Gratia Christian College

宏恩基督教學院

Student Handbook

for Academic Year of

2026-27

Foreword

This Student Handbook provides basic information about Gratia Christian College ("GCC"/"College") for those who are admitted to our learning programmes. Some specific policies may not apply to every learning programme.

While every effort has been made to ensure that the information in this Handbook is correct at the time of printing, students should note that the content is subject to changes in the course of the academic year. Please refer to the one published on the Registry website as the final reference.

This Student Handbook does not form part of a contract between the Students and the College.

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1. ABOUT THE COLLEGE

1.1 Introduction

Gratia Christian College (GCC) is run according to biblical values and is an independent, private and non-profit-making tertiary institute.

1.2 Vision Statement

To be a private independent Christian university that excels in liberal arts and professional education for developing servant leaders to serve the Chinese and global communities with competence and Christian love.

1.3 Mission Statements

To fulfill the above Vision, GCC sets out its Mission Statements as follows:

a) To inspire students to develop academically and spiritually, discover complementation between knowledge and faith, think critically with clarity, act professionally with integrity, and work in teams effectively with humility.

b) To provide professional development and life-long learning programmes for staff in partnership with educational, commercial, and religious organisations.

c) To engage the Church in inter-faith and inter-cultural dialogues for developing Christian approaches to current and future issues facing the Chinese and global communities.

1.4 Core Values

The core values at GCC are defined according to Christian values that:

C	stands for	**C**ommitment
H	-	**H**umility
R	-	**R**esilience
I	-	**I**ntegrity
S	-	**S**ervice
T	-	**T**eamwork

Apart from pursuing intellectual development, i.e. learn “To do”, students of GCC are nurtured “To be” a person with good character and a Christ-like inner self. They are expected to cherish the above biblical values to become a competent servant leader.

1.5 Desired Characteristics of GCC Graduates

It is desired that GCC graduates:

a) be knowledgeable and professional;
b) learn independently and think critically;
c) strive for innovation;
d) integrate the “CHRIST” values and faith in whole-person development;
e) develop self-confidence, social and interpersonal skills;
f) be a valuable citizen of society with global perspectives; and
g) apply the principle of servant leadership in life.

2. ACCESS TO INFORMATION

The main communication channel for disseminating information and notices to students within the College will be through e-mails and the College / School website. It is important for you to check regularly from these sources.

2.1 Email

a) Your email address is the only official channel of communication with the College. It is formed by appending the domain "gratia.edu.hk" to your student ID. Don't forget to add the "@" between your student ID and the college domain. You may access your email through:
   - Gmail app, OR
   - https://www.gmail.com

b) Your email address allows you to:
   - send/receive email via Gmail
   - Access Google Docs (Drive) through which much Teaching and Learning related information are disseminated
   - Access non-College based applications/systems, such as the G-suite of apps, Zoom and Office 365

2.2 Your Personal Student Portal

A personalised student portal is configured for access to the following information:

- Academic Reports
- Debit Notes
- Attendance Records of the active semester
- Programme Information
- Study Progression

The URL of your personalised student portal is

https://portal.gcc.edu.hk , OR https://portal.gcc.edu.hk/~SID/private

Replace SID with your Student ID.

2.3 The Registry website (http://registry.gratia.edu.hk)

2.4 Moodle GCC News Forum

This is the main channel of communication between the students and various departments / functional units. A copy of the post will be sent to the email address of all active students.

2.5 Notice Board

Various schools will communicate with students on matters such as class attendance through displaying notices and messages on notice boards.

2.6 Students with Special Educational Needs (SEN)

a) The College is committed to providing an inclusive learning environment and equitable access to education for all students, including students with Special Educational Needs (SEN). The College seeks to support students in their learning through appropriate arrangements, while maintaining the academic and professional standards of its programmes.

b) For the purpose of support within the College, Special Educational Needs (SEN) may arise from a range of conditions or circumstances that affect learning, assessment, or participation in academic activities. These may include, but are not limited to, specific learning difficulties, attention deficit or hyperactivity conditions, autism spectrum conditions, sensory impairments, physical disabilities, speech and language difficulties, mental health conditions, chronic illness, or other health-related or functional needs.

c) Students who consider that SEN may affect their studies are encouraged to inform the College through the Student Development Office at an early stage. In addition, SEN information may be retrieved from EDB via the "Special Education Management Information System" (SEMIS). Early communication enables the College to gather necessary professional opinions to consider reasonable support arrangements in a timely and precise manner. Information provided by students will be handled with due regard to confidentiality and privacy. The College's approach is consistent with the principles of equal opportunity and non-discrimination as promoted by the Equal Opportunities Commission.

d) The College may consider reasonable accommodation to support students with SEN where appropriate and feasible. Such accommodation is considered on a case-by-case basis, taking into account the nature of the SEN, the academic and assessment requirements of the programme, and any professional, practical, or placement-based components of study. Examples of reasonable accommodation may include adjustments to physical access and learning venues, teaching and learning arrangements, assessment

conditions (such as private assessment venue and additional time), access to learning materials in advance, classroom seating arrangements, or the use of assistive technologies, where these do not compromise essential learning outcomes or professional requirements. Reasonable accommodation is intended to facilitate access to learning and assessment and does not involve exemption from essential learning outcomes, reduction of academic requirements, or lowering of assessment standards.

3. ADMISSION AND REGISTRATION

3.1 Admission Requirements

a) The College will determine the entrance requirements and equivalent qualifications for individual programmes and admission procedures.

b) The admission of a student to the College is based on suitability and other factors which individual Schools/Programmes consider relevant to the programme concerned. There should be no discrimination on the grounds of sex, age, race, religion, ethnic origin or physical disability.

c) The Registrar is the overall-in-charge of the admission process and works with the School/Programme to issue direct or conditional admission offers to suitable and qualified applicants.

d) Applicants with a direct offer have to complete the application process by paying the registration fee or/and tuition fee to secure the study place offered. Applicants with a conditional offer have to fulfil the conditions before registration. The number of offers may be more than the study places available, and applicants have to secure the offer on a first-come-first-served basis.

3.2 Registration Procedures

a) Registration includes payment of fees and enrollment of courses. Applicants are deemed to have been registered only after completion of the registration procedure for the term concerned. They are required to pay the prescribed amount of tuition fee and all other relevant fees.

b) Applicants who fail to pay the prescribed fees or register on or before the relevant specified dates are considered as not taking up the study place offered by the College.

c) Applicants must follow the registration procedures and any special instructions issued by the Registry. They must provide accurate data during the registration process. They should familiarise themselves with the College regulations and the curricular structure of programmes. They must pay particular attention to course and credit requirements, prerequisites for courses, normal study loads, and graduation requirements.

3.3 Registration to multiple programmes simultaneously

a) To ensure effective study progression, simultaneous registration to more than one programme is generally not allowed.

b) Simultaneous registration exists if the registration period of the concerned programmes overlap.

c) Students, who are of status Active, Deferred or Suspended, are required to report to the Registry if the simultaneous registration exists.

d) Unreported cases of simultaneous registration are considered as violations of the Student Code of Conduct.

e) Discretionary consideration can be granted for Part Time programmes (3 courses or fewer per week) and the length of programme is or less than 9 months. Prior permission from the Registry must be obtained before the effective date of registration.

3.4 Maximum Period of Registration

The maximum number of years that a student is permitted to study at GCC is set out in the table below. Students, who want to remain registered beyond the maximum number of years, must seek, via the Registry, endorsement from the Academic Board.

Programme Type	Mode	Normal number of years for completion	Maximum number of years for completion
Degree (Year 1 entry)	Full-time	4	6
	Part-time	6	8
Degree (Year 3 entry)	Full-time	2	4
	Part-time	3	6
Higher Diploma	Full-time	2	4
	Part-time	3	6
Advanced Diploma	Part-time	2	4
Professional Diploma	Part-time	1	2
Diploma	Full-time	1	2

3.5 Credit Transfer

a) Students who have undertaken previous study, which is relevant to his/her current programme, outside GCC may apply for credit transfer/course exemption if they wish to have these studies recognised for the current programme. Students are required to provide supporting documents, such as official transcripts and detailed course outlines, in order to have their application processed. Final approval of all applications will be subject to the approval of the respective Programme Committee (or Head of School).

b) Students should note that the credits of all exempted courses do not count towards their GPA calculation and have no bearing on the classification of awards.

c) The administrative fee is non-refundable regardless of the result of the application.

d) No more than 50% of credits of the specific programme can be transferred. Refer to Appendix 3 for details.

e) Students in Year-3 entry are required to take up a corresponding course for each exempted course. Per point (d), students are considered to have been granted a block exemption upon enrolling into the top up (Year-3 entry) programme, and therefore have already been transferred 50% of credits. Any further course exemptions will require taking up a corresponding number of new courses in the same category (General Education, or Major).

