

**HONG KONG INSTITUTE OF VOCATIONAL EDUCATION
(TSING YI)**

Department of Engineering

**STUDENT HANDBOOK
(2021/2022)**

EG524401

**Higher Diploma in Electrical Engineering
(Part-Time)**

The notes in this Student Handbook serve as a supplement to the content presented in the Student Handbook 2021/2022 of IVE / Tsing Yi. Students are advised to familiarize themselves thoroughly with the contents of both handbooks.

The notes contained in this Student Handbook have been compiled as a general guide for the students of the Part Time Programme of Higher Diploma in **Electrical Engineering (EG524401)**. These notes serve as a supplement to the content presented in the Student Handbook 2021/2022 of IVE / Tsing Yi. Students are advised to familiarize themselves thoroughly with the contents of both Student Handbooks.

This Student Handbook cannot cover all the questions that may arise during the period of your study in the campus and you are advised to talk to a member of staff if you need further assistance at any stage during the time you are with us. Some useful contacts are given below.

Department of Engineering (Tsing Yi)

- Head of Department** : Ir Dr SHUM Siu Pun, Simon
Tel: 2436 8653 Email: sshum@vtc.edu.hk
- Programme Leader** : Mr CHOW Man Hon, Billy
Tel: 2436 8749 Email: mhchow@vtc.edu.hk
- Deputy Programme Leader** : Mr. Vincent HUI
Tel: 2436 8639 Email: vinthui@vtc.edu.hk
- Year Tutor** : Dr. Louie CHAN
Tel: 2436 8635 Email: chflouie@vtc.edu.hk
- Office of Department** : Tel: 2436 8658 Fax: 2436 8643

Campus Secretariat (Tsing Yi)

- Evening Studies Unit
(General Enquiry)** : Tel: 2436 8372 (Day time)
Tel: 2436 8333 (Evening time)
- Fax: 2434 5652
- Email: ty-esu@vtc.edu.hk

Table of Contents

General Notes	1
Communication with Students and Programme Notices	3
Withdrawal from a programme	3
Module Selection and Study Load for Part-time Programmes	4
Programme Curriculum, Module Hours and Assessment Scheme	5
People in the Department	8
Students' Representatives Meeting	9
Cheating.....	9
Examinations and Announcement of Examination Results	10
Key Web-links	11

General Notes

1. This Student Handbook should be read in conjunction with the IVE / Tsing Yi Student Handbook 2021/2022. Students are advised to familiarize themselves thoroughly with the contents of both Student Handbooks.
2. If you have any difficulties of an academic or personal nature and you need help, please contact as soon as possible any staff of the department including your Module Lecturer, Module Leader, Year Tutor and Programme Leader.
3. Students are advised strongly to attend classes regularly. The minimum attendance requirement for an individual module is 70% of the maximum attendance for part-time study, where maximum possible attendance includes normal class attendance only. Students not satisfying the minimum attendance requirement of a module shall not be allowed to undergo the End-of-Module Assessment nor be awarded a Module Mark/Grade. Attendance will be taken on all normal class attendance and attendance records will be kept. Reference will be made to the attendance records for various purposes including review of, and decision on, students' performance and in case of academic appeals or disciplinary matters.
4. Students are responsible to be aware of all programme activities and to fulfill all programme requirements scheduled throughout the term/year. Students are expected to take initiative to cover all those areas which they might have missed for any reasons.
5. If you are absent from class or examination due to justified reasons, make sure that your Programme Leader is informed in advance and if possible supply him with evidence. Justified reasons are normally due to sickness or accident. In case the absence is a result of unforeseen circumstances or some emergency situation, and you cannot inform your Programme Leader about your absence in advance, the Programme Leader should be informed most urgently afterwards and at the latest one week after the missed class or examination. (Note: examination refers to final examinations as well as to other end of module assessment.)
6. It is essential that students inform the departmental office and Campus Secretariat of their valid address and phone numbers or any change within two weeks. If students miss to inform the departmental office or Campus Secretariat of their contact information or of its change, not receiving information from the department or campus on assessment related issues or on other important items will not be regarded as a valid reason for complain.
7. Students are reminded of the importance of Module Assessment Scheme (MAS) which is part of all modules on the programme. The work in the MAS can take many forms and individual lecturers will explain exactly what is required. Normally, a submission date will be given for each piece of work and failure to submit work by the due date may lead to work not being accepted by the lecturer concerned or penalty due to late submission may be imposed on students' marks.
8. Student who failed or absent from an individual component in Continuous Assessment (CA) of vocational modules in the Engineering Discipline, no reassessment shall be provided for that individual component regardless of any reason given.

