This booklet is intended to give you a basic information about the campus facilities and some general guidelines on academic related issues. Please read this handbook carefully and keep it for reference.
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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 at nurturing 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 Kowloon Bay, Kwai Chung, Pokfulam, Tuen Mun, Tseung Kwan O, Tin Shui Wai and Kwai Fong also run foundation studies courses.

To meet the development needs of the creative industries, Hong Kong Design Institute (HKDI) has been established and committed to nurturing professional talents with critical thinking, cultural sensitivity, social responsibility and international perspective. It brings together the design and related courses of the
very strong academic departments of IVE, namely the Department of Communication Design and Digital Media, Department of Design Foundation Studies, Department of Fashion and Image Design, Department of Product and Interior Design, with a view to creating cross fertilization and synergy.

This Handbook gives students basic information about the campus facilities and general guidelines on academically related issues for academic year 2010/11. 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 relevant documents.

The Handbook (in both English and Chinese versions) is available at the General Campus News of the IVE Student Web-based Services Homepage (http://www3.vtc.edu.hk)

The information provided in this Handbook is accurate as at 13 September 2010. You will be informed if there are new issues that you need to know.
### 2. Academic Terms and Key Dates for 2010/11

<table>
<thead>
<tr>
<th>Week</th>
<th>Month</th>
<th>Day</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Sep</td>
<td>2010</td>
<td>6-Sep All Classes Commence</td>
</tr>
<tr>
<td>2</td>
<td>Sep</td>
<td>2010</td>
<td>9 to 25-Sep Payment of 1st Instalment of FT Courses Tuition Fees (for new students only)</td>
</tr>
<tr>
<td>3</td>
<td>Sep</td>
<td>2010</td>
<td>22-Sep No Evening Classes (Mid-Autumn Festival)</td>
</tr>
<tr>
<td>4</td>
<td>Oct</td>
<td>2010</td>
<td>23-Sep General Holiday (The Day Following Mid Autumn Festival)</td>
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<td></td>
<td></td>
<td></td>
<td>1-Oct General Holiday (National Day)</td>
</tr>
<tr>
<td>5</td>
<td></td>
<td></td>
<td>16-Oct General Holiday (Chung Yeung Festival)</td>
</tr>
<tr>
<td>6</td>
<td>Nov</td>
<td>2010</td>
<td>22-Sep No Evening Classes (Mid-Autumn Festival)</td>
</tr>
<tr>
<td>7</td>
<td>Dec</td>
<td>2010</td>
<td>22-Oct General Holiday (The Day Following Mid Autumn Festival)</td>
</tr>
<tr>
<td>8</td>
<td>Jan</td>
<td>2011</td>
<td>1-Jan General Holiday (The First Day of January)</td>
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<tr>
<td>9</td>
<td>Feb</td>
<td>2011</td>
<td>10 to 22-Jan Autumn Semester Revision &amp; Exam Period</td>
</tr>
<tr>
<td>10</td>
<td>Mar</td>
<td>2011</td>
<td>24 to 26-Jan Semester Break (No FT &amp; PT Classes)</td>
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<tr>
<td>11</td>
<td>Apr</td>
<td>2011</td>
<td>27-Jan Spring Semester Commences</td>
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<tr>
<td>12</td>
<td></td>
<td></td>
<td>3-Mar Graduation Ceremony (No FT &amp; PT Classes)</td>
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<td></td>
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**Revision & Examinations/Supplementary Examination Periods**
- General Holiday
- HKDI / IVE Holiday
- No Evening Classes (Mid-Autumn Festival)
- Graduation Ceremony (No FT & PT Classes)
- Semester Break (No FT & PT Classes)

**Special Note**
- The Supplementary Examination for the Autumn Semester could also be arranged in Weeks 28 & 29 (14 to 25 March 2011) if students (FT & PT) are not required to attend classes during those days.

