

Department of English Language and Literature

*Master of Arts  
in  
Literary and Comparative Studies*

文學與比較研究文學碩士學位課程

**Student Handbook**

**2020-2021**



DEPARTMENT OF ENGLISH LANGUAGE AND LITERATURE

**MASTER OF ARTS**  
IN LITERARY AND COMPARATIVE STUDIES

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文學與比較研究文學碩士學位課程



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## WELCOME

1 September 2020

Dear MALCS students,

Welcome to Hong Kong and welcome to the Master's programme in Literary and Comparative Studies at Hong Kong Baptist University (HKBU)!

Our strength as a programme comes from its contemporary focus. We believe our curriculum, while teaching the traditions and values of English literary studies, draws energy from the present comparative context and by facing the future—a cosmopolitan Hong Kong, a rising China, a globalized world—with an eye on the potentials and possibilities of literary study. English is the prism through which we read the vastness and complexity of the world today beyond England and the United States. Here, in Hong Kong, we possess a truly unique and valuable convergence of different worldviews, an international symposium of thoughts, ideas, and cosmologies.

Sustaining this perspective, of course, depends on you. You are, in the best sense, the present and future upon which our curriculum and its success depends—bright and clever, international in outlook, lovers of the English language as well as its possible uses and challenges. It is not our job to teach you alone; it is also our role to facilitate your cross-cultural awareness at the very limits of your own abilities and understanding. By encountering your limits in knowledge, we aim to give you the tools and inspiration to exceed those limits. You are, quite possibly, standing at the very edge of the world as you know it; now, look beyond the border and regard the different kinds of freedom and meaning awaiting you beyond the horizon.

On behalf of the Department of English Language and Literature at HKBU, please allow me to welcome you to our programme. We have done our best in building a programme which, we believe, can take your imaginations and intellectual potential around the world. We hope that by the end of this process you will return to your everyday lives forever transformed.

The era of your student life is very nearly drawing to a close; the dawn of your mastery of life-long learning approaches. Enjoy!

Yours sincerely

Stuart Christie

Professor and Head, Department of English Language and Literature

## WELCOME

1 September 2020

Dear MALCS students,

Welcome to Hong Kong Baptist University!

As a new postgraduate student, you are a member that helps boost this university as a global research center, and a leader in higher education. I wish you great success in your academic pursuit, and I hope you will immediately connect with the MALCS Programme's core interest in literary and comparative studies, and our values of teaching and learning, research and assessments.

As a place we aspire to provide a bridging function to link up the East and the West. As a learning community we have a great tradition of excellence and caring. The MALCS staff are known for their commitment to academic excellence and their dedication to students. As an institution we all work together to foster personal growth, develop professional links, and enhance academic success.

Your contribution is critical for our on-going success in academic research and innovation, educational professionalism and community development.

My hope is that you excel in this challenging environment and that you soon find that Hong Kong Baptist University is a fantastic place to study and learn, full of fun-tastic people and friends.

Best wishes,

Magdalen Ki

Associate Professor and Programme Director of MALCS

## SECTION 1 - GENERAL INFORMATION

### 1.1 Programme title

Master of Arts in Literary and Comparative Studies (MALCS)  
文學與比較研究文學碩士學位課程

### 1.2 Academic Unit(s) Involved in the Programme

The Department of English Language and Literature

### 1.3 Major Aims and Objectives

The MA in Literary and Comparative Studies (MALCS) aims to provide students with the opportunity to explore literatures in English, activate experiential learning, conduct independent research, and present their research findings in a comparative and globalized context. These emphases give a distinctive character to the Programme and reflect the 2020 vision of HKBU—a vision that purports to promote world class research and deliver the best student experience.

Our research-enriched curriculum is designed to strike a good balance between global and local literary studies. Students take methodology-based core courses that examine classic and contemporary critical theories and literary texts in relation to ideas in larger contexts, such as world literatures, global modernisms, comparative literature and the arts. They are also required to take research-driven elective courses that highlight current major themes that affect the global and local communities, and how these themes are mediated in literary texts. Students can also take part in the workshops, seminars and postgraduate conference organized by the department. They are also given the opportunity to do a Master's thesis as the culmination of work for the MA study.

The MA Programme strives to deliver the best student experience by emphasizing experiential and multimodal learning. Students complete media-enriched projects, take part in outdoor activities and study tours, with a view to enhancing their abilities to think out of the box, develop cross-cultural understanding, engage with different peoples and communities, and apply their knowledge to real-world issues.

