



# **Student Orientation 2022/23**

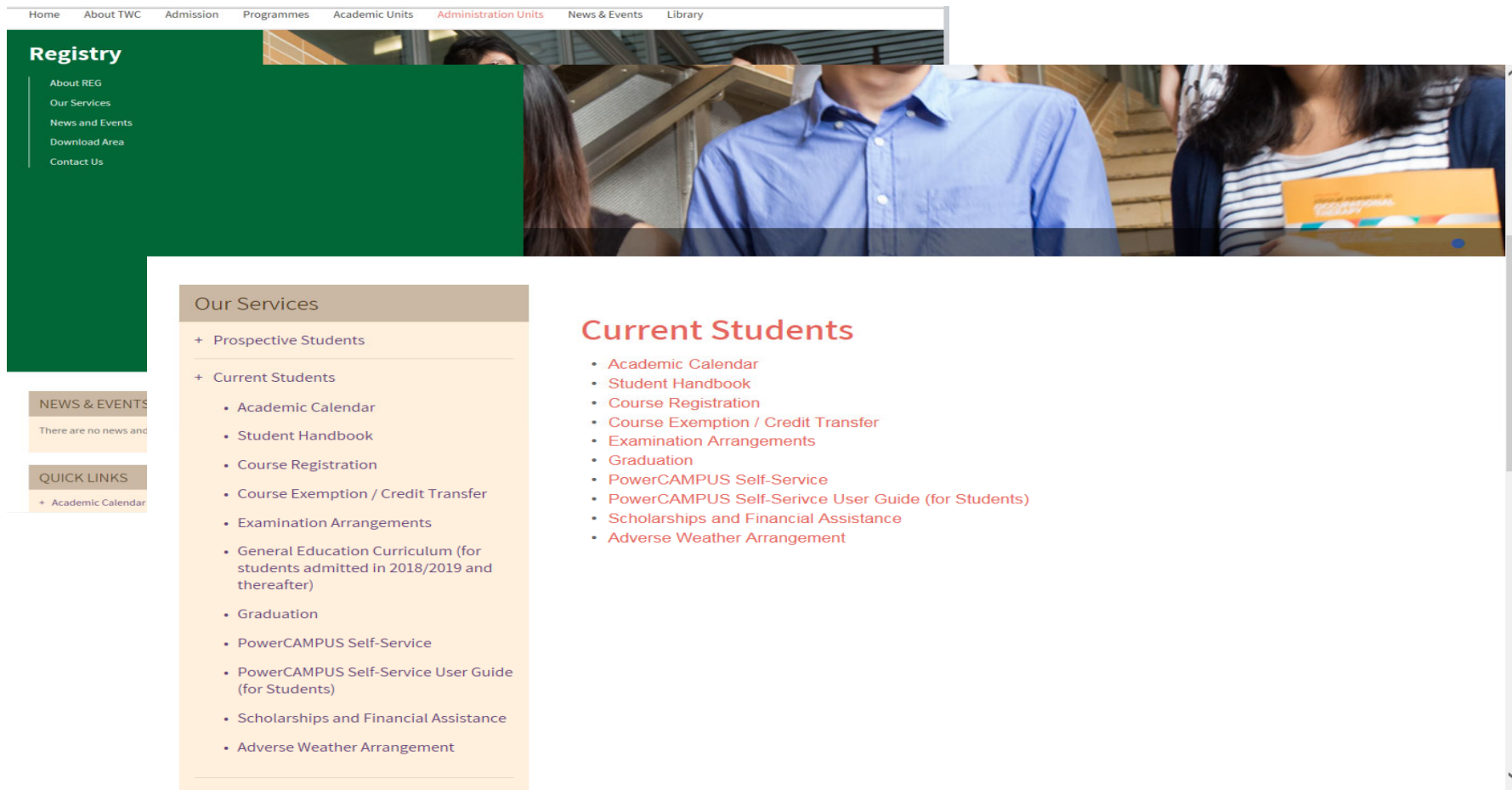
## **Registry**

# Registry Services

Teams	Services provided
Academic Affairs	<ul style="list-style-type: none"><li>- Academic Board &amp; various committees</li><li>- Ceremonial functions</li><li>- Scholarships and financial assistance</li></ul>
Admissions	<ul style="list-style-type: none"><li>- Programme promotion</li><li>- Admissions</li></ul>
Student Administration	<ul style="list-style-type: none"><li>- Timetabling</li><li>- Course registration</li><li>- Maintenance of student records</li><li>- Examinations</li><li>- Graduation</li><li>- Student Handbook</li><li>- Counter services and enquiry hotline</li></ul>

