



## Full-time Training (Short) Programmes 全日制短期培訓課程

Student Handbook

學生手冊

2022-2023



Hong Kong Institute of Construction (HKIC) is a member organization of the Construction Industry Council (CIC)  
香港建造學院為建造業議會機構成員



# Motto

**To dedicate · To excel**

**Hong Kong Institute of Construction  
Full-time Training (Short) Programmes  
Student Handbook  
(AY2022/23)**

## **Introduction**

This concise handbook aims to provide students with the necessary information of Hong Kong Institute of Construction (HKIC). This handbook will be reviewed on a yearly basis, amendments may be made as appropriate.

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## **1 Introduction to Hong Kong Institute of Construction (HKIC)**

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### **1.1 Construction Industry Council (CIC) and Hong Kong Institute of Construction (HKIC)**

Construction Industry Council (CIC) was established on 1 February 2007 in accordance with the Construction Industry Council Ordinance. The main functions of CIC are to forge consensus on long-term strategic issues, convey the industry's needs and aspirations to Government, as well as provide a communication channel for Government to solicit advice on all construction-related matters. In order to propagate improvements across the entire industry, CIC is empowered to formulate codes of conduct, administer registration and rating schemes, steer forward research and manpower development, facilitate adoption of construction standards, promote good practices and compile performance indicators.

Hong Kong Institute of Construction (HKIC) is a member organization of the Construction Industry Council (CIC). Inherited from our predecessor, the Construction Industry Training Authority, we have been providing quality construction training in Hong Kong for over 45 years and are devoted to nurturing knowledge-based workers and management talents for the construction industry. We run various construction-related programmes through four campuses, namely HKIC (Kowloon Bay), HKIC (Sheung Shui), HKIC (Kwai Chung) and the School of Professional Development in Construction (SPDC), and a number of outdoor training grounds.

Since the establishment in 2018, HKIC is committed to programme revamping and campus enhancement. HKIC actively conducts programme accreditations under the Qualifications Framework, and moves forward towards the “Construction Pathway Project (CPP)”, aiming to provide graduates with a comprehensive articulation pathway and progressive development in the vocational and professional career.

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## 1.2 Vision and Mission

### Vision:

To nurture an accomplished construction workforce with sound professional skills, theoretical knowledge, safety awareness, innovative ideas, passion and pride for the construction industry of Hong Kong.

### Mission:

- To provide training in construction and management skills based on whole person education and construction site practices;
- To promote a culture of work safety and sustainability for the construction industry;
- To foster a culture of career dedication and pursuit of excellence for the construction industry; and
- To build up a healthy and caring image of the construction industry.

## 1.3 Motto

To dedicate · To excel

## 2 HKIC Calendar (AY2022/23)

Hong Kong Institute of Construction										
2022 / 23 Academic Year Calendar (Student) <<Short Course, Advanced Diploma Programme Year 2 & P/T>>										
Week	Month	Date							備註	
		Sun	Mon	Tue	Wed	Thur	Fri	Sat		
1	2022									
2	Sept					1	2	3	1	2022/23 Academic Year Commencement Date
3		4	5	6	7	8	9	10		
4		11	12	13	14	15	16	17	12	Public Holiday (The day following Mid-Autumn Festival)
5		18	19	20	21	22	23	24		
		25	26	27	28	29	30		26	2022/23 Academic Year Commencement Date (Professional Diploma & Part-time day mode Diploma)
5	Oct							1	1	Public Holiday (National Day)
6		2	3	4	5	6	7	8	4	Public Holiday (Chung Yeung Festival)
7		9	10	11	12	13	14	15		
8		16	17	18	19	20	21	22		
9		23	24	25	26	27	28	29		
10		30	31							
10	Nov			1	2	3	4	5		
11		6	7	8	9	10	11	12		
12		13	14	15	16	17	18	19	18	Graduation Ceremony (Tentative)
13		20	21	22	23	24	25	26		
14		27	28	29	30					
14	Dec					1	2	3		
15		4	5	6	7	8	9	10		
16		11	12	13	14	15	16	17		
17		18	19	20	21	22	23	24	26-27	Public Holiday (Christmas Day and the day following Christmas Day)
18		25	26	27	28	29	30	31	28-31	HKIC Holiday (Christmas Holiday for Student) (Tentative)
19	2023								2023	
20	Jan	1	2	3	4	5	6	7	2	Public Holiday (The day following the first day of January)
21		8	9	10	11	12	13	14	9	Student Sports Day (Tentative)
22		15	16	17	18	19	20	21		
23		22	23	24	25	26	27	28	23-25	Public Holiday (The second day to the fourth day of Lunar New Year)
		29	30	31					26-28	HKIC Holiday (Student Lunar New Year Holiday)
23	Feb				1	2	3	4		
24		5	6	7	8	9	10	11		
25		12	13	14	15	16	17	18		
26		19	20	21	22	23	24	25	24	The Completion day of Advanced Diploma Programme - Year 2 (Tentative)
27		26	27	28						
27	Mar				1	2	3	4		
28		5	6	7	8	9	10	11		
29		12	13	14	15	16	17	18		
30		19	20	21	22	23	24	25		
31		26	27	28	29	30	31			
31	Apr							1		
32		2	3	4	5	6	7	8	5	Public Holiday (Ching Ming Festival)
33		9	10	11	12	13	14	15	7-8	Public Holiday (Good Friday and The day following Good Friday)
34		16	17	18	19	20	21	22	10	Public Holiday (Easter Holiday)
35		23	24	25	26	27	28	29		
36		30								
36	May		1	2	3	4	5	6	1	Public Holiday (Labour Day)
37		7	8	9	10	11	12	13		
38		14	15	16	17	18	19	20		
39		21	22	23	24	25	26	27	26	Public Holiday (The Birthday of the Buddha)
40		28	29	30	31					
40	Jun					1	2	3		
41		4	5	6	7	8	9	10		
42		11	12	13	14	15	16	17		
43		18	19	20	21	22	23	24	22	Public Holiday (Tuen Ng Festival)
44		25	26	27	28	29	30			
44	Jul							1	1	Public Holiday (Hong Kong Special Administrative Region Establishment Day)
45		2	3	4	5	6	7	8		
46		9	10	11	12	13	14	15		
47		16	17	18	19	20	21	22		
48		23	24	25	26	27	28	29		
49		30	31						30	HKIC Holiday (The Birthday of Lu Pan)
49	Aug			1	2	3	4	5		
50		6	7	8	9	10	11	12		
51		13	14	15	16	17	18	19		
52		20	21	22	23	24	25	26		
1		27	28	29	30	31				
1	Sept					1	2		1	The Commencement Date of 2022/23 Academic Year (Tentative)
2		3	4	5	6	7	8	9		
3		10	11	12	13	14	15	16		
4		17	18	19	20	21	22	23		
5		24	25	26	27	28	29	30	30	Public Holiday (The day following Mid-Autumn Festival)

12' : Public Holiday

28^ : HKIC Holiday

1 : The Commencement Day

18 : Graduation Ceremony

9# : Student Sports Day

24 : Completion date



### **3 Safety Charter**

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#### **3.1 Background**

With the development of economy in Hong Kong, much efforts and contributions have been made by the management, staff and students of the CIC and HKIC, the vocational and professional education and training (VPET) quality of which has been widely acknowledged. In the course of VPET provision, CIC and HKIC have been placing emphasis on the importance of occupational safety and striving to cultivate a safety culture.

