

學位教師教育文憑課程附則

「學位教師教育文憑課程」及「學位教師教育文憑（小學）課程」學生，均須遵守「研究生總學則」及下列「學位教師教育文憑課程附則」。「研究生總學則」與本「附則」編號相同者，即以「附則」為準。中文版本如與英文版本有任何歧異，概以英文版本為準。

【附則 2.3】入學

- 2.3 新生選錄，以學業成績、教學經驗、入學試表現（如需經過入學試者）等為準。應屆大學畢業生如獲條件式錄取，仍須俟其考獲學位後，方正式獲得學籍。

【附則 4.1 及 4.3】註冊

- 4.1 申請人獲取錄入學後須於指定日期繳交各項費用及辦理註冊手續，否則作自動退學論。
- 4.3 學生註冊後因病或其他理由不能依期入學者，應於開學前不少於一星期，以書面向本院院務處申請延期入學，但不得超過一年。因病申請延期入學者，須附呈註冊西醫簽署之證明文件。本院將按個別情況作出考慮。

【附則 5.1】修業期限

- 5.1 全日制課程之常規修業期為一年，兼讀制課程之常規修業期為兩年。課程規定包括
- （一）完成課程指定之所有必修科目及選修科目，及
 - （二）完成教學實習，及
 - （三）完成沉浸課程（只適用於全日制課程主修英文科之學生）。

【附則 7.1】修課規定及豁免

- 7.1 全日制學生每學期修課不得少於四學科（主修之「分科課程與教學法」不計在內）；兼讀制學生每學期修課不得少於一學科（主修之「分科課程與教學法」不計在內）。

【附則 8.1 及 8.3】選課

- 8.1 學生必須在指定日期前按照課程要求完成選課程序。
- 8.3 未經選修之科目不得擅自出席聽課，倘獲授課教師同意，則可出席旁聽，但無成績紀錄。

【附則 9.1】退選及加選

- 9.1 學生於選課期限截止後擬改選選修科，可於各學期開課後兩週內自行辦理。各學科均有名額限制，改選以先到先得為原則。

【附則 11.1-11.12】上課、請假及休學

- 11.1 學生上課不得無故缺席，未經請假或請假未獲批准而缺課者，作曠課論。連續曠課三週，作自動退學論。每學科出席率至少須達七成，因產假／病假缺課者，得由學院酌情處理。（注意本附則第 13.8 條）
- 11.2 學生告假，須事先用書面向院方申請，由本院院務處審核。
- 11.3 如因急事或疾病未能事先請假者，須於缺席之日起計，三天之內補辦請假手續。
- 11.4 因病請假可委託同學或家人代辦手續。
- 11.5 申請病假或產假須附繳註冊醫生或本大學保健處之證明。
- 11.6 告假期滿如需續假時，仍應依請假手續，申請續假。
- 11.7 告假期限未滿而返院上課者，應即向本院院務處銷假，其缺課時數依實際缺課時數計算。
- 11.8 學生因患傳染病經大學保健處處長認為有礙大學之團體衛生者，得著令其休假，直至保健處處長簽署／加簽健康良好證明書，方可申請復課。
- 11.9 全日制學生教學實習期間請假須遵照實習學校之教師請假規則向該校辦妥請假手續，並須同時通知本院院務處及視導導師，及向院方辦理請假手續。
- 11.10 學生於實習期間無故缺席，經查明屬實，將予以嚴重處分。嚴重者，實習成績將評為不及格。
- 11.11 學生申請休學須有充份理由及繳交留位費，且不得超過一學年，休學期滿後仍不能復學者，可再申請休學一年，但總共以兩學年為限。
- 11.12 天文台若懸掛八號或以上之颱風警告或黑色暴雨警告信號，本院停止上課。但如該信號在上午七時前／中午十二時前／下午五時前除下，或改掛三號或以下之颱風警告信號，則該日／下午及晚間各科／晚間各科，須照常上課。

【附則 13.1-13.15】成績等級

學科評核

- 13.1 學生之學科成績，依照下列各項中任何一項或數項之表現而評定：平時作業、寫作練習、實驗習作、課外實習、研究論文、測驗考試及其他評審方式。
- 13.2 評核所使用之等級、標準及變換積點如下：

等級及標準	繁分等級（必要時採用）	變換積點
A 特優	A	4.0
A- 優	A-	3.7
B 良	B+	3.3
	B	3.0
	B-	2.7
C 常	C+	2.3
	C	2.0
	C-	1.7
D 及格	D+	1.3
	D	1.0
F 不及格	F	0.0
P 及格（未經評級）	計算在所修學分總和內，	

