

TECHNOLOGICAL AND
HIGHER EDUCATION INSTITUTE
OF HONG KONG



STUDENT HANDBOOK
2018/2019

Foreword

Welcome to the THEi!

This Student Handbook is designed to provide you with an overview of the Institute and its programmes, and to introduce to you some important policies and regulations which you may need to refer to during your period of study at the Institute. Each student is expected to read this Student Handbook carefully, and to take note of the policies and regulations and comply with them.

The latest version of this Student Handbook, including revisions, can be accessed at the Student Portal at <https://myportal.vtc.edu.hk>.

We hope your educational experience at the Institute is enjoyable and rewarding and we wish you every success in your chosen programme.

Registry
August 2018

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1. TECHNOLOGICAL AND HIGHER EDUCATION INSTITUTE OF HONG KONG (THEi)

1.1 INTRODUCTION

1.1.1 The Technological and Higher Education Institute of Hong Kong (THEi or the Institute) is a member institution of the Vocational Training Council and is established for the advancement, promotion and development of education suited to the developing needs of Hong Kong. It provides quality self-financed programmes with strong vocational orientation and close industry collaboration at degree and above levels. The Institute comprises the Faculty of Design and Environment, the Faculty of Management and Hospitality, the Faculty of Science and Technology and the School of General Education and Languages. Administrative and academic support units, including the Registry, the Student Development Office, the Learning Commons, the Finance Office, and the Facilities Management Office are also in place to offer a wide range of services to support the academic, welfare and development needs of students and staff.

1.1.2 The Institute has adopted the following vision and mission to guide its activities:

Vision

To be a leading edge institution in higher education and applied research acknowledged for work-ready graduates, strong industry integration and global orientation.

Mission

- To provide high quality vocational and professional education and impactful research through strong industry collaborations and global outreach;

- To be known for our professional, innovative and entrepreneurial approach;
- To foster an institutional culture that inspires through innovation, achieves continuous improvement through building mutual trust, teamwork and is responsive to change.

Values

- Professional
- Innovative
- Entrepreneurial

1.2 ACADEMIC PROGRAMMES

1.2.1 All THEi's programmes are offered through a credit-based module accumulation system with a multi-entry and multi-exit structure. Eligible students can enter Year 1 or Year 3 of the programme. Students can also exit the programme with a Higher Diploma award on completion of the required credit points and other requirements specified in the relevant Programme Document.

1.2.2 A credit-based programme comprises modules which have values expressed in terms of credit points. Most modules have **3 credit points** and there are two types of modules: **Industry / Profession Specific (IPS) Modules** and **General Education (GE) Modules**.

1.2.3 The IPS Modules are divided into the following three sub-categories:

- Programme Core Modules** that provide the disciplinary fundamentals required by graduates to work in their chosen profession;

- (b) **Programme Elective Modules** that provide some specialisation within the programme; and
- (c) **Work-integrated Learning Modules** which are directed industrial attachments that provide powerful learning experiences by integrating theoretical learning with its application in the workplace.

1.2.4 The GE Modules introduce students to the broad perspectives of the domains of Humanities, Sciences and Social Sciences and their relationship to contemporary issues and the problems and challenges faced by professional practitioners. They cultivate broadly-applicable generic skills, competencies and values that will contribute to professional success, lifelong learning and whole-person development. GE Modules are divided into two categories:

- (a) **GE Core Modules**, compulsory for all students, consist of 3 English Language modules, 2 Chinese Language modules, and 3 modules in the domains of Humanities, Sciences and Social Sciences, with one in each; and
- (b) **GE Elective Modules** over which students have choices, examine issues important to society and broaden their horizons and contribute to the aim of the GE Programme.

1.2.5 Modules are delivered in semesters and there are 14 weeks per semester. Students are expected to devote 3 learning hours (contact hours plus independent learning hours) per week or 42 learning hours in total to earn one credit point. A total of 126 learning hours are expected for a 3-credit point module. The minimum full-time load is 30 credit points over 2 semesters.

1.2.6 For graduation, students are required to complete the specified number of credit points and satisfy other requirements as laid down in the relevant Programme Document, which will be issued to students by the Faculty at the commencement of the programme.

2. ACCESS TO INFORMATION

2.1 INTERNET-BASED SYSTEMS AND RESOURCES

Computer & Network Account (CNA)

2.1.1 Upon programme registration, new students are assigned with a Computer & Network Account (CNA) to access various computer and network services, including email facilities, outside campus access to network services, wireless LAN, the Student Portal, and the e-learning platform. For first-time access, students have to activate their CNA account by visiting the CNA's Utilities login page. Details of the account activation procedures and guides to use the CNA utilities can be found at <http://cnatools.vtc.edu.hk>.

Student Portal

2.1.2 By logging in the Student Portal "MyPortal" (using the user name and password of your THEi email account), you can obtain general information about your study programme, including class and examination timetables, various application forms (e.g. form for application of advanced standing), general notices, news, and details of events and activities. Important notices concerning your study (e.g. module registration schedule and fee payment notice) will also be posted on the Student Portal from time to time by the Registry, Faculties and Departments. It is your responsibility to check these notices and to ensure compliance or fulfillment of your duties throughout the course of your study.

E-learning Platform

- 2.1.3** The Institute also runs an e-learning platform which allows:
- (a) teaching staff to post announcements for students to read;
 - (b) students who are online to chat in real time;
 - (c) teaching staff and students to hold discussions and to send messages to each other;
 - (d) teaching staff to post articles, videos, lectures, tutorials, workshops, assignments, examinations, and marks / grades; and
 - (e) students to submit assignments.

2.2 STUDENT HANDBOOK

- 2.2.1** The Student Handbook is issued to all new students on or before the commencement of each academic year. It contains essential information concerning student-related academic policies and regulations, fees and financial assistance, student support services and facilities, and other general information. Students are strongly advised to read the Student Handbook carefully and keep it for your reference. A softcopy of the Student Handbook can also be downloaded from the Student Portal. Changes and updates to the Student Handbook after it is published will also be announced through the Student Portal.

2.3 PROGRAMME DOCUMENTS

- 2.3.1** A copy of the Programme Document is available on or before the commencement of the programme. You are advised to check this document carefully, in particular, the regulations

for award and any programme-specific requirements for graduation.

- 2.3.2** The Programme Document contains such information as the programme curriculum, the assessment methods, and the award classifications. This information is subject to review and may change from time to time with appropriate notice given to students.

2.4 NOTICE BOARDS

- 2.4.1** Faculties and Departments also use notice boards to convey important information, including module or enrolment changes for the next semester and other information you may need (e.g. staff lists with office location and contact hours, workplace attachment opportunities, and upcoming events). It is the duty of students to check for information and updates both on the internet-based systems and the faculty and departmental notice boards.

2.5 THE REGISTRY

- 2.5.1** The Registry is responsible for a wide range of student administration and support services, including admission, student enrolment, programme and module registration, class and examination scheduling, assessment results processing, and issuance of transcripts / graduation statements / award certificates.

2.5.2 The location of the service counters, service hours and contact details of the Registry are as follows:

THEi (Chai Wan Campus):

Location:	Visitor Centre, 1/F, 133 Shing Tai Road, Chai Wan, Hong Kong
Service hours:	
Monday to Friday:	9:00 a.m. to 5:30 p.m.
Saturday:	9:00 a.m. to 12:00 noon
Sunday & Public Holidays:	Closed
Telephone hotline:	3890 8000
Email:	thei-reg@vtc.edu.hk

THEi (Tsing Yi Campus):

Location:	Student Services Centre, Room 227, 2/F, 20A Tsing Yi Road, Tsing Yi Island, New Territories
Service hours:	
Monday to Friday:	8:30 a.m. to 7:30 p.m.
Saturday:	9:00 a.m. to 12:00 noon
Sunday & Public Holidays:	Closed
Telephone hotline:	2176 1456
Email:	thei-reg@vtc.edu.hk

3. REGISTRATION

3.1 PROCEDURES

3.1.1 Students enrolled in a programme for the first time are required to complete the necessary registration procedures.

3.1.2 To complete the registration procedures, students should:

- (a) report in person during the time and at the place specified in the offer announcement, bringing with them:
 - their Hong Kong Identity (HKID) Card / Passport; and
 - originals of their academic transcripts, certificates and examination result slips;
- (b) pay the registration fee according to the payment instructions and before the payment deadline; and
- (c) complete the student e-registration form via the New Student Registration System.

3.2 STUDENT IDENTITY CARD

3.2.1 The Student Identity Card will be issued to you after completion of the registration procedures. The card is a student's identification document and should be carried at all times to gain access to various teaching facilities and support services.

3.2.2 The Student Identity Card is the property of the Institute and is not transferable. Misuse or falsification of the card constitutes a major offence and render the student liable to disciplinary action.

3.2.3 The Student Identity Card should be returned to the Institute upon its expiry date, cessation of your student status or your graduation, whichever is earlier. You are advised to return the Student Identity Card to the Registry in person to prevent it from being lost in the post. If you fail to return your Student Identity Card within the specified period, you will be charged a fee.

3.2.4 In case your Student Identity Card is lost or damaged, you should report to the Registry and submit an application for a replacement using **Form THEi-001**. A fee will be charged for issuing a replacement card. If the original Student Identity Card is found eventually, you should immediately return it to the Registry for cancellation. It is an offence to possess more than one Student Identity Card for the same programme at the same time. Students who knowingly commit this offence will be subject to disciplinary action.

3.3 CHANGE OF PERSONAL PARTICULARS

3.3.1 The personal particulars you provided at the time of application and admission will be used for setting up your student record, various administrative and academic processes in support of your study at the Institute, and all official documents and correspondences. It is your duty to inform the Institute of any changes to your personal details, in particular, your contact telephone number(s) and address after registration via the Student Portal. The Institute takes no responsibility for mail which cannot be delivered to you if you fail to update your records.

3.3.2 For amending your name, information on the Hong Kong Identity (HKID) Card or passport, date of birth or ethnicity, **Form THEi-002** should be used with the supporting documentation attached. You may also be required to produce the original of the supporting documentation for verification. Copies of such supporting documentation will be destroyed after processing.

3.4 REGISTRATION PERIOD

3.4.1 The normal period for completion of a full-time degree programme is 4 years or 8 semesters, which is specified in the Programme Document.

3.4.2 The maximum period allowed for students to register on a full-time degree programme is 8 years. The time already devoted to the Higher Diploma (HD) programme is counted towards the maximum period of 8 years allowed for the degree programme for students who exited with an HD award and subsequently re-join the programme (Note: for non-local students, please refer to section 8.3.1).

3.4.3 Students with a cumulative Grade Point Average (CGPA) of 3.30 or more may apply to the Faculty Dean for an overload of up to 7 modules per semester and complete the programme in less than the normal period for completion. Normally, student cannot request an overload in order to make up a failed module unless special approval is obtained from the President on the recommendation of the Faculty Dean.

3.5 DEFERRAL OF ENROLMENT

3.5.1 Students can apply for a deferral of enrolment for any of the following reasons:

- (a) illness;
- (b) accident;
- (c) temporary disability;
- (d) bereavement;
- (e) sporting or cultural commitment at the national or international representative level; or
- (f) other compassionate circumstances (e.g. serious illness of a family member or close relative).

3.5.2 Application should be made using **Form THEi-003** and submitted to the Registrar, together with supporting documentation, prior to the commencement of the programme, or, in certain limited circumstances, no later than 10 days after the scheduled commencement of the programme.

3.5.3 The application, if approved, will normally be for a period of one academic year or two semesters. The period of deferment will be counted towards the maximum registration period.

3.5.4 A fee will be charged for processing an application for deferral of enrolment.

3.6 ADVANCED STANDING

3.6.1 Normally, applicants with a VTC Higher Diploma (HD) or equivalent sub-degree qualifications / studies in the relevant streams may be admitted into Year 3 of the degree programme,

if they pass an interview to assess their suitability. Applications are considered on a case-by-case basis on the applicant's overall academic qualifications, provided there is substantial overlap in the contents of the programmes and the programme structure requirements can be met. The concerned Faculty will carry out a mapping exercise to ensure that the fit of the HD programme or equivalent sub-degree qualifications / studies is consistent with that of the degree programme concerned. Additional core module(s) may be required to satisfy the programme requirements.

3.6.2 In assessing applications for individual module exemption, a module mapping will be conducted to ensure there is at least 70% similarity between the two modules in curriculum contents and module learning outcomes. The institution that offers the programme / modules used for claiming exemption should be a recognised post-secondary institution. The applicant should normally have obtained a grade equivalent to B- (or a Grade Point of 2.7) or above in the module before the application for exemption is considered. The application for exemption should normally be made before the end of the "add / drop" period of the first semester the student is admitted to the Institute.

3.6.3 Normally, the study used for claiming advanced standing or module exemption should not be more than eight years from the year in which it was completed but individual faculties may impose shorter maximum periods. Claims for advanced standing on the basis of work experience must be supported by documented evidence of attainment and will be assessed by the Faculty Dean.

3.6.4 The maximum amount of specified and unspecified advanced standing and module exemption which may be granted is 50% of the total number of credit points for the programme.

3.6.5 For students who enter the degree programme with advanced standing, the Grade Point Average (GPA) will be based on the grades achieved during the remainder of the programme.

