Guidelines for

Demonstrators, Tutors

& Teaching Assistants

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Educational Goals

1. To assist students, through active discussion, debate, and demonstration etc., to develop their skills as critical and creative thinkers.

2. To help students develop their skills in spoken English by conducting all tutorials in English.

3. To enhance students' presentation skills by providing students with adequate opportunities to present their ideas/ opinions.

4. To enhance perspective-taking ability by exposing students to alternative views/ opinions as well as different conceptual/theoretical framework in data interpretation.

5. To encourage independent thinking, while allowing for teamwork in projects, where organizational, teamwork and leadership skills can be developed.

6. Emphasize active learning, where the responsibility of learning is on the students themselves. This might require an emphasis on problem-based learning, independent work, Socratic methods or other techniques.

Tutorial Formats and Activities

1. The structure and objectives of tutorials should be clearly defined and conveyed to students.

2. Tutorials should show integration and relevance with other components of the course, including lectures, reading materials, projects, assignments, etc. In some cases, tutorials should provide opportunities for students to develop practical skills such as the use of statistical software(s).

3. Tutorial formats should vary according to the concepts or materials covered. A combination of formats is preferred. Examples of tutorial formats include group discussion, case study, debate, presentation, role-play, in-class experiment, students as tutorial host, practicum for statistical software, etc. In general, problem-based approaches with real life significance are most welcome.

4. While clarification and recapitulation of difficult concepts may be helpful at times, tutorials should not be mini lectures, nor time for repeating materials that have been covered in lectures. Students are expected to shoulder the responsibility to enhance their understanding of course materials through reading and research. Individual difficulties with course materials should be dealt with in tutor consultation sessions, not in tutorials.

5. Tutorial structure, format, and content should be standardized across tutorial sessions within the same course.

6. Students should always be the center of tutorials, where they take up an active role in constructing knowledge, with appropriate guidance from tutors through giving feedback, facilitation and moderation.

7. Strategies to ensure student preparation before tutorials are strongly recommended. Preparation is a main ingredient for active and fruitful participation. Examples of strategies that ensure student preparation include writing short response papers in form of an admission ticket before discussions, requiring students to comment on specific topics or issues on course website prior tutorial discussion, individual meeting with students before student presentation or host session, etc.

8. Tutorial size should be kept small, ideally between 12-15 students.

Major Duties

1. Tutors are responsible to the lecturers of their assigned courses. The lecturers will in turn provide directions for their tutors.

2. Tutors have to meet regularly with their assigned lecturers to report tutorial progress.

3. Lecture attendance is mandatory for tutors, except when the lecturer grants exemption.

4. Courses with more than one tutor will have a designated course coordinator, in charge of coordinating teaching materials and combining coursework marks collected from tutors and enter examination marks (if necessary) with the help of tutors.

5. To enhance quality of tutorials and facilitate coordination among tutors, it is essential for the course coordinator to have regular meetings with tutors of the course.

6. To record student details (full name, university number and faculty/degree) in the provided attendance sheet (in EXCEL worksheet format).

7. After the second week of each term, tutors should provide their course coordinator with a copy of their tutorial schedule and student name list.

8. Keep students' attendance in good record. Ensure all columns in the attendance sheet are fully filled; there must be some reasons if you leave it blank!

9. Report to course coordinator about any changes of students' status, e.g. transfer to another group, absent for over 2 tutorials without notification, etc.

10. Report any students with unsatisfactory coursework and/or poor attendance to the lecturer concerned or General Office for further action. Early identification of problems is essential.

11. Tutors should send warning emails/ letters to students with unsatisfactory performance/poor attendance. A warning letter template will be sent to tutors during the term.

12. Submit medical certificate or notices from students to General Office for record. [Note 1]

13. Help the course coordinator combine coursework marks and enter examination marks.

14. Cross check names on the provided enrollment checklist with those from your own tutorial attendant list to see if there is any discrepancy in your record or on the enrollment checklist.

15. During exam and grading periods, tutors will be assigned as exam invigilators, and will have to assist in grading exams.

16. All finalized marks will go into students' permanent record. Tutors should take great care to ensure accuracy in the reported marks, and should be accountable for the marks. Note 2

17. The General Office will issue official mark-sheets in MS EXCEL format at the end of the term. Before recording the marks, tutors should report their coursework marks to the course coordinators, who will in turn consult the course lecturers for endorsement on the marks.