# Registry Homepage

<https://www.twc.edu.hk/reg>

A screenshot of the Registry Homepage. The page features a navigation menu at the top with links for Home, About TWC, Admission, Programmes, Academic Units, Administration Units, News & Events, and Library. A green sidebar on the left contains the 'Registry' logo and links to About REG, Our Services, News and Events, Download Area, and Contact Us. Below the sidebar, there are sections for 'NEWS & EVENTS' (stating 'There are no news and events at the moment') and 'QUICK LINKS' (with a link to 'Academic Calendar'). The main content area is divided into 'Our Services' and 'Current Students'. 'Our Services' is expanded to show a list of services for prospective and current students. 'Current Students' has a list of resources available to them. The background of the page shows a photograph of students in a library setting.

Home About TWC Admission Programmes Academic Units Administration Units News & Events Library

## Registry

- About REG
- Our Services
- News and Events
- Download Area
- Contact Us

NEWS & EVENTS

There are no news and events at the moment

QUICK LINKS

- + Academic Calendar

### Our Services

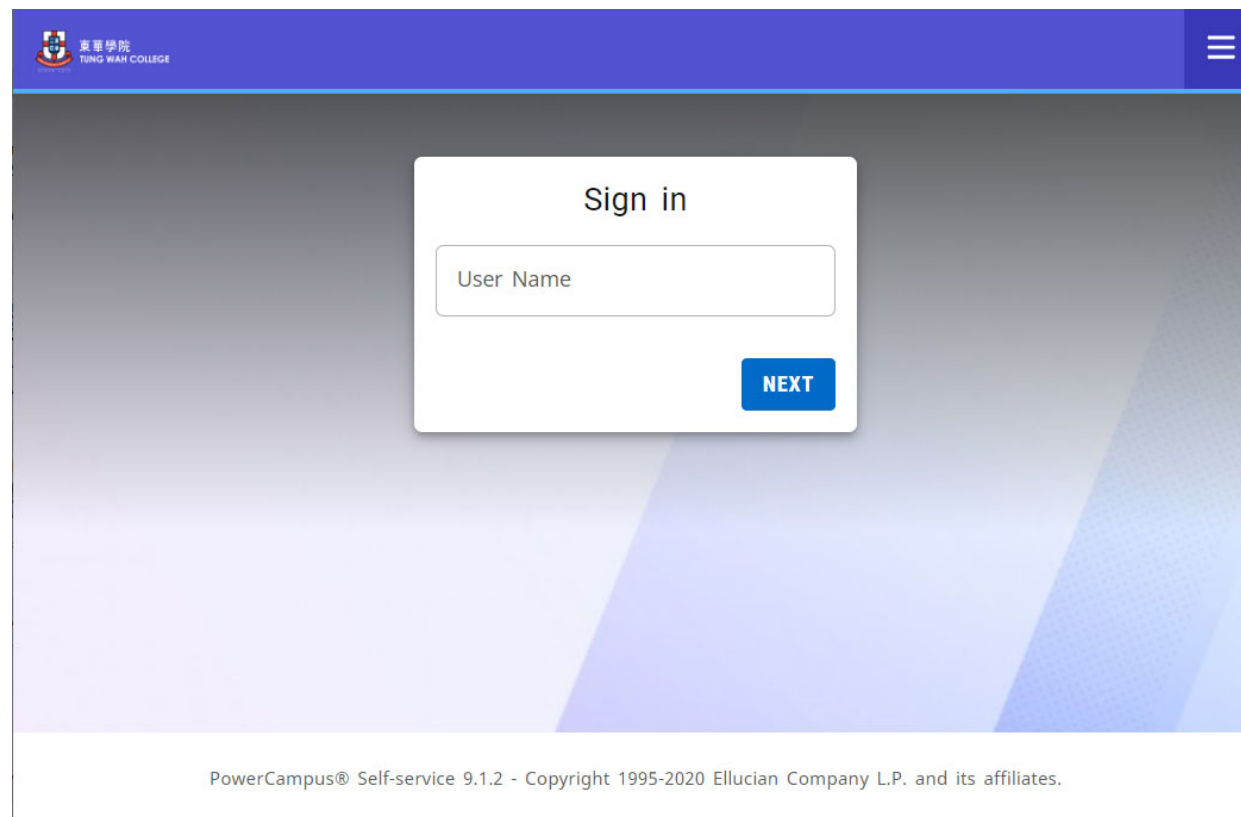
- + Prospective Students
- + Current Students
  - Academic Calendar
  - Student Handbook
  - Course Registration
  - Course Exemption / Credit Transfer
  - Examination Arrangements
  - General Education Curriculum (for students admitted in 2018/2019 and thereafter)
  - Graduation
  - PowerCAMPUS Self-Service
  - PowerCAMPUS Self-Service User Guide (for Students)
  - Scholarships and Financial Assistance
  - Adverse Weather Arrangement

