Student Handbook
2019 Intake

Master of Social Sciences
in the fields of
Gerontology
Social Service Management
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I. Introduction

This student handbook aims to provide important information to facilitate the learning process of a student studying in the Master of Social Sciences degree in the fields of Gerontology and Social Service Management.
## II. Calendar

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### First Semester: Sep 2 – Dec 23, 2019

- Aug 19 – Sep 13: Course Enrolment & Add/Drop Period (starts at 9:00am of Aug 19 and ends at 4:00pm of Sep 13)
- Sep 2: First Day of Teaching
- Sep 7, 11: Endnote Workshop
- Sep 14: Public Holiday (Mid-Autumn Festival)

### Important Dates

- Oct 1: Public Holiday (National Day)
- Oct 7: Public Holiday (Chung Yeung Festival)
- Oct 14 – 19: Reading Week
- Oct 21 – 28: SSCC Meeting
- Nov 30: Last Day of Teaching
- Dec 24: University Holiday
- Dec 25–26: Public Holidays (Christmas)
- Dec 31: University Holiday (afternoon)
### January 2020

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- Jan 1: Public Holiday (New Year’s Day)

### Second Semester: Jan 20 – May 30, 2020

- Jan 20: First Day of Teaching
- Jan 20 – Feb 7: Add/Drop Period for Courses (starts at 9:00am of Jan 20 and ends at 4:00pm of Feb 7)
- Jan 25 – 31: Class Suspension Period for the Lunar New Year

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- Mar 9 – 14: Reading Week
- Mar 16: University Holiday (HKU Foundation Day)
- Mar 17 – 26: SSCC Meetings
- Mar 31: Submission of Dissertation Title (PT2)

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- Apr 4: Public Holiday (Ching Ming Festival)
- Apr 10: Public Holiday (Good Friday)
- Apr 11: Public Holiday (Day Following Good Friday)
- Apr 13: Public Holiday (Easter Monday)
- Apr 30: Public Holiday (Birthday of Buddha)
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May 1: Public Holiday (Labour Day)
May 2: Last Day of Teaching

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Jun 25: Public Holiday (Tuen Ng Festival)

**Summer Semester: Jun 29 – Aug 22, 2020**

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Jul 1: Public Holiday (Hong Kong Special Administrative Region Establishment Day)

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Aug 1: Submission of Dissertation (PT2)

Aug 15: Submission of Dissertation Proposal (PT1)
III. Regulations

The degree of Master of Social Sciences (MSocSc) is a postgraduate degree awarded for the satisfactory completion of a prescribed course of study in one of the following fields: Behavioral Health; Clinical Psychology; Corporate Environmental Governance; Counselling; Criminology; Educational Psychology; Gerontology; Media, Culture and Creative Cities; Mental Health; Nonprofit Management; Psychology; Social Service Management; and Social Work. These fields of study will not necessarily be offered every year.

Admission requirements

MSS 1. To be eligible for admission to the courses leading to the degree of Master of Social Sciences, candidates
(a) shall comply with the General Regulations and the Regulations for Taught Postgraduate Curricula;
(b) shall hold
   (i) a Bachelor’s degree with honours of this University; or
   (ii) another qualification of equivalent standard from this University or from another University or comparable institution accepted for this purpose;
(c) for a candidate who is seeking admission on the basis of a qualification from a university or comparable institution outside Hong Kong of which the language of teaching and/or examination is not English, shall satisfy the University English language requirement applicable to higher degrees as prescribed under General Regulation G2(b); and
(d) shall satisfy any other admission requirements which may be specified for individual fields of study in the regulations below; and
(e) shall satisfy the examiners in a qualifying examination if required.

MSS 1.1 To be eligible for admission to the courses leading to the degree of Master of Social Sciences in the fields of Behavioral Health, Counselling, Gerontology, Mental Health, Social Service Management and Social Work, candidates shall preferably have had a minimum of two years of post-qualification experience in the relevant fields, in addition to the requirements set out in Regulation MSS 1.

MSS 2. An application for exemption from the above requirements shall be considered on a case by case basis.

Qualifying examination

MSS 3.
(a) A qualifying examination may be set to test the candidates’ formal academic ability or their ability to follow the courses of study prescribed. It shall consist of one or more written papers or their equivalent and may include a project report.
(b) Candidates who are required to satisfy the examiners in a qualifying examination
shall not be permitted to register until they have satisfied the examiners in the examination.

Award of degree

MSS 4. To be eligible for the award of the degree of Master of Social Sciences, candidates
(a) shall comply with the General Regulations and the Regulations for Taught Postgraduate Curricula; and
(b) shall complete the programme as prescribed in the syllabuses and satisfy the examiners in accordance with the regulations set out below.

Period of study

MSS 5. The curriculum shall normally extend over one academic year of full-time study; or two academic years of part-time study, with a maximum period of registration of two academic years of full-time study or three academic years of part-time study, unless otherwise specified for individual fields of study in the regulations below.

MSS 5.7 In the fields of Mental Health, Social Service Management, and Social Work, the programme shall normally extend over two academic years of part-time study, with a maximum period of registration of three academic years of part-time study.

MSS 6. Candidates shall not be permitted to extend their studies beyond the maximum period of registration specified in the above regulations, unless otherwise permitted or required by the Board of the Faculty.

Advanced Standing

MSS 7. Advanced Standing may be granted to candidates in recognition of studies completed successfully before admission to the curriculum. Candidates who are awarded Advanced Standing will not be granted any further credit transfer for those studies for which Advanced Standing has been granted. The amount of credits to be granted for Advanced Standing shall be determined by the Board of the Faculty, in accordance with the following principles:
(a) a candidate may be granted a total of not more than 20% of the total credits normally required under a curriculum for Advanced Standing unless otherwise approved by the Senate; and
(b) credits granted for Advanced Standing shall not normally be included in the calculation of the GPA unless permitted by the Board of the Faculty but will be recorded on the transcript of the candidate.
Exemption

MSS 8. Candidates may be exempted, with or without special conditions attached, from the requirement prescribed in the regulations and syllabuses governing the curriculum with the approval of the Board of the Faculty, except in the case of a capstone experience. Approval for exemption of a capstone experience may be granted only by the Senate with good reasons. Candidates who are so exempted must replace the number of exempted credits with courses of the same credit value.

Progression in curriculum

MSS 9. Candidates may, with the approval of the Board of the Faculty, transfer credits for courses completed at other institutions during their candidature. The number of transferred credits may be recorded in the transcript of the candidate, but the results of courses completed at other institutions shall not be included in the calculation of the GPA. The combined total number of credits to be granted for Advanced Standing and credit transfer shall not exceed half of the total credits normally required under the curricula of the candidates during their candidature at the University.

Completion of curriculum

MSS 10. To complete the curriculum, candidates
(a) shall satisfy the requirements prescribed in TPG 6 of the Regulations for Taught Postgraduate Curricula;
(b) shall follow courses of instruction and complete satisfactorily all prescribed written work and field work;
(c) shall complete and present a satisfactory dissertation or capstone project as prescribed in the syllabuses; and
(d) shall satisfy the examiners in all prescribed courses and in any prescribed form of examination.

Dissertation and Capstone project

MSS 11. Subject to the provisions of Regulation MSS 10(c), the title of the dissertation or capstone project shall be submitted for approval by not later than March 31 of the final academic year in which the teaching programme ends and the dissertation or capstone project shall be presented by a date as prescribed in the syllabuses for each field of study; candidates shall submit a statement that the dissertation or capstone project represents their own work (or in the case of conjoint work, a statement countersigned by their co-worker(s), which show their share of the work) undertaken after registration as candidates for the degree.
Assessment

MSS 12. Candidates shall be assessed for each of the courses for which they have registered, and assessment may be conducted in any combination of continuous assessment of coursework, written examinations and/or any other assessable activities. Only passed courses will earn credits.

MSS 13.
(a) Where so prescribed in the syllabuses, coursework or a dissertation or a capstone project shall constitute part or whole of the examination for one or more courses.
(b) An assessment of the candidates’ coursework during their studies, including completion of written assignments and participation in field work or laboratory work, as the case may be, may be taken into account in determining the candidates’ result in each written examination paper; or, where so prescribed in the syllabuses, may constitute the examination of one or more courses.

MSS 14. Candidates shall not be permitted to repeat a course for which they have received a passing grade for the purpose of upgrading.

