SCHEME OF WORK AND ASSESSMENT SUMMARY FOR STUDENTS

## Course and Course Information

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| --- | --- | --- | --- | --- | --- |
| **Discipline** | Discipline of Social Science | | | | |
| **Course Title** | Legal and Ethical Aspects of Social Work | | | | |
| **Component & Study Area** | Specialist Study: HK Law and Ethical issue of Social Work | | | | |
| **Course Code** | SSW 409 | | Year of Programme | | 2 |
| **Credit Units** | 3 | | QF Level | | 4 |
| **QF Credits** | 13.5 QF Credits | | Core/Elective | | Core |
| **Learning Hours** | Contact Hours | | | Self-Study | |
| 45 | | | 90 | |
| Lecture | Tutorial | Exam |  |
| 27 | 15 | 3 |
| **Prerequisites** | Nil | | Medium of Instruction | | English |
| **Course Lecturer(s)** | Mr. Leo LAM | | | | |
| **Office Phone No.** |  | | **Email Address** | | [leolam@ny.edu.hk](mailto:leolam@ny.edu.hk) |
| **Time and Venue** | Tue: 18:30-21:30 | | | | |
| **Consultation Hours:** | Wed: 18:30-21:30 | | | | |

## Course Description and Aim

The practice of social work must take into account both law and ethics. Due to the ethical nature of their work, social workers are required to uphold both the law and their profession's code of ethics. Students who take this course will have a critical understanding of how law and ethics interact in the practice of social work. The ability to apply ethical principles to a social worker's daily practice will allow students to analyze how the law may be used as a framework of protection for both service users and practitioners. It is an introduction to the legal tenets, institutions, and procedures that form the foundation of the Hong Kong legal system. We'll highlight pertinent laws and how they affect how social worker’s practice.

In addition to assisting students in examining their own values and beliefs, this course also covers ethical frameworks and theories that can be applied to decision-making in the workplace. The legal obligations and liabilities of social workers will also be looked at, including the duty of care and negligence, the

obligation of confidentiality, and the idea of informed consent.

**Course Intended Learning Outcomes (CILOs)**

Upon completion of the course, students should be able to

1. discuss and justify legal and ethical decisions in social work practice with reference to relevant legal and ethical principles;
2. discuss the role of social workers in controversial cases with reference to relevant legal and ethical guidance and standards;
3. assert the legal rights of service users and utilize suitable community resources in simulated situations and cases;
4. be reflective about the interface between one’s personal self with one’s professional self in the helping process; and
5. make moral judgement for the well-being of service users in facing social work ethical dilemmas.

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| **CILOs Mapped to the PILOs** | **Programme Intended Learning Outcomes (PILOs)** | | **CILOs** | | | | |
| **a** | **b** | **c** | **d** | **e** |
| PILO 1 - Independent learning | |  |  |  |  |  |
| PILO 2 - Problem solving | |  |  |  |  |  |
| PILO 3 - Communication | |  |  |  |  |  |
| PILO 4 - Teamwork | |  |  |  |  |  |
| PILO 5 - Social, economic, cultural, governmental issues | |  |  |  |  |  |
| PILO 6 - Information technology | |  |  |  |  |  |
| PILO 7 - Social sciences | |  |  |  |  |  |
| PILO 8 - Social welfare systems | |  |  |  |  |  |
| PILO 9 - Professional career | |  |  |  |  |  |
| PILO 10 - Lifelong learning | |  |  |  |  |  |
| **Course Content** |  | |  | **CILOs** | | | |
| **a** | **b** | **c** | **d** | **e** |
| 1. | Introduction to the legal system in Hong Kong |  |  |  |  |  |
|  | 1.1 | The rule of law |  | | | | |
|  | 1.2 | Sources of law: the basic law, common law and statutory law |
|  | 1.3 | The court system |
|  | 1.4 | Different forms of legal assistance:  legal aid and legal advice schemes |
| 2 | 2 | Outline of relevant legal areas |  |  |  |  |  |
|  | 2.1 | Basic legal knowledge relating to service targets: family, children & youth, elderly, victims of violence |  | | | | |
|  | 2.2 | Equal opportunities and  anti-discrimination ordinance civil rights |
|  | 2.3 | Protection of clients’ privacy and personal data |
|  | 3 | Implication of legal knowledge for  social workers |  |  |  |  |  |
|  | 3.1 | Legal sense in social work |  | | | | |
|  | 3.2 | Awareness and assertion of legal rights |
|  | 3.3 | Alternative conflict resolution versus judicial action |
|  | 4 | Concepts & principles of ethics & its importance in social work profession |  |  |  |  |  |
|  | 5 | Resolving ethical dilemmas |  |  |  |  |  |
|  | 5.1 | Accountability & confidentiality |  | | | | |
|  | 5.2 | Informed consent |

