



The Institute of Professional Education And Knowledge

STUDENT HANDBOOK

(Last updated March 2011)

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1. Introduction

- 1.1 The Institute of Professional Education And Knowledge (PEAK) is a member of VTC Group and was established in 2003 after the merging of Management Development Centre, Information Technology Training and Development Centre, Financial Services Development Centre, and Continuing Professional Development Centre of VTC. PEAK with its predecessors has over 20 years of experience in professional education and corporate human resource development and is one of the leading in-service training organizations and qualifying bodies in Hong Kong.
- 1.2 The mission of PEAK is to provide high quality and market driven professional education and training programmes, skills assessments, and consultancy services to meet the needs of the adult learners and employers. Its products and services cover a wide spectrum including open professional in-service training programmes, tailor-made training and consultancy services for corporate clients, and administration of professional examinations. PEAK's programmes currently cover both award bearing and non-award bearing courses.
- 1.3 Student Handbook is issued to all new students enrolled on award-bearing programmes (e.g. Professional Diploma, Professional Certificate and Proficiency Certificate). It gives students general information about the facilities and services to support students and some general guidelines on academic related issues. Please read this Handbook carefully and keep it for your reference.
- 1.4 Students are also advised to consult the programme document for academic and student regulations, in particular regulations governing assessments, examinations and academic appeals, and other programme specific information. Students will also receive information about the academic regulations and matters specific to their programme from the Course Leader/Coordinator.
- 1.5 In addition to this Handbook, PEAK also makes use of its Website at <http://www.peak.edu.hk> as a communication channel with students. Students are encouraged to visit the PEAK Website at regular intervals for updated news and information.

All latest information will be announced on PEAK Website. Students are advised to visit the PEAK Website for new issues and announcements.

- 1.6 **THE MAIN COMMUNICATION CHANNEL FOR DISSEMINATING INFORMATION TO STUDENTS WILL BE THROUGH EMAILS (TO THE EMAIL ACCOUNT SPECIFIED BY STUDENTS IN THE APPLICATION FORM). IT IS IMPORTANT THAT STUDENTS CHECK THEIR EMAILS REGULARLY.**

2. General Information and Regulations

2.1 **PEAK's Opening Hours**

The PEAK Administration Office is responsible for student admissions, registrations, student records, timetabling, examination arrangements and other support services for the operation of PEAK's programmes. The opening hours of PEAK's Administration Office is as follows:

Address : 9/F, VTC Tower, 27 Wood Road,
Wanchai, Hong Kong.
Telephone No. : 2836 1922
Fax. No. : 2891 5707
Email : peak@vtc.edu.hk
Opening Hou : **Monday – Friday : 8:45am – 8:00pm**
Saturday : 9:00am – 12:00 noon
Sunday & Public Holidays : Closed

2.2 **PEAK's Operation during Adverse Weather Conditions**

When typhoons (also refer to tropical cyclones) and rainstorms affect Hong Kong, the following arrangements will apply:

Typhoon Signal / Rainstorm Warning Signal	Action to be taken (PEAK Classes)	
No. 1 / AMBER Rainstorm	Classes conducted as scheduled (unless specified otherwise)	
No. 3 / RED Rainstorm	Classes conducted as scheduled (unless specified otherwise)	
No. 8 / BLACK Rainstorm	(a) Issued or in force at 6:15 am or before 11:00 am	PEAK classes scheduled to commence within 9:00 am – 12:00 noon Cancelled
	(b) Issued or in force at 11:00 am or before 4:00 pm	PEAK classes scheduled to commence within 12:00 noon – 6:00 pm Cancelled
	(c) Issued or in force at 4:00 pm or thereafter	PEAK classes scheduled to commence within 6:00 pm – 10:00 pm Cancelled

PLEASE NOTE THAT ANNOUNCEMENTS MADE BY THE EDUCATION BUREAU DO NOT APPLY TO PEAK.

If circumstances permit, the announcement on the suspension or resumption of classes will also be available at PEAK Website (<http://www.peak.edu.hk>).

2.3 Safety Precautions and Insurance Coverage

We consider students' personal safety, especially when participating in school activities and outside visits, very important. VTC provides insurance coverage for students while they are participating in activities organized by PEAK. For details, please contact the Administration Office of PEAK.

PEAK's staff will take every measure to ensure safety on such occasions. Students also have a responsibility for their own safety. Students are strongly recommended to observe the following precautionary measures:

- (1) inform their family members beforehand of the site visits and activities that take place outside PEAK campus, and leave a contact number (if available) by which they can be reached;
- (2) inform the staff in-charge of the activity (as well as the Administration Office where necessary) of any illness or health condition which may prevent them from participation; and
- (3) obtain additional insurance coverage at their own expenses should the student or their families feel the need to do so.

Students must observe PEAK regulations regarding safety. They should not operate equipment unless they have been given permission. They should report immediately any accidents arising from study or activities in the campus to the staff member on duty. PEAK will not accept responsibility for accidents arising from students' failure to observe these and other safety working instructions.

2.4 Actions in Case of Fire Alarm

Students are strongly advised to note the fire escape routes on the floor plans and familiarize themselves with those routes and the procedures to be taken in case of fire or emergency. This information is posted up in each classroom of PEAK.

