

Quality Enhancement Support Scheme

Progress Report

Project No. : 04/QESS/2014

Reporting Period : From October 2014 (month/year) to March 2015 (month/year)

Part A

Project Title : Towards a Sub-degree General Education Framework – Facilitating Credit Recognition and Transfer

Name of Grantee : Federation for Self-financing Tertiary Education


Project Period : From October 2014 (month/year) to September 2017 (month/year)

Part B

Please use separate A4-size sheets to report the progress with regard to the following aspects:

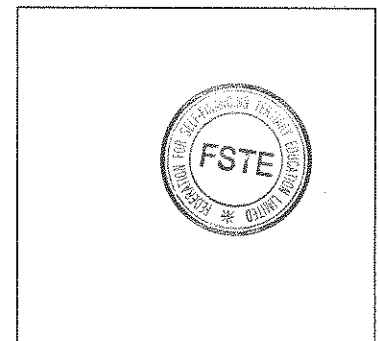
1. Types and brief descriptions of Project activities held/completed during the reporting period (*the information may be presented in the form of a table*).
2. The dates, time, venues and number of participants / beneficiaries of Project activities held, and resources (e.g. equipment, manpower) used for the implementation of Project activities.
3. Project milestone(s) and deliverables attained at the end of the reporting period and evidence showing the attainment of milestones and deliverables.
4. The percentage, in terms of key tasks, of the Project completed at the end of each reporting period.
5. Project variation*, if any, during the reporting period, together with details and justifications

Signature of Authorised Person : Professor YUEN Pok-man, Peter

Name of Authorised Person : 

Position of Authorised Person : Chairman, FSTE

Date : 30 April 2015



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* A separate written application should be submitted to the Grantor for prior written approval.

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1. Project activities held/completed during the reporting period

| Dates, time and venues | Brief descriptions of activities and resources used for implementing the Project * | Number and types of participants (if applicable) |
|------------------------|--|--|
| 19 December 2014 | The Working Group had its first meeting. During the meeting, the background and rationales of the project, the scope of study and the deliverables were thoroughly explained and discussed. Members also shared with members about their past experiences in the recognition of the GE related courses to graduates of their institution, including HKU SPACE, CIE of HKBU, LU and HKIED. (Agenda and notes of meeting were attached at Appendix I) | 12 Working Group members |
| January 2015 | The project team was formed by recruiting a project manager and a project assistant. 6 candidates were shortlisted and interviewed by the Project Coordinator on 6 October 2014 for the Project Manager, the appointed candidate was supposed to report duty in December 2014. However, the candidate finally decided not to take up the position. Eventually another Project Manager was confirmed on 27 December 2014 and commenced on 2 January 2015. (A copy of the CV is attached at Appendix II) | |
| March 2015 | In order to collect data regarding students' experience in GE credit transfer under current practices adopted by different universities, questionnaire templates for survey on sub-degree graduates and question guide for student focus group were designed. (Confirmed sample of the questionnaire was attached at Appendix III) | |
| 31 March 2015 | The Working Group had its second meeting. The meeting reviewed the Undergraduate Student Survey which will be launched in the next reporting period, the comparison of the GE frameworks of UGC-funded universities and workplan for the next quarter. (Agenda and notes of meeting were attached at Appendix IV) | 14 Working Group members |
| March 2015 | The GE Seminar has been scheduled for 19 June 2015 (Friday), 4pm at PolyU Campus. Advisory Group Members, Working Group Members and staff from all tertiary institutions will be invited. (Tentative rundown was attached at Appendix V) | |

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* Evidence showing the attainment of milestones scheduled for completion during the reporting period should be attached (e.g. photos, learning materials, webpage screens, promotion leaflets / posters, relevant reports, etc.).

2. The percentage, in terms of key tasks, of the project completed at the end of the reporting period

| Milestones scheduled for completion during the reporting period ** | % attained | Remarks |
|---|------------|---------|
| ✓ Recruitment of project team | 100% | |
| ✓ Design of questionnaire templates for survey with sub-degree graduates and question guide for student focus group | 100% | |
| ✓ Design of research plan and methodology on GE practice | 100% | |
| ✓ Organisation of GE Seminar | 100% | |
| Overall Project | 15% | |

** Please seek prior approval from the Education Fund Secretariat if the project milestones cannot be completed at the end of the reporting period.

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3. Project variation (a separate written application should be submitted to the Education Fund Secretariat for prior written approval.)

| Descriptions of variations (e.g. change of the project scope or duration, deferral of completion date, relocation of an amount exceeding 10% between items of expenditure in the budget) | Date of approval sought from Education Fund Secretariat |
|---|---|
| N/A | N/A |

4. Financial position as at the end date of the reporting period

| Expenditure items | Approved budget (a) | Committed or actual expenditure (b) | Balance [(a)-(b)] |
|--------------------------------|------------------------|---|----------------------|
| a. Manpower | 1,825,350 | 139,612.5 | 1,685,737.5 |
| b. Equipment / facilities | 72,000 | 17,630 | 54,370 |
| c. Services | 610,000 | 0 | 610,000 |
| d. General expenses | 456,000 | 29,656.2 | 426,343.8 |
| e. Others | 209,335 | 0 | 209,335 |
| Total | 3,172,685 | 186,898.7 | 2,985,786.3 |
| <i>Project Income (if any)</i> | | | <i>Nil</i> |
| <i>Total Balance</i> | | | <i>2,985,786.3</i> |