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Foreword

This course handbook is invaluable to you as it presents in some detail an overview of the Course for which you are enrolled.

Generally, you will find that this handbook tells you:

- (1) how the Course is managed and the framework within which it is regulated. Awareness of it helps you to steer your study;
- (2) what modules (subjects) you will be studying;
- (3) what examinations you will have to sit for and how they will be regulated;
and
- (4) what conditions you must fulfill in order to progress.

This information is most important, you are therefore strongly urged to read the handbook carefully and keep it available for future reference.

Finally may I take this opportunity to wish you every success in your study.

Evon Ying (Ms)
Acting Head
Department of Business Services and Management
Hong Kong Institute of Vocational Education (Tsing Yi)

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**Business Services and Management
Departmental Information**

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1. Course Management

The Course Board in Tsing Yi Nexus is established as the executive committee for the conduct of the courses. The purpose and composition of the Board are as provided in the Course Scheme.

The day-to-day management of the course is under the general direction of the Course Leader. The Deputy Course Leader and the Year Tutors assist the Course Leader in the operation of the course for that particular year.

The overall management of stage 1 is under the general direction of the First Year Coordinator. The Deputy First Year Coordinator, Year Tutors and Personal Tutors assist her in the operation.

Module Leader and lecturers in each module are responsible for the delivery of that module, including teaching, consulting, and assessment.

Students having problems in a module shall approach the Module Lecturer or the Module Leader. Communication from students regarding the conduct of the course must be made through an elected Class Representative to the Course Leader or the Deputy Course Leader via respective Year Tutors.

2. Assessment and Examination

Assessment and examination are as much matters of collective judgment as of calculation, and it is intended that assessment and examination regulations will be applied with that philosophy in mind. These regulations conform to the General Academic Regulations (July 1999) and any subsequent addendums (hereafter collectively called GAR) of the Institute. The Board of Examiners (BoE) is generally empowered to make decisions on special cases. However, all decisions will require the ratification of the IVE Academic Board (IVE-AB). Should any discrepancies be found between the course regulations and the GAR, the latter will prevail.

All examinations will be conducted in accordance with the regulations laid down by the Institute. The Board of Examiners (BoE) for the course will meet as and when necessary to discuss business in connection with examinations.

The schedule of examination, BoE, and supplementary examination for the first term is shown below:

- First term examinations conducted at the end of first term.
- First term BoE meetings held at the beginning of the second term.
- Schedule for supplementary examination and corresponding BoE meetings to be advised by the Department

Final examination results will be posted on student notice board around early/mid July. The exact date(s) of result posting will be announced on the student notice board around late May. (For Year One which is operated on a term basis, the exact date of result posting for the first term will be announced on the student notice board in the second term.) It is the responsibility of students to check both the announcement date(s) and the results on the student notice board.

3. Continuous Assessment

Students' academic work will be assessed regularly. Continuous assessment may include quiz, open book test, class work, visit report, assignment and case study.

4. Submission of Assignments

Students are required to submit their assignments on time according to the date and time set by the module lecturers. The Department has the following late submission penalties:

Deadline exceeded by	Outcome
1 calendar day	Marks will be reduced by 20%
2 calendar days	Marks will be reduced by 50%
3 calendar days	Assignment will not be accepted

5. Exemption of Subjects

Exemption application will be considered on individual merits and in accordance with the Discipline administrative guidelines.

6. Module Mark and Module Grade

A Module Mark is the overall assessment of a student's achievement in a module and is based on a variety of forms of assessment, as described in the validated Course Scheme and prescribed by the module lecturer(s).

The minimum pass mark for a unit is 40% with 40% as the minimum requirement in both examination and continuous assessment as detailed in the validated Course Scheme.

A Module Average (MA) is a weighted average of the Module Marks received by a student, excluding Modules assessed on a pass/fail basis and exempt Modules, calculated at the end of each Stage. It is used for the purpose of ranking students and is defined as:-

$$MA_j = \frac{\sum_i M_{ij} N_{ij} W_{ij}}{\sum_i N_{ij} W_{ij}}$$

where i relates to the i^{th} Module and j relates to the j^{th} Stage.

M_i is the module mark of module i

N_i is the module value of module i

W_i is the module weighting of module i

A Grade Transcript is a report of the performance of a student at the end of a stage, after any reassessment or additional work, expressed in the form of the Module Marks or Grades achieved in the module studied.

7. Progression

The performance of a student shall be reviewed at a BOE meeting held at the end of each stage of the course and a decision must be made as to the progression to the next stage. (For Year One which is operated on a term basis, BOE meeting will be held after each term.) Provisional and final examination results as well as times of supplementary examinations shall be posted on the Departmental notice board on the scheduled dates.

A student who has passed all modules at a Module Mark of 40% or above shall have successfully completed that stage and may progress normally to the next stage of the course.

The BOE has the discretion to allow a student who fails to satisfy the normal progression criteria above to be reassessed.

A student who passes a module by reassessment shall:

- a) be awarded a pass grade P for pass/fail modules, or
- b) receive a pass mark of 40% for the form of assessment that has been reassessed or condoned; and
- c) have the Module Mark raised to 40% if it was originally less than 40%, or
- d) have the Module Mark remain unchanged if it was originally greater than or equal to 40%.

The changed marks shall be recorded in the student Grade Transcript.

A student who passes all forms of reassessment shall either:

- a) have the MA raised to 40% if it was originally less than 40%; or
- b) have the MA remain unchanged if it was originally greater than or equal to 40%.

8. Award

The Final Average (FA) is a weighted summation of Module Marks over all of the Stages passed by the student, calculated at the end of the course and is defined as:-

$$FA = \frac{\sum_{i,j} M_{ij} N_{ij} W_{ij} Y_j}{\sum_{i,j} N_{ij} W_{ij} Y_j}$$

where i relates to the i^{th} Module and j relates to the j^{th} Stage

N is Module Value

M is Module Mark

W is Module Weighting Factor

Y is Stage Weight Factor

Note : W_{ij} is zero for stages where the module is not studied.

The stage weighting shall be 1:4:15

In order to be eligible for an award, a student must have satisfactorily completed the requirements, as stated in the validated Course Scheme, within the minimum duration of the course plus 2 years from the date of first enrolment. A student who fails to meet this time scale shall be required to withdraw from the course.

9. Repeating Study and Withdrawal

Students who have failed in a stage may, at the discretion of the BOE, be required to withdraw from the course or to repeat the failed modules subject to places being available.

A student shall be deemed to have unofficially withdrawn if, without prior approval of the Course Leader, the student is not present for scheduled course activities for a period of four consecutive weeks.

A student may officially withdraw from the course by notifying the Course Leader in writing of the intention to do so.

10. Appeal

A student may appeal the BOE' s decision if the student has good reasons to believe that:

- (a) there has been an error in the marking of the student' s examination script;
- (b) there has been an irregularity in the conduct of an examination; or
- (c) the student' s performance has been detrimentally affected by circumstances that the student was justifiably not in a position to divulge to the Head of Department before the examination started.

Procedures to making an appeal is briefly described below:

- (1) The student lodges an appeal in written form against his / her assessment results to the Department within 7 working days after the announcement of the results.
- (2) During the interim period when the appeal result is not yet known, the appellant concerned will still have to attend the supplementary examination when required.
- (3) Department will process the appeal case and inform the appellant in writing the decision of the panel.