



GRATIA CHRISTIAN COLLEGE
2019-20

Student Handbook

Gratia Christian College

Student Handbook

Foreword

This Student Handbook provides basic information about Gratia Christian College (“GCC”/“College”) for those who are admitted to different programmes.

Every effort has been made to ensure that the information contained in this Handbook is correct at the time of printing, but students should note that the content is subject to changes in the course of the academic year.

This Student Handbook does not form part of a contract between the Student and the College.

Table of Contents

1. ABOUT THE COLLEGE.....	1
1.1 Introduction	1
1.2 Vision Statement.....	1
1.3 Mission Statements.....	1
1.4 Core Values.....	1
1.5 Desired Characteristics of GCC Graduates	2
2. ADMISSION AND REGISTRATION.....	3
2.1 Admission Requirements.....	3
2.2 Registration Procedures.....	3
2.3 Maximum Period of Registration	3
2.4 Credit Transfer	4
2.5 Add/Drop of Courses.....	4
2.6 Policy on Taking Additional Courses	4
2.7 Programme Transfer	4
3. ACADEMIC REGULATION.....	6
3.1 Attendance and Leave of Absence.....	6
3.2 Deferment of Study	6
3.3 Withdrawal of Study.....	7
3.4 De-registration.....	7
3.5 Discontinuation of Studies.....	7
3.6 Dismissal	8
3.7 Re-admission	8
3.8 Academic Honesty.....	8
3.9 Plagiarism.....	8

3.10 Procedures for Handling Academic Misconduct and Plagiarism	9
4. ASSESSMENT, EXAMINATION AND PROGRESSION	10
4.1 Assessment	10
4.2 Submission of Course Assessment	10
4.3 Tests and Examinations	10
4.4 Special Examination Arrangement	10
4.5 Grades and Grade Points	11
4.6 Grade Point Averages and the Monitoring of Student Performance.....	11
4.7 Regulations Concerning Attendance and Eligibility to Attend End-of-course Examinations.....	12
4.8 Assessment and Examination Results.....	12
4.9 Make-up Examinations.....	13
4.10 Supplementary Examination and Retake of Courses.....	13
4.11 Academic Probation.....	14
4.12 Appeals Associated with Assessment and Progression.....	14
5. GRADUATION AND AWARD CLASSIFICATION	15
5.1 Graduation Requirements	15
5.2 Award Classification.....	15
6. STUDENT FINANCE.....	16
6.1 Application Fee.....	16
6.2 Tuition Fee.....	16
6.3 Deferred Payment of Tuition Fee	16
6.4 Overdue Payment and Deregistration.....	16
6.5 Caution Money	17
6.6 Financial Assistance	17
7. CODE OF CONDUCT AND DISCIPLINARY ACTION.....	18

7.1 Code of Student Conduct.....	18
7.2 Disciplinary Action.....	18
7.3 Appeals against Disciplinary Action.....	19
8. STUDENT RECORDS	20
8.1 Student Identity Record.....	20
8.2 Transcript of Studies.....	20
8.3 Certification of True Copy.....	20
8.4 Graduation Certificate	20
8.5 Use and Access of Student Data.....	21
8.6 Change of Personal Data	21
9. ARRANGEMENTS DURING BAD WEATHER.....	22
<i>Appendix 1 Health and Safety Guidelines.....</i>	<i>24</i>
<i>Appendix 2 Assessment Policies</i>	<i>25</i>
<i>Appendix 3 Policy of Course / Unit Transfer and Exemption.....</i>	<i>27</i>

1. ABOUT THE COLLEGE

1.1 Introduction

Gratia Christian College is run according to biblical values and is an independent, private and non-profit-making institute.

1.2 Vision Statement

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.

1.3 Mission Statements

To fulfill the above Vision, GCC sets out its Mission Statements as follows:

- a) To 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) To provide professional development and life-long learning programmes for **staff** in partnership with educational, commercial, and religious organisations.
- c) To 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.

1.4 Core Values

The core values at GCC are defined according to Christian values that:

C	stands for	Commitment
H	-	Humility
R	-	Resilience
I	-	Integrity
S	-	Service
T	-	Teamwork

Apart from pursuing intellectual development, i.e. learn “To do”, students of GCC are nurtured “To be” a person with good character and a Christ-like inner self. They are expected to cherish the above biblical values to become a competent servant leader.

1.5 Desired Characteristics of GCC Graduates

It is desired that GCC graduates:

- 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 principle of servant leadership in life.

