

**THE UNIVERSITY OF HONG KONG
LI KA SHING FACULTY OF MEDICINE**

**Notes for Guidance of Candidates for the
Master of Public Health (MPH) and Postgraduate Diploma in Public Health (PDipPH)
(Applicable to the September 2015 and subsequent intakes)**

These notes should be read in conjunction with the Regulations for the relevant Programmes.

1. Admission Requirements

To be eligible for admission, a candidate shall:

- (a) comply with the General Regulations;
- (b) comply with the Regulations for Taught Postgraduate Curricula;
- (c) hold a Bachelor's degree with honours or the degrees of MBBS of this University, or another qualification of equivalent standard from this University or from another university or comparable institution accepted for this purpose;
- (d) satisfy the University English language requirement applicable to higher degrees as prescribed under General Regulation G2(b); and
- (e) satisfy the examiners in a qualifying examination if required.

2. Qualifying Examination

- (a) A qualifying examination may be required to assess a candidate's academic ability or his/her ability to follow the courses of study prescribed, *e.g.* for applicants holding a degree without honours. It shall consist of one or more written papers, or their equivalent, and may include a project report.
- (b) A candidate who is required to satisfy the examiners in a qualifying examination shall not be permitted to register until he/she has satisfied the examiners in the examination.

3. Period of Study

- (a) All the programmes shall begin in September each year.
- (b) The curriculum shall normally extend over one academic year of full-time study, or two academic years of part-time study.
- (c) For MPH candidates, any extra period allowed for revision or re-submission of the capstone shall not be counted towards the period of study.
- (d) A candidate engaging in full-time employment should normally be registered for part-time study, unless special permission is granted by the Board of Studies.

4. Fees

- (a) The details regarding composition fee payment are set out in G17 of the General Regulations.
- (b) A candidate becomes liable for fee payment immediately upon acceptance of the University's offer of admission and remains liable until his/her candidature is formally terminated – by completion of the requirements for the academic qualification or by withdrawal from candidature.
- (c) Composition fees shall be paid in two instalments by full-time candidates and four instalments by part-time candidates within the period of study.
- (d) The first payment shall be made before the start of the academic year.
- (e) Repeating and re-examination fees shall be paid in accordance with the University's Schedule of Fees. An MPH candidate, who is granted an extension of the deadline to submit his/her capstone report shall pay a fee at 5% of the total composition fee for any extension up to 3 months; pro-rata payment is normally not allowed.

5. Leave of Absence

A candidate who wishes to be absent from Hong Kong and/or from the approved course of study and research for two weeks or longer shall be required to submit in writing an application for leave of absence, with the endorsement of the Capstone Advisor and Director of the School, to the Board of Studies.

6. Award of the Degree/Postgraduate Diploma

To be eligible for the award of the Degree/Postgraduate Diploma a candidate shall:

- (a) comply with the General Regulations;
- (b) satisfy the coursework and examination requirements for the Degree/Postgraduate Diploma as stipulated in the relevant Regulations;
- (c) complete, to the satisfaction of the examiners, a capstone report and an approved practicum (*for MPH only*); and
- (d) satisfy the requirements under *Overall Assessment* as set out in this document.

7. Curriculum Requirements

Candidates must attend at least 80% of the teaching sessions for each course enrolled, and are expected to consult the Academic Director/Concentration Lead about their selection of courses before formal enrolment or during the orientation period. Changes to the chosen courses will only be allowed during course selection and add/drop periods.

- *MPH*

- (a) To fulfil the programme requirements, a candidate shall follow the courses of study set out below, with a minimum total of 90 credits of prescribed work, and satisfy the examiners in each course, practicum and capstone.
- (b) Application for change in courses will only be considered during the prescribed add/drop period(s).

