

**HONG KONG INSTITUTE OF VOCATIONAL EDUCATION
(MORRISON HILL)**

Department of Engineering

**STUDENT HANDBOOK
(2019/2020)**

**EG314702 Higher Diploma in Building Services Engineering
(Part-Time Day Release)**

**EG524702 Higher Diploma in Building Services Engineering
(Part-Time Evening)**

The notes in this Student Handbook serve as a supplement to the content presented in the Student Handbook 2019/2020 of IVE/Morrison Hill. Students are advised to familiarize themselves thoroughly with the contents of both handbooks.

The notes contained in this Student Handbook have been compiled as a general guide for the **Part-Time Evening (EG524702)** and **Part Time Day Release (EG314702)** Courses of Higher Diploma in **Building Services Engineering**. These notes serve as a supplement to the content presented in the Student Handbook 2019/2020 of IVE/Morrison Hill. Students are advised to familiarize themselves thoroughly with the contents of both Student Handbooks. In case discrepancies/inconsistencies exist between the two handbooks, the IVE (Morrison Hill) Student Handbook will prevail.

This Student Handbook cannot cover all the questions that may arise during the period of your study in the campus and you are advised to talk to a member of staff if you need further assistance at any stage during the time you are with us. Some useful contacts are given below.

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General Notes

1. This Student Handbook should be read in conjunction with the IVE/Morrison Hill Student Handbook 2019/2020. Students are advised to familiarize themselves thoroughly with the contents of both Student Handbooks. In case discrepancies/inconsistencies exist between the two handbooks, the IVE/Morrison Hill Student Handbook will prevail.
2. If you have any difficulties of an academic or personal nature and you need help, please contact as soon as possible any staff of the Department including your Module Lecturer, Module Leader, Year Tutor and Programme Leader.
3. Students are advised strongly to attend classes regularly. The minimum attendance requirement for an individual module is 70% of the maximum attendance for part-time study. Students not satisfying the minimum attendance requirement of a module shall not be allowed to undergo the End-of-Module Assessment nor be awarded a Module Mark/Grade. Attendance will be taken on all normal class attendance and attendance records will be kept. Reference will be made to the attendance records for various purposes including review of, and decision on, students' performance and in case of academic appeals or disciplinary matters.
4. Students are responsible to be aware of all programme activities and to fulfill all programme requirements scheduled throughout the term/year. Students are expected to take initiative to cover all those areas which they might have missed for any reasons.
5. If you are absent from class or examination due to justified reasons, make sure that your Module Lecturer/Year Tutor/Programme Leader is informed in advance and if possible supply him with evidence. Justified reasons are normally due to sickness or accident. In case the absence is a result of unforeseen circumstances or some emergency situation, and you cannot inform your Module Lecturer/Year Tutor/Programme Leader about your absence in advance, they should be informed most urgently afterwards and at the latest within one week after the missed class or examination. (Note: examination refers to final examinations as well as to other end of module assessment.)
6. It is essential that students inform the Departmental office and Campus Secretariat of their valid address and phone numbers or any change within two weeks. If students miss to inform the Departmental office or Campus Secretariat of their contact information or of its change, not receiving information from the Department or campus on assessment related issues or on other important items will not be regarded as a valid reason for complaint.
7. Students are reminded of the importance of Module Assessment Scheme (MAS) which is part of all modules on the programme. The work in the MAS can take many forms and individual lecturers will explain exactly what is required. Normally, a submission date will be given for each piece of work and failure to submit work by the due date may lead to work not being accepted by the lecturer concerned or penalty due to late submission may be imposed on students' marks.
8. Student who failed or was absent from an individual component in Continuous Assessment (CA) of vocational modules in the Engineering Discipline will NOT be given reassessment for that individual component regardless of any reason given.

