

歡迎加入摩理臣山分校這個大家庭。為讓同學更快適應新的學習環境，請留意下列有關課程行政的安排：

(1) **開課日期**

新學年將於 2010 年 9 月 6 日(星期一)正式開課。開課前，新同學需出席迎新聚會，屆時學院職員將會詳細講解課程資料、上課時間表及派發學生須知。詳情請參閱附件一。

(2) **申請豁免修讀部分單元**

2010/2011 學年豁免修讀部分單元的申請日期為 2010 年 9 月 6 日至 17 日，屆時同學可向學院秘書處或在學生網上服務(<http://www3.vtc.edu.hk>)下載申請表格。在未收到學院通知前，學生仍須照常上課。

(3) **2010/2011 學年學生手冊**

學院將於學期初派發學生手冊。有關手冊亦會上載於學生網上服務內。

(4) **學生證**

學院將於開學首星期內透過所屬學系派發學生證。

(5) **學院資訊**

學院一般會透過學生網上服務與學生聯絡及發出學業成績證明書、補考通知書及學費繳費通知書等。學生應定期瀏覽有關網頁，查閱最新資料。

(6) **經濟援助**

就讀全日制資助及知專里程課程之同學均可以申請由學生資助辦事處統籌之資助計劃。學生事務處會於新學年九月第三及第四個星期收集同學之資助申請表，再送到學生資助辦事處。確實收表日期將透過電郵及海報通知。而就讀全日制自資基礎文憑課程之同學則可申請職業訓練局之學費減免，申請表格將於開學後於課堂派發。

(7) **持續進修基金課程**

申請持續進修基金 - 申請人必須在開課前將填妥的申請表遞交至「持續進修基金辦事處」辦理申請手續。持續進修基金申請表格及指引可在本學院秘書處索取。

(8) **查詢電話**

學系 / 部門	電話號碼	傳真號碼	電郵地址
工商管理系 (BA)	2835 4501	2835 7420	mh-ba@vtc.edu.hk
建造工程系 (CN)	2835 8359	2835 7450	mh-cn@vtc.edu.hk
資訊及通訊科技系 (ICT)	2835 8377	2835 7440	mh-ict@vtc.edu.hk
產業及設施管理系 (REFM)	2835 8342	2835 7490	mh-refm@vtc.edu.hk
語文中心 (LC)	2835 8394	2835 7430	mh-lc@vtc.edu.hk
學院秘書處 (CS)	2574 5321	2572 9847	csivemh@vtc.edu.hk
學生事務處 (SAO)	2835 8398	2835 7410	mh-sao@vtc.edu.hk
學習資源中心 (LRC)			
- 圖書館 (Lib)	2835 8383	2835 7413	mh-lib@vtc.edu.hk
- 資訊科技支援組 (ITSU)	2835 8346	2835 7412	mh-itsu@vtc.edu.hk
- 教育科技組 (ETU)	2835 4805	2835 7411	mh-etu@vtc.edu.hk

新生必須出席!!! 香港專業教育學院 (摩理臣山)

2010-2011 新生迎新聚會

Welcome to IVE (Morrison Hill)

歡迎各位同學加入香港專業教育學院 (摩理臣山)，成為「摩 Hill 人 (Morhillian)」的一份子!

學院將於下列日期為各位全日制課程新生安排迎新聚會，讓大家能盡快投入「摩 Hill」校園生活。迎新日內容包括 開學資訊、經濟援助申請、認識校園服務、設施及活動、與所屬學系老師、師兄師姐、同學見面等。

