



Programme Handbook for Higher Diploma in Social Work

2024/2025



Motto

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



Dear 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. Nevertheless, we truly believe that we shall be able to champion our mission together.

Our faculty members, Dr. Kim LI (Programme Director of the Higher Diploma in Social Work programme), Dr. K. C. WONG, Mr. Simon NG, Ms. Sharon CHAN, Mr. Tommy FUNG and other part-time faculty will make themselves available and render appropriate support and advice to you all. Please do not hesitate to contact us.

We acknowledge that you do have quite different backgrounds and a variety of talents and needs, coming to Gratia Christian College for self-development. You may as well be able to render support to one another and learn more effectively as a team, so as to have a happy and meaningful learning journey in the coming years.

Wish you good start in the new semester.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'Helen Ho', with a horizontal line underneath.

Helen Ho, B.Soc.Sc., MBA, MPA, PhD, RSW, AcounS. AFHKPCS
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 Higher Diploma in Christian Ministry (HDCM) 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 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. 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 four bachelor's degree, five higher diploma, one professional 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 (<i>Renamed as "Bachelor of Service Management (Honours)" with effect from 2020/21</i>)
	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
2021	Bachelor of Christian Ministry (Honours)
2022	Bachelor of Social Work (Honours) Part-time Conversion Mode
	Higher Diploma in Social Work
	Professional Diploma in Property and Facilities Management
2024	Advanced Diploma in Property and Facilities Management

¹ Greenleaf, R. K. (1991). *The servant as leader*. 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 HDSW Programme.

General Information of the HDSW Programme

Item	Description
1. Programme Title	Higher Diploma in Social Work Programme 社會工作高級文憑課程
2. Qualification Title (exit award)	Higher Diploma in Social Work 社會工作高級文憑
3. Award Granting Body	Gratia Christian College 宏恩基督教學院
4. QF Level	4
5. QR Registration No.	22/000183/L4
6. QF Credits (Credits)	385 (81)
7. Mode of Study	Full-time
8. Programme Length	Minimum no. of years: 2 Maximum no. of years: 4
9. Primary Area of Study/Training	Social Sciences
10. Sub Area of Study/Training	Social Services
11. Total Number of Credits Required for Exit Award	81
12. Curriculum (credit distribution)	(i) 26% (21/81) General Education courses (ii) 74% (60/81) Specialized courses
13. Fieldwork	100 hours Pre-placement Preparation 704 hours Fieldwork Placement
14. Host School	School of Social Work with the support of the other Schools

2.2 Admission Requirements

2.2.1 The minimum admission requirements for the HDSW Programme are as follows:

Year 1 Entry

(a) HKDSE 22222 - Level 2 in five subjects including Chinese Language and English Language in the Hong Kong Diploma of Secondary Education (HKDSE) Examination. Up to two Applied Learning subjects may be counted for admission purposes. Non-Chinese speaking students may use alternative qualifications in Chinese Language; or

(b) High School Graduates - Secondary school graduates from other education systems with results comparable to (a) above (for non-native speakers of Chinese, academic results in Chinese may not be required); or

(c) Foundation Diploma Graduates - Successful completion of a foundation diploma, pre-associate degree, or Diploma Yi Jin; or Diploma in Applied Education; or

(d) DPUS Graduates - Successful completion of the Diploma in Pre-University Studies Programme offered by GCC; or

(e) Mature Applicants - Mature applicants who are aged 21 years or above when admission is sought.

Section 3 Programme Objectives and Learning Outcomes

3.1 Programme Objectives

3.1.1 The HDSW Programme is designed to educate and train students who will pursue a professional career to serve in social welfare organisations and the social service sector with professional competence and Christian love. 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). It equips students to work as registered social workers in various service settings, both in government-funded and non-government-funded settings.

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

- a) 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.
- b) Students are nurtured to be servant leaders to exemplify the “CHRIST”* values in various work settings.
- c) Grounded by social work values in the local and global context, students are equipped with the most up-to-date theories, knowledge and skills to be competent social work practitioners in social welfare organisations and the social service sector.

* “CHRIST” values: Commitment, Humility, Resilience, Integrity, Service, and Teamwork.