On hearing the fire alarm, all students should stop immediately what they are doing, follow the Fire Escape Procedures and / or the instructions issued by the teaching staff and to evacuate from the campus building and gather at the appropriate assembly point to await further instructions.

While the fire bell is ringing, students should not use the lifts or enter the building.

Fire drills may be conducted at suitable intervals.

2.5 Personal Property

Students should not leave their personal belongings unattended as PEAK will not be responsible for their damage or loss.

2.6 Access to Personal Data

PEAK follows the Personal Data (Privacy) Ordinance (the Ordinance) in handling requests for access to personal data. Under the Ordinance, students have the right:

- to check whether PEAK holds their personal data;
- to request a copy of such data; and
- to request PEAK to correct any of their personal data if it is inaccurate.

Students should provide sufficient information to prove their identity. Otherwise PEAK may refuse to comply with their requests.

If students wish to get access to their data, they should follow the prescribed procedures to submit their requests. Please contact the Administration Office for details. In accordance with the Personal Data (Privacy) Ordinance, students will be charged a fee for the processing of data access requests.

2.7 Intellectual Property

“Intellectual Property” (IP) means any discovery, creation, invention, design, get-up, trade mark, know-how or any research effort and all rights pertaining thereto whether registrable or not, including patents, copyright, trade marks, designs, utility models, moral or other such rights in any country. Intellectual Property Rights (IPR) are legal rights protecting the creator of IP, giving him/her economic rights and control in his/her creations.

In the course of study, a student makes use of resources owned by VTC and PEAK and receives guidance from teachers in generating ideas for assignments and projects, which become his/her IP and which might be adopted for commercial use. Whilst the student still owns his/her IPR, VTC and PEAK retains a royalty-free, non-exclusive right in the use of the student's IP and will acknowledge it as the student's IP. Such use will include, for example, the showcase of the award-winning works of the students for publicity or display purpose. A student must observe the rules and regulations pertaining to VTC's Intellectual Property Policy in order to benefit from the continued enrolment and completion of his/her studies. Notes and course materials provided to students by teachers or PEAK, are to be used by the students only for their private study. Students should not take video or record lessons without permission. Any attempt to violate VTC's Intellectual Property Policy is strictly prohibited. For details, please refer to the Student's Intellectual Property Policy in **Appendix I**.

2.8 Using or Photocopying of Copyright Works

In general, copyright is the right given to the owner of an original work. It protects creativity. The efforts of writers and software programmers, for example, need to be protected. Students will be held personally responsible for any breach of the copyright law in using/photocopying copyright works, or using unlicensed computing software for private study. Students should not make copies of copyright material at unlicensed copyshops and/or copy a book to avoid buying that book.

2.9 Environmental Policy

VTC is committed to improving the environmental quality of the Council to achieve a congenial environment for vocational education and training activities. Students are expected to follow the campus guidelines and advices to help VTC to achieve the following objectives:

- to comply with all applicable environmental legislations, standards and regulations;
- to reduce waste and consumption of resources (such as water, papers and electricity);
- to raise environmental awareness among students;
- to provide environmental education and training;
- to adopt environmental design, materials and technologies in the Council's campuses and buildings where feasible;
- to reduce and control environmental pollution arising from the Council's activities and to require our contractors to adopt and implement environmental measures; and
- to work towards the achievement of sustainable development.

Remarks: The implementation of our Corporate Environmental Policy should not compromise any aspects in occupational safety and health.

2.10 Conservation of Energy

Energy conservation is environmentally friendly and PEAK makes every effort to save energy. Students can help to conserve energy by observing the following:-

- Close the doors immediately on entering or leaving an air-conditioned classroom, seminar room, lecture theater, workshop, office, etc;
- Keep all windows closed while the air-conditioning is on;
- Turn off lights which are not necessary;
- Save water;
- Use stairs whenever possible if there is a choice of the stairs and the lift;
- Use less paper (e.g. double-side printing/writing) and more recycled paper; and
- Dispose of paper rubbish into designated collection bins for recycling purpose.

2.11 No-Smoking Campus

Under the Smoking (Public Health) Ordinance (Cap.371), all VTC sites (indoor and outdoor areas) are designated as no-smoking areas. No person shall smoke or carry a lighted cigarette, cigar or pipe in such areas, or else will be liable to a maximum fine of HK\$5,000.

A smoker will be asked to extinguish the cigarette or to leave the campus areas. If the smoker refuses to cooperate, he/she will be asked to produce proof of identity, e.g. identity card, and the information will be passed to the Administration Office for appropriate action.

3. Fees and Financial Assistance

3.1 Tuition Fees

It is the responsibility of students to pay tuition fees. If a student fails to settle the fees by the due date for payment without valid reason(s) and prior written approval from the Principal of PEAK, he/she will be suspended from study and will be barred from classes, examinations, the use of library, other facilities and services. Resumption of study, if approved, is subject to the full payment of the outstanding tuition fee and a reinstatement fee of HK\$400.