(Open Days - to be fixed)
(Athletic Meet - to be fixed)
(Aquatic Meet - to be fixed)
## 2. Academic Terms and Key Dates for 2010/11

<table>
<thead>
<tr>
<th>Week</th>
<th>Month</th>
<th>Day</th>
<th>Remarks</th>
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<tbody>
<tr>
<td>30</td>
<td>Apr</td>
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<tr>
<td></td>
<td>31</td>
<td>1</td>
<td>5-Apr  General Holiday (Ching Ming Festival)</td>
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<td>32</td>
<td>10</td>
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<td></td>
<td>33</td>
<td>17</td>
<td>22-Apr General Holiday (Good Friday)</td>
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<tr>
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<td>34</td>
<td>24</td>
<td>23-Apr General Holiday (The Day Following Good Friday)</td>
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<td>35</td>
<td>1</td>
<td>2-May  Additional General Holiday (The Day Following Labour Day)</td>
</tr>
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<td></td>
<td>36</td>
<td>8</td>
<td>4 to 6-May Autumn Semester Relevant Board/Committee Meeting (for Suppl. exam results)</td>
</tr>
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<td></td>
<td>37</td>
<td>15</td>
<td>10-May General Holiday (The Buddha’s Birthday)</td>
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<td>39</td>
<td>31</td>
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<td></td>
<td>40</td>
<td>6</td>
<td>1 to 15-Jun Spring Semester Revision &amp; Exam Period</td>
</tr>
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<td></td>
<td>41</td>
<td>12</td>
<td>6-Jun General Holiday (Tuen Ng Festival)</td>
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<td>42</td>
<td>19</td>
<td>20-Jun to 20-Aug Summer Semester Teaching Weeks (including examination)</td>
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<td></td>
<td>43</td>
<td>26</td>
<td>29, 30-Jun; 4-Jul Spring Semester Relevant Board/Committee Meeting (for exam results)</td>
</tr>
<tr>
<td></td>
<td>43</td>
<td>1</td>
<td>1-Jul General Holiday (HKSAR Establishment Day)</td>
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<td></td>
<td>44</td>
<td>5</td>
<td>15 to 25-Jul Spring Semester Supplementary Exam Period</td>
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<td>45</td>
<td>10</td>
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<td>46</td>
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<td>48</td>
<td>31</td>
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<tr>
<td></td>
<td>48</td>
<td>1</td>
<td>1-Aug Spring Semester Relevant Board/Committee Meeting (for Suppl. exam results)</td>
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<tr>
<td></td>
<td>49</td>
<td>7</td>
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<td></td>
<td>50</td>
<td>14</td>
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<td>51</td>
<td>21</td>
<td></td>
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<td></td>
<td>52</td>
<td>28</td>
<td></td>
</tr>
<tr>
<td>52</td>
<td>Sep</td>
<td>1</td>
<td>1, 2-Sep Summer Semester Relevant Board/Committee Meeting (for exam results)</td>
</tr>
<tr>
<td></td>
<td>1</td>
<td>4</td>
<td>5-Sep All Classes Commence (Provisional)</td>
</tr>
<tr>
<td></td>
<td>2</td>
<td>11</td>
<td>OctNov Summer Semester Relevant Board/Committee Meeting (for Suppl. exam. results, if any)</td>
</tr>
<tr>
<td></td>
<td>3</td>
<td>18</td>
<td></td>
</tr>
<tr>
<td></td>
<td>4</td>
<td>25</td>
<td></td>
</tr>
</tbody>
</table>

Revision & Examinations/Supplementary Examinations Periods

- General Holiday
- HKDI / IVE Holiday
- No Evening Classes (Mid-Autumn Festival)
- Graduation Ceremony (No FT & PT Classes)
- Semester Break (No FT & PT Classes)

Special Note: The Supplementary Examination for the Autumn Semester could also be arranged in Weeks 28 & 29 (14 to 25 March 2011) if students (FT & PT) are not required to attend classes during those days.

