



UOW
COLLEGE
HONG KONG
香港伍倫貢學院

Part of
UNIVERSITY
OF WOLLONGONG
AUSTRALIA

A GUIDE TO
STUDENT
SERVICES
2023/24

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1. Introduction

Message from the President

I am pleased to tell you that you have not only joined this College as a student. As our College is part of the University of Wollongong global network, which has campuses and students across the Australia, Hong Kong, Dubai, and Malaysia, you are now a member of this diverse and dynamic community of learners from different parts of the world.

Here at UOW College Hong Kong, we nurture students not just for academic excellence, but also personal development. Our high-quality academic programmes are complemented by a range of student facilities, including a well-equipped gymnasium, music room, dance room, and function rooms. We also offer a variety of extra-curricular learning activities, such as overseas study tours, internships, and a student ambassador programme.

Our team of professional staff is always available to provide guidance and support to help you succeed in your studies and personal growth. The team consists of the College's counsellor, staff at the Student Centre, Faculty's Student Affairs Coordinators, and all our teachers.

In this new academic year, the College starts operating in the brand new campus at Tai Wai. I am sure you are excited like me to find ourselves in this campus equipped with state-of-the-art learning and teaching facilities. Let me wish you an enjoyable and fruitful student life in your studies and I look forward to meeting you in this new campus.

Currie Tsang
President
UOW College Hong Kong

About This Guide

This booklet is designed to provide you with information about policies, procedures and services that will help you with your studies. The booklet details some of your student rights, what is expected of you as a UOWCHK student and how and where to get help if needed. Use this booklet together with the College web sites as a comprehensive guide.

Members of The Student Centre
Mr Toby Butt, Director of Student Services Email: mkbutt@uow.edu.au
Miss Oyan Wong, Executive Officer Email: nywong@uow.edu.au
Miss Fiona Luk, Executive Officer Email: fluk@uow.edu.au
Miss Winsy Leung, Clerical Officer Email: wsleung@uow.edu.au
Faculty Student Affairs Coordinators
Dr Mandy Chan, Faculty of Arts and Humanities Email : smchan@uow.edu.au
Mr Jay To, Faculty of Business Email : sum@uow.edu.au
Mr Nicholas Li, Faculty of Science and Technology Email : ncnli@uow.edu.au
Ms Ivy Yuen, Faculty of Social Sciences Email : iyuen@uow.edu.au

2. Student Mentorship Scheme (SMS)

Student Mentorship Scheme helps Year 1 students adapt to the social and academic life on campus. The role of the mentors is as follows:

- To phone the mentees individually before the semester and welcome them to the College
- To meet with the mentees on the first day of the semester
- To organise activities to help the mentees find their way around, especially during the first month
- To answer any questions the mentees may have throughout their first year of study

Typical activities organised by mentors include social gatherings, sharing sessions, learning skills workshops, etc. Mentors are expected to remain in contact with their mentees for the whole year.

The SMS contributes to the leadership development of our students. Participation in the SMS can be used to support an application for the UOWCHK Outstanding Student Leadership Award.

Bachelor Degree, Associate Degree and Higher Diploma students in Year 2 or above may contact their Programme Leaders if they are interested in participating in the SMS.

3. Student Ambassador Scheme

The College has always had enthusiastic students who volunteered to serve as Student Ambassadors. The UOWCHK Student Ambassador Scheme aims to establish a bridge between the UOWCHK and their alma mater from which the Student Ambassadors graduated. Students are drawn from different faculties of the UOWCHK and given training in business etiquette and effective teamwork in preparation for guest reception services in different college events. These Student Ambassadors serve UOWCHK with pride and will share their study experience and campus life in events such as school visits, parents' day, admission, and orientation day so as to let their junior schoolmates learn more about how to succeed in college life.

The objectives of the Scheme are as follows:

- To foster students' whole person development, particularly in developing positive attitude, leadership, problem solving abilities, communication and interpersonal skills as well as broadening students' social exposure, international outlook and life experience
- To enhance students' knowledge of, and sense of belonging to, UOWCHK through the practical experience of serving the College
- To develop a pool of Student Ambassadors to help promote the image of the College
- To achieve the aforesaid objectives, the Student Ambassadors are required to attend a comprehensive training programme and to offer services to the College

Who are the Student Ambassadors?

