Master of Science in Educational Neuroscience
教育神經科學理學碩士

Programme Code: A1M113 (Full-time)
課程編號: A1M113 (全日制)

Programme Handbook
課程手冊2024-2025

Every effort has been made to ensure that information contained in this Programme Handbook is correct. Changes to any aspects of the programmes may be made from time to time due to unforeseeable circumstances beyond our control and the University reserves the right to make amendments to any information contained in this Programme Handbook without prior notice. The University accepts no liability for any loss or damage arising from any use or misuse of or reliance on any information contained in this Programme Handbook.

In the event of inconsistency between information contained in this Programme Handbook and any University or Programme policies and regulations or where an interpretation of this Programme Handbook is required, the decision of the University shall be final.

The information given in this handbook is accurate as of 17 August 2024. Please refer to the online version of this handbook (https://mscedn.eduhk.hk) for any additions or alterations made after that date.

Please refer to the online version of the Student Handbook 2024-2025 (http://www.eduhk.hk/re/student_handbook) and the General Academic Regulations for Taught Postgraduate Programmes (https://www.eduhk.hk/gradsch/index.php/policies.html) for any additions or alternations made beyond the production of this Programme Handbook.

Table of Contents

The Education University of Hong Kong reserves the right to review the information contained in this Programme Handbook where necessary.

Section 1 - BASIC PROGRAMME INFORMATION

1.1 Programme Aims and Objectives

This programme aims to provide students with the knowledge and skills to apply neuroscience principles and findings to educational settings and practices. Neuroscience can change education by better understanding childhood development, cognitive processes, learning styles, and individual differences. This understanding can help educators design more effective and personalised curricula, instruction, and assessment methods that suit the needs and abilities of each student.

In addition, neuroscience can also inform education by revealing the optimal conditions and strategies for learning, such as involving students in meaningful activities, alternating learning and testing phases, spacing learning over time, incorporating social interactions, and providing feedback. These can enhance students' attention, memory, executive functions, motivation, and emotional regulation, which are all essential for academic achievement and personal growth. Primarily, in Hong Kong and Mainland China, integrated programmes and inclusive education are widely implemented, and teachers are facing increasingly varied challenges and opportunities of neurodiversity, which refers to the variation in brain structure and function among students.

This programme can help teachers recognise and respect learners' different strengths and weaknesses with various neurological profiles, such as dyslexia, autism, ADHD, or giftedness; educators can foster a more inclusive and equitable learning environment that values diversity and promotes equity.

The Programme Aims and Objectives of MSc (EdN) are to: (1) Equip students with the theoretical and practical knowledge of neuroscience and its applications to education; (2) Develop students' critical thinking and analytical skills to evaluate and integrate neuroscience evidence and educational practice; (3) Enhance students' professional competence and confidence to apply neuroscience principles and findings to improve educational outcomes and address learning challenges; (4) Foster students' curiosity and creativity to explore the potential and limitations of Educational Neuroscience and lifelong learning.

1.2 Programme Duration

1 year full-time

1.3 Medium of Instruction

The medium of instruction is Putonghua, to be supplemented by Cantonese.

1.4 Mode of Delivery

Please note that in the 2024-2025 academic year, the courses will be delivered on Saturdays (from September 2024 to December 2024; and from Feb 2025 to June 2025). Four-week intensive classes (9:30-17:30, from Monday to Saturday) will be delivered from January to February 2025. According to the programme schedule, there will be no classes scheduled from 28 to 31 January 2025. If you have enquiries or needs for special arrangement, please contact our programme office in advance.

Section 2 - PROGRAMME STRUCTURE

The MSc EdN (One-year Full-time/Two-year Part-time) programme is a 24-credit-points (cps). The main teaching location is the Tai Po Campus.

	Core Courses (18cps)		
	Course code	**Course title**	**cps**
1	PSY 6092	Fundamentals of Educational Neuroscience 教育神經科學基礎	3
2	EDS 6010	Advances in Neuroscientific Studies of Learning and Teaching 學與教的神經科學研究進展	3
3	EDS 6012	Educational Neuroscience Research Methods 教育神經科學研究方法	3
4	EDS 6013	Educational Neuroscientific Studies, Data Analyses and Reports 教育神經科學研究、數據分 析與報告	3
5	EDS 6014	Capstone Project 專題研究	6

	Elective Courses (6 cps) (Choose any 2 out of the following 4)		
	Course code	**Course title**	**cps**
1	EDS 6011	Cognitive, Language and Socioemotional Development and Education 認知、語言與社會情緒發展 與教育	3
2	PSY 6093	Application of Neuroscience in Mental Health and Education 神經科學在心理健康與教育 的應用	3
3	PSY 6094	Application of Neuroscience in Special and Inclusive Education 神經科學在特殊和全納教育的應用	3
4	EDT 6004	Application of Neuroscience in Technology and Media Education 神經科學在科技和媒體教育的應用	3

- Any aspect(s) of the course and course offerings (including, while not limited to, the content of the Course and the manner in which the Course is taught) may be subject to change at any time at the sole discretion of the University. Without limiting the right of the University to amend the course and its course offerings, it is envisaged that changes may be required due to factors such as staffing, enrolment levels, logistical arrangements and curriculum changes.

- The Academy reserves the discretion to not offer any elective courses.

- The course offerings are tentative and subject to change. Announcements will be made in due course. Please seek advice from the Programme Team for the recommended course sequences.

Section 3 - COURSE SYNOPSES AND ASSESSMENT

The information provided hereunder is subject to change. Students should refer to the timetables and course outlines for updated information of individual courses in respective semesters.

