

# HONG KONG ADVENTIST COLLEGE



**BULLETIN**  
**2013 – 2014**

## CONTACT INFORMATION

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### ADMINISTRATION

President	3727 – 0160
Assistant to the President	3727 – 0114
Academic Dean	3727 – 0114
Business Manager	3727 – 0118
Dean of Students	3727 – 0119
Registrar	3727 – 0216

### DEPARTMENT CHAIR

Business	3727 – 0216 ; 3727 – 0140
Diploma in Pre-University Studies	3727 – 0120
General Education	3727 – 0120
English	3727 – 0120
Health	3727 – 0134
Psychology	3727 – 0135
Religion	3727 – 0150

### SERVICES

Accounting Office	3727 – 0116 (Student finance) 3727 – 0117 (Accounting)
Bayview Church	2719 – 6177 ; 3727 – 0181
Cafeteria	3727 – 0282
Chaplaincy	3727 – 0265
Health Education Centre	3727 – 0280
IT / Computer Lab	3727 – 0144 ; 3727 - 0286
Library	3727 – 0272
Maintenance	3727 – 0289
Marketing / Student Recruitment	3727 – 0161 ; 3727 – 0111
Men's Dormitory	3727 – 0192
Women's Dormitory	3727 – 0191

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## **ACCREDITATIONS**

### **ADVENTIST ACCREDITING ASSOCIATION OF SCHOOLS AND UNIVERSITIES OF THE SEVENTH-DAY ADVENTIST CHURCH (AAA)**

Hong Kong Adventist College, under the Seventh-day Adventist Schools Organization (Hong Kong) Ltd., is accredited by the Adventist Accrediting Association (AAA) of Schools and Universities in Washington DC, USA, of the General Conference of Seventh-day Adventists.

### **HONG KONG COUNCIL FOR ACCREDITATION OF ACADEMIC & VOCATIONAL QUALIFICATIONS (HKCAAVQ)**

Associate in Business Degree is accredited by Hong Kong Council for Accreditation of Academic & Vocational Qualifications (HKCAAVQ) (Registration No. 11/001536/4).

Diploma of Pre-University Studies is accredited by Hong Kong Council for Accreditation of Academic & Vocational Qualifications (HKCAAVQ).

## **REGISTRATION**

### **EDUCATION BUREAU OF HONG KONG AND NON-LOCAL COURSES REGISTRY**

Hong Kong Adventist College is registered as a post-secondary institution with the Education Bureau of Hong Kong (Registration Number: E.D. 1/28221/60). The Andrews University affiliated programs Bachelor of Arts in Religion (Registration No. 261684), Bachelor of Science in Health and Fitness (Registration No. 261895), and Bachelor of Science in Psychology (Registration No. 261680); the Griggs University affiliated program in Bachelor of Science in Business Management (Registration No. 262031) are registered under the Non-local Course Registry as non-local bachelor degrees.

## **AFFILIATIONS**

### **COMMISSION OF NORTH CENTRAL ASSOCIATION OF COLLEGES AND SCHOOLS**

The Commission of North Central Association of Colleges and Schools (NCACS) is one of six regional accrediting bodies in the United States. Through an affiliation with Andrews University, the curriculum and programs of Hong Kong Adventist College are accredited by NCACS.

Hong Kong Adventist College has an affiliation with Andrews University in Michigan, USA. Andrews University has approved the Bachelor of Arts in Religion, Bachelor of Science in Health and Fitness, and Bachelor of Science in Psychology curricula, and their related general academic programs at Hong Kong Adventist College. This affiliation makes it possible for Hong Kong Adventist College students to obtain a bachelor's degree in the above-mentioned majors

from Andrews University while studying at Hong Kong Adventist College. Andrews University is accredited by the North Central Association of Schools and Colleges.

Andrews University validates the curricula and the academic programs at Hong Kong Adventist College included in this Bulletin. As an outgrowth of this affiliation, students may complete all four years of work towards a Bachelor's Degree at Hong Kong Adventist College and obtain a U. S. transcript and degree from Andrews University. In addition, upon request, the student may receive a corresponding diploma from Hong Kong Adventist College.

## **DISTANCE EDUCATION AND TRAINING COUNCIL / COMMISSION ON RECOGNITION OF POSTSECONDARY ACCREDITATION**

Hong Kong Adventist College has an affiliation with Griggs University in Michigan, USA. Griggs University has approved the Bachelor of Science in Business Management curricula, and their related general academic programs at Hong Kong Adventist College. Griggs University is nationally accredited by the Distance Education and Training Council (DETC), in Washington DC, which is recognized by the U. S. Department of Education and the Commission on Recognition of Postsecondary Accreditation (CORPA).

## **MEMBERSHIPS**

### **ASSOCIATION FOR THEOLOGICAL EDUCATION IN SOUTHEAST ASIA (ATESEA)**

Hong Kong Adventist College is currently a member of the Association for Theological Education in Southeast Asia. This agency is the largest accrediting agency for theological education in Southeast Asia with 65 member institutions.

### **ENGLISH LANGUAGE PARTNERSHIP**

#### **Test of English as a Foreign Language Internet-based Test (TOEFL iBT)**

Granted the Certificate of Authorization (STN11852A) by Education Testing Services (ETS) in 2008, Hong Kong Adventist College is one of the centres for the delivery of ETS's Internet-based tests in Hong Kong.

TOEFL iBT is used to measure candidate's ability to use and understand English at the university level. It is recognized by more than 8000 colleges, universities, and agencies in more than 130 countries. TOEFL iBT is only conducted on Sundays in HKAC centre.

#### **International English Language Testing System (IELTS)**

Hong Kong Adventist College is officially granted the British Council of Hong Kong IELTS Partner Agent on 10 January 2011. IELTS is used as English language proficiency assessment recognized by over 6,000 organizations worldwide including universities, employers, professional bodies, immigration authorities and other government agencies. IELTS is accredited by OFQUAL, the government's regulator for examinations in England, and its counterparts in Wales and Northern Ireland.

### **Scholastic Assessment Test (SAT)**

Hong Kong Adventist College was registered as the centre for SAT in 2008 to accommodate students in the English Secondary School section who are interested to pursue their studies in the United States of America. SAT which was designed to test general reasoning skills of college-bound students based on the knowledge and skills developed throughout high school consists of Writing, Critical Reading, and Mathematics.

### **US ADDRESS & CONTACT INFORMATION**

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## OUR HISTORY

The educational program conducted by Seventh-day Adventists in China had its beginning in the south. In 1903 the Church opened its first school taught in Chinese. This school was conducted especially for girls and was called "**The Bethel Girls' School**". Miss Ida THOMPSON acted as the first principal.

Shortly after, Pastor Edwin Hymes WILBUR established the "**Yick Chi Boys' School**". However, because of some difficulties, this school was closed down after several years of operation. It was reopened in 1915 under the direction of Pastor A. L. HAM, and renamed "**Sam Yuk School**". This name in later years became prominently identified with Seventh-day Adventist education throughout Asia.

This first Sam Yuk School prospered. As a result, suitable ground was purchased in the eastern part of the city of Guangzhou. In 1922 a school was erected. As soon as the new buildings were ready for occupancy, the Bethel Girls' School and Sam Yuk School were incorporated as a part of the new co-ed system known as "**Sam Yuk Middle School**". With the beginning of the Sam Yuk School in 1915, the educational work of Seventh-day Adventists in China followed somewhat the same pattern as those conducted in the United States and Europe, catering specifically to the education of Seventh-day Adventist children. Following this plan, the Sam Yuk Middle School served the Guangzhou, Hakka, and Guangxi Missions in the South China region.

In 1935 the South China Union Mission at its biennial session voted to take over the direction of the Sam Yuk Middle School and to rename it "**South China Training Institute**". It was further voted that the school would serve the provinces of Guangdong, Guangxi, and Fujian.

Following the rise of turmoil in China as a result of the Sino-Japanese War in 1937, the school was moved to Hong Kong and temporarily established in Shatin in the New Territories. During this time, the China Training Institute (Junior College) from Central China was also moved to the same quarters and the school was given the double name, "**The China and South China Training Institute**". Soon after this, 40 acres of land was purchased at Clear Water Bay, Kowloon, Hong Kong. After the buildings were completed two years later, the school was moved to the present site.

When World War II was over, the school first operated at its former site in the district of Tungshan in Guangzhou and remained there for one year. Then, in December 1947 the school moved back to Clear Water Bay, Hong Kong. Though the school from its inception had to make frequent moves as a result of calamities of war, God's hand was constantly over the school. In 1958 when the need was felt for further training opportunities for Seventh-day Adventist youth, the Far Eastern Department of Seventh-day Adventists (renamed in 1995 as the Asia-Pacific Department) authorized the South China Island Union Mission to open a college to be operated in connection with the secondary school on the campus at Clear Water Bay. A college curriculum was introduced in 1962 and the school name was officially changed to "**South China Union College**" in 1964.



In 1981 the constituency of the South China Island Union Mission officially divided South China Union College into two institutions and adopted the name of "**Hong Kong Adventist College**" to identify the college program as a separate entity from the secondary program of Sam Yuk Middle School. The College was subsequently registered with and approved by the Education Department of Hong Kong.

In 1982 the College implemented an affiliation with Loma Linda University (subsequently La Sierra University) through which students enrolled in Theology and Religion programs could receive degrees granted by the University. The affiliation relationship with La Sierra University ended in 1996. In 1999 with the help of Dr. WONG Yew Chong, previously the College Academic Dean and President, the College established an affiliation with Walla Walla College (now known as Walla Walla University) which was accredited by the Northwest Association of Schools and Colleges (NASC) and given recognition by the Hong Kong Education Department as well as the Non-local Courses Registry of Hong Kong. Its theological programs were also accredited by the Association of Theological Schools of Southeast Asia (ATESEA) in 2000.

In 1995 the College began a major redevelopment program, the first phase of which was completed in 1997. This added three sets of buildings, an administrative-classroom block that also incorporates an 800-seat multipurpose hall and a 400-seat cafeteria, a four-story student dormitory block with separate entrances for men and women and private residences for two residence hall deans along with a smaller multipurpose hall for dormitory student use, and three blocks of four-story staff quarters to accommodate twenty-eight families.

With the assistance of Dr. Charles TIDWELL, previously the College Academic Dean and Vice President, the College became affiliated with Andrews University on a Religion Degree Program in November 2007, a Psychology Degree Program in January 2008, and a Health Degree Program in April 2009. Hong Kong Adventist College is a member of the worldwide system of Seventh-day Adventist Schools and Colleges and is accredited by the Adventist Accrediting Association. Hence, all credits and diplomas of the College are given worldwide recognition by all other Seventh-day Adventist institutions of higher learning around the world.

With the new buildings and facilities, the College further developed to provide the community services that closely tie the gospel and health ministries together. In 2006 the College established the Sam Yuk Health Education Center with support from the Chinese Union Mission and the Hong Kong Adventist Hospital. The College collaborated with the Adventist Hospital and Hong Kong-Macao Conference to provide health camps, health programs, retreats, conferences, seminars and workshops as a community service while at the same time being a field training ground for the students in the Health and Fitness program of the College.

As a result of a consortium developed with Griggs University and the Chinese Union Mission in 2007, the College began offering a Bachelor of Science in Business Management in 2011. The program is registered with the Hong Kong Education Bureau as a non-local degree. It is accredited through the Griggs University affiliation by the Distance Education and Training Council.

In 2008 the College acquired the status of a TOEFL center where the College offers TOEFL English, and TOEFL iBT tests on Sundays, so Adventist young people from Hong Kong and even China can sit for the tests without interfering with Sabbath worship. The College also became a Center for SAT to support students at the pre-college level who plan to further their studies in the US or at the College. To further provide the students with more options for increasing their English proficiency, the College became an official British council IELTS Partner Agent in January, 2011, allowing students to sit for the tests through the College.

An Associate in Business Degree was accredited by the Hong Kong Council on Academic Accreditation and Vocational Quality (HKCAAVQ) in August 2011. As a locally accredited program it provides for upward pathways in education through local universities and colleges or overseas higher education institutions.

In response to major changes in the Hong Kong education structure, Hong Kong Adventist Academy opened in September 2011 providing bilingual instruction in English and Putonghua at the primary and secondary levels. HKAA replaces the traditional Matriculation system with a local program including international electives.

## DATE CHART HISTORY

- 1903 **The Bethel Girls' School** opened in Canton.
- 1905 **The Yick Chi Boys' School** was also opened.
- 1914 Bethel Girls' School was relocated at Tung Shan (Canton), and called **Canton Middle School (Cantonese Intermediate School)**
- 1915 After being closed for a time, The Yick Chi Boys' School reopened as the **Sam Yuk School**.
- 1917 The Canton Middle School and Sam Yuk School moved to the east side of Guangzhou.
- 1922 The Canton Middle School and Sam Yuk School merged and became the **Sam Yuk Middle School**.
- 1935 The South China Union Mission took over the direction of the Sam Yuk Middle School and renamed it **China Training Institute**.
- 1937 The China Training Institute moved to Shatin, Hong Kong, and joined the China Training Institute (Junior College) from Central China and was named **South China Training Institute**.
- 1939 The South China Training Institute moved to new facilities at Clear Water Bay in September.
- 1942 The South China Training Institute moved to Laolong, Guangdong Province.
- 1946 The South China Training Institute moved to Tung Shan (Canton).
- 1947 The South China Training Institute moved back to Clear Water Bay and was renamed **South China Union Academy**.
- 1949 The South China Union Academy was renamed **South China Island Union Academy**.
- 1953 The General Conference authorized the South China Island Union Academy to have a two-year post-secondary school.
- 1958 The South China Island Union Academy name was changed to **South China Union College**.

- 1969 The General Conference authorized the South China Union College for four-year post-secondary work leading to the Bachelor of Theology degree.
- 1972 South China Union College was combined with Taiwan Missionary College to form a new school, **South China Adventist College**.
- 1976 South China Adventist College was separated from Taiwan Adventist College.
- 1981 South China Island Union Mission officially divided the college into two separate entities - **Hong Kong Adventist College (HKAC)** for the college program and **Sam Yuk Middle School** for the secondary school program.
- 1982 HKAC implemented affiliation with Loma Linda University
- 1995 The college began a major redevelopment program to be completed in 1997.
- 1997 The building program was completed - Sam Yuk Middle School moved to the new classroom building in December.
- 1998 HKAC offered a new program for the Secondary 6 students - Hong Kong Advanced Level.
- 1999 HKAC affiliated with Walla Walla College and received accreditation by the Northwest Association for Schools and Colleges.
- 2000 HKAC was registered with the Non-local Courses Registry in Hong Kong to operate the Walla Walla College affiliation programs.
- 2006 The Sam Yuk Health Education Center established.
- 2007 The Sam Yuk Middle School was phased out and the English Secondary Section program was launched in its place.
- 2007 HKAC affiliated with Andrews University in the Bachelor of Arts in Religion Degree.
- 2008 HKAC affiliated with Andrews University in the Bachelor of Science in Psychology Degree.
- 2008 HKAC acquired the status of a TOEFL center and a SAT center.
- 2009 HKAC affiliated with Andrews University in the Bachelor of Science in Health Degree.
- 2009 HKAC affiliated with Griggs University to offer a Bachelor of Science in Business Management Degree.
- 2010 The Chinese Union Mission established Hong Kong Adventist Academy to operate English primary and secondary school programs.
- 2011 HKAC was accepted as a British Council IELTS Partner Agent.
- 2011 HKAC was accredited by the Hong Kong Council of Academic Accreditation and Vocational Qualifications to offer the Associate in Business Degree.
- 2011 Hong Kong Adventist Academy opened for primary and secondary instruction.

# OUR MISSION AND PHILOSOPHY

## MISSION

Preamble: In the spirit of Adventist education, Hong Kong Adventist College promotes life-changing experiences for its students in the greater Chinese society by supporting them in

**Searching for truth and knowledge**

**Training them to be responsible leaders and citizens**

**Engaging God in relationships and in deeds**

**Practicing healthy lifestyles**

Together we can **STEP** forward to serve.

## VISION

Hong Kong Adventist College is an accredited, private non-profit SDA educational institution where Christian educational professionals meet to make it a learning and training center, and a place for appreciation for Chinese and English languages and cultures, health and gospel ministry.

## VALUES

Excellence, truth, obedience, honor, integrity, purity and unselfish service.

## PHILOSOPHY

Hong Kong Adventist College offers a Christian education based on the following philosophy of the nature of God, man, and truth:

God is the origin of all truth, the prime mover of all human affairs, the Creator of life, form, thought, knowledge, reason, order, harmony, and beauty. He, the sustainer of the universe, is absolute, unchanging, and infinite. Yet, as the embodiment of life, He is intimately interested in each individual in a personal way and in the affairs of the entire human race.

Man is God's unique creation. He was made originally in His image, and was good and perfect in His sight. As a result of sin, man has inherited a tendency to evil. Though influenced by the forces of his heredity and environment, he is capable, through the help of God and the exercise of his own free will, of restoration to his original God-like state of being.

Truth embodies the knowledge of God. Therefore, the search for truth dominates our endeavor. We hold that truth is, consequently, consistent with God's revelation and God's standards at all times. Man's capacity to understand truth, while limited and even perverted by the entrance of sin, still may, with God's help, expand to pursue truth as it widens with every conquest of new frontiers.

The faculty is a group of scholars seeking truth. The College is also a learning environment designed and organized to assist people, who, responding to the call of God for service, seek to prepare themselves for the task of the gospel commission.

Consequently, the College is not necessarily confined by walls or fences, or even to a specific geographic location; it reaches out to the constituency, to people who value its expertise and its services.

Knowledge and reality are tangible conceptualizations of truth and may be acquired through logic, human experience, and divine revelation. To be meaningful, however, knowledge must be rediscovered by each learner through study, through the use of the senses, and through mental organization of the facts, concepts, and thought systems surrounding truth. True knowledge is the understanding of reality, which comes from the reordering of facts, skills, applications, and evaluations within the Divine perspective.

The work of education is comprehensive and far-reaching. In terms of redemption, it is synonymous with restoring in man the image of his Maker, the image lost when the human race fell into sin. Education is an environmental influence, emancipating men from ignorance, defeat, and fear and endowing him with the ability to know, to understand and apply; to analyze, and synthesize—in a word, to evaluate wisely and to function comfortably in the context of society's demands. To be educated means to be able to master oneself, to be selfless, and to be humble, flexible, polite, morally pure, ethical, and sensitive, so that the person becomes disciplined, self-fulfilled, and balanced. The work of education is practical, preparing students for this earthly life where they may function effectively in their chosen occupational and living environments and for the greater joys of heavenly life.

The immediate task of the College is to foster an atmosphere for learning that follows the purposes and principles of Seventh-day Adventist education. The latter allows for spiritual, intellectual, and physical growth. Youth educated in this institution are expected to have a clear understanding of themselves as persons, to develop a mature understanding of life, to learn well the professional skills of at least one academic discipline, to acquire sufficient vocational and communication skills needed to earn a living, and to have a thorough understanding of the culture in which they live.