3.6.6 For the English Language modules, students with the following test results from the International English Language Testing System (IELTS), the Test of English as a Foreign Language (TOEFL) or the Hong Kong Advanced Level Examination (HKALE), or their equivalents, may apply for exemption. However, the results for the score of IELTS or TOEFL submitted must not be more than two years from the date of the test or final examination and the date of commencement of study at the Institute. Students must provide a copy of the IELTS or HKALE test result. Those with a TOEFL test score must organise for the Institute to receive an original copy of the official TOEFL score report.

Module	Required Scores for Module Exemption				
	IELTS	TOEFL			HKALE AS-Level (Use of English)
		Paper-based	Computer-based	Internet-based	
English for Academic Studies 1	6.5	570	230	88	D
English for Academic Studies 2	6.5	570	230	88	C

3.6.7 Except for students admitted to Year 3 on the strength of their VTC's HD qualifications or other equivalent qualifications, other students who wish to apply for advanced standing should submit an application form (**Form THEi-004**) to the Faculty Dean upon their initial enrolment on the programme or before

the end of the "add / drop" period of the first semester of his / her first year of study. Such applications incur a handling fee.

3.6.8 The Faculty concerned will inform the student of the result of his / her application for advanced standing within 2 weeks after the application is lodged.

3.7 CONFIRMATION OF RE-ENROLMENT

3.7.1 Students need to confirm re-enrolment on their programmes on a semester basis. They will receive from the Registry an email advising them to complete the re-enrolment procedures before the commencement of the following semester, and to settle the relevant tuition and other fees that may be due from them.

3.7.2 To complete the re-enrolment procedures, students are normally required to settle the tuition fee for the semester before the specified deadline. It is not necessary for students to come in person to confirm their re-enrolment, unless the validity period of their Student Identity Cards has expired. In such cases, students will be required to come in person to the Registry to renew their Student Identity Cards.

3.8 MODULE REGISTRATION

3.8.1 Module registration is the process through which students sign up for modules of study. Students must complete the module registration before the commencement of each semester or they will not be entitled to attend lectures and other teaching activities, and will not be entered for assessment on the modules in question.

3.8.2 Students should take note of the minimum full-time loading (see para. 1.2.5) and study their Programme Document for any pre-requisite requirement, co-requisite requirement and any specified progression pattern of their programmes before module registration. It is the responsibility of students to check if their module registration will fulfill the graduation requirements.

3.8.3 Module registration is subject to the approval of the module-offering Faculty / Department. Faculties and departments have the right to cancel the offer of a module if the class is too small.

3.8.4 Approved module registration lists will be sent to students through their THEi email accounts or the Student Portal. If any of the module selections have been rejected, students will also be asked to make alternative selections.

3.9 ADD / DROP OF MODULES

3.9.1 Within the first one to two weeks of each semester, students normally have the opportunity to add modules or drop modules that they have chosen. This is commonly referred to as the “add / drop” period. Students will be informed of the detailed arrangement before the start of the semester.

3.9.2 Adding or dropping a module after the “add / drop” period is normally not allowed. If there is a genuine reason for dropping a module, this will be handled as module withdrawal.

3.10 MODULE WITHDRAWAL

3.10.1 Students may withdraw from a module at any time during the semester after the “add / drop” period. Students have to inform the Faculty of their intention to withdraw from a module by completing a prescribed form (**Form THEi-005**) and submitting it to the concerned Programme Leader. The tuition fee paid for the withdrawn module will be forfeited.

3.10.2 If the notification of module withdrawal is submitted before the final date for withdrawal without failure, which is the end of week 6 of the respective semester, the module is included on the student’s academic record as a “withdrawal” (W). If it is submitted after the final date for withdrawal without failure, then the module is annotated as a “withdrawal with failure” (WF).

3.11 REPEAT MODULES

3.11.1 A student who fails a compulsory module is allowed to enrol in it two more times, with failure in the third time resulting in termination of the enrolment for the programme. A student who has failed in any required module may be allowed to sit for a supplementary assessment, as may be recommended by the Programme Leader in consultation with the Module Convenor (see section 5.5).

3.11.2 The normal tuition fee will be charged for the repeated module.

3.11.3 For modules which have been failed and re-taken, only the grades obtained in the final attempt will be used in the calculation of the Cumulative Grade Point Average (CGPA).

3.12 RETAKE PASSED MODULES

3.12.1 Under normal circumstances, students are not allowed to retake a passed module in order to improve his / her academic results. Students who fail to obtain an AGPA of 2.00 or above at the end of their normal study period may apply to the Faculty Dean via the Programme Leader for permission to retake passed modules for the purpose of improving their AGPA. For modules which have been retaken, the grades of the best attempt will be used in the calculation of the AGPA. There is no limit to the number of attempts as long as they are made within the maximum registration period. For students with a AGPA below 2.00 and opted to graduate with a pass degree, the decision could not be reversed and no retaking of passed modules will be allowed.

3.13 TRANSFER BETWEEN PROGRAMMES

3.13.1 Students can apply for transfer to another programme normally after successful completion of at least one year of study at the Institute. Students should submit an application form (**Form THEi-018**) and a fee will be charged for processing the application.

3.13.2 Approval of transfer will be subject to the availability of study places in the appropriate year and the student passing an interview to assess his / her ability to complete the programme he / she wishes to transfer to. Applications for transfer will be considered in competition with other new applications if the applications are for Year-1 entry. The maximum number of approved transfer-in should normally not exceed 10% of the approved first-year places of the programme concerned.

3.13.3 While a student might be allowed to apply for transfer of study more than once, he / she will not be approved for transfer back to any programme(s) he / she has ever enrolled before.

3.13.4 Transfer from one programme to another within the same Faculty must be approved by the Faculty Dean. Transfer to a programme in another Faculty must be approved by the Faculty Dean of the receiving Faculty.

3.13.5 Upon transfer between programmes within the Institute, the student's credit points of the relevant completed modules are transferred to the corresponding modules of the receiving programme for the purpose of calculating the CGPA. The time already devoted to the old programme is counted towards the maximum period of 8 years allowed for the new programme.

3.14 WITHDRAWAL OF STUDY

Official Withdrawal

3.14.1 A student who wants to withdraw from a programme officially must complete a prescribed form (**Form THEi-006**) and return the completed form to the Programme Leader. Upon withdrawal from study, the student is required to return his / her Student Identity Card to the Registry.

3.14.2 Students should note that withdrawal from study after the commencement of the semester does not remove the need to settle any outstanding fees and charges due to the Institute. Fee(s) paid for the semester will not be refunded. All outstanding tuition fees and charges due to the Institute should also be settled.

3.14.3 Students who submitted the **Form THEi-006** before the commencement of the semester will be eligible for the refund of the tuition fee paid less payment of a handling charge.

3.14.4 A student who has officially withdrawn from a programme will be eligible for the refund of the caution money paid, if he / she has no outstanding fees and charges due to the Institute.

Unofficial Withdrawal

3.14.5 Students will be deemed to have withdrawn from a programme if, without prior permission from the Programme Leader, they are not present for scheduled activities for a period of four consecutive weeks.

3.14.6 Students who have failed to settle their tuition fees within one week after the payment due date will be deemed to have decided not to continue their study at the Institute and their registration status on the programme concerned will be removed. If the student wants to reinstate his / her registration status, a registration reinstatement fee will be charged in addition to the outstanding amount of tuition fee and any other fees that may be due to the Institute.

3.14.7 Students who discontinued their study at the Institute without following the proper procedures for official withdrawal will not be eligible for the refund of the caution money. These students will be barred from readmission to the Institute for the following academic year. All outstanding tuition fees and charges due to the Institute should also be settled before these students are considered for readmission.

Academic Probation and Discontinuation on Grounds of Academic Failure

3.14.8 A student who fails a compulsory module three times will be required to discontinue from the programme (see also para. 3.11.1).

3.14.9 A student shall be placed on academic probation if his / her semester Grade Point Average (GPA) is below 1.30 in the preceding semester. If the student is able to obtain a GPA of 1.30 or above by the end of the probation semester, the status of academic probation will be lifted; otherwise academic probation shall continue to apply in the next semester. A student shall normally be required to discontinue his / her study at the Institute if his / her GPA is below 1.30 for two consecutive semesters, unless approval of the Academic Board is obtained on the recommendation of the relevant Faculty Assessment Board.

3.14.10 A student whose cumulative GPA is below 1.30 at the end of each academic year will normally be required to discontinue his / her study at the Institute. A student who fails 50% or more of the modules attempted in a semester will be asked to show cause as to why the enrolment should not be terminated. If the enrolment is terminated, a student can apply to the Programme Leader for reinstatement after a semester subject to the availability of study places, with documented evidence that future performances will be better. No reinstatement fee will be charged for this case.

- 3.14.11** A student who withdraws from the programme on grounds of academic failure is required to return his / her Student Identity Card to the Registry. The student will be eligible for the refund of the caution money paid if he / she has no outstanding fees and charges due to the Institute.

4. FEES AND STUDENT FINANCIAL ASSISTANCE

4.1 TUITION FEES AND OTHER CHARGES

- 4.1.1** Tuition fees are charged according to the number of credit points taken in a semester. In addition to the tuition fee, full-time students are required to pay the caution money and students' union fee. Students may also be required to pay other charges, such as those related to registration, graduation, and certification of studies. Details of the tuition fee per credit for different programmes and other charges are listed in Chapter 13. These fees and charges are subject to annual reviews.
- 4.1.2** For modules taken during the extended study period, i.e. after the normal study period (see para. 3.4.1), the tuition fees are charged on the basis of (i) the number of credit points of these modules and (ii) the per-credit fee prevailing in the student's last year of the normal study period.
- 4.1.3** The Institute reserves the right to revise its tuition fees and other charges from time to time. Changes in fees will be announced via the Student Portal and / or through email to students.
- 4.1.4** Tuition fees paid are normally not refundable except in the case of programme cancellation. The Institute reserves the right to cancel a programme, in which case, the tuition fee paid will be refunded.

4.2 PAYMENT OF TUITION FEE

- 4.2.1** New students enrolling in THEi programmes are required to pay a registration fee upon acceptance of the offer of admission (see also para. 3.1.2). The registration fee, which is non-refundable and non-transferable, will be converted to form part of the tuition fee for the first semester.
- 4.2.2** Progressing students will have to pay an initial fee for the prescribed credit points of the particular semester and other fees that may be due from them before the commencement of the semester, to complete the re-enrolment procedures (see also para. 3.7.2).
- 4.2.3** Students who have taken more than the prescribed number of credit points will be notified via email to settle the remainder of the tuition fee for the semester within 5 weeks after the commencement of that semester. Any overpayment of tuition fee will be refunded at the same time.

4.3 PAYMENT METHODS

- 4.3.1** Students will receive via Student Portal the payment advice for the prescribed number of credit points and the remainder of the tuition fee for the semester. They must pay the **exact amount** specified on the payment advice **in one transaction** before the payment deadline via one of the following payment means.

ATM

- 4.3.2** Students could settle the tuition fees by the Bill Payment Service via the ATM terminals of the Hong Kong and Shanghai Banking Corporation Ltd (HSBC), the Hang Seng Bank or banks of the JETCO Group. Please follow the following steps in making your payment:

ATM of HSBC and Hang Seng Bank

- ↗ Select [Bill Payment Service]
- ↗ Select [Education – Others]
- ↗ Select [Vocational Training Council]
- ↗ Enter [02] for payment of Tuition Fees
- ↗ Enter the 12-digit Bill Account Number printed on the payment advice
- ↗ Enter the [Tuition Fee Amount]
- ↗ Keep the customer advice for verification purpose

ATM of Banks of the JETCO Group

- ↗ Select [Jet Payment]
- ↗ Select [Merchant Code Entry]
- ↗ Enter [9151]
- ↗ Enter [02] for payment of Tuition Fees
- ↗ Enter the 12-digit Bill Account Number printed on the payment advice
- ↗ Enter the [Tuition Fee Amount]
- ↗ Keep the customer advice for verification purpose

PPS

- 4.3.3** Students who wish to settle their tuition fee by PPS should open a PPS account through any PPS terminal. Once the PPS account is opened, payment can be made via the following procedures:

By Telephone

- ☞ Register your bill by dialing 18011 (English) or 18013 (Cantonese)
- ☞ Initiate the payment by dialing 18031 (English) or 18033 (Cantonese)
- ☞ Enter the merchant code [9151]
- ☞ Enter the 12-digit Bill Account Number printed on the payment advice
- ☞ Select [02] for payment of Tuition Fees
- ☞ Enter the [Tuition Fee Amount]

By Internet

- ☞ Visit the PPS website www.ppschk.com
- ☞ Register the bill
- ☞ Enter the merchant code [9151]
- ☞ Enter the 12-digit Bill Account Number printed on the payment advice
- ☞ Select [02] for payment of Tuition Fees
- ☞ Enter the [Tuition Fee Amount]

e-Banking Services

- 4.3.4** Students can pay their tuition fees through their bank account or credit card using the internet banking services. Please visit the website of the respective banks, select “Vocational Training Council” and enter the 12-digit Bill Account Number printed on the payment advice to pay the tuition fee.

- 4.3.5** As bank charges may be imposed for using the e-banking services, students are advised to check with the respective bank for any charges before making payment via this payment method.

