



香港浸信會聯會專業書院

ACADEMY OF THE BAPTIST CONVENTION OF HONG KONG

2023 – 2024年度

新高中外語課程

New Secondary School

Other Learning Languages Programme

學生手冊

Student Handbook



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1 註冊 Registration:

1.1 如學生的姓名、電話、電郵或其他登記的資料有任何更改，須立即以電郵通知香港浸信會聯會專業書院：lang@abchk.edu.hk。

If there are any changes on student name, contact number, email or other information, please notify the Academy immediately by email: lang@abchk.edu.hk

1.2 學生每年需要重新註冊一次，選擇上課地點及時間。

For each academic year, student should register once again, choose the time-slot and venue for lessons.

1.3 學生應根據印在香港身份證或護照的姓名註冊。

Student name use for registration should be identical with the one on HK ID card or passport.

2 其他費用 Other fees :

款項 Items	費用 (港幣) Fees (HK Dollars)
教材費 Course material fee	因應不同年級而定，以註冊通知為準 Prices depending on the enrollment notice
收據補領費 / 成績表 Fee for placement of receipt/ Score sheet	\$50
教科書 (自行購買或透過書院訂購) Textbooks (Buy yourself or order at academy)	因個別教科書價格而定 Prices depending on the respective textbooks

※ 書院不接受現金繳費，繳費詳情請向職員查詢。

The academy will not accept CASH payment, please contact our staff for details.

3 儀容及行為 Outfit and behavior :

3.1 學生在校園內外需注重言行舉止。

Students should pay attention to their own behavior.

3.2 學生必須穿著學校校服或體育服出席課堂，否則將不能進入校園上課。

Students should wear school uniform or school sportswear to attend classes, otherwise they will not be allowed to enter the campuses.

3.3 學生有責任保護校園設施，保持校園及課室清潔，課室內不可飲食。

Students have the responsibility to keep campuses clean. Do not eat or drink in the classrooms.

3.4 學生於課堂內嚴禁使用手提電話。

Students are not allowed to use mobile phone during the lessons.

4 出席及請假規則 Attendance and Absence Rules :

- 4.1 今個學年不設網課。學生於課堂遲到逾15分鐘，則算為遲到，遲到紀錄會在成績報告上註明。

No online class will be held. Students who are late for more than 15 minutes will be considered as late, late record will be marked on the scoresheet.

- 4.2 學生若需要請事假，必須預先於網上上載相關證明及家長簽署的請假信，否則當缺席處理。

If students apply for personal leave, they must upload relevant proof and a signed parent's letter to the Academy's website, otherwise they will be marked as absent.

- 4.3 學生如因病缺課，必須於下節課堂前於網上上載請假信或醫生病假證明，否則當缺席處理。

If students are absent due to illness, they must upload medical certificates and a signed parent's letter before the next lesson, otherwise they will be marked as absent.

- 4.4 每節學生的出席名單，將會每星期交予學生所屬學校老師作紀錄及跟進，學生可向所屬學校老師查詢。

Students' attendance are sent to their schools for record and follow-up every week. Students can check attendance with their own school teachers.

- 4.5 網上「請假申請」連結 Leave Application Form (Online) : www.abchk.edu.hk/nss-leave。

5 考試安排 Exam arrangement :

- 5.1 每年分上下學期，每學期會舉行一次測驗及一次考試，學生必須留意上課時間表上所編訂的日期及時間出席。如有任何更新，書院會向學生發出通告。

These are two semesters for each academic year. One test and one examination will be held in each semester. Students should pay attention on the date and time to attend the test and examination. If there is any update, the Academy will send notice to students.

- 5.2 書院會按個別情況為學生進行補考試，學生需提交家長信及醫生紙申請補考，補考分數會按考獲的成績扣減20%。測驗不設補考。

A make-up exam will be held on a case-by-case basis. Students who wish to apply for a make-up exam would need to submit a parent's letter and medical certificate. Make-up exam score will be deducted by 20%. No make-up quiz will be held.

書院只接受以下申請補考原因

Make-up exam will only be approved for the below situations :

- 5.2.1 病假，需於考試天前或當天向書院申請，需提交醫生紙及家長信申請。

Illness, students should provide parent's letters and doctor's document on or before the exam day.

