香港教育大學
The Education University of Hong Kong

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

(for Senior-year Entry 高年級入學)

2022 – 2024

The information given in this Handbook is accurate as of 1 September 2022. 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.

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Believe in the uniqueness and worth of every person 檜梨橘柚，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 LEADER

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 cognitive, 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 your study 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 Leader, 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. CHAN Wai Lan Winnie
Programme Leader

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 Leader.

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 characteristics of special needs, assessment and intervention approaches, the broader environmental, language, and social contexts, 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 contribute to the special education field.

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

a) demonstrate understanding of special needs and the roles of different stakeholders;

b) evaluate ethical issues and advocate equal opportunities and rights relevant to special education needs;

c) formulate and implement intervention plans for supporting individuals with special needs in school and community settings;

d) demonstrate the ability to interact 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 problems relating to the education and development of people with special needs by integrating theories, empirical literature, ethical considerations, and practical experience.

3 PROGRAMME STRUCTURE AND CURRICULUM

Students of senior-year entry have to complete at least 60 credit points of courses for graduation. 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 cognitive, 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 and Co-curricular and Service Learning 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**	**33**
	– Major Courses	*24*
	– Major Interdisciplinary Course	*3*
	– Practicum	*6*
b)	**Final Year Project**	**6**
	– Research Methods	*3*
	– Honours Project / Capstone Project	*3*
c)	**General Education**	**6**
d)	**Electives**	**15**
	TOTAL:	**60**

 # 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, curriculum changes, and other factors caused by unforeseeable circumstances. Tuition fees, once paid, are non-refundable.

3.1 Major Study *(Total: 33 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 – **Major Courses, Major Interdisciplinary Course, and Practicum**.

Major Study

3.1.2 The wide spectrum of major courses is built around the theme of special education and include a 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 serve the purpose of developing 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.

c) The **Major Interdisciplinary Course** serves to embrace the general trend of an interdisciplinary learning approach, students will investigate issues on sex, inclusion and rights of individuals with special needs in individual, social, and legal perspectives.

d) **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. Students will conduct practicum in Semester 2 of Year 4. They will be guided through the process by assigned practicum supervisors. It is expected that students will reflect on and apply learned theories, principles and strategies in a real work setting related to special education, to deepen their understanding of effective skills in serving

people with special needs.

Final Year Project

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) The course **Basic Research Methods and Proposal** aims to develop students as learners, researchers, inquirers and knowledge creators in inclusive and special education and related disciplines; and prepare them for the culminating academic and intellectual experience of conducting a research-based project in Honours Project or an inquiry-based project in Capstone Project.

b) **Honours Project** is a continuation of the course Basic Research Methods and Proposal, and provides opportunities for students to design and conduct research independently under the guidance of their supervisors. Students are expected to finalize their initial project proposal, conduct data collection and analyses, and by the end of the course, present their research findings and submit a written research report.

c) **Capstone Project** is a continuation of the course Basic Research Methods and Proposal, and is an inquiry-oriented learning avenue. It enables students to consolidate, integrate, and reflect on their undergraduate experiences for transiting to (and even celebrating) their upcoming post-graduation life, such as entering the workplace. Students are expected to design an individual project, create a project output, present on it, and submit a project report by the end of the course.

3.2 University's Common Curriculum *(Total: 21 cps)*

3.2.1 Apart from Major study, students are also required to study 21 cps of other courses to fulfill the requirement of University's undergraduate common curriculum which includes General Education and Electives. 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 **University ePortfolio** is a 3-cp course. It provides an intellectual platform for students to synthesize their learning experiences garnered from the academic journey at the EdUHK by critically reflecting on the values and significance of what they have learned, making connections to their lives, and charting or imagining their own future.

3.2.3 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)

3.2.4 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. Available courses and relevant details can be found at www.eduhk.hk/geo.

Electives

3.2.5 The BA(SE) programme allows a total of 15 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 General Education Breadth Courses;
- any combination of the above; or
- design one Minor according to their goals and interests.

