



Gratia Christian College  
宏恩基督教學院

**Programme Handbook**  
**for**  
**Bachelor of Christian Ministry (Honours)**

**2024/2025**

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## Section 1 Overview of the Institution

### 1.1 Overview of Gratia Christian College

- 1.1.1 The Bachelor of Christian Ministry (Honours) (BCM (Hons)) Programme is offered by Gratia Christian College (GCC) (宏恩基督教學院) at 5 Wai Chi Street, Shek Kip Mei, Kowloon, Hong Kong (香港九龍石硤尾偉智街 5 號).
- 1.1.2 The legal entity of GCC, Gratia Christian College Limited, was registered under Companies Ordinance CAP 32 on 20 December 2013. GCC was granted the degree-awarding status for registration under the Post-secondary Colleges Ordinance and Regulations (CAP 320) as a private, independent, and non-profit Christian post-secondary college on 13 July 2015. The ultimate goal of the College is to become a private and independent Christian university in the future.

### 1.2 Vision, Mission and Values

- 1.2.1 The Vision of GCC is “To be a private independent Christian university that excels in liberal arts and professional education for developing servant leaders to serve the Chinese and global communities with competence and Christian love.”
- 1.2.2 The Mission of GCC is to:
- Inspire students to develop academically and spiritually, discover complementation between knowledge and faith, think critically with clarity, act professionally with integrity, and work in teams effectively with humility.
  - Provide professional development and life-long learning programmes for staff in partnership with educational, commercial, and religious organizations.
  - Engage the Church in inter-faith and inter-cultural dialogues for developing Christian approaches to current and future issues facing the Chinese and global communities.
- 1.2.3 GCC nurtures its students based on the “CHRIST” values:

<b>“C</b>	<b>H</b>	<b>R</b>	<b>I</b>	<b>S</b>	<b>T”</b>
COMMITMENT	HUMILITY	RESILIENCE	INTEGRITY	SERVICE	TEAMWORK

### 1.3 Desired Characteristics of GCC Graduates

- 1.3.1 It is desired that graduates of GCC:
- be knowledgeable and professional;
  - learn independently and think critically;

- c) strive for innovation;
- d) integrate the “CHRIST” values and faith in whole person development;
- e) develop self-confidence, social and interpersonal skills;
- f) be a valuable citizen of society with global perspectives; and
- g) apply the principles of servant leadership in life.

#### 1.4 Servant Leadership

1.4.1 The concept of servant leadership is a core element found in GCC’s vision. It is one of the graduates’ desired characteristics so it is written as a programme objective for all the programmes at GCC. It is also a dominating feature of both the formal curriculum and co-curricular activities.

1.4.2 Adapted from “The Servant as Leader”<sup>1</sup>:

“The servant-leader is servant first... It begins with the natural feeling that one wants to serve, to serve first. Then conscious choice brings one to aspire to lead. That person is sharply different from one who is leader first...The best test, and the most difficult to administer, is this: Do those served grow as persons? Do they, while being served, become healthier, wiser, freer, more autonomous, more likely themselves to become servants? And, what is the effect on the least privileged in society? Will they benefit or at least not be further deprived?”

#### 1.5 Programmes on offer

1.5.1 GCC offers four bachelor’s degree, five higher diploma, one professional diploma and one diploma programmes. They are shown in the following table:

Year of Launch	Programme
2015	Bachelor of Business Administration (Honours) in Service Marketing and Management ( <i>Renamed as “Bachelor of Service Management (Honours)” with effect from 2020/21</i> )
	Bachelor of Psychology (Honours)
	Bachelor of Social Work (Honours)
2017	Higher Diploma in Early Childhood Education
	Diploma in Pre-University Studies
2019	Higher Diploma in Transformative Business Management
	Higher Diploma in Psychology and Counselling
	Higher Diploma in Christian Ministry
2021	Bachelor of Christian Ministry (Honours)
2022	Bachelor of Social Work (Honours) Part-time Conversion Mode
	Higher Diploma in Social Work

<sup>1</sup> Greenleaf, R. K. (1991). *The servant as leader*. Indianapolis, IN: The Robert K. Greenleaf Center. [Originally published in 1970, by Robert K. Greenleaf]

	Professional Diploma in Property and Facilities Management
2024	Advanced Diploma in Property & Facilities Management

