New HSMCers to Note on Non-Academic Graduation Requirements

Date: 4 Sept 2014
Time: 1:45 – 2:15
Venue: N501

Speakers
Ms. Ice Kwok and Ms. Zara Tse
Student Affairs Office
Non-Academic Graduation requirements

According to the programme accreditation under HKCAAVQ, the **Extra Curricular Activities (ECA)**, **Physical Activities (PA)** and **Community Service (CS)** hours are part of students’ graduation requirements.
Non-Academic Graduation requirements

<table>
<thead>
<tr>
<th>Components</th>
<th>Total hours required in the period of study</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>AD programmes (2 years)</strong></td>
</tr>
<tr>
<td>CS</td>
<td>10</td>
</tr>
<tr>
<td>ECA</td>
<td>20</td>
</tr>
<tr>
<td>PA</td>
<td>Nil</td>
</tr>
</tbody>
</table>
## For AD students

<table>
<thead>
<tr>
<th>AD Students</th>
<th>Graduation Requirements (hours)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>CS</td>
</tr>
<tr>
<td>Join HSMC as <strong>Yr-1</strong></td>
<td>10</td>
</tr>
<tr>
<td>Join HSMC as <strong>Yr-2</strong></td>
<td>5</td>
</tr>
</tbody>
</table>
## For DP students

<table>
<thead>
<tr>
<th>Students</th>
<th>Graduation Requirements (hours)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>CS</td>
</tr>
<tr>
<td>Join HSMC as <strong>Yr-1</strong> students</td>
<td>20</td>
</tr>
<tr>
<td>Join HSMC as <strong>Yr-3</strong> students</td>
<td>10</td>
</tr>
</tbody>
</table>
### College Events counted as ECA hours

<table>
<thead>
<tr>
<th>Event</th>
<th>ECA hours Counted</th>
<th>Action</th>
<th>Endorsed by</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SU/SA President or Captain of School Team</strong></td>
<td>10 hours</td>
<td>SU/SA President or PE officer to hand in the name list to SAO by the end of term/semester for record</td>
<td>SAO Director or PE officer</td>
</tr>
<tr>
<td><strong>Committee Members of Student Union</strong></td>
<td>10 hours</td>
<td>SU President to hand in the name list to SAO by the end of term for record</td>
<td>SAO Director</td>
</tr>
<tr>
<td><strong>Committee Members of Student Association</strong></td>
<td>5 hours</td>
<td>SA President to hand in the name list to SAO by the end of term for record</td>
<td>SAO Director</td>
</tr>
</tbody>
</table>
# College Events counted as ECA hours

<table>
<thead>
<tr>
<th>Event</th>
<th>ECA hours Counted</th>
<th>Action</th>
<th>Endorsed by</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Vice Captain of School Team</strong></td>
<td>5 hours</td>
<td>PE officer to hand in the name list to SAO by the end of semester for record</td>
<td>PE officer</td>
</tr>
<tr>
<td><strong>School Team Training</strong></td>
<td>2 hours per training session (signed by the Captain) (The time can either be counted as ECA or Physical Activities hours)</td>
<td>PE officer to hand in the name list to SAO by the end of semester for record</td>
<td>PE officer</td>
</tr>
</tbody>
</table>
# College Events counted as ECA hours

<table>
<thead>
<tr>
<th>Event</th>
<th>ECA hours Counted</th>
<th>Action</th>
<th>Endorsed by</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Organizer or Helper of School Functions (e.g., O’Camp, etc)</strong></td>
<td>10 hours</td>
<td>Approved and signed by Students’ Union, endorsed by Program Director or SAO</td>
<td>Program Director or SAO Director</td>
</tr>
<tr>
<td><strong>Activities approved by the Student Affairs Office (SAO)</strong></td>
<td>Approved and signed by SAO</td>
<td>SAO to record</td>
<td>SAO Director</td>
</tr>
<tr>
<td><strong>Activities held by Students’ Union (SU)</strong></td>
<td>Endorsed by SAO</td>
<td>SU to submit the proposal to SAO for endorsement at least 10 working days before the activity is held</td>
<td>SAO Director</td>
</tr>
</tbody>
</table>
## College Events counted as ECA hours