**Scheme of Work (SOW)**

In this course, students are advised to prepare for lessons by referring to the recommended references and assess your learning according to the CILOs and SOW.

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| --- | --- | --- | --- |
| Week | Major Lecture Outline | Self-study Activity | CILOs |
| 1  2/9 | Course Introduction / The Legal System of Hong Kong | * Article/ journals reading * Case study and sharing | a-e |
| 2 9/9 | The Rule of Law, The Basic Law, Hong Kong National Security Law and The Bill of Rights | * Article/ journals reading * Lecture notes | a-d |
| 3  16/9 | The Criminal Process / Elements of a Crime (Part I) | * Article/ journals reading * Lecture notes * Court visiting and sharing | a-d |
| 4  23/9 | The Criminal Process / Elements of a Crime (Part II) | * Article/ journals reading * Lecture notes | a-d |
| 5  30/9 | Juvenile Court / Public Order Law | * Article/ journals reading * Lecture notes * Visiting NGO and sharing | a-d |
| 6  14/10 | Contract Law | * Article/ journals reading * Lecture notes * Case study | a-e |
| 7  21/10 | Family Law | * Article/journals reading * Case study * Lecture notes * Film watching and discussion | a-e |
| 8  28/10 | Children Protection / Mandatory Reporting of Child Abuse Bill  **Due Date - Individual Paper (1/11 23:59)** | * Article/journals reading * Case study * Lecture notes | a-e |
| 9  4/11 | Mental Health | * Article/ journals reading * Lecture notes * Case study * Film watching and discussion | a-e |
| 10  11/11 | Confidentiality / Privacy | * Article/ journals reading * Lecture notes * Case study | a-e |
| 11  25/11 | Resolving Ethical Dilemma- Code of Ethics of SWRB/ Professional Liabilities & Responsibilities of Social Workers | * Lecture notes * Case discussion | a-e |
| 12  2/12 | **Group presentation** | * Case discussion | a-e |
| 13  9/12 | **Group presentation** | * Case study | a-e |
| 14  13/12  (TBC) | Overview and revision | * Notes review | a-e |
| 15  TBC | Examination |  | a-e |

**Assessment**

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| --- | --- | --- | --- | --- | --- |
| **No.** | **Assessment Due Date** | **Assessment** | **Targeted CILOs** | **Weighting (%)** | **Feedback Date** |
| 1 | 1/11/2025 | Individual paper (case analysis) | CILO a-e | 30% | TBC |
| 2 | Week 12-13 | Group presentation and written work (response to classwork) | CILO a-e | 30% | After presentation |
| 3 | TBC | Examination (open book – long questions) | CILO a-e | 40% | NA |

**Important Note**

Students are kindly reminded that the teaching plan is merely a tentative outline of the course; the lecturer may make appropriate adjustments to make your learning more effective.

**Required Textbook:**

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| --- |
| 1. Banks, S. (2020). *Ethics and values in social work. (5th ed.)* Basingstoke: Palgrave Macmillan.  2. Barsky, A. E. (2019). *Ethics and Values in Social Work: An Integrated Approach for a Comprehensive Curriculum (2nd ed.)*. Oxford University Press.  3. Reamer, F. G. (2024). *Social work values and ethics (6th ed.)*. Columbia University Press.  4. 陳弘毅，張增平，陳文敏，李雪菁 (2022)。《香港法概論》。(第三版- 修訂版)。香港：三聯書店(香港)有限公司。 |