Core courses

Code	Course Title	Course Synopsis and Assessment
PSY 6092	Fundamentals of Educational Neuroscience	"Fundamentals of Educational Neuroscience" is an introduction to this emerging interdisciplinary course. It will cover the basic structure and function of the brain, how it develops and changes over time, and how it is affected by various factors such as learning, injury, stress, or neglect. Participants will learn about the brain regions involved in different cognitive and emotional processes and how they interact. They will also learn about the typical and atypical development of the brain and how this impacts the acquisition and development of basic skills. Participants will also explore the principles of neuroplasticity, demonstrating how the brain's structure changes in response to learning experiences. Emphasis will be placed on understanding how educators can foster environments that support neuroplasticity to enhance learning and cognitive development. By the end of this course, students will become familiar with areas of the brain involved in cognition, learning, and memory and apply these findings to inform effective teaching strategies and educational policy. **Assessment** (a) Attendance and participation (individual)　　10% (b) Final exam (individual)　　50% (c) Project work and presentation (group)　　40%

Code	Course Title	Course Synopsis and Assessment
EDS 6010	Advances in Neuroscientific Studies of Learning and Teaching	Advances in Neuroscientific Studies of Learning and Teaching" is a pioneering course that blends neuroscience, education, psychology, and cognitive science. It offers insight into how advances in neuroscience can inform and influence techniques, principles, and theories related to learning, teaching, and education at large. Students will delve into critical discussions on neuroscientific research, interpreting and applying findings to the act of learning and teaching. They will not only cover basic neuroscience concepts but also delve into advanced topics such as neuronal plasticity, cognitive load, emotional intelligence, neurogenesis, and their relevancy to learning and teaching. By the end of this course, students will enrich their toolkit to embrace modern, research-based teaching and learning strategies. **Assessment** (a) Attendance and participation (individual)　　10% (b) Term paper (individual)　　50% (c) Project work and presentation (group)　　40%
EDS 6012	Educational Neuroscience Research Methods	"Educational Neuroscience Research Methods" provides an in-depth exploration of the intersection of neuroscience, education, and research methodologies. This course introduces students to the fundamental tools and techniques used in neuroscience research, with emphasis on their application in an educational context. Key topics include neuroimaging, neurophysiology, cognition measurement, data interpretation, and ethical considerations. Students will learn how neuroscience informs educational policies and practices, contributing to personalised learning and enhanced educational outcomes. This module also emphasises interdisciplinary collaboration, critical thinking, and the ability to interpret and analyse data from neuroscience research studies. At the end of this course, students will understand practical applications and the potential of neuroscience to transform the realm of education. **Assessment** (a) Attendance and participation (individual)　　10% (b) Final exam--Lab Work (individual)　　50% (c) Project work and presentation (group)　　40%

Code	Course Title	Course Synopsis and Assessment
EDS 6013	Educational Neuroscientific Studies, Data Analyses and Reports	This comprehensive module introduces the main goals and objectives of conducting neuroscientific studies and the ethical principles and guidelines governing it. It will have three components: (1) the different types of neuroscientific questions, hypotheses, and predictions and how they relate to the broader fields of psychology, education, and neuroscience; (2) how to analyse and interpret the data collected from neuroscientific study using various statistical methods and software tools; (3) how to write the different types of neuroscientific reports, such as journal articles, conference papers, dissertations, and grant proposals, and how they differ in terms of structure, format, style, and audience. Students will actively engage in data analysis and interpretation of various neuro-educational studies, synthesizing complex results into accessible reports. By the end of the course, learners are expected to gain practical skills in applying neuroscientific insights in the educational field, promoting evidence-based practices for enhancing learning. **Assessment** (a) Attendance and participation (individual)　　10% (b) Final exam (individual)　　50% (c) Project work and presentation (group)　　40%

Code	Course Title	Course Synopsis and Assessment
EDS 6014	Capstone Project	This project is designed to empower students to apply their Educational Neuroscience (EdN) knowledge and skills in practical teaching and learning arenas, fostering innovation in education. Students will be asked to (i) pinpoint a topic within their specialization where EdN can elevate educational quality, fully evaluating the potential benefits and constraints; (ii) develop comprehensive proposals, strategies, and resources that weave EdN into the chosen topic's teaching; (iii) execute their plan and evaluate the results; (iv) improve their approach with evidence-based revisions and redesigns; and (v) reflect upon and articulate the overarching progress of their project. **Assessment:** **Proposal (20%; 2000 words)** Students need to generate a proposal to illustrate and justify: (1) The rationales for choosing a specific topic; (2) The plan and rationales for studying the chosen topic with EdN; and (3) Learning objectives to be achieved in their design. **Implementation (60%)** Students must design a concrete package (such as teaching and learning materials, experiment tasks, measures, online resources, APPs, assessment instruments, or others) to realise the plan as described in the proposal. **Reflection report (20%; 2000 words)** Students must describe in the report: (1) The outcomes of implementation; (2) Reflection on the effectiveness of the project and the revisions that can be further made; and (3) Reflection on their own development in knowledge, skills, and thinking through conducting the project.

