

THE EDUCATION UNIVERSITY OF HONG KONG

CODE OF PRACTICE

FOR

TAUGHT POSTGRADUATE PROGRAMMES

(with effect from 2016/17 academic year)

August 2017

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About the Code

The clauses described in this *Code of Practice* (the Code) stipulate the respective rights and responsibilities of Taught Postgraduate (TPg) programme management team, students, their Research Project supervisors, the Graduate School / Faculty and the University. The principal purpose of this *Code of Practice* is to ensure that all TPg students and all related academic and administrative staff are aware of their responsibilities. The University acknowledges that students have a right to receive effective and constructive teaching and supervision (for those students who conduct the Research Project / Dissertation / Thesis) and that they also have the responsibility to adhere to the University's regulations.

The Code should be read in conjunction with the University's regulations for TPg programmes. Additional information and specific guidelines may be produced and communicated to students by respective Programme Team or relevant academic and supportive units during Programme Orientation and via different channels, such as emails and website.

The Code consists of six parts:

1. Responsibilities at the University Level;
2. Responsibilities of the Programme Director / Programme Leader and Programme Committee;
3. Responsibilities of the Graduate School / Faculty / Programme Management Team;
4. Responsibilities at the Department Level;
5. Responsibilities of the Research Project / Dissertation / Thesis Supervisors; and
6. Responsibilities of the Student.

To ensure the highest possible quality of programmes delivered in the University, the Code will be regularly reviewed by the GS and respective programmes. Amendments will be endorsed by the Board of Graduate Studies (BGS) and approved by the Academic Board (AB).

1. Responsibilities at the University Level

The BGS has the responsibility to ensure that appropriate programme guidelines and regulations of programmes are implemented University -wide. The University will ensure that:

1.1 Standards and Requirements

The standards and requirements for programmes have been set up and are readily accessible.

1.2 Research Ethics

The University has a clear policy and set of procedures for obtaining relevant ethics clearances and that the policy and procedure are made available to students. The Human Research Ethics Committee (HREC) established by the University is responsible for monitoring and dealing with research ethics matters. Staff and students are encouraged to contact the Secretary of HREC at hrec@eduhk.hk for enquiries and visit the website of [HREC](#) for more information.

1.3 Intellectual Property

With regard to the avoidance of any infringements of intellectual property rights, the University strictly follows the [Copyright Ordinance of Hong Kong](#). Please refer to the [library's](#) website for the use of Copyright Works in Education. For details, please refer to the sections regarding copyright in the [Student Handbook](#).

1.4 Procedures for Dealing with Complaints and Grievances

There are grievance procedures for dealing expeditiously with any problems or misunderstandings in respect of matters relating to the student's assessments and examination at the University. It is the University's aim to prevent any serious issues which may lead to a complaint or grievance. For information, please refer to the [General Academic Regulations \(GAR\) for Taught Postgraduate Programmes](#). For other complaints and grievances, please refer to the [Student Handbook](#).

1.5 Procedures and Mechanisms for Quality Assurance

The Programme Committee is under the governance of the BGS / Faculty Board (FB) and their responsibilities cover major aspects of quality assurance, teaching and learning, programme development and implementation matters. For information, please refer to the [Staff Handbook on Programme Quality Assurance](#).

2. Responsibilities of the Programme Director / Programme Leader and Programme Committee

2.1 Programme Director / Programme Leader

The Programme Director / Programme Leader oversees the coordination and administration of all aspects of the programme, including but not limited to: programme promotion and admissions, course curriculum and programme development, maintenance of student records, overall programme evaluation, finance and resources, and collaboration with external universities. The Programme Director / Programme Leader also serves as liaison with Faculties and Departments with respect to the

programme and as Chairperson in various programme-related committees and meetings.

2.2 Programme Committee

2.2.1 The major responsibility of the Programme Committee is to monitor the delivery and quality of programmes. For further information on its responsibilities and composition, please refer to [Appendix VI](#) of the [Staff Handbook on Programme QA](#).