U 不及格 (表現不符理想)	但於計算平均積點時則不包括在內
-------------------	-----------------

- 13.3 學生「學科成績」之計算，以所修讀的全部科目為依據，凡符合下列全部條件者，其「學科成績」作及格論：
- 13.3.1 按課程規定，修習指定科目及學分；
- 13.3.2 「分科課程與教學法（主修）」須得「C」等或以上成績；及
- 13.3.3 修畢科目至少二十二學分。
- 13.4 凡「分科課程與教學法（主修）」成績為「C-」至「D」等，須重修「分科課程與教學法（主修）」，重修後仍未得「C」等或以上成績，其「學科成績」作不及格論。
- 13.5 凡「分科課程與教學法（主修）」之成績為「F」等者，其「學科成績」作不及格論，本院得著令學生退學。
- 13.6 學生累積平均積點不低於 2.0，方符合畢業規定。
- 13.7 凡學科評核包括作業者，應照授課教師指定之日期繳交。逾期不交者，該項作業之成績作「F」等。
- 13.8 學生修讀任何學科，缺課達三成以上者，該科成績作「F」等。（參閱本附則第 11.1 條）

教學實習

- 13.9 學生須依學院規定時間繳交其在任教學校或實習學校之授課時間表，供實習導師參閱。其後授課時間表如有任何更改，應立即通知院務處。如因忽略或不依規定辦理而引致視導工作不便者，經查明屬實，將影響其教學實習之成績。
- 13.10 「實習成績」與「學科成績」作分別處理。
- 13.11 「教學實習」之視導及評核，概以「主修科目」為主。
- 13.12 「教學實習」須得「C」等或以上成績。凡「教學實習」得「D」等或以下成績者，須於翌年重作教學實習。重作教學實習之成績上限為「C」等；成績低於「C」等者作不及格論。
- 13.13 全日制學生進行教學實習，均須依循學院所設定之教學實習指引。
- 13.14 教學實習的評分並不局限於視導時課堂教學表現，負責導師按學生在學校各方面的表現，包括學生的出勤、備課、專業態度、操守等，綜合評分。

沉浸課程

- 13.15 全日制主修英文科之學生，必須參與由學院安排之「沉浸課程」並取得合格成績方可畢業。

【附則 14.1, 14.3, 14.5, 14.6 及 14.11】成績低劣及退學

- 14.1 學生之學期累積平均積點如在 2.0 以下，該生次學期將被列為試讀生；惟本學則第 14.3 條所述者除外。試讀生之學業表現將於試讀學期終結時由有關研究部予以審查。該生屆時所得之累積平均積點達 2.0 或以上，得恢復為正式生，否則將繼續於次修業學期被列為試讀生；惟按本學則第 14.3 條規定被飭令退學者除外。
- 14.3 學生凡有下列任何情形者，須自研究院退學，研究院院務會另有決定者除外：

- (a) 累積平均積點在 1.0 或以下，或
- (b) 任試讀生連續兩修業學期後仍未能恢復為正式生者，或
- (c) 未能符合有關研究部之其他課程規定。

- 14.5 學生被飭令退學者，在特別情形下，可由教育專業課程委員會推薦，經教育學院院務會核准後，須重修前所攻讀之全部課程。
- 14.6 學生如有任何必修科目不及格，須重修該科目或修讀經核准之代替科目。
- 14.11 凡「學科成績」或「實習成績」不及格者，本院得著令退學。

【附則 16.5】懲戒

- 16.5 有關研究生總學則第 16.1(d)條「抄襲」一事，請參考本書附錄一「學術著作誠信」。

【附則 17.1 及 17.2】畢業

- 17.1 學生修業期滿，「學科成績」、「實習成績」、資訊科技能力測試及「沉浸課程」（只適用於全日制課程主修英文科之學生）均及格，方由本院提請大學研究院院務會通過，並向大學教務會推薦頒發「學位教師教育文憑」。
- 17.2 凡「學科成績」或「實習成績」優異者，將在其文憑上加以註明。

Supplementary Regulations for Postgraduate Diploma in Education Programmes

Students pursuing the “Postgraduate Diploma in Education Programmes” and “Postgraduate Diploma in Education (Primary) Programmes” shall observe the “General Regulations Governing Postgraduate Studies” and the following “Supplementary Regulations for Postgraduate Diploma in Education Programmes”. If the codes of “General Regulations Governing Postgraduate Studies” and “Supplementary Regulations for Postgraduate Diploma in Education Programmes” are the same, the latter one prevails. Should there be any discrepancy between the English and Chinese versions, the English version shall prevail.

[Regulation 2.3] Admission

2.3 The admission of a new student depends on the applicant’s academic results, teaching experience and admission test performance (if applicable), etc. A fresh graduate who has been offered conditional admission shall need to obtain a Bachelor's degree before the offer is granted officially.

