

**IVE 工程學科在職培訓組**  
**2023/24 學生手冊**

**專業文憑、專業證書、文憑、證書及短期課程適用**

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## 1. 簡介

1.1 香港專業教育學院(IVE)及香港知專設計學院(HKDI)開辦多種全日制及兼讀制課程，涵蓋高級文憑至證書的學歷程度，為年輕人及在職人士提供多元升學路徑，助他們取得更高學歷，在事業上更上層樓，並為各行各業栽培專業幹練人才。

1.2 IVE 成立於 1999 年，由職業訓練局(VTC)兩間前科技學院及七間前工業學院合併而成，多年來培育無數富創意的幹練專才，推動香港經濟發展。IVE 是 VTC 轄下最大之運作單位，設有以下九間分校，分布於全港：

- IVE (柴灣)
- IVE (黃克競)，包括億京廣場教學中心
- IVE (李惠利)
- IVE (沙田)
- IVE (葵涌)
- IVE (觀塘)
- IVE (青衣)
- IVE (摩理臣山)
- IVE (屯門)

1.3 HKDI 成立於 2007 年，秉承 IVE 多年在設計教育的經驗，匯聚多個設計學系的優勢，提供多元化並緊貼潮流和發展趨勢的設計課程，其中包括建築、室內及產品設計、傳意設計、數碼媒體、時裝及形象設計。其位於將軍澳的校舍，曾獲校舍設計獎項，學習環境充滿創意和動感，為學生提供高質素的設計教育。

1.4 IVE 及 HKDI 致力培育應變力強的明日專才，以配合知識型社會日新月異的需求。學院的課程由學者及業界翹楚參與設計，確保內容理論與實務並重，能適時切合行業發展所需。

1.5 除了 IVE 及 HKDI，本局的青年學院(YC) (設八間分校：九龍灣、葵涌、葵芳、薄扶林、天水圍、將軍澳、屯門及邱子文)亦開辦基礎課程(如職專文憑、基礎課程文憑)。此外，新成立的青年學院(國際課程)(YC(INTL))，由 2018/19 學年起開辦三年全日制「職專國際文憑」課程，為中三畢業生開拓新的升學階梯，以備升讀本地或海外大學。入讀「職專國際文憑」的同學會於 IVE (青衣) 或 HKDI 上課，並會獲安排考取國際認可資歷，如英文、中文及數學科國際普通中學教育文憑考試(IGCSE)，以及英國商業與技術教育委員會(BTEC)文憑／延伸文憑資歷。

1.6 本手冊列載 2023/24 學年學院設施與規則的重要資料，以及學務事宜的一般政策及指引。學生必須仔細閱讀本手冊並遵守手冊內的相關規則及要求。

1.7 學生亦會從課程主任或 IVE 工程學科在職培訓組取得與他們所修讀課程相關的學務規則及課程資料。

學院一般會透過**電郵**與學生聯絡及發出通告，包括上課及考試時間表、學業成績證明書及學費繳費通知書等等。**學生應定期瀏覽電郵，查閱最新資料**。學院一般不會處理學生因疏忽或遺漏下載電郵發放的通告或文件而提出之要求。

1.8 本手冊所載內容最後更新日期為 2023 年 7 月 27 日。若有新的資料需要注意，學院會另行通告。

## 2. 專業文憑、專業證書、文憑、證書及短期課程 2023/24 學年及重要日子

週	月	日期							備註	
		日	一	二	三	四	五	六		
	<b>2023</b>								<b>2023</b>	
	9月									
1								1	2	
2		3	4	5	6	7	8	8	9	
3		10	11	12	13	14	15	15	16	
4		17	18	19	20	21	22	22	23	29/9 夜間課程停課（中秋節）
5		24	25	26	27	28	29	30	30/9 公眾假期（中秋節翌日）	
	10月									
6		1	2'	3	4	5	6	6	7	2/10 公眾假期（國慶日翌日）
7		8	9	10	11	12	13	13	14	
8		15	16	17	18	19	20	20	21	
9		22	23'	24	25	26	27	27	28	23/10 公眾假期（重陽節）
10		29	30	31						
	11月									
10					1	2	3	3	4	
11		5	6	7	8	9	10	10	11	
12		12	13	14	15	16	17	17	18	
13		19	20	21	22	23	24	24	25	
14		26	27	28	29	30				
	12月									
14								1	2	
15		3	4	5	6	7	8	8	9	
16		10	11	12	13	14	15	15	16	
17		17	18	19	20#	21#	22#	22#	23#	20-23及27-30/12 學院假期
18		24	25'	26'	27#	28#	29#	29#	30#	25-26/12 公眾假期（聖誕節及聖誕節後第一個周日）
19		31								
	<b>2024</b>									<b>2024</b>
	1月									
19			1'	2	3	4	5	5	6	1/1 公眾假期（一月一日）
20		7	8	9	10	11	12	12	13	
21		14	15	16	17	18	19	19	20	
22		21	22	23	24	25	26	26	27	
23		28	29	30	31					
	2月									
23						1	2	2	3	9/2 學院假期
24		4	5	6	7	8	9#	9#	10'	10及12-13/2 公眾假期（農曆年初一、年初三及年初四）
25		11	12'	13'	14#	15	16	16	17	14/2 學院假期
26		18	19	20	21	22	23	23	24	
27		25	26	27	28	29				
	3月									
27								1	2	
28		3	4	5	6	7	8	8	9	
29		10	11	12	13	14	15	15	16	
30		17	18	19	20	21	22	22	23	
31		24	25	26	27	28	29'	29'	30'	29-30/3 公眾假期（耶穌受難節及耶穌受難節翌日）
32		31								

週	月	日期							備註	
		日	一	二	三	四	五	六		
32	4月		1'	2#	3#	4'	5	6	1/4	公眾假期 (復活節星期一)
33		7	8	9	10	11	12	13	2-3/4	學院假期
34		14	15	16	17	18	19	20	4/4	公眾假期 (清明節)
35		21	22	23	24	25	26	27		
36		28	29	30						
36		5月				1'	2	3	4	1/5
37	5		6	7	8	9	10	11		
38	12		13	14	15'	16	17	18	15/5	公眾假期 (佛誕)
39	19		20	21	22	23	24	25		
40	26		27	28	29	30	31			
40	6月							1		
41		2	3	4	5	6	7	8		
42		9	10'	11	12	13	14	15	10/6	公眾假期 (端午節)
43		16	17	18	19	20	21	22		
44		23	24	25	26	27	28	29		
45		30								
45	7月		1'	2	3	4	5	6	1/7	公眾假期 (香港特別行政區成立紀念日)
46		7	8	9	10	11	12	13		
47		14	15	16	17	18	19	20		
48		21	22	23	24	25	26	27		
49		28	29	30	31					
49	8月					1	2	3		
50		4	5	6	7	8	9	10		
51		11	12	13	14	15	16	17		
52		18	19	20	21	22	23	24		
53		25	26	27	28	29	30	31		
1	9月	1	2	3	4	5	6	7	2/9	2024/25學年第一學期開學 (暫定)
2		8	9	10	11	12	13	14		
3		15	16	17	18	19	20	21		
4		22	23	24	25	26	27	28		
5		29	30							

(25)' : 公眾假期

(20)# : 學院假期

[-29-] : 夜間課程停課

### 3. 一般資料與規則

#### 3.1 學院開放時間

IVE 工程學科在職培訓組辦事處一般開放時間如下：

星期一至五 09:00-17:00 (12:30-13:30 除外)  
星期六、日及公眾假期 休息

辦事處地址 新界青衣島青衣路 20 號 B322 室  
電話 24359423  
電郵 edit@vtc.edu.hk  
傳真 24322253

#### 3.2 惡劣天氣下的上課安排

##### 3.2.1 颱風／「極端情況」

颱風（亦指熱帶氣旋）襲港或在「極端情況」期間，安排如下：

颱風信號／「極端情況」	IVE / HKDI / YC 各院校的安排
一號颱風信號	照常上課
三號颱風信號	照常上課
八號預警 <sup>1</sup> ／八號或以上颱風信號／ 「極端情況」 <sup>2</sup>	
(a) 上午六時十五分至十一時前 懸掛或仍然生效	上午停課 (即取消上午八時三十分至 下午一時三十分之課堂或考試*)
(b) 上午十一時至下午四時前 懸掛或仍然生效	下午停課 (即取消下午一時三十分至 六時三十分之課堂或考試*)
(c) 下午四時或以後 懸掛或仍然生效	晚上停課 (即取消下午六時三十分或以後 之課堂或考試*)
(d) 上課或考試*期間 懸掛	即時終止進行中的課堂或考試*
(e) 考試*開始前 懸掛	在該時段舉行的考試*將會延期
改掛三號或以下颱風信號，或 除下所有颱風信號，或 取消「極端情況」	若路面或其他情況許可， 恢復在下一時段進行的所有課堂 或考試*

\*指 IVE / HKDI / YC 內部考試

1 如情況許可，香港天文台在發出八號颱風信號前兩個小時內會發出預警（即八號預警）。在八號預警發出後，進行中的課堂、考試或其他活動應即時終止。

2 當超強颱風引致極端情況，政府會視乎情況，在八號颱風信號改為三號颱風信號前公布「極端情況」。「極端情況」通常於八號颱風信號取消後兩小時期間生效，並在兩小時期限屆滿前因應情況而延長或取消。

### 3.2.2 暴雨

暴雨警告信號生效時的安排如下：

暴雨警告信號	IVE / HKDI / YC 各院校的安排
黃色暴雨警告	照常上課
紅色／黑色暴雨警告 (a) 上午六時十五分至十一時前 發出或仍然生效	上午停課 (即取消上午八時三十分至 下午一時三十分之課堂或考試*)
(b) 上午十一時至下午四時前 發出或仍然生效	下午停課 (即取消下午一時三十分至 六時三十分之課堂或考試*)
(c) 下午四時或以後 發出或仍然生效	晚上停課 (即取消下午六時三十分或以後的 課堂或考試*)
(d) 上課或考試*期間發出	所有課堂或考試*應繼續進行(在戶 外舉行者除外)。在課堂或考試*結 束時，若已到放學時間，而紅色／ 黑色暴雨警告信號仍然生效，則應 在安全情況下才讓學生回家。  注意： 若由於上課時間表安排的差異，學生當 時尚未返抵學院，則應留在家中或在安 全地方暫避。如課堂或考試*在戶外舉 行，在場負責的教職員應即時終止活 動，並安排所有學生在安全地方暫避。
(e) 在考試*開始前發出	延期舉行考試*
改發黃色暴雨警告信號或取消所有 信號	若路面或其他情況許可，恢復在下一 時段進行的所有課堂或考試*

\*指 IVE / HKDI / YC 內部考試

3.2.3 課堂或考試若橫跨兩個時段(例如：由下午十二時三十分至二時三十分，或由下午五時三十分至七時三十分)，將按照原定開始時間所屬時段的安排停課／終止考試。

3.2.4 學生應遵照上表有關颱風襲港、「極端情況」及暴雨期間的上課和考試安排，**VTC** 不會另行透過電台、電視公布。

3.2.5 **教育局的公布並不適用於 IVE / HKDI / YC。**

3.2.6 因惡劣天氣取消的個別考試，一般將另定日期舉行，學生應預留時間準備可能須於短期內應考。未受天氣影響的考試時間表則不會更改。

3.2.7 當颱風信號除下或暴雨警告／「極端情況」取消後，院校將會恢復上課／考試。**學生（或家長）**應考慮當時個別地區的天氣、路面、斜坡及交通情況，**自行決定**應否回校上課或考試。學生（特別是住所偏遠的同學）在這些情況下遲到，並不會受到處分。

### 3.3 學生證（證書及短期課程不適用）

3.3.1 新生如在指定日期前完成入學手續，學院一般會於開學首星期發出學生證。學生證乃是核實學生個人身份之重要文件，不得轉讓或借用。學生須在任何時候攜帶學生證進入學院及使用有關設施（如圖書館、游泳池）。

3.3.2 學生證屬學院的資產。學生如不適當使用或偽造學生證，將會受紀律處分。在終止學習時（例如畢業／退學／終止學籍），學生須將其學生證交回工程學科在職培訓組辦事處。

3.3.3 學生證如有遺失或損毀，應儘早通知工程學科在職培訓組辦事處並申請補發（須繳交有關費用）；此外，學生亦應儘快向圖書館報失證件，以便更新個人借書紀錄。若其後尋回遺失之學生證，應立刻交還工程學科在職培訓組註銷。

### 3.4 學院活動安全措施及保險事宜

3.4.1 學院十分重視學生的個人安全，尤其是當學生參與學院活動或外出參觀。VTC會為學生就參與學院舉辦的活動而購買保險，保障範圍包括在本地、國內或外地的的工作實習、生活技能訓練營、參觀、交流團、運動比賽等活動。

3.4.2 學院教職員會採取所需措施，確保各項活動在安全情況下進行。但學生對自身的安全亦有責任，因此學生切記採取下列安全措施：

- (1) 預先將活動或參觀地點告知家人，並儘可能留下聯絡電話；
- (2) 如因病或健康情況而影響參與某些活動，應儘早告知負責的教職員（如有需要，亦應通知工程學科在職培訓組）；及
- (3) 如本身或家人認為有需要，可再自行購買適當的個人保險。

3.4.3 學生必須遵守學院／學系的安全規則和指示，穿著保護衣物及佩戴安全裝備；未經許可，不得操作機器。校內學習或活動時如遇有意外，須馬上向當值教職員報告。如學生因未有遵守規則或安全指示而導致意外，學院概不負責。

### 3.5 火警安全指引

3.5.1 當聽到火警鐘聲，所有學生應立即停止一切活動，遵照火警逃生程序及／或教職員／學院職員的指示，儘快離開校舍，到達指定地點集合，聽候指示。

3.5.2 如火警鐘聲鳴響，學生不得使用升降機及進入校舍。

3.5.3 學院每隔適當時期，會進行火警演習，讓師生熟習在火警或其他緊急事故時的逃生路線。

### 3.6 儲物櫃及私人財物

3.6.1 每間學院都設置若干數量的儲物櫃供全日制學生申請使用。學生須遵守使用規則，並且不應存放現金、貴重物品、危險物品或容易變壞的東西在櫃內。未經許可或在許可使用期過後仍佔用儲物櫃，校方會立即清理櫃內物品，不作另行通知。

3.6.2 學生如違反使用規則，日後申請儲物櫃時可能不獲考慮。

3.6.3 學生應妥善看管自己的財物，學院不會對財物損壞或遺失負責。

### 3.7 停泊車輛

3.7.1 一般情況下，學院不會向學生提供泊車位，但院長可酌情發出泊車證給有特殊需要的學生。

### 3.8 取用及查閱個人資料

3.8.1 學生於 VTC 院校的課程申請及入學註冊時所提供的個人資料將作下列一項或多項用途：

- (1) 開立學生個人檔案；
- (2) 分析個別課程的學生概況；
- (3) 處理所有按 VTC 院校程序所載，與學生修業、獎學金／助學金遴選、提供輔導及支援服務相關事宜；
- (4) 推廣 VTC 及所頒之獎學金（適用於得獎學生）；及
- (5) 更新畢業生紀錄及畢業後與校友保持聯繫，包括向校友發送VTC院校之活動、持續進修課程資料、各項優惠、募捐活動等資訊、推廣VTC畢業生VISA卡及有關商戶優惠、及其他校友事務相關的服務和活動等。

3.8.2 學生的個人資料會保密處理。惟在下列情況下，VTC／學院或會向以下第三方提供資料：

- (1) 有關僱主 -- 由僱主保薦或資助進修兼讀制課程的學生，學院會定時向其僱主呈交學生的上課紀錄，並在學期結束時，將學生的學業成績證明書副本寄予僱主；
- (2) 學生報考課程／職位的本地或海外院校／機構 -- 該等院校／機構須獲學生授權向VTC查閱其成績；
- (3) 相關評核／專業機構 -- 以助申請／辦理與學生修讀課程有關的評核／專業認證／資歷事宜；
- (4) 未滿18歲學生的家長／監護人 -- 以便處理有關該學生申請退學、長期曠課、獲發警告信、被飭令休學等特殊情況；
- (5) 獎學金／助學金贊助人或機構 -- 提供獲提名學生的個人資料供甄選之用；及
- (6) 學徒事務署 -- 以便執行《學徒制度條例》所規定一切有關註冊學徒的在職培訓、註冊及證書等事宜。

