



Instructors Handbook

**School of Continuing and Professional Studies
The Chinese University of Hong Kong**

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SECTION 1 - INTRODUCTION TO THE SCHOOL OF CONTINUING STUDIES

The School of Continuing and Professional Studies (SCS) of The Chinese University of Hong Kong (CUHK) was established in 1965 under the former name of the *Department of Extramural Studies*. Bearing the mission of providing quality continuing education programmes and services to meet the changing needs of society, the School offers a diverse range of programmes at different levels.

Programmes offered by SCS can be broadly categorised into general courses and award-bearing programmes. General courses, normally lasting three to four months, have no specific admission requirements, and are generally for self-enrichment. Since 1979, SCS has been offering award-bearing programmes at postgraduate, bachelor degree, associate degree, higher diploma, diploma, and certificate levels. These programmes have specific entrance requirements and are designed in accordance with the guidelines and standards set by the University. They provide academic and professional qualifications for those who wish to enhance their skills and knowledge in their particular fields of study. SCS courses and programmes cover a wide range of disciplines including: Art, Music & the Humanities; Business & Management; Information Technology & Science; Traditional Chinese Medicine & Health Care; Languages & Translation; and Social Sciences & Public Administration.

To provide diversified learning opportunities, SCS always collaborates with academic departments of the University, professional societies and organizations, as well as overseas and Mainland academic institutions to offer award-bearing programmes.

SCS is a self-financing unit of the University but its academic development and policies are regulated by the University Extension Board, the Senate Academic Planning Committee and the Senate of CUHK.

The head office of SCS is situated at the Inter-University Hall on CUHK campus in Shatin. SCS has four major Learning Centres in the city centre, respectively located at Oriental Centre on 67 Chatham Road in Tsimshatsui, East Ocean Centre on 98 Granville Road in Tsimshatsui East, Bank of America Tower on 12 Harcourt Road in Central and 90A Shantung Street, Mongkok, Kowloon.

SECTION 2 – APPOINTMENT OF FULL-TIME INSTRUCTORS

2.1 Employment Status

Full-time Instructors are employed by The Chinese University of Hong Kong and the appointment will be subject to the Ordinance, Statutes and relevant regulations of the University as may from time to time be amended by the University and to the Terms of Service for Appointment on Terms of Service (B) Equivalent Contract.

SECTION 3 –APPOINTMENT OF PART-TIME INSTRUCTORS

3.1 Employment Status

Part-time Instructors are employed by the School of Continuing and Professional Studies, The Chinese University of Hong Kong, and are not entitled to claim to be members of the teaching force of The Chinese University of Hong Kong.

3.2 Issuing of Appointment Letter

An Instructor is requested to sign and return an appointment letter to confirm his / her acceptance of the appointment. Once the appointment letter is signed, should the subject be offered, the Instructor is obliged to teach the subject as specified in the appointment letter. The Instructor must teach the specified subject according to the day, time and number of hours as prescribed by the Head of Programme Division or Programme Co-ordinator. However, the subject may be canceled if the minimum enrollment for the subject is not reached. Neither the Instructor nor the School of Continuing and Professional Studies is liable to compensate the other party in any form should such circumstances arise.

The Instructor should return the duly signed “School Copy” of the appointment letter to the Administration Section of the School within 7 days upon receiving it. In any event, the appointment letter should be signed and returned before the commencement of the term or course to which it relates. Instructors are highly encouraged to use the self-addressed envelop attached with the appointment letter and terms of service to return the School Copy either by post or in person through the Learning Centres. Should the duly-signed appointment letter fail to reach the School within 7 days, the appointment will become null and void.

3.3 Eligibility to Work

The School will not be responsible for sponsoring the Instructor’s stay in Hong Kong. The Instructor should therefore ensure that his / her passport is endorsed to the effect that he / she is permitted to take up the appointment.

3.4 Duration of Appointment

The duration of an appointment is subject to negotiation between the School and the Instructor. For the whole duration of the appointment the Instructor will be paid the same hourly rate as stated on the appointment letter. Written agreement in the form of a new appointment letter and terms of service is necessary for the renewal of an appointment or for a new appointment.

3.5 Termination of Appointment

The appointment shall be subject to termination by the Instructor or the School at any time without cause by giving to the other party one month’s notice in writing or a sum equivalent to one month’s remuneration, unless otherwise specified in the appointment letter.

The rules governing termination of appointment, however, shall not apply in the following circumstances:-

- 3.5.1 If the Instructor neglects or willfully refuses to perform his / her duties as stipulated in the terms of service or fails to cooperate with the School in the discharge of his / her duties to adhere to the School's regulations, and the terms detailed in this Instructor Handbook;
- 3.5.2 If the Instructor in any manner misconducts himself / herself;
- 3.5.3 If the Instructor has been absent from class without acceptable reason(s).

