

Student Orientation Guide

Academic Registry Services Section

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A. NEW STUDENT ORIENTATION

To help new students of the Associate Degree (AD) and Higher Diploma (HD) programmes adapt to a new college life at the University, a New Student Orientation programme has been arranged. Please find the activity details of the New Student Orientation from the CIE's website (<https://www.cie.hkbu.edu.hk/mini/nso/>).

Division of Applied Science	Division of Arts & Languages	Division of Business	Division of Communication	Division of Social Sciences
<p>Concentration Studies of Associate Degree:</p> <ul style="list-style-type: none"> ▪ Environmental Conservation Studies ▪ Financial Technology ▪ Geography and Resources Management ▪ Health Sciences ▪ Life Science ▪ Nutrition and Food Management 	<p>Concentration Studies of Associate Degree:</p> <ul style="list-style-type: none"> ▪ Chinese for Professional Purposes ▪ Cultural Studies ▪ Music Studies ▪ Professional Communication and English Studies ▪ Visual Arts 	<p>Higher Diploma in Accounting</p> <p>Higher Diploma in Tourism and Hospitality Management</p> <p>Concentration Studies of Associate Degree:</p> <ul style="list-style-type: none"> ▪ Business Administration ▪ Financial Management ▪ Marketing 	<p>Higher Diploma in Art Tech Design</p> <p>Concentration Studies of Associate Degree:</p> <ul style="list-style-type: none"> ▪ Creative Communication ▪ Creative Digital Media Design ▪ Film, Television and Digital Media Studies ▪ Media Communication 	<p>Concentration Studies of Associate Degree:</p> <ul style="list-style-type: none"> ▪ Applied Social Service ▪ History and Hong Kong Studies ▪ Practical Philosophy ▪ Psychology ▪ Society and Wellness Studies ▪ Sociology and Digital Society ▪ Sport and Recreation Studies

B. REGISTRATION AND COMMENCEMENT OF NEW ACADEMIC YEAR

Please follow the below sequence of events/tasks to complete the registration procedures regarding the commencement of the new Academic Year:

Date	Events/Tasks	Reference Materials
15 August	✓ Get the CIE Student Number from the hyperlink or the QR code below: https://cie2.hkbu.edu.hk/student_no 	Part C
15 - 20 August	✓ Submit a Photo for the 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: <ul style="list-style-type: none"> • A recent passport photo showing a full front view of your face 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	
18 August	✓ Complete Single Sign On (SSOid) Account Registration for IT Services ✓ Register First Mobile Device for Multi-factor Authentication (MFA) ✓ Set up HKBU Email ✓ Log in MyBU-Study ✓ Download “HKBU Mobile”	Part C Part D
27 August (2:00 pm)	✓ View your semester timetable via MyBU-Study <i>(NO course registration is required for the 1st Semester of AY2025/26. You will automatically be registered for the courses as specified in your study path.)</i>	Appendix 1
29 August	✓ View your enrolled courses and teaching materials via SCEMoodle	Part D
1 September	1st Semester begins	

Date	Events/Tasks	Reference Materials
<p>Late August - Early September</p>	<p>✓ Collect Student Card (by appointment only)</p> <ul style="list-style-type: none"> - Choose a date via the online system to collect your student card. Details will be sent to your HKBU email account in late August. <p>BEFORE collecting your student card on campus, please prepare the following items:</p> <ul style="list-style-type: none"> - Bring your HKID Card/Passport AND the original copies of academic qualifications (official/certified public examination results, official academic transcripts and graduation certificates) for verification (<i>applicable to students with non-2025 HKDSE qualification</i>) - Complete and return the Letter of Consent (if you are under the age of 18 as of 1 September 2025) <p>AFTER collection of your student card, please also:</p> <ul style="list-style-type: none"> - 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 debit notes for tuition fee payments, etc.

1. Retrieval of the CIE Student Number

To access MyBU-Study, you should first get your Student Number starting from **15 August 2025** 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**”

Please fill in the following information to retrieve your Student Number. (for new student only)

*For Mainland and non-local students, please enter your Mainland identity card or passport number in the input field "Passport".

