Gratia Christian College
宏恩基督教學院

Programme Handbook

for

Advanced Diploma in

Property & Facilities Management

2023/2024

Content

Section 1   Overview of the Institution

1.1   Overview of Gratia Christian College

1.1.1   The Advanced Diploma in Property and Facilities Management (ADPFM) Programme is offered by Gratia Christian College (GCC) (宏恩基督教學院) at 5 Wai Chi Street, Shek Kip Mei, Kowloon, Hong Kong (香港九龍石硤尾偉智街 5 號).

1.1.2   The legal entity of GCC, Gratia Christian College Limited, was registered under Companies Ordinance CAP 32 on 20 December 2013. GCC was granted the degree-awarding status for registration under the Post-secondary Colleges Ordinance and Regulations (CAP 320) as a private, independent, and non-profit Christian post-secondary college on 13 July 2015. The ultimate goal of the College is to become a private and independent Christian university in the future.

1.2   Vision, Mission and Values

1.2.1   The Vision of GCC is "To be a private independent Christian university that excels in liberal arts and professional education for developing servant leaders to serve the Chinese and global communities with competence and Christian love."

1.2.2   The Mission of GCC is to:

    a)   Inspire students to develop academically and spiritually, discover complementation between knowledge and faith, think critically with clarity, act professionally with integrity, and work in teams effectively with humility.

    b)   Provide professional development and life-long learning programmes for staff in partnership with educational, commercial, and religious organizations.

    c)   Engage the Church in inter-faith and inter-cultural dialogues for developing Christian approaches to current and future issues facing the Chinese and global communities.

1.2.3   GCC nurtures its students based on the "CHRIST" values:

"C	H	R	I	S	T"
COMMITMENT	HUMILITY	RESILIENCE	INTEGRITY	SERVICE	TEAMWORK

1.3   Desired Characteristics of GCC Graduates

1.3.1   It is desired that graduates of GCC:

    a)   be knowledgeable and professional;
    b)   learn independently and think critically;
    c)   strive for innovation;
    d)   integrate the "CHRIST" values and faith in whole person development;
    e)   develop self-confidence, social and interpersonal skills;

f)   be a valuable citizen of society with global perspectives; and

g)   apply the principles of servant leadership in life.

1.4   Servant Leadership

1.4.1   The concept of servant leadership is a core element found in GCC's vision. It is one of the graduates' desired characteristics so it is written as a programme objective for all the programmes at GCC. It is also a dominating feature of both the formal curriculum and co-curricular activities.

1.4.2   Adapted from "The Servant as Leader"[1]:

"The servant-leader is servant first… It begins with the natural feeling that one wants to serve, to serve first. Then conscious choice brings one to aspire to lead. That person is sharply different from one who is leader first…The best test, and the most difficult to administer, is this: Do those served grow as persons? Do they, while being served, become healthier, wiser, freer, more autonomous, more likely themselves to become servants? And, what is the effect on the least privileged in society? Will they benefit or at least not be further deprived?"

1.5   Programmes on offer

1.5.1   GCC offers four bachelor's degree, five higher diploma, one advanced diploma, one professional diploma and one diploma programmes. They are shown in the following table:

Year of Launch	Programme
2015	Bachelor of Business Administration (Honours) in Service Marketing and Management *Renamed as "Bachelor of Service Management (Honours)" with effect from 2020/21*
	Bachelor of Psychology (Honours)
	Bachelor of Social Work (Honours)
2017	Higher Diploma in Early Childhood Education
	Diploma in Pre-University Studies
2019	Higher Diploma in Transformative Business Management
	Higher Diploma in Psychology and Counselling
	Higher Diploma in Christian Ministry
2021	Bachelor of Christian Ministry (Honours)
2022	Higher Diploma in Social Work
	Bachelor of Social Work (Honours) Part-time Conversion Mode
	Professional Diploma in Property and Facilities Management
2024	Advanced Diploma in Property and Facilities Management

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[1] Greenleaf, R. K. (1991). *The servant as leader.* Indianapolis, IN: The Robert K. Greenleaf Center. [Originally published in 1970, by Robert K. Greenleaf]

Section 2 The Programme

2.1 General Programme Information

2.1.1   The table below gives a brief introduction of the ADPFM Programme.

General Information of the ADPFM Programme

Item	Description
1. Programme Title	Advanced Diploma in Property and Facilities Management Programme 物業及設施管理高等文憑課程
2. Qualification Title (exit award)	Advanced Diploma in Property and Facilities Management 物業及設施管理高等文憑
3. Award Granting Body	Gratia Christian College 宏恩基督教學院
4. QF Level	5
5. QR Registration No.	23/001125/L5
6. QF Credits	260
7. Mode of Study	Part-time
8. Programme Length	2 years (Part-time)
9. Primary Area of Study/Training	Business and Management
10. Sub Area of Study/Training	Property and Facilities Management
11. Hosting Department	School of Business with the support of the other Schools

Section 3   Programme Objectives and Learning Outcomes

3.1   Programme Objectives

3.1.1   The ADPFM Programme intends to provide students with a focus and practical learning experience in property and facilities management so as to enhance their professional development in the specific setting of property and facilities management environment. They will be nurtured through all teaching and learning activities with the attitude of a servant leader.

3.1.2   The Advanced Diploma in Property and Facilities Management Programme (ADPFM) aims to:

a)   Equip students with the knowledge and vocational skills of a Property Manager as specified by the Vocational Qualification Pathway (VQP) Level 5 of Property Management;

b)   Enable students to apply relevant knowledge, technical and management skills, and ethical judgement in property and facilities management; and

c)   Prepare students to pursue a managerial career in the property and facilities management industry.

