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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 – 商业系

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
BA114055K	电子商务高级文凭	28/8/2025 星期四 下午 1:30	052-053 室

同学进入学院时请出示受邀出席新生迎新日的电邮。

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)	
<p>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。</p>	
	
2. 学生电邮 (https://webmail.vtc.edu.hk)	
<p>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。</p>	
3. MyPortal (https://myportal.vtc.edu.hk/wps/portal)	
<p>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。</p>	
4. 网上学习平台 (https://moodle.vtc.edu.hk)	
<p>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。</p>	
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)	
<p>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。</p>	
6. VTC@HK (http://www.vtc.edu.hk/mobileapp)	
<p>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。</p>	
7. 学生双重认证 (https://2fa.stu.vtc.edu.hk/home/index.html)	
<p>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。</p>	

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后两星期内提出 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。

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



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Hong Kong Institute of Vocational Education (Haking Wong)

New Student Orientation Information AY2025/2026 – Department of Business



New Student
Orientation
Information Website

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
BA114055K	Higher Diploma in Business with E-Commerce	28/8/2025 Thursday 1:30 pm	Rm 052-053

Students please present the 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)	
<p>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.</p> <div data-bbox="199 533 1248 974"></div>	
2. Student Email Account (https://webmail.vtc.edu.hk)	
<p>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.</p>	
3. MyPortal (https://myportal.vtc.edu.hk/wps/portal)	
<p>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.</p>	
4. Online Learning Digital Platform (https://moodle.vtc.edu.hk)	
<p>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.</p>	
5. MS Teams (https://www.vtc.edu.hk/digital-workplace/guidebook-for-online-teaching/student.html)	
<p>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.</p>	
6. VTC@HK (http://www.vtc.edu.hk/mobileapp)	
<p>VTC@HK is the mobile app developed by VTC, providing the VTC's latest information, news and activities.</p>	
7. Two-Factor Authentication (https://2fa.stu.vtc.edu.hk/home/index.html)	
<p>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.</p>	

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.

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