香港城市大學
City University of Hong Kong

Bachelor of Business Administration in Business Operations Management

工商管理學士(商業營運管理)

Student Handbook

2022-2023

Contents

Welcome Message

Welcome to the Department of Management Sciences! Providing quality education for our undergraduate students is a top priority for the Department of Management Sciences. As a student of the department, you can utilize the newly renovated MS Student Activity Room, receive one or more of our numerous scholarships, and participate in internship, exchange, study tours and many other activities that we organize. We have invested huge amount of resources in our undergraduate programs and this investment will continue.

The BBA in Business Operations Management (BOM) is a newly designed program to enable students to tackle the operations challenges of business managers in the 21st century. We are delighted to have recruited very good students, including you, as our new batch of students in the program. We look forward to working with you to help become successful managers, consultants and analysts in the future.

Should you have any questions, please feel free to contact the program leaders and other staff in the department. I wish you all every success in your studies and in your future career!

Prof. Alan Wan
Professor and Head
Department of Management Sciences

About the Department of Management Sciences

The Department of Management Sciences at the City University of Hong Kong is noted for its strong academic programmes. Most of the staff obtained their doctoral degrees from prominent universities in USA, Canada, UK and Australia. Together, they have many years of local and overseas experience in teaching and consulting. The size and the activities of its staff have made the Department one of the largest departments of management sciences in the Asia-Pacific region. The Department has three main functions: teaching, research and professional services. In all three areas, the work carried out is business oriented, with an emphasis on practical application of quantitative skills.

The teaching and degree programmes offered by the Department are wide ranging, and emphasize the applications of quantitative techniques in a very broad sense. It produces graduates who are well received by local business organizations, testified by the positions held by past graduates. The staff's superior teaching skills are well recognized and the Department has won three Teaching Excellence Awards presented by the University.

What is BOM

Business Operations Management -
The Art and Science of Value Creation and Delivery

Globalization has brought fundamental changes to the business environment in the 21st century. Facing stronger competition and more rapidly changing market, firms are challenged to achieve higher cost efficiency, customer responsiveness and operational flexibility to sustain competitiveness and to respond to the changing world. Improving productivity and driving value through operational excellence has emerged to the forefront of many companies' strategic concerns, especially multinational companies.

The BBA BOM program aims to enable students to tackle the operations challenges of business managers in the 21st century. Students gain insights in different practices and learn technologies that have proved to be critical in the success of leading companies.

It offers a comprehensive coverage of operations issues in different industries. The program is designed to ensure that graduates acquire both the knowledge and skills to manage operations in local and global settings and work effectively in competitive marketplaces.

Building on the best of our predecessor 3-year programs in Service Operations Management and Management Science, the BBA BOM program equips students with professional knowledge that is recognized and highly valued in the workplace.

For details, please visit:
GOM/BOM website: http://www.cb.cityu.edu.hk/ms/bbagom/
GOM/BOM Facebook: https://www.facebook.com/cityugom

Programme Structure

Major Core Courses

Operations Knowledge
- Global Business Logistics
- Global Supply Chain Management
- Quality Management

Case Studies
- Business Case Analysis and Communication
- Workshop on Global Operations and Supply Chain Management Practice
- Best Practices in Global Operations Management

Data Analytics
- Business Modeling with Spreadsheets% or Data-driven Business Modeling^
- Operations Analytics

Click on course title for details

Major Electives

Choose any <u>four</u> courses from the followings:

Trade & Supply Chain
- Enterprise Resource Planning
- Business Project Management
- Simulation

Hospitality & Retail
- Hospitality Management
- Pricing and Revenue Management

Decision Analytics
- Quantitative Business Analysis with VBA
- Database Systems#
- Java Programming#
- Introduction to Business Programming in Python%^

Practicum
- Internship for Management Sciences
- Business Practice Internship*
- Operations Management Project

#Java Programming is a prerequisite for Database Systems.

*For Cohort 2021 or before, since both are internship courses, students can use only one of them to satisfy major requirements. For Cohort 2022, students cannot use Business Practice Internship to satisfy major requirements.

% Only for BBAU4 Cohort 2018-2020, BBAU3 Cohort 2018-2020, BBAU2 Cohort 2018-2020 students

^ Only for BBAU4 Cohort 2021, BBAU3 Cohort 2021, BBAU2 Cohort 2021 and thereafter

Major Core courses offered in 2022-23

Course Code	Course Title	Credit	Remarks	Semester
CB2101	Introduction to Managerial Accounting	3	Major course required by College	A & B
CB2200	Business Statistics	3	Major course required by College	A & B
CB2402	Macro-Economics	3	Major course required by College	A & B
CB2203	CB2203 Data-driven Business Modeling$	3	Major course required by College	A & B
CB2240	Introduction to Business Programming in Python$	3	Major course required by College	A & B
CB3043	Business Case Analysis and Communication$	3	Major course required by College	A & B
MS3123	Workshop on Global Operations and Supply Chain Management Practices	3	MS3124 as pre-requisite	B
MS3124	Global Supply Chain Management	3	College Elective except for BOM major / SOM Minor / SCM Minor	A
MS3127	Global Business Logistics	3	CB2201 as pre-requisite	B
MS3253	Operations Analytics	3	CB2200 as pre-requisite	B
MS3322	Quality Management	3	MS3303 as equivalent Course	A
MS4306	Best Practices in Global Operations Management	3	MS3261 or CB2011 or CB2203 as pre-requisite	A

$ Only for Cohort 2021 and thereafter students

Major Electives offered in 2022-23

Course Code	Course Title	Credit	Prerequisite	Semester
CB3800	Business Practice Internship+#%	3		S
CS2360	Java Programming	3		A
CS3402	Database Systems	3	CS2360 Java Programming	A & B
CB2240	Introduction to Business Programming in Python* (Equivalent to IS2240 Python Programming for Business)	3		A & B
MS3106	Simulation	3	CB2200 Business Statistics; or MS3102 Statistics for Management Decisions; or MA2506 Probability and Statistics and MS2602 Statistical Inference	A
MS3111	Quantitative Business Analysis with Visual Basic for Applications	3		B
MS3125	Business Project Management	3	CB2201 Operations Management	A
MS3304	Hospitality Management	3	MS3322 Quality Management	B
MS3403	Internship for Business Analysis and Operations Management#+	3		A, B & S
MS4111	Enterprise Resource Planning	3		/
MS4118	Operations Management Project+	3	MS3261 Business Modeling with Spreadsheets; or CB2011 Solving Business Problems with Spreadsheet Modeling; or CB2203 Data-driven Business Modeling	A, B & S
MS4227	Pricing and Revenue Management	3	MS3261 Business Modeling with Spreadsheets; or CB2011 Solving Business Problems with Spreadsheet Modeling; or CB2203 Data-driven Business Modeling	B