MSS 15. Candidates who have failed to satisfy the examiners at their first attempt in not more than half of the number of courses to be examined, whether by means of written examination papers or coursework assessment, during any of the academic years of study, may be permitted make up for the failed course(s) in the following manner:

(a) undergoing re-assessment/re-examination in the failed course; or
(b) re-submitting failed coursework, without having to repeat the same course of instruction; or
(c) repeating the failed course by undergoing instruction and satisfying the assessments; or
(d) for elective courses, taking another course in lieu and satisfying the assessment requirements.

MSS 16. Subject to the provision of Regulation MSS 10(c), candidates who have failed to present a satisfactory dissertation or capstone project may be permitted to submit a new or revised dissertation or capstone project within a specified period.

MSS 17. Candidates who have failed to satisfy the examiners in any prescribed field work/practical work/internship may be permitted to present themselves for re-examination in field work/practical work/internship within a specified period.

MSS 18. Candidates who are unable because of their illness to be present at the written examination of any course may apply for permission to present themselves at a supplementary examination of the same course to be held before the beginning of the following academic year. Any such application shall be made on the form prescribed within two weeks of the first day of the candidate’s absence from any examination. Any supplementary examination shall be part of that academic year’s examinations, and the provision made in the regulations for failure at the first attempt shall apply accordingly.
MSS 19. There shall be no appeal against the results of examinations and all other forms of assessment.

MSS 20. Candidates who
(a) are not permitted to present themselves for re-assessment/re-examination in any failed course(s) or to repeat the failed course(s) or take another course in lieu under Regulation MSS 15; or
(b) have failed to satisfy the examiners in any course(s) at a second attempt; or
(c) are not permitted to submit a new or revised dissertation or capstone project under Regulation MSS 15; or
(d) have failed to submit a satisfactory new or revised dissertation or capstone project under Regulation MSS 15; or
(e) have exceeded the maximum period of registration.

may be required to discontinue their studies.

MSS20.1 In the field of Clinical Psychology, candidates who have failed to either one of the courses Practicum I or Practicum II may be required to discontinue their studies.

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**Grading systems**

MSS 21. Individual courses shall be graded according to the one of the following grading systems:

(a) Letter grades, their standards and the grade points for assessment as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Standard</th>
<th>Grade Point</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td></td>
<td>4.3</td>
</tr>
<tr>
<td>A</td>
<td>Excellent</td>
<td>4.0</td>
</tr>
<tr>
<td>A-</td>
<td></td>
<td>3.7</td>
</tr>
<tr>
<td>B+</td>
<td>Good</td>
<td>3.3</td>
</tr>
<tr>
<td>B</td>
<td></td>
<td>3.0</td>
</tr>
<tr>
<td>B-</td>
<td></td>
<td>2.7</td>
</tr>
<tr>
<td>C+</td>
<td>Satisfactory</td>
<td>2.3</td>
</tr>
<tr>
<td>C</td>
<td></td>
<td>2.0</td>
</tr>
<tr>
<td>C-</td>
<td></td>
<td>1.7</td>
</tr>
<tr>
<td>D+</td>
<td>Pass</td>
<td>1.3</td>
</tr>
<tr>
<td>D</td>
<td></td>
<td>1.0</td>
</tr>
<tr>
<td>F</td>
<td>Fail</td>
<td>0</td>
</tr>
</tbody>
</table>

Or

(b) ‘Pass’ or ‘Fail’.

Courses graded according to (b) above shall not be included in the calculation of the GPA.
Classification of awards

MSS 22. On successful completion of the curriculum, candidates who have shown exceptional merit may be awarded a mark of distinction, and this mark shall be recorded in the candidates’ degree diploma.
## IV. Programme Structure

Students are required to complete a total of 10 courses: six core courses, two electives courses and a dissertation or two additional elective courses.

<table>
<thead>
<tr>
<th>Gerontology</th>
<th>Social Service Management</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. SOWK6139 Theoretical foundation of human service practices</td>
<td>3. SOWK6087 Managing people in human services</td>
</tr>
<tr>
<td>2. SOWK6265 Research methods in human service</td>
<td>4. SOWK6156 Financial planning and management for social service organizations</td>
</tr>
<tr>
<td>3. SOWK6193 Social gerontology</td>
<td>5. SOWK6217 Current social welfare policy issues</td>
</tr>
<tr>
<td>4. SOWK6207 Social policy and ageing</td>
<td>6. SOWK6289 Organizational analysis and strategic organizational management</td>
</tr>
<tr>
<td>5. SOWK6258 Care management</td>
<td></td>
</tr>
<tr>
<td>6. SOWK6282 Social Work intervention with the elderly</td>
<td></td>
</tr>
<tr>
<td></td>
<td>6 compulsory courses</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>7. SOWK6201 Mental health problems in old age</td>
<td>7. SOWK6154 Marketing social welfare programmes and promoting community relations</td>
</tr>
<tr>
<td>8. SOWK6259 Contemporary perspectives on death, dying and bereavement</td>
<td>8. SOWK6185 Qualitative research methods</td>
</tr>
<tr>
<td>9. SOWK6291 Advanced gerontological seminars</td>
<td>9. SOWK6218 Fund raising and proposal development</td>
</tr>
<tr>
<td>10. SOWK6292 Ageing and health</td>
<td>10. SOWK6256 Civil society organizations and social development</td>
</tr>
<tr>
<td>11. SOWK6293 Evidence-based programmes in global ageing contexts</td>
<td>11. SOWK6263 Quantitative research methods and statistical analysis</td>
</tr>
<tr>
<td>12. SOWK6318 Advanced gerontological seminars II</td>
<td>12. SOWK6290 Social innovation and enterprise</td>
</tr>
<tr>
<td>13. SOWK6319 Advanced gerontological seminars III</td>
<td>13. SOWK6324 Social topics: Corporate Governance and Leadership for future leaders in social service</td>
</tr>
<tr>
<td>14. SOWK6320 Advanced gerontological seminars VI</td>
<td>14. SOWK6325 Special topics in social service management II</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Select 4 elective courses</td>
<td></td>
</tr>
<tr>
<td>15. SOWK9002 Dissertation</td>
<td>16. SOWK9004 Dissertation</td>
</tr>
</tbody>
</table>
V. Learning Outcomes

<table>
<thead>
<tr>
<th>MSocSc[Geron]</th>
<th>MSocSc[SSM]</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Critical intellectual enquiry and acquiring up-to-date knowledge and research skills in social gerontology</td>
<td>1. Critical intellectual enquiry and acquiring up-to-date knowledge and research skills in management of social service organizations</td>
</tr>
<tr>
<td>2. Application of knowledge in social gerontology and research skills to practice or theoretical exploration, demonstrating originality and creativity</td>
<td>2. Application of social service management knowledge and research skills to practice or theoretical exploration, demonstrating originality and creativity</td>
</tr>
<tr>
<td>3. Tackling novel situations and ill-defined problems related to aged population</td>
<td>3. Tackling novel situations and ill-defined problems in management of social service organizations</td>
</tr>
<tr>
<td>4. Collaboration and communication of knowledge in social gerontology to multi-disciplinary health care professionals and the general public</td>
<td>4. Collaboration and communication of social service management knowledge to specialists in social services and the general public</td>
</tr>
<tr>
<td>5. Awareness of and adherence to personal and professional ethics in social gerontology</td>
<td>5. Awareness of and adherence to personal and social service professional ethics</td>
</tr>
<tr>
<td>6. Enhancement of leadership skills in social gerontology, especially in program evaluation and policy advocacy</td>
<td>Enhancement of leadership and advocacy skills in social services and social policy</td>
</tr>
</tbody>
</table>
VI. Programme Syllabus

GERONTOLOGY

The Department of Social Work and Social Administration offers a postgraduate programme leading to the degree of Master of Social Sciences in the field of Gerontology. This programme is designed for professionals who are interested in developing a career specialized in working with the elderly and who engage in elderly-related policy research. Applicants from a variety of professional backgrounds may apply for the programme which is designed to meet the diverse training needs of different professional disciplines including social workers, nurses, occupational therapists, physiotherapists and other health related workers who are interested in aged care policies and practices. The programme shall extend over not less than one and not more than two academic years of full-time study; or not less than two and not more than three academic years of part-time study, inclusive of intervening vacations.

