



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

Continuing & Professional Education Programmes 專業進修課程

Student Handbook
學生手冊

(As of 9 April 2024)

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中文版本見於第 21-37 頁

1. Introduction

- a. This Handbook is intended to provide you with useful information and guidance relating to your study at LiPACE in a direct and expeditious way.
- b. In addition to the information provided in this Handbook, you may also obtain information on the School's website at www.hkmu.edu.hk/lipace/ftp and by contacting the programme team by phone or via email at: <https://www.hkmu.edu.hk/lipace/support-enquiries/contact-lipace/>.
- c. As a student of LiPACE, you are entitled to **Microsoft Office 365 (O365)** to access email messages on Mobile phones/devices, through which both the School and you can effectively communicate with each other. To keep abreast of the most-up-to-date information, you are strongly encouraged to access the School's website and check your email account at least on a daily basis.

Programme Information

2. Exemption Policy

- a. Exemption may be granted for individual courses if a student has successfully completed a course of **comparable content and standard at a recognized tertiary institution** or through a professional examination.
- b. Recognition of Prior Learning (RPL): Anyone with certificates of ‘Recognition of Prior Learning’ (RPL) under the Hong Kong Qualification Framework (HKQF) can apply for exemption of courses. Applicants have to take the initiative to submit relevant documents and there is always a limit set for course exemption. Be reminded that RPL qualifications are NOT applicable to all programmes and the School has the final authority to accept or reject any applications submitted.
- c. Application for exemption must be submitted with supporting evidence (e.g. copies of certificate of academic or professional qualification, syllabus, etc) no later than 14 calendar days after the course commencement. Late applications made after 2 weeks of the course commencement will not be accepted.
- d. Exemptions can only be granted up to **50% of QF credits / a maximum of 50% of the courses** in any circumstances. However, individual programme(s) may just allow less than 50% of exemptions.
- e. Applicants are required to fill in the “Course Issues Application Form” (FCS003) which is available from the School Office or website (www.hkmu.edu.hk/LIPACE/Forms/FCS003.pdf). A non-refundable administrative fee will be charged on applications for each individual course exemption. For the details for administrative fee of exemption, please refer to Table 1 on page 8 of this handbook.
- f. Where necessary, applicants may be required to take an oral, written or practical assessment in order to prove that they have achieved the required course standard before the approval is granted.

3. Maximum Period of Study

- a. For new intakes of programmes from September 2022, the maximum period of study of a student shall be the normative period of study (N) of his / her programme plus two years (N+2 years), e.g. 3 years for a part-time programme of which the normative period of study is one year or less than a year. This period shall include any periods of leave of absence, deferment and suspension of studies. A student must complete all graduation requirements of his / her programme within this maximum period of study.
- b. A student who fails to complete all graduation requirements of his / her programme within the maximum period of study shall be required to de-register from his / her programme of study.

4. Attendance

- a. Unless specified otherwise, students who apply for a **Certification of Attendance** must have attended at least 70% of classes. Applications can be made within one year of course completion by submitting a completed “Course Issues Application Form” (FCS003).
- b. Students who, without reasonable reasons (e.g. illness with medical proof), have failed to meet the attendance requirement of an enrolled course will not be allowed to attend the examination or pass the course or will be required to re-take the course.
- c. Application for permission to be absent should be made, in writing, to the Programme Leader not later than 7 calendar days after the absence and must be supported by relevant documents. Approval for absence will normally be considered only in exceptional cases. Under no circumstance will the actual attendance be affected by any leave application.
- d. For claiming reimbursement from the Continuing Education Fund (CEF), students need to meet the required attendance of at least 70% or such higher attendance requirement as prescribed for the course (whichever is higher).

5. Assessment

- a. For courses with examinations, students are required to adhere to the stipulated guidelines set for examinations. For details, please refer to “Student Guidelines on Examination” (*Appendix A*).
- b. All Results of assessment are subject to Programme Management Committees’ moderation and approval. Unless otherwise specified, the assessment of the courses in the Programme is graded according to the following scale:

<u>Mark</u>	<u>Grade</u>
80 – 100	A Excellent
70 – 79	B Very Good
60 – 69	C Good
50 – 59	D Pass
< 50	F Fail

- c. Zero mark will be given if a student is absent from the assessment without any valid reasons (e.g. medical grounds). In addition, penalty will be given to students who do not meet the deadline for assessment.
- d. Students who would like to defer their assessment with legitimate reasons need to send in their applications (using the “Course Issues Application Form” (FCS003)) with relevant administrative fee and relevant supporting documents within 7 calendar days after examination.
- e. For the purpose of quality assurance, it takes time to monitor the assessment marking and approve the assessment results. **Transcripts/course results** will generally be uploaded to the Student Portal within 8-12 weeks after examination. Students could view their academic record via the Student Portal. Those students who have provided

their mobile phone number to the School will be notified by SMS after the results are released on the Student Portal.

- f. At the discretion of the Programme Management Committee (PMC), students who fail marginally in a course may be granted one opportunity to redeem the failure by making an application for reassessment to the LiPACE Dean. Students who get an “R” grade in a course’s assessment need to be reassessed. They are required to apply for reassessment by submitting a completed “Course Issues Application Form” (FCS003) to us with relevant administrative fee **within 14 calendar days** of the results announcement. The highest overall grade obtained in re-assessment will be capped at Grade “C”. Students who are not granted the reassessment opportunity or who fail in the reassessment must retake the course if they want to complete the programme.
- g. Students who would like to **appeal against their results** should make their applications (using the “Course Issues Application Form” (FCS003)), together with a non-refundable administrative fee, **within 14 calendar days of the results announcement**. Applications will be submitted to the Programme Management Committee for review and students will be notified of the decision **within 1 month of the date of the application**.

6. Award

- a. When the award is ready, students will receive SMS notification from LiPACE. For security reasons, students are requested to collect their awards in person at the Kwai Hing Campus (11/F, Tower 2, Kowloon Commerce Centre, 51-53 Kwai Cheong Road, Kwai Chung, N.T.) upon presentation of their HKID Card. Alternatively, students may authorize a representative with a signed authorization letter (*Appendix B*) (which should indicate the names and HKID Card numbers of both the student concerned and the representative) to collect the awards. The representative needs to present his/her own HKID Card, and copies of the student’s HKID Card and Student Card for collecting the award.
- b. Students are required to collect the award by the stipulated deadline which is normally within one month of the date of notification. Any uncollected award certificates would be disposed of by the School after the deadline. Programme Certificate is a unique document. No duplicate copy will be issued. Graduates graduated within 7 years from when their application for re-placement of certificates is made, subject to the submission of police report/notarized statement/declaration administered by Commissioner for Oaths, can apply for a replacement certificate. The official documentary proof of the loss of the certificate must include the following information:
 - the applicant’s name and his/her HKID/personal ID number which has registered with the School; and
 - the lost certificate’s award title and the programme completion year; and
 - that the lost certificate is awarded by Hong Kong Metropolitan University Li Ka Shing School of Professional and Continuing Education.

The replacement certificate shall in general follow the current format of the award certificate and bear the signatures of the current School officers. The application for replacement of certificate shall only be processed after all the relevant documents and the application fee have been received. It normally takes 4 weeks to process.

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

- c. If a graduate of a programme repeats the same programme, the School will not issue the programme award again. However, an updated transcript, which lists out all previously completed courses in the programme, will be issued after the successful completion of the whole programme.
- d. A **weighted average mark (WAM)** will be calculated to determine each student's award classification (only applicable to Professional Diploma and Diploma programmes). The formula for the calculation of WAM is shown as follows:

$$\text{WAM} = \sum_{i=1}^n (\text{course weighting})_i \times (\text{course mark})_i$$

where n
= number of courses taken in the programme

- e. Unless otherwise specified, the Programme Award is classified as follows:

<u>WAM</u>	<u>Grade</u>
80 – 100	Distinction
70 – 79	Credit
50 – 69	Pass
< 50	Fail

7. Programme Management and Monitoring

- a. Programme management and monitoring will follow the standard policies, mechanisms and processes given in LiPACE's Quality Assurance Manual. LiPACE will continue to strengthen and diversify its programme provisions to embrace a wide portfolio of full-time and part-time programmes in different disciplines and at different levels to create value for learners at different stages of their learning needs.
- b. The programme is overseen by a Programme Management Committee (chaired by LiPACE's Dean or his nominee), with the day-to-day operation being managed by the Programme Leader.
- c. The School is honored to have invited the external parties to assist in the programme development and delivery.

