

**MSocSci  
in  
Comparative Social Policy (International)**

**STUDENT HANDBOOK  
2020-2021**

IMCSP ACADEMIC CALENDAR 2020-21

	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Events
<b>August 2020</b>							1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	31: IMCSP Special Orientation Day
<b>September 2020</b>			1	2	3	4	5	5: Term 1 Classes Begin 5, 12, 19, Saturday: SOC505 8, 15, 22, 29, Tuesday: SOC504 9, 16, 23, 30, Wednesday: SOC501 11, 18, 25, Friday: SOC604
<b>October 2020</b>					1	2	3	3, 10, Saturday: SOC505 17, 24, 31, Saturday: SOC502 6, 13, 20, 27, Tuesday: SOC504 7, 14, 21, 28, Wednesday: SOC501 9, 16, 23, 30, Friday: SOC604 The week of the 27th: SOC505, Submission of Reflective Journal and the Group Report (Tentative)
<b>November 2020</b>	1	2	3	4	5	6	7	7, 14, 21, 28, Saturday: SOC502 3, 10, 17, 24, Tuesday: SOC504 19: 51st Congregation 4, 11, 18, 25, Wednesday: SOC501 6, 13, 20, 27, Friday: SOC604
<b>December 2020</b>			1	2	3	4	5	5: Term 1 End 4, Friday: SOC604 5, Saturday: SOC502 7: SOC504, 9: SOC501, 11: SOC502 - Submission of Final Report 14: SOC604, Submission of Final Report (Tentative)
<b>January 2021</b>						1	2	1: The first day of January 15: Term 2 Classes Begin
<b>February 2021</b>		1	2	3	4	5	6	12, 13: Lunar New Year's Day and The second day of Lunar New Year 15: The fourth day of Lunar New Year
<b>March 2021</b>		1	2	3	4	5	6	
<b>April 2021</b>					1	2	3	2, 3: Good Friday and The day following Good Friday 5: The day following Ching Ming Festival, 6: The day following Easter Monday 27: Term 2 Classes End
<b>May 2021</b>							1	1: Labour Day 19: Birthday of the Buddha
<b>June 2021</b>			1	2	3	4	5	14: Tuen Ng Festival
<b>July 2021</b>					1	2	3	1: Hong Kong Special Administrative Region Establishment Day
<b>August 2021</b>	1	2	3	4	5	6	7	

## Table of Content

1	About Lingnan University .....	P.7
1.1	Vision, Mission and Core Values.....	P.8
1.2	Graduate Attributes for Taught Postgraduate (TPg) Programmes .....	P.9
2	Programme Information .....	P.10
2.1	Background .....	P.10
2.2	Aims and Learning Outcomes .....	P.10
2.3	Entrance Requirements.....	P.11
2.4	Mode of Study.....	P.11
2.5	Normal and Maximum Duration of Study.....	P.11
2.6	Medium of Instruction .....	P.12
2.7	Contributing Departments/Units/External Partners .....	P.12
2.8	Programme Structure.....	P.12
2.8.1	Curriculum .....	P.12
2.8.2	List of Course.....	P.12
2.8.3	Curriculum Mapping .....	P.16
3	Academic Regulations .....	P.17
3.1	Student Classification.....	P.17
3.2	Change of Personal Particulars.....	P.17
3.3	Class Attendance and Leave of Absence.....	P.17
3.4	Withdrawal of Study .....	P.18
3.5	Discontinuation of Studies .....	P.18
3.6	Application for Transcript/Testimonial.....	P.19
3.6.1	Application for Transcript.....	P.19
3.6.2	Application for Testimonial .....	P.19
3.7	Student Card Replacement .....	P.20
3.8	Fees .....	P.20
4	Assessment, Examination and Graduation Regulations .....	P.21
4.1	Course Assessment .....	P.21
4.1.1	Outcome-based Approach to Teaching and Learning (OBATL).....	P.21
4.1.2	Use of Rubrics .....	P.21
4.2	Grading System .....	P.21
4.3	Grade Point Average (GPA).....	P.22

4.3.1	Term GPA .....	P.22
4.4	Student Progression .....	P.22
4.5	Graduation Requirements.....	P.23
4.6	Award Classification .....	P.24
4.7	Appeal .....	P.24
4.7.1	Review of Grades and Reassessment.....	P.24
4.7.2	Discontinuation of Studies .....	P.25
4.8	Course Attendance Requirement for Examination .....	P.25
4.9	Re-taking a Course .....	P.25
4.10	Academic Dishonesty .....	P.26
4.10.1	Plagiarism .....	P.26
4.10.2	Cheating .....	P.26
4.10.3	Student Disciplinary Committee (SDC) .....	P.27
4.11	Plagiarism and Online Tutorial on Plagiarism Awareness.....	P.28
4.11.1	What is Plagiarism .....	P.28
4.11.2	Avoid Plagiarism.....	P.28
4.11.3	Online Tutorial on Plagiarism Awareness .....	P.28
5	Regulations and Code of Conduct .....	P.29
5.1	Academic Regulations and Guidelines.....	P.29
5.2	Code of Conduct .....	P.29
6	Quality Assurance .....	P.30
6.1	Senate and Standing Committees of the Senate .....	P.30
6.2	Course Teaching and Learning Evaluation (CTLE).....	P.31
6.3	Early Alert System.....	P.31
6.4	Postgraduates Studies Committee (PSC) .....	P.31
6.5	Programme Management Group (PMG) .....	P.32
6.6	Programme Curriculum Committee (PCC).....	P.33
6.7	Board of Examiners (BoE) .....	P.33
6.8	External Academic Adviser (EAA).....	P.34
6.9	Advisory Board (AB).....	P.34
6.10	Staff-Student Committee (SSCC).....	P.35

7	Student Support.....	P.36
7.1	Library .....	P.36
7.2	Information Technology Services Centre .....	P.36
7.3	Student Service Centre.....	P.36
7.4	Teaching and Learning Centre.....	P.36
7.5	Registry.....	P.36
7.6	School of Graduate Studies.....	P.37
7.7	Office of the Comptroller .....	P.38
7.8	Chaplain’s Office .....	P.38
7.9	Support for Students with Special Needs.....	P.38
8	Scholarships and Financial Assistances.....	P.40
9	Useful Information.....	P.41
9.1	Bad Weather Arrangements.....	P.41
9.2	Student Medical and Dental Scheme.....	P.41
9.2.1	Student Medical Benefits Scheme.....	P.41
9.2.2	Student Dental Scheme .....	P.41
9.3	Employment Policy for Non-Local Students in Hong Kong.....	P.41
9.4	Immigration Arrangements for Non-Local Graduate (IANG) Policy .....	P.42
10	Lingnan University Alumni Association (Hong Kong) (LUAA).....	P.43
11	Useful Telephone Numbers.....	P.44
12	Campus Map .....	P.45

This Programme Student Handbook is subject to periodic review and changes may be made when needed. Students will be informed of the changes as and when appropriate.

(Last update: 25 August 2020)

## 1. About Lingnan University

Lingnan University is the liberal arts university in Hong Kong and we have the longest established tradition among the local institutions of higher education. Our history can be dated back to 1888, when our forerunner, the Christian College in China, was founded in Guangzhou, and to 1967, when the institution, as Lingnan College, was re-established in Hong Kong.

It is ranked:

- 2<sup>nd</sup> in the World for Quality Education (*THE University Impact Rankings 2020*)
- Top 8 Outbound Exchange Students (*2020 QS World University Rankings: Asia*)
- Top 10 Liberal Arts College in Asia (*Forbes 2015*)
- Among the Top 21% universities in Asia (*2020 QS World University Rankings: Asia*)
- World's Top 35 for International Faculty (*QS World University Rankings 2021*)
- Top 50 Promoting No Poverty (*THE University Impact Rankings 2020*)

### Meaning of the Lingnan Logo

The mountain, river, trees and path illustrated in the University logo each symbolise a profound principle:



- The White Cloud Mountain depicts the highest aspiration in life;
- The Pearl River represents the wide dissemination of Lingnan education;
- The lychee trees - with ripe fruit hanging in clusters - represent the commitment to realise the precept "For God, for Country, and for Lingnan";
- The path represents the road to the future by virtue of hard work;
- The panoramic view of the campus in the emblem 'reminds alumni and friends of Lingnan of their loyalty wherever they may be. The red and grey colours of the emblem help nourish the sentiment; they are "blood-red and iron-grey", symbolizing loyalty and steadfastness. The red and grey reflect the Lingnan spirit, a spirit inspiring them to lay the foundations for a splendid future forever'<sup>1</sup>.

