

# **HONG KONG INSTITUTE OF VOCATIONAL EDUCATION**

**Department of Engineering**

**Institute of Vocational Education (Morrison Hill)**

**Programme Student Handbook (2019-2020)**

**93302F Higher Diploma in Building Services Engineering  
(Part-Time Day Release)**

**95902F Higher Diploma in Building Services Engineering  
(Part-Time Evening)**

This Course Student Handbook serves as a supplement to the contents presented in the Student Handbook 2019/20 of IVE (Morrison Hill). Students are advised to familiarize themselves thoroughly with the contents of both handbooks.

The notes contained within this handbook have been compiled as a general guide for the **Part-Time Evening (95902F)** and **Part-Time Day Release (93302F)** Courses of Higher Diploma in Building Services Engineering. These notes serve as a supplement to the contents presented in the Student Handbook 2019/20 of IVE (Morrison Hill). Students are advised to familiarize themselves thoroughly with the contents of both IVE (Morrison Hill) Student Handbook 2019/20 and this Course Student Handbook. In case discrepancies/inconsistencies exist between the two handbooks, the IVE (Morrison Hill) Student Handbook will prevail.

This booklet cannot cover all the questions that will arise throughout your period of study on the campus and you are advised to talk to the relevant member of staff if you need further assistance at any stage throughout your time with us. The contact information for staff members in academic year 2019/20 is given below:

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**Year Tutors for 95902F**

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# Contents

• General Notes.....	1
• Communication with Students and Course Notices.....	3
• Withdrawal from a Course.....	3
• Module Selection.....	4
• Course Aims and Objectives.....	5
• Multi-Entry Multi-Exit (MEME) Course Structure.....	5
• Course Curriculum, Module Hours and Assessment Scheme	
(i) Level Two Curriculum.....	6
(ii) Level Three Curriculum.....	7
(iii) Level Four Curriculum.....	8
• Syllabi.....	9
• People in the Department.....	9
• Students' Representatives Meeting.....	9
• Cheating.....	9
• Examinations and Announcement of Examination Results.....	10

## General Notes

1. This Course Student Handbook should be read in conjunction with the IVE (Morrison Hill) Student Handbook for 2019/2020. Students are advised to familiarize themselves thoroughly with the contents of both IVE (Morrison Hill) Student Handbook 2019/20 and this Course Student Handbook. 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 to resolve them, please contact as soon as possible any staff members of the Department including your **Module Lecturer, Year Tutor and Course Leader**.
3. Students are advised strongly to attend classes regularly. Attendance will be taken on all course activities 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 cases of academic appeals or disciplinary matters.
4. Students are responsible for awareness of all course activities and to fulfill all course requirements scheduled throughout the semester/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/Course 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/Course 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 continuous assessments such as test, assignment submission, presentation and so on.)
6. It is essential that students inform the Departmental office and Campus Secretariat of their valid addresses 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 complain.
7. Students are reminded of the importance of coursework which is part of all modules on the Course. This work 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. Students will fail any test or laboratory session that they miss without valid reason.

9. Students should not copy coursework from their peers; they should attempt all the coursework by themselves. In case of finding problems with the coursework, they should consult module lecturers during tutorials or lecture classes. Copying of coursework 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 Course Programme. Unsatisfactory completion of any element of the training requirement will lead to failure of the Course Programme. Note that attendance in practical training sessions is compulsory.
11. If you experience difficulty with any modules, 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 main and supplementary examinations including their marks, re-assessment/supplementary examination requirements, dates, times, venues and so on.
14. Students are advised that, when registering for the new academic year, it is their responsibility to register first into the modules that they failed in the corresponding semester and then some new modules. It is students' responsibility to find out and to fulfill all requirements of those re-study modules (including lecture, tutorial, laboratory and related assessments). Students can only attend classes and assessments of new modules that are approved by the Course Leader or the Principal of Morrison Hill Campus, as applicable. It is students' responsibility to get the approval for the new modules from the Course Leader.
15. 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.
16. The Council Intellectual Property Policy is included in IVE (Morrison Hill) Student Handbook for 2019/2020. For more information, please refer to the following website: <http://www.info.gov.hk/ipd/>.

17. Class discipline should be observed by all students during a lecture, class teaching, tutorial session or laboratory work. Any personal behaviour 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 students being asked to leave the class.
18. Smoking is NOT allowed in the campus.

