Programme Handbook

for

Higher Diploma in Psychology and Counselling

2024/25

Content

Section 1 Overview of the Institution

1.1 Overview of Gratia Christian College

1.1.1   The Higher Diploma in Psychology and Counselling (HDPC) 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

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. 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"[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.* 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 degrees, 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 (*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 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 HDPC Programme.

Table 2.1   General Information of the HDPC Programme

Item	Description	
Programme Title	Higher Diploma in Psychology and Counselling Programme 心理與輔導學高級文憑課程	
Qualification Title (exit award)	Higher Diploma in Psychology and Counselling Programme 心理與輔導學高級文憑	QF Level 4
Award Granting Body	Gratia Christian College 宏恩基督教學院	
Mode of Study	Full-time and Part-time	
Primary Area of Study/Training	Social Sciences	
Sub Area of Study/Training	Social and Behavioural Sciences	
Programme Length	2 years (Full-time) or 3 years (Part-time)	
Length of Programme Leading to Exit Award	Full-time mode: Maximum no. of years: 4 Minimum no. of years: 2 Part-time mode: Maximum no. of years: 6 Minimum no. of years: 3 Number of notional learning hours: 2610 Number of QF credits required for graduation: 261 Contact hours required for the above QF credits: 885 Ratio of contact hours to self-study hours for various teaching and learning activities: • 1:2 (for activities in taught courses, e.g. lecture, tutorial, workshop, seminar, web-based teaching and learning) • 1:1 for HPC115 Field Visits and Experiential Learning	
Number of Enrolments Per Year	One enrolment per year	
Maximum number of new students per year	September Entry: 40 students (20 full-time, 20 part-time)	

Section 3 Programme Objectives and Learning Outcomes

3.1 Programme Objectives

The Higher Diploma in Psychology and Counselling Programme (HDPC) aims to:

a) provide a psychological, counselling and general education curriculum for students to develop an understanding of humans and human behaviour, and to discover complementation between psychological, counselling and biblical concepts on service.

b) enable students to apply psychological/counselling concepts, theories, skills and empirical findings to explain human behaviours.

c) prepare graduates from the Programme to pursue further study or initial employment in psychology, counselling or related areas.

d) nurture students to be servant leaders to exemplify the "CHRIST" values in various para-professional settings (counselling, human services, law enforcement, business, etc.).

3.2 Programme Intended Learning Outcomes (PILOs)

The programme intended learning outcomes of the HDPC 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. establish a solid foundation of theoretical knowledge and skills in psychology and counselling;
2. apply psychological/counselling principles to deal with personal, social, academic, and job-related issues;
3. communicate effectively through writing, presentation or discussion in tasks in organisations or service environments that require psychological/counselling knowledge;
4. use information technology effectively for acquiring, learning, communicating and handling psychology/counselling issues;
5. critically analyse, evaluate and synthesise data, information, ideas, concepts and issues related to psychological/counselling research and/or practice; and
6. be adequately prepared to pursue further study or initial employment that

require psychological/counselling knowledge.

"To be"
Graduates of the Programme will become:
1. knowledgeable persons who integrate the "CHRIST" values and faith in the working environment;
2. 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;
3. promising para-professionals with social, communication and interpersonal skills who can take up careers that require psychological/counselling knowledge;
4. problem-solvers who have a broad base of general knowledge and solve problems with creativity and innovation;
5. life-long learners who have the expertise and skills in gaining knowledge related to and beyond their profession; and
6. servant leaders who apply the principles of servant leadership to contribute to the well-being of the world with Christian love.

3.3 Further Study Opportunities

3.3.1 The Programme will equip students with the knowledge, skills, and academic qualifications for further study in Hong Kong, Mainland China and overseas.

3.3.2 Graduates of the Higher Diploma in Psychology and Counselling (HDPC) Programme can apply for third-year entry to degree courses in Psychology and Counselling in Hong Kong or overseas.

3.4 Career Prospects

3.4.1 With good interpersonal communication skills and a good understanding of human behaviours, graduates will be prepared to work in various para-professional settings such as:

a) Education settings: Teaching assistant, education consultant, student service officer, etc.

b) Human service settings: Counselling service settings, family service settings, social service settings, etc.

c) Business settings: Human resources assistant, project officer, marketing assistant, public relations assistant, customer services, etc.

Section 4 Programme Content and Structure

4.1 Features of the Programme Design

Given that the Vision of the College is to develop servant leaders with professional competence and Christian love, the HDPC Programme is designed to realise the Vision by developing the graduates with the competency and personal constructs to meet the needs of different Christian communities.

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4.1.2 The HDPC Programme consists of two curricular components, namely (1) General Education (GE) Courses, and (2) Specialised Courses (Psychology/Counselling). The General Education courses are meant to widen students' perspectives and enhance students' language competence. The Specialised Courses are designed to equip students with the necessary knowledge and skills for further study or initial employment in psychology, counselling or related areas.