There is no shortcut for safety. The price paid for even one accident is too much. In addition, occupational diseases should not be ignored as they have long-term influence on health and capacity for work. Therefore, the management, staff and students should continue to work together and excel in achieving a high standard of industrial safety.

#### **3.2 Aim**

The aim of this Charter is to encourage the management, staff and students of HKIC to work together to provide a reasonably safe working / learning environment, so as to protect the life and health of one another. Staff and students must develop the habit of always putting safety and health in the first priority, while CIC and HKIC will provide strong support and assistance.

#### **3.3 Safety Management System**

All staff and students of CIC and HKIC are the key players in promoting safety at work, while the government and relevant organizations such as the Labour Department and the Occupational Safety & Health Council play a supporting role. Safety at work is critical to life and health. Accidents can be reduced when one is working / learning in a safe environment, the efficiency and quality of education and training will thus be improved, staff and students of CIC and HKIC will benefit therefrom. Prevention is better than cure. The management, staff and students should understand the causes of occupational diseases, enhance their vigilance and actively take effective preventive measures.

CIC and HKIC have in place a “Safety Management System” with an aim to facilitate, encourage and assist all staff and students to create a safe and healthy working / learning environment. In order to comprehensively implement the “Safety Management System” to achieve the desired purpose, it is very important for all parties to work closely together. The rules laid down by law and CIC are important, however, CIC and HKIC believe that we cannot promote safety at work by merely relying on law and rules. Safety awareness will undoubtedly be enhanced by strict implementation of

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the requirements of law and safety rules, as well as by the pressure from CIC and HKIC. However, a zero accident working environment always depends on the coordination, communication, cooperation and participation among staff and students of CIC and HKIC. As such, HKIC has implemented a “Safety Management System” to promote safety at work, which will be improved to keep up with the pace of societal development in this aspect.

Everyone must be clearly aware of his / her responsibility towards himself / herself and others under the “Safety Management System”. Only through active participation can good policies and procedures be transformed into a safe and healthy environment at work / for learning.

CIC and HKIC will continue to:

- 3.3.1 establish a safety framework to ensure everyone understands his /her roles and responsibilities, so as to create a safety culture;
- 3.3.2 provide training to increase everyone’s awareness on safety and health at work, help members enhance their skills and improve attitudes, to enable them to perform their duties and give full play to their strength;
- 3.3.3 identify actual and potential dangers when designing the curriculum, so that appropriate precautionary measures can be taken, and safety equipment can be made available for use by staff / students to minimize risk;
- 3.3.4 monitor the conditions of work to ensure they are safe and hygienic;
- 3.3.5 deploy administrative and technical resources to protect the health of staff / students in the long run;
- 3.3.6 promote activities related to safety and encourage everyone to actively participate in these activities to increase safety awareness.

Our goal has been to develop awareness of industrial safety among staff and students, to stress and improve safety and hygiene of working / learning environment, to reduce accidents at work or training, and to prevent occupational diseases. CIC, HKIC, staff and students have a common commitment to continue to work together and implement a safety culture under this Charter, to make contributions with respect to working / learning safety and health respectively, so that everyone will be proud of their good performances in working / learning safety.

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### 3.4 The Role of Students

Students must understand their safety responsibilities to:

- 3.4.1 comply with the safety rules and working / learning procedures provided under the “Safety Management System”;
- 3.4.2 actively participate in training on work safety and health;
- 3.4.3 inform teaching staff immediately upon notice of any potential hazards when at work / learning;
- 3.4.4 make proposals to teaching staff to improve safety; and
- 3.4.5 cooperate with their Campus concerned and report any violations of safety laws / rules.

Students must be familiar with the contents of the Safety and Health Handbook, and strictly comply with the operating rule of “Safety First”. In addition to protecting one’s own safety, one must also consider the safety of others and the surrounding environment.

## 4 General Information and Rules

### 4.1 General Rules

All HKIC students must comply with HKIC rules (including those relating to attending classes in campus, site visit and site practice) and other rules and circulars distributed during the study period.

### 4.2 Opening Hours

Monday to Friday: 7:45 a.m. to 6:00 p.m.

Saturday: 7:45 a.m. to 1:00 p.m.

### 4.3 Class / Exam Arrangements in Adverse Weather Conditions

#### **Typhoon / Tropical Cyclone**

<b>Typhoon signal</b>		<b>Class / Exam arrangement</b>
Typhoon Signal No. 1		Class as usual
Typhoon Signal No. 3		Class as usual
<b>Typhoon Signal No. 8 or above:</b>		
Monday to Friday	Still in force at 6:00 a.m. or before 10:30 a.m.	Morning classes will be cancelled
	Cancelled before 10:30 a.m.	Return to Campus or Training Ground by 1:30 p.m. for class / exam
	Still in force at 10:30 a.m. & thereafter	Afternoon classes will be cancelled
Saturday	Still in force at 6:00 a.m.	Morning classes will be cancelled
Arrangement for students staying at Campus when the signal is in force	Signal issued during class / exam	Class or exam during that period will be suspended immediately
	Signal issued before commencement of exam	Exam to be held during that period will be postponed

#### **Rainstorm**

<b>Rainstorm</b>	<b>Class / Exam arrangement</b>
Amber Rainstorm Signal	Class as usual
Red Rainstorm Signal	Class as usual
<b>Black Rainstorm Signal</b>	

Monday to Friday	Still in force at 6:00 a.m. or before 10:30 a.m.	Morning classes will be cancelled
	Cancelled before 10:30 a.m.	Return to Campus or Training Ground by 1:30 p.m. for class / exam
	Still in force at 10:30 a.m. & thereafter	Afternoon classes will be cancelled
Saturday	Still in force at 6:00 a.m.	Morning classes will be cancelled
Arrangement for students staying at Campus when the signal is in force	Signal issued during class / exam	<ul style="list-style-type: none"> <li>• All indoor classes and exams will continue unless there is a danger.</li> <li>• Students taking classes outdoor or in open space should stop the class / exam and follow instructions of the teaching staff to take shelter in a safe place immediately. Class / exam shall not resume until the warning is cancelled and the weather conditions so warrant.</li> <li>• In case class or exam is over when Black Rainstorm Signal is still in force, HKIC will only allow students to leave in safe conditions.</li> </ul>
	Signal issued before commencement of exam	Exam to be held during that period will be postponed

4.3.1 Students need to be aware of the above special class and assessment arrangements in Adverse Weather Conditions. The arrangements announced by the Education Bureau on TV / radio do not apply to our Institute.