## **Communication with Students and Course Notices**

1. The most important and intensive way of communication between the students and the lecturers takes place during the 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 about all announcements made by the lecturers in the class.
2. Communication with students is often carried out by means of notices etc. posted on the Departmental Notice Board and intranet <http://mheng.vtc.edu.hk>. Students are advised to regularly check the notice board and the web site and it is students' responsibility to ensure that they get hold of the latest information from the Department timely.
3. Communication by emails between Course Leader/Class Tutor/Module Lecturers and students are commonplace. Students are advised to use the e-mail accounts provided by IVE for their communication with lecturers on issues related to their study in the Course. Students should develop the habit of checking their email accounts provided by IVE each day to obtain the most update course related information.

## **Withdrawal from a Course**

1. A student whose SMA (Semester Module Average) in both the Autumn and Spring Semesters of the same Academic Year are below 40% will normally be required to withdraw from the Course.
2. In order to be eligible for an award, a student must have satisfactorily completed the requirements, as stated in the Validated Course Scheme, within the Maximum Registration Period from the date of first enrolment on that Course (period of deferment is counted). A student who fails to meet this time scale shall be required to withdraw from the Course.
3. A student may officially withdraw from the Course by notifying the Department in writing of his/her intention to do so.

4. A student shall be deemed to have unofficially withdrawn from a Course if, without prior approval of the Department, he/she has not been present for scheduled course activities for a period of four consecutive weeks.

## Module Selection

1. A student enrolled on the Course and has never failed in any Module is a **Mainstream Student**. A new student is a mainstream student until he/she has failed in one or more Modules, but subsequently he/she can be reverted to the status of a mainstream student.
2. Modules in the Course are divided into a number of **Semester Module Sets**.
3. A Semester Module Set may include **compulsory** and **elective** Modules.
4. In any Semester, a mainstream student must take all **compulsory** Modules in the Semester Module Set, plus the exact number of **electives** as detailed in the Validated Course Scheme, if any, less any exempted modules. The choice of the electives is at the discretion of the student, subject to availability of vacancies and minimum class size requirement. The department may decide not to offer one or more electives because of resource constraints, even though these electives are in the Semester Module Set.
5. A student who has failed in at least one Module is given flexibility in Module selection, subject to the following rules:
  - a) A Module can only be selected provided that he/she has passed the pre-requisite Modules, if any, in earlier Semesters.
  - b) He/She must select all restudy Module(s) which are offered in the Semester as the first priority, before attempting new modules. It is permissible to take both types of modules in the same Semester.
  - c) He/She should plan the pace of study so that it is possible to complete the Course within the Maximum Registration Period.
  - d) Normally, a full-time student (with the exception of Clauses 5(e) and 5(f) of this section) is allowed to take in each Semester a total Module Value of between 12 and 24 (a module value of one is equivalent to 15 contact hours) excluding practical training and industrial placement Modules. Approval from the Campus Principal is required if either limit is exceeded. The lower limit is relaxed if
    - there are not enough Module Values for the student to select from, because the student needs less than 12 Module Values to complete the course, and/or
    - the modules he/she needs are not all offered in the semester, and/or
    - the selection of some modules are prohibited by Clause 5(a) of this section. Under such circumstances, the student must select as many modules as possible subject to Clause 5(a) of this section.



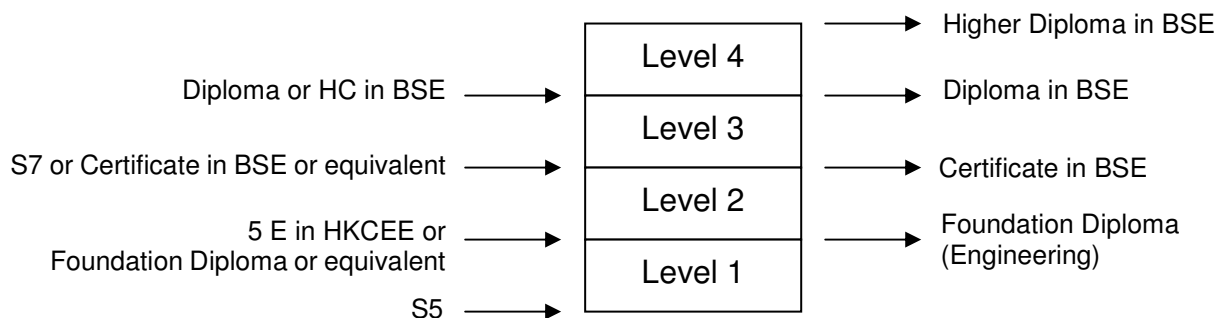
- e) Notwithstanding Clause 5(d) of this section, if a student has failed more than 40% of the total studied Modules Values for an academic year, he/she will not be allowed to progress to the next level of study.
- f) Notwithstanding Clause 5(d) of this section, for students who have to re-study failed modules, the Department should register them with a suitable number of modules so that the total Module Values are equal or comparable to that of the semester concerned (i.e. at the most 4 MVs more than his/her peers), except with the approval of the Principal.
- g) There is no limit on the number of attempts for a student to repeat a failed Module.
- h) A student is allowed to repeat a failed Module in any appropriate course, campus and mode of study.
- i) A student is not allowed to re-study a module which he/she has already passed.