3.6 Add/Drop of Courses

a) Students are allowed to change the courses they take during the add/drop period (normally the first two weeks of each semester of studies). Announcement of details will be made by the Registry at least one week before the add/drop period. Students should complete and return the application form to the Registry for approval before the deadline.

b) For adding courses, decision of approval is subject to the feasibility of fitting the additional course into the student's timetable, the availability of places of the course and the number of courses taken in a semester should not be more than 7 and 3 for full-time and part-time students respectively. Discretion may be exercised for exceptional cases.

c) For dropping courses, it is subject to the condition that the number of courses taken by a full-time student in a semester should not fall below four (4). Discretion may be exercised for exceptional cases.

d) Applications filed after the add/drop period may be considered if sufficient supporting evidence and explanation, supported by the Programme Director / Mentor, is provided. Such an application is subject to an administrative fee.

3.7 Policy on Taking Additional Courses

a) In order to be eligible for the award of a qualification, students are required to obtain the designated number of credits by taking sufficient courses during their studies as one of the graduation criteria.

b) Some students may consider taking more courses than normally scheduled in the study plan. The maximum number of courses that students can take in a semester is seven (7).

c) Students who want to take more than seven courses in a semester should write to the

Programme Director for endorsement. The Registry should be notified by the Programme Director with the result.

3.8 Programme Transfer

a) Students who wish to apply for programme transfer should meet the stipulated requirements and consult the Programme Directors of the programmes concerned for advice and approval in advance.

b) Students should note that different programmes may have different entrance requirements. They should check carefully before their application.

c) Successful transfer to a programme does not imply students can study a higher year in the transfer-to programme than the original one. Decisions will be made by the relevant Programme Director on a case-by-case basis.

4. ACADEMIC REGULATION

4.1 Attendance and Leave of Absence

a) All students must attend every timetabled teaching session punctually. Timely attendance demonstrates respect for instructions and peers, minimises disruption to scheduled learning activities, and upholds the collective learning environment.

b) Attendance at College Assemblies is a mandatory student requirement. Any student whose cumulative assembly attendance rate falls below 80% will receive the notation "College Assembly: Not accomplished" permanently recorded on their official academic transcript at the point of graduation.

c) A student shall be marked as unapproved absent if any of the following scenarios occur:

- Missing academic activities without submitting a formal leave request through the Registry's official Leave of Absence application system;
- Missing a timetabled session without prior notification to the course lecturer;
- Arriving more than 30 minutes after the scheduled start time of a teaching session.

d) Any student with an unapproved absence must submit a formal Leave of Absence request to the Registry within 7 consecutive calendar days from the date of the missed session. No applications received after this 7-day deadline will be processed or approved. All leave requests must be submitted via the official GCC online leave portal: https://registry.gcc.edu.hk/leave as the formal application to be considered by the Registry. Students are also required to inform the lecturer of the missed class of their absence.

e) Regardless of the length of absence (approved or unapproved), the student bears full responsibility for contacting relevant teaching staff to arrange catch-up sessions, submit overdue assessments, and secure formal approval to complete all missed mandatory academic coursework and activities.

f) Students requiring medical leave for a continuous period of more than seven calendar days must complete two mandatory steps:

1. Submit written notification of their medical absence to both the relevant course teaching staff and their Programme Director at the earliest opportunity;
2. File a formal Leave of Absence application via the official online portal, attaching both the written absence notification and a valid medical certificate issued by a fully registered medical practitioner.

g) For non-medical leave requests covering a continuous period longer than seven calendar days, students are required to secure written approval from both the relevant teaching staff and their Programme Director prior to submitting an official leave application. The

completed online leave request must include a copy of this written consent and a full, detailed statement explaining the grounds for requesting extended non-medical absence.

h) Any Leave of Absence request submitted via methods outside the designated GCC online Leave of Absence application system will not be logged into the official student attendance record system.

4.2 Deferment of Study and Change of Study Mode

a) Students may apply for deferment of study on grounds of health concerns, financial hardship or other justifiable valid reasons. Applications must be submitted no later than two weeks following the official semester commencement date. Late applications will not be considered except where supported by documented extenuating circumstances.

b) Where deferment is granted on medical-health grounds, a student's maximum permitted period of study may be extended accordingly.

c) Students granted study deferment must notify the Registry at least four weeks prior to the expiry of their approved deferment period to confirm their intended date of resumption of study. Failure to confirm resumption and re-enrol by the agreed resumption date will result in the student being classified as having unofficially withdrawn from their programme.

d) Full-time students may apply to switch to part-time study mode, provided their programme permits part-time enrolment. Upon formal approval of the study-mode change, tuition fees will be recalculated and charged at the prevailing part-time fee rate.

e) Part-time students may also apply to change their study mode to full-time. Once the change is formally approved, tuition fees will be recalculated and charged at the prevailing full-time fee rate.

f) A non-refundable administrative fee is payable for every application for deferment of study. The application form is available for download on the Registry website: https://registry.gratia.edu.hk.

4.3 Withdrawal of Study

a) Students intending to prematurely terminate their studies in GCC must apply for official withdrawal.

b) To withdraw, students must complete the appropriate clearance procedures. Students must settle all procedures before an official withdrawal status is given by the Registry.

4.4 De-registration

a) A student will be deemed de-registered from the College automatically if either of the following conditions is met:

   1. The student is absent from studies or unreachable by the College for a continuous period of more than one month without approved official leave or authorisation from the Registry;
   2. The student holds outstanding unpaid financial balances, including tuition fees and all other applicable College charges, for a continuous period exceeding one month without approved deferment or exemption from the Registry.

b) Students who are automatically de-registered under the above conditions will not be eligible for the issuance of any official academic or administrative documents. In addition, such students are not normally eligible for re-admission to any College programme.

4.5 Discontinuation of Studies

A student's studies shall be discontinued if:

a) Grade Point Average in a semester is below 1.0; or

b) Grade Point Average in a semester is below 1.33 for two consecutive semesters of attendance; or

c) Failed more than half of the courses or credit of courses attempted in a semester for two consecutive semesters of attendance; or

d) Failed to meet the graduation requirement within the maximum study period.

4.6 Dismissal

Students who are found to have committed a serious violation of the College's regulations or the Hong Kong SAR Law, including but not limited to the Hong Kong National Security Law will be subject to immediate dismissal by the College. They will not normally be considered for re-admission.

4.7 Re-admission

A student who has officially withdrawn can apply for re-admission to GCC but will have to compete with other applicants.

4.8 Academic Honesty

To uphold the College's high academic standards, students must practice academic honesty and avoid misconduct such as cheating, plagiarism, misrepresentation, or fabrication of information. Examples of academic misconduct include, but are not limited to:

a) Copying from another student's examination script;

b) Communicating with other students during the examination;

c) Using unauthorised materials or devices (e.g., mobile phones) during an examination;

d) Arranging for another person to attend learning activities or take an examination on one's behalf;

e) Passing off work done by another student as one's own work;

f) Submitting the same work for two different courses;

g) Copying source materials word by word without proper citation or acknowledgement;

h) Paraphrasing or translating source materials without proper citation;

i) Fabricating information, data or analyses;

j) Altering data to produce desired results;

k) Selectively reporting results to misrepresent findings, etc.

4.9 Plagiarism

a) Plagiarism is the deliberate use or incorporation of another person's work—including online sources and content generated by computer algorithms such as Generative AI—without proper citation or acknowledgement, followed by submission of that work for academic credit or presentation. Forms of plagiarism may include:

    1. Copying source materials word-for-word without citation
    2. Paraphrasing or translating source materials without acknowledgement
    3. Using content generated by computer algorithms (e.g., Generative AI) without proper citation

b) The College takes plagiarism very seriously. Students are given sustained support in all courses on the need to think for themselves.

c) Students are required to use plagiarism detection software acquired by the College for originality check before submitting the assignment/project. They should print out the originality report and submit it together with the assignment/project.

4.10 Guidelines for the use of Generative AI tools

a) With reference to this on-line resource from the Gratia Christian College Library (https://library.gratia.edu.hk/ai-literacy/) and HKUST Library (https://libguides.hkust.edu.hk/AI-tools-literature-review/cite-ai-content), students are required to adhere to the following principles:

1. Authorship: GenAI tools (such as ChatGPT) should never be used as author or co-author.
2. Disclosure: The use of GenAI must be stated clearly.
3. Attribution: The AI-generated content must be cited clearly.
4. Responsibility: Authors are fully responsible for the accuracy and integrity of the AI-generated content.

b) Students are required to:

1. declare full responsibility for the AI-generated content.
2. acknowledge the extent of the use of GenAI tools.
3. cite, clearly and properly, the AI-generated content using the specific guidelines of the adapted citation standard/protocol.
4. show understanding of the AI-generated content which may be different with the same prompt at different times. It is necessary to include part, if not all of the AI-generated content as supporting information. In general, a permalink can be obtained for pointing to the AI-generated content with a specific prompt at a specific time. It is recommended to include such a permalink as supporting information in the citation.

c) Due to the complexity of learning objectives in different courses, more requirements may be applied on top of the above. Students are advised to obtain the specific information, which are usually available in the Course Progression Document, from the course lecturer in-charge before submitting any assignments. Refer to Appendix 6 for more detailed guidelines.