3.2 Deferred Payment of Tuition Fees

Students who have genuine financial difficulties in settling the tuition fee before the payment deadline may apply to the Principal of PEAK to defer the payment of tuition fee. Application for defer payment should be made in writing and submitted to the Principal of PEAK via the Administration Office at least 10 working days before the payment deadline. If the application for deferment is approved, the student will receive a written reply from PEAK prescribing the new payment deadline.

If the student eventually fails to settle the outstanding tuition fee by the deferred payment deadline, the students' registration status will be nullified and all fees paid will not be refunded.

3.3 Refund Policies

Tuition fees paid are normally not refundable except in the cases of programme cancellation. PEAK reserves the right to cancel a programme, in which case the tuition fee paid will be refunded.

For Continuing Education Fund (CEF) Reimbursable courses, students are advised to consult the CEF leaflet for the refund policies and refund arrangements.

3.4 Financial Assistance

Where applicable, students with financial hardship may apply for financial assistance offered by the government's Student Financial Assistance Agency. Details of the Government Financial Assistance Schemes are available at <http://info.gov.hk/sfaa>.

3.5 Fees for Services Provided to PEAK Students

Various services are provided by PEAK upon a student's request at a charge of fee. Students are advised to contact the Administration Office direct on matters related to the payment of fees.

4. Pursuing a Course

4.1 **Enrolment on Courses**

Students have to fill in the enrollment form and follow the “Notes for Applicants” in the form to apply for courses.

Enrolment deadline to any courses is 7 working days (exclusive of Saturdays) prior to class commencement date.

4.2 **Notification of Class Commencement**

Successful applicants will be notified on the class information and the contact method specified on the application form at least 3 working days before class commencement. PEAK will not be responsible for the loss of class notification sent by mail. Please contact PEAK’s administration team if you do not receive the notification before the class commencement (Tel.: 2836 1906).

4.3 **Examinations and Assessments**

Examination periods of each module / programme will be announced at least one month before the examination. Students must make themselves available for the whole examination period, not just those examination days published in the examination time-tables as examinations may be re-scheduled due to unforeseeable circumstances such as adverse weather.

If students fail to present themselves for examination at the time and place published in the examination schedules, they are deemed not to have fulfilled the requirements of the Module(s)/Programme concerned and will be failed in the Module(s)/Programme, unless permission to the contrary has been given by the Principal of PEAK.

If a student is absent from the examination without a valid reason, he/she may not be allowed to take the corresponding supplementary examination, if applicable.

If a student is absent from the examination with valid reasons (e.g. on medical grounds) and is supported by a valid medical certificate issued by a registered medical practitioner/registered Chinese medicine practitioner, he/she will be allowed to take corresponding supplementary examination paper as first attempt and be awarded the mark he/she scores in the supplementary examination.

Documents supporting absence from examination should be submitted to the Administration Office of PEAK **immediately and in no case later than one week** after the examination of the module/programme concerned is held. Documents submitted after the relevant Board of Examiners meeting will normally **not** be accepted.

PEAK has the discretion to determine whether evidence presented by students constitutes a valid reason for absence from a scheduled examination. Students who are found to abuse the system or using forged documents will be subject to disciplinary action which could result in expulsion from the module/programme.

Students must observe the Examination Regulations as given in **Appendix III**.

4.4 Cheating

A student who has committed an act of cheating in an assessment will be liable to disciplinary action and penalties. **Appendix IV** gives examples/ circumstances that would be considered as cheating.

For established cheating cases depending on the nature and seriousness of the offence on a case-by-case basis, one or more of the following penalties will be imposed on the student:

- (a) Failing the module / programme /assessment concerned (i.e. ZERO mark and no reassessment is allowed);
- (b) Failing the module / programme /assessment concerned, **plus** other forms of penalty including:
 - Failing all the modules / assessment for the stage (and no reassessment is allowed);
 - Suspension from studies for one year / intake;
 - Immediate expulsion; And
 - Debarred from re-admission to any PEAK courses for a period of two years or more.

4.5 Appeal

A student may appeal his/her assessment results arising from the decision of a Board of Examiners, and/or the rulings of a Disciplinary Board/Committee on an allegation of cheating or on behavioural problems. Appeals on assessment results must be lodged through the Administration Office within seven working days after the announcement of the results. For details, please approach relevant Course Leaders or the Administration Office.

4.6 Transfer of Study

A student is not permitted to transfer from one course to another course without the permission of the Principal of PEAK and without valid reason(s).

4.7 Deferment of Study

Students may apply for deferment of study if there is justifiable reason. Applications for Deferment of Study should be made in writing* and submitted to the Course Leader/Coordinator with copy to the Administration Office. It is necessary for the student concerned to settle all outstanding tuition fee and/or other fees in order to have his/her application for deferment processed if the application is submitted after the start of the programme.

Approval is at the sole discretion of PEAK that may approve or disapprove an application according to its prevailing policy. Students should continue to attend classes until approval of deferment is given.

Upon expiry of the approved period of deferred study, the student concerned will be advised to confirm his/her resumption of study, to settle the tuition fee and to complete the re-registration procedures.

4.8 Withdrawal of Study

Students who wish to withdraw from their studies should notify their Course Leader/Coordinator in writing* with copy to the Administration Office.

