

# Quality Enhancement Grant Scheme

**Progress Report**
**Project No: 06/QEGS/09-10**

 Reporting Period : From March 2012 (month/year) to August 2012 (month/year)

**Part A**

 Project Title : Language Enhancement Project

 Name of Grantee : Chu Hai College of Higher Education

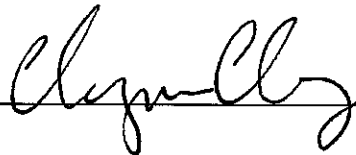
 Project Period : From September 2010 (month/year) to August 2013 (month/year)

**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: Prof. C. N. Chang

 Name of Grantee Organization: Chu Hai College of Higher Education

Position of Authorized

 Person: President

 Date: 24 September 2012

# Quality Enhancement Grant Scheme

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

# Quality Enhancement Grant Scheme

## 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 type of participants (if applicable)
February – June 2012	<p><b>1. Putonghua Courses</b></p> <p>The second term for a total of 17 classes / groups of the Putonghua I course planned for the current academic year (September 2011 – June 2012) had already started in February 2012 as reported last time, and these classes continued to be conducted throughout the second term of the academic year up to early June 2012.</p> <p>Again these Putonghua classes continued to be enthusiastically attended and a lot of practice was completed both in class and in the language laboratory facilities installed in the two computer labs.</p> <p>Students' participation and performance data on these courses by teacher are appended for reference at <u>attachment 1</u> and an update on Putonghua students' activities is appended at <u>attachment 2</u>.</p>	<p>All year 1 students in the Faculty of Arts and Faculty of Commerce, <u>totaling 214 students.</u></p>
February – June 2012	<p><b>2. English Workshops</b></p> <p><b>CEPAS Workshops</b></p> <p>A total of 18 CEPAS workshops (second series) were run in term 2 of the current academic year (September 2011 – January 2012, details are appended at <u>attachment 3</u>)</p> <p>The reception and participation rates of the second series of these workshops were again extremely good. The feedback questionnaires were analysed and there was again improvement overall on students' participation in and satisfaction with the workshops and facilitators (vide <u>attachment 4</u> for detail.).</p> <p><b>Immersion Workshops</b></p> <p>A total of five immersion workshops were conducted in</p>	<p>About 700 student from all years and programmes, though predominantly first year students, attended a total of 18 workshops in the second series.</p> <p>About 100 student</p>

# Quality Enhancement Grant Scheme

	<p>term 2. The first three were on story-telling and participants of these three workshops later acted as story-tellers to a group of primary school children in a target school – details at <a href="#">attachment 3b</a> for reference. The fourth and fifth sessions were on mixing drinks by an expert in our staff and the students participating in these workshops really enjoyed themselves. The whole point of these rather innovative workshops, being first time tried out, was to make the participants discussing, responding and asking for help in English all the time, so as to make them function in this medium while learning to do a particular thing.</p>	<p>(all the five workshops taken together) attended these workshops.</p>
<p>July – August 2012</p>	<p><b>Summer Refresher Workshops for Students</b></p> <p>A total of 18 refresher workshops were run for students who were still weak in the basics and who were willing to take the time and trouble to show up in their summer vacation period to attend these workshops.</p> <p>Understandably the attendance rate was much lower, but those who attended showed a lot of enthusiasm and the facilitators were also very happy to help these students along and support them overall. The sessions turned out to be very useful.</p>	<p>About 200 student (all the 18 sessions taken together) attended these summer refresher workshops, from all years and programmes.</p>
	<p><b>Summer Staff Sharing Sessions</b></p> <p>For the first time English language teachers sat together in a session to discuss and share their teaching methods, approaches and strategies, with an open mind and the intention of benefiting from each other's good practice and insights and experience.</p>	<p>A total of 20 sessions were conducted and predominantly staff from the Faculty of Arts participated very actively in the sessions.</p>
<p>February – June 2012</p>	<p><b>3. Language Laboratory Facilities</b></p> <p>For both Putonghua teaching and learning and that for English and other languages (including as from this academic year <i>French, German, Japanese, Korean and Spanish</i>) the language laboratory facilities installed in the</p>	<p>In term 2 (February – June 2012) usage rate of the language lab</p>