9. Students should not copy work in the MAS from their peers; they should attempt all the work by themselves. In case of finding problems with the work, they should consult module lecturers during tutorials or lecture classes. Copying of work is regarded as cheating and will lead to failure of the work and other penalties in accordance to IVE's Guidelines on Cheating.
10. Students are reminded that all practical training elements are regarded as essential to the Programme. Unsatisfactory completion of any element of the training requirement will lead to failure of the Programme. Please note that attendance in practical training sessions is compulsory.
11. If you experience difficulty with any modules, make sure that you seek advice from your lecturer during the periods set aside for tutorial work. You may also arrange to see your lecturer in his office at other times.
12. Students are advised to attend classes regularly and come to the campus punctually for their scheduled activities. In addition, students are asked to contribute to the creation of simulating learning environment by proper behaviour and good discipline in the classrooms, laboratories and all other venues in and around the campus. Bringing all required materials with them to their classes can help students in their full participation to the academic activity without unnecessary distractions to them or to their classmates.
13. Students are advised that it is their responsibility to find out about all the details of the examinations including their marks, dates, times, venues and so on.
14. Students are advised that, when registering for the new semester, it is their responsibility to attend first classes and assessment of the modules that they failed in the corresponding semester and then some new modules. It is students' responsibility to find out, and to fulfill, all requirements of those restudy modules (including lecture, tutorial, laboratory and related assessments).
15. Students are reminded to observe the library regulations when they are using the campus library. It should be noted that books and other library items are property of the Library and must not be mutilated or defaced. Any unauthorized removal of library property from the Library or the mutilation of Library materials are serious offenses. Another important regulation is about the prohibited use of portable communication equipment. Pagers, mobile phones, or anything which may interfere with the proper use and management of the library are not permitted to use. Students shall switch off the associated equipment when they are in the library.
16. The Council Intellectual Property Policy is included in IVE / Tsing Yi Student Handbook 2021/2022. For more information, please refer to the following website: <http://www.info.gov.hk/ipd/>
17. Class discipline should be observed by all students during a lecture, class teaching, tutorial session or laboratory work. Any personal behaviour or activities which may affect the class (e.g. eating, playing of computer games, listening to MP3) or distract the attention of others will NOT be allowed. Failing to observe this discipline will result in the student to be asked to leave the class.

Communication with Students and Programme Notices

1. The most important and intensive way of communication between the students and the lecturers takes place during the classes when, in direct contact, the lecturers convey messages to the students. This is why it is very important for the students to regularly attend classes and be aware of all announcements made by the lecturers. In case students are absent from classes, it is their responsibility to find out about all announcements made by the lecturers in the class.
2. Communication with students is often carried out by means of notices etc. posted on the intranet <http://tyneng.vtc.edu.hk> and on the Departmental Notice Board. Students are advised to regularly check the website and the notice board, and your student email, <https://webmail.vtc.edu.hk/> .
3. The departmental web site is an official means of communication between students and the Department. Important information and announcements will be posted there. It is students' responsibility to ensure that they visit this site as frequently as possible and to get the necessary information, preferably at least once per day.
4. Communication by emails between module lecturers, Programme Leader, Year Tutor and students are commonplace. Students are advised to use the e-mail account provided by IVE for their communication with the lecturers and classmates on issues related to their study in the HD programme. Students should develop the habit of checking their email account provided by IVE each day to obtain the most update programme related information.

Withdrawal from a programme

1. A student whose Cumulative Grade Point Average is below 1.0 recorded by the end of an Academic Year will normally be required to withdraw from the Programme.
2. In order to be eligible for an award, a student must have satisfactorily completed the credit requirements and other requirements, as stated in the Validated Programme Document, within the Maximum Registration Period from the date of first enrolment on the Programme (period of deferment is counted). A student who fails to meet this time scale shall be required to withdraw from the Programme.
3. A student may officially withdraw from a Programme by notifying the department in writing of his/her intention to do so.
4. A student shall be deemed to have unofficially withdrawn from a Programme if, without prior approval of the department, he/she has not been present for scheduled Programme activities for a period of four consecutive weeks.

Module Selection and Study Load for Part-time Programmes

1. For Modules which have pre-requisite / co-requisite / anti-requisite modules, a student must satisfy the pertinent requirements as stipulated in the relevant syllabus before taking the modules concerned.
2. Registration for modules is subject to availability of places and meeting the pre-requisite / co-requisite / anti-requisite requirements, if any.
3. In each Semester, students studying the Higher Diploma Programme through the part-time route are normally allowed to take a total Credit of not more than 80. Within this limit, a student is allowed to choose the modules he/she wants to study for a semester subject to the condition stated in Clause 1. above. He/She may choose not to take any module in a semester if so wish.
4. Approval from the relevant Academic Director is required if the limit set out in Clause 3. is exceeded. In general, the limit may be exceeded if the student gets a Cumulative Grade Point Average of at least 3.3.
5. There is no limit on the number of attempts for a student to repeat a failed Module within the Maximum Registration Period.
6. If the failed module(s) is/are Elective Module(s), the student can elect the failed Module(s) or other Elective Module(s) as required to make up the remaining Credit Requirements for the award.
7. A student is not allowed to re-study a Module which he/she has already passed.