HKID () OR Passport

Date of Birth (YYYYMMDD)

HKID : Enter your HKID Number (including the first alphabet (upper case) and the last digit in bracket) e.g. Z123456(7)
(For local students)

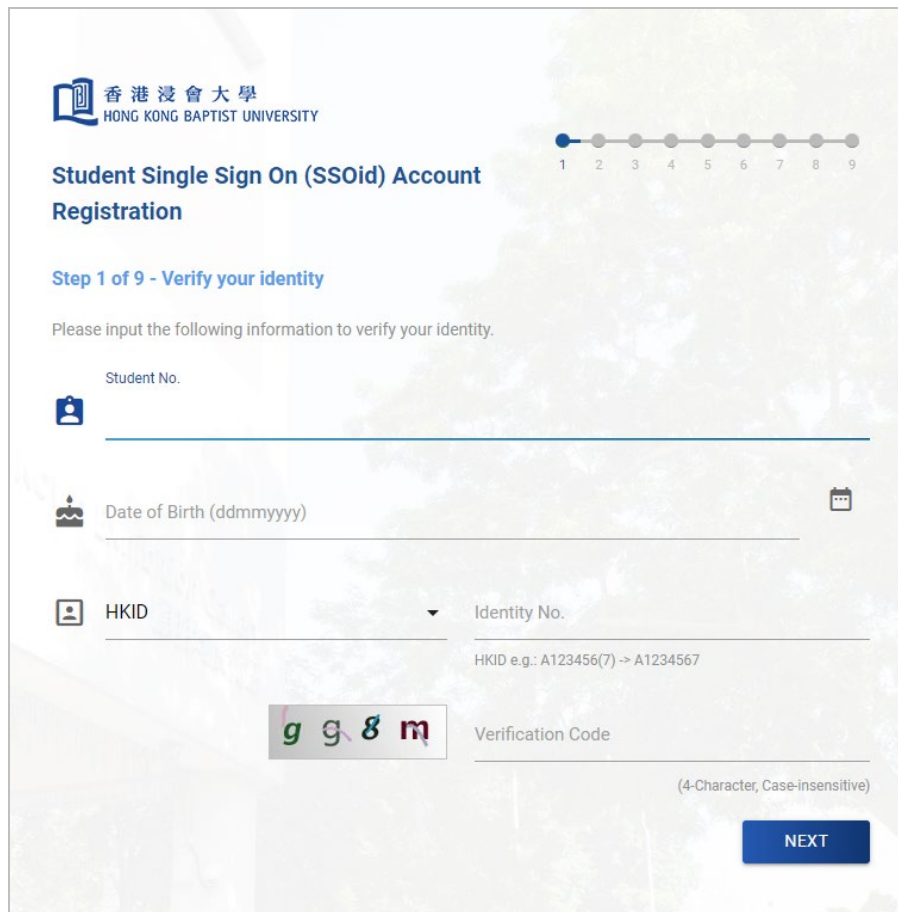
Passport : Enter your Mainland identity card or passport number
(For Mainland and non-local students)

Date of Birth : Enter your Date of Birth (YYYYMMDD) e.g. 20070105

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 **18 August 2025**. More information can be found on 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/>



The screenshot shows the 'Student Single Sign On (SSOid) Account Registration' page for Hong Kong Baptist University. It is at 'Step 1 of 9 - Verify your identity'. The page includes a progress indicator with 9 steps, where step 1 is active. Below the header, there is a form with the following fields:

- Student No.**: A text input field with a person icon on the left.
- Date of Birth (ddmmyyyy)**: A text input field with a calendar icon on the right.
- Identification Document Type***: A dropdown menu currently showing 'HKID'.
- Identity No.**: A text input field with a hint: 'HKID e.g.: A123456(7) -> A1234567'.
- Verification Code**: A text input field with a hint: '(4-Character, Case-insensitive)'. To the left of the field is a CAPTCHA image showing the characters 'g g 8 m'.

A blue 'NEXT' button is located at the bottom right of the form.