4.2 Programme Structure

4.2.1 The HDPC Programme curriculum and content are designed to be in line with the Generic Level Descriptors at Qualifications Framework (QF) Level 4.

4.2.2 The Programme curriculum incorporates 261 QF credits over two years of full-time study involving 945 contact hours. Each year comprises 30 teaching weeks (15 weeks in the first semester, 15 weeks in the second semester).

4.2.3 Students in the part-time mode are normally enrolled in 9 course hours per week (up to a maximum of 12 course hours per week in semesters other than Semester 1 in Year 1). Students in the part-time mode are expected to complete the Programme within 3 to 6 years of study.

4.2.4 The Programme structure comprises the following components:
  a) <u>General Education</u>
       (A total of 88.2 QF credits comprising 7 courses)
  b) <u>Specialised Study in Psychology and Counselling</u>
       (A total of 172.8 QF credits comprising 14 courses)
       11 Specialised courses and 3 Elective courses.

HDPC Programme Structure (From 2022-25)

Study Areas		Courses (QF Credits)*	% Based on QF Credits	
Specialised Courses	Required	11 (135)	51.7%	66.2%
	Elective	3 of 6 (37.8)	14.5%	
General Education Courses	Required	4 (50.4)	19.3%	33.8%
	Elective	3 of 25 (37.8)	14.5%	
Total		**21 (261)**	**100.0%**	

* All taught courses carry 12.6 QF credits. The Field Visits and Experiential Learning course carries 9 QF credits.

Psychology and Counselling (Specialised) Courses

Required/ Elective	No.	Course Code	Course Title	QF Level	QF Credits
Required	1	HPC101	Introduction to Psychology	4	12.6
	2	HPC102	Introduction to Counselling	4	12.6
	3	HPC103	Developmental Psychology	5	12.6
	4	HPC104	Social Psychology	5	12.6
	5	HPC105	Counselling Skills Laboratory	5	12.6
	6	HPC106	Introduction to Group Counselling	4	12.6
	7	HPC107	Introduction to Statistics	4	12.6
	8	HPC108	Motivation and Emotion	5	12.6
	9	HPC110	Family Dynamics and Counselling	4	12.6
	10	HPC113	Personal Growth	4	12.6
	11	HPC115	Field Visits and Experiential Learning	4	9
Elective (3 out of 6)	1	HPC109	Personality and Individual Differences	5	12.6
	2	HPC111	Cognitive Psychology	5	12.6
	3	HPC112	Biological Psychology	5	12.6
	4	HPC114	Professional Ethics and Christian Counselling	5	12.6
	5	HPC116	Grief and Loss Counselling	4	12.6
	6	HPC117	Introduction to Gerontology and Related Services	4	12.6

General Education Courses

Study Area		Required/ Elective	Course Code	Course Title	QF Level
1	Character and Life Education (10 courses)	Required	GCM1401	Lives of Servant Leaders	4
		Elective 1	GPS1402	Holistic Health	4
			GPS1403	The Pursuit of Happiness	4
			GEN1404	Introduction to Arts Therapy	4
			GEN1405	Contemporary Ethical Issues	4
			GCM1501	Servant Leadership	5
			GEN1502	Critical Thinking	5
			GCM1503	Christian Spirituality	5
			GPS1504	Crisis and Coping for Personal Growth	5
			GEN1505	Meaning of Life	5
2	Language and Communication (8 courses)	Required	HGE101	English I: Reading and Writing Skills	4
		Required	HGE102	English II: Integrated English	4
		Required	HGE105	Practical Chinese Writing (實用中文寫作)	4
		Elective 2	GEN2403	Creative Arts in Daily Life	4
			GEN2404	Art of Photography	4
			GEN2405	Information Literacy	4
			GEN2503	Multimedia Communication	5
			GPS2504	Empathetic Communication	5
3	Culture, Society and Technology (11 courses)	Elective 3	GSW3402	Introduction to Sociology	4
			GEN3404	Applications of Innovative Technologies	4
			GSW3405	Social Issues, Social Welfare and Social Work	4
			GPS3406	Drugs and Behavior	4
			GEN3407	Hong Kong Society	4
			GEN3408	Introduction to Philosophy	4
			GCM3409	Introduction to Religious Studies	4
			GSW3501	Research Methods for Social Sciences	5
			GEN3502	Information Management and Technology in Society	5
			GEN3503	The Future We Want	5
			GCM3504	Christianity and Social Concern in a Pluralistic Society	5

Note: All GE courses carry 12.6 QF credits.

