



# Student Handbook

The Student Handbook that you are now reading contains essential information concerning general regulations and procedures, services and facilities for students and various communication channels.

## **COMMUNICATION WITH BARON SCHOOL OF MUSIC**

The Service Counter is responsible for matters related to admissions, registrations, timetabling, examination, student records, certification and awards.

You can contact us via:

E-mail address : [info@bsm.com.hk](mailto:info@bsm.com.hk)

Web Site : <http://www.bsm.com.hk/>

General Enquiries : 2980 3668

Fax : 2877 0780

Enrollment Centre & Classrooms : Rm1101, Hong Kong Arts Centre, 2 Harbour Road, Wanchai, HK

Classrooms : 7/F., Tung Chiu Comm. Center, 193 Lockhart Rd, Wanchai, HK (Fleming Road Entrance)

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# Chapter 1

## Introduction to Baron School of Music

Baron School of Music (hereafter referred as “BSM”) is a pioneer that provides its programmes with high quality in both classical and contemporary music in Hong Kong since 2006. Founded by Mr. Ronald Ng, a composer/ producer in Hong Kong, BSM provides learning opportunities for personal, professional and career development.

### 1.1 Vision

To become a leading music institute that contributes to the sustainable music development in Hong Kong and the neighboring areas by giving professional music education to nurture music professionals of different roles in music industry.

### 1.2 Mission

BSM is committed itself to the development and response to the professional education needs and demands of Hong Kong music industry. BSM aims:

- To cultivate and encourage popularized music education
- To nourish music talents to foster the development of music industry in Hong Kong and the neighboring region
- To provide diverse learning opportunities through a variety of quality and innovative activities and programmes
- To leverage music expertise to excel in the provision of music education;
- To forge and strengthen collaborative opportunities locally and globally to enrich students’ learning experience
- To promote the importance of intellectual property

# Chapter 2

## General Regulations and Guidelines

Students shall observe all rules and regulations prescribed by BSM.

### 2.1 Conduct & Discipline

Students are provided with opportunities, facilities and an environment to learn to become competent members in the music industry. You are expected to behave at all times in a manner acceptable to the members of the profession they belong.

All students, like other members of the community, must obey the laws of HKSAR. You are required to observe and comply with the rules and regulations promulgated by BSM.

1. Eating and drinking are not allowed in the classroom.
2. All mobile phones and pagers should be turned off during class.
3. Smoking is prohibited in all areas of BSM premise.
4. Notes taken in lectures, course material supplied to students by BSM and information given through lectures are for study purposes only. The copyright of all these materials belongs to BSM, where applicable.
5. No audio or video recording is allowed, except with the permission of the Vice-President and/or the President, and subject to any conditions stipulated when such permission is granted.
6. The Vice-President and/or President has the right to exclude any student from class whose behaviour disturbs the rest of the class, or who does not abide by the requirements laid down by BSM.
7. Students should be punctual for all scheduled classes. No extra make-up time will be provided for all scheduled classes.
8. Students should not bring guests and visitors to school classes. All visits must be arranged officially through BSM's administration.
9. Students should not put up posters and notices within BSM premise without obtaining permission from BSM.

## **2.2 Registration**

BSM has full discretion to postpone or make any changes to courses at any time, including but not limited to course commencement, course layout, size of classes, frequency of classes, duration of classes, substitution of teachers, courses fee, etc.

Course fees paid are non-refundable and non-transferable under any circumstance including when the student withdrawing from courses at any time and for any reason, except as statutorily provided.

Once admitted to a course, students may not change to another course unless with the consent of BSM and upon payment of administration fee of HK\$500 and course fee difference. Should the course fee of the new course be less than the original course, the difference will not be refunded. For any arising dispute, the decision of BSM is final and binding.

## **2.3 Personal Data**

Personal data submitted by applicants will, during the enrolment process, be used solely for the purpose of enrolment, and in the connection such data will be handled by staff members of BSM only. Once the enrolment process is completed, all personal data whether of successful or unsuccessful applicant, will be kept in the database of BSM for statistical analysis.

In accordance with the Personal Data (Privacy) Ordinances, all applicants have a right to request for a copy of his/her personal data kept by BSM and to correct any personal data.

Your contact information will be added into the mailing list of BSM for news update purposes. You may safely unsubscribe by sending email to [info@bsm.com.hk](mailto:info@bsm.com.hk).

