Gratia Christian College
宏恩基督教學院

Programme Handbook

for

Diploma in Pre-University Studies

2022/2023

Motto: *Spend a year to build a foundation and*

widen your horizons for your future endeavors.

Content

Section 1   Overview of the Institution

1.1 Overview of Gratia Christian College

1.1.1   The Diploma in Pre-University Studies (DPUS) 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 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	Bachelor of Social Work (Honours) Part-time Conversion Mode
	Higher Diploma in Social Work
	Professional Diploma in Property and Facilities Management

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[1] Greenleaf, R. K. (1991). *The servant as leader.* 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 to the Diploma in Pre-University Studies (DPUS) Programme.

Table 2.1   General Information of the DPUS Programme

Item	Description	
Programme Title	Diploma in Pre-University Studies Programme 大學基礎文憑課程	
Qualification Title (Exit Award)	Diploma in Pre-University Studies 大學基礎文憑	QF Level 3
Award Granting Body	Gratia Christian College 宏恩基督教學院	
QR Registration No.	17/000625/L3	
Mode of Study	Full-time	
Primary Area of Study/Training	Humanities	
Sub-area of Study/Training	Humanities	
Programme Length	1 year	
Length of Programme Leading to Exit Award	Maximum no. of years:	2
	Minimum no. of years:	1
	No. of notional learning hours:	1710
	No. of QF credits required for graduation:	171
	Contact hours required for the above QF credits:	570
	Ratio of contact hours to self-study hours:	1:2

2.2 Admission Requirements

2.2.1 The minimum admission requirements for the DPUS Programme are as follows:

(a) Secondary School Graduates - Completion of Secondary 6 under the New Senior Secondary Education Structure; or

(b) Mature Applicants - Mature applicants who are aged 21 years or above when admission is sought; or

(c) Equivalent Qualification – Have obtained an equivalent qualification.

Section 3   Programme Objectives and Learning Outcomes

3.1 Programme Objectives

3.1.1   The DPUS Programme is designed for students who aim to pursue further studies in higher education.

3.1.2   The programme objectives are as follows:

   a)   To prepare students for further studies in higher education;

   b)   To nurture "CHRIST" values in students and foster their engagement in the local and global community; and

   c)   To strengthen students' generic skills, general knowledge, and life-long learning skills.

3.2 Programme Intended Learning Outcomes (PILOs)

3.2.1   Upon completion of the Programme, students should be able to:

P1: establish a solid academic foundation for further studies in tertiary institutions;

P2: develop their personal character with Christian values and social and interpersonal skills for serving others;

P3: have a good understanding of the world, of the communities and cultures in which they may live or work, and of current global issues of importance;

P4: generate ideas through application of the knowledge and analysis of abstract information and concepts;

P5: apply a wide range of knowledge and specialised creative and conceptual skills in solving individual, group or community problems;

P6: communicate effectively through writing, presentation or discussion in English and Chinese; and

P7: use ICT effectively for learning and communication.

3.3 Further Study Opportunities for Graduates

3.3.1   The Programme will equip students with the knowledge, skills, and academic basis for further studies in Hong Kong, mainland China, and overseas.

3.3.2   Graduates who successfully complete the Programme may proceed to higher diploma programmes offered by GCC or other institutions (eligibility subject to individual institution's entrance requirements).

Section 4 Programme Content and Structure

4.1 Features of the Programme Design

4.1.1 The programme is designed to facilitate students' articulation to further studies in sub-degree programmes:

    a) The focus of the Programme is on academic learning, so that students will have sufficient preparation for further studies in academic programmes.

    b) Language learning is emphasised. The use of English supplemented with Chinese as the medium of instruction is to prepare students for further studies in programmes that are taught in English including the programmes offered by GCC.

    c) Credits earned in the elective courses in the programme can be transferred to other programmes that students choose to study in GCC.

4.2 Programme Structure

4.2.1 The curriculum and content of the DPUS programme are designed to be fully in line with the requirements of the Education Bureau (EDB) and the Generic Level Descriptors at Qualifications Framework (QF) Level 3.

4.2.2 The programme curriculum comprises 11 courses (8 required and 3 elective courses) over one year of full-time study involving 570 contact hours. Each semester in the academic year comprises 15 weeks of study.

