

Raffles

School of Continuing *Education*

Hong Kong

STUDENT HANDBOOK

Updated on 23 October 2009

Student Handbook
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Welcome Letter from Hong Kong Raffles School of Continuing Education

To: Students of Diploma / Advanced Diploma Programme
Hong Kong Raffles School of Continuing Education

Dear Valued Students,

I would like to extend my warmest welcome to you on the Diploma and / or Advanced Diploma programme offered by the Hong Kong Raffles School of Continuing Education. This programme is one of the most established and prestigious diploma programmes in Asia.

I strongly advise you to follow strictly the policy set by the Hong Kong Raffles School of Continuing Education. Last but not the least, a programme structure of your course has been prepared for you. You may refer to it as you progress along in your studies.

Should you have any queries, please feel free to contact any of our Student And Academic Services Department. We would be pleased to offer our services to you.

I would like to take this opportunity to wish you all the best in your studies.

Yours sincerely,

Eric HO
School Supervisor and School Manager

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1 PROGRAMME HIGHLIGHTS

Diploma in Business Administration

The Diploma in Business Administration consists of 12 subjects and can be completed in 9 months for full time and 12 months for part time, as follows:

Term Full Time	Term Part Time	Subject Code	Subject	Credits	Duration Full Time	Duration Part Time
1	1	RHK AC102	Principles of Accounting	10	3 months	3 months
1	1	RHK MK105	Principles of Marketing	10		
1	1	RHK EC101	Principles of Economics	10		
1	2	RHK BF233	Principles of Banking and Finance	10		
2	2	RHK BS104	Business Information Systems	10	3 months	3 months
2	2	RHK BS106	Business Statistics	10		
2	3	RHK HR107	Human Resources Management	10		
2	3	RHK BC109	Business Communication Skills	10		
3	3	RHK QM108	Operations and Quality Management	10	3 months	3 months
3	4	RHK CR220	Customer Relationship Management	10		
3	4	RHK MA247	Management Theory and Application	10		
3	4	RHK BK248	Business Law	10		

***Please note that the availability and sequence of subjects offered may be varied in each term**

Advanced Diploma in Business Administration (Specialisation)

The Advanced Diploma in Business Administration (specialisation) consists of 22 subjects and can be completed in 18 months, as follows:

Specialization: Marketing

Term Full Time	Term Part Time	Subject Code	Subject	Credits	Duration Full Time	Duration Part Time
1	1	RHK AC102	Principles of Accounting	10	3 months	3 months
1	1	RHK BS104	Business Information Systems	10		
1	1	RHK BS106	Business Statistics	10		
1	2	RHK MK105	Principles of Marketing	10	3 months	3 months
2	2	RHK EC101	Principles of Economics	10		
2	2	RHK HR107	Human Resources Management	10		
2	3	RHK BC109	Business Communication Skills	10	3 months	3 months
2	3	RHK QM108	Operations and Quality Management	10		
3	3	RHK BF233	Principles of Banking and Finance	10		
3	4	RHK CR220	Customer Relationship Management	10	3 months	3 months
3	4	RHK MA247	Management Theory and Application	10		
3	4	RHK BK248	Business Law	10		
4	5	RHK SM212	Strategic Management	10	3 months	3 months
4	5	RHK MO103	Management and Organisational Behaviour	10		
4	5	RHK CC276	Corporate Communications	10		
4	6	RHK MR216	Market Research Techniques	10		

5	6	RHK AF210	Accounting and Finance for Decision Making	10	3 months	
5	6	RHK MM213	Marketing Management	10		
5	7	RHK EM214	E-Marketing	10		
6	7	RHK IM215	International Marketing	10	3 months	3 months
6	8	RHK BM226	Corporate Identity and Brand Management	10		
6	8	RHK FP217/ FP238/ FP251/ FP241/ FP225/ FP261	Business Project / Internship	30		
						3 months

***Please note that the availability and sequence of subjects offered may be varied in each term**

Specialization: Banking and Finance

Term Full Time	Term Part Time	Subject Code	Subject	Credits	Duration Full Time	Duration Part Time
1	1	RHK AC102	Principles of Accounting	10	3 months	3 months
1	1	RHK BS104	Business Information Systems	10		
1	1	RHK BS106	Business Statistics	10		
1	2	RHK MK105	Principles of Marketing	10	3 months	3 months
2	2	RHK EC101	Principles of Economics	10		
2	2	RHK HR107	Human Resources Management	10		
2	3	RHK BC109	Business Communication Skills	10	3 months	3 months
2	3	RHK QM108	Operations and Quality Management	10		
3	3	RHK BF233	Principles of Banking and Finance	10		
3	4	RHK CR220	Customer Relationship Management	10	3 months	3 months
3	4	RHK MA247	Management Theory and Application	10		
3	4	RHK BL248	Business Law	10		
4	5	RHK SM212	Strategic Management	10		
4	5	RHK MO103	Management and Organisational Behaviour	10	3 months	3 months
4	5	RHK CC276	Corporate Communications	10		
4	6	RHK MR216	Market Research Techniques	10		
5	6	RHK AF210	Accounting and Finance for Decision Making	10	3 months	3 months
5	6	RHK BR235	Banking Operations and Risk Analysis	10		

5	7	RHK IC236	International Finance Markets and Comparative Banking	10	3 months	3 months
6	7	RHK BL237	Banking Law and International Banking Law	10		
6	8	RHK IA227	Investment Analysis	10		3 months
6	8	RHK FP217/ FP238/ FP251/ FP241/ FP225/ FP261	Business Project / Internship	30		

***Please note that the availability and sequence of subjects offered may be varied in each term**

Specialization: Management

Term Full Time	Term Part Time	Subject Code	Subject	Credits	Duration Full Time	Duration Part Time
1	1	RHK AC102	Principles of Accounting	10	3 months	3 months
1	1	RHK BS104	Business Information Systems	10		
1	1	RHK BS106	Business Statistics	10		
1	2	RHK MK105	Principles of Marketing	10	3 months	3 months
2	2	RHK EC101	Principles of Economics	10		
2	2	RHK HR107	Human Resources Management	10		
2	3	RHK BC109	Business Communication Skills	10	3 months	3 months
2	3	RHK QM108	Operations and Quality Management	10		
3	3	RHK BF233	Principles of Banking and Finance	10		
3	4	RHK CR220	Customer Relationship Management	10	3 months	3 months
3	4	RHK MA247	Management Theory and Application	10		
3	4	RHK BK248	Business Law	10		
4	5	RHK SM212	Strategic Management	10		
4	5	RHK MO103	Management and Organisational Behaviour	10	3 months	3 months
4	5	RHK CC276	Corporate Communications	10		
4	6	RHK MR216	Market Research Techniques	10		
5	6	RHK AF210	Accounting and Finance for Decision Making	10	3 months	3 months
5	6	RHK MM213	Marketing Management	10		

5	7	RHK BM226	Corporate Identity and Brand Management	10	3 months	3 months
6	7	RHK MI249	Management from International and Comparative Views	10		
6	8	RHK LS250	Leadership	10		3 months
6	8	RHK FP217/ FP238/ FP251/ FP241/ FP225/ FP261	Business Project / Internship	30		

***Please note that the availability and sequence of subjects offered may be varied in each term**

Specialization: Tourism and Hospitality Management

Term Full Time	Term Part Time	Subject Code	Subject	Credits	Duration Full Time	Duration Part Time
1	1	RHK AC102	Principles of Accounting	10	3 months	3 months
1	1	RHK BS104	Business Information Systems	10		
1	1	RHK BS106	Business Statistics	10		
1	2	RHK MK105	Principles of Marketing	10	3 months	3 months
2	2	RHK EC101	Principles of Economics	10		
2	2	RHK HR107	Human Resources Management	10		
2	3	RHK BC109	Business Communication Skills	10	3 months	3 months
2	3	RHK QM108	Operations and Quality Management	10		
3	3	RHK BF233	Principles of Banking and Finance	10		
3	4	RHK CR220	Customer Relationship Management	10	3 months	3 months
3	4	RHK MA247	Management Theory and Application	10		
3	4	RHK BK248	Business Law	10		
4	5	RHK SM212	Strategic Management	10		
4	5	RHK MO103	Management and Organisational Behaviour	10	3 months	3 months
4	5	RHK CC276	Corporate Communications	10		
4	6	RHK MR216	Market Research Techniques	10		
5	6	RHK AF210	Accounting and Finance for Decision Making	10	3 months	3 months
5	6	RHK THM602	Introduction to Tourism and Hospitality	10		

