



Gratia Christian College
宏恩基督教學院

Programme Handbook
for
Higher Diploma in Transformative
Business Management (HDTBM)
Students

2019/20

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Section 1 Overview of the Institution

1.1 Overview of Gratia Christian College

1.1.1 The Higher Diploma in Transformative Business Management (HDTBM) Programme is offered by Gratia Christian College (GCC) (宏恩基督教學院) at 5 Wai Chi Street, Shek Kip Mei, Kowloon, Hong Kong (香港九龍石硤尾偉智街 5 號).

1.1.1 The legal entity of GCC, Gratia Christian College Limited, was registered under Companies Ordinance CAP 32 on 20 December 2013. GCC was granted the degree-awarding status for registration under the Post-secondary Colleges Ordinance and Regulations (CAP 320) as a private, independent, and non-profit-making Christian post-secondary college on 13 July 2015. The ultimate goal of the College is to become a private and independent Christian university in the future.

1.2 Vision, Mission and Values

1.2.1 The Vision of GCC is “To be a private independent Christian university that excels in liberal arts and professional education for developing servant leaders to serve the Chinese and global communities with competence and Christian love.”

1.2.2 The Mission of GCC is to:

- a) Inspire students to develop academically and spiritually, discover complementation between knowledge and faith, think critically with clarity, act professionally with integrity, and work in teams effectively with humility.
- b) Provide professional development and life-long learning programmes for staff in partnership with educational, commercial, and religious organizations.
- c) Engage the Church in inter-faith and inter-cultural dialogues for developing Christian approaches to current and future issues facing the Chinese and global communities.

1.2.3 GCC nurtures its students based on the “CHRIST” values:

“C	H	R	I	S	T”
COMMITMENT	HUMILITY	RESILIENCE	INTEGRITY	SERVICE	TEAMWORK

1.3 Desired Characteristics of GCC Graduates

1.3.1 It is desired that graduates of GCC would:

- a) be knowledgeable and professional;
- b) learn independently and think critically;
- c) strive for innovation;
- d) integrate the “CHRIST” values and faith in whole person development;
- e) develop self-confidence, social and interpersonal skills;
- f) be valuable citizens of society with global perspectives; and
- g) apply the principles of servant leadership in life.

1.4 Servant Leadership

1.4.1 The concept of servant leadership is a core element found in GCC’s vision. It is one of the graduates’ desired characteristics so it is written as a programme objective for all the programmes at GCC. It is also a dominating feature of both the formal curriculum and co-curricular activities.

1.4.2 Adapted from “The Servant as Leader”¹:

“The servant-leader is servant first... It begins with the natural feeling that one wants to serve, to serve first. Then conscious choice brings one to aspire to lead. That person is sharply different from one who is leader first...The best test, and the most difficult to administer, is this: Do those served grow as persons? Do they, while being served, become healthier, wiser, freer, more autonomous, more likely themselves to become servants? And, what is the effect on the least privileged in society? Will they benefit or at least not be further deprived?”

1.5 Programmes on Offer

1.5.1 GCC offers three bachelor’s degree, four higher diploma and one diploma programmes. They are shown in the following table:

Year of Launch	Programme
2015	Bachelor of Business Administration (Honours) in Service Marketing and Management
	Bachelor of Psychology (Honours)
	Bachelor of Social Work (Honours)
2017	Higher Diploma in Early Childhood Education
	Diploma in Pre-University Studies
2019	Higher Diploma in Transformative Business Management
	Higher Diploma in Psychology and Counselling
	Higher Diploma in Christian Ministry

¹ Greenleaf, R. K. (1991). *The servant as leader*. Indianapolis, IN: The Robert K. Greenleaf Center. [Originally published in 1970, by Robert K. Greenleaf]