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

3.1 Campus Opening Hours

HKDI and IVE (Lee Wai Lee) campuses are normally open on

- Monday to Friday: 8:00 a.m. to 10:30 p.m.
- Saturday: 8:00 a.m. to 6:00 p.m.
- 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 HKDI / IVE</th>
</tr>
</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</td>
<td></td>
</tr>
<tr>
<td>Special</td>
<td></td>
</tr>
<tr>
<td>Announcement</td>
<td></td>
</tr>
<tr>
<td>(a) In force or issued at 6:15 a.m. or before 11:00 a.m.</td>
<td>Morning Session (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>Afternoon Session (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>Evening Session (classes and examinations* that start at or after 6:30 p.m.) to close.</td>
</tr>
<tr>
<td>(d) Issued when classes or examinations* are in session</td>
<td>All classes or examinations* will be immediately suspended 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 postponed.</td>
</tr>
<tr>
<td>Lowering to No. 3 or below or lowering all signals at any time</td>
<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 HKDI / 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 Warning Signal.
### Rainstorm

When a rainstorm warning signal is issued, the following arrangements will apply:

<table>
<thead>
<tr>
<th>Rainstorm Warning Signal</th>
<th>Action to be taken by HKDI / IVE</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 signal or lowering of 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 HKDI / 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 HKDI / 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 HKDI / 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 cards are 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 campuses / premises / facilities (e.g. libraries, swimming pools, toilets, lifts, etc.) 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 cards, they can apply for 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 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

Students' personal safety, especially when participating in school activities and outside visits, is very important to us. VTC provides insurance coverage for students when they participate in activities organized by the campus. The coverage also includes activities such as workplace attachment, 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 Secretariat.

Our staff will take every measure to ensure safety on all occasions. Students also
have the obligation to ensure their own safety. Students are strongly recommended to observe the following precautionary measures:

(1) inform their family members before 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 must not operate any equipment unless permission has been given. They should report immediately to the staff-in-charge if any accidents occur during their study or activities. HKDI / IVE will not take responsibility for accidents arising from students’ failure to observe the given safety instructions or precautionary measures.

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, gather at the appropriate assembly point to await further instructions.

When the fire alarm rings, students should not use the lifts or enter the building.

Fire drills may be conducted at suitable intervals.

3.6 Lockers and Personal Property

Full-time students may apply lockers from the campus. Students are advised not to place cash, valuable, dangerous and/or perishable items in the lockers at any time.

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

3.7 Carparking

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

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

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

Students should provide sufficient information to prove their identity, otherwise their requests may not be entertained.

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, students will be charged a fee for the processing of data access request.

Data held by VTC relating to a student will be kept restricted. However, under the following circumstances, relevant information will be provided:

(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 sent 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 HKDI / IVE / VTC; and

(3) parents/guardians of full-time Post-secondary three students: In special cases like disciplinary actions, 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. 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 achieve the following objectives:

- to comply with all applicable environmental legislations, standards and regulations;
- to reduce waste and consumption of resources (such as water, paper 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 the campus makes every effort to save energy. Students can help 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-sided printing / writing) and more recycled paper; and

7. Dispose of paper rubbish into designated collection bins for recycling purpose.

3.13 Smoke-free Campus

Under the Smoking (Public Health) Ordinance (Cap.371), all VTC sites (indoor and outdoor areas) are designated as non-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**

All students will pay their composite fees (tuition fees and other applicable charges, e.g. Caution Money, Students’ Union Fee) for an academic year in two instalments. The payment schedules for academic year 2010/11 are summarized below:-

<table>
<thead>
<tr>
<th></th>
<th>1st Instalment</th>
<th>2nd Instalment</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Full-time Students</td>
<td>on or before 25 September 2010</td>
<td>on or before 5 January 2011</td>
</tr>
<tr>
<td>New Part-time Students</td>
<td>upon accepting offer of study</td>
<td></td>
</tr>
<tr>
<td>All Continuing Students</td>
<td>August 2010 [Exact due date shown on Payment Advice.]</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 which is available about four weeks before the payment due date.