JET Payment

- 4.3.6** Registered e-banking JETCO users may use JET Payment service by internet to pay tuition fees. Please visit the website of the respective bank and enter the 12-digit Bill Account Number printed on the payment advice and the exact payment amount to make payment.

- 4.3.7** As bank charges may be imposed for using the JET Payment services, students are advised to check with the respective bank for any charges before making payment via this payment method.

Cheque or Cash Payment at the Bank of East Asia

- 4.3.8** Students can present their payment advice and pay by cash or cheque at any branch of the Bank of East Asia to the following bank account:

Account Name: Vocational Training Council (013)

Account Number: 015-514-40-65013-7

- 4.3.9** For cheque payment, the student name, Student Identity Card number, programme code and contact telephone number should be written on the back of the cheque and the cheque should be crossed and made payable to “Vocational Training Council”.

4.4 REJECTED PAYMENT

- 4.4.1** Students should pay the **exact amount of the tuition fee** specified on the payment advice **in one transaction**, otherwise the payment transaction may be taken as incomplete and rejected by the Institute's computer system. Students who have their payment rejected may have their registration status on the programme removed. A handling fee will also be imposed for any request for verification of the fee payment.

4.5 DEFERRED PAYMENT OF TUITION FEE

- 4.5.1** Full-time students with financial difficulties in paying the tuition fee in full before the payment deadline are required to submit their applications for deferred payment of tuition fee in person at the Student Development Office (SDO) for the Institute's approval if they:
- (a) have already applied for government financial assistance scheme(s) such as Financial Assistance Scheme for Post-secondary Students (FASP) / Non-means-tested Loan Scheme for Post-secondary Students (NLSPS) according to the schedule specified by the SDO but their applications are still in process; or
 - (b) have secured approval for their applications for government financial assistance scheme(s) such as FASP / NLSPS but the applicants are awaiting for the release of grant / loan; or
 - (c) are not meeting the above criterion but with genuine difficulties supported by justifications and satisfactory documentary evidence.

- 4.5.2** Application materials should be submitted to the SDO during the designated period of each academic term (excluding the summer semester) as specified by the SDO and at least 5 working days before the payment deadline. No late application will be accepted. For details, please refer to the guidelines on the application for deferred payment of tuition fee.

- 4.5.3** Application will be considered on a case-by-case basis, and if necessary, an interview may be conducted. Deferral of an instalment of tuition fee will only be considered once.

- 4.5.4** If the student eventually fails to settle the outstanding tuition fee by the deferred payment deadline, the student's registration status will be removed and all fees paid will not be refunded.

4.6 NON-PAYMENT OF TUITION FEE

- 4.6.1** A student who has not paid his / her tuition fee within one week after the due date for payment shall be de-registered (see also para. 3.14.6) and shall be prohibited from using the Institute's facilities and services. To reinstate the registration status, the student will have to pay a registration reinstatement fee, in addition to the outstanding amount of the tuition fee and any other fees that may be due to the Institute.

- 4.6.2** Students should note that their study transcripts, award certificates and related certification will be withheld if they have any outstanding fee (including but not limited to tuition fees, other charges, library fines, cost of repair / replacement of damaged / lost equipment / books) owed to the Institute or VTC.

4.6.3 Moreover, those who have withdrawn or been de-registered from their study with an outstanding fee will be flagged in the student record system as debtors. These students will be required to clear the outstanding fees owed to VTC before they are re-admitted to another VTC programme in future.

4.6.4 The Institute reserves the right to take other actions, including legal proceedings, against a student if deemed necessary to recover the unpaid fees.

4.7 STUDENT FINANCIAL ASSISTANCE

4.7.1 The Student Development Office (SDO) provides advice and assistance to needy students on their applications for financial assistance schemes administered by the Student Finance Office (SFO) of the Working Family and Student Financial Assistance Agency (WFSFAA) of the Hong Kong Special Administrative Region. According to individual needs, students may apply for the following schemes:

- (a) Means-tested financial assistance: Financial Assistance Scheme for Post-secondary Students (FASP)
- (b) Non-means-tested loan schemes:
 - Non-means-tested Loan Scheme for Post-secondary Students (NLSPS)
 - Extended Non-means-tested Loan Scheme (ENLS)

More information about the different schemes can be found on the SFO website—<http://www.wfsfaa.gov.hk/sfo/eng/index.htm>

4.7.2 Students planning to apply for the FASP and / or NLSPS should take note of the minimum full-time loading (see para. 1.2.5):

- (a) To be eligible to apply for FASP / NLSPS in the current academic year, you need to be a registered full-time student;
- (b) You must notify the SFO in writing immediately when there are changes in your study information including the tuition fees to be paid for the current academic year (please refer to the course coding sheet available at the SFO's website).

Details are available at -

<http://www.wfsfaa.gov.hk/sfo/en/postsecondary/index.htm>

(Note: non-local students are not eligible to apply for financial assistance).

5. ASSESSMENT

5.1 ASSESSMENT METHODS

5.1.1 A student's academic result is derived from the assessment of class-work, written papers, reports, examination results and participation. In the case of projects where there are no end-of-semester examinations, the module is assessed on the student's performance in the required project elements.

5.1.2 The assessment requirements and the due dates of assessment items are documented in the Module Outline. The Module Outline will be made available to students on the Institute's e-learning platform at the commencement of the module. Approved changes to the assessment requirements, if any, will also be posted to the e-learning platform and sent to students via email.

5.2 ATTENDANCE REQUIREMENTS

5.2.1 Attendance requirements may be set by Module Convenors, and these could vary from module to module. Where there are attendance requirements, penalties will be imposed on absences without approval. It is the responsibility of students to acquaint themselves of the requirements.

5.3 EXTENSIONS

5.3.1 Students are required to submit assessment items by the due date, as advised in the Module Outline. Assessment items submitted after the due date will be subject to a penalty unless

an extension of time for submitting the item is approved by the Module Convenor.

5.3.2 Requests for extension of time to submit an assessment item must be made in writing to the Module Convenor. An appropriate medical certificate issued by a registered medical practitioner / registered Chinese medicine practitioner must be submitted to the Registry. The request for an extension should be lodged by the due date for the assessment item. A copy of the extension request should be attached to the assessment item when it is submitted.

5.3.3 The normal penalty for late submission without permission is the reduction of the mark allocated to the assessment item by 10% of the maximum mark applicable for the assessment item for each day or part day that the item is late. Weekends count as one day in determining the penalty. Assessment items submitted more than 5 days after the due date are awarded zero (0) mark.

5.4 DEFERRED END-OF-SEMESTER EXAMINATION

5.4.1 Students may apply for deferred end-of-semester examination if they were prevented from performing an examination scheduled for a particular date. The following would generally be considered acceptable grounds to approve an application for a deferred assessment:

- (a) illness;
- (b) accident;
- (c) temporary disability;
- (d) bereavement;

- (e) sporting or cultural commitment at the national or international representative level; or
- (f) other compassionate circumstances (e.g. serious illness of a family member or close relative).

5.4.2 Applications for **deferred** end-of-semester examination should be made using **Form THEi-008** and accompanied by appropriate documentary evidence such as a valid medical certificate issued by a registered medical practitioner / registered Chinese medicine practitioner. Applications should be submitted to the Registry within 3 working days from the date of the examination.

5.4.3 A late assessment fee will be charged for an application for deferred examination.

5.5 EXAMINATION

Examination Periods and Timetables

- 5.5.1** Examinations, if required, are normally held at the end of the semester. Students are advised to refer to the Academic Calendar in Chapter 12 for the examination periods.
- 5.5.2** Examination timetables will be published on the Student Portal before the commencement of the examination. It is the responsibility of students to check their examination timetables and present themselves for the examination at the designated date, time and place.

Deferred Examination

- 5.5.3** A student who is unable to sit for an end-of-semester examination because of illness, family bereavement or other compassionate circumstances may apply to the Registrar for a deferred examination beforehand or within 3 working days after the examination (see section 5.4).
- 5.5.4** Deferred examinations will be held at the end of the semester or at the beginning of the next semester. Only one deferred examination is allowed per module and failure to turn up for it will result in a zero(0) mark.
- 5.5.5** A student absent without permission from any end-of-semester examination paper shall receive a zero(0) mark for that paper.

Supplementary Assessment

- 5.5.6** A student shall be assessed in every module for which he / she has registered on the basis of his / her performance in the module on the criteria as prescribed by the programme concerned.
- 5.5.7** A student who has failed in any required module may be allowed to sit for a supplementary assessment, as may be recommended by the Programme Leader in consultation with the Module Convenor. A supplementary assessment will normally be granted only when the student has participated in the module and the assessment(s) and has obtained an overall mark of not less than 30%.
- 5.5.8** The form of supplementary assessment shall be determined by the Faculty Assessment Board / the General Education Assessment Panel on the recommendation of the Programme

Leader and / or Module Convenor, with or without academic counseling.

5.5.9 Supplementary assessment shall normally be held after the result announcement of the immediate preceding semester. The periods of supplementary assessment will be published in the Institute's Academic Calendar.

5.5.10 When a supplementary assessment is recommended, the student will normally be notified of the time, date and venue of the supplementary assessment at least 5 working days prior to the date of the supplementary assessment. Only one supplementary assessment is allowed per module.

5.5.11 When the student fails to turn up for or does not pass the module after the supplementary assessment, the original result for the module will stand. The overall maximum grade for the module after the supplementary assessment is "D". A student who failed in the supplementary assessment shall retake the module.

Examination Regulations

5.5.12 Students are required to observe the Institute's Examination Regulations given in Chapter 9. Students who do not observe the rules set out in the Examination Regulations for sitting examinations may be disqualified from the examination or suspended from their programme.

Cheating in Examination

5.5.13 Students who have been found guilty of cheating in an examination may have a zero(0) mark awarded for the examination component of that module, be suspended from

the Institute for a semester or be compulsorily withdrawn from the Institute.

5.6 REQUIREMENTS FOR AWARD OF DEGREE

5.6.1 A student will be eligible for the award if he / she has successfully completed:

- (a) the prescribed minimum number of credit points (CP) of the programme;
- (b) the prescribed Work-integrated Learning Module(s);
- (c) all compulsory modules for the award; and
- (d) the required elective modules for the award.

5.6.2 Students are advised to refer to their Programme Document for the schematic programme structure, the requirements on "compulsory" and "elective" modules, and other requirements for the award.

5.7 EXIT AT HIGHER DIPLOMA LEVEL

5.7.1 Students can exit from the degree programme with a Higher Diploma, if they have completed:

- (a) a minimum of 75 CPs;
- (b) a minimum of 90 hours of Industrial Attachment;
- (c) all modules specified as compulsory;
- (d) required modules specified as electives (programme and general education); and
- (e) a minimum of 57 CPs in Programme Core Modules and Programme Elective Modules.

5.7.2 Students should refer to their Programme Document on the requirements for a Higher Diploma (HD) award.

5.7.3 Students who opt for an HD award should notify the Registry their intention in writing **in the first two weeks of Semester One of 2nd Year (before the end of “add / drop” period)**. Failure to do so might result in taking modules that cannot meet the HD exit requirements as stated in 5.7.1 and need a longer study period as the remaining modules might not be offered in the subsequent semesters. Students who opt for an HD award might also be required to study the remaining modules in the Hong Kong Institute of Vocational Education (IVE) or the Hong Kong Design Institute (HKDI).

5.8 GRADES, MARKS AND HONOURS CLASSIFICATIONS

5.8.1 The different grades and the corresponding grade points for a module are given below:

Grade	Grade Point
A	4.0
A-	3.7
B+	3.3
B	3.0
B-	2.7
C+	2.3
C	2.0
C-	1.7
D+	1.3
D	1.0
F	0

5.8.2 The Honours classifications and the corresponding Award Grade Point Averages (AGPAs) are given in the table below:

Honours Classification	Description of Standard	Award GPA
First	Excellent	AGPA \geq 3.50
Second (Division I)	Very Good	3.50 > AGPA \geq 3.00
Second (Division II)	Good	3.00 > AGPA \geq 2.50
Third	Satisfactory	2.50 > AGPA \geq 2.00
Pass	Pass	2.00 > AGPA \geq 1.30
Fail	Fail	AGPA < 1.30

5.8.3 The Award GPA is the cumulative average for all passed modules taken which are relevant to the programme. Except otherwise specified in the individual Programme Documents, the Honours classification is decided by the unweighted GPA score of all the modules completed for the programme, excluding the Work-integrated Learning Module. For modules which have been failed and re-taken, only the grades obtained in the final attempt are used in the calculation.

5.9 ACCESS TO MARKED EXAMINATION ANSWER SCRIPTS

5.9.1 Students who wish to access their end-of-module examination answer scripts should submit the **Form THEi-009** to the Faculty concerned for IPS Modules or the School of General Education and Languages for GE Modules. The request should be raised within 3 working days from the date of announcement of the assessment results. No late application will be accepted.

5.9.2 A charge will be imposed per marked examination answer script per access. The Faculty concerned or the School of General Education and Languages will make available the requested examination answer script(s), either the original or a legible copy, to the student for viewing within 3 working days from the date of receipt of the application form or the charge, whichever is later.

5.9.3 A student should not be accompanied by a third party to view his / her own marked script(s). He / she should also bring along his / her Student Identity Card for identification purposes.

