/Resumption of Classes**

Public announcements will be made by Vocational Training Council (VTC) over radio and television regarding classes, scheduled examinations or other arrangements of IVE campuses, at a time before students normally set out for class. As far as possible, the announcement will be made not
later than 6:15 a.m. for morning session, 11:00 a.m. for afternoon session, and 4:00 p.m. for evening session. If no such announcements are made, students should follow the arrangements set out above.

**PLEASE NOTE THAT ANNOUNCEMENTS MADE BY THE EDUCATION BUREAU DO NOT APPLY TO IVE.**

If circumstances permit, the announcement on the suspension or resumption of classes will also be available at VTC web site (http://www.vtc.edu.hk).

When classes/examinations are resumed following the lowering of typhoon signals or rainstorm warnings, **students or their parents may exercise discretion** in deciding whether or not they will return to the campus after taking into consideration the local weather, road, slope, traffic or transport conditions at that time. Students, in particular those living in remote areas, will not be penalised for being late under these circumstances.

### 3.3 Student Card

Student card is issued free-of-charge to new students normally during class commencement week, subject to their completion of admission registration procedure before the specified date. The card, which is non-transferable, is a student’s personal identification document and should be carried for access to IVE campuses / premises / facilities (e.g. Libraries, Swimming Pools) and for taking class attendance. Mis-use or falsification of the card may lead to disciplinary action. Students should take good care of the card to prevent any possible abuse. If they lose or damage their student identity cards, they can obtain a replacement at a fee of HK$100 from the Campus Secretariat. They should also report the loss to the Library for updating their borrower’s record as early as possible. Students must return their student identity cards to the Campus Secretariat directly or through their Class Tutors on cessation of their studies for whatever reasons.

### 3.4 Safety Precautions and Insurance Coverage for Campus Activities

We consider students’ personal safety, especially when participating in school activities and outside visits, very important. VTC provides insurance coverage for students while they are participating in activities organized by the campus. The coverage also includes activities such as workplace attachments, life skills training camps, visits or study tours etc. held locally, in Mainland China or overseas. For details, please contact the department/section which organizes the activities, or the campus insurance coordinator of the Campus Secretariat.

The staff will take every measure to ensure safety on such occasions. Students also have a responsibility for their own safety. Students are strongly recommended to observe the following precautionary measures:
(1) inform their family members beforehand of the site visits and activities that take place outside the campus, and leave a contact number (if available) by which they can be reached;

(2) inform the staff in-charge of the activity (as well as the Campus Secretariat where necessary) of any illness or health condition which may prevent them from participation; and

(3) obtain additional insurance coverage at their own expenses should the student or their families feel the need to do so.

Students must observe departmental regulations regarding safety. They should wear protective clothing and gear as advised, and not to operate equipment unless they have been given permission. They should report immediately any accidents arising from study or activities in the campus to the staff member on duty. IVE will not accept responsibility for accidents arising from students’ failure to observe these and other safety working instructions.

3.5 Actions in Case of Fire Alarm

On hearing the fire alarm, all students should stop immediately what they are doing, follow the Fire Escape Procedures and / or the instructions issued by the teaching staff and to evacuate from the campus building and gather at the appropriated assembly point to await further instructions.

While the fire bell is ringing, students should not use the lifts or enter the building.

Fire drills may be conducted at suitable intervals.

3.6 Lockers and Personal Property

Students should not leave their personal belongings unattended as the Campus will not be responsible for their damage or loss.

Whenever possible, lockers will be allocated to full-time students. Students are advised not to place cash, valuable, dangerous and/or perishable items and food in lockers at any time.

3.7 Carparking

Parking spaces are not generally available to students. However, the Principal may, at his / her discretion, issue car parking permits to students with a disability.
3.8 Access to Personal Data

In accordance with the Personal Data (Privacy) Ordinance, students have the right:

(1) to check whether IVE holds their personal data;
(2) to request a copy of such data; and
(3) to request IVE to correct any of their personal data if it is inaccurate.

Students should provide sufficient information to prove their identity. Otherwise IVE may refuse to comply with their requests.

If students wish to get access to their data, they should submit their requests in writing to the Campus Secretariat. In accordance with the terms of the Ordinance, IVE will charge a fee for the processing of data access request.

Data held by IVE relating to a student will be kept restricted. However, under the following circumstances, IVE may provide information to:

(1) the employer of a Part-time Day student on the understanding that the student is directly and/or financially sponsored by the employer in taking up the study. In this case, attendance log of the Part-time Day student will be sent to the employer concerned on a regular basis and a copy of Transcript of Study will also be mailed to the employer at the end of each semester;
(2) institutions/corporations where a student has submitted an application for admission or appointment and which are authorized to obtain his/her academic results from IVE; and
(3) parents/guardians of full-time Post-secondary three students: In special cases like issue of warning letters, prolonged absence from class, suspension of study, etc., the Campus will notify the student concerned by a notification/warning letter. If it is considered necessary by the Campus, the student’s parent/guardian may also be informed verbally or by copying the notification/warning letter to him/her.

3.9 Intellectual Property

“Intellectual Property” (IP) means any discovery, creation, invention, design, get-up, trade mark, know-how or any research effort and all rights pertaining thereto whether registrable or not, including patents, copyright, trade marks, designs, utility models, moral or other such rights in any country. Intellectual Property Rights (IPR) are legal rights protecting the creator of IP, giving him/her economic rights and control in his/her creations.
In the course of study, a student makes use of resources owned by VTC and receives guidance from teachers in generating ideas for assignments and projects, which become his/her IP and which might be adopted for commercial use. Whilst the student still owns his/her IPR, VTC retains a royalty-free, non-exclusive right in the use of the student's IP and will acknowledge it as the student's IP. Such use will include, for example, the showcase of the award-winning works of the students for publicity or display purpose. A student must observe the rules and regulations pertaining to VTC’s Intellectual Property Policy in order to benefit from the continued enrolment and completion of his/her studies. Notes and course materials provided to students by teachers or departments, are to be used by the students only for their private study. Students should not take video or record lessons without permission. Any attempt to violate VTC's Intellectual Property Policy is strictly prohibited. For details, please refer to the Student’s Intellectual Property Policy in Appendix I.

3.10 Using or Photocopying of Copyright Works

In general, copyright is the right given to the owner of an original work. It protects creativity. The efforts of writers and software programmers, for example, need to be protected. Students will be held personally responsible for any breach of the copyright law in using/photocopying copyright works, or using unlicensed computing software for private study. Please pay attention to notices on copyright rules posted near photocopying machines and computing facilities in the campus. You should not make copies of copyright material at unlicensed copyshops and/or copy a book to avoid buying that book.

3.11 Environmental Policy

VTC is committed to improving the environmental quality of the Council to achieve a congenial environment for vocational education and training activities. Students are expected to follow the campus guidelines and advices to help VTC to achieve the following objectives:

- to comply with all applicable environmental legislations, standards and regulations;
- to reduce waste and consumption of resources (such as water, papers and electricity);
- to raise environmental awareness among students;
- to provide environmental education and training;
- to adopt environmental design, materials and technologies in the Council's campuses and buildings where feasible;
• to reduce and control environmental pollution arising from the Council's activities and to require our contractors to adopt and implement environmental measures; and
• to work towards the achievement of sustainable development.

Remarks: The implementation of our Corporate Environmental Policy should not compromise any aspects in occupational safety and health.

3.12 Conservation of Energy

Energy conservation is environmentally friendly and IVE makes every effort to save energy. Students can help to conserve energy by observing the following:

1. Close the doors immediately on entering or leaving an air-conditioned classroom, seminar room, lecture theatre, workshop, office, etc;
2. Keep all windows closed while the air-conditioning is on;
3. Turn off lights which are not necessary;
4. Save water;
5. Use stairs whenever possible if there is a choice of the stairs and the lift;
6. Use less paper (e.g. double-side printing/writing) and more recycled paper; and
7. Dispose of paper rubbish into designated collection bins for recycling purpose.

