



---

## BSc (Hons)

## Occupational Safety and Health Management

## Programme Handbook 2022-23

Franchised by the Faculty of Science & Technology,

Department of Natural Sciences

Middlesex University, London UK

---

**Name:** \_\_\_\_\_

***HKMU LiPACE Link Tutor: Tracy Lo***

***Middlesex University Link Tutor: Michael Howard***

## Contents

<b>Introduction</b> .....	4
Welcome to HKMU LiPACE .....	5
Introduction to Middlesex University .....	5
Welcome from the HKMU LiPACE Dean .....	7
Welcome from the MU S&T Faculty Dean.....	錯誤! 尚未定義書籤。
Welcome from your Programme Leader .....	9
Welcome from HKMU LiPACE Institution Link Tutor .....	11
Academic Calendar 2022/23 .....	12
<b>Part One: Programme Details</b> .....	14
Your Programme Team .....	14
Teaching Staff.....	14
Support Staff .....	15
Your Programme .....	15
Structure of Award.....	16
Programme Costs.....	16
Programme Specification.....	17
Professional Body.....	17
Fitness for Practice/ Professional Capabilities.....	17
Optional Additional Qualification .....	18
Teaching and Learning Plan .....	18
Campus Access Policy and Control Measures .....	18
Your Modules.....	18
Programme structure diagram .....	20
Your Feedback Opportunities .....	20
Programme Voice Group .....	20
Surveys.....	20
How we Consider your Feedback .....	21
How your Programme is Quality Assured .....	21
Student Protection Plan.....	22
<b>Part Two - Resources and Support Available to You</b> .....	23
Programme Level Resources.....	23
Learning and Teaching Methods.....	23
IT Facilities .....	24
Specialist Facilities .....	24
Library Resources.....	24

Support .....	25
Middlesex University Student Website Unihub.....	25
Support Services at HKMU LiPACE .....	27
<b>Part Three - University Policies You Should Know.....</b>	<b>29</b>
Programme Regulations.....	29
Research Ethics .....	29
Assessment .....	300
Learning and Teaching Methods.....	300
Attendance and Engagement .....	302
Assessment Methods.....	302
Submission and Receipt of Assessment .....	334
Marking, Second Marking and Moderation.....	34
Anonymous Marking Assessment Policy .....	34
Return of Coursework.....	35
External Examiners .....	35
Assessment Feedback.....	35
Feedback on Coursework.....	36
Proposition Modules/Dissertations/Projects .....	36
Progressing on your Programme .....	36
Academic Levels.....	37
Your grades .....	37
Re-Assessment.....	38
Results Confirmation.....	38
Academic Integrity and Misconduct .....	38
Extenuating Circumstances.....	39
Academic Appeals.....	39
Suggestions and Complaints .....	39
Late Policy .....	39
Health and Safety.....	40
Results Confirmation.....	40
Certificate and Diploma Supplement.....	41
Appendix 1: Where to Access Module Narratives .....	42
Appendix 2: HKMU LiPACE’s Student Protection Plan for Bsc (Hons) Occupational Safety and Health Management.....	44
Appendix 3: HKMU LiPACE’s Complaint Policy for Bsc (Hons) Occupational Safety and Health Management.....	47

## Introduction

### Your Programme Handbook

The purpose of this Handbook is to introduce you to your programme of study and to direct you to other general information about studying at HKMU LiPACE and Middlesex University. The material in this document is as accurate as possible at the date of production; however, you will be informed of any major changes in a timely manner.

Your comments on any improvements to this handbook are welcome.

Please put them in writing (an email will suffice) with the name of the Programme Handbook to Academic Partnership Operations Team ([PartnerOps@mdx.ac.uk](mailto:PartnerOps@mdx.ac.uk))

### Information in Alternative Formats

If you have a disability which makes navigating the website difficult and you would like to receive information in an alternative format, please contact [PartnerOps@mdx.ac.uk](mailto:PartnerOps@mdx.ac.uk)

We can supply sections from this publication as:

- a Word document with enlarged type — sent by email or supplied on a CD or memory stick
- printed copy with enlarged type
- printed copy on non-white paper
- as Braille

Other formats may be possible. We will do our best to respond promptly. To help us, please be as specific as you can about the information you require and include details of your disability

### MyUniHub

All information that you require to support your learning at Middlesex is available on [MyUniHub](#). This document highlights key elements that you should be aware of and should be your first point of call, however all information in this document is available on MyUniHub.

### The University Regulations

As a student of Middlesex University, you agree to abide by the University Regulations when you enrol and therefore this handbook must be read in conjunction with them which are available online at; <https://www.mdx.ac.uk/about-us/policies> (scroll to university regulations)

Some of the key regulations have been provided on the Your Study pages on UniHub <http://unihub.mdx.ac.uk/your-study>

## **Welcome to BSc (Hons) Occupational Safety and Health Management**

### **Introduction to Hong Kong Metropolitan University, Li Ka Shing School of Professional and Continuing Education (HKMU LiPACE)**

Established by the Government in 1989 as The Open University of Hong Kong (OUHK) and renamed as Hong Kong Metropolitan University (HKMU) in 2021, HKMU has developed into a full-fledged university providing high quality and flexible university education at various levels to secondary school graduates and working adults. As a dynamic and innovative university, the HKMU currently offers programmes of different academic levels to about 10,000 full-time students and 9,000 part-time students. Our mission is to advance learning, knowledge and research that meet students' learning aspirations and society's talent needs, focusing on practical and professional programmes.

Being one of the six Schools, Li Ka Shing School of Professional and Continuing Education (LiPACE) is the professional and continuing education arm of the HKMU. It was established in June 1992. As expressed in its motto "Advancing VPET and Lifelong Learning for All", LiPACE performs complementary but vital roles in fulfilling the University's founding mission of serving the broadest range of learners in Hong Kong. LiPACE is now an established Vocational Professional Education and Training (VPET) provider of full-time post-secondary education and part-time professional and continuing education as well as corporate training. It has also made advances in the field of non-formal learning through its two flagship programmes for women and senior learners, the Capacity Building Mileage Programme (CBMP) and the Elder Academy Metropolitan University (EAMU). LiPACE provides quality programmes and courses distinguished by creativity, novelty, and the creation of value for learners at different stages of their learning needs.

### **Introduction to Middlesex University**

Although you will enrol at and attend HKMU LiPACE, the BSc (Hons) Occupational Safety and Health Management is a Middlesex University programme and therefore you are a student of both. Within Middlesex University the programme is part of the Faculty of Science and Technology.

Being a Middlesex student means, in brief, the following:

If you successfully complete the programme you will receive the Middlesex qualification BSc (Hons) Occupational Safety and Health Management

- You may attend the appropriate Middlesex graduation ceremony.
- BSc (Hons) Occupational Safety and Health Management abides by Middlesex University Regulations which are available online at; <http://www.mdx.ac.uk/aboutus/Strategy/regulations/index.aspx>
- The assessment is set by Middlesex and the coursework marked by staff at HKMU LiPACE.
- You have access to the student portal 'myUniHub'.
- You are not a member of the Middlesex University Students' Union.

This list is not exhaustive and therefore please contact Academic Partnerships Operations Team ([PartnerOps@mdx.ac.uk](mailto:PartnerOps@mdx.ac.uk)) if you have any questions about your entitlements as a Middlesex student.

The following are also important documents which relate to the academic relationship between HKMU LiPACE and Middlesex University:

## **The Memorandum of Co-operation**

This is the formal agreement between Middlesex University and HKMU LiPACE on the delivery of the Programme. The Memorandum, among other things, sets out the responsibilities of both HKMU LiPACE and Middlesex University. In brief these include:

- **Admissions**  
The admission requirements for the programme shall conform to the University's general entrance requirements and any requirements specific to the programmes. The admission of students shall be undertaken by Middlesex and HKMU LiPACE.
- **Enrolment**  
Students accepted for the Programme shall be enrolled as students of the University and of the Faculty. They shall be subject to normal rules and regulations of both institutions, except where they are overridden by the provisions of the Memorandum of Co-operation.
- **Tuition**  
Tuition shall be provided by the Faculty in accordance with the franchised programme and arrangements as described in this handbook and subject to the approval of the University, exercised through the Executive Dean. The University shall give prior approval for all tutors used on the programme.
- **Learning Resources and Support Services**  
Please see part 2.
- **Assessment**  
The assessment of students on the Programmes shall be the responsibility of Middlesex University's Assessment Board for Science and Technology and shall be subject to Middlesex University Assessment Regulations – Please see the University Regulations.
- **Complaints**  
Please see page 47.

If you wish to view this document then please contact Academic Partnerships Operations Team ([PartnerOps@mdx.ac.uk](mailto:PartnerOps@mdx.ac.uk))

## Welcome to HKMU LiPACE



It is my pleasure to welcome you as a student of the Bachelor of Science in Occupational Safety and Health Management in HKMU LiPACE. By enrolling in this programme, you will be studying in an established programme that has been offered for many years in HK and awarded by the Middlesex University with accreditation by the Institution of Occupational Safety and Health, UK. HKMU LiPACE aims to be your preferred lifelong learning partner in fulfilling your academic aspirations.

This programme handbook contains many important programme information that would become useful throughout your period of study. Part One provides information about the staff teaching in this programme, the programme structure and module contents. Part Two gives information on student support of both Middlesex University and HKMU LiPACE. Part Three provides references to important policies that you are advised to take note of.

You are welcome to use our learning facilities, including IT facilities, Library and e-library, and the Learning Resource Centres. Please do not hesitate to contact our Programme Leader, Administrative Staff and Teaching Staff if you have any inquiries about the programme, they are prepared to give you assistance and support where needed.

I look forward to meeting you soon. I hope your experience as a student in this programme will be both challenging and exciting as new frontiers of learning and ways of knowing are opened up for you. Your academic success is our top priority, and I wish you all the best in your study journey.

Dean  
Li Ka Shing School of Professional and Continuing Education  
Hong Kong Metropolitan University  
Tel: +852 31209898  
Email: [btychan@hkmu.edu.hk](mailto:btychan@hkmu.edu.hk)

## Welcome from the Faculty Dean

Welcome to Middlesex University and to The Faculty of Science and Technology. I am delighted that you have chosen to pursue your education with us. You are about to embark on an exciting, enriching and challenging journey. This programme handbook will be your guide. The handbook contains an overview of your programme and its modules – keep it safe so that you may refer to it throughout your time on the programme.

Your programme handbook along with other key documents, such as the Academic Regulations and the University Guide, sets out what you can expect from your experience at Middlesex University but also what is expected from you. From our side we will aim to deliver the best student experience we can so that you can build on your skills and knowledge and achieve your full potential. In return we expect you to engage actively in the learning process, to be fully committed to your studies and determined to succeed.

To read more about what your responsibilities may be you should refer to the full [University Regulations](#) and in particular 'University Membership' ([mdx.ac.uk/regulations](http://mdx.ac.uk/regulations)).