Students can opt for the full-time or part-time study mode to suit their interests. If pursuing the degree full-time, students complete 27 units in one academic year; if part-time, students complete the same number of units in two academic years.

Common destinations for graduates with an MA in Literary and Comparative Literature include doctoral or advanced studies, as well as careers in academic teaching, publishing, and research.

#### 1.4 Programme Intended Learning Outcomes (PILOs)

Upon completion of the MALCS programme, students are expected to have achieved the following Programme Intended Learning Outcomes (PILOs):

Graduates from the MALCS should be able to

<b>PILO 1 Effective Scholarship</b>	<b>Assess</b> the distinctive features of modern cultures and literatures, and a wide range of textual and theoretical material.
<b>PILO 2 Academic Literacy</b>	<b>Formulate</b> their critical views on ongoing scholarly debates in national, comparative and world literatures contexts.
<b>PILO 3 Academic Research Skills</b>	<b>Apply</b> different research skills to address various literary and/or cultural issues, and undertake independent studies with a theory-driven approach to the study of modern literatures.
<b>PILO 4 International and Interdisciplinary Perspectives</b>	<b>Integrate</b> interdisciplinary perspectives to situate modern cross-cultural and/or comparative studies in different intellectual, historical, racial, social and political contexts, by engaging textual studies from different disciplinary and/or cultural backgrounds.
<b>PILO 5 Teamwork and Employability</b>	<b>Demonstrate</b> good communication and social skills that can facilitate their future academic pursuits or professional development.

#### 1.5 Admission requirements

Applicants applying to the MALCS Programme:

- (a) Should hold a bachelor's degree (BA) from a recognized university or higher education institution; or a qualification deemed to be equivalent.
- (b) May be interviewed in order to elicit further information such as eligibility, interest, motivation, communication skills, language proficiency, and maturity.

Minimum Language Proficiency Requirement:

Applicants whose first degree is obtained from an institution where the medium of instruction is not English should:

- (a) achieve at least one of the following minimum scores or standards: (i) a score of 6.5 in IELTS; (ii) a TOEFL iBT (internet-based testing) score of 79 or PBT (Paper-based/delivered Test) of 550; (iii) a score of 500 in CET6; (iv) Grade D in AS Use of English (HKALE); OR (v) Level 4 in English Language (HKDSE).
- (b) be able to communicate in English at an advanced level.

Mature students and other candidates may also be considered on a case-by-case basis if they are not English graduates, but have relevant experience and can show that they have the aptitude to excel at postgraduate level. A qualifying examination may be required.

## **1.6 Exemption Policy**

Transfer of units or course exemption may be granted to students if they have previously taken relevant and comparable course(s) from a recognised institution no more than eight years before the date of commencement of their studies at the University; or if they have successfully completed a pre-approved exchange and/or study abroad programme during their course of study.

### **Transfer of Units**

On the approval of the admission panel, the maximum number of units of advanced standing and/or transfer is 50% of the total unit requirement (round up to the nearest whole course unit) of the MALC Programme, subject to the following:

- (a) The maximum number of units for transfer before the commencement of studies should not exceed one-sixth of the total unit requirement of the relevant programme concerned, except for units earned from an HKBU postgraduate diploma programme. For such cases, unit transfer of a maximum of 50% of the total unit requirement of a relevant Master's degree programme may be granted; and
- (b) The units earned from an approved exchange and/or study abroad programme after the commencement of studies can be transferred, and is subject to a cap of 50% of the total unit requirement of the Master's degree programme concerned, inclusive of any other units transferred.

Students are not required to make up for the units transferred. The units transferred from other institution(s) are recorded, and do not count in the grade point average calculation.

### **Course Exemption**

Upon receipt of their applications for unit transfer by the admission panel, students may be exempted from taking certain course(s) in their study curriculum and required to replace the exempted course(s) with other course(s) to make up for the exempted units to fulfil the graduation requirement.

Students may apply to the admission panel via the Programme Director for transfer of units or course exemption during the University's first add/drop period. The applications should be supported by relevant proof, including but not limited to course outline/syllabus and academic transcript for the course(s) seeking unit transfer or exemption. For students who apply to undertake exchange and/or study abroad programme (exchange programme) during their course of study, applications for transfer of units should be made before its commencement. They are subject to two reviews. The first review is conducted prior to the start of the exchange



programme. Students may be given approval-in-principle with or without condition(s). The second review is conducted upon successful completion of the exchange programme. The approval is subject to (a) the student's satisfactory completion of his/her studies; and (b) fulfilment of the conditions given at the time of the first review.