3.13 No-Smoking Campus

Under the Smoking (Public Health) Ordinance (Cap.371), all VTC sites (indoor and outdoor areas) are designated as no-smoking areas. No person shall smoke or carry a lighted cigarette, cigar or pipe in such areas, or else will be liable to a maximum fine of HK$5,000.

A smoker will be asked to extinguish the cigarette or to leave the campus areas. If the smoker refuses to co-operate, he/she will be asked to produce proof of identity, e.g. student card and the information will be passed to the Head of the Department concerned or the Campus Secretariat for appropriate action.
4. Composite Fees and Financial Assistance

4.1 Composite Fees

Except full-time new students who can pay their composite fees (tuition fees and other applicable charges, e.g. Caution Money, Students’ Union Fee) of an academic year in three instalments, all other students (continuing full-time, part-time day and part-time evening) will pay their composite fees for an academic year in two instalments. The payment schedules for academic year 2009/10 are summarized below:-

<table>
<thead>
<tr>
<th></th>
<th>1&lt;sup&gt;st&lt;/sup&gt; Instalment</th>
<th>2&lt;sup&gt;nd&lt;/sup&gt; Instalment</th>
<th>3&lt;sup&gt;rd&lt;/sup&gt; Instalment</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Full-time Students</td>
<td>Upon accepting offer of study before due date specified on the Payment Advice.</td>
<td>on or before 15 October 2009</td>
<td>on or before 31 December 2009</td>
</tr>
<tr>
<td>New Part-time Students</td>
<td></td>
<td>on or before 31 December 2009</td>
<td>Not applicable</td>
</tr>
<tr>
<td>All Continuing Students</td>
<td>August 2009 [Exact due date shown on Payment Advice.]</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Students should visit the SWS web site (http://www3.vtc.edu.hk) to download their Tuition Fee Payment Advice at least two weeks before the due date.

Students must pay the tuition fees and other charges, if applicable, before the due date specified in the payment advice, even if they are still awaiting the result of any application for financial assistance such as a grant or loan or fee remission. If they have considerable difficulties in doing so, they should approach the Student Affairs Office / Campus Secretariat for assistance well before the payment due dates.

A student not paying the required amount of the fees stated in the payment advice within one week from the payment due date will normally be de-registered and prohibited from using the campus facilities and services, unless special approval has been obtained. Reinstatement of registration status will require approval of the Campus Principal and a charge of HK$400 in addition to the tuition fee payable by the student. Students who decide to discontinue study should inform their Class / Course Tutors or Campus Secretariat in writing as soon as possible. Students who have withdrawn or have been de-registered from their study during a semester are still required to pay the tuition fee for the whole semester.
### 4.2 Financial Assistance

Students with financial hardship may apply for financial assistance offered by the government’s Student Financial Assistance Agency, or the fee remission scheme offered by VTC. Details of the Government Financial Assistance Schemes are available at [http://info.gov.hk/sfaa](http://info.gov.hk/sfaa). A summary is given in the table below:

<table>
<thead>
<tr>
<th>Types of Courses</th>
<th>Financial Assistance</th>
<th>Student Financial Assistance Agency (SFAA)</th>
<th>VTC</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Tertiary Student Finance Scheme (TSFS)</td>
<td>Non-means Tested Loan Scheme (NLS)</td>
<td>Extended Non-means Tested Loan Scheme (ENLS)</td>
</tr>
<tr>
<td>Government Subvented Courses</td>
<td>Higher Diploma</td>
<td>✓</td>
<td>X</td>
</tr>
<tr>
<td></td>
<td>Diploma</td>
<td>✓</td>
<td>X</td>
</tr>
<tr>
<td></td>
<td>Foundation Diploma</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td></td>
<td>Diploma in Vocational Education</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Self – financed Courses</td>
<td>Higher Diploma</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td></td>
<td>Foundation Diploma</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Part-time Evening</td>
<td>Higher Diploma</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td></td>
<td>Diploma</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td></td>
<td>Foundation Diploma</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td></td>
<td>PS5 Vocational Certificate</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td></td>
<td>Craft Certificate</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td></td>
<td>Certificate in Vocational Studies</td>
<td>X</td>
<td>X</td>
</tr>
</tbody>
</table>

**Notes:**

✓ Students of the courses concerned are eligible to apply.

X Students of the courses concerned are **not** eligible to apply.

+ If students are aged over 25; or have obtained any sub-degree or above qualification, they are not eligible to apply for FASP or NLSPS but may apply for ENLS.

# For the purpose of applying for reimbursement of course fees under the Continuing Education Fund, students are required to pass the module(s) concerned with at least 40% or 50% of marks (according to the requirement under different courses/modules) and to satisfy the minimum attendance requirement of 80%. Approved CEF applicants whose course commences on or after 1 April 2007 will be required to complete all registered modules when they apply for reimbursement.

@ Students can only apply for VTC Fee Remission on the condition that their FASP applications are unsuccessful.
Students should approach the Student Affairs Office/Campus Secretariat for application details. In case of urgent financial hardship, they can approach the Student Affairs Office/Campus Secretariat for assistance.

4.3 Scholarships and Awards

With the support of the public and private sectors, VTC offers students a number of scholarships, awards and bursaries on the basis of academic / non-academic merit or financial hardship. Scholarships and awards signify the outstanding quality and achievement of a student and are widely recognized by employers and higher academic institutions. Students are therefore encouraged to strive for achievements in both academic and non-academic activities.

4.4 Fees for Services Provided to IVE Students

Various services are provided by IVE Campuses upon a student’s request at a charge of fee. A list of fees for various services provided to IVE Students is shown in Appendix II. Students are advised to contact the Campus Secretariat direct on matters related to the payment of fees.

5. Pursuing a Course

5.1 Enrolment on Courses

Students may not be simultaneously enrolled in more than one course (except short courses) leading to a qualification awarded by the member institutes of VTC without the prior approval of the Principal(s) or Centre Director / Manager(s) concerned.

5.2 Module Exemption

Students may apply for exemption from modules that they will be taking in each academic year / semester at a fee of HK$100 per module. However, they may not normally be exempted from more than 50% of the total Module Value of the Course enrolled. For 4-year/4-level Higher Diploma courses, students who have obtained approval for exemption from more than 50% of the total Module Value of a particular Level, will not be eligible for the award of that Level in the event that they choose to exit after completion of that Level of study. Students are required to attend class as usual until approval for exemption has been granted.

Application for exemption for modules that the students are going to take in the next academic year / semester should normally be submitted three months before commencement of the coming academic year / semester (for
continuing students) or by the end of Week 2 of the first academic year / first semester (for new students).

The process for module exemption (including application, evidence, checking, assessment, and decision) for modules that the students are going to take in an academic year / a semester should normally be completed two months before commencement of that academic year / semester (for continuing students), or by the end of Week 5 of the first academic year / first semester (for new students).

5.3 **Structured Whole Person Development Programme**

Structured Whole Person Development (SWPD) Programme is a holistic, structured programme embedded in the curriculum. It aims to enhance students’ self-image / self-confidence and improve their EQ, as well as equip them with appropriate transferable skills, attitudes and values in the contexts of Hong Kong and Mainland China, so that they will become competent and effective communicators, self-directed lifelong learners, caring and responsible citizens, ethical and committed knowledge workers and physically and psychologically healthy persons.