In your early weeks you are not expected to absorb everything in detail but to be aware of key documents and their content. If you have not already done so, have a look at the University Guide and explore [UniHub](#) ([unihub.mdx.ac.uk](http://unihub.mdx.ac.uk)) the student website which contains detailed advice and support to assist you further.

We know it takes time to settle in to University life. If you have questions to ask your first port of call should be <https://unihub.mdx.ac.uk/support> which offers face-to-face, email and telephone information and advice seven days a week.

Here at Middlesex, we are very proud of our academic programmes, facilities, and our students. We look forward to working with you.

Professor Balbir Barn  
Academic Dean - Faculty of Science and Technology  
Town Hall - T114  
020 8411 4563  
[b.barn@mdx.ac.uk](mailto:b.barn@mdx.ac.uk)





## Welcome from your Programme Leader

We are delighted to welcome you to Middlesex University and our Programme in Occupational Safety and Health Management and we hope that your time with us is both enjoyable and rewarding. As a programme team, we wish you well in your studies and we look forward to working with you to achieve your goals.

To help you, particularly at the beginning of the programme, we have developed this programme handbook which gives you an indication of the information you need to know over the year relating to your teaching, learning and assessment.

The BSc programme aims to provide you with the academic knowledge and experiences of health, and safety that underpin real world practice and facilitates many of the initial professional development requirements of IOSH.

This handbook contains key programme information. You will need to refer to it continually throughout your programme. You will find information in this handbook relating to the structure of the programme, the learning topics covered in each module, the key people responsible for managing the programme, your responsibilities relating to the planning and progression of your studies, as well as general University information. I hope this handbook will be useful and will answer the majority of your questions. If there is anything in it you do not understand, or if you have any other questions about your programme, please do not hesitate to contact me, your academic tutor or the Progression and Support Adviser.

The transition to University learning can be a challenge. There is plenty of help available from the University to ease this transition. If you feel you need support and guidance please do not hesitate to come and see me, or send me an e-mail. In addition there is a team of dedicated staff who work together to support you throughout your studies for example Careers Advisors, Placement Advisors, Library staff, Student Office Staff, Money and Welfare Advisors, Learning Enhancement Team (LET), Academic Advisor and Development Unit staff and counsellors.

Your programme site, on the online space 'My Learning', contains a list of answers to frequently asked questions, and a series of links to important information sources.

I would like to draw your attention to the subjects of assessed coursework and attendance. In respect of the former, most modules are assessed with a combination of formative (assessments where you receive feedback but not a mark that contributes to your degree grade) and summative (assessments where the mark does contribute to your final degree grade) coursework and tests. Tutors will set deadlines for the completion of coursework which will need to be handed in to the Unihelp desk or online depending on the module.

Please take note that all assessments for each module are updated annually so you should refer to the current module handbook for your assessment details and guidelines for particular modules. Your programme and module leaders are also available to give you guidance and support.

This is a professionally accredited programme and therefore requires a professional standard of behaviour. Poor attendance can impact your achievement with negative consequences. You are expected to attend all taught sessions. Please read the relevant information in this handbook relating to grades and awards.

Communication between staff and students is very important. Email is the most commonly used form of communication. Please refer to the section on Electronic Mail for guidance on the usage of the email system. As your Programme Leader I will be sending messages to you during the year relating to your programme including events, lectures and assessments. Please do check your email regularly to ensure you receive all the important communications from me. Regular communication will also be promoted through the virtual learning environment discussion boards and pages within various modules.

Don't forget to make friends on your programme. Your class is an excellent source of support to you during your studies as you will face the same challenges. Help each other. You are all doing this together.

I hope you enjoy your studies with us, and remember if you need help just ask, plenty is available to support you during your studies. We are here to help you learn effectively and graduate with your degree.

**Dr Michael Howard**  
**Programme Leader**

Building 9 room 8

Email: [m.howard@mdx.ac.uk](mailto:m.howard@mdx.ac.uk)



## Welcome from HKMU LiPACE Institution Link Tutor



On behalf of the programme team of HKMU LiPACE, I would like to warmly welcome you to this programme - Bachelor of Science with Honours in Occupational Safety and Health Management, and also to the HKMU LiPACE student community. Since 2008, HKMU LiPACE has endeavoured to provide high quality teaching and all-rounded support service to learners of this top-up degree for achieving their academic goals.

Studying a degree programme is one of the most special and remarkable experiences in your life. But do bear in mind studying a part-time degree programme for working adults is always not easy, especially for those who are studying their first bachelor degree. The keys to success are not just having good time management skills, but also self-motivation, devotion to study and putting your best effort into study. One way to maximize your available time for study is to plan your schedule ahead. Set your goals clearly and think about how to prioritize learning tasks. Two years may seem not too short but you will soon realize that time passes quickly as you progress without actually noting it. Keep moving towards the goals you set and never underestimate your capability.

For a good start, some preparations should be done before the semester commences. Do allocate some time to read this Programme Handbook which contains the guidelines, assessments and support from both universities. Secondly, please login to “MyUnihub” on the Middlesex website. It is an important portal containing most of the information you would need. On “My Learning”, you can access the Module Handbook with assignment details. On “My Student > Grades and Progression”, you can check your grades. Thirdly, please activate and regularly check both HKMU and Middlesex email accounts, as all official announcements, assessment deadlines and student activities will be sent via emails.

Enjoy your study and life as a student again. Wish you all a rewarding, fruitful and meaningful learning experience.

I look forward to seeing you all and knowing you more very soon.

Ms Tracy Lo  
Institution Link Tutor and Senior Programme Manager  
Li Ka Shing School of Professional and Continuing Education  
Hong Kong Metropolitan University  
Tel: +852 3120 9869  
Email: [tkylo@hkmu.edu.hk](mailto:tkylo@hkmu.edu.hk)

## Academic Calendar 2022/23

### September 2022

12	The day following Mid-autumn Festival
19	Welcome / Freshers Week
26	Teaching starts for autumn term

### October 2022

1	National Day
4	Chung Yeung Festival Holiday

### November 2022

### December 2022

16	Last day of teaching in the autumn term
----	---

### January 2023

1	New Year Holiday
2	The day following the first day of January
9	Teaching starts for winter term
23-25	Lunar New Year

### February 2023

### March 2023

### April 2023

5	Ching Ming Festival
7-10	Easter Holiday
17 Apr -14 May	End of year examinations

### May 2023

1	Labour Day
26	The Birthday of the Buddha

### June 2023

12 (UK time 9am/ HK time 4pm)	Publication of module results
22	Tuen Ng Festival
22 (UK time 5pm/ HK time 12am)	Publication of results for progression students
23 (UK time 5pm/ HK time 12am)	Publication of results for finalist students

### July 2023

1	HKSAR Establishment Day
11-15	Deferred /reassessment examinations (H&E and S&T students)

### August 2023

**September 2023**

- 5 (UK time 5pm/ HK time 12am) Publication of module results
- 11 (UK time 5pm/ HK time 12am) Publication of results for progressing Year 1 students
- 15 (UK time 5pm/ HK time 12am) Publication of results for graduating Year 2 students

**Learning Framework Term dates**

- Autumn Term            26 Sep - 16 Dec 2022 (12 learning weeks)
- Winter Term            9 Jan - 31 Mar 2023 (12 learning weeks)

Middlesex University's holidays (from Sept 2022 to August 2023)

- 19 Dec - 6 Jan            Christmas vacation (Middlesex University)
- 21 Dec - 3 Jan           Middlesex University closed for Christmas vacation
- 4 Jan                      Middlesex University re-opens after Christmas
- 3-16 April                Easter vacation
- 7 and 10 April            Bank Holiday
- 1 and 29 May             Bank Holiday
- 3-7 July                  Graduation Ceremonies at UK
- 28 August                Bank Holiday

## Part One: Programme Details

---

### Your Programme Team

The following members of staff are those who have a major input into your programme

<b>Middlesex University Link Tutor</b> Michael Howard The Burroughs Hendon London NW4 4BT Telephone +44 20 8411 Email: <a href="mailto:M.Howard@mdx.ac.uk">M.Howard@mdx.ac.uk</a>	<b>HKMU LiPACE Institution Link Tutor</b> Tracy Lo 8/F-11/F, Tower 2, Kowloon Commerce Centre 51-53 Kwai Cheong Road Kwai Chung, N.T. Tel: +852 3120 9869 Email: <a href="mailto:tkylo@hkmu.edu.hk">tkylo@hkmu.edu.hk</a>
---	---

### Link Tutor role description

As stated on the front of this handbook the link tutor at HKMU LiPACE Link Tutor is Tracy Lo and the Link Tutor at Middlesex University is Ruth Plume. Both tutors are jointly responsible for ensuring the programme is delivered according to the arrangements agreed when it was approved. Both link tutors attend the Programme Voice Group meetings where they hear the views of students on the programme; however you can contact either if you have a query or suggestion.

### Teaching Staff

HKMU LiPACE will inform you of module tutors names for future years at the start of each academic year.

Your tutors will direct your studies and ensure that you know what work you need to cover in any given module. You can seek advice from academic staff either during their office hours or by email or telephone.

Module Code / Title	HKMU LiPACE Academic Support Staff	Email
PRS3212 Philosophy and Approaches to Health and Safety at Work	Mr. Michael Leung	<a href="mailto:leungmcm@gmail.com">leungmcm@gmail.com</a>
PRS3411 Toxicology and Science Foundation	Mr. Frankie Ng	<a href="mailto:frankieng72002@yahoo.com.hk">frankieng72002@yahoo.com.hk</a>
PRS3542 Workplace and Fire Safety	Dr. Tam Kam Hay	<a href="mailto:albertkhtam2005@yahoo.com.hk">albertkhtam2005@yahoo.com.hk</a>
PRS3512 Occupational Hygiene, Health and Ergonomics	Mr. Frankie Ng	<a href="mailto:frankieng72002@yahoo.com.hk">frankieng72002@yahoo.com.hk</a>
PRS3702 Environmental Assessment and Management	Mr. David Ho	<a href="mailto:hosaiho@msn.com">hosaiho@msn.com</a>
PRS3999 Research Methods and Projects	Mr. CS Chan	<a href="mailto:alexander.cs.chan@connect.polyu.hk">alexander.cs.chan@connect.polyu.hk</a>

## Personal Tutor

You will be assigned a member of the programme team as your personal tutor. They will contact you via email and introduce themselves to you in person at the beginning of Term. Your personal tutor will normally meet you once each Term during your programme and you can make further appointments or contact them if you have any concerns about your course.