To verify your identity, please follow the steps below:

- Enter your **Student Number** (e.g. 25678901)
- Enter your **Date of Birth**
- Select the **Identification Document Type*** (e.g. HKID)
**For Mainland and non-local students, please select "Other Identity No.".*
- 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.*
- Input **Verification Code** as shown

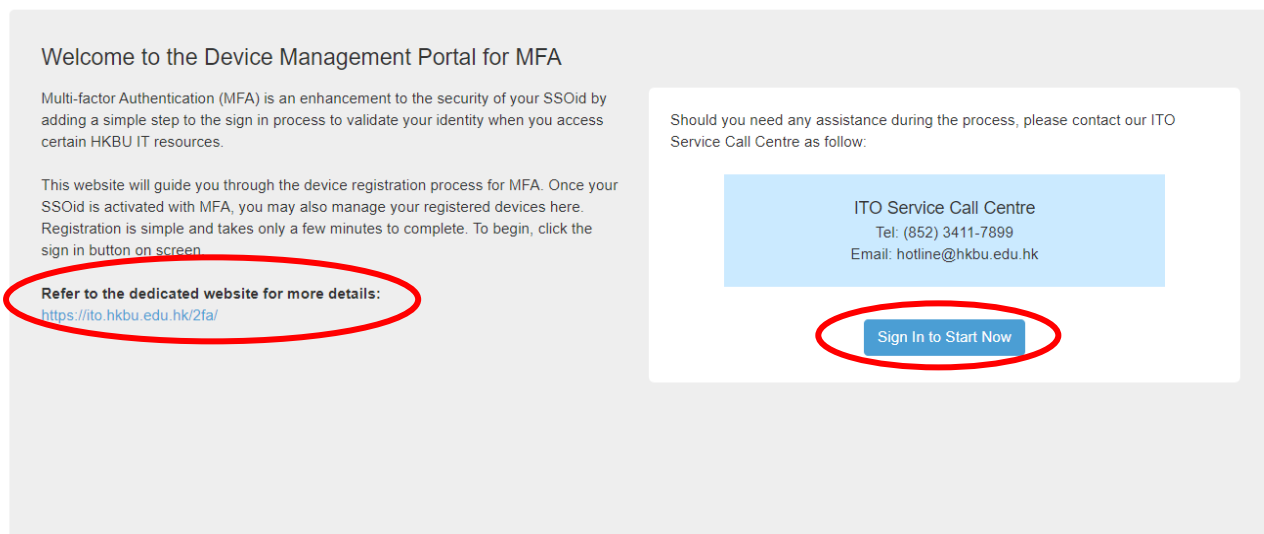
Then, you can set up your **password and security passkey for your SSOid** and your account will be ready for use in a few minutes.

3. Registration of First Mobile Device for Multi-factor Authentication (MFA)

Multi-factor Authentication (MFA) 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.



Multi-factor Authentication (MFA) Device Management Portal



Welcome to the Device Management Portal for MFA

Multi-factor Authentication (MFA) is an enhancement to the security of your SSOid by adding a simple step to the sign in process to validate your identity when you access certain HKBU IT resources.

This website will guide you through the device registration process for MFA. Once your SSOid is activated with MFA, you may also manage your registered devices here. Registration is simple and takes only a few minutes to complete. To begin, click the sign in button on screen

Refer to the dedicated website for more details:
<https://ito.hkbu.edu.hk/2fa/>

Should you need any assistance during the process, please contact our ITO Service Call Centre as follow:

ITO Service Call Centre
Tel: (852) 3411-7899
Email: hotline@hkbu.edu.hk

Sign In to Start Now

Multi-factor Authentication (MFA) website:

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

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

For enquiries of Multi-factor Authentication (MFA), 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 “25678901”, your HKBU email address will be 25678901@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 the CIE website: <https://www.cie.hkbu.edu.hk>
- b. Select “Current Students” → “MyBU-Study”

The screenshot shows the CIE website interface. At the top, the navigation menu includes 'Prospective Students', 'Current Students', 'Staff / Alumni / Media / Visitors', 'Enquiry', 'Share', 'Search', and 'Eng'. The 'Current Students' menu is expanded, and 'MyBU-Study' is highlighted with a red circle. Below the navigation, there is a banner for 'Graduates Articulation Rate' showing '83.9% admitted to Undergraduate Programmes offered by the Eight UGC-funded Local Universities'. The banner also features icons for '2 years AD', 'HD + 2 years', and 'UG Self-funded Undergraduate Programmes'. At the bottom of the banner, there are links for 'What's New' and 'Events'. Below the banner, the logos for 'HONG KONG BAPTIST UNIVERSITY' and 'COLLEGE OF INTERNATIONAL EDUCATION' are displayed. The 'MyBU-Study' login page is shown, with 'HKBU Staff/Student Login' highlighted by a red circle. Below the login buttons, there is a notice about system availability and MFA registration requirements.

