



# Higher Diploma and Diploma Programmes Student Handbook

## 高級文憑及文憑課程學生手冊

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## 1. Introduction

- 1.1 Welcome to the Hong Kong Metropolitan University (HKMU) Li Ka Shing School of Professional and Continuing Education (LiPACE). This Handbook is intended to provide students on Higher Diploma and Diploma programmes in both full-time and part-time modes of study with useful information and guidance relating to the study at LiPACE in a direct and expeditious way. In addition to the information provided in this Handbook, students may also obtain information on the School's website at [www.hkmu.edu.hk/lipace/ftp](http://www.hkmu.edu.hk/lipace/ftp) and contact the programme team by phone or via email at: <https://www.hkmu.edu.hk/lipace/support-enquiries/contact-lipace/>.
- 1.2 It is our School's policy to use e-communication with students as much as practicable. As a student of LiPACE, you are entitled to **Microsoft Office 365 (O365)** to access email messages on Mobile phones/devices, through which both the School and you can effectively communicate with each other. All announcements to students will also be posted on the School website. To keep abreast of the most up-to-date information about the School and your programme, you are required to activate and logon to HKMU O365 (see [Appendix A](#)), access the School's website and check your email account **regularly**.

*Disclaimer: The School reserves the right to alter fees, contents, regulations and procedures should the need arise. Students should carefully read all official correspondences and other sources of information (such as the website) to be aware of changes to the information contained in the Student Handbook.*

*Besides, students are required to follow the programme specific guidelines (if any) provided by the programme leaders. For any details, please approach the relevant programme leaders.*

## 2. About HKMU and LiPACE

- 2.1 Established by the Hong Kong Government in 1989 as a provider of distance education, HKMU began offering full-time programmes in 2001. Over the years HKMU has grown into a leader in open and flexible education in the Asia Pacific region, and its full-time face-to-face programmes for qualified secondary school leavers are on par with other established universities across Hong Kong. HKMU today is a young, dynamic and full-fledged university.
- 2.2 The Li Ka Shing School of Professional and Continuing Education (LiPACE) is one of the seven constituent Schools of Hong Kong Metropolitan University. Originally established in 1992 as the Centre for Continuing and Community Education (CCCE) and renamed LiPACE in 2000, it has carried out its original mission of serving the broadest range of learners in HK. LiPACE is now an established Vocational Professional Education and Training (VPET) provider of full-time post-secondary education and part-time professional and continuing education as well as corporate training. At the same time, it advances non-formal learning through its two flagship programmes for women and senior learners, the Capacity Building Mileage Programme (CBMP) and the Elder Academy Hong Kong Metropolitan University (EAMU).

LiPACE provides quality programmes and courses distinguished by creativity, novelty, and the creation of value for learners at different stages of their learning needs.

- 2.3 LiPACE places value on:
- a. providing top-quality and all-rounded learning experience for students;
  - b. empowering learners to participate in the skills-based economy through continuous professional development;
  - c. valuing non-formal learning for the benefit of non-economically active members of the community;
  - d. accountability to stakeholders;
  - e. creativity and responsiveness in programme development, instructional design, teaching delivery and assessment;
  - f. excellence in service quality.

The School strives to be the preferred choice of learners for postsecondary education, new skills training and lifelong learning in Hong Kong and the Greater Bay Area and beyond.

- 2.4 LiPACE offers five types of programmes that can be categorized as follows:
- a. **Full-time Programmes:** These are full-time face-to-face programmes including Higher Diplomas (both full-time and part-time mirror), Diplomas, and Diploma of Applied Education.
  - b. **Part-time Band A Programmes:** These are mainly Professional Diplomas and Certificates (PD/PC) at QF levels 3 to 5 or short courses that serve a wide variety of functions, from acquisition of professional competencies for employment, personal development for career advancement, to knowledge enhancement and life enrichment.

Some of the programmes have collaborative partners which provide teaching staff and venues (as appropriate). These partners are carefully selected based on their reputation and commitment to quality delivery of programmes. Examples of notable teaching partners include the Hong Kong Association of Gerontology, Hong Kong Institute of Certified Property Managers, Hong Kong Repertory Theatre, etc. In the 2022/23 academic year, more than 20 active PD/PCs are offered by the School.

- c. **Overseas Degree Programmes:** From time to time, the School offers undergraduate and postgraduate degrees in collaboration with overseas universities and professional bodies. The degrees are awarded by the non-local institutions, and in such cases, the programmes are subject not only to our internal quality assurance requirements but also the quality assurance requirements and audits of the partner institutions.
- d. **Tendered Courses and Corporate Training:** These are arranged at the request of public bodies and private companies. The programmes range from PD/PC to short courses, and their structure, contents, delivery and materials are designed to meet specific training needs.
- e. **Community Learning Programmes:** These are non-formal learning courses offered to designated groups of learners. They are the Capacity Building Mileage Programme (CBMP) for women learners in collaboration with the Women's Commission and funded by the Labour and Welfare Bureau (LWB), and the Elder Academy (EAMU) for elderly learners with some funding from the Elderly Commission.

## **Programme Information**

### **3. Full-time Programme Academic Calendar**

- 3.1 The academic year of our full-time programmes is divided into 3 Semesters (Semester A, Semester B and Summer Semester). Each semester has 12 to 15 teaching weeks plus 1 to 2 weeks for examination. In 2024/2025, Semester A will commence on 2 September 2024 (for Higher Diploma in Early Childhood Education) and 9 September 2024 (for the majority of full-time programmes), Semester B will start on 6 (for Higher Diploma in Early Childhood Education) and 13 January 2025 (for the majority of full-time programmes) and Summer Semester will commence on 26 May 2025. For details, please refer to the Academic Calendar 2024/2025 on the next page.
  
- 3.2 The academic year of our part-time mirror programmes comprises 3 Semesters (Semester A, Semester B and Summer Semester). Semester A and Semester B have around 15 teaching weeks while Summer Semester covers 11 teaching weeks. For details, please refer to the Academic Calendar 2024/2025 on the next page.



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### LiPACE Academic Calendar 2024 / 2025

#### Full-time Higher Diploma and Diploma Programmes (except Higher Diploma in Early Childhood Education)

#### 2024 Semester A

Week Acad Year	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Week Sem	Remarks
51	19	20	21	22	23	24	25		
52	26	27	28	29	30	31		29/8	Release of results (Summer Semester & Summer Retake 2023-24)
2024	<b>SEP</b>								
							1		
1	2	3	4	5	6	7	8	5/9	Last day to apply for appeal against results (Summer Semester & Summer Retake 2023-24) Last day to apply for re-assessment (Summer Semester & Summer Retake 2023-24)
2	9	10	11	12	13	14	15	1	9/9 Commencement date of Semester A (FT)
3	16	17	18	19	20	21	22	2	18/9 The day following the Chinese Mid-Autumn Festival
4	23	24	25	26	27	28	29	3	23/9 Last day to apply for exemption
5	30							4	30/9 Last day to apply for special exam arrangement
	<b>OCT</b>								
5		1	2	3	4	5	6	4	1/10 National Day
6	7	8	9	10	11	12	13	5	11/10 Chung Yeung Festival
7	14	15	16	17	18	19	20	6	
8	21	22	23	24	25	26	27	7	
9	28	29	30	31				8	
	<b>NOV</b>								
9					1	2	3	8	
10	4	5	6	7	8	9	10	9	
11	11	12	13	14	15	16	17	10	11/11 Last day to apply for deferment of studies (course fee forfeit and course registration records maintain)
12	18	19	20	21	22	23	24	11	11/11 - 18/11 Course Evaluation (Semester A)
13	25	26	27	28	29	30		12	26/11 Graduation Ceremony 2023-24 (Cancellation of all full-time classes on graduation day)
	<b>DEC</b>								
13							1	12	
14	2	3	4	5	6	7	8	12	6/12 Last teaching day of Semester A (FT)
15	9	10	11	12	13	14	15	13	
16	16	17	18	19	20	21	22	14	
17	23	24	25	26	27	28	29	15	
18	30	31						16	23/12 - 4/1 Examination period 25/12 - 26/12 Christmas Holidays
2025	<b>JAN</b>								
18			1	2	3	4	5	17	1/1 New Year Holidays
19	6	7	8	9	10	11	12	18	
20	13	14	15	16	17	18	19	19	
21	20	21	22	23	24	25	26	20	
22	27	28	29	30	31			21	25/1-2/2 Lunar New Year Holidays



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**LIPACE Academic Calendar 2024 / 2025**

**Full-time Higher Diploma and Diploma Programmes  
 (except Higher Diploma in Early Childhood Education)**

**2025 Semester B**

Week Acad Year	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Week Sem	Remarks
<b>2025</b>	<b>JAN</b>								
19	6	7	8	9	10	11	12		
20	13	14	15	16	17	18	19	1	13/1 Commencement date of Semester B (FT)
21	20	21	22	23	24	25	26	2	25/1-2/2 Lunar New Year Holidays
22	27	28	29	30	31			3	
	<b>FEB</b>								
22						1	2	3	
23	3	4	5	6	7	8	9	4	3/2 Last day to apply for exemption
24	10	11	12	13	14	15	16	5	10/2 Last day to apply for special exam arrangement (Semester B) 11/2 Release of results (Semester A)
25	17	18	19	20	21	22	23	6	19/2 Last day to apply for appeal against results (Semester A) Last day to apply for re-assessment (Semester A)
26	24	25	26	27	28			7	
	<b>MAR</b>								
26						1	2	7	1/3 - 8/3 Re-examination of Semester A
27	3	4	5	6	7	8	9	8	
28	10	11	12	13	14	15	16	9	
29	17	18	19	20	21	22	23	10	17/3 Last day to apply for deferment of studies (course fee forfeit and course registration records maintain) 17/3 - 24/3 Course Evaluation (Semester B)
30	24	25	26	27	28	29	30	11	
31	31							12	
	<b>APR</b>								
31		1	2	3	4	5	6	12	1/4 Staff Development Day (Cancellation of all full time classes in KHC) 4/4 Ching Ming Festival
32	7	8	9	10	11	12	13	13	7/4 Release of results (Semester A re-assessment) Last day to apply from appeal against results (Semester A re-assessment)
33	14	15	16	17	18	19	20	14	15/4 Last day to apply for re-assessment (Semester A re-assessment)
34	21	22	23	24	25	26	27	15	18/4-21/4 Easter Holidays 25/4 Last teaching day of Semester B (FT)
35	28	29	30					16	
	<b>MAY</b>								
35				1	2	3	4	16	1/5 Labour Day
36	5	6	7	8	9	10	11	17	5/5 Birthday of the Buddha 6/5 - 20/5 Examination period
37	12	13	14	15	16	17	18	18	
38	19	20	21	22	23	24	25	19	
39	26	27	28	29	30	31		20	31/5 Tuen Ng Festival



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### LIPACE Academic Calendar 2024 / 2025

Full-time Higher Diploma and Diploma Programmes  
(except Higher Diploma in Early Childhood Education)

#### 2025 Summer Semester (applicable to P/T Mirror) and Summer Retake

Week Acad Year	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Week Sem	Remarks
2025	<b>MAY</b>								
39	26	27	28	29	30	31		1	26/5 Commencement date of Summer Semester 31/5 Tuen Ng Festival
	<b>JUN</b>								
39							1	1	
40	2	3	4	5	6	7	8	2	2/6 Last day to apply for special exam arrangement (Summer Semester)
41	9	10	11	12	13	14	15	3	
42	16	17	18	19	20	21	22	4	
43	23	24	25	26	27	28	29	5	25/6 Release of results (Semester B)
44	30								
	<b>JUL</b>								
		1	2	3	4	5	6	6	1/7 HKSAR Establishment Day 2/7 - 5/7 Re-examination of Semester B
44								3/7	Last day to apply for appeal against results (Semester B) Last day to apply for re-assessment (Semester B)
45	7	8	9	10	11	12	13	7	
46	14	15	16	17	18	19	20	8	14/7 Commencement date of Summer Retake
47	21	22	23	24	25	26	27	9	21/7 - 28/7 Course Evaluation (Summer Semester & Summer Retake)
48	28	29	30	31				10	28/7 Release of results (Semester B re-assessment)
	<b>AUG</b>								
48					1	2	3	11	
49	4	5	6	7	8	9	10	12	5/8 Last day to apply for appeal against results (Semester B re-assessment) Last day to apply for re-assessment (Semester B re-assessment)
50	11	12	13	14	15	16	17	13	11/8 Last teaching day of Summer Semester and Summer Retake 12/8 - 16/8 Examination period
51	18	19	20	21	22	23	24	14	
52	25	26	27	28	29	30	31	15	28/8 Release of results (Summer Semester & Summer Retake)
	<b>SEP</b>								
1	1	2	3	4	5	6	7	1	5/9 Last day to apply for appeal against results (Summer Semester & Summer Retake) Last day to apply for re-assessment (Summer Semester & Summer Retake)
2	8	9	10	11	12	13	14	2	
3	15	16	17	18	19	20	21	3	
4	22	23	24	25	26	27	28	4	
5	29	30							



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**LIPACE Academic Calendar 2024 / 2025**

