

***HONG KONG BAPTIST UNIVERSITY***

Department of Sport and Physical Education

**STUDENT HANDBOOK**

**FOR THE**

**BACHELOR OF ARTS (HONS) DEGREE**

**IN**

**PHYSICAL EDUCATION AND RECREATION**

**MANAGEMENT**

(2016-17 Curriculum)

Admitted in 2018-2019 for Year 3

Website:<http://spe.hkbu.edu.hk/>

		<b><u>CONTENTS</u></b>	<b>Page</b>
Section	1	<b><u>General Information</u></b>	3
	1.1	Programme Title	3
	1.2	Philosophy / Rationale of the Programme	3-4
	1.3	Programme Duration And Delivery	4
	1.4	Medium of Instruction	4
	1.5	Assessment	4-5
	1.6	Academic Honours	6
	1.7	Academic Awards	6
	1.8	Academic Problems	6
	1.9	Class Attendance	7
	1.10	Student Enquiries and Appeals Regarding Academic Matters	7-9
Section	2	<b><u>Programme Structure</u></b>	10
	2.1	Basic Structure	10
	2.2	Programme Contents	10-15
	2.3	General Education Courses	16
	2.4	Electives Courses	16
Section	3	<b><u>Special Notes For Students</u></b>	17
	3.1	Academic Advising / Mentoring	17
	3.2	Applying for Overloading of Units	17
	3.3	Plagiarism & Cheating in Student's Work / Test	17
	3.4	Academic Problems	17
	3.5	Audio / Video-taping in Classes	18
	3.6	Additional Costs	18
	3.7	Applying for programme of Diploma of Education	19
	3.8	Insurance	19

**Reference List for Students**

(The following information may be obtained from the  
Department Office)

Honours Project Handbook

Internship Handbook

## **SECTION 1**

### **GENERAL INFORMATION**

**Detailed information on undergraduate programmes should be referred to Calendar / Bulletin (Academic Registry website: <http://ar.hkbu.edu.hk>)**

#### **1.1 Programme Title**

This programme document describes the Bachelor of Arts Degree (B.A. Hons) with honours in Physical Education and Recreation Management. It involves study over a period of four academic years or two academic years for admission the Senior Places.

#### **1.2 Philosophy / Rationale of the Programme**

To be physically active is an integral and important part of healthy living. With an increasing awareness and need for quality and active lifestyles, the numbers of public and private sport facilities, fitness clubs, and residential clubhouses have increased substantially over the years. There is a high demand for professional management of sports and recreation programs and facilities as well as delivery of quality physical education in school and community environments. With the continual demand for well-trained graduates in the field of physical education, sport, and recreation management, the “Physical Education and Recreation Management” (PERM) programme was established since 1992.

##### **Programme Aim**

The overall aim of the PERM Programme is to provide students with sufficient depth and breadth of knowledge, skills, and practical experience in the discipline of physical education and recreation management. Furthermore, under the ethos of “whole person education” of the University, our students will also receive a strong liberal arts education such that they can embark on a variety of careers.

##### **Programme Intended Learning Outcomes (PILOs)**

Successful PERM students should be able to:

##### **A. Knowledge:**

1. Explain the concepts and theories in physical education and sport sciences as well as in recreation management.

2. Identify the key issues and impacts concerning physical education and recreation management for different populations in the society and the global world.

**B. Skills:**

1. Apply knowledge and skills to effectively select, plan, conduct, and manage programmes in physical education, sport, health fitness, and recreation.
2. Evaluate and analyze physical education, sport, health fitness, and recreation programmes in laboratory and field research settings.
3. Develop professional skills and behavior of recreation managers and sports coaches.
4. Develop communication skills, critical thinking skills, leadership skills, and team work skills.

**C. Attitude:**

1. Recognize the need for continued participation in recreational activities through life.

### 1.3 Programme Duration And Delivery

The PERM programme is a four-year full-time undergraduate study. The programme will span 8 semesters or 10 semesters (for students who enroll for an additional year of “Diploma of Education (“2+3”) programme”). Each semester term normally lasts for 13-14 weeks.

### 1.4 Medium of Instruction

All courses use English as the medium of instruction.

### 1.5 Assessment

The standard method of assessing course work and examination performance is the grade point average (GPA) based on outcome-based learning outcomes. Letter grades are used to indicate the results of assessment. The number of grade points gained by a student in a particular course corresponds to the letter grade. (For more details, please visit [http://ar.hkbu.edu.hk/upload/2016\\_2017\\_bulletin/10\\_gen\\_reg-UG/10\\_gen\\_reg-UG.htm](http://ar.hkbu.edu.hk/upload/2016_2017_bulletin/10_gen_reg-UG/10_gen_reg-UG.htm))

The grading system and academic standards follows the university systems as specified in a particular year of Calendar/Bulletin when students are admitted.

