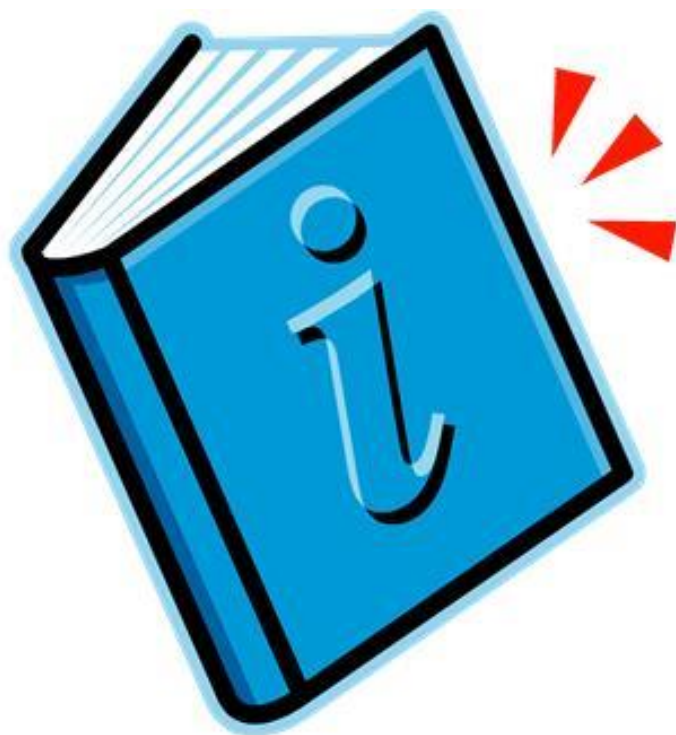

Orientation 2013:
Guide for New Students





Dear New Students,

Welcome to the HKU SPACE Po Leung Kuk Community College (HPCC), a community which is committed to the provision of quality education and the development of the whole person for our students. As you may have some questions about the College now, we hope that this Guide would answer some of your questions, and also provide useful information to help your transition to HPCC.

HPCC Office

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I. Orientation Day

We have planned an Orientation Day on **2 and 3 September 2013** for all new students. This is an important day for you to:

- Meet your Programme Leader and learn more about your programme of study and its requirements;
- Meet new friends who, like you, have come to HPCC for first-rate teaching and learning;
- Learn about the Academic Rules and Regulations, Graduation Requirements, etc;
- Learn about the facilities and services on campus, and how to make good use of them;
- Meet your Student Counselors and learn about the activities planned for you on personal development, further study, and career;
- Get your Student Card and learn how to use the e-platform to download your Timetable;
- Visit the Fair which showcases the activities of the Students' Union and its societies;
- And much more.....

Further details on the Orientation day will be announced on HPCC College website: <http://hkuspace-plk.hku.hk> by 20 August 2013. Should you have any enquiries on the Orientation, please call the College office at 3923-7000.



II. Academic Matters

(i) Academic Calendar 2013-14

	Semester 1	Semester 2
<i>Start of Teaching</i>	12 September 2013	25 January 2014
<i>Revision Period</i>	17-19 October 2013	12-15 March 2014
<i>End of Teaching</i>	12 December 2013	5 May 2014
<i>Examination Period</i>	17 December 2013 – 10 January 2014	9 May 2013 – 4 June 2014



(ii) Class Timetable

Teaching for Semester 1, 2013-14, will start on **12 September 2013**. Classes are normally run from 8:00am to 6:30pm on Monday to Friday, and 8:00am to 1:00pm on Saturday. For some programmes, classes may be held on Saturday afternoon and Sunday. Students are normally required to take 6 courses (18 hours) per week, for 12 weeks in each semester. **You will be taught how to download your Timetable from the Learner Portal (e-services available to students through the internet) on the Orientation Day.**

Timetabling is a very complex exercise and changes to the timetable is not possible. Hence, before the Timetable is released, we remind you not to commit any activities or part-time job during the class time. Please note that if you are absent from 30% of the classes without acceptable reasons, you will be disqualified from taking the examination.

(iii) Exchange of Class between Students

All students are required to take and pass all courses as prescribed in the programme curriculum in order to graduate. Hence adding or dropping any courses is not permitted. However, you can apply for swapping the class time of a course provided that you can find another student to exchange the class with you. Application forms for Exchange of Classes (HP59-EC) can be downloaded from the Learner Portal. Applications must be received not later than **14 September 2013**. Each student can apply for “Exchange of Class” for a maximum of two courses per semester.

