香港浸會大學
HONG KONG BAPTIST UNIVERSITY

CIE COLLEGE OF 國際學院
INTERNATIONAL EDUCATION

Student Orientation Guide

Academic Registry Services Section

CONTENTS

A. NEW STUDENT ORIENTATION

Event Details and Arrangements

In order to help new students adapt to a new college life at the University, a New Student Orientation Programme has been arranged for you.

1. **New Student Orientation***
    - Students will meet up with the Lecturers of their Concentration Studies in the orientation. The academic requirement of the Associate Degree Programme, the study path and the articulation of the respective Concentration Studies will be introduced.
    - Students will gain an overall picture of useful resources and diverse experience obtainable in the College.

Division of Communication	Division of Applied Science	Division of Arts & Languages	Division of Business	Division of Social Sciences
Concentration Studies: - Creative Communication - Creative Digital Media Design - Film, Television and Digital Media Studies - Journalism - Media Communication	Concentration Studies: - Environmental Conservation Studies - Financial Technology - Geography and Resources Management - Health Sciences - Life Science - Nutrition and Food Management	Concentration Studies: - Chinese for Professional Purposes - Cultural Studies - Music Studies - Professional Communication and English Studies - Visual Arts	Concentration Studies: - Business Administration - Financial Management - Marketing - Professional Accountancy - Tourism and Hospitality Management	Concentration Studies: - Applied Social Service - History and Hong Kong Studies - Practical Philosophy - Psychology - Social and Public Policy Studies - Society and Wellness Studies - Sociology and Digital Society - Sport and Recreation Studies
22 August 2023 (Tuesday)	**23 August 2023 (Wednesday)**	**23 August 2023 (Wednesday)**	**24 August 2023 (Thursday)**	**24 August 2023 (Thursday)**
<td colspan="5">10:00 am – 11:30 am Jumpstart Your College Life 11:30 am – 12:30 pm Lunchtime 12:30 pm – 2:00 pm Orientation Carnival 2:00 pm – 4:00 pm Division Orientation & Concentration Studies Session</td>				
<td colspan="5">**Auditorium, 1/F, Shek Mun Campus**</td>				

Remarks: Mainland and non-local students will receive an email of the links for online participation 2 days before the New Student Orientation. Those who have arrived in Hong Kong are expected to attend the New Student Orientation on-site.

2. **Study Guide Activity (Session for Non-Chinese Speaking Students and Non-local Students)***

Aims and Objectives:

- To recapture the key points in New Student Orientation - useful academic study guide in preparing for college study and helpful resources in CIE
- To provide some tips for non-Chinese speaking / non-local students on smooth adaptation to college life

Date	: **25 August 2023 (Friday)**
Time	: **4:00 pm – 5:00 pm**
Venue	: Room 701, 7/F, Shek Mun Campus **and** Online Session *(Hybrid)*
Enrolment	: https://bit.ly/3Y5gedN during 1 – 22 August 2023 (first-come-first-served)

3. **College English Taster 2023***

In this 2-hour workshop, students will:

- Be acquainted with the English curriculum, assessment policies, and graduating requirements at CIE
- Meet lecturers in the English Team
- Learn how to communicate effectively with your lecturers

Date	: **30 August 2023 (Wednesday)**
Time	: **9:30 am – 11:30 am** *(Division of Applied Science & Division of Arts and Languages)*
	12:00 noon – 2:00 pm *(Division of Communication)*
	2:30 pm – 4:30 pm *(Division of Business & Division of Social Sciences)*
Venue	: Auditorium, 1/F, Shek Mun Campus
Remark	: This event is compulsory. If you are unable to attend due to any unforeseen circumstances, please email us here**.**

4. **Freshmen Bridging Workshop***

   Aims and Objectives:

   - To provide new students with useful information and tips they "must know and learn" as college students
   - To grasp basic skills and strategies on how to cope with a new learning environment in tertiary education

Date	: **1 September 2023 (Friday)**
Time	: **10:00 am – 12:00 noon; OR**
	2:00 pm – 4:00 pm *(2 identical sessions)*
Venue	: Room 701, 7/F, Shek Mun Campus
Enrolment	: https://bit.ly/3K6UGrF during 1 – 28 August 2023
	(first-come-first-served)

5. **Campus Life Orientation Workshop***

   Aims and Objectives:

   - To make new friends here and build up relationship network
   - To kick-start your campus-life and develop quick adaptation
   - To connect with senior year students and Guidance Counsellors

Date	: **1 September 2023 (Friday)**
Time	: **10:00 am – 12:30 pm; OR**
	2:00 pm – 4:30 pm *(2 identical sessions)*
Venue	: 5/F Interactive Commons, Shek Mun Campus
Enrolment	: https://bit.ly/3rvrtQu during 1 – 28 August 2023
	(first-come-first-served)

6. **Whole Person Development Programme in Orientation Month**

   Aims and Objectives:

   - To help students master goal-achieving strategies in college life
   - To foster personal development with cross-disciplinary and extra-curricular exposure

