Policy on Teaching Allocation for MTH and PHY Modules

The MTH and PHY modules are school-level modules jointly delivered by the Mathematics and Physics departments, and are managed by the School Senior Management Team (SSMT) within the School of Mathematics and Physics (SMP). The document serves as a general guideline for teaching allocation, facilitating an enhanced mapping of staff expertise and workload within the SMP.

Procedure

Staff on Teaching & Research contracts are normally expected to teach 5 credits per semester, whereas staff on Teaching-Only contracts and Teaching and Practice contracts are normally expected to teach 10 credits per semester.

The following procedure outlines the standard practice for teaching allocation (excluding Final Year Project and Dissertation allocation) at SMP.

1) **Collection of teaching expertise**. Staff members of SMP are required to compile a list of modules that align well with their teaching experience and educational background. This should be completed by Week 3 of the preceding semester.
2) **Determination of module leaders**. ADLT proposes a list of module leaders based on recommendations from HoDs, obtains approval from the SSMT, and informs the School Timetabling Officer. This should be completed by Week 6 of the preceding semester.
3) **Generation of the initial teaching allocation**. By considering the estimated student numbers provided by the Registry, the preliminary number of staff allocated to each module is estimated. HoDs recommend staff from their respective departments for all modules, and ADLT compiles an aggregated allocation. This should be completed by Week 9 of the preceding semester.
4) **Approval of a good version of teaching allocation**. After incorporating major updates on student numbers and staff availability, an “almost-ready” allocation plan is reviewed and approved by the SMP-SSMT, and the approved plan is then posted to SMP staff members. This should be completed by Week 13 of the preceding semester.

Minor changes can be made when required.

Final Year Project and Master Dissertation Allocation

Procedures for Final Year Project (FYP) and Master Dissertation allocation will be proposed by the respective FYP and Master Dissertation coordinators. These allocations will be discussed and approved by the SLTC prior to the commencement of each academic year. Key principles include:

1) Staff from the Department of Financial and Actuarial Mathematics are primarily responsible for the supervision of graduate students in the M.Sc. Financial Mathematics, M.Sc. Actuarial Science, and M.Sc. Data Science programmes.
2) Staff from the Department of Applied Mathematics are primarily responsible for the supervision of graduate students in the M.Sc. Applied Mathematics programme.
3) Staff across all Mathematics and Physics departments should in principle supervise an equal number of FYP and Master Dissertation students in total.

Mechanisms to Balance Staff Workload

Staff workloads will be balanced primarily based on the student load. The following practices are proposed as potential mechanisms to achieve this balance:

1. Departmental collaboration in module delivery will be implemented to ensure balanced group sizes across different modules, particularly for large-size modules.
2. In cases where there is a significant imbalance in the number of students allocated to a specific staff member, efforts should be made to balance the student load of the staff between both semesters.
3. Staff teaching a low number of students across both semesters are subject to an increased number of FYP and Master Dissertation supervision responsibilities, when necessary.
4. Efforts should be made to limit evening (after 18:00) and weekend sessions to no more than 50% of all timetabled teaching activities for an individual staff member over the course of one academic year.
5. The conversion rate of Master Dissertation workload to Final Year Project workload is as follows:
    a. MSc Data Science programme: 1 dissertation equals 1 FYP;
    b. Other Master programmes: 0.5 dissertation equals 1 FYP.

APPROVAL AND REVISION LOG

Date	Approval	Description
July 9, 2021	MPLG	Approved
Oct 20, 2022	SSMT	Approved
Dec 12, 2024	SSMT	Added timeline for the procedure, M.Sc. Data Science and M.Sc. Applied Mathematics related arrangement, and the conversation rate of Master Dissertation versus Final Year Project; All changes were approved in the meeting.
Jan 8, 2025	SSMT	Removed “less than 60”.
Aug 6, 2025	SSMT	Removed the Programme Delivery session and Revised the Procedure session.