3.2   Programme Intended Learning Outcomes (PILOs)

3.2.1   Upon successful completion of the Programme, students should be able to offer quality service to:

a)   Formulate, implement and review the management work related to environment, safety, maintenance and improvement of the building facilities. (制訂、執行與檢討建築物有關的環境、安全、維護和改善工程的管理工作)

b)   Coordinate the management work of various types of buildings and workplace facilities, including planning, implementation, evaluation, improvement of the management work and the provision of quality services to occupants and the community. (統籌各類建築物和工作場所設施的管理工作，包括策劃、執行、評估、改善業戶管理和提供優質服務給業戶及社區)

c)   Coordinate the human resources management work, including manpower planning, training, appraisal and development of staff. (統籌各類管理服務員工的人力規劃、評核、培訓和發展工作)

d)   Coordinate the financial and asset management work, including procurement and tendering. (統籌財務及資產管理工作，包括採購及招標)

e)   Acquire and apply the specialized knowledge of the law for property and facilities management, including the regulatory framework and legal system, contract management, legal ordinances, and licensing requirements. (掌握及應用物業及設施管理應用法律，包括監管架構及司法制度、合約處理、行業相關的法律及牌照要求)

Section 4 Programme Content and Structure

4.1 Features and uniqueness of the Programme

4.1.1 Given that the Vision of the College is to develop servant leaders with professional competence and Christian love, the ADPFM Programme is designed to realize the Vision by developing competent property and facilities management practitioners with College's vision.

4.1.2 The ADPFM Programme consists of nine vocational Specialized Courses. The ADPFM Programme is designed under the latest edition of the Specification of Competency Standards (SCS) Units of Competency (UoCs) of VQP specified by the Property Management Industry. The Specialized Courses are designed to equip students with the necessary attitudes, skills, and knowledge required for property and facilities management practitioners and to build a knowledge foundation for further studies.

4.1.3 The Programme is recognized from one of the professional property management institutions recognized by PMSA in Hong Kong, namely, Hong Kong Institute of Real Estate Administrators (HIREA). The ADPFM graduates with the required practical professional experience are eligible to apply for Associate membership (AHIREA) and Professional membership (MHIREA) of HIREA. In addition, the Programme is pitched at Qualifications Framework (QF) Level 5 and it is also recognized from the PMSA, the ADPFM graduates are fulfil the academic requirements for the PMP (Tier 1) licence.

4.2 Programme Structure

4.2.1 The ADPFM Programme curriculum and contents are designed to be fully in line with the SCS requirements of the Property Management Industry vocational qualification as well as the corresponding Generic Level Descriptors of the Qualifications Framework.

4.2.2 The ADPFM Programme aligns with the requirement of the VQP of Property Officer and PMSA's PMP (Tier 1) licence academic requirements such that property management programmes at a degree or equivalent qualification must have a minimum of 150 QF Credits at QF Level 5 or above and all SCS UoCs of Property Law in Practice should be included in the training programme. Therefore, the ADPFM programme is designed with a total of 260 QF credits and incorporates all four SCS UoCs of Property Law in Practice.

4.2.3 Table 4.1 shows the UoCs adopted in each course. Table 4.2 shows the list of courses in the Programme and the QF Credits, and Table 4.3 shows the proposed study plan for the Programme.

4.2.4 The ADPFM Programme curriculum incorporates 18 courses (totalling 260 QF credits) with 14 specialized courses and 4 general education courses involving 45 direct contact hours and 42 direct contact hours respectively. The study plan includes 3 semesters within 2 years of part-time study. Each semester consists of 15 teaching weeks and an examination week. A taught course normally consists of 3 contact hours per teaching

week plus a 3-hour examination and carries 15 QF credits and 12.6 QF credits for specialized courses and general education courses respectively based on these ratios:

a) 1:2 contact hours to self-study hours for lectures and continuous assessment; and
b) 1:4 contact hours to self-study hours for examination.

Table 4.1 List of Courses, QF Credits, UoC adopted

學科編號 Course Code	學科名稱 Course Name	資歷學分 QF Credits	能力單元 (學分值) UoC (QF Credits)
PFM501	進階物業環境管理 (保安實務及危機管理) Advanced Property Environment Management (Security Practice and Crisis Management)	15	110413L5 (6) 110419L5 (6) 110441L5 (3)
PFM502	進階物業環境管理 (環境安全及樹木管理) Advanced Property Environment Management (Environmental Safety and Tree Management)	15	110425L5 (6) 110431L5 (3) 110436L5 (6)
PFM503	進階物業維修保養及改善 Advanced Property Repair Maintenance and Improvement	15	110458L5 (6) 110463L5 (6) 110445L5 (3)
PFM504	進階業戶管理及社區服務 (業戶組織及常規會議) Advanced Property Management Services for Occupants and Community (Owners Organization and General Meetings)	15	110476L5 (6) 110485L5 (6) 110488L5 (3)
PFM505	進階業戶管理及社區服務 (優質服務及租務管理) Advanced Property Management Services for Occupants and Community (Quality Services and Tenancy Management)	15	110492L5 (6) 110508L5 (6) 110542L5 (3)
PFM506	進階業戶管理及社區服務 (活動管理及社區關係) Advanced Property Management Services for Occupants and Community (Event Management and Community Relations)	15	110498L5 (6) 110514L5 (6) 110548L5 (3)
PFM507	進階物業應用法律 (司法制度及合約管理) Advanced Property Legal Studies (Legal System and Contract Management)	15	110554L5 (6) 110557L5 (6) 110573L5 (3)
PFM508	進階物業應用法律 (行業法律及牌照規管) Advanced Property Legal Studies (Ordinances, Regulations, Licenses & Regulatory Authority)	15	110562L5 (6) 110564L5 (6) 110603L5 (3)
PFM509	進階物業設施管理 (會所及工商資產管理) Advanced Property Facilities Management (Club House and Commercial Assets Management)	15	110520L5 (6) 110524L5 (3) 110530L5 (6)