9. Students should not copy work in the MAS from their peers; they should attempt all the work by themselves. In case of finding problems with the work, they should consult module lecturers during tutorials or lecture classes. Copying of work is regarded as cheating and will lead to failure of the work and other penalties in accordance with IVE's Guidelines on Cheating.
10. Students are reminded that all practical training elements are regarded as essential to the Programme. Unsatisfactory completion of any element of the training requirement will lead to failure of the Programme. Note that attendance in practical training sessions is compulsory.
11. If you experience difficulty with any module, make sure that you seek advice from your lecturer during the periods set aside for tutorial work. You may also arrange to see your lecturer in his/her office at other times.
12. Students are advised to attend classes regularly and come to the campus punctually for their scheduled activities. In addition, students are asked to contribute to the creation of simulating learning environment by proper behaviour and good discipline in the classrooms, laboratories and all other venues on and around the campus. Bringing all required materials with them to their classes can help students in their full participation to the academic activity without unnecessary distractions to them or to their classmates.
13. Students are advised that it is their responsibility to find out about all the details of the examinations including their marks, dates, times, venues and so on.
14. Students are reminded to observe the library regulations when they are using the campus library. It should be noted that books and other library items are property of the Library and must not be mutilated or defaced. Any unauthorized removal of library property from the Library or the mutilation of Library materials are serious offenses. Another important regulation is about the prohibited use of portable communication equipment. Pagers, mobile phones, or anything which may interfere with the proper use and management of the library are not permitted to use. Students shall switch off the associated equipment when they are in the library.
15. The Council Intellectual Property Policy is included in IVE/Morrison Hill Student Handbook 2019/2020 For more information, please refer to the following website: <http://www.info.gov.hk/ipd/>
16. Class discipline should be observed by all students during class teaching, tutorial session or laboratory work. Any personal behavior or activities which may affect the class (e.g. eating, playing of computer games, listening to MP3) or distract the attention of others will NOT be allowed. Failing to observe this discipline will result in the student being asked to leave the class.
17. Smoking is NOT allowed on the campus.

Communication with Students and Programme Notices

1. The most important and intensive way of communication between students and lecturers takes place during classes when, in direct contact, the lecturers convey messages to the students. This is why it is very important for the students to regularly attend classes and be aware of all announcements made by the lecturers. In case students are absent from classes, it is their responsibility to find out all announcements made by the lecturers in the classes.
2. Communication with students is often carried out by means of notices etc. posted on the intranet <http://mheng.vtc.edu.hk> and on the Departmental Notice Board. Students are advised to regularly check the website and the notice board and it is students' responsibility to ensure that they get hold of the latest information from the Department timely.
3. Communication by emails between module lecturers, Programme Leader, Year Tutor and students are commonplace. Students are advised to use the e-mail account provided by IVE for their communication with lecturers and classmates on issues related to their study in the Programme. Students should develop the habit of checking their email account provided by IVE each day to obtain the most update programme related information.

Withdrawal from a programme

1. A student whose Cumulative Grade Point Average is below 1.0 recorded by the end of an Academic Year will normally be required to withdraw from the Programme.
2. In order to be eligible for an award, a student must have satisfactorily completed the credit requirements and other requirements, as stated in the Validated Programme Document, within the Maximum Registration Period from the date of first enrolment on the Programme (period of deferment is counted). A student who fails to meet this time scale shall be required to withdraw from the Programme.
3. A student may officially withdraw from the Programme by notifying the Department in writing of his/her intention to do so.
4. A student shall be deemed to have unofficially withdrawn from the Programme if, without prior approval of the Department, he/she has not been present for scheduled Programme activities for a period of four consecutive weeks.
5. The VTC may, at any time, require a student who is found to have committed serious violation of prevailing regulations to terminate his/her studies on disciplinary grounds.

Module Selection and Study Load for Part-time Programme

1. For Modules which have pre-requisite/co-requisite/anti-requisite modules, a student must satisfy the pertinent requirements as stipulated in the relevant syllabus before taking the modules concerned.
2. Registration for modules is subject to availability of places and meeting the pre-requisite/co-requisite/anti-requisite requirements, if any.
3. In each Semester, students studying the Higher Diploma Programme through the part-time route are normally allowed to take a total Credit of not more than 80. Within this limit, a student is allowed to choose the modules he/she wants to study for a semester subject to the condition stated in Clause 1 above. He/She may choose not to take any module in a semester if so wish.
4. Approval from the relevant Academic Director is required if the limit set out in Clause 3. is exceeded. In general, the limit may be exceeded if the student gets a Cumulative Grade Point Average of at least 3.3.
5. There is no limit on the number of attempts for a student to repeat a failed Module within the Maximum Registration Period.
6. If the failed module(s) is/are Elective Module(s), the student can elect the failed Module(s) or other Elective Module(s) as required to make up the remaining Credit Requirements for the award.
7. A student is not allowed to re-study a Module which he/she has already passed.

