Programme Handbook

for

Bachelor of Social Work (Honours)

2024/25

*M*otto

Spend a year to build a foundation

and widen your horizons for your future

endeavours

Dear Students,

RE: Welcome to Gratia

On behalf of the School of Social Work, I would like to register our warm regards and welcome to all of you.

Our college is a unique one that values respect to people, commitment, humility, resilience, integrity, service and team work. We therefore see you as a learning partner and a contributing member of the team that will eventually make positive changes on individuals with a variety of challenges, as well as disadvantaged groups that happen to be victims of structural issues of our society. This is not an easy task. Nevertheless, we truly believe that we shall be able to champion our mission together.

Our faculty members, Dr. K. C. Wong (Associate Head cum Program Director of the Higher Diploma in Social Work programme), Dr. Li Kim Chuen, Dr. Timothy Chen, Dr. Walter Yuen, Ms. Sherry Ip, Dr. Yida Chung, Mr. Tommy Fung, Mr. Simon Ng and others will make themselves available and render appropriate support and advice to you all. Please do not hesitate to contact us.

We acknowledge that you do have quite different backgrounds and a variety of talents and needs, coming to Gratia Christian College for self-development. You may as well be able to render support to one another and learn more effectively as a team, so as to have a happy and meaningful learning journey in the coming years.

Wish you good start in the new semester.

Yours faithfully,

Helen Ho, B.Soc.Sc., MBA, MPA, PhD, RSW, AcounS. AFHKPCS
Head, School of Social Work

Contents

Section 1   Overview of the Institution

1.1   Overview of Gratia Christian College

1.1.1   The Bachelor of Social Work (Honours) (BSW (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-making 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:

   a) 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.
   b) Provide professional development and life-long learning programmes for staff in partnership with educational, commercial, and religious organizations.
   c) 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:

"C	H	R	I	S	T"
COMMITMENT	HUMILITY	RESILIENCE	INTEGRITY	SERVICE	TEAMWORK

1.3 Desired Characteristics of GCC Graduates

1.3.1   It is desired that graduates of GCC:
   a)   be knowledgeable and professional;
   b)   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, graduates' desired characteristics and programme objectives. It is therefore a dominating feature of both the formal curriculum and co-curricular activities.

1.4.2   Adapted from "The Servant as Leader"[1]:

"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?"

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

1.5 Programmes on Offer

1.5.1   GCC offers four bachelor's degree, four higher 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 *Renamed as "Bachelor of Service Management (Honours)" with effect from 2020/21*
	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
	Professional Diploma in Property & Facilities Management
2024	Advanced Diploma in Property & Facilities Management

Section 2   The BSW Programme

2.1   General Programme Information

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

<u>General Information of the BSW (Hons) Programme</u>

Item	Description
1. Programme Title	Bachelor of Social Work (Honours) Programme 社會工作榮譽學士課程
2. Qualification Title (exit award)	Bachelor of Social Work (Honours) 社會工作榮譽學士
3. Award Granting Body	Gratia Christian College 宏恩基督教學院
4. QF Level	5
5. QR Registration No.	15/003051/L5
6. QF Credits	646
7. Mode of Study	Full-time and Part-time conversion
8. Programme Length	Full-time year 1 Entry: Minimum 4 years; maximum 6 years Full-time year III Entry: Minimum 2 years; maximum 4 years Part-time year III Entry: Minimum 3 years, maximum 6 years
9. Total Number of Credits Required for Exit Award	Full-time year 1 Entry: 129 Full-time year III Entry: 63 Part-time year III Entry: 63
10. Curriculum (credit distribution) for Full-time year 1 entry	(i) 32.5% (42/129) General Education courses (ii) 67.5% (87/129) Specialized courses
11. Fieldwork	(i) Full-time Year 1 and Year III Entry: 100-hour Placement Preparation or Related Activities and two 400-hour Concurrent Placements; (ii) Part-time Year III Entry: 50-hour Placement Preparation or Related Activities and one 400-hour Concurrent Placement
12. Medium of Instruction	English, unless otherwise required by specific courses
13. Host Department	School of Social Work with the support of the other Schools