2. ADMISSION AND REGISTRATION

2.1 Admission Requirements

- a) The admission of a student to the College is based on suitability and other factors which individual Schools/Programmes consider relevant to the programme concerned. There should be no discrimination on the ground of sex, age, race, religion, ethnic origin or physical disability.
- b) The College will determine the entrance requirements and equivalent qualifications for individual programmes and admission procedures. Schools/Programmes should have autonomy in admitting their students as long as they fulfill the relevant entrance requirements.

2.2 Registration Procedures

- a) Registration includes payment of fees and enrolment of courses. An applicant who fails to pay the prescribed fees or register on the relevant specified dates is considered as having forgone his/her place offered by the College. A student is deemed to have been registered only after completion of the registration procedure for the term concerned. A student is required to pay the prescribed amount of tuition fee and all other relevant fees.
- b) Students must follow the registration procedures and any special instructions issued by the Registry. They should familiarize themselves with the College regulations and the curricular structure of programmes. They must pay particular attention to course and credit requirements, prerequisites for courses, normal study loads, and graduation requirements.

2.3 Maximum Period of Registration

- a) The maximum number of years that a student is permitted to study in GCC is set out in the table below.

Programme Type	Normal number of years for completion	Maximum number of years for completion
Degree	4	6
Degree (Year 3 entry)	2	4
Higher Diploma	2	4
Higher Diploma (Part-time mode)	3	6
Diploma	1	2

2.4 Credit Transfer

- a) Students who have undertaken previous study outside GCC which is relevant to his/her current programme may apply for credit transfer/course exemption if they wish to have these studies recognised for the current programme. Supporting documents such as official transcript and detailed course outline should be provided for consideration.
- b) Final approval of all applications will be subject to the approval of the respective Programme Committee. Students should note that all exempted courses do not count towards their GPA and have no bearing on the classification of awards.

2.5 Add/Drop of Courses

- a) Students are allowed to change their elective courses during the add/drop period (normally the first two weeks of each semester of studies). Announcement of details will be made by the Registry before the add/drop period. Students should complete and return the application form to the Registry for approval before the deadline.
- b) For adding of courses, decision of approval is subject to the feasibility of fitting the additional course into the student's timetable and the availability of places for the course. For fulltime students, it is subject to the condition that the number of courses taken by a student in a semester should not fall below four. Discretion may be exercised for special cases.

2.6 Policy on Taking Additional Courses

- a) In order to be eligible for the award of a qualification, students are required to obtain the designated number of credits by taking sufficient courses during their studies as one of the graduation criteria.
- b) Some students may consider taking more courses than normally scheduled in the study plan in order to complete their study earlier. The maximum number of courses that students can take in a semester is **seven**.

2.7 Programme Transfer

- a) Students who wish to apply for programme transfer should meet the stipulated requirements and consult the Programme Directors of the programmes concerned for advice and approval in advance.
- b) Students should note that different programmes may have different application requirements. They should check carefully before their application.

- c) A successful transfer of programme does not imply students can study a higher year of new programme than the original one. Decision will be made by the relevant Programme Director on a case-by-case basis.

3. ACADEMIC REGULATION

3.1 Attendance and Leave of Absence

- a) Students are expected to attend all scheduled contact sessions, to show courtesy to others and concern for their fellow classmates and lecturers by attending on time for all classes.
- b) Students should attend all College Assemblies. An attendance rate of less than 80% would result in a remark of “College Assembly: Not accomplished” put on the transcript upon graduation. Students who are absent more than 30 minutes would be counted as absent.
- c) Students will be deemed as absent in the following circumstances:
 - unapproved absence;
 - failing to attend the scheduled class within the first 30 minutes.
- d) A student who has been absent are required to submit leave application to Registry within **3 working days**. Late application will not be accepted.
- e) A student who has been absent from class/ required activities for any period shall be responsible for applying to the teaching staff concerned for permission to make up for any required work missed.
- f) In case of illness necessitating absence exceeding one week, a student shall apply in writing to obtain permission from the Registrar. Such an application shall be accompanied by a certificate signed or countersigned by a registered doctor and shall require the endorsement of School Head.
- g) A student who wishes to apply for a leave of absence exceeding one week for non-medical reasons shall obtain prior permission from the Registrar through written application. Such an application shall state the reasons for which leave of absence is sought and shall require the endorsement of School Head.