5.9.4 Viewing of the requested marked examination answer script(s) will take place at a designated venue; on a date and at a time arranged by the Faculty / School; under the supervision of an academic staff and normally for a time period not exceeding 20 minutes.

5.9.5 During the viewing of the marked script(s):

- (a) no discussion of the marking of the marked script(s) may be entered;
- (b) no writing or marks may be made on the marked script(s); and
- (c) no copy / image may be made / captured of the whole or any part of the script(s).

5.9.6 Request for access to the marked examination answer script(s) is not the same as an application for appeal against assessment results. Students who wish to lodge an academic appeal should follow the Institute's prevailing procedures (see section 5.10).

5.10 APPEAL AGAINST ASSESSMENT RESULTS

5.10.1 Where a student believes that an error has been made or an injustice done in the assessment results, the student may request a review of the assessment results via **Form THEi-010**. The grounds for the review request must be stated in the form and lodged with the Registry within 7 working days of the date on which student grades are released.

5.10.2 All requests for review of assessment results shall be dealt with by the relevant Faculty Dean or the Head, School of General Education and Languages, who shall seek the advice of the relevant Programme Leader.

5.10.3 A charge will be imposed for the review request and is refundable only upon successful appeal. The student will be notified of the outcome of the review of grade within 10 working days of the receipt of the request.

5.10.4 A student who is not satisfied with the outcome of the review of the assessment results may lodge an appeal to the Institute Appeals Committee. The Institute's policies on student grievances and appeals are provided in Chapter 9.

6. AWARD AND CERTIFICATION

6.1 ACADEMIC TRANSCRIPT

- 6.1.1 An academic transcript is a record of a student's performance from the time of first enrolment in the programme to the end of the semester. It is issued at the end of each semester.
- 6.1.2 Students may apply for additional copies of the academic transcript by submission of a completed **Form THEi-011** to the Registry and payment of a fee. The fee paid does not include postage, which will be charged separately as appropriate.

6.2 GRADUATION STATEMENT

- 6.2.1 A graduation statement provides a description of the nature, level, context and status of studies pursued. Its purpose is to assist in the national and international recognition of the Institute's qualifications and to promote international mobility and professional recognition of its graduates. The graduation statement will be issued to the students upon their graduation.
- 6.2.2 Graduates may apply for additional copies of the graduation statement by submission of a completed **Form THEi-011** to the Registry and payment of a fee. The fee paid does not include postage, which will be charged separately as appropriate.

6.3 ACADEMIC AWARD

- 6.3.1 Upon successful completion of your study at the Institute, you will be conferred the appropriate academic award at the Institute's convocation, which will normally be held in December each year. Details of the graduation arrangements will be posted on the Student Portal and mailed to graduates for their information.
- 6.3.2 Academic award parchments will normally be available for collection after the convocation. Notice of the collection schedule will be posted on the Student Portal and mailed to graduates.
- 6.3.3 Graduates who are not available to collect the parchment in person can authorise another person in writing to collect the parchment on their behalf. The letter of authorisation should contain the Hong Kong Identity (HKID) card number of the authorised representative and attached with a copy of the graduate's HKID card.
- 6.3.4 The Institute is not responsible for the safe custody of any uncollected parchments after the collection period. Uncollected parchments may be destroyed after the stipulated collection period without further notification to the graduates. It is therefore important for graduates to note the collection period and collect the parchment within the stipulated period.

6.4 CERTIFICATION OF AWARD

- 6.4.1** No duplicate or replacement parchment will be issued by the Institute. Graduates who have lost their award parchment may, however, apply for a Certification of Award to certify the award they have obtained with the Institute. Application should be made by completing the **Form THEi-012** and submitted to the Registry. A fee will be charged for each Certification of Award.

6.5 CERTIFICATION OF TRUE COPIES

- 6.5.1** Graduates may request the Institute to provide certification on copies of their award parchment. They can do so by bringing along with them their original and copied documents to the Registry for processing. A fee will be charged for each certified copy.

7. STUDENT SUPPORT SERVICES

7.1 ACCESS TO ACADEMIC, GENERAL AND SUPPORT STAFF

- 7.1.1** Students have access to staff via email, telephone or direct contact. The Institute also runs an e-learning platform which allows:
- (a) teaching staff to post announcements for students to read;
 - (b) students who are online to chat in real time;
 - (c) teaching staff and students to hold discussions and to send messages to each other;
 - (d) teaching staff to post articles, videos, lectures, tutorials, workshops, assignments, examinations, and marks / grades; and
 - (e) students to submit assignments.

7.2 ACCESS TO LEARNING RESOURCES CENTRES, INTERNET, COMPUTING, GENERAL LEARNING AND TEACHING RESOURCES

- 7.2.1** Locating on the Ground floor and 1st floor of the Chai Wan Campus, THEi Learning Commons (LC) provides resources in print-based and web-based formats in support of learning, teaching, and research activities. THEi LC also provides circulation and reference services, inter-campus and inter-library loan services, user-education training, as well as access to facilities and equipment such as integrated photocopying and printing equipment, plotter, 3D printer, interactive whiteboards, PC and iMac workstations and notebook

computers. The Learning Resources Centre (LRC) in IVE (Tsing Yi) has collections that are specific to the requirements of the degree programmes offered by the Faculty of Science and Technology. THEi students also have access to all LRCs in the VTC's Institute of Vocational Education (IVE) and the Hong Kong Design Institute (HKDI). The provision of facilities and equipment is subject to each LRC.

Please visit to the following website for more information:

VTC library website

<http://library.vtc.edu.hk>

THEi LC website

<https://www.thei.edu.hk/student-services/learning-commons>

7.2.2 Students are assigned a Computer & Network Account (CNA) to access Student Portal and Email System, which give them access to general information about their study programme, including class and examination timetables, general notices & forms, facilities for communication with teaching staff and enrol in activities organised by the Institute.

7.2.3 Teaching materials for lectures, tutorials and workshops are uploaded on the Institute's e-learning platform (Moodle: <https://moodle.thei.vtc.edu.hk>) before the scheduled classes.

7.3 STUDENTS' UNION

7.3.1 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.

7.3.2 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.

7.3.3 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 according to a full set of accounting procedures to ensure that the money is properly used.

7.3.4 The Students' Union entrance and annual fees are listed in Chapter 13.

7.4 STUDENT DEVELOPMENT OFFICE

7.4.1 The Student Development Office (SDO) plays an important role in enhancing students' all-round development during their course of study at the Institute. A wide range of programmes and services are provided by the SDO to meet the developmental needs of students.

Orientation

7.4.2 The SDO runs orientation sessions at the start of the academic year for the new intakes of each programme to apprise students of the differences in learning philosophy at secondary-school and degree levels, and to assist their smooth transition from secondary to higher education.

7.4.3 Students will be briefed on the Institute's learning and teaching approach, and the ethics and approaches of research. These issues will be raised and reinforced at the start of teaching for each module by the module lecturer.

7.4.4 Students will also be made aware of the Institute's academic policies and regulations on assessment, examinations, academic integrity, appeals, harassment, bullying and discrimination during the orientation session.

Counselling and Pastoral Care

7.4.5 The SDO provides counselling to students so they can cope better with degree study, which requires more independent and self-learning, and skills in time management.

Career, Employment and Further Study Advice

7.4.6 The SDO provides information, ideas and resources on planning the right career path, searching for a job and pursuing postgraduate studies in Hong Kong or overseas.

7.4.7 The SDO also runs job-search seminars and workshops on various topics, such as writing of resumes and application letters, interview skills, professional networking, and workplace culture.

Student Development Programmes & Co-curricular Activities

7.4.8 Various student development programmes and co-curricular activities are offered by the SDO to broaden students' horizon and enhance their leadership and personal competence.

Financial Assistance

7.4.9 The SDO provides advice and assistance to students in their applications for financial assistance from the Government's financial assistance schemes. For details of the financial assistance schemes, please refer to Section 4.7 (Note: non-local students are not eligible to apply for financial assistance).

7.5 RECREATIONAL FACILITIES

7.5.1 Students can use the recreational and sport facilities in THEi, Hong Kong Institute of Vocational Education (IVE) and Hong Kong Design Institute (HKDI) campuses, including swimming pools, gymnasiums, tennis and basketball courts, and physical fitness centres.

7.5.2 Students should follow the procedures of the respective campus for booking recreational and sport facilities.

8. NOTES FOR NON-LOCAL STUDENTS

8.1 VISA REQUIREMENT

- 8.1.1** All non-local students require a student visa to study in Hong Kong. Students may seek advice from the Registry on the student visa application procedures.
- 8.1.2** It will normally take 6 weeks for the Hong Kong Immigration Department to process an application for a student visa upon receipt of all the required documents.

8.2 HONG KONG IDENTITY CARD

- 8.2.1** All non-local students who have been permitted to stay in Hong Kong for more than 180 days are required by law to apply for a Hong Kong Identity (HKID) Card at the Registration of Persons Office of the Immigration Department within 30 days of arrival. You may make an advanced booking via the Immigration Department's 24-hour Appointment Booking Service on 2598-0888 or at <http://www.gov.hk/icbooking>. The processing time for issuing an HKID Card is approximately 10 working days.
- 8.2.2** All non-local students are required to carry with them their HKID Cards at all times. If you have lost your card, you should report it to the Police immediately and apply for a replacement card from the Immigration Department.

8.3 VISA EXTENSION

- 8.3.1** In general, non-local students admitted to the Institute's full-time programmes will be granted a length of stay in line with the normal duration of their study programmes, subject to a maximum period of 6 years upon entry and the validity of the

travel document held. Students may apply for a visa extension within 4 weeks of the expiry of their stay. Such applications will be considered only when the students continue to meet the eligibility criteria for entry for study. Extension of stay, if approved, will normally be on a yearly basis or in accordance with the programme duration, as appropriate. It will normally take 2 to 3 weeks for the Hong Kong Immigration Department to process an application for a visa extension upon receipt of all necessary documents.

8.4 IMMIGRATION RESTRICTIONS ON EMPLOYMENT, INTERNSHIP AND PLACEMENT

- 8.4.1** Non-local students (excluding exchange students) of full-time, locally-accredited local programmes at degree level or above, whose study period is not less than one academic year, may take up part-time on-campus employment for not more than 20 hours per week throughout the year, and off-campus summer jobs during the summer months (1 June to 31 August) without any limit on the hours worked and the working locations. Students, however, are not allowed to rollover unused hours of part-time on-campus jobs from one week to another.
- 8.4.2** Students are also allowed to take up study / curriculum-related internship / placement arranged and endorsed by the Institute. The duration of such study / curriculum-related internship / placement is up to one academic year, or one-third of the normal duration of the full-time study programme, whichever is shorter.
- 8.4.3** A "No Objection Letter" (NOL) will be issued to eligible non-local students upon approval of entry applications. These students are in general not required to make separate applications in respect of part-time on-campus employment and summer

jobs. The NOL for taking up part-time on-campus employment and summer jobs will remain valid throughout the currency of the student's limit of stay at the same institution for studying the same approved programme. However, the NOL for taking up study / curriculum-related internship will normally be valid for one academic year and while the student still remains studying the same programme in the same institution in Hong Kong. In case of need, the student is required to apply for a new NOL for taking up internship in the subsequent academic years through the Institute. If students transfer to another study programme or switch to another institution, the student's eligibility for study / curriculum-related internship, part-time on-campus employment and summer employment will be assessed afresh. A new NOL, if applicable, will be issued. In case of loss, damage or defacement of the NOL, students may request the Immigration Department for the issue of a new NOL and notify the Institute.

8.5 DISCONTINUATION OR WITHDRAWAL OF STUDY OR DE-REGISTRATION

- 8.5.1** If a non-local student has discontinued his / her studies or withdrawn from studies at the Institute or has been de-registered from the programme, the Institute is required by law to file a notification of termination to the Director of Immigration not later than 7 days from the date of termination. The student must leave Hong Kong within 4 weeks from the date of termination of the study. It is an immigration offence for breach of condition of stay if the student fails to leave Hong Kong within the prescribed time.

8.6 CONTACT DETAILS OF THE HONG KONG IMMIGRATION DEPARTMENT

- 8.6.1** The contact details of the Hong Kong Immigration Department are given below for students' easy reference:

- (a) Addresses:
- Application for Hong Kong Identity Card:
Registration of Persons Office
8/F, Immigration Tower,
7 Gloucester Road,
Wanchai, Hong Kong
 - Application for Visa Extension:
Quality Migrants & Mainland Residents Section
(for Mainland students)
6/F, Immigration Tower,
7 Gloucester Road,
Wanchai, Hong Kong
Extension Section (for other non-local students)
5/F, Immigration Tower,
7 Gloucester Road,
Wanchai, Hong Kong
- (b) Telephone Hotline: 2824-6111
- (c) Email: enquiry@immd.gov.hk
- (d) Website: www.immd.gov.hk

9. IMPORTANT POLICIES AND REGULATIONS

9.1 EXAMINATION REGULATIONS

Responsibility of Students

- 9.1.1** Students will be informed of the examination schedule at least one month before the commencement of the examination. They are responsible for checking on the dates, times and places for their examinations from the examination schedule, and for presenting themselves for examination at the designated date, time and place.
- 9.1.2** When all or part of an examination is not in the form of a formally-invigilated written examination, the Programme Leader of the module should publish details of the necessary arrangements. It is the students' responsibility to acquaint themselves of such arrangements.