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- 4.3.2 The Institute will make special class and assessment arrangements (including suspension of classes) according to The Hong Kong Observatory's 2-hour advance notification of Tropical Cyclone Warning Signal No. 8 or above or the update on the latest weather forecast. Students should pay attention to the relevant contingency measures.
- 4.3.3 In case Typhoon Signal No. 8 or Black Rainstorm Signal is not cancelled by 6:00 a.m., all Foundation Certificate in Construction Industry, Safety Training Course for Construction Workers of Specified Trade, Safety Training Course for Certified Workers of Confined Spaces Operation, Certificate for Construction Safety Supervisor, Gas Welding Safety Training Course, other safety training courses or all kinds of trade testing (including intermediate trade, gondola and builder's lift / crane operation, load moving machinery operation) on that day will be cancelled.
- 4.3.4 Trainings or tests on gondola, builder's lift and certain machinery operations will be cancelled in the event of thunderstorm warning or in weather condition considered to be unsuitable by the teaching staff. Students are still required to return to their Campus or Training Ground for class / practice.
- 4.3.5 Students may decide whether it is appropriate to return to the Campus for class / practice depending on the special circumstances of each district. In case a student experiences difficulties returning to the Campus for class / practice, he / she should apply for leave and HKIC will handle on a case-by-case basis.

#### 4.4 Class / Training Hours

##### 4.4.1 General class hours for full-time short course

Monday to Friday:

08:20 ~ 17:00

Saturday:

08:20 ~ 12:30\*

Closed on Sundays, public holidays and Campus holiday.

\*Arrangement will be made by the teaching staff to return to school for class/activity if necessary.

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Class hours for Tower Crane Operation / Crawler-Mounted Crane Operation / Wheeled Telescopic Mobile Crane Operation

Monday to Friday:

08:20 ~ 17:20

Saturday:

08:20 ~ 12:30

Closed on Sundays, public holidays and Campus holiday.

Class hours for Loadshifting Machine Operation

Monday to Friday:

08:20 ~ 16:20

Saturday:

08:20 ~ 16:20

Closed on Sundays, public holidays and Campus holiday.

4.4.2 HKIC may change the above time for classes as required.

#### 4.5 Student ID Card

- 4.5.1 Upon completion of the registration process, HKIC will issue a student ID card to all students. Student ID card is an important document for verification of personal identity of a student. It shall not be transferred or borrowed. The student ID card issued by HKIC must be worn on the placket whenever a student is in the HKIC Campus. In addition, students are required to tap their student ID cards on the smart card sensor to record daily attendance when returning to and leaving campus.
- 4.5.2 A Student ID card is the property of HKIC. Students who improperly use or forge a student ID card will be subject to disciplinary action. Students shall properly keep their student ID cards to prevent abuse. Upon withdrawal from HKIC (including expulsion or graduation), a student must directly return his / her student ID card to his / her class teacher or the relevant Campus General Office.
- 4.5.3 In case a student loses or forgets to bring his / her student ID card, a warning will be issued for the first and second time of any occurrence of these two incidents, afterwards a demerit will be recorded for each occurrence. Students who fail to comply after repeated advice or involving in serious cases may be expelled from HKIC. Any lost / damaged student ID card must be replaced. A student who applies to replace his / her student ID card must submit

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an application letter on replacement of student ID card on the same day of loss and in any event shall not be later than the next day. A fee of HKD50 will be charged for the first replacement, and HKD100 for each subsequent case. Enquiries relating to replacement and fees charged can be directed to the Campus General Office.

#### 4.6 Requirements on Appearance of Students

- 4.6.1 Students must wear proper attire and student ID cards to access HKIC. Students with unkempt appearance or clothing may be denied access to HKIC premises.
- 4.6.2 Students must wear work uniform and helmet provided by HKIC and be equipped with designated personal safety equipment during class which should be kept. Student ID cards must be worn.
- 4.6.3 Unless with approval, students are not allowed to wear neckties, scarfs, bracelets, rings, earrings or other accessories which will affect their training process in the workshop, or have long hair (female students must bundle up long hair), dyed hair in a bizarre manner, long beard and long nails.
- 4.6.4 Students are not allowed to wear vests or rags in HKIC. Students must wear work uniform distributed by HKIC to attend practice or class at HKIC.
- 4.6.5 Students must wear safety shoes or appropriate shoes approved by HKIC. No slippers, sandals, high heels, shoes with collapsed heels or tattered / sub-standard safety shoes are allowed.

#### 4.7 Discipline and Conduct

Students must comply with the following rules at all times:

- 4.7.1 do not enter any area in CIC, such as storage room, classroom or workspace, etc. without notifying the Campus in advance or obtaining permission;
- 4.7.2 do not bring articles not related to class / practice into HKIC, unless they are approved by HKIC;
- 4.7.3 do not eat at any premises of HKIC other than the canteen. Students should be quiet, clean and well behaved when eating at the canteen. They should return the tableware, dishes and trays to the collection area after eating and cleaning up;
- 4.7.4 drinking is not allowed during or after daily class, and drinking is strictly prohibited at HKIC premises;
- 4.7.5 HKIC is a place for acquiring expertise, so students are not allowed to cause disturbances to others, including running, shouting, jeering or wandering off their training positions as assigned;