2.2.2 The appointed Area of Focus Coordinators will be responsible for collecting views from other Area of Focus Coordinators of the respective Faculty on the delivery of the programme and providing suggestions/advice.

3. Responsibilities of the Graduate School / Faculty / Programme Management Team

The GS and Faculties are responsible for overseeing their respective programmes and for ensuring that its quality meets international standards.

3.1 Quality Assurance

3.1.1 The GS / Faculty Board / Department will develop strategic plans and be responsible for their implementation as well as collaboration initiatives.

3.1.2 To provide a positive learning environment for students, the GS / Programme Team will:

- i. Ensure that the University's Code of Practice, relevant policies, guidelines and regulations for programmes are implemented and monitored;
- ii. Coordinate with Faculties / Departments in offering Core and Specialist courses for students;
- iii. Monitor, support and enhance the quality of coursework;
- iv. Coordinate the Staff-Student Consultative Meeting (SSCM), which is held once a semester to provide an opportunity for students to share their views and comments with the programme team on the programme as well as the difficulties that student faced throughout their studies;
- v. Contribute to policy formulation and to the review of the programme and support to students;
- vi. Remind students, research project supervisors and teaching staff to follow the University's policy on academic honesty as shown in the [Student Handbook](#);
- vii. Deal with problems or misunderstandings in respect of matters relating to programmes;

- viii. Monitor students' progress and assessment across the University; and
- ix. Work closely with Faculties and Departments to promote international collaboration and to provide integrative learning activities for students.

3.2 Admission and Programme Orientation

- 3.2.1 The admission of students is conducted in accordance with the University's admission standards and requirements.
- 3.2.2 The GS / Faculty / Programme Team will run programme orientation for new students of respective programmes. This will help ensure that all students are aware of the *Code of Practice*, *GAR for Taught Postgraduate Programmes* and the University's standards and requirements for specific degrees. It will also help expose students to the resources, facilities and support available to them while enrolled in the University's programmes.

3.3 Evaluation and Feedback at the Programme Level

- 3.3.1 Programme Teams will conduct an annual evaluation survey of programmes. A summary report will be produced and submitted to respective programme committee for information. Statistics shall be disclosed to programme-related personnel for future improvements.
- 3.3.2 Comprehensive external reviews (i.e. External Examiner System and Periodic Programme Review) of programmes will be carried out in order to review the standard, implementation, management, and quality assurance of the programme. Programme Teams will be responsible for compiling reports, providing administrative support throughout the review process, such as communication with the External Examiners, secretarial support during meetings and coordination of on-site visits if necessary. For more information on the review systems, please refer to the [Staff Handbook on Programme Quality Assurance](#).
- 3.3.3 For each Area of Focus of the Master of Education (MEd) programme, it will be reviewed through the External Review system on a three-year cycle. Two External Reviewers are invited to provide comments and recommendations on each review Area. The GS will be responsible for coordinating the whole review process on MEd Areas of Focus.

3.4 Monitoring Student Progress

The GS / Programme Team, in conjunction with those academic units involved, will regularly review the progress of all students throughout their studies to ensure that they do not exceed the maximum duration of study period according to the University's guidelines. For information on maximum period of study, please refer to the [GAR for Taught Postgraduate Programmes](#).

4. Responsibilities at the Department Level

4.1 Responsibilities of the Departments

4.1.1 The Faculty Dean, in consultation with the Heads of Departments, is responsible for the appointment of Programme Leaders, Programme Committee Members or Field Experience Co-ordinators of respective programmes. For MEd programme, Heads of Departments are responsible for the appointment of Area Coordinators.

4.1.2 Departments are responsible for designing the content of and providing the staffing for their respective programmes, Area of Focus and Specialist Courses of MEd programme.

4.2 Responsibilities of the Area Coordinators *[Only applicable to MEd programme]*

The main responsibilities of the Area Coordinators include the following:

- i. Coordinate the course offering in the respective Area of Focus;
- ii. Act as the Academic Advisor (with the assistance of one more representative, if deemed necessary) of MEd students under the respective Area of Focus;
- iii. Be familiar with the *GAR for Taught Postgraduate Programme*, and *Code of Practice* in order to provide appropriate guidance and support to students throughout their studies at the University; and
- iv. Monitor matters related to individual areas including but not limited to the admission exercise, course/area curriculum and development, as well as the feedback and evaluation of individual courses and review of area, etc.

