**Guidelines for Preparing the Professional Doctorate and Taught Postgraduate   
Programme Document**

This set of guidelines is compiled based on the observations and comments collected from the review of the Programme Documents (PD) in 2017/18, aiming to facilitate the preparation of the 2018/19 PD. It is structured into two parts:

* Part I: suggested overall presentation of the PD; and
* Part II: suggested checkpoints for the contents of the PD.

**Points to Note:**

1. All information provided in the PD should be up-to-date and accurate.
2. Programmes are advised to make reference to the observations/comments given in the previous review.
3. Updated information/ Regulations are marked in **RED** or **strikethrough text** easy reference (see Part II below). Please be reminded to refer to the up-to-date information/ Regulations.
4. Relevant information/ Regulations of some items have been extracted for easy reference. Please refer to the web links provided at the last column of Part II. Programmes should also specify their own requirements and criteria in the relevant parts as appropriate.

**Part I: Overall presentation of the PD**

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| **A** | **Items** | **Suggested Format** | |
| **1** | **Formatting** | | |
| a | Font Type and Size | Times News Roman; Size 12 | |
| b | Margins | Word Format, Normal Margin (Top and Bottom: 2.54 cm; Left and Right: 3.18 cm) | |
| c | Line spacing | Word Format, Single line spacing | |
| d | Pagination | Pages shall be numbered throughout the PD in Arabic numerals (1,2,3…) at the bottom left | |
| **2** | **Order of the Contents** | | |
| a | Cover Page | To include at least the following information:   * Name of the Faculty/School/AVA * Programme Name * Academic Year of the Programme Document | |
| b | Table of Contents | A table of contents with respective page numbers | |
| c | Main Text | Please refer to Part II below | |
| **3** | **University’s Terminologies** | | |
| a | Common Terms | **Terms used by the University** | **Terms not to be used** |
| units | credit units or credits |
| courses | subjects |
| Course Feedback Questionnaire | Teaching Evaluation |
| b | Commonly-used Acronyms | - Course Intended Learning Outcome (CILO)  - Programme Intended Learning Outcome (PILO)  - Criterion-Referenced Assessment (CRA)  - Outcomes-based Teaching and Learning (OBTL)  - Academic Development Committee (ADC)  - Programme Management Committee (PMC)  - Taught Postgraduate Regulations Committee (TPRC)  - Quality Assurance Committee (QAC) | |
| c | HKBU Glossary | <https://gao.hkbu.edu.hk/en/oas/hkbu_glossary.html> | |

