

Full-time Programmes Orientation 全日制課程迎新會 2022/23



Division of Health and Science



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

FHDHC

Higher Diploma in Health Care

醫療護理高級文憑

查閱上課時間表及所屬班別 Check Timetable and Class Division

- ❑ 登入 <https://www.hkmu.edu.hk/lipace/tc/ftp-student-area/>
- ❑ Go to <https://www.hkmu.edu.hk/lipace/tc/ftp-student-area/>

查閱所屬班別 Check Class Division

The image shows a screenshot of the LiPACE website. At the top left is the LiPACE logo and name. A search bar is located at the top center. To the right of the search bar is a navigation menu with links for 'Home', 'For Applicants', 'For Students', 'Staff', 'Media', and 'Contact Us'. A red arrow labeled '1' points to a hamburger menu icon in the top right corner.

Below the navigation menu is a large banner for '網上報名' (Online Registration) for '高級文憑' (Advanced Diploma), '文憑' (Diploma), and '毅進文憑' (Advanced Diploma). To the right of the banner is a green box with the text '全日制課程網上報名' (Online Registration for Full-time Courses).

Below the banner is a sidebar with a dark blue background. It contains a list of links: '全日制課程' (Full-time Courses), '兼讀制課程' (Part-time Courses), '學員專區' (Student Area), '學生事務處簡介' (Introduction to Student Services), '恶劣天氣安排' (Severe Weather Arrangements), '聯絡我們' (Contact Us), '學院簡介' (Introduction to the College), '科目與課程' (Subjects and Courses), '教職員' (Staff), '入學申請' (Application for Admission), '最新消息和活動' (Latest News and Activities), '傳媒報道' (Media Reports), and '學生支援及查詢' (Student Support and Enquiries). A red arrow labeled '2' points to the '學生支援及查詢' link.

Below the sidebar is a large blue box with the text '文憑及高級文憑課程 入學申請' (Diploma and Advanced Diploma Courses Admission Application). Below this box is a green arrow pointing to the text '即場面試及通知取錄結果' (On-site Interview and Admission Results Notification) and a blue arrow pointing to the text '8月8日-31日' (August 8th - 31st). Below this is a clock icon and the text '9:00am-6:00pm (星期一至五)' (9:00am-6:00pm (Monday to Friday)) and a location pin icon and the text '葵興校園11樓' (Kwai Hing Campus 11/F) and a phone icon and the text '3120 9988'.

查閱所屬班別 Check Class Division

	Year 3
2021.0 8.27	2021/2022上學期上課時間表 高級文憑及文憑課程 毅進文憑
2021.0 8.26	2021/22毅進課程教學安排
2021.0 8.26	Updates on Learning and Teaching Arrangements for New Academic Year 2021/22

3



ouhk.edu.hk/LiPACE/webRA/Notice/FFP2022/HD.html

(please scroll down for English version of the message.)

致： 所有高級文憑及文憑課程同學
由： 教務處
日期： 2021年8月27日

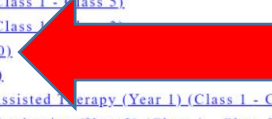
各位同學：

以下課程的同學將被分配至不同班別，請查閱你所屬班別：

- FDPFS 基礎教育文憑 Diploma in Foundation Studies ([Class 1](#) [Class 2](#))
- FDPNS 護理服務文憑 Diploma in Nursing Services ([Class 1 - Class 8](#))
- EHDHAM 工商管理高級文憑(1年級) Higher Diploma in Business Administration and Management (Year 1) ([Class 1 - Class 2](#))
- EHDHAM 工商管理高級文憑(2年級) Higher Diploma in Business Administration and Management (Year 2) ([Class 1 - Class 2](#))
- EHDECE 幼兒教育高級文憑(1年級) Higher Diploma in Early Childhood Education (Year 1) ([Class 1 - Class 5](#))
- EHDECE 幼兒教育高級文憑(2年級) Higher Diploma in Early Childhood Education (Year 2) ([Class 1 - Class 5](#))
- EHDHC 醫療護理高級文憑(1年級) Higher Diploma in Health Care (Year 1) ([Class 1 - Class 10](#))
- EHDHC 醫療護理高級文憑(2年級) Higher Diploma in Health Care (Year 2) ([Class 1 - Class 9](#))
- EHDPETC 寵物護理及動物輔助治療高級文憑(1年級) Higher Diploma in Pet Care and Animal Assisted Therapy (Year 1) ([Class 1 - Class 2](#))
- EHDHMUS 流行音樂及音樂製作高級文憑(2年級) Higher Diploma in Popular Music and Music Production (Year 2) ([Class 1 - Class 2](#))

修讀EHDECE幼兒教育高級文憑(2年級)之同學必須查閱自己所在的班別以及EDU4052EF Professionalism in Early Childhood Education 與 EDU4053EF Event Planning in Early Childhood Settings選修課之結果。

4



2021/2022上學期將於以下日期開課，課程時間表已上載於學院網站的「[全日制學員專區](#)」供同學查閱。

文憑 Diploma	
FDPECS 幼兒教學文憑(教具設計) FDPECS Diploma in Early Childhood Studies (Educational Kit Design)	2021/9/13



FHDHC Higher Diploma in Health Care (Year 1) (Class 1)

醫療護理高級文憑 (1 年級) (第一班)

	姓名	中文姓名	班別
1	CHAN,	陳	1
2	CHEN,	陳	1
3	CHEUN	張	1
4	CHEUN	張	1
5	CHEUN	張	1
6	CHEUN	張	1

查閱上課時間表 Check Timetable

醫療護理 Health Science

FHDHC 醫療護理高級文憑(1年級)
FHDHC Higher Diploma in Health Care (Year 1)

2021/9/13

[Class 1](#) [Class 2](#) [Class 3](#) [Class 4](#) [Class 5](#) [Class 6](#) [Class 7](#) [Class 8](#) [Class 9](#) [Class 10](#)

FHDHC 醫療護理高級文憑(2年級)
FHDHC Higher Diploma in Health Care (Year 2)

2021/9/13

[Class 1](#) [Class 2](#) [Class 3](#) [Class 4](#) [Class 5](#) [Class 6](#) [Class 7](#) [Class 8](#) [Class 9](#)

社會科學 Social Science

1

Programme Title: FHDHC Higher Diploma in Health Care 醫療護理高級文憑 (Year 1) (Class 1)

Venue: 葵興校園

	9:00	10:00	11:00	12:00	13:00	14:00	15:00	16:00	17:00	18:00
Mon		NURS4110EF/2159/TL/U09A 120 Introduction to Molecular and Cellular Biology Ada LAU	KHC/K0908+K0909 Community Health Care Dr. Christopher AU YEUNG Dr. Michael MANIO					ENGL3057EF/2159/TL/U09D 50 English for Communication I Patrick CHAN*		
Tue										
Wed					ENGL3057EF/2159/TL/U09D 50 English for Communication I Patrick CHAN*				NURS4098EF/2159/TL/U09A 120 Anatomy and Physiology Dr. Michael MANIO	
Thu					NURS4110EF/2159/TL/U09A 120 Introduction to Molecular and Cellular Biology Ada LAU					
Fri					NURS4098EF/2159/TL/U09A 120 Anatomy and Physiology Dr. Michael MANIO				NURS4109EF/2159/TL/U09A 120 Community Health Care Dr. Christopher AU YEUNG Dr. Michael MANIO	
Sat										

上課地點:

KHC - 葵興校園 (葵涌葵昌路51-53號九龍貿易中心第2座8-11樓) 8-11/F, Tower 2, Kowloon Commerce Centre, 51-53 Kwai Cheong Road, Kwai Chung, N.T.

MCC - 荔景校園 (葵涌荔景山路201-203號) 201-203, Lai King Hill Road, Kwai Chung, NT

CITAKB - 九龍灣校園 (九龍灣大業街63號) 63 Tai Yip Street, Kowloon Bay, KLN

HKSC - 佐敦校園 (柯士甸道81號) 81 Austin Road, Kowloon

YMCA - 九龍窩打老道23號 23 Waterloo Road, Kowloon

BSM - Baron School of Music 灣仔駱克道193號東超商業中心7樓 7/F, Tung Chiu Commercial Centre, 193 Lockhart Road, Wanchai, HK

MUFE - MAKE UP FOR EVER (銅鑼灣軒尼詩道513號維寶商業大廈3樓)

HKPGA - 國際專業寵物美容學院 (西灣河筲箕灣道38-44號華堂大廈1字樓1-2室, 大門密碼R3256)

Course Commencement (Autumn Term)

- 13 September 2022 to 6 December 2022

啟動電郵戶口 Activate Your Email Account

- 請參閱學生手冊

- 你需要先設定密碼：

- www.hkmu.edu.hk → 在學學生 → 本科生及副學位 → 聯絡及支援 → 統一密碼管理

- Please refer to **Student Handbook**

- Create a new password first:

- www.hkmu.edu.hk → Current Students → Undergraduate and Sub-degree → Services and Support → Single Password Management

統一密碼管理 (學生)

資訊科技處 > 學生服務 > 統一密碼管理 (學生)

學生若要使用香港都會大學的加密網上服務，必須先輸入用戶名稱及統一密碼。

不論是新生還是舊生，均需設定統一密碼。

如果你是舊生，新設定的私人統一密碼將會取代你網上服務的舊密碼。

網上服務用戶名稱

學生的用戶名稱為：英文小階s加上學生編號首七個數字。

(舉例說，你的學生編號是04123456，那麼你的用戶名稱便是“s0412345”。)

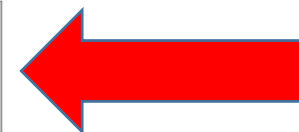
你可使用此用戶名稱登入以下之網上服務。

私人統一密碼

請選擇以下項目，設定私人統一密碼。

統一密碼管理
香港都會大學及李嘉誠專業進修學院學生

設定私人統一密碼
持續專業進修課程(CPD)學生



Single Password Management (統一密碼管理) - 香港都會大學學生

適用於遙距學習，全日制，電子教學和李嘉誠專業進修學院學生

為更安全地管理你的密碼，密碼管理機制已增加包括機密問題和答案組成部分。你現在使用**"設定密碼"**時，需要設置一個機密問題和答案。隨後，你可以**"查看/更新機密問題和答案"**。你亦可以使用**"更改密碼"**來更改當前密碼。如果您忘記了當前的密碼，您可以使用**"忘記密碼"**來重置一個新的密碼。此外，如果您發現密碼不能登入一些系統服務，您也可以使用**"同步密碼"**來再次更新您的統一密碼到所有相關的服務。

請選擇功能如下:

▶ 設定密碼

適用於新的學生或沒有設置機密問題和答案的現有學生。您將被要求設定機密問題和答案，萬一您忘記了密碼，您可以使用這個機密問題和答案重新設置新密碼。

▶ 忘記密碼

如果你忘記了密碼，你可以使用你的機密答案重新設置新密碼。

▶ 技術支援

如果你忘記了當前密碼以及秘密答案，你可致電技術支援熱線

▶ 更改密碼

如果你想改變當前的密碼

▶ 同步密碼

因應您的帳戶在相關系統的啟用時間，你的統一密碼可能無法完全同步到所有的系統，如果您發現一些系統登錄問題，您可以嘗試再次同步您的密碼到所有相關系統。

▶ 查看/更新機密問題和答案

如果你想設置一個新的機密問題和答案

如果你在使用上述功能有問題，你可致電技術支援熱線 2711-2100 或電郵至 itohelp@hkmu.edu.hk.

