



香港樹仁大學

HONG KONG SHUE YAN UNIVERSITY

2017-18

POSTGRADUATE STUDENT HANDBOOK

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Postgraduate Student Handbook

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1. List of University Holidays and Major Activities

September 2017 – August 2018

2017			
October	2	Mon	The day following National Day, Holiday
October	5	Thu	The day following Mid-Autumn Festival, Holiday
October	28	Sat	Chung Yeung Festival, Holiday
December	13 - 15	Wed - Fri	The 43 rd Graduation Ceremony
December - January	25-1	Mon - Mon	Christmas and New Year Holidays

2018			
February	15 - 22	Thu - Thu	Lunar New Year Holidays
March	1		Athletic Meet
March - April	30-2	Fri - Mon	Easter Holidays
April	5	Thu	Ching Ming Festival, Holiday
May	1	Tue	Labour Day, Holiday
May	22	Tue	The Buddha's Birthday, Holiday
June	18	Mon	Tuen Ng Festival, Holiday

Note:

The teaching and fee schedules of individual post-graduate programmes are provided under Programme Information in **Annex 1**.

2. Academic Development of Hong Kong Shue Yan University

Hong Kong Shue Yan College, the predecessor of Hong Kong Shue Yan University, was founded in 1971. The idea of an independent liberal arts college was first conceived by Dr. Henry H. L. Hu, then a Legislative Councillor, and Dr. Chung Chi Yung, a prominent educationist, in response to their concern over the acute shortage of tertiary places for local Form VI students aspiring for university education.

During its first twenty years the College built up a solid reputation in the educational community, both in Hong Kong and internationally, for its four-year Honours Diploma programmes. In 2000, the then Hong Kong Council for Academic Accreditation (HKCAA) conducted an Institutional Review to ascertain the College's readiness to offer degree programmes and between 2001 and 2005 ten four-year honours degree programmes were launched after validation by the HKCAA.

After an Institutional Review and Discipline Reviews in 2006, the HKCAA found that the College had demonstrated the ability to meet standards expected of a university and awarded Programme Area Accreditation status at Qualifications Framework Level 5 in the programme areas of Arts, Social Sciences and Commerce for a period of five years.

Following this, the Chief Executive in Council approved the change of title to Hong Kong Shue Yan University on 19 December 2006, which transformed the College into the first private University in Hong Kong.

In 2011 the Hong Kong Council for Accreditation of Academic and Vocational Qualifications (HKCAAVQ) conducted a Periodic Review of the University and of the discipline areas subsumed under the University's Programme Area Accreditation Status. The Panel determined that the University had met the HKCAAVQ accreditation standards and could be approved to maintain the Programme Area Accreditation status for the specified Programme Areas for a period of five years from the 2011/12 academic year. A second Periodic Review was successfully completed in 2016.

Since 2010, nineteen postgraduate programmes have been offered after validation by the HKCAAVQ, namely, MSocSc in Counselling Psychology (2010), PGD in Psychology (2012), MSc in Marketing and Consumer Psychology (2013), MA in Interdisciplinary Cultural Studies (2013), MSocSc (Transformation of Chinese Societies) (2013), MSocSc in Psychology (2015), the first doctoral degree PsyD in Counselling Psychology (2015), MPhil and PhD in Chinese (2017), MPhil and PhD in Economics (2017), MPhil and PhD in English (2017), MPhil and PhD in History (2017), MPhil and PhD in Psychology (2017), and MPhil and PhD in Sociology (2017). The PGD in Psychology has been upgraded to MSocSc in Psychology in 2015.

All proposals for Master's programmes at HKQF Level 6 and Doctoral programmes at HKQF Level 7 must be accredited by the HKCAAVQ.

As a self-financed private university, one of the major objectives of the University has been to ensure the high quality of its programmes which are benchmarked against similar degree programmes offered by other universities in Hong Kong.

Vision and Mission

When Shue Yan College was founded in 1971, the first Chairman of the Board of Governors, the late Hon. Wilfred S. B. Wong, expressed its aims in terms of Confucian philosophy, defining the ideal education that it would provide as the cultivation of virtue (樹仁), which helps every student to build character and develop a harmonious way of living with others. The Confucian way as a human way is predicated on the faith that the human condition is improvable through self-effort, and its core values of “humanity, sympathy, reciprocity, responsibility, public-spiritedness and communalism” (Tu Weiming, 2003) continue to underpin the University’s mission as a teaching-led, research informed liberal arts university to:

- Preserve and disseminate traditional Chinese culture;
- Enable students to cultivate a whole, balanced personality including moral character and realize their full potential as individuals, as scholars and as good citizens;
- Provide rigorous intellectual training to enable students to become independent critical thinkers; and
- Combine academic theory with the acquisition of professional and practical skills to produce graduates who can immediately be of service to meet the needs of the community.

Our Vision

To be the leading private university in Hong Kong.

We Value

1. Traditional Chinese culture and the ideals of Confucianism-based education.
2. Students who aspire to develop and fulfil their potential.
3. Development of knowledge and skills in our staff and students, which contribute to the betterment of society.
4. Engagement with the local and international academic community, industries, professional bodies, government, parents, graduates and students.

Our Mission

The HKSU endeavours to:

1. Preserve and disseminate traditional Chinese culture;
2. Enable students to cultivate a whole, balanced personality including moral character and to realize their full potential as individuals, as scholars and as good citizens;
3. Provide rigorous intellectual training to enable students to become independent critical thinkers; and
4. Combine academic theory with the acquisition of professional and practical skills to produce graduates who can immediately be of service to meet the needs of the community.

The Challenges Ahead

It is important that we understand the changing landscape of the higher education sector we are operating in, the challenges that we are facing, and the directions and framework established by the Government. In the next five years, HKSU will face:

1. Intensifying competition amongst the self-financing post-secondary institutions.
2. Dominance of the UGC-funded universities in the offering of taught Master's programmes.
3. Continuous reduction of senior secondary students till 2022-2023.
4. Mounting expectations from students and the public.
5. Increasing Government emphasis on vocational and professional training.
6. Additional regulatory requirements and monitoring system.

Goal 1

Sustain our first mover advantage as the students' choice of private university in Hong Kong.

Priorities

- 1.1 Offer postgraduate degree programmes by research, including MPhil and PhD.
- 1.2 Develop taught Master's and/or doctoral programmes in niche areas, preferably with recognition by professional bodies.
- 1.3 Review the curriculum and pedagogy of existing undergraduate programmes to further align with the latest needs and expectations of industries, employers and professional bodies.
- 1.4 Conduct feasibility study on the implementation of Major- Minor in another discipline within the current offerings of undergraduate degrees.
- 1.5 Review the student recruitment strategy and processes to meet the challenges of the future reduction of HKDSE students and increased competition with other emerging private universities in the coming five years.
- 1.6 Maintain and continuously improve a fitting and effective quality assurance system to suit the latest developments of the HKSU.
- 1.7 Develop succession plans for senior academic and administrative staff to ensure the future operational stability of the University.
- 1.8 Mobilize the alumni network to further strengthen rapport with employers and professional bodies for the continuous development of Shue Yan.
- 1.9 Provide timely responses and contribute to key discussions pertaining to new Government initiatives and direction, whilst formulating strategies to adapt to the changes and respond to challenges.

Goal 2

Enrich students' learning experience and employability.

Priorities

- 2.1 Take steps to develop technologically integrated classrooms in HKSYU and facilitate more use of technology to improve classroom participation.
- 2.2 Establish a Teaching and Learning Development Office devoted to the promotion of excellence in teaching and learning, and coordinate more options and opportunities for professional development and scholarly activities.
- 2.3 Maintain small class teaching sizes and continue to improve student-staff ratios to cultivate closer student-teacher relations.
- 2.4 Engage and maintain effective communication with industry and professional bodies, local and overseas universities to facilitate more internships, practicums, study tours, field trips, and workplace training for students.
- 2.5 Encourage teaching with flexible pedagogies and student learning assessment processes, and embed more practical experiences into the existing curriculum.
- 2.6 Invite leading international academics as visiting scholars to the University to broaden students' horizons and add value to the education we offer.

Goal 3

Strengthen our academic research capability to inform teaching and reinforce learning.

Priorities

- 3.1 Ensure research and professional activities advance the University's overall teaching capability and practices.
- 3.2 Identify and develop areas of research that have local impact and global reach.
- 3.3 Enhance research capability and standing by increasing the number of successful applications for research funds and grants from competitive funding schemes.
- 3.4 Establish an effective performance-based incentive scheme whereby partial relief from teaching may be awarded to research-active academics.
- 3.5 Increase participation and presentations at local and international conferences, leading to articles in refereed journals and other academic publications.
- 3.6 Increase the proportion of publications co-authored with local and international collaborators.
- 3.7 Offer Research Assistantships to MPhil and PhD students and Teaching Assistantships to PhD students to enhance their future employability in the academic field.

Goal 4

Enhance student facilities and amenities for enrichment of campus life.

Priorities

- 4.1 Cap the overall undergraduate student population at around 5,000 to optimise the campus resources for teaching and learning purposes.
- 4.2 Develop and disseminate a master plan for campus enhancement and development through the additional space available in the newly completed Research Complex with more common space, study facilities for group work, student amenities and teaching and learning facilities.
- 4.3 Establish a Facilities Development and Allocation Taskforce to plan a staged renovation/refurbishment of existing campus premises.
- 4.4 Improve campus experience by guaranteeing every student the opportunity to live on campus for at least one semester during their four-year study in Shue Yan if they opt to do so.
- 4.5 Organise more on-campus student activities to facilitate closer student-student and student-teacher relations.



3. Postgraduate Programmes

This section provides a list of Master's and Doctoral programmes offered by the University. The programmes have been approved by the University's Academic Board and validated by the HKCAAVQ. An overview of each of these programmes is provided in **Annex 1**.

Department of Business Administration:

Master of Science (MSc) in Marketing and Consumer Psychology

The MSc in Marketing and Consumer Psychology is a programme that prepares young professionals from different backgrounds and industries for careers in marketing of products and services for businesses as well as non-profit-organizations. This is a pioneering programme that not only covers traditional areas in marketing, but also psychological knowledge, and practical skills that are required for career success. The programme is designed to provide with an employment-focused curriculum to give its graduates a career advantage in consumer marketing.

Department of Counselling and Psychology:

Master of Social Sciences (MSocSc) in Counselling Psychology

The MSocSc in Counselling Psychology is a professional degree that qualifies graduates for registration with professional associations. The programme is designed to create a distinct professional identity for Counselling Psychologists, and contribute towards meeting the current psychological needs within the community. The programme adopts a three dimensional scientist-practitioner approach, namely knowledge, research and practice.

Master of Social Sciences (MSocSc) in Psychology

The MSocSc in Psychology sets out to provide an education for students who are holders of Bachelor's degrees with Honours in fields other than psychology who have an interest in gaining psychological knowledge. It will also serve as the first step for those who intend to pursue Master's level education or above in the field of psychology in Hong Kong or overseas (e.g. Counselling Psychology, Clinical Psychology, Educational Psychology, etc.).

Doctor of Psychology in Counselling Psychology (PsyD-CoP)

The PsyD-CoP programme at HKSU is the first Doctoral degree in Counselling Psychology in Asia. The programme intends to produce psychologists who possess the necessary core competencies of their chosen profession, and who can qualify for admission into and/or registration with major professional groups. Should the graduates decide to practice abroad, the programme should enable them to pursue membership of the American Counselling Association (ACA), Australian Counselling Association (ACA), British Association of Counsellors and Psychotherapists (BACP), and the American Psychological Association (APA).

Department of English Language & Literature:**Master of Arts (MA) in Interdisciplinary Cultural Studies**

The MA in Interdisciplinary Cultural Studies is designed in response to the network culture of the 21st century. The programme adopts an interdisciplinary approach which aims to create interdisciplinary knowledge between science and humanities, science and philosophy, language and literature, literature and visual arts, ecology and humanities, etc.