敬請同學 **必須抽空出席!** 如有任何查詢，可於辦公時間內致電與所屬學系聯絡。

日期	時間	學系及課程		地點	
30.8.2010 Mon	2:00 p.m.– 5:15 p.m.	資訊及通訊科技系 Information & Communications Technology (ICT)	HD in Software Engineering 軟件工程高級文憑	41303/1	LT-02 (120)
			HD in Computer Systems Administration 電腦系統管理高級文憑	41900F/2	
			HD in Computer Games & Animation 電腦遊戲及動畫高級文憑	41983F/1&2	
31.8.2010 Tue	9:30 a.m.– 12:45 p.m.	資訊及通訊科技系 Information & Communications Technology (ICT)	Foundation Diploma (Computing Stream) 基礎文憑 (電腦分流)	01601C	LT-02 (115)
		建造工程系 Construction (CN)	Foundation Diploma (Construction and Building Services Stream) 基礎文憑 (建造及屋宇裝備分流)	01901N	
	2:00 p.m.– 5:15 p.m.	建造工程系 Construction (CN)	HD in Surveying 測量學高級文憑	51311F/2	LT-02 (116)
			HD in Building Technology & Interior Design 建築科技及室內設計高級文憑	51312F/2 51312S/1	
1.9.2010 Wed	9:30 a.m.– 12:45 p.m.	工商管理系 Business Administration (BA)	HD in Business Administration 工商管理學高級文憑	21909F/2&4	LT-02 (120)
			HD in Human Resource Management 人力資源管理學高級文憑	21927F/2	
	2:00 p.m.– 5:15 p.m.	工商管理系 Business Administration (BA)	HD in Business Promotion & Event Management 商業推廣及項目管理學高級文憑	21917/1	LT-02 (120)
			HD in Business Logistics 商業物流學高級文憑	21924F/2	
2.9.2010 Thur	9:30 a.m.– 12:45 p.m.	產業及設施管理系 Real Estate and Facilities Management (REFM)	HD in Building Services Engineering 屋宇裝備工程學高級文憑	91302F/2 91302S/1	LT-02 (120)
			HD in Facilities Management 設施管理高級文憑	91311F/2	
	2:00 p.m.– 5:15 p.m.	產業及設施管理系 Real Estate and Facilities Management (REFM)	HD in Real Estate Management 產業管理高級文憑	21323F/2	LT-02 (117)

活動舉行當日如因天氣惡劣，如天文台發出雷暴/暴雨警告訊號、懸掛風球等情況，同學可出席 3.9.2010 (星期五) 9:30 a.m. – 12:30 p.m. 的後備節數。如有查詢，歡迎致電 2835-8398 與學生事務處職員聯絡。

Hong Kong Institute of Vocational Education (Morrison Hill)
Course-related Issues for AY2010/2011

Welcome on board as part of the IVE(Morrison Hill). To help adapt to the new learning environment in IVE(MH), we list below some of the regular course-related activities that you may be interested to know.

(1) Date of Class Commencement

The new academic year will commence on 6 September 2010 (Monday). Students are required to attend the SAO Orientation before the class commences. Campus staff will brief students the course information, timetable and distribute the relevant documents. Please refer to Appendix 1 for details.

(2) Application for Module Exemption

Application for module exemption will take place from 6-17 September 2010. Application forms will be available in the Campus Secretariat or the "Student Web-based Services" (SWS) (<http://www3.vtc.edu.hk>) during the period. You are required to attend class unless notified not to do so by the campus.

(3) Student Handbook for AY2010/2011

Student Handbooks are expected to be ready for dispatch and upload to the SWS at the beginning of the academic year.

(4) Student Card

Student cards are expected to be ready for dispatch through relevant department in the week of 6 September.

(5) Dissemination of Campus Information

Campuses normally make use of the SWS as a communication channel with students, including release of transcript of study, notice on reassessment, tuition fee payment advice, etc.. Students should therefore visit the SWS at regular intervals for updated news and obtaining the documents.

(6) Application for Financial Assistance Schemes

The student of both subvented and self-financed courses are eligible for applying financial assistance schemes under the Student Financial Assistance Agency (SFAA). Application form should be sent to the SFAA through SAO. The collection exercise of the application form will be held in the third and last week of September 2010 and student will be informed of the exact dates via e-mail and poster. For student of the self-financed Foundation Diploma, they can apply for the VTC fee remission scheme and application form will be distributed in class after the commencement of the new academic year.

