



Sacred Heart Canossian College of Commerce

Student Handbook (2011-2012)

Sacred Heart Canossian College of Commerce

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About the College

Sacred Heart Canossian College of Commerce is a private, non-profit-making educational institute registered under Cap 279 of the Education Ordinance (Registration No: 284602). It is one of the many schools run by The Daughters of Charity of the Canossian Institute (also called 'Canossian Missions') in Hong Kong and worldwide. As a religious institute that pioneered catholic education in Hong Kong in 1860, the Canossian Sisters propose gospel values and promote awareness of human and Christian dignity and responsibilities in women.

The College was founded in 1905, starting with a Steno-Dattilo-Bookkeeping class comprising of 25 students. In the early 1950's, the curriculum was enriched and upgraded, providing secretarial and commercial training to secondary school leavers. In 1970, the College was formally registered with the Education Department (now known as 'The Education Bureau') as 'Sacred Heart Canossian Convent Commercial School'. Subsequently, the College was re-registered and renamed as 'Sacred Heart Canossian Commercial School' in 1991 and 'Sacred Heart Canossian College of Commerce' in 2000 to reflect its upgraded curriculum.

Our Foundress

St Magdalene of Canossa, the Foundress of the Canossian Family, was born in Verona, Italy, of a noble and rich family. As a young woman she felt strongly urged to dedicate her life to the service of the poor and the needy. Magdalene started the first Canossian school for the poor in 1808 in Verona. Canossian educators teach students knowledge, virtues, values and skills and lead them to experience the Greatest Love that God has for each of them.

Our Vision

To become a Catholic higher education institution for the development of young women who can contribute as professionals to the betterment of society with sound human and Christian values.

Our Mission

To provide

- a well-rounded and diversified professional programme that cultivate academic and professional skills
- empowerment for career resiliency, and
- a human and Christian formation of the heart

for students to serve the society, with integrity and compassion, in particular towards the less privileged.



Our Motto

“VIA VERITAS VITA” John 14:6

“WAY, TRUTH and LIFE”

Inspired by our Motto we live the Gospel with Jesus Christ as our **Way to Truth** and fullness of **Life**.

Our Values

Student-centeredness: SHCCC is committed to providing a stimulating, supportive and student-centred learning environment that respects student's needs, abilities and learning styles, and aims for student success.

High Expectation: SHCCC values its faculty and staff, and has high expectations for them. It encourages staff empowerment and professional development, and regularly evaluates performance to improve learning outcomes, processes, and services.

Capacity Building: SHCCC is dedicated to build the capacity of its staff and students, providing them opportunities and encouraging them to pursue the achievement of their full potential at all stages of their lives.

Continuous Improvement: SHCCC values continuous improvement and is determined to plan systematically and act courageously to enhance its learning environment and resources, improve the quality of instruction, and enrich its academic programmes.

Collaboration: SHCCC encourages active collaboration among and within departments and between the College and other institutions and organisations.



CHAPTER 1 INTRODUCTION

This Handbook contains essential information concerning general academic matters, general regulations and procedures, and services and facilities available for students.

In addition to the information provided in this Handbook, you may also contact the College for further information using the following methods:

Address	34 Caine Road, Central, Hong Kong
Telephone Nos.	2522 8290 / 2971 0191
Fax No.	2524 8835
Website	www.shccc.edu.hk
Email	admin@mail.shccc.edu.hk
Office hours	8.30 am – 5.00 pm (Monday to Friday) 9.00 am – 1.00 pm (Saturday) Closed (Sunday and Public Holidays)

To keep abreast of the most up-to-date information, students are strongly encouraged to access the College's website (www.shccc.edu.hk) on a regular basis.

Management

Sr Agnes Law alaw@mail.shccc.edu.hk	College Principal	Rm 102
Ms Kimmy Yuen kyuen@mail.shccc.edu.hk	Vice Principal (Academic)	Rm 406
Mr Benson Yu byu@mail.shccc.edu.hk	Vice Principal (Administration)	Rm 406

Programme Leaders

Mr Michael Lam mlam@mail.shccc.edu.hk	Programme Leader (ADA & PDA) Head of Accounting Studies	Rm 104
Dr Margaret Fung mfung@mail.shccc.edu.hk	Programme Leader (PDBA) Head of Management Studies	Rm 104
Miss Hilda Keung hkeung@mail.shccc.edu.hk	Programme Leader (PDMM) Head of Marketing Studies	Rm 104
Mrs Mary Cheung mcheung@mail.shccc.edu.hk	Programme Leader (DBS) Head of Student Affairs	Rm 104
Mr LP Lee plee@mail.shccc.edu.hk	Programme Leader (HKAL) Head of General Education	Rm 104



Other Academic Staff

Mr Leo Cheng lcheng@mail.shccc.edu.hk	Lecturer in Information Technology Head of Campus Facilities	Rm 104
Miss Selina Cheng scheng@mail.shccc.edu.hk	Lecturer in English	Rm 104
Miss Carmen Fung cfung@mail.shccc.edu.hk	Lecturer in Business, Management and Marketing	Rm 104
Mr Ray Lee rlee@mail.shccc.edu.hk	Lecturer in Accounting and Law	Rm 104
Miss Eunice Tang etang@mail.shccc.edu.hk	Lecturer in English and Japanese	Rm 104
Miss Tina Wong twong@mail.shccc.edu.hk	Lecturer in Economics and Finance	Rm 104
Mr Edmond Yeung eyeung@mail.shccc.edu.hk	Lecturer in Management, Marketing and Statistics Head of College Promotion	Rm 104
Miss Jaclyn Yu jyu@mail.shccc.edu.hk	Lecturer in Accounting and Law	Rm 104
Ms Christine Yung cyung@mail.shccc.edu.hk	Lecturer in Chinese and Putonghua	Rm 104
Ms Teresa Cheong tcheong@mail.shccc.edu.hk	Lecturer in Putonghua (part-time)	Rm 505
Dr Gerry Li gli@mail.shccc.edu.hk	Lecturer in Finance and Management Information Systems (part-time)	Rm 505
Ms Yu Yee Wa yyu@mail.shccc.edu.hk	Lecturer in Financial Reporting (part-time)	Rm 505

Administrative Staff

Ms Mandy Leung mleung@mail.shccc.edu.hk	Quality Assurance Manager	Rm 406
Sr Alice Leung aleung@mail.shccc.edu.hk	College Accountant	Rm 106
Mr Simon Lai slai@mail.shccc.edu.hk	IT Officer	Rm 106
Ms Wendy Au wau@mail.shccc.edu.hk	Executive Officer (Student Affairs)	Rm 101



Ms Wandy Lo wlo@mail.shccc.edu.hk	Administrative Assistant (General Affairs)	Rm 101
Miss Karyi Yeung kyeung@mail.shccc.edu.hk	Librarian	Rm 402

Academic Programmes

All SHCCC academic programmes, except the Hong Kong Advanced Level Course, follow a credit-based structure. The adoption of a credit-based structure has enabled our study programmes to be more responsive to the changing needs of students, the professions and the society. Students with relevant previous studies may apply for transfer of credits.

A credit-based programme comprises modules which have values expressed in terms of credits. Modules are categorised into different levels representing different intellectual demand on students. To earn a credit, students are expected to take up about 30 to 45 hours of study (inclusive of guided learning hours, private study etc.).

For graduation, students are required to complete a specified number of credits and satisfy other requirements as laid down in the relevant definitive programme document.

Language Requirement

Students admitted to SHCCC diploma programmes are expected to have passed HKCEE English Language and Chinese Language before admission. Where necessary, non-credit-bearing Language Tutorials will be prescribed by the Department of General Education for individual students after admission.





