



International Development Office 國際發展處

Non-local Students Orientation Day 2021 非本地生迎新日2021

Friday 27 August 2021

International Development Office
國際發展處

IDO · Your internationalisation partner



Living in Hong Kong

活在香港

Living in Hong Kong 活在香港

Survival Kit 2021/22

Members of VTC Group VTC 機構成員

Thei IVE 垂 ICI

International Students Survival Kit 2021 - 2022



International Development Office (IDO)

14/F, VTC Tower, 27 Wood Road, Wan Chai, Hong Kong
Tel: (852) 2836 1705 | Fax: (852) 2891 2372
Email: iss@vtc.edu.hk | Web: ido.vtc.edu.hk

OPPORTUNITIES · ACTION · SUCCESS
良機 · 实干 · 成功



Members of VTC Group VTC 機構成員

Thei IVE 垂 ICI

国内来港生就读指南 2021 - 2022



国际發展處

地址: 香港灣仔活道二十七号职业训练局大楼十四楼 | 网址: <http://www.vtc.edu.hk/ido>
电话: (852) 2836 1705 | 传真: (852) 2891 2372 | 电邮: iss@vtc.edu.hk

OPPORTUNITIES · ACTION · SUCCESS
良機 · 实干 · 成功





Living in Hong Kong 活在香港

1. Study Tips
2. Bank Account
3. Payment
4. If You Are Sick
5. In Case of Emergency

1. 学习锦囊
2. 银行账户
3. 付款
4. 生病
5. 紧急情况



Study Tips 学习锦囊:

My Portal and Moodle 学生网上资源平台



My Portal

A **web-based platform** for students:

- ▶ Read specific news, notices, **scholarships** & activity **information**;
- ▶ Check & update personal information;
- ▶ Apply for lockers and book campus facilities;
- ▶ Enroll in student activities;
- ▶ **Select modules** of study;

学生网上资源平台:

- ▶ 获取最新消息、**奖学金**和**活动信息**
- ▶ 更新个人信息
- ▶ 申请储物柜及校园设施
- ▶ 报名参加学生活动
- ▶ **选择选修科目**

