Project Overview	
Project Title (in English): English Language Centre of SCOPE	Project Title (in Chinese): 城大專業進修學院語文中心
Executive Summary	

While the publicly funded universities are well supported by substantial funding from the Government for student development in additional to academic study, their continuing education (CE) units which offer self-financed programmes are striving hard to dig out from the limited resources to provide comparable services to their students. The Language Enhancement Grant earmarked annually by UGC has helped the public funded universities to maintain language centres, offering language enhancement, language immersion programmes and so on, to uplift the language proficiency level of the undergraduate students. Unfortunately, students of locally accredited non-local programmes offered by the CE units will not be able to enjoy such privilege. The Quality Enhancement Support Scheme is just in time to enable the self-financed degree students to amend the gap, so that they will not lose too much of the competitive edge comparing to their counterparts in the UGC funded programmes.

The School of Continuing and Professional Education, City University of Hong Kong (CityU SCOPE), is missioned in providing quality education and whole personal development to students. Counselling service, career advice, and personal development programmes are now in place, but launching a full-wing of language enhancement programme is still in its struggling situation. Setting up a language centre is the main thrust of the language enhancement development plan of CityU SCOPE, hoping to uplift the English level of the undergraduate students by providing them with the self-access language learning environment and through an integrated series of language enhancement programmes.

The plan of SCOPE English Language Centre is as follows:

1. To set up a self-access language laboratory with 30 booths equipping with standard facilities (computer, monitor, DVD, recording facilities, headsets, and so on).
   - Self-learning software and materials are installed in the computer.
   - A language learning resource corner will be set up for putting up language enhancing materials such as videos, books, exercises and so on.
   - Consultation sessions will be scheduled for students to consult the tutor-on-duty on questions related to English learning.

2. To offer courses at different forms and levels to cater for the academic and career needs of students. For example:

Academic English courses:		Career-related English courses:
▪ To enhance students' ability in writing academic papers and dissertation, helping them to cope with their academic study.	&	▪ To help students for career preparation upon graduation, e.g. job interview, verbal report, explanation and exposition.
Self-access learning courses:		Face-to-face courses:
▪ Self-learning courses with the help of consultation sessions at the beginning and end of the course. ▪ Focusing on vocabulary construction, sentence structures, grammatical errors, styles of academic writing and so on.	&	▪ Non-credit bearing short courses with tutors interacting with students in class. ▪ Focusing more on oral ability, interpersonal communication, and more complicated forms of writing, and so on, for both academic writing and career preparation.

IELTS preparation courses:

The above courses are general courses to help students enhancing their English language ability either for academic study or for career development. Courses on preparing students to take the IELTS examination will also be offered so that students can obtain international credentials on their language ability.

3. For staffing, apart from the existing staff in CityU SCOPE, the following additional personnel is required to help running the SCOPE Language Centre:

(i) English Academic Coordinator (Centre Manager):

▪ He/she is the major academic brain in formulating an integrated plan on the language enhancement programme for the SCOPE Language Centre. He/she also needs to develop materials, teach in the courses, and coordinate the team of FT/PT English enhancement tutors.

▪ He/she is in-charge of course planning and development, oversees the administration of the project, the centre and course delivery.

▪ He/she works with the Project Coordinator in developing the plan, and is reporting to Project Coordinator.

(ii) Clerical Officer:

- He/she assists the English Academic Coordinator in both the office and course administration works.
- He/she supports the office and administrative work for the project and centre, handles course scheduling and student registration.
- He/she reports to the English Academic Coordinator.

Problems Identified

The major problem probably is the space, which involves identifying and renovating the venues for the SCOPE Language Centre. The venues involved a language laboratory with 30 booths, and office space for the English Academic Coordinator (Centre Manager) and Clerical Officer. CityU SCOPE will be able to find ways to solve this problem.

Project Objectives and Deliverables

Measurable Objectives	How it can be achieved
1. A reasonably equipped language laboratory with self-access facilities is set up.	By identifying and renovating a suitable venue (the Project Management Team).
2. Students can make use of the learning materials and the tutor-on-duty in the self-access language laboratories to improve their English language ability.	By setting up a systematic booking system to use the laboratory facilities and consult the tutor (The English Academic Coordinator and the Clerical Officer).
3. To launch self-learning courses for students to acquire English language skills and knowledge in their own pace.	By selecting suitable on-line learning materials, and developing some in-house materials (The English Academic Coordinator).
4. To offer face-to-face English courses to enhance students' ability in both academic writing and career-related communication.	By developing courses suiting the level, interest, and needs of students. Materials will be taken from real-life examples or developed by the teaching team (The English Academic Coordinator).

Project Deliverables

Deliverables	Sharing mechanism
1. Self-developed teaching materials, if not violating the intellectual property right, can be shared with other institutions.	Through the QESS web.

2. Experience in teaching and developing the English language enhancement programme for undergraduate students studying in the self-financed institutions can be shared if opportunities come.	▪ If opportunities like seminar, roundtable discussion come. ▪ Sharing can also be put on the CityU SCOPE website.

Some self-developed teaching materials can be uploaded to the EDB websites if not violating the intellectual property right.

Beneficiaries

Expected type and number of beneficiaries of the project	Approximately 2,000 full time students taking the non-local degree programmes in CityU SCOPE

There are currently 14 self-financed full time undergraduate programmes in CityU SCOPE, and altogether a total of 2,000 students. They all entitle to take the language enhancement courses and use the self-access learning facilities operated by the SCOPE Language centre. It is expected that students can be benefited from the SCOPE Language Centre in the following ways:

1. Students will be provided in different ways, forms and opportunities to enhance their English ability. It is expected that they can have their English proficiency level raised through one or more of the following ways:
   - Taking the self-learning English courses.
   - Attending the face-to-face English courses.
   - Making use of the materials of the language resource corner.
   - Consulting the English tutor-on-duty in the self-access laboratory.

