



Member of VTC Group
VTC 機構成員



新生迎新資訊網站

香港專業教育學院 (黃克競)

2025 / 2026 學年新生迎新資訊 – 工程系

迎新日

同學請按照入讀課程到香港專業教育學院 (黃克競) (地址：九龍長沙灣荔枝角道 702 號 (長沙灣港鐵站 B 出口)) 出席迎新日。同學亦請到「[新生迎新資訊](#)」網站瀏覽新生迎新資訊。

課程編號	課程名稱	日期及時間	地點
FS113002E	基礎課程文憑 – 工程	26/8/2025 星期二 下午 1:30	052-053 室
EG114401	電機工程高級文憑	26/8/2025 星期二 上午 9:00	
EG114403	電腦及電子工程高級文憑	26/8/2025 星期二 上午 9:00	

同學進入學院時請出示受邀出席新生迎新日的短訊 (如有) 或電郵。

開課日期

新學年全日制學生將於 2025 年 9 月 1 日 (星期一) 正式開課。

學生系統

1. 電腦及網絡戶口(CNA) (<https://cnatools.vtc.edu.hk/cnaportal>)

當你完成新生註冊系統登記後，請立刻透過學生編號啟動你的 CNA 戶口以便日後登入 VTC 不同系統，以使用院校提供的資訊科技服務及取得有關教學及院校資訊。你可以在繳費通知書上找到學生編號，詳情可參見下圖。

2025/26 新生入學留位費繳費通知書 2025/26 Payment Advice for New Student Registration Fee	
身份證 / 護照號碼 HKID / Passport No. : I1234567	你已獲取錄入讀以下課程。你必須於指定限期前將繳費收據上載至 VTC 中大入學申請平台 / VTC 學生升學選科平台，以確認接受學位。否則當放棄所派學位論。 You are given an offer for admission to the programme listed below. To accept the offer, you have to pay the required fees and upload the payment receipt to VTC S6 Admission Portal / VTC Articulation Portal for verification before the due date specified in this payment advice.
學生賬單編號 Student Bill Account No. : 900123456789	
繳費及辦理註冊手續期限 Payment and Registration Due Date : 21-Jul-2025 12:00 Noon	
陳大文, CHAN Tai Man (251234567)	
RESIDENTIAL STREET	
RCITY	
RPROV	
RCNT, RPOST	
留位費 Registration Fee	
\$5,000.00	
課程名稱 (編號) Programme Title (Code) :	Higher Diploma in Banking and Financial Analysis (BA114048)
修讀模式 / 入讀年級 Mode of Study / Year :	Full Time / Year 1
取錄分校 / 院校 Offering Campus / Institute:	Hong Kong Institute of Vocational Education (Haking Wong)



2. 學生電郵 (<https://webmail.vtc.edu.hk>)

你的電郵地址為學生編號@stu.vtc.edu.hk，例如 251234567@stu.vtc.edu.hk。學院及部門會透過電郵向同學發放資訊。請同學定期查閱學生電子郵件以取得最新消息。



3. MyPortal (<https://myportal.vtc.edu.hk/wps/portal>)

MyPortal 為 VTC 一站式資訊平台，學生可以透過 MyPortal 查閱課堂時間表、出席率、報名活動或下載學費單及成績表。



4. 網上學習平台 (<https://moodle.vtc.edu.hk>)

網上教學平台主要包括 Moodle 和 Microsoft Teams (MS Teams)。你可以用 CNA 登入 Moodle。如需要技術支援，請瀏覽 Moodle 資源網址內 (<https://clt.vtc.edu.hk/elsupport>) 的學生使用指南和常見問題。你亦可以聯絡老師尋求協助。



5. MS Teams 網上授課平台資源網址

(<https://www.vtc.edu.hk/digital-workplace/guidebook-for-online-teaching/student.html>)

除面授課堂外，學院亦會利用網上授課平台 MS Teams 作網上授課。請瀏覽 MS Team 資源網址瞭解 MS Team 使用教學。你亦可以聯絡老師尋求協助。



6. VTC@HK (<http://www.vtc.edu.hk/mobileapp>)

VTC@HK 是 VTC 開發的手機應用程式，提供 VTC 最新資料、消息及活動資料。



7. 學生雙重認證 (<https://2fa.stu.vtc.edu.hk/home/index.html>)

