

**Hang Seng Management College  
Centre for Teaching and Learning**

**Policies and Guidelines of the First-Year Study Centre**

**Objectives**

Under the College undergraduate curriculum structure, all Year 1 students are required to take a number of first year and foundation modules on General Education, Languages, Quantitative and IT Skills. For non-business programme students, they are also required to take specified Business or Management-related modules.

To provide better learning support and experience to the Year 1 students, the Centre for Teaching and Learning (CTL) established the First-Year Study Centre to provide tutoring services for selected first-year foundation modules (e.g. English, Chinese, Mathematics, Statistics, Economics, etc.).

High-Performing Senior-year students will be nominated by modules offering Department/School to serve as tutors to provide weekly tutoring sessions.

**Location**

The Centre is located in Room A309 on the 3/F of S.H. Ho Academic Building (Block A).

**Service Period and Hours**

Tutor service will be provided from Week 1 to the last Exam Week in Semesters I and II. The weekly timetable will be posted on the website of Centre for Teaching and Learning and at the entry of A309.

**Module Selection**

The Vice-President (Academic & Research) office will consult School Deans to nominate first-year foundation modules in the beginning of each Academic Year. Maximum 10 first-year foundation modules will be selected and programme core modules will be excluded from the selection process.

## **Tutoring Sessions and schedule**

A 2-hour tutoring session conducted by senior year student for each selected module will be held weekly and only one tutoring session will be run at a time.

The tutoring sessions are open to all students in the module and are attended on a voluntary basis, free of charge. All sessions are face-to-face, in help desk format.

The Centre for Teaching and Learning will coordinate the recruitment of module tutors and generate the weekly timetable of tutoring sessions. Timetable will be uploaded to the website of Centre for Teaching and Learning on the last working day of the prior week (Friday or day before if Friday is holiday) and the hardcopy will also be posted at the entry of A309.

*Remark: Students are encouraged to check the timetable daily for any changes or cancellation of tutoring sessions or they would call Mr William Yiew/Ms Christy Chan (Tel: 3963 5073/ 3963 5011) for any queries.*

## **Tutors Recruitment Procedure**

1. The Centre for Teaching and Learning (CTL) is the recruiting unit of module tutors and will invite Department/School to nominate a senior year student to serve as the tutor of the selected module.
2. CTL will contact to the recommended senior year students to proceed the hiring process.
3. CTL will work with Human Resources Office and Finance Office on the appointment.
4. All tutor appointments are governed by the attached “Guidelines Governing the Appointment of Tutors of the First-year Study Center”

## **Tutor Expectations and Responsibilities**

- Tutors report to the Centre for Teaching and Learning
- Tutors are expected to the face-to-face tutoring in a professional way.
- Tutors are responsible to:
  - Fulfill the required Human Resource and Student Employment requirements.
  - Attend instruction meetings
  - Attend all tutoring sessions. Absences must be reported to the CTL.
  - Conduct face-to-face tutoring sessions at Room A309.
  - Be prepared and on-time for all scheduled tutoring sessions.
- **Excused absences policy:** It is important to avoid absences and tardiness. Excused absence or lateness required advance notice. Emergency absences must be reported immediately to CTL. No more than **two excused absences** is permitted.
- **Unexcused absence policy:** An unexcused absence may result in the termination of the tutor employment.
- **Resignation:** One month advanced notice is expected for resignation by the

means of resignation email or letter addressed to CTL.

### **Tutors' Payroll**

Recruited tutors will be entitled to a stipend of HK\$100 per hour.

Tutors must submit monthly timesheets on the day of last tutoring sessions of each month to CTL. Endorsed timesheets would therefore be submitted to Finance Office for payroll arrangement. Late timesheets will not be paid until the following month.

Tutors may not:

- ❖ Submit electronic timesheets. Timesheets with original signatures are always required
- ❖ Submit overtime. Overtime is not authorized and will not be honored.
- ❖ Work any unauthorized hours. Hours not approved by CTL (not including in the timetable) and accurately calculated will not be paid.

*Remark: Timesheets will be provided to the tutors on the first report duty day of each month.*

### **CTL Responsibilities**

The CTL will manage the First-year Study Centre and support its daily operation.

- Responsible for day-to-day operation of tutoring services including all recruitment processes. Assists in the development and implementation of policies and procedures for effective operation.
- Develops schedules for tutoring sessions.
- Ensures time records are kept accurately by tutors and turned in on-time.
- Performs other duties, related to the tutoring services.

### **Daily Operation**

- Tutors are required to report at CTL office 10 minutes before the start of tutoring session.
- A logbook for recording the names of attendees will be provided to the tutor when report to CTL office and it has to be returned after tutoring session.
- Tutors can contact CTL for assistance for issues regarding the tutoring sessions.

10 June 2016

Centre for Teaching and Learning