## Section 2 The Programme

### 2.1 General Programme Information

2.1.1 The table below gives a brief introduction of the BCM (Hons) Programme.

#### General Information of the BCM (Hons) Programme

Item	Description
1. Programme Title	Bachelor of Christian Ministry (Honours) Programme 基督教事工榮譽學士課程
2. Qualification Title (exit award)	Bachelor of Christian Ministry (Honours) 基督教事工榮譽學士
3. Award Granting Body	Gratia Christian College 宏恩基督教學院
4. QF Level	5
5. QR Registration No.	21/000425/L5
6. QF Credits	565
7. Mode of Study	Full-time and Part-time
8. Programme Length	4 years (Full-time) or 6 years (Part-time)
9. Total Number of Credits Required for Exit Award	126
10. Curriculum (credit distribution)	(i) 33% (42/126) General Education courses (ii) 67% (84/126) Specialized courses
11. Medium of Instruction	Chinese supplemented with English as the official medium of instruction. English supplemented with Chinese is the medium of instruction for General Education courses. The English and Chinese language learning courses are conducted in their respective languages.
12. Host Department	School of Christian Ministry with the support of the other Schools

## **Section 3 Programme Objectives and Learning Outcomes**

### **3.1 Programme Objectives**

3.1.1 The Bachelor of Christian Ministry (Honours) Programme (BCM) aims to:

- a) Provide students with a broad curriculum of theological knowledge, biblical knowledge, and pastoral leadership and care.
- b) Equip students with the biblical and theological foundations of evangelism.
- c) Provide students with knowledge in general education and life and character education.
- d) Nurture students to become servant leaders to exemplify the “CHRIST\*” values.
- e) Prepare students to serve as a pastor or teacher, pursue further study, or serve in various organisations operated with Christian values (graduates will have to undergo further specialised training if they wish to become a pastor).

### **3.2 Programme Intended Learning Outcomes (PILOs)**

3.2.1 The Programme Intended Learning Outcomes of the BCM Programme are classified into two aspects, “To do” and “To be”. The former focuses on instruction of knowledge and skills while the latter focuses on developing the character of students. The PILOs are:

(To do) Graduates will be able to:

1. Demonstrate a breadth of understanding of theological and biblical knowledge and a Christian worldview.
2. Analyse, outline, interpret, and critically reflect on biblical scriptures for application to the contemporary context in ministry, preaching, or teaching.
3. Demonstrate the skills for leading individuals or communities in spiritual understanding and growth.
4. Demonstrate the skills of a ministry practitioner in written and oral communication and the critical analysis and evaluation of information and ideas.
5. Be prepared to serve as a pastor or teacher, serve in various organisations operated with Christian values, or pursue further study in related disciplines (graduates will have to undergo further specialised training if they wish to become a pastor).

(To be) Graduates will become:

1. Persons who holistically integrate knowledge, “CHRIST” values and faith.
2. Servant leaders who apply the principles of the Bible to contribute to the well-being of the world with Christian love, creativity, and a global perspective.
3. Life-long learners who have the expertise and skills to independently and critically examine knowledge related to and beyond their profession.

4. Principled individuals who are committed to building a Christ-centered life.



## Section 4 Programme Content, Structure, and Study Plan

### Credit Distribution of the Five Components in the BCM (Hons) Programme

Year 1	Year 2	Year 3	Year 4	Components	Credits
←————→				Foundation Courses	24 (19.1%)
		←————→		Major Required Courses	27 (21.4%)
←————→				Major Elective Courses	24 (19.1%)
	←————→			Integration Courses	9 (7.1%)
←————→				General Education Courses	42 (33.3%)
<b>Total (4 years)</b>					<b>126 (100%)</b>

### Foundation Courses (24 credits)

Course Code	Course	Credits	QF Level
CM1201	Christian Ministry 基督教事工	3	4
CM1202	Introduction to Counselling	3	4
CM1203	Hermeneutics 釋經書	3	4
CM1204	Systematic Theology 系統神學	3	4
CM1205	Introduction to the New Testament 新約導論	3	4
CM1206	Introduction to the Old Testament 舊約導論	3	4
CM1207	Personal Growth	3	4
CM1208	Biblical Theology 聖經神學	3	5
<b>Total</b>		<b>24</b>	

### Major Required Courses (27 Credits)

Course Code	Course	Credits	QF Level
CM2201	Christian Ethics 基督教倫理學	3	4
CM2202	The Pentateuch 摩西五經	3	5
CM2203	The Histories 歷史書	3	5
CM2204	The Psalms and Wisdom Literature 詩歌智慧書	3	5
CM2205	The Prophets 先知書	3	5
CM2206	Gospels and Acts 福音書與使徒行傳	3	5
CM2207	Paul and His Letters 保羅書信	3	5
CM2208	General Epistles and Revelation 普通書信與啟示錄	3	5
CM2209	Ecclesiastical History 教會歷史	3	5
<b>Total</b>		<b>27</b>	

