

College of Business

商學院

Department of Management Sciences

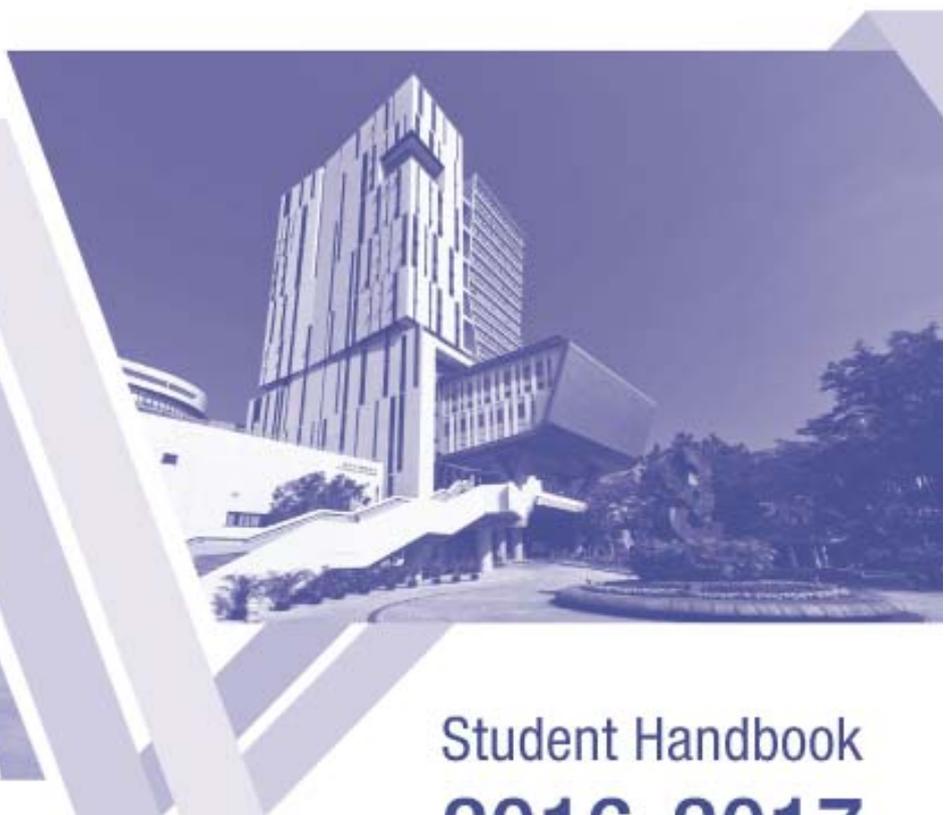
管理科學系



香港城市大學
City University of Hong Kong

專業 創新 胸懷全球
Professional · Creative
For The World

Bachelor of Business Administration in Business Operations Management 工商管理學士(商業營運管理)



Student Handbook
2016-2017

Department of Management Sciences

College of Business

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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. Frank Chen
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:

BOM website: <http://www.cb.cityu.edu.hk/ms/bbabom/index.html>

BOM Facebook: <https://www.facebook.com/cityubom>

Programme Structure

Major Core Courses



Major Electives

Choose any six courses from the followings:-



Banking & Finance

- Financial Systems, Markets and Instruments
- Risk Management Models
- Management Accounting



Decision Tools

- Quantitative Business Analysis with VBA
- Analytics Using SAS
- Database Systems[#]
- Java Programming[#]



Trade & Supply Chain

- Procurement and Sourcing
- Enterprise Resource Planning
- Simulation



Practicum

- Operations Management Internship*
- Business Practice Internship*
- Operations Management Project



Hospitality & Retail

- Hospitality Management
- Pricing and Revenue Management
- Retail Management

#Java Programming is a prerequisite for Database Systems.

*Since both are internship courses, students can use only one of the them to satisfy major requirements.

Major Core courses offered in 2016-17

| Course Code | Course Title | Credit | Remarks | Semester |
|-------------|---|--------|--|----------|
| CB2011 | Solving Business Problems with Spreadsheet Modeling | 3 | | A & B |
| CB2101 | Introduction to Managerial Accounting | 3 | Major course required by College | A & B |
| CB2200 | Business Statistics | 3 | Major course required by College | A |
| CB2402 | Macro-Economics | 3 | Major course required by College | A & B |
| MS3123 | Workshop on Operations Management Practices | 3 | MS3124 Global Supply Chain Management or MS3431 Procurement and Sourcing | B |
| MS3124 | Global Supply Chain Management | 3 | | A |
| MS3125 | Business Project Management | 3 | | A |
| MS3322 | Quality Management | 3 | | A & B |
| MS3431 | Procurement and Sourcing | 3 | | A |
| MS4109 | Project Management | 3 | | B |
| MS4306 | Best Practices in Operations Management | 3 | MS3261 as pre-requisite | A |