Date	: **6 – 27 September 2023 (Every Wednesday)**
Time	: **1:00 pm – 2:00 pm**
Venue	: Shek Mun Campus / Kowloon Tong Campus
Enrolment	: https://bit.ly/455Gzeh (first-come-first-served)
Enquiries	: Student Development Centre
	ciesdc@hkbu.edu.hk (Email) / 3411 3303 (Phone)

*Bad Weather Arrangements (applicable to both on-campus/online events and activities mentioned in **Part A (1-5)** above):*

Typhoon Signal No. 8 or above, or Black Rainstorm Warning Signal is lowered/cancelled	Arrangement of all sessions on the day
Before 7:30 am	*As usual*
At or after 7:30 am	*Cancel/Re-schedule[#]*

[#] *If the orientation activities for the five academic divisions scheduled for 22 - 24 August 2023 are cancelled due to bad weather, they will be re-scheduled and conducted on 28 August 2023 (Monday) from 10:00 am to 1:00 pm via Zoom. Students could check the College website regarding the arrangements.*

B. REGISTRATION AND COMMENCEMENT OF NEW ACADEMIC YEAR

Please note the following sequence of events/tasks to complete the registration procedures and regarding the commencement of the new Academic Year:

Date	Events/Tasks	Reference Materials
18 August	✓ **Get CIE Student Number from the hyperlink or the QR code below:** https://cie2.hkbu.edu.hk/student_no 	Part C
18 - 23 August	✓ **Submit Photo for Student Card** - Upload a colour passport photo to the **University Student Card Photo Upload System** (https://ciephoto.hkbu.edu.hk/). The photo specifications are as follows: • A recent passport photo showing a full front view of your face and without head coverings. • The photo should be in colour, taken against a plain background (preferably white). • File format: JPEG file format, file extension .jpg • File size: 200 Kbytes – 2 Mbytes • Dimensions: a square aspect photo; acceptable dimensions are from 600 x 600 pixels to 1200 x 1200 pixels - Demonstration available on the front page of the **University Student Card Photo Upload System**	
21 August	✓ **Complete Single Sign On (SSOid) Account Registration for IT Services** ✓ **Register First Mobile Device for Duo Two-factor Authentication (2FA)** ✓ **Set up HKBU Email** ✓ **Log in MyBU-Study** ✓ **Download "HKBU Mobile"**	Part C Part D
30 August (2:00 pm)	✓ **View your semester timetable via MyBU-Study**	Appendix 1
1 September	✓ **View your enrolled courses and teaching materials via SCEMoodle**	Part D
4 September	**1st Semester begins**	

Date	Events/Tasks	Reference Materials
Early–Mid-September	✓ **Collect Student Card** *(by appointment only)* - Choose a date via the online system to collect your student card. Details will be sent to your HKBU email account in early September. **BEFORE collecting your student card on campus, please prepare the following items:** - Bring your **HKID Card/Passport <u>AND</u>** the **original copies** of **academic qualifications** (public examination results, academic transcripts and graduation certificates) for verification *(applicable to students with non-2023 HKDSE qualification)* - Complete and return the **Letter of Consent** (if you are under the age of 18 *as of 1 September 2023*) **AFTER collection of your student card, please also:** - Complete **Continuing Education Fund (CEF) – Statement of Consent**	

C. CIE STUDENT INFORMATION SYSTEM (MyBU-Study)

MyBU-Study (see Appendix 1) is a web-based system specially designed for students to check University and College e-announcements, view course enrolment, check timetables, update personal data and download the debit note for tuition fee payment, etc.

1. **Retrieval of CIE Student Number**

   To access MyBU-Study, you should first get your Student Number starting from **18 August 2023** and use your Student Number to activate your New Student Account via the Single Sign On (SSOid).   For the procedures of retrieving your student number, please refer to the steps shown below.

   a. Go to the website: https://cie2.hkbu.edu.hk/student_no, or

      scan the QR code :

   b. Enter your **HKID or Passport Number** and **Date of Birth**, and then click **"Retrieve"**

