

Chapter One

Initiation of New Programmes, Validation and Approval for Undergraduate Programmes

A proposed UGC-funded or self-financed undergraduate programme with degree to be conferred by Lingnan needs to go through three stages before it is approved. These stages are:

1. Initiating a programme proposal;
2. Planning the programme; and
3. Programme validation.

A flow chart showing programme development and approval procedures is given in Appendix A.

1.1 Initiating a Programme Proposal

- 1.1.1 One year before the submission for the Planning Exercise Proposal (PEP) to the University Grants Committee (UGC), the Vice-President (Academics) *cum* Provost will send an invitation to Deans for collection of ideas from academic staff members on introducing new programmes via the Heads of academic units¹. For each new programme idea, the relevant Dean should prepare a one-page submission specifying how the new programme provision is conducive to achieving Lingnan's mission and vision and furthering Lingnan's role in meeting society needs. With reference to the strategic priorities of the University, the Vice-President (Academics) *cum* Provost will review all submissions and draw up a list of possible new programme ideas to the Task Force on the Planning Exercise for consideration. The suggestion on launching a new programme which is supported by the Task Force on the Planning Exercise will then be referred to the relevant Faculty(ies) or School(s) or department(s) or unit(s) to come up with the initial proposal.
- 1.1.2 In addition to the review process described in 1.1.1 above, an individual, or a group of staff from one department/unit or from a number of departments/units may put forward a proposal for a new programme as long as it is supported by the relevant Advisory Board.
- 1.1.3 Before proposing a new programme, staff should consider carefully whether:
 - (a) there is any evidence as to community need and student demand for the proposed programme;
 - (b) the proposed programme has distinct characteristics which differentiate it from other similar programmes offered in Hong Kong;
 - (c) the proposed programme is consistent with the role and direction of development of the University;
 - (d) the proposed programme complements the other degree programmes in the University;
 - (e) they can justify the level of resources (support staff, space, library, computers) needed for the programme;

¹ The role and duty of Heads of academic units are taken up by the Associate Deans in charge of the Divisions under SDS.

- (f) the University's overall resource provision can accommodate the new programme;
- (g) there is adequate academic expertise within the University to support the programme; and
- (h) any additional academic expertise required can be readily obtained.

1.1.4 The staff member(s) should prepare an initial programme proposal which should include the items in Appendix B, and then raise it at the relevant Faculty Management Board(s)²/ School of Data Science Management Board (SDSMB)/Wu Jieh Yee School of Interdisciplinary Studies Management Board (WJYSISMB) for discussion.

1.1.5 Processes for a UGC-funded Programme

1.1.5.1 The initial proposal should be discussed at the Faculty Management Board(s)/SDSMB/WJYSISMB. The proposal after necessary amendments, should be forwarded to the University Administrative and Planning Committee (UAPC)/Task Force responsible for the Planning Exercise for consideration.

1.1.5.2 The Task Force/UAPC will:

- (a) examine the initial programme proposal against the criteria set out in 1.1.3 above;
- (b) recommend to the Senate that the programme should or should not be included in the University's academic plan;
- (c) specify the proposed starting date;
- (d) indicate the likely resource constraints within which proposers will have to develop the full proposal; and
- (e) tentatively arrive at a general understanding on the extent to which the University will be able to meet the department's resource expectations.

1.1.5.3 After the initial proposal has obtained support from the Senate, it will be included in the University's submission for the PEP.

1.1.5.4 The University's submission for the PEP (including new programme proposals) is forwarded to the UGC with the Council being informed.

1.1.5.5 The support of the Senate does not mean that the proposed programme will be offered. Sometimes a proposed programme may not be offered because of the following reasons:

- (a) The Senate may support more programmes than the University is allowed to offer as some programmes may be dropped in the light of UGC comments.
- (b) There is insufficient staff expertise and the University is unable to support additional staff acquisition within present resources.
- (c) The programme proposal has been inadequately developed.
- (d) The projected expectations of community need and student demand may not materialise.

1.1.5.6 Based on the initial proposal, the Chairman of the Academic Quality Assurance Committee for Undergraduate Programmes (AQAC), in consultation with the Dean(s) concerned, will decide whether an on-site or a postal exercise should be conducted. The

² The role of the FMB in the Faculty of Arts is taken up by the Executive Committee in Arts.

guiding principle is that a postal validation would normally be conducted only if the discipline or area of study is not new to the University or the offering Faculty(ies)/School(s)/Department(s)/Unit(s) already has/have the required expertise and experience in the relevant discipline.

1.1.6 Processes for a Self-financed Programme

The initial proposal should be discussed at the Faculty Management Board(s)/ SDSMB /WJYSISMB and, after necessary amendments, be forwarded to the UAPC for consideration. Based on the initial proposal, the Chairman of the AQAC, in consultation with the Dean(s) concerned, will decide whether an on-site or a postal exercise should be conducted adopting the same guiding principle stipulated above.

1.2 Planning the New Programme

- 1.2.1 After the initial programme proposal stage, a Programme Planning Committee (PPC) should be formed to prepare a full submission for validation. The detailed terms of reference and membership of the PPC should be included in the initial programme proposal.
- 1.2.2 The main job of a PPC is to plan the programme in final detail and to prepare the full submission for validation.
- 1.2.3 The general format of a full submission is given in Appendix C. The document shall give a prominent place to outcome-based approaches to learning, teaching and assessment. It shall cover the intended learning outcomes of the programme, how the programme curriculum, the learning and teaching activities will lead to achievement of these outcomes and what measures will be taken or evidence will be gathered to determine whether the intended outcomes are achieved.
- 1.2.4 The PPC should invite the Director of Centre for Innovative Teaching and Learning to provide written input to the outcome-based elements in the programme proposal and the blended learning elements in the proposed programme/courses. For details, please refer to Section 3.3.9 in Chapter 3. In addition, for a self-financed programme the proposed budget for the programme should be submitted to the Finance Office for advice.
- 1.2.5 The PPC should also solicit views from the relevant Advisory Board(s), if any, when the details of the programme have been worked out.
- 1.2.6 If there are any significant changes from the version of the programme/major approved earlier, the PPC should seek new approvals through the stages required for an initial programme proposal.
- 1.2.7 When planning the detailed curriculum, the PPC should understand clearly and bear in mind the broad resource parameters which the University has agreed for the programme. This is to avoid rejection of the full submission on resource grounds. The fine tuning of the resource demands should be referred to appropriate committee(s) for consideration separately but concurrently with the validation process.

- 1.2.8 For a UGC-funded programme, the PPC should plan the presentation of the full submission for validation in such a way that it will fit in with the University's planning cycle. (Refer to Appendix D)
- 1.2.9 The Chairman of the PPC should give as much notice as possible, and certainly not less than four weeks, of the precise date when the full submission will be ready, so that arrangement for consideration of the document by the Faculty Board concerned/ SDSMB/WJYSISMB can be made and the Programme Validation Panel (PVP) or external assessors can be appointed by the AQAC. He should also ensure that all necessary documentation is prepared to meet the agreed deadline.

[Note: When a self-financed undergraduate degree programme is to be offered, the AQAC will decide on a case-by-case basis whether validation is necessary or not. The consideration is whether the self-financed undergraduate programme is basically patterned after the UGC-funded degree programme and is substantially the same. If the self-financed undergraduate programme is substantially the same as the UGC-funded programme, no additional validation process is necessary.]

1.3 Programme Validation

- 1.3.1 After the programme submission is prepared, a validation shall be conducted, either in the form of a postal or an on-site exercise as earlier decided by the Chairman of AQAC in consultation with the Dean(s) concerned.
- 1.3.2 The general aim of a validation is to establish that the submission merits the full support of the University. In more specific terms, the following aspects will be considered:
- (a) the rationale and coherence of the following items, both separately and in the overall programme context:
 - (i) uniqueness of the proposed programme;
 - (ii) community needs;
 - (iii) student demand;
 - (iv) admission requirements;
 - (v) aims and learning outcomes;
 - (vi) the required standard at relevant level in the Hong Kong Qualifications Framework (HKQF);
 - (vii) the consistency between the programme standards and those articulated for the University;
 - (viii) programme design philosophy and structure;
 - (ix) programme curriculum and content;
 - (x) programme operation, management, quality assurance and enhancement;
 - (xi) teaching/learning activities;
 - (xii) assessment methods and regulations;
 - (xiii) employment opportunities and their match with output;
 - (xiv) the overall intellectual level of the programme and the intellectual demands it places on students; and
 - (b) the adequacy of staff and resource support, both current and planned, and any resource implications for the University over and above the previously agreed levels;
 - (c) the quality and experience of academic staff who will teach the programme, together with any staff development plans and intended staff appointments;

- (d) the relationship with the University's policies and regulations, and with any published principles/regulations/guidelines of the external professional body, if appropriate;
- (e) the presentation and quality of the submission document; and
- (f) where relevant, the likelihood of acceptance by a specified professional body.

