

# Student Orientation Guide

Academic Registry Services Section

## CONTENTS

<b>A. NEW STUDENT ORIENTATION</b>	P.1
<b>B. REGISTRATION AND COMMENCEMENT OF NEW ACADEMIC YEAR</b>	P.5
<b>C. CIE STUDENT INFORMATION SYSTEM (MyBU-Study)</b>	
1. Retrieval of the CIE Student Number	P.7
2. Single Sign On (SSOid) Account Registration for IT Services	P.8
3. Registration of First Mobile Device for Multi-factor Authentication (MFA)	P.9
4. HKBU Email Set Up	P.9
5. Login to MyBU-Study	P.10
6. Registration of Courses	P.11
7. Timetable	P.11
8. Add/Drop Courses	P.11
<b>D. COLLEGE COMMUNICATION</b>	
1. HKBU Email	P.12
2. CIE Notice Board	P.12
3. SCEMoodle	P.12
4. HKBU Mobile	P.12
<b>E. USE OF SMART CARD SYSTEM FOR ATTENDANCE TAKING</b>	P.13
<b>F. SUPPORT AND INFORMATION</b>	
1. Academic Year	P.13
2. Academic Integrity Online Tutorial	P.13
3. National Security Law Education	P.13
4. MTR Student Travel Scheme	P.14
5. Scholarship and Financial Aid	P.14
6. Co-curricular and Extra-curricular Activities	P.15
7. Health Service	P.15
8. Locker Rental	P.15
<b>G. ENQUIRIES</b>	P.16
Appendix 1: MyBU-Study User Guide	P.17
Appendix 2: Financial Assistance Scheme for Post-secondary Students (FASP) & Non-means-tested Loan Scheme for Post-secondary Students (NLSPS)	P.24
Appendix 3: Continuing Education Fund (CEF)	P.25

## **A. NEW STUDENT ORIENTATION**

### **Event Details and Arrangements**

To help new Associate Degree (AD)/Higher Diploma (HD) programme students adapt to a new college life at the University, a New Student Orientation programme has been arranged.

#### **1. New Student Orientation\***

- You will meet the lecturers of your respective programmes in the orientation. The academic requirements of the sub-degree programmes, study path and articulations will be introduced.
- You will gain an overall picture of useful resources and diverse experiences obtainable in the College.

<b>Division of Communication</b>	<b>Division of Applied Science</b>	<b>Division of Arts &amp; Languages</b>	<b>Division of Business</b>	<b>Division of Social Sciences</b>
<b>HD in Art Tech Design</b>  Concentration Studies of AD: ▪ Creative Communication ▪ Creative Digital Media Design ▪ Film, Television and Digital Media Studies ▪ Media Communication	Concentration Studies of AD: ▪ Environmental Conservation Studies ▪ Financial Technology ▪ Geography and Resources Management ▪ Health Sciences ▪ Life Science ▪ Nutrition and Food Management	Concentration Studies of AD: ▪ Chinese for Professional Purposes ▪ Cultural Studies ▪ Music Studies ▪ Professional Communication and English Studies ▪ Visual Arts	Concentration Studies of AD: ▪ Business Administration ▪ Financial Management ▪ Marketing ▪ Professional Accountancy ▪ Tourism and Hospitality Management	Concentration Studies of AD: ▪ Applied Social Service ▪ History and Hong Kong Studies ▪ Practical Philosophy ▪ Psychology ▪ Society and Wellness Studies ▪ Sociology and Digital Society ▪ Sport and Recreation Studies
<b>20 August 2024 (Tuesday)</b>	<b>21 August 2024 (Wednesday)</b>		<b>22 August 2024 (Thursday)</b>	
<b>10:00 am – 11:30 am</b> <b>11:30 am – 12:30 pm</b> <b>12:30 pm – 2:00 pm</b> <b>2:00 pm – 4:00 pm</b>		Jumpstart Your College Life Lunchtime Orientation Carnival Division Orientation & Concentration Studies/Programmes Session		
<b>Auditorium, 1/F, Shek Mun Campus</b>				

*Remarks: Mainland and non-local students will receive an email with the links for online participation 2 days before the New Student Orientation. Those who have arrived in Hong Kong are expected to attend the New Student Orientation on-site.*

## 2. Study Guide Activity (Session for Non-Chinese Speaking Students and Non-local Students)\*

Aims and Objectives:

- To recapture the key points in New Student Orientation – a useful academic study guide in preparing for college study and helpful resources at CIE
- To provide some tips for non-Chinese speaking/non-local students on smooth adaptation to college life

Date	: <b>22 August 2024 (Thursday)</b>
Time	: <b>4:30 pm – 5:30 pm</b>
Venue	: Room 701, 7/F, Shek Mun Campus <b>and</b> Online Session ( <i>Hybrid</i> )
Enrolment	: <a href="https://bit.ly/3Y6xEZx">https://bit.ly/3Y6xEZx</a> during 1 – 16 August 2024 (first-come-first-served)

## 3. College English Taster 2024\*

Aims and Objectives:

- To acquaint you with the English curriculum, assessment policies, and graduation requirements at CIE
- To introduce lecturers in the English Team to you
- To teach you how to communicate effectively with your lecturers

Date	: <b>26 August 2024 (Monday)</b>
Time	: <b>9:30 am – 11:30 am</b> ( <i>Division of Applied Science &amp; Division of Arts and Languages</i> ) <b>12:00 noon – 2:00 pm</b> ( <i>Division of Communication</i> ) <b>2:30 pm – 4:30 pm</b> ( <i>Division of Business &amp; Division of Social Sciences</i> )
Venue	: Auditorium, 1/F, Shek Mun Campus
Remark	: <b>This event is compulsory.</b> If you are unable to attend the event due to any unforeseen circumstances, please email us <a href="#">here</a> .