3.2 Deferment of Study

- a) Students may be permitted to defer their studies because of health issues, financial difficulties or other valid reasons.
- b) In counting the maximum period of registration, deferment due to ill health will be given special consideration.

- c) Upon expiration of the deferment period, students will be advised by the Registry to confirm the resumption of study, to settle tuition fee and complete the registration procedures. If students fail to report to the Registrar according to the schedule, they will be classified as having unofficially withdrawn from the programme.

3.3 Withdrawal of Study

- a) Students intending to leave GCC prior to graduation must apply for official withdrawal.
- b) To withdraw, students must complete the appropriate clearance procedures. Students must settle all procedures before an official withdrawal status is given by the Registry.

3.4 De-registration

- a) A student shall be considered to de-register from the College:
- if he has been absent for a continuous period exceeding 1 month without permission to take leave; or
 - if he has outstanding balances due (including tuition fees) unpaid for more than 1 month without permission.
- b) No official documents will be issued to such students, and they will not normally be re-admitted.

3.5 Discontinuation of Studies

- c) A student shall be required to discontinue his studies at the College:
- if his grade point average in a term is below 1.0; or
 - if his grade point average in a term is below 1.33 for two consecutive terms of attendance; or
 - if he fails in more than half of the units of courses taken in a term for two consecutive terms of attendance; or
 - if he fails to meet the graduation requirement within the maximum study period.

3.6 Dismissal

Students who are found to have committed a serious violation of the College's regulations or the Hong Kong Law will be subject to immediate dismissal by the College. They will not normally be considered for re-admission.

3.7 Re-admission

A student who has officially withdrawn can apply for re-admission to GCC but will have to compete with other applicants.

3.8 Academic Honesty

To maintain a high academic standard at the College, students must observe academic honesty and refrain from committing academic misconduct such as cheating, plagiarism, misrepresenting other's work, or fabricating information. Examples of specific academic misconduct include but are not limited to:

- 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;
- i) Making up information or data;
- j) Fabricating analyses or their results;
- k) Changing data to arrive at desirable results of analyses;
- l) Selectively reporting the results of analyses, etc.

3.9 Plagiarism

- a) "Plagiarism" is an act that comprises the following:

- 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 other's 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) The College takes plagiarism very seriously. Students are given sustained support in all courses on the need to think for themselves.
- d) Students are required to use plagiarism detection software acquired by the College for originality check before submitting the assignment/project. They should print out the originality report and submit it together with the assignment/project.

3.10 Procedures for Handling Academic Misconduct and Plagiarism

- a) If a student engages in any academic misconduct as described above, academic staff concerned (e.g. Course Lecturer) should report to the relevant Head of School.
- b) The School will investigate the case with the student concerned.
- c) If the charge is established, the School 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 grave offence;
 - probation;
 - suspension or dismissal from the programme or the College; or
 - revocation of the student's degree or certificate.
- 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.

4. ASSESSMENT, EXAMINATION AND PROGRESSION

4.1 Assessment

- a) Assessment in programmes normally comprises continuous assessment and final assessment. It will be competency-based and grade-related in nature. The various components of the continuous and final assessments are each given a weighting which is taken into account when determining the student's final grade for each course.
- b) Continuous and final assessments may take a variety of forms – essay, assignment, oral presentation, written project report, journal, portfolio, examination etc. Students' final grade will be based on all the various components of assessment in the course, duly weighted.

4.2 Submission of Course Assessment

Students should submit their course assessment on time. Under certain circumstances, students may unavoidably seek approval for late submission of a course assessment from the Department concerned. The School may approve the late submission of a course assessment when it is considered unavoidable but the assessment may be subject to mark deduction.

4.3 Tests and Examinations

- a) Students are required to attend all scheduled tests and examinations. Students who fail to sit for a test/examination without prior approval will result in course failure.
- b) Only students whose names are on the course enrolment record and whose attendance is satisfactory for a course will be permitted to sit for the end-of-course examination.
- c) Students will be considered to have failed a course if:
 - they fail to attain a minimum composite grade of 30% in the major assessment; or
 - they fail to attain a minimum composite grade of 40% for that course as a whole.

4.4 Special Examination Arrangement

- a) Students with special education needs due to physical, visual, oral and other learning disabilities; or who may have temporary disabilities due to illness or injury can request for special examination arrangement.
- b) The application should be submitted together with the up-to-date medical/assessment report issued by the Hospital Authority, Department of Health, Education Bureau or

registered medical practitioners (e.g. speech therapist, audiologist). The medical/assessment report submitted should prove the special needs of the students and state the special examination arrangements required by the students.

