Induction Guide for
Self-funded Undergraduate Programmes
2019-2020
# CONTENT

## I. SUPPLEMENTARY REGULATIONS FOR SELF-FUNDED UNDERGRADUATE PROGRAMMES

1. Admission, Enrollment and Registration p.1  
2. Unit Transfer/Course Exemption p.1  
3. Study Load p.1  
4. Make-up Examination p.2  
5. Academic Dishonesty p.2  
6. Graduation Requirements p.2

## II. USEFUL GUIDE FOR STUDENTS

1. New Student Account Activation p.4  
2. HKBU Email p.6  
3. MyBU-Study p.7  
4. Course Registration p.9  
5. Timetable and Course Enrollment p.13  
6. Course Add/Drop p.14  
7. Tuition Payment p.17  
   - 7.1 Payment Schedules p.17  
   - 7.2 Tuition Fee Deferral p.18  
8. Arrangements of Classes & Examinations during Typhoon or Rainstorm Warning Signal p.18  
9. Other Support Services p.20  
   - 9.1 MTR Student Travel Scheme p.20  
   - 9.2 Financial Aid p.20  
   - 9.3 Locker Rental p.21  
   - 9.4 Physical Education Courses p.21  
   - 9.5 Health Services p.22  
10. Useful Telephone Numbers p.23  
    - 10.1 Academic Registry Services Section (ARSS) p.23  
    - 10.2 Other Departments/Offices p.23

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The information contained herein is correct at the time of updating in August 2019. Students should note that changes may be made from time to time by the University, in which case attempts will be made to notify applicants via our website.
I. SUPPLEMENTARY REGULATIONS FOR SELF-FUNDED UNDERGRADUATE PROGRAMMES

1. Admission, Enrollment and Registration

   Registration of Courses
   1.1 All students enrolled in the University are required to register for courses in accordance with the study schedule of their programmes in every semester during specified period.
   1.2 All students enrolled in the University will automatically be registered with courses specified in their study path.
   1.3 Students are provided with enrollment records confirming the courses registered. All problems should be reported to Academic Registry Services Section (ARSS) immediately.

   Adding/Dropping of Courses after Registration
   1.4 Adding and dropping of courses should be completed within the first week of classes of a semester.
   1.5 Students should not attend any new classes while the adding/dropping of courses or changing of sections is still being processed.

2. Unit Transfer/Course Exemption

   2.1 Unit transfer/course exemption may be given to Associate Degree (AD)/Higher Diploma (HD) graduates who have completed equivalent courses.
   2.2 For Major Core/Required Courses, students are required to confirm their acceptance of course exemption granted at admission. By accepting the exemption, students are required to replace the exempted course(s) with other course(s) from the Major Elective Course list to make up for the units being exempted. If students do not accept the exemption, they are required to enroll for the course(s) in their studies.
   2.3 Students may apply for unit transfer from courses in the curriculum, in particular the programme prerequisite courses and the General Education courses, if they have taken equivalent courses in their AD/HD studies at other institutions previously.
   2.4 Students who apply for unit transfer/course exemption should complete and submit the application form together with academic transcripts and the relevant course outlines on or before 8 August 2019 for approval. Late application will not be considered.
   2.5 Students should register for all courses in accordance with the relevant programme study schedule before the unit transfer/course exemption application result is released.
   2.6 Students’ confirmation of the acceptance on unit transfer/course exemption would be taken as the final unit transfer/exemption record. No change to the unit transfer/exemption record would be allowed after the first semester of studies commences.

3. Study Load

   3.1 Normally, students are required to register for all courses prescribed on a particular programme, including elective courses, each year. Study schedules which are semester-by-semester listings of courses to be taken on different programmes are available MyBU-Study and the relevant programme document/handbook.
   3.2 In special circumstances when a student cannot fulfill the graduation requirements within the normal period of study and is granted extension of study, he/she will be classified as “part-time student” when registering for less than 12 units in a semester during the extension period.
   3.3 Unless prescribed in an approved study plan, a student may not register for more than 18 units (calculated as a total for Undergraduate Programme and College of International Education (CIE) Programme) in a semester. Students who wish to register for more than 18 units must obtain approval from the respective Programme Director. Students who wish to register for more than 21 units must obtain support from the respective Programme Director and apply to the ARSS in writing. Approval for a study load in excess of 21 units will only be given under exceptional circumstances.
4. Make-up Examination
4.1 A student who misses an examination because of extenuating circumstances such as illness, injury or other personal emergencies may apply by submitting an application form with supporting document(s) to the ARSS for a make-up examination. Applications should be made within three working days after the missed examination.