Table 4.1 List of Courses, QF Credits, UoC adopted

學科編號 Course Code	學科名稱 Course Name	資歷學分 QF Credits	能力單元 (學分值) UoC (QF Credits)
PFM510	進階物業設施管理 (外判合約及採購管理) Advanced Property Facilities Management (Outsourcing Contract and Procurement Management)	15	110450L5 (6) 110470L5 (6) 110537L5 (3)
PFM511	進階物業財務及資產管理 (財務監控及預算管理) Advanced Property Financial and Asset Management (Finance Control and Budget Management)	15	110569L5 (6) 110575L5 (6) 110586L5 (3)
PFM512	進階物業財務及資產管理 (招標評審及前期管理) Advanced Property Financial and Asset Management (Tender Assessment and Pre-Management Work)	15	110580L5 (6) 110503L5 (6) 110548L5 (3)
PFM513	進階物業人力資源管理 Advanced Property Human Resources Management	15	110590L5 (6) 110597L5 (6) 110603L5 (3)
PFM514	調解與物業及設施管理的當代發展及事宜 Mediation and Contemporary Development and Issues for Property and Facilities Management	15	不適用
HGE101	英文 I： 閱讀與寫作技巧 English I: Reading and Writing Skills	12.6	不適用
HGE102	英文 II： 綜合英語 English II: Integrated English	12.6	不適用
HGE105	實用中文寫作 Practical Chinese Writing	12.6	不適用
GEN1401	僕人領袖的生活 Lives of Servant Leaders	12.6	不適用
資歷學分總計 Total QF Credits		260	

Table 4.2 List of Courses, QF Credits, QF Levels

Course	Core	Contact Hours	Self-study Hours	Notional Learning Hours	QF Credits	QF Level
PFM501 進階物業環境管理 (保安實務及危機管理) Advanced Property Environment Management (Security Practice and Crisis Management)	✓	48	102	150	15	5
PFM502 進階物業環境管理 (環境安全及樹木管理) Advanced Property Environment Management (Environmental Safety and Tree Management)	✓	48	102	150	15	5
PFM503 進階物業維修保養及改善 Advanced Property Repair Maintenance and Improvement	✓	48	102	150	15	5
PFM504 進階業戶管理及社區服務 (業戶組織及常規會議) Advanced Property Management Services for Occupants and Community (Owners Organization and General Meetings)	✓	48	102	150	15	5
PFM505 進階業戶管理及社區服務 (優質服務及租務管理) Advanced Property Management Services for Occupants and Community (Quality Services and Tenancy Management)	✓	48	102	150	15	5
PFM506 進階業戶管理及社區服務 (活動管理及社區關係) Advanced Property Management Services for Occupants and Community (Event Management and Community Relations)	✓	48	102	150	15	5
PFM507 進階物業應用法律 (司法制度及合約管理) Advanced Property Legal Studies (Legal System and Contract Management)	✓	48	102	150	15	5
PFM508 進階物業應用法律 (行業法律及牌照規管) Advanced Property Legal Studies (Ordinances, Regulations, Licenses & Regulatory Authority)	✓	48	102	150	15	5
PFM509 進階物業設施管理 (會所及工商資產管理) Advanced Property Facilities Management (Club House and Commercial Assets Management)	✓	48	102	150	15	5

Table 4.2 List of Courses, QF Credits, QF Levels

Course	Core	Contact Hours	Self-study Hours	Notional Learning Hours	QF Credits	QF Level
PFM510 進階物業設施管理 (外判合約及採購管理) Advanced Property Facilities Management (Outsourcing Contract and Procurement Management)	✓	48	102	150	15	5
PFM511 進階物業財務及資產管理 (財務監控及預算管理) Advanced Property Financial and Asset Management (Finance Control and Budget Management)	✓	48	102	150	15	5
PFM512 進階物業財務及資產管理 (招標評審及前期管理) Advanced Property Financial and Asset Management (Tender Assessment and Pre-Management Work)	✓	48	102	150	15	5
PFM513 進階物業人力資源管理 Advanced Property Human Resources Management	✓	48	102	150	15	5
PFM514 調解與物業及設施管理的當代發展及事宜 Mediation and Contemporary Development and Issues for Property and Facilities Management	✓	48	102	150	15	5
HGE101 英文 I：閱讀與寫作技巧 English I: Reading and Writing Skills	✓	45	81	126	12.6	4
HGE102 英文 II：綜合英語 English II: Integrated English	✓	45	81	126	12.6	4
HGE105 實用中文寫作 Practical Chinese Writing	✓	45	81	126	12.6	4
GEN1401 僕人領袖的生活 Lives of Servant Leaders	✓	45	81	126	12.6	4
Total:		**852**	**1,752**	**2,604**	**260**	

<p align="center">**Table 4.3 Proposed Study Plan**</p>

Year1	Day 1	Day 2	Day 3
Sem. 1 (15 weeks)	PFM501 進階物業環境管理 (保安實務及危機管理) Advanced Property Environment Management (Security Practice and Crisis Management)	PFM504 進階業戶管理及社區服務 (業戶組織及常規會議) Advanced Property Management Services for Occupants and Community (Owners Organization and General Meetings)	HGE101 英文 I：閱讀與寫作技巧 English I: Reading and Writing Skills
Sem. 2 (15 weeks)	PFM502 進階物業環境管理 (環境安全及樹木管理) Advanced Property Environment Management (Environmental Safety and Tree Management)	PFM505 進階業戶管理及社區服務 (優質服務及租務管理) Advanced Property Management Services for Occupants and Community (Quality Services and Tenancy Management)	HGE102 英文 II：綜合英語 English II: Integrated English
Sem. 3 (15 weeks)	PFM503 進階物業維修保養及改善 Advanced Property Repair Maintenance and Improvement	PFM506 進階業戶管理及社區服務 (活動管理及社區關係) Advanced Property Management Services for Occupants and Community (Event Management and Community Relations)	HGE105 實用中文寫作 Practical Chinese Writing

