

## **Schedule to Be Followed by Postgraduate Programmes After Examination**

1. The Programme sends materials of each credit bearing course, including makeup courses, to ER within 10 calendar days after end of exam week;
2. The Programme collects ER reports within 20 calendar days after end of exam week;
3. The Programme sends ER reports to course instructors and collects instructors' feedbacks within 4 weeks after end of exam week.
4. The Programme Director (PD) checks the ER reports and instructor feedbacks for accuracy and clarity. If serious disagreement is detected, the PD should seek resolution in the first instance. The PD should send to the Graduate School the original ER reports and instructor feedbacks, together with a "Summary of ER Suggestions and instructor Feedbacks" (see sample in Attachment A) and student's score report within 6 weeks after end of exam week. Any unresolved disagreements should be clearly stated in the Summary.
5. Notwithstanding the above, for graduation, Programme sends "**Graduation List**" and "**Summary Notes on the Graduation List**" to the Graduate School no later than the deadline set by the Graduate School each year. The "**Summary Notes on the Graduation List**" should follow the sample shown in attachment B.
6. Within one month after receipt, the Graduate School sends "Summary of ER Suggestions and instructor Feedbacks" to the Committee on Teaching and Learning for discussion. The Graduate School then sends the material to the Board of Graduate Studies for endorsement. After endorsement, the documents are archived in the Graduate School.

## Attachments A and B

### Attachment A

#### Summary of ER Suggestions and instructor Feedbacks -\*\*\*\* -20180810

There are altogether **13** (*revisable, the same as below numbers of courses*) courses in the programme of \*\*\*\*. **11** courses offered in this Programme have been reviewed by the same CUHK External Reviewer:

\*\*\*\*, Associate Professor, Department of \*\*\*\*, The Chinese University of Hong Kong.

The following **2** courses did not send for ER review (reasons if applicable):

His/her general opinion on the 11 courses are:

#### **Course Content:**

*For the **11** courses, the course outlines, curriculum and materials are appropriate. The learning outcomes are clear and align with CUHK standards. The quality of the learning outcomes is comparable to similar courses at CUHK. For exceptions, see “detailed suggestions”.*

#### **Course Assessment:**

*For the **11** courses, course assessment is appropriate. All the submitted sample term papers are assessed fairly and comply with the grade distribution requirement. For exceptions, see “detailed suggestions”. The exam papers are well prepared to give sufficient coverage with suitable level of difficulty.*

#### **Course Grades:**

*For the **11** courses, grades and marks are acceptable. The marking ranges are comparable to CUHK standards and the proposed grade distribution follows the applicable grade distribution guidelines. For exceptions, see “detailed suggestions”.*

#### **Detailed suggestions:**

The Reviewer has also raised detailed suggestions and questions on some courses. The suggestions/questions raised and feedbacks from instructors are given below. According to the protocol of the quality assurance system at CUHK(SZ), the suggestions/questions of the External Reviewers and the feedbacks from the instructors will be documented and improvements will be monitored by the Registry/Graduate School and the Office of the Vice-President (Academic).

The following are suggestions/questions raised by the External Reviewer concerning 4 courses, and the feedbacks from course Instructors. The External Reviewer did not raise suggestions/questions for the other 7 courses.

1.

Course Code and Title	****
Course Instructor	****
Questions/ suggestions	Feedback from course instructor
If teaching time is allowed, it is suggested to have presentation in the project. This suggestion is not a must.	Yes, we will arrange project presentation in the future.
There is a wrong marking in the mid-term paper of the student with SID: ****. In Q3, the student is given 7 marks but his/her answer script show a deduction of 10 out of 20. In other words, 10 marks should be given to the student instead of 7. This adjustment eventually makes the students' final score close to "B" while his/her current grade is "B-". But, it is still fine if the instructor keeps the grade unchanged because the adjustment does not affect the ranking.	Thanks for figuring out a calculation error which we have corrected accordingly afterwards. This revision in the points does not change the grade of the student. Yes, we will be more careful in future grading exercise.

2.