4.2 In case of illness or injury, the application should include a completed “Form of Medical Certificate” stating that the student is unfit for examination and a medical certificate recommending for sick leave on the date of the missed examination by a qualified medical practitioner.

4.3 When students apply to the ARSS for make-up examinations, the following situations would normally not be considered:
   a) Elective surgery scheduled to be held on an examination day;
   b) Public examinations such as HKDSE Examination, TOEFL, SAT, GRE, GMAT, etc., held on an examination day; or
   c) Having forgotten or misread the examination schedule.

4.4 If the application is approved, the make-up examination will be arranged by the ARSS within six weeks after the examination period.

4.5 No other arrangements will be made if the student is unable to attend the make-up examination.

4.6 The course lecturer should set a new examination question paper for the make-up examination. The relevant course lecturer will decide if the grades for the make-up examinations should be downgraded.

4.7 A student who is absent from an examination and does not apply for a make-up examination or the application is disapproved, will receive zero mark for that examination.

5. Academic Dishonesty
5.1 A student who is found to have committed an act of academic dishonesty such as plagiarism, submission of material(s) for assessment which is not the student’s own work, the use of fabricated or copied data (from others or self previous work) for assessment, shall receive an “F” grade for the course.

5.2 Students found to have committed academic dishonesty may be excluded from participating in the end-of-semester teaching evaluation for the course concerned.

5.3 Academic guidelines on avoiding plagiarism can be found in MyBU-Study (My Study\Forms and Regulations\Useful Information) or at the Academic Registry’s website:
   http://buar2.hkbu.edu.hk/curr/avoid_plagiarism/.

6. Graduation Requirements
6.1 Students are approved for graduation by the Senate after fulfilling all the graduation requirements stipulated by the University. These requirements include: University general requirements, programme requirements, and unit and Grade Point Average (GPA) requirements. Students who have course, unit or GPA deficiencies may be granted summer study or supplementary examination or a concession of one additional year to complete their studies by the Senate.

6.2 All undergraduate students are required to take the non-credit bearing course University Life (U-Life) as part of the graduation requirements. The U-Life requirements are as follows:

<table>
<thead>
<tr>
<th>U-Life Requirements</th>
<th>Completion Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>a) Academic Integrity Online Tutorial (AIOT)</td>
<td>By the end of the 1st semester of study, i.e. 31 December 2019</td>
</tr>
<tr>
<td>b) U-Life Orientation Workshops (UOW)</td>
<td>By the end of the 3rd semester of study, i.e. 31 December 2020</td>
</tr>
<tr>
<td>c) Co-curricular Learning (CCL) activities</td>
<td></td>
</tr>
</tbody>
</table>

A student will be given a “S” grade for satisfactory completion of the course (ULIF1008-9) or a “U” grade for unsatisfactory performance. A student who is unable to complete the course by the deadlines specified will not be allowed to access to course grades or enroll on courses in the following semester until his/her course deficiency has been made up. Students should take note of the deadlines listed at http://www.hkbu.edu.hk/ge/ge-programme/ulife/.
a) AIOT
Students are required to complete the AIOT via the e-learning platform, SCE Moodle (http://scemoodle.hkbu.edu.hk/). The online tutorial is designed to be an introduction in promoting academic integrity by increasing students’ awareness of the issues involved. Students have to work through the tutorial, complete the 1) QUIZ with 80% or higher score, and make a 2) DECLARATION by the end of the 1st semester of study. Details will be announced via MyBU-Study in Sep 2019.

b) UOW
Students are required to attend the below UOW:
UOW 1  Personal Transformation Workshop*
UOW 2  Insights into HKBU’s 7 Graduate Attributes*
UOW 3  Get Ready for University Research*
If you fail to attend any of them, or if you are late for more than 15 minutes, you are required to attend the make-up workshop(s) and/or complete the make-up exercise(s) by the end of the 3rd semester of study. The details of make-up arrangements will be announced via MyBU-Study by late September 2019.

* UOW 1 and UOW 2 will be covered in the New Student Orientation on 23 August 2019.
* UOW 3 will be held in September 2019. Details will be announced via MyBU-Study.