Table 4.1   Summary of the DPUS Programme

Study Areas	Code	Course	QF Level	Required or Elective	Credits	QF Credits	Contact Hours	% of Programme Contents
English Language	FGE101	English I: Foundation English	3	Required	4	18	180	31.6%
	FGE102	English II: Foundation English	3	Required	4	18		
	FGE103	English III: Practical English	3	Required	4	18		
Chinese Language	FGE104	Foundation Chinese (1) 基礎中文 (一)	3	Required	4	18	120	21.0%
	FGE105	Foundation Chinese (2) 基礎中文 (二)	3	Required	4	18		
	Alternative Chinese courses for non-Chinese speaking students:							
	FGE104a	Introduction to Chinese (I) 漢語入門 (一)	3	Required	4	18		
	FGE105a	Introduction to Chinese (II) 漢語入門 (二)	3	Required	4	18		
General Education	FGE106	Mathematics and Statistics	3	Required	3	13.5	270	47.4%
	FGE107	Introduction to Critical Thinking	3	Required	3	13.5		
	FGE108	Fundamentals of Business	3	Required	3	13.5		
	Choose any 3 electives from the following:							
	FGE113	Introduction to Information Literacy	3	Elective	3	13.5		
	FGE114	Psychology of Everyday Life	3	Elective	3	13.5		
	FGE115	Introduction to Holistic Health	3	Elective	3	13.5		
	FGE116	Basic Creative Arts	3	Elective	3	13.5		
				Total	**38**	**171**	**570**	**100%**

Section 5   Student Development Office

5.1 Student Development Office (SDO)

5.1.1   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

5.2 Staff List

5.2.1   Enlisted in the following are staff serving the SDO, including Student Development Manager and the counsellor who stations in the campus to provide counselling services to students:

Ms NG Winnie Wai Yi	**Miss TSUI Genevieve Hin Ha**
Student Development Manager	Counsellor cum Student
Office: Room 301	Development Officer
Email: winnieng@gratia.edu.hk	Office: Room 301
Phone.: 5804 4140 (Ext. 403)	Email: genevievetsui@gratia.edu.hk
	Phone.: 5804 4140 (Ext. 402)

5.3 Scope of Work

   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
   f)   Student welfare and support, e.g. scholarships and financial assistance
   g)   Career guidance, e.g. individual career consultation, mock interviews
   h)   Student survey, e.g. student opinion survey, graduate survey

5.4 Student Activity Room (Room 202)

5.4.1   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 6   Community Services

6.1 Since the vision of the College is to develop servant leaders, all full time students have to complete the required hours of community services within their years of study as shown in the table below.

Programme Type	Number of Hours Required	Duration
Degree	20	Within 4 years
Degree (year 3 entry)	20	Within 2 years
Higher Diploma	20	Within 2 years
Diploma	10	Within 1 year

6.2 The servant comes first in servant leadership. To cultivate such an attitude to life, The College puts emphasis on community service and nurturing students to become servant leaders. We reach out first and foremost to districts in our close proximity, and encourage students to apply what they learn to address local and global problems. Our ultimate goal is to nurture in students a twin sense of care and justice, to boost their interpersonal skills, and to instill civic virtue as well as "CHRIST" values.

6.3 Students may choose to fulfill this obligation either individually or in groups. They may look for the service opportunities by themselves, and/or enroll in programmes which are promoted or organised by the Student Development Office. Students are expected to fill in the service details in the Community Service Record Book.

6.4 There are special arrangements for students studying on a part-time mode and those full time students working part-time with pay in organisations recognized by the College.

Section 7   College Assembly

7.1 Purposes of the College Assembly

7.1.1. The College Assembly serves the important purposes of sharing the vision of the College among all staff and students, cultivating a spirit of oneness in Christ, widening the horizons of students and enhancing students' development in servant leadership.   Apart from announcement of information/events and conduct of certain student activities, etc., prominent speakers and faculty staff are invited to deliver talks on particular issues and topics of interests.

7.2 Schedule

7.2.1   The assemblies are held on a regular basis usually on Monday mornings in the Assembly Hall on the first floor. There are altogether 10 assemblies for each academic year.