Major Electives offered in 2016-17

| Course Code | Course Title | Credit | Prerequisite | Semester |
|-------------|---|--------|--|----------|
| AC4321 | Management Accounting | 3 | CB2101 Introduction to Managerial Accounting | A |
| CB3800 | Business Practice Internship ^{†‡} | 3 | | S |
| CS2360 | Java Programming | 3 | | A |
| CS3402 | Database Systems | 3 | CS2360 Java Programming | A & B |
| EF3333 | Financial Systems, Markets and Instruments | 3 | CB3410 Financial Management | B |
| MKT4624 | Retail Management | 3 | CB2601 Marketing | B |
| MS3106 | Simulation | 3 | CB2200 Business Statistics or MS3102 Statistics for Management Decisions | B |
| MS3111 | Quantitative Business Analysis with Visual Basic for Applications | 3 | | B |
| MS3251 | Analytics Using SAS | 3 | | A |
| MS3304 | Hospitality Management | 3 | MS3322 Quality Management | B |
| MS3403 | Internship for Business Analysis and Operations Management [†] | 3 | | S |
| MS4111 | Enterprise Resource Planning | 3 | | A |
| MS4123 | Supply Chain Management | 3 | | B |
| MS4226 | Risk Management Models | 3 | | B |
| MS4227 | Pricing and Revenue Management | 3 | | A |

† Subject to Programme 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.

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 (2014-15 alumni career survey) | Key Recommended Major Electives | Other Suggested Major Electives |
|--|--|---|
| Banking & Finance | <ul style="list-style-type: none"> • Financial Systems, Markets and Instruments • Risk Management Models • Management Accounting • Quantitative Business Analysis with VBA | <ul style="list-style-type: none"> • Java Programming • Database Systems • Analytics Using SAS |
| Hospitality & Retail | <ul style="list-style-type: none"> • Hospitality Management • Retail Management • Supply Chain Management • Pricing and Revenue Management | <ul style="list-style-type: none"> • Management Accounting • Quantitative Business Analysis with VBA • Enterprise Resource Planning • Simulation |
| Trade & Supply Chain Management | <ul style="list-style-type: none"> • Supply Chain Management • Enterprise Resource Planning • Simulation • Quantitative Business Analysis with VBA | <ul style="list-style-type: none"> • Management Accounting • Hospitality Management • Pricing and Revenue Management • Retail Management |
| Business Consulting | <ul style="list-style-type: none"> • Supply Chain Management • Enterprise Resource Planning • Management Accounting • Java Programming • Database Systems | <ul style="list-style-type: none"> • Quantitative Business Analysis with VBA • Hospitality Management • Financial Systems, Markets and Instruments • Pricing and Revenue Management |

4-year plan for 2013/14 intake:

| Yr/Sem | MS - CB2201 Quantitative Methods | MKT - CB2601 Marketing | EF1 - CB2400 Economics I | GE (Note 1) | GE1401 / EAP (Note 2) | Sem A or B CHIN (Note 3) |
|--------|--|---|---|-------------------------------|---|---|
| 1A | MS - CB2201 Quantitative Methods | MKT - CB2601 Marketing | EF1 - CB2400 Economics I | GE (Note 1) | GE1401 / EAP (Note 2) | Sem A or B CHIN (Note 3) |
| 1B | AC - CB2100 Accounting 1 | MGT - CB2300 Management | IS - CB2500 Information Management | GE (Note 1) | GE2402 / EAP (Note 2) | |
| 2A | EF2 - CB3410 Financial Management | CB2505 E-Business | MS2200 Business Statistics | MS 3322 Quality Management | GE (Note 1) | GE1401 University English |
| 2B | MS3431 Procurement and Sourcing | MS3261 Business Modeling with Spreadsheets | Minor 1 (Note 4) | GE (Note 1) | GE (Note 1) | GE2402 English for Business Communication |
| 3A | MS4109 Project Management | Major Elective 1 | MS4306 Best Practices in Operations Management | Minor 2 (Note 4) | GE (Note 1) | Sem A or B GE1501 Chinese Civilisation - History and Philosophy |
| 3B | MS3123 Workshop on Operations Management Practices | Major Elective 2 | Minor 3 (Note 4) | Free Elective | GE (Note 1) | |
| 4A | Major Elective 3 | Major Elective 4 | Major Elective 5 | Minor 4 (Note 4) | Sem A or B CB4303 Strategy and Policy | |
| 4B | Major Elective 6 | Major Elective 7 | Major Elective 8 | Minor 5 (Note 4) | | |

Minimum Credits Required:

GE - 7 courses (21 CU)

ENGL + CCIV - 3 courses (9 CU)

College Core - 9 courses (27 CU)

Major - 15 courses (45 CU)

Minor/elective courses - 6 courses (18 CU)

Min. Total: 40 courses (120 CU)

Max. Allowable: 48 courses (144 CU)

BBA structure 2-14-15_BBA4

Note

(1) Gateway Education Course Distributional Requirements

Take at least one course from each of the areas below:

Area 1: Arts and Humanities

Area 2: Study of Societies, Social and Business Organizations

Area 3: Science and Technology

(2) English Requirements

First-year intake students who enter with Level 3 in HKDSE English or equivalent are required to take:

EL0200 English for Academic Purposes

All BBA first-year intake students are required to take:

GE1401 University English

GE2402 English for Business Communication

(3) Chinese Requirement

a. First-year intake students with Level 3 or below in HKDSE Chinese OR Grade E or below in

HKALE AS in Chin. Lang. & Culture are required to take:

CHIN1001 University Chinese I

b. First-year intake students with Level 4 or above in HKDSE Chinese OR Grade D or above in

HKALE AS in Chin. Lang. & Culture are NOT required to take CHIN1001.

c. First-year intake students other than (a) and (b), including mainland and non-local students are

NOT required to take CHIN1001.