4.11 Procedures for Handling Academic Misconduct and Plagiarism

a) If a student engages in any academic misconduct as described above, the academic staff concerned (e.g. Course Lecturer) should report to the relevant Head of School.

b) The School will investigate the case with the student concerned.

c) If the charge is established, the School will report the case, in writing, to the Student Disciplinary Committee.

d) The Student Disciplinary Committee will review the case. If the student is proved to have engaged in any academic misconduct as described above, he or she may be subject to academic disciplinary action. Examples of such action, depending on the severity of

the misconduct, may include:

1. verbal warning;
2. written reprimand;
3. grade reduction, which might be a failing grade for a grave offence;
4. probation;
5. suspension or dismissal from the programme or the College; or
6. revocation of the student's degree or certificate.

e) The decision will be sent to the Registry. The Registry will then notify the student of the disciplinary action and is responsible for keeping the misconduct record of students and the disciplinary actions imposed.

4.12 Intellectual Property

a) Intellectual Property and Materials made and created by students during their study at the College shall be owned by the College and shall vest in the College upon the making and creation of the Intellectual Property and Materials.

1. In the scope of the Handbook, "Intellectual Property" means any discovery, creation, invention, design, get-up, trademark, know-how or any research effort and all rights pertaining thereto whether registrable or not including patents, copyright, trademarks, designs, utility models, or other such rights in any country.
2. "Materials" means the materials created by the students including but not limited to documents, designs, drawings, photographs, sketches, plans, notes, memoranda, records and writings, conference presentations, sculptures, journal articles and copies thereof.

b) The College considers the protection of intellectual property a serious matter and copying of copyrighted materials, without the licence of the copyright owner, may be regarded as plagiarism. Students should comply with the Copyright Ordinance at all times. Under the Copyright Ordinance, a copyright in a work is infringed by a person who, without the licence of the copyright owner, among other things, copies the work, issues or makes available copies of the work to the public. Copying a work means reproducing the work in any material form, including storing the work in any medium by electronic means. Making copies of the work available to the public includes putting it on the Internet. Any printed material in book or volume form which carries a claim to copyright either on the reverse side of the title page, or next to it, is copyright protected. All materials in all periodicals are normally presumed to be copyright protected.

c) Under Hong Kong Law:

1. a person who, without the licence of the copyright owner, sells, offers for sale or distributes an infringing copy of the work for the purpose of trade or

business commits an offence punishable by a fine of HK$50,000 in respect of each infringing copy and imprisonment for 4 years. The person is also subject to an action for damages (or for handing over the profits) by the copyright owner.

2. it is also an offence if a person who, without the licence of the copyright owner, distributes otherwise than for the purpose of trade or business to such an extent as to affect prejudicially the owner of the copyright, an infringing copy of a copyrighted work, the person will also be liable in the same way as mentioned above.

4.13 College-wide Student Complaint Handling Procedure

1. Principles
    a. Fairness & Transparency: All complaints will be handled impartially.
    b. Non-Anonymity: Anonymous complaints will not be processed.
    c. Evidence-Based: Complaints must be substantiated with relevant evidence.
    d. Confidentiality: All information will be treated as strictly confidential, accessible only to authorised parties.
    e. Compliance: Adheres to HKSAR's Personal Data (Privacy) Ordinance, and institutional policies.
    f. In general, complaints related to non-teaching matters should be addressed to the relevant head of office.
    g. Complaints related to teaching should be addressed to the relevant programme director/head of school first.
    h. When the informal process of resolving the matter fails, or if a complainant decides not to attempt any informal resolution, the complainant may make a formal complaint to the Registry or the President's Office.
2. Complaint Submission
    a. Requirements:
        i. Submitted in writing via email to the Registry (registry@gratia.edu.hk) or President's Office (presidentoffice@gratia.edu.hk).
        ii. Must include:
            1. Complainant's full name, student ID, and contact details.
            2. Course Title, if applicable, and date of incident.
            3. Detailed description of the complaint, including evidence (e.g., emails, screenshots, witness statements).
            4. Desired resolution.
    b. Non-Compliance:
        i. Incomplete, anonymous, or unsubstantiated complaints will be dismissed.
3. Acknowledgement of Receipt
    a. Formal acknowledgement sent within 5 working days of receipt.
    b. For academic staff, the VP (Academic) will be notified. Otherwise, the VP (Admin)

will be notified. If either one of them is subject to the complaint, similar or higher ranking staff such as the other VPs or President will be notified.

4. Investigation
    a. Process:
        i. Commences within 7 working days of acknowledgement.
        ii. An independent committee will be convened by the VP, assisted by the Registrar, in consultation with:
            1. Programme Director/Head of School/Functional Unit Head
            2. Human Resources (if involving staff conduct).
            3. Legal/Compliance Office (if required).
    b. Evidence Review:
        i. All submitted evidence will be objectively assessed.
        ii. Complainants may be contacted for further details.
5. Resolution & Response
    a. Investigation outcomes and resolution steps finalised within 20 working days (complex cases may extend) from the start of the investigation.
    b. Written response to the complainant to include:
        i. Summary of findings.
        ii. Actions taken (e.g. policy reviews, disciplinary measures).
        iii. Rationale for decisions
    c. Copies retained by the Registry, relevant School and the President's Office.
6. Escalation
    a. Dissatisfied complainants may escalate to the President within 10 working days of receiving the outcome.
7. Documentation & Confidentiality
    a. Record-keeping:
        i. Secure digital log of all complaints maintained by the Registry.
        ii. Records include: complaint details, evidence, correspondence, outcomes, and actions taken.
        iii. Retained for 6 years (or per statutory requirements).
    b. Confidentiality:
        i. Access restricted to investigators, authorised staff, and regulatory bodies (if mandated by law).
        ii. Breaches of confidentiality will result in disciplinary action.

4.14 Sexual Discrimination/Harassment Handling

1. The College is committed to providing a safe, respectful, and inclusive learning environment for all students. Sexual harassment violates your dignity and is unacceptable.
2. What is Sexual Harassment?

    Sexual harassment is any unwanted behaviour of a sexual nature that makes you feel

offended, humiliated, or intimidated.

This includes:

- Unwanted sexual advances or requests for sexual favours.
- Unwelcome verbal comments, jokes, or gestures of a sexual nature.
- Unwanted physical contact.
- Displaying sexually explicit or offensive material.
- Any other conduct of a sexual nature that creates a hostile or intimidating environment for you.

This behaviour is unacceptable whether it happens in person, online, or through any other form of communication.

References are available on the EOC's website, COMPASS - the EOC's ASH Resource Platform: https://www.eoc.org.hk/COMPASS/en/faq-for-schools-and-educators/

3. What Should You Do?
    a. Seek Informal Resolution (If you feel comfortable)
    You can often stop the behaviour early by:
        i. Telling the person directly that their behaviour is unwelcome and you want it to stop.
        ii. Seeking advice and support from a trusted staff member, such as your Mentor, your Programme Director, a Student Counsellor, or the Student Development Manager. They can provide confidential advice and may help you communicate with the other person.
    b. Make a Formal Complaint

        If the behaviour continues, if informal steps are not appropriate, or if the situation is serious, you can make a formal complaint.

        i. Who to contact: Report the incident to the Student Development Manager.
        ii. What happens: They will explain the process, support you, and help you prepare a written complaint. All complaints are treated with the strictest confidentiality.
4. Investigation Process
    a. An investigation will be conducted fairly and impartially.
    b. You and the person you are complaining about (the respondent) will be kept separate during the process to prevent victimization.
    c. The investigation may involve speaking to you, the respondent, and any witnesses.
    d. We aim to resolve matters as quickly as possible. The full process, from complaint to outcome, typically takes around five months.
5. Important Principles
    a. Protection from Victimization: The College will not tolerate any form of punishment or mistreatment against anyone who makes a good-faith complaint or acts as a witness. This is a serious offence.

b. Confidentiality: Your privacy and the privacy of all involved will be respected throughout the process. Details will only be shared with those who need to know to handle the complaint.
c. False Accusations: Making a complaint that is knowingly untrue is a serious matter and may lead to disciplinary action.

6. Possible Outcomes

   If a complaint is proven, outcomes can include:

   a. A formal apology or agreement for the behaviour to stop.
   b. Changes to class or accommodation arrangements to ensure your safety.
   c. Mandatory counselling or training for the respondent.
   d. Formal disciplinary action against the respondent, which could result in suspension or expulsion from the College.
   e. The case will be reported to the Hong Kong Police in case of violation of the Sex Discrimination Ordinance.

7. Getting Help and Support

   Your well-being is our priority. You are encouraged to seek support from our Student Counsellors at any time, whether you are making a formal complaint or just need someone to talk to.

8. External Options

   You always have the right to report the incident to the Hong Kong Police or the Equal Opportunities Commission (EOC) outside of the College's procedures.