Section 3 Programme Objectives and Learning Outcomes

3.1 Programme Objectives

3.1.1 The BSW (Hons) Programme is designed to train and educate students who will pursue a professional career that serves people in need and contribute to social changes and reform. It aims to prepare students for professional practice in social work and to uphold the basic values, beliefs, principles and practices advocated by the Social Workers Registration Board (SWRB). The Programme Objectives of the BSW (Hons) Programme are as follows:

a) Students are inspired 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.

b) They are nurtured to be servant leaders to exemplify the "CHRIST" values in various social services and the non-governmental organization sector.

c) They are equipped with the most updated theories, knowledge and skills to be competent professionals in their working environment.

d) Through integrating the knowledge and skills gained and the servant leadership developed from this programme, graduates are committed to making significant contributions to the social welfare service organizations in Hong Kong.

3.2 Programme Intended Learning Outcomes (PILOs)

3.2.1 The programme intended learning outcomes (PILOs) of the BSW (Hons) Programme are classified into two aspects, "To do" and "To be" and are in line with the values and practices stipulated by the SWRB. The former focuses on instruction of knowledge and skills while the latter focuses on developing the character of students.

3.2.2 These two aspects of the PILOs are intended to equip students with the abilities and attributes to address social needs, respect individual diversities, facilitate self-realization, advance social justice, enhance social development, empower people to make positive changes and promote social well-being. More specifically:

(To do)
Graduates will be able to:
1. establish a solid foundation of theoretical knowledge of Social Work and to generate ideas through application of the knowledge and analysis of abstract information and concepts;
2. apply a wide range of knowledge and specialised clinical, creative and conceptual skills to solve individual, group or community problems, and

perform tasks in the social welfare organizations or service sector;

3. communicate effectively through writing, presentation or discussion in English and Chinese tasks in the social welfare organizations or service environments;

4. use information technology effectively for acquiring, learning, communicating and handling social welfare related issues;

5. critically synthesize, analyze and evaluate data, information, issues, ideas and concepts; and

6. be adequately prepared to pursue postgraduate training or chosen careers that require Social Work knowledge.

(To be)

Graduates of the programme will become:

7. knowledgeable persons who integrate the "CHRIST" and professional values in the working environment;

8. valuable citizens of society who have a good understanding of the world, of the communities and cultures in which they may live or work, and of current global issues of importance;

9. competent professionals who take up careers in social welfare organizations or service sector with good social, communication and interpersonal skills;

10. problem-solvers who have a broad base of general knowledge and solve problems with creativity and innovation;

11. life-long learners who have the expertise and skills in gaining knowledge related to and beyond their profession; and

12. servant leaders who apply the principles of servant leadership to contribute to the well-being of the world with Christian love.

Section 4 Programme Content and Structure

Credit Distribution of the Five Components in the BSW (Hons) Programme

Year 1	Year 2	Year 3	Year 4	Components	Credits
←——————→				Foundation Courses	6 (4.7%)
←——————————————————→				Major Required Courses	48 (37.2%)
		←——————→		Major Elective Courses	9 (7.0%)
		←——————→		Integration Courses	24 (18.6%)
←——————————————————→				General Education Courses	42 (32.5%)
				Total (4 years)	**129 (100.0%)**

Foundation Courses (6 credits)

Course Code	Course Title	Credits	QF Level
SW1201	Social Issues, Social Welfare and Social Work	3	4
GEN2506	English for Social Work	3	5
	Total	**6**	

Major Required Courses (48 credits)

Course Code	Course Title	Credits	QF Level
SW1101	Introduction to Social Work	3	4
SW1205	Philosophy and Principles of Social Work	3	5
SW2101	Generic Social Work Practice with Individuals and Families	3	5
SW2102	Human Behaviour and Social Environment	3	5
SW2103	Social Work Intervention and Processes	3	5
SW2201	Generic Social Work Practice with Groups, Organizations and Communities	3	5
SW2202	Skills for Social Work Practice	3	5
SW2203	Social Work Field Laboratory	3	5
SW3003	Programme Evaluation and Assessment	3	5
SW3102	Social Welfare Policy	3	5
SW3103	Skills for Clinical Social Work Practice	3	5
SW3201	Law for Social Workers	3	5
SW3202	Generic Social Work Practice Workshop	3	5
SW4101	Administration in Human Service Organizations	3	5
SW4103	Micro Social Work Theories and Practice	3	5
SW4104	Macro Social Work Theories and Practice	3	5
	Total	**48**	