Students should note that they are liable to pay the outstanding tuition fees and other charges despite their withdrawal from studies at any time after the commencement of a programme/module. Fees paid for the programme/module that the student is studying prior to and at the time the notification of withdrawal of study is received will not be refunded.

4.9 Change of Student Particulars

The personal particulars provided by a student at the time of application and admission will be used for setting up his/her student record with PEAK. The information will be used to support activities in connection with study and in alumni activities after graduation. It is important that students keep their personal particulars, in particular, contact information, with PEAK updated at all times to facilitate communication and information dissemination.

To update personal particulars, please contact PEAK's Administration Officer during officer hours.

5. Facilities for Learning

5.1 Management Development Service (MDS)

In addition to the IVE libraries and LRCs, the MDS is operated and managed by PEAK to provide both library services and e-resources to students. Students can subscribe to MDS to access across-the-board e-journals and e-books. PEAK also has a comprehensive collection of up-to-date business and management resources such as books, periodicals, videos, assessment tools, training games and training manuals.

5.2 Classroom Facilities

All classrooms of PEAK are equipped with up-to-date technology facilities such as audio-visual devices and computers. Classrooms and facilities are frequently renovated to ensure students enjoy comfortable learning environment.

6. Student Attendance and Conduct

6.1 Attendance

Students must attend courses regularly and punctually. If absence is unavoidable, they should inform their class tutors of the reason as soon as possible.

There might be specific attendance requirements for students of different courses. Students are required to satisfy the minimum attendance requirement for individual modules in order to be eligible to sit for the end-of-course examination and/or be granted the course completion certificate/award.

For the purpose of applying for reimbursement of course fees under the Continuing Education Fund, students are required to pass **each module** with at least 40% or 50% of marks (according to the requirement under different courses/modules) and to satisfy the minimum attendance requirement of 70% for **each module**. Approved CEF applicants whose course commences on or after 1 April 2007 will be required to complete all registered modules when they apply for reimbursement. All CEF Reimbursable Courses provided by VTC are exempted by the Secretary for the Labour and Welfare Bureau from collecting tuition fees on equal monthly installments basis.

6.2 General Conduct and Discipline

PEAK is committed to cultivating a harmonious, inclusive and pleasurable learning environment for students. Students should respect their peers and fellow students, dress and behave properly. Normal courtesy and civic-minded behaviour must be exercised in all circumstances. Intimidating or bullying other students is unacceptable behaviour and may lead to disciplinary action.

Students must observe at all times the following rules and regulations:-

- **Gambling and betting** are forbidden in the campus.
- **Smoking** is prohibited within campus premises.
- **Alcoholic drinks** are not allowed anywhere within the campus, unless permission is given by the Principal of PEAK.
- **All electronic and computer games** are not allowed throughout the conducting or delivery of teaching and learning activities except within the context of teaching and learning.
- **Noise-producing devices such as mobile phones, PDA, etc.**, should be switched off in all teaching areas and the library. Activities that will affect learning and teaching are not allowed in all areas of the campus except under very special circumstances and with the approval of the Principal.
- **Viewing, uploading and downloading obscene pictures** from web sites and other electronic devices are prohibited.
- **Taking attendance by another student is not allowed.**

Students should also observe further rules stipulated for the use of campus facilities (e.g. computer laboratories), and for participation in the learning and teaching activities. Students attending classes or

activities in other campuses or other outside centres should also observe the rules and regulations set out by the respective campuses or centres.

All campus staff are empowered to enforce the campus rules and regulations. They are authorized to prevent and stop any misbehaviour and non-compliance acts in all areas of the campus. If necessary, they will refer the misconduct or case to the Course Leader / Principal for further action.

Students have the responsibility to help maintain a healthy and safe learning environment in the campus. They are expected to help keep all parts of the campus clean and tidy and be considerate when using all campus facilities.

6.3 Sexual Harassment and Racial Discrimination

Sexual harassment and racial discrimination are unlawful and will not be allowed in VTC. VTC is committed to maintaining a harmonious, inclusive and pleasurable learning environment which is free from sexual harassment and racial discrimination. No single piece of these unlawful acts will be tolerated.

Both staff and students have a duty and responsibility towards creating a fair, harmonious and favourable environment where the dignity of each and every one must be respected and there should be an equality of treatment.

Under the Sex Discrimination Ordinance (SDO), any unwelcome act of a sexual nature, or any verbal or physical conduct of sexual nature which creates an intimidating, hostile or offensive environment is considered as sexual harassment which is prohibited under the SDO. For instance, students telling sexual jokes, shouting obscene slogans or displaying pornographic materials on campus might have created a sexually hostile environment for other students/staff and would be legally liable for such act.

According to the Disability Discrimination Ordinance, disability harassment means unwelcome conduct towards a person on account of his/her disability, or towards this person's associate, where a reasonable person, having regard to all circumstances, would have anticipated that the person with the disability would be offended, humiliated or intimidated. Examples may include an oral or written statement e.g. insulting remarks or offensive jokes about a person's disability.

