

Bachelor of Arts (Honours) in Social Work

社會工作（榮譽）文學士學位

**Programme Code:
54439-SW/SYW
54460-SWA/SWD/SWH**

**Definitive Programme Document
2017 Cohort**

Department of Applied Social Sciences

TABLE OF CONTENTS

	<u>Page</u>
1. General Information.....	1
2. Bachelor of Arts Scheme	1
3. Rationale, Aims and Intended Learning Outcomes of the Programme	5
4. Alignment of Teaching and Learning Methods with Intended Learning Outcomes	6
5. Alignment of Assessment with Intended Learning Outcomes	7
6. Medium of Instruction/Assessment	9
7. Admission	10
8. Admission of Advanced Standing Students based on Advanced Academic Qualifications	11
9. Residential Requirement.....	11
10. Maximum Duration for Completion of a Programme	11
11. University Graduation Requirements	12
12. Work-Integrated Education (WIE)	19
13. Minor Study	20
14. Overall Framework for the Programme	21
15. Curriculum Structure for the Programme	22
16. Recommended Progression Patterns.....	29
17. Curriculum Map.....	46
18. Student Status.....	49
19. Subject Registration.....	50
20. Retaking of Subjects	51
21. Study Load.....	51
22. Subject Exemption and Credit Transfer.....	52
23. Deferment of Study.....	55
24. Re-Admission	55
25. Assessment.....	56
26. Progression/Academic Probation/ Deregistration.....	58
27. Exceptional Circumstances	59
28. Grading	60
29. Graduation Requirements	63
30. Award Classification.....	64
31. Award Parchment.....	66
32. Examination Result Announcements, Transcripts, Testimonials and References.....	66
33. Rules Governing the Conduct of Examinations.....	67
34. Recording of Disciplinary Actions in Students' Records	69
35. Subject Results.....	70
36. Overall Results.....	71
37. Board of Examiners (BoE).....	71
38. Student Appeals	72
39. Programme Operation and Management	78

Appendix I Assessment of Subjects

Appendix II Different Types of GPA and Their Calculation Methods

This Definitive Programme Document is subject to review and changes which the programme offering Faculty/Department can decide to make from time to time. Students will be informed of the changes as and when appropriate. Please refer to the on-line version put up on the Student Intranet of the Department at <http://www.apssweb.polyu.edu.hk/files/baswdpd1718.pdf> for updates.

August 2017

1. GENERAL INFORMATION

- 1.1 Programme and Award Title : Bachelor of Arts (Honours) in Social Work
社會工作(榮譽)文學士學位
- 1.2 Programme Offering Department : Department of Applied Social Sciences
- 1.3 Start Date of the Cohort Year : 4 September 2017
- 1.4 Programme Information

Programme Code	54439-SW	54439-SYW			54460-SWA [#]	54460-SWD [#]	54460-SWH [#]
Mode of Attendance	Full-time	Full-time			Part-time		
Fund Type	UGC-Funded	UGC-Funded			Self-Financed		
Entry Route	HKDSE	Associate Degree in a relevant discipline	Associate Degree/ Higher Diploma in Social Work	Higher Diploma in Social Work	Associate Degree/ Higher Diploma in Social Work	Diploma in Social Work	Higher Diploma in Social Work
Total Credits Required for the Programme	134 credits	71-80 credits	68-77 credits	67-76 credits	68 -77 credits	74 credits	67-76 credits
Normal Duration	4 years	2 years	2 years	2 years	4 years	4 years	4 years
Maximum Duration	8 years	4 years	4 years	4 years	8 years	8 years	8 years

[#] This is a franchised programme offered by APSS of PolyU and administered by SPEED of PolyU. All of the classes will be held on PolyU Hung Hom Bay Campus and or PolyU West Kowloon Campus. Upon successful completion of the programme, the degree will be awarded by The Hong Kong Polytechnic University.

2. BACHELOR OF ARTS SCHEME

2.1 Scheme Philosophy

The Department of Applied Social Sciences endeavours, through its academic programmes, to educate a new generation of human service professionals who distinct themselves in their commitment to social responsibility, care and leadership. To meet this challenge, a common conceptual framework which links all the contextual factors that affect the operations of human service professionals at all levels is developed. This framework also illustrates that all the undergraduate awards are underscored by an emphasis on cultural sensitivity and humanistic concern. This emphasis is manifested in two themes, namely ‘person-in-environment’ and the ‘micro-macro link’, which weave through all the courses within the awards housed in the Scheme. As such, graduates of the BA Awards are expected to be critical, reflective and constructive human service professionals who display competence in the following areas:

- (a) Moral and ethical reflection
- (b) Cultural and social sensitivity

- (c) Capacity to work in uncertainty, ambiguity, diversity and in multi-professional settings
- (d) Generic communication skills (e.g. skills in languages, interpersonal communication and information technology)
- (e) Lifelong learning and continuous improvement of professional practice

2.2 Scheme Aims and Objectives

The aims and objectives of the BA Scheme in Applied Social Sciences are as follows:

- (a) To broaden the humanistic outlook of human service professionals;
- (b) To develop critical understanding of the nature of human service professions;
- (c) To provide a broad knowledge base on social science as a foundation to inform human service professional practice; and
- (d) To render both coherence and flexibility between programmes that lead to different awards.

To achieve these aims and objectives, the BA Scheme adopts the following as conceptual framework for organizing its scheme/award curricula:

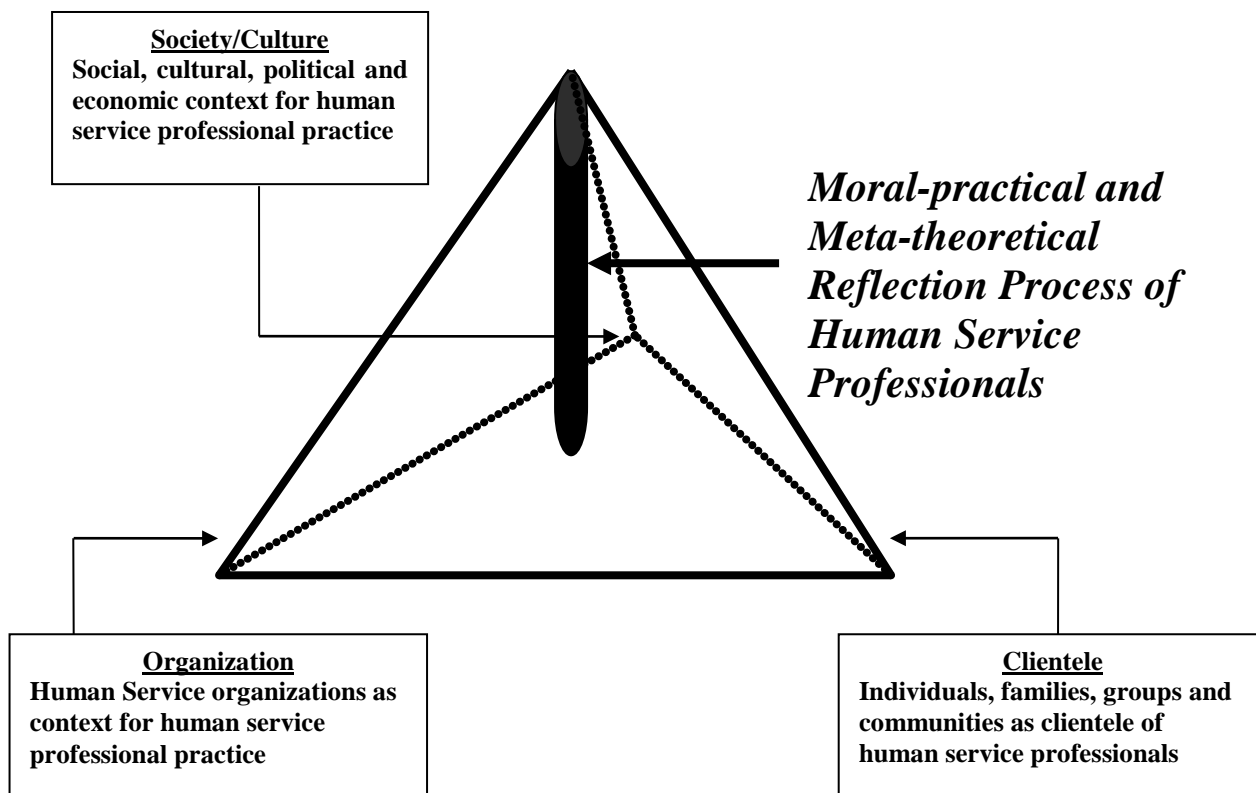


Figure 1. Conceptual framework for organising the BA scheme/award curricula

2.3 Common Curriculum Organizing Framework

The above framework depicts the major areas of concern of the BA Scheme in the course of curriculum development. Irrespective of the awards, students of the BA Scheme shares a common foundation which include basic theoretical understanding and intervention competence in the three vertexes on the bottom triangle, namely societal/cultural (macro), organizational (meso) and clientele (micro). Beyond this (common) foundation, different awards, which educate different human service professionals and thus have different aims and objectives, will have different theoretical emphasis in its professional study curriculum. For example, the curriculum of Social Policy and Administration will delve into greater breadth and depth into the studies of social policy and social service programmes. As such, it requires stronger theoretical input and practice knowledge from disciplines like sociology, political sciences, psychology, law, economics, social policy and administration, as well as organizational studies (administration and management). With a different emphasis, the Social Work curriculum draws heavily from intra- and interpersonal psychology at the family, group and community level, in addition to the sociology, economics, law, social policy and administration, as well as organizational studies.

Apart from developing a strong grasp of theoretical knowledge, the Scheme also highly emphasizes on the importance in strengthening human service professional's moral and ethical stance as well as the integration between theory and practice. Indeed, this moral-ethical and meta-theoretical reflective process occupies a central and integral part of the conceptual framework. These activities are planned to take place not just in every single courses, but also in specially designed courses, namely Integrative Seminar, Thesis and fieldwork placement/attachment.

2.4 Common Curriculum Orientation and Curriculum Structure

(a) Common Curriculum orientation:

The curriculum in each of the Awards housed in the BA Scheme adopts a common curriculum orientation which is:

- i) Broad-based and integrates the best of the liberal arts traditions with the best of a critical and questioning approach to professional education 'for the real world';
- ii) Trans-disciplinary in nature, in that it recognizes the contributions made by the social and human science disciplines but equally strives to understand the common social theoretical and philosophical foundations which allow appropriate theory-practice connections and integration to occur; in that sense, the Departmental programmes aim to achieve a rich combination of generic and specialist knowledge and skills based on sound ethical judgment;
- iii) Oriented towards educating reflective professionals who are able to constructively question the social world in which they operate and to intervene into and transform that world on a variety of levels: intra- and interpersonal, organizational, community and societal; professionals who are able to critically connect their personal and their political awareness with their professional praxis;
- iv) Aware of international, national and local educational experiences and accumulated knowledge, but without slavishly imitating the former because of its assumed superiority and without uncritically adhering to the latter because of an

ill-conceived sense of cultural appropriateness, tradition and need for ‘indigenization’;

- v) Aware of processes of internationalization and globalization which increasingly affect local structures, events and people’s life circumstances – especially in the area of personal and social welfare and well-being;
- vi) Conscious of its own ‘niche’, in terms of its focus on experiential learning, on the affirmation of the importance of the theory-practice relationship and on the need for continuous learning, hence understanding its pedagogical rationale as helping students in the process of ‘learning to learn’; and
- vii) Based on all the previous points, is challenging the established boundaries between ‘basic’ and ‘applied’ realms of knowledge production and transmission and hence – as a nominally ‘applied’ area of education – claims at least equal status within the realm of tertiary education, of (social) research and – indeed – in regards its societal relevance, to other institutions and disciplines thought to be of a more ‘basic’ orientation.

(b) Common Curriculum Structure

The two BA Awards adopt a common curriculum structure which is composed of five component parts:

- i) Common Underpinning Subjects – this part of the curriculum is designed to prepare students in a broad discipline for the possible major that will be selected, as well as students already streamed for the specific discipline they are admitted to.
- ii) Professional Core – this part of the curriculum consists of the compulsory subjects which together form the core curriculum of the profession.
- iii) Professional Elective – this part of the curriculum consists of the elective subjects which are all important subjects but not as essential as the core subjects. This part of the curriculum offers choices in which students can choose according to their interest, study path and intended development in the profession.
- iv) Social Sciences Core – this part of the curriculum consists of a number of social sciences subjects which are deemed fundamental and essential to the study of human service professions.
- v) Social Sciences Elective – this part of the of the curriculum consists of some desirable social sciences subjects which offer students choices to develop a deeper grasp of knowledge in a given social sciences disciplines.

3. RATIONALE, AIMS AND INTENDED LEARNING OUTCOMES OF THE PROGRAMME

3.1 Rationale

Social work professionals are situated in a fast changing world characterized by both integration and disintegration along many fronts. In face of the increasing uncertain global and local situations, it is paramount to educate professional social workers who are competent, flexible, versatile and innovative to make independent judgment in facing up to the challenges brought about by rapid social changes.

3.2 Aims

The BA (Hons) in Social Work programme aims to prepare students to develop a solid foundation and discipline-specific knowledge in social sciences and social work; a repertoire of professional competence and skills and a firm commitment in social justice, ethical and social responsibilities as well as a humanitarian orientation.

Students will become effective, efficient and caring practitioners in social work, responsible for analyzing, formulating and implementing social work intervention for the improvement of the social well-being of the deprived individuals, families and communities within the social context of Hong Kong and China.

3.3 Intended Learning Outcomes

Upon completion of study, students of this programme should be able to:

- (a) acquire a sound knowledge base in social sciences;
- (b) assess and respond to social issues and problems from a multi-dimensional perspective, drawing on the range of theoretical and methodological approaches from social work and social sciences;
- (c) recognize and practice the various roles of social workers as deemed desirable in a rapidly changing social context;
- (d) appreciate the influence of culture on human values, behaviour and their ways of coping with life and design appropriate intervention plan;
- (e) practice concepts and skills in supervision, management, planning and research in social work practice;
- (f) articulate the core values of social work and to uphold the principle of social justice;
- (g) commit to ethical and responsible social work practices;
- (h) apply in a flexible and creative manner information, knowledge, theories and resources for the continued professional development in social work;
- (i) demonstrate the competence of using written and spoken Chinese and English as required in the professional settings;
- (j) become a life-long active learner.

4. ALIGNMENT OF TEACHING AND LEARNING METHODS WITH INTENDED LEARNING OUTCOMES

4.1 Teaching and Learning Methods

Taking into consideration the nature of knowledge, the demands for professional competence, students' background and learning style that they come with, the intended learning outcomes of the programme and individual subjects, the experience and expertise of APSS staff in teaching and learning, the BA (Hons) in Social Work programme is designated a range of teaching and learning strategies and methods of assessment that target at aligning with the intended learning outcomes of the programme. The range of teaching and learning activities will accomplish the following tasks:

- (a) Expose students to the real life social work professional practice context;
- (b) Expose and orientate students to the wide spectrum of knowledge that underpins the professional practice of social work;
- (c) Sharpen student critical, analytical and reflective ability in the differential use of available knowledge and practice theories;
- (d) Cultivate a sense of passion in understanding human predicaments and social problems;
- (e) Develop a sense of vocation in the professional practice of social work.

4.2 Teaching and Learning Strategies

The following range of teaching and learning strategies has been adopted. Each of which has its own features that can aid the accomplishment of the above stated tasks.

Teaching and Learning Strategies	Special Features
Interactive lecture	<ul style="list-style-type: none">➤ Interaction between teacher and students and among students.➤ Foster deeper processing of content through dialogical discussion.➤ Mostly used in large classes.
Small group tutorial / seminar	<ul style="list-style-type: none">➤ Tutorial/seminar is used to bring about deeper understanding of and further exploration into the concepts, theories and principles being touched upon in lectures.➤ It is also used to enable students to actively participate in the exploration of some given topics through presentation and leading of group discussions.
Problem/project-based learning	<ul style="list-style-type: none">➤ This strategy invites students to identify real life practice problems and to examine the various issues and their own response.➤ Students are also invited to make inquiry and exploration that lead to the learning of substantive knowledge and practical skills and reflective thinking of moral and ethical stance.➤ Students take up the active learning role whereas teachers' role is mainly supportive.
Simulation exercise	<ul style="list-style-type: none">➤ Students are provided with a simulated professional practice situation prior to encountering real-life situation as a means to prepare students' readiness.

Teaching and Learning Strategies	Special Features
	<ul style="list-style-type: none"> ➤ Going through these simulated practice scenarios, students are invited to formulate solutions to hypothetical problems and to practice with possible intervention strategies in a safe environment that is conducive to experimental learning.
Role play	<ul style="list-style-type: none"> ➤ Students are invited to play a certain role in a simulated scenario as a way of experiencing, or affectively tuning in that role as a means to obtain some first hand experiences. ➤ Other students are invited to be the observers whose role is to analyse or even evaluate the simulated practice in the role play. ➤ Although teacher's role is facilitative, there is a lot of pre-planning to make the exercise conducive to learning.
Experiential learning	<ul style="list-style-type: none"> ➤ Due to students' varied backgrounds, different learning styles will be taken into consideration in helping students develop problem solving skills in multi-disciplinary learning.
Skills laboratory	<ul style="list-style-type: none"> ➤ Students are invited to practice the skills necessary for carrying out the practical activities in a laboratory setting. ➤ This mode of teaching and learning is mostly designed for subjects that have substantive practice components.
Fieldwork	<ul style="list-style-type: none"> ➤ This is a 'required' component in all professional education programmes in APSS. ➤ Through fieldwork/practicum, students are to take up real life practice under the guidance and supervision of qualified supervisor assigned by the Department.
Web-based learning	<ul style="list-style-type: none"> ➤ The use of information technology and e-learning platform can provide a range of possible learning experiences that supplement the face-to-face classroom teaching and learning. ➤ Depending on the nature of subject and the desirable mode of teaching and learning, some subject teachers opt for the e-learning mode, which ranges from the simple email questions and answers, online forums to highly sophisticated simulation exercises or self-administered tests.

5. ALIGNMENT OF ASSESSMENT WITH INTENDED LEARNING OUTCOMES

5.1 Methods of Assessment

The criterion-referenced approach is adopted to grade and assess students' learning outcomes. These outcomes stipulate that there are three crucial aspects to be assessed, namely:

- (a) Social and ethical responsibility;
- (b) Discipline-specific knowledge and skills; and
- (c) Competence in problem solving, critical thinking, communication, conceptualizing problems and formulating solutions.

In order to accurately and adequately assess these aspects, different methods of assessment are needed and the following table depicts the range of assessment methods adopted by the BA (Hons) in Social Work programme.

Methods of Assessment	Special Features
Quiz	<ul style="list-style-type: none"> ➤ This is used to test students' informational literacy as well as their understanding of discipline-specific knowledge. ➤ This is not a very commonly adopted means of assessment and is normally a component part of a range of other assessment.
Case studies	<ul style="list-style-type: none"> ➤ Students are given factual information/description of a problem or situation and are asked to conduct an analysis followed by the formulation social work intervention strategies. ➤ This method is best for testing students' analytical ability and problem-solving skills and their application of discipline-specific as well as multi-disciplinary knowledge.
Essay questions	<ul style="list-style-type: none"> ➤ This is commonly used by many subject teachers and both structured and unstructured questions are given. ➤ In most unstructured questions, students are expected to describe how discipline-specific knowledge and skills are used in practice situation, and based on this experience, to reflect on the relevance of the knowledge learnt. ➤ Often, students are also required to reflect their ethical and social responsibility, personal and human service values when encountered with moral and ethical dilemma in practice.
Projects	<ul style="list-style-type: none"> ➤ Students are invited to work in groups to conduct project work around real problem of various kinds. Upon completion, students will conduct presentation as well as submit written reports. ➤ These projects require students to work in teams to develop their own hypothesis and to conduct real life or participant observation for data gathering purpose. ➤ In these project work, students are required to demonstrate the application of a particular theory to analyse, synthesise, evaluate, generalize and even theorize from a particular real life problem/context. ➤ Students will be assessed for their teamwork, communication skills, conceptualizing problems and formulating solutions as well as their discipline-specific knowledge.
Reflective journals	<ul style="list-style-type: none"> ➤ Students are invited to record thoughts and insights about their own learning experience after they have been exposed to a particular concept, theory, model of practice or a critical incident. ➤ In these journals, students will also write about their reflective thoughts on their personal life experience, value and ethical and social responsibility, as well as their problem-solving ability arising from a practice situation.
Seminar presentation	<ul style="list-style-type: none"> ➤ In most subjects, students will have to be responsible to take initiative in structuring their own learning experiences around a given topic and have them presented to the seminar group. ➤ Normally students have to work in team to discuss the problem formulation, conceptual tools to be used, information gathering and

	<p>framework of presentation, with facilitation from seminar teacher.</p> <ul style="list-style-type: none"> ➤ Students will be graded both individually and collectively and both ‘formatively’ and ‘summatively’ on their performance in terms of discipline-specific knowledge, communication, critical thinking, problem-solving as well as informational literacy.
Practicum	<ul style="list-style-type: none"> ➤ Students are required to undertake fieldwork placement so as to fulfil social work registration requirements. ➤ Students will receive on-going feedback from fieldwork supervisor throughout placement period. ➤ A final and summative performance evaluation is given at the end of the placement. ➤ The students will be assessed on professional attitudes and values, knowledge area, practice competence, integrative of theory and practice and learning accountability.
Portfolio	<ul style="list-style-type: none"> ➤ Some subject teachers invite students to produce a portfolio which contain a collection of all the course-related work performance. ➤ Reflective journal and other types of more formal written work or presentation materials are included in the portfolio. ➤ Students will normally have the chance to discuss and reflect on the performance as well as their personal learning experience with the subject teachers continuously throughout the course. ➤ This activity will be used particularly for testing the students’ competence in informational literacy and communication skills.
Examination	<ul style="list-style-type: none"> ➤ In some subjects, students are examined at the end of the semester on substantive knowledge they have learnt. ➤ Result of the end of semester examination occupies not more than 50% of students’ overall performance. ➤ In fact, only a small number of subjects use end of semester examination as one component of assessment. ➤ This activity will be used mainly for assessing the students’ discipline-specific knowledge.