Electives courses

Code	Course Title	Course Synopsis and Assessment
EDS 6011	Cognitive, Language and Socioemotional Development and Education	"Cognitive, Language, and Socioemotional Development and Education" is an indispensable course for educators, researchers, psychologists, and anyone with an interest in understanding the broad domains of human development and their pivotal role in education. It explores the intricacies of human development in relation to educational environments. It will provide the latest neuroscientific findings to uncover the complex nature of human cognition, language acquisition, and socio-emotional growth, and how these facets intertwine to influence and shape an individual's experience in education. Throughout the course, emphasis is placed on the symbiotic relationship between these development areas and education. Participants will grasp how lessons and curriculum can be shaped to foster cognitive, linguistic, and socioemotional development, enhancing not only educational outcomes but also overall wellbeing for students. By the end of this course, participants will understand how to apply neuroscientific theories and findings into their teaching practice to meet the diverse needs of learners. **Assessment** (a) Attendance and participation (individual)　　　10% (b) Scoping Review (individual)　　　50% (c) Project work and presentation (group)　　　40%
PSY 6093	Application of Neuroscience in Mental Health and Education	This module explores the integration of neuroscience into mental health and education fields. It delves into how insights from brain science can improve diagnostic techniques, treatment methods for mental health disorders, and individualised learning strategies. The course emphasises a multi-disciplinary approach, bridging research from cognitive neuroscience, psychology, and education to create a comprehensive understanding of the human brain function. It encourages learners to use these neuroscience principles to enhance teaching methods, learning outcomes, and therapeutic practices. Participants will learn about the neurobiological bases of disorders such as attention-deficit/hyperactivity disorder (ADHD), autism spectrum disorder (ASD), dyslexia, anxiety, depression, and post-traumatic stress disorder (PTSD). At the end of this course, they will generally understand the assessment, diagnosis, intervention, and prevention strategies that can help students with these disorders. **Assessment** (a) Attendance and participation (individual)　　　10% (b) Term paper (individual)　　　50% (c) Project work and presentation (group)　　　40%

Code	Course Title	Course Synopsis and Assessment
PSY 6094	Application of Neuroscience in Special and Inclusive Education	This ground-breaking interdisciplinary module will guide students to delve into the juncture of neuroscience, education, and special education to understand how neuroscientific insights can shape more effective strategies in special and inclusive education. Participants will get to explore the principles of neurodiversity and neuroplasticity relating to diverse learning needs, such as how we perceive differences in race, gender, sexual orientation, culture, language, and ability. They will also learn about the neural basis of and strategies to promote special and inclusive education, such as Autism Spectrum Disorder, ADHD, Dyslexia, and others. At the end of this course, students will be able to contemplate, critique, and propose their own neuroscience-based approaches to special and inclusive education. **Assessment** (a) Attendance and participation (individual)　　10% (b) Term paper (individual)　　50% (c) Case study project (group)　　40%
EDT 6004	Application of Neuroscience in Technology and Media Education	This course will guide students to understand the integration and application of neuroscience principles within the ever-evolving fields of technology and media education. It will introduce the latest findings regarding how digital and AI use will have influenced human brains at different developmental stages. Students will delve into the impact of digital experience on brain development, functionally and structurally. They will study attention mechanisms, memory storage and retrieval, and the effect of media multitasking on cognitive load, thereby critically examining the potential benefits and pitfalls of digital use in the learning context. At the end of this course, students will be able to propose and evaluate effective methods using neuroscience to optimise tech and media-based learning environments. **Assessment** (a) Attendance and participation (individual)　　10% (b) Literature Review (individual)　　50% (c) Project work and presentation (group)　　40%

Section 4 - ASSESSMENT AND GRADUATION REQUIREMENTS

The University's General Academic Regulations (GAR), including the period of study, course progression, assessment, absence, deferment, withdrawal, dismissal, academic honesty, graduation requirements, and the award of qualifications, all apply to the MSc (EdN). The GAR is set out in General Academic Regulations (Appendix I).

Section 5 - ACADEMIC HONESTY

The University adopts a zero-tolerance policy to plagiarism. For the University's policy on plagiarism, please refer to the *Policy on Academic Honesty, Responsibility and Integrity with Specific Reference to the Avoidance of Plagiarism by Students* (https://www.eduhk.hk/re/modules/downloads/visit.php?cid=9&lid=89). Students should familiarize themselves with the Policy.

Appendix

THE EDUCATION UNIVERSITY OF HONG KONG

General Academic Regulations

(for taught postgraduate programmes*)

[For students admitted in 2020/21 academic year and thereafter]

1. Admission
2. Registration
3. Fees
4. Course Enrolment
5. Change of Programme/Area/Strand or Mode of Study
6. Double Registration
7. Period of Study
8. Course Assessments and Grades
    8.1   Grading System
    8.2   Review of Course Grade
    8.3   Advanced Standing
    8.4   Credit Transfer
    8.5   Course Exemption
    8.6   Late Submission of Assignment
    8.7   Repeating Courses
    8.8   Academic Probation
    8.9   Field Experience
9. Research Project
10. Graduation Requirements
11. Award Classification
12. Discontinuation of Studies
13. Leave of Absence
14. Deferment and Withdrawal
15. Suspension of Student Activities
16. Review of Board of Examiners' Decisions on Discontinuation
17. Dismissal
18. Academic Honesty

(with a glossary of terms)

* exclude Postgraduate Diploma in Education (PGDE)
* include the taught components of Research Postgraduate (RPg) and Doctor of Education (EdD) Programmes

1. **Admission**

1.1 Applicants for admission to a programme of the University are required to meet the stipulated entrance requirements of the programme. A waiver may be given to applicants with specific talents or achievements and a wealth of experience as defined in the specific programme entrance requirements. The University does not discriminate on the basis of age, gender, race, nationality, religion, ethnic origin or disability upon admission. Students with disabilities are encouraged to inform the University of their needs so that timely assistance may be provided.