2. Students will acquire the necessary academic English writing skills to complete their assignments and dissertation with linguistic accuracy and appropriate writing style.

3. Courses ranging from vocabularies to paragraphing, from written communication to oral communication, from academic usage to career needs, will be offered for students' choice to suit their needs, interest and level.

Implementation Schedule

Estimated start date of the project (month/year)	January 2017
Estimated end date of the project (month/year)	December 2018
Project duration (months)	24

Month	Key milestones	
	In terms of project activities and deliverables	**In terms of monitoring and evaluation**
1-6	▪ Hiring the English Academic Coordinator and Clerical Officer. ▪ Identifying and renovating venues for the SCOPE Language Centre and the office space for the additional staff. ▪ Installing the essential equipment, facilities, and software in the self-access language laboratory. ▪ Setting up the language learning resource corner. ▪ Starting to develop a holistic and integrated English Enhancement Programme for the SCOPE students. ▪ Identifying, selecting and developing materials for the courses. ▪ Starting to offer some self-learning courses. ▪ Developing an on-line booking and registration system for students. ▪ Identifying and appointing an External Reviewer.	▪ The Project Coordinator and the Project Management Team will monitor and be responsible for the work progress at this stage. ▪ Student focus group meetings and/or surveys will be conducted to solicit views on the course demands.
7-12	▪ Maintaining and upgrading the self-access language laboratory. ▪ The self-access language laboratory and tutor-on-duty consultation session open for students' booking. ▪ Continuing to select and develop materials for the courses. ▪ Offering face-to-face courses in addition to the self-learning ones.	▪ The Project Coordinator and the Project Management Team, together with the English Academic Coordinator and Clerical Officer, will ensure materials and courses are in place. ▪ Student focus group meetings and/or surveys will be conducted to solicit views on the course effectiveness. ▪ Feedback from External Reviewer will be sought.

13-18	▪ Continuing with the work of months 7-12, more courses will be developed and offered. ▪ Evaluating course effectiveness by administering questionnaires and student focus group meetings. ▪ External Reviewer is invited to provide external perspectives.	▪ The Project Coordinator and the Project Management Team, together with the Centre operating team (English Academic Coordinator, Clerical Officer), will ensure and courses are running effectively, and evaluation mechanism are taking place. ▪ Student focus group meetings and/or surveys will be conducted to solicit views on the course effectiveness.
19-24	▪ Continuing to develop and offer English Enhancement courses. ▪ Concluding the project. External Reviewer is invited to provide external perspectives.	▪ The Project Coordinator and the Project Management Team, together with the Centre operating team will ensure and courses are running effectively, and evaluation mechanism are taking place. ▪ The Project Coordinator and the Project Management Team, together with the Centre operating team will conclude the project by clearing things up, writing reports, developing sustaining plans, and so on. ▪ Student focus group meetings and/or surveys will be conducted to solicit views on the course effectiveness. ▪ Feedback from External Reviewer will be sought

Publicity Plan

Only internal publicity is needed. Announcement on the course offerings will be placed on the virtual learning environment. Publicity can also be done through student emails and posters. All staff and teachers will also be informed so that they will encourage students to join the language enhancement courses and to use the self-access facilities.

Cash Flow and Budget				
Project Expenditure				
	Amount in HK$			
Period	**Year 1**	**Year 2**	**Year 3**	**Total**
Manpower	$1,020,000	$1,020,000		$2,040,000
Equipment / Facilities	$390,000	$180,000		$570,000
Services	$230,000	$230,000		$460,000
General Expenses	$25,000	$25,000		$50,000
Others (e.g. auditor's fee)	--	$20,000		$20,000
Total	$1,665,000	$1,475,000		$3,140,000
Project Income *(if any, e.g. fees received)*				
	Amount in HK$			
Period	**Year 1**	**Year 2**	**Year 3**	**Total**
Nil				
Total				

Grant Sought under the Quality Enhancement Support Scheme	$1,700,000
Funding from the Applicant	$1,440,000
Funding from Other Sources	--
Total Project Value	$3,140,000

The applicant will be responsible for the internal staff costs including Project Coordinator, Project Team, administrative staff and teachers delivering some courses; and rental costs of venue.

Post	Duties
English Academic Coordinator:	▪ He/she is the major academic brain in formulating an integrated plan on the language enhancement programme for the SCOPE Language Centre. He/she also needs to develop materials, teach in the courses, and coordinate the team of FT/PT English enhancement tutors. ▪ He/she is in-charge of course planning and development, oversee the administration of the project, centre and course delivery. ▪ He/she works with the Project Coordinator in developing the plan, and is reporting to Project Coordinator.
Clerical Officer:	▪ He/she assists the English Academic Coordinator in both the office and course administration works. ▪ He/she supports the office and administrative work for the

	project and centre, handles course scheduling and student registration.
	▪ He/she also needs to possess technical knowledge in computer, especially in handling self-learning software.
	▪ He/she reports to the English Academic Coordinator.

Project Sustainability
The SCOPE Language Centre has high sustainability with the instalment and establishment of the required hardware and software. The developed courses and materials also ensure the sustaining of course offering. CityU SCOPE will continue to invest into the operation of the Centre in providing quality education for students.