In academic year 2009/10, students of the following full-time courses will be covered under the SWPD Programme: -

- Certificate in Vocational Studies
- Diploma in Vocational Studies
- Diploma in Vocational Education Programme
- Foundation Diploma
- 2-Year Diploma
- 3-Year Higher Diploma (Year 1 & 2)
- 4-Year Higher Diploma (Level 1, 2 & 3)
- 2-Year Higher Diploma (Year 1)
- 2-Year (5-semester) Higher Diploma

Starting from academic year 2009/10, SWPD Programme will be incorporated into part-time Foundation Diploma and Higher Diploma programmes by phase.

Students are required to pass the related WPD modules in order to qualify for a graduation award.
5.4 Assessed Material

IVE appoints External Examiners to provide an external and impartial check on the quality and academic standards of IVE courses. The external examiner has the right to see any assessed material including examination scripts, project reports and other course work of all students in the course. It is the responsibility of all students to keep in good condition all their assessed materials during their final year of study so that the material can be presented for scrutiny by the external examiner when required. Failure to provide such material when required may affect the final assessment of the student concerned.

5.5 Examinations and Assessments

Examination periods for Round 1 (Main) and Round 2 (Supplementary) of each semester of an academic year are published in the Academic Terms and Key Dates. For main round examinations, the Examination Schedule will be announced at least one month before the examination. Students must make themselves available for the whole examination period, not just those examination days published in the examination time-tables as examinations may be re-scheduled due to unforeseeable circumstances such as adverse weather.

If students fail to present themselves for examination at the time and place published in the Examination Schedule, they are deemed not to have fulfilled the requirements of the Module(s) concerned and will be failed in the Module(s), unless permission to the contrary has been given by the Head of the Department concerned.

If a student is absent from the main round examination without a valid reason, he/she may not be allowed to take the corresponding supplementary examination.

If a student is absent from the main round examination with valid reasons (e.g. on medical grounds) and is supported by a valid medical certificate issued by a registered medical practitioner/registered Chinese medicine practitioner, he/she will be allowed to take corresponding supplementary examination paper as first attempt and be awarded the mark he/she scores in the supplementary examination. The Board of Examiners may allow a student who has failed any number of modules in the main round examination of a semester to take a supplementary examination as a form of re-assessment. There is no second supplementary examination.

Documents supporting absence from examination should be submitted to the department immediately and in no case later than one week after the examination of the module concerned is held. Documents submitted after the relevant Board of Examiners meeting will normally not be accepted.
IVE has the discretion to determine whether evidence presented by students constitutes a valid reason for absence from a scheduled examination. Students who are found to abuse the system or using forged documents will be subject to disciplinary action which could result in expulsion from the course.

Students must observe the Examination Regulations as given in Appendix III.

5.6 Cheating

A student who has committed an act of cheating in an assessment will be liable to disciplinary action and penalties. Appendix IV gives examples/circumstances that would be considered as cheating.

For established cheating cases depending on the nature and seriousness of the offence on a case-by-case basis, one or more of the following penalties will be imposed on the student:

(a) Failing the module / assessment concerned (i.e. ZERO mark and no reassessment is allowed);

(b) Failing the module / assessment concerned, **plus** other forms of penalty including:

   (1) Failing all the modules / assessment for the semester or the stage (and no reassessment is allowed);

   (2) Suspension from studies for one semester or one year;

   (3) Immediate expulsion; and

   (4) Debarred from re-admission to any IVE course for a period of two years or more.

5.7 Appeals

A student may appeal his/her assessment results arising from the decision of a Board of Examiners, and/or the rulings of a Disciplinary Board/Committee on an allegation of cheating. Appeals on assessment results must be lodged within seven working days after the announcement of the results. As for student appeal against a ruling made by a Disciplinary Committee, it should be made via the Campus Secretariat within three working days after the student has been informed of the ruling. Please refer to Appendix V for the Appeal Regulations. For details, please approach relevant Course Leaders/Class Tutors and/or the Campus Secretariat.
5.8(A) Progression Regulations [for Semester-based Courses except 2-year (5-semester) HD Courses]

Details of progression regulations are set out in IVE General Academic Regulations (GARs). Students can visit the Student Web-based Services (http://www3.vtc.edu.hk) for a full set of the GARs (“Other Student Services → Information Centre → Common Information Centre”). The following extract is highlighted to give students a brief outline on semester-based courses.

Module Marks shall be expressed as a percentage, rounded to the nearest integer value. The minimum pass mark for a module is 40%, with 40% as the minimum requirement in each form of assessment. When a student fails to obtain the minimum pass mark (40%) in any form of assessment for a Module, the Module Mark will be represented by the Module Grade F in the student’s Transcript of Study. For modules which are assessed on a pass/fail basis, a Grade P shall be assigned to passed modules and a Grade F to failed modules. When Semester Module Average (SMA) and Course Module Average (CMA) are calculated, raw mark of each module (excluding modules assessed on a pass/fail basis and exempted modules) is used.

If a full-time or a part-time day student has failed more than 40% of the total studied Module Values for an academic year, he/she will not be allowed to progress to the next level of study. For students who have to re-study failed modules, the Department should register them with a suitable number of modules so that the total Module Values are equal or comparable to that of the semester concerned (i.e. at the most 4 Module Values more than his/her peers), except with the approval of the Principal.

A student whose SMA (Semester Module Average) in both the Autumn and Spring Semesters of the same academic year are below 40% (after supplementary examinations/course work) will normally be required to withdraw from the course.

Students of some courses are required to satisfy the attendance requirement. Please refer to the section “Student Attendance and Conduct” for details.

A student should plan his/her pace of study in order to complete the course within the Maximum Registration Period. A module can only be selected provided that he/she has passed the pre-requisite modules, if any, in earlier Semesters.

There is no limit on the number of attempts for a student to repeat a failed module.
Details of progression regulations are set out in IVE General Academic Regulations (GARs). Students can visit the Student Web-based Services (http://www3.vtc.edu.hk) for a full set of the GARs (“Other Student Service → Information Centre → Common Information Centre”). The following extract is highlighted to give students a brief outline on the 2-year (5-semester) HD Courses.

Module Marks shall be expressed as a percentage, rounded to the nearest integer value. The minimum pass mark for a module is 40%, with 40% as the minimum requirement in each form of assessment. When a student fails to obtain the minimum pass mark (40%) in any form of assessment for a Module, the Module Mark will be represented by the Module Grade F in the student’s Transcript of Study. For modules which are assessed on a pass/fail basis, a Grade P shall be assigned to passed modules and a Grade F to failed modules. When Semester Module Average (SMA) and Course Module Average (CMA) are calculated, raw mark of each module (excluding modules assessed on a pass/fail basis and exempted modules) is used.

If a student has failed more than 40% of the total studied Credit Values for an academic year, he/she will not be allowed to progress to the next level of study. For students who have to re-study failed modules, the Department should register them with a suitable number of modules so that the total Credit Values are equal or comparable to that of the semester concerned (i.e. at the most 12 Credit Values more than his/her peers), except with the approval of the Principal.

A student whose SMA (Semester Module Average) in any two consecutive semesters are below 40% (after supplementary examinations/course work) within the same Academic Year will normally be required to withdraw from the Course.

A student should plan his/her pace of study in order to complete the course within the Maximum Registration Period. A module can only be selected provided that he/she has passed the pre-requisite modules, if any, in earlier Semesters.

There is no limit on the number of attempts for a student to repeat a failed module.

5.9 Transfer of Study
A student is not permitted to transfer from one Course to another Course within the same campus or from one campus to another campus without
the prior permission of the Principal of the receiving campus concerned. 
*(For Sha Tin Campus Only: For Design Subject Group, progression to year-2 study of a course within the Subject Group is not a Transfer.)*

A student may be authorised by the Principal to transfer from a part-time or full-time course to a relevant part-time or full-time course, subject to a justifiable case being made by the Department(s) on a case by case basis. Where the receiving course is in a campus different from that offering the course on which the student was originally enrolled, the agreement of the Principal of the receiving campus is required.