3.2 Programme Intended Learning Outcomes (PILOs)

3.2.1 Upon graduation, students should be able to:

- a) Become competent social work practitioners who demonstrate a commitment to social work values, a solid foundation of general and field-specific knowledge and skills in social work, including language skills and personal qualities, appropriate for progressing to further study in social work and other relevant degree programmes;
- b) Apply a wide range of knowledge and field-specific clinical, innovative and conceptual skills to solve individual, group or community problems, and perform tasks in social welfare organisations and the social service sector;
- c) Develop the “CHRIST” values and commit with the spirit of servant leaders to the well-being of others and the betterment of the organisations they serve;
- d) Apply critical thinking to understand, assess and analyze, and suggest

solutions to social problems in various service settings and appreciate cultural diversity among service user groups;

- e) Enhance self-awareness of their strengths, weaknesses, interest and aspirations and a sense of confidence, responsibility to others and commitment to life-long learning, and their life and career pursuit;
- f) Develop an understanding of contemporary issues in both local and international contexts and discuss the possible connections amongst them and the implications on their practice; and
- g) Become reflective practitioners to be aware of and evaluate their strengths and limitations in social work practice to various service target groups, in the application of theories into practice and the fitness of their roles in the social work field.

4. Programme Structure and Content

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 HDSW Programme is designed to realize the Vision by developing competent social work practitioners with Christian values and love.
- 4.1.2 The HDSW Programme consists of two curricular components, namely (1) General Education Courses, and (2) Specialised Courses (including two fieldwork placements). 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 attitudes, skills, and knowledge required for social work practitioners and to build a knowledge foundation for further studies. Fieldwork placement aims at enabling students to put theory into practice and enhancing their confidence and competence in direct social work practice.

4.2 Programme Structure

- 4.2.1 The HDSW Programme curriculum and contents are designed to be fully in line with the requirements of the Social Workers Registration Board as well as the corresponding Generic Level Descriptors of the Qualifications Framework.
- 4.2.2 The HDSW Programme curriculum incorporates 23 courses (81 credits) involving 982 direct contact hours (not including fieldwork placement). The study plan includes 5 semesters within 2 years of full-time study. Each semester consists of 14 teaching weeks (except for the summer semester for block fieldwork placement). A taught course normally consists of 3 contact hours per week for a semester of 14 weeks.
- 4.2.3 The HDSW Programme aligns with the requirement of the Social Workers Registration Board such that social work programmes at the sub-degree level must include at least 700 hours of fieldwork placement and 100 hours of pre-placement preparation. The contact hours for the two fieldwork placements in the HDSW Programme, HSW131 Fieldwork Placement I (352 hours) and HSW251 Fieldwork Placement II (352 hours), amount to 704 hours in total. Each student is required to complete their fieldwork placement in two different social service settings, each consisting of at least 352 hours.
- 4.2.4 A summary of the study areas and credits of the Programme is given in Table 4.1 below. The full list of courses in the Programme and their QF Levels are shown in Table 4.2. The proposed study plan for the Programme is given in Table 4.3. Table 4.4 shows the detailed structure and credits of the Programme.

Table 4.1 Study Areas and Credits of the Programme

Study Areas		Courses	Credits	QF Credits	% Based on QF Credits
General Education Courses		7	21	88.2	22.9%
Specialized Courses	Major Required	15	57	283.8	73.8%
	Major Elective	1	3	12.6	3.3%
Total:		23	81	385	100%