2. **Registration**

2.1 After being accepted by the University for admission to a programme, applicants must pay the requisite fees and complete the registration procedures as prescribed by the University. Current students will be re-registered automatically each semester throughout the period of study if fees have been paid up to date.

2.2 Each student is issued with a Student Identity Card. The Card enables a student to gain access to the University's facilities such as the Library, sports centre, and student halls.

2.3 Classes for all programmes are normally scheduled from Monday to Saturday including daytime and evenings.

3. **Fees**

3.1 Once admitted to the University, students are normally required to pay the following fees:

Admission Acceptance Fee	Payable by a stipulated due date upon offer of admission
Tuition Fee	Please refer to the specific programme handbook for tuition fee payment
Caution Money	A deposit to make good any outstanding debts to the University incurred in, for example, damage to the property of the University. Unused caution money is converted to graduation fees
Extension Fees	If a student in a self-financed Master's or Doctoral programme has to study beyond the normal study period, he/she has to pay for an extension fee by semester.
Continuation Fee	A fee required for students who are allowed to retain their student status without having to attend any courses in the programme, e.g. cases of deferment of studies, cases pending for graduation and cases with suspension of studies.
Students' Union Membership Fee	An annual fee chargeable to full-time students
Graduation Fee	A lump sum to cover the cost of congregation, including the cost of an award certificate; the lump sum can be covered by caution money subject to no outstanding claims
Other Fees	Information available on the websites of related units

3.2 Students who fail to settle overdue fees without prior approval will be treated as having unofficially withdrawn from the programme. An administration fee will be charged to these students for reactivating their student status in addition to the full settlement of overdue fees. Re-instatement of the student status will not be considered for unofficially withdrawn students with prolonged overdue fees. They will be required to re-apply for admission to their programmes.

3.3   Tuition Fees Arrangements under Special Circumstances

3.3.1   Credit Transfer & Course Exemption

(i)   Credit Transfer

No waiver of fees for credit transfer. For tuition fees charged according to the number of credits taken, fees would not be collected if credit transfer has been granted for the course.

(ii)   Course Exemption

As students must replace the exempted course with another course of the same credit value, tuition fees for the substitute course taken will be charged and it does not involve any waiver of fees.

3.3.2   Deferment of Studies

(i)   If the application for deferment of studies is submitted before the completion of the first half of a semester according to the academic calendar of the programme, any tuition fees paid for the deferred semester will be carried forward.

(ii)   If the application for deferment of studies is submitted after the first half of a semester, the tuition fees paid for the deferred semester will not be refunded nor carried forward to the resumed semester; tuition fees not paid for the deferred semester have to be paid when resuming studies.

3.3.3   Withdrawal of Study

For application submitted after the commencement of a semester, students are required to pay the full tuition fees for the whole semester and other outstanding fees before such applications will be processed.

3.3.4   Add/Drop Courses

Students are required to pay the full tuition fees for any courses dropped after add/drop period of the programmes.

3.3.5   Discontinuation

Tuition fees for the semester that the student is officially discontinued will be waived.

4.   **Course Enrolment**

4.1   Students must ensure the completion of course registration before the course starts. Students who have not registered for any course in a semester (for full-time students) / two consecutive semesters (for part-time students) (excluding the summer semester) will be considered to have withdrawn from their programme at the University (as stipulated in 14.1) unless deferment of studies has been approved by the relevant Programme Leader/Coordinator.

4.2   Students are required to view the Consolidated e-Billing in The Portal which includes all fees/charges such as tuition fees, hall fees, caution money, etc. in one billing. Students should settle the payment on or before the specified deadline. Tuition fees paid are non-refundable.

4.3   Registration in some courses is restricted to students having the necessary prerequisites.

4.4   Students can add or drop a course during the add-drop period or before the third class meeting. Students are permitted to drop a course after the add-drop period but before the examination period or the deadline for submission of final assignments or presentation, whichever applicable, only for strong personal reasons, such as serious illnesses; the grade W (Withdrawn) will be recorded on the students' transcript.

4.5   Failure to attend a course does not automatically result in the course being dropped. Please refer to para 13.1 for the regulation on Leave of Absence.

4.6   A visiting student is not enrolled in any particular programme, but may take courses. Students who have completed their programme but wish to take further courses will be considered as visiting students.

5. Change of Programme/Area/Strand or Mode of Study

5.1 New students will normally not be considered to transfer to another programme if the programmes are offered in the same mode of study and programmes of the same academic level during their first semester of registration.

5.2 A current student, who wishes for special reasons to change from one programme/area/strand or mode of study to another during the course of study should meet the stipulated requirements and consult the relevant Programme Leaders/ Coordinators for advice and approval.

6. Double Registration

6.1 Students who are enrolled in any full-time award-bearing programmes (lasting for one year or longer) of the University are not permitted to simultaneously register for another qualification at the University or a post-secondary qualification at any institutions except with prior approval by the Board of Graduate Studies. Violation of this regulation will lead to discontinuation of studies from the University. In case of doubt, students should seek advice from the Board of Graduate Studies (via the Graduate School).

7. Period of Study

7.1 The length of a programme is stipulated in the curriculum. To complete the curriculum, students are required to complete satisfactorily all the specified course requirements including coursework, school attachment, block practice, internship or similar programme required activities, as applicable.

7.2 Normally, there are two semesters in each academic year for academic activities, such as coursework, field experience, overseas immersion, internship and summer institute.

