Member of VTC Group
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Institute of Professional Education And Knowledge

STUDENT HANDBOOK

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

AY2026/27

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1. Introduction

1.1 Institute of Professional Education And Knowledge (PEAK) is a member of VTC Group with over 20 years of experience in professional education and training and corporate human resources development. PEAK is one of the leading in-service training organisations and qualifying bodies in Hong Kong.

1.2 The mission of PEAK is to provide high quality and market driven 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 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, Wan Chai, Hong Kong**
Telephone No.	:	**2836 1922**
Fax. No.	:	**2891 5707**
Email	:	**peak@vtc.edu.hk**
Opening Hours**	:	**Monday – Friday : 9:00am – 7:30pm** **Saturday : 9:00am – 12:00 noon** **Sunday & Public Holidays : Closed**

** *PEAK's Reception Counter will be closed at 5:15pm on Mid-Autumn Festival, 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 in times of Adverse Weather and "Extreme Conditions"

Tropical Cyclones / "Extreme Conditions"

When tropical cyclones and "extreme conditions" affect Hong Kong, the following arrangements for classes / examinations** will apply:

Tropical Cyclone Warning Signal / "Extreme Conditions"	**Action to be taken (PEAK Classes/Examinations**)**	
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#/ Tropical Cyclone Warning Signal No. 8 or above / "Extreme Conditions" Announcement	(a) Issued or in force **at 6:15 am or before 11:00 am**	PEAK classes/examinations** scheduled to commence within 9:00 am – 12:00 noon **Cancelled**
	(b) Issued or in force **at 11:00 am or before 4:00 pm**	PEAK classes/examinations** scheduled to commence within 12:00 noon – 6:00 pm **Cancelled**
	(c) Issued or in force **at 4:00 pm or thereafter**	PEAK classes/examinations** scheduled to commence within 6:00 pm – 10:00 pm **Cancelled**
	(d) Issued when classes/ examinations**	All classes/examinations** will be immediately **suspended** for the session.

	are **in session**	
	(e) Issued **before start** of examinations**	Examinations** to be held in that particular session should be **postponed**.
Lowering to No. 3 or below or lowering all signals or cancellation of "Extreme Conditions", at any time		All classes/examinations** **to resume with the next session** 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 Tropical Cyclone Warning Signal No. 8.

Rainstorms

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

Rainstorm Warning Signal	**Action to be taken (PEAK Classes/Examinations**)**	
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 **at 6:15 am or before 11:00 am**	PEAK classes/examinations** scheduled to commence within 9:00 am – 12:00 noon **Cancelled**
	(b) Issued or in force **at 11:00 am or before 4:00 pm**	PEAK classes/examinations** scheduled to commence within 12:00 noon – 6:00 pm **Cancelled**
	(c) Issued or in force **at 4:00 pm or thereafter**	PEAK classes/examinations** scheduled to commence within 6:00 pm – 10:00 pm **Cancelled**
	(d) Issued when classes/examinations** are **in session**	All classes/examinations** should **continue** (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. *Remarks:* *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.*
	(e) Issued **before start** of examinations**	Examinations** to be held in that particular session should be **postponed**.
Lowering to AMBER rainstorm warning signal or lowering of all rainstorm warning signals at any time		All classes/examinations** **to resume with the next session** 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 tropical cyclones, rainstorms and "extreme conditions". **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.

The "Adverse Weather Arrangement" is available on PEAK Website (www.peak.edu.hk). If circumstances permit, the announcement on the suspension or resumption of classes will also be 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 tropical cyclone or rainstorm warning signals or cancellation of "extreme conditions", **students may exercise discretion** in deciding whether or not they will return to PEAK campus after taking into consideration the local weather, or slope / traffic 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 (e.g. graduation / withdrawal / termination of study).

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 before 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 authorised 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; and
(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 Card Number or information on HKID Card / 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 Government of HKSAR (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 them.