3.3 Reference Websites

Domain	*Reference website*
Major Courses	www.eduhk.hk/base
General Education Courses	www.eduhk.hk/geo
Co-curricular and Service Learning Courses	www.eduhk.hk/geo
Elective Courses	https://curriculum.eduhk.hk/

3.4 Recommended Study Plan *(Total: 60 cps)*

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

Year	Sem	Major Study	Final Year Project	Electives	General Education	Total
3	1	**9 cps** • Counselling Support to Children with Special Educational Needs (SED4081) (3 cps) • Global Perspectives on Special Education (SED2050) (3 cps) • Developing an Inclusive Classroom for Diverse Learning (SED4074) (3 cps)	---	**9 cps** • Open Elective (9 cps)	---	**18 cps**
	2	**6 cps** • Managing Learning Disabilities – Strategies and Techniques (SED3056) (3 cps) • Social and Emotional Learning – Strategies and Techniques (SED4058) (3 cps)	**3 cps** • Basic Research Methods and Proposal (SED4094) (3 cps)	**6 cps** • Open Elective (6 cps)	---	**15 cps**
4	1	**12 cps** • Special Education – Assessment, Intervention and Approaches (SED4082) (3 cps) • Sensory and Physical Disabilities – Communication, Education and Provision (SED4057) (3 cps) • Therapeutic Support and Management (SED4059) (3 cps) • Sexuality Education: Inclusive and Rights-based Perspective (SED4093) (3cps) • Practicum (SED4060)*	• Honours Project (SED4095)*/ Capstone Project (SED4096)*	---	**3 cps** • University ePortfolio (3 cps)	**15 cps**
	2	**6 cps** • Practicum (SED4060) (6cps)*	**3 cps** • Honours Project (SED4095) (3cps)* / Capstone Project (SED4096) (3cps)*	---	**3 cps** • Co-curricular and Service Learning (3 cps)	**12 cps**

* *SED4060 Practicum, SED4095 Honours Project and SED4096 Capstone Project are two-semester courses, 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*, 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. MAJOR STUDY

Course Code	Course Title	Credit Points	Teaching Department	Year	Semester
SED2050	Global Perspectives on Special Education	3	SEC	3	I
SED4074	Developing an Inclusive Classroom for Diverse Learning	3	SEC	3	I
SED4081	Counselling Support to Children with Special Educational Needs	3	SEC	3	I
SED3056	Managing Learning Disabilities – Strategies and Techniques	3	SEC	3	II
SED4058	Social and Emotional Learning – Strategies and Techniques	3	SEC	3	II
SED4057	Sensory and Physical Disabilities – Communication, Education and Provision	3	SEC	4	I
SED4059	Therapeutic Support and Management	3	SEC	4	I
SED4082	Special Education – Assessment, Intervention and Approaches	3	SEC	4	I
SED4093	Sexuality Education: Inclusive and Rights-Based Perspective	3	SEC & EPL	4	I
SED4060	Practicum	6	SEC	4	I & II

B. FINAL YEAR PROJECT

Course Code	Course Title	Credit Points	Teaching Department	Year	Semester
SED4094	Basic Research Methods and Proposal	3	SEC	3	II
SED4095	Honours Project	3	SEC	4	I & II
SED4096	Capstone Project	3	SEC	4	I & II

Key:

EPL Department of Education Policy and Leadership
SEC Department of Special Education and Counselling

Note:

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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.

First complete this/these course(s)…		***Then you may study…***
(Yr 3 Sem II, Foundation Course) SED4094 Basic Research Methods and Proposal	➔	*(Yr 4)* SED4095 Honours Project SED4096 Captstone Project
(Yr 3 to Yr 4 Sem I) At least 30 cps of Major study	➔	*(Yr 4 Sem II)* SED4060 Practicum

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, curriculum changes, and other factors caused by unforeseeable circumstances. Tuition fees, once paid, are non-refundable.]

SED2050 Global Perspectives on Special Education

Year:	**3**	*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 critical understanding of the differences amongst 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 for enhancing professional competency and quality of learning.