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

4-year plan for 2014/15 intake:

| Yr/Sem | Sem A & B CB2100 Introduction to Financial Accounting | Sem A & B CB2601 Marketing | Sem A & B CB2400 Micro-Economics | GE (Note 2) | GE1401 University English or EAP (Note 1) | Sem A or B CHN1001 University Chinese I (Note 3) |
|--------|---|--|---|---|---|--|
| 1A | Sem A & B CB2100 Introduction to Financial Accounting | Sem A & B CB2601 Marketing | Sem A & B CB2400 Micro-Economics | GE (Note 2) | GE1401 University English or EAP (Note 1) | Sem A or B CHN1001 University Chinese I (Note 3) |
| 1B | Sem A & B CB2201 Operations Management | Sem A & B CB2300 Management | Sem A & B CB2500 Information Management | GE (Note 2) | GE2402 English for Business Communication or EAP (Note 1) | |
| 2A | CB3410 Financial Management | CB2191 Introduction to Managerial Accounting | CB2200 Business Statistics | MS3124 Global Supply Chain Management | MS3125 Business Project Management | GE1401 University English (for students taken EAP) |
| 2B | College Elective | CB2402 Macro-Economics | MS 3322 Quality Management | CB2011 Solving Business Problems with Spreadsheet Modeling | GE (Note 2) | GE2402 English for Business Communication (for students taken EAP) |
| 3A | College Elective | MS4306 Best Practices in Operations Management | Major Elective 1 | Minor 1 (Note 4) | GE1501 Chinese Civilization – History & Philosophy | |
| 3B | College Elective | MS3123 Workshop on Operations 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) | |
| 4B | CB4303 Strategy and Policy | Major Elective 5 | Major Elective 6 | Minor 5 (Note 4) | Free Elective | |

Minimum Credits Required:
 GE - 4 GE courses + 3 College Electives (21 CU)
 GE: 2 ENGL + CCM (9 CU)
 College: 8 College Core + 1 College Elective (27 CU)
 Major: 12 Major courses + 3 College required courses (45 CU)
 Minor/Electives: 8 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 EL0200 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 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 CHN1001 University Chinese I.
 (4) Students who do not choose a minor are required to take **Free Electives**.

Major Electives: Students are required to take 6 electives from the following list:

| | |
|--|---|
| AC4321 Management Accounting | MS3304 Hospitality Management |
| CB3503 Business Practice Internship | MS3403 Internship for Business Analysis and Operations Management |
| CS2360 Java Programming | MS4111 Enterprise Resource Planning |
| CS3402 Database Systems | MS4118 Operations Management Project |
| EP3333 Financial Systems, Markets and Instruments | MS4226 Risk Management Models |
| MKT4024 Retail Management | MS4227 Pricing and Revenue Management |
| MS3106 Simulation | MS4306 Procurement and Strategic Sourcing |
| MS3111 Quantitative Business Analysis with Visual Basic for Applications | |
| MS3201 Analytics Using SAS | |

4-year plan for 2015/16 intake:

| Yr/Sem | Sem A & B CB2100 Introduction to Financial Accounting | Sem A & B CB2601 Marketing | Sem A & B CB2400 Micro-Economics | GE (Note 2) | GE1401 University English or EAP (Note 1) | Sem A or B CHN1001 University Chinese I (Note 3) |
|--------|---|--|---|---|---|--|
| 1A | Sem A & B CB2100 Introduction to Financial Accounting | Sem A & B CB2601 Marketing | Sem A & B CB2400 Micro-Economics | GE (Note 2) | GE1401 University English or EAP (Note 1) | Sem A or B CHN1001 University Chinese I (Note 3) |
| 1B | Sem A & B CB2201 Operations Management | Sem A & B CB2300 Management | Sem A & B CB2500 Information Management | GE (Note 2) | GE2402 English for Business Communication or EAP (Note 1) | |
| 2A | CB3410 Financial Management | CB2101 Introduction to Managerial Accounting | CB2200 Business Statistics | MS3124 Global Supply Chain Management | MS3125 Business Project Management | GE1401 University English (for students taken EAP) |
| 2B | College Elective | CB2402 Macro-Economics | MS 3322 Quality Management | CB2011 Solving Business Problems with Spreadsheet Modeling | GE (Note 2) | GE2402 English for Business Communication (for students taken EAP) |
| 3A | College Elective | MS4306 Best Practices in Operations Management | Major Elective 1 | Minor 1 (Note 4) | GE1501 Chinese Civilization – History & Philosophy | |
| 3B | College Elective | MS3123 Workshop on Operations 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) | |
| 4B | CB4303 Strategy and Policy | Major Elective 5 | Major Elective 6 | Minor 5 (Note 4) | Free Elective | |

Minimum Credits Required:

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

GE: 2 ENG3 + CCM (9 CU)

College: 8 College Core + 1 College Elective (27 CU)

Major: 12 Major courses + 3 College required courses (45 CU)

Minor/Electives: 8 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 EL0200 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 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 CHN1001 University Chinese I.