5.2.2 確診COVID，需於考試天前或當天向書院申請，需提交快測陽性證明。

COVID confirmed, students should provide parent's letters and RAT positive proof on or before the exam day.

5.2.3 校內考試，需於考試前三天向書院申請，需提交家長信及學校考試證明。*

School exam, students should provide parent's letters and related document 3 days before the exam. *

5.2.4 比賽/ 校外考試，需於考試前三天向書院申請，需提交家長信及活動證明。*

Competition or other exam, students should provide parent's letters and related document 3 days before the exam. *

5.2.5 若學生不能出席補考日期，將不獲其他安排。

No extra arrangement will be made if students cannot attend the make-up exam.

* 5.2.3及5.2.4 不接受逾期申請

For 1.2.3 & 1.2.4, late application will not be accepted

5.3 書院會按個別學生情況安排補考並保留分數調整的最終決定。

The Academy will arrange make-up exams accordingly to individual student's performance and retain the final decision on score adjustment.

5.4 考試成績會交予學生所屬學校參考。

Exam results will be sent to the students' schools for reference.

6 緊急事故安排 Emergency arrangement :

6.1 一般事故，學生需即時通知書院職員處理。

For general accident, students should notify the staff of Academy immediately.

6.2 嚴重事故，由書院職員電召救護車，並通知學生家長。

For serious accident, the Academy staff will call an ambulance and inform students' parent.

7 版權 Copyright :

7.1 請尊重版權，所有課堂錄影、筆記及資料只供學生私人修讀之用，翻印必究。

Please respect copyright laws! All lesson recordings, notes and materials are only used for the purpose of self-study. Reprint must be investigated.

7.2 學生嚴禁對課堂內容進行攝影、錄音或錄影。

Students are strictly prohibited to take photos and videos during lessons.

8 惡劣天氣上課安排 Class arrangements during bad weather :

在惡劣天氣及暴雨期間，均會按照教育局之公佈安排，及於香港浸信會聯會專業書院中學外語課程

Facebook (<http://www.facebook.com/ABCHK.LANG>) 專頁發佈。

同學亦可參照教育局指引：<https://www.edb.gov.hk/tc/index.html>

During the bad weather, arrangement will be made according to the announcements made by the Education Bureau (EDB: <https://www.edb.gov.hk/tc/index.html>).

Students can also refer to the guidelines on Facebook of the Academy (Other Language) (<http://www.facebook.com/ABCHK.LANG>).

9 即時通訊 Instant messaging :

書院建議同學將書院的流動電話號碼9744 9104加入通訊錄，確保同學可以接收到書院的廣播訊息。

In order to ensure that students can receive the Academy's broadcast messages, Academy suggest students to add mobile 9744 9104 on their contact list.

10 其他事項 Others :

10.1 本書院對課堂一切安排及守則保留最終決定及修訂權利。

The Academy reserves the rights to make final decisions and amendments to all arrangements and rules of classes.

10.2 書院於上課場地範圍內拍攝，並將照片及影像作為內部記錄用途。

The photos taking within classes venue are only used for internal recording purposes only.

10.3 課程最新資訊及時間表可參閱：

To access the latest course information and timetable, please refer to:

www.abchk.edu.hk/nss

10.4 如有任何意見，可於以下表格提交意見：

10.5 If you have any comments or opinions, you can submit them via the following form:

www.abchk.edu.hk/suggestions

10.6 如對課程有任何查詢，歡迎聯絡香港浸信會聯會專業書院職員。

If you have any enquiries, you're welcome to contact the staff of the Academy.

11 聯絡方法 Contact methods :

◇ Whatsapp : 9744 9104

(書院建議同學將書院的流動電話號碼9744 9104加入通訊錄，確保同學可以接收到書院的廣播訊息。

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◇ 電話 Phone : 2355 9000

◇ 電郵 E-mail : lang@abchk.edu.hk

◇ 網址 Website : www.abchk.edu.hk

◇ 地址 Address : 九龍柯士甸道33-39號創德樓3樓 (電梯按2字) (柯士甸站F出口 / 佐敦地鐵站C2出口)

2/F, Chong Tak House, 33-39 Austin Road, Kowloon

(Austin Station, Exit F / Jordan station, Exit C2)

◇ Facebook : <http://www.facebook.com/ABCHK.LANG>