HKMU 學生請注意：

Single Password Management - 設定密碼：適用於新的學生或沒有設置機密問題和答案的現有學生。您將被要求設定機密問題和答案，萬一您忘記了密碼，你可以使用這個機密問題和答案重新設置新密碼。當你設定私人密碼，你的 MyHKMU 密碼、電子圖書館密碼、網上學習系統密碼及電子服務密碼會同時更新。

新的密碼要求：

- 密碼長度必須在8到12個字母數字組合 (A-Z;a-z;0-9, 大小寫區分)
- 密碼必須同時包含大小寫字母和至少1個數字

▶ 設定密碼

<p>1 輸入個人資料</p>	<p>學生編號: 例如 98123456</p> <input type="text"/>
	<p>香港身分證/其他身份證明文件號碼: (選擇證件類別, 然後輸入號碼。非香港身份證持有人, 請選擇「其他身份證明文件」, 並輸入相關號碼。)</p> <p><input checked="" type="radio"/> 香港身分證 <input type="radio"/> 其他身份證明文件</p> <input type="text"/> (<input type="text"/>)
	<p>出生日期: 例如 20/01/1970</p> <input type="text"/> / <input type="text"/> / <input type="text"/> DD/MM/YYYY
<p>2 設置機密問題和答案</p>	<p>問題: (最多40字母或數字) e.g. What is my pet name What is my favorite movie</p> <input type="text"/>
	<p>答案: (最多40字母或數字)</p> <input type="text"/>
	<p>確定答案:</p> <input type="text"/>
	<p>萬一您忘記了密碼, 你可以使用這個機密問題和答案重新設置新密碼。</p>
<p>3 按 "設定" 鍵來設定你的新密碼</p>	<p>新密碼: (8-12 個字母數字組合)</p> <input type="text"/>
	<p>確定新密碼</p> <input type="text"/>
	<p><input type="button" value="設定"/> <input type="button" value="取消"/></p>



若你設定密碼時遇到問題, 你可致電技術支援熱線 2711-2100 或電郵至 itohelp@hkmu.edu.hk.

登入個人電郵帳戶 Login to Your Email Account

- 到 Enter webmail.hkmu.edu.hk
或 Or

www.hkmu.edu.hk

Current Students → Undergraduate and Sub-degree → Services and Support → Email Service → Webmail



香港都會大學 網上電郵 HKMU Web Mail

經互聯網進入本校電郵系統
Access to HKMU's Email system
through the web

Username 使用者名稱 :

Password 密碼 :

Enter 登入

Help • Forgot your password?
登入方法 • 忘記密碼

Email Policy
電郵政策

Guide

簡介



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[The HKMU's Personal Data Protection Policy](#)

When you visit the web mail, we collect general information about your visits.
The information will be used for student and university administration and research purposes.

For details of the University Personal Data Protection Policy,
please click <http://www.hkmu.edu.hk/pps/>.



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

登入個人電郵帳戶 Login to Your Email Account

- 輸入您的用戶名稱和密碼：
 - 用戶名稱：“s”+學員學生証號碼的**前七位數字**
 - 密碼：已自行設定的密碼
- Input your user name and password:
 - User name : “s” + first 7 digits of your student number
 - Password : the single password that you have created

網上學習系統 Online Learning Environment (OLE)

- 請參閱學生手冊

- 登入 elipace.hkmu.edu.hk/
- 在網上學習系統的登入版面輸入你的「使用者名稱」及「密碼」（跟使用電郵服務一樣）



- Please refer to Student Handbook

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

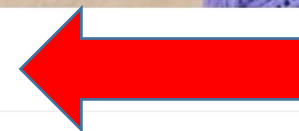
網上學習系統 Online Learning Environment (OLE)

- You can download the **course materials**
e.g. PPT ,course schedule
- You can download **Student Handbook**

Access of Online Learning Environment (OLE) 網上學習系統

Learning Support - Online Learning Environment

[Office for Advancement of Learning and Teaching](#) > [Home](#) > [Learning Support](#) > [Learning Support - Online Learning Environment](#)



Online Learning Environment

The OLE is an interactive online learning environment for students to study, obtain course information, exchange ideas and communicate with their Tutors.

Click the button to access the **OLE**

[OLE courses](#)

As a guest you can access a sample online course by clicking the 'Guest' button on the login page.

For **LiPACE** students, click below button to access

[OLE \(LiPACE\)](#)

For mainland students, click below button to access

[OLE \(PRC\)](#)



網上學習系統 Online Learning Environment (OLE)



MS. LAU HIU YING



中文 | [Change Password](#) | [Refresh](#) | [Logout](#)

Courses

Support

My Courses

2021	JUL	NURS 4098EF	Anatomy and Physiology
2021	Spring	NURS 4099EF	Human Pathophysiology
2021	Spring	NURS 4106EF	Funda of Nursing & Hea Pro
2021	Spring	NURS 5030EF	Public Health and Epidemiology
2021	Autumn	NURS 4895BF	WIL in Health Care

Course News



Discussion Board



Programme News/Shared Documents

- Student Handbook for Professional Programmes 01/07/2019 09:55 AM
- Student Handbook for Full-time Programmes 06/22/2018 09:32 AM
- Student Guidelines on Examination (Band A) 06/02/2017 04:38 PM
- OLELiPACE User Manual for Students 03/08/2017 10:50 AM
- LRC Book Collection 07/29/2016 02:33 PM
- Self-access English Language Learning Packages 07/29/2016 02:23 PM



Important Course News

- [SSPDHC_group] PowerPoint of WiL Orientation (NURS4895BF) 12/14/2021

Announcements

▼ System maintenance on 26 July 2022 [NEW] 07/22/2022 10:12 AM

Due to system maintenance, the OLE LiPACE service will be interrupted:

Date/Time: 26 July 2022 (Tue) 3:00pm - 5:00pm
[[Details](#)]

► E-Learning tool licenses are available for reservation NEW 11/23/2021 10:38 AM



香港都會大學 李嘉誠專業進修學院
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查閱成績 Checking Results

- 登入 Login (MyHKMU)

- www.hkmu.edu.hk/students

A screenshot of the MyHKMU login page. The top left has a blue bar with a weather icon and the text 'Adverse weather'. Below it is the 'Login to MyHKMU' section, which includes a red circle around the 'Username' and 'Password' input fields, and a green 'Log In' button. To the right is a 'Student Announcements' section with a blue header and a list of three announcements: 'MUSU NOTEBOOK PROGRAM 2022', 'Additional Academic Expenses Grant for Students with Special Educational Needs (SEN) (2022/23 academ...', and 'Application for Government Financial Assistance 2022/23'. A 'More ->' button is at the bottom right of the announcements section.



香港都會大學
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UNIVERSITY

My Programme

[HKMU](#)

- [HDNSMF1 - High Dip in Nursing Mental FT](#)

LiPACE

- [YJD21 - YJD \(Nursing Studies\)](#)

Online Learning Environment

- [OLE Courses \(DL / Full-time / eLearning\)](#)
- [OLE Courses \(LiPACE\)](#)

Electronic Library

- [Electronic Library Homepage](#)
- [Search Library Catalogue](#)
- [Renew Your Books](#)
- [New Arrivals in the Library](#)
- [Library Resources Recommended to You](#)
- [Library Service Update](#)

Announcement for Student

- [Service Suspension: E-Platform for Hong Kong Self Financing Institution Libraries](#)
- [August 2015 Examination Timetable for Full-time Programmes](#)
- [Library Open House - 1/8/2015, 14:00-18:00](#)

[More...](#)

My Email (Student)

- [Outlook Web Mail](#)

My Tasks

No Task(s) entries found.

[Add a Task](#) [Show All/Enhanced...](#)

My News

[港聞新聞 - Yahoo 新聞](#)

- [雷暴警告取消](#)
- [停牌的士司機狂亂駕駛押下月再訊](#)
- [許明順夫婦保釋 妻被海關帶走調查](#)
- [「無屍兇案」被告稱買真空袋執走物品](#)
- [東健銘追緝索贖審](#)

[Setup RSS News](#)

Generic Search

Search: [GO](#)

Type:

- Staff Directory
- OUK website
- Dictionary
- Wikipedia
- Internet

Change Password (Student)

- [Change Student Password](#)
- [Change Mainland Student Password](#)

Student Activities

- [Activities Organized by Student Societies](#)
- [Activities Organized by External Organizations](#)
- [Activities Organized for LiPACE Students](#)

Press Release

- [Community Healthcare Gets a Major Boost](#)
- [OUHK Launches New Research Institute](#)
- [OUHK to launch Hong Kong's first Master's Degree in Chinese Medicinal Nursing](#)

[More...](#)

FAQ (Student)

- [What is MyOUHK?](#)
- [Does MyOUHK have a session timeout?](#)



香港都會大學
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UNIVERSITY

Student Records (LiPACE)

- [Personal Information](#)
View personal information and update selected information. 查閱及更新個人資料。 [Help](#)
- [Academic Record](#)
View your academic record. 查閱修業記錄。 [Help](#)
- [Timetable Download](#)
Visit LiPACE Timetable Download page. 下載專業課程時間表。

OLE (LiPACE)

- [Online Learning Environment for LiPACE](#)
Access the Online Learning Environment for LiPACE student.

My Links

My Links

[Edit My Links](#)


Enrollment (LiPACE)

- [Online Enrollment for Professional Programmes](#)
Online Enrollment for Professional Programmes. 網上報讀專業課程。
- [Stylesight](#)
Stylesight
- [Class Schedule \(ENG / 中文 \)](#)
View your own class schedule.


Assessment (LiPACE)

- [Assessment Result Enquiry for Student](#)
View your continuous assessment result. 查閱習作成績及科目等級。
Remarks: All results of assessment are subject to Programme Management Committee's moderation and approval. 所有評核成績須經課程管理委員會審核及批准。
- [Download Programme Transcript](#)
Download programme transcript. 下載學業成績表。 [YJD transcript notes](#)
Notice: Online Unofficial Transcript downloading service is now available for courses of June 2010 intake onwards. Each unofficial transcript would be kept for one year only. You are strongly encouraged to download your unofficial transcript as early as possible for retention if necessary. 學員現可於此處下載2010年6月學期及以來的課程之非正式學業成績表，而每個課程的非正式學業成績表只會保留一年。如有需要，學員敬請儘快下載有關成績表以備日後參閱之用。


Student Records (LiPACE)

 [Personal Information](#)
View personal information and update selected information. 查閱及更新個人資料。 [Help](#)


 [Academic Record](#)
View your academic record. 查閱修業記錄。 [Help](#)

 [Timetable Download](#)
Visit LiPACE Timetable Download page. 下載專業課程時間表。

OLE (LiPACE)


 [Online Learning Environment for LiPACE](#)
Access the Online Learning Environment for LiPACE student.