5	7	RHK THM603	Travel and Tour Operations	10		3 months
6	7	RHK THM607	Tourism and Hospitality Marketing	10		3 months
6	8	RHK THM609	MICE (Meeting, Incentives, Conventions and Exhibitions)	10		3 months
6	8	RHK FP217/ FP238/ FP251/ FP241/ FP225/ FP261	Business Project / Internship	30	3 months	3 months

***Please note that the availability and sequence of subjects offered may be varied in each term**

Specialization: Human Resource Management

Term Full Time	Term Part Time	Subject Code	Subject	Credits	Duration Full Time	Duration Part Time
1	1	RHK AC102	Principles of Accounting	10	3 months	3 months
1	1	RHK BS104	Business Information Systems	10		
1	1	RHK BS106	Business Statistics	10		
1	2	RHK MK105	Principles of Marketing	10	3 months	3 months
2	2	RHK EC101	Principles of Economics	10		
2	2	RHK HR107	Human Resources Management	10		
2	3	RHK BC109	Business Communication Skills	10	3 months	3 months
2	3	RHK QM108	Operations and Quality Management	10		
3	3	RHK BF233	Principles of Banking and Finance	10		
3	4	RHK CR220	Customer Relationship Management	10	3 months	3 months
3	4	RHK MA247	Management Theory and Application	10		
3	4	RHK BL248	Business Law	10		
4	5	RHK SM212	Strategic Management	10		
4	5	RHK MO103	Management and Organisational Behaviour	10	3 months	3 months
4	5	RHK CC276	Corporate Communications	10		
4	6	RHK MR216	Market Research Techniques	10		
5	6	RHK AF210	Accounting and Finance for Decision Making	10	3 months	3 months
5	6	RHK LS250	Leadership	10		

5	7	RHK LS258	Cross Cultural Communication for Leadership and Management	10	3 months	3 months
6	7	RHK MI249	Management from International and Comparative Views	10		3 months
6	8	RHK PM221	Project Management	10		3 months
6	8	RHK FP217/ FP238/ FP251/ FP241/ FP225/ FP261	Business Project / Internship	30		3 months

***Please note that the availability and sequence of subjects offered may be varied in each term**

Specialization: Logistics and Operations

Term Full Time	Term Part Time	Subject Code	Subject	Credits	Duration Full Time	Duration Part Time
1	1	RHK AC102	Principles of Accounting	10	3 months	3 months
1	1	RHK BS104	Business Information Systems	10		
1	1	RHK BS106	Business Statistics	10		
1	2	RHK MK105	Principles of Marketing	10	3 months	3 months
2	2	RHK EC101	Principles of Economics	10		
2	2	RHK HR107	Human Resources Management	10		
2	3	RHK BC109	Business Communication Skills	10	3 months	3 months
2	3	RHK QM108	Operations and Quality Management	10		
3	3	RHK BF233	Principles of Banking and Finance	10		
3	4	RHK CR220	Customer Relationship Management	10	3 months	3 months
3	4	RHK MA247	Management Theory and Application	10		
3	4	RHK BL248	Business Law	10		
4	5	RHK SM212	Strategic Management	10		
4	5	RHK MO103	Management and Organisational Behaviour	10	3 months	3 months
4	5	RHK CC276	Corporate Communications	10		
4	6	RHK MR216	Market Research Techniques	10		
5	6	RHK AF210	Accounting and Finance for Decision Making	10	3 months	3 months
5	6	RHK LO261	Supply Chain Management	10		

5	7	RHK OL265	Business and Logistics Management and Operations	10	3 months	3 months	
6	7	RHK PM221	Project Management	10			
6	8	RHK BM226	Corporate Identity and Brand Management	10		3 months	3 months
6	8	RHK FP217/ FP238/ FP251/ FP241/ FP225/ FP261	Business Project / Internship	30			

***Please note that the availability and sequence of subjects offered may be varied in each term**

Professional Diploma in Business Administration

The Professional Diploma in Business Administration consists of 9 subjects and can be completed in 12 months, as follows:

Term Part-Time/ Full-Time	Subject Code	Subject	Credits	Duration Full Time/ Part-Time
1	RCDC BG005	Knowledge Management for Today's Competitive Company	6	3 months
1	RCDC BG010	Project Management	6	
2	RCDC BG001	Management Essentials for Today's Business	6	3 months
2	RCDC BG002	Managing People and Organizations	6	
3	RCDC BU052	Information and Data Management Basic Mathematics and Computing	6	3 months
3	RCDC BU035	Innovation and Entrepreneurship	6	
4	RCDC BG003	International Business	6	3 months
4	RCDC BF003	Business Finance for Business Success	6	
4	RCDC BF005	International Trade & Finance	6	

***Please note that the availability and sequence of subjects offered may be varied in each term**

Diploma in Design

The Diploma in Design consists of 12 subjects and can be completed in 12 months, as follows:

Term Part-Time/ Full-Time	Subject Code	Subject	Credits	Duration Full Time/ Part-Time
1	RHK DAC005	Computer Foundations	10	3 months
1	RHK DAD008	Art History	10	
1	RHK DAD010	Media Studies	10	
2	RHK DAD011	Drawing	10	3 months
2	RHK DAD012	2D Studies	10	
2	RHK DAD016	2D Studies II	10	
3	RHK DAD013	3D Studies	10	3 months
3	RHK DAD017	3D Studies II	10	
3	RHK DAD014	Career Studies	10	
4	RHK DAD022	Introduction to Cultural Studies	10	3 months
4	RHK DAD020	Colour Theory	10	
4	RHK DAD019	Major Portfolio Project	10	

***Please note that the availability and sequence of subjects offered may be varied in each term**

Advanced Diploma in Fashion Design

The Advanced Diploma in Fashion Design consists of 34 subjects and can be completed in 24 months for full time and 36 months for part time, as follows:

Term Full Time	Term Part Time	Subject Code	Subject	Credits	Duration Full Time	Duration Part Time
1	1	FD-0152-05	Fashion Drawing	10	3 months	3 months
1	1	FD-0130-05	History of Costume	10		
1	1	FM-0331-05	Fashion Merchandising	10		
1	2	FD-0114-05	Textiles	10	3 months	3 months
1	2	EL0711-05	Academic Research & Communication Skills	10		
2	3	FD-0350-05	Garment and Composition	10	3 months	3 months
2	3	FD-0150-05	Colour Theory for Fashion	10		
2	3	FD-0151-05	Women's Wear Drafting 1	10		
2	3	FD-0171-05	Sewing Applications 1	10		
2	4	FD-0161-05	Fashion Draping 1	10	3 months	3 months
3	4	FD-0352-05	Fashion Sketching	10		
3	4	FD-0251-05	Women's Wear Drafting 2	10		
3	5	FD-0271-05	Sewing Applications 2	10		
3	5	FD-0261-05	Fashion Draping 2	10		
4	5	FD-0352-05	Women's Wearing Drafting 3	10	3 months	3 months
4	6	FD-0371-05	Sewing Applications 3	10		
4	6	FD-0361-05	Fashion Draping 3	10		