## Course Aims and Objectives

Students are advised to refer to the Validated Course Document, volume 1, for details.

## Multi-Entry Multi-Exit (MEME) Course Structure

The Course adopts a multi-entry and multi-exit (MEME) structure which admits students at various levels of the course and allows students to exit from different levels of the course. The MEME structure is as shown in the figure below:



# Course Curriculum, Module Hours and Assessment Scheme

## (i) Level Two Curriculum

Sem	Module Code	Module Title	Module Contribution	Module Value	Curriculum Hours			Marking Scheme (%)		
					Lect/Tut	Lab/GS <sup>H</sup>	Total	Continuous Assessment	Exam	Total
1	LAN 1911	English & Communication for Engineering IA	1	2	0/20	10	30	100	-	100 ♣
1	BSE 3420	Engineering Fundamentals	1	2	20/10	-	30	100	-	100
1	BSE 3421	Engineering Mathematics	1	3	30/15	-	45	50	50	100
1	BSE 3425	Mechanical Theory	1	3	25/10	10	45	50	50	100
2	LAN 1912	English & Communication for Engineering IB	1	2	0/20	10	30	100	-	100 ♣
2	BSE 3422	Instrumentation & Measurements	1	3	25/5	15	45	100	-	100
2	BSE 3423	Building Services Drawing	1	2	24/6	-	30	100	-	100
2	BSE 3424	Electrical Theory	1	3	25/10	10	45	50	50	100
3	BSE 3426	Information Technology for Engineers	1	2	-	30	30	100	-	100
3	BSE 3427	Electrical Services Fundamentals †	1	3	25/10	10	45	50	50	100
3	BSE 3428	Mechanical Services Fundamentals †	1	3	30/15	-	45	50	50	100
3	BSE 3901	Project I	1	3	-	30/15	45	100	-	100
		Sub-total		31			465			
3	BSE 3902	Engineering Practical Skills @	0	7			105	Pass/Fail		
3	WPD4052	Whole Person Development on Teamwork and Communication @	0	2			30	Pass/Fail		
3	WPD4082	Whole Person Development on Healthy Lifestyle @	0	1			15	Pass/Fail		
		Total		41			615			

♣ Assessment scheme follows Language policy

† Non-certificate in BSE graduates with Electrical or Mechanical background have to take up Mechanical Services Fundamentals or Electrical Services Fundamentals respectively.

@ Exemption for the modules can be made by means of not less than one year related Building Services working experience.

GS<sup>H</sup> Guided Study Hours

Students are required to take up Structure Whole Person Development (SWPD) modules following the IVE requirements.

(ii) **Level Three Curriculum**

Sem	Module Code	Module Title	Module Contribution	Module Value	Curriculum Hours			Marking Scheme (%)		
					Lect/Tut	Lab/GS <sup>H</sup>	Total	Continuous Assessment	Exam	Total
1	LAN 2911	English & Communication for Engineering IIA	1	2	0/20	10	30	100	-	100 ♣
1	BSE 3431	Electrical Installation I	1	5	45/15	15	75	50	50	100
1	BSE 3432	HVAC Technology	1	3	28/9	8	45	50	50	100
2	LAN 3911	English & Communication for Engineering IIB	1	2	0/20	10	30	100	-	100 ♣
2	BSE 3433	Piped Services & Fire Safety Installations I	1	3	28/9	8	45	50	50	100
2	BSE 3435	Electrical Installation II	1	5	42/25	8	75	50	50	100
3	BSE 3430	Building Technology	1	2	20/10	-	30	100	-	100
3	BSE 3434	Construction Management & Supervisory Skills	1	3	25/5	0/15	45	100	-	100
3	BSE 3436	Integrated Services Design	1	2	-	30	30	100	-	100
3	BSE 3904	Integrated Studies I	1	2	-	30	30	100	-	100
3	RFC 3502	Occupational Safety & Health and Environmental Concerns ♪	1	4	0/45	0/15	60	100	-	100
		Sub-total		33			495			
3	BSE 3903	Practical Training @	0	7			105	Pass/Fail		
3	WPD4063	Whole Person Development on Self-confidence and Career Development @	0	1			15	Pass/Fail		
3	WPD4082	Whole Person Development on Healthy Lifestyle @	0	1			15	Pass/Fail		
		Total		42			630			

♣ Assessment scheme follows Language policy

© Exemption for the modules can be made by means of not less than two years related Building Services working experience.