Before Commencement of the Examination

- 9.1.3** Students should be outside the examination venue at least 15 minutes before the start but will not be allowed to enter the venue until instructed by the invigilators. They should be seated 5 minutes before the commencement of the examination.
- 9.1.4** Students must bring their Hong Kong Identity (HKID) Cards and Student Identity Cards and place them on the top left hand corner of the desk for inspection by invigilators during the examination.
- 9.1.5** Students should place on their desks only the stationery and approved equipment required for the examination. They should leave all other personal belongings in places indicated

by the invigilators. All electronic communication equipment (e.g. mobile phones) should be turned off.

During the Examination

- 9.1.6** No candidate shall normally be admitted to an examination room after 30 minutes of the start of the examination.
- 9.1.7** During perusal time, students are not allowed to write. When instructed to start the examination, they can answer only on answer books and any other material provided for the examination. No pages are to be torn out of the answer books.
- 9.1.8** No student is allowed to leave the examination room without the approval of the invigilator. Students with a need to leave the examination room for a short period shall be accompanied at all times by an invigilator. They will not be given any compensatory time for the absent period.
- 9.1.9** Students are not allowed to submit their examination answer books and leave the examination room in the first 30 minutes after the examination is started.
- 9.1.10** Students are not allowed to leave the examination room in the final 15 minutes of the examination.
- 9.1.11** Students must not remove from the examination room any materials provided for the examination.
- 9.1.12** A reminder of the time remaining will be announced 30 minutes, 15 minutes and again 5 minutes before the end of the examination. Answer scripts must be submitted on time.

Academic Integrity

9.1.13 Academic integrity is fundamental to academic life, which requires students and teachers to abide by a code of honesty, trust, fairness, respect, and responsibility in the production, publication, assessment and exchange of knowledge in learning, teaching and research.

9.1.14 Activities that represent breaches of academic integrity include cheating in examinations, fabrication of results, plagiarism, collusion, duplication and misrepresentation. The Institute regards all forms of academic misconduct as unacceptable because they undermine the core academic values.

Cheating

9.1.15 A student who performs any of the following during an examination is considered to be cheating:

- (a) possessing or using any unapproved material;
- (b) communicating in any way with another student / other students;
- (c) giving or receiving any information, material or assistance from another student / other students;
- (d) copying from another student / other students or allowing copying by another student / other students;
- (e) obtaining an unseen examination paper before the examination;
- (f) impersonating of or by another person;
- (g) using mobile phones or any other form of communication equipment; and
- (h) any other form of dishonest practice.

9.1.16 A student suspected of cheating will be informed on the spot by the invigilator, who will sign the front cover of the answer book to indicate suspected cheating took place. The invigilator will also remove and keep any unapproved materials found. The student is allowed to continue the examination but will be warned of possible disqualification from that examination and possible disciplinary action.

9.1.17 Immediately after the examination, the Chief Invigilator will send to the Registry a full report of the circumstances of the suspected cheating, together with the answer book and any evidence of cheating found. The Faculty / School will discuss the case and the Faculty Dean / School Head will decide on the action to be taken. This can be a zero(0) mark for the examination component of that module, suspension from the Institute for a semester or compulsory withdrawal from the Institute, depending on the severity of the proven cheating.

Complaints

9.1.18 Any complaint about the conduct of an examination should be made in writing to the Registrar not later than 6 working days after the examination concerned.

9.2 POLICIES ON HARASSMENT, BULLYING AND DISCRIMINATION

Purpose

9.2.1 The Institute is committed to equality of opportunity and recognises the right of all students and staff to work and study in an environment free from harassment, bullying and unlawful discrimination.

9.2.2 This policy is designed to provide an overview of the Institute's approach to managing allegations of harassment, bullying and discrimination. It applies to all students and staff at the Institute.

Definitions

9.2.3 Harassment is behaviour that is directed at an individual or group of students or staff which is:

- (a) offensive, belittling, humiliating, intimidating or threatening;
- (b) unwelcome and unsolicited; and
- (c) of the type that
 - is usually unreciprocated; or
 - can usually be expected to be repeated; or
 - makes the work or study environment unpleasant, humiliating or intimidating for the individual or group; or
 - can make it difficult for effective work or study to be done; or
 - a reasonable person would consider to be offensive, humiliating or intimidating.

9.2.4 Harassment may be sexual in nature or based on gender, race, disability, sexual preference or a range of other factors listed in the anti-discrimination ordinances of Hong Kong (the *Sex Discrimination Ordinance*, the *Disability Discrimination Ordinance*, the *Family Status Discrimination Ordinance* and the *Race Discrimination Ordinance*).

9.2.5 Bullying is repeated less favourable treatment of a person that is considered unreasonable and inappropriate workplace practice. It includes behaviour that intimidates, offends, degrades or humiliates.

9.2.6 Discrimination is of two types:

- (a) direct discrimination, which occurs when a person is treated less favourably than another person because of certain attributes; and
- (b) indirect discrimination, which occurs when a requirement that is the same for everyone has an unfair effect on some people because of an attribute, such as race, pregnancy, gender and disability.

9.2.7 The grounds under which discrimination is unlawful and on which discrimination in this policy is based are stated in the various anti-discrimination ordinances of Hong Kong.

Application

9.2.8 Harassment or bullying of or discrimination against staff or students by any member of the Institute community is unacceptable and contrary to the educational and employment policies of the Institute.

9.2.9 All forms of harassment, bullying and discrimination are of concern as the behaviour may:

- (a) create an intimidating, hostile, offensive or distressing work or study environment;
- (b) adversely affect the performance of individual staff or students;
- (c) adversely affect a person's admission into a programme or progress within a programme;
- (d) adversely affect an individual's recruitment, level of appointment, promotion and progress opportunities;

- (e) adversely affect an individual's access to, and participation in, the range of educational opportunities, support services, and social and recreational facilities provided by the Institute;
- (f) adversely reflect on the integrity and standing of the Institute; and
- (g) cause the Institute as an employer and an educational institution to be exposed as being vicariously liable.

9.2.10 The Institute aims to eliminate harassment, bullying and unlawful discrimination from its campuses. Its programme to eliminate these activities includes:

- (a) educating students and staff about acceptable behaviour at work and in an educational environment;
- (b) promptly, effectively and confidentially addressing complaints of harassment;
- (c) actively encouraging appropriate behaviour by those in positions of authority (i.e. supervisors, managers and teaching staff); and
- (d) providing appropriate and effective processes, structures and resources to prevent and address issues of harassment and discrimination.

General Principles

9.2.11 Reports and complaints of harassment, bullying and discrimination will be treated seriously by the Institute and will be investigated promptly in a thorough and confidential manner, ensuring that complainants and witnesses are not victimised. The principles of natural justice apply and will guide the application of this policy and associated procedures.

9.2.12 The complaint resolution process is carried out in good faith, and complaints that are frivolous, vexatious, misconceived or lacking in substance will be rejected if a preliminary investigation of the facts indicates this. The Institute may initiate investigations immediately in response to allegations of conduct or behaviour that may be misconduct.

9.2.13 The Institute will ensure that staff, students and members of its community are informed of this policy and their responsibilities in ensuring that it is upheld, and that managers and other supervisory staff are aware of their particular responsibilities in the prevention and resolution of complaints of harassment, bullying and discrimination.

9.3 POLICIES ON ACADEMIC MISCONDUCT

Academic Integrity

9.3.1 Academic integrity is fundamental to academic life, which requires students and teachers to abide by a code of honesty, trust, fairness, respect, and responsibility in the production, publication, assessment and exchange of knowledge in learning, teaching and research.

9.3.2 Activities that represent breaches of academic integrity include cheating in examinations, fabrication of results, plagiarism, collusion, duplication and misrepresentation. The Institute regards all forms of academic misconduct as unacceptable because they undermine the core academic values.

Cheating

9.3.3 Cheating may take any of the following forms:

- (a) Any violation of the examination regulations;
- (b) Misrepresentation, where a student represents a piece of group work as his / her own;
- (c) Falsification of data, where the presentation of data in reports or projects, purported to be from experimental, laboratory or research work conducted by the student, has been invented by the student; and
- (d) Plagiarism, where the student passes off other peoples' ideas and materials as his / her own without any acknowledgment.

Violation of Examination Regulations

9.3.4 Any of the following during an examination is considered to be cheating:

- (a) possessing or using any unapproved material;
- (b) communicating in any way with another student / other students;
- (c) giving or receiving any information, material or assistance from another student / other students;
- (d) copying from another student / other students or allowing copying by another student / other students;
- (e) obtaining an unseen examination paper before the examination;
- (f) impersonating of or by another person;
- (g) using mobile phones, pagers or any other form of communication; and
- (h) any other form of dishonest practice.

Plagiarism

9.3.5 Plagiarism can take any of the following forms:

- (a) verbatim copying: copying word for word without any acknowledgement of the source;
- (b) incorrect / inadequate acknowledgement: verbatim material incorrectly noted as having been paraphrased, or material that has been paraphrased and has not been acknowledged adequately;
- (c) appropriation: copying material from other students' assignments without their knowledge;
- (d) collusion: copying materials from another student's assignment with his / her knowledge, with the student whose work has been copied equally culpable; and in respect of team projects, submitting work that includes ideas developed or work completed by two or more teams without explicitly declaring it; and
- (e) ghost writing: submitting an assignment as your own when it has been written by a third party.

Penalties for Academic Misconduct

9.3.6 If misconduct is proven, then the student will be given a written warning and one or more of the following penalties, depending on the severity of the case:

- (a) a referral to the Student Discipline Committee; or
- (b) a lowering of marks / grade or no mark / grade for the component of the assessment in question; or
- (c) a lowering of the marks / grade for the whole module; or
- (d) a resubmission of the component of the assessment in question, with a maximum grade of D for any resubmitted assessment; or

- (e) zero(0) mark for the whole module (i.e. not just the individual component concerned) for the first offence; or
- (f) zero(0) mark for all modules for that particular semester if the student is found to have committed cheating for the second time; or
- (g) a lowering of the Honours classification of the degree; or
- (h) a suspension of studies for a specified period of time; or
- (i) an expulsion for a specified or indefinite period.

9.4 POLICIES ON STUDENT GRIEVANCES, STUDENT DISCIPLINE AND APPEALS

Purpose

9.4.1 The Institute is committed to an equitable and enriching environment for students and staff which fosters academic achievement and where the interactions among students and staff are based on mutual respect, fairness and fulfillment of obligations. Its policies on harassment, bullying and discrimination, presented in Section 9.2 of this Chapter, help to provide such an environment.

9.4.2 This policy provides the formal mechanism for resolving problems when a student considers that a decision of the Institute or one of its staff or a situation experienced by the student is not in accordance with the expectations set down in the Institute's rules and policies.

Student Grievances

9.4.3 Where a student has a grievance concerning a decision or a situation, the student has the right to raise the grievance and to have that grievance considered with courtesy, in a timely fashion, and without fear of prejudicial treatment.

9.4.4 Grievances can be on any of the following:

- (a) assessment grade;
- (b) temporary suspension and exclusion;
- (c) finding of, and penalty for, academic misconduct;
- (d) honours classification;
- (e) eligibility to graduate; and
- (f) harassment, bullying or discrimination.

9.4.5 The general principle which covers all types of grievances is that the student should attempt to resolve the problem by discussion and / or correspondence with the staff directly involved in, or close to, the situation which is the source of the grievance, as this is likely to lead to a resolution in the most straightforward way. Where this does not lead to a resolution, the student may proceed to a second step, which is the submission of a formal grievance or formal appeal to the relevant authorised officers (such as Faculty Deans, the Head of the School of General Education and Languages and Heads of Academic Support Units).

9.4.6 Where a student grievance includes allegations concerning the conduct or actions of a staff member, and the substance of those allegations is not minor in nature, particularly if the allegation may be referred to in a future review of the staff member's performance, the particular staff member will be immediately notified of the particulars of the grievance by the relevant authorised officer, who is responsible for dealing with a formal grievance. The affected staff member must be given an adequate opportunity to respond to the relevant authority.

Procedures for Dealing with Formal Grievances

9.4.7 The following procedures apply in dealing with formal grievances:

- (a) The student sets out the grievance in writing, including information about the attempts to resolve the matter, and attaching copies of relevant documentation. The formal grievance is addressed to the relevant authorised officer.
- (b) In considering a formal grievance, the relevant authorised officer will follow whatever processes are likely in their opinion to result in a resolution of the grievance. This includes asking a relevant staff member to look into the matter and make a recommendation to the Faculty Dean.
- (c) The processes followed will give due consideration to the viewpoints of all parties who are involved in the grievance and will be conducted as far as possible with due regard for confidentiality and with as much timeliness as possible.
- (d) Where the relevant authorised officer or his nominee chooses to interview a student in relation to a formal grievance, the student may choose to bring a companion, who may be a student, an officer of a student representative body, an Institute staff member, a family member or another person. The student's companion cannot be a lawyer, however.
- (e) The student who lodges a formal grievance will be informed of the process by which the grievance is to be addressed and will be kept advised of progress on the matter.