My Links

 My Links

Edit My Links

Enrollment (LiPACE)

 [Online Enrollment for Professional Programmes](#)
Online Enrollment for Professional Programmes. 網上報讀專業課程。

 [Stylesight](#)
Stylesight.

 [Class Schedule \(ENG / 中文 \)](#)
View your own class schedule.

Assessment (LiPACE)

 [Assessment Result Enquiry for Student](#)
View your continuous assessment result. 查閱習作成績及科目等級。
Remarks: All results of assessment are subject to Programme Management Committee's moderation and approval. 所有評核成績須經課程

 [Download Programme Transcript](#)
Download programme transcript. 下載學業成績表。 [YJD transcript notes](#)
Notice: Online Unofficial Transcript downloading service is now available for courses of June 2010 intake onwards. Each unofficial transcript is valid for one year only. You are strongly encouraged to download your unofficial transcript as early as possible for retention if necessary. 學員現可於此
的課程之非正式學業成績表，而每個課程的非正式學業成績表只會保留一年。如有需要，學員敬請儘快下載有關成績表以備日後參閱之用。

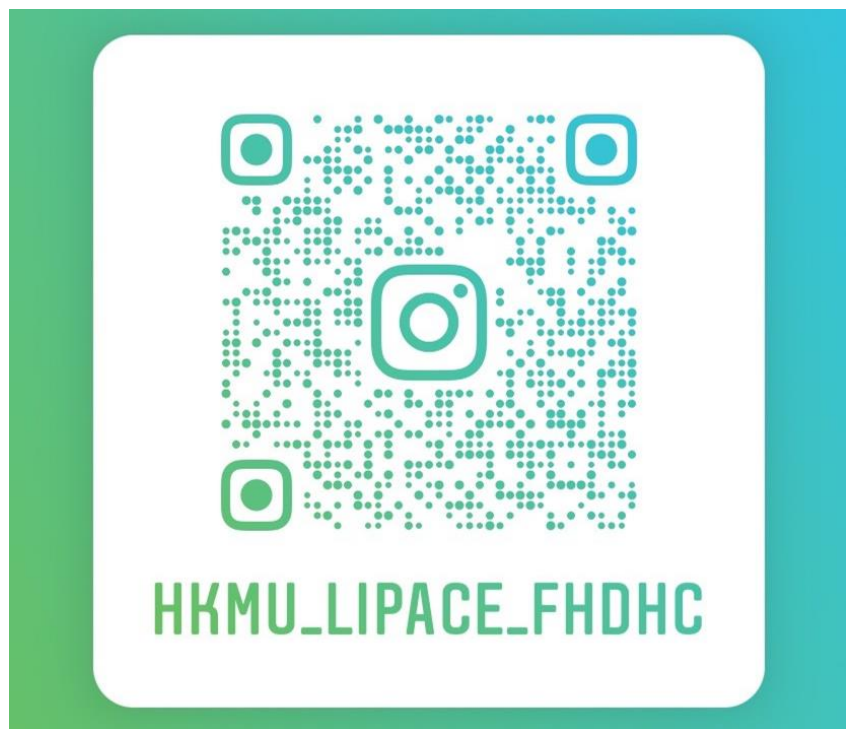
Course Code	Description	Units	Reg Value	SFA Status	Grade	Exam Indicator	Status	Enrollment Status	Enrollment Status Reason	Rec Mat	Top Student	Marked for Graduation
CHIN 4005CF-U01C (2357)	Eff Chin Comm Skills (Lecture)	5.00			C		✓	Enrolled				
EDU 4043BF-U09J (2475)	Lifelong Learning Seminars (Lecture)				Not yet released		✓	Enrolled				
ENGL 3043EF-U09G (2374)	English for Communication (Lecture)	5.00			B-		✓	Enrolled				
ENGL 4025EF-U01G (2401)	Academic Eng & Comm I (Lecture)	5.00			C+		✓	Enrolled				
NURS 4068EF-U01B (2410)	Micro & Inf Control Mgt (Lecture)	5.00			C		✓	Enrolled				
NURS 4070EF-U09B (2416)	Basic Caring Skills (Lecture)	5.00			(F)		✓	Enrolled				
NURS 4072EF-U01B (2423)	Human Pathophysiology (Lecture)	5.00			B		✓	Enrolled				
NURS 4074EF-U09B (2428)	Anatomy and Physiology (Lecture)	5.00			F		✓	Enrolled				
NURS 4076EF-U09B (2435)	Nutrition & Health Education (Lecture)	5.00			C+		✓	Enrolled				
NURS 4078EF-U09C (2440)	Fun. of Nursing & Health (Lecture)	5.00			B-		✓	Enrolled				
NURS 4892BF-U09B (2444)	WIL in Health Care I (Lecture)				Not yet released		✓	Enrolled				

Enquiries

	Diploma in Nursing Services	Higher Diploma in Health Care
	Miss Rachel Yim	Dr Winnie Wong Wan Chi
Office Number	3120 9876	3120 9716
Email	rwkyim@hkmu.edu.hk	wwong@hkmu.edu.hk

You can call Ms. Hyde Tam (Tel. / WhatsApp: 3120 9923 , email: htam@hkmu.edu.hk) for programme administration issues

FOLLOW US.....





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

Full-time Programmes Highlights of Student Handbook 2022/23



Attendance Requirement

- The minimum attendance requirement of each course in full-time programmes is **80%**.
- Students who, without good reasons (e.g. illness), do not meet this requirement will fail the course, and will be required to re-take the course.
- Student attendance is calculated as follows:
- **When Online Mode is required:**
 - ▶ Enter the '**Zoom**' by using your student account created
 - ▶ Use '**Full Name**' to show your identity in all lessons
 - ▶ In general cases, attendance record will be generated after each lesson by the system
 - ▶ Plus : Some **special tasks / discussion questions** will be added during the lessons as check points which require students / groups to respond and answer

Attendance Requirement

- Face-to-face Mode:
 - ▶ Lateness or early departure **not more than 15 minutes** will be counted as **absence for 15 minutes**.
 - ▶ **4 times of 15-minute absence** will be treated as **1-class session** (regardless of duration of the class) absence.
 - ▶ Lateness or early departure **more than 15 minutes** will be taken as **absence** from relevant class.

Submission of Assessment

- ▶ Penalties of late submission:
 - ▶ a deduction of 10% of the assignment mark shall be imposed upon expiry of the deadline;
 - ▶ a further deduction of 5% of the assignment mark shall be imposed on each of the next subsequent working days.

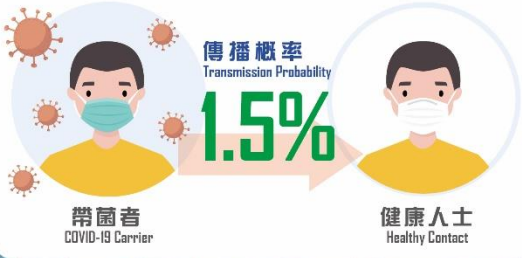
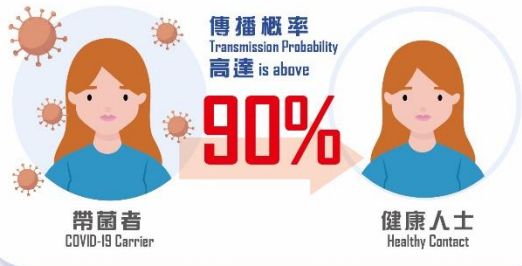
Plagiarism

- ▶ Students must pursue their studies with **academic honesty** and **avoid plagiarism**.
- ▶ Check own works through the use of Turnitin **as per instructors' instructions**.
- ▶ Useful information:
 - ▶ <https://libguides.lib.hkmu.edu.hk/plagiarism>
 - ▶ Online tutorials regarding plagiarism
- ▶ On receipt of a report that alleges a breach of academic integrity, the School shall review the case and decide whether there are reasonable and probable grounds to proceed with a charge of breach of academic integrity.

Grooming

- ▶ At all times, students are required to dress and behave properly, and conform to the Institute's rules and regulations inside and outside schools (including partner institutes' premises). The Institute may take disciplinary actions against a student who is suspected of guilty of misconduct.

疫情期間， 校園內不准進食



1 更新「安心出行」至最新版本*



2 以「安心出行」掃描及儲存針卡二維碼或醫生簽發「新冠疫苗接種醫學豁免證明書」二維碼*



*若市民在更新「安心出行」或儲存針卡方面需要技術支援，可到25個港鐵站內的流動支援站尋求協助，亦可到 www.leavehomesafe.gov.hk 了解更多

3 進入處所時
 掃一掃「安心出行」場地二維碼，程式會自動展示你的針卡或「豁免證明書」二維碼



4 向處所的「驗證二維碼掃碼器」**展示手機上的二維碼

- ✔ 聽到「咚咚」聲 = 已接種疫苗
- ✔ 聽到「嘟」一聲 = 持有「豁免證明書」
- ⚠ 聽到「噹噹噹噹」 = 二維碼無效



**流動應用程式所收集的資料經加密處理，個人資料亦已經部份遮蓋 (masked) 及雜湊 (hashed) 處理，成為不可辨識的資料。處所負責人不能得悉所收集的資料。只有特區政府指定人員可使用所收集的資料，以協助預防和控制2019冠狀病毒病傳播的工作及相關用途。

Take your responsibility to protect your own and others.

Student Discipline (in general)

Students are not permitted to engage in misconduct, such as the following:

1. using mobile phones in class;
2. using **video recorders or cameras** (including those embedded in mobile phones) in a classroom during classes;
3. using **voice recorders** (including those embedded in mobile phones) in a classroom during classes, unless authorized by the instructor or academic staff member in charge of the class;
4. smoking on campus or in specified area outside the Institute's learning centres;
5. conduct which unreasonably obstructs the teaching, learning, assessment, research, administrative or consultative activities of the University, its staff, or students;
6. refusal to comply with any instructions or orders given by authorized persons of HKMU and LiPACE prohibiting any misconduct;

Student Discipline (in general)

Students are not permitted to engage in misconduct, such as the following:

8. downloading and viewing obscene pictures, and reading or distributing of obscene materials on campus;
9. the use of HKMU and LiPACE facilities without authorization or for purposes that are not connected with academic study or learning;
10. defamation of, assault on or battery against any student or employee of the Institute;
11. **willful damage to or defacement** of any property of the University;
12. theft, fraud, misapplication of University funds or property of any kind;
13. betting and gambling;
14. abuse of or unauthorized use of the name of the University or the Institute that puts the name of the University/Institute into disrepute;
15. harassment, **discrimination**, vilification or victimization involving issues of equal opportunities ;
16. a breach of personal data privacy; or
17. engaging in and carrying out any illegal act.