3.8.3 根據《個人資料（私隱）條例》，學生有權：

- (1) 查閱VTC是否持有其個人資料，並索取這些資料的副本；及
- (2) 要求VTC更正其個人資料。

3.8.4 學生可向工程學科在職培訓組要求查閱及／或更正個人資料。申請更正資料須附上佐證文件。學院會收取處理有關查閱資料的手續費。

### 3.9 更改個人資料

3.9.1 若個人資料（如地址和電話號碼）有任何更改，學生有責任通知學院作出更新。如因學生未有通知學院更新其個人紀錄以致無法傳遞郵件／訊息，學院概不負責。

3.9.2 學生如欲修改個人資料（如姓名、香港身份證號碼、香港身份證或護照資料、出生日期等），必須**親身**前往工程學科在職培訓組出示佐證文件的正本以供核實；如因此要換領新的學生證，須繳付手續費。

### 3.10 知識產權

3.10.1 「知識產權」指任何發現、創作、發明、設計、式樣、商標、可作商業用途的科技、數據庫使用權、機密資料、商業秘密、專有技術或任何研究方法；以及所有相關權利，包括：專利、版權、商標、外觀設計、實用新型、其他同類保障權，不論有否在任何國家註冊該等權利；以及前述各項的應用權。知識產權創造者可獲法律保障，享有其創作的經濟權益及控制權。

3.10.2 學生在學期間會使用 VTC 的器材、設施或資源，包括但不限於繪圖、數據、草圖、檔案、實驗室、文具及消耗品，並於老師指導下，為功課或專題習作創出新意念，可能因而產生知識產權，日後或有機會用作商業用途。在此情況下，學生雖擁有該等素材的知識產權，但同時不可撤回地給予 VTC 在全球各地永久免版稅的非獨家使用權，容許 VTC 可複製或使用（全部或部分）學生在修讀課程期間獨自或與他人共同創作之任何知識產權（包括修改該等材料）。該使用權包括展出學生獲獎的作品供宣傳或展示之用等，VTC 會表明相關知識產權屬學生所有。學生必須遵守 VTC 知識產權政策之規則，方可修讀課程及取得畢業資格。

3.10.3 違反 VTC 知識產權政策是嚴重的不當行為。有關「學生知識產權政策」詳情，請參閱**附錄 I**。

### 3.11 使用或複製版權作品指引

3.11.1 一般而言，版權為原創作者所擁有，以保障其創作（例如：著作及軟件程式）。學生如因使用／複製版權作品或使用沒有特許使用權之電腦軟件自修而觸犯版權法，須負上個人責任。複製不單限於影印，亦包括掃描資料，以及將資料儲存於電腦硬盤、其他電子或光學媒體內（如上載至伺服器）。以傳真機傳輸資料亦視為複製。學生可瀏覽香港特別行政區政府知識產權署網頁([www.ipd.gov.hk](http://www.ipd.gov.hk))，認識香港版權法規概要。

3.11.2 學生應尊重知識產權，購買學習所需的教科書及參考資料，而非使用複製本。

- 3.11.3 教學人員或學系向學生提供的筆記及課程材料屬受版權保護的作品，僅供學生個人學習及自修之用。
- 3.11.4 學生不得複印或以電子方式複製任何課本、筆記或課程材料，亦不得以任何方式轉發予其他非註冊修讀相關課程的人士，例如：上載至伺服器。未經許可，課堂期間禁止錄影或錄音。
- 3.11.5 學生應留意張貼於校園內有關版權的通告，且不得複製任何版權素材。

### 3.12 環保政策

3.12.1 VTC 致力締造理想的工作及學習環境以提供職業專才教育，力求：

- 建立一個綠色及可持續發展的校園環境；
- 恪守所有現行的環保法例、標準和規則；
- 善用資源，減少浪費（如：電、水及紙張）；
- 提高員工及學生的環保意識；
- 提供環保教育及培訓；
- 於 VTC 各院校建築物採用適當及有效的環保設計、物料及科技；
- VTC 所有活動必須避免污染環境，或儘可能減少或控制污染；並要求承辦商奉行適當的環保措施；
- 實現減碳策略，以達致碳中和目標；及
- 達致可持續發展的目標。

3.12.2 學生請依學院指引，協助 VTC 推行環保政策。

### 3.13 節約資源

3.13.1 節約資源對環保十分重要。學院致力節省用電、水及紙張等各類資源。學生應合作遵守下列指引：

- (1) 進出設有空調的房間，如課室、研討室、演講廳、工場及辦公室後，馬上把門關上；
- (2) 使用空調期間，應把所有窗戶關上；
- (3) 當不需要使用或離開房間前，關掉電燈、冷氣機、電腦及周邊設備；
- (4) 盡量使用樓梯，減少使用升降機；
- (5) 節約用水；
- (6) 減少用紙（例如雙面影印／書寫），多用再造紙；
- (7) 將可回收的物品（例如廢紙、塑膠、鋁罐、碳粉墨盒、用完的充電池）放置在指定收集箱，以便循環再用；及
- (8) 自備飲用水樽，減少消耗包裝／樽裝飲品。

### 3.14 無煙校園

3.14.1 根據《吸煙（公眾衛生）條例》（香港法例第 371 章）規定，所有校園地方及 VTC 區域（室內或室外）均為禁止吸煙區，任何人不得在這些地方吸煙或攜帶燃著的香煙、雪茄或煙斗，否則可被檢控，及最高可被罰款港幣 5,000 元。

3.14.2 吸煙者會被勸喻弄熄香煙／雪茄／煙斗或離開學院範圍。若吸煙者拒絕合作，他們會被要求出示身份證明文件，例如學生證。所收集的資料將轉交有關學系主任或學院秘書處跟進。

## 4. 學費及其他收費

### 4.1 學費

4.1.1 學生必須於繳費通知註明的限期前繳交課程學費。

#### 4.1.2 繳費通知書

學生請瀏覽電郵查閱學費繳費通知書。

#### 4.1.3 繳費方法

學生可透過網上繳費系統，或以支票支付學費及其他相關費用。各類繳費方式已詳列於電郵。

### 4.2 其他收費

4.2.1 除學費外，學生亦須繳付與修業相關的其他費用。各類學生服務亦會收費。2023/24學年的各類收費見**附錄II**。學生可直接聯絡工程學科在職培訓組查詢繳費事宜。

### 4.3 欠交費用

4.3.1 學生須於學費繳費通知書所列的繳費期限前繳交學費及其他費用（如有）。即使學生已申請經濟援助（如助學金、貸款或學費減免），若申請尚未有結果，學生仍須先繳交學費。學生如有經濟困難，應預早於繳費期限前聯絡工程學科在職培訓組尋求協助。

4.3.2 除非獲院長特別批准延期繳費，否則學生如未能在限期屆滿時清繳該期所需的學費及其他費用（如有），一般會被取消學籍，以及被禁止使用學院設施與服務。如欲重新註冊，學生須遞交申請並繳付重新註冊費及清繳欠款。學生如在課程開始後中途退學或被終止學籍，仍須繳付相關的整期或整個學期學費。

4.3.3 課程的基本學費並不包括重修不及格的單元，以及修讀學銜要求以外的單元費用。修讀這些單元的學生需繳交額外學費。除非事先獲得院長批准延遲繳費，否則學生如未能於繳費通知書上所指定限期前繳交所需的全數費用，該繳費單上的相關單元之註冊會被全部撤銷。重新註冊任何一個被撤銷的單元，除了該單元的學費外，亦須繳付重新註冊費。

4.3.4 學生在現時或先前修讀VTC院校課程期間如有欠款（包括但不限於學費、其他收費、圖書館罰款、損毀或遺失院校設備或書本所須付之修理或更換費用），其在VTC轄下學院所修讀課程／單元的成績單、證書及相關證明文件將不予發放，直至清繳所有欠款為止。

4.3.5 如學生退學或被取消學籍而仍有未繳清費用，將來如再獲取錄入讀VTC同一課程或其他課程時，即使已經開課，仍必須清付這些欠款。

4.3.6 學院保留採取其他行動的權利，包括法律訴訟，在有需要時向學生追討欠款。

## 5. 經濟援助

5.1 部分課程屬「Vplus專才進修資助 -- Vplus工程專才」的合資格課程。如欲了解此資助計劃的細則，可向工程學科在職培訓組查詢或瀏覽 <https://vplus.vtc.edu.hk/eng/index.html>。

5.2 如欲了解資助計劃，或有緊急經濟困難，可向工程學科在職培訓組查詢。

## 6. 修讀課程

### 6.1 註冊入學

6.1.1 新生必須在指定日期前完成新生註冊手續，並繳付所需學費和其他有關費用。除非經相關課程的課程委員會主席事先批准，學生不得同時修讀多於一個由VTC所開辦之全日制的學歷課程。

6.1.2 課堂將以面授或其他不同模式進行，包括網上教學及實務培訓等。學生或須於其他VTC院校上課。除非有關課程被取消，否則所有已繳交之費用，概不發還。VTC可因應情況取消任何課程、修正課程名稱、內容或更改開辦課程的院校／分校／上課地點。

### 6.2 單元選修

6.2.1 視乎學額數目，以及是否符合個別單元指定的先修／並修／避修條件（如有），校方會編排同學於該學期需修讀的單元。

6.2.2 在課程的修讀期限內，學生重修不及格單元的次數並不受限制。然而，如學生於某一單元已取得及格，則不可重修該單元。

6.2.3 學生如有單元不及格，通常只可在該單元再開辦時才有機會重修。學生能否成功註冊重修不及格單元，要視乎該單元的學額供求、上課時間跟學生的其他課堂不抵觸。重修須繳交額外學費（以單元計算）。

### 6.3 學分轉移及豁免修讀單元

6.3.1 學生可就個別單元申請學分轉移或豁免修讀，但須繳付行政費。

6.3.2 學院一般會根據學生於VTC或其他機構所取得的正式學術成績而批准個別單元的學分轉移申請，惟用以申請轉移學分的單元必須與所修讀課程的對應單元在資歷學分、預期學習果效、資歷架構級別及評核準則完全一致。如申請獲得批准，學生可取得相關對應單元的學分，並計算入畢業學銜所需學分內。

6.3.3 學院一般會根據學生的公開試成績或認可學歷及／或相關經驗（須具備相關資歷的證明文件）而批准豁免修讀個別單元。如有需要，學院或會以考試評核申請人是否達到豁免單元的修畢程度。學院亦會因應其他理由（如特殊學習問題等）豁免學生修讀個別單元。學生如獲豁免修讀單元，將不會獲得有關單元的學分，而課程／分流亦會相應調整課程的總學分要求。學生如獲豁免修讀單元，會於其學業成績證明書內註明。

- 6.3.4 一般而言，學生可獲批准轉移及／或豁免修讀的學分最多不能超過課程總學分的 50%；至於因其他理由而獲准豁免修讀單元的學生，其所獲豁免修讀的學分不能超過課程總學分的 25%。
- 6.3.5 學生如欲申請轉移學分及／或豁免修讀某些單元，一般須於工程學科在職培訓組的指定日期前或該單元開始前一個月提交申請。
- 6.3.6 有關學分轉移及／或豁免修讀單元的程序（包括申請、審核證明文件、評估及作出決定），一般會於該單元開始前完成。
- 6.3.7 學生提交學分轉移及／或豁免修讀單元申請後，必須如期出席有關單元的課堂及完成所需要求（如：持續評核），直至申請獲得批准。

## 6.4 轉讀

- 6.4.1 如學生希望轉讀另一課程（只限 IVE 工程學科的在職培訓課程，即專業文憑、專業證書、文憑及證書）須先獲所擬轉讀課程的課程委員會主席或其代表批准。學生由某一分流轉修另一分流，亦作轉讀論。
- 6.4.2 申請轉讀的學生須於課程開始前，向工程學科在職培訓組遞交申請表。校方會視乎課程的學額決定是否接納。申請轉讀須繳交有關費用。

## 6.5 單元評核

- 6.5.1 學生在課程中的整體學習表現，是依據學生在該課程計劃下所修讀的單元的考核成績而計算所得。
- 6.5.2 單元的考核包括持續評核及單元總評核。評核的形式可包括報告、習作、測驗、實驗室作業、專題研習、考試等。**學生必須於單元總評核中取得及格成績，方算完成有關單元。**個別單元的及格要求可能在持續評核方面還有額外規定。一般單元的最低及格分數是40%(個別課程/單元或過於40%)。

## 6.6 再次評核

- 6.6.1 學生如有單元成績不及格，或須重修該單元（如原有單元停辦，則須修讀相類單元）；如不及格單元並非課程必修單元，則可修讀其他選修單元。然而，在特殊情況下（如有學生不能控制的酌情因素或學生達到一定的出席率及／或學科成績表現要求），可酌情獲得再次評核機會。學生在再次評核中的得分最高只可為**40%(或該單元的最低及格分數)**，這些分數或等級將會用作計算學生在該單元的整體成績。
- 6.6.2 學生如有充分理由缺席考試（例如：因健康理由），並持有註冊西醫或註冊中醫簽發的有效醫療證明，可酌情獲得再次評核機會，所得評分不會扣減。醫療預約通知和到診紀錄一般不作受理。學生再次評核所取得的分數會用作計算其單元分數／等級。無論申請是否成功，再次評核或須收取行政費用。
- 6.6.3 缺席考試的證明文件需於該單元考試後**立刻或最遲三個工作天內**送達工程學科在職培訓組。在相關考試委員會(Board of Examiners)開會後才遞交的文件，通常**不會**受理。

6.6.4 院校對學生提交的佐證文件是否可成為獲得再次評核的有效理據擁有最終決定權。學生如被發現濫用這項制度或呈交虛假文件，會受到紀律處分，嚴重者可被開除學籍。

6.6.5 無論任何情況下，單元內的個別評核項目不會有第二次再次評核的安排。

## 6.7 出席率要求

6.7.1 學生必須準時出席所有課堂與活動。

6.7.2 個別課程會要求學生符合特定的出席率，才可取得及格成績。詳情可向工程學科在職培訓組查詢。

6.7.3 除非得到學院院長特別批准，學生如未能符合單元的最低出席率規定，將不獲准參與單元總評核／考試，亦不會獲得該單元分數／等級。

6.7.4 學生應留意最低出席率要求已經考慮到因健康、個人或緊急原因而導致的偶爾缺席／遲到。因此，在一般原則的情況下，除了七日或更長日子的連續性病假，學生以短期病假為理由而申請「核准低出席率」，通常不會獲考慮。

6.7.5 學生如因長期病假而未能符合單元的最低出席率規定，可申請「核准低出席率」；申請必須連同相關證明文件，在有關單元最後一課結束後三個工作天內（不包括星期六），向工程學科在職培訓組提交。逾期申請，概不受理。

## 6.8 考試及查閱已批改的試卷

6.8.1 學院會於考試期一個月前，發出該學期的考試時間表。學生須按考試時間表應考；考試可能因特殊情況（如惡劣天氣）而須改期，學生亦須預備將於短期內應考。

6.8.2 學生須遵守**附錄 III** 所連載考試規則。網上評核（如有）在適用的情況下將依照相同考試規則。

6.8.3 學生可申請查閱已批改的試卷（僅限設有書寫／筆試部分的總評核考卷）。有關申請須於考試成績公布日起三個工作天內，以指定的表格向工程學科在職培訓組提出，並繳交費用。逾期申請，概不受理。

6.8.4 申請查閱已批改的試卷並不同考試成績上訴申請。若有需要，學生應依照**第 6.11 段**的程序提出考試成績上訴申請。

## 6.9 經批改的習作

6.9.1 學院會委任校外考試委員，客觀審查 IVE / HKDI / YC 課程的質素及學術水平。校外考試委員有權覆核所有校方經批改的習作，包括試卷、專題習作報告及其他作業。

6.9.2 學生有責任妥為保存所有經批改的習作，以便在有需要時呈交審查。未能提供所需的經批改習作，可能影響最後成績。

6.9.3 學院會盡力確保課程評核工作的公正及一致性，包括評核的設計、執行及評分；亦設有機制，讓單元評分員、單元主任、單元聯絡主任、課程主任及校外考試委員擔當不同的角色及責任，以確保評核的準確及一致性。所有評核及考試的結果均由考試委員會審慎覆核及與校外考試委員討論後決定，而特別個案及學歷頒授名單則由學科學務委員會或基礎課程學科委員會批核。

