A close up of a logo

Description automatically generatedA close up of a logo

Description automatically generated

A picture containing drawing

Description automatically generated

|  |  |
| --- | --- |
| **Lingnan University** Sub-committee on Teaching and LearningApplication for Teaching Development Grant | Ref. No.: |
|  | (to be completed by TLC) |

#### PART I SUMMARY OF PROPOSAL

**(To be completed by the applicant(s))**

1.1 Basic Information

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Project Title:** |  | | | |
| **Role / Name:** | **Post:** | **Faculty/ Department/**  **Centre/ Unit:** | | **Email:** |
| **Principal Project**  **Supervisor (PPS) / {insert name}** |  |  | |  |
| **Co-**  **Supervisor/ {insert name}** |  |  | |  |
| **Team Member and / or Overseas Collaborator {insert name}** |  |  | |  |
| ***For TLC use only:*** | | | | |
| **Project Code:** |  | **Account Code:** | |  |
| **TLC Staff Liaison:** |  | **Funding Approved:** |  | |

**(Note: Please attach Appendix A regarding the track records of Principal Project Supervisor and Co-supervisor(s))**

1.2 Nature of the application (please click the appropriate box below)

This proposal is:

a new application

an application built on (a) completed project(s)

Title and year of application(s)

|  |
| --- |
|  |

A re-submission of a previous proposal

Title and year of application

|  |
| --- |
|  |

1.3 Have you consulted experienced colleagues (excluding collaborators) prior to submission?

No, because … (multiple selections are allowed)

I am an expert in the field

I am an experienced TDG supervisor

I have no time

Other (please specify)

Yes (please specify who you have consulted)

1.4 Abstract of the proposal (A short abstract, limited to 200 words, should be given.)

|  |
| --- |
|  |

1.5 Thematic area(s)

Blended learning

Curriculum and course design (related to outcomes-based education)

Emerging technologies (Generative AI (GAI) and Virtual Reality (VR))

Other (please specify)

1.6 Keywords (list up to five words)

|  |
| --- |
|  |

1.7 Proposed period and budget

|  |  |  |
| --- | --- | --- |
| Proposed commencement date (MM/YY) | Duration (no. of months) | Amount requested (HK$) |
|  |  |  |

##### PART II DETAILS OF THE PROJECT PROPOSAL

**(to be completed by the applicant(s))**

2.1 Background (up to 1 page excluding references)

Describe how this proposal represents an advancement on current practices, preferably based on relevant literature, e.g. how this proposed project fits into or complements the teaching and learning quality enhancement or assurance goals at Lingnan ([https://www.ln.edu.hk/strategic-plan/#](https://www.ln.edu.hk/strategic-plan/)).

For a proposal that is built on (a) completed project(s), please also state the major differences between the completed project and this proposal whereas for a revised proposal, please state the revisions made and also underline those changes in this form for easy reference.

|  |
| --- |
|  |

2.2 The Project Objectives (½ page)

|  |
| --- |
|  |

2.3 Methodology of the Project (up to 1 page)

Describe the methodology used in achieving the objectives.

|  |  |
| --- | --- |
| Timeline | Activities (including the role of the PPS, CoS and Research Assistants) |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

##### PART III IMPACT AND SIGNIFICANCE OF THE PROJECT

3.1 State the course/s and programme that this TDG will have an impact on.

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  |  |  |  | | --- | --- | --- | --- | --- | | Programme/ course code | Programme/  course title | No. of credits | Mode of study | Student intake quota per term | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | | **Partnering University / External Parties:** | | | | |   *Please insert rows in the table for additional information. Try to avoid broad statements like ‘ALL Courses in Lingnan will benefit’. At least one specific Course must be indicated.* |

3.2 State the impact of this project on the discipline, profession and across the institution, i.e.:

* in what specific ways will teaching and learning be enhanced;
* how the outcomes (e.g. teaching practices, pedagogy or resources) can be adopted by other disciplines/departments, etc., and

for a project involving staff member(s) of other institution(s) who serve(s) as co-supervisor(s) and/or team member(s), the PPS should ensure that students of the leading institution would be the primary beneficiary of the project. Please explain the benefits of the project to the leading institution and the other institutions.

|  |
| --- |
|  |

3.3 Cross Institutional Collaboration

State plans for collaborating with local or overseas institutions, if any.

|  |
| --- |
|  |

#### PART IV PROJECT ACTIVITIES, TIMELINE AND EVALUATION STRATEGY

Please indicate below the milestones and major deliverables of the Project, the target timelines and an Evaluation / QA strategy

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  |  | | --- | --- | --- | | **Major deliverables *(including but not limited to blended learning materials* and descriptions) AND Milestones** | **Target date for achieving**  **the deliverables and / or milestone (MM/YY)** | Evaluation / Quality Assurance strategy | |  | | | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |

3.5 Dissemination

State the dissemination plan such as presenting at LU (compulsory), conference presentation or workshops etc. for sharing the outcomes/outputs of your project.

|  |  |
| --- | --- |
| Timeline (MM/YY) | Dissemination Item |
|  |  |
|  |  |
|  |  |

#### PART V BUDGET OF THE PROJECT PROPOSAL

**(to be completed by the applicant(s))**

Notes: 1. The current budget limit for projects is normally HK$200,000 per annum. Projects with budget requests for more than HK$200,000 will be reviewed by two external reviewers prior to discussion at a SCTL meeting.

2. A detailed breakdown and justification for all items in the budget, especially General Expenses, should be provided; while ‘miscellaneous’ should not be included.

3. Any departure from the approved budget will not normally be approved.

|  |  |  |  |
| --- | --- | --- | --- |
| **Item/s** | **Descriptions** | **Funding sought**  **(HK$)** | **Justifications** |
|  | | | |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **LESS** | | | |
| Contributions from participating unit(s) |  |  |  |
| Funds secured from other sources |  |  |  |
|  | **Total** |  |  |

#### PART VI CONSIDERATION OF RESEARCH ETHICS

**(to be completed by the PPS)**

**Section A**

I confirm that the proposal involves / does not involve\* research on human subjects. (Please delete as appropriate.)

If you said ‘involves’ above, please complete the remaining sections below.

|  |  |  |
| --- | --- | --- |
| For expedited ethics review please answer the following **Key Questions** | NO | YES |
| 1. Does the study involve any activities that may cause psychological stress? |  |  |
| 1. Are any participants under the age of 18 and therefore may not be able to give informed consent? |  |  |
| 1. Will students be audio taped/ video taped as part of the study?  *If you answered ‘Yes’, please complete Section B, question 1 of the ethics section.* |  |  |
| 1. Does the study involve students providing information that may have potential legal or ethical issues (e.g., sexual conduct or orientation, illegal activities, or use of banned substances)?  *If you answered ‘Yes’ please complete Section B, question 2 of the ethics section.* |  |  |

**Section B**

1. If you answered YES to the question 3 above, please state how students’ privacy will be protected (e.g., who will handle and access the data, where it will be stored, and how it will be reported in order to protect student privacy).
2. If you answered YES to the question 4 above, please provide, in a separate document, further justification for the study. You should seek advice from your Head of Department or Dean.

#### PART V OTHERS

#### (to be completed by the PPS)

Note: The PPS is advised to consult and inform the head of department/line manager of his/her department of this submission of this application.

I have / have not\* consulted and informed my head of department/line manager \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name) of the submission of this application. (\*Please delete as appropriate)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Signature of PPS: |  |  | Date: |  |  |
| Full Name: |  |  |  |  |

Updated in January 2024