Students seeking transfer of units or course exemption are required to have successfully completed the courses(s) concerned at a recognised institution, and attain a course result which is equivalent to B- or above in the University's grading system. Where appropriate, students may be required to sit for and achieve satisfactory results in the University's proficiency test(s) or qualifying examination(s) before their application for transfer of units is approved.

### **1.7 Reciprocal elective arrangement with MALS**

Each student may take a maximum of **one elective course (3 units)** from MALCS's sister programme, MA in Language Studies (MALS), in lieu of one MALCS elective course, and vice-versa, during his/her period of study. These MALS courses are staffed by ENG faculty members. Only one MALS elective course may be taken throughout the entire course of study, regardless of part- or full-time student status. Additional reciprocal arrangement will be handled on a case-by-case basis.

### **1.8 International conference support for eligible MALCS Students**

An MALCS student in good academic standing who provides an accepted abstract (or finished essay, where applicable) for presentation at an international conference to which s/he has been invited will be eligible for conference funding to a maximum amount of HK\$2,000 per conference. Applications for such support will be reviewed on a case-by-case basis by the MALCS PMC, with priority for funding conference registration fees and book fees.

### **1.9 Mode of Instruction**

MALCS seeks to foster an interactive and engaging teaching and learning environment, one catered for most successfully through face-to-face modes of instruction on campus. In support of this aim, we will from time to time supplement face-to-face learning modes, as specific intended learning outcomes require, by using Moodle and/or other online learning platforms to post materials, to circulate responses to readings, as well as to exchange comments and ideas online as part of our regular practice.

In the eventuality that the University finds it necessary to suspend face-to-face teaching on campus, all MALCS teaching and learning activities and assessments will move online via virtual learning platforms, e.g. ZOOM.

## SECTION 2 – PROGRAMME STRUCTURE

### 2.1 Structure of the Programme

MALCS is a taught degree programme available in full-time (1-year) and part-time (2-year) modes. It is designed for students interested in professions requiring a broad-based knowledge of literary and comparative studies in both local and global contexts.

In order to complete the degree, students are required to take five core courses in addition to (1) any four electives; or (2) any three electives and, upon successful application to the Programme Management Committee, a three-unit Master’s Project equivalent to a publishable, refereed journal article.

### 2.2 Courses Offered

Course Code	<i>Core Courses</i>	<b>15 units</b>
ENG 7310	Literary Theory	3 units
ENG 7320	Global Modernisms	3 units
ENG 7330	Graduate Research Seminar	3 units
ENG 7340	World Literatures in Modern Times	3 units
ENG 7350	Comparative Literature and Arts	3 units

#### List of Elective Courses for MALCS students

Course Code	Course Title	<b>12 Units</b>
ENG 7360	The Ecocritical Imagination	3 units
ENG 7370	World Drama	3 units
ENG 7380	21 <sup>st</sup> Century Literature	3 units
ENG 7390	Advanced Topic in Literary and Comparative Studies	3 units
ENG 7400	Advanced Topic in Genre Studies	3 units
ENG 7410	Advanced Topic in Critical Theory	3 units
ENG 7420	☆ Master’s Project	3 units
ENG 7430	The Erotics of Humanism	3 units
ENG 7440	Postcolonialism	3 units
ENG 7450	Creative Writing	3 units
ENG 7740	Adaptation Studies and World Literature	3 units
ENG 7750	Global Shakespeare	3 units
Total:		<b>27 units</b>

★ Not all electives may be offered in any given year.

☆ upon successful application to the MALCS Programme Management Committee

With the exception of two research-oriented courses (ENG7330 Graduate Research Seminar and ENG7420 Master’s project), all MALCS taught courses are open to MALS students with effect from 2019-20 S1 to facilitate the reciprocal elective arrangement. This was implemented in 2018-19 as a trial run year.

### 2.3 Master's Project

Students wishing to enroll in the Master's Project must obtain satisfactory grades in the Graduate Research Seminar and submit a detailed research prospectus for the proposed project to the MALCS PMC. The Master's Project is an independent study, equivalent to an elective course taken during the second semester for full-time students and during the fourth semester for part-time students. Successful completion of the Master's Project will result in a publishable, extended research essay.