This development of the whole person, mentally, physically, and spiritually, is implicit in "Sam Yuk" which is found in the Chinese name of the College. A "Sam Yuk" education includes the following general objectives and methods of implementation:

#### **1. MENTAL**

Students acquire knowledge, skills, and attitudes to pursue their chosen careers, avocations, and interests in order to meet the needs of society and the church. In the process of learning, students are encouraged to aim for excellence and to think independently and creatively. In addition, students learn to appreciate their cultural heritage through bilingualism and an understanding of East and West.

Students attend all scheduled classes and may be absent only for excusable reasons. They are encouraged to spend about two hours of study including preparation time for

each class period. The general studies requirements, in particular, pursue a broad liberal arts approach in the curriculum.

## **2. PHYSICAL**

Students learn to appreciate the dignity of physical labor and the advantages of acquiring manual skills. Each student has the opportunity to develop habits that promote health and physical fitness.

Students participate in an on-campus service program as community service, and in physical education courses, which are part of the required curriculum. On campus, they partake in a healthful vegetarian diet provided by the college food service. Students do not use tobacco, alcohol, or other harmful drugs. Of the three weeks of spiritual emphasis that the College has each year, one is related to health.

## **3. SPIRITUAL**

Students are expected to understand Biblical beliefs as understood by Seventh-day Adventists. They learn to make life decisions based on Christian ethics and values. They associate with teachers who demonstrate caring relationships and commitment to service so that students may emulate these traits.

Students attend weekly Chapel periods and the Week of Spiritual or Health Emphasis (aka Gospel Week) every term. As part of their curriculum, they enroll in regular classes in Biblical studies. Dormitory students are expected to attend daily worship services and all students are encouraged to attend spiritual activities such as Sabbath worship services, Wednesday prayer meetings, and Adventist Youth programs.

Accreditation Objectives: In terms of accreditation, the objective of the College is to provide a tertiary program that is accredited and recognized by both church and government organizations. This includes maintenance of the accreditation and recognition by the Adventist Accreditation Association (General Conference of Seventh-day Adventists), the Association of Theological Education in Southeast Asia (ATESEA), and other accreditation bodies. This College continues to seek articulation agreements with universities overseas in order to provide a wider spectrum of education services to our college students.

# ACADEMIC CALENDAR 2013 – 2014

## DPUS PROGRAM CALENDAR 2013-2014 (Revised: Aug 10)

	Su	Mo	Tu	We	Th	Fr	Sa	wk(day)	Academic Events	General Events
AUG 2013	18	19	20	21	22	23	24		Aug 23, 24: Registration day	
	25	26	27	28	29	30	31			
SEP 2013	1	2	3	4	5	6	7	1(5)	Sep 3: Class begin	Sep 2: School day begin_Opening Ceremony Sep 20: Day after Mid-Autumn festival Sep 25: Club Fair
	8	9	10	11	12	13	14	2(5)		
	15	16	17	18	19	20	21	3(4)		
	22	23	24	25	26	27	28	4(5)		
	29	30								
OCT 2013			1	2	3	4	5	5(4)	Oct 2: Classes suspended	Oct 1: People's Republic of China National Day
	6	7	8	9	10	11	12	6(5)	Oct 7-11: Classes runs at 40 minutes/period	Oct 2: Faculty Development Day
	13	14	15	16	17	18	19	7(4)		Oct 7-11: Gospel Week
	20	21	22	23	24	25	26	8(5)		Oct 14: Chung Yeung Festival
	27	28	29	30	31					Oct 20: Health Fair
					1	2	9(5)			
NOV 2013	3	4	5	6	7	8	9	10(5)	Nov 11 - 15: Faculty Instructional Evaluation	
	10	11	12	13	14	15	16	11(5)		
	17	18	19	20	21	22	23	12(5)		
	24	25	26	27	28	29	30	13(5)		
DEC 2013	1	2	3	4	5	6	7	14(4)		Dec 1: Food and fun fair
	8	9	10	11	12	13	14	15(5)		Dec 2: School holiday after food and fun fair
	15	16	17	18	19	20	21	16(5)		Dec 11: Christmas Program (Chapel)
	22	23	24	25	26	27	28	break		Dec 21-Jan 5: Christmas and New Year break
	29	30	31					break		Dec 25, 26: Christmas
JAN 2014				1	2	3	4	break	Jan 16: Classes suspended Jan 21 - 24: Mid-year exam Jan 29: Exam grade submission day	Jan 1: New Year
	5	6	7	8	9	10	11	17(5)		Jan 16: School picnic outing
	12	13	14	15	16	17	18	18(5)		
	19	20	21	22	23	24	25	19(5)		Jan 31: Lunar New Year
	26	27	28	29	30	31		20(3)		Jan 30 - Feb 16: Lunar New Year break Feb 1, 3: Lunar New Year
FEB 2014							1	break		
	2	3	4	5	6	7	8	break		
	9	10	11	12	13	14	15	break		
	16	17	18	19	20	21	22	21(5)		
MAR 2014	23	24	25	26	27	28		22(5)	Mar 7: Classes suspended Mar 17-21: Classes runs at 40 minutes/period	Mar 7: Singing Contest
							1	23(4)		Mar 17-21: Gospel Week
	2	3	4	5	6	7	8	24(5)		
	9	10	11	12	13	14	15	25(5)		
	16	17	18	19	20	21	22	26(5)		
APR 2014	23	24	25	26	27	28	29	26(5)	Apr 7 - 10: Faculty Instructional Evaluation Apr 11: Classes suspended	Apr 5: Ching Ming Festival
	30	31						27(5)		Apr 11: Recreation day
			1	2	3	4	5	28(4)		Apr 18, 19, 21: Easter Day holiday
	6	7	8	9	10	11	12	29(4)		Apr 18-27: Easter Break
	13	14	15	16	17	18	19	29(4)		
MAY 2014	20	21	22	23	24	25	26	break	May 7: Classes suspended	May 1: Labor Day holiday
	27	28	29	30				29(4)		May 3, 4: Spring musical
					1	2	3	30(3)		May 5: School holiday after spring musical
	4	5	6	7	8	9	10	31(5)		May 6: Buddha's Birthday holiday
	11	12	13	14	15	16	17	32(5)		May 7: Faculty Development Day
JUN 2014	18	19	20	21	22	23	24	32(5)	Jun 24-27: Final Exam	Jun 2: Tuen Ng Festival
	25	26	27	28	29	30	31	33(5)		
	1	2	3	4	5	6	7	34(4)		
	8	9	10	11	12	13	14	35(5)		
	15	16	17	18	19	20	21	36(5)		
JUL 2014	22	23	24	25	26	27	28	37(5)	Jul 2: Exam grade submission day Jul 6: Graduation day	Jul 1: HKSAR Establishment Day
	29	30								Jul 7: School holiday after graduation day
	6	7	8	9	10	11	12			
	13	14	15	16	17	18	19			
AUG 2014	20	21	22	23	24	25	26		Aug 18, 19: Registration day	
	27	28	29	30	31					
						1	2			
	3	4	5	6	7	8	9			Aug 20: Faculty and Staff Retreat
10	11	12	13	14	15	16				
17	18	19	20	21	22	23				
24	25	26	27	28	29	30				

<span style="background-color: #0070C0; color: white; padding: 2px;"> </span> Class day	<span style="background-color: #FFD700; color: black; padding: 2px;"> </span> School holiday
<span style="background-color: #FF8C00; color: white; padding: 2px;"> </span> Final exam	<span style="background-color: #9932CC; color: white; padding: 2px;"> </span> Public holiday
	<span style="background-color: #90EE90; color: black; padding: 2px;"> </span> School day activity; class suspended

## UNDERGRADUATE PROGRAM CALENDAR 2013-2014 (Revised: Aug 10)

	Su	Mo	Tu	We	Th	Fr	Sa	wk(day)	Academic Events	General Events
AUG 2013	18	19	20	21	22	23	24		Aug 22, 23: Fall semester registration day	
	25	26	27	28	29	30	31			
SEP 2013	1	2	3	4	5	6	7	1(5)	Sep 3: Fall semester classes begin Sep 13: Last day to register for a class / change audit to credit / drop a class without W	Sep 2: School day begin, Opening Ceremony Sep 20: Day after Mid-Autumn festival holiday Sep 25: Club Fair
	8	9	10	11	12	13	14	2(5)		
	15	16	17	18	19	20	21	3(4)		
	22	23	24	25	26	27	28	4(5)		
	29	30								
OCT 2013			1	2	3	4	5	5(3)	Oct 2: Classes suspended Oct 7-11: Classes runs at 40 minutes/period Oct 28-Nov 1: Mid-term	Oct 1: People's Republic of China National Day holiday Oct 2: Faculty Development Day Oct 7-11: Gospel Week Oct 14: Chung Yeung Festival holiday Oct 20: Health Fair
	6	7	8	9	10	11	12	6(5)		
	13	14	15	16	17	18	19	7(4)		
	20	21	22	23	24	25	26	8(5)		
	27	28	29	30	31					
NOV 2013						1	2	9(5)	Nov 4 - 8: Faculty Instructional Evaluation Nov 15: Last day to withdraw from a class with W	
	3	4	5	6	7	8	9	10(5)		
	10	11	12	13	14	15	16	11(5)		
	17	18	19	20	21	22	23	12(5)		
	24	25	26	27	28	29	30	13(5)		
DEC 2013	1	2	3	4	5	6	7	14(4)	Dec 9 & 10: Spring semester registration day Dec 16-20: Fall semester final exam Dec 30: Final grade report submission day	Dec 1: Food and fun fair Dec 2: School holiday after food and fun fair Dec 11: Christmas Program (Chapel) Dec 21-Jan 5: Christmas and New Year break Dec 25, 26: Christmas holiday
	8	9	10	11	12	13	14	15(5)		
	15	16	17	18	19	20	21	16(5)=75		
	22	23	24	25	26	27	28			
	29	30	31							
JAN 2014				1	2	3	4		Jan 6: Spring semester classes begin Jan 16: Classes suspended Jan 17: Last day to register for a class / change audit to credit / drop a class without W	Jan 1: New Year holiday Jan 16: School Picnic Outing Jan 31: Lunar New Year holiday Jan 30 - Feb 16: Lunar New Year Break Feb 1, 3: Lunar New Year holiday
	5	6	7	8	9	10	11	1(5)		
	12	13	14	15	16	17	18	2(4)		
	19	20	21	22	23	24	25	3(5)		
	26	27	28	29	30	31		4(3)		
FEB 2014							1			
	2	3	4	5	6	7	8	break		
	9	10	11	12	13	14	15	break		
	16	17	18	19	20	21	22	5(5)		
	23	24	25	26	27	28		6(5)		
MAR 2014							1		Mar 7: Classes suspended Mar 10 - 14: Mid-term Mar 17-21: Classes runs at 40 minutes/period Mar 24 - 28: Faculty Instructional Evaluation	Mar 7: Singing Contest Mar 17-21: Gospel Week
	2	3	4	5	6	7	8	7(4)		
	9	10	11	12	13	14	15	8(5)		
	16	17	18	19	20	21	22	9(5)		
	23	24	25	26	27	28	29	10(5)		
APR 2014			1	2	3	4	5	11(5)	Apr 5: Last day to withdraw from a class with W Apr 11: Classes suspended	Apr 5: Ching Ming Festival holiday Apr 11: Recreation day Apr 18, 19, 21: Easter Day Holiday Apr 18 - 27: Easter Break
	6	7	8	9	10	11	12	12(4)		
	13	14	15	16	17	18	19	13(4)		
	20	21	22	23	24	25	26	break		
	27	28	29	30						
MAY 2014					1	2	3	14(4)	May 7: Classes suspended May 8, 9: Summer semester registration day May 19 - 23: Spring semester final exam May 30: Final grade report submission day	May 1: Labor Day holiday May 3, 4: Spring musical May 5: School holiday after spring musical May 6: Buddha's Birthday holiday May 7: Faculty Development Day May 24 - Jun 6: Spring Semester Break
	4	5	6	7	8	9	10	15(2)		
	11	12	13	14	15	16	17	16(5)		
	18	19	20	21	22	23	24	17(5)=75		
	25	26	27	28	29	30	31	break		
JUN 2014	1	2	3	4	5	6	7	break	Jun 9: Summer semester begin Jun 10: Last day to register for a class / change audit to credit / drop a class without W Jun 25, 26: Mid-term Jun 27: Last day to withdraw from a class with W Jun 30: Faculty Instructional Evaluation	Jun 2: Tuen Ng Festival holiday
	8	9	10	11	12	13	14	1(5)		
	15	16	17	18	19	20	21	2(5)		
	22	23	24	25	26	27	28	3(5)		
	29	30								
JUL 2014			1	2	3	4	5	4(4)	Jul 2: Faculty Instructional Evaluation Jul 6: Graduation day Jul 11: Last day of class Jul 14, 15: Summer semester final exam Jul 18: Final grade report submission day	Jul 1: HKSAR Establishment Day holiday Jul 7: School holiday after graduation day July 14: HKDSE Result Release day
	6	7	8	9	10	11	12	5(4)		
	13	14	15	16	17	18	19	6(2)=25		
	20	21	22	23	24	25	26			
	27	28	29	30	31					
AUG 2014						1	2		Aug 18, 19: Fall semester registration day	Aug 20: Faculty and Staff Retreat
	3	4	5	6	7	8	9			
	10	11	12	13	14	15	16			
	17	18	19	20	21	22	23			
	24	25	26	27	28	29	30			

<span style="background-color: #00b0f0; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span> Class day	<span style="background-color: #ffff00; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span> School holiday
<span style="background-color: #ffa500; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span> Final exam	<span style="background-color: #e0e0ff; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span> Public holiday
	<span style="background-color: #90ee90; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span> School day activity; class suspended



## **STUDENT LIFE**

Student life at Hong Kong Adventist College is designed to help each student understand and appreciate Christianity in the context of a Seventh-day Adventist lifestyle.

The underlying philosophy is to facilitate personal growth and maturity. Character development is the main objective of Christian education, and the College seeks to assist the student in attaining self-discipline, healthful living, high moral standards, and leadership ability.

The College actively seeks students who respect the Bible as the Word of God, who participate willingly in the worship of the true God, and who strongly desire to carry out their civic obligations cheerfully and consistently.

### **CHRISTIAN COMMITMENT**

The religious life of a student is central to the objectives and programs of the College. Religious programs for worship and witnessing are vital and attendance is expected. As this is a Seventh-day Adventist school, students are expected to respect the Adventist way of life, which emphasizes healthful living and encourages daily worship and rest on the Sabbath.

### **CHAPEL/ASSEMBLY**

The College conducts weekly chapel/assembly programs. These programs are regarded as a vital part of the total educational program. These programs contribute to the spiritual needs of the College, promote unity of student life, provide opportunities for promoting general college interests, and allow for announcing of college events. Attendance at these activities is required.

### **SABBATH OBSERVANCE**

Seventh-day Adventists believe that Saturday, the seventh day of the week, is God's holy Sabbath day. This Sabbath is observed by the entire campus community from sunset on Friday evening to sunset on Saturday evening. The campus community refrains from secular activities such as amusement or class study and preparation. All preparation for the Sabbath such as the cleaning of the dormitories or preparation of clothing is to be completed before the Sabbath begins. All students, staff, and faculty as well as visitors are requested to respect Sabbath observance.

### **CHURCH SERVICE**

The Bay View Church of Seventh-day Adventists accommodates students interested in church fellowship. In principle, the church pastor serves on the faculty of the College. There is a close cooperation between the two institutions in the offering and planning of religious activities.

Hong Kong Adventist College considers religious services as opportunities for character development and spiritual growth. Thus, morning and evening worships are organized for dormitory students. Prayer meetings, vespers, Adventist Youth meetings, Sabbath school, and Divine Worships are also scheduled by the Bay View Seventh-day Adventist Church.

## **WEEK OF SPIRITUAL OR HEALTH EMPHASIS (aka LIFE EDUCATION WEEK/GOSPEL WEEK)**

Once per term, the College conducts a week of spiritual emphasis involving invited speakers, prayer bands, and other related activities. These weeks are among the high points in the school calendar.

## **SOCIAL AND CULTURAL EVENTS**

The social and cultural events of the entire year are planned and scheduled in the school calendar. There are a number of formal events each year. These events are designed to help the students achieve refinement in taste and deportment for social affairs.

## **RECREATION AND SPORTS**

The College has facilities for recreation and sports. There are a gymnasium, basketball and volleyball courts, and a play field for football and other events. A paved circular roadway on campus provides opportunities for jogging or walking.

## **STUDENT LIFE COUNCIL**

Students' participation in the affairs of the College is exercised through the Student Life Council. This Council organizes programs that enhance students' intellectual, social, and spiritual development and allows students' input in administrative decisions.

## **OTHER RELIGIOUS ACTIVITIES**

In addition to the religious activities listed above, students may also join the Church choir, singing groups, the Adventist Youth organization, evangelistic efforts, and other witnessing activities. Special training seminars are also held occasionally.

## **PROFESSIONAL CLUBS**

Students may organize extra-curricular clubs after consultation with the Dean of Students. There are dormitory and collegiate musical organizations. In addition, academic clubs, under the direction of the Academic Dean, exist to cater to the interests of students in various curriculum areas.

## **APPEALS**

Student appeals related to grades, academic programs or degree requirements (e.g. residency requirements, and exemption from courses) and disciplinary matters would be dealt with according to the following procedures:

### **Grade Appeals**

Student should first seek a satisfactory solution through discussion with the instructor. If this is not possible or the instructor cannot be reached, the student must send a written statement detailing the grounds for the appeal to the chairperson of the Department in which the grade was earned. This written request must be received by the Department Chair within seven working days from the date when grades are available. The Department Chair will then initiate the school's procedures to review the appeal. The student will be notified of the decision within five working days. The student may appeal this decision in writing to the Academic Council within seven working days of notification. A completed appeal form along with supporting documents should be submitted to the Registrar at least five working days before

each scheduled Academic Council meeting. The Academic Council's decision is final on all grade appeals. All decisions would be sent to the Registrar Office for verification and record.

### **Appeals of Academic Program or Degree Requirements**

A written petition along with supporting documents should be submitted to Department Chair of the appropriate Department detailing the grounds for the appeal. The Department Chair will respond in writing with a decision. The student may appeal this decision in writing to the Academic Council within seven working days of notification. The Academic Council's decision is final. All decisions would be sent to the Registrar Office for verification and record.

### **Appeals of Disciplinary Matters**

The student may appeal in writing to the Discipline Council within five working days of notification. A completed appeal form detailing the grounds for the appeal should be submitted to the Dean of Students. The student will be notified of the decision within five working days. The Discipline Council's decision is final. All decisions would be sent to the Dean of Students' Office for verification and record.

## **GENERAL STANDARDS**

High standards of Christian conduct are expected of every student. These include standards for dress and deportment.