4	6	FD-0330-05	Contemporary History of Fashion	10		
5	7	FM-0411-05	Fashion Communication	10	3 months	3 months
5	7	FD-0530-05	Styles and Trends	10		
5	7	FD-0421-05	Design Applications in Fashion	10		
5	8	FD-0331-05	Men's Wear Drafting	10		
5	8	FD-0451-05	Advanced Drafting and Draping Techniques	10		
6	8	FD-0521-05	Design Research and Development 1	10	3 months	3 months
6	9	FD-0471-065	Advanced Sewing Techniques	10		
6	9	FD-0551-05	Project Workshop 1	10		
6	9	FD-0290-05	CAD 1 for Fashion Design	10		
7	10	FD-0621-05	Design Research and Development 2	10	3 months	3 months
7	10	FD-0651-05	Project Workshop 2	10		
7	10	FD-0848-05	Pattern Grading	10		
7	11	FD-0838-05	Gerber Technology	10		
8	11	FD-0790-05	CAD 2 for Fashion Design	10	3 months	3 months
8	12	FD-0751-05	Mini Collection of Workshop	10		
8	12	FD-0721-05	Portfolio	10		

***Please note that the availability and sequence of subjects offered may be varied in each term**

Advanced Diploma in Fashion Marketing & Management

The Advanced Diploma in Fashion Marketing & Management consists of 25 subjects and can be completed in 24 months for full time and 36 months for part time, as follows:

Term Full Time	Term Part Time	Subject Code	Subject	Credits	Duration Full Time	Duration Part Time
1	1	FD-0114-05	Textiles	10	3 months	3 months
1	1	FD-0130-05	History of Costume	10		
1	1	EL-0711-05	Academic Research & Communication Skills	10		
1	2	FM-0331-05	Fashion Merchandising	10	3 months	3 months
2	2	FD-0350-05	Garment and Composition	10		
2	3	FD-0150-05	Colour Theory for Fashion	10		
2	3	FM-0521-05	Principles of Economics	10		
2	4	FM-0351-058	Marketing and Design on the Web	10	3 months	3 months
3	4	FM-0211-05	Fashion Marketing	10		
3	5	FM0221-05	Human Resource Management	10		
3	5	FM0121-05	Accounting for Decision Making	10	3 months	3 months
3	6	FM-0561-05	Market Research Techniques	10		
4	6	FM-0111-05	Fashion and The Consumer	10		
4	7	FM-0332-05	Visual Merchandising	10	3 months	3 months
4	7	FD-0330-05	Contemporary History of Fashion	10		
5	8	FM-0530-05	Style and Trends	10	3 months	3 months
5	8	FM-0411-05	Fashion Communication	10		

5	9	FM-0431-05	Buying Principles 1	10	3 months	3 months	
6	9	FM-0532-05	Buying Principles 2	10		3 months	3 months
6	10	FM-0431-05	Product Development	10			3 months
6	10	FM-0311-05	Fashion Advertising	10	3 months		
6	11	FM-0541-05	Coordination and Promotion	10	6 months	3 months	
7&8	11	FM-0641-05	Fashion Marketing Project 1	10		3 months	
7&8	12	FM-0742-05	Fashion Marketing Project 2	10			6 months
7&8	12	FM-0841-05	Internship/Project	10	3 months		

***Please note that the availability and sequence of subjects offered may be varied in each term**

Advanced Diploma in Interior Design

The Advanced Diploma in Interior Design consists of 30 subjects and can be completed in 24 months for full time and 36 months for part time, as follows:

Term Full Time	Term Part Time	Subject Code	Subject	Credits	Duration Full Time	Duration Part Time
1	1	ID-0111-05	Interior Design, Principles and Theory	10	3 months	3 months
1	1	ID-0151-05	Free-hand Drawing	10		
1	1	ID-0152-05	Architectural Drafting	10		
1	2	ID-0153-05	Computer Graphic Skills	10		
1	2	EL0711-05	Academic Research & Communication Skills	10		
2	2	ID-0211-05	Design Studio 1 (Residential)	10	3 months	3 months
2	3	ID-0241-05	Cultural Studies	10		
2	3	ID-0231-05	Interior Colour Application	10		
2	3	ID-0251-05	2D Computer Aided Drawing	10		
3	4	ID-0331-05	Interior Materials and Finishes	10		
3	4	ID-0312-05	Design Studio 2 (Retail)	10	3 months	3 months
3	4	ID-0351-05	Presentation Drawing 1	10		
3	5	ID-0321-05	Building Technology and Construction	10		
4	5	ID-0451-05	Presentation Drawing 2	10	3 months	3 months
4	5	ID-0413-05	Design Studio 3 (Office)	10		
4	6	ID-0421-05	Construction Studies 1	10		
4	6	ID-03852-05	3D Computer Aided Drawing	10		

5	6	ID-0514-05	Design Studio 4 (Restaurant)	10	3 months	3 months
5	7	ID-0551-05	Computer Rendering and Animation	10		
5	7	ID-0531-05	Environmental Lighting	10		
5	8	ID-0522-05	Construction Studies 2	10		
6	8	ID-0715-05	Design Studio 5 (Exhibition and Stage)	10	3 months	3 months
6	9	ID-0661-05	Budget and Costing	10		
6	9	PD-0413-05	Studio Practice 3: Furniture Design	10		
6	10	ID-0441-05	Furniture History, Design and Applications	10		
7	10	ID-0621-05	Drawing and Documentation	10	3 months	3 months
7	11	ID-0861-05	Professional Practice	10		
7	11	ID-0816-05	Design Studio 6 (Elective)	10		
7	12	ID-0751-05	Portfolio	10		
8	12	ID-0761-05	Internship/Project	10	3 months	3 months

***Please note that the availability and sequence of subjects offered may be varied in each term**

Advanced Diploma in Visual Communication

The Advanced Diploma in Visual Communication consists of 28 subjects and can be completed in 24 months for full time and 36 months for part time, as follows:

Term Full Time	Term Part Time	Subject Code	Subject	Credits	Duration Full Time	Duration Part Time
1	1	VC-1101-05	Rendering 1	10	3 months	3 months
1	1	VC-2104-05	Creativity & Problem Solving	10		
1	1	VC-1103-05	Design Principles	10		
1	2	EL-0711-05	Academic Research and Communication Skills	10	3 months	3 months
2	2	VC-2102-05	Colour for Designers	10		
2	2	VC-2302-05	Typography 1	10		
2	3	VC-1301-05	Graphic Design	10	3 months	3 months
2	3	IM-3501-05	Digital Photography	10		
3	3	VC-3303-05	Page Layout	10		
3	4	VC-3501-05	Digital Illustration	10	3 months	3 months
3	4	VC-03502-05	Image Processing	10		
3	4	IM-6604-05	User Interaction Design	10		
4	5	VC-4408-05	Advanced Layout and Production	10	3 months	3 months
4	5	VC-4402-05	Applied Illustration	10		
4	6	VC-4403-05	Graphic Production	10		
4	6	VC-5407-05	Identity Systems	10		3 months

5	7	VC-5405-05	Packaging Design	10	3 months	3 months
5	7	VC-5406-05	Advertising Design	10		
5	8	VC-4404-05	Typography 2	10		3 months
5	8	VC-1201-05	Design Investigation & Culture	10		
6	9	VC-6701-05	Web Design Principles	10	3 months	3 months
6	9	VC-6103-05	Portfolio 1	10		
6	10	VC-6401-05	Publication Design	10		3 months
6	10	VC-6101-05	Independent Research	10		
7	11	IM-5802-05	3D Techniques	10	3 months	3 months
7	11	VC-8702-05	Interactive Media Design	10		
7	12	VC-81004-05	Portfolio	10		3 months
8	12	VC-7102-05	Internship/Project	10	3 months	

***Please note that the availability and sequence of subjects offered may be varied in each term**

Advanced Diploma in Product Design

The Advanced Diploma in Product Design consists of 26 subjects and can be completed in 24 months for full time and 36 months for part time, as follows:

