



# Non-local Students Orientation Day 2021 非本地生迎新日2021

Friday 27 August 2021

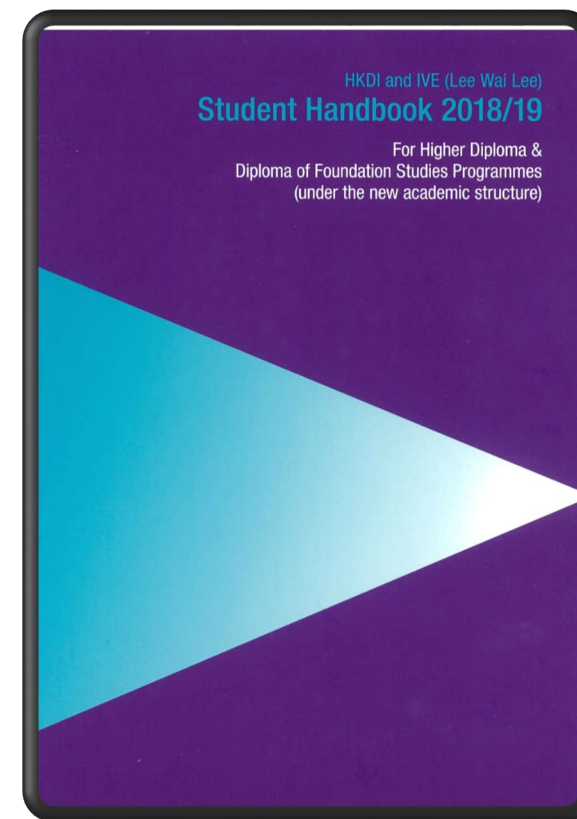
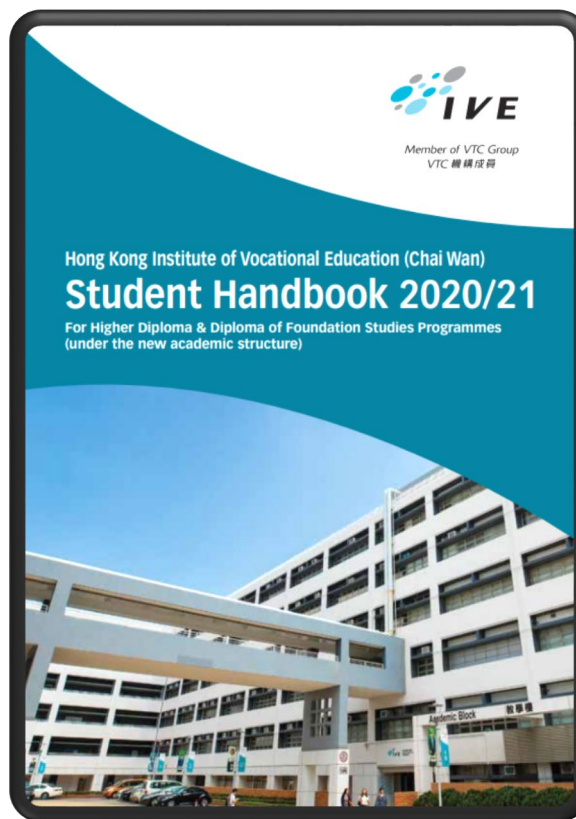
International Development Office  
國際發展處

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# Academic Briefing

# Student Handbook 學生手冊





# Student Handbook 学生手册

- ▶ Contains essential information such as student-related academic policies and regulations (including **module exemption** and **transfer of study**), fees and charges and student support services and facilities.
- ▶ Please **study carefully** and observe all the information stated.
- ▶ 包含很多重要信息如学术政策和规则(包括**学科/单元豁免**和**转读课程/院校**)、费用及收费政策以及学生支持服务和设施等。
- ▶ 请**仔细阅读**手册内的所有内容。



# Rules 规章制度

- ▶ No plagiarism & respect for Intellectual Property
- ▶ Academic honesty:
  - ▶ Cheating may lead to disciplinary action and penalties
  - ▶ e.g. Awarded **ZERO** mark, suspension for one semester or one year, or even **immediate expulsion**
- ▶ **严禁抄袭** 及 尊重知识产权
- ▶ 学术诚信要求
  - ▶ 考试**作弊**有可能受到**纪律处分**
  - ▶ 例如，分数为**0分**；停课一学期或一学年或甚至**实时开除**



# Rules 规章制度

Some academic rules of **Higher Diploma (HD)** programmes

- ▶ **Attendance:** 70% (attendance below requirement may result in failure of modules)
- ▶ Pass mark: 40%
- ▶ **No re-assessment**