General Academic Regulations of IVE

The General Academic Regulations (GAR) contains information relevant to the operation of all programmes offered by IVE including the Full Time Higher Diploma Programme described in this Student Handbook. Students are advised to refer to the GAR and be familiar with its clauses relevant to their respective programme. A hard copy of the GAR will be given to each student when he/she firstly join the Programme.

Programme Aims, Objectives and Intended Learning Outcomes

Students are advised to refer to the Programme Validation Document, volume B for details.

Curriculum Structure of 9-Semester EG314702/EG524702 NHD in BSE (PTD/PTE)

(As at May 2018)

Sem	QF Level	Module Code	Module Title	Credit	Contact Hrs
1	3	MBS3211	Engineering Science for BS	12	52
	3	MBS3212	Engineering Mathematics for BS	10	39
	3	ITE3001	IT Essentials - Services	6	18
	3	LAN3100	E&C: Workplace Interaction	6	18
	Sub Total:				34
2	3	MBS3213	Engineering Safety and Environmental Awareness	9	39
	3	MBS3215	Electrical Services Fundamentals	10	39
	3	MBS3214	Building Services Drawing	7	26
	3	LAN3103	E&C: Workplace Correspondence	6	18
Sub Total:				32	122
3	4	MBS4223	Piped Services and Fire Safety Installations A	13	52
	4	LAN4108	E&C: Persuasive Presentations	9	18
	Sub Total:				22
4	4	MBS4221	Electrical Installation A	20	78
	4	MBS4222	HVAC Technology	16	65
	2	MBS2241 [^]	Practical Training (Building Services)	8	60
	4	SDD4001 [^]	WPD: Self-efficacy Enhancement	6	18
	3	LAN3003	職業中文傳意：普通話對話與匯報 Vocational Chinese Communication: Putonghua Conversation and Reports	6	18
Sub Total:				56	239
5	4	MBS4231	Electrical Installations B	17	65
	4	MBS4224	Construction Management and Supervisory Skills	10	39
	4	MBS4232	BS System Design A	10	39
	4	SDD4003 [^]	WPD: SMART in Action	3	9
Sub Total:				40	152
6	3	MBS3216	Building Technology	7	26
	4	MBS4241	Indoor Environment and HVAC Systems	10	39
	4	SDD4002 [^]	WPD: Global Vision	3	9
	4	LAN4003	職業中文傳意：普通話報告與紀實 Vocational Chinese Communication: Putonghua Presentations, Administrative and Technical Text Writing	9	18
Sub Total:				29	92
7	4	MBS4233	BS Software Applications	7	26
	4	MBS4243	Piped Services and Fire Safety Installations B	10	39
	4	MBS4244	Electrical Services and Building Management Systems	10	39
	4	LAN4101	E&C: Promotional Materials	10	27
	4	SDD4004 [^]	WPD: Integrated Career Development	3	9
Sub Total:				40	140
8	4	MBS4242	BS System Design B	10	39
	3		Enrichment Module	6	26
	4	MBS4253	Industrial Based Student Project [@]	24	39
	4	LAN4107	E&C: Reports	9	18
Sub Total:				49	122
9	4	MBS4251	Commissioning and Maintenance	10	39
	4	MBS4252 [^]	Industrial Attachment	10	48
	4	MBS4253	Industrial Based Student Project [@]	24	39
Sub Total:				44	126
HD Total				346	1190

[@] This module is divided into two parts and offered in semesters 8 and 9 respectively.[^] Applicants may apply for exemption of the module if he / she has appropriate full-time employment in relevant fields.