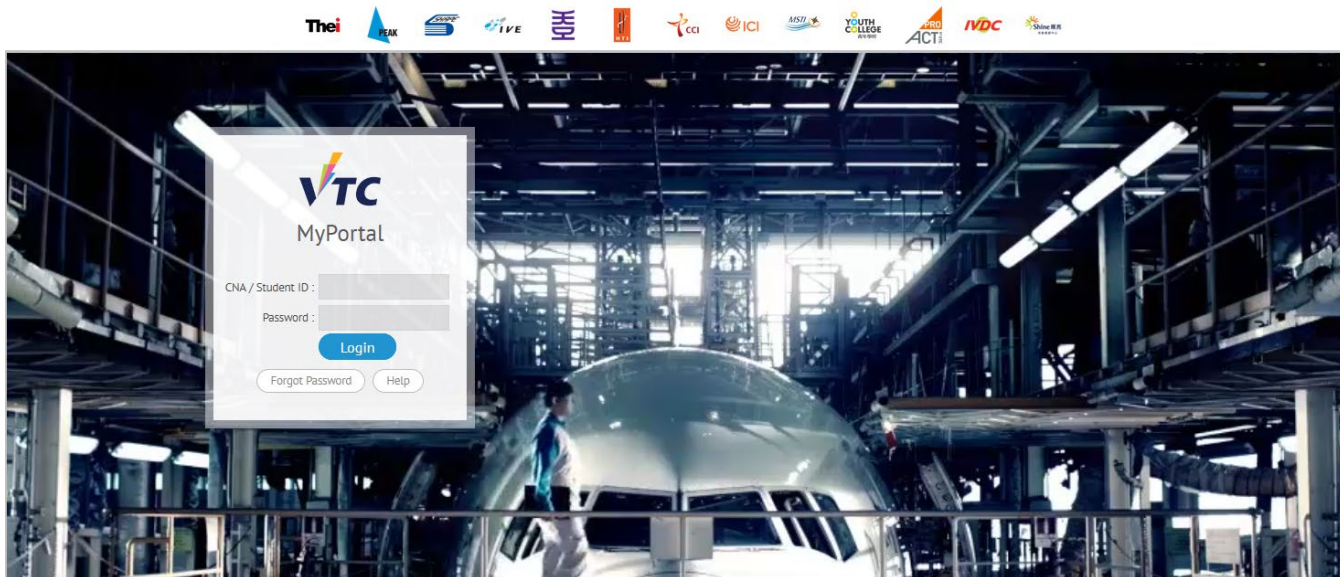


My Portal

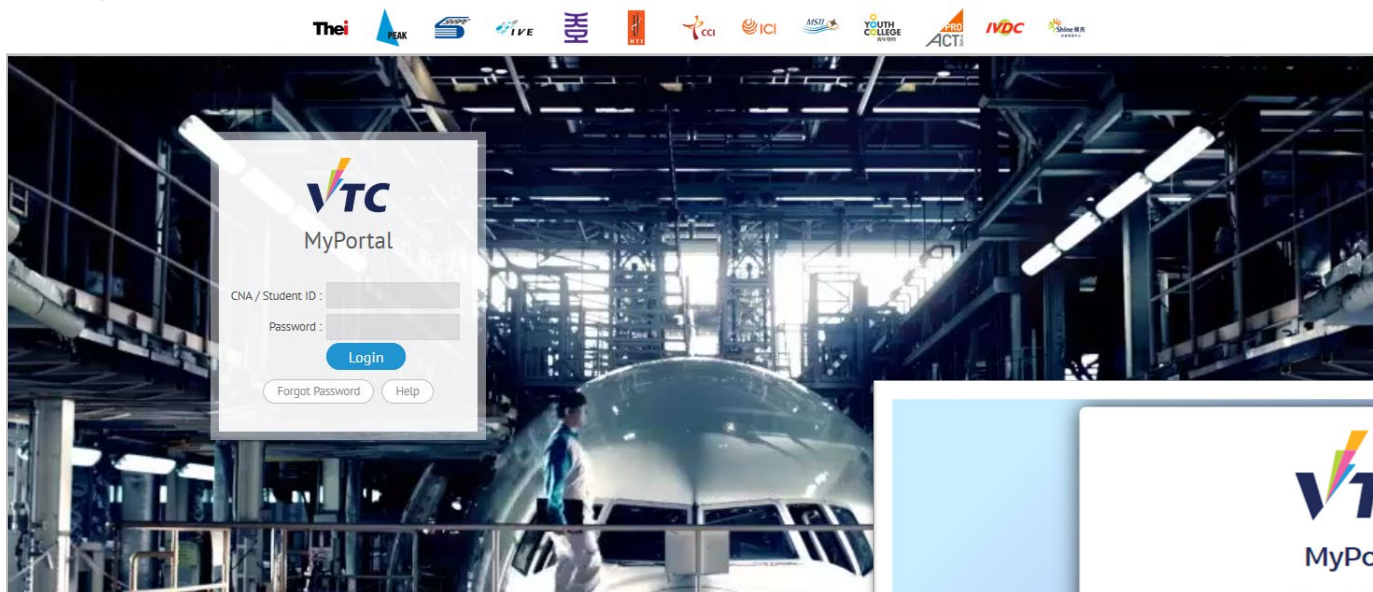
- ▶ View and submit **Industrial Attachment** for approval, Check **timetables, class attendance records** and **exam** schedule;
- ▶ Download **Tuition Fee Payment Advice, Transcript** of Study, Record of Non-Academic Achievements, **Student Handbook** etc.
- ▶ Reply to invitation of Graduation Ceremony
- ▶ 查阅及递交**企业实习**资料
- ▶ 查阅**上堂时间表, 课堂出席率及考试**安排
- ▶ 下载**学费**缴款单、**成绩单**、学术以外成就证明书记录、**学生手册**
- ▶ 参加**毕业典礼**