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- 4.7.6 do not film or record videos or audios or attempt to film/record videos or audios unrelated to learning by any means at the campus (including in class), unless approval is sought;
  - 4.7.7 do not upload or attempt to upload any recordings, images or videos regarding the activities, teaching and training of HKIC onto the server or forward to others (including any social media) by any means, unless approval is sought;
  - 4.7.8 no ball games are allowed at HKIC premises without HKIC's approval;
  - 4.7.9 do not participate in any activity or work organized by other association or unidentified association in the name of CIC / HKIC or carrying or wearing clothes, hats or banners bearing the characters or images of CIC / HKIC without CIC / HKIC's consent, making the public to believe that person or student is representing CIC / HKIC;
  - 4.7.10 class / practice must be commenced after roll-call by the teaching staff or keeping attendance record via systems and under the guidance of the teaching staff. Students must be attentive when attending class / practice. Class / practice can only be stopped on instruction of teaching staff. Students are not allowed to leave their work post, classroom or workshop without permission;
  - 4.7.11 do not take the elevator without permission, the purpose of which is to encourage more walking and physical training for students;
  - 4.7.12 all handouts, materials and tools for class and practice must be distributed to students by the teaching staff, such materials should not be removed or exchanged by students. Except for handouts, materials and tools are not allowed to be taken out of workshop. In case any tool is found to be lost or damaged deliberately, the student involved shall be responsible to make full compensation;
  - 4.7.13 the notes and course materials provided by teaching staff or HKIC to students are copyright protected. Students are not allowed to print or copy such materials in electronic format, or upload such materials to any server or have them forwarded to others in any manner;
  - 4.7.14 all machine tools, machinery, hand tools, etc. are not allowed to be used without prior training by and permission of the teaching staff. Operation of such machinery and tools is not allowed when not under the guidance of any teaching staff;
  - 4.7.15 students must be attentive in class / practice, and are not allowed to play electronic and computer games (except for games arranged for the learning programme), use mobile phones and headphones, and any electronic PADs. All alarming devices should be turned off;
  - 4.7.16 do not view, upload or download any indecent pictures, audio files or movies on the Internet or other electronic products;
  - 4.7.17 do not eat or display food in the workshop or classroom;

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- 4.7.18 no graffiti is allowed, post no bills, do not damage or remove any notices;
  - 4.7.19 do not speak abusive language or vulgar or insulting words at HKIC premises;
  - 4.7.20 spitting or discarding of waste is not allowed;
  - 4.7.21 no smoking (including e-cigarettes and heated tobacco products) ;
  - 4.7.22 do not gamble or bring any gambling tools into HKIC premises;
  - 4.7.23 do not steal or take possession of property of others;
  - 4.7.24 do not wash or dry clothes at HKIC premises;
  - 4.7.25 always respect teaching staff of CIC / HKIC and follow their instructions;
  - 4.7.26 devote to study, work hard, cultivate good characters and respect others;
  - 4.7.27 protect public property, do not damage or smear them. Report to teaching staff immediately if any public property is found damaged;
  - 4.7.28 be strict with yourself and be patient with others. Do not fight with others. Do not tease or bully or harass classmates by any means. Be considerate, and be polite to help, care for and cooperate with each other;
  - 4.7.29 do not organize and participate in any activities or discussions that are illegal or violate the laws of Hong Kong, or express any comments to support the above illegal activities. If a student is involved in an illegal act, he / she shall be liable to legal responsibility;
  - 4.7.30 Students are not allowed to organize, hold or participate in any activities involving political issues on campus;
  - 4.7.31 Any case involving personal legal proceedings (including prosecution by a law enforcement agency in Hong Kong, Mainland China or overseas, or prosecution for any charge or summons as a witness in any case) must be reported to HKIC as soon as possible;
  - 4.7.32 Students must comply with the rules or arrangements of HKIC on general health, public health, safety and security matters, and help to keep the place clean and tidy. Students shall comply with the established rules when using HKIC's facilities and participating in teaching activities (e.g. at the Learning Resources Centre, playground, etc.).

All teaching staff of HKIC are authorized to prevent and stop any misconduct found in HKIC. If necessary, the HKIC Director / Campus Principal will be informed.

#### 4.8 Demerit / Withdrawal

##### 4.8.1 Demerit

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- Two offences constitute a minor demerit, two minor demerits constitute a major demerit. A student with two accumulated major demerits may be expelled from HKIC.
  - A student may be recorded with a major demerit or expelled immediately if he / she commits very serious offences. Records of any offences / demerits will be kept with the teaching staff on student's evaluation of progress booklet or other internal systems.
  - Students who commit offenses and are prosecuted for criminal offences outside campus or participate in any activities that are illegal or violate the laws of Hong Kong may result in immediate suspension or withdrawal from study.

#### 4.8.2 Withdrawal

- In case a student is expelled due to violation of the HKIC rules (e.g. sloth, frequent lateness and absenteeism, damaging public property at will, lack of discipline, bad conduct, etc.) or he / she has committed offences and are prosecuted or being charged for any offences outside campus (including Hong Kong, Mainland China or overseas), he / she may be required to withdraw from study or be suspended from school temporarily or be refused acceptance to enroll in other courses.
- If a student voluntarily withdraws from study due to various reasons, he / she may be required to refund the training allowance received. A student will be legally liable for having deliberately destroyed HKIC property and shall compensate for the damage caused.
- A student who wishes to withdraw from study shall notify HKIC in writing.

#### 4.9 Follow-up Actions and Cleaning after Class

- 4.9.1 All switches must be turned off after using electrical appliances. All machinery, machine tools and hand tools must be properly handled, cleaned and checked. Tools should be returned to the tool room.
- 4.9.2 Upon completion of each process, clean up the site and keep the workshop environment clean.
- 4.9.3 On completion of a day's learning, students must clean up the workshop / classroom, and replace the tools before leaving.

#### 4.10 Professional Ethics and Personal Conduct

HKIC places great emphasis on cultivating students' professional ethics and personal conduct. In addition to trade knowledge acquired from teaching staff, students should also adhere to the "Occupational Ethics

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Handbook” for reinforced moral values, and to develop good ethics and correct attitudes towards work and life. Students should consult their teaching staff directly for any queries.

#### 4.11 In Case of Fire

- 4.11.1 Under normal circumstances, all students should access and leave the HKIC premises via the campus main entrance. Other entrances may be used in the event of fire or other emergencies or as directed by teaching staff.
- 4.11.2 Designated stairs must be used to access or leave the workshops / classrooms. Other stairs may be used in the event of fire or other emergencies or as directed by teaching staff.
- 4.11.3 Students must be familiar with the fire warning information issued by HKIC. HKIC will conduct timely fire drills to familiarize students with the fire escape procedures and routes.

#### 4.12 Personal Information

- 4.12.1 Any change of personal information, such as the residential or correspondence address, name of guardian, etc., must be reported in writing to one’s teaching staff who will relay the information to Campus General Office.
- 4.12.2 A student who wishes to inspect his / her personal information or apply for certification on his / her personal information should notify in writing his / her class teacher who will relay the matter to the Campus General Office for further actions.
- 4.12.3 CIC / HKIC may maintain and process the personal data of students for purpose of their related work in compliance with the relevant laws of Hong Kong.

#### 4.13 Photo / Video Shooting

Construction Industry Council (CIC) or Hong Kong Institute of Construction (HKIC) will conduct photo or video shooting during daily training, classes and activities. The copyright and image rights of relevant photos or videos solely belong to CIC or HKIC. Those photos or videos will be used by CIC or HKIC for training, publicity, academic exchange and publication purposes without further notice.

