香港教育大學
The Education University of Hong Kong

MASTER OF PUBLIC POLICY AND MANAGEMENT

ONE-YEAR FULL-TIME: 2023 - 2024

Programme Handbook

Department of
Social Sciences and Policy Studies
社會科學與政策研究學系

香港教育大學
The Education University of Hong Kong

Department of Social Sciences and Policy Studies
社會科學與政策研究學系

PROGRAMME HANDBOOK

Master of Public Policy and Management

(One-year Full-time)

公共政策及管理碩士

（一年全日制）

2023-2024

Every effort has been made to ensure that information contained in this Programme Handbook is correct. Changes to any aspects of the programmes may be made from time to time due to unforeseeable circumstances beyond our control and the University reserves the right to make amendments to any information contained in this Programme Handbook without prior notice. The University accepts no liability for any loss or damage arising from any use or misuse of or reliance on any information contained in this Programme Handbook.

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Department of Social Sciences and Policy Studies
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1. Basic Programme Information

1.1 Programme Title
Master of Public Policy and Management

1.2 Programme Code
A1M082

1.3 Abbreviated Programme Title
MPPM

1.4 Programme Duration
One-year Full-time

1.5 Mode of Attendance
Full-time

1.6 Department Hosting the Programme
Department of Social Sciences and Policy Studies

1.7 Medium of Instruction
The Programme will be conducted in English. All courses will be taught in English.

1.8 On-line Course Outlines can be found at:
https://www.eduhk.hk/ssps/mppm

1.9 Contact Hours
The number of credit points assigned to a course is indicative of the 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 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 per week for each contact hour.

1.10 Timetable Arrangements

To fully utilize the University's resources, classes for all programmes will be scheduled between 8:30am and 9:20pm on weekdays and 8:30am to 6:20pm 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 (https://portal.eduhk.hk) from time to time for the most recent version.

1.11 Course Enrolment

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 session) will be considered to have withdrawn from their programme at the University unless deferment of studies has been approved by the relevant Programme Leader.

Registration in some courses is restricted to students having the necessary pre-requisites.

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.

1.12 Student Portal, Emails, Intranet Messages and Notices

Students are advised to visit the Portal at https://portal.eduhk.hk to read e-mails, intranet announcements and notices regularly to avoid missing out important messages from the University or the Department. These are the major means of communication in the University.

2. Programme Aims and Outcomes

2.1 Programme aims:

(a) Enrich and update students' academic knowledge, practical reasoning and critical judgement in public policy and management in Asia with a special focus on the Greater China Region.
(b) Provide insights into public and social policies and management in both local and international contexts.
(c) Prepare students with an enquiry-based learning approach to appreciate policy making and to understand how policy concepts are applied to analyse practice.
(d) Equip students with advanced critical thinking and problem solving skills.
(e) Articulate via oral, research and written means, well-developed analyses and criticisms in the field of public policy and management.

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

(a) Understand the principles and practice of public sector management;
(b) Develop substantive knowledge of techniques, institutions and processes in Public Policy and Management;
(c) Understand the policy process in Asia;
(d) Analyse public problems from a broad comparative perspective;
(e) Develop higher-order thinking skills and concerns for human development in local, national, regional and global contexts; and
(f) Communicate analysis of public problems and solutions to policy-makers and the broader community.

3. Programme Structure and Curriculum

The mode of the Programme is 24-credit-point (cps), comprising 4 core courses (12 cps, 50%) and 4 elective courses (12 cps, 50%), with a total of 8 courses.

Curriculum Organization Chart
Master of Public Policy and Management

(for a normal 1-year full-time study mode)

<table>
<tr><th>Year</th><th>Semester</th><th colspan="3">Taught Courses/Credit Point</th></tr>
<tr><td rowspan="4">1</td><td rowspan="2">1</td><td>Core Courses</td><td rowspan="4">Cross Semester Core Course (3 cps)</td><td>6 cps</td></tr>
<tr><td>Elective Courses*</td><td>6 cps</td></tr>
<tr><td rowspan="2">2</td><td>Core Courses</td><td>3 cps</td></tr>
<tr><td>Elective Courses*</td><td>6 cps</td></tr>
<tr><td colspan="3">Total Credit Point</td><td colspan="2">24 cps</td></tr>
</table>

**Students may choose any of the 4 combinations of (1) 4 courses from Specialisation I in Governance and Public Management; (2) 4 courses from Specialisation II in Social Policy; (3) 4 courses from Specialisation III in Higher Education Policy and Management or (4) any 4 courses from Specialisation I, II and III without MPPM Specialisation.*

4. Course List

Teaching Department

SSPS – Department of Social Sciences and Policy Studies

MOI

E – English as the medium of instruction

Year

FT – Full-time
Yr 1 – Year 1

Course Code	MOI	Course Title	Teaching Dept.	Credit Point	Year	Sem
Core Courses						
PPG6001	E	Research Methods for Policy Analysis and Evaluation	SSPS	3	FT-Yr 1	1/2
PPG6002	E	Public Policy and Governance: Processes and Techniques	SSPS	3	FT-Yr 1	1/2
PPG6003	E	Strategic Communication	SSPS	3	FT-Yr 1	1/2
PPG6013	E	Organisational Behaviour and Development	SSPS	3	FT-Yr 1	1/2

Course Code	MOI	Course Title	Teaching Dept.	Credit Point	Year	Sem
Elective Courses ***Specialisation I: Governance and Public Management***						
PPG6004	E	Managing Public Finance	SSPS	3	FT-Yr 1	1/2
PPG6005	E	Public Administration and Management in Asia	SSPS	3	FT-Yr 1	1/2
PPG6006	E	Project Appraisal and Impact Analysis	SSPS	3	FT-Yr 1	1/2
PPG6011	E	Human Resource Management	SSPS	3	FT-Yr 1	1/2
PPG6012	E	International Public Management	SSPS	3	FT-Yr 1	1/2
PPG6014	E	Regulation and Regulatory Governance	SSPS	3	FT-Yr 1	1/2
PPG6015	E	Environmental Policy and Governance	SSPS	3	FT-Yr 1	1/2
PPG6024	E	Internship / Overseas Experiential Learning	SSPS	3	FT-Yr 1	2
PPG6025	E	Creating Shared Value and Social Entrepreneurship	SSPS	3	FT-Yr 1	2

Course Code	MOI	Course Title	Teaching Dept(s)	Credit Point	Year	Sem
Elective Courses ***Specialisation II: Social Policy***						
PPG6007	E	Management of Social Services	SSPS	3	FT-Yr 1	1/2
PPG6008	E	Social Protection Arrangements	SSPS	3	FT-Yr 1	1/2
PPG6009	E	Comparative Health Policy	SSPS	3	FT-Yr 1	1/2
PPG6010	E	Social Policy and Aging	SSPS	3	FT-Yr 1	1/2
PPG6021	E	Poverty, Inequality and Social Policy	SSPS	3	FT-Yr 1	1/2
PPG6024	E	Internship / Overseas Experiential Learning	SSPS	3	FT-Yr 1	2
PPG6025	E	Creating Shared Value and Social Entrepreneurship	SSPS	3	FT-Yr 1	2
PPG6026	E	Comparative Social Policy in Asia	SSPS	3	FT-Yr 1	1/2

Course Code	MOI	Course Title	Teaching Dept(s)	Credit Point	Year	Sem
Elective Courses ***Specialisation III: Higher Education Policy and Management***						
PPG6017	E	Advanced Seminar in Higher Education Policy and Governance	SSPS	3	FT-Yr 1	1/2
PPG6018	E	Managing Universities in the Global Context: Policies and Strategies	SSPS	3	FT-Yr 1	1/2
PPG6019	E	Quality Assurance and Management in Higher Education	SSPS	3	FT-Yr 1	1/2
PPG6020	E	Educational Leadership in the Tertiary Sector	SSPS	3	FT-Yr 1	1/2
PPG6024	E	Internship / Overseas Experiential Learning	SSPS	3	FT-Yr 1	2
PPG6025	E	Creating Shared Value and Social Entrepreneurship	SSPS	3	FT-Yr 1	2
PPG6026	E	Comparative Social Policy in Asia	SSPS	3	FT-Yr 1	1/2
SSC6178	E	Education and Society in Greater China and Asia	SSPS	3	FT-Yr 1	1/2

Note 1: The offering of elective courses and the quota offered is subject to the Department's decision and students' enrolment. It may vary in each academic year.