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 issued by / posted in the campus building, and should not make unauthorised copies of any copyright materials.

2.11 Environmental Policy

VTC's environmental policies showcase its commitment to environmental leadership and sustainability, focusing on continual improvement of our environmental performance. We endeavour to:

- ensure compliance with all relevant environmental legislation, standards and regulations;
- minimise waste generation and resource consumption, including water, paper and electricity;
- promote environmental awareness among staff members and students;
- provide environmental education and training to enhance understanding and action;
- incorporate environmentally friendly design, materials and technologies in the Council's campuses and buildings whenever feasible, subject to funding availability;
- manage and reduce environmental pollution resulting from operations, while also requiring contractors to adopt and implement environmental / sustainable measures; and
- work towards achieving sustainable development, balancing the social, economic and environmental aspects of our activities.

Students are expected to follow the Campus' guidelines and advice to help implement the environmental policy.

2.12 Conservation of Resources

Resource conservation is essential in environmental protection and the achievement of VTC's sustainability goals. The campus actively works to reduce consumption of electricity, water, paper, and other resources, and to minimise waste generation. Students should support these efforts by

consistently following the sustainable practices below:

(1) **Maintain energy efficiency in air-conditioned areas** – Close doors immediately upon entering or leaving air-conditioned spaces (e.g., classrooms, seminar rooms, lecture theatres, workshops and offices) to prevent energy loss;

(2) **Keep windows closed when air-conditioning is operating** – This reduces unnecessary cooling load and saves electricity;

(3) **Turn off unused equipment** – Switch off lights, air-conditioners, computers and peripherals which are not in use or when leaving a room. Unplug chargers and devices that are fully charged;

(4) **Choose stairs over lifts** – Use stairs whenever possible to save energy and promote personal health;

(5) **Conserve water –** Use water wisely, report dripping taps or leaks immediately, and avoid wasting water during daily activities;

(6) **Reduce paper consumption –** Adopt double-sided printing and writing as a standard practice, prioritise the use of recycled paper and digital documentation;

(7) **Recycle responsibly** – Put recyclable wastes (e.g. waste paper, plastic bottles, aluminium cans, used toners, used rechargeable batteries) into designated collection bins to support a circular economy; and

(8) **Minimise single-use packaging** – Bring your own water bottle and avoid purchasing packaged or bottled drinks to reduce waste.

By integrating these actions into daily campus life, every student contributes directly to VTC's commitment to environmental leadership, carbon reduction, and long-term sustainability.

2.13 Non-Smoking Campus

Under the Smoking (Public Health) Ordinance (Cap.371), all VTC campuses and sites, including indoor and outdoor areas, are designated as statutory non-smoking areas. No person shall smoke or carry a lighted cigarette, cigar, pipe or an activated alternative smoking product (e.g. e-cigarette and heated tobacco products) in such areas. Any person who contravenes the statutory smoking prohibition is liable to a fixed penalty fine.

Any person violated the ordinance will be asked to extinguish the lighted cigarette, cigar or pipe; deactivate or cease using alternative smoking products (e.g. e-cigarette and heated tobacco products); or leave the campus or premises, as appropriate. If the person concerned refuses to comply, he / she will be asked to provide proof of identity, e.g. student card. The matter and relevant information will be referred to the Administration

Office for appropriate action.

2.14 Information Security Guidelines for Students

Implementation of Strong Passwords and Authentication Mechanisms

(1) Students are required to create unique, complex passwords for all your accounts, including but not limited to email, social media, and campus login platform. Passwords should be a minimum of eight characters in length and incorporate a combination of uppercase letters, lowercase letters, numerals, and symbols. Password should not be reused across multiple accounts.

(2) Students should enable two-factor authentication (2FA) whenever possible to add an extra layer of security. This requires an additional verification step, usually through a code sent to a phone or email, or generated via an authentication application.

(3) Students must not disclose their passwords with anyone or write them down on a sticky note.