4.5 Grades and Grade Points

The relationship between grades, grade points and interpretation is set out in the table below:

Grade	Grade Point	Broad Interpretation
A	4.00	Outstanding
A-	3.67	
B+	3.33	Good
B	3.00	
B-	2.67	
C+	2.33	Satisfactory
C	2.00	
C-	1.67	
D	1.33	Marginal
Fail	0.00	Unsatisfactory

4.6 Grade Point Averages and the Monitoring of Student Performance

- a) The overall grade that students obtain for each course will be converted into a grade-point-average on the basis of the table above. A cumulative grade-point-average, derived from the Grade Points obtained by students in each completed course, will be kept by the Registry as they progress through the programme. The Registry will inform students of their overall Grade Point Average at the end of each semester after the examination period.
- b) Students' mentors will also be provided with a copy of the Grade Point Average information so that they can render appropriate study guidance and counselling to students. Where a student's cumulative Grade Point Average has fallen below 2.0 or 1.67,

the students will receive a Letter of Academic Warning or will be placed on Academic Probation respectively.

4.7 Regulations Concerning Attendance and Eligibility to Attend End-of-course Examinations

- a) Students are expected to attend all scheduled contact hours in the programme for which they have registered. Students should note that an absence means non-attendance at the scheduled session. Discretion will be allowed for non-attendance due to ill-health with a medical certificate.
- b) Students whose attendance of a course is less than 80% are not allowed to attend the end-of-course examination. For courses with no examination, their major assessment will not be marked.

4.8 Assessment and Examination Results

- a) Course assessment results, end-of-course examination results and final grades for courses will be announced when assignments, scripts and the like have been marked and graded and have passed through the appropriate procedures. Such results will remain provisional until final approval is given by the GCC Examinations Board.
- b) Students may request a review of the finalised course results determined by the GCC Examinations Board. They should lodge their appeal by completing an application form to the Registrar within 5 working days upon release of the finalised course results, with the reasons for the request clearly stated. Students are only allowed to appeal for a maximum of 3 courses in each semester. The Registrar will pass the request to the Appeals Committee which may decide to ask the Lecturer(s) and School(s) concerned to review the assessment in question or may choose to reject the request. The appeal results will normally be released to students in writing within 3 weeks from the closing date of appeal application.
- c) The overall Grade Point Average for the programme as a whole and the Classification awarded to each student will be announced in written form by the Registry when these have been approved by the GCC Examinations Board.
- d) Students will be provided with official transcripts of all their results by the Registrar when they leave the programme.

4.9 Make-up Examinations

- a) In normal circumstances, students who fail to sit for the end-of-course examination without prior approval will receive no grade for the whole course and will have to retake it in a later semester.
- b) Make-up examination may be arranged if:
 - students are hospitalised;
 - students have contacted a highly contagious disease (e.g. measles, chickenpox);
 - extraordinary conditions which are beyond students' control (e.g. death or serious illness of the students' immediate family members).
- c) Students should understand that make-up examination will not automatically be granted on request. They must complete and return the application form to the Registry together with supporting documents. Approval may be given by the Registrar with the endorsement from the Programme Directors concerned.
- d) For the approved application, a make-up examination will be arranged within two weeks after the end of the examination period. Individual lecturers could exercise their judgement if marks should be deducted from the make-up examination.

4.10 Supplementary Examination and Retake of Courses

- a) Students who have fulfilled the study conditions for a course and have completed the required assessment, but who have not obtained a Grade D or better, will be permitted to sit for a Supplementary Examination on the course held towards the end of the course of the Year in which they studied for it. The Supplementary Examination will cover as many of the objectives of the course as is practical. The maximum Grade that students can be awarded on a Supplementary Examination is Grade C+. Students will only be permitted to take a Supplementary Examination on a particular course once.
- b) Students who fail to obtain a Grade D in a course by the end of the Year in which they studied, and who require a Grade D in that course must retake the course.
- c) Students who wish to improve a grade on a course, so as to fulfill the conditions for obtaining an overall GPA of 2.0, will be required to retake the course(s) concerned in the subsequent semester. Details of application will be made by the Registry in each semester.
- d) Students should note that fees will be charged on the course to be retaken.

