Programme Handbook

for

Higher Diploma in Early Childhood Education

2021/22

Motto: With the spirit of servant leadership,
we strive hard to make a difference.

Contents

Section 1   Overview of the Institution

1.1 Overview of Gratia Christian College

1.1.1   The Higher Diploma in Early Childhood Education (HDECE) 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-making 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;

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, graduates' desired characteristics and programme objectives. It is therefore a dominating feature of both the formal curriculum and co-curricular activities.

1.4.2 The definition of servant leadership is 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, four higher 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)

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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 HDECE Programme.

<u>General Information of the HDECE Programme</u>

Item	Description
1. Programme Title	Higher Diploma in Early Childhood Education Programme 幼兒教育高級文憑課程
2. Qualification Title (exit award)	Higher Diploma in Early Childhood Education 幼兒教育高級文憑
3. Award Granting Body	Gratia Christian College 宏恩基督教學院
4. QF Level	4
5. QR Registration No.	17/000651/L4
6. QF Credits	336
7. Mode of Study	Full-time
8. Programme Length	Minimum 2 years; maximum 4 years
9. Primary Area of Study/Training	Education
10. Sub Area of Study/Training	Education and Teacher Education
11. Hosting Department	School of Early Childhood Education with the support of other Schools

Section 3   Programme Objectives and Learning Outcomes

3.1 Programme Objectives

3.1.1   The HDECE Programme is designed to educate and train students who will pursue a professional career to serve in the early childhood education sector with professional competence and Christian love. It equips students to fulfil the qualifications for working as kindergarten teachers, Child Care Workers, Child Care Supervisors, and Special Child Care Workers.

3.1.2   The programme objectives are as follows:

a)   Students are inspired 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)   They are nurtured to be servant leaders to exemplify the "CHRIST" values in various early childhood education services and the NGO sector.

c)   They are equipped with the most updated theories, knowledge and skills to be competent professionals in the ECE settings.

3.2 Programme Intended Learning Outcomes (PILOs)

3.2.1   General PILOs:

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

G1:   Demonstrate a foundation of general and specialised knowledge and skills in early childhood education, including language skills, appropriate for progressing to further study in relevant degree programmes;

G2:   Develop Christian character and commit with the spirit of servant leaders to the well-being of others and the betterment of the organisations they serve;

G3:   Gain a deeper understanding of his/her strengths, weaknesses, interests and aspirations and a sense of confidence, responsibility to others and commitment to life-long learning, and his/her life and career pursuit;

G4:   Develop an understanding of contemporary issues in both local and international contexts and discuss the possible connections amongst them and the implications on his/her living;

G5:   Develop basic ICT skills to access, collect, handle and present information in a range of multi-media formats.

3.2.2   Specialised PILOs:

Upon completion of the Specialised Areas in ECE, students should be able to:

S1:   Demonstrate an understanding of the global and local issues in ECE and the context of the Hong Kong SAR education system, and be able to examine the factors affecting the development of children, their families, teachers and the

education settings;

S2: Evaluate the characteristics and development of young children (including those with special needs) and their families, understand their individual and group needs, and be able to empower families to support their children's development and learning;

S3: Examine, abide by and appreciate the ethical guidelines and professional standards related to early childhood practice, and actively seek out opportunities to grow professionally as reflective practitioners;

S4: Identify the essence of quality ECE by examining various curriculum approaches, methods of inquiry, formal and informal assessment strategies, and the learning areas of young children;

S5: Explain how young children (including those with special needs) learn and create learning experiences so as to help them develop their moral and spiritual character, creativity, critical thinking, aesthetic appreciation, problem-solving ability and social skills;

S6: Plan curriculum based on subject knowledge, curriculum goals and development needs of young children, and apply verbal, non-verbal, and media communication techniques to foster active learning, inquiry, cooperation, and supportive interactions in the classroom.

3.3 Further Study Opportunities for Graduates

3.3.1 The Programme will equip students with the knowledge, skills and academic qualifications for further study in Hong Kong, mainland China and overseas. Students can apply to top-up degree programmes related to early childhood education or other programmes such as special education, child and family studies, child development, health studies, psychology, education, etc.

3.4 Professional Recognition/Exemption

3.4.1 Approval for the HDECE Programme has been obtained from the following bodies for recognition of respective qualifications:

a) the Education Bureau as having the Certificate in Early Childhood Education qualification;

b) the Social Welfare Department as qualified Child Care Workers and Child Care Supervisors; and

c) the Social Welfare Department as qualified Special Child Care Workers.

