



**Institute of Professional Education And Knowledge**

**STUDENT HANDBOOK**

**For Postgraduate Diploma / Professional Diploma /  
Professional Certificate / Certificate programmes**

**AY2022/23**

<b>Table of Contents</b>	<b>Page</b>
<b>1. Introduction</b>	<b>3</b>
<b>2. General Information and Regulations</b>	<b>4-11</b>
2.1 PEAK's Opening Hours	
2.2 PEAK's Operations during Adverse Weather Conditions	
2.3 Student Card	
2.4 Safety Precautions and Insurance Coverage for Institute Activities	
2.5 Actions in Case of Fire Alarm	
2.6 Personal Property	
2.7 Use and Access to Personal Data	
2.8 Change of Personal Particulars	
2.9 Intellectual Property	
2.10 Guiding Notes on Using or Photocopying of Copyright Works	
2.11 Environmental Policy	
2.12 Conservation of Resources	
2.13 Non-Smoking Campus	
<b>3. Fees and Financial Assistance</b>	<b>11-12</b>
3.1 Tuition Fees	
3.2 Deferred Payment of Tuition Fees	
3.3 Refund Policies	
3.4 Financial Assistance	
3.5 Fees for Services Provided to PEAK Students	
<b>4. Pursuing a Programme</b>	<b>12-16</b>
4.1 Enrolment in Programmes	
4.2 Notification of Class Commencement	
4.3 Maximum Registration Period	
4.4 Credit Transfer and Exemption Policy	
4.5 Assessment for a Module	
4.6 Reassessment Mechanism	
4.7 Examinations and Assessments	
4.8 Assessed Materials	
4.9 Cheating and Irregularities Relating to Electronic / Communication Devices During Assessment	
4.10 Appeals	
4.11 Transfer of Study	
4.12 Withdrawal of Study	

<b>5.</b>	<b>Facilities for Learning</b>	<b>16-17</b>
5.1	Classroom Facilities	
5.2	Library Services	
<b>6.</b>	<b>Student Attendance and Conduct</b>	<b>17-21</b>
6.1	Attendance	
6.2	Conduct and Discipline	
6.3	Equal Opportunities Policy and Prevention of Harassment	
6.4	Suggestions and Complaints	
<b>7.</b>	<b>Student Feedback Policy</b>	<b>21</b>
7.1	Intent	
7.2	Purpose	
7.3	Collection	
 <b>Appendices</b>		
Appendix I	Intellectual Property Policy for Students	<b>22-23</b>
Appendix II	Table of Fees & Charges for Main Items & Services	<b>24</b>
Appendix III	PEAK Examination Regulations	<b>25-27</b>
Appendix IV	Cheating in Assessments	<b>28-29</b>
Appendix V	Appeal Regulations	<b>30</b>

## 1. Introduction

- 1.1 The Institute of Professional Education And Knowledge (PEAK) is a member of VTC Group and was established in 2003 after the merging of Management Development Centre, Information Technology Training and Development Centre, Financial Services Development Centre, and Continuing Professional Development Centre of VTC. PEAK with its predecessors has over 25 years of experience in professional education and corporate human resources development and is one of the leading in-service training organizations and qualifying bodies in Hong Kong.
- 1.2 The mission of PEAK is to provide high quality and market driven professional education and training programmes, skills assessments, and consultancy services to meet the needs of the adult learners and employers. Its products and services cover a wide spectrum including open professional in-service training programmes, tailor-made training and consultancy services for corporate clients, and administration of professional examinations. PEAK's programmes currently cover both award-bearing and non-award-bearing programmes.
- 1.3 This Student Handbook ("Handbook") is issued to all new students enrolled on award-bearing programmes (i.e. Postgraduate Diploma / Professional Diploma / Professional Certificate / Certificate programmes). It gives students essential information about the facilities and regulations as well as general policies and guidelines on academic related issues. Please read this Handbook carefully and observe all the relevant regulations and requirements stated therein.
- 1.4 Students are also advised to consult the programme document for academic and student regulations, in particular regulations governing assessments, examinations and academic appeals, and other programme specific information. Students will also receive information about the academic regulations and matters specific to their respective programmes from the Programme Leader.
- 1.5 In addition to this Handbook, PEAK also makes use of its Website at [www.peak.edu.hk](http://www.peak.edu.hk) as a communication channel with students. Students are strongly advised to visit the PEAK Website at regular intervals for updated news and information.
- 1.6 **THE MAIN COMMUNICATION CHANNEL FOR DISSEMINATING INFORMATION TO STUDENTS WILL BE THROUGH EMAILS (THROUGH THE VTC EMAIL ACCOUNTS PROVIDED TO STUDENTS BY PEAK). IT IS IMPORTANT THAT STUDENTS CHECK THEIR EMAILS FROM THEIR VTC EMAIL ACCOUNTS REGULARLY.**

## 2. General Information and Regulations

### 2.1 **PEAK's Opening Hours**

The PEAK Administration Office is responsible for student admissions, registrations, student records, timetabling, examination arrangements and other support services for the operation of PEAK's programmes. The opening hours\*\* of PEAK's Reception Counter are as follows:

**Address** : 9/F, VTC Tower, 27 Wood Road, Wanchai, Hong Kong  
**Telephone No.** : 2836 1922  
**Fax. No.** : 2891 5707  
**Email** : [peak@vtc.edu.hk](mailto:peak@vtc.edu.hk)  
**Opening Hours\*\*** : **Monday – Friday : 8:45am – 8:00pm**  
**Saturday : 9:00am – 12:00 noon**  
**Sunday & Public Holidays : Closed**

**\*\*** PEAK's Reception Counter will be closed at 5:15pm on Winter Solstice, Christmas Eve, New Year's Eve and Lunar New Year's Eve (If the mentioned festive days are Saturdays, the office hour is 9:00am to 12:00noon). If you have any enquiries about our opening hours on other festive days, please contact us at 2836 1922.

### 2.2 **PEAK's Operations during Adverse Weather Conditions**

#### **Typhoons / "Extreme Condition"**

When typhoons (also refer to tropical cyclones) / "Extreme Condition" affect Hong Kong, the following arrangements for classes / examinations\*\* will apply:

<b>Typhoon Signal / "Extreme Condition" Announcement</b>	<b>Action to be taken (PEAK Classes/Examinations**)</b>	
No. 1	Classes / Examinations** conducted as scheduled (unless specified by PEAK / VTC otherwise)	
No. 3	Classes / Examinations** conducted as scheduled (unless specified by PEAK / VTC otherwise)	
Pre-No.8 Special Announcement <sup>#</sup> / Typhoon Signal No. 8 or above / "Extreme Condition" Announcement <sup>##</sup>	(a) Issued or in force <b>at 6:15 am or before 11:00 am</b>	PEAK classes/examinations** scheduled to commence within 9:00 am – 12:00 noon <b>Cancelled</b>
	(b) Issued or in force <b>at 11:00 am or before 4:00 pm</b>	PEAK classes/examinations** scheduled to commence within 12:00 noon – 6:00 pm <b>Cancelled</b>
	(c) Issued or in force <b>at 4:00 pm or thereafter</b>	PEAK classes/examinations** scheduled to commence within 6:00 pm – 10:00 pm <b>Cancelled</b>
	(d) Issued when classes/ examinations** are <b>in session</b>	All classes/examinations** will be immediately <b>suspended</b> for the session.

