

**Programme Orientation for New Students of Postgraduate Diploma in Education (Early Childhood Education) Programme (One-year Full-time) 2023/24
[PGDE(ECE)(1-yr FT)] (A1P018) on 18 August 2023, Friday**

| Time | Session | Venue | Responsible Staff |
|----------------|---|----------|--|
| 1:00 - 1:15 PM | Attendance Registration | D1-LP-07 | Faculty Office (FEHD) |
| 1:15 - 1:25 PM | Welcoming Speech by Associate Head of Department | | Dr. Chan Po Lin, Pauline Associate Head (Teaching) (ECE Department) |
| 1:25 - 2:25 PM | Introduction to Programme Structure and Field Experience, Explanation of Timetable Arrangement and Miscellaneous | D2-LP-08 | Dr. Wu Shu-Chen Programme Leader and Field Experience Coordinator of A1P018 (ECE Department) |
| 2:25 - 2:35 PM | Appointment of Class Representatives | | |
| 2:35 - 2:40 PM | Break | | |
| 2:40- 2:50 PM | Briefing on Attendance Requirements and Support from the Faculty Office | D1-LP-07 | Faculty Office (FEHD) |
| 2:50 - 3:10 PM | Explanation of General Academic Regulations | | Representative from Registry |
| 3:10 - 3:20 PM | Introduction to Services of Student Affairs Office | | Representative from Student Affairs Office |
| 3:20 - 3:30 PM | Introduction to Student Evaluation of Teaching | | Representative from Registry |
| 3:30 - 3:55 PM | Introduction to E-Learning, Moodle and Turnitin | | Representative from LTTC |
| 3:55 - 4:15 PM | Introduction to Library Services and Facilities | | Representative from Library |
| 4:15 - 4:30 PM | IT Workshop | | Representative from OCIO |
| 4:30 - 5:00 PM | Question & Answer Session | | Dr. Wu Shu-Chen Programme Leader and Field Experience Coordinator of A1P018 (ECE Department) |

Contingency arrangement:

When Typhoon Signal No.8 (or a higher number) or the Black Rainstorm Signal is in force at or after 6:00 am on 18 August 2023, the Programme Orientation will be postponed to:

Saturday, 19 August 2023 with time and venue remain unchanged