---

<sup>1</sup> Lee, Sui-ming. *A Phoenix of South China : The Story of Lingnan (University) College Sun Yat-sen University.* Hong Kong: The Commercial Press, 2005.

### **1.1. Vision, Mission and Core Values**

We offer undergraduate, taught postgraduate and research postgraduate programmes in the areas of Arts, Business and Social Sciences, and our broad curriculum covers an array of general education and interdisciplinary courses to provide students with a firm knowledge foundation across different subjects. We groom students to think critically and creatively, judge independently, care genuinely, and act appropriately and responsibly, and we prepare them to pursue their goals in a rapidly changing environment.

#### **Vision**

To excel as a leading Asian liberal arts university with international recognition, distinguished by outstanding teaching, learning, scholarship and community engagement.

#### **Mission**

Lingnan University is committed to

- providing quality whole-person education by combining the best of the Chinese and Western liberal arts traditions;
- nurturing students to achieve all-round excellence and imbuing them with its core values; and
- encouraging faculty and students to contribute to society through original research and knowledge transfer.

#### **Motto**

Education for service

#### **Core Values**

##### **A collegial community of learning and discovery for students and scholar-teachers**

Lingnan aims to build a community of learning and discovery with collegial students and scholar-teachers who respect each other, keep an open mind, embrace diversity, appreciate different views, uphold academic freedom and freedom of expression, and accept responsibility for their words and deeds.

##### **Whole-person cultivation and all-round development**

Lingnan endeavours to cultivate students' whole-person and all-round growth. It encourages students to pursue independent and critical thinking, creativity and innovation, excellent

communication skills including a high level of literacy, social responsibility, personal virtue, cultural accomplishment and a passion for lifelong learning.

### **Community engagement and social responsibility**

Lingnan encourages its members to care for others, to be responsible for their own actions, to serve the local community and beyond, and to make a positive impact for the betterment of humanity.

### **The Lingnan spirit**

The Lingnan spirit, which has flourished since Lingnan's founding in Canton (Guangzhou) in 1888 as Christian College in China, has served over the years to bond all Lingnanians together, and continues to inspire the University today. The Lingnan spirit is marked by passion, loyalty, perseverance, openness to different ideas and cultures, and a readiness to serve.

## **1.2. Graduate Attributes for Taught Postgraduate (TPg) Programmes**

For taught postgraduate programmes, Lingnan graduates are expected to possess the following attributes in terms of knowledge, skills and attitude:

### **Knowledge:**

- current, in-depth theoretical and practical comprehension of a specific discipline area, as well as of a broad range of general and related areas

### **Skills:**

- ability to apply knowledge at an advanced level in professional contexts especially for the purpose of solving problems
- competence in critical and creative thinking
- capacity to articulate ideas clearly and coherently both in written and oral forms

### **Attitude:**

- commitment to applying the knowledge acquired in the chosen field or conducting research in an ethical and socially responsible manner

## **2. Programme Information**

### **2.1 Background**

The IMCSP programme is designed for graduates from degrees in public policy, international development, sociology or other social sciences and professionals whose work is directly related to the analysis, design, advocacy and delivery of social development or social construction.

The IMCSP programme makes comparisons of the major social policies and challenges in managing rapid global changes the focal point of your studies. It thereby builds on the joint research and teaching excellence in the Department of Sociology and Social Policy, the Asia-Pacific Institute of Ageing Studies, the Centre for Social Policy & Social Change at Lingnan University and benefits from the perspectives of its international partners in guest lectures, workshops and regional field visits.

The IMCSP programme is designed to help all students realise their full academic potential and full career prospects. IMCSP graduates will possess the necessary comparative expertise, international networks, and personal initiative to foster their personal career in government, civil service, a think tank, local or national NGOs, or high-quality careers in teaching, human resources, public relations, journalism, property management, medical services, public and private hospitals.

### **2.2 Aims and Learning Outcomes**

The IMCSP aims to:

- provide students with a solid theoretical background and international perspectives to engage in the analysis of social policy issues from a comparative perspective;
- nurture students who can contribute to local, regional and global communities through engagement in research and academic dialogue;
- develop and build a network of international scholars and students dedicated to the study and research of comparative social policy issues.

Upon successful completion of the IMCSP, students will be able to:

- demonstrate knowledge and understanding of key theories and frameworks used in social policy analysis with a comparative perspective (ILO1);
- analyse local, regional and global social policy issues (e.g. education, health, social security, housing and social justice) (ILO2);

- design and execute social policy research and develop evaluations and recommendations accordingly (ILO3).

### **2.3 Entrance Requirements**

The IMCSP programme is primarily designed for:

- Graduates from degrees in social policy, international development, sociology or other social sciences.
- Professionals whose work is directly related to social policy analysis, design, advocacy and delivery.
- Graduates and professionals from other backgrounds and who seek to join a career in public, private and third sector organisations engaged in policy analysis, design, advocacy and delivery.

To be eligible for entry into this program, candidates should have:

- A bachelor's degree from a recognised tertiary institution; or equivalent qualifications and experience, which will be considered on a case-by-case basis; and
- An applicant, whose degree is not from a tertiary institution in Hong Kong or an English-speaking country, should obtain:
- A minimum score of 550 (paper-based test) or 213 (computer-based test) or 79 (internet-based test) in the Test of English as a Foreign Language (TOEFL), or
- A band score of 6.5 or above in the International English language Testing System (IELTS).

Lingnan University offers intensive designated foundation courses in English in July & August and December for students that marginally fail to meet the above English requirement.

### **2.4 Mode of Study**

This programme requires the completion of a total of 30 credits, including 8 courses and one independent research project. The teaching pattern is normally a 3-hour lecture/seminar per week per course.

### **2.5 Normal and Maximum Duration of Study**

The normal duration of the programme is one year full-time or two years part-time.

## 2.6 Medium of Instruction

English

## 2.7 Contributing Departments/Units/External Partners

- Department of Sociology and Social Policy, Faculty of Social Sciences (<https://www.ln.edu.hk/socsp/>)
- Asia-Pacific Institute of Ageing Studies (<https://www.ln.edu.hk/apias/en/>)
- Centre for Social Policy & Social Change (<https://www.ln.edu.hk/spsc/>)

## 2.9 Programme Structure

### 2.8.1 Curriculum

	Credits
SOC501 Social Policy Analysis: Comparative Perspectives	3
SOC502 Comparative Social Policy Research Methods	3
SOC503 Understanding Social Indicators and Social Policies	3
SOC504 Comparative Social Policy in Greater China and East Asia	3
SOC505 Globalization, Policy and Society	3
SOC601 Governance, Management and Delivery	3
SOC602 Dialogue with Policy Practitioners: Theory and Practice	3
SOC604 Asia Pacific Comparative Development and Policy Symposium	3
SOC605 Comparative Social Policy Research Project	6
<b>Total credits</b>	<b>30</b>

### 2.8.2 List of Courses

#### **SOC501 Social Policy Analysis: Comparative Perspectives**

This course explores the field of policy analysis and deals with different social policy contexts across the globe. The policy analysis element is broken down into three constituent elements dealing with distinct but related tiers of knowledge: broad macro-level environmental factors, which include such issues as the changing structure of society, new forms of governance, economic restructuring and globalization; the micro-level or implementation level of policies – how policy is formulated and delivered by individuals; and the meso-level dealing with structures and processes sitting between the macro- and micro-levels (e.g. political institutions, policy networks).