**Full-time and Part-time Higher Diploma in Early Childhood Education**

**2024 Semester A**

Week Acad Year	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Week Sem	Remarks
51	19	20	21	22	23	24	25		
52	26	27	28	29	30	31		29/8	Release of results (Summer Semester & Summer Retake 2023-24)
<b>2024</b>	<b>SEP</b>								
							1		
1	2	3	4	5	6	7	8	1	2/9 Commencement date of Semester A
2	9	10	11	12	13	14	15	1	5/9 Last day to apply for appeal against results (Summer Semester & Summer Retake) Last day to apply for re-assessment (Summer Semester & Summer Retake)
3	16	17	18	19	20	21	22	2	16/9 Last day to apply for exemption
4	23	24	25	26	27	28	29	3	18/9 The day following the Chinese Mid-Autumn Festival
5	30							4	
								5	30/9 Last day to apply for special exam arrangement
	<b>OCT</b>								
5		1	2	3	4	5	6	5	1/10 National Day
6	7	8	9	10	11	12	13	6	11/10 Chung Yeung Festival
7	14	15	16	17	18	19	20	7	
8	21	22	23	24	25	26	27	8	
9	28	29	30	31				9	
	<b>NOV</b>								
9					1	2	3	9	
10	4	5	6	7	8	9	10	10	
11	11	12	13	14	15	16	17	11	11/11 Last day to apply for deferment of studies (course fee forfeit and course registration records maintain)
12	18	19	20	21	22	23	24	11	11/11 - 18/11 Course Evaluation (Semester A)
13	25	26	27	28	29	30		12	
								13	26/11 Graduation Ceremony 2023-24 (Cancellation of all full-time classes on graduation day)
	<b>DEC</b>								
13							1	13	
14	2	3	4	5	6	7	8	14	
15	9	10	11	12	13	14	15	15	
16	16	17	18	19	20	21	22	16	20/12 Last teaching day of Semester A
17	23	24	25	26	27	28	29	17	23/12 - 4/1 Examination period
18	30	31						17	25/12 - 26/12 Christmas holiday
	<b>JAN</b>								
18			1	2	3	4	5	18	1/1 New Year Holidays
19	6	7	8	9	10	11	12	19	
20	13	14	15	16	17	18	19	20	
21	20	21	22	23	24	25	26	21	
22	27	28	29	30	31			22	29/1-31/1 Lunar New Year Holidays



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### LiPACE Academic Calendar 2024 / 2025

#### Full-time and Part-time Higher Diploma in Early Childhood Education

#### 2025 Semester B

Week Acad Year	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Week Sem	Remarks
2025	<b>JAN</b>								
19	6	7	8	9	10	11	12	1	6/1 Commencement date of Semester B
20	13	14	15	16	17	18	19	2	
21	20	21	22	23	24	25	26	3	20/1 Last day to apply for exemption
22	27	28	29	30	31			4	29/1-31/1 Lunar New Year Holidays
	<b>FEB</b>								
22						1	2	4	
23	3	4	5	6	7	8	9	5	
24	10	11	12	13	14	15	16	6	10/2 Last day to apply for special exam arrangement (Semester B) 11/2 Release of results (Semester A)
25	17	18	19	20	21	22	23	7	19/2 Last day to apply for appeal against results (Semester A) Last day to apply for re-assessment (Semester A)
26	24	25	26	27	28			8	
	<b>MAR</b>								
26						1	2	8	1/3 - 8/3 Re-examination of Semester A
27	3	4	5	6	7	8	9	9	
28	10	11	12	13	14	15	16	10	
29	17	18	19	20	21	22	23	11	17/3 Last day to apply for deferment of studies (course fee forfeit and course registration records maintain) 17/3 - 24/3 Course Evaluation (Semester B)
30	24	25	26	27	28	29	30	12	
31	31							13	
	<b>APR</b>								
31	1	2	3	4	5	6		13	4/4 Ching Ming Festival
32	7	8	9	10	11	12	13	14	7/4 Release of results (Semester A re-assessment) Last day to apply from appeal against results (Semester A re-assessment)
33	14	15	16	17	18	19	20	15	15/4 Last day to apply for re-assessment (Semester A re-assessment)
34	21	22	23	24	25	26	27	16	18/4-21/4 Easter Holidays
35	28	29	30					17	
	<b>MAY</b>								
35				1	2	3	4	17	1/5 Labour Day 2/5 Last teaching day of Semester B
36	5	6	7	8	9	10	11	18	5/5 Birthday of the Buddha 6/5 - 20/5 Examination period
37	12	13	14	15	16	17	18	19	
38	19	20	21	22	23	24	25	20	
39	26	27	28	29	30	31		21	31/5 Tuen Ng Festival



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**Full-time and Part-time Higher Diploma in Early Childhood Education**

**2025 Summer Semester (applicable to P/T Mirror) and Summer Retake**

Week Acad Year	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Week Term	Remarks	
<b>2025</b>	<b>MAY</b>									
39	26	27	28	29	30	31		1	26/5 Commencement date of Summer Semester 31/5 Tuen Ng Festival	
	<b>JUN</b>									
39							1	1		
40	2	3	4	5	6	7	8	2	2/6 Last day to apply for special exam arrangement (Summer Semester)	
41	9	10	11	12	13	14	15	3		
42	16	17	18	19	20	21	22	4		
43	23	24	25	26	27	28	29	5	25/6 Release of results (Semester B)	
44	30									
	<b>JUL</b>									
									1/7 HKSAR Establishment Day	
44	1	2	3	4	5	6		6	2/7 - 5/7 Re-examination of Semester B 3/7 Last day to apply for appeal against results (Semester B) Last day to apply for re-assessment (Semester B)	
45	7	8	9	10	11	12	13	7		
46	14	15	16	17	18	19	20	8	14/7 Commencement date of Summer Retake	
47	21	22	23	24	25	26	27	9	21/7 - 28/7 Course Evaluation (Summer Semester & Summer Retake)	
48	28	29	30	31				10	28/7 Release of results (Semester B re-assessment)	
	<b>AUG</b>									
48					1	2	3	11		
49	4	5	6	7	8	9	10	12	5/8 Last day to apply for appeal against results (Semester B re-assessment) Last day to apply for re-assessment (Semester B re-assessment)	
50	11	12	13	14	15	16	17	13	11/8 Last teaching day of Summer Semester and Summer Retake 12/8 - 16/8 Examination period	
51	18	19	20	21	22	23	24	14		
52	25	26	27	28	29	30	31	15	28/8 Release of results (Summer Semester & Summer Retake)	
	<b>SEP</b>									
1	1	2	3	4	5	6	7	1	5/9 Last day to apply for appeal against results (Summer Semester & Summer Retake) Last day to apply for re-assessment (Summer Semester & Summer Retake)	
2	8	9	10	11	12	13	14	2		
3	15	16	17	18	19	20	21	3		
4	22	23	24	25	26	27	28	4		
5	29	30								

## 4 Academic Regulations and Policies

### 4.1 Enrolment and Student Records

#### 4.1.1 Registration

- a. An applicant who has been offered admission to a programme shall complete the registration procedure with a deposit fee by a prescribed date set by the School. The deposit fee, unless otherwise specified, is non-refundable and non-transferable, and will be converted to form part of the tuition fees for the first semester. The remaining fees must then be paid on or before the payment deadline specified by the School.
- b. Registration and students' enrollment status with a programme shall include the payment of tuition fees before the commencement of each semester. If a student fails to settle the fees by the payment deadline specified by the School, he / she will be considered as having decided not to continue his / her study at the School and his / her registration and student status will accordingly be removed.
- c. A caution money, as security for good conduct, is charged upon all new students at the first installment of tuition fees. The sum will be converted to graduation fee upon completion of a programme. The caution money is refundable on official withdrawal from the School, subject to no claim being outstanding.
- d. A student who has difficulty in paying the tuition fee within the time limit specified by the School may apply for permission to pay late. Such an application shall be made with a prescribed form and supported with sound reasons.
- e. A student whose application for late payment is approved will be given a new payment deadline and shall be considered only as a provisionally registered student until the tuition fees are paid in full by the new deadline. If the student fails to pay the fees in full by the new deadline, his / her provisional registration shall lapse, and he / she shall be considered to have withdrawn from his / her programme. His / her registration and student status will then be removed.
- f. Students who have not registered in the academic semester year will not receive any teaching and will not be able to access the services and facilities of the University. Any academic work done by the student in an academic semester shall not be recognized.

#### 4.1.2 Maximum Period of Study

- a. The normative period of study for completing a full-time Sub-degree programme (Higher Diploma) is 2 years and a Diploma programme is 1 year; whereas for a part-time mirror Sub-degree programme, the normative study period is 3 years.
- b. The maximum period of study of a student shall be the normative period of study of his / her programme plus two years (N+2 years), i.e. 4 years for a full-time Sub-degree programme and 5 years for part-time ECE programme. With effect from the 2022/23 intake cohort, the maximum period of study of a student is 2 years for diploma programmes. This period shall include any periods of leave of absence and suspension of studies. A student must complete all graduation requirements of his / her programme within this maximum period of study.
- c. A student who fails to complete all graduation requirements of his / her programme within

the maximum period of study shall be required to de-register from his / her programme of study.

#### 4.1.3 Class Attendance

- a. Students should attend all scheduled classes of the courses in which they have registered. All tutorials, laboratory sessions, seminars and work-integrated learning / practicum in the study programmes are compulsory.
- b. The School imposes an attendance requirement of 80% and 70% respectively for all courses for full-time and part-time mirror programmes.
- c. The details of attendance requirements are listed in Item 12.

#### 4.1.4 Leave of Absence

- a. Students who wish to take a temporary absence from class with valid justifications such as sickness should submit an application for leave of absence at least 7 calendar days before the date of absence; whereas applications for medical leave (including personal emergencies) should be submitted within 7 calendar days after the date / period of absence.
- b. A student will be required to take leave of absence if the condition of his / her health is considered to constitute a definite hazard to the community. At the end of the prescribed period of absence, the student should obtain a certificate of good health signed by a registered medical doctor before he or she can apply to resume studies.
- c. A student who, without permission to take leave, has been absent for a continuous period exceeding 4 weeks shall be considered to have unofficially withdrawn from study at the School.

#### 4.1.5 Deferment of Study

- a. Students who wish to de-register for all courses in a semester but will subsequently continue their studies because of illness, medical emergency, family crisis, financial or exceptional reasons may apply for deferment of studies with proper supporting documents on a semester / year basis to maintain a valid enrolment status with the School. Approval of an application to defer studies shall be granted entirely at the School's discretion.
- b. The written application must be submitted on or before the "last day to apply for deferment of studies" as stipulated on the Academic Calendar. Late application will not be considered and will result in forfeiture of the tuition fee paid.
- c. A student who has been granted deferment of study shall not be entitled to the refund, in part or in full, of the tuition fees paid. Upon resumption of study at the approved time, the student can make use of the tuition fees paid for the deferred semester but shall be required to settle additional tuition fees, if any.
- d. Students who resume study after deferment will be required to follow the study plan and complete all course requirements. Partial completion of a course before deferment will not be recognized.
- e. The maximum period allowed for deferment of study shall normally be not more than 2 consecutive semesters or one academic year. The period of deferment taken will be

included in the calculation of the student's maximum period of study.

- f. Students who have applied for any Student Financial Assistance Scheme such as the Non-means-tested Loan Scheme must notify the Student Finance Office (SFO) about the deferment of studies as soon as the approval is granted from the School. The SFO will review the application and adjust his / her entitlement of financial assistance, if appropriate. In the event that there is overpayment of financial assistance, the student is required to refund the amount overpaid immediately upon demand.
- g. Non-local students who wish to apply for deferment of study should seek prior approval from the Director of Immigration via the School. A copy of the deferment of study application form will be sent to the Immigration Department (IMMD) and the result of the application for deferment of study can only be confirmed upon receipt of IMMD's approval.

#### 4.1.6 Transfer of Study Programme

- a. Applications for transfer of study programme are normally not considered before the students have completed the first semester of study. A student who wishes to transfer from one programme to another shall submit the application at least 1 month before the commencement of next semester. He / she shall pay the prescribed fee when making such an application. If approved, the change will take effect from the following semester / year.
- b. Approval of transfer will be subject to the availability of study places, student's previous and current academic performance and / or the student passing an interview to assess his / her ability to complete the programme he / she wishes to transfer to. The approval shall be given by the Associate Director via the recommendation of the receiving Programme Leader and Team Leader.
- c. While a student might be allowed to apply for transfer of study more than once, he / she will not be approved to be transferred back to any programme(s) he / she has enrolled before.
- d. Upon transfer between programmes within the School, the student's results of relevant common generic / programme courses are transferred to the receiving programme for the purpose of calculating the cumulative and graduation GPA. The time already devoted to the old programme is counted towards the maximum period of study allowed for his/her new programme in the School.

#### 4.1.7 Concurrent Enrollment

- a. Students enrolling onto a full-time programme will not be permitted to enroll concurrently onto another full-time programme with the School.

#### 4.1.8 Official Withdrawal from Study

- a. Students intending to leave the School prior to completing his / her programme of study must apply for official withdrawal 2 weeks before the commencement of the examination period for the semester concerned.
- b. Students must return their student identity cards, pay any outstanding fees, empty the lockers and return all the borrowed properties of the School including but not limited to

library books and AV equipment before an official withdrawal status is granted. Upon completion of the clearing procedures, they will be refunded the balance of the caution money after deduction of all outstanding debts to the School. Should the balance be insufficient to cover the debts to the School, students must pay the difference, otherwise transcripts, testimonials and graduate certificates will NOT be issued.