In any of the above circumstances, the Instructor shall be liable to disciplinary sanctions which include verbal warning, and / or termination of service. The Instructor is also liable to pay the School a sum equivalent to one month's remuneration in lieu of notice.

3.6 Payment of Remuneration

The Instructor's fee is calculated on an hourly basis and will be paid on a monthly basis as stated in the Appointment Letter, unless otherwise specified. The total fee as stipulated in the Appointment Letter will be ascertained at the last date of a calendar month in which (1) all required teaching / duties has / have been duly performed; (2) the relevant Appointment Letter and the Terms of Service signed by the Instructor have been received by SCS; and (3) the related class register has been received by SCS. The Instructor shall not be entitled to receive remuneration should he / she fail to complete the assigned duties.

Other fees, such as assignments / examination papers marking fee and examination paper setting fee will be ascertained at the last day of a calendar month in which the marked / set assignments / papers are received by SCS subject to (1) All marked assignments should be returned to students on or before the last teaching session of the course. The marks / grading of such assignments should also reach the Head of Programme Division or Programme Co-ordinator concerned on the same date; (2) All final examination papers should be marked and reach the Head of Programme Division or Programme Co-ordinator concerned within the specified period as prescribed by the respective Programme Division but no later than 21 days upon receipt of the examination papers. The monthly payment is payable on around 15th day of the following month. The payment date will be postponed for those who have not returned the letter of appointment before the deadline.

Remuneration is processed by auto-pay.

3.7 Change of Personal Data and Bank Account

Instructors should complete and return the "Part-time Instructor Personal Data Amendment Form" (Appendix 2). The personal data collected will be used by the School for human resources management purposes only. These purposes include but are not limited to the provision of compensation and payroll; facilitating performance appraisals;

making tax returns; and the review of employment decisions.

It is the School's policy to retain certain personal data of employees when they cease to be employed by the School. Such data is required for any residual employment-related activities in relation to a former employee including but not limited to the provision of job references; processing applications for re-employment and allowing the School to fulfill contractual or statutory obligations.

3.8 Enrollment of MPF

If applicable, in accordance with the Mandatory Provident Fund Ordinance (MPFSO), Instructors will be enrolled in the MPF Scheme of SCS of the University.

All MPF schemes are governed under the MPF Ordinance and are regulated by the MPF Scheme Authority (the MPFSA). The MPF Schemes selected and used by The Chinese University of Hong Kong (the "Employer") are (1) the Fidelity Retirement Master Trust (the FRMT) or; (2) Allianz Global Investors MPF Plan (AGI Plan). The trustee and administrator of both the FRMT and AGI Plan is HSBC Institutional Trust Service (Asia) Limited.

3.8.1 Enrollment Form

The completed Membership Enrollment Form" should be duly signed and returned to the Administration Section of the School of Continuing and Professional Studies (SCS), The Chinese University of Hong Kong (CUHK) at UG/F, Inter-University Hall, CUHK, Shatin, New Territories within 7 days upon receipt of the Form.

3.8.2 Investment Details

The Instructor shall specify clearly in the Form in what manner he or she wishes the mandatory contributions to be allocated for investment purpose. Each allocation shall be in multiples of 5%. The total allocation to each of the chosen constituent fund(s) shall add up to 100%. The investment allocation specified will apply in respect of mandatory contributions paid by both the employee and employer.

Should there be no instructions given by the employee concerned in respect of his or her investment allocation, the Trustee will invest all contributions in accordance with the employer's default investment allocation.

The Investment Allocation of Mandatory Contributions shall be specified by the employee at his or her own discretion. No advice on investment allocation shall be given by the staff of SCS. Enquiries pertaining to the relevant constituent funds shall be directed to the FRMT Hotline at 2500 1666 or AGI Plan Hotline at 2500 1633.

3.8.3 MPF Relevant Income

MPF Relevant Income is the sum of a member's emoluments used for the purpose of calculating the Mandatory Contributions. The minimum and maximum levels of MPF Relevant Income are HK\$5,000 and HK\$20,000 per month respectively.

3.8.4 Mandatory Contributions

Mandatory Contributions are 5% of MPF Relevant Income. In any month, where MPF Relevant Income falls below HK\$5,000 (either on a monthly basis or as stipulated in the Appointment Letter), an employee will not be required to contribute, unless the employee specifically elects to do so.