Academic Calendar 2011-12

Last updated on 24 August 2011

Month	Mon	Tue	Wed	Thu	Fri	Sat	Sem. Week	Events / Exams / Public Holidays
2011 Sep				1	2	3		
	5	6	7	8	9	10	1	7 Sep: New Academic Year Orientation / 8 Sep: Semester 1 begins
	12	13	14	15	16	17	2	13 Sep: Day following Mid-Autumn Festival
Oct	19	20	21	22	23	24	3	
	26	27	28	29	30	1	4	1 Oct: National Day
	3	4	5	6	7	8	5	5 Oct: Chung Yeung Festival
	10	11	12	13	14	15	6	12 Oct: Rehearsal for College Opening Mass
	17	18	19	20	21	22	7	19 Oct: College Opening Mass
Nov	24	25	26	27	28	29	8	
	31	1	2	3	4	5	9	
	7	8	9	10	11	12	10	
	14	15	16	17	18	19	11	
Dec	21	22	23	24	25	26	12	
	28	29	30	1	2	3	13	
	5	6	7	8	9	10	14	
	12	13	14	15	16	17	15	
2012 Jan	19	20	21	22	23	24		21 Dec: Semester 1 teaching ends / 22 Dec - 2 Jan: Revision period
	26	27	28	29	30	31		26 & 27 Dec: The first and second weekdays after Christmas Day
	2	3	4	5	6	7		2 Jan: The day following the first day of January
	9	10	11	12	13	14		3-14 Jan: Examination period for Semester 1 (not including S7)
Feb	16	17	18	19	20	21		16-20 Jan: Student Development Activities
	23	24	25	26	27	28		23-25 Jan: Lunar New Year Holidays (21-28 Jan: Classes suspended)
	30	31	1	2	3	4	1	30 Jan: Semester 2 begins / 1-10 Feb: S7 Mock Examination period
	6	7	8	9	10	11	2	13-18 Feb: Supplementary Examination period for Semester 1
Mar	13	14	15	16	17	18	3	
	20	21	22	23	24	25	4	
	27	28	29	1	2	3	5	
	5	6	7	8	9	10	6	
	12	13	14	15	16	17	7	
Apr	19	20	21	22	23	24	8	
	26	27	28	29	30	31	9	
	2	3	4	5	6	7	10	4 Apr: Ching Ming Festival / 6-9 Apr: Easter Holidays
	9	10	11	12	13	14	10	(4-9 Apr: Classes suspended)
May	16	17	18	19	20	21	11	
	23	24	25	26	27	28	12	28 Apr: The Buddha's Birthday
	30	1	2	3	4	5	13	1 May: Labour Day
	7	8	9	10	11	12	14	7 May: Foundress Day Celebration
Jun	14	15	16	17	18	19	15	21 May: Semester 2 teaching ends
	21	22	23	24	25	26		22-26 May: Revision period
	28	29	30	31	1	2		28 May - 8 June: Examination period for Semester 2
	4	5	6	7	8	9		
Jul	11	12	13	14	15	16		
	18	19	20	21	22	23		23 Jun: Tuen Ng Festival
	25	26	27	28	29	30		
	2	3	4	5	6	7		2 Jul: The day following The HKSAR Establishment Day 7 Jul: Graduation and Prize-giving Day
Aug	9	10	11	12	13	14		13 Jul: Graduation Dinner
	16	17	18	19	20	21		
	23	24	25	26	27	28		23-28 Jul: Supplementary Examination period for Semester 2
	30	31	1	2	3	4		
Aug	6	7	8	9	10	11		
	13	14	15	16	17	18		
	19	20	21	22	23	24		
	26	27	28	29	30	31		

Public Holidays
 Student's Study Break
 Examination Period
 Important Events

Sacred Heart Canossian College of Commerce reserves the right to make changes to any information contained in the Academic Calendar. Please refer to the College website for the most current information.



CHAPTER 2 RULES AND REGULATIONS

The College's Academic Regulations are established to define the rules and regulations that govern students pursuing academic programmes at SHCCC. All academic staff and students are responsible for reading and understanding all aspects of the Academic Regulations.

2.1 General Information

The Academic Year

The academic year of the College starts in September and concludes by the end of August of the following calendar year.

All full-time programmes at SHCCC commence in September, with 2 semesters and 30 teaching weeks, and conclude by the end of June of the following calendar year.

Programme Structure

Each programme of study is made up of a collection of modules. A module is a set of studies defined by a syllabus, including aims and objectives, pre-requisites (if any), expected learning outcomes, teaching and learning activities and assessment methods.

Mode of Delivery

All academic programmes are provided on a full-time and face-to-face basis, over a period of two semesters per academic year.

Medium of Instruction

The College adopts a bilingual approach to teaching. Apart from English Language, Chinese Language and Business Putonghua modules which are taught exclusively in the target language, all classes are conducted mainly in English. In particular, English is preferred for skill-based modules, however, Cantonese is allowed to supplement. For other modules, only English should be used, unless a difficult concept of some technical terms. All handouts, learning materials, assignments, projects, tests and examinations are in English.



2.2 Admission Policy

Entry Requirements

To be eligible for admission to an award-bearing programme, a candidate must meet the admission requirements as stipulated by the individual programme of study. The admission requirements of the existing programmes are as follows:

Higher Diploma	(a) Passed one A Level or two AS Level subjects; and (i) 5 passes in HKCEE including English Language and Chinese Language; OR (ii) 3 passes in HKCEE plus level 2 or above in English Language and Chinese Language OR (b) Satisfactory completion of a pre-Associate degree programme or an equivalent programme; OR (c) [Effective September 2012] 5 subjects at level 2 in HKDSE, including English Language and Chinese Language (with no more than 2 Applied Learning subjects), or equivalent; OR (d) Mature students (aged 21 or above at the start of academic year) will be considered on individual case merit.
Diploma, Advanced Diploma, and Professional Diploma Programmes	5 passes in HKCEE (including English and Chinese) OR Satisfactory completion of SHCCC Certificate programme OR Other equivalent qualifications
Certificate Programme	Completion of Secondary 5 OR Other equivalent qualifications

Application Procedure

Application for admission commences in July of each year. Applicants may choose to submit their applicants in person or apply online. An admission interview conducted in English is required for all programmes.

Mature Applicants

Admission of mature students (aged 21 or above at the start of academic year) will be considered on individual case merit.



Disabled Applicants

The College views applications from disabled students on an equal basis with able-bodied students. Disabled applicants are requested to indicate the nature of their disability when applying for admission.

Advanced Standing

A student may join a programme with advanced standing on the basis of previous qualifications. Advanced standing applications will be considered on a case-by-case basis. An applicant who intends to be considered for advanced standing admission shall apply in writing. The final decision rests with the College.

2.3 Attendance Policy

The College places great emphasis on punctuality and regular class attendance. Students are expected to attend all scheduled classes, tests and examinations, and activities as required by the College. Attendance is recorded every day for regular classes, tutorials, remedial classes, talks, Student Association activities, tests and exams, and other activities.

Attendance

All students are expected to be engaged with their individual programme of study for the full duration of the published school days for their individual programme of study and to comply with the attendance requirements stipulated by the College.

Attendance is to be recorded for each lesson of the module. In order to complete a programme of study, students have to attend at least 80% of the scheduled lessons of each module. Otherwise, students will get an overall "Fail" grade in the module and are not eligible for examination.

Students are required to submit written explanation for absence and/or documentary proof (if applicable) whenever they are absent from class during a term. All relevant documents should be submitted to the Class Mentor within three days after the absence takes place.

Punctuality

Students must observe punctuality for all scheduled class and activities. Students will be considered late if they are not seated in the classroom when attendance is recorded.

Under normal circumstances, a student who is late for 30 minutes or more will be regarded as being absent from the class.

When a student's either attendance or punctuality is below 90% (based on total number of absences and lateness throughout the year), the College Testimonial will not be issued.



Unofficial Withdrawal of Study

Absence for SEVEN consecutive school days or more without proper application and notification will be regarded as withdrawal from the programme. Such students will not be allowed to sit for examinations and are not entitled to receiving any proof of attendance from the College.

Late Arrival and Early Dismissal

Students should make an effort to schedule all doctor and dentist appointments before or after class. If a student is late for class due to medical appointments, an explanatory letter with document proof should be submitted to the Class Mentor the following day.

A student who requests to leave before the end of normal school hours should seek approval of the Class Mentor. With the endorsement of the Class Mentor, a leave permit will then be issued to the student concerned. The student should present the leave permit to the College staff at the main entrance before leaving the College premises.

2.4 Behaviour and Discipline Policy

All students are expected to conduct themselves at all times in a manner which demonstrates respect for the staff, students and property of the College, and the wider community. Students must familiarize themselves with all of the College's regulations and policies that have a bearing on their conduct as students of the College.

Rules of Behaviour

The following provides a framework for dealing with issues regarding student behaviour. They are necessary for the safety and well-being of everyone at the College, for the reputation of the College community as a whole, and for the protection of the College property and the wider environment. Breaches of such rules could lead to disciplinary procedures.