- c. Any student leaving the School without following the proper procedures will be considered to have unofficially withdrawn from the programme and will not be eligible for the refund of caution money and transcripts, testimonials and graduate certificates will NOT be issued.
- d. Upon withdrawal from a programme, a student will be withdrawn from all courses enrolled under the programme. He / she will be deemed not to have completed the courses under that programme (including that have been designated as R (failed but allowed to be reassessed)). The record of withdrawal will be entered and remained in the student's academic profile. Tuition fee will not be refunded, in part or in full.

#### 4.1.9 Unofficial Withdrawal

- a. The following occasions constitute to unofficial withdrawal by the School:
  - i. Failure to settle tuition fees by the payment deadline specified by the School;
  - ii. Absence from classes for four consecutive weeks without following the proper procedures for Leave of Absence or Deferment of Study; or
  - iii. Withdrawal from study without following the proper procedure for official withdrawal.
- b. In all cases, students will not be eligible for the refund of caution money unless the proper procedures of official withdrawal (4.2.8) have been completed.
- c. Students who have been unofficially withdrawn from their programme of studies due to outstanding tuition fees will not be allowed to take any assessment / examination since they were no longer being recognized as fully registered students in that academic semester.
- d. Students can apply for re-instatement to resume their student status after they have been unofficially withdrawn from their programme of studies. Students shall settle any outstanding tuition fees and pay a prescribed fee on re-instatement when they apply for re-instatement of student status.

#### 4.1.10 De-registration

- a. The School may, at any time, require any student to de-register from his / her programme of study at the School either on academic or on discipline grounds as deemed appropriate.
- b. A student shall be required to de-register from his/her study on academic grounds at the School if:
  - i. the student has exceeded the maximum period of study for his / her chosen programme; or
  - ii. the student's Yearly GPA falls below 2.0 for two consecutive years.
- c. Students who are required to de-register from their programme of studies on academic grounds shall be barred from re-admission to the same programme in the following

academic year unless approval is given by the Associate Director via the recommendation of the Board of Examiners. Students who are required to de-register from their studies on discipline grounds will not be reconsidered for re-admission.

- d. Students must return their student identity cards to the Registry Unit by a prescribed date set by the School. Failure to return the student identity cards may hinder issuance of any certifications and academic records of studies. The caution money paid will also be confiscated. Any subsequent request for the refund of caution money by returning the student identity card after the original deadline will not be entertained.

#### 4.1.11 Suspension

- a. As a penalty resulting from disciplinary actions, a student may be suspended from classes or from part or all of the rights, privileges and / or the use of part or all of the facilities of the School for a specified period of time. Such a decision shall be made by the School Disciplinary Committee via the recommendation of the Board of Examiners where appropriate.
- b. The period of suspension of study imposed will be counted in the calculation of the student's maximum period of study.

## 4.2 Advanced Standing / Exemption

- 4.2.1 LiPACE recognizes prior learning achievements of its students at an appropriate level by the award of advanced standing credits. With reference to the document "Policy, Principles and Operational Guidelines for Credit Accumulation and Transfer under the Qualifications Framework" published by the Education Bureau in March 2016, LiPACE established a system and refined its policies for recognition and transfer of credits to recognize students' prior educational attainment through exempting students from the requirement of completing comparable course(s) in its programme.

### *Types of Credit Exemption and Transfer*

- 4.2.2 There are two types of credit exemption and transfer:
  - a. **Specific Credit Exemption:** Application and approval for specific credit exemption are made on a course-by-course basis. Assessment of credit exemption application is made by comparing the relevancy and similarity of the academic standard/level, content and learning outcomes of the course that a student has completed in his/her previous study with the course that the student nominates for credit exemption. Specifically, the prior qualification/study must be at the same or higher QF level and with at least 80% of comparable contents with the course(s) to be considered for exemption.
  - b. **Block Credit Exemption:** Block credit exemption is granted based on consideration of the student's general learning experience. It will be granted to students who have completed a recognized qualification at the same or higher level in respect of a LiPACE programme of study. Sub-degree students may apply for block credit exemption for the language courses and IT course in their study programme.

### *General Principles*

- 4.2.3 To be considered for course exemption, a student's prior qualifications must be:
- awarded by a recognized academic institution through a study with assessment; or
  - awarded by a recognized professional/examination body through examinations; or
  - awarded by a registered private institution for a programme recognized under the Hong Kong Qualifications Framework (QF) or accredited by an equivalent overseas accreditation body; or
  - obtained via assessment under the Recognition of Prior Learning (RPL) scheme of the QF; or
  - selected in-house training courses of companies/corporates whose learning outcomes and competencies developed in employees are recognised for credit exemption in bespoke certificate/diploma developed by LiPACE for staff of the particular companies/corporates.
- 4.2.4 A student can apply for both block credit exemption as well as specific credit exemption for the courses required for graduation in their respective study programme.
- 4.2.5 In any case, the maximum number of credits exempted/transferred should not exceed 50% of the total credit requirement for the academic award of the programme.
- 4.2.6 The minimum unit of exemption is one course. No exemption of partial course will be allowed.
- 4.2.7 To maintain students' exit standard, NO exemption should be allowed for capstone courses in a programme.
- 4.2.8 Prior qualifications that only meet the admission requirement are not entitled to exemption.
- 4.2.9 Exemption granted in prior study is not entitled to exemption in the current study.
- 4.2.10 Where necessary, applicants may be required to take an oral, written or practical assessment in order to prove that they have achieved the required course standard before approval of their applications.

### *Application for Credit Exemption and Outcomes*

- 4.2.11 Applications for exemption should be made within 2 weeks after the commencement of a semester in the prescribed form together with supporting documents such as qualification certificate awarded by a recognized university / institute / examination body, syllabus from a prior course with information on learning outcomes, academic standard, coverage, duration and assessment criteria.
- 4.2.12 A prescribed administration fee for each course exemption will be charged and the fee is non-refundable no matter the exemption application is successful or not.

### *Exemption for English Language Courses*

- 4.2.13 Subsequent to 4.1.3(a), students with the following test or exam results will be considered for exemption from the English language courses of the programmes as depicted below:

	<b>HD/AD English courses benchmarked at QF Level 3</b>	<b>HD/AD English courses benchmarked at QF Level 4</b> (focused areas: listening & speaking)	<b>HD/AD English courses benchmarked at QF Level 4</b> (focused areas: reading & writing)
HKDSE Level 3 or above	✓		
HKALE / GCE A-level Grade D or above	✓		
IELTS <b>6.0</b> or above <b>overall</b> and a minimum of <b>5.5</b> for each <b>individual</b> component	✓		
IELTS <b>6.5</b> or above <b>overall</b> and <b>6</b> in <b>listening</b> and <b>speaking</b> component	✓	✓	
IELTS <b>6.5</b> or above <b>overall</b> and <b>6</b> in <b>reading</b> and <b>writing</b> component	✓		✓
TOEFL scored -60 (iBT)	✓		
TOEFL scored -79 (iBT)	✓	✓	✓
TEFL / TESOL certification, or CELTA Holder	✓	✓	✓

4.2.14 The results of IELTS and TOEFL must not be more than two years from the date of the test or final examination to the date of commencement of study at the School.

4.2.15 The list above is not exhaustive. Approval for exemption will be considered case by case for other comparable qualifications obtained by examination.

4.2.16 Students holding any qualifications below will also be considered for exemption for English Language Courses:

- A locally accredited sub-degree (at QF Level 4) or a post-secondary diploma offered by a recognized university or higher education institute overseas, or
- A locally accredited Bachelor's degree or above (at QF Level 5 or above) or a Bachelor's degree or above offered by a recognized university overseas.

The qualification should be awarded by a university or institute where the medium of instruction and assessments of this qualification must be in English.

4.2.17 Applications for exemption must be made in the prescribed form together with supporting documents (please refer to 4.1.14 above). Applicants must provide the original copy of the qualification certificate and examination results for verification. Those with a TOEFL test score must organize for the School to receive an original copy of an official TOEFL score report.

### *Block Credit Transfer for Generic Courses*

4.2.18 Block credit exemption will be awarded to students who have fulfilled the award criteria set by means of Block Credit Transfer. Students being awarded block credits will be exempted from taking the following generic courses (4 language courses and one IT course) in their sub-degree programme of study at LiPACE.

- ENGL3057EF English for Communication I (13.5 QF credits)
- ENGL4049EF English for Communication II (13.5 QF credits)
- ENGL4050EF English for Communication III (13.5 QF credits)
- CHIN4006CF Effective Chinese Communication Skills (13.5 QF credits)
- IT4024EF IT and Digital Literacy (13.5 QF credits)

4.2.19 The award criteria are:

- i. The qualification used in applying for Block Credit Transfer must be a **locally accredited** sub-degree (at Level 4 of the HKQF) or an accredited programme at a level of 5 or above in the Hong Kong Qualifications Framework.
- ii. Students holding a Bachelor's degree or a college diploma offered by a recognized university or higher education institute **overseas** where the medium of instruction and assessments of the qualification is in English will be eligible for block credit transfer for ENGL3057EF, ENGL4049EF and ENGL4050EF but not CHIN4006CF.
- iii. Students holding a Bachelor's degree (本科) or a college diploma (專科) offered by a recognized university or higher education institute in **Mainland China** will be eligible for credit transfer for CHIN4006CF only.
- iv. Students meeting (a) or (b) or (c) above, if successfully completed the Information Literacy course or passed the Digital Literacy assessment in their prior sub-degree or undergraduate study, will be eligible for credit transfer for IT4024EF.
- v. The qualification used by the student must be a completed qualification. That is, the student must have obtained the full and final award for the qualification.
- vi. The qualification must be achieved by study and examination. Qualifications obtained by means of exemption are not eligible for block credit transfer.

4.2.20 For the course(s) awarded credit transfer, the student's course grade will be marked as "Exempted (豁免)" in his/her academic record in SAS and on the transcript. The course will be excluded from the calculation of the Grade Point Average (GPA). Students are not required to take another course(s) to make up the total number of credits required for graduation.

4.2.21 A student can apply for block credit transfer for common Language and IT courses as well as specific credit transfer for programme specific courses for the exemption of particular courses required for graduation in their respective sub-degree programme.

4.2.22 In any case, the maximum number of credits transferred/exempted should not exceed 50% of the total credit requirement for the academic award of the programme.

### 4.3 Assessment

#### 4.3.1 Assessment

- a. The School adopts an outcome-based approach to learning and teaching. Students' assessment performances are measured against a fixed set of predetermined criteria and assessment grades are awarded on a criterion-referenced basis.
- b. Students shall be assessed for every course for which they have registered on the basis of their performance during the semester. Course assessment normally comprises continuous assessments and/or examinations, in the forms of written, practical or oral, or any combination thereof. Continuous assessments may consist of class participation and discussion, assignments, tests, quizzes, projects, presentation, field work (work-integrated learning) and reports.
- c. The weighting between continuous assessments and examinations varies from course to course, ranging from 100% continuous assessments to 100% examinations.
- d. Examinations, if any, are held at the end of a semester. Students are obliged to observe the examination periods stipulated in the Academic Calendar. Examinations of some courses may, if necessary, be held outside the examination period. If such circumstance ever arises, students will be advised in advance of the respective arrangements.
- e. Examinations are normally scheduled between 9:00 a.m. to 10:00 p.m., Monday to Saturday during the examination period. Students must check their examination timetables and be present at all the examinations they have to take part in that semester of study. For details of Student Guidelines on Examination, please refer to Appendix D.

#### 4.3.2 Course Grades

- a. Grade Point Average (GPA) system is used to reflect a student's performance. Letter grades are used in the results slips and transcripts to indicate the grade of a course.
- b. The system of course grades, result descriptions and grade points used in reporting is as follows:

Course Grade	Description	Grade Point
A	Excellent	4.0
A-		3.7
B+	Very Good	3.3
B		3.0
B-	Good	2.7
C+	Fair	2.3
C	Pass	2.0
F	Fail	0
P	Pass	N/A

- c. The passing mark is 40% or Grade C. Students must achieve at least 40% in continuous assessment and examination (if any) plus an attendance of 80% for full-time programmes and 70% for part-time mirror programmes or above in a course in order to obtain a pass in that course.
- d. Non-credit bearing courses are not included in GPA computations.
- e. In addition to the grades listed above, the following will also be used where necessary.

Course Grade	Description
Exempted	Course exemption granted
R	Failed but allowed to be re-assessed
T	Deferred assessment
( )	Re-assessment grade

#### 4.3.3 Resit Examination

- a. Students obtaining an overall mark of 40% or above but marginally failed (score 34.5-39.4) the examination of a course, *or* failing marginally (score 34.5-39.4) a course whose assessment comprises examinations only, may be granted a single chance to resit the examination.
- b. The resit examination will be held in the next available examination session or the next presentation provided for the courses concerned. If the next presentation of the course does not commence within one year from the current presentation in which the student enrolled and failed, the resit examination will be held within a one-year period after the end of the current presentation.
- c. Students taking resit examinations will be required to pay a prescribed resit examination fee for each course and each examination before the designated deadline. If students do not pay the prescribed resit examination fee before the designated deadline, it will be assumed that the students do not accept the resit offer. Students who have withdrawn from their studies at the School before the resit examinations are held shall not be permitted to attend the resit examinations.
- d. The highest overall grade obtained in re-assessment (resit exam and/or redo assessment) will be capped at Grade “(C)”.
- e. No re-assessment will be arranged for students who are absent from their designated resit examinations. If students fail the re-assessment, are absent from a resit examination or do not accept the re-assessment offer, regardless of reasons, a Fail result will be recorded and they shall retake the course at its next presentation.