### Major Elective Courses (24 Credits)

Elective	Course Code	Course	Credits	QF Level
Elective (8 out of 18)	CM3201	Church Growth 教會增長學	3	5
	CM3202	Evangelism and Discipleship 佈道與門訓	3	5
	CM3203	Management of Funeral Services 喪禮管理	3	5
	CM3204	Practical Church Administration and Operation 教會行政實務與運作	3	5
	CM3205	Counselling Skills Laboratory	3	4
	CM3206	Grief and Loss Counselling	3	4
	CM3207	Management in Human Service Organisations 助人企業行政管理學	3	5
	CM3208	Homiletics 講道學	3	5
	CM3209	Worship 崇拜學	3	5
	CM3210	Apologetics 護教學	3	5
	CM3211	Marketplace Theology and Pastoral Care 職場神學與牧養	3	5
	CM3212	Marriage and Family Counselling	3	5
	CM3213	School Administration and Organisation 學校行政與組織	3	5
	CM3214	School Evangelization and Cultivation 校園佈道與栽培	3	5
	CM3215	Introduction to Pastoral Ministry 教牧學概論	3	5
	CM3216	Christian Education 基督教教育	3	5
	CM3217	Fundamental Bible Hebrew 聖經希伯來文初階	3	5
	CM3218	Fundamental Bible Greek 聖經希臘文初階	3	5
<b>Total</b>			<b>24</b>	

### Integration Courses (9 Credits)

Course Code	Course	Credits	QF Level
CM4201	Practicum	3	4
CM4202	Internship	3	5
CM4203	Honours Project	3	5
<b>Total</b>		<b>9</b>	

### General Education Courses (42 Credits)

Study Areas		Required	Course Code	Course	Credits	QF Level
1	Character and Life Education (10 courses)	√	GCM1401	Lives of Servant Leaders	3	4
			GPS1402	Holistic Health	3	4
			GPS1403	The Pursuit of Happiness	3	4
			GEN1404	Introduction to Arts Therapy	3	4
			GEN1405	Contemporary Ethical Issues	3	4
		√	GCM1501	Servant Leadership	3	5
		√	GEN1502	Critical Thinking	3	5
			GCM1503	Christian Spirituality	3	5
			GPS1504	Crisis and Coping for Personal Growth	3	5
			GEN1505	Meaning of Life	3	5
2	Language and Communication (9 courses)	√	GEN2401	Chinese for Professionals 專業中文	3	4
		√	GEN2402	English for Academic Purposes	3	4
			GEN2403	Creative Arts in Daily Life	3	4
			GEN2404	Art of Photography	3	4
			GEN2405	Information Literacy	3	4
		√	GEN2501	Public Speaking and Presentation	3	5
			GEN2502	Advanced Chinese 高階中文	3	5
			GEN2503	Multi-media Communication	3	5
	GPS2504	Empathetic Communication	3	5		
3	Culture, Society and Technology (13 courses)	√	GPS3401	Introduction to Psychology	3	4
		√	GSW3402	Introduction to Sociology	3	4
		√	GEN3403	Introduction to Statistics	3	4
			GEN3404	Applications of Innovative Technologies	3	4
			GSW3405	Social Issues, Social Welfare and Social Work	3	4
			GPS3406	Drugs and Behavior	3	4
			GEN3407	Hong Kong Society	3	4
			GEN3408	Introduction to Philosophy	3	4
			GCM3409	Introduction to Religious Studies	3	4
		√	GSW3501	Research Methods for Social Sciences	3	5
			GEN3502	Information Management and Technology in Society	3	5
			GEN3503	The Future We Want	3	5
	GEN3504	Christianity and Social Concern in a Pluralistic Society	3	5		

General Education Requirement	Number of Courses	Credits
√ : Required course	10	30
Free elective (4 from the General Education course list, or up to 2 courses from other majors)	4	12
<b>Total</b>	<b>14</b>	<b>42</b>

**Study Plan for Full-time Mode**

Study Areas		YEAR 1		YEAR 2		YEAR 3		YEAR 4		Total
		Semester 1	Semester 2	Semester 1	Semester 2	Semester 1	Semester 2	Semester 1	Semester 2	Courses
General Education Courses	Required	Lives of Servant Leaders (GCM1401)	Chinese for Professionals (GEN2401)	Servant Leadership (GCM1501)	Critical Thinking (GEN1502)	Introduction to Statistics (GEN3403)	Research Methods for Social Sciences (GSW3501)			<b>10</b>
		Introduction to Psychology (GPS3401)	English for Academic Purposes (GEN2402)	Public Speaking and Presentation (GEN2501)						
		Introduction to Sociology (GSW3402)								
	Elective			GE Elective	GE Elective			GE Elective	GE Elective	
Foundation Courses	Christian Ministry (CM1201)	Systematic Theology (CM1204)	Hermeneutics (CM1203)		Biblical Theology (CM1208)	Personal Growth (CM1207)				<b>8</b>