Students must:

- abide by the rules, regulations and procedures laid down by the College
- respect the College staff, students and properties at all times
- comply with any reasonable requests or instructions from any member of staff of the College
- produce identification on request from any member of staff of the College
- value their personal integrity and demonstrate honesty at all times
- take good care of their personal belongings and avoid bringing valuables to school (The College takes no responsibility for lost or stolen items)
- demonstrate modesty and decency with respect to appearance and dress
- put on full uniform (including jacket, blouse, skirt and school badge) for all formal



school functions and observe the dressing code specified for different school activities

- observe the terms of any disciplinary action sanctioned under the Disciplinary Procedure

Students must **NOT**:

- engage in behaviour that prevents, destructs, disrupts or otherwise has an adverse effect upon the academic or administrative processes of the College
- cause injury to or impair the health and safety of any person
- interfere with the legitimate freedom of speech, ideas, actions or enquiry of other members of the College or any person engaged on College business
- engage in any behaviour, on or off College premises, which might bring the College into disrepute
- misuse, damage or misappropriate properties belonging to or under the control of the College, facility/service providers, staff, visitors or fellow schoolmates

School Uniform

- Uniform must be worn on all school days.
- For formal College functions, full uniform should be worn, which includes:
 - Dark blue blazer
 - Pink (for DBS classes) or light blue (for all other classes) blouse
 - Dark blue skirt (no shorter than four fingers above the knee)
 - One-inch heeled plain black shoes of ladylike design
 - College badge, worn on the right collar of the blouse
- Full-length skin-coloured stockings should be worn at all times. Full-length black woolen stockings can be worn in winter.
- In winter, only plain, dark blue or black overcoats or sweaters are allowed. In addition, students may choose to wear cardigans and scarves that are black, dark blue or white in colour (without any coloured lines or patterns). Turtleneck sweater (dark blue or black) should be worn inside the blouse.
- On hoisting of cold weather warning signal, dark blue or black full-length trousers can be worn. Jeans, skinny pants or leggings are not permitted.
- Hair tinting, nail polishing, tattoos, body piercing and excessive accessories are not appropriate for students and are therefore not permitted.

Alcohol, Smoking and Misuse of Drugs

Smoking, alcohol drinking and misuse of drugs are strictly prohibited when students are:

- in all College buildings and their perimeters
- in school uniform, either on or off College premises
- representing the College



- traveling to and from College
- attending school functions or activities, including field trips, educational visits and extra-curricular activities

The College does not tolerate the misuse of drugs. It is expected that students will report any incidents of drug misuse.

In the first instance, the College will seek professional advice and offer help and support to those students experiencing difficulties with drugs. However, if any cases of drug misuse directly affect the well-being of any member of the College community, the College reserves the right to employ sanctions against the student misusing the drugs. If the College becomes aware that its premises are being used to distribute illegal drugs, the police will be informed.

Misconduct

Misconduct, such as cheating in examinations, plagiarism, falsification of documents or records, theft and any other offensive activities, is strictly forbidden and will be dealt with severely. Plagiarism is as an unknowledgeable use of the work of another person as one's own, for example, copying the work of another person without proper acknowledgement. Plagiarism can be avoided. Please consult your lecturer if you have any queries about plagiarism.

Appropriate disciplinary measures will be taken against students who are found guilty of any misconduct or disciplinary offences depending on the severity of the case.

Copyrights

Students should be aware that the course material provided to student and note taken in lectures are for the purpose of one's own study. Lectures may not be recorded in audio or video forms without prior approval from the Lecturer concerned. Any copying of copyright materials by students within the College must not constitute any infringement of copyright laws.

Vandalism, Graffiti and Litter

Students should take pride in the College environment and help keeping it tidy and clean. Students are expected to report any incident of willful damage or deliberate dropping of litter to the College staff.

Vandalism and graffiti are regarded as serious breaches of College discipline. Students or their parents will be asked to pay for the damage.

Use of Lifts

The lifts are reserved for the convent occupants and the College staff only. No students should use the lifts, except those who are sick or disabled, either temporarily or permanently. The students concerned must possess a valid lift pass issued by the



College General Office.

Visitors

Students are not allowed to bring friends, relatives, or children, to school for visits, unless 2 days' advanced approval is obtained from the Principal or Vice Principal.

All visitors must sign in and out at the College's main entrance. The student who brings the visitor to the school should accompany the visitor throughout his/her visit.

Use of the College's Name

Students and student association wishing to represent the College must first obtain the College Principal's written permission. Without this written permission, students must not claim to represent the College in any circumstances, including correspondence with the press or the public.

2.5 Disciplinary Procedure

The sequence of steps to be followed in cases of unacceptable behaviour is as follows:

1. Discussion of behaviour and verbal warning by Class Mentor, Programme Leader or Head of Academic Department as appropriate.
2. Continued unacceptable behaviour to be reported to the Vice Principal (Academic) and given second verbal warning.
3. If unacceptable behaviour continues or is repeated parents will be contacted and may be called in to discuss the situation with the College Principal, with the student concerned present. A student may be given a final written warning at this stage.

For very serious or persistent breaches of College discipline, the College Principal has authorized the following sanctions:

(i) Dismissal

A student is liable to dismissal for a grave breach of the College discipline, for example, a serious criminal offence or some willful act calculated to cause damage or harm to the College, its community or any visitors. Formal dismissal implies that the student's name will be removed from the roll of the College and reference to the facts and circumstances will be made in response to every request for reference. All outstanding fees up to and including the month of dismissal shall be payable and any deposit shall be retained by the College.

(ii) Requirement to Leave

For a serious breach of College discipline falling short of one for which dismissal is necessary, but such that the student cannot expect to remain a member of the College community, the student concerned may be required to leave permanently. Subject to



payment of all outstanding fees the student will be given reasonable assistance in making a fresh start at another institute.

(iii) Suspension

A student may be placed under suspension for up to 14 school days while a complaint is investigated or as a sanction in its own right if, in the opinion of the College Principal, this sanction is a reasonable response to a breach of College discipline.

(iv) Other Sanctions

The College Principal may prescribe and authorize the use of such other sanctions as necessary that comply with good education practice and tend to promote observance and compliance with the College rules and regulations.

Each case of unacceptable behaviour will be treated individually and the final outcome will depend on the circumstances of the case. In all cases support and guidance will be offered, which may include a recommendation for professional counseling. The College aims at all times to make decisions that are in the best interests of both the individual student and the College community as a whole.

2.6 Appeal Procedure for Student Discipline and Grievances

A student who has been subjected to disciplinary action may appeal to the College Principal against the findings of the College or against the penalty imposed, or both. A student also has a right to lodge a grievance resulting from an act or a failure to act by a member of the College occupying a position of authority in a College-related matter.

Any appeal must be communicated to the College Principal in person within 7 working days of the receipt of the original decision. The appeal will be heard, investigated and reviewed by the Disciplinary Appeals Committee nominated by the Principal.

The Disciplinary Appeals Committee consists of academic staff and, where appropriate, student representatives. The decision or the outcome will then be communicated to the aggrieved student or the student lodging the appeal within 7 working days of the receipt of the appeal or grievance. Pending the decision of the Appeal Committee, the student shall observe any suspension imposed.

The decisions of the Disciplinary Appeals Committee shall be final within the College.

2.7 Suspension of or Withdrawal from Study

Suspension

Under special circumstances, a student may be permitted to suspend her studies up to two terms and resume studies on commencement of the following academic year. This is granted in cases of health problems, financial difficulty, or urgent family affairs.



In all cases, supporting documents together with an explanatory letter must be submitted to the Programme Director, normally no later than 4 weeks before the commencement of the examination, for approval of the suspension.

Suspension, if approved, will be granted within 7 working days after submission of the application.

Upon expiration of the suspension period, the student must return to her studies. If the student fails to report to the College according to the schedule agreed, she will be deemed as having unofficially withdrawn.

Withdrawal

Students intending to leave the College prior to graduation must apply for official withdrawal. A student who leaves the College without following the proper procedures will be considered as having unofficially withdrawn. No re-admission will be considered and no official documents will be issued to such a student.

For official withdrawal, a student who decides to discontinue her studies should notify the College in writing and is required to discuss her intention in person with her Class Mentor and the Programme Director and/or Vice Principal (Academic) before a final decision is taken. Parents will also be contacted and notified of the student's decision. The student concerned should return to the College her Student Identity Card.