Broadly speaking, students are expected to dress modestly, neatly, and appropriately with no extremes in hairstyles, ornamentation, or cosmetics that draw undue attention to oneself. Jewelry should not be worn.

The language used on campus should reflect the refinement and usage expected of scholars and educated persons.

The literature and reading brought on campus should be elevating and inspiring; pornographic materials have no place in the College. The music played on campus must also be of a high artistic and moral standard. Loud, distracting music is not acceptable and may lead to the confiscation of the musical instrument or equipment.

Tobacco, alcoholic beverages, illegal drugs, gambling, weapons, or anything else that reflects a violation of the laws of Hong Kong is prohibited and the College will not hesitate to involve the police authorities, if necessary. Failure to abide by these general standards or other regulations as published and announced may result in disciplinary action.

## **HEALTH**

Each student is expected to live according to the principles of health. A balance between study, recreation, work, and other aspects of living is desired.

## **STUDENT HANDBOOK**

Further details of the behavior expected of each student are given in the *Student Handbook*. Each student is expected to be familiar with these published regulations and guidelines.

# **STUDENT SERVICES**

## **ACADEMIC ADVISEMENT**

Each Department Chair acts as an academic advisor for students in his or her areas. If a student is undecided as to the choice of major, he or she should consult with the Academic Dean or with the faculty of the Department offering those courses in which the student is most interested.

## **CAREER AND COUNSELING**

Personal counseling is coordinated through the office of the Dean of Students and Career Counseling Center. A trained counselor is available to students and staff on a regular basis.

## **ORIENTATION**

During the opening days of the school year, an orientation to college life is conducted. This process not only helps the students to adjust to the school but also assists school personnel in understanding the students' needs. Placement tests in English language ability may be administered at this time. While this may be an intense exercise, it is considered to be only part of the year-round activity to help students.

## **SPIRITUAL ASSISTANCE**

The Church Pastor, the Chaplain, and the Faculty are available for spiritual assistance and counseling. Dormitory students should seek the Residential Deans for their spiritual and personal welfare.

## **CAFETERIA**

Balanced vegetarian meals are served in the College cafeteria. The residence fee for dormitory students includes meals in the cafeteria. A day student may eat meals in the Cafeteria for a minimal charge.

## **COMPUTER FACILITY**

Two Computer laboratories and a Language laboratory with networked computers are available for student use. In order to use these computer facilities, each student will need to open an account with the laboratory and sign an agreement covering computer laboratory use and regulations. Students may also use computer workstations in library. The Language laboratory is a certified iBT TOEFL exam center in Hong Kong SAR region.

## **DORMITORIES**

A student may apply to reside in the campus dormitory. Since students share furnished rooms, this arrangement allows for maximum development of social skills and presents many opportunities for independent as well as cooperative living.

## **HEALTH SERVICES**

Minor problems are cared for by the school nurse on campus. Referrals are made, whenever necessary, after initial assessment. The nurse has a list of medical practitioners that students may visit for consultation.

## **LIBRARY**

The College library supports the academic program with a wide variety of educational materials. There are about 50,000 volumes, including a collection of audio-visual equipment and materials, and 105 current periodical subscriptions. Students will find learning materials readily available in the open stacks.

## **PUBLICATIONS**

Students, under faculty sponsorship, are responsible for the publication of the yearbook, the *Clarion*. The Registrar's Office is responsible for the student-faculty directory, *Faces*.

## **COMMUNITY SERVICE**

The College believes in the dignity of labor. Each member of the College is encouraged to participate in community and social service. The College provides activities involving manual labor, community work, or other programs to develop this concept.

## **FINANCIAL INFORMATION**

The educational program at the College represents a substantial investment on the part of the Seventh-day Adventist Church. The tuition and fees paid by each student defray only a part of the total cost of instruction. Each year much of the operating cost is provided by generous subsidies from the Church and friends of the College.

It is the policy of the College to keep tuition and all other charges at a minimum. When deemed absolutely necessary, actions will be taken by the Board of Trustees to revise the charges to meet rising costs. The College reserves the right to do this without prior notice.

### **RESIDENCE EXPENSES**

Monthly residence fees include both food and lodging for those living in a dormitory. A student who enters the dormitory after the beginning of the month will be charged on a daily basis for the portion of the month he or she uses the facility. School and/or public holidays do not affect monthly fee charges.

### **PAYMENT**

Tuition and residence fees must be paid on the first working day of each month.

An account that is past due will be charged interest at 1% per month on any unpaid balance. Any student whose account is past due from the previous year must pay in full before registering for the current school year.

### **FEES AND CHARGES**

#### **APPLICATION FEE**

Application fee for Diploma in Pre-University Studies program is HK\$50. Application fee for Associate in Business Degree program and affiliated programs is HK\$200. This fee is required to pay upon application and not refundable.

#### **AFFILIATION APPLICATION FOR ADMISSION**

This is a one-time payment for registration as an Andrews University or Griggs University student. The fee of HK\$2,500 is paid to Hong Kong Adventist College upon application. It is refundable only if application is rejected by the affiliated universities.

#### **TUITION FEES**

Tuition is usually paid no more than one month before the beginning of each semester. The entire amount may be settled at the beginning of the semester at registration if the student is enrolled into the affiliated program, or the monthly installment if the student is enrolled into the non-affiliated programs. Each semester is approximately 16 weeks, and payment may be settled by 4 equal installments subject to arrangements with the Business Office.

## **GRADUATION FEE**

A graduation fee of HK\$1,500 for the affiliated programs or HK\$300 for the non-affiliated programs is collected in January of the year of graduation when the student's final year's program has been cleared by the Registrar and Academic Dean, showing that it is possible and reasonable for the student to complete all graduation requirements before the commencement service.

## **FOREIGN STUDENT DEPOSIT**

A student whose home is not in Hong Kong or Macau is required to pay a Foreign Student Deposit of HK\$20,000 (dormitory student) or HK\$10,000 (day student) after acceptance. Upon arrival at the college, HK\$4,000 or the current price of a return ticket to the student's homeland (whichever is greater) will be held in trust until the student is ready to return to his or her homeland. It may be used for the purchase of a return ticket as needed. The remainder will be applied to school expenses. Any balance remaining after all outstanding school expenses have been covered will be refunded.

The foreign student deposit will be refunded in full if a student's application for a student visa is denied by the Immigration Department of the Hong Kong Government. If a student decides not to attend for any other reason, a service charge of HK\$1,500 will be deducted.

## **OTHER MISCELLANEOUS FEES (NON-REFUNDABLE)**

Late registration	HK\$	500
Changes in registration	HK\$	50
Examination outside of schedule – per examination	HK\$	500
Official transcripts:		
Local address	HK\$	100
Foreign address	HK\$	150
Express service (local)	HK\$	300
Express service (overseas)	HK\$	450
Replacement copy of diploma	HK\$	500
Recording fee for:		
Credit by external examination	HK\$	500
Credit by Proficiency examination	HK\$	500
Credit by correspondence study	HK\$	500
Credit for experiential learning	HK\$	500
Waiver examination	HK\$	250

## **GENERAL FEE**

This is non-refundable and shall be paid at registration to cover costs such as school organized student activities, air-conditioning, school publications, printing and duplicating of notes and exams, computer and library access etc.

## **LATE REGISTRATION**

A student registering after the designated day(s) is charged a late registration fee of HK\$500. A late registrant may be required to take a reduced course load and is responsible for all missed work. No student may register after the first week of a semester.

## **CHANGES IN REGISTRATION TO AUDIT**

A student entering or withdrawing from any subject to "audit" after the "last day to enter any class" as published in the school calendar will be charged a fee of HK\$50 each time.

## **EXAMINATIONS OUTSIDE OF SCHEDULE**

A final examination may be expected in all regular subjects. A student is expected to take final examinations as officially scheduled. Failure to do so may result in a reduction of grade or failure in the subject. A final examination may only be rescheduled with the approval of the Academic Dean. If an individual takes an exam at a time other than the official scheduled time, a fee of HK\$500 will be charged.

## **OFFICIAL TRANSCRIPTS**

At the request of the student, the Registrar's Office will provide, without charge, one transcript of credits as recorded on the permanent record. Additional copies cost HK\$100 (HK \$150 if mailed overseas) to be paid in advance. Transcripts are sent directly to organization(s) or authorized official(s) only upon the written request of the student. An official transcript may only be sent to an organization or official. A transcript issued directly to a student or to an individual will be stamped as "**Issued to Student**".

Transcripts are ordinarily issued and sent by Registered Mail within 5 working days from receipt of a written request. A service charge of HK\$300 (local) or HK\$450 (overseas) will be levied for earlier issue of a transcript or for sending a transcript by courier or other express services.

A student or an individual must obtain financial clearance from the Business Office before a transcript shall be issued, including the one provided without charge.

## **REPLACEMENT COPY OF DIPLOMA**

If an individual requires a replacement copy of the diploma, a fee of HK\$500 will be charged.

## **GRANTING OF NON-TRADITIONAL CREDIT**

### **1. Credit by External Examination**

Credit may be granted by the Academic Council upon the presentation of satisfactory proof that equivalent examinations at a tertiary level have been passed at a standard required by the College.

Only a grade of "S" (Satisfactory) will be recorded. Fee: HK\$500 per subject.



**2. Credit by Proficiency Examination**

A student, who has taken similar training in a different setting than a subject listed in the Bulletin and who can submit evidence that similar content has been covered as stated in a teacher's subject outline, may petition the Academic Council for a proficiency examination. If the petition is approved, the student will be given an examination set by a faculty member appointed by the Academic Council. Upon passing the examination and upon payment of tuition, credit equivalent to the existing Hong Kong Adventist College subject will be recorded on the student's permanent record.

Only an "S" grade will be recorded. The examination may be attempted only once. The proficiency examination may not be used to change grades in subjects previously attempted or audited. Fee: HK\$500 per examination.

**3. Credit by Correspondence Study**

A maximum of sixteen credits may be granted for work done through accredited correspondence study while in residence at Hong Kong Adventist College. Written permission must be obtained from the Academic Council before correspondence study commences. Correspondence study is included in calculating overall academic load. All work done by correspondence must be completed by one semester prior to graduation.

Credits from accredited correspondence study earned prior to admission are transferable on request and upon recommendation of the Department Chair. A request for transfer of correspondence study credits should be made in the first year of residence. Fee: HK\$500 recording fee per subject.

**4. Credit for Experiential Learning**

A student who has learning experience outside a college setting may petition the Academic Council to receive credit. A student must submit a portfolio or documentary evidence from a supervisor on the nature of the learning experience. Credit granted must correspond to current subject offerings. An examining committee, consisting of the appropriate Department Chair, one faculty member teaching an equivalent subject, and one faculty member from another discipline, will evaluate the materials and recommend credit to the Academic Council. After Academic Council approval and upon payment of tuition, credit will be recorded in the student's permanent record.

Only a grade of "S" (Satisfactory) will be recorded. Fee: HK\$500 per subject.

**WAIVER EXAMINATION**

A student with prior experience or training who desires to be exempt from a specific academic subject or requirement may request for a waiver examination. A fee of HK\$250 is charged for this special examination which may only be attempted once. No credit is recorded in the student's permanent record for a waiver.

## TUITION REFUND

Tuition refunds are given to students who withdraw from the College or drop individual courses during the academic term. The refund shall be calculated using the method below and shall be based on the date when all the appropriate drop forms with all the required signatures are completed and filed with the Registrar's Office.

If a student withdraws from the College within the first ten (10) calendar days of a semester, tuition paid will be refunded less a handling fee of HK\$1,500\* (i.e. This applies also to student who has completed registration and withdraws from College before a semester starts).

### AFFILIATED COLLEGE PROGRAMS

	<u>Fall and Spring Semester</u>	<u>Summer Session</u>
100%*	1 <sup>st</sup> – 10 <sup>th</sup> calendar day	1 <sup>st</sup> – 3 <sup>rd</sup> calendar day
70%	11 <sup>th</sup> – 17 <sup>th</sup> calendar day	–
50%	18 <sup>th</sup> – 24 <sup>th</sup> calendar day	4 <sup>th</sup> – 10 <sup>th</sup> calendar day
0%	25 <sup>th</sup> – last day of semester	11 <sup>th</sup> – last day of term

### ASSOCIATE IN BUSINESS DEGREE PROGRAM

	<u>Fall and Spring Semester</u>	<u>Summer Session</u>
100%*	After acceptance to day of Registration / 1 <sup>st</sup> – 10 <sup>th</sup> calendar day	1 <sup>st</sup> – 3 <sup>rd</sup> calendar day
70%	11 <sup>th</sup> – 17 <sup>th</sup> calendar day	–
50%	18 <sup>th</sup> – 24 <sup>th</sup> calendar day	4 <sup>th</sup> – 10 <sup>th</sup> calendar day
0%	25 <sup>th</sup> – last day of semester	11 <sup>th</sup> – last day of term

#### Enrolment deposit / registration fee (JUPAS)

With an offer from JUPAS,

100%	apply on or before August 15
50%	apply before August 31
0%	after August 31

### HONG KONG ADVENTIST COLLEGE PROGRAM

Tuition paid monthly, non-refundable once paid.

### DIPLOMA IN PRE-UNIVERSITY STUDIES PROGRAM

Tuition paid monthly, non-refundable once paid.

*NOTE: Date of withdrawal is determined strictly by the date of submission of the completed withdrawal form. School and/or public holidays are not deducted in determining the number of weeks from time of registration to date of withdrawal.*

## FINANCIAL AID & SCHOLARSHIPS

The financing of an education at Hong Kong Adventist College is the responsibility of the student and the parents or guardians of the student. When a financial need exists, financial aid may be available. The amount of financial aid available through Hong Kong Adventist College is dependent upon the overall resources of the College and upon the generosity of donors. Financial aid is provided primarily on a basis of need as determined by the difference between college expenses and personal/family resources.

In order to apply for financial aid, a student must submit a Financial Aid Application and full financial details of his or her personal and family financial resources. Financial Aid Application forms are available from the Business Manager.

The following grants and scholarships are available:

### 1. CHAN SHUN SCHOLARSHIP

The Chan Shun Scholarship is awarded for academic excellence. A scholarship of HK\$1,000 is awarded to any regular student who achieves a 3.50 cumulative GPA during the preceding regular school year (September - May). A student must also complete a regular academic load consisting of a minimum of 12 credits per semester for college, and a minimum of 24 credits per term for college foundation students. *Procedure:* A student need not apply for this scholarship. All regular students are eligible. Allocation is determined by the Academic Dean who submits names of students eligible for the Chan Shun Scholarship to the President at the end of the Second semester each year. The scholarship is normally announced during commencement service and is credited to the student's account in the following month.

### 2. HONG KONG ADVENTIST COLLEGE RESIDENCE GRANT

The Residence Grant is a maximum of HK\$300 per month. This grant is awarded to dormitory students who show exemplary conduct in the dormitory and on campus and who also have a financial need. A maximum of ten (10) Residence Assistance Grants may be awarded in each school year. *Procedure:* A student must apply to the Business Manager. Each applicant must also request letters of recommendation from each of the following: advisor or Department chair, dormitory dean, and dean of students. The Residence Grant is credited to a student's account monthly.

### 3. SEVENTH-DAY ADVENTIST MEMBER SCHOLARSHIP

A student who is a member in good and regular standing or who has a parent who is a member of the Seventh-day Adventist Church is eligible for scholarship equivalent to a 10% discount on actual tuition charges. *Procedure:* A student must apply to the Business Manager for the discount during initial college registration and provide a letter of recommendation from a Seventh-day Adventist pastor of his or her home church. The discount is applied to tuition.

#### **4. STUDENT AID**

A scholarship of HK\$3,000 is awarded to students who have financial need. Each school year a maximum of ten (10) awards may be given. The applicant must be a full-time student with good conduct and who has achieved a minimum of 2.50 cumulative GPA or equivalence in the school year. Procedure: A student must apply to the Business Manager. The scholarship will be credited to the student's account at the end of the school year.

#### **5. RESEARCH SCHOLARSHIP**

A scholarship of HK\$3,000 is awarded to students who would engage in scholarly activities in the summer time or during the school year. The applicant must be a full-time student in the sophomore year or above with good standing (Cumulative GPA = 2.5 or above). Procedure: A student must to the Business Manager by filling out the appropriate form. Accompanying the form, a research proposal endorsed by a faculty member (who will act as a supervisor) needs to be submitted at the same time. The scholarship committee will meet to approve the applications and shall inform the applicant within seven days after the meeting. The scholarship will be credited to the student's account upon the satisfactory completion of the research project or presented to the student in the College's annual commencement service.

#### **6. SOCIAL SERVICE SCHOLARSHIP**

A scholarship of HK\$300 –HK\$500 is awarded to students who involve in the College's social service programs. This is to encourage active participation in community service and training of their organizational and presentation skills. Matriculation students and college students who are interested in leading community service activities could apply. Procedure: A student must apply to the Business Manager by filling out the appropriate form. A training session will be arranged by the marketing department. All applicants have to be screened before they are assigned to take part in the activities of the social service programs. The scholarship will be credited to the student's account upon the satisfactory completion of the project or presented to the student in the College's annual commencement service.

#### **7. PARTNERSHIP GRANT**

Partnership Grants are provided for students.

##### **Diploma in Pre-University Studies**

- HK\$10,000 if meet the minimum entry requirement
- Additional HK\$5,000 if meet any one of the criteria:
  - Outstanding conduct in S5 or S6
  - Outstanding performance in community / voluntary services
  - Outstanding performance in Arts, Music and Sports
  - Graduate of Adventist Secondary School
  - Member of SDA church or with Adventist parent(s)

### **Associate in Business**

HKDSE Results:

- HK\$9,000 if student meet the minimum entry requirement of 10 scores
- HK\$900 for each additional score above the minimum entry requirement
- To be eligible for the Grant in year two, cumulative GPA of 2.75 or above

GPA System:

- HK\$5,000 if GPA 2.50 or above and a 2.75 to maintain it
- HK\$10,000 if GPA 3.00 or above and a 3.00 to maintain it
- HK\$15,000 if GPA 3.25 or above and a 3.25 to maintain it
- HK\$20,000 if GPA 3.50 or above and a 3.50 to maintain it

### **Bachelor Programs**

HKDSE Results:

- HK\$10,000 if student meets the minimum entry requirement of 12 scores in HKDSE results
- HK\$900 for each score above the minimum entry requirement
- To be eligible in the subsequent years:
  - HK\$5,000 if cumulative GPA is 2.75 or above
  - HK\$10,000 if cumulative GPA is 3.00 or above
  - HK\$15,000 if cumulative GPA is 3.25 or above
  - HK\$20,000 if cumulative GPA is 3.50 or above

GPA System:

- HK\$5,000 if GPA 2.50 or above, and a 2.75 to maintain it
- HK\$10,000 if GPA 3.00 or above and a 3.00 to maintain it
- HK\$15,000 if GPA 3.25 or above and a 3.25 to maintain it
- HK\$20,000 if GPA 3.50 or above and a 3.50 to maintain it

## **OTHER USEFUL LINKS**

### **Grantham Scholarships Fund - Grantham Maintenance Grants**

<http://www.sfaa.gov.hk/tc/other/content16.htm>

### **Student Financial Assistance Fund**

<http://www.sfaa.gov.hk/eng/>

### **Eligibility Criteria**

Full-time students who are in financial need and are studying at the above schools/colleges may apply.