EXEMPTION

Candidates may be granted exemption of up to three compulsory courses in recognition of studies completed in related areas. Exemption will only be considered in special circumstances and each application for exemption will be considered on its own merit. Candidates with exemption granted are required to take an additional elective course to replace the exempted compulsory course to meet the degree requirements.

ASSESSMENTS

To complete the programme, candidates shall satisfy the examiners in the assessment of courses as prescribed in the programme. Assessments of the courses may be conducted either by course assignments, by presentations, or by written tests, or a combination of both methods. The grading system follows the standard practice in the Faculty of Social Sciences.

CURRICULUM

Candidates are required to complete 60 credits, including 6 compulsory courses (6 credits each), and 4 elective courses (6 credits each) or 2 elective courses (6 credits each) with a dissertation (12 credits). Candidates can take elective courses from courses in other fields of study under the Master of Social Sciences (Behavioral Health, Mental Health, Social Service Management, Social Work) programmes. Special approval from the respective Programme Directors for the courses in the above-mentioned fields of study is needed.

(A) Compulsory courses
Candidates shall complete the following courses.
SOWK6139. Theoretical foundation of human service practices (6 credits)
SOWK6193. Social gerontology (6 credits)
SOWK6207. Social policy and ageing (6 credits)
SOWK6258. Care management (6 credits)
SOWK6282. Social work intervention with the elderly (6 credits)
(B) **Elective courses**
Dissertation option: Candidates shall complete two of the following courses.
Non-dissertation option: Candidates shall complete four of the following courses.

- SOWK6201. Mental health problems in old age (6 credits)
- SOWK6259. Contemporary perspectives on death, dying and bereavement (6 credits)
- SOWK6291. Advanced gerontological seminars (6 credits)
- SOWK6292. Ageing and health (6 credits)
- SOWK6293. Evidence-based programmes in global ageing contexts (6 credits)
- SOWK6318. Advanced gerontological seminars II (6 credits)
- SOWK6319. Advanced gerontological seminars III (6 credits)
- SOWK6320. Advanced gerontological seminars VI (6 credits)

and any other courses offered under Master of Social Sciences (Behavioral Health, Mental Health, Social Service Management, Social Work) programmes

(Note: not all elective courses will necessarily be offered in a given year.)

**Capstone Experience Courses**

(C) **Compulsory course**
Candidates opt for either dissertation or non-dissertation option shall complete the following course.

- SOWK6265. Research methods in human service (6 credits)

(D) **Dissertation (Elective)**
Candidates opt for dissertation option shall complete the following course.

- SOWK9002. Dissertation (12 credits)

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**COURSE DESCRIPTIONS**

**Compulsory Courses**

**SOWK6139. Theoretical foundation of human service practices (6 credits)**

The knowledge base of human service practices comes from a wide spectrum of social science disciplines including psychology, sociology and political science. This course will provide the philosophical and conceptual basis for analyzing social problems and issues and translating these theoretical constructs into human service practices.

Assessment: 100% coursework

**SOWK6193. Social gerontology (6 credits)**

This course provides a comprehensive, holistic view of ageing that considers the implications for an older person’s interactions with their social and physical environments, including the immediate environment of family, friends, and home, as well as the larger social structure of community, organizations, and society. It also aims to impart knowledge to students about the most important social theories on ageing and the time dimension in the ageing process and its relation to the evolution of larger society.

Assessment: 100% coursework
SOWK6207. Social policy and ageing (6 credits)

The course is designed to examine the concepts of social policy and ageing, and the various models available for the analysis of social policy. By analyzing local and foreign services and policy regarding the elderly people, students will become familiar with the roles of government and non-government organizations in implementing public policies. This should further the understanding of the development of social services to meet the needs of the elderly in the context of economic and social change. Basic concepts of social planning, problem identification and programme implementation will be examined.
Assessment: 100% coursework

SOWK6258. Care management (6 credits)

Gerontological assessment is the foundation in elder care, whereas care management is one of the major practice strategies to promote effective service delivery to diverse target populations in long term care. Students will be taught to manage and to carry out needs assessment in long term care cases, with reference to the comprehensive assessments developed by international recognized bodies. On top of micro-level direct practice, the course also deals with the establishment of care management programmes in a macro-level, including programme design, development and evaluation.
Assessment: 100% coursework

SOWK6282. Social work intervention with the elderly (6 credits)

This course focuses on intervention with older people at micro and macro levels. In macro level, it covers both administrative and community intervention strategies to engage older people in their communities, to empower older people and their communities for independent living, to promote choices, quality of care, and quality of life in elderly services. In micro level, it covers intervention strategies for intake, comprehensive assessment, treatment and termination involved in working with older clients and their families. It equips students with skills to reach out, engage reluctant or impaired elders, and work in a multidisciplinary team in elderly settings.
Assessment: 100% coursework.

Elective Courses

SOWK6201. Mental health problems in old age (6 credits)

This course explores the types of mental illnesses among the elderly in Hong Kong. Attention will be put towards the understanding of the causes and treatments of mental illness in the elderly population. A critical review of medical, psychological and social services for the elderly with mental illness will be conducted.
Assessment: 100% coursework
SOWK6259. Contemporary perspectives on death, dying and bereavement (6 credits)

Death is an inevitable life experience for everyone. Death-related problem is one of the commonest issues that clients brought to counseling, but is also rated as the most uncomfortable scenario by beginning counselors. This course is aimed to orientate those in helping profession the updated knowledge and intervention on death, dying and bereavement. Reviewing major theories related to death, including end-of-life situation, suicide, trauma and bereavement, the students are expected to have a better understanding of the universality of impermanence, and the impact of death towards individuals and societies. Updated intervention strategies on end-of-life care and bereavement care will be introduced. It is hoped to equip those who are working with or going to work with clients facing death, dying and bereavement with both the knowledge and practical competence.
Assessment: 100% coursework

SOWK6291. Advanced gerontological seminars (6 credits)

Globally, aging population leads to both threats and opportunities for social development. New issues relating to gerontology emerge from time to time. This course will bring students one or two emerging gerontological issues each time. For example, social security, housing, health and social care integration, mental health, community empowerment, death, dying and bereavement. Focuses will be put on cutting edge knowledge on selected issues, perspectives from policy, service delivery, and/or program levels.
Assessment: 100% coursework

SOWK6292. Ageing and health (6 credits)

According to the WHO, health is a “complete state of physical, mental, and social well-being, and not merely the absence of disease or infirmity.” As people age, they are increasingly facing challenges in their physical and mental health and in their social wellbeing. A better integrated health and social care system will help older people to better adjust to their aging processes and to minimize the negative impacts of aging to their wellbeing. This course is designed to help students from diverse academic backgrounds to understand the core values, conceptual models, intervention strategies, and service delivery systems of the integrated health and social care model. Building on the foundation values and knowledge of their own disciplines, students will learn how to effectively develop and implement a multi-disciplinary team in geriatric care settings.
Assessment: 100% coursework

SOWK6293. Evidence-based programmes in global ageing contexts (6 credits)

This course aims to help students understand the implications of population ageing and increasing life expectancy in both developed and developing countries although countries in the Asia-Pacific region will be our focus. Cross-national evidence-based programs will be selected from North America, Europe, Africa, Asia, and South America. Specifically, we will illustrate how population ageing varies across the globe and how it affects family support, living arrangements, and intergenerational transfer and relationships. Moreover, the policy and practice implications of population ageing in social, political, and economic dimensions will be discussed.
Assessment: 100% coursework
SOWK6318.  Advanced gerontological seminars II (6 credits)

Globally, aging population leads to both threats and opportunities for social development. New issues relating to gerontology emerge from time to time. This course will bring students one or two emerging gerontological issues each time. For example, social security, housing, health and social care integration, mental health, community empowerment, death, dying and bereavement. Focuses will be put on cutting edge knowledge on selected issues, perspectives from policy, service delivery, and/or program levels.
Assessment: 100% coursework

SOWK6319.  Advanced gerontological seminars III (6 credits)

Globally, aging population leads to both threats and opportunities for social development. New issues relating to gerontology emerge from time to time. This course will bring students one or two emerging gerontological issues each time. For example, social security, housing, health and social care integration, mental health, community empowerment, death, dying and bereavement. Focuses will be put on cutting edge knowledge on selected issues, perspectives from policy, service delivery, and/or program levels.
Assessment: 100% coursework