Students must settle any outstanding fees before an official withdrawal status is given by the College.

Withdrawal, if approved, will be granted within 7 working days after submission of the application.

2.8 Examination Regulations

General Regulations

Examinations, if required, are normally held at the end of each semester. Without exception students must make themselves available for examinations during the examination period.

Only students whose names are on the College's enrolment record and whose attendance is satisfactory in accordance with the College's Attendance Policy are permitted to sit the examinations of the programme concerned.

Students are not allowed to sit an examination if they:

- have not satisfied the attendance requirements (80% or over); or
- have not settled any due payment to the College

A student who is absent from an examination without an acceptable excuse and proper evidence, in the form of documents, will receive "zero" mark for that examination.



Before Commencement of Examination

Students should read the examination timetable carefully and take note of the date, time and venue of the examinations. Having forgotten or misread the examination timetable is not an acceptable excuse to apply for make-up examinations.

Students should arrive at the examination venue at least 10 minutes before the scheduled time of examination, and be seated in accordance with the seating plan posted outside the examination hall/room, if any.

Students will not be allowed to enter the examination venue after the first 30 minutes of the examination.

Students must bring their Student Identity Card to the examination. The card should be placed on the top right hand corner of the desk for inspection by invigilators during the examination. Failure to present the Student Identity Card during the examination is regarded as a violation of College discipline and the student concerned will be required to complete a report to explain the reasons. If the Student Identity Card does not correspond to the person sitting the examination, disciplinary actions and/or legal proceedings will be taken against both the candidate and the substitute.

Students should provide themselves with the necessary writing and drawing instruments and shall write only on answer books or answer sheets provided by the College for examination purposes. Students should also check whether dictionaries and/or calculators are allowed in an examination. If in doubt, they should consult the lecturer teaching the module concerned before the examination.

During Examinations

Students are not allowed to leave until the end of the examination.

Students may not leave the examination venue temporarily and return subsequently, unless accompanied by an invigilator.

There shall neither be communication between candidates nor any dishonest conduct. Students should not do anything that causes unnecessary distraction to other candidates. Irregularities of any kind will be reported to the College authority for action as appropriate.

No food or drink is allowed in the examination hall/room. If a candidate needs to drink water (to accompany medication for example) or has any urgent requirements, a request should be made to the invigilator.

A reminder of the time remaining will be announced 30 minutes and 5 minutes before the end of the examination.

At the End of Examinations

At the end of examinations, students shall remain seated quietly until they are told to leave the examination hall/room.



Students shall not take out from the examination hall/room any items issued by the invigilator. Some examination question papers, as specified, may not be taken away.

Students should leave the examination hall/room quietly to avoid disturbance to other students still taking examination in the same venue or on the College premises.

Any complaint about the conduct of the examination shall be made in writing to the Head of Academic Departments concerned or the Vice Principal (Academic) as soon as possible.

Disqualifications

A student who has committed any of the following offences is subject to disqualification in a module examination or the entire examination:

- Improperly obtaining information of examination paper prior to the examination.
- Communicating or attempting to communicate improperly with any person inside or outside the examination venue during an examination session.
- Copying from notes, books or electronic devices brought into the examination centre or copying from the work of another student during an examination.
- Engaging in any other form of improper or dishonest conduct during the examination.
- Bringing unauthorised material into the examination venue (whether or not an attempt is made to use it) without permission.
- Removing examination material (such as question paper, answer book/sheets, etc) from the examination venue without invigilator's permission.
- Leaving the examination venue without permission.
- Starting to work on the question paper before being instructed to do so.
- Continuing to write after being told to stop writing at the end of an examination.
- Disobeying instructions of an invigilator.

Such cases will be reported to the College authority for further action.

Alternative Examination Arrangements

If a temporary or ongoing disability, a medical condition or injury impacts on a student's ability to perform effectively under standard examination conditions, the student can apply to the College for alternative examination arrangements. Appropriate medical document is required.

Arrangements can include additional writing time, rest breaks or the use of a computer. Students with disability of an ongoing nature are encouraged to apply for alternative examination arrangements early in the academic year.



Supplementary Examinations

Students who failed a subject only due to failure of the written element of that subject may be allowed to sit for supplementary examination. An administration cost of \$100 per course/module will be charged to the student taking the supplementary examinations.

Students who are unable to sit a supplementary examination on the due date cannot be offered any further supplementary examination.

Grade F will be converted to the appropriate grade (Maximum: Grade C) for Grade Point Average (GPA) calculation on successful completion of the assessment with the indication of "(S)", i.e. supplementary pass. The grade of the first attempt will be shown on the academic transcript.

Participation in External Examinations

Students who withdraw from the College before the completion of the programme, or fail to pay their tuition fees, are only entitled to sit external examinations as private candidates instead of students of the College.

2.9 Assessment Policy

A student shall be assessed for every module of the programme that she has registered for on the basis of her academic performance. Assessment tasks are designed to align with the module syllabus and intended learning outcomes. Assessment tasks are delivered in different forms, which may include any one or any combination of the following: assignment (individual or group), test, examination, and group project (written and/or presentation).

To prepare for progression through their study, students should fulfill the curriculum requirements of their academic programme and know the assessment method, assessment criteria, grading system, and detailed requirements for academic progress (including attendance and requirement for continuous assessment), all of which are set out in the definitive programme document.

Attendance Requirement

A student must maintain an attendance rate of 80% or above in order to pass a module.

Minimum Percentage Requirement

For module in which there is a semester examination, the grading of the Final Assessment is determined by combining the marks of the continuously assessed and aggregated coursework and the marks of the examination.

The programme document and module outline should specify the relative contribution (weighting/ percentage of marks) of continuous assessment and examination to the final module assessment.



To obtain a pass grade for a module, a student is required to attain an overall pass in the Final Assessment component. The passing mark for both continuous assessment and examination is 50.

Absence from Tests or Examinations

Students are required to sit for all scheduled tests and examinations. If a student fails to sit for a test/examination without official permission, she will receive “zero” mark for that test/examination.

A student who is unable to attend a class test or other assessments should explain the reason to the respective lecturer and provide relevant documentary evidence.

A student who misses an examination because of extenuating circumstances such as serious illness, injury or other personal emergencies may apply in writing to the Programme Leader for a make-up examination. Applications should be made within 3 working days after the missed examination.

In case of illness or injury, the application should include a medical certificate issued by a qualified medical practitioner.

If the Programme Leader (for examinations) or Lecturer (for tests), after considering all documentary evidence, decides to reject a student’s request for special consideration, the student will receive “zero” mark for the test or examination concerned.

Late Submission of Assignments

Late assignments may result in reduction of marks or grades. A student who fails to obtain prior permission for late submission of assignments will be given a ‘Fail’ grade.

2.10 Assessment Grading System

The Grade Point Average (GPA) system is adopted. The GPA is obtained by adding all the grade points gained and dividing the sum by the total number of units allotted to the modules taken by a student.

Letter grades are used to indicate the results of assessment. The number of grade points gained by a student in a particular module corresponds to the letter grade.



Letter Grade	Academic Performance	Numeric Unit	Grade Point Value
A+	Excellent	96-100	4.30
A		86-95	4.00
A-		81-85	3.70
B+	Good	76-80	3.30
B		69-75	3.00
B-		61-68	2.70
C+	Satisfactory	56-60	2.30
C/C(S)*		50-55	2.00
C-/C-(S)*		47-49	1.70
F	Fail	0-46	0.00
W	Withdraw	NA	Not included in GPA calculation

*(S) = Supplementary Pass

Students' academic standing is officially recorded at the conclusion of the whole programme. An academic transcript will be issued to students approximately 4 weeks after their semester examination is completed. Any inaccuracy or inconsistency should be reported within 7 working days after the academic transcript has been issued.

A student who has gained a grade of "C-" or above in a module shall earn the credit unit(s) of the module. Grade F indicates failure which does not carry any credit value.

Any grades, whether pass or fail, achieved in a credit-bearing module will be used in calculating the Cumulative GPA. The maximum cumulative GPA is 4.00 but the maximum grade point value for individual modules is 4.30.

All "F" grades will be included on the students' academic transcripts. When grades are upgraded (e.g. through supplementary examination/assessment), the newly assigned grade (maximum: Grade C) will replace the original "F" grade on the transcript. The Cumulative GPA will also be upgraded accordingly.