The Grade Point Average (GPA) is obtained by adding all the grade points gained and then dividing the sum by the total number of units attempted. The Cumulative GPA (cGPA) is calculated from the cumulative grade points gained and the cumulative number of units attempted.

For academic standards and honours classification, please refer to the University Calendar/Bulletin.

It is fully recognized that an overly rigid, mechanistic assessment of student performance is to be avoided, so the Programme Team will have powers in difficult or borderline cases to viva candidates and take the results into account in deciding on the class of degree to be awarded.

The grading system is as follows:-

<u>Letter Grade</u>	<u>Academic Performance</u>	<u>Grade Point Per Unit</u>
A	Excellent	4.00
A-		3.67
B+	Good	3.33
B		3.00
B-		2.67
C+	Satisfactory	2.33
C		2.00
C-		1.67
D	Marginal Pass	1.00
E	Conditional Pass	0.00
F	Fail	0.00

A student must attain a GPA above 2.00 for a given semester in order to remain in good academic standing.

## 1.6 Academic Honours

President's Honour Roll: Applicable to students with a semester GPA of 3.50 or above and with no grades below "C" for a same semester\*.

Dean's List: Applicable to students with a semester GPA of 3.00-3.49 and with no grades below "C" for a same semester\*.

\*Students with a "U" grade in that same semester are NOT eligible for receiving the academic honours.

## 1.7 Academic Awards

The relationship between the cGPA and the class of degree award is as follows:

<u>Honours Classification</u>	<u>cGPA</u>
First Class	3.40-4.00
Second Class (Division I)	3.00-3.39
Second Class (Division II)	2.50-2.99
Third Class	2.20-2.49
Pass	2.00-2.19

## 1.8 Academic Problems

For students taking 12 units or more in a semester

Academic Warning: Applicable to students with semester GPA between 1.67 and 1.99 for a same semester.

Academic Probation: Applicable to students with semester GPA below 1.67 for a same semester.

Academic Dismissal: As required by the Senate when a student's semester GPA is below 1.67 for two consecutive semesters; or on other academic grounds.

The grade and class distribution patterns will be kept under continuous review by the Programme Team.

## 1.9 **Class Attendance**

Students are expected to attend all scheduled classes for which they have registered. If absence is due to conditions beyond their control and they wish to establish that fact in order to justify make-up work (e.g. papers, assignments), a written explanation together with supporting documents must be presented to the course instructor for approval within five days after the absence.

## 1.10 **Student Enquiries and Appeals Regarding Academic Matters**

- A. Students may address queries on academic matters to the Academic Registrar, the Dean of the Faculty/School, the Department/Programme Head or Programme Director, or any member of the teaching staff as relevant. The usual channel is for students to consult the course instructor when the query is about work in a particular course on a programme, the Department/Programme Head or Programme Director when the matter is related to the programme as a whole, and the Academic Registrar when the query concerns academic policies and procedures. If the query has the potential to become a matter for appeal, students should submit their official enquiries in writing to the Academic Registry.

### **Student Appeals against Course-Based Assessment**

- B. Students who wish to appeal against the result of course-based assessment should follow the following procedures:
1. A student who wishes to appeal against course-based assessment including examination grades should first appeal in writing to the course instructor and Department/Programme Head/Programme Director concerned within three weeks after students are notified of the course semester grades.
  2. The course instructor, or a review panel as decided by the Department/Programme Head/Programme Director, shall review the case and report to the Department/Programme Head or Programme Director, giving explanations. The student should be informed of the decision within 6 weeks since he/she lodges an appeal. Any changes in grades should be reported to the Academic Registry at the same time.
  3. If the student is not satisfied with the decision of the reassessment, he/she may appeal in writing to the Academic Registrar within 2 weeks after

receiving the decision from the Programme, giving full reasons in support of the appeal. A fee will be charged for the appeal.

4. The Academic Registrar shall review the case and determine if there are grounds for re-consideration:
  - (i) If the Academic Registrar considers that there are insufficient grounds for the appeal, the appeal will be refused and the decision is final.
  - (ii) If the appeal is accepted, the Academic Registrar shall reconsider the case in consultation with the course instructor and the Department / Programme Head or Programme Director to make a final decision. If deemed appropriate, the Academic Registrar may convene an Appeal Panel to review the case to make a final decision.