Term Full Time	Term Part Time	Subject Code	Subject	Credits	Duration Full Time	Duration Part Time
1	1	3D-0161-05	3D Design Methodologies	10	3 months	3 months
1	1	3D-0544-05	3D Manipulation	10		
1	1	EL-0711-05	Academic Research & Communication Skills	10		
1	2	3D-0222-05	Colour Analysis in 3D Design	10	3 months	3 months
2	2	3D-0351-05	Communication in Design	10		
2	2	3D-0242-05	Computer Aided Design	10		
2	3	3D-0563-05	Critical Object Analysis	10		
2	3	ID-0241-05	Cultural Studies	10	3 months	3 months
3	3	3D-0323-05	Design Drafting & Rendering	10		
3	4	3D-0681-05	Design Management	10		
3	4	3D-0322-05	Design Theory	10		
3	4	3D-0141-05	Digital Imaging	10	3 months	3 months
4	5	3D-0452-05	Human Factors	10		
4	5	PD-0873-05	Manufacturing Technology	10		
4	6	3D-0472-05	Materials & Processes	10		
4	6	3D-0171-05	Modelmaking	10	3 months	3 months

5	7	3D-0121-05	Observational Drawing Skills	10	3 months	3 months	
5	7	3D-0443-05	Solid Modelling	10		3 months	3 months
5	8	3D-0443-05	Studio Practice 1: Sustainable Design	10			
5	8	PD-0312-05	Studio Practice 2: Lighting Design	10			
6	9	PD-0413-05	Studio Practice 3: Furniture Design	10	3 months	3 months	
6	9	PD-0514-05	Studio Practice 4: Electrical Product Design	10			
6	10	PD-0615-05	Studio Practice 5: Transportation Design	10		3 months	3 months
6	10	PD-0615-05	Studio Practice 6: Spatial Design	10			
7	11	PD-0817-05	Major Design Project 1	10	3 months	3 months	
8	12	PD-0817-05	Major Design Project 2	10	3 months	3 months	

***Please note that the availability and sequence of subjects offered may be varied in each term**

Advanced Diploma in Interactive Media Design

The Advanced Diploma in Interactive Media Design consists of 30 subjects and can be completed in 24 months for full time and 36 months for part time, as follows:

Term Full Time	Term Part Time	Subject Code	Subject	Credits	Duration Full Time	Duration Part Time
1	1	VC-1101-05	Rendering 1	10	3 months	3 months
1	1	VC-1201-05	Design Investigation & Culture	10		
1	1	VC-2104-05	Creativity & Problem Solving	10		
1	2	VC-1301-05	Graphic Design	10	3 months	3 months
1	2	VC-1103-05	Design Principles	10		
2	2	VC-2102-05	Colour For Designers	10	3 months	3 months
2	3	VC-2302-05	Typography 1	10		
2	3	IM-3501-05	Digital Photography	10		
2	3	IM-2102-05	Rendering 2	10		
3	4	VC-35010-05	Digital Illustration	10	3 months	3 months
3	4	VC-3502-05	Image Processing	10		
3	4	IM-4502-05	Screenplay & Storyboarding	10		
3	5	VC-5407-05	Identity Systems	10	3 months	3 months
4	5	VC-5407-05	Video Techniques	10		
4	5	IM-6604-05	User Interaction Design	10		
4	6	IM-6602-05	Web Design Principles	10		

4	6	IM-5802-05	3D Techniques	10	3 months	3 months
5	6	IM-4801-05	Animation Principles	10		
5	7	IM-5601-05	Programming Integration	10		
5	7	EL-0711-05	Academic Research & Communication Skills	10	3 months	3 months
5	8	IM-7607-05	eCommerce Application	10		
6	8	IM-5603-05	Interactive Media Design	10		
6	9	IM-6702-05	Video & Audio Editing	10	3 months	3 months
6	9	IM-6803-05	3D Animation Laboratory	10		
6	10	IM-7606-05	Advanced Interactive Media Design	10		
7	10	IM-7605-05	New Media Development	10	3 months	3 months
7	11	IM-8703-05	Experimental Video	10		
7	11	IM-8803-05	Advanced 3D Laboratory	10		
8	12	IM-8901-05	Major Project 1	10	3 months	3 months
8	12	IM-8901-05	Major Project 2	10		

***Please note that the availability and sequence of subjects offered may be varied in each term**

Diploma in Applied Psychology

The Diploma in Applied Psychology consists of 8 subjects and can be completed in 12 months, as follows:

Term Full Time/ Part Time	Subject Code	Subject	Credits	Duration Full Time/ Part Time
1	AP101	Introductory Psychology I	10	3 months
1	AP102	Introductory Psychology II	10	
2	AP103	Human Growth and Developmental Psychology	10	3 months
2	AP104	Psychology of Learning	10	
3	AP105	Emotion, Motivation and Cognition	10	3 months
3	AP106	Social Psychology	10	
4	AP111	Introduction to Counseling and Psychotherapy	10	3 months
4	AP206-1	Statistical and Research Methodology I	10	

***Please note that the availability and sequence of subjects offered may be varied in each term**

Specialist Diploma in Applied Psychology

The Specialist Diploma in Applied Psychology consists of 8 subjects and can be completed in 12 months, as follows:

Term Full Time/ Part Time	Subject Code	Subject	Credits	Duration Full Time/ Part Time
1	AP201	Cognitive Psychology	10	3 months
1	AP202	Organisational Psychology	10	
2	AP203	Family Dynamics	10	3 months
2	AP204	Evolutionary Psychology	10	
3	AP205	Neuro Psychology	10	3 months
3	AP206-2	Statistical and Research Methodology II	10	
4	AP112	Abnormal Psychology	10	3 months
4	AP211	Disorders of Infancy, Childhood & Adolescence Or Additions and Interventions	10	

***Please note that the availability and sequence of subjects offered may be varied in each term**

2 TERM STRUCTURE

Term	January			April			July			October		
Month	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec

3 PROGRAMME DELIVERY MODE

Full-time and Part-time Taught Mode

For Part-time Taught Mode, there will be 24 contact hours per subjects for students to learn and interact with Lecturer.

For Full-time Taught Mode, there will be 36 contact hours per subjects for students to learn and interact with Lecturer.

If any lesson with zero attendance for the first hour, the lesson will be ceased.

Students are required to attend **75%** of the lessons per subject, otherwise, he/she would have failed the subject. This is known as failure by attendance. Students who are late for more than 30 minutes will not be counted as attended for the lesson.

English Language will be used as the media of instruction for all programmes.

4 ENROLMENT

Acceptance of Offer by Commencing Students

Steps

- 4.1.1** Commencing students are required to accept the offer of admission to Diploma and/or Advanced Diploma programmes by filling up and returning the Acceptance Form to the School prior to the course commencement date.
- 4.1.2** Students are required to furnish their 1st instalment of course fee within **1 week** after they have accepted the offer or else the acceptance will be considered to have lapsed. Upon receipt of the Acceptance Form and course fee, students will be enrolled for the subjects based on the study plan and class schedule issued to the student.

Absolutely under no circumstances will students be allowed to start the course after the above mentioned deadlines, unless special approval is granted by the School on case by case basis. Please note that you will be required to re-submit your application if you wish to be considered for a place on the course in the future.

Students are encouraged to follow the study plan issued upon commencement of the course in order to complete the course within the stipulated duration. A notification and timetable will be sent to students approximately **4 weeks** before the commencement of the new term to notify students on the relevant details.

Exemption

Students seeking for exemptions have to present official academic transcripts and portfolio (if applicable) upon admission, and is subject to the approval at the sole discretion of the School Principal / School Manager. Maximum exemption is 50% of the course. There is an exemption administration fee of **HK\$500** per time. Students shall neither receive further exemptions during their course of studies, nor get further course fee deductions from their exemptions.

Application for exemptions is considered on a case by case basis, taking the following into consideration:

- (i) Subjects taken as a full course at a recognized Institution of higher learning at tertiary level or at a level deemed as the equivalence to School's Diploma Programmes
- (ii) Professional Qualification/Certification – Students must have successfully completed and passed the related subjects.

No exemptions shall be given for partially completed subjects or success at an examination at an intermediate stage.

Students seeking exemptions must complete the relative column of application form and accompanied by **photocopies of certificate, transcript and syllabuses** of the subjects / prospectus before the course commences. Applications made after course commencement will **NOT** be accepted. Incomplete applications will **NOT** be entertained.