Supplementary Examination/ Assessment

A student who is absent from the examination will normally receive an "F" grade. If the student has a good and valid reason which is acceptable to the lecturer and the Programme Leader or Head of Academic Department concerned, the student may be given a supplementary examination/assessment. Grade F will be converted to the appropriate grade (Maximum: Grade C) on successful completion of the assessment with the indication of supplementary pass. The grade of the first attempt will be shown on the academic transcript of the student concerned.



Credit Units and Study Load

The number of credit units assigned to a module is indicative of the guided learning hours and/or the study time associated with that module over a 15-week semester. To earn a credit, students are expected to take up about 30 to 45 hours of study, inclusive of guided learning hours, private study etc.

In general, a single credit unit represents 15 guided learning hours or equivalent.

Grade Point Average (GPA)

A Grade Point Average (GPA) of 2.00 on a 4-point scale constitutes good academic standing. A GPA of 2.00 represents a "C" average. To earn a certificate or diploma, a student must have a Cumulative GPA of at least 2.00. The Cumulative GPA is calculated from all grades awarded including "A", "B", "C" and "F".

Cumulative Grade Point Average

The Cumulative GPA is the combined grade average of all modules completed by a student, including failed modules, at the time of calculation. It is calculated as follows:

$\text{Cumulative GPA} = \frac{\text{Numeric value of letter grade} \times \text{Number of credit units for each module}}{\text{Total Number of credit units attempted (including failed modules)}}$
--

Appeals Against Assessment Grades

A student who wishes to appeal against the result of assessments including examination grades shall apply on a prescribed form to the College and pay the prescribed fee, within 7 working days after the release of grades. The fee shall be refunded to the student in case of any adjustments in grades.

The appeal will then be dealt with by the Head of Academic Department concerned. The Head of Academic Department may, where necessary, refer the appeal to the Programme Leader to follow up. The appellant will be informed of the result of the appeal within 7 working days after receipt of application for appeal.

If the appellant is dissatisfied with the decision, she may appeal in writing to the Vice Principal (Academic) but no later than 7 working days after receipt of the reply from Head of Academic Department or Programme Leader. The Vice Principal (Academic) shall then refer the case to the Academic Appeals Committee setting up by the Principal, who shall determine whether there are prima facie grounds for reconsideration of the case.

The decisions of the Academic Appeals Committee shall be final within the College.



Graduation Requirement

To be considered for the award of the relevant academic qualification, a student shall:

- (i) have satisfied all requirements for graduation as prescribed by the programme concerned;
- (ii) have passed the graduation project, if any, as prescribed by the programme;
- (iii) have met the minimum attendance requirement (i.e. 80% or above); and
- (iv) have attained a Cumulative GPA of at least 2.0.

Students who do not satisfy the graduation requirements may be allowed to take re-assessment(s) in order to make up for their unit- or GPA-deficiency for graduation.

A student who passes a module by re-assessment or by concession should:

- (i) be at the discretion of the College's Examinations and Assessments Team, and
- (ii) receive a passing mark of 50 for the form of assessment that has been re-assessed or condoned.

Re-assessments will be either in the form of supplementary examinations or assignment/project work.

Upon successful completion of re-assessment(s), a student who has accumulated the required minimum credit units is eligible to receive the Graduation Certificate/Diploma.

Classification of Awards

The Cumulative GPA is employed to determine different designations:

Cumulative GPA	Designation
3.40 – 4.00	Distinction
2.70 – 3.39	Merit
2.00 – 2.69	Pass

Academic Probation

The academic probation system is implemented to give prior warning to students who need to make improvement in order to fulfill the GPA requirement of the College.

A student shall be put on academic probation in the following semester if her Cumulative GPA is between 1.70 and 1.99. The performance of a student on academic probation will be reviewed at the end of the semester in which she is on probation, at which time if she has obtained a Cumulative GPA of 2.00 or above, the probation will be lifted, otherwise probation shall continue to apply in the next semester and to be displayed in the transcript of studies.



Progression and De-registration

A student will normally have “progressing” status unless she falls within the following categories, any one of which may be regarded as grounds for de-registration from the programme:

- (1) The student has exceeded the maximum period of registration for that programme as specified in the definitive programme document; or
- (2) The student’s GPA is lower than 2.0 for two consecutive semesters and her cumulative GPA is below 1.70 at the end of the academic year; or
- (3) The student’s GPA is lower than 2.0 for three consecutive semesters.

Notwithstanding the above, the Programme Leader will have the discretion to de-register students with extremely poor academic performance before the time specified in (2) and (3) above. If there are good reasons, the Programme Leader has the discretion to recommend, for approval by the College Principal, that students who fall into categories (2) or (3) be allowed to stay on the programme.

Maximum Period of Registration for a Programme of Study

For students who cannot complete the graduation requirements within the normal study period because of academic problems, a concession of one additional year to complete their studies may be allowed. This concession is subject to the approval of the Principal and the Programme Leader concerned. The additional year of study should immediately follow the student’s final year of study at the College.



CHAPTER 3 ASSESSMENT OF PERSONAL QUALITIES

The College recognizes that non-academic personal qualities are just as important and influential to education and job as academic ability. At the end of each semester, a report on assessment of students' personal qualities will be issued to students. Such information will also be kept at the College for internal progression of study or job referral purposes.

Rubrics for Assessment of Student Personal Qualities

Personal Qualities	1 Exemplary	2 Good	3 Accomplished	4 Needs Improvement	5 Unacceptable
Attendance	Perfect attendance. No records of absence.	Regular attendance. Absences do not exceed 2 days per semester or 4 days per annum and are pre-arranged or unavoidable.	Satisfactory attendance. 3-4 days absent per semester or 5-8 days absent per annum.	5-8 days absent per semester or 9-17 days absent per year.	Absent frequently. Failed to meet the 90% attendance requirement, i.e. more than 8 days absent per semester or more than 17 days absent per annum (not including unavoidable absences)
Punctuality	Consistently on time and prepared for class to start. No late records.	Good punctuality. No more than 2 times late per semester or no more than 4 times late per year.	Satisfactory punctuality. 3-4 times late per semester or 5-8 times late per year.	5-8 times late per semester or 9-17 times late per year.	Late frequently. More than 8 times late per term or more than 17 times late per year.
Learning Attitude	Consistently on task. Very focused. Listens attentively when others talk and will often incorporate ideas of others.	Mostly on tasks. Often focused. Listens when others talk and offers additional input.	Regularly on task. Generally focused. Listens when others talk and on occasions has something to add.	Often off task. Inconsistent focus. Listens inconsistently when others talk and rarely has anything to add.	Almost never on task. Very little focus. Does not listen when others talk and interrupts when others speak.
Concern for Others	Is always polite and courteous. Consistently respects the rights and feelings of others.	Student's conduct demonstrates a positive attitude. Shows respect for teachers and peers most of the time. Occasionally questions or challenges ideas in a respectful way.	Demonstrates proper manner most of the time. Is aware of the required standard of respectful behaviour with occasional lapses. Follows school rules most of the time.	Shows inconsistent respect for teachers and peers. Occasionally makes inappropriate comments. Eats, drinks and/or uses telephone during lessons.	Attitude is poor and/or disruptive. Manners are unacceptable. Generally inconsiderate. Is frequently disrespectful towards teachers and/or peers. Requires multiple warnings about conduct. Often eats, drinks and/or uses telephone during lessons.
Integrity	Is always sincere, honest and trustworthy.	Is straightforward with regard to comments and behaviours. Admits faults and errors willingly. Acknowledges need for improvement.	Makes a reasonable attempt to adhere to a high level of integrity. Seldom lapses.	Reluctant to admit faults when responsible for wrongdoing. Is defensive even when others have presented evidence. Has committed cheating, lying, stealing or tampering.	Cannot be trusted to tell the truth. Often lies. Rarely admits wrongdoing or errors. Does not stand by words. Has repeatedly committed cheating, lying, stealing or tampering.