If there are any changes to your personal details, it is your responsibility to notify BSM as soon as possible. To update personal details, such as correspondence address, telephone number, intended programme of study, etc., you can notify the Registry and complete the

Personal Data Amendment Form. Failure to supply up-to-date information may result in BSM being unable to provide or process academic and administrative services to you.

## **2.4 Lesson Schedule**

BSM reserves the right of changing the lesson time of classes. For any arising dispute, the decision of BSM is final and binding.

## **2.5 Use of BSM' s property**

Permission from a member of the teaching staff is required before using any equipment in studios or classrooms. If BSM's property is damaged or lost, those responsible may be required to pay for its repair or replacement.

## **2.6 Responsibility for Personal Property**

Students are responsible for the security of their personal property at BSM premise.

## **2.7 Use of Baron School of Music's name**

Students who wish to act in the name of "Baron School of Music" must first obtain written permission from BSM's authority. Without this written permission, they must not claim to represent BSM in any matter whatsoever, including correspondence with the press or the public.

## **2.8 Typhoon and Rainstorm**

***For all Junior Program classes and Private lessons with students aged 6 years old or below***

When Typhoon Signal No. 3 is hoisted, all classes / examinations will be suspended or postponed. If this takes place within the normal opening hours of BJMA, all classes /

examinations will be suspended immediately. If, however, the Typhoon Signal No. 3 is lowered at or before 2 p.m., all classes / examinations will resume as scheduled 2 hours after the announcement declared by the Hong Kong Observatory; otherwise, the Typhoon Signal No. 3 is lowered after 2 p.m., all classes / examinations will be suspended or postponed. When 'Red' or 'Black' Rainstorm Warning Signal is issued, all classes / examinations will be suspended or postponed. If, however, the Rainstorm Warning Signal is lowered or the 'Amber' Warning Signal is replaced, at or before 2 p.m., all classes / examinations will resume as scheduled 2 hours after the announcement declared by the Hong Kong Observatory; otherwise, the Rainstorm Warning Signal is lowered or the 'Amber' Warning Signal is replaced, after 2 p.m., all classes / examinations will be suspended or postponed. If Black Rainstorm Warning Signal is issued within the normal opening hours of BJMA, students are advised to stay indoor to take shelter, all classes / examinations will be suspended immediately. All arrangements are subject to the corresponding instructors' availabilities and condition. BJMA will announce the details if there are further arrangements.

***For all other classes other than the above categories***

All classes / examinations will be suspended or postponed when Typhoon Signal No. 8 or above is hoisted. If this takes place within the normal opening hours of BSM, all classes / examinations will be suspended immediately. If, however, the Typhoon Signal No. 8 is lowered at or before 6 p.m., all classes / examinations will resume as scheduled 2 hours after the announcement declared by the Hong Kong Observatory; otherwise, the Typhoon Signal No. 8 is lowered after 6 p.m., all classes / examinations will be suspended or postponed.

When Black Rainstorm Warning Signal is issued within the normal opening hours of BSM, students are advised to stay indoor to take shelter, all classes / examinations will be suspended or postponed. If, however, the Black Rainstorm Warning Signal is lowered at or before 6 p.m., all classes / examinations will resume as scheduled 2 hours after the announcement declared by the Hong Kong Observatory; otherwise, the Black Rainstorm Warning Signal is lowered after 6 p.m., all classes / examinations will be suspended or postponed.

All arrangements are subject to the corresponding instructors' availabilities and condition. BSM will announce the details if there are further arrangements.



## **2.9 Complaints**

If you wish to make a complaint on any matter, you should do so in writing to the Operation Manager by stating clearly your name, student number and the programme enrolled to facilitate BSM to contact you for reply.

## **2.10 Emergencies**

Please contact our staff on duty or by calling 2980 3668 for emergencies in School opening hour.

## **2.11 Fire Safety/ Fire Drill**

We encourage everyone to be vigilant about fire safety and fire drills. Please be aware of the fire escape routes and fire safety procedures at your designated teaching venue. This is indicated on the Fire Evacuation Plans and Fire Action Signs at BSM. In case of fire, vacate the premises in an orderly manner. Follow the fire escape route to the assembly point. You may wish to tackle the fire with the appliances provided, taking NO personal risks. If your efforts are not immediately successful, vacate the premises.

If you hear the warning given by the administrative staff, please stay calm and vacate the premises immediately. Instructors will take a roll call of your Class at the assigned assembly point usually indicated on the Fire Evacuation Plans at the venue.