#### 4. Stepping Stones to College Success\*

Aims and Objectives:

- To provide you with useful information and tips you "must know and learn" as college students
- To grasp basic skills and strategies on how to cope with a new learning environment in tertiary education

Date	: 26 August 2024 (Monday)
Time	: 10:00 am – 12:00 noon; OR 2:00 pm – 4:00 pm (2 identical sessions)
Venue	: Room 701, 7/F, Shek Mun Campus
Enrolment	: <a href="https://bit.ly/4f9hoNu">https://bit.ly/4f9hoNu</a> during 1 – 22 August 2024 (first-come-first-served)

#### 5. Connections Hub: Ignite Your Campus Journey\*

Aims and Objectives:

- To make new friends here and build up a relationship network
- To kick-start your campus life and develop quick adaptation
- To connect with senior year students and Guidance Counsellors

Date	: 26 August 2024 (Monday)
Time	: 10:00 am – 12:30 pm; OR 2:00 pm – 4:30 pm (2 identical sessions)
Venue	: 5/F Interactive Commons, Shek Mun Campus
Enrolment	: <a href="https://bit.ly/4f9hoNu">https://bit.ly/4f9hoNu</a> during 1 – 22 August 2024 (first-come-first-served)

#### 6. Whole Person Development Programme in Orientation Month

Aims and Objectives:

- To help you master goal-achieving strategies in college life
- To foster personal development with cross-disciplinary and extra-curricular exposure

Date	: 4 – 25 September 2024 (Every Wednesday)
Time	: 12:30 pm – 1:30 pm
Venue	: Shek Mun Campus
Enrolment	: More details will be available in late August 2024.
Enquiries	: Student Development Centre <a href="mailto:ciesdc@hkbu.edu.hk">ciesdc@hkbu.edu.hk</a> (Email) / 3411 3303 (Phone)


*\*Bad Weather Arrangements (applicable to both on-campus and online events/activities mentioned in Part A (1-5) above):*

<i>Typhoon Signal No. 8 or above, or Black Rainstorm Warning Signal is lowered/cancelled</i>	<i>Arrangement of all events and activities on the day</i>
<i>Before 7:30 am</i>	<i>As usual</i>
<i>At or after 7:30 am</i>	<i>Cancel/Re-schedule<sup>#</sup></i>

*<sup>#</sup> If the orientation events/activities for the five academic divisions scheduled for 20 - 22 August 2024 are cancelled due to bad weather, the events/activities will be re-scheduled and conducted on 23 August 2024 (Friday) from 10:00 am to 1:00 pm via Zoom. You could check the College website regarding the latest arrangements.*

## **B. REGISTRATION AND COMMENCEMENT OF NEW ACADEMIC YEAR**

Please follow the below sequence of events/tasks to complete the registration procedures regarding the commencement of the new Academic Year:

Date	Events/Tasks	Reference Materials
16 August	<p>✓ Get the CIE Student Number from the hyperlink or the QR code below:</p> <p style="text-align: center;"><a href="https://cie2.hkbu.edu.hk/student_no">https://cie2.hkbu.edu.hk/student_no</a></p> <div style="text-align: center;">  </div>	Part C
16 - 21 August	<p>✓ <b>Submit a Photo for the Student Card</b></p> <p>- Upload a colour passport photo to the <b>University Student Card Photo Upload System</b> (<a href="https://ciephoto.hkbu.edu.hk/">https://ciephoto.hkbu.edu.hk/</a>). The photo specifications are as follows:</p> <ul style="list-style-type: none"> <li>• A recent passport photo showing a full front view of your face without head coverings.</li> <li>• The photo should be in colour, taken against a plain background (preferably white).</li> <li>• File format: JPEG file format, file extension .jpg</li> <li>• File size: 200 Kbytes – 2 Mbytes</li> <li>• Dimensions: a square aspect photo; acceptable dimensions are from 600 x 600 pixels to 1200 x 1200 pixels</li> </ul> <p>- Demonstration available on the front page of the <b>University Student Card Photo Upload System</b></p>	
19 August	<p>✓ <b>Complete Single Sign On (SSOid) Account Registration for IT Services</b></p> <p>✓ <b>Register First Mobile Device for Multi-factor Authentication (MFA)</b></p> <p>✓ <b>Set up HKBU Email</b></p> <p>✓ <b>Log in MyBU-Study</b></p> <p>✓ <b>Download “HKBU Mobile”</b></p>	Part C  Part D
28 August (2:00 pm)	<p>✓ <b>View your semester timetable via MyBU-Study</b> (<i>NO course registration is required for the 1<sup>st</sup> Semester of AY2024/25. You will <b>automatically</b> be registered for the courses as specified in your study path.</i>)</p>	Appendix 1
30 August	<p>✓ <b>View your enrolled courses and teaching materials via SCEMoodle</b></p>	Part D
2 September	<p><b>1<sup>st</sup> Semester begins</b></p>	

Date	Events/Tasks	Reference Materials
<p>Late August - Early September</p>	<p>✓ <b>Collect Student Card (by appointment only)</b></p> <ul style="list-style-type: none"> <li>- Choose a date via the online system to collect your student card. Details will be sent to your HKBU email account in late August.</li> </ul> <p><b>BEFORE collecting your student card on campus, please prepare the following items:</b></p> <ul style="list-style-type: none"> <li>- Bring your <b>HKID Card/Passport AND</b> the <b>original copies of academic qualifications</b> (public examination results, academic transcripts and graduation certificates) for verification (<i>applicable to students with non-2024 HKDSE qualification</i>)</li> <li>- Complete and return the <a href="#"><b>Letter of Consent</b></a> (if you are under the age of 18 as of 1 September 2024)</li> </ul> <p><b>AFTER collection of your student card, please also:</b></p> <ul style="list-style-type: none"> <li>- Complete <b>Continuing Education Fund (CEF) – Statement of Consent</b></li> </ul>	



## C. CIE STUDENT INFORMATION SYSTEM (MyBU-Study)

MyBU-Study (see Appendix 1) is a web-based system specially designed for students to check University and College e-announcements, view course enrolment, check timetables, update personal data, and download debit notes for tuition fee payments, etc.

### 1. Retrieval of the CIE Student Number

To access MyBU-Study, you should first get your Student Number starting from **16 August 2024** and use your Student Number to activate your New Student Account via the Single Sign On (SSOid). For the procedures of retrieving your student number, please refer to the steps shown below.

- a. Go to the website: [https://cie2.hkbu.edu.hk/student\\_no](https://cie2.hkbu.edu.hk/student_no), or



scan the QR code :

- b. Enter your **HKID or Passport Number** and **Date of Birth**, and then click “**Retrieve**”

**Please fill in the following information to retrieve your Student Number. (for new student only)**

\*For Mainland and non-local students, please enter your Mainland identity card or passport number in the input field "Passport".