#### 4.3.4 Redo Assessment

- a. Students obtaining an overall mark of 40% or above but marginally failed (score 34.5-39.4) the continuous assessment of a course, *or* failing marginally (score 34.5-39.4) a course whose assessment comprises continuous assessments only, may be granted a single chance to redo the continuous assessment.
- b. Students will be required to pay a prescribed re-assessment fee for each course before the designated deadline. If students do not pay the prescribed re-assessment fee before the designated deadline, it will be assumed that the students do not accept the re-assessment offer. Students must complete redoing the designated coursework by the designated deadline. Students who are unable to achieve a pass in redo assessment, fail to submit redo assessment within the prescribed deadline or do not accept the re-assessment offer, regardless of reasons, will be rendered fail for the course and be required to retake the course at its next presentation.
- c. The highest overall grade obtained in re-assessment (resit exam and/or redo assessment) will be capped at Grade “(C)”.
- d. No re-assessment will be arranged for students who do not submit redo assessment. If

students fail the re-assessment, do not submit redo assessment or do not accept the re-assessment offer, regardless of reasons, a Fail result will be recorded and they shall retake the course at its next presentation.

#### 4.3.5 Retake Course

- a. Students who get a Fail (Grade “F” or “(F)”) grade in a course are required to retake the course at its next presentation.
- b. Student re-taking a course is required to pay the prescribed course fee and other related fees as appropriate. When a student re-takes a course, only the grade of the latest attempt will be included in the calculation of Graduation GPA.
- c. Students may be allowed to progress to next year of study with failed courses. Normally students failing four or more courses in an academic year are not allowed to progress to the next year of study. They will have to retake the failed courses in the following academic year.
- d. If the failed course is a General Education (GE) course, or an elective course in the programme, the student may choose to re-take the same course or to take another GE / elective within the programme as a replacement.

#### 4.3.6 Absence from Examinations

- a. In the case of absence from an examination because of illness, the student or his/her agent shall submit the original copy of relevant medical certificates together with a completed “Course Issues Application Form (FCS003)” to the Registry Unit for consideration within 5 calendar days after the examination from which the student has been absent. Any late submission or application without sufficient supporting documentation will not be processed.
- b. A relevant medical certificate shall cover the day of the examination when the student is absent. The School shall not normally consider any evidence relating to the illness of a student that is not substantiated by a medical certificate from a certified medical practitioner. The student shall be responsible for arranging directly with the certified medical practitioner for any medical evidence to be sent to the Registry Unit. Neither the School nor any staff members of the School shall obtain the medical certificate on behalf of the student.
- c. Students whose absence from examinations with valid reasons supported by documentary proof (e.g. medical certificate) and deemed by the School to be acceptable may be granted another chance to take the examination at a time and place to be arranged by the School.
- d. A student may be allowed to defer his /her examination in a course once exceptionally if he /she has passed the continuous assessment of the course, if required, fulfilled any compulsory or attendance requirements, and whose reason for deferment of examination is deemed by the School to be acceptable. The student will be arranged to take the examination at a time and place as scheduled by the School. No alternative arrangements will be given to students who are absent from the deferred examination scheduled by the School, and a Fail grade will be automatically awarded. Deferment of an examination is normally not applicable to resit examination(s) and further deferment of examination(s).

- e. A student who has attended examination is not eligible for applying for examination deferment.

#### 4.3.7 Progression

- a. A student who has passed all the courses required in a specific semester may progress to the next semester / academic year.
- b. A student who is required by the Board of Examiners to re-take failed course(s) may be permitted to carry the course(s) to be re-taken to his / her next year of study, provided that the student fails no more than four courses in the academic year.
- c. A student who has failed four or more courses in an academic year will not be allowed to progress to the next year of study.

#### 4.3.8 Appeal against Course Results

- a. If a student believes that an error has been made during the determination of a course result, the student can lodge an appeal by submitting an appeal application with a prescribed fee within 7 calendar days upon announcement of the course result.
- b. Upon receiving the appeal application, the Programme Leader of the concerned student will appoint a second marker to re-mark the assessment and make a recommendation to the Chairperson of the Board of Examiners for decision.
- c. The student will be informed of the decision within one month of the appeal. In case of a positive grade adjustment is proven, the student will be refunded of the appeal application fee.

#### 4.3.9 Academic Integrity

- a. The School expects that its students will act all times to uphold academic integrity, which is a requisite for effective learning and sound scholarship.
- b. Activities which violate the School's expectation of academic integrity include, but are not limited to, the following:
  - i. Submission for assessment purposes of materials that is not a student's own work;
  - ii. Copying, either entirely or in part, and whether using the exact words or with some substitution of words, of the published or unpublished work of others without acknowledgement of the original source;
  - iii. Presentation of another person's argument as the student's own without giving due credit to the originator;
  - iv. Using false or fabricated data or experimental results;
  - v. Misconduct and cheating during examinations;
  - vi. Impersonating another student, or seeking to have another person impersonate oneself, during an examination, tutorial or other exercises;
  - vii. Obtaining or seeking to obtain unauthorized access to question papers or other assessment materials.
- c. Suspected cases of violation of academic integrity will be reported to the Board of Examiners for investigation. If the case is proven, the Board of Examiners will decide on the penalty with reference to the seriousness of the case. The Registry Unit will inform

the student concerned of the penalty in writing by mail.

- d. In cases of proven violation of academic integrity, the student is liable to disciplinary actions that may include:
  - i. Oral and / or written reprimand;
  - ii. Disqualification of course result;
  - iii. Suspension of study for a specified period of time;
  - iv. De-registration from the programme of study;
  - v. Exclusion from further registration on programmes/courses offered by the School;
  - vi. Revocation by the School of an academic award; or
  - vii. Any other penalties, as deemed appropriate for certain offences.
- e. Students must pursue their studies with academic honesty and avoid plagiarism. Students are expected to check their own works through the use of Turnitin or iChecker as per instructors' instructions, including the generation of the self-check reports as attachments to be submitted together with their assignment if needed. The maximum penalty for plagiarism is failing the concerned course. Students should be cautious if their assignment has more than 25% matching text to avoid plagiarism.
- f. If the student is dissatisfied with the disciplinary action taken against him / her, he / she may appeal to the School Disciplinary Committee ([lipace\\_ego\\_exam@hkmu.edu.hk](mailto:lipace_ego_exam@hkmu.edu.hk)) within 7 working days upon receipt of the written notice. The student should state the grounds for the appeal and provide any supplementary evidence or documentation.
- g. The School Disciplinary Committee shall convene a panel for investigation, proper hearing and decision if sufficient ground is provided. Each student can appeal once on his/her misconduct, and the decision of the School Disciplinary Committee is final.

## 5. Programme Award and Award Certificates

- 5.1 To graduate from a programme, students are required to have completed and passed all the required courses in the programme.
- 5.2 Students who have satisfied the graduation requirements and fulfilled other obligations required by the School will be awarded a Higher Diploma / Diploma. The classifications of a student's award should be based on the student's Graduation GPA (GGPA).
- 5.3 GGPA is calculated as follows:

$$\frac{\sum \text{Grade Point in each course} \times \text{Credit Value* of the Course}}{\sum \text{Credit Value of all courses that contribute to the award}}$$

\*Credit Value, also called QF Credits, is assigned to each course. Under the Hong Kong Qualifications Framework, one QF credit consists of 10 notional learning hours. It takes into account the total time likely to be spent by an average learner in all modes of learning, including attendance in classes, on-line learning, practical learning, self-study, examination, etc.

- 5.4 Below are the award classifications of Higher Diploma and Diploma of the School:

Award Classification	GGPA
Distinction 優異	$\geq 3.5$
Credit 良好	$3.0 \leq x < 3.5$
Pass 合格	$2.0 \leq x < 3.0$

- 5.5 All certificates and diplomas can be collected in person at the service counter of the School. Graduates will be notified to collect their award certificates in due course.
- 5.6 Graduates may sign an authorization letter to authorize a representative to collect their award certificates. The name and HKID number of both the graduate concerned and the representative should be provided in the authorization letter. For collection of award certificates, the representative needs to present his/her own HKID Card, and copies of the student's HKID Card and Student Card. The authorization letter is available from the School's office and website.
- 5.7 Award Certificate is a unique document. No duplicate copy will be issued. Graduates graduated within 7 years from when their application for replacement of certificates is made, subject to the submission of police report/notarized statement/declaration administered by Commissioner for Oaths, can apply for a replacement certificate. The official documentary proof of the loss of the certificate must include the following information:
- the applicant's name and his/her HKID/personal ID number which has registered with the School; and
  - the lost certificate's award title and the programme completion year; and
  - that the lost certificate is awarded by Li Ka Shing School of Professional and Continuing Education, HKMU.

The replacement certificate shall in general follow the current format of the award certificate and bear the signatures of the current School officers. The application for replacement of

certificate shall only be processed after all the relevant documents and the application fee have been received. It normally takes 4 weeks to process.

Replacement of certificate is not applicable to graduates who have graduated more than 7 years. Graduates are advised to apply for a Testimonial to certify their graduation status.

## 6. Programme Management and Monitoring

- 6.1 The management and monitoring of our full-time and part-time programmes will follow the standard policies, mechanisms and processes given in LiPACE's Quality Assurance Manual. LiPACE will continue to strengthen and diversify its programme provisions to embrace a wide portfolio of full-time and part-time programmes in different disciplines and at different levels to create value for learners at different stages of their learning needs.
- 6.2 The full-time and part-time programmes are overseen by the Programme Management Committee or the Board of Examiners, with the day-to-day operation being managed by the following Programme Leaders.

Programme Code	Programme	Programme Leader	Email
<b>Diploma</b>			
FDPFS	Diploma in Foundation Studies	Mr. Ryan Lo	rswlo@hkmu.edu.hk
FDPNS	Diploma in Nursing Services	Ms. Wendy Lam	wswlam@hkmu.edu.hk
<b>Higher Diploma</b>			
<b>Business and Hospitality</b>			
FHDBAM	Higher Diploma in Business Administration and Management	Mr. Alvis Chan	amkchan@hkmu.edu.hk
FHDRTPM	Higher Diploma in Resort and Theme Park Management	Ms. Rowena Lam	rfylam@hkmu.edu.hk
FHDTAS	Higher Diploma in Tourism and Airline Studies	Ms. Rowena Lam	rfylam@hkmu.edu.hk
FHDTHS	Higher Diploma in Tourism and Hospitality Studies	Mr. Jan Chau	jhwchau@hkmu.edu.hk
<b>Design, Culture and Creative Arts</b>			
FHDCCMP	Higher Diploma in Creative Culture and Media Practice	Ms. Joanna Lai YS	yslai@hkmu.edu.hk
FHDDES	Higher Diploma in Interior Design	Mr. Penny Chan	pkwchan@hkmu.edu.hk
FHDFASH	Higher Diploma in Digital Fashion Creation	Ms. Melissa Yeung	mylyeung@hkmu.edu.hk
FHDJAP	Higher Diploma in Japanese Studies	Ms. Joanna Lai YS	yslai@hkmu.edu.hk
<b>Early Childhood Education</b>			
FHDECE	Higher Diploma in Early Childhood Education	Mr. Bruno Chiu	bchiu@hkmu.edu.hk
PHDECE^	Higher Diploma in Early Childhood Education	Ms. Ada Wong	aws Wong@hkmu.edu.hk
<b>Engineering &amp; Technology</b>			
FHDENG	Higher Diploma in Engineering	Mr. Ryan Lo	rswlo@hkmu.edu.hk
<b>Health Science</b>			
FHDHC	Higher Diploma in Health Care	Dr. Winnie Wong	wwong@hkmu.edu.hk
FHDHMT	Higher Diploma in Health and Molecular Testing	Dr. U Kin Pong	kpu@hkmu.edu.hk
<b>Social Science</b>			
FHDCRM	Higher Diploma in Criminology	Ms. Joanna Lai YM	ymlai@hkmu.edu.hk

FHDPETC	Higher Diploma in Pet Care and Animal Assisted Therapy	Dr. Kathleen Chim	kchim@hkmu.edu.hk
FHDPSY	Higher Diploma in Psychology	Dr. Kathleen Chim	kchim@hkmu.edu.hk

*[^Part-time mirror programme.]*

## **Financial Issues and Scholarship**

### **7. Tuition Fees**

7.1 The tuition fees for full-time and part-time programmes in 2024/2025 are as follows:

Programme Code	Duration of Study	(For Local Students)		(For Non-local Students)		Applicable to Local Students ONLY		
		Total Tuition Fee	Annual Tuition Fee	Total Tuition Fee	Annual Tuition Fee	Maximum SSSDP Subsidy Amount	Total Fee After SSSDP Subsidy	Annual Fee After SSSDP Subsidy
<b>Diploma</b>								
FDPFS	1-Year	\$46,690	\$46,690	Not Applicable		-	-	-
FDPNS	1-Year	\$55,200	\$55,200	Not Applicable		-	-	-
<b>Higher Diploma</b>								
<b>Business and Hospitality</b>								
FHDBAM	2-Year	\$129,800	\$64,900	\$169,700	\$84,850	-	-	-
FHDRTPM*	2-Year	\$129,800	\$64,900	\$169,700	\$84,850	\$45,820	\$83,980	\$41,990
FHDTAS*	2-Year	\$129,800	\$64,900	\$169,700	\$84,850	\$45,820	\$83,980	\$41,990
FHDTHS*	2-Year	\$129,800	\$64,900	\$169,700	\$84,850	\$45,820	\$83,980	\$41,990
<b>Design, Culture and Creative Arts</b>								
FHDCCMP	2-Year	\$129,800	\$64,900	\$169,700	\$84,850	-	-	-
FHDDES*	2-Year	\$129,800	\$64,900	\$169,700	\$84,850	\$79,780	\$50,020	\$25,010
FHDFASH*	2-Year	\$129,800	\$64,900	\$169,700	\$84,850	\$79,780	\$50,020	\$25,010
FHDJAP	2-Year	\$129,800	\$64,900	\$169,700	\$84,850	-	-	-
<b>Early Childhood Education</b>								
FHDECE	2-Year	\$133,800	\$66,900	Not Applicable		-	-	-
PHDECE	3-Year	\$133,800	\$44,600	Not Applicable		-	-	-
<b>Engineering &amp; Technology</b>								
FHDENG*	2-Year	\$138,600	\$69,300	\$181,100	\$90,550	\$79,780	\$58,820	\$29,410
<b>Health Science</b>								
FHDHC*	2-Year	\$142,900	\$71,450	Not Applicable		\$79,780	\$63,120	\$31,560
FHDHMT	2-Year	\$142,900	\$71,450	\$186,000	\$93,000	-	-	-
<b>Social Science</b>								
FHDCRM	2-Year	\$129,800	\$64,900	Not Applicable		-	-	-
FHDPETC	2-Year	\$129,800	\$64,900	\$169,700	\$84,850	-	-	-
FHDPSY	2-Year	\$129,800	\$64,900	\$169,700	\$84,850	-	-	-

\* Starting from the academic year 2019/20, the programme is subsidized by the government under the Study Subsidy Scheme for Designated Professions/Sectors (SSSDP). Local students enrolling in the subsidized places of the programme will receive an annual subsidy.