1.3.3 In addition, whether the proposed curriculum, learning and teaching activities and the assessment methods are adequate and appropriate for achieving the learning outcomes, as well as whether the evidence to be collected will be adequate and appropriate for measuring outcomes should be considered.

1.3.4 Postal Validation

1.3.4.1 Two external assessors who are usually reputable experts from other institutions, including one member selected from one of the benchmarking institutions of the University³ or the academic unit(s) proposing the programme, where possible, shall be appointed by the AQAC. If necessary (such as for a programme involving more disciplines), three external assessors can be appointed.

1.3.4.2 The PPC has to submit the validation document to the Faculty Board concerned/SDSMB/WJYSISMB which will ensure its quality and compliance with the guidelines as set out in Appendix C. The PPC should revise the document taking into account comments, if any, from the Faculty Board concerned/SDSMB/WJYSISMB.

1.3.4.3 After obtaining endorsement from the Faculty Board concerned/SDSMB/WJYSISMB on the validation document, the PPC shall approach the external assessors to seek their input and comments on the programme submission. A sample template is given in Appendix E. In the assessment reports, the external assessors shall indicate support to the submission (with or without amendments) or refer the submission back for further considerations of specific issues. It is not necessary for the external assessors to make a recommendation on approval/non-approval of the programme submission. The document should also be forwarded to the AQAC Secretariat concurrently for vetting against Appendix C.

1.3.4.4 An honorarium of HK\$4,500 will be paid to an external assessor who has completed the assessment.

1.3.4.5 The PPC has to prepare a response to the comments made by the external assessors, and where appropriate, revise its submission taking into account the assessors' comments as well as those from the AQAC Secretariat (if any). The PPC has the discretion whether to send the response to the relevant assessors.

1.3.4.6 The assessment reports and the response of the PPC will form part of the documentation to be attached to the programme submission to be submitted to the FMB concerned/SDSMB /WJYSISMB for endorsement and to the AQAC which will make deliberation and recommendation to the Senate.

³ Ewha Women University of South Korea, International Christian University of Japan, London School of Economics of UK, Pomona College of USA, The University of Durham of UK, Wellesley College of USA, Williams College of USA and Yuanpei College, Peking University of China

1.3.5 On-Site Validation

1.3.5.1 The PPC has to submit the validation document to the Faculty Board concerned/SDSMB/WJYSISMB which will ensure its quality and compliance with the guidelines as set out in Appendix C. The document should also be forwarded to the AQAC Secretariat for vetting against Appendix C. The PPC should revise the document taking into account comments, if any, from the Faculty Board/SDSMB/WJYSISMB and the AQAC Secretariat.

1.3.5.2 The AQAC will appoint a PVP with the composition as follows to conduct the exercise:

- (a) a Chairman – a senior academic outside the host Departments to be appointed by the AQAC.
- (b) the following categories of membership to be appointed by the AQAC:
 - two external members who are usually reputable experts from other institutions, including one member selected from one of the benchmarking institutions of the University⁴ or the academic unit(s) proposing the programme, where possible; and if necessary (such as for programmes involving more disciplines), three external members can be appointed; and
 - one academic staff member to be co-opted where deemed necessary.
- (c) Registry will provide secretarial support to PVPs.

1.3.5.3 There should be a suitable combination of members reflecting internal responsibility for academic standards, subject expertise, programme planning and validating experience, knowledge of programmes of a similar type, and knowledge of the graduate employment possibilities arising from the programme.

1.3.5.4 The Registry will organise the validation and later draft the validation report, in collaboration with the Chairman of the PVP.

1.3.5.5 For a visit of a non-local external member, the visit shall be up to four days. The package will include a return air ticket of economy class (with a ceiling rate based on point-to-point direct full-fare economy ticket rate), accommodation expenses of up to HK\$1,700 per night and a per diem allowance at HK\$900 per day.

1.3.5.6 The Panel should adopt a peer group approach in its consideration of the submission and in its discussions with the PPC but must, nevertheless, conduct a rigorous evaluation of the merits of the submission. The validation shall be a one-day exercise to facilitate more thorough and in-depth discussion.

1.3.5.7 If a non-local member cannot join the validation meetings on campus, video conference will be arranged as far as practicable. Considering that the non-local member can be from different time zones, and therefore operational difficulties may be encountered for arranging video conference for validation meetings which last for a whole day, the non-local member can take part in some, not all, of the meetings. When a non-local member is unable to come to the University and a video conference cannot be arranged or he/she

⁴ Ewha Women University of South Korea, International Christian University of Japan, London School of Economics of UK, Pomona College of USA, The University of Durham of UK, Wellesley College of USA, Williams College of USA and Yuanpei College, Peking University of China

can only join part of the event, paper assessment in areas specified under 1.3.2 above shall be provided by him/her prior to the meetings.

1.3.5.8 The Panel will meet privately with the PPC to consider the submission and may choose to see particular facilities relevant to the programme. The panel can have a separate session to meet with junior academic staff, if deemed necessary. The panel may also meet with relevant graduates and students. The validation document (except sensitive data) should be provided to them.

1.3.5.9 The Panel or its Chairman will verbally convey the outcome of the validation to the PPC. Then the external members will provide written feedback/recommendations which form the basis of a report which, in conclusion, will recommend to the AQAC that the submission:

- (a) be approved with or without recommendations; or
- (b) be referred back for further considerations of specific issues, subject to a further, full validation.

1.3.5.10 An honorarium of HK\$4,500 will be paid to an external member who has completed his/her duties.

1.3.5.11 A report prepared by the Secretariat will be forwarded without delay to the PPC. The PPC has to prepare a response to the specified recommendations and, where appropriate, revise its submission taking into account the specified recommendations.

1.3.6 After the Validation

1.3.6.1 The FMB concerned/SDSMB/WJYSISMB will consider and endorse as appropriate the response and the revised submission from the PPC. On the basis of the report (for on-site validation only)/external assessors' reports (for postal validation), the endorsed response and the revised submission from the PPC, the AQAC will be responsible for deciding:

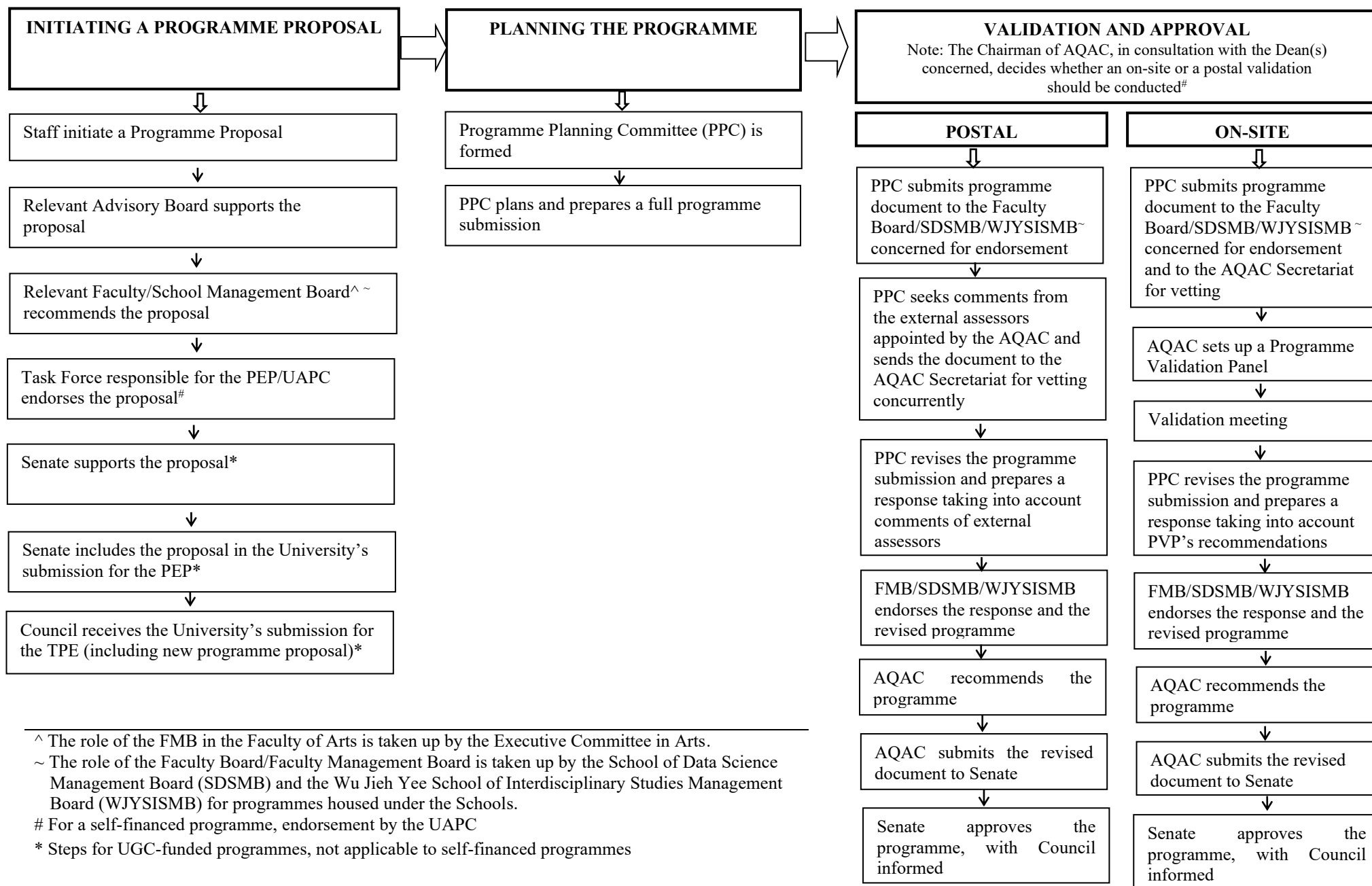
- (a) that the academic validity of the programme submission is acceptable, either without conditions or subject to specified conditions being met; or
- (b) that the academic validity of the programme submission is not acceptable, and the submission is referred back for further consideration of specified issues or conditions and is then subject to reconsideration by the validating panel and the AQAC; or
- (c) that, in exceptional cases, the programme submission is deferred for a limited or indefinite period for stated reasons.