Table 4.2 List of Courses in the Programme and their QF Level

Study Area	Course				Credit	QF Credit	QF Level
General Education Courses (7 courses)							
Character and Life Education	1	√	GCM1401	Lives of Servant Leaders	3	12.6	4
	2	√	GEN1502	Critical Thinking	3	12.6	5
Language and Communication	3	√	HGE101	English I: Reading and Writing Skills	3	12.6	4
	4	√	HGE102	English II: Integrated English	3	12.6	4
	5	√	HGE105	Practical Chinese Writing	3	12.6	4
Culture, Society and Technology	6	√	GPS3401	Introduction to Psychology	3	12.6	4
	7	√	GSW3402	Introduction to Sociology	3	12.6	4
Specialised Courses (16 courses)							
Major Required Courses	1	√	HSW111	Fundamentals of Social Work	3	12.6	4
	2	√	HSW112	Social Work Theories and Practice I	3	12.6	4
	3	√	HSW113	Social Work Skills Laboratory I	3	12.6	4
	4	√	HSW114	Human Behaviour in Social Environment	3	12.6	4
	5	√	HSW121	Philosophy of Social Work	3	12.6	4
	6	√	HSW122	Social Work Theories and Practice II	3	12.6	4
	7	√	HSW123	Social Work Skills Laboratory II	3	12.6	4
	8	√	HSW124	Programme Management and Evaluation	3	12.6	4
	9	√	HSW131	Fieldwork Placement I	9	60	4
	10	√	HSW251	Fieldwork Placement II	9	60	4
	11	√	HSW252	Administrative Practices in Human Service Organisations	3	12.6	4
	12	√	HSW253	Integrative Workshop	3	12.6	4
	13	√	SW3102	Social Welfare Policy	3	12.6	5
	14	√	SW3201	Law for Social Workers	3	12.6	5
Major Elective Courses	Choose 2 from the following 9 courses:						
	1	Electives (Choose 2)	SW3001	Poverty and Social Exclusion	3	12.6	5
	2		SW3002	Social Work with Vulnerable Populations	3	12.6	5
	3		SW3004	Social Dimensions of Health	3	12.6	5
	4		SW3005	The Development and Practice of Social Work in Mainland China	3	12.6	5
	5		SW4001	Social Work with Older Adults	3	12.6	5
	6		SW4002(a)	Disability and Society	3	12.6	5
	7		SW4003	Social Work and Mental Health	3	12.6	5
	8		SW4004	Working with Youth	3	12.6	5
	9		SW4005	Child Protection and Family Challenges	3	12.6	5

Table 4.3 Study Plan of HDSW Programme (Cohort 2024)

Study Area	Year 1			Year 2		Total Number of Courses
	Semester 1	Semester 2	Semester 3	Semester 1	Semester 2	
General Education	English I: Reading and Writing Skills (HGE101)	Lives of Servant Leaders (GCM1401)		English II: Integrated English (HGE102)	Critical Thinking (GEN1502)	7
	Introduction to Psychology (GPS3401)	Practical Chinese Writing (HGE105)		Introduction to Sociology (GSW3402)		
Major Required	Fundamentals of Social Work (HSW111)	Philosophy of Social Work (HSW121)	Fieldwork Placement I (HSW131)	Social Work and Mental Health (SW4003)	Fieldwork Placement II (HSW251)	15
	Social Work Theories and Practice I (HSW112)	Social Work Theories and Practice II (HSW122)		Social Welfare Policy (SW3102)	Administrative Practices in Human Service Organisations (HSW252)	
	Social Work Skills Laboratory I (HSW113)	Social Work Skills Laboratory II (HSW123)		Law for Social Workers (SW3201)		
	Human Behaviour in Social Environment (HSW114)	Programme Management and Evaluation (HSW124)		Integrative Workshop (HSW253)		
	Pre-placement Preparation					
Major Elective				Elective		1
Grand Total	6	6	1	7	3	23

Section 5 Student Development Office

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:

Ms Winnie NG
Student Development Manager
Office: Room 301
Email: winnieng@gratia.edu.hk
Telephone no.: 5804 41402 (Ext. 403)

Ms Jess WONG
Assistant Student Development Officer
Office: Room 202
Email: jesswong@gratia.edu.hk
Telephone no.: 5804 4142 (Ext. 402)

Ms Sze Man LO
Counsellor
Office: Room 202
Email: szemanlo@gratia.edu.hk
Phone: 5804 4142 (Ext. 402)

5.3 Scope of Work

5.3.1 Work of the SDO encompasses the following:

- 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 societies, citizenship education
- e) Global learning, e.g. international work camp, overseas internship and study tour
- 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, Myers-Briggs Type Indicator (MBTI), 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 Community Services

- 6.1.1 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

- 6.1.2 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.
- 6.1.3 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 organized by the Student Development Office. Students are expected to fill in the service details in the Community Services Record Book and upload them to the ICMIS System.
- 6.1.4 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

- 7.1.1 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

- 7.2.1 The assemblies are held on a regular basis usually on Monday mornings in the Assembly Hall on the first floor. Number of assemblies for each academic year is to be announced.

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 Financial Assistance

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 in Academic Performance
- b) Best in In-house Service
- c) Special In-house Service Award
- 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 Financial Assistance

8.2.1 Financial Assistance Schemes

GCC students can apply for the financial assistance schemes provided by the Working Family and Student Financial Assistance Agency (WFSFAA).