**Reference:**

1. Chiu, M.-C. (2022). *Transforming the Hong Kong Legal Machine: Gender and Familial Law in Jurisprudence*. Springer.
2. Collingridge, M. (2020). *Ethical Practice in Social Work: An Applied Approach* (1st ed.). Routledge.
3. Sherlynn G. Chan. (2019). *A Practical Guide to Mental Health Law in Hong Kong*. Hong Kong: Hong Kong University Press
4. Social Welfare Department. (2024). *Child Protection Online Training*. Retrieved from <https://www.childprotectiontraining.hk>
5. Social Welfare Department. (2024). *Support for Victims of Child Abuse, Spouse/Cohabitant Battering and Sexual Violence*. Retrieved from <https://www.swd.gov.hk/vs/index_e.html>
6. Social Welfare Department. (2020). *Protecting children from maltreatment: Procedural guide for multi-disciplinary cooperation*. Hong Kong: HKG. Retrieved from <https://www.swd.gov.hk/en/index/site_pubsvc/page_family/sub_fcwprocedure/id_1447>
7. Zhu, G. (2024). *Personal Data (Privacy) Law in Hong Kong: A Practical Guide on Compliance*. (3rd ed.). City University of Hong Kong Press.
8. 社會工作者註冊局(編) (2016)。《註冊社會工作者工作守則教材套》。香港：社會工作作者註冊局。
9. 朱國斌，馮柏林，張夢奇(2024)。香港基本法第23條立法史論。香港：香港城市大學。

**Hong Kong Nang Yan College of Higher Education**

**Bachelor of Social Work (Honours) Programme**

**Semester 1, 2025 – 2026**

**SSW 409 Legal & Ethical Aspects of Social Work**

**Assessments Guideline**

# **Individual Paper (30%)**

Based on case reading methods learned in the first class, each student will study a court decision and produce a paper that analyses the court case and expresses his/her reflections on the justice system, reflection on social work profession and reflection of personal value.

* The students will choose one of the Listed Cases
* The paper shall be of **2,000-2,500 words**
* Deadline: **23:59 on 1 Nov 2025**
* Submission by Turn-It-In

# **Group Written Work and Presentation (30%)**

* Deadline: **1 week** after your class presentation
* In each written response, quote the question in the following form: **“GROUP X - [The question]”**. Then in the next paragraph write the answer
* The group written work response shall be of **2,000 words** in total, accompanied at the end with a work contribution statement stating who has done what with regard to the response
* Each group will orally present its response in the class immediately following the submission deadline of that response. Each student must participate in at least one presentation but more frequent participation is encouraged.
* Submission of group written work and the contribution form is by Word document attached to an email sent to [leolam@ny.edu.hk](mailto:leolam@ny.edu.hk). The subject of the email shall be in the following form: “Evening - Session X - Classwork Y”.

These written responses and group presentation together will make up **30%** of the assessment component.

# **Examination (40%)**

* Date: TBC (Time: 18:30 - 21:30)
* Open book for short and long questions; closed book for multiple choice
* Materials allowed: notebooks, dictionaries, blank papers. No electronic devices.
* Multiple Choice: 20% (10 questions at 2% each). Answer all questions in this section (closed book).
* Short Questions: 40% (4 questions at 10% each). Answer 4 out of 5 questions (open book).
* Long Questions: 40% (2 questions at 20% each). Answer 1 (Questions 3A and 3B) (open book).

**Requirements**

**Direction for writing an individual paper**

1. Introduction – What case do you choose to discuss? Who is/are the petitioner(s) and the defendant(s)? What was the date of court hearing/judgment? Which court was the case held? What is the fact of the case (Briefly!)

2. What is/are the issue(s) discussed in the court? What are the legal principles in the case?

3. What is the result/judgment in the case? (Briefly)

4. What is your reflection on the justice system, reflection on social work profession and reflection of personal value? What is your feeling on reading a judgment? Do you agree on the court decision? (with reasons)

5. How does reading case judgment (s)/ordinance (s) help you become a professional social worker in Hong Kong?

# **Listed Cases for Individual Paper**

**Please choose 1 from these 4 cases to prepare your individual paper**

1. **CYL v. STN FCMC 14253/2023 [2025] HKFC 108 [Interim Maintenance for Childre]**

https://legalref.judiciary.hk/lrs/common/search/search\_result\_detail\_frame.jsp?DIS=170428&QS=%24%28adoption%2Ccase%29&TP=JU