	(e) Issued <b>before start of examinations**</b>	Examinations** to be held in that particular session should be <b>postponed</b> .
<b>Lowering to Typhoon Signal No. 3 or below or lowering all typhoon signals or cancellation of “Extreme Condition” at any time</b>		All classes/examinations** <b>to resume with the next session</b> unless road or other conditions remain adverse.

\*\* Examinations refer to internal examinations of PEAK.

# Where possible, the Hong Kong Observatory will issue an early alert (i.e. a “Pre-No.8 Special Announcement”) within 2 hours of the hoisting of the Typhoon Signal No. 8. When a Pre-No. 8 Special Announcement is issued, all classes / activities of PEAK (including examinations\*) will immediately be suspended.

## If situation warrants, the Government may issue an “Extreme Condition” announcement before Typhoon Signal No. 8 is replaced with Typhoon Signal No. 3. The “Extreme Condition”, if issued, normally covers the 2-hour period after cancellation of No. 8, and may be extended or cancelled by the end of the 2-hour period.

### **Rainstorms**

When rainstorm warning signal is issued, the following arrangements for classes / examinations\*\* will apply:

<b>Rainstorm Warning Signal</b>	<b>Action to be taken (PEAK Classes/Examinations**)</b>	
AMBER Rainstorm	Classes / Examinations** conducted as scheduled (unless specified by PEAK/VTC otherwise)	
RED Rainstorm	Classes / Examinations** conducted as scheduled (unless specified by PEAK/VTC otherwise)	
BLACK Rainstorm	(a) Issued or in force <b>at 6:15 am or before 11:00 am</b>	PEAK classes/examinations** scheduled to commence within 9:00 am – 12:00 noon <b>Cancelled</b>
	(b) Issued or in force <b>at 11:00 am or before 4:00 pm</b>	PEAK classes/examinations** scheduled to commence within 12:00 noon – 6:00 pm <b>Cancelled</b>
	(c) Issued or in force <b>at 4:00 pm or thereafter</b>	PEAK classes/examinations** scheduled to commence within 6:00 pm – 10:00 pm <b>Cancelled</b>
	(d) Issued when classes/examinations** are <b>in session</b>	All classes/examinations** should <b>continue</b> (except those take place outdoors) until the end of the session, and if it is the end of the school day where RED / BLACK signal is still in force, students should be advised to return home only when conditions are safe.

		<i>Remarks:</i> <i>If students are not yet in the campus premises due to differences in class timetables, they should stay home or take shelter in a safe place. For classes/ examinations** conducted outdoors, the responsible staff on the spot should suspend the activities immediately and ensure that all students have taken shelter in a safe place.</i>
	(e) Issued <b>before start</b> of examinations**	Examinations** to be held in that particular session should be <b>postponed</b> .
<b>Lowering to AMBER rainstorm warning signal or lowering of all rainstorm warning signals at any time</b>		All classes/examinations** <b>to resume with the next session</b> unless road or other conditions remain adverse.

\*\* Examinations refer to internal examinations of PEAK.

Students are requested to follow the arrangements set out above in times of typhoons, “Extreme Condition” and rainstorms. **No public announcement will be made on TV / Radio by PEAK / VTC.**

**PLEASE NOTE THAT ANNOUNCEMENTS MADE BY THE EDUCATION BUREAU DO NOT APPLY TO PEAK.**

If circumstances permit, the announcement on the suspension or resumption of classes will also be available at PEAK Website ([www.peak.edu.hk](http://www.peak.edu.hk)), and / or broadcasted to students via the Short Message Service (SMS) to your mobile phone number registered with PEAK.

When classes / examinations are resumed following the lowering of typhoon signals / rainstorm warnings or cancellation of “Extreme Condition”, **students may exercise discretion** in deciding whether or not they will return to PEAK campus after taking into consideration the local weather, road, slope, traffic or transport conditions at that time. Students, in particular those living in remote areas, will not be penalised for being late under these circumstances.

### 2.3 Student Card

Student cards are issued to new students of Postgraduate Diploma / Professional Diploma / Professional Certificate / Certificate programmes normally within one month after class commencement, subject to their submission of the completed application forms and passport-sized photos to the Administration Office before the specified date. The card, which is non-transferable, is a student’s personal identification document and should be carried at all times to gain access to various facilities and support services (e.g. libraries, swimming pools).

The Student Card is the property of PEAK. Misuse or falsification of the card will render the student liable to disciplinary action. Students should return their student cards to the Administration Office upon cessation of their study in the programme.

If a student card is lost or damaged, the student should report the case to the Administration Office as early as possible and apply for a replacement card for which a fee will be charged. The student should also report the loss to the Library for updating his / her borrower's record. In case a lost student card is later found, the student should return it immediately to the Administration Office for cancellation.

#### **2.4 Safety Precautions and Insurance Coverage for Institute Activities**

PEAK attaches great importance to students' personal safety, especially during institute activities and outside visits. VTC provides insurance coverage for students while they are participating in activities organised by PEAK. For details, please contact the Administration Office of PEAK.

Whilst PEAK's staff will take every measure to ensure student's safety, students still have a responsibility for their own safety and are strongly recommended to observe the following precautionary measures:

- (1) inform their family members beforehand of the site visits and activities that take place outside PEAK campus, and leave a contact number (if available) by which they can be reached;
- (2) inform the staff in-charge of the activity (as well as the Administration Office where necessary) of any illness or health condition which may prevent them from participation; and
- (3) obtain additional insurance coverage at their own expenses should the student or their families consider there is need to do so.

Students must observe PEAK regulations regarding safety. They should not operate equipment unless they have been given permission. They should report immediately any accidents arising from study or activities in the campus to the staff member on duty. PEAK will not accept responsibility for accidents arising from students' failure to observe these and other safety instructions.

#### **2.5 Actions in Case of Fire Alarm**

Students are strongly advised to note the fire escape routes on the floor plans and familiarize themselves with those routes and the procedures to be taken in case of fire or emergency. This information is posted up in each classroom of PEAK.

On hearing the fire alarm, all students should stop immediately what they are doing, follow the Fire Escape Procedures and / or the instructions issued by the teaching staff and to evacuate from the campus building and gather at the appropriate assembly point to await further instructions. While the fire bell is ringing, students should not use the lifts or enter the building.

Fire drills may be conducted at suitable intervals for students and staff to practice the evacuation of campus building for a fire or other emergency.



## **2.6 Personal Property**

Students should not leave their personal belongings unattended in campus area as PEAK will not be responsible for their damage or loss.

## **2.7 Use and Access to Personal Data**

The personal data that students provided at the time of application and registration of study in PEAK will be used for one or more of the following purposes:

- (1) setting up individual student records;
- (2) analysis of the profile of students enrolled on a programme;
- (3) for all purposes relating to the students' study, scholarships / bursaries processing arrangement, counselling and support services in accordance with the procedures of VTC institutions;
- (4) updating the graduate records and maintaining communication after graduation related to alumni affairs, including delivery of information of VTC institutions about events, life-long learning programmes, benefits, solicitation of donations, promotion and merchant offers of VTC Graduate VISA Card, and other alumni affairs related services and activities; and
- (5) providing information and updates about VTC (including programme information of VTC member institutions) to students who have indicated a wish to receive such information and materials.