4.11 Academic Probation

- a) Students who scored ≤ 1.67 in their overall GPA at the end of each semester will be placed on “Academic Probation”.
- b) The academic performance of the students will be reviewed at the end of each semester during their “Academic Probation” period. The “Academic Probation” status will remain unchanged if their overall GPA stays at ≤ 1.67 in the next semester.
- c) However, their status will be amended if they fulfill any of the following requirements:
 - attaining an overall GPA 2.0, their “Academic Probation” status will be removed;
or
 - attaining an overall GPA between 1.67 and 2.0, their “Academic Probation” status will be changed to “Academic Warning”.
- d) Students’ Mentors will be informed by the Registry when the students are placed on “Academic Probation”. They are responsible for discussing the study plan with the students and advising them on the ways to improve their study.

4.12 Appeals Associated with Assessment and Progression

- a) Students who wish to object to a decision made by any Department or by the GCC Examinations Board or other Units concerning assessment can lodge an appeal by completing a form and submit it to the Appeals Committee within 5 working days upon the release of results. They must provide cogent reasons, and, where appropriate, evidence to justify their appeal.
- b) Students should note that appeal shall not necessarily result in an upgrade of assessment. If the appeal results in a change of grade, the HK\$500 appeal fee will be refunded to students.

5. GRADUATION AND AWARD CLASSIFICATION

5.1 Graduation Requirements

- a) All students must have fulfilled the graduation requirements stipulated by the College in order to be eligible for an award.
- b) Students should refer to the curricular structure of respective programmes for details of the graduation requirements.

5.2 Award Classification

A student who satisfies the conditions for graduation would be recommended by the School for the qualification with one of the following classifications:

For Degree Programmes

Classification	Overall GPA
First Class Honours	3.5
Second Class Honours - Upper Division	3.0
Second Class Honours – Lower Division	2.7
Third Class Honours	2.3
Pass	2.0

For Higher Diploma and Diploma Programmes

Classification	Overall GPA
Distinction	3.4
Credit	2.7
Pass	2.0

6. STUDENT FINANCE

6.1 Application Fee

A non-refundable application fee of HK\$100 for each programme is collected upon submission of application.

6.2 Tuition Fee

All fees are subject to annual review and GCC reserves the right to revise them from time to time. All fees are non-refundable and non-transferable unless otherwise stated.

6.3 Deferred Payment of Tuition Fee

- a) If students have any financial difficulties in settling the tuition fee before the due date, they are required to seek prior written approval from the Bursar for deferred payment. They must contact the Finance Office by sending a filled application form to studentfee@gratia.edu.hk at least 2 weeks before the payment due date. Applications will be considered on a case-by-case basis. No late application will be accepted.
- b) The first-year enrolled students are required to pay a deposit and settle the tuition fee before the due date to indicate their acceptance of the offer. As the purpose of such deposit payment is to reserve their study place, application for deferment is not allowed.

6.4 Overdue Payment and Deregistration

- a) Students who do not settle the tuition fee before the payment due date will be subject to late penalty charge. A charge of HK\$100 will be incurred if payment is received during week 3 of the semester; and HK\$200 in week 4 of the semester and so on.
- b) Transcripts or other statements of the student record will be withheld until all outstanding tuition fees have been settled, and application for reinstatement of registration is required.

6.5 Caution Money

Students are required to pay HK\$550 as caution money upon their first registration. Such caution money is refundable on completion of the studies, transfer or official withdrawal from GCC, after clearance and returning of the student identity card. The sum is normally converted to the graduation fees upon completion of a programme.

6.6 Financial Assistance

- a) If full-time degree or higher diploma programme students require any financial assistance during their studies at GCC, they may apply for Financial Assistance Scheme for Post Secondary Students (FASP) and Non-means-tested Loan Scheme (NLSPS) provided by the Working Family and Student Financial Assistance Agency (WFSFAA).
- b) If full-time diploma programme students require any financial assistance during their studies at GCC, they may apply for Extended Non-means-tested Loan Scheme (ENLS) provided by the WFSFAA.
- c) More details could be found on the website of the WFSFAA.

7. CODE OF CONDUCT AND DISCIPLINARY ACTION

7.1 Code of Student Conduct

- a) The College expects all students to conduct themselves in a way that does not hinder or damage its operation or reputation. Students are expected to:
- act in accordance with all College regulations;
 - act in accordance with the law;
 - respect the dignity and rights of others;
 - act with regard to the health and safety of others;
 - act with regard to the College's good reputation.
- b) In cases that students behave in ways that cause harm to the College, its staff, other students or the public, the College is responsible for taking action to protect other members of the College community and its reputation.