(7) Continuing Education Fund (CEF) Courses

Application for Continuing Education Fund (CEF) – Applicant should submit the application to the Office of the Continuing Education Fund before the course commences. Application forms and guides will be available in the Campus Secretariat.

(8) List of Contacts

Department / Section	Tel. No.	Fax No.	E-mail
Dept. of Business Administration (BA)	2835 4501	2835 7420	mh-ba@vtc.edu.hk
Dept. of Construction (CN)	2835 8359	2835 7450	mh-cn@vtc.edu.hk
Dept. of Information & Communications Technology (ICT)	2835 8377	2835 7440	mh-ict@vtc.edu.hk
Dept. of Real Estate & Facilities Management (REFM)	2835 8342	2835 7490	mh-refm@vtc.edu.hk
Language Centre (LC)	2835 8394	2835 7430	mh-lc@vtc.edu.hk
Campus Secretariat (CS)	2574 5321	2572 9847	csivemh@vtc.edu.hk
Student Affairs Office (SAO)	2835 8398	2835 7410	mh-sao@vtc.edu.hk
Learning Resources Centre (LRC)			
- Library (Lib)	2835 8383	2835 7413	mh-lib@vtc.edu.hk
- Information Technology Support Unit (ITSU)	2835 8346	2835 7412	mh-itsu@vtc.edu.hk
- Educational Technology Unit (ETU)	2835 4805	2835 7411	mh-etu@vtc.edu.hk

Hong Kong Institute of Vocational Education (Morrison Hill)

2010-2011 Orientation

Orientation**Welcome to IVE
(Morrison Hill)**

Dear Students,

**Welcome to IVE
(Morrison Hill)**

Morrison Hill Campus “O” Day for all full-time students will be held in the following days. We are waiting for your active participation in our “Mor Hill” campus life. You will gain more information related to department and student services such as **academic information, financial assistances schemes, computer facilities, library service and physical education programmes in the orientation programme.**

Date	Time	Department/Course			Venue
30.8.2010 Mon	2:00 p.m.– 5:15 p.m.	Information & Communications Technology (ICT)	HD in Software Engineering	41303/1	LT-02 (120)
			HD in Computer Systems Administration	41900F/2	
			HD in Computer Games & Animation	41983F/1&2	
31.8.2010 Tue	9:30 a.m.– 12:45 p.m.	Information & Communications Technology (ICT)	Foundation Diploma (Computing Stream)	01601C	LT-02 (115)
			Construction (CN)	Foundation Diploma (Construction and Building Services Stream)	
	2:00 p.m.– 5:15 p.m.	Construction (CN)		HD in Building Technology & Interior Design	51312F/2 51312S/1
			HD in Building Studies	51303F/2	
1.9.2010 Wed	9:30 a.m.– 12:45 p.m.	Business Administration (BA)	HD in Business Administration	21909F/2&4	LT-02 (120)
			HD in Human Resource Management		
	2:00 p.m.– 5:15 p.m.	Business Administration (BA)	HD in Business Promotion & Event Management	21917/1 21924F/2	LT-02 (120)
HD in Business Logistics					
2.9.2010 Thur	9:30 a.m.– 12:45 p.m.	Real Estate and Facilities Management (REFM)	HD in Building Services Engineering	91302F/2 91302S/1	LT-02 (120)
			HD in Facilities Management		
	2:00 p.m.– 5:15 p.m.	Real Estate and Facilities Management (REFM)	HD in Real Estate Management	21323F/2	LT-02 (117)

Please attend the session on 3.9.2010 in case of Typhoon Signal No. 8 or above and/or Black Rainstorm Warning is issued on your scheduled session. For any inquiry, please call 2835-8398.

Student Affairs Office
August 2010