Major Elective Courses (9 credits)

Elective	Course Code	Course Title	Credits	QF Level
Choose 3 out of 12	SW1202	Christianity and Social Work	3	5
	SW3001	Poverty and Social Exclusion	3	5
	SW3002	Social Work with Vulnerable Populations	3	5
	SW3004	Social Dimensions of Health	3	5
	SW3005	The Development and Practice of Social Work in Mainland China	3	5
	SW4001	Social Work with Older Adults	3	5
	SW4002	Special Topics in Social Work *Choose one of the following:* (a) Disability and Society (b) Love and Human Sexuality (c) Pension and Retirement Protection	3	5
	*SW4003	Social Work and Mental Health	3	5
	SW4004	Working with Youth	3	5
	SW4005	Child Protection and Family Challenges	3	5
	SW4006	Hospice and Palliative Care	3	5
	SW4007	Mental Wellness	3	5
	SW4008	Social Policy Issues	3	5
		Total	**9**	

SW4003 is a compulsory major elective.
Part-time Year III entry students have to take five major electives.

Integration Courses (24 credits)

Course Code	Course Title	Credits	QF Level
-	Pre-placement Preparation I	Non-credit-bearing	-
SW3101	Practicum I	9	5
-	Pre-placement Preparation II	Non-credit-bearing	-
SW4102	Practicum II	9	5
SW4201	Integrative Seminar	3	5
SW4202	Social Work Honours Project	3	5
	Total	**24**	

General Education Courses (42 credits)

	Study Areas	Required	Course Code	Course Title	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	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	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
			GCM3504	Christianity and Social Concern in a Pluralistic Society	3	5

These courses are double-coded as social work courses for the BSW (Hons) Programme.

GE Requirement	Number of Courses	Credits
√ : Required GE course	11	33
Free GE elective (3 from the GE course list, or up to 2 courses from other majors)	3	9
Total	**14**	**42**

Table 1 Study Plan for BSW Full-time Year 1 Entry Mode

Study Areas		YEAR 1 Semester 1	YEAR 1 Semester 2	YEAR 2 Semester 1	YEAR 2 Semester 2	YEAR 3 Semester 1	YEAR 3 Semester 2	YEAR 4 Semester 1	YEAR 4 Semester 2	Total Courses (Credits)
General Education (GE) Courses	Required	Critical Thinking (GEN1502)	Lives of Servant Leaders (GCM1401)	Public Speaking and Presentation (GEN2501)	Servant Leadership (GCM1501)	Introduction to Statistics (GEN3403)	Research Methods for Social Sciences (GSW3501)			14 (42)
		Introduction to Psychology (GPS3401)	Chinese for Professionals (GEN2401)	Information Literacy (GEN2405)						
		Introduction to Sociology (GSW3402)	English for Academic Purposes (GEN2402)							
	Elective			GE Elective			GE Elective		GE Elective	
Foundation Courses		Social Issues, Social Welfare and Social Work (SW1201)			English for Social Work (GEN2506)					2 (6)
Major Required Courses		Introduction to Social Work (SW1101)	Human Behaviour and Social Environment (SW2102)	Generic Social Work Practice with Individuals and Families (SW2101)	Generic Social Work Practice with Groups, Organisations and Communities (SW2201)	Generic Social Work Practice Workshop (SW3202)	Law for Social Workers (SW3201)	Macro Social Work Theories and Practice (SW4104)	Administration in Human Service Organisations (SW4101)	16 (48)
		Philosophy and Principles of Social Work (SW1205)	Social Work Intervention and Processes (SW2103)	Skills for Social Work Practice (SW2202)	Social Work Field Laboratory (SW2203)		Micro Social Work Theories and Practice (SW4103)			
			Social Welfare Policy (SW3102)	Programme Evaluation and Assessment (SW3003)	Skills for Clinical Social Work Practice (SW3103)					
Major Elective Courses					Major Elective		Social Work and Mental Health (SW4003)**	Major Elective		3 (9)
Integration Courses					Pre-placement Preparation I *	Practicum I* (SW3101)	Pre-placement Preparation II *	Practicum II* (SW4102)	Integrative Seminar (SW4201)	4 (24)
									Social Work Honours Project (SW4202)	
Total		**6**	**6**	**6**	**6**	**3**	**5**	**3**	**4**	**39 (129)**

