



Gratia Christian College
宏恩基督教學院

Programme Handbook
for
Higher Diploma in Psychology and Counselling
2019/2020

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Section 1 Overview of the Institution

1.1 Overview of Gratia Christian College

1.1.1 The Higher Diploma in Psychology and Counselling (HDPC) 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).

1.1.2 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

It is desired that graduates of GCC:

- 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 a valuable citizen 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 HDPC Programme.

Table 2.1 General Information of the HDPC Programme

Item	Description	
Programme Title	Higher Diploma in Psychology and Counselling Programme 心理與輔導學高級文憑課程	
Qualification Title (exit award)	Higher Diploma in Psychology and Counselling 心理與輔導學高級文憑	QF Level 4
Award Granting Body	Gratia Christian College 宏恩基督教學院	
Mode of Study	Full-time and Part-time	
Primary Area of Study/Training	Psychology	
Sub Area of Study/Training	Counselling	
Programme Length	2 years (Full-time) or 3 years (Part-time)	
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: 2835</p> <p>Number of QF credits required for graduation: 284 Contact hours required for the above QF credits: 945</p> <p>Ratio of contact hours to self-study hours for various teaching and learning activities:</p> <ul style="list-style-type: none"> • 1:2 (for activities in taught courses, e.g. lecture, tutorial, workshop, seminar, web-based teaching and learning) • 2:1 (for the Practicum course) 	
Programme Launch Date	September 2019	
Number of Enrolments Per Year	One enrollment per year (September)	
Proposed maximum number of new students per year	September Entry: 30 students (15 full-time, 15 part-time)	

Section 3 Programme Objectives and Learning Outcomes

3.1 Programme Objectives

The Higher Diploma in Psychology and Counselling Programme (HDPC) aims to:

- a) Provide a psychological, counselling and general education curriculum for students to develop an understanding of humans and human behaviour, and to discover complementation between psychological, counselling and biblical knowledge;
- b) Enable students to apply psychological/counselling concepts, theories, skills and empirical findings to explain human behaviors;
- c) Prepare graduates from the Programme to pursue further study or initial employment in psychology, counselling or related areas; and
- d) Nurture students to be servant leaders to exemplify the “CHRIST” values in various para-professional settings (counselling, human services, law enforcement, business, etc.).

3.2 Further Study Opportunities

3.2.1 The Programme will equip students with the knowledge, skills, and academic qualifications for further study in Hong Kong, Mainland China and overseas.

3.2.2 Graduates of the Higher Diploma in Christian Psychology and Counselling can apply for third year entry to our Bachelor of Psychology (Honours) programme or other top-up degree programmes in psychology and counselling or programmes in other related disciplines such as social science, education, health studies, etc.

3.3 Career Prospects

3.3.1 With good interpersonal communication skills and a good understanding of human behaviours, graduates will be prepared to work in various para-professional settings such as:

- a) Education settings: Teaching assistant, education consultant, student service officer, etc.
- b) Human service settings: Counselling service settings, family service settings, social service settings, etc.
- c) Business settings: Human resources assistant, project officer, marketing assistant, public relations assistant, customer services, etc.

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 HDPC Programme is designed to realise the Vision by developing the graduates with the competency and personal constructs to meet the needs of different Christian communities.
- 4.1.2** The HDPC Programme consists of two curricular components, namely (1) General Education (GE) Courses, and (2) Specialised Courses (Psychology/Counselling). The General Education courses are meant to widen students' perspectives and enhance students' language competence. The Specialised Courses are designed to equip students with the necessary knowledge and skills for further study or initial employment in psychology, counselling or related areas.