+ Subject to Major Leader's approval

Students are allowed to take both CB3800 and MS3403. If both courses are taken, (a) they must be taken in different academic years and under different organizations, (b) only one of them can be used to satisfy major elective requirements and the other can be used to fulfill free elective course requirements

% Only for Cohort 2019, 2020 and 2021 students

* Only for Cohort 2019 and 2020 students

Major Elective Courses Recommendations based on Industry Sectors

A good course planning in the undergraduate studies based on your aspired career path will give you an advantage of seizing better opportunities upon graduation. Our major electives offer students a wide variety of choices and flexibility in pursuing management and consultant positions. Students can customize the curriculum to meet their career interests and goals. To assist our students in choosing major electives, we have prepared an overview of electives recommendation for students who are interested in a particular industry sector.

These industry sector-based recommendations are just one of the many sources of advice in choosing your major electives. We encourage students to consider other sources of advice such as faculty, alumni, recruiters and fellow students. Recommended major electives for different industry sectors are listed as follows:

Industry Sectors	Key Recommended Major Electives	Other Suggested Major Electives
Trade & Supply Chain Management	- Enterprise Resource Planning - Pricing and Revenue Management - Operations Management Project+ - Internship for Business Analysis and Operations Managemen+#	- Hospitality Management - Business Practice Internship+#%
Hospitality & Retail	- Hospitality Management - Pricing and Revenue Management - Internship for Business Analysis and Operations Managemen+#	- Enterprise Resource Planning - Operations Management Project+ - Simulation - Business Practice Internship+#%
Business Consulting	- Quantitative Business Analysis with VBA - Java Programming - Introduction to Business Programming in Python* - Internship for Business Analysis and Operations Management#	- Operations Management Project+ - Pricing and Revenue Management - Enterprise Resource Planning - Business Practice Internship+#%
Banking & Finance	- Operations Management Project+ - Internship for Business Analysis and Operations Managemen+#	- Quantitative Business Analysis with VBA - Database Systems - Business Practice Internship+#%
Information Technology	- Java Programming - Database Systems - Simulation - Introduction to Business Programming in Python* - Internship for Business Analysis and Operations Managemen+#	- Quantitative Business Analysis with VBA - Operations Management Project+ - Enterprise Resource Planning - Business Practice Internship+#%

+ Subject to Major Leader's approval

Students are allowed to take both CB3800 and MS3403. If both courses are taken, (a) they must be taken in different academic years and under different organizations, (b) only one of them can be used to satisfy major elective requirements and the other can be used to fulfill free elective course requirements.

% Only for Cohort 2019, 2020 and 2021 thereafter students

* Only for Cohort 2019 and 2020 students

4-year plan for 2022/23 intake

Yr/Sem							Offer Year
1A	Sem A & B CB2100 Introduction to Financial Accounting	Sem A & B CB2601 Marketing	CB2201 Operations Management	Sem A & B CB2400 Micro-Economics	GE1401 University English or EAP (Note 1)	Sem A or B CHIN1001 University Chinese I (Note 3)	2022
1B	Sem A & B CB2300 Management	Sem A & B CB2500 Information Management	CB2200 Business Statistics	GE (Note 2)	GE2402 English for Business Communication or EAP (Note 1)		
2A	CB3410 Financial Management	CB2101 Introduction to Managerial Accounting	MS3124 Global Supply Chain Management	MS 3322 Quality Management	CB2203 Data-driven Business Modeling	GE1401 University English (for students taken EAP)	2023
2B	CB3043 Business Case Analysis and Communication	CB2402 Macro-Economics	MS3127 Global Business Logistics	MS3253 Operations Analytics	CB2240 Introduction to Business Programming in Python	GE2402 English for Business Communication (for students taken EAP)	
3A	GE (Note 2)	MS4306 Best Practices in Global Operations Management	Major Elective 1	Minor 1 (Note 4)	GE1501 Chinese Civilization – History & Philosophy		2024
3B	College Elective	MS3123 Workshop on Global Operations and Supply Chain Management Practices	Major Elective 2	Minor 2 (Note 4)	GE (Note 2)		
4A	College Elective	Major Elective 3	Major Elective 4	Minor 3 (Note 4)	Minor 4 (Note 4)		2025
4B	CB4303 Strategy and Policy	GE (Note 2)	College Elective	Minor 5 (Note 4)	Free Elective		

Minimum Credits Required:

GE - 4 GE courses + 3 College-Specified courses (21 CU)

GE: 2 ENGL + CCIV (9 CU)

College: 11 College Core + 3 College Elective (42 CU)

Major: 10 Major courses (30 CU)

Minor/Electives: 5 courses (15 CU)

Free Elective: 1 course (3 CU)

Min. Total: 40 courses (120 CU)

Max. Allowable: 48 courses (144 CU)

Note

(1) **English Language Requirement:**

Students admitted with HKDSE English Level 3 or equivalent are required to complete the 6-credit course ELO200 English for Academic Purposes (EA prior to taking the 2 GE English courses (GE1401 and GE2402).

(2) **Gateway Education Course Distributional Requirements**

Take at least 3 credits from each of the 3 areas:

Area 1: Arts and Humanities

Area 2: Study of Societies, Social and Business Organizations

Area 3: Science and Technology

(3) **Chinese Language Requirement**

Students scoring below Level 4 in HKDSE Chinese Language, or scoring below Grade D in HKALE AS-level Chinese Language and Culture are required to take a 3-credit unit course CHIN1001 University Chinese I.