The Board of Studies reserves the right not to grant any exemptions without assigning reasons.

5 COURSE MATERIALS

Students may receive a combination of the following course materials on the first day of the term commences after they have completed their enrolment exactly **2 weeks** before the commencement of the semester and made payment of course fee.

Course Materials will only be issued to students after the payment of course fees have been made. Students studying the taught mode will be notified by the School to collect the hardcopy of the course materials during the office hours.

Course Profile details the essential information about the subject such as the synopses and objectives of the subject and a guide to the area of study for each week and provides the full information about assessment of the subject, including assignment questions, assignment weighting, submission deadlines and assessment guidelines.

Course Notes is the main studying materials for the subject. The Course Notes comprises of chapter objectives for each chapter, main content, references as well as some case studies, review questions or powerpoint slides to allow a student to assess their own progress.

Please note that all students are encouraged to purchase the recommended textbooks for each subject and gain access to the recommended reference materials specified in the Course Profile to enhance what they have learnt from the subject.

For Design programmes, students may be required to purchase special course tools. The Course Tools / Materials List will be released to students before the module commencement or Lecturer will be informed students during the class.

6 ASSESSMENTS

Each of the subjects would be assessed by a combination of any of the following:

Taught Mode
<ul style="list-style-type: none"> • Assignment(s) • Test(s) • Examination(s) • Presentation • Class participation

Depending on the subject's requirements, each of the subjects would have different assessment weighting. Information on the assessment criteria can be found in each of the Course Profile.

***Please note that the assessment criteria are subject to changes on term basis without prior notice**

Assignments

Submission Methods

Students are encouraged to submit their assignment on time as advised in the Course Profile.

Kindly note that the marked assignments are confidential and the School will not reveal other students' grades.

Steps

- 6.1.1 All assignments **MUST** be submitted in hard copy, unless specified otherwise in the Course Profile.
- 6.1.2 Students handing in assignments are to fill up an **Assignment Cover Sheet and Acknowledgement Receipt Form**. All assignments **MUST** be submitted to the Student and Academic Services Department. **NO** assignment should be submitted to lecturers directly.
- 6.1.3 Students are expected to keep a duplicate copy and soft copy of your assignment(s).
- 6.1.4 Upon receipt of your assignment(s) by the School, an **acknowledgement receipt** will be endorsed and returned to you.

****Your marked assignment will not be returned to you.**

Resubmission of Assignment(s)

Students may be allowed to resubmit assignment(s) that he/ she has attempted and failed at the discretion of the Examination Board. Students will be notified during the release of final results and students are required to re-submit the specified assignments within **1 week**.

Extension of Assignment Due Dates

Students need to adhere to the stated assignment due dates unless instructed otherwise. However, they are allowed to apply for an extension to assignment deadline. Applications for assignment extension are to be submitted at least **7 days** before the assignment due date and supported official documents. Personal letters will not be entertained.

Students are allowed to apply for an extension of assignment deadline up to a maximum of **7 days from the assignment due date**.

Steps

- 6.3.1** Students who wish to seek for assignment extension must complete the **Assignment Extension Request Form** and submit to the School at least 7 days prior to the assignment deadline. Valid supporting documents should be provided by students.
- 6.3.2** If approved, students will be required to attach their approved **Assignment Extension Request Form** to their assignments after the Assignment Cover Sheet.

Late Submission Penalty

Assignments that are submitted after the original assignment due date (without obtaining prior approval for extension of deadline) or approved extended due date will be subject to the following penalties:

1. **5% of assignment marks will be deducted for each day the assignment is late.**
2. **Assignment will not be graded if it is submitted 14 days after the deadline.**

Please note that the School has the rights of not granting a request for extension of assignment due date without valid reason.

Examination (For Students Studying Taught Mode)

Main Examination

Students are required to sit for an examination for some subjects. The four diets of examinations are as follow:

March/April
June/July
September/October
December/January

It is important for students to refer to the Course Profile for the respective examination dates (if any). **It is the responsibility of the students to comply with the Examination Rules and Regulations. The School reserves the rights to suspend any students from examination due to any misconduct spelled out in the Examination Rules and Regulations.**

Supplementary Examination

The candidate may be allowed to sit for supplementary examination for the subject(s) that he/ she has attempted and failed in the main examination in the following examination diet (supplementary examination period is around **2 weeks** after the main examination period of the current term) subject to the discretion of the Examination Board.

Step

- 6.5.1** Students who are required to sit for a supplementary examination will receive notification from School with details on the supplementary examination.

No student who has passed in any of the courses is allowed to resit the courses in order to achieve a better grade. The first instance in which they achieve a pass in that course will be their final grade.

Deferred Examination

The deferred examination period is **2 weeks** after the main examination period. However, special deferred examination dates may be scheduled under special circumstances.

The deferred examination date will be around **2 weeks** after the original examination date. Under no circumstances will students be allowed to request for adjustment of examination date.

Please note that the below-mentioned are also applicable to examination.

Students who are unable to sit for the examination, due to foreseeable circumstances such as in-camp training, surgery, unavoidable work commitments etc are required to apply for a deferred examination.

Steps

- 6.6.1** To do so, students must complete the **Request for Deferred Examination Form** and submit to the School at least **7 days** before the main examination period of the current semester. Any submission of the request after this deadline will NOT be considered. The status of the request for deferred examination will be made known within **4 days** by the School.
- 6.6.2** Due to special circumstances such as ill health or compassionate reasons etc, students are allowed to apply for a deferred examination **within 48 hours** after the actual date of examination. To do so, students must complete the Request for Deferred Examination Form and submit to the School. Any submission of the request after this deadline will not be considered. The status of the request for deferred examination will be made known within **2 working days** by the School.
- 6.6.3** In hospitalisation cases, the School must be informed immediately, and the **Request for Deferred Examination Form** with medical certificate must be submitted **within 48 hours** after being discharged from the hospital.
- 6.6.4** For request of deferred examination, students are required to submit **documentary proofs** with the **Request for Deferred Examination Form** e.g. medical certificate providing sufficient information on the student's medical condition. However, where the nature of the medical condition cannot be divulged for reasons of privacy, the School will accept a statement from the recognised medical/ dental/ health provider indicating that the condition cannot be revealed but the condition will affect the sitting of the examination. If it is due to unavoidable work commitments, the student must submit an official statement from his/ her employer explaining the exceptional nature of the student's work commitment and his/ her inability to sit for the examination.
- 6.6.5** For compassionate leave, students would need to submit a certified true copy of the death certificates of relatives and proof of relation is/are required to be submitted to the School for verification.

- 6.6.6** For government service, students would need to submit the government letter to the School which states duration of service.
- 6.6.7** Deferred examination may only be granted when a student has completed all other assessment for the respective subject.

Please note that the School reserves the rights of not granting a request for deferred examination.

Special Considerations

Candidates who consider that their performance in an examination has been adversely affected by illness, disability, bereavement or other exceptional circumstances, may apply for special consideration.

Step

- 6.7.1** Candidates must lodge the **Special Consideration for Examination Form** with the invigilator on the day of the examination/ test or with the School not later than **2 days after the examination**.
- 6.7.2** Students are required to submit **documentary proofs** with the Special Consideration for Examination/ Test Form e.g. medical certificate providing sufficient information on the student's medical condition. However, where the nature of the medical condition cannot be divulged for reasons of privacy, the School will accept a statement from the recognised medical/ dental/ health provider indicating that the condition cannot be revealed but the condition will affect the sitting of the examination or test. If it is due to unavoidable work commitments, the student must submit an official statement from his/ her employer explaining the exceptional nature of the student's work commitment and his/ her inability to sit for the examination.