Note 2: Any aspect of 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.

5. Course Synopsis

The course synopsis is subject to change, please refer to https://www.eduhk.hk/ssps/mppm for the updated version.

Core Courses

Course	:	PPG6001
Course Title	:	Research Methods for Policy Analysis and Evaluation
Credit Points	:	3
Teaching Department(s)	:	Department of Social Sciences and Policy Studies

Synopsis:
This course will review the literature, tools, and strategies that inform quantitative and qualitative methods of research in public policy. The focus of the course will be on generating and using evidence in public policy.

Lectures will cover the following topics:

1. Understanding policy research
   - Four levels of policy research
   - Basic component of a study: research question, research hypothesis, independent variable, dependent variable, population, sample, and sampling method
   - Characteristics of a good sample: Representativeness, sufficient sample size, and acceptable response rate

2. Population, sample, and sampling error
   - Population, sample, parameter, and statistics
   - Sampling error and its measurement
   - Relationship between sample size and sampling error
   - Relationship of sampling error with population size, estimated parameter and confidence level
   - Justification of sample size in proposal

3. Sampling method
   - Random sampling vs non-random sampling
   - Simple random sampling, systematic random sampling, multi-stage cluster random sampling, stratified random sampling
   - Convenience sampling, snowball sampling and quota sampling

4. Questionnaire design and method data collection
   - Design a good questionnaire

- Face-to-face interview, phone interview, and self-administration questionnaire or mail survey

5. Quantitative data analysis with SPSS
   - Introduction to SPSS
   - Descriptive statistics: Frequency distribution, mean, mode, median, range, standard deviation, and standard error
   - Level of measurement:
   - Bivariate data analysis: Chi-square test, t-test, and correlation
   - Multivariate data analysis: Regression

6. Qualitative method
   - In-depth interview, focus group and observation
   - Sampling
   - Design (single case or multiple cases)
   - Qualitative data analysis: Coding, interpreting, analysing, triangulation, verification, rigour, theory building and use of NVIVO

7. Policy evaluation design
   - Introduction to policy evaluation design
   - Single group post-test design
   - Single group pre- and post-test design
   - Internal validity of the design
   - Experimental and control group pre- and post-test design
   - Randomized clinical trial

8. Data analysis in policy evaluation
   - Data analysis for single group post-test design
   - Data analysis for single group pre- and post-test design
   - Data analysis for randomized clinical trial: Attrition analysis, evaluation of randomized group assignment, main analysis

9. Proposal and report writing
   - Introduction: Literature review, strategies for justifying the study, objectives and hypotheses
   - Method: Design, sampling and sample size, data collection, questionnaire, and statistical analysis
   - Ethnical approval and budget in proposal
   - Result and discussion in report

This course will last for the whole academic year. The course will start with 13 lectures in the first semester, in which there will be an in-class quiz to assess students' knowledge of lecture contents and a training exercise to improve students' skills in research design. Meanwhile, the students with similar research interests will

form into groups of one to five by the end of the first semester. Under the guidance of a faculty member, each group will identify a policy issue of practical significance, review the extant knowledge base relevant to the policy issue and recommend specific policy solutions/actions to address the issue in the second semester. Students will have a group presentation on the proposal and their findings of the chosen policy issue towards the end of the second semester and submit their group reports thereafter.

The research group project is intended to provide students the opportunity to integrate analytical skills and specialized knowledge gained in the MPPM programme and to apply them to analysing and addressing real-world policy problems. Conducting the project will consist of describing the scope and magnitude of the chosen problem, analysing its causes, proposing solutions, and assessing the implications of the proposed solutions. The topics students choose are expected to be in an area with which students have some practical or academic familiarity.

Course	:	PPG6002
Course Title	:	Public Policy and Governance: Processes and Techniques
Credit Points	:	3
Teaching Department(s)	:	Department of Social Sciences and Policy Studies

Synopsis:
This course serves as a foundation course for students to develop conceptual and analytical ability essential for understanding the complex world of public policy and governance. Public policy and governance studies are multidisciplinary in nature. This course will draw upon major theories and approaches in political science, public administration, sociology, and economics, and synthesize them into a coherent set of knowledge that students without undergraduate background in related fields can comprehend. A variety of pedagogies, such as lectures, tutorials, presentations and discussions, will be adopted in this course.

Course	:	PPG6003
Course Title	:	Strategic Communication
Credit Points	:	3
Teaching Department(s)	:	Department of Social Sciences and Policy Studies

Synopsis:
The course introduces the concepts and principles that underpin strategic communication in organizations by focusing in three main areas – understanding human communication, understanding contemporary communication environments and new media, and critical analysis of the applicability and concept of strategic communication.

Course	:	PPG6013
Course Title	:	Organisational Behaviour and Development
Credit Points	:	3
Teaching Department(s)	:	Department of Social Sciences and Policy Studies

Synopsis:
This course aims to ensure that students are familiar with the nature of organisations, their structures, processes and working environments, and particularly the specific characteristics of public and private organisations particularly in the Asian context. It enables students to understand some of the key concepts and theories in organisational behavior; and analyze the implications of organisational behavior for public and private sector management. This course lays the foundation for the understanding of human behaviour in organisations, providing students with a comprehensive exposure to organisational behaviour theories, research and workplace issues illustrated with case studies and examples primarily within an Asian context.

Elective Courses
Specialisation I: Governance and Public Management

Course	:	PPG6004
Course Title	:	Managing Public Finance
Credit Points	:	3
Teaching Department(s)	:	Department of Social Sciences and Policy Studies

Synopsis:
This course investigates the fiscal role of government in the modern context. It engages students in the analysis and critique of the fundamental issues of public finance and budgeting. Drawing on the cases around the world in particular Greater China Regions (Mainland China, Taiwan, Hong Kong and Macao), this course covers topics ranging from fundamental principles of public finance, the role of government, budget process and procedures, to budget deficits, budget surpluses, budget openness, intergovernmental fiscal relations. Upon completion of this course, students will be able to compare and critically understand public finance and budgeting in various contexts.

Course	:	PPG6005
Course Title	:	Public Administration and Management in Asia
Credit Points	:	3
Teaching Department(s)	:	Department of Social Sciences and Policy Studies

Synopsis:
This course examines public administration and management in selected Asian countries, utilizing case discussions and critical readings. Students will be exposed to three thematic areas: (1) understanding the nature of change in public administration and management in Asia; (2) analysing opportunities for, and constraints on, the use of reforms that dominate contemporary debates in the public sector; and (3) assessing the outcomes, policy benefits and costs associated with the changing nature of public administration and management among various sectors across Asia.

Course	:	PPG6006
Course Title	:	Project Appraisal and Impact Analysis
Credit Points	:	3
Teaching Department(s)	:	Department of Social Sciences and Policy Studies

Synopsis:
This course is designed to provide students with an understanding of project appraisal and impact analysis. The core areas include project planning, cost-benefit analysis, cost-effectiveness analysis, multi-criteria analysis, experiments and

quasi-experiments, regression framework, impact assessment approaches such as EIA and SIA, etc. Examples of applications, especially in the Asian context, will be drawn during the lectures. This course will enable students to understand the social, economic and environmental issues related to resource allocation of public programmes and projects. They will learn tools to help assessing and improving public-sector projects in terms of their purposes, design, implementation and efficiency.