(4) Students who do not choose a minor are required to take **Free Electives.**

Major Electives: Students are required to take 4 electives from the following list:

CS2360 Java Programming	MS3403* Internship for Business Analysis and Operations Management
CS3402 Database Systems	MS4111 Enterprise Resource Planning
MS3106 Simulation	MS4118* Operations Management Project
MS3111 Quantitative Business Analysis with Visual Basic for Applications	MS4227 Pricing and Revenue Management
MS3125 Business Project Management	XXXX Any one major core or elective course from another BBA major
MS3304 Hospitality Management	

*This course can be used to fulfill the internship/consultancy project/research project requirement.

4-year plan for 2021/22 intake (Major Allocation to BOM in 2022)

Yr/Sem	Sem A & B	Sem A & B		Sem A & B		Sem A or B (Note 3)	Offer Year
1A	CB2100 Introduction to Financial Accounting	CB2601 Marketing	CB2201 Operations Management	CB2400 Micro-Economics	GE1401 University English or EAP (Note 1)	CHIN1001 University Chinese I (Note 3)	2021
1B	CB2300 Management	CB2500 Information Management	CB2200 Business Statistics	GE (Note 2)	GE2402 English for Business Communication or EAP (Note 1)		
2A	CB3410 Financial Management	CB2101 Introduction to Managerial Accounting	MS3124 Global Supply Chain Management	MS 3322 Quality Management	CB2203 Data-driven Business Modeling	GE1401 University English (for students taken EAP)	2022
2B	CB3043 Business Case Analysis and Communication	CB2402 Macro-Economics	MS3127 Global Business Logistics	MS3253 Operations Analytics	CB2240 Introduction to Business Programming in Python	GE2402 English for Business Communication (for students taken EAP)	
3A	GE (Note 2)	MS4306 Best Practices in Global Operations Management	Major Elective 1	Minor 1 (Note 4)	GE1501 Chinese Civilization – History & Philosophy		2023
3B	College Elective	MS3123 Workshop on Global Operations and Supply Chain Management Practices	Major Elective 2	Minor 2 (Note 4)	GE (Note 2)		
4A	College Elective	Major Elective 3	Major Elective 4	Minor 3 (Note 4)	Minor 4 (Note 4)		2024
4B	CB4303 Strategy and Policy	GE (Note 2)	College Elective	Minor 5 (Note 4)	Free Elective		

Minimum Credits Required:
GE - 4 GE courses + 3 College Electives (21 CU)
GE: 2 ENGL + CCIV (9 CU)
College: 11 College Core + 3 College Elective (42 CU)
Major: 10 Major courses (30 CU)
Minor/Electives: 5 courses (15 CU)
Free Elective: 1 course (3 CU)
Min. Total: 40 courses (120 CU)
Max. Allowable: 48 courses (144 CU)

Note
(1) **English Language Requirement:**
Students admitted with HKDSE English Level 3 or equivalent are required to complete the 6-credit course ELO200 English for Academic Purposes (EAP) prior to taking the 2 GE English courses (GE1401 and GE2402).
(2) **Gateway Education Course Distributional Requirements**
Take at least 3 credits from each of the 3 areas:
Area 1: Arts and Humanities
Area 2: Study of Scoieties, Social and Business Organizations
Area 3: Science and Technology
(3) **Chinese Language Requirement**
Students scoring below Level 4 in HKDSE Chinese Language, or scoring below Grade D in HKALE AS-level Chinese Language and Culture are required to take a 3-credit unit course CHIN1001 University Chinese I.
(4) Students who do not choose a minor are required to take **Free Electives.**

Major Electives: Students are required to take 4 electives from the following list:
CS2360 Java Programming
CS3402 Database Systems
MS3106 Simulation
MS3111 Quantitative Business Analysis with Visual Basic for Applications
MS3125 Business Project Management
MS3304 Hospitality Management
MS3403 Internship for Business Analysis and Operations Management
MS4111 Enterprise Resource Planning
MS4118 Operations Management Project
MS4227 Pricing and Revenue Management
XXXX Any one major core or elective course from another BBA major

"4 -1" plan for 2022/23 intake

Yr/Sem							Offer Year
1A	Sem A & B CB2100 Introduction to Financial Accounting	Sem A & B CB2601 Marketing	Sem A & B CB2400 Micro-Economics	CB2201 Operations Management	GE2402 English for Business Communication or EAP (Note 1)	Sem A or B CHIN1001 University Chinese I (Note 3)	2022
1B	Sem A & B CB2300 Management	Sem A & B CB2500 Information Management	CB2200 Business Statistics	CB2402 Macro-Economics	GE (Note 2)	GE1401 University English or EAP (Note 1)	
2A	CB3410 Financial Management	MS3124 Global Supply Chain Managemen	CB2101 Introduction to Managerial Accounting	MS 3322 Quality Management	CB2203 Data-driven Business Modeling	GE2402 English for Business Communication (for students taken EAP)	2023
2B	CB3043 Business Case Analysis and Communication	CB2240 Introduction to Business Programming in Python	MS3127 Global Business Logistics	Major Elective 1	MS3253 Operations Analytics	GE1401 University English (for students taken EAP)	
3A	College Elective	College Elective	Major Elective 2	Major Elective 3	MS4306 Best Practices in Global Operations Management		2024
3B	CB4303 Strategy and Policy	Major Elective 4	MS3123 Workshop on Global Operations and Supply Chain Management Practices	GE (Note 2)	GE1501 Chinese Civilisation - History and Philosophy		
4A							
4B							

Minimum Credits Required:
GE: 2 GE courses + 2 College-Specified courses (12 CU) (1)
GE: 2 ENGL + CCIV (9 CU)
College: 12 College Core + 2 College Elective (42 CU)
Major: 10 Major courses (30 CU)
Min. Total: 31 courses (93 CU)
Max. Allowable: 38 courses (114 CU)

Credits Exempted:
GE - 3 courses (9 CU)
Minor/Electives - 6 courses (18 CU)

Note
(1) English Language Requirement:
Students admitted with HKDSE English Level 3 or equivalent are required to complete the 6-credit course EL0200 English for Academic Purposes (EAP) prior to taking the 2 GE English courses (GE1401 and GE2402).
(2) Gateway Education Course Distributional Requirements
Advanced Standing I students are not allowed to take GE courses offered by their own academic unit.
(3) Chinese Language Requirement
Students scoring below Level 4 in HKDSE Chinese Language, or scoring below Grade D in HKALE AS-level Chinese Language and Culture are required to take a 3-credit unit course CHIN1001 University Chinese I.