Fire drills are usually effective and efficient and are conducted only annually. It could be completed with minimum disturbance and within a very short time. Your active involvement is appreciated.

# Chapter 3

## Academic Policies and Regulations

### 3.1 For Group Class (Both Award-bearing Programme and Non-award-bearing Programme)

#### Admission

Some courses have advisory prerequisites / admission requirements. Prerequisites are determined to ensure that you have acquired the basic knowledge and skills that you will need to complete a particular course more easily. BSM strongly recommends you to complete a course's prerequisites before enrolling on that particular course.

#### Exemption Policy

Exemption may be granted for students if the applicant has successfully completed a course of comparable content/ module and standard at a recognized institution or through a professional examination. Students are strongly advised to make the exemption application before they commence the study.

Students should attend the audition/ written test/ interview or other kind of assessments per request of BSM as part of the exemption procedure. Fee for each assessments of any kind is **HK\$300**.

For any arising dispute, the decision of BSM is final and binding.

#### Punctuality, attendance, absence and leave

Class participation is an important element of learning in programme, students should develop a strong sense of responsibility and be punctual in attending classes. BSM places great emphasis on the punctuality and attendance of students. Students are therefore expected to attend all scheduled classes and activities.

In usual cases, classes will not be rescheduled for students who are absent from scheduled lessons for any reasons.

In exceptional circumstances where students need to take a leave of absence or transfer lessons, they should inform and provide documentary proof to Academic and Student Affairs Department in advance for agreement and further arrangement.

## **3.2 For Award-bearing Programme Only**

### **Period of Study**

The length of a programme shall be stipulated in the curriculum. To complete the curriculum, students are required to complete satisfactorily all module requirements including coursework, tests and other activities.

The maximum period of study for the programme is clearly stated in the individual course descriptions in the **Programme Outlines**.

Students are expected to graduate within the stipulated period of study. Students who are not able to complete the programme within the maximum period of study shall formally write to Academic & Student Affairs Department to apply for extension of study period.

### **Assessment**

The aim of assessment is to measure student learning progress in relation to the programme objectives. There will be criteria for judging achievements.

Summative assessments of a module can be composed of a combination of types of assessment such as demo, written assignments, portfolios, performance tasks, examinations etc. Full details of assessment for individual modules and the weightings assigned to each component of assessment will be stipulated in **Class Notice**.

Students will be informed of the schedule of assessment tasks by Instructors in class. Students shall follow the deadline for submission of assignments and present themselves for tests, examinations and prescribed assessment activities at the appointed time.

Students who wish to submit an assignment later than the due date should obtain permission in advance from the module instructor and/or Academic and Student Affairs Department; otherwise, it will be treated as failure to submit the assignment as required and will be accorded a fail grade for that assignment. The application should be accompanied by any relevant documentary evidence including medical certificate in cases of illness or disability.

Grading system of each module of each award-bearing programme is clearly stated in the individual course descriptions in the **Programme Outlines**.

Academic results will be announced through email.

### **Reassessment & Retake**

Students will be granted one opportunity to take reassessment in each module by making an application to the Academic & Student Affairs Department within 5 working days upon announcement of the academic result.

Re-assessment fee for each module is **HK\$200**. All fees paid for re-assessment matters above are non-refundable and non-transferable for other purposes unless specified.

Students who fail in the re-assessment should retake the course if they want to complete the programme.

### **Award**

Students who have successfully fulfilled completion requirement of every module of the entire programme (including attendance & assessment) will be awarded the Certificate or Diploma of the award-bearing programme.

### **3.3 For Non-award Bearing Programme Only**

Students who have completed non-award-bearing programmes can apply for Certificate of Attendance issued by BSM. Administrative fee is HK\$50 for each.

### 3.4 For Private/ Individual/ Semi-private Lesson Only

#### Period of Study

Students who committed for 4 lessons should finish their lessons within 1 month from the day they submitted their application form and students who committed for 14 lessons should finish their lessons within 6 months from the day they submitted their application form. If students cannot finish all the lessons within the set time limit, rest of the lessons will be voided and BSM will not provide any further arrangement (make-up lessons) nor refund any paid tuition to the students.

#### Sickness or absence

Students should not be absent from any classes. Absences will only be excused and accepted due to emergency cases or illness.

