



**Bachelor of Arts (Honours) in
Special Education Programme**

特殊教育榮譽文學士課程

PROGRAMME HANDBOOK 課程手冊

2017 – 2021

The information given in this Handbook is accurate as of 19 July 2017. Please refer to the online version (www.eduhk.hk/base) for any additions or alterations made after that date.

Every effort has been made to ensure that information contained in this Handbook is correct. Changes may be made from time to time and the University reserves the right to make amendments to any information in this Handbook without prior notice.

In the event of inconsistency between information contained in this Handbook and any University or programme policies and regulations or where an interpretation of this Handbook is required, the decision of the University shall be final.

Enquiry:

Office: D1-G/F-02

Tel. No.: 2948 7105

Email: base@eduhk.hk

CONTENTS

Message from Programme Coordinator	<i>1</i>
1. Basic Programme Information	<i>3</i>
2. Programme Aims and Objectives	<i>5</i>
3. Programme Structure and Curriculum	<i>6</i>
3.1 Major Study	<i>7</i>
3.2 University's Common Curriculum	<i>8</i>
3.3 Reference Websites	<i>12</i>
3.4 Recommended Study Plan	<i>13</i>
4. Course Information	<i>15</i>
5. Language Enhancement and Language Policy	<i>26</i>
6. Information Technology Competency in Education (ITCE)	<i>31</i>
7. Programme Calendar 2017-2018	<i>33</i>
8. Regulations, Policies, and Guidelines	<i>35</i>
9. Appendices	
A General Academic Regulations	<i>36</i>
B Bad Weather Arrangement	<i>57</i>
C Directory	<i>59</i>
D Campus Map	<i>61</i>

Believe in the uniqueness and worth of every person 櫛梨橘柚，各有其美

Appreciate individual differences and capabilities 尊重差異，包容不同

Shape and nourish the life of people with special needs 重塑自我，豐盛人生

Empower them for independence and meaningful participation in all aspects of life 賦權增能，融入社群

MESSAGES FROM PROGRAMME COORDINATOR

Welcome and congratulations on your acceptance to The Education University of Hong Kong (EdUHK). We are thrilled that you join our BA(SE) family, and hope you enjoy your experience at EdUHK.

The BA(SE) is a comprehensive programme that provides a broad-based approach to the holistic study of special education. The curriculum is built on a multitude of courses which weave together the education, physical and social aspects of special education, reflecting the importance of special education in all areas of society with blurring boundaries between learning, working, and living. I firmly believe that through working together, when you leave us after four years you will be a confident and competent young professional, with a broad, global vision. I also believe that when you graduate there will be new and exciting opportunities for you in the field of special education services.

As you are about to embark on an incredible period of learning and discovery in the BA(SE), I would like to provide a few pointers and guidelines to help unpack your experience.

STAY CLOSE TO US

We deeply care about you. Our commitment is to support you within and beyond the classroom. In the EdUHK community you will experience concern, support and confidence.

1. Friendly colleagues – Programme Coordinator, course lecturers, Academic Advisors, programme support staff, SAO members... are always ready to provide advice and help to you.
2. Express yourself – talk to us actively about new ideas, suggestions, concerns or problems. We will provide timely responses.
3. Feel free to call us if something seems confusing or if you encounter difficulties in your learning and personal development – we will guide you through and through.
4. Check your EdUHK email account and the intranet (The Portal) often and regularly – keep yourself abreast with all the latest happenings; get connected and stay involved along the way.

STAY COMMITTED TO YOUR STUDY

5. Make good-faith efforts to meet all the requirements of your study programme
 - attendance and participation
 - timely and duly completion of course requirements (discussions, tests, assignments, examinations, etc.)
 - pre-class preparation and post-class reflection
 - collaboration and rapport with classmates
6. Plan your own study and ensure you are on the track for success
 - make good use of academic advising
 - follow the programme's Recommended Study Plan
 - keep looking for opportunities to sharpen your knowledge and expand your abilities – Second Major and Minor studies, academic exchange, student activities, community services, etc.
7. Act with academic integrity and honesty
 - submit original work in all areas of your study, with proper acknowledgement of others' works
 - no plagiarism, fake submission, impersonation, cheating, etc.
 - talk to the course lecturer as soon as you have a question about the course requirements
8. Acquaint yourself and comply with University/Faculty/Programme/Course regulations, policies and guidelines.

It is our goal to make your learning experience enjoyable, challenging, rewarding and relevant to your chosen career path. We sincerely hope that you will be well-groomed over the next few years in becoming a rational and positive individual, who can stand up to challenges and pursue development and goals. On this campus, you are always welcome to drop in, chat to the programme staff or course lecturers about the things you enjoy, the experience you are going through, or the information you want to know more. Stay close to us!

Dr. Cherry Yum

Programme Coordinator

1

BASIC PROGRAMME INFORMATION**1.1 Programme Title**

Bachelor of Arts (Honours) in Special Education Programme

1.2 Programme Code

A4B086

1.3 Abbreviated Programme Title

BA(SE)

1.4 Programme Duration

Four years

1.5 Mode of Attendance

Full-time

1.6 Faculty Hosting the Programme

Faculty of Education and Human Development

1.7 Medium of Instruction

All Major Study courses will be taught in English. For other courses such as General Education and Electives that offered by other departments and offices, Putonghua or Cantonese may be adopted as the medium of instruction, as appropriate.

1.8 Programme Website

www.eduhk.hk/base

1.9 Contact Hours

The number of credit points assigned to a course is indicative of the number of hours of student effort, which include both contact hours and study time. In terms of contact hours, one credit point should normally be equivalent to one hour of teaching per week each for 13 teaching weeks in a semester. In terms of study time, students are normally expected to engage in no less than 2 hours of independent learning for each contact hour.

1.10 Timetable Arrangement

To fully utilize the University's resources, classes for all programmes will be scheduled between 8:30 am and 9:20 pm on weekdays and 8:30 am to 6:20 pm on Saturdays with possible scheduling of combined classes for programmes/courses of different modes of study (including full-time, part-time, mixed-mode, etc).

Students are required to check their personal timetable in the Portal (<http://portal.eduhk.hk/>) from time to time for the most updated version.

1.11 Course Enrolment

It is students' responsibility to ensure completion of course registration before the course starts. Students who have not registered for any course in a semester (excluding the summer session) will be considered to have withdrawn from their programme at the University unless deferment of studies has been approved by Programme Coordinator. Registration in some courses is restricted to students having the necessary prerequisites. Normally, students may apply to add or drop a course during the add-drop period or before the third class meeting. Students should note that failure to attend a course does not automatically result in the course being dropped.

1.12 Means of Communication

Major means of online communication with students:

- University Portal (<http://portal.eduhk.hk/>)
- Programme website (www.eduhk.hk/base)
- EdUHK email accounts

Students should check these sources regularly, not to miss out timely and important information. Students are also welcome to contact the programme staff via the following channels whenever they find a need:

- Phone: 2948 7105
- Email: base@eduhk.hk
- Office: D1-G/F-02, EdUHK Tai Po Campus

2

PROGRAMME AIMS AND OBJECTIVES

The BA(SE) Programme aims to nurture committed and skilled practitioners for the well-being of individuals with special needs, particularly in areas related to education and community empowerment. Students will learn about the types and assessments regarding disabilities, the broader environmental, language, and social concerns, as well as issues related to social inclusion, empowerment, and quality of life of individuals with special needs. Graduates of the programme are expected to be competent practitioners in schools and community settings, who possess knowledge, skills, and values needed to help individuals with special needs.

Upon completion of the Programme, students should be able to:

- a) demonstrate understanding of special education needs;
- b) demonstrate skills in the evaluation of special education needs relevant to equal opportunities and rights;
- c) display proficiency in formulating and implementing intervention plans for supporting individuals with disabilities in schools and community settings;
- d) work with families, schools, and communities effectively to facilitate inclusion and enhance the quality of life of people with special needs; and
- e) analyse and solve problem critically and independently by integrating information based on theories, empirical literature, and practical experience for the education and development of people with special needs.

3

PROGRAMME STRUCTURE AND CURRICULUM

The total credit point requirement for the BA(SE) degree is 120 and this normally requires four years of full-time study. The programme curriculum includes courses from the following domains, bringing a wealth of knowledge and expertise to the students.

- The Major curriculum is built on a multitude of courses which weave together the education, physical and social aspects of special education. Students will learn about the types and assessments in respect of disabilities, as well as the broader environmental, language and social issues surrounding these people, along with participation and empowerment issues and quality of life. These Major courses provide both a firm academic grounding and appropriate professional preparation through work-based learning experience, enabling students to translate theories and skills into meaningful solutions in the real world environment.
- The University's common curriculum (including General Education, Co-curricular and Service Learning, and Language Enhancement courses) helps nurture students to capably and confidently deal with the fast-paced and unpredictable changes of the 21st century that have been brought about by the globalized information era.
- Electives are provided in a wide range of areas that further deepen the knowledge gained in the Major study.

The programme structure can be summarized below#.

	Course	Credit Points (cps)
a)	Major Study	60
	- Foundation Course	30
	- Advanced Courses	18
	- Practical Experience	12
b)	General Education	18
c)	Co-curricular and Service Learning	3
d)	Language Enhancement	9
e)	Electives (including Second Major and Minors)	30
TOTAL:		120

#Any aspect of the course and course offerings (including, without limitation, the content of the Course and the manner in which the Course is taught) may be subject to change at any time at the sole discretion of the University. Without limiting the right of the University to amend the course and its course offerings, it is envisaged that changes may be required due to factors such as staffing, enrolment levels, logistical arrangements and curriculum changes.

3.1 Major Study (Total: 60 cps)

3.1.1 The overarching framework of the BA(SE) Major is supported by a suite of evidence and skill-based courses in which the issues of disabilities, special education, intervention strategies and approaches are considered in depth. Through taught courses and experiential learning, theory and practice are closely interwoven to enable graduates to become efficient and effective practitioners, helping people with special education needs to grow as individuals and fully participate in all domains of life. There are three crucial components of the Major study – **Foundation Courses**, **Advanced Courses**, and **Practical Experience**, altogether requiring 60 cps.

Foundation and Advanced Courses

3.1.2 The wide spectrum of foundation and advanced courses built around the theme special education is signified by an unravelled variety of courses on human development; cognitive, social, and sensory skills; education and interventions for people with disabilities; social issues and integration; leisure and healthcare support.

- a) The **Foundation Courses** provide students with a comprehensive understanding of the categories of disability and impacts on the individual, delivery, and values of special education services, and the need of family and community engagement. They help students ease into the programme, build an essential and broad knowledge base of special education, and prepare for the Advanced Courses in their later years of study.
- b) The **Advanced Courses**, on the other hand, serve the purpose of developing a more comprehensive professional knowledge of special education. They are designed for mastery of the practices, in which students will explore the assessment and intervention techniques necessary to be competent practitioners in community and education-related services. They also empower students to become critical thinkers within the discipline.

Practical Experience

3.1.3 These courses nourish the programme structure by providing opportunities for students to acquire expertise and hone their capacities from direct experience.

- a) **Practicum** is an integral part of the BA(SE) curriculum that bridges classroom learning and practice realities. Students are required to undertake a 200-hour Practicum in community-based centres and/or schools in the summer preceding their final year of study. They will be guided through the process by a

comprehensive practicum handbook and assigned practicum supervisors. It is expected that students will have the opportunities to reflect on and apply learned theories, principles, and strategies to practice in a real work setting related to special education, and deepen their understanding of effective skills in serving people with special needs.