4.2 Programme Structure

- 4.2.1** The HDPC Programme curriculum and content are designed to be in line with the Generic Level Descriptors at Qualifications Framework (QF) Level 4.
- 4.2.2** The programme curriculum incorporates 284 QF credits over two years of full-time study involving 945 contact hours. Each year comprises 30 teaching weeks (15 weeks in the first semester, 15 weeks in the second semester).
- 4.2.3** Students 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 components:
- a) General Education
(A total of 94.5 QF credits comprising 7 courses)
 - b) Specialised Study in Psychology and Counselling
(A total of 189 QF credits comprising 14 courses)

List of Courses in the Programme and their QF Levels

Components	No.	Course Code	Course	QF Level	
General Education Courses (7 courses)					
Servant Leadership	Required	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
Life Education	Electives (Choose 1 from each area)	5	HGE108	Creative Arts in Daily Life	4
			HGE113	Art of Photography	4
			HGE115	Information Literacy	4
Technology and Society		6	HGE107	Holistic Health	4
			HGE109	The Pursuit of Happiness	4
			HGE114	Drugs and Behaviour	4
		7	HGE112	Applications of Innovative Technologies	4
		HGE117	Social Issues, Social Welfare and Social Work	4	
		HGE118	Sociology of Everyday Life	4	
Specialised Courses (14 courses)					
Psychology and Counselling	Required	1	HPC101	Introduction to Psychology	4
		2	HPC102	Introduction to Counselling	4
		3	HPC103	Developmental Psychology	5
		4	HPC104	Social Psychology	5
		5	HPC105	Counselling Skills Laboratory	4
		6	HPC106	Introduction to Group Counselling	4
		7	HPC107	Introduction to Statistics	4
		8	HPC108	Motivation and Emotion	5
		9	HPC109	Personality and Individual Differences	5
		10	HPC110	Family Dynamics and Counselling	4
		11	HPC111	Cognitive Psychology	5
		12	HPC112	Biological Psychology	5
		13	HPC113	Personal Growth	4
		14	HPC114	Professional Ethics and Christian Counselling	5
Total number of courses in the Programme: 21					

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

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 mornings 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 Scholarships

8.1.1 College Scholarship Scheme

The College Scholarship Scheme is established to encourage and recognize students' accomplishment in academic and non-academic areas. There are six categories of scholarship awards under the Scheme for the Programme, including:

- 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

8.1.2 Self-financing Post-Secondary Scholarship Scheme (SPSS)

To promote the development of the self-financing post-secondary sector, the Self-financing Post-secondary Scholarship Scheme is set up under the Self-financing Post-secondary Education Fund to offer scholarships and awards to students pursuing full-time locally-accredited self-financing sub-degree or bachelor's degree (including top-up degree) programmes at non-profit-making education institutions. There are five types of scholarships established under the Scheme, namely:

- a) Outstanding Performance Scholarship
- b) Best Progress Award
- c) Talent Development Scholarship
- d) Reaching Out Award
- e) Endeavour 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).

Starting from Academic Year 2017/18, all eligible students must submit their applications through E-link. The following schemes are available for students studying sub-degree programmes:

- a) Financial Assistance Scheme for Post-secondary Students (FASP)

- b) Non-means-tested Loan Scheme (NLSPS)
- c) Student Travel Subsidy (STS)
- d) Community Care Fund Enhanced Academic Expenses Grant
- e) Community Care Fund Enhanced Academic Expenses Grant – for SEN students with financial needs
- f) Scheme for subsidy on Exchange for Post-Secondary students (SSE)
- g) Scheme for Subsidy on Exchange to “Belt and Road” Regions for Post-secondary Students (SSEBR)

8.2.2 Student Emergency Fund

The Student Emergency Fund (SEF) is offered by the College 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 Graduation Requirements

In order to be eligible for the HDPC qualification, students must fulfill all of the attendance requirements and have:

- a) completed and been assessed on all courses;
- b) obtained an overall GPA of 2.0 or above across all courses; and
- c) obtained a Grade D or above in all other 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 and Grade Points

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
Fail	0.00	Unsatisfactory

Section 10 ITSO, Computer Laboratory and Library

10.1 Information Technology Services Office (ITSO) and Facility 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)
- Drinks 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

	Semester 1 & 2*	Semester Break*
Monday – Friday	<ul style="list-style-type: none"> ● 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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