HKID  (  ) OR Passport

Date of Birth  (YYYYMMDD)

**HKID** : Enter your HKID Number (including the first alphabet (upper case) and the last digit in bracket) e.g. Z123456(7)  
(For local students)

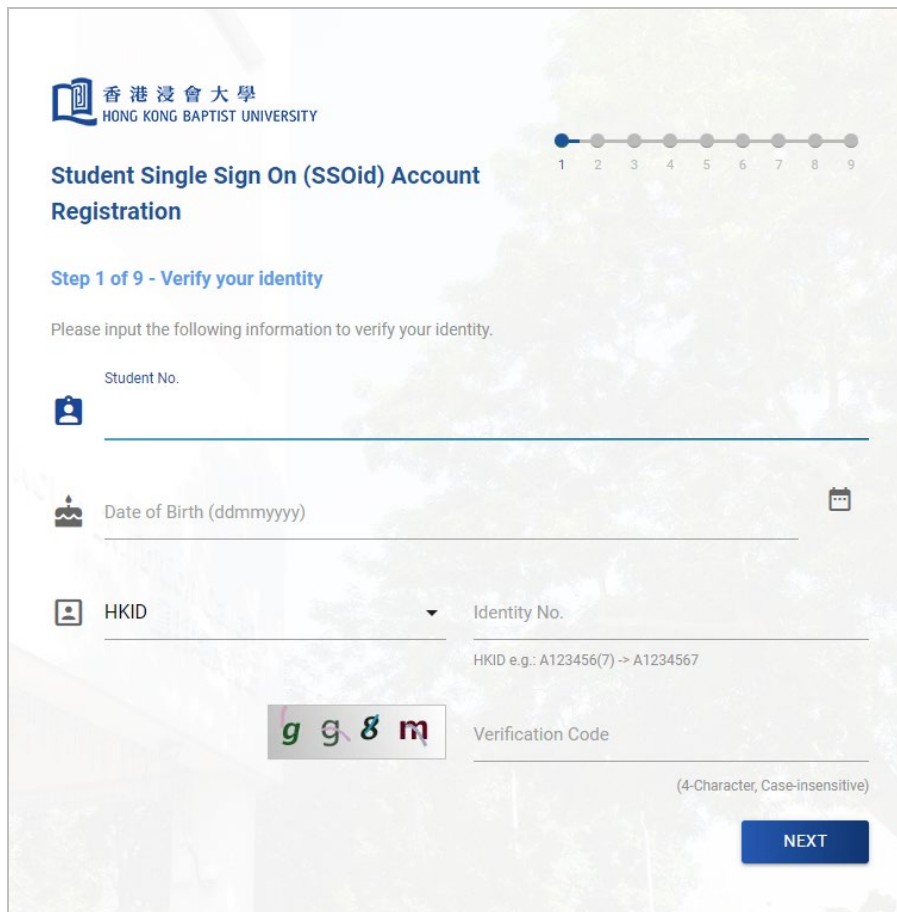
**Passport** : Enter your Mainland identity card or passport number  
(For Mainland and non-local students)

**Date of Birth** : Enter your Date of Birth (YYYYMMDD) e.g. 20060105

## 2. Single Sign On (SSOid) Account Registration for IT Services

After you have obtained your Student Number, you can go to the **SSOid Account Registration website** to activate your New Student Account starting from **19 August 2024**. More information can be found on the website of the Office of Information Technology of the University (<https://ito.hkbu.edu.hk>).

SSOid Account Registration website: <https://ssoid.hkbu.edu.hk/>



The screenshot shows the 'Student Single Sign On (SSOid) Account Registration' page for Hong Kong Baptist University. It is at 'Step 1 of 9 - Verify your identity'. The page includes a progress indicator with 9 steps, where step 1 is active. Below the header, there is a form with the following fields:

- Student No.**: A text input field with a person icon on the left.
- Date of Birth (ddmmyyyy)**: A text input field with a calendar icon on the right.
- Identification Document Type\***: A dropdown menu currently showing 'HKID'.
- Identity No.**: A text input field with a hint 'HKID e.g.: A123456(7) -> A1234567'.
- Verification Code**: A text input field with a hint '(4-Character, Case-insensitive)'. To the left of the field is a CAPTCHA image showing the characters 'g g 8 m'.

A blue 'NEXT' button is located at the bottom right of the form.

To verify your identity, please follow the steps below:

- Enter your **Student Number** (e.g. 24678901)
- Enter your **Date of Birth**
- Select the **Identification Document Type\*** (e.g. HKID)  
*\*For Mainland and non-local students, please select "Other Identity No.".*
- Enter your **Identification Number\*** (HKID e.g. Z123456(7) → Z1234567)  
*\*For Mainland and non-local students, please enter your Mainland identity card or passport number.*
- Input **Verification Code** as shown

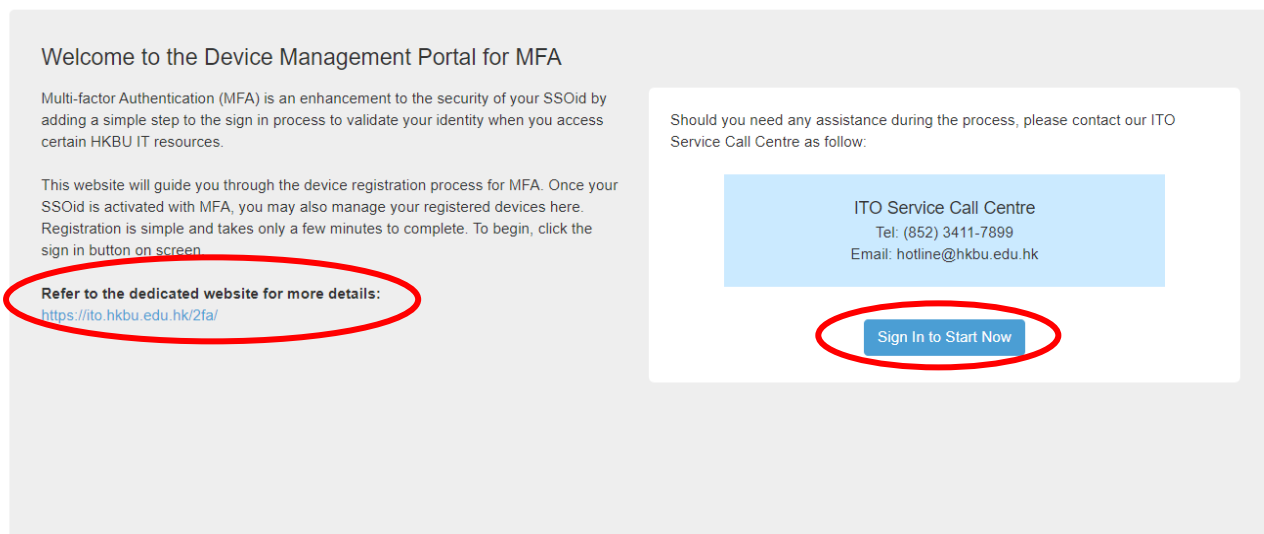
Then, you can set up your **password and security passkey for your SSOid** and your account will be ready for use in a few minutes.