- (f) The relevant authorised officer will provide written advice to the student on the outcome of the consideration of the grievance. This letter will set out the findings of the investigation into the grievance and any decisions or actions arising from the investigation, giving reasons for decisions.

9.4.8 Students who are considering lodging a formal grievance are advised that assistance and advice can be sought from the Registry and the Student Development Office (SDO).

9.4.9 Students who are not satisfied with the decisions or actions arising from the investigation may lodge an appeal to the Institute Appeals Committee within 7 working days when the decision or action arising from the investigation is known.

Student Discipline

9.4.10 A student who violates any rule or regulation and / or commits any misconduct, including but not limited to the following:

- defamation of or assault or battery against the person of any member of the Institute;
- willful damage to or defacement of any property of the Institute;
- theft, fraudulent use, misapplication of Institute funds or property of any kind;
- plagiarism or cheating in tests or examinations;
- an offence in connection with tests or examinations or violation of any of the regulations governing conduct at tests or examinations as approved by the Academic Board from time to time;

- falsification or serious misuse of Institute documents or records;
- refusal to comply with any regulations or orders by authorised persons and bodies prohibiting any conduct which disrupts teaching, study, research, administration or normal activities of the Institute;
- any conduct which is detrimental to the reputation or well-being of the Institute;
- an offence of an immoral, scandalous or disgraceful nature of which the student has been convicted in any court of law; or
- misrepresentations or false statements made in any application or document submitted to the Institute;

shall be disciplined by the authorised officer or the Student Discipline Committee (SDC) as appropriate, in accordance with the nature and gravity of the offence.

9.4.11 Minor cases of alleged misconduct will be handled and dealt with by the authorised officer. Major cases will be referred to the SDC. The authorised officer may also refer the case to the SDC if the circumstances so warranted.

9.4.12 The SDC shall consist of the following members:

- a Faculty Dean appointed by the Academic Board as Chair;
- two academic staff members, appointed by the Academic Board;
- the Registrar; and
- the Principal Student Development Officer.

9.4.13 The Academic Board will appoint one of the academic staff members as the Reserve Chair, to act in the role of the Chair where the Chair has to step aside or is not available. In addition, it will appoint two academic staff as reserve members, either of whom may participate in the SDC whenever an academic member has to step aside or is not available.

9.4.14 The quorum for a meeting of the SDC shall be three persons. The term of office of appointed members shall be 2 years.

9.4.15 Each student concerned shall be clearly informed of the offence for which he / she is being charged. The SDC shall also explain to the student concerned the procedures for handling the case and the rights of the student.

9.4.16 Depending on the nature of the case, the SDC may decide to invite the student concerned and / or any other student and / or staff to attend its meeting(s) and provide additional information relevant to the case to facilitate the investigation process. Under such circumstance, the student concerned and / or any other student and / or staff shall take all reasonable steps to attend the meeting(s) so arranged, and the student concerned is also entitled to be accompanied by a person. The companion may be a student, an officer of a students' union, an Institute staff member, a family member or another person.

9.4.17 Each student concerned shall be reminded of his / her rights to meet with the SDC before a decision on the case is taken. If the student concerned so requests, he / she shall inform the Secretary of the SDC as early as possible, preferably at the

outset and the Secretary will make arrangements for him / her to attend a meeting of the SDC. At the meeting, members of the SDC will interview the student concerned who in turn can provide any additional information regarding the case. The student concerned shall also be allowed to be accompanied by a person as stipulated in paragraph 9.4.16 above.

9.4.18 After deliberation, the SDC shall make a decision or a recommendation. Since recommendations to terminate a student's enrolment on academic or disciplinary grounds can only be imposed with the approval of the Academic Board, these recommendations will have to be submitted to the Academic Board for review and endorsement.

9.4.19 The SDC shall reach its decisions / recommendations by majority vote. When the number of votes from members of the SDC present is equally divided in the meeting(s) between two opposing positions, the Chair of the SDC shall have a casting vote.

9.4.20 After a decision is made, the SDC shall notify the student concerned of the decision and the disciplinary action, if any, decided against him / her. Upon the notification of the decision by the SDC, the student concerned may lodge an appeal against the decision made by the SDC or the Academic Board within 7 working days of receiving the notification. Late appeals shall not be considered.

9.4.21 If no appeal is lodged by the student concerned within 7 working days of receiving the notification, the case is closed and any disciplinary action shall be implemented forthwith.

Institute Appeals Committee

9.4.22 An appeal must be in writing, set out the grounds for the appeal and include supporting material, such as previous correspondence and a description of the actions taken to resolve the matter. It should be addressed to the Secretary of the Institute Appeals Committee. The decisions of the Committee are final and there is no further recourse to appeal within the Institute.

9.4.23 On receiving an appeal from a student on the actions of other students, the Chair may take the following actions:

- Dismiss the appeal, upholding the relevant authorised officer's or the SDC's decision in its original form; or
- Uphold the appeal and change the decision; or
- Find that the appeal presented by the student constitutes sufficient justification to require the relevant authorised officer or the SDC to take certain actions in order to review the original decision; or
- Request further information from the student, the authorised officer or other relevant person, and examine the appeal at a future meeting of the Institute Appeals Committee; or
- Request the student to appear in person at a subsequent meeting of the Institute Appeals Committee; or
- Take such other action which will assist the resolution of the appeal.

9.4.24 The student may choose to bring a companion to support his / her appearance at the Institute Appeals Committee. The companion may be a student, an officer of a students' union, an Institute staff member, a family member or another person.

The student is required to advise the Secretary of the Institute Appeals Committee of the identity of any companion.

9.4.25 The companion is present as a support to the student and is not an advocate or spokesperson for the student. In exceptional cases (e.g. a student with a disability which affects communication), the Chair may give permission for the companion to speak on behalf of the student.

9.4.26 Where the Institute Appeals Committee requests the student to appear, it may also request the relevant authorised officer or other relevant academic staff member to appear to answer questions from it.

9.4.27 All documentation relating to student appeals and all deliberations of the Institute Appeals Committee are confidential and shall be disclosed only to those persons who have a right to the information by virtue of their role in the appeals process.

9.4.28 The outcome of the Institute Appeals Committee's deliberations will be a report setting out the appeal decision, the modifications to the original academic decision where appropriate, and the reasons for the decision. The report is provided to the student, the relevant authorised officer or the SDC.

Composition of the Institute Appeals Committee

9.4.29 The membership shall be four members as follows:

- a senior academic staff member appointed by the Academic Board as Chair;

- two academic staff members, appointed by the Academic Board; and
- a member of the Institute Council who is not a staff member, appointed by the Council.

9.4.30 The Academic Board will appoint one of the academic staff members as the Reserve Chair, to act in the role of the Chair in appeals where the Chair has to step aside or is not available. In addition, it will appoint two academic staff as reserve members, either of whom may participate in the Institute Appeals Committee whenever an academic member has to step aside or is not available.

9.4.31 In appointing members to the Committee, the Academic Board will have due regard to representation of academic groups, campuses and gender.

9.4.32 When a member of the Institute Appeals Committee (including the Chair), has a direct or indirect interest in the appeal, the member must advise the Secretary of the Committee. In this event, a reserve member is called upon.

9.4.33 The quorum for a meeting of the Institute Appeals Committee shall be three persons.

9.4.34 The Chair of the Institute Appeals Committee may act executively on behalf of the Committee in all matters. The Chair's executive decisions are reported to the next meeting of the committee for ratification. The Chair has the authority to constitute the membership of the committee for any of its meetings.

Process

- 9.4.35** The letter to the student advising of the decision to exclude the student from the programme on the grounds of unsatisfactory academic performance or misconduct will contain a date by which the student must lodge an appeal such that, if the appeal is successful, the student may continue studying in the next academic semester. A student who lodges an appeal after that date will, in the event of a successful appeal, miss at least a semester of study.
- 9.4.36** The normal time limit for lodging an appeal to the Institute Appeals Committee is 7 working days from the date of the original decision.
- 9.4.37** The Chair may agree to consider an appeal after 7 working days if the Chair is satisfied that there have been reasonable attempts to resolve the complaint or to handle the disciplinary case in the interim and that the documentation for proper consideration of the appeal is still available.
- 9.4.38** All appeals, except those concerning harassment, bullying and discrimination, will incur a fee.

10. GENERAL INFORMATION AND REGULATIONS

10.1 USE OF AND ACCESS TO PERSONAL DATA

- 10.1.1** The personal data that a student provided at the time of application and registration of study in the Institute will be used for one or more of the following purposes:
- (a) setting up an individual student record;
 - (b) analysis of the profile of students enrolled in a programme;
 - (c) for all purposes relating to the student's study, counselling and support services; and
 - (d) updating the graduate records and maintaining communication after graduation related to alumni affairs, including delivery of information of VTC institutions about events, life-long learning programmes, benefits, solicitation of donations, promotion and merchant offers of VTC Graduate VISA Card, and other alumni affairs related services and activities.
- 10.1.2** Students' personal data will be treated confidentially. However under the following circumstances, VTC / Institute may provide information to:
- (a) local or overseas institutions / corporations where a student has submitted an application for admission or appointment and which are authorised to obtain their academic results from VTC / Institute;
 - (b) parents / guardians of students who are aged below 18, on special cases, such as withdrawal from study, prolonged absence from class, issue of warning letters, suspension of study, etc.; and

- (c) donors / donating organisations for the purpose of selecting suitable candidates for award of scholarships / bursaries.

10.1.3 Under the *Personal Data (Privacy) Ordinance*, students have the right:

- (a) to check whether VTC holds their personal data and ask for a copy of such data; and
- (b) to apply for correction of their personal data which are inaccurate.

10.1.4 Applications for data access and / or correction should be made to the Registry via **Form THEi-013**. Requests for correction of data should also be accompanied by supporting documentation. Applications will be processed within 40 days from the date of receipt of the **Form THEi-013**. A handling fee for processing the data access request will be charged.

10.2 GENERAL CONDUCT AND DISCIPLINE

10.2.1 The Institute is committed to cultivating a harmonious, inclusive and pleasurable learning environment for students. Students should respect their peers and fellow students, and 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 should study the Institute's policies on harassment, bullying and discrimination.

10.2.2 Student must observe at all times the following rules and regulations:

- (a) Gambling and betting are forbidden in all Institute premises.
- (b) Smoking is prohibited within the Institute premises.
- (c) No eating and drinking is allowed in the Institute's teaching venues including classrooms, tutorial rooms, laboratories.
- (d) Alcoholic drinks are not allowed anywhere within the Institute premises, unless permission is given by the President.
- (e) All electronic and computer games are not allowed throughout the conducting or delivering of teaching and learning activities, except within the context of teaching and learning.
- (f) Noise-producing devices such as mobile phones should be switched off in all teaching areas and the Learning Resources Centres (LRC). Activities that will affect learning and teaching are not allowed in all areas of the Institute, except under very special circumstances and with the approval of the President.
- (g) Viewing, uploading and downloading obscene pictures from web sites and other electronic devices are prohibited.
- (h) Notes and course materials provided to students are to be used by students only. Students should not take video or record lessons without permission. Uploading notes and programme materials provided by teachers to other servers and / or making copies, either in printed or electronic format, of the materials to other people who are not learners of the programme concerned is not allowed.

10.2.3 Students have the responsibility to help maintain a healthy and safe learning environment. They are expected to help keep all parts of the Institute premises clean and tidy and be considerate when using all Institute facilities. Students should also observe further rules stipulated for the use of Institute facilities (e.g. LC, laboratories and sports centres), and for participation in 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.

10.2.4 All Institute staff are empowered to enforce the Institute's rules and regulations. They are authorised to prevent and stop any misbehaviour or non-compliance acts in all areas of the Institute. If necessary, they will refer the misconduct or case to the Student Discipline Committee (SDC).

10.3 INTELLECTUAL PROPERTY POLICY FOR STUDENTS

10.3.1 "Intellectual Property" (IP) means any discovery, creation, invention, design, get-up, trademark, commercially licensable technologies, database rights, confidential information, trade secrets, know-how or any research effort and all rights pertaining thereto whether registrable or not, including patents, copyright, trademarks, designs, utility models, or other such rights in any country, and applications for any of the foregoing. Intellectual Property Rights (IPR) are legal rights protecting the creator of IP, giving him / her economic rights and control in his / her creations.

10.3.2 VTC's Policy on IP is applicable to all students, whether full-time or part-time, who are registered students of programmes offered by VTC or its institutions / centres, whether the programme is solely offered by VTC or jointly offered with other partner institutions or is commissioned to be offered.

10.3.3 In the course of study, students will make use of the equipment, facilities or resources owned by VTC, including but not limited to drawings, data, sketches, documents, laboratories, stationaries and consumables, and will receive guidance from teachers in generating ideas for assignments and projects and may, therefore, generate IP which might be adopted for commercial use. Whilst the student will maintain ownership of the IP in the materials he or she creates, each student irrevocably grants the Institute and the VTC a perpetual, royalty-free, world-wide and non-exclusive right to reproduce or use (in whole or in part) any IP materials (including their adaptations of such materials) created solely or jointly with other persons during his / her course of study. Such right to use will include but not limited to, for examples, the following:

- (a) the right of the Institute and VTC to sub-license the IP;
- (b) to showcase the award-winning works of the student for publicity or display purpose; and
- (c) to refer to and use the works created by student in seminars, symposia, lectures and professional meetings.