8. Intake Schedule

- a. The class confirmation and cancellation are subject to School's decision. Due to unforeseeable circumstances, LiPACE reserves the right to make alterations about the intake schedule and timetables that are considered to be necessary without prior notice, though it will make every effort to minimize the inconvenience caused. Students are advised to notice the School's announcement and consult the Programme Leader as appropriate.

- b. If the programme has been determined to be terminated, a phasing out teaching plan will be provided for students to complete the programme.

9. Deferment of Study

- a. Students who intend not to register for any courses in an intake because of health or financial problems or other personal reasons with justifiable grounds but will subsequently continue their studies may apply for deferment of studies to maintain a valid enrollment status with the School.
- b. Students who resume study after deferment will be required to re-take any uncompleted courses. Partial completion of a course before deferment will not be recognized.
- c. The period of deferment taken will be included in the calculation of the student's Maximum Period of Study.
- d. A student who has been granted deferment of study shall not be entitled to the refund, in part or in full, of the tuition fees paid. Upon resumption of study at the approved time, the student can make use of the tuition fees paid for the deferred intake but shall be required to settle additional tuition fees, if any.

Financial Issues

10. Fee and Charges

- a. The programme fee is payable at the time of enrollment, in full or in instalments. Payment can be made by cheque (payable to “Hong Kong Metropolitan University”), EPS or Credit Card.
- b. The programme fee includes lectures, handouts, course assessments etc. but excludes the fees for textbooks, professional examinations, membership application (if any) and so on.
- c. The fee(s) is subject to annual review.
- d. Students who have financial difficulties and are unable to settle the programme fee should apply in writing for deferment at least 1 month before the payment deadline with supporting evidence. For the details of deferred payment application, please contact us.
- e. Except for unsuccessful enrollments and programme/course cancellation, the programme/course fee paid is not refundable. The Dean of LiPACE reserves the right to waive this condition under extreme circumstances.
- f. From time to time, students may make individual requests (such as application for transfer of class, deferment of study/assessment etc.) using the “Course Issues Application Form” (FCS003). A non-refundable administrative fee will be charged and payable at the time of submitting applications. For details, please refer to Table 1 below and the “Course Issues Application Form” (FCS003) on LiPACE website (www.hkmu.edu.hk/LIPACE/Forms/FCS003.pdf).

Table 1 (Please refer to the “Course Issues Application Form” (FCS003) for all items.)

Charge Items		Fee
Registration	Exemption	\$470 per course
	Programme/Course Fee Refund	\$250 per course
	Programme/Course Transfer	\$300 per course
	Deferment of Study	\$300 per course
	Student Card Issuance / Replacement	\$100
	Overdue payment charge	\$500
	Re-registration charge	\$500
	Certificate of Payment	\$100
Examination	Deferment of Examination	\$250 per course
	Re-assessment (<i>resit examination/redo continuous assessment</i>)	\$220 per course
	Appeal against Results	\$650 per course
Graduation/ Certificate of Study	Certification of Attendance	\$300 per course
	Certification of Achievement	\$300 per course
	Re-placement of Award Certificate (<i>please refer Programme Information item 5b for details before application submission</i>)	\$800 per copy
	Additional Official Transcript	\$100 per copy
	Testimonial	\$100 per copy
	Certified True Copy (Award Certificate & Transcript)	\$100 per document
University Retitling	Certification of University Retitling	\$100

11. Scholarship

- a. In recognition of students' academic accomplishments and also to promote continuous learning, LiPACE has set up scholarship and discount schemes for graduates.
- b. Graduates with distinction from the School's Professional Diploma/Diploma programmes will be awarded a scholarship of \$1,000. The scholarship will be given in the form of course coupons which can be used for enrollment on most of LiPACE's programmes and courses.

12. CEF and Financial Assistance

- a. LiPACE strives to set the programme fee at a reasonable level to provide affordable learning opportunities to most students. In addition, the School also makes proper arrangements to assist those with financial needs.
- b. Some programmes have been included in the “**reimbursable course list**” of the **Continuing Education Fund (CEF)**. To be eligible for reimbursement of tuition fees under CEF, students need to attend no less than 70% of the contactable hours of the course or such higher attendance requirement as prescribed for the course (whichever is higher), and attain the overall mark of either 50% or such higher percentage of assessment(s) as prescribed for the course (whichever is higher). For details, please refer to CEF hotline (3142-2277) or website (www.wfsfaa.gov.hk/cef).
- c. Students can also apply for the **Extended Non-means-tested Loan Scheme (ENLS)** administered by the HKSAR Government's Financial Assistance Schemes (SFO). For details, please refer to SFAA hotline (2150-6222) or website (www.wfsfaa.gov.hk/sfo).
- d. Starting from 1 April 2021 till the official launch of the new affinity card, eligible HKMU students who are existing principal cardholders of any BOC(HK) UnionPay credit cards can apply for the “Interest-free Tuition Installment Plan” (“IFTI Plan”), subject to specified terms and conditions, to facilitate their tuition payment. For any eligible HKMU student who would like to enjoy BOC(HK)'s offer of the IFTI Plan during the transition period but has not yet got a BOC(HK) UnionPay credit card, please visit BOC(HK) website at www.bochk.com/en/creditcard/details.html to apply for the credit card and contact BOC(HK) directly for any related enquiries.
- e. The School offers a 10% early-bird discount scheme for some courses to encourage and support students to continue their studies. For details, please refer to the “Discounts Policy and Financial Assistance” section on LiPACE's Prospectus or website (www.hkmu.edu.hk/lipace/admission/discount-policy-and-financial-assistance/discounts-policy/).
- f. According to the guidelines of the Continuing Education Fund, no discounts (including course coupons) other than the early-bird discount are allowed for CEF reimbursable programmes / courses.

General Information

13. Student Identification

- a. Upon successful enrollment on LiPACE's award-bearing programmes, students can apply for a student card. Students are requested to use their student cards in conjunction with their HKID cards as a means of student identification, particularly for class commencement, course materials distribution and access to class venues.
- b. Students who have lost or damaged their student cards should apply for a replacement card immediately by submitting the "Course Issues Application Form" (FCS003) and pay an administrative fee. For the details for administrative fee of student card replacement, please refer to Table 1 on page 8 of this handbook.

14. Student Conduct

- a. All students are expected to dress and behave properly in class and have good conduct in academic matters. For example, the following behaviour/activities are not permitted on LiPACE campuses:
 - eating and drinking in class;
 - using mobile phones in class;
 - using video recorders or cameras (including those embedded in mobile phones) in a classroom during classes, unless authorized by the instructor or academic staff member in charge of the class
 - 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;
 - smoking on campus or in specified area outside the School's campuses;
 - drinking intoxicating liquor on campus or in specified area outside the School's campuses;
 - conduct which unreasonably obstructs the teaching, learning, assessment, research, administrative or consultative activities of the University, its staff, or students;
 - refusal to comply with any instructions or orders given by authorized persons of HKMU and LiPACE prohibiting any misconduct;
 - downloading and viewing obscene pictures, and reading or distributing of obscene materials on campus;
 - the use of HKMU and LiPACE facilities without authorization or for purposes that are not connected with academic study or learning;
 - defamation of, assault on or battery against any student or employee of the School;
 - willful damage to or defacement of any property of the University or in any teaching venue used by the University for teaching and learning;
 - theft, fraud, misapplication of University funds or property of any kind;
 - betting and gambling;
 - sexual harassment;
 - abuse of or unauthorized use of the name of the University or the School that puts the name of the University/ School into disrepute;
 - harassment, discrimination, vilification or victimization involving issues of

- equal opportunities;
- a breach of personal data privacy; and
- engaging in and carrying out any illegal act.