Students' personal data held by PEAK / VTC will be treated confidentially. However, under the following circumstances, PEAK and / or VTC may provide information to:

- (1) the employers of students on the understanding that the students are directly and / or financially sponsored by the employers in taking up the study at PEAK and / or VTC, in which case, attendance log of the students will be sent to the employers concerned on a regular basis and copies of Transcript of Study will also be sent to the employers at the end of each module / programme;
- (2) the employers of students, subject to the students' prior consent, for the purpose of conducting employer survey at the end of the programme;
- (3) local or overseas institutions / corporations where students have submitted applications for admission or appointment and which are authorized to obtain their academic results from PEAK and / or VTC;
- (4) assessment / professional organisations for applying / processing assessment / professional recognition / certification relevant to the students' programmes of study;
- (5) donors / donating organisations for the purpose of selecting suitable candidates for award of scholarships / bursaries.

Under the Personal Data (Privacy) Ordinance (Cap.486), students have the right:

- (1) to check whether PEAK and / or VTC holds their personal data and request for a copy of such data; and
- (2) to apply for correction of their personal data which are inaccurate.

Applications for data access and / or correction should be made to the Administration Office of PEAK. Requests for correction of data should also be accompanied by supporting documentation. A handling fee will be charged for the processing of any data access request. Students should provide sufficient information to prove their identities. Otherwise PEAK may refuse to comply with their requests.

## **2.8 Change of Personal Particulars**

It is the responsibility of students to inform PEAK of any change of their personal particulars, including address and phone number. PEAK will bear no responsibility for undelivered mail / message due to students' failure to update their records.

For amendment to name, HKID Number or information on HKID / passport, date of birth, etc., students have to apply in person at the Administration Office of PEAK and to present the original of the supporting documents for verification. If replacement of student card is necessary, a handling fee will be charged.

## **2.9 Intellectual Property**

"Intellectual Property" (IP) means any discovery, creation, invention, design, get-up, trademark, commercially licensable technologies, database rights, confidential information, trade secrets, 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, and applications for any of the foregoing. Intellectual Property Rights (IPR) are legal rights protecting the creator of IP, giving him / her economic rights and control in his / her creations.

In the course of study, students will make use of the equipment, facilities, or resources owned by VTC, including but not limited to drawings, data, sketches, documents, laboratories, stationery and consumables, and will receive guidance from teachers in generating ideas for assignments and projects and may, therefore, generate Intellectual Property which might be adopted for commercial use. Whilst the student will maintain ownership of the Intellectual Property in the materials he or she creates, each student irrevocably grants VTC a perpetual, royalty-free, world-wide and non-exclusive right to reproduce or use (in whole or in part) of the Intellectual Property materials created solely or jointly with other persons during his or her course of study. Such right to use will include, for example, to showcase the award-winning works of the students for publicity or display purpose. VTC will acknowledge the materials as the student's Intellectual Property. A student must observe the rules and regulations pertaining to VTC's Intellectual Property Policy in order to benefit from the continued enrolment and completion of his / her studies.

Any violation of VTC's Intellectual Property Policy is considered as a serious misconduct. Please refer to **Appendix I** for details of the Intellectual Property Policy for Students.

## **2.10 Guiding Notes on Using or Photocopying of Copyright Works**

In general, copyright is the right given to the owner of an original work (e.g. a piece of writing and software programme), whose creativity has to be protected. Students will be held personally responsible for any breach of the copyright law in using / photocopying copyright works, or using unlicensed computing software for private study. Copying does not only include photocopying but also includes scanning and storing information in hard disc or other electronic or optical media (e.g. uploading to servers). Transmission of materials by fax is also considered as copying. Students are advised to get a basic understanding of Copyright in Hong Kong by referring to the website of the Intellectual Property Department of the HKSAR ([www.ipd.gov.hk](http://www.ipd.gov.hk)).

Students should respect Intellectual Property. They should purchase textbooks and reference materials that are required for their study instead of copying it.

Notes and programme materials provided to students by lecturers or PEAK are works protected by copyright and shall be used by students only for private study.

Students are not permitted to copy any textbooks, notes and programme materials, either in printed or electronic format, or to redistribute them to other people who are not registered on the studying programme concerned in any ways, such as uploading to servers, etc. Video taking or recording during lessons without permission is prohibited.

Students should pay attention to notices on copyright posted in the campus building, and should not make unauthorised copies of any copyright materials.

## **2.11 Environmental Policy**

To create a pleasant working and learning environment for vocational and professional education and training, VTC endeavours to:

- comply with all applicable environmental legislations, standards and regulations;
- reduce waste and consumption of resources (such electricity, water and paper);
- raise environmental awareness among staff and students;
- provide environmental education and training;
- adopt environmental design, materials and technologies in the Council's campuses and buildings where feasible;
- reduce and control environmental pollution arising from the Council's activities and to require our contractors to adopt and implement environmental measures;
- implement decarbonisation strategies towards the goal of carbon neutrality; and
- work towards the achievement of sustainable development.

Students are expected to follow the campus' guidelines and advices to help implement the environmental policy.

## **2.12 Conservation of Resources**

Resource conservation is essential in environmental protection and the campus makes every effort to save resources like electricity, water, paper and so on. Students can help conserve resources by observing the following:

- (1) close the doors immediately on entering or leaving air-conditioned rooms, such as classroom, seminar room, lecture theatre, workshop and office, etc.;
- (2) keep all windows closed while the air-conditioning is on;
- (3) switch off lights, air-conditioners, computers and peripherals which are not necessary or when leaving a room;
- (4) use stairs instead of lift whenever possible;
- (5) save water;
- (6) adopt double-sided printing / writing and use recycled paper more;
- (7) dispose recyclable wastes, e.g. waste paper, plastic, aluminium cans,
- (8) used toners, used rechargeable batteries, etc. into designated collection bins for recycling purpose; and
- (9) bring your own bottle of water and reduce consuming packaged / bottled drinks.

## **2.13 Non-Smoking Campus**

Under the Smoking (Public Health) Ordinance (Cap.371), all campuses and VTC sites (indoor and outdoor areas) are designated as non-smoking areas. No person shall smoke or carry a lighted cigarette, cigar or pipe in such areas, or else will be liable to a maximum fine of HK\$5,000 under the Ordinance.

A smoker will be asked to extinguish the lighted cigarette / cigar / pipe or to leave the campus areas. If the smoker refuses to cooperate, he / she will be asked to produce proof of identity, e.g. student card, and the information will be passed to the Administration Office for appropriate action.

# **3. Fees and Financial Assistance**

## **3.1 Tuition Fees**

All students are required to pay tuition fees and other fees for services provided upon a student's request.

It is the responsibility of students to pay tuition fees. If students fail to settle the fees by the due date for payment without valid reason(s) and prior written approval from the Principal of PEAK, they will be suspended from study and will be barred from classes, examinations, the use of library, and other facilities and services.

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

Students who have withdrawn or are de-registered from their study with an outstanding fee are still required to clear the outstanding debts in respect of

their previous study when they are re-admitted to another or the same PEAK / VTC programme in future, even if the outstanding fees are revealed after class commencement.

PEAK reserves the right to take other actions, including legal proceedings, against students if deemed necessary to recover the unpaid fees.