為防止你的學生個人賬戶被黑客入侵，VTC 推出雙重認證服務去保護你的 CNA。請瀏覽學生雙重認證網址瞭解詳情。



學生證

學院一般會於迎新日或開學首星期透過所屬學系派發學生證予已完成所有新生入學註冊程序的新同學。

學生手冊

同學可於開學前約一星期登入 [MyPortal](#) 查閱學生手冊。

學院資訊

學院一般會透過 [MyPortal](#) 及電郵向同學發放資訊。請同學定期瀏覽有關網頁及查閱學生電子郵件以取得最新消息。

豁免修讀單元 / 學分轉移

同學須於第一學期開課後兩星期內提出 2025 / 26 學年豁免修讀單元 / 學分轉移的申請。在未收到學院 " 批核 " 通知前，學生仍須照常上課。

經濟援助 (只適用於本地學生)

同學可透過學生發展處向政府轄下的學生資助處申請經濟援助，或向職業訓練局申請學費減免，有關詳情可向學生發展處查詢。

學費

- 每年的學費會分兩期等額收取
- 學生請瀏覽 [MyPortal](#) 並自行下載學費繳費通知書。通知書一般在繳款限期約兩週前可供下載
- 學生可透過轉數快、自動櫃員機、繳費靈、網上銀行[繳費]服務，或以支票 / 現金直接於東亞銀行支付學費及其他相關費用
- 除非獲院長特別批准延期繳費，否則學生如未能在限期屆滿時清繳該期所需的學費及其他費用 (如適用，包括研習教材費、院校代收的學生會年費等)，一般會被取消學籍，以及被禁止使用學院設施與服務。如欲重新註冊，學生須遞交申請並繳付重新註冊費及清繳欠款。學生如在學期開始後中途退學或被終止學籍，仍須繳付相關的整期或整個學期學費
- 課程的基本學費並不包括重修不及格的單元，以及修讀學銜要求以外的單元 / 額外選修 / 增潤單元的費用。修讀這些單元的學生需繳交額外學費。除非事先獲得院長批准延遲繳費，否則學生如未能於繳費通知書上所指定限期前繳交所需的全數費用，該繳費單上的相關單元之註冊會被全部撤銷。重新註冊任何一個被撤銷的單元，除了該單元的學費外，亦須繳付重新註冊費

因欠款而不予發放成績單、證書

學生在現時或先前修讀VTC院校課程期間如有欠款 (包括但不限於學費、其他收費、圖書館罰款、損毀或遺失院校設備或書本所須付之修理或更換費用)，其在VTC轄下學院所修讀課程 / 單元的成績單、證書及相關證明文件將不予發放，直至清繳所有欠款為止。

出席率要求

- 全日制高級文憑: 最高出席率的 70%
- 全日制基礎課程文憑: 最高出席率的 80%
- 計算最高出席率時，只會包括一般上課日子
- 除非得到學院院長特別批准，學生如未能符合單元的最低出席率規定，將不獲准參與單元總評核 / 考試，亦不會獲得該單元分數 / 等級

電子課堂點名系統

學生需親自將其學生證在拍卡機上拍卡，作為他們出席該課堂的紀錄（網上課堂除外）。代替他人拍卡是一種不當行為，代人拍卡者與讓他人替自己拍卡的學生均可能受到紀律處分。

考核期間作弊和涉及電子 / 通訊器材的違規行為

- 學生如有作弊行為，將會受到紀律處分。請參考學生手冊有關作弊行為的例子
- 學生應儘量避免攜帶手提電話或電子 / 通訊器材（如電子手帳、音樂播放器、電子字典、數據庫手錶、智能手錶、免提 / 藍牙耳機、平板電腦、傳呼機等）進入試場。在考試 / 測驗 / 考核進行時，考生如被發現衣袋內 / 身上藏有手提電話或電子 / 通訊器材，將被取消該次考核的成績。如考生的手提電話或電子 / 通訊器材已放在座椅下，但在考試 / 測驗 / 考核途中被發現未有關上或發出聲響，該考生可被扣分