7.3 Attendance requirement

7.3.1   The College Assembly is a compulsory but non-credit bearing event. Students should attend all College Assemblies. Attendance rate less than 80% would result in a remark of "Attendance Requirement of College Assembly Not Fulfilled" putting on the transcript upon graduation. Students who are absent for more than 30 minutes would be counted as absence.

7.3.2   There are special arrangements for students admitted directly to year 3 of degree programmes.

Section 8   Scholarships and Bursary

8.1   College Scholarship Scheme

8.1.1   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

8.2   Bursary

8.2.1   Financial Assistance Scheme
GCC students can apply for the financial assistance schemes provided by the Working Family and Student Financial Assistance Agency (WFSFAA). The Extended Non-Means-Tested Loan Scheme (ENLS) is available for students studying the diploma programme.

Starting from Academic Year 2017/18, all eligible students must submit their applications through E-link: https://www.wfsfaa.gov.hk/sfo/en/elink/elink.htm.

8.2.2   Bursary for Diploma in Pre-University Studies (DPUS) Students
Students enrolled in the DPUS Programme with demonstrated financial difficulty can apply for the bursary provided by the College.

8.2.3   Student Emergency Fund
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.

Section 9   Graduation Requirements and Attendance

9.1 Graduation Requirements

In order to be eligible for the Diploma qualification, students must fulfil all of the attendance and community service requirements and have:

a)   completed and been assessed on all 11 courses taken;
b)   obtained an overall GPA of 2.0 or above across all 8 required courses and the best 2 elective courses in which they were assessed; and
c)   obtain a Grade D or above in all 8 required courses and at least 2 elective courses.

9.2 Attendance

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% will not be permitted to take the end-of-course examination or submit the major assessment for that course.
c)   Students will be deemed as absent in the following circumstances:
   •   Unapproved absence.
   •   Failing to attend the scheduled class within the first 30 minutes.

9.3 Grades and Grade Points

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

Grade	Marks	Grade Point	Broad Interpretation
A	80 - 100	4.00	Outstanding
A-	75 - 79	3.67	Outstanding
B+	70 - 74	3.33	Good
B	65 - 69	3.00	Good
B-	60 - 64	2.67	Good
C+	55 - 59	2.33	Satisfactory
C	50 - 54	2.00	Satisfactory
C-	45 - 49	1.67	Satisfactory
D	40 - 44	1.33	Marginal
F	0 - 39	0.00	Unsatisfactory

Section 10 ITSO, Computer Laboratory and Library

10.1 ITSO (Information Technology Services Office) and Facilities Management

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

10.1.1 <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

10.1.2 <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 client computers for Windows based virtual desktop and MS Office software.

- Psychology Laboratory (Room 306)
  - An organised and 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.

10.1.3 Other facilities

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

10.1.4 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.

10.2 Library Resources, Services and Facilities

10.2.1 The College Library aims to support teaching and learning at GCC. Presently, the Library has in its collection eleven databases with a total of over 448,000 e-book titles and 16,000 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.

10.2.2 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 Inter-library loan services given by the City University of Hong Kong Library and the Hong Kong Baptist University Library's institutional card.

Section 11 Opening Hours

11.1 Campus Opening Hours

Mondays – Fridays	9:00 am – 10:00 pm*
Saturdays	9:00 am – 12:30 pm
Sundays and Public Holidays	Closed

Campus will remain open when evening classes are scheduled.

11.2 Library Opening Hours

	Semester 1 & 2*	Semester Break*
Mondays – Fridays	● 9:15 am – 7:00 pm ● 9:15 am – 6:30 pm (when there are evening classes held in the Library)	9:15 am – 7:00 pm
Saturdays	9:00 am – 12:00 noon	9:00 am – 12:00 noon
Sundays and Public Holidays	Closed	Closed

Special arrangements will be announced via Moodle.

11.3 Adverse Weather Arrangement for Typhoon and Rainstorm

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

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 12 Key Contact Numbers and Emails

Office	Telephone	Email
President's Office	5804 4149	presidentoffice@gratia.edu.hk
Finance Office	5804 4140 (Ext. 602)	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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