The intended learning outcomes for the Master's Project are as follows:

Upon successful completion of this Project, students should be able to:

No.	Course Intended Learning Outcomes (CILOs)
CILO 1	Integrate knowledge of their chosen areas(s) of research critically and systematically, including analysis of current theories and critical debates
CILO 2	Evaluate a selection of texts representative of the field(s) pertaining to the selected research in a structured exposition
CILO 3	Interpret research materials and judge the relevance and reliability of different resources
CILO 4	Debate the relevance of existing arguments pertaining to their chosen areas(s) of research and, where appropriate, draft original critical approaches when conceiving of the Project design
CILO 5	Articulate the overall argument(s) necessary to the effective achievement of the Project thesis, as well as its advancement of knowledge and methodology in a logical and convincing manner
CILO 6	Demonstrate responsibility of literary citizenship.

### 2.4 Schedule of Courses and Progression

A minimum of 4-5 courses will be offered every semester, including the necessary mix of core-required and electives courses. The elective Master's Project excepted, there is no specific sequencing requirement when progressing through the degree. Students may accumulate the necessary core and elective course units subject to course/staffing availability. The Master's Project will be the last component of the degree to be completed by students considered eligible and suitably qualified to undertake it, and will be completed during the student's final semester of study. Students' eligibility for the Master's Project, including the submission of an acceptable Project proposal, will be confirmed no later than the end of the term immediately prior to the student's final semester of study.

By way of illustration, the tentative study schedules for one-year (full-time) and two-year (part-time) modes are as follows:

### ***One-Year (F/T) Study Schedule***

<b>1<sup>st</sup> Semester</b>	<b>2<sup>nd</sup> Semester</b>
ENG 7310 Literary Theory (3 hours/week) (3 units)	ENG 7340 World Literatures in Modern Times (3 hours/week) (3 units)
ENG 7320 Global Modernisms (3 hours/week) (3 units)	ENG 7350 Comparative Literature and Arts (3 hours/week) (3 units)
ENG 7330 Graduate Research Seminar (3 hours/week) (3 units)	Elective 3 (3 hours/week) (3 units)
Elective 1 (3 hours/week) (3 units)	Elective 4 (3 hours/week) (3 units)
Elective 2 (3 hours/week) (3 units)	OR ENG 7420 Master's Project (3 units)
<b>15 units</b>	<b>12 units</b>

### ***Two-Year (P/T) Study Schedule***

<b>2020-21</b>	
<b>1<sup>st</sup> Semester</b>	<b>2<sup>nd</sup> Semester</b>
ENG 7310 Literary Theory (3 hours/week) (3 units)	ENG 7340 World Literatures in Modern Times (3 hours/week) (3 units)
ENG 7320 Global Modernisms (3 hours/week) (3 units)	ENG 7350 Comparative Literature and Arts (3 hours/week) (3 units)
Elective 1 (3 hours/week) (3 units)	
<b>9 units</b>	<b>6 units</b>
<b>2021-22</b>	
<b>1<sup>st</sup> Semester</b>	<b>2<sup>nd</sup> Semester</b>
ENG 7330 Graduate Research Seminar (3 hours/week) (3 units)	Elective 3 (3 hours/week) (3 units)
Elective 2 (3 hours/week) (3 units)	Elective 4 (3 hours/week) (3 units)
	OR ENG 7420 Master's Project (3 units)
<b>6 units</b>	<b>6 units</b>

Total number of teaching weeks is approximately 13 weeks per semester.

Total number of contact hours is approximately 39 contact hours per course.

## **2.5 Tuition Fees**

Tuition fee for local students: HKD94,500

Full-time students pay their fees in two equal instalments (i.e. HK\$47,250 each semester)

Part-time students pay their fees in four equal installments (i.e. HK\$23,625 each semester)

Tuition fee for non-local students: HKD99,900

The fee is paid in two equal instalments (i.e. HK\$49,950 each semester)

## SECTION 3 – ASSESSMENT/GRADING CRITERIA

### 3.1 Quality Assurance Provisions and Implementation

Academic and professional quality assurance (QA) mechanisms are aimed at ensuring that students are provided with appropriate learning opportunities, effective teaching and support, and fair and measured assessment. At the University, academic and professional quality is monitored through a combination of internal and external auditing. A variety of instruments may be used to solicit student feedback on course quality and provision. The intention of the MALCS is to provide an educational experience of the highest quality, and to ensure that standards are comparable with those of students following similar programmes in other institutions.