高级文凭课程的部分学术要求

- ▶ **出席率** 不少于70% (不达标可能导致该单元不及格)
- ▶ 及格网格线为满分之40%
- ▶ **不提供补考**





# Rules 规章制度

- Some academic rules of **Degree programmes**
- 学士学位课程的部分学术要求 (English version only)
  - ▶ **Attendance** requirements may be set by Module Conveners, and these could vary from module to module
  - ▶ A student who has failed in any required module may be allowed to sit for a **supplementary assessment**, as recommended by the Programme Leader in consultation with the Module Convener

# Laws & Regulations 法律条文

- Must register for an Identity Card (HKID Card) within **30** days of arrival at any Registration of Persons Office.
- No fee is payable on first registration for an identity card. Please make an appointment through 2598 0888 or [www.gov.hk/icbooking](http://www.gov.hk/icbooking).
- When register for an HKID Card, you must produce your **valid travel document, passport, visa/entry permit**.
- 必須在抵港**30**天之內，前往入境處轄下任何一間人事登記處登記領取身份證。
- 首次登記身份證費用全免。需事先與人事登記處預約後，再前往登記領取。預約方式如下：2598 0888 or [www.gov.hk/icbooking](http://www.gov.hk/icbooking)
- 申請登記領取香港身份證時，必須出示你的有效旅行證件，例如**往來港澳通行證，簽證/進入許可等**。



# Laws & Regulations 法律条文

- Must **carry your HKID Card at all times.**
- Hong Kong police have the right to stop you and request for your **proof of identity** at any time.

- 香港身份证应该**随身携带**。
- 警员有权要求你出示身份证明。



Source: Immigration Department, HKSAR

# Laws & Regulations 法律条文



**Immigration Department**  
The Government of the Hong Kong Special Administrative Region

- You need to complete your study within the normal programme duration:  
Higher Diploma (2 years) & Degree (4 years)
- You are not allowed to change your programme of study or institution without prior approval from the Immigration Department of Hong Kong.
- 你应在常规修读期限内完成学业，通常修读期限：  
高级文凭 (2年)、学士学位 (4年)
- 在未得到香港入境事务处事先批准之前，你不可自行转专业/院校。

# Laws & Regulations 法律条文



**Immigration Department**  
The Government of the Hong Kong Special Administrative Region

- For students from **Mainland, Macao and Taiwan**, if you cannot complete your programme within the normal duration, consideration may be given to **extend your stay for up to one year** so as to complete the programme.
- 来自中国内地、澳门及台湾的学生，如果在通常修读期限内（高级文凭一般2年完成、学士学位一般4年完成）未能顺利毕业，**一般最多可获延期逗留一年**，以便继续修毕该课程。

# Laws & Regulations 法律条文

- You must abide by the Hong Kong Laws and are responsible for your own actions. If the law is violated, you will be **prosecuted** and **escorted out of HK**.
- Non-local students are **NOT** allowed to take up any **employment**, whether paid or unpaid; or establish or join in any business, except under exceptional circumstances.
- 你应遵守香港法律并对自己的行为负责！如有违反，会被**检控**及**遣离香港**。
- 除特殊情况外，非本地学生**不得**接受有薪或无薪的雇佣**工作**，或在香港开办或参与任何业务。



# Laws & Regulations 法律条文

香港入境事務處  
IMMIGRATION HONG KONG Q 000000  
XXXX-0000000-00(X) TWP-T  
CHEN, DA WEN  
陳大文  
持證人可在 16-09-04 或以前首次進入香港  
並在獲准逗留期限內多次前往香港  
Good for first journey to Hong Kong on or before  
16-09-04  
and subsequent multiple journeys  
within the limit of stay granted.  
學生 12 個月  
STUDENT 12 months  
於以下院校就讀獲批准課程  
VOCATIONAL TRAINING COUNCIL  
\*\*\*\*  
未得入境事務處處長批准，不得轉讀其他院校或  
其他課程。  
本進入許可必須附貼於具有相關赴港簽注  
的有效往來港澳通行證上，方為有效。  
Change to another educational institution or another  
course of study without approval of Director of  
Immigration is not permitted.  
經已繳費 港幣 160.00 元正 16-6-2004

- Leave Hong Kong on/ before the expiry of stay granted by the HK Immigration Department.
- 須在入境事務處所批准的逗留期限屆滿時/ 以前離港。

# Law and Regulation 法律条文

If your enrolment is terminated, your Student Visa will also be terminated and you will need to return to your home country. Under the following situations, your enrolment will be terminated :

如以下情况导致终止学籍，你的**学生签证**将被院校**自动取消**，并且你必须返回你的原居地：

## Higher Diploma 高级文凭

Your **CGPA < 1.0** at the end of each Academic Year  
于学年结束时累积**平均积点**分数**低于1.0**