## Support Staff

HKMU LiPACE	Telephone/Email
LiPACE General Enquiry	Tel: (852) 3120 9988 <a href="mailto:lipace@hkmu.edu.hk">lipace@hkmu.edu.hk</a>
Library Information Desk	Tel: (852) 2768 6777 <a href="mailto:libwww@hkmu.edu.hk">libwww@hkmu.edu.hk</a>
KHC PC Laboratory	Tel: (852) 3120 9685 <a href="mailto:itohelp@hkmu.edu.hk">itohelp@hkmu.edu.hk</a>
MCC PC Laboratory	Tel: (852) 3588 7887 <a href="mailto:itohelp@hkmu.edu.hk">itohelp@hkmu.edu.hk</a>

## Administrative Staff

HKMU LiPACE administrative staff	Member of Staff	Telephone/Email
Assistant Academic Support Officer	Ms. Joanna Cheung	Tel: (852) 3120 9877 <a href="mailto:sccheung@hkmu.edu.hk">sccheung@hkmu.edu.hk</a>
Office Hours Monday to Friday: 9:00am –5:45pm.		
Counter Service Hours Monday to Friday: 9:00am – 7:00pm Saturday: 9:30am – 2:00pm The fax number for all HKMU LiPACE academic and administrative staff is: + (852) 2381 8456		

Middlesex University in London	Member of Staff	Email
Partnerships Manager	Jenny O'Reilly	<a href="mailto:J.OReilly@mdx.ac.uk">J.OReilly@mdx.ac.uk</a>
Academic Partnerships Operation Team	Jennifer Igra	<a href="mailto:PartnerOps@mdx.ac.uk">PartnerOps@mdx.ac.uk</a>

## Your Programme

This programme of study is designed to provide a coherent body of theoretical and applied professional knowledge, transferable skill development, and competence in the field of occupational safety and health management. Overall the programme aims to develop an informed, critical and imaginative attitude towards professional practice. It allows students to

identify, analyse and evaluate occupational safety and health issues in scientific, technical and managerial terms. The programme offers a balanced approach to occupational health, safety, welfare and environment.

### Structure of Award

The academic year consists of 24 teaching weeks. This is divided into two terms of 12 weeks each. Assessments are carried out throughout the semester in both terms.

This programme is structured to facilitate the attainment of a BSc in Occupational Safety and Health Management with specific focus upon acquisition of knowledge, skills and competence to undertake practitioner based activities rooted in principles of Occupational Safety and Health Management.

If you are a part-time student you will normally study 60 credits a year. As part-time students you will have the same access to Middlesex University facilities and resources as full-time students.

One 15 credit module represents approximately 150 hours of student learning, endeavour and assessment which includes tutor contact time and also self-directed learning. A 30 credit module is equivalent to 300 hours of learning. You will therefore need to spend significant time outside of the formal taught sessions on self-study.

To obtain the BSc (Hons) Occupational Safety and Health Management you need to have achieved 120 credits of learning at level 6 and will receive the following award:

### BSc (Hons) Occupational Safety and Health Management

Once you have received an award you may attend the appropriate Middlesex University graduation ceremony. If you do not complete the full Programme you will be given a transcript recording any individual elements of the Programme successfully completed.

The Programme is supervised by the University's Faculty of Science and Technology Dean Sean Wellington.

### Programme Costs

	Student category	Part-time flat fee
Undergraduate programmes	2022-2023 start	<b>Total Programme Fee: HK\$109,900 (HK\$54,950/instalment before commencement of each academic year)</b>
		<b>Caution Money: HK\$750 (First instalment only)</b>

The following course-related costs are included in the fees:

- Use of computers in campus,
- Access to Library and e-Library of HKMU,
- Access to HKMU Learning Resource Centre on campus,
- Access to the learning platform.



The following course-related costs are not included in the fees, and you may be required to purchase these to complete the course. The costs are approximate and may change due to changes in pricing at the retailer: Optional field trips and any books you may wish to purchase.

For details on any specific additional costs which are not included in your fees, please contact the HKMU LiPACE Administration team or Link Tutor.

## **Programme Specification**

Please click on the link below for the programme specification for BSc (Hons) Occupational Safety and Health Management

<https://www.mdx.ac.uk/courses/undergraduate/occupational-safety-and-health-management>

(click on course content tab)

## **Professional Body**

The undergraduate BSc is accredited with the **Institution of Occupational Safety and Health (IOSH)**. IOSH is a Chartered independent professional body representing those that work in Occupational Health and Safety and related disciplines. One of the main tasks is to promote the principles and practices of occupational health and safety for the benefit of the public, employers and employees.

The professional body is responsible for accrediting and monitoring the quality of the programmes offered in Occupational Health and Safety.

The programme is a recognised award for Graduate membership (Grad IOSH) with IOSH. A successful student with a BSc will be able to further secure Chartered membership of IOSH (CMIOSH) following the successful registration and completion of 2 years initial professional development (IPD) which includes the completion of a skills development portfolio (SDP) and a professional interview. You will be exempt from the professional examinations upon successful completion of the degree.

The assessment strategy of the programme is designed to help you in your future IOSH SDP and can be used by students as an initial basis from which to then apply and implement workplace skills and reflect on the success of their applied practice. In doing this, it is possible for students to start the Chartered membership process (CMIOSH) over the course of the programme.

Further information can be obtained through IOSH and your tutors.

## **Fitness for Practice/ Professional capabilities**

This award is professionally recognised and graduates of the programme are able to apply for graduate membership of the professional body. IOSH have issued a revised code of conduct, effective from 4th March 2013 (available at <https://www.iosh.co.uk/Membership/Become-a-member/Terms-and-conditions/Code-of-Conduct.aspx>)

The code of conduct directs practice standards in 4 key areas of integrity, competence, respect and delivery of service standards. It is important that within your studies you reflect on this code of conduct and understand that behaviour on the programme, including issues of academic misconduct may result in referral of cases to the professional body as well as being fully considered by the University.

## Optional Additional Qualification

Middlesex University is a National Examination Board for Occupational Safety and Health (NEBOSH) training centre. All graduates, at the end of their award, have the option to attend further training and take the NEBOSH certificate examinations. Information on fees can be provided on request.

## Teaching and Learning Plans

The teaching on your programme will be blended. This simply means it will involve on campus, face-to-face and online learning. This will ensure you get the most out of face-to-face learning, access to campus facilities and support to strengthen the sense of belonging and community at the heart of learning. Online learning will be encouraged where it clearly helps to strengthen on-campus, in person teaching and encourages you to develop skills as an independent learner.

The teaching and learning arrangements for your programme are provided at <https://www.mdx.ac.uk/courses/undergraduate/occupational-safety-and-health-management>

## Campus Access Policy and Control Measures

The Campus Access Policy and Control Measures will be updated from time to time subject to COVID-19 situation and other related reasons. General HKMU announcements about COVID-19 are available at COVID-19 Info Hub <https://www.hkmu.edu.hk/covid-19-info-hub/hkmu-announcements/>. On a need basis, programme specific announcements will normally be made by the Hong Kong programme team.

The teaching and learning arrangements for your programme are provided at <https://www.mdx.ac.uk/courses/undergraduate/occupational-safety-and-health-management>

## Your Modules

For a list of modules please refer to the course page <https://www.mdx.ac.uk/courses/undergraduate/occupational-safety-and-health-management> (see appendix 1: How to access Module Narratives)

When you click on any of the modules in mylearning, you will be able to access associated learning materials (e.g. lecture notes), reading lists, information on the learning aims and outcomes and assessment methods as well the schedule for assessment which will include deadlines for the submission of your assessment.

You will study the following modules.

<p>PRS3212 Philosophy and Approaches to Health and Safety at Work</p>	<p>Explores interfaces of internal/external organisational drivers, leadership, law and organisational responses to the management of occupational health and safety. Students will acquire skills in risk assessment and risk management as well as accident investigation and safety improvement initiatives and will explore differing approaches to safety management and impacts on safety culture, safety climate and safety behaviours.</p>
---	--

PR3411 Toxicology and Science Foundatio	Provides students with skills and knowledge to underpin future studies in occupational health, safety and environmental sciences. Particular emphasis is placed on chemistry for occupational hygiene and health using examples from practice to ground academic knowledge to build field based experience. In addition to underpinning the skills in toxicological appraisal the module will provide an overview of the way in which biological, physical and chemical agents can affect human anatomical and physiological systems.
PR3542 Workplace and Fire Safety	Aims to equip students to review causes of and methods of preventing or minimising the severity of accidents, fires and explosions with workplace structures, plant, equipment and processes. It will also equip the student with the skills required to inspect workplaces and work equipment.
PR3512 Occupational Hygiene, Health and Ergonomics	To thoroughly appraise and evaluate the legal, theoretical and practical aspects of identifying, controlling and managing the risk presented by a range of workplace hazardous agents.
PR3702 Environmental Assessment and Management	Provides knowledge/insight of environmental pollution prevention. The module seeks to focus on skills development using common pollutants
PR3999 Research Methods & Project	This module fosters academic curiosity; independent research; an inquiry based approach; the employment and application of research skills thus facilitating the development to synthesise learning from your programme.

Announcements for any of your modules will also appear in My Learning on myUniHub so you should log in and check each module regularly.

### Programme structure diagram

Diagram showing structure of award: BSc (Hons) Occupational Safety and Health Management **(Part time mode)**

Year 1 Term 1

Year 1 Term 2

PR3212	Philosophy and Approaches to Health and Safety at Work (30)
--------	---

PR3411 Toxicology and Science Foundation (15 credits)
---

PR3512 Occupational hygiene, health and ergonomics
--

Year 2 Term 1

Year 2 Term 2

PR3542 Workplace and Fire Safety (15 credits)
---

Option Module: PR3702 Environmental Assessment and Management (15 credits) OR  PR3464 Management of health and well-being 15 Credits
--

PR3999	Research Methods and Project (30 Credits)
--------	---

## Optional modules

Optional modules are usually available at levels 5 and 6, although optional modules are not offered on every course. Where optional modules are available, you will be asked to make your choice during the previous academic year. If we have insufficient numbers of students interested in an optional module, or there are staffing changes which affect the teaching, it may not be offered. If an optional module will not run, we will advise you after the module selection period when numbers are confirmed, or at the earliest time that the programme team make the decision not to run the module, and help you choose an alternative module.

## Your Timetable

You are allocated to timetabled lectures, seminars, and workshops based upon your module registrations. Updated course timetable will be sent to you via your HKMU email one week before the course commencement.

If you have any queries about your timetable, please contact Ms. Joanna Cheung by email at [sccheung@hkmu.edu.hk](mailto:sccheung@hkmu.edu.hk) or by phone at (852) 3120 9877.

Any changes to your timetable will be notified to you by HKMU LiPACE.

## Your Feedback Opportunities

As well as talking to your module leaders or programme leaders about any issues, there are also other ways you can feed back and help enhance the quality your programme.

## Programme Voice Group

The Group will allow students and staff in partnership to engage, discuss, provide feedback, and the opportunity to action change on programmes that will improve the experience at Middlesex. They are a forum in which students (through the student representative) and staff can constructively discuss areas of good practice as well as areas needing improvement, with the collective aim of enhancing the student experience. Students and Staff should both be given assurances they will not be penalised for raising issues.

