



# **Student Orientation 2023/24**

## **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>

[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

### QUICK LINKS

[+ Academic Calendar](#)

## Our Services

### + Prospective Students

### + Current Students

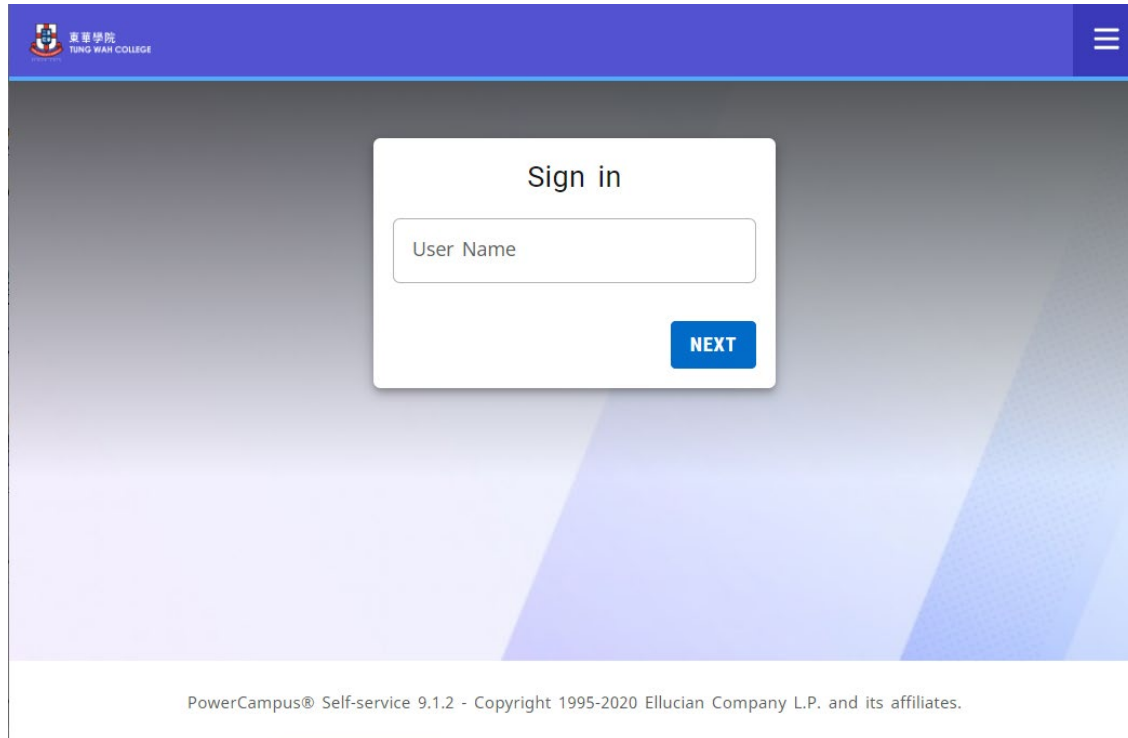
- Academic Calendar
- Student Handbook
- Course Registration
- Course Exemption / Credit Transfer
- Examination Arrangements
- General Education Curriculum (for students admitted in 2018/2019 and thereafter)
- Graduation
- PowerCAMPUS Self-Service
- PowerCAMPUS Self-Service User Guide (for Students)
- 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 login interface of the PowerCAMPUS Self-Service system. At the top left, the Tung Wah College logo and name are displayed. A blue navigation bar is at the top right. The main content area features a white 'Sign in' box with a 'User Name' input field and a blue 'NEXT' button. The background is a dark grey gradient with blue geometric shapes. The footer contains the copyright information: 'PowerCampus® Self-service 9.1.2 - Copyright 1995-2020 Ellucian Company L.P. and its affiliates.'

東華學院  
TUNG WAH COLLEGE

Sign in

User Name

NEXT

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# 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**

# Graduation Requirements

- (i) minimum required credits for the programme with a **gGPA of at least 2.0**
- (ii) GPA of 1.0 (i.e. Grade D) **or above for all courses** in the programme
- (iii) Graduation project / practicum (if any)
- (iv) Community Service Programme (CSP)
- (v) GE Curriculum requirement - National Security Education (NSE) online quiz
- (vi) Work-integrated Learning Programme (WILP)\*
- (vii) Valid score of **6.0 in IELTS Academic** or equivalent\*

\* *for degree programmes only*

# 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</i> - starts from 9:00am, 28 Aug 20223 <i>Bachelor's Degree (First Year Entry)</i> - starts from 9:00am, 30 Aug 2023	Starts from 4 Sep 2023 and ends at <b>11:59pm, 15 Sep 2023</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)



THANK  
YOU