Hong Kong Adventist College  
Tuition & Fees for 2013-2014  
20-Jun-13

	2013-14		
	Total Cost	Cost per Instal.	No. of Instal(s)
<b>College Program</b>			
<b>Master Degree (2 regular SEMESTERS for each school year)</b>			
Griggs University: Master of Christian Ministry Tuition for each credit / semester	\$1,720		
<b>Bachelor Degrees (2 regular SEMESTERS for each school year)</b>			
Andrews University: Bachelor of Arts in Religion Bachelor of Science in Health & Fitness Bachelor of Science in Psychology			
Griggs University: Bachelor of Science in Business Management			
HK Adventist Seminary: Bachelor of Ministry			
Tuition package (12 - 16 credits)	\$40,800	\$20,400	2
Tuition - under 12 credits / per credit / semester	\$1,720		
Tuition - over 16 credits / per credit / semester	\$1,400		
Summer session per credit	\$1,300		
<b>4-year diploma (2 regular SEMESTERS for each school year)</b>			
Tuition package (12 - 16 credits)	\$40,800	\$5,100	8
Tuition - under 12 credits / per credit / semester	\$1,720		
Tuition - over 16 credits / per credit / semester	\$1,400		
Summer session per credit	\$1,300		
<b>Associate in Business Degree (2 regular SEMESTERS for each school year)</b>			
Tuition package (12 - 16 credits)	\$39,600	\$4,400	9
Tuition - under 12 credits / per credit / semester	\$1,600		
Tuition - over 16 credits / per credit / semester	\$1,300		
Summer session per credit	\$1,300		
<b>Extension school</b>			
Tuition - per credit / semester	\$1,400		
Audit (certificate of attendance) / per credit / semester (net)	\$840		
Audit (without certificate of attendance) / per credit / semester (net)	\$560		
<b>English Program</b>			
Comprehensive English (up to 4 AU credits)	\$34,000	\$17,000	2
Proficiency English (up to 9 AU credits)	\$37,600	\$18,800	2
One-year Certificate	\$25,200	\$2,800	9
<b>Pre-College</b>			
Diploma in Pre-University Studies	\$31,000	\$3,100	10
<b>Room &amp; Board / monthly</b>			
4-person / room - per person (regular)	\$3,850		
4-person / room - per person (long-term)	\$5,100		
Activities Fee	\$600		
<b>Other fees.</b>			
Application Fee :			
Pre-College Program (Diploma in Pre-U Studies & S6 Repeat)	\$50		
College Program (except affiliated program)	\$200		
Andrews U / Griggs U Affiliated Program	\$2,500		
General Fee:	\$0		
Graduation Fee :			
Pre-College Program (Diploma in Pre-U Studies & S6 Repeat)	\$100		
College Program (except affiliated program)	\$300		
Affiliated Program (Andrews U & Griggs U)	\$1,500		
Late Registration	\$500		
Changes in Registration	\$50		
English Proficiency Test	\$80		
Examination outside of schedule - per examination	\$500		
Official transcript:-			
Local address	\$100		
Foreign address	\$150		
Express service (local)	\$300		
Express service (overseas)	\$450		
Recording fee:-			
Credit by external examination	\$500		
Credit by correspondence study	\$500		
Credit by experiential learning	\$500		
Proficiency examination (for credit)	\$500		
Waiver examination	\$250		

# ADMISSION

The College welcomes any student who wishes to integrate the world of knowledge with the realities of Christian living. Subject to available space, an individual with the necessary academic background, financial resources, and character references and who is willing to accept the policies of the College as well as to adjust to its philosophical, religious, social, and cultural atmosphere may be admitted to the academic programs. Hong Kong Adventist College accepts each qualified individual without discrimination on the basis of race, sex, age, language, color, national origin, or religion. Disabled applicants may be accommodated provided the courses applied for are those, which the applicants are physically able to cope with.

## ADMISSION REQUIREMENTS

To be considered academically qualified for **REGULAR COLLEGE ADMISSION**, a student must attain one of the following standards:

### A. AFFILIATED PROGRAMS

#### HONG KONG SYSTEM OF EDUCATION

Pre-Associate Degree or similar Programs

Graduated with a cumulative Grade Point Average (GPA) of 2.5 or above

Hong Kong Advanced Level Examination (HKALE) (before 2013)

Three passes including English

**or**

School result of Form 7 graduates showing passes in four subjects including English and a passing average (based on individual school required passing average)

Completion of Form 6 (334 New Academic Structure and Old Hong Kong Education System)

School result showing passes in four subjects including English and a passing average (based on individual school required passing average)

Hong Kong Diploma in Secondary Education (HKDSE)

Level 3 in English and Chinese

Level 2 in Mathematics

Level 2 in Liberal Studies

Level 2 in Elective

#### CHINA SYSTEM OF EDUCATION

Senior High School (Grade 12)

Pass with at least 50% of the term-end and year-end tests

## **SOUTHEAST ASIAN SYSTEM OF EDUCATION**

### Malaysia

Sijil Tinggi Persekolahan Malaysia (STPM) – *Malaysian Higher School Certificate (equivalent to HKALE in Hong Kong Examination System)*

Three passes including English language

### Singapore

General Certificate of Education Advanced Level (GCE-A) (*equivalent to HKALE in Hong Kong Examination System*)

Three passes including English language

### Indonesia

Evaluasi Belajar Tingkat Akhir National: Sekolah Menengah Atas (*National Evaluation of Studies at the Final level: Academic Senior Secondary School*)

Award: Surat Tanda Tamat Belajar Sekolah Menengah Umum Tingkat Atas (*Senior Secondary School Certificate of Completion*)

### Thailand

O-NET (Ordinary National Education Test)

A-NET (Advanced National Education Test)

Students can choose any of the above tests but to be admitted to the local universities, students must also take Central University Admission System test (CUAS) which comprises of 50% of each of the above tests plus half of the Fourth Level Grade Point Average.

## **ASSOCIATE DEGREE**

With Associate Degree or higher qualification from accredited educational agencies recognized by the local government in the applicant's country.

## **HONG KONG ADVENTIST COLLEGE PRE-COLLEGE PROGRAM**

Graduated with a cumulative Grade Point Average (GPA) of 2.5 or above and passing all subjects and a minimum of B in conduct

## **B. ASSOCIATE DEGREE**

Completion of Secondary Six and have achieved five passes in HKCEE, including English and one language subject,

**or**

Completion of Secondary Six and have achieved Level 2 in five HKDSE including English and one other language subject.



## C. DIPLOMA IN PRE-UNIVERSITY STUDIES

Hong Kong Diploma in Secondary Education (HKDSE)  
Completed SS3 (NSS) with Level 2 in English

Hong Kong Certificate of Education Examination (HKCEE)  
Passed five subjects including English and Chinese,

Holder of Project Yi Jin / Associate Diploma or certificate(s) from overseas or mainland China with minimum proficiency in English and Math exam by HKAC, \*to be assessed on a case-by-case basis,

Mature applicant of 21 years of age, with minimum proficiency in English and Math exam by HKAC \*, and two recommendations.

\* Additional English and Math tutorial classes are required if student have not satisfied the minimum English requirement.

### CONDITIONAL ACCEPTANCE

Students who do NOT meet these requirements may request for **CONDITIONAL ACCEPTANCE**. But the Admission Council reserves the right to consider reviewing such request or not.

- a. Conditional Acceptance to bachelor degree programs may be given if a student has one of the following:
- Five HKCEE passes with grade C or higher in at least 3 subjects (a minimum of 11 points),  
or
  - Five GCE "O" level passes with English as one of the subjects,  
or
  - High school equivalency test, such as the GED test with an average standard score of 50 on the five sections of the test and with no score less than 45 on any section,  
or
  - Mature Student: Mature applicants must be over the age of 23 by 1 September of the year of admission and be able to demonstrate aptitude and suitability for the program. Each mature applicant will be considered on merits.
- b. A conditional student must earn regular status within a duration of three semesters of admission and may do so in the following manner:
- Within the duration he/she must earned at least 36 credits. S/He may elect to enroll during summer session(s). The 36 credits may include credits from remedial English courses
  - The accumulative GPA must be at least 2.0 by the end of the duration, and the grades of each course must be C or above.

## **FOREIGN STUDENT REGISTRATION POLICY**

1. All foreign students are required to take a full course load (i.e. at least 12 credits), except for those on academic probation, to fulfill all the major and general studies requirements within the normal 4-year program (required by the Hong Kong Immigration Department). Summer sessions provide room for the following:
  - a. Extra electives
  - b. Necessary adjustments when programs are lengthened because of repeat, academic probation, etc.
  - c. Extra language courses as needed to fulfill prerequisites.
  - d. Courses needed due to the fact that it is foreseeable that the total credits accumulated in 4 years will be less than those needed to graduate.
  
2. Once registered in a specific major, a foreign student may only request for a change in a program through a petition to the Academic Council. Approval may only be granted on an individual basis as deemed appropriate by the Council based on the reasons given or other criteria. This change will be immediately reported to the Hong Kong Immigration Department for amendment of their record.
  
3. A foreign student who is absent from classes beyond the allowed number of absences (regardless of reasons) may be subjected to suspension from continuing his or her study. Absences will be reported to the Hong Kong Immigration Department.
  
4. All foreign students are required to stay in the dormitory unless appropriate arrangement is made through a petition to the Administrative Committee. Approval for a foreign student to stay elsewhere is subjected to the Council's discretion. If the approval is granted, the student's guardian is required to sign an agreement signifying that he or she will be responsible for the student outside of regular class hours.

## **ADVANCED PLACEMENT**

A student, who has met the requirements for regular college standing and who has passed additional public examinations, such as the GCE A-Level or the Hong Kong Advanced Level, may be granted advanced standing. Depending on the subjects taken, a student with a pass in the College Level Examination Program (CLEP) or its equivalent may also be granted this status. In the same manner, a student who has already passed professional examinations from recognized professional bodies such as the Association of Certified Accountants (ACA) will receive similar privileges.

## **STUDENT STATUS**

### **GUEST**

A student regularly enrolled in other accredited institutions of higher education may take courses at the College, provided that the application so declares and official permission is granted by the Academic Dean or Registrar of the other institution. The student should be in good and regular standing at the home institution. Credits earned in this manner may be transferred at the student's request.

### **PROVISIONAL**

An applicant who does not have all the original documentation may be admitted on a provisional basis for a period of not more than one term, during which all known deficiencies must be made up. Credits earned on this basis are not transferable to other institutions until the student is admitted into regular standing.

### **SPECIAL**

An applicant who does not qualify academically as a regular student and who does not plan to complete any college program but is able to benefit from college course work may be allowed to enroll as a special student. Work done as a special student is recorded as no credit (NC) may not be applied to any program at a later date.

### **TRANSFER**

Students in good and regular standing from accredited colleges and universities may be accepted as transfer students.

### **PART-TIME**

A student taking less than 12 credit hours during the regular school term is considered a part-time student. Part-time students during the regular school term are generally required to attend chapel periods and other scheduled school functions. Participation of service education is encouraged but not mandatory.

## **RE-ADMISSION**

A student who has remained out of school for two consecutive regular semesters is readmitted without having to re-apply.

### **RE-ADMISSION OF ACADEMICALLY DISQUALIFIED STUDENTS**

A student who has been academically disqualified may reapply for admission after a break of at least one academic year. However, the student must give evidence of ability to succeed. An academically disqualified student who has been re-admitted must maintain a minimum cumulative GPA of 2.0 each semester.

### **BULLETIN**

A student who has remained out of school for two consecutive regular semesters is readmitted under the Bulletin prior to the term of readmission.

A student who has remained out of school for more than two consecutive regular semesters is readmitted under the current Bulletin that is in effect at the time of readmission. If a student wishes to follow the degree requirements from a Bulletin in effect prior to the term of readmission, he/she must make a petition to the Academic Council. There is no guarantee that such a request will be granted and readmitted students should be prepared to follow the current degree requirements as outlined in the current Bulletin.

## **ADMISSION PROCEDURES**

An applicant for admission must submit all relevant documents and fulfill the following requirements:

1. A completed **Admission Application Form**.
2. An application of HK\$50 for Diploma in Pre-University Studies, and a HK\$200 for Associate in Business and Bachelor programs (HK\$200 or US\$30 for foreign applications). This fee is not refundable.

Students applying affiliated programs pay an additional of \$ 2,500 application fee.

3. An official transcript of records from high school(s) and college(s) previously attended. The applicant is responsible for having these transcripts sent directly from the previous school(s) to the Registrar.
4. Certified copies of all diplomas, certificates, transcripts, grade reports, test scores, and any other evidence of academic accomplishments attesting to the eligibility and qualification for College entrance.

NOTE: All documents must be **CERTIFIED** by a notary public, magistrate, school principal, or equivalent legal authority. Photocopies without the appropriate original signature or seal are not accepted as evidence of academic achievements. Also, for documents not in English or Chinese, certified translation is required.

5. A completed **Residence Application Form** (if the applicant desires to live in a school dormitory residence).
6. The **Financial Guarantee Form** completed by the sponsor or parent responsible for payment of school expenses. Documented proof of ability to provide financial support must be supplied with the application.
7. A completed **Health Certificate** or **Physical Examination Form** issued by a registered physician or a reputable hospital.
8. The following deposits (*as applicable*):
  - a. The Dormitory Reservation Deposit of one month's residence fee.

- b. The Foreign Student Deposit of HK\$20,000 (dormitory student) or HK\$10,000 (day student).
9. Character references from two reputable persons who have known the applicant personally in an academic or religious setting, but who are not in any way related. These recommendations, on the prescribed forms, should be sent directly to the College Registrar.
10. 2 stamped envelope from the applicants with returning address
- a. Envelope 1: For sending Letter of Acceptance to the applicants
  - b. Envelope 2: For sending Letter of Registration to the applicants

Upon receipt of all forms and documents, the Admissions Council takes official action and the applicant is notified of its decision. An official letter of acceptance will be sent to all accepted students.

The student, upon acceptance, should notify the College of the expected date of arrival on campus so that the necessary arrangements can be made to receive him or her. Foreign students should indicate the flight details and time of arrival.

All correspondence or inquiries are to be addressed to:

**The Registrar  
Hong Kong Adventist College  
1111 Clear Water Bay Road  
Sai Kung, New Territories  
Hong Kong, SAR**

## **APPLICATION DEADLINES**

The College accepts applications throughout the year. However, a student is not allowed to register for courses after the last official day to enter classes. Late admission may be considered on an individual, merit basis. Although the processing of an application seldom takes more than two weeks (once *all* supporting application materials are received), a prospective student should allow at least six weeks for the application process. A foreign student should plan on an additional four to six months in order to obtain visas from the nearest Chinese Embassy or appropriate office in his or her own country.

## ACADEMIC POLICIES

The development of academic policies at the College is a continuing process involving both faculty and students in an attempt to provide fair and consistent operating practices for all members of the academic community.

The Academic Council meets regularly to deal with academic matters and to formulate academic policy. A request for any variance from published academic policy must be submitted to this committee on a petition form available from the Registrar's Office.

As academic policies are formulated and revised from time to time, they are announced during assemblies and/or posted on the Registrar's Office bulletin board. Announcements of new or revised policies are considered as official as those published in this Bulletin and will be incorporated in subsequent publications. Changes are available from the Registrar. **Changes in academic policies are effective from the date announced.**

## ACADEMIC AUTHORITY

The Academic Dean is the final authority in all academic matters and is charged with the interpretation and enforcement of academic requirements. Any exceptions or changes in academic requirements, graduation requirements, test schedules, or grades are not valid unless approved by the Academic Dean. Any action taken by individual faculty members in regard to these matters are advisory only and are binding to the College unless approved by the Academic Dean.

## PETITIONS

A student wishing to seek clarification of, or to be exempted from, any academic policy may do so through a petition to the Academic Council. A petition form is available from the Registrar's Office. A completed petition form along with supporting documents should be submitted to the Registrar at least three working days before each scheduled Academic Council meeting. Please also refer to section on "APPEAL" (p.18-19).

## REGISTRATION

The academic year at Hong Kong Adventist College is divided into three school terms: Fall Semester, Spring Semester and Summer Session. A student is required to register during the days published in the Academic Calendar. The registration procedure usually includes completion of forms from the Registrar's Office, faculty advisement, financial clearance, and program approval. Registration is officially completed only after all fees are paid, all completed forms are accepted by the Registrar's Office, and a registration notice is issued.

## **NEW STUDENT ORIENTATION**

All new students are expected to be present at the new student orientation program as scheduled. This program is designed to introduce new students to life at Hong Kong Adventist College, to provide entrance and placement tests, to introduce students to their academic advisors, to begin academic advisement, and to initiate registration. The English placement test required for entrance is usually given at this time for those who do not have test scores on file at the Registrar's Office.

## **LATE REGISTRATION**

A student who registers after the designated day(s) is charged a late registration fee of HK\$500. A late registrant may be required to take a reduced course load and is responsible for all missed work. **No student may register after the last official day to enter classes.**

## **CHANGES IN REGISTRATION**

A student may enter or withdraw from any course without charge during the first week of each semester. After the first week, a fee of HK\$50 is charged each time for changes made in their program. A student may not enter a course after the second week of the regular semester and after the first week of a summer session. A Change of Program form, available from the Registrar's Office, must be used for any changes in registration.

## **AUDIT REGISTRATION**

Regular students who are registered for 12 credits of class work may, in addition, audit a course by permission of the instructor and the department chair. Students may change their registration from credit to audit through the tenth week of the semester. Students who have taken a course under the audit provision will not be permitted to challenge the course later on.

Special students may register to audit courses for which they pay regular tuition fees. Registration may not be changed from audit to credit.

Regular attendance policies apply to all audit students. Audit students must conduct themselves in such a manner so as not to interfere with the rights of students taking the course for credit. No grades or credits will be issued or recorded for audit courses. Such courses will be recorded only as AU.

## **REGISTRATION RECORD**

During registration, an initial registration notice is issued to each student. After the first week, a final registration notice is issued. A student must report any errors to the Registrar's Office within two working days after the final registration notice has been issued. Official class lists, which are issued to instructors, are based on the official registration notice.

## **CANCELLATION OF COURSES**

The College reserves the right to cancel a class according to circumstances. The following factors will be taken into consideration in determining whether to offer a class with fewer than five students: teacher loading, teacher availability, sequence of courses in major and general studies requirements, as well as the needs of the students.