SED4074 Developing an Inclusive Classroom for Diverse Learning

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

This course introduces the philosophy of inclusive education and how this is enacted in the Asia-Pacific region. Consideration is given to equity and access and overcoming potential barriers to inclusion. The course covers the characteristics of students with disabilities and from other diverse backgrounds in terms of race, ethnicity, class, gender, sexual orientation etc., and effective teaching methods for addressing their needs. Teaching skills for including all children, modifying and differentiating the curriculum, planning, implementing and evaluating student needs to develop an inclusive classroom for diverse learning are covered.

SED4081 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.

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.

SED4058 Social and Emotional Learning – Strategies and Techniques

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

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

Prerequisite: **N.A.**

This course is the sequel of the pre-requisite course "*Social, Emotional, Behavioural and Developmental Disabilities*". In this course, students will learn about the educational strategies and interventions that can enhance the social and emotional competence of children and adolescents. 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. Ethical issues regarding assessment and intervention of social and emotional development will be considered through discussion and

reflections. The final part of the course will cover design and implementation of innovative behavioral modification programs and family involvement in the local context.

SED4057 Sensory and Physical Disabilities – Communication, Education and Provision

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

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

Prerequisite: **SED2078 Sensory and Physical Disabilities**

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.

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 and responsibilities of the Human Service Workers (e.g., Physical Therapist, Speech Therapist, Occupational Therapist, Healthcare Workers, and Social Workers) in education and healthcare settings. In particular, their work in assessing and managing risk and ensuring safety and autonomy in relation to the special needs population in each of these roles. Emphases will be placed on ethics, confidentiality, standards of practice, and professional behavior in practice. Ethical and legal issues will be discussed in both local and global contexts. Recent trends in the field will also be covered, including collaboration, emerging areas of practice, evidence-based practice and the healthcare team role delineation. Students will bring multi-disciplinary perspectives into thinking about innovative practices in response to local changes and challenges in serving SEN groups.

SED4082 Special Education – Assessment, Intervention and Approaches

Year: **4** *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.

SED4093 Sexuality Education: Inclusive and Rights-Based Perspective

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

Department: **Special Education and Counselling (SEC) & Education Policy and Leadership (EPL)**

Prerequisite: **N.A.**

This course aims to enhance students' attitudes and knowledge in sexuality education.
It examines topics from an inclusive and rights-based perspective. It looks at the sexual rights of disability groups, such as SEN students, and the barriers such groups face to access those rights.
The course also aims to develop students' critical and reflective attitudes and knowledge application in designing sexuality education plan.

SED4060 Practicum

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

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

Prerequisite: **Successful completion of at least 30 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.

SED4094 Basic Research Methods and Proposal

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

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

Prerequisite: **N.A.**

This course aims to develop students as learners, researchers, inquirers and knowledge creators in inclusive and special education and related disciplines; and prepare them for conducting a research-based in Honours Project or an inquiry-based project in Capstone Project. It consists of two inter-linked parts:
Part A "Basic Research Methods" (1.5 cps) introduces basic research knowledge and principles

of research methods for students to use and/or conduct research in inclusive and special education and related disciplines, and ethical issues in the research process. It emphasises students' roles as users of research as well as researchers themselves and the process of action research and/or action learning. Topics include recognising the value of educational research, understanding the process of research, the search and effective use of literature, identifying research topic and questions, features of research proposal and research report, ethical issues in educational research and reliability and validity of different research methods. Students study short online units and attend face-to-face tutorials in which they are guided to connect and consolidate online learning with in-class learning activities. The assessment tasks include online and in-class exercises on research methods.

Part B "Specific Methods in Preparation of Honours Project/Capstone Project" (1.5 cps) prepares students to develop a proposal for conducting a research-based or project-based study in their chosen areas. Topics include understanding the purposes and methods of sampling, quantitative research methods (e.g., survey research, experimental study, descriptive statistics and correlation, inferential statistics and data analysis with SPSS), qualitative research methods (e.g., interview, observation, documents and artefacts, case study), mixed-methods research, research in comparative education and philosophical methods in educational research. Students will be guided to identify a topic, conduct a literature review, select appropriate methods of data collection and analysis/inquiry, write a proposal, and create a demonstration/ visualization of the project idea.