Major Electives: Students are required to take 4 electives from the following list:

CS2360 Java Programming	MS3403 Internship for Business Analysis and Operations Management
CS3402 Database Systems	MS4111 Enterprise Resource Planning
MS3106 Simulation	MS4118 Operations Management Project
MS3111 Quantitative Business Analysis with Visual Basic for Applications	MS4227 Pricing and Revenue Management
MS3125 Business Project Management	XXXX Any one major core or elective course from another BBA major
MS3304 Hospitality Management	

"4 -2" plan for 2022/23 intake

Yr/Sem						Chinese	Offer Year
1A	CB2100 Accounting I	CB2300 Management	CB2400 Economics I	ENG	CB2500 Information Management	Chinese	
1B	CB3410 Financial Management	CB2601 Marketing	CB2201 Quantitative Methods	ENG	GE		
2A	GE	College Elective	Major A1	Major A2	GE		
2B	Major A3	Major A4	CCIV	Minor	College Elective		
3A	GE2402 English for Business Communication (Note 1)	CB2101 Introduction to Managerial Accounting	CB2200 Business Statistics	MS3124 Global Supply Chain Management	MS3322 Quality Management		2022
3B	CB2240 Introduction to Business Programming in Python	CB2402 Macro-Economics	MS3253 Operations Analytics	CB2203 Data-driven Business Modeling	CB3043 Business Case Analysis and Communication	GE (Note 2)	
4A	College Elective	MS4306 Best Practices in Global Operations Management	Major Elective 1	Major Elective 2	Major Elective 3		
4B	CB4303 Strategy and Policy	MS3127 Global Business Logistics	Major Elective 4	MS3123 Workshop on Global Operations and Supply Chain Management Practices	College Elective		2023

Original Structure

Minimum Credits Required
GE: GE course + ENGL + 2 College-Specified courses (12 CU)
College: 5 College Core + 2 College Elective (21 CU)
Major: 10 Major courses (30 CU)
Min. Total: 21 courses (63 CU)
Max. Allowable: 28 courses (84 CU)

Credits Exempted
GE - 4 courses (12 CU)
ENGL+CCIV - 2 courses (6 CU)
College Core - 7 courses (21 CU)
Minor/Electives - 6 courses (18 CU)

Note:
(1) English Language Requirement:
Only required to take GE2402 English for Business Communication. Block credit exemption will include GE1401 University English.
(2) Gateway Education Course Distributional Requirements
Advanced Standing II students are not allowed to take GE courses offered by their own academic unit.

Major Electives: Students are required to take 4 electives from the following list:
CS2360 Java Programming
CS3402 Database Systems
MS3106 Simulation
MS3111 Quantitative Business Analysis with Visual Basic for Applications
MS3125 Business Project Management
MS3304 Hospitality Management
MS3403 Internship for Business Analysis and Operations Management
MS4111 Enterprise Resource Planning
MS4118 Operations Management Project
MS4227 Pricing and Revenue Management
XXXX Any one major core or elective course from another BBA major

Admission Statistics

Advanced Standing I Admission (up to July 26, 2022)

Intake Plan Number	3	
CGPA in previous study	75th percentile: Median: 25th percentile:	4.00 3.69 3.65

Advanced Standing II Admission (up to July 26, 2022)

Intake Plan Number	21	
CGPA in previous study	75th percentile: Median: 25th percentile:	3.62 3.52 3.42

Student Exchange Programme

Student exchange program
We highly encourage you to participate in student exchange programmes during their course of study.

Benefits of student exchange:
- Expand students' international exposure;
- Learn more about yourself and another culture;
- Become more mature and independent;
- Improve language skills;
- Improve planning skills.

Supports from your department
- We have departmental exchange partners only for our MS students;
- We provide subsidies to successful outgoing exchange students; normally $5000, in addition to possible funding support from CB;
- We provide exchange information seminars to students to improve your successful rate.

Application Requirements and Procedures

Who should apply?
We welcome the following current BBA full-time students who do not have any exchange study experience to make the application:

Year of Programmes	Period of Application	Period of Study	Expected Graduation Date
2-Year BBA Programmes (BBAU2)	Year 3 November Year 3 July	Year 4 Semester A and/or B Year 4 Semester B	Normal Summer (i.e. mid-Oct)
3-Year BBA Programmes (BBAU3)	Year 2 November Year 2 July Year 3 November Year 3 July	Year 3 Semester A and/or B Year 3 Semester B Year 4 Semester A and/or B Year 4 Semester B	Normal Normal Normal Summer (i.e. mid-Oct)
4-Year BBA Programmes (BBAU4)	Year 2 November Year 2 July Year 3 November Not Applicable	Year 3 Semester A and/or B Year 3 Semester B Year 4 Semester A Year 4 Semester B	Normal Normal Normal Not Applicable

Application	Exchange Period	Application Period
2022-2023 First Round	Semester A and/or B 2023-2024	1 to 30 November 2022
2022-2023 Second Round	Semester B 2023-2024	1 to 31 July 2023

The quotas left behind from the First Round Application will be invited application in the Second Round. Students are therefore encouraged to make their application in the first round application.

Where to go?
Applicants should make their choices from the List of Universities for the College and Departmental Level Exchange Programmes.