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

Major Electives: Students are required to take 6 electives from the following list:

| | |
|--|---|
| AC4321 Management Accounting | MS3304 Hospitality Management |
| CB3850 Business Practice Internship | MS3403 Internship for Business Analysis and Operations Management |
| CS2360 Java Programming | MS4111 Enterprise Resource Planning |
| CS3402 Database Systems | MS4118 Operations Management Project |
| EP3335 Financial Systems, Markets and Instruments | MS4225 Risk Management Models |
| MKT4024 Retail Management | MS4227 Pricing and Revenue Management |
| MS3106 Simulation | MS4306 Procurement and Strategic Sourcing |
| MS3111 Quantitative Business Analysis with Visual Basic for Applications | |
| MS3201 Analytics Using SAS | |

4-year plan for 2016/17 intake:

| Yr/Sem | Sem. A & B CB2100 Introduction to Financial Accounting | Sem. A & B CB2601 Marketing | Operations Management CB2201 | Sem. A & B CB2400 Micro-Economics | GE1401 University English or EAP (Note 1) | Sem. A or B CHIN1001 University Chinese I (Note 3) |
|--------|--|--|--|--|---|---|
| 1A | Sem. A & B CB2300 Management | Sem. A & B CB2500 Information Management | CB2200 Business Statistics | Sem. A & B GE (Note 2) | GE2402 English for Business Communication or EAP (Note 1) | |
| 1B | CB3410 Financial Management | CB2101 Introduction to Managerial Accounting | MS3124 Global Supply Chain Management | MS3125 Business Project Management | GE (Note 2) | GE1401 University English (for students taking EAP) |
| 2A | College Elective | CB2402 Macro-Economics | MS 3322 Quality Management | CB2011 Solving Business Problems with Spreadsheet Modeling | GE (Note 2) | GE2402 English for Business Communication (for students taking EAP) |
| 2B | College Elective | MS4306 Best Practices in Operations Management | Major Elective 1 | Minor 1 (Note 4) | GE1501 Chinese Civilization – History & Philosophy | |
| 3A | College Elective | MS3123 Workshop on Operations Management Practices | Major Elective 2 | Minor 2 (Note 4) | GE (Note 2) | |
| 3B | College Elective | Major Elective 3 | Major Elective 4 | Minor 3 (Note 4) | Minor 4 (Note 4) | |
| 4A | College Elective | Major Elective 5 | Major Elective 6 | Minor 5 (Note 4) | Free Elective | |
| 4B | CB4303 Strategy and Policy | | | | | |

Minimum Credits Required:

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

GE: 2 ENGL + CCIV (9 CU)

College: 8 College Core + 1 College Elective (27 CU)

Major: 12 Major courses + 3 College required courses (45 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 EL0200 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 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 6 electives from the following list:

| | |
|--|---|
| AC4321 Management Accounting | MS3304 Hospitality Management |
| CB3003 Business Practice Internship | MS3403 Internship for Business Analysis and Operations Management |
| CB3260 Java Programming | MS4111 Enterprise Resource Planning |
| CB3402 Database Systems | MS4119 Operations Management Project |
| EF3333 Financial Systems, Markets and Instruments | MS4226 Risk Management Models |
| MKT4324 Retail Management | MS4227 Pricing and Revenue Management |
| MS3106 Simulation | MS4306 Procurement and Strategic Sourcing |
| MS3111 Quantitative Business Analysis with Visual Basic for Applications | |
| MS3201 Analytics Using SAS | |

"4-1" plan for 2014/15 and 2015/16 intake:

| Yr/Sem | Sem A & B CB2100 Introduction to Financial Accounting | Sem A & B CB2601 Marketing | CB2400 Micro-Economics | CB2200 Business Statistics | GE2402 English for Business Communication or EAP (Note 1) | Sem A or B CHIN1001 University Chinese I (Note 3) |
|--------|---|--|--|------------------------------------|--|--|
| 1A | Sem A & B CB2201 Operations Management | Sem A & B CB2300 Management | CB2500 Information Management | CB2402 Macro-Economics | GE1401 University English or EAP (Note 1) | GE (Note 2) |
| 1B | CB3410 Financial Management | MS 3322 Quality Management | CB2101 Introduction to Managerial Accounting | MS3431 Procurement and Sourcing | Major Elective 1 | GE2402 English for Business Communication (for students taken EAP) |
| 2A | College Elective | College Elective | CB2011 Solving Business Problems with Spreadsheet Modelling | Major Elective 2 | GE (Note 2) | GE1401 University English (for students taken EAP) |
| 2B | College Elective | MS4306 Best Practices in Operations Management | Major Elective 3 | Major Elective 4 | Major Elective 5 | |
| 3A | College Elective | MS3123 Workshop on Operations Management Practices | MS4109 Project Management | Major Elective 6 | GE1501 Chinese Civilisation - History and Philosophy | |
| 3B | CB4303 Strategy and Policy | | | | | |
| 4A | | | | | | |
| 4B | | | | | | |

