

Hong Kong Institute of Vocational Education (Kwun Tong)

Notice to New Students (Academic Year 2024/25)

香港專業教育學院（觀塘）
新生須知（2024/25 學年）



Welcome on board as part of the IVE (Kwun Tong)!
歡迎大家加入 IVE（觀塘）這個大家庭！

To help you adapt to the new learning environment, please note the following information for the arrangement of the new academic year:

為讓同學更快適應新的學習環境，請留意下列有關新學年的安排：

Date of Class Commencement 開課日期

The new academic year will commence on 2 September 2024 (Monday) tentatively.

新學年暫定於 2024 年 9 月 2 日（星期一）正式開課。

Student Card 學生證

Students should upload a photo for the printing of Student Card via “[New Student Registration System](#)”. Student cards would be issued and distributed to new students normally on the Orientation Day, subject to their completion of the admission registration procedure.

同學須在「[新生註冊系統](#)」上載相片以供製作學生證之用。學院一般會於迎新日派發學生證予完成新生入學註冊程序的新同學。

Student Handbook 學生手冊

Student Handbook will be uploaded to the <News> section under [MyPortal](#) at the beginning of the academic year. Students could visit MyPortal to read the Student Handbook.

學生手冊將於學期初刊載於 [MyPortal](#) 的〈最新消息〉欄內。請同學到有關網頁查閱學生手冊。

Dissemination of Campus Information 學院資訊

The Campus normally makes use of the [VTC Webmail service](#) and [MyPortal](#) as communication channels with students, including release of class and examination timetables, Transcript of Study, Tuition Fee Payment Advice, etc. To obtain updated news of the Campus, please visit VTC Webmail Service and MyPortal regularly.

學院一般會透過 [VTC 網上電郵服務](#) 及學生網上服務平台 [MyPortal](#) 向同學發放資訊，包括上課及考試時間表、學業成績證明書及學費繳費通知書等。請同學定期查閱電郵及瀏覽有關服務平台以取得最新資料。

Orientation Day 迎新日

Orientation Day will normally be held in late-August. Students will be notified of the arrangements by email and SMS by mid-August 2024.

迎新日一般會於八月下旬舉行。學院於八月中旬會經電郵及短訊通知同學有關安排。

Application for Credit Transfer and Module Exemption 申請學分轉移及豁免修讀單元

Students may apply for credit transfer and / or exemption for modules in the 1st semester of the new academic year. An administrative fee will be charged. Departments will notify students of the arrangements. Students are required to attend relevant classes and assessments of the module(s) concerned as usual until approval for exemption has been granted. Please refer to the Student Handbook for details.

同學可於新學年第一學期就個別單元申請學分轉移或豁免修讀，並須繳付行政費。所屬學系會通知學生有關安排。在未收到申請結果前，學生應出席相關課堂及參與相關單元評核。詳情可參閱學生手冊。

Application for Financial Assistance Schemes 申請經濟援助

Students of subvented Higher Diploma programmes are eligible for applying financial assistance schemes under the Student Finance Office (SFO) and students can submit their application by electronic means. Details of the Government Financial Assistance Schemes are available at <https://www.wfsfaa.gov.hk/sfo/en/index.htm>. For students of the Diploma of Foundation Studies, they can approach Student Development Office for the details of VTC fee remission scheme.

就讀全日制政府資助高級文憑課程之同學可以申請由學生資助處統籌之資助計劃，學生可透過網上申請。詳情可瀏覽網址 <https://www.wfsfaa.gov.hk/sfo/en/index.htm>。而就讀全日制基礎課程文憑之同學，可向學生發展處查詢有關職業訓練局之學費減免詳情。

Contact Us 聯絡我們

Department / Section 學系 / 部門	Room No. 房號	Telephone 電話	Email 電郵
Department of Business (BA) 商業系	475	2727 9408	kt-ba@vtc.edu.hk
Design Foundation Studies Unit (DFSU) 設計基礎課程組	227	2727 9578	kt-fdd@vtc.edu.hk
Hong Kong Institute of Information Technology at IVE (Kwun Tong) (HKIIT at IVE(KT)) 香港資訊科技學院位於香港專業教育學院(觀塘)	431	2727 9578	kt-it@vtc.edu.hk
Language Centre (LC) 語文中心	276 – 277	2727 9534 2727 9641	ttlau@vtc.edu.hk
Campus Secretariat (CS) 學院秘書處	016	2727 4331	ivekt@vtc.edu.hk
Student Development Office (SDO) 學生發展處	231	2727 9687	kt-sdo@vtc.edu.hk
Library (LIB) 圖書館	103	2727 9659	kt-lib@vtc.edu.hk
Educational Technology Unit (ETU) 教育科技組	304	2727 9694	etukt@vtc.edu.hk



IVE (Kwun Tong)



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