If an employee's relevant income is HK\$20,000 or more (either on a monthly basis or as stipulated in the Appointment Letter), the amount of mandatory contribution made by SCS, CUHK will be capped at HK\$1,000. The rate of contribution, currently at 5%, and the minimum and maximum amounts of contributions are subject to change in accordance with the terms set out under the MPF Ordinance in Hong Kong. No advance notice will be given if any changes are made to the rate and the respective contribution amounts.

3.8.5 Voluntary Contributions

Employee's Contributions are separated into (i) those that are required by the MPF legislation, which are referred to as Mandatory Contributions, and (ii) those in excess of the Mandatory Contributions, which are referred to as Voluntary Contributions.

Should an employee wish to make a voluntary contribution, he or she shall complete the "Arrangement for / Change of Voluntary Contribution for Employee" Form. The Form can be obtained at the Administration Section upon request. An Employee can only change his or her voluntary contribution arrangement once every year (from January 1 to December 31). Written notification confirming the change should reach the SCS, CUHK on or before December 1 each year. The change will be effective starting January 1 of the next year.

SECTION 4 - DUTIES OF FULL-TIME INSTRUCTORS

The duties of Full-time Instructors shall be prescribed by the Director, School of Continuing and Professional Studies as stipulated in the Letter of Appointment. In general, Instructors are required to:

4.1 Perform all teaching duties as assigned which include preparation of teaching materials, marking of assignments, test papers and examination papers.

4.2 Work closely with Head(s) of Programme Division on quality assurance procedures. This will include submitting teaching plans at the beginning of the term, reviewing

course syllabi, assessment methods, marking schemes, textbooks and reference materials; writing progress reports on the effectiveness of teaching and learning of the courses taught in the middle and at the end of each semester.

- 4.3 Set examination papers for supplementary or make-up assessments.
- 4.4 Participate in meetings in relation to the School and relevant programmes.
- 4.5 Serve as Committee members.
- 4.6 Develop academic courses / programmes as assigned.
- 4.7 Participate in School's functions as assigned.
- 4.8 Perform other duties as assigned.

SECTION 5 - DUTIES OF PART-TIME INSTRUCTORS

The duties of Part-time Instructors include lesson planning, preparation and delivery; preparation of students' lecture notes and materials; lecturing; class tutorials; setting and marking of assignments and test / re-test / examination / re-examination papers, if necessary, as prescribed by the Head of Programme Division or Programme Co-ordinator concerned.

5.1 Lesson Planning and Preparation

- 5.1.1 Instructors are required to submit to the School a copy of the course outline including objectives of the course, topics to be covered, resources / equipment required and assessment methods before the course commences.
- 5.1.2 Instructors are required to prepare course materials as required and send them to the School for photocopying before class (refer to Section 6.1).
- 5.1.3 In some circumstances, the School shall request the Instructors to submit a full set of teaching materials for the School's record.
- 5.1.4 Instructors will be liable for any infringement of copyright and therefore must make every effort to ensure the course materials submitted to SCS for preparation or to be used in classes are in compliance with the prevailing copyright law.

5.2 Lesson Delivery, Lecturing and Class Tutorials

- 5.2.1 Once the Appointment Letter is signed, should the course be offered, the Instructor is obliged to teach the course as specified in the Appointment Letter. The Instructor must teach the specified course according to the day, time and number of hours as prescribed by the Head of Programme Division or Programme Co-ordinator concerned.

- 5.2.2 Instructors should teach according to the course outline agreed by the Head of Programme Division or Programme Co-ordinator. In case of any changes on the course contents, prior consent from the School should be obtained.
- 5.2.3 Instructors are required to be punctual to the classes, and to avoid changing the time of classes. Early dismissal of classes is not allowed (refer to 7.3). If the Instructor does not show up within 15-20 minutes after the scheduled starting time, the session will be canceled and students will be asked to dismiss. Note, however, that such behaviour will be recorded in the School's records for use in assessment of Instructor's performance and future applications for re-employment by SCS. Make-up class(es) has / have to be arranged with the Head Programme Division or Programme Co-ordinator concerned.
- 5.2.4 Instructors should record those who are present at each session according to the instruction printed on the class register. At the end of each session, Instructors should count the total number of students, mark on the class register those who are present and sign. The signature must be the same as that signed on the Appointment Letter.
- 5.2.5 An accurate class register is essential because students of an award-bearing programme are required to have an attendance rate of 70% or above in order to pass a subject and students of a general course are also required to have an attendance of more than 70% in order to qualify for a Record of Attendance.
- 5.2.6 Instructors should also ensure that students whose names are not on the class register shall not be allowed to attend the class. Under such circumstances, the Instructor should report to the centre staff immediately.
- 5.2.7 Instructors should sign against all amendments made on the class register should there be any amendments / errors to the personal data of the students concerned. Instructors should advise the students to report to the School's Admission and Registration Section or the Programme Division concerned for updating their personal data.
- 5.2.8 The class register must be returned to the respective Learning Centre at the end of class meeting.
- 5.2.9 Instructors should sign on the class register at the last lesson of the course to verify the attendance record for the whole course / term.
- 5.2.10 The School reserves the right to assign staff members to sit in the class as deemed necessary.