# Quality Enhancement Grant Scheme

<p>February – June 2012</p>	<p>two computer laboratories on the second floor of our main campus, continued to be utilised both for teaching and for students' individualised learning, at the rate of 2 time slots (periods) per week day (Monday through Friday) in the reporting period.</p> <p><b>4. Self-Access Learning Facility</b></p> <p>The utilization rate of this facility has remained much the same in term 2. We have tried to provide students with more items that are not available in the public domain, particularly ones that are intimately related to our courses</p> <p>Data on utilization and user satisfaction are at <u>attachment 5</u> for reference please.</p> <p>To supplement students' access to language practice materials and packages a <i>self-instructional web site</i> is being designed, targeted to be launched in two months (November 2012) and regularly updated, for all the languages – Putonghua, English, French, German, Japanese, Korean and Spanish.</p> <p><b>5. Project Effectiveness Survey</b></p> <p>Another project effectiveness survey was conducted in August 2012 and we have solicited feedback from both students and staff as to how effective they deemed the project programme had been to date. Data are appended a <u>attachment 6</u> for reference.</p> <p>Consequent upon the positive findings of this survey plan are now being drawn up to run more English enhancement workshops, including oral or speaking workshops, and</p>	<p>facilities in the two computer labs taken together was about 10 time slots<sup>1</sup> per week over a total of 15 weeks, giving a total of 150 time-slots.</p> <p>Utilisation rate of the self-learning area in the reporting period was about 25 students per week on an average.</p>
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<sup>1</sup> Each time slot (period) on our time-table is 55 minutes.

# Quality Enhancement Grant Scheme

	Putonghua workshops in 2012 – 2013.	
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\* Evidence showing the attainment of milestones scheduled for completion during the reporting period are attached, including photos, learning materials, promotion leaflets / posters

## 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
<ol style="list-style-type: none"> <li>1. Another 17 Putonghua courses were launched in the reporting period (February – June 2012; details at <u>attachment 1, op cit</u>).</li> <li>2. Second series of CEPAS and related English enhancement workshops were launched in term 2 of the current academic year (February – June 2012, details at <u>attachment 3 and attachment 3b, op cit</u>); plus 18 summer refresher workshops and 20 staff sharing sessions conducted in July-August 2012.</li> <li>3. Data of Putonghua course participants' performance collected and presented at <u>attachment 1, op cit</u>.</li> <li>4. Data of Putonghua course participants' activities at <u>attachment 2</u>.</li> <li>5. Data of English workshop participants' performance collected and presented at <u>attachment 4, op cit</u>.</li> <li>6. Self-access learning area utilisation data analysed and presented at <u>attachment 5, op cit</u>.</li> <li>7. A second <i>Project Effectiveness Survey</i> was conducted in August 2012 to solicit feedback from both students and staff and suggestions for improvement (report at <u>attachment 6</u> for reference).</li> </ol>	100% completed (as planned for the reporting period up to 31 August 2012)	Overall, again student participation has been very satisfactory in this reporting period, with students from more departments and programmes and even some staff participating actively to make the Project meaningful. It is our conviction that consequent upon and subsequent to the expiry of this Project the platform for language enhancement on

# Quality Enhancement Grant Scheme

		our campus will have been erected for further and on-going improvement and active participation by students and staff.
<b>Overall Project</b>	<b>Overall 80% of the entire Project deemed successfully completed</b>	
<b>** Please seek prior approval from the QEGS Secretariat if the project milestones cannot be completed at the end of the reporting period.</b>		

# Quality Enhancement Grant Scheme

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

<b>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)</b>	<b>Date of approval sought from QEGS Secretariat</b>
Relocation of an amount exceeding 10% between items of expenditure in the budget: <ul style="list-style-type: none"><li>○ Detailed description and rationale at <u>attachment 8</u></li><li>○ Approval by QEGS Secretariat as per email dated 30 May 20112 at <u>attachment 9</u></li><li>○ Revised and updated Budget at <u>attachment 10</u> for reference</li></ul>	30 May 2012



# Quality Enhancement Grant Scheme

## 4. Financial position as at the end date of the reporting period<sup>2</sup>

Expenditure items	Approved budget <sup>***</sup> (a)	Committed or actual expenditure (b)	Balance [(a)-(b)]
a. Manpower	1,125,000.00	365,510.00 + 80,340.00 = 445,850.00	679,150.00
b. Equipment / facilities	330,000.00	169,440.38 + 38,567.00 = 208,007.38	121,992.62
c. Services	295,000.00	101,000.00 + 67,250.00 = 168,250.00	126,750.00
d. General expenses	200,000.00	64,897.49 + 68,369.01 = 133,266.50	66,733.50
e. Others (audit fee to be discharged at project completion)	30,000.00	NIL	30,000.00
<b>Total</b>	<b>1,980,000.00</b>	<b>955,373.88</b>	<b>1,024,626.12</b>
<i>Project Income (if any)</i>			<b>NIL in reporting period</b>
<i>Total Balance</i>			<b>1,024,626.12</b>

\*\*\* Approved budget here interpreted to refer to the budget approved for the entire three years for implementing the Project Programme, viz. from 1 September 2010 to 31 August 2013.

<sup>2</sup> Breakdown of financial position at [attachment 7](#)