6. MEDIUM OF INSTRUCTION/ASSESSMENT

6.1 Medium of Instruction

- (a) English is the medium of instruction (the only exceptions are for a small number of subjects which have got special approval to be taught and examined in Chinese, due to the nature and objectives of the subjects concerned). Chinese could only be used in small group discussions/tutorials/practical sessions if and when necessary.
- (b) In the presence of non-Cantonese-speaking students, English should be used all the time.

6.2 Medium of Assessment

- (a) Unless specified otherwise, students are assessed in English in subjects they take.

7. ADMISSION

Minimum Entrance Requirements

For Full-time programme

(a) For those applying on the basis of HKDSE results¹:

- i) Level 3 in English Language and Chinese Language²; AND
- ii) Level 2 in Mathematics and Liberal Studies; AND
- iii) Level 3 in 2 Other Elective subjects [can include Extended Modules of Mathematics (M1/M2)]

(b) For those applying on the basis of other local qualifications:

An Associate Degree in a relevant discipline, or a Higher Diploma in Social Work from PolyU or another recognized post-secondary institution (suitable candidates will be considered for advanced standing entry to the senior year curriculum).

(c) Other local/non-local qualifications deemed to be acceptable for admission purpose

The University accepts attainments in HKALE / HKASLE, GCEALE / GCEASLE³ and IB⁴ for admission to its 4-year degree programme. Applicants holding A-Level and IB qualifications may be granted credit transfer upon admission.

For Part-time programme

An Associate Degree, a Diploma or Higher Diploma in Social Work from PolyU or other institution recognized by the Social Workers Registration Board for registration.

¹ Flexibilities are provided for considering Applied Learning, Other Language subjects and Extended Modules of Mathematics for meeting the University's general entrance requirements for both Bachelor's degree and Higher Diploma programmes.

² Alternative Chinese qualifications will continue to be accepted for students who meet the conditions specified by EDB; (a) students who have learned Chinese Language for less than 6 years while receiving primary and secondary education; (b) students who have learned Chinese Language for 6 years or more in schools, but have been taught an adapted and simpler Chinese Language curriculum not normally applicable to the majority of students in local schools. Students achieving the required grade in the relevant subject [i.e. Grade E or above in GCE(A-level)/GCE(AS-level) OR Grade C or above in IGCSE/GCSE/GCE(O-level) Chinese Language subject or Applied Learning Chinese [ApL(C)] with Attained level or above] will be regarded as obtaining a Level 3 in HKDSE Chinese for meeting our entrance requirements and for calculation of the related admission scores. If these applicants also sit for the examination of HKDSE Chinese, the "best" result of either the Alternative Chinese qualifications or HKDSE Chinese would be taken into account in the admission and selection process.

³ For applicants seeking admission on the strength of A-Level qualifications (i.e. either HKALE or GCEALE) with effect from the 2015/16 entry, Grade E in 3 A-Level subjects or 2 A-Level and 2 AS-Level subjects will be required.

⁴ For applicants seeking admission on the strength of International Baccalaureate (IB) qualifications, a minimum score of 24 with at least Level 4 in 2 Higher Level subjects are required.

8. ADMISSION OF ADVANCED STANDING STUDENTS BASED ON ADVANCED ACADEMIC QUALIFICATIONS

- 8.1 Students admitted on the strength of IB/A-Level qualifications via the advanced standing admission route will be given credit transfer, up to a maximum of 25% of the credit requirement for a 4-year degree programme in which 6 credits for the Cluster Area Requirement (CAR) and 3 credits for Freshmen Seminar or University English, depending on students' previous study and result, will be included. Any further credit transfer on the remaining CAR or discipline-specific subjects will be decided by the programme host department.
- 8.2 The number of credits which a student is required to complete for the award will be determined at the time of admission and reflected on the notice of offer.
- 8.3 Information on the number of credit required for completion, for both normal entry and for the individual students based on their admission qualifications, will be reflected on transcripts of study.
- 8.4 If students who are admitted to credit-based programme via the advanced standing entry route wish to gain higher grades by studying the subject(s) again, they may approach their programme offering department for declining the provision of taking fewer credits, no later than the end of the add/drop period.
- 8.5 Students, who upon admission wish to apply to transfer any credits from their previous studies, and take fewer credits than those confirmed at the time of admission, will have to follow the arrangements for "application for credit transfer" and to pay the related fees. The credits to be transferred are subject to the rule on validity period for subject credits.

9. RESIDENTIAL REQUIREMENT

In order to be considered for a PolyU award, a student must complete at least 1/3 of the normal credit requirement for the award he is currently enrolled, unless the professional bodies concerned stipulate otherwise. This 1/3 requirement is also applicable to Minor programme. Students must take at least 6 credits from their chosen Minor programme in order to satisfy the residential requirement of their chosen Minor.

10. MAXIMUM DURATION FOR COMPLETION OF A PROGRAMME

The maximum period of registration on, and for completion of, a programme is normally twice the duration of the programme, and must not exceed 8 years. This 8 year maximum period shall apply to programmes which specified duration is more than 4 years. This period shall exclude deferment granted for justifiable reasons such as illness or posting to work outside Hong Kong, but any semester in which the students are allowed to take zero subject will be counted towards the maximum period of registration. For Senior Year intakes to 4-year undergraduate programmes with effect from 2014/15, students are normally expected to complete their study in 2 years, with a maximum period of registration of 4 years.

11. UNIVERSITY GRADUATION REQUIREMENTS

Bachelor's Degree Programme

11.1 To be eligible for a Bachelor's Degree award under the 4-year full-time undergraduate curriculum, a student must:

- (i) Complete successfully a minimum of 120 credits⁵.
- (ii) Earn a cumulative GPA of 2.00 or above at graduation.
- (iii) Complete successfully the mandatory Work-Integrated Education (WIE) component as specified by their programme/Major.
- (iv) Satisfy the following GUR requirements:

(a) Language and Communication Requirements ⁶	9 credits
(b) Freshman Seminar	3 credits
(c) Leadership and Intra-Personal Development	3 credits
(d) Service-Learning	3 credits
(e) Cluster Areas Requirements (CAR)	12 credits
(f) China Studies Requirement	(3 of the 12 CAR credits)
(g) Healthy Lifestyle ⁷	Non-credit bearing
	Total = 30 credits

- (v) Satisfy the residential requirement as stated in Section 9 above.
- (vi) Satisfy any other requirements as specified in the Definitive Programme Document.

11.2 There are subjects which are designed to fulfill the credit requirement of different types of subject. Students passing these subjects will be regarded as having fulfilled the credit requirements of the particular types of subject concerned. Nevertheless, the subject passed will only be counted once in fulfilling the credit requirements of the award, and the students will be required to take another subject in order to meet the total credit requirement of the programme concerned.

11.3 Level-0 subjects and training subjects (including clinical/field training) will not be counted to fulfill free elective requirement for graduation purpose.

⁵ This minimum only applies to students who are admitted through the normal route.

⁶ Non-Chinese speakers and those students whose Chinese standards are at junior secondary level or below will by default be exempted from the DSR - Chinese and CAR - Chinese Reading and Writing requirements. However, this group of students would still be required to take one Chinese LCR subject to fulfil their Chinese LCR.

⁷ Students admitted to the programmes as Senior Year Intakes are not required to take the Healthy Lifestyle Programme. Advanced Standing students are required to take HLS (except for those who are HD/AD holders who follow the Senior Year / Articulation Degree Programme GUR curriculum.)

Articulation Degree Programme

11.4 To be eligible for an Articulation Degree award under the 4-year full-time undergraduate curriculum, a student must:

- (i) Complete successfully a minimum of 60 credits⁸.
- (ii) Earn a cumulative GPA of 2.00 or above at graduation.
- (iii) Complete successfully the mandatory Work-Integrated Education (WIE) component as specified by their programme/Major.
- (iv) Satisfy the following GUR requirements:

(a) Cluster Areas Requirements (CAR)	6 credits
(b) China Studies Requirement	(3 of the 6 CAR credits)
(c) Service-Learning ⁹	3 credits
(d) Language and Communication Requirements ¹⁰	-
	Total = 9 credits

- (v) Satisfy the residential requirement as stated in Section 9 above.
- (vi) Satisfy any other requirements as specified in the Definitive Programme Document.

11.5 There are subjects which are designed to fulfil the credit requirement of different types of subject. Students passing these subjects will be regarded as having fulfilled the credit requirements of the particular types of subject concerned. Nevertheless, the subject passed will only be counted once in fulfilling the credit requirements of the award, and the students will be required to take another subject in order to meet the total credit requirement of the programme concerned.

11.6 Senior Year intakes admitted to the 4-year Undergraduate Degree programmes on the strength of the Associate Degree/Higher Diploma qualifications are required to complete at least 60 credits in order to be eligible for a Bachelor's degree. Exemption may be given from subjects already taken in the previous Associate Degree/Higher Diploma studies. In that case, students should take other electives (including free electives) instead to make up the total of 60 credits required. For students who are exceptionally admitted before 2017/18 on the basis of academic qualification(s) more advanced than Associate Degree/Higher Diploma¹¹, such as the advance stage of a 4-year degree curriculum programme, Departments can continue to grant credit transfer as appropriate, so as to give recognition to the advanced study taken. These students can take fewer than 60 credits for attaining the award. The proportion of these students should remain low. As from the 2017/18 intake cohort, all students admitted to an Articulation Degree or Senior Year curriculum, irrespective of the entry qualifications they held when applying for admission to the programmes, are required to complete at least 60 credits to be eligible for award.

⁸ This minimum only applies to students who are admitted through the normal route.

⁹ Prior to its full implementation, student may take a 3-credit free elective in lieu of the Service Learning requirement.

¹⁰ This is normally not required. Only those students not meeting the equivalent standard of the Undergraduate Degree LCR (based on their previous studies in AD/HD programmes and their academic performance) will be required to take degree LCR subjects on top of the normal curriculum requirement. The Programme offering department will refer to the guidelines provided by the Language Centres (ELC and CBS) to determine whether a new student has met the equivalent standard. Non-Chinese Speakers and those students whose Chinese standards are at junior secondary level or below will be default be exempted from the DSR-Chinese and CAR-Chinese Reading and Writing requirements. However, this groups of students would still be required to take one Chinese LCR subject to fulfil their Chinese LCR.

¹¹ The admission of students to UGC-funded Articulation Degree programmes and Senior Year intakes on the basis of qualification(s) more advanced than Associate Degree/Higher Diploma is subject to the conditions stipulated by UGC governing the UGC-funded Senior Year places.

11.7 Level-0 subjects and training subjects (including clinical/field training) will not be counted to fulfill free elective requirement for graduation purpose.

11.8 A student is required to graduate as soon as he/she satisfies the graduation requirements as stipulated in Sections 11.1 and 11.4 above. The student concerned is required to apply for graduation, in the semester in which he is able to fulfil all his graduation requirements, and after the add/drop period for that semester has ended.

(a) **Language and Communication Requirements (LCR)**

i) **English**

All undergraduate students must successfully complete two 3-credit English language subjects as stipulated by the University (Table 1). These subjects are designed to suit students' different levels of English language proficiency at entry, as determined by their HKDSE score or the English Language Centre (ELC) entry assessment (when no HKDSE score is available).

Students who can demonstrate that they have achieved a level beyond that of the LCR proficient level subjects as listed in Table 2 (based on an assessment by ELC) may apply for subject exemption or credit transfer of the LCR subject or subjects concerned.

Table 1: Framework of English LCR subjects

HKDSE	Subject 1	Subject 2
Level 5 or equivalent	Advanced English for University Studies (ELC1014) 3 credits	Any LCR Proficient level subject in English (see Table 2) 3 credits
Level 4 or equivalent	English for University Studies (ELC1012/1013) 3 credits	Advanced English for University Studies (ELC1014) 3 credits
Level 3 or equivalent	Practical English for University Studies (ELC1011) 3 credits	English for University Studies (ELC1012/1013) 3 credits

Table 2: LCR Proficient level subjects in English

For students entering with HKDSE Level 5, or at an equivalent level or above	Advanced English Reading and Writing Skills (ELC2011)	3 credits each
	Persuasive Communication (ELC2012)	
	English in Literature and Film (ELC2013)	

ii) **Chinese**

All students must successfully complete one 3-credit Chinese language subject as stipulated by the University (Table 3). These subjects are designed to suit students' different levels of Chinese language proficiency at entry, as determined by their HKDSE score or the Chinese Language Centre (CLC) entry assessment (when no HKDSE score is available). Students can opt to take additional Chinese LCR subjects (Table 5) in their free electives.

Students who are non-Chinese speakers (NCS), or whose Chinese standards are at junior secondary level or below, are also required to meet the LCR-Chinese requirements by taking subjects specially designed to suit their language background and entry standard as shown in Table 4.

Students who can demonstrate that they have achieved a level beyond that of the course "Advanced Communication Skills in Chinese" as listed in Table 3 (based on an assessment by CLC) may apply for subject exemption or credit transfer of the LCR subject concerned.

Table 3: Framework of Chinese LCR subjects

HKDSE	Required Subject
HKDSE Level 4 and 5 or equivalent	Advanced Communication Skills in Chinese (CBS1102P) (3 credits)
HKDSE Level 3 or equivalent	Fundamentals of Chinese Communication (CBS1101P) (3 credits)
For non-Chinese speakers or students whose Chinese standards are at junior secondary level or below	One subject from Table 4 below

Table 4: Chinese LCR Subjects for non-Chinese Speakers or students whose Chinese standards are at junior secondary level or below

Subject	Pre-requisite / exclusion	
Chinese I (CBS1151)	<ul style="list-style-type: none"> For non-Chinese speaking students at beginners' level 	3 credits each
Chinese II (CBS1152)	<ul style="list-style-type: none"> For non-Chinese speaking students; and Students who have completed Chinese I (CBS1151), or equivalent 	
Chinese III (CBS2151)	<ul style="list-style-type: none"> For non-Chinese speaking students at higher competence levels; and Students who have completed Chinese II (CBS1152), or equivalent 	
Chinese IV (CBS2154)	<ul style="list-style-type: none"> For non-Chinese students at intermediate competence levels; and Students who have completed Chinese III or equivalent 	
Chinese Literature – Linguistics and Cultural Perspectives (CBS2152)	<ul style="list-style-type: none"> For non-Chinese speaking students at higher competence levels 	

Table 5: Other LCR Electives in Chinese

Subject	Pre-requisite / exclusion	
Chinese and the Multimedia (CBS2103P)	<ul style="list-style-type: none"> For students entering with HKDSE level 4 or above; or Students with advanced competence level as determined by the entry assessment; or Students who have completed “Fundamentals of Chinese Communication” (CBS1101P) 	3 credits each
Creative writing in Chinese (CBS2102P)	<ul style="list-style-type: none"> For students entering with HKDSE level 4 or above; or Students with advanced competence level as determined by the entry assessment; or Students who have completed “Fundamentals of Chinese Communication” (CBS1101P) 	
Elementary Cantonese (CBS1153P/CBS1153)	<ul style="list-style-type: none"> For students whose native language is not Cantonese 	
Intermediate Cantonese (CBS2153)	<ul style="list-style-type: none"> Successful completion of ‘Elementary Cantonese’; or Meet a certain standard in a pre-course assessment 	
Putonghua in the Workplace (CBS2101P)	<ul style="list-style-type: none"> Students who have completed “Fundamentals of Chinese Communication” (CBS1101P) or demonstrate with proof their basic proficiency in Putonghua For students whose native language is not Putonghua 	

Part-time Articulation degree students not meeting the equivalent standard of the Undergraduate Degree Language and Communication Requirements (LCR) based on their previous studies in Associate Degree/Higher Diploma programmes and their academic performance will be required to take additional credits (up to 6 credits in English and 3 credits in Chinese) on top of the programme’s normal credit requirements. They should take the LCR subjects as stipulated by PolyU SPEED as below:

	Subject	
English LCR 1	English for Academic Studies I (SPD1087)	3 credits
English LCR 2	English for Academic Studies II (SPD1088)	3 credits
Chinese LCR	Chinese Communication for College Students (SPD1091)	3 credits
	Elementary Chinese (SPD1092) (for non-Chinese speakers)	3 credits

iii) Writing Requirement

In addition to the LCR in English and Chinese explained above, all students must also, among the Cluster Areas Requirements (CAR) subjects they take (see section (e) below), pass one subject that includes the requirement for a substantial piece of writing in English and one subject with the requirement for a substantial piece of writing in Chinese.

iv) Reading Requirement

All students must, among the CAR subjects they take, pass one subject that includes the requirement for the reading of an extensive text in English and one subject with the requirement for the reading of an extensive text in Chinese.

Non-Chinese speakers and those students whose Chinese standards are at junior secondary level or below will by default be exempted from the DSR - Chinese and CAR - Chinese Reading and Writing requirements. However, this group of students would still be required to take one Chinese LCR subject to fulfil their Chinese LCR.

Note: In addition to the LCR and Reading and Writing Requirements, students also have to complete 4 credits of discipline-specific language requirements (2 credits in English and 2 credits in Chinese) as specified in the curriculum requirements of their Major.

(b) Freshman Seminar

All students must successfully complete, normally in their first year of study, one 3-credit Freshman Seminar offered by their chosen Broad Discipline. The purpose is to (1) introduce students to their chosen discipline and enthuse them about their major study, (2) foster students' creativity, problem-solving ability and global outlook, (3) give students an exposure to the concepts and an understanding of their discipline-based professional career development with the incorporation of entrepreneurship, and (4) engage students, in their first year of study, in desirable forms of university learning that are conducive to smooth adjustment to University life, self-regulation, and autonomous learning.

For APSS students, they are required to take APSS1150 Freshman Seminar to fulfill this requirement.

This is not required for articulation degree students, in view that they have already completed the AD/HD studies in the related discipline.

(c) Leadership and Intra-Personal Development

All students must successfully complete one 3-credit subject in the area of Leadership and Intra-Personal Development, which is designed to enable students to (1) understand and integrate theories, research and concepts on the qualities (particularly intra-personal and interpersonal qualities) of effective leaders in the Chinese context, (2) develop greater self-awareness and a better understanding of oneself, (3) acquire interpersonal skills essential for functioning as an effective leader, (4) develop self-reflection skills in their learning, and (5) recognise the importance of the active pursuit of knowledge on an intra-personal and interpersonal level and its relationship to leadership qualities.

For APSS students, they are required to take APSS1L01 Tomorrow's Leaders to fulfill this requirement.

This is not required for articulation degree students, in view that they are comparatively more mature than the freshmen of 4-year programmes.

(d) **Service-Learning**

All students must successfully complete one 3-credit subject designated to meet the Service-Learning Requirement, in which they are required to (1) participate in substantial community service or civic engagement activities that will benefit the service users or the community at large in a meaningful way, (2) apply the knowledge and skills acquired from their Major or other learning experiences at the University to the community service activities, and (3) reflect on their service learning experience in order to link theory with practice for the development of a stronger sense of ethical, social and national responsibility.

These subjects may take the form of:

- i) An open-to-all GUR service-learning subject
- ii) A GUR service-learning subject targeted for a particular student group (e.g. a Broad Discipline), or
- iii) A customised DSR subject (core or elective) within the Major/Minor with all the required features and components to meet the Service-Learning Requirement.

Students who have satisfied the Service-Learning Requirement via a customised DSR subject will be required to take another 3-credit subject to make up for the total credit requirement.

For APSS students, they are required to take an open-to-all GUR Service-Learning subject to fulfill this requirement.

Part-time articulation degree students should take a 3-credit free elective offered by PolyU SPEED in lieu of the Service-Learning requirement.

(e) **Cluster Areas Requirements (CAR)**

To expand students' intellectual capacity beyond their disciplinary domain and to enable them to tackle professional and global issues from a multidisciplinary perspective, students are required to successfully complete at least one 3-credit subject in each of the following four Cluster Areas:

- i) Human Nature, Relations and Development
- ii) Community, Organisation and Globalisation
- iii) History, Culture and World Views
- iv) Science, Technology and Environment

Articulation degree students are required to take two CAR subjects. They should take 6 credits from different cluster areas. The subjects taken should be able to fulfil the English and Chinese reading and writing requirements and 3 credits of China Studies requirement (CSR). Full-time articulation degree students may apply for a waiver if they have fulfilled the English and Chinese reading and writing requirements and/or CSR requirement in their previous studies.