Students should pay the tuition fees and other charges, if any, 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 who failed to settle the required amount of the fees one week after 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 an administrative charge of HK$400. 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</td>
<td>Non-means Tested Loan Scheme (NLS)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Student</td>
<td>Non-means Tested Loan Scheme (ENLS)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Finance</td>
<td>Financial Assistance Scheme for Post-</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Programmes (TSFS)</td>
<td>secondary Students (FASP)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Non-means Tested Loan Scheme for</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Post-secondary Students (NLSPS)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>#Continuing Education Fund (CEF)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Fee Remission Scheme (FR)</td>
<td></td>
</tr>
<tr>
<td>Full-time</td>
<td>Government Subvented</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Courses</td>
<td>Higher Diploma</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td></td>
<td>Diploma</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td></td>
<td>Foundation Diploma</td>
<td>X</td>
<td>✓</td>
</tr>
<tr>
<td></td>
<td>Diploma in</td>
<td>X</td>
<td>✓</td>
</tr>
<tr>
<td></td>
<td>Vocational Education</td>
<td>X</td>
<td>✓</td>
</tr>
<tr>
<td>Self-financed Courses</td>
<td>Higher Diploma</td>
<td>X</td>
<td>✓</td>
</tr>
<tr>
<td></td>
<td>Diploma</td>
<td>X</td>
<td>✓</td>
</tr>
<tr>
<td>Part-time Evening</td>
<td>Higher Diploma</td>
<td>X</td>
<td>✓</td>
</tr>
<tr>
<td></td>
<td>Diploma</td>
<td>X</td>
<td>✓</td>
</tr>
<tr>
<td></td>
<td>Foundation Diploma</td>
<td>X</td>
<td>✓</td>
</tr>
<tr>
<td></td>
<td>PS5 Vocational</td>
<td>X</td>
<td>✓</td>
</tr>
<tr>
<td></td>
<td>Certificate</td>
<td>X</td>
<td>✓</td>
</tr>
<tr>
<td></td>
<td>Certificate in</td>
<td>X</td>
<td>✓</td>
</tr>
<tr>
<td></td>
<td>Vocational Studies</td>
<td>X</td>
<td>✓</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.
- + Students over 25 years of age or have obtained any sub-degree or above qualifications, 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 each module 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% for each module. 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. All CEF Reimbursable Courses provided by VTC are exempted by the Secretary for the Labour and Welfare Bureau from collecting tuition fees on equal monthly instalments basis.
- @ 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 HKDI / IVE Students

Various services are provided by HKDI / IVE Campuses upon a student's request at a charge of fee. A list of fees for various services provided to HKDI / 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 / Credit 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
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 will 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 of all full-time courses. 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.

SWPD Programme will be incorporated into part-time day and evening courses of Diploma in Vocational Education Programme, Foundation Diploma and Higher Diploma by phase.

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

5.4 Assessed Materials

External Examiners are appointed to provide an external and impartial check on the quality and academic standards of HKDI / IVE courses. The external examiner has the right to examine 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.

The campus / institute 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 HKDI / 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 or on behavioural problems. Appeals on assessment results must be lodged in writing 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 in writing 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 [not applicable to full-time 2-year (5-semester) HD Courses and DVS/DVE Programme]

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.

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
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, failing which will result in non-permission to sit for examination or no award of module mark/grade. 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 (MRP). A student will be de-registered upon expiry of the MRP allowed for the course of his/her study.

### 5.8(B) Progression Regulations [for 2-year (5-semester) HD Courses only]

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.

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.

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 (MRP). A student will be de-registered upon expiry of the MRP allowed for the course of his/her study.

### 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.

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 who 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. 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 deferment will be counted as part of the Maximum Registration Period.

5.11 Withdrawal from Study

Students will be deemed to have withdrawn from a course if, without prior approval of the Department / Course Leader (or Course Co-ordinator 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. Such students will be regarded as having officially withdrawn from a course and be notified in writing. In cases which the students are aged below eighteen, their parents / guardians will also be notified in writing.

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.

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 Learning Resources Centre

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

6.1.1 Library Services

All 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 LRC is available for users to return books. A self-check renewal system is also available in most LRCs.