聯絡我們

學系 / 部門	電話號碼	傳真號碼	電郵地址
商業系	2708 5357 2708 5325	2957 5730	hwba@vtc.edu.hk
工程系	2708 5385 2708 6449	2708 6444	hw-eng@vtc.edu.hk
酒店及旅遊系	2728 6705 2957 5770	2360 5516	hwht@vtc.edu.hk
語文中心	2708 6439	2957 5743	hwlc@vtc.edu.hk
學院秘書處	2708 6470	2729 1585	hwcs@vtc.edu.hk
學生發展處	2708 6493	2708 6494 2708 6484	hwsdo@vtc.edu.hk
圖書館	2708 5374	2708 6426	hw-lib@vtc.edu.hk
資訊科技支援服務	2708 5395	-	hwitadm@vtc.edu.hk
多媒體製作服務	2708 6425	-	hw-etu@vtc.edu.hk

2025 年 8 月



Member of VTC Group
VTC 機構成員



New Student
Orientation
Information Website

Hong Kong Institute of Vocational Education (Haking Wong)

New Student Orientation Information AY2025/2026 – Department of Engineering

Orientation Day

Student please attend the Orientation Day at the IVE (Haking Wong) (Address: 702 Lai Chi Kok Road, Cheung Sha Wan (Cheung Sha Wan MTR Station Exit B)) according to the schedule below. Students please also visit the '[New Student Orientation Information](#)' website to access the new student information.

Programme Code	Programme Name	Date & Time	Venue
FS113002E	Diploma of Foundation Studies - Engineering	26/8/2025 Tuesday 1:30 pm	Rm 052-053
EG114401	Higher Diploma in Electrical Engineering	26/8/2025 Tuesday 9:00 am	
EG114403	Higher Diploma in Computer and Electronic Engineering	26/8/2025 Tuesday 9:00 am	

Students please present the SMS (if any) / email of the invitation of Orientation Day when entering the Campus.

Class Commencement Dates

The new academic year would commence on 1 September 2025 (Monday) for Full-time new students.

Student System

1. Computer & Network Account (CNA) (https://cnatools.vtc.edu.hk/cnaportal) Upon completion of the new student registration, you may activate your Computer and Network Account (CNA) to login to various VTC systems. It is important to activate your CNA as you need to use it to access IT services and campus information during your study. You may find your student number in the Payment Advice. Please refer to the details below.  The image shows a sample '2025/26 新生入學留位費繳費通知書' (2025/26 New Student Registration Fee Payment Advice). It includes personal details like HKID/Passport No. (I1234567), Student Bill Account No. (900123456789), and the student's name (陳大文, CHAN Tai Man). The payment amount is 5,000.00. The registration fee is 5,000.00. The student number is 251234567. The program is Higher Diploma in Banking and Financial Analysis (BA114048). The mode of study is Full Time / Year 1. The offering campus is Hong Kong Institute of Vocational Education (Haking Wong).	
2. Student Email Account (https://webmail.vtc.edu.hk) Your email address is your student number@stu.vtc.edu.hk, e.g. 251234567@stu.vtc.edu.hk. Campus and departments will distribute information thru this email account. Students are advised to check the email account regularly.	
3. MyPortal (https://myportal.vtc.edu.hk/wps/portal) MyPortal is the one-stop information web portal for VTC students on their study. Students could check their class timetable or attendance record, sign up for activities, download payment advices and transcripts there.	
4. Online Learning Digital Platform (https://moodle.vtc.edu.hk) Digital platforms for online learning are mainly Moodle and Microsoft Teams (MS Teams). Moodle is the learning management platform for learning and teaching in VTC, which is accessible via your CNA. If you encounter difficulties in accessing or using online tools, please visit the Moodle Resources Website (https://clt.vtc.edu.hk/elsupport). You may also contact your teachers for assistance.	
5. MS Teams (https://www.vtc.edu.hk/digital-workplace/guidebook-for-online-teaching/student.html) Apart from the face-to-face classes, the Campus may also conduct the classes in online mode. Please visit the online learning guidebook for students using MS Team. You may also contact your teachers for assistance.	
6. VTC@HK (http://www.vtc.edu.hk/mobileapp) VTC@HK is the mobile app developed by VTC, providing the VTC's latest information, news and activities.	
7. Two-Factor Authentication (https://2fa.stu.vtc.edu.hk/home/index.html) To protect your student account information from hackers' attack, VTC has launched the Student 2FA to protect your CNA. Please visit student 2FA website for more details.	