<table>
<thead>
<tr>
<th>Event</th>
<th>ECA hours Counted</th>
<th>Action</th>
<th>Endorsed by</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Activities held by Student Associations (SA)</strong></td>
<td>Approved by the respective Program Director</td>
<td>PIC to submit the approved proposal to SAO for endorsement at least 10 working days before the activity is held.</td>
<td>SAO Director</td>
</tr>
<tr>
<td><strong>Activities held by clubs and societies registered under Students’ Union (HSMCSU)</strong></td>
<td>Approved and signed by SU</td>
<td>PIC to submit the approved proposal to SAO for endorsement at least 10 working days before the activity is held.</td>
<td>SAO Director</td>
</tr>
</tbody>
</table>
College Events counted as **ECA hours**

<table>
<thead>
<tr>
<th>Event</th>
<th>ECA hours Counted</th>
<th>Action</th>
<th>Endorsed by</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Activities held by Academic Programmes</strong></td>
<td>Approved and signed by the respective Program Director</td>
<td>Program Director or delegate to hand in the name list to SAO by the end of activity for record</td>
<td>Program Director</td>
</tr>
<tr>
<td><strong>Activities held outside College by registered organizations</strong></td>
<td>Depends on the nature of activity and the hours reported</td>
<td>Submit certificate to SAO for record</td>
<td>SAO Director</td>
</tr>
</tbody>
</table>
College Events counted as **PA hours**

<table>
<thead>
<tr>
<th>Event</th>
<th>PA hours Counted</th>
<th>Action</th>
<th>Endorsed by</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PE lessons and workshops in the College</strong></td>
<td>Approved and signed by SAO</td>
<td>PE teacher/officer to submit the name list to SAO by the end of semester for record</td>
<td>PE teacher/officer</td>
</tr>
<tr>
<td><strong>School Team Training</strong></td>
<td>2 hours per training session (signed by the Captain)</td>
<td>PE officer to hand in the name list to SAO by the end of semester for record</td>
<td>PE officer</td>
</tr>
<tr>
<td></td>
<td>(The time can either be counted as ECA or Physical Activities hours)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*For AD students, PA hours will be counted as ECA hours. For Degree students, PA hours will be counted as ECA hours if required PA hours were fulfilled.*
College Events counted as **PA hours**

<table>
<thead>
<tr>
<th>Event</th>
<th>PA hours Counted</th>
<th>Action</th>
<th>Endorsed by</th>
</tr>
</thead>
<tbody>
<tr>
<td>Take part in <strong>sports competitions in school</strong></td>
<td>Depends on the hours reported</td>
<td>PE officer to hand in the name list to SAO by the end of semester for record</td>
<td>PE officer</td>
</tr>
<tr>
<td><strong>External PA held by registered organizations</strong></td>
<td>Depends on the hours reported</td>
<td>Submit certificate to SAO for record</td>
<td>SAO Director</td>
</tr>
</tbody>
</table>
College events counted as CS hours

Internal events (e.g. community service programmes held by Student Development Unit or Growth and Counseling Centre) counted as CS hours will be recorded by SAO.

*Number of CS hours is indicated on the poster of each event.
External Events counted as ECA/PA/CS hours outside College

- Student shall obtain proof, in the form of either a certificate or a form of certification, from recreational or social service organizations outside the College
- Those shall be submitted to and recorded by SAO accordingly
External events held by recognized organizations counted as ECA/ PA/ CS hours

- Go to SAO Website for Letter Sample [here](#)
認可社會服務機構
(舉例):

- 香港神託會
- 香港青少年服務處
- 香港青年發展網絡
- 救世軍
- 九龍城浸信會
- 各區社區中心
- 街坊福利會
認可非牟利慈善機構 (舉例)