4.3 Quality Assurance at the Area of Focus Level *[Only applicable to MEd programme]*

4.3.1 External review on individual Area of Focus will be conducted in a 3-year cycle, normally at the end of an academic year. It aims to review the implementation and quality of a specific Area of Focus within the MEd programme, such as course content and coherency, curriculum of Area, and assessment methods, in

order to ensure the individual components of the programme are up to international standards.

- 4.3.2 Departments are responsible for the nomination of External Reviewers, the preparation of a self-evaluation report and a response report to the comments made by the External Reviewers.

5. Responsibilities of the Research Project / Dissertation / Thesis Supervisor

5.1 Supervisor

The responsibility of a Supervisor is to work closely with students through all phases of the Research Project / Dissertation / Thesis. He/she also provides support to students by broadening and deepening the range of expertise available and makes substantive, theoretical, and methodological suggestions on the Research Project / Dissertation / Thesis.

5.2 Guidance and Monitoring Student Progress

5.2.1 Academic guidance on the research component should be provided to the student through the completion of the Research Project / Dissertation / Thesis. Supervisors should be aware of and familiar with the responsibilities of both students and Supervisors.

5.2.2 Supervisors should be aware of and familiar with the responsibilities as listed in relevant guidelines of respective programmes when guiding students in completing their research, such as the "[*Research Project Guidelines for MEd Programme*](#)".

5.3 Continuity of the Research Supervision

When a Supervisor finds himself/herself no longer able to continue in the role, the Supervisor should discuss with the Area Coordinator (or Head of academic unit, in the case of the Area Coordinator is no longer able to continue in the role) / Programme Leader so that the Area Coordinator / Head of academic unit / Programme Leader could identify a suitable replacement Supervisor as soon as possible. In such circumstances, the Area Coordinator / Head of academic unit / Programme Leader should provide advice and guidance to the student in the re-appointment of Supervisor.

5.4 Ethics and Responsible Research Practice

It is important to ensure that the student is aware of any legal and ethical concerns in relation to the research, including relevant Codes of Ethics and Research Ethics Guidelines. The Supervisor will discuss with the student the importance of meeting all ethical clearance requirements in research activities. Staff are encouraged to contact the Secretary of HREC at hrec@eduhk.hk for enquiries and visit the website of [HREC](#) for more information.

5.5 Conflicts of Interest

Conflicts of interest including, but not limited to, those of a financial nature, have the potential to threaten the integrity of scholarship. There are a wide range of types of activities which may constitute a conflict of interest, and which both the supervisor and student have a responsibility to avoid.

Remark: Practicum Supervisors should refer to relevant guidelines which specify the roles, responsibilities and assessment procedures of respective programmes, such as the “Clinical Supervisor Manual of Master of Science in Educational Speech-Language Pathology and Learning Disabilities Programme”.

6. Responsibilities of the Student

It is the responsibility of the student to adhere to the following conditions:

6.1 Regulations and Guidelines

Be familiar and comply with the [GAR for Taught Postgraduate Programmes](#), *Code of Practice* and the University’s regulations and procedures in relation to programmes and other policies governing the degree.

6.2 Programme Orientation

Attend the University’s Programme Orientation.

6.3 Registration and Period of Study

6.3.1 Register with the University at the beginning of their studies and at the start of each academic session, and pay the relevant fees on a timely manner.

6.3.2 Comply with the duration of study as stated in the [GAR for Taught Postgraduate Programmes](#).

6.4 Use of Resources and Facilities

Utilise the physical facilities and other resources available to manage their academic learning progress responsibly and appropriately.

6.5 Coursework

6.5.1 Attend the Core Courses / Specialist Courses as required for their respective programmes.

6.5.2 For MEd programme, students should make sure that they take the appropriate courses to meet the requirements of claiming the respective Area of Focus and for graduation.