Vigilance with Public WiFi Networks and Shared or Public Computers

(1) Students should refrain from accessing confidential or personal accounts or information when the device is connected to public WiFi networks, as they can be less secure.

(2) Students should avoid accessing confidential or personal accounts or information via shared or public computers.

(3) Students should log out of all accounts and erase the browser history upon completion of tasks on shared or public computers.

Adoption of Safe Online Practices

(1) Students should remain alert to social engineering tactics designed to manipulate individuals into divulging confidential or personal information or granting access to their devices. Students should be vigilant regarding requests for personal information or account access.

(2) Students should be cautious of phishing attempts aimed at obtaining confidential or personal information through various means such as email, SMS, websites, QR codes, WhatsApp, or other social media messaging platforms. Students must not click on suspicious links or open attachments from unknown sources.

(3) To assist students in verifying the identity of SMS senders, the VTC has registered in the SMS Sender Registration Scheme, and will use the “Registered SMS Sender IDs” (details at **Appendix VI**) with prefix “#” to send SMS messages to students in Hong Kong.

(4) Students are advised to adjust privacy settings on social media platforms to manage visibility and access to their information and

posts.

(5) The sharing of confidential or personal information online, particularly on social media platforms, is strongly discouraged.

Securing Personal Devices

(1) Students should install reputable antivirus and anti-malware software, with recommendations available from Hong Kong Computer Emergency Response Team (HKCERT). This software is crucial in defending devices against various cyber threats.

(2) Students should regularly update the operating systems, software, and applications as the updates frequently contain security enhancements that address known vulnerabilities.

(3) Students should be aware of their surroundings and should not leave their devices unattended. Devices should be locked when not in use.

(4) Students should not permit others to use their devices without their supervision.

(5) Students should protect their hard drive or storage devices with password to secure data in the event of theft or loss.

Protection of Academic Work

(1) Regular backups of academic work are obligatory. Cloud storage or external hard drives should be utilized to create copies of essential files for safeguarding against data loss due to device failure or cybersecurity incidents.

(2) When sharing academic work with others, files should be secured with password or encryption.

(3) Prior to online sharing of academic work, students should evaluate the potential consequences.

(4) Students should be aware of plagiarism. Proper citation of sources is required, and submission of work that is not their own is strictly prohibited.

Reporting of Security Incidents

In the event of a suspected account compromise or a security threat, students are required to immediately report to the Administration Office or relevant authorities.

Self-learning on Information Security

(1) Students are expected to acquaint themselves with these information security guidelines and adhere to them diligently.

(2) Staying abreast of the latest cybersecurity threats and best practices is encouraged, including participation in information security workshops or seminars organized by Hong Kong Computer Emergency Response Team (HKCERT) and Office of the Privacy Commissioner for Personal Data (PCPD).

(3) Students are advised to be proactive and take steps to protect their data.

(4) Students should stay vigilant of information encountered online and be aware of potential risks.

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 and meeting the eligibility of respective schemes 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.

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 normally 4 years^. Students who fail to complete the programme within the MRP will normally be de-registered from the programme.

^The MRP may vary for individual programmes. Please contact the Administration Office for details.

4.4 Credit Transfer and Module Exemption

Students can apply for credit transfer^ 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.

^ Credit Transfer and Module Exemption policy may vary for individual programme.

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. Medical letters / certificates issued by non-local medical practitioners are accepted only in very special circumstances which are beyond the control of students. 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 3 working days** 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.

PEAK reserves the right to verify the information and / or documents submitted by students. If it is found that false information / documents have been provided, students may be subject to disciplinary actions at the recommendation of the PEAK Student Disciplinary Committee.

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, MP3 players, electronic dictionaries, databank watches, smartwatches, hands-free / Bluetooth headsets, tablets, pagers, camera devices / equipment, scanner pens, smart glasses, AI-enabled devices 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 mobile phone or 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 serve as comprehensive multi-media learning resources centres designed to provide an environment conducive to study, research and leisure reading. The current information regarding library resources and services is available on the Library homepage (library.vtc.edu.hk).