Department of Sociology:**Master of Social Sciences (MSocSc) (Transformation of Chinese Societies)**

The MSocSc (Transformation of Chinese Societies) is designed to explore the transformation of cultural practices and social values in Chinese societies brought about by state and market. To facilitate the in-depth investigation of these phenomena, the programme is divided into two domains. One domain focuses on changing social values and morality; how they are shaped by institutional transformation and how individual citizens adjust themselves within the social structure amid rapid and radical social change. The other domain considers how traditional cultural practices have been preserved, recycled or transformed in a process of commoditization and politicization. It also examines the popularization of consumerist activities and the relationship between culture and consumption.

4. Teaching, Learning and Assessment

Medium of Instruction and Assessment

The languages of teaching and learning adopted for each individual course are determined by the respective Department and indicated clearly in the programme document. The Department may exercise flexibility on the languages for teaching and learning after due consideration of the factors below, as well as the language habits, the linguistic competence and the cultural background of the students and teachers:

- (i) The intended learning outcomes of the programme;
- (ii) The language currently used as the predominant medium for academic expression and publication in the subjects concerned (e.g. the language used in teaching materials, academic journals and proceedings of international conferences);
- (iii) The cultural specificity of individual academic subjects;
- (iv) The requirements for professional qualifications; and
- (v) Optimal teaching and learning effectiveness.

Normally, one language will be used for all written assessment in a given course. This will be explicitly stated in the course outline issued by the relevant Department. Students may engage in small group discussions during tutorials and labs in Cantonese/Putonghua, assuming every group member has fluency in that language. Unless otherwise determined, all assignments, projects, presentations and examinations will be conducted in the stated language of assessment.

Courses and Programmes

All courses and programmes in the University clearly identify intended learning outcomes so that you know at the very start what it is that you will learn and be able to do after successful completion of a course/programme. Application of knowledge, critical thinking, research and communications skills at the postgraduate level are some of the attributes you will find embedded in the intended learning outcomes together with specific discipline-related outcomes. Teaching and learning activities are designed to enable you to achieve those learning outcomes and also to help you to become independent learners. Assessment will consist of a combination of tasks and while some courses are designed for continuous assessment, others will consist of a combination of continuous assessment and an end-of-course examination. All assessment tasks will focus on the level of achievement of the stated learning outcomes. Information on the learning outcomes for each course within a programme, the course content, the teaching schedule, the teaching and learning activities, the assessment tasks and the assessment criteria will be given to you at the start of the course/programme by the Department concerned. This information should make it clear to you what to expect in the process of course delivery so that you are able to plan your studies successfully.

Teaching and Learning Activities

The University strives to create a student-centered teaching culture. The role of the teacher is to facilitate student learning in an outcomes-based environment. In recognition of the greater demands placed on students at HKQF Levels 6 and 7, teachers employ a variety of strategies to engage you in a more interactive learning environment. Strategies include small-group discussion and large group review, together with guided study and individual reflection, reporting and analysis aimed at promoting high levels of achievement. You will

be encouraged to apply learned theories to your working experience and share with others.

In some courses teachers may use the blended learning approach using technological tools such as the Moodle and the Tandberg video-conferencing system already installed in the University. Online discussion and submission of presentations can be done through Moodle. The Moodle system supports quizzes, tests and online submission of assignments.

Assessment Tasks and Assessment Criteria

Assessment tasks are unambiguously related to the intended learning outcomes of each course. The outcomes and assessment methods of all courses in the programme are clearly delineated in the individual course documents. Assessment tasks may be formative or summative and may include participation in class, tutorials and seminars; laboratory work; individual and group projects; presentation of papers; interim and final presentations of research work; written assignments; term papers; quizzes and examinations. These tasks are also intended to promote deep learning.

All course documents will also provide information on assessment criteria so that you know the basis on which you have been given marks or grades for your work. Assessment criteria will not only guide students' learning but will also help in standardizing the quality of assessment for the sake of consistency and fairness.

Teaching Staff

As a teaching-led institution from its early days, the University is committed to excellence in teaching. Our teaching staff have diverse and rich academic backgrounds. They hold doctoral qualifications from leading universities and have active research interests in the relevant field. Some are current senior practitioners. The aim of our enthusiastic and well-qualified teaching staff is to ensure that you achieve your learning goals.

Student Learning Experience Questionnaire (SLEQ)

Student feedback on course delivery is important for enhancing the quality of courses and the programmes. The University therefore conducts an online survey to collect students' views on each course they have taken. Individual student identities will not be available to teaching staff, and the information collected will only be reported in aggregate for the use of Academic Staff, Heads of Departments and University Management so that improvements can be made as necessary. There are also other channels for you to convey your comments and suggestions on the courses you take if you wish to do so.

Quality Assurance of Courses and Programmes

The University's quality assurance framework includes various measures to assure the quality of our courses and programmes. Internal measures include a robust programme management and annual review system with feedback from students, teachers teaching on a programme and other external stakeholders. External measures relate to the external examiner system, the academic advisory board which includes external members from other universities and/or the professions, and the validation system of courses and programmes through the HKCAAVQ. Professional bodies also impact on the quality of courses in some programmes.

5. Student Support Services

OSA and its Services for Postgraduate Students

The Office of Student Affairs (OSA) offers various services to students and arranges student activities such as the Whole Person Development Programs, Counselling Services, Skills Training Programmes, Career Talks, Sports Activities, University Festivals and Academic Exchange Programmes. Annually, the OSA conducts a survey of new postgraduate students to create a profile of the new students to enable the University to develop plans for services to the postgraduates. There is a website (<http://www.hksyu.edu/osa/>) showing the news of student services which are updated periodically.

Career Guidance, Student Development and Counselling Services

The service scope of the counselling section of OSA includes provision of career services, organization of developmental programs and provision of counselling services.

A full spectrum of career services is offered to students with the aim of enhancing their understanding of the job market and equip them with the skills/ knowledge required in their target fields. Career Services team organizes recruitment talks, skills enhancement workshops, agency visits and career fairs throughout the year. In addition, career resources corner, career website and job portal are kept for the latest career information and job postings.

Shue Yan encourages holistic development of students through organizing programs and provision of counselling services. New students will complete the profile on Depression, Anxiety and Stress, enabling the section to attain a baseline understanding of students' mental health conditions. Development programs of various approaches and assessments, focusing on self-growth, e.g. training in assertiveness, and improvement in life skills, are organized for the students. Counselling services, in groups or for individuals, are offered to help students tackle personal problems such as interpersonal relationships and to facilitate growth in aversive life situations.

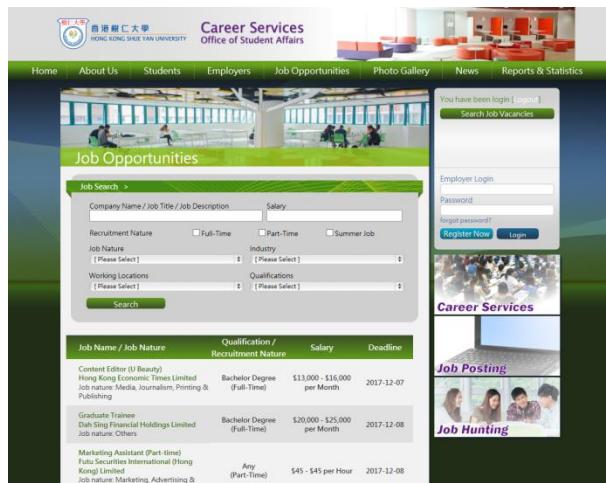
Local and non-local postgraduates of Shue Yan are welcome to use all these services offered by the counselling section.

Health Care

Students may join optional health care plans such as the Dental Care Plan, and the Outpatient Medical Scheme (please contact the OSA for details). Besides, students may visit the Hospital Authority's webpage (<http://www.ha.org.hk/visitor/>) for information on Hong Kong's General Outpatient Clinic Services.

Useful Emergency Information – Accident and Emergency on Hong Kong Island

Hospital	Tel.	Address
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Pamela Youde Nethersole Eastern Hospital	2595-6111	3 Lok Man Road, Chai Wan, HK
Ruttonjee Hospital	2291-2000	266 Queen's Road East, Wan Chai, HK
Queen Mary Hospital	2255-3838	102 Pokfulam Road, HK

Emergency Telephone Number: 999

Physical Education and Sports Activities

The sports facilities provided on campus are intended to provide opportunities for students to improve their physical well-being and to develop a healthy lifestyle. Students are encouraged to participate in all types of sports activities organised by the Physical Education (PE) Department under OSA and which include ball games, sports demonstrations, fitness training course, Annual Athletics Meet, etc. The PE Department is also in collaboration with the University Sports Federation of Hong Kong, China Limited (USFHK) to organise the Annual Inter-institutional Games with other local universities.

Postgraduate Student Office

Office space for postgraduate students is available in the new Research Complex. There are two research postgraduate offices in the High Block of the Research Complex, having a total area of 250m² with seating capacity for 30 students, and equipped with work-stations, printers, telephones and Wifi network.

Postgraduate Hostel

Fifty-one fully furnished single rooms with ensuite bathrooms on three floors (21/F to 23/F) of the Residential and Amenities Complex are available for full-time postgraduate students. In addition, the 7/F of the new Research Complex is also reserved as a Postgraduate Hall providing 30 rooms for full-time postgraduate students.

Student Financial Assistance and Scholarships

Students can apply for financial assistance in the form of a government tuition fee loan, under the “Extended Non-means-tested Loan Scheme (ENLS)” administered by the Working Family and Student Financial Assistance Agency. The guidance notes, application form and relevant documents can be obtained from <http://www.wfsfaa.gov.hk/sfo/eng/schemes/nlss.htm>.

Scholarships are awarded to students with outstanding academic performance who are nominated by academic departments. A postgraduate scholarship at the HKSU annual scholarship and bursary scheme was established in 2010/11. All the local and non-local full time students are eligible to apply for the annual scholarships via the OSA normally between February and March, after the academic result of the first semester has been released. Other scholarship opportunities available to postgraduate applicants include the Postgraduate Scholarships awarded by the Hong Kong Association of University Women. For more details, please contact the OSA.

Special Subsidy

All postgraduate students in full-time mode will be entitled to free accommodation in the postgraduate hostel for the first semester.

6. Regulations

Regulations Governing Taught Postgraduate Programmes at Qualifications Framework Level 6

1. Qualifications for Admission

- 1.1 An applicant for admission to the taught postgraduate programmes shall normally:
 - (a) hold a relevant bachelor's degree with first or second class honours from a Hong Kong university; or
 - (b) have obtained an equivalent qualification from an institution recognized for this purpose by the University.
- 1.2 Applicants with entrance qualifications from an institution where the medium of instruction is not English should also fulfil the following minimum English proficiency requirement:
 - a) overall score 6.0 in IELTS with no subtest score lower than 5.5
 - b) score 550 (Paper-based test) or 80 (Internet-based test) in TOEFL¹ or
 - c) Other equivalent qualifications acceptable to the University.
- 1.3 Individual programmes may specify English proficiency requirements that exceed the minimum described in *Regulation 1.2*.
- 1.4 Applicants for programmes offered by the Department of Chinese Language and Literature, or any programmes offered by other departments in the Chinese medium of instruction shall not be subject to *Regulation 1.2*.
- 1.5 Applicants must satisfy other programme-specific entrance requirements, if any, stipulated for individual programmes.

2. Registration

- 2.1 A new student who has been offered a place on a programme must complete the necessary registration procedures within the specified time. Failure to do so without prior permission will result in a revocation of the offer automatically.
- 2.2 A student is not allowed to concurrently register on another programme of study, whether full-time or part-time, at this University or at another tertiary institution. A student in breach of this regulation is subject to having his/her studies at the University discontinued.