Students wish to apply for transfer should complete an application form which is available at the Campus Secretariat. Completed application form together with justifiable reasons and relevant supporting details should be submitted to the Campus Secretariat of the receiving campus within a designated application period. A fee at prevailing rate of HK$200 will be charged. Students should continue to attend classes until approval of transfer is given.

**5.10 Deferment of Study**

Subject to justifiable reasons, students may seek approval from the Principal for deferment of study. Applications should be made in writing through their Course Leaders/Class Tutors.

Approval for deferment will normally be valid for one year (i.e. the student must re-enrol in the ensuing academic year). For details of relevant charges, please see Appendix II. Students should continue to attend classes until approval of deferment is given. The period of determent will be counted as part of the Maximum Registration Period.

**5.11 Withdrawal from Study**

Students will be deemed to have unofficially withdrawn from a course if, without prior approval of the Department/Course Leader (or Course Coordinator if the Course Leader is not based at the campus site), they are not present for scheduled course activities for a period of four consecutive weeks. **Students will be notified in writing and it will be concluded that they have officially withdrawn from a course. In case they are aged below eighteen, their parents/guardians will be notified at the same time.**

Students will normally be de-registered from a course if they do not pay their tuition fees before the stipulated payment due date unless special approval has been obtained. If he/she later wants to re-instate his/her registration status, a registration reinstatement fee of HK$400 will be
charged in addition to the outstanding amount of tuition fees and other charges.

Students who wish to withdraw from their studies should notify their respective Department / Course Leaders in writing and return their Student Card to the Department / Campus Secretariat for cancellation.

Students should note that they are liable to pay the outstanding tuition fees and charges despite their withdrawal from studies at any time after commencement of an academic year.

Students who have withdrawn from their studies and wish the caution money be refunded to them (less deductions made for any outstanding debt), they must approach the Campus Secretariat first.

For the case of withdrawal from study for students aged below eighteen, the notification letter must be endorsed by the parent/guardian concerned. Acknowledgement of withdrawal will be sent to the students, with a copy to their parents/guardians for those students aged below eighteen.

For details of relevant charges, please see Appendix II.

6. Facilities for Learning

6.1 Services of Library/Learning Resources Centre

Each IVE Campus has a Learning Resources Centre/Library which provides a multimedia learning resources environment conducive to study and leisure reading. The Learning Resources Centre (LRC) provides a one-stop facility hub on library services, computing services and multimedia services to students and staff for learning supports.

6.1.1 Library Services

All libraries/LRCs provide circulation and reference services, intercampus and interlibrary loan services, user education as well as access to facilities and equipment such as integrated photocopying and printing, non-print equipment and PC workstations. A Book Drop placed at the entrance of each campus library/LRC is available for users to return books. A self-check renewal system is also available in most Libraries/LRCs.

The learning resources collection varies from 40,000 to 90,000 volumes of course-related books, journals, newspapers, non-print materials in each campus library/LRC. More than 120 electronic databases covering over 47,000 periodicals and around 73,000 titles of electronic books together
with digitized IVE examination papers, course syllabuses, videos and VTC publications have been made accessible not only on all the campuses but also outside campus. Learning resources materials can be located and reserved through VTC Library Catalogue (http://webpac.vtc.edu.hk).

Each Campus Library/LRC has installed the Access Management System (AMS) at the entrance to verify users’ access. Students must carry their valid barcoded Student Identity Cards to gain access to the learning resources and facilities. Details of opening hours of individual IVE Library/LRC are displayed at the entrance of the Library/LRC. For more detailed information on the library services, please visit IVE Library Homepage: http://library.vtc.edu.hk.

6.1.2 Computing Services

In addition to the departmental computing facilities, students can also use the central computing facilities in the Computer Rooms/Labs. These Computer Rooms/Labs are normally open from 8:30 a.m. to 9:30 p.m. Monday to Friday and from 9:00 a.m. to 12:00 noon on Saturday during term time. During IVE holidays, except public holidays, Computer Rooms/Labs are open from 8:30 a.m. to 5:00 p.m. Monday to Friday. When the rooms are not scheduled for classes, students may use the facilities on a free-access basis.

Students are allowed to bring their own personal portable computers to the campus for use in support of their learning. They can connect to the campus wireless network with a valid Computer & Network Account (CNA) after user authentication. Students are responsible for ensuring that their PCs have protection against computer virus infection and all programmes installed in their PCs are legitimately-acquired originals. Any student found violating this regulation will be subject to disciplinary action by his/her teaching department.

6.1.3 Multimedia Services

In most IVE campuses, the LRC has Student Workshop Area housed with audio-visual equipment, printing machines, scanning facilities and computers with multimedia software as learning supports. To use the facilities, students should follow the regulations and technical guidelines provided in the Areas.

6.2 Language Learning Facilities

Each campus has computer facilities dedicated to language learning and teaching. There are programmes to help students learn Chinese, Putonghua and English. Students can practise the four skills - listening,
speaking, reading and writing through e-learning facilities. Interactive computer games are also available for the students to improve their language communication skills.

There are multi-media language laboratories in which students receive language training. Audio and video teaching packages offer student-centred activities on pronunciation, business communication and other specific language skills, which are most useful for work and study.

Most campuses also have a centre for independent language learning. It is designed to create an inviting and comfortable atmosphere in which students can work to improve their language skills in their own time and at their own pace. The availability of CD-ROMs, videos, audio tapes, DVDs, books, newspapers, magazines and language learning games provides a good variety of choices for language practice.

7. **Student Attendance and Conduct**

7.1 Attendance

Students should attend all course activities regularly and punctually. If absence is unavoidable, they must inform in writing to their Departments/Course Leaders/Class Tutors/Year Tutors of the reasons as soon as possible. A student will be deemed to have unofficially withdrawn from a course if, without prior approval of the department, he/she has not been present for scheduled course activities for a period of four consecutive weeks. Starting from the academic year 2009/10, the campus will adopt by stages an electronic class attendance system to record students’ attendance. Students will be required to place their student cards over a card reader for recording their presence.

There are specific attendance requirements for students of Level 1 of 4-Level Higher Diploma, Foundation Diploma, Diploma in Vocational Studies, Diploma in Vocational Education, Vocational Certificate, Certificate in Vocational Studies and Craft Certificate courses. Students are required to satisfy the minimum attendance requirement for individual module stipulated below.

The minimum attendance requirement for individual module would be:

(a) Full-time and Part-time Day courses: 80% of the maximum possible attendance; and

(b) Part-time Evening courses: 70% of the maximum possible attendance
where the maximum possible attendance includes only normal class attendance and not the scheduled end-of-stage/module examination. Students not satisfying the minimum attendance requirement per module will not be allowed to sit for the final examination nor be awarded module mark/grade if the module is assessed with 100% continuous assessment, unless approval of the Principal has been granted.

It is the practice of IVE to send, under confidential cover, the attendance records and transcript of study copies of the part-time day students to their employers, on the understanding that these students are directly and/or financially sponsored by their companies. Persistent failure to attend classes may result in their employers being asked to withdraw them from the course.

In case of prolonged absence from class, parents/guardians of full-time Post-Secondary 3 students will also be informed verbally or in writing of such incidence.

For some part-time evening courses, students may have to attend classes in hired outside centres or during weekends. The Department concerned will provide the details of these locations.

For the purpose of applying for reimbursement of course fees under the Continuing Education Fund, students are required to pass the module(s) concerned with at least 40% or 50% of marks (according to the requirement under different courses/modules) and to satisfy the minimum attendance requirement of 80%. Approved CEF applicants whose course commences on or after 1 April 2007 will be required to complete all registered modules when they apply for reimbursement.