Course	:	PPG6011
Course Title	:	Human Resource Management
Credit Points	:	3
Teaching Department(s)	:	Department of Social Sciences and Policy Studies

Synopsis:
This course aims to critically engage students with contemporary issues and developments in human resource management (HRM). Adopting a diverse multi-disciplinary, crosscultural and comparative approach the course will require students to discover, analyse and contribute to providing creative solutions for specific HRM issues and enable applicants to examine the key concepts, core issues, principles and processes in HRM; discover the principles and theories of HRM particularly in the public sector; apply the concepts and theories to analyze HRM issues and the challenges facing the public sector today. The course expects to discuss the HRM practices in a number of Asian countries to demonstrate an understanding on how the public sector reforms have impacted the principles and processes of HR issues.

Course	:	PPG6012
Course Title	:	International Public Management
Credit Points	:	3
Teaching Department(s)	:	Department of Social Sciences and Policy Studies

Synopsis:
This course aims to recognize significant recent trends and developments in theories and practices in international public management. It further examines the processes and the impact of globalization, internationalization, diffusion and transfers on public sector management and public sector reform. It enables applicants to analyse key aspects of public management through comparisons of key management reforms within the AsiaPacific region and beyond.

Course	:	PPG6014
Course Title	:	Regulation and Regulatory Governance
Credit Points	:	3
Teaching Department(s)	:	Department of Social Sciences and Policy Studies

Synopsis:
This course aims to enable students to understand regulation and regulatory governance used in various parts of the world, with an emphasis on real-world examples from Asia and China.

Part A of the course introduces students to the fundamental and practical aspects of regulation: development, enforcement, monitoring, and revision. It uses real-world examples to illustrate the following multi-step approach:

- Identify the need for regulation (e.g., the electricity sector as a natural monopoly).
- Set the public policy goals (e.g., safe, reliable, clean and affordable service).
- Design regulation to achieve those goals, given the behaviour of the directly regulated entity and other stakeholders (e.g., electricity consumers and producers, manufacturers of energy-efficient appliances, and real estate developers of green buildings).
- Monitor regulatory performance (e.g., has the regulation resulted in safe, reliable service at an affordable cost? and has it reduced electricity generation's emissions?).
- Revise the regulation to improve its performance (e.g., should there be tighter emissions control on electricity production?).

To ensure students' firm understanding, Part A requires students to form teams, each performing a case study of a sector/industry in Asia that impacts one's daily life (e.g., airline, auto manufacturing, banking, construction, drug manufacturing, education, energy, finance, food supply, health care, gaming/gambling, internet commerce, news media, non-government organizations, public housing, shipping, taxi, telecommunication, television broadcasting, and trucking). Each team may have up to three members, although a student may choose to work as a one-person team.

Part B focuses on regulatory governance. Regulation can fail sans good regulatory governance that encompasses the systems, processes, and tools designed and implemented to ensure regulatory quality. To see this point, consider the case of food safety (e.g., baby milk formula). A safe and reliable supply of baby milk formula cannot occur without addressing such issues in regulatory governance as:

- Clarity of the regulatory mandate (e.g., safe and adequate supply);
- Key driver for a regulator agency's establishment (e.g., public interest vs. industry profit);

- Choice of a regulatory agency's leader (e.g., an independent health expert vs. a researcher from the industry);
- Accountability and transparency (e.g., limited vs. strong oversight by an independent third party);
- Incentive for compliance (e.g., bad publicity, loss of business licences, fine, and imprisonment);
- Independence and competence (e.g., biased and inapt vs. fair and competent);
- Scope and responsibility (e.g., narrow vs. broad); and
- Funding and authority (e.g., poorly funded and weak vs. adequately funded and strong).

To ensure students' firm understanding, Part B requires each team to perform a follow-up study of regulatory governance for the case chosen in Part A. This study should focus on the systems, processes, and tools for effecting regulatory quality, rather than Part A's study on the development, design and revision of a particular regulation.

Course	:	PPG6015
Course Title	:	Environmental Policy and Governance
Credit Points	:	3
Teaching Department(s)	:	Department of Social Sciences and Policy Studies

Synopsis:
This course aims to enable students to understand environmental policies and their governance in various parts of the world, with an emphasis on real-world examples from Asia and China.

Part A of the course introduces students to the fundamental and practical aspects of an environmental policy: development, assessment and revision. It uses real-world examples to illustrate the following multi-step approach:

- Identify the need for the policy (e.g., global warming due to greenhouse gas (GHG) emissions);
- Set the policy target (e.g., 50% below the 2000 level by year 2030);
- Identify the possible policy actions to achieve the target (e.g., promote energy-efficient appliances and buildings, increase fuel-efficient/electric cars, retire coal-fired power plants, and develop renewable, nuclear energy, and clean vehicular fuels).
- Formulate a policy plan that may include regulations (e.g., no old dirty cars on the road by 2020), tax and subsidy (e.g., exemption of registration fee for electric cars), and quota-based programs (e.g., renewable portfolio standards (RPS) to develop wind generation for electric car charging).

- Assess the plan's merit from various perspectives (e.g., costs and values, political and public acceptance, science and technology, administration and management).
- Revise the policy and its plan after their implementation to address such questions as: (a) should the policy target be tightened? and (b) should its plan be changed?

To ensure students' firm understanding, Part A requires students to form teams, each performing a case study of an environment policy in Asia that impacts one's daily life (e.g., air quality, electricity generation, energy consumption, environmental education, food production, land use, mining and resource extraction, marine resources, public transportation, toxic waste, and water quality). Each team may have up to three members, although a student may choose to work as a one-person team.

An environment policy can fail sans good governance. Hence, Part B focuses on environmental governance that entails interventions to change environment-related incentives, institutions, decision making, and behaviour. It includes regulatory processes, mechanisms and organizations through which political actors influence environmental actions and outcomes. To see this point, consider the case of large GHG reductions that cannot occur without addressing such questions in environmental governance as:

- Who are the major consumers of fossil fuels that contribute to GHG emissions and global warming (e.g., cars, electricity generators, and manufacturing plants)?
- What are the other sources of GHG emissions (e.g., coal and wood as cooking/heating fuel, deforestation, farming, land fill, and fossil fuel extraction)?
- Do these consumers believe that global warming is a real risk, rather than a scientific hoax?
- Do they act on their own, without intervention of any kind, to reduce GHG emissions?
- How do they respond to regulatory processes (e.g., GHG emissions standards), incentive mechanisms (e.g., carbon taxes) and organizations (e.g., government agencies and self-regulatory bodies)?
- What are the characteristics of the global warming problem that transcends national borders (e.g., developed vs. developing countries), space (e.g., Asia vs. North America), and time (current vs. future generation)?
- What are the actions that the government, communities, businesses, and NGOs may take to achieve GHG reductions?
- What is the role of decentralization that delegates the responsibility of GHG reductions to local administrative and organizational arrangements, as well as individual decision-making by market participants (e.g., RPS set by individual states in the U.S.)?

- What are the market-based mechanisms that use incentives (e.g., carbon taxes and cap and trade) to induce GHG reductions?
- What are the inter-relationships among international accords, national policies, local decision-making structures, transnational institutions, and environmental groups?
- What is the impact of globalization that interconnects various regions on GHG reductions?

To ensure students' firm understanding, Part B requires each team to perform a follow-up study of environmental governance for the case chosen in Part A. This study should focus on the systems, processes, and tools to effectively execute an environmental policy, rather than Part A's study on the development, design and revision of the policy.