The Student Ambassadors are a selected group of non-final year students from different disciplines with positive attitude, good communication skills, social knowledge, good common sense, and proficiency in Cantonese and English (proficiency in Putonghua is also preferred). They are either nominated by Dean/Associate Dean or self-applied to join the programme.

Like the Student Mentorship Scheme, participation in the Student Ambassador Programme contributes to the leadership development of our students. Participation in this programme can also be used to support an application for the UOWCHK Outstanding Student Leadership Award.

Student Mentorship Scheme Coordinators

Mr Paul Yee

Assistant Professor of Faculty of Business

Email: ypaul@uow.edu.au

4. Student Counselling Services

The College provides effective personal development and counselling services, and mental health awareness education to students. In particular, we organise a wide range of activities and programmes in relation to personal development and mental health education for students with different academic and cultural backgrounds.

Personal Counselling

Through the provision of support services and personal development advice, students will be able to receive direct assistance to alleviate their emotional distress, explore their personal attributes and develop coping abilities. We aim at enhancing students' personal growth which will in turn facilitate their pursuit of academic results in optimal conditions.

Please make appointment by phone: 2707 3111

OR

visit our General Office at: UOW College Hong Kong,1/F,
18 Che Kung Miu Road, Tai Wai,
New Territories, Hong Kong

After office hours, if you feel a need to talk to someone after school, you may contact the following helplines#:

The Hong Kong Federation of Youth Groups

“Youthline” Hotline: 2777 8899

Mon – Sat: 14:00 – 02:00

Website: <https://www.hkfyg.org.hk/mcc/>

“uTouch Online Outreach” Counselling Service

WhatsApp: 6277 8899

Online counselling: <http://utouch.hk/>

Tue – Thu: 16:00 – 22:00 / Fri – Sat: 16:00 – 02:00

Suicide Prevention Services

“Youth Link” Hotline: 2382 0777

Mon – Sat: 14:00 – 02:00

Website: <http://www.sps.org.hk>

Social Welfare Department

Tel: 2343 2255

Mon – Fri: 09:00 – 17:00 / Sat: 09:00 – 12:00

Website:

https://www.swd.gov.hk/en/index/site_pubsvc/page_cps/sub_application/

24-hour Helplines:

Caritas Family Crisis Support Centre (Crisis Hotline)

Tel: 18288

Hospital Authority Mental Health Direct

Tel: 2466 7350

Suicide Prevention Services

Tel: 2382 0000

The Samaritans (Multi-Lingual Suicide Prevention Services)

Tel: 2896 0000

The Samaritan Befrienders Hong Kong

Tel: 2389 2222

Youth Outreach

Tel: 9088 1023

The information is updated as of July 2023. Please contact the organizations directly or refer to their websites for up-to-date information.

Peer Counselling Programme

In addition, we train up peer counsellors (PCs) through the Peer Counselling Programme, one of our key foci, equipping them with practical experience, mental health knowledge and peer helping skills. They will be able to take the lead in the College's student community to maintain an inclusive attitude toward emotionally vulnerable students, including those with Special Educational Needs (SEN) and those who are Non-Chinese Speaking. In this one-year programme, PCs become friends and mentors of their peers and maintain close relationships with them.

We recruit a maximum of 30 PCs each academic year. Students interested in joining the Peer Counselling Programme should pay attention to the recruitment notice to be announced in September 2023.

Mental Health First Aid Course

This 12-hour course is designed to equip participants with knowledge and skills to help someone with an emergency mental health problem. Participants of this course will receive a course manual and also a certificate issued by the Mental Health Association of Hong Kong at the completion of the course.

Personal Enrichment Activities

Workshops on various topics listed below are organised regularly which facilitate students to reflect on their personal strengths and weakness, values, attitudes and life goals in order to enhance their self-understanding.

Psychological Assessment Workshop

These workshops offer a variety of psychological tests on personality, personal attributes and career interests aiming at enhancing your self-understanding and personal growth plan.

5. Career Development

The College aims to equip students of the UOWCHK for joining society's workforce and improve their employability upon graduation by providing them with comprehensive career-related learning opportunities and support training.

