

K Tam [EDC] - Implementation of policy on completion of the Online Tutorial on Academic Integrity in 2012/13

From: Walter W. Yuen [VPAD] (VP(AD) Notice)
To: Distribution List
Date: Wednesday, July 25, 2012 5:18 PM
Subject: Implementation of policy on completion of the Online Tutorial on Academic Integrity in 2012/13
Attachments: Revised student guide to Online Tutorial (25 July 2012).pdf; Form A_Freshman Seminar_Faculty Secretary.docx; Form B_Selected subjects_Voluntary_Departments.docx; Description of the compulsory completion requirement_Online.doc; Revised student guide to Online Tutorial (25 July 2012).pdf; Form A_Freshman Seminar_Faculty Secretary.docx; Form B_Selected subjects_Voluntary_Departments.docx; Description of the compulsory completion requirement_Online.doc

To: DP, Faculty Deans, School Board Chairmen
 Heads of Academic Departments, Directors of Centres, Deans of Schools
 AS, DoED, DoSA, DoITS, ULib, Ag. Dean(OUS)
 Higher Diploma Programme Leaders, Undergraduate Scheme and Programme Leaders
 LTC Members and Secretaries
 Faculty and School Board Secretaries
 Departmental AOs/SEOs/EOs
 Working Group on Promoting Students' Academic Integrity at PolyU
Cc: All academic staff

From: VP(AD) and Chairman of Learning & Teaching Committee

Date: 25 July 2012

Subject: Implementation of policy on completion of the Online Tutorial on Academic Integrity in 2012/13

Dear Colleagues

Further to my email of 13 July and the briefing sessions conducted last week on the implementation of the Online Tutorial on Academic Integrity, the Working Group on Promoting Academic Integrity have discussed with me some concerns and suggestions regarding the introduction of this compulsory requirement for completion of the Online Tutorial. A major concern relates to difficulties in identifying a suitable subject other than Freshman Seminar for the required completion of the Tutorial.

After further considerations for ways to address the concern within the scope of the policy, I am pleased to inform you that modifications have been made to the implementation plan for the 3-year undergraduate and higher diploma programmes in 2012/13. The following details the method for implementing the Online Tutorial completion requirement for the coming academic year (2012/13):

1. In full-time 4-year undergraduate programmes, the Online Tutorial is a completion requirement in the *Freshman Seminar* subject. No grade or weighting will be given to this requirement component. However, students who have not completed the Tutorial before the deadline will fail the subject.

2. In full-time 3-year undergraduate and higher diploma programmes, discretion can be exercised by Departments/programmes on: EITHER (a) making the Online Tutorial a compulsory requirement for completing a specified subject identified to be suitable, as in the 4-year undergraduate programmes, OR (b) making the Online Tutorial available to the students and encouraging them to complete it on a voluntary basis.

Approval for the change to subject description

As regards the other major concern about approval to the addition of the Online Tutorial completion requirement in a selected subject, the Academic Secretariat has been consulted. Such changes to the design and delivery of subjects would normally be considered as minor changes, and approval beyond the subject level would not be necessary. It is important, as with all other requirements in any subject, that the Online Tutorial as a compulsory requirement for passing the selected subject be clearly communicated to students at the beginning of the course. If, however, Faculties/Departments/Schools prefer to seek approval from the Undergraduate Programme Committees and/or Faculty/School Boards for incorporating the Tutorial completion requirement in the chosen subjects, they should promptly follow this up with the relevant committees. Faculty Deans/Heads of Departments/Chairs of Departmental Undergraduate Programme Committees are kindly requested to facilitate a speedy approval of the changes.

Provision of subject information for enrolment and completion reports

To facilitate enrolment of students to the Online Tutorial, and provision of student completion reports to Subject Leaders, could Faculties/Departments/Schools complete the attached forms and send them to ecdebbie@inet.polyu.edu.hk by 17 August 2012. The two forms are as follows:

- ... Form A for Freshman Seminars in 4-year undergraduate programmes
This form should be completed by the Faculty Secretary, in collaboration with the Subject Leader of *Freshman Seminar* for the Broad Discipline(s).
- ... Form B for full-time 3-year undergraduate and higher diploma programmes
This form should be completed by Departments to provide information about the selected subject with the compulsory tutorial completion requirement.

I hope you will find the other attachments useful to your preparation of the description and assessment schedule of the selected subject containing the Online Tutorial:

- ... Student Guide on the Online Tutorial (a revised copy)
- ... Description of the Online Tutorial and the assignment schedule for students

If you are interested in viewing the Tutorial, please email the Working Group at: ecdebbie@inet.polyu.edu.hk, and give them your Net ID (e.g. *ecdebbie*). They will then enrol you on the Tutorial. Should you have any further enquiries concerning the Online Tutorial, please feel free to contact Nancy Choi (ecnchoi@inet.polyu.edu.hk; Ext 7647) or Debbie Liu (ecdebbie@inet.polyu.edu.hk; Ext 6276).

Once again, thank you for your continuous support in the University's concerted effort in promoting students' academic integrity at PolyU.

Regards

Walter W. Yuen

VP(AD)

Attachments:

Revised Student Guide on Online Tutorial on Academic Integrity

Forms A and B: Subject and contact information

Description of the Online Tutorial and the assignment schedule for students