Course	:	PPG6024
Course Title	:	Internship / Overseas Experiential Learning
Credit Points	:	3
Teaching Department(s)	:	Department of Social Sciences and Policy Studies

Synopsis:
The Internship / Overseas Experiential Learning course prepares our future public manager or administrators to gain and apply their knowledge in realistic situations through an industry placement for eight weeks or an overseas experiential learning via lectures and site visits for one week. The involvement in Internship / Overseas Experiential Learning will facilitate students to network in professional fields they are considering for career paths and grant them an opportunity for professional advancement. It will enable students advance team working roles and skills and boost group bonding through engagement in a variety of collaborative and competitive extended team-based exercise. It is anticipated that the skills attained from working with an organization or overseas lectures and site visits will benefit students in facilitating them to enhance their performance on their jobs after graduation. Students taking this course can either choose the Internship stream or Overseas Experiential Learning Stream.

Course	:	PPG6025
Course Title	:	Creating Shared Value and Social Entrepreneurship
Credit Points	:	3
Teaching Department(s)	:	Department of Social Sciences and Policy Studies

Synopsis:
The Latin root of "Govern" means "to direct, to steer and to rule". In the public sector, the literature and practices suggest that governments in collaboration with different sectors such as non-profit making, NGO and the private sectors can deliver social and public goods. Besides the privatization, contracting out and public-private partnership models that the government can "steer" the society to create public values in the society, co-production with other sectors has emerged recently in which government and co-partners are in the same level playing field. At the same time, the private sector has made use of the "business approach" to address the unmet social needs. Social Entrepreneurship (SE), Corporate Social Responsibility (CSR) and the updated version CSR 2.0 version — Creating Shared Values, and Benefit Corporation (B-Corp) have become the buzzwords in the private sector. Due to the spread of Web 2.0, the boundaries between public and private sectors are getting blurred. The private sector in delivering social goods is also trying to measure social impacts and outcomes which can be created to the clients and stakeholders. The course aims to equip students with the knowledge, skills, attitudes, and strategies to propose service solutions from an interdisciplinary perspective (like policy analysis, private management, social enterprise, and social innovation). Students are expected to develop analytical and critical thinking on policy issues and cultivate civic awareness.

Elective Courses
Specialisation II: Social Policy

Course	:	PPG6007
Course Title	:	Management of Social Services
Credit Points	:	3
Teaching Department(s)	:	Department of Social Sciences and Policy Studies

Synopsis:
In the past two decades, managing social services has undergone drastic changes with the call for greater accountability in the delivery of social services with limited financial budgets as well as higher expectations for service quality. The objective of the course is to enhance students' knowledge of the social services sector and equip them with the skills to improve the sector's performance. Emphasis will be on practical and proven methods of management as well as innovative approaches consistent with best professional practices. The course will also cover a critical analysis of current social problems leading to responses of the community in formulation of social policies and organization of social services.

Course	:	PPG6008
Course Title	:	Social Protection Arrangements
Credit Points	:	3
Teaching Department(s)	:	Department of Social Sciences and Policy Studies

Synopsis:
Social protection has been a mounting challenge for many governments in Asia and the world. Population aging and frequent economic crises, along with rising income inequality and poverty, are posing unprecedented threats to governments as well as families. Globalization has a further impact on social, economic and political developments of societies in Asia, which generate substantial policy implications. The course will discuss the root causes of these problems and, more importantly, examine the different approaches to protecting the population from income insecurities. Adopting a comparative approach, this course will enable students to understand the design and implications of the major social protection programmes in the Asian region.

Course	:	PPG6009
Course Title	:	Comparative Health Policy
Credit Points	:	3
Teaching Department(s)	:	Department of Social Sciences and Policy Studies

Synopsis:
This elective is designed for the Master of Public Policy and Management (MPPM) students in the Specialisation of social policy. The aim of this survey course is to equip students with foundation knowledge on health policy, a key field in the social policy arena. The comparative perspective adopted will enable students to go beyond theories and examine health policies internationally with concrete cases. The course starts from a systematic survey on health care, health market, health care financing, provision, and public health, followed by a systematic review of health policies in selected countries and regions. Emerging contemporary health policy issues will also be covered. Students will engage in comparing and contrasting health policy arrangements and issues in Asia and beyond, with the purpose of understanding their policy background, system design, and major challenges. Students will experience a variety of pedagogies in this course, including lecture, seminar, movie-screening and discussion, instructor-guided group project, and field visit. Students will get the opportunity to visit representative public hospitals in both Hong Kong and Mainland China, in order to deepen their understanding on the health systems closest to them.

Course	:	PPG6010
Course Title	:	Social Policy and Aging
Credit Points	:	3
Teaching Department(s)	:	Department of Social Sciences and Policy Studies

Synopsis:
Societies are aging rapidly and policymakers are scrambling to prepare for it. This course is intended to enhance understanding of the contexts, processes and contents of public policy towards aging in Asia. The course will investigate the aging phenomenon, analyse its impact on governments and societies, assess past and current policy responses to it, and consider options for improvements in policy responses. It will emphasize critical issues such as income maintenance, health care, housing, and long term care for the aged. The goal of the course will be to encourage students to think critically and creatively about the challenges and opportunities of aging society.

Course	:	PPG6021
Course Title	:	Poverty, Inequality and Social Policy
Credit Points	:	3
Teaching Department(s)	:	Department of Social Sciences and Policy Studies

Synopsis:
Urban poverty is becoming a widespread phenomenon following decades of economic globalization. The dominance of neo-liberalist economic ideology and the global ‘‘race to the bottom’’ have resulted in an increasing number of people living in polarized urban societies. Reducing poverty and improving socio-economic equality are important societal goals as they are vital to sustainable and inclusive development. In this course, we will introduce to students the conceptual skills and practical tools that allow them to critically examine the issue of poverty and inequality, and to identify solutions to the problems. The course will explore the philosophical underpinning of poverty reduction from the perspective of applied ethics and introduce different definitions of poverty and measurement approaches. The political economy, especially the ideology of neo-liberalism, and various types of welfare regimes will be discussed. The course will also examine various factors that lead to poverty as well as poverty reduction policies adopted by governments.

Course	:	PPG6024
Course Title	:	Internship / Overseas Experiential Learning
Credit Points	:	3
Teaching Department(s)	:	Department of Social Sciences and Policy Studies

Synopsis:
The Internship / Overseas Experiential Learning course prepares our future public manager or administrators to gain and apply their knowledge in realistic situations through an industry placement for eight weeks or an overseas experiential learning via lectures and site visits for one week. The involvement in Internship / Overseas Experiential Learning will facilitate students to network in professional fields they are considering for career paths and grant them an opportunity for professional advancement. It will enable students advance team working roles and skills and boost group bonding through engagement in a variety of collaborative and competitive extended team-based exercise. It is anticipated that the skills attained from working with an organization or overseas lectures and site visits will benefit students in facilitating them to enhance their performance on their jobs after graduation. Students taking this course can either choose the Internship Stream or Overseas Experiential Learning Stream.

Course	:	PPG6025
Course Title	:	Creating Shared Value and Social Entrepreneurship
Credit Points	:	3
Teaching Department(s)	:	Department of Social Sciences and Policy Studies

Synopsis:
The Latin root of "Govern" means "to direct, to steer and to rule". In the public sector, the literature and practices suggest that governments in collaboration with different sectors such as non-profit making, NGO and the private sectors can deliver social and public goods. Besides the privatization, contracting out and public-private partnership models that the government can "steer" the society to create public values in the society, co-production with other sectors has emerged recently in which government and co-partners are in the same level playing field. At the same time, the private sector has made use of the "business approach" to address the unmet social needs. Social Entrepreneurship (SE), Corporate Social Responsibility (CSR) and the updated version CSR 2.0 version — Creating Shared Values, and Benefit Corporation (B-Corp) have become the buzzwords in the private sector. Due to the spread of Web 2.0, the boundaries between public and private sectors are getting blurred. The private sector in delivering social goods is also trying to measure social impacts and outcomes which can be created to the clients and stakeholders. The course aims to equip students with the knowledge, skills, attitudes, and strategies to propose service solutions from an interdisciplinary perspective (like policy analysis, private management, social enterprise, and social innovation). Students are expected to develop analytical and critical thinking on policy issues and cultivate civic awareness.