Section 2 The Programme

2.1 General Programme Information

2.1.1 The table below gives a brief introduction of the Higher Diploma in Transformative Business Management Programme.

General Information about the HDTBM Programme

Item	Description
Programme Title	Higher Diploma in Transformative Business Management Programme 轉化型商業管理高級文憑課程
Qualification Title (exit award)	Higher Diploma in Transformative Business Management 轉化型商業管理高級文憑
Award Granting Body	Gratia Christian College 宏恩基督教學院
Modes of Study	Full-time and Part-time
Primary Area of Study/Training	A03 Business and Management
Sub Area of Study/Training	A0305 General Business Management
Programme Length	2 years
Length of Programme Leading to Exit Award	<p><u>Full-time mode:</u> Maximum no. of years: 4 Minimum no. of years: 2</p> <p><u>Part-time mode:</u> Maximum no. of years: 6 Minimum no. of years: 3</p> <p>Number of notional learning hours: 2,835 Number of QF credits required for graduation: 284 Contact hours required for the above QF credits: 990</p> <p>Ratios of contact hours to self-study hours for various teaching and learning activities: Lecture, tutorial, workshop – 1:2 Industry exposure – 1:0.5</p>
Programme Launch Date	September 2019
Number of Enrolments Per Year	One enrolment per year
Proposed maximum number of new students per year	Year 1 Entry: 30 students per year

Section 3 Programme Objectives and Learning Outcomes

3.1 Programme Objectives

3.1.1 The Higher Diploma in Transformative Business Management Programme is designed to train and educate students for the future of Hong Kong's business organisations and NGOs.

3.1.2 The programme objectives of the HDTBM Programme are as follows:

- a) Students are equipped with the most up-to-date theories, knowledge and skills to be competent in business, marketing, and management settings at the para-professional level.
- b) Students are inspired to develop academically and spiritually, discover complementation between knowledge and faith, think critically with clarity, act professionally with integrity, and work in teams effectively with humility.
- c) They are nurtured to be servant leaders to exemplify the "CHRIST" values in various aspects of business, such as services, marketing, management, and business transformation.

3.2 Programme Intended Learning Outcomes (PILOs)

3.2.1 The PILOs of the HDTBM Programme are divided into two aspects, "To do" and "To be". The former focuses on development of knowledge and skills while the latter focuses on developing the character of students. The PILOs are:

(To do) Graduates will be able to:

1. demonstrate a solid foundation of theoretical knowledge of transformative business management and to generate ideas through the application of knowledge and analysis of abstract information and concepts;
2. apply a wide range of knowledge and specialised technical, creative and conceptual skills to solve business problems and perform tasks in business and related sectors;
3. communicate effectively through writing, presentation or discussion in English and Chinese for tasks in the business environment;
4. use information technology effectively for acquiring, learning, communicating and handling business related issues in familiar scenarios;
5. critically synthesise, analyse and evaluate data, information, issues, ideas and concepts used in business; and
6. be adequately prepared to pursue undergraduate training or chosen careers that require business management knowledge with transformative aspects.

(To be) Graduates of the Programme will become:

1. knowledgeable persons who integrate the “CHRIST” values and faith in the working environment;
2. valuable citizens of society who have a good understanding of the world, of the communities and cultures in which they may live or work, and of current global issues of importance in familiar scenarios;
3. competent persons who are prepared to take up careers in the business and related sectors, for example, social entrepreneurship with good social, communication and interpersonal skills;
4. problem-solvers who have a broad base of general knowledge and solve problems with creativity and innovation;
5. life-long learners who have the expertise and skills in gaining knowledge related to and beyond their profession; and
6. servant leaders who apply the principles of servant leadership to contribute to the well-being of the world with Christian love.

3.3 Further Study Opportunities for Graduates

- 3.3.1 The Programme will equip students with the knowledge, skills and academic qualifications for further study in Hong Kong, mainland China and overseas. Students can apply to top-up degree programmes related to business, marketing and management, service management, quality management, etc. Students may choose to apply for Year 3 entry in the Bachelor of Business Administration (Honours) in Service Marketing and Management Programme offered by GCC to continue their studies in business and management.

3.4 Career Prospects

- 3.4.1 Graduates will be prepared to take up entry level positions in business/organisational settings. The HDTBM Programme will offer field visits and liaise with industry professionals to provide mentorship to our students. These industry exposure experiences provide opportunities for our graduates to prove themselves as competent and dedicated business management professionals to their potential future employers.