Students who violate the class rules will be expelled from classes and subject to disciplinary actions.

- e. Students must pursue their studies with academic honesty. For assessment, students must present their own work, honestly report their own findings, and properly acknowledge the work which is not their own. Students who commit an act of academic dishonesty (e.g. plagiarism, collusion in assessment, etc.) would be given a mark of zero and liable to disciplinary actions.
- f. The School is arbitrate on misconduct matters which are stated but not limited, in any rules, regulations or policies made by HKMU or the School:
 - 1) the School's teacher, tutor or other staff member who suspects that a student has committed a disciplinary offence would report the matter to the class teacher/course coordinator/programme leader, who will issue a formal verbal warning upon the alleged offence and record the case in the Student Discipline Record; whereas three formal verbal warnings will lead to a written warning. Where the alleged offence is of a serious nature or involves aggravating factor, a written warning will be issued to the offending student of forthwith;
 - 2) a student ought to behave and stop the misconduct after being warned verbally or upon being served with a written warning;
 - 3) without prejudice to the issue of formal verbal warning and written warning, the School Disciplinary Committee shall convene a hearing in relation to allegations of a commission of a serious offence or repeated disciplinary offences;
 - 4) on conclusion of a hearing and upon the allegations being substantiated, the School Disciplinary Committee may impose any of the following sanctions or penalties, singly or in combination, as it may consider appropriate:
 - i) a requirement to make good any loss of or damage to the property or premises of the University or in the teaching venue used by the University upon demand, failing which clauses 12c(4)(ii) to (iv) shall automatically be in effect until the requirement is fully satisfied and / or discharged;
 - ii) suspension of privileges afforded to student;
 - iii) suspension from any ongoing courses or further registration in any courses offered by the School;
 - iv) suspension of the issue of certificates.

15. Student Learning Resources

- a. O365 is a free & permanent email and collaboration service to all students. It includes anywhere access to the mailbox service across the desktop, web and mobile devices, free storage, document sharing and editing, instant messaging, and video chat. The account carries a domain name "@live.hkmu.edu.hk" which bears a lifelong identity of HKMU. Students can access O365 at anytime and anywhere through the link: https://student.intranet.hkmu.edu.hk/hkmu_o365.
- b. LiPACE has set up a **Student Portal** on its website (www.hkmu.edu.hk/students) to provide students with the following services:

- Update personal particulars
- Enquire academic records and course final grades

Students may login the Student Portal by taking the following steps:

- Login to MyHKMU by typing username (s + first 7 digits of student number) and HKMU email password. (If you have not created your email password before, please go to “Services & Support > Single Password Management” to create your password.)
 - Click the link “Student Administration > LiPACE programmes” at the top left corner on the Student Portal front page.
 - Select “Personal Information” to view personal information and updated selected information OR
 - Select “Academic Report” to view your academic record.
- c. The School also sets up an **online learning platform** (elipace.hkmu.edu.hk/) to facilitate the communication and discussion in teaching and learning. Students are required to use the platform during their studies.

16. Student Communications and Feedback

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

17. Adverse Weather Arrangements

- a. If the Typhoon Signal No. 8 or above or the Black Rainstorm Warning Signal is still hoisted at the following time before class/examination commencement:
 - 6:30am: All classes/examinations before 2:00pm will be cancelled
 - 10:00am: All classes/examinations between 2:00-6:00pm will be cancelled
 - 2:00pm: All classes/examinations on that day will be cancelled
- b. If the Typhoon Signal No. 8 or above is hoisted during classes/examinations, all classes/examinations will be terminated. If the Black Rainstorm Warning Signal is hoisted during classes/examinations, those classes/examinations already in progress will continue.
- c. Subject to the availability of campuses and the transportation conditions, if the Typhoon Signal No. 8 or the Black Rainstorm Warning Signal is lowered before/at the following time:
 - 6:30am: All classes/examinations on that day will be held as scheduled
 - 10:00am: All classes/examinations between 2:00-6:00pm will be held as scheduled
 - 2:00pm: All classes/examinations at 6:00pm and after will be held as scheduled
- d. Students are advised to check the latest announcement on the School's website (www.hkmu.edu.hk/lipace).

18. Campus Access Policy

- a. The School reserves all rights to take further appropriate actions in case students cannot comply with the Campus Access Policy (e.g. to reject the entry of students concerned or to de-register the students concerned.).

Appendix A: Student Guidelines on Examination

1. Please arrive at the examination venue 15 minutes before the examination (including oral examination) starts. Candidates arriving late will not be given extra time. After the examination starts for 30 minutes, candidates will not be allowed to enter the examination room.

考生須提早 15 分鐘到達試場（包括口試），遲到考生將不獲補時。遲到超過 30 分鐘的考生，不准進入試場。

2. Except for stationery and authorized materials, candidates should put all personal belongings into their bags. Mobile phones and all electronic devices including smart watches should be placed on their bags under the seat. Mobile phones, smart watches and electronic devices should be switched off. Candidates should ensure that they do not carry any of the above-mentioned items when the examination is in progress. Otherwise, they might be disqualified from the examination and liable to disciplinary action.

除文具及指定的可使用物品，考生須把所有個人物品放入書包或背囊內，並把流動電話及所有電子儀器，包括智能手錶放在座位下方的袋上。流動電話、智能手錶及電子儀器必須完全關掉。考生須確保考試進行時，以上任何個人物品並未藏於衣袋內或身上，否則，他們會被取消該考試資格並受到紀律處分。

3. Candidates should bring their Hong Kong identity cards and student ID cards to the examination for identification. If the required documents do not correspond to the person sitting the examination, the candidate shall be liable to disciplinary action.

應考時考生須帶備香港身份證及學生證，如提供的文件與考生不符，考生將受到紀律處分。

4. Candidates should not leave the examination room during the first 30 minutes and the last 15 minutes of the examination. If, after the first 30 minutes and before the last 15 minutes of the examination, a candidate wishes to leave the examination room, he/she should raise his/her hand and get permission from the invigilator.

在開始考試後半小時內及考試結束前十五分鐘，任何考生都不可以離開試場。在其他時間，考生如想離開試場，請先舉手示意，並須經監考員允許方得離開試場。

5. For Listening Examination/Test: candidates will not be allowed to enter the examination venue when the listening part has started. Candidates can enter the exam room after the listening part has been finished. The listening part will not be marked if the candidate missed the listening examination due to late arrival.

如科目考試包含聆聽部份，監考員於考試開始後，將不准任何考生進入試場。遲到考生只能在試場外靜候，直至聆聽考試完結為止，方可進入試場。考生因遲到而錯過聆聽考試，其聆聽考試部份將不獲分數。

6. For Oral Examination/Test: After entering the examination room, candidates shall present their Student ID card, HKID card and any other required documents to the invigilator. After the examination, candidates should leave the examination preparation room immediately and avoid making contact with other students in the room.

口試安排：進入試場後，考生需向監考員出示學生證及香港身份證。考試結束後，考生應馬上離開試場並避免和其他考生交流。

7. Examination misconduct 考試的違規行為

7.1. Examination misconduct includes, but is not limited to, any of the following:

違反考試規例的行為包括但不限於：

- 7.1.1. Taking into the examination room, or possessing or consulting while in that room, any books, memoranda, notes, mobile devices, electronic storage device such as an electronic organizer, diary or electronic dictionary or any other similar materials, except such as may have been supplied by the invigilator or authorized materials;

除卻由監考員供應及指定的可使用物品外，考生把任何書籍、備忘、筆記、流動儀器、其他相類的資料或電子儀器（包括電子字典）帶進試場，於場內擁有或查閱這些物件；

- 7.1.2. Aiding or attempting to aid another candidate, or obtaining or attempting to obtain aid from another candidate/parties;

考生協助或意圖協助另一位考生，或向另一位考生／任何人士求助或意圖求助；

- 7.1.3. Obtaining or attempting to obtain aid unfairly from any officer of the School or any person as appointed by the School for the conduct of an examination or the assessment activities, either during the period of an examination or afterwards;

在考試期間或之後，考生向學院任何教職員，或學院委任負責處理考試或評核事宜的任何人士，不正當地求助，或意圖不正當地求助；

- 7.1.4. Consulting, or attempting to consult, any books, memoranda, notes, mobile phones, smart watches, electronic storage device such as an electronic organizer, diary or electronic dictionary or any other similar materials while temporarily outside the examination room during the period of an examination.