- (c) Application for change of concentration will only be considered before October 15th in the first year of registration.
- (d) A candidate shall complete the compulsory MPH core courses, the required concentration specific courses (including the prescribed number of elective courses), in accordance with the syllabus as chosen.
- (e) All part-time candidates are advised to complete the compulsory MPH core courses in the first year of study. Part-time candidates are advised to enrol in not more than 45 credits per academic year.
- (f) All candidates will participate in a Practicum (9 credits) leading to a practicum report which requires at least 180-270 hours of prescribed work.
- (g) All candidates will complete a Capstone project (15 credits) in his/her selected concentration, leading to a report which requires at least 300-450 hours of prescribed work. The capstone project should commence at the beginning of the academic year of admission and span over 2 years for part-time candidates.

- *PDipPH*

To fulfil the programme requirements, a candidate shall follow the courses of study as defined for each concentration in the programme curriculum, with a minimum total of 60 credits of prescribed work, and satisfy the examiners in each course.

Application for change of concentration will only be considered before October 15th in the first year of registration

8. Progression to MPH from PDipPH/PCPH

- (a) Application for exemption from attendance of a limited number of courses for the MPH by holders of a PDipPH/PCPH may be considered by the Board of Studies based on individual merit subject to the following conditions:
 - (i) the courses are appropriate for the Master of Public Health concentration applied for;
 - (ii) advanced standing up to 9 credits may be granted to holders of the PDipPH/PCPH.
- (b) A candidate registered for the PDipPH intending to transfer to the MPH before completion of the PDipPH should submit his/her request before completion of the first year study of the PDipPH programme to the Board of Studies which will be considered on a case-by-case basis.
- (c) Full composition fee for the MPH should be paid and no credit will be given for the payment.

9. Exit Mechanism for MPH

- (a) A candidate for the MPH may choose to exit the programme and be considered for the award of a PDipPH after having successfully completed a minimum of 60 coursework credits in accordance with the PDipPH curriculum.
- (b) No pro-rata refund of the composition fee will be made.

10. Course Assessment

- (a) Candidates shall be assessed based on in-course assessment and/or examinations, which shall be arranged by the course coordinator concerned.
- (b) The minimum provisional pass mark for a course is 50%.
- (c) Candidates who have failed to satisfy the examiners (< 50%) in the first attempt of a course may be permitted to attend a supplementary examination.
- (d) Candidates shall normally be informed of their examination results by March 15 for 1st semester courses, by July 31 for 2nd semester courses, and by September 30 for summer courses.
- (e) Supplementary examinations should be organized by the course coordinator concerned and should take place on a specified date not less than one month after the publication of results.
- (f) Candidates taking a supplementary examination, retaking an examination with or without repeating the same course, or taking an alternative course because of failure in the first attempt in a course examination shall not be awarded a grade higher than 50% for candidates admitted before 2015/16 academic year.
- (g) For failure in a supplementary examination, the examiners concerned should make a recommendation for consideration by the Board of Examiners, with reference to the Regulations of the relevant Degree/Postgraduate Diploma.
- (h) A candidate who is not permitted to present himself/herself for re-examination in any course(s) in which he/she has failed to satisfy the examiners shall be recommended for discontinuation of studies under General Regulation G12.

11. Practicum (*for MPH candidates only*)

- (a) Candidates shall be assessed on the basis of their practicum portfolio as well as supervisors' assessment of the workplace performance of the practicum deliverables.
- (b) The practicum portfolio shall comprise:
 - (i) competencies self-assessment (pre-practicum)
 - (ii) competencies self-assessment (post-practicum)
 - (iii) practicum learning contract
 - (iv) interim practicum report
 - (v) final practicum report
 - (vi) log sheet
- (c) A candidate shall deliver to the MPH Office hard copies of the duly endorsed learning contract, interim practicum report and log sheet based on the timeline set by the supervisor. An electronic copy of the final practicum portfolio shall be submitted within one month after the completion of the practicum.
- (d) The site supervisors concerned shall give a score and comment on the candidate's workplace performance on the Site Supervisor Evaluation Form.
- (e) The examiners shall recommend the results of candidates' performance for the practicum to the Board of Examiners.
- (f) A candidate who has failed to achieve a GPA of 1.0 or above in the practicum in the first attempt shall be permitted to undertake a supplementary practicum within a specified period of not more than four months after receipt of a notice that it is unsatisfactory.