SED4095 Honours Project

Year: **4** *Semesters:* **I & II** *Credit Points:* **3**

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

Prerequisite: **SED4094 Basic Research Methods and Proposal**

This course is a continuation of the course Basic Research Methods and Proposal, and serves as a culminating academic and intellectual experience for students. It provides opportunities for students to design and conduct research independently under the guidance of their supervisors. Students are expected to finalize their initial project proposal first. By the end of the course, students are expected to present their research findings and submit a research report.

SED4096 Capstone Project

Year: **4** *Semesters:* **I & II** *Credit Points:* **3**

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

Prerequisite: **SED4094 Basic Research Methods and Proposal**

This course is a continuation of the course Basic Research Methods and Proposal with a focus

on Capstone Project, and serves as a culminating academic and intellectual experience for students. It is an inquiry-oriented learning avenue that enables our students to consolidate, integrate, and reflect on their undergraduate experiences for transiting to (and even celebrating) their upcoming post-graduation life –such as entering the workplace. Students are expected to complete an individual project. Students are expected to finalize their initial project proposal first. By the end of the course, they are expected to create a project output, present on it, and submit a project report.

4.3 Information of Other Courses

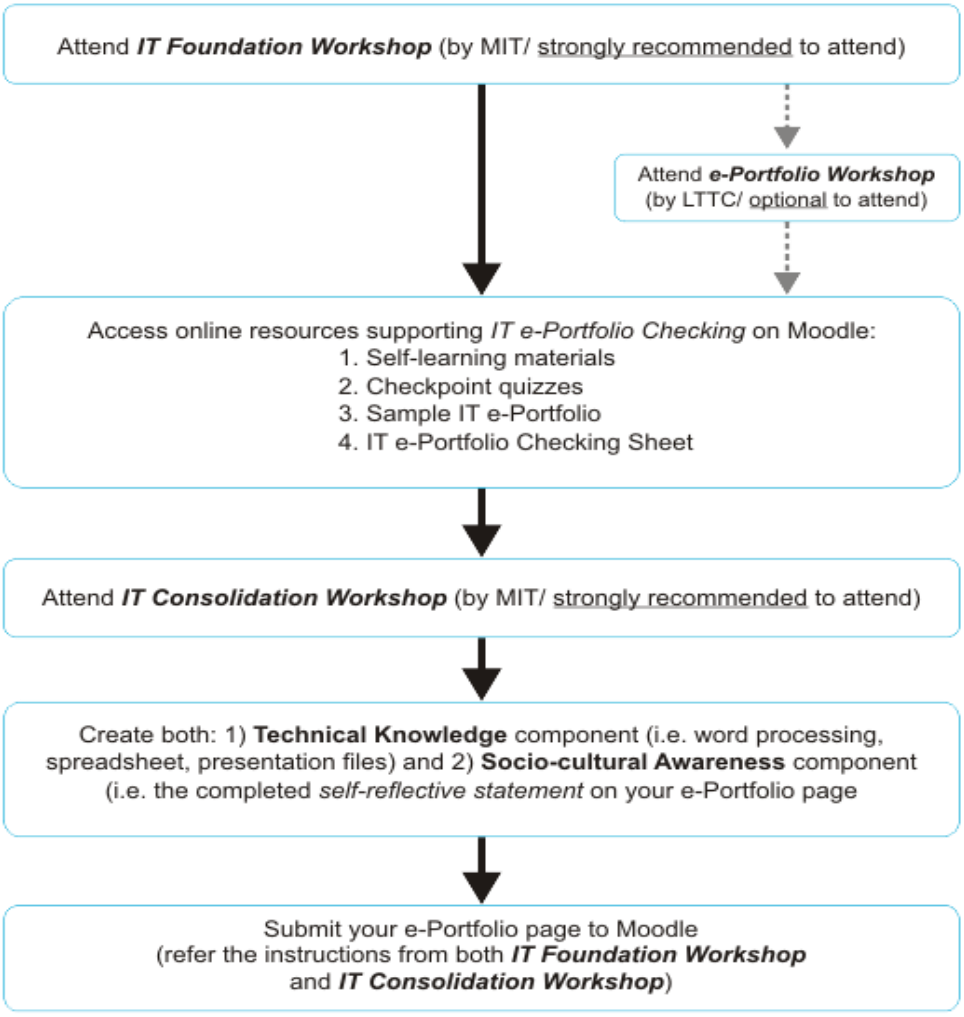
Please refer to the following websites for information of other courses. Students are reminded that the courses offered may vary from year to year.