### 3. Registration of First Mobile Device for Multi-factor Authentication (MFA)

Multi-factor Authentication (MFA) is an enhancement to the security of your SSOid by adding a simple step to the sign-in process to validate your identity via your mobile device when you access your HKBU IT accounts.



#### Multi-factor Authentication (MFA) Device Management Portal



Welcome to the Device Management Portal for MFA

Multi-factor Authentication (MFA) is an enhancement to the security of your SSOid by adding a simple step to the sign in process to validate your identity when you access certain HKBU IT resources.

This website will guide you through the device registration process for MFA. Once your SSOid is activated with MFA, you may also manage your registered devices here. Registration is simple and takes only a few minutes to complete. To begin, click the sign in button on screen

**Refer to the dedicated website for more details:**  
<https://ito.hkbu.edu.hk/2fa/>

Should you need any assistance during the process, please contact our ITO Service Call Centre as follow:

ITO Service Call Centre  
Tel: (852) 3411-7899  
Email: [hotline@hkbu.edu.hk](mailto:hotline@hkbu.edu.hk)

**Sign In to Start Now**

Multi-factor Authentication (MFA) website:

<https://iss.hkbu.edu.hk/buam/DuoDmp/welcome.seam>

(Please refer to the demonstration video “*Register Your First Mobile Device for MFA*” or download the relevant User Guide available at <https://ito.hkbu.edu.hk/2fa/> for instructions.)

For enquiries of Multi-factor Authentication (MFA), please contact ITO Service Call Centre at 3411 7899 or via [hotline@hkbu.edu.hk](mailto:hotline@hkbu.edu.hk).

### 4. HKBU Email Set Up

A personal HKBU email account is created for each new student. The **email alias** is the same as your **student number**. For example, if your student number is “24678901”, your HKBU email address will be 24678901@life.hkbu.edu.hk.

Please set up your HKBU email and SSOid password when you activate your New Student Account via the SSOid. You can then access the HKBU email via <https://www.cie.hkbu.edu.hk/main/email.php>.

## 5. Login to MyBU-Study

After you have completed your SSOid account registration and set up your HKBU email, you can log in MyBU-Study. Please follow the steps below:

- Go to the CIE website: <https://www.cie.hkbu.edu.hk>
- Select “Current Students” → “MyBU-Study”

The screenshot shows the CIE website interface. At the top, the navigation menu includes 'Prospective Student', 'Current Students', 'Staff', 'Alumni', 'Media', and 'Visitors'. The 'Current Students' link is circled in red. Below the navigation, there is a 'Current Students' section with a list of links: 'HKBU Homepage', 'MyBU-Study' (circled in red), 'Webmail', 'e-Learning (Moodle)', 'Bad Weather Arrangement', 'Library', 'English Language Support', 'IT Facilities and Services', 'Fees and Charges', and 'Enrol Activities'. A banner below the navigation features a group of students and a large '90.7%' statistic. To the right, there is a '3 Articulation Rate' banner with '81.2%' and 'Undergraduate Programmes offered by the Eight UGC-funded Local Universities'. Below the banner, there are icons for '2 years HD Higher Diploma Programme', '+2 years AD Associate Degree Programme', and 'UG Self-funded Undergraduate Programmes'. At the bottom, there are logos for 'HONG KONG BAPTIST UNIVERSITY' and 'COLLEGE OF INTERNATIONAL EDUCATION'. A 'MyBU-Study' login section is highlighted with a red circle, containing 'HKBU Staff/Student Login' and 'Other Eligible User' buttons. A footer section contains a system maintenance notice: 'The system will not be available from 02:30 am to 05:30 am. Students are required to register for the Multi-factor Authentication (MFA) arrangement which will be fully enforced by the University to strengthen the access security of most University-wide IT services. You may refer to the demonstration video or 2-page summary for the registration guidelines. Students failing to register MFA by the above deadline will be denied access to HKBU IT accounts such as MyBU-Study, HKBU Email, SCEMoodle, Zoom, VPN and Library System. Please register immediately by clicking HERE if you have not done so. Privacy Policy Copyright© College of International Education, Hong Kong Baptist University. All Rights Reserved.'

- User Name : Enter your **Student Number**
- Password : Enter your **SSOid password**
- Check and complete the following: “**Confirmation of Personal Data**”, “**Use of Personal Data**” and “**First Student Survey**” (*Optional*)

**6. Registration of Courses**

You will automatically be registered for the courses as specified in your study path. You may view your course enrolment record for the first semester of AY2024/25 via MyBU-Study.

**7. Timetable**

You can view your semester timetable via MyBU-Study on **28 August 2024 (2:00 pm)**. Classes are scheduled from 8:30 am to 8:30 pm from Mondays to Saturdays.

**8. Add/Drop Courses**

You can apply for adding/dropping courses or changing sections via MyBU-Study during **2 - 7 September 2024**. Application results will be sent to your HKBU email account. Please note that late applications will **NOT** be considered. For details of the add/drop procedures, please refer to Appendix 1. Further information will be posted on MyBU-Study.