於考試進行中暫時離場，在試場外參閱或意圖參閱任何書籍、備忘、筆記、流動電話、智能手錶、其他相類的資料或使用電子儀器（包括電子字典）。

- 7.2. In serious cases of indiscipline, the invigilator shall have the power to discontinue the examination of the candidate involved and to expel him/her from the examination room if it is felt that such disciplinary action is essential.

倘有嚴重違反紀律的個案，監考員有權終止有關考生的考試；如有需要，監考員有權著令該考生離場。

- 7.3. Any incident in which misconduct is suspected will be reported in full by the invigilator including a written statement from the candidate taken at the end of the examination. If the misconduct involves the introduction of notes or other similar unauthorized materials, the documents concerned will be attached to the invigilator's report and forwarded to the School.

任何涉嫌違規的事件都會由監考員作詳實報告，其中包括一份於考試結束後向有關考生錄取的書面聲明。倘違規的個案涉及筆記或其他禁止帶進試場內的資料，有關文件會連同監考員的報告一起呈交給學院。

- 7.4. A candidate alleged to have committed misconduct under Notes to Students for Examination Arrangements 7.1 or to have failed to comply with any of the instructions governing the conduct of an examination specified by the School from time to time, shall be liable to proceedings by the School as specified in the “Policy Guidelines on Academic Regulations”.

倘考生被指稱違反考試規例（考生須知 7.1），或未能完全遵照學院為考試事宜所規定的任何細則，學院會根據「教務規例」處分。

8. A student who is absent from an examination without permission from the School concerned will not be granted another chance to take the examination. In case the absence is caused by serious illness with sick leave granted, the student or his/her agent should submit a relevant medical certificate (original) together with the completed form of “Course Issues Application Form” to the Registry Unit for consideration. Any late submission of an application or application without sufficient supporting documentation will NOT be processed. In order to be counted as relevant, the medical certificate has to relate to the date or period of the respective examination. The School will not consider any evidence relating to the illness of a student that is not substantiated by a medical certificate issued by a registered medical practitioner or registered Chinese medicine practitioner. The student will be fully responsible for arranging directly with his/her registered medical practitioner or registered Chinese medicine practitioner for any medical evidence. Neither the School nor staff members of the School will obtain the medical certificate on student's behalf. A student who has achieved a pass in the continuous assessment, if required, for the course and completed any compulsory or attendance requirements, and whose reason for absence is deemed by the School to be acceptable, may be exceptionally granted one attempt of deferred examination at a time and place as arranged by the School. Deferred students who are absent from the scheduled examinations will not be given alternative arrangements thereafter and a Fail grade will be automatically given. Students should however note that deferment of an examination is not applicable to resit examination(s) and further deferment of examination(s).

考生在未經學院批准的情況下缺席考試，將不獲另一次考試機會。然而，考生倘因嚴重的健康理由而獲給予病假及缺席，考生本人或其代理人可填寫「課程事項申請表」連同有關的醫生證明書（正本）交往教務處處理。該醫生證明書須證明考生在考試當天出現嚴重健康問題，方為有效。學院不會考慮任何並非由註冊醫生或註冊中醫所簽發的醫生證明書。考生須負責直接向其註冊醫生或註冊中醫索取醫生證明書，學院及其職員均不會代勞。考生如在有關科目的平時作業總分中已取得及格成績，及已完成規定的必修項目或出席要求，而其缺席考試的原因亦

獲學院接納，或可給予一次補考機會。補考將按學院的時間和地點進行。獲准延期考試的學生若在補考中缺席，將不獲另外的安排，而其科目成績將自動評為不及格。考生亦應留意，學院不接納延期重考及再次延期考試的申請。

- a) For Diploma of Applied Education: Student should submit “Course Issues Application Form (FFT008C)” within 5 calendar days after assessment.

應用教育文憑:學員須填寫「課程事項申請表」(FFT008C)並於評核當日5日內交往教務處處理。

- b) For Full-time Programmes (including part-time mirror HD programmes): Student should submit “Course Issues Application Form (FCS003)” within 5 calendar days after assessment.

全日制課程(包括兼讀制高級文憑):學員須填寫「課程事項申請表(FCS003)」並於評核當日5日內交往教務處處理。

- c) For Part-time Professional Programmes: Student should submit “Course Issues Application Form (FCS003)” and relevant administrative fees within 7 calendar days after assessment.

兼讀制專業課程:學員須填寫「課程事項申請表」(FCS003)及連同相關行政費用於評核當日7日內交往教務處處理。

9. Re-assessment 重新評核機會

Except in special circumstances (e.g. marks below a certain level or attendance below requirement), students who fail in a course may be granted one opportunity to redeem the failure. The School has the discretion to decide the reassessment arrangement and appropriate forms (e.g. supplementary examination). Details are as follows:

除特殊情况（例如分數低於某一水平或出席率不達標），個別科目不合格的同學或有一次重新評核機會，有關重新評核之安排及方式(如補考)一概由學院決定，同學不得異議。詳情如下：

- 9.1. Students who fail the examination of a regular course for the first time and obtain grade “R” are allowed to be re-assessed. Those with grade “F” are required to re-take the course.

如個別科目的第一次成績評核為不合格，並獲“R”等級的學員將可獲一次重新評核機會。惟獲“F”等級的學員則須重讀該科目；

- 9.2. Under no circumstances, re-assessment students who are absent from the scheduled examinations will not be given alternative arrangements thereafter and a Fail grade will be automatically given. Students should however note that deferment of an examination is not applicable to re-assessment.

重新評核將按學院的時間和地點進行。獲准重新評核的學生若在重新評核中缺席，將不獲另外的安排，而其科目成績將自動評為不及格。考生亦應留意，學院不接納延期重新評核的申請。

9.3. Grade of Re-assessment 重新評核之成績

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

重新評核之成績只能獲發「合格」及「不合格」。未能達標的重新評核學員必須重讀有關科目以完成整個課程。

- a) For Diploma of Applied Education: Grade of Re-assessment will be capped at Grade D.

應用教育文憑:通過重新評核的學員最高只能獲發「合格」(D 等) 成績。

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

全日制(包括兼讀制高級文憑)及兼讀制專業課程:通過重新評核的學員最高只能獲發「C 等」成績。

9.4. Reassessment Application 申請重新評核

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

所有獲准申請重新評核的學員須填妥「課程事項申請表」(FCS003)及連同每科相關行政費用於成績公布 7 日內(全日制課程(包括兼讀制高級文憑)) / 成績公布 14 日內(兼讀制專業課程)向教務處遞交申請。逾期申請將被視為自行放棄重新評核論,而成績將自動被評為「F」(不及格)。

10. Enquiries 查詢

Registry Unit (Examination and Timetabling)

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

Tel: 31209988

教務處(考試及課堂編排)

地址:新界葵涌葵昌路 51-53 號九龍貿易中心第 2 座 11 樓葵興校園

電話: 31209988

Appendix B: Letter of Authorization



推動職專教育 鼓勵終身學習
Advancing VPET and Lifelong Learning

LETTER OF AUTHORIZATION

I, _____ (Full English Name) _____ (Student No.),
authorize _____ (Full English Name) _____ (HKID No.) to collect the
following on my behalf:

Please tick on the appropriate box(es):

- *Professional Diploma / Diploma
(Programme Code: _____; Programme Title: _____)
- *Professional Certificate / Certificate
(Programme Code: _____; Programme Title: _____)
- *Certificate/Letter of Completion
(Course Code: _____; Course Title: _____)
- Certificate of Attendance
(Course Code: _____; Course Title: _____)
- Transcript
(Programme Code: _____; Programme Title: _____)
- Endorsed CEF Application Form
- Endorsed CEF Reimbursement Claim Form
- Letter of Payment
- Others, please specify:

** Delete where inappropriate*

- I attach a copy of HKID card for verification.