- b) The capstone **Honours Project** is the final piece of the study to help students pull together what they have learned in the coursework. The first part of the Project provides students with more intensive and advanced training in research design and applications, while the second part requires students to demonstrate their ability to develop, plan, and execute a systematic enquiry/study on a specialised topic they select. It is designed to foster independent thinking and competence in finding solutions to significant issues in the field via individual supervision.

3.2 University's Common Curriculum (*Total: 60 cps*)

- 3.2.1 Apart from Major study, students are also required to study 60 cps of other courses to fulfill the requirement of University's undergraduate common curriculum which includes General Education, Co-curricular and Service Learning, Language Enhancement, and Electives (including Second Majors and Minors). It is a complement to help the programme groom its students to be capable of tackling diverse issues within and among people, organizations and communities.

General Education (GE)

- 3.2.2 The **General Education (GE)** programme aims to provide students with a foundation in acquiring knowledge, skills, values, and mind-set to equip them for the challenges of university studies and beyond. It also serves as preparation for academic pursuit in a specialised area of study at the undergraduate or graduate levels. These preparations include analytical, critical, and creative thinking, as well as the motivation to learn and an open mind to explore new concepts, beliefs, and knowledge. At EdUHK, the GE programme offers a varied but balanced mix of individual courses across a range of subject areas and disciplines, set within an integrated structure of **Foundation, Breadth, and Consolidation** courses at a total of 18 cps.

- 3.2.3 A preview of the GE framework

- a) **Foundation Course** (3 cps)
- a compulsory course that runs in Semester II and be taken by all first-year students

- aims to equip and motivate students to think carefully about a broad range of issues, construct and attain knowledge, and apply what they have learned to their own lives
- composed of weekly lectures and tutorials, each with 2 hours per week

b) **Breadth Courses** (12 cps)

- taken from Year 1 Semester II (concurrently with the Foundation Course), or from Year 2 (after completion of the Foundation Course)
- aims to extend students' intellectual perspectives by inviting them to explore more focused topics across major fields of knowledge
- with more than 160 electives covering a great variety of topics
- students have to take one Breadth Course from each of the four Strands (for cohort 2016/17 and thereafter):
 - Strand 1: Persons, Interpretations, Perspectives *(Course Code prefix: GEF)*
 - Strand 2: Community, Society, Culture *(Course Code prefix: GEG)*
 - Strand 3: Nature, Science, Technology *(Course Code prefix: GEH)*
 - Strand 4: Positive and Values Education *(Course Code prefix: GEK)*

c) **Consolidation Course** (3 cps)

- taken after completion of all the Breadth Courses, or concurrently with the fourth (i.e. the last) Breadth Course
- a “capstone” course which requires students both to reflect critically on their experience – within General Education, in their disciplinary, professional and co-curricular studies, and in their lives beyond the classroom – and to develop an integrated view of how and where they position themselves in relation to their future goals, plans, and aspirations
- comprises several class meetings and consultations, and involves students working independently and in small work teams
- students have to study one Consolidation Course from a set of courses offered by different departments

3.2.4 Students are strongly encouraged to visit the General Education website (www.eduhk.hk/geo) for more details of the GE programme, including the course structure and assessment, course list and intended learning outcomes, attendance policy, and guidelines and regulations.

Co-curricular and Service Learning (CSL)

3.2.5 To achieve a total learning experience, a compulsory 3-cp Co-curricular and Service Learning (CSL) Course is introduced to provide service-based learning opportunities to broaden students' learning experience beyond the traditional classroom-based curriculum. Students are required to complete one CSL course during their period of study (except final year). Available courses and relevant details can be found at <http://www.eduhk.hk/ad>.

Language Enhancement

3.2.6 The University is committed to nurturing graduates who will acquire trilingual proficiency in English, Chinese and Putonghua. This is achieved through strengthened **Language Enhancement Courses** which place a strong emphasis on developing students' academic literacy skills and field-specific language use, as well as their productive skills in speaking and writing.

3.2.7 Students of the BA(SE) programme are required to complete the following language enhancement courses before graduation:

Language	Mandatory Credit-bearing	Mandatory Non-credit-bearing
• English	2 courses (<i>each 3cps</i>)	2 courses
• Chinese	1 course (<i>3cps</i>)	2 courses
• Putonghua	---	2 courses

3.2.8 More information about the Language Enhancement Courses could be found in **Chapter 5 – Language Enhancement and Language Policy** of this Programme Handbook.

Electives (including Second Major and Minors)

3.2.9 The BA(SE) programme allows a total of 30 credit points in this respect, facilitating students to diversify their learning pathways, and suit their career aspirations and interests. Students may have the following options:

- study courses available in the Elective Course List;
- study additional General Education Breadth Courses;
- study a Second Major (30 cps);

- design one or two Minors (each with 15 cps) according to their goals and interests; or
- any combination of the above.

3.2.10 Second Major (*optional*)

- a) Students are permitted to take a Second Major subject to
 - the fulfilment of programme specific requirements; and
 - GPA requirement of normally 3.0 or above in the first year of study.
- b) To facilitate planning, students must submit an application in March of their Year 1 study, for approval by the host department of their intended Second Major.
- c) Students who have declared Second Majors and successfully completed the graduation requirements of their programme with double majors within the normal period of study will receive a single degree award (based on the First Major) with both majors recorded on their transcripts.
- d) For those who fail to declare the Second Major before graduation, the courses/ credit points of which they have completed for their Second Major will be counted towards Electives completed in the programme. These students will graduate without the Second Major, and only the first Major will be recorded on their transcripts.

3.2.11 Minors (*optional*)

Students may supplement their Major study with a Minor so as to follow an alternative interest, expand their ability or job prospects. A collection of 15 cps in a discipline can constitute a Minor, and students can take up to two Minors according to their goals and interests.

3.3 Reference Websites

<i>Domain</i>	<i>Reference website</i>
Major Courses	www.eduhk.hk/base
Language Enhancement Courses	www.eduhk.hk/cle
General Education Breadth Courses	www.eduhk.hk/geo
Co-curricular and Service Learning Courses	www.eduhk.hk/ad
Elective Courses	www.eduhk.hk/ad
Second Majors <ul style="list-style-type: none"> • offered by Faculty of Education and Human Development • offered by other Faculties 	www.eduhk.hk/fehd/study www.eduhk.hk/ad
Minors <ul style="list-style-type: none"> • offered by Faculty of Education and Human Development • offered by other Faculties 	www.eduhk.hk/fehd/study www.eduhk.hk/ad

3.4 Recommended Study Plan (Total: 120 cps)

[Please note that the Year and Semester of each course are subject to change.]

Year	Summer	Semester I	Semester II
1		<p><u>Major Study (9 cps)</u></p> <ul style="list-style-type: none"> • SED1045 Sensory and Physical Disabilities • PSY1049 Learning and Motivation • SED2050 Global Perspectives on Special Education 	<p><u>Major Study (6 cps)</u></p> <ul style="list-style-type: none"> • SED1047 Language, Communication and Literacy Development: Process and Instruction • ECE1196 Special Education – Family, School and Community Contexts
		<p><u>Other Requirements (9 cps)</u></p> <p>Language Enhancement Courses (6 cps)</p> <p>Co-curricular and Service Learning ^(Note 1) (3 cps)</p>	<p><u>Other Requirements (9 cps)</u></p> <p>General Education – Foundation Course (3 cps)</p> <p>Language Enhancement Course (3 cps)</p> <p>Electives (3 cps)</p>
		<i>(Total for the semester: 18 cps)</i>	<i>(Total for the semester: 15 cps)</i>
2		<p><u>Major Study (9 cps)</u></p> <ul style="list-style-type: none"> • SED1044 Human Development: Biological and Genetic Processes • SED1048 Multiple Talents of Individuals with Special Educational Needs • SED2051 Social, Emotional, Behavioural and Developmental Difficulties 	<p><u>Major Study (6 cps)</u></p> <ul style="list-style-type: none"> • SED2052 Healthcare, Recreation and Assistive Technology for People with Special Needs • SED2053 Research Methods
		<p><u>Other Requirements (9 cps)</u></p> <p>General Education – Breadth Course (3 cps)</p> <p>Electives (6 cps)</p>	<p><u>Other Requirements (9 cps)</u></p> <p>General Education – Breadth Courses (6 cps)</p> <p>Electives (3 cps)</p>
		<i>(Total for the semester: 18 cps)</i>	<i>(Total for the semester: 15 cps)</i>

<i>Year</i>	<i>Summer</i>	<i>Semester I</i>	<i>Semester II</i>
3		<p><u>Major Study (9 cps)</u></p> <ul style="list-style-type: none"> • SED3054 Counselling Support to Children with Special Educational Needs • SED3055 Special Education – Assessment, Intervention and Approaches • SED4057 Sensory and Physical Disabilities – Communication, Education and Provision 	<p><u>Major Study (6 cps)</u></p> <ul style="list-style-type: none"> • SED3056 Managing Learning Disabilities – Strategies and Techniques • SED4058 Social and Emotional Learning – Strategies and Techniques
		<p><u>Other Requirements (6 cps)</u></p> <p>General Education – Breadth Course (3 cps)</p> <p>Electives (3 cps)</p>	<p><u>Other Requirements (9 cps)</u></p> <p>General Education – Consolidation Course (3 cps)</p> <p>Electives (6 cps)</p>
		<i>(Total for the semester: 15 cps)</i>	<i>(Total for the semester: 15 cps)</i>
4	<p><u>Major Study (6 cps)</u></p> <ul style="list-style-type: none"> • SED4060 Practicum 	<p><u>Major Study (3 cps)</u></p> <ul style="list-style-type: none"> • SED4059 Therapeutic Support and Management • SED4061 Honours Project <i>(Note 2)</i> 	<p><u>Major Study (6 cps)</u></p> <ul style="list-style-type: none"> • SED4061 Honours Project <i>(Note 2)</i>
		<p><u>Other Requirements (6 cps)</u></p> <p>Electives (6 cps)</p>	<p><u>Other Requirements (3 cps)</u></p> <p>Electives (3 cps)</p>
	<i>(Total for the semester: 6 cps)</i>	<i>(Total for the semester: 9 cps)</i>	<i>(Total for the semester: 9 cps)</i>

Notes

1. Students are required to study one Co-curricular and Service Learning (CSL) Course in Semester I of Year 1. However, if they cannot get enrolled in a CSL course during the course registration period, they may choose to study an Elective course instead (during the course add/drop period), and leave the CSL course to other semesters.
2. *SED4061 Honours Project* is a two-semester course, of which credit points will be earned in the second semester.

4

COURSE INFORMATION

*** Latest information of the programme and courses
is available at www.eduhk.hk/base. ***

4.1 Course List – Major Study

4.1.1 Please note that for Major Study courses,

- the medium of instruction is mainly English; for *SED4060 Practicum* and *SED4061 Honours Project*, it will be supplemented with Chinese (Cantonese and/or Putonghua) when and where appropriate; and
- the Teaching Department, Year, and Semester of each course are subject to change.