1.3.6.2 The AQAC will forward the report(s) of the PVP (for on-site validation) and the revised programme submission (with external assessors' reports attached for postal validation) to the Senate for approval/information and possible comment.

1.3.6.3 Following approval by the Senate, the programme submission document may need to be thoroughly revised, taking into account the comments made by the PVP/external assessors, the FMB concerned/SDSMB/WJYSISMB, the AQAC and the Senate. The Council will be informed of the approved programme.

[Note: Please refer to Appendix F for approved procedures for launching self-financed undergraduate programmes. Please also refer to the “[Guidelines for Self-financed Programmes](#)” available from the webpage of the Finance Office (via intranet).]

Flow Chart of Programme Development and Approval Procedures for a New Undergraduate Programme



APPENDIX B

Format of an Initial Programme Proposal

This document should normally contain the following information:

1. General information - the title of the programme, normal duration of the programme, QF level of the programme, qualification to be awarded, and the likely commencement date.
2. Faculty(ies)/School(s)/Department(s)/Unit(s)¹ responsible for the programme.
3. Justification and needs for the programme - this section should provide justification and establish the economic and societal needs for the programme by industry, commerce and the community (local and/or regional). It should contain the results/analyses of a detailed investigation obtained from the following sources revealing the existence of a need for the programme, taking into account the existing and proposed provision of similarly qualified personnel from other institutions and the uniqueness of the proposed programme:
 - (a) Reports or projections on manpower requirements or employment opportunities from such sources as UGC letters, manpower projection reports by the government (e.g. its bureaus, departments, commissioned projects/studies), reports or projections from industry, manpower agency, consultancy firms;
 - (b) Information on student demand from such sources as numbers of students in existing programmes in similar fields/disciplines offered by local institutions at undergraduate level, number of graduates of sub-degree programmes which serves as potential sources of demand, results from surveys, findings from interviews among potential students.

Information/data should be provided from at least one source in each of those listed in (a) and (b) above.

4. Aims and philosophy of the programme - relating the need for the programme to its proposed educational objectives.
5. Admission requirements.
6. The programme structure including training components.
7. Outline of programme content - the courses (a few lines of description), the teaching pattern, the total hours of lectures, tutorials, laboratory sessions etc. per term, and the departments/units responsible for teaching.
8. Planned student numbers from start to steady-state.
9. Resources - an estimate of the resources required from the year of development; staff (academic, technician and general), specialist and general teaching accommodation, equipment, general expenses. The impact of the proposal on central services units such as the Library and Information Technology Services Centre should also be identified. For a self-financed programme, a 3-year budget plan shall be prepared and vetted by the Finance Office, as stipulated in the Guidelines for Self-financed Programmes/Activities.
10. The likely staff development needs.

¹ A division assumes similar roles and responsibilities of a department/unit.

11. Views of the Advisory Board(s), if any.
12. Programme Planning Committee - proposed membership.
13. Projected involvement of other departments/units, if any.
14. The relationship of this programme to other programmes.
15. Evidence of preliminary peer group evaluation, including comments from individual(s) external to the host department(s).

APPENDIX C

Format of a Full Submission

The heading and notes below suggest a comprehensive format for the preparation and presentation of a proposed new programme at the validation stage. Variations in content, sequence or volume may be necessary to reflect the circumstances of a particular programme or major.

Part I : General Information

1. Introduction

Title of the programme (in both English and Chinese), normal duration, QF level, and proposed starting date.

2. Host and Contributing Departments/Units

Faculty(ies)/School(s)/Department(s)/Unit(s) hosting the programme and contributing to the teaching of the programme, with their approximate percentage contribution.

3. Justification and Needs for the Programme

This section should provide justification and establish the economic and societal needs for the programme by industry, commerce and the community (local and/or regional). It should contain the results/analyses of a detailed investigation obtained from the following sources revealing the existence of a need for the programme, taking into account the existing and proposed provision of similarly qualified personnel from other institutions and the uniqueness of the proposed programme:

- (a) Reports or projections on manpower requirements or employment opportunities from such sources as UGC letters, manpower projection reports by the government (e.g. its bureaus, departments, commissioned projects/studies), reports or projections from industry, manpower agency, consultancy firms;
- (b) Information on student demand from such sources as numbers of students in existing programmes in similar fields/disciplines offered by local institutions at undergraduate level, number of graduates of sub-degree programmes which serves as potential sources of demand, results from surveys, findings from interviews among potential students.

Information/data should be provided from at least one source in each of those listed in a) and b) above.

4. Student Number

The proposed initial intake of the programme should be shown, together with the pattern of build-up of student numbers over the first five years of the programme.

The programme should explain its strategies for student recruitment.

5. Admission Requirements

A complete statement of minimum admission requirements, with any special conditions for direct entry to higher years of the programme and for exemptions.

6. Aims and Learning Outcomes of the Programme

The educational and relevant aims and intended learning outcomes of the programme, expressed, as appropriate, to reflect knowledge, attitude and skills (e.g. analytical and communication skills), the intellectual and imaginative development of the student. Particular emphasis should be placed on what students are expected to learn. Illustrate briefly the mapping between the learning outcomes of the programme and Lingnan's Ideal Graduate Attributes to show how the programme contributes to the achievement of some or all of Lingnan's Ideal Graduate Attributes. Include a mapping table between the learning outcomes of the programme and Lingnan's Ideal Graduate Attributes following the table shown in Annex 1.

7. Level of Award

Arguments and justification for the level of the award (e.g. Degree vs Honours Degree). Include also a mapping between the learning outcomes of the programme and the relevant Generic Level Descriptors (GLDs) of the HKQF. For relevant GLDs for HKQF Level 5 and the template to be completed, please refer to Annexes 2 and 3 respectively.

8. Consistency between Programme Standards and those Articulated for the University

A statement on how the programme standards are consistent with those articulated for the University. The overarching statement of the University about its academic standards is given in Annex 4.

9. Programme Design and Structure¹

Design philosophy and academic structure of the programme in detail. The inter-relationships between courses should be identified and any streaming of the programme clearly presented. How the components in the programme align with the programme aims and will lead to achievement of the programme aims and intended learning outcomes. A mapping table of learning outcomes of the programme and the full list of courses in the Major(s) should be included. In a programme where the student is given a substantial degree of choice, the permitted programmes of study should be identified with a clear indication of compulsory courses and with regulations for the choice of majors and elective courses. The conditions for the award in terms of credit accumulation should be defined, and typical programmes of study or routes through the programme scheme should be given.

10. Programme Curriculum

The curriculum should be specified in terms of the detailed teaching pattern for each of the courses offered. This should include the courses and activities in each year of the programme, the time allocated to each course in terms of lectures, tutorials, workshops, syndicates, etc., and each activity together with the planned teaching group size.

¹ When designing the programme structure of the proposed programme, please refer to the undergraduate programme framework available at the Registry's website (<https://www.ln.edu.hk/reg/undergraduate-programmes/4-year-undergraduate-programmes>). In addition, block credit transfer will be granted to an eligible sub-degree graduate who is designated as a Year 3 student upon admission, as detailed in Section 9.4 of the Regulations Governing Undergraduate Studies (<https://www.ln.edu.hk/reg/undergraduate-programmes/regulations-governing-undergraduate-studies>).