Domain	***Reference website***
Major Courses	www.eduhk.hk/base
General Education Courses	www.eduhk.hk/geo
Co-curricular and Service Learning Courses	www.eduhk.hk/geo
Elective Courses	https://curriculum.eduhk.hk/

5 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.

5.1 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:



5.2 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: https://www.eduhk.hk/mit/itce/

5.3 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.

6 PROGRAMME CALENDAR 2022-2023

Week	S	M	T	W	T	F	S	Events	Public Holidays
SEMESTER I (5 SEP – 17 DEC 2022)									
SEPTEMBER 2022									
					1	2	3	**5 Sep – 3 Dec:** Teaching Period	**12 Sep:** The day following the Chinese Mid-Autumn Festival
1	**4**	5	6	7	8	9	10		
2	**11**	12	13	14	15	16	17		
3	**18**	19	20	21	22	23	24		
4	**25**	26	27	28	29	30			
OCTOBER 2022									
							1	**29 Oct:** Information Day	**1 Oct:** National Day **4 Oct:** Chung Yeung Festival
5	**2**	3	4	5	6	7	8		
6	**9**	10	11	12	13	14	15		
7	**16**	17	18	19	20	21	22		
8	**23**	24	25	26	27	28	29		
9	**30**	31							
NOVEMBER 2022									
9			1	2	3	4	5		
10	**6**	**7**	8	9	10	11	12		
11	**13**	14	15	16	17	18	19		
12	**20**	21	22	23	24	25	26		
13	**27**	28	29	30					
DECEMBER 2022									
13					1	2	3	**3 Dec:** Last day of Teaching for Sem 1 **10 & 17 Dec:** FEHD Graduation Ceremony **18 Dec - 2 Jan:** Semester Break	**26 Dec:** The first weekday after Christmas Day **27 Dec:** The second weekday after Christmas Day
14	**4**	5	6	7	8	9	10		
15	**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		
SEMESTER II (9 JAN – 27 MAY 2023)									
JANUARY 2023									
1	**1**	2	3	4	5	6	7	**9 Jan – 18 Apr:** Teaching Period (grad class) **9 Jan – 13 May:** Teaching Period (non-grad class) **13 Jan:** Grade Release Date **22-28 Jan:** Lunar New Year Break	**2 Jan:** The day following the New Year's Day **23-25 Jan:** Lunar New Year's Holidays
2	**8**	9	10	11	12	13	14		
3	**15**	16	17	18	19	20	21		
	22	23	24	25	26	27	28		
4	**29**	30	31						
FEBRUARY 2023									
4				1	2	3	4		
5	**5**	6	7	8	9	10	11		
6	**12**	13	14	15	16	17	18		
7	**19**	20	21	22	23	24	25		
8	**26**	27	28						
MARCH 2023									
8				1	2	3	4		
9	**5**	6	7	8	9	10	11		
10	**12**	13	14	15	16	17	18		
11	**19**	20	21	22	23	24	25		
12	**26**	27	28	29	30	31			
APRIL 2023									
							1	**18 Apr:** Last day of Teaching (grad class)	**5 Apr:** Ching Ming Festival **7-10 Apr:** Easter Public Holidays
13	**2**	3	4	5	6	7	8		
14	**9**	10	11	12	13	14	15		
15	**16**	17	18	19	20	21	22		
16	**23**	24	25	26	27	28	29		
MAY 2023									
17	**30**	1	2	3	4	5	6	**10 May:** Grade Release Date (grad class) **13 May:** Last day of Teaching (non-grad class)	**1 May:** Labour Day **26 May:** The day following the Buddha's Birthday
18	**7**	8	9	10	11	12	13		
19	**14**	15	16	17	18	19	20		
20	**21**	22	23	24	25	26	27		
	28	29	30						
JUNE 2023									
					1	2	3	**21 Jun:** Grade Release Date (non-grad class)	**22 Jun:** Tuen Ng Festival
	4	5	6	7	8	9	10		
	11	12	13	14	15	16	17		
	18	19	20	21	22	23	24		
	26	27	28	29	30	31			

