THE UNIVERSITY OF HONG KONG

To: List A

Applications for Teaching Development Grants (TDG) 2015

The Teaching and Learning Quality Committee (TLQC) invites submission of project proposals for funding support from the Teaching Development Grants (TDG). The TDG Scheme underlines the University’s commitment to furthering its mission in Teaching and Learning (T&L). The TDGs are intended to support projects and activities that will have an impact on the strategic development and promotion of T&L. The priority areas are set out in paragraph 2 below.

Priority Areas for TDG Proposals

2. Proposals addressing issues in the following areas will have priorities for funding. We would also like to encourage colleagues to work collaboratively on larger scale projects where impact on student learning can be demonstrated.

(a) Internationalisation of the curriculum
Internationalisation is one of the strategic themes for teaching and learning in the coming few years. Priority will be given to projects that explore the incorporation of international perspectives or global relevance into the curriculum, with a view to enabling students to develop their capabilities in intercultural understanding and global citizenship.

(b) Curriculum or pedagogical innovations
The University places emphasis on ongoing curriculum enhancement. Priority will be given to proposals exploring an innovative approach in curriculum design and development, or pedagogical innovations that would impact on students’ learning.

(c) Assessment
Since the Senate’s endorsement of the adoption of standards-referenced assessment across the institution and diverse forms of assessment which are appropriate to particular forms of learning are being encouraged, substantial progress has been made. The sharing of good practices in assessment has further been encouraged through the Communities of Practice project. Further exploration in assessment, including feedback mechanisms, will remain a priority in TDG.

(d) E-learning
E-learning is a very dynamic area, which offers great potential for enhancing student learning. Proposals that explore the use of technology, in particular the adoption and integration of Moodle in curriculum design and assessment, and the use of flipped classrooms, to enrich T&L and enhance the students’ opportunities for active learning are encouraged and given priority.
(e) Experiential learning

Experiential learning is a distinctive feature of the 4-year undergraduate curriculum which some Faculties have made a graduation requirement. Many Faculties have introduced diverse learning experiences, such as field trips, performance, debates and internships. Priority will be given to projects that explore how experiential learning should be structured and assessed, or how an optimum balance of different assessment modes can be developed for different types of learning experiences.

TDG Funding

3. Unless with very strong justifications, the funding for a TDG proposal will normally not exceed $250,000. It is possible that some of the selected projects or activities will be funded only partially, and will require support also from the Faculty/Department or other sources of funding. TDG will NOT support the development of self-funded programmes/activities.

4. Funds awarded can be used for purposes such as

   (a) hiring support staff (such as research assistants); and
   (b) hiring temporary staff to partially release the PI from regular commitments in order to work on the project or coordinate the activity.

However, the following expenses are NOT normally covered by TDG funding:

   (a) equipment expenses, which should be covered by the relevant Faculty/Department;
   (b) the hiring of academic staff and consultant(s), as the PI is expected to have the expertise in the proposed work of the project;
   (c) conference attendance, publications in journals and traveling outside Hong Kong; and
   (d) refreshment for functions/events; and provision of incentive to students (for example, coupons or allowance) for taking part in the study.

Development of courses for the Common Core (CC) Curriculum

5. TDG will continue to support the development of Common Core (CC) courses that have been approved by the Common Core Curriculum Committee. The application and other details for a Common Core Teaching Development Grants (CC TDGs) are set out at Appendix A. The maximum grant for each course is $70,000. Courses approved as a reserved/replacement course are not eligible for funding until the date of offer has been confirmed.

Eligibility for Application

6. All full-time staff of the University with responsibilities related to teaching and learning are eligible for application.
Information Required for Application