The learning resources collection covers course-related books, journals, newspapers and non-print materials. Furthermore, more than 100 electronic databases covering over 32,000 periodicals and around 80,000 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 LRC has installed the Access Management System (AMS) at the entrance to verify users’ access and students must carry their valid Student Cards to gain access. Details of opening hours of individual HKDI / IVE LRC are shown at the entrance of the LRC. For more detailed information on the library services, please refer to VTC library handbook (http://library.vtc.edu.hk/english/handbook/).

6.1.2 Computing Services

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 HKDI / 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 Area.

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-centered activities on pronunciation, business communication and other specific language skills, which are most useful for work and study.

The Centre for Independent Language Learning creates 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, DVDs, books, newspapers, magazines, language learning games and e-learning packages
provides a good variety of choices and fun for independent language practice.

7. Student Attendance and Conduct

7.1 Attendance

Students should attend all course activities punctually. If absence is unavoidable, they must inform their Departments/Course Leaders/Class Tutors/Year Tutors of the reasons in writing 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.

The campus adopts by stages an electronic class attendance system to record students’ attendance. Each student is required to place his / her own student card by himself / herself over a card reader to record his / her attendance.

Starting from the academic year 2010/11, the presence of all full-time students in a lesson is recorded electronically on actual-time basis (i.e. the duration of their presence is from the time of placing their student cards over a reader to the scheduled ending time of the lesson). Their individual cumulative actual-time of presence per module is used to calculate their individual attendance percentage of the module concerned.

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 HKDI / 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 asking them to withdraw 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 (CEF), students are required to pass each module with at least 40% or 50% of the total module marks (according to the requirement under different courses/modules) and to satisfy the minimum attendance requirement of 80% for each module. 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. All CEF Reimbursable Courses provided by VTC are exempted by the Secretary for the Labour and Welfare Bureau from collecting tuition fees on equal monthly instalments basis.

7.2 Conduct

HKDI / IVE is committed to cultivating a harmonious, inclusive and pleasurable learning environment for students. Students should dress and behave appropriately, and show respect for their teachers and fellow students. 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 when teaching and learning activities are being conducted.

(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.

(7) **Taking attendance for another student** by placing his / her student card on a card reader is not allowed.

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 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 HKDI / 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, Disability Harassment and Racial Discrimination

Sexual harassment, disability 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, disability harassment and racial discrimination. No single piece of these unlawful acts will be tolerated.

Both staff and students have the responsibility to maintain a fair, harmonious and favorable environment where the dignity of each individual must be respected and equality should be upheld.

Under the Sex Discrimination Ordinance (SDO), any unwelcome act of a sexual nature, or any verbal or physical conduct of sexual nature which creates an intimidating, hostile or offensive environment is 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.

According to the Disability Discrimination Ordinance, disability harassment means unwelcome conduct towards a person on account of his/her disability, or towards this person’s associate, where a reasonable person, having regard to all circumstances, would have anticipated that the person with the disability would be offended, humiliated or intimidated. Examples may include an oral or written
statement e.g. insulting remarks or offensive jokes about a person’s disability.

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 sex, disability or race 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, racially or disability harassed may speak up at the time and tell the harasser that his/her behaviour is unwelcome and has to stop. Should sexual harassment, disability 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 the Institute. Students are encouraged to maintain a channel of communication with their campuses. If they wish to make a suggestion on any campus 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 the Institute. 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 the Institute.

All full-time students are full members of the Students’ Union. The Institute assists the Union in 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 2010/11 is HK$70 for all full-time students.

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;
- 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.

Under all circumstances, students are encouraged to approach SAO for advice and assistance whenever needed.

8.4 Record of Non-Academic Achievements

For full-time students, their participation in various extra-curricular activities will be recorded in the Record of Non-Academic Achievements. They will be issued a formal record upon their graduation.

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;
- Book campus facilities;
- Enrol in SAO activities;
- Check timetables, examination schedule, and activity history;
- Download Notice for Reassessment, Transcript of Study, Record of Non-Academic Achievements, Tuition Fee Payment Advice, etc. (in a specified period); and
- Handle matters related to graduation ceremony
(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 (CNA) (same as their email accounts) and the corresponding passwords to login the SWS. The CNA allocated to graduates are terminated on 16 October every year.