Course	:	PPG6026
Course Title	:	Comparative Social Policy in Asia
Credit Points	:	3
Teaching Department(s)	:	Department of Social Sciences and Policy Studies

Synopsis:
This course teaches social policy concepts and theories. It examines critically major social policy challenges confronting societies in Asia. A key feature of this course is social policy issues are addressed through case examples and accompanied by concrete analyses based on policy practices of societies in the region. Adopting a comparative approach in analyzing policy formation and implementation, this course will enable students to understand the most recent developments related to poverty alleviation, health, social security, and housing policies in Mainland China, Hong Kong, Taiwan, Singapore, and so forth. Students will engage in comparing and contrasting major social policy issues with the purpose of understanding their underlying dynamics and devising appropriate responses.

Elective Courses
Specialisation III: Higher Education Policy and Management

Course	:	PPG6017
Course Title	:	Advanced Seminar in Higher Education Policy and Governance
Credit Points	:	3
Teaching Department(s)	:	Department of Social Sciences and Policy Studies

Synopsis:
The course aims at helping students develop competencies needed for conducting academic research. The course will provide a unique opportunity for students to conduct research, deliver presentation and engage in academic discussions. As researchers, students are required to conduct applied research studies on current higher education issues under the guidance of course instructor. As presenters, students are expected to present and defend their research studies in front of fellow classmates and course instructor. As discussants, students are required to actively participate in all the seminars by critically reviewing the research studies of fellow students. This course will facilitate the transition in the intellectual lives of postgraduates from course takers to independent researchers.

Course	:	PPG6018
Course Title	:	Managing Universities in the Global Context: Policies and Strategies
Credit Points	:	3
Teaching Department(s)	:	Department of Social Sciences and Policy Studies

Synopsis:
Higher education has overwhelmingly reformed in the past two decades, and those involved in the academic enterprise have yet to tackle with the implications of these changes. The expansion of articulate policies and plans is vital to bring about real and sustainable change in education systems throughout the world. This course intends to expose students via the experience of leading speakers in managing global and local universities, to issues like managing ranking, internationalization, media and communication, system governance, finance and strategic recruitment, intellectual property and higher education, institutional autonomy and academic freedom etc.

Course	:	PPG6019
Course Title	:	Quality Assurance and Management in Higher Education
Credit Points	:	3
Teaching Department(s)	:	Department of Social Sciences and Policy Studies

Synopsis:
Internationalization in the higher education sector and growing interest in evidence-based policy making have resulted in an increasing demand for accountability, transparency and the development of quality assurance frameworks that can provide on-going assessment of teaching and research quality along with administrative and institutional management capacity. These include the emplacement of administrative and management protocols for the management of student well-being, the student learning environment, professional development, and institutional capacities to manage unforeseen events or changes in the external environment that impact resources, governance and the systemic integrity of the sector. As part of the emergence of quality assurance systems, risk management has thus become an integral feature for higher education institutions including the development risk monitoring, mitigation and management strategies and otherwise seen as integral to overall quality enhancement.

This course introduces students to a range of managerial and institutional policy instruments used in the development and operation of Quality Assurance procedures and in the development of institutional and management tools designed to prepare for, and meet the needs of, crisis events, crisis planning and management. The course introduces students to the theories and applications of crisis management philosophies and approaches and quality assurance and governance in the public service sector generally and the higher education sector in particular. The course also focuses on the practical aspects of quality assurance and crisis management in the context of public relations, strategic communications, and the management of risk events, risk perceptions and risk recovery, as well as the practical aspects of quality assurance and quality enhancement at the institutional level.

Course	:	PPG6020
Course Title	:	Educational Leadership in the Tertiary Sector
Credit Points	:	3
Teaching Department(s)	:	Department of Social Sciences and Policy Studies

Synopsis:
This course is designed to help participants to get exposed to the actual practitioners playing the leadership role in the tertiary sector. Students will be working alongside academic and administrative leaders from a wide range of academic departments and corporate administrative areas who will have their own experiences in the leadership and management in the tertiary sector. This will facilitate students to become successful leaders and negotiators, deal with challenging people and hard bargainers, and manage engagement productively. The module will cover a variety of issues from recruitment, staff retention, institutional rankings, management of academic programmes, stakeholder engagement, and academic leadership − among other issues.

Course	:	PPG6024
Course Title	:	Internship / Overseas Experiential Learning
Credit Points	:	3
Teaching Department(s)	:	Department of Social Sciences and Policy Studies

Synopsis:
The Internship / Overseas Experiential Learning course prepares our future public manager or administrators to gain and apply their knowledge in realistic situations through an industry placement for eight weeks or an overseas experiential learning via lectures and site visits for one week. The involvement in Internship / Overseas Experiential Learning will facilitate students to network in professional fields they are considering for career paths and grant them an opportunity for professional advancement. It will enable students advance team working roles and skills and boost group bonding through engagement in a variety of collaborative and competitive extended team-based exercise. It is anticipated that the skills attained from working with an organization or overseas lectures and site visits will benefit students in facilitating them to enhance their performance on their jobs after graduation. Students taking this course can either choose the Internship Stream or Overseas Experiential Learning Stream.

Course	:	PPG6025
Course Title	:	Creating Shared Value and Social Entrepreneurship
Credit Points	:	3
Teaching Department(s)	:	Department of Social Sciences and Policy Studies

Synopsis:
The Latin root of "Govern" means "to direct, to steer and to rule". In the public sector, the literature and practices suggest that governments in collaboration with different sectors such as non-profit making, NGO and the private sectors can deliver social and public goods. Besides the privatization, contracting out and public-private partnership models that the government can "steer" the society to create public values in the society, co-production with other sectors has emerged recently in which government and co-partners are in the same level playing field. At the same time, the private sector has made use of the "business approach" to address the unmet social needs. Social Entrepreneurship (SE), Corporate Social Responsibility (CSR) and the updated version CSR 2.0 version — Creating Shared Values, and Benefit Corporation (B-Corp) have become the buzzwords in the private sector. Due to the spread of Web 2.0, the boundaries between public and private sectors are getting blurred. The private sector in delivering social goods is also trying to measure social impacts and outcomes which can be created to the clients and stakeholders. The course aims to equip students with the knowledge, skills, attitudes, and strategies to propose service solutions from an interdisciplinary perspective (like policy analysis, private management, social enterprise, and social innovation). Students are expected to develop analytical and critical thinking on policy issues and cultivate civic awareness.

Course	:	PPG6026
Course Title	:	Comparative Social Policy in Asia
Credit Points	:	3
Teaching Department(s)	:	Department of Social Sciences and Policy Studies

Synopsis:
This course teaches social policy concepts and theories. It examines critically major social policy challenges confronting societies in Asia. A key feature of this course is social policy issues are addressed through case examples and accompanied by concrete analyses based on policy practices of societies in the region. Adopting a comparative approach in analyzing policy formation and implementation, this course will enable students to understand the most recent developments related to poverty alleviation, health, social security, and housing policies in Mainland China, Hong Kong, Taiwan, Singapore, and so forth. Students will engage in comparing and contrasting major social policy issues with the purpose of understanding their underlying dynamics and devising appropriate responses.

