

MSc in Applied Geosciences

Job Description – programme director

1. Fully responsible for management of the programme in all respects, save for finance, budget and accounts.
2. Reports to the head of the Department of Earth Sciences and the Board of the Faculty of Science.

Annual recurrent items

3. Manage the process of student admissions to degree programmes, up to the point of referring cases to Science Faculty for offer, and manage CPD admissions to courses.
4. Oversee the preparation and issue of the annual timetable of courses in July and January.
5. Select and arrange for the timely appointment of external course coordinators and ensure the appointment of internal course coordinators.
6. Prepare estimates of teaching hours by external teachers in July and December.
7. Ensure that Course Descriptions are maintained up-to-date by Course Coordinators and ensure the alignment of Course Learning Outcomes with Programme Learning Outcomes.
8. Manage the process of course selection by students in August and December.
9. Analyse and respond to the results of Student Evaluation surveys of teaching and learning and student satisfaction exit surveys for the purpose of enhancement of teaching and learning.
10. Chair the student-staff consultative committee.
11. Review annually and revise as required programme curricula, syllabuses and publicity materials.
12. Chair the Committee for the MSc in Applied Geosciences and the Post-graduate Diploma in Earth Sciences and the HKIE Approved Course Committee for the MSc in Applied Geosciences.

Ad-hoc items

1. Devise and operate a strategy for development of the programme and facilitate audits and reviews.
2. Maintain up-to-date the programme specifications, including Credit Unit Statement, Study Hours Statement and Programme Learning Outcomes.
3. Deal with student administrative matters referred by the Faculty of Science including approvals of deferral of studies, transfer from Post-graduate Diploma in Earth Sciences to the MSc in Applied Geosciences, advanced standing, etc.
4. Undertake such other actions as may be required to foster student learning, including student progress meetings and counselling.

Triennial items

1. Ensure timely renewal of programme and course accreditations.
2. Ensure timely appointment of External Examiner and Chief Examiner.

In carrying out the duties the programme director is supported by the General Office of the Department of Earth Sciences and the administrative units of the Faculty of Science.

MSc in Applied Geosciences

Job Description – chief examiner

Annual recurrent items

1. Oversee the assessment of student learning and the compilation of course results in December, May and August.
2. Approve written examination question papers for issue to Exam Unit.
3. Chair the departmental Examiners Meeting and recommend student Grades, awards and courses of action to the Board of Examiners of the Faculty of Science, and be a member of the Board of Examiners.
4. Provide course marks and Grades to the External Examiner each semester and samples of student work for his evaluation.
5. Liaise with the External Examiner to ensure the timely submission of his annual report to the Vice-chancellor and prepare the departmental response.

Ad-hoc items

1. Issue guidance notes to examiners as required.

Triennial items

1. Ensure timely appointment of External Examiner.
2. Manage the visits of the External Examiner to HKU.

In carrying out the duties the chief examiner is assisted by the General Office of the Department of Earth Sciences and the administrative units of the Faculty of Science.

AWM 3.5.15

MSc in Applied Geosciences

Job Description - Course teacher

1. Teach and assess the learning achievement of students.
2. Employ active learning methods.
3. Assessment of student learning achievement:
 - (a) Administer and mark coursework.
 - (b) Allow 14 days for assignment return.
 - (c) Provide feedback on student coursework assignments within 14 days of submission deadline and in no case later than one week before any written examination. Feedback will be either by (i) detailed annotation including marks on individual answer scripts produced by students or (ii) mark sheet by university number and a consolidated comment sheet.
 - (d) Examiner for written examinations, including supplementary examinations: including contribute to the question paper and mark the examination scripts.
 - (e) Compile coursework marks and examination marks.
 - (f) Attend the departmental Examiners Meeting each semester.
4. Contribute to maintaining up-to-date the Course Description.
5. Analyse and respond to the results of Student Evaluation surveys of teaching and learning and student satisfaction exit surveys.
6. Review annually and revise as required course content and teaching methods. Ensure compatibility of content with cognate courses.

In carrying out the duties the course teacher is supported and assisted by the course coordinator and the General Office of the Department of Earth Sciences.

AWM 15.10.18

MSc in Applied Geosciences

Job Description - Course coordinator

1. Fully responsible for the course in all respects.
2. Teach and assess the learning achievement of students.
3. Coordinate the teaching and assessment of any other teachers of the course. There shall be no more than three teachers for 6-credit courses and two for 3-credit courses, except for seminars courses of case histories.
4. Promote the use of active learning methods.
5. Arrange for the appointment of part-time teachers where required for the course.
6. Prepare the schedule of classes, home assignments and other associated activities of the course for issue by DES General Office.
7. Assessment of student learning achievement:
 - (a) Ensure students know the course learning outcomes.
 - (b) Administer and mark the coursework and coordinate the assessment work of other teachers of the course.
 - (c) Allow 14 days for assignment return.
 - (d) Provide feedback on student coursework assignments within 14 days of submission deadline and in no case later than one week before any written examination. Feedback will be either by (i) detailed annotation including marks on individual answer scripts produced by students or (ii) mark sheet by university number and a consolidated comment sheet.
 - (e) First Examiner for written examinations: duties include compile the question paper, attend the first 30 minutes of the written examination and mark and coordinate the marking of the written examination scripts.
 - (f) Compile the coursework and examination marks of the course and recommend Grades.
 - (g) Attend the departmental Examiners Meeting each semester.
 - (h) Ensure the archiving by DES General Office of a selection of marked coursework and written examination scripts and question papers in accordance with HKU policy.
8. Maintain up-to-date the Course Outline in prescribed format.
9. Analyse and respond to the results of Student Evaluation of Teaching and Learning surveys.
10. Ensure compatibility of content with cognate courses.
11. Review annually course content and teaching methods and revise as required.

AWM 15.10.18

MSc in Applied Geosciences

Job Description – Assistant Programme Director

Aim

To foster a greater sense of belonging in the MSc Other Themes¹ and PgDES student groups.

Annual recurrent items

1. Conduct an inception meeting and focus group interviews with MSc Other Themes and PgDES students.
2. Analyse the results of student exit surveys for the purpose of enhancement of teaching and learning.
3. Advise the Programme Director on actions to enhance MSc Other Themes and PgDES student satisfaction.
4. Organise and attend the once per semester staff-student consultative meetings.

Ad-hoc items

1. Conduct student counselling meetings as required.
2. Undertake such other actions as may be agreed between the Programme Director and Assistant Programme Director.

In carrying out the duties the Assistant Programme Director is supported by the General Office of the Department of Earth Sciences.

¹ themes other than the two engineering geology themes

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