Signature: _____ Date: _____

LAA009-C20210907

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1. 簡介

- a. 本手冊旨在為在本院就讀的學員提供一站式資訊及指引。
- b. 如欲取得其他資料或協助，請致電本院熱線：3120-9988 或瀏覽本院網頁：www.hkmu.edu.hk/lipace。
- c. 本院所有學員均可使用**微軟辦公室 365(即 O365)**，透過 O365 電郵帳戶與本院保持緊密聯繫。為確保能獲得有關課程的最新資訊，學員請每天瀏覽本院網頁及查閱電郵。

課程資訊

2. 學科豁免

- a. 若學員曾於其他獲認可的專上院校成功修畢等同內容及程度的科目，或已通過相關的專業考試，可申請豁免修讀個別科目。
- b. 過往資歷認可：持有香港資歷架構相關「過往資歷認可 (RPL)」資格的學員，亦可申請豁免修讀部份科目。申請人需主動提交所有相關文件，學科豁免數目亦設有上限。過往資歷認可未必適用於所有課程。申請接納與否，本院擁有最終決定權。
- c. 豁免申請須連同相關證明文件（如學術或專業資格證書的副本、課程內容）於開課後 14 日內遞交。逾期申請恕不受理。
- d. 任何情況下，學科豁免的數目不得超過資歷學分的百分之五十／科目總數的百分之五十，但個別課程只容許少於百分之五十之學科豁免。
- e. 申請人須填妥「課程事項申請表」（FCS003），表格可於本院網頁下載 (www.hkmu.edu.hk/LIPACE/Forms/FCS003.pdf) 或向本院辦事處索取。學員須繳付行政費，無論申請成功與否，費用將不獲退還。費用詳情請參閱本手冊第 23 頁表一。
- f. 按情況，申請人或須參加口試、筆試或實際評估，以證明在申請獲批核前已達到相關學科要求的水平。

3. 修業期限

- a. 2022 年 9 月起新入學的課程，最長修業期限是指一般修讀年期 (N) 加兩年(N+2)。例如：一般修讀年期為少於一年，再加上兩年，最長修業期限是 3 年。學生必須在該課程的最長修業限期內完成所有畢業要求，最長修業限期包括所有延修期。
- b. 學生如未能在最長修業限期內完成所有畢業要求，會被終止在面授模式繼續修業。

4. 出席率

- a. 除特別註明外，申請「聽講證書」的學員的出席率必須達課堂總時數的七成或以上。申請者可於修畢該科目一年內申請該科的「聽講證書」，申請者必須填妥「課程事項申請表」（FCS003）後交回本院辦理。
- b. 若無合理原因（如患病）而出席率未能達標的學員，將不獲准參加考試或頒發合格成績，並須重讀有關科目。
- c. 缺課申請必須以書面形式連同有關證明文件於缺課 7 天內遞交課程主任。在一般情況下，只有特殊情況下的申請才獲批准。無論在任何情況下，缺課請假申請

並不會影響實際出席率的計算。同學的實際出席率會被記錄於學生記錄中。

- d. 申請持續進修基金發還款項的學員，出席率必須最少達到課程總上課時數的百分之七十或課程所規定的較高出席要求（以較高者為準）。

5. 課程評核

- a. 學員請於考試前仔細閱讀「考生須知」，詳情請參閱附錄A。
- b. 所有評核成績須經課程管理委員會審核及批准。除特別註明外，課程內各科的評分等級如下：

分數	等級
80 – 100	A 優等
70 – 79	B 良好
60 – 69	C 尚可
50 – 59	D 合格
< 50	F 不合格

- c. 如無合理原因（例如健康理由）而缺席評核的學員將被給予零分。此外，無法如期完成評核的學員成績上將受處罰。
- d. 學員如欲申請延期評核需要有合理理由，申請者必須填妥「課程事項申請表」（FCS003），連同申請行政費用和有關證明文件於考試後 7 個工作天內提交本院處理。費用詳情請參閱本手冊第 23 頁表一。
- e. 為確保課程質素，試卷的批改、監察及學員成績的審批過程均需時完成。**成績單／學科成績**一般會於考試後約 8-12 星期內上載到「學生入門網站」（MyHKMU-學生）系統。學員可於系統內查閱有關科目的評核成績。有提供手機號碼予本院的學員在成績公佈後將會收到 SMS 短訊通知。
- f. 本院的課程管理委員會可酌情給予個別科目不合格的學員一次重新評核的機會。學員如個別科目不合格且評核成績為「R」級，需要進行重新評核，必須在成績公佈後 **14 個工作天內**填妥「課程事項申請表」（FCS003）以書面申請再評核，並同時繳付行政費用。通過重新評核的學員最高只能獲發「C」等成績。學員如未能得到重新評核的機會或重新評核仍未能符合合格標準，則必須重讀該科目以完成整個課程。費用詳情請參閱本手冊第 23 頁表一。
- g. 申請**覆核成績**的學員必須填妥「課程事項申請表」（FCS003），並連同將不獲退還的行政費用，於**成績公佈後 14 個工作天內**交回本院。申請將由課程管理委員會覆核，學員將於由申請日起計一個月內收到回覆。費用詳情請參閱本手冊第 23 頁表一。

6. 學歷頒授

- a. 完成課程後，學員會收到學院的手機短訊通知，請攜帶身份證到本院葵興校園（新界葵涌葵昌路 51-53 號九龍貿易中心第 2 座 11 樓）領取證書。未能親身前往的學員，可書面授權他人代領。授權書（附錄 B）上須註明授權人和受托人的姓名和身份證號碼。除授權書外，受托人還需出示其本人的身份證，以及授權人的身份證和學生證副本。
- b. 學員需於收到手機短訊通知後一個月內領取證書，逾期未被領取的證書將被銷毀。畢業證書只頒發一次，並無副本。證書若遺失，畢業尚未超過 7 年的畢業生可申請補發畢業證書。申請人需一併提交列明以下資料的警方報失紀錄／公證書／法定宣誓聲明：
- 申請人姓名及其香港身份證／在大學所登記的個人證件號碼；及
 - 所遺失的畢業證書之學術資格名稱及畢業年份；及
 - 聲明所遺失的畢業證書為香港都會大學李嘉誠專業進修學院所頒發

有關申請將待所有文件及費用收妥後才處理。處理申請需時約 4 星期，學院將以電話短訊通知學員領取文件。

補發畢業證書並不適用於畢業超過 7 年或以上的畢業生。畢業生可申請學歷證明書以作畢業證明。

- c. 畢業學員若重複修讀已獲頒授證書／文憑之同一課程，本院不會再就同一課程頒授課程證書／文憑予學員，但學員在修畢該課程後可獲發更新的成績表，該成績表將詳列所有課程內曾修畢的科目。
- d. 畢業等級（只限專業文憑及文憑課程）將取決於學員的加權平均分（WAM）。加權平均分的計算方式如下：

$$WAM = \sum_{i=1}^n (\text{科目比重})_i \times (\text{科目分數})_i$$

n = 課程內的科目總數

- e. 除特別註明外，課程證書／文憑的等級如下：

<u>WAM</u>	<u>等級</u>
80 – 100	A 優異
70 – 79	B 良好
50 – 69	C 合格
< 50	F 不合格

7. 課程管理及監察

- a. 課程管理及監察將遵照本院課程質素保證手冊的統一政策、機制及程序。詳情見：www.hkmu.edu.hk/lipace/about-us/quality-assurance-in-lipace/。
- b. 本課程由課程管理委員會監察（由院長或其提名人擔任主席），並由課程主任統籌負責日常運作。
- c. 本院亦會邀請校外人士協助教學及課程發展。

8. 開課時間

- a. 本院有權取消科目。另外，本院保留權利，在特殊情況下修訂開課時間及課程時間表而毋須事先通知學員，但當盡量減少對學員所造成的不便。學員應多加留意本院的公佈，如有需要，可向課程主任查詢。
- b. 如本院決定結束課程，學院會開辦最後一輪的課程給尚未完成課程的同學報讀。