5.3 Assessment Methods

- 5.3.1 Instructors are required to monitor students' performance in their studies by setting assignments / examination papers with model answers / marking scheme, invigilating examination and marking answer scripts / assessments.

- 5.3.2 All final examination papers should be marked and the results should reach the Head of Programme Division or Programme Co-ordinator concerned no later than 21 days after the examination.
- 5.3.3 All marked assignments should be returned to students on or before the last teaching session of the course. The marks / grading of such assignments should also reach the Head of Programme Division or Programme Co-ordinator concerned on or before the last teaching session of the course (This is not applicable to distance learning courses).
- 5.3.4 Forms of assessment may include but are not limited to any one or any combination of the following: class work, written work, laboratory work, field work, research papers, tests and examinations.
- 5.3.5 Instructors will be requested to set a make-up examination paper and mark the answer script of any student who cannot take a scheduled examination.

5.4 Meetings

Instructors are required to participate in SCS meetings occasionally including but not limited to the Board of Examiners' meetings or any other meetings as deemed appropriate in relation to the teaching of the course.

5.5 Marking of Assessments

Markers who may also be full-time or part-time instructors are required to mark and return students' assignments to the Head of Programme Division or Programme Co-ordinator concerned within 2 weeks upon receipt of assignments by hand or by registered mail. In the latter case, the postage incurred will be reimbursed. If the Markers are not able to meet the specified deadline, they should notify the Head of Programme Division or Programme Co-ordinator concerned in advance.

SECTION 6 – GENERAL ADMINISTRATIVE PROCEDURES

This section details some general information and administrative procedures to ensure effective teaching and learning throughout the course. For Instructors teaching Sub-degree Programmes, please read the following in conjunction with the General Academic Regulations Governing Sub-degree Programmes set out by the School.

6.1 Printing of Teaching Materials

The School provides the Instructors with adequate support for printing and distribution of teaching materials to students.

The procedures shall be as follows:-

- 6.1.1 Instructors should fill in a “Request for Photocopy Form” (see Appendix 3) and submit it to the centre staff together with a master copy of the teaching materials at least 7 days in advance. For classes conducted in learning centres on Hong Kong Island, requests should be submitted to centre staff at the Bank of American Tower. For other classes, requests should be submitted to centre staff at the TST or Mongkok Learning Centre. Emergency requests or requests of less than 7 days will not be entertained.
- 6.1.2 Any request forms with missing information will not be handled.
- 6.1.3 Every request should be made on a class-basis and each should not exceed 10 pages in the original per class per request. Unless otherwise specified on the form, photocopies will be made double-sided.
- 6.1.4 Copies of the materials will be distributed directly to the class.

Photocopying from books is not acceptable, unless a satisfactory written permission is provided from the copyright owner. The School shall not be held responsible for any infringement of copyright if an Instructor’s notes are photocopied from books. The Instructor who breaks copyright laws must bear the full liability and shall assume all responsibility arising from breach of copyright law.

General guidelines on Copyright Laws are stipulated in Appendix 4.

6.2 Teaching Aids

Various audio-visual teaching aids are available. Instructors are encouraged to make good use of the teaching aids.

The procedures shall be as follows:-

- 6.2.1 Instructors should fill in an “Educational Equipment Booking Form” (see Appendix 5) and submit it 7 days in advance. Emergency requests or requests of less than 7 days will not be entertained.
- 6.2.2 Instructors should select the equipment needed by checking the appropriate boxes on the form. Some of the mentioned equipment may not be available at certain Learning Centres. Completed Equipment Booking Forms will help the School to ensure that the equipment will be available. Instructors shall consult Mr. Raymond Lee of Tsim Sha Tsui Office at 2723 0932 / Mr. Kit Chang of MongKok Office at 2781 0429 for details.
- 6.2.3 Any request with missing information will not be handled.
- 6.2.4 Requests can be made on a class-basis or course-basis. If the equipment(s) is / are required for all sessions, Instructors should state clearly on the form, in particular, the number of times per week to be used, total number of sessions, and his / her contact number.

- 6.2.5 The completed form should be forwarded by fax on 2367 2593 or should be returned in person to the centre staff at the Tsim Sha Tsui Enrollment Centre or at Learning Centres.
- 6.2.6 Some equipment may be checked out and these must be returned to the School before the last class meeting of the term or at an agreed time.
- 6.2.7 On request, the centre staff will assist Instructors in operating the equipment. It is advisable that the equipment should be tested by the Instructor before the session begins. Any damage / malfunction of audio-visual equipment should be reported to the centre staff at once.