## D. COLLEGE COMMUNICATION

### 1. HKBU Email

You should check your personal HKBU email account regularly to keep yourself updated on important College/ University affairs and study-related issues.

### 2. CIE Notice Board

You can check College announcements on the online Notice Board on MyBU-Study (<https://www.cie.hkbu.edu.hk>) regularly for updated information.

### 3. SCEMoodle

The College has adopted SCEMoodle, a web-based teaching and learning platform, to facilitate communication between lecturers and students. The *Help Guides for Students* can be downloaded from the HKBU Digital Learning & Teaching website (<https://chtl.hkbu.edu.hk/elearning/>). You can view your enrolled courses and teaching materials via SCEMoodle on **30 August 2024**.

Please note that you are required to complete the Academic Integrity Online Tutorial via SCEMoodle to fulfil the graduation requirements. Details will be announced on MyBU-Study.

### 4. HKBU Mobile

HKBU Mobile is an official mobile app for the University Community. You can view the University's latest information, the Academic Calendar, and your semester timetable, examination timetable and course enrolment records from HKBU Mobile.



## **E. USE OF SMART CARD SYSTEM FOR ATTENDANCE TAKING**

When you attend a class, please tap your student card to the card reader at the entrance of the classroom. When the card reader reads your student card, your attendance will be automatically recorded. Otherwise, you will be recorded as absent from the class.

Please note that card readers are installed in classrooms at Shek Mun Campus. However, card readers are not available for use at other venues, e.g. CVA Building, AVA at Kai Tak Campus and Au Shue Hung Building at Kowloon Tong Campus. For these classes, the course lecturers will mark students' attendance manually.

## **F. SUPPORT AND INFORMATION**

### **1. Academic Year**

The academic year of the College starts in September and concludes by the end of August of the following calendar year. The academic year includes two semesters. A summer term may be arranged for students to enrol/participate in regular courses which can be credit-bearing or non-credit-bearing, internships and/or study tours.

### **2. Academic Integrity Online Tutorial**

You are required to complete the Academic Integrity Online Tutorial via the SCE Moodle to fulfil the graduation requirements. Details will be announced on MyBU-Study.

### **3. National Security Law Education**

According to Article 10 of the Law of the People's Republic of China on Safeguarding National Security (NSL) in the Hong Kong Special Administrative Region (HKSAR), national security education should be promoted in schools and universities to raise the awareness of Hong Kong residents of national security and of the obligation to abide by the Law.

You are highly encouraged to study a set of reading materials on NSL by yourself. The self-study reading materials include a set of PowerPoint slides that introduce the key concepts of the Hong Kong legal system and constitutional status and NSL-related issues. You may also refer to a Reference List for further readings on specific areas relating to NSL. The materials are available on MyBU-Study (*Login to MyBU-Study → My University Life → National Security Law Education*).

#### 4. MTR Student Travel Scheme

Online applications for the MTR Student Travel Scheme should be submitted **on or before 31 October 2024**. The application can be completed in two easy steps, and no physical endorsement from the College is required:

- Submit [online applications](http://www.mtr.com.hk/en/customer/tickets/student_travel_scheme.html) via the MTR Mobile App / MTR website:  
[http://www.mtr.com.hk/en/customer/tickets/student\\_travel\\_scheme.html](http://www.mtr.com.hk/en/customer/tickets/student_travel_scheme.html).
- Activate the “Student Status” by using the Octopus App

Details can be referred to MyBU-Study (*Login to MyBU-Study → My Finance → MTR Student Travel Scheme*) and the MTR website.

#### 5. Scholarship and Financial Aid

Different types of scholarships and financial aid are available. Information can be found on MyBU-Study (*Login to MyBU-Study → My Finance → Scholarship and Financial Aid*).

Students may apply for the following financial assistance from the Government:

##### a. Financial Assistance Scheme for Post-secondary Students (FASP) and Non-means-tested Loan Scheme for Post-secondary Students (NLSPS) (see Appendix 2)

Online applications for FASP/NLSPS should be submitted **on or before 30 September 2024**. Useful information can be found on MyBU-Study (*Login to MyBU-Study → My Finance → Government Grant & Loan*).

Please follow the steps below:

- (i) register an account at **iAM Smart** 「智方便」 ([www.iamsmart.gov.hk](http://www.iamsmart.gov.hk)) or **MyGovHK** 「我的政府一站通」 ([www.gov.hk/mygovhk](http://www.gov.hk/mygovhk))
- (ii) download and read the **Guidance Notes**
- (iii) prepare all the required family income/assets information and supporting documents
- (iv) access “**SFO E-link – My Applications**” 「學資處電子通-我的申請」 ([ess.wfsfaa.gov.hk](http://ess.wfsfaa.gov.hk)) via **iAM Smart** 「智方便」 or **MyGovHK** 「我的政府一站通」 to complete the online application
- (v) select the institution (**College of International Education, Hong Kong Baptist University** 香港浸會大學國際學院) and programme information
- (vi) submit all the required documents by online upload, mail, or through the Student Finance Office (SFO)’s drop-in box

An online demonstration of “**SFO E-link – My Applications**” is available at the SFO website (<https://ess.wfsfaa.gov.hk/demo/en>).



**b. Continuing Education Fund (CEF) (see Appendix 3)**

The CEF reimbursable course list and the application form can be downloaded from MyBU-Study (*Login to MyBU-Study → My Finance → CEF Reimbursable Course List/ CEF Information*). Application should be submitted within one year upon successful completion of the CEF reimbursable courses.

**6. Co-curricular and Extra-curricular Activities**

Students are encouraged to take an active role in co-curricular and extra-curricular activities organised by the College and student organisations. Please refer to the information on activities available on the website of the Student Development Centre (<https://www.cie.hkbu.edu.hk/sdc>) from time to time.

You may choose to join the HKBU Students' Union and the HKBU interest clubs. Please refer to the link below for the interest clubs' websites:

<https://sa.hkbu.edu.hk/cls/student-organisations-and-support/student-organisations/interest-clubs>

**7. Health Service**

The Health Services Centre, located on Level 5, Sir Run Run Shaw Building, Ho Sin Hang Campus, Hong Kong Baptist University in Kowloon Tong provides medical services to students. You should present your student card for verification when you visit the clinic. Off-campus dental services are also available. Please visit the following website for details:

<https://eo.hkbu.edu.hk/eo-services/services-facilities/medical-services.html>

**8. Locker Rental**

Please refer to the notice on MyBU-Study (*Login to MyBU-Study → My Notice → Campus Notice*) for details.