7.3 The maximum period of study for a programme will be determined as follows:

Normative Length of Programme	Maximum Period of Study
1 year	2 years
1.5 years	3 years
2 years	4 years
3 years	5 years
4 years	7 years

Remarks: The above table is not applicable to Research Postgraduate (RPg) programmes.

7.4 Students are expected to graduate within the stipulated period of study, inclusive of any change of programmes/majors, periods of leave of absence, deferment of study, suspension of study and Field Experience activities. Students who have to study beyond the normal study period has to pay for an extension fee by semester as specified by the respective programme. Students who fail to complete a programme within the maximum period of study will normally be required to discontinue their studies at the University (as stipulated in 12.1(iii)).

7.5 Students who wish to extend their period of study beyond the maximum programme duration are required to apply in writing to obtain prior approval from the Programme Leader/Coordinator. Likewise, students who wish to pursue a fast track to complete a programme below its normal period of study should obtain prior approval accordingly.

8. Course Assessments and Grades

8.1 Grading System

8.1.1 Students' performance in each course (except Field Experience#) is expressed in terms of the following system:

Course Grade	Interpretation	Point
A+* A A-	Distinction	4.33 4.00 3.67
B+ B B-	Good	3.33 3.00 2.67
C+ C	Satisfactory	2.33 2.00
C- D**	Below Satisfactory	1.67 1.00
F	Fail	0.00

* Grade A+ is only given for outstanding performance in the course. ** Grade D is the minimum level required for course progression.

\# Pass or Fail will be given for grading Field Experience (not counted in Grade Point Average or Grade Point Equivalent calculation)

Operational Grade	Interpretation
DN	Distinction
CR	Credit
PS	Pass
FL	Fail
IP	In Progress
YC	Complete
YI	Incomplete
W	Withdrawn

8.1.2   Students' performance in the programme as a whole is described in Programme Grade Point Average (GPA), which can be calculated by:

(i)   multiplying the Grade Point Equivalent# (GPE#) for each course by the number of credit points (CPs) of the course (GPE x No. of CPs of the course); then

(ii)   adding the corresponding figures for all the courses in the programme; then

(iii)   dividing that total by the total number of CPs in the programme (excluding Field Experience) as a whole, as indicated below:

$$\text{Programme GPA} = \frac{\text{Sum of (GPE x Course CPs) for all courses in the programme}}{\text{Total no. of CPs in a programme (excluding Field Experience)}}$$

[#] Grade Point Equivalent - as given in the table in 8.1.1 above.

8.1.2.1 For the purpose of GPA calculation, the GPEs (Grade Point Equivalents) of any repeated courses and the corresponding credit points attempted will supersede those of the failed core courses.

(applicable to students admitted in 2010/11 or before)

8.1.3   Students' performance in a programme within a prescribed period of time, excluding courses without grade point equivalent, is described in a Programme GPA, which is calculated by the sum of the product of GPE earned for each course attempted (including failed courses) and its credit points within a programme, divided by the total number of credits attempted within a programme:

$$\text{Programme GPA} = \frac{\text{Sum of (GPE x Course CP) within a programme}}{\text{Total no. of CPs within a programme}}$$

8.2   Review of Course Grade

8.2.1   Resolving grade disagreements with the lecturers concerned

A student who disagrees with a course grade should approach the course lecturer or Field Experience Supervisor concerned immediately after the announcement of the assessment results approved by the Head of the course-offering unit. The course lecturer or Field Experience Supervisor may recommend a grade adjustment if he/she finds any technical errors (such as wrong score entries, or calculation errors when totalling marks) or after hearing the student's representation. Recommendations for grade adjustments should reach the Chairperson of the Departmental Assessment Panel of the course-offering unit concerned or Field Experience Coordinator concerned with justifications for approval by the Head of the course-offering unit. The student will be informed of the result as soon as possible.

8.2.2   Formal procedures on grade reviews
If the student remains dissatisfied with the outcome after contacting the course lecturer or Field Experience Supervisor according to the procedures in paragraph 8.2.1, he/she may request for a formal review of his/her course grade(s), for one or more of the following reasons:

(i)   the assessment result has been caused by a material error or irregularity in marking;

(ii)   the assessment was not conducted in accordance with the General Academic Regulations and the assessment scheme for the programme concerned; and

(iii) there are special circumstances which the student has not been able to   present to the relevant Head of the course-offering unit prior to the decision being made.

8.2.3   The formal request for a grade review should be made by the student to the Dean of Graduate School (for MEd/EdD) / AEDI Director (for other self-funded taught master's programmes) in writing within 14 working days after the announcement of the assessment results approved by the Head of the course-offering unit.

8.2.4   Upon receipt of the request, the AEDI Director/Dean of Graduate School will pass it to the faculty/department/centre/office concerned. In light of the course- offering unit's response, the AEDI Director/Dean of Graduate School will decide whether there are prima facie grounds for review. If so, the Faculty Dean/Dean of Graduate School will inform the respective Head of the course-offering unit for follow-up action.

8.2.5   The Head of the course-offering unit will re-convene the Departmental Assessment Panel meeting to hear the case. The student concerned will be invited to attend the hearing with the right to be accompanied by one other current student or staff of the University. In the case of internal disagreements or other exceptional circumstances, an external view may be sought.

8.2.6   The Head of the course-offering unit after consideration of the case including the recommendation from the Departmental Assessment Panel, if any, will inform the student of the result normally within one month of the student's request for review. Grades after review may be upgraded, downgraded or left unchanged. The decision of the Head of the course-offering unit is final.

