

***HONG KONG BAPTIST UNIVERSITY***

Department of Sport, Physical Education and Health

**STUDENT HANDBOOK  
FOR THE  
BACHELOR OF ARTS (HONS) DEGREE  
IN  
PHYSICAL EDUCATION AND RECREATION  
MANAGEMENT**

**2021 - 2022**

**(Section 3 - Special Notes for Students  
“Department Policy / Practice”)**

Website: <http://speh.hkbu.edu.hk/>

## **CONTENTS**

## **Page**

Section	3	<u>Special Notes For Students (Department Policy / Practive)</u>	3
	3.1	Academic Advising / Mentoring	3
	3.2	Applying for Overloading of Units	3
	3.3	Plagiarism & Cheating in Student's Work / Test	3
	3.4	Academic Problems	3
	3.5	Audio / Video-taping in Classes	4
	3.6	Additional Costs	4
	3.7	Applying for Programme of Diploma of Education	5
	3.8	Insurance	5

## **SECTION 3**

### **SPECIAL NOTES FOR STUDENTS (Department Policy / Practice)**

#### **3.1 Academic Advising**

The programme coordinator is responsible for the overall management of the programme as well as being the academic advisor for students. Each new student is assigned with a advisor and a student can seek advice from his/her designated advisor throughout the whole study period.

#### **3.2 Applying for Overloading of Units**

When a student wishes to take 19 & above units, permission will only be granted if his/her cGPA is equal or over 2.67 (i.e. average of B-).

When a student wishes to take 21 & above units, permission will only be granted if his/her cGPA is equal or over 3.00 (i.e. average of B).

Deviation from these guidelines may be granted by the Programme Coordinator **only for special cases**, for example, overload due to re-taking of “fail grade” course or being in the final term in final year.

#### **3.3 Plagiarism & Cheating in Student’s Work / Test**

“Plagiarism” means using someone’s work as one’s own work. The Department takes serious action if a student is found to commit plagiarism or cheating. Penalty may include a “fail” grade of a course or even dismissal for a serious case. Details of the publication “Avoiding Plagiarism” by the Academic Registry can be accessed on <https://ar.hkbu.edu.hk/quality-assurance/university-policy-and-guidelines/avoiding-plagiarism>

#### **3.4 Academic Problems**

Students who wish to appeal against any academic decisions should follow the appeal procedures listed under Student Handbook, Section 1 – General Information -1.10.

### 3.5 Audio / Video-taping in Classes

Approval has to be sought from the class instructor concerned if the student wants to have audio/video-taping during a class. The class instructor has his/her right in either granting or not granting the approval.

### 3.6 Additional Costs

The following PERM core/elective courses may have additional fee. Please be reminded that the costs listed on the table are only estimations.

Core / Elective Course	Kind of Activities	Costs (HK\$)
Core Course PERM 1006 Human Anatomy & Physiology	(1) Venue booking fee (2) Transportation to venue (3) Or other items	Subject to the booking fee from Hong Kong Government / private organization and public transportation fee.
Elective Course PERM 3015 Recreation Programming & Event Management PERM 4016 Outdoor Recreation PERM 4005 Facility Management	(1) Venue booking fee (2) Transportation to venue (3) Or other items	Subject to the booking fee from Hong Kong Government / private organization and public transportation fee.
Core Skill Course PERM 1315 Gymnastics	(1) Venue booking fee. (2) Transportation to outside venue (3) Or other items	Subject to the booking fee from Hong Kong Government and public transportation fee.
Core Skill Course PERM 1317 Outdoor Pursuits	(1) Camp booking fee including accommodation, catering and canoe activities. (2) Or other items.	Half of the total booking fee divided by the number of students. (~\$200 - \$300)

### 3.7 Applying for Programme of Diploma of Education

The Diploma of Education Programme is offered by the Department of Education Studies. Students who opt for teaching physical education career track may apply through the Department of Education Studies in term 2, Year 2. The minimum requirement of cGPA is 2.50. Please take note that the quota and the decision of admission rests with the Department of Education Studies.

### 3.8 Insurance

All students participating in the undergraduate programme are covered by a Group Personal Accident Insurance Policy arranged by the Hong Kong Baptist University against death and permanent disablement arising from accidents while participating in academic or extra-curricular activities arranged by the University and/or student organizations. Insurance coverage may change by year. For most updated information, other coverage details, check website of Finance Office : <http://www.hkbu.edu.hk/~fohome/fopage.html>

**N.B. Insurance coverage includes incidents during sport skill lessons, activities organized by a course, sport team training and society activities.**

#### **Claiming Procedure**

Insured Person shall within 30 days of injury, complete and return the Personal Accident Claim Form together with supporting document to the Finance Office, Hong Kong Baptist University for onward transmission to Zurich Insurance Company for claims handling. Insurance claim form can be accessed on website of Finance Office : <http://www.hkbu.edu.hk/~fohome/fopage.html>.

Remarks:

Supporting Document

1. Medical Receipts
2. Medical Referral Letter
3. A self-explanatory letter describing how, where & when injury has occurred together with a signature signed by related instructor or coach as a witness.