SOWK6320.  Advanced gerontological seminars VI (6 credits)

Globally, aging population leads to both threats and opportunities for social development. New issues relating to gerontology emerge from time to time. This course will bring students one or two emerging gerontological issues each time. For example, social security, housing, health and social care integration, mental health, community empowerment, death, dying and bereavement. Focuses will be put on cutting edge knowledge on selected issues, perspectives from policy, service delivery, and/or program levels.
Assessment: 100% coursework

Capstone Experience Courses

SOWK6265.  Research methods in human service (6 credits)

This course covers the whole research process from the development of research questions and hypotheses to the analysis of data as well as presentation of findings. Different data collection methods including qualitative data collection such as case study, interviews and focus groups; and quantitative data collection such as survey and experiment will be discussed. Data analysis on various types of data including secondary data will be examined. Students will be expected to integrate and apply the knowledge and skills they acquired through the programme by attending the - integrated seminars organized by the end of the first semester of the final academic year of study.
Assessment: 100% coursework

SOWK9002.  Dissertation (12 credits)

The title of the dissertation shall be submitted for approval not later than three months before the formal submission of the dissertation or not later than March 31 of the same academic year of study. The dissertation shall be presented by not later than August 1 of the same
academic year of study. The dissertation shall be a critical study that demonstrates the application of research methodology to the investigation of problems relevant to the field of study, and shall not exceed 20,000 words in length. Assessment: 100% coursework

SOCIAL SERVICE MANAGEMENT

The Department of Social Work and Social Administration offers a postgraduate programme leading to the degree of Master of Social Sciences in the field of Social Service Management. The programme shall extend over not less than two and not more than three academic years of part-time study, inclusive of intervening vacations.

EXEMPTION

Candidates may be granted exemption of up to three compulsory courses in recognition of studies completed in related areas. Exemption will only be considered in special circumstances and each application for exemption will be considered on its own merit. Candidates with exemption granted are required to take an additional elective course to replace the exempted compulsory course to meet the degree requirements.

ASSESSMENTS

To complete the programme, candidates shall satisfy the examiners in the assessment of courses as prescribed in the programme. Assessments of the courses may be conducted either by course assignments, or by presentation, or written tests, or a combination of both methods. The grading system follows the standard practice in the Faculty of Social Sciences.

CURRICULUM

Candidates are required to complete 60 credits, including 6 compulsory courses (6 credits each), and 4 elective courses (6 credits each) or 2 elective courses (6 credits each) with a dissertation (12 credits). Candidates can take elective courses from courses in other fields of study under the Master of Social Sciences (Behavioral Health, Gerontology, Mental Health, Social Work) programmes. Special approval from the respective Programme Directors for the courses in the above-mentioned fields of study is needed.

(A) Compulsory courses
Candidates shall complete the following courses.
SOWK6087. Managing people in human services (6 credits)
SOWK6139. Theoretical foundation of human service practices (6 credits)
SOWK6156. Financial planning and management for social service organizations (6 credits)
SOWK6217. Current social welfare policy issues (6 credits)
SOWK6289. Organizational analysis and strategic organizational management (6 credits)

(B) Elective courses
Dissertation option: Candidates shall complete two of the following courses.
Non-dissertation option: Candidates shall complete four of the following courses.
SOWK6154. Marketing social welfare programmes and promoting community relations (6 credits)
SOWK6185. Qualitative research methods (6 credits)
SOWK6218. Fund raising and proposal development (6 credits)
SOWK6256. Civil society organizations and social development (6 credits)
SOWK6263. Quantitative research methods and statistical analysis (6 credits)
SOWK6290. Social innovation and enterprise (6 credits)
SOWK6324. Special topics: Corporate Governance and Leadership for future leaders in social service (6 credits)
SOWK6325. Special topics in social service management II (6 credits)

and any other courses offered under Master of Social Sciences (Behavioral Health, Gerontology, Mental Health, Social Work) programmes

(Note: not all elective courses will necessarily be offered in a given year.)

Capstone Experience Courses

(C) Compulsory course
Candidates opt for either dissertation or non-dissertation option shall complete the following course.
SOWK6265. Research methods in human service (6 credits)

(D) Dissertation (Elective)
Candidates opt for dissertation option shall complete the following course.
SOWK9004. Dissertation (12 credits)

COURSE DESCRIPTIONS

Compulsory Courses

SOWK6087. Managing people in human services (6 credits)

This course introduces concepts for the understanding of organization behaviour and emphasizes on the application of these concepts and the skills in managing people in non-profit making organizations. This course is particularly suitable for candidates who have not taken any management courses before but will be soon required to take up people management responsibility as a team leader or supervisor in the course of their own professional career development. The topics will include basic concepts on management functions, purposes of a managerial position and the roles of a manager; and skills in managing subordinates including motivation, morale, leadership, coaching, performance management and disciplinary actions.
Assessment: 100% coursework.

SOWK6139. Theoretical foundation of human service practices (6 credits)

The knowledge base of human service practice comes from a wide spectrum of social science disciplines including psychology, sociology and political science. This course will provide the philosophical and conceptual basis for analyzing social problems and issues and
translating these theoretical constructs into human service practice.
Assessment: 100% coursework

SOWK6156. Financial planning and management for human service organizations (6 credits)

The course introduces and examines concepts and practices critical to good financial planning and management. The objective is to enable students to learn skills and strategies for budgeting. Emphasis will be given to the understanding of the financial activities and reports essential to management, as well as analysis and use of financial information in planning, budgeting and measuring results to promote the organization’s mission and goals.
Assessment: 100% coursework

SOWK6217. Current social welfare policy issues (6 credits)

This course provides a framework of analyzing and formulating social policy in the current social, political and economic environment. Current social welfare policy issues including social welfare planning mechanisms, welfare blueprint, strategic framework for social welfare, district planning, and other relevant issues will be examined.
Assessment: 100% coursework

SOWK6289. Organizational analysis and strategic organizational management (6 credits)

This course aims at helping managers of human service organizations to be equipped with the knowledge in strategic management to deal with the current challenges arising from the rapidly changing public and social service scene. Topics may include strategic planning, quality management, risk management, change management, business process re-engineering, etc.
Assessment: 100% coursework

Elective Courses

SOWK6154. Marketing social welfare programmes and promoting community relations (6 credits)

As social welfare organizations increasingly adopt the business model of practice, they have to significantly promote their relationship and communication with their “customers” or service users through marketing their “products” and improving the community relations. This course provides students with some basic techniques in marketing and community relations with special emphasis on the social service sector.
Assessment: 100% coursework

SOWK6185. Qualitative research methods (6 credits)

This course is designed for students with an interest in understanding all aspects of social life and social relations especially those who will undertake a dissertation study. Starting with the question what is reality, the course begins with an introduction to different perspectives on
approaching reality, followed by an assessment of the general strengths and weaknesses of qualitative research in comparison with other conventions such as quantitative surveys. The lectures will focus on introducing the general process of ethnographic research and the variety of methods for data collection and analysis including ethnography, grounded theory, observation, interviewing, focus groups and narrative analysis, etc. Various cases will be used to demonstrate how qualitative research helps make meaningful policy and social work practice. Seminars will be organized around practical methodological issues with the objective of helping students proceed with their own research projects. Hands-on experience of a range of research techniques will also be provided.

**Assessment:** 100% coursework

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**SOWK6218. Fund raising and proposal development (6 credits)**

Securing funds for social services have become more and more competitive. Reducing reliance on any single source of income, NGOs have attempted to diversify sources of funding. Raising funds and writing proposals have been regular activities of NGOs. This course covers topics such as the concepts of philanthropy, the understanding of giving behavior (including annual giving and capital giving), cost-effectiveness of various fund raising activities, use of volunteers, building prospect relationships, stewardship (accountability and reporting), ethical issues of fund raising, making a business case for new initiatives, obtaining grant and project support, etc.

**Assessment:** 100% coursework

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**SOWK6256. Civil society organizations and social development (6 credits)**

The course examines theories and concepts related to the development of civil society. The important role of civic society organizations (CSOs) in developing civil society in Hong Kong and internationally will be examined. CSOs that work upon relevant public policy areas, including urban development, housing, social welfare, home affairs, sustainable development, etc., would be examined.