All eligible students must submit their applications through E-link. The following schemes are available for students:

- a) Financial Assistance Scheme for Post-secondary Students (FASP)
- b) Non-means-tested Loan Scheme (NLSPS)
- c) Extended Non-Means-Tested Loan Scheme (ENLS) for students in Pre-University Studies Programme
- d) Student Travel Subsidy (STS)

- e) Community Care Fund Enhanced Academic Expenses Grant
- f) Community Care Fund Enhanced Academic Expenses Grant – for SEN students with financial needs
- g) Scheme for subsidy on Exchange for Post-Secondary Students (SSE)
- h) Scheme for Subsidy on Exchange to “Belt and Road” Regions for Postsecondary Students (SSEBR)
- i) Non-means-tested Mainland Experience Scheme for Post-Secondary Students (Non-means-tested MES)
- j) Scheme for Non-means-tested Subsidy on Exchange to “Belt and Road” Regions for Post-Secondary Students (Non-means-tested 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

9.1.1 In order to be eligible for the HDSW qualification, students must fulfill all of the attendance and community service requirements and have:

- a) completed and been assessed on all courses (385 QF credits);
- b) obtained an overall GPA of 2.0 or above across all courses;
- c) obtained a Grade C or above in both Fieldwork Placement I and Fieldwork Placement II; and
- d) obtained a Grade D or above in all other courses.

9.2 Attendance

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

- a) Attendance rate should be at least 80% (for all courses).
- b) A student whose attendance during the official contact hours of a course is less than 80% is not 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

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

Grade	Marks	Grade Point	Broad Interpretation
A	85 - 100	4.00	Outstanding
A-	80 - 84	3.67	
B+	75 - 79	3.33	Good
B	70 - 74	3.00	
B-	65 - 69	2.67	
C+	58 - 64	2.33	Satisfactory
C	52 - 57	2.00	
C-	46 - 51	1.67	
D	40 - 45	1.33	Marginal
F	0 - 39	0.00	Unsatisfactory

Section 10 ITSO, Computer Laboratory and Library

10.1 ITSO (Information Technology Services Office) and Facilities Management

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

10.1.2 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

10.1.3 Places for gathering

Mondays to Fridays	9:00 am to 7:30 pm
Saturdays	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;
 - 45 thin clients computers for Windows based virtual desktop and MS Office software.
- Psychology Laboratory (Room 306)
 - An organised and yet cosy computer room for your distinct quest for knowledge;
 - 10 Windows OS based desktops computers installed with Adobe Creative Suite, STATA, 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, 206, 302a, 302b, 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.

10.1.4 Other facilities

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

10.1.5 Campus security and hygiene

They are safeguarded by the team of facility management. 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 mission of the GCC Library is to promote and enhance the academic and research endeavors of the Gratia Christian College (GCC) community. The Library achieves this by providing access to academic resources and research facilities that support the intellectual engagement of students, faculty, and staff.

10.2.2 Objectives in action: **CARE**

Collections & content enhancement

Access & discovery bridging

Research & academic ethos

E-learning trending

10.2.3 Collections: The Library's collection currently comprises thirteen databases, offering over 510,000 e-book titles and 16,000 full-text journal titles. These resources are accessible to all staff and students both on- and off-campus, and are continuously updated and expanded to ensure that they meet the evolving needs of the College community.

Databases	Schools			
	SB	SCM	SEP	SSW
Academic Search Ultimate (EBSCOhost)	√		√	√
E-Journals (EBSCOhost)	√		√	√
Education Full Text			√	√
ERIC (EBSCOhost)	√		√	√
Gale One File (Gale) <ul style="list-style-type: none"> • Business / Communications and Mass Media / Economics and Theory / Entrepreneurship / Hospitality and Tourism / Insurance and Liability / Leadership and Management / LegalTrac / Military and Intelligence Database • Criminal Justice / Culinary Arts / Diversity Studies / Environmental Studies and Policy / Gender Studies / Health and Medicine / Psychology / • Educator's Reference Complete • Religion & Philosophy • Agriculture / Fine Arts / Gardening and Horticulture / Home Improvement / Information Science / Vocations and Careers / War and Terrorism / World History 	√	√	√	√
GreenFILE (EBSCOhost)	√		√	√
Library, Information Science & Technology Abstracts (EBSCOhost)			√	
OpenDissertations (EBSCOhost)	√		√	√
Psychology and Behavioral Sciences Collection (EBSCOhost)			√	√
Religion and Philosophy Collection (EBSCOhost)		√		
Social Work Reference Center (EBSCOhost)				√
Sociology Source Ultimate (EBSCOhost)				√
Teacher Reference Center (EBSCOhost)			√	√
The Serials Directory (EBSCOhost)	√		√	√