Students admitted from CIE AD programme are exempted from UOW 3.

c) CCL
Students are required to complete at least 4 CCL activities (in the form of seminars, workshops, campus events, experimental learning activities and/or other recognized programmes) by the end of the 3rd semester of study. For schedule and reservation, please log into MyBU-Study (My University Life/Co-curricular Learning (CCL)) or visit the website of CCL at the homepage of the Office of Student Affairs: http://sa.hkbu.edu.hk/ccl. Students can view their CCL record on the Student Learning Experiences System (SLES) (https://sles.hkbu.edu.hk/).

eCourses provided by Counselling and Development Centre, SAO are available at SCE Moodle. Students may view SAO website for the details of eCourses at https://sa.hkbu.edu.hk/cdc/learning-and-development/ecourse. Only ONE eCourse will be counted as CCL activity within the whole study period.

6.3 All undergraduate students are required to reach foundation Putonghua proficiency before they graduate. Student must fulfill one of the following requirements for graduation:
a) successfully completing a 3-unit Elementary Putonghua course offered by the CIE; or
b) successfully completing a non-credit bearing Putonghua Supplementary Course offered by the CIE.

Students may apply for exemption from the above Putonghua requirement if they meet one of the following criteria:
a) passed a 3-unit Putonghua course in AD/HD of recognized institutes;
b) attended the Chinese Language examination in the Tertiary Entrance Examination or Multi-admission Programme conducted by the Ministry of Education in the Mainland or Taiwan respectively;
c) attained Grade C or above in the Hong Kong Certificate of Education Examination Putonghua subject;
d) passed the Test of Proficiency in Putonghua conducted by the Hong Kong Examinations and Assessment Authority;
e) attained third class, Grade A or above in the Putonghua Shuiping Ceshi (a National Putonghua Proficiency Test);
f) obtained other qualifications deemed equivalent by the University.

The full set of regulations governing the Undergraduate Programmes is stipulated in the University Student Handbook. The University Student Handbook, including any updates, can be found at http://ar.hkbu.edu.hk/curr/calendar_bulletin/ or in MyBU-Study (My Study/Forms & Regulations/General Regulations).
II. USEFUL GUIDE FOR STUDENTS

1. New Student Account Activation

Single-Sign-On user ID (SSOid) is used to access all central IT services at the University, including the MyBU-Study, HKBU email, SCE Moodle, campus Wi-Fi service, and Library system, etc. The SSOid for student is pre-defined to be the student number. Other security settings, such as password and security questions can be defined during the activation process. More information of IT services can be found in the website of the Office of Information Technology of the University (http://ito.hkbu.edu.hk/).

To activate a new student account, please go to https://ssoid.hkbu.edu.hk/.
(Please refer to the website and click “View Demo” for instruction of account activation.)

To verify your identity, please follow the steps below:

a) Enter your Student Number (e.g. 19667890)
b) Enter your Date of Birth (DDMYYY) (e.g. 30/12/1999)
c) Enter your HKID number* (including the first alphabet (upper case) and the last digit in bracket)
   * For Mainland and non-local students, please enter your Mainland identity card or passport number, and date of birth.

Then, you can set up your password and security passkey for your SSOid and your account will be ready for use in a few minutes.

If you have forgotten your password and would like to reset a new one, please go to https://iss.hkbu.edu.hk/buam/resetSSOidpwd and follow the online instructions.
To change the SSOid password, please go to https://iss.hkbu.edu.hk/buam/changePasswd and follow the online instructions. (Demo: http://buwww.hkbu.edu.hk/uis/demo/buam/ssoid_changepwd_2012.html)

To change the security questions, please go to https://iss.hkbu.edu.hk/buam/changeSQ and follow the online instructions. (Demo: http://buwww.hkbu.edu.hk/uis/demo/buam/ssoid_changesq_2012.html)
2. **HKBU Email**
   A personal HKBU email account is created for each new student. The email alias is the same as your student number. For example, your student number is “19667890”, your HKBU email address will be 19667890@life.hkbu.edu.hk. The email account is available once new student account activation is completed.

**Access your HKBU email**

- Select “Current Students”
- Click “Webmail”
- Enter your email account (SSOid@life.hkbu.edu.hk) and password
3. **MyBU-Study**

MyBU-Study will help you to get the most updated information about the University and your study. To access MyBU-Study, please follow the below steps:

2. Login with your SSOId and password
3. Select function at Main Menu
4. Remember to Sign Out after use

**Functions at Main Menu**

a) **My Notice**

All news and announcements regarding examinations, special events, important deadlines and information are displayed on this page. In addition, announcements are posted on the notice boards located on 10/F and 13/F at Shek Mun Campus. You are strongly recommended to check e-Announcements regularly to keep yourself informed of the latest news at the University.
b) My Study
You can access the information about your study programme and courses, enrollment record, timetable, examination, regulations, and graduation checklist. You can complete course registration and add/drop applications, and also download various application forms and academic report.