**Assessment:** 100% coursework

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**SOWK6263. Quantitative research methods and statistical analysis (6 credits)**

This course covers various statistical analyses include single variable, bivariate, and multivariate analyses. Appropriate analyses for different types of data will be discussed and various techniques in scale development including reliability and factor analysis will be introduced. Apart from various multivariate linear modeling and path analysis, non-parametric analyses will also be introduced.

**Assessment:** 100% coursework

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**SOWK6290. Social innovation and enterprise (6 credits)**

The Hong Kong society and the world at large have unfolded multifarious new social phenomena that pose new challenges to professional social work practice. The social work professional community has to develop new insights in understanding the nature of such problems and challenges, and to accordingly devise timely and appropriate intervention to address these issues. This course aims at introducing the concept of social entrepreneurship and how it creates social change. We will examine the current global development of social entrepreneurship as well as local development and its development in Greater China and
South East Asian countries. We will inspire our students to become an active agent in addressing the pressing social issues and making social change. Assessment: 100% coursework

SOWK6324. Special topics: Corporate Governance and Leadership for future leaders in social service (6 credits)

There are emerging new issues and problems as well as challenges in the social service sector that require managers and practitioners to be equipped with updated knowledge and skills in tackling such problems and facing such challenges. This course will bring in the most contemporary issues, problems and challenges, with reference to updated research findings and innovative practices in the field, to enable students to be well prepared for performing their managerial duties in the social service sector. Assessment: 100% coursework

SOWK6325. Special topics in social service management II (6 credits)

There are emerging new issues and problems as well as challenges in the social service sector that require managers and practitioners to be equipped with updated knowledge and skills in tackling such problems and facing such challenges. This course will bring in the most contemporary issues, problems and challenges, with reference to updated research findings and innovative practices in the field, to enable students to be well prepared for performing their managerial duties in the social service sector. Assessment: 100% coursework

Capstone Experience Courses

SOWK6265. Research methods in human service (6 credits)

This course covers the whole research process from the development of research questions and hypotheses to the analysis of data as well as presentation of findings. Different data collection methods including qualitative data collection such as case study, interviews and focus groups; and quantitative data collection such as survey and experiment will be discussed. Data analysis on various types of data including secondary data will be examined. Students will be expected to integrate and apply the knowledge and skills they acquired through the programme by attending the integrated seminars organized by the end of the first semester of the final academic year of study. Assessment: 100% coursework.

SOWK9004. Dissertation (12 credits)

The title of the dissertation shall be submitted for approval not later than five months before the formal submission of the dissertation or not later than March 31 of the same academic year of study. The dissertation shall be presented by not later than August 1 of the same academic year of study. The dissertation shall be a critical study that demonstrates the application of research methodology to the investigation of problems relevant to the field of study, and shall not exceed 20,000 words in length. Assessment: 100% coursework.
VII. Dissertation & Writing Guidelines

Timeline on writing dissertation (for reference only)

<table>
<thead>
<tr>
<th>Date</th>
<th>Task</th>
</tr>
</thead>
<tbody>
<tr>
<td>By 15 August 2020</td>
<td>Submitting a brief proposal of dissertation to Professor Samson Tse</td>
</tr>
<tr>
<td>By 31 August 2020</td>
<td>Arranging supervisors for individual students</td>
</tr>
<tr>
<td>By 31 January 2021</td>
<td>Having completed the conceptual framework of the study for the dissertation</td>
</tr>
<tr>
<td>Between 1 January and 31 March 2021</td>
<td>Submitting the application for ethical approval and the dissertation title</td>
</tr>
<tr>
<td></td>
<td>Having completion the pilot test and data collection for the dissertation</td>
</tr>
<tr>
<td>Between 1 April and 31 July 2021</td>
<td>Analysing the data and writing up the dissertation</td>
</tr>
<tr>
<td>By 1 August 2021</td>
<td>Submitting the dissertation to supervisor</td>
</tr>
</tbody>
</table>
Guidelines on writing dissertation

A. Outline for dissertation proposal

1. Identification of a topic or an area of interest within your specialization that you will write your dissertation on.

2. Give reasons for your choice of this topic or area of interest, and indicate what experience you have had in relation to it.

3. A precise statement of objective(s) and/or hypothesis(es) of your dissertation.

4. A concise summary of pertinent research and literature and its bearing on the study, and a clear outline of the theoretical base which you will use to set parameters and direction for the dissertation.

5. A discussion of the approach to be used including the methodology and the design of the study, how data is to be collected and analyzed. (If you propose to base your dissertation on data from the fieldwork you anticipate to conduct, you should give a description of the proposed fieldwork, and state how the fieldwork relates to your dissertation and how you propose to monitor its progress).

6. A brief (and preliminary) outline of the proposed content of your dissertation, including the scope, limitations and implications.

7. A list of relevant reading already undertaken, and a list of books, articles, etc. identified as relevant but not yet consulted.

Students may consult members/any departmental staff member to give advice and guidance while preparing a dissertation proposal. Your choice should be guided by the knowledge and experience of the staff member of the topic or subject area selected for your dissertation.

Length of outline - normally between 1,000 and 1,500 words on Size A4 double-spaced typed pages.
B. An acceptable dissertation should conform to the following requirements:

1. **Length** – shall be between 7,000 and 12,000 words on Size A4 double-spaced typed pages.

2. **Presentation** – one copy of the dissertation for examination is required, and should be presented thermal-bound in a clear cover.

3. Students should submit one formally hard-cover-bound copies of the final version to the Department when no further revision is required.

C. **Writing the Dissertation**

1. **Style**

Write simply and directly. Avoid unnecessary repetition. Be consistent in your use of tenses: use the past tense referring to the study itself.

Use an impersonal style without it becoming mechanical or stilted. Avoid colloquialism or the excessive use of professional terminology.

Writing filled with numbers may be very confusing unless the writer adheres strictly to the rules regarding their use:

(a) Numbers less than one hundred, and round numbers are usually spelled out. Numbers larger than one hundred, except round numbers, are usually given in figures. A fraction is always spelled out for example, one twelfth, unless it is part of a large number.

(b) No sentence should begin with figures.

(c) Number with four or more digits, except dates and page numbers, must have commas inserted to point off thousands from millions.

(d) Numbers indicating percentages are usually given in figures although these may be smaller than one hundred.

(e) In general no abbreviations should be used in the text though they are frequently called for in footnotes. Exceptions are titles such as Mr., Mrs., Dr.

In case of repeated reference mention the full name first and indicate the nature of abbreviations.
2. Format

The following sequence of items is required:
(a) Title-page.
(b) An abstract of the Dissertation: An abstract of one single-spaced typed page must be included in the dissertation to provide a brief description of the research objectives, the methodology and the major research findings.
(c) Acknowledgements (if desired).
(d) Table of contents.
(e) List of Tables (if any).
(f) List of Figures (if any). This may be subdivided into charts, groups, maps, illustrations, etc.

Chapter One

The first chapter should contain:
(1) A statement of the problem and its importance.
(2) Purpose of study.
(3) Perspective/theory used.
(4) Definitions of terms used.
(5) Organization of dissertation.

Chapter Two

Review of previous related studies, and investigations.

Chapter Three

Methods of procedure, data collection and analysis.

Other Chapters

Each of the subsequent chapters should have an introductory paragraph and summary conclusions at the end.

(1) One or more chapters of research findings.
(2) The last chapter should be a summary chapter of findings, discussions, or conclusions and recommendations:
   This should not be a restatement, but should be a synthesis of the materials already presented.
(3) Bibliography.
(4) Appendix or Appendices (if any).

Chapterization represents an important division of the subject investigated. The chapters are numbered with large Roman numerals for example, CHAPTER I, CHAPTER II, etc.

Each chapter must have a title, or heading, and this must tell very clearly what material is contained therein. Furthermore, these chapter headings must indicate definite and logical divisions of the problem. Each chapter must begin on a new page.

References

It follows the body of the text and is preceded by a division sheet containing the single word, REFERENCES. It must include all references which have been cited in the text.

Appendix or Appendices (if any)

If any appendix is needed it follows the bibliography and is preceded by a division sheet marked APPENDIX. Frequently an appendix offers a check upon the reliability of the data of the report, and may include also materials that cannot be reproduced in the text proper, e.g., schedules or questionnaires used.