### **3.2 Deferred Payment of Tuition Fees**

Students who have genuine financial difficulties in settling the tuition fee before the payment deadline may apply to the Principal of PEAK to defer the payment of tuition fee. Application for defer payment should be made in writing and submitted to the Principal of PEAK via the Administration Office at least 10 working days before the payment deadline. If the application for deferment is approved, the student will receive a written reply from PEAK prescribing the new payment deadline.

If the student eventually fails to settle the outstanding tuition fee by the deferred payment deadline, the students' registration status will be nullified and all fees paid will not be refunded.

### **3.3 Refund Policies**

Tuition fees paid are normally not refundable except in the cases of programme cancellation.

For Continuing Education Fund (CEF) Reimbursable courses, students are advised to consult the CEF leaflet for the refund policies and refund arrangements.

### **3.4 Financial Assistance**

Where applicable, students with financial hardship may apply for financial assistance offered by the government's Student Finance Office of the Working Family and Student Financial Assistance Agency. Details of the Government Financial Assistance Schemes are available at [www.wfsfaa.gov.hk/sfo/tc/index.htm](http://www.wfsfaa.gov.hk/sfo/tc/index.htm).

### **3.5 Fees for Services Provided to PEAK Students**

Various services, including module exemption and replacement of Award Certificate, are provided by PEAK upon a student's request at a charge of fee. A list of fees and charges for the main services of PEAK is given at **Appendix II**. Students are also advised to contact the Administration Office direct for details and enquiries related to the payment of fees.

## **4. Pursuing a Programme**

### **4.1 Enrolment in Programmes**

Students have to fill in the enrolment form, either in paper format or through online application, and follow the "Notes to Applicants" in the form to apply for programmes.

Enrolment deadline of all programmes is 7 working days (exclusive of Saturdays, Sundays and public holidays) prior to class commencement date (the enrolment deadline might be subject to change depending on the enrolment status).

Classes will be conducted in different modes, including face-to-face teaching, online teaching and learning, practical training as deemed appropriate. Students may be required to attend classes at other VTC campuses. Any fees paid are normally not refundable unless the programme is cancelled. PEAK reserves the right to cancel any programme, revise programme title, content or change the offering Institute(s) / campus(es) / class venue(s) if circumstances so warrant.

#### **4.2 Notification of Class Commencement**

Successful applicants will be notified of the class confirmation and relevant information by the contact method specified on the enrolment form at least 3 working days (exclusive of Saturdays, Sundays and public holidays) before class commencement. PEAK will not be responsible for the loss of class notification sent by mail. Please contact PEAK's Administration Office if you do not receive the notification before the class commencement.

#### **4.3 Maximum Registration Period**

Each Postgraduate Diploma / Professional Diploma / Professional Certificate / Certificate programme has a Maximum Registration Period (MRP), i.e. the maximum number of years a student is allowed to complete the programme, which is 4 years. Students who fail to complete the programme within the MRP will normally be de-registered from the programme.

#### **4.4 Credit Transfer and Exemption Policy**

Students can apply for credit transfer<sup>^</sup> and / or exemption in specific modules of the programme and the respective Programme Committee will consider each application on an individual basis. Normally, a student is not allowed to meet the credit requirements of the programme through 100% credit transfer. Exemption for more than 50% of the credit values will not be granted. An administrative fee will be charged for credit transfer and module exemption applications. For details, please contact the Administration Office.

<sup>^</sup>Credit transfer is not applicable to Postgraduate Diploma

#### **4.5 Assessment for a Module**

The assessments for a module may include End-of-Module Assessment (EA) or Continuous Assessment (CA) or both. Both EA and CA can be in the form of laboratory work, assignments, tests, examinations, projects, case studies, practical assessments, and performance appraisal, etc. The contribution of EA and / or CA to the Module Mark would be specified in the relevant programme document.

The minimum pass mark for a module is 40%, which is the minimum requirement in each assessment. Criteria on passing a module may vary in different modules / programmes, so students should refer to the relevant programme document or contact the Programme Leader for enquiries.

#### **4.6 Reassessment Mechanism**

If students fail an individual assessment of a module, they may be allowed to take a reassessment in order to make up for the shortfall under the condition that the students fulfill the attendance requirement and / or other requirements specified for individual modules / programmes. Students

passing the reassessment shall be awarded a mark of 40%, or the minimum pass mark, for the assessment component concerned in the calculation of the Module Mark. For students who are granted reassessment for individual assessments within a module based on mitigating factors beyond the students' control, the actual mark obtained in the reassessment will be used in the calculation of the Module Mark.

Under any circumstances, there will not be a second reassessment for individual assessments.

#### **4.7 Examinations and Assessments**

Examination periods of each module / programme will be announced at least one month before the examination. Students must make themselves available for the whole examination period, not just those examination days published in the examination time-tables as examinations may be re-scheduled due to unforeseeable circumstances such as adverse weather.

If students fail to present themselves for examination at the time and place published in the examination schedules, they are deemed not to have fulfilled the requirements of the module(s) / programme concerned and will be failed in the module(s) / programme, unless permission to the contrary has been given by the Principal of PEAK.

Application for granting of reassessment on grounds of mitigating factors (e.g. on medical ground) must be accompanied by documentary evidence (e.g. valid medical certificate issued from a registered doctor (註冊西醫) or Chinese medical practitioner (註冊中醫) ) and submitted by the student to Programme Team normally no later than 3 working days after the day when the assessment is held. Medical certificates issued by listed Chinese medical practitioners (表列中醫), medical appointment notices and medical appointment attendance slips are normally not accepted. PEAK has the discretion to determine whether evidence presented by the student constitutes a valid reason for granting reassessment. For students who are granted reassessment for individual assessments based on mitigating factors beyond the students' control, the actual mark obtained in the reassessment of the component concerned will be used in the calculation of the Module Mark / Grade. Irrespective of the result of the application, an administrative fee may be charged for reassessment.

If a student is absent from the examination without a valid reason, he / she may not be allowed to re-sit the examination, if applicable.

Individual programmes may have different guidelines for the arrangement of supplementary examination. Students should refer to the programme document or contact the Programme Leader for details.

Documents supporting absence from examination should be submitted to the Administration Office of PEAK **immediately and in no case later than one week** after the examination of the module / programme concerned is held. Documents submitted after the relevant Board of Examiners meeting will normally **not** be accepted.

PEAK has the discretion to determine whether evidence presented by students constitutes a valid reason for granting reassessment. Students who are found to abuse the system or using forged documents will be subject to disciplinary action which could result in expulsion from the module / programme.

Students must observe the Examination Regulations as given in **Appendix III**. Online assessments, if any, will follow the same regulations where applicable.

#### **4.8 Assessed Materials**

External Examiners are appointed to provide an external and impartial check on the quality and academic standards of the award-bearing programmes. The external examiner has the right to examine any assessed material including examination scripts, project reports and other course work of all students in the programme.

PEAK makes every effort to assure that the assessment tasks of its programmes are designed, conducted and marked in a fair and consistent manner. There has been an established mechanism where the Lecturer, Programme Leader and External Examiner will take up different roles and responsibilities to assure the accuracy and consistency of marking in assessment. All assessment results are determined by the Boards of Examiners after careful scrutiny and deliberation with the External Examiners, and with the ratification of the Academic Committee on special cases and award list.