Year 2	Day 1	Day 2	Day 3
Sem. 1 (15 weeks)	PFM507 進階物業應用法律 (司法制度及合約管理) Advanced Property Legal Studies (Legal System and Contract Management)	PFM509 進階物業設施管理 (會所及工商資產管理) Advanced Property Facilities Management (Club House and Commercial Assets Management)	PFM511 進階物業財務及資產管理 (財務監控及預算管理) Advanced Property Financial and Asset Management (Finance Control and Budget Management)
Sem. 2 (15 weeks)	PFM508 進階物業應用法律 (行業法律及牌照規管) Advanced Property Legal Studies (Ordinances, Regulations, Licenses & Regulatory Authority)	PFM510 進階物業設施管理 (外判合約及採購管理) Advanced Property Facilities Management (Outsourcing Contract and Procurement Management)	PFM512 進階物業財務及資產管理 (招標評審及前期管理) Advanced Property Financial and Asset Management (Tender Assessment and Pre-Management Work)
Sem. 3 (15 weeks)	PFM513 進階物業人力資源管理 Advanced Property Human Resources Management	PFM514 調解與物業及設施管理的當代發展及事宜 Mediation and Contemporary Development and Issues for Property and Facilities Management	GEN1401 僕人領袖的生活 Lives of Servant Leaders

Notes:
1. There are no pre-requisites for any of the courses and the table above shows a typical study plan of the proposed programme.
2. There will be 3 semesters of 16 weeks each in a programme year.
3. Each of the 14 specialized courses and 4 general education courses will span over 15 and 14 teaching weeks respectively and 1 examination week (3 weekly contact hours plus a 3-hour examination).
4. Three courses will be offered in each semester.
5. Each class will accommodate a maximum of 40 students and 3 classes will be run in parallel for an annual intake of 120.

Section 5 Teaching, Learning and Assessment

5.1 Attendance Requirement

5.1.1 Students are required to maintain at least an 80% attendance rate in all eighteen courses of the Programme held throughout three semesters.

5.1.2 For students whose attendance during the official contact hours of a course is less than 80%, their major assessment for that course will not be marked. Students who are absent for more than 30 minutes would be counted as absence.

5.2 Medium of Instruction Policy

5.2.1 The ADPFM Programme uses Chinese supplemented with English as the official medium of instruction.

5.3 Teaching and Learning Strategies

5.3.1 Alongside concepts and knowledge, an array of generic skills, discipline skills and personality traits has been identified as the major attributes acquired by property and facilities management professionals. Different strategies are employed in the Programme to help students develop these concepts, knowledge and skills during their course of study.

a) Lectures

Lectures are commonly used to provide a learning framework and to introduce the major concepts and essential background knowledge in a systematic way to students. The aims of lectures are to:

- define and explain key concepts of a subject matter;

- demonstrate how to identify and analyze an issue/problem; and

- indicate a pattern of further study in order to attain a certain depth of the knowledge and the subject area.

b) Tutorials

Tutorials serve the purpose of enhancing a deeper understanding of and further exploration into the concepts, theories and principles taught in lectures. They also aim to provide an opportunity for students to exchange ideas with other students and the lecturer. Students are encouraged to actively participate in the exploration of some given topics through presentation and group discussion. The aims of tutorials are to:

- enable students to apply a range of concepts and skills in addressing the subject matter;

- provide opportunities to students for exchanging ideas with classmates and the lecturer; and

- develop students' skills in discussion, presentation and independent thinking.

c) Group Discussions and Case Studies

Group discussions and case studies are frequently conducted in lectures and tutorials. Lecturers provide background information and facilitate the discussion to enhance mutual learning and stimulate exchange of views among students. The aims of group discussions and case studies are to:

- stimulate mutual learning among students;

- facilitate students to grasp concepts more easily with concrete examples cited in group discussions;

- examine, analyze and solve problems; and

- provide opportunities to students to practise the communication skills learned in lectures.

d) Educational Visits, Observation and Professional Seminars

Organisation visits, observation and professional seminars are arranged to broaden students' perspectives. The visits help students get a clearer picture and understanding of different management work settings in the property and facilities management industry. Sharing experiences with different parties involved in the property and facilities management industry also stimulate students' thinking. The aims of the educational visits, observation and professional seminars are to:

- provide students with direct and personal experience in understanding the real situation of service delivery in various settings in the property and facilities management industry;

- allow students to develop different perspectives in understanding the operations of property and facilities management industry; and

- encourage students to learn in a self-exploratory way to gain the experience of independent learning.

5.4 Academic Integrity

5.4.1 Academic integrity is the most essential quality of a student. To maintain a high academic standard at the College, students must observe intellectual honesty and refrain from committing academic misconduct. The mechanism governing academic integrity is set out in the following paragraphs.

5.4.2 Examples of academic misconduct which may be subject to possible disciplinary actions include but are not limited to the following cases of offence:

   a) copying from the examination script of other students;

   b) communicating with other students during the examination;

   c) using unauthorized materials or communication devices during the examination;

   d) having another person take an examination on one's behalf;

   e) passing off work done by another student as one's own work;

   f) submitting the same work for two different courses;

   g) copying source materials word by word without proper citation or acknowledgement;

   h) translating or paraphrasing source materials without acknowledgement;

   i) making up information or data;

   j) fabricating analyses or their results;

   k) changing data to arrive at desirable results of analyses; and

   l) selectively reporting the results of analyses, etc.