A. FOUNDATION COURSES

Course Code	Course Title	Credit Points	Teaching Department	Year	Semester
ECE1196	Special Education – Family, School and Community Contexts	3	ECE	1	II
PSY1049	Learning and Motivation	3	PS	1	I
SED1044	Human Development: Biological and Genetic Processes	3	SEC	2	I
SED1045	Sensory and Physical Disabilities	3	SEC	1	I
SED1047	Language, Communication and Literacy Development: Process and Instruction	3	SEC	1	II
SED1048	Multiple Talents of Individuals with Special Educational Needs	3	SEC	2	I
SED2050	Global Perspectives on Special Education	3	SEC	1	I
SED2051	Social, Emotional, Behavioural and Developmental Difficulties	3	SEC	2	I
SED2052	Healthcare, Recreation and Assistive Technology for People with Special Needs	3	SEC	2	II
SED2053	Research Methods	3	SEC	2	II

B. ADVANCED COURSES

Course Code	Course Title	Credit Points	Teaching Department	Year	Semester
SED3054	Counselling Support to Children with Special Educational Needs	3	SEC	3	I
SED3055	Special Education – Assessment, Intervention and Approaches	3	SEC	3	I
SED3056	Managing Learning Disabilities – Strategies and Techniques	3	SEC	3	II
SED4057	Sensory and Physical Disabilities – Communication, Education and Provision	3	SEC	3	I
SED4058	Social and Emotional Learning – Strategies and Techniques	3	SEC	3	II
SED4059	Therapeutic Support and Management	3	SEC	4	I

C. PRACTICAL EXPERIENCE

Course Code	Course Title	Credit Points	Teaching Department	Year	Semester
SED4060	Practicum	6	SEC	4	Summer
SED4061	Honours Project	6	SEC	4	I & II

Key: ECE Department of Early Childhood Education
 PS Department of Psychological Studies
 SEC Department of Special Education and Counselling

Note:

Any aspect of the course and course offerings (including, without limitation, the content of the Course and the manner in which the Course is taught) may be subject to change at any time at the sole discretion of the University. Without limiting the right of the University to amend the course and its course offerings, it is envisaged that changes may be required due to factors such as staffing, enrolment levels, logistical arrangements and curriculum changes.

4.1.2 Prerequisite Requirements

Students should be aware that some of the Major courses have pre-requisites – students have to successfully complete one or more preceding courses (usually of foundation or lower level) before they can move on to a comparatively advanced course. Failing a pre-requisite course may mean that the student

- has to retake the failed pre-requisite course;
- cannot study the related advanced course(s) according to the recommended schedule; and
- may not be able to graduate within the normal period of study.

Please refer to the table below for a summary of the course pre-requisites.

<i>First complete this/these course(s)...</i>		<i>Then you may study...</i>
<i>(Yr 1, Foundation Course)</i> SED1045 Sensory and Physical Disabilities	➔	<i>(Yr 3, Advanced Course)</i> SED4057 Sensory and Physical Disabilities – Communication, Education and Provision
<i>(Yr 2, Foundation Course)</i> SED2051 Social, Emotional, Behavioural and Developmental Difficulties	➔	<i>(Yr 3, Advanced Course)</i> SED4058 Social and Emotional Learning – Strategies and Techniques
<i>(Yr 2, Foundation Course)</i> SED2053 Research Methods	➔	<i>(Yr 4)</i> SED4061 Honours Project
<i>(Yr 1-3)</i> 40 cps of Major study	➔	<i>(Yr 4)</i> SED4060 Internship
<i>(Sem II of Yr 1 to Sem I of Yr 3)</i> at least 3 GE Breadth Courses	➔	<i>(Sem II of Yr 3)</i> GE Consolidation Course

4.2 Course Synopses (Major Study only)

(by course code)

[Please note that the information provided hereunder is subject to change. Students should refer to the timetables and course outlines for updated information of individual courses in respective semesters. Any aspect of the course and course offerings (including, without limitation, the content of the Course and the manner in which the Course is taught) may be subject to change at any time at the sole discretion of the University. Without limiting the right of the University to amend the course and its course offerings, it is envisaged that changes may be required due to factors such as staffing, enrolment levels, logistical arrangements and curriculum changes.]

ECE1196 Special Education – Family, School and Community Contexts

Year: **1** *Semester:* **II** *Credit Points:* **3**

Department: **Early Childhood Education (ECE)**

Prerequisite: **N.A.**

Family, school, and community have a significant positive effect on the development and learning of children with special needs from infancy through school age. This course aims at empowering participants to become effective and efficient personnel with the ability to work with the families of children with special needs in educational settings and community-based organisations. Participants are provided with theoretical knowledge and practical skills to function in a collaborative manner in the larger community and within the school for the families of children with special needs.

PSY1049 Learning and Motivation

Year: **1** *Semester:* **I** *Credit Points:* **3**

Department: **Psychological Studies (PS)**

Prerequisite: **N.A.**

This course provides an overview of the theories, principles and research in learning and motivation. It covers the most prominent theories and concepts in the field, such as classical and operant conditioning, information processing model, goal orientation theory, and intrinsic and extrinsic motivation. Contextual factors that affect learning and motivation, such as teaching strategies and assessment methods, will also be discussed. This course puts strong emphasis on the application of theories to facilitate learning and motivation in real life situations. Participants are expected to actively explore the practical implications of the knowledge in special education settings. They are also expected to be reflective and active learners who proactively apply the knowledge to their own learning to achieve personal growth.

SED1044 Human Development: Biological and Genetic Processes*Year:* **2** *Semester:* **I** *Credit Points:* **3***Department:* **Special Education and Counselling (SEC)***Prerequisite:* **N.A.**

This course aims to provide participants a fundamental understanding about the human development from a biological perspective. In addition to major psychological theories of human development, participants will examine the genetic factors and biological processes involved in physical growth and brain development from the period of infancy to adolescence. The course will emphasize the interaction between the biological and environmental factors in the cognitive, emotional and social development. Theories in neural plasticity will be used to explain how the brain structure and function are shaped by experience and its implications on learning and education. Research findings on the role of biological factors in the healthy physical and psychological development of children and adolescents will be reviewed.

SED1045 Sensory and Physical Disabilities*Year:* **1** *Semester:* **I** *Credit Points:* **3***Department:* **Special Education and Counselling (SEC)***Prerequisite:* **N.A.**

This course requires the participants to investigate the biological, psychological and behavioural nature of sensory and physical disabilities. The participants will learn how to screen, identify and assess individuals with sensory and physical disabilities particularly on evaluating their educational, learning, communication and activity and participation needs.

**SED1047 Language, Communication and Literacy Development:
Process and Instruction***Year:* **1** *Semester:* **II** *Credit Points:* **3***Department:* **Special Education and Counselling (SEC)***Prerequisite:* **N.A.**

This course provides a foundation for young children's language and literacy learning and development. Topics will include young children's literacy development, literacy curriculum design and development, current research and theory, and classroom practices and materials.

SED1048 Multiple Talents of Individuals with Special Educational Needs*Year:* **2** *Semester:* **I** *Credit Points:* **3***Department:* **Special Education and Counselling (SEC)***Prerequisite:* **N.A.**

This course aims to develop participants' knowledge and attitude regarding the diversity and the multifaceted nature of human intelligence and talents, especially to strengthen participants' awareness to appreciate the special talents that the individuals with special educational needs may have. Participants are provided with theoretical knowledge and practical skills to empower the individuals with special educational needs with respect to the development of their potential talents so as to fulfill their personal and societal needs. Key concepts include multiple forms of intelligence, talents, creativity, twice-exceptionality, etc.

SED2050 Global Perspectives on Special Education*Year:* **1** *Semester:* **I** *Credit Points:* **3***Department:* **Special Education and Counselling (SEC)***Prerequisite:* **N.A.**

This course is designed to explore globalization in special education. Major considerations include the differences of the cognitive, emotional, behavioural, and sensory abilities. Key concepts include curricular and instructional facets of working successfully in diverse educational settings. Personal and theoretical constructs of disabilities and other related concepts are explored. Participants will also explore the issues and implications of global education as it relates to special education research and practices.

SED2051 Social, Emotional, Behavioural and Developmental Disabilities*Year:* **2** *Semester:* **I** *Credit Points:* **3***Department:* **Special Education and Counselling (SEC)***Prerequisite:* **N.A.**

This course will discuss the characteristics and risk factors of various social, emotional, behavioural and developmental disabilities in children and adolescents, including autistic spectrum disorders (ASD), attention deficit / hyperactivity disorders (AD/HD), conduct disorder, oppositional defiant disorder, anxiety disorders, depressive disorders and obsessive-compulsive disorders. In addition, the definition and risk factors of social, emotional and behavioural difficulties (SEBD) will be discussed in an educational context. The development of these disabilities will be examined with different theoretical models, including psychodynamic, behaviourism, cognitive, humanistic, systemic and bio-psycho-social model.

SED2052 Healthcare, Recreation and Assistive Technology for People with Special Needs

Year: **2** *Semester:* **II** *Credit Points:* **3**
Department: **Special Education and Counselling (SEC)**
Prerequisite: **N.A.**

This course first aims to help participants develop knowledge, attitudes and beliefs about health issues and health promotion services for people with special needs. Second, this course aims to increase participants' understanding in the leisure needs of people with disabilities and the process involved in making appropriate decisions with regard to recreation programming and inclusion. Third, this course provides an understanding of assistive technology and its application in instructional programs, career tasks and life skills for people with special education needs. Presentation and demonstration experiences will enable participants to better utilise assistive technology in school, work, community, and home environments.

SED2053 Research Methods

Year: **2** *Semester:* **II** *Credit Points:* **3**
Department: **Special Education and Counselling (SEC)**
Prerequisite: **N.A.**

The advancement of knowledge depends on systematic, rigorous, and theoretically-informed approaches and scientific methods of investigation. As an introduction to research methods in special education study, the course examines the research process in its broadest context, covering areas such as: philosophy of science, theories of knowledge, research methodologies, ethical processes, and research outcomes. It provides a basic grounding in research design and data analysis. The course will cover a selection of quantitative and qualitative research methods that generate answers to specific research questions in special education issues.

SED3054 Counselling Support to Children with Special Educational Needs*Year:* **3** *Semester:* **I** *Credit Points:* **3***Department:* **Special Education and Counselling (SEC)***Prerequisite:* **N.A.**

This course will equip the participants to use counselling knowledge and skills to support children and their families with special educational needs. The course will have an overview of the counselling theories and models that ethically support children with special educational needs in educational settings. Participants will also learn to understand the emotional response of parents having children with special educational needs. They will also learn counselling skills to engage, to understand, and to support these children and their parents.

SED3055 Special Education – Assessment, Intervention and Approaches*Year:* **3** *Semester:* **I** *Credit Points:* **3***Department:* **Special Education and Counselling (SEC)***Prerequisite:* **N.A.**

This course focuses on the usage of assessment in educational decision making as well as formative and summative classroom assessment and the necessary foundations, strategies, and understandings to assess and evaluate student learning. Emphasis is placed on the skills necessary to make data-driven decisions and how these decisions impact instruction, curriculum, and services. Practical application of this knowledge will enable the candidate to use assessment in making placement and instructional decisions as well as assist students in the classroom in monitoring and assess their own learning.