6.6 Study-Related Matters

It is the student's responsibility to:

- i. check the EdUHK Student Webmail account regularly;
- ii. perform Online Course Registration or Add/Drop Courses during the specified period;
- iii. update The Portal for any changes in their personal information (e.g. corresponding address, telephone numbers) as soon as they occur;
- iv. uphold the University's GAR for good academic conduct, including timely submission of assignments and attending classes as required, and follow the procedures for applying for deferment of studies, leave of absence, change of programme mode, if deemed necessary;
- v. apply to the GS / Faculty / Department on any potential change in circumstances (e.g. requests for a change in study mode and Area of Focus, deferment of studies, extension of study period, programme transfer or withdrawal) in good time; and
- vi. observe the University's [Academic Honesty](#) such as plagiarism, copyright and research ethics.

6.7 Academic Activities

6.7.1 Actively engage in academic activities and participate in events of the University.

6.7.2 Contribute to the development of intellectual research culture of the University.

The following sections are only applicable to students who conduct the Research Project / Dissertation / Thesis

6.8 Guidelines for Research Project / Dissertation / Thesis

6.8.1 Be familiar and comply with the guidelines specified by respective programmes regarding Research Project / Dissertation / Thesis, such as the “[Research Project Guidelines for MEd Programme](#)”.

6.9 Academic and Research Activities

6.9.1 Consult the Supervisors regarding opportunities to meet other researchers in the field and to attend seminars, workshops and conferences, as appropriate.

6.9.2 Consult the Supervisors to master the requisite techniques for the research, including skills on literature retrieval, presentation and academic writing.

6.9.3 Strategically plan for research activities to meet the milestones of the project, be self-motivated and pursue independent academic activities while undertaking the Research Project / Dissertation / Thesis.

6.9.4 Take responsibility for the direction of and innovation in the Research Project / Dissertation / Thesis as it develops with support from the Supervisors.

6.10 Meetings with Supervisor

Maintain a professional relationship at all times with the Supervisor. Students should:

- i. Propose and confirm schedules for regular meeting with the Supervisor;
- ii. Keep a written record of discussions with the Supervisor; and
- iii. Respond promptly and appropriately to Supervisor’s guidance and feedback.

6.11 Ethical Practice

6.11.1 Adhere to legal and ethical guidelines and relevant codes of ethics; follow good research practice as appropriate to particular profession and specific discipline.

6.11.2 In consultation with the Supervisor, prepare and obtain ethical approval prior to data collection.

6.11.3 Refer to the University’s relevant policies and guidelines, such as the ethical guidelines. For more information, please refer to the website of [RDO](#).

6.11.4 Acknowledge fully the work of others in coursework and assessed work, and be familiar with the referencing conventions of the discipline.

6.12 Publications and Presentations

6.12.1 With support from the Supervisor, students are encouraged to prepare publication of the research work and disseminate research findings through contributions to both internal and external conferences.

6.12.2 It is not acceptable to publish the same research findings in several places (i.e. duplicate publications). Students should obtain permission from the original publisher or made appropriate citations when referencing to any published materials.

6.12.3 Acknowledge the contribution of the Supervisor and all other consultants' research advice in any published work.

6.12.4 Any publications based on the Research Project / Dissertation / Thesis or research work at the University shall contain a reference to the effect that the work was submitted to The Education University of Hong Kong for the award of the degree. During the study period, affiliation to the University should be clearly stated for any publication.

6.12.5 The contribution of funding body should also be acknowledged and all sources of financial and in-kind support for the research and any potential conflicts of interest must be stated in the publication, and that no confidential agreements have been breached.

6.12.6 Discuss with supervisors to reach an agreement on authorship, which fairly and appropriately acknowledges contributions of all researchers.

The following section is only applicable to students who take Practicum Course

6.13 Guidelines for Practicum Course

6.13.1 Be familiar and comply with the guidelines specified by respective programmes on students' roles, responsibilities and assessment procedures on Practicum Course, such as the "*Student Clinical Manual of Master of Science in*

Educational Speech-Language Pathology and Learning Disabilities Programme”.

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