18. Contact General Office if you have any queries about students.

Note 1: Medical Certificate Authentication

- Tutors may receive "suspicious" medical certificates from students. When authenticate a "suspicious" medical certificate with the doctor/the clinic concerned, tutors may use the following template:

Cantonese:

開首: 你好, 我係香港大學心理學系嘅助教 XXX(姓名), 我哋有位學生交左一份由貴診所醫生簽發嘅醫生紙, 我哋希望可以同 XXX 醫生確認一下資料，例如學生姓名，醫生紙簽發日子， 同埋給予病假嘅日子。

結尾: 好多謝你嘅協助，如果有任何問題，可以隨時聯絡我，我嘅電話號碼係 3917-xxxx(助教電話)，或者你也可以聯絡我哋學系辦公室嘅行政人員，電話號碼係 3917 5867。Bye-bye.

English:

Starting: Good morning/afternoon. This is XXX (Name of tutor) from the Department of Psychology, the University of Hong Kong. Recently a student presented a medical certificate issued by your Clinic to our Department. May we approach Dr. XXX to confirm whether the document is genuine? More specifically, we would like to verify whether the name of student, date of consultation, and the recommended day(s) of sick leave are correct. Thank you very much.

Ending: Many thanks for your kind assistance in verifying the information. If there is any question, please feel free to contact me at 3917-xxxx (tutor's call no), or call our administrative staff of Ug programme at 3917 5867. Bye-bye.

- Please report cases of fraudulent medical certificate to the course instructor concerned.

Note 2: Grade/Mark Enquiries

- Tutors should not reveal grades/marks to students without the permission of the course co-ordinator/ course lecturers. This applies to all the assessment components.

- Grades/marks of assessment components should be posted in the course moodle. Before formally releasing the result to students, please get the course lecturer's approval.

- Tutors should direct all the formal or informal enquiries concerning course

grades/marks or moderation of grading to the course co-ordinator or the course instructor.

- To ensure fair assessment, before the actual marking, course co-ordinator should discuss with the course lecturer regarding methods for moderation of grading when there are two or more teachers for a course to ensure there is common understanding of grading standards among them.

Workload

1. A full-time demonstrator/teaching assistant has ten tutorials per week (i.e., 40 working hours per week). A half-time demonstrator/ teaching assistant should carry five tutorials (i.e., twenty working hours per week), and a PGS holder will hold two tutorials per week (or three biweekly tutorials) depending on the workload prescribed. Each semester is assumed to be between twelve and fifteen weeks long.

2. Some courses require assistance on grading only. The department may employ alternative method(s) for calculating workload in this type of courses.

3. Each tutor's workload will be calculated in terms of the number of students per class and the total number of teaching hours.

4. Tutors, who do not have a full workload in a semester, will have to take up extra hours in the other semester. Alternatively, the Head of Department may prescribe additional duties for them in order to make up for the differences.

5. Full-time/part-time tutors are required to supervise undergraduate independent studies as well as being second examiners for IS reports.

Leave

1. Postgraduate students should follow below sequence for leave application:

   a. Firstly to inform the course lecturer and the tutor coordinator (Terry Tse), if during school term.

   b. Apply leave through the student interface of the Online Leave System (via HKU Portal > SIS Main Menu > Online Applications > Application for Leave of Absence). Supervisor / DRPC and FHDC Chairpersons or their delegates will approve / disapprove the applications on the approver interface. Students will be informed of the application results by email, or may check the application results through the student interface of the System. You may refer to the user guide, which is also available on the System, for more information

2. Demonstrators/teaching assistants should apply on-line through the Portal for approval by the Head of Department or his/her delegate. You are also required to inform the course lecturer and course co-ordinator if leave is taken during school term. You should cc copy the application to Terry Tse (yltsec@hku.hk), Ug Programme Secretary (ugpsyc@hku.hk), and RPg Programme Secretary (rpsyc@hku.hk) in your application.

3. No leave application will be granted during exam and grading periods, except follow-up arrangements have been made with the teacher concerned, tutor co-ordinator (Terry Tse) and UG programme Secretary (ugpsyc@hku.hk). Leave approval will be given only after all exam and coursework marks have been finalized and reported to the Faculties.

4. Demonstrators/teaching assistants/Teachings Assistants on a 2-year fixed term contract will be allowed to carry forward up to 8 untaken leave days to the following year (i.e. if the annual entitlement is 18 days, at least 10 days in the first year have to be taken), provided there is a continuous 2-year contract renewal. Those on other than a fixed term, i.e., less than a 2-year contract, should clear their leave by the contract expiry.