## Degree 学士学位

- **Fail** a compulsory module **three times**
- Your **GPA < 1.3 for two consecutive semesters** or **CGPA < 1.3** at the end of each Academic Year
- **Fail 50% or more of the modules** attempted in a semester

- ▶ You have not turned up to scheduled activities for 4 consecutive weeks.  
连续4个星期没有如期参加课程或相关活动

Please refer to your ***Student Handbook*** for more information. 有关学院规则，请参阅 **学生手册**。

# Campus Restrictions

## 校园严禁事项

- ⊘ Gambling and betting
- ⊘ Smoking within campus premises (a maximum fine of HK\$5,000)
- ⊘ Consuming alcoholic drinks within campus without permission of the Campus Principal
- ⊘ Viewing, uploading and downloading obscene pictures or movies
- ⊘ Taking attendance for other student/s
- ⊘ 任何形式的赌博
- ⊘ 校园内吸烟 ( 最高罚款达港币5,000元 )
- ⊘ 除非获得院长批准，否则校园内一律不准饮酒
- ⊘ 观看、上载或下载不雅图片或电影
- ⊘ 代其他同学点名

And more... ( please read your **Student Handbook**)

其他... ( 请参考你的**学生手册** )

# Tuition Payment 繳交學費

## IVE/HKDI/ICI Higher Diploma Programmes

AY2021/22	Tuition Fee Payment Due Date
2 <sup>nd</sup> installment	End of December 2021 (TBC)

## THEi Degree Programmes

- ▶ Check with your Registry

## Tuition fee payment advice

- ▶ Available for download from MyPortal





# Tuition Payment 缴交学费

- Payment Means

- ATM/JETCO/PPS
- Internet Banking
- Pay at Bank

- Payment Means outside Hong Kong

- Telegraphic Transfer (it will take longer time for verification)
- Internet Banking

- 缴费方法：

- 自动柜员机/银通/缴费灵
- 网上银行
- 到银行分行付款

- 海外缴费方法：

- 海外电汇(需较长时间核实)
- 网上银行



# Tuition Payment 繳交學費

- If you do not settle tuition fee to the designated bank account...
  - the transaction may not be automatically recognised and updated in your student record
  - you will receive notifications for outstanding balance
  - you will be unable to access to some functions on MyPortal due to non-payment (e.g. academic transcripts)
- 如你没有缴费到指定银行账户的话...
  - 系统未能自动识别款项
  - 你将收到未缴费通知
  - 你将因逾期缴费而未能使用部分MyPortal功能（如：查询成绩单）



# Module Exemption

## 單元豁免



# Module Exemption 单元豁免

- ▶ The assessment of module exemption is based on formal academic achievements and/or relevant experience with documented evidence of attainment
- ▶ Application for module exemption should be submitted by the **end of Week Two** of the **first semester**
- ▶ An **administrative fee** will be charged
  
- ▶ 单元豁免的评审会根据学生的正式学历及 / 或相关经验（必须具备相关资历的证明文件）
- ▶ 单元豁免申请必须于**第一个学期的第二周完结前**提交
- ▶ 须收取**行政费**



# Alternative Module

## 中文替代单元



# Alternative Module

## 中文替代单元

- For **Non-Chinese Speaking** students (studying **HD** programmes) who do not possess a Grade E /Level 2 or above in Chinese Language in HKCEE/HKDSE or equivalent
- Exemption of Chinese Language and Putonghua modules will be granted provided that they will take an **Alternative Chinese Programme** that is appropriate to their level of proficiency in Chinese before graduation.
- 适用于修读**高级文凭**的**非华语学生**如果没有在香港中学会考中文科 (HKCEE)或中学文凭试(DSE)中取得及格/第二级成绩或相等学历
- 必须修读**中文替代课程**，以取代课程中需要修读的中文 / 普通话课程。



# Alternative Module

## 中文替代單元

- There will be a **placement test** to ascertain Non-Chinese Speaking students' proficiency in Chinese before assigning them to attend the module.
- For **details** of the alternative Chinese programme for Non-Chinese Speaking students you may contact your **Chinese language teacher / class tutor** directly
- 编配中文替代课程于学生之前，非华语学生将获安排**接受测试**以评核学生的中文语言能力。
- 如需要非华语学生中文替代课程安排的**相关资料**，你可直接联络你的**中文科老师/班主任**。



# Digital Communication in the VTC

## 电子化沟通渠道





# Computer and Network Account 计算机及网络户口

- After you have completed the **New Student Registration**, you will be given a Computer & Network Account (CNA) to access:
  - ▶ VTC's computer network
  - ▶ E-Mail system and other web-based platforms / services
- 当你完成新生注册，你将分配到一个计算机及网络户口（CNA），通过户口你可以使用：
  - ▶ VTC的网络
  - ▶ 学校电子邮件系统及其他网上学习平台的服务

# E-mail & CNA Services Portal

## 电邮及CNA服务网站

<https://cnatools.vtc.edu.hk>

- ▶ Users shall change password at least every 180 days
- ▶ 应至少每180日更改密码一次

VTC Email & CNA Services Portal 中文

CNA Portal allows you to update your CNA profile, manage mailing list, departmental CNA and create mass mailing email to staff and students.

