



**UOW**  
**COLLEGE**  
**HONG KONG**  
香港伍倫貢學院

*Formerly known as*  
Community College  
of City University

*Part of*  
UNIVERSITY  
OF WOLLONGONG  
AUSTRALIA

**A GUIDE TO**  
**STUDENT**  
**SERVICES**  
**2020/21**

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# 1. Introduction

## Message from the President

A very warm welcome to UOW College Hong Kong! You are now part of the vibrant and global community of the University of Wollongong.

As you undertake your programme at the College, it is our goal to foster your intellectual and personal development and help you to realize your potentials. This philosophy has led us to devote resources to your whole person development and the provision of comprehensive student services.

Much care has been given to developing the range of student services outlined in this booklet, and we urge you to take advantage of them. The various services and activities, which include student counselling, leadership training, overseas study tours and other co-curricular activities, are all aimed at enriching your experience here as a student and making your life at our College unique and fulfilling. We strongly believe in the merit of combining these with academic studies for the benefit of your whole-person development.

If you need any advice regarding these services, you are most welcome to contact Mr Ivan Lau, Director of Student Services at UOWCHK, or the Student Affairs Coordinator in your Faculty.

We hope you will find life at the College a satisfying and rewarding experience. You have our best wishes and support!

**Vanessa Bourne**

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.

<b>Members of The Student Centre</b>	<b>Faculty Student Affairs Coordinators</b>
Mr Ivan Lau Director of Student Services Email: <a href="mailto:ivanl@uow.edu.au">ivanl@uow.edu.au</a>	Ms Mary Choi Faculty of Arts and Humanities Email: <a href="mailto:symchoi@uow.edu.au">symchoi@uow.edu.au</a>
Miss Oyan Wong Executive Officer Email: <a href="mailto:nywong@uow.edu.au">nywong@uow.edu.au</a>	Mr Jay To Faculty of Business Email: <a href="mailto:sum@uow.edu.au">sum@uow.edu.au</a>
Miss Fiona Luk Executive Officer Email: <a href="mailto:fluk@uow.edu.au">fluk@uow.edu.au</a>	Ms Judy Kiu Faculty of Science and Technology Email: <a href="mailto:kkiu@uow.edu.au">kkiu@uow.edu.au</a>
Miss Agnes Lee Clerical Officer Email: <a href="mailto:agnesl@uow.edu.au">agnesl@uow.edu.au</a>	Ms Rita Yeung Faculty of Social Sciences Email: <a href="mailto:ryeung@uow.edu.au">ryeung@uow.edu.au</a>

## 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.

### 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.



## 4. Student Counselling Services

The College provides effective personal development and counselling services, and mental health awareness education to students. In particular, we organize 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:

*Kowloon Tong Campus:* 2707 4669  
*Telford Annex:* 2707 9440

OR

visit our General Offices at:

*Kowloon Tong Campus:* FW 402, 4/F, Festival Walk Tower,  
80 Tat Chee Avenue, Kowloon Tong;  
*Telford Annex:* General Office, Room 211, Telford Annex,  
Telford Plaza, 33 Wai Yip Street,  
Kowloon Bay

*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: <https://www.utouch.hk/>*

*Tue – Fri: 14:00 – 22:00 / Fri – Sat: 16:00 – 02:00*

*Facebook: [utouch.hk](https://www.facebook.com/utouch.hk)*

***Suicide Prevention Services***

*"Youth Link" Hotline: 2382 0777*

*Mon – Sat: 14:00 – 02:00*

***Social Welfare Department***

*Tel: 2343 2255*

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

***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 August 2020. 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 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.

## **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 organized 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 organized 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 the website of our Career Development Section at:

[http://www.uowchk.edu.hk/carats\\_main.html](http://www.uowchk.edu.hk/carats_main.html)

## 6. College Level Student Learning Support Project

Committed to delivering high quality teaching and nurturing graduates for their professionalism, the College strives to ensure that students are able to achieve the programme's intended learning outcomes and that they can develop the graduate attributes upheld by the College. However, there are multiple factors that may lead to variations in students' achievement of the expected outcomes of their study. Some students are not performing as well as they wish to even if they have tried their best. On this, research has suggested that learning and study strategies related to skill, will and self-regulation are contributing factors to students' success in learning.

With an objective to enhance the learning and study strategies of students at an early stage of their studies in the College and to lessen the chance of disappointing graduation results, the College has established the project "A College Level Student Learning Support System". This project is designed to help academically "at risk" students achieve satisfactory results in their studies through targeted educational interventions to develop appropriate thoughts, behaviours, attitudes and motivation, and beliefs in their learning strategies. The needs of students for this support will be identified with a professional psychometric tool LASSI (Learning and Study Strategies Inventory). These students will be given assistance through intervention measures including:

- (i) Peer Assisted Learning Scheme (PALS)
- (ii) Workshops on learning skills, will power and self-regulation practice
- (iii) A Student Learning Support Platform

It is believed that these 'educational intervention measures' should benefit students by empowering their ability to achieve better outcomes in their academic and career pursuits in their future.