## **CHANGE OF CLASS SCHEDULE**

The College reserves the right to change the class schedule according to circumstances such as conflict of classes and time. Priority will be given to students who are graduating within the school-year.

## **WITHDRAWAL**

Withdrawal is considered a serious decision and should be made in counsel with the student's advisor.

The College administration reserves the right to require a student to withdraw at any time for reasons considered sufficient to justify such a measure. Such reasons include continued academic failure or unwillingness to abide by college regulations and principles. Re-admission will be considered on individual merit.

### **WITHDRAWAL FROM COLLEGE**

A student who wishes to withdraw from the College must complete the **Total Withdrawal From College Form**, obtained from the Registrar's Office. This process includes withdrawal from all classes, clearance from the advisor, the Academic Dean, Business Office, the Dean of Students, the Librarian, the Residence Hall Dean (for dormitory students), and the Registrar.

### **COURSE OR PROGRAM CHANGE OR WITHDRAWAL**

A student who wishes to add a course or to withdraw from a course or a program must complete and file appropriate forms supplied by the Office of the Registrar. This should be done in consultation with the student's Advisor and/or the Academic Dean.

Any student who enrolls in a class and fails to attend and/or to withdraw from that class within the prescribed time will receive a letter grade of "F".

A student who withdraws from any course between the third and the tenth week of a semester will receive a grade of "W" for that course. A student may not withdraw from a course(s) after the tenth week. (Note: This does not apply to total withdrawal from school.)

## **ATTENDANCE AND COURSE CREDIT**

### **ENTRANCE**

Students are not allowed to enter classes unless they are properly registered, meaning that their names appear on the class list issued from the Registrar's office. No credit will be awarded otherwise, even though the student has faithfully attended classes throughout the term and paid the fees.

### **ATTENDANCE POLICY**

Hong Kong Adventist College adopts a strict attendance policy for all students. Regular attendance and punctuality to class is expected of every student. To receive a grade for a course, students are required to be present in at least 80% of all the class hours. For courses



with a laboratory component, 80% attendance policy also applies to attendance in the laboratory. In addition, all full-time students are required to attend scheduled school functions, including orientation, assembly, service education and picnic day, etc organized by the College. Absence in any of these functions may result in disciplinary actions initiated by the Dean of Students.

### **ABSENCE**

The instructor may excuse a student who is absent from classes or assembly with a valid reason, such as personal illness or family emergency. However, excused absence does not exempt the student from the need to make up all possible work or assignments (such as examinations, class assignments, or laboratory work) missed during the absence or tardiness, and to fulfill the attendance policy of 80% overall class attendance. It is also the student's responsibility to check with the instructor immediately upon return to class after an excused absence to determine required make-up work and to complete any work according to the deadline set by the instructor.

### **TARDINESS**

Three occasions of tardiness in a class are equivalent to one absence. A tardiness in excess of 15 minutes is considered to be an absence. Unless otherwise specified by the instructor, a student is considered tardy when the student is absent during the time that attendance is being taken.

### **UNEXCUSED ABSENCE**

A student who misses school assignments or examinations as a result of an unexcused absence or tardiness may not be allowed to make up the work.

### **CHAPEL / ASSEMBLY ATTENDANCE**

Each student is expected to attend the weekly college chapel / assembly. Attendance of designated recreational events such as picnic day is counted under chapel attendance. A student is allowed up to 20% absence per semester. Beyond that, a disciplinary action will be taken to "make up" the attendance. Otherwise an "U" grade will be given. Community services program will be utilized as the make up solution for excess chapel/assembly absences. The student is required to complete the make up within the semester the excess absences were committed. One absence is equal to one hour community service.

### **CHAPEL / ASSEMBLY ATTENDANCE POLICY:**

1.	One regular Chapel / Professional Club Meeting	=	1 attendance point
2.	School Picnic	=	3 attendance points
3.	Food & Fun Fair and Alumni Day	=	3 attendance points
4.	One Gospel Week day	=	1 attendance point
5.	Christmas Program	=	2 attendance points
6.	Recreation Day	=	3 attendance points
7.	Talent Show / Cultural Day / Mission Day / Singing Contest	=	2 attendance points
8.	Any 1 hour specially arranged seminar / lecture	=	1 attendance point

Note: 3 late attendances = 1 absent  
Total attendance < 80% = U grade  
Total attendance  $\geq$  80% = S grade

## ACADEMIC INTEGRITY AND HONESTY

Academic honesty is the cornerstone of an educational institution. Academic dishonesty, on the other hand, is a threat to the entire academic community and is, perhaps, the most serious violation of trust that can occur in a collegiate community. Hong Kong Adventist College expects high standards of integrity from all members of the institution. Academic honesty is assumed to be the norm in all academic activities.

Academic dishonesty includes:

**1. Plagiarizing.**

This includes but is not limited to presenting research papers, reports (laboratory, reading, case study, etc.), or assignments not based on personal study effort (e.g. copying other's published work, and/or not giving credits to other authors).

**2. Cheating on assignments or examinations.**

This includes but is not limited to using learning aids not permitted by the instructor during a quiz, test, or examination; copying another person's answer or using exam or crib notes during an examination; using someone else's answer in a take-home or open-book examination; using any material or mechanical or electronic means that would permit an unfair advantage over other students in the class.

**3. Forgery of signatures or falsification of data.**

**4. Unauthorized access to College files or accounts.**

**5. Removal, mutilation, or deliberate concealment of materials belonging to the institution.**

**6. Assisting another acts of academic dishonesty.**

(e.g. falsifying attendance records, providing unauthorized course materials)

It is the responsibility of all faculty members to report all instances of academic dishonesty to the appropriate Department Chair who will then appraise the Academic Dean. It is the responsibility of each student to avoid both dishonest practices and the appearance of dishonesty. Each student should make the necessary effort to ensure that his or her academic work is not used by other students.

## PENALTIES

Dishonest work will NOT be accepted at all. A student committing any offense against academic integrity and honesty may receive from the instructor a failing grade in an assignment, in an exam or in a course, without possibility of withdrawal. The nature of the

offense may also result in probation, suspension, dismissal, or permanent expulsion as determined by the Academic Dean in consultation with the Dean of Students and the Academic Council. Suspension, dismissal, or permanent expulsion will also involve action by the Administrative Committee.

## LANGUAGE PROFICIENCY

### CHINESE

All students are expected to develop at least some Chinese language communication skills. In order to graduate from HKAC (both affiliated and non-affiliated programs), students from Chinese-medium secondary school must take CHIN207 Practical Chinese Writing (3 credits). Students from non Chinese-medium secondary school must take Beginning Mandarin I course (4 credits). Students with prior Chinese language education or experience which results in language level higher than Beginning Mandarin I but is insufficient for admission into Practical Chinese course may petition for a waiver. A waiver examination may be required.

### ENGLISH

Students in the **Affiliation Programs** are expected to have a proficiency level in English language skills comparable to those expected by North American colleges and universities. At Hong Kong Adventist College, all students whose first language is not English must demonstrate that they can read, speak and understand English. A minimum score of 79 in Test of English as a Foreign Language (TOEFL – iBT) or 6.5 in International English Language Testing System (IELTS) is used to measure such proficiency. Students who score below these levels are placed at the appropriate levels in the English remedial program. An average score of a B is required to progress to the next level in the program. Students who do not have results of these tests must plan to take the test at least three weeks prior to the start of classes to ensure that results are released in time for class registration.

Level	Score (any one of the followings)	English Courses	Limitations
0	TOEFL – iBT 60  IELTS 4.5	Certificate in English (one-year total immersion English programme)	No College-level courses.
1	TOEFL – iBT 60 or below  IELTS 5.0 or below	Comprehensive English I & II	May take no more than 4 credits of College-level courses per semester.  May take only courses that do not require comprehensive understanding of the texts in English language in order to pass.
2	TOEFL – iBT 61 – 69  IELTS 5.5  An average of B or above in Comprehensive English I and II	Proficiency English I & II	May take no more than 9 credits of College-level courses per semester.*  May take only 100 and 200 levels courses (except English Composition or courses that require English Composition as prerequisite).

			Not allowed to take courses that require intensive research writing skills.
3	TOEFL – iBT 80 or above IELTS 6.0 or above HKCEE – Level 4 or C in English Language HKALE – D in Use of English HKDSE – Level 3 in English Language An average of B or above in Proficiency English I and II	English Composition I	Must complete at least 24 College-level credits before being allowed to register for ENGL215 English Composition II. May take up to 16 credits of College-level courses. Students need to secure approval from the Department Chair to take beyond 16 credits.

\* Students who have a cumulative Grade Point Average of 3.00 or above may take up to 10 credits of College-level courses.

Students may also opt to do Certificate in English, an intensive English program where they take only English language courses for one year for a total of 32 credits, in order to fulfill Proficiency English requirements. To be eligible for the Certificate in English program, students must pass in all the courses prescribed in program with a cumulative GPA of no less than 2.5.

Students who successfully complete this program according to the above requirements may proceed to ENSL090 Proficiency English I and other College-level courses.

### ENGLISH REQUIREMENTS FOR HKAC PROGRAMS

Students in the HKAC programs are required to take ENGL101 and 102 General English I and II courses before proceeding to their junior year.

### REQUIRED COURSES

All **REGULAR** college students are expected to take the following required courses as stipulated below:

English	as required (subject to proficiency level)
Chinese	subject to proficiency level
Chapel	every semester when a person is not exempted
Philosophy of Service	the 1st year enrolled
Religion	minimum of one course every school year
BHSC300 Fieldwork	no later than their junior year.

Although these requirements are already stipulated in other areas (Language Proficiency, General studies, Graduation, etc.), these requirements apply to **ALL** regular college students regardless of intent to transfer.

All **PART-TIME** College students who have not fulfilled their language requirements are required to take at least one language course based on their current language proficiency test score (IELTS or TOEFL) or their grade in their previous language course(s).

## **ACADEMIC STATUS**

### **RESIDENCE**

Residence is formally established by obtaining regular admission and completion of one semester of full-time study (minimum of 12 credits) with a GPA of 2.00. Extension students establish residence by completion of two consecutive semesters (also minimum of 12 semester credits with a GPA of 2.00).

Until residence is formalized, the governing Bulletin is not established and the College will not formally accept transfer credits or non-traditional credit.

A student is registered in a department and/or major upon initial acceptance. A student who wishes to change department and/or major(s) must indicate this intent on the appropriate form available from the Registrar's Office. A student of undecided major or major not available in HKAC is temporarily in a department selected by HKAC or in the major of General Studies.

### **CLASS STANDING**

Class standing refers to a student's level of completion of an academic program. There are four classes: Freshman, Sophomore, Junior and Senior. In addition, these classes which are based on academic standing are organized to provide social and leadership opportunities. Class standing is determined at the beginning of each school year and includes current registration.

#### **Freshmen**

An applicant who has met the entrance requirements and has been accepted as a regular student is classified as a Freshmen. All first-time students are initially classified as Freshmen. A student accepted on a provisional basis is also classified as a Freshman but may not advance to the Sophomore standing until he or she has become a regular student. Consideration for advanced class standing may be made for transfer students upon the recommendation of the Registrar.

#### **Sophomore**

A regular student who has earned 24 credits with a minimum cumulative GPA of 2.00 and who is currently registered for a minimum of 8 credits (for a total of 32) is classified as a Sophomore. A Sophomore student in any two-year diploma program may also be eligible to join the graduating class.

### **Junior**

A regular student who has earned 56 credits with a minimum cumulative GPA of 2.00 and who is currently registered for a minimum of 8 credits (for a total of 64) is classified as a Junior. To be classified as a Junior, a student must declare an academic major and be eligible to take upper-Department course work.

### **Senior**

A regular student who has completed 88 credits with a minimum cumulative GPA of 2.00 overall and a 2.25 GPA in the major and who is currently registered for a minimum of 8 credits (for a total of 96) is classified as a Senior. A senior student in four-year diploma or bachelor's programs may be eligible to join the graduating class, subject to completion of graduation requirements and due process of application to graduate. To join the Senior class, a student must be eligible to graduate at the next commencement and must file for candidacy of graduation with the Registrar's Office.

## **ACADEMIC PROBATION**

A student who has a semester or cumulative grade point average (GPA) below 2.00 is placed on academic probation, is restricted to registering for a maximum of 12 credits per semester, and will be referred for academic counseling. (See the section Foreign Student Policy also.)

A student whose semester GPA is below 2.00 for three consecutive school terms and/or whose cumulative GPA is also below 2.00 is considered to be academically disqualified and will not be permitted to register for further credits, except by action of the Academic Council.

A student on academic probation who has not reached a cumulative 2.00 GPA by the time he or she has completed 96 credits is academically disqualified and will not be permitted to register for further credits.

A student who is on probation need to meet the English requirement and must earn regular status within 3 semesters of admission by earning at least 24 credits with a minimum GPA of 2.00 and no grade lower than C after 2 semester OR at least 36 credits with a minimum GPA of 2.00 after 3 semester. Upon change of status of regular admission in AU affiliated programs, students must continue to work to fulfill English language proficiency requirements.

A student on academic probation is advised to repeat courses in which he or she has received a grade "D" or "F" in order to raise the cumulative GPA.

## **ACADEMIC LOAD**

### **SEMESTER CREDITS**

Semester credit is the basic unit of measurement in determining academic course work and load at Hong Kong Adventist College. A semester credit is defined as one 50-minute class period per week per semester.

## **ACADEMIC LOAD**

A normal academic load for a student is 12-16 credit hours each semester. A normal load usually consists of 4-5 courses plus 1-2 activity and/or music courses. A normal load during the summer session is 6-8 credit hours. Correspondence study is included in academic load. No student may take more than 20 credits during a semester and more than 10 credits during summer session.

Calculation of the amount of time needed to study a given academic load may use this rule of thumb: A student is generally expected to spend 2 to 3 hours in preparation/review/assignment outside of class for each 50min of instructional time. This means a student taking a normal academic load of 16 credits will usually spend 48 to 64 hours each week in working on the courses by oneself and class attendance.

A College student with scholastic problems or who is on academic probation may not take more than 12 credits each term. Similarly, a student with a heavy work or extracurricular load should reduce the academic load. An international student is required by Hong Kong Immigration Department policy to take a normal load. (See Foreign Student Policy)

## **OVERLOAD**

A student with a grade point average (GPA) of 3.00 and above during the previous regular semester may be permitted to take up to 18 credits at the discretion of the Department Chair.

A load beyond 18 requires a petition to the Academic Council; this load is usually only opened to students with a GPA of at least 3.30 based on a normal load in the previous regular semester.

## **LANGUAGE PROFICIENCY AND COURSE LOAD**

A College student who has not achieved the required English proficiency will be required to take a reduced college load. (See "Language Proficiency" section). The balance of the time of such student should be devoted to achieving the required English proficiency. Likewise, foreign students (i.e. students whose first language is not English) who plan to graduate from HKAC and have not attained the Chinese proficiency needed will also be required to take a reduced college load and must first work on achieving the needed Chinese proficiency as the priority.

## **WORK LOAD**

A student who has part-time employment is expected to adjust the academic course load so that there is a reasonable balance between work and study. In determining the proper balance, the student's ability and previous academic record are considered. The following schedule should serve as a guide:

<u>Course Load</u>	<u>Work Load</u>
12 – 17 credits	10 – 20 hours
7 – 11 credits	20 – 30 hours

Arrangements for work are usually made as part of the registration procedure in consultation with the Business Manager, the advisor, and the Academic Dean.

## **DIRECTED STUDY**

Independent study is offered to provide opportunity for a student to have a special academic experience beyond that which is offered in the regular coursework, and is supervised by a faculty member with expertise in the area of study. It is evaluated according to specific goals prescribed in a document of agreement which includes: a description of the work to be done, the basis of grading, the number of credits to be awarded, and an agreed-upon schedule for student-teacher contact.

Independent study is limited to 8 credits in degree programs. Courses appearing in the College Bulletin shall always be taken under their own course number regardless of class size.

Directed study courses are offered within each department. The content of such courses is determined by the teacher in consultation with the Department Chair.

## **PRIVATE TUTORIAL**

Private tutorials are available only for courses listed in the College Bulletin. Private tuition of a college course is given only under extraordinary circumstances along the following guidelines:

### **1. PURPOSE**

To enhance a student's sense of responsibility, self-reliance, and perception. Permits exploration and in-depth study of different subject areas or sub-specialties. May be used as a last resort to resolve conflicts of scheduling, meet graduation requirements, and stay on track when scheduled classes are canceled by the College.

### **2. QUALIFICATIONS**

Third-and fourth-year students who possess the necessary background to benefit from this approach.

### **3. CONTENT**

May be similar to courses already offered in the College, but preferably in new areas of study. Students, in consultation with the teacher, are required to draw up a course outline specifying all the learning activities for the designated time period and agree upon the standard achievement for evaluation purposes. Interdisciplinary studies involving more than one department are not only permissible but also encouraged. Research, especially that involving primary sources of information, is encouraged. Trained observation and supervised practical experiences may also be included.

### **4. TIME STANDARD**

A minimum of 30 clock hours of meaningful and purposeful work for each credit. Class attendance is replaced by three hours of student-teacher consultation or tutorials.



5. **LIMIT**

No more than five (5) percent of total course requirements, and no more than 4 credits in one term for independent study. Private tutorials may exceed the limit upon approval of the Academic Council.

## **SEQUENCE OF COURSES**

Credit is not usually granted for beginning or introductory courses taken after more advanced courses in the subject area have been completed. If permission is granted for a waiver of prerequisites for a more advanced course, the prerequisite course, if taken later, will not count in meeting total credits required for graduation.

## **WAIVERS**

A student with prior experience or training who desires to be exempt from a specified academic course or requirement may petition the Academic Council for a waiver upon submission of proper documentation. When necessary, the student may be given a waiver examination as directed by the Academic Council. A fee of HK\$250 is charged for this special examination. A waiver examination may only be attempted once. No credit is recorded in the student's permanent record for a waiver.

## **COURSE INFORMATION**

Courses are numbered in an alphanumeric system. The first four letters represent the discipline. Three numbers follow the letters. The first digit designates the recommended year in which the course should be taken. Lower Department courses are numbered from 100 to 299. Upper Department courses are numbered from 300 to 499. The second digit may represent the sub Departments within a discipline.

In general, the following guidelines have been used in course numbering:

000-099	Remedial and Experiential courses (credits do not apply toward graduation, but do apply to financial aid minimums)
100-199	Courses normally taken during the freshman year
200-299	Courses normally taken during the sophomore year
300-399	Courses normally taken during the junior year
400-499	Courses normally taken during the senior year

The first numeral indicates academic level of the course. The third numeral will indicate course sequencing. Courses in which the third numerals are 1, 2, and 3, must be taken in sequence. (*For Example, ENGL 121, 122, 123 must be taken in sequence*).

The credit indicated in connection with a course is the credit hour. One credit hour represents one lecture period per week or three clock hours of laboratory work.