SED3056 Managing Learning Disabilities – Strategies and Techniques*Year:* **3** *Semester:* **II** *Credit Points:* **3***Department:* **Special Education and Counselling (SEC)***Prerequisite:* **N.A.**

This course provides experience in the use of informal assessment to plan, implement, evaluate and revise instruction to meet the needs and interests of the struggling reader and slow learner. Based on the results of assessments given, educators will develop interventions to address specific literacy problems. Participants will gain an understanding of the role of diagnosis, intervention, and immediate feedback to increase student success in learning. Participants will also understand how students become thoughtful, independent readers who understand what they read.

SED4057 Sensory and Physical Disabilities – Communication, Education and Provision

Year: **3** *Semester:* **I** *Credit Points:* **3**

Department: **Special Education and Counselling (SEC)**

Prerequisite: **N.A.**

This course requires the participants to plan, develop, implement, and evaluate effective intervention programmes for individuals with auditory, visual, and other sensory disabilities and/ or physical disabilities, including those with multiple disabilities.

SED4058 Social and Emotional Learning – Strategies and Techniques

Year: **3** *Semester:* **II** *Credit Points:* **3**

Department: **Special Education and Counselling (SEC)**

Prerequisite: **SED2051 Social, Emotional, Behavioural and Developmental Difficulties**

This course is the sequel of the pre-requisite course “*Social, Emotional, Behavioural and Developmental Disabilities*”. After acquired the foundation knowledge about the characteristics, risk factors and theoretical model of the development of various social, emotional, behavioural and developmental disabilities in the prior course, participants will learn about the educational strategies and interventions that can enhance the social and emotional competence of children and adolescents in this course. A wide range of social and emotional learning (SEL) programmes and management strategies, ranging from small-scale individualized programs to multi-agency approaches will be evaluated through case study and role-play. Evidence-based practice will be emphasized in the discussion of the SEL programs effectiveness.

SED4059 Therapeutic Support and Management

Year: **4** *Semester:* **I** *Credit Points:* **3**

Department: **Special Education and Counselling (SEC)**

Prerequisite: **N.A.**

This course explores the roles of the Human Service Workers in education and healthcare settings, with an emphasis on ethics, confidentiality, standards of practice, professional behaviour, collaboration, emerging areas of practice, evidence based practice and the healthcare team role delineation.

SED4060 Practicum

Year: **4** *Semester:* **Summer** *Credit Points:* **6**

Department: **Special Education and Counselling (SEC)**

Prerequisite: **Successful completion of at least 40 cps of Major Study**

The practicum gives participants an opportunity to be exposed to professional models of special education practice and to apply what they have learned in the real world. It is expected that participants, under supervision of practicum supervisors, will integrate classroom principles, deepen their understanding of effective special education practices, and develop entry-level skills in a real-life work setting.

SED4061 Honours Project

Year: **4** *Semesters:* **I & II** *Credit Points:* **6**

Department: **Special Education and Counselling (SEC)**

Prerequisite: **SED2053 Research Methods**

The capstone Honours Project is the final piece of the study to help participants pull together what they have learned in the coursework. This two-semester course is divided into two parts – Advanced Research Methods, and the Project.

Advanced Research Methods introduces participants to advanced research design and applications. Participants will learn how to use practical and applied research methods for conducting research into special education issues; understand the contexts, strengths and weaknesses in each case; implement and critically evaluate evidence-based practice; analyse, report and disseminate research results.

The Project requires participants to conduct an in-depth investigation on a topic under intensive guidance of a supervisor. Participants are required to demonstrate their ability to develop, plan, and execute a systematic enquiry/study on a specialized topic they select. It is designed to foster independent thinking and competence in finding solutions to significant issues in the field via individual supervision. Additionally, the project requires demonstration of competence and skills in project management; data collecting, analysing, and interpreting; reporting results and drawing up solutions for improvement and interventions.

4.3 Information of Other Courses

Please refer to the following websites for information of other courses. Students are reminded that the courses offered may vary from year to year.

<i>Domain</i>	<i>Reference website</i>
Major Courses	www.eduhk.hk/base
Language Enhancement Courses	www.eduhk.hk/cle
General Education Breadth Courses	www.eduhk.hk/geo
Co-curricular and Service Learning Courses	www.eduhk.hk/ad
Elective Courses	www.eduhk.hk/ad
Second Majors <ul style="list-style-type: none"> offered by Faculty of Education and Human Development offered by other Faculties 	www.eduhk.hk/fehd/study www.eduhk.hk/ad
Minors <ul style="list-style-type: none"> offered by Faculty of Education and Human Development offered by other Faculties 	www.eduhk.hk/fehd/study www.eduhk.hk/ad

5

LANGUAGE ENHANCEMENT AND
LANGUAGE POLICY

The University recognizes the importance of language proficiency for all students. Students are expected to develop and demonstrate the ability to communicate effectively in Chinese and English. As required by the University's Language Policy, all BA(SE) students are subject to the following language policy and requirements.

5.1 Language Enhancement Courses

5.1.1 BA(SE) students are required to complete the following language enhancement courses before graduation:

Language	Mandatory Credit-bearing	Mandatory Non-credit-bearing
• English	2 courses (<i>each 3cps</i>)	2 courses
• Chinese	1 course (<i>3cps</i>)	2 courses
• Putonghua	---	2 courses

5.1.2 The language enhancement courses offered to BA(SE) students of 2017-2021 are listed below. For detailed information, please visit the website of the Centre for Language in Education (CLE) at <http://www.eduhk.hk/cle/en/index.php>.

English Enhancement Courses ^{Note 1}				
Status	Year	Semester	Course Title (Code)	Credit Points
Mandatory	1	1	Academic English: Writing and Reading (CLE1210)	3
		2	Academic English: Speaking and Reading (CLE1211)	3
	2	1	English Communication (I) (CLE1212)	-
		2	English Communication (II) (CLE1213)	-

Chinese Enhancement Courses				
Status	Year	Semester	Course Title (Code)	Credit Points
Mandatory	1	1	Chinese Language I (CLE1221)	3
		2	Chinese Language II (CLE2222)	-
	2	1	Chinese Language III (CLE1223)	-

Putonghua Enhancement Courses				
Status	Year	Semester	Course Title (Code)	Credit Points
Mandatory for all students except those who get the requisite TPT level for exemption ^(Note 2)	1	1	Foundation Putonghua (CLE1175)	-
		2	Intermediate Putonghua (CLE2176)	-
Optional for all students	2 – 4	1/2	Advanced Putonghua (CLE3177)	-
			Putonghua Shuiping Ceshi (PSC) Preparation Course (CLE3228)	-
			Learning Putonghua from Cultural and Pragmatic Perspectives (CLE3229)	-
			Language Proficiency Assessment for Teachers (Putonghua) (LPAT(P)) Preparation Course (CLE3230)	-

Cantonese Enhancement Courses (For <i>non-Cantonese-speaking Chinese students only</i>)				
Status	Year	Semester	Course Title (Code)	Credit Points
Mandatory for non-Cantonese-speaking Chinese students	1	1	Elementary Cantonese I (CLE1197)	-
		2	Elementary Cantonese II (CLE1199)	-

Cantonese Enhancement Courses (Optional courses) (For <i>English-speaking students only</i>)				
Status	Year	Semester	Course Title (Code)	Credit Points
Optional for English-speaking students	1	1	Survival Cantonese I (CLE1198) <i>(subject to changes)</i>	-
		2	Survival Cantonese II (CLE1200) <i>(subject to changes)</i>	-

Note 1: No exemption will be granted for English enhancement courses. The credit-bearing English enhancement courses must be passed for graduation, but the grades will not contribute to GPA.

Note 2: For the exemption criteria of the Putonghua enhancement courses, please refer to http://www.eduhk.hk/cle/sc/pth/pth:pepprogrammes/Course_exemption/

5.1.3 Non-Chinese-speaking students with little or no knowledge of written Chinese and/or Cantonese will be allowed to take a designated language course of 3 cps to fulfil the requirement. Details will be provided in due course.

5.1.4 In addition, students may opt to study other Language Enhancement courses (English, Chinese, Cantonese, and Putonghua) provided by the University's Centre for Language in Education (CLE), which are optional and non-credit bearing. CLE also provides self-

access support and social activities for cultural and language exchanges.

5.2 English Language Proficiency Assessment (ELPA)

5.2.1 Students have to take the mandatory English Language Proficiency Assessment (ELPA) twice in their study –

- First ELPA: before the commencement of Semester I of Year 1. Students failing to attend the first ELPA will not be allowed to register for the course CLE1210; and
- Second ELPA: before the end of Semester II of Year 2. Those who fail to attend the second ELPA will be recorded a “fail” grade for the course CLE1211. Students failing in credit-bearing English enhancement courses will not be allowed to graduate from the programme.

5.2.2 The ELPA is administered by CLE. Students should pay due attention to emails in their EdUHK email accounts for the assigned ELPA test date, time, and venue.

5.3 Language Exit Requirements (LERs)

5.3.1 BA(SE) students are subject to Language Exit Requirements (LERs) in English and Putonghua, which are benchmarked against widely recognized international language tests. By the LERs, BA(SE) students are required to attain the following levels of language proficiency before graduation:

- English – IELTS[#] 6.0 or above; and
- Putonghua – PSC[#] 3B or above.

IELTS: International English Language Testing System

PSC: Putonghua Shuiping Ceshi 普通話水平測試

5.3.2 Students are sponsored to take IELTS and PSC once they have completed the language enhancement programmes.

5.3.3 As the IELTS results are only valid for 2 years, students should take the IELTS and attain the English LER within two years preceding graduation.

5.3.4 Students are strongly advised to be well-prepared for the IELTS and PSC and not to wait till the final year (as some may need multiple attempts to reach the required standard). If one fails to attain the LERs before graduation, such status will be indicated in his/her transcript. This may have negative and important impacts on one's future

study or career.

5.3.5 Application for Attainment of LERs

Students should submit the designated application form, together with the required documents, to CLE by mid-May in the final year of study. Students should look for CLE announcements in spring every year. The IELTS and PSC scores achieved will be recorded on the students' academic transcripts.

5.3.6 Alternative Measures for Fulfilling the LERs

Students whose IELTS or PSC result falls short of the required standard may choose to fulfil the stipulated LERs by completing a relevant supplementary language enhancement course offered by CLE.

5.3.7 Application for English LER Exemption

- Requirements: IELTS 6.5 or above, and at least 80% of the courses within the curriculum are offered in EMI [the BA(SE) meets this criterion].
- Application form can be downloaded at: www.eduhk.hk/clp.
- Application for exemption can be submitted to CLE by the end of your second year of studies.
- A certified true copy of the official IELTS Test Report Form must be submitted together with the application.
- The IELTS results should be valid at the time of exemption application. (Note that IELTS scores are only valid for two years from date of test.)

5.3.8 Application for Putonghua LER Exemption

- Requirement: PSC 3A or above.
- Application form can be downloaded at: www.eduhk.hk/clp.
- Application for exemption can be submitted to CLE by the end of your second year of studies.
- A certified true copy of the official PSC Result Slip must be submitted together with the application.
- Non-Chinese speaking students may apply for Putonghua LER exemption. Please contact CLE for details and procedure.

5.4 Enquiries

- 5.4.1 For details of language policy and related issues, please visit the website of the University's Committee on Language Policy at: www.eduhk.hk/clp.