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

When using the sports facilities, students must abide by the rules laid down by the campuses. The swimming pools at IVE (Chai Wan), IVE (Tsing Yi), HKDI and IVE (Lee Wai Lee) campuses are open to all full-time and part-time HKDI / IVE students free of charge. They are welcome to contact the respective SAO 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 Zone 24

The Zone 24, which is located on the 7th floor of Tower C HKDI, provides an open and flexible study area serving as students' home base. It provides leisure study facilities, such as PC workstations, AV projector, LCD Television, photocopiers, vending machines, refrigerator microwave oven and etc. For greater convenience, Zone 24 will operate with extended opening hours.

8.9 iCampus

An Apple authorized computer shop which provides a one-stop service relating to sales of Apple products and other supporting software and hardware to students and staff on campus. iCampus is open 6 days a week from 10:00am till 6:30pm Mondays to Fridays and till 2:00pm on Saturdays.
8.10 Canteen (Food+)

The Canteen provides a casual dining environment with a wide selection of gourmet food and beverages. It is open 6 days a week from 7:30am till 8:00pm Mondays to Fridays and till 1:00pm on Saturdays.

8.11 Cafeteria

Opening 6 days a week from 8:00am till 7:30pm Mondays to Fridays and till 2:00pm on Saturdays, the Cafeteria offers fine coffees and light refreshments with melodious music, warm lighting and comfortable sofas.
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 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 HKDI / IVE Students**

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 transfer between Courses/ (Note 1) :</td>
<td>$200/application</td>
</tr>
<tr>
<td>Streams/ Campuses</td>
<td></td>
</tr>
<tr>
<td>(b) Application for Transcript of Study and (Note 2) :</td>
<td>$50/copy</td>
</tr>
<tr>
<td>Record of Non-academic Achievements</td>
<td></td>
</tr>
<tr>
<td>(c) Appeal against assessment results (Note 3) :</td>
<td>$500/module</td>
</tr>
<tr>
<td>(d) Letter of confirmation/ official signature/ (Note 4) :</td>
<td>$100/copy</td>
</tr>
<tr>
<td>certification services</td>
<td></td>
</tr>
<tr>
<td>(e) Verification of fee payment (Note 5) :</td>
<td>$100/transaction</td>
</tr>
<tr>
<td>(f) Replacement of Student Card</td>
<td>$100</td>
</tr>
<tr>
<td>(g) Re-assessment (Note 6) :</td>
<td>$100/module</td>
</tr>
<tr>
<td>(h) Withdrawal from Course</td>
<td>50% of the instalment of tuition fee paid for full-time students</td>
</tr>
<tr>
<td>(i) For applications received before the commencement of a semester or an</td>
<td>$500 for all part-time students</td>
</tr>
<tr>
<td>academic year</td>
<td></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

<table>
<thead>
<tr>
<th>Description</th>
<th>Fee Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>(i) Applications received before the commencement of a semester or an academic year</td>
<td>$1,000/ year or $500/ semester for all full-time courses</td>
</tr>
<tr>
<td>(ii) Application received after the commencement of semester or academic year</td>
<td>Tuition fee paid is forfeited or $500 for courses/students without tuition fee charges</td>
</tr>
</tbody>
</table>

(Note 8) : $1,000/ year or $500/ semester for all full-time courses

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

(j) Application for Module Exemption/ Credit (Note 9) : $100/ module

(k) Assessment Fee for Module Exemption (Note 10) : $400/ module

(l) Reinstatement of Registration (Note 11) : $400

(m) Graduation Fee (Note 12) : $300 per student

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

(o) Replacement of Award Certificate (Note 13) : $500/copy

(p) Application for Unit Accumulation and Transfer Scheme for FD/HD Level 1 English module (LAN 6030) (Note 14) : $100/ application

(q) English Module Benchmarking Fee (Note 15) : Ranges from $240 to $360

Note 1 : For 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 during a specified period 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). 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 or registered mail. Students will have to bear the responsibility for any postal loss or wrong delivery.

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 : Verification of fee payment including tuition fee and other fees.