7.2 The tuition fees are subject to annual review. The School's discount policy is not applicable to full-time programmes.

- 7.3 The tuition fees of 1-year full-time **Diploma** programmes are to be payable in 2 installments. The tuition fees of **Sub-Degree** programmes are to be payable by 4 installments for full-time (2 years) while to be payable by 6 installments for part-time (3 years).
- 7.4 Semester A tuition fees must be settled in full upon registration. Semester B tuition fees will be collected in late November 2024.
- 7.5 Tuition fees may be paid by crossed cheque (payable to “Hong Kong Metropolitan University”), EPS, credit card, UnionPay, Alipay or WeChat Pay.
- 7.6 Students with financial difficulty may apply for deferred payment by submitting a completed “**Application for Deferred Payment of Tuition Fee (for Full-Time & Part-Time Programmes) (FSA019)**” together with a deposit of HK\$5,000 and all relevant supporting documents **before the payment deadline**. The result will be sent to student email address.
- 7.7 Students, who neither settle the tuition fees nor are approved for deferred payment by the stipulated deadline, will be charged a prescribed administrative fee for late payment. Those who do not settle the overdue tuition fee and administrative fees before the programme/semester commencement will be de-registered from their programmes. The School reserves the right to take legal action to recover overdue payment.
- 7.8 De-registered students have to apply in writing for re-registration. They will be required to submit the “Course Issues Application Form” (FCS003) together with a prescribed administrative fee for re-registration and outstanding tuition fees. The School reserves the right to consider each application on an individual basis and will not guarantee that every application for re-registration will be successful.
- 7.9 All deposit and tuition fees paid are not refundable. The School reserves the right to take proper actions to recover the overdue payment of the students who paid only the deposit but not the full tuition fees by the deadline.

## 8. Other Fees

(Please refer to the Course Issues Application Form for all items.)

Charge Items		Fee (2024-25) <sup>^</sup>
<b>Admission</b>	Application fee	
	• Local applicant	\$300
	• Non-local applicant	\$515
	Registration deposit fee	
	• Higher Diploma programme	\$5,000
• Diploma programme	\$5,000	
<b>Registration</b>	Caution money <sup>Note 1</sup>	\$750
	Course exemption	\$470
	Transfer of programme	\$300
	Deferment of study	\$300
	Late tuition payment penalty	\$500
	Re-instatement of registration	\$500
	Student card replacement charge	\$100
	Visa fee (for non-local students only)	\$500
<b>Examination</b>	Appeal against course result <sup>Note 2</sup>	\$650
	Re-assessment (resit examination/redo continuous assessment) (per course)	\$220
<b>Graduation / Certificate of Study</b>	Certification of Attendance	\$300
	Certification of Achievement	\$300
	Replacement of Award Certificate	\$800
	Additional Official Transcript	\$100
	Testimonial	\$100
	Certified True Copy (Award Certificate & Transcript)	\$100
<b>University Retitling</b>	Certification of University Retitling	\$100

Notes:

1. The caution money is chargeable to all students at first registration and refundable on official withdrawal from the School, subject to no claim being outstanding. The sum will be converted to graduation fee upon completion of a programme.
2. The fee shall be refunded to student if positive adjustments in grades are approved by the School.

<sup>^</sup> The fee amounts set out in this table apply to events which take place in the 2024-25 academic year, irrespective of the year when the student is admitted to the School. All fees are subject to annual review and the School reserves the right to revise its fees. All fees are non-refundable and non-transferable unless otherwise stated.

## 9. Financial Assistance

9.1 The School strives to set the programme fees at a reasonable level to provide affordable learning opportunities to students. In addition, the School also makes proper arrangements to assist those with financial needs.

9.2 The following financial assistance schemes are available for students:

Scheme Type Programme	Means-Tested		Non-Means-Tested Loan		Other Financial Assistance Scheme		Study Subsidy Scheme for Designated Professions / Sectors (SSSDP)
	Financial Assistance Scheme for Post-secondary Students (FASP)	Student Travel Subsidy Scheme (STS)	Non-means-tested Loan Scheme for Post-secondary Students (NLSPS)	Extended Non-Means-Tested Loan Scheme (ENLS)	MTR Student Travel Scheme	Continuing Education Fund (CEF)	
Programme Code	Tuition fee grant/ Academic expenses grant/ Living expenses loan	Travel Subsidy	Loan	Loan	Concessionary fare	Fee reimbursement	
<b>Diploma</b>							
FDPNS				✓	✓	✓	
FDPFS				✓	✓	✓	
<b>Higher Diploma</b>							
<b>Business and Hospitality</b>							
FHDBAM	✓	✓	✓		✓	✓	
FHDRTPM	✓	✓	✓		✓		✓
FHDTAS	✓	✓	✓		✓		✓
FHDTHS	✓	✓	✓		✓		✓
<b>Design, Culture and Creative Arts</b>							
FHDCCMP	✓	✓	✓		✓	✓	
FHDDES	✓	✓	✓		✓		✓
FHDFASH	✓	✓	✓		✓		✓
FHDJAP	✓	✓	✓		✓	✓	
<b>Early Childhood Education</b>							
FHDECE	✓	✓	✓		✓	✓	
PHDECE				✓		✓	
<b>Engineering &amp; Technology</b>							
FHDENG	✓	✓	✓		✓		✓
<b>Health Science</b>							
FHDHC	✓	✓	✓		✓		✓
FHDHMT	✓	✓	✓		✓	✓	
<b>Social Science</b>							
FHDCRM	✓	✓	✓		✓	✓	
FHDPETC	✓	✓	✓		✓	✓	
FHDPSY	✓	✓	✓		✓	✓	

For details of these financial schemes, please visit the SFO's website ([www.wfsfaa.gov.hk/sfo](http://www.wfsfaa.gov.hk/sfo)) or contact the SFO directly.

Student Financial Schemes	Phone No.
Financial Assistance Scheme for Post-secondary Students (FASP)	2152 9000
Non-means-tested Loan Scheme for Post-secondary Students (NLSPS)	2150 6222
Extended Non-means-tested Loan Scheme (ENLS)	2150 6223
Student Travel Subsidy (STS) Scheme	2802 2345
Tuition Fee Reimbursement (for Diploma of Applied Education Students)	2802 2345
Subsidy Scheme for Internet Access Charge (for Diploma of Applied Education Students)	2802 2345

- 9.3 Programmes/courses listed in the table below have been admitted into the CEF reimbursable course list. To be eligible for reimbursement of tuition fees under CEF, students need to attend no less than 70% of the contactable hours of the course or such higher attendance requirement as prescribed for the course (whichever is higher), and attain the overall mark of either 50% or such higher percentage of assessment(s) as prescribed for the course (whichever is higher).



For details, please contact the CEF Office directly (hotline: 3142-2277; website: <http://www.wfsfaa.gov.hk/cef>).

Prog Code	Programme/Course Title	CEF Code
FDPFS	Diploma in Foundation Studies	37L129683
FDPNS	Diploma in Nursing Services	41L106239
FHDBAM	Higher Diploma in Business Administration and Management	33H106289
FHDCCMP	Higher Diploma in Creative Culture and Media Practice	32H106294
FHDCRM	Higher Diploma in Criminology	44H106275
FHDECE / PHDECE	Higher Diploma in Early Childhood Education	35H106241
FHDHMT	Higher Diploma in Health and Molecular Testing	42H140826
FHDJAP	Higher Diploma in Japanese Studies	38H106266
FHDPETC	Higher Diploma in Pet Care and Animal Assisted Therapy	41H106331
FHDPSY	Higher Diploma in Psychology	44H106259

- 9.4 Starting from 1 April 2021 till the official launch of the new affinity card, eligible HKMU students who are existing principal cardholders of any BOC(HK) UnionPay credit cards can apply for the “Interest-free Tuition Installment Plan” (“IFTI Plan”), subject to specified terms and conditions, to facilitate their tuition payment. For any eligible HKMU student who would like to enjoy BOC(HK)’s offer of the IFTI Plan during the transition period but has not yet got a BOC(HK) UnionPay credit card, please visit BOC(HK) website at <https://www.bochk.com/en/creditcard/details.html> to apply for the credit card and contact BOC(HK) directly for any related enquiries.

## 10. Scholarship

To encourage students with outstanding academic performance to pursue their studies at LiPACE, the School offers various scholarship schemes to new students and continuing students. Please refer to the table below for details:

Scholarship	Details of Award
<b>Excellent Academic Achievement</b> (Applicable for all full-time programmes students)	Students with the stipulated outstanding academic performance in individual courses will be awarded the course coupon for payment of tuition fee.
<b>Outstanding Performance Scholarship (OPS)</b> (Applicable to all full-time sub-degree programmes students)	To give recognition to the performance of outstanding students. The scholarship is \$30,000 each per year.
<b>Best Progress Award (BPA)</b> (Applicable to all full-time sub-degree programmes students)	To encourage and recognize students with significant progress and improvement. The award is set at \$10,000.
<b>Talent Development Scholarship (TDS)</b> (Applicable to all full-time sub-degree programmes students)	To recognize students who have demonstrated achievements or talent in non-academic areas and provide support for these students to further develop their talent and potential. The scholarship is set at \$10,000.
Scholarship	Details of Award
<b>Reaching Out Award (ROA)</b> (Applicable to all full-time sub-degree programmes students)	To support meritorious students who are nominated by institutions to participate in learning, internship or service programmes, as well as national, regional and international events and competitions that are conducted outside Hong Kong and the award is set at \$10,000.
<b>Endeavour Scholarship (EDS)</b> (Applicable to all full-time sub-degree programmes students)	To give recognition to deserving post-secondary students with Special Educational Needs (SEN) in the pursuit of excellence in academic and other areas. The award is set at \$15,000.

## **General Information**

### **11. Class Arrangements**

- 11.1 The classes of full-time programmes are scheduled on weekdays and/or evenings and/or Saturdays; and the classes of part-time mirror programmes are scheduled on weekday evenings and/or Saturdays.
- 11.2 The major teaching venues of full-time and part-time mirror programmes are:
- Kwai Hing Campus (KHC)**  
Level 8- Level 12, Tower 2, Kowloon Commerce Centre, 51-53 Kwai Cheong Road, Kwai Chung, N.T. (Exit E of MTR Kwai Hing Station)
- HKMU-CITA Campus (MCC)**  
201-203, Lai King Hill Road, Kwai Chung, N.T. (opposite to Exit A1, MTR Lai King Station)
- CITA-Kowloon Bay Campus (CITAKB)**  
63 Tai Yip Street, Kowloon Bay, Kowloon (The Clothing Industry Training Authority)
- 11.3 Before the semester commences, students should visit the student portal MyHKMU via HKMU website (Current Students) under the section “Class Schedule” to check the class schedule. Students should follow the class schedule to attend classes. As the timetable may change during the course of students’ study, students should refer to the most up-to-date timetable when attending classes.

## 12. Attendance Requirement

- 12.1 Attendance is one of the graduation requirements of the School's full-time and part-time mirror programmes. Lateness or early departure may affect students' attendance and thus academic results.
- 12.2 The minimum attendance requirement of each course in the full-time programmes is 80% while in part-time mirror programmes is 70%. Students who do not meet this requirement will fail the course, and are required to re-take the course.
- 12.3 Students may fill in the online version of "Leave Application Form for Absence from Class" for leave of absence.
- Application with incomplete information or without any supporting documents will NOT be processed.
  - Application for **leave of absence from class** because of sickness must be submitted within **7 calendar days** after resumption of study. Non-medical leave application must be submitted **7 calendar days** before the date of absence. In any case, application forms must be submitted together with supporting documents via the online platform. Late submission will not be considered.
  - Supporting documents refer to medical certificates issued by registered doctors or registered Chinese medicine practitioners with specification on the day(s) of absence and the nature of sickness or injury, or certification letters issued by recognized organizations concerned. Original of the documents is required. The School has full discretion to accept any supporting documents.
  - Students are recommended to keep a copy of the application submitted for future reference. An email acknowledgement will be sent to students in due course. Students are advised to contact Registry Unit at 3120 9988 if they do not receive any response after 3 weeks of submission of the application.
  - Under no circumstances will the actual attendance be affected by any Leave Application. Students' actual attendance will be recorded in the student record.
  - If students fail to meet the minimum attendance requirement of a course, the information provided in "Leave Application Form for Absence from Class" will be considered by the respective Committee(s) for extenuating circumstance at the end of the semester.
- 12.4 Student attendance is calculated as follows:
- Lateness or early departure for not more than 15 minutes will be counted as absence for 15 minutes.
  - 4 times of 15-minute absence will be treated as a 1-class session (regardless of duration of the class) absence.
  - Lateness or early departure for more than 15 minutes will be taken as absence from the class.