7.2 Disciplinary Action

- a) GCC may take disciplinary action against a student who violates any rules or regulations or commits any misconduct including but not limited to:
- dishonesty in completing assignments and examinations, including plagiarism and cheating;
 - obstruction or disruption of any academic activity or of the management, administration or operation of the College;
 - stealing, defacing or destroying properties of another person or of the College;
 - forgery or falsification of or use of forged or falsified documents;
 - misuse of College documents;
 - indecent behavior;
 - assault on or defamation of or sexual and other form of harassment towards or battery against any staff or student member of the College, or of any visitor to the College;
 - breach of the regulations for the use of the library and computing facilities, whether in the College or accessed through the College;

- failure to behave in accordance with the provisions of any professional code of conduct or equivalent which may be applicable to the student concerned, e.g. during internships or other work-based learning activity;
 - any conduct which is detrimental to the reputation and well-being of the College;
 - violation of local law or ordinance.
- b) For misconduct and/or violations of College regulations in general, cases are referred to the Student Disciplinary Committee. For breaches of regulations concerning assessment, cases will be handled in the first instance by the Department concerned.
- c) Disciplinary action may take the form of any of the following penalties in accordance with the nature and seriousness of the offence:
- a reprimand;
 - a written warning;
 - suspension from part or all of the rights and privileges and/or the use of part or all of the facilities of the College for a specified period of time;
 - compensation for any damage to property of premises caused in the College;
 - suspension from the College for a specified period of time;
 - termination of studies at the College.

7.3 Appeals against Disciplinary Action

A student who is subject to disciplinary action may lodge an appeal against the decision made by the Student Disciplinary Committee and/or Department to the Appeals Committee, chaired by the President or nominee within two weeks following the formal notification of the disciplinary action. The decision of the Appeals Committee shall be final.

8. STUDENT RECORDS

8.1 Student Identity Record

- a) Upon enrolment, a student identity card will be issued to him/her. The card is a student's personal identification document at the College and he/she should carry his/her student identity card at all times while in the College premises.
- b) The student identity card is the property of GCC and is not transferable. A student is advised to take good care of his/her student identity card. It should not be used by anybody else. Misuse or falsification of the card constitutes a major offence, and any student who commits this offence will be subject to disciplinary action.
- c) In case a student's identity card is lost or damaged, he/she should submit an application for a replacement. A replacement fee of HK\$100 for the new student identity card will be charged.

8.2 Transcript of Studies

Students may apply for a transcript of studies which contains a complete record of courses of their studies at GCC. Students will receive one free copy of their transcript at the time of graduation. For existing students or for graduates who request additional copies, an administrative fee of HK\$50 will be charged for each copy. Postage of HK\$10 will be charged if the transcript is requested to be sent by mail.

8.3 Certification of True Copy

If a student wishes the College to provide certification on copies of his/her award parchment or record of achievement, he/she can bring along the original documents together with a completed form to the Registry for processing. An administrative fee of HK\$10 will be charged.

8.4 Graduation Certificate

- a) Upon successful completion of their studies at GCC, students will be conferred the graduation certificate at the College convocation held for that purpose. Students will be invited to the ceremony and will be requested to confirm their attendance with the

Registry. Graduation certificate will normally be available for collection after the ceremony.

- b) If a student has lost his/her graduation certificate, no replacement will be issued. However, he/she can apply for a letter of certification of graduation. A fee of HK\$50 for the application will be charged.

8.5 Use and Access of Student Data

- a) The student personal particulars provided in the application form at the time of admission will be used for setting up a student's permanent record at GCC, and hence should be correct and updated at all times. Such information (including the photo image taken for the student identity card) will be used in activities in support of their studies at GCC including the activities conducted by the Student Union. The information may also be used in support of alumni activities after their graduation.
- b) Besides the information collected at the time of application, the registration details and examination results are also kept in the permanent records of students for monitoring their progress during the programme and for reference when certification is required.
- c) Only authorized departments within GCC will have access to student data. Access will be restricted to staff who are entitled to have data for discharging their duties within the College. Different levels of access rights to different types of data and information stored in the student information system are clearly defined, controlled and reviewed as appropriate.

