

Quality Enhancement Grant Scheme

Progress Report	Project No. :
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Reporting Period : From 3/2010 (month/year) to 8/2011 (month/year)

Part A

Project Title : Applied Chinese Self-Learning Resource Data Bank

Name of Grantee : School of Continuing Education (SCE), Hong Kong Baptist University

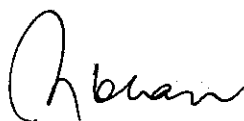
Project Period : From 9/2009 (month/year) to 8/2012 (month/year)

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: _____



Name of Authorized Person: Dr. Ella P. O. Chan

Name of Grantee: School of Continuing Education
Organization: (SCE), HKBU

Position of Authorized Associate Dean of SCE and
Person: Director of CIE, HKBU

Date: 30/09/2011

* 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)
3~8 /2011	<p><u>Classification of Data</u></p> <p>We use genre and business sectors as two categories for presenting the distribution of articles. For genre, there are about 20 types. For business sectors, there are around 15 sectors. We have created some indexes to categorize thousands of articles under the above mentioned categories. A sample excel file is attached for reference. (Attachment I)</p> <p>Beside, our team members are trying to edit the word index of each article for searching and eventually setting up a word index data bank. Moreover, we are trying to classify all the articles into different ranks for searching purpose. We are hoping that we select the best articles in preparation for writing the self-learning materials in next phase.</p>	All team members
5~8/2011	<p><u>Planning and Implementation of the group project</u></p> <p>We mentioned in the last report that we designed a group project to enhance the Chinese proficiency of students. As we have gained some experience from last semester, we are thinking of a new project for students to enhance their Chinese language ability by making use of those self-learning materials. The guideline of the group project is attached. (Attachment II)</p>	All CIE First Year Students
3~8/2011	<p><u>Searching function of the Trail Web Site</u></p> <p>We are now enhancing the searching functions of the trail web site. Team members have some discussions on the searching items that would be shown on the web page. Users have to check boxes to narrow down the scope of their search so that they can have a better chance in searching the appropriate text.</p> <p>The tentative template of the searching engine is attached for reference. (Attachment III)</p>	

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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
Data Inputting and Analyzing: 3/2011~8/2011 Input and Analysis : Materials from Hong Kong & China I Input and Analysis : Materials from Hong Kong & China II Input and Analysis : Materials from Hong Kong & China III Web sites added (Second Phase)	100	
Overall Project		
** Please seek prior approval from the QEGS 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 QEGS 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 QEGS Secretariat
Nil	

4. Financial position as at the end date of the reporting period (31 August 2011)

Expenditure items	Approved budget (a)	Committed or actual expenditure (b)	Balance [(a)-(b)]
a. Manpower	1,528,100	949,314	578,786
b. Equipment / facilities	44,753	14,807	29,946
c. Services	12,000	-	12,000
d. General expenses	48,247	9,858	38,389
e. Others	109,900	14,859	95,041
Total	1,743,000	988,838	754,162
<i>Project Income (if any)</i>			
<i>Total Balance</i>			754,162