## G. ENQUIRIES

### 1. Academic Registry Services Section:

<b>Address</b>	13/F, HKBU Shek Mun Campus, 8 On Muk Street, Shek Mun, Shatin
<b>Tel</b>	3411 3022
<b>Email</b>	<a href="mailto:cie@hkbu.edu.hk">cie@hkbu.edu.hk</a>
<b>Website</b>	<a href="https://www.cie.hkbu.edu.hk">https://www.cie.hkbu.edu.hk</a>

### 2. Other Departments / Offices:

Category	Department / Office	Telephone No. / Address
Campus Support	General Administration Section (Shek Mun)	3411 3300
Career Development	Careers and Employability Centre (Shek Mun)	3411 3047
	HKBU Career Centre (Kowloon Tong)	3411 7440
Clinic	Medical Clinic (Kowloon Tong)	3411 7447
	Dental Clinic (Off-campus)	3411 7997
IT Support	ITO (Office of Information Technology) Hotline	3411 7899
	Moodle (Technical) Hotline	3411 7899
	IT Support (Shek Mun)	3411 3300
Library	Shek Mun Campus Library	3411 3172
	University Library (Kowloon Tong)	3411 7363
	Dr. Stephen Riady Chinese Medicine Library (Kowloon Tong)	3411 2714
Sports Centre	Sports Centre (Shek Mun)	3411 3200
	Dr. Stephen Hui Sports Hall (Kowloon Tong)	3411 7010
	Wai Hang Sports Centre (Kowloon Tong)	3411 7010
	Joint Sports Centre (Kowloon Tong)	2794 1168
	Madam Kwok Chung Bo Fun Sports and Cultural Centre (Kowloon Tong)	3411 7010
Student Development	Student Development Centre (Shek Mun)	3411 3303
	HKBU Counselling and Development Centre (Kowloon Tong)	3411 7435

## Appendix 1 – MyBU-Study User Guide (<https://www.cie.hkbu.edu.hk>)

### A. About MyBU-Study

MyBU-Study is a system designed to support your study. You should check the information frequently to better manage the various aspects of your study.

There are **7 main pages** on MyBU-Study and their functions are listed below:

#### 1. **My Notice**

You can find all College notices regarding special events, examinations, important deadlines and information, as well as policies and guidelines on this page. You are **strongly recommended** to check all these notices from time to time. You are also recommended to check HKBU e-Announcements regularly to keep yourself informed of the updated news in the University/College.

#### 2. **My Study**

You can complete your course registration and add/drop or change of section application via MyBU-Study. You may also view your course enrolment record and graduation checklist, and print your academic report, semester and examination timetable. Please note that the course registration and add/drop or change of section applications are **only available** during the designated period. You can also view the Student Handbook and College regulations as well as download various application forms on this page.

#### 3. **My Learning Tools**

You can link to some useful resources beneficial to your learning, including SCEMoodle, English Language Support and Applied Chinese self-learning resource data bank.

#### 4. **My University Life**

You can view your University/College activities fulfillment related to graduation on this page. You should make sure the online tutorial on Academic Integrity is completed to fulfil the graduation requirements.

You can also check the Co-curricular Learning (CCL) on this page. CCL courses provided by the university departments or the CIE are open to all students. CCL strives to promote student learning through means of non-formal educational modes including seminars, campus events, workshops, and experiential learning activities. **A set of self-study materials of National Security Law Education is also available for downloading.**

## **5. My Services**

You can view and update your personal particulars and emergency contact information on this page. Your official record in the University/College will automatically be updated and you will receive an email confirmation in your university mailbox once the changes have been made. You can also change your password on this page. Again, an email confirmation will be sent automatically to your university mailbox once the change has been made. You can also see the services provided by the University.

## **6. My Finance**

You can view the payment instructions, print your debit note for the tuition fee payment, and download the payment receipts on this page. You can also check the information on applications for grants and loans, scholarships and Continuing Education Fund.

## **7. Bad Weather Arrangement**

You can view the bad weather arrangement of classes/examinations on this page.

## **Logout**

You are strongly advised to log out of the system to protect your privacy after you have finished using MyBU-Study.

## B. Course Add/Drop

### 1. **Course Add/Drop**

Adding and dropping courses should be submitted within the first week of classes of each semester. Please note that course add/drop and/or change of sections can only be done on MyBU-Study, and you can only access this page during the add/drop period. Details will be posted on MyBU-Study.

### 2. **Important Points to Note**

- (i) The system will warn you if a time clash is found or when the class is full.
- (ii) Remember to **LOG OUT** of the system after submitting your application.
- (iii) If you do not wish to confirm your application, select “**Start again**”.
- (iv) You are **not** allowed to submit another application before the first application is processed.

### 3. **Steps to Add/Drop**

**Step 1:** Sign in to MyBU-Study

**Step 2:** Click “**My Study**”

**Step 3:** Select “**Course Add & Drop**”

**Step 4:** Read the **General Guidelines for Application**

**Step 5:** Click “**Start**”

**Step 6:** Select “**Add Course**” or “**Drop Course**” as appropriate

To Add a Course	To Drop a Course
1. Select “ <b>Course</b> ”	1. Select “ <b>Course to Drop</b> ”
2. Select “ <b>Section</b> ”	2. Click “ <b>Drop Course</b> ”
3. Click “ <b>Add Course</b> ”	3. Click “ <b>Next</b> ” to continue
4. Click “ <b>Next</b> ” to continue	

Application for Adding or Dropping Course

 Print

Student Name :  
Student No. :  
Programme :  
Concentration Studies :  
Campus :

Read Your Suggested [Study Path](#) and [Course List](#).

**You are advised to view your Study Path.**

Adding

Course Code	Section	Course Title	Unit	Remark
-------------	---------	--------------	------	--------

**Total units to ADD: 0**

Dropping

Course Code	Section	Course Title	Unit	Remark
-------------	---------	--------------	------	--------

**Total units to DROP: 0**

[Start again](#) [Delete Add/Drop Course](#) [Add Course](#) [Drop Course](#) [Next >](#)

Application for Adding or Dropping Course

 Print

Student Name :  
Student No. :  
Programme :  
Concentration Studies :  
Campus :

Read Your Suggested [Study Path](#) and [Course List](#).