How to apply?
Please complete the Online Application by logging in your Electronic ID and submit the following supplementary documents electronically:
- A recent passport-size photo
- English proficiency test report, i.e TOEFL or IELTS organized by British Council or IDP
- optional for applicants who choose to study in Mainland or Taiwan
- the test date of your report should be after October 2020 (i.e. valid for duration of two years until end of October 2022)
- late submission of the report can be accepted until 14 August 2022
- Hong Kong Diploma of Secondary Education Examination (DSE) report (for local students only)
- Upload 1-minute Video of (i) Self-Introduction or (ii) Introduction of CityU campus facilities and services
- Any other supplementary information which you think would be relevant to your application

Selection Criteria
- At least completed one year of study in bachelor's degree programme before commencing the exchange programme
- Have a good academic track record with a minimum cumulative CGPA of 2.8 (for the College and Departmental Exchange Programmes)
(i) CGPA after the examination result of Summer 2022 will be considered
(ii) students who have cumulative CGPA of 2.5 or above is eligible to apply for the Institutional Level Exchange Programmes offered by the Global Engagement Office
- Meet the admission requirements of the host university (e.g. GPA, IELTS, TOEFL, foreign language, etc)
- Fulfill the following English language requirement (optional for applicants who choose to study in Mainland or Taiwan):
(i) a minimum TOEFL score of 79 (Internet-based)/213 (Computer-based), or
(ii) IELTS Band 6.5 or above, and
(iii) the test date of your report should be after October 2020, i.e. valid for duration of two years until end of October 2022
- Have a good performance in the selection interview, and
- Priority will be given to applicants who have satisfactory IELTS or TOEFL scores on or before 31 July 2022

Website: https://www.cb.cityu.edu.hk/exchange

Internship

MS3403 - Internship for Business Analysis and Operations Management

Department liaises with local, mainland, and overseas companies that offer internships to our students. For any full-time non-local internship that is not less than six weeks, students will receive the departmental internship subsidy. It may not be available if the subsidy cannot be downloaded to the department finally.

* Credit Units: 3
* Course Duration: Semester A, B and Summer
* Coursework: 100%

Course Aims :
* Enrich students' learning experience through interactions with professionals in the business world through internship tasks.
* Enable students to gain valuable work experience for acquiring in-depth and practical understanding of operation management in business organization between 6 to 12 weeks during the summer semester.
* Enhance student competitiveness in the job market and discovery experience before their graduation

Website: http://www.cityu.edu.hk/catalogue/ug/current/course/MS3403.htm

MS3404 - Internship for Management Sciences (non-credit bearing)

* Credit Units: 0
* Course Duration: Semester A, B and Summer
* Coursework: 100%

Course Aims :

This course is designed to enhance and enrich students' educational experience by integrating the academic component of their degree programme with the practical workplace experience gained at the internship site in local and/or international contexts. The course provides an opportunity for students to apply management sciences theories, practices, and skills in the workplace setting, and to critically reflect on the efficacy of the knowledge learnt in the classroom.

Website: http://www.cityu.edu.hk/catalogue/ug/current/course/MS3404.htm

Disney International College Programme

Every year, students have the chance to participate in the International College Programme (ICP) at Walt Disney World at Florida, US for three months. Students are well-prepared before the internship through a two-day preparatory training workshop on business ethics, business etiquette and interpersonal communication skills. ICP offers students from any academic discipline outstanding learning opportunities through different courses, and all students are evaluated on their performance and a report from their immediate supervisor. Students are assigned jobs in Character, Operations, Custodial, Merchandise, and Quick Service Food & Beverage. They are involved in the Disney magic by sharing and interacting with guests, learning important business philosophies, and making friends with people all over the world.

Website: http://www.cb.cityu.edu.hk/DisneyICP

CB3800 Business Practice Internship

The internship is designed to provide students with real life working experience in local contexts for a period of time. With placements in international businesses, banking, financial services, insurance, accountancy firms, etc., students are expected to gain in-depth and practical understanding of business operations and the professional contexts in which they are expected to apply the theory and skills they have learned in the formal curriculum.

Students will be placed into a multi-national corporation for six weeks full-time internship during the summer. Before the internship, students shall participate in a 2-day workshop on business ethics, business etiquette and interpersonal communication skills. At the end of the internship, students are required to prepare and submit a report.

Website: http://www.cb.cityu.edu.hk/course/cb3800

BOM Internship Statistics (2021-22)

Hosting Company	Work Location Country (City)	Places	No of Credit Bearing (MS3403/CB3800)
Alpargatas Asia Limited	Hong Kong	1	1
Aon Services Hong Kong Limited	Hong Kong	1	1
ATAL Engineering Ltd.	Hong Kong	1	1
bigboXX.com Limited	Hong Kong	1	1
Crossroads Foundation	Hong Kong	2	2
Discovery Bay Golf Club Limited	Hong Kong	1	1
Hang Lung Limited	Hong Kong	1	1
Hong Kong Technology Venture Company Limited	Hong Kong	1	1
Hong Kong TV Shopping Network Company Limited	Hong Kong	1	1
Hongkong International Theme Parks Limited	Hong Kong	1	1
KOS International Limited	Hong Kong	1	1
KPMG	Hong Kong	1	1
L'Oreal Hong Kong Limited	Hong Kong	1	1
Pearson Education Asia Limited	Hong Kong	1	1
Shanghai Commercial Bank	Hong Kong	1	1
Siemens Mobility Limited	Hong Kong	1	1
The Children's Place (Hong Kong) Ltd.	Hong Kong	1	1
The Hong Kong Federation of Youth Groups	Hong Kong	1	1
		19	19

Other Activities

"A" Project: Student Ambassadors Programme

The Student Ambassadors Programme ("A" Project) is a student development programme launched by the Student Leadership and Development Teams, SDS in 1997. The objective of this programme is to foster students' whole person development, such as positive attitude, leadership, problem solving abilities, communication and interpersonal skills as well as broadening students' social exposure, international outlook and life experience; enhance students' knowledge of and sense of belonging to CityU through the practical experience of serving the University and develop a pool of Student Ambassadors to help promote the University's image.

The Student ambassadors are required to attend a comprehensive training programme and to offer service to the University. The training programme includes training camps, feature talks, visits, workshops, group projects and a high table dinner. A partially sponsored non-local interflow tour is also included in the training programme for those Student Ambassadors with excellent participation and performance in training and services to the University.
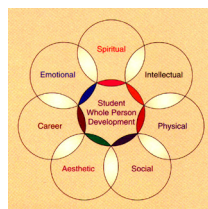Website: https://www.cityu.edu.hk/sds/web/career_ambassadors.shtml

Fang Brothers Whole Person Development Scholarships 2021/22

To encourage students' Whole Person Development and to reward students with talents or significant contributions to the community, Fang Brothers Whole Person Development Scholarship Scheme has been established commencing from the 2004/2005 academic year. In 2014, Dr. Kenneth Fang generously made a donation in support of setting up an endowment fund to support the Scholarships.