## 6.10 考核期間作弊和涉及電子／通訊器材的違規行為

6.10.1 學生如有作弊行為，將會受到紀律處分。**附錄 IV** 列出被視為作弊行為的例子。

6.10.2 學生若被證實作弊，學院將按照個別事件的性質和嚴重程度作以下一項或多項處分：

(1) 該單元／個別評核項目評為不及格（評分為零分）；

(2) 該單元／個別評核項目評為不及格，另再加上其他處分，包括：

(a) 整學期全部單元／評核項目評為不及格；

(b) 在指定時期內停學；

(c) 即時開除學籍；及

(d) 兩年內不會再獲取錄入讀相關 VTC 院校任何學歷頒授課程。

6.10.3 情況特殊而值得酌情處分者，VTC 學生紀律委員會或會考慮其他形式的處分。

6.10.4 考生應儘量避免攜帶手提電話或電子／通訊器材（如電子手帳、音樂播放器、電子字典、數據庫手錶、智能手錶、免提／藍牙耳機、平板電腦、傳呼機等）進入試場。在考試／測驗／考核進行時，考生如被發現衣袋內／身上藏有手提電話或電子／通訊器材，將被取消該次考核的成績。如考生的手提電話或電子／通訊器材已放在座椅下，但在考試／測驗／考核途中被發現未有關上或發出聲響，該考生可被扣分。

## 6.11 上訴

6.11.1 學生如對考試委員會（Board of Examiners）的評核結果，或紀律委員會就其涉嫌作弊或行為不檢事件的裁決不滿，可提出書面上訴。學生須於評核結果公布後，七個工作天內就個別單元的成績向工程學科在職培訓組或學院秘書處提出覆檢（稱為「成績覆檢」）；又或於獲悉成績覆檢結果或紀律委員會的裁決後三個工作天內提出上訴。有關上訴規則可參閱**附錄 V**。

## 6.12 課程修讀期限

6.12.1 課程修讀期限為允許學生完成課程的最長年期。一般課程修讀期限為四年，個別課程或少於這個年期。詳情可向工程學科在職培訓組查詢。如學生未能在課程修讀期限內完成學業，將會被取消學籍。

6.12.2 如情況十分特殊並有合理原因，學生可申請延長修讀期限。申請延長課程修讀期限須獲課程主任批准，一般最多可延長十二個月。

## 6.13 休學

- 6.13.1 如有合理原因，學生可以書面向工程學科在職培訓組提出申請休學。惟已開課的單元休學申請一般不會獲批。
- 6.13.2 休學期會計入課程修讀期限內。休學申請未經批准前，學生須如常上課。

## 6.14 退學及飭令退學

### 6.14.1 正式退學

學生如打算退學，須以書面方式正式通知工程學科在職培訓組。如學生未滿18歲，退學信須經家長／監護人簽署同意。

### 6.14.2 非正式退學

學生如未能在付款限期前清繳應付的學費及其他費用，會被視作非正式退學，一般會被取消學籍。如重新註冊，須填交申請表和繳付重新註冊費，並清繳欠款。

### 6.14.3 飭令退學

如學生嚴重違反規則，學院／VTC 可隨時飭令學生退學。

- 6.14.4 課程開始後，無論學生在任何時候中途退學（包括正式／非正式退學，或被終止學籍），該期學費將不獲退還。不論退學原因為何，學生亦須向工程學科在職培訓組交還學生證。

- 6.14.5 不論因何理由終止學習，學生在退學／被飭令退學後將不能再參與院校的學術及非學術性活動、服務和計劃。

## 6.15 頒授學銜

- 6.15.1 由首次入讀課程日起計，學生必須在課程修讀期限內，成功修畢有關課程的指定學分要求及其他規定（如適用），始可符合有關學銜的頒授資格。

- 6.15.2 一般而言，學生獲頒授的學銜會因應其畢業累計單元平均分(CMA)而有以下分級：

	專業文憑、專業證書、文憑、證書
<u>成績分級</u>	<u>CMA範圍</u>
優異	$75\% \leq \text{CMA}$
良好	$65\% \leq \text{CMA} < 75\%$
及格	$40\% \leq \text{CMA} < 65\%$

## 7. 出席率及紀律

### 7.1 出席率及出席紀錄

7.1.1 學生須準時出席全部編定的課堂及活動。

7.1.2 某些課程會有特定的最低出席率要求，詳情見**第 6.7 段**。

7.1.3 學生需親自點名，作為他們出席該課堂的紀錄（網上課堂除外）。代替他人拍卡是一種不當行為，代人拍卡者與讓他人替自己拍卡的學生均可能受到紀律處分。

### 7.2 操行及紀律

7.2.1 學院致力營造和諧共融和愉快的學習環境。學生應對他人予以尊重，遵守紀律，並要衣著整齊。在任何情況下，均保持應有禮貌及公民意識。學院不容許恐嚇及欺凌的行為發生。學生如觸犯這類行為，將會受紀律處分。

7.2.2 學生應時刻遵守學院所定的以下規則：

- (1) 校園內嚴禁**賭博投注**。
- (2) 校園內嚴禁**吸煙**。
- (3) 除非獲得院長批准，否則校園內一律不准**飲酒**。
- (4) 所有的教學場地，包括課室，電腦室及演講廳等，一律嚴禁**飲食**。
- (5) 在上課及學習活動期間，禁止玩**電子及電腦遊戲**。如遊戲屬課程安排學習除外。
- (6) 在所有上課地點及圖書館內，須關掉**手提電話、電子手帳等響鬧設備**。除非在特殊情況下及獲得院長允許，所有妨礙上課及學習的活動一律禁止。
- (7) 不得在網上及其他電子產品**觀看、上載及下載不雅圖片或電影**。
- (8) 不得代**其他同學在電子點名系統拍卡機上拍卡**，以示出席課堂。
- (9) 老師／學院向學生提供的**筆記、學習材料及課程資料均屬受版權保護的作品**。學生不得用印刷或以電子方式複製該等材料，亦不得以任何方式轉發予其他非註冊修讀相關課程的人士，例如：上載至伺服器。

7.2.3 學生有責任協助校方維持校園環境清潔、健康、安全和適合學習。在學院內，學生須遵守使用學院設施以及授課和學習活動的其他規則。在其他院校或外間中心上課，亦須遵守該處的規則。

7.2.4 學院所有職員獲授權執行各類校園規則，在學院範圍內防止及制止不當行為發生。如有需要，他們將知會學生紀律委員會跟進。

#### 7.2.5 學生紀律委員會

學生紀律委員會獲授權調查由院長或其代表轉交的行為不檢事宜，並就事件作出建議。委員會會以公正態度，徹查每宗事件，然後提出下列一項或以上建議供院長審批：

- (1) 學生沒有犯錯；
- (2) 書面警告；
- (3) 罰款賠償；
- (4) 在指定期間不准使用學院設施；
- (5) 停學；

- (6) 永久開除學籍；及
- (7) 採取委員會認為適當的其他行動。

7.2.6 學生如須接受紀律處分，可向學生輔導主任尋求協助及聽取意見；如須出席紀律委員會會議，可邀請一名同校的教職員或學生陪同。

### 7.3 平等機會政策及防止騷擾

7.3.1 VTC 致力制定、推廣及維持一套平等機會政策，以締造一個機會均等，以及沒有性別、懷孕、餵哺母乳、殘疾、種族、婚姻狀況、家庭崗位或性傾向歧視的環境予所有 VTC 僱員、學生以及與 VTC 有事務交往的人士。本局不會容許任何歧視、騷擾、和中傷及「使人受害」的歧視違法行為。

7.3.2 無論是本局員工或學生，皆有責任締造一個公平、和諧與有利的環境，彼能讓各人互相尊重，並享有平等待遇。

7.3.3 下列各段為有關性別／殘疾／種族歧視或騷擾的定義和舉例。學生可瀏覽平等機會委員會的網頁([www.eoc.org.hk](http://www.eoc.org.hk))，獲取更多資訊。

#### 7.3.4 性騷擾

根據《性別歧視條例》，不受歡迎的性要求或語言或身體上涉及性的行徑，造成一個冒犯、敵意或具威嚇性的環境，就構成性騷擾。例如學生講與性有關的笑話、污言穢語，或在校園內展示色情物品，均可能對其他學生或教職員造成在性方面有敵意的環境，有關學生須為此等行為負上法律責任。

#### 7.3.5 殘疾騷擾

根據《殘疾歧視條例》，殘疾騷擾是指基於某人的殘疾而向該人或該人的有聯繫人士作出不受歡迎的行徑，而一名合理的人在考慮所有情況後，會預料到該受騷擾者會因該行徑而感到被冒犯、侮辱或威嚇。殘疾騷擾行為的例子可包括口頭或書面形式的侮辱性言論或一些令人反感的玩笑。

#### 7.3.6 種族歧視

基於他人的種族而給予該人較差的待遇，或因某人或其有聯繫人士（如親屬、照料者）的種族而向該人作出不受歡迎、謾罵、侮辱或令人反感的行為，以致令該人感到受冒犯、羞辱或難堪，這些行為可被視為觸犯《種族歧視條例》，或會引致法律訴訟。種族歧視例子可包括說種族主義的笑話、取笑、嘲弄或諷刺，例如取笑某個種族群體的人的口音或習慣。

7.3.7 學生應避免涉及任何形式的歧視、騷擾或中傷行為。這等行為乃屬違法，學生一旦證實犯上，將受到紀律處分。

7.3.8 任何人士若感到遭受任何騷擾，可即時向干犯者表達不滿，並要求對方立刻停止。若認為受到騷擾或歧視而希望正式提出投訴，應儘快向學院秘書處提出，學院會採取適當行動。所有投訴絕對保密。

## 7.4 意見及投訴

- 7.4.1 VTC 歡迎學生對學院各方面事務提出意見。學院設有不同的溝通方式和途徑，讓學生表達意見。如有任何建議，可向學系、學生發展主任或院長提出。
- 7.4.2 學生可直接與有關學系或職員聯絡，商討相關事宜，務求迅速解決問題。
- 7.4.3 各學院設有申訴處理主任，確保所有投訴均獲迅速及適當的跟進。學生可將投訴呈交學系或學院秘書處。投訴人不會因其作出真誠相信的投訴而受處分。不過，若學生作出惡意投訴，或會受到紀律處分。
- 7.4.4 投訴人應表明身份。如為匿名投訴，院長會考慮投訴的內容而決定是否處理。
- 7.4.5 學院一般會於五個工作天內書面確認收到投訴，投訴人一般會於收到投訴確認通知後十四個工作天內獲通知調查結果。投訴調查結果將以書面形式通知，而投訴人或其授權代表需予以簽收。

## 8. 學習設施／支援

### 8.1 學習資源中心服務

- 8.1.1 各院校的學習資源中心，均為師生提供一站式的教學支援服務。院校希望透過學習資源中心，創造一個可啟發思維和創意的環境，並可靈活配置不同資源，提供多元化服務。
- 8.1.2 圖書館服務 (證書及短期課程不適用)  
每間學習資源中心均屬於多媒體學習資源中心，提供理想的學習、研究和消閒閱讀的環境。有關圖書館目前的資源及服務的資料，請瀏覽圖書館主頁 ([library.vtc.edu.hk](http://library.vtc.edu.hk))。
- 8.1.3 院校圖書館的總藏書量豐富，包括大約 545,000 冊實體書籍和刊物、367,000 冊電子書及 100,000 份全文電子期刊，內容涵蓋健康及生命科學、商業、幼兒、長者及社會服務、設計、工程、資訊科技、酒店及旅遊、語言，以至職業指導等與 VTC 課程相關的範疇。此外，訂閱了約 80 個電子資料庫，如 BSOL (British Standards Online Library)、EBSCOhost、ProQuest、ScienceDirect、HyRead eBook、Flipster、PressReader、Statista 及 WisersOne，方便快速檢索不同學科的資料，支援教學的需要。學生亦可分別於 VTC 考試卷資料庫和課程資料庫搜尋並列印過往試題及單元課程綱要。
- 8.1.4 VTC 的圖書館目錄 ([library.vtc.edu.hk](http://library.vtc.edu.hk)) 方便讀者查閱各圖書館的藏書資料。讀者可透過網站，檢索各分校圖書館的書目資料、查閱借閱記錄、預留書籍，以及辦理續借。此外，網站亦提供超連結至所有電子資源，包括電子書、電子期刊及電子資料庫。
- 8.1.5 所有學習資源中心均設有互聯網工作站、個人電腦、筆記本電腦、視聽設備、無線網絡、及附設八達通收費功能的影印及打印設備。所有分校圖書館均有互借服務。圖書館使用者可於任何一所學習資源中心檢索藏書資料及辦理借／還手續。

### 8.1.6 多媒體服務 (證書及短期課程不適用)

大部分院校的學習資源中心均設有學生工作坊，工作坊配備視聽器材、打印設備、影像掃描裝置及多媒體電腦等設施，提供學習支援。學生使用各項設施時，應遵守守則及指引。

### 8.1.7 電腦服務 (證書及短期課程不適用)

學生可使用所屬學系的電腦設施，亦可使用院校電腦室／電腦實驗室的中央電腦服務，支援學習。電腦室／電腦實驗室如無人上課，學生可按照負責人的安排自由使用。

8.1.8 學生可攜帶個人手提電腦進入各院校作學習用途。學生的手提電腦在用戶身份確認後可接上院校的無線電腦網絡。學生有責任在手提電腦內裝上防電腦病毒軟件，並保證所有安裝在個人手提電腦內的軟件均為合法取得的原裝正版。違規學生會遭所屬學系紀律處分。

## 8.2 語言學習設施 (證書及短期課程不適用)

### 8.2.1 語言實驗室

語言實驗室配置多類先進精良的視聽器材和聯網電腦，為語言學習提供互動的教學環境，讓學生以自主、多元化的方式學習聆聽和口語技巧。教師亦可透過控制台給予學生即時反饋，提供個別輔導。此外，語言實驗室備有各種網上資源，除「聽」、「說」訓練外，也能豐富學生閱讀和寫作的體驗，全面提高學生的語文綜合能力。

### 8.2.2 語文自學中心 (CILL)

語文自學中心除了定期舉辦各種饒富趣味的活動外，還提供豐富的自學資源，學生可以按照自己的時間和興趣，輕鬆靈活地投入語文學習。學生在此可與外籍英語導師交流互動，還可以利用虛擬學習裝置，置身真實場景，練習各種溝通和匯報技巧。

## 8.3 網上學習學生支援

8.3.1 學生可透過「網上學習學生支援」網站 ([elsupport.vtc.edu.hk](http://elsupport.vtc.edu.hk)) 瀏覽在線學習的資料及 Moodle 網上學習平台使用指南。同學可以使用學生電腦網絡戶口(CNA) 經 [moodle-nay.vtc.edu.hk](http://moodle-nay.vtc.edu.hk) 登入 Moodle 網上學習平台。

## **9. 學生服務及設施**

### **9.1 手機應用程式 VTC@HK**

9.1.1 VTC@HK 是 VTC 的官方手機應用程式，學生可從中得知 VTC 的最新消息及動態，並能輕鬆存取各種資訊科技服務，包括瀏覽圖書館資源及電子資源等。學生亦可透過 VTC@HK 建立個人的活動日誌，及獲推薦合適的課程選擇（只需點按「升學路徑」圖像並完成問卷）。

9.1.2 學生可於 Apple App Store 或 Google Play 商店下載 VTC@HK 的最新版本，然後使用其 CNA 帳號及密碼登入系統。

### **9.2 學生問卷調查**

9.2.1 學生問卷調查 (SFQ) 的目的，是為評估各單元及課程的質素、學院設施及支援服務是否具有成效。調查結果有助校方提升教學及服務質素。

9.2.2 當學生快將完成某一單元時，他們將獲邀填寫問卷；屆時他們須根據本身觀察所得與判斷而給予評分及提出意見。調查結果可作為學生學習經歷的一項指標。

### **9.3 學生發展處 (在職培訓課程不適用)**

9.3.1 學生發展處提供下列服務：

- 協助學生申請各項經濟援助、獎學金和助學金、學生車船津貼及港鐵學生乘車優惠計劃；
- 專業輔導服務，包括個人及職業輔導；
- 全人發展課程；
- 教授體育課程，為體育屬會提供指導，並擔任校隊教練；
- 為學生組織提供意見及支援；及
- 管理學生生活設施。

9.3.2 各學院的服務或有不同。如有需要，可向學生發展處查詢，尋求協助。

### **9.4 畢業生就業服務 (證書及短期課程不適用)**

9.4.1 學生及畢業生可利用網上的「VTC 就業資訊系統」搜尋全職或兼職職位空缺 ([jis.vtc.edu.hk](http://jis.vtc.edu.hk))。