11. Programme Operation, Management, Quality Assurance and Enhancement

Details of programme operation, management, quality assurance and enhancement, including constitution and terms of reference of the Programme and Curriculum Committee/Undergraduate Business Programmes Committee/Department Board or other committee(s) responsible for programme management, quality assurance and enhancement. Name (if available) and responsibilities of the Programme Director/Department Head (for BA programmes). Other programme responsibilities as appropriate – admission/year/major tutors, course coordinators, etc.

Information with regard to the future review of the programme via the conduct of benchmarking including names of institutions selected for benchmarking, reasons for the selection, aspects to be benchmarked (mainly on teaching and learning related matters), intended goals to be achieved and indicative timeline for conducting the benchmarking exercise.

What measures will be taken to achieve the intended learning outcomes and evidence will be gathered to determine whether the intended learning outcomes of the programme and/or individual courses are achieved, such as collection and handling of results of Course Teaching and Learning Evaluation, views and suggestions from External Academic Advisers, Advisory Board and Staff-Student Consultation Committee, graduates survey, alumni survey, employers survey, results of benchmarking activities, etc.

12. Teaching/Learning Methods and Projects (if any)

General description of the teaching and learning methods/activities including balance of and rationale for the proposed teaching/learning methods/activities.

Project work should be explained in detail, typical examples given and the proposed organisation and assessment methods described.

How the teaching and learning methods/activities will contribute to the achievement of the intended learning outcomes.

13. Examination and Assessment

What are the general strategies and methods in assessing students for the programme. How the assessment methods serve to measure the learning outcomes of the overall programme and individual courses. There may be some highlights or examples on assessment methods specifically for certain courses to be used to measure certain learning outcomes.

It should be clearly stated that whether the University-wide examination and assessment regulations will be followed. Any deviations and additional requirements have to be spelt out.

14. Relevant Current Programmes of the Contributing Departments/Units

List programmes and current intake numbers.

15. Professional Recognition (if applicable)

Indicate the local and/or overseas relevant professional bodies the University has contacted or is going to contact for seeking recognition, and the likelihood that the programme can satisfy requirement/criteria for recognition/exemption.

16. Staff Development, Research, Consultancy and Related Activities

The contributing departments'/units' policy and approach to staff development, including:

- (a) current and planned research projects;
- (b) consultancies undertaken;
- (c) current Postgraduate Degree and Research Degree registration;
- (d) other staff development activities; and
- (e) the particular staff development needs associated with the programme/major(s) and plans to meet these needs.

17. Resource Support for the Programme or Major(s)

The resources which will be used to support the programme or major(s) should be specified according to the headings (a) to (h) below. A distinction should be made between those resources in place, and those still to be obtained.

For UGC-funded programmes, it is expected that all the staff resources necessary for the programme are given in accordance with the student load. Similarly it is expected that the non-staffing resource needs will be provided from the non-staffing resource allocation made to the host and contributing departments on the understanding that the basis for the allocation of such resources to departments continues as at present. Any request for significant additional resources should be made separately from but concurrently with this proposal.

- (a) *Academic Staff*
 - i) Listing of academic staff who will be involved in the programme/major(s), with rank, qualifications, experience/posts held, research expertise, and teaching and/or other programme responsibilities; and
 - ii) rank and subject area of additional posts, those previously agreed and any now requested, with justifications, if any.
- (b) *Other Staff Support*
 - i) Present establishment and rank of administrative, technical and general staff who will support the programme/major(s); and
 - ii) any additional supporting/technical staff as previously agreed or now requested.
- (c) *Accommodation*
 - i) Tabulation of the host departments'/units' accommodation including staff rooms and specialised areas;
 - ii) additional demands on general teaching accommodation created by the programme/major(s); and
 - iii) any essential, new specialist accommodation required by the programme/major, as previously agreed or now requested.
- (d) *Equipment*
 - i) List of major equipment items available to support the programme/major(s); and
 - ii) additional major equipment items needed, as previously agreed or now requested.

- (e) *General Expenses*
 - i) List of departmental allocations for general expenses and equipment maintenance in current and previous two years; and
 - ii) any increase in the recurrent level of general expenses needed to support the programme/major(s), as previously agreed or now requested.
- (f) *Library Support*
 - i) List of books/journals/periodicals relevant to the programme/major(s) currently held by the Library; and
 - ii) additional library expenditure needed to support the programme/major(s), both initial and recurrent, as previously agreed or now requested.
- (g) *Computing Support*
 - i) List of computing facilities, software, etc. available to the programme/major(s); and
 - ii) any additional computing expenditure required, as previously agreed or now requested.
- (h) *Other Support Facilities*
 - i) Other University facilities which will directly support the programme/major(s); and
 - ii) any additional facilities needed for the programme/major(s), and their cost, as previously agreed or now requested.

[Note: For a self-financed programme, a budget showing annual income and expenses of the proposed programme is needed.]

Part II : Syllabuses

A syllabus should be provided for each course contained in the programme scheme following the standard format shown in Annex 5. Two standard syllabus templates illustrating two forms of presentation for the Measurement of Learning Outcomes section are shown in Annex 6 and Annex 7. An interactive Course Syllabus Generation Tool is available at <http://tlc.ln.edu.hk/SyllabusTool/> which provides step by step guidelines to develop course syllabus meeting the standard format.

Mapping of the Programme Intended Learning Outcomes (PILOs) to Lingnan's Graduate Attributes for Undergraduates Programmes

Programme Intended Learning Outcomes (PILOs)	Graduate Attributes for Undergraduates								
	Scholarly and Interdisciplinary ¹	Digitally Literate ²	Skilled Communicator ³	Critical and Analytical ⁴	Creative and Entrepreneurial ⁵	Committed to Service ⁶	Glocally Minded ⁷	Personally and Socially Responsible ⁸	Committed to Life-long Learning ⁹
PILO 1									
PILO 2									
PILO 3									
etc.									

Notes:

1. LU graduates will have a secure grounding in a chosen academic field(s) and cross-disciplinary applications.
2. LU graduates will have proficiency in technology.
3. LU graduates will have excellent communication skills, including oral and written English and Chinese (Putonghua as well as Cantonese) skills.
4. LU graduates will demonstrate independent critical thinking and strong analytic competence.
5. LU graduates will be creative problem-solvers and be capable planners, and entrepreneurs.
6. LU graduates will have a commitment to service to the community.
7. LU graduates will have a global and local (a Glocal) outlook with the ability to understand various cultural perspectives.
8. LU graduates will have tolerance, integrity, civility and a sense of responsibility.
9. LU graduates will have a desire for life-long learning.

Generic Level Descriptors (GLDs) for HKQF - Level 5

Knowledge and Intellectual Skills

- Demonstrate and/or work with in-depth specialised technical or theoretical knowledge of a field of work or study
- Use a wide range of specialised intellectual skills in support of established practices in a subject/discipline/ sector
- Critically analyse, evaluate and/or synthesise concepts, information and issues drawn from a wide range of sources to generate ideas

Processes

- Apply knowledge and skills in a range of technical, professional or management activities
- Identify and analyse both routine and abstract technical/ professional problems and issues, and formulate evidence-based responses
- Exercise appropriate judgement in planning, design, technical and/or management functions related to products, services, operations or processes

Autonomy and Accountability

- Accept responsibility and accountability, within broad parameters, for determining and achieving personal and/or group outcomes
- Work under the mentoring of senior qualified practitioners
- Deal with ethical issues, seeking guidance of others where appropriate

Communication, ICT and Numeracy

- Use some advanced and specialised skills in support of established practices in a subject/discipline/ sector
- Participate constructively in group discussions and make formal and informal presentations to a range of audiences on standard/mainstream topics in a subject/discipline/sector
- Use some advanced features of ICT applications to support and enhance work
- Interpret, use and evaluate numerical and graphical data to set and achieve goals/ targets

Retrieved from:

https://hkqf.gov.hk/files/record/qf-lvl-resources/6/The%20revised%20GLD%20and%20the%20Explanatory%20Notes_Eng_April_2018-1703059799.pdf

Mapping of Programme Intended Learning Outcomes (PILOs) against the Generic Level Descriptors (GLDs) of the Hong Kong Qualifications Framework (HKQF) – Level 5 (for undergraduate programmes)

PILO	GLD Domain	GLDs (HKQF – Level 5)												
		K			P			A			C			
		K1	K2	K3	P1	P2	P3	A1	A2	A3	C1	C2	C3	C4
1.														
2.														
3.														
4.														
5.														
6.														
Information Technology Fluency (ITF) Programme														
													✓	✓

Notes:

1. Please do the mapping by ticking appropriate boxes. It is not necessary for having a full match between PILOs and GLDs (i.e. not all boxes in the template need to be ticked).
2. The PILOs shall have included the contribution of the Core Curriculum and language enhancement courses in the 120-credit curriculum.
3. The mapping shall count also the ITF programme which is required for all UG students, although it is not part of the 120-credit curriculum.