(iv) Course Exemption

If you are academically unable to take a certain course, you may apply for exemption from the course. For example, if you are educated overseas without prior training in Chinese, or have taken GCE Chinese, you may apply for exemption from the compulsory Chinese courses (i.e. Advanced Chinese Language, Practical Chinese or Foundations of Chinese Language). If the application is approved, another course will be assigned for you to take as a replacement.

Alternatively, if you have already attained satisfactory results in a course equivalent to the course you are required to take, you may apply for exemption from the attendance requirement of the course. For example, a native English speaker can apply for exemption to attend classes of the English courses. However, he/she **MUST** attend the final examination and submit course assignments of that course.

New students who wish to apply for course exemption have to submit an application form for Course Exemption, obtainable from the College Office on 18/F. The deadline for application is two weeks before the start of semester, i.e. by **30 August 2013**.

(v) Student Handbook

A copy of the Student Handbook will be distributed at the Orientation Day. The Handbook includes useful information on the academic structure, graduation requirements, academic rules and regulations, and services available to student. An on-line version of the Handbook is also available on Learner Portal. We urge all students to read the document carefully.



(vi) SOUL & Learner Portal

On the Orientation Day, students will receive their student number and password for accessing the electronic message boards of the College. *SOUL* is a communication platform between students and lecturers. Lecturers will post course outline, lecture notes, assignments, and notices on SOUL for students' information. *Learner Portal* is a platform to receive and retrieve information on student services such as downloading application forms, applying for out-of-class activities, and retrieving timetables, examination results and College notices, etc. Regular checking of these e-platforms and your email account is the first step to success in your study.

(vii) English Seminars & IELTS Preparation

The College has developed a series of English Seminars to help improve students' English proficiency and to meet the language demands in their study. These seminars are focused on specific topics such as Quoting and Citation, Reading for Meaning, Interview Skills, Resume Writing, and Research Skills, etc. Each seminar comprises three 1.5-hour sessions. Enrolment is on a first-come-first-served basis with a quota of 20 students per class. Details will be announced on Learner Portal after the start of semester.

IELTS, the International English Language Testing System, is an internationally recognized standard to assess the language ability of candidates who want to pursue further study and for employment. In order to help students familiarize with the test format and improve the specific skills involved in various parts of the test, the College organizes Preparation Course for students who intend to take IELTS. The course is normally offered during the semester break and summer. Details will be announced on Learner Portal.



(viii) Academic Skills Workshops

In their study, students are normally required to submit essay-type assignments, handle individual or group projects, or make presentations. Since students from secondary schools may not be familiar with the format and requirements of these types of work, the College offers Academic Skills Workshops at the start of each semester. The Academic Writing Skills Workshop teaches students how to identify essay structure, organize information and develop ideas in academic writing, and acknowledge the work of others. The Presentation Skills Workshop focuses on how to organize the content, use appropriate visual aids, how to deliver a presentation and handle questions and answers. Details will be announced on Learner Portal after the start of semester.

III. Campus Facilities

The College campus is a 19-storey building covering a gross floor area of approximately 17,000 square meters, and is equipped with state-of-the-art teaching and learning facilities. Levels 2 to 6 are mainly student activity areas; classrooms and specialist teaching rooms are on Levels 7 to 15; Staff Offices are located on Levels 16-18.

Students can use lifts 1, 2 and 3 to access different floors of the campus building. During peak hours, the lifts only stop on G/F, 5/F, 9/F and 14/F, and students can use the stairs to go up or down one to two levels to reach their destination. Due to the long queue for lift during busy hours (before the first lesson in the morning, during lunch hours and time for the change of classes), we advise students to arrive the campus early before the scheduled class time to avoid being late for class. We also encourage students to use the stairs as much as possible.



(i) Student Identity Card & HKU Facilities Card

All students will be issued a student number, an email account, a student identity card, and a HKU Facilities Card. The Student Identity Card has to be carried on campus for identification purpose and for access to facilities. The HKU Facilities Card enables students to use the HKU Libraries.

(ii) Lockers



Lockers are available for application by students. Application will start online via the Learner Portal at 12:00 noon one working day before the start of Semester 1, i.e. **at noon on 11 September 2013**. If the applications received exceed the number of lockers available, allocation will be made by drawing lots. Students can use the assigned locker for one academic year, and have to re-apply on an annual basis. Details of the application procedure will be announced on Learner Portal.