### 13. Student Identification

- 13.1 Upon successful registration on LiPACE's full-time programmes, students will be issued a student card. Students are required to carry their cards (in conjunction with their HKID cards) as a means of identification on campus, particularly for class commencement, access to class/examination venues, course materials distribution, assessment, etc.
- 13.2 Students are required to report their lost cards to the School immediately and otherwise bear relevant liabilities.
- 13.3 Students who need to re-apply for a student card are required to fill in the "**Course Issues Application Form (FCS003)**" and submit it with a prescribed administration fee to the School's counter. The form is available from the School Office or website.

## 14. Student Discipline

- 14.1 At all times, students are required to dress and behave properly, and conform to the School's rules and regulations inside and outside schools (including premises of partner schools and industry partners as well as organizations and entities visited). The School may take disciplinary actions against a student who is suspected of guilty of misconduct. Unless stated otherwise, the term of "the University or the HKMU" shall also mean "the School" and vice versa.
- 14.2 Experiential learning activities provide great opportunities for students to apply their formal learning skills and knowledge to the workplace. In addition to Work-integrated Learning (WiL) at the partner organizations/institutions, students shall comply with the policies and procedures while participating in short-term project-based work opportunities and visits. For such extra-curricular and co-curricular activities, students may have to have the undertaking forms/letters counter-signed and need to obtain approval from their supervisors before proceeding on matters which are not routine.
- 14.3 Students are not permitted to engage in misconduct, such as the following:
- a. eating and drinking in class;
  - b. using mobile phones in class;
  - c. using video recorders or cameras (including those embedded in mobile phones) in a classroom during classes; unless authorized by the instructor or academic staff member in charge of the class;
  - d. using voice recorders (including those embedded in mobile phones) in a classroom during classes, unless authorized by the instructor or academic staff member in charge of the class;
  - e. smoking on campus or in specified area outside the School's campuses;
  - f. drinking intoxicating liquor on campus or in specified area outside the School's campuses;
  - g. conduct which unreasonably obstructs the teaching, learning, assessment, research, administrative or consultative activities of the University, its staff, or students;
  - h. refusal to comply with any instructions or orders given by authorized persons of HKMU and LiPACE prohibiting any misconduct;
  - i. downloading and viewing obscene pictures, and reading or distributing of obscene materials on campus;
  - j. the use of HKMU and LiPACE facilities without authorization or for purposes that are not connected with academic study or learning;
  - k. defamation of, assault on or battery against any student or employee of the School;
  - l. willful damage to or defacement of any property of the University or in any teaching venue used by the University for teaching and learning;
  - m. theft, fraud, misapplication of University funds or property of any kind;
  - n. betting and gambling;
  - o. sexual harassment;
  - p. abuse of or unauthorized use of the name of the University or the School that puts the name of the University/ School into disrepute;
  - q. harassment, discrimination, vilification or victimization involving issues of equal opportunities;
  - r. a breach of personal data privacy;
  - s. unauthorized dissemination and inadvertent disclosure of confidential or sensitive information; and
  - t. engaging in and carrying out any illegal act.

- 14.3 Students must pursue their studies with academic honesty and avoid plagiarism. For details, please refer to the section of Academic Integrity under Academic Regulations and Policies (Section 4.3.9) of this handbook.
- 14.4 The School is arbitrate on misconduct matters which are stated in but not limited to any rules, regulations or policies made by HKMU or the School:
- a. the School's teacher, tutor or other staff member who suspects that a student has committed a disciplinary offence would report the matter to the class teacher/course coordinator/programme leader, who will issue a formal verbal warning upon the alleged offence and record the case in the Student Discipline Record; whereas three formal verbal warnings will lead to a written warning. Where the alleged offence is of a serious nature or involves aggravating factor, a written warning will be issued to the offending student of forthwith;
  - b. a student ought to behave and stop the misconduct after being warned verbally or upon being served with a written warning;
  - c. without prejudice to the issue of formal verbal warning and written warning, the School Disciplinary Committee shall convene a hearing in relation to allegations of a commission of a serious offence or repeated disciplinary offences;
  - d. on conclusion of a hearing and upon the allegations being substantiated, the School Disciplinary Committee may impose any of the following sanctions or penalties, singly or in combination, as it may consider appropriate:
    - i) a requirement to make good any loss of or damage to the property or premises of the University or in the teaching venue used by the University upon demand, failing which clauses 14.4d(ii) to (iv) shall automatically be in effect until fully satisfied and / or discharged;
    - ii) suspension of privileges afforded to student;
    - iii) suspension from any ongoing courses or further registration in any courses offered by the School;
    - iv) suspension of the issue of certificates.
- 14.5 A student who is not satisfied with the formal verbal or written warning or disciplinary action taken against him/her may be allowed one chance to appeal by writing within 7 working days after the action has been communicated to him/her. The student should state the grounds for the appeal and provide any supplementary evidence or documentation.
- a. An appeal against a formal verbal warning or written warning issued by the programme or division shall be considered and decided by the School Disciplinary Committee where its decision is final.
  - b. An appeal against the decision of the School Disciplinary Committee shall be made to the Dean who will decide whether to uphold the decision of the School Disciplinary Committee or impose an alternative sanction/penalty; whereas the decision of the Dean shall be final.

## 15. Learning Resources and Support

- 15.1 O365 is a free & permanent email and collaboration service to all students. It includes anywhere access to the mailbox service across the desktop, web and mobile devices, free storage, document sharing and editing, instant messaging, and video chat. The account carries a domain name “@live.hkmu.edu.hk” which bears a lifelong identity of HKMU. Students can access O365 at anytime and anywhere through the link: [https://student.intranet.hkmu.edu.hk/hkmu\\_o365](https://student.intranet.hkmu.edu.hk/hkmu_o365).
- 15.2 **MyHKMU-Student:** This is a 1-stop website for students to enjoy the School’s service and resources, including:
- a. online learning environment, e-library and other services;
  - b. set up a personalized webpage;
  - c. check study records and results;
  - d. check class timetables;
  - e. receive information from the School;
  - f. check and update personal data (e.g. address and telephone).

15.3 To access MyHKMU, please follow the steps below:

- Enter the website : <http://www.hkmu.edu.hk/students>
- Enter your Username and Password (same as email service)



Adverse weather

**Login to MyHKMU**

Username

Password

**Student Announcement**

- > Blasting Work Schedule (near Kai Kwong Street and Chung Hoi Street) - Central Kowloon House (KHK ...
- > Part-time Student Trainees (SAT)
- > IT System Maintenance for University Domain Address Changes from 31 August 2021 to 1 September 2021 ...

15.4 **Online Learning Environment (OLE):** The OLE facilitates students, teachers and Course Coordinators to communicate and interact with one another through Discussion Board, Email and Sharing of materials. Students can access their course materials online and participate in online activities at OLE. To access the service:

- Enter the website: <https://elipace.hkmu.edu.hk/>
- Enter Username and Password (same as email service)

**網上學習系統**  
**Online Learning Environment**

Username 使用者名稱 :

Password 密碼 :

Help · Forgot password  
登入方法 · 忘記密碼

**Online Learning Environment**

CHAN Tai Man Change Password | Refresh | Log

My Courses			Course News	Discussion Board
Autumn	CHIU 3005CF	Chinese	<input type="button" value="News"/>	<input type="button" value="Board"/>
Autumn	ENGL 3030EF	English	<input type="button" value="News"/>	<input type="button" value="Board"/>

**Support**

- Programme News/Shared Documents
- Announcements
- Student Handbook for Professional Programmes
- Student Handbook for Full-time Programmes
- Student Guidelines on Examination (Band A)
- OLEFACE User Manual for Students
- Important Course News

- c. Click the course code or title on the OLE homepage to view your course

CHAN Tai Man

**Online Learning Environment**

**My Courses**

Autumn	CHIN 3009CF	Chinese
Autumn	ENGL 3030EF	English

**Support**

**Programme News/Shared Documents**

- Student Handbook for Professional Programmes
- Student Handbook for Full-time Programmes
- Student Guidelines on Examination (Band A)
- OLEiPACE User Manual for Students

- d. Click the title to read course news

**Course News**

- A Warm Welcome to You

- e. Add your own schedule in the calendar

View by Fortnight | View by Month

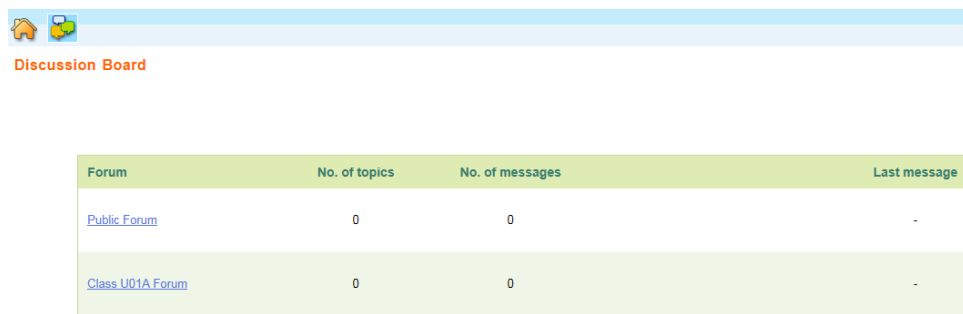
Add Entry | Refresh

**S e p t e m b e r**

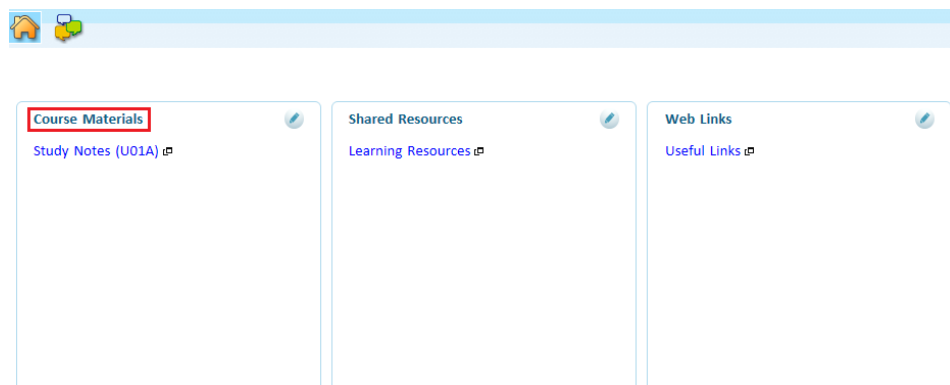
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3 First day of school	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28 Assignment 1	29
30						

Tutorial | Day School | Study Group | TMA | Exam | Others

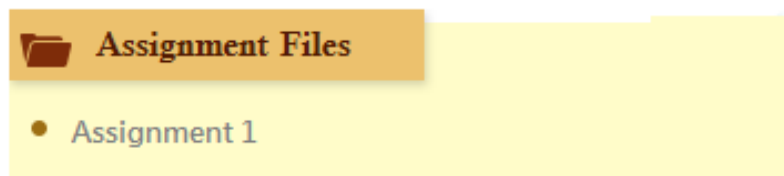
- f. Share your learning experience and obtain peer support through the Discussion Board



- g. Download learning materials from “Course Materials”



- h. View and download assignment files from “Assignment Files”



- 15.5 **Library:** Students of Degree / Higher Diploma Diploma can use the University library’s borrowing service and other facilities upon presentation of their student cards. They are required to comply with the relevant regulations.
- 15.6 **Learning Resources Centre (LRC):** Students can use the LRC at Kwai Hing Campus and HKMU-CITA Campus upon presentation of their student cards. When using the facilities, students are required to observe the rules of the LRC posted in the centre.

Kwai Hing Campus	Centre Opening Hours	Reference Materials Service Hours
Eligible Students	Diploma of Applied Education, Diploma, Higher Diploma, Overseas Degree students	Higher Diploma, Overseas Degree students (priority)
Monday – Friday	09:00 – 19:00	09:00 – 19:00
Saturday	Closed	Closed
Sunday & Public Holidays	Closed	

<b>HKMU-CITA Campus</b>	<b>Centre Opening Hours</b>	<b>Reference Materials and iMac Service Hours</b>
Eligible Students	Diploma of Applied Education, Diploma, Higher Diploma, Overseas Degree students	Higher Diploma, Overseas Degree students (priority)
Monday – Friday	09:00 – 18:00	09:00 – 18:00
Saturday	Closed	Closed
Sunday & Public Holidays	Closed	

Opening hours during festive days will be shortened. For details, please refer to the notices of the LRC.