5.4.2 For enquiries on the Language Enhancement courses, LERs and Exemption matters, please contact the Centre for Language in Education at

Office: B2-G/F-03, EdUHK Tai Po Campus

Email: cle@eduhk.hk

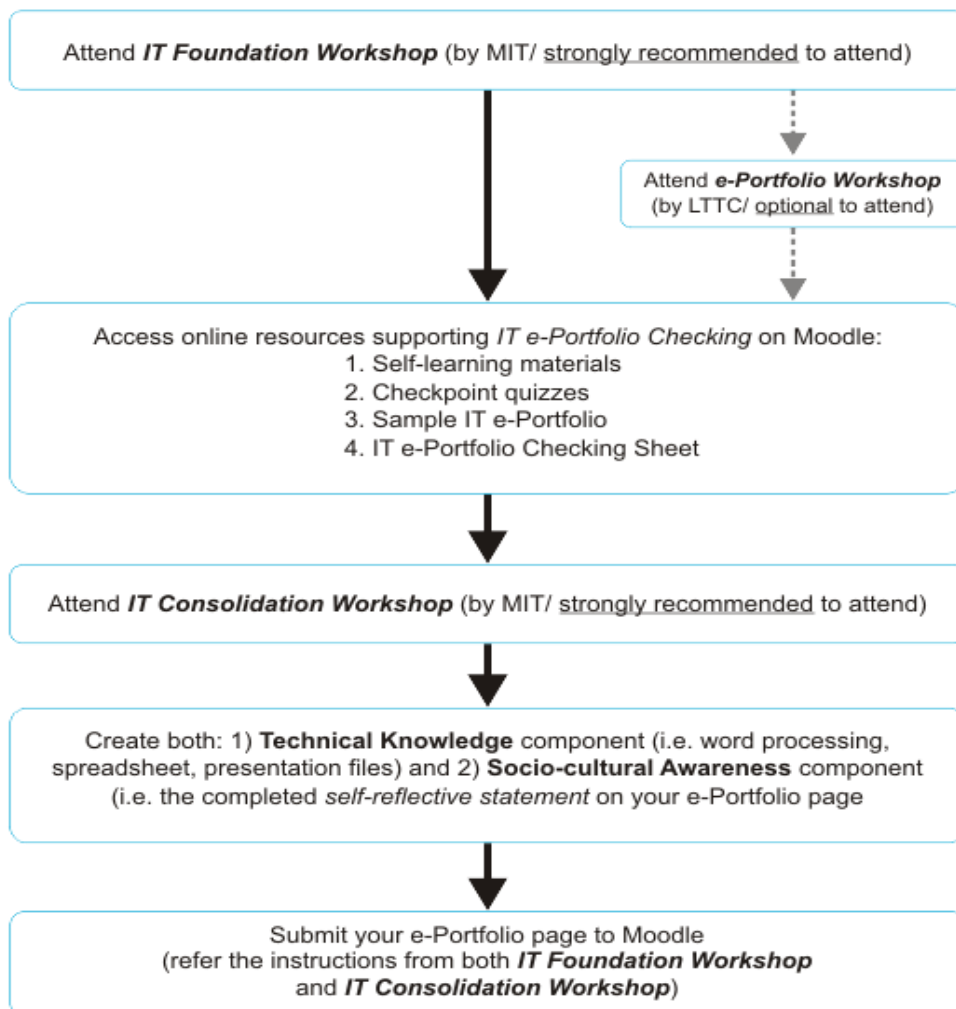
Phone: English courses and LERs – 2948 7029 or 2948 8044
Chinese/Putonghua courses and LERs – 2948 7896

6

INFORMATION TECHNOLOGY COMPETENCY IN EDUCATION (ITCE) REQUIREMENT

Changes in emerging technologies have placed at the forefront the development of knowledge, skills, and attitudes that will equip students with the required level of Information Technology Competency in Education (ITCE) to succeed in learning and teaching. In recognition of the impacts of technologies in education, students are required to complete the IT e-Portfolio Checking before graduation.

6.1 IT e-Portfolio refers to a comprisal of a collection of links to their existing learning e-Portfolios for demonstrating the necessary components of IT competence. To facilitate the submission of IT e-Portfolio for checking, students are suggested to follow the following steps:



6.2 BA(SE) students may refer to the following website for detailed requirements, self-learning materials, workshop schedule, and registration, etc. of the IT e-Portfolio:

<http://www.eduhk.hk/mit/view.php?m=3022&secid=5099>

6.3 Marking Scheme and Passing Criteria

To pass the IT e-Portfolio Checking, students must complete

- at least 60% of the IT components on the checklist in each artefact (Word processing, Presentation, and Spreadsheet); and
- the reflective statement showing your competency in the dimension of Socio-cultural Awareness.

Detailed information will be provided in both the IT Foundation Workshop and IT Consolidation Workshop, of which arrangements will be announced in due course.

7

PROGRAMME CALENDAR 2017-2018

For BA(SE) Programme

Week	S	M	T	W	T	F	S	Events	Public Holidays
SEMESTER I (4 SEP – 16 DEC 2017)									
SEPTEMBER 2017									
						1	2	4 Sep - 2 Dec: Teaching Period 4-16 Sep: Add/Drop Period 21 Sep: Aquatic Meet (<i>classes held between 8:30 am and 6:30 pm to be suspended</i>)	
1	3	4	5	6	7	8	9		
2	10	11	12	13	14	15	16		
3	17	18	19	20	21	22	23		
4	24	25	26	27	28	29	30		
OCTOBER 2017									
5	1	2	3	4	5	6	7	21 Oct: Information Day	2 Oct: The day following the National Day 5 Oct: The day following the Chinese Mid-Autumn Festival 28 Oct: Chung Yeung Festival
6	8	9	10	11	12	13	14		
7	15	16	17	18	19	20	21		
8	22	23	24	25	26	27	28		
9	29	30	31						
NOVEMBER 2017									
9				1	2	3	4	17-18 Nov: The 23rd Congregation 29 Nov: Athletic Meet (<i>classes held between 8:30 am and 6:30 pm to be suspended</i>)	
10	5	6	7	8	9	10	11		
11	12	13	14	15	16	17	18		
12	19	20	21	22	23	24	25		
13	26	27	28	29	30				
DECEMBER 2017									
13						1	2	2 Dec: Last day of Teaching 4-16 Dec: Examination Period 18-30 Dec: Semester Break	25 Dec: Christmas Day 26 Dec: The first weekday after Christmas Day
14	3	4	5	6	7	8	9		
15	10	11	12	13	14	15	16		
	17	18	19	20	21	22	23		
	24	25	26	27	28	29	30		
	31								

Week	S	M	T	W	T	F	S	Events	Public Holidays
SEMESTER II (2 JAN – 2 JUN 2018)									
JANUARY 2018									
1		1	2	3	4	5	6	2 Jan – 21 May: Teaching Period 2-15 Jan: Add/Drop Period 17 Jan: Grade Release Date	1 Jan: First day of January
2	7	8	9	10	11	12	13		
3	14	15	16	17	18	19	20		
4	21	22	23	24	25	26	27		
5	28	29	30	31					
FEBRUARY 2018									
5					1	2	3	16-25 Feb: Lunar New Year Break	16-19 Feb: Lunar New Year's Holidays
6	4	5	6	7	8	9	10		
7	11	12	13	14	15	16	17		
7	18	19	20	21	22	23	24		
8	25	26	27	28					
MARCH 2018									
8					1	2	3	30 Mar -5 Apr: Easter Break	30 Mar: Good Friday 31 Mar: The day following Good Friday
9	4	5	6	7	8	9	10		
10	11	12	13	14	15	16	17		
11	18	19	20	21	22	23	24		
12	25	26	27	28	29	30	31		
APRIL 2018									
12	1	2	3	4	5	6	7		2 Apr: Easter Monday 5 Apr: Ching Ming Festival
13	8	9	10	11	12	13	14		
14	15	16	17	18	19	20	21		
15	22	23	24	25	26	27	28		
16	29	30							
MAY 2018									
16			1	2	3	4	5	19 May: Last day of Teaching 21 May – 2 Jun: Examination Period	1 May: Labour Day 22 May: The Birthday of the Buddha
17	6	7	8	9	10	11	12		
18	13	14	15	16	17	18	19		
19	20	21	22	23	24	25	26		
20	27	28	29	30	31				
JUNE 2018									
20						1	2	4-30 Jun: Semester Break 28 Jun: Grade Release Date	18 Jun: Tuen Ng Festival
	3	4	5	6	7	8	9		
	10	11	12	13	14	15	16		
	17	18	19	20	21	22	23		
	24	25	26	27	28	29	30		

8

REGULATIONS, POLICIES, AND
GUIDELINES

At the Education University of Hong Kong, we aim for an atmosphere of cooperation, mutual respect, acknowledgement, and responsibility among students as well as between faculty members and students. This calls for compliance, consistency, and accountability, which underpin the rationale of the University's policies.

The following is a list of online resources in which students may find the University's programme-related regulations, policies, and guidelines. It is important that all students should acquaint themselves with these resources and the University regulations/policies/ guidelines therein, keep themselves informed about the requirements during their study at the University.

	<i>Resource</i>	<i>Available at</i>
a)	General Academic Regulations *	www.eduhk.hk/re
b)	Student Handbook	www.eduhk.hk/re/ student_handbook
c)	Language Policy	www.eduhk.hk/clp
d)	Information Technology Competency in Education	www.eduhk.hk/mit
e)	Handbook on Academic Advising for Full-time Undergraduates	www.eduhk.hk/ad
f)	Library Handbook	www.eduhk.hk/ad
g)	Academic Honesty and Copyright *	www.eduhk.hk/re
h)	Student Conduct *	www.eduhk.hk/re
i)	Bad Weather Arrangements *	www.eduhk.hk/re

** also found in the Student Handbook*

Students are advised to pay special attention to the *General Academic Regulations* which are reproduced in Appendix A of this Programme Handbook.

9

APPENDICES

A. GENERAL ACADEMIC REGULATIONS

(for undergraduate, diploma and certificate programmes)

[For students admitted in 2014-2015 academic year and thereafter]

1. Admission
2. Registration
3. Fees
4. Course Enrolment
5. Change of Programme/Major/Minor or Mode of Study
6. Double Registration
7. Study Load
8. Period of Study
9. Course Assessments and Grades
 - 9.1 Grading System
 - 9.2 Review of Course Grade
 - 9.3 Advanced Standing
 - 9.4 Credit Transfer
 - 9.5 Course Exemption
 - 9.6 Late Submission of Assignment
 - 9.7 Repeating Courses
 - 9.8 Academic Warning
 - 9.9 Academic Probation
 - 9.10 Field Experience
10. Graduation Requirements
11. Award Classification
12. Discontinuation of Studies
13. Leave of Absence
14. Deferment and Withdrawal
15. Suspension of Student Activities
16. Review of Board of Examiners' Decisions on Discontinuation
17. Dismissal
18. Academic Honesty

(with a glossary of terms)

1. Admission

- 1.1 Applicants for admission to a programme of the University are required to meet the stipulated entrance requirements of the programme. A waiver may be given to mature applicants with specific talents or achievements and a wealth of experience as defined in the general entrance requirements. The University does not discriminate on the basis of age, gender, race, nationality, religion, ethnic origin or disability upon admission. Students with disabilities are encouraged to inform the University of their needs so that timely assistance may be provided.

2. Registration

- 2.1 After being accepted by the University for admission to a programme, applicants must pay the requisite fees and complete the registration procedures as prescribed by the University. Current students will be re-registered automatically each semester throughout the period of study if fees have been paid up to date.