9. For advice, support, or to make a complaint, please contact:
   a. The Student Development Office (sdo@gratia.edu.hk)
   b. The Registry (registry@gratia.edu.hk)
   c. The President’s Office (presidentoffice@gratia.edu.hk)

5. ASSESSMENT, EXAMINATION AND PROGRESSION

5.1 Assessment

a) Assessment in courses/programmes normally comprises two categories. They are Major Assessment (summative) and Other Assessment (formative). It will be competency-based and grade-related in nature. The various components of the continuous and final assessments are each given a weighting which is taken into account when determining the student's final grade for each course.

b) Assessments may take a variety of forms – essay, assignment, oral presentation, written project report, journal, portfolio, examination etc. Students' final grade will be based on all the various components of assessment in the course, duly weighted. Refer to Appendix 5 for College-wide Assessment Criteria for different types of assessments. The College-wide Assessment Criteria is applicable to all courses unless a specific set of criteria is included in the Course Progression Document of the specific course.

5.2 Submission of Course Assessment

Students should submit their course assessments on time. Under certain circumstances, students may unavoidably seek approval for late submission of a course assessment from the Programme concerned. The School may approve the late submission of a course assessment when it is considered unavoidable but the assessment may be subject to mark deduction. The Learning Management System (eg. the Moodle system), https://moodle.gcc.edu.hk, should be the major means of submission.

5.3 Tests and Examinations

a) Students are required to attend all scheduled tests and examinations. Those who fail to attend a test or examination without prior approval will not be eligible for re-assessment.

b) Only students whose names are on the course enrollment record and whose attendance is satisfactory for a course will be permitted to sit for the end-of-course examination.

c) Students will be considered to have failed a course if they attain a minimum composite mark below 30% in a course.

d) Students who attain a minimum composite mark of at least 30% but below 40% in a course (Marginal Fail) will be eligible to attempt a supplementary examination to upgrade their course marks.

5.4 Special Examination Arrangement

a) Students with special educational needs due to physical, visual, oral and other learning disabilities; or who may have temporary disabilities due to illness or injury can request special examination arrangements.

b) The application should be submitted together with the up-to-date medical/assessment report issued by the Hospital Authority, Department of Health, Education Bureau or registered medical practitioners (e.g. speech therapist, audiologist). The medical/assessment report submitted should prove the special needs of the students and state the special examination arrangements required by the students.

5.5 Grades and Grade Points

The relationship between grades, grade points and interpretation is set out in the table below:

Grade	Marks		Grade Point	Broad Interpretation
	from 2023/24	2015/16 to 2022/23		
A	85 to 100	80 to 100	4.00	Outstanding
A-	80 to 84	75 to 79	3.67	
B+	75 to 79	70 to 74	3.33	Good
B	70 to 74	65 to 69	3.00	
B-	65 to 69	60 to 64	2.67	
C+	58 to 64	55 to 59	2.33	Satisfactory
C	52 to 57	50 to 54	2.00	
C-	46 to 51	45 to 49	1.67	
D	40 to 45	40 to 44	1.33	Marginal
F	0 to 39	0 to 39	0.00	Unsatisfactory

The above mapping applies to all courses. Change of mapping requires Academic Board endorsement.

5.6 Grade Point Averages and the Monitoring of Student Performance

a) The overall grade that students obtain for each course will be converted into a grade-point-average on the basis of the table above. A cumulative grade-point-average, derived from the Grade Points obtained by students in each completed course, will be kept by the Registry as they progress through the programme. The Registry will inform students of their overall Grade Point Average at the end of each semester after the examination

period.

b) The semester Grade Point Average (SGPA) is calculated by dividing the Total Grade Points obtained in the semester by the Total Credit Attempted in the same semester. Failed courses are included in the calculation.

c) The cumulative Grade Point Average (CGPA) is calculated by dividing the Total Grade Points obtained up to the time of calculation by the Total Credit Attempted in the same period of time. In the case of retaken courses, only the best grade will be used in the calculation of CGPA and Credit Attempted will be counted once only.

d) Students' mentors will also be provided with a copy of the Grade Point Average information so that they can render appropriate study guidance and counselling to students. Where a student's cumulative Grade Point Average has fallen below 1.67, the students will receive a Letter of Academic Warning or will be placed on Academic Probation respectively.

5.7 Regulations Concerning Attendance and Eligibility to Attend End-of-course Assessments/Examinations

a) Students are expected to attend all scheduled contact hours in the programme for which they have registered. Students should note that an absence means non-attendance at the scheduled session. Discretion will be allowed for non-attendance due to ill-health with a medical certificate.

b) Students whose attendance of a course is **less than 80% may not be allowed to attend the end-of-course assessment/examination**. For courses with no examination, their major assessment will not be marked.

c) In normal circumstances, **students who fail to sit for/complete the end-of-course examination/assessment without prior approval will receive no grade for the whole course and will have to retake it in a later semester.**

5.8 Assessment and Examination Results

a) Course assessment results, end-of-course examination results and final grades for courses will be announced when assignments, scripts and the like have been marked and graded and have passed through the appropriate procedures. Such results will remain provisional until final approval is given by the Academic Board.

b) Students may request a review of the finalised course results determined by the Academic Board. They should lodge their appeal by completing an application form to the Registrar **within 10 working days upon release of the finalised course results**, with the reasons for the request clearly stated. Students are only allowed to appeal for a

maximum of 3 courses in each semester. The Registrar will pass the request to the Appeals Committee which may decide to ask the Lecturer(s) and School(s) concerned to review the assessment in question or may choose to reject the request.

c) The scope of the appeal should include all forms of assessment contributing to the final grade of the course. Multiple appeal applications are required should multiple forms of assessment are to be appealed.

d) The overall Grade Point Average for the programme as a whole and the Classification awarded to each student will be announced in written form by the Registry when these have been approved by the College Academic Board.

e) Students will be provided with official transcripts of all their results by the Registry when they leave the programme.

f) The passing requirements of a course, **except for Practicum**, are categorised as follows:

1. **Pass:** Total Assessment Mark is at least 40%. A course grade will be assigned from A to D based on the College's Grading System. (Note: Attaining at least 30% in Major Assessment is no longer required.)
2. **Marginal Fail:** Total Assessment Mark is below 40% but at least 30%. Students will be offered Supplementary Assessment capped at Grade C+.
3. **Fail:** Total Assessment Mark is below 30%. Students will be required to retake the course.

Case	Total Assessment Mark	Course Result	Grade and Consequence
1	At least 40%	Pass	be awarded a Grade A to D
2	Below 40% but at least 30%	Marginal Fail	be awarded a Grade F AND required to take Supplementary Assessment*
3	Below 30%	Fail	be awarded a Grade F AND Retake the Course

* Result of the supplementary assessment is capped at Grade C+.

5.9 Make-up Examinations/Assessments

a) Make-up examination/assessment may be arranged in the following cases:

1. medical grounds such as hospitalisation or contraction of a highly contagious disease (e.g. COVID-19, measles, chickenpox);
2. extraordinary conditions which are beyond students' control (e.g. death or serious illness of students' immediate family members);
3. other unforeseen scenarios (proof must be provided by students to support the claim).

b) There is no cap on the maximum Grade that students can be awarded on a make-up examination/assessment.

c) Students should understand that make-up examination/assessment will not automatically be granted on request. Approval may be given by the Registrar with the endorsement from the Programme Directors concerned.

d) Upon notification by the Registrar, a make-up examination/assessment will be arranged within the specified make-up/supplementary examination period.

5.10 Supplementary Assessments and Retake of Courses

a) Supplementary Assessments

1. Students who obtained a Total Assessment Mark of 30% to 40% (inclusive) or a resolution from the Academic Board will be granted a chance of supplementary assessment.
2. The supplementary assessment will cover as many of the objectives of the course as is practical. The maximum grade that students can be awarded on a supplementary assessment is C+.
3. Upon notification by the Registry, the supplementary assessment will be arranged within the specified make-up/supplementary assessment period.
4. Students will only be permitted to take a supplementary assessment on a particular course once. A failing mark/grade in the supplementary assessment will result in an overall failing grade in the course.
5. As per Appendix 4, Supplementary Assessment is subject to administrative fee, students are required to notify, in writing, the Registry with their intention not to participate in the Supplementary Assessment.

b) Retake of Courses

1. Students who obtained a Total Assessment Mark of below 30% or a resolution from the Academic Board are required to retake the course.
2. Students who wish to improve a grade on a course, so as to fulfil the conditions for obtaining an overall GPA of 2.0, will be required to retake the course(s) concerned in the subsequent semesters.
3. Retaking a course purely on the basis of grade improvement is prohibited unless endorsement by the Academic Board is obtained.
4. Students should note that fees will be charged on courses that are retaken outside the normal study period.

5.11 Academic Performance Monitoring

a) Awareness of academic performance may help students to better strategise their studies according to their actual learning needs and environment. A two level academic performance monitoring system was designed to flag students for possible early intervention.

b) Students who scored lower than or equal to 1.67 in their cumulative GPA at the end of each semester will be placed on "Academic Probation".

c) Students who are under "Academic Probation" will be subject to close monitoring and their academic performance status will be updated according to the following conditions:

    1. "Academic Warning" will be issued if the term/semester GPA is lower than 2.0.