My Portal

- ▶ You should visit “MyPortal” < myportal.vtc.edu.hk > **regularly** for updated news.
- ▶ Please access “MyPortal” **ASAP**.
- ▶ 你应**定期**查阅 MyPortal 以获取最新信息
- ▶ 请**尽快**登入你的 MyPortal 账户

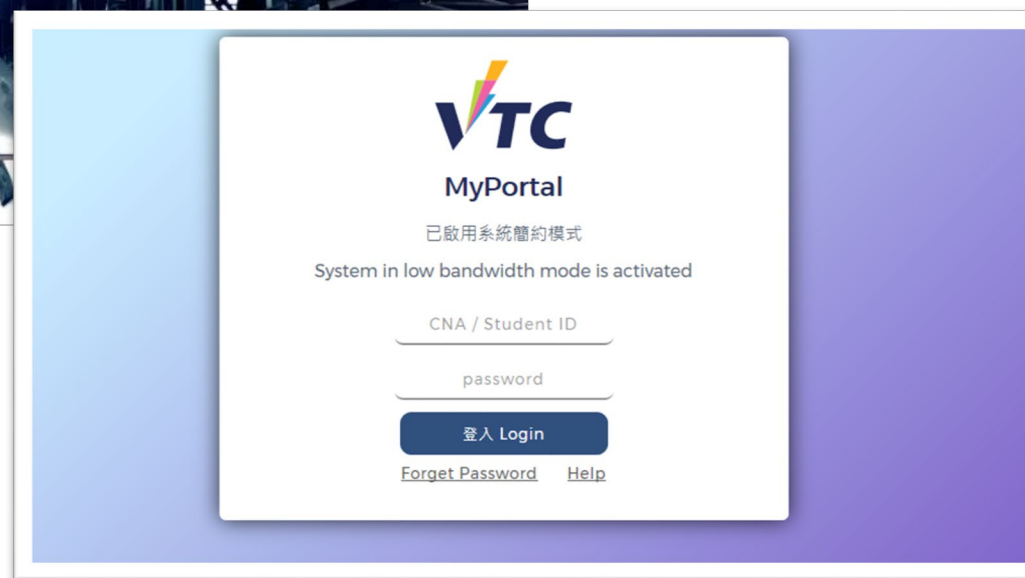


My Portal



[Low bandwidth mode]

[Video mode]



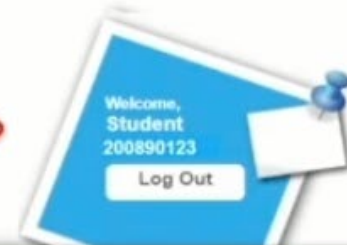
MyPortal

Information Centre

13 Aug 2020 Thursday 01:03 PM | 繁體 | 简体

Location: Technological and Higher Education Institute of Hong Kong

- ◆ Home ◆ Timetable Management ◆ Activity ◆ Student Profile ◆ Facility ◆ Calendar ◆ News
- ◆ Online Module Selection ◆ Pre-334 OMS(PTE) ◆ Survey ◆ Graduation Ceremony ◆ Information Centre
- ◆ Administrator Function ◆ Document Download ◆ Career Corner ◆ Industrial Attachment
- ◆ Email Acknowledgement Enquiry ◆ Graduation Statement ◆ THEi Add/Drop



• Information Centre •

Show 10 entries

THEi Student Handbook 2020-2021

22-Aug-2020

- [THEi Student Handbook 2020-2021](#)
- [Summary of changes made for THEi 2020-21 Student Handbook](#)

THEi - Application Forms (THEi-011, THEi-012, THEi-013, THEi-018 & THEi-023)

22-Aug-2020

- [THEi-011 Application for Academic Transcripts](#)
- [THEi-012 Application for Certification of Award](#)
- [THEi-013 Application for Data Access and-or Correction](#)
- [THEi-018 Application for Transfer between Programmes](#)
- [THEi-023 Application for Outbound Study Programme and Credit Transfer](#)



Moodle

e-Learning Management Platform for VTC students

- ▶ Learning & teaching materials
- ▶ Assignments
- ▶ Quizzes
- ▶ Discussion with fellow students and teachers
- ▶ More....