GLDs for HKQF - Level 5

K - Knowledge and Intellectual Skills	P - Processes	A - Autonomy and Accountability	C - Communication, ICT and Numeracy
K1 - Demonstrate and/or work with in-depth specialised technical or theoretical knowledge of a field of work or study K2 - Use a wide range of specialised intellectual skills in support of established practices in a subject/discipline/ sector K3 - Critically analyse, evaluate and/or synthesise concepts, information and issues drawn from a wide range of sources to generate ideas	P1 - Apply knowledge and skills in a range of technical, professional or management activities P2 - Identify and analyse both routine and abstract technical/ professional problems and issues, and formulate evidence-based responses P3 - Exercise appropriate judgement in planning, design, technical and/or management functions related to products, services, operations or processes	A1 - Accept responsibility and accountability, within broad parameters, for determining and achieving personal and/or group outcomes A2 - Work under the mentoring of senior qualified practitioners A3 - Deal with ethical issues, seeking guidance of others where appropriate.	C1 - Use some advanced and specialised skills in support of established practices in a subject/discipline/sector, C2 - Participate constructively in group discussions and make formal and informal presentations to a range of audiences on standard/mainstream topics in a subject/discipline/sector C3 - Use some advanced features of ICT applications to support and enhance work C4 - Interpret, use and evaluate numerical and graphical data to achieve goals/targets.

1. The above table is retrieved from: https://hkqf.gov.hk/files/record/qf-lvl-resources/6/The%20revised%20GLD%20and%20the%20Explanatory%20Notes_Eng_April_2018-1703059799.pdf
2. Programmes should always **refer to the HKQF website for the latest version of GLDs** to be adopted in the programme proposal.

Academic Standards of Lingnan University

Lingnan University academic standards are realised by means of benchmarking, review and assessment. In terms of benchmarking, the Lingnan ideal graduate attributes have been developed so as to reflect the parameters of Hong Kong Qualification Framework (HKQF) while not losing the distinctive nature of the liberal arts education provided by the University. Accordingly, new and existing programmes are developed with reference to both the Lingnan graduates attributes and the relevant generic level descriptors contained within the HKQF. Similarly, new programme validation and programme review exercises are conducted with the Lingnan ideal graduate attributes and the relevant HKQF parameters in view.

The emphasis on benchmarking is also reflected in the fact that in programme validation and review exercises and the External Academic Advisers system, wherever possible, the relevant panels and External Academic Advisers of a programme include at least one senior academic from one of the University's approved benchmark partners.

Given this emphasis on benchmarking in the process of programme development, review and quality assurance and enhancement, the University is well placed to emphasise the Outcome-Based Approach to Teaching and Learning (OBATL). This means that all course outlines clearly reflect one or more of the programme level outcomes to the extent that all the programme level outcomes are addressed by the programme curriculum overall.

In each of the courses, assessment tasks are then clearly designated as measuring the attainment of one or more course learning outcomes such that all who graduate from a particular programme have been measured against course learning outcomes and the relevant programme learning outcomes that they reflect.

Generic and/or analytical rubrics have been developed for all courses in the Lingnan programme portfolio which means that the academic achievement of students is measured directly against the academic standards established for the relevant programmes and courses and not against artificially imposed grading norms.

Format of a Course Syllabus

Course Title	: (in English, and in Chinese if any)
Course Code	: (at least indicates letter code and the first digit)
Recommended Study Year*:	
No. of Credits/Term	:
Mode of Tuition	: Sectional approach or Lecture-tutorial mode
Class Contact Hours	: Total hours/hours per week (if sectional approach is adopted – indicate the number of hours/week, otherwise, indicate the number of hours per week for each activity, e.g. Lecture/non-lecture activities)
Category	: (e.g. University required language, Common Core/Cluster X in Core Curriculum, Foundation/Core/Major required/Major elective in Degree Programme, etc.)
Discipline*	: (if applicable)
Prerequisite(s)	: (if any)
Co-requisite(s)	: (if any)
Exclusion(s)	: (if any)
Exemption Requirement(s)	: (if any)
Brief Course Description	: (brief description on aims and content, 60-120 words in English, and 90-180 characters in Chinese if applicable)
Aims	:
Learning Outcomes [#]	:
Indicative Content	:
Teaching Method	:
Measurement of Learning Outcomes [#] :	
Assessment	: (% in continuous assessment, test and examination, etc.)
Required/Essential Readings:	
Recommended/Supplementary Readings:	

*optional items

[#] Reference materials on writing of “Learning Outcomes” and “Measurement of Learning Outcomes” and other useful information featuring Outcome-based Approaches to Teaching and Learning (OBATL) are available from CITAL’s webpage <<[<https://ln.edu.hk/tlc/support-for-staff/outcomes-based-approaches-to-teaching-and-learning/obatl-resource>>](https://ln.edu.hk/tlc/support-for-staff/outcomes-based-approaches-to-teaching-and-learning/obatl-resource)>>.

Notes:

- (1) Most courses are term courses of 3 credits under the Credit-based System. Therefore, if a course is not a term course, it has to be stated explicitly in the syllabus.
- (2) Prerequisite:
If a course has a prerequisite, a student must have taken and passed it before enrolling in the course concerned.
- (3) Co-requisite:
If a course has a co-requisite, a student must take both courses in the same term.

- (4) Exclusion:
If a course has another course as exclusion, a student is allowed to enroll only in one of the two courses during his/her period of study, unless he/she fails any one.
- (5) Format for Readings:
Academic staff can follow the following existing examples which have been adopted for years for listing readings in course syllabuses. Alternatively, they can take reference to two common citation styles, viz. Chicago-style and APA-style citations, information of which is shown in the Attachment for listing readings in the course syllabuses.
- Author, Book Title (*in italics*), Edition, Place, Publisher, Year.
e.g. Dess, G. G., Lumpkin, G. T., and Eisner, A. B., *Strategic Management: Creating Competitive Advantages*, 4th Edition, McGraw-Hill International Edition, McGraw-Hill/Irwin, 2008.
黃子平、許子東編：《香港短篇小說選2002-2003》，香港：三聯書店，2006年。
(Titles of Chinese publications should be printed in Chinese and where possible followed by English. For translated works, the title and author of the original work need to be provided.)
- (6) The syllabus of a Chinese course can be presented in either way:
- written in Chinese with an English version, or
 - basically in English, but with information in Chinese for some items, e.g. course titles, course description, indicative content, readings, etc.

Important Notes:

- Students are expected to spend a total of 9 hours (i.e. 3* hours of class contact and 6* hours of personal study) per week to achieve the course learning outcomes.
- Students shall be aware of the University regulations about dishonest practice in course work, tests and examinations, and the possible consequences as stipulated in the Regulations Governing University Examinations and Course Work. In particular, plagiarism, being a kind of dishonest practice, is “the presentation of another person’s work without proper acknowledgement of the source, including exact phrases, or summarised ideas, or even footnotes/citations, whether protected by copyright or not, as the student’s own work”. Students are required to strictly follow university regulations governing academic integrity and honesty.
- Students are required to submit writing assignment(s) using Turnitin.
- To enhance students’ understanding of plagiarism, a mini-course “Online Tutorial on Plagiarism Awareness” is available on <https://pla.ln.edu.hk/>.
- Students must adhere to the University’s guidelines and practices when using Generative Artificial Intelligence (AI) tools. The official documents “Guidelines for Using GAI Tools at Lingnan University” and “Best Practices for Ethical and Responsible Use of GAI Tools in Course Assessments” can be found here: <https://www.ln.edu.hk/cital/generative-artificial-intelligence/gai-guidelines-best-practices>.

* Numbers of hours are subject to adjustment for individual courses.

Information on Chicago-style and American Psychological Association (APA)-style Citations

A. Chicago-style Citation

a) Book/Chapter or other part of a book

Author, Book Title (*in italics*), Edition, Place, Publisher, Year.

Some examples are given below:

(i) Books

- Dess, Gregory, G. T. Lumpkin, and A. B. Eisner. *Strategic Management: Creating Competitive Advantages*. 4th Edition, McGraw-Hill International Edition, McGraw-Hill/Irwin, 2008.
- 黃子平、許子東編：《香港短篇小說選2002-2003》，香港：三聯書店，2006年。

(ii) Book published electronically

- Kurland, Philip B., and Ralph Lerner, eds. *The Founders' Constitution*. Chicago: University of Chicago Press, 1987. <http://press-pubs.uchicago.edu/founders/>.