Programme Voice Group meeting occurs each term and your student representatives will ask for programme feedback from you to report to staff at the meeting. You will also be given feedback from both staff and the student representatives on the outcomes of the feedback.

The dates of the Programme Voice Group meeting for 2022/23 will be confirmed to you at the start of the academic year by HKMU LiPACE. These should take place between weeks 6-10 and 17-19 of teaching.

Minutes and actions from previous Programme Voice Group meetings should be made available by HKMU LiPACE. Further guidance on the Programme Voice Group can be found here: <https://unihub.mdx.ac.uk/your-middlesex/student-feedback/>.

## Surveys

Throughout your time at HKMU LiPACE you will be asked to complete several surveys that request your feedback on your programme or modules. The aim of the surveys is to gather your feedback to make improvements to current and future cohorts of students, and enhance

the quality of your experience. During your studies, you will be asked to complete the surveys listed below.

### **Module Feedback**

Most students, at different stages in their programme, will be asked to complete a survey for each of their modules. These are short online surveys that usually take place in term two, and provide module leaders an opportunity to consider and implement your feedback to improve the modules available on your programme. You will be asked to complete module feedback surveys throughout your programme.

### **Middlesex Student Survey (MSS)**

The survey collects data on the satisfaction of students throughout their time at HKMU LiPACE. This survey is completed by all students, and asks questions based on your overall student experience on your programme. This survey is anonymous and is managed by Middlesex University's Academic Quality Officer. You will be asked to complete the survey in term 2 each year.

### **How we Consider your Feedback**

The feedback you give through your student representatives, through surveys and at Boards of Study meetings plays an important part in reviewing the programme during and at the end of the academic year. Some of the changes we have made to the programme have been a result of student feedback. For example, the hand in dates for coursework assessments were reviewed based on student feedback.

### **How your Programme is Quality Assured**

You may have not heard the terms 'quality assurance', 'academic quality', 'academic standards' before and now you may think they have nothing to do with you, however these terms are important to you and your programme. Full details on how we do this can be found [here](#).

The Office for Students (OfS) is the statutory regulator of higher education in England, working in the interests of students and prospective students from all backgrounds. The QAA is an independent agency appointed by the OfS as the designated quality body which is responsible for upholding the academic quality and standards of all universities and colleges in the UK. The QAA produce the [UK Quality Code](#) which outlines the key expectations and practices placed on all UK Higher Education providers. In particular, there is specific guidance on how institutions should manage partnership arrangements, such as the programme you are now enrolled on. [Quality Assurance Agency for Higher Education \(QAA\) UK Quality Code, Advice and Guidance: Partnerships](#)

The QAA also review higher education providers (including Middlesex) to ensure that it is operating in line with the Quality Code and providing the best academic experience for its students.

You can learn about what the OfS does for students at:

<https://www.officeforstudents.org.uk/for-students/what-the-ofs-does-for-students/>

You can also learn more about Quality Assurance at: <http://www.qaa.ac.uk/quality-code>

## The Student Protection Plan

One of the Middlesex University core values is 'We put students first'. We have a regulatory framework to support student continuation of study. The Student Protection Plan covers an assessment of the range of risks to the continuation of study for our students, and the measures put in place to mitigate those risks, arrangements for refund and compensation. Full details of the Student Protection Plan are available [here](#)

Local policies of HKMU LiPACE are available in Appendix 2 and Appendix 3.

## Part Two - Resources and Support Available to You

---

HKMU LiPACE has extensive resources and support available to all students. This section briefly lists the different resources and support services available to you.

### Programme Level Resources

The programme utilises a range of facilities throughout HKMU LiPACE in order to enable you to conduct real world risk assessments. In addition we utilise the Environmental and Occupational Health laboratory/teaching space and general biosciences laboratories to enable you to enhance your knowledge and application in relation to toxicology and physiology. You will have access to a range of equipment including noise, radiation, dust, and personal dosimeters to enhance your understanding of occupational hygiene.

### Learning and Teaching Methods

For many this will be the first time that you have studied Occupational Safety and Health related subjects at this level, for others it will be part of a continuing process of learning as a practitioner. You will have enrolled on your programme of study with individual expectations of HKMU LiPACE life and the way in which you will learn to become an occupational Safety and Health professional. It is important to note that at Middlesex, we place great emphasis on both helping you develop the knowledge, attitudes and skills required by professional practice and the professional body the institution of Occupational Safety and Health (IOSH), and on your development as an autonomous learner throughout your professional life.

The learning, teaching and assessment approaches used throughout your programme will encourage you to be actively involved in your learning and to co-operate with other students. We aim to give you prompt feedback on your learning as well as opportunities to reflect upon and learn from that feedback.

Theoretical material will be explored by lectures from tutors and selected external experts.

Tutor supervised sessions will guide discussion and debate on current practice, for example focussing on how to explore the limitations of risk assessment techniques that have been introduced.

Weekly self-study will be used for prior reading and completing weekly tasks. Background reading and self-directed learning is an essential element for successful completion of the learning and teaching activities.

You can also book time with your tutors through email and using [lipace\\_nlp@hkmu.edu.hk](mailto:lipace_nlp@hkmu.edu.hk)

You will be actively involved in a range of learning, teaching and assessment approaches as part of BSc (Hons) Occupational Safety and Health Management. Such active approaches aim to put you at the centre of your learning so you are involved and engaged in all aspects of your assessment and learning. Your programme will require your active participation in learning activities and engagement with your fellow students both individually and collaboratively, working and learning with other students as part of a small group. Learning activities may also occur both within and outside the classroom.

Your learning will also be supported by technology. Increasingly your tutors will be using existing and emerging learning technologies to engage you in e-learning activities. Your programme will be facilitated using a variety of media and online tools (My Learning on UniHub, podcasts, wikis, etc) which will allow you flexible access to a diverse range of online resources, quizzes and learning materials as well as collaborative tools with which you can engage and learn with your peers. Not confined by the time and space associated with traditional teaching methods you may take part in online discussions and learning activities from wherever you are studying. Your tutors and UniHelp advisors will provide any support you may need whilst learning online.

By engaging with e- learning you will also be developing skills which are essential for your learning and are also highly valued by employers. These include but are not limited to: working flexibly, communication, understanding of IT, team working and creating shared understandings based on quality resources and access to global expertise.

### **IT Facilities**

Students are provided access to computer laboratory at HKMU-CITA Campus (MCC) and Kwai Hing Campus (KHC). There are more than 100 computers that students can access MS Office Software, internet, online learning platforms etc for their learning.

### **Specialist Facilities**

Learning Resources Centre (LRC) at MCC and KHC provide texts related to occupational safety and health discipline. Student can borrow the texts and do discussion in the LRC.

### **Library Resources**

Students are provided with access to HKMU's library (including award-winning e-library where hundreds of online databases are available), computer laboratory and study room (with Wi-Fi connection) at the Learning Centre. In addition, access to Middlesex's student portal (myUniHub) is provided.

To know more about LiPACE library, please visit <http://www.hkmu.edu.hk/lib/>

### **Middlesex Library**

Even though you do not attend a Middlesex University campus you still have access to resources and services provided by the University.

A specific Library Subject Guide is available for your institution to assist you, and includes links to useful resources to help with your research and presentation of work for assessment. Please go to [libguides.mdx.ac.uk/partners](http://libguides.mdx.ac.uk/partners) to select your institutional guide.

Please refer to UniHub for full information about the [library](#) and learning resources available to you: <http://unihub.mdx.ac.uk/study/library>.

### **You will also have an HKMU LiPACE email address.**

You are also required to access HKMU emails for official announcements, downloading handouts, etc from HKMU's OLE system.

### **Your Contact and Personal Details**

It is very important that you keep us informed of any changes to your personal contact details and of your emergency contact at all times. You can view and change what we currently have



recorded for you on the Admin and Finances page of myUniHub;  
<https://myunihub.mdx.ac.uk/web/home-community/myadminandfinances>

**Please note that you cannot change your name online.** This has to be done in person at HKMU LiPACE with official supporting documentation (marriage certificate, passport, etc).

## Support

Although you are expected to be independent and to take responsibility for your own academic and personal life, there is still a lot of help available to support you throughout your programme.

## Academic Support

Your tutors will direct your studies and ensure that you know what work you need to cover in any given module. Seek advice from academic staff either during their office hours or by email or telephone.

## Learner Development

If you feel you would like additional support in academic writing and English language development, numeracy or dyslexia support, then please contact the HKMU LiPACE administration team to see the help available to you.

## Employability and your Programme

The University can support the development of your employability skills in a variety of ways both within your curriculum, outside of your curriculum and outside of the University, by helping you to make sense of your experiences and understand how to articulate your learning and development.

## Student Website – UniHub

One of your primary sources of Middlesex information is the student website **UniHub**; <http://unihub.mdx.ac.uk>. The site has the latest news and events from around the University along with important regulations and policies that you should be aware of. This website is your first port of call for all general Middlesex information although some of the most important items are included in this handbook.

The site also has a password protected section **myUniHub** (accessed from the UniHub home page). Here you can view personalised information on your studies such as your **grades**, **programme information** and **coursework** as well as undertake most administrative tasks such as **enrolling** and **updating personal details**.

## Login details for myUniHub

Your login details to access the personalised areas of UniHub are:

- The username is your IT User ID which is the five or six letter and number code found in your welcome email

- Your password will be sent in a separate email at the same time that you receive your User ID. You can change it after you've first logged on in the 'Register to Change your Password' tab.

If you have any problems accessing myUniHub please contact UniHelp:

<http://unihub.mdx.ac.uk/unihelp>.

## Email

You also have your own Middlesex email address which is how members of staff from the University will contact you so it is important that you check your account regularly (at least twice a week).

- Your Middlesex email address is your IT User ID and is in the form *aannn@live.mdx.ac.uk* where ('aa' are your initials and 'nnn' is a system generated number).
- The username is your IT User ID which is the five or six letter and number code found in your welcome email.

Quick guides on using your Middlesex email account (**including how to set up auto-forwarding**) are available on UniHub;

<http://unihub.mdx.ac.uk/study/library/help/guides/index.aspx>.

**In case of any problems with your Middlesex email please contact UniHelp:**

<http://unihub.mdx.ac.uk/unihelp>.

## Two-Factor Authentication (2FA)



**In order to improve security at Middlesex University, 2FA has been introduced.**

You will be asked to set up **2FA** to log in to any Microsoft 365 application. **2FA** provides an added layer of security on top of your username and password when you access university resources online. Once set up, it is easy to use and provides increased protection against cyber-attacks.

**You will need to register for 2FA/password reset** <https://aka.ms/setupsecurityinfo>

This will pop up on your screen when you try to log in, you just need to click 'More info Required' to start setting it up. Follow the on-screen instructions to register your security

methods, if you are having trouble, please refer to <https://unihub.mdx.ac.uk/study/it/two-factor-authentication> for guidance/video of how to set up 2FA

**In case of any problems with your 2FA please contact UniHelp:**  
<http://unihub.mdx.ac.uk/unihelp>.

**You will also have an HKMU LiPACE email address.**

You are also required to access HKMU emails for official announcements, downloading handouts, etc from HKMU's OLE system.