8.3   Advanced Standing

8.3.1   Advanced standing will be granted to applicants who have completed a recognized programme at the University or other institutions before admission to the University's programme. Upon approval for advanced standing, the credits obtained from the recognized courses will be transferred to the programme of study and the minimum programme requirements in credits will be reduced. Students are allowed to complete the programme within a shorter period of time. Students who are admitted with advanced standing will not be eligible for credit transfer or course exemption at a later stage on the basis of their entry qualifications.

8.4   Credit Transfer

8.4.1   Credit Transfer may be granted for courses completed successfully at the University previously or another accredited tertiary institution.

8.4.1.1   The transferred courses will appear on the student's transcript. The credit points transferred will be counted towards the graduation requirements but will be excluded from the calculation of the student's GPA. Students may apply for credit transfer within the first two weeks of each semester in each academic year. For courses on offer in the summer semester, applications should be submitted one week before the commencement of the semester.

8.4.1.2 The total number of credit points transferred will not exceed 50% of the total credit points of the programme. For detailed arrangements, please refer to the guidelines as specified by individual programme.

8.4.1.3   Credits previously used to satisfy the requirements of other academic qualifications cannot be transferred.

8.5   Course Exemption

8.5.1   Course Exemption may be granted for courses completed in other institutions for   recognized qualifications. Students who are so exempted must replace the exempted course with a course of the same credit value. The exempted courses will not appear on the student's transcript and will be excluded from the calculations of GPAs.

8.6   Late Submission of Assignment

8.6.1   Students who wish to submit an assignment later than the due date should obtain permission in advance from the course lecturer; otherwise, this will be treated as failure to submit the assignment as required.

8.6.2   The grade of all assignments submitted late with the approval of course lecturers may be lowered, on a case-by-case basis, by up to one full grade.

8.6.3   Students who fail to obtain prior approval will be given a "fail" grade (grade F) for late submission or non-submission of assignments.

8.7   Repeating Courses

8.7.1   Students may be required by the Board of Examiners to repeat the failed courses or courses with a low grade (i.e. C- or D) to fulfil programme graduation requirements.

8.7.2   Normally, students are not allowed to retake a course completed and passed in a previous semester, unless it is required by the Board of Examiners. They may be asked to take other courses to improve their GPA.

8.7.3   Students who repeat a failed course are normally required to retake the full range of course activities, including attendance at lectures and all stipulated assessment tasks.

8.8   Academic Probation

8.8.1   Students will be put on academic probation in the next semester when their Semester GPA is below 2.00. They will not be allowed to take the study load beyond the maximum credit points (as specified by the programme) in the probation semester. Those who wish to take more credit points than what is stipulated in the programme should seek prior approval from their Programme Leader/Coordinator.

8.8.2   The academic probation status will be lifted, when a student obtains a Semester GPA of 2.00 or above at the end of the probation semester. Otherwise, probation shall continue to apply in the next semester unless 12.1(i) applies.

8.9   Field Experience

8.9.1   Field Experience is a salient component of some taught postgraduate programmes. Students should respect and observe the regulations of the schools/units/institute where they take their block practice, and display appropriate professional knowledge and attitude. Any misconduct, upon verification, will be subject to disciplinary action, up to and including immediate dismissal from the University.

8.9.2   Students' performance in Field Experience will be graded as follows:

Students' overall performance in Field Experience will be based on the grade in the final Block Practice/Field Experience/Practicum or the overall grade in the Block Practice/Field Experience/Practicum (whichever applicable) adopting a grading system of pass/fail.

9.   Research Project

9.1   Specific guidance for preparation, presentation (if applicable), submission, and assessment of research project is specified in the corresponding course outline.

9.2   The research project should be completed within the stipulated period as specified by the respective programme.

9.3   For completing dissertation and thesis or produce other publications, students should comply with Guideline on Ethics in Research as stipulated by the University's Human Research Ethics Committee.

10.   Graduation Requirements

10.1   Students are responsible for the completion of all the graduation requirements of the programme in which they are officially enrolled. To graduate, students must:

(i)   achieve the minimum number of credit points required by the programme and   satisfy all other stipulated programme requirements such as Field Experience, language exit requirements, and Dissertation/Thesis/Research Project (if applicable);

(ii)   obtain a Programme GPA of 2.00 or above; and

(iii)   complete the requirements as prescribed by the programme.

11. Award Classification

11.1 The Board of Examiners recommends classifications of award in accordance with the following guidelines:

Award Classification	Overall GPA
Distinction	3.40 and above
Credit	2.70 – 3.39
Pass	2.00 – 2.69

*Award Classification is not applicable to Research Postgraduate and Doctor of Education Programmes.

12. Discontinuation of Studies

12.1 A student will normally be required to discontinue his/her studies at the University if he/she:

(i) fails to have probation lifted after he/she has been put on academic probation for two consecutive semesters; or

(ii) has received warning(s) but has failed to improve to meet the expectations of the University with respect to professional and personal behaviour; or

(iii) has exceeded the maximum period of study without prior approval as stipulated in 7.4; or

(iv) has simultaneously registered for another qualification at the University or a post- secondary qualification at any institutions without prior approval as stipulated in
6.1; or

(v) fails to meet the graduation requirement as prescribed by the Programme.

12.2 Normally, students who are required to discontinue their studies at the University will not be considered for re-admission to the same programme in the following three academic years.

13. Leave of Absence

13.1 In exceptional circumstances where students need to take a leave of absence for 30% of scheduled classes/lectures or more, students should inform their course lecturers and are required to obtain prior approval from the Programme Leader/Coordinator by submitting a leave application form.