Adding

Course Code	Section	Course Title	Unit	Remark
-------------	---------	--------------	------	--------

**Total units to ADD: 0**

Dropping

Course Code	Section	Course Title	Unit	Remark
-------------	---------	--------------	------	--------

**Total units to DROP: 0**

[Start again](#) [Delete Add/Drop Course](#) [Add Course](#) [Drop Course](#) [Next >](#)

## Application for Adding or Dropping Course

Print

Student Name :  
Student No. :  
Programme :  
Concentration Studies :  
Campus :

Read Your Suggested [Study Path](#) and [Course List](#).

Course:

Please select a course from the list below:

- Please Select Course
- CCLC1202-English Academic Writing II
- CCPN1400-The Art of Persuasion
- EEC 0020-IELTS Preparation Module II - Writing and Speaking
- FCQR1100-Making Sense of Data and Statistics in the Information Age
- FCQR1300-Quantitative Analysis for the Business World
- FCQR1400-Data and the Media: The Good, the Bad, and the Ugly
- FCVM1200-Film and Moral Philosophy**
- FCVM1300-Ethical Decision Making in the Workplace
- FCVM1400-Buying or Dying? Media, Consumption and the Making of Self
- FREL1100-Food, Nutrition and Society
- FREL1101-Wonders of the Environment

You can add course from the pull-down menu.

53	FRI	16:30 - 18:30	705
54	THU	11:30 - 13:30	815
55	THU	13:30 - 15:30	815
56	TUE	10:30 - 12:30	707
57	TUE	12:30 - 14:30	707
58	FRI	11:30 - 13:30	704
59	MON	13:30 - 15:30	1002
60	TUE	10:30 - 12:30	715
61	TUE	12:30 - 14:30	715
62	TUE	10:30 - 10:30	708
63	TUE	13:30 - 15:30	904
64	TUE	10:30 - 12:30	708
65	TUE	13:30 - 17:30	904
66	WED	10:30 - 10:30	906
67	WED	10:30 - 12:30	906
68	WED	13:30 - 18:30	909
69	TUE	10:30 - 10:30	802
70	TUE	10:30 - 12:30	802
71	TUE	13:30 - 15:30	708
72	TUE	13:30 - 17:30	708

Choose a section from the pull-down menu.

Then click "Add Course".

Section to register:

< Back

Add Course

**Application for Adding or Dropping Course**

Print

Student Name :  
 Student No. :  
 Programme :  
 Concentration Studies :  
 Campus :

Read Your Suggested [Study Path](#) and [Course List](#).

**Adding**

Course Code	Section	Course Title	Unit	Remark
<b>Total units to ADD: 0</b>				

**Dropping**

Course Code	Section	Course Title	Unit	Remark
<b>Total units to DROP: 0</b>				

**Application for Adding or Dropping Course**

Print

Student Name :  
 Student No. :  
 Programme :  
 Concentration Studies :  
 Campus :

Read Your Suggested [Study Path](#) and [Course List](#).

Please choose course(s) to drop from the following list.

Course Code	Section	Course Title	Unit
CCHL1501	51	Active Team Ball Games - Volleyball	2
CCLC1202	87	English Academic Writing II	3
FCQR1300	51	Quantitative Analysis for the Business World	3
CCPP1500	79	Planning Your Academic and Career Pathways	1
BLLS2200	51	Creative English Writing Workshop	3
BLLS2203	51	Methods and Skills in Translation	3
EEC 0020	51	IELTS Preparation Module II – Writing and Speaking	0

Course to drop: CCHL1501 ▾

Then click "Drop Course".

You can choose a course from the pull-down menu.



**Step 7:** View your **Add/Drop list**. If you wish to change your Add/Drop list, please tick the appropriate box and then click **“Delete Add/Drop Course”**

Application for Adding or Dropping Course

Print

Student Name :  
 Student No. :  
 Programme :  
 Concentraton Studies :  
 Campus :

Read Your Suggested [Study Path](#) and [Course List](#).

**Adding**

	Course Code	Section	Course Title	Unit	Remark
<input type="checkbox"/>	CCPP1500	78	Planning Your Academic and Career Pathways	1	

**Total units to ADD: 1**

**Dropping**

Course Code	Section	Course Title	Unit	Remark
<b>Total units to DROP: 0</b>				

Start again
Delete Add/Drop Course
Add Course
Drop Course
Next >

Course added is shown. If required, tick the checkbox and click “Delete Add/Drop Course” to delete course added/dropped.

**Step 8:** Click **“Confirm”** to submit your application

Application for Adding or Dropping Course

Print

Student Name :  
 Student No. :  
 Programme :  
 Concentraton Studies :  
 Campus :

Read Your Suggested [Study Path](#) and [Course List](#).

If your application is approved, you will have registered for 17 units in the current semester.

**Adding**

Course Code	Section	Course Title	Unit	Remark
CCLC1202	89	English Academic Writing II	3	

**Total units to ADD: 3**

**Dropping**

Course Code	Section	Course Title	Unit	Remark
CCLC1202	87	English Academic Writing II	3	

**Total units to DROP: 3**

To submit your Course Add/Drop Application, click “Confirm”.  
 To change your Adding/Dropping list, click “Back”.

< Back
Confirm
Click “Confirm”.