Curriculum Structure of 9-Semester EG314702/EG524702 NHD in BSE (PTD/PTE)

(As at Aug 2019)

Sem	QF Level	Module Code	Module Title	Credit	Contact Hrs
1	3	MBS3211	Engineering Science for BS	12	52
	3	MBS3212	Engineering Mathematics for BS	10	39
	3	ITE3001	IT Essentials - Services	6	18
	3	LAN3100	E&C: Workplace Interaction	6	18
Sub Total:				34	127
2	3	MBS3213	Engineering Safety and Environmental Awareness	9	39
	3	MBS3215	Electrical Services Fundamentals	10	39
	3	MBS3214	Building Services Drawing	7	26
	3	LAN3103	E&C: Workplace Correspondence	6	18
Sub Total:				32	122
3	4	MBS4223	Piped Services and Fire Safety Installations A	13	52
	4	LAN4108	E&C: Persuasive Presentations	9	18
Sub Total:				22	70
4	4	MBS4221	Electrical Installation A	20	78
	4	MBS4222	HVAC Technology	16	65
	2	MBS2241^	Practical Training (Building Services)	8	60
	4	SDD4005^	WPD: MindShift: Achieving Personal Growth & Effectiveness	6	18
	3	LAN3003	職業中文傳意：普通話對話與匯報 Vocational Chinese Communication: Putonghua Conversation and Reports	6	18
Sub Total:				56	239
5	4	MBS4231	Electrical Installations B	17	65
	4	MBS4224	Construction Management and Supervisory Skills	10	39
	4	MBS4232	BS System Design A	10	39
	4	SDD4006^	WPD: Collaboration, Teamwork & Social Engagement	6	18
Sub Total:				43	161
6	3	MBS3216	Building Technology	7	26
	4	MBS4241	Indoor Environment and HVAC Systems	10	39
	4	LAN4003	職業中文傳意：普通話報告與紀實 Vocational Chinese Communication: Putonghua Presentations, Administrative and Technical Text Writing	9	18
Sub Total:				26	83
7	4	MBS4234	Building Information Modelling (BIM) in BS Design	7	26
	4	MBS4243	Piped Services and Fire Safety Installations B	10	39
	4	MBS4244	Electrical Services and Building Management Systems	10	39
	4	LAN4101	E&C: Promotional Materials	10	27
	4	SDD4007^	WPD: Enhancing Competencies in the 21st Century Workplace	3	9
Sub Total:				40	140
8	4	MBS4242	BS System Design B	10	39
	3		Enrichment Module	6	26
	4	MBS4253	Industrial Based Student Project@	24	39
	4	LAN4107	E&C: Reports	9	18
Sub Total:				49	122
9	4	MBS4251	Commissioning and Maintenance	10	39
	4	MBS4252^	Industrial Attachment	10	48
	4	MBS4253	Industrial Based Student Project@	24	39
Sub Total:				44	126
HD Total				346	1190

@ This module is divided into two parts and offered in semesters 8 and 9 respectively.

^ Applicants may apply for exemption of the module if he / she has appropriate full-time employment in relevant fields.

Note: The actual modules to be offered in each semester of the Programme may vary depending on operational needs.

Remarks:

1. Total number of credits / curriculum hours in a semester is the sum of credits / curriculum hours of Vocational Modules, General Education Modules, and Exemption Modules, excluding the IA credits / curriculum hours.
2. Part-time students are expected to be working adults under relevant building services engineering related employment. Exemptions for Whole Person Development, Industrial Training and Industrial Attachment modules would be granted to students with adequate and relevant working experience on individual basis. Special arrangement, such as additional classes and / or attachment to full-time mode, would be provided if a part-time student cannot achieve the exemption criteria of the specific modules.
3. It is assumed that the credit value and curriculum hours of enrichment module are 6 and 26 respectively.
4. Enrichment module: Choose 1 among the IVE/HKDI-wide electives (excluding Introduction to Built Environment and Mathematical Methods for Science).
5. Diploma Award will be granted after getting passes in all modules from Semester 1 to Semester 5.
6. The actual modules to be offered in each semester of the Programme may vary depending on operational needs.