Thank You

學生事務處

Student Affairs Office
(SAO)



mu | **LiPACE**

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

學生事務處 Student Affairs Office

職業指導及就業服務 Career Education and Career Services

輔導服務及支援 Counselling Services and Support

獎學金與經濟援助 Scholarship and Financial Assistance

學生發展與活動 Student Development and Student Activities

其他服務 Other Support Services

職業指導及就業服務 Career Education and Career Services

升學/就業展覽及講座 Articulation/ Career Fairs and Talks



English Language requirement	
HKDSE	Level 3 in English Language
IGCSE/GCE	Grade C in English First Language at IGCSE (equivalent to HKCEE level 3)
HKAL	Grade D in AS Use of English
HKCEE	Level 3 in English Language; or Grade C in English Language (Syllabus B) or
IELTS	Overall IELTS Band Score Equivalent Range: 5.48 – 5.68 IELTS Academic Module (within 2 years after the test date)

https://www.hkexa.edu.hk/en/ife/igce_igcse_igcse_ib/igcse/
<https://www.hkexa.edu.hk/en/recognition/benchmarking/hkdee/ielts/>
https://www.hkexa.edu.hk/en/ife/igce_igcse_igcse_ib/igcse/PS



工作坊及機構探訪 Workshops and Company Visits



獎學金與經濟援助

Scholarship and Financial Assistance

全日制課程學員可申請政府提供的學生資助 Full-time Students are eligible to apply for the student financial schemes administered by Student Finance Office (SFO):

資助計劃 Scheme	毅進文憑 Diploma Yi Jin	高級文憑 Higher Diploma	文憑 Diploma
專上學生資助計劃 Financial Assistance Scheme for Post-secondary Students (FASP)		✓	
學生車船津貼計劃 Student Travel Subsidy Scheme (STS)	✓	✓	
專上學生免入息審查計劃 Non-means-tested Loan Scheme for Post-secondary Students (NLSPS)		✓	
擴展的免入息審查貸款計劃 Extended Non-Means-Tested Loan Scheme (ENLS)	✓		✓
持續進修基金* Continuing Education Fund (CEF)*		✓	✓
毅進文憑學費發還 Diploma Yi Jin Tuition Fee Reimbursement	✓		

獎學金與經濟援助

Scholarship and Financial Assistance

自資專上獎學金計劃 Self-financing Post-secondary Scholarship Scheme (SPSS)

獎學金計劃 Scholarship Scheme	金額 Amount
卓越表現獎學金 Outstanding Performance Scholarship (OPS) 為獎勵有傑出表現的學生而設。 To give recognition to the performance of outstanding students.	\$30,000
最佳進步獎 Best Progress Award (BPA) 為鼓勵和表揚有顯著進步和改善的學生而設。 To encourage and recognize students with significant progress and improvement.	\$10,000
才藝發展獎學金 Talent Development Scholarship (TDS) 表揚在非學術領域取得成就或嶄露才華的學生，支持他們進一步發展他們的才能。 To recognize students who have demonstrated achievements or talent in non-academic areas and provide support for these students to further develop their talent and potential.	\$10,000
外展體驗獎 Reaching Out Award (ROA) 支持由院校提名的優異學生到香港境外，參加由院校舉辦或認可的學習、實習或服務計劃，以及國家、地區和國際性活動及比賽。 To support meritorious students who are nominated by institutions to participate in learning, internship or service programmes, as well as national, regional and international events and competitions that are conducted outside Hong Kong.	\$10,000
展毅獎學金 Endeavour Scholarship (EDS) 嘉許在學業及其他方面追求卓越、值得表揚而有特殊教育需要的學生。 To give recognition to deserving post-secondary students with Special Educational Needs (SEN) in the pursuit of excellence in academic and other areas.	\$15,000

獎學金與經濟援助

Scholarship and Financial Assistance

LiPACE 獎學金計劃 LiPACE Scholarship Scheme

獎學金計劃 Scholarship Scheme	金額 Amount
學業成績卓越獎 LiPACE Outstanding Academic Achievement Award 表揚成績優異的學生，鼓勵學生於其修讀課程爭取最佳成績。To commend students with outstanding academic achievements in their respective programmes	\$10,000

學生發展與活動

Student Development and Student Activities

學生組織 Student Societies

Facebook : www.facebook.com/lipacestudentsocieties/

The infographic features seven colorful speech-bubble-like shapes arranged in two rows, each representing a different student society and its activities. The top row includes Sportify (sports), Japanese Studies Society (Japanese culture), One World Club (cultural events), and STEAMina (STEM activities). The bottom row includes Ternsichore (performing arts), Minerva (academic), and Health (wellness).

- Sportify**: 長跑 Distance Running Training, 足球、籃球比賽 Football & Basketball Competition, 泰拳 Muay Thai, 網球 Lacrosse, 潛水 Diving
- Japanese Studies Society 日研社**: 和傘 Japanese-style umbrella, 茶道 Japanese Tea Ceremony, 日本舞踊 Traditional Japanese Dance, 弓道 Kyudo
- One World Club**: 燈籠月餅DIY Lantern Mooncake DIY, 港式奶茶體驗 Hong Kong Milk Tea Tasting, 聖誕舞龍新年慶祝活動 Christmas and GMY Celebration, 開齋節 Eid, 多國文化活動 Multi Culture Activity
- STEAMina**: micro:bit編程, 3D食品打印 3D food printing
- Ternsichore 星聲蹈演藝**: 話劇 Drama, 韓流舞蹈 K-pop Dance
- Minerva**: 讀書會 Reading Club, 領英網上學習 LinkedIn Learning
- Health**: 健康講座 / 衛生宣傳活動 Health promotion activities



學生發展與活動

Student Development and Student Activities

學生大使計劃 Student Ambassadors Scheme(SA)



HAPPY TO SERVE 😊

學生發展與活動

Student Development and Student Activities

學生活動 Student Activities



And more 更多精彩活動



學生發展與活動

Student Development and Student Activities

交流計劃 Student Exchange Visits

Japan



Taiwan



Singapore



Radboud University



Sichuan



United Kingdom



- Mendel
- University
- in Brno
-



學生發展與活動 Student Development and Student Activities

其他學習體驗 Other Learning Experiences

**「傳統和傘體驗」——
鳥取職人的和傘美學與技藝**
Crafting of Traditional Japanese Umbrella:
Discover Tottori's Artisanal Aesthetics

日期: 2021年11月10日 (三)
時間: 12:30pm-3:00pm
場地: 葵涌葵昌路61-68號九龍貿易中心第2座11樓
葵興校園K1011室

特別請領:
日本鳥取壽和傘傳承館

www.hkmu.edu.hk/lipace
lipace@hkmu.edu.hk
2381 8450

**非遺
木偶戲**
CHINESE PUPPET SHOW

CONTENT
木偶戲歷史文化
CHINESE PUPPET
SHOW HISTORY
AND CULTURE
製作及操作
MAKING AND
OPERATION
表演
PERFORMANCE

DATE **22 FEB 2021 (TUE)**
TIME **2:00 - 3:00PM**

ZOOM Meeting ID: 985 2130 5527
SPEAKER
Mr. Cheung Chun Fai (Chief) &
Members Of Sky Bird Puppet Group
飛龍木偶團 團長張俊輝先生及團員

www.hkmu.edu.hk/lipace
lipace@hkmu.edu.hk
2381 8450

2020/21年度網上日本文化活動體驗
日本文化之美

「細說日本都道府縣之最」
虛擬旅行與網上講座系列
Virtual Traveling and Online Lecture Series:
'Let's Connect: The Best of Japanese Prefectures!'

長崎縣編
日期: 2021年12月1日 (三)
時間: 1:30pm-2:30pm
會場: Zoom (ID: 981 1409 7669)
特別講者: 井川 遼行
日本國立大學
副學長 (國際交流)

www.hkmu.edu.hk/lipace
lipace@hkmu.edu.hk
2381 8450

LinkedIn Learning

Good morning, Alexandra
Let's learn something new today!

Skills you're interested in: Excel · Management · Data Analysis · Marketing · Web development

Recommended for people with your job title

VIDEO Components of digital marketing
From course: Online Marketing

COURSE Insights from an Online Mar
By: Lorrie Thomas Ross

1:47

Cert Prep: Project Management Professional (PMP)®

OVERVIEW CONTENTS Q+A New

Introduction

- Welcome Video - 1m 25s
- What you should know Video - 2m 0s
- Using additional exam prep materials Video - 2m 47s
- 1. Project Management Overview Overview of the PMBOK® Guide Video - 3m 43s

其他服務 Other Support Services

- 儲物櫃租借 Locker Rental
- 義工服務 Volunteer Service
- 實習及就業服務 Internship & Jobs
- 輔導服務轉介 Counselling Service Referral

輔導及支援 Counselling Services and Support

個人成長及輔導服 Personal Growth and Counselling

- 駐校輔導員 School-based counsellors

特殊需要學生支援服務 Support for Students with SEN

- 特別考試安排 Special Examinations Arrangement
- 學生問卷調查 Student Survey

領取學生證 及 港鐵學生乘車優惠計劃申請

Student Card Collection and Application for MTR Student Travel Scheme

港鐵學生乘車優惠計畫 MTR Student Travel Scheme

- ✓ 任何年齡在25歲或以下的全日制學生 Students who are aged 25 or below and are currently enrolled on a full-time programme
- ✓ 港鐵需約2-3星期處理申請，建議同學于9月30日前辦理相關手續 It takes about 2-3 weeks for the MTR to process the application, students are recommended to apply before 30 September

如您於2022年10月31日有效期屆滿時仍未延續八達通上的「學生身分」，則使用該個人八達通乘搭港鐵時，須繳付成人車資
If your "Student Status" expires on 31 October 2022 and is not Renewed, full adult fares will be deducted from your Personalised Octopus when you travel on the MTR

網上遞交申請

可透過港鐵流動應用程式或港鐵網站遞交申請
Apply the Scheme through MTR Mobile App or MTR Website



English Version
英文版本



Chinese Version
中文版本



Via MTR Mobile
透過 MTR Mobile

- ✓ 申請程式可參閱學員專區（全日制課程）內的申請教學及教學影片
For the application procedure, please refer to the communication kit with a tutorial video

領取學生證 Collection of Student Card

學生必須在領取學生證前完成網上入學問卷調查

Students **MUST** complete the Online Entry Survey before collection of Student Card

地點 Venue:	<p><i>詳情請留意學生電郵通知有關安排</i></p> <p><i>Please pay attention to the student email from Registry for details.</i></p>
日期 Date:	
時間 Time:	

學生事務處地址及聯絡方法

How To Find Us



葵興校園 10樓 K1010-A室
Room K1010A, 10/F, Kwai Hing Campus (KHC)



lipace_sao@hkmu.edu.hk



3120-9988

Thank you

Language Course Exemption



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

Chinese/English courses – QF Level 3 & 4

1. Holders of any qualifications mentioned below:
 - (a) A locally accredited **sub-degree (at QF Level 4) or a post-secondary diploma** offer by a recognized university or higher education institute overseas, or
 - (b) A locally accredited **Bachelor's degree or above (at QF Level 5 or above) or a Bachelor's degree or above** offered by a recognized university overseas.

The qualification should be awarded by a university or institute where the medium of instruction and assessments of this qualification must be in English. This includes UK and colonies, US (mainland and territories), Canada, Australia, New Zealand, South Africa (must be in English speaking, not Afrikaans), Ireland and Singapore. Other English-medium universities in the British Commonwealth will be considered on a case-by-case basis.

