

Quality Enhancement Grant Scheme

Progress Report

Project No. :

Project Period : From April 2010 (month/year) to October 2010 (month/year)

Part A

Project Title : Language Lab for Chinese and Non-Chinese Students

Name of Grantee : Hong Kong Institute of Technology

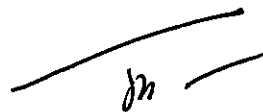
Project Period : From March 2009 (month/year) to August 2010 (month/year)

Part B

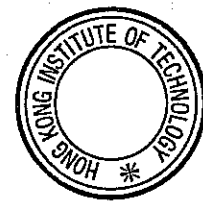
Please use separate A4-size sheets to report the progress with regard to the following aspects:

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: _____



Organization Chop: _____



Hong Kong Institute of
Technology

Name of Authorized Person: Dr. Joy Shi

Name of Grantee

Organization: _____

Position of Authorized

Person: President

Date: 4/11/2010

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

Quality Enhancement Grant Scheme

Language Lab for Chinese and Non-Chinese Students

Scheduled Report for Phase II Term I

(the second six months)

I Introduction

Hong Kong Institute of Technology was approved under the 'Quality Enhancement Grant Scheme' to operate the project titled 'Language Lab for Chinese and Non-Chinese Students' hence referred to as 'Project'.

The project was approved in early 2009 and the second phase term I was delayed and re-scheduled from April 2010. The Project team has placed great importance and working on several of the deliverables towards the successful completion of the project.

The following scheduled report illustrates how the scheme has been operating at this second phase term I of operation.

II Implementation Scheme for Phase II Term I

The critical paths involved in setting up the language training courses and workshops during this phase.

<u>Cumulative Outcome of Phase II Term I</u>	
<u>Milestones</u>	<u>Actual Completion</u>
1a. Conduct language training courses and workshops	Sept 2010
1b. Conduct preparatory courses for certification examination	Sept 2010

2a. Complete the Evaluation	Oct 2010
2b. Complete the review Report and List out the Recommendations	Oct 2010

III Important Milestones completed as part of Phase II Term I

1a. Conduct language training courses and workshops

The resignation of the project manager and IT officer affected the continuity of the project. A new project manager reported duty on April 2010. 2 courses and workshops of English and 2 courses and workshops of Putonghua conducted respectively with the assistance of the multimedia technology in the Language Lab as well as the materials provided by the English and Putonghua writers. IT officer is on duty to give immediate and necessary assistance both for the teachers and students on the using of multimedia technology in the Language Lab. All courses were completed on Sept 2010.

1b. Conduct preparatory courses for certifications examinations

Both English and Putonghua teachers conducted preparatory courses within the training courses and workshops section for students on the handling of international certifications examinations, e.g. IELTS and the National Putonghua Proficiency Test, etc. They encouraged and recommended the students to sit for the Test at specific dates as indicated by the testing authorities.

2a. Complete the Evaluation

A pre- and post- course evaluation on both English and Putonghua were conducted to analyze the effectiveness of the courses. The evaluation was completed at the end of the courses. A sample of the evaluation is provided in the *Appendix VI*.

2b. Complete the review Report and List out the Recommendations

The review Report and List out the Recommendations were completed on Oct 2010. All respondents enjoyed the classes and happy with the class arrangement. Some

trivial issues in language learning were observed and progressive improvement was observed as evidenced in this questionnaire. Difficulties such as those with pronunciation and speaking were identified on an individual basis with this exercise. We are confident we can fine-tune and improve the whole project for the next term.

IV Accountability and Project Execution of Phase II Term I

As an important step for accountability and transparency, the following records of actions regarding project execution, illustrates the various resources that have been utilized during the phase II term I of the project.

Summary of actual expenditures for the project (Phase II Term I)

Item	Approved Budget	Actual Expenditure	Remarks
a) Manpower <ul style="list-style-type: none"> ● 1 full-time Project Manager ● 1 part-time IT Officer 	\$90,000.00 \$50,000.00	\$108,303.92 \$68,609.48	
c) Services <u>Video Recording</u> <ul style="list-style-type: none"> ● Equipment Usage and Leasing <ul style="list-style-type: none"> 1) SD Card 2) Card Reader 3) Portable Hard Disk 4) DVD <u>Teaching and learning materials development and production costs</u> <ul style="list-style-type: none"> ● Newspapers, magazines, etc. <ul style="list-style-type: none"> 1) South China Morning Post 	 \$5,000.00 \$3,000.00	 \$1275.00 \$3,270.00	

2) Reader's Digest			
● Online resources and TV Programmes (Please see Appendix V)	\$2,000.00	\$2,022.00	
● English and Putonghua materials' writers (Please see Appendix V)	\$5,000.00	\$5,000.00	
Total	\$175,000.00	\$188,480.40	

- **projected income**

Since HKIT waived the tuition fee for the second phase term I, there is no income for the Lang Lab courses and HKIT will bear the lecturing fee for the Lang Lab courses.

- **% of overall project completed**

The second phase term I was completed on Oct 2010 and 2/3 of overall project were completed.

- **the date of resignation of the previous project managers**

From our record, three project managers had been working on the project. The last working day of the first project manager was on 11 Dec 2009, the second one on 26 Jan 2010 as well as the third one on 15 Mar 2010.

- **the date of resignation of the previous IT officers**

From our record, two IT officers had been working on the project. The last working day of the first IT officer was on 2 Oct 2009 as well as the second one on 19 Mar 2010.

- **how/reasons the project be affected**

The resignation of the previous project managers and IT officers affected the continuity of the project. Other HKIT staff had no time to help or take up the project at that time due to the busy academic schedule.

- **how to guarantee no further delay of the project, will the course be affected**

by the holidays between Nov-Apr 2011.

The overall project will be completed on April 2011 according to the re-scheduled new completion day. The Lang Lab courses will not be affected by the holidays between Nov-Apr 2011 as we will start the new courses according to first semester of 2010-2011 academic year of HKIT and it runs from Oct 2010 – Feb 2011.

Conclusion

The Language Lab Project for Chinese and Non-Chinese Students as a whole is in reasonable progress. It is estimated that approximately 2/3 of overall project has been accomplished. All courses will be fine-tuned and improved on the basis of feedback and evaluation data from surveys for offer in next term. It is expected that the entire project will be finished by end of April 2011.