Activate your Moodle **ASAP** !

网上学习管理平台

- ▶ 学习数据
- ▶ 功课
- ▶ 测验
- ▶ 与学生及老师讨论问题
- ▶ 更多 . . .

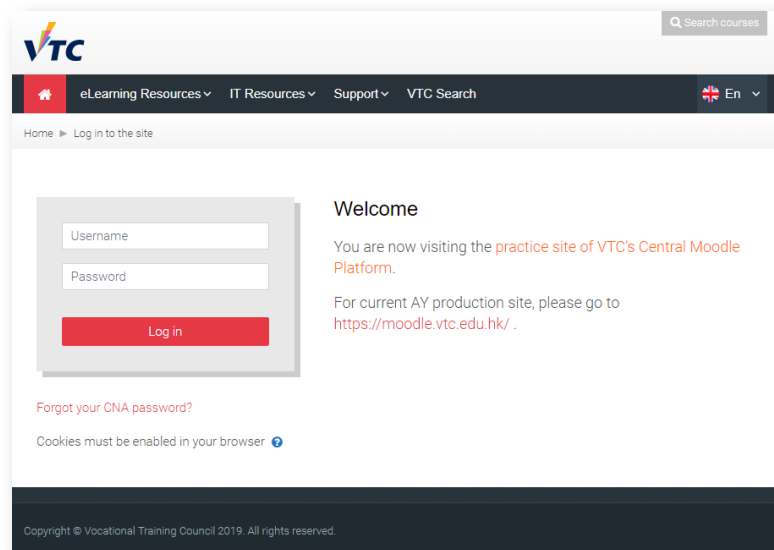
尽快启动你的Moodle账户!

Moodle

Access Moodle via 透過以下途徑登入

1. e-Learning Management Platform

moodle.vtc.edu.hk



The screenshot shows the Moodle login page. At the top left is the VTC logo. Below it is a navigation bar with links for eLearning Resources, IT Resources, Support, and VTC Search. A search bar is located at the top right. The main content area features a login form with fields for Username and Password, and a red Log in button. To the right of the form is a 'Welcome' message: 'You are now visiting the practice site of VTC's Central Moodle Platform. For current AY production site, please go to https://moodle.vtc.edu.hk/'. Below the form, there are links for 'Forgot your CNA password?' and a note 'Cookies must be enabled in your browser'. The footer contains the copyright notice: 'Copyright © Vocational Training Council 2019. All rights reserved.'

2. MyPortal

myportal.vtc.edu.hk



The screenshot shows the MyPortal login page. At the top center is the VTC logo. Below it is the text 'MyPortal' and '已啟用系統簡約模式' (System in low bandwidth mode is activated). The login form consists of two input fields: 'CNA / Student ID' and 'password'. Below these fields is a blue button labeled '登入 Login'. At the bottom of the form are links for 'Forgot Password' and 'Help'.

Moodle

The screenshot shows the Moodle VTC website interface. At the top, there is a navigation bar with the VTC logo, a search bar, and a user profile for 'Hermus'. Below this is a secondary navigation bar with links for 'My courses', 'eLearning Resources', 'IT Resources', 'Support', and 'VTC Search'. A third bar contains buttons for 'Dashboard', 'Calendar', 'Badges', and 'All courses'. The main content area is divided into several sections:

- Site news:** A section with the text "(No announcements have been posted yet.)" and a "Subscribe to this forum" link.
- My courses:** A section featuring a course card for "ASC1302_AS_HAS_1(Data Processing and Management) by Centre for Learning and Teaching Centre for Learning and Teaching". The card includes a graduation cap icon, the teacher's name "@VTC CLT", and the enrollment status "Enrolled students: 0 and you". A red button labeled "Enter this course" is at the bottom of the card.
- Calendar:** A calendar for July 2019, showing dates from 1 to 31.
- Navigation menu:** A sidebar menu with options like "Home", "Dashboard", and "Site pages".