**Part II: Checkpoints for the contents of the PD**

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| **B** | **Sections** | **Suggested Content/Checkpoints** |
| **1** | **General Information** | |
| 1.1 | Programme title  (in both English and Chinese) | * Senate-**approved** Programme titles * Refer to these links as appropriate: * Professional Doctorate Degree Programmes:   <https://gao.hkbu.edu.hk/en/oas/hkbu_glossary.html>  (under (4) Programmes and academic awards 🡪 Doctoral degrees)   * Master’s Degree Programmes:   <https://gao.hkbu.edu.hk/en/oas/hkbu_glossary.html>  (under (4) Programmes and academic awards 🡪 Master’s degrees)   * Postgraduate Diploma Programmes:   <https://gao.hkbu.edu.hk/en/oas/hkbu_glossary.html>  (under (4) Programmes and academic awards 🡪 Diploma and certificate programmes) |
| 1.2 | Department(s) offering the programme | -- |
| 1.3 | Philosophy/Rationale of the programme | -- |
| 1.4 | Programme aims, objectives and Programme Intended Learning Outcomes (PILOs); and alignment of PILOs to the HKBU Graduate Attributes (GAs) | * Refer to [Recommended ILOs Mapping Matrices](http://chtl.hkbu.edu.hk/documents/obtl/OBTL-ILOs-MappingMatrices-v2-Jan2014.doc) * Refer to the [Graduate Attributes (GAs)](https://gs.hkbu.edu.hk/admission/taught-postgraduate-programmes/why-hkbu/graduate-attribute) for taught postgraduate programmes |
| 1.5 | Programme duration and mode of delivery | * Provide the normal study period for both full-time and part-time programmes (if applicable) |
| 1.6 | Medium of instruction | -- |
| 1.7 | QAC-approved student intake | * State the 2018/19 QAC approved number of student intakes (both in headcounts and FTE) for both full-time and part-time programmes |
| 1.8 | External inputs to support the demand for the programme and/or its viability and sustainability | -- |
| 1.9 | Career prospects for graduates | -- |
| 1.10 | Year of implementation | * State the launch year of the Programme |
| 1.11 | Sources of funding | -- |
| 1.12 | Admission requirements   * Selection Mechanism | * State the admission requirements * State the selection mechanism, i.e. admission interviews, tests, etc. |
| 1.13 | Exemption policy  (if any) | * Section 9 of the Regulations **(updated)**:   <https://gs.hkbu.edu.hk/f/upload/1248/Highlights_of_Updated_Regulations_2018-19.docx> (if applicable)  Note: State the information in Section 9 unless Programmes have sought the Senate’s approval on other exemption arrangements. |
| **2** | **Programme Structure and Content** | |
| 2.1 | Curriculum structure | * Refer to [Recommended ILOs Mapping Matrices](http://chtl.hkbu.edu.hk/documents/obtl/OBTL-ILOs-MappingMatrices-v2-Jan2014.doc) |
| 2.2 | Total number of units for graduation | * Specify the number of core units and elective units for graduation |
| 2.3 | Programme contents | * Give details of: * Major Core courses * Major Elective courses * Project/Dissertation/Thesis * Other special requirements for graduation (e.g. study tour, internship, fieldwork placement, practicum) |
| 2.4 | Rationale of the course sequence | -- |
| 2.5 | Schedule of courses by semester | -- |
| 2.6 | Outcomes-based Teaching and Learning (OBTL) strategies   * Declaration of full adoption of OBTL * Declaration of adoption of Criterion-referenced assessment (CRA) in line with full adoption of OBTL | * Refer to the [OBTL Programme Document Checklist](http://chtl.hkbu.edu.hk/documents/obtl/CHTL-OBTL-ProgrammeChecklist-v1-Jan2014.doc) and [OBTL Course Syllabus Checklist](http://chtl.hkbu.edu.hk/documents/obtl/CHTL-OBTL-CourseSyllabusChecklist-v3-Jan2014.doc) * Give a general description on the adoption of OBTL at the programme level * Provide a brief description on the assessment methods of the programme and criteria to support the PILOs |
| **3** | **General Regulations for Professional Doctorate and Taught Postgraduate Degree Programmes [[1]](#footnote-1)** | |
| 3.1 | Units and study load | * Section 3 of the Regulations: <http://handbook.ar.hkbu.edu.hk/2017-2018/general-regulations/professional-doctorate-degree-taught-postgraduate-degree-1#section-3> |
| 3.2 | Attendance | * Section 4 of the Regulations: <http://handbook.ar.hkbu.edu.hk/2017-2018/general-regulations/professional-doctorate-degree-taught-postgraduate-degree-1#section-4> * Section 5.7 of the Regulations **(updated)**:   <https://gs.hkbu.edu.hk/f/upload/1248/Highlights_of_Updated_Regulations_2018-19.docx> |