	Introduction to Counselling (CM1202)	Introduction to the New Testament (CM1205)							
	Introduction to the Old Testament (CM1206)								
Major Required Courses					The Pentateuch (CM2202)	The Histories (CM2203)	The Psalms and Wisdom Literature (CM2204)	Christian Ethics (CM2201)	9
					Gospels and Acts (CM2206)	Paul and His Letters (CM2207)	General Epistles and Revelation (CM2208)	The Prophets (CM2205)	
								Ecclesiastical History (CM2209)	
Major Elective Courses		Major Elective	Major Elective	Major Elective	Major Elective		Major Elective		8
		Major Elective		Major Elective			Major Elective		

Integration Courses				Practicum (CM4201)		Internship (CM4202)	Honours Project (CM4203)		3
<b>Course Total</b>	<b>6</b>	<b>6</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5.5</b>	<b>4.5</b>	<b>42</b>

**Study Plan for Part-time Mode**

Study Areas	Year 1		Year 2		Year 3		Year 4		Year 5		Year 6		Total	
	Semester 1	Semester 2	Semester 1	Semester 2	Semester 1	Semester 2	Semester 1	Semester 2	Semester 1	Semester 2	Semester 1	Semester 2	Courses	
General Education Courses	Required	Introduction to Psychology (GPS3401)	Chinese for Professionals (GEN2401)	Introduction to Sociology (GSW3402)		Servant Leadership (GCM1501)	Critical Thinking (GEN1502)			Introduction to Statistics (GEN3403)	Research Methods for Social Sciences (GSW3501)			10
			English for Academic Purposes (GEN2402)	Lives of Servant Leaders (GCM1401)		Public Speaking and Presentation (GEN2501)								
	Elective			GE Elective				GE Elective	GE Elective		GE Elective			4
Foundation Courses	Christian Ministry (CM1201)	Systematic Theology (CM1204)	Introduction to the Old Testament (CM1206)	Introduction to the New Testament (CM1205)	Hermeneutics (CM1203)		Biblical Theology (CM1208)	Personal Growth (CM1207)						8

	Introduction to Counselling (CM1202)												
Major Required Courses							The Pentateuch (CM2202)	The Histories (CM2203)	Gospels and Acts (CM2206)	The Prophets (CM2205)	The Psalms and Wisdom Literature (CM2204)	Christian Ethics (CM2201)	9
										Paul and His Letters (CM2207)	General Epistles and Revelation (CM2208)	Ecclesiastic al History (CM2209)	
Major Elective Courses			Major Elective	Major Elective	Major Elective	Major Elective	Major Elective		Major Elective			Major Elective	8
Integration Courses						Practicum (CM4201)				Internship (CM4202)	Honours Project (CM4203)		3
Course Total	3	3	4	4	4	3	4	3	3	4	3.5	3.5	42



### Study Plan for Year 3 Entrants

Study Areas		YEAR 3		YEAR 4		Total
		Semester 1	Semester 2	Semester 1	Semester 2	Courses (Credits)
General Education (GE) Courses	Required	Research Methods for Social Sciences (GSW3501)		Servant Leadership (GCM1501) *		
				Introduction to Statistics (GEN3403)		
	Elective	Critical Thinking (GEN1502)	GE Elective			
Sub-total		2	1	2	0	<b>5 (15)</b>
Foundation Courses		Biblical Theology (CM1208)	Personal Growth (CM1207)			
Sub-total		1	1	0	0	<b>2 (6)</b>
Major Required courses		The Pentateuch (CM2202)	The Histories (CM2203)	The Psalms and Wisdom Literature (CM2204)	Christian Ethics (CM2201)	
		Gospels and Acts (CM2206)	Paul and His Letters (CM2207)	General Epistles and Revelation (CM2208)	The Prophets (CM2205)	
					Ecclesiastical History (CM2209)	
Sub-total		2	2	2	3	<b>9 (27)</b>
Major Elective Courses		Major Elective		Major Elective		
				Major Elective		
Sub-total		1	0	2	0	<b>3 (9)</b>
Integration Courses			Internship (CM4202)	Honours Project (CM4203)		
Sub-total		0	1	0.5	0.5	<b>2 (6)</b>
<b>Course Total</b>		<b>6</b>	<b>5</b>	<b>6.5</b>	<b>3.5</b>	<b>21 (63)</b>