Career preparation training seminars, workshops, company visits, and internship are organised throughout the academic year. Through these activities, you will ...

- Be able to develop essential job application and interview skills
- Acquire practical knowledge and realistic understanding of the employment market
- Identify your interest in the relevant industry
- Enhance your personal attributes like self-confidence, communication and self-presentation skills

For more information about training sessions, job or internship opportunities and the services we provide, please visit our [Career Development webpage](#).

Summer Internship Subsidy

To encourage students' participation in summer internships, the College offers a Summer Internship Subsidy (SIS) to students undertaking an unpaid internship who meet the requirements set out below, relieving the financial burden they may be facing and also as an appreciation of their effort and hard work.

A maximum of **HK\$3,000** will be granted to successful applicants. Interns who meet the following requirements are eligible to apply for the SIS.

Requirements

- Interns should be **full-time** students enrolled in Bachelor Degree/Associate Degree/Higher Diploma programmes.
- Interns should have completed an internship under "The Student Centre Summer Internship Programme" OR an internship that is endorsed by their respective Associate Dean/ Programme Leader.
- The internship should last for **at least a month**.
- Interns should **NOT** have received any salary/allowance/financial support in any form from the employer/hiring company.
- Interns should have proven satisfactory work performance in the internship.

Applications should reach the Student Centre by mid-September every year unless specified. Late and incomplete applications will not be entertained. Students **MUST** read through the requirements and application methods before submitting their applications. To apply, please click [here](#).

6. Sports Facilities

The College actively supports its students in sports for the benefit of enhancing students' campus life, promoting a healthy lifestyle, and providing a platform to build relationships and confidence. All diploma, associate degree, higher diploma, top-up degree and bachelor degree students are entitled to use the UOWCHK Fitness Room. The Fitness Room is filled with a variety of fitness equipment to cater for the different needs and exercise goals of the users. Fitness equipment includes treadmill, indoor cycling bike, suspension elliptical machine, rowing machine, body stretcher trainer, rear delt machine, chest press machine, and more.

To gain access to the Fitness Room, users are required to apply for a "**Fitness Room Entry Permit**". Requirements and application methods can be found online on the [sports facilities webpage](#). Users are reminded that they should follow the **UOWCHK Fitness Room Rules and Regulations** at all times while in the fitness room. Users who violate the rules may lose their eligibility for using the fitness room. To make appointments, please visit our [Fitness Room Booking System](#).

7. Medical & Dental Services

All students, irrespective of their campus location, can enjoy the out-patient medical and dental panels of UOWCHK. Details of clinic locations and charges are as follows:

Designated Medical Clinics
UOWCHK Out-patient Medical Scheme
<ul style="list-style-type: none">• Co-payment: HK\$13 per consultation• General Consultation (Including 3 days of basic medication)• 1 visit per day• A maximum of 20 visits per year
UMP Medical Centre (Shatin) Shop 9, G/F., Ming Yiu Lau, Jat Min Chuen, Shatin Tel: 2634 1812
UMP Medical Centre (Kowloon Bay) Shop F, G/F, Tak Bo Garden, 3 Ngau Tau Kok Road, Kowloon Bay Tel: 2751 9339
UMP Medical Centre (Jordan) Room 03-04, 15/F, 238 Nathan Road, Kowloon Tel: 3549 6833 (By Appointment Only)
UMP Medical Centre (Tsim Sha Tsui) Unit 7, 10/F, Wing On Plaza, 62 Mody Road, Tsim Sha Tsui East Tel: 2369 9536
UMP Medical Centre (Olympic) Shop No. 105A, 1/F, Olympian City 1, West Kowloon Tel: 2740 4319
UMP Medical Centre (Central) Room 1401-1402, Wing On House, 71 Des Voeux Road Central, HK Tel: 2840 1636 (By Appointment*)