- 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 AY2025/26 via MyBU-Study.

7. Timetable

You can view your semester timetable via MyBU-Study on **27 August 2025 (2:00 pm)**. Classes are scheduled from 8:30 am to 8:30 pm from Mondays to Saturdays.

8. Add/Drop Courses

You can apply for adding/dropping courses or changing sections via MyBU-Study during **1 - 6 September 2025**. 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 on 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 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 **29 August 2025**.

Please note that you are required to complete the Academic Integrity Online Tutorial via SCEMoodle 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 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 in classrooms 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

You are required to complete the Academic Integrity Online Tutorial via the SCE Moodle 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.

You are highly encouraged to study a set of reading materials on NSL by yourself. The self-study reading materials include a set of PowerPoint slides that introduce the key concepts of the Hong Kong legal system and constitutional status and NSL-related issues. You 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 the MTR Student Travel Scheme should be submitted **on or before 31 October 2025**. The application can be completed in two easy steps, and no physical endorsement from the College is required:

- Submit [online applications](http://www.mtr.com.hk/en/customer/tickets/student_travel_scheme.html) via the 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 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 2025**. 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」 (portal.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 can be downloaded from MyBU-Study (*Login to MyBU-Study → My Finance → 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 on the website of the 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/en/cla/Connect-with-student-organisations/Student-Organisations.html?tab1=interest-clubs-tab>

7. Health Service

The Health Services Centre, located on Level 5, Sir Run Run Shaw Building, Ho Sin Hang Campus, Hong Kong Baptist University in Kowloon Tong provides medical services to students. You should present your student card for verification when you visit the clinic. Off-campus dental services are also available. Please visit the following website for details:

<https://eo.hkbu.edu.hk/eo-services/services-facilities/medical-services.html>

8. Locker Rental

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:

Address	13/F, HKBU Shek Mun Campus, 8 On Muk Street, Shek Mun, Shatin
Tel	3411 3022
Email	cie@hkbu.edu.hk
Website	https://www.cie.hkbu.edu.hk

2. Other Departments / Offices:

Category	Department / Office	Telephone No. / Address
Campus Support	General Administration Section (Shek Mun)	3411 3300
Clinic	Medical Clinic (Kowloon Tong)	3411 7447
	Dental Clinic (Off-campus)	3411 7997
IT Support	ITO (Office of Information Technology) Hotline	3411 7899
	Moodle (Technical) Hotline	3411 7899
	IT Support (Shek Mun)	3411 3300
Library	Shek Mun Campus Library	3411 3172
	University Library (Kowloon Tong)	3411 7363
	Dr. Stephen Riady Chinese Medicine Library (Kowloon Tong)	3411 2714
Sports Centre	Sports Centre (Shek Mun)	3411 3200
	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
Student Development	Shek Mun Campus Student Development Centre	3411 3303
	HKBU Counselling and Development Centre (Kowloon Tong)	3411 7435

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/College.

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 as well as download various application forms on this page.

3. **My Learning Tools**

You can link to some useful resources beneficial to your learning, including SCEMoodle, English Language Support and Applied Chinese self-learning resource data bank.

4. **My University Life**

You can view your University/College activities fulfillment related to graduation on this page. You should make sure the online tutorial on Academic Integrity is completed to fulfil the graduation requirements.

You can also check the Co-curricular Learning (CCL) on this page. CCL courses provided by the university departments or the CIE 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 University/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 view the payment instructions, print your debit note for the tuition fee payment, and download the payment receipts on this page. You can also check the information on applications for grants and loans, scholarships 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 of the system to protect your privacy after you have finished using MyBU-Study.

B. Course Add/Drop

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 a time clash is found or when the class is full.
- (ii) Remember to **LOG OUT** of the system after submitting your application.
- (iii) If you do not wish to confirm your application, select “**Start again**”.
- (iv) You are **not** allowed to submit another application before the first application is processed.

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 :
Concentration 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 :
Concentration 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 :
Concentration Studies :
Campus :

Read Your Suggested [Study Path](#) and [Course List](#).

Course:

Please select a course from the list below:

- 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

You can add course from the pull-down menu.

