

General Guidelines for Offering Undergraduate Double Degree Programmes with Both Degrees Awarded by Lingnan University

Note: A double degree programme usually is a collaborative programme involving two or more Faculties/Schools/departments/academic units of the University.

1. Programme Proposal and Approval

- 1.1 A double degree programme proposal shall go through procedures as a new undergraduate programme detailed in Chapter 1a of the AQA Manual.
- 1.2 As two or more Faculties/Schools/departments/academic units are involved, the proposal has to seek endorsement of committees at the department/programme and Faculty/School levels of the collaborating parties before it is submitted to the University-level committees.
- 1.3 Details about the contents of an initial programme proposal and a full programme proposal for a double degree programme are respectively given in Appendix A and Appendix B. Any deviations from the Academic Regulations for Undergraduate Programmes and this Guidelines are to be highlighted for necessary endorsement and approval.
- 1.4 At the initial programme proposal stage, the funding mode has to be proposed, viz. the first four years are UGC-funded and the last year is self-financed, or self-financed for all years, for consideration and decision of the University Administrative and Planning Committee or the Task Force responsible for the triennium planning exercise (TPE) in case the proposal is initiated during the TPE. For a programme which is UGC-funded for its first four years, the Programme Planning Committee 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 of Chapter 1a of the AQA Manual).

2. Curriculum Design

- 2.1 The curriculum of a double degree programme shall be well-structured and integrated, designed for students aspiring to obtain two degrees, normally in 5 years. In designing the curriculum, the following rules are to be observed:
 - a) The programme shall consist of courses of 150 or more credits and students are required to fulfil the curriculum requirements within a normal study period of 5 years.
 - b) The curriculum shall specify
 - i) the University-wide required courses, including 27 credits for the Core Curriculum, 12 credits for English Language and 6 credits for Chinese Language courses;
 - ii) the courses and credit numbers required for both Major disciplines;

- iii) the courses and credit numbers required for each of the two Major disciplines;
and
- iv) the number of credits for free elective courses.

To align with the general curriculum framework for the 4-year degree curriculum of the University, the courses for ii) and iii) shall be at least 48 credits for each of the two Major disciplines.

For iv), to make room for having at least 48 credits in each of the two Major disciplines, which already expose students to two Major disciplines, the credits for free electives can be reduced. However, to align with the liberal arts mission, provide adequate flexibility for students' choice, and facilitate student exchange, it is desirable to allocate sufficient credits to free electives. For assigning fewer than 15 credits to free electives (which is already 12 credits less than the 27 credits for free electives in the general curriculum framework), justifications must be provided.

- c) Any deviation from the credit requirements stipulated above shall be specified in the programme proposal with justifications given for seeking endorsement of relevant committees and approval of the Senate.
- d) An **indicative** framework is given below for reference (**the distribution of credits in the Major disciplines and free electives are not meant to be followed strictly**):

Components	Number of Courses	Number of Credits
Core Curriculum		
Common Core	5	15
Cluster	4	12
English Language	4	12
Chinese Language	2	6
Major Disciplines for both degrees	4	12
Major Discipline for Degree 1	13	39
Major Discipline for Degree 2	13	39
Free Electives	5	15
Total:	50	150

2.2 When designing the curriculum, attention should be given to the specific rules of taking some courses, including:

- a) sequence/study year of taking Common Core courses (i.e. students are normally assigned to take CCC8011, CCC8012 and CCC8015 in the first year, and CCC8013 and CCC8014 in the second year);
- b) sequence/study year of taking English Language Enhancement (ELE) courses

available at <https://www.ln.edu.hk/reg/undergraduate-programmes/english-language-enhancement-ele-curriculum>; and

- c) study year of taking capstone course(s) (which are commonly taken in the final year).

Should any adjustments be made, consultation should be made with relevant units concerning Core Curriculum, English and Chinese Language courses.

3. Provisions for Double Degree Programmes in Academic Regulations

3.1 Provisions specifically for double degree programmes are included in the Academic Regulations for Undergraduate Programmes. Some key points (not mentioned above) are recapped below for easy reference:

- a) Students on a double degree programme shall not be granted any credit transfer except for those associated with an approved student exchange programme of the University (but course exemption may be granted) and no students shall be admitted directly to Year 2 or Year 3 (Sections 9.2, 9.5, 9.6, 9.7, and 9.8 of the Academic Regulations);
- b) A double degree programme will not accept student transfer from any other programmes (Section 11.1 of the Academic Regulations);
- c) The normal and minimum study period of a double degree student is ten terms (5 years) and the maximum study period is sixteen terms (8 years) from his/her first registration (Section 13.2 of the Academic Regulations); and
- d) One degree classification will be given based on the student's Cumulative G.P.A. (Section 22.1 of the Academic Regulations).

**Format of an Initial Programme Proposal
for Offering a Double Degree Programme**

This document should normally contain the following information:

1. General information - the title of the programme (which should show the titles of the two degrees indicating the Major disciplines in both English and Chinese), normal duration of the programme¹, QF level of the programme, qualifications to be awarded, and the likely commencement date.
2. Collaborating Faculty(ies)/School(s)/Department(s)/Unit(s)² 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 and graduates with knowledge and skills in the disciplines by industry, commerce and the community (local and/or regional). It should provide justifications on including the Major disciplines for the two degrees in one programme in such terms as synergies, complementary/supplementary benefits, etc., brought by the collaboration. It should contain the results/analyses of a detailed investigation obtained from the following sources revealing the existence of a need for the programme and graduates with knowledge and skills in the disciplines, 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 bureaux, 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.