Examination Rules & Regulations

Candidates are required to strictly follow the below regulations during all tests and examinations:

1. Students who arrive late for an examination may be admitted to the examination room provided no other student has left in the first 30 minutes of the examination. Students who do arrive late may not be permitted to enter the examination room after the exam has been in progress for more than 30 minutes. Student who enters the examination room late will NOT be allowed additional time at the end of the examination. If student who is admitted late to an examination claims that he/she was unavoidably delayed through no fault of his/her own, the invigilator must make a note to that effect on the student's admission.
2. To eliminate the possibility of disturbance, candidates will not allow to leave the examination room during the last 15 minutes of an examination.
3. At the end of an examination, the invigilators will collect all examination scripts. Candidates will then be asked to retire from the examination room immediately. An invigilator will be stationed at the exit to ensure that no student removes anything from the examination room other than that which was brought in originally.

ON NO ACCOUNT CAN A STUDENT REMOVE AN EXAMINATION QUESTION PAPER AND ANSWER BOOK FROM THE EXAMINATION ROOM.

ALL STUDENTS MUST REMAIN SEATED IN SILENCE UNTIL ANSWER BOOKS HAVE BEEN COLLECTED AND THE INVIGILATOR INSTRUCTS ALL STUDENTS TO LEAVE THE EXAMINATION ROOM.

4. Students should sit according to the seat number assigned.
5. Students are required to show your HKID Card to invigilator for identification.
6. Eating, drinking and smoking are not permitted in the examination room.

7. All electric appliances (except calculators for specified subjects) should not be used during exams/tests.
8. Students are not permitted to use and bring any form of dictionary during examination.
9. All belongings should be put under the whiteboard at the front of the classroom. No objects other than stationeries should be put on the desk, including all papers, mobile phones and dictionaries.
10. Students are not allowed to leave the examination room during examination.
11. Students who are found cheating would be disqualified with immediate effect.

7 RELEASE OF RESULTS

Results of all course assessment and examinations shall be finalised by the Examination Board. Students would be notified of the release of results approximately **8 weeks** after the end of the term. **Please note that results will be withheld if students have outstanding fees.** There will be result slip given to students every term. However, all results are unofficial before official graduation which will be subjected to the final approval from the Examination Board of the School.

Students can make a request for print the result slip and it will cost **HK\$200** per result slip. All results are unofficial before official graduation which will be subjected to the final approval from the Examination Board of the School.

8 SCROLL & TRANSCRIPT

Should the student have completed the Diploma and/or Advanced Diploma programme by the term, the scroll and transcript will be issued along with the result slip approximately **10 weeks** after the results are released.

Please note that the student name and identification number reflected on the scroll and transcript will be as shown on the School's Offer Letter upon application.

It is important for students to inform the School in writing on any official change(s) to your name latest **within 5 working days after the results are released** for the term in order for them to be reflected correctly on your result slip, transcript and/ or scroll for the term. No changes will be allowed on your result slip, transcript and/ or scroll for the term after this deadline.

Step

- 8.1.1** You can inform the School on any changes to your personal details by submitting the **Change of Address Form** with supporting documents.

Please note that result slips, transcript and/ or scroll issued in the previous term will not be re-issued in any cases of change of personal details.

Students should be advised to always keep their scroll and transcript under safe custody. **There will be no replacement of scroll and transcript in any case of loss.**

9 GRADING SYSTEM

All grades would be moderated and issued by the Examination Board. The grades of award are indicative as follows:

Grading

Grade	Marks
A	80 & above
B	70 – 79
C	60 – 69
D	50 – 59
F	Fail
FA	Failure by Attendance

IMPORTANT

- Student will not need to achieve any threshold stipulated for each component of assessment.
- A student is entitled to sit for one supplementary examination of any failed examinable subject during the supplementary examination period subject to the discretion of the Examination Board. **For students completing and passing a supplementary examination, the overall mark for the subject will be capped at 50%.**
- A student may be allowed to resubmit a failed assignment at the discretion of the Examination Board. **For students who successfully pass the resubmission the overall mark for the subject will be capped at 50%.**
- Students who received an overall 'F' grade even after a resit of examination or resubmission of assignment signifies that he/ she has failed the subject. As part of the course requirement for successful completion, the student has to retake the failed subject when the subject is next offered in order to complete the course within the stipulate duration, otherwise his/her registration will be lapsed by our School due to lack of satisfactory study progress. A retake is defined as a re-enrolment and re-study of a course in a manner that is appropriate academically.

Students are required to follow the latest course fee at the time and pay the retake fee for the subject when the subject is offered.

Retake Fee		
Programme Name	Part-time	Full-time
Diploma in Business Administration	HK\$4,750*	HK\$5,000*
Advanced Diploma in Business Administration (specialisation)	HK\$4,750*	HK\$5,000*
Professional Diploma in Business Administration	HK\$6,375*	HK\$6,750*
Diploma in Design	HK\$5,800*	HK\$6,000*
Advanced Diploma in Fashion Design	HK\$4,500*	HK\$5,000*

Advanced Diploma in Fashion Marketing and Management	HK\$5,000*	HK\$5,800*
Advanced Diploma in Interior Design	HK\$4,500*	HK\$5,000*
Advanced Diploma in Visual Communication	HK\$4,500*	HK\$5,500*
Advanced Diploma in Product Design	HK\$5,000*	HK\$5,800*
Advanced Diploma in Interactive Media Design	HK\$4,500*	HK\$5,000*
Diploma in Applied Psychology	HK\$6,400*	HK\$6,800*
Specialist Diploma in Applied Psychology	HK\$7,200*	HK\$7,500*

*** Please note that the re-take fees are subject to changes and students are required to pay the latest course fee at the time when they retake the subject.**

- A successful plea of mitigation may allow a student to take an assessment as a first attempt. In such cases, the previous mark is discarded and the new mark is entered (even where this is lower than the previous mark).
- If a student has retaken a subject (re-registered and re-studied) then no penalty can be carried forward from the previous failed subject. However, the **previous attempt will still be reflected on the transcript.**
- When a subject is discontinued, a student will be able to retake an alternative specifically identified subject for a limited period only.

10 APPEALS

Should students have any queries or doubts on the grade awarded for any assessment item, they can apply for a Review of Grade. It is at this stage that any oversight, omission of marking or arithmetic discrepancies in the marking can be corrected.

Steps

10.1.1 Students are encouraged to seek immediate feedback on assessment, and therefore should submit the request for a review within 14 days of the final grade being released. Students are required to provide a letter of applying for an appeal.

10.1.2 A Review of Grade will incur an administrative fee of HK\$500.00.

Under normal circumstances, it is expected that the outcome of each application for Review of Grade will be released within 14 days of receipt of the application. A letter will be given to the student to inform of the outcome.

11 DEFERMENT OF TERM / SUBJECT

Step

Deferment Guideline

Students who are unable to undertake the required modules in the term and wishes to defer the term/module **MUST** notify the School in advance, in writing.

Application for deferment of term/module must be within the course's eligibility period and must be lodged before commencement of the new term. Deferments are granted at the sole discretion of the School and are considered only in exceptional circumstances.

To rejoin the School, the student has to inform the School in writing **30 days** before the term begins. **Deferred students are required to follow the course fees in effect at the time of their re-enrollment.**

Deferment of studies will automatically lengthen the duration of the course and graduation will be delayed. Deferred students are subject to any changes in curriculum, course structure and course fees, should there be any, when they resume their studies at a later stage.

Deferment by Current Student

Students deferring from a paid month/subject before the new term commences and whose request has been approved, will be allowed a refund of 50% of the course fee paid. The maximum duration for deferment shall be for a period of **6 months**. Thereafter, students will need to re-register and pay the necessary / new course fees for continuation. Student can apply the deferment request one time only for each programme.

Students will not be allowed to defer from a term and obtain any refund from the monthly fee paid for any other reasons after term commencement.

Deferring students will have their academic records on file so that accumulated credits can be retained. Students accepting a deferment do so with the understanding that they will be accepted into the new term on condition of availability of seats. Refunds will not be issued for the period of deferment.

Students who fail to inform the School and apply for deferment will be considered to have dropped out and abandoned their studies, if they were absent for more than **three months**.

Deferment by Newly Registered Students

New students who have registered but are not able to commence their studies must inform their course consultant for deferment. 50% of the PAID course fees are either refundable or transferable with to the new term when students commence their studies on condition that commencement of studies is within the approved period.