- 15.7 **PC Laboratory:** Students can use the computing facilities at Kwai Hing Campus and HKMU-CITA Campus. The opening hour is:

	<b>Kwai Hing Campus</b>	<b>HKMU-CITA Campus</b>
<b>Monday – Friday</b>	09:00 – 19:00	09:00 – 19:00
<b>Saturday</b>	Closed	Closed*
<b>Sunday &amp; Public Holiday</b>	Closed	Closed

*\*subject to change*

Opening hours during festive days will be shortened. For details, please refer to the notices of the PC Laboratory.

When using the facilities, students are required to observe the rules of the PC laboratory (**Appendix B**).

- 15.8 **Study Rooms:** The study rooms at both Kwai Hing Campus (K0914) and HKMU-CITA Campus (Rooms 104, 109 and 504) are open for students' use. The opening hour is:

Kwai Hing Campus:	Monday – Saturday: 8:30am - 9:30pm
	Sunday and Public Holiday: Closed
	Festive Days: 8:30am – 5:40pm
	Festive Days: Mid-Autumn Festival, Winter Solstice, Christmas Eve, New Year's Eve and Lunar New Year's Eve
	Lunar New Year Holiday: Closed
HKMU-CITA Campus:	Monday – Sunday: 9:00am–10:00pm (except Lunar New Year Holiday)

- 15.9 **Student Communal Area:** Students can use the student communal area at Kwai Hing Campus (L8 and L9). The opening hour is:

Kwai Hing Campus:	Monday – Saturday: 8:30am - 10:00pm
	Sunday and Public Holiday: Closed
	Festive Days: 8:30am – 8:00pm
	Festive Days: Mid-Autumn Festival, Winter Solstice,

	Christmas Eve, New Year's Eve and Lunar New Year's Eve
	Lunar New Year Holiday: Closed

When using the facilities, students are required to observe the relevant rules ([\*Appendix C\*](#)).

### 15.10 Photocopying of Course Materials for Diploma, Higher Diploma and Degree students

To reduce paper consumption, LiPACE would not arrange photocopying of course materials for Full-time and Part-time Higher Diploma, Diploma and Degree students.

Students who need photocopying or printing service can use the octopus photocopiers at the following locations:

Campus	Location
Kwai Hing Campus	<ul style="list-style-type: none"> <li>• PC Laboratory on Level 8</li> <li>• Outside Tatami Room on Level 9</li> <li>• Student Communal Area (near lockers) on Level 9</li> </ul>
HKMU-CITA Campus	<ul style="list-style-type: none"> <li>• PC Laboratory on Level 1</li> <li>• Outside Self-Study Room (room 104) on Level 1</li> </ul>

## 16. Student Feedback and Complaint Handling

- 16.1 LiPACE places great importance in effective communication with students. It is hoped that through communication the School can obtain student feedback about the quality of teaching and learning. Student feedback is an essential source of information for the programme's continual improvement and development.
- 16.2 Students having any comments and suggestions about the programmes are encouraged to communicate directly with relevant Programme Leader, either through informal channels (e.g. telephone, email, etc.) or via formal channels (such as class visits, meetings with students, and course evaluation).
- 16.3 If students have feedback which is a complaint in nature, on top of the above channels, they may also convey their dissatisfaction by writing to the School's Marketing and Communications Unit-in-charge who will conduct an impartial investigation. LiPACE strives to acknowledge receipt of the feedback within 2 working days or reply to the non-anonymous complainant of the investigation results within 10 working days. All complaints will be handled sensitively and with due consideration to confidentiality.

## 17. Adverse Weather Arrangements

- 17.1 The general public announcements about adverse weather arrangements from the Education Bureau do not apply to the School's full-time programmes. Students are required to check the latest announcement on the School's website ([www.hkmu.edu.hk/lipace](http://www.hkmu.edu.hk/lipace)).
- 17.2 If Typhoon No. 8 or the Black Rainstorm signal is still hoisted at the following time before class/seminar/examination commencement:
- 6:30am: All classes/seminars/examinations before 2:00pm will be cancelled.
  - 10:00am: All classes/seminars/examinations between 2:00-6:00pm will be cancelled.
  - 2:00pm: All classes/seminars/examinations on that day will be cancelled.
- 17.3 If Typhoon No. 8 or above is hoisted during classes/seminars/examinations, all classes/seminars/examinations will be terminated. If the Black Rainstorm signal is hoisted during classes/seminars/examinations, those classes/seminars/examinations already in progress will continue.
- 17.4 Subject to the availability of campuses and the transportation conditions, if Typhoon No. 8 or the Black Rainstorm signal is lowered before/at the following time:
- 6:30am: All classes/seminars/examinations on that day will be held as scheduled.
  - 10:00am: All classes/seminars/examinations between 2:00-6:00pm will be held as scheduled.
  - 2:00pm: All classes/seminars/examinations at 6:00pm and after will be held as scheduled.

## Appendix A

### About O365

- 1 O365 stands for Microsoft Office 365. With the enrollment of Microsoft Education Solutions, a number of Microsoft Office 365 online services are provided for the institutes. Currently, HKMU students are provided with an O365 email account as a lifelong communication channel with the University. In addition, current students with active enrolled courses are entitled to Microsoft Office software and licenses. Current students can download and install the latest version of Microsoft Office software and apps on desktop PCs, notebooks or mobile devices for supporting studies. To access email messages on Mobile phones/devices, students can install Outlook App in the Apple Store or Google Play Store.
- 2 Students can access O365 at anytime and anywhere through the link: [https://student.intranet.hkmu.edu.hk/hkmu\\_o365](https://student.intranet.hkmu.edu.hk/hkmu_o365).



### 3 About O365 Account

A special type of O365 account is required for using the O365 email or enabling the Microsoft office. The format of the O365 account for HKMU Students is:

‘s’ + first 7 digits of HKMU Student ID + ‘@live.hkmu.edu.hk’

(e.g. s1234567@live.hkmu.edu.hk).

### 4 How to Log in Your Email Account

4.1 If you are a new student, please create a new password first:

HKMU Website <http://www.hkmu.edu.hk/> → Current Students → Undergraduate & Sub-degree → Services & Support → Single Password Management

Please follow the same steps if you would like to change your existing password. Once created, the password will be applicable to all websites of the University.

- 5 If you need further assistance, you may contact our ITO Hotline at Tel: 2711-2100 or email to [itohelp@hkmu.edu.hk](mailto:itohelp@hkmu.edu.hk).

**Rules of PC Laboratory**

## 1 Admission to the PC Labs

- 1.1 Only active students and current HKMU staff with valid HKMU Identity Cards are allowed to use the PC Labs. The on-duty staff of the PC Labs may at any time require a user to show his or her identity as a valid user, and may require any person who fails to provide the requested evidence to leave the PC Labs.

## 2 Use of the PC Labs

- 2.1 In addition to the clauses included in the Regulations, users must also comply with those in the “Latest Rules” when using the PC Labs. The “Latest Rules” is displayed at the entrance of the PC Labs.
- 2.2 Users are allowed to use only one PC at any time. No user is allowed to occupy two or more PCs simultaneously.
- 2.3 Any malfunction, damage or loss of any computer components must be reported to the PC Lab staff immediately. Users will be responsible for loss and damage to any components of the PCs that they are using. Users may be required to pay the full value plus the shipping and handling fees for any replacements. Lost or damaged components will continue to be the property of the PC Labs even if the replacement charge has been paid.
- 2.4 The PC Labs will not be responsible for any loss of user data. Users are advised to frequently save data onto their portable storage.
- 2.5 Users should not copy any software or data from their own portable storage onto hard disks of any PCs in the labs. HKMU reserves the right to erase anything copied on the PCs without advance notice. On the other hand, users should not copy anything from the servers to their own portable storage without HKMU's permission.
- 2.6 All PCs in the PC Labs (except those in tutorial laboratories) are available for free access. PCs in tutorial laboratories are usually used only for tutorials but may be made available for free access if necessary.

## 3 User Conduct

- 3.1 Users should follow the instructions on the proper use of the PC Labs as described in this regulation, displayed in the PC Labs or given verbally by the on-duty staff.
- 3.2 Users' right to use the PC Labs may be suspended if they are found misusing the PC Labs.
- 3.3 Users will be held responsible for any infringement of intellectual property rights in Hong Kong or elsewhere, arising from copying any software or data.
- 3.4 Users are not allowed to reserve the PCs and leave them idle. Any reserved PCs left idle for ten minutes may be taken up by other users.
- 3.5 Any personal items left unattended in the lab (on the seat) for more than ten minutes may be reported to and removed, without prior notice, by the on-duty staff. The PC Labs will

not be responsible for any loss or damage to unattended personal property.

- 3.6 Unauthorized removal and/or mutilation of PC Lab resources, either in whole or in part, or any attempt to do so will subject the offender to serious disciplinary action. Also, users should conserve computer paper and any other resources.
- 3.7 Users are not allowed to touch any common control switches such as electrical power switches, air conditioning controls, etc.
- 3.8 Users should enter/leave PC Labs through the designated entrance/exit unless directed otherwise by the on-duty staff.
- 3.9 At the request of the on-duty staff, a user should display personal belongings for inspection at the PC Lab exit. A user may be required to show the contents of his/her bags, cases or other containers.
- 3.10 Users should not behave in a manner that is likely to disturb other users. Smoking is not permitted anywhere in the PC Labs. Silence must be observed within the PC Labs and adjacent areas.
- 3.11 Viewing obscene material on the computers in the PC Lab is not allowed. (If you need to do so for academic research or study, please consult the staff at the Service Counter. Special arrangements will be made if feasible.)
- 3.12 Users should take away all their belongings and any items they do not want, such as paper, when they have finished using the PCs.
- 3.13 Food, drinks, games of any form, listening to music of any form is not allowed.

**Rules of Study Room**

## 1. Opening Hours

Kwai Hing Campus: Monday – Saturday: 8:30am - 9:30pm  
Sunday and Public Holiday: Closed  
Festive Days: 8:30 am – 8:00 pm  
Festive Days include: Mid-Autumn Festival, Winter Solstice,  
Christmas Eve, New Year’s Eve and Lunar New Year’s Eve  
Lunar New Year Holiday: Closed

## 2. Purpose

2.1 Study Room is established for full-time programme students for rest, reading, study and exchanging views after classes.

## 3. Regulations

3.1 Only HKMU students with a valid HKMU student ID Card can have access to the rooms. Students should not bring non-HKMU students to the study rooms.

3.2 All students should follow the instructions on the proper use of the venues, enforced by the organizations concerned. The organizations or HKMU representatives will have authority to expel those who behave improperly in or misuse the venue.

3.3 Food, drink and smoking are prohibited.

3.4 Tables, chairs and other furniture should not be misused, moved or damaged.

3.5 Games of any kind are prohibited.

3.6 Any activities which cause disturbance to other users are prohibited.

3.7 Silence must be observed. Conversation, including telephone conversation, is prohibited.

3.8 Electronic devices which emit noise are prohibited.

3.9 Students are responsible for their own property.

3.10 Availability of a study place at study room(s) is on a first-come-first-served basis.

## **Appendix D**

### **Student Guidelines on Examination**

1. Please arrive at the examination venue 15 minutes before the examination (including oral examination) starts. Candidates arriving late will not be given extra time. After the examination starts for 30 minutes, candidates will not be allowed to enter the examination room.
2. Except for stationery and authorized materials, candidates should put all personal belongings into their bags. Mobile phones and all electronic devices including smart watches should be placed on their bags under the seat. Mobile phones, smart watches and electronic devices should be switched off. Candidates should ensure that they do not carry any of the above-mentioned items when the examination is in progress. Otherwise, they might be disqualified from the examination and liable to disciplinary action.
3. Candidates should bring their Hong Kong identity cards and student ID cards to the examination for identification. If the required documents do not correspond to the person sitting the examination, the candidate shall be liable to disciplinary action.
4. Candidates should not leave the examination room during the first 30 minutes and the last 15 minutes of the examination. If, after the first 30 minutes and before the last 15 minutes of the examination, a candidate wishes to leave the examination room, he/she should raise his/her hand and get permission from the invigilator.
5. For Listening Examination/Test: candidates will not be allowed to enter the examination venue when the listening part has started. Candidates can enter the exam room after the listening part has been finished. The listening part will not be marked if the candidate missed the listening examination due to late arrival.
6. For Oral Examination/Test: After entering the examination room, candidates shall present their Student ID card, HKID card and any other required documents to the invigilator. After the examination, candidates should leave the examination preparation room immediately and avoid making contact with other students in the room.
7. Examination misconduct
  - 7.1 Examination misconduct includes, but is not limited to, any of the following:
    - 7.1.1 Taking into the examination room, or possessing or consulting while in that room, any books, memoranda, notes, mobile devices, electronic storage device such as an electronic organizer, diary or electronic dictionary or any other similar materials, except such as may have been supplied by the invigilator or authorized materials;
    - 7.1.2 Aiding or attempting to aid another candidate, or obtaining or attempting to obtain aid from another candidate/parties;
    - 7.1.3 Obtaining or attempting to obtain aid unfairly from any officer of the School or any person as appointed by the School for the conduct of an examination or the assessment activities, either during the period of an examination or afterwards;
    - 7.1.4 Consulting, or attempting to consult, any books, memoranda, notes, mobile phones, smart watches, electronic storage device such as an electronic organizer, diary or electronic dictionary or any other similar materials while temporarily outside the examination room during the period of an examination.