![Student Menu](image)

![Integrated Platform](image)

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c) My Learning Tools
You can connect to different learning resources under “My Learning Tools”.

- SCE Moodle
  The University has adopted the SCE Moodle ([http://scemoodle.hkbu.edu.hk/](http://scemoodle.hkbu.edu.hk)), a web-based teaching and learning platform, to facilitate the communication between lecturers and students.

- eLearning
- English Support Service (ESS)
  The ESS aims to provide students with the opportunity to receive personalized assistance that address their specific language needs. Please visit the ESS website for details.
- Applied Chinese Self-learning Resources Data Bank 應用中國語文自學資料庫
d) My University Life
You can access the information about U-Life programme (including AIOT and CCL) and other student development activities.

![My University Life](image1)

e) My Services
You can view and update your personal particulars and emergency contact information as well as change your password on this page. Your official record in the University will automatically be updated and a confirmation email will be sent to your University mailbox once the changes have been made. Information on the campus and other support services provided by the University is also available.

![My Services](image2)

f) My Finance
You can print your debit notes, payment instructions and receipts for tuition fees on this page. You can submit your tuition fee deferral application if necessary. Information on scholarship and financial aid is also available.

![My Finance](image3)

4. Course Registration

**Course Registration Period**
Students should complete online course registration via MyBU-Study during the specified period announced in MyBU-Study (My Notice). The course registration period for the 1st Semester of 2019-20 is as follows:

| Start Time | 09:00, 14 August 2019 (Wed) |
| End Time  | 23:59, 15 August 2019 (Thur) |
**Important Points to Note**

1. Assignment of courses is on first-come-first-served basis and course availability is subject to student enrollment.
2. Students who fail to complete the course registration procedures, will be automatically enrolled in Major Core/Required Courses which are required by their programme, subject to the course availability and vacancies.
3. The offering of courses and successful enrollment of students’ choice indicated in course registration are subject to the final decision of the University.
4. Normally, students are required to enroll Physical Education (PE) course(s) in their first year of study, and allowed to take one PE course in one semester. Students who have health problems may apply for enrolling Adapted Physical Education course, application should be submitted during the course registration period together with a medical certificate.
5. The system will not be available from 2:30 am to 5:30 am.

**Procedures of Course Registration**

**Step 1:** Login MyBU-Study.

**Step 2:** Click Menu (My Study\Course Enrollment\Course Registration).

**Step 3:** Check the suggested study path and course list, and read the important notes before starting the registration. Then click “Start” to begin the course registration.
Step 4: View the pre-assigned courses, click “Next” to continue.

Step 5:  

a. Select the number of courses that you wish to take in each category including Elective Courses and Make-up Courses (as appropriate).  
b. Indicate the priority of your selected course(s)  
c. Click “Next” to continue
Step 6: View the courses that you have selected in the summary. If you have registered more than 18 units, you must indicate the reason(s) in the box to submit your request to the Programme Director for approval. Click “Confirm” to complete the course registration.

You MUST indicate the reason(s) in the box if you have registered more than 18 units. Otherwise, your application CANNOT be submitted.
Step 7: Click “Close” to exit. Your choice summary can be checked at MyBU-Study (My Study\Course Enrollment\Course Registration) after the completion of registration.

5. Timetable and Course Enrollment

Timetable and course enrollment records are available in MyBU-Study:

- For Timetable: My Study\Timetable\My Timetable
- For Course Enrollment: My Study\Course Enrollment\Course Enrollment Record

The release date of timetable will be announced in MyBU-Study (My Notice).
6. **Course Add/Drop**

**Course Add/Drop Period**
Adding and dropping of courses should be completed within the first week of classes of a semester. Details will be posted on MyBU-Study (My Notice) in due course.