7 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.

	Resource	***Available at***
a)	**General Academic Regulations ***	www.eduhk.hk/re
b)	**Student Handbook**	www.eduhk.hk/re/student_handbook
c)	**Information Technology Competency in Education**	www.eduhk.hk/mit/itce/
d)	**Handbook on Academic Advising for Full-time Undergraduates**	www.eduhk.hk/ad
e)	**Library Handbook**	www.lib.eduhk.hk/about/policies-regulations/library-handbook
f)	**Academic Honesty and Copyright ***	www.eduhk.hk/re
g)	**Student Conduct ***	www.eduhk.hk/re
h)	**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.

8 APPENDICES

A. GENERAL ACADEMIC REGULATIONS

(for Postgraduate Diploma, Undergraduate and Sub-Degree programmes)

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 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 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 domain requirements (e.g. for both the first and second majors) within a full-time undergraduate degree programme may be allowed.

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 for graduation, 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 University 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 (up to 12 for students admitted in 2019/20 and thereafter) 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. In addition to the two regular semesters, a 6-week Summer Semester is offered for students of full-time undergraduate degree programmes who wish to study courses before the commencement of Semester 1 of the new academic year. Taking courses in Summer Semester is optional unless fixed in the programme curriculum.

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 For students admitted to Full-time undergraduate programmes via Senior Year Admission Route, the maximum period of study is the respective normative length plus 2 years.

8.5 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.

8.6 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

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. Unless otherwise approved, 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. (Also see paragraphs 9.4.1.2 and 9.5.1 below.)

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. (except as stipulated in 9.4.2 below).

9.4.2 For a student who has successfully completed an approved student exchange programme of the University,

Applicable to all undergraduate programmes except for Senior Year Programmes

(i) normally a total of up to 15 credit points (for students admitted in 2018/19 and before) and 18 credit points (for students admitted in 2019/20 and thereafter) in each regular Semester (and up to 6 credit points in each Summer Semester from 2018 onwards) will be transferred to his/her undergraduate degree programme. Only the number of credits transferred will be recorded on the student's transcript;

Applicable to Senior Year Programmes

(ii) normally a total of up to 6 credit points (for students admitted to Entry Year/Year 3 from 2022/23 regardless of the number of outbound exchange programmes they have undertaken), 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 Students may be granted an exemption for course(s) completed in other institutions for recognized qualifications. Students admitted to Senior Year programmes from 2023/24 onwards may be granted an exemption from specific course(s) based on prior study at the University. 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.

9.10.4 Students should complete a minimum of 7 credit points in each Field Experience and Experiential Learning Semester (for students admitted in 2019/20 and thereafter). Students shall only take Field Experience and/or Experiential Learning Courses (including Co-curricular and Service Learning courses and Experiential Learning courses) and Honours Project/Capstone Project, but not other regular taught courses in the Field Experience and Experiential Learning Semester.

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

(vi) 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)	Postgraduate Diploma and Sub-Degree 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 (and one 6-week Summer Semester for full-time undergraduate degree programmes only). 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. Taking courses in Summer Semester is optional unless fixed in the programme curriculum.
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 the course lecturer. Where a "YI" grade is assigned by the course lecturer with a schedule for the completion of work, the Head of course-offering unit will approve the schedule via the Departmental Assessment Panel. A "YI" grade will be converted into an "F" grade four weeks after the "YI" grade is officially released unless an alternative grade has been assigned by the course lecturer concerned. Grade "YI" is not included in the calculation of Programme GPA.
	W (Withdrawn):	Assigned when a student has registered for the course in a semester and subsequently submitted a notification of withdrawal from the Course.
University/EdUHK	The Education University of Hong Kong	
Mode of Study	The full-time, part-time or mixed-mode pattern of study.	
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.