5. Both the Faculty Office and the Finance Office are imposing checks on all PGS holding students' return upon completion of their leave. You are therefore required to report duty after your leave to the Departmental Office by email or show-up.

Deployment Procedures

1. If a tutor is interested in a particular course, it is the tutor's responsibility to contact the lecturer(s) concerned to show their interests.

2. The tutor should then indicate their preference for courses to the Co-ordinator for Tutorials. Note that ranking a course as the most preferred does not guarantee that the course will be assigned as requested.

3. If more than one tutor chooses the same course, the lecturer will decide which candidate is the most suitable for the course.

4. If more than one lecturer chooses the same tutor, while the tutor cannot accommodate all the requests, the tutor's preferences will be considered.

5. If a lecturer nominates a tutor for his/her course, and the tutor does not have other nominations, the tutor will automatically be assigned to the course. If the tutor prefers otherwise, it is the tutor's responsibility to work out alternative solutions with the lecturer(s) concerned.

6. For courses that the lecturer makes no nomination, the tutors' preferences will be considered.

7. If a tutor's requests cannot be met, that tutor will be placed, with his/her consent, according to the needs of the department.

8. In case of non-resolvable conflicts, the final solution will be based on the decision of the lecturer or the Head of the Department if the lecturer is not available.

Key Assignment

You will be assigned keys for access to your office/pigeon hole (if applicable).

1. You are responsible to keep good custody of all keys which must not be duplicated, and must not be loaned to other people. A key deposit of HK$100 per key is required. If a key is lost/damaged, $100 per key will be charged for the replacement.

2. For other staff: Please clear all personal belongings in your office as well all personal files on your office computer by the last day of employment, and return all keys, computers and other equipment to the Department. Failing to do so will result in a forfeit of your key deposit. All materials left on workstations and/or in drawers / cabinets will be disposed and all files stored in the office computer will be cleared.

Contract Renewal & Future Teaching Appointments

1. For demonstrators/teaching assistants, renewal of contract is based on performance, funding availability & demand for demonstrators/ teaching assistants in the Department. In appraising demonstrators/ teaching assistants' performance, we will consider both students evaluations and feedback from the lecturers.

2. For PGS holding students, if they receive consistently poor evaluations from students and lecturers, a tripartite meeting will be held with the student, the student's thesis supervisor and the Chairman, DRPC (Departmental Research Postgraduate Committee) to identify problem areas for improvement. If a PGS holding student fails to show significant improvement in the coming semester, the Chairman, DRPC may recommend the following actions:

   (i) record the student's poor teaching performance in the student's progress report, and/or
   (ii) recommend termination of PGS.

   PGS holders' teaching performance will be an important factor when they apply for teaching jobs in the Department in the future.

Outstanding Tutor Awards

Purpose of the award

- To recognize tutors for their teaching excellence and dedication to students' learning.
- To stimulate high quality teaching and enhance positive teaching and learning environment.

The award

- A maximum of two Award Winners per academic year, each winner receives book coupons with value of HK$1,000 and an award certificate.

Eligibility

- Nominees can be full-time demonstrators/teaching assistants or part-time graduate students in the Department of Psychology.
- Nominations must be based solely upon responsibility as a Tutor.
- Nominees must be individuals, not teams.
- Nominations are by tutor and by course for the current academic year.
- Multiple nominations of the same tutor but by a different course are permitted.
- Previous year's award recipients are not entitled to take part in the competition.

Criteria for teaching excellence

The award should be award according to the following criteria. These criteria were developed according to the findings of the survey among important stake holders of the department in May and June 2010 (see the **Appendix III**)

1. COURSE & TOPIC KNOWLEDGE: Demonstrate outstanding course/topic knowledge in tutorial documentation; clarify concepts effectively.
2. STUDENT-CENTRED APPROACH: Clear adoption of student-centered approach in the design of tutorials; build rapport with students and willingness to make oneself available for students.
3. PRACTICE AND APPLICATION: Appropriately incorporate platforms for skills training and theoretical applications.
4. INTERACTION AND PARTICIPATION: Evidence of creativity, innovative teaching efforts and extra effort in improving students' engagement.
5. MOTIVATION AND STIMULATION: Efforts to stimulate independent critical thinking and spark off interest in additional knowledge seeking.