Student Card

Student cards would be issued and distributed to new students through Department during the orientation day / class commencement week, subject to students' completion of admission registration procedure.

Student Handbook

Students may access to [MyPortal](#) for contents of Student Handbook about one week before the commencement of class.

Dissemination of Campus Information

The Campus normally makes use of the [MyPortal](#) and emails as communication channels with students. To obtain updated news of the Campus, please visit the MyPortal and check your student email account regularly.

Module Exemption/Credit Transfer

Application for module exemption / credit transfer for AY2025/26 will be accepted by the end of Week Two of the First Semester. Students are required to attend classes as usual until approval for exemption has been granted.

Financial Assistance Schemes (Applicable to Local Students only)

Students may apply for financial assistance offered by the government's Student Finance Office (SFO), or the fee remission scheme offered by VTC through Student Development Office. For details, please contact our Student Development Office.

Tuition Fee

- Tuition fees are charged on annual fee basis payable in two equal installments
- Students should visit [MyPortal](#) to download Tuition Fee Payment Advice which will be available about two weeks before the respective payment due dates
- Payment of tuition fees and other related charges should be made either through FPS, ATM, PPS, e-Banking '**Bill Payment**' Services or by cheque / cash at the Bank of East Asia
- Students who fail to settle in full the tuition fee (including composite fee such as Study Package fee, Students' Union annual fee collected by the Institute on behalf of the Students' Union, etc., if applicable) after the payment due date will normally be de-registered and prohibited from using the campus facilities and services, unless special approval from Principal for deferred payment has been obtained. To reinstate the registration status, the student is required to submit an application and pay a reinstatement fee for programme registration in addition to the outstanding amount of fee. Students who discontinue their study after commencement of an academic year, whether due to termination or withdrawal of studies, are still required to pay in full the tuition fee of the related instalment / semester
- Tuition fee for restudy of failed modules, and for taking optional / additional Elective or Enrichment modules, are not covered under the instalment-based programme fee. Students enrolling in these modules will be charged additional fees. Failing to settle in full the required amount of fees before the specified due date will result in de-registration from ALL those modules covered under the related Payment Advice, unless with prior approval from Principal for deferred payment. To reinstate the registration status for any of these modules, the student is required to pay a reinstatement fee in addition to the outstanding amount of related fees

Withholding Student's Transcript and Certificates Due to Unsettlement of Outstanding Debt

Students should note that all their study transcripts, award certificates and related certification will be withheld if they have any outstanding fee under the current studying or previous studied programmes (including but not limited to tuition fees, other charges, library fines, cost of repair / replacement of damaged / lost equipment / books) owed to the Institute or VTC.

Minimum Attendance Requirement

- 70% of the maximum possible attendance for Full-time Higher Diploma
- 80% of the maximum possible attendance for Full-time Diploma of Foundation Studies
- Maximum possible attendance includes normal class attendance only
- Students will not be allowed to undergo the End-of-Module Assessment / final examination nor be awarded a Module Mark / Grade if they fail to meet the minimum attendance requirement of the module concerned, unless with special approval on low attendance granted by the Principal

Class Attendance System

Students are required to place their student cards personally over a card reader for recording their presence (except for online lessons). Taking attendance for another student by placing another student card on a card reader is regarded as misconduct which may render both students to disciplinary action.

Cheating and Irregularities Relating to Electronic / Communication Devices During Examination / Test

- A student who has committed an act of cheating in an assessment will be liable to disciplinary action and penalties. Please refer to the Student Handbook for details
- Students are strongly advised not to bring mobile phones or electronic / communication devices (e.g. PDA, MP3 players, electronic dictionaries, databank watches, smartwatches, hands-free / Bluetooth headsets, tablets, pagers, etc.) when attending an assessment. If a mobile phone or an electronic / communication device is found in the pocket / on the body of a student during examination / test / assessment, the student will be disqualified for that assessment. If the mobile phone or electronic / communication device placed under the chair is found switched on or sounded during the examination / test / assessment, the student may receive mark penalties