### **SOC502 Comparative Social Policy Research Methods**

This course begins with a broad overview of the reasons why we might want to compare welfare states, how we might compare welfare states and the problems that can occur when we do. The remaining sessions are then based around a consideration of comparative data and research methodologies, offering students the opportunity to explore key dimensions of welfare state programs and the dynamics of welfare state development and change through 'hands on' data exercises which take place in a computer lab. The course as a whole is underpinned by a series of interrelated data exercises that require students to explore and interpret empirical data relating to welfare state activity.

### **SOC503 Understanding Social Indicators and Social Policies**

A good understanding of the nature, measurement, and limitations of major social indicators is crucial for students to be able to comprehend and assess social policies. Students will learn to apply these indicators in understanding and comparing social policies cross-nationally. This course aims to equip students with the knowledge to understand internationally used social indicators, and to instill in them the ability to apply such knowledge to evaluate and to compare social policies across national contexts.

### **SOC504 Comparative Social Policy in Greater China and East Asia**

This course introduces students to social policy concepts and theories, with particular attention given to comparing and contrasting social, economic, demographic changes taking place in Greater China and East Asian. More specifically, this course critically examines major social policy challenges confronting societies in Greater China and Asia, examining how governments, markets and civil societies respond to such challenges in adopting social policies appropriate for managing rapid changes. Social policy issues are addressed through case examples and accompanied by concrete analyses based on policy practices of societies in the region. Adopting a comparative approach in analysing policy formation and implementation, together with the collaborative learning activities, this course will enable students to understand the most recent developments related to poverty alleviation, education, health, social security, and housing policies in Greater China and East Asia.

### **SOC505 Globalization, Policy, and Society**

This course provides students with an introduction to debates over the nature of globalization and its consequences for social policy, well-being and social divisions. The course takes an explicitly comparative approach with each of the issues examined through case studies of societies located in East Asia like Hong Kong, Taiwan and Mainland China, Japan, Korea and

Singapore, critically examining how the globalizing economy and the growing tide of neo-liberalism have affected educational & social policy change. The course is structured around student-guided discussions of assigned readings, with the goal of encouraging the drawing of conclusions about important social issues from the comparison of different cases, such as the massification of higher education, youth unemployment, youth transitions and social mobility.

#### **SOC601 Governance, Management and Delivery**

This course is designed to explore how the nature of governance, management, and delivery across differs the globe and how such differences shape the policy making process. Much of the teaching in this course will be based around the analysis of case studies and the assessment builds directly on these.

#### **SOC602 Dialogue with Policy Practitioners: Theory and Practice**

This course provides opportunities for students to dialogue with policy practitioners with expertise in a few major social and public policy areas, namely, education, health, housing and social security. Special lectures, class discussions, field visits, seminars will be organized for students. More specifically, students will be engaged in field observations and field visits to related government offices, political parties, research and policy institutes, NGOs and other economic and social organizations, including the Central Policy Unit, the Committee of Professional Development of Teachers and Principals, Hospital Authority, Elderly Commission, and Hong Kong Council of Social Service. In addition, the course will also invite some experts in social policy to give lectures about their studies.

#### **SOC604 Asia Pacific Comparative Development and Policy Symposium**

In collaboration with our international partners, a symposium will be organized at Lingnan University to engage students to participate in an international research event to enhance their learning and research experience. Throughout the two-day international symposium, students have the opportunity to learn from leading researchers in the comparative social policy, development, and governance and policy studies. The dialogue among scholars and practitioners coming from the Asia Pacific region will focus on four main areas of social policy: (1) Ageing, Families and Social Policy; (2) Education and Youth Transition; (3) Health, Wellbeing and Social Care; (4) Welfare Regimes and Governance. Students will be organized into different groups to respond to the presentations made by the invited speakers and special seminars will be organized after the international event to allow students to organize and reflect on their learning.

### **SOC605 Comparative Social Policy Research Project**

This is an individually supervised and executed research project where students will demonstrate their knowledge, skills and analytical abilities in the area of comparative social policy through the execution of a research topic of their choice. Based on the research strength and expertise of the staff of the Department of SOCSP and our strong regional and overseas research networks, students will develop their research on one of the four main areas of social policy: (1) Ageing, Families and Social Policy; (2) Education and Youth Transition; (3) Health, Wellbeing and Social Care; (4) Welfare Regimes and Governance. Students will gain supervision and guidance to execute the research project and complete a research report. The report produced should observe standards and requirements of academic writing and style

### 2.8.3 Curriculum Mapping

**Table 1. Alignment of Courses with Intended Learning Outcomes (ILOs)**

Learning outcome	SOC501 Social Policy Analysis: Comparative Perspectives	SOC502 Comparative Social Policy Research Methods	SOC503 Understanding Social Indicators and Social Policies	SOC504 Comparative Social Policy in Greater China and East Asia	SOC505 Globalization, Policy, and Society	SOC601 Governance, Management and Delivery	SOC602 Dialogue with Policy Practitioners: Theory and Practice	SOC604 Asia Pacific Comparative Development and Policy Symposium	SOC605 Comparative Social Policy Research Project
<ul style="list-style-type: none"> <li>Demonstrate knowledge and understanding of key theories and frameworks used in social policy analysis with a comparative perspective (ILO1)</li> </ul>	X	X	X	X	X	X	X	X	X
<ul style="list-style-type: none"> <li>Analyse local, regional and global social policy issues (e.g. education, health, social security, housing and social justice) (ILO2)</li> </ul>	X	X	X	X	X	X	X	X	X
<ul style="list-style-type: none"> <li>Design and execute social policy research and develop evaluations and recommendations accordingly (ILO3).</li> </ul>		X	X			X	X		X

### **3. Academic Regulations**

#### **3.1 Student Classification**

- A student is designated as a Year 1, Year 2, Year 3, Year 4 or Year 5 student respectively in his/her first, second, third, fourth, or fifth year of study at the University.
- A student is classified as a full-time student if he/she enrolls in 12 or more credits in a term while a student is classified as a part-time student if he/she enrolls in less than 12 credits in a term.

#### **3.2 Change of Personal Particulars**

A student should retain the full name(s) entered on his/ her Hong Kong Identity Card or Passport. Under special circumstances, however, a student may obtain from the Registry an application form for changing personal particulars, complete and return it to the Registry, together with the following documents:

- written consent from the applicant's parent or guardian, if the applicant is under the age of 21, and
- a copy of the applicant's Hong Kong Identical Card or passport, carrying the new name intended to be registered with the University, and
- a copy of the applicant's statutory declaration and/ or birth certificate.

#### **3.3 Class Attendance and Leave of Absence**

- A student should attend required lectures, tutorials and other class activities, tests and examinations and complete the work assigned by the teachers of the courses in which the student has enrolled.
- Students are expected to attend classes and other class activities punctually and regularly, to the satisfaction of the lecturers of courses. Each course may have specific requirements for student attendance. Appropriate sanctions, where necessary, would be approved by the Board of Examiners\* concerned.
- A student who wishes to obtain leave of absence of more than three weeks should obtain prior permission from the programme concerned on the basis of a written application, stating the reasons for seeking leave of absence.
- Leave of absence may be granted for a maximum period of 12 months. Any periods of leave of absence taken shall be included as part of the period of study.
- In case of illness or other serious emergencies, a student who has been granted leave of absence may apply to the Programme Director/Head of the Academic Unit concerned for permission to carry out make-up work for assignments, tests and examinations. Such applications are subject to approval by the Programme Director/Head of the Academic

Unit in consultation with the teachers concerned.

- A student whose accumulated leave of absence exceeds one-third of the term should not be assessed and awarded credits for the courses enrolled in the term.
- A student may be required to take leave of absence if the condition of the student's health will constitute a definite hazard to the University community. Such a student should seek appropriate treatment. After the prescribed period of absence and before the student applies to resume classes, he/she should obtain a certificate signed by a registered medical doctor, stating that the student no longer constitutes a hazard to the University community.

