

香港專業教育學院（摩理臣山）

2011/2012 學年課程行政事宜

歡迎加入摩理臣山這個大家庭。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 2011 年 9 月 5 日**該星期開課**。上課時間表將於 2011 年 8 月 29 日上載到摩理臣山網頁(<http://www.vtc.edu.hk/live/mh>)及刊登在禮堂附近的佈告版上。請留意**第一堂課**的上課日期、時間及地點。

(2) **申請豁免修讀部分單元**

2011/2012 學年豁免修讀部分單元的申請日期為 2011 年 9 月 5 日至 16 日，屆時同學可在學生網上服務(<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) **2011/2012 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**

同學於完成新生入學註冊後，可前往學院秘書處辦理簽發學生證。

(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**

學生可向政府轄下的學生資助辦事處申請「免入息審查貸款計劃」，詳情請瀏覽網址 <http://info.gov.hk/sfaa>。

(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 4878	2835 7430	mh-lc@vtc.edu.hk
學院秘書處 (CS)	2574 5321	2572 9847	csivemh@vtc.edu.hk
學生發展處 (SDO)	2835 8398	2835 7410	mh-sdo@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

Hong Kong Institute of Vocational Education (Morrison Hill)

Course-related Issues for AY2011/2012

Welcome on board as part of the IVE(Morrison Hill). To help adapt to the new learning environment in IVE(Morrison Hill), 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 in the week of 5 September 2011. The time-table will be posted up at the IVE(Morrison Hill) Homepage (<http://www.vtc.edu.hk/ive/mh>) and on the notice board near the Hall on 29 August 2011 before class commencement. Please pay attention to the date, time and venue of your **first lesson**.

(2) Application for Module Exemption

Application for module exemption will take place from 5-16 September 2011. Application form will be available from 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 AY2011/2012

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

(4) Student Card

After completing the new student registration, students can apply for their student cards in the Campus Secretariat.

(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

Students can apply for the Non-means-tested Loan Scheme from Student Financial Assistance Agency (SFAA). For details, please visit the website <http://info.gov.hk/sfaa>.

(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 4878	2835 7430	mh-lc@vtc.edu.hk
Campus Secretariat (CS)	2574 5321	2572 9847	csivemh@vtc.edu.hk
Student Development Office (SDO)	2835 8398	2835 7410	mh-sdo@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