9. 延期修業

- a. 本院只有在非常特殊的情況並附有適當書面文件支持，方會考慮延期修業申請。本院可接納學生以下列理由申請延期修業：
 - 生病或患急症。
 - 家庭出現嚴重問題，或特別情況。
- b. 學員延期修業後需要重讀未完成的學科(包括：只完成部分課堂，或未遞交功課的學科)方可畢業。
- c. 任何已批准的延期修業將會計算在最長修業期限之內。
- d. 學員若延期修業，已支付的所有費用均不予退還，並會順延至下期學費。如學費有增加，學員需要支付差額。

財政事宜

10. 學費及雜費

- a. 課程的學費須於報讀時全額繳交或按本院所規定的期數繳交。學員可用支票(支票抬頭請寫「香港都會大學」、易辦事或信用卡付款。
- b. 課程費用涵蓋課堂講授、筆記及評核等，但不包括課本、專業考試及專業會員資格申請等費用。
- c. 學費會每年檢討調整。
- d. 學員若因經濟困難而未能如期繳付學費，必須於交費限期前一個月以書面方式申請延期並將相關證明文件一併交回本院處理。申請詳情請聯絡本院查詢。
- e. 除因未能成功報讀或報讀課程／科目取消外，所有學費概不退還。在特殊情況下，本院院長有權豁免此項條款。
- f. 學員可因應需要(如轉班、延期修業或考試)遞交「課程事項申請表」(FCS003)。學員須於申請時繳付行政費，無論申請成功與否，費用將不獲退還。有關詳情，請參見「課程事項申請表」(www.hkmu.edu.hk/LIPACE/Forms/FCS003.pdf)。

表一

收費事項	行政處理費	
註冊	學科豁免	每科\$470
	課程／科目退款	每科\$250
	轉課程/科目	每科\$300
	延期修業	每科\$300
	新發／補發學生證	\$100
	逾期繳費	\$500
	重新註冊	\$500
	付款證明書	\$100
考試	延期考試	每科\$250
	申請重考／再評核	每科\$220
	成績覆核	每科\$650
畢業／修業證明	聽講證明書	每張\$300
	修業證明書	每張\$300
	重發畢業證書	每張\$800
	額外學業成績表	每張\$100
	學歷證明書	每張\$100
	核證副本(畢業/修業證明)	每份\$100
大學重新命名	大學重新命名證明書	\$100

11. 獎學金

- a. 為獎勵傑出學員及鼓勵持續進修，本院為畢業生設有獎學金及課程折扣優惠。
- b. 本院專業文憑／文憑課程成績優異的畢業生將獲發獎學金港幣\$1,000。獎學金將以學券形式發放，以便學員再報讀本院課程或學科時使用。

12. 持續進修基金（CEF）及學費資助計劃

- a. 本院務求把學費定於合理可負擔水平，為更多學員提供學習機會。此外，本院樂意為有經濟困難的學員提供適當協助。
- b. 部分課程已被列入**持續進修基金（CEF）「可發還款項」**的名單。申請學員必須在課程整體評核中取得百分之五十或課程所規定的較高評核要求的百分比（以較高者為準）的成績，並出席不少於課程總上課時數的百分之七十或課程所規定的較高出席要求（以較高者為準），方可獲發還款項。有關詳情，請致電持續進修基金熱線（3142-2277）或瀏覽網頁（www.wfsfaa.gov.hk/cef）。
- c. 學員亦可申請香港特區政府在職家庭及學生資助辦事處（SFO）的**擴展的免入息審查貸款（ENLS）**。有關詳情，請致電學生資助辦事處熱線（2150-6222）或瀏覽網頁（www.wfsfaa.gov.hk/sfo）。
- d. 由 2021 年 4 月 1 日起至聯營信用卡新計劃正式推出這段過渡期內，合資格的都會大學學生可以中銀（香港）銀聯信用卡主卡持卡人之身份申請「免息分期付款計劃」（「IFTI 計劃」）以支付學費（有關申請受指定條款約束）。合資格都會大學學生如欲於過渡期內享用中銀（香港）提供的「免息分期付款計劃」，而尚未持有中銀（香港）銀聯信用卡，可以透過中銀（香港）網站 www.bochk.com/tc/creditcard/details.html 申請，並直接聯絡中銀（香港）查詢。
- e. 為鼓勵學員持續進修，本院部份課程設有預早報讀折扣優惠（10%）。有關詳情，請參閱本院《課程概覽》或網頁（www.hkmu.edu.hk/lipace/admission/discount-policy-and-financial-assistance/discounts-policy/）內「學費優惠及資助計劃」的章節。
- f. 依照持續進修基金指引，所有「持續進修基金可獲發還款項課程」只可提供預早報讀優惠，其他優惠（包括課程代用券）概不適用。

一般資料

13. 學員身份證明

- a. 報讀本院學歷課程的學員可獲發學生證。開課、領取教材及進入課室時，學員或需出示學生證及香港居民身份證，以資識別。
- b. 學生如遺失或損毀學生證，應填妥「課程事項申請表」(FCS003)，並連同行政費用交回本院辦理補領手續。費用詳情請參閱本手冊第 23 頁表一。

14. 學員操守

- a. 所有學員在課堂上均應穿戴整齊及謹言慎行，並秉持良好的學術操守。例如，學員不得在教學中心進行以下活動：
 - 在課室內飲食；
 - 上課時使用手提電話；
 - 上課期間在課室內使用攝錄機或照相機（包括有攝錄或照相功能的手提電話）；
 - 上課期間在課室內使用錄音機（包括有錄音功能的手提電話），除非已取得負責該課堂的講師或教員的許可；
 - 在學校範圍內及校門外指定範圍吸煙；
 - 在學校範圍內飲用酒精飲品；
 - 妨礙學校教職員或學生的教導、學習、評核、研究、行政或顧問工作；
 - 拒絕遵從大學及學院之授權人士就學員違反規例所發出的任何指令；
 - 在學校範圍內下載及瀏覽色情資訊、閱讀或派發猥褻物品；
 - 在沒有獲授權或非學術目的之情況下使用學校之設施；
 - 誹謗、襲擊或毆打同學或教職員；
 - 蓄意損壞或塗污校舍及課堂處所內的公物；
 - 盜竊、騙取或不當運用學校資金或任何財物；
 - 博彩及賭博；
 - 性騷擾；
 - 濫用或於未獲授權之情況下以學校名義做出有損校譽之事；
 - 任何違反平等機會條例之行為，如：騷擾、歧視、中傷及逼害；
 - 違反個人資料私隱條例；或
 - 任何違反法律條例之行為和活動。

違規學員將被罰停課，逐出課室，並可能面臨紀律處分。

- b. 學員修業時須秉持學術誠信。接受評核時，學員必須呈交自己的習作、如實報告研究成果，並恰當地標示引用的非原創內容。學員如有任何行為違反學術誠信（如抄襲、作弊），其課業將被評為零分，並可能面臨紀律處分。
- c. 本院有權依據香港都會大學及學院有關學生紀律之規則、條例及政策，向行為失當之學生採取紀律處分：

- 1) 如學生涉嫌有違反紀律，本院教師、導師或其他教職員會向其班主任／課程主任報告該涉嫌違規的行為。班主任／課程主任收到有關學生違反紀律的報告後可發出口頭告誡，並將告誡記錄在學生檔案內；三次口頭告誡等同一次書面警告。如學生違規為性質嚴重或涉嫌犯罪，違規學生將被即時發出書面警告；
- 2) 學生接到口頭告誡後，應盡力改善自身紀律；
- 3) 學院院長有權就嚴重違規或屢次違反紀律行為的事件向本院紀律委員會提出召開聆訊；
- 4) 如紀律委員會於有關聆訊中得出結論並確認相關指控屬實，可因應委員會的最終決定向該名違反紀律的學生同時施行以下單一或多項處分或罰則：
 - i) 要求該名學生即時賠償校舍內或其所佔用處所的財物損失，否則明文於第 12c(4)(ii)至(iv)段的有關罰則將自動生效，直至學生完滿履行要求為止；
 - ii) 暫令停止該學生行使所有學生權利；
 - iii) 暫令停止出席已選修課程或註冊任何新選修課程；及
 - iv) 暫令停止發出有關已完成的課程證書。