### **3.4 Withdrawal of Study**

- A student who wishes to leave the University before graduation must seek official withdrawal from the University. The student should complete and submit an application form obtainable from the Registry.
- Approval will be granted by the Registrar only after proper clearance by relevant units.
- A student who leaves the University without prior approval by the Registrar will be considered as having unofficially withdrawn from the University effective on the last day of the teaching term concerned.
- An unofficially withdrawn student will not be issued any official documents of the University and will not be re-admitted.

### **3.5 Discontinuation of Studies**

- The Senate may, on the recommendation of the Committee, discontinue the studies of a student at any time on the grounds of the candidate's unsatisfactory performance or failure to comply with these Regulations Governing Taught Master's Degree Programmes.
- The studies of a student will normally be discontinued if,
  - he/she fails to have his/her academic probation lifted at the end of the term when he/she has taken cumulatively 6 or more credits since he/she has been put on probation, or
  - he/she obtains a Cumulative G.P.A. below 2.33 at the annual academic review; or
  - he/she fails to fulfil progression requirements specified in Regulation 16 or those specified for his/her programme; or
  - he/she fails to fulfil all requirements for graduation within the maximum study period.
- A student with studies discontinued on academic grounds is normally not allowed to be admitted to any programme of the University in the following academic year. If a student is admitted to the same programme or another taught postgraduate programme of the

University, recognition of the credits obtained in his/her previous studies at the University will be determined by the course offering unit and the decision shall be based on content relevance and the grade obtained. Only courses passed with grade B- or above will be recognised and recognized grades will be counted in Cumulative GPA calculation. Normally, no more than 30% of the required number of credits for the academic award shall be recognized.

- Students' academic standing referred to in the second point is subject to the approval of the Senate upon the recommendation of the Committee.
- Notwithstanding in the fourth point, a student whose studies have been discontinued may appeal through the Registrar against the decision. Details are stipulated in Section 9 of the Assessment, Examination and Graduation Regulations.

### **3.6 Application for Transcript/Testimonial**

#### **3.6.1 Application for Transcript**

- A student who wishes to apply for transfer or admission to another educational institution or for employment may apply to the Registry for an official transcript.
- An official transcript shows the relevant particulars of a student, title of his/her programme, all courses taken and retaken regardless of passed or failed, grades obtained, grade point averages, academic scholarships, academic awards and disciplinary actions taken, if any.
- An official transcript will be sent direct by the Registry to the institution or prospective employer upon the student's request and payment of the prescribed fees and postage.
- An official transcript is not issued to a student as a personal copy or to any private individual.
- Official transcripts shall not be issued to students who have not completed a term of study.
- A student who has unofficially withdrawn from the University or has unpaid accounts or obligations due to the University will not be issued any transcript or testimonial.

#### **3.6.2 Application for Testimonial**

- Application for a testimonial is free of charge.
- A student who wishes to have a letter certifying his/her student status or attendance records may apply to the Registry via the IMCSP Programme Office for such a testimonial.
- A student who wishes to have a personal recommendation or reference letter should approach a teacher who knows him/her well.

### 3.7 Student Card Replacement

Upon first registration, each student is issued with a Student Identity Card free of charge. The student should take good care of the card. A fee will be charged for each replacement card.

Replacement of Student Identity Card	Within 5 days	HK\$50 per copy
--------------------------------------	---------------	-----------------

### 3.8 Fees

The IMCSP programme tuition fee for the Academic Year 2020-21 is HK\$129,000.

## 4. Assessment, Examination and Graduation Regulations

### 4.1 Course Assessment

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

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

#### 4.1.2 Use of Rubrics

Please refer to the details of each course syllabus.

### 4.2 Grading System

Letter grades are used to indicate a student's academic performance in a course.

- Grades are awarded according to the following system:

Grade	Standard	Sub-divisions	Grade Points
A	Excellent	A	4.00
		A-	3.67
B	Good	B+	3.33
		B	3.00
		B-	2.67
C	Pass	C+	2.33
		C	2.00
		C-	1.67
F	Failure	F	0
I	Incomplete		0*
M	Merit		no grade point given*
VS	Very Satisfactory		no grade point given*
S	Satisfactory		no grade point given* U
Unsatisfactory		no grade point given*	<u>PASS/FAIL</u>
no grade point given*			

\*Not included in the calculation of grade point average.

- Grade F indicates failure. A student who receives the grade in the first term of a year

course is not normally allowed to continue with that course in the second term.

- Grade I is a temporary grade which indicates that the course work or examination has not been completed for reasons acceptable to both the teacher and the Board of Examiners concerned. The assessment should be completed within four weeks after official release of the preliminary assessment results, and the grade I will be converted to a final grade which includes all assessment marks; otherwise, the grade I will be converted to grade F. The final grade will be used in the calculation of grade point averages.
- A Pass or Fail grade may only be given as specified in the approved syllabus of the course concerned.

### 4.3 Grade Point Average (GPA)

#### 4.3.1 Term G.P.A.

This is a figure ranging from 0 to 4.00 (A = 4.00) used to indicate the performance of a student in the term concerned:

*Term G.P.A*

$$= \frac{\text{Total weighted points for all courses enrolled in during the term concerned}}{\text{Total number of credits * enrolled in during the term concerned}}$$

where weighted points = grade points x the number of credits of the course concerned.

#### 4.3.2 Cumulative G.P.A.

This is a figure ranging from 0 to 4.00 (A = 4.00) used to indicate the overall performance of a student in all the terms up to date:

$$\text{Cumulative G.P.A.} = \frac{\text{Total weighted points for all courses enrolled in}}{\text{Total number of credits * enrolled in for all terms}}$$

- Courses enrolled, whether passed or failed, will be taken in the calculation of Term or Cumulative G.P.A., but for courses which have been retaken, only the grade and weighted points obtained in the final attempt will be included in the G.P.A. calculation.
- Courses which are exempted are not included in the calculation of Term or Cumulative G.P.A.

### 4.4 Student Progression

- A student should be subject to an academic review at the end of each term generally.
- A student is required to achieve a Cumulative GPA of 2.33 or above to proceed to the next term.
- A student whose Cumulative G.P.A. is below 2.33 at the academic review will be put on academic probation in the following term (unless his/her studies shall be discontinued

as prescribed by Section 3.5).

- At the end of the term in which the student on academic probation has cumulatively enrolled in 6 or more credits, if he/she obtains a Cumulative G.P.A. of 2.33 or above, probation will be lifted. Otherwise, his/her studies will be discontinued.
- A student may be put on academic probation for only one time in his/her whole period of study on the programme. After the academic probation is lifted and the student continued on the programme, if his/her Cumulative G.P.A. is below 2.33 at an academic review, his/her studies will be discontinued.
- A warning concerning the need to improve his/her academic performance will be issued to a student whose Cumulative G.P.A. is at or above the level required for progression but below the level for graduation. The warning will be sent to a student whose Cumulative G.P.A. is at or above 2.33 but below 2.67 (which is the minimum required for graduation as stipulated in Section 4.5 below).

#### **4.5 Graduation Requirements**

- A student will be evaluated for graduation at the conclusion of the term in which he/she may satisfy all the conditions for an award. If a student is not allowed to graduate, he/she will be re-evaluated for graduation at the end of subsequent terms.
- The student should have fulfilled all graduation requirements stipulated in the curriculum of his/her programme. The University reserves the right to make amendments to academic programmes from time to time as approved by the Senate.
- The cumulative grade point average that a student should have obtained for graduation will be specified by individual programmes and this shall not be below 2.67.
- If a student was admitted to the programme with an English test score just below the minimum, the student is required to fulfil an exit requirement on English language competency before graduation. The requirement is considered fulfilled if:
  - the student has completed an English enhancement course and attain minimum grade as specified by the University, or
  - the student has obtained a band score of 6.5 or above in IELTS, or a minimum score of 550 (paper-based test) or 213 (computer-based test) or 79 (internet-based test) in TOEFL.
- A student is required to graduate as soon as he/she satisfies all the conditions for an award.
- A student may graduate upon completion of all requirements at the end of any term in an academic year, although the conferment of awards is held annually.
- A student's eligibility for graduation is subject to Senate approval.