#### 4.14 Intellectual Property

“Intellectual property” means any discovery, creation, invention, design, model, trademark, technology available for commercial use, database use

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right, confidential information, trade secret, know-how or any research method, as well as all rights in relation thereto, including patent, copyright, trademark, design, utility model, other similar rights of protection, whether or not such rights have been registered in any country, as well as the application right of the foregoing. Creator of intellectual property is protected under the law and enjoys the economic rights of and control over his / her creation.

In the course of study, students will use the equipment, facilities or resources of HKIC, including but not limited to drawings, data, sketches, files, workshop equipment, stationery and consumables, and may create new ideas for their works and projects under the guidance of teaching staff, and the intellectual property generated therefrom may be used for commercial purpose in the future. In this case, although students have the intellectual property rights of such materials, at the same time they have irrevocably granted CIC / HKIC the non-exclusive right to use the same, globally and permanently free of charge, so as to enable CIC / HKIC to copy and use (all or part of) any intellectual property created by the students alone or together with others during the course of study in HKIC (including the right to amend such materials). Students are not allowed to study any programme or be qualified for graduation unless they have complied with the rules of intellectual property policy of CIC / HKIC.

Violation of the intellectual property policy of CIC / HKIC is a serious misconduct, which is strictly prohibited by HKIC.

Please read **Appendix I** carefully for the definitions of plagiarism and cheating and penalties.

#### 4.15 Student Feedbacks

A student who wishes to make any suggestions to HKIC may do so verbally or in writing via his / her campus Training Superintendent, Vice Principal or Principal. HKIC will consider students' suggestions in detail.

HKIC encourages students to contact HKIC directly to discuss any issues pertinent to their studies or otherwise, so that problems can be resolved in a timely manner.

#### 4.16 Smoke-free Campus

According to the law or relevant government policies, the Institute forbids anyone from smoking or using e-cigarettes or heated tobacco products or

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carrying a lighted cigarette, cigar or pipe anytime in the indoor or outdoor areas of HKIC (including outdoor Training Grounds).

Students are urged to be self-disciplined and comply with the law and rules of HKIC, and avoid any violation.

#### 4.17 Crisis Management of Emergencies outside Campus (Student Notification Mechanism)

In the event there are major and ongoing social events or public hygiene issues occurring in the community (i.e. outside HKIC) which involve personal safety or territory-wide traffic problems or cause serious public health threats, such that students are unable to attend classes as usual or HKIC is unable to function normally, detailed implementation procedures will be established by HKIC according to the then situation. HKIC will also deliver relevant information to students via different channels, such as email, social network and / or the HKIC website ([www.hkic.edu.hk](http://www.hkic.edu.hk)), regarding arrangements on class suspension / resumption schedule. If students fail to receive the message from the above channels, please call your class teacher / instructor or HKIC hotline at 2100 9000 for enquiries.

## 5 Study Programmes

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### 5.1 Enrollment

All students must complete the registration process to be formally enrolled. Unless prior approval from HKIC is sought, students are not allowed to take more than one full-time programme or programme offering training allowance or subsidies at HKIC campus. Violators may be expelled from school.

### 5.2 Curriculum (Please refer to the syllabi distributed by the teaching staff at the beginning of the academic year.)

### 5.3 Learning Modes and Arrangements

All programmes of HKIC are taught by teaching staff with good skills and theoretical knowledge. Students will learn skills and safe operations that meet the actual needs of construction sites, while various modern technologies and machine operations will also be introduced.

Skills training will be arranged at various Campuses and Training Grounds under HKIC. Students will also be assigned to site practice and site visits for firsthand experience of an actual working environment.

HKIC will cultivate professional ethics through morning assembly sharing, seminars or workshops etc., with an aim to developing students' good morality in addition to acquiring sophisticated skills in construction.

### 5.4 Morning Assembly

In order to enhance students' awareness of HKIC Vision, Mission & Motto and to build up a good learning attitude, HKIC arranges a daily morning assembly. Contents will include the practice of "Baduanjin", "Vision, Mission and Motto", sharing on special topics, knowledge on the PRC and HK, Whole Person Development, moral and civic education, information on occupational safety, and sharing of skills and professional conducts, etc.

### 5.5 Sports and Volunteer Activities

Students are encouraged to actively participate in volunteer services and sports training arranged by HKIC to develop sports potentials and interests, as well as the spirits of collaboration, caring for and contributing to society. HKIC will organize various kinds of activities based on individual campuses' conditions. The sports activities include football, basketball, badminton, table tennis, indoor rowing, physical training, etc. Volunteer services include

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home repairs, tree planting, etc.

A full-time short-term training course with a training period of 75 days or above includes a 1-day "sports training program", which students must complete to graduate.

## 5.6 Plagiarism and Cheating

Any student who has been confirmed cheating shall bear responsibilities. **Appendix I** sets out examples of cheating and the relevant penalties.

## 5.7 Assessment and Reassessment

Teaching staff will monitor students' learning progress and skills through daily practices during the course to ensure that students progress as planned. If the progress of a student is found not satisfactory, HKIC will assess and determine whether the student is suitable for completing the remaining programme in accordance with current guidelines and by taking into account the student's performances in learning and conducts. In addition, if the modules of the programme include Continuous Assessment (CA) or / and Final Assessment (FA), the proportion of results will be clearly listed in the relevant module outline.

### 5.7.1 Designated assessment (applicable to programmes that include CA or / and FA)

Depending on the nature of the assessment, students' performance in the module and assessment will be scored or classified.

### 5.7.2 Reassessment (applicable to programmes that include CA or / and FA)

Students who fail to pass an individual assessment may be reassessed to make up the shortfall. In general, the form of the reassessment will be similar to that of the original assessment. Students who pass the reassessment will be awarded a score not more than the passing score (i.e. score 50) and the passing grade (i.e. grade C), grade C equals score 50 and will be applied for calculation of the overall programme average marks.

### 5.7.3 Completion of a module (applicable to programmes that include module)

In order to complete a module, students must:

- complete all module assessment;
- obtain a passing score or above in each module assessment;
- and



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- fulfill any requirement as provided in the curriculum / module syllabus.

Students taking exams are required to comply with the Examination Rules set out in **Appendix II**.

## 5.8 Appeal against Results of Assessments (applicable to programmes that include CA or / and FA)

- 5.8.1 Students may, within five working days upon release of assessment results, formally appeal to the relevant teaching staff or through the Campus General Office of his / her campus on the failed assessment results.
- 5.8.2 The campus shall, within four weeks from the date of appeal, notify the student and teaching staff concerned about the outcome of appeal in writing. The student concerned shall take reassessment (if applicable) before the outcome of the appeal is available.
- 5.8.3 A prescribed fee will be charged for each appeal.