Part-time articulation degree students should take the CAR subjects offered by PolyU SPEED. Students can refer to Section 15 for the curriculum structure for the articulation degree programme (part-time) for details.

(f) **China Studies Requirement**

Of the 6 or 12 credits of CAR described in (e) above, students are required to successfully complete a minimum of 3 credits on CAR subjects designated as "China-related". The purpose is to enable students to gain an increased understanding of China (e.g., its history, culture and society, as well as emerging issues or challenges).

(g) **Healthy Lifestyle**

Healthy lifestyle is the platform for all-round development. Students are required to successfully complete a non-credit-bearing programme in healthy lifestyle offered by the Office of Counselling and Wellness.

With effect from the 2015/16 intake cohort, students will be required to complete the following components: (i) sports training/participation, (ii) e-learning modules, and (iii) lectures/talks. The syllabus covers physical health, mental health, social health, spiritual health, values and priorities on health behaviour with reference to competing priorities in life, reflection on healthy living and plans for self-improvement or maintenance of health behaviour. Details of the programme can be found at:

<http://www.polyu.edu.hk/ogur/student/4yr/gur/hls/revised>

Students in Articulation Degree programmes and Senior Year intakes to the 4-year Ug degree programmes are not required to take the Healthy Lifestyle Programme. Advanced Standing students are required to take HLS (except for those who are HD/AD holders who follow the Senior Year/Articulation Degree programme GUR curriculum).

12. WORK-INTEGRATED EDUCATION (WIE)

- 12.1 Students pursuing the BA (Hons) in Social Work via HKDSE entry are required to complete two non-credit bearing preparatory workshops and two practicum training for a total of 15 credits (one block placement for 6 credits plus one concurrent placement for 9 credits) to meet the Work-Integrated Education requirements for graduation.
- 12.2 For holders of associate degree or higher diploma in Social Work, they are only required to complete one non-credit bearing preparatory workshop and one practicum training for 6 credits to fulfill the Work-Integrated Education requirement for graduation.
- 12.3 Students will be placed at a real work setting for 400 hours in each placement to receive professional training in social work. They will be supervised by a qualified Fieldwork Supervisor and required to submit various assignments including reflective journals and a self-evaluation report to demonstrate their learning experiences.
- 12.4 The feedback on students' performances given by the agency for which they carry out the placement will contribute to the assessment of the subject.

13. MINOR STUDY

13.1 Minor study will be a free choice by students and not mandatory. Each student is allowed to take not more than one Minor. This option to study for a Minor will not be applicable to BASW students who are admitted to an articulation degree programme. Student who opt for Minor study will be subject to the following regulations:-

- (a) A Minor programme is a collection of subjects totalling 18 credits with at least 50% (9 credits) of the subjects at Level 3 or above. The subjects under a Minor should have a coherent theme introducing students to a focused area of study;
- (b) Students interested in a Minor must submit their applications to and obtain approval from the Minor-offering Department, at the start of second year of study; Students should first submit their applications to their Major Department, which will indicate its support or otherwise (since the taking of a Minor will increase the student's study load), before the Minor-offering Department makes a final decision on the application;
- (c) Students are expected to complete their approved Minor as part of their graduation requirements. Students who wish to withdraw from a Minor need to apply for approval officially from the Minor-offering department, before the end of the add/drop period of the last Semester of study;
- (d) Students with approved Minor will be given a higher priority in taking the Minor subjects over the students who take the subjects as free-electives; 'Free electives' under the 4-year undergraduate degree programme refers to any subjects (including CAR subjects) offered by the University, unless otherwise specified.
- (e) Subject to approval by the Minor-offering Department, students may count up to 6 credits from their Major/GUR [including Language Communication Requirement (LCR) subjects at proficiency level] towards their chosen Minor; Nevertheless, students must take at least 6 credits from their chosen Minor programme in order to satisfy the residential requirement of their chosen Minor. In addition, to be eligible for the Major and Minor awards, the total number of credits taken by the students for their Major-Minor studies must not be lower than the credit requirement of the single discipline Major programme.
- (f) Only students with a GPA of 2.5 or above can be considered for Minor study enrolment. The Minor-offering Department may set a quota (normally capped at 10 students or 20% of the Major intake quota, whichever is higher) and additional admission requirements for their Minor; and
- (g) Students are required to obtain a GPA of at least 2.0 in order to satisfy the requirement for graduation with a Major plus a Minor.

13.2 A Minor-offering Department can admit students enrolled on Major programmes offered by other Departments and on its own Major programme(s). Enrolment of students from Major programmes outside the Department will be subject to the quota approved for the Minor although the Minor-offering Department can admit more students as long as the number does not exceed the approved quota by more than 20%, if there is a strong demand. As for admission of its own students, there is no limit on the number.

13.3 Notwithstanding 13.1(d) above, there is no guarantee that a clash-free timetable can be provided for all students who pursue Minor study. Minor-offering Departments will be responsible for ensuring that students enrolled on their Minors can take the requisite subjects and graduate within the normative study period.

14. OVERALL FRAMEWORK FOR THE PROGRAMME

Bachelor's Degree Programme

- 14.1 The overall credit requirements under the new 4-year undergraduate degree structure are as follows:

Minimum credit requirement for graduation		134 credits
▪ General University Requirements (GUR)	30 credits	
▪ Discipline-Specific Requirements (DSR)	104 credits	
▪ Minor Study or Free Electives	0-18 credits	
Maximum total credits allowed without incurring a higher tuition rate		150 credits

- 14.2 The BA (Hons) in Social Work programme requires its students to take 104 credits as their Major study. The minimum credit requirement for graduation from PolyU will be 134 credits, including the mandatory 30 credits of GUR.
- 14.3 In addition to the Major study, students are allowed to choose their Minor from the same Department, if the Minor is not a simple subset of the Major, or if the Department is multi-disciplinary in nature.
- 14.4 Students are allowed to take more elective subjects beyond GUR and DSR until the total number of credits reaches 150 without incurring a higher tuition rate. Students can use these extra electives for fulfilling the requirements of a particular combination of study options, for taking advanced electives, or for further broadening purposes. Such curriculum space can also provide opportunities for remedial learning for students who do not have all the pre-requisite knowledge required for their Major study because of their education backgrounds.
- 14.5 The following award options are available for Students' selection:
- (a) A single discipline Major (with or without Free Electives)
 - (b) A Major plus a Minor

Articulation Degree Programme

- 14.6 The articulation degree programmes are designed to prepare students for success in their chosen professions and to nurture them to become all-round global citizens.
- 14.7 Taking into account the education background of admittees to articulation programmes, the overall credit requirements for articulation degree programmes are as follows:

Minimum credit requirement for graduation		61-74 credits
▪ General University Requirements (GUR)	9 credits	
▪ Discipline-Specific Requirements (DSR)	52 – 65* credits	
Maximum total credits allowed without incurring a higher tuition rate		75 credits

- 14.8 The minimum credit requirement for graduation from an articulation programme is 61-74 credits, including 9 credits for GUR. Students not meeting the equivalent standard of the Undergraduate Degree Language and Communication (LCR) based on their previous studies will be required to take additional credits (up to 6 credits in English and 3 credits in Chinese) on top of the programme's normal credit requirement for graduation.
- 14.9 There is only one award option available to students, which is a single discipline Major.

* The number of credits for DSR and WIE varies depending on the entry routes, please refer Section 15.2 for details.

15. CURRICULUM STRUCTURE FOR THE PROGRAMME

15.1 Overall Curriculum Structure and Graduation Requirements

Bachelor's Degree Programme

	Overall Curriculum Structure & Graduation Requirements	Credit Value	Sub-Total
General University Requirements (GUR)	Language and Communication Requirements (LCR)	9	30
	Freshman Seminar	3	
	Leadership and Intra-Personal Development	3	
	Service-Learning	3	
	Healthy Lifestyle [non-credit-bearing]	0	
	Cluster Area Requirements (CAR) [4 Broadening Subjects chosen from the following 4 clusters: - Human nature, relations & development - Community, organization & globalization - History, culture & world views - Science, technology & environment 12 credits, 3 credits in each cluster; min. 3 credits of which should be in subjects designated as China-related “CSR”; plus “R” and “W” requirements in English and Chinese]	12	
Discipline-Specific Requirements (DSR)	Common Underpinning Subjects	6	89
	Discipline-Specific Subjects for Major Study	76	
	Discipline-Specific Language Requirements [2 credits in English and 2 credits in Chinese]	4	
	Capstone Project	3	
Clinical/Field Study & Work-integrated Education (WIE)	Fieldwork I and II	15	15
Minor Study or Free Electives (Option)	Minor Study [18 credits] or Free Electives		0-18

Articulation Degree Programme (Full-time)

	Overall Curriculum Structure & Graduation Requirements	Credit Value	Sub-Total
General University Requirements (GUR)	Service-Learning	3	9
	Cluster Area Requirements (CAR) [2 Broadening Subjects chosen from the following 4 clusters: - Human nature, relations & development - Community, organization & globalization - History, culture & world views - Science, technology & environment 6 credits, 3 credits in each cluster; min 3 credits of which should be in subjects designated as China-related “CSR”; plus “R” and “W” requirements in English and Chinese]	6	
Discipline-Specific Requirements (DSR)	Discipline-Specific Subjects for Major Study	39-46*	46-53*
	Discipline-Specific Language Requirements [2 credits in English and 2 credits in Chinese]	4	
	Capstone Project	3	
Clinical/Field Study & Work-integrated Education (WIE)	Fieldwork I and II / or III	6-15*	6-15*

*The number of credits for DSR and WIE varies depending on the entry routes, please refer Section 15.2 for details.

Articulation Degree Programme (Part-time)

	Overall Curriculum Structure & Graduation Requirements	Credit Value	Sub-Total
General University Requirements (GUR)	Free Elective in lieu of Service-Learning	3	9
	Cluster Area Requirements (CAR) [2 Broadening Subjects chosen from the following 2 groups: - Group 1 – embedded with English reading & writing requirements - Group 2 – embedded with Chinese reading & writing requirements <u>AND</u> China studies requirement 6 credits, 3 credits in each group; min 3 credits of which should be in subjects designated as China-related “CSR”; plus “R” and “W” requirements in English and Chinese]	6	
Discipline-Specific Requirements (DSR)	Discipline-Specific Subjects for Major Study	39-46*	46-53*
	Discipline-Specific Language Requirements [2 credits in English and 2 credits in Chinese]	4	
	Capstone Project	3	
Clinical/Field Study & Work-integrated Education (WIE)	Fieldwork III	6	6

*The number of credits for DSR and WIE varies depending on the entry routes, please refer Section 15.2 for details.

15.2 Programme Curriculum

Subject Code & Title	Pre-requisite	Level	Credit Value	Bachelor's Degree (For DSE Entrants)	Articulation Degree					
					Associate Degree Entry		Diploma Entry	Higher Diploma Entry		
					Non-Social Work	Social Work	Social Work	Social Work		
				FT	FT	FT & PT	FT & PT	PT	FT & PT	
General University Requirements										
Cluster Area Requirements Subjects (CAR)	N/A	1-2	6-12	Choose 4 subjects	Choose 2 subjects	Choose 2 subjects	Choose 2 subjects	Choose 2 subjects	Choose 2 subjects	Choose 2 subjects
APSS1150 Freshman Seminar	N/A	1	3	✓						
APSS1101 Tomorrow's Leaders	N/A	1	3	✓						
Healthy Lifestyle	N/A	N/A	0	✓						
Language and Communication Requirements - Chinese	N/A	1	3	✓	^	^	^	✓	^	^
Language and Communication Requirements - English	N/A	1	6	✓	^	^	^	✓	^	^
Service-Learning	N/A	2-3	3	✓	✓	✓*	✓*	✓*	✓*	✓*
Discipline-Specific Requirements										
<i>Common Underpinning Subjects</i>										
APSS111 Introduction to Psychology	N/A	1	3	✓						
APSS112 Introduction to Sociology	N/A	1	3	✓						
<i>Discipline-Specific Subjects for Major Study</i>										
Social Work Professional Core										
APSS116 Introduction to Social Work	N/A	1	3	✓						
APSS118 Self Understanding and Communication Skills	N/A	1	3	✓						
APSS120 Introduction to Social Services in Hong Kong	N/A	1	3	✓						
APSS261 Community Field Study	N/A	2	3	✓						
APSS2681 Generic Social Work Practice with Individuals and Families	N/A	2	3	✓						
APSS2682 Generic Social Work Practice with Groups, Organizations and Communities	N/A	2	3	✓						
APSS2684 Generic Social Work Practice Workshop	APSS2681 APSS2682	2	3	✓						

Subject Code & Title	Pre-requisite	Level	Credit Value	Bachelor's Degree (For DSE Entrants)	Articulation Degree							
					Associate Degree Entry		Diploma Entry	Higher Diploma Entry	Non-Social Work		Social Work	
					FT	FT & PT	FT & PT	FT & PT	FT	FT & PT		
					FT	FT & PT	FT & PT	FT & PT	FT	FT & PT		
APSS3171	Social Work Theory and Practice I APSS2681 APSS2682 APSS2684	3	4	✓	✓	✓	✓	✓	✓	✓	✓	✓
APSS3960	Social Work Practice in Mental Health N/A	3	3	✓	✓	✓	✓	✓	✓	✓	✓	✓
APSS4610	Integrative Seminar APSS343	4	3	✓	✓	✓	✓	✓	✓	✓	✓	✓
APSS4620	Social Work Theory and Practice II APSS116 APSS261 APSS2681 APSS2682 APSS2684 APSS3171	4	6	✓	✓	✓	✓	✓	✓	✓	✓	✓
Social Sciences Core												
APSS2200	The Art of Reasoning N/A	2	3	✓	✓	✓	✓	✓	✓	✓	✓	✓
APSS2201	Social Structure and Social Theory N/A	2	3	✓	✓	✓	✓	✓	✓	✓	✓	✓
APSS225	Human Behaviour and Social Environment APSS111	2	3	✓	✓	✓	✓	✓	✓	✓	✓	✓
APSS231	Hong Kong Society APSS112	2	3	✓	✓	✓	✓	✓	✓	✓	✓	✓
APSS325	Psychology of Personality APSS111	3	3	✓	✓	✓	✓	✓	✓	✓	✓	✓
APSS331	Management in Human Services N/A	3	3	✓	✓	✓	✓	✓	✓	✓	✓	✓
APSS343	Philosophy of Welfare N/A	3	3	✓	✓	✓	✓	✓	✓	✓	✓	✓
APSS345	Social Research Methods N/A	3	3	✓	✓	✓	✓	✓	✓	✓	✓	✓
APSS451	Social Policy N/A	4	3	✓	✓	✓	✓	✓	✓	✓	✓	✓
APSS454	Legal Aspects of Human Services N/A	4	3	✓	✓	✓	✓	✓	✓	✓	✓	✓
Social Work Integrative Electives												
APSS366	Family and Social Work N/A	3	3	Choose 2 subjects	Choose 1 subject	Choose 1 subject	Choose 1 subject	Choose 1 subject	Choose 1 subject	Choose 1 subject	Choose 2 subjects ⁺	Choose 2 subjects ⁺
APSS369	Social Work with Drug Abusers N/A	3	3									
APSS370	Youth and Social Work N/A	3	3									
APSS391	Aging and Social Work N/A	3	3									
APSS392	Criminal Justice and Social Work N/A	3	3									
APSS394	Gender and Social Work N/A	3	3									
APSS398	Employment and Social Work N/A	3	3									

Subject Code & Title	Pre-requisite	Level	Credit Value	Bachelor's Degree (For DSE Entrants)	Articulation Degree							
					Associate Degree Entry		Diploma Entry	Higher Diploma Entry	Non-Social Work		Social Work	
					FT	FT & PT	PT	Social Work	FT & PT	FT	FT & PT	
APSS399	Illness, Disability and Social Work	3	3	FT	FT	FT & PT	PT	Social Work	FT & PT			
Social Sciences Electives												
APSS321	Abnormal Psychology	3	3	Choose 1 subject	--	Choose 1 subject	Choose 1 subject	Choose 1 subject	Choose 2 subjects+#			
APSS326	Social Psychology	3	3									
APSS328	Programme Planning and Evaluation	3	3									
APSS340	Political Economy of Hong Kong	3	3									
APSS341	Contemporary Social Issues	3	3									
APSS342	Contemporary Chinese Society	3	3									
APSS344	Self, Culture and Society	3	3									
Capstone Project												
APSS463	Capstone Project	4	3	✓	✓	✓	✓	✓	✓		✓	
Discipline-Specific Language Requirements												
CBS2261P	Chinese Communication for Social Sciences	2	2	✓	✓	✓	✓	✓	✓		✓	
ELC3621	Professional English for Social Sciences	3	2	✓	✓	✓	✓	✓	✓		✓	
Clinical / Field Subjects												
APSS2700	Preparatory Workshop (I)	2	0	✓	✓	✓	✓	✓	✓		✓	
APSS2701	Preparatory Workshop (II)	2	0	✓	✓	✓	✓	✓	✓		✓	
APSS2793	Fieldwork I	2	6	✓	✓	✓	✓	✓	✓		✓	

Subject Code & Title	Pre-requisite	Level	Credit Value	Bachelor's Degree (For DSE Entrants)	Articulation Degree				
					Associate Degree Entry		Diploma Entry	Higher Diploma Entry	
					Non-Social Work	Social Work	Social Work	Social Work	
					FT	FT & PT	PT	FT & PT	
APSS4693 Fieldwork II	APSS2793 APSS3171 APSS4620 ELC3621 Co-requisite APSS2701	4	9	✓		✓			
APSS4694 Fieldwork III	APSS3171 APSS4620 ELC3621 Co-requisite APSS2701	4	6			✓		✓	
Minor Study or Free Electives (Optional)									
Choose subjects from Minor Programme or Free Electives from the University's subject pool									
			0-18	✓					

* Part-time articulation degree students should take a 3-credit free elective offered by PolyU SPEED in lieu of the Service-Learning requirement.

^ Students not meeting the equivalent standard of the Undergraduate Degree Language and Communication Requirements (LCR) based on their previous studies will be required to take additional credits (up to 6 credits in English and 3 credits in Chinese) on top of the programme's normal credit requirements.

+ Graduates of 2011 cohort or before of Higher Diploma in Social Work of PolyU (Programme Codes: 54036-SW/SWF & 54037-SW/SWF) will be granted credit transfer for 1 Social Sciences Elective and 1 Social Work Integrative Elective.

Graduates of 2004 cohort or before of Higher Diploma in Social Work via the Bridging Programme of PolyU (Programme Code: 54044) will be granted credit transfer for 1 Social Science Elective.

16. RECOMMENDED PROGRESSION PATTERNS

16.1 Major in Social Work

Programme-Stream Code	: 54439-SW
Entry Route	: HKDSE
Mode of Study	: Full-time
Duration	: 4 years
Total Credits Required	: 134 credits [30 credits (GUR) + 89 credits (DSR) + 15 credits (Clinical/Field)]

Stage One			
Subject Code	Subject Title	Credit Value	
		Semester 1	Semester 2
APSS1150	Freshman Seminar	3	
APSS118	Self Understanding and Communication Skills	3	
APSS120	Introduction to Social Services in Hong Kong	3	
	Healthy Lifestyle	0	
	LCR (Chinese)	3	
	LCR (English 1)	3	
	CAR (1 subject)	3	
APSS111	Introduction to Psychology		3
APSS112	Introduction to Sociology		3
APSS116	Introduction to Social Work		3
APSS1L01	Tomorrow's Leaders		3
	LCR (English 2)		3
	CAR (1 subject)		3
Total		18	18

Stage Two				
Subject Code	Subject Title	Credit Value		
		Semester 1	Semester 2	Semester 3
APSS2200	The Art of Reasoning	3		
APSS225	Human Behaviour and Social Environment	3		
APSS231	Hong Kong Society	3		
APSS261	Community Field Study	3		
APSS2681	Generic Social Work Practice with Individuals and Families	3		
APSS2682	Generic Social Work Practice with Groups, Organizations and Communities	3		
APSS2201	Social Structure and Social Theory		3	
APSS2684	Generic Social Work Practice Workshop		3	
APSS325	Psychology of Personality		3	
CBS2261P	Chinese Communication for Social Sciences		2	
	CAR subject (2 subjects)		6	
	Service Learning		3	
APSS2700	Preparatory Workshop (I)^			0
APSS2793	Fieldwork I^			6
Total		18	20	6

Stage Three			
Subject Code	Subject Title	Credit Value	
		Semester 1	Semester 2
APSS3171	Social Work Theory and Practice I	4	
APSS343	Philosophy of Welfare	3	
APSS345	Social Research Methods	3	
ELC3621	Professional English for Social Sciences	2	
	Social Sciences Elective (1 subject)	3	
APSS331	Management in Human Services		3
APSS3960	Social Work Practice in Mental Health		3
APSS451	Social Policy		3
APSS4620	Social Work Theory and Practice II		6
	Social Work Integrative Elective (1 Subject)		3
Total		15	18

Stage Four			
Subject Code	Subject Title	Credit Value	
		Semester 1	Semester 2
APSS2701	Preparatory Workshop (II) %^	0	0
APSS4610	Integrative Seminar	3	
APSS463	Capstone Project%	1	2
APSS4693	Fieldwork II %^	5	4
	Social Work Integrative Elective (1 Subject)	3	
APSS454	Legal Aspects of Human Services		3
Total		12	9

% Consecutive subjects

^ Clinical/Field subjects

Remarks:

1. Students are required to take Four Cluster Area Requirement subjects for graduation. One CAR subjects should be chosen from each of the 4 cluster areas, with minimum 3 credits of which in subjects designated as China-related “CSR”; plus “R” and “W” requirements in English and Chinese.
2. Students are required to take Two Social Work Integrative Elective subject and One Social Sciences Elective subject from the following lists:

Social Work Integrative Elective Subjects (choose 2 subjects)

Level	Subject Code/Title	Credits
3	APSS366 Family and Social Work	3
3	APSS369 Social Work with Drug Abusers	3
3	APSS370 Youth and Social Work	3
3	APSS391 Aging and Social Work	3
3	APSS392 Criminal Justice and Social Work	3
3	APSS394 Gender and Social Work	3
3	APSS398 Employment and Social Work	3
3	APSS399 Illness, Disability and Social Work	3

Social Sciences Elective Subjects (choose 1 subject)

<i>Level</i>	<i>Subject Code/Title</i>	<i>Credits</i>
3	APSS321 Abnormal Psychology	3
3	APSS326 Social Psychology	3
3	APSS328 Programme Planning and Evaluation	3
3	APSS340 Political Economy of Hong Kong	3
3	APSS341 Contemporary Social Issues	3
3	APSS342 Contemporary Chinese Society	3
3	APSS344 Self, Culture and Society	3

3. Students should complete the non-credit bearing subjects “APSS2700 Preparatory Workshop (I)” and “APSS2701 Preparatory Workshop (II)” as required, otherwise, they will not be allowed to proceed to take the corresponding fieldwork subject(s) and graduate.
4. Students are allowed to alter the recommended progression pattern for GUR subjects to suit their own study pace in consultation with their Academic Advisor or Programme Leader.
5. The Department of Applied Social Sciences reserves the right to offer the subjects in the semesters different from the above.