Call for Nominations

Each qualified nomination must at least consist of a student nominator or a course instructor nominator. Self-nomination will not be accepted. Any individual current student or lecturer of the Department of Psychology may initiate a nomination.

To nominate a tutor:

- Complete an Outstanding Tutor Award Nomination Form (**Appendix IV**) with supporting letters.
- Obtain the acceptance of nomination from the nominee.

Deadline for Nominations:
Nomination form must be submitted by 5 p.m. on July 31 of the academic year to:

Chair
Departmental Teaching and Learning Committee
Department of Psychology
Room 627, The Jockey Club Tower, Centennial Campus,
The University of Hong Kong

Or email: dpsychol@hku.hk

Selection
The judging panel should consist of:
1. Department head (the panel chair)
2. Three faculty members from the Departmental Teaching and Learning Committee
3. At least one student representative from Psychology Society

Awards Recognition
Each year the Outstanding Tutor Award winners are honored at a public ceremony and reception hosted by the Department of Psychology when the new academic year commences. The winners of the year will have the honor to share his/her experience and insight with other tutors in that year's Tutor Orientation in late August / September.

Message from DRPC Chair

Dear new research students,

Welcome to the Research Postgraduate Program in the Department of Psychology at the University of Hong Kong. On behalf of the Departmental Research Postgraduate Committee, I wish you all success in your study.

Before you start the first semester, I would like to brief you on the requirements of your study and the department's support to your research.

A. Courses offered by the Department

- MPhil: 3 compulsory courses and 2 elective courses from the list below
- 4-year PhD: 3 compulsory courses and 3 elective courses from the list below

Course Code	Course Title	Compulsory (C) / Elective (E)
PSYC6010	Conceptual and Methodological Issues in Psychological Research I	C
PSYC6011	Conceptual and Methodological Issues in Psychological Research II	C
PSYC6025	Postgraduate Seminar in Scientific Writing for Psychology	C
PSYC7021	Postgraduate Seminar in Cognitive Psychology	E
PSYC7022	Postgraduate Seminar in Social Psychology	E
PSYC7023	Postgraduate Seminar in Developmental Psychology	E
FOSS6100	A Practical Guide to Social Science Research	E

B. Courses offered by Graduate Schools

You are required to fulfill a set of coursework requirements. Details are available at https://gradsch.hku.hk/current_students/coursework/general_coursework_requirements.

If you have any queries in course selection, please discuss with your supervisor directly. You may also consult the senior research students in the Department.

Confirmation of Candidature

You shall submit a research proposal by the end of your probation period. Your candidature will be confirmed by then if you have submitted a proposal to the satisfaction of your supervisor and an internal reviewer. Your supervisor will submit a report on your progress to the Graduate School every 6 months throughout your study. You should also complete a parallel form (on-

line) reporting your own progress to the Graduate School. A form for the submission of the research proposal is attached in **Appendix I**.

Departmental Seminars

All research students in our department are required to attend the departmental seminars. In addition to attending the seminars, you are required to present your research at least once during your study here. The presentation should take place before your oral defense. Departmental staff will co-ordinate the schedule.

Each seminar will be attended by at least two teachers in the field of the research, not including the supervisor(s).

Here below are the research areas of faculty members in the Department:
https://psychology.hku.hk/research-areas/

You are required to sign in for the seminars. Your attendance rate should be at least 5 seminars or 50% of the seminars organized in each semester (whichever is lower). When it is time for your supervisor to write your progress report, the General Office will send your attendance record to him/her for consideration.

Participation in the departmental seminars is part of your research training. We hope that you can extend the horizon of your research knowledge by attending the seminars. We also hope that you can receive useful comments and feedback for your own research projects from a wide audience, as you present your work in the seminars.

Part-time research students who are holding full-time job outside the university may have difficulties in attending the seminars. The requirement of attendance can be relaxed for these individuals. However, they are still required to present their research projects at least once during their study.

Annual Departmental Postgraduate Research Symposium

The Department has had held its annual Departmental Postgraduate Research Symposium since 2015. The next is planned to be held in November 2026. All students in their second year of studies are required to make a presentation (oral or poster session). Those in other years of studies (such as before confirmation of their candidature or preparation for an oral exam) are highly encouraged to take part.

Conference / Travel Support

Research students may apply to the Committee on Research and Conference Grants (CRCG) for conference / travel support once in the course of his/ her registration for the degree for MPhil students, and twice for PhD students. The maximum level of conference / travel support an eligible student can receive is subject to review by the Committee from time to time. Please refer to the website of the University of Hong Kong Research Services for more details (http://www.rss.hku.hk/fund/conference-students).