7.2 Conduct

IVE is committed to cultivating a harmonious, inclusive and pleasurable leasing environment for students. Students should respect their peers and fellow students, dress and behave properly. Normal courtesy and civic-minded behaviour must be exercised in all circumstances. Intimidating or bullying other students is unacceptable behaviour and may lead to disciplinary action.

Students must observe at all times the following rules and regulations:-

(1) Gambling and betting are forbidden in the campus.

(2) Smoking is prohibited within campus premises.

(3) Alcoholic drinks are not allowed anywhere within the campus, unless permission is given by the Campus Principal.
(4) **All electronic and computer games** are not allowed throughout the conducting or delivery of teaching and learning activities except within the context of teaching and learning.

(5) **Noise-producing devices such as mobile phones, PDA, etc.,** should be switched off in all teaching areas and the library. Activities that will affect learning and teaching are not allowed in all areas of the campus except under very special circumstances and with the approval of the Campus Principal.

(6) **Viewing, uploading and downloading obscene pictures** from web sites and other electronic devices are prohibited.

Students should also observe further rules stipulated for the use of campus facilities (e.g. Learning Resources Centre, laboratories, sports centre), and for participation in the learning and teaching activities. Students attending classes or activities in other campuses or other outside centres should also observe the rules and regulations set out by the respective campuses or centres.

All campus staff are empowered to enforce the campus rules and regulations. They are authorized to prevent and stop any misbehaviour and non-compliance acts in all areas of the campus. If necessary, they will refer the misconduct or case to the Student Disciplinary Committee for further action.

Students have the responsibility to help maintain a healthy and safe learning environment in the campus. They are expected to help keep all parts of the campus clean and tidy and be considerate when using all campus facilities.

### 7.3 Student Disciplinary Committee

The Student Disciplinary Committee is empowered to investigate and make recommendations on any case of student misconduct ordered to be brought before it by the Principal or his/her representative. The Committee will fully consider each case in a fair and unbiased manner. One or more of the following recommendations will be made to the Principal for consideration and approval:

1. student not at fault;
2. a written reprimand;
3. a fine for damage;
4. suspension of use of facilities and/or from IVE for a specified period;
5. suspension from studies;
(6) permanent expulsion; and
(7) other action as considered appropriate by the Committee.

If a student is subject to disciplinary action, he/she may approach the Student Counsellor for advice and assistance. If a student has to attend a hearing of the Student Disciplinary Committee, he/she may ask a staff member or a student of the same campus to accompany him/her.

7.4 Sexual Harassment and Racial Discrimination

Sexual harassment and racial discrimination are unlawful and will not be allowed in VTC. VTC is committed to maintaining a harmonious, inclusive and pleasurable learning environment which is free from sexual harassment and racial discrimination. No single piece of these unlawful acts will be tolerated.

Both staff and students have a duty and responsibility towards creating a fair, harmonious and favorable environment where the dignity of each and every one must be respected and there should be an equality of treatment.

Under the Sex Discrimination Ordinance (SDO), any unwelcome act of a sexual nature, or any conduct of sexual nature which creates a sexually hostile or intimidating environment would be considered as sexual harassment which is prohibited under the SDO. For instance, students telling sexual jokes, shouting obscene slogans or displaying pornographic materials on campus might have created a sexually hostile environment for other students/staff and would be legally liable for such act.

Treating people less favourably on the basis of their race or engaging in an unwelcome, abusive, insulting or offensive behavior because of another person’s or his/her near relative’s race, which makes the person feel threatened, humiliated or embarrassed might have contravened the Race Discrimination Ordinance and would entail legal consequences.

Students should avoid engaging in whatever form of discrimination, harassment and vilification on the ground of either sex or race either on or outside campus premises as all of these acts are considered unlawful and students committing any of such acts would be liable to disciplinary action.

A person feels sexually or racially harassed may speak up at the time and tell the harasser that his/her behaviour is unwelcome and has to stop. Should sexual harassment or racial discrimination occur, students should lodge a complaint to the Campus Secretariat as soon as possible. Appropriate actions will then be taken by the Campus. Strict confidentiality will be observed.
7.5 Suggestions and Complaints

VTC is very keen to receive feedback from students on all aspects of IVE. Students are encouraged to maintain a channel of communication with their campuses. If they wish to make a suggestion on any IVE matter, they may do so by raising it with the Departments, the Student Affairs Officers or the Principals.

There is a Complaints Officer in each campus to ensure that all the complaints are properly followed up and that a record of all complaints on the campus is kept. If a student has a complaint, he/she may forward it to his/her Department or the Campus Secretariat. Students making a complaint should be aware of their legal liabilities if the complaint cannot be substantiated with proven evidence and/or found to be solely for the purposes of inflicting harms to the complainee through slander and/or defamation. The complaints received would be handled objectively and impartially. All complaints, whether written or verbal, will normally be acknowledged in writing within five working days from receipt of a complaint and a reply stating the findings of the investigation will normally be made within two weeks.

All reports of complaint cases will be sent to the Complaints Officer of the campus concerned.

The complainant or his/her authorized representative will be requested to sign to acknowledge receipt of the written notification of the result of complaint investigation.

The complaint will be deemed case closed when no response is received from the complainant within fourteen days from his/her receipt of the notification.

8. Student Services and Amenities

8.1 Student Feedback Questionnaire Survey

The Student Feedback Questionnaire (SFQ) Survey is designed to help evaluate the effectiveness of the modules, the course of study and campus services. Results of the survey are used to improve the quality of teaching and learning as well as the services provided on-campus.

Students will be invited to give in the SFQ Survey their ratings and comments on the basis of their observation and judgement near the completion of a module. The SFQ results will be considered as an indicator of students’ experience of learning in IVE. A sample of the questionnaire will be available from Student Web-based Services (http://www3.vtc.edu.hk).
8.2 Students’ Union

The Students’ Union is a formal student body registered under the Societies Ordinance. Through the Union, students can form and operate departmental societies and clubs which cater for their recreational, sporting, cultural and intellectual interests.

Representatives of Students’ Union and its affiliated bodies may be invited to participate in many of the advisory committees relating to academic and student affairs in the campus. These committees provide an additional channel of communication between students and staff of IVE.

All full-time students are full members of the Students’ Union. IVE assists the Union by collecting membership fees on its behalf and the total amount is transferred to the Union, which has a full set of accounting procedures to ensure that the money is properly used.

Annual membership fee for the academic year 2009/2010 is HK$100 per full-time student.

8.3 Student Affairs Office

The Student Affairs Office (SAO) provides the following services:

• Assistance with applications to appropriate financial assistance schemes;

• Assistance with applications to Awards and Bursaries and Student Travel Subsidy Scheme and MTR card applications;

• Professional counselling services including general and career counselling services;

• Structured Whole Person Development Programme;

• First aid and nursing care (for some campuses);

• Physical education foundation and short courses, advisory activities to sports clubs and coaching activities to campus teams;

• Providing advice and support to Student Bodies; and

• Management of Student Amenities.

The above services provided may vary among campuses. Under all circumstances, students are encouraged to approach SAO for advice and assistance whenever needed.

8.4 Record of Non-Academic Achievements

To encourage students to enrich their campus life, their participation in various extra-curricular activities will be recorded in the Record of Non-
8.5 Student Web-based Services

The Student Web-based Services (SWS) provides online self services to students. Through the Internet, students can:-

- Read specific news, departmental or campus notices;
- Check and update their personal information;
- Apply lockers;
- Book campus facilities;
- Enrol in SAO activities;
- Check timetables, examination schedule, and activity history;
- Download Notice for Reassessment, Transcript of Study, Transcript of Non-Academic Achievement, Tuition Fee Payment Advice, etc.
- Handle matters related to graduation ceremony; and
- Use other useful services.