Enquiries

Department / Section	Tel. No.	Fax. No.	E-mail
Department of Business	2708 5357 2708 5325	2957 5730	hwba@vtc.edu.hk
Department of Engineering	2708 5385 2708 6449	2708 6444	hw-eng@vtc.edu.hk
Department of Hospitality	2728 6705 2957 5770	2360 5516	hwht@vtc.edu.hk
Language Centre	2708 6439	2957 5743	hwlc@vtc.edu.hk
Campus Secretariat	2708 6470	2729 1585	hwcs@vtc.edu.hk
Student Development Office	2708 6493	2708 6494 2708 6484	hwsdo@vtc.edu.hk
Library	2708 5374	2708 6426	hw-lib@vtc.edu.hk
Information Technology Support Services	2708 5395	-	hwitadm@vtc.edu.hk
Media Production Service	2708 6425	-	hw-etu@vtc.edu.hk

August 2025



Member of VTC Group
VTC 機構成員



新生迎新资讯网站

香港专业教育学院 (黄克竞)

2025 / 2026 学年新生迎新资讯 – 工程系

迎新日

同学请按照入读课程到香港专业教育学院 (黄克竞) (地址：九龙长沙湾荔枝角道 702 号 (长沙湾港铁站 B 出口)) 出席迎新日。同学亦请到「[新生迎新资讯](#)」网站浏览新生迎新资讯。

课程编号	课程名称	日期及时间	地点
FS113002E	基础课程文凭 – 工程	26/8/2025 星期二 下午 1:30	052-053 室
EG114401	电机工程高级文凭	26/8/2025 星期二 上午 9:00	
EG114403	电脑及电子工程高级文凭	26/8/2025 星期二 上午 9:00	

同学进入学院时请出示受邀出席新生迎新日的短讯 (如有) 或电邮。

开课日期

新学年全日制学生将于 2025 年 9 月 1 日 (星期一) 正式开课。

学生系统

1. 电脑及网络户口(CNA) (https://cnatools.vtc.edu.hk/cnaportal)	
当你完成新生注册系统登记后，请立刻透过学生编号启动你的 CNA 户口以便日后登入 VTC 不同系统，以使用院校提供的资讯科技服务及取得有关教学及院校资讯。你可以在缴费通知书上找到学生编号，详情可参见下图。	
	
2. 学生电邮 (https://webmail.vtc.edu.hk)	
你的电邮地址为学生编号@stu.vtc.edu.hk，例如 251234567@stu.vtc.edu.hk。学院及部门会通过电邮向同学发放资讯。请同学定期查阅学生电子邮件以取得最新消息。	
3. MyPortal (https://myportal.vtc.edu.hk/wps/portal)	
MyPortal 为 VTC 一站式资讯平台，学生可以透过 MyPortal 查阅课堂时间表、出席率、报名活动或下载学费单及成绩表。	
4. 网上学习平台 (https://moodle.vtc.edu.hk)	
网上教学平台主要包括 Moodle 和 Microsoft Teams (MS Teams)。你可以用 CNA 登入 Moodle。如需要技术支援，请浏览 Moodle 资源网址内 (https://clt.vtc.edu.hk/elsupport) 的学生使用指南和常见问题。你亦可以联络老师寻求协助。	
5. MS Teams 网上授课平台资源网址 (https://www.vtc.edu.hk/digital-workplace/guidebook-for-online-teaching/student.html)	
除面授课堂外，学院亦会利用网上授课平台 MS Teams 作网上授课。请浏览 MS Team 资源网址瞭解 MS Team 使用教学。你亦可以联络老师寻求协助。	
6. VTC@HK (http://www.vtc.edu.hk/mobileapp)	
VTC@HK 是 VTC 开发的手机应用程序，提供 VTC 最新资讯，消息及活动资料。	
7. 学生双重认证 (https://2fa.stu.vtc.edu.hk/home/index.html)	
为防止你的学生个人账户被黑客入侵，VTC 推出双重认证服务去保护你的 CNA。请浏览学生双重认证网址瞭解详情。	