#### **Student Appeals against Academic Decisions (Repeat a Year of Study and Dismissal)**

C Upon the recommendation of the Department/Programme Head or Programme Director, the Senate may require students with poor academic results to repeat a year of study or be dismissed from the University. A student who wishes to appeal against such academic decisions should do so in writing to the Academic Registrar before the deadline set for the completion of clearance procedures, giving full reasons in support of the appeal. A fee will be charged for the appeal.

D The Academic Registrar will determine if there are grounds for re-consideration:

1. If it is considered that there are no grounds for the appeal, the original Senate decision requiring repeating a year of study or dismissal will be upheld and the decision is final.
2. If the appeal is accepted, an Appeal Panel will be convened to consider the case. A decision of the Appeal Panel to uphold the original Senate decision of requiring repeating a year of study or dismissal is final.

Any recommendation of the Appeal Panel to revoke Senate decision shall be subject to ratification by Senate.

E The Composition of the Appeal Panel shall be as follows:

1. Chairman --- Chairman of Undergraduate Regulations Committee; or in his /

her absence, a senior academic nominated by the Academic Registrar;

2. One senior academic nominated by the Chairman;
3. Academic Registrar.

## SECTION 2

### PROGRAM STRUCTURE

#### 2.1 **Basic Structure**

This design of the Programme places emphasis on an education which will train students in intellectual, physical and social skills which are so important in a wide variety of occupational areas.

Students are required to complete a minimum 128 Units (Major 60 units, General Education 38 units, Elective 30 units) of courses for graduation.

The programme structure of the Bachelor of Arts (Hons) Degree in Physical Education and Recreation Management is divided into 3 main areas of study: Major Courses, General Education Courses and Electives Courses. This structure requires 128 units distributed as follows:

	<u>Units</u>
Major Courses	60
General Education Courses	38
Electives Courses	30
Total:	<hr/> 128

Student should take note of specific requirement of General Education Courses as well as the graduation requirements (i.e. completion of a minimum of 36 units of courses (including Honours Project) at the upper level (Level 3 and 4), attain foundation Putonghua proficiency).

#### 2.2 **Programme Contents**

The PERM programme consists of 60 units of major courses comprising of 9 major required courses (27 units), 3 research and methodology courses (9 units), 6 major required skill courses (6 units), 3 major elective skills courses (3 units), 4 major elective courses (12 units) and an internship course (3 units).

The PERM programme offers dual foci in both “Physical Education” and “Recreation Management”. The major required courses are composed of basic sport science courses that are related to the human movement and sports studies, including “Human Anatomy & Physiology”, “Exercise Physiology”, “Theory & Practice in Physical Education &

Recreation”. At the same time, three major required courses are management-related: “Historical & Philosophical Foundation in Physical Education & Recreation”, “Organization & Administration in Physical Education & Recreation” and “Recreation Programming & Event Management”.

Based on the same principle, half of the major elective courses (6 courses) are sport and physical education related, these courses are “Prevention & Care of Sport Injuries”, “Health Fitness Evaluation & Assessment”, “Nutrition & Health”, “Kinesiology”, “Outdoor Recreation” and “Principles and Practice of Exercise and Weight Management”. The other major elective courses (6 courses) are management related: “Fitness & Recreation for Selected Population”, “Public & Community Recreation”, “Financial & Human Resources Management in Leisure Services”, “Marketing in Leisure Services”, “Facility Management” and “Leadership and Communication in Sport and Recreation”.

The programme has built-in skill courses with a total of 19 different sport skills. Six of them are required skills: Swimming, Track & Field, Gymnastics, Conditioning & Fitness, Dance and Outdoor Pursuits. Students are asked to take three additional elective skills, one skill from each of the following categories: Team Sports, Individual Sports, and Martial Arts.

The PERM programme has built in a "one-semester off campus programme" in which students can choose to apply for exchange the semester 1 of the 3<sup>rd</sup> year.

Since the University degree has an “Honours” component, all students are required to complete the Level 4 course of “Honours Project” in the fourth year of study. Honours Project is intended to prepare a student with individual initiative for independent research and problem solving either at the postgraduate level or as a physical education and recreation professional. Topic selection takes place near the end of year three and the student is under the guidance of an academic staff who will serve as the Adviser for the Honours Project thereafter.