### **9.5 體育設施 (證書及短期課程不適用)**

9.5.1 使用體育設施時，須遵守學院規定。IVE (柴灣)、IVE (青衣) 及 HKDI / IVE (李惠利) 院校設有游泳池，IVE / HKDI / YC 全日制及兼讀制學生均可免費使用。持有效健身中心使用證的學生，可使用所有 IVE / HKDI / YC 的健身室。開放時間可向有關部門查詢。學生亦可預訂其他體育設施；收費及詳情列載於個別學院的「體育設施指南」內。

## 學生知識產權政策

### 知識產權

1. 「知識產權」指任何發現、創作、發明、設計、式樣、商標、可作商業用途的科技、數據庫使用權、機密資料、商業秘密、專有技術或任何研究方法；以及所有相關權利，包括：專利、版權、商標、外觀設計、實用新型、其他同類保障權，不論有否在任何國家註冊該等權利；以及前述各項的應用權。知識產權創造者可獲法律保障，享有其創作的經濟權益及控制權。

### 知識產權政策對學生的適用範圍

2. VTC 的知識產權政策適用於所有修讀 VTC 或其學院／中心的全日制及兼讀制課程的註冊學生，不論課程是否由 VTC 獨立開辦、與其他伙伴機構合辦或是委託開辦，同樣適用。

### 知識產權擁有權

3. 學生在學期間會運用局方的器材、設施或資源，包括但不限於繪圖、數據、草圖、檔案、實驗室、文具及消耗品，並於老師指導下，為功課及專題習作創出新意念，因而產生知識產權，日後或有機會用作商業用途。在此情況下，學生雖擁有該等素材的知識產權，但同時不可撤回地給予 VTC 在全球各地永久免版稅的非獨家使用權，以使 VTC 可複製或使用（全部或部分）學生在修讀課程期間獨自或與他人共同創作之任何知識產權（包括修改該等材料）。該使用權包括但不限於以下情況：

- a) VTC 有權將知識產權的使用權再授予其他人；
- b) 展出學生的獲獎作品，供宣傳或展示之用；及
- c) 於研討會、座談會、課堂及專業會議上引用並使用學生創作的作品。

VTC 會註明該類素材為學生的知識產權作品。

4. 以下情況則不受上述條文所列的擁有權所規限：當學生獲外間公司及／或 VTC 贊助進行專題習作，則須按各方在事前簽訂的協議，決定該習作的知識產權屬該公司／VTC 抑或學生所有。此處提及的「贊助」指該公司或 VTC 給予的支持，可包括以現金或實物形式提供的財政資助、使用該公司或 VTC 的器材及設施、接觸該公司或 VTC 與該習作相關的機密資料、圖則、草圖及文件。

### 學生的義務及承諾

5. 教學人員或學系向學生提供的筆記及課程材料屬受版權保護的作品，僅供學生作個人自修之用。
6. 學生不得用印刷或以電子方式複製任何課本、筆記及課程材料，亦不得以任何方式轉發予其他非註冊修讀相關課程的人士，例如：上載至伺服器。未經許可，課堂期間禁止錄影或錄音。
7. 學生須確保其創作的知識產權素材並無侵犯任何屬於他人的知識產權，特別是版權、道德權利、專利或註冊外觀設計，更不得載有任何損害名譽或誹謗的內容。

8. 學生如發現或有理由相信任何侵犯知識產權的行為，或疑似侵權行為，應立即向 VTC 舉報。
9. 當學生在註冊入讀 VTC 或其轄下學院／中心所提供的課程時，他們必須同意遵守 VTC 所公布、或將會發布及不時修訂的知識產權政策、規則及規例。每名學生須確認其明白遵循有關政策、規則及規例乃繼續修業及取得畢業資格的條件。違反 VTC 知識產權政策屬嚴重的不當行為，有關個案或會交由學生紀律委員會或學生所屬院校處理學生紀律事宜的部門，作調查及跟進。

## 其他收費

所有服務收費會定期檢討。VTC 有權不時修訂這些收費及增加新的項目而不作另行通知。

	服務種類	2023/24 學年收費 (港幣) <sup>(註1)</sup>
1	重新註冊入讀課程／單元 <sup>(註2)</sup>	每次申請 400 元
2	補領學生證	每張 100 元
3	申請學分轉移／豁免修讀單元	每單元 100 元
4	評核費 (適用於申請豁免修讀單元時所需通過的評核)	每單元 400 元
5	申請轉讀課程	每次申請 200 元
6	修畢單元證明書 <sup>(註3)</sup>	每張 100 元
7	申領學業成績證明書及學術以外成就證明書 (如適用) <sup>(註4)</sup>	每份 50 元
8	中期學歷證書 <sup>(註5)</sup>	每張 100 元
9	補領學歷證書 (包括中期學歷證書)	每張 500 元
10	驗證付款	每宗交易 100 元
11	證明書／校方簽署證明文件 <sup>(註6)</sup>	每份 100 元
12	上訴 <sup>(註7)</sup> (i) 就評核成績上訴 (ii) 就非學術議題／紀律處分上訴	每單元 500 元 每宗上訴 500 元
13	退學	該期學費的全數
14	查閱已批改的單元／課程總評核試卷 <sup>(註8)</sup>	每次每單元 200 元
15	索閱個人資料	每次申請 70 元(首十頁), 其後每頁另收 5 元

## 註

- 所有費用應在遞交申請前繳交。同學可聯絡工程學科在職培訓組，以了解付款安排。
- 在某些情況下，學生會被取消某個單元的學籍 (例如未能在限期屆滿前清繳費用)，其後如學生希望重新註冊修讀任何已退修或被取消學籍的單元，須繳付重新註冊費。
- 學生在退學時如未能符合修讀課程中的任何一個學銜的修讀要求，可向校方申請「修畢單元證明書」。該證明書只會列出學生已成功修畢的課程單元。
- 每位學生會於畢業後獲發一份學業成績證明書，無需另行申請。如補領需繳付相關費用。
- 部分課程設有中期學歷。修讀這些課程的學生如符合課程之中期學歷的學分要求，可以在無須退學的情況下申請中期學歷證書。
- 證明書／校方簽署證明文件的收費適用於確認有關學生紀錄 (如學生註冊狀況、授課語言、課程名稱、修讀時期、上課模式等)。是項收費亦適用於以下認證服務，按每次申請及每課程計算：
  - 透過校方填寫及或簽署所規定的表格並附上有關學業成績證明書
  - 學生向校方申請其曾修讀的課程／單元之課程綱要副本

7. 如要就所評核成績提出上訴，學生須於成績發放後七個工作天內以書面向工程學科在職培訓組／學院秘書處提出申請；如對紀律委員會的裁決不滿，學生須於得悉裁決後三個工作天內經學院秘書處書面提出。若上訴得直，申請費用將予發還。
8. 學生如要求查閱已批改的試卷（僅限設有書寫／筆試部分的總評核考卷），須於考試成績公布日起三個工作天內，以指定的表格提出申請。

## 考試規則

### 引言

學院會於考試期前最少一個月，發出考試時間表；學生須按指定時間和地點應考。因考試可能會受無法預知的情況影響（例如：惡劣天氣）而改期，學生應確保自己能於《學年及重要日子》所載的整段考試期出席考試。

學生須細閱並遵守下列考試規則，否則可被取消考試<sup>(註)</sup>資格或飭令停學，或接受由學生紀律委員會決定的其他紀律處分。

#### 1. 考試開始前

- 1.1 未經批准，考生不得進入試場。
- 1.2 考生應盡量避免攜帶手提電話及其他電子／通訊器材（如電子手帳、音樂播放器、電子字典、數據機手錶、智能手錶、免提／藍芽耳機、平板電腦、傳呼機等）進入試場。如有攜帶這類器材，必須關掉（包括手提電話的響鬧功能）並放在座椅下的當眼處，讓監考員清楚看見。考生如被發現衣袋內／身上藏有手提電話或電子／通訊器材，將被取消該次考核的成績。如考生的手提電話或電子／通訊器材已放在座椅下，但在考試途中被發現發出聲響或未有關上，該考生可被扣分。考生必須將其個人物品（包括電子／通訊器材）放入一個細小而附有拉鍊或鈕扣的手提包內，並將手提包放在座位的椅下。此外，考生應確保並無攜帶未經批准而與考試有關的資料應考，一旦發現違規，即當作弊論。
- 1.3 考生最遲須在考試開始五分鐘之前，根據座位表入座。
- 1.4 考試進行期間，身份證及學生證須置於桌面右上角，供監考員查核；如應考者身份與證件上資料不符，可被遣離試場；考生及其替身均會被檢控。
- 1.5 考生須自備所需書寫及繪圖工具，並只可使用試場提供的數學用表或其他圖表。
- 1.6 考生可以使用電子計數機。除另有說明外，所有計數機必須為手提式、使用乾電、操作寧靜、並無打印或圖象／文字顯示功能。考生不得使用任何有關的外置設備，例如說明書、磁卡、記憶裝置等。
- 1.7 考生必須於答題簿、補充答題紙或特別答題紙上作答，並不得撕下答題簿內紙頁。
- 1.8 試場內不准飲食。
- 1.9 未經監考員指示，考生不得開始作答。

## 2. 考試期間

- 2.1 考試開始三十分鐘後，遲到考生一般不得進場。
- 2.2 考試開始三十分鐘後，如獲主考員批准，考生可離開試場。考試完結前十五分鐘內，考生不得離開試場。
- 2.3 考試期間，考生如需要短暫離開試場，須有監考員陪同。
- 2.4 考試期間，考生不得談話，或有任何不誠實行為，或騷擾其他考生。如發現有違規情況，監考員必須呈報有關學系跟進。
- 2.5 如考試中途考生涉嫌作弊，監考員會在答題簿封面作記錄和簽署，並沒收涉嫌用以作弊的物品。考生可繼續參加考試，但須於考試後出席紀律聆訊答辯。
- 2.6 監考員會於考試結束前三十分鐘及五分鐘提示剩餘時間。

## 3. 考試結束

- 3.1 考生遲到，不會獲得補時。
- 3.2 考試結束時，考生須繼續安靜留座，直至監考員宣布可以離開為止。除試題外，監考員所派物品均不得帶離試場；此外，某些試卷，如多項選擇試題，亦可能不得攜離試場。
- 3.3 考生對考試的有關安排如有投訴，應在考試後兩個工作天內，以書面向學系提出。

## 4. 惡劣天氣或緊急情況下的安排

- 4.1 考試當日，若\*八號預警／八號或以上颱風信號／「極端情況」或紅色／黑色暴雨警告信號在上午六時十五分、上午十一時及下午四時仍然生效，則原定於上午、下午及夜間舉行的考試會相應自動延期。颱風亦指熱帶氣旋。
- 4.2 有關惡劣天氣情況下的考試安排，VTC不會透過電台及電視台宣布。教育局有關事宜的公布，並不適用於IVE／HKDI／YC。
- 4.3 如發生火警或緊急事故，考生應保持冷靜，並遵照監考員指示。
- 4.4 如在開考後懸掛紅色／黑色暴雨警告信號，考試會繼續進行，直至結束為止。
- 4.5 如在開考後發出\*八號預警／懸掛八號或以上颱風信號，考試會立即終止。

\*如情況許可，香港天文台在發出八號颱風信號前兩小時內會發出預警（即八號預警）。

註：「考試」亦包括類似單元期終試的其他「筆試」評核，以及各學系的相同單元／課程的共同評核考試。

評核時「作弊」

學生如有以下不誠實行為，會被視為「作弊」：

**A. 與習作、專題習作及實務評估有關的作弊行為**

此類作弊包括（但不限於）以下的不誠實行為：

- A1 遞交不屬自己或由人工智能工具創作的學習評估資料（整份或部分）而聲稱是其本人的。
- A2 發布由人工智能製作的／他人的作業，當作是自己的；或反過來讓他人以其名義發布自己的作業。
- A3 串謀：由他人幫助自己完成作業。
- A4 使用虛假或虛構資料，聲稱資料是自己的實驗成果；或使用經抄襲或不當途徑得來的資料。
- A5 蓄意從他人的出版物或其他來源抄襲資料，不論是整份或部分，包括在自己作業內提出別人的論點，聲稱是其本人的，而沒有說明出處。
- A6 使用從市面上或其他來源購買或取得的未經授權資料，而聲稱是自己的作品。
- A7 蓄意抄襲其他學生的作業或蓄意讓其他學生抄襲自己的作業，不論是整份或部分。
- A8 在自己的作業上使用他人名字。

**B. 與考試及測驗有關的作弊行為**

此類作弊包括（但不限於）以下的不誠實行為：

- B9 在考生身上、考試桌上或其所能觸及的範圍內藏有被禁資料／物件。
- B10 從試場帶走任何與考試有關的資料，此等資料在有關規定中列明不得被攜離試場。
- B11 在考試／測驗進行期間使用被禁資料／物件。
- B12 在考試進行期間與試場內外互通消息或嘗試互通消息，包括蓄意偷看或抄襲其他考生的答案，或讓其他考生抄襲自己的答案。
- B13 在離開及返回試場期間作弊。
- B14 在答題紙上寫上別人名字，包括冒充其他學生或找他人冒充自己。
- B15 在考試／測驗前以不正當途徑取得全份或部分試卷。

註：

學生如有重犯作弊行為，不管作弊方式，將會遭受更嚴厲處分。以下情況均被視為重犯作弊行為：

例子(1)	如學生在修讀 A 單元期間有某項作弊行為，其後在 B 單元有同一項或另一項作弊行為，則學生在 B 單元的作弊行為會被視為重犯。
例子(2)	學生在考核時被發現作弊，隨即在同一次考核中又有另一項或同一項作弊行為，如初犯成立，則第二次作弊行為會被視為重犯。

## 上訴規則

1. 學生如對考試委員會（**Board of Examiners**）的評核結果不滿，可提出上訴（稱為「成績覆檢」）。學生須於評核結果公布後七個工作天內向學院秘書處提出成績覆檢，其申請將轉交相關學系／部門調查處理。學生在獲悉調查結果後三個工作天內，可就調查結果向學院秘書處正式提出成績覆檢，並繳付上訴費用。
2. 學生如對紀律委員會(**Disciplinary Committee**)就其涉嫌作弊或行為不檢事件的裁決不滿，可於得悉裁決後三個工作天內，向學院秘書處上訴。學生須繳交上訴費用，並連同支持上訴的理據或證明，提交書面申請。
3. 院校會謹慎考慮上訴的理據或證明，決定會否召開學生上訴委員會(**Student Appeals Committee**或簡稱**SAC**)會議審理上訴呈請，再通知學生其上訴申請是否已獲轉交**SAC**審理。
4. 如上訴申請獲**SAC**受理，**SAC**會於接到正式上訴申請後七至十二個工作天內召開會議。**SAC**或需要較長時間處理複雜個案。在此情況下，院校會通知申請人處理上訴所需的大約時間。
5. 上訴申請人有權向**SAC**親自陳述上訴個案，並可由一位與上訴事件無關的同學陪同。**SAC**亦可邀請其他有關人士（如相關監考員）向其陳述有關情況。
6. 上訴申請人一般會於**SAC**會議後七至十二個工作天內，獲所屬院校書面通知其上訴結果。如上訴得直，上訴費會獲發還。
7. **SAC**的決定為最終裁決。

## 常用網頁連結 / 手機應用程式

VTC網頁	<a href="https://www.vtc.edu.hk">https://www.vtc.edu.hk</a>
<b>電腦網絡戶口(CNA)及網上電郵服務</b>	
電郵及CNA服務網站	<a href="https://cnatools.vtc.edu.hk/">https://cnatools.vtc.edu.hk/</a>
VTC網上電郵服務	<a href="https://webmail.vtc.edu.hk/default_chi.htm">https://webmail.vtc.edu.hk/default_chi.htm</a>
<b>手機應用程式</b>	
VTC@HK	於Apple App Store或Google Play商店下載最新版本，使用CNA帳號及密碼登入
<b>學習資源 / 支援</b>	
VTC圖書館服務	<a href="https://library.vtc.edu.hk/web/index_c.php">https://library.vtc.edu.hk/web/index_c.php</a>
網上學習學生支援	<a href="http://elsupport.vtc.edu.hk/">http://elsupport.vtc.edu.hk/</a>
Moodle網上學習平台	<a href="https://moodle-nay.vtc.edu.hk/">https://moodle-nay.vtc.edu.hk/</a>
<b>學生服務 / 學生資助</b>	
VTC就業資訊系統	<a href="https://jis.vtc.edu.hk">https://jis.vtc.edu.hk</a>
香港特別行政區政府學生資助處	<a href="https://www.wfsfaa.gov.hk/sfo/tc/index.htm">https://www.wfsfaa.gov.hk/sfo/tc/index.htm</a>
- ENLS	<a href="https://www.wfsfaa.gov.hk/tc/sfo/postsecondary/enls/overview.php">https://www.wfsfaa.gov.hk/tc/sfo/postsecondary/enls/overview.php</a>
- CEF	<a href="https://www.wfsfaa.gov.hk/tc/ce/cef/overview.php">https://www.wfsfaa.gov.hk/tc/ce/cef/overview.php</a>

# IVE Engineering Discipline In-service Training 2023/24 Student Handbook

## For Professional Diploma, Professional Certificate, Diploma, Certificate Programmes and Short Courses

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## **1. Introduction**

- 1.1 The Hong Kong Institute of Vocational Education (IVE) and the Hong Kong Design Institute (HKDI) offer a wide range of full-time and part-time programmes covering levels ranging from higher diploma to certificate. They provide young people and working adults with diversified progression pathways to academic and career advancement, and nurture professionals and talents valued by industries.
- 1.2 IVE, which was established in 1999 by merging the former 2 Technical Colleges and 7 Technical Institutes into one collaborative institution, has been building a competent and innovative workforce for economic development of Hong Kong. IVE is the largest operational arm of Vocational Training Council (VTC) and there are 9 campuses located across the territory:
- IVE (Chai Wan)
  - IVE (Haking Wong) (Including Billion Plaza Centre)
  - IVE (Lee Wai Lee)
  - IVE (Sha Tin)
  - IVE (Kwai Chung)
  - IVE (Kwun Tong)
  - IVE (Tsing Yi)
  - IVE (Morrison Hill)
  - IVE (Tuen Mun)
- 1.3 With a rich heritage in design education through IVE, HKDI, which was established in 2007, brings together the strengths of all design-related departments to offer comprehensive and contemporary design curriculum. Programmes on offer span across Architecture, Interior and Product Design, Communication Design, Digital Media, as well as Fashion and Image Design. Operating in its award-winning campus in Tseung Kwan O, HKDI is dedicated to providing the most dynamic learning environment for quality design education.
- 1.4 IVE and HKDI are committed to nurturing highly adaptable and future-ready talents to meet the changing needs of a knowledge-based economy. The curricula offered by IVE and HKDI are designed with inputs from academics and industry leaders to ensure a good blend of theory and practice, as well as their responsiveness and relevance to industry developments.

