



Gratia Christian College  
宏恩基督教學院

**Programme Handbook**  
**for**  
**Bachelor of Social Work (Honours)**

**2019/20**



# *Motto*

*Spend a year to build a foundation  
and widen your horizons for your future  
endeavours*



**Dear Social Work Students,**

**RE: Welcome to Gratia**

On behalf of the School of Social Work, I would like to register our warm regards and welcome to all of you.

Our college is a unique one that values respect to people, commitment, humility, resilience, integrity, service and team work. We therefore see you as a learning partner and a contributing member of the team that will eventually make positive changes on individuals with a variety of challenges, as well as disadvantaged groups that happen to be victims of structural issues of our society. This is not an easy task though. Nevertheless, we truly believe that we shall be able to champion our mission together.

Our faculty members, Dr. KC Wong, Ms. Vivian Chan, Mr. Li Kim Chuen, Mr. Paul Leung, and others will make themselves available and render appropriate support and advice. Please do not hesitate to contact them. We shall provide you with their contacts later so that you can reach them. On the other hand, we acknowledge that you do have quite different backgrounds and a variety of talents. You may as well be able to render support to one another and learn more effectively as a team.

Again, we are very glad that you have chosen Gratia Christian College and see you all on the Orientation Day, Orientation Camp and of course, later in classes.

**Wish you a nice summer and good start in the new semester.**

**Yours faithfully,**

A handwritten signature in blue ink, appearing to read 'Mark Li', is positioned below the 'Yours faithfully,' text.

**Dr. Mark Li, MSW, RSW, ACSW, PhD  
Head, School of Social Work**

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## Section 1 Overview of the Institution

### 1.1 Overview of Gratia Christian College

**1.1.1** The Bachelor of Social Work (Honours) 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

- 1.3.1** 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, graduates’ desired characteristics and programme objectives. It is therefore a dominating feature of both the formal curriculum and co-curricular activities.

Adapted from “The Servant as Leader”<sup>1</sup>:

“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

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<sup>1</sup> 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

Item	Description
1. Programme Title	Bachelor of Social Work (Honours) Programme 社會工作榮譽學士課程
2. Qualification Title (exit award)	Bachelor of Social Work (Honours) 社會工作榮譽學士
3. Name of Granting Body	Gratia Christian College 宏恩基督教學院
4. QF Level	5
5. Mode of Study	Full-time
6. Programme Length	Minimum 4 years; maximum 6 years
7. Total Number of Contact Hours	1,665 + 900 (Placement)
8. Total Number of Credits Required for Exit Award	111 + 18 (Placement)
9. Curriculum (Credit distribution)	(i) 32.5% (42/129) General Education courses (ii) 67.5% (87/129) Specialized courses
10. Fieldwork	(i) 100-hour Placement Preparation or Related Activities (ii) Two 400-hour Concurrent Placements
11. Medium of Instruction	English, unless otherwise required by specific courses
12. Host Department	School of Social Work with the support of the other 3 Schools

### Credit Distribution of the Four Components in the BSW (Hons) Programme

Year 1	Year 2	Year 3	Year 4	Components	Credits
←→				Foundation Courses	9 (7.0%)
←→	←→	←→	←→	Major Required Courses	69 (53.5%)
		←→	←→	Major Elective Courses	9 (7.0%)
←→	←→	←→	←→	General Education Courses	42 (32.5%)
<b>Total (4 years)</b>					<b>129 (100.0%)</b>

## **Section 3 Programme Objectives**

**3.1** The BSW (Hons) Programme is designed to train and educate students who will pursue a professional career that serves people in need and contribute to social changes and reform. It aims to prepare students for professional practice in social work and to uphold the basic values, beliefs, principles and practices advocated by the Social Workers Registration Board (SWRB). The Programme Objectives of the BSW (Hons) Programme are as follows:

- 3.1.1** 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.
- 3.1.2** They are nurtured to be servant leaders to exemplify the “CHRIST” values in various social services and the non-governmental organization sector.
- 3.1.3** They are equipped with the most updated theories, knowledge and skills to be competent professionals in their working environment.
- 3.1.4** Through integrating the knowledge and skills gained and the servant leadership developed from this programme, graduates are committed to making significant contributions to the social welfare service organizations in Hong Kong.



## Section 4 Programme Content and Structure

### Foundation Courses (9 credits)

Required / Elective	Course Code	Course Title	Credits	Total
Required	SW1102	Sociology of Everyday Life	3	6
	SW1201	Social Issues, Social Welfare and Social Work	3	
Elective (choose 1 out of 2)	SW1203	Psychology of the Chinese People	3	3
	SW1204	The Psychology of Interpersonal Relations	3	
			<b>Total</b>	<b>9</b>

### Major Required Courses (69 credits)

Course Code	Course Title	Credits
SW1101	Introduction to Social Work	3
SW1205	Philosophy and Principles of Social Work	3
SW2101	Generic Social Work Practice with Individuals and Families	3
SW2102	Human Behaviour and Social Environment	3
SW2103	Social Work Intervention and Processes	3
SW2201	Generic Social Work Practice with Groups, Organizations and Communities	3
SW2202	Skills for Social Work Practice	3
SW2203	Social Work Field Laboratory	3
SW3101	Practicum I	9
SW3102	Social Welfare Policy	3
SW3103	Skills for Clinical Social Work Practice	3
SW3201	Law for Social Workers	3
SW3202	Generic Social Work Practice Workshop	3
SW3203	Social Work Research	3
SW4101	Administration in Human Service Organizations	3
SW4102	Practicum II	9
SW4103	Micro Social Work Theories and Practice	3
SW4201	Integrative Seminar	3
SW4202	Social Work Honours Project	3
<b>Total</b>		<b>69</b>