#### **4.9 Cheating and Irregularities Relating to Electronic / Communication Devices During Assessment**

A student who has committed an act of cheating in an assessment will be liable to disciplinary action and penalties. **Appendix IV** gives examples / circumstances that would be considered as cheating.

For established cheating cases, one or more of the following penalties will be imposed on the student depending on the nature and seriousness of the offence on a case-by-case basis:

- (a) Failing the module / programme / assessment concerned (i.e. ZERO mark and no reassessment is allowed);
- (b) Failing the module / programme / assessment concerned, **plus** other forms of penalty including:
  - Failing all the modules / assessment for the stage
  - Suspension from studies for a specified period;
  - Immediate expulsion; and
  - Debarred from re-admission to any PEAK programmes for a period of 2 years or more.

In exceptional circumstances with genuine mitigating factors, Student Disciplinary Committee might consider other forms of penalty to be imposed on the students.

Students are strongly advised not to bring mobile phones or electronic / communication devices (e.g. PDA, music player, electronic dictionaries, databank and smartwatches, hand-free / Bluetooth headsets, tablets,



paggers, camera devices / equipment, scanner pens or any electronic devices which can store and / or display texts, take photos / videos, and record sounds, etc.) when attending an assessment. If a mobile phone or an electronic / communication device is found in the pocket / on the body of a student during examination / test, the student will be disqualified for that assessment. If the electronic / communication device placed under the chair is found switched on or sounded during the examination / test, the student may receive mark penalties.

#### **4.10 Appeals**

A student may lodge a written appeal against his / her assessment results arising from the decision of a Board of Examiners, and / or the rulings of a Student Disciplinary Committee on an allegation of cheating or on behavioural problems. The appeal should reach the Administration Office within 7 working days from the day the assessment results are announced or within 3 working days after the student has been informed of the decision of the investigation panel (on assessment results) / ruling of the Student Disciplinary Committee. Please refer to **Appendix V** for the Appeal Regulations.

#### **4.11 Transfer of Study**

A student is not permitted to transfer from one programme to another programme without the permission of the Principal of PEAK and without valid reason(s).

#### **4.12 Withdrawal of Study**

Students who wish to withdraw from their studies should notify their Programme Leader in writing with copy to the Administration Office.

Students should note that they are liable to pay the outstanding tuition fees and other charges despite their withdrawal from studies at any time after the commencement of a programme / module. Fees paid for the programme / module that the student is studying prior to and at the time the notification of withdrawal of study is received will not be refunded.

### **5. Facilities for Learning**

#### **5.1 Classroom Facilities**

All classrooms of PEAK are equipped with up-to-date technology facilities such as audio-visual device and computer. Classrooms and facilities are updated / renovated whenever necessary to ensure students enjoy comfortable learning environment.

#### **5.2 Library Services**

Students of PEAK Postgraduate Diploma / Professional Diploma / Professional Certificate / Certificate programmes are eligible to VTC LRCs services.

All LRCs are multi-media learning resource centres with an environment conducive to study, research and leisure reading. Current information on library resources and services is available on the Library homepage ([library.vtc.edu.hk](http://library.vtc.edu.hk)).

The library collection in the LRCs consists of around 544,000 print volumes, 357,000 e-books and 89,000 full-text e-journal articles. They cover programme-related topics in Health and Life Sciences, Business, Childcare, Elderly and Community Services, Design, Engineering, Information Technology, Hospitality, Language and vocational guidance. Around 70 electronic databases, for example, BSOL (British Standards Online Library), EBSCOhost, ProQuest, Wanfang Video ( 萬方視頻 ) and WiseNews/WiseEnterprise ( 慧科新聞 ), also provide a very effective searching tool on a variety of subjects to support the needs of teaching and learning. Students can search and print the past examination papers and module syllabuses from the VTC Examination Paper Database and Course Syllabus Database respectively.

The VTC Library Catalogue allows users to locate all VTC library collections ([library.vtc.edu.hk](http://library.vtc.edu.hk)). Users can also ascertain the library holdings, check their own borrowing records, place a reservation on a particular title and renew their loaned items. Moreover, it provides hyperlinks to all electronic resources including e-books, e-journals and e-databases.

All LRCs are well-equipped with Internet workstations, personal computers, notebook computers, audio-visual equipment, wireless LAN and an integrated photocopying and printing system with Octopus charging solution. Inter-campus loans among all LRCs are available. Library users may check in and out the circulating materials from any one of the LRCs.

#### Multimedia Services

In most campuses, the LRC has Student Workshop Area housed with audio-visual equipment, printing machines, scanning facilities and computers with multimedia software as learning support. To use the facilities, students should follow the regulations and technical guidelines provided in the Area.

#### Computing Services

Students can use the central computing services in the computer rooms / labs for learning support. When the rooms are not scheduled for classes, students may use the facilities on a free-access basis in accordance with the arrangements made by the Officer-in-charge.

Students are allowed to bring their own personal portable computers to LRCs for use in support of their learning. They can connect to the LRC wireless network with a valid Computer & Network Account (CNA) after user authentication. Students are responsible for ensuring that their PCs have protection against computer virus infection and all software programmes installed in their PCs are legitimately-acquired originals. Any student found violating this regulation will be subject to disciplinary action by PEAK.

## **6. Student Attendance and Conduct**

### **6.1 Attendance**

Students should attend punctually all scheduled lessons and activities of their programmes. If absence is unavoidable, they should inform their Programme Leaders in writing of the reason as soon as possible.

The minimum attendance requirement for a module / programme of PEAK is normally 70%. Student should note that the minimum attendance requirement has already provided allowance for occasional absence / lateness due to medical, personal or emergency reasons. There might be specific attendance requirements for students of different programmes, students should refer to the relevant programme documents or contact the Programme Leader for enquiries.

Students are required to satisfy the minimum attendance requirement for individual modules in order to be eligible to sit for the End-of-Module Assessment / final examination, and / or be awarded the Module Mark / Grade concerned. Students who fail to meet the minimum attendance requirement for an individual module will be required to re-take the module concerned.

For the purpose of applying for reimbursement of programme fees under the Continuing Education Fund, students are required to pass **each module** with at least 50% of marks (according to the requirement under different programmes / modules) and to satisfy the minimum attendance requirement of 70% for **each module**. All CEF Reimbursable programmes provided by VTC are exempted by the Secretary for the Labour and Welfare Bureau from collecting tuition fees on equal monthly instalments basis.

## 6.2 Conduct and Discipline

PEAK is committed to cultivating a harmonious, inclusive and pleasurable learning environment for students. Students should show respect to others, dress and behave properly. Normal courtesy and civic-minded behaviour must be exercised in all circumstances. Intimidating or bullying others is unacceptable behaviour and may lead to disciplinary action.