    2. The "Academic Probation" status will be lifted if their cumulative GPA is higher than 2.0.

d) Students' Mentors will be informed by the Registry when the students are placed on "Academic Probation". They are responsible for discussing the study plan with the students and advising them on the ways to improve on their studies.

5.12 Appeals Associated with Assessment and Progression

a) Students who wish to object to a decision made by any School or by the College Academic Board or other Units concerning assessment can lodge an appeal by completing a form and submitting it to the Registrar within 10 working days upon the release of results. They must provide cogent reasons, and, where appropriate, evidence to justify their appeal.

b) Students should note that appeal will not necessarily result in an upgrade of the assessment mark/grade.

c) Appeals Committee composition:

    1. Chairman: Vice President (Academic)

    2. Secretary: Registrar

    3. Third Member: Head of School (if the Head of School is the lecturer of the course under appeal, an academic staff member of the School should be appointed by the Chairman to take up the seat)

d) The appeal process is as follows:

    1. Upon clearing of the Appeal Administration Fee, the Registry will notify the Chairman of the Appeals Committee first. The Chairman then identifies and informs the Third Member of the Committee to assess the case and communicate

with the responsible lecturer for input. A second marker will be appointed by the Chairman through consultation with the Third Member to re-assess the assessment concerned.

2. The second marker should mark the assessment with the assessment rubric/marking scheme in place and without knowledge of the first mark given (blind marking).
3. The Third Member is expected to provide the following relevant documents to the Appeals Committee within 7 working days after receipt of the appeal application:

    - A set of the student's marked assessment scripts including the original marker and the appointed second marker,
    - Assessment rubric/marking scheme used for the assessment,
    - A brief report from the original lecturer(s),
    - Comments and recommendations on the decision of the appeal written by the Third Member.

4. The Appeals Committee shall render the final verdict on the case of appeal within 3 working days after receipt of the documents from the Third Member.
5. The Registrar shall draft an appeal case report based on the final verdict and notify the student and the lecturer concerned.
6. The entire appeal process should be completed in no more than 14 working days after receipt of the appeal application.

e) The Appeal Administration Fee will be refunded if the appeal results in an upward adjustment of the assessment mark/grade.

6. GRADUATION AND AWARD CLASSIFICATION

6.1 Graduation Requirements

a) All students must have fulfilled the graduation requirements stipulated by the College in order to be eligible for an award.

b) Students should refer to the Programme Handbook of respective programmes for details of the graduation requirements.

6.2 Award Classification

A student who satisfies the conditions for graduation would be recommended by the School for the qualification with one of the following classifications:

For Degree Programmes

Classification	Overall GPA
First Class Honours	3.5
Second Class Honours - Upper Division	3.0
Second Class Honours – Lower Division	2.7
Third Class Honours	2.3
Pass	2.0

For Advanced Diploma, Higher Diploma, Professional Diploma, and Diploma Programmes

Classification	Overall GPA
Distinction	3.4
Credit	2.7
Pass	2.0

7. STUDENT FINANCE

7.1 Application Fee

A non-refundable application fee for each programme is collected upon submission of the application. Please refer to the Fee Schedule in Appendix 4 for the fees to be charged for local and non-local applications.

7.2 Tuition Fee

a) All fees are subject to annual review and GCC reserves the right to revise them from time to time. All fees are non-refundable and non-transferable unless otherwise stated.

b) In the event that a non-local student's visa application is not approved by the relevant immigration authority, all fees paid are non-refundable.

7.3 Deferred Payment of Tuition Fee

a) If students have any financial difficulties in settling the tuition fee before the due date, they are required to seek prior written approval from the Finance Office for deferred payment. They must contact the Finance Office by sending a completed application form to studentfee@gratia.edu.hk at least 2 weeks before the payment due date. Applications will be considered on a case-by-case basis. No late application will be accepted.

b) The first-year enrolled students are required to pay an offer acceptance deposit and settle the tuition fee before the due date to indicate their acceptance of the offer. The deposit payment cannot be deferred.

7.4 Overdue Payment and Deregistration

a) Failure to pay the required fees by the due dates without prior approval from the College will result in serious consequences including withholding the issue of academic documents, deactivation of student cards and suspension of access to the College's Library and Moodle accounts.

b) If students fail to settle the tuition fee on or before the payment due date or by a later date specified when the deferral is granted:

    1. They will be charged a penalty of HK$300; and
    2. If they fail to settle the outstanding fees within two weeks from the due date, they shall be considered as having unofficially withdrawn from the College.

c) For subsequent reinstatement of student status, the student will have to pay a surcharge of HK$500.

d) Reinstatement of the student status will not be considered for unofficially withdrawn students with prolonged overdue fees of more than four weeks, who will then be required to re-apply for admission through normal procedures.

e) The College may resort to legal recourse such as filing a claim in the Small Claims Tribunal for recovery of tuition fees that are long overdue.

7.5 Caution Money and Student Identity Card Fee

Students are required to pay caution money and a student identity card fee upon their first registration. Please refer to the Fee Schedule in Appendix 4 for the fees to be charged. The sum is

a) normally converted to the graduation fee upon completion of a programme; or
b) refundable after clearance and return of the student identity card in cases of transfer or official withdrawal from GCC.

7.6 Tuition Fee Arrangement for Study Beyond The Minimum Study Period

Students are expected to fully pay the total programme fee over the designated minimum study period of the specified programme. Tuition Fee beyond the minimum study period will be calculated on a per course basis. The course fee will be charged as below:

For each **attempted** course (retake),

$$Course\ Fee = \frac{Total\ Programme\ Fee\ \times\ 1.15}{Total\ Weighted\ No.of\ Courses\ (including\ loading\ factor)\ in\ the\ Programme}$$

For each **first attempt** course,

$$Course\ Fee\ = \frac{Total\ Programme\ Fee \times 1.15}{Total\ Weighted\ No.of\ Courses\ (including\ loading\ factor)\ in\ the\ Programme} \times 0.25$$

In general, loading factor of 1 will be used except for the courses list below:

Course	**Loading Factor**
HEC201a, HCM201	1.5

MM4401, CM4201, CM4202, CM4203, PY4006, PY4101, PY4102, HEC201b	2
SW3101, SW4102, HSW131, HSW251	3

The Weighted No. of Courses (including loading factor):

Programme	Year of Entry	Total Weighted No. of Courses
BSM	1	42
BPsy	1	42
BPsy	3	22
BSW	1	43
BSW	3	21
BCM	1	45
BCM	3	23
HDECE	1	26.5
HDTBM	1	21
HDPC	1	21
HDCM	1	21.5
HDSW	1	27
PDPFM	1	9
ADPFM	1	18 or 15*

* The weighted no. of 15 applies only to the new curriculum implemented from the Spring 2027-28 intake onwards.

Please note that the Total Weighted No. of Courses in the above table may be updated without notice. The number used by the Registry should be regarded as the final one.

7.7 Financial Assistance

a) If full-time degree or higher diploma programme students require any financial

assistance during their studies at GCC, they may apply for Financial Assistance Scheme for Post Secondary Students (FASP) and Non-means-tested Loan Scheme (NLSPS) provided by the Working Family and Student Financial Assistance Agency (WFSFAA).

b) If full-time diploma programme students require any financial assistance during their studies at GCC, they may apply for the Extended Non-means-tested Loan Scheme (ENLS) provided by the WFSFAA.

c) More details could be found on the website of the WFSFAA.

7.8 Continuing Education Fund (CEF) Reimbursable Courses

a) Students enrolled in CEF reimbursable courses may apply for tuition fee reimbursement should they meet all of the eligibility requirements.

b) Information on the College's CEF reimbursable courses could be found on the College website.

c) More details on eligibility and application procedures could be found on the website of the CEF.

7.9 Fee Schedule

Please refer to the Fee Schedule in Appendix 4 for the full list of fees to be charged for various items and services.

8. CODE OF CONDUCT AND DISCIPLINARY ACTION

8.1 Student Code of Conduct

a) The College expects all students to conduct themselves in a way that does not hinder or damage its operation or reputation. Students are expected to:

1. act in accordance with all College regulations;
2. act in accordance with the HKSAR Law, including but not limited to the Hong Kong National Security Law;
3. respect the dignity and rights of others;
4. act with regard to the health and safety of others;
5. act with regard to the College's good reputation.

b) In cases where students behave in ways that cause harm to the College, its staff, other students or the public, the College is responsible for taking action to protect other members of the College community and its reputation.