Minimum Credits Required:

GE: 2 GE courses + 2 College Electives (12 CU)

GE: 2 ENGL + CCIV (9 CU)

College: 8 College Core + 1 College Elective (27 CU)

Major: 12 Major courses + 3 College required courses (45 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 ELO200 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 6 electives from the following list:

| | |
|--|---|
| AC4321 Management Accounting | MS3201 Analytics Using SAS |
| CB3800 Business Practice Internship | MS3304 Hospitality Management |
| CS2360 Java Programming | MS3403 Internship for Business Analysis and Operations Management |
| CS3402 Database Systems | MS4111 Enterprise Resource Planning |
| EF3333 Financial Systems, Markets and Instruments | MS4118 Operations Management Project |
| MKT4624 Retail Management | MS4123 Supply Chain Management |
| MS3106 Simulation | MS4226 Risk Management Models |
| MS3111 Quantitative Business Analysis with Visual Basic for Applications | MS4227 Pricing and Revenue Management |

"4 -1" plan for 2016/17 intake:

| Yr/Sem | 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 CHN1001 University Chinese I (Note 3) |
|--------|---|---|--|---|--|--|
| 1A | Sem A & B CB2300 Management | Sem A & B CB2500 Information Management | CB2200 Business Statistics | CB2402 Macro-Economics | CB2011 Solving Business Problems with Spreadsheet Modelling | GE1401 University English or EAP (Note 1) |
| 1B | CB3410 Financial Management | MS3124 Global Supply Chain Management | CB2101 Introduction to Managerial Accounting | MS4306 Best Practices in Operations Management | MS3125 Business Project Management | GE2402 English for Business Communication (for students taken EAP) |
| 2A | College Elective | MS 3322 Quality Management | MS3123 Workshop on Operations Management Practices | Major Elective 1 | GE (Note 2) | GE1401 University English (for students taken EAP) |
| 2B | College Elective | College Elective | Major Elective 2 | Major Elective 3 | GE (Note 2) | |
| 3A | College Elective | Major Elective 4 | Major Elective 5 | Major Elective 6 | GE1501 Chinese Civilisation - History and Philosophy | |
| 3B | CB4303 Strategy and Policy | | | | | |
| 4A | | | | | | |
| 4B | | | | | | |

Minimum Credits Required:

GE: 2 GE courses + 2 College Electives (12 CU)

GE: 2 ENGL + CCIV (9 CU)

College: 8 College Core + 1 College Elective (27 CU)

Major: 12 Major courses + 3 College required courses (45 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 | 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 CHN1001 University Chinese I.

Major Electives: Students are required to take 6 electives from the following list:

| | |
|--|---|
| AC4321 Management Accounting | MS3304 Hospitality Management |
| CB5800 Business Practice Internship | MS3403 Internship for Business Analysis and Operations Management |
| CS2360 Java Programming | MS4111 Enterprise Resource Planning |
| CS3402 Database Systems | MS4116 Operations Management Project |
| EF3333 Financial Systems, Markets and Instruments | MS4226 Risk Management Models |
| MKT4624 Retail Management | MS4227 Pricing and Revenue Management |
| MS3106 Simulation | MS4506 Procurement and Strategic Sourcing |
| MS3111 Quantitative Business Analysis with Visual Basic for Applications | |
| MS3251 Analytics Using SAS | |

"4-2" plan for 2014/15 and 2015/16 intake:

| Yr/Sem | CB2100 Accounting I | CB2300 Management | CB2400 Economics I | ENG | CB2500 Information Management | Chinese |
|--------|---|--|---|------------------------------------|----------------------------------|-----------------------|
| 1A | CB2100 Accounting I | CB2300 Management | CB2400 Economics I | ENG | CB2500 Information Management | Original Structure |
| 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 | MS 3322 Quality Management | GE (Note 2) | |
| 3B | College Elective | CB2402 Macro-Economics | CB2011 Solving Business Problems with Spreadsheet Modeling | MS3431 Procurement and Sourcing | Major Elective 1 | College Elective |
| 4A | College Elective | MS4306 Best Practices in Operations Management | Major Elective 2 | Major Elective 3 | Major Elective 4 | |
| 4B | CB4303 Strategy and Policy | MS3123 Workshop on Operations Management Practices | MS4109 Project Management | Major Elective 5 | Major Elective 6 | |

Minimum Credits Required

GE: GE course + ENGL + 2 College Electives (12 CU)

College: College Core + College Elective (6 CU)

Major: 12 Major courses + 3 College required courses (45 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.