12. Capstone (for MPH candidates only)

- (a) The capstone report shall contain not more than 5,000 words and must be submitted to the MPH Office for arrangement of examination on or before August 1 of the final year of study.
- (b) A candidate shall submit the capstone report title, with the endorsement of the capstone advisor concerned, on or before May 31 of the final year of study.
- (c) Two internal examiners shall be nominated by the School to examine the capstone report of each candidate. An internal examiner should not be the capstone advisor of the candidate to be examined. Nominations should be submitted to the Board of Studies for approval by June 30 of the year.
- (d) Requests for extension of the deadline for submission of the capstone report will only be considered in exceptional circumstances and shall be submitted to the MPH Office for Board of Studies approval by July 15 of the final year of study. If in exceptional circumstances an extension is approved by the Board of Studies, the maximum period of extension to be granted shall be 3 months.
- (e) A candidate shall deliver to the MPH Office not later than August 1 of the final year of study two **hard** copies of the capstone report (in temporary binding). One soft copy should be uploaded to the capstone Moodle site.
- (f) The examiners shall return the completed Examiner's Report Form within 2 weeks of receipt to the MPH Office.
- (g) The examiners shall give a score and their comments on the Examiner's Report Form.
- (h) The passing mark for a capstone report is 50%.
- (i) The average of the marks given by the examiners for a capstone report will normally be taken for submission to the Board of Examiners, except in cases where the substantive recommendations of the examiners are different.
- (j) In the event of a big discrepancy in the marks given by the capstone report examiners, a third examiner may be nominated by the Board of Examiners to assess the capstone report, and the Board will take into consideration the majority view of the examiners in determining the result of the capstone report examination.
- (k) In accordance with M94 of the *Regulations for the Degree of MPH*, a candidate who has failed in the capstone report examination (*i.e.* below the passing mark of 50%) but has passed the courses' examinations and has satisfactorily completed all prescribed written and practical work, may be permitted by the Board of Examiners to revise the capstone report and to re-present it within a specified period of not more than 4 months after receipt of a notice that it is unsatisfactory.

13. Overall Assessment

- (a) A candidate must satisfy the attendance requirement of at least 80% of the classes.
- (b) A candidate for the MPH is deemed to have passed if he/she has obtained at least an overall GPA of 1.0 in the courses' assessment, the practicum and in the capstone report examination.
- (c) A candidate for the PDipPH is deemed to have passed if he/she has obtained an overall GPA of 1.0 in the courses' assessment.

- (d) A candidate who is unable because of his/her illness to be present for any part of an examination may be permitted to present himself/herself at the supplementary examination of the relevant course(s) as the first attempt. The application should be made in writing to the Board of Studies within two weeks of the first day of absence from the examination.
- (e) A candidate who has failed to satisfy the examiners in a second attempt in any examination or the overall assessment may be required to discontinue his/her studies (under G12 of the General Regulations).
- (f) A candidate who has failed to satisfy the examiners and who is not required to discontinue may be required to repeat the whole or any part of the relevant programme, as prescribed by the Board of Examiners, before re-presenting himself/herself for examination.

- (g) Individual courses will be graded according to the following grading system:

Percentage	Grade	Grade Point Value	Course Standard
90-100	A+	4.3	Excellent
86-89	A	4.0	
82-85	A-	3.7	
78-81	B+	3.3	Good
74-77	B	3.0	
70-73	B-	2.7	
66-69	C+	2.3	Satisfactory
62-65	C	2.0	
58-61	C-	1.7	
54-57	D+	1.3	Pass
50-53	D	1.0	
0-49	F	0	Fail

- (h) Candidates achieving a CGPA 3.7 or higher may be awarded a distinction.

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