If your dissertation has more than one appendix, number the appendices with larger Roman numerals for example, APPENDIX I, APPENDIX II, etc.

D. Reference to Sources

The standards of scholarly production require all source material to be acknowledged by the writer, not merely as a matter of common honesty but also as a validation of his own work. Never try to have references just for the sake of having them.

It is important to remember that, unless the contrary is clearly expressed, the quotation of another’s opinion or conclusion usually signifies the writer’s acceptance of the quoted opinion as also his own.

The following should be treated as general directions for various types of acknowledgements:
1. Quotations

The excerpt can be paraphrased or quoted exactly. Both must be referenced.

Omission may be made freely provided care is taken to preserve the exact meaning of the original passage and to indicate such omission. Three dots alternating with space (…) are employed to show the omission of any amount of matter – a word, phrase, or a clause. “Use double quotation marks to enclose quotations in text. Use single quotation marks within double quotation marks to set off material that in the original source was enclosed in double quotation marks” (APA, 2010, p. 92). For example:

He stated that, “The ‘Placebo effect,’ … disappeared when behaviours were studied in this manner” (Smith, 1982, p.276), but he did not clarify which behaviours were studied.

If a quotation is more than three typewritten lines in length or of 40 or more words, it should be set off from the text in a separate paragraph or paragraphs, indented four spaces, and single-spaced. For example:

Smith (1982) found the following:

The “placebo effect,” which had been verified in previous studies, disappeared when behaviours were studied in this manner. Furthermore, the behaviours were never exhibited again, even when real drug were administered. Earlier studies (e.g., Abdullah, 1984; Fox, 1979) were clearly premature in attributing the results to a placebo effect. (p. 276)

2. Reference Citations in Text

Citation of an author’s work in text documents your work, briefly identifies the source for readers, and enables readers to locate the source of information in the alphabetical reference list at the end of the dissertation.

One work by a single author

E.g.,

Smith (1983) compared reaction times……
In a recent study of reaction times (Smith, 1983)…..

One work by two or more authors
e.g.,
Williams, Jones, Smith, Bradner, and Torrington (1983) found [first citation]

Williams et al. (1983) found [subsequent citations]
One work by six or more authors
Cite only the first author followed by et al.
e.g.,
Takac et al. (1982)…..

3. Endnotes and their use

Endnotes have four chief purposes:
(a) To establish the validity of evidence
(b) To acknowledge your source material
(c) To amplify the discussion beyond the point permissible in the text.
(d) To provide cross-reference to various parts of the dissertation.

Each endnote must in practice be required to justify its existence.

Endnotes should be listed at the end of the chapter in which they occur. Each endnote should be numbered, and it should be single-spaced. When two or more endnotes appear at the end of any chapter, a double space should be allowed between them.

Furthermore, the number series should be consecutive throughout each chapter. For example, the following footnote refers to a statement made earlier in the chapter:

For a detailed study on the community system, see Leung (1990), Leung and Deng (1990); Ministry of Civil Affairs (1987); Yang (1988); Feng (1988).
The statements must be identified by numbered superscripts such as:

The lowest government administrative unit in the city is the street office and in the city is the street office and in the rural area, the Xiang/town government I.

Every source cited in a footnote must appear in the bibliography.

4. Reference List

Bibliographical entries must comply with the following formatting instructions:

(a) Book: Author, Initials. (Year). Title. Place of Publication: Publisher.
   e.g.,

   e.g.,

(c) Chapter: Author, Initials. (Year). Title of chapter. In Initials. Author (Ed.), Title of book (pp. xxx-xxx). Place of Publication: Publisher.
   e.g.,

E. Illustrations of data

Since a table or a figure is used to aid in conveying ideas to the reader, due care should be exercised in the selection of materials to be contained therein. Unnecessary repetition in presentation of facts is to be deprecated.
A dissertation is a report of a scholarly nature, and it is to be read by people who will understand with ease those things that are simple. When a simple statement will suffice, illustrative materials need not be used.

1. Table

Any data collected for the dissertation must be presented as evidence upon which conclusions are based. If these data are of statistical nature, they must be presented for the reader’s examination in the form of tabulations. Long strings of figures placed in the body of the dissertation will inevitably defeat any effort to produce smooth writing and the reader may lose the deeper meanings to be drawn from the results reported.

The reader is interested in conclusions and most frequently is not particularly concerned with very minute details regarding findings. Thus, although complete data should be provided at some place in the dissertation for the benefit of those readers who want explicit details, the text should contain the findings or conclusions, stated in comprehensive terms, and it should not be clogged with masses of statistical minutia.

2. Figures

A figure may be a chart, diagram, drawing, graph, photograph, photostat, map, histogram, blueprint or any type of illustration. Most frequently, the total number of all these various kinds of illustration is small. In this case all of them are grouped together as one series and are called Figures. When, however, there is a large number of any one kind, it is proper to call the group by its specifics name and to call the other Figures.

3. Placement of table or illustration

Since a table is supposed to contain material that will be discussed in the text, or that is essential to a clear understanding of interpretation of what has been written, the table should be placed as near as possible to the discussion in the manuscript that relates to it.
4. Numbering

The tables should be numbered consecutively throughout the dissertation, from first to last, although some of these may appear in the appendix. The practice is to use Roman numerals in numbering tables. The number is placed one double space above the title, which is typed in capital letters.

In numbering Figures, Arabic numerals are used, even if there is more than one series. The number should be centered below the illustration, and the title should be centered one double space below the number.

5. Captions

Each table and figure in a dissertation must have a title which will tell in a direct and concise manner just what material is contained therein. This caption should be placed above a table but below any other kind of illustration.

6. Omitted Items

When an item must be omitted from its normal place in a table, the omission should be indicated by dashes or dots. A zero should not be placed in such a place unless the value that is supposed to appear at that point is actually zero. If the author wishes to show why the item is missing, he may insert a parenthesized superscript, and in a footnote at the bottom of the table give the necessary explanation.

F. Typing

Pages of the dissertation should be numbered, and double-spacing should be retained throughout except in quotations which are centered in the page, or in the footnotes.

New paragraphs begin with a line indented seven spaces from the left-hand margin. For long, single-spaced quotations, a new margin with a four space indentation is established between the regular left-hand margin of the text and the line of indentation.
Note: For further information, please check


- http://apastyle.apa.org/
VIII. Policies on Learning

A. Attendance and Absence
Students should explain to the course teachers and programme secretary concerned in advance and in writing, regarding absences from lectures/tutorials/seminars/workshops. If possible, prior notice should be given for reasonable absences. In case of illness, a medical certificate is required. Absences which are unexplained or unsatisfactorily explained will result in a deduction of marks. Further, a closed group format is used, thus, no swapping of sessions between groups is allowed. A minimum of 75% attendance rate at seminars is also required. A student who cannot meet these requirements without acceptable reasons may be deemed to have performed unsatisfactorily in which case G11 of the Postgraduate Degree Regulations may apply:

G11. A student whose performance at examinations or in coursework or in such class tests as may be held from time to time is unsatisfactory, or in the case of a higher degree student whose progress is unsatisfactory, may be required by the Senate (a) to discontinue his studies, or (b) to repeat any part of his course before being admitted to examinations or before being allowed to present his thesis or dissertation (or Practice-based Project Report in the case of MSS-Counselling), or (c) to represent himself for examination without repeating any part of his course.

B. Grading System
Students will receive the following grades instead of marks for their assignment.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Standard</th>
<th>Grade Point</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>Excellent</td>
<td>4.3</td>
</tr>
<tr>
<td>A</td>
<td>Good</td>
<td>4.0</td>
</tr>
<tr>
<td>A-</td>
<td>Satisfactory</td>
<td>3.7</td>
</tr>
<tr>
<td>B+</td>
<td>Pass</td>
<td>3.3</td>
</tr>
<tr>
<td>B</td>
<td>Good</td>
<td>3.0</td>
</tr>
<tr>
<td>B-</td>
<td>Satisfactory</td>
<td>2.7</td>
</tr>
<tr>
<td>C+</td>
<td>Pass</td>
<td>2.3</td>
</tr>
<tr>
<td>C</td>
<td>Excellent</td>
<td>2.0</td>
</tr>
<tr>
<td>C-</td>
<td>Satisfactory</td>
<td>1.7</td>
</tr>
<tr>
<td>D+</td>
<td>Pass</td>
<td>1.3</td>
</tr>
<tr>
<td>D</td>
<td>Fail</td>
<td>1.0</td>
</tr>
<tr>
<td>F</td>
<td></td>
<td>0</td>
</tr>
</tbody>
</table>
1. Generally, the following grade descriptors for group presentation are adopted.