Chinese/English courses – QF Level 3 & 4

2. Completion of a prior Chinese/English course at QF Level 3/4 or above

The course should be non-career specific.

(e.g. Business English courses and English courses for Tourism will **not** be considered.)

English courses – QF Level 3 & 4

3. Holders of a **public examination qualification** from a recognized examination body

	QF Level 3 English for Communication I	QF Level 4 English for Communication II	QF Level 4 English for Communication III
HKDSE Level 3 or above	✓		
HKALE/GCE A-level Grade D or above	✓		
IELTS 6.0 or above overall and a minimum of 5.5 for each individual component	✓		
IELTS 6.5 or above overall and 6 in listening and speaking component	✓	✓	

English courses – QF Level 3 & 4

3. Holders of a **public examination qualification** from a recognized examination body (cont.)

	QF Level 3 English for Communication I	QF Level 4 English for Communication II	QF Level 4 English for Communication III
IELTS 6.5 or above overall and 6 in reading and writing component	✓		✓
TOEFL scored -60 (iBT)	✓		
TOEFL score -79 (iBT)	✓	✓	✓
TEFL/TESOL certification, Or CELTA holder	✓	✓	✓

The results of IELTS and TOEFL must not be more than 2 years from the date of the test or final examination to the date of commencement of study at LiPACE.

Documents required for exemption application



- Course Issues Application Form
- Qualification certificate awarded by a recognized university/institute/examination body; or
- Syllabus from a prior course providing information on learning outcomes, academic standard, coverage, duration and assessment criteria



Application deadline:

27 September 2022 (Tuesday)

Course Issues Application Form



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

Ref. No. _____

Course Issues Application Form

(For All LiPACE Programmes – Except Diploma Yi Jin / Overseas Degree)

Please return this form with the supporting documents (if any) to the Service Counter at Kwai Hing Campus. Payment could be made by EPS/Credit Card/UnionPay/crossed cheque payable to "Hong Kong Metropolitan University".

1. Personal Particulars

Name: Mr. / Ms. _____ (English) _____ (Chinese)

HKID / Passport No.: _____ Student No.: _____ Contact Phone No.: _____

Email: _____ Study Programme: _____

Correspondence Address: _____

If you would like to change your personal contact information in our student record, please tick "✓" as appropriate and complete the relevant information.

2. Item(s) of Application (Please tick "✓" as appropriate)

Your application will only be processed after the administrative fee is settled (which is non-refundable unless other specified, regardless of whether your application is approved or not).

	Item	Non-refundable* Administrative Fee	Remarks
<input type="checkbox"/> a)	Exemption: Individual courses in Certificate / Diploma / Associate Degree / Higher Diploma	\$470 per course	Please list and provide the copies of relevant documents in support of your application. Application must be made no later than 2 weeks after the commencement of a semester.



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

Staff contacts

Head of Languages		
Ms. Sylvia SZE	swsze@hkmu.edu.hk	3588 7854
Effective Chinese Communication Skills 應用中文傳意技巧		
Mr. Gilman FUNG	phfung@hkmu.edu.hk	3588 7867
English for Communication I & II		
Ms. Melissa YEUNG	myleung@hkmu.edu.hk	3588 7861
English for Communication III		
Ms. Heidi CHENG	hcheng@hkmu.edu.hk	3588 7872

Textbook

English for Communication I



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

Textbook for “English for Communication I”

ENGLISH FILE

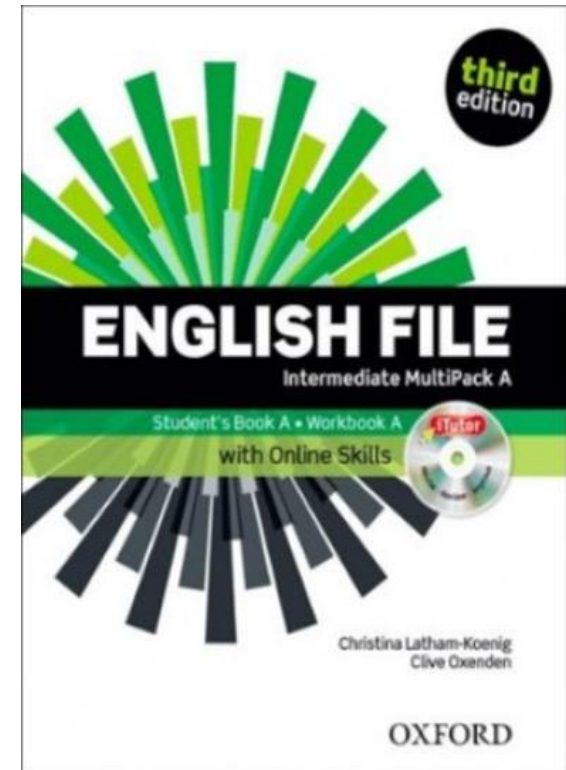
Intermediate MultiPack A

Student's Book A • Workbook A
Oxford University Press
ISBN 9780194909624

Original Price: \$392

Special Price for LiPACE students: **\$315**

MAN YUEN BOOK CO., 文苑書店
45 G/F, Parkes Street, Kowloon 九龍 佐敦 白加士街45號
(Jordan MTR Exit C2) 佐敦地鐵站C2出口
Tel: 2730 0594
11:00 - 20:30



Thank You!



3i Initiatives, English for Academic Articulation & Employability



Prepared by: Ms. Betty Li

• bmli@hkmu.edu.hk

• Tel & WhatsApp 31209948

nm | **LiPACE**

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

3i Initiatives

with One World Club

Monthly Cultural Events

- Inclusiveness
- Internationalisation-in-place
- Intercultural awareness (for businesses)





3i Initiatives with One World Club Monthly Cultural Events

Academic Articulation and Employability



English for Academic Articulation

- Academic Study Skills Learning Package + Workshops
- IELTS Preparation
- Preparation for further studies
 - Application process guidance
 - Including (Etiquette, CV/ Resume, Personal Statements, Interviews)





Academic Articulation and Employability

English for Employability

- TOEIC (Test of English for International Communication)
- Preparation for job hunting
 - Application process guidance
 - Including (Etiquette, CV/ Resume, Interviews)

3i Initiatives, English for Academic Articulation & Employability

Ms. Betty Li

bmli@hkmu.edu.hk

Tel & WhatsApp 31209948





3i Initiatives,
English for
Academic Articulation
&
Employability

Have a great start!



香港路德會社會服務處

Hong Kong Lutheran Social Service, LC-HKS

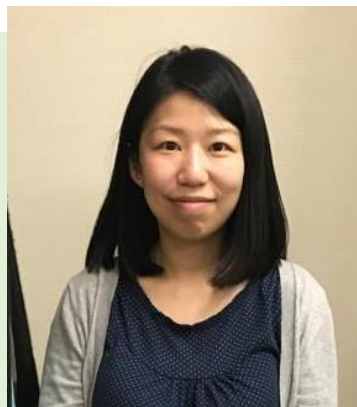
路德會專上學生全人發展服務

Objectives of Counselling Service 輔導服務目的

- To facilitate students' personal growth and their adaption to campus life
促進學生個人成長及對校園生活的適應
- To assist students to have a better understanding and a greater resilience in facing problems
協助學生有更好的自我認識及面對困難的心理韌性

Counsellors 輔導員

Ms. Chan Ka Wing
陳嘉穎姑娘
(Joyce)



- **MON, WED, FRI:**
Kwai Hing Campus (KHC)
星期一、三、五：葵興校園

Mr. Wong Yan Lung
黃人龍先生
(Alan)



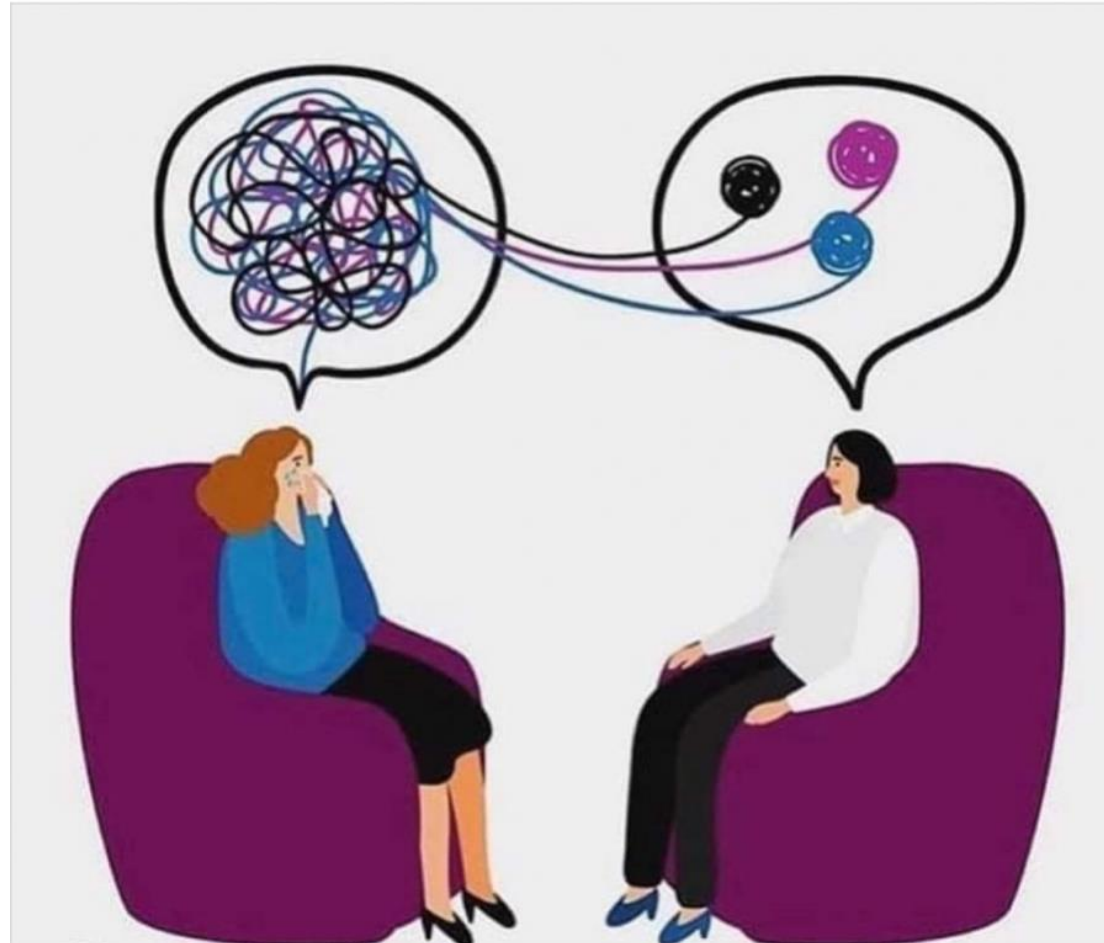
- **TUE, THU, :**
HKMU-CITA Campus (MCC)
星期二、四：荔景校園

Service Target 服務對象

- Students of full-time programmes

全日制課程學生

Individual Counselling 個別輔導



Individual Counseling 個別輔導

We hope to facilitate students' growth in the following aspects in the psychological counselling:

我們希望透過心理輔導促進同學在以下範疇的成長：

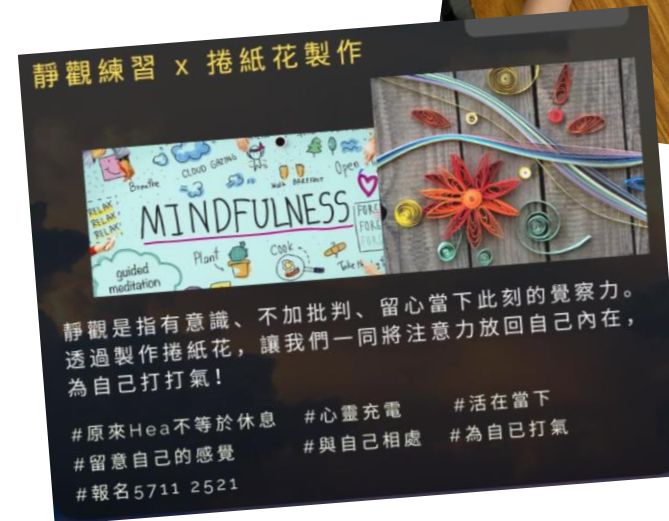
- Emotion management 情緒管理
- Adjustment to tertiary study 學習上的適應
- Interpersonal relationship 人際關係
- Dating issues 戀愛
- Family relationship 家庭關係
- Others 其他

Contact Us 聯絡我們

	Kwai Hing Campus (KHC) 葵興校園	HKMU – CITA Campus (MCC) 荔景校園
Stationing Hours 駐校時間	Every Monday, Wednesday and Friday 9:30 a.m. to 5:30 p.m. 逢星期一、三、五 上午九時三十分至下午五時三十分	Every Tuesday and Thursday 9:30 a.m. to 5:30 p.m. 逢星期二、四 上午九時三十分至下午五時三十分
Counselling Room 輔導室	Room K0906 K0906室	Room 508 508室
Tel. no. 聯絡電話	3120-9770	3588-7982

Programs 活動

- Self Understanding 自我認識
- Interpersonal Communication 人際溝通
- Leadership Training 領袖訓練
- Community Participation 社區服務



Enjoy your campus life in LiPACE and
Feel free to contact us!





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

Full-time Programmes Highlights of Student Handbook 2022/23



Attendance Requirement

- The minimum attendance requirement of each course in full-time programmes is **80%**.
- Students who, without good reasons (e.g. illness), do not meet this requirement will fail the course, and will be required to re-take the course.
- Student attendance is calculated as follows:
- **When Online Mode is required:**
 - ▶ Enter the '**Zoom**' by using your student account created
 - ▶ Use '**Full Name**' to show your identity in all lessons
 - ▶ In general cases, attendance record will be generated after each lesson by the system
 - ▶ Plus : Some **special tasks / discussion questions** will be added during the lessons as check points which require students / groups to respond and answer

Attendance Requirement

- Face-to-face Mode:
 - ▶ Lateness or early departure **not more than 15 minutes** will be counted as **absence for 15 minutes**.
 - ▶ **4 times of 15-minute absence** will be treated as **1-class session** (regardless of duration of the class) absence.
 - ▶ Lateness or early departure **more than 15 minutes** will be taken as **absence** from relevant class.

Submission of Assessment

- ▶ Penalties of late submission:
 - ▶ a deduction of 10% of the assignment mark shall be imposed upon expiry of the deadline;
 - ▶ a further deduction of 5% of the assignment mark shall be imposed on each of the next subsequent working days.

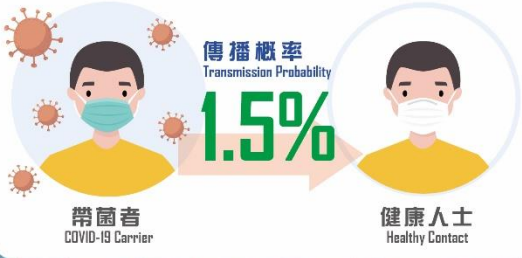
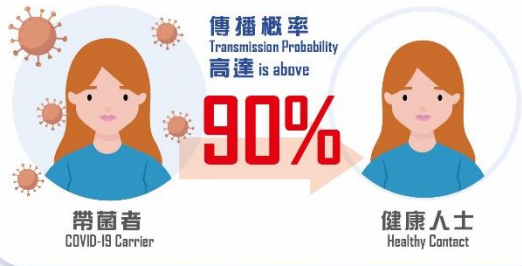
Plagiarism

- ▶ Students must pursue their studies with **academic honesty** and **avoid plagiarism**.
- ▶ Check own works through the use of Turnitin **as per instructors' instructions**.
- ▶ Useful information:
 - ▶ <https://libguides.lib.hkmu.edu.hk/plagiarism>
 - ▶ Online tutorials regarding plagiarism
- ▶ On receipt of a report that alleges a breach of academic integrity, the School shall review the case and decide whether there are reasonable and probable grounds to proceed with a charge of breach of academic integrity.

Grooming

- ▶ At all times, students are required to dress and behave properly, and conform to the Institute's rules and regulations inside and outside schools (including partner institutes' premises). The Institute may take disciplinary actions against a student who is suspected of guilty of misconduct.

疫情期間， 校園內不准進食



- 更新「安心出行」至最新版本*
 「安心出行」3.0.2 版本或以上
- 以「安心出行」掃描及儲存針卡二維碼或醫生簽發「新冠疫苗接種醫學豁免證明書」二維碼*
 *若市民在更新「安心出行」或儲存針卡方面需要技術支援，可到25個港鐵站內的流動支援站尋求協助，亦可到 www.leavehomesafe.gov.hk 了解更多
- 進入處所時
 掃一掃「安心出行」場地二維碼，程式會自動展示你的針卡或「豁免證明書」二維碼
- 向處所的「驗證二維碼掃碼器」**展示手機上的二維碼
 - ✔ 聽到「咚咚」聲 = 已接種疫苗
 - ✔ 聽到「嘟」一聲 = 持有「豁免證明書」
 - ⚠ 聽到「噹噹噹噹」 = 二維碼無效

**流動應用程式所收集的資料經加密處理，個人資料亦已經部份遮蓋 (masked) 及雜湊 (hashed) 處理，成為不可辨識的資料。處所負責人不能得悉所收集的資料。只有特區政府指定人員可使用所收集的資料，以協助預防和控制2019冠狀病毒病傳播的工作及相關用途。

Take your responsibility to protect your own and others.

Student Discipline (in general)

Students are not permitted to engage in misconduct, such as the following:

1. using mobile phones in class;
2. using **video recorders or cameras** (including those embedded in mobile phones) in a classroom during classes;
3. using **voice recorders** (including those embedded in mobile phones) in a classroom during classes, unless authorized by the instructor or academic staff member in charge of the class;
4. smoking on campus or in specified area outside the Institute's learning centres;
5. conduct which unreasonably obstructs the teaching, learning, assessment, research, administrative or consultative activities of the University, its staff, or students;
6. refusal to comply with any instructions or orders given by authorized persons of HKMU and LiPACE prohibiting any misconduct;

Student Discipline (in general)

Students are not permitted to engage in misconduct, such as the following:

8. downloading and viewing obscene pictures, and reading or distributing of obscene materials on campus;
9. the use of HKMU and LiPACE facilities without authorization or for purposes that are not connected with academic study or learning;
10. defamation of, assault on or battery against any student or employee of the Institute;
11. **willful damage to or defacement** of any property of the University;
12. theft, fraud, misapplication of University funds or property of any kind;
13. betting and gambling;
14. abuse of or unauthorized use of the name of the University or the Institute that puts the name of the University/Institute into disrepute;
15. harassment, **discrimination**, vilification or victimization involving issues of equal opportunities ;
16. a breach of personal data privacy; or
17. engaging in and carrying out any illegal act.

Thank You

學生事務處 Student Affairs Office (SAO)



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

學生事務處 Student Affairs Office

職業指導及就業服務 Career Education and Career Services

獎學金與經濟援助 Scholarship and Financial Assistance

學生發展與活動 Student Development and Student Activities

輔導服務及支援 Counselling Services and Support

其他服務 Other Support Services

職業指導及就業服務 Career Education and Career Services

升學/就業展覽及講座 Articulation/ Career Fairs and Talks



English Language requirement	
HKDSE	Level 3 in English Language
IGCSE/GCE	Grade C in English First Language at IGCSE (equivalent to HKCEE level 3)
HKAL	Grade D in AS Use of English
HKCEE	Level 3 in English Language; or Grade C in English Language (Syllabus B) or
IELTS	Overall IELTS Band Score Equivalent Range: 5.48 – 5.68 IELTS Academic Module (within 2 years after the test date)

https://www.hkeaa.edu.hk/en/ipe/gce_igcse_igcse_lal/gcse/
<https://www.hkeaa.edu.hk/en/recognition/benchmarking/hkdsce/felts/>
https://www.hkeaa.edu.hk/en/ipe/gce_igcse_igcse_lal/gcse/95



工作坊及機構探訪 Workshops and Company Visits



獎學金與經濟資助

Scholarship and Financial Assistance

全日制課程學員可申請政府提供的學生資助 Full-time Students are eligible to apply for the student financial schemes administered by Student Finance Office (SFO):

資助計劃 Scheme	毅進文憑 Diploma Yi Jin	高級文憑 Higher Diploma	文憑 Diploma
專上學生資助計劃 Financial Assistance Scheme for Post-secondary Students (FASP)		✓	
學生車船津貼計劃 Student Travel Subsidy Scheme (STS)	✓	✓	
專上學生免入息審查計劃 Non-means-tested Loan Scheme for Post-secondary Students (NLSPS)		✓	
擴展的免入息審查貸款計劃 Extended Non-Means-Tested Loan Scheme (ENLS)	✓		✓
持續進修基金* Continuing Education Fund (CEF)*		✓	✓
毅進文憑學費發還 Diploma Yi Jin Tuition Fee Reimbursement	✓		

獎學金

Scholarship

自資專上獎學金計劃 Self-financing Post-secondary Scholarship Scheme (SPSS)

獎學金計劃 Scholarship Scheme	金額 Amount
卓越表現獎學金 Outstanding Performance Scholarship (OPS) 為獎勵有傑出表現的學生而設。 To give recognition to the performance of outstanding students.	\$30,000
最佳進步獎 Best Progress Award (BPA) 為鼓勵和表揚有顯著進步和改善的學生而設。 To encourage and recognize students with significant progress and improvement.	\$10,000
才藝發展獎學金 Talent Development Scholarship (TDS) 表揚在非學術領域取得成就或嶄露才華的學生，支持他們進一步發展他們的才能。 To recognize students who have demonstrated achievements or talent in non-academic areas and provide support for these students to further develop their talent and potential.	\$10,000
外展體驗獎 Reaching Out Award (ROA) 支持由院校提名的優異學生到香港境外，參加由院校舉辦或認可的學習、實習或服務計劃，以及國家、地區和國際性活動及比賽。 To support meritorious students who are nominated by institutions to participate in learning, internship or service programmes, as well as national, regional and international events and competitions that are conducted outside Hong Kong.	\$10,000
展毅獎學金 Endeavour Scholarship (EDS) 嘉許在學業及其他方面追求卓越、值得表揚而有特殊教育需要的學生。 To give recognition to deserving post-secondary students with Special Educational Needs (SEN) in the pursuit of excellence in academic and other areas.	\$15,000

獎學金 Scholarship

LiPACE 獎學金計劃 LiPACE Scholarship Scheme

獎學金計劃 Scholarship Scheme	金額 Amount
LiPACE 學業成績卓越獎 LiPACE Outstanding Academic Achievement Award 表揚及鼓勵成績優異的學員，鼓勵學員於其修讀課程爭取最佳成績。To commend students with outstanding academic achievements in their respective programmes.	\$10,000
LiPACE 學生交流獎學金 LiPACE Student Exchange Scholarship 資助成績優異的學員到香港境外參加交流活動，擴闊視野。To support outstanding students participating in exchange programmes in Mainland China or overseas to broaden their horizons.	\$5,000

優異學術表現獎 Excellent Academic Achievement

學員如在個別科目成績優異，可按其科目成績/等級獲頒課程代用券用作繳付學費。

Students who have performed outstandingly in individual courses will be awarded course coupons for payment of tuition fee.