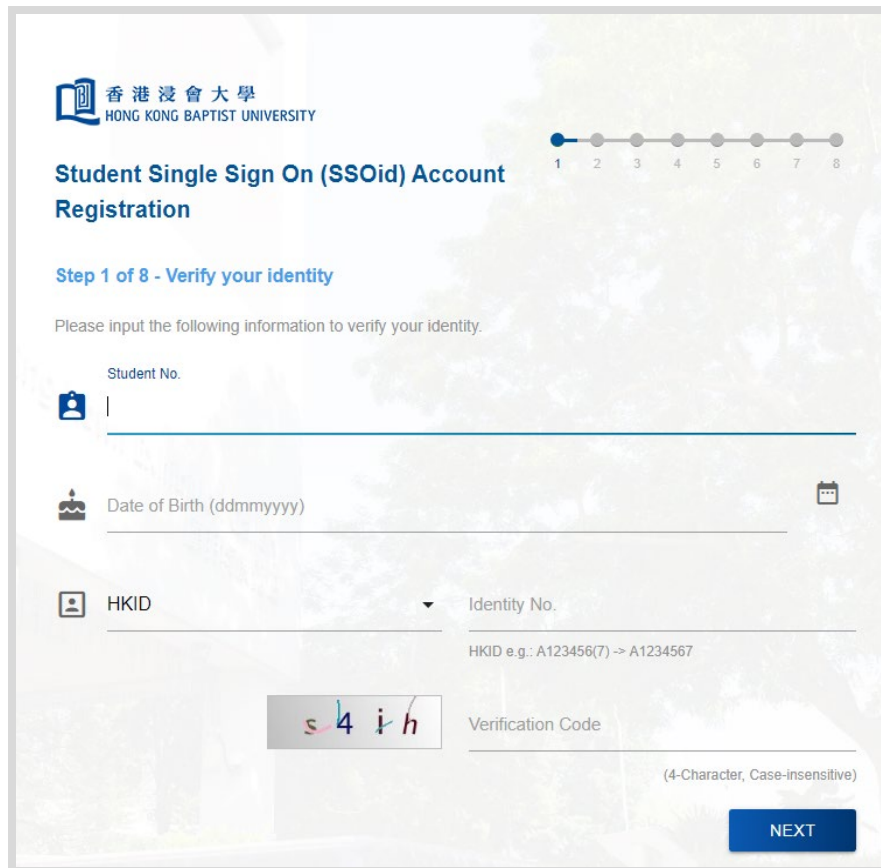|	
HKID	: Enter your HKID Number (including the first alphabet (upper case) and the last digit in bracket) e.g. Z123456(7) *(For local students)*
Passport	: Enter your Mainland identity card or passport number *(For Mainland and non-local students)*
Date of Birth	: Enter your Date of Birth (YYYYMMDD) e.g. 20050105

2. **Single Sign On (SSOid) Account Registration for IT Services**

   After you have obtained your Student Number, you can go to the **SSOid Account Registration website** to activate your New Student Account starting from **21 August 2023**. More information can be found in the website of the Office of Information Technology of the University (https://ito.hkbu.edu.hk).

   SSOid Account Registration website: https://ssoid.hkbu.edu.hk/

   To verify your identity, please follow the steps below:

   a. Enter your **Student Number** (e.g. 23678901)
   b. Enter your **Date of Birth**
   c. Select the **Identification Document Type*** (e.g. HKID)
      ***For Mainland and non-local students, please select "Other Identity No.".**
   d. Enter your **Identification Number*** (HKID e.g. Z123456(7) → Z1234567)
      For Mainland and non-local students, please enter your Mainland identity card or passport number.
   e. Input **Verification Code** as shown

   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.

3. **Registration of First Mobile Device for Duo Two-factor Authentication (2FA)**

Duo Two-factor Authentication (2FA) is an enhancement to the security of your SSOid by adding a simple step to the sign-in process to validate your identity via your mobile device when you access your HKBU IT accounts.
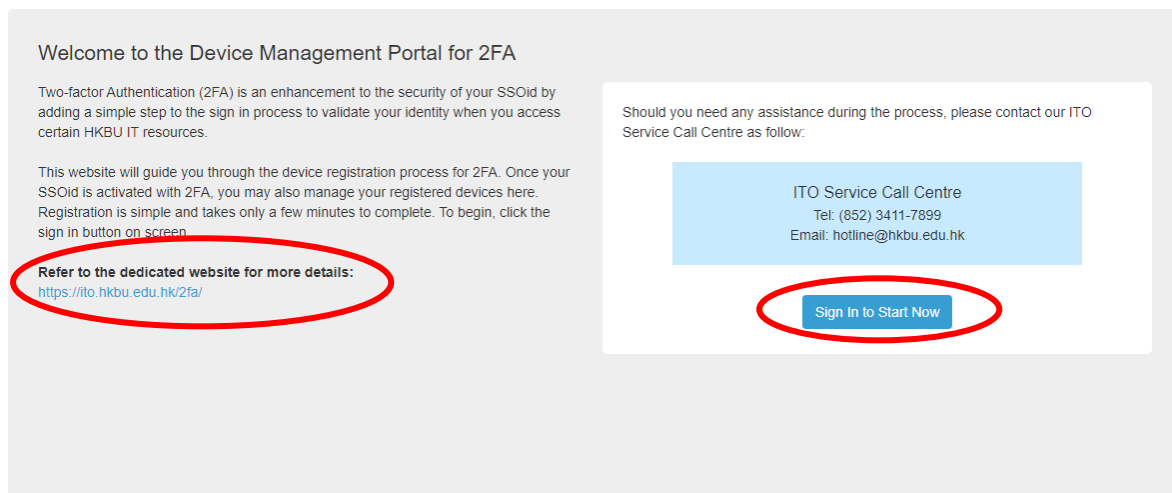
Duo Two-factor Authentication (2FA) website:

https://iss.hkbu.edu.hk/buam/DuoDmp/welcome.seam

(Please refer to the demonstration video *"Register Your First Mobile Device"* or download the relevant User Guide available at https://ito.hkbu.edu.hk/2fa/ for instruction.)

For enquiries of Duo Two-factor Authentication (2FA), please contact ITO Service Call Centre at 3411 7899 or via hotline@hkbu.edu.hk.

4. **HKBU Email Set Up**

A personal HKBU email account is created for each new student. The **email alias** is the same as your **student number**. For example, if your student number is "23678901", your HKBU email address will be 23678901@life.hkbu.edu.hk.