- 1.5 Apart from IVE and HKDI, the Youth College (YC) with 8 campuses, namely Kowloon Bay, Kwai Chung, Kwai Fong, Pokfulam, Tin Shui Wai, Tseung Kwan O, Tuen Mun and Yeo Chei Man, also run foundation studies programmes (such as Diploma of Vocational Education, Diploma of Foundation Studies). In addition, the newly established Youth College (International) (YC(INTL)), offers Diploma of Vocational Baccalaureate (DVB) programmes starting from AY2018/19. The 3-year full-time DVB programmes aim to provide post-secondary 3 students an alternative progression pathway to study tertiary education in local or overseas universities. The programmes prepare students to acquire internationally recognised qualifications like the International General Certificate of Secondary Education (IGCSE) in English, Chinese & Mathematics, and the Business and Technology Education Council (BTEC) Diploma / Extended Diploma. Students of the DVB programmes study at IVE(Tsing Yi) and HKDI.
- 1.6 This Handbook contains essential information about the campus facilities and regulations as well as general policies and guidelines on academic matters for 2023/24 Academic Year. Students are required to study this Handbook carefully and observe all the relevant regulations and requirements stated therein.
- 1.7 Students will also receive information concerning the academic regulations and matters specific to their respective programmes from Programme Leaders or Engineering Discipline In-service Training Office (EDITO).

The Campuses normally make use of the **email** as a communication platform with students, including release of class and examination timetables, Transcript of Study, Tuition Fee Payment Advice, etc. **Students are strongly advised to check email at regular intervals for updated news and obtaining the documents.** Requests from students due to their oversight of or omission to download the notices / documents released via email will not normally be entertained.

- 1.8 The information provided in this Handbook is updated as at 27 Jul 2023. Your Institute will issue notifications separately should there be new information that require your attention.
- 1.9 The terms Campus(es) and Institute(s) will be used interchangeably in this Handbook to denote IVE / HKDI / YC.

## 2. Academic Terms and Key Dates for 2023/24 For Professional Diploma, Professional Certificate, Diploma, Certificate and Short Courses

Week	Month	Day							Remark	
		S	M	T	W	T	F	S		
	<b>2023</b>								<b>2023</b>	
	<b>Sep</b>									
1								1	2	
2		3	4	5	6	7	8	9		
3		10	11	12	13	14	15	16		
4		17	18	19	20	21	22	23	29 Sep	No Evening Class (Chinese Mid-Autumn Festival)
5		24	25	26	27	28	29	30'	30 Sep	General Holiday (The day following the Chinese Mid-Autumn Festival)
	<b>Oct</b>									
6		1	2'	3	4	5	6	7	2 Oct	General Holiday (The day following National Day)
7		8	9	10	11	12	13	14		
8		15	16	17	18	19	20	21		
9		22	23'	24	25	26	27	28	23 Oct	General Holiday (Chung Yeung Festival)
10		29	30	31						
	<b>Nov</b>									
10					1	2	3	4		
11		5	6	7	8	9	10	11		
12		12	13	14	15	16	17	18		
13		19	20	21	22	23	24	25		
14		26	27	28	29	30				
	<b>Dec</b>									
14							1	2		
15		3	4	5	6	7	8	9		
16		10	11	12	13	14	15	16		
17		17	18	19	20#	21#	22#	23#	20-23 & 27-30 Dec	Institute Holidays
18		24	25'	26'	27#	28#	29#	30#	25-26 Dec	General Holidays (Christmas Day & the first weekday after Christmas Day)
19		31								
	<b>2024</b>								<b>2024</b>	
	<b>Jan</b>									
19			1'	2	3	4	5	6	1 Jan	General Holiday (The first day of January)
20		7	8	9	10	11	12	13		
21		14	15	16	17	18	19	20		
22		21	22	23	24	25	26	27		
23		28	29	30	31					
	<b>Feb</b>									
23						1	2	3	9 Feb	Institute Holiday
24		4	5	6	7	8	9#	10'	10, 12-13 Feb	General Holidays (Lunar New Year's Day, the third day & fourth day of Lunar New Year)
25		11	12'	13'	14#	15	16	17		
26		18	19	20	21	22	23	24	14 Feb	Institute Holiday
27		25	26	27	28	29				
	<b>Mar</b>									
27							1	2		
28		3	4	5	6	7	8	9		
29		10	11	12	13	14	15	16		
30		17	18	19	20	21	22	23		
31		24	25	26	27	28	29'	30'	29-30 Mar	General Holidays (Good Friday & the day following Good Friday)
32		31								

Week	Month	Day							Remark	
		S	M	T	W	T	F	S		
	<b>Apr</b>									
32			1'	2#	3#	4'	5	6	1 Apr	General Holiday (Easter Monday)
33		7	8	9	10	11	12	13	2-3 Apr	Institute Holidays
34		14	15	16	17	18	19	20	4 Apr	General Holiday (Ching Ming Festival)
35		21	22	23	24	25	26	27		
36		28	29	30						
	<b>May</b>									
36					1'	2	3	4	1 May	General Holiday (Labour Day)
37		5	6	7	8	9	10	11		
38		12	13	14	15'	16	17	18	15 May	General Holiday (The Birthday of the Buddha)
39		19	20	21	22	23	24	25		
40		26	27	28	29	30	31			
	<b>Jun</b>									
40								1		
41		2	3	4	5	6	7	8		
42		9	10'	11	12	13	14	15	10 Jun	General Holiday (Tuen Ng Festival)
43		16	17	18	19	20	21	22		
44		23	24	25	26	27	28	29		
45		30								
	<b>July</b>									
45			1'	2	3	4	5	6	1 Jul	General Holiday (HKSAR Establishment Day)
46		7	8	9	10	11	12	13		
47		14	15	16	17	18	19	20		
48		21	22	23	24	25	26	27		
49		28	29	30	31					
	<b>Aug</b>									
49						1	2	3		
50		4	5	6	7	8	9	10		
51		11	12	13	14	15	16	17		
52		18	19	20	21	22	23	24		
53		25	26	27	28	29	30	31		
	<b>Sep</b>									
1		1	2	3	4	5	6	7	2 Sep	AY 2024/25 Semester 1 Commencement (Tentative)
2		8	9	10	11	12	13	14		
3		15	16	17	18	19	20	21		
4		22	23	24	25	26	27	28		
5		29	30							

(25)' : General Holiday

(20)# : Institute Holiday

[- 29 -] : No Evening Classes

### 3. General Information and Regulations

#### 3.1 Campus Opening Hours

Engineering Discipline In-service Training Office (EDITO) normally opens:

Monday to Friday	09:00-17:00 (except 12:30-13:30)
Saturday	Closed
Sunday and Public Holiday	Closed

Office Address	Rm B322, 20 Tsing Yi Road, Tsing Yi Island, N.T.
Tel	24359423
Email	<a href="mailto:edit@vtc.edu.hk">edit@vtc.edu.hk</a>
Fax	24322253

#### 3.2 Campus Operations during Adverse Weather Conditions

##### 3.2.1 Typhoons / “Extreme Condition”

When typhoons (also refer to tropical cyclones) / “Extreme Condition” affect Hong Kong, the following arrangements will apply:

<b>Typhoon Signal / “Extreme Condition” Announcement</b>	<b>Action to be taken by IVE / HKDI / YC Campuses</b>
<b>No. 1</b>	To operate as normal
<b>No. 3</b>	To operate as normal
<b>Pre-No. 8 Special Announcement <sup>1</sup> / Typhoon Signal No. 8 or above / “Extreme Condition” Announcement <sup>2</sup></b>	
(a) In force or issued <b>at 6:15 a.m. or before 11:00 a.m.</b>	<b>Morning Session</b> (classes and examinations* scheduled between 8:30 a.m. and 1:30 p.m.) <b>to close.</b>
(b) In force or issued <b>at 11:00 a.m. or before 4:00 p.m.</b>	<b>Afternoon Session</b> (classes and examinations* scheduled between 1:30 p.m. and 6:30 p.m.) <b>to close.</b>
(c) In force or issued <b>at 4:00 p.m. or thereafter</b>	<b>Evening Session</b> (classes and examinations* that start at or after 6:30 p.m.) <b>to close.</b>
(d) Issued when classes or examinations* are <b>in session</b>	All classes or examinations* will be immediately <b>suspended</b> for the session.
(e) Issued <b>before start</b> of examinations*	Examinations* to be held in that particular session should be <b>postponed.</b>

<sup>1</sup> Where possible, the Hong Kong Observatory will issue an early alert (i.e. a “Pre-No. 8 Special Announcement”) within 2 hours of the hoisting of the Typhoon Signal No. 8 (T8). When a Pre-No. 8 Special Announcement is issued, all classes / activities of campuses / centres (including examinations\*) will immediately be suspended.

<sup>2</sup> If situation warrants, the Government may issue an “Extreme Condition” announcement before T8 is replaced with Typhoon Signal No. 3. The “Extreme Condition”, if issued, normally covers the 2-hour period after cancellation of T8, and may be extended or cancelled by the end of the 2-hour period.

<b>Lowering to No. 3 or below or lowering all signals or cancellation of “Extreme Condition”, at any time</b>	All classes or examinations* <b>to resume with the next session</b> unless road or other conditions remain adverse.
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\* Examinations refer to internal examinations of IVE / HKDI / YC.

### 3.2.2 Rainstorms

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

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

\* Examinations refer to internal examinations of IVE / HKDI / YC.

- 3.2.3 For classes or examinations with duration that run across 2 sessions (e.g. from 12:30 p.m. to 2:30 p.m. or from 5:30 p.m. to 7:30 p.m.), the class / examination suspension arrangement will be based on the session that the starting time of the class / examination falls into.
- 3.2.4 Students are requested to follow the arrangements set out above in times of typhoons, “Extreme Condition” and rainstorms. **No public announcement will be made on TV / Radio by VTC.**
- 3.2.5 Please note that **announcements made by the Education Bureau do not apply to IVE / HKDI / YC.**
- 3.2.6 In the event that an examination is cancelled as a result of inclement weather, the examination will be re-scheduled. In this regard, **students are strongly advised to make themselves available for taking the examination in short period of time.** The timetable for all remaining examinations will not be affected.
- 3.2.7 When classes / examinations are resumed following the lowering of typhoon signals / rainstorm warnings or cancellation of “Extreme Condition”, **students (or their parents) may exercise discretion** in deciding whether or not they (the students) will return to the campus after taking into consideration the local weather, road, slope, traffic or transport conditions at that time. Students, in particular those living in remote areas, will not be penalised for being late under these circumstances.

### **3.3 Student Card (not applicable to the Certificate and Short Courses)**

- 3.3.1 Student cards are issued to new students normally during class commencement week, subject to their completion of the admission registration procedure before the specified date. The card, which is non-transferable, is a student’s personal identification document and should be carried at all times to gain access to campus premises / facilities (e.g. libraries, swimming pools).
- 3.3.2 The Student Card is the property of the Campus. Misuse or falsification of the card will render the student liable to disciplinary action. Students should return their student cards to the Engineering Discipline In-service Training

Office upon cessation of their study in the programme (e.g. graduation / withdrawal / termination of study).

3.3.3 If a student card is lost or damaged, the student should report the case to the Engineering Discipline In-service Training Office as early as possible and apply for a replacement card for which a fee will be charged. The student should also report the loss to the Library for updating his / her borrower's record. In case a lost student card is later found, the student should return it immediately to the Engineering Discipline In-service Training Office for cancellation.

### **3.4 Safety Precautions and Insurance Coverage for Institute Activities**

3.4.1 The Institute (IVE / HKDI / YC) attaches great importance to students' personal safety, especially during institute activities and outside visits. VTC provides insurance coverage for students while they are participating in activities organised by the Institute. The coverage also includes activities such as industrial attachment, life skills training camps, visits or study tours, sport competitions, etc. that held locally, in the Mainland or overseas.

3.4.2 While staff members in charge of these activities will take every measure to ensure students' safety, students still have a responsibility for their own safety and are strongly recommended to observe the following precautionary measures:

- (1) inform their family members before the site visits and activities that take place outside the campus, and leave a contact number (if available) by which they can be reached;
- (2) inform the staff-in-charge of the activity (as well as the Engineering Discipline In-service Training Office where necessary) of any illness or health condition which may prevent them from participation; and
- (3) obtain additional insurance coverage at their own expenses should the students or their families consider there is need to do so.

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

### **3.5 Actions in Case of Fire Alarm**

- 3.5.1 On hearing the fire alarm, all students should stop immediately what they are doing. They should follow the Fire Escape Procedures and / or the instructions issued by the teaching / campus staff, evacuate from the campus building and gather at the appropriate assembly point to await further instructions.
- 3.5.2 While the fire alarm is ringing, students should not use the lifts or enter the campus building.
- 3.5.3 Fire drills may be conducted at suitable intervals for students and staff to practise the evacuation of campus building for a fire or other emergency.

### **3.6 Lockers and Personal Property**

- 3.6.1 Each campus has installed a number of lockers, for which full-time students may apply for use. Students should observe closely the regulations on use of the lockers and should not place any cash, valuable, dangerous or perishable items in the lockers. Any items stored in an unauthorised locker or after the permitted period of use would be disposed of immediately without further notice.
- 3.6.2 Students who have been found violating the regulations related to the use of lockers may render their future applications of locker not being considered.
- 3.6.3 Students are strongly advised not to leave their personal belongings unattended in campus areas as the Campus will not be responsible for their damage or loss.

### **3.7 Carparking**

- 3.7.1 Parking spaces are not generally available to students. However, the Principal may, at his / her discretion, issue car parking permits to students with disability.

### **3.8 Use and Access to Personal Data**

3.8.1 The personal data that students provided at the time of application and registration of study in the Institute will be used for one or more of the following purposes:

- (1) setting up individual student records;
- (2) analysis of the profile of students enrolled on a programme;
- (3) for all purposes relating to the students' study, scholarships / bursaries processing arrangement, counselling and support services in accordance with the procedures of VTC institutions;
- (4) promoting VTC and its scholarships (applicable to awardees only); and
- (5) updating the graduate records and maintaining communication after graduation related to alumni affairs, including delivery of information of VTC institutions about events, life-long learning programmes, benefits, solicitation of donations, promotion and merchant offers of VTC Graduate VISA Card, and other alumni-affairs-related services and activities.