[Regulations 4.1 and 4.3] Registration

4.1 An applicant who has been offered admission to an approved course of study shall pay the fees and register with the Faculty of Education on/before the specified date/s. Anyone who fails to register and/or pay the fees before the specified date/s shall be considered to have withdrawn from studies at the University.

4.3 An applicant who has registered but is prevented by illness or other unavoidable cause from commencing studies shall apply in writing to the Faculty Office for approval for deferred admission for a period not exceeding one year. Such an application shall be made at least one week before the term commences. Application for deferred admission on medical grounds must be accompanied by a certificate signed by a registered medical practitioner. The Faculty Office shall consider the application on a case-by-case basis.

[Regulation 5.1] Period of Study

5.1 The normative period of study for full-time programmes and part-time programmes shall be one year and two years respectively. The programme requirements include

- 1) completion of the required courses and elective courses as specified in the programme of study concerned; and
- 2) completion of Teaching Practice; and
- 3) completion of the Immersion Programme (only applicable to the full time English major students).

[Regulation 7.1] Course Requirements and Exemptions

7.1 A full-time student shall take at least four courses in each term (“Subject Curriculum and Teaching (Major)” is not counted). A part-time student shall take at least one course in each term (“Subject Curriculum and Teaching (Major)” is not counted).

[Regulations 8.1 and 8.3] Selection of Courses

8.1 A student shall complete the prescribed procedure for course registration before the

specified date.

8.3 A student who has not registered for a course shall not sit in on the lesson without the permission of the teacher/s concerned. Once permission is granted, a student can sit in on the lesson, but no academic record will be made.

[Regulation 9.1] Course Withdrawals and Additions

9.1 A student who wishes to apply for withdrawal or addition of course/s shall complete the prescribed procedure within two weeks after the beginning of the teaching term. Each course has its own quota limit and addition of course/s shall be on a first come, first served basis.

[Regulations 11.1-11.12] Class Attendance and Leave of Absence

11.1 Under no circumstances shall a student be absent without compelling reasons. If a student has not applied for leave or the application has not been approved, it will be regarded as absenteeism. A student who has been absent without approved leave application for a continuous period of three weeks shall be considered as having withdrawn from studies at the University. Students are required to attend at least 70% of a course. Exemption will only be granted to students whose absence is due to illness or maternity leave. (Please note Regulation 13.8.)

11.2 A student who wishes to obtain leave of absence for non-medical reasons shall apply in writing to the Faculty Office beforehand. Such application shall be subject to the approval of the Faculty Office.

11.3 If due to an emergency or illness a student cannot apply for leave of absence in advance, he/she shall re-submit the application within 3 days after the first day of absence.

11.4 The application procedures for sick leave can be authorized to classmates or families.

11.5 Application for sick leave or maternity leave should be accompanied with medical proof signed by a registered doctor or the University Health Service.

11.6 A student who wishes to extend the period of absence shall apply for an extension according to the prescribed application procedures.

11.7 A student who wishes to resume studies within the approved leave of absence period shall notify the Faculty Office to cancel the leave. The actual hours of class absence shall be calculated according to the total hours of class absence within the leave of absence period.

11.8 A student whose health is considered by the Director of the University Health Service as constituting a hazard to the University community shall be required to take leave of absence. At the end of the prescribed period of absence, the student shall obtain a certificate of good health signed or countersigned by the Director of the University Health Service before applying to resume studies.

11.9 A full-time student who takes leave of absence during the teaching practice period shall follow the regulations and apply for leave of absence according to the prescribed procedures set by the practicum school. He/she shall also notify the Faculty Office and the Teaching Practice supervisor(s) and complete the Faculty leave application procedure.

11.10 A student who is absent without compelling reasons during the teaching practice period shall receive heavy penalties. Serious offenders shall receive a failure grade for Teaching Practice.

11.11 With sufficient reasons a student can pay a retention fee to apply for suspension of

studies for a period not exceeding one year. If the student cannot resume studies after the suspension period, he/she can re-apply for suspension for one more year. However, the total suspension period cannot exceed two academic years.

- 11.12 When typhoon signal No.8 or above or the black rainstorm signal is hoisted, all classes will be suspended. If the signal is cancelled before 7am/ 12noon/ 5pm, or changes to typhoon signal No. 3 or below, all the day/ afternoon and evening classes/ evening classes will be held as usual.