Personal Qualities	1 Exemplary	2 Good	3 Accomplished	4 Needs Improvement	5 Unacceptable
Participation	Fully prepared for every lesson. Demonstrates close attention to task/activity. Poses questions that provide good insights and direction for the class. Helps others in a non-distracting manner.	Is always prepared and ready to learn. Asks questions that clarify details about the topic or extend own understanding. Does not distract others.	Is partially prepared. Contributes occasionally. Seldom distracts others or becomes distracted.	Preparation and level of participation are both inconsistent. Poses some questions but are often irrelevant or untimely. Creates few distractions for others. Sometimes cannot resist others' distractions.	Rarely prepares. Rarely participates. Demonstrates a noticeable lack of interest in topics or tasks. Always distracts others and is easily distracted. Refuses to answer questions when asked. Sleeps in class.
Responsibility	Is responsible and shows initiative in all aspects of classroom activities. Proactively contributes to class by offering constructive ideas. Holds herself responsible for the progress of the class. Demonstrates superior leadership qualities.	Is responsible and shows initiative most of the time. Makes some effort to contribute to the class.	Shows some responsibility and initiative, though may not always adhere to the appropriate standard of responsibility.	Shows little or no initiative. Rarely contributes to the class by offering ideas or asking questions. Accepts responsibility when requested. Plays a passive role in class.	Is an unreliable student. Shows no initiative. Places blame on others for missed work or poor behaviour. Does not acknowledge own role in events/activities. Tends to play a destructive role in class.
Cooperation and Collaboration	Works well with a variety of peers. Contributes meaningfully and listens attentively. Enhances the work of others through sharing and helpfulness.	Works well with peers. Contributes enthusiastically and listens carefully to others. Shares ideas readily with others. Executes fair share of assigned work.	Works in groups as assigned. Contributes as necessary. Listens to the contributions of others. Executes role hesitantly.	Experiences some difficulties working with others, is either passive or aggressive. Occasionally cooperates with others but requires frequent supervision.	Experiences great difficulties working with others. Makes no contributions to group work. Unable or unwilling to execute role.
Personal Grooming	Consistently follows the agreed rules on school uniform and dress codes. Is always neat and tidy in appearance.	Always wears proper school uniform in school and when travelling to and from school. Is neat and tidy on most occasions.	Shows respect to rules on school uniform with some lapses. Does not wear accessories and keeps hair tidy.	Occasionally breaks rules on school uniform, has messy hair and wears accessories.	Frequently breaks rules on school uniform, e.g. improper overcoat, messy/tinted hair, nail polishing, excessive accessories, etc.
Quality of Work	Work is consistently presented professionally, free of errors, thoughtful, and visually attractive. Exceeds all required criteria.	Makes a good, consistent effort. Completes work thoroughly and neatly.	Completes tasks with average effort and generally meets required criteria.	Inconsistent effort. Partially or barely adequate completion of work.	Very little effort. Work is difficult to read or untidy. Poor and unfinished work.
Time Management	Begins assignments well in advance of due date. Always completes work on or before deadline.	Assignments consistently completed on time.	Assignments completed mostly on time.	Work deadlines are not consistently met.	Always submits assignments after deadline or does not submit at all.



CHAPTER 4 AWARD AND CERTIFICATION

Academic Award

Upon successful completion of a programme of study at the College, a student will be conferred the appropriate academic award at the Graduation Ceremony held normally in July each year.

Academic award will normally be available for collection after the Graduation Ceremony. The collection period will be announced by mail and/or via the College website.

If a student is unable to come in person to collect the academic award, she may authorise another person in writing (with the HKID number of the authorized person provided) to collect it on her behalf. A copy of the student's HKID card (or passport for those who do not have an HKID card) must be attached to her authorisation letter.

The College is not responsible for the safe custody of any uncollected documents after the collection period. Uncollected documents may be destroyed after the stipulated collection period. It is therefore the responsibility of students to collect the documents according to the stipulated collection schedule.

The University will under no circumstances issue any duplicate or replacement of the academic award. In addition, the College reserves the right to withhold the issuance of an award or any certification of study to a student who has unsettled matters with the College.

Testimonials

Testimonials are issued to graduates of S7, Advanced Diploma and Professional Diploma (who fulfilled the 90% attendance requirement of the College) to prove their student status at the College, provide personal references, or recommend graduates for employment or university admission.

Certification of Award

If a student lost her academic award, no replacement will be issued. However, she can apply, in writing, for a Certification of Award to certify the award obtained. A fee of HK\$50 will be charged for each certification.

Certification of True Copies

If a student wishes the College to provide certification on copies of her academic award or transcripts, she should bring along the original documents to the College General Office for processing. A fee of \$10 per copy will be charged for each certified true copy.



Official Transcript

A student who intends to apply for admission to tertiary institute or for employment may apply for an official transcript giving details of all modules taken and grades obtained.

The official transcript shall not be issued to a student or any private individuals. It shall be sent directly to the institution or prospective employer. An official transcript shall be applied for on a prescribed form at the College General Office with payment of prescribed fees and postage.



CHAPTER 5 STUDENT IDENTITY CARD

Each enrolled student is issued a photo-bearing Student Identity Card. The Student Identity Card serves as a proof of the status of a registered student of the College and will be renewed at the beginning of each academic year.

Students are expected to carry the Student Identity Card with them at all times and they may be required to present it for security purposes whilst on College premises. Carrying the card ensures students can gain access to the College facilities. It is also essential to present the card when collecting cheques or other documents from the College General Office and borrowing items from the Library Resource Centre. Students are also required to display the card during all Common Tests and Examinations.

The Student Identity Card is valid for the duration of one academic year. If, for any reasons, a student leaves the College before the end of the academic year, the card should be returned to the College General Office.

To avoid fraudulent use of the card, students are required to report the loss of Student Identity Card to the College General Office and a charge of \$20 is required for replacement.

Students should be aware that it is their responsibility to ensure that the Student Identity Card is kept in a safe place and not misused by any other persons. The Student Identity Cards are not transferable between individuals and if a student's card is found to be in the possession of anyone else, it will be confiscated and the cardholder concerned will be subject to disciplinary action.



CHAPTER 6 STUDENT RECORDS

The College General Office is the custodian of all student records. “Student records” are defined as any information collected, assembled, or maintained by the College. This includes documents, letters, memoranda, computer data and other materials that directly or indirectly contain the identity of the student.

Student records are confidential. Any student can have access to her records and is entitled to receive copies by paying an administration fee. The College will release a transcript to prospective employers or other educational institutions if the college receives a written request from the student, provided the student has no outstanding financial obligations and there are no holds on the student’s academic record. Student records include:

- Application forms for admission
- Students’ personal details including previous education and qualifications, and simple family background
- Attendance information
- Public examination results
- Electronic copies of Academic Transcripts, Testimonials, Certificates/Diplomas, Awards, etc
- Records of disciplinary measures (if any)



CHAPTER 7 TUITION FEES AND OTHER FEES

SHCCC strives to set the programme fees at a reasonable level to provide affordable learning opportunities to students. In addition, the College makes appropriate arrangements to assist students with financial needs.

Tuition Fees and Other Charges 2011-2012

The following are the tuition fees approved by the Education Bureau of the Government of the HKSAR. The tuition fees include lectures, handouts and assessment, etc but exclude the fees for textbooks, professional examinations and membership application fees.

Programme Title (2011-2012)	Tuition Fee per instalment	No of Instalments	Total Fee for the year
HDBS (Year 1) 2-Year Higher Diploma in Business Studies 兩年制商業學高級文憑[第一年]	\$9,975 (Year 1)	Four	\$39,900 (Year 1)
DBA 1-Year Diploma in Business Administration 一年制工商管理文憑	\$2,998	Ten	\$29,980
ADA (Year 2) 2-Year Advanced Diploma in Accounting 兩年制會計高級文憑[第二年]	\$3,229 (Year 2)	Ten	\$32,290 (Year 2)
PDA (Year 3) 3-Year Professional Diploma in Accounting 三年制會計專業文憑[第三年]	\$3,460 (Year 3)	Ten	\$34,600 (Year 3)
PDBA (Year 3) 3-Year Professional Diploma in Business Administration 三年制工商管理專業文憑[第三年]	\$3,460 (Year 3)	Ten	\$34,600 (Year 3)
PDMM (Year 3) 3-Year Professional Diploma in Marketing and Management 三年制市場及管理學專業文憑[第三年]	\$3,460 (Year 3)	Ten	\$34,600 (Year 3)
S7 2-Year Hong Kong Advanced Level Course 兩年制香港高級程度會考課程[第二年]	\$4,610 (S7)	Seven	\$32,270 (S7)



Other Fees 2011-2012	Total Amount
Admission Fee	\$100
Stationery and Utility Fees <ul style="list-style-type: none"> • Stationery and consumables (\$700) • Air-conditioning and other utility fees (\$300) 	\$1,000

Late Charges and Refund Policy

In general, tuition fees are to be paid through bank on the first day of each month. Tuition fees of the Higher Diploma in Business Studies programme are to be paid in four instalments in July, October, January and April. If fees are not paid on time, students will be required to pay a late penalty charge of \$100. Students who have financial difficulties and are unable to settle the tuition fees on time should apply in writing at least one week before the payment deadline.