3. Payment of Fees

- 3.1 A student shall pay all the necessary fees according to the Fee Schedule notified by the Registry related to a study programme within the specified date for payment.

¹ NB TOEFL Computer based tests have been replaced by Internet-based tests since 2006.

- 3.2 Fees already paid by a student who is permitted to suspend his/her studies or withdraw from the University for medical reasons or any other reason will not be refunded.

4. The Academic Year

- 4.1 The University Academic Year starts at the beginning of September and ends at the end of August in the following calendar year. The academic year consists of two semesters, each covering approximately 15 weeks of academic activities; and where necessary, there may be a summer term. The actual semester/term beginning and ending dates may however vary among programmes.

5. Period of Study

- 5.1 The normal study period for a programme will be specified in the programme curriculum.
- 5.2 Taught programmes of study at QF Level 6 may be offered in full-time and/or part-time mode.
- 5.3 A student is required to fulfil all the requirements for graduation within five years or as otherwise specified by individual programmes, including any periods of leave of absence and extension of studies.
- 5.4 A student who for non-academic reasons intends to extend his/her period of study beyond the prescribed maximum number of years stipulated in Regulation 5.3 above is required to obtain prior permission from the Academic Board.

6. Course Requirements

- 6.1 A student is required to complete 24 or more credits of courses as stipulated in the curriculum concerned before graduation.
- 6.2 A course is normally of 3 credits and shall include approximately 40 hours of class contact or equivalent work.
- 6.3 A student shall take courses in the order specified in the curriculum concerned unless the Programme Director/Head of the Academic Department concerned has approved a written application for doing otherwise.
- 6.4 If there is a pre-requisite for a course, a student must meet it before taking the course concerned.
- 6.5 If there is a co-requisite for a course, a student must take both courses concurrently.

7. Course Exemptions

- 7.1 A student who has previously completed comparable courses may apply for exemption to the Head of the Academic Department concerned. The courses taken must be at Master's level or equivalent at QF Level 6 and have been passed with Grade B- or above.

- 7.2 Applications will be considered on a case-by-case basis and must be made within the prescribed period before the commencement of the programme and supported by copy of transcript and /or other academic credentials.
- 7.3 There shall be no exemption for the dissertation, nor shall exemption be granted for courses in programmes leading to professional qualifications.
- 7.4 A student who has been granted exemption from any course is still required to fulfil the same number of courses and credits as specified in the programme by substituting the exempted course(s) with other course(s) approved by the Academic Department and in no case will his/her normative period of study be shortened.

8. Class Attendance and Leave of Absence

- 8.1 A student shall attend all required lectures, tutorials and other class activities, tests and examinations and complete the work assigned by the teachers of the courses in which the student has enrolled.
- 8.2 A student is expected to attend classes and other class activities punctually and regularly to the satisfaction of the lecturers concerned.
- 8.3 A student who for any reason is unable to attend classes must write to the lecturer(s) concerned in advance for leave of absence. Application for sick leave must be supported by the written attestation of a registered medical doctor.
- 8.4 Students must attend 70% of total class contact hours for any course in order to be eligible to sit for the examination, if applicable, for that course.
- 8.5 A student whose accumulated leave of absence exceeds 30% of the semester shall not be assessed or awarded credits for courses enrolled in that semester.

9. Course Assessment

- 9.1 A student is assessed for every course in which he/she is enrolled in the form of any one or any combination of the following: class-work, written assignment, laboratory work, field work, internship, externship, research papers, projects, tests, written examinations, oral examinations or any other methods of academic assessment stipulated in the course requirements. A student may be required to submit a thesis/dissertation/project report covering an element of research or creative work as defined by the respective programme requirements.
- 9.2 A student is required to complete all the course work and take all the prescribed examinations.
- 9.3 A student who fails to attend a test or examination without good reason will not be given marks for that test or examination and no supplementary assessment will be given.
- 9.4 A student who is unable to sit for an examination because of medical or other compelling reasons acceptable to the Registrar, may apply in writing with documentary evidence to the Registrar for a supplementary assessment. The application should be made at the earliest possible moment and no later than three days after the examination concerned was held. For students who have been approved supplementary assessment, there shall be no restriction on the examination grade after the assessment.

- 9.5 A student who has received Grade C or below in any compulsory course will be required to retake the course.
- 9.6 A student who has received Grade C or below in any elective may retake it or substitute it with another alternate elective approved by the Head of the Academic Department.
- 9.7 A student who has received Grade C or below in a final dissertation/project will be required to resubmit the dissertation/project within three months after the original Board of Examiners meeting was convened.
- 9.8 A student may retake a maximum of two courses for which he/she has received Grade C or below, with one retake attempt for each course.
- 9.9 Notwithstanding Regulations 9.5 to 9.8 above, the Academic Department may, as it deems appropriate, permit students to further retake up to two courses for which they have received Grade C+ for the purpose of improving their GPA. Only one such retake attempt will be permitted for each course. (Please see also Regulation 12.4 below.)
- 9.10 The results of all courses taken, retaken and/or substituted under Regulations 9.5 to 9.9 above shall be recorded on the student's transcript, but:
- (a) where the Grade obtained in the first attempt is higher than F, only the grade and weighted points obtained from the retaken/substituted course will be taken into account in the calculation of the student's GPA, and only the credits for the retaken/substituted course will be counted towards fulfilment of graduation requirements.
 - (b) where the Grade obtained in the first attempt is F, both the F Grade and the grade obtained in the retaken/substituted course will be taken into account in the calculation of the student's GPA and counted towards fulfilment of graduation requirements.

10. Grading System

- 10.1 Grades are awarded according to the following system:

Grade	Academic Performance
A A-	Excellent
B+ B	Good
B-	Fair
C+	Pass
C	Substandard Achievement
D	Inadequate Achievement
F	Fail

10.2 Grades are awarded on a 4-point system for which the Quality Points are given below:

Grade	Quality Point	Grade Point (for a 3-credit course)
A	4.0	12.0
A-	3.7	11.1
B+	3.3	9.9
B	3.0	9.0
B-	2.7	8.1
C+	2.3	6.9
C	2.0	6.0
D	1.0	3.0
F	0	0

Grade Points = Quality Points x Credit

Grade Point Average = Total Grade Points ÷ Total Enrolled Credit Units

11. Academic Standing

- 11.1 The academic standing of all postgraduate students is reviewed at the end of each semester. A student shall be given warning and put on Academic Probation if his/her GPA is below 2.3 in the preceding semester. If at the end of the next semester, he/she has obtained a cumulative GPA of 2.3 or above, probation shall be lifted, otherwise probation shall continue to apply in his/her next semester unless he/she is required to suspend or discontinue studies as prescribed by Regulation 11.2 below.
- 11.2 If a student fails to obtain a cumulative GPA of 2.3 or above after being put on probation for two consecutive semesters, the Programme Director/Head of the Academic Department may require the student to suspend or discontinue his/her studies in the University. In the case of suspension, the Programme Director/Head of the Academic Department shall stipulate the duration and the terms and conditions for resumption of studies that are appropriate for the student. A record of Academic Probation, suspension or discontinuation of studies shall be kept in the student file.

12. Graduation Requirements

- 12.1 A student shall be evaluated for graduation at the conclusion of the semester in which he/she may satisfy all the conditions for award.
- 12.2 A student must satisfy all graduation requirements specified in the programme requirements.
- 12.3 In order to graduate, a student must have:
- obtained at least Grade C+ in all courses in the programme;
 - completed all coursework requirements;
 - presented a written project/dissertation as required by the programme;
 - satisfied the examiners in the written examinations, if any; and
 - obtained a cumulative GPA of at least 2.5.
- 12.4 Notwithstanding the University Graduation Requirements in Regulation 12.3 above, the Academic Department may, as it deems appropriate, stipulate more stringent programme specific requirements for graduation commensurate with changing academic and industry requirements as they apply to the programmes concerned.

12.5 A student's eligibility for graduation is subject to Academic Board approval.

13. Award Classification

13.1 Distinction will be awarded when a student has fulfilled all the graduation requirements and has achieved a cumulative GPA of 3.7 or above, with no re-taken courses.

13.2 The University's policies on:

- Appeals against results of assessment and against category of award, failure of a programme or discontinuation of studies; and
- Plagiarism and Academic Misconduct

shall apply equally to students registered on taught postgraduate programmes.

14. Rules and Regulations

14.1 Students are required to comply with all the rules and regulations stipulated by the University.

14.2 The University may from time to time make new rules and regulations or make amendments to existing rules and regulations. The Registrar will promulgate new rules and regulations and amendments to them by notices. Updated regulations should be regarded as the final authority.

14.3 Exemptions from the regulations, which may be made in exceptional cases or under special circumstances, are subject to approval by the Academic Board.

Appeal Process for Taught Master's programmes

1. A student may appeal against the assessment result of course work. Assessment appeals are officially handled by the Graduate Studies Committee. However, it is advisable that students who wish to initiate an appeal should first approach the teacher responsible and discuss with him/her regarding expectations of both parties. This will provide a chance for both parties to review the paper or any other form of student work which has been assessed, together with the relevant course assessment rubrics. If a resolution acceptable to both parties cannot be achieved through this informal process, the student may submit a formal appeal to the Graduate School within ten working days after the grade report is released. No appeal for assessment review will be accepted after the specified period.
2. A student may submit a request through the Graduate School for reassessment of her course grade on the following grounds:
 - (A) the assessment was not conducted in accordance with the assessment rubrics prescribed for the course;
 - (B) That there is evidence of prejudice, bias or inadequate assessment on the part of the instructor(s) such that the result of the assessment should not stand;
 - (C) That there were procedural irregularities in the conduct of the assessment (including any instance of administrative error) of such a nature as to cause reasonable doubt as to whether the result of the assessment would be the same if they had not occurred.
3. Any application for a review of the decisions of the Departmental Graduate Programme Committee must first be made in writing to the Graduate School within ten (10) days after the Grade Report is released. A fee of HK\$200 is required. The fee is refundable in full if an error is found or if the Appeal is upheld.
4. Upon receipt of the request, the Graduate School will instigate the rechecking procedure:
 - (A) Refer the request to the Graduate Studies Committee.
 - (B) Report evidence of extenuating circumstances for consideration by the Chair of the Departmental Graduate Programme Committee.
5. The student seeking the review and the Chair of the Departmental Graduate Programme Committee must be invited to the meeting with the Graduate Studies Committee to present their evidence.
6. If the Graduate Studies Committee accepts that there are grounds for a review, it may require the Departmental Graduate Programme Committee to review its decision. The Departmental Graduate Programme Committee has to come to a decision within 7 days.
7. The Graduate Studies Committee will provide its decision to the student in writing normally within 7 days upon receiving the decision from the Departmental Graduate Programme Committee.

Ethical Conduct of Research Involving Human Participants

The University strives to promote the highest level of ethical conduct among both students and faculty, with regard to human research. To that end, the University has a Human Research Ethics Committee (HREC) responsible for reviewing and approving all research proposals which involve human participants by staff members and research postgraduates (applicable to *CP 607-9 Clinically-based Research Thesis I, II & III* in Doctor of Psychology in Counselling Psychology).

Guidelines for the Ethical Conduct of Research Involving Human Participants published by the HREC are available from the University website:
http://www.hksyu.edu/Info/university_committees.html#hrec.

Thesis of taught master's programmes is vetted at departmental level by their individual research sub-committees. The departmental ethical review form is available at Moodle (Departmental Ethical Review Forms for Taught Master's Programmes) or via your project coordinator.

Plagiarism and Academic Misconduct Policy

(Extracted from the policy document)

63. Object

The object of the Plagiarism and Academic Misconduct Policy is to promote an educational environment where academic honesty and fairness are valued as promoting personal integrity and maintaining the academic standards of the University.