(Depending on respective campus arrangements, SWS services provided to students may vary.)

Students may access the SWS using the hyperlink http://www3.vtc.edu.hk with Internet Explorer (better viewed by version 6.0). They only need to use their Computer & Network Accounts (same as their email accounts) and the corresponding passwords to login the SWS.

8.6 Graduate Placement Services

Students and graduates may make use of the web-based Job Information System if they wish to look for full-time or part-time employment. The system is also a source of rich career education information like job hunting skills and particulars of recent recruitment activities. Please visit the web site http://jis.vtc.edu.hk for details.

8.7 Sports Facilities

In using the sports facilities, students must abide by the rules laid down by the campuses. The swimming pools at Chai Wan and Tsing Yi campuses are open to all full-time and part-time IVE students free of charge. They are welcome to contact the respective PE offices for the opening hours. They may book and use other sports facilities. Please refer to the Sports Facilities User Guide for the charges and other details.
8.8 Canteen
Some campuses have a dining area which serves cooked meals, snacks and beverages. It is normally open 12 hours daily from Monday to Friday and 5 hours on Saturday during term time.

8.9 Bookshop
There is a bookshop at some campuses where a student can buy textbooks, stationery and computer accessories.

8.10 Medical Room
The medical room is located at Room 211 on the second floor of the Academic Block. The opening hours during term time are:

<table>
<thead>
<tr>
<th>Days</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday – Friday</td>
<td>8:30 am – 12:00 noon</td>
</tr>
<tr>
<td></td>
<td>1:00 pm – 5:00 pm</td>
</tr>
<tr>
<td>Saturday, Sunday and Public Holiday</td>
<td>Closed</td>
</tr>
</tbody>
</table>
Appendix I

Student’s Intellectual Property Policy

Intellectual Property

“Intellectual Property” (IP) means any discovery, creation, invention, design, get-up, trade mark, know-how or any research effort and all rights pertaining thereto whether registrable or not including patents, copyright, trademarks, designs, utility models, moral or other such rights in any country. Intellectual Property Rights (IPR) are legal rights protecting the creator of IP, giving him/her economic rights and control in his/her creations.

Important and valuable Intellectual Property may be generated by students as a result of their involvement in assignments and projects in which teachers play an important role. Ideas and concepts from these assignments and projects could be very practical and novel, and could be adopted for commercial use. Furthermore, to complete these assignments and projects, students make use of consumables, computer hardware or software, or other facilities owned or operated by Vocational Training Council (VTC). In consideration for all these benefits contributed by VTC towards the creation of Intellectual Property, it is just and equitable for a student to provide the following undertaking to VTC:

Student’s Obligations and Warranty

Whilst the student still owns his/her IPR, each student irrevocably grants VTC a perpetual, royalty-free, world-wide non-exclusive right to reproduce or use (in whole or in part) any Intellectual Property materials (including their adaptations) created by him/her solely or jointly with other person or persons during his/her course of study. Such right to use shall include the right to sub-license. The student warrants that the Intellectual Property materials shall be original and do not infringe any third party’s proprietary and intellectual property rights. Each student undertakes to promptly report to VTC if he/she knows or has reason to believe that the right of the Intellectual Property materials belongs to someone else solely or jointly with him/her.

Each student further undertakes to follow the policy, rules and regulations issued or to be issued or revised by IVE/VTC from time to time. Each student understands that adherence thereto is a condition of continued enrolment and graduation.
Appendix II

Fees for Various Services Provided to IVE Students

General Note: For students with financial difficulty, the campus principals have the discretion to waive the charges on compassionate grounds upon applications from the students concerned.

<table>
<thead>
<tr>
<th>Type of Service</th>
<th>Fee (HK$)</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a) Application for course transfer</td>
<td>(Note 1) : $200</td>
</tr>
<tr>
<td>(b) Application for Transcript of Study and Record of Non-academic Achievements</td>
<td>(Note 2) : $50/copy and $100/extra copy</td>
</tr>
<tr>
<td>(c) Appeal against assessment results</td>
<td>(Note 3) : $500/module</td>
</tr>
<tr>
<td>(d) Letter of confirmation/official signature</td>
<td>(Note 4) : $100</td>
</tr>
<tr>
<td>(e) Verification of payment of tuition fees</td>
<td>: $100</td>
</tr>
<tr>
<td>(f) Replacement of Student Card</td>
<td>: $100</td>
</tr>
<tr>
<td>(g) Re-assessment</td>
<td>(Note 5) : $100/module</td>
</tr>
<tr>
<td>(h) Withdrawal from Course</td>
<td></td>
</tr>
<tr>
<td>(i) For applications received before the commencement of the semester or the</td>
<td>(Note 6) : 50% of 1st instalment of tuition fee for full-time HD/D/FD</td>
</tr>
<tr>
<td>academic year</td>
<td>courses</td>
</tr>
<tr>
<td></td>
<td>$500 for all part-time courses</td>
</tr>
<tr>
<td>(ii) For applications received after the commencement of the semester or the</td>
<td>: Tuition fee paid is forfeited</td>
</tr>
<tr>
<td>academic year</td>
<td></td>
</tr>
</tbody>
</table>
(i) Deferment of Study

(i) Applications received before the commencement of semester or academic year (Note 7) : $1,000 per year or $500 per semester for full-time HD/D/FD courses

$500 per year or $250 per semester for all part-time courses

(ii) Application received after the commencement of semester or academic year : Tuition fee paid is forfeited

(j) Application for Exemption (Note 8) : $100 per module

(k) Assessment Fee for Exemption (Note 9) : $400 per module

(l) Reinstatement of Registration (Note 10) : $400

(m) Graduation Fee (Note 11) : $300 per student

(n) Statement of Award (for Multi-Entry-Multi-Exit Higher Diploma Courses only) : $100/copy

(o) Application for Unit Accumulation and Transfer Scheme for Programmes / Modules Benchmarked by the Hong Kong Vocational English Programme (HKVEP) (Note 12) : $100 per application

(p) Fee for Certification with Hong Kong Vocational English Programme (HKVEP) and London Chamber of Commerce and Industry International Qualifications (LCCIIQ) (Note 13) : $240 per study
Note 1: (i) Course transfer includes changing a course (within a campus or across campus), and changing the campus without changing a course.

(ii) For course transfers initiated by teaching departments / employers and supported with a letter or written document from them or the Apprenticeship Unit, the fee will be waived.

Note 2: Copies of transcripts of study and Record of Non-academic Achievements (NAT) are available for download through the Student Web-based Services (SWS). Non-graduating students requesting for the issue of a signed copy of transcript of study and NAT will be charged at HK$50. For graduating students, a full set of their final transcripts and NAT with campus signature/chop will be provided automatically at the end of their last semester of study (i.e. submission of application and charge is not required). Extra copies will be charged at a rate of HK$100 per copy. Students should collect their official transcripts of study in person or through an authorized person. However, they may apply for receiving the transcripts by post. Postage fee will be levied for overseas and registered mail. Students will have to bear the responsibility for any postal lost or wrong-delivery.

No replacement of Graduation Certificate will be issued when a Certificate is lost. A Transcript of Study will be issued upon application. Application for replacement or extra copy will be charged at HK$100 per copy.

Note 3: The application of appeal against assessment results should be made within 7 working days after the announcement of examination results. The fee will be refunded if the appeal is successful.

Note 4: The fee will be waived if the information to be certified/confirmed is related to attendance / successful completion of course as determined by the Institute.
Note 5: Reassessment granted on medical ground will be free of charge. Official documents related to results/award may NOT be issued to students who have sat the supplementary examination but have not paid the reassessment fees. All payments of reassessment fee should be made through PPS or ATM/JETCO. Payment by cash or cheque at Campus Secretariat will not be accepted.