Programme Curriculum, Module Hours and Assessment Scheme

Year 1

Module		Contact Hours				QF Credits	QF Level	Assessment (%)	
Code	Title	Lect	Tut	Lab / WS	Sub-total			CA	EA
Semester 1									
LAN3100	English & Communication: Workplace Interaction	0	12	6	18	6	3	40	60
ITE3009	IT Essentials – Smart Living	0	0	18	18	6	3	50	50
EEE3100	Engineering Mathematics IA	13	13	0	26	7	3	50	50
EEE3110	Circuit Theory	30	16	6	52	11	3	50	50
EEE3111	Programming Technique Fundamentals	0	0	18	18	7	3	50	50
Sub-total:					132	37			
Semester 2									
LAN3103	English & Communication: Workplace Correspondence	0	12	6	18	6	3	40	60
EEE3112	Computer-Aided Drawing	0	0	18	18	7	3	50	50
EEE4113	Electrical Instrumentation and Measurement	20	9	10	39	10	4	50	50
EEE4115	Electrical Engineering Principles	20	9	10	39	10	4	50	50
Sub-total:					114	33			
Semester 3									
LAN3003	Vocational Chinese Communication I: Putonghua Conversation & Reports	0	12	6	18	6	3	50	50
LAN4108	English & Communication: Persuasive Presentations	0	12	6	18	9	4	40	60
EEE3107	Electronic Devices	30	16	6	52	11	3	50	50
EEE2100	Practical Training I	0	0	13	13	2	2	60	40
Sub-total:					101	28			

Year 2

Module		Contact Hours				QF Credits	QF Level	Assessment (%)	
Code	Title	Lect	Tut	Lab / WS	Sub-total			CA	EA
Semester 4									
SDD4005	Mindshift: Achieving Personal Growth & Effectiveness	0	2	16	18	6	4	40	60
SDD4006	Collaboration, Teamwork & Social Engagement	0	4	14	18	6	4	50	50
EEE3116	Digital Electronics and Microprocessor Fundamentals	22	11	10	39	10	3	50	50
EEE4118	Electrical Installation	26	11	15	52	13	4	50	50
EEE4100	Practical Training II	0	0	13	13	2	4	60	40
Sub-total:					140	37			
Semester 5									
EEE4123	OSH and Supervisory Skills	18	8	0	26	7	4	50	50
EEE4117	Electrical Machines and Drives	26	11	15	52	13	4	50	50
EEE4119	Electrical Power Systems	20	9	10	39	10	4	50	50
EEE4103	Practical Training III	0	0	21	21	4	4	60	40
Sub-total:					138	34			
Semester 6									
LAN4003	Vocational Chinese Communication III: Putonghua Presentations Administrative & Technical Text Writing	0	14	4	18	9	4	50	50
LAN4101	English & Communication: Promotional Materials	0	18	9	27	10	4	40	60
EEE3115	Environmental Sustainability	13	5	0	18	7	3	50	50
EEE4121	Engineering Project	13	0	26	39	10	4	40	60
Sub-total:					102	36			

Year 3

Module		Contact Hours				QF Credits	QF Level	Assessment (%)	
Code	Title	Lect	Tut	Lab / WS	Sub-total			CA	EA
Semester 7									
SDD4007	Enhancing Competencies in 21 st Century Workplace	0	3	6	9	3	4	40	60
EEE4122	Engineering Mathematics II	18	8	0	26	7	4	50	50
EEE4120	Control and Automation Systems	26	11	15	52	13	4	50	50
	Elective #1				52	14	4	50	50
	Sub-total:				139	37			
Semester 8									
	Elective #2				52	14	4	50	50
EEE4191	Industrial Based Student Project				39	24	4	60	40
	Enrichment Module				26	6			
	Sub-total:				117	44			
Semester 9									
LAN4107	English & Communication: Reports	0	12	6	18	9	4	40	60
EEE4190	Industrial Attachment				91	10	4	60	40
EEE4191	Industrial Based Student Project				39	24	4	60	40
	Sub-total:				148	43			
Grand Total:					1131	329			
Elective #1, #2									
EEE4130	Electrical Services in Building	26	11	15	52	14	4	50	50
EEE4132	Energy Efficiency and Management	26	11	15	52	14	4	50	50
EEE4134	<i>Intelligent Control</i>	26	11	15	52	14	4	50	50
EEE4136	<i>Lighting Technology and System Design</i>	26	11	15	52	14	4	50	50
EEE4140	<i>Railway System</i>	26	11	15	52	14	4	50	50
ENG4200	<i>Advanced Engineering Mathematics</i>	26	26	0	52	14	4	50	50

Elective Modules: Choose 2 out of 6 Modules and depend on campus' offer

People in the Department

This section introduces you to some of the important people associated with the running of your programme and shows what their roles are. In case you need to seek help from the department, you may contact these people or approach them for advice.