2.2 Major

- 2.2.1 All undergraduate students at the University are required to declare a major within their programme of study upon admission; and
- 2.2.2 Students are required to take the stipulated credit points of the declared major and complete all the specific course requirements of the declared major.

2.3 Double Major

- 2.3.1 Students admitted to a full-time undergraduate degree programme in 2012/13 and thereafter may be permitted to enroll in a second major in addition to their first major, subject to programme specific requirements and GPA requirement of normally 3.0 or above in the first year of study; and
- 2.3.2 Students are required to fulfill the course requirements of their first major. If they also fulfill the course requirements of their second major, they will have their second major recorded on their transcript.

2.4 Minor

- 2.4.1 Students on full-time undergraduate degree programmes can enroll in a minor;

2.4.2 Students admitted to a full-time undergraduate degree programme in 2012/13 and thereafter can enroll in a second minor in addition to their first minor (if any); and

2.4.3 Students who have fulfilled the course requirements of their minor(s) will have the minor(s) recorded on their transcript.

2.5 Double Counting

Double counting of up to nine credit points for a five-year programme and six credit points for a four-year programme to fulfill no more than two requirements (e.g. for both the first and second majors) within a full-time undergraduate degree programme may be allowed for students admitted in 2012/13 and thereafter.

2.6 Each student is issued with a Student Identity Card. The Card enables a student to gain access to the University's facilities such as the Library, sports centre, and student halls.

2.7 Classes for all programmes are normally scheduled from Monday to Saturday.

3. Fees

3.1 Once admitted to the University, students (except those studying for Professional Development Programmes) are normally required to pay the following fees:

Admission Acceptance Fee	Payable by a stipulated due date upon offer of admission
Tuition Fee	Payable in two installments, one in each semester by a stipulated due date
Caution Money	A deposit to make good any outstanding debts to the University incurred in, for example, damage to the property of the University. Unused caution money is converted to graduation fees.
Continuation Fee	A fee required for students who are allowed to retain their student status without having to attend any courses in the programme, e.g. cases of deferment of studies, cases pending for graduation and cases with suspension of studies.
Students' Union Membership Fee	An annual fee chargeable to full-time students

Graduation Fee	A lump sum to cover the cost of congregation, including the cost of an award certificate; the lump sum can be covered by caution money subject to no outstanding claims
Other Fees	Information available on the websites of related units

3.2 Students who fail to settle overdue institutional fees without prior approval will be treated as having unofficially withdrawn from the programme. An administration fee will be charged to these students for reactivating their student status in addition to the full settlement of overdue fees. Re-instatement of the student status will not be considered for unofficially withdrawn students with prolonged overdue fees. They will be required to re-apply for admission to their programmes.

3.3 Students who have to extend their studies beyond the normal period of study in order to fulfill the requirements of the programme, major, second major, minor or second minor, are required to pay additional fees on a pro-rata basis according to the number of course/credit points (including Field Experience) taken in the extended period of study.

4. Course Enrolment

4.1 Students must ensure the completion of course registration before the course starts. Students who have not registered for any course in a semester (excluding the summer semester) will be considered to have withdrawn from their programme at the University (as stipulated in 14.1) unless deferment of studies has been approved by the relevant Programme Leader/Coordinator.

4.2 Registration in some courses is restricted to students having the necessary prerequisites.

4.3 Students can add or drop a course during the add-drop period or before the third class meeting. Students are permitted to drop a course after the add-drop period but before the examination period or the deadline for submission of final assignments, whichever applicable, only for strong personal reasons, such as serious illnesses; the grade W (Withdrawn) will be recorded on the students' transcript.

4.4 Failure to attend a course does not automatically result in the course being dropped. Students who are reported for prolonged absence in a course without permission will be accorded a grade F (Fail) for the course (as stipulated in 13.2).

- 4.5 Students may audit a course without charge, subject to the permission of the course lecturer. They will not earn credit points for their audited courses.
- 4.6 A visiting student is not enrolled in any particular programme, but may take courses. Students who have completed their programme but wish to take further courses will be considered visiting students.

5. Change of Programme/Major/Minor or Mode of Study

- 5.1 New students will normally not be considered to transfer to another programme if the programmes are offered in the same mode of study and programmes of the same academic level, in particular the UGC-funded undergraduate programmes, during their first semester of registration.
- 5.2 A current student, who wishes for special reasons to change from one programme/major/minor or mode of study to another during the course of study should meet the stipulated requirements and consult the relevant Programme Leaders/Coordinators for advice and approval. The change, once approved, normally takes effect from the next semester/academic year. (Also see 8.4 for the maximum study period.)

6. Double Registration

- 6.1 Students who are enrolled in any full-time award-bearing programmes (lasting for one year or longer) of the University are not permitted to simultaneously register for another qualification at this University or a post-secondary qualification at any institutions except with prior approval by the Registrar. Violation of this regulation will lead to discontinuation of studies from the University. In case of doubt, students should seek advice from the Registry.

7. Study Load

- 7.1 Courses are the basic units of study into which students are registered and for which grades are assigned. Each course is assigned a number of credit points. Related courses are grouped under a learning domain.
- 7.2 The number of credit points assigned to a course is indicative of the number of hours of student effort, which include both contact hours and study time. In terms of contact

hours, one credit point should normally be equivalent to one hour of teaching per week each for 13 teaching weeks in a semester. In terms of study time, students are normally expected to engage in no less than 2 hours of independent learning for each contact hour.

- 7.3 Students have to earn before graduation the number of credit points as required by the programmes of study. The minimum and maximum number of credit points is normally within the range of 12 (except summer semester) to 18 for taught courses in a semester for full-time programmes, whereas not more than 11 in a semester for part-time programmes. Students are not allowed to take zero credit point/course unless with prior approval.

8. Period of Study

- 8.1 The length of a programme is stipulated in the curriculum. To complete the curriculum, students are required to complete satisfactorily all the specified course requirements including coursework, school attachment, block practice, internship or similar programme required activities, as applicable.
- 8.2 Normally, there are two semesters in each academic year for academic activities, such as coursework, field experience, overseas immersion, internship and summer institute.
- 8.3 The maximum period of study for a programme will be determined as follows:

Length of Programme	Maximum Period of Study
1 year	2 years
2 years	3 years
3 years	5 years
4 years	6 years
5 years	7 years

- 8.4 Students are expected to graduate within the stipulated period of study, inclusive of any change of programmes/majors, periods of leave of absence, deferment of study, suspension of study and Field Experience activities. Students who fail to complete a programme within the maximum period of study will normally be required to discontinue their studies at the University (as stipulated in 12.1(v)). Students will have to pay additional fees on a pro-rata basis according to the number of course(s)/credit point(s), including Field Experience taken in the extended period of study.

8.5 Students who wish to extend their period of study beyond the maximum programme duration are required to apply in writing to obtain prior approval from the Programme Leader/Coordinator. Likewise, students who wish to pursue a fast track to complete a programme below its normal period of study should obtain prior approval accordingly.

9. Course Assessments and Grades

9.1 Grading System

9.1.1 Students' performance in each course is expressed in terms of the following system:

Course Grade	Interpretation	Grade Point Equivalent
A+*	Distinction	4.33
A		4.00
A-		3.67
B+	Good	3.33
B		3.00
B-		2.67
C+	Satisfactory	2.33
C		2.00
C-	Below Satisfactory	1.67
D**		1.00
F	Fail	0.00

* Grade A+ is only given for outstanding performance in the course

** Grade D is the minimum level required for course progression

Operational Grade	Interpretation
DN	Distinction
CR	Credit
PS	Pass
FL	Fail
IP	In Progress
YC	Complete
YI	Incomplete
W	Withdrawn
X	Exempted

9.1.2 Students' performance in a programme within a prescribed period of time, excluding courses without grade point equivalent, is described in a Programme

GPA (Grade Point Average), which is calculated by the sum of the product of GPE# (Grade Point Equivalent)# earned for each course attempted (including failed courses) and its credit points within a programme, divided by the total number of credits attempted within a programme:

$$\text{Programme GPA} = \frac{\text{Sum of (GPE x Course CP) within a programme}}{\text{Total no. of CPs within a programme}}$$

Grade Point Equivalent - as given in the table in 9.1.1 above.

9.2 Review of Course Grade

9.2.1 Resolving grade disagreements with the lecturers concerned

A student who disagrees with a course grade should approach the course lecturer or Field Experience Supervisor concerned immediately after the announcement of the assessment results approved by the Head of the course-offering unit. The course lecturer or Field Experience Supervisor may recommend a grade adjustment if he/she finds any technical errors (such as wrong score entries, or calculation errors when totaling marks) or after hearing the student's representation. Recommendations for grade adjustments should reach the Chairperson of the Departmental Assessment Panel of the course-offering unit concerned or Field Experience Coordinator concerned with justifications for approval by the Head of the course-offering unit. The student will be informed of the result as soon as possible.

9.2.2 Formal procedures on grade reviews

If the student remains dissatisfied with the outcome after contacting the course lecturer or Field Experience Supervisor according to the procedures in paragraph 9.2.1, he/she may request for a formal review of his/her course grade(s), for one or more of the following reasons:

- (i) the assessment result has been caused by a material error or irregularity in marking;
- (ii) the assessment was not conducted in accordance with the General Academic Regulations and the assessment scheme for the programme concerned; and
- (iii) there are special circumstances which the student has not been able to present to the relevant Head of the course-offering unit prior to the decision being made.

9.2.3 The formal request for a grade review should be made by the student to the respective Faculty Dean in writing within 14 working days after the

announcement of the assessment results approved by the Head of the course-offering unit.

9.2.4 Upon receipt of the request, the Faculty Dean will pass it to the department/centre/office concerned. In light of the course-offering unit's response, the Faculty Dean will decide whether there are prima facie grounds for review. If so, the Faculty Dean will inform the respective Head of the course-offering unit for follow-up action.

9.2.5 The Head of the course-offering unit will re-convene the Departmental Assessment Panel meeting to hear the case. The student concerned will be invited to attend the hearing with the right to be accompanied by one other current student or staff of the University. In the case of internal disagreements or other exceptional circumstances, an external view may be sought.

9.2.6 The Head of the course-offering unit after consideration of the case including the recommendation from the Departmental Assessment Panel, if any, will inform the student of the result normally within one month of the student's request for review. Grades after review may be upgraded, downgraded or left unchanged. The decision of the Head of the course-offering unit is final.

9.3 Advanced Standing

9.3.1 Advanced standing will be granted to applicants who have completed a recognized programme at the University or other institutions before admission to the University's programme. Upon approval for advanced standing, the credits obtained from the recognized courses will be transferred to the programme of study and the minimum programme requirements in credits will be reduced. Students are allowed to complete the programme within a shorter period of time. Students who are admitted with advanced standing will not be eligible for credit transfer or course exemption at a later stage on the basis of their entry qualifications.

9.4 Credit Transfer

9.4.1 Credit Transfer may be granted for courses completed successfully at the University previously or another accredited tertiary institution.

9.4.1.1 The transferred courses will appear on the student's transcript. The credit points transferred will be counted towards the graduation requirements but will be excluded from the calculation of the student's GPA. Students may apply for credit transfer within the first two weeks of each semester in each academic year. For courses on offer in the summer semester, applications should be submitted one week before the commencement of the semester.