16.2 Articulation in Social Work

16.2.1 Programme-Stream Code : 54439-SYW

Entry Qualifications : Holders of Associate Degree in a relevant Discipline from a recognized institution

Mode of Study : Full-time

Duration : 2 years

Total Credits Required : 71 - 80 credits [9 credits (GUR) + 47 credits (DSR) + 15 credits (Clinical/Field) + 9 credits (LCR)*]

Stage One				
Subject Code	Subject Title	Credit Value		
		Semester 1	Semester 2	Semester 3
APSS3171	Social Work Theory and Practice I	4		
APSS343	Philosophy of Welfare	3		
	CAR (2 subjects)	6		
	Service-Learning	3		
APSS2201	Social Structure and Social Theory		3	
APSS325	Psychology of Personality		3	
APSS331	Management in Human Services		3	
APSS4620	Social Work Theory and Practice II		6	
CBS2261P	Chinese Communication for Social Sciences		2	
APSS2700	Preparatory Workshop (I)^			0
APSS2793	Fieldwork I^			6
	Sub-total	16	17	6
	Total	39		

Stage Two				
Subject Code	Subject Title	Credit Value		
		Semester 1	Semester 2	Semester 3
APSS345	Social Research Methods	3		
APSS451	Social Policy	3		
APSS454	Legal Aspects of Human Services	3		
APSS4610	Integrative Seminar	3		
APSS463	Capstone Project [%]	1	2	
ELC3621	Professional English for Social Sciences	2		
	Social Work Integrative Elective (1 Subject)	3		
APSS2701	Preparatory Workshop (II) ^{%^}		0	0
APSS3960	Social Work Practice in Mental Health		3	
APSS4693	Fieldwork II ^{%^}		5	4
	Sub-total	18	10	4
	Total	32		

* Students not meeting the equivalent standard of the Undergraduate Degree Language and Communication Requirements (LCR) based on their previous studies in Associate Degree/Higher Diploma programmes and their academic performance will be required to take additional credits (up to 6 credits in English and 3 credits in Chinese) on top of the programme's normal credit requirements.

% Consecutive subjects

^ Clinical/Field subjects

Remarks:

1. Students are required to take Two Cluster Area Requirement subjects for graduation. The two CAR subjects should be chosen from different cluster areas, with minimum 3 credits of which in subjects designated as China-related “CSR”; plus “R” and “W” requirements in English and Chinese.
2. Students are required to take One Social Work Integrative Elective subject from the following list:

Social Work Integrative Elective Subjects (choose 1 subject)

<i>Level</i>	<i>Subject Code/Title</i>	<i>Credits</i>
3	APSS366 Family and Social Work	3
3	APSS369 Social Work with Drug Abusers	3
3	APSS370 Youth and Social Work	3
3	APSS391 Aging and Social Work	3
3	APSS392 Criminal Justice and Social Work	3
3	APSS394 Gender and Social Work	3
3	APSS398 Employment and Social Work	3
3	APSS399 Illness, Disability and Social Work	3

3. Students are allowed to alter the recommended progression pattern for GUR subjects or elective subjects to suit their own study pace in consultation with their Academic Advisor or Programme Leader.
4. Students should complete the non-credit bearing subjects “APSS2700 Preparatory Workshop (I)” and “APSS2701 Preparatory Workshop (II)” as required, otherwise, they will not be allowed to proceed to take the corresponding fieldwork subject(s) and graduate.
5. The Department of Applied Social Sciences reserves the right to offer the subjects in the semesters different from the above with prior notice.

16.2.2 Programme-Stream Code : 54439-SYW

Entry Qualifications : Holders of Associate Degree in Social Work from a recognized institution

Mode of Study : Full-time

Duration : 2 years

Total Credits Required : 68 – 77 credits [9 credits (GUR) + 53 credits (DSR) + 6 credits (Clinical/Field) + 9 credits (LCR)*]

Stage One				
Subject Code	Subject Title	Credit Value		
		Semester 1	Semester 2	Semester 3
APSS2200	The Art of Reasoning	3		
APSS3171	Social Work Theory and Practice I	4		
APSS343	Philosophy of Welfare	3		
	CAR (1 subject)	3		
	Service-Learning	3		
APSS2201	Social Structure and Social Theory		3	
APSS325	Psychology of Personality		3	
APSS331	Management in Human Services		3	
APSS4620	Social Work Theory and Practice II		6	
CBS2261P	Chinese Communication for Social Sciences		2	
	Sub-total	16	17	0
	Total	33		

Stage Two				
Subject Code	Subject Title	Credit Value		
		Semester 1	Semester 2	Semester 3
APSS345	Social Research Methods	3		
APSS451	Social Policy	3		
APSS454	Legal Aspects of Human Services	3		
APSS4610	Integrative Seminar	3		
APSS463	Capstone Project [%]	1	2	
ELC3621	Professional English for Social Sciences	2		
	CAR (1 subject)	3		
APSS2701	Preparatory Workshop (II) ^{%^}		0	0
APSS3960	Social Work Practice in Mental Health		3	
APSS4694	Fieldwork III ^{%^}		3	3
	Social Work Integrative Elective (1 Subject)		3	
	Social Sciences Elective (1 Subject)		3	
	Sub-total	18	14	3
	Total	35		

* Students not meeting the equivalent standard of the Undergraduate Degree Language and Communication Requirements (LCR) based on their previous studies in Associate Degree/Higher Diploma programmes and their academic performance will be required to take additional credits (up to 6 credits in English and 3 credits in Chinese) on top of the programme's normal credit requirements.

[%] Consecutive subjects

[^] Clinical/Field subjects

Remarks:

1. Students are required to take Two Cluster Area Requirement subjects for graduation. The two CAR subjects should be chosen from different cluster areas, with minimum 3 credits of which in subjects designated as China-related “CSR”; plus “R” and “W” requirements in English and Chinese.
2. Students are required to take One Social Work Integrative Elective subject and One Social Sciences Elective subject from the following lists:

Social Work Integrative Elective Subjects (choose 1 subject)

<i>Level</i>	<i>Subject Code/Title</i>	<i>Credits</i>
3	APSS366 Family and Social Work	3
3	APSS369 Social Work with Drug Abusers	3
3	APSS370 Youth and Social Work	3
3	APSS391 Aging and Social Work	3
3	APSS392 Criminal Justice and Social Work	3
3	APSS394 Gender and Social Work	3
3	APSS398 Employment and Social Work	3
3	APSS399 Illness, Disability and Social Work	3

Social Sciences Elective Subjects (choose 1 subject)

<i>Level</i>	<i>Subject Code/Title</i>	<i>Credits</i>
3	APSS321 Abnormal Psychology	3
3	APSS326 Social Psychology	3
3	APSS328 Programme Planning and Evaluation	3
3	APSS340 Political Economy of Hong Kong	3
3	APSS341 Contemporary Social Issues	3
3	APSS342 Contemporary Chinese Society	3
3	APSS344 Self, Culture and Society	3

3. Students are allowed to alter the recommended progression pattern for GUR subjects or elective subjects to suit their own study pace in consultation with their Academic Advisor or Programme Leader.
4. Students should complete the non-credit bearing subjects “APSS2701 Preparatory Workshop (II)” as required, otherwise, they will not be allowed to proceed to take the corresponding fieldwork subject(s) and graduate.
5. The Department of Applied Social Sciences reserves the right to offer the subjects in the semesters different from the above with prior notice.

16.2.3 Programme-Stream Code : 54439-SYW

Entry Qualifications : Holders of Higher Diploma in Social Work from PolyU

Mode of Study : Full-time

Duration : 2 years

Total Credits Required : 67 - 76 credits [9 credits (GUR) + 52 credits (DSR) + 6 credits (Clinical/Field) + 9 credits (LCR)*]

Stage One				
Subject Code	Subject Title	Credit Value		
		Semester 1	Semester 2	Semester 3
APSS2200	The Art of Reasoning	3		
APSS343	Philosophy of Welfare	3		
	Social Sciences Elective (1 Subject)	3		
	CAR (2 subjects)	6		
	Service-Learning	3		
APSS2201	Social Structure and Social Theory		3	
APSS325	Psychology of Personality		3	
APSS4620	Social Work Theory and Practice II		6	
CBS2261P	Chinese Communication for Social Sciences		2	
	Social Work Integrative Elective (1 Subject)		3	
	Sub-total	18	17	0
	Total	35		

Stage Two				
Subject Code	Subject Title	Credit Value		
		Semester 1	Semester 2	Semester 3
APSS345	Social Research Methods	3		
APSS451	Social Policy	3		
APSS454	Legal Aspects of Human Services	3		
APSS4610	Integrative Seminar	3		
APSS463	Capstone Project [%]	1	2	
ELC3621	Professional English for Social Sciences	2		
	Social Work Integrative Elective (1 Subject)	3		
APSS2701	Preparatory Workshop (II) ^{%^}		0	0
APSS3960	Social Work Practice in Mental Health		3	
APSS4694	Fieldwork III ^{%^}		3	3
	Social Sciences Elective (1 Subject)		3	
	Sub-total	18	11	3
	Total	32		

* Students not meeting the equivalent standard of the Undergraduate Degree Language and Communication Requirements (LCR) based on their previous studies in Associate Degree/Higher Diploma programmes and their academic performance will be required to take additional credits (up to 6 credits in English and 3 credits in Chinese) on top of the programme's normal credit requirements.

% Consecutive subjects

^ Clinical/Field subjects

Remarks:

1. Students are required to take Two Cluster Area Requirement subjects for graduation. The two CAR subjects should be chosen from different cluster areas, with minimum 3 credits of which in subjects designated as China-related “CSR”; plus “R” and “W” requirements in English and Chinese.
2. Students are required to take Two Social Work Integrative Elective subjects, Two Social Sciences Elective subjects from the following lists:

Social Work Integrative Elective Subjects (choose 2 subjects)

<i>Level</i>	<i>Subject Code/Title</i>	<i>Credits</i>
3	APSS366 Family and Social Work	3
3	APSS369 Social Work with Drug Abusers	3
3	APSS370 Youth and Social Work	3
3	APSS391 Aging and Social Work	3
3	APSS392 Criminal Justice and Social Work	3
3	APSS394 Gender and Social Work	3
3	APSS398 Employment and Social Work	3
3	APSS399 Illness, Disability and Social Work	3

Social Sciences Elective Subjects (choose 2 subjects)

<i>Level</i>	<i>Subject Code/Title</i>	<i>Credits</i>
3	APSS321 Abnormal Psychology	3
3	APSS326 Social Psychology	3
3	APSS328 Programme Planning and Evaluation	3
3	APSS340 Political Economy of Hong Kong	3
3	APSS341 Contemporary Social Issues	3
3	APSS342 Contemporary Chinese Society	3
3	APSS344 Self, Culture and Society	3

3. Graduates of 2011 cohort or before of Higher Diploma in Social Work of PolyU (Programme Codes:54036-SW/SWF & 54037-SW/SWF) will be granted credit transfer for 1 Social Sciences Elective and 1 Social Work Integrative Elective.
4. Students are allowed to alter the recommended progression pattern for GUR subjects or elective subjects to suit their own study pace in consultation with their Academic Advisor or Programme Leader.
5. Students should complete the non-credit bearing subjects “APSS2701 Preparatory Workshop (II)” as required, otherwise, they will not be allowed to proceed to take the corresponding fieldwork subject(s) and graduate.
6. The Department of Applied Social Sciences reserves the right to offer the subjects in the semesters different from the above.

16.2.4 Programme-Stream Code : 54460-SWA

Entry Qualifications : Holders of Associate Degree or Higher Diploma in Social Work from a recognized institution

Mode of Study : Part-time

Duration : 4 years

Total Credits Required : 68 - 77 credits [9 credits (GUR) + 53 credits (DSR) + 6 credits (Clinical/Field) + 9 credits (LCR)*]

Stage One				
Subject Code	Subject Title	Credit Value		
		Semester 1	Semester 2	Semester 3
APSS2200	The Art of Reasoning	3		
APSS325	Psychology of Personality	3		
SPD1091	Chinese Communication for College Students*	3		
APSS2201	Social Structure and Social Theory		3	
APSS3171	Social Work Theory and Practice I		4	
CBS2261P	Chinese Communication for Social Sciences		2	
APSS331	Management in Human Services			3
Sub-total		9	9	3
Total		21		

Stage Two				
Subject Code	Subject Title	Credit Value		
		Semester 1	Semester 2	Semester 3
APSS343	Philosophy of Welfare	3		
SPD1087	English for Academic Studies I*	3		
	Social Sciences Elective (1 subject)	3		
APSS345	Social Research Methods		3	
	Social Work Integrative Elective (1 subject)		3	
	Free elective (1 subject) #		3	
	CAR (1 Chinese subject)			3
Sub-total		9	9	3
Total		21		

Stage Three			
Subject Code	Subject Title	Credit Value	
		Semester 1	Semester 2
APSS454	Legal Aspects of Human Services	3	
SPD1088	English for Academic Studies II*	3	
	CAR (1 English subject)	3	
APSS3960	Social Work Practice in Mental Health		3
APSS4620	Social Work Theory and Practice II		6
Sub-total		9	9
Total		18	

Stage Four				
Subject Code	Subject Title	Credit Value		
		Semester 1	Semester 2	Semester 3
APSS451	Social Policy	3		
APSS4610	Integrative Seminar	3		
APSS463	Capstone Project [%]	1	2	
ELC3621	Professional English for Social Sciences	2		
APSS2701	Preparatory Workshop (II) ^{%^}		0	0
APSS4694	Fieldwork III ^{%^}		3	3
Sub-total		9	5	3
Total		17		

* Students not meeting the equivalent standard of the Undergraduate Degree Language and Communication Requirements (LCR) based on their previous studies in Associate Degree/Higher Diploma programmes and their academic performance will be required to take additional credits (up to 6 credits in English and 3 credits in Chinese) on top of the programme's normal credit requirements.

in lieu of Service-Learning

^ Clinical/Field subjects

% Consecutive subjects

Remarks:

1. Students should take the GUR subjects including LCR, CAR and Free Elective according to the subject offering schedule and approved subject list provided by PolyU SPEED.
2. Students are required to take Two Cluster Area Requirement subjects for graduation. The two CAR subjects should be chosen from different groups, with minimum 3 credits of which in subjects designated as China-related "CSR"; plus "R" and "W" requirements in English and Chinese.
3. Students are required to take One Social Work Integrative Elective Subject and One Social Sciences Elective Subject from the following list:

Social Work Integrative Elective Subjects (choose 1 subject)

Level	Subject Code/Title	Credits
3	APSS366 Family and Social Work	3
3	APSS369 Social Work with Drug Abusers	3
3	APSS370 Youth and Social Work	3
3	APSS391 Aging and Social Work	3
3	APSS392 Criminal Justice and Social Work	3
3	APSS394 Gender and Social Work	3
3	APSS398 Employment and Social Work	3
3	APSS399 Illness, Disability and Social Work	3

Social Sciences Elective Subjects (choose 1 subject)

<i>Level</i>	<i>Subject Code/Title</i>	<i>Credits</i>
3	APSS321 Abnormal Psychology	3
3	APSS326 Social Psychology	3
3	APSS328 Programme Planning and Evaluation	3
3	APSS340 Political Economy of Hong Kong	3
3	APSS341 Contemporary Social Issues	3
3	APSS342 Contemporary Chinese Society	3
3	APSS344 Self, Culture and Society	3

4. Students should complete the non-credit bearing subjects “APSS2701 Preparatory Workshop (II)” as required, otherwise, they will not be allowed to proceed to take the corresponding fieldwork subject(s) and graduate.
5. Students are allowed to alter the recommended progression pattern for GUR subjects to suit their own study pace in consultation with their Programme Leader/ Assistant Programme Leader.
6. The Department of Applied Social Sciences reserves the right to offer the subjects in the semesters different from the above.

16.2.5 Programme-Stream Code : 54460-SWD

Entry Qualifications : Holders of Diploma in Social Work from a recognized institution

Mode of Study : Part-time

Duration : 4 years

Total Credits Required : 74 credits [9 credits (GUR) + 50 credits (DSR) + 9 credits (LCR) + 6 credits (Clinical/Field)]

Stage One				
Subject Code	Subject Title	Credit Value		
		Semester 1	Semester 2	Semester 3
APSS2200	The Art of Reasoning	3		
APSS325	Psychology of Personality	3		
SPD1091	Chinese Communication for College Students	3		
APSS2201	Social Structure and Social Theory		3	
APSS3171	Social Work Theory and Practice I		4	
CBS2261P	Chinese Communication for Social Sciences		2	
APSS331	Management in Human Services			3
Sub-total		9	9	3
Total		21		

Stage Two				
Subject Code	Subject Title	Credit Value		
		Semester 1	Semester 2	Semester 3
APSS343	Philosophy of Welfare	3		
SPD1087	English for Academic Studies I	3		
	Social Sciences Elective (1 subject)	3		
APSS345	Social Research Methods		3	
	Free elective (1 subject) [#]		3	
	CAR (1 Chinese subject)			3
Sub-total		9	6	3
Total		18		

Stage Three			
Subject Code	Subject Title	Credit Value	
		Semester 1	Semester 2
APSS454	Legal Aspects of Human Services	3	
SPD1088	English for Academic Studies II	3	
	CAR (1 English subject)	3	
APSS3960	Social Work Practice in Mental Health		3
APSS4620	Social Work Theory and Practice II		6
Sub-total		9	9
Total		18	

Stage Four				
Subject Code	Subject Title	Credit Value		
		Semester 1	Semester 2	Semester 3
APSS451	Social Policy	3		
APSS4610	Integrative Seminar	3		
APSS463	Capstone Project [%]	1	2	
ELC3621	Professional English for Social Sciences	2		
APSS2701	Preparatory Workshop (II) ^{%^}		0	0
APSS4694	Fieldwork III ^{%^}		3	3
Sub-total		9	5	3
Total		17		

in lieu of Service-Learning

^ Clinical/Field subjects

% Consecutive subjects

Remarks:

1. Students should take the GUR subjects including LCR, CAR and Free Elective according to the subject offering schedule and approved subject list provided by PolyU SPEED.
2. Students are required to take Two Cluster Area Requirement subjects for graduation. The two CAR subjects should be chosen from different groups, with minimum 3 credits of which in subjects designated as China-related “CSR”; plus “R” and “W” requirements in English and Chinese.
3. Students are required to take One Social Sciences Elective Subject from the following list :

Social Sciences Elective Subjects (choose 1 subject)

<i>Level</i>	<i>Subject Code/Title</i>	<i>Credits</i>
3	APSS321 Abnormal Psychology	3
3	APSS326 Social Psychology	3
3	APSS328 Programme Planning and Evaluation	3
3	APSS340 Political Economy of Hong Kong	3
3	APSS341 Contemporary Social Issues	3
3	APSS342 Contemporary Chinese Society	3
3	APSS344 Self, Culture and Society	3

4. Students should complete the non-credit bearing subjects “APSS2701 Preparatory Workshop (II)” as required, otherwise, they will not be allowed to proceed to take the corresponding fieldwork subject(s) and graduate.
5. Students are allowed to alter the recommended progression pattern for GUR subjects to suit their own study pace in consultation with their Programme Leader/ Assistant Programme Leader.
6. The Department of Applied Social Sciences reserves the right to offer the subjects in the semesters different from the above.