Please set up your HKBU email and SSOid password when you activate your New Student Account via the SSOid. You can then access the HKBU email via https://www.cie.hkbu.edu.hk/main/email.php.

5. Login to MyBU-Study

After you have completed your SSOid account registration and set up your HKBU email, you can log in MyBU-Study.   Please follow the steps below:

    a. Go to CIE website: https://www.cie.hkbu.edu.hk

    b. Select "Current Students" → "MyBU-Study"

    c. User Name : Enter your **Student Number**

    d. Password   : Enter your **SSOid password**

    e. Check and complete the following: **"Confirmation of Personal Data", "Use of Personal Data" and "First Student Survey"** *(Optional)*

6. **Registration of Courses**

   You will automatically be registered for the courses as specified in your study path.   You may view your course enrolment record for the first semester of 2023/24 via MyBU-Study.

7. **Timetable**

   You can view your semester timetable via MyBU-Study on **30 August 2023 (2:00 pm)**. Classes are scheduled from 8:30 am to 8:30 pm from Monday to Saturday at both Kowloon Tong and Shek Mun Campuses.

8. **Add/Drop Courses**

   You can apply for adding/dropping courses or changing sections via MyBU-Study during **4 - 9 September 2023**.   Application results will be sent to your HKBU email account.   Please note that late applications will **NOT** be considered.   For details of the add/drop procedures, please refer to Appendix 1.   Further information will be posted on MyBU-Study.

D. COLLEGE COMMUNICATION

1. **HKBU Email**

   You should check your personal HKBU email account regularly to keep yourself updated of the important College/ University affairs and study-related issues.

2. **CIE Notice Board**

   You can check College announcements on the online Notice Board on MyBU-Study (https://www.cie.hkbu.edu.hk) regularly for updated information.

3. **SCEMoodle**

   The College has adopted SCEMoodle, a web-based teaching and learning platform, to facilitate the communication between lecturers and students. The *Help Guides for Students* can be downloaded from the HKBU Digital Learning & Teaching website (https://chtl.hkbu.edu.hk/elearning/). You can view your enrolled courses and teaching materials via SCEMoodle on **1 September 2023**.

   Please note that you are required to complete the Academic Integrity Online Tutorial via SCEMoodle in order to fulfil the graduation requirements. Details will be announced on MyBU-Study.

4. **HKBU Mobile**

   HKBU Mobile is an official mobile app for the University Community. You can view the University's latest information, the Academic Calendar, and your semester timetable, examination timetable and course enrolment records etc. from HKBU Mobile.
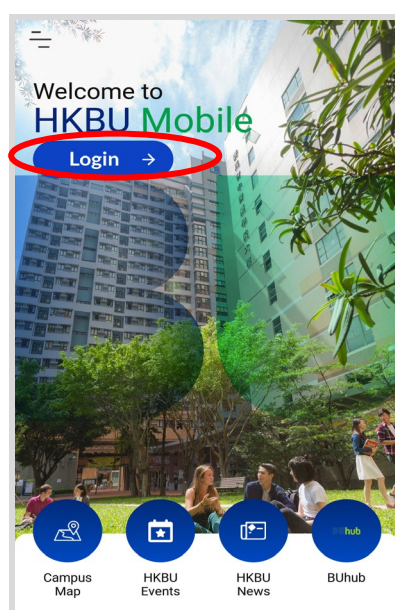
E. USE OF SMART CARD SYSTEM FOR ATTENDANCE TAKING

When you attend a class, please tap your student card to the card reader at the entrance of the classroom. When the card reader reads your student card, your attendance will be automatically recorded. Otherwise, you will be recorded as absent from the class.

Please note that card readers are installed for classrooms in SCE Tower at Kowloon Tong Campus and those at Shek Mun Campus. However, card readers are not available for use at other venues, e.g. CVA Building, AVA at Kai Tak Campus and Au Shue Hung Building at Kowloon Tong Campus. For these classes, the course lecturers will mark students' attendance manually.

F. SUPPORT AND INFORMATION

1. **Academic Year**

   The academic year of the College starts in September and concludes by the end of August of the following calendar year. The academic year includes two semesters. A summer term may be arranged for students to enrol/participate in regular courses which can be credit-bearing or non-credit-bearing, internships and/or study tours.

2. **Academic Integrity Online Tutorial**

   Students have to complete the Academic Integrity Online Tutorial via the SCEMoodle to fulfil the graduation requirements. Details will be announced on MyBU-Study.

3. **National Security Law Education**

   According to Article 10 of the Law of the People's Republic of China on Safeguarding National Security (NSL) in the Hong Kong Special Administrative Region (HKSAR), national security education should be promoted in schools and universities to raise the awareness of Hong Kong residents of national security and of the obligation to abide by the Law.

   Students are highly encouraged to study a set of reading materials on NSL by themselves. The self-study reading materials include a set of PowerPoint slides which introduces the key concepts of the Hong Kong legal system and constitutional status and NSL-related issues. Students may also refer to a Reference List for further readings on specific areas relating to NSL. The materials are available on MyBU-Study (*Login to MyBU-Study→ My University Life→ National Security Law Education*).