9.4.1.2 The total number of credit points transferred will not exceed 50% of the total credit points of the programme.

9.4.2 For a student who has successfully completed an approved student exchange programme of the University, normally a total of up to 15 credit points will be transferred to his/her undergraduate degree programme. Only the number of credits transferred will be recorded on the student's transcript.

9.5 Course Exemption

9.5.1 Course Exemption may be granted for courses completed in other institutions for recognized qualifications. Students who are so exempted must replace the exempted course with a course of the same credit value. The exempted courses will not appear on the student's transcript and will be excluded from the calculations of GPAs.

9.6 Late Submission of Assignment

9.6.1 Students who wish to submit an assignment later than the due date should obtain permission in advance from the course lecturer; otherwise, this will be treated as failure to submit the assignment as required.

9.6.2 The grade of all assignments submitted late with the approval of course lecturers may be lowered, on a case-by-case basis, by up to one full grade.

9.6.3 Students who fail to obtain prior approval will be given a "fail" grade (grade F) for late submission or non-submission of assignments.

9.7 Repeating Courses

- 9.7.1 Students may be required by the Board of Examiners to repeat the failed courses or courses with a low grade (i.e. C- or D) to fulfill programme graduation requirements.
- 9.7.2 Normally, students are not allowed to retake a course completed and passed in a previous semester, unless it is required by the Board of Examiners. They may be asked to take other courses to improve their Grade Point Average (GPA).
- 9.7.3 Students who repeat a failed course are normally required to retake the full range of course activities, including attendance at lectures and all stipulated assessment tasks.

9.8 Academic Warning*

- 9.8.1 An Academic Warning* will be issued to any student whose Major Subject GPA is below 2.00. Students who receive an Academic Warning are not allowed to take the study load beyond the maximum credit points in the following semester or academic year. Those who wish to take more credit points than what is stipulated in the programme should seek prior approval from their Programme Leader/Coordinator.

* *applicable to students of degree programmes with a major subject study*

9.9 Academic Probation

- 9.9.1 Students will be put on academic probation in the next semester when their Semester GPA is below 2.00. They will not be allowed to take the study load beyond the maximum credit points in the probation semester. Those who wish to take more credit points than what is stipulated in the programme should seek prior approval from their Programme Leader/Coordinator.
- 9.9.2 The academic probation status will be lifted, when a student obtains a Semester GPA of 2.00 or above at the end of the probation semester. Otherwise, probation shall continue to apply in the next semester unless 12.1(i) applies.

9.10 Field Experience

9.10.1 Field Experience is a salient component of teacher education programmes. Students should respect and observe the regulations of the schools where they take their block practice, and display appropriate professional knowledge and attitude. Any misconduct, upon verification, will be subject to disciplinary action, up to and including immediate dismissal from the University.

9.10.2 Students' performance in Field Experience will be graded as follows: Students' overall performance in Field Experience will be based on the grade in the final Block Practice/Field Experience/Practicum or the overall grade in the Block Practice/Field Experience/Practicum (whichever applicable) adopting a grading system of distinction/credit/pass/fail.

9.10.3 Students who receive a failed grade in a Teaching Block Practice will be put on FE probation. Normally, the minimum period for FE probation is one semester. A Case Conference will be convened to discuss the case, review evidences after investigation and recommend remedial work for every failure case. The student concerned is required to fulfill the remedial work and produce a report with evidences to show how he/she has addressed the recommendations. The FE probation status will be lifted, upon the endorsement of the Chairperson of the Case Conference on the student's report. The students will not be allowed to conduct Teaching Block Practice until FE probation is lifted.

10. Graduation Requirements

10.1 Students are responsible for the completion of all the graduation requirements of the programme in which they are officially enrolled. To graduate, students must:

- (i) achieve the minimum number of credit points required by the programme and satisfy all other programme specific requirements such as Field Experience, language exit requirements as well as the Information Technology Competence test and/or Information Technology Competence in Education required by the University;
- (ii) obtain a Programme GPA of 2.00 or above;
- (iii) complete at least half of the total required programme credit points at the University and at least half of the required credit points in their major(s) at the University;
- (iv) complete the requirements of their first major for undergraduate degree programmes;

- (v) complete the requirements as prescribed by the programme; and
- (vii) obtain a Major Subject GPA of 2.00 or above (for students of undergraduate degree programmes with a major subject study, and students of co-terminal double degree programmes who will have one combined Major Subject GPA based on the two Major Subjects).

10.2 Students who have fulfilled the requirements of a second major and/or one/two minors and other programme requirements but failed to fulfill the requirements of their first major will not be permitted to graduate (applicable to students of undergraduate degree programmes with a major subject study).

11. Award Classification

11.1 The Board of Examiners recommends classifications of award in accordance with the following guidelines:

Undergraduate Degree Programmes		And Performance in Field Experience (if applicable)	Diploma and Certificate Programmes	
Honours Classification	Minimum Programme GPA		Minimum Programme GPA	Award Classification
First	3.40	Credit or above	3.40	Distinction
Second (Division I)	3.00	Credit or above	2.70	Credit
Second (Division II)	2.50	Pass or above	2.00	Pass
Third	2.20	Pass or above		
Pass	2.00	Pass or above		

12. Discontinuation of Studies

- 12.1 A student will normally be required to discontinue his/her studies at the University if he/she:
- (i) fails to have probation lifted after he/she has been put on academic probation for two consecutive semesters; or
 - (ii) fails Field Experience in programmes leading to Qualified Teacher Status; or
 - (iii) fails to meet the graduation requirement as prescribed by the Programme; or
 - (iv) has received warning(s) but has failed to improve to meet the expectations of the University with respect to professional and personal behaviour; or

(v) has exceeded the maximum period of study without prior approval (as stipulated in 8.4).

12.2 Normally, students who are required to discontinue their studies at the University will not be considered for re-admission to the same programme in the following three academic years.

13. Leave of Absence

13.1 Where special circumstances require students to take a leave of absence exceeding 7 days but less than one semester, students must seek approval from the Programme Leader/Coordinator by submitting a leave application form.

13.2 Students who are absent for a prolonged period in a course without prior permission (as stipulated in 13.1) will be given a grade F (Fail) by their course lecturers. The grade F will be recorded on the students' transcript.

13.3 Where necessary, individual courses/course lecturers/programmes/ departments may specify their attendance requirements.

14. Deferment and Withdrawal

14.1 Students can apply for deferment of study if there is a genuine need. The minimum period of deferment in each application is one semester and the maximum duration for approved deferment within a programme is normally up to two academic years. The deferment period is included in the maximum period of study (as stipulated in 8.4). A continuation fee per semester is required upon approval of the application. Students who have not settled the continuation fee will be considered to have withdrawn from the programme of study at the University (as stipulated in 4.1). No re-instatement of student status will be considered for withdrawal students.

14.2 The President of the Students' Union may apply in writing to the relevant Programme Leader/Coordinator for deferment of study for one year on grounds of heavy commitment in the Students' Union. Such an application should normally be made within four weeks after the announcement of the election results and is subject to the payment of a continuation fee.

- 14.3 Students who fail to return to the University to resume studies at the end of the approved period of deferment will be considered to have withdrawn from the programme, effective on the day following the deferment period.
- 14.4 Students who wish to withdraw from studies shall submit a withdrawal form to the University. Effective date of withdrawal is given 3 working days from the date of submission of the completed form.

15. Suspension of Student Activities

- 15.1 Field Experience Coordinators will report to the relevant Associate Dean to seek his/her approval in consultation with the Director/Co-Director of School Partnership and Field Experience to suspend any student immediately from Field Experience/practicum placed by the University, should they and/or school personnel have major concerns about the behaviour of the student on block practice or on other Field Experience/practicum activities. Students of teacher education programmes who demonstrate that they are unsuitable to enter the profession will be prevented from joining Field Experience/practicum or suspended from continuing such activities.
- 15.2 The relevant Associate Dean has the authority to prevent or suspend a student from other activities such as overseas immersion, internship, summer institute and academic exchange if the student, on the report of the Programme Leader/Coordinator, is found to be unsuitable.
- 15.3 Conversely, if an Field Experience Coordinator has strong grounds for concern that a student is experiencing serious bodily or emotional harm on account of the Field Experience/practicum placement, he/she will report this to the relevant Associate Dean for his/her approval to remove the student immediately from the placement school.
- 15.4 The decision of suspension will be relayed in confidence to the relevant programme personnel. If the student is dissatisfied with the decision, he/she can appeal to the relevant Faculty Dean.

16. Review of Board of Examiners' Decisions on Discontinuation

- 16.1 A student who is required to discontinue his/her studies by the Board of Examiners under the General Academic Regulations will be notified by the Secretary of the Board of Examiners immediately after the decision for discontinuation is made, and be advised

to

- (i) send new/additional information he/she might have to the Chairperson of the Board of Examiners for consideration; and/or
- (ii) ask for an opportunity to present his/her case before the Board of Examiners by the stipulated deadline, if he/she so wishes.

16.2 The Chairperson of the Board of Examiners, after consideration of the student's submission, will decide if there are grounds for the case to be re-considered by the Board of Examiners. If the student asks for a hearing before the Board of Examiners, the Chairperson will decide whether to invite the student to appear before the full Board of Examiners, or to form a separate panel to hear the case, if deemed appropriate. The Panel should involve at least the Chairperson of the Board of Examiners or a senior academic staff member nominated by the Faculty Dean as Chairperson, the Programme Leader/Coordinator, and the relevant teaching staff from the subject department(s).

16.3 The Panel, after hearing of the case, will convey its recommendation to the Board of Examiners for the final decision. Depending on the recommendation, the Board of Examiners may make decisions through one of the following ways:

- (i) decision by circulation; or
- (ii) a full Board of Examiners meeting to be convened.

16.4 The decision of the Board of Examiners will then be conveyed to the student accordingly.

16.5 If the student feels that there is perceived injustice in the above procedures governing the review of the decision of the Board of Examiners on discontinuation, he/she can make an appeal to the Students' Appeal Committee following the prevailing procedures stipulated in the Student Handbook. The decision of the Students' Appeal Committee will be final.

17. Dismissal

17.1 Students who, upon verification, are found to have committed serious violations of the University's regulations or Laws of Hong Kong, will be subject to dismissal by the University immediately after the findings have been substantiated.

18. Academic Honesty

- 18.1 Students are required to carry out all academic activities honestly and in good faith. Any act that contravenes standards of academic honesty such as plagiarism, impersonation, cheating in examinations and collusion is strictly prohibited by the University.
- 18.2 Any alleged cases of academic misconduct will be handled by the Head of the academic department concerned, who will then conduct a thorough investigation. An investigation report should be sent to the relevant Associate Dean who will consider whether there are prima facie grounds for referring the case to the Student Disciplinary Committee for further consideration, decision and action. Any proven act of academic misconduct may result in suspension of studies, postponement of graduation, dismissal from the University or other forms of penalties.