Course Code and Title	****
Course Instructor	****
Questions/ suggestions	Feedback from course instructor
1) There is a disagreement with the course outline, which specifies the assessment by assignments and final exam. However, the course eventually has a mid-term test. Home works account for 50% of the total score, while mid-term and final only contribute 20% and 30%, respectively. This makes each homework assignment weight more than 10%. Thus, it is a bit overweight in homework. I suggest the weighty of homework to be less than 50%. Otherwise, students absent in final exam still probably passes the course.	In the future, a midterm exam will be included as one of the assessment components. Moreover, weights of the different assesment components will be adjusted. In particular, the total weight of the homework will not exceed 40%.

<p>2) The number of A/A- students exceeded 40% of total number of students. It is considered a little too high. CUHK suggests that graduate courses with enrolment over 20 should have less than 40% A/A- grades. I understand that the last two A- students are tied so that it is fine this time.</p>	<p>1) We will follow the CUHK-SHENZHEN grade distribution guidelines in the future. Given the proposed adjustment in weights of the different assessment components (see above), it is expected that the percentage of A/A- students will fall within that suggested by the guideline.</p>
---	--

**3.**

**4.**

.....

Summary Notes on the **2018** Graduation List of the Master of \*\*\*\* Programme in \*\*\*\*  
The Chinese University of Hong Kong, Shenzhen

**1. Graduation Requirements**

Students are required to complete a minimum of \*\* units from the set of courses prescribed in the curriculum of the Programme as approved by CUHK Senate. They must achieve a grade of “C-” or above for each of the required/ elective courses taken. If a student fails to achieve this, s/he will have to retake the same course(s) (or a course approved as equivalent) in another term when the course(s) is (are) offered and pass the course(s) with a grade of “C-” or above. Students are allowed to retake any failed course only once. Students are required to pass all the assessments and obtain a cumulative overall GPA of at least 2.0 in order to graduate.

**2. Quality Assurance**

All courses offered by CUHK(SZ) are individually reviewed by an experienced member of CUHK in the relevant discipline, before the grades are finalized and made known to students. The purpose of this review is to benchmark with the standard of both the courses and the student performance in CUHK. The CUHK External Reviewers (ERs) are nominated by the individual schools offering the degree programmes, and approved by the Provisional Academic Board/Vice-President (Academic) of CUHK(SZ). For this Programme, the same ER reviewed all the courses except \*\*\* (explain the *reason if applicable*). She/He is:

\*\*\*\*, Associate Professor, Department of \*\*\*\*, The Chinese University of Hong Kong.

**3. Comments from the CUHK Reviewer**

All the **17** courses offered in this Programme have been reviewed by the ER. His general comments on the courses are:

**Course Content:**

*For the 17 courses, the course description, learning outcomes, syllabus, reading list and teaching plan, are appropriate and comparable to similar courses at CUHK. The quality of the learning outcomes is comparable to similar courses at CUHK. These courses have met the overall standards of similar CUHK courses in terms of course content. For exceptions, see “detailed suggestions”.*

**Course Assessment:**

For the **17** courses, the assessment scheme is clear and appropriate. All the submitted sample term papers are assessed fairly and comply with the grade distribution requirement. The exam papers are well prepared to give sufficient coverage with suitable level of difficulty. **These courses have met the overall standards of similar CUHK courses in terms of course assessment.** For exceptions, see “detailed suggestions”.

#### **Course Grades:**

For the **17** courses, the grading seems fairly similar to the practice at CUHK. The conversion between marks and grades is systematic. The final grade distribution conforms to the University grade distribution guidelines. **These courses have met the overall standards of similar CUHK courses in terms of course grading.** For exceptions, see “detailed suggestions”.

#### **Detailed suggestions (if applicable):**

The Reviewer has also raised detailed suggestions and questions on some courses which have all been considered by course instructors. According to the protocol of the quality assurance system at CUHK(SZ), the suggestions/questions of the External Reviewers and the feedbacks from the instructors will be documented and improvements will be monitored by the Registry/Graduate School and the Office of the Vice-President (Academic).

#### **4. Summary**

There were \*\* students enrolled for the Programme of \*\*\*\* in **September 2015**. **Two** students withdrew **in October of 2015 and January of 2016** respectively. The remaining \*\* students have satisfied all the graduation requirements and are now recommended to CUHK Senate for award of the \*\*\*\* degree.