7 Areas of Development	Programme Examples
Spiritual	Cultural forum, community service
Intellectual	Study skills, thinking skills workshop
Physical	P.E. Course, sport tournament, health education programmes
Social	Orientation for freshmen, training for student leaders
Aesthetic	Music, art appreciation
Career	Career talk, workshop on job search
Emotional	Peer counsellor training, mental fitness series

A maximum of two scholarships of HK$100,000 each shall be awarded in 2020/21 to support the recipient's tuition fee, living expenses and fees for participating in meaningful learning activities.

Website:

https://www.cityu.edu.hk/sds/web/studentlife_scholarships_fang.shtml

Campus Internship Scheme (CIS)

Introduction

To better consolidate students' work-based learning experience and to enhance their professional and personal development on campus, a Task Force chaired by the Vice-President (Student Affairs) has conducted a review of the On-campus Service-learning Scheme (OSS) in October 2011 and has recommended the introduction of two new schemes, namely the Campus Internship Scheme (CIS) and the Campus Work Scheme (CWS), for implementation on 1st July 2012 to replace the OSS.
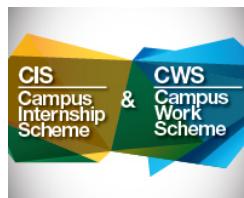
Starting from 1 July 2020, CWS will cease to be implemented so that the hiring and management of student helpers will be decentralized for the Recruiting Units, while CLC will continue to manage CIS.

All enquiries on CIS and suggestions may be forwarded directly to the Career and Leadership Centre via email at clc.careercentre@cityu.edu.hk.

Programme Objectives (CIS)

- To enhance students' understanding of the work environment and their long term personal and professional development

- To develop students' analyltical, problem-solving, and interpersonal skills to engage in discovery and innovation

- To facilitate students' career exploration and add value to their employability.

Student Mentoring Scheme (SMS)

The purposes of SMS are:

- To help first-year students adjust to university education;
- To develop a supportive personal network amongst first-year students and senior students;
- To create a warm atmosphere and positive academic culture in the campus;
- To assist first-year students in enhancing their educational experience and development as a person and as a professional in their chosen fields of study.

  The scopes of SMS are:

- The range of activities can be very comprehensive, from educational to entertaining, personal to professional;
- The student mentors can assume very flexibly the roles of big brother / sister, adviser, information-provider, counselor, coach or private tutor, or simply friend;
- The types of activities and relationship really depend on the needs of the first-year students and their chemistry with the mentors.

Industrial Mentoring Scheme (IMS)

Our Mentorship Program aims at establishing a caring and supportive relationship between City University alumni, business executives (mentors) and undergraduates (mentees) to achieve the following objectives:

- To facilitate the educational, social and personal growth of mentees
- To develop mentees' fullest potential, vision and aspirations for the future
- To enhance mentees' future professional and career development
- To empower mentees to face challenges in society

A mentoring relationship is one that encourages discussion, questions and feedback regarding those areas that will enhance the mentees' capabilities/competencies. These capabilities may be job related, but may also be in the area of school or life in general.

How does the mentorship program work?

The mentor and the mentee would agree on the level of commitment, mode and frequency of interaction, as well as the preferred focus through the mentorship process. Each mentor is encouraged to take on one to three mentees during the same period. At least one face to face meeting is highly recommended. Other activities can be arranged depending on individual mentors and mentees such as:

- regular contact through phone or email
- campus visits by mentors
- workplace visits by mentees
- leisure and social activities

Mentor List 2021 – 2022

Mentors:

Mr Andy Lau, Project Manager / Business Analyst, BNP Paribas (BNPP)
Mr Chris Lo, Assistant Operational Risk Manager, Chiyu Banking Corporation Ltd.
Mr Marco Wong, Management Trainee, DHL Express
Mr Jason Tsang, Assistant Supplies Officer, HKSAR Government
Mr Roy Tam, WPB Global Graduate Trainee, HSBC
Miss Tracy Chun, Sales and Supply Support Manager, IKEA Hong Kong and Macau, The Dairy Farm Company Limited
Mr Kingston Mui, Assistant e-Commerce Manager, Orient Overseas Container Line (OOCL)

Awards and Scholarships

In MS, we award excellent students by various scholarships every year.

For second, third and fourth year students, we offer

The Department of Management Sciences Outstanding Student Prizes and Scholarships
- For undergraduate students with demonstrated outstanding performance
- Maximum 15 awards at $5,000 to $10,000 each.

The Department of Management Sciences Academic Progress Awards
- For full time students who have made the most significant improvements in their academic study
- Maximum 10 awards with amount HK1,000 in maximum.

The Department of Management Sciences Student Development Scholarships
- Selected based on the following criteria: i) exceptionally outstanding performance in extra-curricular activities, ii) winning record in internal and external competitions, iii) participation in departmental services (e.g., student mentoring, study group leadership), and iv) academic performance
- Maximum 20 awards at HK1,000 to $2,000 each.

Useful Links

1. **BBAGOM / BBABOM Website**
   https://www.cb.cityu.edu.hk/ms/bbagom/

2. **GOM / BOM Facebook**
   https://www.facebook.com/cityugom

3. **Canvas**
   https://canvas.cityu.edu.hk/

4. **Department of Management Sciences**
   https://www.cb.cityu.edu.hk/ms

5. **College of Business**
   https://www.cb.cityu.edu.hk

6. **Administrative Information Management System (AIMS)**
   https://banweb.cityu.edu.hk

7. **College of Business Exchange Programme**
   https://www.cb.cityu.edu.hk/exchange/

8. **Scholarship/Exchange/Internship**
   https://www.cb.cityu.edu.hk/Programmes/Undergraduate-Programmes/Scholarships

9. **Chinese Civilization Course (CCIV)**
   http://www.cityu.edu.hk/cciv/1.4.1/index1.htm

10. **The English Language Centre (ELC)**
    http://www.cityu.edu.hk/lc/

11. **Student Development Services (SDS) Online**
    http://www.cityu.edu.hk/sds/online