Three callout boxes with red text and arrows point to specific features:

- Links & Resources 连结及资源:** Points to the top navigation bar.
- Announcements 通告:** Points to the "Site news" section.
- Your Course List 你的课程表:** Points to the "My courses" section.

Moodle

The screenshot shows the Moodle user interface for a course. At the top, there is a navigation bar with the VTC logo, a search bar, and the user name 'Hermus'. Below this is a secondary navigation bar with menu items: 'My courses', 'eLearning Resources', 'IT Resources', 'Support', and 'VTC Search'. The main content area is titled 'AS0001_CLT_ELP_hermusw_2' and features a 'Turn editing on' button. A horizontal toolbar contains icons for 'Dashboard', 'Site home', 'Calendar', 'Badges', 'All courses', 'Edit course settings', and 'Course management'. The course content is organized into topics: 'Topic 1' (containing 'Announcements' and 'Assignment 1') and 'Topic 2' (containing 'Quiz 1'). A 'Navigation' block on the right lists course components like 'S_HAS_clt_1', 'ASD302...', 'ASX_hermusw_1', and 'AS0001_CLT_ELP_hermusw_2' with expandable options for 'Participants', 'Badges', 'Competencies', 'Grades', and 'General'. A 'Calendar' block shows a calendar for July 2019 with a table of dates and event controls like 'Hide global events', 'Hide category events', 'Hide course events', 'Hide group events', and 'Hide user events'. A 'People' block at the bottom right shows 'Participants'.

Course Events
課程活動

Module Information
單元資訊

Learning Resources, Quiz, etc.
學習資源，小測等等

Moodle

- ▶ Moodle Resources Website Moodle资源网站
elsupport.vtc.edu.hk
- ▶ Helpdesk 电子邮件查询 itsd-helpdesk@vtc.edu.hk

The screenshot shows the Moodle Resources Website homepage. At the top, there is a VTC logo and the text "e-Learning Moodle Resources Website". Below this is a navigation menu with icons for Home, About Moodle, Student Support, Staff Support, Links, Tools, and Helpdesk. The main content area is divided into three columns: "Announcements", "News for Students", and "News for Staff".

Announcements: An **Important Announcement** regarding a new instant messaging mobile application called "VTC@HK IM" developed by ITSD, which is integrated into the Moodle Central Platform. A "Login Moodle" button is visible at the bottom of this section.

News for Students: A list of resources including a Basic Guide [English], a Quick Guide [中文版] [English], and a note that if modules cannot be found, users should contact their teacher directly. A "Help Desk" is also mentioned as available.

News for Staff: A list of resources including a Basic Guide for Teachers, a Quick Guide for Teachers, Brief Guides for Moodle (Login required), an FAQ Sheet for Teachers, e-Tutorials (Revised), and a List of e-Learning Coordinators (Revised). A "Help Desk" is also mentioned as always available.

At the bottom of the page, there is a copyright notice: "© 2012-2015 Vocational Training Council. All rights reserved | Privacy | Disclaimer" and a Hit Counter showing "00861285".