**Major Elective Courses (9 credits)**

<b>Elective</b>	<b>Course Code</b>	<b>Course Title</b>	<b>Credits</b>	<b>Total</b>
Choose 3 out of 10	SW3001	Poverty and Social Exclusion	3	9
	SW3002	Social Work with Vulnerable Populations	3	
	SW3003	Programme Evaluation and Assessment	3	
	SW3004	Social Dimensions of Health	3	
	SW3005	The Development and Practice of Social Work in Mainland China	3	
	SW4001	Social Work with Older Adults	3	
	SW4002	Special Topics in Social Work <i>Choose one of the following: Disability and Society Love and Human Sexuality Pension and Retirement Protection</i>	3	
	SW4003	Social Work and Mental Health	3	
	SW4004	Working With Youth	3	
	SW4005	Child Protection and Family Challenges	3	
<b>Total</b>				<b>9</b>

### General Education Courses (42 credits)

Study Areas		Required	Course Code	Course Title	Credits
1	Life Appreciation	√	GE1101	Creative Arts in Daily Life	3
			GE1102	Appreciation of Traditional Art	3
			GE1103	Art of Photography	3
			GE1104	Life Appreciation through Music	3
			GE1105	Introduction to Art Therapy	3
			GE1106	Chinese Literature and Life Appreciation	3
2	Life Education	√	GE1201	Life Stories of Servant Leaders	3
			GE1202	Meaning of Life	3
			GE1203	The Pursuit of Happiness	3
			GE1204	Christian Spirituality	3
3	Servant Leadership	√	GE1301	Servant Leadership	3
			GE1302	Corporate Sustainability	3
			GE1303	Corporate Social Responsibility	3
			GE1304	Contemporary Ethical Issues	3
			GE1305	Introduction on Employee Assistance Program (EAP)	3
			GE1306	Interpersonal Relations and Communication	3
			GE1307	Principles of Management	3
4	Communication	√	GE1401	Public Speaking and Presentation	3
			GE1402	Chinese for Professionals	6
			GE1403	English for Professionals	6
		#	GE1404(b)	Chinese for Social Work	3
		#	GE1405(b)	English for Social Work	3
			GE1406	Empathetic Communication	3
5	Learning Strategy	√	GE1501	Critical Thinking	3
		√	GE1502	Information Literacy	3
			GE1503	Quantitative Decision Making	3
			GE1504	Multi-media Communication	3
6	Technology and Society	√	GE1601	Information Management and Technology in Society	3
			GE1602	Applications of Innovative Technologies	3
			GE1603	Game Play and Gamification	3
			GE1604	Globalisation, Biculturalism, and Chinese Behaviour	3
			GE1605	The Future We Want	3
			GE1606	Christianity and Social Concern in a Pluralistic Society	3
			GE1607	Principles of Marketing	3
7	Holistic Wellness	√	GE1701	Holistic Health	3
			GE1702	Drugs and Behaviour	3
			GE1703	Fitness and Sport	3
			GE1704	Crisis and Coping for Personal Growth	3
			GE1705	Social Psychology	3

GE Requirement	Number of Courses	Credits
√: GE course required by College	8	24
#: GE course required by Programme	2	6
Free GE elective	4	12
<b>Total</b>	<b>14</b>	<b>42</b>

## **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](http://www.gcc.edu.hk/sdo)
- b) General Enquiries: 5804 4142 / [sdo@gratia.edu.hk](mailto: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](mailto:phyllischeung@gratia.edu.hk)  
Phone.: 5804 4140 (Ext. 403)

**Ms HUI Wai Yue Annie**  
Counsellor  
Office: Room 202 / 405  
Email: [anniehui@gratia.edu.hk](mailto: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](mailto:jasonliu@gratia.edu.hk)  
Phone: 5804 4140 (Ext. 406)

### **5.3 Scope of Work**

- 5.3.1** The scope of work of the SDO covers the following functions:
- 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 In-house and Community Services

### 6.1 In-House Service

- 6.1.1** The In-house Service Programme is a College-initiated programme guided by the College vision. Through serving in specific units of the College, students will be able to develop their character, acquire knowledge, skills and attitudes for serving others, and act as servant leaders and contribute to the development of the College.
- 6.1.2** Total serving hours: at least 20 hours of service required for all year 1 degree students (year 3 direct entry students are excluded).
- 6.1.3** Serving Units: Library, IT Services Office, Registry, Student Development Office, Facility Management Office and Special Project.

### 6.2 Community Services

- 6.2.1** The spirit of serving comes first in servant leadership. To cultivate such an attitude to life, Gratia puts emphasis on serving the community and nurturing students to become servant leaders. Our ultimate goal is to impart a twin sense of care and justice to students so as to boost their interpersonal skills and help them develop a civic sense as well as “CHRIST” values.
- 6.2.2** All Gratian students are obliged to complete 20 hours of community service which is one of the exit requirements for graduation 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

- 6.2.3** 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.
- 6.2.4** 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, 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: <https://www.wfsfaa.gov.hk/sfo/en/elink/elink.htm>.

The following schemes are available for students:

- 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 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 Graduation Requirements

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

- a) completed and been assessed on at least 129 credits;
- b) obtained an overall GPA of 2.0 or above across all courses in which they were assessed;
- c) obtained a Grade D or better on at least 120 credits;
- d) obtained a Grade C or better in both Practicum I and Practicum II;
- e) completed 20 hours of community service; and
- f) completed 20 hours of In-house service.

### 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 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)
- 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 ITSO. 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"> <li>● 9:15 am – 6:00 pm</li> <li>● 9:15 am – 7:30 pm (exam period)</li> </ul>	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

<b>Office</b>	<b>Telephone</b>	<b>Email</b>
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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