12. **The Run Run Shaw Library**
    http://www.cityu.edu.hk/lib/

13. **English Learning Support Services**
    https://www.lc.cityu.edu.hk/WebPages/ELSS/

14. Joint Institutions Job Information System (JIJIS)
http://www.jijis.org.hk

15. Project Management Institute (PMI)
http://www.pmi.org.hk/

16. Chartered Institute of Purchasing & Supply" (CIPS)
http://www.cips.org/en-CN/

17. SAP
http://www.sap.com

18. SAS Institute
http://www.sas.com

19. HKSQ
http://www.hksq.org/

20. HKFBS
https://www.hkfbs.org.hk/

21. The Chartered Institute of Logistics and Transport in Hong Kong (CILTHK)
http://www.cilt.org.hk

22. FAQ for 4-year Degrees
http://www6.cityu.edu.hk/arro/content.asp?cid=385
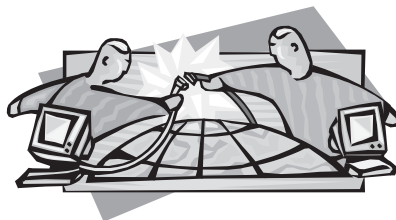
Academic Calendar 2022/23

Week	S	M	T	W	T	F	S	Events	Public Holidays
	August, 2022								
		1	2	3	4	5	6		
	7	8	9	10	11	12	13		
	14	15	16	17	18	19	20		
	21	22	23	24	25	26	27	<u>Semester A 2022/23</u>	
WK.1	28	29	30	31				29 Aug – 26 Nov Teaching Period	
	September								
					1	2	3		
WK.2	4	5	6	7	8	9	10		
WK.3	11	12	13	14	15	16	17		12 The second day following Mid-Autumn Festival
WK.4	18	19	20	21	22	23	24		
WK.5	25	26	27	28	29	30			
	October								
							1		1 National Day
WK.6	2	3	4	5	6	7	8	3 Graduation Date	4 Chung Yeung Festival
WK.7	9	10	11	12	13	14	15		
WK.8	16	17	18	19	20	21	22		
WK.9	23	24	25	26	27	28	29		
WK.10	30	31							
	November								
			1	2	3	4	5		
WK.11	6	7	8	9	10	11	12		
WK.12	13	14	15	16	17	18	19		
WK.13	20	21	22	23	24	25	26	26 Last Day of Teaching	
	27	28	29	30				28 Nov – 3 Dec Student Revision Period	
	December								
					1	2	3		
	4	5	6	7	8	9	10	5 – 17 **Examination Period**	
	11	12	13	14	15	16	17		
	18	19	20	21	22	23	24	19 Dec – 7 Jan Semester Break	
	25	26	27	28	29	30	31		26 1st weekday after Christmas Day
									27 2nd weekday after Christmas Day
	January, 2023								
	1	2	3	4	5	6	7	<u>Semester B 2022/23</u>	2 Day following First Day of January
WK.1	8	9	10	11	12	13	14	9 Jan – 15 Apr Teaching Period	
WK.2	15	16	17	18	19	20	21	21 – 27 Lunar New Year Break	
	22	23	24	25	26	27	28		22 – 25 Lunar New Year Holidays
WK.3	29	30	31						
	February								
				1	2	3	4	1 Graduation Date	
WK.4	5	6	7	8	9	10	11		
WK.5	12	13	14	15	16	17	18		
WK.6	19	20	21	22	23	24	25		
WK.7	26	27	28						
	March								
				1	2	3	4		
WK.8	5	6	7	8	9	10	11		
WK.9	12	13	14	15	16	17	18		
WK.10	19	20	21	22	23	24	25		
WK.11	26	27	28	29	30	31			
	April								
							1		5 Ching Ming Festival
WK.12	2	3	4	5	6	7	8		7 Good Friday
WK.13	9	10	11	12	13	14	15	15 Last Day of Teaching	8 Day following Good Friday
	16	17	18	19	20	21	22	17 – 22 Student Revision Period	10 Easter Monday
	23	24	25	26	27	28	29	24 Apr – 8 May **Examination Period**	
	30								
	May								
		1	2	3	4	5	6		1 Labour Day
	7	8	9	10	11	12	13	9 May – 3 Jun Semester Break	
	14	15	16	17	18	19	20		
	21	22	23	24	25	26	27		26 Buddha's Birthday
	28	29	30	31					

Week	S	M	T	W	T	F	S	Events	Public Holidays
	June, 2023							1 Graduation Date	
					1	2	3	**Summer Term 2023**	
WK.1	4	5	6	7	8	9	10	5 Jun – 22 Jul Teaching Period	
WK.2	11	12	13	14	15	16	17		
WK.3	18	19	20	21	22	23	24		22 Tuen Ng Festival
WK.4	25	26	27	28	29	30			
	July								
							1		1 HK SAR Establishment Day
WK.5	2	3	4	5	6	7	8		
WK.6	9	10	11	12	13	14	15		
WK.7	16	17	18	19	20	21	22	22 Last Day of Teaching	
	23	24	25	26	27	28	29	24 – 29 Student Revision Period	
	30	31						31 Jul – 5 Aug **Examination Period**	
	August								
			1	2	3	4	5		
	6	7	8	9	10	11	12	7 Aug – 2 Sep Term Break	
	13	14	15	16	17	18	19		
	20	21	22	23	24	25	26		
	27	28	29	30	31				

Note :   represents public holidays including all Sundays

Provisional Academic Calendar 2023/24

		Start Date		End Date
Semester A				
Teaching Period	4	September 2023	2	December 2023
Student Revision Period	4	December 2023	9	December 2023
Examination Period	11	December 2023	23	December 2023
Semester Break	25	December 2023	13	January 2024
Semester B				
Teaching Period	15	January 2024	20	April 2024
	(Lunar New Year holidays: 10 – 13 February 2024)			
Student Revision Period	22	April 2024	27	April 2024
Examination Period	29	April 2024	13	May 2024
Semester Break	14	May 2024	8	June 2024
Summer Term				
Teaching Period	11	June 2024	27	July 2024
Student Revision Period	29	July 2024	3	August 2024
Examination Period	5	August 2024	10	August 2024
Term Break	12	August 2024	31	August 2024