- 7.2 In serious cases of indiscipline, the invigilator shall have the power to discontinue the examination of the candidate involved and to expel him/her from the examination room if it is felt that such disciplinary action is essential.
- 7.3 Any incident in which misconduct is suspected will be reported in full by the invigilator including a written statement from the candidate taken at the end of the examination. If the misconduct involves the introduction of notes or other similar unauthorized materials, the documents concerned will be attached to the invigilator's report and forwarded to the School.
- 7.4 A candidate alleged to have committed misconduct under Notes to Students for Examination Arrangements 7.1 or to have failed to comply with any of the instructions governing the conduct of an examination specified by the School from time to time, shall be liable to proceedings by the School as specified in the "Policy Guidelines on Academic Regulations".
8. A student who is absent from an examination without permission from the School concerned will not be granted another chance to take the examination. In case the absence is caused by serious illness with sick leave granted, the student or his/her agent should submit a relevant medical certificate (original) together with the completed form of "Course Issues Application Form" to the Registry Unit for consideration. Any late submission of an application or application without sufficient supporting documentation will NOT be processed. In order to be counted as relevant, the medical certificate has to relate to the date or period of the respective examination. The School will not consider any evidence relating to the illness of a student that is not substantiated by a medical certificate issued by a registered medical practitioner or registered Chinese medicine practitioner. The student will be fully responsible for arranging directly with his/her registered medical practitioner or registered Chinese medicine practitioner for any medical evidence. Neither the School nor staff members of the School will obtain the medical certificate on student's behalf. A student who has achieved a pass in the continuous assessment, if required, for the course and completed any compulsory or attendance requirements, and whose reason for absence is deemed by the School to be acceptable, may be exceptionally granted one attempt of deferred examination at a time and place as arranged by the School. Deferred students who are absent from the scheduled examinations will not be given alternative arrangements thereafter and a Fail grade will be automatically given. Students should however note that deferment of an examination is not applicable to resit examination(s) and further deferment of examination(s).
- a) For Diploma of Applied Education: Student should submit "Course Issues Application Form (FFT008C)" within 5 calendar days after assessment.
  - b) For Full-time Programmes (including part-time mirror HD programmes): Student should submit "Course Issues Application Form (FCS003)" within 5 calendar days after assessment.
  - c) For Part-time Professional Programmes: Student should submit "Course Issues Application Form (FCS003)" and relevant administrative fees within 7 calendar days after assessment.
9. Re-assessment
- Except in special circumstances (e.g. marks below a certain level or attendance below requirement), students who fail in a course may be granted one opportunity to redeem the failure. The School has the discretion to decide the reassessment arrangement and appropriate forms (e.g. supplementary examination). Details are as follows:
- 9.1 Students who fail the examination of a regular course for the first time and obtain grade "R" are allowed to be re-assessed. Those with grade "F" are required to re-take the course.
- 9.2 Under no circumstances, re-assessment students who are absent from the scheduled

examinations will not be given alternative arrangements thereafter and a Fail grade will be automatically given. Students should however note that deferment of an examination is not applicable to re-assessment.

### 9.3 Grade of Re-assessment

Grade of Re-assessment will be capped at “Pass” or “Fail”. Students who fail in the re-assessment have to retake the course if they want to complete relevant programme.

- a) For Diploma of Applied Education: Grade of Re-assessment will be capped at Grade D.
- b) For Full-time Programmes (including part-time mirror HD programmes) and Part-time Professional Programmes: Grade of Re-assessment will be capped at Grade C.

### 9.4 Reassessment Application

Students would like to take re-assessment are required to submit a re-assessment application by filling in the “Course Issues Application Form (FCS003) with a prescribed administration fee for each course to the Registry Unit within 7 calendar days of results announcement (for Full-time Programme (including part-time mirror HD programmes)) / within 14 calendar days of results announcement (for Part-time Professional Programmes). Students who fail to submit application of re-assessment or pay the administrative fee by the deadline will be rendered fail (“F”) for the course.

## 10. Enquiries

Registry Unit (Examination and Timetabling)

Address: Kwai Hing Campus, 11/F, Tower 2, Kowloon Commerce Centre,  
51-53, Kwai Cheong Road, Kwai Chung, N.T.

Tel: 3120 9988

## **Appendix E**

### **Good Practices to Go Green**

#### **Background**

To reduce paper consumption and to promote environmental-friendliness, the School has introduced the following Good Practices to staff and students to improve environmental performance through simple actions in its daily operation.

#### **Reducing Use of Paper**

1. Suspend photocopying of course materials for Diploma, Higher Diploma and Overseas Degree students.
2. Communicate and do filing by use of electronic means instead of printing hard copies.
3. Send and use of ecopies of notes, course materials, newsletters, and promotional materials, etc. to minimize the number of hardcopies distributed.
4. Minimize photocopies.
5. Print on both sides of paper.
6. Put unwanted paper into Recycle Bin.
7. Use blank side of recycled paper for printing or making notes or draft.

#### **Energy Conservation**

8. Switch off the lights, air-conditioners, computers and all electrical appliances inside classrooms and office once nobody is inside.
9. Set our office's/ classroom's air conditioner thermostat temperature at 24 to 26°C during summer. (Open windows for free cooling or use air conditioners' fan instead of cooling function in winter, if applicable.)
10. Unplug equipment like computers, printers and drinking water dispensers before long holidays to save energy consumption.
11. Enable our computer monitors to turn off automatically or in energy-saving mode after 10 minutes or less of inactivity, and lower monitor brightness wherever appropriate.

#### **Other Green Tips**

12. Shut off tap properly after washing hands.
13. Use hand dryer instead of paper towel wherever possible.
14. Use reusable food container instead of polyfoam lunch box.
15. Bring your own water bottle and reduce the consumption of plastic bottles and soft drink cans.
16. Use refillable ball pens and mechanical pencils instead of the disposable ones.
17. Use staircase instead of using the escalator as far as practicable.

## **Appendix F**

### **Personal Data Privacy Ordinance and Policy on Equal Opportunities**

With the enactment of the Personal Data (Privacy) Ordinance in December 1996, the University established its personal data protection policy which is set out below:

#### 1. University policy on protection of personal data

##### 1.1 Principle 1 — Collection

The University provides education and training services. In order to do so, it carries out various activities and collects and uses personal data for various purposes relating to such activities.

Before collecting personal data from you, the University will provide you with the information required by the Ordinance, and will notify you of your right to obtain a copy of, and correct any inaccuracies in, your personal data held by the University.

The University will treat your personal data as confidential. However, from time to time, it may need to disclose your personal data to other persons in order to carry out its activities or because it is required to do so by law. Where possible, the University will try to ensure that the recipient of the personal data also agrees to treat them as confidential and in accordance with the provisions of the Ordinance.

##### 1.2 Principle 2 — Accuracy and retention

The University will, where practicable, take steps to ensure that the personal data it maintains on you are accurate, but you should note that the responsibility for informing the University of changes in your personal data rests with you. The University cannot establish whether your personal data are correct unless you notify the University of any changes. If your personal data are incorrect, the University will take steps to correct such personal data before it uses such data, or will ensure that they are erased.

The University will from time to time review whether it still needs to keep your personal data. Personal data which are no longer required will be deleted.

##### 1.3 Principle 3 — Use

Unless it has your consent, the University will not use your personal data for any purpose other than the purpose for which they were collected (or a directly related purpose).

##### 1.4 Principle 4 — Security

The University will take steps to protect your personal data against unauthorized or accidental access, processing, erasure or use.

The University has produced a Code of Practice to provide guidance to staff and other individuals who have either a contractual or educational connection with the University.

##### 1.5 Principle 5 — Information

On or before collecting personal data from you, the University will inform you:

- a. why it is collecting your personal data;
- b. the purposes for which this data may be used;
- c. to whom it may be transferred; and

- d. your rights under the Ordinance to ascertain whether the University holds personal data on you.
- e. The University's Code of Practice gives details on:
  - the kinds of personal data which the University holds;
  - the purposes for which the University holds such personal data; and
  - the policies and practices of the University in relation to such personal data.

### 1.6 Principle 6 — Access and correction

In accordance with the Ordinance, you are entitled to write to the University:

- a. to ascertain whether the University holds personal data on you; and, if so
- b. to ask for a copy of such personal data; and
- c. to request any inaccuracies in such personal data be corrected.

Requests for access to or correction of personal data may be made to the Data Protection Officer by completing the standard forms provided by the Office of the Privacy Commissioner for Personal Data or the University. The University may charge you a fee to cover its administrative costs.

## 2. Personal Data (Privacy) notice

The Personal Data (Privacy) Ordinance (the Ordinance) came into effect on 20 December 1996. In this connection, the University has established its own personal data protection policy and procedures for compliance with the requirements of the Ordinance. You are required to note the following on or before supplying your personal data to the University.

### 2.1. Requirement to supply personal data

When you become a student of the University, personal data collected during the admission process will become part of your student record. You must inform the University in writing of any changes in your personal data, with copies of relevant documentary evidence where applicable. It is also necessary for you to supply your personal data to the University as and when required.

### 2.2. Consequences of failing to supply personal data

The University may not be able to process academic and administrative matters relating to you if you fail to provide the required data.

### 2.3. Purposes for using your personal data

Your personal data will be used by the University for student and University administration purposes, which may include the following:

- a. admission
- b. registration/re-registration and monitoring
- c. accounting for fees
- d. planning and control of curricula and examinations
- e. commissioning and approving educational materials
- f. assessment and publication of examination results
- g. graduation and awards
- h. communicating with you
- i. course-related communications
- j. promotion and public relations activities
- k. student welfare
- l. liaising with student associations

- m. research and surveys
- n. alumni
- o. management analysis
- p. preparation and submission of statutory returns
- q. monitoring the use or performance of equipment, vehicles or services
- r. fund-raising
- s. security
- t. compliance with legislation and regulations of the Hong Kong Special Administrative Region
- u. any other related academic and administrative services.

#### 2.4. Classes of persons to whom the University may transfer your personal data

Personal data held by the University related to you will be kept confidential but they may be provided to the following third parties:

- a. students in your course(s) to facilitate communication;
- b. student bodies, e.g. Students' Union, student associations and alumni;
- c. any individuals and/or agents who provide academic and administrative services to the University;
- d. any individuals and/or agents who conduct surveys and research for the University; and
- e. donors of student scholarships and bursaries, and other awards.

#### 2.5. Right to request access to and correction of personal data

In accordance with the terms of the Ordinance, you have the right to:

- a. check whether the University holds personal data about you and gain access to such data;
- b. require the University to correct any inaccurate personal data relating to you; and
- c. be informed of the kind of personal data relating to you held by the University

Where necessary, you may be asked to provide further information to help locate the required data for processing your request. The University may refuse to comply with your request if it is impractical to do so.

#### 2.6. Requests for access to or correction of personal data

Requests for access to or correction of personal data may be made to the Data Protection Officer (DPO) by completing the standard forms provided by the Office of the Privacy Commissioner for Personal Data or the University. The University may charge a reasonable fee to cover the administrative costs.

For enquiries, you may contact the Data Protection Officer at:

Hong Kong Metropolitan University  
 30 Good Shepherd Street  
 Ho Man Tin, Kowloon, Hong Kong  
 Email: DPO@hkmu.edu.hk

### 3. Policy on equal opportunities

#### 3.1. HKMU's position on equal opportunities

It is unlawful for a member, employee or student of the University to harass, discriminate against, vilify or victimize another member, employee or student of the University, or any other person who has dealings with the University, on the grounds of sex, marital status, pregnancy, family status, disability or race of that person. The University will not tolerate any unlawful acts of harassment, discrimination, vilification or victimization and it will uphold this principle in all of its operations.

The University, and members and employees of the University who hold supervisory positions, will take all necessary steps in order to ensure that any member, employee or student of the University or any other person who has dealings with the University is not subject to any unlawful acts of harassment, discrimination, vilification or victimization in their employment or in their educational experience.

Members, employees and students of the University should observe the requirements of the Sex Discrimination Ordinance, the Disability Discrimination Ordinance, the Family Status Discrimination Ordinance and the Race Discrimination Ordinance as stipulated in the Codes of Practice issued by the Equal Opportunities Commission, and any anti-discrimination ordinances that may be enacted. They may be personally liable for acts committed by them.

#### 3.2. Proceedings on complaints of harassment, discrimination, vilification or victimization

The University has appointed an Equal Opportunities Officer as a contact person to receive related claims. If staff members, job applicants, students or student applicants feel that they have experienced harassment, discrimination, vilification or victimization within the University, they may make a complaint and are encouraged to do so as soon as possible after the alleged incidents. Both formal and informal proceedings are available.

The informal process may be useful when the party concerned does not realize that certain behaviour is offensive to the recipient and it may enable prompt action to be taken to stop the unwelcome behaviour at the earliest possible stage. Informal resolution procedures may include talking directly with the respondent or seeking an advocate such as a Dean/Director/Unit Head or Course Coordinator with whom the complainant feels comfortable. This person may provide advice and support to the complainant and serve as an informal mediator between the complainant and the respondent.

Apart from invoking internal procedures, the complainant may lodge a complaint directly with the Equal Opportunities Commission or take action in the District Court.

The University's Policy on Equal Opportunities is available on the HKMU website (Current Students). The contact details of the Equal Opportunities Officer are as follows:

Hong Kong Metropolitan University  
30 Good Shepherd Street,  
Ho Man Tin, Kowloon,  
Hong Kong  
Fax: 2392 9132  
Email: [eo@hkmu.edu.hk](mailto:eo@hkmu.edu.hk)



香港都會大學 李嘉誠專業進修學院  
Hong Kong Metropolitan University  
Li Ka Shing School of Professional and  
Continuing Education