Course	:	SSC6178
Course Title	:	Education and Society in Greater China and Asia
Credit Points	:	3
Teaching Department(s)	:	Department of Social Sciences and Policy Studies

Synopsis:
This course focuses on several key topics in education and society in Greater China and Asia, bringing together issues of education policy and reform, social inequality, diverse populations, world knowledge system, cross-border higher education and academic mobility, globalization, and economic, political, and social development. The course takes an explicitly comparative approach with each of the issues examined through case studies of different societies within Greater China. Largely student-centered, the course is structured around student-guided discussions of assigned readings, with the goal of encouraging the drawing of conclusions about important educational issues from the comparison of different cases. Through preparation for discussions and their final assignments, students will develop independent inquiry skills to explore the interrelationships between education and social phenomena.

6. Programme Calendar 2023-2024

Week	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Date	Events / Holidays
	2023								
	August								
			1	2	3	4	5		
	6	7	8	9	10	11	12		
	13	14	15	16	17	18	19		
	20	21	22	23	24	25	26	22 Aug	Programme Orientation
	27	28	29	30	31				
	September								
						1	2		
1	3	4	5	6	7	8	9	4 Sep	Semester I begins
2	10	11	12	13	14	15	16	4 - 16 Sep	Add / Drop Period for Semester I
3	17	18	19	20	21	22	23		
4	24	25	26	27	28	29	30	30 Sep	Day following Chinese Mid-Autumn Festival
	October								
5	1	2	3	4	5	6	7	2 Oct	Day following National Day
6	8	9	10	11	12	13	14	14 Oct	Information Day
7	15	16	17	18	19	20	21		
8	22	23	24	25	26	27	28	23 Oct	Chung Yeung Festival
9	29	30	31						
	November								
9				1	2	3	4		
10	5	6	7	8	9	10	11		
11	12	13	14	15	16	17	18		
12	19	20	21	22	23	24	25		
13	26	27	28	29	30				
	December								
13						1	2	2 Dec	Last day of teaching for Semester I
14	3	4	5	6	7	8	9	4 - 16 Dec	Examination Period
15	10	11	12	13	14	15	16	18 Dec - 7 Jan	Semester Break
	17	18	19	20	21	22	23	25 Dec	Christmas Day
	24	25	26	27	28	29	30	26 Dec	First weekday after Christmas Day
	31								
Keys:	Public holidays								
	Important dates to note								
	Term classes begin / end								
	Semester breaks/EdUHK holidays								

Week	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Date	Events / Holidays
	2024								
	January								
		1	2	3	4	5	6	1 Jan	New Year's Day
1	7	8	9	10	11	12	13	8 Jan	Semester II begins
2	14	15	16	17	18	19	20	8 - 20 Jan	Add / Drop Period for Semester II
3	21	22	23	24	25	26	27		
4	28	29	30	31					
	February								
4					1	2	3		
5	4	5	6	7	8	9	10	10 - 13 Feb	Lunar New Year's Holidays
	11	12	13	14	15	16	17	10 - 16 Feb	Lunar New Year Break
6	18	19	20	21	22	23	24		
7	25	26	27	28	29				
	March								
7						1	2		
8	3	4	5	6	7	8	9		
9	10	11	12	13	14	15	16		
10	17	18	19	20	21	22	23		
11	24	25	26	27	28	29	30	29 Mar - 1 Apr	Easter Public Holidays
12	31								
	April								
12		1	2	3	4	5	6	4 Apr	Ching Ming Festival
13	7	8	9	10	11	12	13		
14	14	15	16	17	18	19	20	15 Apr	National Security Education Day 2024
15	21	22	23	24	25	26	27		
16	28	29	30						
	May								
16				1	2	3	4	1 May	Labour Day
17	5	6	7	8	9	10	11		
18	12	13	14	15	16	17	18	13 May	Last day of teaching for Semester II
19	19	20	21	22	23	24	25	15 May	Buddha's Birthday
	26	27	28	29	30	31		16 - 28 May	Examination Period
	June								
							1		
	2	3	4	5	6	7	8		
	9	10	11	12	13	14	15	10 Jun	Tuen Ng Festival
	16	17	18	19	20	21	22		
	23	24	25	26	27	28	29		
	30								
Keys:	Public holidays								
	Important dates to note								
	Term classes begin / end								
	Semester breaks/EdUHK holidays								

7. General Academic Regulations

(Information of GAR is subject to change. Please refer to https://www.eduhk.hk/gradsch/resource/regulation/GAR_for_TPg_Programmes_202021_thereafter.pdf for updated version.)

[For students admitted in 2020/21 academic year and thereafter]

1. Admission
2. Registration
3. Fees
4. Course Enrolment
5. Change of Programme/Area/Strand or Mode of Study
6. Double Registration
7. Period of Study
8. Course Assessments and Grades
   - 8.1 Grading System
   - 8.2 Review of Course Grade
   - 8.3 Advanced Standing
   - 8.4 Credit Transfer
   - 8.5 Course Exemption
   - 8.6 Late Submission of Assignment
   - 8.7 Repeating Courses
   - 8.8 Academic Probation
   - 8.9 Field Experience
9. Research Project
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 applicants with specific talents or achievements and a wealth of experience as defined in the specific programme 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 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.

2.3 Classes for all programmes are normally scheduled from Monday to Saturday including daytime and evenings.

3. Fees

3.1 Once admitted to the University, students are normally required to pay the following fees:

Admission Acceptance Fee	Payable by a stipulated due date upon offer of admission.
Tuition Fee	Please refer to the specific programme handbook for tuition fee payment.
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.
Extension Fees	If a student in a self-financed Master's or Doctoral programme has to study beyond the normal study period, he/she has to pay for an extension fee by semester.
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 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 Tuition Fees Arrangements under Special Circumstances

3.3.1 Credit Transfer & Course Exemption

(i) Credit Transfer
No waiver of fees for credit transfer. For tuition fees charged according to the number of credits taken, fees would not be collected if credit transfer has been granted for the course.

(ii) Course Exemption
As students must replace the exempted course with another course of the same credit value, tuition fees for the substitute course taken will be charged and it does not involve any waiver of fees.

3.3.2 Deferment of Studies

(i) If the application for deferment of studies is submitted before the completion of the first half of a semester according to the academic calendar of the programme, any tuition fees paid for the deferred semester will be carried forward.

(ii) If the application for deferment of studies is submitted after the first half of a semester, the tuition fees paid for the deferred semester will not be refunded nor carried forward to the resumed semester; tuition fees not paid for the deferred semester have to be paid when resuming studies.

3.3.3 Withdrawal of Study

For application submitted after the commencement of a semester, students are required to pay the full tuition fees for the whole semester and other outstanding fees before such applications will be processed.

3.3.4 Add/Drop Courses

Students are required to pay the full tuition fees for any courses dropped after add/drop period of the programmes.

3.3.5 Discontinuation

Tuition fees for the semester that the student is officially discontinued will be waived.

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 (for full-time students) / two consecutive semesters (for part-time students) (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 Students are required to view the Consolidated e-Billing in The Portal which includes all fees/charges such as tuition fees, hall fees, caution money, etc. in one billing. Students should settle the payment on or before the specified deadline. Tuition fees paid are nonrefundable.

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

4.4 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 or presentation, whichever applicable, only for strong personal reasons, such as serious illnesses; the grade W (Withdrawn) will be recorded on the students' transcript.

4.5 Failure to attend a course does not automatically result in the course being dropped. Please refer to para 13.1 for the regulation on Leave of Absence.

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 as visiting students.

5. Change of Programme/Area/Strand 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 during their first semester of registration.

5.2 A current student, who wishes for special reasons to change from one programme/area/strand 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.