"4-2" plan for 2016/17 intake:

| Yr/Sem | CB2100 Accounting I | CB2300 Management | CB2400 Economics I | ENG | CB2500 Information Management | Chinese | Original Structure |
|--------|--|--|--------------------------------|--|---------------------------------------|-------------|-----------------------|
| 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 | MS3125 Business Project Management | | |
| 3B | CB2011 Solving Business Problems with Spreadsheet Modeling | CB2402 Macro-Economics | MS 3322 Quality Management | Major Elective 1 | College Elective | GE (Note 2) | |
| 4A | College Elective | MS4306 Best Practices in Operations Management | Major Elective 2 | Major Elective 3 | Major Elective 4 | | |
| 4B | CB4303 Strategy and Policy | MS3123 Workshop on Operations Management Practices | Major Elective 5 | Major Elective 6 | College Elective | | |

Minimum Credits Required

GE: GE course + ENGL + 2 College Electives (12 CU)

College: College Core + College Elective (8 CU)

Major: 12 Major courses + 3 College required courses (45 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 6 electives from the following list:

| | |
|--|---|
| AC4321 Management Accounting | MS3304 Hospitality Management |
| CB3800 Business Practice Internship | MS3403 Internship for Business Analysis and Operations Management |
| CS2360 Java Programming | MS4111 Enterprise Resource Planning |
| CS3402 Database Systems | MS4118 Operations Management Project |
| EF3333 Financial Systems, Markets and Instruments | MS4226 Risk Management Models |
| MKT4624 Retail Management | MS4227 Pricing and Revenue Management |
| MS3106 Simulation | MS4508 Procurement and Strategic Sourcing |
| MS3111 Quantitative Business Analysis with Visual Basic for Applications | |
| MS3251 Analytics Using SAS | |

Admission Statistics

Major Allocation Exercise 2015/16

(including transfers from other majors/departments/colleges)

| | | |
|--------------------|---|----------------------|
| Intake Plan Number | 30 | |
| Students Allocated | 20% Category: 80% Category: | 26 19 |
| Order of Choice | 1st Choice: 2nd to 13th Choices: | 45 (100%) 0 |
| CGPA | 75th percentile: Median: 25th percentile: | 3.58 3.50 3.30 |

Advanced Standing I Admission (up to August 5, 2016)

| | | |
|------------------------|---|----------------------|
| Intake Plan Number | 6 | |
| CGPA in previous study | 75th percentile: Median: 25th percentile: | 3.84 3.75 3.65 |

Advanced Standing II Admission (up to August 5, 2016)

| | | |
|------------------------|---|----------------------|
| Intake Plan Number | 29 | |
| CGPA in previous study | 75th percentile: Median: 25th percentile: | 3.76 3.63 3.55 |

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 | Making Application | Studying Period |
|--|--------------------|---|
| 2-Year BBA Programmes (BBA2, BBAU2) | Year 1 | Year 2 Semester A and/or Year 2 Semester B |
| 3-Year BBA Programmes (BBA3, BBAU3) | Year 1 or 2 | Year 2 Semester A and/or Year 2 Semester B or Year 3 Semester A and/or Year 3 Semester B |
| 4-Year BBA Programmes (BBA4) | Year 2 or 3 | Year 3 Semester A and/or Year 3 Semester B or Year 4 Semester A |

*Please note that BBA4 students are not eligible to study abroad in their final semester.

When to apply?

| Application | Exchange Period | Application Period |
|------------------------|----------------------------------|-----------------------|
| 2016-2017 First Round | Semester A and/or B 2016-2017 | 1 to 30 November 2015 |
| 2016-2017 Second Round | Semester B 2016-2017 | 1 to 31 July 2016 |

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 University and finally will be assigned to one target university.

*Applicants should not choose countries where they are citizens and/or permanent residents.

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
- Photocopy of English proficiency test results, i.e TOEFL or IELTS organized by British Council or IDP (optional for applicants who choose to study in Mainland or Taiwan)
- Any other supplementary information which you think would be relevant to your application

Selection Criteria

Successful applicants must demonstrate good interpersonal skills, the ability to study in an overseas environment, and enthusiasm to be an ambassador of Hong Kong and CityU. Priority will be given to applicants who have satisfactory IELTS or TOEFL scores on or before August 2016. In addition, applicants must:

- 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 (after the examination result of Summer 2016)
- Meet the admission requirements of the host university (e.g. GPA, IELTS, TOEFL, etc)
- Fulfill the following English language requirement (optional for applicants who choose to study in Mainland or Taiwan):
- a minimum TOEFL score of 79 (Internet-based)/213 (Computer-based), or IELTS Band 6.5 or above (the report should be valid until end of October 2015)
- Have a good performance in the interviews

Application Procedures for Second Round Application 2016-2017

Applicants are required to complete the application and interview for the College and Departmental Level Exchange Programmes. If applicants cannot receive any place, they will be nominated to apply for the Institutional Level Exchange Programmes. Please follow the Application Schedule to prepare the application.

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 (Internship location: HK\$7,000/month in Mainland, Taiwan, Asia (other than Japan, Korea & Singapore), Africa; HK\$ 10,000 in Asia (Japan, Korea & Singapore), Middle East & South America; HK\$ 13,000 in North America, Europe, Australia & New Zealand). It may not be available if the subsidy cannot be downloaded to the department finally.