15. 學習資源

- a. O365 的是一個永久的電子郵件和協作服務，服務對象為本校所有學生。當中包括郵箱服務，免費儲存，文件共享和編輯，即時訊息及視頻聊天。帳戶的網域是“@live.hkmu.edu.hk”，持有本校的終身身份。學生可以在任何時候和任何地方通過訪問的 O365：https://student.intranet.hkmu.edu.hk/hkmu_o365。

- b. 本院的「學生入門網站」(MyHKMU-學生) (www.hkmu.edu.hk/students) 系統可為學員提供以下便捷服務：

- 更新個人資料
- 查閱評核成績和科目等級

學員可依下列次序登入「學生入門網站」(MyHKMU-學生)：

- 輸入用戶名稱 (s+ 學生證首 7 個數目字) 和私人密碼 (如仍未設定電郵密碼，請到「服務及支援 > 統一密碼管理」建立個人密碼。)
- 到首頁左上角的“Student Administration” 並開啟“LiPACE programmes”
- 選擇“Personal Information”查閱個人或已更新的資料
- 選擇“Academic Report”查閱評核成績

- c. 本院另設有網上學習平台 (elipace.hkmu.edu.hk/)，以便師生溝通及討論。學員於修讀期間須充份利用有關平台。

16. 學員聯繫及回應

- a. 本院十分重視與學員的有效溝通，希望藉此取得學員對教學及學習質素的意見。學員的回應有助於課程的持續改進及發展。
- b. 學員如對課程有任何意見或建議，可藉非正式渠道（如電話、電郵），或正式渠道（如在課程主任的觀課時間、會面及學科評估）提出。
- c. 若學員的意見屬投訴性質，除上述的渠道外，學員可以書面形式向本院的市務及傳訊處主管提出，該部門主管將作出公正的調查。本院盡可能於兩個工作天內聯絡非匿名申訴人，或於十個工作天內答覆申訴人有關調查結果。所有投訴內容及資料絕對保密。

17. 惡劣天氣安排

- a. 若在下列的上課或考試時間前，八號熱帶氣旋（或以上）或黑色暴雨警告信號仍然懸掛：
 - 上午六時三十分：下午二時正前的課堂及考試全部取消。
 - 上午十時正：下午二時正至六時正的課堂及考試全部取消。
 - 下午二時正：當天的課堂及考試全部取消。
- b. 如八號或上的熱帶氣旋於課堂或考試進行中懸掛，所有課堂或考試均會終止。如黑色暴雨警告信號於課堂或考試進行中生效，進行中的課堂或考試將如常舉行。
- c. 視乎交通及各教學中心使用情況而定，若八號熱帶氣旋或黑色暴雨警告信號於以下時間或之前除下：
 - 上午六時三十分：當天的課堂及考試一律如常舉行。
 - 上午十時正：下午二時正至六時正的課堂及考試一律如常舉行。
 - 下午二時正：下午六時正及以後的課堂及考試一律如常舉行。
- d. 敬請學員瀏覽本院網頁以取得最新資訊：www.hkmu.edu.hk/lipace。

18. 校園出入管制措施

- a. 如有學員不遵守校園出入管制措施，本院保留一齊權利作進一步行動(如：拒絕該學員進入校園或取消該學員學籍等。)

附錄 A: 考生須知

1. Please arrive at the examination venue 15 minutes before the examination (including oral examination) starts. Candidates arriving late will not be given extra time. After the examination starts for 30 minutes, candidates will not be allowed to enter the examination room.

同學須提早 15 分鐘到達試場（包括口試），遲到考生將不獲補時。遲到超過 30 分鐘的考生，不准進入試場。

2. Except for stationery and authorized materials, candidates should put all personal belongings into their bags. Mobile phones and all electronic devices including smart watches should be placed on their bags under the seat. Mobile phones, smart watches and electronic devices should be switched off. Candidates should ensure that they do not carry any of the above-mentioned items when the examination is in progress. Otherwise, they might be disqualified from the examination and liable to disciplinary action.

除文具及指定的可使用物品，考生須把所有個人物品放入書包或背囊內，並把流動電話及所有電子儀器，包括智能手錶放在座位下方的袋上。流動電話、智能手錶及電子儀器必須完全關掉。考生須確保考試進行時，以上任何個人物品並未藏於衣袋內或身上，否則，他們會被取消該考試資格並受到紀律處分。

3. Candidates should bring their Hong Kong identity cards and student ID cards to the examination for identification. If the required documents do not correspond to the person sitting the examination, the candidate shall be liable to disciplinary action.

應考時考生須帶備香港身份證及學生證，如提供的文件與考生不符，考生將受到紀律處分。

4. Candidates should not leave the examination room during the first 30 minutes and the last 15 minutes of the examination. If, after the first 30 minutes and before the last 15 minutes of the examination, a candidate wishes to leave the examination room, he/she should raise his/her hand and get permission from the invigilator.

在開始考試後半小時內及考試結束前十五分鐘，任何考生都不可以離開試場。在其他時間，考生如想離開試場，請先舉手示意，並須經監考員允許方得離開試場。

5. For Listening Examination/Test: candidates will not be allowed to enter the examination venue when the listening part has started. Candidates can enter the exam room after the listening part has been finished. The listening part will not be marked if the candidate missed the listening examination due to late arrival.

如科目考試包含聆聽部份，監考員於考試開始後，將不准任何考生進入試場。遲到考生只能在試場外靜候，直至聆聽考試完結為止，方可進入試場。考生因遲到而錯過聆聽考試，其聆聽考試部份將不獲分數。

6. For Oral Examination/Test: After entering the examination room, candidates shall present their Student ID card, HKID card and any other required documents to the invigilator. After the examination, candidates should leave the examination preparation room immediately and avoid making contact with other students in the room.

口試安排：進入試場後，考生需向監考員出示學生證及香港身份證。考試結束後，考生應馬上離開試場並避免和其他考生交流。

7. Examination misconduct 考試的違規行為

7.1. Examination misconduct includes, but is not limited to, any of the following:

違反考試規例的行為包括但不限於：

- 7.1.1. Taking into the examination room, or possessing or consulting while in that room, any books, memoranda, notes, mobile devices, electronic storage device such as an electronic organizer, diary or electronic dictionary or any other similar materials, except such as may have been supplied by the invigilator or authorized materials;

除卻由監考員供應及指定的可使用物品外，考生把任何書籍、備忘、筆記、流動儀器、其他相類的資料或電子儀器（包括電子字典）帶進試場，於場內擁有或查閱這些物件；

- 7.1.2. Aiding or attempting to aid another candidate, or obtaining or attempting to obtain aid from another candidate/parties;

考生協助或意圖協助另一位考生，或向另一位考生/任何人士求助或意圖求助；

- 7.1.3. Obtaining or attempting to obtain aid unfairly from any officer of the School or any person as appointed by the School for the conduct of an examination or the assessment activities, either during the period of an examination or afterwards;

在考試期間或之後，考生向學院任何教職員，或學院委任負責處理考試或評核事宜的任何人士，不正當地求助，或意圖不正當地求助；

- 7.1.4. Consulting, or attempting to consult, any books, memoranda, notes, mobile phones, smart watches, electronic storage device such as an electronic organizer, diary or electronic dictionary or any other similar materials while temporarily outside the examination room during the period of an examination.

於考試進行中暫時離場，在試場外參閱或意圖參閱任何書籍、備忘、筆記、流動電話、智能手錶、其他相類的資料或使用電子儀器（包括電子字典）。

- 7.2. In serious cases of indiscipline, the invigilator shall have the power to discontinue the examination of the candidate involved and to expel him/her from the examination room if it is felt that such disciplinary action is essential.

