

# Introduction to Postgraduate Teaching and Learning at Lingnan

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Orientation for Taught Postgraduate Students  
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# Topics

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# Outcome-based Approach to Teaching and Learning (OBATL)

- Lingnan University has put in place effective mechanisms to assure and enhance the quality of its education with a view to achieving the **graduate attributes** and **learning outcomes** exemplifying the qualities expected of Lingnan graduates.
- OBATL is grounded in a set of pedagogical and institutional values and principles that articulate clearly stated “intended learning outcomes” (ILOs) with a set of assessment tasks (methods) for measuring them.
- OBATL requires that assessment processes be based on **clearly expressed criteria** which are then used for determining the final grade (criterion-referencing).
- In other words, students are graded on the basis of attaining well defined learning outcomes (i.e., knowledge, skills, attributes criteria) **rather than how they compare with their peer group** (norm-referencing).

# Graduate Attributes

- For taught postgraduate programmes, Lingnan graduates are expected to possess the following attributes
  - **Knowledge** - current, **in-depth** theoretical and practical comprehension of a specific discipline area, as well as of a broad range of general and related areas
  - **Skills** - ability to apply knowledge at an advanced level in professional contexts especially for the purpose of **solving problems**
    - competence in **critical** and **creative thinking**
    - capacity to **articulate ideas clearly** and coherently both in written and oral forms
  - **Attitude** - commitment to applying the knowledge acquired in the chosen field or conducting research in an **ethical and socially responsible** manner

# Early Alert System

- Purpose – to identify students who encounter difficulties in their studies and provide assistance in an **early stage**
- Steps
  - asking teachers around the middle of the term to report students who might need special attention, e.g. frequent absence, poor performance in test/midterm.
  - compiling a warning list for each course and cross check with other teachers.
  - issuing a mid-term warning to students who have not performed well.
  - academic advisor meeting with concerned students to evaluate the situation and suggest remedial measures
  - ongoing communication and monitoring

# Course Teaching and Learning Evaluation (CTLE )

- Lingnan is committed to monitoring and improving the quality of course teaching and learning
- Students are well placed to provide feedback on many aspects of course teaching and learning
- The University runs a **formal** and **mandatory** paper-based CTLE exercise generally for **all** courses to collect students' feedback
- Online CTLE is a web-based, ongoing Course, Teaching and Learning enhancement process to supplement the conventional paper system
- It provides a platform for instructors to collect immediate and formative feedback from students at anytime throughout a semester (must be activate by the **9<sup>th</sup> week**) for the continuous improvement of course and teaching quality.
- CTLE results provide staff applying for promotion, substantiation and contract renewal with a form of evidence on teaching

# Student Handbook

- To ensure that information and documentations of TPg programmes are disseminated to students and staff in an accurate and consistent manner each TPg programme should compile its own Student Handbook based on the handbook template devised by the Division of Graduate Studies (DGS)
- The Handbook shall be made available to students **in the beginning of the academic year**
- The students may refer to the Handbook for important information such as the background of Lingnan University, the details of their own programme, the relevant academic regulations and student support of the University

# Verification of Qualifications

- The University views any act of falsifying academic records as the most serious.
- All Programmes must meticulously verify the authenticity of the documents submitted by applicants
- Falsification of documents by students is a very serious offence that is absolutely not tolerated by the University.
- If an applicant is found to have **used any forged document** in the application process, his/her **offer will be revoked**
- According to the Law of Hong Kong, forgery is a **serious criminal offence** that convicted offenders may be **imprisoned for a maximum of 14 years!**

# Dishonest Practice

- All students are required to comply with the stipulated rules and regulations of the University
- In particular, students shall be aware of the university regulations about dishonest practice in course work and the possible consequence
- Cheating in course work may take any one of the following forms:
  - (a) **Collusion** - where a student misrepresents a piece of unauthorised group work as his/her own work
  - (b) **Falsification** of Data - where the presentation of data in reports, projects or research papers, which is purported to be based on experimental or research work conducted by the student, has actually been invented by the student, copied or obtained by unfair means
  - (c) **Plagiarism** - the presentation of another person's work without proper acknowledgement of the source, whether protected by copyright or not, as the student's own work
  - (d) Any other form of dishonest practice in course work

# Dishonest Practice

- All quotations and paraphrases taken or derived from the work of other authors should be **properly acknowledged within the text** of all assignments, and **full bibliographic details** of books/articles/websites used should be included in the reference list.
- A student considered to have cheated in course work should be given a **zero** mark for that particular piece of work
- The case may be brought to the **Student Disciplinary Committee**
- Lecture on **Academic Writing and Plagiarism** (covering types of academic writing, citation styles, source evaluation, Turnitin)
- Lecture on **Researching and Writing at Postgraduate Level** (covering the design, structure, language, style and etc.)
- Student's **Declaration Against Dishonest Practice**

# Dishonest Practice

- In order to enhance students' understanding of plagiarism, all new postgraduate students are required to complete an online mini-course entitled '**Online Tutorial on Plagiarism Awareness**' by the end of their first semester in Lingnan.
- Those students who have not completed the 'Online Tutorial on Plagiarism Awareness' will be **blocked from the next course registration**.
- The Online Tutorial on Plagiarism Awareness is an hour long and consists of video and exercises. Students can access to it at the Lingnan Portal or by clicking this link <https://pla.ln.edu.hk/>