♪ Supplementary module for holders of HC in BSE (2821, 2841, 95402 and 95302) studying at Level 4.

GS<sup>H</sup> Guided Study Hours

Students are required to take up Structure Whole Person Development (SWPD) modules following the IVE requirements.

(iii) **Level Four Curriculum**

Sem	Module Code	Module Title	Module Contribution	Module Value	Curriculum Hours			Marking Scheme (%)		
					Lect/Tut	Lab/GS <sup>H</sup>	Total	Continuous Assessment	Exam	Total
1	BSE 3444	Indoor Environmental Quality *	1	3	28/9	8	45	50	50	100
1	BSE 3445	HVAC Systems & Applications *	1	3	28/9	8	45	50	50	100
1	BSE 3446	HVAC Controls & Energy Management *	1	3	28/9	8	45	50	50	100
1	BSE 3441	Indoor Environment & HVAC Systems #	1	3	28/9	8	45	50	50	100
1	BSE 3442	Piped Services & Fire Safety Installations II #	1	3	28/9	8	45	50	50	100
1	BSE 3443	Electrical Services & Building Management Systems #	1	3	28/9	8	45	50	50	100
1	BSE 3447	Engineers in Society	1	3	8/7	0/30	45	100	-	100
2	BSE 3440	Commissioning & Maintenance	1	3	28/9	8	45	100	-	100
2	BSE 3905	Integrated Studies II 🎵	1	3	-	30/15	45	100	-	100
2	BSE 3906	Major Project	1	10	-	60/90	150	100	-	100
2	WPD4072	Whole Person Development on Career Image & Ethics and Integrative Issues @	0	1			15	Pass/Fail		
2	WPD4082	Whole Person Development on Healthy Lifestyle @	0	1			15	Pass/Fail		
		Total		30			450			

\* Stream modules: Heating Ventilating & Air Conditioning Services Stream

# Stream modules: General Services Stream

@ Exemption for the modules can be made by means of not less than two years related Building Services working experience.

🎵 Subject content of the module of Integrated Studies II will be different for HVAC Services Stream and General Services Stream.

GS<sup>H</sup> Guided Study Hours

Note: The actual modules to be offered in each semester of the course may vary depending on operational needs.  
Students are required to take up Structure Whole Person Development (SWPD) modules following the IVE requirements.

## **Syllabi**

Students are advised to refer to the Validated Course Document, volume 2, for the detailed syllabi.

## **People in the Department**

Course Leader, Stream Leaders, Class Tutor, Module Leaders and Module Lecturers are important people associated with the running of the Course. You can refer to the Validated Course Document, volume 1, for their roles. In case you need to seek help from the Department, you may contact them for advice.

## **Students' Representatives Meeting**

To aid in the gathering of views from the students, the Course 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:

- Course Leader – Chairman
- Class Tutors
- Student representative(s) from each year of the Course

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

- the continuing review, operation and development of the Course,
- the coordination of the resources required by the Course,
- the maintenance of the academic standard of the Course, 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 2019/20. Students are strongly advised to familiarize themselves thoroughly with that topic.

## Examinations and Announcement of Examination Results

- Main Examination is conducted at the end of each semester and there is only one supplementary examination for failed modules or for absence from the main examination due to valid reasons.
- 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), unless permission to the contrary has been given by the Head of Department offering the Course on the Campus or his/her representative.
- If a student is absent from the examination without a valid reason he/she may not be allowed to take the corresponding supplementary examination.
- If a student is absent from the examination on medical grounds (supported by a valid medical certificate issued by a registered doctor), or for other valid reasons, he/she will take the corresponding supplementary examinations paper as his/her first attempt and be awarded the mark he/she scores in the examination. If a student fails in his/her first attempt, he/she can be considered for re-assessment. However, for a Semester-based course, there is no second attempt to a supplementary examination.
- Documents supporting absence from examination should be submitted to the 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 end of the Main Examination and after the confirmation of the results on the Relevant Board/ Committee meeting, the Department will post the examination results on the Departmental Notice Board.
- At the same time, students who fail some of the modules will be asked to immediately contact their Course Leader/Class Tutor/Module Lecturers for an explanation of their situation.
- It should be noted that it is every student's own responsibility to personally contact their Course Leader/Class Tutor/Module Lecturers and to get information about their examination results and supplementary examination schedule (if necessary) if they did not receive any notice one week after the Academic Board meeting.
- The dates of the main and supplementary examinations and of Relevant Board/ 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 main and supplementary examinations with an excuse of not knowing about them is regarded as a failed result on the missed examination.