Except for unsuccessful enrollments and programme/course cancellation, all tuition fees paid are not refundable. SHCCC reserves the right to waive this condition under extreme circumstances.

Administrative Charges

Official Transcript	\$50 per copy
Official Definitive Programme Document	\$50 per copy
Letter of Certification (Proof of Student Status/Certification of Award/etc)	\$50 per copy
Certification of True Copies	\$10 per copy
Supplementary Examination/Re-assessment Fee	\$100 per module
Replacement of Student Identity Card	\$20

Note: The College reserves the right to revise the tuition fees and other fees from time to time.

Scholarships

To recognize students' outstanding ability, achievement, and potential in different aspects, the College has initiated the following scholarships to students who meet the recognition criteria:

- Foundress Scholarships for Active Involvement in Voluntary Service



- Scholarships for Academic Excellence
- Scholarships for Best Academic Improvement

Furthermore, students with outstanding academic performance are eligible for application of scholarships offered by external organisations:

- Edinburgh Napier University Scholarship
- HKIAAT Scholarship
- American Chamber of Commerce's Prize Book Award

Financial Assistance Schemes Administered by the Student Financial Assistance Agency

Continuing Education Fund (CEF)

The following programme/modules have been included in the Reimbursable Course List of the Continuing Education Fund (CEF). Eligible applicants may be reimbursed 80% of the programme/module fees, subject to a maximum amount of \$10,000 on successful completion of the programme/modules concerned. Students need to pass the assessment and meet the required attendance of at least 80% in order to claim reimbursement. For details, please refer to CEF Hotline (3142 2277) or website (www.sfaa.gov.hk/cef).

Programme/Module Title	CEF Course Code	Reimbursable amount
Advanced Diploma in Accounting	23F00506-8	\$10,000
English for Business Level 1	24Z03526-4	\$4,000 + 80% of LCCI exam fee
English for Business Level 2	24Z03530-2	\$4,000 + 80% of LCCI exam fee
English for Business Level 3	24Z03531-0	\$4,800 + 80% of LCCI exam fee
E-Commerce Virtual Enterprise	21Z03527-4	\$4,800
Selling and Sales Management	21Z03529-0	\$4,800

As at 17 March 2011

Others

Other means of financial assistance/grants/scholarships, offered by the Students Financial Assistance Agency (SFAA), available for SHCCC students include:

- Student Travel Subsidy (for All students)
- Financial Assistance Scheme for Post-secondary Students (for HDBS students only)
- Non-means-tested Loan Scheme for Post-secondary Students (for HDBS students only)
- Non-means Tested Loan Scheme (for other students except HDBS)
- Exemption of Local Examination Fees (for S7 students only)



- Local Education Allowance (for S6 and S7 students only)
- Grantham Scholarship (for S6 and S7 students only)
- Sir Edward Youde Memorial Prize (for S6 and S7 students only)
- Government Matriculation Maintenance Grants (for S6 and S7 students only)

For details, please refer to SFAA Hotline (2150 6222) or website (www.sfaa.gov.hk)



CHAPTER 8 LIBRARY RESOURCE CENTRE

Opening Hours

Monday to Friday 8:30 am to 5:30 pm

Borrowing Privileges

	Type of Material	Loan Period	Max No. of Renewals	Total No. of Items
Students	Books	14 days	1	2
	Audio-visual materials	7 days		
Teaching Staff	Books (Textbooks)	One academic year	-	9*
	Other books	30 days	1	
	Audio-visual materials	7 days	1	

* Excluding textbooks

Borrowing

- The Octopus card or valid Student ID Card must be produced when checking out library materials.
- All library items should be checked out at the Circulation Counter. Borrowers should, before leaving the Library, ensure that the loan procedures are properly completed.

Overdue

- If a book is not returned by the due date, it is considered overdue and the overdue fine is \$1 per day.
- In case an item is reported lost or damaged, the borrower should be charged for the replacement cost of the item.

Computers

Networked computers are available to allow users to access to the Internet and College networked information sources. The networked computers are equipped with various software applications for users to utilize word-processing, spreadsheets, PowerPoint presentation and self-learning. Users can log-on with their user name and password to access to networked information sources.

Photocopying/ Laser Printing (Self-service)

The Library is equipped with Octopus-operated photocopier and printer. Users are reminded to make sure that their photocopying/scanning does not infringe the copyright laws. The photocopier produces single or double-sided copies and offers facilities for text enlargement or reduction.



Service	Charge
A4 Photocopying/ computer printing (b & w)	HK\$0.3 per page
A4 Photocopying/ computer printing (colour)	HK\$2.5 per page
A3 Photocopying/ computer printing (b & w)	HK\$0.5 per page
A3 Photocopying/ computer printing (colour)	HK\$5.0 per page

Copyright Laws

It should be noted that photocopying and printing facilities provided by the Library are offered on the clear understanding that copying by or for library users does not involve any breach of copyright.

Users should observe and comply with the current legislation on copyright in Hong Kong. Teaching staff wishing to reproduce reading materials for their students may wish to consult the information specifically on copying for teaching purposes, such as Guidelines for Photocopying of Printed Works by Not-for-profit Educational Establishments issued in October 2002.

General Rules

1. Library users should respect the rights of other users, eg keep their voice down and switch the mobile devices to silent mode.
2. Food and drinks (except bottled water) are not permitted in the library.
3. Tables and chairs must be kept in place after use.
4. Library reading seats and computers are on first come first served basis.
5. Books and personal belongings should not be left unattended. The College will not be responsible for any loss or damage of personal belongings.
6. Mutilation or theft of library materials is a serious offence. Penalties include full replacement cost, academic sanctions and suspension of library access rights.



CHAPTER 9 STUDENT LOCKERS

All students with whole-day school will be issued a locker at the beginning of the academic year. Others students wishing to rent one should notify the College General Office.

Students using the lockers should comply with the following rules and regulations:

- All students must use their own locks for their lockers.
- Students should keep lockers closed and locked at all times.
- Students should not use lockers which have not been assigned to them.
- Students are only allowed to use lockers before school, during recess, during lunch breaks, and after school. No use of lockers is permitted between lessons. Use of lockers during lesson time is only allowed with administration or teacher's prior approval.
- The lockers are made available for students to store their books, handouts or other personal items necessary for use at school. The lockers are not to be used for illegal purposes.
- The College is not responsible for lost, stolen or damaged items kept in the lockers; therefore students are strongly advised not to store valuable items (e.g. jewelry, camera, money, etc) in the lockers.
- Students are expected to keep their lockers in a clean and orderly manner.
- Students are not allowed to decorate either the inside or outside of the lockers with adhesive labels, paints, markers, etc.
- The lockers are the property of the College. The student's use of the locker does not diminish the College's ownership or control of the locker.
- The College reserves the right to open and inspect the lockers for the protection of all at any time, without the students' permission, when it is deemed necessary.
- All contraband confiscated from lockers may be disposed of by the College in the following ways:
 - returning to the proper owner or place
 - using as evidence in a student discipline proceeding if possession of the contraband constitutes a ground for suspension or dismissal under the Behaviour and Discipline Policy of the College
 - delivering to the appropriate law enforcement officials if possession of the contraband constitutes evidence of a crime
 - destruction



Use of Lockers

- A student who uses the locker provided by the school is presumed to have no expectations of privacy in that locker or the locker's content.
- Students must empty their lockers on or before the last day of school.

Lost and Found

Please note that the College is not responsible for lost or stolen items. Students are advised not to bring items of value to school.

Students should mark their personal items with label or permanent marker so that the College can return the items to them when they are found.

The student must describe the lost items before they will be returned. Lost and found items are kept at the College General Office in Room 101.

All items which are not claimed at the end of the academic year will be donated to charitable organizations.