64. Definitions

- (a) ‘Academic misconduct’ in relation to academic work means any form of cheating or dishonest conduct, including but not limited to plagiarism and assisting another person to engage in academic misconduct.
- (b) ‘Plagiarism’ means, in relation to work submitted for assessment, the unacknowledged use by a person of the ideas and materials of others in such a manner as to objectively convey the impression that those ideas and materials are his or her own.

65. Training Programmes

- (a) Workshops will be conducted or prescribed by the University in order to promote a consistent understanding of this Policy and issues involving plagiarism and academic misconduct.
- (b) It is the responsibility of all staff members to provide appropriate instruction and guidance to students in relation to plagiarism issues, including the methods of referencing appropriate to the discipline in question.
- (c) General guidance in relation to plagiarism, with reference to examples, will be made available on the University’s plagiarism web page.

66. Cover Sheets

For all assessable work other than examinations, students are required to attach a cover sheet to the front of the work. The cover sheet will be in a format determined by the University and, in addition to details as to student name(s) and number(s) and course name and number, will include a signed certification by the student(s) to the following effect:

I/we certify that the material now submitted is entirely my/our own work and I/we have cited all sources used and have faithfully indicated their origin.

67. Disciplinary Procedures

- 67.1 Where there is an allegation of academic misconduct, the matter may be considered and determined by the course examiner responsible for the work in question, the Board of Examiners, the Head of Department responsible for the course in question acting as Chair of the Board of Examiners, or the Student Discipline Committee; subject to the qualification that the penalties that can be imposed by those individuals or those bodies are as set out in 67.4. Where the Head of Department considers that the matter is sufficiently serious, he/she may refer the allegation to the Student Discipline Committee for consideration.
- 67.2 The student shall be given a reasonable opportunity to respond to an allegation of academic misconduct before any determination is made or penalty imposed.

- 67.3 Penalties for academic misconduct:
- (i) A reprimand and warning.
 - (ii) A requirement to resubmit the work in question [no more than a minimum pass can be given for any resubmitted work].
 - (iii) Marks deducted or no marks given for the work in question.
 - (iv) A fail grade entered for the course involving the work in question.
 - (v) Suspension of the student from the University for a specified period.
 - (vi) Expulsion of the student from the University.
 - (vii) Non-award of the degree for which the student has been studying.
- 67.4 Where the responsible individual or body is satisfied that academic misconduct has been established, the following penalties can be imposed:
- (a) By the course examiner, the penalties at 67.3 (i) to (iii).
 - (b) By a Board of Examiners or the Head of Department acting as Chair of the Board of Examiners, the penalties at 67.3 (i) to (iv).
 - (c) By the Student Discipline Committee, the penalties at 67.3 (i) to (vii).
- 67.5 The student will be advised of any determination made and has a right of appeal against a finding of academic misconduct or any penalty imposed, as follows:
- (a) Where the determination is made by the course examiner, to the Board of Examiners or the Head of Department acting as Chair of the Board of Examiners, save that where the Head of Department is the course examiner then to either the Academic Vice President or the Board of Examiners. The Academic Vice President may impose the same penalties as the Board of Examiners.
 - (b) Where the determination is made by the Board of Examiners, or the Head of Department acting as Chair of the Board of Examiners, to an Appeal Panel in accordance with the provisions of Academic Regulations XIV (see the regulations governing appeal on pages 19 to 21).
 - (c) Where the determination is made by the Student Discipline Committee, to the Academic Vice-President.
- 67.6 Subject to the limitations referred to in 67.4, where a finding of academic misconduct is upheld on appeal, the penalty can be varied at the discretion of the individual or body conducting the appeal.
- 67.7 Any finding of academic misconduct, and all relevant details, will be reported to the Head of Department and copied to the responsible administrative officer for recording on the file of the student in question. All penalties imposed by or on behalf of the Board of Examiners will be recorded in the minutes.

Library Regulations

1. Admission to the use of the University Library (the Library) is conditional upon the observance of the Library regulations (the regulations) made by or with the authority of the Library Committee. Anyone who is believed to violate the regulations, disturb readers or mutilate the Library materials items may be excluded from the Library and all privileges of using the Library services may be suspended. All Library users are presumed to know the regulations before using the Library services and facilities.
2. All members of the Library staff are empowered to enforce the regulations.
3. All users must present valid library membership cards when entering the Library.
4. Restriction of certain categories of library materials from being borrowed is left to the discretion of the Librarian.
5. Food and drinks are not allowed in the Library except bottled water.
6. Smoking is prohibited in the Library.
7. No games of any form are allowed in the Library.
8. No wet umbrellas or raincoats are allowed to be brought into the Library.
9. Reproduction or duplication of audio-visual materials or computer software without permission from the copyright owner is strictly prohibited. (Note V)
10. Photocopying of library materials should be made in accordance with the copyright Ordinance (Cap 528) of Hong Kong. Users are fully responsible for any legal consequences arising from infringement of applicable copyright laws.
11. Please keep quiet in the Library. If you have a group project or need to discuss with other users, please enter the discussion area or use the designated room. (Notes II & III)
12. Please do not change the disposition of any furniture item or equipment without permission of the Library staff.
13. Please report lost book or damaged facilities to Library staff.
14. Please keep your valuables with you at all times. The Library assumes no responsibility for damage or loss.
15. Please do not take out any library item which has not been properly checked out. If a student is proved to be intentionally in violation of the rule, the Library will submit a report to the Student Disciplinary Committee for necessary action. (Note I)
16. Please return all loaned library items upon graduation, withdrawal or cessation of employment from the University.
17. Please treat Library staff and fellow users with respect and courtesy.
18. Please do not hide the Library materials intentionally otherwise other users cannot use or find the materials.
19. Please take good care of all library materials.
20. Please do not use your belongings, textbooks or notebooks to occupy a reading seat. Items left unattended on a desk for more than half an hour will be taken away.
21. Please use lockers on 2/F to store personal belongings.
22. Noise produced by any equipment is not allowed. Please turn mobile phone, pages or mobile devices to silent mode when entering the Library.
23. Notice must not be displayed or distributed in the Library.
24. Please do not sleep in the Library.

25. If users breach the regulations, serious cases may be referred to the University Authority. (Note I)
26. Please observe the rules of Special Collection Room on 3/F. (Note IV)
27. If you need to use your mobile phone, please move to the designated area. (Note II)
28. If you find unattended belongings in the Library, please report to library staff at 2/F Information Counter.
29. Please check out library items at designated counter. Print books are checked out at G/F Circulation Counter (some short-loan items are checked out at 3/F Information Counter) while audio visual items are checked out at 6/F Information Counter.
30. Please return the loan item on time. Loan period will be shortened when another user makes a request. (Loan privilege information is posted at G/F Circulation Counter)
31. User can use a mobile device (e.g. notebook computer) to access online services of the Library via WiFi. (Notes V & VI)
32. Photo taking or video shooting in the Library should be applied in advance.
33. The Library often issues notices regarding opening hours, promotion, activities and sharing. Please pay attention to noticeboard and web page.
34. Please follow instructions when using a multifunction printer for printing, photocopying or scanning a document. (Information is posted beside the printer)
35. Access to electronic resources is governed by license agreements. It stipulates that access to the resources is restricted to members of the Hong Kong Shue Yan University. The resources are for education and research purposes only. In accordance with our policy, commercial use, systematic/excessive downloading, or redistribution of electronic information out of the university is prohibited. Violation of the license terms by anyone can result in the loss of access to that resource for the entire university community. (Note VII)
36. In case of fire alarm, please follow library staff's instruction to leave the building. (Escape route information is posted on each emergency exit)
37. Please note that CCTV monitoring in the Library is for the purpose of security. (Note VIII)
38. Please maintain good personal and environmental hygiene at all times. If you have flu symptoms, consult a doctor and wear a mask to prevent spread of disease. (Note IX)
39. Granting an external reader card for admission to another local library is governed by the regulations of that card issuing library. Misuse of the card amounts to violation of rules of the card issuing library and may lead to cancellation of permission to access to that University library. Serious offence will be referred to either the University Authority or the Student Disciplinary Committee for further action.
40. In case of any discrepancy or inconsistency between the English version and the Chinese version of the regulations, the English version shall apply and prevail.

For Note I, please refer to Part B Disciplinary Actions in library handbook.

For Notes II to IX, please refer to the library homepage.

(Revised 2015)

Departmental / Programme Specific Rules and Regulations

In addition to the University Regulations Governing Taught Postgraduate Programmes at Qualifications Framework Level 6 on pages 13 to 18, the Department of Counselling and Psychology has stipulated the following regulations for the **Master of Social Sciences (MSocSc) in Counselling Psychology** programme:

1. Credit Transfer

The granting of credit transfer in the MSocSc in Counselling Psychology programme is assessed based on the following criteria:

- (a) The post-graduate course credit(s) have been awarded in a degree programme by a recognized local or overseas institution;
- (b) The post-graduate course must be part of a Psychology degree programme;
- (c) The credits must have been awarded with a letter grade of “B” or above;
- (d) The post-graduate course(s) presented for transfer must have been completed within 5 years of admission to the MSocSc in Counselling Psychology;
- (e) Up to three transferred credits may be counted toward fulfillment of the MSocSc in Counselling Psychology.

2. Course Assessment

A student who has failed in the final examination will be required to take a re-examination and the maximum obtainable grade is B.

For the **Doctor of Psychology in Counselling Psychology** programme, the following regulations shall apply:

1. Grading System

Students are required to earn a defined minimum number of credits at the end of each semester and to attain a Grade Point Average (GPA) of at least 3.0. For each course, students are awarded a grade on a nine-point alphabetical scale from A to F, where an ‘A’, ‘A-’ grade denote excellent performance, ‘C+’ is a pass while ‘C’, ‘D’ and ‘F’ indicate failure. Each grade corresponds to a Grade Point value on a numeric scale from 4 to 0. The Grade Points for each course are calculated by multiplying the Grade Point value achieved by the number of credits attributed to the course. Grade Point Average is calculated at the end of each year by dividing the total Grade Points earned by the total enrolled Credit Units.

Grade	Quality Point	Academic Performance
A	4.0	Excellent
A-	3.7	
B+	3.3	Good
B	3.0	
B-	2.7	Fair
C+	2.3	Pass
C	2.0	Substandard Achievement
D	1.0	Inadequate Achievement
F	0	Fail
P/F	0	Pass or Fail (for use in CP607-609 only to designate whether students are allowed to progress from one stage of the research to the next)
NP	0	Not Passed (for use in CP609 only to designate that re-writing of the thesis is required)

Grade Points = Quality Points x Credit

Grade Point Average = Total Grade Points ÷ Total Enrolled Credit Units

2. Graduation Requirements

- (a) The minimum number of credits for graduation is 60.
- (b) Upon satisfactory completion of the programme, students will be awarded the Doctor of Psychology in Counselling Psychology.
- (c) Any student who has completed the programme of studies but who has not achieved a cumulative grade point average of 3.0 or above may not graduate. The students' final awards will be recommended by the Departmental Board of Examiners, deliberated by the University's Examination Results Committee and approved by the Academic Board.

7. Location, Facilities and Services

Braemar Hill Campus

The University's main campus is situated on Braemar Hill. It comprises the Academic Building, the Residential & Amenities Complex, the Library Complex, and the Lady Lily Shaw Hall.

The Main Building, also known as the Academic Building houses the main teaching and learning facilities such as lecture theatres and computer rooms. On the 5th floor there is a canteen, and the lower level floors (4/F – LG 6/F) house numerous labs, staff offices and an indoor sport court. Adjacent and connected to the Main Building is the Lady Lily Shaw Hall which houses the main auditorium, student activity area, and teaching staff offices.

Library Complex and Library Facilities

The Library Complex is located next to the main academic building. It has 19 storeys and is multi-functional. Apart from the Library, the complex includes a conference hall, research centres, and staff accommodation. There are over 500 seats provided in the library for studying. The library also provides some individual study carrels for private study, and these are located at 2/F, 3/F, 4/F and the Law Library. A circulation counter is on the ground floor where a self-service book-drop box is located for returning library books after hours. Services such as photocopying, scanning and printing are available on most floors.