Please refer to **Appendix III** for the arrangements for appeal against assessment results.

## 5.9 Programme Average and Qualification Level (applicable to programmes that include CA or / and FA)

- 5.9.1 **Programme Average (PA)**  
Programme Average shows a student's overall performance in a programme, which will be used to determine the programme award classifications of the student.
- 5.9.2 **Programme Award Classification**  
The overall programme award classification of a student will be calculated according to the classification system below:

**Programme Award Classification System**

Grade	Programme Average (PA)
Distinction	$85 \leq PA \leq 100$
Credit	$75 \leq PA < 85$
Pass	$50 \leq PA < 75$
Fail	$0 \leq PA < 50$

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### 5.9.3 Modules excluded from calculation of PA

Section 5.7 (Assessment and Reassessment) is not applicable to module excluded from the calculation of PA and qualification award system. The criteria and requirements for successful completion of such module are set out in the respective module syllabi.

## 5.10 Graduation Requirements

Students are required to meet the following requirements to be considered having completed the programme and awarded the graduation certificate:

- 5.10.1 overall attendance rate of 95%;
- 5.10.2 obtaining a pass score or above (applicable to programmes that include CA or / and FA); and
- 5.10.3 completing 1-day sports training for programme period of 75 days or above;
- 5.10.4 having successfully passed the intermediate trade test of the construction industry as specified in the course curriculum; and
- 5.10.5 having met the specific graduation requirements prescribed by the programme, such as completing the Foundation Certificate in Construction Industry, Safety Training Course for Certified Workers of Confined Spaces Operation, Safety Training Course for Construction Workers of Specified Trade, etc.

Students are required to meet all of the above graduation requirements by the end of the course. Unless otherwise approved by the Institute, students will not be issued graduation certificates and graduation allowance (if any) even having fulfilled all graduation criteria (e.g. passing the make-up trade test) after the completion of the course.

Students may be expelled from HKIC if they are always late or absent, show disrespect to teaching staff, commit bullying or other misconducts repeatedly and fail to correct after repeated warnings.

## 5.11 Graduation Certificate

Graduation certificate will only be awarded to students who have completed the required training at HKIC. HKIC has the right not to award certificates to students with an attendance rate of lower than 95% or who fail to meet the graduation requirements of the programme. If a student has completed all relevant programmes but failed to meet the graduation requirements of the programme, HKIC may issue a "Certificate of Attendance" upon request.

A student will only be awarded upon request in writing the relevant certificates for certification course on gondolas, trade tests or operation

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certification tests which he / she has passed if he / she does not meet the HKIC graduation requirements.

Graduation certificate will only be kept for one year, after which it will be destroyed at any time without any prior notice. The destroyed certificate will not be reissued.

## 6 Attendance Rate

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### 6.1 Requirement on Attendance Rate

- 6.1.1 Attendance rate shall not be lower than 95%. Students are required to attend classes on time.
- 6.1.2 The attendance rate will not be affected provided that personal leave and sick leave are supported by relevant documents and / or approved by the Principal.

### 6.2 Leave

- 6.2.1 In case of sickness or injury, a student must stop the activity or work immediately and report to the on-site teaching staff (an injured student must be treated by a qualified first-aider), and receive medical treatment as appropriate. He / She shall report to his / her teaching staff with the certificate issued by a registered doctor (including a Chinese Medicine Practitioner) within three days and go through the relevant procedures. A student with sick leave certificate issued by a registered doctor must take such days of leave as stated in the certificate.
- 6.2.2 Application for casual leave must be made in advance. Students applying for causal leave must submit relevant supporting documents to the teaching staff, who will, after verification, forward the same to the Principal (or the acting officer) for approval.
- 6.2.3 For application for sick leave, certification (with the number of sick leave days specified) issued by a registered medical practitioner (including Chinese medicine practitioner) must be submitted to the teaching staff within three days after such leave, who will, after verification, forward the same to the Principal (or the acting officer) for approval.
- 6.2.4 Training allowances are granted to students based on their attendance. Unless special approval is obtained from the Principal, all personal leaves and sick leaves without any effective doctor's proof will be considered absence and will not be entitled to any allowance.
- 6.2.5 If a student has to leave HKIC in case of emergency, he / she must apply to the Principal (or the acting officer) via his / her teaching staff for leave, and shall not leave until approval is granted.
- 6.2.6 In order to avoid affecting the study, HKIC will take appropriate follow-up action against students who take leave too frequently. If students fail to keep up with the progress of the programme due to prolonged sick leave for any reason, HKIC may process with appropriate arrangements, and this may include arranging students to retake all or part of the programme.

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#### 6.2.7 Application for leave due to injury during training:

A student who is injured during training and with leave advised by a registered doctor will take training injury leave and will be granted allowance for such leave. Special application must be made to the Principal if the days of injury leave exceed 5% of the training days. Students injured during training may claim for expenses in relation to treatment for the injury during training from the insurance company via HKIC with the accidental injury report and doctor's certification (subject to the limit provided under the insurance policy of HKIC).

### 6.3 Lateness / Leaving Early

#### 6.3.1 Students must develop the habit of punctuality. HKIC will implement the following measures to deal with students who are frequently late / leaving early.

- If a student is late / leaves early for not more than 15 minutes for three times within one month, half-day allowance will be deducted. If the number of being late / leaving early for not more than 15 minutes is four or above, then half-day allowance will be deducted each time from the fourth time onwards.
- If a student is late / leaves early for more than 15 minutes, half-day allowance will be deducted each time, and will be considered absent for half day (applicable from Monday to Saturday).
- In case the allowance of a student has been deducted for two days or above within the same month in the two scenarios described above, HKIC will take disciplinary action against the student taking into account the student's records of lateness and absenteeism.
- In case of natural disaster, traffic problem or other special circumstances for which the student can provide reasonable explanation, HKIC will consider waiving the disciplinary action for lateness / absenteeism on a case-by-case basis.

#### 6.3.2 Student attendance record (including lateness or leaving early) will be logged in the card access system or reflected from the physical attendance record as marked by the teaching staff. Students who fail to improve after repeated advice or warnings may be expelled from HKIC.

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## 6.4 Absenteeism

- 6.4.1 HKIC will take disciplinary action including withholding of allowance for the month concerned against a student who is absent without approval by taking into account his / her records of lateness and absenteeism. In more serious cases, the student concerned may be expelled from HKIC.
- 6.4.2 A student whose total number of days of leave and / or absence exceeds 5% of the total days of study may be considered to have automatically withdrawn or been expelled from HKIC.
- 6.4.3 The teaching staff will record cases of absenteeism based on the card access system or in the attendance record.