The College will make every effort to offer all courses at appropriate intervals. It does reserve the right, however, to alter the sequences or drop courses if unforeseen circumstances in class enrollments or teacher staffing so dictate. The class schedule should be consulted for personal planning of course loads and schedules.

When courses specify that they are offered odd or even years, "odd or even" refers to the alternate years in which the academic bulletin takes effect.

### **PRACTICUM/FIELD EXPERIENCE**

Directed Study in practical setting. One academic credit requires a minimum of 45 hours of work.

### **LABORATORIES**

Required laboratories are listed in the course description. 45 hours of laboratory time (usually a weekly three-hour laboratory) are required for courses with compulsory laboratory experience.

### **LANGUAGE OF INSTRUCTION**

Unless otherwise indicated, as a rule, the language of instruction and assignment is English. However, if there is not a single student of AU Affiliation Program enrolled in a specific class, all students enrolled understand Chinese, and resources permitting, HKAC may consider supplementing the teaching of the class for that particular time in Chinese if it is the request of all students enrolled.

### **UPPER DEPARTMENT COURSE RESTRICTIONS**

All first-year College students (Hong Kong Adventist College and Andrews University affiliated) are normally restricted to register for lower department courses numbering between 100 and 200. In order to register for upper department courses, students in the AU affiliated programs must have a pass in ENGL115 English Composition I while HKAC students must pass ENSL101 Intensive General English I and ENSL102 Intensive General English II. While students in the AU programs may take upper department course after successful completion of ENGL115 English Composition I, they may not take upper department courses that require intensive or professional research writing skills.

## **MAJOR AND MINOR REQUIREMENTS**

Each Department lists the subjects that are required for each major and minor program. A major is a concentration of courses in a discipline or subject area of ~36-44 credits. A minor is a concentration of courses in a discipline or subject area of ~20-24 credits.

## **PREREQUISITES**

Each student must meet prerequisites before enrolling for a course. The prerequisites for each course are listed at the end of the course description. Any exceptions to prerequisite requirements must be recommended by the instructor and the appropriate Department Chair and may require Academic Council approval.

## **GRADING SYSTEM**

### **GRADE REPORTS**

A grade report is issued at the end of each school term. These final grades are recorded on a student's permanent record. The permanent record (or transcript copy of the permanent record) does not include or list current registration or work in progress.

A student may request for a review of his or her final grades within a week after grade reports have been issued to students. No grade changes are allowed later than one week after the issuance of grade reports.

### **FINAL EXAMINATIONS**

A final examination may be expected in all regular courses. A student is expected to take final examinations as officially scheduled. Failure to do so may result in a reduction of grade or failure in the course. A final examination may only be rescheduled with the approval of the Academic Dean. If an individual takes an exam outside of the school schedule, a fee of HK\$500 will be charged.

### **GRADE POINT AVERAGE (GPA)**

An average of all grades (Grade Point Average) is indicated on a student's grade report and transcript. The College uses a 4.00 point scale. The Grade Point Average (GPA) is computed by dividing the total number of accumulated grade points by the total number of regular credit hours. Although listed in the grade report and in the permanent record, credits with S grades are not counted in computing a GPA. Non-college credit courses are not computed in the college GPA.

***Only the best grade of a repeated course will be calculated in the GPA.***

## GRADING SYSTEM

Grades of courses under the AU affiliated programs or HKAC programs are issued using the following grade point values:

<u>Grade</u>	<u>Definition</u>	<u>Grade Points</u>
A	Outstanding performance	4.00
A-		3.67
B+		3.33
B	Very good performance	3.00
B-		2.67
C+		2.33
C	Acceptable performance	2.00
C-		1.67
D	Minimum acceptable performance	1.00
F	Failure	0.00

The following grade designations are used to indicate course status and work done. These are not used in computing the GPA.

AU	Audit (indicates satisfactory class attendance).
AW	Audit/Withdraw (indicates that audit student attended less than 80% of class)
DG/IP	Deferred Grade or in progress (course not likely to be completed within one semester)
I	Incomplete (course to be completed during the following semester)
NC	No credit (indicates that a student attempted and completed the course but is not eligible for credit)
NR	No report (indicates that no grade was submitted by the instructor)
S	Satisfactory performance (equivalent to a C- grade or better)
U	Unsatisfactory performance
W	Withdrawal from class

### DEFERRED GRADE (DG) / IN PROGRESS (IP)

A “DG” or “IP” may be given in certain courses recognized to be of such a nature that all the requirements are not likely to be completed within one semester. It may be given for tours, field/clinical experiences, internships, project and independent study courses, and courses requiring research. The Registrar’s Office records a “DG” or “IP” only for courses previously recommended by a Department and approved by the Academic Dean.

An instructor may designate a time limit for a given course or for a specific situation for the “DG” to be changed to a letter grade. A “DG” or may remain on a student’s transcript at graduation if the course does not count toward the degree.

## **INCOMPLETE (I) GRADE**

A grade of "I" indicates incomplete work in a course resulting in the withholding of a final grade. To apply for an "I" grade, a student must fill out the **Incomplete Request Form** available from the Registrar's Office and obtain the required signatures. Permission for an "I" grade requires the approval of the Academic Dean and is given only in exceptional cases. An application for an "I" grade shall be submitted by the eighth week of the term. Incomplete work must be completed by the 7th week of the following term; otherwise the grade on the **Incomplete Application Form** will be entered into the student's permanent record. Incompletes are counted in determining the subsequent term load.

## **MINIMUM GRADE REQUIREMENT**

C-	is the minimum grade for majors or minors.
D	is the minimum grade for general education courses and cognates.
S or U	grade may only be assigned to general education and certain practicum courses.

## **HONORS AND AWARDS**

### **Dean's List**

Students who complete a term of study with a minimum of 12 semester hours, excluding "S" credits and Incompletes, and attain a grade-point average of at least 3.50, will be acknowledged on the Dean's List.

### **Graduation with academic distinctions**

Students of bachelor degree, 4-year diploma and 2-yr diploma who have completed at least 30 semester credits taken on the campus or extension campus of Hong Kong Adventist College. The following designations will be printed on the diploma and student's transcript for the following cumulative GPA:

Summa Cum Laude	GPA = 3.90 – 4.00
Magna Cum Laude	GPA = 3.75 – 3.899
Cum Laude	GPA = 3.50 – 3.749

## **NO REPORT (NR) GRADE**

The "NR" grade indicates that no grade report was submitted by an instructor. It is a student's responsibility to contact the instructor to determine why no report was issued.

## **REPEATED COURSES**

A student who does not pass a course with a satisfactory grade may repeat the course. Since all work done at the College is permanently recorded, the grade received at the first attempt will not be removed from the permanent record. However, credits are only counted once for any specific course, and the better grade will be used in the computation of grade point averages. Only two repeats for any one course are allowed.

## **SATISFACTORY (S) / UNSATISFACTORY (U) GRADE**

A grade of "S" or "U" indicates that a student completed course work at a satisfactory or unsatisfactory level. This method of grade notation does not affect the GPA. A "S" / "U" grade may only be awarded for free elective courses, FTES courses, or major courses as designated by the Department.

## **WITHDRAW GRADE**

A grade of "W" indicates that a student officially withdrew from a course. "W" grades do not affect GPA. A student with a "W" grade in a course is not eligible to take a proficiency examination in order to receive credit for that course.

## **OFFICIAL TRANSCRIPTS**

At the request of the student, the Registrar's Office will provide, without charge, one transcript of credits as recorded on the permanent record. Additional copies cost HK\$100 (HK\$150 if mailed overseas) to be paid in advance. Transcripts are sent directly to organization(s) or authorized official(s) only upon the written request of the student. An official transcript may only be sent to an organization or official. A transcript issued directly to a student or to an individual will be stamped as "Issued to Student".

Transcripts are ordinarily issued and sent by Registered Mail within 5 working days from receipt of a written request for a transcript. A service charge will be levied for earlier issue of a transcript (HK\$300) or for sending transcript by courier or other express services.

## **WITHHOLDING OF TRANSCRIPTS**

The College reserves the right to withhold information concerning the permanent record, transcript, or other records of any student whose account is in arrears. No transcript will be issued until all of a student's financial obligations to the College have been met.

## **REPLACEMENT COPY OF DIPLOMA**

If an individual requires a replacement copy of the diploma, a fee of HK\$500 will be charged.

# **TRANSFER AND NON-TRADITIONAL CREDIT**

## **NON-TRADITIONAL CREDIT**

Since it is recognized that learning can take place outside the college setting, a student may take up to 24 non-traditional credits. A student must establish college residence (a minimum of one academic semester of full-time course work) before an application for non-traditional credit will be considered.

### **1. Credits by External Examination.**

Credit may be granted by the Academic Council upon the presentation of satisfactory documentary proof that equivalent examinations at a tertiary level have been passed at a standard required by the College. Only a grade of "S" (Satisfactory) will be recorded.

Fee: HK\$500 per course.

**2. Credits by Proficiency Examination (Challenge Examination).**

A student who has taken similar training in a different setting to a course listed in the Bulletin and who can submit evidence that similar content has been covered as stated in a teacher's course outline may petition to the Academic Council for a proficiency examination. If the petition is approved, the student will be given an examination set by a faculty member appointed by the Academic Council. Upon passing the examination and upon payment of tuition, credit equivalent to the existing Hong Kong Adventist College course will be recorded on the student's permanent record. Only an "S" (satisfactory) or "U" (unsatisfactory) grade will be recorded. The examination may be attempted only once. The proficiency examination will not be given to a course to raise grades in courses previously attempted or audited.

Fee: HK\$500 per examination.

**3. Credits by Correspondence Study.**

A maximum of sixteen credits may be granted for work done through accredited correspondence study while in residence at Hong Kong Adventist College. Written permission must be obtained from the Academic Council before correspondence study commences. Correspondence study is included in calculating overall academic load. All work done by correspondence must be completed by one semester prior to graduation. Credits from accredited correspondence study earned prior to admission are transferable on request and upon recommendation of the Department Chair. A request for transfer of correspondence study credits should be made in the first year of residence. Only a grade of "S" (Satisfactory) will be recorded.

Fee: HK\$500 recording fee per course.

**4. Credits for Experiential Learning.**

A student who has learning experience outside a college setting may petition the Academic Council to receive credit. A student must submit a portfolio or documentary evidence from a supervisor on the nature of the learning experience. Credit granted must correspond to current course offerings. An examining committee, consisting of the appropriate Department chair, one faculty member teaching an equivalent course, and one faculty member from another discipline, will evaluate the materials and recommend credit to the Academic Council. After Academic Council approval and upon payment of tuition, credit will be recorded in the student's permanent record. Only a grade of "S" (Satisfactory) will be recorded.

Fee: HK\$500 per course.

**TRANSFER CREDIT**

Transfer credits from accredited colleges and post-secondary institutions (including credit from an accredited home study or distance learning institution completed prior to initial enrollment at Hong Kong Adventist College) may be granted on an individual basis. A complete, official transcript from the former school(s) must be on file in the Registrar's Office before transfer credits will be considered. For affiliation programs, the credits presented for

transfer must be for college level courses in which the student has earned a grade of “C-“ or higher.

Credits are accepted only if they meet the requirements (major, minor, concentration, general studies, or general electives) of the programs offered at Hong Kong Adventist College and if they conform to similar courses offered at Hong Kong Adventist College or by a recognized or accredited, liberal arts college or university. Once transfer credits have been approved by the Academic Council, the name of the institution and the total number of equivalent credits transferred will be noted on the transcript.

Transfer credits from non-accredited institutions are considered on a case-by-case basis. Full documentation with course descriptions and course outlines and validation are required.

Requests for transfer of credits may be made through the Academic Council only at the time of admission to the affiliation program, or at the time when a change of program is approved, or if a petition to accept the course was approved and on file before the course was taken.

## COURSE OUTLINES

Course outlines are generally distributed freely by the instructor to students registered for the course at the beginning of the term.

## DEADLINES

### REGISTRATION

Last day to enter a course	Two weeks from start of semester
Last day to register	Two weeks from start of semester
Last day to change from audit to credit	Two weeks from start of semester
Last day to change to audit grade	End of tenth week of semester
Last day to withdraw from a course	End of tenth week of semester
Last day to request an S/U grade	End of tenth week of semester

(For summer session, all the above deadlines will be half, i.e. two weeks → one week, tenth week → fifth week.)

### GRADUATION

Final Year Program Approval	1 calendar year before graduation
Application to graduate	2 semesters before graduation
Application for graduation <i>in absentia</i>	15 days before graduation



## **EXTENSION PROGRAMS**

The College offers an evening extension school program through the Samyuk College Evening Institution (EDB Registration number 14502). The College also offers intensives for courses at other extension locations.

## **GRADUATION REQUIREMENTS**

### **ACADEMIC REQUIREMENTS**

1. A candidate must complete a minimum of 62 semester credits for the two-year programs and 124 semester credits for the four-year program. The four-year program also requires completion of a minimum of 30 upper Department credits.
2. A candidate must complete the general studies requirements as specified in the governing bulletin.
3. A candidate must complete the Departmental requirements for at least one major area of study. This should be recorded in the student's permanent record by the beginning of the Junior year.
4. The GPA in the major(s) and minor(s) must be a minimum of 2.25. No grades below a "C-" may apply to the major, minor.
5. The overall GPA must be a minimum of 2.00 (C) for graduation. (Individual programs may have higher minimum GPA requirements.)
6. All "I" (Incomplete) grades, transfer work, and correspondence study must be completed before the final semester in residence.
7. Some departments require students to pass the departmental qualifying examination to ascertain his or her mastery in the major discipline. This examination is internally produced by the relevant departments. A qualifying examination guide which includes regulations and study areas is provided by the program leader to a prospective candidate at least one term before the examination. A candidate is expected to sit for the qualifying examination as scheduled (usually within the first month of the final term of residence). Please refer to individual program for details.

## **GRADUATION POLICIES**

### **ATTENDANCE AT GRADUATION**

Each candidate is required to participate in all graduation exercises (i.e. Baccalaureate and Commencement). A written request for graduation *in absentia* must be approved by the President before graduation (at least 10 days before Commencement). Failure to participate in graduation exercises may result in forfeiture of graduation rights and privileges at the discretion of the President.

### **CANDIDACY**

One calendar year before graduation, a prospective graduate shall file with the Registrar a program approved by the Department Chair showing that it is possible and reasonable for the prospective candidate to complete requirements within the next three terms.

A prospective graduate must submit an Application to Graduate Form to the Registrar no later than the first week of the student's final year. (The above form is available from the Registrar.) When a candidate is cleared for graduation by the Registrar (clearance includes verification that a student is eligible to graduate and verification of documents of secondary school completion, transcripts of any transfer credits from other accredited institutions or from external examinations, and documents of any exemptions from the regular program) and is recommended by action of the Academic Council, the college President will extend an official invitation to the candidate to join the graduating class (as a senior or associate member) and to participate in graduation exercises. Granting of the diploma or degree is always subject to successful completion of the proposed program within the current school year.

### **CONDUCT**

Good conduct is considered an important requirement for graduation. A candidate who brings the standards of the College into disrepute may not be eligible to participate in graduation exercises.

### **GOVERNING BULLETIN**

The Bulletin when a student initially registers is used to determine program and graduation requirements. A student may choose to follow the requirements of any later Bulletin while in residence. Course offerings are determined by the current Bulletin.

If a student breaks residence for more than one school year, the requirements of the bulletin at the time of re-admission will be used. A graduate who returns for further study is required to follow the regulations of the bulletin at the time of return. Service for one year as a Hong Kong Adventist College student missionary is not considered as a break in residence; a Hong Kong Adventist College student missionary returning from service of more than one year must request the Academic Council's approval if wishing to choose the bulletin in effect at initial registration.

A student who enrolls for a second degree is governed by the bulletin in effect at the time of re-enrollment.

## **GRADUATION WITH HONORS**

A candidate may graduate with honors if he or she achieves an exceptional cumulative grade point average (with no grade below a C- in any course attempted). Honors are awarded as follows:

cum laude	3.50 – 3.749
magna cum laude	3.75 – 3.899
summa cum laude	3.90 – 4 .00

## **MAJOR**

A candidate is expected to select a major by the beginning of the junior year. A change in major may result in delays in completion of program requirements.

## **MINOR**

A candidate who wishes to have a minor listed on the permanent record must complete all listed Departmental requirements.

## **RESIDENCY REQUIREMENTS**

1. For two-year diploma candidates, a minimum of 20% of the requirements in each major and minor must be taken at HKAC in residence.
2. Degree candidates must be in residence the two consecutive semesters preceding graduation. A minimum of 25% of the requirements in each major and minor must be taken at HKAC in residence.
3. Transfer students must be in residence the two consecutive semesters preceding graduation and must complete a minimum of 30 credit hours, including 8 upper-Department semester hours in the major and 2 upper-Department credit hours in the minor.

*(For students in the AU Affiliation Program, the residency requirement policy of AU, if different, will apply instead).*

## **SECOND DEGREE**

A student who wishes to earn a second degree must meet all major and cognate requirements for a second major, a minimum of 30 additional credits beyond the first degree, and fulfill the regulations (including any general studies requirements beyond those required for the first degree) of the Bulletin at the time of re-admission. Re-admission is *de facto* even if there is no actual break between completion of first degree and commencement of second degree. The major of a second degree must be in an area of a different nature from the first degree.

Students with professional training only need to fulfill the components of General Education up to 12 credits.

*(For students in the AU Affiliation Program, the second degree policy of AU, if different, will apply instead).*

## ACADEMIC PROGRAMS

In conjunction with an affiliation with Andrews University, Michigan, USA, the College offers these bachelor degrees awarded by Andrews University:

<b>Bachelor of Arts in Religion</b>	<b>(Registration No. 261684)</b>
<b>Bachelor of Science in Health and Fitness</b>	<b>(Registration No. 261895)</b>
<b>Bachelor of Science in Psychology</b>	<b>(Registration No. 261680)</b>

In conjunction with an affiliation with Griggs University, Michigan, USA, the College offers this bachelor degree awarded by Griggs University:

<b>Bachelor of Science in Business Management</b>	<b>(Registration No. 262031)</b>
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The following programs are licensed by the Education Bureau (EDB).

**(Registration No. E.D. 1/28221/60)**

### Four-year Diploma Courses

- Business Administration \***
- Accounting \***
- Computer Information Systems \***
- Management \***
- Finance \***
- Health \***
- Social Science (emphasis on Psychology) \***
- Religion**

### Minors

- Business \***
- English \***
- Health \***
- Social Science \***

\* not currently offered

### One-year Certificate Courses

- English Proficiency**

Local Associate Degree accredited by Hong Kong Council on Academic Accreditation and Vocational Quality:

**Associate in Business Degree**

**(Registration No. 11/001536/4)**

**Diploma in Pre-University Studies**

**(Registration No. 13/000572/L3)**

Under the Hong Kong Adventist Seminary (now known as Chinese Adventist Seminary), a department of the Chinese Union Mission of the North Pacific Asia Division of Seventh-day Adventists, the following programs are offered with Hong Kong Adventist College as operator. For program details, please refer to Program Handbook of Chinese Adventist Seminary.