Section 4 Programme Content and Structure

4.1 Features of the Programme Design

- 4.1.1 Given that the Vision of the College is to develop servant leaders with professional competence and Christian love, the HDTBM Programme is designed to realise the Vision by developing competent business management professionals with Christian values and love. Leadership and transformative elements are taught throughout the programme.
- 4.1.2 The HDTBM Programme consists of three curricular components, namely (1) General Education (GE) Courses, (2) Specialised Courses, and (3) Transformative Industry Exposure. The GE courses are meant to widen students' perspectives and enhance students' language competence. The Specialised Courses are designed to equip students with the necessary attitudes, skills, and knowledge required for business professionals and build a foundation of knowledge for further study. The Transformative Industry Exposure course aims at enabling students to enhance their confidence, gain exposure to business/organisational environments, and widen their professional network.

4.2 Programme Structure

- 4.2.1 The HDTBM Programme curriculum and content are designed to be in line with the Generic Level Descriptors at QF Level 4.
- 4.2.2 The programme curriculum incorporates 284 QF credits over two years of full-time study involving 990 direct contact hours (including Industry Exposure). The total number contact hours for the "Transformative Industry Exposure" course is 90 hours. Each academic year comprises two semesters of 15 teaching weeks each.
- 4.2.3 Students enrolled in the part-time mode are normally enrolled in 9 course hours per week (up to a maximum of 12 course hours in semesters other than Semester 1 in Year 1). Students in the part-time mode are expected to complete the programme within 3 to 6 years of study.
- 4.2.4 The programme structure comprises the following study areas:
- a) General Education
(a total of 94.5 QF credits comprising 7 courses)
 - b) Specialised Courses
(a total of 175.5 QF credits comprising 13 courses)
 - c) Transformative Industry Exposure
(a total of 13.5 QF credits comprising 1 course)

List of Courses in the Programme and their QF Levels

Components	No.	Course		QF Level	
General Education Courses (7 courses)					
Servant Leadership	<i>Required</i>	1	HGE116	Lives of Servant Leaders	4
Learning and Communication		2	HGE101	English I: Reading and Writing Skills	4
		3	HGE102	English II: Integrated English	4
		4	HGE105	Practical Chinese Writing	4
	<i>Elective (Choose 1 from each area)</i>	5	HGE108	Creative Arts in Daily Life	4
HGE113			Art of Photography	4	
HGE115			Information Literacy	4	
Life Education	6	HGE107	Holistic Health	4	
		HGE109	The Pursuit of Happiness	4	
		HGE114	Drugs and Behaviour	4	
Technology and Society	7	HGE112	Applications of Innovative Technologies	4	
		HGE117	Social Issues, Social Welfare and Social Work	4	
		HGE118	Sociology of Everyday Life	4	
Specialised Courses (13 courses)					
Specialised Courses	<i>Required</i>	1	HTM101	Microeconomics	5
		2	HTM102	Macroeconomics	5
		3	HTM103	Principles of Marketing	5
		4	HTM104	Innovative Service Quality Management	4
		5	HTM105	Management Information System	5
		6	HTM106	Basic Accounting Principles	4
		7	HTM107	Principles of Management	5
		8	HTM108	Business Statistics	4
		9	HTM109	Intermediate Accounting Principles	5
		10	HTM110	Operations Management	5
		11	HTM111	Talent Development for Capacity Building	4
		12	HTM112	Marketing Research with Blockchain Concepts	4
		13	HTM113	Strategic Marketing	5
Transformative Industry Exposure (1 course)					
Transformative Industry Exposure	<i>Required</i>	1	HTM114	Transformative Industry Exposure	4
Total number of courses in the Programme: 21 courses					

Section 5 Student Development Office (SDO)

5.1 Student Development Office (SDO)

5.1.1 The SDO aims to assist students to develop into servant leaders with Christian love and the desired graduate characteristics in a unique college culture and environment. It provides academic, social, personal, practical and career-related support to students in their study journey. The Office not only helps students to enhance their personal growth, sense of well-being and generic skills, but also supports them to lead a meaningful and fulfilling life. Further information on the SDO can be obtained from:

- a) Office Website: www.gcc.edu.hk/sdo
- b) General Enquiries: 5804 4142 / sdo@gratia.edu.hk

5.2 Staff List

5.2.1 Enlisted in the following are staff serving the SDO, including Student Development Manager, the counsellor who stations in the campus to provide counselling services to students, and administrative staff members supporting the operation of the SDO:

Ms CHEUNG Wai Ling Phyllis
Student Development Manager
Office: Room 301
Email: phyllischeung@gratia.edu.hk
Phone.: 5804 4140 (Ext. 403)

Ms HUI Wai Yue Annie
Counsellor
Office: Room 202 / 405
Email: anniehui@gratia.edu.hk
Phone.: 5804 4140 (Ext. 402)

Mr LIU Hin Nam Jason
Student Development Officer
Office: G00 (Registry)
Email : jasonliu@gratia.edu.hk
Phone : 5804 4140 (Ext. 406)

5.3 Scope of Work

- a) Personal growth and counselling, e.g. personality and mental health workshops
- b) Pastoral care, e.g. mentoring and peer-tutoring schemes
- c) Spiritual education, e.g. college assembly, Christian fellowship
- d) Leadership and service learning, e.g. community and in-house services, student society, citizenship education
- e) Global learning, e.g. international work camp, student exchange etc.
- f) Student welfare and support, e.g. scholarships and financial assistance
- g) Career guidance, e.g. individual career consultation, mock interviews etc.
- h) Student survey, e.g. student opinion survey, graduate survey etc.

5.4 Student Activity Room (Room 202)

5.4.1 Student Activity Room (Room 202) is managed by the SDO. It is designated as a resting and gathering point for all students. If students wish to take a break or chat with fellow schoolmates, Room 202 is the perfect place for them to spend their time. It is hoped that students will find the College a place for growing and bonding, as well as a second home for everyone.

Section 6 Community Services

6.1 Since the vision of the College is to develop servant leaders, all full time students have to complete the required hours of community services within their years of study as shown in the table below.

Programme Type	Number of Hours Required	Duration
Degree	20	Within 4 years
Degree (year 3 entry)	20	Within 2 years
Higher Diploma	20	Within 2 years
Diploma	10	Within 1 year

6.2 The servant comes first in servant leadership. To cultivate such an attitude to life, Gratia puts emphasis on community service and nurturing students to become servant leaders. We reach out first and foremost to districts in our close proximity, and encourage students to apply what they learn to address local and global problems. Our ultimate goal is to nurture in students a twin sense of care and justice, to boost their interpersonal skills, and to instill civic virtue as well as “CHRIST” values.

6.3 Students may choose to fulfill this obligation either individually or in groups. They may look for the service opportunities by themselves, and/or enroll in programmes which are promoted or organised by the Student Development Office. Students are expected to fill in the service details in the Community Service Record Book.

6.4 There are special arrangements for students studying on a part-time mode and those full time students working part-time with pay in organisations recognized by the College.

Section 7 College Assembly

7.1 Purposes of the College Assembly

The College Assembly serves the important purposes of sharing the vision of the College among all staff and students, cultivating a spirit of oneness in Christ, widening the horizons of students and enhancing students' development in servant leadership. Apart from announcement of information/events and conduct of certain student activities, etc., prominent speakers and faculty staff are invited to deliver talks on particular issues and topics of interests.

7.2 Schedule

The assemblies are held on a regular basis usually on Monday morning in the Assembly Hall on the first floor. There are altogether 10 assemblies for each academic year.

7.3 Attendance requirement

- 7.3.1 The College Assembly is a compulsory but non-credit bearing event. Students should attend all College Assemblies. Attendance rate less than 80% would result in a remark of "Attendance Requirement of College Assembly Not Fulfilled" putting on the transcript upon graduation. Students who are absent for more than 30 minutes would be counted as absence.
- 7.3.2 There are special arrangements for students admitted directly to year 3 of degree programmes.