8.6 Change of Personal Data

It is necessary for students to notify the Registry as soon as there are changes in their personal particulars. Otherwise, the student record will not be updated and correspondence may be misdirected.

9. ARRANGEMENTS DURING BAD WEATHER

- a) 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.
- b) 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.
- c) 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 between 6:00 am and 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 between 11:00am and 4:00pm	All evening classes commencing after 6:30pm will be held as scheduled
	Warning Signal in force at or after 4:00pm	All evening classes commencing after 6:30pm will be cancelled

Examination Arrangements

Warning issued before 7:00 am	All morning examinations (i.e. 9:00 am – 1:00 pm) will be postponed
Warning issued at or after 11:00 am	All afternoon examinations (i.e. 1:00 pm or after) will be postponed

- d) Cancelled examinations will be re-scheduled to a specific date according to the contingency arrangement.
- e) If students are already at GCC when Black Rainstorm Warning or Signal No.8 or above is hoisted, arrangements will be made by the College to release them to go home as soon as weather and traffic conditions are safe.
- f) If a Black Rainstorm Warning or Signal No.8 is hoisted during the examination, examination will be continued unless otherwise announced by the College.

Appendix 1

Health and Safety Guidelines

The College will strive at all times to provide a safe environment for all activities conducted in its buildings and facilities, to prevent injury or impairment to the safety and health of all staff and students involved. This requires that students follow the general health and safety guidelines below:

- fully co-operate and participate in all measures taken to ensure health and safety;
- take reasonable care at work and study of themselves and other persons who may be affected;
- not to interfere with or misuse any of facilities, security or safety devices, electrical or electronic equipment, fire equipment, fittings or resources;
- report problems related to health and safety matters to lecturers and/or other College staff;
- take medical advice when ill with regard to coming to the College and refrain from doing so if so advised. Students should wear a mask if they have a cough, cold or flu.

Appendix 2

Assessment Policies

1. General Policy on Continuous Assessment

a. Approval of Second Attempt

- Students who fail to submit the coursework or attend the scheduled tests for continuous assessment without legitimate reasons such as sickness not supported by medical certificate should not be granted a second attempt. They need to seek approval from their teachers.
- Students should take their test as scheduled by teachers. Under certain circumstances, students may unavoidably be absent from the scheduled test or seek approval for absence. Should students be absent or wish to be absent themselves from a particular test, they should inform and submit their applications for leave to their course lecturer or tutor, giving the reason for their absence with supporting documents (e.g. medical certificates). The Department and/or teachers concerned may approve the absence when it is considered unavoidable. Make-up test may be arranged at the earliest availability and the scripts will be marked in the normal way, but teachers reserve the right to deduct the marks. Students who are absent from the scheduled test without approval will receive no marks for that assessment component.

b. Mark Deduction

- The extent of mark deduction will be subject to the Department's discretion and judgment. For make-up tests due to students' absence, up to 30% of the marks may be deducted. Students may therefore get a lower mark and grade for the coursework or test, which may adversely affect the final mark and grade for the course.

2. General Policy on Late Submission of Course Assessment

a. Approval

- Students should submit their course assessment on time. Under certain circumstances, students may unavoidably seek approval for the late submission of a course assessment from the Department and/or teachers concerned.
- The Department and/or teacher concerned may approve the late submission when it is considered unavoidable. Approved late assignments will be marked in the normal way, but marks will then be deducted. Course assessments submitted up to one week late and

without prior approval will also be subject to mark deduction. Course assessments submitted more than a week late, without prior permissions, may not be marked and the student's work may be ungraded for that assessment.

b. Mark Deduction

- The extent of mark deduction will be subject to the Department's discretion and judgment. Students may therefore get a lower mark and grade for the course assessment, which may adversely affect the final mark and grade for the course.

c. No Submission of Course Assessment

- Students will receive no mark or grade for course assessments not submitted. Course assessments submitted more than a week late will be regarded as no submission, and the student's work may be ungraded for that particular assessment.

3. Departmental Policy on Mark Deduction for Late Submission of Course Assessment

- According to the general policy on late submission of course assessment, each department will exercise its discretion and judgment to deduct marks for those late submissions.