6.3 Absence and Arrangements for Make-up Class

If Instructors are unable to attend class because of illness or other unforeseen circumstances, they should notify the Head of Programme Division or Programme Co-ordinator concerned as early as possible and discuss with him / her on the detailed arrangement of make-up class so that students can be well informed by SCS.

The Instructor should also obtain students' consent for the class re-scheduling prior to the request for School's approval. Proposal for a make-up class must reach the School at least 14 days before the proposed date of the make-up class. The proposed date must be agreeable to both the students and the School.

For part-time instructors, remuneration is made according to the actual teaching hours of the month. Any absence or make-up class will be reflected in the monthly remuneration.

6.4 Arrangements for Guest Speakers

Prior approval from SCS is required when Instructors want to arrange a substitute as a result of anticipated absence from the course or want to invite a guest speaker for the course.

6.5 Public Holidays and Other Special Holidays

The School observes the public holidays that are gazetted by the Government of HKSAR. Classes will not meet and will be postponed on public holidays, School holidays and the following days:-

- 6.5.1 the day preceding Lunar New Year
- 6.5.2 Mid-Autumn Festival (Evening courses only)
- 6.5.3 Winter Solstice (Evening courses only)
- 6.5.4 Christmas Eve
- 6.5.5 New Year's Eve
- 6.5.6 Orientation Programme for Instructors

Any other special holidays will be announced via circulars or notices posted at the Learning Centres and on the School's website.

6.6 Arrangements for Typhoons and Rainstorm Warnings

If the Black Rainstorm Warning Signal or the Typhoon Signal No. 8 or above is / will be⁺ in force on or after the following times, classes, examinations and seminars will be suspended as follows:

Signal is / will be in force on or after the following times*	Affect	Sessions / Periods suspended
7:00 a.m.	Day-time programmes, classes, examinations and seminars	Morning sessions (9:00 a.m.-2:00 p.m.)
12:00 noon	Day-time programmes, classes, examinations and seminars	Afternoon sessions (2:00 p.m.-6:00 p.m.)
3:00 p.m.	Evening programmes, classes, examinations and seminars	Evening sessions (6:00 p.m.-10:00 p.m.)

⁺ As advised by the Hong Kong Observatory.

* Even if the Typhoon or Black Rainstorm Warning Signal has been cancelled before the class /examination / seminar commencement times.

For classes and examinations that have already started:

	Classes	Examinations
When Typhoon Signal No. 8 or above is hoisted	Immediately suspend	Continue until the end of that examination session unless the examination venue is found to be of potential risk to candidates
When Black Rainstorm Signal is in force	Immediately suspend (staff members and students are advised to take shelter at a safe place until the weather and traffic conditions have improved)	Continue except all outdoor activities will be suspended

Details of suspension of classes / examinations / seminars will be announced through the School website and the School's 24-Hour Telephone Enquiry System (22090299). Special arrangements will be made to make-up the suspended classes / examinations and students will be notified.

6.7 Offering of Commercial Promotions, Services, and Dealings to Students

Instructors are required to carry out their teaching duties in class and are strictly prohibited from offering students any commercial promotions, services, or dealings including but not restricted to the sale of course/learning materials of any kind inside or outside of class. Any violation would result in disciplinary sanctions (for full-time instructors) or termination of the contract without prior notice or payment in lieu (for part-time instructors). In circumstances where instructors have exclusive rights, access, or benefits to the required course/learning materials, the instructor concerned is required to consult with SCS on the supply and payment arrangement of the said materials in advance of course commencement. With prior written consent of SCS, the instructor is allowed to purchase the said materials on behalf of the students subject to individual student's agreement. Unless it was made known to students before course commencement that the purchase of the materials through the instructor is necessary, students may have the option to source the materials by themselves. Where such exclusive rights, access, or benefits to the materials claimed by the instructor is subsequently found to be false, he/she will compensate the students concerned on terms agreed with SCS, and the contract will be terminated without prior notice or payment in lieu in the case of part-time instructors while full-time instructors will be subject to disciplinary sanctions.

6.8 Emergencies

If Instructors encounter the following situations, they must contact the School as indicated below, to make necessary arrangements:

- 6.8.1 Unable to arrive at the Learning Centre on time for teaching
- 6.8.2 Unable to continue teaching due to unforeseen circumstance
- 6.8.3 For classroom emergencies, the Instructor concerned should inform the centre staff at once so that necessary action can be taken:

During Office Hours:

Monday to Friday 9:00 a.m. – 1:00 p.m.
 2:00 p.m. – 5:30 p.m.

