

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

2019 - 2020

(Section 1 - General Information)

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

CONTENTS

Page

Section	1	<u>General Information</u>	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	5-6
	1.7	Academic Awards	6
	1.8	Academic Problems	6
	1.9	Class Attendance	6-7
	1.10	Student Enquiries and Appeals Regarding Academic Matters	7-8

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.

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:

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

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

PILO 3: Evaluate and apply theories, concepts, principles and practice from physical education and recreation management to various professions in the industry.

PILO 4: Apply knowledge and techniques, based on qualitative and quantitative research and problem solving approaches to design, execute and evaluate programmes in physical education, sport and recreation management.

PILO 5: Demonstrate effective communications, team work, and leadership skills.

PILO 6: Reflect on the importance to practice and promote life-long participation in physical and recreational activities.

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 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 evaluation of a student’s performance in each course. The number of grade points awarded is directly related to the letter grade and the units allotted to the course. These units indicate the workload attaching to the course. Normally, with the exception of the skill course, a three-unit course involves a workload equivalent to attendance at three meeting hours per week for one semester. The workload may be lectures, tutorials or seminars and usually last for 50 minutes, or it may be a combination of these and independent study.

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 semester GPA of 3.50 or above with no grades below "C" for a given semester.*

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

*Students with a "U" grade in that given 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 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 the result of 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 re-assessment, 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.