学生证

学院一般会于迎新日或开学首星期透过所属学系派发学生证予已完成所有新生入学注册程序的新同学。

学生手册

同学可于开学前约一星期登入 [MyPortal](#) 查阅学生手册。

学院资讯

学院一般会透过 [MyPortal](#) 及电邮向同学发放资讯。请同学定期浏览有关网页及查阅学生电子邮件以取得最新消息。

豁免修读单元 / 学分转移

同学须于第一学期开课两星期内提出 2025 / 26 学年豁免修读单元 / 学分转移的申请。在未收到学院“批核”通知前，学生仍须照常上课。

经济援助（只适用于本地学生）

同学可透过学生发展处向政府辖下的学生资助处申请经济援助，或向职业训练局申请学费减免，有关详情可向学生发展处查询。

学费

- 每年的学费会分两期等额收取
- 学生请浏览 [MyPortal](#) 并自行下载学费缴费通知书。通知书一般在缴款限期约两週前可供下载
- 学生可透过转数快、自动柜员机、缴费灵、网上银行[缴费]服务，或以支票 / 现金直接于东亚银行支付学费及其他相关费用
- 除非获院长特别批准延期缴费，否则学生如未能在限期届满时清缴该期所需的学费及其他费用（如适用，包括研习教材费、院校代收的学生会年费等），一般会被取消学籍，以及被禁止使用学院设施与服务。如欲重新注册，学生须递交申请并缴付重新注册费及清缴欠款。学生如在学期开始后中途退学或被终止学籍，仍须缴付相关的整期或整个学期学费
- 课程的基本学费并不包括重修不及格的单元，以及修读学衔要求以外的单元 / 额外选修 / 增润单元的费用。修读这些单元的学生需缴交额外学费。除非事先获得院长批准延迟缴费，否则学生如未能于缴费通知书上所指定限期前缴交所需的全数费用，该缴费单上的相关单元之注册会被全部撤销。重新注册任何一个被撤销的单元，除了该单元的学费外，亦须缴付重新注册费

因欠款而不予发放成绩单、证书

学生在现时或先前修读VTC院校课程期间如有欠款（包括但不限于学费、其他收费、图书馆罚款、损毁或遗失院校设备或书本所须付之修理或更换费用），其在VTC辖下学院所修读课程 / 单元的成绩单、证书及相关证明文件将不予发放，直至清缴所有欠款为止。

出席率要求

- 全日制高级文凭：最高出席率的 70%
- 全日制基础课程文凭：最高出席率的 80%
- 计算最高出席率时，只会包括一般上课日子
- 除非得到学院院长特别批准，学生如未能符合单元的最低出席率规定，将不获准参与单元总评核 / 考试，亦不会获得该单元分数 / 等级

电子课堂点名系统

学生需亲自将其学生证在拍卡机上拍卡，作为他们出席该课堂的纪录（网上课堂除外）。代替他人拍卡是一种不当行为，代人拍卡者与让他人替自己拍卡的学生均可能受到纪律处分。

考核期间作弊和涉及电子 / 通讯器材的违规行为

- 学生如有作弊行为，将会受到纪律处分。请参考学生手册有关作弊行为的例子
- 学生应尽量避免携带手提电话或电子 / 通讯器材（如电子手帐、音乐播放器、电子字典、数据库手錶、智能手錶、免提 / 蓝牙耳机、平板电脑、传呼机等）进入试场。在考试 / 测验 / 考核进行时，考生如被发现衣袋内 / 身上藏有手提电话或电子 / 通讯器材，将被取消该次考核的成绩。如考生的手提电话或电子 / 通讯器材已放在座椅下，但在考试 / 测验 / 考核途中被发现未有关上或发出声响，该考生可被扣分

联络我们

学系 / 部门	电话号码	传真号码	电邮地址
商业系	2708 5357 2708 5325	2957 5730	hwba@vtc.edu.hk
工程系	2708 5385 2708 6449	2708 6444	hw-eng@vtc.edu.hk
酒店及旅游系	2728 6705 2957 5770	2360 5516	hwht@vtc.edu.hk
语文中心	2708 6439	2957 5743	hwlc@vtc.edu.hk
学院秘书处	2708 6470	2729 1585	hwcs@vtc.edu.hk
学生发展处	2708 6493	2708 6494 2708 6484	hwsdo@vtc.edu.hk
图书馆	2708 5374	2708 6426	hw-lib@vtc.edu.hk
资讯科技支援服务	2708 5395	-	hwitadm@vtc.edu.hk
多媒体製作服务	2708 6425	-	hw-etu@vtc.edu.hk

2025 年 8 月