1. **TKY v. YSGA [2023] HKFC 181 [Maintenance case]**

<https://legalref.judiciary.hk/lrs/common/ju/ju_frame.jsp?DIS=155586&currpage=T>

1. **CD AND ANOTHER v. TKH AND ANOTHER [2017] FCMP148/2017 [Parental Declaration]**

https://legalref.judiciary.hk/lrs/common/search/search\_result\_detail\_frame.jsp?DIS=134387&QS=%24%28adoption%29&TP=JU

1. **HYK v. WLS FCJA59/2021 [2023] HKFC 104 [Custody case]**

https://legalref.judiciary.hk/lrs/common/search/search\_result\_detail\_frame.jsp?DIS=153345&QS=%24%28custody%29&TP=JU

# **Group Presentation(30%)**

1. Each member of each group shall be allocated the same mark.
2. Assessment of group presentation will count as 30% of overall mark of this subject.
3. Criteria for assessment:

30% Contents and conceptualization

30% Analysis and synthesis

20% Organization and logic

10% Delivery and Presentation

10% Facilitation of discussion

*Total: 100%*

1. Please pay attention to the followings when you prepare your presentation:

- study the presentation topic carefully;

- identify the legal issues involved;

- elaborate your argument with relevant legal provisions and legal principles;

- support your arguments with legal authorities; and

- check your reasoning and coherent conclusion.

1. Presentation should be kept within 30-40 minutes. Overrun may be penalized.
2. Submit a copy of the contents of presentation one day before your presentation and keep the soft copy thereof by yourself.
3. You may use appropriate forms/media for conveying your messages besides power point, e.g. short drama, cartoons, debate, etc.
4. Date of presentation Presentation Groups

2/12/2025 Topic 1, 2, 3 and 4

9/12/2025 Topic 5, 6, 7 and 8

1. Presentation topics

Topic 1

Are the principles of judicial independence enshrined in Hong Kong's constitution? Where are these provisions located? What does judicial independence entail, and how is it safeguarded? In your considered opinion, to what extent is the judiciary in Hong Kong truly independent?

Topic 2

In what aspect do you think the current child protection law in Hong Kong is inadequate? Please recommend some measures to help enhance the protection of children in Hong Kong law. In particular, what do you think is that the Director of Social Welfare can be more involved in protecting children in Hong Kong?

Topic 3

What difficulties does the court face in handling divorce case applications, both at the practical and ordinance levels? What improvements or suggestions can be made for judges to better manage divorce cases? Are there any proposed law reforms to improve this situation? What types of NGOs could provide services to help families with divorce applications?

Topic 4

Present cases of Guardianship orders from the guardianship board and discuss the difficulties in handling guardianship orders and mental incapacity person. Any suggestion that can improve Mental Health Ordinance (MHO)? Any difficulties in using Form 1,2,3 in the role of social worker/ worker handling those service users?

Topic 5

Comment on the existing sentencing options or guidelines for youth offenders and the underlying principles. Any room to improve in the sentencing? Do you think the sentencing greatly affects the future of youth offenders? What kinds of NGOs could help those offenders?

Topic 6

Based on what you have learned in this course, please recommend at least three areas of legal reform to enhance legal protections against domestic and cohabitation relationship violence. What difficulties might victims face in protecting themselves in these situations? What legal processes would be employed to protect the victim? How could you, as a social worker, assist them?

Topic 7

How can social workers in Hong Kong balance client confidentiality with Data Protection Principles (DPPs) in their daily practices? Considering vulnerable populations, how do DPPs address challenges in safeguarding the privacy of individuals dealing with sensitive social issues? How do social work agencies implement DPPs in their operations, and what strategies can be developed to overcome challenges while ensuring effective service delivery?

Topic 8

What is Mandatory Reporting of Child Abuse Bill? How can social workers balance ethical considerations when mandated to report child abuse under the new HK Mandatory Reporting Bill, ensuring the best interests of the child? What community engagement strategies can social workers employ to enhance awareness and understanding of the Mandatory Reporting of Child Abuse Bill within the local community? What training and support mechanisms are essential for social workers to effectively implement mandatory reporting, ensuring they possess the necessary skills and emotional support for sensitive cases?