Visitors

Students are not allowed to bring friends, relatives, or children, to school for visits, unless 2 days' advanced approval is obtained from the Principal or Vice Principal.

All visitors must sign in and out at the College's main entrance. The student who brings the visitor to the school should accompany the visitor throughout his/her visit.



CHAPTER 10 MAKING ENQUIRIES, COMMENTS OR SUGGESTIONS

Students having any comments and suggestions about the programme are encouraged to communicate directly with the Programme Director through different channels:

- Formal channels – programme and module evaluation, through student representatives at meetings with the Academic Committee of the College Governing Board, class visits, etc
- Informal channels – telephone, email, etc.

If you or your parent wants to make an enquiry, a comment or suggestion on matters concerning this College in writing, you are advised to state clearly your name, programme enrolled, class, student number, contact telephone number(s) and address, otherwise the relevant departments or staff may not be able to contact you for reply.

No action will be taken on any correspondence in writing which is anonymous.



CHAPTER 11 ADVERSE WEATHER ARRANGEMENTS

For the safety of students, under inclement weather conditions, the College follows the advice given by the Education Bureau for suspending classes or early dismissals. The arrangements are as follows:

Tropical Cyclones

Weather Condition	Action to be taken
When Tropical Cyclone Warning Signal No 3 or below is hoisted	The school will operate as usual unless the Education Bureau has made special announcement on closure of schools
When Tropical Cyclone Warning Signal Pre-No 8/No 8 or above is hoisted	The school will be closed
When Tropical Cyclone Warning Signal 8 or above is replaced by Signal No 3 or below, or when all signals are cancelled before 6.15 am	The AM classes* will resume unless advised otherwise
When Tropical Cyclone Warning Signal 8 or above is replaced by Signal No 3 or below, or when all signals are cancelled before 10.30 am	The PM classes** will resume unless advised otherwise

If students have already set out for school when the Pre-No 8 / No 8 Warning Signal is hoisted, the College will ensure that school premises are to open and staffed until proper arrangements are made for arriving students to return home at an appropriate time.

In cases when Pre-No 8 Warning Signal is hoisted during school hours, the College will make effort to arrange for early dismissals and allow students to return home under safe conditions.



Heavy Persistent Rain

Rainstorm Warning Signal	Action to be taken
If AMBER Rainstorm Warning Signal is hoisted	The school will operate as usual unless the Education Bureau has made special announcement on closure of schools
If RED or BLACK Rainstorm Warning Signal is hoisted:	
- before 6.15 am	There will be no lessons for AM classes*
- between 6.15 am and 8.00 am	<ul style="list-style-type: none"> • No lessons for AM classes* • The College will ensure that the school premises are open until the end of the normal school hours for students who have left home for school and will ensure that conditions are safe before allowing students to return home • Students who have not left for school should stay home
- between 8.00 am and 10.30 am	AM classes* should continue the lessons until the end of the normal school hours in the morning and the College will ensure that conditions are safe before allowing students to return home
- between 10.30 am and 12.15 pm	<ul style="list-style-type: none"> • There will be no lessons for PM classes** • AM classes* should continue the lessons until the end of the normal school hours in the morning and the College will ensure that conditions are safe before allowing students to return home
- after 1.15 pm	All classes should continue the lessons until the end of the normal school hours and the College will ensure that conditions are safe before allowing students to return home

* AM classes refer to S7, HDBS1-3, ADA, PDBA, PDA and PDMM.

** PM classes refer to DBA1-3.

There will be no lessons for all AM Classes, including the afternoon lessons of AM classes, if the Education Bureau announces the closure of AM Session of / Whole-day secondary schools.



There will be no lessons for all PM Classes if the Education Bureau announces the closure of PM Session of secondary schools.

Students are advised to listen to the radio or television announcements regularly before leaving home for school. Students should also check the latest announcement on the College's website (www.shccc.edu.hk) or that of the Education Bureau (www.edb.gov.hk).



CHAPTER 12 CURRICULUM (2011-12)

1. Higher Diploma in Business Studies (Programme Code: HDBS)

Total credits required: 66
Total contact hours: 990

Year 1:

Module Title	Semester	Credit Points
Business English I	1	3
Business Putonghua	1	3
Fundamentals of Accounting	1	3
Principles of Economics	1	3
Principles of Management	1	3
Business Statistics	1	3
Business English II	2	3
Chinese Communication for Business	2	3
Fundamentals of Business Finance	2	3
Principles of Marketing	2	3
Fundamentals of Business Law	2	3
Management Information Systems	2	3

2. Diploma in Business Administration (Programme Code: DBA)

Total credits required: 33
Total contact hours: 495

Module Title	Semester	Credit Points
Business Administration II	1	3
Vocational English	1	3
English for Business IIA	1	3
English for Business IIB	2	3
Organization and Management	2	3
Whole-person Development	1 & 2	3
Business Putonghua I	1 & 2	3
Entrepreneurship – Theories and Practice	1 & 2	3
ICT Fundamentals I & II	1 & 2	6
Electives:		6
Business Accounting II	1 & 2	
Practical Japanese I & II	1 & 2	



3. Advanced Diploma in Accounting (Programme Code: ADA)

Total Credits Required: 75
Total contact hours: 1,215

Year 2:

Module Title	Semester	Credit Points
Business English I	1	3
Business Putonghua II	1	2
Business English II	2	3
Chinese Business Correspondence	2	2
Financial Accounting I & II	1 & 2	6
Management Accounting I & II	1 & 2	6
Principles of Taxation I & II	1 & 2	6
Principles of Auditing I & II	1 & 2	6
Computerised Accounts	1 & 2	3
Management Information Systems I	1 & 2	3
ICT Applications I & II	1 & 2	3

4. Professional Diploma in Accounting (Programme Code: PDA)

Total Credits Required: 120
Total contact hours: 1,965

Year 3:

Module Title	Semester	Credit Points
IELTS IIIA	1	3
Financial Reporting I	1	4
Advanced Management Accounting I	1	3
Finance I	1	3
Advanced Auditing I	1	3
Management Information Systems IIA	1	2
Advanced Business Law I	1	3
Advanced Taxation I	1	2
IELTS IIIB	2	3
Financial Reporting II	2	4
Advanced Management Accounting II	2	3
Finance II	2	3
Advanced Auditing II	2	3
Management Information Systems IIB	2	2
Advanced Business Law II	2	3
Advanced Taxation II	2	2
Final Year Project	1 & 2	4



5. Professional Diploma in Business Administration (Programme Code: PDBA)

Total credits required: 120
Total contact hours: 1,935

Year 3:

Module Title	Semester	Credit Points
IELTS IIIA	1	3
English for Business IIIA	1	3
Financial Management I	1	3
Organizational Behaviour	1	5
International Business	1	5
Management Information Systems	1	4
IELTS IIIB	2	3
English for Business IIIB	2	3
Financial Management II	2	3
Human Resources Management	2	5
Event Planning and Management	2	5
Business Statistics	2	4
Final Year Project	1 & 2	4

6. Professional Diploma in Marketing and Management (Programme Code: PDMM)

Total credits required: 120
Total contact hours: 1,935

Year 3:

Module Title	Semester	Credit Points
IELTS IIIA	1	3
English for Business IIIA	1	3
Marketing Research I	1	3
Public Relations	1	5
International Marketing	1	5
Management Information Systems	1	4
IELTS IIIB	2	3
English for Business IIIB	2	3
Marketing Research II	2	3
Event Planning and Management	2	5
Advertising Management	2	5
Business Statistics	2	4
Final Year Project	1 & 2	4

7. Hong Kong Advanced Level Course (Programme Code: HKAL)

Subject	Credit Points
Ethics and Values (Semester 1) (S6 only)	Not Applicable
Business Ethics (Semester 2) (S6 only)	
Use of English (AS Level)	
Chinese Language and Culture (AS Level)	
Mathematics and Statistics (AS Level)	
Business Studies (A Level)	
Principles of Accounts (A Level) (Elective)	
Economics (A Level) (Elective)	

Notes:

- (a) In order to graduate or to be promoted to the next year of study, a student must have:
- attained the minimum credit units required;
 - attained a Cumulative GPA of 2.0 or above;
 - met the minimum attendance requirement (i.e. 80% or above); and
- (b) The College reserves the right to make changes in course offerings, curriculum and promotion/graduation requirements as and when deemed necessary.
- (c) Students are advised to check the latest version available on the College's intranet.