The mission of Shue Yan University Library is to support and enhance teaching, learning and research in the University.

The Library has holdings of approximately 329,000 total physical items. Among the items, there are about 301,000 printed materials, 27,910 audio-visual materials and 873 active titles in Chinese and English print format serials with a total of 30,623 bound volumes. Besides printed materials, there are 14 CD-Rom databases and about 109 online databases which can provide about 54,694 electronic serials and 2.5 million electronic books for remote access.

The Library opens from **8:30 am – 9.00 pm from Monday to Friday and from 8:45 am to 7:00 pm on Saturday**. It is closed on Sunday and public holidays. The Library includes the Learning Commons, two discussion rooms, one presentation room for group project discussion and a multi-purpose activity room for group activity. All rooms are equipped with multi-media computer and white board. The presentation room also provides video projector and screen.

External Reader / Borrower Cards from Other Universities

External Reader Card service is available to SYU students and staff from The University of Hong Kong, the Hong Kong Baptist University, the Chinese University of Hong Kong, Open University of Hong Kong, The Educational University of Hong Kong, City University of Hong Kong and Lingnan University. External Reader Card holders can access the libraries but may not borrow books or other items from these libraries.

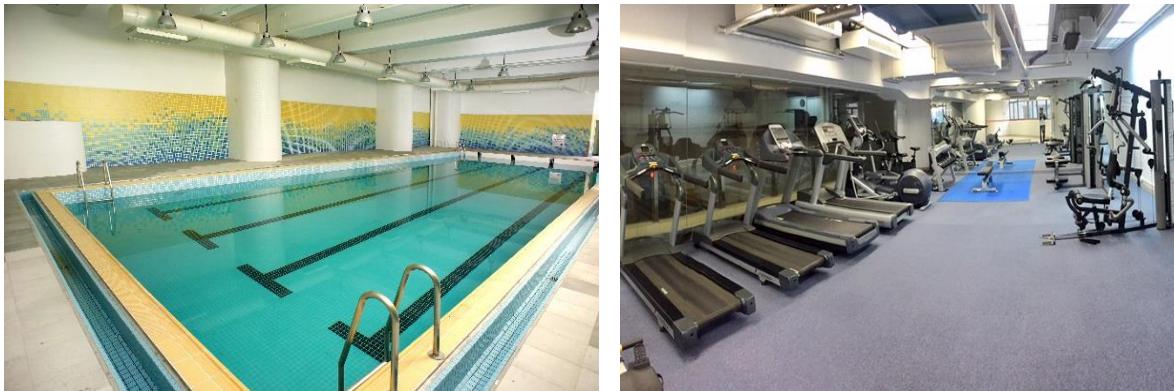
Residential and Amenities Facilities

Residential & Amenities Complex (R&A Complex)

The Postgraduate Student Residence is located between 21/F and 23/F of the R&A Complex. All full-time postgraduate students are eligible to apply for student residence. Postgraduate residence units are furnished studio-style for single occupancy. With the recently completed Research Complex, additional student residence resource becomes available for the ongoing development of the University. (For more information on student residence, please visit the OSA's webpage)

Amenities facilities is located between LG1 and LG3, such as indoor sports courts; fitness room; multi-purpose rooms; indoor swimming pool, and a laundry room (for residence use). The OSA's P.E. Section organizes fitness equipment usage workshops for interested students.

The R&A Complex's second floor consists of the HKSU Students' Union² office, and the Student Centre, which accommodates 25 student societies. Besides, a canteen is located on 1/F.



Research Complex

The Research Complex has a gross floor area of 35,300 square metres, providing additional space for students, including teaching and learning facilities, research centres and laboratories, hostel, student amenities etc. There are 10 technologically integrated classrooms, two lecture halls and four tutorial rooms set up in the Research Complex. Students can make use of the Student Lounge and the Learning Commons on RLG1/F and RLG2/F for self-study, group discussion and mingling with peers. Students' amenities are set on RLG5/F where there is a multi-purpose sports hall, a band room and a dance room. A café is located on RLG1/F and the roof top garden is located on RLB R/F.

Wanchai Campus

The University's Wanchai campus has teaching facilities for a limited number of classes. It is located at 7 Wan Chai Gap Road.

² The HKSU Student Union (SU) is an independent entity from the University and which was registered under the Societies Ordinance (Cap. 151). The office site of SU is provided under a concessionary rent of \$1 by the University.

Transportation

The Braemar Hill main campus is serviced by green minibuses departing from Causeway Bay (25) and Tin Hau (49M) MTR stations as well as a variety of mainline bus services. Additionally, the University arranges a paid shuttle transfer between Braemar Hill and Causeway Bay/Tin Hau, and Braemar Hill and Quarry Bay for use by both staff and students.

Parking is available on Braemar Hill campus but space is limited. Students are therefore encouraged to use public transport to get to the campus.

The location map of both campuses and the transportation routes are available at <http://www.hksyu.edu/Info/directions.html>.

Computer Facilities for Students

There are altogether 12 networked computer laboratories on both campuses with a total of 477 computers and an additional 91 computers dedicated for student self-access in the Library.

A wide range of applications software, including word-processing, spread sheets, databases, and statistical packages is available. Standard software includes:

- Microsoft Windows 7;
- MS Office 2016;
- SPSS 23;
- AMOS 23;
- EVIEWS 9;
- NVIVO 11;
- Peachtree and DacEasy Accounting packages;
- MYOB Accounting v.16; and
- Adobe CS6 / Adobe CC.

Wi-Fi service is available in most public areas of the University, as follows:



- Academic Building;
- Library Complex G/F - 6/F;
- Lady Lily Shaw Hall G/F - 2/F; and
- Residential and Amenities Complex G/F - 4/F, 6/F - 19/F common room
- Research Complex (Low block) All floors
- Research Complex (High block) LG5 – RHB4/F, RHB6/F – RHB14/F common room

8. Bad Weather Arrangements

When Tropical Storm Warning Signal No. 8 (or above) or the Black Rainstorm Warning Signal is hoisted by the Hong Kong Observatory, the following arrangements will apply:

For classes NOT YET STARTED

If the warning is hoisted during the times listed below:	Action
Before 12:00 noon	All classes commencing on or before 1:50 pm will be suspended.
12:00 noon – 4:30 pm	All classes commencing from 1:50 pm to 6:40 pm will be suspended.
After 4:30 pm	All classes commencing from 6:40 pm onward will be suspended.

For examinations NOT YET STARTED

Cases	Action
If the warning is hoisted within 2 hours before the commencement of examinations	The examinations will be postponed.
If the warning is lowered 2 hours before the commencement of examinations	The examinations will be held as scheduled unless otherwise announced by the University.

For classes/examinations ALREADY STARTED

When...	Action
Tropical Storm Warning Signal No. 8 or above is hoisted	All classes will be suspended immediately. All examinations will continue until the end of that examination session.
Black Rainstorm Warning Signal is hoisted	All classes/examinations will continue except those taking place outdoors. You are advised to stay on campus for your own safety.

Important Notes for Attention:

- a. The above arrangement is only applicable to postgraduate students. For undergraduate students, please check “News & Events” at the University website when tropical storm Warning Signal No. 8 or Black Rainstorm Warning is issued.
- b. Suspension of classes/examinations will also be announced on Moodle.
- c. When Tropical Storm Warning Signal No. 3 or Red Rainstorm Warning Signal is in force, it should be assumed that all classes and examinations will be held as scheduled.
- d. Announcements made by the Education Bureau are not applicable to the University.

9. Office Hours and Enquiries

Programme Contacts

Graduate School

Director Prof. WONG Kin Yuen	Tel: 2806-5139 Email: kywong@hksyu.edu
Administrative Assistant: Ms. Cynthia LAM	Tel: 2806-7307 Email: wnlam@hksyu.edu Office Hours: 9:00 am – 6:00 pm

Department of Business Administration:

Master of Science in Marketing and Consumer Psychology

Programme Leader: Dr. Mark NG	Tel: 2804-8505 Email: chng@hksyu.edu
Administrative Assistant: Ms. Vicky LI	Tel: 2806-5194 Email: ykli@hksyu.edu Office Hours: 9:30 am – 6:30 pm

Department of Counselling and Psychology:

Master of Social Sciences in Counselling Psychology

Programme Director: Dr. Sharon HSU	Tel: 2806-7331 Email: shsu@hksyu.edu
Graduate Programme Manager Ms. Retta WONG	Tel: 2104-8270 Email: wywong@hksyu.edu Office Hours: 9:00 am – 5:00 pm
Administrative Assistant: Ms. Esther MA	Tel: 2806-7332 Email: myma@hksyu.edu Office Hours: 9:30 am – 6:30 pm

Master of Social Sciences in Psychology

Programme Director: Dr. Bernard P. H. WONG	Tel: 2806-5173 Email: phwong@hksyu.edu
Graduate Programme Manager Ms. Retta WONG	Tel: 2104-8270 Email: wywong@hksyu.edu Office Hours: 9:00 am – 5:00 pm
Administrative Assistant: Ms. Esther MA	Tel: 2806-7332 Email: myma@hksyu.edu Office Hours: 9:30 am – 6:30 pm

Doctor of Psychology in Counselling Psychology

Programme Director: Prof. SUN, Tien-lun Catherine	Tel: 2806-5145 Email: tlsun@hksyu.edu
Graduate Programme Manager Ms. Retta WONG	Tel: 2104-8270 Email: wywong@hksyu.edu Office Hours: 9:00 am – 5:00 pm
Administrative Assistant: Ms. Esther MA	Tel: 2806-7332 Email: myma@hksyu.edu Office Hours: 9:30 am – 6:30 pm

Department of English Language & Literature:

Master of Arts in Interdisciplinary Cultural Studies

Programme Director: Dr. Amy K. S. CHAN	Tel: 2806-7302 Email: amychan@hksyu.edu
Administrative Assistant: Ms. YEUNG Yim Bing	Tel: 2806-7306 Email: ybyeung@hksyu.edu Office Hours: 9:00 am – 6:00 pm

Department of Sociology:**Master of Social Sciences (Transformation of Chinese Societies)**

Programme Director: Prof. Selina CHAN	Tel: 2806-5142 Email: scchan@hksyu.edu
Administrative Assistant: Ms. Vicky LI	Tel: 2806-5194 Email: ykli@hksyu.edu Office Hours: 9:30 am – 6:30 pm

Contacts of Other Service Units and Wan Chai Campus

Service Units	Contact Details
Registry LG 103, Academic Building Office Hours: Mon – Fri 9:00 am – 6:30 pm Sat 9:00 am – 1:00 pm	General Enquiries Tel: 2570-7110 Email: info@hksyu.edu
Office of Student Affairs (OSA) Rm 402, Residential and Amenities Complex Office Hours: Mon – Fri 9:00 am – 6:30 pm Sat 9:00 am – 1:00 pm	General Enquiries Tel: 2806-5160 Email: osa@hksyu.edu
Student Counselling Section of the OSA Rm 402, Residential and Amenities Complex Office Hours: Mon – Fri 9:30 am – 6:30 pm Sat 9:00 am – 1:00 pm	Career Guidance Tel: 2806-5158 Enquiries Tel: 2806-5163 24-hour Voice Mail Tel: (852) 2104-8222
Physical Education Department of the OSA Rm 402, Residential and Amenities Complex Office Hours: Mon – Fri 9:30 am – 6:30 pm	Ms. Iwa LEE Tel: 2806-5161 Email: wolee@hksyu.edu
Hall Section Rm 402, Residential and Amenities Complex Office Hours: Mon – Fri 9:30 am – 6:30 pm Sat 9:00 am – 1:00 pm	Tel: 2806-5130 Email: hall_osa@hksyu.edu
Research Complex RHB G/F – 14/F, RLB G/F – 7/F, RLG 1/F – 5/F	Security Control Room/ Facilities Management Office (FMO) Tel: 2804-8566 Email: fmo@hksyu.edu
Library G/F, 2/F – 6/F, Library Complex Opening Hours: Mon – Fri 8:30 am – 9:00 pm Sat 8:45 am – 7:00 pm Closed on Sundays and Public Holidays	General Enquiries Tel: 2806-5113 Email: libinfo@hksyu.edu
Wan Chai Campus 7 Wan Chai Gap Road, Wan Chai	General Enquiries Tel: 2573-5426

Contacts of Canteen and Café

Service Units	
Pacific Coffee	
1/F, Low Block, Research Complex	
Office Hours:	Mon – Fri 8:00 am – 7:00 pm
(during term time)	Sat 8:00 am – 3:00 pm
	Closed on Sundays, Public Holidays and University Holidays
Donka	
1/F, Residential & Amenities Complex	
Office Hours:	Mon – Fri 8:00 am – 10:00 pm
(during term time)	Sat 9:00 am – 6:00 pm
	Closed on Sundays, Public Holidays and University Holidays
Play Cafe	
5/F, Main Academic Building	
Office Hours:	Mon – Fri 8:00 am – 8:00 pm
(during term time)	Sat 8:00 am – 5:00 pm
	Closed on Sundays, Public Holidays and University Holidays

Opening Hours of the canteen and café will be adjusted during semester break, examination period and special occasions.