4. **MTR Student Travel Scheme**

   Online applications for MTR Student Travel Scheme should be submitted **on or before 31 October 2023**. The application procedure can be completed in two easy steps, and no physical endorsement of the College is required:

- Submit [online applications](http://www.mtr.com.hk/en/customer/tickets/student_travel_scheme.html) via MTR Mobile App / MTR website:
  http://www.mtr.com.hk/en/customer/tickets/student_travel_scheme.html.
- Activate the "Student Status" by using the Octopus App

Details can be referred to the "Communication Kit" provided by MTR on MyBU-Study (*Login to MyBU-Study → My Finance → MTR Student Travel Scheme*) and the MTR website.

5. **Scholarship and Financial Aid**

Different types of scholarships and financial aid are available.   Information can be found on MyBU-Study (*Login to MyBU-Study → My Finance → Scholarship and Financial Aid*).

Students may apply for the following financial assistance from the Government:

a. **Financial Assistance Scheme for Post-secondary Students (FASP) and Non-means-tested Loan Scheme for Post-secondary Students (NLSPS) (see Appendix 2)**

Online applications for FASP/NLSPS should be submitted **on or before 30 September 2023**.   Useful information can be found on MyBU-Study (*Login to MyBU-Study → My Finance → Government Grant & Loan*).

Please follow the steps below:

(i) register an account at **iAM Smart**「智方便」(**www.iamsmart.gov.hk**) or **MyGovHK**「我的政府一站通 」(**www.gov.hk/mygovhk**)

(ii) download and read the **Guidance Notes**

(iii) prepare all the required family income / assets information and supporting documents

(iv) access **"SFO E-link – My Applications"** 「學資處電子通 - 我的申請」(**ess.wfsfaa.gov.hk**) via **iAM Smart**「智方便」or **MyGovHK** 「我的政府一站通 」to complete the online application

(v) select the institution **(College of International Education, Hong Kong Baptist University 香港浸會大學國際學院)** and programme information

(vi) submit all the required documents by online upload, mail or through the Student Finance Office (SFO)'s drop-in box

An online demonstration of **"SFO E-link – My Applications"** is available at the SFO website https://ess.wfsfaa.gov.hk/demo/en.

b. **Continuing Education Fund (CEF) (see Appendix 3)**

The CEF reimbursable course list and the application form can be downloaded from MyBU-Study (*Login to MyBU-Study → My Finance → CEF Reimbursable Course List / CEF Information*).   Application should be submitted within one year upon successful completion of the CEF reimbursable courses.

6. **Co-curricular and Extra-curricular Activities**

Students are encouraged to take an active role in co-curricular and extra-curricular activities organised by the College and student organisations. Please refer to the information on activities available at the website of Student Development Centre (https://www.cie.hkbu.edu.hk/sdc) from time to time.

You may choose to join the HKBU Students' Union and the HKBU interest clubs. Please refer to the link below for the interest clubs' websites:

https://sa.hkbu.edu.hk/cls/student-organisations-and-support/student-organisations/interest-clubs

The maps of different campuses are enclosed in Appendix 4.

7. **Health Service**

The Health Services Centre, located on Level 5, Sir Run Run Shaw Building, Ho Sin Hang Campus, provides medical services to students. Students should present their student cards for verification when they visit the clinic. Off-campus dental services are also available. Please visit the following website for details:

https://ehsu.hkbu.edu.hk/page/Medical_and_Student_Dental_Services

8. **Locker Rental**

a. **Kowloon Tong Campus:** please refer to the locker reservation website for application.
   https://sa.hkbu.edu.hk/cls/goto/locker

b. **Shek Mun Campus:** please refer to the notice on MyBU-Study (*Login to MyBU-Study → My Notice → Campus Notice*) for details.

G. ENQUIRIES

1. Academic Registry Services Section:

	Kowloon Tong Campus	Shek Mun Campus
Address	2/F, Franki Centre, 320 Junction Road, Kowloon Tong, Kowloon	13/F, HKBU Shek Mun Campus, 8 On Muk Street, Shek Mun, Shatin
Tel	3411 3366	3411 3022
Email	cie@hkbu.edu.hk	
Website	https://www.cie.hkbu.edu.hk	

2. Other Departments / Offices:

Category	Department / Office	Telephone No. / Address
Bookshop	University Bookshop (Kowloon Tong)	3411 7457
Clinic	Medical Clinic (Kowloon Tong)	3411 7447
	Dental Clinic (Off-campus)	3411 7997
Campus Life and Support	Learning Commons (Kowloon Tong)	Level 4, AAB
	Learning Commons (Shek Mun)	1/F, SMC
Learning Centre	DLB Learning Centre (Kowloon Tong)	3411 5459
Library	University Library (Kowloon Tong)	3411 7363
	Dr. Stephen Riady Chinese Medicine Library (Kowloon Tong)	3411 2714
	SCE Resource Library (Kowloon Tong)	3411 5410
	Shek Mun Campus Library	3411 3172
IT Support	Moodle (Technical) Hotline	3411 7899
	ITO (Office of Information Technology) Hotline	3411 7899
	IT Support (Shek Mun)	3411 3300
Sports Centre	Dr. Stephen Hui Sports Hall (Kowloon Tong)	3411 7010
	Wai Hang Sports Centre (Kowloon Tong)	3411 7010
	Joint Sports Centre (Kowloon Tong)	2794 1168
	Madam Kwok Chung Bo Fun Sports and Cultural Centre (Kowloon Tong)	3411 7010
	Sports Centre (Shek Mun)	3411 3200
Student Affairs	Office of Student Affairs (Kowloon Tong):	
	• Career Centre	3411 7440
	• Counselling and Development Centre	3411 7435
Student Development	Student Development Centre Hotline (Shek Mun)	3411 3303