16.2.6 Programme-Stream Code : 54460-SWH

Entry Qualifications : Holders of Higher Diploma in Social Work from PolyU

Mode of Study : Part-time

Duration : 4 years

Total Credits Required : 67 – 76 credits [9 credits (GUR) + 52 credits (DSR) + 6 credits (Clinical/Field) + 9 credits (LCR)*]

Stage One				
Subject Code	Subject Title	Credit Value		
		Semester 1	Semester 2	Semester 3
APSS2200	The Art of Reasoning	3		
APSS325	Psychology of Personality	3		
SPD1091	Chinese Communication for College Students*	3		
APSS2201	Social Structure and Social Theory		3	
CBS2261P	Chinese Communication for Social Sciences		2	
SPD1087	English for Academic Studies I*		3	
	Free Elective (1 subject) #			3
Sub-total		9	8	3
Total		20		

Stage Two				
Subject Code	Subject Title	Credit Value		
		Semester 1	Semester 2	Semester 3
APSS343	Philosophy of Welfare	3		
	Social Sciences Elective (2 subjects)	6		
APSS345	Social Research Methods		3	
	Social Work Integrative Elective (2 subjects)		6	
	CAR (1 Chinese subject)			3
Sub-total		9	9	3
Total		21		

Stage Three			
Subject Code	Subject Title	Credit Value	
		Semester 1	Semester 2
APSS454	Legal Aspects of Human Services	3	
SPD1088	English for Academic Studies II*	3	
	CAR (1 English subject)	3	
APSS3960	Social Work Practice in Mental Health		3
APSS4620	Social Work Theory and Practice II		6
Sub-total		9	9
Total		18	

Stage Four				
Subject Code	Subject Title	Credit Value		
		Semester 1	Semester 2	Semester 3
APSS451	Social Policy	3		
APSS4610	Integrative Seminar	3		
APSS463	Capstone Project [%]	1	2	
ELC3621	Professional English for Social Sciences	2		
APSS2701	Preparatory Workshop (II) ^{%^}		0	0
APSS4694	Fieldwork III ^{%^}		3	3
Sub-total		9	5	3
Total		17		

* Students not meeting the equivalent standard of the Undergraduate Degree Language and Communication Requirements (LCR) based on their previous studies in Associate Degree/Higher Diploma programmes and their academic performance will be required to take additional credits (up to 6 credits in English and 3 credits in Chinese) on top of the programme's normal credit requirements.

in lieu of Service-Learning

^ Clinical/Field subjects

% Consecutive subjects

Remarks:

1. Students should take the GUR subjects including LCR, CAR and Free Elective according to the subject offering schedule and approved subject list provided by PolyU SPEED.
2. Students are required to take Two Cluster Area Requirement subjects for graduation. The two CAR subjects should be chosen from different groups, with minimum 3 credits of which in subjects designated as China-related “CSR”; plus “R” and “W” requirements in English and Chinese.
3. Students are required to take Two Social Work Integrative Elective Subject and Two Social Sciences Elective Subject from the following list:

Social Work Integrative Elective Subjects (choose 2 subjects)

Level	Subject Code/Title	Credits
3	APSS366 Family and Social Work	3
3	APSS369 Social Work with Drug Abusers	3
3	APSS370 Youth and Social Work	3
3	APSS391 Aging and Social Work	3
3	APSS392 Criminal Justice and Social Work	3
3	APSS394 Gender and Social Work	3
3	APSS398 Employment and Social Work	3
3	APSS399 Illness, Disability and Social Work	3

Social Sciences Elective Subjects (choose 2 subjects)

<i>Level</i>	<i>Subject Code/Title</i>	<i>Credits</i>
3	APSS321 Abnormal Psychology	3
3	APSS326 Social Psychology	3
3	APSS328 Programme Planning and Evaluation	3
3	APSS340 Political Economy of Hong Kong	3
3	APSS341 Contemporary Social Issues	3
3	APSS342 Contemporary Chinese Society	3
3	APSS344 Self, Culture and Society	3

4. Graduates of 2011 cohort or before of Higher Diploma in Social Work of PolyU (Programme Codes:54036-SW/SWF & 54037-SW/SWF) will be granted credit transfer for 1 Social Sciences Elective and 1 Social Work Integrative Elective. These admittees (Programme Stream Code: 54460-SWO) will be required to take 61-70 credits for graduation.
5. Students should complete the non-credit bearing subjects “APSS2701 Preparatory Workshop (II)” as required, otherwise, they will not be allowed to proceed to take the corresponding fieldwork subject(s) and graduate.
6. Students are allowed to alter the recommended progression pattern for GUR subjects to suit their own study pace in consultation with their Programme Leader/ Assistant Programme Leader.
7. The Department of Applied Social Sciences reserves the right to offer the subjects in the semesters different from the above.

17. CURRICULUM MAP

This curriculum map gives a holistic view of the degree to which each intended learning outcome will be taught and assessed in the programme.

- I (Introduced) That the learning leading to the particular intended outcome is introduced in that subject.
- R (Reinforced) That the learning leading to the particular intended outcome is reinforced in that subject.
- A (Assessed) That the performance which demonstrates the particular intended outcome is assessed in that subject.

		APSS111 Introduction to Psychology	APSS112 Introduction to Sociology	APSS1150 Freshman Seminar	APSS116 Introduction to Social Work	APSS118 Self Understanding and Communication Skills	APSS120 Introduction to Social Services in HK	APSS2200 The Art of Reasoning	APSS2201 Social Structure and Social Theory	APSS225 Human Behaviour and Social Environment	APSS231 Hong Kong Society	APSS261 Community Field Study	APSS261 Generic Social Work Practice with Individuals and Families	APSS262 Generic Social Work Practice with Groups, Organizations and Communities	APSS264 Generic Social Work Practice Workshop	APSS2700 Preparatory Workshop (I)
a	Acquire a sound knowledge base in social sciences	R,A	I	I, R	I	I, R	I, A	I, A	R, A	R, A	I, R	R	I, R, A	I		
b	Assess and respond to social issues and problems from a multi-dimensional perspective, drawing on the range of theoretical and methodological approaches from social work and social sciences	R, A	I	R	I	I, R	I, A		R, A	R, A	I, R	A	I	R, A	R	R
c	Recognize and practice the various roles of social workers as deemed desirable in a rapidly changing social context	I, R	I	R	I, R, A	I, R	I				R	I	R, A	R, A	A	R
d	Appreciate the influence of culture on human values, behaviour and their ways of coping with life and design appropriate intervention plan	I, R	I	I, R	I, R	I, R, A	I, A	I, A		I, A	R, A	A	I, R	R	R	R
e	Practice concepts and skills in supervision, management, planning and research in social work practice	I		R			I, A					I, R				R
f	Articulate the core values of social work and to uphold the principle of social justice	I	I	R	I, R, A	I	I, A	I, A				I, R	I, A	R	R	R
g	Commit to ethical and responsible social work practices	I		R	I, R	I	I	I, A					I	R	R	R
h	Apply in a flexible and creative manner information, knowledge, theories and resources for the continued professional development in social work	I, R	I, A	I, R	I, R	I, R	I, A		R	R	R, A	I, R	I, A	R, A	R	R
i	Demonstrate the competence of using written and spoken Chinese and English as required in the professional settings	R, A	R, A	R, A	R, A	R, A	R, A	R, A	R, A	R, A	R, A	R, A	R, A	R, A	R, A	R, A
j	Become a life-long active learner	I	I	I, R	I	I	R	R	R	I	I	I	I	I	I	I

- I (Introduced) That the learning leading to the particular intended outcome is introduced in that subject.
 R(Reinforced) That the learning leading to the particular intended outcome is reinforced in that subject.
 A(Assessed) That the performance which demonstrates the particular intended outcome is assessed in that subject.

Intended Learning Outcomes		APSS2701 Preparatory Workshop (II)	APSS2793 Fieldwork I	APSS3171 Social Work Theory and Practice I	APSS321Abnormal Psychology	APSS325 Psychology of Personality	APSS326 Social Psychology	APSS328 Programme Planning and Evaluation	APSS331 Management in Human Services	APSS340 Political Economy of Hong Kong	APSS341 Contemporary Social Issues	APSS342 Contemporary Chinese Society	APSS343 Philosophy of Welfare	APSS344 Self, Culture and Society	APSS345 Social Research Methods	APSS366 Family and Social Work
a	Acquire a sound knowledge base in social sciences				R, A	R, A	R, A	I, A	R, A	R, A	R, A	R, A	R, A	R, A	R, A	I, A
b	Assess and respond to social issues and problems from a multi-dimensional perspective, drawing on the range of theoretical and methodological approaches from social work and social sciences	R	R, A	A	I, A	R, A	R, A	I, R	R, A	R, A	R, A	R, A		R, A	R, A	R, A
c	Recognize and practice the various roles of social workers as deemed desirable in a rapidly changing social context	R	A	A							R, A					R, A
d	Appreciate the influence of culture on human values, behaviour and their ways of coping with life and design appropriate intervention plan	R	R, A	A	R, A	R, A	R, A	I		R, A	R, A	R, A	R, A	R, A	R, A	R, A
e	Practice concepts and skills in supervision, management, planning and research in social work practice	R	A				R, A	I, A	R, A						R, A	
f	Articulate the core values of social work and to uphold the principle of social justice	R	A	R												
g	Commit to ethical and responsible social work practices	R	A	A	I, A			I					R, A			R, A
h	Apply in a flexible and creative manner information, knowledge, theories and resources for the continued professional development in social work	R	A	A	R, A		R		R	R						I, A
i	Demonstrate the competence of using written and spoken Chinese and English as required in the professional settings	R, A	R, A	R, A	R, A	R, A	R, A	R, A	R, A	R, A	R, A	R, A	R, A	R, A	R, A	R, A
j	Become a life-long active learner	I	I	R	R	R	R	R	R	R	R	R	R	R	R	R

- I (Introduced) That the learning leading to the particular intended outcome is introduced in that subject.
 R(Reinforced) That the learning leading to the particular intended outcome is reinforced in that subject.
 A(Assessed) That the performance which demonstrates the particular intended outcome is assessed in that subject.

Intended Learning Outcomes		APSS369 Social Work with Drug Abusers	APSS370 Youth and Social Work	APSS391 Aging and Social Work	APSS392 Criminal Justice and Social Work	APSS394 Gender and Social Work	APSS396 Social Work Practice in Mental Health	APSS398 Employment and Social Work	APSS399 Illness, Disability and Social Work	APSS451 Social Policy	APSS454 Legal Aspects of Human Services	APSS4610 Integrative Seminar	APSS4620 Social Work Theory and Practice II	APSS463 Capstone Project	APSS4693 Fieldwork II	APSS4694 Fieldwork III	CBS2261P Chinese Communication for Social Sciences	ELC3621 Professional English for Social Sciences
a	Acquire a sound knowledge base in social sciences	I, A	R, A	I, A	R, A	R, A		R, A	I, A	I, A	I, A	R, A	R	A				
b	Assess and respond to social issues and problems from a multi-dimensional perspective, drawing on the range of theoretical and methodological approaches from social work and social sciences	R, A	R, A	R, A	R, A	R, A	R, A	R, A	I, A	I, A	I, A		R, A	R, A	R, A	R, A		
c	Recognize and practice the various roles of social workers as deemed desirable in a rapidly changing social context	R, A	R, A	R, A	R, A		R, A	R, A	R, A		I		R	A	A			
d	Appreciate the influence of culture on human values, behaviour and their ways of coping with life and design appropriate intervention plan	I, A		I, A	I, A	R, A	R, A		I, A	R, A	I, A	R, A	R, A	A	R, A			
e	Practice concepts and skills in supervision, management, planning and research in social work practice												R	R, A	A			
f	Articulate the core values of social work and to uphold the principle of social justice	R, A	R, A	R, A	R, A	R, A	R, A	R, A	R, A			R, A	R	A	A			
g	Commit to ethical and responsible social work practices	I, A	I, A	I, A	I, A	R, A	R, A	I, A	I, A		I	R, A	A	A	A			
h	Apply in a flexible and creative manner information, knowledge, theories and resources for the continued professional development in social work	I, A		I, A			I, A		I, A				R, A	R, A	A			
i	Demonstrate the competence of using written and spoken Chinese and English as required in the professional settings	R, A	R, A	R, A	R, A	R, A	R, A	R, A	R, A	R, A	R, A	R, A	R, A	R, A	R, A	R, A	R, A	R, A
j	Become a life-long active learner	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R

18. STUDENT STATUS

Students' eligibility for the range of services provided by the University will be governed by the students' status, which is determined with reference to the mode of attendance of the academic programmes enrolled and/or the study load as described in the following sections:

Full Time Students

- 18.1 Students enrolling on full-time programmes, with a study load of 9 credits or more in a semester, are classified as full-time students. Students on full-time programmes who wish to change their study load to less than 9 credits in a semester, will have to seek prior approval from the Department.
- 18.2 Students who enroll on full-time programme but have been given permission to take less than 9 credits in a semester will be given the option to pay credit fees. If student wish to exercise such option, they have to inform the Department before the end of the add/drop period of that semester.
- 18.3 Full-time local students enrolled on UGC-funded programmes are eligible to apply for financial assistance from the Government in the form of grant and loan. Government grant and loan may not be granted beyond the normal period of study for the programme.

Part-time Students

- 18.4 Students enrolling on part-time programmes, with a study load of less than 9 credits in a semester, are classified as part-time students.

Self-paced Students

- 18.5 Students are normally expected to follow the progression pattern recommended by the Programme. Students who wish to study at their own pace instead of following the specified progression pattern will have to seek prior approval from the Department. These students are referred to as self-paced students.
- 18.6 Full-time students who have obtained approval to pace their studies and students on programmes without any specified progression pattern who wish to take more than the normal load of 15 credits in a semester should seek advice from the Department concerned before the selection of subjects.
- 18.7 Once the students are approved to become self-paced, they will remain as self-paced students throughout their entire study.
- 18.8 Self-paced students need to monitor their progress of study and to ensure that the programme requirements are completed within the normal duration or the maximum period of registration of the programme concerned.

19. SUBJECT REGISTRATION

Add/Drop of Subjects

- 19.1 In addition to programme registration, students need to register for the subjects at specified periods prior to the commencement of the semester. An add/drop period will also be scheduled for each semester/term.

Subject Withdrawal

- 19.2 Students may apply for withdrawal of their registration on a subject after the add/drop period if they have a genuine need to do so. The application should be made to the programme-offering department and will require the approval of both the subject lecturer and the Programme Leader concerned (or an alternate academic staff authorized by the programme-offering Department).
- 19.3 Applications submitted after the commencement of the examination period will not be considered. For approved applications, the tuition fee paid for the subject will be forfeited and the withdrawal status of the subject will be shown in the assessment result notification and transcript of studies, but will not be counted in the calculation of GPA.

Pre-requisite Requirements

- 19.4 The pre-requisite requirements of a subject must have been fulfilled before a student registers for that subject. However, the subject offering department has the discretion to waive the pre-requisite requirements of a subject, if deemed appropriate. If the pre-requisite subject concerned forms part of the requirements for award, the subject has to be passed in order to satisfy the graduation requirements for the programme concerned despite the waiving of the pre-requisite.

Additional Subjects

- 19.5 Subject to the maximum study load of 21 credits per semester and the availability of study places, students are allowed to take additional subjects on top of the prescribed credit requirement for award before they become eligible for graduation. Students will be allowed to take additional subjects for broadening purpose, after they fulfill the graduation requirements and for the following semester. However, they will still be subject to the maximum study load of 21 credits per semester and the availability of places in the subjects concerned, and their enrolment will be arranged as subject-based students only and be subject to the rules on 'Admission of Subject-based Students', except that graduates from UGC-funded programmes will not be restricted to taking only subjects from a self-financed programme.
- 19.6 For students of full-time programmes, they can take additional subjects from within or outside their programme curriculum. Students can choose freely from those subjects which are available for selection (unless they are barred because of pre-requisites). Additional fees will not be charged for students paying a fixed tuition fee per semester but will be charged for students paying a credit fee.

20. RETAKING OF SUBJECTS

- 20.1 Students may retake any subject for the purpose of improving their grade without having to seek approval, but they must retake a compulsory subject which they have failed, i.e. obtained an F grade. However, students who have passed a General University Requirements (GUR) subject are not allowed to re-take the same GUR subject for the purpose of improving their grade. Retaking of subjects is with the condition that the maximum study load of 21 credits per semester is not exceeded. Students wishing to retake passed subjects will be accorded a lower priority than those who are required to retake (due to failure in a compulsory subject) and can only do so if places are available.
- 20.2 The number of retakes of a subject is not restricted. Only the grade obtained in the final attempt of retaking (even if the retake grade is lower than the original grade for originally passed subject) will be included in the calculation of the Grade Point Average (GPA). If students have passed a subject but failed after retake, credits accumulated for passing the subject in a previous attempt will remain valid for satisfying the credit requirement for award. (The grades obtained in previous attempts will only be reflected in transcript of studies.)
- 20.3 In cases where a student takes another subject to replace a failed elective subject, the fail grade will be taken into account in the calculation of the GPA, despite the passing of the replacement subject. Likewise, students who fail a Cluster Area Requirements (CAR) subject may need to take another subject from the same Cluster Area in order to fulfill this part of the GUR, since the original CAR subject may not be offered; in such cases, the fail grade for the first CAR subject will be taken into account in the calculation of the GPA, despite the passing of the second CAR subject¹².

21. STUDY LOAD

Specified Progression Pattern

- 21.1 For students following the progression pattern specified for their programme, they have to take the number of credits and subjects, as specified in section 16, for each semester. Students cannot drop those subjects assigned by the department unless prior approval has been given by the department.

Maximum Credits Taken in a Semester

- 21.2 The normal study load is 15 credits in a semester. The maximum number of credits to be taken by a student in a semester is 21 credits, unless exceptional approval is given by the Head of the programme-offering department. For such cases, students should be reminded that the study load approved should not be taken as grounds for academic appeal.

¹² In these circumstances when students do not have a choice to retake a failed subject, such as when the failed subject has been phased out, a 'tie-subject' arrangement can be made with the approval of the Faculty/School Board. Under the arrangement, another appropriate subject can be taken as equivalent to the subject which is not offered. Upon passing the equivalent subject, the fail grade of the original subject will be replaced by the latest grade of the retake subject and the failure grade of the original subject will not be taken into account in the calculation of the GPA.

- 21.3 To help improve the academic performance of students on academic probation, these students will be required to take a reduced study load in the following semester (Summer Term excluded). The maximum number of credits to be taken by the students varies according to the policies of individual Departments and will be subject to the approval of the authorities concerned¹³.

Zero Subject Enrolment

- 21.4 Students are not allowed to take zero subject in any semester, including the mandatory summer term, unless they have obtained prior approval from the programme-offering Department; otherwise they will be classified as having unofficially withdrawn from the programme. Students who have been approved for zero subject enrolment (i.e. taking zero subject in a semester) are allowed to retain their student status and continue using campus facilities and library facilities. Any semester in which the students are allowed to take zero subject will nevertheless be counted towards the maximum period of registration.

22. SUBJECT EXEMPTION AND CREDIT TRANSFER

Subject Exemption

- 22.1 Student may be exempted from taking any specified subjects, including mandatory General University Requirements (GUR) subjects, if they have successfully completed similar subjects previously in another programme or have demonstrated the level of proficiency/ability to the satisfaction of the subject offering department. Subject exemption is normally decided by the subject offering department. However, for applications which are submitted by students who have completed an approved student exchange programme, the subject exemption is to be decided by the programme-offering department in consultation with the subject offering departments. In case of disagreement between the programme-offering department and the subject offering department, the two Faculty Deans/School Board Chairmen concerned will make a final decision jointly on the application. If students are exempted from taking a specified subject, the credits associated with the exempted subject will not be counted towards the award requirements (except for exemptions granted at admission stage). It will therefore be necessary for the students to consult the programme-offering department and take another subject in order to satisfy the credit requirement for the award.

Credit Transfer

- 22.2 Students may be given credits for recognised previous studies including mandatory General University Requirements (GUR) subjects and the credits will be counted towards meeting the requirements for award. Transferred credits may be counted towards more than one award. The granting of credit transfer is a matter of academic judgment. In assessing the transferability of subjects previously taken, the syllabus of that subject should be carefully scrutinized to ascertain that it is comparable to the PolyU's curriculum. Whether the previous studies are from institutions on credit-based or non-credit-based system should not be a matter of concern, and the subject size need not be a perfect match. To ascertain the academic standing of the institution offering the previous studies, the Department might need to request the institutions concerned to provide more relevant information.

¹³ The maximum number of credits to be taken in a semester by students on academic probation will be decided by the Departments. The maximum number could be set on a departmental basis or programme basis, or even student-specific, as deemed appropriate. If the maximum number proposed is from 16 to 18 credits in a semester, approval by Faculty/School Deans is required. For students to be allowed to take more than 18 credits in a semester, approval by Quality Assurance Committee (Academic Departments) will be required.