## Appendix 2 - Financial Assistance Scheme for Post-secondary Students (FASP) & Non-means-tested Loan Scheme for Post-secondary Students (NLSPS)

	<b>Financial Assistance Scheme for Post-secondary Students (FASP)</b> 專上學生資助計劃	<b>Non-means-tested Loan Scheme for Post-secondary Students (NLSPS)</b> 專上學生免入息審查貸款計劃
Aim	To provide <u>means-tested</u> financial assistance in the form of <u>grants and/or loans</u> to eligible students.	To provide financial assistance in the form of <u>loans</u> to eligible students.
Eligibility	<ul style="list-style-type: none"> <li>– Registered full-time students, aged 30 or below (i.e. born on or after 1 September 1993); and</li> <li>– Students who have the right of abode in Hong Kong</li> </ul> <p>Students who <u>HAVE NOT</u> accepted financial assistance under any other publicly-funded student financial assistance scheme [e.g. the Continuing Education Fund (CEF)] for the programme/course under this application.</p>	--
Level of Financial Assistance	<p>The maximum amount of Tuition Fee (TF) grant is capped at the annual tuition fees payable (i.e. HK\$60,600 for 2024/25 Intake).</p> <p>If students pass the means-test but are not eligible for 100% TF grant, they may also apply for the loan under the NLSPS.</p>	The maximum amount of loan is capped at the annual tuition fees payable (i.e. HK\$60,600 for 2024/25 Intake).
Calculation of Financial Assistance	<p>Depending on a student's financial circumstances, he/she may be eligible for a grant or a loan. Use the calculator in the SFO E-link to have a rough idea: <a href="https://e-link.wfsfaa.gov.hk/EBILLPRD/jsp_public/vas/vas0101.jsp">https://e-link.wfsfaa.gov.hk/EBILLPRD/jsp_public/vas/vas0101.jsp</a></p>	--
Application Procedures	The online application should be submitted on or before <u>30 September 2024</u> . Details can be referred to Point 5a under Part F on Page 14.	
Notification of Result	<p><u>Apply for NLSPS only:</u> Normally within 3 weeks from the issuance date of the "Acknowledgement of Receipt of Application" by SFO.</p> <p><u>Apply for both FASP and NLSPS:</u> About 2 months from the issuance date of the "Acknowledgement of Receipt of Application" by SFO.</p>	If the information provided is complete upon submission of application, SFO will normally issue the "NLSPS Notification of Result" within 3 weeks from the issuance date of the "Acknowledgement of Receipt of Application".
Payment	The approved grant or loan will normally be paid in two equal installments.	
Repayment	Repay the loan borrowed and interest accrued at a pre-determined interest rate in 15 years (Repayment Period) by 180 equal monthly installments, or in a shorter Repayment Period by equal monthly installments as agreed by SFO.	
Remarks	--	An annual administration fee of HK\$216 is charged until the loan and interest accrued are fully repaid.
Contact Information	Student Finance Office (SFO)	
	<p>Tel: 2152 9000 Address: FASP Application Processing Unit, 4/F, Trade and Industry Tower, 3 Concorde Road, Kai Tak, Kowloon Email: <a href="mailto:wg_sfo@wfsfaa.gov.hk">wg_sfo@wfsfaa.gov.hk</a> Website: <a href="https://www.wfsfaa.gov.hk/sfo">https://www.wfsfaa.gov.hk/sfo</a></p>	<p>Tel: 2150 6222 Address: Room 1204, 12/F, Cheung Sha Wan Government Offices, 303 Cheung Sha Wan Road, Kowloon Email: <a href="mailto:wg_sfo@wfsfaa.gov.hk">wg_sfo@wfsfaa.gov.hk</a> Website: <a href="https://www.wfsfaa.gov.hk/sfo">https://www.wfsfaa.gov.hk/sfo</a></p>

### Appendix 3 - Continuing Education Fund (CEF)

Some of the courses offered by the College have been included in the list of reimbursable courses for CEF purposes. Please read the following information:

<b>Continuing Education Fund (CEF)</b> <b>持續進修基金</b>	
Eligibility	<ul style="list-style-type: none"> <li>– Hong Kong residents aged 18 or above who have the right of abode or the right to land or to remain in Hong Kong without restriction, or holders of a one-way permit from Mainland China;</li> <li>– Students who DO NOT obtain any grants or loans from the Financial Assistance Scheme for Post-secondary Students (FASP) administered by the Student Finance Office (SFO);</li> <li>– Students must have attained at least 50% of the overall marks and with an attendance of no less than 70% of the reimbursable course.</li> </ul>
Subsidy Ceiling	Eligible applicants will be reimbursed up to a maximum sum of HK\$25,000 (the percentage of fees to be borne by learners for the first HK\$10,000 subsidy is 20% of the course fee and that for the second HK\$15,000 subsidy is 40% of the course fee).
CEF Reimbursable Course List	Check the CEF Reimbursable Course List at <i>MyBU-Study</i> (Login to <i>MyBU-Study</i> → <i>My Finance</i> → <i>CEF Information</i> )
Application Procedures	<ol style="list-style-type: none"> <li>1. Download the Application Form [SFO 313 (2022)] at <i>MyBU-Study</i> or from the CEF website; <ul style="list-style-type: none"> <li>• Login to <i>MyBU-Study</i> → <i>My Finance</i> → <i>CEF Information</i></li> <li>• <a href="https://www.wfsfaa.gov.hk/cef/en/application/forms.htm">https://www.wfsfaa.gov.hk/cef/en/application/forms.htm</a></li> </ul> </li> <li>2. Refer to the CEF Reimbursable Course List and fill in the information on the Application Form;</li> <li>3. Submit the completed Application Form to the Academic Registry Services Section (ARSS) for certification during the specified submission period;</li> <li>4. Collect the certified Application Form from ARSS; and</li> <li>5. Submit the certified Application Form with relevant supporting documents to the Office of Continuing Education Fund (OCEF). For details, please visit the CEF website <a href="https://www.wfsfaa.gov.hk/cef/en/application/procedures.htm">https://www.wfsfaa.gov.hk/cef/en/application/procedures.htm</a></li> </ol>
Application Deadline	The application for reimbursement should be submitted within one year upon the successful completion of the CEF reimbursable course to the Office of Continuing Education Fund (OCEF). Late applications will not be accepted.
Application Result	Application results will be issued within six to eight weeks from the date of receipt of the application of OCEF subject to the provision of complete and accurate information.
Contact Information of OCEF	Address: Units 07-11, 25/F, CDW Building, 388 Castle Peak Road, Tsuen Wan, Hong Kong 24-hour Hotline: 3142 2277 Email: <a href="mailto:cef_sfo@wfsfaa.gov.hk">cef_sfo@wfsfaa.gov.hk</a> Website: <a href="http://www.wfsfaa.gov.hk/cef">www.wfsfaa.gov.hk/cef</a>