Appendix 1 – MyBU-Study User Guide
(https://www.cie.hkbu.edu.hk)

A. About MyBU-Study

MyBU-Study is a system designed to support your study. You should check the information frequently to better manage the various aspects of your study.

There are **7 main pages** on MyBU-Study and their functions are listed below:

1. **My Notice**
    You can find all College notices regarding special events, examinations, important deadlines and information, as well as policies and guidelines on this page. You are **strongly recommended** to check all these notices from time to time. You are also recommended to check HKBU e-Announcements regularly to keep yourself informed of the updated news in the University.

2. **My Study**
    You can complete your course registration and add/drop or change of section application via MyBU-Study. You may also view your course enrolment record and graduation checklist, and print your academic report, semester and examination timetable. Please note that the course registration and add/drop or change of section applications are **only available** during the designated period.   You can also view the Student Handbook and College regulations, and download various application forms on this page.

3. **My Learning Tools**
    You can link to some useful resources which could benefit your learning, including SCEMoodle, English Language Support and Applied Chinese self-learning resource data bank.

4. **My University Life**
    You can view your University activities fulfillment related to graduation on this page.   You should make sure the online tutorial on Academic Integrity is completed in order to fulfil the graduation requirements.

    You can also check the Co-curricular Learning (CCL) on this page. CCL courses are provided by the university departments as well as the CIE and are open to all students.   CCL strives to promote student learning through means of non-formal educational modes including seminars, campus events, workshops, and experiential learning activities.

    A set of self-study materials of National Security Law Education is also available for

downloading.

5. **My Services**

    You can view and update your personal particulars and emergency contact information on this page.   Your official record in the College will automatically be updated and you will receive an email confirmation in your university mailbox once the changes have been made.   You can also change your password on this page.   Again, an email confirmation will be sent automatically to your university mailbox once the change has been made.   You can also see the services provided by the University.

6. **My Finance**

    You can print your debit note for the tuition fee payment and payment instruction, and download the payment receipts on this page.   You can also check the information on application for grant and loan, scholarship and Continuing Education Fund.

7. **Bad Weather Arrangement**

    You can view the bad weather arrangement of classes/examinations on this page.

Logout

You are strongly advised to log out the system to protect your privacy after you have finished using MyBU-Study.

B. <u>Course Add/Drop</u>

1. **Course Add/Drop**

Adding and dropping courses should be submitted within the first week of classes of each semester.   Please note that course add/drop and/or change of sections can only be done on MyBU-Study, and you can only access this page during the add/drop period.   Details will be posted on MyBU-Study.

2. **Important Points to Note**
(i)   The system will warn you if time clash is found or when the class is full.
(ii)   Remember to **<u>LOG OUT</u>** the system after submitting your application.
(iii)   If you do not wish to confirm your application, select "**Start again**".
(iv)   You are **<u>not</u>** allowed to submit another application before the first application is processed.
(v)   You **<u>may</u>** print your application as a supporting document for your application.

3. **Steps to Add/Drop**
Step 1:   Sign in to MyBU-Study
Step 2:   Click **"My Study"**
Step 3:   Select **"Course Add & Drop"**
Step 4:   Read the **General Guidelines for Application**
Step 5:   Click **"Start"**
Step 6:   Select **"Add Course" or "Drop Course"** as appropriate

To Add a Course	To Drop a Course
1. Select "**Course**"	1. Select "**Course to Drop**"
2. Select "**Section**"	2. Click **"Drop Course"**
3. Click **"Add Course"**	3. Click **"Next"** to continue
4. Click **"Next"** to continue	

Application for Adding or Dropping Course

🖶 Print

Student Name :

Student No. :

Programme :

Concentraton Studies :

Campus :

Read Your Suggested Study Path and Course List.

You are advised to view your Study Path.

Adding

Course Code	Section	Course Title	Unit	Remark

Total units to ADD: 0

Dropping

Course Code	Section	Course Title	Unit	Remark

Total units to DROP: 0

Start again | Delete Add/Drop Course | Add Course | Drop Course | Next >

Application for Adding or Dropping Course

🖶 Print

Student Name :

Student No. :

Programme :

Concentraton Studies :

Campus :

Read Your Suggested Study Path and Course List.

Adding

Course Code	Section	Course Title	Unit	Remark

Total units to ADD: 0

Dropping

Course Code	Section	Course Title	Unit	Remark

Total units to DROP: 0

Start again | Delete Add/Drop Course | Add Course | Drop Course | Next >

Application for Adding or Dropping Course

🖶 Print

Student Name   :
Student No.   :
Programme   :
Concentraton Studies :
Campus   :

Read Your Suggested Study Path and Course List.

