REGULATIONS FOR THE POSTGRADUATE CERTIFICATE IN ACADEMIC PRACTICE (PCAP)

These regulations apply to students admitted to the Postgraduate Certificate in Academic Practice (PCAP) curriculum in January 2023 and annually in January thereafter.

(See also General Regulations and Regulations for Taught Postgraduate Curricula)

PCAP1   Admission requirements

To be eligible for admission to studies leading to the Postgraduate Certificate in Academic Practice, candidates shall:
(a)   comply with the General Regulations; for a candidate who is seeking admission on the basis of a qualification from a university or comparable institution outside Hong Kong of which the language of teaching and/or examination is not English, satisfy the University English language requirement applicable to higher degrees as prescribed under General Regulations;
(b)   comply with the Regulations for Taught Postgraduate Curricula;
(c)   hold a good Bachelor's degree from this University; or a qualification of equivalent standard from this University or another comparable institution accepted for this purpose;
(d)   satisfy the examiners in a qualifying examination and/or interview if required; and
(e)   be currently teaching students who are studying at a tertiary level.

PCAP2   Qualifying examination

(a)   A qualifying examination and/or interview may be set to test the candidates' formal academic ability or their ability to follow the courses of study prescribed. It shall consist of one or more written papers or their equivalent.
(b)   Candidates who are required to satisfy the examiners in a qualifying examination and/or interview shall not be permitted to register until they have satisfied the examiners in the examination and/or interview.

PCAP3   Award of certificate

To be eligible for the award of Postgraduate Certificate in Academic Practice, candidates shall:
(a)   comply with the General Regulations;
(b)   comply with the Regulations for Taught Postgraduate Curricula; and
(c)   complete the curriculum as prescribed in the syllabuses and satisfy the examiners in accordance with the regulations set out below.

PCAP4   Period of study

The curriculum shall normally be completed within two academic years of part-time study. Candidates shall not be permitted to extend their studies beyond the maximum period of registration of three academic years of part-time study, unless otherwise permitted or required by the Board of the Faculty.

PCAP5   Completion of curriculum

To complete the curriculum, candidates shall:
(a)   satisfy the requirements prescribed in TPG6 of the Regulations for Taught Postgraduate Curricula;

(b)   take 30 credits in the manner specified in these regulations and syllabuses;

(c)   follow courses of instruction and complete satisfactorily all prescribed work; and

(d)   satisfy the examiners in all prescribed courses and in any form of assessment as prescribed in the syllabuses.

PCAP6   Assessment

(a)   Candidates' performance during the study shall be assessed through assignments as prescribed by the courses on a distinction/pass/fail basis in accordance with TPG9(b) of the Regulations for Taught Postgraduate Curricula. Only passed courses will earn credits.

(b)   Candidates who have failed to satisfy the examiners at the first attempt may be permitted to re-submit their work for the failed course for re-assessment within a specified period determined by the Board of Examiners, but no later than the end of the following semester (not including the summer semester).

(c)   Candidates who are unable because of their illness to submit one or more written assignment may apply for permission for late submission. Any such application shall be made to the programme director within two weeks before the deadline of the assignment.

(d)   Candidates who have received a passing grade or above shall not be permitted to re-submit coursework for the purpose of upgrading.

(e)   Courses in which candidates are given a failure grade shall be recorded on the transcript of the candidate, together with the new grade if the candidate is re-assessed.

(f)   There shall be no appeal against the results of all forms of assessment.

PCAP7   Discontinuation

Candidates who

(a)   are not permitted to present themselves for re-submission of coursework in any course in which they have failed to satisfy the examiners or to revise or re-present their assignment; or

(b)   have failed to satisfy the examiners on second attempt in any course; or

(c)   have exceeded the maximum period of registration as specified in PCAP4

shall be recommended for discontinuation of studies under the provisions of General Regulation G12.

PCAP8   Assessment results

On successful completion of the Postgraduate Certificate, candidates who have shown exceptional merit may be awarded a mark of distinction, and this mark will be recorded in the candidates' Postgraduate Certificate.

SYLLABUSES FOR THE POSTGRDUATE CERTIFICATE IN ACADEMIC PRACTICE (PCAP)

These syllabuses apply to students admitted to the Postgraduate Certificate in Academic Practice (PCAP) curriculum in January 2023 and annually in January thereafter.

PCAP7001   Teaching in Higher Education: Professional Development (6 credits)

Candidates are provided with a systematic introduction to the professional development of university teachers such as teaching portfolios, academic identities, continuous professional development, scholarship of teaching and learning, peer observation, reflection on teaching practice, care and emotions in higher education, developing leadership in learning and teaching, etc. A range of assessment tasks will be used which may include the following: peer observations and reflective assignments, etc. Normally the total word length of assessment is 3,000 words or equivalent.

Assessment: 100% coursework.

PCAP7002   Student Learning in Higher Education (6 credits)

This course introduces major concepts on autonomy-support and the regulation of value, pursuit and support of students' goals, cognitive load, mindsets and self-efficacy with instructional strategies that work, emotions in the classroom, interest and its development, and so on to help candidates develop practice-based understanding of student learning in higher education. The candidates will integrate their practice-based understanding with their actual practices in teaching, applying the professional development practices discussed in PCAP7001 to reflect on their experiences.

A range of assessment tasks will be used which may include the following: in-class presentations, case analysis, and reflective assignments, etc. Normally the total word length of the written assignment is 2,500 words.

Assessment: 100% coursework.

PCAP7003   Effective Curriculum and Learning Design in Higher Education (12 credits)

This course discusses effective curriculum and learning design in the context of higher education to help candidates develop practice-based understanding of university teaching. The candidates will integrate their practice-based understanding in their actual teaching context, apply the concepts in the curriculum/learning design, and reflect on their experiences through the application of professional development practices discussed in PCAP7001.

A range of assessment tasks will be used which may include the following: in-class presentations, case analysis/problem-solving, and reflective assignments, etc. Normally the total word length of the written assignment is 2,500 words.

Assessment: 100% coursework.

PCAP8099   Project (6 credits)

This course is a 6-credit project with 12 - 18 contact hours. It helps candidates develop scholarship of teaching and learning in the context of higher education. Candidates will work in groups to explore the

issues in their teaching, evaluate the effectiveness of their practices through empirical studies and report the results through written assignment. Normally the total word length of the written assignment is 5,000 words.

Assessment: 100% coursework.