Withdrawal

For withdrawal, students are required to notify the School in writing. The student will go through an exit interview with the Student and Academic Services Manager. All course fees would not be refunded.

12 PAYMENT OF COURSE FEE & REFUND POLICY

Programme Fees		
Programme Name	Part-time	Full-time
Diploma in Business Administration	Total programme fee: HK\$51,000.00 Monthly programme fee: HK\$4,250.00	Total programme fee: HK\$54,000.00 Monthly programme fee: HK\$6,000.00
Advanced Diploma in Business Administration (specialisation)	Total programme fee: HK\$102,000.00 Monthly programme fee: HK\$4,250.00	Total programme fee: HK\$108,000.00 Monthly programme fee: HK\$6,000.00
Professional Diploma in Business Administration	Total programme fee: HK\$51,000.00 Monthly programme fee: HK\$4,250.00	Total programme fee: HK\$54,000.00 Monthly programme fee: HK\$4,500.00
Diploma in Design	Total programme fee: HK\$69,000.00 Monthly programme fee: HK\$5,750.00	Total programme fee: HK\$72,000.00 Monthly programme fee: HK\$6,000.00
Advanced Diploma in Fashion Design	Total programme fee: HK\$142,920. Monthly programme fee: HK\$3,970.00	Total programme fee: HK\$168,000.00 Monthly programme fee: HK\$7,000.00
Advanced Diploma in Fashion Marketing and Management	Total programme fee: HK\$122,400.00 Monthly programme fee: HK\$3,400.00	Total programme fee: HK\$144,000.00 Monthly programme fee: HK\$6,000.00
Advanced Diploma in Interior Design	Total programme fee: HK\$122,400.00 Monthly programme fee: HK\$3,400.00	Total programme fee: HK\$144,000.00 Monthly programme fee: HK\$6,000.00
Advanced Diploma in Visual Communication	Total programme fee: HK\$122,400.00 Monthly programme fee: HK\$3,400.00	Total programme fee: HK\$144,000.00 Monthly programme fee: HK\$6,000.00
Advanced Diploma in Product Design	Total programme fee: HK\$122,400.00 Monthly programme fee: HK\$3,400.00	Total programme fee: HK\$144,000.00 Monthly programme fee: HK\$6,000.00
Advanced Diploma in Interactive Media Design	Total programme fee: HK\$122,400.00 Monthly programme fee: HK\$3,400.00	Total programme fee: HK\$144,000.00 Monthly programme fee: HK\$6,000.00
Diploma in Applied Psychology	Total programme fee: HK\$51,000.00 Monthly programme fee: HK\$4,250.00	Total programme fee: HK\$54,000.00 Monthly programme fee: HK\$4,500.00
Specialist Diploma in Applied Psychology	Total programme fee: HK\$57,000.00 Monthly programme fee: HK\$4,750.00	Total programme fee: HK\$60,000.00 Monthly programme fee: HK\$5,000.00

*The above instalment amounts are subject to changes without prior notice.

Fee Payment Notification for Continuing Students

There shall not be an invoice for course fee payment to be sent to individual student. A notification for each instalment of course fee payment will be sent to students via mail / email by end of each month.

Payment Period

The course fee is paid by monthly instalments and students are expected to make payment of their course fee within the **first week** of **each month**. Students who fail to make the payments will be considered to have lapsed and will strictly not be allowed to collect course materials and attend classes.

Methods of Payment

Students can pay the course fees by **Cheque, Cash or EPS** which made payable to the name of the “**Raffles International College (HK) Limited**” as stated in the letter of payment notification. Students are advised to indicate their name, identification number, and intake and course name on the reverse of the cheque before making the payment. Credit Card payment will not be accepted.

The official receipt would be made and given to the student for reference.

Refund Policy

- Before commencement of the course, there is an admin charge of 50% of the 1st instalment payment for processing withdrawal from the course requested by students.
- There will be no refund of course fees upon or after commencement of the course.
- In case of school closure prior to the commencement of a course, the paid course fees will be refunded in full.
- If a course cannot be operated according to the arrangements specified by the school and students decline to accept any revised arrangements, course fees will be refundable only before term commencement. Refund will not be applied for completed terms.

Refund Procedures :

Steps

- The school will inform students of the refund arrangement either over the telephone or in writing. For students aged below 18, their parents or guardians can proceed with the refund procedures on students' behalf.
- The school will refund students in accordance with the policies stated above.
- The refund process will take 4 to 6 weeks upon submission of the “Student Refund Request Form” and the receipt.
- Upon receipt of the refund, students should sign to acknowledge the receipt.

13 TRANSFER OF LOCATION OF STUDY

Students wishing to transfer to study at another location of the School must have successfully completed one term of study before being eligible to apply for a transfer. Students must also settle any debt at current location before eligible for a transfer.

Steps

- 13.1.1** Please check on the School website on the locations of Raffles that offer Diploma and/or Advanced programmes. If the programme that you are studying is not available at the new study location that you are applying for the transfer, the application will not be processed.
- 13.1.2** Students must complete a Transfer of Study Location Form and submit the form to the School at least **6 weeks** before the semester which students wishing to be transferred. Your request will be assessed and will be notified on the status within 2 weeks.

Please note students will have to follow the subjects offered at the transferred location and hence, a transfer of study location may result in a delay on your completion of the programme.

14 STUDENTS' CODE OF CONDUCT & DISCIPLINARY PROCEDURES

General Conduct

The School is committed to the highest ethical and professional standards of conduct as an integral part of our mission in providing a quality-learning environment and services. To achieve this goal, Raffles relies on each staff members and student's ethical behaviour, honesty, integrity and good judgement. Respect for each individual's rights is of paramount importance and accountability for his or her actions and reflects great future leadership qualities.

The rules lay down below is to ensure that no damage or defacement to the School's property on any other establishment or body visited in the course of classes. The student and staff shall not act in a manner that is prejudicial to the comfort and convenience of others or is detrimental to the proper conduct of the School or its classes. The following conduct is unacceptable and constitutes an offence within the School:

Definition of Misconduct

1. Violate any Code of conduct/ student discipline rules or policies of the School of study.
2. Wilfully disrupting any teaching, study, assessment or other activities of the administration of the School.
3. Wilfully obstructing any employee of the School in the performance of his or her duties.
4. Wilfully damaging or wrongfully dealing or theft of any property under the control of the Institute; any property on the Institute premises; or property on a location where a student is present under the auspices of the School.
5. Unauthorised entry into; unauthorised use of; misuse of or unauthorised behaviour within such as smoking, consuming any alcoholic drinks or food without the School authorisation, property of the School.
6. Disobeying, without reasonable cause, any instruction of an employee of the School, including failing to leave any premise/ building or part of a premise/ building when directed to do so.
7. Withholding relevant information or furnishing false or misleading information for purposes connected with academic progression or enrolment or proposed enrolment as a student, whether such withholding or furnishing of information takes place before or after the person becomes a student of the University and programme the School represented or becomes a student of the University through the recruitment of the School.
8. Acting dishonestly or unfairly with respect to:
 - i) the preparation or presentation of any essay, project, thesis or other work to be assessed; or
 - ii) any examination conducted by the School.
9. Does an act or omission that may endanger the safety or health of any person.
10. Physical/ verbal assaults or attempts to assault any person.
11. Sale or knowing possession of dangerous drugs or restricted dangerous drugs within the premises of the School.

Proceedings of Misconduct

1. All employees of the School representing the Hong Kong Raffles School of Continuing Education are authorised with general powers of jurisdiction. All employees can choose to exercise rectification actions for any alleged act of misconduct on the part of a student or

any person within the premises of the School or refer the case to the appointed authorities with specific powers of jurisdiction usually managerial level and above.

2. Any misconduct of students may be referred to our Disciplinary Committee.
3. Our Disciplinary Committee reserves the right to suspend or expel any misconduct students from their course of study.