| 3.3 | Assessment grading system   * Grade Point Average * Mark-Grade-GPA conversion | * Section 7 of the Regulations: <http://handbook.ar.hkbu.edu.hk/2017-2018/general-regulations/professional-doctorate-degree-taught-postgraduate-degree-1#section-7> |
| 3.4 | Progression | * Provide academic requirements for students to continue their studies e.g. cGPA, number of failed courses, prerequisite courses to be taken, other requirements such as practicum or internship. |
| 3.5 | Academic results | * Section 8 of the Regulations: <http://handbook.ar.hkbu.edu.hk/2017-2018/general-regulations/professional-doctorate-degree-taught-postgraduate-degree-1#section-8> |
| 3.6 | Award class classification | * Section 11.2 of the Regulations: <http://handbook.ar.hkbu.edu.hk/2017-2018/general-regulations/professional-doctorate-degree-taught-postgraduate-degree-1#section-11> |
| 3.7 | Relationship between award class classification and cumulative GPA | * Section 11.2 of the Regulations: <http://handbook.ar.hkbu.edu.hk/2017-2018/general-regulations/professional-doctorate-degree-taught-postgraduate-degree-1#section-11> |
| 3.8 | Graduation | * Section 11.1 of the Regulationsfor Master’s degree programmes **(updated)**:   <https://gs.hkbu.edu.hk/f/upload/1248/Highlights_of_Updated_Regulations_2018-19.docx>   * Section 21.1 of the Regulations Section for Professional Doctorate’s degree programmes **(updated)**:   <https://gs.hkbu.edu.hk/f/upload/1248/Highlights_of_Updated_Regulations_2018-19.docx> |
| **4** | **Quality Assurance Implementation [[2]](#footnote-2)** | |
| 4.1 | Introduction | * Refer to the [Programme Revision Protocols](http://ar.hkbu.edu.hk/staff/qa/prog_revision/prog_revision_protocols/hkbu_degrees/) |
| 4.2 | Quality Assurance Provisions and Procedures | * List the procedures and methods used to safeguard standards of the programme at Faculty/Department/Programme levels, in addition to the University’s QA protocol |
| **5** | **Programme Administration and Management** | |
| 5.1 | Programme Management Structure | * For dual/joint degree programmes, please also specify the joint committees as appropriate |
| 5.2 | Programme Director/ Co-ordinator | * Explain Programme Director’s roles and responsibilities |
| 5.3 | Programme Management Committee | * Provide the Terms of Reference and membership composition |
| 5.4 | Departmental Committee | * Provide the Terms of Reference and membership composition |
| **6** | **Staff Development and Research** | |
| 6.1 | Research Projects of the Teaching Staff | * Explain the teaching research nexus and its value on the programme * Provide lists of research projects |
| 6.2 | Consultancy | -- |
| **7** | **Facilities and Resources** | |
| 7.1 | Teaching venue and support | * Provide information about the resources available at the Library, centres/ laboratories specific to the Study Programme; and other major facilities provided by the Faculty/School/AVA/Department |
| 7.2 | Staffing arrangements | * Explain the arrangement of both FT and PT staff for delivery of the Programme * Provide information about the teaching staff for each course, for example, their names and their relevant qualifications/specialties. |
| **8** | **Tuition fees** | -- |
| **~~9~~** | **~~Course outline~~ [[3]](#footnote-3)** | * ~~Update the course outline by referring to the Course Outline template:~~ [~~http://gs.hkbu.edu.hk/en/staff/staff\_guidelines/link/101062~~](http://gs.hkbu.edu.hk/en/staff/staff_guidelines/link/101062) |
| **~~10~~**  **9** | **Faculty CV** | * Provide a brief CV of each teaching staff member in the form of a web link or a two-page file. * Include the following information in the CV:   staff name; capacity/capacities; academic qualifications; teaching experience; research interests; selected publications of the last three years; professional and community services, etc. |

1. The Policy for the Assessment of Student Learning is available at the AR website at (staff login is required): <http://buar2.hkbu.edu.hk/file/234>. [↑](#footnote-ref-1)
2. Information on the Quality Assurance of Academic Programmes is available at the AR website at (staff login is required): <http://ar.hkbu.edu.hk/staff/qa/intro/>. [↑](#footnote-ref-2)
3. The 2018/19 Course Outlines will be submitted via the online data system. [↑](#footnote-ref-3)