3.8.2 Students' personal data held by VTC / Institute will be treated confidentially. However under the following circumstances, VTC / Institute may provide information to:

- (1) the employers of part-time students on the understanding that the students are directly and / or financially sponsored by the employers in taking up the study at VTC, in which case, attendance log of the part-time students will be sent to the employers concerned on a regular basis and copies of Transcript of Study will also be sent to the employers at the end of each semester;
- (2) local or overseas institutions / corporations where the students have submitted applications for admission or appointment and which are authorised to obtain their academic results from VTC;
- (3) assessment / professional organisations for applying / processing assessment / professional recognition / certification relevant to the students' programmes of study;
- (4) parents / guardians of students who are aged below 18, on special cases, such as withdrawal from study, prolonged absence from class, issue of warning letters, suspension of study, etc.;

- (5) donors / donating organisations for the purpose of selecting suitable candidates for award of scholarships / bursaries; and
- (6) Office of the Director of Apprenticeship for all purposes related to training, registration and certification of Registered Apprentices under the Apprenticeship Ordinance.

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

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

3.8.4 Applications for data access and / or correction should be made to the Engineering Discipline In-service Training Office. Requests for correction of data should also be accompanied by supporting documentation. A handling fee will be charged for the processing of any data access request.

### **3.9 Change of Personal Particulars**

3.9.1 It is the responsibility of students to inform the campus of any change of their personal particulars, including address and phone number. The campus will bear no responsibility for undelivered mail / message due to students' failure to update their records.

3.9.2 For amendment to name, HKID Number or information on HKID / passport, date of birth, etc., students have to apply **in person** at the Engineering Discipline In-service Training Office and to present the original of the supporting documents for verification. If replacement of student card is necessary, a handling fee will be charged.

### **3.10 Intellectual Property**

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

3.10.2 In the course of study, students will make use of the equipment, facilities, or resources owned by VTC, including but not limited to drawings, data, sketches, documents, laboratories, stationery and consumables, and will receive guidance from teachers in generating ideas for assignments and projects and may, therefore, generate Intellectual Property which might be adopted for commercial use. Whilst the student will maintain ownership of the Intellectual Property in the materials he or she creates, each student irrevocably grants VTC a perpetual, royalty-free, world-wide and non-exclusive right to reproduce or use (in whole or in part) of the Intellectual Property materials created solely or jointly with other persons during his or her course of study. Such right to use will include, for example, to showcase the award-winning works of the students for publicity or display purpose. VTC will acknowledge the materials as the student's Intellectual Property. A student must observe the rules and regulations pertaining to VTC's Intellectual Property Policy in order to benefit from the continued enrolment and completion of his / her studies.

3.10.3 Any violation of VTC's Intellectual Property Policy is considered as a serious misconduct. Please refer to **Appendix I** for details of the Intellectual Property Policy for Students.

### **3.11 Guiding Notes on Using or Copying of Copyright Works**

3.11.1 In general, copyright is the right given to the owner of an original work (e.g. a piece of writing and software programme), whose creativity has to be protected. Students will be held personally responsible for any breach of the copyright law in using / copying copyright works, or using unlicensed computing software for private study. Copying does not only include photocopying but also includes scanning and storing information in hard disc or other electronic or optical media (e.g. uploading to servers). Transmission of materials by fax is also considered as copying. Students are advised to get a basic understanding of Copyright in Hong Kong by referring to the website of the Intellectual Property Department of the HKSAR ([www.ipd.gov.hk](http://www.ipd.gov.hk)).

3.11.2 Students should respect Intellectual Property. They should purchase textbooks and reference materials that are required for their study instead of copying it.

3.11.3 Notes and programme materials provided to students by teachers or Departments are works protected by copyright and shall be used by students only for private study.

3.11.4 Students are not permitted to copy any textbooks, notes and programme materials either in printed or electronic format or to redistribute them to other people who are not registered on the studying programme concerned in any ways, such as uploading to servers, etc. Video taking or recording during lessons without permission is prohibited.

3.11.5 Students should pay attention to notices on copyright posted in the campus, and should not make unauthorised copies of any copyright materials.

### **3.12 Environmental Policy**

3.12.1 To create a pleasant working and learning environment for vocational and professional education and training, VTC endeavours to:

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

3.12.2 Students are expected to follow the campus' guidelines and advices to help implement the environmental policy.

### **3.13 Conservation of Resources**

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

- (1) close the doors immediately on entering or leaving air-conditioned rooms, such as classroom, seminar room, lecture theatre, workshop and office, etc.;
- (2) keep all windows closed while the air-conditioning is on;
- (3) switch off lights, air-conditioners, computers and peripherals which are not necessary or when leaving a room;
- (4) use stairs instead of lift whenever possible;
- (5) save water;
- (6) adopt double-sided printing / writing and use recycled paper more;
- (7) put recyclable wastes, e.g. waste paper, plastic, aluminium cans, used toners, used rechargeable batteries, etc. into designated collection bins for recycling purpose; and
- (8) bring your own bottle of water and reduce consuming packaged / bottled drinks.

### **3.14 Non-Smoking Campus**

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

3.14.2 A smoker will be asked to extinguish the lighted cigarette / cigar / pipe or to leave the campus. If the smoker refuses to co-operate, he / she will be asked to provide proof of identity, e.g. student card, and the information will be passed to the Head of the Department concerned or the Campus Secretariat for appropriate action.

## **4. Fees and Charges**

### **4.1 Tuition Fees**

4.1.1 Students should pay the tuition fees for the enrolled programmes before the due date specified in the Payment Advice.

#### 4.1.2 Payment Advice

Students should check **Email** to download Tuition Fee Payment Advice.

#### 4.1.3 Payment Methods

Payment of tuition fees and other related charges should be made either through online payment system or by cheque. Details of the payment methods are listed in the email.

### **4.2 Other Charges**

4.2.1 In addition to tuition fees, students are required to pay other charges that are related to their study. A fee will also be charged for various services provided to students. A list of these charges for AY2023/24 is given in **Appendix II**. Students are advised to contact Engineering Discipline In-service Training Office direct on matters related to the payment of fees and other charges.

### **4.3 Non-payment of Fees or Charges**

4.3.1 Students should pay the tuition fees and other charges, if any, before the due date specified on the Payment Advice, even if they are still awaiting the result of any application for financial assistance such as a grant or loan or fee remission. If they have genuine financial difficulties, they should approach the Engineering Discipline In-service Training Office for assistance well before the payment due dates.

4.3.2 Students who fail to settle in full the tuition fee after the payment due date will normally be de-registered and prohibited from using the campus facilities and services, unless special approval from Principal for deferred payment has been obtained. To reinstate the registration status, the student is required to submit an application and pay a reinstatement fee for programme registration in addition to the outstanding amount of fee. Students who discontinue their

study after commencement of class, whether due to termination or withdrawal of studies, are still required to pay in full the tuition fee of the related instalment.

- 4.3.3 Tuition fee for restudy of failed modules, and for taking optional / additional Elective modules, are not covered under the instalment-based programme fee. Students enrolling in these modules will be charged additional fees. Failing to settle in full the required amount of fees before the specified due date will result in de-registration from ALL those modules covered under the related Payment Advice, unless with prior approval from Principal for deferred payment. To reinstate the registration status for any of these modules, the student is required to pay a reinstatement fee in addition to the outstanding amount of related fees.
- 4.3.4 Students should note that all their study transcripts, award certificates and related certification will be withheld if they have any outstanding fee under the current studying or previous studied programmes (including but not limited to tuition fees, other charges, library fines, cost of repair / replacement of damaged / lost equipment / books) owed to the Institute or VTC.
- 4.3.5 Students who have withdrawn or are de-registered from their study with an outstanding fee are still required to clear the outstanding debts in respect of their previous study when they are re-admitted to another or the same VTC programme in future, even if the outstanding fees are revealed after class commencement.
- 4.3.6 The Institute reserves the right to take other actions, including legal proceedings, against a student if deemed necessary to recover the unpaid fees.

## **5. Financial Assistance**

- 5.1 Several programs are eligible for the "Vplus Subsidy Scheme - Vplus Engineering." For more information about this subsidy scheme, students can contact the Engineering Discipline In-service Training Office or visit the website: Vplus Engineering ([https://vplus.vtc.edu.hk/eng/index\\_en.html](https://vplus.vtc.edu.hk/eng/index_en.html)).
- 5.2 For details of student financial assistance applications or in case of urgent financial hardship, students can approach the Engineering Discipline In-service Training Office for assistance.

## **6. Pursuing a Programme**

### **6.1 Enrolment in Programmes**

- 6.1.1 New students enrolled in a programme have to complete the stipulated registration procedures and pay the required amount of tuition fee and other applicable charges before the specified deadline. A student may not be simultaneously enrolled in more than one full-time programme leading to a qualification in VTC without the prior approval of the Programme Board Chairperson(s) of the programmes concerned.
- 6.1.2 Classes will be conducted in different modes, including face-to-face teaching, online teaching and learning, practical training as deemed appropriate. Students may be required to attend classes at other VTC campuses. Any fees paid are normally not refundable unless the programme is cancelled. VTC reserves the right to cancel any programme, revise programme title, content or change the offering Institute(s) / campus(es) / class venue(s) if circumstances so warrant.

### **6.2 Module Selection**

- 6.2.1 Students will be assigned the modules for study in a programme subject to availability of places, fulfillment of the requirements of the pre-requisite / co-requisite / anti-requisite (if any) of the modules concerned.

- 6.2.2 There is no limit on the number of attempts for a student to repeat a failed Module within the Maximum Registration Period. However, a student is not allowed to re-study a module which he / she has already passed.
- 6.2.3 Students who fail a module will therefore have the chance to re-study normally in its next offer. Students are reminded that their enrolment to re-study failed modules is subject to availability of places and no clash in timetable. Additional fees (on module basis) will be charged for re-study of failed modules.

### **6.3 Credit Transfer and Module Exemption**

- 6.3.1 Students may apply for credit transfer and / or exemption for modules that they will be taking in the programme. An administrative fee will be charged.
- 6.3.2 Credit transfer is normally based on formal academic achievements obtained within and / or outside VTC on an individual module basis, on the condition that the module concerned is identical in terms of the number of Qualifications Framework (QF) credits, intended learning outcomes, QF level and assessment standards. Upon approval, the student will earn credits of the corresponding modules thereby contributing towards the awards of the programme.
- 6.3.3 Individual module exemption is normally granted based on formal academic achievements and / or relevant experience with documented evidence of attainment of the required learning outcomes. Where required, assessments on the attainment may be conducted. A student may also be granted, on other justifiable grounds such as disabilities, exemption from studying a module. When permission of module exemption is granted, the student will not earn credits from the module concerned and the credit requirements for the programme / stream for the student concerned will also be adjusted accordingly. The exemption granted shall be reflected in the student's Transcript of Study.
- 6.3.4 A student may not normally be allowed credit transfer and / or module exemption for more than 50% of the total number of credits of the programme, while module exemption granted on other justifiable grounds should normally not constitute more than 25% of the total number of credits of the programme concerned.

- 6.3.5 Application for credit transfer and / or exemption for modules that the students are going to take in the programme should normally be submitted by the deadline as advised by Engineering Discipline In-service Training Office or one month before the commencement of class.
- 6.3.6 The process for credit transfer and / or exemption (including application, evidence checking, assessment, and decision) for modules that the students are going to take in the programme will normally be completed before the commencement of the module concerned.
- 6.3.7 Applicants for credit transfer and / or module exemption are required to attend all classes of the module(s) concerned and fulfill all module requirements (such as continuous assessment) until they receive the approval decision on their application.

#### **6.4 Transfer of Study**

- 6.4.1 A student is not permitted to transfer from one programme to another, without the approval of Programme Board Chairperson of the receiving programme or his / her delegate. Transfer from one stream to another stream is regarded as transfer.
- 6.4.2 Application for transfer should be submitted to Engineering Discipline In-service Training Office well before commencement of the programme. Approval of transfer will be subject to the availability of study places in the programme concerned. A fee will be charged for processing an application.

#### **6.5 Assessment for a Module**

- 6.5.1 A student's overall performance in a programme is derived from the assessment results of modules specified under the curriculum of the programme.
- 6.5.2 Assessment for a module includes Continuous Assessment and End-of-Module Assessment. Both categories can be in the form of report, assignments, tests, laboratory work, projects, examinations, etc. **A student has to pass the overall mark to pass the module concerned.** Individual modules may have additional requirement(s) for passing the module

concerned. The minimum passing mark for a module is normally 40% (some programmes/modules may be more than 40%).

## 6.6 Reassessment

- 6.6.1 Students who fail a module may be required to re-take the module concerned (or to take a comparable module if the original module is being phased out) or to take another elective module, if the failed module is not a core module of the programme. Notwithstanding this, under rare circumstances, reassessment may be considered and granted due to mitigating factors beyond a student's control or meeting certain attendance and / or performance requirements. The actual mark that a student gets in the reassessment, subject to a maximum of 40% (or minimum passing mark of the module concerned), will be used for computing the student's overall result in the module.
- 6.6.2 If a student is absent from the examination with valid reasons (e.g. on medical grounds) and is supported by a valid medical certificate issued by a registered doctor (註冊西醫) or registered Chinese medical practitioner (註冊中醫), he / she will be allowed to take corresponding reassessment as first attempt and be awarded the mark he / she scores in the examination. Medical appointment notices and medical appointment attendance slips are normally not accepted. Irrespective of the result of the application, an administrative fee may be charged for reassessment.
- 6.6.3 Documents supporting absence from examination should be submitted to Engineering Discipline In-service Training Office **immediately and in no case later than 3 working days** after the examination of the module concerned is held. Documents submitted after the relevant Board of Examiners meeting will normally **not** be accepted.
- 6.6.4 The Institute has the discretion to determine whether evidence presented by students constitutes a valid reason for absence from a scheduled examination. Students who are found to abuse the system or using forged documents will be subject to disciplinary action which could result in expulsion from the programme.
- 6.6.5 Under any circumstances, there will not be a second reassessment for individual assessments.

## **6.7 Attendance Requirement**

- 6.7.1 Students should **attend punctually ALL** scheduled lessons and activities of the programme.
- 6.7.2 Attendance requirements may also be set on some programmes. Where attendance requirements are applicable, students not satisfying the minimum attendance requirement of a Programme or a specific Module of a Programme will not be awarded the qualification concerned.
- 6.7.3 For modules which have a minimum attendance requirement, students will not be allowed to undergo the End-of-Module Assessment / final examination nor be awarded a Module Mark / Grade if they fail to meet the minimum attendance requirement of the module concerned, unless with special approval on low attendance granted by the Principal.
- 6.7.4 Student should note that the minimum attendance requirement has already provided allowance for occasional absence / lateness due to medical, personal or emergency reasons. In this regard and as a general principle, other than cases of sick leave for 7 or more consecutive calendar days, a student's application for "Low Attendance Approval" on grounds of short-term sickness will not normally be considered.
- 6.7.5 A student who failed to meet the minimum attendance requirement of a module due to prolonged sick leave may submit an application for "Low Attendance Approval". The application, together with all relevant supporting documents, should reach Engineering Discipline In-service Training Office within 3 working days (excluding Saturday) after the last lesson of the module(s) concerned. Late application will normally not be considered.

## **6.8 Examinations and Viewing Marked Examination Answer Scripts**

- 6.8.1 The examination schedule will be announced at least one month before the examination date. Students must make themselves available for the examination. As examinations may be re-scheduled due to unforeseeable circumstances such as adverse weather, students are strongly advised to make themselves available for taking the examination in short period of time.

- 6.8.2 Students must observe the Examination Regulations as given in **Appendix III**. Online assessments, if any, will follow the same regulations where applicable.
- 6.8.3 Students who wish to view their own marked examination answer scripts (confined to end-of-module assessment with written components) should submit an application (in a prescribed form) to the Engineering Discipline In-service Training Office within 3 working days from the date of announcement of the assessment results. An administrative fee will be charged. No late application will be accepted.
- 6.8.4 Students who wish to appeal against their assessment results, which is not the same as request for viewing marked examination answer scripts, should follow the prevailing academic appeal procedure as described in **Section 6.11**.