8.2 Disciplinary Action

a) The College may take disciplinary action against a student who violates any rules or regulations or commits any misconduct including but not limited to:

1. dishonesty in completing assignments and examinations, including plagiarism and cheating;
2. obstruction or disruption of any academic activity or of the management, administration or operation of the College;
3. stealing, defacing or destroying the property of another person or of the College;
4. forgery or falsification of or use of forged or falsified documents;
5. misuse of College documents;
6. indecent behaviour;
7. assault on or defamation of or sexual and other forms of harassment towards or battery against any staff or student member of the College, or of any visitor to the College;
8. breach of the regulations for the use of the library and computing facilities, whether in the College or accessed through the College;
9. failure to behave in accordance with the provisions of any professional code

of conduct or equivalent which may be applicable to the student concerned, e.g. during internships or other work-based learning activity;

10. any conduct which is detrimental to the reputation and well-being of the College;
11. violation of HKSAR law or ordinance, including but not limited to the Hong Kong National Security Law.

b) For misconduct and/or violations of College regulations in general, cases are referred to the Student Disciplinary Committee. For breaches of regulations concerning Programme/School operations, cases will be handled in the first instance by the Programme/School concerned and endorsed by the Student Disciplinary Committee.

c) The composition of the Student Disciplinary Committee is:

- Chairman: Vice President (Academic)
- Secretary: Registrar
- Members: Programme Director/Head of School (different from the registered programme)
- Members: Unit Head of a Functional Unit

d) Disciplinary action may take the form of any of the following penalties in accordance with the nature and seriousness of the offence:

1. a reprimand;
2. a written warning;
3. suspension from part or all of the rights and privileges and/or the use of part or all of the facilities of the College for a specified period of time;
4. compensation for any damage to property of premises caused in the College;
5. suspension from the College for a specified period of time;
6. termination of studies at the College.

8.3 Appeals against Disciplinary Action

A student who is subject to disciplinary action may lodge an appeal against the decision made by the Student Disciplinary Committee and/or School to the Appeals Committee, chaired by the President or nominee within two weeks following the formal notification of the disciplinary action. The decision of the Appeals Committee shall be final.

9. STUDENT RECORDS

9.1 Student Identity Record

a) Upon enrolment, a student identity card will be issued to him/her. The card is a student's personal identification document at the College and he/she should carry his/her student identity card at all times while on the College premises.

b) The student identity card is the property of GCC and is not transferable. A student is advised to take good care of his/her student identity card. It should not be used by anybody else. Misuse or falsification of the card constitutes a major offence, and any student who commits this offence will be subject to disciplinary action.

c) In case a student's identity card is lost or damaged, he/she should submit an application for a replacement. Please refer to the Fee Schedule in Appendix 4 for the replacement fee for the new student identity card.

9.2 Transcript of Studies

Students may apply for an official academic transcript which contains a complete record of courses of their studies at GCC. Students will receive one free copy of their transcript at the time of graduation. For existing students or for graduates who request additional copies, an administrative fee will be charged for each copy. Postage will be charged if the transcript is requested to be sent by mail. Please refer to the Fee Schedule in Appendix 4.

9.3 Certification of True Copy

If a student wishes the College to provide certification on copies of his/her award parchment or record of achievement, he/she can bring along the original documents together with a completed form to the Registry for processing. Please refer to the Fee Schedule in Appendix 4 for the administrative fee to be charged.

9.4 Graduation Certificate

a) Upon successful completion of their studies at GCC, students will be conferred the graduation certificate at the College convocation held for that purpose. Students will be invited to the ceremony and will be requested to confirm their attendance with the Registry. Graduation certificates will normally be available for collection after the ceremony.

b) If a student has lost his/her graduation certificate, no replacement will be issued.

However, he/she can apply for a letter of certification of graduation. Please refer to the Fee Schedule in Appendix 4 for the application fee to be charged.

9.5 Use and Access of Student Data

a) The student personal particulars provided in the application form at the time of admission will be used for setting up a student's permanent record at GCC, and hence should be correct and updated at all times. Such information (including the photo image taken for the student identity card) will be used in activities in support of their studies at GCC including the activities conducted by the Student Union. The information may also be used in support of alumni activities after their graduation.

b) Besides the information collected at the time of application, the registration details and examination results are also kept in the permanent records of students for monitoring their progress during the programme and for reference when certification is required.

c) Only authorised departments within GCC will have access to student data. Access will be restricted to staff who are entitled to have data for discharging their duties within the College. Different levels of access rights to different types of data and information stored in the student information system are clearly defined, controlled and reviewed as appropriate.

9.6 Change of Personal Data

It is necessary for students to notify the Registry as soon as there are changes in their personal particulars. Otherwise, the student record will not be updated and correspondence may be misdirected.

10. ARRANGEMENTS FOR ADVERSE WEATHER

a) When Tropical Cyclone Warning Signal No. 3 or Red Rainstorm Warning is in force, all classes and examinations will proceed as scheduled, unless otherwise announced by GCC.

b) If the Hong Kong Observatory announces that adverse weather warnings, such as Tropical Cyclone Warning Signal No. 8 or Black Rainstorm, will be issued within the next 2 hours, special arrangements (including possible class cancellation) may be made depending on the prevailing weather conditions.

c) When Tropical Cyclone Warning Signal No. 8 (or above) or the Black Rainstorm Warning is in force, the following arrangements apply:

Class Arrangements

For Morning Classes	Warning signal is in effect at or after 7:00 am	All morning classes will be cancelled
For Afternoon Classes	Warning Signal is in effect at or after 12:30 pm	All afternoon classes will be cancelled
For Evening Classes	Warning Signal is in effect at or after 4:00 pm	All evening classes will be cancelled

Examination Arrangements

Warning is in effect at or before 7:00 am	All morning examinations will be postponed
Warning is in effect at or after 12:30 pm	All afternoon examinations will be postponed
Warning is in effect at or after 4:00 pm	All evening examinations will be postponed

d) Cancelled examinations will be rescheduled to a specific date according to the contingency arrangement.

e) If students are on their way to the campus when Black Rainstorm Warning or Signal No. 8 or above is hoisted, they should turn back as soon as weather and traffic conditions permit.

f) If a Black Rainstorm Warning or Signal No. 8 (or above) is hoisted while classes are in session, faculty and staff will provide guidance on the orderly suspension of classes and safe departure from campus as soon as weather and traffic conditions permit. Students

should remain indoors on campus until conditions are safe for dismissal.

g) If a Black Rainstorm Warning or Signal No. 8 is hoisted during the examination, the examination will be continued unless otherwise announced by the College.

Appendix 1: Health and Safety Guidelines

The College will strive at all times to provide a safe environment for all activities conducted in its buildings and facilities, to prevent injury or impairment to the safety and health of all staff and students involved. This requires that students follow the general health and safety guidelines below:

1. fully co-operate and participate in all measures taken to ensure health and safety;
2. take reasonable care at work and study of themselves and other persons who may be affected;
3. not to interfere with or misuse any of facilities, security or safety devices, electrical or electronic equipment, fire equipment, fittings or resources;
4. report problems related to health and safety matters to lecturers and/or other College staff;
5. take medical advice when ill with regard to coming to the College and refrain from doing so if so advised. Students should wear a mask if they have a cough, cold or flu.

Appendix 2: Assessment Policies

1. General Assessment Policy

- Students must participate in both Continuous Assessments and End-of-Course Assessments.
- Students with overall attendance below 80% will not be allowed to take the End-of-Course Assessment. In these cases, the course attempt will be marked as "Incomplete" and the student will receive a failing grade, requiring them to retake the course.
- Assessments must follow the criteria outlined in the Course Progression Document, which is updated before the start of each course.
- Continuous Assessment and End-of-Course Assessment will be graded numerically to 2 decimal places. These grades will be combined into a Course Total Assessment result, an integer, according to the weightings in the Course Progression Document.
- The Course Total Assessment result will be mapped to a letter grade (please see 5.5 Grades and Grade Points).
- Assessment results not entered into the Moodle system within a week after the "Make-up Classes and Exams" period will be marked as "No Submission".

2. Continuous Assessment Policy

- Students who miss a continuous assessment without a legitimate reason (e.g. medical certificate) will not be given a second attempt.
- Students should take assessments as scheduled. If a student needs to be absent, they must inform the lecturer and submit a leave of absence request to the Registry.
- Make-up assessments may be arranged, but the lecturer may deduct marks. Students absent without approval will receive no marks.
- Assessment results must be entered into the Moodle System within a week after the "Make-up class and Exams" period. No late submission will be accepted after this.

2. End-of-Course Assessment Policy

- Students with attendance below 80% will not be allowed to take the End-of-Course Assessment. Any submitted work will not be marked.
- Course Lecturer(s) may allow students to participate in the end-of-course assessment on a discretionary basis.
- Students not allowed to take the End-of-Course Assessment will receive a failing grade and their course attempt will be marked as "Incomplete".

3. Late Submission Policy

- Students should submit assessments on time. Late submission may be approved by the Lecturers if considered legitimate.
- Approved late assignments will be marked in the normal, but marks may be deducted.
- The concerned Lecturer(s) may be required to notify, in writing, the Registry with details of the late submission arrangement.
- As a general guideline:
  - Up to 1 week late without approval: marks may be deducted
  - More than 1 week late without approval: the assessment may not be marked
- The extent of mark deduction is at the discretion of the School or Programme, up to 30% for eligible late submissions.