10.3.4 The exception to the rule on ownership set out at the above clause is that in cases where a student is working on a project that is sponsored by an external company and / or the Institute and / or the VTC, the right to the IP generated from the project should belong to the company or the Institute or the VTC or

the student as stipulated in the prior agreement of the parties concerned. In this context, “sponsor” means support from the company or the Institute or the VTC, which could include financial assistance (cash or in kind), use of company’s or Institute’s or VTC’s equipment and facilities, and access to company’s or Institute’s or VTC’s confidential data, drawings, sketches, and documents relating to the project.

10.3.5 Notes and programme materials provided to students by teachers or faculties / school are VTC’s properties and shall be used by students only for private study. Students are not permitted to upload such materials to other servers and / or make copies, either in printed or electronic format, of the materials for other people who are not registered on the studying programme concerned. Video taking or recording during lessons without permission are prohibited.

10.3.6 Each student should ensure that the IP materials created by him or her shall be original and do not infringe the IPR belonging to any other person especially copyright, moral rights, patents or registered designs of any person and, in particular, that it does not contain anything defamatory or libelous.

10.3.7 Each student undertakes to promptly report to the Institute and the VTC if he / she knows or has reason to believe that the right of IP materials belongs to someone else solely or jointly with him / her.

10.3.8 Each student should, at the time when he or she completes registration for a programme offered by VTC or its institutions / centres, undertake to agree to follow the policies, rules and regulations issued or to be issued or revised by the Institute and

the VTC from time to time. Each student acknowledges his or her undertaking that adherence and compliance to the policies, rules and regulations is a condition of continued enrolment and graduation. Any violation of VTC’s and Institute’s IP Policy is considered as a serious misconduct, which may be referred to the Student Discipline Committee (SDC), or any counterpart in respective member institution handling student disciplinary matters, for investigation and consideration.

10.4 USING OR PHOTOCOPYING COPYRIGHT WORKS

10.4.1 In general, copyright is the right given to the owner of an original work (e.g. a piece of writing and software programme), whose creativity has 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. Students should pay attention to notices on copyright rules posted near photocopying machines and computing facilities in the Institute premises. Students should not make copies of copyright materials at unlicensed copyshops and / or copy a book to avoid buying that book.

10.5 NON-SMOKING CAMPUS

10.5.1 Under the *Smoking (Public Health) Ordinance* (Cap. 371), all Institute 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 under the Ordinance.

10.5.2 A smoker will be asked to extinguish the cigarette or to leave the Institute premises. If the smoker refuses to co-operate, he / she will be asked to produce proof of identity (e.g. a Student Identity Card), and the information will be passed to the Faculty concerned and / or the Registry for appropriate action.

10.6 ENVIRONMENTAL POLICY

10.6.1 The Institute is committed to improving the environmental quality of its premises, teaching and learning activities and support services to achieve a congenial learning environment. Students are expected to follow the Institute's guidelines and advices to help achieve the following objectives to:

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

10.7 CONSERVATION OF RESOURCES

10.7.1 Resource conservation is essential in environmental protection and the Institute makes every effort to save resources like electricity, water, paper and so on. Students can help conserve resources by observing the following:

- (a) close the doors immediately on entering or leaving an air-conditioned classroom, seminar room, lecture theatre, workshop, office, etc;
- (b) keep all windows closed while the air conditioning is on;
- (c) turn off lights, air-conditioners, computers and peripherals which are not necessary;
- (d) use stairs instead of lift whenever possible;
- (e) save water;
- (f) adopt double-sided printing / writing and use recycled paper more; and
- (g) dispose recyclable wastes, e.g. waste paper, plastic, aluminum cans, used toners, etc. into designated collection bins for recycling purpose.

10.8 SAFETY PRECAUTIONS AND INSURANCE COVERAGE FOR INSTITUTE ACTIVITIES

10.8.1 The Institute attaches great importance to students' personal safety, especially during institute activities and outside visits. The Institute provides insurance coverage for students when they are participating in activities organised by the Institute. The coverage also includes activities such as workplace attachments, visits or study tours, etc held locally, in the Mainland or overseas.

10.8.2 Staff member(s) in charge of these activities will take every measure to ensure safety in the conduct of them. Students also have the responsibility for their own safety and are strongly recommended to observe the following precautionary measures:

- (a) inform their family members before the site visits and activities that take place outside the Institute, and leave a contact number (if available) by which they can be reached;
- (b) inform the staff-in-charge of the activity of any illness or health condition which may prevent them from participation; and
- (c) obtain additional insurance coverage at their own expenses should the student or their families feel the need to do so.

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

10.9 LOCKERS AND PERSONAL PROPERTY

10.9.1 Lockers will be allocated to full-time students. Students should observe closely the regulations on use of the lockers and should not place any cash, valuable, dangerous or perishable items in the lockers. Any items stored in an un-authorised locker or after the permitted period of use would be disposed of immediately without further notice.

10.9.2 Students are strongly advised not to leave their personal belongings unattended as the Institute will not be responsible for their damage or loss.

11. ARRANGEMENTS DURING ADVERSE WEATHER CONDITIONS

11.1 The following tables set out the arrangements for classes and examinations during adverse weather conditions:

(a) Typhoon Signals

Typhoon Signal		Arrangements for Classes and Examination
No. 1 & No. 3		Classes and examinations to operate as normal
Pre-No.8 Special Announcement* / Typhoon Signal No. 8 or above	(a) In force or issued at 6:15 am or before 11:00 am	All classes and examinations commencing before 1:30 pm will be CANCELLED / POSTPONED .
	(b) In force or issued at 11:00 am or before 4:00 pm	All classes and examinations commencing at any time from 1:30 pm to 6:30 pm will be CANCELLED / POSTPONED .
	(c) In force or issued at 4:00 pm or thereafter	All classes and examinations commencing after 6:30 pm will be CANCELLED / POSTPONED .
	(d) Issued when classes or examinations are in session	All classes and examinations will be SUSPENDED IMMEDIATELY .
If Signal No. 8 is lowered	(a) Before or at 6:15 am	All classes and examinations commencing from 8:30 am will be HELD AS SCHEDULED .
	(b) Before or at 11:00 am	All classes and examinations commencing from 1:30 pm will be HELD AS SCHEDULED .
	(c) Before or at 4:00 pm	All classes and examinations commencing from 6:30 pm will be HELD AS SCHEDULED .

* Where possible, the Hong Kong Observatory will issue an early alert (i.e. a "Pre-No. 8 Special Announcement") within 2 hours of the hoisting of the No. 8 Typhoon Signal.

(b) Rainstorm Warnings

Rainstorm Warning Signal		Arrangements for Classes and Examination
Amber & Red Warning		Classes and examinations to operate as normal
Black Warning	(a) In force or issued at 6:15 am or before 11:00 am	All classes and examinations commencing before 1:30 pm will be CANCELLED / POSTPONED .
	(b) In force or issued at 11:00 am or before 4:00 pm	All classes and examinations commencing at any time from 1:30 pm to 6:30 pm will be CANCELLED / POSTPONED .
	(c) In force or issued at 4:00 pm or thereafter	All classes and examinations commencing after 6:30 pm will be CANCELLED / POSTPONED .
	(d) Issued when classes or examinations are in session	All classes and examinations should CONTINUE (except those taking place outdoor) until the end of the session, and if it is the end of the school day or the BLACK signal is still in force, students should be advised to return home only when conditions are safe. ^(Note)
If Black Warning is lowered	(a) Before or at 6:15 am	All classes and examinations commencing from 8:30 am will be HELD AS SCHEDULED .
	(b) Before or at 11:00 am	All classes and examinations commencing from 1:30 pm will be HELD AS SCHEDULED .
	(c) Before or at 4:00 pm	All classes commencing from 6:30 pm will be HELD AS SCHEDULED .

Note:

If students are not yet in Institute premises because of differences 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 take shelter in a safe place.

11.2 If circumstances permit, the announcement on suspension or resumption of classes will be published on the Institute's website www.thei.edu.hk.

11.3 Students should note that announcements made by the Education Bureau and the VTC are **NOT APPLICABLE** to the Institute.

12. ACADEMIC CALENDAR 2018/2019

Month	Week	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Sem Week
Sep 2018	-	27	28	29	30	31	1	2	-
	1	3	4	5	6	7	8	9	1
	2	10	11	12	13	14	15	16	2
	3	17	18	19	20	21	22	23	3
	4	24	25	26	27	28	29	30	4
Oct	5	1	2	3	4	5	6	7	5
	6	8	9	10	11	12	13	14	6
	7	15	16	17	18	19	20	21	7
	8	22	23	24	25	26	27	28	8
Nov	9	29	30	31	1	2	3	4	9
	10	5	6	7	8	9	10	11	10
	11	12	13	14	15	16	17	18	11
	12	19	20	21	22	23	24	25	12
Dec	13	26	27	28	29	30	1	2	13
	14	3	4	5	6	7	8	9	14
	15	10	11	12	13	14	15	16	Revision / Examination Period
	16	17	18	19	20	21	22	23	
	17	24	25	26	27	28	29	30	
Jan 2019	18	31	1	2	3	4	5	6	Examination Results Processing / Announcement
	19	7	8	9	10	11	12	13	
	20	14	15	16	17	18	19	20	
	21	21	22	23	24	25	26	27	

 Semester Commencement Dates	 Examination Results Announcement Dates	 General Holidays
 Institute Holidays (for students only)	 Examination Periods	 Supplementary Assessment Periods

Events & General / Institute Holiday

3 Sep:	Semester 1 (Sem 1) Commences
4-14 Sep:	Supplementary Assessment Period for AY2017/2018 Summer Semester (Sum Sem)
3-15 Sep:	Module Add / Drop Period for Sem 1 (3-8 Sep for Modules with a 7-week teaching period)
25 Sep:	The day following the Chinese Mid-Autumn Festival
1 Oct:	National Day
13 Oct:	Final Date for Module Withdrawal without Failure for Sem 1
17 Oct:	Chung Yeung Festival
7 Dec:	Sem 1 Classes End
13-22 Dec:	Examination Period for Sem 1
24 Dec:	Contingency Date for Sem 1 Exam
25 Dec:	Christmas Day
26 Dec:	The 1st Week-Day after Christmas Day
1 Jan:	The 1st day of January
7 Jan:	Semester 2 (Sem 2) Tuition Fee Payment Due Date
25 Jan:	Announcement of Sem 1 Assessment Results

Month	Week	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Sem Week
Feb	22	28	29	30	31	1	2	3	1
	23	4	5	6	7	8	9	10	-
	24	11	12	13	14	15	16	17	2
	25	18	19	20	21	22	23	24	3
Mar	26	25	26	27	28	1	2	3	4
	27	4	5	6	7	8	9	10	5
	28	11	12	13	14	15	16	17	6
	29	18	19	20	21	22	23	24	7
	30	25	26	27	28	29	30	31	8
Apr	31	1	2	3	4	5	6	7	9
	32	8	9	10	11	12	13	14	10
	33	15	16	17	18	19	20	21	11
	34	22	23	24	25	26	27	28	12
May	35	29	30	1	2	3	4	5	13
	36	6	7	8	9	10	11	12	14
	37	13	14	15	16	17	18	19	Revision / Examination Period
	38	20	21	22	23	24	25	26	

 Semester Commencement Dates	 Examination Results Announcement Dates	 General Holidays
 Institute Holidays (for students only)	 Examination Periods	 Supplementary Assessment Periods

Events & General / Institute Holiday

28 Jan:	Semester 2 (Sem 2) Commences
28 Jan-16 Feb:	Module Add / Drop Period for Sem 2 (28 Jan- 2 Feb for Modules with a 7-week teaching period)
5-7 Feb:	The 1st, 2nd, & 3rd Day of Lunar New Year
4 & 8-9 Feb:	Institute Holiday (for students only)
13-23 Feb:	Supplementary Assessment Period for Sem 1
16 Mar:	Final Date for Module Withdrawal without Failure for Sem 2
5 Apr:	Ching Ming Festival
19 Apr:	Good Friday
20 Apr:	The Day following Good Friday
22 Apr:	Easter Monday
1 May:	Labour Day
11 May:	Sem 2 Classes End
13 May:	The Birthday of the Buddha
20-29 May:	Examination Period for Sem 2

Month	Week	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Sem Week
Jun	39	27	28	29	30	31	1	2	Revision / Examination Period
	40	3	4	5	6	7	8	9	1
	41	10	11	12	13	14	15	16	2
	42	17	18	19	20	21	22	23	3
	43	24	25	26	27	28	29	30	4
Jul	44	1	2	3	4	5	6	7	5
	45	8	9	10	11	12	13	14	6
	46	15	16	17	18	19	20	21	7
Aug	47	22	23	24	25	26	27	28	Revision / Examination Period
	48	29	30	31	1	2	3	4	Examination Results Processing / Announcement
	49	5	6	7	8	9	10	11	
	50	12	13	14	15	16	17	18	
	51	19	20	21	22	23	24	25	
	52	26	27	28	29	30	31		

 Semester Commencement Dates	 Examination Results Announcement Dates	 General Holidays
 Institute Holidays (for students only)	 Examination Periods	 Supplementary Assessment Periods