<p>UMP Medical Centre (Wan Chai) Room 1109, Office Tower, Convention Plaza, 1 Harbour Road, Wan Chai, HK Tel: 2824 0018</p>
<p>UMP Medical Centre (Causeway Bay) Room 1901C, 19/F, East Point Centre, 555 Hennessy Road, Causeway Bay Tel: 2811 8218</p>
<p>UMP Medical Centre (Tsuen Wan) Shop 1070, Level 1, D-Park, 398 Castle Peak Road, Tsuen Wan, NT Tel: 2940 1338</p>
<p>UMP Medical Centre (Tsing Yi) Shop No. 114, Ground Floor, On Tao House, Cheung On Estate, Tsing Yi, N.T Tel: 2149 1199</p>
<p>UMP Medical Centre (Park Island) G/F, 21 Ma Wan Main Street Village East, Ma Wan, Outlying Islands Tel: 2986 3880</p>

*Student is required to make an appointment in advance by calling the designated medical clinic.

Designated Dental Clinics

UOWCHK Out-patient Dental Scheme

- Basic dental services
- Co-payment: HK\$98 per 20-minute session
- A maximum of 2 visits per year

UMP Dental Centre (Central)
Room 1404-03, Wing On House, 71 Des Voeux Road Central, HK
Tel: 2507 1088 (By Appointment*)

UMP Dental Centre (Hung Hom)
Shop 4, G/F, Y83, 83 Wuhu Street, Hung Hom, Kowloon
Tel: 2191 0209 (By Appointment*)

Dr. Lee Pak Cheung Patrick & Associates (Mong Kok)
Room 1925-28, Argyle Centre Phase I, 688 Nathan Road, Mongkok
Tel: 2396 6288 (By Appointment*)

*Student is required to make an appointment in advance by calling the designated dental clinic.

- Student is required to present the Student identity card and HKID card as identification at the designated dental clinic before seeking dental services.

Excluded conditions and items:

- Any extraction for orthodontic reasons.
- Any dental treatment for the purpose of beautification.
- All re-treatments of previous dental procedures.
- Any treatments that require the attention of a dental specialist.

For details and other conditions, please visit our [website](#) for the *Medical and Dental Student User Guide* online.

8. Student Experience Enrichment Activities

Overseas Study Tours

With the objective of enriching students' learning experience outside the classroom, the College encourages students to participate in learning activities both in Hong Kong and overseas. The College organizes overseas study tours to provide students with opportunities to visit and experience learning in other countries, irrespective of their level of study and discipline. Students eligible for "*Subsidy on Exchange for Post-secondary Students*" are encouraged to apply for the sponsorship provided by the Government to cover part of the expense of their overseas study tours. Apart from overseas study tours, Programme leaders will also organise different local co-curricular cultural and learning activities in Hong Kong to match the themes of learning in the College's four faculties.

(Please refer to p.25 for more details on "*Subsidy on Exchange for Post-secondary Students*").

9. Scholarships and Awards

The number of scholarships and awards available to students has increased substantially over the past two years. Each scholarship or award has a set of regulations to guide the Student Life & Resources Sub-Committee as to the criteria for receiving the award. In general, these criteria are based on merit and will specify some minimum level of academic performance in terms of CGPA and/or whole person development (WPD) activities. Details of the regulations and nomination forms can be found on the College website. A summary of scholarships and awards is listed below:

UOWCHK Scholarships & Awards (for Bachelor Degree, Associate Degree and Higher Diploma only)	Nominations Submission Deadlines
UOWCHK Academic Performance Scholarships	February 2024
UOWCHK Outstanding Competitive Event Awards (All Bachelor, Associate and Higher Diploma and Diploma students are eligible to apply for UOWCHK Outstanding Competitive Event Awards)	
EDB Self-financing Post-secondary Scholarship Scheme* (for Bachelor Degree, Top-up Degree, Associate Degree and Higher Diploma Students only)	Nominations Submission Deadlines
EDB Outstanding Performance Scholarship	December 2023
EDB Best Progress Awards	
EDB Talent Development Scholarship	
EDB Reaching Out Award	
EDB Endeavour Scholarship	
* The regulations and other details for the EDB scholarships and awards are broadcasted to students each year in October/November.	