25 April 2022

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

Situation	***Action to be Taken***
a) For Morning Classes and Examinations	
If either of the warnings is **in force at or after 6:00am**	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 **cancelled between 6:01am and 11:00am**	All afternoon classes and examinations commencing at any time from 1:30pm to 5:30pm will be held as scheduled.

Situation	*Action to be Taken*
If either of the warnings is **in force at or after 11:00am**	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 **cancelled at or before 3:00pm**	All evening classes and examinations scheduled for 5:30pm and after will be held as scheduled.
If either of the warnings is **cancelled between 3:01pm and 4:00pm**	All evening classes and examinations scheduled for 6:30pm and after will be held as scheduled.
If either of the warnings is **in force at or after 4:00pm**	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

Faculty of Education and Human Development

Faculty Office

Location	:	D1-G/F-02
Hotline	:	2948 8576
Fax No.	:	2948 8572
Email	:	fehd@eduhk.hk
Website	:	http://www.eduhk.hk/fehd

Office Hours	:	Monday to Friday	8:30 a.m. – 5:20 p.m.*
		Saturday, Sunday and Public Holiday	Closed

* During the semester, the Faculty Office operates until 6:30 p.m. Students are requested to watch out for the announcement on the Intranet for the evening services.

1 Programme Matters

Programme Leader	Dr. CHAN Wai Lan Winnie *Tel. No.: 2948 8303* *Email:* winniechan@eduhk.hk
Associate Programme Leader	Dr. CHUNG Yin Han Eva *Tel. No.: 2948 8233* *Email:* chunge@eduhk.hk
Practicum Coordinator	Ms. KWOK Yee Tak Esther *Tel. No.: 2948 8274* *Email:* eytkwok@eduhk.hk
Senior-Year Student Support (Teaching Assistant)	Ms. NGAI Man Nei Mandy *Tel. No.: 2948 7010* *Email:* mngai@eduhk.hk
Executive Officer	Ms. KWONG Mei Yee Esther *Tel. No.: 2948 8575* *Email:* mykwong@eduhk.hk
Clerical Officer	Ms. LO Chau Heung Elsa *Tel No.: 2948 7105* *Email:* chlo@eduhk.hk

2 General Enquiries of Departments

Department of Curriculum and Instruction

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

Department of Early Childhood Education

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

Department of Education Policy and Leadership

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

Department of International Education

Location	D1-1/F-08
Enquiry	2948 7783 / ie@eduhk.hk
Fax No.	2948 8877
Website	https://www.eduhk.hk/ie