- 22.3 Credit transfer may be done with or without the grade being carried over; the former should normally be used when the credits were gained from PolyU. Credit transfer with the grade being carried over may be granted for subjects taken from outside the University, if deemed appropriate, and with due consideration to the academic equivalence of the subjects concerned and the comparability of the grading systems adopted by the University and the other approved institutions. Subject credit transfer is normally decided by the subject-offering department. However, for applications which are submitted by students who have completed an approved student exchange programme, the decision will be made by the programme-offering department in consultation with the subject-offering departments. As the application for credit transfer may involve subjects offered by more than one department, the programme-offering department should coordinate and check whether the maximum limit for credit transfer for a student has been exceeded, and whether the student has fulfilled the residential requirement as stipulated in Section 9.
- 22.4 The validity period of subject credits earned is eight years from the year of attainment, i.e. the year in which the subject is completed, unless otherwise specified by the Department responsible for the content of the subject. Credits earned from previous study should remain valid at the time when the student applies for transfer of credits. For exceptional cases such as those stated in 22.4(a) and 22.4(c) below, subject-offering departments shall have the discretion to approve the transfer of credits which have exceeded the validity period on a case-by-case basis. All such exceptional cases must be reported to the Faculty Board with full justification.
- (a) Mature learners whose previous studies were mostly completed a long time before their admission to this University, but who have working experience which would have kept them actively involved in the relevant area of study. The flexibility to be granted to these students based on academic comparability of subjects is in line with the policy of the University in promoting life-long learning.
 - (b) Students for whom the expiry of validity of credits is beyond their control such as medical reasons.
 - (c) Students have been approved for deferment of study, or approved for going beyond the maximum period of registration.
- 22.5 Normally, not more than 50% of the credit requirement for award may be transferable from approved institutions outside the University. For transfer of credits from programmes offered by PolyU, normally not more than 67% of the credit requirement for award can be transferred. In cases where both types of credits are being transferred (i.e. from programmes offered by PolyU and from approved institutions outside the University), not more than 50% of credit requirement for award may be transferred. The 50% and 67% ceiling is also applicable to Minor programme, i.e. credit transfer can be given for not more than 9 credits of a Minor programme if the previous credits were earned from approved institutions outside of the university; and not more than 12 credits of a Minor programme if the previous credits were earned from programmes offered by PolyU.
- 22.6 For students admitted to an Articulation Degree or Senior Year curriculum which is already a reduced curriculum, they should not be given credit transfer for any required GUR subjects, and they must complete at least 60 credits to be eligible for award. Students exceptionally admitted to an Articulation Degree or Senior Year curriculum before 2017/18 based on

qualification more advanced than Associate Degree/Higher Diploma¹⁴ may be given credit transfer for the required GUR subjects if they had completed comparable components in their earlier studies. These students can take fewer than 60 credits for attaining the award. As from the 2017/18 intake cohort, all students admitted to an Articulation Degree or Senior Year curriculum, irrespective of the entry qualifications they held when applying for admission to the programmes, are required to complete at least 60 credits to be eligible for award.

- 22.7 If the transferred credits are part of a PolyU programme which is accredited by a professional body, the Department concerned should ensure that the transferred credits will also meet the requirement of the relevant professional body.
- 22.8 If a student is waived from a particular stage of study on the basis of advanced qualifications held at the time of admission, the student concerned will be required to complete fewer credits for award. For these students, the 'deducted' credits at admission stage will be counted towards the maximum limit for credit transfer when students apply for further credit transfer after their admission. This also applies to students admitted to an Articulation degree or Senior Year curriculum when they claim further credit transfer after admission.
- 22.9 Notwithstanding the upper limits stipulated in Section 22.5 and 22.6 above, students may be given more credit transfer than these upper limits (e.g. upon completion of exchange programme as mentioned in Section 22.10 below), subject to their satisfying the residential requirement as stated in Section 9 above.
- 22.10 Credit transfer can be applicable to credits earned by students through study at an overseas institution under an approved exchange programme. Students should, before they go abroad for the exchange programme, seek prior approval from the programme-offering department (who will consult the subject-offering departments as appropriate) on their study plan and credit transferability. As with all other credit transfer applications, the Departments concerned should scrutinise the syllabuses of the subjects which the students are going to take at the overseas institution, and determine their credit transferability based on academic equivalence with the corresponding subjects on offer at the PolyU, and the comparability of the grading systems adopted by PolyU and the overseas institution. The transferability of credits, and the suitability for allowing grades to be carried over, must be determined and communicated to students before they go abroad for the exchange programme. In order to overcome the problems associated with subject-to-subject mappings, block credit transfer rather than subject-by-subject credit transfer can be given.
- 22.11 All credit transfers approved will take effect only in the semester for which they are approved. A student who applies for transfer of credits during the re-enrolment or the add/drop period of a particular semester will only be eligible for graduation at the end of that semester, even if the granting of credit transfer will immediately enable the student to satisfy the credit requirement for the award.

¹⁴ The admission of students to UGC-funded Articulation Degree programmes and Senior Year intakes on the basis of qualification(s) more advanced than Associate Degree/Higher Diploma is subject to the conditions stipulated by UGC governing the UGC-funded Senior Year places.

- 22.12 Regarding credit transfer for GUR subjects, the Programme Host Department is the approval authority at the time of admission to determine the number of GUR credits which an Advanced Standing student will be required to complete for the award concerned. Programme Host Departments should make reference to the mapping lists of GUR subjects, compiled by the Committee on General University Requirements (CoGUR), on the eligibility of the subjects which can qualify as GUR subjects. Applications for credit transfer of GUR subjects after admission will be considered, on a case-by-case basis, by the Subject Offering Department or Office of General University Requirements (OGUR)/Office of Service Learning (OSL), in consultation with the relevant Sub-committee(s) under CoGUR, as appropriate.
- 22.13 For credit transfer of retaken subjects, the grade attained in the last attempt should be taken in the case of credit transfer with grade being carried over. Students applying for credit transfer for a subject taken in other institutions are required to declare that the subject grade used for claiming credit transfer was attained in the last attempt of the subject in their previous studies. If a student fails in the last attempt of a retaken subject, no credit transfer should be granted, despite the fact that the student may have attained a pass grade for the subject in the earlier attempts.
- 22.14 Students should not be granted credit transfer for a subject which they have attempted and failed in their current study.

23. DEFERMENT OF STUDY

- 23.1 Students may apply for deferment of study if they have a genuine need to do so such as illness. Approval from the programme-offering department is required. The deferment period will not be counted towards the maximum period of registration.
- 23.2 Application for deferment of study will be entertained only in exceptional circumstances from students who have not yet completed the first year of a full-time programme.
- 23.3 Where the period of deferment of study begins during a stage for which fees have been paid, no refund of such fees will be made.
- 23.4 Students who have been approved for deferment are not entitled to enjoy any campus facilities during the deferment period.

24. RE-ADMISSION

- 24.1 A student's registration shall lapse if it is no longer possible for him to obtain an award within the maximum period of registration.
- 24.2 Students who have been required to withdraw on grounds of academic failure or have been deregistered or students who have discontinued their studies without completing the proper procedures for official withdrawal shall not be considered for re-admission to the same programme/stream in the following academic year.

25. ASSESSMENT

Principles of Assessment

- 25.1 Assessment *of* learning and assessment *for* learning are both important for assuring the quality of student learning. Assessment *of* learning is to evaluate whether students have achieved the intended learning outcomes of the subjects that they have taken and have attained the overall learning outcomes of the academic programme at the end of their study at a standard appropriate to the award. Appropriate methods of assessment that align with the intended learning outcomes should be designed for this purpose. The assessment methods will also enable the teacher to differentiate students' different levels of performance within the subject. Assessment *for* learning is to engage students in productive learning activities through purposefully designed assessment tasks.
- 25.2 Assessment will also serve as feedback to students. The assessment criteria and standards should be made explicit to students before the start of the assessment to facilitate student learning, and feedback provided should link to the criteria and standards. Timely feedback should be provided to students so that they are aware of their progress and attainment for the purpose of improvement.
- 25.3 The ultimate authority in the University for the confirmation of academic decisions is the Senate, but for practical reasons, the Senate has delegated to the Faculty/School Boards the authority to confirm the decisions of Boards of Examiners provided these are made within the framework of the General Assessment Regulations. Recommendations from Board of Examiners which fall outside these Regulations shall be ratified by the Academic Planning and Regulations Committee (APRC) and reported to the Senate.

The Assessment System

- 25.4 The assessment system for the degree Programme is a combination of continuous and/or examination. The assessment criteria necessary vary with different subject areas, but the objective is to provide students with as many opportunities as possible to improve themselves and to demonstrate their competence.
- 25.5 Assessment of the student's suitability to become a professional social worker and for an award of the BA (Hons) in Social Work goes beyond merely ensuring that he has attained a level of proficiency in knowledge and competence in skills. Emphasis is particularly placed on the ability to demonstrate maturity in personality, attitudes, values and behaviours, and a capacity for further development.

Attendance

- 25.6 Attendance of seminars is compulsory for all APSS subjects. For fieldwork placements and the preparatory workshops, attendance should be 100%. In the event that fieldwork days are missed for any reasons, these will normally need to be made up at a later date.

Assessment of Subjects

- 25.7 Students' performance in a subject shall be assessed by continuous assessment and/or examinations, at the discretion of the individual subject offering Department. Assessment methods and parameters of subjects shall be determined by the subject offering Department.
- 25.8 Continuous assessment may include tests, assignments, projects, laboratory work, field exercises, presentations and other forms of classroom participation. Continuous Assessment assignments which involve group work should nevertheless include some individual components therein. The contribution made by each student in continuous assessment involving a group effort shall be determined and assessed separately, and this can result in different grades being awarded to students in the same group.
- 25.9 The percentage allocated to each area of assessment is specified in the subject syllabus. For any changes, it will be duly communicated to students by the subject teachers at the beginning of the academic year. The mode and weighting of assessment for each subject are summarized at Appendix I.
- 25.10 Except for clinical/field subjects mentioned in section 25.13 below, students are required to pass both the continuous and examination components of a subject. Each area of assessments of a subject should not be lower than grade D and the aggregate passing grade of each subject should be grade D.

Assessment of Clinical/Field Subjects and Work-integrated Education (WIE)

- 25.11 Students are required to take two preparatory workshops and carry out two placements to be eligible for graduation. The placements will develop students' competence in social work practice through exposure to real life situations and handling of assignments in agency setting. Students are coached by their supervisors on weekly basis and immediate feedback will be given to the students to cope with the practicum training. The assessment of the placement is an on-going process that both mid-term and final evaluation will be conducted. Students' performances will be assessed based on the following criteria:
- (a) Professional Attitudes Values and Behaviour;
 - (b) Knowledge Area;
 - (c) Practice Competence;
 - (d) Integration of Theory and Practice; and
 - (e) Service and Learning Accountability.
- 25.12 Apart from the above, the following additional information will be taken into consideration for assessment:
- (a) Students' self-assessment through reflective journals and self-evaluation report; and
 - (b) Agency staff's feedback on students' performance.
- 25.13 Students should obtain at least grade C for all credit-bearing Clinical/Field subjects for being eligible to graduate with the award and meeting the requirement of the Social Workers Registration Board for registration as Registered Social Workers.

26. PROGRESSION/ACADEMIC PROBATION/ DEREGISTRATION

- 26.1 The Board of Examiners shall, at the end of each semester (except for Summer Term unless there are students who are eligible to graduate after completion of Summer Term subjects or the Summer Term study is mandatory for the programme), determine whether each student is
- (a) eligible for progression towards an award; or
 - (b) eligible for an award; or
 - (c) required to be deregistered from the programme.

26.2 When a student has a Grade Point Average (GPA) lower than 2.0, he will be put on academic probation in the following semester. If a student is able to pull his GPA up to 2.0 or above at the end of the semester, the status of "academic probation" will be lifted. The status of "academic probation" will be reflected in the assessment result notification but not in the transcript of studies.

26.3 A student will have 'progressing' status unless he falls within any one of the following categories which may be regarded as grounds for deregistration from the programme:

- (a) the student has exceeded the maximum period of registration as specified in Section 1.4 above; or
- (b) the student's GPA is lower than 2.0 for two consecutive semesters and his Semester GPA in the second semester is also lower than 2.0; or
- (c) the student's GPA is lower than 2.0 for three consecutive semesters.

When a student falls within the categories as stipulated above, the Board of Examiners shall de-register the student from the programme without exception.

26.4 The progression of students to the following academic year will not be affected by the GPA obtained in the Summer Term, unless Summer Term study is mandatory for all students of the programme and constitutes a requirement for graduation.

26.5 A student may be de-registered from the programme enrolled before the time frame specified in Sections 26.3(b) and 26.3(c) above if his academic performance is poor to the extent that the Board of Examiners deems that his chance of attaining a GPA of 2.0 at the end of the programme is slim or impossible.

26.6 If the student is not satisfied with the de-registration decision of the Board of Examiners, he/she can lodge an appeal. All such appeal cases will be referred directly to Academic Appeals Committee (AAC) for final decision. Views of Faculties/Schools/Departments will be sought and made available to AAC for reference.

27. EXCEPTIONAL CIRCUMSTANCES

Absence from an assessment component

- 27.1 If a student is unable to complete all the assessment components of a subject, due to illness or other circumstances which are beyond his control and considered by the subject offering Department as legitimate, the Department will determine whether the student will have to complete a late assessment and, if so, by what means. This late assessment shall take place at the earliest opportunity, and before the commencement of the following academic year (except that for Summer Term, which may take place within 3 weeks after the finalisation of Summer Term results). If the late assessment cannot be completed before the commencement of the following academic year, the Faculty Board Chairman shall decide on an appropriate time for completion of the late assessment.
- 27.2 The student concerned is required to submit his/her application for late assessment in writing to the Head of Department offering the subject, within five working days from the date of the examination, together with any supporting documents (e.g. medical certificate). Approval of applications for late assessment and the means for such late assessments shall be given by the Head of Department offering the subject or the Subject Lecturer concerned, in consultation with the Programme Leader.

Assessment to be completed

- 27.3 For cases where students fail marginally in one of the components within a subject, the BoE can defer making a final decision until the students concerned have completed the necessary remedial work to the satisfaction of the subject examiner(s). The remedial work must not take the form of re-examination.

Aegrotat award

- 27.4 If a student is unable to complete the requirements of the programme in question for the award due to very serious illness, or other very special circumstances which are beyond his control, and considered by the Board of Examiners as legitimate, the Faculty Board will determine whether the student will be granted an aegrotat award. Aegrotat award will be granted under very exceptional circumstances.
- 27.5 A student who has been offered an aegrotat award shall have the right to opt either to accept such an award, or request to be assessed on another occasion to be stipulated by the Board of Examiners; the student's exercise of this option shall be irrevocable.
- 27.6 The acceptance of an aegrotat award by a student shall disqualify him from any subsequent assessment for the same award.
- 27.7 An aegrotat award shall normally not be classified, and the award parchment shall not state that it is an aegrotat award. However, the Board of Examiners may determine whether the award should be classified provided that they have adequate information on the students' academic performance.

28. GRADING

28.1 Assessment grades shall be awarded on a criterion-referenced basis. A student's overall performance in a subject (including GUR subjects) shall be graded as follows:

<i>Subject grade</i>	<i>Short description</i>	<i>Elaboration on subject grading description</i>
A+	Exceptionally Outstanding	The student's work is exceptionally outstanding. It exceeds the intended subject learning outcomes in all regards.
A	Outstanding	The student's work is outstanding. It exceeds the intended subject learning outcomes in nearly all regards.
B+	Very Good	The student's work is very good. It exceeds the intended subject learning outcomes in most regards.
B	Good	The student's work is good. It exceeds the intended subject learning outcomes in some regards.
C+	Wholly Satisfactory	The student's work is wholly satisfactory. It fully meets the intended subject learning outcomes.
C	Satisfactory	The student's work is satisfactory. It largely meets the intended subject learning outcomes.
D+	Barely Satisfactory	The student's work is barely satisfactory. It marginally meets the intended subject learning outcomes.
D	Barely Adequate	The student's work is barely adequate. It meets the intended subject learning outcomes only in some regards.
F	Inadequate	The student's work is inadequate. It fails to meet many of the intended subject learning outcomes.

'F' is a subject failure grade, whilst all others ('D' to 'A+') are subject passing grades. No credit will be earned if a subject is failed.

28.2 A numeral grade point is assigned to each subject grade, as follows:

<i>Grade</i>	<i>Grade Point</i>
A+	4.5
A	4
B+	3.5
B	3
C+	2.5
C	2
D+	1.5
D	1
F	0

28.3 At the end of each semester/term, a Grade Point Average (GPA) will be computed as follows, and based on the grade point of all the subjects:

$$GPA = \frac{\sum_n \text{Subject Grade Point} \times \text{Subject Credit Value}}{\sum_n \text{Subject Credit Value}}$$

where n =number of all subjects (inclusive of failed subjects) taken by the student up to and including the latest semester/term. For subjects which have been retaken, only the grade obtained in the final attempt will be included in the GPA calculation

In addition, the following subjects will be excluded from the GPA calculation:

- (a) Exempted subjects
- (b) Ungraded subjects
- (c) Incomplete subjects
- (d) Subjects for which credit transfer has been approved, but without any grade assigned¹⁵
- (e) Subjects from which a student has been allowed to withdraw (i.e. those with the grade 'W')

Subject which has been given an "S" code, i.e. absent from assessment, will be included in the GPA calculation and will be counted as "zero" grade point. GPA is thus the unweighted cumulative average calculated for a student, for all relevant subjects taken from the start of the programme to a particular point of time. GPA is an indicator of overall performance and is capped at 4.0.

28.4 For the BA (Hons) in Social Work award, the training credits in terms of clinical/field credits will be counted in the GPA calculation.

(i) Grades to Denote Overall Subject Assessments (and subject components*, if deemed appropriate)

<i>Subject grades</i>	<i>Interpretation</i>
A+	Exceptionally Outstanding
A	Outstanding
B+	Very Good
B	Good
C+	Wholly Satisfactory
C	Satisfactory
D+	Barely Satisfactory
D	Barely Adequate
F	Inadequate

* Entry of grades/codes for subject components is optional.

¹⁵ Subjects taken in PolyU or elsewhere and with grades assigned, and for which credit transfer has been approved, will be included in the GPA calculation.

(ii) Codes to Denote Overall Subject Assessments (and subject components*, if deemed appropriate)

<i>Codes</i>	<i><u>Interpretation</u></i>	<i><u>Remarks</u></i>
I [^]	Assessment to be completed	An incomplete grade must be converted to a regular grade normally in the following academic year at the latest.
N	Assessment is not required	—
P	Pass an ungraded subject	This code applies to an ungraded subject, such as industrial training.
U	Fail an ungraded subject	This code applies to an ungraded subject, such as industrial training.
M	Pass with Merit	This code applies to all General Education subjects for intake cohorts before 2010/11. The adoption or otherwise of this code to other subjects adopting a "Pass/Fail" grading system would be subject to the decision of individual Departments. The grade "Pass with Merit" can be awarded when the student's work exceeds the subject learning outcomes in the majority of regards.
L	Subject to be continued in the following semester	This code applies to subjects like "Project" which may consist of more than 1 part (denoted by the same subject code) and for which continuous assessment is deemed appropriate.
S	Absent from assessment	—
W	Withdrawn from subject	Dropping of subjects after the add/drop period is normally not allowed. Requests for withdrawal from subjects after the add/drop period and prior to examination will only be considered under exceptional circumstances. This code is given when a student has obtained exceptional approval from Department to withdraw from a subject after the "add/drop" period and prior to examination; otherwise, a failure grade (grade F) should be awarded.
Z	Exempted	—
T	Transfer of credit	—
#	Disqualification of result due to academic dishonesty	This code applies to failure (i.e. F and U grades) arising from disqualification of subject result due to academic dishonesty. The code will be removed subsequently when the student leaves the University.

* Entry of grades/codes for subject components is optional.

[^] For cases where students fail marginally in one of the components within a subject, the BoE can defer making a final decision until the students concerned have completed the necessary remedial work to the satisfaction of the subject examiner(s). The students can be assigned an 'I' code in this circumstance. The remedial work must not take the form of re-examination.

Note: Subjects with the assigned codes I, N, P, U, M, L, W, Z and T (if the subject is without grade transferred) will be omitted in the calculation of the GPA. A subject assigned code S will be taken as zero in the calculation.

28.5 Different Types of GPA's

- 28.5.1 GPA's will be calculated for each Semester including the Summer Term. This Semester GPA will be used to determine students' eligibility to progress to the next Semester alongside with the 'cumulative GPA'. However, the Semester GPA calculated for the Summer Term will not be used for this purpose, unless the Summer Term study is mandatory for all students of the programme concerned and constitutes part of the graduation requirements.
- 28.5.2. The GPA calculated after the second Semester of the students' study is therefore a 'cumulative' GPA of all the subjects taken so far by students, and without applying any level weighting.
- 28.5.3 Along with the 'cumulative' GPA, a weighted GPA will also be calculated, to give an indication to the Board of Examiners on the award classification which a student will likely get if he makes steady progress on his academic studies. GUR subjects will be included in the calculation of weighted GPA for all programmes.
- 28.5.4 When a student has satisfied the requirements for award, an award GPA will be calculated to determine his award classification. GUR subjects will be included in the calculation of award GPA for all programmes.
- 28.5.5 For students taking the Major/Minor study route, a separate GPA will be calculated for their Major and Minor programmes. The Major GPA will be used to determine his award classification, which will be so reflected on the award parchment. The Minor GPA can be used as a reference for Board of Examiners to moderate the award classification for the Major.
- 28.5.6 The relationship between the different types of GPA, and the methods for calculating each, is further explained in Appendix II.