## **7 Student Allowance**

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- 7.1 Monthly student allowance to students admitted will normally be paid directly to the students' bank accounts via bank transfer in the middle of the following month (special requirements will be handled on a case-by-case basis).
- 7.2 The amounts and calculation methods of the allowances are under constant review to reflect the practical situation. HKIC reserves the right to make any necessary adjustments.
- 7.3 Allowances are calculated based on attendance. Allowance for one day will be deducted for a student being absent for one day, and a student absent for half a day will be deducted allowance for half a day. Special cases will be handled on a case-by-case basis.
- 7.4 Graduation incentive allowance is arranged for certain programmes. Students are required to meet the graduation requirements by end of school term before receiving the allowance upon graduation.
- 7.5 Students are required to return all received allowances, uniforms and tools to HKIC in cases where they have automatically withdrawn or been expelled from HKIC under any circumstances.
- 7.6 With respect to any occurrence of unforeseen incidents, such as the COVID-19 situation, leading to the class suspension of HKIC, students will not be receiving any allowance during that particular period.

## 8 Learning Facilities

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### 8.1 Learning Resources Centre

Each of the Kowloon Bay Campus and Sheung Shui Campus is equipped with a Learning Resources Centre which provides printed and electronic learning and leisure reading materials, and offers students a place for learning other than classrooms and workshops.

Students must comply with the Learning Resources Centre Regulations set out in **Appendix IV**.

The opening hours of the Learning Resources Centre to students are:  
Monday to Friday: 9:00 a.m. to 6:15 p.m.

### 8.2 Training Venues

Kowloon Bay Campus, Sheung Shui Campus, Kwai Chung Campus and various outdoor Training Grounds provide youngsters and persons seeking to change profession with systematic and practical training programmes, and serve the industry with continuing education programmes in areas of skills upgrading, management, safety, etc.

Each campus has training sites, workshops and classrooms well equipped with setting similar to actual construction sites.

### 8.3 IT Facilities and Equipment

WiFi is available at HKIC campuses. Computers are available for use by students at the Learning Resources Centre, photocopying and printing services are also available.



## **9 Student Services and Facilities**

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### **9.1 Career Support Services**

The Career Support Services Department of HKIC is responsible for closely liaising with employers in the industry and relevant government departments to collect information on relevant jobs and remuneration, and for providing students with employment counselling and laying a good foundation for them to join the construction industry.

- 9.1.1 Students who have successfully met all requirements and completed a programme will receive assistance from the Career Support Services Department on career placement.
- 9.1.2 In order to enhance the employment protection of graduates, HKIC has been encouraging employers & graduates of some Full-time Training (Short) programmes to join the “Approved Technical Talents Training Programmes”. The programme fosters graduates of the HKIC to become knowledge-based skilled technical personnel through a comprehensive solution integrating on-the-job training, trade skills enhancement and assessment, and soft skills, safety training as well as technology and innovation education.
- 9.1.3 Graduates who encounter any problems or have any enquiries after job placement may contact staff of Career Support Services Department for assistance.

### **9.2 Lockers and Personal Belongings**

Lockers are provided for use by full-time students. Students must comply with the related regulations set by HKIC and shall not place cash, valuables, dangerous or illegal goods or any items that are prone to deterioration in the lockers. If a student is found to be using a locker without authorization, or with the relevant terms of use expired, HKIC has the right to dispose of any items in the lockers without notice.

Students should take good care of their belongings, as HKIC will not be responsible for any damage or loss of properties in the lockers.

### **9.3 Sports Facilities**

HKIC attaches great importance to students’ physical and mental developments. Athletic meets are held every year. Various recreational activities such as football, basketball, badminton, tug-of-war and rowing machine training are organized frequently.

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#### 9.4 Canteen

There are canteens at Kowloon Bay Campus and Sheung Shui Campus, offering meals, snacks and drinks.

Opening hours of HKIC canteens:

Monday to Friday: 7:45 a.m. to 3:30 p.m.

Saturday: 7:45 a.m. to 11:30 a.m. (Kowloon Bay Campus)

#### 9.5 Miscellaneous

This Student Handbook has been uploaded to the HKIC website (<http://www.hkic.edu.hk>).

## 10 Contact

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### Address

#### **A. HKIC Campuses:**

HKIC - Kowloon Bay Campus,	44 Tai Yip Street, Kowloon Bay, Kowloon
HKIC - Sheung Shui Campus	1 Fung Nam Road, Sheung Shui, New Territories
HKIC - Kwai Chung Campus	7-11 Kwai Hop Street, Kwai Chung, New Territories
School of Professional Development in Construction	44 Tai Yip Street, Kowloon Bay, Kowloon

#### **B. HKIC Outdoor Training Grounds:**

Tai Po Training Ground	13 Dai Wah Street, Tai Po, New Territories
Tuen Mun Training Ground	Area 16, Tuen Yee Street, Tuen Mun, New Territories
Tin Yuet Road Training Ground	Tin Yuet Road, Tin Shui Wai, New Territories
Lam Tei Training Ground	Wong Kong Wai Road under the Kong Sham Western Highway, Lam Tei, Tuen Mun, New Territories
Tat Mei Road Training Ground	Tat Mei Road, Kwai Chung, New Territories

#### **C. Trade Test Centre:**

Hong Kong Construction Industry Trade Test Centre	95 Yue Kwong Road, Aberdeen, Hong Kong
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**Telephone: 2100 9000**

Please refer to the CIC website below for the maps:

[https://www.cic.hk/chi/main/aboutcic/contact\\_us/contact\\_details/](https://www.cic.hk/chi/main/aboutcic/contact_us/contact_details/)

**Hong Kong Institute of Construction**  
**September 2022**

## **Appendix I Definitions of Plagiarism and Cheating and Penalties**

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### **1. Suspected plagiarism**

Common forms of plagiarism include copying others' works / ideas, either partially or fully, without proper acknowledgement. This includes modifying the way the original author expresses his / her idea and passing this off as one's own, that is, paraphrasing the author's idea.

### **2. Suspected cheating**

Cheating may include, but is not confined to dishonesty acts of the following:

- Submitting / presenting work for assessment, including plagiarized work, which is not the student's own but is presented without acknowledgement.
- Obtaining assistance in doing assessment work which is meant to be his / her own work.
- Providing unauthorized assistance to other students in completing assessment materials / work.
- During assessment, using / possessing within his / her reach prohibited materials of all sorts.
- Taking away from the assessment venue any materials / instructions which are not allowed as specified by explicit instructions.
- Improperly communicating or attempting to communicate with any person inside or outside the assessment venue during assessment.
- Performing dishonest behaviour during the period of leaving and returning to the assessment venue.
- Using other person's name on the answer sheet, including impersonating another student or allowing himself / herself to be impersonated.
- Obtaining access to the assessment papers prior to the assessment through unlawful means.