5.4.3 Among the various types of academic misconduct, plagiarism has been one of the major concerns in higher education. It is a student's responsibility to understand what constitutes plagiarism and avoid committing it. Students are educated on the following:

   a) Plagiarism involves deliberately using or incorporating the work of others, including printed and online resources, in one's own work without proper citation or acknowledgement, and subsequently submitting such work for academic credit or presentation.

   b) The use of others' work may include such practices as copying source materials word by word, paraphrasing or translation of source materials, citing other's work without proper citation or acknowledgement, etc.

   c) VeriGuide, a plagiarism detection service, is used to help detect plagiarism. Students are required to use the plagiarism detection software to conduct an originality check before submitting the assignment/project. They should print out the originality report and submit it together with the assignment/project.

5.4.4 The College sets out the following procedures for handling academic misconduct:

a) If a student engages in any academic misconduct as described above, academic staff concerned (e.g. Course Lecturer) should report to the relevant Programme Director and Head of School/Department.

b) The School/Department will investigate the case with the student concerned.

c) If the charge is established, the School/Department will report the case, in writing, to the Student Disciplinary Committee.

d) The Student Disciplinary Committee will review the case. If the student is proved to have engaged in any academic misconduct as described above, he or she may be subject to academic disciplinary action. Examples of such action, depending on the severity of the misconduct, may include:

- verbal warning;

- written reprimand;

- grade reduction, which might be a failing grade for a grave offence;

- probation;

- suspension or dismissal from the programme or the College; or

- revocation of the student's award of academic qualification.

e) The decision will be sent to the Registry. The Registry will then notify the student of the disciplinary action and is responsible for keeping the misconduct record of students and the disciplinary actions imposed.

5.4.5 An appeal system is in place that a student who is subject to disciplinary action may lodge an appeal against the decision made by the Student Disciplinary Committee to an Ad-hoc Appeals Committee, chaired by the President or nominee within two weeks following the formal notification of the disciplinary action. The decision of the Ad-hoc Appeals Committee shall be final.

5.5 Assessment Policies

5.5.1 Assessment guidelines set out by the College have been taken into account by the Programme Planning Committee in the development of courses in the ADPFM Programme.

5.5.2 Assessment is a major tool in determining the learning progress of students and serves a two-fold purpose:

a) A formative purpose, in which evidence is obtained about what students have learned and are able to express, and use their knowledge in tasks and assignments, as a guide to future teaching and learning; and

b) A summative purpose, in which at the end of a course, or at the end of the whole Programme, evidence can be obtained on where students are in their learning with regard to the objectives.

5.6 Assessment Strategies

5.6.1   For the ADPFM Programme, diverse course objectives involving the acquisition, understanding and application of theoretical and practical knowledge and skills require a variety of assessment methods. In general, the assessment for taught courses is a mixture of continuous assessment and final summative assessment.

5.6.2   Continuous assessment includes written assignments, individual or group projects, practical exercises, workshops, tests, quizzes, participation and presentations.

5.6.3   Tests, quizzes and formal examinations take a variety of forms, from conventional type short and long questions to computational type questions. The use of case studies or scenario type questions to test students' abilities in applying theoretical knowledge is also adopted in some courses.

5.6.4   With these various assessment strategies and formative assessment methods, students can receive prompt and effective feedback on their progress and ensure the achievement of the intended learning outcomes.

5.7 Assessment Scheme

5.7.1   A summary of the assessments in the Programme is provided in Table 5.1.

5.8 Assessment Smoothing Exercise

5.8.1   An assessment smoothing exercise is conducted each semester to spread out course assessments evenly throughout the semester and to smooth out students' workload. The Programme Committee coordinates with course lecturers to ensure that there are no more than 3 major assessments due in a week for students in a given programme.

Table 5.1 Assessment Scheme

Course Code	Course	Continuous / Formative Assessment				Summative Assessment	
		Method 1	%	Method 2	%	Method	%
Specialized Courses							
PFM501	進階物業環境管理 (保安實務及危機管理) Advanced Property Environment Management (Security Practice and Crisis Management)	Individual assignment	30	Group project presentation	20	Examination	50
PFM502	進階物業環境管理 (環境安全及樹木管理) Advanced Property Environment Management (Environmental Safety and Tree Management)	Individual assignment	30	Group project presentation	20	Examination	50
PFM503	進階物業維修保養及改善 Advanced Property Repair Maintenance and Improvement	Individual assignment	30	Group project presentation	20	Examination	50
PFM504	進階業戶管理及社區服務 (業戶組織及常規會議) Advanced Property Management Services for Occupants and Community (Owners Organization and General Meetings)	Individual assignment	30	Group project presentation	20	Examination	50
PFM505	進階業戶管理及社區服務 (優質服務及租務管理) Advanced Property Management Services for Occupants and Community (Quality Services and Tenancy Management)	Individual assignment	30	Group project presentation	20	Examination	50
PFM506	進階業戶管理及社區服務 (活動管理及社區關係) Advanced Property Management Services for Occupants and Community (Event Management and Community Relations)	Individual assignment	30	Group project presentation	20	Examination	50
PFM507	進階物業應用法律 (司法制度及合約管理) Advanced Property Legal Studies (Legal System and Contract Management)	Individual assignment	30	Group project presentation	20	Examination	50
PFM508	進階物業應用法律 (行業法律及牌照規管) Advanced Property Legal Studies (Ordinances, Regulations, Licenses & Regulatory Authority)	Individual assignment	30	Group project presentation	20	Examination	50
PFM509	進階物業設施管理 (會所及工商資產管理) Advanced Property Facilities Management (Club House and Commercial Assets Management)	Individual assignment	30	Group project presentation	20	Examination	50

Note: The assessments for each course total to 100%.