Saturday 9:00 a.m. – 1:00 p.m.

Instructors are advised to discuss the situation with the respective Head of Programme Division or Programme Co-ordinator.

During Non-office Hours:

Dial the School's mobile phone number at 9267 8079; or dial the direct line at 2209 0290 to contact the staff on duty. This direct line has voice mail function. Instructors can leave a message in the voice mail box.

SECTION 7 - CLASSROOM REGULATIONS

7.1 The First Class Meeting

Instructors should introduce himself / herself to the class, announce and / or

reiterate the total class hours, number of meetings per week, scheduled time for the classes, topics covered for each meeting and the expected completion date of the course. Students should be reminded to bring their Attendance Pass / Official Receipt / Full-time Student Card each time when they attend the class for verification of their identity, if necessary.

7.2 Class Attendance

For Instructors:

Instructors are expected to observe punctuality. Their time of arrival will be recorded on the daily record.

For Students:

Students shall attend classes, tests and examinations as required by the School. He / she must observe punctuality in class. Students who are late and / or take early leave for more than 25% of the scheduled class duration would be considered as absent.

7.3 Late Arrival and Early Class Dismissal

The School must be notified of any anticipated late arrival and / or early dismissal of class. Late arrivals and early dismissal of classes is discouraged as it may lead to insufficient time to complete the syllabus. Lost time as a result of early class dismissals or late arrivals will be recorded and must be made up at the end of the course or at another time as agreed by students and the School.

7.4 Communication Channel

Instructors should assist in distributing circulars to students and function as a communication channel between the School and students.

7.5 Environmental Hygiene

Smoking, eating and drinking are not allowed in the classrooms.

7.6 Disturbance

All mobile phones or pagers should be switched off or set to vibration/silent mode.

7.7 Security

Instructors and students are allowed to enter the classrooms 15 minutes in advance of classes. No bell system is installed in the Learning Centres. Instructors are requested to finish teaching on time. Every person should leave the classroom immediately after the class has finished. Classrooms will be locked afterwards.

Instructors should remind the students to leave the classroom in good order. In the computer laboratories, all machines must be switched off and printouts must be disposed

of before leaving. These rules shall also apply to other specially equipped rooms.

7.8 Responding to Students' Enquiries

Part-time instructors are discouraged from answering any enquiries other than those relating to the subjects he / she is teaching. He / she should channel any questions on administration and programme-related matters to the centre staff / Programme Division concerned so that accurate information can be provided for students.

SECTION 8 - EXAMINATION AND GRADING POLICIES (Applicable to award-bearing programmes only)

For Instructors teaching Sub-degree Programmes, please read the following in conjunction with the General Academic Regulations Governing Sub-degree Programmes set out by the School.

Unless specified in the Prospectus, only the Record of Attendance will be issued to students of general courses. Examinations and other methods of assessment in the award-bearing programmes help the School to evaluate whether students' skills, knowledge and understanding reflect the kind of professional training they have received and the level of their achievement. Based on these assessments, students will be issued with award-bearing certificates.

8.1 Printing of Examination Papers

In order to ensure proper handling of examination paper, Instructors should submit the original papers under confidential cover to Head(s) of Programme Division or Programme Co-ordinators. All examination papers should be printed by the School only.

8.2 Content of an Examination Paper and Allocation of Marks

All questions should be related to the teaching syllabus. They should adequately cover the whole syllabus and reflect a fair spread of the syllabus content.

Questions should not be copied directly from previous papers in the public examinations, classwork or homework. The Instructor should revise the examination paper every term/semester.

8.3 Suggested Answers and Marking Schemes

The suggested answers should cover all the points that have been asked in the questions.

For questions requiring descriptive solutions, the suggested answer should include the main points and the marks allocated to the major statements and the elaboration of these statements.

Solutions to questions should be broken down into necessary steps and marks should be allocated to each step, with a mark given for the total process.

8.4 Invigilation

The Invigilator / Instructor should check the number of copies of question papers and answer sheets when they collect them at the Learning Centre.

The Invigilator should remind students to put their Full-time Student Card / HKID Card / personal identification on the top right hand corner, and put their personal belongings other than writing instruments on the floor in the front of the classroom.

Once the Invigilator has started distributing the papers, no one is allowed to talk. Should candidates have any questions, they should address them to the Invigilator.

Any amendments to the question paper should be clearly announced to all candidates. The Invigilator should announce the commencement of the examination. He / she should write the starting time, ending time and amendments (if any) on the blackboard.

30 minutes after the examination has started, the Invigilator should verify their Full-time Student Card / HKID Card / personal identification.