**Bachelor of Ministry (Four-year program)**

**Two-year Diploma in Religion**

**One-year Certificate in Religion**

**Minor in Religion**

# DEPARTMENT OF BUSINESS

## **DEPARTMENT OF BUSINESS**

Hong Kong Adventist College offers two programs in Business: an Associate in Business Degree (ABD), a two year, full time program accredited by the Hong Kong Council Academic Accreditation Vocational Quality and a Bachelor of Business Management (BSBM), a non-local degree, in affiliation with Griggs University accredited by the Distance Education and Training Council in Washington, DC and registered with the Hong Kong Education Bureau (ED/28221).

The programs are taught in the English Medium of Instruction and are designed to prepare the graduate for career opportunities through entry level Business employment and/or continued education in Business studies. Hong Kong residents are encouraged to initiate their studies in the ABD program to enhance future local employment opportunities through a well-known and accepted local education system. Through a planned articulation, the BSBM program can be completed in a minimum period of time. Alternatively, all students may initiate their university-level studies in the BSBM program.

In the context of holistic HKAC education the major, cognates, a chosen emphasis and general education courses provide a basis for the individual to establish balanced life-long learning: a quality professional life, personal well being with spiritual growth, and service to the community.

### **MISSION**

The Hong Kong Adventist College Department of Business seeks to prepare individuals by providing program which will form the intellectual, integrity, efficiency and caring foundation for the community and the environment at large.

**ASSOCIATE IN BUSINESS**HONG KONG COUNCIL ACADEMIC ACCREDITATION VOCATIONAL QUALITY ACCREDITED  
PROGRAM

(Registration Number: 11/001536/4)

Total minimum: 65 credits

**BUSINESS MODULES (Total number of credits required from this section: 24)**

ACCT121	Fundamentals of Accountings I	3
ACCT122	Fundamentals of Accounting II	3
BSAD225	Principles of Management	3
BSAD355	Management and Organization	3
ECON225	Principles of Macroeconomics	3
ECON226	Principles of Microeconomics	3
FNCE317	Business Finance	3
MKTG310	Principles of Marketing	3

**GENERAL EDUCATION COURSES (Total number of credits required from this section: 41)**

BSAD165	Mathematics for Business	3
BSAD215	Information Technology Applications in the Workplace	3
BSAD290	Social and Ethical Issues in Today's Society	3
BSPE130	Physical Activities	1
CHIN207	Practical Chinese Writing (3)	3
COMM104	Communication Skills	3
ENGL111	Grammar for Business	3
ENGL121	English for Business Purposes	3
HLED120	Fit for Life	1
PSYC101	Introduction to Psychology	3
RELT100	God and Human Life	3
SOCI119	Principles of Sociology	3
STAT285	Elementary Statistics	3
	Humanities Electives	6



DEPARTMENT OF BUSINESS

**ELECTIVES IN HUMANITIES (APPROVED) \***

ENGL204	Introduction to Literature	3
ENGL214	Business Research Writing	3
HIST114	Chinese History & Culture I	3
HIST115	Chinese History & Culture II	3
HIST117	Civilizations & Ideas I	3
HIST118	Civilizations & Ideas II	3
MUHL214	Enjoyment of Music	3
PHIL224	Introduction to Philosophy	3

**BACHELOR OF SCIENCE IN BUSINESS MANAGEMENT**

GRIGGS UNIVERSITY AFFILIATION PROGRAM

(Registration Number: 262031)

Total minimum: 124 semester credits

**MAJOR (Total number of credits required from this section: 39)**

ACCT211	Principles of Accounting I	3
ACCT212	Principles of Accounting II	3
ACCT305	Cost / Managerial Accounting	3
BUAD246	Business Research and Communications	3
BUAD375	Business Law I	3
ECON265	Principles of Macroeconomics	3
ECON266	Principles of Microeconomics	3
FNCE290	Business Finance	3
MGMT330	Principles of Management	3
MGMT333	Personnel Management	3
MGMT335	Management Structure in the Business Organization	3
MGMT485	Business Strategy and Policy	3
MKTG210	Principles of Marketing	3

**COGNATES (Total number of credits required for this section: 12-14)**

CPTR105	Introduction to Computers	3
MATH110	Probability and Statistics	4
MATH121	College Algebra	4

**DENOMINATIONAL BUSINESS EMPHASIS (Total number of credits required from this section: 18)**

RELB160	Jesus and the Gospels ++	3
RELT250	Principles of Christian Faith	3
RELT255	Church Leadership and Management	3
RELT303	Personal and Church Finance	3
RELT320	Personal Evangelism	3
RELT385	Christian Ethics and Modern Society ++	3

DEPARTMENT OF BUSINESS

**GENERAL EDUCATION REQUIREMENTS (Total number of credits required for this section: 48)**

BIOL140	The Human Body in Health and Disease	4
MATH121	College Algebra	4
COMM105	Introduction to Human Communication	3
CPTR105	Introduction to Computers	3
ENGL101	English Composition I	3
ENGL102	Research and Literature	3
ENGL330	Advanced Expository Writing	3
HLSC110	Healthier Living	2
HIST125	History of World Civilizations I	3
HIST126	History of World Civilization II	3
MUHL204	Music Appreciation	3
PHYS105	Introduction to Psychology <u>or</u>	3
SOCI119	Principles of Sociology	3

**GENERAL ELECTIVES (Total number of credits required 4-15)**

A total of 124 credits are required for graduation. Depending upon the electives chosen within the above requirements, 4 to 15 additional elective credits are available which students can satisfy by selecting from available Bulletin-listed courses.

- ++ Completion of a course can satisfy more than one requirement but credit can be applied only once.

Required credits for waived course requirements should be satisfied through additional General Elective credits.

# DEPARTMENT OF ENGLISH

## DEPARTMENT OF ENGLISH

The mission of the Department of English is to promote literacy, invigorate an appreciation for English language and literatures, and to abet its effective use in creative expression and day-to-day life. We believe that language plays a very important role in human communication and therefore should be an integral part of the training in this institution. This philosophy is derived from a Bible verse in Isaiah (50:4), “The Sovereign Lord has given me an instructed tongue, to know the word that sustains the weary. He wakens me morning by morning, wakens my ear to listen like one being taught”. We interpret “instructed tongue” and “one being taught” as being literate and therefore exhibiting the ability to read (gather and analyze information), write (communicate information), and think critically (draw creative and independent conclusions). The department fosters these goals through instructions in all its courses.

The Department of English consists of a community of teachers who are committed to Christian values reflected in teaching skills, fostering life-long learning, encouraging appreciation of diversity, and promoting intellectual research.

The Department offers a one-year certificate in English program for students who desire to focus on improving their English language skills in preparation to undertake tertiary-level programs offered through affiliation with Andrews or Griggs universities or the local accredited HKAC programs.

## ONE-YEAR CERTIFICATE IN ENGLISH PROGRAM

Certificate in English is a one-year programmed designed to help students acquire the necessary English language proficiency required to handle college-level courses offered through affiliated or local accredited programs. Certificate in English language will cover the fundamentals of language skills such as grammar, reading, listening, speaking, and writing.

Creative approaches will be used to motivate students and to ensure that they are able to apply the skills they learn in the classes into their everyday life. In addition to classroom lectures, unconventional approaches are also used such as the use of music, drama, and role-play to teach language so that the students have the opportunity to use the language in various settings or contexts.

### **The objectives of the program:**

1. To provide students with a more comprehensive immersion in the language to enhance their English language proficiency;
2. To provide students more opportunities to be involved in the language without interference from other courses;
3. To help students focus on their goal in language proficiency attainment.

### **To be granted the certificate, students must:**

1. Completed 32 credits of the courses listed in the program;
2. Pass all courses with no grade lower than a C-;
3. Obtain a cumulative Grade Point Average of 2.50 or higher;
4. Involve actively in activities of the course and program with an attendance of no less than 90%.

*(Students who successfully obtained a certificate in this program may proceed directly to ENGL115 English Composition I at the college level.)*

### **ADMISSION**

(Fulfill the entrance requirement to the College program)

1. Successfully completed Secondary 6 or equivalent and
2. Obtain a pass in English language (level 2) in HKCEE or IELTS score of at least 3.5 (iBT, 31) or equivalent.

DEPARTMENT OF ENGLISH

**1<sup>st</sup> SEMESTER (16 credits)**

ENSL060	English Through Journalism	4
ENSL074	Listening and Speaking Skills	4
ENSL075	Introduction to Grammar	4

**\* choose one**

ENSL070	iBT- TOEFL Preparatory Course *	4
ENSL071	IELTS Preparatory Course *	4

**2<sup>nd</sup> SEMESTER (16 credits)**

ENSL054	English Through Music and Drama	4
ENSL061	English Through Film and Literature	4
ENSL095	Reading Comprehension	4
ENSL096	English Writing Skills	4

## DEPARTMENT OF GENERAL EDUCATION



## DEPARTMENT OF GENERAL EDUCATION

### **MISSION**

The mission of the Department of General Education is provide holistic education to all students registered in the college so as to better prepare them for service in the community.

### **PHILOSOPHY**

To be adequately prepared, we believe students must be trained in general education apart from their specific majors so they may be knowledgeable in various areas to meet the different needs of the community.

### **AREAS OF GENERAL EDUCATION**

#### **Religion**

Students will gain an experiential knowledge of God's divine plan for their lives from the study of faith, ethics, and doctrine.

#### **Language and Communication**

Students will develop strategies for effective oral and written language communication appropriate to the various needs.

#### **History**

Students will come to understand how civilization expresses itself through study of history to better appreciate the diversities in the community.

#### **Fine Arts and Humanities**

Students will better express themselves as they study and experience literature, ideas, music and the performance and visual arts.

#### **Social Sciences**

Students will come to understand human-behavioural theories and perspectives as manifested in social, geographical, political, and economic relationships.

#### **Service**

Students will apply their knowledge and skills to the benefit of others by identifying and serving in a selected community.

#### **Life and Physical Sciences**

Students will experience the scientific methods of studying life in nature and their relationship to the natural world and the universe as a whole.

#### **Mathematics and Computer Literacy**

Students will develop logical, mathematical, and computer skills essentials in this modern technological society.

**Physical Education and Wellness**

Students will study and apply the principles of health and fitness as a way of life.

**Multiculturalism**

Students will learn about and understand how people of various ethnic backgrounds and cultures are shaped by their heritage and how oneness of all believers in Christ impacts communication with respect and service to others regardless of cultural background, gender, disability, religious beliefs, or ideological differences.

To be well-informed, participating members of society, graduates must be knowledgeable in many areas. Hong Kong Adventist College considers the following areas to be important and designs its curriculum to help students meet these goals.

**GENERAL EDUCATION REQUIREMENT FOR  
FOUR YEAR UNDERGRADUATE DEGREE PROGRAMS**

[62-63 semester credits]

**RELIGION (Total number of credits required from this section: 12)**

RELB210	Jesus in His Time and Ours	3
RELT100	God and Human Life	3
And any other courses from RELB, RELG or RELT * (* one of which must be an upper department course)		3+3

**LANGUAGE AND COMMUNICATION ( Total number of credits required from this section: 12-17)**

(# Students without or with limited Chinese background are required to take INSL121)

COMM104	Communication Skills	3
ENGL115	English Composition I	3
ENGL215	English Composition II	3
INLS121	Beginning Mandarin I #	4
INLS207	Practical Chinese Writing #	3

**HISTORY (Total number of credits required from this section : 6)**

(+ these courses are taught in Chinese)

HIST114	Chinese History and Culture I +	3
HIST115	Chinese History and Culture II +	3
<b>or</b>		
HIST117	Civilizations and Ideas I	3
HIST118	Civilizations and Ideas II	3

**FINE ARTS and HUMANITIES (Total number of credits required from this section: 6)**

Student must take a total of 6 credits from any two of the following categories:

**Visual Arts:**

ARTH220	Language of Art	3
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**Humanities:**

ENGL225	Studies in Literature	3
INLS205	Introduction to Chinese Literature +	3
PHIL224	Introduction to Philosophy	3

DEPARTMENT OF GENERAL EDUCATION

**Music:**

MUHL214	Enjoyment of Music	3
MUPF170	Applied Music	1
MUPF270	Applied Music	1
MUPF370	Applied Music	1
MUPF470	Applied Music	1
MUPF329	Ensemble	1
MUPF337	Choir	1

**LIFE AND PHYSICAL SCIENCES (Total number of credits required from this section: 8)**

*Student must take one Life Science and one Physical Science course*

**Life Science:**

BIOL100	Human Biology	4
FDNT230	Nutrition	3
FDNT240	Nutrition Lab	1

*(FDNT230 and FDNT240 must be taken concurrently to fulfill the requirement for Life Science)*

**Physical Science:**

CHEM100	Consumer Chemistry	4
PHYS110	Astronomy	4
PHYS115	MythBusting	4

**MATHEMATICS (Total number of credits required from this section: 3)**

*Students who score a "D" or higher in HKCEE Mathematics or equivalent may petition to waive from taking the course.*

MATH145	Reasoning with Functions	3
MATH165	College Algebra	3
MATH166	PreCalculus Algebra	3

**COMPUTER LITERACY (Total number of credits required from this section : 3)**

*Student who passed competency exam may petition to waive from taking this course.*

INFS110	Computer Tools	3
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**SOCIAL SCIENCES (Total number of credits required from this section: 6)**

*Students must take one foundation course and one interdisciplinary course*

**Foundation Courses:**

ANTH200	Cultural Anthropology	3
ECON225	Principles of Macroeconomics	3
PSYC101	Introduction to Psychology	3
SOCI119	Principles of Sociology	3

DEPARTMENT OF GENERAL EDUCATION

**Interdisciplinary Courses:**

BHSC220	An Interdisciplinary Approach to Contemporary Social Issues	3
PSYC180	Dealing with Your Mind	3

**PHYSICAL EDUCATION AND WELLNESS (Total number of credits required from this section: 1+3)**

*Student must take one Wellness course and three Physical Education courses*

HLED120	Fit for Life	1
PEAC130	Special Activity	1

**SERVICE (Total number of credits required from this section: 2)**

BHSC100	Philosophy of Service	2
<b><u>and</u></b>		
BHSC300	Fieldwork (40 hours of community service)	2

(Effective Spring Semester 2011-2012)

**BHSC100 PHILOSOPHY OF SERVICE PRACTICAL EXPERIENCES**

The Chair of the Department of General Education will furnish the teacher teaching the course with the practical service education form to be distributed to his/her students at the beginning of the Semester.

The form provides students the options to do community service on campus or off campus.

For both (on or off campus), students will have to fill out the details of what they are doing for the community service.

Students will have to complete 15 hours of community service to complete the requirement of this course which account for 17% of the total weighting of the course.

The completed form will then be submitted to their immediate supervisor who will check their service description and number of hours done.

The immediate supervisor will then grade the students based on his/her assessments of their performances in terms of punctuality, diligence, initiative, and integrity.

Supervisor may still give grades to the students regardless of the number of hours they completed as long as the service required for that department or event originally intended is completed.

Upon completion of the 15 hours required, the grades from different departments or different events will be averaged up for a final grade to be recorded on their transcript.

For the sake of grade tabulation, grade must be given in percentage of 100. It is up to the supervisor to determine the weighting but a complete report showing how the grade is calculated must be submitted to the instructor of the course.

Community service **MUST BE COMPLETED WITHIN THE SAME SEMESTER** the students registered for BHSC100 Philosophy of Service.

### **BHSC300 PHILOSOPHY OF SERVICE FIELDWORK**

Apart from fulfilling the number of hours required above, students are also required to register for BHSC300 Philosophy of Service Fieldwork at any time they wish during the course of study at Hong Kong Adventist College.

For this course, students are required to do 40 hours of community service. This course may be repeated to fulfill the total number of hours required.

For each credit registered, students are required to fulfill 20 hours of community services. Like the practical experiences above, students may complete their hours from different departments or events during the semester.

The total number of hours must be completed (20 hours) within the semester students registered for BHSC300: Philosophy of Service Fieldwork.

At the end of their community services, students are required to write a report of their experiences as stipulated in the Service Learning package which include the requirements checklist obtainable from the chair of the Department of General Education located in Room 109 in the Administration Building.

## GENERAL STUDIES PROGRAM

The general studies program is designed so that students may increase the breadth of knowledge and depth of thought in major areas of learning. It is one of the emphases of education at Hong Kong Adventist College, and provides the student with opportunities for the acquisition of knowledge and skills over a range of disciplines, fostering an awareness of how each discipline is integrated with the other. The major areas of learning are approached from a Christian perspective, with the religion courses providing a basis for exploration of personal values and commitment to God, the Creator of the universe. Teachers make an intentional effort to integrate faith in learning and practice.

Since HKAC is situated at the doorway to greater China, students have the unique experience of exposure to the Chinese language and culture and history within the general studies program. The general studies courses bring into focus the unity of knowledge and are intended to help the students develop a worldview consistent with that unity. With this general studies base, the students will develop some practical skills in the applied arts and gain a general knowledge of the major areas of learning, which include health, humanities and fine arts, the natural sciences, mathematics, and the social sciences. Furthermore, as part of their graduation requirements, students demonstrate their concern for humanity by devoting 40 hours of community services through BHSC300 Fieldwork and another 15 hours as practical integration for the course BHSC100 Philosophy of Service. These courses emphasize the value of service and the dignity of labor within a Christian context.

The General Studies program at HKAC helps students to:

1. Make a commitment to a spiritual life, personally acknowledging God as their Creator and Savior.
2. Have a clear understanding of themselves as persons as they become familiar with the behavior and responsibilities of individuals and societies.
3. Have a sound understanding of the culture in which they live and to develop social graces.
4. Develop the skills for reflective thinking, analysis, criticism, and synthesis with a tolerance for those who differ from them in their thinking.
5. Develop problem solving skills.
6. Learn to formulate, organize, and communicate ideas and information.
7. Learn the value of collaborative work.
8. Recognize the dignity of honest labor, their ethical responsibilities, and the value of service to others.

## DIPLOMA OF PRE-UNIVERSITY STUDIES

HONG KONG COUNCIL ACADEMIC ACCREDITATION VOCATIONAL QUALITY ACCREDITED  
PROGRAM

(Registration Number: 13/000572/L3)

The program is designed to provide a bridge for students having completed secondary school and did not fulfill the minimum requirement to enter the local universities to qualify for college entrance in associate degree, higher degree or bachelor's degree programs. Simultaneously, some students may enhance their skills for initial job placement.

Upon completion of the program, students should be able to:

1. To apply knowledge of the social science and/or mathematics fundamentals to the understanding of social issues and/or natural phenomena.
2. To communicate effectively in English (and Chinese for native speakers).
3. To use a range of IT applications to support and enhance academic learning.
4. To understand a person's moral and ethical responsibilities to his/her family, society, nation and environment.
5. To apply knowledge derived from general education to solve personal and interpersonal problems.
6. To recognize and respond to the need for developing personal competence and life-long learning.