## Section 5 Student Development Office

### 5.1 Student Development Office (SDO)

5.1.1 The SDO aims to assist students to develop into servant leaders with Christian love and the desired graduate characteristics in a unique college culture and environment. It provides academic, social, personal, practical and career-related support to students in their study journey. The Office not only helps students to enhance their personal growth, sense of well-being and generic skills, but also supports them to lead a meaningful and fulfilling life. Further information on the SDO can be obtained from:

- a) Office Website: [www.gcc.edu.hk/sdo](http://www.gcc.edu.hk/sdo)
- b) General Enquiries: 5804 4142 / [sdo@gratia.edu.hk](mailto:sdo@gratia.edu.hk)

### 5.2 Staff List

5.2.1 Enlisted in the following are staff serving the SDO:

**Ms Winnie NG**

Student Development Manager

Office: Room 301

Email: [winnieng@gratia.edu.hk](mailto:winnieng@gratia.edu.hk)

Phone.: 5804 4142 (Ext. 403)

**Ms Jess WONG**

Assistant Student Development Officer

Office: Room 202

Email: [jesswong@gratia.edu.hk](mailto:jesswong@gratia.edu.hk)

Phone.: 5804 4140 (Ext. 402)

**Ms Sze Man LO**

Counsellor

Office: Room 202

Email: [szemanlo@gratia.edu.hk](mailto:szemanlo@gratia.edu.hk)

Phone.: 5804 4140 (Ext. 402)

### 5.3 Scope of Work

5.3.1 Work of the SDO encompasses the following:

- a) Personal growth and counselling, e.g. personality and mental health workshops
- b) Pastoral care, e.g. mentoring and peer-tutoring schemes
- c) Spiritual education, e.g. college assembly, Christian fellowship
- d) Leadership and service learning, e.g. community and in-house services, student societies, citizenship education
- e) Global learning, e.g. international work camp, student exchange, etc.
- f) Student welfare and support, e.g. scholarships and financial assistance
- g) Career guidance, e.g. individual career consultation, mock interviews, etc.
- h) Student survey, e.g. student opinion survey, Myers-Briggs Type Indicator (MBTI), etc.

## **5.4 Student Activity Room (Room 202)**

- 5.4.1 Student Activity Room (Room 202) is managed by the SDO. It is designated as a resting and gathering point for all students. If students wish to take a break or chat with fellow schoolmates, Room 202 is the perfect place for them to spend their time. It is hoped that students will find the College a place for growing and bonding, as well as a second home for everyone.

## Section 6 In-house and Community Services

### 6.1 In-house Service

- 6.1.1 The In-house Service Programme is a College-initiated programme guided by the College vision. Through serving in specific units of the College, students will be able to develop their character, acquire knowledge, skills and attitudes for serving others, and act as servant leaders and contribute to the development of the College.
- 6.1.2 Total serving hours: at least 20 hours of service required for all year 1 degree students (year 3 direct entry students are exempted). Students are expected to fill in the service details in the In-house Service Record Book and upload them to the ICMS System.
- 6.1.3 Serving Units: Library, IT Services Office, Registry, Student Development Office, Facility Management Office, Development and Communication Office and Special Project.

### 6.2 Community Service

- 6.2.1 Since the vision of the College is to develop servant leaders, all full time students have to complete the required hours of community services within their years of study as shown in the table below.

Programme Type	Number of Hours Required	Duration
Degree	20	Within 4 years
Degree (year 3 entry)	20	Within 2 years
Higher Diploma	20	Within 2 years
Diploma	10	Within 1 year

- 6.2.2 The servant comes first in servant leadership. To cultivate such an attitude to life, Gratia puts emphasis on community service and nurturing students to become servant leaders. We reach out first and foremost to districts in our close proximity, and encourage students to apply what they learn to address local and global problems. Our ultimate goal is to nurture in students a twin sense of care and justice, to boost their interpersonal skills, and to instill civic virtue as well as “CHRIST” values.
- 6.2.3 Students may choose to fulfill this obligation either individually or in groups. They may look for the service opportunities by themselves, and/or enroll in programmes which are promoted or organised by the Student Development Office. Students are expected to fill in the service details in the Community Service Record Book and upload them to the ICMS System.
- 6.2.4 There are special arrangements for students studying on a part-time mode and those full time students working part-time with pay in organisations recognized by the College.