Table 5.1 Assessment Scheme

Course Code	Course	Continuous / Formative Assessment				Summative Assessment	
		Method 1	%	Method 2	%	Method	%
Specialized Courses							
PFM510	進階物業設施管理 (外判合約及採購管理) Advanced Property Facilities Management (Outsourcing Contract and Procurement Management)	Individual assignment	30	Group project presentation	20	Examination	50
PFM511	進階物業財務及資產管理 (財務監控及預算管理) Advanced Property Financial and Asset Management (Finance Control and Budget Management)	Individual assignment	30	Group project presentation	20	Examination	50
PFM512	進階物業財務及資產管理 (招標評審及前期管理) Advanced Property Financial and Asset Management (Tender Assessment and Pre-Management Work)	Individual assignment	30	Group project presentation	20	Examination	50
PFM513	進階物業人力資源管理 Advanced Property Human Resources Management	Individual assignment	30	Group project presentation	20	Examination	50
PFM514	調解與物業及設施管理的當代發展及事宜 Mediation and Contemporary Development and Issues for Property and Facilities Management	Individual assignment	25	Individual assignment	25	Group project presentation	50

Course Code	Course	Continuous / Formative Assessment								Summative Assessment	
		Method 1	%	Method 2	%	Method 3	%	Method 4	%	Method	%
General Education and Language Courses											
GEN1401	僕人領袖的生活 Lives of Servant Leaders	Biographical Object	20	Individual Project	20	Group presentation	20	N/A	-	Group Essay	40
HGE101	英文 I：閱讀與寫作技巧 English I: Reading and Writing Skills	Short Essay	20	Presentation / Oral Activities	20	Reading Portfolio	30	N/A	-	Examination	30
HGE102	英文 II：綜合英語 English II: Integrated English	Reading & Writing Portfolio	20	Short Essay	20	Oral Presentation (with Script and Visuals)	20	N/A	-	Examination	40
HGE105	實用中文寫作 Practical Chinese Writing	Written Assignment	15	Practical Writing	15	Theme Based Report	15	Test	15	Examination	40

Note: The assessments for each course total to 100%.

5.9   Grading System

5.9.1   As an outcome-based approach is implemented in the Programme, the course examiner assigns grades to students' assessment tasks/activities with reference to the relevant Course Intended Learning Outcomes. Letter grades are used to indicate a student's academic performance.   Marks corresponding to Grades and Grade Point are for reference only. Grades are awarded in accordance with the Grading System as shown in Table 5.2 below.

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Table 5.2 Grading System

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Grade	Marks	Grade Point	Broad Interpretation
A	85-100	4.00	Outstanding
A-	80-84	3.67	Outstanding
B+	75-79	3.33	Good
B	70-74	3.00	Good
B-	65-69	2.67	Good
C+	58-64	2.33	Satisfactory
C	52-57	2.00	Satisfactory
C-	46-51	1.67	Satisfactory
D	40-45	1.33	Marginal
F	0-39	0.00	Unsatisfactory

5.9.2   The generic Grade Descriptors to be adopted are as follows:

a)   Grade A and A-: (Outstanding) Very good achievement of the relevant course objectives. Demonstrates thorough understanding and interpretation of the topics and underlying theories. Shows very good application of the knowledge/theories learnt. Demonstrates a high level of critical thinking, as well as good use of analysis. Argument is coherent and logical. Shows some evidence of extending beyond what is taught. Makes reference to and good use of the literature. Good use of language and (if relevant) visuals.

b)   Grade B+, B and B-: (Good) Good achievement of the relevant course objectives. Demonstrates good understanding and interpretation of the topics and underlying theories. There is evidence of critical thinking and/or analytical ability. Shows good use of theory to develop arguments that are backed up with relevant examples or discussion. Shows familiarity with the literature. Well organised. Good use of language and (if relevant) visuals.

c) Grade C+, C and C-: (Satisfactory) Satisfactory achievement of the relevant course objectives. Demonstrates reasonable understanding of the topics and underlying theories. Presentation of ideas is logical. Shows evidence of applying theory to develop arguments. Arguments are reasonably well organised and communicate the main ideas. There is evidence of use of the literature. Satisfactory use of language and (if relevant) visuals.

d) Grade D: (Marginal) Marginal achievement of the relevant course objectives. Demonstrates marginally sufficient understanding of the topics and underlying theories to enable the student to progress. Demonstrates some ability to apply the knowledge gained to develop adequate arguments. The logic and organisation of what is presented are just acceptable. There is some familiarity with the literature. The language used is comprehensible and (if relevant) the visuals are adequate.

e) Grade F: (Unsatisfactory) Demonstrates inadequate understanding of the topics and underlying theories. There is little evidence of critical thinking. The material is poorly organised. There is little or no evidence of familiarity with the literature. The language used may not always be comprehensible and the visuals (if relevant) may be flawed.

5.10 Academic Regulations

5.10.1 Academic regulations for GCC's learning programmes have been drawn up to govern students' attendance, examination-sitting, suspension, transfer of programme, withdrawal, dismissal, re-admission, disciplinary action and appeals.