53	FRI	16:30 - 18:30	705
54	THU	11:30 - 13:30	815
55	THU	13:30 - 15:30	815
56	TUE	10:30 - 12:30	707
57	TUE	12:30 - 14:30	707
58	FRI	11:30 - 13:30	704
59	MON	13:30 - 15:30	1002
60	TUE	10:30 - 12:30	715
61	TUE	12:30 - 14:30	715
62	TUE	10:30 - 10:30	708
63	TUE	13:30 - 15:30	904
64	TUE	10:30 - 12:30	708
65	TUE	13:30 - 17:30	904
66	WED	10:30 - 10:30	906
67	WED	10:30 - 12:30	906
68	WED	13:30 - 18:30	909
69	TUE	10:30 - 10:30	802
70	TUE	10:30 - 12:30	802
71	TUE	13:30 - 15:30	708
72	TUE	13:30 - 17:30	708

Choose a section from the pull-down menu.

Then click "Add Course".

Section to register:

< Back

Add Course

Application for Adding or Dropping Course

Print

Student Name :
 Student No. :
 Programme :
 Concentration 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				

Application for Adding or Dropping Course

Print

Student Name :
 Student No. :
 Programme :
 Concentration 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

Data as of 19 J

Then click "Drop Course".

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

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”**

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
<input type="checkbox"/>	CCPP1500	78	Planning Your Academic and Career Pathways	1	

Total units to ADD: 1

Dropping

Course Code	Section	Course Title	Unit	Remark
Total units to DROP: 0				

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

Course added is shown. If required, tick the checkbox and click “Delete Add/Drop Course” to delete course added/dropped.

Step 8: Click **“Confirm”** to submit your application

Application for Adding or Dropping Course

Print

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

Read Your Suggested [Study Path](#) and [Course List](#).

If your application is approved, you will have registered for 17 units in the current semester.

Adding

Course Code	Section	Course Title	Unit	Remark
CCLC1202	89	English Academic Writing II	3	

Total units to ADD: 3

Dropping

Course Code	Section	Course Title	Unit	Remark
CCLC1202	87	English Academic Writing II	3	

Total units to DROP: 3

To submit your Course Add/Drop Application, click **“Confirm”**.
 To change your Adding/Dropping list, click **“Back”**.

< Back
Confirm
Click “Confirm”.

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>grants and/or loans</u> to eligible students.	To provide financial assistance in the form of <u>loans</u> to eligible students.
Eligibility	<ul style="list-style-type: none"> – Registered full-time students, aged 30 or below (i.e. born on or after 1 September 1994); and – Students who have the right of abode in Hong Kong <p>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.</p>	--
Level of Financial Assistance	<p>The maximum amount of Tuition Fee (TF) grant is capped at the annual tuition fees payable.</p> <p>If students pass the means-test but are not eligible for 100% TF grant, they may also apply for the loan under the NLSPS.</p>	The maximum amount of loan is capped at the annual tuition fees payable.
Calculation of Financial Assistance	<p>Depending on a student's financial circumstances, he/she 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</p>	--
Application Procedures	The online application should be submitted on or before <u>30 September 2025</u> . Details can be referred to Point 5a under Part F on Page 11.	
Notification of Result	<p><u>Apply for NLSPS only:</u> Normally within 3 weeks from the issuance date of the "Acknowledgement of Receipt of Application" by SFO.</p> <p><u>Apply for both FASP and NLSPS:</u> About 2 months from the issuance date of the "Acknowledgement of Receipt of Application" by SFO.</p>	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 installments, or in a shorter Repayment Period by equal monthly installments as agreed by SFO.	
Contact Information	<p>Student Finance Office (SFO) (FASP) Tel: 2152 9000 (NLSPS) 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</p>	

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	<ul style="list-style-type: none"> – 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 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 <i>MyBU-Study</i> (Login to <i>MyBU-Study</i> → <i>My Finance</i> → <i>CEF Information</i>)
Application Deadline	The application for reimbursement must be submitted to the Office of Continuing Education Fund (OCEF) within one year upon the successful completion of the CEF reimbursable course. Late applications will not be accepted.
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: https://www.wfsfaa.gov.hk/en/ce/cef/overview.php https://www.wfsfaa.gov.hk/en/ce/cef/forms.php