¹ The normal duration of a double degree programme shall be 5 years.

² A division assumes similar roles and responsibilities of a department/unit.

5. Admission requirements.
6. The programme structure, including an indicative curriculum framework indicating components that are required for both degrees, Major discipline courses for each degree, etc.
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. Funding and Resources – indicate the funding mode, e.g. UGC-funded in the first four years and self-financed in the fifth year or self-financed for all years, give details about source of funding, including funding arrangements among the collaborating Faculty(ies)/School(s)/Department(s)/Unit(s), 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 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.
11. Programme Planning Committee - proposed membership that include representatives from collaborating Faculty(ies)/School(s)/Department(s)/Unit(s).
12. Projected involvement of other departments/units, if any.
13. The relationship of this programme to other programmes.
14. Evidence of preliminary peer group evaluation, including comments from relevant Advisory Board(s) and individual(s) external to the collaborating Faculty(ies)/School(s)/Department(s)/Unit(s).

Format of a Full Submission for Offering a Double Degree Programme

The heading and notes below suggest a comprehensive format for the preparation and presentation of a proposed new double degree 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 (which should show the titles of the two degrees indicating the Major disciplines in both English and Chinese), normal duration, QF level, qualification awards, proposed starting date and funding mode.

2. Host and Contributing Departments/Units

Faculty(ies)/School(s)/Department(s)/Unit(s) collaborating to host the programme and those contributing to the teaching of the programme.

3. Justification and Needs for the Programme

This section should provide justification and establish the economic and societal needs for the programme and graduates with knowledge and skills in the disciplines by industry, commerce and the community (local and/or regional). It should provide justifications on including the Major disciplines for the two degrees in one programme in such terms as synergies, complementary/supplementary benefits, etc., brought by the collaboration. It should contain the results/analyses of a detailed investigation obtained from the following sources revealing the existence of a need for the programme and graduates with knowledge and skills in the disciplines, 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 bureaux, 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 set of minimum admission requirements. Students are admitted to Year 1. No provisions for direct entry to higher years of the programme.

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 of Chapter 1a of the AQA Manual.

7. Level of Award

Include 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 Annex 2 and Annex 3 of Chapter 1a of the AQA Manual 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 of Chapter 1a of the AQA Manual.

9. Programme Design and Structure

Design the programme adhering to the rules specified in Section 2 of the General Guidelines for Offering Undergraduate Double Degree Programmes with Both Degrees Awarded by Lingnan University. Any deviations shall be explicitly stated and justified for seeking approval.

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 disciplines 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 courses to be taken in each of the terms.

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.

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 Committee¹ responsible for programme management, quality assurance and enhancement. Name (if available) and responsibilities of the Programme Director and each of the collaborating Faculty(ies)/School(s)/Department(s)/Unit(s). Other programme responsibilities as appropriate – admission/year/major tutors, course coordinators, etc. There should be clear delineation of roles and responsibilities of each party.

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.

¹ The Programme and Curriculum Committee should be constituted by members from the collaborating Faculty(ies)/ School(s)/Department(s)/Unit(s).

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. The Terms of Reference and Membership of the Board of Examiners. Any deviations and additional requirements have to be spelt out.

14. Relevant Current Programmes of the Collaborating Faculty(ies)/School(s)/Department(s)/Unit(s)

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 collaborating Faculties'/Schools'/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

The resources which will be used to support the programme or each of the degrees 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 years, 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 collaborating department(s)/unit(s) on the understanding that the basis for the allocation of such resources to departments/units 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/each of the degrees, 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/each of the degrees; and
- ii) any additional supporting/technical staff as previously agreed or now requested.

(c) Accommodation

- i) Tabulation of the collaborating departments'/units' accommodation including staff rooms and specialised areas;
- ii) additional demands on general teaching accommodation created by the programme/each of the degrees; and
- iii) any essential, new specialist accommodation required by the programme/each of the degrees, as previously agreed or now requested.

(d) Equipment

- i) List of major equipment items available to support the programme/each of the degrees; and
- ii) additional major equipment items needed, as previously agreed or now requested.

(e) General Expenses

- i) List of departmental/unit 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/each of the degrees, as previously agreed or now requested.

(f) Library Support

- i) List of books/journals/periodicals relevant to the programme/each of the degrees currently held by the Library; and
- ii) additional library expenditure needed to support the programme/each of the degrees, both initial and recurrent, as previously agreed or now requested.

(g) Computing Support

- i) List of computing facilities, software, etc. available to the programme/each of the degrees; 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/each of the degrees; and
- ii) any additional facilities needed for the programme/each of the degrees, and their cost, as previously agreed or now requested.

18. Budget and Tuition Fee

Include a budget of the proposed programme including the proposed rate of tuition fee, annual income and expenses for self-financed year(s) in compliance with the University's guidelines for self-financed programmes available from the Finance Office.

Part II : Syllabuses

A syllabus should be provided for each course contained in the programme scheme following the standard format shown in Annex 5 of Chapter 1a of the AQA Manual. Two standard syllabus templates illustrating two forms of presentation for the Measurement of Learning Outcomes section are shown in Annex 6 and Annex 7 of Chapter 1a of the AQA Manual. 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.