<b>Project Officers and Information</b>
Project Coordinator Professor Lee Ping Lilian Vrijmoed Kwan
Contact Person Mr Andrew Mui Email: amui@uow.edu.au

For more information, please refer to:  
<http://www.uowchk.edu.hk>

## 7. Medical & Dental Services

Student at both Kowloon Tong campus and Telford Annex can enjoy the out-patient medical and dental panels of UOWCHK. Details of clinic locations and charges are as follows:

<b>Designated Medical Clinics</b>	
<b>UOWCHK Out-patient Medical Scheme</b>	
<ul style="list-style-type: none"> <li>• Co-payment: HK\$13 per consultation</li> <li>• General Consultation (Including 3 days of basic medication)</li> <li>• 1 visit per day</li> <li>• A maximum of 20 visits per year</li> </ul>	
<b>Associate Degree Students attending classes at Kowloon Tong Campus</b>	<b>Diploma, Associate Degree, Top-up Degree and Bachelor Degree Students attending classes at Telford Annex</b>
UMP Medical Centre (Kowloon Bay) Shop F, G/F, Tak Bo Garden, 3 Ngau Tau Kok Road, Kowloon Bay, Kowloon Tel: 2751 9339	UMP Medical Centre (Kowloon Bay) Shop F, G/F, Tak Bo Garden, 3 Ngau Tau Kok Road, Kowloon Bay, Kowloon Tel: 2751 9339
UMP Medical Centre (Jordan) Room 03-04, 15/F, 238 Nathan Road, Kowloon Tel: 3549 6833	
UMP Medical Centre (Tsim Sha Tsui) Room 7, 10/F, Wing On Plaza, 62 Mody Road, Tsim Sha Tsui East, Kowloon Tel: 2369 9536	
UMP Medical Centre (Causeway Bay) Room 1901C, 19/F, East Point Centre, 555 Hennessy Road, Causeway Bay Tel: 2811 8218	

## 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

### Diploma, Associate Degree, Top-up Degree and Bachelor Degree Students (available to all students)

UMP Dental Centre (Central)  
Room 1401-03, Wing On House, 71 Des Voeux Road Central, Hong Kong  
Tel: 2507 1088

UMP Dental Centre (Jordan)  
Rm 03-04, 15/F, 238 Nathan Road, Kowloon  
Tel: 2739 3886

Dr. Lee Pak Cheung Patrick & Associates  
Room 1925-28, Argyle Centre Phase I, 688 Nathan Road, Mongkok, Kowloon  
Tel: 2396 6288



## 8. 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, Top-up Degree and Bachelor Degree Students, regardless of the campus they attend classes at, are entitled to use the sport facilities at Telford Recreation Club (Kowloon Bay) and Spotlight Recreation Club (Whampoa Gardens). Fitness Centers at Telford Recreation Club and Spotlight Recreation Club offer students a diverse range of group physical fitness classes such as Yoga, Boxing and Indoor Cycling led by professional instructors. Bookings of fitness classes and sports facilities like badminton courts and swimming pools at both clubs can be made via the UOWCHK Sports Facilities Online Booking System:

<http://cas01.cccu.edu.hk/sfbs/>

## 9. Student Experience Enrichment Activities

### Overseas Study Tours

With the objective of enriching students' learning experience outside the classroom, the College sponsors a range of learning activities for students both in Hong Kong and overseas. Overseas study tours are sponsored by the College each year to provide students with opportunities to visit and experience learning in different countries, including Beijing, Taipei, Canada, Spain, Japan, France, Korea, Dubai, Heilongjiang, Cambodia, Singapore, Australia, Malaysia, New Zealand, Germany, UK and Finland. The College also sponsors different local co-curricular cultural and learning activities in Hong Kong organized by Programme Leaders to match the themes of learning in the College's four faculties. The Summer Study Tour to UOW is an annual 14-day event arranged for students from Associate Degree, Top-up Degree and Bachelor Degree programmes, including those studying in Hong Kong or Beijing, to attend classes in University of Wollongong Australia. Besides academic activities, the study tour programme also includes language classes and visits to places of interest.

## **Virtual International Exchange Program (VIEP)**

VIEP is an exchange programme jointly-organised by UOWCHK, UOW main campus in Wollongong, UOW Dubai and UOW Malaysia KDU. It is designed to connect students of our campuses around the world online during the border shutdown, travel restrictions and social distancing era. The College hope to offer the best cultural exchange experience to ours students.