Appendix 3: Policy on Course/Credit Transfer and Exemption

1. Types of Qualifications

- Qualifications for completed programmes or grades for individual courses, previously gained at either local or overseas post-secondary institutions or equivalent or professional/licensed bodies, would include:
  - Courses taken in an undergraduate or higher degree programme, full-time or part-time, in Hong Kong or elsewhere, irrespective of whether that programme has successfully been completed,
  - Courses taken in a programme at the level of Diploma, Higher Diploma, Advanced Diploma, Associate Degree, Teacher's Certificate or Professional Diploma,
  - Courses taken in recognised exchange programmes, and
  - Passes in papers of professional/licensed bodies.

- Notwithstanding the above, scores or qualifications obtained from entrance examinations for admission to university/tertiary education will not be considered as post-secondary qualifications nor for course exemption purposes. A few examples of such scores or qualifications are the International Baccalaureate (IB), the General Certificate of Secondary Education/Advanced Level Examinations (GCE), and the Hong Kong Advanced Level Examinations (HKALE).

- Despite the above listing of possibly acceptable qualifications/scores, this does not necessarily imply that qualifications/scores thus obtained be automatically recognised for each case. They will undergo the concerned Programme Director's evaluation and the School Head's approval, if appropriate, based on the relevancy of the course/credit for transfer to that of the corresponding course contents, the equivalence of academic standards between both courses, and individual candidate's merits. Candidates will be required to consult the School/Programme concerned on the possibility of granting course and credit exemptions before making an application to the programme concerned.

2. Evaluation Process for Course Exemption

- For an application for course exemption, a course completed elsewhere will be weighed based on its similitude in scope and standard to a comparable Gratia course (e.g. same QF Level) and on whether such course could sufficiently prepare enrollees academically for pursuing higher-level courses at GCC for which the exempted course is a prerequisite.

- Recommendations should be made by the Head of the relevant School/relevant Programme Director responsible for reviewing the course seeking exemption, subject to any relevant guidelines in force. Such recommendations should then be approved by the Head of School concerned. In cases where no comparable course is offered by the College, the decision will rest with the Head of School in consultation with the Programme Director of the major subject the candidate concerned is applying for.

- In assessing the comparableness of a course for exemption consideration, the Head of School/Programme Director should take into consideration the status of the institution issuing the qualification statement(s), the number of teaching hours undergone, the level of the course specified by that institution, the grade/score achieved, and the time since the completion of the course. Where applicable, a test assessing the standard the candidate has attained could be arranged.

- To ensure that students benefit most from the College's programmes, the exemption will not normally be granted for any one course completed elsewhere at equivalent standard if the course assessed is gauged as less than 70% in contents comparable to the corresponding course at the College.

- Where standard parity could be ascertained between the course seeking exemption and one offered by the College, the candidate will be recognised as having obtained a pass for that target course, in effect gaining the exemption of both the course and its credit value associated. After admission to the programme, such students granted exemption cannot earn credits through enrolling in the exempted course.

- Courses thus exempted through ascertaining the parity will not be reckoned in the GPA calculations.

- The transfer of the total number of courses/credits is subject to a maximum of 50% of the total credits of the programme concerned.

- For Year 1 entrants, exemption so granted should not exceed 6 courses per academic year.

- Students, albeit granted course exemption, are still required to observe the College regulations on the requirements as to the minimum number of courses/credits per academic year, the percentage of attendance, the total number of credits required for graduation, and any other relevant regulation.

3. Application Procedures

- Students seeking course exemption should apply by completing the course exemption form for submission to the Registry together with the required documents before the end of the

second week of a semester. **Late submissions will not be accepted.**

- The Registry will notify the student concerned of the results of the application in writing around **two weeks** after the submission of the completed application for course/credit exemption.
- Before the release of the exemption application result, the student concerned is still required to attend all scheduled classes.
- Refer to the Fee Schedule in Appendix 4 for charges.

4. Documents Required for Inspection

- The original(s) of Certificates/Diplomas (to be submitted in person if it is different from the one submitted to the Registry during admission)
- Official Transcripts or Academic Report (email format will not be accepted)
- Course descriptions / Course outlines (with details of assessments)

5. Tuition Fee Deduction (for block exemption only)

- This tuition fee deduction policy is applicable for students who apply for the same or lower QF level programme only, e.g. a degree holder applies for a higher diploma programme.
- After registration, those students are required to submit an application for block exemption and tuition fee deduction to the Registry within two weeks of registration. Late applications will not be accepted.
- Refer to the Fee Schedule in Appendix 4 for charges.
- The block exemption should be recommended by the School Head / Programme Director and approved by the VP (Academic). The result should be reported to the Academic Board.
- The following tuition fee reduction arrangement will apply:

Percentage of Courses Exempted Annually	Resulting Fee Reduction
40-50%	40%
20-40%	20%
Less than 20%	0%

- Students will be required to pay the full fees in the first half of the normal study period of the programme concerned.

Appendix 4: Fee Schedule

Charge Items		**Fee**
Admission	Application fee (local)	$200 / programme
	Application fee (non-local)	$500 / programme
Registration	Caution money *(note 1)*	$500 / student upon registration
	Credit transfer / course exemption fee	$150 / credit
	Transfer of programme	$200 / application
	Retention of study place (nil for summer) *(note 2)*	$1,500 / semester (local student) $3,000 / semester (non-local student)
	Extension fee after normal study duration (nil for summer) *(note 3)*	$1,500 / semester (local student) $3,000 / semester (non-local student)
	Late add/drop application *(note 4)*	$200 / course
	Administration fee for application for refund/waiver of tuition fees *(note 5)*	$500 / application
	Appeal against academic decisions *(note 6)*	$800 / application
	Reinstatement of registration	$500 / application
	Student card fee/replacement charge	$50 upon first registration; $100 for card replacement
	VISA fee *(for non-local students only)*	$600 / application
Assessment	Appeal against assessment result *(note 7)*	$800 / course
	Administration fee for supplementary / make-up assessment	$200 / course
Graduation / Certificate of Studies	Letter of certification of graduation	$50 / copy
	Re-issuance of receipt	$50 / copy
	Certification of a true copy of the document	$50 / copy
	Transcript of studies *(note 8)*	$50 / copy (in-person collection only)

	Graduation fee *(note 9)*	$500
Miscellaneous	Administration fee for refund of overpayment	$50
	Administration fee for splitting of payment *(note 10)*	$50 / transaction

Notes:

1. The caution money is chargeable to all students at first registration and refundable upon official withdrawal from the College, subject to no claim being outstanding. The sum will be converted to the graduation fee upon completion of a programme.
2. The fee for retention of study place will be charged to students approved for study deferment or students who do not take any courses in the semester (except semester 3) during the normal programme duration.
3. The extension fee after normal study duration will be charged to students by semester who are not required to pay any tuition fees for that semester (except for semester 3). This covers students who have completed all courses in the College but have not yet fulfilled the graduation requirements.
4. The last day of the normal add/drop period is the end of the 2nd week of each semester.
5. Students are required to pay an administration fee for application for refund/waiver of the tuition fees. The College will only consider refunding/waiving tuition fees under special circumstances with sufficient supporting documents and reasons provided by the students. The College reserves the right not to approve any refund/waive of tuition fees.
6. The fee will be refunded to the student if the academic decision is withdrawn by the College.
7. The fee will be refunded to the student if an advancement in grades is approved by the College.
8. The fee does not include postage or courier cost which will be charged if a delivery arrangement is requested. Please contact the Registry for information.
9. The graduation fee will normally be offset against the caution money for all students leading to awards given by the College.
10. All billed amounts should be paid in-full. An administrative fee will be charged to students for splitting a payment by using whatever payment methods. Specifically, the College will charge the administrative fee for each transaction until the outstanding amount is fully paid up.

Appendix 5: College-wide Assessment Criteria

Table 1 - Criteria for Assessment of Examination, Test, Quiz, Written Assignment

Grade	Criteria
Outstanding	Superior grasp of subject matter; strong evidence of good thinking; good organisation; capacity to analyze and synthesize; evidence of extensive knowledge base.
Good	Evidence of grasp of subject; some evidence of critical capacity and analytical ability; good understanding of issues; evidence of familiarity with the subject matter.
Satisfactory	Reasonable understanding of the subject; ability to develop solutions to simple problems and develop partial solutions to complex problems.
Marginal	Basic understanding of the subject; ability to develop solutions to simple problems.
Unsatisfactory	Fail to meet the criteria for Marginal Pass.