Table 2.1 Study Plan for BSW Full-time Year 3 Entry Mode

Study Areas	YEAR 3			YEAR 4			Total
	Semester 1	Semester 2	Semester 3 (Summer)	Semester 1	Semester 2	Semester 3 (Summer)	Courses (Credits)
General Education (GE) Courses		Research Methods for Social Sciences (GSW3501)		Servant Leadership (GCM1501)			**5 (15)**
	Introduction to Statistics (GEN3403)	Lives of Servant Leaders (GCM1401)		Critical Thinking (GEN1502)			
Major Required Courses	Law for Social Workers (SW3201)	Administration in Human Service Organisations (SW4101)		Macro Social Work Theories and Practice (SW4104)			**5 (15)**
	Generic Social Work Practice Workshop (SW3202)						
	Micro Social Work Theories and Practice (SW4103)						
Major Elective Courses		Social Work and Mental Health (SW4003)		Major Elective	Major Elective		**3 (9)**
Integration Courses		Pre-placement Preparation*	Practicum I* (SW3101)		Integrative Seminar (SW4201)	Practicum II* (SW4102)	**4 (24)**
					Social Work Honours Project (SW4202)		
					Pre-placement Preparation*		
Course Total	**4**	**4**	**1**	**4**	**3**	**1**	**17 (63)**

* All courses are of 3 credits, except for Practicum I and Practicum II which carry 9 credits each, and Pre-placement I and II which are non-credit-bearing.

Table 2.2 Study Plan for Full-time Year 3 Entry Mode (GCC HDSW Graduates)

Study Areas	YEAR 3			YEAR 4			Total
	Semester 1	Semester 2	Semester 3 (Summer)	Semester 1	Semester 2	Semester 3 (Summer)	Courses (Credits)
General Education (GE) Courses	Introduction to Statistics (GEN3403)	Research Methods for Social Sciences (GSW3501) GE Elective		Servant Leadership (GCM1501) GE Elective			5 (15)
Major Required Courses	Generic Social Work Practice Workshop (SW3202) Micro Social Work Theories and Practice (SW4103)	Administration in Human Service Organisations (SW4101)		Macro Social Work Theories and Practice (SW4104)			4 (12)
Major Elective Courses	Major Elective	Major Elective		Major Elective	Major Elective		4 (12)
Integration Courses		Pre-placement Preparation*	Practicum I* (SW3101)		Integrative Seminar (SW4201) Social Work Honours Project (SW4202) Pre-placement Preparation*	Practicum II* (SW4102)	4 (24)
Course Total	4	4	1	4	3	1	17 (63)

All courses are of 3 credits, except for Practicum I and Practicum II which carry 9 credits each, and Pre-placement I and II which are non-credit-bearing.