7. A TDG project proposal must include the following information (not exceeding 10 A4 sheets):

(a) **Title** of the project/activity;
(b) An **abstract** of the project (in about 200 words) summarising its objectives and expected outcomes/deliverables (for posting on the University’s T&L website for public access);
(c) **Objective(s)** of the project and how the project articulates with the curriculum improvement or innovative T&L practices;
(d) What the **expected outcomes/benefits/deliverables** are and how the findings of the project will inform the curriculum, enhance T&L and/or contribute to the scholarship of T&L, and what supporting research evidence will be provided. In particular, please specify the **impact on student learning** that can be supported by direct evidence of outcomes;
(e) **Project Plan** indicating the scope of the project and the methodology/action plan to achieve the project outcomes and deliverables. For projects that involve the study of human subjects, the requirements of research ethics compliance as stipulated in the University’s Policy on Research Integrity must be observed and clearance must be sought from the appropriate committee <http://www.rss.hku.hk/integrity/ethics-compliance>. Please indicate in your proposal, where appropriate, whether you have already sought ethical clearance from the relevant committee, or your plan for doing so;
(f) **Mechanism(s) for the evaluation of project effectiveness and the impact of the project outcome(s)** (which should be distinguished from the assessment of the learning outcomes which may be part of the deliverables);
(g) **How the findings of the project will be disseminated** within the Principal Investigator’s (PI) Faculty and to other Faculties;
(h) **Project schedule and the estimated completion date** (normally 12 months for individual projects and up to 24 months for cross-Faculty level projects);
(i) **Budget breakdown** on annual estimations under proper major headings, such as salaries and general expenses, with **justifications** for each item of the budget (see paragraph 4 for purposes that the TDG funds can be used);
(j) **Information on the PI and collaborators** (if any), including track record in teaching development activities and a brief account of the status of other ongoing teaching and research projects (if any). Please note that there should be only one PI for each project, who would take up the overall coordination and management of the project;
(k) **Statement of evaluation and comments** from the Faculty Teaching and Learning Quality Committee or Associate Dean (Teaching and Learning) (as appropriate); and
(l) **Signature of the applicant(s) and endorsement from the Dean or Associate Dean (Teaching and Learning).**

8. Professor Grahame Bilbow, Director of Centre for the Enhancement of Teaching and Learning (CETL) (email: gbilbow@hku.hk) and Dr. Suki Ekaratne, Associate Professor of CETL (email: suki1@hku.hk) will be happy to provide formative advice to PIs to strengthen their proposals.
**Reporting Requirements**

9. An annual report will have to be submitted by the grant holder, in consultation as necessary with the Director of CETL or his nominee, to the TLQC to

   (a) describe and evaluate the progress of and success or otherwise in implementing the approved projects/activities;
   (b) address any delays and/or problems encountered, and provide updated key action schedules and completion timetables;
   (c) report further developments and/or extension of project scope, with or without funding implications;
   (d) provide an up-to-date report on project expenditure after confirming with the Finance and Enterprises Office;
   (e) evaluate the success and effectiveness of the projects/activities completed during the year, with the inclusion of evidence of student learning outcomes, as far as practicable; and
   (f) address any other relevant aspects.

A final report should be submitted upon the completion of the project.

10. The grant holder will be required to disseminate TDG project deliverables and outcomes through

   (a) uploading the resulting curriculum innovations on the TDG webpage of the University T&L website (where appropriate); and
   (b) presenting their work to the University community in the form of seminars or presentations during retreats.

The grant holder is also encouraged to consider, on the advice of the Director of CETL or his nominee, other additional means of disseminating project findings and good practices within and outside the University.

**Allocation Criteria**

11. The criteria for allocating TDG funding include:

   (a) satisfying the objective(s) of the TDG and the curriculum enhancement;
   (b) innovations of the project/activity;
   (c) the parties/community to be benefited by the project/activity;
   (d) scope of application (i.e. cross-institutional, University/Faculty-wide, cross/inter-disciplinary, programme-based);
   (e) adequacy of provisions made for project assessment and dissemination;
   (f) preference for collaborative activities across Faculties/institutions;
   (g) appropriateness of the budget proposal;
   (h) track record of participants in the proposed project/activity; and
   (i) scholarship of T&L: publication of findings in the form of monographs, book chapters or journal papers is encouraged and will be given favourable consideration.
Submission of Applications

12. Applications will be processed in batches according to the following cut-off dates:

   1st round      -    Thursday, April 30, 2015
   2nd round      -    Monday, November 16, 2015
   3rd round      -    Monday, December 28, 2015

13. Applications should be submitted to Ms. Synthia Chau, Secretary, Teaching and Learning Quality Committee, c/o Curriculum Development and Quality Assurance Section, Registry. Enquiries may be directed to her or Ms. Juie Lau via email at julielau@hku.hk or phone at 2219 4997.

\[Signature\]

Professor Ian Holliday
Chairman, Teaching and Learning Quality Committee
Vice-President and Pro-Vice-Chancellor
(Teaching and Learning)

March 6, 2015

c.c. President
Members of the Teaching and Learning Quality Committee
Registrar
Director of Finance
Director of Common Core Curriculum
Director of Centre for the Enhancement of Teaching and Learning
Dr. Suki Ekaratne, Centre for the Enhancement of Teaching and Learning
Faculty Secretaries
Secretary, Teaching and Learning Quality Committee
Secretary, Common Core Curriculum Committee