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 the University or a post-secondary qualification at any institutions except with prior approval by the Board of Graduate Studies. Violation of this regulation will lead to discontinuation of studies from the University. In case of doubt, students should seek advice from the Board of Graduate Studies (via the Graduate School).

7. Period of Study

7.1 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.

7.2 Normally, there are two semesters in each academic year for academic activities, such as coursework, field experience, overseas immersion, internship and summer institute.

7.3 The maximum period of study for a programme will be determined as follows:

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

7.4 Students are expected to graduate within the stipulated period of study, inclusive of any change of programmes/majors, periods of leave of absence, deferment of study, suspension of study and Field Experience activities. Students who have to study beyond the normal study period has to pay for an extension fee by semester as specified by the respective programme. 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(iii)).

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

8. Course Assessments and Grades

8.1 Grading System

8.1.1 Students' performance in each course (except Field Experience#) 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.

Pass or Fail will be given for grading Field Experience (not counted in Grade Point Average or Grade Point Equivalent calculation)

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

8.1.2 Students' performance in the programme as a whole is described in a Programme Grade Point Average (GPA), which can be calculated by:

(i) multiplying the Grade Point Equivalent# (GPE#) for each course by the number of credit points (CPs) of the course (GPE x No. of CPs of the course); then

(ii) adding the corresponding figures for all the courses in the programme; then

(iii) dividing that total by the total number of CPs in the programme (excluding Field Experience) as a whole, as indicated below:

$$\text{Programme GPA} = \frac{\text{Sum of (GPE x Course CPs) for all courses in the programme}}{\text{Total no. of CPs in a programme (excluding Field Experience)}}$$

Grade Point Equivalent - as given in the table in 8.1.1 above.

8.1.2.1 For the purpose of GPA calculation, the GPEs (Grade Point Equivalents) of any repeated courses and the corresponding credit points attempted will supersede those of the failed core courses.

(applicable to students admitted in 2010/11 or before)

8.1.3 Students' performance in a programme within a prescribed period of time, excluding courses without grade point equivalent, is described in a Programme GPA, which is calculated by the sum of the product of GPE 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:

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

8.2 Review of Course Grade

8.2.1 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

totalling 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.

8.2.2 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 8.2.1, 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.

8.2.3 The formal request for a grade review should be made by the student to the Dean of Graduate School (for MEd/EdD) / Faculty Dean (for other self-funded taught master's programmes) in writing within 14 working days after the announcement of the assessment results approved by the Head of the course-offering unit.

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

8.2.5 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.

8.2.6 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.

8.3 Advanced Standing

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

8.4 Credit Transfer

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

8.4.1.1 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.

8.4.1.2 The total number of credit points transferred will not exceed 50% of the total credit points of the programme. For detailed arrangements, please refer to the guidelines as specified by individual programme.

8.4.1.3 Credits previously used to satisfy the requirements of other academic qualifications cannot be transferred.

8.5 Course Exemption

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

8.6 Late Submission of Assignment

8.6.1 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.

8.6.2 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.

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

8.7 Repeating Courses

8.7.1 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 fulfil programme graduation requirements.

8.7.2 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 GPA.

8.7.3 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..

8.8 Academic Probation

8.8.1 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 (as specified by the programme) 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.

8.8.2 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.

8.9 Field Experience

8.9.1 Field Experience is a salient component of some taught postgraduate programmes. Students should respect and observe the regulations of the schools/units/institute 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.

8.9.2 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 pass/fail.

9. Research Project

9.1 Specific guidance for preparation, presentation (if applicable), submission, and assessment of research project is specified in the corresponding course outline.

9.2 The research project should be completed within the stipulated period as specified by the respective programme.

9.3 For completing dissertation and thesis or produce other publications, students should comply with Guideline on Ethnics in Research as stipulated by the University's Human Research Ethics Committee.

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 stipulated programme requirements such as Field Experience, language exit requirements, and Dissertation/Thesis/Research Project (if applicable);

(ii) obtain a Programme GPA of 2.00 or above; and

(iii) complete the requirements as prescribed by the programme.

11. Award Classification

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

Award Classification	Overall GPA
Distinction	3.40 and above
Credit	2.70 – 3.39
Pass	2.00 – 2.69

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) has received warning(s) but has failed to improve to meet the expectations of the University with respect to professional and personal behaviour; or

(iii) has exceeded the maximum period of study without prior approval as stipulated in 7.4; or

(iv) has simultaneously registered for another qualification at the University or a postsecondary qualification at any institutions without prior approval as stipulated in 6.1; or

(v) fails to meet the graduation requirement as prescribed by the Programme.

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 In exceptional circumstances where students need to take a leave of absence for 30% of scheduled classes/lectures or more, students should inform their course lecturers and are required to obtain prior approval from the Programme Leader/Coordinator by submitting a leave application form.

13.2 Students who are absent for 30% of scheduled classes/lectures or more 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 period of deferment in each application is normally one semester. The deferment period is included in the maximum period of study (as stipulated in 7.3). 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 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.

14.3 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/Dean of Graduate School as Chairperson, the Programme Leader/Coordinator, and the relevant teaching staff from the subject department(s).

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

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

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

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

17. Dismissal

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

18. Academic Honesty

18.1 Students are required to carry out all academic activities honestly and in good faith. Any act that contravenes standards of academic honesty such as plagiarism, impersonation, cheating in examinations and collusion is strictly prohibited by the University.

18.2 Any alleged cases of academic misconduct will be handled by the Head of the academic department concerned, who will then conduct a thorough investigation. An investigation report should be sent to the relevant Associate Dean who will consider whether there are prima facie grounds for referring the case to the Student Disciplinary Committee for further consideration, decision and action. Any proven act of academic misconduct may result in suspension of studies, postponement of graduation, dismissal from the University or other forms of penalties.

Glossary

Academic Board	The major academic forum of the University for the oversight and development of all academic matters of the University.
Academic Year/ Semester	An academic year consists of two semesters. Normally, Semester 1 commences in early September and ends in mid December while Semester 2 starts in early January and ends in June. The last numbered week in each semester is reserved for assessment purposes.
Advanced Standing	It may be granted to applicants who have completed a recognized programme at the University or other institutions before admission to a postsecondary 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.
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 a particular lecturer or teaching team. Most courses are assigned 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 13 hours of teaching and learning activities.
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 Head of 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

<table>
<tr><td rowspan="4">Grade Point Average (GPA)</td><td>GPA</td><td>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.</td></tr>
<tr><td>Semester GPA (SGPA)</td><td>A student's GPA obtained in a semester.</td></tr>
<tr><td>Year GPA (YGPA)</td><td>A student's GPA obtained in an academic year.</td></tr>
<tr><td>Programme GPA (PGPA)</td><td>A student's GPA obtained within a programme.</td></tr>
<tr><td>Graduation Date</td><td colspan="2">For students of Research Postgraduate Programmes, Doctor of Education and Taught Postgraduate Programmes who successfully complete all the graduation requirements of their programme by the end of Semester 1, a graduation date is set by the Academic Board (AB). For all other students who successfully complete all the graduation requirements by the end of Semester 2 or summer semester, another graduation date is set by the AB.</td></tr>
<tr><td>Operational Grade</td><td colspan="2">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 Department 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.</td></tr>
</table>

University / EdUHK	The Education University of Hong Kong.
Mode of Study	The full-time or part-time 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.
Taught Postgraduate Students	The students who are enrolling in taught master programmes.
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 also 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.