Specifically, the MALCS programme will be subject to the following quality assurance (QA) provisions and procedures:

- Programme Monitoring through annual QA reports (including University-mandated Key Performance Indicators [KPIs]) from the Programme Director submitted to the Head of the Department of English Language and Literature, as well as through the Departmental Academic Advisor (DAA) Scheme and the 6-year cycle Academic Consultation Panel (ACP) Visits for QA and benchmarking purpose;
- Programme Management Committee (PMC) to review the programme curriculum and academic matters, as well as to monitor the quality and progress of teaching and learning in accordance with the programme plan;
- External Feedback Mechanisms to solicit advice from recent graduates/diplomates via the MALCS Student Annual Survey, Exit Survey and other relevant persons or organisations such as the Advisory Committee of the English Department and HKBU's own Centre for Holistic Teaching and Learning [CHTL] so as to assist the PMC with the academic development and monitoring of the quality of the programme;
- Formal Course Feedback Questionnaire (or other teaching and learning evaluation mechanisms, as appropriate) conducted at the end of each course via the Academic Registry and/or CHTL; and
- Elected Student Representation on the PMC to provide input to the quality of teaching and learning.

In line with the University's QA commitment, the over-arching purpose of all of the above procedures is to ensure that the design of the curriculum and the delivery of the programme are constantly reviewed using student and external feedback, that self-evaluation and reflection are encouraged, and that the enhancement of quality of teaching and learning is monitored. In this highly competitive academic environment, the MALCS seeks to build its reputation through the quality of its provision and the excellence in academic training its graduates receive.

### 3.2 Assessment and Grading System

The number of grade points gained by a student in a particular course corresponds to the letter grade listed as follows:

<u>Letter Grade</u>	<u>Academic Performance</u>	<u>Grade Point Per Unit</u>
A )	Excellent	4.00
A- )		3.67
B+ )	Good	3.33
B )		3.00
B- )	Satisfactory	2.67
C+ )		2.33
C )		2.00
C- )	Marginal Pass	1.67
F )	Fail	0.00
I )	Incomplete	Not included in GPA calculation
S )	Satisfactory	Not included in GPA calculation
U )	Unsatisfactory	Not included in GPA calculation
W )	Withdrawn	Not included in GPA calculation
YR )	Year Grade	Not included in GPA calculation
NR )	Not Yet Reported	Not included in GPA calculation

Remarks:

- (a) Grade A (i.e. A and A-) indicates an excellent performance on all Intended Learning Outcomes (ILOs) and a thorough mastery of the subject matter.
- (b) Grade B (i.e. B+, B and B-) indicates a satisfactory to good performance on all ILOs and the student is competent in knowledge of the subject matter.
- (c) A student with grade F in the first term of a year course is not allowed to continue his/her studies in that course in the following term(s). Courses with grade F must be repeated.
- (d) Grade I is a temporary grade to be given only when the required work for the course has not been completed due to unavoidable reasons acceptable to the course instructor. If the work is not completed within six weeks after the official announcement of the course term grades by the Graduate School, or if the course instructor does not submit an appropriate grade by this date, the grade I will be converted to grade F. Grade I is not included in the grade point average calculation.

- (e) Grade S is used to indicate satisfactory completion of a course. It is not included in the grade point average calculation.
- (f) Grade U is used to indicate unsatisfactory performance in a course. It is not included in the grade point average calculation and is applicable only to courses approved by the Senate.
- (g) Grade W is applicable to students who have received the permission of the Graduate School to withdraw from the course after the deadline for dropping courses as stipulated in the *Academic Calendar*. The deadline for withdrawing from a course would normally be four weeks before the commencement of the term examination. Grade W is not included in the grade point average calculation.
- (h) Grade YR is a temporary grade applicable both to the first term component of a year course and to courses that span over more than one academic year or one term. The YR grade indicates that the student will be assessed at the last term of the course. The grade will be changed to the same grade that the student receives for the last term of the course, or a grade different from that of the last term. If the student drops or withdraws from the course in the last term, the YR grade will be converted to grade W, or any letter grade, depending on the student's performance up to the end of each term preceding the last term of the course. Grade YR is not included in the grade point average calculation.
- (i) Grade NR is a temporary grade. The NR grade indicates that the grade for the course is not yet reported by the course instructor at the time the term grade report is prepared. Grade NR is not included in the grade point average calculation. The conversion of NR grade to a normal letter grade should be made within six weeks after the announcement of course grades.

### **3.3 Retaking of Courses**

Courses with grade F must be repeated. The number of such repeated courses will be capped at a maximum of two, and each course can only be repeated once. If the failed course to be repeated is an elective course, it may be replaced by another elective course approved by the Programme.

