

香港專業教育學院（沙田）

2024/2025 新學年安排

致各香港專業教育學院(沙田)新同學：

為讓同學更快適應新的學習環境，請留意下列有關 2024/2025 新學年的安排：

繳交第一期學費(只適用於全日制新同學)

請儘早於 2024 年 8 月 8 日前繳交第一期學費及其他費用，如同學未依期繳交所需費用，其學籍會被取消，已繳費用概不退還。

核對學歷證明文件

如不是以香港中學文憑考試或 VTC 成績報讀入學的同學，學院會就同學的學歷文件證明核對正本，學院秘書處將稍後聯絡同學安排核對學歷文件手續。

開課日期

新學年全日制學生將於 2024 年 9 月 2 日(星期一)正式開課。

學生證

同學須在「[新生註冊系統](#)」上載相片以供製作學生證之用，學院一般會於開學首星期透過所屬學系派發學生證予已完成所有新生入學註冊程序的新同學。

學生手冊

同學可於開學前約一星期登入 [MyPortal](#) 或透過香港專業教育學院（沙田）院校[內聯網](#) 查閱學生手冊。

學院資訊

學院一般會透過 [MyPortal](#) 及電郵向同學發放資訊。請同學定期瀏覽有關網頁及查閱學生電子郵件 (<https://webmail.vtc.edu.hk>) 以取得最新消息。

新生資訊網站(有待公佈)

- 上課時間表：同學可於開學前約一星期登入 [MyPortal](#)。夜間兼讀制新同學亦可透過[香港專業教育學院（沙田）網頁](#) 查閱上課時間表。
- 申請豁免修讀單元／學分轉移：2024/2025 學年豁免修讀單元／學分轉移的申請日期為第一學年／第一學期開課的首兩星期。
- 經濟援助全日制學生：修讀高級文憑同學可透過政府轄下的學生資助處申請經濟援助。修讀基礎課程文憑同學可經學生發展處(查詢：2256 7666)向職業訓練局申請學費減免。

兼讀制學生：同學可向政府轄下的學生資助處申請擴展的免入息審查貸款計劃(ENLS)。部分課程已加入 Vplus 工程專才進修資助(查詢：2435 9423)。學生需留意申請經濟援助及資助計劃的資格。就同一項課程、學習單元或學分，學生或不能同時申請多於一項補助／資助計劃。

聯絡我們

	房號	電話號碼	傳真號碼	電郵地址
一站式學生服務中心	023 (地下)	2256 7565	2694 7029	stcampus@vtc.edu.hk

Hong Kong Institute of Vocational Education (Sha Tin) Arrangement for the New Academic Year 2024/2025

To all Hong Kong Institute of Vocational Education (Sha Tin) new students:

To help you adapt to the new learning environment, please note the following information regarding the arrangement of the new academic year:

The 1st Installment of Fee Payment (Only applicable to Full-time new students)

Please settle the 1st Installment of Fee Payment before 8 August 2024. If you fail to pay the required fee by the due date, you will be de-registered from the programme. All fees paid are non-refundable.

Academic Qualification Verification

You are required to complete the academic qualification verification if you apply with non-DSE or non-VTC internal qualifications. Campus Secretariat will contact with you later for the arrangement of verification.

Date of Class Commencement

The new academic year would commence on 2 September 2024 (Monday) for Full-time new students.

Student Card

Student should upload a photo for the printing of Student card via "[New Student Registration System](#)". Student card would be issued and distributed to new students through Department during the class commencement week, subject to students' completion of admission registration procedure.

Student Handbook

You may access to the "[MyPortal](#)" or visit the campus [intranet of IVE\(ST\)](#) for contents of the Student Handbook about one week before the commencement of class.

Dissemination of Campus Information

The Campus normally makes use of the [MyPortal](#) and emails as communication channels with students. To obtain updated news of the Campus, please visit the MyPortal and check your student email account (<https://webmail.vtc.edu.hk>) regularly.

New Student Information Website (TBC)

- **Timetable:** You may access to the "[MyPortal](#)" for details of the timetable about one week before the commencement of class. Part-time new students may also visit the [website of IVE\(ST\)](#).
- **Application for Module Exemption / Credit Transfer:** Application for module exemption / credit transfer for AY2024/2025 should be submitted by the end of Week Two of the first academic year / first semester (for new students).
- **Application for Financial Assistance Schemes:**
Full-time Programmes: For studying Higher Diploma Programme students, you can apply for financial assistance offered by the government's Student Finance Office (SFO). And for studying Diploma of Foundation Studies students, you can apply for the fee remission scheme offered by VTC through Student Development Office (SDO) (Enquiry: 2256 7666).

Part-time Programmes: Students can apply for Extended Non-means-tested Loan Scheme (ENLS) by the government's Student Finance Office. Some programmes joined the Vplus Engineering Subsidy Scheme (Enquiry: 2435 9423). Students should be aware of the eligibility of financial assistance scheme and subsidy scheme. In respect of any courses, modules or units of study credits, students may not be able to apply for more than one financial assistance scheme or subsidy scheme.

Contact us

	Room No.	Tel. No.	Fax. No.	E-mail
One Stop Student Services Centre	023 (G/F)	2256 7565	2694 7029	stcampus@vtc.edu.hk