PhD students may find this sponsorship inadequate. Our department has therefore set up two additional travel grants for PhD students. You are encouraged to make full use of these provisions for your research and study. Please refer to **Appendix II** for details.

If you have any queries about the requirements of and support to new research students, you are welcome to contact me or your supervisor. Again, I hope that you will enjoy your study here and be successful in your scholarship.

Best regards,
Professor Ben Becker
Chair
Departmental Research Postgraduate Committee

Appendix I

To: Faculty of Social Sciences
via DRPC Chair, Department of Psychology

From: _____ Degree: _____

Period of Study: _____ _____University No.: _____

End of Probationary period: _____

I would like to submit the research proposal (attached) for my candidature confirmation for onward transmission to the Faculty of Social Sciences. I have obtained the endorsement from my thesis supervisor(s) and the DRPC Chair.

_____

Student Name & Signature:

Date:

==========

Comments/Endorsement

_____
Signature of Supervisor
Name:
Date:

_____
Signature of Supervisor
Name:
Date:

_____
Signature of DRPC Chair
Name:
Date:

Appendix II

Department of Psychology Research Postgraduate Committee

Departmental Policy on Travel Support for Research Postgraduate and PsyD Students **(since 2005/2006, revised 2011 & 2016, 2025)**

Preamble

Doctoral students in the Department (full-time PhD and part-time PhD and PsyD) may apply for travel support twice to attend major conferences to present their thesis work in addition to the two CRCG travel grants funded by the University. MPhil students can apply for one conference grant from the department.

The DRPC recognises that some doctoral students may have research-related activities requiring overseas travel other than conference attendance, and these students may apply for support for one non-conference travel and one conference trip, instead of two conference trips. One trip will be funded to fifty percent of the costs – airfare, reasonable accommodation, and conference fees – up to a limit of $6,000 for conference travel, and $3,500 for other research-related travel. The other trip, which must be for attending a conference, will be funded for 100% of the costs to a maximum of $12,000, but will only be awarded if the student has had a paper accepted for review (that is, it has been sent to reviewers by the editor) by an ISI-indexed journal.

MPhil students are only eligible for the full conference grant, with the additional condition that they have already used the CRCG grant from by the University. While it is expected that most applications meeting the requirements below will be approved, funding is dependent on DRPC fund availability.

Requirements

1. Support from the student's supervisor is required.

2. For conference-attendance applications, the applicant must be first author on a conference presentation and the work presented must form a substantial part of the applicant's thesis. Application for funding must be made at least one month prior to the travel date. Requests are encouraged prior to acceptance of the proposed paper by the conference organiser; approval will be awarded pending acceptance of the paper.

3. For PhD students, the DRPC will fund one trip at 50% of the cost of airfare, 50% of reasonable accommodation, and 50% of conference registration and abstract submission fees, to a limit of $6,000 for a conference and $3,500 for a research trip.

   The full conference grant, applicable to both PhD and MPhil students and requiring prior submission of a paper to a journal (for detailed eligibility requirements, see point 5 below), will be funded at 100% of the costs, up to a limit of $12,000. Note that these amounts are based on the current value of a CRCG conference grant. Adjustment of the value of the CRCG grant does not automatically lead to a change in the value of this scheme. Changes to the amounts pertinent to this scheme are subject to review by the DRPC and approval by the Department.

4. Applicants are encouraged to visit another institution, to co-occur with a conference presentation (or other research-related travel). In this situation, the application must contain a justification for the visit, including the details of a talk the applicant may present at the University or Research Institute to be visited. Both the supervisor and an academic from the host institution are expected to support the visit. Reasonable costs of the institution visit may be included in the application; however, reimbursement will remain at the levels specified in point 3 above.

5. Application for the full conference grant will only be considered upon evidence that the student has had a paper accepted for review by an international journal indexed by the ISI and is first author on the submission. If a student has submitted such a paper before making any request for conference or research travel support under this scheme, the first trip to a conference can be funded at 100% of costs (to a limit of $12,000), with the second trip to be funded at 50% of costs to a limit of $ 6,000 (for a conference) or $3,500 (for a research trip).

   For MPhil students, an additional condition applies that they should have already used the CRCG grant by the time the conference for which they seek funding support takes place.