Note 6: The tuition fee paid will be refunded after deduction of the withdrawal fee. (Remark: Students who decide to discontinue study should inform their class/course tutors or Campus Secretariat in writing as soon as possible. For students who withdraw and are de-registered from their study during a semester, they are liable to pay the tuition fees for the whole semester.)

Note 7: The deferment charge is deducted from the tuition fee paid, the balance of which will be retained to offset tuition fee payable upon resumption of study. Student has to provide justifications and approval is not automatic. The student is still eligible to enjoy all campus facilities during deferment period.

Note 8: The fee is payable by all applicants applying for module exemption irrespective of the result of application. Payments should be made through PPS or ATM/JETCO. Payment by cash or cheque at Campus Secretariat will not be accepted.

Note 9: For module exemption to be granted on basis of a written assessment, the applicant has to pay an assessment fee on top of the normal application fee, irrespective of the result of the assessment.

Note 10: A student who has been de-registered from the course due to whatever reason and subsequently obtained approval from the Principal to reinstate his/her registration status is liable to pay the administration fee for the reinstatement.
Note 11: The fee is chargeable to all full-time students of graduating year who have not paid caution money for their course of study before. The fee is also chargeable to part-time students of graduating year if they have decided to attend the graduation ceremony. All graduation fees paid will not be refunded even if students do not attend the graduation ceremony. Students who have withdrawn from their studies will be refunded the graduation fee.

Note 12: With effect from academic year 2006/07, students studying the Vocational English and Communication Skills module (LAN6030) or equivalent will be allowed to accumulate and transfer the individual units of competency to a parallel module / programme under the stipulated conditions of the “Unit Accumulation and Transfer Scheme”. The fee is charged for each application and is payable regardless of the result of the application.

Note 13: Students who have registered for Vocational English and Communication Skills module (LAN6030) or equivalent benchmarked at Hong Kong Vocational English Programme (HKVEP) Level 2 are required to pay the fee for the certification with HKVEP and London Chamber of Commerce and Industry International Qualifications (LCCIIQ) for each attempt. The fee is collected together with the tuition fee.
Appendix III

Examination Regulations

Introduction

Students will be informed of the examination schedule at least one month before the commencement of the examination. They are responsible for presenting themselves for examination at the time and place published in the examination schedule.

The following rules must be studied carefully by all students taking examinations of Hong Kong Institute of Vocational Education. Students who fail to observe any of these rules may be disqualified from the examination, or suspended from their programme of studies.

1. **Before Commencement of the Examination**

   1.1 Candidates shall not enter the examination room until so allowed.

   1.2 Candidates are strongly advised not to bring mobile phones to the examination room. If they have mobile phones with them, the phones must be turned off (including the alarm function) and put under the chair in a position clearly visible to the invigilators. If an electronic/communication device (e.g. PDA, mobile phones, MP3 players, electronic dictionaries, databank watches, etc.) is found in the pocket/on the body of a candidate, the candidate will be disqualified for the paper being examined. If the electronic/communication device placed under the chair is found switched on or sounded during the examination, the candidate may receive mark penalties. Candidates must put all their personal belongings in small bags that can be properly closed with a zip/buckle and the bags must be placed under their chairs. Furthermore, they should ensure that they do not have in their possession any unauthorized materials relating to the examination. Any candidate found to be in possession of such materials will be considered to be cheating.

   1.3 Candidates shall be seated at least 5 minutes before the commencement of an examination. They must sit according to the seating plan.

   1.4 Candidates must bring their Hong Kong identity cards and student cards to the examination. These documents should be placed on the top right hand corner of the desk for inspection by invigilators during the examination. A candidate shall be liable to expulsion
from the examination room if the documents do not correspond to
the person sitting the examination. Legal proceedings will be taken
against both the candidate and the substitute in such cases.

1.5 Candidates shall provide themselves with the necessary writing
and drawing instruments. They shall only use the mathematical or
other tables provided where appropriate.

1.6 Electronic calculators may be used in an examination. Unless there
are contrary instructions, all electronic calculators must be hand-
held, self-powered, silent in operation and with neither printout nor
graphic/word-display facilities. No external media associated with
an electronic calculator, such as instruction booklets, magnetic
cards or memory modules are allowed.

1.7 Candidates shall answer only on answer books, supplementary
answer sheets and special answer sheets provided for the
purpose. No pages shall be torn out of the answer books.

1.8 Eating, drinking and smoking are not allowed in the examination
room.

1.9 No candidate shall start the examination until instructed to do so
by the invigilator.

2. **During the Examination**

2.1 No candidate shall normally be admitted to an examination room
30 minutes or more after the start of the examination.

2.2 After the examination has been in progress for more than 30
minutes, candidates may be allowed to leave the examination
room with the approval of the invigilator. However, candidates
may not be permitted to leave the examination room in the final 15
minutes of the examination.

2.3 During the course of the examination, candidates who have a
need to leave the examination room for a short while should be
accompanied by an invigilator.

2.4 During the examination, there shall be neither communication
between candidates nor any dishonest conduct. Candidates shall
not do anything which causes unnecessary distraction to other
candidates. Irregularities of any kind must be reported to the
Department.

2.5 If candidates are suspected of cheating, the front cover of their
answer book will be signed by the invigilator to indicate that the
suspected cheating occurred. The candidates concerned will be allowed to continue the examination. However, any unauthorized materials will be taken from them. These candidates will subsequently be required to present themselves to a Disciplinary Hearing.

2.6 A reminder of the time remaining will be announced 30 minutes and again 5 minutes before the end of the examination.

3. **At the End of the Examination**

3.1 An examination shall not be extended beyond the scheduled time of ending to accommodate late arrivals.

3.2 At the end of the examination, candidates shall remain seated quietly until they are told to leave the examination room. They shall not take away any items issued by the invigilator out of the examination room, except for the examination papers. However, some examination papers, such as multiple-choice papers, may not be taken away.

3.3 Any complaint about the conduct of the examination shall be made in writing to the Department within 2 working days after the examination.

4. **Arrangements during Bad Weather Conditions / in an Emergency**

4.1 If a *pre-no. 8 special announcement/a typhoon signal no. 8 or above or red/black rainstorm warning signal is still in force at 6:15 a.m., 11:00 a.m. and 4:00 p.m., an examination scheduled for the morning session, afternoon session and evening session respectively will automatically be postponed. Typhoons also refer to Tropical Cyclones.

4.2 Public announcements regarding arrangements for classes and scheduled examinations of Hong Kong Institute of Vocational Education due to bad weather conditions will be made by Vocational Training Council over radio and television at a time before students set out for classes. Such announcements will also appear on VTC Homepage. In this connection, public announcements on postponement of examination or other matters of schools and post-secondary colleges made by the Education Bureau are not applicable to Hong Kong Institute of Vocational Education. Any change of examination schedules due to bad weather conditions will be posted on the notice boards of the Campus Secretariat and/or VTC Homepage, as soon as possible.
4.3 In the event of a fire or other emergency, candidates should remain calm, and follow the instructions given by the invigilator.

4.4 If a red/black rainstorm warning signal is hoisted at the time when an examination is in progress, the examination session should continue and be completed.

4.5 If a *pre-no. 8 special announcement/a typhoon signal no. 8 is hoisted at the time when an examination is in progress, the examination session will be immediately suspended.

* Where possible, the Hong Kong Observatory will issue an early alert (i.e. a “Pre-No.8 Special Announcement”) within two hours of the hoisting of the No.8 Typhoon Signal.
Examinations and in-course Assessments -
Definition of “Cheating”

If a student has committed the following acts of dishonesty, he/she would be considered as “cheating”.

A. Cheating Relating to Assignment and In-course Assessment

These may include, but not confine to, dishonesty acts of the following:

A1 Submission for assessment material, either in its entirety or in part, which is not the student’s own work and claiming it as his/her own.