Treating people less favourably on the basis of their race or engaging in an unwelcome, abusive, insulting or offensive behaviour because of another person's or his/her near relative's race, which makes the person feel threatened, humiliated or embarrassed might have contravened the Race Discrimination Ordinance and would entail legal consequences.

Students should avoid engaging in whatever form of discrimination, harassment and vilification on the ground of sex, disability or race on or outside campus premises as all of these acts are considered unlawful and students committing any of such acts would be liable to disciplinary action.

A person feels sexually, racially or disability harassed may speak up at the time and tell the harasser that his/her behaviour is unwelcome and has to stop. Should sexual harassment, disability harassment or racial discrimination occur, students should lodge a complaint to the Complaint Officer of PEAK as soon as possible. Appropriate actions will then be taken by PEAK. Strict confidentiality will be observed.

6.4 Suggestions and Complaints

PEAK is very keen to receive feedback from students on all aspects of the Institute. Students are encouraged to maintain a channel of communication with their campuses. If they wish to make a suggestion on any campus matter, they may do so by raising it with the Instructor, Administration Office or the Principal.

There is a Complaint Officer at PEAK to ensure that all complaints are properly followed up and that a record of all complaints is kept. If a student wishes to make a complaint on any matters relating to his/her study, he/she can forward it to the Course Leader/Coordinator or the Administration Office. Complaints should preferably be lodged in writing by stating clearly the complainant's name, contact telephone number and the programme enrolled to facilitate PEAK to contact the complainant for reply. Students making a complaint should be aware of his/her legal liabilities if the complaint cannot be substantiated with proven evidence and/or found to be solely for the purposes of inflicting harms to the complainee through slander and or defamation. The complaints received would be handled objectively and impartially. All complaints, whether written or verbal, will **normally** be acknowledged in writing within five working days from receipt of the complaint and a reply stating the findings of the investigation will **normally** be made within two weeks.

All reports of the complaint cases will be sent to the Complaint Officer concerned.

The complainant or his/her authorized representative will be requested to sign to acknowledge receipt of the written notification of the result of complaint investigation.

The complaint will be deemed case closed when no response is received from the complainant within fourteen days from his/her receipt of the notification.

7. Student Feedback Policy

7.1 Intent

Students play an important role in the planning, developing, and reviewing process of PEAK courses. Their feedbacks are essential to help PEAK ensure the highest course quality and optimal learning environment.

7.2 Purpose

As a continuous process to monitor and enhance the quality of the student learning experience in PEAK, student feedbacks about teaching and the learning environment are collected, analyzed, and reported systematically on a regular basis. Remedial actions will be taken promptly once problems are identified.

7.3 Collection

Student feedbacks are collected quantitatively and qualitatively through the following channels:

Quantitative Feedbacks

- “End of Course Evaluation Survey” (**Appendix V**) is distributed to and collected from students at the end of PD/PC courses offered by PEAK.
- In addition to “End of Course Evaluation Survey”, “End of Module Evaluation Survey” (**Appendix VI**) is also distributed to and collected from PD/PC students.

Both “End of Course Evaluation Survey” and “End of Module Evaluation Survey” are conducted on an anonymous basis.

Qualitative Feedbacks

Qualitative student feedbacks are also gathered through the following channels:

- written comments given by students in the survey forms
- class meetings
- academic visits by Course Leaders
- direct communication with members of staff at PEAK
- Staff/Student Liaison Group

8. Fees for Services Provided to PEAK Students

- 8.1** Various services are provided by PEAK upon a student's request at a charge of fee. Students are advised to contact the Administration Office direct on matters related to the payment of fees. (Please also refer to Para.3.5 of this handbook)

Student's Intellectual Property Policy

Intellectual Property

“Intellectual Property” (IP) means any discovery, creation, invention, design, get-up, trade mark, know-how or any research effort and all rights pertaining thereto whether registrable or not including patents, copyright, trademarks, designs, utility models, moral or other such rights in any country. Intellectual Property Rights (IPR) are legal rights protecting the creator of IP, giving him/her economic rights and control in his/her creations.

Important and valuable Intellectual Property may be generated by students as a result of their involvement in assignments and projects in which teachers play an important role. Ideas and concepts from these assignments and projects could be very practical and novel, and could be adopted for commercial use. Furthermore, to complete these assignments and projects, students make use of consumables, computer hardware or software, or other facilities owned or operated by Vocational Training Council (VTC). In consideration for all these benefits contributed by VTC towards the creation of Intellectual Property, it is just and equitable for a student to provide the following undertaking to VTC.

Student's Obligations and Warranty

Whilst the student still owns his/her IPR, each student irrevocably grants VTC a perpetual, royalty-free, world-wide non-exclusive right to reproduce or use (in whole or in part) any Intellectual Property materials (including their adaptations) created by him/her solely or jointly with other person or persons during his/her course of study. Such right to use shall include the right to sub-license. The student warrants that the Intellectual Property materials shall be original and do not infringe any third party's proprietary and intellectual property rights. Each student undertakes to promptly report to VTC if he/she knows or has reason to believe that the right of the Intellectual Property materials belongs to someone else solely or jointly with him/her.