The library collections within the LRCs comprise approximately 557,000 physical items, 592,060 e-books and 112,680 full-text e-journals. These resources encompass subject areas related to programmes in Health and Life Sciences, Business, Childcare, Elderly and Community Services, Design, Engineering, Information Technology, Hospitality, Language and Vocational Guidance. In addition, the library provides access to around 80 electronic databases, for example, BSOL (British Standards Online Library), EBSCOHost, ProQuest, ScienceDirect, HyRead eBook, Flipster, PressReader and Statista also provide a very effective searching tools on a variety of subjects to support the needs of teaching and learning. Students can also access and print the past examination papers and module syllabuses from the VTC Examination Paper Database and Course Syllabus Database.

The Library Discovery Service (library.vtc.edu.hk), powered by Ex Libris Primo, provides one-stop access to the Library's physical and electronic resources. It searches books, e-books, articles, and digital collections through a single interface, integrating the Library Catalogue and global databases via the Central Discovery Index (CDI). Users can manage loans, renew items, and save favourites, while AI-assisted tools support research and discovery.

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 payment solution. Inter-campus loans services are available across all campuses, enabling users to 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.

Moodle Learning Management Platform

Students can access the Moodle Learning Management Platform with their Computer and Network Account (CNA) either through **MyPortal** at myportal.vtc.edu.hk or by direct access at https://moodle-nay.vtc.edu.hk/. A Moodle Basic Guide and a Quick Guide are available for download in **MyPortal** under the 'Information Centre'.

6. Student Attendance, Conduct and Suggestions

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, please refer to the CEF website

(www.wfsfaa.gov.hk/cef/en/index.htm) for attendance and assessment requirements. 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

6.2.1 PEAK is committed to cultivating a harmonious, inclusive and pleasurable learning environment for students, which students should strive to maintain. Students should show respect to others, dress and behave properly. Appropriate courtesy and civic-minded behaviour must be exercised in all circumstances. Students are also expected to act in accordance and comply with the laws of Hong Kong, including those relating to national security, and to abide by the rules, regulations and policies of the Institute. Any unlawful, dishonest, or prohibited act committed through the use of digital / AI-enabled devices or tools will be treated in the same manner as acts committed through other means. Penalties, where applicable, will be imposed based on the nature and severity of the misconduct.

6.2.2 Students shall **refrain from doing or participating in the following acts**. These examples are not exhaustive and do not limit the generality of paragraph 6.2.1.

- Engaging in any form of **intimidation or bullying**.
- **Gambling or betting** within the campus.
- **Smoking** on the campus.
- Consuming **alcoholic drinks** anywhere within the campus, unless permission is given by the Principal of PEAK.
- **Eating or drinking** at all teaching venues including classrooms, computer rooms and lecture theatres, etc.
- **Playing electronic or computer games** throughout the conducting or delivery of teaching and learning activities except within the context of teaching and learning.
- **Failing to switch off or set the noise-producing devices such as mobile phones, personal digital devices, etc., to silent mode** in all teaching areas and the library, or engaging in activities that will affect learning and teaching in all areas of the campus except under very special circumstances and with the approval of the Principal of PEAK.
- Possessing, generating, viewing, uploading, downloading or otherwise dealing with **obscene pictures, videos or movies** on the internet or electronic devices.
- **Taking attendance for another student**
- **Making copies**, whether in printed or electronic format **of notes, learning and programme materials** provided by lecturers or PEAK which are protected by copyright **or redistributing them** to other people who are not registered on the studying programme concerned in any ways, such as uploading to servers, etc.
- **Committing assault or verbal abuse,** including: (i) committing assault or battery against any student, exchange student, staff member or visitor of VTC; or (ii) make a verbal or written statement, without reasonable excuse, that undermines the reputation of any student, exchange student, staff member or visitor of VTC.
- **Wilfully damaging** or **defacing** any property of VTC, any student, exchange student, staff member or visitor of VTC.
- **Committing theft, fraud, misapplication** of funds or property of VTC.