Programme Leader

The Programme Leader is responsible for providing the academic and organisational management for the overall operation of the programme. He/she is also responsible, in conjunction with the Deputy Programmer Leader / Year Tutor, for the day-to-day smooth running of the programme.

Deputy Programmer Leader / Year Tutor

The Deputy Programmer Leader / Year Tutor is responsible, in conjunction with the Programme Leader, for smooth day-to-day operation of a particular year of the programme. The key role of a Deputy Programmer Leader / Year Tutor is to monitor the performance of the students, to ensure a consistent delivery and identify any help necessary to resolve any difficulties that may arise during the study. Where appropriate, the Deputy Programmer Leader / Year Tutor should make use of support staff, such as SAO, to help address student problems.

Module Leader

The Module Leader is responsible to the Programme for providing the academic leadership for the design, development and overall operation of the module and to ensure the Module Intended Learning Outcomes of the module are met.

Module Lecturer

The Module lecturer is responsible to the Module Leader for the implementation of the module in classroom teaching, laboratory work, assignments, assessment or any academic related matter relating to the module.

Students' Representatives Meeting

To aid in the gathering of views from the students, the Programme Board will establish Student Representatives Meetings. These meetings will be held regularly and at least once per semester.

The membership of the Student Representatives Meeting consists of the following:

- Programme Leader – Chairman
- Deputy Programme Leader / Year Tutors of the programme
- Student representative(s) from each year of the programme

Feedback from the Student Representatives Meeting will be considered by the Programme Board for:

- the continuing review, operation and development of the programme,
- the coordination of the resources required by the programme,
- the maintenance of the academic standard of the programme, and
- the improvement of quality in teaching and learning.

Students are encouraged to express their views to the student representatives regularly. Student Representatives are advised to regularly collect the views of their classmates so they can convey students' comments to the Student Representatives Meeting and allow the department to take any necessary improvement action.

Cheating

A student who has committed an act of cheating to mislead the teachers and IVE of his / her academic performance in the assessment will be penalized. The definition of cheating and the Guidelines on Penalties for established cases of cheating at examinations and continuous assessments are included in IVE / Tsing Yi Student Handbook 2020/2021. Students are strongly advised to familiarize themselves thoroughly with that topic.

Examinations and Announcement of Examination Results

(Note: examination refers to final examinations as well as to other end of module assessment)

1. A student has to pass the examination to pass the Module concerned.
2. Examination is conducted towards the end of each semester.
3. If you fail to present yourself for examination at the time and place published in the Examination Schedule, you are deemed not to have fulfilled the requirements of the Module(s) concerned and will be failed in the Module(s).
4. Normally, there is no reassessment on a module basis. Students who fail a module will be required to re-take the module concerned. Under the rare circumstances such as mitigating factors beyond a student's control that reassessment on a module basis is allowed, it must be so approved by the Programme/Module Board of Examiners. Students passing the reassessment of the module shall be awarded a Grade P for Pass / Fail Modules or receive a Mark of 40% or a Grade D for the Module concerned.
5. Documents supporting absence from examination should be submitted to the parent department **within one week** after the examination of the module concerned is held. Documents submitted after the relevant Board of Examiners meeting will normally not be accepted.
6. At the end of the Examination and after the confirmation of the results on the Engineering Discipline Academic Committee meeting, the Department will post the examination results on the Departmental Notice Board and on the website <http://tyneng.vtc.edu.hk>.
7. At the same time, students who fail some of the modules will be asked to immediately contact their Programme Leader for an explanation of their situation.
8. However, it should be noted that it is every student's own responsibility to personally contact their Programme Leader and to get information about their examination results if they did not receive any notice one week after the Engineering Discipline Academic Committee meeting.
9. The dates of the examinations and of Engineering Discipline Academic Committee meetings for examination results are published in the Key Dates of Academic Year 2020/2021 included in IVE / Tsing Yi Student Handbook for 2020/2021.
10. Any absence from examinations with an excuse of not knowing about them is regarded as a failed result on the missed examination.

Key Web-links

1. MyPortal: <https://myportal.vtc.edu.hk/>
2. Department of Engineering website: <http://tyneng.vtc.edu.hk/>
3. Webmail Service: <https://webmail.vtc.edu.hk/>
4. Reset Password or Internet Account activation: <https://cnatools.vtc.edu.hk/>
5. Campus Secretariat Application Forms Download:
http://ive.edu.hk/ty/ivesite/html/tc/campus/cs/ty_cs_af.html