The programme will be run remotely between students from the participating campuses. Participants are required to complete an online application form in advance to indicate their preferences for their match. They will be matched with participants from other campuses who best align with their preferences and connect with their matches through application or online platforms, which include email, Webex, Instagram, Whatspp etc. They are expected to fulfill the minimum requirements of the programme and complete tasks as assigned. A certificate of participation will be issued to all participant upon their completion of the programme.

*The programme is scheduled to be commenced in September 2020. Please refer to its promotional messages or announcements in September for details and latest information.*

## 10. 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:

<b>UOWCHK Scholarships &amp; Awards (for Associate Degree and Bachelor Degree Students only)</b>	<b>Nominations Submission Deadlines</b>
UOWCHK Academic Improvement Scholarships	February 2021
UOWCHK Academic Performance Scholarships	
UOWCHK Outstanding Student Leader Awards	
UOWCHK Outstanding Competitive Event Awards	
<b>EDB Self-financing Post-secondary Scholarship Scheme* (for Associate Degree, Top-up Degree and Bachelor Degree Students only)</b>	<b>Nominations Submission Deadlines</b>
EDB Outstanding Performance Scholarship	December 2020
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 some time during Semester A.	

## 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 (**for Associate Degree Students only**):

- ACCA Hong Kong Scholarships
- Foo Siu Fung Volunteer Services Awards
- HSBC Vocational Education Scholarships
- Shun Hing Electronic Trading Scholarship Award

Faculty Scholarships Coordinators
Dr Kazuyuki Takata Faculty of Arts and Humanities Email : kazuyuki@uow.edu.au
Ms Shirie Ho Faculty of Business Email: shirie@uow.edu.au
Mr Simon Chan Faculty of Science and Technology Email : simonpyc@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 subject to change. Please refer to the College website for latest information.*

[https://www.uowchk.edu.hk/stud\\_home.html](https://www.uowchk.edu.hk/stud_home.html)

## 11. Financial Assistance

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

### ***Financial Assistance Scheme for Post-secondary Students (FASP)***

Administered by the Government, this scheme offers means-tested financial assistance to full time students pursuing self-financing Associate Degree programmes or accredited degree programmes approved by the Education Bureau.

Enquiries: 2152 9000

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

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

Administered by the Government, this scheme offers financial assistance in the form of loans to eligible students under the FASP Scheme to meet their tuition fees, academic expenses and basic living expenses.

Enquiries: 2150 6222

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

### ***Continuing Education Fund (CEF)***

Administered by the Government, this scheme 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 (including Top-up Degree) programmes.

Enquiries: 3468 2277

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

## 12. 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 (to be downloaded from this link [http://www.uowchk.edu.hk/stud\\_home/stud\\_defer/deferment\\_of\\_tuition\\_fee.pdf](http://www.uowchk.edu.hk/stud_home/stud_defer/deferment_of_tuition_fee.pdf)) in person to the following offices:

*Kowloon Tong Campus:* FW 402, 4/F, Festival Walk Tower,  
80 Tat Chee Avenue, Kowloon Tong

*Telford Annex:* General Office, Room 211,  
Telford Annex, Telford Plaza,  
33 Wai Yip Street, Kowloon Bay

## **13. 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) and Diploma de Espanol Lengua Extranjera (DELE).

For more information, please refer to:  
[http://www.uowchk.edu.hk/stud\\_home.html](http://www.uowchk.edu.hk/stud_home.html)



## 14. Government Subsidy for Student Exchanges

Associate 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 post-secondary students’ exchange experience in the Belt and Road Regions.

For more information, please refer to:

[https://www.uowchk.edu.hk/stud\\_home.html](https://www.uowchk.edu.hk/stud_home.html)

## 15. Special Educational Needs

Students with Special Educational Needs (SEN) of UOWCHK may contact their Faculty Student Affairs Coordinator or Programme Leader who will help them obtain a referral should they require professional personal counselling services. Special examination arrangements such as extension of examination hours, a separate room, etc., can also be made for SEN students upon submission of relevant supporting documents demonstrating their needs.

SEN students with financial needs are also eligible for support from the **“Academic Expenses Grant for Post-secondary Students with Special Educational Needs and Financial Needs 2020/21”**.

For more information about the application requirements, please refer to: [http://www.uowchk.edu.hk/stud\\_home.html](http://www.uowchk.edu.hk/stud_home.html)

## 16. 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 simply visit the attached link, spare a few minutes to let us understand you more.

# 17. 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
- Academic Regulations for Associate Degree Programmes (2019/20 Onward)
- Academic Regulations for Diploma in General Studies
- Code of Student Conduct and Disciplinary Procedure
- 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
- Rules on Academic Honesty
- Rules on Student Identity Card
- Sexual Harassment Policy and Procedures

For more information, please refer to:  
[http://www.uowchk.edu.hk/stud\\_home.html](http://www.uowchk.edu.hk/stud_home.html)





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