Should students want to change class schedule, a minimum of **24 hours notice** is required for all classes. If students fail to notify BSM about their absences with at least 24 hours ahead of class, the scheduled lesson will not be rescheduled.

For sick leave, a minimum of **4 hours notice** ahead of class is required and **medical proof** should be provided. If the student cannot provide medical proof, the scheduled lesson will not be rescheduled.

#### Lesson Schedule

Students should be responsible to their own class schedule, if there are any concerns or queries about the class schedule, students should contact BSM as soon as possible. BSM will inform students for any class changes; however, BSM is not responsible to confirm students every time before class.

\*\* This handbook has been translated into Chinese. Should there be any discrepancy between the English and Chinese versions, the English version shall prevail.



# 學生手冊

伯樂音樂學院(以下簡稱“學院”)學生手冊內容包括：學院規則和指引、服務範圍和設施，以及學院的聯絡方法。

接待處負責處理有關入學、註冊程序、編訂時間表、考試、學生資料紀錄、證書及獎狀等工作。

**聯絡我們：**

電郵地址	：	info@bsm.com.hk
網址	：	<a href="http://www.bsm.com.hk">http://www.bsm.com.hk</a>
一般查詢(電話)	：	29803668
傳真號碼	：	28770780
報名中心及上課室	：	香港灣仔港灣道二號香港藝術中心 1101 室
分校	：	香港灣仔駱克道 193 號東超商業中心 7 樓

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# 第一章 伯樂音樂學院簡介

伯樂音樂學院（以下簡稱“學院”）是本港第一所揉合流行及古典音樂教育的專業學院，於二零零六年由香港音樂創作人伍樂城先生創辦。學院提供有關個人、專業和就業發展的學習機會予各界人士。

## 第一節 願景

學院以提供最專業的音樂教育為目標，致力發掘和培育新一代台前幕後的音樂人，推動香港及鄰近地區音樂工業的持續發展。

## 第二節 使命

學院肩負起對香港音樂工業未來的發展以及培育專業人才的責任。伯樂音樂學院致力：

- 推動普及音樂教育
- 為香港及鄰近地區的音樂工業培育新一代的音樂人才
- 提供更多元化的學習機會，設計高質素和嶄新的活動及課程
- 凝聚最優秀的導師，提供最優質的音樂教育
- 發掘及推動本地以至海外的音樂交流和合作機會，藉以豐富學生的學習經驗
- 提倡知識產權的重要性

## 第二章 常務規則及指引

學生必須遵守所有由學院制定的守則及指引。

### 第一節 操行和紀律

學院提供機會、設施、環境給學生學習，令他們在音樂工業成為出色的一分子；我們期望學生需要時刻表現對音樂專業的態度及應有的言行。

學生必須遵守香港特別行政區法例，並同時遵從由學院所制定的規則和條例。

1. 課室範圍內嚴禁飲食。
2. 上課期間請關掉所有手提電話和傳呼機。
3. 學院範圍嚴禁吸煙。
4. 學院所供給學生的筆記以及課堂教材為學院本身所擁有，所有課堂上派發的資料均用於教學用途。所有版權歸學院所有，翻印必究。
5. 未經院長或副院長許可，學生不得於學院範圍內錄影及錄音。除非得到允許，否則在任何情況下此舉均受到管制。
6. 院長和或副院長有權驅趕任何擾亂堂上秩序及不遵守學院規則的人士離開。
7. 學生應準時上課，所有已編排的課堂將不會因學生遲到而延遲或延長上課時間。
8. 學生不得擅自帶來賓或訪客參與學院的課堂，所有參觀及探訪事宜應事先向學院申請，以便作出適當安排。
9. 未經學院同意，學生不得於學院範圍內張貼海報或告示。

### 第二節 註冊

學院有權在任何時候更改有關課程的安排，包括但不限於開課日期、內容、每班人數、課堂次數、時間、代課教師、課程費用等。

在任何情況下，不論學生以任何理由，所有已支付的費用均不予發還及不可轉讓，包括在課程開始前或中途退學，如學生能提供法律文件除外。

除非獲得學院批准，課程一經確認後，學生將不能轉讀其他課程；若獲批准，學生須支付行政費港幣 500 元正及學費差額。如新課程學費少於原本課程，差額亦不予退還。如有任何爭議，伯樂音樂學院保留最後決定權。