Students must observe at all times the following rules and regulations:-

- **Gambling and betting** are forbidden in the campus.
- **Smoking** is prohibited within campus premises.
- **Alcoholic drinks** are not allowed anywhere within the campus, unless permission is given by the Principal of PEAK.
- **Eating or drinking** is strictly prohibited at all teaching venues including classrooms, computer rooms, lecture theatres, etc.
- **All electronic and computer games** are not allowed throughout the conducting or delivery of teaching and learning activities except within the context of teaching and learning.
- **Noise-producing devices such as mobile phones, PDA, etc.**, should be switched off in all teaching areas and the library. Activities that will affect learning and teaching are not allowed in all areas of the campus except under very special circumstances and with the approval of the Principal of PEAK.
- **Viewing, uploading and downloading obscene pictures or movies** from websites and other electronic devices are prohibited.
- **Taking attendance for another student is not allowed.**
- **Handouts, learning and programme materials** provided by lecturers / PEAK are works protected by copyright. Students are not permitted to make copy of such materials, either in printed or electronic format, or to redistribute them to other people who are not registered on the studying programme concerned in any ways, such as uploading to servers, etc.

Students have the responsibility to help maintain a clean, healthy and safe learning environment in the campus. Preventing communicable diseases, they should stay alert and pay extra attention to personal and environmental hygiene, and strictly follow [the precautionary measures](#). They should observe further rules stipulated for the use of campus facilities, and for participation in the learning and teaching activities. Students attending classes or activities in other campuses or other outside centres should also observe the rules and regulations set out by the respective campuses or centres.

All campus staff are empowered to enforce the campus rules and regulations. They are authorized to prevent and stop any misbehaviour and non-compliance acts in all areas of the campus. If necessary, they will refer the misconduct or case to the Programme Leader / Principal for further action.

The Student Disciplinary Committee is empowered to investigate and make recommendations on any case of student misconduct ordered to be brought before it by the Principal of PEAK or his / her representative. The Committee will fully consider each case in a fair and unbiased manner. One or more of the following recommendations will be made to the Principal for consideration and approval:

- (1) student not at fault;
- (2) a written reprimand;
- (3) a fine for damage;
- (4) suspension from use of facilities for a specified period;
- (5) suspension from studies;
- (6) permanent expulsion; and
- (7) other action as considered appropriate by the Committee.

If a student has to attend a hearing of the Student Disciplinary Committee, he / she may ask a staff member or a student of the same campus to accompany him / her.

### **6.3 Equal Opportunities Policy and Prevention of Harassment**

VTC is committed to developing, promoting and maintaining policies of equality of opportunity which creates an environment for staff, students or any other persons who have dealings with VTC where there is no barrier to equal opportunities and no discrimination on the grounds of sex, pregnancy, breastfeeding, disability, race, marital status, family status, or sexual orientation. VTC does not tolerate any unlawful acts of discrimination, harassment, vilification or victimization.

Both staff and students have the duty and responsibility towards creating a fair, harmonious and favourable environment where the dignity of each and every one must be respected and an equality of treatment upheld.

The definitions and some examples of sexual / disability / racial discrimination / harassment are provided in the paragraphs hereinafter. Students may visit the website of Equal Opportunities Commission (<https://www.eoc.org.hk/en>) for further information.

### Sexual Harassment

Under the Sex Discrimination Ordinance (Cap.480), any unwelcome act of a sexual nature, or any verbal or physical conduct of sexual nature which creates an intimidating, hostile or offensive environment is considered as sexual harassment which is prohibited under the Ordinance. For instance, students telling sexual jokes, shouting obscene slogans or displaying pornographic materials on campus might have created a sexually hostile environment for other students / staff and would be legally liable for such act.

### Disability Harassment

According to the Disability Discrimination Ordinance (Cap.487), disability harassment means unwelcome conduct towards a person on account of his / her disability, or towards this person's associate, where a reasonable person, having regard to all circumstances, would have anticipated that the person with the disability would be offended, humiliated or intimidated. Examples may include an oral or written statement, e.g. insulting remarks or offensive jokes about a person's disability.

### Racial Discrimination

Treating people less favourably on the basis of their race or engaging in an unwelcome, abusive, insulting or offensive behaviour because of the race of another person or his / her associate (e.g. relative, carer), which makes the person feel threatened, humiliated or embarrassed might have contravened the Race Discrimination Ordinance (Cap. 602) and would entail legal consequences. Examples may include racist jokes, banter, ridicule or taunts; for example, laughing at the accent or habits of people belonging to certain racial groups.

Students should avoid engaging in these unlawful acts of discrimination, harassment and vilification on or outside campus premises and students committing any of such acts would be liable to disciplinary action.

A person who feels distressed or humiliated by certain act of harassment may speak up at the time and tell the harasser that his / her behaviour is unwelcome and has to be stopped. If any student considers that he / she has been subject to such harassment and wishes to lodge a formal complaint, he / she should lodge the complaint to the Administration Office of PEAK as soon as possible. Appropriate actions will then be taken by PEAK. Strict confidentiality will be observed.

## **6.4 Suggestions and Complaints**

PEAK is very keen to receive feedback from students on all aspects of the Institute. PEAK has put in place various communication channels / methods for students to convey their views and feedback. Student may make a suggestion on any campus matter by raising it with Lecturers, Programme Leader, Administration Office, or the Principal.

Students are encouraged to contact the relevant staff direct to discuss any matters of concern to them, with a view to resolving the issues expeditiously.

There is a Complaints-handling Officer in PEAK to ensure that each complaint is processed expeditiously and properly. If a student wishes to lodge a complaint, he / she may forward it to the Programme Leader or the Administration Office. No complainant will be victimized or penalized for

raising a complaint in good faith. However, a student making malicious complaints may be subject to disciplinary action.

Complainants are expected to identify themselves. The Principal will consider the content of an anonymous complaint and decide whether the complaint should be further processed.

All complaints will **normally be acknowledged in writing within 5 working days** from receipt of a complaint and a reply stating the findings of the investigation will normally be made within 14 working days after acknowledgement of receipt of the complaint. The complainant or his / her authorised representative will be requested to sign to acknowledge receipt of the written notification of the result of complaint investigation. The complaint will be deemed case closed when no response is received from the complainant within 14 working days from his / her receipt of the notification.

## **7. Student Feedback Policy**

### **7.1 Intent**

Students play an important role in the planning, development, and review process of PEAK programmes. Student feedback is essential to help PEAK ensure the highest programme quality and optimal learning environment.

### **7.2 Purpose**

As a continuous process to monitor and enhance the quality of the student learning experience in PEAK, student feedback about teaching and the learning environment is collected, analyzed, and reported systematically on a regular basis. Remedial actions will be taken promptly once problems are identified.

### **7.3 Collection**

Student feedback is collected quantitatively and qualitatively through the following channels:

#### Quantitative Feedback

- “Graduate Survey” is normally distributed to and collected from graduates upon their successful completion of Postgraduate Diploma (PgD) / Professional Diploma (PD) / Professional Certificate (PC) / Certificate programmes offered by PEAK.
- “End of Module Evaluation Survey” is also distributed to and collected from PgD / PD / PC / Certificate programme students at the end of each module.

*Survey is conducted on an anonymous basis.*

#### Qualitative Feedback

Qualitative student feedback is also gathered through the following channels:

- written comments given by students in the survey forms
- academic visits by Programme Leaders
- direct communication with members of staff at PEAK
- Staff-Student Liaison Meeting

## **Intellectual Property Policy for Students**

### **Intellectual Property**

1. “Intellectual Property” (IP) means any discovery, creation, invention, design, get-up, trademark, commercially licensable technologies, database rights, confidential information, trade secrets, 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, and applications for any of the foregoing. Intellectual Property Rights (IPR) are legal rights protecting the creator of IP, giving him / her economic rights and control in his / her creations.