- Credit Units: 3
- Course Duration: Summer Semester
- 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/ug/201415/course/MS3403.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 (2015-16)

| Hosting Company | Work Location Country (City) | Places | No of Credit Bearing (MS3403) |
|--|------------------------------|--------|-------------------------------|
| A.S. Watson Group | Hong Kong | 9 | 9 |
| BMI Corporate Service Ltd | Hong Kong | 1 | 1 |
| Calvin Klein HK | Hong Kong | 1 | 1 |
| Carter's Global Sourcing Ltd. | Hong Kong | 1 | 1 |
| Cathay Pacific Catering Services (H.K.) Ltd. | Hong Kong | 3 | 3 |
| Cathy Pacific Services Limited | Hong Kong | 1 | 1 |
| Census and Statistics Department, HKSAR | Hong Kong | 1 | 1 |
| Cheil PenTai | Hong Kong | 1 | 1 |
| China Minsheng Bank | China | 2 | 2 |
| China Mobile Hong Kong Company Limited | Hong Kong | 1 | 1 |
| DP World Asia Pacific | Hong Kong | 1 | 1 |
| EP Venture | Hong Kong | 1 | 1 |
| Executive Solutions Limited | Hong Kong | 1 | 1 |
| Givenchy China Company Limited | Hong Kong | 1 | 1 |
| Orient Star Shipping (S) Pte Ltd | Singapore | 1 | 1 |
| PCCW Solution | Hong Kong | 1 | 1 |
| Poly-Asia (China) Co. Ltd | Hong Kong | 1 | 1 |
| RunOurCity | Hong Kong | 1 | 1 |
| SATS HK | Hong Kong | 2 | 2 |
| Shun Hing Logistics Co. Ltd. | Hong Kong | 1 | 1 |
| Sino Education | Hong Kong | 1 | 1 |
| VF Asia Ltd. | Hong Kong | 1 | 1 |
| 藝文創薈文化協會 | Hong Kong | 1 | 1 |
| | | 35 | 35 |

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: <http://www.cityu.edu.hk/sds/sa>

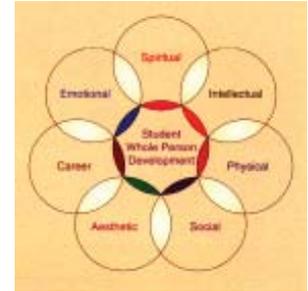
Whole Person Development Scheme (WPD)

The Whole Person Development Award Scheme is established to encourage students to take positive and systematic steps to pursue whole person development. Students’ participation and involvement in student activities or extra-curricular training programmes will add scores leading towards the Award.

On joining the Scheme, students are expected to participate in programmes grouped under the following areas of development according to your own interest:

| 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 |

Student will obtain points after attending the programme you choose and points are earned from the time you spend in a programme. The more time you spend, the more points you can obtain. Certificates and souvenirs will be awarded to you once you have fulfilled the requirements of the Scheme in a ceremony held in June each year. The certificate gained may serve as useful reference for you in application for jobs or scholarships.

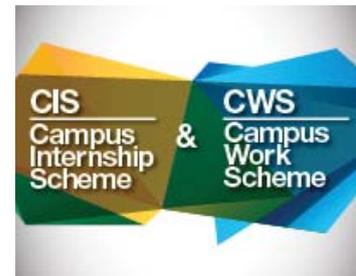


Website: <http://www.cityu.edu.hk/sds/wpd/index.htm>

Campus Internship Scheme (CIS) and Campus Work Scheme (CWS)

Introduction

To better consolidate students' work-based learning experience and to enhance their professional and personal development on campus. The Career and Internship Office (CAIO) is responsible for implementing the Schemes, further enquiries may be forwarded directly via email to caio@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' analytical, problem-solving, and interpersonal skills to engage in discovery and innovation
- To facilitate students' career exploration and add value to their employability.

Programme Objectives (CWS)

- To enhance students' understanding of the work environment and develop work ethics and positive work attitude needed in the workplace
- To learn generic work skills and gain real life work experience

Web Site: <http://www.cityu.edu.hk/caio> For enquiry: Tel: 3442 5591

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 2015 – 2016

Mentors:

Miss Carey Lo, Product Manager, Assistant, DKSH Hong Kong Limited

Mr. Alan Ching, Manager, Retail, The Nielson Company (HK) Limited

Mr. James Lo, Brand Manager, Telford International Co. Ltd

Miss Cathy Chan, Human Resources Officer, Queen Mary Hospital

Mr. Nicolas Kan, Assistant Manager, Regional Business Analysis, JobsDB

Miss Fiona Sze, Marketing Officer, Lukfook Jewellery

Awards and Scholarships

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

For first year students, we offer

The Department of Management Sciences Entrance Awards

- For students with good to outstanding academic achievements in their first year study at CB and to undertake full degree programmes with the Department
- Gold Awards – up to 6 awards at HK\$50,000 each; Silver Awards – up to 25 awards at HK\$5,000 to HK\$20,000 each.
- Minimum CGPA of 3.7(Gold) and 3.4(Silver)

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 10 awards at \$10,000 each.