(iii) Chapter or other part of a book

- Kelly, John D., "Seeing Red: Mao Fetishism, Pax Americana, and the Moral Economy of War." In *Anthropology and Global Counterinsurgency*, edited by John D. Kelly, Beatrice Jauregui, Sean T. Mitchell, and Jeremy Walton, 67-83. Chicago: University of Chicago Press, 2010.

b) Journal article

Author, Article Title, Journal Title (*in italics*), Volume, Issue, Year, Page Number.

Some examples are given below:

(i) Article in a printed journal

- Weinstein, Joshua I. "The Market in Plato's Republic." *Classical Philology* 104 (2009): 439-58.
- 陳昭珍：從實體到虛擬：談資訊組織發展現況與展望，《中國圖書館學會會報》，68期，2012年6月：頁26-36。

(ii) Article in an online journal

- Kossinets, Gueorgi, and Duncan J. Watts. "Origins of Homophily in an Evolving Social Network." *American Journal of Sociology* 115 (2009): 405-50. doi: 10.1086/599247.

c) Paper for a meeting or conference

Author, Conference Paper Title, Conference Name (*in italics*), Place, Date.

Some examples are given below:

- Adelman, Rachel. "'Such Stuff as Dreams Are Made On': God's Footstool in the Aramaic Targumin and Midrashic Tradition." Paper presented at the *annual meeting for the Society of Biblical Literature*, New Orleans, Louisiana, November 21-24, 2009.
- 程良程：公共圖書館在網際網路上環境的發展。在《網際網路與圖書館發展研討會》論文集，臺北市，民國88年12月4日，中國圖書館學會編，頁79-93。臺北市：編者，1999年。

Note:

Chicago-style citation lists readings in alphabetical order of the last name of an author. If multiple readings of an author are listed, the readings should be in chronological order of publication date. For more details of this citation style, please refer to the Chicago Manual of Style Online [<http://www.chicagomanualofstyle.org/home.html>].

B. APA-style Citation

a) Book/Chapter or other part of a book

Author, A. A. (Year). Book Title (*in italics*), Place: Publisher.

Author, A. A. (Year). Chapter title. In B. B. Editor (Ed.), Book Title (*in italics*) (page numbers). Place: Publisher.

Some examples are given below:

(i) Books

- Dess, G. G., Lumpkin, G. T., and Eisner, A. B. (2008). *Strategic management: Creating competitive advantages*. 4th Edition, McGraw-Hill International Edition, McGraw-Hill/Irwin.

- 王道隆、崔茂登和洪其華 (1997) : 《香港教育》, 深圳, 海天出版社。

(ii) Book published electronically

- Johnson, W. (2009). Open access journals: The global movement and local publishing. In W. Jones (Ed.), *E-Journals access and management*. New York, NY: Routledge. Retrieved from <http://lib.myilibrary.com/Browse/open.asp?ID=170652&loc=25>

(iii) Chapter or other part of a book

- Shoho, A. R., Merchant, B. M., & Lugg, C. A. (2005). Social justice: Seeking a common language. In F. W. English (Ed.), *The Sage handbook of educational leadership: Advances in theory, research, and practice* (pp. 47-66). Thousand Oaks, CA: Sage Publications.

- 譚寶芝 (2004) : 網上漢語文語法解難自學教程設計探討, 輯於謝錫金、祁永華和岑紹基編《漢語文教學網絡建構研究及課堂應用》, (頁282-291), 廣州, 廣東高等教育出版社。

b) Journal article

Author, A. A. (Year). Article title. Journal Title (*in italics*), Volume(Issue), page numbers.

Some examples are given below:

(i) Article in a printed journal

- Bill, M., & Emmy, M. (2008). Writing tutors in the economics classroom: A case study. *The Canadian Journal of Higher Education*, 38(3), 21-36.

- 徐少華 (2009) : 復器、復國與楚復縣考析, 《中央研究院歷史語言研究所集刊》, 80(2), 197-216。

(ii) Article in an online journal

- Bore, A., & Wright, N. (2009). The wicked and complex in education: developing a transdisciplinary perspective for policy formulation, implementation and professional practice. *Journal of Education for Teaching*, 35, 241-256. doi:10.1080/02607470903091286.

c) Paper for a meeting or conference

If the proceedings of meetings and symposia have been published in book or periodical form, use the citation format as for a book or periodical.

If the symposium contributions, paper or poster presentation has not been formally published, include the month and year of the symposium or meeting in the reference.

Some examples are given below:

- Raquel, M. R., & Stone, D. (2009, July). *Refining an English placement test for undergraduates and graduates students*. Paper presented at the Pacific Rim Objective Measurement Symposium 2009 (PROMS 2009) Hong Kong, The Hong Kong Institute of Education, Hong Kong, China.
- 保隆、謝寶媛、盧昆宏 (1997)。品質管理策略與圖書館業務機能相關性之研究。在銘傳管理學院編，1997 海峽兩岸管理科學學術研討會論文集 (頁190-195)。台北市，編者。

Note:

APA-style citation lists readings in alphabetical order of the last name of an author. If multiple readings of an author are listed, the readings should be in chronological order of publication date. For more details of this citation style, please refer to the American Psychological Association. (2010). *Publication manual of the American Psychological Association* (6th ed.). Washington, DC: Author, Call No.: BF76.7 .P83 2010 or online APA style, <http://www.apastyle.org/>.

Sample of a Course Syllabus Using Texts to Describe How Learning Outcomes Match with their Associated Assessment Tasks

Course Title	: <i>The Four Books</i> and Chinese Intellectual Tradition 《四書》與中國士人傳統
Course Code	: CLB9012
Recommended Study Year	: Any
No. of Credits/Term	: 3
Mode of Tuition	: Lecture-tutorial mode
Class Contact Hours	: 2-hour lecture per week 1-hour tutorial per week
Category	: Humanities and the Arts Cluster in Core Curriculum
Prerequisite	: Nil
Co-requisite	: Nil
Exclusion	: Nil
Exemption Requirement	: Nil

Brief Course Description:

This course introduces students to the basic concepts of Confucian humanism contained in the four great Confucian texts—*The Four Books*—and examines the formation and transformation of Chinese intellectual tradition. It provides students with an in-depth study of selected passages from *The Analects of Confucius* (*Lunyu*), *Mencius* (*Mengzi*), *The Great Learning* (*Daxue*), as well as *The Doctrine of the Mean* (*Zhongyong*).

Aims:

This course aims at exploring a more authentic understanding of Confucian humanism (compared to traditional and contemporary interpretations) through close reading and critical analysis of *The Four Books*. It also aims at reassessing the relevance of Confucian humanism to the present-day world. As a result, the students will be better equipped ethically to face the challenging world.

Learning Outcomes (LOs):

Upon completion of this course, students will be able to:

1. Describe the development of Confucian thought;
2. Explain the fundamentals of Confucian humanism;
3. Analyze and critically evaluate the important issues surrounding *The Four Books*;
4. Apply Confucian humanist principles to a selection of modern-day issues and problems.

Indicative Contents:

- 1) The lives of Confucius and Mencius 孔子、孟子生平簡介
- 2) The importance of the Si Meng Confucian School in the development of early Confucianism
思孟學派與早期儒學
- 3) The compilation and transmission of *The Four Books* 《論語》、《孟子》、《大學》、
《中庸》的成書及其流傳
- 4) Zhu Xi's (1130—1200) commentary on *The Four Books* and its place in Chinese intellectual
history 朱熹《四書章句集注》及其學術地位
- 5) A critical study of the traditional and contemporary interpretations of *The Analects of
Confucius* 傳統與當代《論語》詮釋平議
- 6) Selected readings of *The Four Books* 《四書》選讀

- 7) The core values of Confucian humanism contained in *The Four Books* 《四書》所見儒家人文精神的核心價值
- 8) *The Four Books* and imperial examination 《四書》與科舉
- 9) The relationship of *The Four Books* with the formation and transformation of Chinese intellectual tradition 《四書》與中國士人傳統
- 10) The role Chinese intellectual tradition can play in the modern society 中國士人傳統在現代社會可扮演的角色
- 11) The relevance of Confucian humanism to our daily life and its contribution in dealing with contemporary problems 儒家人文精神的現代意義

Teaching Method:

2 hours of lecture and 1 hour of tutorial per week. During the lectures, selected masterpieces of *The Four Books* will be introduced and analyzed. Student presentation, discussion and report-submission will take place during the tutorial.