[Regulations 13.1-13.15] Grades

Coursework Assessment

- 13.1 A student’s course performance shall be assessed on the basis of any or all of the following: class work, written work, laboratory performance, field work, research papers, assignments, tests, examinations and any other method of academic assessment.
- 13.2 Course grades, their standards and converted points used in reporting shall be as follows:

Grade and Standard		Sub-divisions (if needed)	Converted Points
A	Excellent	A	4.0
A-	Very Good	A-	3.7
B	Good	B+	3.3
		B	3.0
		B-	2.7
C	Fair	C+	2.3
		C	2.0
		C-	1.7
D	Pass	D+	1.3
		D	1.0
F	Failure	F	0.0
P	Ungraded Pass	Not counted in the calculation of the grade point average	
U	Failure (unsatisfactory performance)		

- 13.3 “Coursework Component” comprises all the enrolled courses. A student shall pass “Coursework Component” if he/she completes the following requirements before graduation:
- 13.3.1 Having taken the required courses and units as prescribed in the study scheme concerned;
- 13.3.2 Having gained a grade of “C” or above in “Subject Curriculum and Teaching (Major)”; and
- 13.3.3 Having completed at least 22 units of courses.
- 13.4 A student receiving a “C-” to “D” grade in “Subject Curriculum and Teaching (Major)” must re-take the major course. A student who fails to obtain a grade of “C” or above in his/her re-taken major course shall fail “Coursework Component”.
- 13.5 A student receiving an “F” grade in “Subject Curriculum and Teaching (Major)” shall fail “Coursework Component” and be required to discontinue studies at the University.

- 13.6 To meet the graduation requirements, a student must have a cumulative grade point average of 2.0 or above.
- 13.7 A student who fails to submit his/her assignment on or before the date specified by the teacher/s concerned shall receive an “F” grade for the assignment.
- 13.8 A student shall receive an “F” grade for a course if his/her attendance rate of the course is less than 70%. (Please refer to Regulation 11.1 for reference.)

Teaching Practice

- 13.9 A student shall hand in the practicum school teaching timetables to the Teaching Practice Office on or before the prescribed date. Any changes regarding the teaching timetables should be reported to the Teaching Practice Office immediately. If proven that a student’s negligence or non-compliance of rules has disrupted the school visit arrangements, the student’s teaching practice result may be affected.
- 13.10 “Teaching Practice” will be assessed separately from “Coursework Component”.
- 13.11 The assessment of Teaching Practice shall be mainly based on the Major subject.
- 13.12 A student must obtain a grade “C” or above in his/her “Teaching Practice”. A student receiving a “D” grade or below must re-take Teaching Practice. The re-taken Teaching Practice grade shall be capped at “C”. Any grade below “C” for the re-taken Teaching Practice shall be regarded as a fail.
- 13.13 A full-time student should conduct the teaching practice according to the regulations prescribed by the Faculty.
- 13.14 The assessment of Teaching Practice will be based on a student’s performance during the Teaching Practice visits, as well as the student’s overall performance in the practicum school, including but not restricted to attendance, preparation work, professional attitude and ethics, etc.

Immersion Programme

- 13.15 A full-time English major student must participate and attain a pass in the “Immersion Programme” arranged by the Faculty before graduation.

[Regulations 14.1, 14.3, 14.5, 14.6 and 14.11] Unsatisfactory Performance and Discontinuation of Studies

- 14.1 A student shall be put on academic probation if the cumulative grade point average (GPA) is below 2.0 in the preceding term unless 14.3 applies. A student on academic probation shall be reviewed by the Graduate Division at the end of the term in which he/she is put on probation, at which time if he/she has obtained a cumulative GPA of 2.0 or above, probation shall be lifted, otherwise probation shall continue to apply in his/her next term of attendance unless he/she is required to discontinue studies as prescribed by 14.3.
- 14.3 Unless the Graduate Council decides otherwise, a student shall be required to discontinue studies in the Graduate School if:
- (a) the cumulative grade point average is 1.0 or below, or
- (b) the student fails to have probation lifted after being put on academic probation for two consecutive terms of attendance, or
- (c) additional requirements laid down for the programme by the Graduate Division concerned are not satisfied.
- 14.5 A student required to withdraw from the programme of study shall not be considered for re-admission to the programme, unless special permission is granted by the Faculty Board of Education on the recommendation of the Board of Professional

Programmes in Education. The student must complete all the requirements prescribed by the programme of study concerned.

- 14.6 A student receiving a failure grade in a required course must repeat the course or take an approved substitute course.
- 14.11 A student shall be required to discontinue studies at the University if he/she fails “Coursework Component” and/or “Teaching Practice”.

[Regulation 16.5] Disciplinary Action

- 16.5 Please refer to “Honesty in Academic Work” in the Appendix of the Handbook for the issue of “plagiarism” stated in “General Regulations Governing Postgraduate Studies” 16.1(d).

[Regulations 17.1 and 17.2] Graduation

- 17.1 A student who obtains a pass in “Coursework Component”, “Teaching Practice”, IT Proficiency Test and “Immersion Programme” (only applicable to the full time English major students) will be awarded “Postgraduate Diploma in Education” upon approval of the University Graduate Council and recommendation of the Senate.
- 17.2 Distinctions in “Coursework Component” and “Teaching Practice” will be indicated on the Certificate.