#### 4.6 Award Classification

- Distinction will be awarded when a student achieves a Cumulative G.P.A. of 3.50 or above and has fulfilled the requirements for graduation of a master's degree programme.

Award Classification	Cumulative GPA
Distinction	3.5 or above
Pass	2.67 – 3.49

- There is no classification for an intermediate award.

#### 4.7 Appeal

##### 4.7.1 Review of Grades & Reassessment

- As all course grades are assigned according to criterion referencing, a student is entitled to know the basis on which the grade has been assigned. This includes the criteria for grades on individual assessment tasks, and weighting of individual assessment tasks in calculating the course grade.
- A student unsure of how a course grade has been calculated is encouraged to seek an explanation from the course instructor. It is the course instructor's obligation to provide this information, which may include an explanation of the criteria used in marking individual assessment tasks and/or a confirmation of the scores and weighting on which the course grade is based. In case a face-to-face meeting is impossible, the instructor and the student can communicate by other means, such as email or telephone. During the process, the student is not allowed to lobby for a change of grade.
- When the student approaches the instructor for an explanation, he/she may be required to provide the work in question if this has been returned to him/her.
- A student may appeal through the Registrar for a review of grades. The appeal process requires the student to explain briefly why he or she believes the original calculation is incorrect. The Registrar will refer the appeal to the Programme Director concerned, who will inform the subject teacher. The Programme Director will return the result of the review to the Registrar, who will inform the student.
- A student may appeal through the Registrar for a reassessment of one or more written works. The appeal process requires the student to explain briefly why he or she believes the original grade is unfair, with reference to the relevant rubric or marking scheme. The Registrar will refer the appeal to the Programme Director concerned. The Programme Director will return the result of the reassessment to the Registrar, who will inform the student.

- An appeal for review or reassessment requires a deposit, which will be refunded only if the appeal results in a change to the grade.
- Appeals must be made within two weeks from the release of preliminary examination results.
- Results of appeals will be determined within 7 working days from the day when the application is lodged.

#### **4.7.2 Discontinuation of Studies**

- A student whose studies are discontinued at the University due to unsatisfactory academic performance or progression may appeal in writing through the Registrar against the decision, enclosing all the necessary supporting documents. The Discontinuation Appeals Panel is empowered by the Senate to decide on the case, mainly on grounds of extenuating circumstances that affected the studies of the appellant and/or procedural problem(s) in the assessment process. The decision of the Panel will be final.
- No fees will be charged to students who lodge such appeals.
- Appeals must be made within one week after the announcement of the resolution of Postgraduate Studies Committee (for taught postgraduate programmes).
- Results of appeals will be determined within 40 days from the day when the application is lodged.

#### **4.8 Course Attendance Requirement for Examination**

Students are expected to attend classes and other class activities punctually and regularly, to the satisfaction of the lecturers of courses. Each course may have specific requirements for student attendance. Appropriate sanctions, where necessary, would be approved by the Board of Examiners concerned.

#### **4.9 Re-taking a Course**

- A student must retake a failed required course or take a substitute course approved in writing by the Academic Unit concerned.
- A student may retake a required course passed with grade C+ or below or take a substitute course approved in writing by the Academic Unit concerned.
- A student may retake a course only twice. Course grades for all attempts, inclusive of any course substitute, will appear on the student's transcript, but only the final grade and weighted points obtained will be taken in the calculation of the student's GPAs, and only the credits for the final attempt will be counted towards fulfilment of graduation requirements.

- A student may retake only two courses passed with grade C+ or below.
- A student shall be charged additional tuition fees for retaking a course, in an amount to be determined by the Academic Unit concerned.
- A student is not allowed to retake any credit bearing or non-credit bearing courses which he/she has previously taken and passed with B- or above.

#### **4.10 Academic Dishonesty**

##### **4.10.1 Plagiarism**

Plagiarism will automatically result in a failing grade. Acts of academic dishonesty include, but are not limited to, the following:

- Using the exact words of a published or unpublished author without quotation marks and without referencing the source of these words;
- Duplicating a table, graph or diagram, in whole or in part, without referencing the source;
- Paraphrasing the conceptual framework, research design, interpretation, or any other ideas of another person, whether written or verbal (e.g. personal communication, ideas from a verbal presentation) without referencing the source;
- Copying the answers of another student in any test, examination, or take-home assignment;
- Providing answers to another student in any test, examination, or take-home assignment;
- Taking any unauthorized materials into an examination or term test (crib notes);
- Impersonating another student or allowing another person to impersonate oneself for the purpose of submitting academic work or writing any test or examination;
- Stealing or mutilating library materials;
- Accessing test prior to the time and date of the sitting;
- Changing name or answer(s) on a test after the test has been graded and returned; or
- Submitting the same paper or portions thereof for more than one assignment, without discussions with the instructor(s) involved.

##### **4.10.2 Cheating**

If a student attempts to gain an advantage in the assessment of his/her work by collusion, falsification of data, plagiarism, or any other form of dishonest practice, it will be regarded as a case of cheating. Cheating in course work may take any one of the following forms:

- Collusion - where a student misrepresents a piece of unauthorised group work as his/her own work.
- Falsification of Data - where the presentation of data in reports, projects or research papers, which is purported to be based on experimental or research work conducted by

the student, has actually been invented by the student, copied or obtained by unfair means.

- Plagiarism - the presentation of another person's work without proper acknowledgement of the source, including exact phrases, or summarised ideas, or even footnotes/citations, whether protected by copyright or not, as the student's own work.
- Any other form of dishonest practice in course work, e.g. submission of same or substantially same work for two assignments without prior approval.

Any staff member who has reason to believe that a student has cheated should inform the Chairman of the Board of Examiners concerned and provide him/her with all the relevant facts of the case. The Board of Examiners will consider whether there is a case of cheating. A student considered to have cheated in course work should be given zero mark for that particular piece of work, and the Board of Examiners concerned has the discretion to impose a penalty on the student by revising downward the overall course grade.

#### **4.10.3 Student Disciplinary Committee (SDC)**

Plagiarism is an unacceptable misconduct with grave consequences. The Faculty Office and Departments adopts a zero-tolerance policy toward plagiarism and reserve the right to exercise severe sanction to students who have committed such serious academic misconduct, including automatic failure in the course concerned.

- All the quotation and paraphrases taken or derived from the work of other authors should be properly acknowledged within the text of all assignments, and full bibliographic details of books/articles/websites used should be included in the reference list.
- It is the student's responsibility to seek help from the professors if he/she has problems in differentiating plagiarism from properly adopting others' ideas in academic work.

To ensure fairness to students and consistency across the University, all dishonesty cases handled by individual academic units will be forwarded to the Student Disciplinary Committee (SDC) for review (at the end of each term if not before). The SDC will decide on the details of individual cases to be submitted by the academic units, and then decide on which cases will be given extra penalty, e.g. a demerit. The Board of Examiners concerned, if deemed appropriate, may recommend to the SDC the appropriate extra penalty with justifications.

- The SDC shall present a summary of these cases to the AQAC (for undergraduate programmes) or PSC (for postgraduate programmes).

## **4.11 Plagiarism and Online Tutorial on Plagiarism Awareness**

### **4.11.1 What is Plagiarism**

Plagiarism is using others' ideas and words without clearly acknowledging the source of that information.

### **4.11.2 Avoid Plagiarism**

To avoid plagiarism, much credit should be given whenever using another person's idea, opinion, or theory; any facts, statistics, graphs, drawings—any facts, statistics, graphs, drawings—any pieces of information—that are not common knowledge; quotations of another person's actual spoken or written words; or paraphrase of another person's spoken or written words. "Turnitin" is the anti-plagiarism software, acting as a mandatory platform for submitting written assignments for all courses to help check against plagiarism and as a self-learning tool for students.