# Class Attendance and Leave of Absence

- Students are expected to attend classes and other class activities punctually and regularly
- Each course may have specific requirements for student attendance
- Appropriate sanctions, where necessary, would be approved by the Board of Examiners concerned
- A student who wishes to obtain leave of absence of more than **three weeks** should obtain prior permission from the programme concerned
- A student whose accumulated leave of absence **exceeds one-third of the term** should not be assessed and awarded credits for the courses enrolled in the term
- Leave of absence may be granted for a maximum period of **12 months**
- Any periods of leave of absence taken shall be included as part of the period of study

# Course Assessment and Supplementary Assessment

- Course assessment details (including assessment methods and the weighting of assessment components) should be clearly explained to students not later than **two weeks** after the commencement of a course
- A student who is unable to sit for an examination but has **medical or other compelling reasons** acceptable to the Academic Unit responsible for the course concerned may apply in writing with documentary evidence to the Academic Unit concerned for a supplementary assessment
- The application should be made at the earliest possible moment and no later than one week after the examination concerned was held
- Reasons such as **oversleeping** or **oversight** should normally **not** be accepted as valid grounds for granting supplementary assessments

# Review of Grades and Reassessment

- A student unsure of how a course grade has been calculated is encouraged to seek an **explanation from the course instructor**
- The course instructor should provide the information which may include an explanation of the criteria used in marking individual assessment tasks and/or a confirmation of the scores and weightings on which the course grade is based
- A student may appeal through the concerned Academic Unit for a review of grades, or for a reassessment
- For **review of grades**, the original calculation of marks would be checked **but no remarking** would be done
- For **reassessment**, the student is required to explain briefly why he or she believes the original grade is unfair, and the final exam will be graded again.
- **No personal lobbying by students is permitted** and failure to comply with this requirement will result in the appeals being rejected.

# Progression Requirements

- A student should be subject to an academic review generally at the end of each term
- A student whose Cumulative G.P.A. is below the level stipulated by the Programme at the academic review will be **put on academic probation** in the following term or **discontinued**
- At the next academic review if the student obtains the Cumulative G.P.A. stipulated by the Programme or above, probation will be lifted. Otherwise, his/her studies will be discontinued
- A student may be put on academic probation for only **one** time in his/her whole period of study on the programme
- A warning concerning the need to improve his/her academic performance should be issued to a student whose Cumulative G.P.A. is at or above the level required for progression but below the level for graduation

# Retaking Courses

- A student must retake a failed required course or take a substitute course approved in writing by the Academic Unit concerned
- A student may retake a course **passed with grade C+ or below** or take a substitute course approved by the Academic Unit concerned
- A student may **retake** a course only **twice**
- Course grades for all attempts will appear on the student's transcript, but only the **final** grade and weighted points obtained will be taken in the calculation of the student's G.P.As
- Only the credits for the **final** attempt will be counted towards fulfillment of graduation requirements her elective in a subsequent term
- A student may retake only **two** courses passed with grade C+ or below

# Discontinuation

- The Senate may, on the recommendation of the Committee, discontinue the studies of a student at any time on the grounds of the candidate's unsatisfactory performance or failure to comply with University Regulations
- The studies of a student will normally be discontinued if,
  - a) he/she fails to have his/her academic probation lifted at the next academic review, or
  - b) his/her Cumulative G.P.A. is below the stipulated level at an academic review after the academic probation is lifted, or
  - c) he/she fails to fulfill progression requirements specified for his/her programme; or
  - d) he/she fails to fulfill all requirements for graduation within the maximum study period.

# Discontinuation Appeals Panel

- A student whose studies are discontinued at the University due to unsatisfactory academic performance or progression may appeal in writing through the Registrar against the decision
- All the necessary supporting documents shall be enclosed
- The Discontinuation Appeals Panel is empowered by the Senate to decide on the case, mainly on grounds of **extenuating circumstances** that affected the studies of the appellant and/or **procedural problem(s)** in the assessment process
- The decision of the Panel will be **final**

# Graduation

- To graduate, a student should have fulfilled **all graduation requirements** stipulated in the curriculum of his/her programme
- By virtue of the **Lingnan University Ordinance**, Lingnan University is empowered to confer Diplomas/Degrees upon the approval of the University Senate
- Diplomas/Degrees are conferred at the annual **Congregation**
- The University may withhold the conferment of an academic award to a student who has **unpaid accounts** or **unreturned materials** on loan due to the University, or who has **not met any other obligations** due to the University
- Students may apply to the Registry for a **testimonial** certifying his/her student status or attendance records
- An **official transcript** shows the relevant particulars of a student, title of his/her programme, all courses taken and retaken regardless of passed or failed, grades obtained, grade point averages, academic scholarships, academic awards and **disciplinary actions taken**, if any

# Assistance

- Registry  
<http://www.ln.edu.hk/reg/>
- Teaching and Learning Centre (TLC)  
<http://study.ln.edu.hk/tlc/>
- Information Technology Services Centre (ITSC)  
<http://ln.edu.hk/itsc/>
- Division of Graduate Studies (DGS)  
<http://www.ln.edu.hk/dgs/>

Thank you