Other External Scholarships and Awards

In addition to the scholarships and awards offered internally and funded by UOWCHK and the Education Bureau, students may also apply for, or be recommended for scholarships and awards offered by external organizations. The following are just some examples:

- Foo Siu Fung Volunteer Services Awards
- HSBC Vocational Education Scholarships
- Shun Hing Electronic Trading Scholarship Award
- Scholarships for Students with Special Educational Needs
- Young Chung Yee Memorial Scholarship

Faculty Scholarships Coordinators
Dr Kazuyuki Takata, Faculty of Arts and Humanities Email: kazuyuki@uow.edu.au
Dr Shirie Ho, Faculty of Business Email: shirie@uow.edu.au
Mr CW Poon, Faculty of Science and Technology Email: cwpoon@uow.edu.au
Mr Kim Lee, Faculty of Social Sciences Email: kmlee@uow.edu.au

Requirements, conditions and terms of the scholarships and awards may be subject to change. For the latest information, please visit our [website](#).

(Scholarships and regulations for 2023/24 will be released in September/October 2023 on College website.)

10. Deferment of Tuition Payment

If you have financial difficulties and cannot settle the tuition by the payment deadline, you may submit an application for deferral of tuition payment AT LEAST 5 WORKING DAYS before the payment deadline. Late applications will only be considered under exceptional circumstances, and may lead to a penalty charge.

Students who apply for deferral of tuition payment should submit the application form in person to the General Office:

General Office: UOW College Hong Kong,
1/F, 18 Che Kung Miu Road, Tai Wai,
New Territories, Hong Kong

Please click [here](#) to download the application form.

11. Financial Assistance

UOWCHK facilitates eligible students to apply for financial support mainly from Government sources:

Financial Assistance Scheme for Post-secondary Students (FASP)

Provides means-tested financial assistance to needy full-time students pursuing locally-accredited, self-financing post-secondary education programmes at the level of Bachelor Degree, Top-up Degree, Associate Degree and Higher Diploma. The scheme aims to provide financial assistance to needy students so that no eligible students will be denied access to post-secondary education because of lack of means.

Enquiries: 2152 9000

Website: <http://www.wfsfaa.gov.hk/sfo/eng/schemes/fasp.htm>

Non-means-tested Loan Scheme for Post-secondary Students (NLSPS)

The NLSPS is used to complement the Financial Assistance Scheme for Post-secondary Students (FASP) to provide loan(s) to eligible students to settle tuition fees of locally-accredited, self-financing full-time postsecondary education programmes at the level of Bachelor Degree, Top-up Degree, Associate Degree and Higher Diploma.

Enquiries: 2150 6222

Website: <http://www.wfsfaa.gov.hk/sfo/eng/schemes/nls3.htm>

Extended Non-Means Tested Loan Scheme (ENLS)

Provides financial assistance in the form of loan(s) to eligible Associate of Social Science in Social Work (Part-time) and Diploma students to settle tuition fees of specific post-secondary / continuing and professional education courses studied in Hong Kong

Enquiries: 2150 6223

Website: <https://www.wfsfaa.gov.hk/sfo/en/postsecondary/enls/overview.htm>

Continuing Education Fund (CEF)

Some of the Associate Degree programmes or course(s) in the Associate Degree programmes are included in the list of reimbursable courses for CEF purposes. The CEF subsidizes students over 18 years of age with learning aspirations to pursue continuing education and training courses.

Enquiries: 3142 2277

Website: <https://www.wfsfaa.gov.hk/cef/tc/index.htm>

Non-means-tested Subsidy Scheme for Self-financing Undergraduate Studies in Hong Kong (NMTSS)

Administered by the Government, this scheme offers a non-means-tested subsidy for full time students pursuing locally accredited local and non-local self-financing Bachelor Degree and Top-up Degree programmes.

Enquiries: 3468 2277

Website: <https://www.cspe.edu.hk/en/nmt/index.html>

12. Sponsorship Scheme for Language Proficiency Tests

UOWCHK has a strong focus on English and other foreign languages and provides sponsorship to those UOWCHK students who have achieved the required level in the internationally recognized language proficiency tests, including:

- International English Language Testing System (IELTS)
- Test de Connaissance du Francais (TCF)
- Japanese-Language Proficiency Test (JLPT)
- Korean Language Ability Test (KLAT)
- National Putonghua Proficiency Test (NPPT)
- Diploma de Espanol Lengua Extranjera (DELE)

For more information, please visit our [website](#).