### **3.4 Academic results**

Student's academic standing are officially recorded in the Graduate School at the conclusion of each term. Normally, a grade report will be released approximately five to six weeks after the end of the semester. Any inaccuracy or inconsistency should be reported to the Graduate School within three weeks after the reports have been issued.

The programme will take appropriate action to handle a student's unsatisfactory academic performance:

- (a) Academic warning: applicable to students with term GPA between 2.20 and 2.49
- (b) Academic probation: applicable to students with term GPA below 2.20
- (c) Academic dismissal: as required by the Senate when the student's term GPA is below 2.20 for two consecutive terms; or on other academic grounds.



## SECTION 4 – GRADUATION

### 4.1 Total number of units for Graduation

Students who have satisfactorily completed a total of **27 units and achieved a cumulative GPA of 2.5** or above will be awarded a Master of Arts degree in Literary and Comparative Studies.

For postgraduate programmes, a distinction may be awarded to a student who has attained an overall cGPA of 3.67 or above, with no course grade below B- and no repeated courses while a merit may be awarded to a student who has attained an overall cGPA of 3.40–3.66.

### 4.2 Postgraduate Diploma

An exit award (the Postgraduate Diploma in Literary and Comparative Studies) may be awarded to those who have completed at least **18 units** and attained a **cumulative GPA of 2.5 or above**.

## SECTION 5 – ACADEMIC REGULATIONS

General regulations for students are found in the *Calendar/Bulletin* of the University. Students should pay special attention to the following matters of importance.

### 5.1 Academic Integrity

Students are required to observe the commonly accepted standards of academic integrity. Acts of dishonesty in coursework and/or plagiarism of projects or papers will be penalised. Each assignment in the Programme should be genuine work done by students or by the group working under the instructions of the course-instructor.

To avoid plagiarism, students should become fully cognizant of the citation procedures used in academic writing. Students should also familiarise themselves with the content of the University's *Handbook on Plagiarism*. Please note that a student who commits plagiarism shall receive an 'F' grade for the course. Such an act may even lead to dismissal from the University. Students can also access the following website for information concerning plagiarism:

[http://buar2.hkbu.edu.hk/curr/avoid\\_plagiarism/](http://buar2.hkbu.edu.hk/curr/avoid_plagiarism/)

Please note that University regulations now require students of all taught-postgraduate programmes, including the MALCS, to complete an on-line tutorial on academic integrity and the avoidance of plagiarism prior to graduation.

### 5.2 Meeting Deadlines

Students are required to meet all submission deadlines. Marks may be deducted for the late submission of assignments.

### 5.3 Attendance

Students are expected to attend all scheduled classes for which they have registered and observe any other participation requirement(s) as specified by their study programme. If absence is due to conditions beyond their control and they wish to establish that fact in order to justify make-up work (e.g. papers, assignments), a written explanation together with supporting documents must be presented to the course instructor for approval within five days after the reported absence.

Classes will be suspended in the event of typhoon or bad weather. Normally, classes will be cancelled upon hoisting of Typhoon Signal No. 8 or above or Black Rainstorm Warning Signal. Students should take note of the "Arrangement of Classes During Typhoon Signal No. 8 or Black Rainstorm Warning Signal" which can be found on the Graduate School web page.

It is required that students should have completed the necessary course enrollment procedures, as shown in the University's official record, as one of the conditions for sitting the term examination of a course.

#### **5.4 Mobile Phones and Pagers**

Students should focus on the learning activities during class. Use of mobile phones or pagers during lessons or class meetings is not allowed.

## SECTION 6 – PROGRAMME ADMINISTRATION AND MANAGEMENT

The Programme Management structure includes the following:

### 6.1 Executives

- (a) The Programme Director;
- (b) The Associate Programme Director;
- (c) The Dean of the Faculty of Arts (*ex-officio*) or his/her representative;
- (d) The Head of the English Department (*ex-officio*) or his/her representative;
- (e) Full-time staff teaching on the MALCS.

### 6.2 Committee

The MALCS Programme Management Committee (PMC);

### 6.3 Programme Director

The tasks of the Programme Director include:

- (a) chairing (and maintaining records of) meetings of the Programme Management Committee;
- (b) ensuring that the Programme is adequately managed and administered, and that appropriate policies and regulations are adhered to;
- (c) identifying periodically the need for adjustments to existing courses offered by the Programme in order to maintain academic integrity and currency;
- (d) staffing the programme, save that no person shall teach on the Programme until his or her academic credentials have been reviewed and approved by the Head of the Department of English Language & Literature;
- (e) guiding and co-ordinating the recruitment, admission and progress of students;
- (f) fostering and maintaining good relations between and among staff and students; and
- (g) cultivating external relationships with relevant public and commercial sectors where appropriate.