Appendix 3

Policy of Course / Unit Transfer and Exemption

1. Types of Qualifications

1.1 Qualifications for completed programmes or grades for individual courses, previously gained at either local or overseas post-secondary institutions or equivalent or professional / licensed bodies, would include:

- Courses taken in an undergraduate or higher degree programme, full-time or part-time, in Hong Kong or elsewhere, irrespective of whether that programme has successfully been completed,
- Courses taken in a programme at level of Diploma, Higher Diploma, Advanced Diploma, Associate Degree, Teacher's Certificate or Professional Diploma,
- Course taken in recognised exchange programmes, and
- Passes in papers of professional / licensed bodies.

1.2 Notwithstanding the above, scores or qualifications obtained from entrance examinations for admission to university/tertiary education will not be considered as post-secondary qualifications nor for course exemption purpose. A few examples of such scores or qualifications are the International Baccalaureate (IB), the General Certificate of Secondary Education/ Advanced Level Examinations (GCE), and the Hong Kong Advanced Level Examinations (HKALE).

1.3 Despite the above listing of possibly acceptable qualifications/ scores, this does not necessarily imply that qualifications / scores thus obtained be automatically recognised for each case. They will undergo the Programme Director concerned's evaluation and the School Head's approval, if appropriate, based on the relevancy of the course / unit for transfer to that of the corresponding course contents, the equivalence of academic standards between both courses, and individual candidate's merits. Candidates will be required to consult the School/Programme concerned on the possibility of granting course and unit exemptions before making application to the programme concerned.

2. Evaluation Process for Course Exemption

- For an application for course exemption, a course completed elsewhere will be weighed based on its similitude in scope and standard to a comparable Gratia course (e.g. same QF Level) and on whether such course could sufficiently prepare enrollees academically for pursuing higher level courses in GCC for which the exempted course is a prerequisite.
- Recommendations should be made by the Head of the relevant School/relevant Programme Director responsible for reviewing the course seeking exemption, subject to any relevant guidelines in force. Such recommendations should then be approved by the Head of School concerned. In case where no comparable course is offered by the College, the decision will rest with the Head of School in consultation with the Programme Director of the major subject the candidate concerned is applying for.
- In assessing the comparableness of a course for exemption consideration, the Head of School/Programme Director should take into consideration the status of the institution issuing the qualification statement(s), the number of teaching hours undergone, the level of the course specified by that institution, the grade/ score achieved, and the time lapse since the completion of the course.

Where applicable, a test assessing the standard the candidate has attained could be arranged.

- To ensure students to benefit most from Gratia's programmes, exemption will normally not be granted for any one course completed elsewhere at equivalent standard if the course assessed is gauged as less than 70% in contents comparable to the corresponding course in Gratia.
- Where standard parity could be ascertained between the course seeking exemption and one offered by the College, the candidate will be recognised as having obtained a pass for that target course, in effect gaining the exemption of both the course and its unit value associated. After admission to the programme, such students granted exemption cannot earn credits / units through enrolling in the exempted course.
- Courses thus exempted through ascertaining the parity will not be reckoned in the GPA calculations.
- The transfer of the total number of courses / credits / units is subject to a maximum of not more than 50% of the total credits / units of the programme concerned.
- For Year 1 entrants, exemption so granted should not exceed 6 courses per academic year.
- Students, albeit granted course exemption, are still required to observe the College regulations on the requirements as to the minimum number of units per academic year, the percentage of attendance, the total number of credits required for graduation, and any other relevant regulation.

3. Application Procedures

- Newly-admitted students seeking course exemption should apply by completing the course exemption form for submission to the Registry together with the hardcopy of the required documents before the end of the second week.
- The Registry will notify the student concerned of the results of the application in writing around **two weeks** after the submission of application for course / unit exemption.
- Before the release of exemption application result, the student concerned is still required to attend all scheduled classes.

4. Documents Required for Inspection

- The original(s) of Certificates/Diplomas to be submitted in person
- Transcripts
- Course descriptions/Course outlines

5. Tuition Fee Deduction

- This tuition fee deduction policy is applicable for students who apply for the same or lower QF level programme only, e.g. a degree holder applies for a higher diploma programme.
- After registration, those students are required to submit an application for block exemption and tuition fee deduction to Registry within two weeks. (Mid-September)

- \$500 administration fee will be charged for each application.
- The block exemption should be recommended by the School head/Programme Leader and approved by VP (Academic), the result should be reported to Senior Management.

- The following tuition fee reduction arrangement will apply:

Percentage of Courses Exempted Annually	Resulting Fee Reduction
40-50%	40%
20-40%	20%
Less than 20%	0%

- For the benefit of the College, students will be required to pay the full fees in the first half of his/her study period.