**Important Notes for Course Add/Drop Applications**
1. All add/drop applications will be processed on a first-come-first-served basis subject to the availability of “vacant places” at that particular moment of system execution. Students may submit one or more add/drop request(s) in each application. Approval will only be granted when **ALL** the requests are successful.
2. The add/drop electronic system is **NOT** operated on a real time basis and applications received will be processed after the daily cut-off time. The number of vacant places shown on the system is for reference only.
3. For reasons of quality assurance and learning effectiveness, maximum and minimum student number is set in each section/tutorial. In other words, a student could only successfully add a new section/tutorial if the total number of students in that section/tutorial has not reached the maximum. Similarly, a student could only drop the original section/tutorial successfully if the number of students in that particular section/tutorial has not fallen below the minimum.
4. The system will warn you if there is a time clash or when the class is full.
5. When applying for course add/drop, it is your responsibility to ensure that such applications shall not affect your fulfillment of your graduation requirements, such as the required number of units of Major Core/Required Courses, Major Elective Courses and make-up courses. Please think carefully before making any applications so that your study schedule will not be affected. Please also note that some courses may not be offered every semester.
6. Though you have already applied for course add/drop, you must continue to attend the original section/tutorial until your application is approved. If your application is not approved, please accept and cope with your original class schedule with maturity.
7. You are not allowed to submit another application before your previous application is processed.
8. You may print out your application summary as a proof of your application.
9. Remember to **LOG OUT** from the system after submitting your application.
10. Notification of course add/drop results will be sent to your HKBU email account on the same day (after 6:00 pm) for application submitted before the daily cut-off time, or the next working day for those submitted later. Please refer to the corresponding notice of Guideline for Course Add/Drop for details.
11. If your application is approved, remember to show the email and/or your new timetable as a proof of permission when you attend the new class.
12. The system will **NOT** be available from 2:30 am to 5:30 am.
13. Late application will **NOT** be considered.

**Procedures of Course Add/Drop**

**Step 1:** Login “MyBU-Study”

**Step 2:** Click Menu (My Study/Course Enrollment/Application for Adding or Dropping Course)
Step 3: Read the guidelines for application, then click “Start”.

Step 4: You may click “Course List” to view the courses to be offered in the semester. Select (a) “Add Course” or (b) “Drop Course” or (c) “Change Tutorial” (if any) as appropriate.
a. **Add Course**
   Click “Add Course” → Select course and section → Click “Add Course” → Click “Next” to continue

![Add Course Screen](image)

Select course

Select section

b. **Drop Course**
   Click “Drop Course” → Select course → Click “Drop Course” → Click “Next” to continue

![Drop Course Screen](image)

Select course
c. **Change Tutorial**

Click “Change Tutorial” → Select course and tutorial → Click “Change Tutorial” → Click “Next” to continue

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**Application for Adding or Dropping Course**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Unit</th>
<th>Remark</th>
</tr>
</thead>
<tbody>
<tr>
<td>LCS 3350</td>
<td>Exploring the City</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>LCS 3370</td>
<td>Digital Media and Culture</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

**Change Tutorial**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Existing Tutorial</th>
<th>New Tutorial</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>LCS 2220</td>
<td>T3</td>
<td>T1</td>
<td>Modern Western Thought</td>
</tr>
</tbody>
</table>

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**Step 5:** Click “Confirm” to submit your application

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**7. Tuition Payment**

**7.1 Payment Schedules**

a) **Undergraduate Programmes**

<table>
<thead>
<tr>
<th>Installment</th>
<th>Description</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1&lt;sup&gt;st&lt;/sup&gt; Installment</td>
<td>HK$15,418 (part of tuition fee for 1&lt;sup&gt;st&lt;/sup&gt; Semester, 2019-20, inclusive of HK$300 Deposit, HK$103 Students’ Union Membership Fee and HK$15 Students’ Union Development Fee)</td>
<td>Apr-Aug 2019 (varies among students)</td>
</tr>
<tr>
<td>2&lt;sup&gt;nd&lt;/sup&gt; Installment</td>
<td>Balance payment for 1&lt;sup&gt;st&lt;/sup&gt; Semester, 2019-20</td>
<td>26 Aug 2019</td>
</tr>
<tr>
<td>3&lt;sup&gt;rd&lt;/sup&gt; Installment</td>
<td>Tuition fee for 2&lt;sup&gt;nd&lt;/sup&gt; Semester, 2019-20</td>
<td>12 Dec 2019</td>
</tr>
<tr>
<td>4&lt;sup&gt;th&lt;/sup&gt; Installment</td>
<td>Tuition fee for 1&lt;sup&gt;st&lt;/sup&gt; Semester, 2020-21 and Students’ Union Membership Fee</td>
<td>Jul 2020</td>
</tr>
<tr>
<td>5&lt;sup&gt;th&lt;/sup&gt; Installment</td>
<td>Tuition fee for 2&lt;sup&gt;nd&lt;/sup&gt; Semester, 2020-21</td>
<td>Dec 2020</td>
</tr>
</tbody>
</table>

Students taking more than the minimum programme unit requirement will be charged additionally at **HK$2,500 per unit**. The debit note of tuition fee for extra units taken will be released in the last semester before your graduation.
b) Make-up Courses at the CIE

<table>
<thead>
<tr>
<th>Description</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition fee for make-up courses enrolled in 1st Semester, 2019-20</td>
<td>31 Oct 2019</td>
</tr>
<tr>
<td>Tuition fee for make-up courses enrolled in 2nd Semester, 2019-20</td>
<td>19 Mar 2020</td>
</tr>
</tbody>
</table>