Hong Kong Nang Yan College of Higher Education

Bachelor of Social Work (Honours)

**SSW 409 Legal & Ethical Aspects of Social Work**

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| Assessment: Group Written Work and Presentation (30%) | | | Name of Students and SIDs: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | Grade: \_\_\_\_\_\_\_\_ |
|  | **Excellent (A)** | **Good (B)** | | **Satisfactory (C)** | **Marginal (D)** | **Fail (F)** | | |
| **Understanding of the concept**  **(40%)** | * Demonstrates a comprehensive understanding of the legal and ethical issues related to the chosen topic * Identifies and analyzes the relevant legal provisions and principles related to the chosen topic in a detailed and accurate manner * Presents a well-structured and well-supported argument that effectively integrates the legal provisions and principles with the ethical considerations related to social work practice | * Demonstrates a good understanding of the legal and ethical issues related to the chosen topic * Identifies and analyzes the relevant legal provisions and principles related to the chosen topic in a thorough manner * Presents a structured and well-supported argument that effectively integrates the legal provisions and principles with the ethical considerations related to social work practice | | * Demonstrates a basic understanding of the legal and ethical issues related to the chosen topic * Identifies and analyzes some of the relevant legal provisions and principles related to the chosen topic * Presents a basic argument that attempts to integrate the legal provisions and principles with the ethical considerations related to social work practice | * Demonstrates a limited understanding of the legal and ethical issues related to the chosen topic * Identifies and analyzes only a few of the relevant legal provisions and principles related to the chosen topic * Presents a limited argument that attempts to integrate the legal provisions and principles with the ethical considerations related to social work practice | * Demonstrates little or no understanding of the legal and ethical issues related to the chosen topic * Identifies no or very limited legal provisions and principles related to the chosen topic * Presents no or very limited argument that attempts to integrate the legal provisions and principles with the ethical considerations related to social work practice | | |
| **Analyze the legal and ethical concept**  **(30%)** | * Presents a well-structured and convincing argument that effectively integrates the legal authorities and professional ethics from social work industry * Demonstrates an exceptional ability to critically analyze and evaluate the legal and ethical issues related to the chosen topic, providing original and insightful perspectives | * Presents a structured and persuasive argument that effectively integrates the legal authorities and professional ethics from social work industry * Demonstrates a good ability to critically analyze and evaluate the legal and ethical issues related to the chosen topic, providing sound and logical perspectives | | * Presents a basic argument that attempts to integrate the legal authorities and professional ethics from social work industry   Demonstrates a basic ability to analyze and evaluate the legal and ethical issues related to the chosen topic, providing some relevant perspectives | * Presents a limited argument that attempts to integrate the legal authorities and professional ethics from social work industry * Demonstrates a limited ability to analyze and evaluate the legal and ethical issues related to the chosen topic, providing some incomplete or irrelevant perspectives | * Presents no or very limited argument that attempts to integrate the legal authorities and professional ethics from social work industry * Demonstrates no or very limited ability to analyze and evaluate the legal and ethical issues related to the chosen topic, providing no relevant or coherent perspectives | | |
| **Organization of the Report Presentation**  **(20%)** | * The content is highly organized & structured. * Logical sequence is clearly presented with concise point form. * The points are presented in a coherent manner. * The implication and conclusion are highly innovative and inspiring. | * The content is organized & structured. * Logical sequence is presented with point form. * The points are presented in a mostly coherent manner. * The implication and conclusion are summative and meaningful. | | * The content is mostly organized but could be more structured. * Logical sequence is presented but some contents are not in point form or clumsy. * The points are presented in a somewhat coherent manner. * The implication and conclusion are summative. | * The content is somewhat disorganized & unstructured. * Logical sequence is somewhat unclearly presented. * The points are inconsistently organized with some being coherent. * The implication and conclusion are inconsistent. | * Content is mostly disorganized & unstructured. * Logical sequence is unclearly presented. * The points are presented but most of them are not coherent. * The implication and conclusion are obscure. | | |
| **Oral Presentation**  **(10%)** | * The presentation is logically organized, with a clear introduction, well-supported main points, and a strong conclusion * The team establishes a connection with the audience through effective use of eye contact, body language, and voice projection, and effectively use visual aids to enhance understanding and engagement | * The presentation is mostly logically organized, with a clear introduction, well-supported main points, and a conclusion * The team establishes a good connection with the audience, but may have some inconsistencies in their use of eye contact, body language, or voice projection, and may have some areas for improvement in their use of visual aids | | * The presentation is somewhat logically organized, with some confusion or lack of clarity in the introduction, main points, or conclusion * The team tries to connect with the audience, but may have some challenges in their use of eye contact, body language, or voice projection, and may have some limited use of visual aids | * The presentation is poorly organized, with significant confusion or lack of clarity in the introduction, main points, or conclusion * The team struggles to connect with the audience, with frequent inconsistencies or distractions in their use of eye contact, body language, or voice projection, and may have little to no use of visual aids | * The presentation is extremely disorganized or incoherent, with little or no structure or meaningful content * The team is unable to connect with the audience, with significant challenges in their use of eye contact, body language, or voice projection, and may have no use of visual aids or use them inappropriately. | | |