15 minutes before the end of the examination, the Invigilator should inform students of the time remaining. When time is up, he / she should ask candidates to stop writing immediately. The Invigilator should proceed with collection of all question papers and answer sheets, count the number of scripts collected against the attendance, put all scripts into the envelop provided, seal the envelop and duly sign on it as indicated.

8.5 Misconduct of Students

A candidate found cheating during an examination will be required by an Invigilator to terminate his / her examination. The case should be reported to the Invigilator / centre staff as soon as possible. The School will investigate and deliberate such cases.

8.6 Marking, Criteria for Grading and Final Results

Marks (including those of examinations, assignments and tests) should be clearly written on marks / grade sheets.

Marks / Grades recommended by Instructors may be reviewed or revised by the School. Final results shall rest on the School's decision. Instructors are advised not to release their initial recommendations of examination results to the students in advance. The final grades will only be announced by the School.

8.7 Make-up Examination Procedure

Under normal circumstances, the School will not entertain requests from individual students for re-scheduling of examination dates. Students who are absent from the scheduled examination due to extenuating circumstances beyond the student's control, such as illness or injury, may apply for make-up examinations through the Programme

Team with an administrative fee within one week after the missed examination.

Supporting documents, such as certificate issued by a medical practitioner, should be submitted at the time of application. Upon approval, the student will be notified of the date and time for the make-up examination. A portion of the examination mark may be deducted upon successful application.

8.8 Certificate of Award

Some courses only issue Records of Attendance. The attendance requirement is 70% or above of the total course hours.

Instructors are encouraged to inform students that a Certificate of Award, where applicable, will only be issued to students who have attained a passing grade and achieved an attendance rate of 70% for the course. However, Records of Attendance will be issued to students who have achieved an attendance record of 70% or above but have failed to attain a passing grade.

To be eligible for the Certificate of Award, a student should comply with the attendance requirement and pass the assessment criteria. Usually the passing mark is 50, yet it varies amongst different courses.

SECTION 9 - QUALITY ASSURANCE

The quality of a programme / course is monitored regularly to ensure a high standard of education provision.

9.1 Class Visits

The School will arrange at least one class visit in each term as a quality assurance measure. Class visits will contribute to the evaluation of the overall performance of the Instructors.

9.2 Feedback from Instructors

The School values feedback and opinions from Instructors. Each Instructor will be given a questionnaire at the end of the course as a formal channel of soliciting feedback. However, Instructors are encouraged to liaise with Head(s) of Programme Division or Programme Co-ordinators from time to time on matters related to the course, students, administrative procedures or policies of the School.

9.3 Feedback from Students

Student opinions on the course will be gathered through an end-of-course questionnaire i.e. course evaluation in the absence of the Instructor. Instructors are not allowed to conduct the course evaluation. In addition, from time to time, a small number of students may be randomly selected for short telephone interviews.

9.4 Board of Examiners' Meetings

All Instructors teaching award-bearing programmes are normally expected to be in attendance at the Board of Examiners' meeting at the end of the academic year. When an Instructor is unable to attend an Examiners' Board, he / she must submit a written report to the Chairman of the Examiner's Meeting commenting on the students' performance overall, in particular, on any students who have failed or whose performances have been marginal, and, where appropriate, also nominate a representative to attend the meeting who is familiar with the students' performance and is authorized to make binding decisions in that course.

SECTION 10 - SUPPORT TO INSTRUCTORS

10.1 Notices and Circulars

All notices and circulars are displayed on the notice boards at the Learning Centres. Instructors are requested to study them and draw students' attention where necessary.

10.2 Library facilities

Instructors are entitled to access library facilities at The Chinese University of Hong Kong. Please contact our Heads of Programme Division/ Programme Co-ordinators for details of application for user cards.

10.3 Workstations at Learning Centres (applicable to Instructors teaching Sub-degree Programmes)

Instructors are entitled to use workstations specifically assigned for day-time programmes teaching staff in different Learning Centres. Generally, an Instructor's workstation is equipped with telephone, computer with access to the Internet and printing facilities. Where necessary, photocopying facilities can be arranged, but Instructors should note that these are for office use, rather than large-volume notes printing.

10.4 Email (applicable to Instructors teaching Sub-degree Programmes)

Instructors will be given an individual email account for communication with the School and students.

10.5 Request for New Teaching Resources

Instructors may request new teaching resources from the School as deemed necessary. All these requests must be submitted to the School for consideration and no reimbursement will be made for any resources purchased without obtaining prior approval.