## **Support Services at HKMU LiPACE**

### **Admission and Learning Campuses**

LIPACE has 2 Campuses / Student Offices on KHC and MCC campuses if you prefer to ask questions face to face. The Student Office is the first point of call where you can go for information or to seek advice. The address and opening hours of the learning centres are as follows:

#### **Kwai Hing Campus**

Address: 8/F -11/F, Tower 2, Kowloon Commerce Centre, 51-51 Kwai Cheong Road, Kwai Chung, N.T., Hong Kong

Counter Service Hours: 9am-7pm (Mon to Fri)  
9:30am – 2:00pm (Sat)

#### **HKMU-CITA Campus**

Address: 201-203, Lai King Hill Road, Kwai Chung, Hong Kong.

### **Counselling**

Counselling services are provided to students when necessary. The counsellor stays at LiPACE's Kwai Hing Campus every Monday, Wednesday & Friday and LiPACE's HKMU-CITA Campus every Tuesday & Thursday between 9:30am – 5:30pm respectively.

### **Disability Support Service**

HKMU provides a range of services that can help students with various disabilities in their studies. The services include arranging special course materials, a tutorial centre accessible by wheelchair users, special examination arrangement, and loans of special learning equipment. The University will try to provide the required services according to the circumstances. However, we may not be able to do so if there are insufficient resources or other constraints. A pamphlet on Support Services for Students with Disabilities is available from our Student Affairs Office.

The University's Financial Assistance aims at subsidising students with financial difficulties in paying their course fees. Several donations are reserved as bursaries for students with disabilities.

Students can use specialist equipment located in the HKMU library and other venues. For details, please visit <http://www.hkmu.edu.hk/lib/>

### **Financial Issues**

Students of HKMU LiPACE programmes (including non-local programmes) can apply for the Extended Non-means-tested Loan Scheme (ENLS) administered by the Government's Student Finance Office, Working Family and Student Financial Assistance Agency (WFSFAA). Currently, the maximum loan is equal to the total course fees payable in the academic year. For details, please contact SFO hotline on (852) 2150 6223.

Information on Discount Policy and Financial Assistance can be found in the following URL: [www.hkmu.edu.hk/lipace](http://www.hkmu.edu.hk/lipace).

### **Tuition Fee Payment**

Tuition fee should be paid before each semester starts and the first instalment is due upon enrolment. Students who apply for Extended Non-means-tested Loan are allowed eight to ten weeks to settle the balance after paying a deposit before the start of semester. Failure to do so may result in you being de-registered i.e. cancellation of your enrolment.

### **Tuition fee payment in cases of withdrawal, interruption or transfer**

Tuition fee charges are determined on the basis of enrolment and not actual attendance. Charges will be incurred until such time as an official notification of withdrawal, interruption or transfer to another institution has been received from you and submitted to Middlesex. See the Your Study pages on UniHub (<http://unihub.mdx.ac.uk>) to find more advice on attendance and withdrawal.

### **International Student Support**

You should contact the HKMU LiPACE Link Tutor or administration team for any advice or assistance that you may require.

### **Students' Union Membership**

As you do not attend a Middlesex University London campus you are, unfortunately, not a member of Middlesex University Students' Union (MdxSU).

## Part Three - University Policies You Should Know

---

### Programme Regulations

As a student of Middlesex University there are regulations and policies that you should make yourself aware of before you commence with your studies. These regulations detail the rules around assessment, how grades are awarded, and how assessment is conducted. This includes details on unforeseen circumstances ([Force Majeure](#)), academic integrity and misconduct and what you should do if circumstances mean you cannot complete an assessment. Full details of the regulations for all learners at Middlesex can be found at: <https://www.mdx.ac.uk/about-us/policies> (scroll to university regulations).

If you have any queries then please contact your HKMU LiPACE Link Tutor or administration team.

**All assessments must be passed at a minimum grade 16 (40%).**

All assessment is submitted via mylearning. There are dropboxes for each form of assessment that you can utilise to submit your work. Please do keep a copy of your assessment.

### Research Ethics

An ethical approach to the undertaking of teaching, learning, assessments and research activities is of central importance to Middlesex University. Due consideration should be given to ethics in all aspects of your programme. Ethical process should be followed and/or ethical approval sought, before you carry out any work involving **human participants, human data, animals/products, precious artefacts, materials or data systems**. This applies to students at all levels of their degree.

Research ethics approval seeks to ensure all work is designed and undertaken according to certain principles of ethical research. These include:

1. Primary concern must be given to the **safety, welfare and dignity** of participants, researchers, colleagues, the environment and the wider community
2. Consideration of **risks** should be undertaken before research commences with the aim of minimising risks to those involved – i.e. human participants or animal subjects, colleagues, the environment and the wider community, as well as actual or potential risks to those directly or indirectly affected by the research.
3. **Informed consent** should be freely given by participants, and by a trained person when collecting or analysing human tissue (details on accessing and completing online training for gaining informed consent for HTA purposes can be found below in Section 8).
4. Respect for the **privacy, confidentiality and anonymity** of participants
5. Consideration of the rights of **people who may be vulnerable** (by virtue of perceived or actual differences in their social status, ethnic origin, gender, mental capacities, or other such characteristics) who may be less competent or able to refuse to give consent to participate

6. Researchers have a responsibility to the general public and to their profession; as such they should balance the anticipated benefits of their research against **potential harm, misuse or abuse** which must be avoided
7. Researchers must demonstrate the highest standards of **ethical conduct and research integrity**. They must work within the limits of their skills, training and experience, and refrain from exploitation, dishonesty, plagiarism, infringement of intellectual property rights and the fabrication of research results. They should declare any actual or potential conflicts of interest, and where necessary take steps to resolve them.
8. When using human tissues for research, **Human Tissue Act and Human Tissue Authority (HTA) requirements** must be met. Please contact the relevant designated person (DP) in your department or the HTA Designated Individual (DI) (Dr Lucy Ghali - L.Ghali@mdx.ac.uk). Further information is provided below in the section: "Human Tissue Authority Information", see 'Governance Structure" document and SOPs etc.
9. Research should **not involve any illegal activity**, and researchers must comply with all relevant laws.

Within taught degree programmes ethical approval **may** have been pre-sought for research activities that form part of specific modules. Please check with your module tutor/your module guide. Note however that **all students completing a dissertation or independent project** will be required to undertake an ethical review process. Data **MUST** not be collected without first obtaining ethical approval for your research or ascertaining if data gathering has been pre-approved for a module. If you submit work that includes data gathered from or about people without ethical approval this may be treated as academic misconduct and could lead to a fail grade being awarded.

You can apply for research ethical approval using the Middlesex Online Research Ethics (MORE) system which has information and guidance to help you meet the highest standards of ethical research using this link: <https://MOREform.mdx.ac.uk>

Information and further guidance on how to complete a research ethics application form (e.g., video guides and templates) can be found on the MORE MyLearning site\*: <http://mdx.mrooms.net/enrol/index.php?id=12277> (Log in required)

\*Middlesex University Definition of Research document can be located on this site.

## Assessment

The learning, teaching and assessment approaches used throughout your programme will encourage you to be actively involved in your learning and to co-operate with other students. We aim to give you prompt feedback on your learning as well as opportunities to reflect upon and learn from that feedback.

## Learning and Teaching Methods

You will be actively involved in a range of learning, teaching and assessment approaches as part of your programme. Such active approaches aim to put you at the centre of your learning so you are involved and engaged in all aspects of your assessment and learning. Your programme will require your active participation in learning activities and engagement with your fellow students both individually and collaboratively, working and learning with other

students as part of a small group. Learning activities may also occur both within and outside the classroom.

Your learning will also be supported by technology. Increasingly your tutors will be using existing and emerging learning technologies to engage you in e-learning activities. Your programme will be facilitated using a variety of media and online tools (My Learning on UniHub, podcasts, wikis, etc) which will allow you flexible access to a diverse range of online resources, quizzes and learning materials as well as collaborative tools with which you can engage and learn with your peers. Not confined by the time and space associated with traditional teaching methods you may take part in online discussions and learning activities from wherever you are studying.

Your tutors will provide any support you may need whilst learning online.

By engaging with e-learning you will also be developing skills, which are essential for your learning and are also highly valued by employers. These include but are not limited to: working flexibly, communication, understanding of IT, team working and creating shared understandings based on quality resources and access to global expertise.

The aims and objectives of the modules relate to developing a core body of knowledge, the importance of using current research based information and the evolution of critical and analytical skills and management of individual personal growth.

In order to facilitate these aims a wide range of teaching and learning strategies will be employed to meet the needs of the students. The focus has been on encouraging students to be responsible for their own learning and progress.

Lectures will be used primarily to introduce key information, concepts and theories. Seminar presentations and discussions will increase knowledge and enable active participation in learning. Seminars will comprise a variety of formats including debates, case study and problem solving analysis, student led seminars, discussions of current topics, reviewing and consolidating learning and other appropriate student activities. Many sessions will include informal formative assessment. Interactive computer based sessions, laboratory practicals and workshops will be used to develop skills in hypothesis formation, data collection, analysis and interpretation.

Individuals learn in different ways, by providing a range of teaching and learning strategies we hope to maximise student potential.

Autonomous learning means that students have responsibility for and the opportunity to manage and be more independent in their own learning. Modules are designed so that they provide a framework in the form of learning outcomes so that students are aware of what they need to learn and by what stage of their programme. Appropriate learning materials and resource-based materials will also support independent learning. Students will be allowed to develop as autonomous learners by the provision of self-directed learning from year 1. Self-directed learning will be introduced and overseen by programme tutors to facilitate skills in student self-management, information retrieval and self-reflection.

The use of e-learning will be prominent in many taught modules and will often enable students to carry out learning at a time which suits them. Online learning quizzes, data retrieval, use



of government and other recognised websites are all examples of how the web is used as an electronic resource. Many textbooks are available online and students have access rights through Middlesex Learning Resources and there are also a wide range of electronic journals. UniHub is accessible from outside the University and electronic discussion boards enable students to support each other on modules.

### **Attendance and Engagement**

Engaging with online and on-campus in-person learning and activities is integral to your success. Middlesex University supports you to achieve your full potential through a number of strategies, all of which provide our students with a supportive learning environment online, remotely, face-to-face, or blended.

Further information on attendance and engaging with your programme will be available at your Induction and updates online at UniHub

<https://unihub.mdx.ac.uk/study/assessment/attendance>

### **Assessment methods**

Students' knowledge and understanding is assessed by a combination of coursework, and case studies designed to reflect current working, cultural and physical environments likely to be experienced by students in their future professional activities. Assessment will also include essays, management reports, reports on audits, examinations and online tests. Assessment is an integral part of learning and you may hear it referred to as **formative** or **summative**.