Annex 1 - Programme Information

Department of Business Administration:

Master of Science (MSc) in Marketing and Consumer Psychology

The MSc in Marketing and Consumer Psychology is a programme that prepares young professionals from different backgrounds and industries for careers in marketing of products and services for businesses as well as non-profit-organizations. This is a pioneering programme that not only covers traditional areas in marketing, but also psychological knowledge, and practical skills that are required for career success. The programme is designed to provide with an employment-focused curriculum to give its graduate a career advantage in consumer marketing.

Programme Aims

Upon successful completion of this programme, students should:

1. have developed a comprehensive understanding of marketing and consumer psychology;
2. be able to critically review theories and techniques of marketing and consumer psychology and assess their potential use in business situations;
3. have developed a range of effective analytical and synthesize skills, as well as planning techniques required in solving real-life marketing problems; and be able to design marketing programmes and manage market research projects and in consumer-led businesses.

Intended Learning Outcomes

Upon completion of the programme, students should be able to:

With Respect to Knowledge

1. review and criticize the dominant theories and models relevant to marketing and consumer psychology;
2. analyse theoretical and practical issues in business and marketing by using psychological theories and models;
3. identify and evaluate marketing practices in the contemporary business context;
4. develop new knowledge independently and determine the usefulness of this knowledge within the marketing discipline;

With Respect to Skills

5. plan, undertake, and report on a piece of empirical research in a selected topic area related to marketing and consumer psychology;
6. collect relevant information across a range of areas pertaining to a current marketing situation, and analyse that information using relevant techniques and synthesise it into innovative and appropriate marketing strategies;
7. demonstrate proficiency in applying theoretical concepts of marketing and consumer psychology to different business environments;
8. communicate effectively, both in terms of writing and speaking for professional purposes;
9. work effectively as a team leader and team member.

Tentative Teaching Schedule

Full-time mode:

	Months	Course	
Year 1	Sept to Oct	BUS501	Consumer Psychology
	Oct to Nov	BUS523	Customer Relationship Management (Elective 1)
	Nov to Jan	BUS502	Marketing Communications and Brand Management
	Dec to Feb	BUS521	Digital Marketing and Internet Consumer Behaviour (Elective 2)
	Jan to Mar	BUS531	Research Methods and Design
	Mar to Apr	BUS540	Strategic Innovation and Marketing Management
	Apr to May	BUS532	Marketing Analytics
	Jun to Jul	BUS503	Application of Psychology to Marketing
	Aug	Submission of Master's Project	

Part-time mode:

	Months	Course	
Year 1	Sept to Oct	BUS501	Consumer Psychology
	Nov to Jan	BUS502	Marketing Communications and Brand Management
	Jan to Mar	BUS531	Research Methods and Design
	Apr to May	BUS532	Marketing Analytics
	Jun to Jul	BUS503	Application of Psychology to Marketing
	Sep	Summer Break	
Year 2	Oct to Nov	BUS523	Customer Relationship Management (Elective 1)
	Dec to Feb	BUS521	Digital Marketing and Internet Consumer Behaviour (Elective 2)
	Mar to Apr	BUS540	Strategic Innovation and Marketing Management
	Jun	Submission of Master's Project	

Programme Structure

Study Block 1: Core Knowledge (12 credits – 4 courses)

- BUS501 Consumer Psychology (*3 credits*)
- BUS502 Marketing Communications and Brand Management (*3 credits*)
- BUS503 Application of Psychology to Marketing (*3 credits*)
- BUS540 Strategic Innovation and Marketing Management (*3 credits*)

Study Block 2: Contemporary Marketing Practices (6 credits – Any 2 out of 5 courses)

- BUS521 Digital Marketing and Internet Consumer Behaviour (*3 credits*)
 BUS522 Chinese Psychology and Marketing (*3 credits*)
 BUS523 Customer Relationship Management (*3 credits*)
 BUS524 Global Marketing (*3 credits*)
 BUS525 Organizational Marketing (*3 credits*)

Study Block 3: Research (12 credits – 3 courses)

- BUS531 Research Methods and Design (*3 credits*)
 BUS532 Marketing Analytics (*3 credits*)
 BUS541-2 Master's Project (*6 credits*)

Total no. of core courses:	4 courses / 12 credits	(40%)
Total no. of elective courses:	2 courses / 6 credits	(20%)
Total no. of specialized research courses:	3 courses / 12 credits	(40%)
9 courses (30 credits)		

Fees Schedule

Tuition Fees Payment Schedule	
Tuition Fees: HK\$82,500 (HK\$2,750 per credit)	
Full-time mode:	
1 st Instalment (HK\$41,250): Within 2 weeks after acceptance of the offer of admission 2 nd Instalment (HK\$41,250): 31 st January 2018	
Part-time mode:	
1 st Instalment (HK\$20,625): Within 2 weeks after acceptance of the offer of admission 2 nd Instalment (HK\$20,625): 31 st January 2018 3 rd Instalment (HK\$20,625): 31 st August 2018 4 th Instalment (HK\$20,625): 31 st January 2019	
Notes:	
1. Payment should be made by crossed-cheque/ bank draft payable to Hong Kong Shue Yan University. 2. HK\$400 for visa processing and handling fee is charged for non-local students. 3. Graduation Fee HK\$250 is payable by cheque together with the last instalment of tuition fee. 4. Tuition and all other Fees once paid are not refundable.	

Department of Counselling and Psychology:

Master of Social Sciences (MSocSc) in Counselling Psychology

The MSocSc in Counselling Psychology is a professional degree that qualifies graduates for registration with professional associations. The programme is designed to create a distinct professional identity for Counselling Psychologists, and contribute towards meeting the current psychological needs within the community. The programme adopts a three dimensional scientist-practitioner approach, namely knowledge, research and practice.

General Aims

The MSocSc in Counselling Psychology aims at producing counselling psychologists who possess the core competencies of this profession, and are conformed to the following groups in its requirements for degree completion:

1. Council of Counselling Psychology Training Programs (CCPTP), USA
2. American Psychological Association (Doctoral Level), USA
3. Australian Psychological Society
4. British Psychological Society (2008)
5. Hong Kong Psychological Society (HKPS)
6. Asian Professional Counselling and Psychology Association (APCPA)

Intended Learning Outcomes

On the Knowledge Dimension

At the completion of the programme, students should be able to:

1. describe and analyze the dominant theories and techniques in counselling psychology (utilizing course content from CP514-515);
2. demonstrate an understanding at postgraduate level of the philosophy, theory and practice of at least two specific models of psychotherapy (utilizing course content from CP514-515, CP500-504);
3. apply knowledge of theories of life-span development to the practice of counselling psychology (utilizing course content from CP534);
4. show sensitivity to the presence of cultural and individual diversity in the practice of counselling psychology (utilizing course content from CP517);
5. demonstrate the ability to discern legal and ethical issues within the clinical practice of Counselling Psychology (CP522).

On the Research Dimension

At the completion of the programme, students should be able to:

6. apply quantitative and qualitative approaches to research in counselling psychology, particularly in the realm of evidence-based research (utilizing course content from CP516, CP518, CP530 and CP531);
7. competently conduct research in counselling psychology (utilizing course content from CP530 and CP531);
8. distinguish and analyze the merits and demerits of past and current researches in counselling psychology (utilizing course content from CP516 and CP518).

On the Practice Dimension

At the completion of the programme, students should be able to:

9. demonstrate self-awareness and be alert to the presence of transference and counter-transference in counselling clients (utilizing course content from CP514-515, CP517, CP524-527);
10. practise safely and competently in at least two specific models of psychotherapy (utilizing course content from CP514-515, CP500-504);
11. perform assessment and evaluation of clients within the context of counselling psychology (utilizing course content from CP519-520);
12. work competently in at least one of the following areas: mental health counselling, school psychology and counselling, vocational psychology and counselling, and couple and family counselling (utilizing content from CP505, CP507, CP509, CP511, CP550, CP555, CP557, CP559);
13. qualify for membership of professional bodies in counselling and counselling psychology (utilizing course content from entire programme).

Tentative Teaching Schedule – total 63 credits.

Fall Semester (1st and 3rd Semesters)	
Sept 2	Fall Semester commences
Dec 12	Fall Semester ends
Spring Semester (2nd and 4th Semesters)	
Jan 3	Spring Semester commences
Apr 18	Spring Semester ends
Summer Semester	
May 8	Summer Semester commences
Aug 20	Summer Semester ends

Programme Structure

Code	Title	Credit
1st Semester		
CP514	Psychotherapy I	3
CP516	Research Methods in Counselling Psychology	3
CP519	Assessment and Evaluation for Counselling Psychology I	3
CP522	Professional Practice and Ethical Issues in Counselling Psychology	3
	Elective (<i>optional</i>)	-
	Subtotal	12
2nd Semester		
CP515	Psychotherapy II	3
CP517	Cultural and Individual Diversity	3
CP518	Research Workshops and Seminars in Counselling Psychology	3
CP520	Assessment and Evaluation for Counselling Psychology II	3
	<i>Clinical Practicum I (choose one of the following laboratory courses)</i>	
CP500	- Play Therapy	3

CP501	- Solution Focused Brief Therapy	
CP502	- Client-Centred Therapy	
CP503	- Cognitive Behaviour Therapy	
CP504	- Psychodynamic Psychotherapy	
CP524	Internship**	3
	Elective (<i>optional</i>)	-
	Subtotal	18
Summer		
CP525	Externship I**	3
3rd Semester		
CP534	Specific Issues in Developmental Psychology	3
	<i>Clinical Practicum II (choose one of the following laboratory courses)</i>	
CP500	- Play Therapy	
CP501	- Solution Focused Brief Therapy	
CP502	- Client-Centred Therapy	
CP503	- Cognitive Behaviour Therapy	
CP504	- Psychodynamic Psychotherapy	
	<i>Clinical Seminar I (Choose one of the following seminars)*</i>	
CP505	- Mental Health Counselling	
CP507	- School Psychology and Counselling	
CP509	- Vocational Psychology and Counselling	
CP511	- Couple and Family Counselling	
CP526	Externship II**	3
CP530	Dissertation (Part I of II)	6
	Elective (<i>optional</i>)	-
	Subtotal	18
4th Semester		
	<i>Clinical Seminar II (Choose one of the following seminars)*</i>	
CP505	- Mental Health Counselling	
CP507	- School Psychology and Counselling	
CP509	- Vocational Psychology and Counselling	
CP511	- Couple and Family Counselling	
CP527	Externship III**	3
CP531	Dissertation (Part II of II)	6
	Elective (<i>optional</i>)	-
	Subtotal	12

Elective Courses (Optional)

Students are encouraged to take some elective courses to fortify their chosen areas of concentration. One or two electives from the following list may be offered each semester:

CP550	Trauma Counselling	3
CP555	Positive Health Psychology	3
CP557	Selected Topics in Psychopathology	3
CP559	Working with Addictive Behaviour	3

Students may choose not to take any elective courses.