Provisional Academic Calendar 2024/25

		Start Date		End Date
Semester A				
Teaching Period	2	September 2024	30	November 2024
Student Revision Period	2	December 2024	7	December 2024
Examination Period	9	December 2024	21	December 2024
Semester Break	23	December 2024	11	January 2025
Semester B				
Teaching Period	13	January 2025	17	April 2025
	(Lunar New Year holidays: 29 – 31 January 2025)			
Student Revision Period	22	April 2025	26	April 2025
Examination Period	28	April 2025	13	May 2025
Semester Break	14	May 2025	7	June 2025
Summer Term				
Teaching Period	9	June 2025	26	July 2025
Student Revision Period	28	July 2025	2	August 2025
Examination Period	4	August 2025	9	August 2025
Term Break	11	August 2025	30	August 2025

Important Dates for Academic Year 2022/23

Semester A 2022/23

Date	Event
26 July 2022	• Release of Master Class Schedule for the academic year • Release of students' Personal Class Schedule for Semester A in AIMS
8 August 2022	• First day to apply for - add/drop of non web-enabled courses - reduced study load/exceeding maximum study load
22 August 2022	• First day for online add/drop of web-enabled courses (Please refer to your web registration time tickets)
26 August 2022	• Last day to apply for credit transfer/course exemption
29 August 2022	• Classes begin • Due date for Semester A's tuition fees
5 September 2022	• Last day for course add/drop
6 September – 4 December 2022	• Application for graduation in Semester A (NOT applicable to Associate Degree students)
10 September 2022	• Last day to apply for: - reduced study load / exceeding maximum study load - withdrawal of studies, leave of absence & late drop of courses with no tuition fee charged (The acceptance fee paid at the time of admission will not be refunded under any circumstances.)
11 September – 8 October 2022	• 50% tuition fee charged for withdrawal of studies, leave of absence & late drop of courses
26 September 2022	• Due date for payment of balance of Semester A's tuition fees
9 October 2022 onwards	• 100% tuition fee charged for withdrawal of studies, leave of absence & late drop of courses
1 – 15 November 2022*	• Applications for Bachelor's Degree students: - change of home major - add/drop of a second major - add/drop of minors
1 – 7 November 2022*	• Application for Associate Degree students in the College of Engineering: - programme transfer
3 November 2022	• Release of Semester A's examination schedule in AIMS
26 November 2022	• Last day of teaching
5 – 17 December 2022	• Examination period
From 28 December 2022	• Release of Semester A's course grades in AIMS

Semester B 2022/23

Date	Event
1 November 2022	• Release of students' Personal Class Schedule for Semester B in AIMS
12 December 2022*	• First day to apply for - add/drop of non web-enabled courses - reduced study load/exceeding maximum study load
28 December 2022*	• First day for online add/drop of web-enabled courses (Please refer to your web registration time tickets)
6 January 2023	• Last day to apply for credit transfer/course exemption (Applicable to students admitted in Semester B 2022/23 or current students who have outside work completed after admission to the University)
9 January 2023	• Classes begin • Due date for Semester B's tuition fees
16 January 2023	• Last day for course add/drop
17 January – 15 April 2023	• Application for graduation in Semester B (NOT applicable to Associate Degree students)
21 January 2023	• Last day to apply for: - reduced study load / exceeding maximum study load - withdrawal of studies, leave of absence & late drop of courses with no tuition fee charged
29 January – 25 February 2023	• 50% tuition fee charged for withdrawal of studies, leave of absence & late drop of courses
13 February 2023	• Due date for payment of balance of Semester B's tuition fees
26 February 2023 onwards	• 100% tuition fee charged for withdrawal of studies, leave of absence & late drop of courses
23 March 2023	• Release of Semester B's examination schedule in AIMS
11 – 17 April 2023*	• Application for Associate Degree students in the College of Engineering: • - programme transfer
15 April 2023	• Last day of teaching
24 April – 8 May 2023	• Examination period
From 16 May 2023	• Release of Semester B's course grades in AIMS
18 – 31 May 2023	• For 4-year Bachelor's Degree students admitted in 2022/23 with an undeclared major: - declaring a home major

Summer 2023

Date	Event
4 April 2023	• Release of students' Personal Class Schedule for Summer Term in AIMS
22 May 2023*	• First day to apply for - add/drop of non web-enabled courses - exceeding maximum study load
29 May 2023*	• First day for online add/drop of web-enabled courses (Please refer to your web registration time tickets)
5 June 2023	• Classes begin
12 June 2023	• Last day for course add/drop
13 June – 29 July 2023	• Application for graduation in Summer Term (NOT applicable to Associate Degree students)
17 June 2023	• Last day to apply for: - exceeding maximum study load - withdrawal of studies, leave of absence & late drop of courses
23 June – 6 July 2023*	• Applications for Bachelor's Degree students: - change of home major - add/drop of a second major - add/drop of minors
6 July 2023	• Release of Summer Term's examination schedule in AIMS
22 July 2023	• Last day of teaching
31 July – 5 August 2023	• Examination period
From 14 August 2023	• Release of Summer Term's course grades in AIMS

* Tentative

Contacts

Dr. Kevin Sun
Major Leader
Address: 7-266, Lau Ming Wai Academic Building
Phone: 3442-8650
E-mail: zhanksun@cityu.edu.hk

Dr. Venus Lo
Associate Major Leader
Address: 7-274, Lau Ming Wai Academic Building
Phone: 3442-4686
E-mail: venus.hl.lo@cityu.edu.hk

Ms. Sally Tsang
Associate Major Leader
Address: 7-244, Lau Ming Wai Academic Building
Phone: 3442-8583
E-mail: mssallyt@cityu.edu.hk

Dr. Menglong Li
Exchange Coordinator
Address: 7-269, Lau Ming Wai Academic Building
Phone: 3442-8578
Email: mengloli@cityu.edu.hk

Dr. Sai Kit Fan
Internship Coordinator
Address: 7-248, Lau Ming Wai Academic Building
Phone: 3442-8347
Email: saikfan@cityu.edu.hk