3.5 Career Prospects

3.5.1 The HDECE Programme is designed specifically to obtain the professional recognitions as stated above. Graduates will be prepared to enter the local ECE sector to take up jobs which require the above professional qualifications. GCC has received support from more than 40 kindergartens to offer practicum places to our students. These practicum places present opportunities for our graduates to prove themselves as competent and dedicated teachers to their potential future employers.

Section 4　Programme Content and Structure

4.1　Features of the Programme Design

4.1.1　Given that the Vision of the College is to develop servant leaders with professional competence and Christian love, the HDECE Programme is designed to realise the Vision by developing competent ECE professionals with Christian values and love.

4.1.2　The HDECE Programme consists of three curricular components, namely (1) General Education Courses, (2) Specialised Courses, and (3) Practicum. The General Education courses are meant to widen students' perspectives and enhance students' language competence. The Specialised Courses are designed to equip students with the necessary attitudes, skills, and knowledge required by a professional teacher in ECE and build a knowledge foundation for further studies. Practicum aims at enabling students to put theory into practice, enhance their confidence and competence in teaching, and engage with professionals in ECE.

4.2　Programme Structure

4.2.1　The programme structure comprises the following study areas:

Study Areas	No. of Courses (QF Credits)	% Based on QF Credits
Specialised Courses (15 required courses)	15 (184.2)	54.9%
Practicum (3 required courses)	3 (64.6)	19.2%
General Education Courses (5 required courses + 2 electives)	7 (87.0)	25.9%
Total:	**25 (336)**	**100%**

4.2.2　The Practicum is arranged in 3 courses as follows:

    a)   <u>Practicum I</u>
        3 weeks of Teaching Practice in Year 1 plus 10 days of Attachment

    b)   <u>Practicum II</u>
        5 weeks of Teaching Practice in Year 2 plus 10 days of Attachment

    c)   <u>Practicum Workshop</u>
        14 sessions of 3 hours each throughout two years, including educational visits to prepare students for Practicum I and II.　This is to provide them with the opportunities to understand various ECE settings and develop their skills in observing children, reflection, and teaching.

4.2.3　Practicum I and Practicum II include a cumulative 360 hours of Teaching Practice which is equivalent to 36 QF credits and a cumulative 160 hours of Attachment equivalent to 16 QF credits.

4.2.4 The full list of courses in the programme and their QF Levels are shown in the following tables:

Specialised Course (15 courses)

Study Area	Course Code	Course Title	QF Level
Foundation	HEC101	Foundation of Early Childhood Education	4
	HEC102	The Professional Teacher	4
	HEC103	Leadership and Management in Early Childhood Settings	5
	HEC104	Parental and Community Involvement in Early Childhood Education	5
	HEC105	Cultural Perspectives in Early Childhood Education	4
Child Development	HEC106	Child Development	4
Teaching and Learning in Early Childhood	HEC107	Planning and Implementing Early Childhood Curriculum	5
	HEC108	Care and Health of Children	4
	HEC109	Creative Arts for Young Children	4
	HEC110	Language and Literacy for Young Children	4
	HEC111	Scientific and Mathematical Exploration for Young Children	4
Diverse Needs in Early Childhood	HEC112	Introduction to Children with Diverse Needs	4
	HEC113	Working with Children with Diverse Needs I	5
	HEC114	Working with Children with Diverse Needs II	5
	HEC115	Assessment and Collaboration for Children with Diverse Needs	5

Practicum (3 courses)

Practicum Component	Course Code	Course Title	QF Level
Teaching Practice and Attachment	HEC201a	Practicum I	4
	HEC201b	Practicum II	4
Practicum Workshop	HEC201c	Practicum Workshop	4

General Education Courses (7 courses)