13.2 Students who are absent for 30% of scheduled classes/lectures or more in a course without prior permission (as stipulated in 13.1) will be given a grade F (Fail) by their course lecturers. The grade F will be recorded on the students' transcript.

13.3 Where necessary, individual courses / course lecturers / programmes / departments may specify their attendance requirements.

14 Deferment and Withdrawal

14.1 Students can apply for deferment of study if there is a genuine need. The period of deferment in each application is normally one semester. The deferment period is included in the maximum period of study (as stipulated in 7.3). A continuation fee per semester is required upon approval of the application. Students who have not settled the continuation fee will be considered to have withdrawn from the programme of study at the University (as stipulated in 4.1). No re-instatement of student status will be considered for withdrawal students.

14.2 Students who fail to return to the University to resume studies at the end of the approved period of deferment will be considered to have withdrawn from the programme, effective on the day following the deferment period.

14.3 Students who wish to withdraw from studies shall submit a withdrawal form to the University. Effective date of withdrawal is given 3 working days from the date of submission of the completed form.

15 Suspension of Student Activities

15.1 Field Experience Coordinators will report to the relevant Associate Dean to seek his/her approval in consultation with the Director/Co-director of School Partnership and Field Experience to suspend any student immediately from Field Experience/practicum placed by the University, should they and/or school personnel have major concerns about the behaviour of the student on block practice or on other Field Experience/

practicum activities. Students of teacher education programmes who demonstrate that they are unsuitable to enter the profession will be prevented from joining Field Experience/practicum or suspended from continuing such activities.

15.2 The relevant Associate Dean has the authority to prevent or suspend a student from other activities such as overseas immersion, internship, summer institute and academic exchange if the student, on the report of the Programme Leader/Coordinator, is found to be unsuitable.

15.3 Conversely, if an Field Experience Coordinator has strong grounds for concern that a student is experiencing serious bodily or emotional harm on account of the Field Experience/practicum placement, he/she will report this to the relevant Associate Dean for his/her approval to remove the student immediately from the placement school.

15.4 The decision of suspension will be relayed in confidence to the relevant programme personnel. If the student is dissatisfied with the decision, he/she can appeal to the relevant Faculty Dean.

16 Review of Board of Examiners' Decisions on Discontinuation

16.1 A student who is required to discontinue his/her studies by the Board of Examiners under the General Academic Regulations will be notified by the Secretary of the Board of Examiners immediately after the decision for discontinuation is made, and be advised to

   (i) send new/additional information he/she might have to the Chairperson of the Board of Examiners for consideration; and/or

   (ii) ask for an opportunity to present his/her case before the Board of Examiners by the stipulated deadline, if he/she so wishes.

16.2 The Chairperson of the Board of Examiners, after consideration of the student's submission, will decide if there are grounds for the case to be re-considered by the Board of Examiners. If the student asks for a hearing before the Board of Examiners, the Chairperson will decide whether to invite the student to appear before the full Board of Examiners, or to form a separate panel to hear the case, if deemed appropriate. The Panel should involve at least the Chairperson of the Board of Examiners or a senior academic staff member nominated by the Faculty Dean/Dean of Graduate School as Chairperson, the Programme Leader/Coordinator, and the relevant teaching staff from the subject department(s).

16.3 The Panel, after hearing of the case, will convey its recommendation to the Board of Examiners for the final decision. Depending on the recommendation, the Board of Examiners may make decisions through one of the following ways:

   (i) decision by circulation; or

   (ii) a full Board of Examiners meeting to be convened.

16.4 The decision of the Board of Examiners will then be conveyed to the student accordingly.

16.5 If the student feels that there is perceived injustice in the above procedures governing the review of the decision of the Board of Examiners on discontinuation, he/she can make an appeal to the Students' Appeal Committee following the prevailing procedures stipulated in the Student Handbook. The decision of the Students' Appeal Committee will be final.

17   Dismissal

17.1 Students who, upon verification, are found to have committed serious violations of the University's regulations or Laws of Hong Kong, will be subject to dismissal by the University immediately after the findings have been substantiated.

18   Academic Honesty

18.1 Students are required to carry out all academic activities honestly and in good faith. Any act that contravenes standards of academic honesty such as plagiarism, impersonation, cheating in examinations and collusion is strictly prohibited by the University.

18.2 Any alleged cases of academic misconduct will be handled by the Head of the academic department concerned, who will then conduct a thorough investigation. An investigation report should be sent to the relevant Associate Dean who will consider whether there are prima facie grounds for referring the case to the Student Disciplinary Committee for further consideration, decision and action. Any proven act of academic misconduct may result in suspension of studies, postponement of graduation, dismissal from the University or other forms of penalties.

Class/Examination Arrangements during Bad Weather

1. When Tropical Cyclone Signal No.3 or Amber/Red Rainstorm Warning Signal is in force, all classes and examinations will continue to be held as scheduled, unless otherwise announced by the University.

2. Announcements made by the Education Bureau (EDB) and Hong Kong Examinations and Assessment Authority (HKEAA) DO NOT apply to the University. You should check the University Announcements in The Portal of EdUHK for any special class/examination arrangements.

3. When Tropical Cyclone Signal No.8 (or above) is in force or will be issued within the next 2 hours (as announced by the Hong Kong Observatory), or "extreme conditions"^ announced by the Government after super typhoon are in force, or the Black Rainstorm Signal is in force, the following arrangements shall apply to all classes and examinations regardless of the mode of learning and teaching.