## **6.9 Assessed Materials**

- 6.9.1 External Examiners are appointed to provide an external and impartial check on the quality and academic standards of IVE / HKDI / YC programmes. The External Examiner has the right to examine any assessed material including examination scripts, project reports and other course work of all students in the programme.
- 6.9.2 Students are encouraged to keep in good condition all their assessed materials so that the materials can be presented for scrutiny by the External Examiner when required. Failure to provide such material when required may affect the final assessment of the student concerned.
- 6.9.3 The Institute makes every effort to assure that the assessment tasks of its programmes are designed, conducted and marked in a fair and consistent manner. There has been an established mechanism where Module Marker, Module Leader, Module Coordinator, Programme Leader and External Examiner will take up different roles and responsibilities to assure the accuracy and consistency of marking in assessment. All assessment results are determined by the Boards of Examiners after careful scrutiny and deliberation with the External Examiners, and with the ratification of the Discipline Academic Committees or Foundation Studies Board on special cases and award list.

## 6.10 Cheating and Irregularities Relating to Electronic / Communication Devices During Assessment

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

6.10.2 For established cheating cases, one or more of the following penalties will be imposed on the student depending on the nature and seriousness of the offence:

- (1) Failing the module / assessment concerned (i.e. awarded ZERO mark);
- (2) Failing the module / assessment concerned, **plus** other forms of penalty including:
  - (a) Failing all the modules / assessments for the semester;
  - (b) Suspension from studies for a specified period;
  - (c) Immediate expulsion; and
  - (d) Debarred from re-admission to any award-bearing programme of the VTC member institution concerned for a period of 2 years.

6.10.3 In exceptional circumstances with genuine mitigating factors, the VTC Student Disciplinary Committee might consider other forms of penalty to be imposed on the students.

6.10.4 Students are strongly advised not to bring mobile phones or electronic / communication devices (e.g. PDA, MP3 players, electronic dictionaries, databank watches, smartwatches, hands-free / Bluetooth headsets, tablets, pagers, etc.) when attending an assessment. If a mobile phone or an electronic / communication device is found in the pocket / on the body of a student during examination / test / assessment, the student will be disqualified for that assessment. If the mobile phone or electronic / communication device placed under the chair is found switched on or sounded during the examination / test / assessment, the student may receive mark penalties.

## 6.11 Appeals

6.11.1 A student may lodge a written appeal against his / her assessment results arising from the decision of a Board of Examiners, and / or the rulings of a student disciplinary committee on an allegation of cheating or on behavioural problems. The appeal should reach the Engineering Discipline In-service Training Office / Campus Secretariat concerned within 7 working days from the day the assessment results are announced or within 3 working days after the student has been informed of the decision of the investigation panel (on assessment results) / ruling of the disciplinary committee. Please refer to **Appendix V** for the Appeal Regulations.

## 6.12 Maximum Registration Period

6.12.1 Maximum Registration Period (MRP) is the maximum number of years a student is allowed to complete a programme. The Maximum Registration Period is normally 4 years, some programmes may be less than 4 years. Please reach Engineering Discipline In-service Training Office for the details. A student who fails to complete the programme within the MRP will normally be de-registered from the programme.

6.12.2 Due to very special circumstances and on justifiable grounds, a student may apply for extension of the MRP. Applications for extension of MRP will require the approval of the Programme Leader, and the maximum extension period allowed is normally 12 months.

## 6.13 Deferment of Study

6.13.1 Subject to justifiable reasons, students may apply for deferment of study. Applications should be made in writing through Engineering Discipline In-service Training Office. Applying deferment for a commenced module will normally not be considered.

6.13.2 **The period of deferment will be counted as part of the Maximum Registration Period.** Students should continue to attend classes until approval of deferment is given.

## 6.14 Withdrawal and Dismissal from Study

### 6.14.1 Official Withdrawal

A student who wishes to discontinue his / her study of the programme should complete the formal withdrawal procedure by submitting to Engineering Discipline In-service Training Office a **written notification** on such intention. For **students aged below 18**, the letter of withdrawal must be **endorsed by the parent / guardian concerned**.

### 6.14.2 Unofficial Withdrawal

Students who failed to settle in full the required amount of tuition fees and charges after the payment due date will be deemed to have decided not to continue their study and will normally be de-registered. To reinstate the registration status, the student is required to submit an application and pay a reinstatement fee for programme registration in addition to the outstanding amount of fee.

### 6.14.3 Dismissal

The Institute / VTC may, at any time, require a student who is found to have committed serious violation of prevailing regulations to terminate his / her studies on disciplinary grounds.

6.14.4 Students should note that they are still liable to pay full tuition fee of the related instalment despite their withdrawal from studies (either officially or unofficially or due to termination) at any time after commencement of programme. Furthermore, they are required to **return their Student Cards** to the Engineering Discipline In-service Training Office upon cessation of study for whatever reason.

6.14.5 Irrespective of the reason for cessation of study, students who have withdrawn / been dismissed from study are not entitled to participate in any Institute / college academic and non-academic activities, services and schemes.

## 6.15 Award

6.15.1 In order to be eligible for an award, a student must have satisfactorily completed the Credit Requirements of the award and other requirements specific to his / her programme of study (if applicable), within the Maximum Registration Period from the date of first enrolment in the programme.

6.15.2 An award granted shall normally be classified according to the student's Cumulative Module Average (CMA) as follows:

	<b>For Professional Diploma, Professional Certificate, Diploma, Certificate</b>
<u>Classification</u>	<u>Range of CMA</u>
Distinction	75% ≤ CMA
Credit	65% ≤ CMA < 75%
Pass	40% ≤ CMA < 65%

## **7. Student Attendance and Conduct**

### **7.1 Attendance and Its Records**

7.1.1 Students should attend punctually all scheduled lessons and activities of their programmes.

7.1.2 There are minimum attendance requirements for some programmes. Please see **Section 6.7** for related information.

7.1.3 All students are required to take their personally for recording their presence (except for online lessons). Taking attendance for another student is regarded as misconduct which may render both students to disciplinary action.

### **7.2 Conduct and Discipline**

7.2.1 The Institute is committed to cultivating a harmonious, inclusive and pleasurable learning environment for students. Students should show respect to others, dress and behave properly. Normal courtesy and civic-minded behaviour must be exercised in all circumstances. Intimidating or bullying others is unacceptable behaviour and may lead to disciplinary action.

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

- (1) **Gambling and betting** are forbidden in the campus.
- (2) **Smoking** is prohibited within campus premises.
- (3) **Alcoholic drinks** are not allowed anywhere within the campus, unless permission is given by the Principal.

- (4) **Eating or drinking** is strictly prohibited at all teaching venues including classrooms, computer rooms and lecture theatres, etc.
- (5) **All electronic and computer games** are not allowed throughout the conducting or delivery of teaching and learning activities except within the context of teaching and learning.
- (6) **Noise-producing devices such as mobile phones, PDA, etc.,** should be switched off in all teaching areas and the library. Activities that will affect learning and teaching are not allowed in all areas of the campus except under very special circumstances and with the approval of the Principal.
- (7) **Viewing, uploading and downloading obscene pictures or movies** from websites and other electronic devices are prohibited.
- (8) **Taking attendance for another student** by placing another student card on a card reader is not allowed.
- (9) **Notes, learning and programme materials** provided by teachers or Departments are works protected by copyright. Students are not permitted to make copy of such materials either in printed or electronic format, or to redistribute them to other people who are not registered on the studying programme concerned in any ways, such as uploading to servers, etc.

7.2.3 Students have the responsibility to help maintain a clean, healthy and safe learning environment in the campus. They should observe further rules stipulated for the use of campus facilities, and for participation in the learning and teaching activities. Students attending classes or activities in other campuses or other outside centres should also observe the rules and regulations set out by the respective campuses or centres.

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

#### 7.2.5 Student Disciplinary Committee

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

following recommendations will be made to the Principal for consideration and approval:

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

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

### **7.3 Equal Opportunities Policy and Prevention of Harassment**

7.3.1 VTC is committed to developing, promoting and maintaining policies of equality of opportunity which creates an environment for staff, students or any other persons who have dealings with VTC where there is no barrier to equal opportunities and no discrimination on the grounds of sex, pregnancy, breastfeeding, disability, race, marital status, family status, or sexual orientation. VTC does not tolerate any unlawful acts of discrimination, harassment, vilification or victimization.

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

7.3.3 The definitions and some examples of sexual / disability / racial discrimination / harassment are provided in the paragraphs hereinafter. Students may visit the website of Equal Opportunities Commission ([www.eoc.org.hk](http://www.eoc.org.hk)) for further information.

#### **7.3.4 Sexual Harassment**

Under the Sex Discrimination Ordinance, any unwelcome act of a sexual nature, or any verbal or physical conduct of sexual nature which creates an intimidating, hostile or offensive environment is considered as sexual harassment which is prohibited under the Ordinance. For instance, students

telling sexual jokes, shouting obscene slogans or displaying pornographic materials on campus might have created a sexually hostile environment for other students / staff and would be legally liable for such act.

#### 7.3.5 Disability Harassment

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

#### 7.3.6 Racial Discrimination

Treating people less favourably on the basis of their race or engaging in an unwelcome, abusive, insulting or offensive behaviour because of the race of another person or his / her associate (e.g. relative, carer), which makes the person feel threatened, humiliated or embarrassed might have contravened the Race Discrimination Ordinance and would entail legal consequences. Examples may include racist jokes, banter, ridicule or taunts, e.g. laughing at the accent or habits of people belonging to certain racial groups.

7.3.7 Students should avoid engaging in these unlawful acts of discrimination, harassment and vilification on or outside campus premises and students committing any of such acts would be liable to disciplinary action.

7.3.8 A person who feels distressed or humiliated by certain act of harassment may speak up at the time and tell the harasser that his / her behaviour is unwelcome and has to be stopped. If any student considers that he / she has been subject to such harassment and wishes to lodge a formal complaint, he / she should lodge the complaint to the Campus Secretariat as soon as possible. Appropriate actions will then be taken by the Institute. Strict confidentiality will be observed.

### **7.4 Suggestions and Complaints**

7.4.1 VTC is very keen to receive feedback from students on all aspects of the Institute. The Institute has put in place various communication channels / methods for students to convey their views and feedback. Student may

make a suggestion on any campus matter by raising it with the Departments, the Student Development Officers or the Principal.

- 7.4.2 Students are encouraged to contact the relevant Department or staff direct to discuss any matters of concern to them, with a view to resolving the issues expeditiously.
- 7.4.3 There is a Complaints-handling Officer in each campus to ensure that each complaint is processed expeditiously and properly. If a student wishes to lodge a complaint, he / she may forward it to his / her Department or the Campus Secretariat. No complainant will be victimised or penalised for raising a complaint in good faith. However, a student making malicious complaints may be subject to disciplinary action.
- 7.4.4 Complainants are expected to identify themselves. The Principal will consider the content of an anonymous complaint and decide whether the complaint should be further processed.
- 7.4.5 All complaints will **normally be acknowledged in writing within 5 working days** from receipt of a complaint and a reply stating the findings of the investigation will normally be made within 14 working days after acknowledgement of receipt of the complaint. The complainant or his / her authorised representative will be requested to sign to acknowledge receipt of the written notification of the result of complaint investigation.

## **8. Facilities / Support for Learning**

### **8.1 Services of Learning Resources Centre**

8.1.1 To provide a one-stop resources centre for students and staff in obtaining learning support services, the Learning Resources Centre (LRC) has been set up in most campuses to create a stimulating and creative atmosphere for learning and allows flexible deployment of resources to handle services that require multi-skills.

#### **8.1.2 Library Services (not applicable for Certificate and Short Courses)**

All LRCs are multi-media learning resources centres that provide an environment conducive to study, research and leisure reading. Current

information on library resources and services is available on the Library homepage ([library.vtc.edu.hk](http://library.vtc.edu.hk)).

- 8.1.3 The library collection in the LRCs consists of around 545,000 print volumes, 367,000 e-books and 100,000 full-text e-journal articles. They cover programme-related topics in Health and Life Sciences, Business, Childcare, Elderly and Community Services, Design, Engineering, Information Technology, Hospitality, Language and vocational guidance. Around 80 electronic databases, for example, BSOL (British Standards Online Library), EBSCOhost, ProQuest, ScienceDirect, HyRead eBook, Flipster, PressReader, Statista and WisersOne, also provide a very effective searching tool on a variety of subjects to support the needs of teaching and learning. Students can search and print the past examination papers and module syllabuses from the VTC Examination Paper Database and Course Syllabus Database respectively.
- 8.1.4 The VTC Library Catalogue allows users to locate all VTC library collections ([library.vtc.edu.hk](http://library.vtc.edu.hk)). Users can also ascertain the library holdings, check their own borrowing records, place a reservation on a particular title and renew their loaned items. Moreover, it provides hyperlinks to all electronic resources including e-books, e-journals and e-databases.
- 8.1.5 All LRCs are well-equipped with Internet workstations, personal computers, notebook computers, audio-visual equipment, wireless LAN and an integrated photocopying and printing system with Octopus charging solution. Inter-campus loans among all campuses are available. Library users may check in and out the circulating materials from any one of the LRCs.
- 8.1.6 Multimedia Services (not applicable for Certificate and Short Courses)  
In most campuses, the LRC has Student Workshop Area housed with audio-visual equipment, printing machines, scanning facilities and computers with multimedia software as learning support. To use the facilities, students should follow the regulations and technical guidelines provided in the Area.
- 8.1.7 Computing Services (not applicable for Certificate and Short Courses)  
In addition to the departmental computing facilities, students can also use the central computing services in the computer rooms / labs for learning support. When the rooms are not scheduled for classes, students may use the facilities

on a free-access basis in accordance with the arrangements made by the Officer-in-charge.

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

## **8.2 Language Learning Facilities (not applicable for Certificate and Short Courses)**

### **8.2.1 Language Laboratories**

Fitted with a wide range of modern and sophisticated audio-visual equipment and networked computers, the language laboratories facilitate students' development of listening and speaking skills in a diverse and autonomous way. Teachers can give instant feedback and individualised support to students via the control panel, enabling a highly interactive language learning environment. Besides practising listening and speaking skills, students can acquire reading and writing skills through different online materials, which further enhance their language learning experiences.

### **8.2.2 Centre for Independent Language Learning (CILL)**

The Centre hosts a wide range of fun-filled activities and provides an abundance of self-access materials and resources. Students can relax and learn at their own time and pace while mingling with native English speakers in a dynamic and supportive environment. Besides, the CILL is also equipped with virtual learning devices which allow students to practise their communication and presentation skills in an immersive environment.

## **8.3 Student Support for Online Learning**

8.3.1 Students can access the "Student Support for Online Learning" website for information on Online Learning and user guides for the e-learning platform 'Moodle' at [elsupport.vtc.edu.hk](http://elsupport.vtc.edu.hk). For access to the 'Moodle' platform, students may log in with their CNA at [moodle-nay.vtc.edu.hk](http://moodle-nay.vtc.edu.hk).

## **9. Student Services and Amenities**

### **9.1 VTC@HK**

9.1.1 “VTC@HK” is an official mobile application of VTC which facilitates students to access latest news and events as well as various IT services of VTC and browsing library resources and e-resources, etc. Through “VTC@HK”, students can also create their own event calendar and obtain recommendations on suitable study programme choices after completing a questionnaire via the icon “Study Pathway”.

9.1.2 Students can download the latest version of “VTC@HK” through Apple App Store or Google Play Store and use their CNA and password to log in.

### **9.2 Student Feedback Questionnaire Survey**

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

9.2.2 Students will be invited to give in the SFQ Survey their ratings and comments on the basis of their observation and judgement near the completion of a module. The SFQ results will be considered as an indicator of students’ experience of learning in the Institute.

### **9.3 Student Development Office (Not applicable to In-service Training Programmes)**

9.3.1 The Student Development Office (SDO) provides the following services:

- Assistance in applications for appropriate financial assistance schemes, scholarships and bursaries, Student Travel Subsidy Scheme, and MTR Student Travel Scheme;
- Professional counselling services including general and career counselling services;
- Structured Whole Person Development Programme;
- Physical education programmes, advisory support to sports clubs, and coaching to sports teams;
- Advice and support to student bodies; and
- Management of student amenities.

9.3.2 Provision of the above services may vary among campuses. Students are encouraged to approach SDO for advice and assistance whenever needed.

#### **9.4 Graduate Placement Services (not applicable for Certificate and Short Courses)**

9.4.1 Students and graduates may make use of VTC's web-based Job Information System (VTCJIS) ([jis.vtc.edu.hk](http://jis.vtc.edu.hk)) if they look for full-time or part-time employment.