Lastly, the PERM has a distinct component of a 3-unit “Internship” course. Students are required to complete no less than 300 working hours of placement in local sport and recreation agencies and no less than 8 weeks in overseas sport and recreation agencies. The internship allows students to gain first-hand knowledge and understanding of community structure. It also gives students opportunities to experience contacts with professionals on the jobs and to integrate knowledge and theories with practical skills. Students are required to possess a valid first-aid qualification offered by Auxiliary Medical Services/Red Cross/St. John’s or equivalent organizations. Students are also required to attend a minimum of two conferences/workshops/seminars/academic activities offered or approved by the Department

of Sport of Sport and Physical Education or the University before being allowed to take Internship in their Year 3 summer break.

## PERM Curriculum Structure

	<u>Units</u>	<u>Units</u>
Major required courses		
Core Course		27
Research & Methodology Courses		9
Skills Courses		9
(1) Required Skills Courses	6	
(2) Elective Skills Courses	3	
Internship		3
Major Elective Courses		12
	Total	60
A. <u>MAJOR REQUIRED COURSES</u>		60 Units
(1) <u>Core Courses:</u>		<u>Units</u>
PERM 1005	Historical and Philosophical Foundation in Physical Education and Recreation	3
PERM 1006	Human Anatomy and Physiology	3
PERM 1007	Sport and Exercise Psychology	3
PERM 2005	Exercise Physiology	3
PERM 2006	Organization and Administration in Physical Education and Recreation	3
PERM 2016	Theory and Practice in Physical Education & Recreation	3
PERM 3007	Sociology of Sport and Recreation	3
PERM 3015	Recreation Programming and Event Management	3
PERM 3037	Motor Learning and Development	3
		27
		_____

(2)	<u>Research and Methodology Courses:</u>			
	PERM 2007	Tests and Measurement	3	
	PERM 3006	Research Methods	3	
	PERM 4895	Honours Project	3	9
			<hr/>	

(3)	<u>Skill Course</u>			
	<u>Required Skills:</u>			
	PERM 1305	Swimming	1	
	PERM 1306	Conditioning & Fitness	1	
	PERM 1307	Dance	1	
	PERM 1315	Gymnastics	1	
	PERM 1316	Track & Field	1	
	PERM 1317	Outdoor Pursuits	1	6
			<hr/>	

Elective Skills (3 Units) - Take one course from each of these three categories:

	<u>Team Sports</u>			
	PERM 1347	Team Sport: Basketball	1	
	PERM 1355	Team Sport: Handball	1	
	PERM 1356	Team Sport: Soccer	1	
	PERM 1357	Team Sport: Softball	1	
	PERM 1365	Team Sport: Volleyball	1	1
			<hr/>	

	<u>Individual Sports</u>			
	PERM 1325	Individual Sport: Badminton	1	
	PERM 1326	Individual Sport: Golf	1	
	PERM 1327	Individual Sport: Squash	1	
	PERM 1335	Individual Sport: Table-tennis	1	
	PERM 1336	Individual Sport: Tennis	1	1
			<hr/>	

	<u>Martial Arts</u>			
	PERM 1337	Martial Art: Judo	1	
	PERM 1345	Martial Art: Taekwondo	1	
	PERM 1346	Martial Art: Tai Chi	1	1
			<hr/>	

(4)	<u>Internship</u>			
	PERM 3005	Internship	3	3
			_____	_____
			Sub-Total	48

B. MAJOR ELECTIVES COURSES

Students are required to select 4 courses among the following 12 courses offered by the Department according to their interest for more specialized study.

PERM 3016	Fitness and Recreation for Selected Population	3	
PERM 3017	Health Fitness Evaluation and Assessment	3	
PERM 3025	Kinesiology	3	
PERM 3026	Nutrition and Health	3	
PERM 3027	Prevention and Care of Sports Injuries	3	
PERM 3035	Public and Community Recreation	3	
PERM 4005	Facility Management	3	
PERM 4006	Financial and Human Resources Management in Leisure Services	3	
PERM 4007	Leadership and Communication in Sport and Recreation	3	
PERM 4015	Marketing in Leisure Services	3	
PERM 4016	Outdoor Recreation	3	
PERM 4017	Principles and Practice of Exercise and Weight Management	3	12
		_____	
		Sub-Total	12
			_____
		Total	60

### 2.3 **General Education Courses**

The General Education courses include 26 units of Core Requirements and 12 units of Distribution Requirements.