Department of Psychology

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

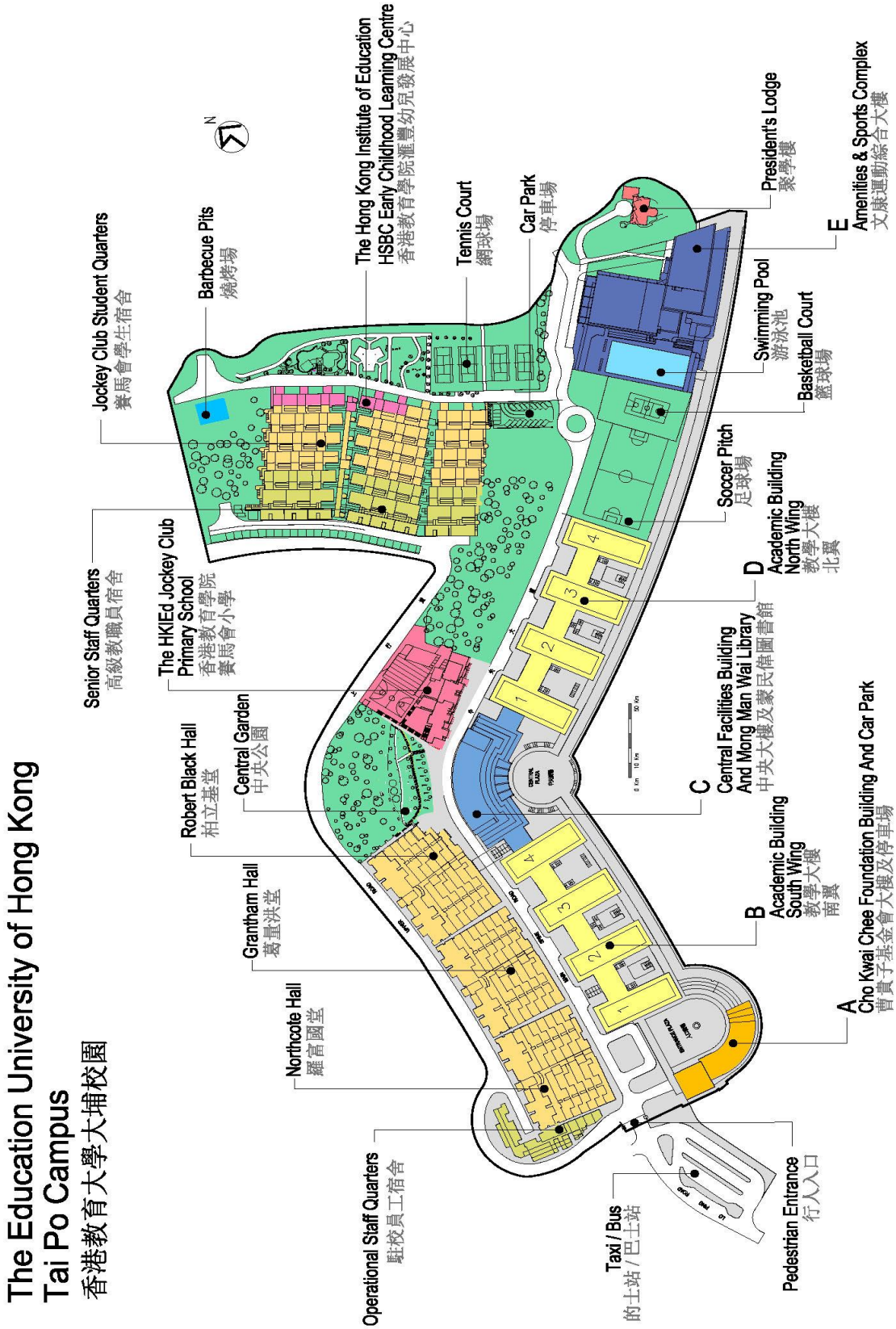
Department of Special Education and Counselling

Location	D2-2/F-02
Enquiry	2948 8816 / secenq@eduhk.hk
Fax No.	2948 7794
Website	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
Jockey Club Student Quarters
賽馬會學生宿舍
Barbecue Pits
燒烤場
The Hong Kong Institute of Education
HSBC Early Childhood Learning Centre
香港教育學院滙豐幼兒發展中心
Tennis Court
網球場
Car Park
停車場
President's Lodge
聚學樓
E
Amenities & Sports Complex
文康運動綜合大樓
Swimming Pool
游泳池
Basketball Court
籃球場
Soccer Pitch
足球場
Academic Building
North Wing
教學大樓
北翼
D
Senior Staff Quarters
高級教職員宿舍
The HKIEd Jockey Club
Primary School
香港教育學院
賽馬會小學
Central Garden
中央公園
Robert Black Hall
柏立基堂
C
Central Facilities Building
And Mong Man Wai Library
中央大樓及蒙民偉圖書館
Academic Building
South Wing
教學大樓
南翼
B
Grantham Hall
葛量洪堂
Northcote Hall
羅富國堂
A
Cho Kwai Chee Foundation Building And Car Park
曹貴子基金會大樓及停車場
Operational Staff Quarters
駐校員工宿舍
Taxi / Bus
的士站 / 巴士站
Pedestrian Entrance
行人入口