#### **9.5 Sports Facilities (not applicable for Certificate and Short Courses)**

9.5.1 When using the sports facilities, students must abide by the rules laid down by the campuses. The swimming pools at IVE (Chai Wan), IVE (Tsing Yi), and HKDI and IVE (Lee Wai Lee) campuses are open to all full-time and part-time IVE / HKDI / YC students free of charge. Fitness rooms in all IVE / HKDI / YC campuses are open to students with a valid Physical Fitness Centre User Card. Students may contact the respective offices for the opening hours. They may book and use other sports facilities. The charges and other related information can be found in the campus' Sports Facilities User Guide.

## **Intellectual Property Policy for Students**

### **Intellectual Property**

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

### **Applicability of Intellectual Property Policy to Students**

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

### **Ownership of the Intellectual Property**

3. In the course of study, students will make use of the equipment, facilities or resources owned by VTC, including but not limited to drawings, data, sketches, documents, laboratories, stationery and consumables, and will receive guidance from teachers in generating ideas for assignments and projects and may, therefore, generate Intellectual Property which might be adopted for commercial use. Whilst the student will maintain ownership of the Intellectual Property in the materials he or she creates, each student irrevocably grants VTC a perpetual, royalty-free, world-wide and non-exclusive right to reproduce or use (in whole or in part) any Intellectual Property materials (including adaptations of such materials) created solely or jointly with other persons during his / her course of study. Such right to use will include but not limited to, for example, the followings:
  - a) the right of VTC to sub-license the Intellectual Property;
  - b) to showcase the award-winning works of the student for publicity or display purpose; and
  - c) to refer to and use the works created by student in seminars, symposia, lectures and professional meetings.

VTC will acknowledge the materials as the student’s Intellectual Property.

4. The exception to the rule on ownership set out at the above clause is that in cases where a student is working on a project that is sponsored by an external company and / or the VTC, the right to the Intellectual Property generated from the project should belong to the Company or VTC or student as stipulated in the prior agreement of the parties concerned. In this context, “sponsor” means support from the company or VTC, which could include financial assistance (cash or in kind), use of company’s or VTC’s equipment and facilities, and access to company’s or VTC’s confidential data, drawings, sketches, and documents relating to the project.

### **Student’s Obligations and Warranty**

5. Notes and programme materials provided to students by teachers or Departments are works protected by copyright and shall be used by students only for private study.
6. Students are not permitted to make copy of any textbooks, notes and programme materials either in printed or electronic format, or to redistribute them to other people who are not registered on the studying programme concerned in any ways, such as uploading to servers, etc. Video taking or recording during lessons without permission is prohibited.
7. Each student should ensure that the Intellectual Property materials created by him or her shall be original and do not infringe the Intellectual Property rights belonging to any other person especially copyright, moral rights, patents or registered designs of any person and, in particular, that it does not contain anything defamatory or libellous.
8. Each student undertakes to promptly report to VTC if he / she knows or has reason to believe that the right of the Intellectual Property materials belongs to someone else solely or jointly with him / her.
9. Each student should, at the time when he or she completes registration for a programme offered by VTC or its institutions / centre, undertake to agree to follow the policies, rules and regulations issued or to be issued or revised by VTC from time to time. Each student acknowledges his or her understanding that adherence and compliance to the policies, rules and regulations is a condition of continued enrolment and graduation. Any violation of VTC’s Intellectual Property Policy is considered as a serious misconduct, which may be referred to Student Disciplinary Committee, or any counterpart in respective member institutions handling student disciplinary matters, for investigation and consideration.

## Appendix II

### Other Fees and Charges

All fees and charges are subject to regular review. VTC reserves the right to revise these fees and charges and add new items from time to time.

	<b>Items</b>	<b>Fee Level for AY2023/24 (HK\$)<sup>(Note 1)</sup></b>
1	Reinstatement of registration status for programme / module <sup>(Note 2)</sup>	\$400/request
2	Replacement of student card	\$100/card
3	Application for credit transfer / module exemption	\$100/module
4	Assessment Fee for module exemption	\$400/module
5	Application for transfer of study	\$200/application
6	Statement of Module Completion <sup>(Note 3)</sup>	\$100/statement
7	Transcript of Study and Record of Non-academic Achievement (if applicable) <sup>(Note 4)</sup>	\$50/copy
8	Application for Intermediate Award <sup>(Note 5)</sup>	\$100/award
9	Replacement of Award Certificate (including Intermediate Award)	\$500/copy
10	Verification of fee payment	\$100/transaction
11	Letter of confirmation / certification service / official signature <sup>(Note 6)</sup>	\$100/copy
12	Appeal <sup>(Note 7)</sup> (i) against assessment results (ii) against non-academic issues/disciplinary actions	\$500/module \$500/case
13	Withdrawal from study	100% of the tuition fee of the related instalment
14	Viewing marked examination answer scripts <sup>(Note 8)</sup>	\$200 per viewing per module
15	Access to personal data held by VTC	\$70 per request (up to 10 pages of data) and \$5 per each additional page

## Notes

1. All payments should normally be settled before the applications are being processed. Please contact the Engineering Discipline In-service Training Office for details of the payment arrangement.
2. In some cases, a student may be de-registered from a module (e.g. due to failure to settle the required fee before the stipulated deadline). The Reinstatement Fee will be charged if a student subsequently wishes to reinstate the registration status for any of these dropped / de-registered modules in the same semester.
3. Students who exit the programme without meeting the requirements for any awards can apply for a Statement of Module Completion which shows only the successfully completed modules.
4. For graduating students, a full set of their final Transcripts of Study will be provided at the end of the programme. Submission of application is not required. Fee will be charged for replacement of the Transcript of Study.
5. Some programmes may have an intermediate award. Upon meeting the relevant credit requirements, students of a programme with an intermediate award may apply to be granted the intermediate award concerned without exiting the programme.
6. Certification service charge is applicable for attesting a student record (e.g. enrolment status, medium of instruction, programme/award title, period of study, mode of study, etc.). It also applies to the following requests on per request per programme basis:
  - Certification made on a specified form with an enclosure of Transcript of Study
  - Request for a copy of programme/module syllabus that the student had studied
7. Appeal should be made in writing and reach the Engineering Discipline In-service Training Office / Campus Secretariat concerned within 7 working days from the day of assessment results announcement or within 3 working days after the student has been informed of the ruling of the Disciplinary Committee. In case of successful appeals, the appeal fee will be refunded.
8. Request for viewing marked examination answer scripts (confined to end-of-module assessments with written components) should be made in a prescribed form within 3 working days from the date of announcement of the assessment results.

**Examination Regulations**

**Introduction**

Students will be informed of the examination schedule at least one month before the commencement of the examination period. They are responsible for presenting themselves for examination at the time and place published in the examination schedule. Students must also make themselves available for the whole examination period as published in the Academic Terms and Key Dates, since the examinations may be re-scheduled due to unforeseeable circumstances such as adverse weather.

The following rules must be studied carefully by all students. Students who fail to observe any of these rules may be disqualified from the examination<sup>(Note)</sup>, or suspended from their programme of studies, or subject to other forms of disciplinary penalty as considered appropriate by the Student Disciplinary Committee.

**1. Before Commencement of the Examination**

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

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

- 1.3 Candidates shall be seated at least 5 minutes before the commencement of an examination. They must sit according to the seating plan.
- 1.4 Candidates must bring their Hong Kong identity cards and student cards to the examination. These documents should be placed on the top right-hand corner of the desk for inspection by invigilators during the examination. A candidate shall be liable to expulsion from the examination venue if the documents do not correspond to the person sitting the examination. Legal proceedings will be taken against both the candidate and the substitute in such cases.
- 1.5 Candidates shall provide themselves with the necessary writing and drawing instruments. They shall only use the mathematical or other tables provided where appropriate.
- 1.6 Electronic calculators may be used in an examination. Unless there are contrary instructions, all electronic calculators must be hand-held, self-powered, silent in operation and with neither printout nor graphic / word-display facilities. No external media associated with an electronic calculator, such as instruction booklets, magnetic cards or memory modules are allowed.
- 1.7 Candidates shall answer only on answer books, supplementary answer sheets and special answer sheets provided for the purpose. No pages shall be torn out of the answer books.
- 1.8 Eating and drinking is not allowed in the examination venue.
- 1.9 No candidate shall start the examination until instructed to do so by the invigilator.

## **2. During the Examination**

- 2.1 No candidate shall normally be admitted to an examination venue more than 30 minutes after the start of the examination.
- 2.2 After the examination has been in progress for more than 30 minutes, candidates may be allowed to leave the examination venue with the approval of the invigilator. However, candidates may not be permitted to leave the examination venue in the final 15 minutes of the examination.

- 2.3 During the course of the examination, candidates who have a need to leave the examination venue for a short while should be accompanied by an invigilator.
- 2.4 During the examination, there shall be neither communication between candidates nor any dishonest conduct. Candidates shall not do anything which causes unnecessary distraction to other candidates. Irregularities of any kind must be reported to the Department.
- 2.5 If candidates are suspected of cheating, the front cover of their answer books will be signed by the invigilator to indicate that the suspected cheating occurred. The candidates concerned will be allowed to continue the examination. However, any unauthorised materials will be taken from them. These candidates will subsequently be required to present themselves to a Disciplinary Hearing.
- 2.6 A reminder of the time remaining will be announced 30 minutes and again 5 minutes before the end of the examination.

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

- 3.1 An examination shall not be extended beyond the scheduled time of ending to accommodate late arrivals.
- 3.2 At the end of the examination, candidates shall remain seated quietly until they are told to leave the examination venue. They shall not take away any items issued by the invigilator out of the examination venue, except for the examination papers. However, some examination papers, such as multiple-choice papers, may not be taken away.
- 3.3 Any complaint about the conduct of the examination shall be made in writing to the Department within 2 working days after the examination.

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

- 4.1 If a \*pre-no. 8 special announcement / a typhoon signal no. 8 or above / “Extreme Condition” announcement or red / black rainstorm warning signal is still in force at 6:15 a.m., 11:00 a.m. and 4:00 p.m., an examination scheduled for the morning session, afternoon session and evening session respectively will automatically be postponed. Typhoons also refer to Tropical Cyclones.
- 4.2 No public announcements over radio and television regarding arrangements for scheduled examinations due to bad weather conditions will be made by the VTC. Students should also note that announcements made by the Education Bureau are not applicable to the IVE / HKDI / YC.
- 4.3 In the event of a fire or other emergency, candidates should remain calm, and follow the instructions given by the invigilator.
- 4.4 If a red / black rainstorm warning signal is hoisted at the time when an examination is in progress, the examination session should continue and be completed.
- 4.5 If a \*pre-no. 8 special announcement / a typhoon signal no. 8 is hoisted at the time when an examination is in progress, the examination session will be immediately suspended.

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

Note: The term “examination” here also covers “pen-and-paper” form of assessments scheduled like an end-of-module examination or common assessment among Departments operating the programme.

**“Cheating” in Assessments**

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

**A. Cheating Relating to Assignment / Project / Practical Assessment, etc.**

These may include, but not limited to, dishonesty act of the following:

- A1 Submission for assessment material, either in its entirety or in part, which is not the student’s own work or is created by Artificial Intelligence (AI)-based tools and claiming it as his / her own.
- A2 Presenting AI-generated work / another person’s work as his / her own work, or vice versa.
- A3 Collusion, i.e. obtaining assistance in doing work which is meant to be his / her own work.
- A4 Using false or fabricated data claimed to be obtained by experimental work, or data copied or obtained by unfair means.
- A5 Copying deliberately from a printed work or from any other sources, either in its entirety or in part, including the presentation of someone else’s argument in his / her own work and claiming it as his / her own without acknowledgement.
- A6 Using unauthorised material obtained / bought from the market or elsewhere as his / her own work.
- A7 Copying deliberately the work of other students or deliberately letting other persons copy his / her work, either in its entirety or in part.
- A8 Using other person’s name on his / her own assignment.

## **B. Cheating relating to Assessments under Invigilation**

These may include, but not limited to, dishonesty act of the following:

- B9 Possessing prohibited materials / articles of all sorts within his / her reach (e.g. on his / her examination desk or on his / her body).
- B10 Taking away from the examination venue any examination materials which are not allowed to be taken away as specified by explicit instructions.
- B11 Using prohibited materials / articles during examination / test.
- B12 Improperly communicating or attempting to communicate with any person inside or outside the examination venue during an examination session, including deliberately observing and noting the script of another candidate or allowing his / her script to be copied by other candidates.
- B13 Dishonest behaviour during the period of leaving and returning to the examination / test venue.
- B14 Using other person's name on the answer sheet, including impersonating another student or allowing himself / herself to be impersonated.
- B15 Obtaining access to the examination / test papers or part thereof prior to the examination / test through an unlawful means.

### Note:

More serious penalty will be imposed for repeated offence of cheating, irrespective of the types of offence committed in both incidents. For instance, the following cases are classified as repeated offences:

- 1) If a student had committed an offence in module A and later committed the same or another offence in module B, the offence in module B is considered as a repeated offence.
- 2) If a student had committed an offence in an assessment event, and committed the same or another offence within the same assessment event, then the second incident of the dishonesty act will be regarded as a repeated offence if the first offence is established.

**Appeal Regulations**

1. A student may appeal against his / her assessment results arising from the decision of a Board of Examiners (referred to as “academic appeals”). Academic appeals must be submitted to the Campus Secretariat within 7 working days from the day the assessment results are announced. The appeal requests will then be referred to the Department / Section concerned for investigation. Within 3 working days after a student has been informed of the decision of the investigation, the student may submit a formal appeal against the investigation result together with an appeal fee to the Campus Secretariat for handling.
2. All appeal cases against the rulings of a Disciplinary Committee on an allegation of cheating or on behavioural problems should be submitted to the Campus Secretariat within 3 working days after the student has been informed of the decision of the ruling of the Disciplinary Committee. The student should pay an appeal fee and submit his / her written application with justifications or evidence in support of the appeal request.
3. The justifications or evidence of the appeal request will be carefully considered to determine whether a Student Appeals Committee (SAC) meeting should be convened to further review the case. The applicant is then informed whether the appeal request has been referred to SAC.
4. If the appeal request is referred to SAC, the SAC meeting shall be convened within 7 to 12 working days of the receipt of a formal appeal. For more complicated cases, a longer processing time may be needed. Under such situation, the applicant will be informed of the estimated timeframe for processing the appeal request.
5. The applicant shall have the right to appear in person before the SAC to present the case if he / she so wishes. He / she may also be accompanied by a fellow student unrelated to the appeal request. Other relevant persons (e.g. the invigilator concerned) may also be invited to appear and speak before the Committee.
6. The applicant shall be informed in writing of the decision by the campus normally within 7 to 12 working days after the SAC meeting. In case of successful appeals, the appeal fee will be refunded.
7. The decision of SAC is final.

**Useful Links / Mobile Application**

<b>VTC website</b>	<a href="https://www.vtc.edu.hk/en/home.html">https://www.vtc.edu.hk/en/home.html</a>
<b>Computer &amp; Network Account (CNA) and Webmail</b>	
<b>Email &amp; CNA Services Portal</b>	<a href="https://cnatools.vtc.edu.hk/">https://cnatools.vtc.edu.hk/</a>
<b>VTC Webmail</b>	<a href="https://webmail.vtc.edu.hk/">https://webmail.vtc.edu.hk/</a>
<b>Mobile Application with online self-services</b>	
<b>VTC@HK</b>	Download through Apple App Store or Google Play Store, log-in using your CNA and password
<b>Learning Resources / Support</b>	
<b>VTC Library Services</b>	<a href="https://library.vtc.edu.hk">https://library.vtc.edu.hk</a>
<b>Student Support for Online Learning</b>	<a href="http://elsupport.vtc.edu.hk/">http://elsupport.vtc.edu.hk/</a>
<b>Moodle e-learning Platform</b>	<a href="https://moodle-nay.vtc.edu.hk">https://moodle-nay.vtc.edu.hk</a>
<b>Student Services / Financial Assistance</b>	
<b>VTC Job Information System</b>	<a href="https://jis.vtc.edu.hk">https://jis.vtc.edu.hk</a>
<b>Student Finance Office, Government of HKSAR</b>	<a href="https://www.wfsfaa.gov.hk/sfo/en/index.htm">https://www.wfsfaa.gov.hk/sfo/en/index.htm</a>
- ENLS	<a href="https://www.wfsfaa.gov.hk/en/sfo/postsecondary/enls/overview.php">https://www.wfsfaa.gov.hk/en/sfo/postsecondary/enls/overview.php</a>
- CEF	<a href="https://www.wfsfaa.gov.hk/en/ce/cef/overview.php">https://www.wfsfaa.gov.hk/en/ce/cef/overview.php</a>