## **Section 7      College Assembly**

### **7.1 Purposes of the College Assembly**

- 7.1.1    The College Assembly serves the important purposes of sharing the vision of the College among all staff and students, cultivating a spirit of oneness in Christ, widening the horizons of students and enhancing students' development in servant leadership. Apart from announcement of information/events and conduct of certain student activities, etc., prominent speakers and faculty staff are invited to deliver talks on particular issues and topics of interests.

### **7.2 Schedule**

- 7.2.1    The assemblies are held on a regular basis usually on Monday mornings in the Assembly Hall on the first floor. Number of assemblies for each academic year is to be announced.

### **7.3 Attendance Requirement**

- 7.3.1    The College Assembly is a compulsory but non-credit bearing event. Students should attend all College Assemblies. Attendance rate less than 80% would result in a remark of "Attendance Requirement of College Assembly Not Fulfilled" putting on the transcript upon graduation. Students who are absent for more than 30 minutes would be counted as absence.
- 7.3.2    There are special arrangements for students admitted directly to year 3 of degree programmes.

## **Section 8 Scholarships and Financial Assistance**

### **8.1 Scholarships**

#### **8.1.1 College Scholarship Scheme**

The College Scholarship Scheme is established to encourage and recognize students' accomplishment in academic and non-academic areas. There are six categories of scholarship awards under the Scheme for the Programme, including:

- a) Best in Academic Performance
- b) Best in In-house Service
- c) Special in In-house Service Award
- d) Best in Community Service
- e) Spiritual Leadership Scholarship
- f) Gratia Scholarship

#### **8.1.2 Self-financing Post-Secondary Scholarship Scheme (SPSS)**

To promote the development of the self-financing post-secondary sector, the Self-financing Post-secondary Scholarship Scheme is set up under the Self-financing Post-secondary Education Fund to offer scholarships and awards to students pursuing full-time locally-accredited self-financing sub-degree or bachelor's degree (including top-up degree) programmes at non-profit-making education institutions. There are five types of scholarships established under the Scheme, namely:

- a) Outstanding Performance Scholarship
- b) Best Progress Award
- c) Talent Development Scholarship
- d) Reaching Out Award
- e) Endeavour Scholarship

### **8.2 Financial Assistance**

#### **8.2.1 Financial Assistance Schemes**

GCC students can apply for the financial assistance schemes provided by the Working Family and Student Financial Assistance Agency (WFSFAA).

All eligible students must submit their applications through E-link. The following schemes are available for students:

- a) Financial Assistance Scheme for Post-secondary Students (FASP)

- b) Non-means-tested Loan Scheme (NLSPS)
- c) Extended Non-Means-Tested Loan Scheme (ENLS) for students in Pre-University Studies Programme
- d) Student Travel Subsidy (STS)
- e) Community Care Fund Enhanced Academic Expenses Grant
- f) Community Care Fund Enhanced Academic Expenses Grant – for SEN students with financial needs
- g) Scheme for subsidy on Exchange for Post-Secondary students (SSE)
- h) Scheme for Subsidy on Exchange to “Belt and Road” Regions for Post-secondary Students (SSEBR)
- i) Non-means-tested Mainland Experience Scheme for Post-Secondary Students (Non-means-tested MES)
- j) Scheme for Non-means-tested Subsidy on Exchange to “Belt and Road” Regions for Post-Secondary Students (Non-means-tested SSEBR)

### 8.2.2 Student Emergency Fund

The Student Emergency Fund (SEF) is offered by the College to provide financial assistance to students who are unable to meet immediate and essential expenses arising from temporary hardship due to emergency. The application period is open throughout the year.

## Section 9 Graduation Requirements and Attendance

### 9.1 Graduation Requirements

9.1.1 In order to be eligible for the BCM qualification, students must fulfill all the attendance requirements and have:

- a) completed and been assessed on 42 courses;
- b) obtained an overall GPA of 2.0 or above;
- c) obtained a Grade D or above in 42 courses;
- d) obtained a Grade C or above in the Honours Project course;
- e) completed 20 hours of community service; and
- f) completed 20 hours of In-house service.

### 9.2 Attendance

9.2.1 Students are requested to note and observe the following attendance regulations:

- a) Attendance rate should be at least 80% (for all courses).
- b) A student whose attendance during the official contact hours of a course is less than 80% is not permitted to take the end-of-course examination or submit the major assessment for that course.
- c) Students will be deemed as absent in the following circumstances:
  - unapproved absence;
  - failing to attend the scheduled class within the first 30 minutes.