### 第三節 個人資料

申請人在招生期間所遞交之個人資料，將只限被本院職員用於處理入學程序。當入學程序完成後，不論被取錄與否，所有申請人之個人資料將被存放於學院資料庫內供內部統計及分析用途。根據個人資料(私隱)條例，所有申請人都有權要求一份保存於本院有關他/她的個人資料的副本及更改該等資料。

申請人的聯絡資料將被加入通報有關伯樂音樂學院新資訊的郵遞列。如申請人不欲接收有關資訊，可以發送電子郵件至 [info@bsm.com.hk](mailto:info@bsm.com.hk) 並註明不欲收取有關學院的資訊。

若申請人的個人資料有任何更改，請盡快通知學院校務處，稍後亦需填妥更改個人資料表格。需要通知學院的更新個人資料包括：通訊地址、電話號碼、就讀課程等。沒有提供最新資料給學院的學生，可能導致學院無法為學生提供或處理有關其成績和一切行政服務。

### 第四節 課堂時間表

學院保留隨時更改班制課程時間安排的權利。如有任何爭議，學院保留最終決定權。

### 第五節 學院設施

學生使用任何學院設施或器材前，必須獲得指定職員許可；若遺失學院器材或損毀設施，學生必須支付修理或更換設施的全部或部分費用。

### 第六節 個人財物

學生須自行負責個人財物之安全。

### 第七節 使用本學院名義

學生擬使用本學院名義，必須事先獲得學院的書面同意；否則在任何事務上，學生均不得自稱代表本學院，包括與新聞界或公眾人士通訊。

### 第八節 颱風及暴雨訊號

#### **「兒童音樂學院」課程及「個別」課程(學生年齡為六歲或以下)**

當三號或以上之颱風警告訊號生效時，所有原定及進行中之課堂 / 考試亦將會停課或取消。若天文台於下午二時或以前除下颱風訊號，則原定之課堂 / 考試將於公佈兩小時後如常舉行；若天文台於下午二時後除下颱風訊號，則所有原定之課堂 / 考試亦將會停課或取消。當紅色或黑色暴雨警告訊號生效時，所有課堂 / 考試將會停課或取消。黑色暴雨警告訊號生效時，建議學生留在室內安全的地方；同時所有課堂 / 考試亦將即時自動停課或取消。若天文台於下午二時或以前除下紅色或黑色暴雨警告訊號，或改發黃色暴雨警告訊號，則原定之課堂 / 考試將於公佈兩小時後如常舉行；若天文台於下午二時後除下紅色或黑色暴雨警告訊號，則所有原定之課堂 / 考試亦將會停課或取消。伯樂兒童音樂學院會因應導師情況而作出

相應安排，如有進一步消息將會另行通知。

### **除上述以外的課程**

當八號或以上颱風警告訊號生效時，所有原定及進行中之課堂 / 考試將會停課或取消。若天文台於下午六時或以前已除下八號或以上之颱風訊號，則原定之課堂 / 考試將於公佈兩小時後如常舉行；若天文台於下午六時後除下八號或以上之颱風訊號，則所有原定之課堂 / 考試亦將會停課或取消。

當黑色暴雨警告訊號生效時，建議學生留在室內安全的地方；同時所有課堂 / 考試亦將即時自動停課或取消。若天文台於下午六時或以前已除下黑色暴雨警告訊號，則原定之課堂 / 考試將於公佈兩小時後如常舉行；若天文台於下午六時後除下黑色暴雨警告訊號，則所有原定之課堂 / 考試亦將會停課或取消。

## **第九節 投訴**

如欲作出任何投訴，學生須以書面向營運經理提出，並清楚提供姓名、學生編號和就讀課程名稱，以便學院儘快跟其聯絡及跟進事宜。

## **第十節 緊急情況**

若遇上緊急情況，請於學院開放時間內與學院當值職員聯絡，或致電 29803668 查詢。

## **第十一節 火警安全/消防演習**

學院鼓勵每位學生對火警安全和消防演習有所警惕。請留意在指定上課地方的火警緊急逃生路線圖和防火通道出口的位置。如發生火警，所有學生應按照緊急逃生路線，有秩序地疏散到指定地點集合。請先確保在本身安全情況下，才嘗試運用現場的滅火設備救火。若你不能在短時間內成功將火種撲滅，請即離開現場到安全地方。