#### **Core Requirements (26 units)**

University English	6 Units
University Chinese	3 Units
Public Speaking	3 Units
Information Management Technology	3 Units
Numeracy	3 Units
Physical Education	2 Units
History and Civilization	3 Units
Values and the Meaning of Life	3 Units

#### **Distribution Requirements (12 Units):**

Arts	3 Units
Business	3 Units
Communication / Visual Arts	3 Units
Science / Chinese Medicine	3 Units
Interdisciplinary	3 Units

### 2.4 **Elective Courses**

The Elective Courses include 30 units.

## **SECTION 3**

### **SPECIAL NOTES FOR STUDENTS (Department Policy / Practice)**

#### **3.1 Academic Advising / Mentoring**

The programme coordinator is responsible for the overall management of the programme as well as being the academic advisor for students. Each new student is assigned with a mentor and a student can seek advice from his/her designated mentor throughout the whole study period.

#### **3.2 Applying for Overloading of Units**

When a student wishes to take 19 & above units, permission will only be granted if his/her cGPA is equal or over 2.67 (i.e. average of B-).

When a student wishes to take 21 & above units, permission will only be granted if his/her cGPA is equal or over 3.00 (i.e. average of B).

Deviation from these guidelines may be granted by the Programme Coordinator **only for special cases**, for example, overload due to re-taking of “fail grade” course or being in the final term in final year.

#### **3.3 Plagiarism & Cheating in Student’s work / Test**

“Plagiarism” means using someone’s work as one’s own work. The Department takes serious action if a student is found to commit plagiarism or cheating. Penalty may include a “fail” grade of a course or even dismissal for a serious case. Details of the publication “Avoiding Plagiarism” by the Academic Registry can be accessed on [http://buar2.hkbu.edu.hk/curr/avoid\\_plagiarism/](http://buar2.hkbu.edu.hk/curr/avoid_plagiarism/).

#### **3.4 Academic Problems**

Students who wish to appeal against any academic decisions should follow the appeal procedures listed under section 1.10.

### 3.5 Audio / Video-taping in Classes

Approval has to be sought from the class instructor concerned if the student wants to have audio/video-taping during a class. The class instructor has his/her right in either granting or not granting the approval.

### 3.6 Additional Costs

The following PERM core/elective courses have additional fee. Please be reminded that the costs listed on the table are only estimations.

Core / Elective Course	Kind of Activities	Costs (HK\$)
Core Course PERM 1006 Human Anatomy & Physiology PERM 3015 Recreation Programming & Event Management	(1) Venue booking fee (2) Transportation to venue (3) Or other items	Subject to the booking fee from Hong Kong Government / private organization and public transportation fee.
Elective Course PERM 4016 Outdoor Recreation PERM 4005 Facility Management	(1) Venue booking fee (2) Transportation to venue (3) Or other items	Subject to the booking fee from Hong Kong Government / private organization and public transportation fee.
Core Skill Course PERM 1315 Gymnastics	(1) Venue booking fee. (2) Transportation to outside venue (3) Or other items.	Subject to the booking fee from Hong Kong Government and public transportation fee.
Core Skill Course PERM 1317 Outdoor Pursuits	(1) Camp booking fee including accommodation, catering and canoe activities. (2) Or other items.	Half of the total booking fee divided by the number of students. (~\$180 - \$250)

### 3.7 **Applying for programme of Diploma of Education**

The Diploma of Education” programme is offered by the Department of Education Studies. Students who opt for teaching physical education career track may apply through the Department of Education Studies in term 2, Year 2. Please take note that the quota and the decision of admission rests with the Department of Education Studies.

### 3.8 **Insurance**

All students participating in the undergraduate programme are covered by a Group Personal Accident Insurance Policy arranged by the Hong Kong Baptist University against death and permanent disablement arising from accidents while participating in academic or extra-curricular activities arranged by the University and/or student organizations. Insurance coverage may change by year. For most updated information, other coverage details, check website of Finance Office : <http://www.hkbu.edu.hk/~fohome/fopage.html>

**N.B. Insurance coverage includes incidents during sport skill lessons, activities organized by a course, sport team training and society activities.**

#### **Claiming Procedure**

Insured Person shall within 30 days of injury, complete and return the Personal Accident Claim Form together with supporting document to the Finance Office, Hong Kong Baptist University for onward transmission to Zurich Insurance Company for claims handling. Insurance claim form can be accessed on website of Finance Office : <http://www.hkbu.edu.hk/~fohome/fopage.html>.

Remarks:

Supporting Document

1. Medical Receipts
2. Medical Referral Letter
3. A self-explanatory letter describing how, where & when injury has occurred together with a signature signed by related instructor or coach as a witness.