### COURSES OFFERED

#### CORE COURSES

ARTD040	Creative and Performance Arts I	2
ARTD041	Creative and Performance Arts II	2
BHSC040	Life Skills I	2
BHSC041	Life Skills II	2
CHIN040	Foundation Chinese I	3
CHIN041	Foundation Chinese II	3
ENGL040	Advanced English I	6
ENGL041	Advanced English II	6
INFS040	Computer Technology I	1
INFS041	Computer Technology II	1
MATH040	Mathematics Competences I	2
MATH041	Mathematics Competences II	2
PEAC040	Physical Education I	1
PEAC041	Physical Education II	1
RELG040	Religion and Ethics I	2
RELG041	Religion and Ethics II	2



DEPARTMENT OF GENERAL EDUCATION

**ELECTIVES**

BSAD040	Business I	5
BSAD041	Business II	5
HLED040	Health Science I	5
HLED041	Health Science II	5
PSYC040	Psychology I	5
PSYC041	Psychology II	5

# DEPARTMENT OF HEALTH

## DEPARTMENT OF HEALTH

### BACHELOR OF SCIENCE IN HEALTH & FITNESS

ANDREWS UNIVERSITY AFFILIATION PROGRAM

(Registration Number: 261895)

Total: Minimum 124 semester credits

The Department of Health builds its philosophy on the precept that the development of the whole person, taking into account the physical, mental, social, emotional, and spiritual health, is fundamental to life and effective services to God and men. Therefore, the mission of the department is to prepare qualified and highly motivated men and women to promote healthy lifestyle in the community through various careers related to public health.

The Department of Health collaborates with Hong Kong and Tsuen Wan Adventist Hospitals in providing internship for potential graduates to have practical training. At the end of their four-year study, students are required to complete a 200-hour internship. With these skills and experiences, the department strives to accentuate professionalism in our serves to the community.

We also encourage diversity in student body to enrich experiences and cultures and promote respects and teamwork.

The department offers a four-year Bachelor of Science in Health and Fitness through an affiliation with Andrews University in Berrien Spring, Michigan, USA. This program includes Nutrition, Exercise and Fitness, Behavior Change, Health Promotion Strategies, and Internship.

For those students in other majors who are interested in health may also pursue a minor in Health.

#### **MISSION**

To prepare qualified and highly motivated men and women to promote healthy lifestyle in the community through various careers related to public health.

#### **PROGRAMS OFFERED**

##### **Andrews University Affiliation Program:**

- Bachelor of Science in Health and Fitness
- Minor in Health

DEPARTMENT OF HEALTH

**REQUIRED MAJOR CORE COURSES**

FDNT230	Nutrition	3
FDNT448	Nutrition and Wellness	3
FDNT460	Seminar	1
FDNT498	Research Methods	2
FTES116	Weight Control and Conditioning	1
FTES210	Personal Fitness Plan	1
FTES214	Weight Training and Conditioning	1
FTES305	Current Concepts and Applications in Physical Fitness	3
FTES355	Methods of Fitness Instruction	3
FTES465	Exercise Physiology	4
FTES495	Independent Study / Reading / Research Project	4
FTES	Two elective activity courses selected in consultation with Advisor	2
HLED120	Fit for Life	1
HLED210	Philosophy of Health	3
HLED380	Natural Therapies	3
HLED445	Consumer Health	2
HLED480	Wellness Programs	3
PSYC210	Introduction to Health Psychology	3

**REQUIRED COGNATES**

BIOL221	Anatomy and Physiology I	4
BIOL222	Anatomy and Physiology II	3
BIOL223	Anatomy and Physiology III	1
BSAD355	Management and Organization	3
COMM320	Interpersonal Communication	3
MKTG310	Principles of Marketing	3
PSYC319	Stress Management	3
PSYC471	Behavior Modification	3
SOCI415	Substance Abuse	2

**ELECTIVES**

For Health major, it is recommended that students take INSL201 Intermediate Mandarin as an elective. Students may also choose courses of personal interest.

Note: All students need to submit a valid First Aid certificate by the end of the first year of study.

DEPARTMENT OF HEALTH

**MINOR IN HEALTH**

ANDREWS UNIVERSITY AFFILIATION PROGRAM

Total minimum: 20 semester credits

**REQUIRED COGNATES**

FDNT230	Nutrition	3
FDNT240	Nutrition Laboratory	1
FTES214	Weight Training and Conditioning	1
HLED120	Fit for Life	1
HLED210	Philosophy of Health	3
HLED445	Consumer Health	2

Plus another 9 semester credits from FDNT, FTES, HLED or other health-related courses approved by the Advisor.

# DEPARTMENT OF PSYCHOLOGY

## DEPARTMENT OF PSYCHOLOGY

The Department of Psychology aims to provide students with knowledge and skills in the study of human behaviors and relationships through salient discoveries and procedures accumulated from research in psychology. Students will obtain a thorough understanding of the discipline, including the areas of clinical, developmental, and educational psychology. Instruction is both theoretical and practical, as part of their practical training, students will engage in laboratory work and field experience where they will apply the knowledge obtained. In harmony with the holistic approach to education and Seventh-day Adventists values, the students will not only be prepared to enter and contribute to a productive society as professional but will be empowered to utilize their acquired knowledge and skills in furthering the mission of Seventh-day Adventists: restoring men and women to the image of their Maker.

### MISSION

To provide people-oriented education leading to the mission of promoting wellbeing and restoring relationships with God and among ourselves.

### VISION

To inspire people to embrace Jesus' purpose for our lives: "... that they may have life, and that they may have it more abundantly." (John 10:10)

### VALUES

**CHANGE** necessary for growth

**OPENNESS** to foster the ideal environment for communication.

**RESPECT** of individual differences and cultural diversity

**EMPATHY** to better understand the needs of others.

### PROGRAMS OFFERED

#### **Andrews University Affiliation Program**

- Bachelor of Science in Psychology
- Minor in Psychology

## **BACHELOR OF SCIENCE IN PSYCHOLOGY**

ANDREWS UNIVERSITY AFFILIATION PROGRAM

(Registration Number: 261680)

Total: Minimum 124 semester credits

The Course is typically a 4-year full-time program, but it can also be studied in a part-time fashion under the advice of the school to finish the program in a longer time. The Psychology curriculum prepares students for a wide range of careers in the behavioral sciences or in related professions that involve working with people. Primary emphasis is placed on the applied dynamics of human behavior and relationships rather than on animal or laboratory psychology.

The major requirements and cognates are intended to provide a scientific base on which a balanced program of electives may be built in accordance with the individual needs and interests.

A student majoring in psychology must complete a minimum total of 40 semester credits in the major, 22 semester credits of the required cognates, and 54 semester credits of the general education program, and all baccalaureate degree requirements as outlined in the Bulletin. Senior students are required to take the Major Field Test in Psychology.

### **REQUIRED MAJOR CORE COURSES**

**(Total number of credits required from this section: 10-11)**

#### **INTRODUCTION**

PSYC101 Introduction to Psychology 3

#### **DEVELOPMENT**

PSYC220 Human Development – Lifespan 3

#### **PROFESSIONAL CONVENTION OR FIELD EXPERIENCE**

PSYC438 Workshop: Professional Convention of Related Field **or** 1-2

PSYC480 Field Experience

#### **METHODOLOGY**

PSYC432 Research Methods II: Introduction 3



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**CONTENT COURSED (GROUPS A, B and C)**

**(Total number of credits required from this section: 18)**

*Students must take a minimum of five courses from Groups A and B)*

**Group A (A minimum of 2 courses)**

PSYC210	Introduction to Health Psychology	3
PSYC364	Learning & Behavior	3
PSYC445	Cognitive Psychology	3
PSYC465	Physiological Psychology	3
PSYC471	Behavior Modification	3

**Group B (A minimum of 2 courses)**

PSYC269	History and Systems of Psychology	3
PSYC450	Social Psychology	3
PSYC454	Theories of Personality	3
PSYC460	Psychology of Abnormal Behavior	3

**Group C (A minimum of 1 course)**

PSYC410	Introduction of Theories in Counseling & Psychotherapy	3
PSYC420	Human Sexuality	3
PSYC486	Psychological Assessment	3

<b><u>and</u></b>	One class from Group A or Group B	3
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**MAJOR ELECTIVES (Total number of credits required from this section: 11-12)**

*Electives may be chosen from content not taken to meet minimum requirements, other PSYC courses in the undergraduate program, or those approved by the Advisor.*

**REQUIRED COGNATES**

**(Total number of credits required from this section: 22 credits)**

BHSC230	Research Methods I: Statistics for the Behavioral Sciences	3
BIOL221	Anatomy & Physiology I	4
BIOL222	Anatomy & Physiology II	3
RELT340	Religion & Ethics in Modern Society	3
SOCI119	Principles of Sociology	3
PHIL224	Introduction to Philosophy	3
ANTH200	Cultural Anthropology <b>or</b> One sociocultural awareness class or experience	3

DEPARTMENT OF PSYCHOLOGY

**GENERAL EDUCATION REQUIREMENT**

*Refer to General Education Section.*

**MAJOR FIELD TEST**

*Majors are required to take the Departmental assessment examination in Psychology.*

## MINOR IN PSYCHOLOGY

ANDREWS UNIVERSITY AFFILIATION PROGRAM

Total: Minimum 20 semester credits

### REQUIRED COURSES

PSYC101	Introduction to Psychology	3
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#### At least one of the following:

PSYC450	Social Psychology	3
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PSYC454	Theories of Personality	3
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PSYC460	Psychology of Abnormal Behavior	3
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#### At least one of the following:

PSYC210	Introduction to Health Psychology	3
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PSYC364	Learning & Behavior	3
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PSYC432	Research Methods II: Introduction	3
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PSYC471	Behavior Modification	3
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Remaining 11 credits to be chosen from other PSYC courses.

# DEPARTMENT OF RELIGION



## DEPARTMENT OF RELIGION

### BACHELOR OF ARTS IN RELIGION

ANDREWS UNIVERSITY AFFILIATION PROGRAM

(Registration Number: 261684)

Total: Minimum 128 semester credits

The Bachelor of Arts in Religion program aims to help students to gain a deeper understanding of religion, especially relating to the Asian context and to prepare them to take on responsibility as ministers and administrators within church organizations. By providing a broad base of knowledge in religion and liberal arts general education as a foundation, this program also aims at paving the way for graduate study in religion or related fields.

A student majoring in religion must complete a minimum total of 39 semester credits in the major, 15 semester credits of required cognates, 12 semester credits of general education foreign language, 64 semester credits in the general education program, and all baccalaureate degree requirements as outlined in the Bulletin.

#### MISSION

To develop dedicated, spiritual, responsible, honest and competent pastors and leaders for churches and societies in Hong Kong, China, Asia, and the global Chinese communities. To provide courses, programs, seminars, workshops and services to the various Departments of the College, and to churches through face-to-face or on-line services, to the local Conference and Union, and to the Chinese communities around the world.

#### PROGRAMS OFFERED

##### Andrews University Affiliation Program

- Bachelor of Arts in Religion
- Minor in Religion

#### MAJOR REQUIREMENTS (Total number of credits required from this section: 39)

##### BIBLICAL STUDIES

RELB110	Biblical Backgrounds	3
RELB115	Hermeneutics	3
RELB214	Law and Writings of the Old Testament	4
RELB335	Acts and Epistles	4
RELB406	Studies in Daniel and Revelation	4
RELB476	Prophets of Isreal	4

##### MISSIOLOGY

RELM233	Cross-Cultural Ministry	3
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DEPARTMENT OF RELIGION

**PROFESSIONAL TRAINING**

REL100-400	Pastoral Practicum	0
REL330	Homiletics – Introduction to Preaching	2
REL336	Homiletics – Expository Preaching	1
REL337	Homiletics – Contextualized Preaching	1
REL441	Introduction to Pastoral Ministry	2
REL442	Introduction to Church Leadership	2

**THEOLOGY**

RELT226	Advanced Adventist Theology	3
RELT308	Gift of Prophecy	3

**COGNATE REQUIREMENTS (Total number of credits required for this section: 15)**

HIST114	Chinese History and Culture I	3
HIST115	Chinese History and Culture II	3
RELH316	History of Christian Church I	4
RELH400	SDA History and Prophetic Heritage	3
RELH448	History of Christianity in Asia	2

**LANGUAGE REQUIREMENTS (Total number of credits required for this section: 12)**

BIBL211	Elementary Greek I	3
BIBL212	Elementary Greek II	3
BIBL311	Intermediate Greek I	3
BIBL312	Intermediate Greek II	3

***Minimum grades of “C-“ must be earned in all RELB, RELH, RELP, and RELT courses to apply to major requirements.***

**OTHER REQUIREMENTS**

All religion majors must complete the Master Guide, Literature Evangelism, and Field Evangelism requirements, and register for RELP200 Pastoral Practicum every semester as graduation requirement.

1. Master Guide: A youth ministry leadership practical training.
2. Literature Evangelism: Field experience in reaching people through the art of selling religious literature and using printed materials as a means of witnessing.
3. Field Evangelism: Gain practical experience through instruction and participation, including personal evangelism and public evangelism.

4. Pastoral Practicum: Students are assigned to a specific church and participate in church activities over the weekends. Students and the supervising instructor meet once a week to review set objectives, discuss how they have or have not been met, and plan for the following week. Each student needs to present a weekly report, and the church pastor submits an evaluation of the student at the end of the semester.
5. Foreign Language Requirement: The General Education foreign language requirement for the BA in Religion is to be fulfilled by Greek at the intermediate level.
6. Ministerial Candidacy - Mechanism to evaluate and assess students' suitability for pursuing pastoral ministry. All religion majors are expected to pass ministerial candidacy by the end of the sophomore year.



DEPARTMENT OF RELIGION

**MINOR IN RELIGION**

ANDREWS UNIVERSITY AFFILIATION PROGRAM

Total: Minimum 20 semester credits

15 credits in Biblical Studies (RELB) or Theology (RELT); the remaining 5 credits may be taken from any Religion Department offerings subject in consultation with the Department Chair. Must include 6 upper-Department credits.

# COURSES OFFERED IN 2013/2014

## Under Graduate Program Fall Semester 2013 (D5)

Time	Dept	Course	Cr	Day	Room	Instructor
<b>08:30 - 09:20</b>	ENG	ENSL080	6	M-F	202	Bervinda CHAN
		ENGL090	4	W	204	Gloria HO
	GE	BIOL221	4	MTR	204	Charles LAU
		BIOL221		F	BL	Charles LAU
	PSY	PSYC319	3	MTR	205	Priscilla WONG
	REL	BIBL211	3	RF	203	Leendert BROUWER
		RELB476	4	MTW	203	Daniel CHUAH
<b>09:30 - 10:20</b>	ENG	ENSL080	*	R	202	Bervinda CHAN
		ENGL115	3	MWR	204	Gloria HO
		ENGL120	3	MWR	203	Tay Lee Sia
		ENGL090	*	T	204	Gloria HO
	GE	BIOL221	*	F	BL	Charles LAU
	HLT	FDNT460	1	W	205	Diana DAVID
		FTES305	*	M	205	Daniel YEUNG
		FTES355	3	R	205	Daniel Yeung
		HLED380	*	T	205	Charlene PAK
	PSY	PSYC460	3	TWR	110	Nancy RECALDE
	REL	RELB476	*	T	203	Daniel CHUAH
		RELP441	2	MR	205	Leendert BROUWER
<b>10:30 - 11:20</b>		<b>CHAPEL</b>			MPH	
ENG	ENGL131	Understanding Reading	3	MTR	203	TAY Lee Sia
GE	BIOL221	Anatomy and Physiology I LAB	*	F	BL	Charles LAU
	CHEM100	Consumer Chemistry	4	MTR	204	Charles LAU
BUS	BSAD355	Management and Organization	3	TRF	202	Henry YA'ANG
HLT	FTES305	Concepts & Application in Phy Fitness	3	MR	205	Daniel YEUNG
REL	RELT225	SDA Doctrine	3	MTR	110	Twinky LAU
<b>11:30 - 12:20</b>	ENG	ENSL071	4	MTWR	204	Gloria HO
		ENGL090	*	F	204	Gloria HO
	BUS	ACCT121	3	MTR	203	Cindy SING
	HLT	FDNT230	3	MTR	202	Diana DAVID
		FTES355	3	MR	205	Daniel Yeung
		HLED120	1	W	205	Diana DAVID
		HLSC110	2	W	205	Diana DAVID
		HLED380	3	F	205	Charlene PAK
	PSY	PSYC269	3	MTR	110	Nancy RECALDE
<b>12:30 - 13:20</b>	ENG	COMM104	3	MTR	204	Simon CHUA
	HLT	FDNT240	1	F		Diana DAVID
		HLED380	3	F	205	Charlene PAK
	PSY	PSYC101/105	3	MTR	110	Priscilla WONG
	REL	BIBL211	*	W	203	Leendert BROUWER
	RELH400	3	MTR	203	Twinky LAU	
<b>13:30 - 14:20</b>	ENGL	ENGL090	*	W	204	Gloria HO
	GE	SOCI119	3	MTR	205	Kevin YEUNG
		BHSC100	2	MW	110	Nancy RECALDE
	HLT	FDNT240	1	F		Diana DAVID
	PSY	BHSC432	3	F/W	202	Kelvin NG
<b>14:30 - 15:20</b>	ENG	ENGL105	4	MTWR	202	TAY Lee Sia
	GE	CHEM100	*	R	CL	Charles LAU
	HLT	FDNT240	1	F		Diana DAVID
		FDNT460	1	W	110	Diana DAVID
	PSY	BHSC432	3	F/W	202	Kelvin NG
	REL	RELP100-400	0	F	203	Daniel CHUAH
		RELT100	3	MTW	204	Leendert BROUWER
<b>15:30 - 16:20</b>	GE	CHEM100	*	R	CL	Charles LAU
		PEAC130	1	R	BC/GYM	Daniel YEUNG
		MUPF337	1	MW	MR	Arlene SIAGIAN
	BUS	MKTG310	3	MTR	202	Cindy SING
	PSY	BHSC432	3	F/W	202	Kelvin NG
<b>16:30 - 17:20</b>	GE	CHEM100	*	R	CL	Charles LAU
	REL	RELP490	4	MT	203	Twinky LAU
TBA						
	GE	ENGL121	3	MWR	204	TAY Lee Sia
		EDUC108	0	TBA	TBA	Simon CHUA
		MUPF170	1	TBA	TBA	Arlene SIAGIAN
		MUPF329	1	TBA	TBA	Arlene SIAGIAN
	HLT	FTES495	4	TBA	TBA	Charlene PAK
	REL	RELP490				Field Evangelism (2 credits hour off campus practical work)

BC\_Basketball court  
GYM\_Gymnasium  
MR\_Music Room