### **4.11.3 Online Tutorial on Plagiarism Awareness**

In order to enhance students' understanding of plagiarism, all new students, including senior years admittees, starting from 2016-17 intake are required to complete an online mini-course entitled 'Online Tutorial on Plagiarism Awareness' by the end of their first year in Lingnan. The Online Tutorial on Plagiarism Awareness is an hour long and consists of video and exercises. Students can access to it at the Lingnan Portal or via TLC webpage at: <http://tlc.ln.edu.hk/tlc/index.php/students/avoiding-plagiarism/>

## 5. Regulations and Code of Conduct

### 5.1 Academic Regulations and Guidelines

Students are required to comply with all rules and regulations stipulated by the University. Students are also advised to visit the Registry (<https://www.ln.edu.hk/reg>), School of Graduate Studies (<https://www.ln.edu.hk/sgs/index>) and Programme websites (...) regularly to keep themselves informed of any latest announcements and activities.

- [Regulations Governing Taught Doctoral/Master's Degree Programmes](#)
- [Regulations Governing the Format of Theses](#)
- [Regulations Governing University Examinations](#)
- [Regulations Governing Discipline of Students](#)
- [Guidelines for Learning](#)
- [Library Rules, Regulations & Policies](#)

### 5.2 Code of Conduct

In addition to the Rules and Regulations of the University, all students are expected to observe the following code of conduct:

- Students should not eat or drink in lecture theatres, classrooms, laboratories, examination venues and any other areas so designated by the University.
- Smoking is strictly prohibited in all indoor and open areas within the campus.
- Gambling or betting in any form is prohibited in the University.
- Use of mobile phones or pagers is not allowed in lecture theatres, classrooms and laboratories.

Students are reminded that cases of non-observance of any of the above will be referred to the Student Disciplinary Committee.

## 6. Quality Assurance

The University is committed to maintaining excellence in teaching and learning, and actively supports evidence gathering processes (e.g., analysis of data about student performance on core assessment tasks, evaluations of teaching effectiveness and courses, achievement of Graduate Attributes, Alumni and Employer feedback) that gather feedback from students and staff in order to continuously improve the student experience and maximise student learning outcomes and Graduate Attributes. The evidence is disseminated to appropriate groups and/or individuals. The information gathered demonstrates that the development of Lingnan University Graduate Attributes is highly correlated with the academic experiences of students, particularly in the realm of development of critical thinking skills, interpersonal skills, self-managed learning, and problem-solving skills. There is also substantive evidence indicating that the unique nature of the Liberal Arts philosophy, the small class sizes and close teacher-student relationships are seen by many students as some of the most important and defining features of their university experiences. In addition, the co-curriculum is evaluated on an annual basis and provides further evidence of how students value the breadth of experience provided by the University.

The [Academic Quality Assurance Manual](#) captures information on quality assurance and enhancement of teaching and learning of undergraduate and postgraduate programmes, co-curricular programmes and internationalisation.

### 6.1 Senate and Standing Committees of the Senate

Quality Assurance is aligned with the decisions of the University Council that sets major strategic directions and priorities for development. The Senate is the supreme academic body of the University. Through the work of the following eight standing committees, the Senate supervises all academic development and curriculum planning, and approves policies and regulations on all academic matters.

- Academic Quality Assurance Committee for Undergraduate and Sub-degree Programmes (AQAC)
- Campus Life and Student Services Committee
- Discontinuation Appeals Panel (DAP)
- Postgraduate Studies Committee (PSC)
- Research Committee (RC)
- Student Disciplinary Committee (SDC)

- Undergraduate Admissions Committee (UAC)
- Undergraduate Examinations Board (UEB)

For the Terms of Reference and Membership and Actual Membership, please refer to <https://www.ln.edu.hk/reg/about-registry/registry> for details.

## 6.2 Course Teaching and Learning Evaluation (CTLE)

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

## 6.3 Early Alert System

Purpose of the system is to identify students who encounter difficulties in their studies and provide assistance in an **early stage**.

- Individual programme offices, if adopting the System, will be
  - asking teachers around the middle of the term to report students who might need special attention, e.g. frequent absence, poor performance in test/midterm.
  - compiling a warning list for each course and cross check with other teachers.
  - issuing a mid-term warning to students who have not performed well.
  - academic advisor meeting with concerned students to evaluate the situation and suggest remedial measures.
  - ongoing communication and monitoring.

## 6.4 Postgraduate Studies Committee (PSC)

Terms of reference:

- To formulate policies and guidelines on postgraduate programmes.
- To validate and review taught postgraduate programmes and to assure their academic standards, including overseeing the validation/five-year programme review process, approving annual programme reports, appointing External Academic Advisers and

Advisory Boards members, and approving or recommending for Senate's approval proposed major modifications to taught postgraduate programmes.

- To decide on the admission, supervision, study progress, examination, graduation and discontinuation of studies of all postgraduate students.
- To approve and administer the Postgraduate Studentship Scheme, and any other awards available to research postgraduate students.
- To deal with all other matters related to postgraduate study programmes

Notes:

1. With the authority delegated by the Senate, the Committee may approve changes to the taught postgraduate programme curricula, such as re-designation of a required course as an elective, addition of required/elective courses, while major changes of more substantial nature require Senate approval.
2. With the authority delegated by the Senate, the Committee may approve individual postgraduate student cases involving deviation from the academic regulations, except for non-standard graduation cases for postgraduate programmes.

### **Membership**

Chairman: Vice-President

Members: Associate Vice-President (Academic Quality Assurance and Internationalisation)

Associate Vice-President (Academic Affairs)

Deans or their representatives

Chairperson or an elected member of Research and Postgraduate Studies

Committee (RPSC) from each of the three Faculties

Chairman of the Executive Committee, Research Postgraduate Students' Circle

Observer: A research postgraduate student (on a rotational basis for each meeting as coordinated by the Executive Committee, Research Postgraduate Students' Circle)

Secretary: Registrar or his/her nominee

### **6.5 Programme Management Group (PMG)**

Terms of reference:

- To oversee the compliance of the programme with University standards and regulations;
- To initiate and plan for the management and longer-term development of the programme;
- To deliberate over the use of funds arising from the programme, and

- To submit any substantive proposal arising from (1), (2) and (3) above to the Department Board for consideration and approval as appropriate.

### **Membership**

Chairman: Head of Department of Sociology and Social Policy

Members: Director of IMCSP Programme (if not HoD)

Three representatives appointed by Head of SOCSP Department

Secretary: A staff member of the IMCSP Programme

### **6.6 Programme Curriculum Committee (PCC)**

The PCC serves to monitor and assure the satisfactory operation of the programme. The terms of reference of the PCC are:

- To take charge of the degree programme including the design, implementation and review of the curricula, inter alia, the achievement of the intended student learning outcomes;
- To liaise with teaching staff concerned on programme matters such as course offerings for each academic year;
- To liaise with the Registry on all academic matters including review of academic regulations and examination matters;
- To review admissions policy for the degree programme; and
- To deal with all other matters related to the degree programme.

### **Membership**

Chairman: IMCSP Programme Director

Members: IMCSP Admissions Co-ordinator

Dean of the Faculty of Social Sciences or his/her delegated representative, and  
All staff contributing towards teaching courses in the Programme.

Secretary: To be appointed by the Chairman

### **6.7 Board of Examiners (BoE)**

The Board of Examiners makes decisions on examinations, continuous assessment and recommendation of students for graduation. The terms of reference of the BoE are:

- To maintain the academic standards of the Programme at a level appropriate to the award of the degree;
- To maintain general supervision of the system of continuous assessment;

- To assess the performance of students in the Programme;
- To maintain the proper conduct of examinations;
- To approve final subject results;
- To deal with grievances and appeals from students; and
- To report/make recommendations to the Postgraduate Studies Committee of the Senate.

### **Membership**

Chair: IMCSP Programme Director

Members: Dean (Social Sciences) or his/her delegated representative,  
Head of Department of Sociology and Social Policy, and  
All staff concerned with the setting and marking of any part of the  
Examinations.