Students are required to give presentations on assigned topics in the tutorials. They have to interpret, analyze and evaluate the topics using a variety of critical perspectives learnt in the lectures. They should demonstrate a breadth of knowledge of the fundamentals of Confucian humanism. After the presentation, they also need to lead the discussion on their presented topic.

A sample topic: Explain what Confucius meant by saying: “Only women and underlings are difficult to deal with: be friendly, and they become insolent; be distant, and they resent it.” (*The Analects of Confucius* 17.25) Analyze and critically discuss the causes of discrepancy between Confucius’s intended meaning and scholars’ interpretations (both traditional and contemporary).

At the end of the term, students have to submit for assessment a final report on their presentation. They are expected to demonstrate evidence of a revision process by incorporating in their final reports comments and feedbacks from teachers and group-mates.

The examination comprises essay-type questions that measure students’ knowledge of the development of Confucian thought, their understanding of the basic concepts of Confucian humanism, as well as their ability to critically analyze selected passages from *The Four Books* and related topics. Case studies may also be used to assess students’ ability to apply learnt concepts to realistic situations.

A sample question: *Ren* has been regarded as the supreme Confucian value since ancient times. Explain what Confucius meant by *ren* in *The Analects of Confucius* and why it became the cornerstone of Chinese humanism. Analyze and critically discuss the potential contribution of *ren* to resolving social conflicts in Hong Kong.

Measurement of Learning Outcomes:

Students’ ability to describe Confucian thought and explain the fundamentals of Confucian humanism will be assessed in tutorial presentations that require interpretation, analysis and evaluation of relevant topics using a variety of critical perspectives presented in the lectures. (LO1, LO2)

Students’ ability to analyze and critically evaluate the important issues surrounding The Four Books and apply Confucian humanist principles to a selection of modern-day issues and problems will be assessed in final reports that will review tutorial presentations including feedback received from instructor and peers, and place the presentations in a wider context. (LO3, LO4)

Students' comprehension of Confucian thought, important issues surrounding The Four Books and the modern day applicability of Confucian humanist principles will be assessed in examination comprises essay-type questions will focus on a comprehensive case that addressed each learning outcome. (LO1, LO2, LO3, LO4)

Assessment:

Examination: 50%

Continuous assessment: 50% (Tutorial presentation 20%, Final report 30%)

Essential Readings:

朱熹：《四書集註》，香港：太平書局，1964年。

朱熹：《四書章句集注》，北京：中華書局，1983年。

許倬雲：《知識分子：歷史與未來》，桂林：廣西師範大學出版社，2011年。

錢穆：《四書釋義》，臺北：中華文化出版事業委員會，1953年。

Supplementary Readings:

杜維明：《現代精神與儒家傳統》，北京：三聯書店，1997年。

杜維明著，段德智譯：《論儒學的宗教性：對「中庸」的現代闡釋》，武漢：武漢大學出版社，1999年。

杜維明著，錢文忠、盛勤譯：《道·學·政：論儒家知識分子》，上海：上海人民出版社，2000年。

唐君毅：《青年與學問》，香港：人生出版社，1960年。

唐君毅：《人文精神之重建》，香港：新亞研究所，1974年。

唐君毅：《中華人文與當今世界》，臺北：臺灣學生書局，1988年。

徐復觀：《知識份子與中國》，臺北：時報文化出版事業有限公司，1980年。

徐復觀：《中國人文精神之闡揚》，北京：中國廣播電視出版社，1996年。

徐復觀：《中國知識分子精神》，上海：華東師範大學出版社，2004年。

陳來：《人文主義的視界》，南寧：廣西教育出版社，1997年。

陳來、甘陽主編：《孔子與當代中國》，北京：三聯書店，2008年。

商衍鎰：《清代科舉考試述錄》，北京：三聯書店，1958年。

錢穆：《中國知識分子》，香港：中國問題研究所，1951年。

錢穆：《孔子與論語》，臺北：聯經出版事業公司，1974年。

錢穆：《孔子傳》，臺北：東大圖書股份有限公司，2003年。

劉述先：《當代儒學發展之契機》，林安梧主編，劉述先等著，臺北：文津出版社，1997年。

Gardner, D. K., *The Four Books: The Basic Teachings of the Later Confucian Tradition*, Indianapolis: Hackett Publishing Company, 2007.

Jensen, L. M., *Manufacturing Confucianism: Chinese Tradition and Universal Civilization*, Durham: Duke University Press, 1997.

Wu, P. Y., *The Confucian's Progress: Autobiographical Writings in Traditional China*, Princeton: Princeton University Press, 1990.

Important Notes:

- (1) Students are expected to spend a total of 9 hours (i.e. 3 hours of class contact and 6 hours of personal study) per week to achieve the course learning outcomes.
- (2) Students shall be aware of the University regulations about dishonest practice in course work, tests and examinations, and the possible consequences as stipulated in the Regulations Governing University Examinations and Course Work. In particular, plagiarism, being a

kind of dishonest practice, is “the presentation of another person’s work without proper acknowledgement of the source, including exact phrases, or summarised ideas, or even footnotes/citations, whether protected by copyright or not, as the student’s own work”. Students are required to strictly follow university regulations governing academic integrity and honesty.

- (3) Students are required to submit writing assignment(s) using Turnitin.
- (4) To enhance students’ understanding of plagiarism, a mini-course “Online Tutorial on Plagiarism Awareness” is available on <https://pla.ln.edu.hk/>.
- (5) Students must adhere to the University’s guidelines and practices when using Generative Artificial Intelligence (AI) tools. The official documents “Guidelines for Using GAI Tools at Lingnan University” and “Best Practices for Ethical and Responsible Use of GAI Tools in Course Assessments” can be found here: <https://www.ln.edu.hk/cital/generative-artificial-intelligence/gai-guidelines-best-practices>.

**Sample of a Course Syllabus Using Matrix
to Match Learning Outcomes with their Associated Assessment Tasks**

Course Title	: <i>The Four Books</i> and Chinese Intellectual Tradition 《四書》與中國士人傳統
Course Code	: CLB9012
Recommended Study Year	: Any
No. of Credits/Term	: 3
Mode of Tuition	: Lecture-tutorial mode
Class Contact Hours	: 2-hour lecture per week 1-hour tutorial per week
Category	: Humanities and the Arts Cluster in Core Curriculum
Prerequisite	: Nil
Co-requisite	: Nil
Exclusion	: Nil
Exemption Requirement	: Nil

Brief Course Description:

This course introduces students to the basic concepts of Confucian humanism contained in the four great Confucian texts—*The Four Books*—and examines the formation and transformation of Chinese intellectual tradition. It provides students with an in-depth study of selected passages from *The Analects of Confucius* (*Lunyu*), *Mencius* (*Mengzi*), *The Great Learning* (*Daxue*), as well as *The Doctrine of the Mean* (*Zhongyong*).

Aims:

This course aims at exploring a more authentic understanding of Confucian humanism (compared to traditional and contemporary interpretations) through close reading and critical analysis of *The Four Books*. It also aims at reassessing the relevance of Confucian humanism to the present-day world. As a result, the students will be better equipped ethically to face the challenging world.

Learning Outcomes (LOs):

Upon completion of this course, students will be able to:

1. describe the development of Confucian thought;
2. explain the fundamentals of Confucian humanism;
3. analyze and critically evaluate the important issues surrounding *The Four Books*;
4. apply Confucian humanist principles to a selection of modern-day issues and problems.

Indicative Contents:

- 1) The lives of Confucius and Mencius 孔子、孟子生平簡介
- 2) The importance of the Si Meng Confucian School in the development of early Confucianism 思孟學派與早期儒學
- 3) The compilation and transmission of *The Four Books* 《論語》、《孟子》、《大學》、《中庸》的成書及其流傳
- 4) Zhu Xi's (1130—1200) commentary on *The Four Books* and its place in Chinese intellectual history 朱熹《四書章句集注》及其學術地位
- 5) A critical study of the traditional and contemporary interpretations of *The Analects of Confucius* 傳統與當代《論語》詮釋平議
- 6) Selected readings of *The Four Books* 《四書》選讀

- 7) The core values of Confucian humanism contained in *The Four Books* 《四書》所見儒家人文精神的核心價值
- 8) *The Four Books* and imperial examination 《四書》與科舉
- 9) The relationship of *The Four Books* with the formation and transformation of Chinese intellectual tradition 《四書》與中國士人傳統
- 10) The role Chinese intellectual tradition can play in the modern society 中國士人傳統在現代社會可扮演的角色
- 11) The relevance of Confucian humanism to our daily life and its contribution in dealing with contemporary problems 儒家人文精神的現代意義

Teaching Method:

2 hours of lecture and 1 hour of tutorial per week. During the lectures, selected masterpieces of *The Four Books* will be introduced and analyzed. Student presentation, discussion and report-submission will take place during the tutorial.