### Current Students

- Academic Calendar
- Student Handbook
- Course Registration
- Course Exemption / Credit Transfer
- Examination Arrangements
- Graduation
- PowerCAMPUS Self-Service
- PowerCAMPUS Self-Service User Guide (for Students)
- Scholarships and Financial Assistance
- Adverse Weather Arrangement

# PowerCAMPUS Self-Service

<https://selfservice.twc.edu.hk>



The screenshot shows the PowerCAMPUS Self-Service sign-in interface. At the top left, there is the logo of Tung Wah College (東華學院) with the text 'TING WAH COLLEGE'. At the top right, there is a blue header bar with a white hamburger menu icon. The main content area is a white box titled 'Sign in' with a 'User Name' input field and a blue 'NEXT' button. The background of the page is a dark blue gradient with a light blue geometric shape. At the bottom, there is a footer with the text 'PowerCampus® Self-service 9.1.2 - Copyright 1995-2020 Ellucian Company L.P. and its affiliates.'



# Highlights of Academic Regulations



# Study Load & Duration of Candidature

- Two 14-week semesters (*regular semester*) & one 7-week summer semester
- Normally 15 credits with a minimum of 12 credits in a regular semester
- Different study load for different programmes
- Complete the programme requirements within the maximum period of study, i.e. **Normal study period + 2 years** (6 years for a 4-year degree programme)

# Course Exemption/ Credit Transfer

- Previous qualifications with direct relevance
  - ➔ apply no later than the end of add/drop period of the 1<sup>st</sup> semester of first year of study
- Additional qualifications attained during student exchange programmes
  - ➔ apply before the commencement of the nearest semester following the attainment of additional qualifications

# Grading Scheme

Grade	Grade Point
A	4.0
A-	3.7
B+	3.3
B	3.0
B-	2.7
C+	2.3
C	2.0
C-	1.7
D+	1.3
D	1.0
F	0.0

Passing grades



# Academic Probation on Progression

- **sGPA falls below 2.0** in a semester  
➔ put on **Academic Probation** in the following semester
- **sGPA falls below 2.0** in two consecutive semesters  
➔ put on **extended Academic Probation** in the following semester

If the student obtains a sGPA of 2.0 or above, the Academic Probation will be lifted



# De-registration of Studies on Academic Grounds

- **sGPA falls below 2.0 for three consecutive semesters; or**
- **Fail the second retake** of the same course (i.e. fail the third attempt)

**De-registration of studies**



# Student Conduct

- Violation of regulations or misconduct (e.g. cheating, plagiarism, theft, etc.) shall be disciplined by the School Dean concerned
- Penalties (e.g. written warning, suspension, termination of studies) will be imposed by the Registrar/ Student Disciplinary Committee in accordance with the nature and gravity of the offence
- Penalties may be kept as a permanent record for serious cases
- Always act properly and be an honest person

# Course Registration & Add/Drop

Course Registration	Course Add/ Drop <i>(within <u>2 weeks</u> after commencement of the semester)</i>
<i>Bachelor's Degree (Senior Year Entry) &amp; Higher Diploma (First Year Entry)</i> - starts from 9:00am, 29 Aug 2022 <i>Bachelor's Degree (First Year Entry)</i> - starts from 9:00am, 31 Aug 2022	Starts from 5 Sep 2022 and ends at <b>11:59pm, 16 Sep 2022</b>

- Check **pre-registered courses** before each semester starts
- Perform add/drop if necessary
- Late add/drop would not be accepted

# Contacts of Registry

- Service Counter (8/F, KPC)

## Office hours

Mon – Fri : 9:00am – 5:30pm

Sat, Sun and public holidays : Closed

- Hotline : 3190-6673
- Email : [registry@twc.edu.hk](mailto:registry@twc.edu.hk)
- Homepage : [www.twc.edu.hk/reg](http://www.twc.edu.hk/reg)