Course: Please Select Course   ▼

Please se   Please Select Course

CCLC1202-English Academic Writing II
CCPN1400-The Art of Persuasion
EEC 0020-IELTS Preparation Module II - Writing and Speaking
FCQR1100-Making Sense of Data and Statistics in the Information Age
FCQR1300-Quantitative Analysis for the Business World
FCQR1400-Data and the Media: The Good, the Bad, and the Ugly
FCVM1200-Film and Moral Philosophy
FCVM1300-Ethical Decision Making in the Workplace
FCVM1400-Buying or Dying? Media, Consumption and the Making of Self
FREL1100-Food, Nutrition and Society
FREL1101-Wonders of the Environment

Data as o

You can add course from the pull-down menu.

53	FRI		16:30 - 18:30	705	
54	THU	51	:30 - 13:30	815	
55	THU	52	:30 - 15:30	815	
56	TUE	53	:30 - 12:30	707	
57	TUE	54	:30 - 14:30	707	
58	FRI	55	:30 - 13:30	704	
59	MON	56	:30 - 15:30	1002	
60	TUE	57	:30 - 12:30	715	
61	TUE	58	:30 - 14:30	715	
62	TUE	59	:30 - 10:30	708	
63	TUE	60	:30 - 15:30	904	
64	TUE	61	:30 - 12:30	708	
65	TUE	62	:30 - 17:30	904	
66	WED	63	:30 - 10:30	906	
67	WED	64	:30 - 12:30	906	
68	WED	65	:30 - 18:30	909	
69	TUE	66	:30 - 10:30	802	
70	TUE	67	:30 - 12:30	802	
71	TUE	68	:30 - 15:30	708	
72	TUE	69	:30 - 17:30	708	
		70			

Section to register: 51 ▼

Choose a section from the pull-down menu.

Then click "Add Course".

< Back   Add Course

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Application for Adding or Dropping Course

🖨 Print

Student Name	:
Student No.	:
Programme	:
Concentraton Studies	:
Campus	:

Read Your Suggested Study Path and Course List.

Adding

Course Code	Section	Course Title	Unit	Remark

Total units to ADD: 0

Dropping

Course Code	Section	Course Title	Unit	Remark

Total units to DROP: 0

[Start again] [Delete Add/Drop Course] [Add Course] [**Drop Course**] [Next >]

Application for Adding or Dropping Course

🖨 Print

Student Name	:
Student No.	:
Programme	:
Concentraton Studies	:
Campus	:

Read Your Suggested Study Path and Course List.

Please choose course(s) to drop from the following list.

Course Code	Section	Course Title	Unit
CCHL1501	51	Active Team Ball Games - Volleyball	2
CCLC1202	87	English Academic Writing II	3
FCQR1300	51	Quantitative Analysis for the Business World	3
CCPP1500	79	Planning Your Academic and Career Pathways	1
BLLS2200	51	Creative English Writing Workshop	3
BLLS2203	51	Methods and Skills in Translation	3
EEC 0020	51	IELTS Preparation Module II – Writing and Speaking	0

Course to drop CCHL1501 ▾

| CCHL1501 |
| CCLC1202 |
| FCQR1300 |
| CCPP1500 |
| BLLS2200 |
| BLLS2203 |
| EEC 0020 |

[< Back] [Drop Course] → **Then click "Drop Course".**

Data as of 19 J...

← **You can choose a course from the pull-down menu.**

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Step 7: View your **Add/Drop list**.   If you wish to change your Add/Drop list, please tick the appropriate box and then click **"Delete Add/Drop Course"**

Step 8: Click **"Confirm"** to submit your application

Appendix 2 - Financial Assistance Scheme for Post-secondary Students (FASP) & Non-means-tested Loan Scheme for Post-secondary Students (NLSPS)