Students are required to give presentations on assigned topics in the tutorials. They have to interpret, analyze and evaluate the topics using a variety of critical perspectives learnt in the lectures. They should demonstrate a breadth of knowledge of the fundamentals of Confucian humanism. After the presentation, they also need to lead the discussion on their presented topic.¹

A sample topic: Explain what Confucius meant by saying: “Only women and underlings are difficult to deal with: be friendly, and they become insolent; be distant, and they resent it.” (*The Analects of Confucius* 17.25) Analyze and critically discuss the causes of discrepancy between Confucius’s intended meaning and scholars’ interpretations (both traditional and contemporary).

At the end of the term, students have to submit for assessment a final report on their presentation. They are expected to demonstrate evidence of a revision process by incorporating in their final reports comments and feedbacks from teachers and group-mates.²

The examination comprises essay-type questions that measure students’ knowledge of the development of Confucian thought, their understanding of the basic concepts of Confucian humanism, as well as their ability to critically analyze selected passages from *The Four Books* and related topics. Case studies may also be used to assess students’ ability to apply learnt concepts to realistic situations.³

A sample question: *Ren* has been regarded as the supreme Confucian value since ancient times. Explain what Confucius meant by *ren* in *The Analects of Confucius* and why it became the cornerstone of Chinese humanism. Analyze and critically discuss the potential contribution of *ren* to resolving social conflicts in Hong Kong.

Measurement of Learning Outcomes:

Learning Outcome	Assessment		Method
	Tutorial presentation ¹	Final report ²	Examination ³
Students will be able to describe the development of Confucian thought	X	X	X
Students will be able to explain the fundamentals of Confucian humanism	X	X	X

Students will be able to analyze and critically evaluate the important issues surrounding <i>The Four Books</i>	X	X	X
Students will be able to apply Confucian humanist principles to a selection of modern-day issues and problems	X	X	X

Assessment:

Examination: 50%

Continuous assessment: 50% (Tutorial presentation 20%, Final report 30%)

Essential Readings:

朱熹：《四書集註》，香港：太平書局，1964年。

朱熹：《四書章句集注》，北京：中華書局，1983年。

許倬雲：《知識分子：歷史與未來》，桂林：廣西師範大學出版社，2011年。

錢穆：《四書釋義》，臺北：中華文化出版事業委員會，1953年。

Supplementary Readings:

杜維明：《現代精神與儒家傳統》，北京：三聯書店，1997年。

杜維明著，段德智譯：《論儒學的宗教性：對「中庸」的現代闡釋》，武漢：武漢大學出版社，1999年。

杜維明著，錢文忠、盛勤譯：《道·學·政：論儒家知識分子》，上海：上海人民出版社，2000年。

唐君毅：《青年與學問》，香港：人生出版社，1960年。

唐君毅：《人文精神之重建》，香港：新亞研究所，1974年。

唐君毅：《中華人文與當今世界》，臺北：臺灣學生書局，1988年。

徐復觀：《知識份子與中國》，臺北：時報文化出版事業有限公司，1980年。

徐復觀：《中國人文精神之闡揚》，北京：中國廣播電視出版社，1996年。

徐復觀：《中國知識分子精神》，上海：華東師範大學出版社，2004年。

陳來：《人文主義的視界》，南寧：廣西教育出版社，1997年。

陳來、甘陽主編：《孔子與當代中國》，北京：三聯書店，2008年。

商衍鎏：《清代科舉考試述錄》，北京：三聯書店，1958年。

錢穆：《中國知識分子》，香港：中國問題研究所，1951年。

錢穆：《孔子與論語》，臺北：聯經出版事業公司，1974年。

錢穆：《孔子傳》，臺北：東大圖書股份有限公司，2003年。

劉述先：《當代儒學發展之契機》，林安梧主編，劉述先等著，臺北：文津出版社，1997年。

Gardner, D. K., *The Four Books: The Basic Teachings of the Later Confucian Tradition*, Indianapolis: Hackett Publishing Company, 2007.

Jensen, L. M., *Manufacturing Confucianism: Chinese Tradition and Universal Civilization*, Durham: Duke University Press, 1997.

Wu, P. Y., *The Confucian's Progress: Autobiographical Writings in Traditional China*, Princeton: Princeton University Press, 1990.

Important Notes:

- (1) Students are expected to spend a total of 9 hours (i.e. 3 hours of class contact and 6 hours of personal study) per week to achieve the course learning outcomes.

- (2) Students shall be aware of the University regulations about dishonest practice in course work, tests and examinations, and the possible consequences as stipulated in the Regulations Governing University Examinations and Course Work. In particular, plagiarism, being a kind of dishonest practice, is “the presentation of another person’s work without proper acknowledgement of the source, including exact phrases, or summarised ideas, or even footnotes/citations, whether protected by copyright or not, as the student’s own work”. Students are required to strictly follow university regulations governing academic integrity and honesty.
- (3) Students are required to submit writing assignment(s) using Turnitin.
- (4) To enhance students’ understanding of plagiarism, a mini-course “Online Tutorial on Plagiarism Awareness” is available on <https://pla.ln.edu.hk/>.
- (5) Students must adhere to the University’s guidelines and practices when using Generative Artificial Intelligence (AI) tools. The official documents “Guidelines for Using GAI Tools at Lingnan University” and “Best Practices for Ethical and Responsible Use of GAI Tools in Course Assessments” can be found here: <https://www.ln.edu.hk/cital/generative-artificial-intelligence/gai-guidelines-best-practices>.

APPENDIX D

Planning Cycle for Programme Development and Approval of a New UGC-funded Programme

Initiating a programme proposal (for new programmes only)	When preparing the University's submission for the Triennial Planning Exercise
Endorsement of the Full Programme Submission by the Faculty Board concerned/SDSMB/WJYSISMB	At appropriate time after receiving the full submission of the proposed programme
Validation	Postal : September (of previous year) - November On-site : September (of previous year) - early February
Endorsement by FMB/SDSMB /WJYSISMB, AQAC and approval by Senate	Postal Validation : December - February On-site Validation : March - June
Offer of new programme/Beginning of the new approval period	September

APPENDIX E

[Note: This is a sample template of an assessment report. Academic units shall make adjustments to the template according to the items/captions in the document of the proposed programme.]

LINGNAN UNIVERSITY **Assessment Report on Proposed Programme**

SAMPLE

Title of Proposed Programme: _____

Name of Assessor: _____

Assessors are invited to make reference to the “*Extract from Guidelines regarding Programme Validation*” when making comments on the programme document.

A. Outcome of the validation (Please consider the aspects listed under Section 1.3.2 of the Guidelines and indicate your decision by ticking one of the boxes below):

☐ support without further amendments

☐ support with further amendments

☐ refer the submission back for further considerations of specific issues

B. Comment on specific areas in the submission:

Part I : General Information

1. Introduction

2. Host and Contributing Departments

3. Justification for the Programme

--

4. Student Numbers

--

5. Admission Requirements

--

6. Aims and Learning Outcomes of the Programme

--

7. Level of Award

--

8. Consistency between Programme Standards and those Articulated for the University

--

9. Programme Design and Structure

--

10. Programme Curriculum

--

11. Programme Operation, Management, Quality Assurance and Enhancement

12. Teaching/Learning Methods and Projects (if any)

13. Examination and Assessment

14. Relevant Current Programmes of the Contributing Departments

15. Professional Recognition (if applicable)

16. Staff Development, Research, Consultancy and Related Activities

17. Resource Support for the Programme or Major(s)

Part II : Syllabuses

--

Part III. Overall or Other Comments:

--

APPENDIX F

Procedures for Launching Self-financed Undergraduate Programmes

1. Undergraduate degrees to be conferred by Lingnan
 - may or may not be collaborative
 - department/unit/programme concerned manages and oversees department/unit/programme based degree
 - University programme approval, quality assurance and enhancement procedures apply, i.e. Staff/Department Board/Unit Board/Division Board initiates, Advisory Board and Faculty Management Board/ School of Data Science Management Board (SDSMB)/ Wu Jieh Yee School of Interdisciplinary Studies Management Board (WJYSISMB) support, University Administrative and Planning Committee (UAPC) endorses initial proposal, Faculty Board (FB)/ SDSMB /WJYSISMB endorses full degree proposal, Faculty Management Board and AQAC endorse (revised) full degree proposal (after validation), and Senate approves degree.
 - AQAC, FB/SDSMB/WJYSISMB and Senate monitor degree
2. Undergraduate degrees not to be conferred by Lingnan
 - collaborative
 - department/unit/programme manages and oversees the degree
 - UAPC endorses proposal and reports to Senate for noting
 - University programme approval, quality assurance and enhancement procedures do not apply