### **Applicability of Intellectual Property Policy to Students**

2. VTC’s Policy on Intellectual Property is applicable to all students, whether full-time or part-time, who are registered students of programmes offered by VTC or its institutions / centres, whether the programme is solely offered by VTC or jointly offered with other partner institutions or is commissioned to be offered.

### **Ownership of the Intellectual Property**

3. In the course of study, students will make use of the equipment, facilities or resources owned by VTC, including but not limited to drawings, data, sketches, documents, laboratories, stationery and consumables, and will receive guidance from teachers in generating ideas for assignments and projects and may, therefore, generate Intellectual Property which might be adopted for commercial use. Whilst the student will maintain ownership of the Intellectual Property in the materials he or she creates, each student irrevocably grants VTC a perpetual, royalty-free, world-wide and non-exclusive right to reproduce or use (in whole or in part) any Intellectual Property materials (including adaptations of such materials) created solely or jointly with other persons during his / her course of study. Such right to use will include but not limited to, for example, the followings:

- (a) the right of VTC to sub-license the Intellectual Property;
- (b) to showcase the award-winning works of the student for publicity or display purpose; and
- (c) to refer to and use the works created by student in seminars, symposia, lectures and professional meetings.

VTC will acknowledge the materials as the student’s Intellectual Property.

4. The exception to the rule on ownership set out at the above clause is that in cases where a student is working on a project that is sponsored by an external company and / or the VTC, the right to the Intellectual Property generated from the project should belong to the Company or VTC or student as stipulated in the prior

agreement of the parties concerned. In this context, “sponsor” means support from the company or VTC, which could include financial assistance (cash or in kind), use of company’s or VTC’s equipment and facilities, and access to company’s or VTC’s confidential data, drawings, sketches, and documents relating to the project.

### **Student’s Obligations and Warranty**

5. Notes and programme materials provided to students by teachers or PEAK are works protected by copyright and shall be used by students only for private study.
6. Students are not permitted to make copy of any textbooks, notes and programme materials, either in printed or electronic format, or to redistribute them to other people who are not registered on the studying programme concerned in any ways, such as uploading to servers, etc. Video taking or recording during lessons without permission is prohibited.
7. Each student should ensure that the Intellectual Property materials created by him or her shall be original and do not infringe the Intellectual Property rights belonging to any other person especially copyright, moral rights, patents or registered designs of any person and, in particular, that it does not contain anything defamatory or libelous.
8. Each student undertakes to promptly report to VTC if he / she knows or has reason to believe that the right of the Intellectual Property materials belongs to someone else solely or jointly with him / her.
9. Each student should, at the time when he or she completes registration for a programme offered by VTC or its institutions / centre, undertake to agree to follow the policies, rules and regulations issued or to be issued or revised by VTC from time to time. Each student acknowledges his or her understanding that adherence and compliance to the policies, rules and regulations is a condition of continued enrolment and graduation. Any violation of VTC’s Intellectual Property Policy is considered as a serious misconduct, which may be referred to Student Disciplinary Committee, or any counterpart in respective member institutions handling student disciplinary matters, for investigation and consideration.



### **Table of Fees & Charges for Main Items & Services**

*(Effective on 2 November 2015)*

**All fees and charges are subject to regular review.** VTC reserves the right to revise these fees and charges and add new items from time to time. All fees and charges quoted are subject to change without further notice.

	<b>ITEMS</b>	<b>PEAK</b>
1	<b>Application Fee</b>	--
2	<b>Reinstatement of registration status</b>	--
3	<b>Replacement of student card</b>	<b>\$100/card</b>
4	<b>Credit transfer / module exemption</b> <b>(i) Application fee</b> <b>(ii) Assessment fee for credit transfer / module exemption</b>	<b>\$100/module</b> <b>\$400/module</b>
5	<b>Reassessment fee</b>	<b>10% of module tuition fee for each assessment</b>
6	<b>Replacement / Reissuing of official certification</b> <b>(Including transcripts, letters of certification, certificates, receipts etc.)</b>	<b>\$100/copy</b>
7	<b>Appeal</b> <b>(i) against assessment results</b> <b>(ii) against non-academic issues / disciplinary actions</b>	<b>\$500/module</b> <b>\$500/case</b>

## **PEAK Examination Regulations**

### **Introduction**

Students will be informed of the examination schedule in the first class of the programme. They are responsible for presenting themselves for examination at the time and place published in the examination schedule. Students must also make themselves available for the whole examination period since the examinations may be re-scheduled due to unforeseeable circumstances such as adverse weather.

The following rules must be studied carefully by all students. Students who fail to observe any of these rules may be disqualified from the examination<sup>(Note)</sup>, or suspended from their programme of studies or subject to other forms of disciplinary penalty as considered appropriate by the Student Disciplinary Committee.

### **1. Before Commencement of the Examination**

- 1.1 Candidates shall not enter the examination venue until so allowed.
- 1.2 Candidates are strongly advised not to bring mobile phones and other electronic / communication devices (e.g. PDA, music players, electronic dictionaries, databank and smartwatches, hands-free / Bluetooth headsets, tablets, pagers, camera devices, equipment, scanner pens or any devices which can store and / or display texts, take photos / videos, and record sounds etc.) when attending an assessment. If they have such devices with them, these devices must be turned off (including the alarm function) and put under the chair in a position clearly visible to the invigilators. If an electronic / communication device is found in the pocket / on the body of a candidate, the candidate will be disqualified for that assessment. If the electronic / communication device placed under the chair is found switched on or sounded during the examination, the candidate may receive mark penalties. Candidates must put all their personal belongings, including electronic / communication devices, in small bags that can be properly closed with a zip / buckle and the bags must be placed under their chairs in a position clearly visible to the invigilators. Furthermore, they should ensure that they do not have in their possession, or on their desks, any unauthorized material relating to the examination. Any candidate found to be in possession of such materials will be considered to be cheating.
- 1.3 Candidates shall be seated at least 5 minutes before the commencement of an examination. They must sit according to the seating plan.
- 1.4 Candidates must bring their Student cards or Hong Kong Identity Cards to the examination. The document should be placed on the top right-hand corner of the desk for inspection by invigilators during the examination. A candidate shall be liable to expulsion from the examination venue if the document does not correspond to the person sitting the examination. Legal proceedings will be taken against both the candidate and the substitute in such cases.

- 1.5 Candidates shall provide themselves with the necessary writing and drawing instruments. They shall only use the mathematical or other tables provided where appropriate.
- 1.6 Electronic calculators may be used in an examination. Unless there are contrary instructions, all electronic calculators must be hand-held, self-powered, silent in operation and with neither printout nor graphic / word-display facilities. No external media associated with an electronic calculator, such as instruction booklets, magnetic cards or memory modules are allowed.
- 1.7 Candidates shall answer only on answer books, supplementary answer sheets and special answer sheets provided for the purpose. No pages shall be torn out of the answer books.
- 1.8 Eating, drinking (except water) and smoking are not allowed in the examination venue. If candidates need to drink water, the water should be stored inside a transparent plastic container, which should be placed on their desks before the examination commences. If candidates have any other urgent needs, please raise their hands to seek the invigilator's assistance.
- 1.9 No candidates shall start the examination until instructed to do so by the invigilator.