- Engaging in any form or act of **academic dishonesty** in tests, assignments or examinations (such as plagiarism in written assignments or cheating in tests or examinations) or violating any regulations governing the conduct of tests or examinations.
- **Falsifying or misusing** VTC documents or records.
- Submitting **forged or falsified documents** to VTC.
- **Making misrepresentations**, **misleading** or **false statements** or **omitting material information** in any application or document submitted to VTC.
- **Failing to comply with any rules or regulations of VTC** or lawful instructions or orders of any authorised persons of VTC, or disrupting to teaching, study, research, administration or other on-campus or off-campus activities of VTC.
- Committing **any act which prejudices the well-being of VTC**, its employees or students or brings VTC into disrepute.
- Engaging in any **act of immoral, scandalous or disgraceful nature** whether or not the student has been convicted in any court of law in or outside Hong Kong.
- Making a **false complaint or malicious allegation** or knowingly providing false or misleading information to or withholding material information to VTC or a committee or authorised investigating authority of VTC.

Students have the responsibility to help maintain a clean, healthy and safe learning environment on campus. Preventing communicable diseases, they should stay alert ad pay extra attention to personal and environmental hygiene, and 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 of VTC at other campuses or other outside centres should also observe the prevailing rules and regulations of the respective campuses or centres. Where alleged misconduct by a student occurs during off-campus activities of VTC, VTC may at its sole discretion determine whether disciplinary action should be initiated.

All campus staff are empowered to enforce the campus rules and regulations. They are authorised 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 (SDC) is empowered to investigate and make recommendations on any case of student misconduct referred to 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 may 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 or conditions as considered appropriate by the Committee.

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

The SDC shall be empowered to make rules governing the proceedings and may receive any material which the SDC considers relevant and attach such weight to that material as the SDC considers appropriate.

In the event the alleged misconduct or the subject matter of a complaint is reported to or being investigated under another set of proceedings of VTC, a law enforcement agency or regulatory body, or is being adjudicated by a court or a tribunal (collectively, the "Other Proceedings"), VTC (or the SDC) shall have the sole discretion to withhold commencing disciplinary action against the student concerned or to suspend any ongoing or to resume earlier disciplinary proceedings or to accept or rely on all or part of the evidence in, findings or outcome of the Other Proceedings.

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 (www.eoc.org.hk) for further information.

Sexual Harassment

Under the Sex Discrimination Ordinance, 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, 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 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. Complaints should also be lodged in a timely manner. The Principal will consider the content of an anonymous complaint / a complaint involving incidents happened for more than one year, 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. The findings of the investigation will normally be communicated with the complainant within 14 working days after acknowledgement of receipt of the complaint via suitable means.

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 following:

   (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 libellous.

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

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.

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

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(Note), 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, MP3 players, electronic dictionaries, databank watches, smartwatches, hands-free / Bluetooth headsets, tablets, pagers, camera devices, equipment, scanner pens, smart glasses, AI-enabled devices 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 of mobile phones) and put under the chair in a position clearly visible to the invigilators. If a mobile phone or electronic / communication device is found in the pocket / on the body of a candidate, the candidate will be disqualified for that assessment. If the mobile phone or electronic / communication device placed under the chair is found switched on or sounded during the examination, 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 unauthorised 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. <u>During the Examination</u>

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 unauthorised 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 tropical cyclone warning signal no. 8 or above / "extreme conditions" announcement or black rainstorm warning signal is still in force at 6:15 am, 11:00 am and 4:00 pm, an examination scheduled for the morning session, afternoon session and evening session respectively will automatically be postponed.

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. Please refer to the "Adverse Weather Arrangement" on PEAK Website (www.peak.edu.hk). If circumstances permit, the announcement on suspension or resumption of examinations will also be broadcasted to students via the Short Message Service (SMS) to your mobile phone number registered with PEAK.