Need help? 支援服务

If you have any questions on CNA, VTC@HK, MyPortal and Moodle, you can contact

ITSD Helpdesk 支援服務台

Hotline 熱線	2836 1202
Website 網頁	itsd-helpdesk.vtc.edu.hk
Email 電郵	itsd-helpdesk@vtc.edu.hk
Services Hours 服務時間	08:45–17:45 (Mon – Fri 星期一至五)



Bank Account 银行账户

Bank Account 银行账户



- Major banks in Hong Kong:

- ▶ Bank of China (Hong Kong) Ltd.
- ▶ Hang Seng Bank, Ltd.
- ▶ Hong Kong & Shanghai Banking Corporation Ltd. (HSBC)
- ▶ Standard Chartered Bank (HK) Ltd.
- ▶ The Bank of East Asia, Ltd.
- ▶ CitiBank Hong Kong Ltd.

- 香港主要銀行包括:

- ▶ 中國銀行
- ▶ 恒生銀行
- ▶ 香港上海滙豐銀行
- ▶ 渣打銀行
- ▶ 東亞銀行
- ▶ 花旗銀行

- It is recommended that you **open a local bank account** for convenient financial services, e.g. money transfer from family, payment of tuition fees by bank transfer.

- 建议**开设一个本港银行账户**,方便日后理财(例如家人可汇生活费给你,银行转账交学费等)。

Bank Account 银行账户

- Choose a **local bank with branches** in your home country/region; or close to your campus / accommodation for convenient services.
- Bring your Hong Kong identity card, student card, passport, visa/entry permit and **proof of residence (home country/region and Hong Kong)** for account opening.
- For details please enquire with the bank.
- 请选择一间在你的**原居地有分行**，或靠近你的院校/住所的**本地银行**，方便理财。
- 通常银行在开设账户时会要求你提供香港身份证、学生证、中国居民身份证、护照/往来港澳通行证、签证/进入许可证、**地址证明 (原居地及香港)**。
- 详情请向银行柜台职员查询。

Bank Account 银行账户

• Recommended acceptable **Address Proof** (any of the following) in home country and Hong Kong:

- Utility, rates or tax bills
- Bank or credit card statements
- Letters/correspondence issued by government , other public bodies, banks or insurance companies
- Mobile phone or pay TV statements
- Rental agreements showing the address and having your name as one of the contracting parties
- Identity Card, passport or driving licence with your photo on it, which shows your address in the home country
- A land search report on the address which confirms that you are the owner of the property
- Address proof of an immediate family member plus a written confirmation from the immediate family member that you are living at that address
- *Confirmation letter or correspondence received from VTC***

• 可接纳的**地址证明** (下列任何一项) :

- 水费、电费或税金单
- 银行或信用卡月结单
- 政府、事业单位、银行或保险公司发出的信件或文件
- 手机或收费电视月结单
- 显示你是租户的租约
- 印有你居住地址的身份证、护照或驾驶执照
- 物业查册、房产证
- 家人的住址证明及声明书
- *职业训练局发出的确认信或其他通讯文件***



Bank Account 银行账户

Notes:

- Documents required for bank account opening may vary between banks.
- Address proof must be recent (i.e. issued within 3 months).
- If documents are not in English/Chinese, you will need a translated English version translated by a legal/authorised translator.
- There are additional requirements for applicants aged under 18.

备注:

- 不同银行的申请开户文件可能有异。
- 住址证明必须为最近3个月内。
- 如文件非英文/中文书写, 必须提交英文翻译本。
- 十八岁以下申请人有额外要求。

Bank Account 银行账户

- Make sure you completely understand the **charging mechanism** of the type of bank account before you choose it.
- Apply for an **Automated Teller Machine Card** (ATM Card) from your bank.
- ATM machines can be found everywhere and provide 24-hour cash withdrawals with your ATM or credit card.
- 在开设银行账户前，请确保你已经完全理解它的**收费模式**。
- 向银行申请一张可在**ATM柜员机**上提款的银行卡。
- 自动柜员机随处可见，并提供**24**小时服务的银行卡或信用卡的现金提取服务。





Payment 付款

Payment 付款

Octopus: one of the most convenient payment methods
Stored value electronic card widely used in Hong Kong for public transport and purchases in convenience stores & shops.