(iii) Opening Hours

The campus is open from 7:30am - 11:00pm, Monday to Friday; from 7:30am – 9:30pm on Saturday. On Sunday and public holidays, the campus is open from 8:00am - 5:30pm. The opening hours of the different facilities are as follows:

Facility	Monday – Friday	Saturday, Sunday & Public Holidays
3/F College Hall	Open for booking for activities, badminton and table-tennis games when not in use for teaching & examinations.	
4/F Library	9:00am – 9:00pm	9:00am – 6:00pm (Sat) Closed on Sunday and PH
1/F Exhibition Gallery 5/F Learning Commons	8:00am - 11:00pm	8:00am - 9:30pm (Sat) 8:00am - 5:30pm (Sun and PH)
5/F Student Services Counter	9:30am - 5:30pm	Closed
6/F Self-Access Computer Lab	8:00am - 9:30pm	8:00am - 9:30pm (Sat) 8:00am - 5:30pm (Sun and PH)
17/F Student Development Resource Centre	10:00am - 5:30pm (Mon-Thurs) 10:00am - 12:30pm & 2pm - 5:30pm (Fri)	Closed

Microwave ovens are available on 5/F and 1/F. Hot water fountain can be found on 5/F. Students can have lunch on 1/F, 5/F and designated area on 7/F to 15/F.

IV. Financial Assistance & Scholarships

(i) Scholarships and Bursary

Bursaries can be provided to students who experience hardship in continuing their study as a result of unforeseen and sudden changes in family circumstances or financial difficulty. Students can contact the Student Counselor on their eligibility to apply for the bursary.

Various scholarships are available in recognition of students' academic achievement, leadership or active participation in community service. Invitation for application for these scholarships is normally made in early December each year via the Learner Portal.

(ii) Government's Financial Assistance Schemes

Four types of Financial Assistance are available for application by eligible students:

- (i) Financial Assistance Scheme for Post-secondary Students (FASP) 專上學生資助計劃
- (ii) Non-means Tested Loan Scheme for Post-secondary Students (NLSPS) 免入息審查貸款計劃
- (iii) Student Travel Subsidy for Post-secondary Students (STS) 專上學生車船津貼
- (iv) Continuing Education Fund (CEF) 持續進修基金

Workshops on the application for the above schemes will be held on **2 and 3 September 2013**. FASP and STS application form will be available at the workshop or from the Student Services Counter on 5/F from 9 September 2013. You could obtain NLSPS and CEF application form from Student Financial Assistance Agency and Continuing Education Fund website respectively.

NLSPS: <http://www.sfaa.gov.hk/tc/public/index.htm#nlsps>

CEF: <http://www.sfaa.gov.hk/cef/apply.htm>

Student of the Certificate in General Studies (CGS) program is only applicable to apply for Extended Non-means-tested Loan Scheme (ENLS 擴展的免入息審查貸款計劃) and Continuing Education Fund (CEF). Application form of ENLS is available from following website:

ENLS: <http://www.sfaa.gov.hk/tc/public/index.htm#nls2>

(iii) MTR Student Travel Scheme

HPCC full-time students between the age of 12 to 25 are eligible to apply for the MTR Student Travel Scheme. Application forms will be distributed on the Orientation Day, or at the Student Services Counter (5/F) after the start of Semester 1. Students should take the completed form to the Counter for endorsement and submit it to any MTR Customer Service Centre within 14 days.



V. Student Life

(i) Student Development Resource Centre (SDRC)

Our Mission: We offer a wide range of tailor-made services to help students to:

- enrich their life experiences;
- build their core competence and self-confidence;
- explore and develop their full potential for study and life;
- learn how to tackle personal and emotional problems;
- prepare for further study and employment.

Our team members:

- Ms. Kammy Chan (Student Counsellor)
- Ms. Koen Tai (Student Counsellor)
- Mr. Tony Mak (Student Counsellor)
- Ms. Katie Lee (Counselling Assistant)
- Ms. Susan Chan (Student Affairs Assistant)
- Ms. Ally Wu (Executive Assistant)

Contact SDRC:

📍 17/F HPCC Campus

☎ 3923 7080

✉ sdrc@hkuspace-plk.hku.hk

Opening Hours:

10:00 am – 5:30 pm (Mon – Thu)

10:00 am – 12:30 pm; 2:00 pm – 5:30 pm (Fri)

Closed on Sat, Sun and Public Holidays

Our Services:

● Further Studies

We offer further study seminars, mock admission interviews, and workshops on university application and interview skills. With adequate preparation and information, students could be better prepared for further study.

● Personal Development

The Personal Development Scheme offers training and workshops on study skills, personal development, teambuilding, leadership and stress management, for students to explore their potential and abilities. Adventure-based Training Camps are also offered to enhance personal growth and team spirit. Through participation in these activities, students can improve their self-understanding and confidence, and become more competent to face life challenges ahead.

● Career Services

Our centre will work closely with Programme Leaders and lecturers to provide the latest job information, recruitment talks, and workshops on career planning and interview skills. These activities facilitate those students who intend to seek employment upon graduation.