Syllabi

Students are advised to refer to the Programme Validation Document, volume B for the detailed syllabi:

People in the Department

Programme Leader, Year Tutors, Module Leaders and Module Lecturers are important people associated with the running of the Programme. In cases you need to seek help from the Department, you may contact them for advice.

Programme Leader

The Programme Leader is responsible for providing the academic and organisational management for the overall operation of the Programme. He/she is also responsible, in conjunction with the Year Tutor, for the day-to-day smooth running of the Programme.

Year Tutor

The Year Tutor is responsible, in conjunction with the Programme Leader, for smooth day-to-day operation of a particular year of the programme. The key role of a Year Tutor is to monitor the performance of students, to ensure a consistent delivery and to identify any help necessary to resolve difficulties that may arise during the study. Where appropriate, the Year Tutor should make use of support staff, such as SDO, to help address student problems.

Module Leader

The Module Leader is responsible to the Programme for providing the academic leadership for the design, development and overall operation of the module and to ensure the Module Intended Learning Outcomes of the module are met.

Module Lecturer

The Module lecturer is responsible to the Module Leader for the implementation of the module in classroom teaching, laboratory work, assignments, assessment or any academic related matters relating to the module.

Students' Representatives Meeting

To aid in the gathering of views from the students, the Programme Board will establish Student Representatives Meetings. These meetings will be held regularly and at least once per semester.

The membership of the Student Representatives Meeting consists of the following:

- Programme Leader – Chairman
- Year Tutors of all years of the Programme
- Student representative(s) from each year of the Programme

Feedback from the Student Representatives Meeting will be considered by the Programme Board for:

- the continuing review, operation and development of the Programme,
- the coordination of the resources required by the Programme,
- the maintenance of the academic standard of the Programme, and
- the improvement of quality in teaching and learning.

Students are encouraged to express their views to the student representatives regularly. Student Representatives are advised to regularly collect the views of their classmates so they can convey students' comments to the Student Representatives Meeting and allow the Department to take any necessary improvement action.

Cheating

A student who has committed an act of cheating to mislead the teachers and IVE of his/her academic performance in the assessment will be penalized. The definition of cheating and the Guidelines on Penalties for established cases of cheating at examinations and continuous assessments are included in IVE/Morrison Hill Student Handbook 2019/2020. Students are strongly advised to familiarize themselves thoroughly with that topic.

Examinations and Announcement of Examination Results

(Note: examination refers to final examinations as well as to other end of module assessments)

- A student has to pass the examination to pass the Module concerned.
- Examination is conducted towards the end of each semester.
- If you fail to present yourself for examination at the time and place published in the Examination Schedule, you are deemed not to have fulfilled the requirements of the Module(s) concerned and will be failed in the Module(s).
- There is no reassessment on a module basis (which refers to one reassessment to cover Continuous Assessment and End-of Module Assessment). Students who fail a module will be required to re-take the module concerned, or to take another elective module, if the failed module is not a core module of the Programme.
- Under the rare circumstances such as mitigating factors beyond a student's control that reassessment of an assessment component (e.g. End-of-Module Assessment) is allowed, the actual mark obtained in the reassessment of the component concerned will be used in the calculation of the module mark/grade.
- Documents supporting absence from examination should be submitted to the parent department **within one week** after the examination of the module concerned is held. Documents submitted after the relevant Board of Examiners meeting will normally not be accepted.
- At the same time, students who fail some of the modules will be asked to immediately contact their Programme Leader/Year Tutor/Module Lecturers for an explanation of their situation.
- However, it should be noted that it is every student's own responsibility to personally contact their Programme Leader/Year Tutor/Module Lecturers and to get information about their examination results if they did not receive any information one week after the Engineering Discipline Academic Committee meeting.
- The dates of the examinations and of Engineering Discipline Academic Committee meetings for examination results are published in the Key Dates of Academic Year 2019/2020 included in IVE/Morrison Hill Student Handbook for 2019/2020.
- Any absence from examinations with an excuse of not knowing about them is regarded as a failed result on the missed examination.

Refer to the prevailing General Academic Regulations (GAR) for the latest requirements and conditions.