Secretary: To be appointed by the Chairman

### **6.8 External Academic Adviser (EAA)**

An External Academic Adviser is not on the staff of the University but is appointed by the Senate. The duties of External Academic Advisers are defined in the Policy on External Academic Advisers of Undergraduate and Taught Postgraduate Programme.

### **6.9 Advisory Board (AB)**

In order to deliver a programme that enables students to develop the necessary skills and knowledge in the subject area and maintain a high academic standard, the Advisory Board for the IMCSP programme provides valuable advice. The role of the Advisory Board is to act as an interface between the industry and the host department of the MSc programme.

An Advisory Board shall normally meet once a year to help plan and keep under review the following aspects of work including future developments:

- Level and length of courses/programme(s) concerned in relation to local needs;
- Relevance of the courses/programme(s) in relation to the local needs;
- Prospects of local employment for graduates;
- Adequacy of the equipment and other resources of the academic unit(s) to fulfil local needs;
- Development of teaching and other activities carried out jointly by the academic unit(s) and the appropriate sector of the community;
- Investigation consultancy and other services given by the academic unit(s); and

- Keep under review the assistance which the community can give to further the objectives of the University in the subject concerned by way of practical training facilities, the provision of part-time teaching staff and equipment, the award of scholarships, student-fellowships, etc.

The PPC acknowledges the importance of data collection throughout different phases of programme development and after the programme has been implemented. To understand students' needs, for example, we will conduct a survey on students' preferences to prioritize courses offerings. Upon graduation, a systematic exit survey will be performed to understand the strengths and areas of concern for the program. We will also contact employers of the graduates to understand their evaluation on our students' performance. Data will be archived and will be used for programme evaluation.

### **6.10 Staff-Student Consultation Committee (SSCC)**

Terms of reference:

- To promote understanding between students and teaching staff.
- To consider feedback from students regarding teaching, learning and course evaluation and issues of importance for enhancing teaching and learning quality.
- To consider any other matters of concern to students.
- To review and monitor the learning and teaching quality assurance mechanisms and processes within the programme.
- To provide feedback to students on changes made to courses and teaching in response to the Course Teaching and Learning Evaluation exercise.
- To formulate strategies in helping students to learn more effectively.

### **Membership**

Chair: IMCSP Programme Director

Members: At least two staff teaching for the Programme in the current academic year, of whom at least one from the Department of Sociology and Social Policy;  
At least 2 student representatives from variety of education/training/working backgrounds in current academic year  
Up to two co-opted members (if any)

Secretary: To be appointed by the Chairman

## **7. Student Support**

### **7.1 Library**

The library offers a wide range of study materials that you can access and check out using your Lingnan University Student ID. The online catalogue is accessible on and off campus. Electronic information services are available to all staff and students. Library photocopying machines accept payment by Octopus stored value card. For details, visit the library website: <http://www.library.ln.edu.hk/>

### **7.2 Information Technology Service Centre**

The centre provides computing, audio-visual facilities and technical support services, individual emails and log-ins are given to staff and students on joining the University. Computer labs can be found in the Main Building and teaching buildings. All of the labs are equipped with laser printers, which students can pay to use by cash or with an Octopus stored value card. For details, visit ITSC websites: <http://www.ln.edu.hk/itsc/>

### **7.3 Student Service Centre**

The SSC manages a range of services including student development, counselling, career services, supporting students with special needs, student hostels, activities, amenities, physical, cultural and leisure courses, finance and scholarships, health services and catering. For details, visit <http://www.ln.edu.hk/ssc/>

### **7.4 Teaching and Learning Centre**

The primary mission of the TLC s to support the enhancement of learning and teaching at Lingnan. The centre is continuously updating and expanding its programmes and services in order to enhance the opportunities to assist staff in creating engaging and meaningful learning experiences for students; it is also assisting in development of information sessions and training for undergraduate, research post-graduate and taught post-graduate students. The centre is also providing the online mini-course entitled 'Online Tutorial on Plagiarism Awareness'.

For more details, please visit the TLC webpage: <http://www.ln.edu.hk/tlc/>

### **7.5 Registry**

Major Responsibilities of the Registry:

- Responsible for the planning and implementation of all aspects of the University policies concerning academic quality assurance, student admissions (of both local and non-local students), registration, records, assessments, and administration of study programmes

- Provides administration and secretarial support to the Senate, most of its standing committees and other boards/groups, and assists the University in the advancement of academic excellence

For more details, visit the Registry webpage: <http://www.ln.edu.hk/reg/index.php>

## **7.6 School of Graduate Studies**

The School of Graduate Studies (GS) has been set up from 1 July 2019 to strengthen the central support provided for postgraduate programmes as well as the monitoring of their quality, aligning with one of the key strategic initiatives of the University to expand and provide quality postgraduate education. Major roles/functions of the GS include:

- To formulate and review strategies for the academic development of postgraduate and professional training programmes so as to position the University as one of the leading institutions in postgraduate studies and professional training in the local, regional and international contexts;
- To seek proactive collaboration with leading institutions in the regional and international academic communities to enhance the international profile of Lingnan University, and to perform a central coordinating role in developing, promoting and governing newly launched inter-university and inter-faculty postgraduate programmes;
- To develop and review academic policies, regulations, guidelines and procedures to govern postgraduate programmes/studies and to oversee their implementation to uphold and enhance the quality of postgraduate provision;
- To support and provide inputs for TPg programme development and quality assurance and enhancement matters, e.g. TPg programme validations and reviews, annual TPg programme reports, strategic planning exercises, QAC audits, ICAC review, etc., so as to ensure full compliance by stakeholders concerned;
- To initiate enhancement measures and provide robust support to existing postgraduate programmes in offering the best of class educational experience;
- To create a lively research environment conducive for student learning by organising international summer schools, conferences and seminars with renowned local and overseas institutions;
- To enhance learning and teaching by the implementation of best practices and whole-person development across the postgraduate programmes in a timely, consistent and systematic manners;
- To develop activities to establish a stronger Learning Community and expand the learning space for Lingnan postgraduate students; and

- To provide administrative support and services to Research Postgraduate (RPg) studies in promotion, admission, student records, study progress, assessment and financial support.

Besides, the GS also provides support in the administration of TPg programmes that are offered by the School.

### **7.7 Office of the Comptroller**

Major Responsibilities of the Registry:

- To deliver professional, efficient and client-oriented financial services to the University community;
- To develop and maintain the best physical environment for supporting the Liberal Arts Education and research of the University.

### **7.8 Chaplain's Office**

The Chaplain's Office offers pastoral care and Christian counselling to the University community, providing opportunities for members of Lingnan to grow and develop in the Christian faith in line with Lingnan's Christian heritage. It is currently supported by a small team comprising a Chaplain and a Chaplain Assistant, both financed by the Chinese YMCA. At the office, you can:

- Talk about almost anything you want;
- Share, relax and meet friends as a newcomer to campus;
- Participate in a community where you can be accepted; and
- Find spiritual support and pastoral care.

Feel free to contact the Chaplain at 2616 7245 (Tel), via email [chaplain@LN.edu.hk](mailto:chaplain@LN.edu.hk) or visit their office at NAB-UG15 Lower G/F, New Academic Block. For more information, visit <http://chaplainoffice.wixsite.com/luchaplainoffice>

### **7.9 Support for Students with Special Needs**

**Enquiries: Dr. Gloria WONG Tel: 2616 7401 | Email: [gloriawong@ln.edu.hk](mailto:gloriawong@ln.edu.hk)**

Students with special needs should register with the Student Services Centre (SSC) at the beginning of the academic year and as early as possible if students require support and services such as academic adjustments and special hostel arrangements. Such requests should be supported by documentary evidence such as medical reports.

To allow sufficient processing time for making special examination arrangements, students should submit their applications at least six weeks prior to the start of the examination period and late applications may not be entertained. Subject teachers concerned will discuss with the students before deciding on whether and what academic adjustments and special examination arrangements should be made, taking into consideration the students' circumstances and the specific nature of the assessment tasks of their courses.