- * Approval is required if students want to enrol in more than one Clinical Seminar.
- ** Students are required to work two full weekdays per week (Monday to Saturday) in both Internship and Externship.

Fees Schedule

Tuition Fees Payment Schedule

Tuition Fees: HK\$138,600 (HK\$2,200 per credit)

Instalment for Fall Semester: July

Instalment for Spring Semester: December

Instalment for Summer Semester: April

**Exact deadlines to be announced by the department*

Notes:

1. Payment should be made by crossed-cheque/ bank draft payable to Hong Kong Shue Yan University.
2. Graduation Fee HK\$250 is payable by cheque together with the last instalment of tuition fee.
3. Tuition and all other Fees once paid are not refundable.

Master of Social Sciences (MSocSc) in Psychology

The MSocSc in Psychology sets out to provide an education for students who are holders of Bachelor's degrees with Honours in fields other than psychology who have an interest in gaining psychological knowledge. It will also serve as the first step for those who intend to pursue Master's level education or above in the field of psychology in Hong Kong or overseas (e.g. Counselling Psychology, Clinical Psychology, Educational Psychology, etc.).

Programme Aims

The Programme is designed to give students sufficient grounding in the core areas of psychology to qualify them:

1. to apply for student affiliate or graduate membership of the Hong Kong Psychological Society, the American Psychological Association, the British Psychological Society, and other professional associations of comparable standing;
2. to gain direct entry into any career potentially open to Psychology graduates in both the private and the public sectors; and
3. to apply for postgraduate training in all recognized areas in psychology, and in particular, in one of the four areas of applied professional psychology (i.e. Clinical Psychology, Counselling Psychology, Industrial and Organizational Psychology, and Educational Psychology) in an accredited university.

The programme sets out to achieve these aims by providing learning opportunities for personal growth, theoretical knowledge, research skills, and competencies necessary for further education at postgraduate level.

Intended Learning Outcomes

Upon completion of the programme, students should be able to:

With Respect to Personal Growth

1. distinguish between healthy and unhealthy approaches to physical, mental and emotional lifestyles;
2. apply independent, critical thinking in a team environment;

With Respect to Theoretical Knowledge

3. describe the origins, systems and developments in psychology;
4. critically analyse the biological, cognitive and neurological explanations of human behaviour;
5. evaluate the various aspects of the normal and abnormal development of the individual;

With Respect to the Professional Practice of Psychology

6. be conversant with the practice of Educational Psychology and demonstrate the ability to use counselling skills in an educational environment;
7. demonstrate an understanding of the practice of Clinical Psychology and Counselling Psychology, and be able to apply rudimentary assessment and intervention skills in counselling and psychotherapy;
8. apply knowledge of the salient aspects of Industrial and Organizational Psychology in creating business models and/or critiquing prototypes of human resource management;

With Respect to Research

9. articulate the importance of research in the creation and upgrading of knowledge in Psychology;
10. implement principles of ethics in conducting research in Psychology;
11. employ a comprehensive toolkit of quantitative and qualitative research skills;
12. conduct both quantitative and qualitative research in Psychology so as to facilitate the systematic development of the discipline along both theoretical and practical lines;
13. produce an original contribution to knowledge through conducting either a quantitative or qualitative research project in Psychology; and

With Respect to Further Education

14. pursue further professional qualifications in Psychology on the strength of an adequate academic foundation and practical experience in research.

Programme Structure – all courses are 3 credits each; total 39 credits.

Year 1	
1st Trimester (Jan - Apr)	
PSY 110P	Biological Bases of Behaviour
PSY 120P	Lifespan Developmental Psychology
2nd Trimester (May - Aug)	
PSY 103P	Statistics for Social Sciences
PSY 320P	Motivation and Learning
3rd Trimester (Sep - Dec)	
PSY 200P	Social Psychology
PSY 206P	Research Methods and Design
Year 2	
4th Trimester (Jan - Apr)	
PSY 204P	Personality and Individual Differences
PSY 205P	Cognitive Psychology
PSY 371P	Research Project
5th Trimester (May - Aug)	
PSY 300P	Abnormal Psychology
PSY 372P	Research Project
<i>Elective Courses (choose 1 from the list, each course carries 3 credits)</i>	
6th Trimester (Sep – Dec)	
CP400P	Theories and Techniques in Counselling and Psychotherapy
PSY 304P	Psychological Assessment
CP514P	Psychotherapy I
CP517P	Culture and Individual Diversity
PSY307P	Educational Psychology
COUN320P	School Counselling
COUN370P	Counselling Students with Special Educational Needs
CP507P	Clinical Seminar: School Psychology and Counselling
PSY306P	Business Psychology
PSY309P	Industrial and Organizational Psychology
<i>Elective Courses (choose 1 or 2 from the list, each course carries 3 credits)</i>	

Note:

Students of the Postgraduate Diploma in Psychology (PGDP) can choose to surrender the PGDP award and upgrade to the MSocSc in Psychology qualification by completing six additional credits before January 2018.

Fees Schedule

Tuition Fees Payment Schedule
Tuition Fees: HK\$78,000 (HK\$ 2,000 for one credit)
Payment should be made one month before each of the trimesters commences.
Notes: 1. Payment should be made by crossed-cheque/ bank draft payable to Hong Kong Shue Yan University. 2. Graduation Fee HK\$250 is payable by cheque together with the last instalment of tuition fee. 3. Tuition and all other Fees once paid are not refundable.

Doctor of Psychology in Counselling Psychology (PsyD-CoP)

The PsyD-CoP programme at HKSU is the first Doctoral degree in Counselling Psychology in Asia. The programme intends to produce psychologists who possess the necessary core competencies of their chosen profession, and who can qualify for admission into and/or registration with major professional groups. Should the graduates decide to practice abroad, the programme should enable them to pursue membership of the American Counselling Association (ACA), Australian Counselling Association (ACA), British Association of Counsellors and Psychotherapists (BACP), and the American Psychological Association (APA).

Programme Aims

The primary goal of the programme is to produce competent practitioners and researchers who can assume leadership positions within the professional community. The competent practitioner in this context is one who:

1. has the necessary expertise to carry out the functions normally practiced by counselling psychologists world-wide;
2. can assume major leadership roles in the development of counselling psychology in Hong Kong and who can minister to the short and long-term mental health needs of the Hong Kong population; and
3. will continue to do research, thereby promoting the understanding and development of counselling psychology in Hong Kong.

Intended Learning Outcomes

Upon completion of the programme, students should be able to:

On the Knowledge Dimension

1. show sensitivity toward and identify the impact of individuation and culture on the practice of psychotherapy in a variety of social and cultural situations;
2. demonstrate awareness of important and unresolved issues in counselling psychology;
3. perform assessment and evaluation in counselling psychology at an advanced level acceptable to the profession;
4. delineate the core concepts of a chosen area in counselling psychology;

On the Research Dimension

5. apply quantitative and qualitative approaches to research in counselling psychology, particular in the realm of evidence-based research;
6. conduct original research in counselling psychology;
7. write a research thesis (under supervision) at the doctoral level on a chosen topic of interest;
8. compose a scholarly paper worthy of publication in a peer reviewed journal;

On the Practice Dimension

9. demonstrate in-depth comprehension of the theories, skills and techniques of at least two therapeutic approaches;
10. demonstrate competence in providing professional services to clients, including assessment, evaluation, psycho-education, prevention, and intervention ;
11. demonstrate competence in providing clinical supervision for students in counselling and counselling psychology at the undergraduate and master's levels; and
12. demonstrate awareness of a high standard of professional conduct and ethical concern.

Programme Structure – total 60 credits.

The Knowledge Dimension (12 credits)	
CP601	Culture and Psychotherapy
CP602	Conceptual Issues in Counselling Psychology
CP603	Guided Readings in Specific Topics
CP604	Advanced Skills in Assessment and Evaluation in Counselling Psychology

The Practice Dimension (24 credits)	
<i>Preparing for Practice</i>	
CP610	Independent Clinical Study I
CP611	Independent Clinical Study II
<i>Clinical Practice</i>	
CP612	Clinical Practice I
CP613	Clinical Practice II
CP614	Clinical Practice III

The Research Dimension (24 credits)	
CP605	Advanced Skills in Research Methods in Counselling Psychology
CP606	Research Mentorship in Counselling Psychology
CP607	Clinically-based Research Thesis I
CP608	Clinically-based Research Thesis II
CP609	Clinically-based Research Thesis III

Fees Schedule

Tuition Fees Payment Schedule	
Tuition Fees: HK\$180,000 (HK\$3,000 per credit)	
Payment should be made one month before each of the semesters commences.	
Notes:	
1.	Payment should be made by crossed-cheque/ bank draft payable to Hong Kong Shue Yan University.
2.	Graduation Fee HK\$250 is payable by cheque together with the last instalment of tuition fee.
3.	Tuition and all other Fees once paid are not refundable.

Department of English Language and Literature:

Master of Arts (MA) in Interdisciplinary Cultural Studies

The MA in Interdisciplinary Cultural Studies is designed in response to the network culture of the 21st century. The programme adopts an interdisciplinary approach which aims to create interdisciplinary knowledge between science and humanities, science and philosophy, language and literature, literature and visual arts, ecology and humanities, etc.

Programme Aims

1. To enhance students' creativity and their potential to take on new managerial and cultural challenges upon graduation by enabling them to expand their conceptual framework and develop a world-view of interdisciplinarity.
2. To equip graduates to respond positively and creatively to new and substantially different points of view.
3. To prepare students for the pursuit of further studies. The programme provides firm grounding for those who wish to advance to MPhil or PhD programmes both overseas and locally which emphasize an interdisciplinary approach. It should be noted that there are an increasing number of academic programmes of this kind in fields such as cultural management, education and creative media all over the world.

Intended Learning Outcomes

Upon completion of the programme, graduates should be able to:

With Respect to Generic Skills

1. think and write in a critical way;
2. design and conduct independent research;
3. use a range of software, online database and research methodologies;
4. demonstrate through their in-class and other assessment tasks creative strategies for the teaching of liberal studies using local and global cultural texts;
5. analyse cultural texts using a problem-solving approach;
6. integrate the interdisciplinary approach in their future study and career;

With Respect to Theoretical Knowledge

7. describe contemporary critical concepts;
8. relate the critical concepts to English Studies, liberal studies and other disciplines;
9. evaluate the concept of interdisciplinarity and the network culture of the 21st century;
10. synthesize knowledge learned in different disciplines in an interconnected way;
11. construct an interdisciplinary model of knowledge to interpret 21st century knowledge/society.