10.6 Instructor Development Programme

An Instructor Development Programme is normally held twice a year in the Spring and Autumn terms, usually before term commencement. This is a valuable opportunity for staff of the School to meet the Instructors and to exchange relevant information under

a relaxed atmosphere. A short presentation on practical aspects of education may be arranged, and administrative procedures will also be highlighted, to enable Instructors to familiarize themselves with the School's operation and administrative procedures. All new Instructors are required to attend a development programme.

SECTION 11 – USEFUL CONTACT DETAILS

11.1 Office Addresses and Office Hours:

11.1.1 Bank of America Tower (Enrolment Centre):

Address: Unit A, 1/F, Bank of America Tower, 12 Harcourt Road, Central, Hong Kong
(Central MTR Station Exit "J3" / Admiralty MTR Station Exit "B")

Opening Hours: Mondays – Fridays: 9am - 8pm
Saturdays: 9am - 5pm
Closed on Sundays and Public Holidays

11.1.2 Oriental Centre (Enrolment Centre):

Address: 13/F Oriental Centre, 67 Chatham Road South, TST, Kowloon, Hong Kong
(TST MTR Station Exit "B2")

Opening Hours: Mondays – Fridays: 9am - 9pm
Saturdays: 9am - 6pm
Closed on Sundays and Public Holidays

11.1.3 MongKok Centre (Enrolment Centre):

Address: 4/F., Tower A, 90A Shantung Street, MongKok, Kowloon, Hong Kong

Opening Hours: Mondays – Fridays: 9am – 8:00pm
Saturdays: 9am – 5:00pm
Closed on Sundays and Public Holidays

11.1.4 Shatin Head Office:

Address: Inter-University Hall, The Chinese University of Hong Kong, Shatin, N.T.

Opening Hours: Mondays – Thursday: 9am - 5:45pm
Friday: 9am - 6pm
Closed on Saturdays, Sundays and Public Holidays

11.2 Programme Divisions

Sub-degree Programmes 2209 0290

Higher Diploma Programmes

Applied Chinese Language 2781 0645

Applied Translation Studies 2781 0645

Contemporary Japanese 2781 0551

Corporate and Marketing communication	2781 0591
Corporate Management and Business Information Systems	2209 0218
	2209 0215
Digital Animation and Creative Media	2209 0218
	2209 0215
Network and Mobile Computing	2209 0218
	2209 0215
Computer Game Development	2209 0218
	2209 0215
Human Services	2209 0242
Library and Information Science	2209 0242
Business Studies	2209 0464
	2209 0465
Business and Corporate Administration	2209 0464
	2209 0465
Integrated Property and Facilities Management	2209 0464
	2209 0465
Business and Service Management	2209 0464
	2209 0465
Tourism and Hospitality Management	2209 0464
	2209 0465
Business and Human Resource Management	2209 0464
	2209 0465
Financial Services	2209 0464
	2209 0465
Recreation and Leisure Management	2209 0289
Commercial Design	2209 0445
	2209 0452
Fashion Design and Product Development	2209 0445
	2209 0452
Chinese Medicine Pharmaceutical Technology	3111 7257
	3111 7272
<i>Business & Management</i>	2209 0264
<i>Information Technology & Science</i>	2209 0222
<i>Traditional Chinese Medicine & Health Care</i>	2209 0221
<i>Humanities</i>	2209 0252
<i>Languages & Translation</i>	
<u>Award-Bearing Programme</u>	
Chinese and Putonghua	2781 0652

English	2781 0592
Japanese	2781 0552
Korean	2781 0552
Spanish	2781 0592
French	2781 0592
German	2781 0592
Translation	2781 0645
	2781 0526
Hong Kong Sign Language	2781 0592

General Short Courses

Chinese and Putonghua	2781 0652
English	2781 0592
Japanese	2781 0552
Korean	2781 0552
Spanish	2781 0592
French	2781 0592
German	2781 0592
Translation	2781 0645
	2781 0526
Hong Kong Sign Language	2781 0592

Art, Music and the Humanities

Art & Culture	2209 0244
Music	2209 0251
The Humanities	2209 0252

Social Sciences & Public Administration

Education, Psychology, Sociology, Social Work, Philosophy Anthropology & Others, Library & Information Management, Leadership & Administration, Women's Studies	2209 0246
Disciplinary Forces, Security Studies & Public Administration	2209 0246
Mass Communication	2209 0263
Distance Education Courses	2209 0226
Employment Scheme Course Series	2209 0246
	2209 0263

11.3 Others

Corporate Training Services	
	2209 0206
Mainland Training, Collaboration on Programme or Students	2209 0206
Media & Public Relations Hotline	2209 0480
Administration Section	2209 0204
Admission & Registration Section	2209 0274
24-hour Enquiry Hotline	2209 0299
Mobile Phone Number	9267 8079