Course Conduct

The School expects its students to:

1. Make themselves familiar with, and abide by, the regulations as stated in the Student Handbook.
2. Make themselves familiar with and comply with the requirements of their programme of studies.
3. Study diligently, attend timetabled classes as required, submit assignments on time and notify School in case of difficulties.
4. In the case of students on programmes leading to professional qualifications, familiarise themselves with and comply with any professional code of conduct that may be applicable to them.
5. Provide accurate information to enable the maintenance of proper records and keep the School informed of changes.
6. Pay all fees by the specified date and meet all outstanding debts, where these exist.

Plagiarism

The School seeks to encourage the maintenance of the highest levels of academic integrity. Acts of cheating and plagiarism will be regarded as serious offences.

Academic malpractice includes plagiarism, to take and use another person's thoughts, writing etc. and to present as one's own. Plagiarism includes such acts as not detailing any or all relevant information concerning a published (or any form of information dissemination) author's work as well as using the work of a fellow student or students from the same course.

While it is acceptable to discuss problems and share ideas, these ideas should be applied to the problem/ assignment (etc.) by yourself to achieve your own solution.

Substantiated plagiarism or cheating in a formative assessment will result in at least the loss of ALL marks in that component of the subject AND possible exclusion from the course.

Where cheating is found for an element of the assessment for a subject then that element of the assessment may be marked down or failed. There could be five outcomes:

1. If the student is marked down then this will be on the basis of marking the achievement taking into account the knowledge and skills displayed and discounting any possible unfair advantage.
2. If the student failed in the assessment then the student will have to undertake a further assessment (as a first resit) for that element where the highest mark achievable will be a minimum pass mark. The required second assessment does not have to be in the same format as the first.
3. It may also be considered that the student will not be allowed to be passed on that subject even though the aggregate mark taking into account a failed element could be a pass. If a student fails a subject as a result of this penalty then the subject will have to be retaken in the normal way. Penalties cannot be applied to the new course.

4. For more serious cases the student may be required to take the resit as a second resit, thus failure of the resit would result in failure of the subject. If a student fails a subject as a result of this penalty then the subject will have to be retaken in a normal way. Penalties cannot be applied to the new course.
5. In extreme cases the student may be denied the opportunity for any resit which would then result in failure of the subject. If a student fails a subject as a result of this penalty then the subject will have to be retaken in the normal way. Penalties cannot be applied to the new course.

15 PROVISION OF PROGRAMMES & SUBJECTS

It is the responsibility of each student to familiarise her/ himself with the regulations relating to her/his programme of study.

The School undertakes all reasonable steps to provide teaching, examination and assessment and other educational services set out in the Course Profile. Should industrial action or other circumstances beyond the control of the School interfere with its ability to provide educational services, The School undertakes to use all reasonable steps to minimise the resultant disruption to educational services.

The School reserves the right not to commence any classes/ courses set out in the prospectus and to close, alter or combine classes/ courses, which have commenced. In that event it further reserves the right to decide whether the whole course fee, or any portion of it, shall be returned to the student.

The School has the right to exclude any student from the course for unsatisfactory performance, for misconduct or other good reason without refund of fee.

16 CLASS EVALUATION

As part of the School's continuous effort to provide quality programmes and services to our all our students, a student evaluation per subject will be conducted. Please take some time to provide complete the Class Evaluation Form provided by the Programme Administration Executive in due course.

17 SERVICES PROVIDED AT RAFFLES

Service

Our Programme Administration Executives will help you throughout the course of your studies. You may approach Our Programme Administration Executives when you need help administratively.

Telephone	:	(852) 2520 6886
Facsimile	:	(852) 2520 1079
e-mail	:	course_admin@raffles-international-college.edu.hk
Address	:	Hong Kong Raffles School of Continuing Education Student and Academic Services Department 2/F, Centre Point, 181-185 Gloucester Road, Wanchai, Hong Kong.

You can be assured that your query will be attended to within 24 working hours upon receipt of the request.

Academic Supports

Internet and Computer Facilities

This service is free of charge to all students. Booking can be made by email within 7 days prior to using the computer terminal at the student lounge. Usage is limited to one session (one hour) per day. Please prepare your own USB tools for data storage and do not save any data in school's computer.

Please note only Raffles staff and lecturers can access the lecturer desk's computers in classrooms due to confidential reason.

Library Facilities

There is a small collection of books available for students at our centre. Students are required to follow strictly the following Library Rules and Regulations.

LIBRARY RULES AND REGULATIONS

- Students should present their Student ID Card or HKID Card or Passport when borrowing & returning books.
- Students should return the books on or before the due date.
- Students can borrow a maximum of three books for duration of two weeks. Extension for another two weeks can be granted only by email/fax/letter if other students did not reserve the same book. Students must retain a proof of extension of library book from the school.
- Extension is only allowed twice, with a maximum extended period of two weeks at each time, unless reserved.
- As soon as the 2nd extension period has expired, the borrower has to return the book, otherwise penalty will be charged. The same borrower can loan the same book again after one week from the expiry date of the 2nd extension period. This allows other students the chance to use/borrow the same book.
- Reserved book will be released to other students if the student who reserved it cannot take & borrow the book within one week from the date she/he reserves it.
- For late returned books, HK\$10.00 will be charged per day per book. (including Sundays & Public Holidays)
- Lost/damaged book: Penalty of HK\$800.00 per book will be charged.
- Should items borrowed include any CD-ROMs or other complimentary materials, they should be returned together with the borrowed item.
- Due to copyright issue, photocopying is only allowed for a maximum of 10% of the content of the book.
- Students have the responsibility to return borrowed books on time. The School will not send reminder to students regarding due dates.

Photocopying/Printing Services

Students can utilize this service (black-and-white) at a minimum charge of HK\$1 per page. We also provide A4 papers at HK\$1 per piece and A3 papers at HK\$3 per piece.

Classroom Booking

If students would like to reserve computer room (for Design programme) or classroom for project discussion, email booking has to be made at least 1 day before the reserved date. The booking depends on classroom availability and email will be sent to you for booking confirmation.

Request for Additional Confirmation Letter/Documentary Proof

If students would like to request the additional confirmation letter/documentary proof (e.g. payment proof or study proof etc), it will incur an administration fee of **HK\$50** per document. The document will be issued within 7-14 working days upon student requested and the administration fee has been settled.

Other regulations

- There is a drinks vending machine provided at the student lounge for our students. Please note besides the vending machine, no other drinks including water will be provided by our centre.
- No eating or drinking is allowed in classroom area and all students should keep the classroom environment clean.
- Students are strictly prohibited to enter the office area. If you need to seek advice from our lecturers, we will arrangement meeting for you in the student interview room.

Operation Hours

Our operating hours are as follows:

Mondays – Fridays	:	9:00am to 8:00pm
Saturdays	:	9:00am to 5:00pm
Sundays and Public Holidays	:	Closed

Operating Hours under Typhoons

Typhoons at Signal Number '8'

- Office will be closed immediately when the signal '8' is hoisted.
- Normal operations will be resumed two hours later after the signal is lowered to number '3'.
- If the signal is lowered at 3:30pm or afterwards, the office will be closed for the day.

Black Rainstorm Signal

- If signal is hoisted during office hours, operation will be continued.
- If signal is hoisted before 9:00am, office will be closed.
- Operations will be resumed after two hours when the 'Black' rainstorm signal is reduced.
- If the signal is lowered at 3:30pm or afterwards, the office will be closed until the next working day.

Classes Arrangement during Typhoons

- Classes will be cancelled when typhoon signal '8' or 'black rainstorm' warning signal is hoisted. All classes in session will be suspended immediately.
- If typhoon signal '8' or 'black rainstorm' is hoisted at or after 3:30pm, all classes commencing at or after 3:30pm will be cancelled; whereas if it is hoisted at or after 12:00pm noon, all classes commencing at or after 2:00pm will be cancelled.

NOTE: While professional service is our hallmark, please note that it is not possible for our staff to render the following services:

- ❖ delivery of books / materials

All the above information is correct at the time of printing. Hong Kong Raffles School of Continuing Education reserves the right to change the above information, programme structure, curriculum assessment, schedules and fees without prior notice.