29. GRADUATION REQUIREMENTS

- 29.1 A student would be eligible for award if he satisfies all the conditions listed below:
- (a) Accumulation of the requisite number of credits for the particular award, as defined in Section 1.4; and
 - (b) Satisfying the residential requirement for at least 1/3 of the credits to be completed for the award he is currently enrolled; and
 - (c) Satisfying all requirements as defined in this definitive programme document and as specified by the University; and
 - (d) Having a Grade Point Average (GPA) of 2.0 or above at the end of the programme.
- 29.2 A student is required to graduate as soon as he satisfies all the conditions for award. Subject to the maximum study load of 21 credits per semester, a student may take more credits than he needs to graduate on top of the prescribed credit requirements for his award in or before the semester within which he becomes eligible for award.

29.3 Students taking the Major/Minor option

Students taking the Major/Minor option will be considered for an award when they have satisfied the requirements for the Major and Minor studies (i.e. having a GPA of 2.0 or above) and have also submitted an application for graduation. If the 18 credits taken for the approved Minor study can meet the requirements for that Minor, the Major students may apply to graduate with a specific Minor, in addition to their Major. Otherwise, students will graduate with a Major only.

Subject to approval by the Minor-offering Department, students may count up to 6 credits from their Major/GUR [including Language Communication Requirements (LCR) subjects at proficiency level] towards their chosen Minor. Nevertheless, students must take at least 6 credits from their chosen Minor programme in order to satisfy the residential requirement of their chosen Minor. In addition, to be eligible for the Major and Minor awards, the total number of credits taken by the students for their Major-Minor studies must not be lower than the credit requirement of the single discipline Major programme.

30. AWARD CLASSIFICATION

30.1 The Weighted GPA is used to determine award classifications and it is computed as follows:

$$\text{Weighted GPA} = \frac{\sum \text{Subject Grade Point} \times \text{Subject Credit Value} \times W_i}{\sum_n \text{Subject Credit Value} \times W_i}$$

where W_i = weighting to be assigned according to the level of the subject

n = number of all subjects counted in GPA calculation as set out in Section 28.3, except those exclusions specified in Section 30.2.

For calculating the weighted GPA (and award GPA) to determine the Honours classification of students who satisfy the graduation requirements of Bachelor's degree awards, a University-wide standard weighting¹⁶ will be applied to all subjects of the same level, with a weighting of 2 for Level 1 and 2 subjects, a weighting of 3 for Level 3 and 4 subjects. Same as for GPA, Weighted GPA is capped at 4.0.

30.2 Any subjects passed after the graduation requirement has been met will not be taken into account of in the grade point calculation for award classification.

30.3 Students taking the Major/Minor studies

30.3.1 For students who have completed a Major/Minor programme, a single classification will be awarded and their award classification will mainly be based on the "Major GPA", but it can be moderated by the Board of Examiners with reference to the "Minor GPA". For students who have completed a Major programme combined with free electives, their award classification will be determined by their "Major GPA" which includes grades obtained for the free electives, if appropriate.

¹⁶ Requests for deviation from the University-wide standard require specific approval by the Academic Planning and Regulations Committee.

- 30.3.2 "Major GPA" is derived based on all subjects of the Major programme, including those meeting the mandatory General University Requirements (GUR) and programme-specific language requirement.
- 30.3.3 "Minor GPA" is derived based on the 18 credits of specific Minor programme. "Minor GPA" is unweighted.
- 30.3.4 The "Major GPA" and the "Minor GPA" will be presented separately to the Board of Examiners for consideration. The guidelines for determining award classification as stipulated in Section 30.4 below are applicable to programmes with Major/Minor studies.
- 30.3.5 Where a student has a high GPA for his Major but a lower GPA for his Minor, he will not be 'penalised' in respect of his award classification, which is attached to the Major. On the other hand, if a student has a lower GPA for his Major than his GPA for the Minor, the Board of Examiners may consider giving the student a higher award classification than with reference to his Major GPA.

30.4 Classification of awards

- 30.4.1 For Honours degree programmes, the awards will be classified as follows:

First Class Honours
 Second Class Honours (Division 1)
 Second Class Honours (Division 2)
 Third Class Honours

- 30.4.2 The following are guidelines for Boards of Examiners' reference in determining award classifications:

<i>Honours degrees</i>	Guidelines
1 st	The student's performance/attainment is outstanding, and identifies him as exceptionally able in the field covered by the programme in question.
2:i	The student has reached a standard of performance/ attainment which is more than satisfactory but less than outstanding.
2:ii	The student has reached a standard of performance/ attainment judged to be satisfactory, and clearly higher than the 'essential minimum' required for graduation.
3 rd	The student has attained the 'essential minimum' required for graduation at a standard ranging from just adequate to just satisfactory.

- 30.4.3 Under exceptional circumstances, a student who has completed an Honours degree programme, but has not attained Honours standard, may be awarded a Pass-without-Honours degree. A Pass-without-Honours degree award will be recommended, when the student has demonstrated a level of final attainment which is below the 'essential minimum' required for graduation with Honours from the programme in question, but when he has nonetheless covered the prescribed work of the programme in an adequate fashion, while failing to show sufficient evidence of the intellectual calibre expected of Honours degree graduates. For example, if a student in an Honours degree programme has a Grade Point Average (GPA) of 2.0 or more, but his Weighted

GPA is less than 2.0, he may be considered for a Pass-without-Honours classification. A Pass-without-Honours is an unclassified award, but the award parchment will not include this specification.

30.4.4 Students who have committed academic dishonesty will be subject to the penalty of the lowering of award classification by one level. For undergraduate students who should be awarded a Third class Honours degree, they will be downgraded to a Pass-without-Honours. The minimum of downgraded overall result will be kept at a Pass. In rare circumstances where both the Student Discipline Committee and Board of Examiners of a Department consider that there are strong justifications showing the offence be less serious, the requirement for lowering the award classification can be waived.

30.4.5 The Board of Examiners shall exercise its judgement in coming to its conclusions as to the award for each student, and where appropriate, may use other relevant information.

31. AWARD PARCHMENT

31.1 The official award parchment of the University records the full name of the recipient, together with the title of the degree, the Honours classification obtained by the student, and date of the award.

31.2 Irrespective of whether the students graduate from a Major programme or a Major/Minor programme, the award title to be reflected on the award parchment is identical, which will read as follows:

...has been awarded the degree of
(say) BACHELOR OF SCIENCE
(say) with First Class Honours

31.3 The award title of the Minor programme will not be reflected on the parchment. It will be recorded in the Transcript of Studies.

31.4 The University reserves the right to withhold the issuance of an award parchment to a student who has unsettled matters with the University, or subject to disciplinary action.

32. EXAMINATION RESULT ANNOUNCEMENTS, TRANSCRIPTS, TESTIMONIALS AND REFERENCES

32.1 At the end of each semester, where appropriate, examination results are announced online for individual students' checking. It provides information on subjects taken and grades attained, the Grade Point Average (GPA) for all subjects, and the overall result for that semester. The announcement serves as an official notification of the student's academic performance.

32.2 A formal transcript of studies will be issued by the University, upon request, to any student registered on a programme offered by the University, and it will include the following information:

- (i) name and student number;
- (ii) title of the programme(s) on which enrolled, or from which graduated;

- (iii) medium of instruction for the programme (applicable only to programmes which are delivered in Chinese and for which both Chinese and English versions are offered);
- (iv) a full academic record, giving subjects taken and grades attained, and the Grade Point Average (GPA) for all subjects (this shall include any practical training undertaken, which fulfill the training credit requirement of the programme concerned);
- (v) credit requirement of the student if different from the normal credit requirement of the programme;
- (vi) where relevant, the final award(s) (including information on the Minor award, if appropriate), with classification and year of award; and
- (vii) a statement indicating that the student has completed the Graduating Students' Language Proficiency Assessment (GSLPA)/ Work-integrated Education (WIE) activities/ Co-curricular Activities/ Healthy Lifestyle / e-learning course in Putonghua, as appropriate.

32.3 Students may request for a testimonial which is a certification of their studies at the University, but without details on subjects and subject results.

32.4 Students may also request for references direct from academic staff/members concerned.

33. RULES GOVERNING THE CONDUCT OF EXAMINATIONS

33.1 Before the commencement of examination

- 33.1.1 Candidates shall not enter the examination room/hall until so instructed by the invigilator.
- 33.1.2 No books, scrap papers and other written materials, etc. shall be brought into the examination room/hall. Articles brought into the examination room/hall with the permission of the invigilator shall be deposited in a place designated by the invigilator. The possession of unauthorised materials by a candidate during an examination shall constitute a breach of regulations and the candidate concerned will be subjected to disciplinary penalties. The case shall be reported to the department concerned and the Student Discipline Committee as well as the Chairman of the relevant Board of Examiners.
- 33.1.3 The use of electronic devices (e.g. iPod, tablets, PDA, mobile phones, MP3 players, electronic dictionaries, wearable devices, databank watches, smart watches with mobile applications installed or wireless technologies supported, computers and pagers) are not allowed in an examination except those which are expressly allowed by the subject offering department. Candidates are strongly advised not to bring their electronic devices to the examination room/hall. If these devices are carried as accompaniment, they must be turned off (including the alarm function) before entering the examination venue and put under the chair in a position visible to the invigilators.
- 33.1.4 If necessary, candidates should only use the mathematical or other tables provided. Special tables may only be used after inspection by and with the approval of the invigilator.

- 33.1.5 Candidates must bring their own watches (databank watches, smart watches with mobile applications installed or wireless technologies supported are not allowed) to time the examination as there may not be a clock in the examination venue.
- 33.1.6 Except for the authorised examination materials, candidates are required to place all their personal belongings under their chairs (*for hall venue*) or take them to the front of the examination venue (*for lecture theatre/classroom venue*). Depending on the actual situation, invigilators will have the discretion to assign a specific area for candidates to place their personal belongings.
- 33.1.7 Candidates are advised not to bring valuables to the examination venues. The University will not be responsible for the loss of personal belongings being brought to the examination venues.
- 33.1.8 At the instruction of the invigilator, candidates should be allowed to enter the examination venue at least 10 minutes (15 minutes in the case of large examination halls), and be seated at least 5 minutes, before the commencement of an examination. Normally, candidates will not be allowed to enter the examination room/hall 30 minutes after the commencement of the examination. Nevertheless, invigilators can exercise their discretion to allow students, who are late for more than 30 minutes, to enter the examination room/hall.
- 33.1.9 Candidates must sit according to the seating plan posted outside the examination room/hall, if there is any.
- 33.1.10 Candidates must bring their Hong Kong identity cards and student identity cards to the examination. These documents should be placed on the top right hand corner of the desk for inspection by invigilators during the examination. A candidate shall be liable to expulsion from the University if the documents do not correspond to the person sitting the examination. Legal proceedings will be taken against both the candidate and substitute in such cases.
- 33.1.11 No candidates shall start the examination until instructed to do so by the invigilator.
- 33.1.12 Candidates must provide themselves with necessary writing and drawing instruments.
- 33.1.13 Candidates shall write only on answer books and supplementary answer sheets provided for examination purpose. No pages may be torn out of the answer books.

33.2 During the examination

- 33.2.1 After the examination has been in progress for more than 30 minutes, candidates may be allowed to leave the examination room/hall with the approval of the invigilator. However, candidates may not be permitted to leave the examination room/hall during the final 15 minutes of the examination.
- 33.2.2 During the examination, candidates shall not leave the examination room/hall temporarily and return subsequently, unless accompanied by an invigilator (this applies to examinations held in both the examination room and examination hall). They must not take with them any written materials or electronic/communication devices. The time

of leaving and returning to the examination room/hall shall be logged down for reference/record.

- 33.2.3 During the examination, there shall neither be communication between candidates nor any dishonest conduct. Candidates shall not do anything which causes unnecessary distraction to other candidates. Irregularities of any kind will be reported to the Student Discipline Committee for action as appropriate.
- 33.2.4 No food or drink is allowed in the examination room/hall during the examination. However, if a candidate needs to drink water (to accompany medication for example) or has any other urgent requirements, he can make his request to the invigilator.
- 33.2.5 In case of any suspected use of electronic/communication devices by a candidate, the candidate concerned is required to show the content (such as call log/SMS/instant messages/web pages) to the invigilator upon the latter's request. The invigilator will take a record of the relevant information to assess if any cheating is involved. Invigilators shall then instruct the candidate to switch off the electronic/communication device or remove the battery. The case will then be reported to the department concerned and the Student Discipline Committee.
- 33.2.6 A reminder of the time remaining will be announced 30 minutes and again 5 minutes before the end of the examination.

33.3 At the end of the examination

- 33.3.1 At the end of the examination, candidates shall remain seated quietly until they are told to leave the examination room/hall. They shall not take out of the examination room/hall any items issued by the invigilator, except for the examination papers. Some examination papers, as specified, may not be taken away.
- 33.3.2 Candidates should leave the examination room/hall quietly to avoid disturbance to other students taking examinations in the same venue.
- 33.3.3 Any complaint about the conduct of the examination shall be made in writing to the Head of Department concerned or the Academic Secretary as soon as possible after the examination.

34. RECORDING OF DISCIPLINARY ACTIONS IN STUDENTS' RECORDS

- 34.1 With effect from Semester One of 2015/16, disciplinary actions against students' misconducts will be recorded in students' records.
- 34.2 Students who are found guilty of academic dishonesty will be subject to the penalty of having the subject result concerned disqualified and be given a failure grade with a remark denoting 'Disqualification of result due to academic dishonesty'. The remark will be shown in the students' record as well as the assessment result notification and transcript of studies, until their leaving the University.
- 34.3 Students who have committed disciplinary offences (covering both academic and non-academic related matters) will be put on 'disciplinary probation'. The status of 'disciplinary probation' will be shown in the students' record as well as the assessment result notification, transcript of studies

and testimonial during the probation period, until their leaving the University. The disciplinary probation is normally one year unless otherwise decided by the Student Discipline Committee.

- 34.4 The University reserves the right to withhold the issuance of any certificate of study to a student who has unsettled matters with the University, or subject to disciplinary action.

35. SUBJECT RESULTS

Marking and grading

- 35.1 Subject Lecturers, in respect of the subject they teach, have sole responsibilities for marking and grading students' coursework and examinations scripts. Timely feedback of continuous assessment should be given to students as soon as possible (e.g. not later than a month), and in any case, before the final examination/assessment. In this regard, Subject Lecturers will be accountable to the Head of the subject offering Department, to ensure that all forms of assessment, including the students' coursework and examination scripts, are correctly marked and graded where appropriate, to avoid administrative errors at all times, and to submit the grades for finalisation by Subject Assessment Review Panel (SARP) according to the schedule of the Department.
- 35.2 To ensure consistency and uniformity for a common subject taught by different Subject Lecturers, meetings can be arranged amongst them before the examination papers are set or before the marking is done.

Finalising subject grades

- 35.3 Subject grades shall be reviewed and finalised by SARP before being formally released to students and submitted to the Board of Examiners. Each Department must form one or several SARPs to take care of the subjects it offers. The Board of Examiners will not attempt to change any grades.

Composition and operation of SARP

- 35.4 SARP(s) shall be formed by the Head of the Department offering the subjects. It shall include the Head of the Department offering the subject as the Chairman, the Chairman of Departmental Learning and Teaching Committee, the Chairman of the relevant Subject Panel, and the subject examiners as appropriate.
- 35.5 For those subjects which are also open to students of other Departments to attend, the Department which offers the subjects shall invite the Head (or his designate) of the 'serviced' Departments to join SARP as co-opted members or alternatively arrange to send the subject grades to the 'serviced' Department for comments before finalisation. For the former arrangement, it will be optional for the 'serviced' Departments to send representatives or not and their absence or presence will not have any implications on the quorum of the meeting.

36. OVERALL RESULTS

- 36.1 The authority for approving the overall results of students rests with the Board of Examiners (BoE).
- 36.2 One week after all the subject results have been finalised, the Board of Examiners shall confirm the overall results of students on the programme/scheme, including award classifications for final year students and de-registration cases.

37. BOARD OF EXAMINERS (BoE)

37.1 Responsibility

The Board of Examiners for a particular programme is responsible to the Senate for making:

- (a) a decision on the classification of awards to be granted to each student on completion of the programme;
- (b) a decision on de-registration cases; and
- (c) a decision on cases with extenuating circumstance.

- 37.1.1 These decisions are made by the full BoE at the end of each semester in the light of the standard of student achievement appropriate to the award to which the programme is designed to lead, the aims of the programme, the performance on the programme in previous years, the general assessment regulations of the University and the specific programme regulations, and good practice established in the University and elsewhere.
- 37.1.2 The BoE will not attempt to change the grades for any student in any subject nor condone failures. The above decisions of the BoE, except those on award and deregistration cases which are straight forward, will be ratified by the Faculty Board. The Faculty Board may refer the decisions back to the BoE for further consideration and explanation.
- 37.1.3 Any decisions by the BoE outside the General Assessment Regulations of the University, supported by the Faculty Board, should be referred to Academic Planning and Regulations Committee for ratification. All such cases shall be reported to the Senate. Decisions by BoE outside the programme regulations but within the General Assessment Regulations of the University fall within the authority of the Faculty Board.
- 37.1.4 Students shall be formally notified of decisions affecting them after the BoE meeting except for those cases which require ratification of the Faculty Board. These latter students shall be formally notified of decisions after the Faculty Board's ratification or, if a decision is outside the General Assessment Regulations, after the Academic Planning and Regulations Committee ratified that decision. In any prior communication of results to these students it shall be clearly indicated that they are subject to formal ratification.
- 37.1.5 The award classification of students taking Major/Minor programme or a Major programme combined with free electives will be decided by the Board of Examiners of the single-discipline programme from which the Major has been derived.

37.2 **Composition**

- 37.2.1 The minimum number of a BoE's membership (including the Chairman, but excluding the Secretary) should be five, and it should be composed of staff members associated with the programme/scheme concerned and some other senior staff members. The BoE membership shall include the Head of Department, Programme Leader and Internal Subject Examiners. The BoE Chairman for Department-based programmes/schemes will normally be the Head of Department.
- 37.2.2 The BoE meeting shall be quorate if 50% of the approved members (including the Chairman) are present. There may be legitimate circumstances which may prevent attendance. Any approved BoE member unable to attend shall submit a written report to the Chairman of the BoE on the general standard of the programme and shall give recommendations where appropriate.

37.3 **Operation**

In considering the examination results of the programme, the BoE shall consider the following issues :

- (a) The performance of each individual student recommended for final award and deregistration.
- (b) Reports on any extenuating cases.
- (c) Any deviation from the programmer regulations or the University's general assessment regulations. All deviations from the programme regulations or the University's general assessment regulations shall be referred to the Faculty Board and where appropriate, Academic Planning and Regulations Committee for rectification.
- (d) Any comments the Board may wish specifically to make to the relevant Undergraduate Programme Committee.
- (e) Any comments the Board may wish to make to the Faculty Board.

38. **STUDENT APPEALS**

- 38.1 The following sets out the procedures for dealing with appeals against decisions of Subject Lecturers or Subject Assessment Review Panels (for subject results)/Boards of Examiners (for overall results) from students:
- 38.1.1 Students shall be informed at the start of each academic year of the grounds for appeal and of the procedures whereby appeals will be considered. In particular, they shall be made aware of their responsibility to make known to the Subject Lecturer/Subject Assessment Review Panel/Board of Examiners, in advance and through the Department concerned, the factors which they believe have detrimentally and materially affected their examination results.
- 38.1.2 Students appealing against the decision of a Subject Lecturer/Subject Assessment Review Panel/Board of Examiners shall pay a fee. This fee shall be refunded if the appeal is upheld.

Procedures for appeals against assessment results (other than de-registration decisions) by the Board of Examiners

- 38.1.3 A student should make his appeal in writing to his Head of Department within 7 working days upon the public announcement of the overall results. (This refers to the date when results are announced to students via the web.) The Head of Department then deals with the appeal if the student is studying in a Department-based programme/scheme. If the student is studying in other types of programmes/schemes, then the Head of Department shall refer the appeal to the following authorized person:
- (i) the Programme Leader, for Faculty/School-hosted Undergraduate Programmes; or
 - (ii) the Scheme Committee Chairman, for Postgraduate Schemes or Faculty/School-hosted Undergraduate Schemes.
- 38.1.4 The appeal should be accompanied by a copy of the fee receipt, for inspection by the Department concerned. The student should give a complete account of the grounds for the appeal in the letter, and provide any supporting evidence.
- 38.1.5 The person authorized to deal with the appeal will attempt to resolve the case and inform the student of its result within 7 working days after either the announcement of the student's overall result or receipt of the letter of appeal, whichever is later. In the event the appeal involves the authorized person as an interested party, then the Head of Department shall refer the appeal to the next higher authority.
- 38.1.6 If the student's ground for appeal is that he suspects, with *prima facie* grounds, his examination results have been affected by a material error in marking, the relevant Department shall arrange for the checking and re-marking of the examination scripts concerned. If more than one examination paper is involved, an extra fee shall be charged for each additional paper. This fee shall also be refunded if the appeal is upheld.
- 38.1.7 If the appellant is dissatisfied with the decision at departmental level, he may, upon receipt of the written reply from the Department, appeal in writing to the Academic Secretary within 7 working days from the date of the post-mark of the Department's reply letter. He should provide the following information together with copies of the assessment result notification and other documentation in support of the appeal:
- (i) name in English and Chinese;
 - (ii) student number;
 - (iii) programme title, year and class of study;
 - (iv) examination/subject results appealing against; and
 - (v) grounds for appeal.
- 38.1.8 The Academic Secretary shall then refer the case to the Chairman of the Academic Appeals Committee, who shall determine whether there are *prima facie* grounds for a reconsideration of the Subject Lecturer's/Subject Assessment Review Panel/Board of Examiners' decision and, if so, shall arrange for the case to be adjudicated by the Committee at a formal meeting. If the Chairman considers that there are no *prima facie* grounds to warrant a formal meeting of the Committee, he will arrange for the case to be dealt with through circulation to Committee members.