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 tropical cyclone warning signal no.8 or above / "extreme conditions" announcement is issued 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 Tropical Cyclone Warning Signal No. 8.

Note: The term "examination" here also covers "pen-and-paper" 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 or is created by Artificial Intelligence (AI)-based tools and claiming it as his/her own.

A2 Presenting AI-generated work / 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 unauthorised 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 penalties 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 SAC shall be empowered to make rules governing the proceedings and may receive any material which the SAC considers relevant and attach such weight to that material as the SAC considers appropriate. The SAC is not bound by the findings of the Student Disciplinary Committee.

7. In the event the alleged misconduct or the subject matter of a complaint is subject to the Other Proceedings, VTC (or the SAC) shall have the sole discretion to withhold commencing the appeal procedure or to suspend any ongoing or to resume earlier appeal proceedings or to accept or rely on all or part of the evidence in, findings or outcome of the Other Proceedings.

8. 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.

9. The decision of the SAC is final.

Appendix VI

"Registered SMS Sender IDs" of VTC PEAK

The "Registered SMS Sender IDs" of VTC PEAK include, but are not limited to, the following:

1. #VTC PEAK
2. #VTC_PEAK
3. #VTC-PEAK

You may search for the latest information about the "Registered SMS Sender IDs" of VTC via the "SMS Sender Registry Enquiry" function on the website of Office of the Communications Authority (OFCA) : https://app2.ofca.gov.hk/apps/ssrs/onlineEnquiry?lang=en.

Guidelines for Students on the Use of Artificial Intelligence

Introduction

This set of Guidelines outlines the appropriate use of Artificial Intelligence (AI) as a tool for student learning. As technology continues to evolve, the adoption of AI for education purposes is reviewed on a regular basis. Students should stay updated with the relevant arrangements in their programmes.

Points to Note when AI is used for Assessments and / or Project Work

DOs

1. As a general principle, assignments / assessments should be the original work of students. When AI is used to assist completion of assessments and / or project work, students must:
   a. ensure there is clear permission from the respective teacher(s);
   b. employ the tools ethically and responsibly in their learning process while understanding their limitations;
   c. refine their prompts to achieve good outcomes as the quality of output from AI tools is directly related to the quality of input;
   d. review, check and verify the accuracy and reliability of the generated content before submission of their work as AI generates content based on a comprehensive dataset that may contain errors, inaccurate information or misleading perspectives;
   e. declare and assure the exercises, assignments, assessments or pieces of work they submit are their original work, where applicable, except for explicitly acknowledged source materials and AI-generated materials with commonly adopted academic citation standards, such as:
      - APA Style at https://apastyle.apa.org/blog/how-to-cite-chatgpt;
      - MLA Style at https://style.mla.org/citing-generative-ai/; and
      - Chicago Style at https://www.chicagomanualofstyle.org/qanda/data/faq/topics/Documentation/faq0422.html.

DON'Ts

2. Students are generally expected to complete all assignments / assessments and project work by their own efforts. Therefore, students should avoid:
   a. employing AI tools without permission;
   b. entering personal data, sensitive information (e.g. information acquired without lawful authority, information of confidential matter, etc.) and / or content created by others into the AI platform;
   c. submitting AI-generated work as their own;
   d. using AI tools to cheat; and / or
   e. using AI tools in an unethical and irresponsible manner.

3. It is important to note that if AI is not permitted for use, submitting work generated by AI, whether in part or in its entirety, would constitute an act of academic dishonesty, where prevailing guidelines on the penalty for cheating and / or other kinds of misconduct would apply.

Handling of Cheating Cases

4. All the work produced by students, including assignments and assessments, are subject to plagiarism detection. For any act of academic dishonesty, students will be penalised in accordance with the prevailing guidelines of this Student Handbook.

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

6. It is essential that no personal data is entered into AI platforms to safeguard privacy and adhere to data protection regulations.