倘有嚴重違反紀律的個案，監考員有權終止有關考生的考試；如有需要，監考員有權著令該考生離場。

- 7.3. Any incident in which misconduct is suspected will be reported in full by the invigilator including a written statement from the candidate taken at the end of the examination. If the misconduct involves the introduction of notes or other similar unauthorized materials, the documents concerned will be attached to the invigilator's report and forwarded to the School.

任何涉嫌違規的事件都會由監考員作詳實報告，其中包括一份於考試結束後向有關考生錄取的書面聲明。倘違規的個案涉及筆記或其他禁止帶進試場內的資料，有關文件會連同監考員的報告一起呈交給學院。

- 7.4. A candidate alleged to have committed misconduct under Notes to Students for Examination Arrangements 7.1 or to have failed to comply with any of the instructions governing the conduct of an examination specified by the School from time to time, shall be liable to proceedings by the School as specified in the “Policy Guidelines on Academic Regulations”.

倘考生被指稱違反考試規例（考生須知 7.1），或未能完全遵照學院為考試事宜所規定的任何細則，學院會根據「教務規例」處分。

8. A student who is absent from an examination without permission from the School concerned will not be granted another chance to take the examination. In case the absence is caused by serious illness with sick leave granted, the student or his/her agent should submit a relevant medical certificate (original) together with the completed form of “Course Issues Application Form” to the Registry Unit for consideration. Any late submission of an application or application without sufficient supporting documentation will NOT be processed. In order to be counted as relevant, the medical certificate has to relate to the date or period of the respective examination. The School will not consider any evidence relating to the illness of a student that is not substantiated by a medical certificate issued by a registered medical practitioner or registered Chinese medicine practitioner. The student will be fully responsible for arranging directly with his/her registered medical practitioner or registered Chinese medicine practitioner for any medical evidence. Neither the School nor staff members of the School will obtain the medical certificate on student's behalf. A student who has achieved a pass in the continuous assessment, if required, for the course and completed any compulsory or attendance requirements, and whose reason for absence is deemed by the School to be acceptable, may be exceptionally granted one attempt of deferred examination at a time and place as arranged by the School. Deferred students who are absent from the scheduled examinations will not be given alternative arrangements thereafter and a Fail grade will be automatically given. Students should however note that deferment of an examination is not applicable to resit examination(s) and further deferment of examination(s).

考生在未經學院批准的情況下缺席考試，將不獲另一次考試機會。然而，考生倘因嚴重的健康理由而獲給予病假及缺席，考生本人或其代理人可填寫「課程事項申請表」連同有關的醫生證明書（正本）交往教務處處理。該醫生證明書須證明考生在考試當天出現嚴重健康問題，方為有效。學院不會考慮任何並非由註冊醫生或註冊中醫所簽發的醫生證明書。考生須負責直接向其註冊醫生或註冊中醫索取醫生證明書，學院及其職員均不會代勞。考生如在有關科目的平時作業總分中已取得及格成績，及已完成規定的必修項目或出席要求，而其缺席考試的原因亦

被學院接納，或可給予一次補考機會。補考將按學院的時間和地點進行。獲准延期考試的學生若在補考中缺席，將不獲另外的安排，而其科目成績將自動評為不及格。考生亦應留意，學院不接納延期重考及再次延期考試的申請。

- a) For Diploma of Applied Education: Student should submit “Course Issues Application Form (FFT008C)” within 5 calendar days after assessment.

應用教育文憑：學員須填寫「課程事項申請表」(FFT008C)並於評核當日5日內交往教務處處理。

- b) For Full-time Programmes (including part-time mirror HD programmes): Student should submit “Course Issues Application Form (FCS003)” within 5 calendar days after assessment.

全日制課程(包括兼讀制高級文憑):學員須填寫「課程事項申請表」(FCS003)並於評核當日5日內交往教務處處理。

- c) For Part-time Professional Programmes: Student should submit “Course Issues Application Form (FCS003)” and relevant administrative fees within 7 calendar days after assessment.

兼讀制專業課程：學員須填寫「課程事項申請表」(FCS003)及連同相關行政費用於評核當日7日內交往教務處處理。

9. Re-assessment 重新評核機會

Except in special circumstances (e.g. marks below a certain level or attendance below requirement), students who fail in a course may be granted one opportunity to redeem the failure. The School has the discretion to decide the reassessment arrangement and appropriate forms (e.g. supplementary examination). Details are as follows:

除特殊情況（例如分數低於某一水平或出席率不達標），個別科目不合格的同學或有一次重新評核機會，有關重新評核之安排及方式（如補考）一概由學院決定，同學不得異議。詳情如下：

- 9.1. Students who fail the examination of a regular course for the first time and obtain grade “R” are allowed to be re-assessed. Those with grade “F” are required to re-take the course.

如個別科目的第一次成績評核為不合格，並獲“R”等級的學員將可獲一次重新評核機會。惟獲“F”等級的學員則須重讀該科目；

- 9.2. Under no circumstances, re-assessment students who are absent from the scheduled examinations will not be given alternative arrangements thereafter and a Fail grade will be automatically given. Students should however note that deferment of an examination is not applicable to re-assessment.

重新評核將按學院的時間和地點進行。獲准重新評核的學生若在重新評核中缺席，將不獲另外的安排，而其科目成績將自動評為不及格。考生亦應留意，學院不接納延期重新評核的申請。

9.3. Grade of Re-assessment 重新評核之成績

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

重新評核之成績只能獲發「合格」及「不合格」。未能達標的重新評核學員必須重讀有關科目以完成整個課程。

- a) For Diploma of Applied Education: Grade of Re-assessment will be capped at Grade D.

應用教育文憑:通過重新評核的學員最高只能獲發「D」等成績。

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

全日制(包括兼讀制高級文憑)及兼讀制專業課程:通過重新評核的學員最高只能獲發“C等”成績。

9.4. Reassessment Application 申請重新評核

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

所有獲准申請重新評核的學員須填妥「課程事項申請表」(FCS003)及連同每科相關行政費用於成績公布7日內(全日制課程(包括兼讀制高級文憑)) / 成績公布14日內(兼讀制專業課程)向教務處遞交申請。逾期申請將被視為自行放棄重新評核論,而成績將自動被評為「F」(不及格)。

10. Enquiries 查詢

Registry Unit (Examination and Timetabling)

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

Tel : 31209988

教務處(考試及課堂編排)

地址:新界葵涌葵昌路 51-53 號九龍貿易中心第 2 座 11 樓葵興校園

電話:31209988

附錄 B：授權書



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

推動職專教育 鼓勵終身學習
Advancing VPET and Lifelong Learning

授權書

本人 _____ (姓名) _____ (學生編號) 授權
_____ (姓名) _____ (身份證號碼) 代為領取：

請在空格內加上√號

- * 專業文憑 / 文憑
(課程編號: _____; 課程名稱: _____)
- * 專業證書 / 證書
(課程編號: _____; 課程名稱: _____)
- * 修業證書 / 證明信
(科目編號: _____; 科目名稱: _____)
- 聽講證明書
(科目編號: _____; 科目名稱: _____)
- 學業成績表
(課程編號: _____; 課程名稱: _____)
- 獲學院蓋印證明的持續進修基金申請表
- 學費繳付證明書
- 其他, 請註明:

* 請刪去不適用者

- 本人已夾附身份證影印本以供核對。

簽名: _____ 日期: _____

LAA009C-A20100413

Advancing VPET and Lifelong Learning for All

推動職專教育 鼓勵終生學習

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

Kwai Hing Campus 葵興校園

8/F-11/F, Tower 2, Kowloon Commerce Centre, 51-53 Kwai Cheong Road, Kwai Chung, N.T. (Exit E, Kwai Hing MTR Station)

新界葵涌葵昌路 51-53 號九龍貿易中心第 2 座 8-11 樓 (葵興港鐵站 E 出口)

HKMU-CITA Campus 荔景校園

201-203, Lai King Hill Road, Kwai Chung (opposite to Exit A1, MTR Lai King Station)

新界葵涌荔景山路 201-203 號 (荔景港鐵站 A1 出口對面)

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