

Department of Engineering  
Hong Kong Institute of Vocational Education (Morrison Hill)  
Reminder from Programme Leaders

Dear fellow students for 95902F, 93302F, EG314702 & EG524702,

Thank you for choosing the Higher Diploma in Building Services Engineering in our Department. At the beginning of the Academic Year 2019/20, we have to stress that the following points are very important and students should pay particular attention.

Most of the general information will be distributed through electronic means. Therefore, you are advised to get the most updated information through the website of our department

<http://mheng.vtc.edu.hk>.

In the website you can find:

- a. You can find the information for the module exemption as well as the relevant forms. The application period are **9 to 20 Sept., 2019** and will be strictly implemented.
- b. Students have to apply exemption for Practical Training Modules (BSE3902, BSE3903 or MBS2241) by your own with relevant working experience stipulated in various exemption forms.
- c. There is a very important piece of information for all of you that is, The Programme Student Handbook (2019-2020) which serves as a supplement to Student Handbook 2019-2020 of Hong Kong Institute of Vocational Education (Morrison Hill). You are advised to familiarise with the contents of both Handbooks.
- d. You can also find the detailed timetables with Class Venues as well as the Class Allocation lists etc. Please make sure you know your class allocations and prepare yourself a copy of updated timetable.

Students may have to attend some modules in the Outside Learning Centre at Hong Kong Tang King Po College (Detailed Map attached in the Web.)

Hope you enjoy the study in the Department.

Thanks.

Programme Leaders of  
95902F, 93302F, EG314702 & EG524702