### 6.4 Associate Programme Director

The tasks of the Associate Programme Director include assisting the Programme Director in the following roles and activities:

- (a) regular administrative support in-term and, as needed, during recess;
- (b) implementing and executing quality assurance initiatives and presentations;
- (c) facilitating international (and other) recruitment and programme publicity;

- (d) interfacing with sister taught postgraduate programmes within the Department and the Faculty;
- (e) off-campus outreach, as necessary, with other local institutions, agencies, and programmes;
- (f) on-campus academic advising and support (curricular and co-curricular) for MALCS students in Hong Kong after the regular course of study begins.

## 6.5 The MALCS Programme Management Committee (PMC)

### Membership:

- (i) The Programme Director (Chair);
- (ii) The Associate Programme Director;
- (iii) The Head of the Department of English Language & Literature (*ex-officio*) or his/her representatives;
- (iv) Full-time staff teaching on the MALCS;
- (v) One student representative from each year of the MALCS programme.

### Terms of Reference:

- (i) to develop, review and revise the Programme plan, academic offerings and policies;
- (ii) to monitor the progress of teaching and learning activities and to see that they are in keeping with the Programme plan and policies;
- (iii) to collect and deliberate on students' and alumni's feedback on the Programme plan and policies;
- (iv) to review and, as necessary, to act upon student disciplinary matters in cases where, for one reason or another, students are in difficulty;
- (v) to receive and review all assessment rubrics for each course, and final examination papers, as applicable, and to approve such papers rubrics and, or to recommend or require changes as and where necessary;
- (vi) to receive, review and approve all final course grade results;
- (vii) to consider and, where appropriate, implement recommendations made by the Programme Director concerning the academic provisions of the Programme; and to receive, review and approve the graduation list provided by the Graduate School.

## 6.6 The MALCS Admission Panel (AP)

Three members from the Programme Management Committee (on annual rotation basis) are responsible for the admission exercise each year.

Programme Director is excluded as he/she has to endorse recommendations from the Admission Panel.

Terms of Reference:

- (i) To screen new applications and select apposite applicants for the programme, based on the interview performance or paper assessment as agreed by the panel.
- (ii) To make recommendations to the Programme Director for admission or rejection of applicants; and
- (iii) To recommend to the Programme Director the admission of mature students and other candidates lacking the required qualifications on a case-by-case basis. Panel and Programme Director's approval is necessary.

## SECTION 7 – COMMUNICATION

### 7.1 E-mail

E-mail serves as a main channel of communication among students and staff of the Department. Students' personal e-mail account (*student number@life.hkbu.edu.hk*) will be used as the address for official communication during the Programme. Students should check their mailboxes assigned by the University regularly to avoid missing any important notices.

### 7.2 General Office

The General Office of the MALCS is located at Room OEW1115, West Wing, Oen Hall Building, Ho Sin Hang Campus (Old Campus).

Tel: 3411 6618

Fax: 3411 7895

Email: [malcs@hkbu.edu.hk](mailto:malcs@hkbu.edu.hk)

### 7.3 Website of the English Department

Students can also access the following website for information concerning the Major Programme, professors' email addresses and/or location of their offices:

<http://eng.hkbu.edu.hk>

### 7.4 Website of the MALCS Programme

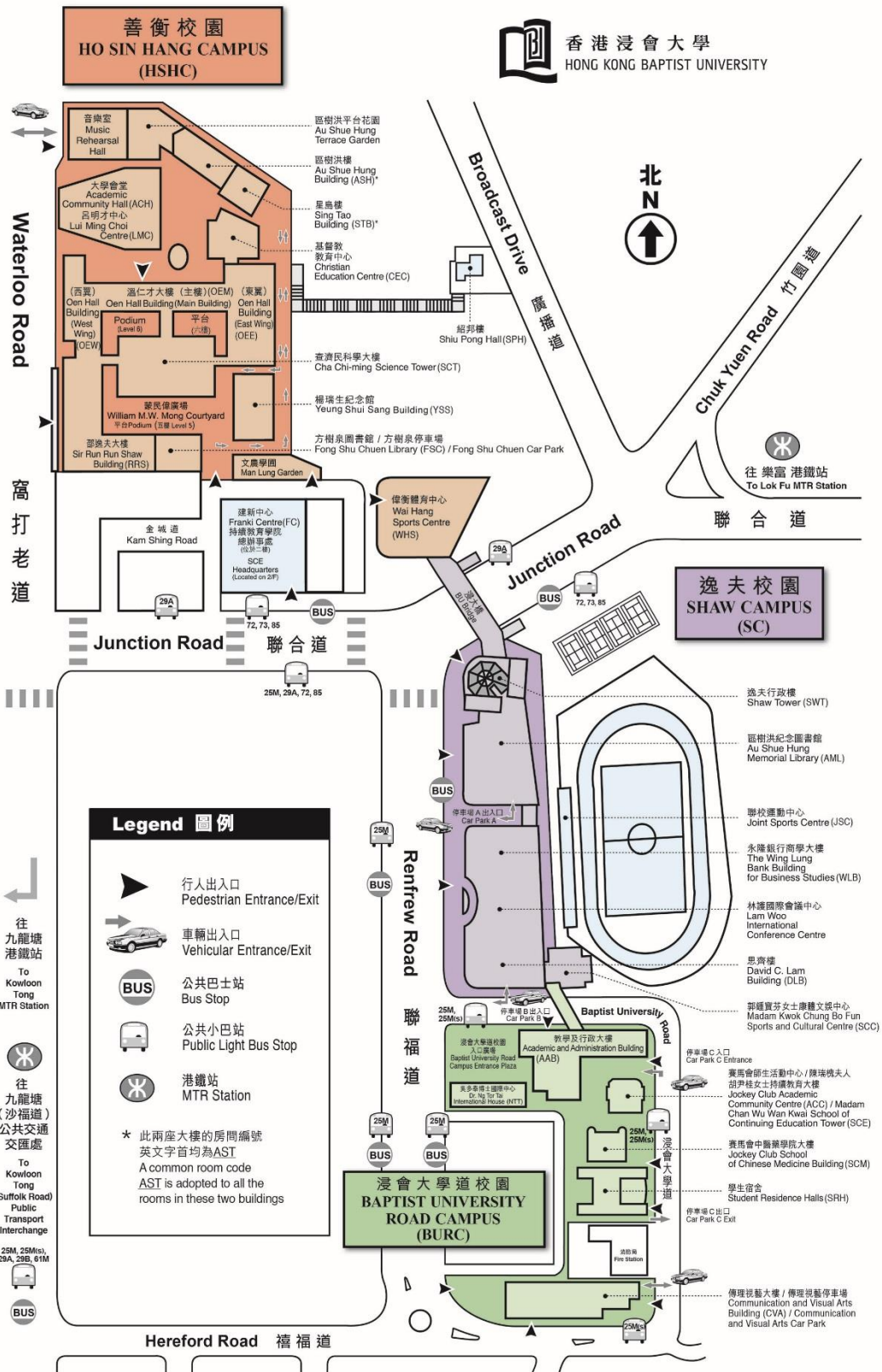
<http://eng.hkbu.edu.hk/postgraduates/malcs/>

## SECTION 8 – BUILDING CODE

<u>Building</u>	<u>Code</u>
<b>Ho Sin Hang Campus</b>	<b>HSHC</b>
Academic Community Hall	ACH
Au Shue Hung Centre Building	ASH*
Cha Chi-ming Science Tower	SCT
Christian Education Centre	CEC
Fong Shu Chuen Library	FSC
Lui Ming Choi Centre	LMC
Oen Hall Building	
East Wing	OEE
Main Building	OEM
West Wing	OEW
Sing Tao Building	STB*
Sir Run Run Shaw Building	RRS
Wai Hang Sports Centre	WHS
Yeung Shui Sang Building	YSS
<b>Shaw Campus</b>	<b>SC</b>
Au Shue Hung Memorial Library	AML
David C. Lam Building	DLB
Joint Sports Centre	JSC
Madam Kwok Chung Bo Fun Sports and Cultural Centre	SCC
Shaw Tower	SWT
The Wing Lung Bank Building for Business Studies	WLB
<b>Baptist University Road Campus</b>	<b>BURC</b>
Academic and Administration Building	AAB
Communication and Visual Arts Building	CVA
Dr. Ng Tor Tai International House	NTT
Jockey Club Academic Community Centre	ACC
Jockey Club School of Chinese Medicine Building	SCM
Madam Chan Wu Wan Kwai SCE Tower	SCE
Student Residence Halls	SRH



# SECTION 9 – CAMPUS MAP



July 2016