

THE EDUCATION UNIVERSITY OF HONG KONG
General Education Office

General Education Breadth Courses Information to the Teaching Team

Important notes to all General Education Breadth Courses lecturers:

1. Encourage students to prepare for University ePortfolio (equivalent to GE Consolidation Course) in Advance

Students will normally take University ePortfolio (UePortfolio) after completion of the GE Breadth Courses. Students have to take the UePortfolio in the year of study assigned by individual programmes. GE Breadth Courses lecturers may encourage students to go a bit further from now on – start building their GE Consolidation Course ePortfolios by keeping electronic (soft) copies of all their artefacts or evidence of the GE Foundation Course and the GE Breadth Courses in addition to the other learning experiences of their undergraduate studies such as those from Major, Minor, elective courses, internship, overseas learning and field experience for potential inclusion in the GE Consolidation Course. When building their ePortfolios, they should refer to the General Education Learning Outcomes (GELOs) which embody the 4Cs Learning Framework and the 7 Generic Intended Learning Outcomes (GILOs) of the EdUHK. Based on the records and artefacts, they need to reflect on their learning and critically analyse what and how improvement can be done for future personal development. This reminder is also included in the emails sent to students about online course registration and add/drop arrangement each semester.

2. Policy on student assessment

Lecturers are kindly reminded of the central guidelines on the grade moderation. Relevant information is extracted below from the website of Registry (<https://www.eduhk.hk/re/modules/content/item.php?categoryid=19&itemid=109>) for your quick reference.

Grade Moderation

1. It is universally acknowledged that there is no single approach to grade moderation. A review of grade moderation practices in other universities shows clearly that multiple methods can be used. It also indicates that different disciplines adopt different approaches to grade moderation.

a. Double marking

This generic process is widely used within the University. It is suggested that 10-25% scripts ranging from high, medium and low be double-marked. The departments, however, have

discretion to decide on the exact percentage. If a review of this percentage range is required, the department concerned should write requesting this to the Learning and Teaching Quality Committee. All scripts marked A+ and fail should be double-marked. Departments may decide if A or A- should also be double-marked as well. Course coordinators have the flexibility to decide the best method for the course concerned. If anomalies are found, the course coordinator should consult the Head of Department who is the gatekeeper for upholding quality assurance. Occasionally, if “A-/A/A+” or “D” grades are over 40%, the students’ course assignments concerned (i.e. those awarded A-/A/A+ or D) should be double marked.

Grade moderation (e.g. double marking, moderation by teaching team, external moderation) should be performed in compliance with the **Rationale for Grade Moderation** (i.e. Grades awarded to students should be **credible, consistent/reliable, fair/objective, defensible, comparable and accurate.**) as stipulated in the **University Policy on Grade Moderation (guideline for reference)** so as to ensure the highest standards and professionalism in grade allocation processes. As mentioned in the guideline, there is no single approach to grade moderation. Different disciplines would adopt different methods to grade moderation. The fundamental objective is to ensure that the grade moderation is executed in line with the rationale.

3. Recommendation of applying the Generic Grade Descriptors and conversion scale

Hosting departments of the General Education Breadth Courses are encouraged to apply the Generic Grade Descriptors in student assessment. If course instructors/ departments would like to apply your own grade descriptors and grade conversion scale for certain courses, course instructors/ departments should refer to the Policy on Student Assessment.

“4.8 Grade descriptors should be developed to describe levels of student achievement. These should be expressed holistically for the major grade categories – A, B, C, D, F. At the course level, **descriptions should be written specifically for each assessment task.** Descriptors should use specific indications of the standard expected, rather than generalized judgments such as ‘good’, ‘excellent’ or ‘poor’, as these do not convey sufficient information to students about the nature of their outcomes. **Students need information that clearly indicates what they would need to do to perform at the highest level.** For each assessment task, particular attention needs to be given to the grade descriptors for a minimally acceptable ‘Pass’, as this boundary is the crucial one when considering the progress students are making in their learning.”

You may also download the **Generic Grade Descriptors** at the Registry website (<https://www.eduhk.hk/re/modules/content/item.php?categoryid=19&itemid=109>).

4. Attendance requirement for the General Education Breadth Courses

According to the General Academic Regulations of the Student Handbook (*Chapter 4.1*

https://www.eduhk.hk/re/student_handbook/main.html),

Point 13. Leave of Absence

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

Students are expected to follow the General Academic Regulations and to attend every scheduled session of a course. A standard attendance requirement is now set up across the General Education courses (*including the General Education Foundation Course, the General Education Breadth Courses and the General Education Consolidation Course*), **the minimum attendance requirement is 80%**. The rule of minimum attendance requirement of at least 80% (inclusive of the add/drop period) applies once students have officially registered and enrolled in a course. Under special circumstances, students who are absent from a prolonged period, or for more than the 20% of contact time allowed must seek approval from the Course Instructor and Programme Leader/Coordinator prior to taking the leave. Students who are absent from a prolonged period in a course without prior permission will be given grade F (Fail) by their course lecturers. The grade F will be recorded on the students' transcripts. For any special case and student appeal, it would be at the discretion of the Course Instructor and/or Programme Leader/Coordinator to decide on the grade to be assigned.

5. Drop or withdraw General Education Breadth Courses after the Add/Drop period

According to the General Academic Regulations of the Student Handbook (*Chapter 4.1*

https://www.eduhk.hk/re/student_handbook/main.html),

Point 4. Course Enrolment

“4.3 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, whichever applicable, only for strong personal reason(s), such as serious illnesses; the grade W (Withdrawn) will be recorded on the students' transcripts.”

and

“4.4 Failure to attend a course does not automatically result in the course being dropped. Students who are reported for prolonged absence in a course without permission will be accorded a grade F (Fail) for the course.”

According to the regulations, **adding or dropping a General Education Breadth Course after the add/drop period will not be allowed**. Students are permitted to withdraw the course after the add/drop period (before the examination period) only if they have strong personal reasons. These reasons included serious illnesses or other special reasons indicating that the students are unable to continue their study for a prolonged period. In this case, students are also required to get the approval from the Course Instructor and Programme Leader/Coordinator by email or application form (*if applicable*). The grade W (Withdrawn) will be recorded on the transcripts for successful applicants.

For any student who is reported for prolonged absence without any strong personal reason, a grade F (Fail) will be accorded for the course.

To maintain fairness and consistency in practice, General Education Office will strictly follow the above regulations and no special approval will be given to students without strong personal reasons as stated in the Student Handbook. As a friendly reminder, please also note that there is NO paper form for add or drop General Education Breadth Courses (except for summer semester). Students MUST add or drop the General Education Breadth Courses through the online platform during add-drop period.

6. Photos on course activities

It would be very much appreciated if course instructors could take pictures on course activities and share with GEO or other EdUHK units when needed for potential inclusion in reports and promotional media, such as GEO website and posters.

Updated on 20 August 2019