### **3. Penalties for confirmed plagiarism / cheating cases**

In general, for all established cases of plagiarism / cheating, the student(s) concerned is / are awarded zero marks for that particular assessment. They will be issued a warning letter but are allowed to take the related re-assessment following prevailing guidelines on reassessment for the programme concerned.

A student who is ruled to have committed plagiarism / cheating for a second time will be expelled from HKIC.

## **Appendix II Examination Rules**

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1. Candidates must answer in blue or black non-decolorizing ball pen or ink pen.
2. Candidates shall fill in their candidate number and seat number on the answer sheet and / or answer book. Question numbers must be written on top of each page of the answer book. Each question must be answered on a separate page.
3. Do not read the test paper without the permission of the invigilator.
4. If you have any question on the test paper, please check with the invigilator.
5. Candidates are not allowed to leave the exam venue without permission of the invigilator during the exam.
6. Candidates are not allowed to leave the exam venue after one hour from commencement of the exam and in the last 15 minutes, they may leave the exam venue early upon approval by the invigilator during other time periods if they finish the exam.
7. Candidates are not allowed to enter into the exam venue after one hour from commencement of the exam.
8. All items taken into the exam venue (including books, notes, mobile phones and any mobile communication devices) must be placed at the designated location.
9. Candidates who have cheated on the exam will be disqualified.
10. During the exam period, candidates must turn off the mobile phones and any mobile communication device. Any student who uses mobile phone or any mobile communication device will be considered cheating and will be disqualified from the exam.
11. Candidates must return all question papers, answer sheets and answer books upon completion of the exam. Any student who has taken any question paper, answer sheet or answer book out of the exam venue will be disqualified from the exam.

### **Appendix III Arrangements for Appeal against Assessment Results**

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1. A student formally lodges an appeal in written form against his / her assessment results to the teaching staff concerned, together with appeal fee, via Campus General Office within five working days after the announcement of results. An appeal, once received by the Officer (Campus Admin), should be reported to the Campus Deputy Principal as soon as possible.
2. The Campus Deputy Principal refers the case to the Programme Leader (PL) and informs the Campus Principal and Chairperson of Programme Team (PrgT) concerned. The PL informs the marker concerned and instructs the Module Leader (ML) (or Supervising Instructor (SI) for non-QF-aligned programmes) responsible for the module / programme to handle the case by re-marking / re-evaluating / re-scrutinizing the student's relevant answer script(s) / work against the marking scheme/criteria. During the process, the ML / SI may communicate with the PL concerned for a third party opinion. The ML / SI recommends the outcome of the appeal. The PL decides if the appeal case is justified and finalizes his / her decision. The ML / SI informs the Chairperson of PrgT and the Campus Deputy Principal concerned.
3. In case a student appeals against the assessment results given by the ML (or SI for non-QF-aligned programmes), the PL instructs another teaching staff teaching the same module / the same subject area to re-mark / re-evaluate / re-scrutinize the student's script(s) / work against the marking scheme / criteria. Where required, a third marker should be arranged. The PL concerned decides on the results of the appeal, finalizes his / her decision, then informs the Chairperson of PrgT and the Campus Deputy Principal concerned.
4. The Campus Deputy Principal, on behalf of the Campus Principal, informs the student, in writing, of the outcome of the appeal no later than 4 weeks after the student lodges the appeal. During the interim period when the appeal result is not yet known, the student concerned will still have to attend / take the re-assessment, where applicable.
5. Each appellant shall be charged an appeal fee as determined by the Management committee.

## **Appendix IV Learning Resources Centre (LRC) Regulations**

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### **Foreword**

The Learning Resources Centre (LRC) is established to support learning and teaching activities in Kowloon Bay Campus and Sheung Shui Campus of HKIC. These regulations serve to facilitate students and staff to share the LRC resources effectively.

### **Opening Hours**

#### **1. Normal Opening Hours**

	Opening Hours
Monday to Friday	9:00 am – 6:00 pm
Saturday	10:00 am – 1:00 pm
Sunday & Public Holidays	Closed

#### **2. LRC Arrangements for Opening During Inclement Weather**

Day	Time when warning is cancelled	Arrangement for opening of LRC
Monday to Friday	At or before 2:00 pm	LRC will open 2 hours subsequent to cancellation of warning
Saturday	At or before 9:00 am	LRC will open 2 hours subsequent to cancellation of warning

3. Opening hours are displayed at all LRC entrances and on LRC website ([library.hkic.edu.hk](http://library.hkic.edu.hk)).

### **Admission**

LRC is open to CIC staff, HKIC staff and full-time students. Admission to LRC is conditional upon the possession of a valid staff card or student card. Subject to the approval of HKIC Director or HKIC Principal, admission of others to LRC may be granted.

### **User Conduct**

In order to provide a pleasant physical environment for study, all LRC users are requested to observe the following rules:

1. Keep a low voice at all times in LRC;
2. All mobile devices must be turned off or switched to vibrating / silent mode before admission to LRC;
3. Users should not act in any way which may interfere with the comfort or use

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- of LRC by others;
4. Users shall not sleep in LRC;
  5. Food and beverages are not allowed in LRC;
  6. Video / photo-shooting and playing games are not allowed in LRC;
  7. LRC users should safeguard their personal belongings. LRC is not responsible for the safekeeping of any unattended personal belongings;
  8. Books and personal belongings left unattended at LRC for more than 20 minutes may be removed to the service counters by LRC staff;
  9. LRC materials may not be removed from the LRC unless they have been properly checked out. Theft of LRC materials are offences punishable by law, and in the case of HKIC students and CIC / HKIC staff, are also disciplinary offences. Offenders will be penalized and payment must be made to cover the loss;
  10. Borrowers who refuse to pay for books lost while on loan to them or who repeatedly refuse to pay fines accrued on overdue materials for 50 days may be excluded from admission to LRC until the fines and fees are settled;
  11. Lending staff / student cards to others to gain access to LRC may result in exclusion from LRC;
  12. All computer use inside LRC must comply with the "Student Acceptable Use of IT Facilities" and "Usage of IT Services Policy" of HKIC.

### **Copyright Guidelines**

Users must avoid any breach of copyright in using photocopying, printing, and scanning services in LRC. Users are fully responsible for any legal consequences concerning copyright that might arise from using such services at LRC.