**Formative assessment** is designed to give you feedback on your performance and how it can be improved. As a result you will get detailed feedback on formative assessment but not a grade. Formative assessment is an important part of the learning process and has been shown to help students improve both their grades and their learning style.

**Summative assessment** is designed to measure the extent to which you have achieved the learning outcomes of a module and therefore the grade you will be awarded. Learning outcomes are the specific skills and knowledge that you are expected to demonstrate as a result of taking a module. Summative assessment should assess achievement of all learning outcomes in a secure, fair and accurate manner and on BSc in Occupational Safety and Health Management this will mainly comprise of exams, portfolios, management reports, essays and case studies.

**Assessment may also involve self, peer or group approaches.** For example, you may be asked to self-assess your own work, indicating where you feel you have clearly demonstrated your understanding and also identifying areas where you can see you have room to improve. Assessment may also be a peer process where students, individually or as groups, offer feedback on one another's work. Group assessment may also be part of your programme where part of the assessment requires you to demonstrate your ability to work as part of a group and possibly receive a group mark.

Individual modules set **assessment deadlines** different to all other modules as much as possible. This is to enable the assessment load to be spread evenly across the academic year. In all cases the assessment calendar for each semester will be available at the start of the semester and can be found in the individual module handbooks and your yearly assessment map, see below.



F= Formative S=Summative

Wk	PRS3212 Philosophy and approaches to health and safety at work (Year-long)	PRS3411 Toxicology & Science foundation	PRS3542 Workplace and Fire Safety	PRS3512 Occupational Hygiene, Health & Ergonomics	PRS3999 Research Methods & Project (Year-long)	PRS3702 Environmental Assessment and Management	PRS3464 Management of Health and Well- being
1							
2							
3							
4		Formative leaflet and reflection					
5							
6			F (Exec summary and template)				
7							
8	Formative (essay)						
9							
10	Summative (test)						
11			S (Management Report)		F (Proposal)		
12		S(portfolio: numeracy tests, leaflet, reflection & exercises					
13							
14							
15				F (Essay plan)			
16					S (Presentation)		
17							
18						F (Presentation)	F (Presentation)
19							
20							
21							
22				S (Essay)			
23						S (Management Report)	
24	Summative (essay)						
4-27 April 22					Dissertation (univ deadline)		S (Management Report)

It is up to each student to plan the management of their assessment to meet the deadlines. Failure to complete assessment at Level 5 and Level 6 by the given deadline will result in a

penalty for that piece of work (a maximum of 40%, grade 16). If you have extenuating circumstances, which have meant you cannot submit by the deadline, you can apply for an extension and there are details about how to do this in myUniHub.

**Please note** that assessment deadlines do occasionally change and while every effort has been made to ensure this is correct at the time of publishing you should check your email and MyLearning on UniHub so you are aware of any changes.

**Please note** that assessment deadlines do occasionally change and while every effort has been made to ensure this is correct at the time of publishing you should check your email and MyLearning on UniHub so you are aware of any changes.

### **Submission and Receipt of Assessment**

You will find all the deadlines for your first year assessment (both formative and summative) in your assessment schedule above and online at myUniHub.

Your module handbooks have the precise details of when and how to submit your coursework and how you get a receipt confirming you have submitted it. Please refer to these and contact your module leader if you have any queries.

### **Marking, Second Marking and Moderation**

A sample of examination papers and coursework assignments are moderated internally by the module tutors with the programme leader and/or Director of Programmes (where the programme leader is part of the module team).

All coursework and examinations that do not meet the pass grade are moderated to ensure that there is agreement on the grade. After being marked all examination scripts are checked to ensure that marks' totals are correct and all sections have been marked.

A sample of coursework and examination scripts are available for moderation by the external examiner(s). In addition all failed assessments are seen by the external.

All projects are double marked. As a final check, the overall profile of marks for the module are examined internally and externally to ensure consistency of standards both within and between subjects or programmed, and against national higher education standards.

### **Anonymous Marking Assessment Policy**

We have worked with the MDXSU to create an anonymous marking policy, in response to student feedback. Anonymous marking ensures that your identity (your name, student number and other personal/identifiable information) is not made available to academics when they are marking your work. This means that you can have confidence that your assessments will be marked fairly and consistently. However, there are some forms of assessment for which anonymity cannot be guaranteed and these are recognised in the policy. We believe that it is important to provide you with the support and guidance needed to help you develop and prepare for your final assessments (those which count towards your final grades i.e. summative assessments). Therefore, anonymous marking will not apply to learning activities and assessments that do not contribute to your final grades (i.e. formative assessments). If

you require further information and support to understand how anonymous marking works in your programme modules please contact the Module Leader for more information.

The Anonymous Marking Assessment Policy is available at:

[https://www.mdx.ac.uk/\\_data/assets/pdf\\_file/0037/563599/anonymous-marking-assessment-policy.pdf](https://www.mdx.ac.uk/_data/assets/pdf_file/0037/563599/anonymous-marking-assessment-policy.pdf)

### **Return of Coursework**

You are expected to keep a copy of all your coursework and should be kept somewhere safe, e.g. on a memory stick. As the marked copy is not normally returned to you it is important you keep a copy of your work so you can understand the feedback properly. For modules where there is a portfolio based upon practice then you can collect your portfolios can be collected. All portfolios will be kept for a maximum of one academic year before they are sent for recycling.

### **External Examiners**

External Examiners are one way we assure the academic quality of your programme. They are subject experts who help assure that your Middlesex award is comparable to that at other UK universities by reviewing the programme curriculum, the assessment and the learning resources. Among other things they attend the assessment board and write a report at the end of the year. You can obtain a copy of this via your programme page on My Learning on [MyUniHub](#).

**IMPORTANT: It is inappropriate for you or any other student to make direct contact with an External Examiner.** The appeal and complaints systems exist to allow you to express any concerns you have, including the marks you have been given for your performance.

Further information on the role of External Examiners is available at: [https://www.mdx.ac.uk/about-us/policies/academic-quality/handbook \(section 4\)](https://www.mdx.ac.uk/about-us/policies/academic-quality/handbook (section 4)).

### **Assessment Feedback**

Feedback on your assessment (both formative and summative) provides the opportunity for you to reflect and to use the feedback as the basis for learning and to improve your work.

**Feedback can take many forms and may be informal.** For example it may be given and discussed orally in the classroom, or it may be more formal and delivered in written or audio form from academic staff or fellow students. Understanding your feedback is very important and to achieve this you are encouraged to discuss feedback with your peers and academic staff.

Receiving feedback on your work is an essential and important part of learning and therefore all programmes provide regular opportunities **for formative assessment** the purpose of which is to get detailed feedback on your performance so you get a regular update on how you are developing and to prepare you for any summative assessment.

Feedback on summative assessment will be offered in a variety of forms and all your work will be marked and moderated in line with the Code of Assessment Practice which can be found in section M of the University Regulations: <http://www.mdx.ac.uk/regulations>.

You will normally be provided with feedback within **15 working days** of the published submission date.

Nature of the feedback may include written comments, proforma comments, electronic feedback, individual or group tutorial feedback. Your module leader will provide you with more specific information.

### Feedback on Coursework

Arrangements for feedback are made at a modular level but all students can expect to receive effective and efficient feedback on work that is assessed formatively and summatively.

Once submitted and marked students can collect their feedback which will normally consist of an assessment feedback sheet with written comments on it or electronic feedback on my learning. This will also give an indication of how you performed in relation to the assessment criteria. Students are therefore, reminded to arrange to collect their feedback to assist in their learning.

Comments can be made on a script to facilitate marking of the paper and to assist the external examiner.

### Module Feedback

<b>PRS3212</b>	Feedback is provided individually on line for the formative and summative exercise and in class test.
<b>PRS3411</b>	Feedback is provided individually for the formative and summative exercises and through review by your peers.
<b>PRS3542</b>	Feedback is provided via classroom discussion and in written form on submitted work.
<b>PRS3512</b>	Feedback is provided individually on line for the formative and summative exercises.
<b>PRS3702</b>	Feedback is provided via classroom discussion for the formative and individually on line for the summative exercises.
<b>PRS3464</b>	Feedback is provided via classroom discussion for the formative and individually on line for the summative exercises.
<b>PRS3999</b>	Verbal feedback via interactive workshops, plus written formative worksheets. Electronic project proposal presentations will receive written feedback. Project proposal and final project submissions will have written individual feedback.

### Proposition Modules/Dissertations/Projects

The project supervisor is the first marker. The module leader for the project module appoints a second marker usually but not always within the field of expertise for the project work.

Projects are marked “blind” and therefore marking is independent. The grades from the two markers are moderated to finalise the overall grade

### Progressing on your Programme

Some modules are considered non-compensatable and students who have not passed these modules may not be able to progress to the next stage of their programme. Opportunities to retake modules may be permitted.

## Academic Levels

Each module that you take will have one of the academic levels below assigned to it:

Academic level	Description
3	Foundation level
4	Certificate level (e.g. Cert HE)
5	Intermediate level (e.g. FdA or Dip HE)
6	Honours level (e.g. BA, BSc)
7	Masters level (e.g. MA, MSc)

Academic levels reflect how complex and demanding the learning will be as well as the depth of study and how independent you are expected to be as a learner. The University module level descriptors describe the characteristics of each academic level at Middlesex and can be found in section M of the University Regulations; <http://www.mdx.ac.uk/regulations>.

**It is suggested that you read these to get an idea of how each academic level is different and to some extent what will be expected of you.**

## Your Grades

Your **module handbooks** will give information on how the marks for different items of summative assessment are combined to give your final grade. Also by looking at the **Grade Criteria** you can understand what standard your work must be to achieve the different grades. The Grade Criteria can be found in Section M of the Regulations [mdx.ac.uk/regulations](http://www.mdx.ac.uk/regulations).

The University has a 1-20 grading scale, **with grade 1 being the highest grade and 20 the lowest, 16 is the minimum required to achieve a pass** as illustrated in the chart below.

Grade	Class of Honours Degree	Other Awards
1 2 3 4	FIRST CLASS	DISTINCTION
5 6 7 8	UPPER SECOND	MERIT
9 10 11 12	LOWER SECOND	PASS
13 14 15 16	THIRD	
17	FAIL – MARGINAL Compensation allowed*	FAIL – MARGINAL Compensation allowed*
18	FAIL - Compensation allowed*	FAIL - Compensation allowed*
19	FAIL – Compensation <i>not</i> allowed	FAIL – Compensation <i>not</i> allowed

20	FAIL – Incorporating failure to participate in assessment necessary to achieve all learning outcomes. Compensation not allowed	FAIL – Incorporating failure to participate in assessment necessary to achieve all learning outcomes. Compensation not allowed
----	--	--

\* Failure at grade 17 or 18 in modules may be compensated, only in exceptional circumstances, at the discretion of the Faculty/School Assessment Board. It is subject to satisfactory overall performance, and is permitted for a maximum of 30 credits

Further administrative grades are also used to indicate re-assessment, deferrals and academic misconduct etc. The full scale can be found in the Assessment Regulations section in the Your Study area of UniHub; <https://unihub.mdx.ac.uk/study/assessment/progression>

If you have any questions about what your grades or status mean then you should look at the Assessment and Regulations pages on UniHub <https://unihub.mdx.ac.uk/study/assessment> first and then talk to your Student Achievement Officer.