Table 3 Study Plan for BSW Part-time Conversion Mode

Study Areas	YEAR 3			YEAR 4			Year 5		Total
	Semester 1	Semester 2	Semester 3	Semester 1	Semester 2	Semester 3	Semester 1	Semester 2	Courses (Credits)
General Education (GE) Courses	Lives of Servant Leaders (GCM1401)	Introduction to Statistics (GEN3403)	Critical Thinking (GEN1502)	Research Methods for Social Sciences (GSW3501)			Servant Leadership (GCM1501)		**5 (15)**
Major Required Courses	Skills for Clinical Social Work Practice (SW3103)	Law for Social Workers (SW3201)		Macro Social Work Theories and Practice (SW4104)			Administration in Human Service Organisations (SW4101)		**6 (18)**
	Generic Social Work Practice Workshop (SW3202)	Micro Social Work Theories and Practice (SW4103)							
Major Elective Courses			Major Electives	Social Work and Mental Health (SW4003)			Major Elective	Major Elective	**5 (15)**
			Major Elective						
Integration Courses				Pre-placement Preparation*	Practicum II* (SW4102)	Practicum II* (SW4102)		Integrative Seminar (SW4201)	**3 (15)**
								Social Work Honours Project (SW4202)	
Course Total	**3**	**3**	**3**	**3**	**0.5**	**0.5**	**3**	**3**	**19 (63)**

All courses are of 3 credits, except for Practicum II which carries 9 credits and Pre-placement Preparation which is non-credit-bearing.

Section 5   Student Development Office (SDO)

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
   b)   General Enquiries: 5804 4142 / 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: ywip@gratia.edu.hk
Phone.: 5804 4142 (Ext. 403)

Ms Jess WONG
Assistant Student Development Officer
Office: Room 202
Email: jesswong@gratia.edu.hk
Phone.: 5804 4142 (Ext. 402)

Ms Sze Man LO
Counsellor
Office: Room 202
Email: szemanlo@gratia.edu.hk
Phone.: 5804 4142 (Ext. 402)

5.3   Scope of Work

5.3.1   Work of the SDO encompasses the following:

   b)   Personal growth and counselling, e.g. personality and mental health workshops
   c)   Pastoral care, e.g. mentoring and peer-tutoring schemes
   d)   Spiritual education, e.g. college assembly, Christian fellowship
   e)   Leadership and service learning, e.g. community and in-house services, student societies, citizenship education
   f)   Global learning, e.g. international work camp, student exchange, etc.
   g)   Student welfare and support, e.g. scholarships and financial assistance
   h)   Career guidance, e.g. individual career consultation, mock interviews, etc.
   i)   Student survey, e.g. student opinion survey, graduate 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 (Full-time Year 3 Entry and part-time Year 3 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 Year 1 Entry 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 organized 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 recognised 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 part-time Year 3 Entry degree programme.

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 Scheme

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 Full-time Year 1 Entry
In order to be eligible for the BSW qualification, students must fulfill all the attendance requirements and have:
- a) completed and been assessed on at least 129 credits;
- b) obtained an overall GPA of 2.0 or above across all courses in which they were assessed;
- c) obtained a Grade D or better on at least 120 credits;
- d) obtained a Grade C or better in both Practicum I and Practicum II;
- e) completed 20 hours of community service; and
- f) completed 20 hours of In-house service.

9.1.2 Full-time Year 3 Entry
- a) completed and been assessed on at least 63 credits;
- b) obtained an overall GPA of 2.0 or above across all courses in which they were assessed;
- c) obtained a Grade D or better on at least 63 credits;
- d) obtained a Grade C or better in both Practicum I and Practicum II; and

9.1.3 Part-time Year 3 Entry
- a) completed and been assessed on at least 63 credits;
- b) obtained an overall GPA of 2.0 or above across all courses in which they were assessed;
- c) obtained a Grade D or better on at least 63 credits;
- d) obtained a Grade C or better in Practicum II; and

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.
- d) A student who has been absent from tutorial for any period shall be responsible for applying to the teaching staff concerned for permission to make up for any required work missed.

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 <u>Computing services</u>

- 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 <u>Places for gathering</u>

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) • Business / Communications and Mass Media / Economics and Theory / Entrepreneurship / Hospitality and Tourism / Insurance and Liability / Leadership and Management / LegalTrac / Military and Intelligence Database • Criminal Justice / Culinary Arts / Diversity Studies / Environmental Studies and Policy / Gender Studies / Health and Medicine / Psychology / • Educator's Reference Complete • Religion & Philosophy • Agriculture / Fine Arts / Gardening and Horticulture / Home Improvement / Information Science / Vocations and Careers / War and Terrorism / World History	√	√	√	√
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 – 4:00 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

<u>Examination Arrangements</u>

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

Office	Telephone	Email
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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