### 9.3 Grades and Grade Points

9.3.1 The relationship between grades, grade points and interpretation is set out in the table below:

Grade	Marks	Grade Point	Broad Interpretation
A	85-100	4.00	Outstanding
A-	80-84	3.67	
B+	75-79	3.33	Good
B	70-74	3.00	
B-	65-69	2.67	
C+	58-64	2.33	Satisfactory
C	52-57	2.00	
C-	46-51	1.67	
D	40-45	1.33	Marginal
F	0-39	0.00	Unsatisfactory



## Section 10 ITSO, Computer Laboratory and Library

### 10.1 ITSO (Information Technology Services Office) and Facilities Management

10.1.1 The ITSO team's job is to create a favorable learning environment to support your learning. To do that, the services listed below are made available to you:

#### 10.1.2 Computing services

- Campus Data Network (LAN and Wireless)
  - Data Link to the Internet
  - Network and Data Security
- User Profile and Data Storage
  - Electronic ID & Student Card
  - Safe and secure data storage
- Email, Printing, Scanning and Photocopying
- Learning Management Systems
  - Moodle
  - Room Booking
- Equipment loan (subject to availability)
  - Tablet computer
  - USB Charging cables
  - Power bank
  - Tripod

#### 10.1.3 Places for gathering

Mondays to Fridays	9:00 am to 7:30 pm
Saturdays	9:00 am to 12:30 pm

- Computer Common (Room G02)
  - The only computer room in which food is allowed;
  - A place for discussion, information searching and, perhaps, relaxing during your free time;
  - 45 thin clients computers for Windows based virtual desktop and MS Office software.
- Psychology Laboratory (Room 306)
  - An organised and yet cosy computer room for your distinct quest for knowledge;
  - 10 Windows OS based desktops computers installed with Adobe Creative Suite, STATA, ePrime, MPlus and etc.
- Practice Centre (405)
  - You can hear the sound of silence in this place which is ideal for workshop like role-play or one-on-one counselling;

- On-demand video recording equipment is available for teaching purposes;
- You need to make prior booking and be accompanied by a teaching staff.
- Lecture rooms (201, 203, 204, 206, 302a, 302b, 303, 304, 305 and Glass Rooms in the Library)
  - You may use them if they are NOT occupied;
  - You are encouraged to make a booking in advance.

#### 10.1.4 Other facilities

- Fresh water fountain (located in the patio on 2nd floor)
- Drinks and snacks vending machine
- Audio-visual equipment
- Video recording equipment
- Multi-function printers

#### 10.1.5 Campus security and hygiene

They are safeguarded by the team of facility management. The following tasks are being carried out on a routine basis:

- Cleaning (e.g. food waste collection)
- Fire and security patrol
- Video surveillance in public areas
- Energy saving control

Most importantly, a considerate and reasonable attitude while enjoying the above facilities and services shall ensure you a wonderful study time with your classmates at GCC.

## 10.2 **Library Resources, Services and Facilities**

10.2.1 The mission of the GCC Library is to promote and enhance the academic and research endeavors of the Gratia Christian College (GCC) community. The Library achieves this by providing access to academic resources and research facilities that support the intellectual engagement of students, faculty, and staff.

10.2.2 Objectives in action: **CARE**

Collections & content enhancement

Access & discovery bridging

Research & academic ethos

E-learning trending

10.2.3 Collections: The Library's collection currently comprises thirteen databases, offering over 510,000 e-book titles and 16,000 full-text journal titles. These resources are accessible to all staff and students both on- and off-campus, and are continuously updated and expanded to ensure that they meet the evolving needs of the College

community.

Databases	Schools			
	SB	SCM	SEP	SSW
Academic Search Ultimate (EBSCOhost)	√		√	√
E-Journals (EBSCOhost)	√		√	√
Education Full Text			√	√
ERIC (EBSCOhost)	√		√	√
Gale One File (Gale) <ul style="list-style-type: none"> <li>• Business / Communications and Mass Media / Economics and Theory / Entrepreneurship / Hospitality and Tourism / Insurance and Liability / Leadership and Management / LegalTrac / Military and Intelligence Database</li> <li>• Criminal Justice / Culinary Arts / Diversity Studies / Environmental Studies and Policy / Gender Studies / Health and Medicine / Psychology /</li> <li>• Educator's Reference Complete</li> <li>• Religion &amp; Philosophy</li> <li>• Agriculture / Fine Arts / Gardening and Horticulture / Home Improvement / Information Science / Vocations and Careers / War and Terrorism / World History</li> </ul>	√	√	√	√
GreenFILE (EBSCOhost)	√		√	√
Library, Information Science & Technology Abstracts (EBSCOhost)			√	
OpenDissertations (EBSCOhost)	√		√	√