若你聽到警鐘響起警號，請保持冷靜並依照學院職員的指示立即離開現場，導師會在指定集合地點為所屬班別點名。

學院所在大廈每年會舉行最少一次消防演習。為了減低演習對學院及學生的打擾，消防演習會在短時間內完成。學院非常感謝學生合作地參與消防演習。

## 第三章 學術政策及規則

### 第一節 班制課程 (證書課程和非證書課程)

#### 入學

學生修讀某些課程是需要符合特定的入學要求或具有必要條件，目的是為了確保學生有足夠的知識和技能，令完成整個課程更容易達標。學院會要求學生在報讀某些課程前具備該課程的必要條件。

#### 豁免政策

如欲獲豁免必修科目，學生必須在開始課程前遞交評估申請，並提交相關文件以證明已完成類同課程及獲得認可資格，或已通過專業考試。

學生須參加面試或寫作測驗或學院設定對相關課程所要求的評估。每項評估費用為港幣 300 元正。

如有任何爭議，學院保留最終決定權。

#### 守時，出席率，缺課和請假

課堂參與在學習過程中是很重要的元素之一。學生有責任準時上課。學院非常注重準時和學生的出席率。學院希望學生出席所有已編排的課堂和活動。

在一般情況下，已編制的課堂是不會因為缺席學生的任何理由而另作安排。

在特殊情況下，學生如需請假或更改課堂時間，他們須預先通知和提供證明文件給學術及學生事務處，以便作日後安排。

### 第二節 證書課程

#### 修讀課程期限

學院內所有課程的堂數已被規定。學生須以合乎標準的成績完成所有單元內作業、測驗和活動才可以順利完成課程。

在個別課程大綱的敘述中，學院已清楚列明該課程的最長修讀時間限期。

學生須在學院所規定的時間內完成課程。學生若不能在該段時間內完成，他應以書面向學術及學生事務處申請延長修讀時間。

## 評估

評估的目的是為了測量學生的學習進度是否與該課程目標相符。每個課程皆有其評核成績的準則。

每個單元的綜合評估可就樣本歌曲、書面習作、演出、考試等方面進行評核。課堂通告內已列明所有個別單元的評估以及各評估比重的詳細資料。

導師會在課堂上通知學生有關評估的時間表。學生需在指定時間內提交習作、出席測驗、考試和指定的評估活動。

學生如希望在限期後提交習作，他必須事先得到導師或/和學術及學生事務處的批准，否則會被視作不及格論。申請者須呈交相關文件以作證明，若因疾病或殘障請呈交醫生證明書。

在個別單元的課程大綱敘述中，已清楚列明每個證書課程的評分標準。

學術成績會透過電郵通知學生。

## 重新評估和重讀

學生可在成績公佈後五天內向學術及學生事務處申請重新評估，每人每個課程單元可獲重新評估最多一次。

每個課程單元的申請重新評估費用為港幣 200 元正。除非得到特別批准，否則，在任何情況下所有重新評估費用均不會被退回和轉讓。

學生如在重新評估時考獲不及格，他們必須重讀並取得相關成績方可完成該課程。

## 證書及文憑

學生如能成功地完成整個證書課程所有單元的要求(包括出席率及評估)，將獲學院頒發該課程的證書或文憑。

### **第三節 非證書課程**

已完成非證書課程的學生，如有需要，可向學院申請簽發出席證書一張，有關行政費為港幣 50 元正。

#### 第四節 個別函授課程/二人小組課程

##### 課程完成期限

凡報讀四堂課程的學生，必須於報名日後計起之一個月內完成所有堂數；如報讀十四堂課程的學生，必須於報名日後計起之六個月內完成所有堂數。學生若未能於指定期限內完成有關課程，本學院不會為學生所缺席之堂數再作任何安排，或退回已繳付之學費。

##### 請假或缺課

學院只會為因病請假或因緊急事故缺課的學生，作出補課安排。

學生若想更改課堂時間，他們須於最少**廿四小時前**通知學院。倘若學生未能於原定課堂廿四小時前通知學院，該課堂將不會被重新安排。

如學生因病請假，他們須於原定課堂最少**四小時前**通知學院，並提供醫生簽發的有效**病假證明書**。學生若未能提供醫生證明，該課堂將不會被另行安排。

##### 課堂時間表

學生應準時上堂，如學生對上課時間存疑，應即時主動向學院查詢；如課程編排有任何更改，學院將另行通知；但院方不須負責於每一課堂前通知學生上課時間。

\* 此中文手冊為英文版本譯本。中英文版本如有歧異，概以英文版本為準。