Students taking make-up course(s) at the CIE will be charged additionally at **HK$1,680 per unit**.

c) Putonghua Supplementary Course at the CIE

Students taking Putonghua Supplementary Course at the CIE will be charged at **HK$1,000 per course** upon confirmation of their enrollment.

d) Important Notes for All Tuition Payment

1. All debit notes are only issued electronically via MyBU-Study (My Finance\Payment) one month before the payment due date. No hardcopy of debit notes will be sent to students.
2. Students who have not settled the payment by the payment due date or the deferred payment due date granted in advance will be levied with a penalty charge of HK$300 per debit note.
3. Tuition fees paid are **non-refundable and non-transferrable**.
4. Consequences of unapproved late payment may include the suspension of the right to attend classes and/or sit for examination, or being classified as having unofficially withdrawn from the University.
5. Announcements will be posted under “My Notice” on MyBU-Study in due course.

7.2 Tuition Fee Deferral

Students who are unable to settle the required tuition fee on schedule should apply for tuition fee deferral. To apply, please read the Notes for Tuition Fee Deferral Application and submit online application via MyBU-Study (My Finance\Tuition Fee Deferral Application) **at least 7 calendar days before the due date**. Please follow the instruction and upload supporting documents to facilitate your application. A penalty charge of **HK$300** (per debit note) will be levied on all late payments without prior approval.

8. Arrangements of Classes & Examinations during Typhoon or Rainstorm Warning Signal

8.1 Arrangement of Classes

a) “Amber” or “Red” Rainstorm Warning Signal
   - If "Amber" or "Red" Rainstorm Warning Signal is in force before office hours, students are expected to come to classes provided that it is permissible under the prevailing traffic and weather conditions.
   - If "Amber" or "Red" Rainstorm Warning Signal is issued in the middle of the day, classes will continue and offices will remain open.

b) Typhoon Signal No. 3 or below
   When Typhoon Signal No. 3 or below is hoisted, classes will be held as usual.
c) Typhoon Signal No. 8 or above / "Black" Rainstorm Warning Signal
Specific arrangement of classes under Typhoon Signal No.8 or above / "Black" Rainstorm Warning Signal:

<table>
<thead>
<tr>
<th>When Typhoon Signal No. 8 or above Hoisted / &quot;Black&quot; Rainstorm Warning Signal Issued</th>
<th>Arrangement of Classes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classes in progress</td>
<td>Typhoon Signal No. 8: All classes will be suspended immediately. “Black” Rainstorm Signal: Classes will continue until the completion of the session.</td>
</tr>
<tr>
<td>Between 6:15 a.m. and 10:59 a.m.</td>
<td>Classes with commencement time before 1:30 p.m. will be cancelled. (e.g.: a 3-hour class which runs from 12:30 p.m. to 3:30 p.m. will be cancelled)</td>
</tr>
<tr>
<td>Between 11:00 a.m. and 2:59 p.m.</td>
<td>Classes with commencement time before 5:30 p.m. will be cancelled. (e.g.: a 3-hour class which runs from 3:30 p.m. to 6:30 p.m. will be cancelled)</td>
</tr>
<tr>
<td>At or after 3:00 p.m.</td>
<td>Classes with commencement time after 3:00 p.m. will be cancelled.</td>
</tr>
</tbody>
</table>

8.2 Arrangement of Examinations

a) “Amber” or “Red” Rainstorm Warning Signal
Examinations will be held as scheduled when an "Amber" or "Red" Rainstorm Warning Signal is in force before examinations start or issued in the middle of the day. However, students may be allowed to sit for make-up examinations if they cannot attend examinations owing to bad weather conditions.

b) Typhoon Signal No. 3 or below
When Typhoon Signal No. 3 or below is hoisted, examinations will be held as usual.

c) Typhoon Signal No. 8 or above/ "Black" Rainstorm Warning Signal
Specific arrangement of examinations under Typhoon Signal No. 8 or above / “Black” Rainstorm Warning Signal:

<table>
<thead>
<tr>
<th>When Typhoon Signal No. 8 or above Hoisted / &quot;Black&quot; Rainstorm Warning Signal Issued</th>
<th>Arrangement of Examinations</th>
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<tbody>
<tr>
<td>Examinations in progress</td>
<td>Examinations will continue until the completion of the sessions.</td>
</tr>
<tr>
<td>Between 6:15 a.m. and 10:59 a.m.</td>
<td>Examinations commencing before 1:30 p.m. will be postponed.</td>
</tr>
<tr>
<td>At or after 11:00 a.m.</td>
<td>Examinations commencing at or after 1:30 p.m. will be postponed.</td>
</tr>
</tbody>
</table>

Remarks: For special circumstances, updated announcements will be made by the College via the online Notice Board at MyBU-Study. The Education Bureau’s announcement DOES NOT apply to the College. Students should refer to the College's notice board for details on the arrangement of postponement of examination.
9. Other Support Services

9.1 MTR Student Travel Scheme
The details of the application for the MTR Student Travel Scheme will be announced via MyBU-Study in August/September 2019.