Table 4.2   Proposed Study Plan (Full-time)

Components		YEAR 1			YEAR 2		Course Total
		Semester 1	Semester 2	Semester 3	Semester 1	Semester 2	
General Education Courses	Required	English I: Reading and Writing Skills (HGE101)	Practical Chinese Writing (HGE105)		English II: Integrated English (HGE102)		7
		Lives of Servant Leaders (GCM1401)					
	Elective		GE Elective		GE Elective	GE Elective	
Specialized Courses	Required	Introduction to Psychology (HPC101)	Developmental Psychology (HPC103)	Personal Growth (HPC113)	Social Psychology (HPC104)	Counselling Skills Laboratory (HPC105)	14
		Introduction to Counselling (HPC102)	Introduction to Group Counselling (HPC106)	Field Visits and Experimental Learning (HPC115)	Motivation and Emotion (HPC108)	Family Dynamics and Counselling (HPC110)	
		Introduction to Statistics (HPC107)					
	Elective		Elective		Elective	Elective	
Course Total		5	5	2	5	4	21

Table 4.2   Proposed Study Plan (Part-time)

Components		YEAR 1			YEAR 2			YEAR 3		Course Total
		Semester 1	Semester 2	Semester 3	Semester 1	Semester 2	Semester 3	Semester 1	Semester 2	
General Education Courses	Required	English I: Reading and Writing Skills (HGE101)	Practical Chinese Writing (HGE105)		English II: Integrated English (HGE102)					7
								Lives of Servant Leaders (GCM1401)		
	Elective					Elective		Elective	Elective	
Specialized Courses	Required	Introduction to Psychology (HPC101)	Developmental Psychology (HPC103)	Personal Growth (HPC113)	Social Psychology (HPC104)	Counselling Skills Laboratory (HPC105)	Field Visits and Experimental Learning (HPC115)	Motivation and Emotion (HPC108)	Family Dynamics and Counselling (HPC110)	14
		Introduction to Counselling (HPC102)	Introduction to Group Counselling (HPC106)		Introduction to Statistics (HPC107)					
	Elective					Elective		Elective	Elective	
Course Total		3	3	1	3	3	1	4	3	21

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 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 NG Wai Yi Winnie
Head, Student Development Office
Office: Room 301
Email: winnieng@gratia.edu.hk
Phone: 5804 4140 (Ext. 403)

Ms LO Sze Man
Counsellor
Office: Room 202
Email: szemanlo@gratia.edu.hk
Phone: 5804 4140 (Ext. 402)

Ms WONG Hoi Lam Jess
Assistant Student Development
Officer
Office: Room 202
Email: jesswong@gratia.edu.hk
Phone: 5804 4140 (Ext. 402)

5.3 Scope of Work

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 society, citizenship education
e)   Global learning, e.g. international work camp, student exchange
f)   Student welfare and support, e.g. scholarships and financial assistance
g)   Career guidance, e.g. individual career consultation, mock interviews
h)   Student survey, e.g. student opinion survey, graduate survey

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   Community Services

6.1 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
Higher Diploma	20	Within 2 years
Diploma	10	Within 1 year

6.2 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 instil civic virtue as well as "CHRIST" values.

6.3 Students may choose to fulfil this obligation either individually or in groups. They may look for the service opportunities by themselves, and/or enrol 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.

6.4 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

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

The assemblies are held on a regular basis usually on Monday mornings in the Assembly Hall on the first floor. There are altogether 10 assemblies for each academic year.

7.3 Attendance requirement

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.

Section 8   Scholarships and Bursary

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 Progress in Academic Performance
- b) Best in Academic Performance
- c) Best in In-house Service
- d) Best in Community Service
- e) Spiritual Leadership Scholarship
- f) Gratia Scholarship
- g) Centaline Gratia Scholarship
- h) School of Education and Psychology 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   Bursary

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).

Starting from Academic Year 2017/18, all eligible students must submit their applications through E-link. The following schemes are available for students studying sub-degree programmes:

a) Financial Assistance Scheme for Post-Secondary Students (FASP)
b) Non-means-tested Loan Scheme (NLSPS)
c) Student Travel Subsidy (STS)
d) Community Care Fund Enhanced Academic Expenses Grant
e) Community Care Fund Enhanced Academic Expenses Grant – for SEN students with financial needs
f) Scheme for subsidy on Exchange for Post-Secondary students (SSE)
g) Scheme for Subsidy on Exchange to "Belt and Road" Regions for Post-Secondary Students (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

In order to be eligible for the HDPC qualification, students must fulfil all of the attendance and community service requirements and have:

a) completed and been assessed on all courses;
b) obtained an overall GPA of 2.0 or above across all courses; and
c) obtained a Grade D or above in all other courses.

9.2 Attendance

Students are requested to note and observe the following attendance regulations:
a) Attendance rate should be at least 80% (for all programmes).
b) A student whose attendance during the official contact hours of a course is less than 80% will not be 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:

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

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

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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