- 38.1.9 The Subject Lecturer/Chairman of the relevant Subject Assessment Review Panel/=Board of Examiners may be invited by the Academic Appeals Committee to submit, prior to the meeting, comments relevant to the case under discussion and to attend the meeting of the Committee at which the case is being considered.
- 38.1.10 If the Chairman considers that there are grounds for appeal, the appellant shall have the right to appear before the Academic Appeals Committee and to be accompanied and/or to be represented by one other person if he so chooses.
- 38.1.11 A flow chart showing the procedures for appeals against assessment results (other than de-registration decisions) by the Board of Examiners is given in Annex I.

Procedures for appeals against de-registration decisions by the Board of Examiners

- 38.1.12 A student should make his appeal in writing to his Head of Department within 1 calendar week upon the public announcement of the overall results (This refers to the date when results are announced to students via the web.)
- 38.1.13 A designated form should be used when students submit their appeals. In the form, the student should give a full account of the grounds for appeal against the decision of Board of Examiners on de-registration, and provides supporting evidence with relevant documentary proof (such as medical certificates or other supporting documentations from relevant organizations). It is the appellant's responsibility to make known to the University full details and evidence that will support his/her appeal.
- 38.1.14 Departments should review the appeals and submit their recommendations with justifications to the Faculty Dean/School Board Chairmen within 3 working days from the end of the appeal period. The Faculty Deans/School Board Chairmen should submit their recommendations, within 3 working days upon receiving the case from Departments, to the Academic Appeals Committee (AAC) for final decision.
- 38.1.15 Under normal circumstances, the AAC will attempt to complete its consideration of the appeal cases within one calendar week upon receiving the cases, making reference to the recommendations from the Departments and Faculty Deans/School Board Chairmen. The decision of AAC is final within the University.
- 38.1.16 A flow chart showing the procedures for appeals against de-registration decisions by Board of Examiners is given in Annex II.

Grounds for appeals

- 38.2 The Academic Appeals Committee may, acting under powers delegated to it by the Senate, and in the following circumstances, review a decision made by a Subject Lecturer/Subject Assessment Review Panel/Board of Examiners:
- 38.2.1 If a candidate requests such a review and proves to the satisfaction of the Committee that his examination performance was adversely affected by illness or other factors beyond his control which he was unable or, for valid reason, unwilling to divulge before the Subject Lecturer/Subject Assessment Review Panel/Board of Examiners made their decision and of which they were unaware. The request from the candidate must be supported by medical certificates or other documentary evidence.

- 38.2.2 If the Committee is satisfied of the evidence produced by a candidate or any other person that there has been a material administrative error, or that the examinations were not conducted in accordance with the current regulations for the programme or with the academic regulations of the University, or that there was manifest inconsistency in marking between different classes of a given programme or that some other material irregularities had occurred.
- 38.2.3 A student's disagreement with the marking done by the Subject Lecturer, or with the decision of a Subject Assessment Review Panel/Board of Examiners, is *not* in itself an adequate ground for an appeal.

38.3 The Academic Appeals Committee may determine:

- 38.3.1 To annul the relevant decision of the Subject Lecturer/Subject Assessment Review Panel/Board of Examiners and refer the case back to the Subject Lecturer/Subject Assessment Review Panel/Board of Examiners for re-consideration. The subsequent decision of the Subject Lecturer/Subject Assessment Review Panel/Board of Examiners will be referred to the Chairman of the Academic Appeals Committee to decide on the appropriate course of action.
- 38.3.2 Exceptionally, to annul the relevant decision of the Subject Lecturer/Subject Assessment Review Panel/Board of Examiners and to assign a revised result to the student concerned.
- 38.3.3 To require the Subject Lecturer/Subject Assessment Review Panel/Board of Examiners to reconsider the examination results of the students on a subject/the entire programme or part of the programme. The reconsidered results will be referred to the Chairman of the Committee to decide on the appropriate course of action.
- 38.3.4 To confirm the decision of the Subject Lecturer/Subject Assessment Review Panel/Board of Examiners on any of the following grounds:
 - (i) the evidence presented by the appellant does not support the case;
 - (ii) the evidence presented under Section 38.2.1 above would not have materially affected the decision;
 - (iii) any irregularity identified under Section 38.2.2 above would not have materially affected the decision.
- 38.3.5 To ask the Academic Planning and Regulations Committee (APRC) and/or a particular Programme Committee to reconsider the operation and wording of the University's academic regulations or of the programme regulations.

38.4 The decisions of the Academic Appeals Committee shall be final within the University.

**Procedures for Appeal against assessment results
(other than de-registration decisions) by the Board of Examiners**

Within 7 working days
upon the public announcement
of the examination results

1st Appeal

Head of Department
for department-based
programmes/schemes*

Within 7 working days
after receipt of the
student's letter of appeal

Reply to student in writing

Within 7 working days
(from date of post-mark)
of the Department's reply
letter

2nd Appeal

Academic Secretary

Chairman, Academic Appeals Committee

No prima facie grounds

Prima facie grounds

Decision by Academic Appeals
Committee through circulation

Academic Appeals Committee meeting

Final decision within the University

Final decision within the University

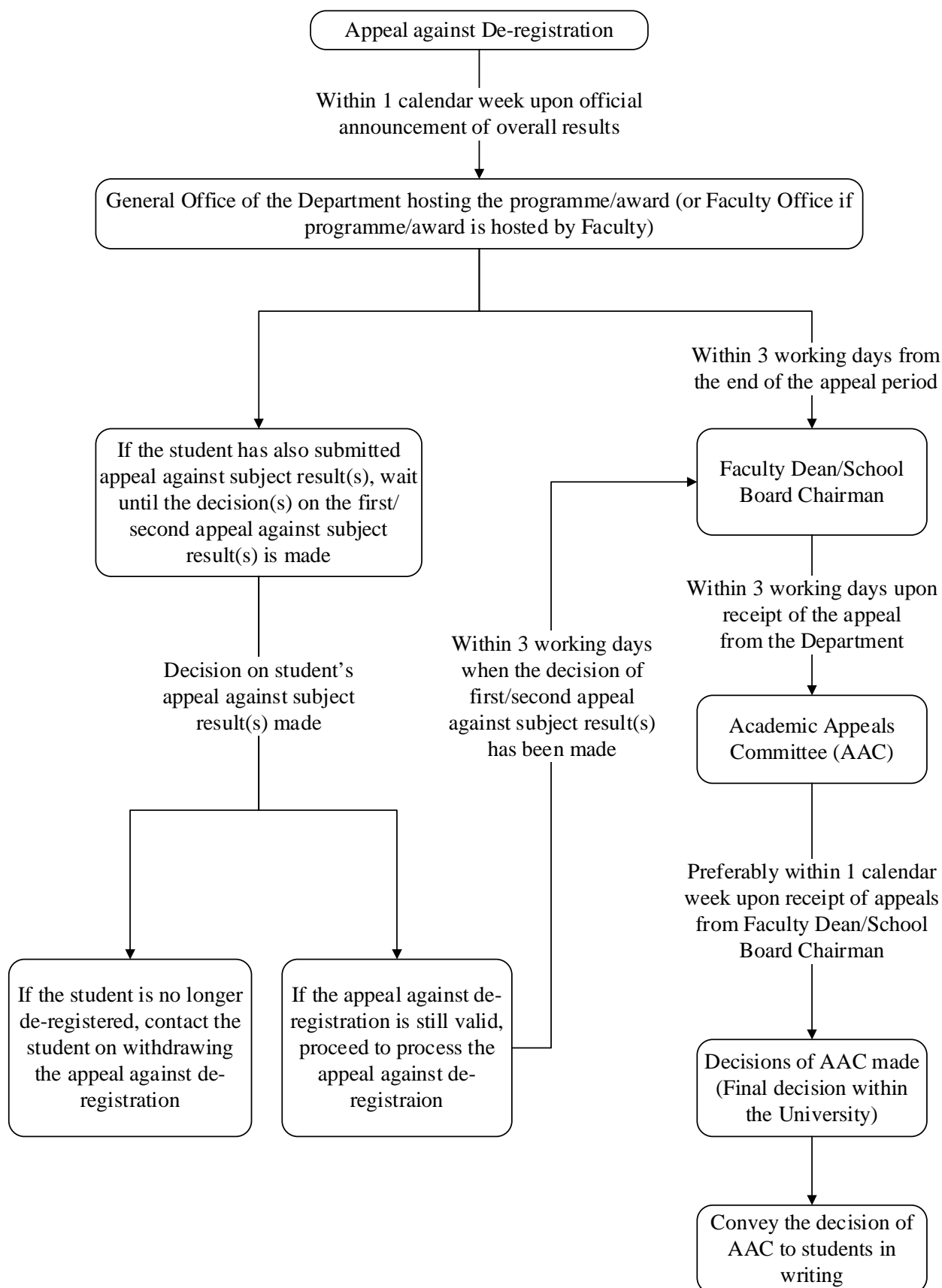
Reply to student in writing

Reply to student in writing

* If the appeal is not related to department-based programmes/schemes, then the Head of Department shall refer the appeal to the following authorized person:

- (i) the Programme Leader, for Faculty/School-hosted Undergraduate Programmes; or
- (ii) the Scheme Committee Chairman, for Postgraduate Schemes or Faculty/School-hosted Undergraduate Scheme.

**Procedures for appeals against de-registration decisions
by the Board of Examiners**



39. PROGRAMME OPERATION AND MANAGEMENT

39.1 Academic Advisor / Assistant Programme Leader

The Academic advisor/ Assistant Programme Leader is responsible for providing students with relevant and current information about curriculum and programme requirements, advising students of the suitable combination of subjects before subject registration, giving academic advice to students related to their studies, assisting students in solving problems encountered in their studies, and referring students to other helping resources for further information. Please refer to <http://apss.polyu.edu.hk/teaching/academic-advising> for the Departmental Academic Advising System and <http://www.polyu.edu.hk/ous/4-year-undergraduate-degree-curriculum/academic-advising> for the “Student Guide to Academic Advising”.

39.2 Programme Leader

With the assistance of Academic Advisors or Assistant Programme Leaders, the Programme Leader will provide the academic and organizational leadership for the programme. In particular, the Programme Leader’s responsibilities are (a) to ensure the effective conduct and organization of the programme within policies and regulations; (b) to keep in close touch with the academic welfare and progress of students on the programme and to be closely aware of students’ views about the programme; (c) to coordinate any necessary interaction with professional bodies; (d) to lead the development of the programme and the implementation of the Programme Learning Outcomes Assessment Plan; (e) to coordinate the inputs to and the debate of the Undergraduate Programme Committee leading to the annual programme review reports (including the programme learning outcomes assessment results) which form part of the Annual QA Report and Business Plan, and other periodic programme reviews; and (f) to take executive action as agreed by the Undergraduate Programme Committee.

39.3 Programme Executive Committee

The Programme Executive Committee, will normally manage the day-to-day operation of the programme within the agreed scheme. The Committee will operate formally, be organized by the Programme Leader and Academic Advisors/ Assistant Programme Leaders. The Committee shall meet as frequently as necessary, but no less than once every academic year.

39.4 Fieldwork/Attachment Co-ordinating Team

The Fieldwork/Attachment Coordinating Team is responsible for planning, liaising, developing and coordinating placement with governments, NGOs and business organizations. Before the commencement of the placement, the Team projects, solicits, confirms and matches the placement based on students' working/residence location, choice of service and availability of organizational settings. To facilitate smooth running of the placement, the Team also conducts workshops for both students and supervisors before and during the placement, handles complaints, monitors the progress, moderates the assessment, and handles day to day administrative work. The on-going monitoring process is achieved through regular meetings with supervisors.

39.5 Subject Panels

Each discipline belongs to a Subject Panel with all the relevant subject teachers as members. The Subject Panel Chairperson is elected by all the academic staff of the respective Subject Panel. The subject panel members meet frequently during the year and ensure the quality of the subjects by identifying and discussing solutions to issues related to teaching and learning. Issues which affect other subjects and which require deliberations at the award level will be brought up in the Undergraduate Programme Committee meetings. In particular, the Subject Panel Chairperson's responsibilities are (a) to negotiate with the Head of Department about the allocation of appropriate staff for teaching and other duties required by the programme; (b) to develop good working relationships with the Head and relevant senior staff of Department involved in the programme and with staff teaching on the programme; (c) to report to the Head of Department on the on-going requirements of staff and resources for the programme, as part of the preparation of departmental estimates.

39.6 Undergraduate Programme Committee

Replacing the functions of the Programme Committees, the Undergraduate Programme Committee will exercise the overall academic and operational responsibility for all degree programmes and their development within defined policies, procedures and regulations. The Committee will be specifically responsible for (a) the effective conduct, organization and development of the programme; (b) stimulation of the development of teaching methods and programme materials; (c) review of academic regulations, admission policy, assessment and examination methods; (d) formal submissions to appropriate professional bodies; (e) the continuing critical review of the rational, aims, intended learning outcomes (ILOs) and the alignment of teaching, learning and assessment with the ILOs, programme learning outcomes assessment and its results, and the improvement and development of the programme; (f) the definition and maintenance of the academic standard of the programme; (g) ensuring that the views of students and other key stakeholders on the programme are known and taken into account; (h) the evaluation of the operation, health and progress of the programme as defined in the University's programme review procedures; and (i) formulating policies and strategies on the development and offers of GUR subjects and Minor programmes. Major issues affecting the quality of the programmes are deliberated and decided in the regular meetings of the Committee.

39.7 Departmental Learning and Teaching Committee

The Departmental Learning and Teaching Committee is a mechanism at departmental level to ensure that teaching and learning quality is being upheld in the department. The Chairman of Undergraduate Programme Committee being a member of the Committee, is responsible for reporting the operation and effectiveness of the learning and teaching process of the degree and sub-degree programmes to the Committee.

39.8 Annual Review of the Programme

Programme Review is an annual exercise in which vigorous review on the achievement and progress of the programme during the academic year is conducted. During the revision exercise, areas for improvement are identified and action plans are drawn up. Evaluation on academic advising will be reported in the annual review exercise. In addition, the Programme Student Feedback Questionnaire (PSFQ) is conducted by the Department to collect students' feedback

on the overall performance of the programme on annual basis. The student feedback collected through the PSFQ is highly valuable in improving the learning and teaching quality of the programme as a whole. The results of the reviews are reported to the Departmental Learning and Teaching Committee.

39.9 **Internal Moderators**

The internal moderators assess the quality of learning and teaching of the Programmes through examining the examination questions, reading the scripts of the examinations and term papers. They will give comments on the quality of learning and teaching, particularly on the accuracy and standard of assessment of students' performance. Feedback and suggestions from the internal moderators would be acted upon accordingly.

39.10 **Student/Staff Consultative Group**

The Student/Staff Consultative Group serves as a formal, but not the only channel through which student views can be obtained. Any matters directly related to the programme will be discussed in the meetings. The Group should report or make recommendations, as felt necessary, to the Undergraduate Programme Committee. To allow wide student participation, the Group should have equal numbers of students and staff, that student membership should include all years of study under the normal progression pattern and other major student groupings, and that staff membership should cover all the main subject areas and activities of the programme.

Assessment of Subjects

Code	Subject Title	Mode of Assessment	
		Continuous Assessment	Examination
APSS111	Introduction to Psychology	100%	---
APSS112	Introduction to Sociology	100%	---
APSS116	Introduction to Social Work	100%	---
APSS118	Self Understanding and Communication Skills	100%	---
APSS120	Introduction to Social Services in Hong Kong	100%	---
APSS1150	Freshman Seminar	100%	---
APSS2200	The Art of Reasoning	100%	---
APSS2201	Social Structure and Social Theory	100%	---
APSS225	Human Behaviour and Social Environment	50%	50%
APSS231	Hong Kong Society	100%	---
APSS261	Community Field Study	100%	---
APSS2681	Generic Social Work Practice with Individuals and Families	60%	40%
APSS2682	Generic Social Work Practice with Groups, Organizations and Communities	70%	30%
APSS2684	Generic Social Work Practice Workshop	100%	---
APSS2700	Preparatory Workshop (I)	100%	---
APSS2701	Preparatory Workshop (II)	100%	---
APSS2793	Fieldwork I	100%	---
APSS3171	Social Work Theory and Practice I	100%	---
APSS321	Abnormal Psychology	100%	---
APSS325	Psychology of Personality	100%	---
APSS326	Social Psychology	100%	---
APSS328	Programme Planning and Evaluation	100%	---
APSS331	Management in Human Services	50%	50%
APSS340	Political Economy of Hong Kong	100%	---
APSS341	Contemporary Social Issues	100%	---
APSS342	Contemporary Chinese Society	100%	---
APSS343	Philosophy of Welfare	100%	---
APSS344	Self, Culture and Society	100%	---
APSS345	Social Research Methods	100%	---
APSS366	Family and Social Work	100%	---
APSS369	Social Work with Drug Abusers	100%	---
APSS370	Youth and Social Work	100%	---
APSS391	Aging and Social Work	100%	---
APSS392	Criminal Justice and Social Work	100%	---
APSS394	Gender and Social Work	100%	---
APSS3960	Social Work Practice in Mental Health	100%	---
APSS398	Employment and Social Work	100%	---
APSS399	Illness, Disability and Social Work	100%	---
APSS451	Social Policy	100%	---
APSS454	Legal Aspects of Human Services	100%	---
APSS4610	Integrative Seminar	100%	---
APSS4620	Social Work Theory and Practice II	100%	---
APSS463	Capstone Project	100%	---
APSS4693	Fieldwork II	100%	---
APSS4694	Fieldwork III	100%	---
CBS2261P	Chinese Communication for Social Sciences	100%	---
ELC3621	Professional English for Social Sciences	100%	---

* Subject to change

The subject syllabuses may be amended from time to time when the need arises.
Please refer to <http://www.polyu.edu.hk/apss/subject/> for the updated syllabuses.

Different types of GPA, and Their Calculation Methods

Types of GPA	Purpose	Rules for GPA calculation
GPA	Determine Progression/ Graduation	<ol style="list-style-type: none">(1) All academic subjects taken by the student throughout his study, both inside and outside the programme curriculum, are included in the GPA calculation.(2) For training subjects, including WIE and Clinical/Field subjects, departments can decide whether to include them in the GPA calculation.(3) For retake subjects, only the last attempt will be taken in the GPA calculation.(4) Level weighting, if any, will be ignored.
Semester GPA	Determine Progression	Similar to the rules for GPA as described above, except that only subjects taken in that Semester, including retaken subjects, will be included in the calculation.
Weighted GPA	To give an interim indication on the likely Award GPA	<ol style="list-style-type: none">(1) Similar to the rules for GPA, except that only subjects inside the programme curriculum concerned will be included in the calculation. Subjects outside the programme curriculum will be excluded.(2) Departments can decide whether the training subjects are to be counted towards the Weighted GPA.(3) For retake subjects, only the last attempt will be taken in the Weighted GPA calculation.(4) Weighting can be between 0 and 1, to be assigned according to the level of the subject.(5) The weighted GPA will be the same as the Award GPA unless a student has taken more subjects than required.

Types of GPA	Purpose	Rules for GPA calculation
Major/Minor GPA	For reference and determination of award classification	<p><i>Major/Minor GPA</i></p> <ol style="list-style-type: none"> (1) Only subjects inside the curriculum of the Major/Minor Programmes will be taken in the Major/ Minor GPA calculation. (2) Departments can decide whether the training subjects, are to be counted towards the Major/Minor GPA. (3) For retake subjects, only the last attempt will be taken in the Major/Minor GPA calculation. (4) Up to 6 credits from the Major/GUR [including Language Communication Requirements (LCR) subjects at proficiency level] can be counted towards the chosen Minor. Nevertheless, students must take at least 6 credits from their chosen Minor programme in order to satisfy the residential requirement of their chosen Minor. In addition, to be eligible for the Major and Minor awards, the total number of credits taken by the students for their Major-Minor studies must not be lower than the credit requirement of the single discipline Major programme. <p><i>Major GPA</i></p> <p>Level weighting will be included in the calculation of Major GPA.</p> <p><i>Minor GPA</i></p> <p>Level weighting will <u>not</u> be included in the calculation of Minor GPA.</p>
Award GPA	For determination of award classification	<p>If the student has not taken more subjects than required, the Award GPA will be as follows:</p> <ol style="list-style-type: none"> (1) For single Major: Award GPA = Weighted GPA (2) For Major/Minor programmes: Award GPA = Major GPA