	Financial Assistance Scheme for Post-secondary Students (FASP) 專上學生資助計劃	**Non-means-tested Loan Scheme for Post-secondary Students (NLSPS) 專上學生免入息審查貸款計劃**
Aim	To provide <u>means-tested</u> financial assistance in the form of <u>grant and/or loan</u> to eligible students.	To provide financial assistance in the form of <u>loan</u> to eligible students.
Eligibility	– Registered full-time students, aged 30 or below (i.e. born on or after 1 September 1992); and – Students who have the right of abode in Hong Kong	
	Students who <u>HAVE NOT</u> accepted financial assistance under any other publicly-funded student financial assistance scheme [e.g. the Continuing Education Fund (CEF)] for the programme/course under this application.	--
Level of Financial Assistance	The maximum amount of Tuition Fee (TF) grant is capped at the annual tuition fees payable (i.e. HK$58,000 for 2023/24 Intake). If students who pass the means-test but are not eligible for 100% TF grant, they may also apply for the loan under the NLSPS.	The maximum amount of loan is capped at the annual tuition fees payable (i.e. HK$58,000 for 2023/24 Intake).
Calculation of Financial Assistance	Depending on your financial circumstances, you may be eligible for a grant or a loan. Use the calculator in the SFO E-link to have a rough idea: https://e-link.wfsfaa.gov.hk/EBILLPRD/jsp_public/vas/vas0101.jsp	--
Application Procedures	Online application should be submitted on or before <u>30 September 2023</u>. Details can be referred to Point 5a under Part F on Pages 14.	
Notification of Result	<u>Apply for NLSPS only:</u> Within 3 weeks from the issuance date of the "Acknowledgement of Receipt of Application" by SFO. <u>Apply for both FASP and NLSPS:</u> About 2 months from the issuance date of the "Acknowledgement of Receipt of Application" by SFO.	If the information provided is complete upon submission of application, SFO will normally issue the "NLSPS Notification of Result" within 3 weeks from the issuance date of the "Acknowledgement of Receipt of Application".
Payment	The approved grant or loan will normally be paid in two equal installments.	
Repayment	Repay the loan borrowed and interest accrued at a pre-determined interest rate in 15 years (Repayment Period) by 180 equal monthly instalments, or in a shorter Repayment Period by equal monthly instalments as agreed by SFO.	
Remarks	--	An annual administration fee of $180, charged until the loan and interest accrued are fully repaid.
Contact Information	Student Finance Office (SFO)	
	Tel: 2152 9000 Address: 11/F, Cheung Sha Wan Government Offices, 303 Cheung Sha Wan Road, Kowloon Email: wg_sfo@wfsfaa.gov.hk Website: https://www.wfsfaa.gov.hk/sfo	Tel: 2150 6222 Address: 11/F, Cheung Sha Wan Government Offices, 303 Cheung Sha Wan Road, Kowloon Email: wg_sfo@wfsfaa.gov.hk Website: https://www.wfsfaa.gov.hk/sfo

Appendix 3 - Continuing Education Fund (CEF)

Some of the courses offered by the College have been included in the list of reimbursable courses for CEF purposes. Please read the following information:

Continuing Education Fund (CEF) 持續進修基金	
Eligibility	− Hong Kong residents aged 18 or above who have the right of abode or the right to land or to remain in Hong Kong without restriction, or holders of a one-way permit from the Mainland China; − Students who DO NOT obtain any grants or loans from the Financial Assistance Scheme for Post-secondary Students (FASP) administered by the Student Finance Office (SFO); − Students must have attained at least 50% of the overall marks and with an attendance of no less than 70% of the reimbursable course.
Subsidy Ceiling	Eligible applicants will be reimbursed up to a maximum sum of HK$25,000 (the percentage of fees to be borne by learners for the first HK$10,000 subsidy is 20% of the course fee and that for the second HK$15,000 subsidy is 40% of the course fee).
CEF Reimbursable Course List	Check the CEF Reimbursable Course List at *MyBU-Study* (Login to *MyBU-Study → My Finance → CEF Information*)

Application Procedures	1. Download Application Form [SFO 313 (2022)] at *MyBU-Study* or from CEF website;
	   • Login to *MyBU-Study → My Finance → CEF Information*
	   • https://www.wfsfaa.gov.hk/cef/en/application/forms.htm
	2. Refer to the CEF Reimbursable Course List and fill in the information on the Application Form;
	3. Submit the completed Application Form to the Academic Registry Services Section (ARSS) for certification during the specified submission period;
	4. Collect the certified Application Form from ARSS; and
	5. Submit the certified Application Form with relevant supporting documents to the Office of Continuing Education Fund (OCEF). For details, please visit the CEF website https://www.wfsfaa.gov.hk/cef/en/application/procedures.htm

Application Deadline	The application for reimbursement should be submitted within one year upon the successful completion of the CEF reimbursable course to the Office of Continuing Education Fund (OCEF). Late applications will not be accepted.
Application Result	Application results will be issued within six to eight weeks from the date of receipt of the application of OCEF subject to the provision of complete and accurate information.
Contact Information of OCEF	Address: Units 07-11, 25/F, CDW Building, 388 Castle Peak Road, Tsuen Wan, Hong Kong 24-hour Hotline: 3142 2277 Email: cef_sfo@wfsfaa.gov.hk Website www.wfsfaa.gov.hk/cef

Appendix 4 – Campus Maps

香港浸會大學校園圖 HKBU CAMPUS MAP

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香港浸會大學石門校園圖 HKBU SHEK MUN CAMPUS MAP

城門河 Shing Mun River

安睦街 On Muk St

達利廣場
Technology Park

京瑞廣場一、二期
Kings Wing Plaza I & II

賽馬會傑志中心
Jockey Club
Kitchee Centre

港鐵石門站
MTR Shek Mun Station

浸會大學國際學院
HKBU CIE

CIE

✳C

✳D

✳A

✳B

安睦街 On Muk St

大老山公路 Tate Ca

小瀝源路 Siu Lek Yuen Rd

寶城街 Po Shing St

Jan Shing St

安明街 On Ming St

碩門邨二期
Shek Mun Estate
Phase II

碩門邨
Shek Mun Estate
Phase I

安睦街 On Muk St

碩門商場
Shek Mun
Shopping Centre

置富沙田第一城
Fortune City One

🚌 BUS   🚐 Mini-bus

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