### Re-Assessment

Although no one anticipates failing a module, it is important that you are aware of what happens if you do. Normally you would be entitled to one re-assessment opportunity if you don't pass and there is no financial cost associated with this second attempt. You should however consult the Your Study area on UniHub for more information <https://unihub.mdx.ac.uk/study/assessment> **contact the HKMU LiPACE Link Tutor or administrative staff if you have any questions.**

### Results Confirmation

At the end of each academic year, module grades are considered and confirmed by an Assessment Board. Following the Board, individual results and your progression status or finalist classification will be made available in the My Study area on MyUniHub.

If any of your results are provisional they will be labelled as such. Further information on your results and assessment can be found in the University Guide, under the Your Study area of MyUniHub, or by seeking advice from your Progression and Support Team Officer. Further details can also be found in the University regulations.

### Academic Integrity and Misconduct

You should be aware of the Universities academic integrity and misconduct policies and procedures. Taking unfair advantage over other students in assessment is considered a serious offence by the University. Action will be taken against any student who contravenes the regulations through negligence, foolishness or deliberate intent. Academic misconduct is a corrosive force in the academic life of the University; it jeopardises the quality of education and devalues the degrees and qualifications of the University. Academic misconduct takes several forms, in particular:

- **Plagiarism** – using extensive unacknowledged quotations from, or direct copying of, another person's work and presenting it for assessment as if it were your own effort. This includes the use of 3rd party essay writing services.
- **Collusion** – working together with other students (without the tutors permission), and presenting similar or identical work for assessment.
- **Infringement of Exam Room Rules** – Communication with another candidate, taking notes to your table in the exam room and/or referring to notes during the examination.

- **Self-Plagiarism** – including any material which is identical or substantially similar to material that has already been submitted by you for another assessment in the University or elsewhere.

Full details on academic integrity and misconduct and the support available can be found at [Academic Integrity | UniHub \(mdx.ac.uk\)](https://unihub.mdx.ac.uk)

The Academic Integrity and Misconduct policy is available in our Public Policy Statements (under Academic Quality) at: [Our policies | Middlesex University London \(mdx.ac.uk\)](https://unihub.mdx.ac.uk)

### **Extenuating Circumstances**

Extenuating Circumstances are personal circumstances which have affected your performance in assessment and are brought to the attention of the Assessment Board when considering your academic performance.

For information about how to apply for Extenuating Circumstances please see information available on <https://unihub.mdx.ac.uk/study/assessment/extenuating-circumstances>

### **Academic Appeals**

An Academic Appeal is a formal request that a decision made by an Assessment Board or Programme Progression Board is reconsidered because of special circumstances. Please see our Frequently Asked Questions (FAQs) for more information on reasons for making an appeal and the process.

<https://unihub.mdx.ac.uk/study/assessment/appeals>

### **Suggestions and Complaints**

We welcome your suggestions on how we might improve even when this takes the form of a complaint.

If you have a suggestion or a complaint about any aspect please raise it with the person concerned in the first instance. If you are not satisfied with the outcome you can progress the matter through informal and formal procedures step by step up the management structure of HKMU LiPACE.

The complaints procedures of HKMU LiPACE **must be followed and have been fully exhausted** before you can follow the Middlesex University Student Complaints and Grievance Procedures (Appendix A for students of collaborative partners) which can be found in the Middlesex University regulations: <https://www.mdx.ac.uk/about-us/policies/university-regulations>

### **Late Policy**

Please refer to the University Late Policy.

<https://unihub.mdx.ac.uk/study/assessment/attendance>

### **Policy on late arrival**

Students are required to attend classes on time. Those who arrive more than 15 minutes after class commencement will be deemed as absent. Late arrival less than 15 minutes will be counted as 15 minutes absence; and 4 times of 15-minute absence will be counted as 1 hour absence. If students are found to have serious problem of late arrival, warning letters will be issued to them by the School.

### **HKMU LiPACE Requirements**

In addition to the above, HKMU LiPACE states that students are normally required to attend 80% of the classes in each course in order to pass the programme.

### **Health and Safety**

While on campus, students are strongly advised to read the fire escape routes on the floor plans and familiarize themselves with those routes and the procedures to be taken in case of fire or emergency. This information is posted on the notice boards on campus.

### **Adverse Weather Arrangements**

If the Typhoon No. 8 or the Black Rainstorm signal is hoisted at the following time before class/examination commencement:

6:30am all classes/examinations before 2:00pm will be cancelled

10:00am all classes/examinations between 2:00pm and 6:00pm will be cancelled

2:00pm all classes/examinations on that day will be cancelled

If the Typhoon No. 8 or above is hoisted during classes/examinations, all classes/examinations will be terminated.

If the Black Rainstorm signal is hoisted during classes/examinations, those classes/examinations already in progress will continue.

If the Typhoon No. 8 or the Black Rainstorm signal is lowered before/at the following time:

6:30am all classes/examinations on that day will be held as scheduled

10:00am all classes/examinations between 2:00pm and 6:00pm will be held as scheduled

2:00pm all classes/examinations at 6:00pm will be held as scheduled

Students are advised to check the latest announcement on the School's website (<http://www.hkmu.edu.k/lipace/>).

### **Emergency Hotlines**

In case of an emergency or accident, students may contact the security or related staff by calling the following hotlines:

HKMU-CITA Campus                      3588 7878

Kwai Hing Campus                      3120 9604

### **Results Confirmation**

At the end of each academic year, module grades are considered and confirmed by an Assessment Board. Following the Board, individual results and your progression status or finalist classification will be made available in the My Study area on MyUniHub.

If any of your results are provisional they will be labelled as such. Further information on your results and assessment can be found in the University Guide, under the Your Study area of MyUniHub.



## **Certificate**

When you graduate your final qualification certificate will be issued by Middlesex University and will have details of your qualification.

**Your certificate will be sent to HKMU LiPACE by Middlesex within 2 months of the date your qualification is awarded** (usually the Assessment Board date). Once it has arrived it will then be forwarded to you at the address we hold for you. It is therefore very important that you keep us informed of your address details if they change at any point.

Full details of the information which will appear on your certificate are set out in the Middlesex Regulations, section E13.5: <http://www.mdx.ac.uk/regulations>.

## **Diploma Supplement**

All students are issued with a diploma supplement verified by Middlesex University which will include HKMU LiPACE as the institution where you studied. Your diploma supplement will include the modules you have taken, grades achieved and state your qualification with the classification and title but additionally it will also contain information on the nature, level, context, content and status of your studies undertaken and successfully completed. Diploma supplements are intended to help external parties such as employers or other higher education providers understand more about your programme in addition to your grade



## Appendix 1: Where to Access Module Narratives

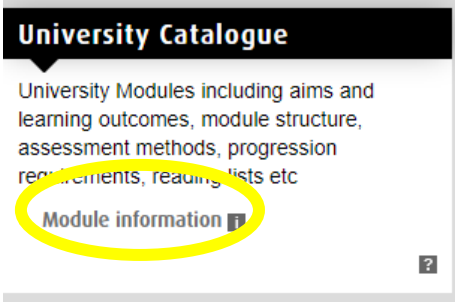
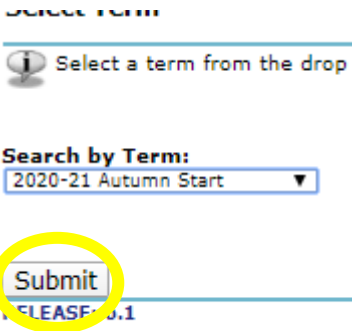
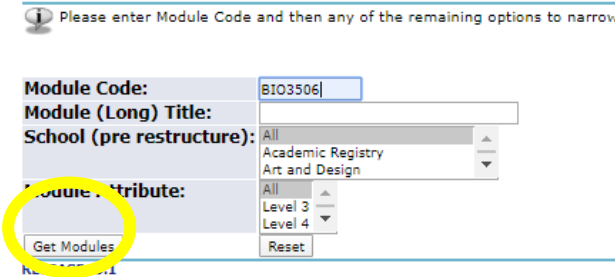
Module Code	Module Title	Credits	Core/option
PRS3212	Philosophy and approaches to health and safety at Work	30	Core
PRS3411	Toxicology and science foundation	15	Core
PRS3542	Work place and fire safety	15	Core
PRS3512	Occupational hygiene, health and ergonomics	15	Core
PRS3702	Environmental assessment and management	15	Option
PRS3999	Research methods and project	30	Core

Details of all the modules associated with your programme are provided in the My Study area of myUniHub, so that you can see what is involved in your programme and make any choices over option modules (if applicable). Module Narratives are available on the My Study area of myUniHub at <https://myunihub.mdx.ac.uk/web/home-community/mystudy>

Details of how to access these are provided below.

Your online reading lists can be accessed from the My Study area of myUniHub. They highlight essential and recommended reading for all modules you are registered on.

Steps	Guidance on accessing module narrative information
1.	Open browser and enter <a href="https://unihub.mdx.ac.uk/">https://unihub.mdx.ac.uk/</a>
2.	Click on myUniHub and enter login information 
3.	Select the My Study option 

<p>4.</p>	<p>From the University Catalogue portlet click on Module Information</p>  <p>The screenshot shows a portlet titled 'University Catalogue'. Below the title, there is a description: 'University Modules including aims and learning outcomes, module structure, assessment methods, progression requirements, reading lists etc'. At the bottom of the portlet, there is a button labeled 'Module information' which is circled in yellow. A small question mark icon is visible in the bottom right corner of the portlet.</p>
<p>5.</p>	<p>Select the current term and click on submit</p>  <p>The screenshot shows a form with a 'SELECT TERM' label. Below it is a dropdown menu with the text 'Select a term from the drop'. Further down, there is a 'Search by Term:' label and a dropdown menu showing '2020-21 Autumn Start'. At the bottom of the form, there is a 'Submit' button which is circled in yellow. Below the button, the text 'PLEASE' is partially visible.</p>
<p>6.</p>	<p>Enter the module code e.g.: BIO3506 and click on Get Modules to display the module narrative information</p>  <p>The screenshot shows a search form with a message: 'Please enter Module Code and then any of the remaining options to narrow'. Below this, there are several input fields: 'Module Code:' with the value 'BIO3506', 'Module (Long) Title:', 'School (pre restructure):' with a dropdown menu showing 'All', 'Academic Registry', and 'Art and Design', and 'Module Attribute:' with a dropdown menu showing 'All', 'Level 3', and 'Level 4'. At the bottom of the form, there is a 'Get Modules' button which is circled in yellow. A 'Reset' button is also visible.</p>

## Appendix 2: HKMU LiPACE's Student Protection Plan for Bsc (Hons) Occupational Safety and Health Management

### Preamble

1. This Student Protection Plan (SPP) describes the academic continuity plan to protect the interests of students who are studying the Bachelor of Science with Honours in Occupational Safety and Health Management (the Programme), a franchise programme of Middlesex University (MU) run by Hong Kong Metropolitan University (HKMU) Li Ka Shing School of Professional and Continuing Education.
2. This SPP supplements the Partnership Agreement commenced from 1 September 2019 to 31 August 2025 and the Contingency Plan signed by both universities in August 2015.