Section 6 Student Development Office

6.1 Student Development Office (SDO)

6.1.1   The SDO aims to assist students to develop into servant leaders with Christian love and the desired graduate characteristics in a unique college culture and environment. It provides academic, social, personal, practical and career-related support to students in their study journey. The Office not only helps students to enhance their personal growth, sense of well-being and generic skills, but also supports them to lead a meaningful and fulfilling life. Further information on the SDO can be obtained from:

a)   Office Website: www.gcc.edu.hk/sdo
b)   General Enquiries: 5804 4142 / sdo@gratia.edu.hk

6.2 Staff List

6.2.1   Enlisted in the following are staff serving the SDO:

Ms Winnie NG
Student Development Manager
Office: Room 301
Email: winnieng@gratia.edu.hk
Phone.: 5804 4142 (Ext. 403)

Ms Jess WONG
Counsellor
Office: Room 202
Email: jesswong@gratia.edu.hk
Phone.: 5804 4142 (Ext. 402)

Ms LO Sze Man
Counsellor
Office: Room 202
Email: szemanlo@gratia.edu.hk
Phone.: 5804 4142 (Ext. 402)

6.3 Scope of Work

6.3.1   Work of the SDO encompasses the following:

a)   Personal growth and counselling, e.g. personality and mental health workshops
b)   Pastoral care, e.g. mentoring and peer-tutoring schemes
c)   Spiritual education, e.g. college assembly, Christian fellowship
d)   Leadership and service learning, e.g. community and in-house services, student society, citizenship education
e)   Global learning, e.g. international work camp, student exchange, etc.
f)   Student welfare and support, e.g. scholarships and financial assistance
g)   Career guidance, e.g. individual career consultation, mock interviews, etc.
h)   Student survey, e.g. student opinion survey, graduate survey, etc.

6.4 Student Activity Room (Room 202)

6.4.1   Student Activity Room (Room 202) is managed by the SDO. It is designated as a resting and gathering point for all students. If students wish to take a break or chat with fellow schoolmates, Room 202 is the perfect place for them to spend their time. It is hoped that students will find the College a place for growing and bonding, as well as a second home for everyone.

Section 7   Scholarships and Bursary

7.1   Scholarships

7.1.1   <u>College Scholarship Scheme</u>

The College Scholarship Scheme is established to encourage and recognize students' accomplishment in academic and non-academic areas.   There are six categories of scholarship awards under the Scheme for the Programme, including:

a)   Best in Academic Performance
b)   Best in In-house Service
c)   Best in Community Service
d)   Gratia Scholarship

7.1.2   <u>Self-financing Post-Secondary Scholarship Scheme (SPSS)</u>

To promote the development of the self-financing post-secondary sector, the Self-financing Post-secondary Scholarship Scheme is set up under the Self-financing Post-secondary Education Fund to offer scholarships and awards to students pursuing full-time locally-accredited self-financing sub-degree or bachelor's degree (including top-up degree) programmes at non-profit-making education institutions.   There are five types of scholarships established under the Scheme, namely:

a)   Outstanding Performance Scholarship
b)   Best Progress Award
c)   Talent Development Scholarship
d)   Reaching Out Award
e)   Endeavour Scholarship

7.2   Bursary

7.2.1   <u>Financial Assistance Scheme</u>

GCC students can apply for the financial assistance schemes provided by the Working Family and Student Financial Assistance Agency (WFSFAA).

All eligible students must submit their applications through E-link.   The following schemes are available for students:

a)   Financial Assistance Scheme for Post-secondary Students (FASP)
b)   Non-means-tested Loan Scheme (NLSPS)
c)   Student Travel Subsidy (STS)
d)   Community Care Fund Enhanced Academic Expenses Grant

e) Community Care Fund Enhanced Academic Expenses Grant – for SEN students with financial needs
f) Scheme for subsidy on Exchange for Post-Secondary students (SSE)
g) Scheme for Subsidy on Exchange to "Belt and Road" Regions for Post-secondary Students (SSEBR)

7.2.2 <u>Student Emergency Fund</u>

The Student Emergency Fund (SEF) is offered by the College to provide financial assistance to students who are unable to meet immediate and essential expenses arising from temporary hardship due to emergency. The application period is open throughout the year.

7.2.3 <u>Continuing Education Fund (CEF)</u>

ADPFM programme is a reimbursable education programme still under the formal approval from Countinuing Education Fund Office (CEFO). If the ADPFM programme formally approved by CEFO, students are eligible to apply the CEF upon their successfully completion of the ADPFM programme with the attendance requirement of 80% and achieved 50/100 marks in all programme courses' assessments.

Section 8   Graduation Requirements and Attendance

8.1   Graduation Requirements

8.1.1   In order to be eligible to graduate from the ADPFM programme, students must fulfill all of the attendance requirements and have:

a)   completed and been assessed on all courses (260 QF credits);
b)   obtained an overall GPA of 2.0 or above across all courses in which they were assessed;
c)   obtained a passing mark of 50 out of 100 or above in each and all assessments of all Specialized Courses and a passing mark of 40 out of 100 or above in all General Education & Language Courses of the Programme.

8.2   Attendance

8.2.1   Students are requested to note and observe the following attendance regulations:

a)   Attendance rate should be at least 80% (for all courses).
b)   A student whose attendance during the official contact hours of a course is less than 80% is not permitted to take the end-of-course examination, their major assessment for that course will not be marked.
c)   Students will be deemed as absent in the following circumstances:
   •   unapproved absence;
   •   failing to attend the scheduled class within the first 30 minutes.