Table 2 - Criteria for Assessment of Project

Grade	Criteria
Outstanding	Demonstrate excellent ability to apply the knowledge acquired and develop effective strategies to tackle required task; show excellent teamwork, communication and time management skills; present and communicate information effectively and excellently.
Good	Demonstrate good ability to apply the knowledge acquired and develop effective strategies to tackle required task; show good teamwork, communication and time management skills; present and communicate information effectively.
Satisfactory	Demonstrate acceptable ability to apply the knowledge acquired and develop fair strategies to tackle required task; show fair teamwork, communication and time management skills; present and communicate information satisfactorily.
Marginal	Demonstrate marginal ability to apply the knowledge acquired and develop marginal strategies to tackle required task; show minimum teamwork, communication and time management skills; present and communicate information marginally.
Unsatisfactory	Fail to meet the criteria for Marginal Pass.

Table 3 - Criteria for Assessment of Participation

Grade	Criteria
Outstanding	Always prepare for class; always contribute to class by offering ideas and asking questions; always display facilitative behaviour during class.
Good	Frequently prepare for class; frequently contribute to class by offering ideas and asking questions; frequently display facilitative behaviour during class.
Satisfactory	Occasionally prepare for class; occasionally contribute to class by offering ideas and asking questions.
Marginal	Seldom prepare for class; occasionally contribute to class by offering ideas and asking questions.
Unsatisfactory	Fail to meet the criteria for Marginal Pass.

Table 4 - Criteria for Assessment of Discussion

Grade	Criteria
Outstanding	Discussion shows clear evidence of superior grasp of subject; good organisation; capacity to analyse and synthesise; responsive to others in discussion.
Good	Discussion shows substantial evidence of grasp of the subject; good understanding of issues.
Satisfactory	Discussion shows some evidence of grasp of the subject; reasonable understanding of issues.
Marginal	Discussion shows little evidence of grasp of the subject; basic understanding of issues.
Unsatisfactory	Fail to meet the criteria for Marginal Pass.

Table 5 - Criteria for Assessment of Oral Presentation

Grade	Criteria
Outstanding	An excellently structured presentation delivered in a superior standard of presentation skills; excellent interaction with the audience; provide quality answers to questions raised.
Good	A well-structured presentation delivered in a good standard of presentation skills; good interaction with the audience; provide good answers to questions raised.

Satisfactory	Reasonable presentation structure and presentation skills; some interaction with the audience; provide acceptable answers to questions raised.
Marginal	Acceptable presentation structure and presentation skills; little interaction with audience; provide fair answers to questions raised.
Unsatisfactory	Fail to meet the criteria for Marginal Pass.

Table 6 Criteria for Assessment of Case Study

Grade	Criteria
Outstanding	Show clear evidence of original thinking; excellent application of principles, theories or concepts of logical reasoning to the case.
Good	Show substantial evidence of original thinking; good application of principles, theories or concepts of logical reasoning to the case.
Satisfactory	Show reasonable evidence of original thinking; clear application of principles, theories or concepts of logical reasoning to the case.
Marginal	Show acceptable evidence of original thinking; basic application of principles, theories or concepts of logical reasoning to the case.
Unsatisfactory	Fail to meet the criteria for Marginal Pass.

Table 7 - Criteria for Assessment of Internship/Fieldwork Placement/Practicum

Grade	Criteria
Outstanding	Perform well in all areas; work very independently; self-reflective and self-directive; familiarised with the services and agency operation and perform well in the role of student worker; apply theories and knowledge to practice with clear goals and objectives; present well-organised and up-to-date written work; little guidance and instruction required.
Good	Perform well in most areas; work independently; self-reflective and self-directive; familiarised with the services and agency operation and observe the requirements for a student worker; apply theories and knowledge to practice with goals and objectives; keep written work well-organised and up-to-date for learning purpose; occasional guidance and instruction required.

Satisfactory	Perform well in some areas; work fairly independent; self-reflective and self-directive with extensive support from supervisor; basic understanding of agency and services and perform satisfactorily as a student worker; show understanding of theories and knowledge and try to apply them to practice; submit most of the written work on time; constant guidance and instruction required.
Marginal	Passive attitude towards learning and practice; require frequent support and advice from supervisor to work independently; learning to become self-reflective and self-directive; understanding of the services and agency is superficial; seldom submit work on time; a lot of guidance and instruction required.
Unsatisfactory	Fail to meet the criteria for Marginal Pass.

Table 8 - Criteria for Assessment of Thesis/Honours Project

Grade	Criteria
Outstanding	Thorough understanding of research background and conceptualisation of research question/topic; absolute familiarity with related literature; complete mastery of analytical tools and research methodology; precise and concise result interpretation with well-founded inferences and conclusions; high proficiency in both written and oral language skills.
Good	Good understanding of research background and conceptualisation of research question/topic; familiarity with related literature; mastery of analytical tools and research methodology; fair result interpretation with appropriate inferences and conclusions; proficiency in written and oral language skills.
Satisfactory	Appropriate conceptualisation of research question/topic and background information; reasonable familiarity with related literature; suitable use of analytical tools and research methodology; fair result interpretation with some inferences and conclusions; satisfactory written and oral language skills.
Marginal	Marginal ability in the understanding of research background and related literature, and in the conceptualisation of research question/topic; acceptable use of analytical tools and research methodology; partially accurate interpretation but without sufficient evidence and support; acceptable written and oral language skills.
Unsatisfactory	Fail to meet the criteria for Marginal Pass.

Appendix 6: Guidelines on Using Generative Artificial Intelligence Tools in Coursework

General Policy

The College supports the responsible and ethical use of generative artificial intelligence (GenAI) tools by students in their coursework. Students need to understand the appropriate use of GenAI tools in coursework and the implications of their use. Using GenAI tools to produce coursework without proper citation or referencing is considered plagiarism, which is contrary to the College's policy on academic honesty. Improper use of GenAI tools in coursework falls under plagiarism regulations and may result in academic penalties.

There are important considerations to keep in mind when using these tools, including information security and data privacy, compliance, copyright, and academic integrity. Any such use must be appropriately acknowledged and cited. It is the responsibility of each student to assess the validity and applicability of any GenAI output that is submitted as part of their coursework.

Students' Responsibilities

Students are required to:

a) declare full responsibility for the AI-generated content.
b) acknowledge the extent of the use of GenAI tools.
c) cite, clearly and properly, the AI-generated content using the specific guidelines of the adapted citation standard/protocol.
d) show understanding of the AI-generated content which may be different with the same prompt at different times. It is necessary to include part, if not all of the AI-generated content as supporting information. In general, a permalink can be obtained for pointing to the AI-generated content with a specific prompt at a specific time. It is recommended to include such a permalink as supporting information in the citation.

Due to the complexity of learning objectives in different programmes / courses, more requirements may be applied on top of the above. Students are advised to obtain the specific information, which are usually available in the Course Progression Document, from the course lecturer in-charge before submitting any assignments.

Citation Example

Here is an example of how to cite ChatGPT in APA Style (7th ed.):

> When prompted with "Is the left brain right brain divide real or a metaphor?" the ChatGPT-generated text indicated that although the two brain hemispheres are somewhat specialized, "the notation that people can be characterized as 'left-brained' or

'right-brained' is considered to be an oversimplification and a popular myth" (OpenAI, 2023).

Reference: OpenAI. (2023). ChatGPT (Mar 14 version) [Large language model]. https://chat.openai.com/chat

Ethical Principles for GenAI Usage in Professional Settings

Students must keep in mind core principles relating to the ethical use of GenAI in their future professional field.

a) Responsibility: Students are fully responsible for the accuracy and ethical implications of any AI-generated content they use. Students must be able to critically evaluate AI output for bias, relevance, and potential harm to clients.
b) Human Oversight, Accountability, and Safety: GenAI tools must never be used to draft clinical notes, assessments, or communications that require professional judgment, empathy, or a human therapeutic relationship. AI is a tool, not a replacement for professional judgment. GenAI errors and failures could have serious safety implications. The final responsibility for any action or decision rests with the human practitioner.
c) Fairness, Diversity and Inclusion: Students must audit AI tools for bias against clients belonging to a vulnerable group, such as based on race, gender, disability, or socioeconomic status.
d) Data Privacy and Confidentiality: Students must not enter client-identifiable information into public GenAI tools. Students must understand that doing so is a potential breach of confidentiality, data protection laws, and agency policies.
e) Lawfulness and Compliance: Students should always act in accordance with the relevant law and regulations.

Library Resources

Students are encouraged to consult the GCC Library page on AI Literacy, which provides extensive resources on GenAI (https://library.gratia.edu.hk/ai-literacy/).

Guidance for Course Instructors

Course instructors are strongly encouraged to effectively communicate their expectations and provide explicit guidance regarding the appropriate use and potential misuse of GenAI tools in coursework. Sample language statements may include:

a) Clarifying the extent to which and on which assignments students may use GenAI tools.
b) Explicitly stating that using GenAI tools to substantially complete an assignment is not allowed.
c) If students are not sure whether it is appropriate to use GenAI tools for a particular task, they should not hesitate to ask their course instructors.
d) It is better to be safe and avoid any potential issues with academic honesty.

e) If students have used any GenAI tool in their coursework, they should explain what they have used it for and what prompts they have used to get the results.

If students have used any GenAI tool in their research, they should describe how they have used it in the Methodology section or a comparable section of their research papers.

End of Student Handbook