	Study Area	Required	Course Code	Course Title	QF Level
1	Character and Life Education (10 courses)		GEN1401	Lives of Servant Leaders	4
			GEN1402	Holistic Health	4
			GEN1403	The Pursuit of Happiness	4
			GEN1404	Introduction to Art Therapy	4
			GEN1405	Contemporary Ethical Issues	4
			GEN1501	Servant Leadership	5
			GEN1502	Critical Thinking	5
			GEN1503	Christian Spirituality	5
			GEN1504	Crisis and Coping for Personal Growth	5
			GEN1505	Meaning of Life	5
2	Language and Communication (10 courses)	√	HGE101	English I: Reading and Writing Skills	4
		√	HGE102	English II: Integrated English	4
		√	HGE103	English III: English Communication Skills	5
		√	HGE104	Intermediate Chinese (進階中文)	4
		√	HGE105	Practical Chinese Writing (實用中文寫作)	4
			GEN2403	Creative Arts in Daily Life	4
			GEN2404	Art of Photography	4
			GEN2405	Information Literacy	4
			GEN2503	Multimedia Communication	5
			GEN2504	Empathetic Communication	5
3	Culture, Society and Technology (13 courses)		GEN3401	Introduction to Psychology	4
			GEN3402	Introduction to Sociology	4
			GEN3403	Introduction to Statistics	4
			GEN3404	Applications of Innovative Technologies	4
			GEN3405	Social Issues, Social Welfare and Social Work	4
			GEN3406	Drugs and Behavior	4
			GEN3407	Hong Kong Society	4
			GEN3408	Introduction to Philosophy	4
			GEN3409	Introduction to Religious Studies	4
			GEN3501	Research Methods for Social Sciences	5
			GEN3502	Information Management and Technology in Society	5
			GEN3503	The Future We Want	5
			GEN3504	Christianity and Social Concern in a Pluralistic Society	5

4.3 Teaching Staff

4.3.1   Enlisted in the following are teaching staff of School of Early Childhood Education:

Prof Rebecca CHEUNG
Head of School
Office: Room 301
Email: rebeccacheung@gratia.edu.hk
Phone.: 5804 4140 (Ext. 310)

Ms Yvonne KWONG
Senior Lecturer
Office: Room 401
Email: yvonnekwong@gratia.edu.hk
Phone.: 5804 4140 (Ext. 312)

Mr Nathaniel Tong BRUCE
Lecturer
Office: Room 401
Email: nathanielbruce@gratia.edu.hk
Phone.: 5804 4140 (Ext. 308)

Mr Jeffrey IP
Senior Lecturer
Office: Room 401
Email: jeffreyip@gratia.edu.hk
Phone.: 5804 4140 (Ext. 318)

Dr Rocky TSE
Lecturer
Office: Room 401
Email: lttse@gratia.edu.hk
Phone.: 5804 4140 (Ext. 313)

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:

Ms IP Ying Wah Erica
Assistant Student Development Manager
Office: Room 301
Email: ywip@gratia.edu.hk
Phone.: 5804 4142 (Ext. 403)

Ms TSUI Genevieve Hin Ha
Counsellor
Office: Room 202 / 405
Email: genevievetsui@gratia.edu.hk
Phone.: 5804 4142 (Ext. 404)

Ms KWAN Yuen Wing
Counsellor
Office: Room 202 / 405
Email: wingkwan@gratia.edu.hk
Phone.: 5804 4142 (Ext. 404)

5.3 Scope of Work

5.3.1   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.

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 Service

6.1　Community Services

6.1.1　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

6.1.2　The servant comes first in servant leadership. To cultivate such an attitude to life, Gratia 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.

6.1.3　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.

6.1.4　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. Number of assemblies for each academic year is to be announced.

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 Scholarships

8.1.1   <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 Progress in Academic Performance
    b)   Best in Academic Performance
    c)   Best in In-house Service
    d)   Best in Community Service
    e)   Spiritual Leadership Scholarship
    f)   Gratia Scholarship

8.1.2   <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

8.2 Bursary

8.2.1   <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)

8.2.2   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

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

a)   completed and been assessed on all courses;
b)   obtained an overall GPA of 2.0 or above across all courses (not including Practicum I and Practicum II);
c)   obtained a Grade D or above in all courses (not including Practicum I and Practicum II); and
d)   obtained a pass grade in Practicum I and Grade C or above in Practicum II.

9.2 Attendance

9.2.1   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 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

9.3.1   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

Section 10   ITSO, Computer Laboratory and Library

10.1 Information Technology Services Office (ITSO) and Facility Management

10.1.1   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:

10.1.2   Computing services

- 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

10.1.3   Places for gathering

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.

10.1.4   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

10.1.5   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.

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 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.

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 wifi 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 11   Opening Hours

11.1 Campus Opening Hours

	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.

11.2 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.

11.3 Adverse Weather Arrangement for Typhoon and Rainstorm

11.3.1   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.

11.3.2   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.

11.3.3   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 12   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

For staff directory in Gratia Christian College, please refer to:

http://www.gcc.edu.hk/staff-directory.

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