For Classes and Examinations Not Yet Started

Situation	Action to be taken
For Morning Classes and Examinations	
• When Tropical Cyclone (No.8 or above), "extreme conditions" or Black rainstorm warning is/are in force at or after 6:00am	All morning classes and examinations commencing before 1:30pm will be cancelled and the examinations will be re-scheduled to a specific date according to the contingency arrangement.
For Afternoon Classes and Examinations	
• When Tropical Cyclone (No.8 or above) is lowered without "extreme conditions" announcement; or • When "extreme conditions" are cancelled; or • When Black rainstorm warning is cancelled between 6:01am and 11:00am	All afternoon classes and examinations commencing at any time from 1:30pm to 5:30pm will be held as scheduled.
• When Tropical Cyclone (No.8 or above), "extreme conditions" or Black rainstorm warning is/are in force at or after 11:00am	All afternoon classes and examinations commencing at any time from 1:30pm to 5:30pm will be cancelled and the examinations will be re-scheduled to a specific date according to the contingency arrangement.

For Evening Classes and Examinations	
• When Tropical Cyclone (No.8 or above) is lowered without "extreme conditions" announcement; or • When "extreme conditions" are cancelled; or • When Black rainstorm warning is cancelled at or before 3:00pm	All evening classes and examinations scheduled for 5:30pm and after will be held as scheduled.
• When Tropical Cyclone (No.8 or above) is lowered without "extreme conditions" announcement; or • When "extreme conditions" are cancelled; or • When Black rainstorm warning is cancelled between 3:01pm and 4:00pm	All evening classes and examinations scheduled for 6:30pm and after will be held as scheduled.
• When Tropical Cyclone (No.8 or above), "extreme conditions" or Black rainstorm warning is/are in force at or after 4:00pm	All evening classes and examinations will be cancelled and the examinations will be re-scheduled to a specific date according to the contingency arrangement.

For Classes and Examinations Already Started

Situation	Action to be taken
When Tropical Cyclone (No.8 or above) is issued	All classes will be suspended immediately. All examinations, except those held outdoors, will continue until the end of that session, unless the Chief Invigilator advises that the examination be suspended.
When Black rainstorm warning is issued	All classes and examinations, except those held outdoors, will continue until the end of that session, unless the lecturer or Chief Invigilator advises that the examination be suspended.

^Under certain "extreme conditions" caused by super typhoons, such as serious disruption of public transport services, extensive flooding, major landslides or large-scale power outage after super typhoons, the Government will review the situation (including public transportation and other aspects) and make announcement to the public.

Contingency Arrangement for Examinations during Bad Weather

If an examination administered by the Registry is cancelled because of bad weather, you may concurrently check the Contingency Examination Schedule which is posted on the Registry's website normally three weeks before the examination period. For examinations that are not administered by the Registry, you are requested to contact the lecturer(s) or the Department(s)/Centre(s) concerned for the contingency arrangements.

Useful Directory and Websites

➢ **Programme Staff**

Programme Leader
Dr. WU Dandan
Email: ddwu@eduhk.hk
Tel: 2948 7504

➢ **Programme website**
https://mscedn.eduhk.hk/en/

➢ **General Enquiries**
Email: mscedn@eduhk.hk
Tel: 2948 6636

	Study-related Websites **Academic / Programme Related Information**	
1.	Academic Calendar	www.eduhk.hk/re/modules/content/item.php?categoryid=6&itemid=11
2.	EdUHK Moodle	www.eduhk.hk/lttc/moodle
3.	Special Class Arrangements during Bad Weather	www.eduhk.hk/re/student_handbook/ Please refer to "Chapter 15: Class/Examination Arrangements during Bad Weather"
4.	Student Handbook	www.eduhk.hk/re/student_handbook/
5.	Student Portal (The Portal)	portal.eduhk.hk
6.	Student Webmail	webmail.eduhk.hk
7.	Online Course registration	Briefing video of Online Course Registration (English Version) Briefing video of Online Course Registration (Cantonese Version)

	Catering and Transportation	
1.	Catering	www.eduhk.hk/catering/
2.	Transport to and from EdUHK / School Bus Services	www.eduhk.hk/transportation/index.php

	Support Units
1.	Centre for Learning, Teaching and Technology (LTTC)	www.eduhk.hk/lttc ▪ LTTC Workshops https://www.lttc.eduhk.hk/news-and-events/events/
2.	Global Affairs Office (GAO)	www.eduhk.hk/gao/tc/index.php
3.	Study Centres	www.eduhk.hk/sc/view.php?secid=3276
4.	Library (LIB)	www.eduhk.hk/lib ▪ LIB Guides https://www.lib.eduhk.hk/teaching-learning-support/library-guides ▪ LIB Workshops https://www.lib.eduhk.hk/teaching-learning-support/library-skills-workshops
5.	Office of the Chief Information Officer (OCIO)	www.eduhk.hk/ocio/ ▪ OCIO Student Handbook www.eduhk.hk/ocio/user-handbook
6.	Registry (REG)	www.eduhk.hk/re/
7.	Student Affairs Office (SAO)	www.eduhk.hk/sao/ ▪ Support Services for Postgraduate Students www.eduhk.hk/sao/?p=952 ▪ Counselling Services by SAO www.eduhk.hk/sao/info/counselling_services/

Tai Po campus map

(https://www.eduhk.hk/googlemap/)

The Education University of Hong Kong
Tai Po Campus
香港教育大學大埔校園