13. Subsidy on Exchange for Post-secondary Students

Associate Degree, Higher Diploma, Top-up Degree and Bachelor Degree students studying in this College are eligible for Government financial support to participate in student exchanges. Subsidies are provided through four schemes maintained by the Education Bureau (EDB):

1. Scheme for Subsidy on Exchange for Post-secondary Students (SSE)
2. Scheme for Means-tested Subsidy on Exchange to “Belt and Road” Regions for Post-secondary Students (SSEBR)
3. Non-means-tested Mainland Experience Scheme for Post-secondary Students (Non-means tested MES)
4. Scheme for Non-means-tested Subsidy on Exchange to “Belt and Road” Regions for Post-Secondary Students (Non-means-tested SSEBR)

These four Government subsidy schemes are launched to nurture students with international outlook, good communication skills and an ability to thrive in a multi-cultural environment. In particular, the Non-means-tested MES, supports students in pursuit of exchange activities in Mainland China. The two SSEBR schemes, one means-tested and the other non-means-tested, are designed with a focus on encouraging postsecondary students’ exchange experience in the Belt and Road Regions.

For more information, please visit our [website](#).

14. Special Educational Needs

The College is committed to providing equal educational opportunities for all students including those with Special Educational Needs (SEN). **You may submit a SEN declaration form to the College's general office together with relevant documentation to request for special arrangements which could help facilitate your learning at the College.** You can also contact the Student Affairs Coordinator of your Faculty or your Programme Leader whenever you are in need.

Support Services Available for Students with Special Educational Needs:

Special Examination Arrangements

If students have a condition that might impact on their ability to perform in examinations, they can apply for special examination arrangements.

Examples include:

- Extended time for examinations
- Use of assistive technology such as a screen reader
- Sitting examinations in a separate room
- Extra time on short loan or reserve books

Academic Support

Academic advisors, tutorial services, early dissemination of handouts, flexible study programme

Professional Support

- Career advisory services
- Consultation services provided by clinical psychologist

Counselling Services

- The College provides counselling services to help students adjust to college life, cope with problems effectively, and enhance their personal growth and development.

Accessible Facilities

- Accessible washrooms
- Lifts
- Automatic doors

Contact Us

Tel: 2707 3111

General Office: UOW College Hong Kong,1/F,
18 Che Kung Miu Road, Tai Wai,
New Territories, Hong Kong

For more information about the application requirements and declaration form, please visit our [website](#).

15. DASS 21

You are invited to complete a short survey called the DASS 21 in September. The DASS 21 is a clinical assessment that measures the three related states of depression, anxiety and stress. It has 21 questions and takes about 3 minutes to complete. By participating in this exercise, you are helping us to better serve the needs of UOWCHK students.

Please note that this assessment does not itself indicate a diagnosis. To determine any potential diagnosis, discuss your results with your doctor or a qualified mental health provider. Your results will be anonymous.

Keep an eye on your student's email inbox and spare a few minutes to let us understand you more.

16. College Rules and Regulations

The College has in place a set of rules and regulations to govern its academic operations. Some of them provide reference on how the academic programmes are run. Others are established to ensure proper behavior to provide a good learning environment. These rules/regulations include the following:

- Academic Regulations for Degree Programmes
 - 2021/22 cohort onwards
 - 2019/20 cohort
- Academic Regulations for Associate Degree Programmes
 - 2021/22 cohort onwards
 - 2020/21 cohort
 - 2019/20 cohort
 - 2018/19 cohort
- Academic Regulations for Higher Diploma Programmes
 - 2022/23 cohort onwards
 - 2021/22 cohort onwards
- Academic Regulations for Diploma in General Studies
- Code of Student Conduct and Disciplinary Procedure
- Privacy Policy Statement
- Regulations on Tuition Fees Undergraduate Programmes
- Regulations on Tuition Fees of Associate Degree Programmes
- Regulations on Tuition Fees Diploma Programmes
- Rules Governing Enrolment of Local and Non-local Students
- Academic Integrity Policy
- Rules on Student Identity Card
- Sexual Harassment Policy and Procedures

For more information, please visit our [website](#).



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