Printed serials

Journal/Magazine titles for School of Social Work (SSW):

- China Journal of Social Work (also Taylor & Francis Online)
- 香港青年 Youth Hong Kong
- 青年空間 Youth S.P.O.T.
- 社情 Scenario *
- 人情味 .Net *

Magazine titles for School of Christian Ministry (SCM):

- Christian Times 時代論壇
- Christian Weekly 基督教週報 *
- Tzu Chi Monthly 慈濟月刊
- Hong Kong Tzu Chi World Journal 慈濟世界
- Angel's Heart 天使心 *
- 蒲公英希望月刊
- Herald Monthly Hong Kong 號角月報

Magazine titles for School of Business (SB):

- Asia weekly 亞洲週刊
- 天下雜誌

Magazine titles for School of Education and Psychology (SEP):

- Ming Pao Monthly 明報月刊
- Reader's digest 讀者文摘

* Librarian's recommendation

Collaborations:

- ❖ CityU Library Interlibrary Loan Service
- ❖ BU Library Institution Card
- ❖ Hong Kong Public Libraries Block Loan Service
- ❖ Shue Yan University Library Reader Card
- ❖ YCCECE Library Reader Card

Section 11 Opening Hours

11.1 Campus Opening Hours

Mondays – Fridays	9:00 am – 10:00 pm*
Saturdays	9:00 am – 4:00 pm
Sundays and Public Holidays	Closed

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

11.2 Library Opening Hours

	Semesters 1, 2 & 3*	Semester Break*
Mondays – Fridays	9:15 am – 9:30 pm	9:15 am – 7:00 pm
Saturdays	9:00 am – 4:00 pm	9:00 am – 12:00 noon
Sundays and Public Holidays	Closed	Closed

**Special arrangements will be announced via Moodle.*

11.3 Adverse Weather Arrangement for Typhoon and Rainstorm

- 11.3.1 When Tropical Cyclone Warning Signal No.3 or Red Rainstorm Warning is in force, all classes and examinations will continue to be held as scheduled, unless otherwise announced by GCC.
- 11.3.2 When the Hong Kong Observatory announces that adverse weather warnings, such as Tropical Cyclone Warning Signal No.8 (or above) or Black Rainstorm Warning, will be issued within the next 2 hours, special arrangements (in particular cancellation of classes) may be required based on the prevailing weather situation.
- 11.3.3 When Tropical Cyclone Warning Signal No.8 (or above) or Black Rainstorm Warning is in force, the following arrangements shall apply:

Class Arrangements

For Morning Classes	Warning signal is in effect at or after 7:00 am	All morning classes will be cancelled
For Afternoon Classes	Warning signal is in effect at or after 12:30 pm	All afternoon classes will be cancelled
For Evening Classes	Warning signal is in effect at or after 4:00 pm	All evening classes will be cancelled

Examination Arrangements

Warning signal is in effect at or after 7:00 am	All morning examinations will be postponed
Warning signal is in effect at or after 12:30 pm	All afternoon examinations will be postponed
Warning signal is in effect at or after 4:00 pm	All evening examinations will be postponed

- 11.3.4 Cancelled examinations will be rescheduled to a specific date according to the contingency arrangement.
- 11.3.5 If students are already at campus when Black Rainstorm Warning or Signal No. 8 or above is hoisted, arrangements will be made by the College to release them to go home as soon as weather and traffic conditions allow.
- 11.3.6 If Black Rainstorm Warning or Signal No. 8 or above is hoisted during the examination, the examination will be continued unless otherwise announced by the College.

Section 12 Key Contact Numbers and Emails

Office	Telephone	Email
President's Office	5804 4149	presidentoffice@gratia.edu.hk
Finance Office	5804 4145	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

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