Available for sale at any MTR Customer Service Centre. \$150/card (\$100 stored value and \$50 refundable deposit). Octopus can be reloaded.

Eligible students can also apply for a **Personalised Student Octopus** Card to enjoy concessionary fares. For details please enquire with the Student Development Office (SDO) or Campus Secretariat (CS)/Registry.

八达通：其中一种最便利的付款方式

「八达通」卡是一张**电子储值卡**，适用于交通工具、便利店、商户购物、自助贩卖机、康乐设施等。

可于任何一个港铁站客服中心购买，每张150元(100元为面值，50元为可退回之按金)，可以在全港数千个地点增值。

合资格学生可以申请“**学生八达通**”享受乘车优惠，详情向学生发展处、学院秘书处或教务处查询。



If You Are Sick 生病

If you are A BIT **unwell**,

- You can purchase medicines through registered pharmacies with a special sign “**Rx**” displayed outside the shops.
- Big chain stores e.g. Watson’s, Mannings provide pharmacist services.

若**身体不适**，

- 可以到有注册药剂师的药房购买药物，药剂师会建议你应吃哪种药。此类药房外面亦会悬挂特别标记「**Rx**」以做识别。
- 大型连锁店例如屈臣氏，万宁等均提供药剂师服务。





If You Are Sick 生病

If You Are Sick 生病

Where can I find a **doctor**?

- ▶ <http://www.hkdoctors.org/>
- ▶ Medical doctors must be registered to practice in Hong Kong.
- ▶ Public health service is much cheaper than the private but the waiting time is very long.

哪里有**医生**？

- ▶ <http://www.hkdoctors.org/>
- ▶ 所有医生都必须注册。
- ▶ 公立医院的医疗服务收费比私家医院便宜很多，但轮候服务的时间亦较长。



Source: Hospital Authority, HKSAR

If You Are Sick 生病

Services	Public	Public*/Private
Accident & Emergency	\$180 per attendance	\$1,230+
In-patient	\$120 per day + \$75 admission fee	On an individual (service) basis \$5,100-6,650 per day or more
General out-patient	\$50 per attendance	\$445+
Specialist out-patient care	\$135 for first visit, \$80 per visit thereafter, \$15 per drug item	\$1,190 - \$2,210
Dressing or injection	\$19 per attendance	\$100 - \$360
24-hour emergency and out-patient	Provided by most of the public hospitals	Provided by some private hospitals

服务	公立	公立*/私立
急症室	每次180元	\$1,230+
住院服务	每天120元、入院费75元	逐项收费，每天\$5,100 - \$6,650元或更多
普通科门诊	每次50元	\$445+
专科门诊	首次诊症135元、之后每次诊症80元、 每种药物收费15元	\$1,190 - \$2,210
专科敷药及注射	每次19元	\$100 - \$360
24小时急症服务	大部分公立医院提供	只有部分私家医院会提供

* Low price listed is the cost of public healthcare for non-eligible persons.

* 供非符合资格人士之公众收费。

If You Are Sick 生病

Who can help?

During Class	Seek help from teachers
In Institution	Contact Campus Secretariat or Registry / Student Development Office
In VTC Dormitory	Contact Hall Manager / Dormitory Staff
Elsewhere in Hong Kong	Call emergency hotline

谁能帮助你？

在上课中	寻求在场老师会协助
在院校	联系学院秘书处或学生发展处
在宿舍	联系舍监或宿舍办事处
在香港其他地方	拨打紧急求助热线

If You Are Sick 生病

Insurance

- VTC has purchased **basic** medical insurance for every full-time non-local student (ICI, IVE, HKDI & THEi), including hospitalisation & out-patient services. Effective Date: 1 Sep 2021 to 31 Aug 2022. You are strongly advised to purchase **additional** insurance at your own cost.
- Refer to the insurance service provider, AXA General Insurance Hong Kong Limited website <https://www.axa.com.hk/en> for details. Related information can also be found on the IDO website.