- 香港賽馬會
- 宣明會
- 奧比斯
- 聯合國兒童基金會
- 公益金/公益少年團
不被認可義工服務的例子:

- 義工服務對象以服務人群為主；同學應透過身體力行直接參與認可非牟利團體活動而不獲金錢及物質的報酬。

不被認可的例子:

- 為親友補習
- 在某某漫畫書店或其他店舖做義工
義工運動網

http://www.volunteering-hk.org/
義工服務機會

服務機會

- 搜尋服務機會
- 網上用戶登記
- 資訊日服務機會
  - 社會福利署提供的列表
  - 長者支援服務隊
  - 義工運動參與機構列表
- 義工運動參與機構網頁
  - 義工工作發展局 - 愛心傳城義工大行動
  - 護老天使推廣計劃
  - 無國界醫生
  - 婦女服務聯會
  - 大坑坊眾福利會大坑青年中心
  - 工程及醫療義務工作協會
  - 仁愛堂
  - 元朗大會堂
  - 生命熱線
  - 伊利沙伯醫院義工服務部
  - 匯愛會
  - 匯愛瑞泰中心暨匯愛瑞泰宿舍及匯愛健樂會（天水圍）
  - 伸手助人協會
  - 防止虐待兒童會
  - 慈孝社
認可機構名單
Community Services Resources – CSR for HSMCers

Welcome to the CSR!
We provide external volunteer resources for the lovely HSMCers to serve the community with an attitude to social responsibility and love.

Community Services Resources – CSR for HSMCers
8月7日在 Hong Kong 起

[彩虹樹] 探訪長者服務

服務目標:
透過上門探訪，送上關懷及了解長者所需，提供適當協助。

服務內容:
探訪獨居及兩老長者，送上關懷。

歡迎報名參加以下時段:

更多

64個朋友

Trishia Ying

Sarah Lo

Glo Ria

查看全部

Community Services Resources – CSR for HSMCers
8月6日

2012-2013年度 俊生銀行-再生會 大獎 飽覽展覽

廣告你的商

更多
Where to read activity hours recorded?

1. Login to eCampus
2. Click MyHSMC
3. Click Activity Report
4. Your Activity Report will be shown
5. You can also check the breakdown of each item
Steps to check the breakdown of activity hours

- Click <Activity Report> under <Personal> in MyHSMC
Steps to check the breakdown of activity hours

- You will see your <Activity Report>.
- You may click to see your <Status> in relation to IT Proficiency, ECA, CS, and PA.
Steps to check the breakdown of activity hours

- This is an example report of your ECA activities.
Where to submit the form of certification or proof?

- Collection box is placed at N001, Service Counter of SAO
When to read the records of activity hours?

- Refer to the Timeline on Release of ECA, PA and CS hours recorded in 2014-2015 from SAO website
When is the deadline of submission in Session 2014/2015?

<table>
<thead>
<tr>
<th>1st Semester</th>
<th>2nd Semester</th>
</tr>
</thead>
</table>

- Late submission may cause delay on your graduation if the required ECA/PA/CS hours in the period of study were NOT fulfilled.
Frequently Asked Questions (FAQs)

Q1. Are those **ECA, PA and CS** hours counted each academic year?

A1. No, all specified ECA, PA and CS hours are counted **in the period of study** before graduation.
FAQs (cont.)

Q2. Do we have to submit the original copy of certification provided by the organization?

A2. You can present a printed copy of certificate with an official stamp and/or signature provided.
FAQs (cont.)

Q4. **When and where** can we view the recording hours from eCampus?

A4. An announcement will be made for the import of ECA/PA/CS hours recorded following the timeline in 2014-15. Students can follow the access here eCampus → MyHSMC → Personal → Activity Report
Enquiry

Ms. Zara Tse or Mr. Ricky Tai
Student Affairs Office
Office: N001, Block N
Thank you for your attention.
We welcome your questions.

More information:
http://sao.hsmc.edu.hk/student-services/eca-pa-cs-hours