6. The applicant must submit an application form (Form: PSYC/TS/01) to the DRPC via the Department Office. The application should provide an itemised account of the total cost of the trip. The abstract of the conference presentation must be supplied – with proof of acceptance (if available). The conference-travel applicant may be required to justify the importance of the conference they wish to attend. The research-related travel applicant is required to give details of the academic purpose of the travel, showing why the travel is an integral requirement of the student's research programme. The DRPC

expects most candidates to submit an initial application before the submission deadline for the conference; approval (if granted) will be conditional upon acceptance of the paper at the conference.

7. Within 30 days of return from the visit a report (Form: PSYC/TS/02) on activities is required to be submitted along with receipts for reimbursement (Form: PSYC/TS/03).

8. An application may be presented to the DRPC, via the Committee's Chair, at any time. A decision will normally be made within 10 days of submission.

9. While most students applying for funding to present their work at a major conference will be funded for conference attendance, only students with research-related travel requirements that are an integral requirement of their thesis work will be funded under the other research-related travel category.

Appendix III

Outstanding Tutor Awards—<u>The Foundation of Selection Criteria</u>

Developed base on the common key points shared by all stakeholder groups generated from the survey conducted in May – June 2010.

CRITERIA	U/G	PCPsy	PGS/RPG	Demonstrator	Lecturer
SOUND COURSE / TOPIC KNOWLEDGE	<u>IMPORTANT</u> - Help to understand -Clarifies topic -Coaching on assignments	<u>IMPORTANT</u> -Clarify difficult concepts -Competent to address Q&A -Coaching on assignments	<u>IMPORTANT</u> Enhance understanding of topic	<u>IMPORTANT</u> Enhance understanding of topic	<u>IMPORTANT</u> -Enhance understanding of topic -Coaching
STUDENT – CENTRED APPROACH	<u>IMPORTANT</u>	<u>IMPORTANT</u>	<u>IMPORTANT</u>	<u>IMPORTANT</u>	<u>IMPORTANT</u>
PRACTICE & APPLICATION	<u>IMPORTANT</u> -real life application	<u>IMPORTANT</u> -problem based approach -practical skills training -current issue application	<u>IMPORTANT</u> -Practice -hands on experience	<u>IMPORTANT</u> -problem based activity -real life application	-hands on experience
INTERACTIONS & ACTIVE PARTICIPA-TIONS	<u>IMPORTANT</u> -Interaction	<u>IMPORTANT</u> -Exchange of opinions -New Perspectives	<u>IMPORTANT</u> -Interaction -Activity-based -Innovating -Interesting	<u>IMPORTANT</u> -Involvement -Engagement -Fun & engaging -Varieties	<u>IMPORTANT</u> -Interaction -Involvement
MOTIVATION & STIMULATION	<u>IMPORTANT</u> -Inspire students	<u>IMPORTANT</u> - Inspire students -Increase interest to learn more	<u>IMPORTANT</u> -Motivation	<u>IMPORTANT</u> -Stimulate intellectual experience	<u>IMPORTANT</u> -Motivation

Appendix IV

Department of Psychology
The University of Hong Kong
Outstanding Tutor Award
Nomination Form

Name of the Nominee:_____

Programme and Year (if the nominee is a graduate student):_____

Email:_____

Course(s) Tutored in the Current Academic Year:

Course Code	Course Title	Semester

Note. Teaching evaluation results of the above course(s) will be retrieved from the departmental archive.

Name of the Nominator:_____

Relation with the Nominee: _____

Email: _____ Telephone:_____

Has the nominee accepted the nomination? Yes ☐ No ☐

Nominator's Evaluation of the Nominee's Performance

	Excellent	Good	Adequate	Less than adequate	No basis for judgment
Course & Topic Knowledge					
Use of Student-Centered Approach					
Support on Practice & Application					
Promotion of Interaction & Participation					
Stimulation of Motivation					

Note. For the details of the above criteria, please consult the regulations of the award.

Please make any further comments as appropriate for the nomination:

Signature of the Nominator_____Date_____

Please return this form with the following documentation if available:
1) Supporting letter(s) from Supervising Instructor(s),
2) Supporting letter(s) from student(s),
3) Any other relevant documentation.

The deadline to submit the nomination is by 5 p.m. on July 31. The submission should be sent to the Departmental Teaching and Learning Committee, Department of Psychology, or by e-mail dpsychol@hku.hk .

No late submission will be considered and a panel will review all the nominations. Decision will be announced in August.