學生發展與活動

Student Development and Student Activities

學生組織 Student Societies

Facebook : www.facebook.com/lipacestudentsocieties/



學生發展與活動

Student Development and Student Activities

學生大使計劃 Student Ambassadors Scheme(SA)



HAPPY TO SERVE 😊

學生發展與活動

Student Development and Student Activities

學生活動 Student Activities



And more 更多精彩活動



學生發展與活動

Student Development and Student Activities

交流計劃 Student Exchange Visits

Japan



Taiwan



Singapore



Sichuan



Radboud University



Mendel University in Brno



United Kingdom



LIPACE ECE
VIRTUAL EXCHANGE SERIES
STATION 3 - TAIWAN



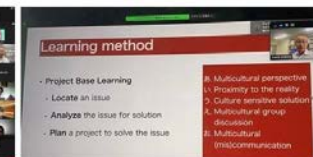
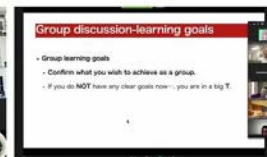
台灣大仁科技大學
幼兒STEAM教育短期研習課



Education – Virtual International Exchange (APU)



141 participants from 20+ countries attended the special lecture designed by Prof. Kondo (APU)



Cheung Yiu Hang (FHDJAP, Year 1)

"This cooperation with APU students has really benefited me a lot. After this study, I learnt a lot from APU and I am very happy to communicate with Japanese and foreigners. In addition, this cooperation allows me to have a deeper understanding of being a global citizen, which can help me in learning, setting goals and facing different challenges in the future. I look forward to having more opportunities to interact with Japanese students in the future."

mu

mu LiPACE

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

學生發展與活動 Student Development and Student Activities

其他學習體驗 Other Learning Experiences

主講單位: **HAPPY**

人生告白-遺書導讀工作坊
04 July 2022 (Mon)
12:00-14:00
葵興校園 K1108
活動查詢及報名
名額有限, 先報先得

內容:
遺書導讀、人生告白、自我瞭解
探討生死態度及價值觀 #感受生命的溫度

LinkedIn Learning

Recommended for people with your job title

VIDEO: Components of digital marketing
From course: Online Marketing

COURSE: Insights from an Online Marketer
By: Lorrie Thomas Ross

Cert Prep: Project Management Professional (PMP)®

Overview: Welcome (1m 25s), What you should know (2m 0s), Using additional exam prep materials (2m 47s), 1. Project Management Overview (Overview of the PMBOK® Guide, 3m 43s)

Supported by: **mu LIPACE** (香港都會大學李嘉誠專業進修學院), **LifeLife**, **eGPS**, **AAI**, **SOCIALCAREER**

From Stress to Strength: Inner Nurturing and Personal Growth Series 2022 (4)
培育內在力量及成長系列(四)

Fostering Resilience Through Human-Animal Relationships
如何透過人與動物的聯繫促進抗逆力的建立

Resilience is related to the capability to adapt positively despite adversity, stressors or trauma, and to bounce back from life challenges may help us become stronger and better. In this workshop, we will explore animal assisted interventions and how the human-animal bond is mutually beneficial that promotes resilience, strength and healing.

Speaker 講者:
Mr. Eddie LEE
* Founder, Hong Kong Institute of Animal Assisted Intervention
* Certified Animal Assisted Intervention Specialist
* Pet Placement Interviewing Dog Intervention Specialist (PIS)
* Pet Loss and Bereavement Counsellor (PLB)

Workshop details will be announced later via the School website, Facebook pages, WeChat and posters.
For enquiries about the series, please contact the coordinator, Dr. Kathleen Chin (kathleen@hkmu.edu.hk)

免費全免, 歡迎任何人士參加!

Date 日期: 31 May 2022 (Tuesday)
Time 時間: 3:00pm-4:30pm (registration starts at 2:45pm)
Venue 場地: Zoom
Language 語言: Cantonese supplemented with English terms
廣東話輔以英文用語

Registration deadline 報名截止日期: 30 May 2022 (Monday) (4:00pm)

報名連結

2020/21年度網上日本文化活動特輯
日本文化之美

「細說日本都道府縣之最」
虛擬旅行與網上講座系列
Virtual Traveling and Online Lecture Series:
'Let's Connect: The Best of Japanese Prefectures!'

長崎縣編
日期: 2021年12月1日(三)
時間: 1:30pm-2:30pm
會場: Zoom (ID: 981 1409 7669)
特別講者: 掛川 尊行
日本國立學院大學
副學長 (國際交流)

活動連結

輔導及支援

Counselling Services and Support

個人成長及輔導服務 Personal Growth and Counselling

- 駐校輔導員 School-based counsellors

特殊需要學生支援服務 Support for Students with SEN

- 特別考試安排 Special Examinations Arrangement

其他服務 Other Support Services

- 儲物櫃租借 Locker Rental
- 義工服務 Volunteer Service
- 實習及就業服務 Internship & Jobs

領取學生證 及 港鐵學生乘車優惠計劃申請

Student Card Collection and Application for MTR Student Travel Scheme

港鐵學生乘車優惠計畫 MTR Student Travel Scheme

- ✓ 任何年齡在25歲或以下的全日制學生 Students who are aged 25 or below and are currently enrolled on a full-time programme
- ✓ 港鐵需約2-3星期處理申請，建議同學於9月30日前辦理相關手續 It takes about 2-3 weeks for the MTR to process the application, students are recommended to apply before 30 September

如您於2022年10月31日有效期屆滿時仍未延續八達通上的「學生身分」，則使用該個人八達通乘搭港鐵時，須繳付成人車資
If your "Student Status" expires on 31 October 2022 and is not Renewed, full adult fares will be deducted from your Personalised Octopus when you travel on the MTR

網上遞交申請

可透過港鐵流動應用程式或港鐵網站遞交申請
Apply the Scheme through MTR Mobile App or MTR Website



English Version
英文版本



Chinese Version
中文版本



Via MTR Mobile
透過 MTR Mobile

- ✓ 申請程式可參閱學員專區（全日制課程）內的申請教學及教學影片
For the application procedure, please refer to the communication kit with a tutorial video

領取學生證 Collection of Student Card

學生必須在領取學生證前完成網上入學問卷調查

Students **MUST** complete the Online Entry Survey before collection of Student Card

https://hkmu.qualtrics.com/jfe/form/SV_difl42TSrjRpgNw



地點 Venue:	<i>領取學生證詳情請留意教務處電郵通知有關安排 Please refer to the email from Registry for details.</i>
日期 Date:	
時間 Time:	

學生事務處地址及聯絡方法

How To Find Us



葵興校園 10樓 K1010-A室
Room K1010A, 10/F, Kwai Hing Campus (KHC)



lipace_sao@hkmu.edu.hk



3120-9988

Thank you

Language Course Exemption



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

Chinese/English courses – QF Level 3 & 4

1. Holders of any qualifications mentioned below:
 - (a) A locally accredited **sub-degree (at QF Level 4) or a post-secondary diploma** offer by a recognized university or higher education institute overseas, or
 - (b) A locally accredited **Bachelor's degree or above (at QF Level 5 or above) or a Bachelor's degree or above** offered by a recognized university overseas.

The qualification should be awarded by a university or institute where the medium of instruction and assessments of this qualification must be in English. This includes UK and colonies, US (mainland and territories), Canada, Australia, New Zealand, South Africa (must be in English speaking, not Afrikaans), Ireland and Singapore. Other English-medium universities in the British Commonwealth will be considered on a case-by-case basis.

Chinese/English courses – QF Level 3 & 4

2. Completion of a prior Chinese/English course at QF Level 3/4 or above

The course should be non-career specific.

(e.g. Business English courses and English courses for Tourism will **not** be considered.)

English courses – QF Level 3 & 4

3. Holders of a **public examination qualification** from a recognized examination body

	QF Level 3 English for Communication I	QF Level 4 English for Communication II	QF Level 4 English for Communication III
HKDSE Level 3 or above	✓		
HKALE/GCE A-level Grade D or above	✓		
IELTS 6.0 or above overall and a minimum of 5.5 for each individual component	✓		
IELTS 6.5 or above overall and 6 in listening and speaking component	✓	✓	

English courses – QF Level 3 & 4

3. Holders of a **public examination qualification** from a recognized examination body (cont.)

	QF Level 3 English for Communication I	QF Level 4 English for Communication II	QF Level 4 English for Communication III
IELTS 6.5 or above overall and 6 in reading and writing component	✓		✓
TOEFL scored -60 (iBT)	✓		
TOEFL score -79 (iBT)	✓	✓	✓
TEFL/TESOL certification, Or CELTA holder	✓	✓	✓

The results of IELTS and TOEFL must not be more than 2 years from the date of the test or final examination to the date of commencement of study at LiPACE.

Documents required for exemption application



- Course Issues Application Form
- Qualification certificate awarded by a recognized university/institute/examination body; or
- Syllabus from a prior course providing information on learning outcomes, academic standard, coverage, duration and assessment criteria



Application deadline:

27 September 2022 (Tuesday)

Course Issues Application Form



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

Ref. No. _____

Course Issues Application Form

(For All LiPACE Programmes – Except Diploma Yi Jin / Overseas Degree)

Please return this form with the supporting documents (if any) to the Service Counter at Kwai Hing Campus. Payment could be made by EPS/Credit Card/UnionPay/crossed cheque payable to "Hong Kong Metropolitan University".

1. Personal Particulars

Name: Mr. / Ms. _____ (English) _____ (Chinese)

HKID / Passport No.: _____ Student No.: _____ Contact Phone No.: _____

Email: _____ Study Programme: _____

Correspondence Address: _____

If you would like to change your personal contact information in our student record, please tick "✓" as appropriate and complete the relevant information.