● Counseling Service

Professional counselors will discuss with students their future plans or any problems they may encounter during study or in daily life. Appointment can be made with the Counselor at the reception counter on 17/F.

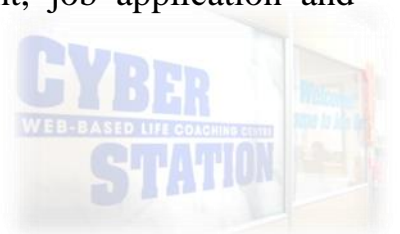
● Study Tours

Overseas study tours are organized and sponsored by College every year. This is a valuable experience for students to learn the cultural, social and economic systems of other countries, and to widen their horizon.



● Cyber Station

The resource corner at 17/F is equipped with reading materials on effective learning, personal life planning, further studies, career development, job application and interview skills for reference by students.



Do you want to be our.....

Student Ambassadors

Acting as a bridge between the College, students and the community, Student Ambassadors assist in major College events, and help in the promotion of the College. The position is open for application at the start of Semester 1, and selection is made based on applicants' academic performance, attitude and communication skills. Training on leadership, communication and team-building skills will be provided to SAs.



Class Representatives

Class Representatives are nominated by fellow classmates to help convey the views of fellow classmates to the College management. Class Reps are invited to attend Staff-Student Consultative Meetings once per semester, and help organize class functions if needed. Trainings will be provided to Class Reps on how to collect, consolidate and present ideas and feedback.

The experience of being a Student Ambassador or Class Representative is invaluable to the student's overall development, and due recognition will be given to students assuming these leadership roles.

Mentees

All students are welcomed to join the Alumni Mentorship Scheme and become Mentees. The Mentors are passionate and successful graduates from all disciplines and they will provide tips and advices for your further study and work. Mentees will need to work as a team to undertake specific tasks, such as organizing matching activities and closing ceremony for student service teams.

Members of V-Circle

V-Circle is a group of volunteers, who are passionate and committed to serving the community. Through participation in voluntary services, members of V-Circle can enrich their exposure as well as social awareness.

(ii) Students' Union (SU)

Aims:

- To promote the welfare of students
- To act as the bridge between students and College
- To introduce shop discount and welfare to students
- To coordinate the organization of College functions and student societies

SU Executive Committee Members:

- President: **Eric Chun**
- Internal Vice President: **Tammy Wong**
- External Vice President: **Dorothy Wong**
- General Secretary: **Milk Tse**
- Financial Secretary: **Maggie Chu**
- Promotion and Publication Officer: **Kenny Choi/Hiro Chui/Melody Siu**
- Recreation Officer: **Tweety Lau/Sally Leung**



SU Activities:

- Orientation Camp
- Second-Hand Book Fair
- Superpass Party
- Ball Game Competitions
- Athletics Meet
- Singing Contest
- High Table Dinner



SU Services (available at SU Office on 5/F)

- SU Schedule Book
- Book Binding Service
- Mobile Charging Service
- Lunch Box Storage and Utensils Borrowing Service
- Stationary and Games Borrowing Service
- Coins Exchange
- Stamps Selling
- Octopus Card Borrowing Service
- Takeaway Lunch Menu Borrowing Service

Contact SU

📍 5/F HPCC Campus

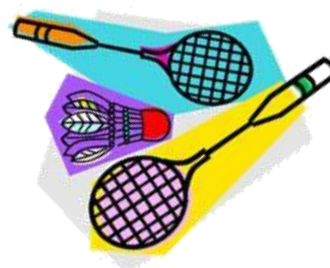
SU Office Opening Hours: 9:00am – 6:00pm

✉ hpccsu@student.hkuspace-plk.hku.hk

☎ 3923 7024

(iii) Sports Membership & Courses

Coached sports courses are offered on a regular basis during the school term. Qualified coaches are appointed to teach courses in badminton, bowling, yoga, wall climbing, fencing, and jazz dance, etc. These courses are offered on campus at the College Hall and the Performing Arts Studio, or at South China Athletic Association (南華體育會). Enrolment is on a first-come-first-served basis, and announcement is made via the Learner Portal before the start of each semester. These courses are offered free to students who attend at least 80% of the lessons; otherwise the deposit of \$200 will be forfeited.



The College also offers free annual membership of South China Athletic Association to students. The Association, located at 88 Caroline Hill Road, is about five minutes' walk from the campus, and is very convenient for students to take a break and do some exercise before and after class.

College students can also make use of its Fitness Club which is equipped with various state-of-the-art machines, shower and sauna facilities. Students who wish to attend coached courses offered at South China Athletic Association, or to use its Fitness Club, have to obtain the annual membership in advance. Application procedures will be announced via the Learner Portal prior to the start of semester.



(July 2013)