9.2 Financial Aid

a) Government Grant and Loan
Below schemes are administered by Student Finance Office (SFO) under the Working Family and Student Financial Assistance Agency (WFSFAA):

<table>
<thead>
<tr>
<th>Schemes</th>
<th>Application Method</th>
</tr>
</thead>
<tbody>
<tr>
<td>Financial Assistance Scheme for Post-secondary Students (FASP)</td>
<td>Online application via SFO website: <a href="https://ess.wfsfaa.gov.hk">https://ess.wfsfaa.gov.hk</a></td>
</tr>
<tr>
<td>Non-means-tested Loan Scheme for Post-secondary Students (NLSPS)</td>
<td>Online application via SFO website: <a href="https://ess.wfsfaa.gov.hk">https://ess.wfsfaa.gov.hk</a></td>
</tr>
<tr>
<td>Student Travel Subsidy</td>
<td>Apply through the FASP application</td>
</tr>
</tbody>
</table>

The details of application submission will be announced via MyBU-Study in August 2019.

Contact Information of SFO
Address: Customer Relation Division, Applications and Hotline Unit (FASP)
12/F, One Mong Kok Road Commercial Centre
1 Mong Kok Road, Kowloon

12/F, Cheung Sha Wan Government Offices (NLSPS and ENLS)
303 Cheung Sha Wan Road, Kowloon

Hotline: 2152 9000 (FASP)
2150 6222 (NLSPS)
2150 6223 (ENLS)

Website: [http://www.wfsfaa.gov.hk/sfo/eng/schemes/fasp.htm](http://www.wfsfaa.gov.hk/sfo/eng/schemes/fasp.htm) (FASP)

Students who are applying for FASP and/or NLSPS and unable to settle the required tuition fee on schedule should apply for tuition fee deferral (refer to Item 7.2 “Tuition Fee Deferral”).

b) Continuing Education Fund (CEF)
CEF aims to subsidize adults to pursue continuing education and training. Eligible applicants can be reimbursed up to 80% of the course fee for first HK$10,000, and 60% of the course fee for second HK$10,000; subject to a ceiling of HK$20,000. Some of the courses offered by the Self-funded Undergraduate Programmes are CEF reimbursable courses. Students are advised to check against the programme information for eligibility before applying reimbursement.

The reimbursable course list can be downloaded from MyBU-Study (My Finance/Scholarship and Financial Aid). For the details of CEF application for reimbursement, please refer to the Notice at MyBU-Study.
Important Notes for CEF Application and Reimbursement

1. Applicants should complete application form [SFO 302 (2019)] to submit the application for opening an account together with application for the first reimbursement claim after the successful completion of the applicant’s first CEF course. Applicants are required to submit their reimbursement claims within one year upon successful completion of a CEF course.

2. Applicants would be eligible for fee reimbursement only if they have **attended no less than 70% of the course and attained the overall mark of at least 50% for it**.

3. “Student Attendance Record”, payment receipt of the course(s) and enrollment record should be submitted upon completion of the course for claiming the reimbursement.

4. Claimants must not have obtained any grants or loans from the FASP administered by the SFO for the same course.

Contact Information of Office of Continuing Education Fund

<table>
<thead>
<tr>
<th>Address</th>
<th>Units 07-11, 25/F., CDW Building 388 Castle Peak Road Tsuen Wan, Hong Kong</th>
</tr>
</thead>
<tbody>
<tr>
<td>24-hr Hotline</td>
<td>3142 2277</td>
</tr>
<tr>
<td>Email</td>
<td><a href="mailto:cef_sfo@wfsfaa.gov.hk">cef_sfo@wfsfaa.gov.hk</a></td>
</tr>
</tbody>
</table>

9.3 Locker Rental

For Shek Mun Campus, please refer to the CIE Campus Notice at MyBU-Study (My Notice/Campus Notice) for details. Alternatively, you may contact the Information Counter at G/F of Shek Mun Campus for more information.