Each student further undertakes to follow the policy, rules and regulations issued or to be issued or revised by PEAK/VTC from time to time. Each student understands that adherence thereto is a condition of continued enrolment and graduation.

PEAK Examination Regulations

Introduction

Students will be informed of the examination schedule in the first class of the course. They are responsible for presenting themselves for examination at the time and place published in the examination schedule. The following rules must be studied carefully by all students taking examination. Students who fail to observe any of these rules may be disqualified from the examination, or suspended from their programme of studies.

1. Before Commencement of the Examination

- 1.1 Candidates shall not enter the examination room until so allowed.
- 1.2 Bags, books, communication devices and any unauthorized materials shall be put outside the examination room, or in a place well away from the candidates in the examination room according to the instructions given by the invigilator. Candidates should ensure that they do not have in their possession any unauthorized materials relating to the examination. Any candidate found to be in possession of such materials will be considered to be cheating.
- 1.3 Candidates shall be seated at least 5 minutes before the commencement of an examination. They must sit according to the seating plan.
- 1.4 Candidates must bring their Hong Kong identity cards to the examination. The document should be placed on the top right hand corner of the desk for inspection by invigilators during the examination. A candidate shall be liable to expulsion from the examination room if the document does not correspond to the person sitting the examination. Legal proceedings will be taken against both the candidate and the substitute in such cases.
- 1.5 Candidates shall provide themselves with the necessary writing and drawing instruments, if in need.
- 1.6 Electronic calculators may be used in an examination, if in need. Unless there are contrary instructions, all electronic calculators must be hand-held, self-powered, silent in operation and with neither printout nor graphic/word-display facilities. No external media associated with an electronic calculator, such as instruction booklets, magnetic cards or memory modules are allowed.
- 1.7 Candidates shall answer only on answer books, supplementary answer sheets and special answer sheets provided for the purpose. No pages shall be torn out of the answer books.
- 1.8 Eating, drinking and smoking are not allowed in the examination room.
- 1.9 No candidates shall start the examination until instructed to do so by the invigilator.

2. During the Examination

- 2.1 No candidates shall normally be admitted to an examination room thirty minutes or more after the start of the examination.
- 2.2 After examination has been in progress for more than 30 minutes, candidates may be allowed to leave the examination room with the approval of the invigilator. However, candidates may not be permitted to leave the examination room in the final 15 minutes of the examination.
- 2.3 During the course of the examination, candidates who have a need to leave examination room for a short while should be accompanied by an invigilator.
- 2.4 During the examination, there shall be neither communication between candidates nor any dishonest conduct. Candidates shall not do anything

which causes unnecessary distraction to other candidates. Irregularities of any kind must be reported to the PEAK.

- 2.5 If candidates are suspected of cheating, the front cover of their answer book will be signed by the invigilator to indicate that the suspected cheating occurred. The candidates concerned will be allowed to continue the examination. However, any unauthorized materials will be taken from them. These candidates will subsequently be required to present themselves to a Disciplinary Hearing.
- 2.6 A reminder of the time remaining will be announced 30 minutes and again 5 minutes before the end of the examination.

3. At the End of the Examination

- 3.1 An examination shall not be extended beyond the scheduled time of ending to accommodate late arrivals.
- 3.2 At the end of the examination, candidates shall remain seated quietly until they are told to leave the examination room. They shall not take away any items issued for the examination including examination papers and as multiple-choice papers, etc.
- 3.3 Any complaint about the conduct of the examination shall be made in writing to the PEAK within 2 working days after the examination.

4. Arrangement during Bad Weather Conditions / in an Emergency

- 4.1 If a typhoon signal no. 8 or above or red/black rainstorm warning signal is still in force at 6:15 a.m., 11:00 a.m. and 4:00 p.m., an examination scheduled for the morning session, afternoon session and evening session respectively will automatically be postponed.
- 4.2 Public announcements regarding arrangements for classes and scheduled examinations due to bad weather conditions will be made by the Vocational Training Council over radio and television at a time before trainees set out for classes. Such announcements will also appear on the VTC Homepage. In this connection, public announcements on postponement of examination or other matters of schools and post-secondary colleges made by the Education Bureau are not applicable to the VTC. Any change of examination schedules due to bad weather conditions will be posted on the notice boards of the PEAK Homepage, as soon as possible.
- 4.3 In the event of a fire or other emergency, candidates should remain calm, and follow the instructions given by the invigilator.
- 4.4 If a red/black rainstorm warning signal is hoisted at the time when an examination is in progress, the examination session should continue and be completed.
- 4.5 If a typhoon signal no.8 is hoisted at the time when an examination is in progress, the examination session will be immediately suspended.

Examinations and in-course Assessments - Definition of “Cheating”

If a student has committed the following acts of dishonesty, he/she would be considered as “cheating”.