### A. Mitigating the potential risks

3. It is believed that there do not have any notifiable risks at present and HKMU Li Ka Shing School of Professional and Continuing Education will closely monitor the situation based on the following performance indicators.

#### (i) University Level

4. At University level, the risk that it will not be able to operate or no longer intends to operate is extremely low. The University has been established under the Cap. 1145 The Open University of Hong Kong Ordinance (<https://www.elegislation.gov.hk/hk/cap1145>) in 1989. In 2021, it has retitled as Hong Kong Metropolitan University (HKMU) (<https://www.legco.gov.hk/yr20-21/english/bills/b202106182.pdf>). HKMU has undergone the seventh Institutional Review conducted by the Hong Kong Council for Accreditation of Academic and Vocational Qualifications (HKCAAVQ), the sole statutory quality assurance body in education and training in Hong Kong, in July 2020 to ensure its good governance, effective programme management and stable financial status. As at July 2020, HKMU has a strong workforce of over 400 full-time academic staff, close to 500 part-time tutors and 550 administrative staff. As a full-fledged University, it offers 200 programmes and 800 courses at different levels, attracting over 10,000 full-time and around 9,000 part-time students.

5. HKMU has five campuses in Hong Kong as summarized below.

Campuses	Addresses	Gross Area
Main Campus	30 Good Shepherd Street, Ho Man Tin, Hong Kong	33,333 m <sup>2</sup>
Jockey Club Campus	81 Chung Hau Street, Ho Man Tin, Hong Kong	24,900 m <sup>2</sup>
Jockey Club Institute of Healthcare	1 Sheung Shing Street, Ho Man Tin, Hong Kong	18,680m <sup>2</sup>
Kwai Hing Campus	Levels 8-11, Tower 2, Kowloon Commerce Centre, Kwai Hing, Hong Kong	9,240 m <sup>2</sup>
HKMU-CITA Campus	0/F – 5/F, 201-203 Lai King Hill Road, Kwai Chung, Hong Kong	3,000 m <sup>2</sup>

6. The Programme is mainly delivered in the Kwai Hing Campus, a self-owned property of HKMU. There is very little risk that the venue is unavailable for provision of the Programme.

**(ii) Programme Level**

7. At programme level, HKMU operates the Programme on a franchise basis. The Programme offered by HKMU is the same as that runs in the home campus (i.e. Middlesex University London) and hence the set of teaching materials developed by MU is also used by the students of franchise programme for the sake of consistency. Therefore, the risk of inability to develop teaching materials by HKMU is avoidable.
8. Another risk is that the Programme offered by HKMU is no longer financially viable due to small number of new intakes. In this case, HKMU will still provide the required courses to progressing students and will implement the arrangement of “Teaching out of a course” under the Academic Continuity Plan below.

**(iii) Course Level**

9. In case there are any courses that are no longer in demand and require an urgent exit strategy in-between the five-year interval of two Institutional Approvals, though it has never happened before, the programme team in Hong Kong (e.g. Institution Link Tutor) will inform the UK Programme Leader to discuss further actions or include the discussion in the next Institutional Approval.
10. It is a low risk that HKMU will be unable to deliver any components of courses due to single person dependencies for teaching. The HKMU has a reserve pool of Part-time Instructors who have the required academic qualifications and industrial experience. Referrals of suitable candidates from partners (e.g. Hong Kong office of Middlesex University) and associations (e.g. Hong Kong office of the Institution of Occupational Safety and Health) is also considered as one of the acceptable sourcing channels.

**B. Academic Continuity Plan**

11. For any reasons that a course/programme has to be closed, HKMU will adopt the following academic continuity plans.

**(i) Teaching Out a Course**

12. The first choice is always to continue delivering a course until all students registered for the award would have the opportunity to complete it.
13. Once it is decided to teach out a course, all affected students will be informed about their study plans and the last chance to take a particular course via official letters. From HKMU’s experience, it usually takes two years to clear all outstanding students of a phasing-out non-local programme.

**(ii) Transfer to Home Campus**

14. In case it is not possible to teach out a course due to any uncontrollable circumstances, the Hong Kong students can consider transferring back to Middlesex University London to complete

their studies. As the curriculum of the programme offered at HKMU and in the home campus are the same, it is a highly recommended way. Students have to check the visa requirements and the related terms and conditions of the Middlesex University London.

**C. Refunds and Compensation Policy**

15. If HKMU is unable to teach out the courses, HKMU will offer the affected students a refund of the tuition fees paid for the courses being closed.
16. If HKMU is unable to teach out the courses, HKMU will compensate the costs incurred with documentation proof on a case-by-case basis. For example, administrative fee paid for application for Non-means tested Loan Scheme.
17. According to the HKMU Annual Report 2018/2019, as at 31 March 2019, the University's total funds and reserves stood at HKD\$3226.4 Million (around GBP 322 Million). HKMU has the financial resources to afford reasonably claims for refund or compensation.

**D. Communication with students**

18. The Student Protection Plan (SPP) is available online on the student portal Online Learning Environment (OLE) and is included in the Student Handbook. It will also be uploaded onto the staff portal SharePoint alongside with other policies.
19. The SPP will be reviewed annually. Students will be involved in updating the SPP.
20. If HKMU implements this SPP, affected students will be informed within 5 working days of such decision collectively through the student portal OLE and individually via SMS/WhatsApp/email.
21. HKMU shall ensure students to have all available options possible to continue their studies and qualifications, with the least disruption.

## Appendix 3: HKMU LiPACE's Complaint Policy for Bsc (Hons) Occupational Safety and Health Management

### Preamble

1. This Complaint Policy applies to students who are studying the Bachelor of Science with Honours in Occupational Safety and Health Management (the Programme), a franchise programme of Middlesex University (MU) run by The Hong Kong Metropolitan (HKMU) Li Ka Shing School of Professional and Continuing Education.
2. This Complaint Policy consists of three stages, Informal Stage, Formal Stage and Review Stage.

### A. Stage 1 – Informal Stage

3. In many cases the informal complaints a student raises can be resolved with an immediate explanation or resolution at a local level.
4. Normally the communication channels used in this stage are face-to-face meetings, telephone conversations and instant messages. Any agreed actions should be confirmed in an email or a letter.
5. Recipients of informal complaints include subject Instructors, Research Supervisors, Programme Leader (i.e. Institution Link Tutor) and Programme Administrator. They are responsible for addressing the informal complaints in a prompt and fair manner, based on the HKMU's rules and regulations. They can also share their experience in handling different students with other HKMU and Middlesex staff members, as a good practice and service enhancement.

### B. Stage 2 – Formal Stage

6. If a case cannot be resolved informally or no remedy has been possible at an earlier stage, students may proceed to the Formal Stage by completing a Student Complaint Form within 14 calendar days of the incident take place.
7. Together with the completed Student Complaint Form, students should provide justifiable grounds of the matter and any supporting documents (e.g. photos, screenshots, emails, text messages, official documents), but not unnecessary information about other people in your complaint.
8. Anonymous complaints or complaints without complete information (e.g. date, time and place of the incident) normally will not be considered.
9. If the complaint will be considered, an acknowledgement of receipt of the complaints will be sent from the Programme Leader to the students on a mandatory basis within 7 calendar days of receipt. If applicable, the next steps (e.g. meeting with the complainants) will also be outlined.
10. The Programme Leader or his/her nominee will carry out the investigation and collection of information. The person to carry out the investigation should not have prior connections with the concern.
11. The composition of the meetings include the Programme Director (or his/her nominee), the Programme Leader and at least one more colleague. Meetings will follow the below format.
  - a) The complainant should explain his/her concerns or complaints and present any supporting evidence. He or she will then be asked questions If the complaint is lodged by a group of

complainants, individual meetings with each of the complainant may be arranged.

- b) Separate meetings will be arranged for the complainee. The complainee will then respond to the concerns or complaints. He or she will then be asked questions. If the complaint is lodged against a group of complainees, individual meetings with each of the complainee may be arranged.
12. Subsequent to the meetings, the Programme Leader or his /her nominee who carried out the investigation will produce an Investigation Report which includes the process followed, the information gathered, the conclusions drawn (e.g. the complaint is considered justified or not with the reasons behind) and any follow-up actions or recommendations.
  13. The student should receive a copy of the Investigation Report within 30 calendar days upon issuance of the acknowledgement of receipt of the complaints.

**C. Stage 3 – Review Stage**

14. Stage 3 is not a reopening of the original complaint. Dissatisfaction with the outcome of Stage 2 alone is not a valid reason for requesting a review.
15. Valid reasons for the review include:
  - a) There has been a procedural irregularity in the conduct of the investigation in Stage 2 or
  - b) New information has come to light which complainants were unable to disclose previously and which would had a material impact upon the investigation previously undertaken or
  - c) The decision made in Stage 2 was unreasonable based on the information that had been available to the University when the case was considered.
16. The review must be requested within 14 calendar days upon the receipt of the Investigation Report by stating the rationales in a Review Form for submission to the Associate Director of the HKMU LiPACE.
17. If the Associate Director or nominee is satisfied with the request of the review, he or she will have discretion to either make a judgement on the complaint based on the written evidence or establish a Review Panel to examine the evidence before finalizing a judgement on the complaint.
18. The Associate Director, his/her nominee and the Review Panel have the discretion to override any decisions made in Stages 1 and 2.
19. The composition of the Review Panel should have a Chair, usually the Associate Director, and 2 Members at least at the rank of Senior Lecturer or Senior Administration Manager. The Review Panel should not have previous association with the case.
20. Meetings of the Review Panel will follow this format:
  - a) The complainant should explain their concerns or complaints and present any supporting evidence, with the assistance of one companion if necessary. He or she will then be asked questions by the Review Panel. If the complaint is lodged by a group of complainants, individual meetings with each of the complainant may be arranged.
  - b) Separate meetings will be arranged for the complainee. The complainee will then respond to the concerns or complaints. He or she will then be asked questions by the Review Panel.
  - c) If necessary, both complainants and complainees will be asked to be present in a meeting to facilitate discussion.
21. If a Review Panel is convened, the student will be notified of the outcome in a letter of Completion of Procedures within 30 calendar days upon receipt of the request for the review.



22. If the student does not raise a request for review within the 14-day timeframe in paragraph 16, a letter of Completion of Procedures will be issued within 30 calendar days.