Events & General / Institute Holiday

27 May:	Summer Semester (Sum Sem) Tuition Fee Payment Due Date
30 May:	Contingency Date for Sem 2 Exam
3 Jun:	Sum Sem Commences
7 Jun:	Tuen Ng Festival
3-8 Jun:	Module Add / Drop Period for Sum Sem
28 Jun:	Announcement of Sem 2 Results
1 Jul:	HKSAR Establishment Day
15-27 Jul:	Supplementary Assessment Period for Sem 2
20 Jul:	Sum Sem Classes End
29 Jul-3 Aug:	Examination Period for Sum Sem
28 Aug:	Announcement of Sum Sem Results

13. FEE SCHEDULE 2018/2019

13.1 TUITION FEES

13.1.1 The tuition fees per credit point for programmes are as follows:

Programme	Per-credit Fees (\$)			
	For Academic Year (AY)			
	2018/19	2019/20	2020/21	2021/22
Arts, Design and Performing Arts				
Bachelor of Arts (Hons) in Advertising				
• Admitted in AY 2015/16	2,810	NA	NA	NA
• Admitted in AY 2016/17	2,810	2,950	NA	NA
• Admitted in AY 2017/18	2,810	2,950	2,950	NA
• Admitted in AY 2018/19 - Year-1 Entry	2,920	2,920	2,920	2,920
• Admitted in AY 2018/19 - Year-3 Entry	2,890	2,890	NA	NA
Bachelor of Arts (Hons) in Fashion Design				
• Admitted in AY 2015/16	2,810	NA	NA	NA
• Admitted in AY 2016/17	2,810	2,950	NA	NA
• Admitted in AY 2017/18	2,810	2,950	2,950	NA
• Admitted in AY 2018/19 - Year-1 Entry	3,050	3,050	3,050	3,050
• Admitted in AY 2018/19 - Year-3 Entry	2,890	2,890	NA	NA
Bachelor of Arts (Hons) in Product Design				
• Admitted in AY 2015/16	2,810	NA	NA	NA
• Admitted in AY 2016/17	2,810	2,950	NA	NA
• Admitted in AY 2017/18	2,810	2,950	2,950	NA
• Admitted in AY 2018/19 - Year-1 Entry	3,050	3,050	3,050	3,050
• Admitted in AY 2018/19 - Year-3 Entry	2,890	2,890	NA	NA

Programme	Per-credit Fees (\$)			
	For Academic Year (AY)			
	2018/19	2019/20	2020/21	2021/22
Architecture and Town Planning				
Bachelor of Arts (Hons) in Landscape Architecture				
• Admitted in AY 2015/16	2,810	NA	NA	NA
• Admitted in AY 2016/17	2,810	2,950	NA	NA
• Admitted in AY 2017/18	2,810	2,950	2,950	NA
• Admitted in AY 2018/19 - Year-1 Entry	2,920	2,920	2,920	2,920
• Admitted in AY 2018/19 - Year-3 Entry	2,890	2,890	NA	NA
Bachelor of Arts (Hons) in Horticulture and Landscape Management				
• Admitted in AY 2015/16	2,810	NA	NA	NA
• Admitted in AY 2016/17	2,810	2,950	NA	NA
• Admitted in AY 2017/18	2,810	2,950	2,950	NA
• Admitted in AY 2018/19 - Year-1 Entry	2,920	2,920	2,920	2,920
• Admitted in AY 2018/19 - Year-3 Entry	2,890	2,890	NA	NA
Bachelor of Landscape Architecture (Hons)				
• Admitted in AY 2017/18	2,810	NA	NA	NA
• Admitted in AY 2018/19 - Year-1 Entry	2,920	2,920	NA	NA
• Admitted in AY 2018/19 - Year-2 Entry	2,920	NA	NA	NA
Bachelor of Science (Hons) in Surveying				
• Admitted in AY 2016/17	2,810	2,950	NA	NA
• Admitted in AY 2017/18	2,810	2,950	2,950	NA
• Admitted in AY 2018/19 - Year-1 Entry	2,920	2,920	2,920	2,920
• Admitted in AY 2018/19 - Year-3 Entry	2,890	2,890	NA	NA

Programme	Per-credit Fees (\$)			
	For Academic Year (AY)			
	2018/19	2019/20	2020/21	2021/22
Business and Management				
Bachelor of Arts (Hons) in Professional Accounting				
• Admitted in AY 2015/16	2,340	NA	NA	NA
• Admitted in AY 2016/17	2,340	2,460	NA	NA
• Admitted in AY 2017/18	2,340	2,460	2,460	NA
• Admitted in AY 2018/19 - Year-1 Entry	2,435	2,435	2,435	2,435
• Admitted in AY 2018/19 - Year-3 Entry	2,420	2,420	NA	NA
Bachelor of Arts (Hons) in Retail Management				
• Admitted in AY 2016/17	2,580	2,710	NA	NA
• Admitted in AY 2017/18	2,580	2,710	2,710	NA
• Admitted in AY 2018/19 - Year-1 Entry	2,620	2,620	2,620	2,620
• Admitted in AY 2018/19 - Year-3 Entry	2,620	2,620	NA	NA
Computer Science and Information Technology				
Bachelor of Science (Hons) in Information and Communications Technology				
• Admitted in AY 2016/17	2,340	2,460	NA	NA
• Admitted in AY 2017/18	2,340	2,460	2,460	NA
• Admitted in AY 2018/19 - Year-1 Entry	2,435	2,435	2,435	2,435
• Admitted in AY 2018/19 - Year-3 Entry	2,420	2,420	NA	NA
Bachelor of Science (Hons) in Multimedia Technology and Innovation				
• Admitted in AY 2015/16	2,810	NA	NA	NA
• Admitted in AY 2016/17	2,810	2,950	NA	NA
• Admitted in AY 2017/18	2,810	2,950	2,950	NA
• Admitted in AY 2018/19 - Year-1 Entry	2,920	2,920	2,920	2,920
• Admitted in AY 2018/19 - Year-3 Entry	2,890	2,890	NA	NA

Programme	Per-credit Fees (\$)			
	For Academic Year (AY)			
	2018/19	2019/20	2020/21	2021/22
Engineering and Technology				
Bachelor of Engineering (Hons) in Civil Engineering				
• Admitted in AY 2015/16	2,810	NA	NA	NA
• Admitted in AY 2016/17	3,040	3,200	NA	NA
• Admitted in AY 2017/18	3,040	3,200	3,200	NA
• Admitted in AY 2018/19 - Year-1 Entry	3,165	3,165	3,165	3,165
• Admitted in AY 2018/19 - Year-3 Entry	3,125	3,125	NA	NA
Bachelor of Engineering (Hons) in Environmental Engineering and Management				
• Admitted in AY 2015/16	2,810	NA	NA	NA
• Admitted in AY 2016/17	2,810	2,950	NA	NA
• Admitted in AY 2017/18	2,810	2,950	2,950	NA
• Admitted in AY 2018/19 - Year-1 Entry	3,050	3,050	3,050	3,050
• Admitted in AY 2018/19 - Year-3 Entry	2,890	2,890	NA	NA
Bachelor of Engineering (Hons) in Building Services Engineering				
• Admitted in AY 2015/16	2,810	NA	NA	NA
• Admitted in AY 2016/17	2,810	2,950	NA	NA
• Admitted in AY 2017/18	2,810	2,950	2,950	NA
• Admitted in AY 2018/19 - Year-1 Entry	3,050	3,050	3,050	3,050
• Admitted in AY 2018/19 - Year-3 Entry	2,890	2,890	NA	NA

Programme	Per-credit Fees (\$)			
	For Academic Year (AY)			
	2018/19	2019/20	2020/21	2021/22
Mass Media and Communications, Journalism and Public Relations				
Bachelor of Arts (Hons) in Public Relations and Management				
• Admitted in AY 2015/16	2,340	NA	NA	NA
• Admitted in AY 2016/17	2,340	2,460	NA	NA
• Admitted in AY 2017/18	2,340	2,460	2,460	NA
• Admitted in AY 2018/19 - Year-1 Entry	2,435	2,435	2,435	2,435
• Admitted in AY 2018/19 - Year-3 Entry	2,420	2,420	NA	NA
Medicine, Dentistry and Health Sciences				
Bachelor of Science (Hons) in Health Care				
• Admitted in AY 2015/16	2,810	NA	NA	NA
• Admitted in AY 2016/17	2,810	2,950	NA	NA
• Admitted in AY 2017/18	2,810	2,950	2,950	NA
• Admitted in AY 2018/19 - Year-1 Entry	2,920	2,920	2,920	2,920
• Admitted in AY 2018/19 - Year-3 Entry	2,890	2,890	NA	NA
Sciences				
Bachelor of Science (Hons) in Food Science and Safety				
• Admitted in AY 2015/16	2,810	NA	NA	NA
• Admitted in AY 2016/17	2,810	2,950	NA	NA
• Admitted in AY 2017/18	2,810	2,950	2,950	NA
• Admitted in AY 2018/19 - Year-1 Entry	2,920	2,920	2,920	2,920
• Admitted in AY 2018/19 - Year-3 Entry	2,890	2,890	NA	NA
Bachelor of Science (Hons) in Testing and Certification				
• Admitted in AY 2017/18	2,580	2,710	2,710	NA
• Admitted in AY 2018/19 - Year-1 Entry	2,800	2,800	2,800	2,800
• Admitted in AY 2018/19 - Year-3 Entry	2,800	2,800	NA	NA

Programme	Per-credit Fees (\$)			
	For Academic Year (AY)			
	2018/19	2019/20	2020/21	2021/22
Services				
Bachelor of Social Sciences (Hons) in Sports and Recreation Management				
• Admitted in AY 2015/16	2,810	NA	NA	NA
• Admitted in AY 2016/17	3,040	3,200	NA	NA
• Admitted in AY 2017/18	3,040	3,200	3,200	NA
• Admitted in AY 2018/19 - Year-1 Entry	3,165	3,165	3,165	3,165
• Admitted in AY 2018/19 - Year-3 Entry	3,125	3,125	NA	NA
Bachelor of Arts (Hons) in Culinary Arts and Management				
• Admitted in AY 2015/16	2,810	NA	NA	NA
• Admitted in AY 2016/17	2,810	2,950	NA	NA
• Admitted in AY 2017/18	2,810	2,950	2,950	NA
• Admitted in AY 2018/19 - Year-1 Entry	2,920	2,920	2,920	2,920
• Admitted in AY 2018/19 - Year-3 Entry	2,890	2,890	NA	NA
Bachelor of Arts (Hons) in Hotel Operations Management				
• Admitted in AY 2015/16	2,580	NA	NA	NA
• Admitted in AY 2016/17	2,810	2,950	NA	NA
• Admitted in AY 2017/18	2,810	2,950	2,950	NA
• Admitted in AY 2018/19 - Year-1 Entry	2,920	2,920	2,920	2,920
• Admitted in AY 2018/19 - Year-3 Entry	2,890	2,890	NA	NA

13.2 OTHER CHARGES

13.2.1 The following charges are applicable in Academic Year 2018/2019:

Fee Type	HK\$
Caution money	400
Students' Union entrance fee	50
Students' Union annual fee	150
Fee for certification service	100 / copy
Fee for issuing a certification of award	100
Fee for issuing a replacement Student Identity Card	120 / card
Fee for issuing additional copies of academic transcript / graduation statement	50 / copy
Fee for late assessment	250 / module
Fee for processing a refund of tuition fee, upon official withdrawal from study before commencement of a semester	50% of the tuition fee required for the semester concerned
Fee for processing an application for advanced standing	100 / credit point
Fee for processing an application for deferral of enrolment	1,500
Fee for processing an application for transfer between programmes	200
Fee for processing data access request	70 / search and the first 10 pages 5 / each subsequent page
Fee for review of assessment results	500 / module
Fee for access to marked examination answer scripts	200 / script / access
Fee for verification of fee payment	100
Registration reinstatement fee	400
Graduation fee*	400

*** Note:**

THEi graduates who will attend the Graduation Ceremony are required to pay the graduation fee. For full-time students of graduating year, the full amount or the balance of the caution money paid on first registration will be used to set off this graduation fee. Where the balance is insufficient to set off the graduation fee, the graduate must pay the difference before admission tickets are issued. The fee is also chargeable to part-time students of graduating year if they wish to attend the Graduation Ceremony. Graduation fee paid will not be refunded even if they do not attend the Graduation Ceremony.

14. FORM INDEX

14.1 THE FOLLOWING FORMS ARE AVAILABLE FROM THE REGISTRY, AS WELL AS FOR DOWNLOAD FROM THE STUDENT PORTAL:

Form No.	Form Title
THEi-001	Application for Replacement of Student Identity Card
THEi-002	Change of Student Personal Particulars
THEi-003	Application for Deferral of Enrolment
THEi-004	Application for Advanced Standing
THEi-005	Application for Module Withdrawal
THEi-006	Application for Withdrawal from Study
THEi-007	Application for Add / Drop of Modules
THEi-008	Application for Deferred Examination
THEi-009	Request for Access to Marked Examination Answer Scripts
THEi-010	Application for Review of Assessment Results
THEi-011	Application for Academic Transcript / Graduation Statement
THEi-012	Application for Certification of Award
THEi-013	Application for Data Access and / or Correction
THEi-018	Application for Transfer between Programmes
THEi-023	Application for Outbound Study Programme and Credit Transfer



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