Section 8 Scholarships and Bursary

8.1 Scholarship

8.1.1 The Scholarship Scheme is established to encourage and recognise students' accomplishment in academic and non-academic areas.

8.1.2 College Scholarship Scheme

- a) Best Progress in Academic Performance
- b) Best in Academic Performance
- c) Best in In-house Service
- d) Best in Community Service
- e) Spiritual Leadership Scholarship
- f) Gratia Scholarship

8.2 Bursary

8.2.1 Financial Assistance Scheme

GCC students can apply for the financial assistance schemes provided by the [Working Family and Student Financial Assistance Agency \(WFSFAA\)](#). The Extended Non-Means-Tested Loan Scheme (ENLS) is available for students studying the diploma programme.

Starting from Academic Year 2019/20, all eligible students must submit their applications through E-link:

<https://www.wfsfaa.gov.hk/sfo/en/mlink/mlink.htm>.

8.2.2 Bursary for Higher Diploma in Transformative Business Management (HDTBM) Students

Students enrolled in the HDTBM programme with demonstrated financial difficulty can apply for the bursary provided by the College.

8.2.3 Student Emergency Fund

The Student Emergency Fund (SEF) is intended to provide financial assistance to students who are unable to meet immediate and essential expenses arising from temporary hardship due to emergency. The application period is open throughout the year.

Section 9 Graduation Requirements and Attendance

9.1 Academic Regulations and Graduation Requirements

In order to be eligible for the HDTBM qualification, students must fulfil all the attendance requirements and have:

- completed and been assessed on all courses;
- obtained an overall GPA of 2.0 or above across all courses; and
- obtained a Grade D or above in all courses.

9.2 Attendance

Students are requested to note and observe the following attendance regulations:

- a) Attendance rate should be at least 80% (for all programmes).
- b) A student whose attendance during the official contact hours of a course is less than 80% will not be permitted to take the end-of-course examination or submit the major assessment for that course.
- c) Students will be deemed as absent in the following circumstances:
 - unapproved absence;
 - failing to attend the scheduled class within the first 30 minutes.

9.3 Grades

9.3.1 As an outcome-based approach is implemented in the Programme, the course examiner will assign grades to students' assessment tasks/activities with reference to the relevant Course Intended Learning Outcomes. Letter grades will be used to indicate a student's academic performance in every course of the HDTBM Programme. Grades will be awarded in accordance with the Grading System as shown below.

9.3.2 The relationship between grades, grade points and interpretation is set out in the table below:

Grade	Grade Point	Broad Interpretation
A	4.00	Outstanding
A-	3.67	
B+	3.33	Good
B	3.00	
B-	2.67	
C+	2.33	Satisfactory
C	2.00	
C-	1.67	
D	1.33	Marginal
F	0.00	Unsatisfactory

Section 10 ITSO, Computer Laboratory and Library

10.1 ITSO (Information Technology Services Office) and Facilities Management

The ITSO team's job is to create a favorable learning environment to support your learning. To do that, the following are made available to you:

10.1.1 Computing services

- Campus Data Network (LAN and Wireless)
 - Data Link to the Internet
 - Network and Data Security
- User Profile and Data Storage
 - Electronic ID & Student Card
 - Safe and secure data storage
- Email, Printing, Scanning and Photocopying
- Learning Management Systems
 - Moodle
 - Room Booking
- Equipment loan (subject to availability)
 - Tablet computer
 - USB Charging cables
 - Power bank
 - Tripod

10.1.2 Places for gathering

Monday to Friday	8:30 am to 8:00 pm
Saturday	9:00 am to 12:30 pm

- Computer Common (Room G02)
 - The only computer room in which food is allowed;
 - A place for discussion, information searching and, perhaps, relaxing during your free time;
 - 36 desktop computers installed with unlimited supply of open source software.
- Psychology Laboratory (Room 306)
 - An organised and, yet, cosy, computer room for your distinct quest for knowledge;
 - 20 Windows OS based desktops computers installed with Adobe Creative Suite, SPSS, ePrime, MPlus and etc.
- Practice Centre (405)
 - You can hear the sound of silence in this place which is ideal for workshop like role-play or one-on-one counselling;
 - On-demand video recording equipment is available for teaching purposes;

- You need to make prior booking and be accompanied by a teaching staff.
- Lecture rooms (201, 203, 204, 205, 302, 303, 304, 305 and Glass Rooms in the Library)
 - You may use them if they are NOT occupied;
 - You are encouraged to make a booking in advance.