Note 6 : 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 re-assessment fee should be made through PPS or ATM/JETCO.

Note 7 : 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 8 : The deferment charge is deducted from the tuition fee paid, the balance of which will be retained to offset the tuition fee payable upon resumption of study. Students have to provide good justifications in order to obtain approval for deferment. When approval is granted to a student, he / she is still eligible to enjoy all campus facilities during the deferment period.
Note 9  : The fee is payable by all applicants applying for module exemption/ credit transfer irrespective of the result of application. Payments should be made through PPS or ATM/JETCO.

Note 10 : 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 11  : 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 12 : 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.
Note 13 : Application for the Replacement of Award Certificate is applicable to graduates of IVE / HKDI / SBI / YC.

Note 14 : 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 15 : Students who are required to study the English modules (LAN6030 or equivalent, and LAN3103S, LAN3100S, LAN4101S, LAN3102S and LAN4100S under the 2-year 5-semester Higher Diploma programme) benchmarked to the Hong Kong Vocational English Programme (HKVEP) are required to pay the English Module Benchmarking Fee for each attempt. Upon completion of each English module, an HKVEP Module Performance Report (MPR) will be issued through Student Web-based Service (SWS) for downloading. Upon completion of all the modules required in the course of study, a London Chamber of Commerce and Industry (LCCI) certificate showing all English module results within the course of study will be issued. The fee is collected together with the first installment of the tuition fee.
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 Design Institute / Hong Kong Institute of Vocational Education (HKDI / IVE). 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 HKDI / IVE 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 HKDI / IVE. 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 Warning 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 or on behavioural problems. Appeals must be received within seven working days from the day the assessment results are announced 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.
## Location of Offices

<table>
<thead>
<tr>
<th>Department / Section</th>
<th>Room No.</th>
<th>Tel No.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>HKDI</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Department of Communication Design and Digital Media</td>
<td>C1038</td>
<td>3928 2700</td>
</tr>
<tr>
<td>Department of Design Foundation Studies</td>
<td>B1041</td>
<td>3928 2951</td>
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<tr>
<td>Department of Fashion and Image Design</td>
<td>D938</td>
<td>3928 2900</td>
</tr>
<tr>
<td>Department of Product and Interior Design</td>
<td>C936</td>
<td>3928 2800</td>
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<tr>
<td><strong>IVE (Lee Wai Lee)</strong></td>
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<tr>
<td>Department of Business Administration</td>
<td>LW441</td>
<td>3928 2400</td>
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<tr>
<td>Department of Engineering Management &amp; Technology</td>
<td>LW6M75</td>
<td>3928 2500</td>
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<tr>
<td>Department of Multimedia &amp; Internet Technology</td>
<td>LW896</td>
<td>3928 2600</td>
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<tr>
<td><strong>Others</strong></td>
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<tr>
<td>Language Centre</td>
<td>B940</td>
<td>3928 2100</td>
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<tr>
<td>Pro-Act Training and Development Centre (Jewellery)</td>
<td>LW782</td>
<td>3928 2468</td>
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<td><strong>Academic / Administrative Support</strong></td>
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<tr>
<td>Campus Secretariat</td>
<td>B001</td>
<td>3928 2222</td>
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<tr>
<td>Evening Studies Unit</td>
<td>LW004</td>
<td>3928 2051</td>
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<td>Learning Resources Centre</td>
<td>D724</td>
<td>3928 2300</td>
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<tr>
<td>Student Affairs Office and Career Development Centre</td>
<td>LW113</td>
<td>3928 2200</td>
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<tr>
<td><strong>Others</strong></td>
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<tr>
<td>Canteen (Food+)</td>
<td>LW007</td>
<td>2706 1500</td>
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<tr>
<td>Cafeteria</td>
<td>B002</td>
<td>9187 7316</td>
</tr>
<tr>
<td>Security Room</td>
<td>LW006</td>
<td>3928 2999</td>
</tr>
<tr>
<td>Students’ Union Office</td>
<td>A111c</td>
<td>3928 2258</td>
</tr>
</tbody>
</table>