SSC works with students with disabilities such as:

- Learning disabilities
- Attention-deficit/hyperactivity disorder
- Mental health disabilities
- Autism spectrum disorder
- Brain injuries
- Physical/mobility and medical disabilities
- Vision and hearing impairments

**Register of services** (Please submit your registration online)

**Student Registration Form:** <https://webapp.ln.edu.hk/sys/ssc/sen/reg.php>

### **Learning Support**

The SSC will liaise with department to implement reasonable learning support to SEN students. The supports such as special facilities and seating arrangement for lectures/tutorials and special examination arrangements.

### **More Support**

More details relating the support services for SEN students, please visit the webpage of Lingnan University Equal Opportunities Committee at <http://www.ln.edu.hk/eoc/one-stop-shop-online-resources>.

## **8. Scholarships and Financial Assurances**

Master of Social Sciences in Comparative Social Policy (International) has successfully obtained 12 fellowships from the University Grants Committee's (UGC) Targeted Taught Postgraduate Programmes Fellowships Scheme for the Academic Year 2020/21. Additional Programme-level tuition fee waiver scholarships are awarded to applicants in recognition of their prior academic achievements or work experience.

## **9. Useful Information**

### **9.1 Bad Weather Arrangements**

When Typhoon Warning Signal No. 1 or 3 or the Amber/Red Rainstorm Warning is issued by the Hong Kong Observatory, all classes/activities and examinations should be held as scheduled. As soon as the Tropical Cyclone Warning Signal No. 8 or Black Rainstorm Warning is issued or when the Hong Kong Observatory announces that Tropical Cyclone Warning Signal No. 8 or above is likely to be hoisted during office hours, the Comptroller's Office will transmit the information immediately to all departments and units. For details, please refer to [https://www.ln.edu.hk/f/upload/44088/badweather\\_arr.pdf](https://www.ln.edu.hk/f/upload/44088/badweather_arr.pdf).

### **9.2 Student Medical and Dental Scheme**

#### **9.2.1 Student Medical Benefits Scheme**

Among the 60 designated clinics scattered over Hong Kong Island, Kowloon, the New Territories and Outlying Island, full-time students can choose one for consultation. On each visit, students simply present their Student ID Card and pay a nominal fee which covers medications as well. Students can also receive simple laboratory and X-ray tests upon presentation of a referral letter from a doctor.

#### **9.2.2 Student Dental Scheme**

Full-time students are charged a nominal fee for their simple dental treatments at designated clinics, and will be charged at a preferential rate if they want to receive other forms of dental treatments and services.

Period of Coverage

*From 5 September 2020 to 31 August 2021*

### **9.3 Employment Policy for Non-Local Students in Hong Kong**

Non-local students are NOT allowed to take up employment, whether paid or unpaid, or establish to join in any business in HK, without the permission of the Director of Immigration.

The Immigration Department will issue a No Objection Letter (NOL) to eligible non-local students for taking up on-campus part-time employment, summer job and employment study/curriculum related internship, upon approval of the application for student visa/extension of stay. The NOL will cease to be valid once students cease to have a valid

student visa. For details, please refer to the Immigration Department website:

<https://www.immd.gov.hk/eng/fag/imm-policy-study.html>.

#### **9.4 Immigration Arrangements for Non-Local Graduate (IANG) Policy**

Non-local graduates who have obtained an undergraduate or higher qualification in a full-time and locally-accredited programme in Hong Kong, and wish to enter/ stay in the HKSAR for employment as professionals can apply for Immigration Arrangements for Non-Local Graduate (IANG). For details, please refer to the Immigration Department website:

<https://www.immd.gov.hk/eng/services/visas/IANG.html>.

## **10. Lingnan University Alumni Association (Hong Kong) (LUAA)**

Lingnan University Alumni Association (Hong Kong) (LUAA) was founded in the early 40s and was established as a registered society in Hong Kong in April 1960. The mandate of which is to strengthen the bond between Lingnanians, to embrace Lingnan spirit and to serve the community. We welcome alumni to join LUAA as member. For further information, please refer to their website at [www.luaa.hk](http://www.luaa.hk).

## 11. Useful Telephone Numbers

Hong Kong Emergency Service (24 hours)	999
Tuen Mun Hospital	2468 5111
Campus Emergency hotline (24 Hours)	2616 8000
Security Control (24 Hours)	2616 8705
Information Technology Services Centre (ITSC)	2616 7995
Library	2616 8586
Sports Complex Service	2616 7147
Lingnan House Chinese Restaurant	2616 7990
Chaplain's Office	2616 7245

*If you are being suspected or confirmed infected the Coronavirus Disease (COVID-19), please notify any of the following teams:*

### During Office Hours

Student Service Centre	2616 7309
COFMD (O&M) - Campus Support Office	2616 7134

### During Non-Office Hours

Security Control (24-hour)	2616 8000
----------------------------	-----------

Staff and Contacts of Programme Office

# 12. Campus Map

## Campus Map

1. 綜合運動大樓 Indoor Sports Complex  
成龍體育館 Jackie Chan Gymnasium
  2. 李達強教學大樓 Patrick Lee Wan Keung Academic Building  
馮舜芬圖書館 Fong Sum Wood Library  
梁方蘭藝術廊 Leung Fong Oi Wan Art Gallery
  3. 黃江行政大樓 Wong Administration Building
  4. 康樂樓 Amenities Building  
黎學益 Tai Ning Ho
  5. 黃玉蘭樓 Dorothy Y. L. Wong Building
  6. 林炳炎樓 B. Y. Lam Building
  7. 梁錫祺樓 Leung Kai Koi Building
  8. 何善恆樓 Ho Sin Hang Building
  9. 田家炳游泳池 Tin Ka Ping Swimming Pool
  10. 現代花園 Contemporary Garden  
雨後軒 Pavilion After The Rain
  11. 永安廣場 Wing On Plaza
  12. 余近雄紀念園及余近雄紀念亭  
Yu Kan Hing Memorial Garden  
& Yu Kan Hing Memorial Pavilion
  13. 陳維英大會堂 Chan Tak Tai Auditorium  
學生宿舍 Student Hostels
  14. 梁氏善樓 W. Lam M. W. Mong Hall  
東亞堂 The Bank of East Asia Hall  
香港旅正總會樓 Tsung Tsin Association Hall  
霍潔樓樓 Fok Cho Min Hall  
忠信堂 Chung Shun Hall  
馮錫堂 Yee Min Hall  
林德堂 Lam Woc Hall
  15. 校長寓所 President's Lodge
  16. 訪客及職員宿舍 Visitors' and Staff Quarters
  17. 賽馬會會堂 The Jockey Club Student Village  
賽馬會禮堂 The Jockey Club New Hall  
賽馬會禮堂 The Jockey Club New Hall
  18. 室外運動場 Multi-purpose Outdoor Sports Ground  
18a. 網球場 Tennis Courts  
18b. 徑賽跑道 Running Track  
18c. 足球場 Soccer Pitch  
18d. 學生活動中心 Student Activities Centre
  19. 新教學大樓 New Academic Block  
嶺南大學社區學院 The Community College at Lingnan University  
嶺南大學持續進修學院 Lingnan Institute of Further Education  
馮昭昭會堂 Sin Cho Ming Function Hall  
禮拜堂 Chapel
  20. 郭少明翁樓 Simon and Eleanor Kwok Building
  21. 黃浩川堂 Wong Hoo Chuen Hall
  22. 伍潔雲堂 Wu Jeh Yee Hall
  23. 陳博南會堂 Chan Wai Nam Function Hall
  24. 天幕 Skylight
- A** 南門 South Gate  
**B** 行人出入口 Pedestrian Entrance  
**C** 地下停車場入口 Underground Parking  
**D** 北門 North Gate  
**E** 室外運動場入口 Entrance of Multi-purpose Outdoor Sports Ground  
**F** 有蓋停車場入口 Covered Car Park  
**G** 郭少明翁樓、黃浩川堂、伍潔雲堂入口 Entrance of Simon and Eleanor Kwok Building, Wong Hoo Chuen Hall and Wu Jeh Yee Hall