保險

- 院校已替每位来自内地和国际的全日制学生购买**基本**医疗保险，包括住院医疗及门诊医疗。保障有效期：2021年9月1日至2022年8月31日。我们建议学生自行购买**额外**保险。
- 保险计划详情请查看投保保险公司 – AXA安盛保险有限公司网页<https://www.axa.com.hk/zh>，有关资料将于国际发展处的网页内列出。

If You Are Sick 生病

To see a doctor

- Show your **HKID Card /passport** for registration. Visit any clinic on the **Panel Doctor List** and present your e-medical card.
- If you want to visit a doctor not on the Panel Doctor List, you have to pay first and submit a **Claim Form** to claim for reimbursement. (Please check the official web page of AXA General Insurance Hong Kong Limited regularly for any revisions and/or amendments which may be made.)

看医生

- 前往医院或诊所看病时，你需出示**香港居民身份证/ 护照**做登记。到**网络医生**的诊所看病，请出示你的电子医疗卡。
- 如你想到网络医生以外的诊所看病，你需要先付费，然后填写**索赔申请表**索赔。(请定期浏览**AXA安盛**保险有限公司网页以查阅任何修改及/或修订。)



If You Are Sick 生病

To have **surgery** in hospital

- You have to pay first and submit a Claim Form to claim for **reimbursement**. There is a claim limit for each category of hospitalisation benefit.
- Please check with the insurance service provider by calling the Hotline for details before admission to hospital. You may also ask **IDO** for assistance.

入医院做**手术**

- 你需要先付费，然后填写**索赔申请表索赔**，每个住院医疗项目均有最高赔偿上限。
- 请在入院前，先致电保险公司热线查询赔偿详情，或可向**国际发展处**寻求协助。



If You Are Sick 生病

To claim for reimbursement

- You can **download** the Claim Form from the Mobile App or IDO Website. Complete the Claim Form and send the Form and related documents, such as medical certificate, by post to the insurance company.
- The insurance company will issue you a cheque for reimbursement of claims. You therefore need to **have a bank account in Hong Kong** to receive reimbursement.

申请索赔

- 你可以从手机应用程序或国际发展处的网页**下载**索赔申请表。填妥索赔申请表并把申请表连同有关文件,例如医生证明邮寄到承保的保险公司。
- 保险公司会以支票形式向你支付赔偿,所以你必须**在香港开设银行账户**才可以取得赔偿。

In Case of Emergency 紧急情况

Emergency

紧急情况

Lost wallet or valuables	Report to police	财物失窃	立即向警署报案
Lost ATM / credit card	Report to your card issuer as quickly as possible	如遗失提款卡、信用卡	尽快向银行办理报失
Lost Student Octopus	Call the 24-hour hotline 2266 2266 to report the loss and stop further transactions using the lost card	遗失八达通	立即致电24小时八达通报失热线2266 2266以停止接受该八达通的交易
Lost passport	File a report at the nearest police station. Contact your consulate for replacement	遗失护照	可前往邻近的警署办理“报失财物”记录，然后联系中华人民共和国外交部驻香港特别行政区特派员公署或驻香港领馆申请办理补发手续
Lost HKID Card	Report to any Registration of Persons Office and apply for a replacement within 14 days. (Return original if destroyed, damaged or defaced)	遗失香港身份证	你必须在14天内向人事登记办事处报告及申领新证
Lost Entry Permit	Mainland students losing Entry Permit should contact IDO for procedures to apply for a replacement	遗失《往来港澳通行证》	内地学生若遗失通行证需向国际发展处查询补领手续



International Development Office 國際發展處

A decorative graphic in the top left corner consisting of several large, overlapping hexagons in blue, yellow, pink, and dark blue, with smaller, faint hexagons scattered around them.

Thank you!
谢谢!

IDO · Your internationalisation partner

A decorative graphic in the bottom right corner consisting of several large, overlapping hexagons in blue, pink, and dark blue.