Comments and/or Recommendations:

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Hong Kong Nang Yan College of Higher Education

Bachelor of Social Work (Honours)

**SSW 409 Legal & Ethical Aspects of Social Work**

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| Assessment: Individual Paper (30%) | Name of Student and SID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Grade: \_\_\_\_\_\_\_\_ |

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| --- | --- | --- | --- | --- | --- |
|  | **Excellent (A)** | **Good (B)** | **Satisfactory (C)** | **Marginal (D)** | **Fail (F)** |
| **Content: Integration of the knowledge, Discussion, and Relevance**  **(40%)** | * Demonstrates a thorough understanding of the legal and ethical aspects of social work * Accurately identifies all legal issues involved in the case * Elaborates a well-supported argument using relevant legal provisions and principles | * Demonstrates a solid understanding of the legal and ethical aspects of social work * Accurately identifies most of the legal issues involved in the case * Elaborates a reasonably well-supported argument using relevant legal provisions and principles | * Demonstrates a basic understanding of the legal and ethical aspects of social work * Identifies some of the legal issues involved in the case, but with some errors or gaps * Elaborates an argument that includes some relevant legal provisions and principles, but with some errors or gaps | * Demonstrates a limited understanding of the legal and ethical aspects of social work * Identifies only a few of the legal issues involved in the case, with significant errors or gaps * Elaborates an argument that includes some relevant legal provisions and principles, but with significant errors or gap | * Demonstrates a poor understanding of the legal and ethical aspects of social work * Fails to identify most or all of the legal issues involved in the case * Fails to elaborate a coherent argument using relevant legal provisions and principles |
| **Analyze the legal & ethical concept and relationship to the professional**  **(40%)** | * Demonstrates a comprehensive understanding of how the case relates to social work professionals and the ethical standards of the profession * Provides a detailed and insightful analysis of the implications of the court's decision for social work practice * Expresses a reflective and nuanced understanding of how the case informs ethical decision-making in social work practice | * Demonstrates a solid understanding of how the case relates to social work professionals and the ethical standards of the profession * Provides a clear analysis of the implications of the court's decision for social work practice * Expresses a reflective understanding of how the case informs ethical decision-making in social work practice | * Demonstrates a basic understanding of how the case relates to social work professionals and the ethical standards of the profession * Provides some analysis of the implications of the court's decision for social work practice, but with some errors or gaps * Expresses a somewhat reflective understanding of how the case informs ethical decision-making in social work practice | * Demonstrates a limited understanding of how the case relates to social work professionals and the ethical standards of the profession * Provides only a few insights into the implications of the court's decision for social work practice, with significant errors or gaps * Expresses a limited understanding of how the case informs ethical decision-making in social work practice | * Demonstrates a poor understanding of how the case relates to social work professionals and the ethical standards of the profession * Fails to provide any meaningful analysis of the implications of the court's decision for social work practice * Fails to demonstrate any understanding of how the case informs ethical decision-making in social work practice |
| **Organization**  **(10%)** | * Organized passages * Systematic presentation of idea | * Clear passages flow * Coherent presentation of idea | * Appropriate passages flow * Appropriate presentation of idea | * Loose passages * Loose presentation of idea | * Organized passages * Fragmented presentation of idea |
| **References & Writing style (10%)** | * Appropriate scholarly works are cited. * Accurate APA writing & Referencing style | * Most scholarly works are cited. * Minor referencing issues and partial adherence | * Basic scholarly works are cited. * Some referencing issues and partial adherence | * Some scholarly works are cited. * Many referencing issues | * Inappropriate scholarly works are cited. * No adhered to referencing issues |