8. Teaching Team 2023-2024

NAME	OFFICE	TEL	EMAIL
Programme Leader			
Dr Lina VYAS	B2-1/F-21	2948 7115	vyaslina@eduhk.hk
Associate Programme Leader			
Dr HU Zhiyong Fox	B1-2/F-09	2948 7475	zyhu@eduhk.hk
Internship Coordinator			
Dr HUI Kwok Hung	/	/	kwokhung@eduhk.hk
Other Teaching Team Members			
Prof CHEUNG Tsan Yin Peter	D3-1/F-39	2948 8045	ptycheung@eduhk.hk
Dr NG Fung Sheung Isabella	B2-2/F-34	2948 6343	ifsng@eduhk.hk
Dr XIAO Hanyu	B2-2/F-37	2948 7821	hxiao@eduhk.hk
Dr LI Yuet Man Benjamin	D4-1/F-12	2948 7249	bymli@eduhk.hk

Appendix I

I. Useful Telephone Directory

[The location marked is in Tai Po Campus unless otherwise specified]

社會科學與政策研究學系 Department of Social Sciences and Policy Studies

<table>
<tr><td>署理系主任
Acting Head of Department</td><td>Dr HU Zhiyong Fox
電話 Tel. No.: 2948 7475
辦公室 Office: B1-2/F-09
傳真 Fax: 2948 7461
電郵 Email: zyhu@eduhk.hk</td></tr>
<tr><td rowspan="5">課程事務處
Programme Office</td><td>地點 Location: B1-2/F-02</td></tr>
<tr><td>查詢電話 Enquiries: 2948 7845</td></tr>
<tr><td>傳真 Fax: 2948 7461</td></tr>
<tr><td>電郵 Email: mppm@eduhk.hk</td></tr>
<tr><td>網址 Website: https://www.eduhk.hk/ssps/</td></tr>
<tr><td colspan="2">學生咨詢時間 Student Visitation Hours
<table><tr><td>星期一至五
Monday to Friday</td><td>2:30pm – 4:30pm</td></tr><tr><td>星期六、日及公眾假期
Saturday, Sunday and Public Holiday</td><td>休息
Closed</td></tr></table></td></tr>
</table>

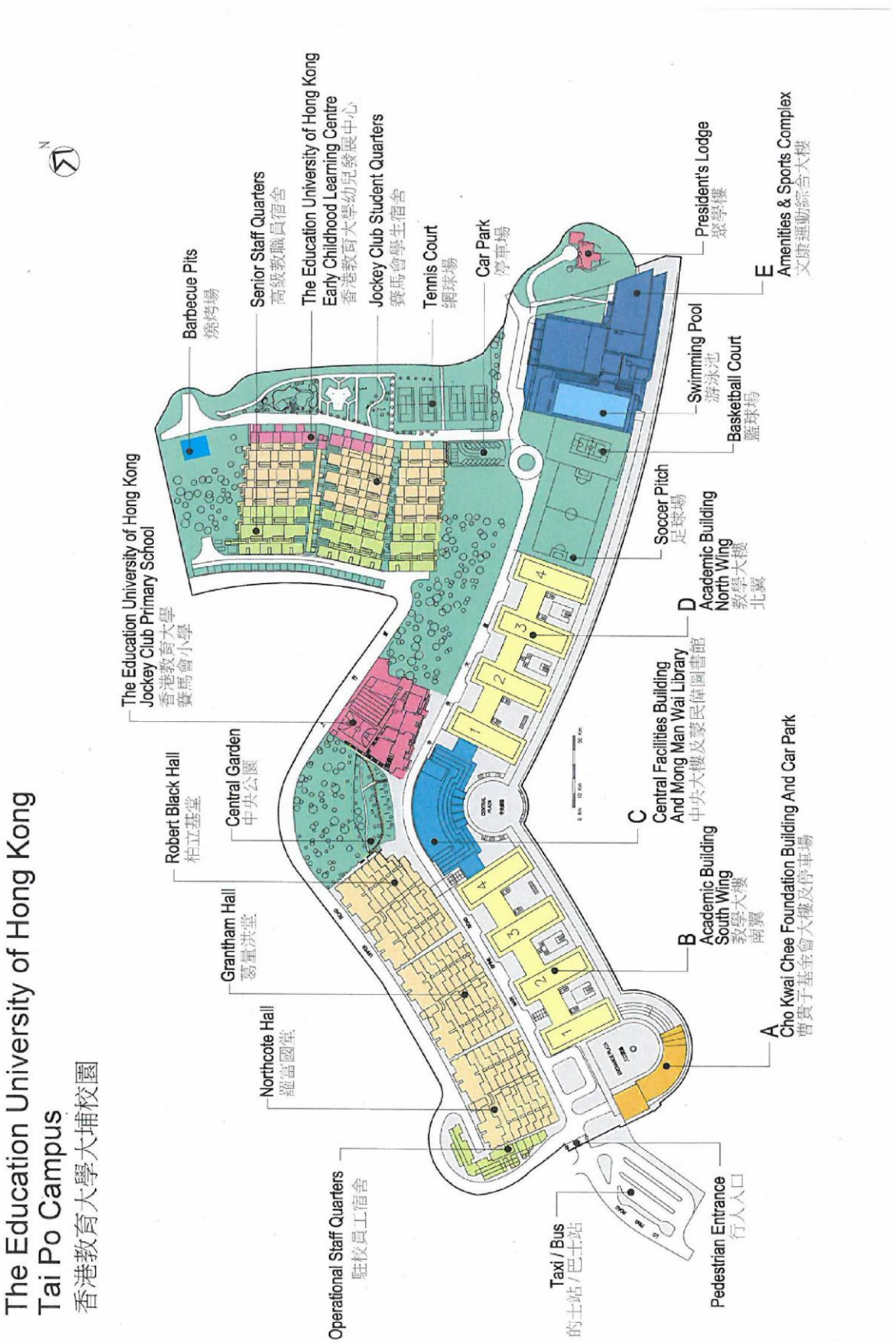
	Telephone	Fax
教務處 Registry		
• 諮詢中心 (A-G/F-11) Information Centre	2948 6177	2948 8273
財務處 Finance Office (A-3/F-09)		
• 一般查詢 General Enquiries	2948 6105	2948 6107
• 學生學費 Student Tuition Fee	2948 6109/ 2948 7440	2948 6107

	Telephone	Fax
環球事務處 Global Affairs Office (A-G/F-09)		
• 一般查詢 General Enquiries	2948 7654	2948 8198
學生事務處 Student Affairs Office (A-1/F-01)		
• 一般查詢 General Enquiries	2948 6720	2948 6240
• 輔導服務 Counselling Services	2948 6245	
蒙民偉圖書館 Mong Man Wai Library (Block C)		
• 一般查詢 General Enquiries	2948 6653	2948 6648
• 流通服務台 Circulation Counter	2948 6658	2948 6648
教學科技中心 Centre for Learning, Teaching and Technology (E-1/F-01)		
• 一般查詢 General Enquiries	2948 7047	2948 7046
資訊科技服務處 Office of the Chief Information Officer (C-LP-20)		
• 服務台 Service Counter	2948 6601	
保安控制中心 Security Control Centre (A-G/F-03)		
• 緊急求助 (24 小時服務) Emergency (24-Hour)	2948 8000	2948 8001
• 保安熱線 (24 小時服務) Security Hotline (24-Hour)	2948 8002	2948 8001

	Telephone	Fax
物業處 Estates Office (A-2/F-01)		
◆ 一般查詢 General Enquiries	2948 6714	2948 6121
文康運動綜合大樓 Amenities and Sports Complex (E-LP2-16)	2948 8844	2948 8237
香港教育大學運動中心 The EdUHK Sports Centre (55 Yau King Lane, Tai Po)	2638 1245	2638 1277
保健中心 (門診) Health Centre (Medical Clinic) (A-1/F-09)		
◆ 預約及查詢 Appointment and Enquiries	2948 6262	
保健中心 (牙醫服務) Health Centre (Dental Service)		
◆ 預約 Appointment	2666 6661	

Appendix II

II. Campus Map



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