Tentative Teaching Schedule

1st Semester	
Sept 5	1 st Semester commences
Dec 23	1 st Semester ends
2nd Semester	
Jan 23	2 nd Semester commences
May 31	2 nd Semester ends

Programme Structure

Core Courses	
ENG 501	Contemporary Critical Thought
ENG 502	Interdisciplinary Approaches to Cultural Studies
ENG 503	Seminar in Cultural Theories and Practice <i>OR</i>
ENG 513	M.A. Dissertation
Elective Courses	
ENG 504	Research Methodology for Liberal Studies
ENG 505	City, Space and Culture
ENG 514	Special Topics in Interdisciplinary Studies
Elective Courses (Liberal Studies Stream)	
ENG 506	Fabrication of Identity
ENG 507	Modern China Through Films
ENG 508	Science, Technology and Culture
ENG 509	Environment, Ecology and Ecocriticism
Elective Courses (Cultural Industries Stream)	
ENG 510	Literature and Visual Culture
ENG 511	Language, Culture and Society
ENG 512	Hong Kong Cultural Production

Fees Schedule

Tuition Fees Payment Schedule
Tuition Fees: HK\$76,800
Full-time mode: HK\$38,400 per semester
Part-time mode: HK\$19,200 per semester
1 st Instalment: Within 2 weeks after acceptance of the offer of admission <i>*Payment deadlines for remaining instalments to be announced by the department</i>
Notes:
1. Payment should be made by crossed-cheque/ bank draft payable to Hong Kong Shue Yan University. 2. HK\$400 for visa processing and handling fee is charged for non-local students. 3. Graduation Fee HK\$250 is payable by cheque together with the last instalment of tuition fee. 4. Tuition and all other Fees once paid are not refundable.

Department of Sociology:

Master of Social Sciences (MSocSc) (Transformation of Chinese Societies)

The MSocSc (Transformation of Chinese Societies) is designed to explore the transformation of cultural practices and social values brought about by state and market. To facilitate the in-depth investigation of these phenomena, the programme is divided into two domains. One domain focuses on changing social values and morality; how they are shaped by institutional transformation and how individual citizens adjust themselves within the social structure amid rapid and radical social change. The other domain considers how traditional cultural practices have been preserved, recycled or transformed in a process of commoditization and politicization. It also examines the popularization of consumerist activities and the relationship between culture and consumption.

Programme Objectives

The programme adopts both sociological and anthropological perspectives to analyse social and cultural transformation in Chinese societies. Students will explore how this transformation reflects the complex relationships between state, market, social values, and cultural practices.

Objectives of Domain 1 (Changing Social Values and Morality)

1. To explain how social values are shaped by institutional transformations brought about by the state and market.
2. To analyse how individual citizens re-orientate themselves within the social structure amid rapid and radical social changes.
3. To explore the possibility and conditions for the emergence of new systems of social values in the family, community, and state.
4. To compare and contrast the different transformation paths of social values and morality in various Chinese societies.

Objectives of Domain 2 (Politicizing and Commoditizing Cultures)

1. To investigate how the ideologies of market economy and nationalism influence, preserve, and transform social and cultural practices.
2. To explain why and how cultural practices, memories and heritage are increasingly used for economic and political purposes in Chinese societies.
3. To investigate the possibility of striking a balance between economic development and the preservation of cultural practices.
4. To compare and contrast the different transformation paths in social and cultural practices in various Chinese societies.

Intended Learning Outcomes

Upon completion of the programme, students should be able to:

1. critically evaluate the application of sociological and anthropological theories to the study of Chinese societies;
2. explain with examples, the social and cultural phenomena in Chinese societies with reference to commoditization and politicization;
3. explore how social values and morality are changing in the midst of institutional transformation brought about by markets and state and the consequences of these changes;

4. reflect on the different scenarios of how individuals re-orientate themselves within the changing social structure;
5. compare and contrast the diversity and complexity of Chinese cultures.

Tentative Teaching Schedule

Semesters	Names of Courses		Instructors	Credits
1st Semester (Sept - Dec)	SOC 501	Theorizing Market and State	Dr. LI Kit Man	3
	SOC 502	Critical Research Methodologies	Prof. CHEUNG Yuet Wah	3
	SOC 503	Contemporary China in Transition	Dr. GAO Chong	3
	SOC 506	Mobility, Migration and Inequality	Dr. HUI Yew Foong	3
2nd Semester (Jan – May)	SOC 504	Individualization and the Family	Dr. LAU Pui Yan Flora	3
	SOC 505	Religion and Market Economy	Prof. YANG Der Ruey	3
	SOC 508	Collective Memories in Chinese Societies	Prof. TSU Yun Hui Timothy	3
	SOC 513	Graduate Seminar**	Prof. Selina CHAN	6

Programme Structure

Foundation (Compulsory) Courses – 3 credits each

SOC 501 Theorizing Market and State
 SOC 502 Critical Research Methodologies
 SOC 503 Contemporary China in Transition

Electives – 3 credits each

Domain 1: Changing Social Values and Morality		Domain 2: Politicizing and Commoditizing Cultures	
SOC 504	Individualization and the Family	SOC 508	Collective Memories in Chinese Societies
SOC 505	Religion and Market Economy	SOC 509	Heritage, Governance and Nationalism
SOC 506	Mobility, Migration, and Inequality	SOC 510	Taste and Consumption
SOC 507	Civil Society and Citizenship	SOC 511	Tourism in Chinese Societies
SOC 512 Special Topics* - 3 credits			
SOC 513 Graduate Seminar** – 6 credits			

* Special Topics: This is a course offered either by an adjunct or visiting professor. This course will focus on selected topics within his or her area of specialization, and is intended to provide a more in-depth understanding of changing social values or cultural practices.

** After completing courses in their chosen domains, students must proceed to the Graduate Seminar. The Graduate Seminar aims to consolidate and extend knowledge accumulated through coursework, while also building independent research skills that are vital to the pursuit of further learning. A requirement of the Graduate Seminar is to complete a graduate project of around 6,000 words in August. For details, please see graduate project guidelines.

Fees Schedule

Tuition Fees Payment Schedule	
Tuition Fees: HK\$89,000	
Full-time mode: HK\$44,500 per semester	
Part-time mode: HK\$22,250 per semester	
1 st Instalment (F/T and P/T students): Within 2 weeks after acceptance of the offer of admission	
2 nd Instalment (F/T and P/T students): 15 th January 2018	
3 rd Instalment (2 nd Year P/T students only): 31 st August 2018	
4 th Instalment (2 nd Year P/T students only): 15 th January 2019	
Notes:	
<ol style="list-style-type: none">1. Payment should be made by crossed-cheque/ bank draft payable to Hong Kong Shue Yan University.2. HK\$400 for visa processing and handling fee is charged for non-local students.3. Graduation Fee HK\$250 is payable by cheque together with the last instalment of tuition fee.4. Tuition and all other Fees once paid are not refundable.	

Annex 2 – University Policy on Sexual Harassment

The University is committed to providing and promoting a workplace and an academic environment in which mutual respect for all is assured. All members of the University community (including faculty, staff and students) should understand that sexual harassment violates the rights, dignity and integrity of the individual. The University does not tolerate any act of sexual harassment, to be defined below.

Sexual harassment is prohibited under Hong Kong's law. It is detrimental to the life of the harassed in terms of his/her academic or work performance and results in sexual discrimination and gender inequality. To uphold the dignity, integrity, and equality for all on campus, the University establishes the following Policy against Sexual Harassment.

a. Sexual Harassment Defined

Under the Sex Discrimination Ordinance Part I Section 2(5), a person is a sexual harasser if,

1. he/she makes an unwelcome sexual advances or unwelcome request for sexual favours,
OR
2. he/she does other unwelcome act of a sexual nature in circumstances where a reasonable person would have anticipated that the subject of attention would be offended, humiliated or intimidated.

This policy prohibits the act of “quid pro quo” and any other acts that may lead to a “hostile environment” as defined below.

1. Quid Pro Quo: According to which employment or academic decisions are based on an individual's willingness to grant or deny sexual favours to another individual, for example demanding sexual favours in exchange for a promotion opportunity, a pay increment, or a higher grade in examination/ assessment).
2. Acts that lead to a hostile environment: Any verbal or physical conduct of a sexual nature which has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

b. Examples of Sexual Harassment (Quoting from Equal Opportunities Commission's official website, <http://www.eoc.org.hk>):

2. Repeated attempts to make a date, despite being told "NO" each time
3. Comments with sexual innuendoes and suggestive or insulting sounds
4. Relentless humour and jokes about sex or gender in general
5. Sexual propositions or other pressure for sex
6. Implied or overt threats for sex (e.g., demanding sexual favours in exchange for a promotion or a higher grade in examination/assessment)
7. Obscene gestures or inappropriate touching (e.g. patting, touching, kissing or pinching)
8. Persistent phone calls or letters asking for a personal sexual relationship
9. Displaying sexually obscene or suggestive photographs or literature
10. Sending offensive or pornographic emails or displaying pornographic websites
11. Unwelcome gaze of a sexual nature
12. Expressions of bias on the basis of sexual orientation in any form such as derogatory comments and continual use of sex-stereotyped references and depiction in instruction process

c. Reporting of Sexual Harassment

Basic Principles:

- (i) All members of the University community should take the responsibility of reporting any sexual harassment cases immediately to appropriate administrative officials. Delay in reporting may hinder the timely solution to relevant complaints and contribute to the repetition of offensive behaviours.
- (ii) The University will protect the privacy of the individuals involved and ensure the complainant(s) and the accused are treated fairly. Information about individual complaints and their deposition is considered confidential and will be shared only on a “need to know” basis. Retaliation against individuals who report or provide information about sexual harassment (“victimization”) is also strictly prohibited. Any act of reprisal by University staff will be a violation of this policy and result in appropriate disciplinary actions.

d. Reporting Channels

- (i) Staff should report complaints of sexual harassment to their supervisors or any supervisory personnel with whom he/she entrusts. He/she can also contact any member of the University Panel Against Sexual Harassment.
- (ii) Students with complaints of sexual harassment are recommended to contact the student counsellors, residence wardens, or any faculty/staff with whom he/she entrusts.

e. Procedures for Handling Complaints

Informal procedures

The University encourages early settlement of any complaints. It prefers informal procedures over formal ones, in the form of, for example, mediation. The Officer-in-charge of the Unit of the staff complainant can provide advice to the staff to handle the sexual harassment issue whereas the student complainant is recommended to seek advice from the student counsellors at the Office of Student Affairs (OSA). Written complaints are not required to trigger mediation, but a written complaint is required for a complaint investigation process to begin. A designated student counsellor from OSA may serve as an advocate of the complainant, to provide advice and support. The designated student counsellor may also act as an informal mediator and direct the complainant to seek appropriate resources.

Formal procedures

A University Panel Against Sexual Harassment shall be responsible for handling mediation and complaint investigation of cases involving staff or students. The Panel will be in charge of promoting general awareness of issues concerning sexual harassment and investigating specific complaints. The Panel will be chaired by the Associate Administrative Vice President and comprise faculty, administrative staff, and student counsellors. The Panel will consent to the formal procedures in dealing with an individual case only when a written complaint is made. If a complaint is made against a staff member, a hearing will be convened. In that case, the Panel Chairperson will appoint an Investigation Team with panel members deemed to be suitable to handle the particular case. In the case of a complaint against a student, the case will be referred to the Student Discipline Committee.

Following the initiation of the complaint investigation process, an Investigation Team will be established with a view to submitting a fact-finding report to the Chairperson of the University Panel Against Sexual Harassment. This report will include a determination as to whether or not an act of sexual harassment has been committed. The Panel is expected to complete investigation of a complaint within 30 working days from the date of its first meeting.

If the complainant or the accused objects the result of the fact-finding report, he/she can submit a response or an appeal to the Panel Chairperson within 14 working days upon receipt of the report. The Panel Chairperson will review the fact-finding report in consideration of the response/ appeal received and submits a final report to the Administrative Vice President for consideration.

After reviewing the report and submissions, the Administrative Vice President or his designate will make a final decision as to whether or not to accept the recommendations of the final report and decide over actions to be taken. The Administrative Vice President or his designate will then convey the decision in writing to the complainant/ accused.

The University reserves the right to vary the above disciplinary procedures as necessary and to take all appropriate actions against the staff or student who warrants disciplinary action.

Despite the above procedures, the complainant will have the full right to lodge a complaint directly with the Equal Opportunities Commission (EOC) or the Police, as well as to file a lawsuit. A flow chart summarizing the procedures of handling sexual harassment complaints is appended.

Sexual Harassment Complaints Handling Procedures

An Illustration of the Process of Resolving Sexual Harassment Complaints

