東華學院
TUNG WAH COLLEGE

Useful Information for New Students (2020 / 2021)

Registry

Welcome to Tung Wah College

All core / required courses are normally pre-registered for students. Students can view their personal timetable through PowerCAMPUS Self-Service from 7 September 2020.

Academic Calendar 2020 / 2021

Classes for Semester 1 will start from 21 September 2020

Student Handbook 2020 / 2021

Course Registration for Semester 1, 2020 / 2021

Scholarships and Financial Assistance

Download Area

Students can download useful forms

Contact Us

PowerCAMPUS Self-Service

- Government Student Financial Assistance
- Deferral of Tuition Fee Payment
- Scholarships and Bursaries

PowerCAMPUS Self-Service User Guide

- Personal Timetable / Academic Plan
- Course Registration
- Grade Report
- Personal Information

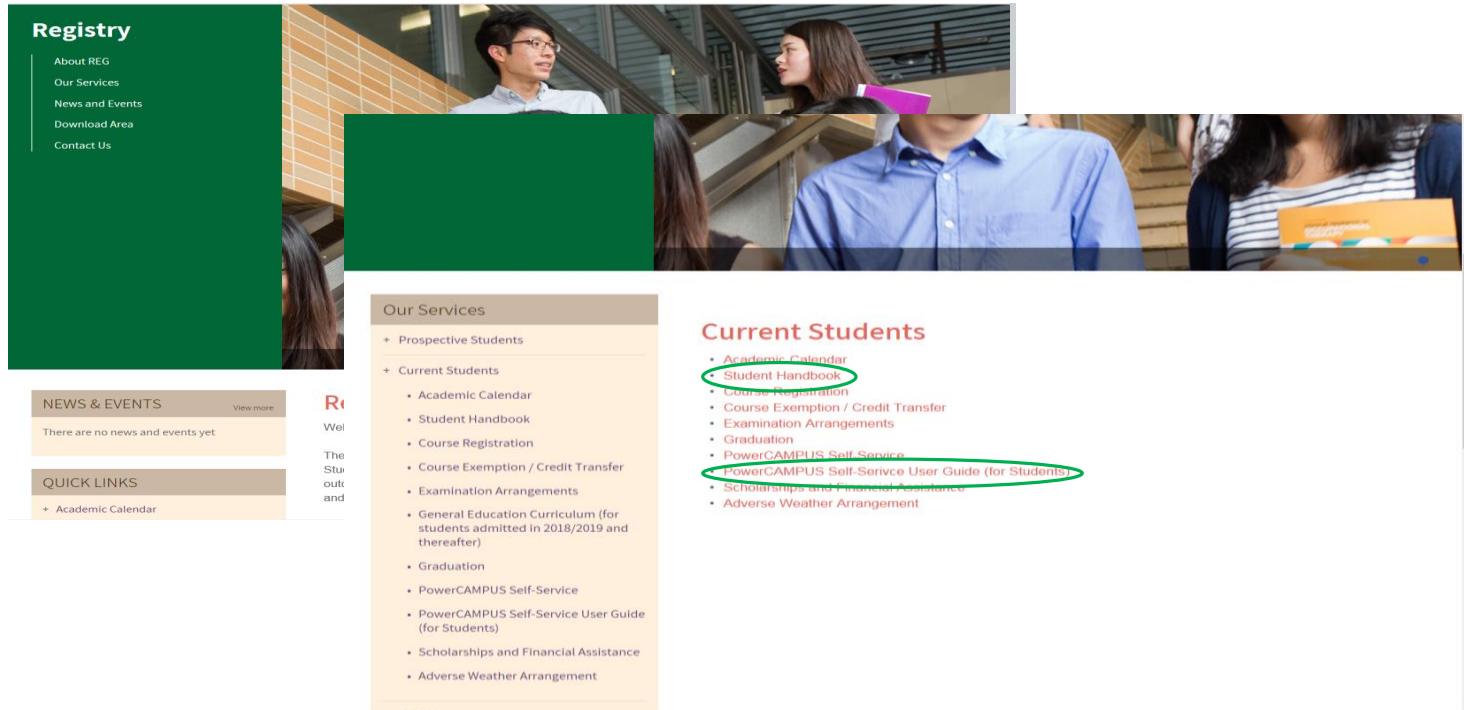# Student Orientation 2020-2021

Registry

Registry Services

Teams	Services provided
Academic Affairs	- Academic Board & various committees - Ceremonial functions - Scholarships and financial assistance
Admissions	- Programme promotion - Admissions
Student Administration	- Timetabling - Course registration - Maintenance of student records - Examinations - Graduation - Student Handbook - Counter services and enquiry hotline

Registry Homepage
www.twc.edu.hk/en/Administrtion_Units/reg

PowerCAMPUS Self-Service

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

PowerCAMPUS Self-Service User Guide (for Students)

Last updated: 13 August 2015

Students should check the pre-registered schedule before each semester starts. New students are recommended to read this user guide before proceeding with course registration.

- **Login PowerCAMPUS**
- **Academic Plan**
- **Class Schedule (Timetable)**
- **Grade Report**
- **My Profile**
  - Personal Information(NEW)
  - Academic Advisor
  - Community Service
  - IELTS
- **Course Registration**
  - Course Registration Ticket
  - Section Search and Add Course Section to Cart
  - View the Cart
  - Add a Course
  - Add a Course with Co-requisite

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 add/drop period of the 1st 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

Assessment and Graduation

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 ← Passing grade	1.0
F	0.0

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

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 (CS)

(v)   Work-integrated Learning Programme (WILP)*

(vi)   Valid score of **6.0 in IELTs** 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 *(within 2 weeks after commencement of the semester)*
Bachelor's Degree (Senior Year Entry) & Higher Diploma - starts from 9:00am, 14 Sep 2020 *Bachelor's Degree (First Year Entry)* - starts from 9:00am, 16 Sep 2020	Starts from 21 Sep 2020 and ends at **11:59pm, 2 Oct 2020**

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

User Guide and Important Notes for Course Registration & Add/Drop

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+ Staff Area

NEWS & EVENTS   View more

Course Registration

2020/2021 Semester 1

- User Guide for Course Registration and Course Add/Drop
- Key Dates for Course Registration and Course Add/Drop
- Information about GE Curriculum (School of Arts and Humanities)
- Useful Links for Course Registation and Course Add/Drop
- Important Notes for Course Registration and Course Add/Drop
- Courses on offer in 2020/2021 Semester 1

User Guide for Course Registration and Course Add/Drop

Students are strongly advised to read the user guide before proceeding with course registration and course add/drop.

- PowerCAMPUS Self-Service User Guide (for Studnets)

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Key Dates for Course Registration and Course Add/Drop

- *7 September 2020 (9:00 am)*
  Students can view their personal timetable (of pre-registered courses) and master class schedule.
- *10 September 2020 (9:00 am)*
  Students can put course sections into "Cart" (to prepare for course registration) in PowerCAMPUS Self-Service (http://selfservice.twc.edu.hk).
- *11/14/15/16 September 2020 (9:00 am)*
  Course Registration period starts (for different student groups).
- *21 September 2020*
  Semester 1 classes begin.
- *2 October 2020 (11:59 pm)*
  Course add/drop period ends. Students cannot add/drop any courses after the deadline.

Course Registration and Course Add/Drop Period per cohort/study programme

Cohort	Programme	Course Registration Period	Course Add/Drop Period

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

- Homepage : www.twc.edu.hk/reg/