A2 Presenting another person’s work as his/her own work, or vice versa.

A3 Collusion, i.e. obtaining assistance in doing work which is meant to be his/her own work.

A4 Using false or fabricated data claimed to be obtained by experimental work, or data copied or obtained by unfair means.

A5 Copying deliberately from a printed work or from any other sources, either in its entirety or in part, including the presentation of someone else’s argument in his/her own work and claiming it as his/her own without acknowledgement.

A6 Using unauthorized material obtained / bought from the market or elsewhere as his/her own work.

A7 Copying deliberately the work of other students or deliberately letting other persons copy his/her work, either in its entirety or in part.

A8 Using other person’s name on his/her own assignment.

B. Cheating Relating to Examination and Test

These may include, but not confine to, dishonesty acts of the following:

B9 Possessing prohibited materials / articles of all sorts on his/her examination desk on his/her person or within his/her reach.

B10 Taking away from the examination venue any examination materials which are not allowed to be taken away as specified by explicit instructions.
B11 Using prohibited materials / articles during examination / test.

B12 Improper communicating or attempting to communicate with any person inside or outside the examination venue during an examination session, including deliberately observing and noting the script of another candidate or allowing his/her script to be copied by other candidates.

B13 Dishonest behaviour during the period of leaving and returning to the examination/test venue.

B14 Using other person’s name on the answer sheet, including impersonating another student or allowing himself / herself to be impersonated.

B15 Obtaining access to the examination / test papers or part thereof prior to the examination / test through an unlawful means.

Note: In general, when the test constitutes only a small percentage of the module mark or is not scheduled like the end-of-module examination or it is not a common assessment among departments operating the course, the test in question should then be treated as part of the in-course assessment and put under Group A.
Appeal Regulations

1. A student may appeal against his/her assessment results arising from the decision of a Board of Examiners, and/or the rulings of a Disciplinary Committee on an allegation of cheating. Appeals must be received within seven working days from the day the assessment results are published the results or within three working days after he/she has been informed of the ruling of the Disciplinary Committee. If the appeal case could not be settled locally, the student concerned should be informed accordingly such that he/she might refer the appeal to the relevant Appeals Committee via the Campus Secretariat for further action. An appeal fee will be charged.

2. Within seven working days of the receipt of a formal appeal, the relevant Appeals Committee meeting shall be convened.

3. The applicant shall have the right to appear in person before the Appeals Committee to present the case if he/she wishes. He/she may also be accompanied by a fellow student. Other relevant persons (e.g. the invigilator concerned) may also be invited to appear and speak before the Committee.

4. The applicant shall be informed in writing of the decision by the campus within seven working days after the meeting of the Appeals Committee. In case of successful appeals, the appeal fee will be refunded.

5. The decision of the relevant Appeals Committee is final.
Appendix 附錄 VI

Location of Offices 辦事處地點

Department of Applied Science 應用科學系
2/F Academic Block 教學樓二樓
電話 Tel.: 2595 8210
傳真 Fax : 2505 0571
電子郵件 E-mail: cw-as@vtc.edu.hk

Department of Business Administration 工商管理系
1/F Administration Block 行政樓一樓
電話 Tel.: 2595 8204
傳真 Fax : 2505 4216
電子郵件 E-mail: cw-ba@vtc.edu.hk

Department of Computing and Information Management 電子計算及資訊管理系
1/F Administration Block 行政樓一樓
電話 Tel.: 2595 8101
傳真 Fax : 2505 4216
電子郵件 E-mail: cw-cim@vtc.edu.hk

Department of Engineering Management and Technology 工程管理及科技系
6/F Academic Block 教學樓六樓
電話 Tel.: 2595 8106
傳真 Fax : 2505 4103
電子郵件 E-mail: cw-emt@vtc.edu.hk

Department of Hotel, Service and Tourism Studies 酒店、服務及旅遊學系
3/F Administration Block 行政樓三樓
電話 Tel.: 2595 8208
傳真 Fax : 2505 4225
電子郵件 E-mail: cw-hosts@vtc.edu.hk

Language Centre 語文中心
6/F Academic Block 教學樓六樓
電話 Tel.: 2595 8419
傳真 Fax : 2505 4627
電子郵件 E-mail: cw-lc@vtc.edu.hk

Campus Secretariat 學院秘書處
2/F Administration Block 行政樓二樓
電話 Tel.: 2595 8333
傳真 Fax : 2505 4200
電子郵件 E-mail: cw-cs@vtc.edu.hk

Evening Studies Unit 夜間課程組
2/F Administration Block 行政樓二樓
電話 Tel.: 2595 8343
傳真 Fax : 2505 4200
電子郵件 E-mail: cw-es@vtc.edu.hk

Finance Office 財務組
2/F Administration Block 行政樓二樓
電話 Tel.: 2595 8364
傳真 Fax : 2505 6687
電子郵件 E-mail: cw-fs@vtc.edu.hk
<table>
<thead>
<tr>
<th>Office Type</th>
<th>Floor, Room</th>
<th>Address</th>
<th>Phone</th>
<th>Fax</th>
<th>Email</th>
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</thead>
<tbody>
<tr>
<td>Computer Centre</td>
<td>3/F, Room 338</td>
<td>3/F, Academic Block, Room 338</td>
<td>Tel.: 2595 8410</td>
<td>Fax: 2505 9544</td>
<td><a href="mailto:cwitadm@vtc.edu.hk">cwitadm@vtc.edu.hk</a></td>
</tr>
<tr>
<td>Student Affairs Office</td>
<td>G/F, Room 015</td>
<td>G/F, Academic Block, Room 015</td>
<td>Tel.: 2595 8389</td>
<td>Fax: 2505 2004</td>
<td><a href="mailto:cw-sao@vtc.edu.hk">cw-sao@vtc.edu.hk</a></td>
</tr>
<tr>
<td>Career Advisory Centre</td>
<td>G/F, Room 020</td>
<td>G/F, Academic Block, Room 020</td>
<td>Tel.: 2595 8380</td>
<td>Fax: 2505 5870</td>
<td><a href="mailto:cw-cac@vtc.edu.hk">cw-cac@vtc.edu.hk</a></td>
</tr>
<tr>
<td>Physical Education</td>
<td>1/F, Room 117</td>
<td>1/F, Academic Block, Room 117</td>
<td>Tel.: 2595 8398</td>
<td>Fax: 2595 8465</td>
<td><a href="mailto:cw-saupe@vtc.edu.hk">cw-saupe@vtc.edu.hk</a></td>
</tr>
<tr>
<td>Medical Room</td>
<td>2/F, Room 211</td>
<td>2/F, Academic Block, Room 211</td>
<td>Tel.: 2595 8402</td>
<td>Fax: 2505 2004</td>
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<tr>
<td>Learning Resources</td>
<td>G/F</td>
<td>G/F, Academic Block, Ground Floor</td>
<td>Tel.: 2595 8422</td>
<td>Fax: 2505 4270</td>
<td><a href="mailto:cw-lib@vtc.edu.hk">cw-lib@vtc.edu.hk</a></td>
</tr>
<tr>
<td>Student Union Office</td>
<td>1/F, Room 130</td>
<td>1/F, Academic Block, Room 130</td>
<td>Tel.: 2505 8518</td>
<td>Fax: 2505 8540</td>
<td><a href="mailto:cw-su@vtc.edu.hk">cw-su@vtc.edu.hk</a></td>
</tr>
</tbody>
</table>

Any information you submit via e-mail is insecure and could be observed by a third party while in transit. If you are submitting information that you would like to keep private, it would be safer for you to do it by letter.

以電郵傳遞文件，途中資料或會外泄。資料如需保密，以書信傳遞較為安全。