Comments and/or Recommendations:

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**Academic Honesty**

The College strictly prohibits any acts of academic dishonesty and established cases will result in disciplinary actions including dismissal from the College. Students should present their own work and give proper acknowledgement to the work of the author(s) when quoting a reference. All students are required to submit the **Declaration Sheet for Assignment Submission (appendix 1) and AI assistant form (appendix 2)** together with their essay.

According to the item 8.19 to 8.22 ‘late submission of assignment and absence from assessment’ in student handbook of Hong Kong Nang Yan College of Higher Education, late submission of assignment may be lowered by 15%, and students who do not submit an assignment will be accorded zero marks.

Appendix 1

**Hong Kong Nang Yan College of Higher Education香港能仁專上學院**

**Declaration Sheet for Assignment Submission**

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| **<學術誠信>**  學院嚴禁一切違反學術誠信的行為，違規者將受紀律處分，嚴重者有可能被勒令退學。同學必須呈交由本人撰寫或創作的習作，並在引用他人著作時以恰當的方式註明作者及資料的出處。  **<Academic Honesty>**  The College strictly prohibits any acts of academic dishonesty and established cases will result in disciplinary actions including dismissal from the College. Students should present their own work and give proper acknowledgement to the work of the author(s) when quoting a reference. |
| **<版權>**  未獲授權而以任何方式複製任何資料或數據即可構成侵反知識產權的行為，同學必須遵守「版權條例」，避免發生侵權行為而引起法律訴訟。學院沿用的中英文學術著作引證系統，已刊載於學生手冊內，同學也可以瀏覽學院的網頁<http://www.ny.edu.hk>  **<Copyright>**  Any unauthorized copying in any way of any materials or data constitutes infringements of intellectual property rights. Students should observe the Copyright Ordinance to avoid any legal disputes arising from the breach of copyright. The Chinese and English Citation Systems adopted by the College can be found in the Appendices of the Student Handbook or on the College’s website <http://www.ny.edu.hk> |

**本人／我組就以上學院要求呈交以下習作原創聲明：**

**據本人／我組所知，此習作全屬本人／我組原創，並已註明所有被引用資料的出處。本人／我組從未呈交此習作予香港能仁專上學院或其他大專院校作為習作用途。**

**With respect to the above requirement of the College, a Statement of Originality is submitted as follows:**

**To my/our group’s best knowledge, I/we declare that this assignment represents my/our group’s own work, except where due acknowledgment is made, and that it has not been submitted previously or concurrently to meet the requirements of any other course either within or external to the Hong Kong Nang Yan College of Higher Education.**

學生姓名，編號及簽署*（如屬小組習作，請列明各成員的姓名及學生編號，並於此聲明上簽署。）*

Signature of Student(s) *(For group work all student responsible for compiling this assignment should be listed and sign this Declaration Sheet.):*

|  |  |
| --- | --- |
| **學生姓名，編號及簽署：**  **Student Name, Number and Signature:** |  |
|  |
| **日期 Date:** |  |
| **課程名稱及班別: Programme / Course & Class:** |  |
| **科目名稱(編號) Course Title (Code):** |  |
| **導師姓名: Lecturer:** |  |
| **截止呈交習作日期: Due Date:** |  |

Appendix 2

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| **Programme :** |
| **Cohort :** |
| **Course :** |
| **Assignment type :** |
| **Specialty (for Practicum Course):** |
| **Name :** |
| **Student ID :** |
| **Supervisor / Assessor (for Practicum Course):** |
| **Word count :** |
| **Declaration: I have used \_\_\_\_\_\_\_ % (0-100) of generative AI**  **contribution in this assignment/manuscript.** |
| **Due Date of Submission:** |
| **Date of submission:** |
| **Basic format requirement:**  **The preferred typeface for assignment is Times New Roman, with 12-point font size. Adopt double-spacing. Please follows the latest APA Style (7th version) for table and figure formats, citations and references.** |
| **®Nang Yan College, Version 3 updated on 22 May 2023** |