A. Cheating Relating to Assignment and In-course Assessment

These may include, but not confine to, dishonesty acts of the following:

- A1 Submission for assessment material, either in its entirety or in part, which is not the student’s own work and claiming it as his/her own.
- A2 Presenting another person’s work as his/her own work, or vice versa.
- A3 Collusion, i.e. obtaining assistance in doing work which is meant to be his/her own work.
- A4 Using false or fabricated data claimed to be obtained by experimental work, or data copied or obtained by unfair means.
- A5 Copying deliberately from a printed work or from any other sources, either in its entirety or in part, including the presentation of someone else’s argument in his/her own work and claiming it as his/her own without acknowledgement.
- A6 Using unauthorized material obtained / bought from the market or elsewhere as his/her own work.
- A7 Copying deliberately the work of other students or deliberately letting other persons copy his/her work, either in its entirety or in part.
- A8 Using other person’s name on his/her own assignment.

B. Cheating Relating to Examination and Test

These may include, but not confine to, dishonesty acts of the following:

- B9 Possessing prohibited materials / articles of all sorts on his/her examination desk on his/her person or within his/her reach.
- B10 Taking away from the examination venue any examination materials which are not allowed to be taken away as specified by explicit instructions.
- B11 Using prohibited materials / articles during examination / test.
- B12 Improper communicating or attempting to communicate with any person inside or outside the examination venue during an examination session, including deliberately observing and noting the script of another candidate or allowing his/her script to be copied by other candidates.
- B13 Dishonest behaviour during the period of leaving and returning to the examination/test venue.
- B14 Using other person's name on the answer sheet, including impersonating another student or allowing himself / herself to be impersonated.
- B15 Obtaining access to the examination / test papers or part thereof prior to the examination / test through an unlawful means.

Vocational Training Council
Student Feedback Questionnaire for PC/PD Courses

職業訓練局
專業證書及專業文憑
課程問卷調查



Course Title
課程名稱 _____

Date
日期 _____

Course Code
課程編號 _____

Guidelines for Completing Questionnaire 問卷填寫指引

1. Please use HB pencil to fill the selected circle completely as ● ; do **NOT** use correction fluid.
請用 HB 鉛筆填滿整個適用的圓圈，即如 ● ；勿用塗改液。
2. Please give your ratings and comments on the basis of your own observation and judgment. Do not discuss the questionnaire with your classmates while you are completing it. 填寫問卷時，請根據本身觀察與判斷作出評分及提出意見，不應與同學討論。
3. Your names are not required. All information given will be kept confidential. 問卷是不記名的，所有資料將會保密。

Part I

第一部份

10 =

strongly agree

1 = strongly disagree

非常同意

非常不同意

10
0

○

○

○

○

○

○

○

○

○

○

1. The scope and level of the course are appropriate.
課程的範圍和深度適中。

2. The duration of the course is appropriate.
課程時數恰到好處。

3. The requirements of the course are appropriate to its learning objectives.
課程的要求能切合學習目標。

4. I received timely information on course arrangement.
我適時地收到各種課程資訊。

5. Good quality teaching/learning facilities were provided.
院校能提供優質的教學設備。

6. Overall, I am satisfied with the course.
總體而言，我滿意此課程。

7. What are the best aspects of the course? 此課程有甚麼地方值得讚賞?

8. What are the areas for improvement in this course? 此課程有甚麼地方需要改善?

9. Please specify other courses that you would like to enroll in. 請列出你有興趣進修的其他課程。

Part II (You need not to fill in this part if you have provided us with the following information in the past year)

第二部份 (如您於過去一年內曾向本院提供下列資料，則無須再次填寫本部份)

I. Personal information 學員資料

a Age :	Under 20	21 to 30	31 to 40	41 to 50	51 to 60	Above 60
年齡:	20 歲或以下	21 歲 - 30 歲	31 歲 - 40 歲	41 歲 - 50 歲	51 歲 - 60 歲	60 歲或以上
	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	<input type="checkbox"/> 6

b Gender : 性別:	Male 男	Female 女
	<input type="checkbox"/> 1	<input type="checkbox"/> 2

c Highest level of academic qualification attained:	S3	S5	S7	Diploma / Certificate	Bachelor	Master / PhD
最高教育水平:	中三	中五	中七	文憑/證書	學士	碩士/博士
	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	<input type="checkbox"/> 6

d Total years of working experience:	Less than a year	1 - 5 years	6 - 10 years	11 - 15 years	16 - 20 years	More than 20 years
工作年數:	少於 1 年	1 - 5 年	6 - 10 年	11 - 15 年	16 - 20 年	20 年以上
	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	<input type="checkbox"/> 6

e Occupational Rank:	Self-employed / broker / agent	Director	Manager	Professional	Supervisor	Technician	Clerk	Others (please specify)
職級:	自僱人士/ 經紀/代理	董事	經理	專業人員	主任	技術員	文員	其他 (請註明):
	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	<input type="checkbox"/> 6	<input type="checkbox"/> 7	<input type="checkbox"/> 99

f Job Nature :	Finance / Insurance	Accounting	Business Services	Information Technology / Telecommunication	Catering / Hotel	Public / Social & Personal Services	Merchandising / Retail & Wholesale	Real Estate / Construction	Transportation / Logistics	Education	Others (Please Specify)
工作類別:	金融 / 保險	會計	商業服務	資訊科技 / 電訊	飲食 / 酒店	公共 / 社會及個人服務	採購 / 零售及批發	地產 / 建築	交通 / 運輸	教育	其他 (請註明):
	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	<input type="checkbox"/> 6	<input type="checkbox"/> 7	<input type="checkbox"/> 8	<input type="checkbox"/> 9	<input type="checkbox"/> 10	<input type="checkbox"/> 99