## **2. During the Examination**

- 2.1 No candidates shall normally be admitted to an examination venue more than 30 minutes after the start of the examination.
- 2.2 After the examination has been in progress for more than 30 minutes, candidates may be allowed to leave the examination venue with the approval of the invigilator. However, candidates may not be permitted to leave the examination venue in the final 15 minutes of the examination.
- 2.3 During the course of the examination, candidates who have a need to leave the examination venue to go to the washroom should be accompanied by an invigilator. On leaving and re-entering the examination venue, candidates must sign the logbook. Candidates having examination of the same module will not be allowed to leave the examination venue at the same time. During such absence candidates must not communicate with any other person outside the examination venue as this will be considered as a form of cheating.
- 2.4 During the examination, there shall be neither communication between candidates nor any dishonest conduct. Candidates shall not do anything which causes unnecessary distraction to other candidates. Irregularities of any kind must be reported to PEAK.
- 2.5 If candidates are suspected of cheating, the front cover of their answer books will be signed by the invigilator to indicate that the suspected cheating occurred. The candidates concerned will be allowed to continue the examination. However, any unauthorized materials will be taken from them. These candidates will subsequently be required to present themselves to a Disciplinary Hearing.

- 2.6 A reminder of the time remaining will be announced 30 minutes, 15 minutes and again 5 minutes before the end of the examination.

**3. At the End of the Examination**

- 3.1 An examination shall not be extended beyond the scheduled time of ending to accommodate late arrivals.
- 3.2 At the end of the examination, candidates shall remain seated quietly until they are told to leave the examination venue. They shall not take away any items issued for the examination including examination papers and multiple-choice papers, etc.
- 3.3 Any complaint about the conduct of the examination shall be made in writing to PEAK within 2 working days after the examination.

**4. Arrangement during Bad Weather Conditions/in an Emergency**

- 4.1 If a \*pre-no. 8 special announcement / a typhoon signal no. 8 or above / “Extreme Condition” announcement or black rainstorm warning signal is still in force at 6:15 a.m., 11:00 a.m. and 4:00 p.m., an examination scheduled for the morning session, afternoon session and evening session respectively will automatically be postponed. Typhoons also refer to Tropical Cyclones.
- 4.2 No public announcements over radio and television regarding arrangements for scheduled examinations due to bad weather conditions will be made by PEAK / VTC. Students should also note that announcements made by the Education Bureau are not applicable to PEAK. If circumstances permit, relevant announcements on resumption and change of examination schedules due to bad weather conditions will be posted on PEAK Website ([www.peak.edu.hk/](http://www.peak.edu.hk/)) as soon as possible.
- 4.3 In the event of a fire or other emergency, candidates should remain calm, and follow the instructions given by the invigilator.
- 4.4 If a black rainstorm warning signal is hoisted at the time when an examination is in progress, the examination session should continue and be completed.
- 4.5 If a \*pre-no. 8 special announcement / a typhoon signal no.8 is hoisted at the time when an examination is in progress, the examination session will be immediately suspended.

\*Where possible, the Hong Kong Observatory will issue an early alert (i.e. a “Pre-No. 8 Special Announcement”) within 2 hours of the hoisting of the Typhoon Signal No. 8.

Note: The term “examination” here also covers “pen-and-pencil” form of assessments scheduled like an end-of-module examination.

**“Cheating” in Assessments**

If a student has committed the following acts of dishonesty, he / she would be considered as “cheating”.

**A. Cheating Relating to Assignment / Project / Practical Assessment, etc.**

These may include, but not limited to, dishonesty acts of the following:

- A1 Submission for assessment material, either in its entirety or in part, which is not the student’s own work and claiming it as his/her own.
- A2 Presenting another person’s work as his / her own work, or vice versa.
- A3 Collusion, i.e. obtaining assistance in doing work which is meant to be his / her own work.
- A4 Using false or fabricated data claimed to be obtained by experimental work, or data copied or obtained by unfair means.
- A5 Copying deliberately from a printed work or from any other sources, either in its entirety or in part, including the presentation of someone else’s argument in his / her own work and claiming it as his/her own without acknowledgement.
- A6 Using unauthorized material obtained / bought from the market or elsewhere as his / her own work.
- A7 Copying deliberately the work of other students or deliberately letting other persons copy his / her work, either in its entirety or in part.
- A8 Using other person’s name on his / her own assignment.

**B. Cheating relating to Assessments under Invigilation**

These may include, but not limited to, dishonesty acts of the following:

- B9 Possessing prohibited materials / articles of all sorts within his / her reach (e.g. on his / her examination desk or on his / her body).
- B10 Taking away from the examination venue any examination materials which are not allowed to be taken away as specified by explicit instructions.
- B11 Using prohibited materials / articles during examination / test.
- B12 Improperly communicating or attempting to communicate with any person inside or outside the examination venue during an examination session, including deliberately observing and noting the script of another candidate or allowing his / her script to be copied by other candidates.
- B13 Dishonest behaviour during the period of leaving and returning to the examination / test venue.
- B14 Using other person's name on the answer sheet, including impersonating another student or allowing himself / herself to be impersonated.
- B15 Obtaining access to the examination / test papers or part thereof prior to the examination / test through an unlawful means.

**Note:**

More serious penalty will be imposed for repeated offence of cheating, irrespective of the types of offence committed in both incidents. For instance, the following cases are classified as repeated offences:

- 1) If a student had committed an offence in module A and later committed the same or another offence in module B, the offence in module B is considered as a repeated offence.
- 2) If a student had committed an offence in an assessment event, and committed the same or another offence within the same assessment event, then the second incident of the dishonesty act will be regarded as a repeated offence if the first offence is established.

**Appeal Regulations**

1. A student may appeal against his / her assessment results arising from the decision of a Board of Examiners (referred to as “academic appeals”). Academic appeals must be submitted to PEAK Administration Office within 7 working days from the day the assessment results are announced. The appeal requests will then be referred to the Department / Section concerned for investigation. Within 3 working days after a student has been informed of the decision of the investigation, the student may submit a formal appeal against the investigation result together with an appeal fee (HK\$500 per module) to the Administration Office for handling.
2. All appeal cases against the rulings of PEAK Student Disciplinary Committee on an allegation of cheating or on behavioural problems should be submitted to the Administration Office within 3 working days after the student has been informed of the decision of the ruling of the Disciplinary Committee. The student should pay an appeal fee (HK\$500 per case) and submit his / her written application with justifications or evidence in support of the appeal request.
3. The justifications or evidence of the appeal request will be carefully considered to determine whether a Student Appeals Committee (SAC) meeting should be convened to further review the case. The applicant is then informed whether the appeal request has been referred to the SAC.
4. If the appeal request is referred to the SAC, the SAC meeting shall be convened within 7 to 12 working days of the receipt of a formal appeal. For more complicated cases, a longer processing time may be needed. Under such situation, the applicant will be informed of the estimated timeframe for processing the appeal request.
5. The applicant shall have the right to appear in person before the SAC to present the case if he / she so wishes. He / she may also be accompanied by a fellow student unrelated to the appeal request. Other relevant persons (e.g. the invigilator concerned) may also be invited to appear and speak before the Committee.
6. The applicant shall be informed in writing of the decision by PEAK normally within 7 to 12 working days after the SAC meeting. In case of successful appeals, the appeal fee will be refunded.
7. The decision of the SAC is final.