2. Item(s) of Application (Please tick "✓" as appropriate)

Your application will only be processed after the administrative fee is settled (which is non-refundable unless other specified, regardless of whether your application is approved or not).

	Item	Non-refundable* Administrative Fee	Remarks
<input type="checkbox"/> a)	Exemption: Individual courses in Certificate / Diploma / Associate Degree / Higher Diploma	\$470 per course	Please list and provide the copies of relevant documents in support of your application. Application must be made no later than 2 weeks after the commencement of a semester.



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

Head of Languages		
Ms. Sylvia SZE	swsze@hkmu.edu.hk	3588 7854
Effective Chinese Communication Skills 應用中文傳意技巧		
Mr. Gilman FUNG	phfung@hkmu.edu.hk	3588 7867
English for Communication I & II		
Ms. Melissa YEUNG	myleung@hkmu.edu.hk	3588 7861
English for Communication III		
Ms. Heidi CHENG	hcheng@hkmu.edu.hk	3588 7872

Textbook

English for Communication I



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

Textbook for “English for Communication I”

ENGLISH FILE

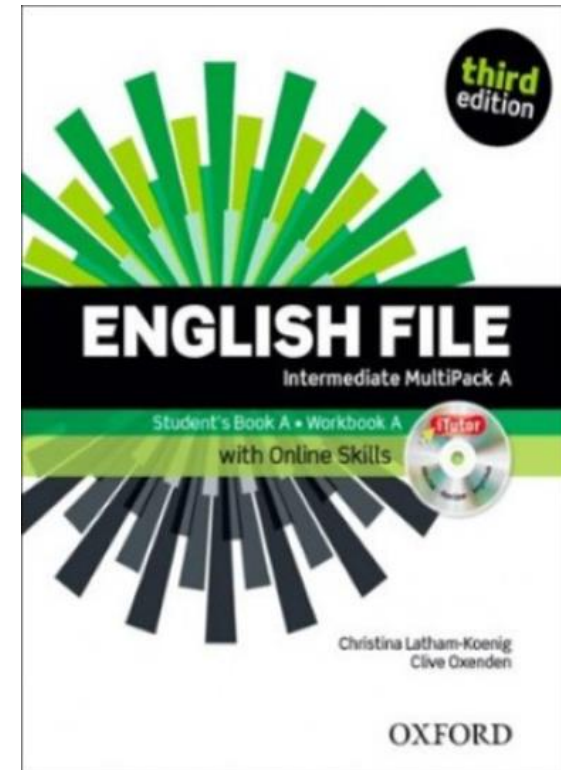
Intermediate MultiPack A

Student's Book A • Workbook A
Oxford University Press
ISBN 9780194909624

Original Price: \$392

Special Price for LiPACE students: **\$315**

MAN YUEN BOOK CO., 文苑書店
45 G/F, Parkes Street, Kowloon 九龍 佐敦 白加士街45號
(Jordan MTR Exit C2) 佐敦地鐵站C2出口
Tel: 2730 0594
11:00 - 20:30



Thank You!



3i Initiatives, English for Academic Articulation & Employability



Prepared by: Ms. Betty Li

• bmli@hkmu.edu.hk

• Tel & WhatsApp 31209948

nm | **LiPACE**

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

3i Initiatives

with One World Club

Monthly Cultural Events

- Inclusiveness
- Internationalisation-in-place
- Intercultural awareness (for businesses)





3i Initiatives with One World Club Monthly Cultural Events

Academic Articulation and Employability



English for Academic Articulation

- Academic Study Skills Learning Package + Workshops
- IELTS Preparation
- Preparation for further studies
 - Application process guidance
 - Including (Etiquette, CV/ Resume, Personal Statements, Interviews)





Academic Articulation and Employability

English for Employability

- TOEIC (Test of English for International Communication)
- Preparation for job hunting
 - Application process guidance
 - Including (Etiquette, CV/ Resume, Interviews)

3i Initiatives, English for Academic Articulation & Employability

Ms. Betty Li

bmli@hkmu.edu.hk

Tel & WhatsApp 31209948





3i Initiatives,
English for
Academic Articulation
&
Employability

Have a great start!



香港路德會社會服務處

Hong Kong Lutheran Social Service, LC-HKS

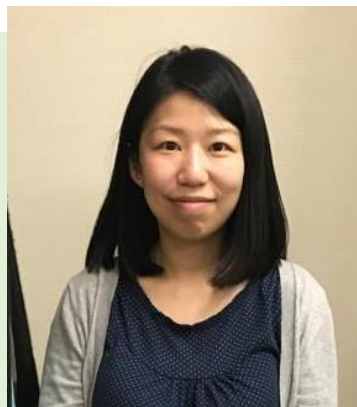
路德會專上學生全人發展服務

Objectives of Counselling Service 輔導服務目的

- To facilitate students' personal growth and their adaption to campus life
促進學生個人成長及對校園生活的適應
- To assist students to have a better understanding and a greater resilience in facing problems
協助學生有更好的自我認識及面對困難的心理韌性

Counsellors 輔導員

Ms. Chan Ka Wing
陳嘉穎姑娘
(Joyce)



- **MON, WED, FRI:**
Kwai Hing Campus (KHC)
星期一、三、五：葵興校園

Mr. Wong Yan Lung
黃人龍先生
(Alan)

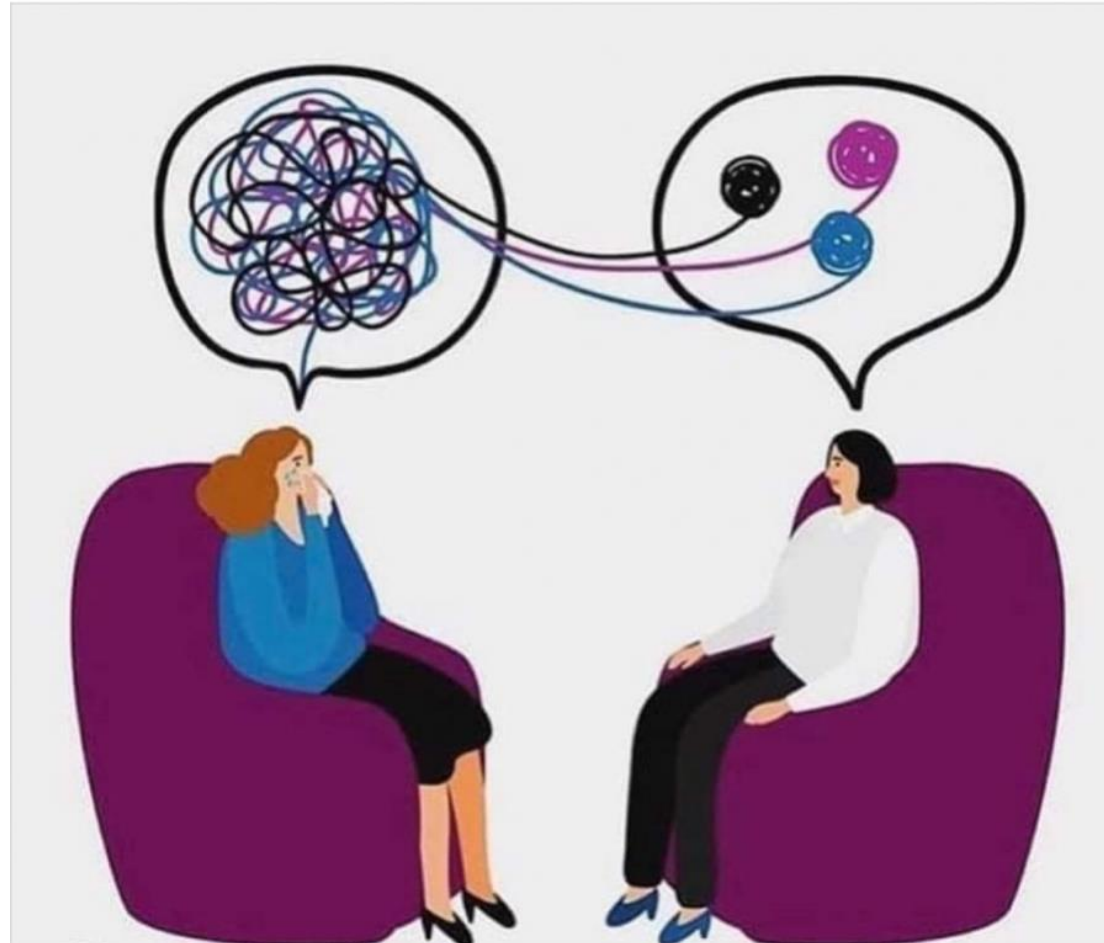


- **TUE, THU, :**
HKMU-CITA Campus (MCC)
星期二、四：荔景校園

Service Target 服務對象

- Students of full-time programmes
全日制課程學生

Individual Counselling 個別輔導



Individual Counseling 個別輔導

We hope to facilitate students' growth in the following aspects in the psychological counselling:

我們希望透過心理輔導促進同學在以下範疇的成長：

- Emotion management 情緒管理
- Adjustment to tertiary study 學習上的適應
- Interpersonal relationship 人際關係
- Dating issues 戀愛
- Family relationship 家庭關係
- Others 其他

Contact Us 聯絡我們

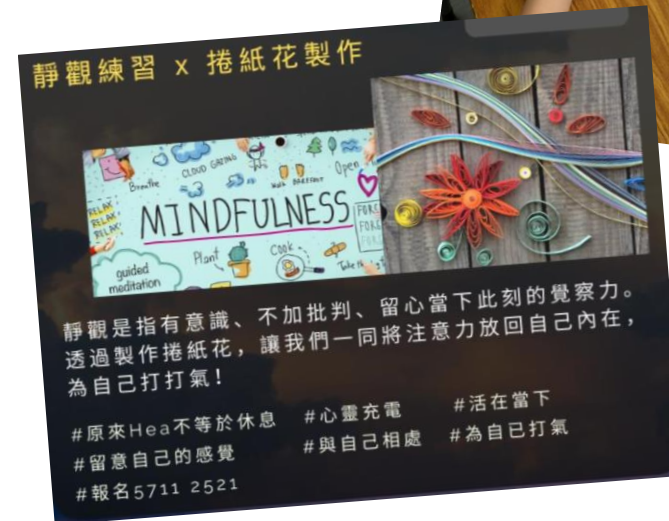
Appointment
with Counsellors:
約見輔導員:



	Kwai Hing Campus (KHC) 葵興校園	HKMU – CITA Campus (MCC) 荔景校園
Stationing Hours 駐校時間	Every Monday, Wednesday and Friday 9:30 a.m. to 5:30 p.m. 逢星期一、三、五 上午九時三十分至下午五時三十分	Every Tuesday and Thursday 9:30 a.m. to 5:30 p.m. 逢星期二、四 上午九時三十分至下午五時三十分
Counselling Room 輔導室	Room K0906 K0906室	Room 508 508室
Tel. no. 聯絡電話	3120-9770	3588-7982

Programs 活動

- Self Understanding 自我認識
- Interpersonal Communication 人際溝通
- Leadership Training 領袖訓練
- Community Participation 社區服務



Enjoy your campus life in LiPACE and
Feel free to contact us!



Appointment
with Counsellors
約見輔導員