10.1.3 Other facilities

- Fresh water fountain (located in the patio on 2nd floor)
- Drink and snacks vending machine
- Audio-visual equipment
- Multi-function printers

10.1.4 Campus security and hygiene

They are safeguarded by the team of facility management under the management of ITS0. The following tasks are being carried out on a routine basis:

- Cleaning (e.g. food waste collection)
- Fire and security patrol
- Video surveillance in public areas
- Energy saving control

Most importantly, a considerate and reasonable attitude while enjoying the above facilities and services shall ensure you a wonderful study time with your classmates at GCC.

10.2 Library Resources, Services and Facilities

10.2.1 The College Library aims to support teaching and learning at GCC. Presently, we have more than 409,000 books and ebooks, and approximately 10,000 print and electronic journals. Library staff can help students to navigate resources and offer training in referencing skills and the use of referencing software. The Librarian works closely with academic departments to maintain and develop the resources needed for courses and to provide assistance to students.

10.2.2 The course reserve provides resources for supporting teaching, learning and research. While Information Literacy is a core subject for students of certain academic programmes, the Library also provides library workshops for all students for enhancing their learning development. With wifi access and presentation hardware and software available, seminars and group discussion activities can take place in the Library. The information needs of College staff and students can also be met with the resources from the University of Hong Kong Libraries through the local libraries' Circle of Friends project.

Section 11 Opening Hours

11.1 Campus Opening Hours

Monday – Friday	8:30 am – 8:00 pm*
Saturday	8:30 am – 5:00 pm
Sunday and Public Holidays	Closed

**Campus will remain open when evening classes are scheduled.*

11.2 Library Opening Hours

Days	Semester 1 & 2*	Semester Break*
Monday – Friday	9:15 am – 6:00 pm 9:15 am – 7:30 pm (exam period)	9:15 am – 6:00 pm
Saturday, Sunday and Public Holidays	Closed	Closed

**Details of opening hours for supporting evening classes and during semester breaks/exam periods will be announced in advance via Moodle.*

11.3 Adverse Weather Arrangement for Typhoon and Rainstorm

When Tropical Cyclone Warning Signal No.8 (or above) or the Black Rainstorm Warning is in force, the following arrangements shall apply:

For Morning Classes	Warning signal issued at or after 7:00 am	All morning classes (i.e. 9:00 am – 1:00 pm) will be cancelled
For Afternoon Classes	Warning signal cancelled between 6:00 am and 11:00 am	All afternoon classes (i.e. 1:00 pm – 6:30 pm) will be held as scheduled
	Warning Signal in force at or after 11:00 am	All afternoon classes (i.e. 1:00 pm – 6:30 pm) will be cancelled
For Evening Classes	Warning signal cancelled between 11:00 am and 4:00 pm	All evening classes commencing after 6:30 pm will be held as scheduled
	Warning Signal in force at or after 4:00 pm	All evening classes commencing after 6:30 pm will be cancelled

Section 12 Key Contact Numbers and Emails

Office	Telephone	Email
President's Office	5804 4149	presidentoffice@gratia.edu.hk
Finance Office	5804 4140 (Ext. 601)	financeoffice@gratia.edu.hk
Registry	5804 4143	registry@gratia.edu.hk
Student Development Office	5804 4142	sdo@gratia.edu.hk
Library	5804 4141	library@gratia.edu.hk
IT Services Office	5804 4148	itso@gratia.edu.hk
Facility Management Office	5804 4148	fmo@gratia.edu.hk

For staff directory in Gratia Christian College, please refer to:

<http://www.gcc.edu.hk/staff-directory>.

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