9.4 Physical Education Courses
Students are expected to get changed and to be at the teaching venue within 10 minutes of the scheduled class. You should wear **T-shirts with the University logo, sports pants and non-marking rubber soled shoes** for all classes, unless otherwise specified. The University T-shirts are available at the **University Bookstore**, G/F, SCE Tower, Kowloon Tong Campus.
With the substantial subsidy from the University, eligible students could enjoy on-campus medical and off-campus dental services. Medical services are provided by the Medical Clinic operated by a medical group under contract with the University in the Health Services Centre located on Level 5, Sir Run Run Shaw Building, Ho Sin Hang Campus. Off-campus dental services are provided by a dental group with 11 dental centres across the territory. Students shall present their University Student ID Cards for verification when they visit the clinics.

For enrollment on medical/dental services and information on eligibility, please visit the homepage of the Office of Student Affairs: http://sa.hkbu.edu.hk/cls/welfare-and-services/medical-and-dental-services.

Medical Services (Enquiries: 3411 7447 / Appointments: 3411 2011)
The Medical Clinic is operated by the CHC-Group Medical Practice. It provides general medical services including GP consultations and advice, on-campus emergency services, simple laboratory investigation, vaccinations, general nursing care and minor operation, etc.

Eligible students only have to pay HK$20 for each outpatient consultation with a normal 3-day medication and dressings for treatment or illness (extra fee would be charged for uncovered medication and dressings). Students shall present their University Student ID Cards as they visit the clinic.

Medical Clinic Location: Level 5, Sir Run Run Shaw Building, Ho Sin Hang Campus

Opening Hours:
From September to May
Mondays to Fridays 9:00 a.m. - 6:00 p.m.
Saturdays 9:00 a.m. - 1:00 p.m.
Sundays and Public Holidays Closed

From June to August
Mondays to Fridays 9:00 a.m. - 1:00 p.m.; 2:00 p.m. - 6:00 p.m.
Saturdays 9:00 a.m. - 1:00 p.m.
Sundays and Public Holidays Closed

*Registration will be halted 15 minutes before the closing time.

Dental Services
Eligible students can voluntarily enroll in the Student Dental Benefit Scheme with paying an annual fee (September to August annually) to enjoy basic dental services in the designated off-campus dental centres under Quality HealthCare Dental Services Limited (QHD).

Chinese Medicine Clinics (Enquiries: 3411 2968 / 3411 2998)
There are a total of 9 Chinese Medicine Clinics under the School of Chinese Medicine of the University. For more details, please visit: http://scm.hkbu.edu.hk/en/clinical_service/chinese_medicine_clinics/index.html
Eligible students can enjoy 20% off on the standard fee for general consultation.
10. Useful Telephone Numbers

10.1 Academic Registry Services Section (ARSS)

| Address                          | 13/F, 8 On Muk Street  
|                                 | Shek Mun, Shatin, New Territories |
| Tel                              | 3411 3044                  |
| Email                            | cietp@hkbu.edu.hk          |
| Website                          | www.cie.hkbu.edu.hk        |
| Office Hours                     | Mondays to Fridays: 9:00 a.m. to 5:30 p.m. |
|                                 | Saturdays, Sundays and Public Holidays: Office Closed |
| Fax                              | 3411 3361                  |

10.2 Other Departments / Offices

<table>
<thead>
<tr>
<th>Department / Office</th>
<th>Telephone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Administration Section (Shek Mun)</td>
<td>3411 3300</td>
</tr>
<tr>
<td>General Administration Section (Kowloon Tong - SCE Tower Office)</td>
<td>3411 5771</td>
</tr>
<tr>
<td>SCE Moodle Enquiry / Office of Information Technology - User Services Hotline</td>
<td>3411 7899</td>
</tr>
<tr>
<td>University Library (Shek Mun)</td>
<td>3411 3172</td>
</tr>
<tr>
<td>University Library (Kowloon Tong)</td>
<td>3411 7363</td>
</tr>
<tr>
<td>University Bookstore (Kowloon Tong)</td>
<td>3411 7457</td>
</tr>
<tr>
<td>Medical Clinic (Kowloon Tong)</td>
<td>3411 7447</td>
</tr>
<tr>
<td>Sports Centre (Shek Mun)</td>
<td>3411 3200</td>
</tr>
<tr>
<td>Wai Hang Sports Centre (Kowloon Tong)</td>
<td>3411 7010</td>
</tr>
<tr>
<td>Joint Sports Centre</td>
<td>2794 1168</td>
</tr>
</tbody>
</table>
HKBU