8.3   Grades and Grade Points

8.3.1   Letter grades are used to indicate a student's academic performance.   Grades are awarded in accordance with the Grading System as shown below.   The relationship between grades, marks, grade points and interpretation is set out in the table below:

Grade	Marks	Grade Point	Broad Interpretation
A	85-100	4.00	Outstanding
A-	80-84	3.67	Outstanding
B+	75-79	3.33	Good
B	70-74	3.00	Good
B-	65-69	2.67	Good
C+	58-64	2.33	Satisfactory
C	52-57	2.00	Satisfactory
C-	46-51	1.67	Satisfactory
D	40-45	1.33	Marginal
F	0-39	0.00	Unsatisfactory

Section 9   ITSO, Computer Laboratory and Library

9.1 Information Technology Services Office (ITSO) and Facility Management

9.1.1   The ITSO team's job is to create a favorable learning environment to support your learning. To do that, the services listed below are made available to you:

9.1.2   <u>Computing services</u>

- Campus Data Network (LAN and Wireless)
  - Data Link to the Internet
  - Network and Data Security
- User Profile and Data Storage
  - Electronic ID & Student Card
  - Safe and secure data storage
- Email, Printing, Scanning and Photocopying
- Learning Management Systems
  - Moodle
  - Room Booking
- Equipment loan (subject to availability)
  - Tablet computer
  - USB Charging cables
  - Power bank
  - Tripod

9.1.3   <u>Places for gathering</u>

Monday to Friday	9:00 am to 7:30 pm
Saturday	9:00 am to 12:30 pm

- Computer Common (Room G02)
  - The only computer room in which food is allowed;
  - A place for discussion, information searching and, perhaps, relaxing during your free time;
  - 32 thin clients computers for Windows based virtual desktop and MS Office software.
- Psychology Laboratory (Room 306)
  - An organised and yet cosy computer room for your distinct quest for knowledge;
  - 20 Windows OS based desktops computers installed with Adobe Creative Suite, STATA, ePrime, MPlus and etc.
- Practice Centre (405)
  - You can hear the sound of silence in this place which is ideal for workshop like role-play or one-on-one counselling;
  - On-demand video recording equipment is available for teaching purposes;

- ○ You need to make prior booking and be accompanied by a teaching staff.
- Lecture rooms (201, 203, 204, 205, 302, 303, 304, 305 and Glass Rooms in the Library)
  - ○ You may use them if they are NOT occupied;
  - ○ You are encouraged to make a booking in advance.

9.1.4   Other facilities

- Fresh water fountain (located in the patio on 2nd floor)
- Drinks and snacks vending machine
- Audio-visual equipment
- Video recording equipment
- Multi-function printers

9.1.5   Campus security and hygiene

They are safeguarded by the team of facility management under the management of ITSO. The following tasks are being carried out on a routine basis:
- Cleaning (e.g. food waste collection)
- Fire and security patrol
- Video surveillance in public areas
- Energy saving control

Most importantly, a considerate and reasonable attitude while enjoying the above facilities and services shall ensure you a wonderful study time with your classmates at GCC.

9.2   Library Resources, Services and Facilities

9.2.1   The College Library aims to support teaching and learning at GCC. Presently, the Library has in its collection eight databases with a total of over 448,000 e-book titles and 14,000 full-text journal titles, accessible to all staff and students through the Internet both on- and off-campus. The Library team can help students navigate resources and offer training in referencing skills and the use of referencing software. The team works closely with faculty members to maintain and develop the resources needed for courses and to provide assistance to students.

9.2.2   The course reserve provides resources for supporting teaching, learning and research. While information literacy is essential nowadays, the Library actively provides library in-class workshops for all students for enhancing their learning development. With Wi-Fi access and presentation hardware and software available, seminars and group discussion activities can take place in the Library. The information needs of College staff and students can also be met with the resources from friendly libraries, such as the City University of Hong Kong Library.

Section 10 Opening Hours

10.1 Campus Opening Hours

Monday – Friday	9:00 am – 10:00 pm*
Saturday	9:00 am – 12:30 pm
Sunday and Public Holiday	Closed

Campus will remain open when evening classes are scheduled.

10.2 Library Opening Hours

	Semester 1 & 2*	Semester Break*
Monday – Friday	9:15 am – 7:00 pm	9:15 am – 7:00 pm
Saturday	9:00 am – 12:00 noon	9:00 am – 12:00 noon
Sunday and Public Holiday	Closed	Closed

Special arrangements will be announced via Moodle.

10.3 Adverse Weather Arrangement for Typhoon and Rainstorm

10.3.1   When Tropical Cyclone Warning Signal No.3 or Red Rainstorm Warning is in force, all classes and examinations will continue to be held as scheduled, unless otherwise announced by GCC.

10.3.2   When the Hong Kong Observatory announces that Tropical Cyclone Warning Signal No.8 or above will be issued within the next 2 hours, special arrangement (in particular cancellation of classes) may be required based on the prevailing weather situation.

10.3.3   When Tropical Cyclone Warning Signal No.8 (or above) or the Black Rainstorm Warning is in force, the following arrangements shall apply:

Class Arrangements

For Morning Classes	Warning signal issued at or after 7:00 am	All morning classes (i.e. 9:00 am – 1:00 pm) will be cancelled
For Afternoon Classes	Warning signal cancelled before 11:00 am	All afternoon classes (i.e. 1:00 pm – 6:30 pm) will be held as scheduled
	Warning Signal in force at or after 11:00 am	All afternoon classes (i.e. 1:00 pm – 6:30 pm) will be cancelled
For Evening Classes	Warning signal cancelled before 4:00 pm	All evening classes commencing after 6:30 pm will be held as scheduled
	Warning Signal in force at or after 4:00 pm	All evening classes commencing after 6:30 pm will be cancelled

Section 11 Key Contact Numbers and Emails

Office	Telephone	Email
President's Office	5804 4149	presidentoffice@gratia.edu.hk
Finance Office	5804 4140 (Ext. 602/603)	financeoffice@gratia.edu.hk
Registry	5804 4143	registry@gratia.edu.hk
Student Development Office	5804 4142	sdo@gratia.edu.hk
Library	5804 4141	library@gratia.edu.hk
IT Services Office	5804 4148	itso@gratia.edu.hk
Facility Management Office	5804 4148	fmo@gratia.edu.hk

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