<table>
<thead>
<tr>
<th>Table 1: Grade Descriptors for Group Presentation</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+  A  A-</td>
</tr>
<tr>
<td>Clear &amp; logical structure &amp; rich content showing good exploration of the topic</td>
</tr>
<tr>
<td>Creative in exploration method</td>
</tr>
<tr>
<td>Good facilitation of student participation</td>
</tr>
<tr>
<td>Good time management to allow adequate presentation &amp; student participation</td>
</tr>
</tbody>
</table>

2. As for individual paper and essay, the grade descriptors are:

<table>
<thead>
<tr>
<th>Table 2: Grade Descriptors for Individual Paper and Essay</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+  A  A-</td>
</tr>
<tr>
<td>Rich and relevant knowledge coverage, showing good mastery of the topic</td>
</tr>
<tr>
<td>Logical and rich analysis of different view points</td>
</tr>
<tr>
<td>Systematic presentation of ideas allowing easy reading</td>
</tr>
<tr>
<td>Proper referencing and fluent English</td>
</tr>
</tbody>
</table>
3. As for quizzes, the grade descriptors are:

<table>
<thead>
<tr>
<th>Table 3: Grade Descriptors for Quizzes</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+ A-</td>
</tr>
<tr>
<td>Able to apply and integrate theories and own insight to fully address the question in a logical manner.</td>
</tr>
</tbody>
</table>

4. As for in-class participation, the grade descriptors are:

<table>
<thead>
<tr>
<th>Table 4: Grade Descriptors for In-class Participation</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+ A-</td>
</tr>
<tr>
<td>Extremely active in participation in class exercises, well prepared for discussion and attended at least 90% of classes</td>
</tr>
</tbody>
</table>

5. As for dissertation, the grade descriptors are:

<table>
<thead>
<tr>
<th>Table 5: Grade Descriptors for Dissertation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Area</td>
</tr>
<tr>
<td>Identification of research area and formulation of research question</td>
</tr>
<tr>
<td>Strategy for addressing question</td>
</tr>
<tr>
<td>Research methodology</td>
</tr>
<tr>
<td>Knowledge and understanding of relevant literature</td>
</tr>
<tr>
<td>Use of data</td>
</tr>
</tbody>
</table>

36
| Interpretation of results | Clear and competent interpretation of the evidence presented, with an assessment of the strengths and weaknesses of the methods used to obtain and analyse data | Makes a reasonable attempt to analyse and interpret the results of analysis, shows some awareness of the limitations of the methodology | Limited analysis of the results and of the weaknesses of the methodology | Very limited analysis of such results as have been obtained with no awareness of the limitations of the analysis |
| Presentation of material | Presents material in a clear and logical manner, with a full reference list; all sources are properly referenced | Material is generally well-organised and clearly-presented. Includes a full bibliography with appropriate referencing | Material may not always be properly-presented and badly-organised. The bibliography may be limited or incomplete and references not cited appropriately | Material is poorly-presented and badly-organised. The bibliography is limited or incomplete, and references not cited appropriately |
| Presentation of findings | Clear and accessible presentation of findings | Findings are generally clear and accessible | Findings may not always be presented in a clear or accessible manner | Findings are poorly-presented and difficult to understand |
| Quality of argument and clarity of conclusions | Clear and logical argument, leading to appropriate and relevant conclusions. A first-class dissertation may also show an awareness of ways in which the topic or investigation may be extended further | Clear and logical argument, leading to appropriate and relevant conclusions | Argument may not always be clearly and logically presented; conclusions may not always be supported by evidence on which they are supposed to be based | Failure to develop a clear argument |

6. Distinction list
Distinctions are proposed to be awarded to students who achieved a cumulative grade point average (CGPA) of 3.6 or above without any failed courses, and attained the grade of A- at least in the capstone experience course(s) (e.g., fieldwork practicum, dissertation). The Chief Examiner has the final decision on recommendation for conferment of the degree with a mark of distinction.
C. Submission of Assignments
For most of the courses (subject to the course teachers), students are expected to submit their assignments via Turnitin @ Moodle system. This system will detect any plagiarized materials. More information and training can be obtained in the Turnitin website: http://lib.hku.hk/turnitin.

For some courses, teacher may require students to submit the hard copies of their assignments. Please follow the instructions according to the respective course outlines.

D. Penalty of Late Submission
Regarding the submissions after the original deadline, 10% of mark per working day will be deducted, for up to seven working days. No marks will be given for assignments that are handed in one week after the original deadline, but the teachers will provide feedback on the paper.

<table>
<thead>
<tr>
<th>Late for</th>
<th>% of marks to be deducted</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 day</td>
<td>10%</td>
</tr>
<tr>
<td>2 days</td>
<td>20%</td>
</tr>
<tr>
<td>3 days</td>
<td>30%</td>
</tr>
<tr>
<td>4 days</td>
<td>40%</td>
</tr>
<tr>
<td>5 days</td>
<td>50%</td>
</tr>
<tr>
<td>6 days</td>
<td>60%</td>
</tr>
<tr>
<td>7 days</td>
<td>70%</td>
</tr>
<tr>
<td>More than 7 days</td>
<td>No marks will be given</td>
</tr>
</tbody>
</table>

E. Penalty on Late Submission of Re-assessment of Failed Paper
If a student fails a particular paper, and if re-assessment is allowed by means of a resubmission of assignment, the student must submit the assignment for re-assessment on or before the due date. No mark will be given to late paper unless prior approval is sought from the teacher of the course.

F. Academic Conducts
The University Regulations on academic dishonesty will be strictly enforced! Please check the University Statement on plagiarism on the web: http://www.hku.hk/plagiarism/.

Academic dishonesty is behavior in which a deliberately fraudulent mis-representation is employed in an attempt to gain undeserved intellectual credit, either for oneself or for another. It includes, but is not necessarily limited to, the following types of cases:

1. Plagiarism
   (a) According to the HKU policy http://www.hku.hk/plagiarism/, "Plagiarism is defined as the unacknowledged use, as one's own, of
work of another person, whether or not such work has been published."

(b) The representation of someone else's ideas as if they are one's own. Where the arguments, data, designs, etc., of someone else are being used in a paper, report, oral presentation, or similar academic project, this fact must be made explicitly clear by citing the appropriate references. The references must fully indicate the extent to which any parts of the project are not one's own work. Paraphrasing of someone else’s ideas is still using someone else's ideas, and must be acknowledged.

(c) The following also constitute plagiarism: (i) copying past papers of seniors or classmates without proper referencing, (ii) submission of assignments with similar content by the same student to different courses can also be considered as self-plagiarism.

(d) Plagiarism is a serious offence in the academic world. This University takes plagiarism seriously. Academically, it is almost certain that the plagiarized work will receive a fail grade (and most likely a zero mark). There may also be disciplinary action against the student who commits the offence of plagiarism. A warning letter will be issued in case of minor plagiarism. In the more serious cases, the students concerned will be referred to the Vice-Chancellor for referral to the University Disciplinary Committee for disciplinary action. (extracted from HKU website http://www.hku.hk/plagiarism/).

2. Unauthorized Collaboration on Out-of-Class Projects
   The representation of work as solely one’s own when in fact it is the result of a joint effort. Where a candidate for a degree or other award uses the work of another person or persons without due acknowledgement.

   (a) Dishonesty in collaborative work
       Where a candidate for a degree or other award represents his/her work as solely one's own when in fact it is the result of a joint effort of a group of persons constitutes dishonesty and will thus be penalised.

   (b) Completing assignments for others
       The department does treasure mutual support among students. Yet, it does not mean a student can complete assignment for another classmate. Even the act is of good intention, both students will be penalised for such act.
3. Penalty
   (a) The relevant Board of Examiners may impose a penalty in relation to the seriousness of the offence.
   (b) The relevant Board of Examiners may report the candidate to the Senate, where there is prima facie evidence of an intention to deceive and where sanctions beyond those in (a) might be invoked.

G. All mobile phones or any mobile devices must be switched off or turn on silent mode during lectures and seminars/workshops.