II. Study Interest 學習興趣

I am interested in taking the following courses (if applicable, one or more choices can be selected) :

我有興趣修讀下列課程 (可作多項選擇) :

Categories 學科	<input type="checkbox"/> Financial Service <input type="checkbox"/> Business Services & Management <input type="checkbox"/> Information Technology <input type="checkbox"/> Languages <input type="checkbox"/> Lifestyle & Wellness <input type="checkbox"/> Hospitality & Tourism <input type="checkbox"/> Design & Creative Technology <input type="checkbox"/> Psychology & Counseling <input type="checkbox"/> 財經事務 <input type="checkbox"/> 商業服務及管理 <input type="checkbox"/> 資訊科技 <input type="checkbox"/> 語文 <input type="checkbox"/> 時尚及健樂 <input type="checkbox"/> 款待及旅遊 <input type="checkbox"/> 設計及創意科技 <input type="checkbox"/> 心理及輔導
Level 類別	<input type="checkbox"/> Post Graduate / Master <input type="checkbox"/> Bachelor <input type="checkbox"/> Professional Diploma / Professional Certificate <input type="checkbox"/> Exam Preparatory Courses <input type="checkbox"/> Short Courses <input type="checkbox"/> 碩士 <input type="checkbox"/> 學士 <input type="checkbox"/> 專業文憑/專業證書 <input type="checkbox"/> 應試課程 <input type="checkbox"/> 短期課程

※ Dissatisfied participants can approach the HKCAAVQ regarding complaints if any.
 如學員對課程有任何不滿,可向「香港學術及職業資歷評審局」投訴。

Vocational Training Council
Student Feedback Questionnaire for PC/PD Modules

職業訓練局
專業證書及專業文憑
科目問卷調查



Module Title
科目名稱 _____

Date
日期 _____

Module Code
科目編號 _____

Guidelines for Completing Questionnaire 問卷填寫指引

1. Please use HB pencil to fill the selected circle completely as ●; do **NOT** use correction fluid.
請用 HB 鉛筆填滿整個適用的圓圈，即如 ●；勿用塗改液。
2. Please give your ratings and comments on the basis of your own observation and judgment. Do not discuss the questionnaire with your classmates while you are completing it. 填寫問卷時，請根據本身觀察與判斷作出評分及提出意見，不應與同學討論。
3. Your names are not required. All information given will be kept confidential. 問卷是不記名的，所有資料將會保密。

Part I

第一部份

	10 = strongly agree					1 = strongly disagree				
	非常同意					非常不同意				
	10	9	8	7	6	5	4	3	2	1
1. I received materials helpful to my learning. 我收到有助學習的教材。	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. Explanations were clear. 導師講解清楚。	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3. I had the opportunity to ask questions and learn through activities. 我有機會發問及從活動中學習。	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4. The class was managed effectively. 導師能有效管理課堂。	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5. Assignments and tests were relevant. 習作及測驗與所學有關。	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6. I received useful feedback to improve my learning. 我收到導師的回饋以改進學習。	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7. The module content is useful to my work. 科目的內容能有助我的工作。	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8. Overall, I am satisfied with the teaching. 總體而言，我滿意此單元的教學。	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
9. What are the best aspects of the module? 此科目有甚麼地方值得讚賞？										

10. What are the areas for improvement in this module? 此科目有甚麼地方需要改善?

Part II (You need not to fill in this part if you have provided us with the following information in the past year)

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職級:	自僱人士/ 經紀/代理	董事	經理	專業人員	主任	技術員	文員	其他 (請註明):
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f Job Nature:	Finance / Insurance	Accounting	Business Services	Information Technology / Telecommunication	Catering / Hotel	Public / Social & Personal Services	Merchandising / Retail & Wholesale	Real Estate / Construction	Transportation / Logistics	Education	Others (Please Specify)
工作類別:	金融 / 保險	會計	商業服務	資訊科技 / 電訊	飲食 / 酒店	公共 / 社會及個人服務	採購 / 零售及批發	地產 / 建築	交通 / 運輸	教育	其他 (請註明):
	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	<input type="checkbox"/> 6	<input type="checkbox"/> 7	<input type="checkbox"/> 8	<input type="checkbox"/> 9	<input type="checkbox"/> 10	<input type="checkbox"/> 99

IV. Study Interest 學習興趣

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Level 類別	<input type="checkbox"/> Post Graduate / Master <input type="checkbox"/> Bachelor <input type="checkbox"/> Professional Diploma / Professional Certificate <input type="checkbox"/> Exam Preparatory Courses <input type="checkbox"/> Short Courses <input type="checkbox"/> 碩士 <input type="checkbox"/> 學士 <input type="checkbox"/> 專業文憑/專業證書 <input type="checkbox"/> 應試課程 <input type="checkbox"/> 短期課程

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 如學員對課程有任何不滿,可向「香港學術及職業資歷評審局」投訴。