**Useful Links**

- Official Applications / Systems
- Download General CNA Application Form
- Change password

CNA:  @vtc.edu.hk  
@stu.vtc.edu.hk

Password:

[Login](#)

- > [Forgot password?](#)
- > [Activate Account](#)

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VTC 電郵及CNA服務網站 English

請按照指示以便更改你的密碼。  
請輸入你的相關資訊以便重設你的密碼。

CNA:  @vtc.edu.hk / @stu.vtc.edu.hk

現時密碼:

新密碼:

確認新密碼:

[更改密碼](#)

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私隱 | 聯絡 | 求助



# Microsoft Office 365 and E-mail Service

## 微软Office365 和电子邮件服务

- ▶ Free download Microsoft Office Pro Plus.
- ▶ OneDrive cloud storage - Please access : <http://office365.stu.vtc.edu.hk>
- ▶ 50 GB mailbox storage. Please access : <https://webmail.vtc.edu.hk>
- **\*\* The service of E-mail and Office 365 will be removed once student was graduated.**
- 免费下载使用Microsoft Office Pro Plus
- OneDrive 云端储存空间 – 请浏览 : <http://office365.stu.vtc.edu.hk>
- 50GB容量的电子邮箱。
- **当学生毕业后,学生的Office365 和电子邮件服务会被删除。**

# VTC@HK

## Mobile App 手机应用程序

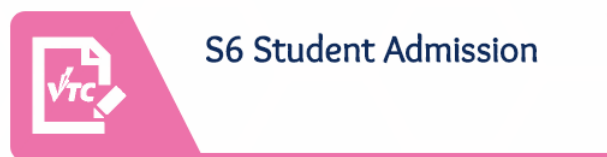
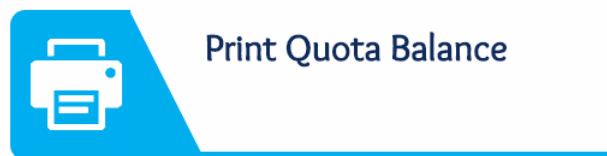
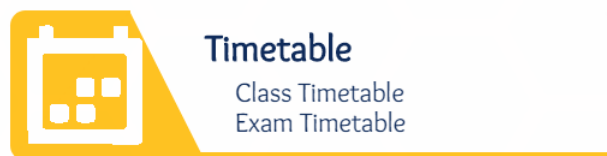
- ▶ The official mobile app to provide the latest information, news and events about VTC
- ▶ VTC@HK手机应用程序提供与VTC有关的最新信息，消息以及活动资料



# VTC@HK

## Mobile App 手机应用程序

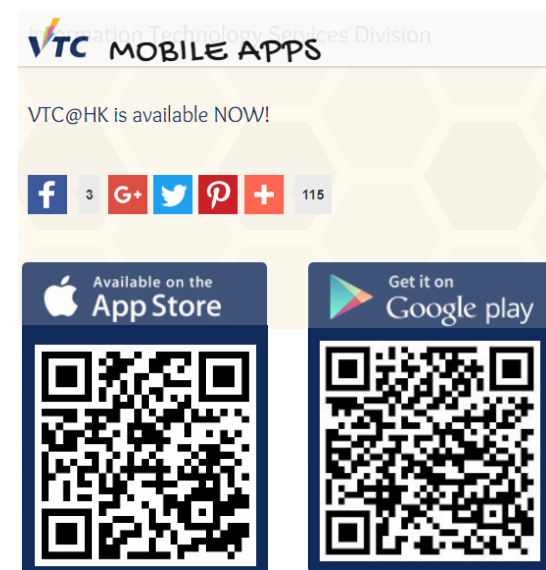
- ▶ Additional features 学生功能 ▶ Please access



<http://www.vtc.edu.hk/mobileapp/>

for more details.

详情可浏览以上网址



# VTC@HK Mobile App 手机应用程序



CNA and E-mail Service information, as well as Adverse Weather Class Arrangement can be found at "Info Corner" in mobile app VTC@HK.