H. Important Note to Students Sitting Tests/Quizzes
   − Students are reminded that “all electronic devices MUST be switched off and put under the chair/on your desk throughout the tests/quizzes in a position visible to the invigilators.
   − Make sure that you do not have any printed/written matter, mobile phone, or any other electronic/communication/sound-making devices in your pocket or on your body throughout the examination/quizzes.
   − Unless you have obtained the prior permission of an examiner or invigilator, you are not allowed to access the content of your bag at any time during the examination/quizzes.
   − Students do not comply with the above-mentioned instructions may be disqualified.
IX. Tips for Studying at the Postgraduate Level

A. Time management: Using time efficiently and effectively in the engagement of different academic and social activities is a big challenge for part-time students like yourself. Try to stick to a planned schedule for studying and completing assignments. Do not procrastinate.

B. Find a quiet and stable environment to study: Assign certain timeslots in the week for studying. The place has to be quiet and provide an environment for you to study. The Library is such a place.

C. Writing academic papers: Students must conform to a consistent style in writing academic papers. An academic paper requires the integration of concepts and theories, and most preferably with an independent and critical view expressed on the topic under examination. Students must also conform to a particular referencing style such as that of the APA format.
X. Student-Staff Consultation

Communication, formal and informal, between students and teachers is important for facilitating mutual understanding and nourishing mutual trust. In order to promote frank exchange and open communication between students and teachers, a student-staff consultative meeting is arranged at least once every semester, as an open forum for sharing between students and teachers on various issues relating to students’ learning. Students are encouraged to bring up their concerns in the meetings, while teachers can also share their views on related issues. These meetings are formally arranged. Informal exchanges between students and teachers are also much encouraged.
XI. Typhoon and Black Rainstorm Warnings

Under the situations as listed below:
(a) Tropical Cyclone Warning Signal No. 8 (or above) is hoisted; or
(b) Tropical Cyclone Warning Signal No. 8 will be issued within two hours as announced by the Hong Kong Observatory; or
(c) “Extreme conditions” after super typhoons are in force (announced by the Government before the Hong Kong Observatory replaces Tropical Cyclone Warning Signal No. 8 with Tropical Cyclone Warning Signal No. 3); or
(d) Black Rainstorm Signal is in force

the following arrangements will apply:

A. For classes and examinations NOT yet started

<table>
<thead>
<tr>
<th>If any of the warnings or announcements is hoisted or in force at or after 6:00am</th>
<th>All classes and examinations commencing before 2:00pm will be cancelled automatically.</th>
</tr>
</thead>
<tbody>
<tr>
<td>If any of the warnings or announcements is hoisted or in force at or after 11:00am</td>
<td>All classes and examinations commencing at any time from 2:00pm and before 6:00pm will be cancelled automatically.</td>
</tr>
<tr>
<td>If any of the warnings or announcements is hoisted or in force at or after 3:00pm</td>
<td>All classes and examinations commencing from 6:00pm onward will be cancelled automatically.</td>
</tr>
</tbody>
</table>

B. For classes and examinations already started

| When Tropical Cyclone Warning Signal No.8 or above is hoisted or the No.8 Signal will be issued within two hours as announced by the Hong Kong Observatory, or “extreme conditions” are in force | - All classes and outdoor examinations will be suspended immediately.  
- All examinations, except those held outdoors, will continue until the end of that examination session. |
| --- | --- |
| When Black Rainstorm Warning Signal is hoisted | - All classes and examinations, except those held outdoors, would continue.  
- For outdoor classes and examinations, the responsible staff members on the spot should suspend the activities immediately, ensure that all students are taken to a safe place, and remain there until it is safe for them to return home. |

The Examinations Unit will re-schedule postponed examinations to a later date and inform the candidates of the details as soon as possible.

When Tropical Cyclone Warning Signal No. 3 or Red or Amber Rainstorm Signal is in force, it should be assumed that all classes and examinations will be held as scheduled unless an announcement to the contrary has been made by the University.
XII. Supportive Services in the University

A. Academic Resources

1. Libraries

Students are strongly encouraged to familiarize themselves with the library facilities as early as possible in their course of study, as the appropriate use of library facilities is essential for learning. A library orientation programme will be organized for new students during the orientation period of each academic year.

Website: http://lib.hku.hk/
Tel: 3917 2203

2. Computer Centre

As a student of this university, you will have access to the Computer Centre. You can open a university e-mail account and have your home computer linked up with the university system. Thus, you can access the university library from home.

Website: http://www.its.hku.hk
Tel: 3917 0123
Email: ithelp@hku.hk

The Computer Centres are located in the Chi Wah Learning Commons, Knowles Building and K.K. Leung Building. They operate a wide variety of computers and provides a wide range of information technology (IT) support services, including the central computers, personal computers and Internet/Intranet services.

Website: http://www.les.hku.hk/teaching-learning/learning-space
Tel: 3917 8888 (Service Counter 1, 1/F, Chi Wah Learning Commons)
Tel: 3917 5122 (Room 204, K. K. Leung Building)

B. University Student Services

1. Counselling & Personal Enrichment, Centre of Development and Resources for Students

CEDARS – Counselling & Personal Enrichment Unit is located on the fourth floor of the Meng Wah Complex and first & third floor of Main Building. It seeks to facilitate students in their personal development and help them to overcome psychological and learning difficulties.
Activities, services, consultation and guidance are provided on matters including
- Campus Life (Tel: 2859 2305)
- Careers & Placement (Tel: 2859 2317)
- Counselling & Person Enrichment (Tel: 3917 8388)
- Student Development (Tel: 2857 8387)

Website: http://www.cedars.hku.hk

2. **Institute of Human Performance**

The Institute is responsible for promoting health and physical fitness among students. There are three sports centres managed by the Institute, namely, Flora Ho Sports Centre, Lindsay Ride Sports Centre and Stanley Ho Sports Centre. These centres are equipped with different facilities such as out-door swimming pools, sports halls, multi-purpose rooms and specific areas for sports, fitness and weight training rooms, athletics stadium with a synthetic running track, floodlit artificial turf pitch, golf driving bays, softball diamond, and tennis courts, etc. Regular physical education, sport and wellness programmes are provided to students.

Website: http://www.hku.hk/ihp/

Flora Ho/Lindsay Ride Sports Centres and Stanley Smith Swimming Pool
Tel: 2817 4046

Stanley Ho Sports Centre and Henry Fok Swimming Pool
Tel: 2819 5450

3. **University Health Service**

The University Health Service (UHS) located on the 2\textsuperscript{nd} & 4\textsuperscript{th} Floors of Meng Wah Complex provides primary medical and dental care for students. As a student of this university, you are entitled to the medical services on campus.

Website: http://www.hku.hk/uhs
Tel: 2549 4686 (Medical appointment)
     2859 2511/2859 2512 (Dental appointment)

4. **Protection against Sexual Harassment**

As an equal opportunity employer and institution, the University has zero tolerance towards sexual discrimination and sexual harassment.
In order to protect students from being sexually harassed, each department has an officer responsible to handle related issues. Dr. Paul Wong and Professor Petula Ho are the Equal Opportunity Advisors in our department responsible for managing sexual harassment and related issues. Students are encouraged to approach them for any issues related to sexual harassment.

Email: paulw@hku.hk (Dr. Paul Wong)
Tel: 3917 5029
Email: psyho@hku.hk (Professor Petula Ho)
Tel: 3917 2091

5. **Catering outlets**

Restaurants, café and kiosks are located throughout the Main Campus and Centennial Campus. Further details of locations and operating hours could be found with the hyperlink as below: [http://www.cedars.hku.hk/sections/campuslife/Catering/CateringOutlet.php](http://www.cedars.hku.hk/sections/campuslife/Catering/CateringOutlet.php)

6. **Study Room inside Chi Wah Learning Commons**

There are 25 Study Rooms at the Learning Commons, with 11 rooms on Level 1 (CPD-1) and 14 rooms on Level 2 (CPD-2) of Centennial Campus for self-study or group project discussion. Display panels are available in some of the Study Rooms for notebook projection.

All current HKU students (for group of 3 persons or more) are eligible to book these study rooms. The maximum session one student can reserve per day is 4 sessions (30 minutes per session). Students are able to reserve the study room via the link with HKU portal as below.

XIII. Information and Enquiries

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