Glossary:

Academic Board	The major academic forum of the University for the oversight and development of all academic matters of the University.
Academic Year/ Semester	An academic year consists of two semesters. Normally, Semester 1 commences in early September and ends in mid December while Semester 2 starts in early January and ends in June. The last numbered week in each semester is reserved for assessment purposes. For some programmes, a Summer Semester of 4-5 weeks may be added. In addition, some programmes may arrange Semester 2 into Semester 2A and Semester 2B.
Advanced Standing	It may be granted to applicants who have completed a recognized programme at the University or other institutions before admission to a post-secondary programme.
Assessment	The student's academic performance will be assessed in summative and formative processes, which may include written assignments, portfolios, artifacts, class tests, performance tasks and examinations. Its precise nature will be specified in the course description.
Auditor	Students are allowed to attend the course without charge with permission of the course lecturer. They are not allowed to submit assignments nor sit for examination. They will not earn credit points for the course; and the audited courses will not appear on the students' transcript.
Board of Examiners	The University's board recommends award classifications, determine the remedial work for problem cases and cases of special circumstances that need special consideration, and decide cases for the discontinuation of studies.
Course	A course is a unit of study with credits and assigned with a particular lecturer or teaching team. Courses are normally assigned with three credit points.
Core Course	The course that must be completed by the students to meet the curriculum requirements.
Course Code	The code given to a course.
Course Exemption	Course Exemption may be granted for courses completed in other institutions for recognized qualifications. The exempted courses will not appear on the student's transcript and will be excluded from the calculation of GPAs.
Course Lecturer	Staff delivering the course.
Course Registration	The enrolment of a student in a course.
Credit Transfer	Credit Transfer may be granted for courses completed successfully at the University previously or another accredited tertiary institution. The credit points transferred will be counted towards the graduation requirements but will be excluded from the calculations of GPAs.

Credit Point/Credit	All programmes of study adopt a credit point system. Credit points show how much the successful completion of a course will contribute to the qualification of which it is a part. The number of credit points assigned to a course is indicative of the hours of study it requires. One credit point should normally be equivalent to one hour of teaching per week for 13 teaching weeks in a semester. Each contact hour should require no less than 2 hours of independent learning.	
Departmental Assessment Panel	The Panel considers possible moderation of grades in a course, monitors grade distribution and endorses the assessment results of courses/clusters of courses/courses with similar nature for approval by the Head of the course-offering unit.	
Elective Course	Any of the courses other than core courses in a programme.	
Field Experience	Field Experience is observation of teaching in schools and subsequently teaching practice in schools or other institutions.	
Grade Point Average (GPA)	GPA	Students' performance in the programme as a whole or within a prescribed period of time, excluding courses without grade point equivalent, will be set out in a Programme GPA. For details, please refer to Sections 9.1.2 of General Academic Regulations.
	Semester GPA (SGPA)	A student's GPA obtained in a semester
	Year GPA (YGPA)	A student's GPA obtained in an academic year
	Programme GPA (PGPA)	A student's GPA obtained within a programme
	Major Subject GPA	A student's GPA for his/her major subject of study
Mature Applicant	An applicant who does not possess the minimum programme entrance requirements but is at least 25 years of age on 31 August in the admission year and can demonstrate to the University's satisfaction his/her suitability for and capability to pursue his/her chosen programme, then he/she may be exempted from some entrance requirements and admitted as a mature student.	
Major	Major	A major field of study in a programme.
	First Major	The major field of study that students on full-time undergraduate degree programmes declared upon admission
	Second Major	The additional major field of study taken by students on full-time undergraduate degree programmes.

Operational Grade	A course grade assigned for administrative purposes to assist in the management of student records. Operational grades do not count in the calculation of students' GPAs. Definitions are explained as follows:	
	IP (In Progress):	An IP grade is shown where students will register in subsequent Semesters to complete the assessment of the course.
	YC (Complete):	Successful completion of a designated course.
	YI (Incomplete):	A temporary grade to be granted due to special circumstances that have prevented a student from completing required work, or attending the examination for reasons acceptable to both the course lecturer and the Board of Examiners. Where a "YI" grade is assigned, the course lecturer or the Board of Examiners will approve a schedule for the completion of work. A "YI" grade will be converted into an "F" grade four weeks after the "YI" grade is first reported, unless an alternative grade has been assigned. Grade "YI" is not included in the calculation of Programme GPA. <i>(applicable to students who were admitted in 2011/12 and thereafter)</i>
	W (Withdrawn):	Assigned when a student has registered for the course in a semester and subsequently submitted a notification of withdrawal from the Course.
	X (Exempted):	The exempted courses will appear on the student's transcript but no grade will be given. The credit points exempted will be counted towards the graduation programme requirements but discounted in the calculation of the Programme GPA. <i>(applicable to students who were granted credit exemption before 2011/12)</i>
University/EdUHK	The Education University of Hong Kong	
Mode of Study	The full-time, part-time or mixed-mode pattern of study. For the last type, a summer semester is normally required.	
The Portal	The University's portal for staff and students	
Programme	The structured combination of courses which leads to a specified award.	
Registration	The enrolment of a student in a programme	
Statement of Results	The official letter certifying a student's completion of a programme, programme mode and duration and impending graduation.	

Testimonial	The official document certifying a student's enrolment in a programme, year of enrolment, programme mode and duration.
Transcript	The official academic record of a student's full updated list of course grades attained in a programme.
Visiting Student	Students who have completed their programme but wish to take further courses will be considered visiting students. Local and non-local applicants who do not wish to enroll in a full programme of study in the University but plan to take selected course(s) within one or more programmes may apply for admission as Visiting Students. Visiting students shall not register in any particular programmes, but may only take courses. Visiting students are not eligible for any formal academic award. Those who have successfully completed the course assessment will receive a transcript.

B. BAD WEATHER ARRANGEMENT

1. Students should refer to the following arrangements of class and examination in the event of tropical cyclone and rainstorm. The arrangements are applicable to both classes and examinations. Students may also call the Registry hotline at 2948 6196 to check for any special announcements during tropical cyclone/ rainstorm. Announcements made by the Education Bureau DO NOT apply to the University.
2. When Tropical Cyclone Signal No.3 or Red Rainstorm Warning Signal is in force, all classes and examinations will continue to be held as scheduled, unless otherwise announced by the University.
3. When the Hong Kong Observatory announces that Tropical Cyclone Signal No. 8 or above will be issued within the next 2 hours, special class/examination arrangement (in particular cancellation of classes) may be required based on the prevailing weather situation. You should pay special attention to radio or television announcements or call the Registry hotline at 2948 6196 to check for any special class/examination arrangements.
4. **Typhoon and Rainstorm**
When Tropical Cyclone Signal No.8 (or above) or the Black Rainstorm Signal is in force, the following arrangements shall apply:
 - 4.1 For Classes/ Examinations Not Yet Started

<i>Situation</i>	<i>Action to be Taken</i>
a) For Morning Classes and Examinations	
If either of the warnings is <u>in force at or after 6:00am</u>	All morning classes and examinations commencing before 1:30pm will be cancelled and the examinations will be re-scheduled to a specific date according to the contingency arrangement.
b) For Afternoon Classes and Examinations	
If either of the warnings is <u>cancelled between 6:01am and 11:00am</u>	All afternoon classes and examinations commencing at any time from 1:30pm to 5:30pm will be held as scheduled.

<i>Situation</i>	<i>Action to be Taken</i>
If either of the warnings is <u>in force at or after 11:00am</u>	All afternoon classes and examinations commencing at any time from 1:30pm to 5:30pm will be cancelled and the examinations will be re-scheduled to a specific date according to the contingency arrangement.
c) For Evening Classes and Examinations	
If either of the warnings is <u>cancelled at or before 3:00pm</u>	All evening classes and examinations scheduled for 5:30pm and after will be held as scheduled.
If either of the warnings is <u>cancelled between 3:01pm and 4:00pm</u>	All evening classes and examinations scheduled for 6:30pm and after will be held as scheduled.
If either of the warnings is <u>in force at or after 4:00pm</u>	All evening classes and examinations will be cancelled and the examinations will be re-scheduled to a specific date according to the contingency arrangement.

4.2 For Classes and Examinations Already Started

When Tropical Cyclone (No.8 or above) is issued	All classes will be suspended immediately. All examinations, except those held outdoors, will continue until the end of that session, unless the Chief Invigilator advises that the examination be suspended.
When Black rainstorm warning is issued	All classes and examinations, except those held outdoors, will continue until the end of that session, unless the lecturer/Chief Invigilator advises that the examination be suspended.

5. Contingency Arrangement for Examinations during Bad Weather

If an examination administered by the Registry is cancelled because of bad weather, students may concurrently check on the Intranet for the Contingency Examination Schedule which is posted normally three weeks before the examination period. For examinations that are not administered by the Registry, students are requested to contact the lecturer(s) or the Department(s)/Centre(s) concerned for the contingency arrangements.

C. DIRECTORY

1 Programme Staff

Programme Coordinator	Dr. YUM Yen Na Cherry		
	<i>Tel. No.:</i> 2948 8225	<i>Email:</i>	yyum@eduhk.hk
Associate Programme Coordinator	Ms. LAM Sze Ching Cici		
	<i>Tel. No.:</i> 2948 7465	<i>Email:</i>	cicilam@eduhk.hk
Practicum Coordinator	Dr. LAI Chi Leung		
	<i>Tel. No.:</i> 2948 8060	<i>Email:</i>	cllai@eduhk.hk
Executive Officer	Ms. KWAN Hei Wing Karen		
	<i>Tel. No.:</i> 2948 8575	<i>Email:</i>	karenkwan@eduhk.hk

2 General Enquiries

Office Hours:	Monday to Friday	8:30 am – 5:20 pm
	Saturday, Sunday and Public Holiday	Closed

Faculty of Education and Human Development – BA(SE) Programme

<i>Location</i>	D1-G/F-02
<i>Enquiry</i>	2948 7105 / base@eduhk.hk
<i>Fax No.</i>	2948 8572
<i>Website</i>	www.eduhk.hk/base

Department of Curriculum and Instruction

<i>Location</i>	D1-1/F-22
<i>Enquiry</i>	2948 7562 / ci@eduhk.hk
<i>Fax No.</i>	2948 7563
<i>Website</i>	www.eduhk.hk/ci

Department of Early Childhood Education

<i>Location</i>	B2-1/F-28
<i>Enquiry</i>	2948 7762 / ece@eduhk.hk
<i>Fax No.</i>	2948 7160
<i>Website</i>	www.eduhk.hk/ece

Department of Education Policy and Leadership

<i>Location</i>	D2-1/F-35
<i>Enquiry</i>	2948 8008 / epl@eduhk.hk
<i>Fax No.</i>	2948 8010
<i>Website</i>	www.eduhk.hk/epl

Department of International Education and Lifelong Learning

<i>Location</i>	D1-1/F-08
<i>Enquiry</i>	2948 7783 / iell@eduhk.hk
<i>Fax No.</i>	2948 8877
<i>Website</i>	www.eduhk.hk/iell

Department of Psychological Studies

<i>Location</i>	D1-2/F-26
<i>Enquiry</i>	2948 8544 / psystud@eduhk.hk
<i>Fax No.</i>	2948 8454
<i>Website</i>	www.eduhk.hk/ps

Department of Special Education and Counselling

<i>Location</i>	D2-2/F-02
<i>Enquiry</i>	2948 7791 / seceng@eduhk.hk
<i>Fax No.</i>	2948 7794
<i>Website</i>	www.eduhk.hk/sec

3 Other useful telephone numbers

The telephone numbers and websites of other University units can be found in the *Student Handbook* (www.eduhk.hk/re/student_handbook).

D. CAMPUS MAP

The Education University of Hong Kong
Tai Po Campus
香港教育大學大埔校園