Psychology and Behavioral Sciences Collection (EBSCOhost)			√	√
Religion and Philosophy Collection (EBSCOhost)		√		
Social Work Reference Center (EBSCOhost)				√
Sociology Source Ultimate (EBSCOhost)				√
Teacher Reference Center (EBSCOhost)			√	√
The Serials Directory (EBSCOhost)	√		√	√
中港電視。電影刊物資料庫 via HKBU (Full-text Access)			√	

### Printed serials

Journal/Magazine titles for School of Social Work (SSW):

- China Journal of Social Work (also Taylor & Francis Online)
- 香港青年 Youth Hong Kong
- 青年空間 Youth S.P.O.T.
- 社情 Scenario \*
- 人情味 .Net \*

Magazine titles for School of Christian Ministry (SCM):

- Christian Times 時代論壇
- Christian Weekly 基督教週報 \*
- Tzu Chi Monthly 慈濟月刊
- Hong Kong Tzu Chi World Journal 慈濟世界
- Angel's Heart 天使心 \*
- 蒲公英希望月刊
- Herald Monthly Hong Kong 號角月報

Magazine titles for School of Business (SB):

- Asia weekly 亞洲週刊
- 天下雜誌

Magazine titles for School of Education and Psychology (SEP):

- Ming Pao Monthly 明報月刊

- Reader's digest 讀者文摘

\* Librarian's recommendation

Collaborations:

- ❖ CityU Library Interlibrary loan service
- ❖ BU Library institution card
- ❖ Hong Kong Public Libraries Block Loan service
- ❖ Shue Yan University Library Reader Card
- ❖ YCCECE Library Reader Card

## Section 11 Opening Hours

### 11.1 Campus Opening Hours

Mondays – Fridays	9:00 am – 10:00 pm*
Saturdays	9:00 am – 12:30 pm
Sundays and Public Holidays	Closed

\*Campus will remain open when evening classes are scheduled.

### 11.2 Library Opening Hours

	Semesters 1, 2 & 3*	Semester Break*
Mondays – Fridays	9:15 am – 9:30 pm	9:15 am – 7:00 pm
Saturdays	9:00 am – 4:00 pm	9:00 am – 12:00 noon
Sundays and Public Holidays	Closed	Closed

\*Special arrangements will be announced via Moodle.

### 11.3 Adverse Weather Arrangement for Typhoon and Rainstorm

11.3.1 When Tropical Cyclone Warning Signal No.3 or Red Rainstorm Warning is in force, all classes and examinations will continue to be held as scheduled, unless otherwise announced by GCC.

11.3.2 When the Hong Kong Observatory announces that adverse weather warnings, such as Tropical Cyclone Warning Signal No.8 (or above) or Black Rainstorm Warning, will be issued within the next 2 hours, special arrangements (in particular cancellation of classes) may be required based on the prevailing weather situation.

11.3.3 When Tropical Cyclone Warning Signal No.8 (or above) or Black Rainstorm Warning is in force, the following arrangements shall apply:

#### Class Arrangements

For Morning Classes	Warning signal is in effect at or after 7:00 am	All morning classes will be cancelled
For Afternoon Classes	Warning signal is in effect at or after 12:30 pm	All afternoon classes will be cancelled
For Evening Classes	Warning signal is in effect at or after 4:00 pm	All evening classes will be cancelled

### Examination Arrangements

Warning signal is in effect at or after 7:00 am	All morning examinations will be postponed
Warning signal is in effect at or after 12:30 pm	All afternoon examinations will be postponed
Warning signal is in effect at or after 4:00 pm	All evening examinations will be postponed

- 11.3.4 Cancelled examinations will be rescheduled to a specific date according to the contingency arrangement.
- 11.3.5 If students are already at campus when Black Rainstorm Warning or Signal No. 8 or above is hoisted, arrangements will be made by the College to release them to go home as soon as weather and traffic conditions allow.
- 11.3.6 If Black Rainstorm Warning or Signal No. 8 or above is hoisted during the examination, the examination will be continued unless otherwise announced by the College.

## Section 12 Key Contact Numbers and Emails

<b>Office</b>	<b>Telephone</b>	<b>Email</b>
President's Office	5804 4149	presidentoffice@gratia.edu.hk
Finance Office	5804 4145	financeoffice@gratia.edu.hk
Registry	5804 4143	registry@gratia.edu.hk
Student Development Office	5804 4142	sdo@gratia.edu.hk
Library	5804 4141	library@gratia.edu.hk
IT Services Office	5804 4148	itso@gratia.edu.hk
Facility Management Office	5804 4148	fmo@gratia.edu.hk

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