Freotech Technology Limited Scholarship

- Funded by donations from the Freotech Technology Limited
- For students with excellent academic results, no fewer than 8 awards shall be granted each year with the total dollar amount of awards not exceeding \$40,000.

The Department of Management Sciences Academic Progress Awards

- For full time students who have made the most significant improvements in their academic study
- Maximum 30 awards with amount HK1,000 to \$3,000 each.

The Department of Management Sciences Student Development Scholarships

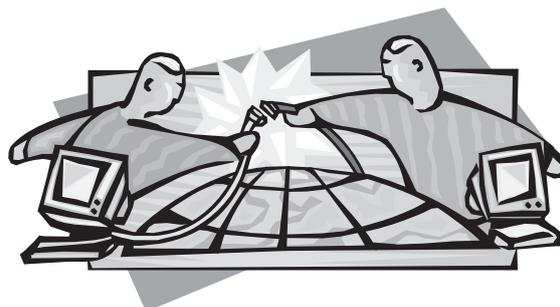
- Selected based on the following criteria: i) exceptionally outstanding performance in extra-curricular activities, ii) winning record in internal and external competitions, iii) participation in departmental services (e.g., student mentoring, study group leadership), and iv) academic performance
- Maximum 10 awards at HK2,000 to \$5,000 each.



Useful Links

- 1. BBABOM Website**
<http://www.cb.cityu.edu.hk/ms/bbabom/index.html>
- 2. BOM Facebook**
<https://www.facebook.com/cityubom>
- 3. Canvas**
<https://canvas.cityu.edu.hk/>
- 4. Department of Management Sciences**
<http://www.ms.cityu.edu.hk>
- 5. College of Business**
<http://www.cb.cityu.edu.hk>
- 6. Administrative Information Management System (AIMS)**
<https://banweb.cityu.edu.hk>
- 7. College of Business Exchange Programme**
<http://www.cb.cityu.edu.hk/exchange/>
- 8. Scholarship/Exchange/Internship**
<http://www.cb.cityu.edu.hk/ms/whyUs/scholarships.html>
- 9. Chinese Civilization Course (CCIV)**
<http://www.cciv.cityu.edu.hk>
- 10. The English Language Centre (ELC)**
<http://www.cityu.edu.hk/elc/>
- 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 Language Clinic**
<http://www.english.cityu.edu.hk/languageclinic/>
- 14. Joint Institutions Job Information System (JIJIS)**
<http://www.jjjs.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 2016/17

| Week | S | M | T | W | T | F | S | Events | Public Holidays |
|--------------|----------------------|----|----|----|----|----|----|--|--|
| | August, 2016 | | | | | | | | |
| | | 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 | | |
| WK.1 | 28 | 29 | 30 | 31 | | | | Semester A 2016/17 29 Aug - 26 Nov Teaching Period | |
| | September | | | | | | | | |
| WK.2 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | | |
| WK.3 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | | 16 Day following Mid-Autumn Festival |
| WK.4 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | | |
| WK.5 | 25 | 26 | 27 | 28 | 29 | 30 | | | |
| | October | | | | | | | | |
| WK.6 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | | |
| WK.7 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 3 Graduation Date | 1 National Day |
| WK.8 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | | |
| WK.9 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | | 10 Day following Chung Yeung Festival |
| WK.10 | 30 | 31 | | | | | | | |
| | November | | | | | | | | |
| 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 | | | | | | | | |
| | 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 1 st Weekday after Christmas Day |
| | | | | | | | | | 27 2 nd Weekday after Christmas Day |
| | January, 2017 | | | | | | | | |
| WK.1 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | Semester B 2016/17 9 Jan - 22 Apr Teaching Period | 2 Day following First Day of January |
| WK.2 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | | |
| WK.3 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 27 Jan - 2 Feb Lunar New Year Break | 28 - 31 Lunar New Year Holidays |
| | 22 | 23 | 24 | 25 | 26 | 27 | 28 | | |
| | 29 | 30 | 31 | | | | | | |
| | February | | | | | | | | |
| WK.4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | | |
| WK.5 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 15 Graduation Date | |
| WK.6 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | | |
| WK.7 | 26 | 27 | 28 | | | | | | |
| | March | | | | | | | | |
| 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 | | | | | | | | |
| WK.12 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | | 4 Ching Ming Festival |
| WK.13 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 14 - 20 Easter Break | 14 Good Friday |
| | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 22 Last Day of Teaching | 15 Day following Good Friday |
| | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 24 - 29 Student Revision Period | 17 Easter Monday |
| | 30 | | | | | | | | |
| | May | | | | | | | | |
| | 1 | 2 | 3 | 4 | 5 | 6 | | 2 - 16 Examination Period | 1 Labour Day |
| | 7 | 8 | 9 | 10 | 11 | 12 | 13 | | 3 Buddha's Birthday |
| | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 17 May - 3 Jun Semester Break | |
| | 21 | 22 | 23 | 24 | 25 | 26 | 27 | | |
| | 28 | 29 | 30 | 31 | | | | | 30 Tuen Ng Festival |

| Week | S | M | T | W | T | F | S | Events | Public Holidays | |
|-------------------|----|----|----|----|----|----|----|---|----------------------------|--|
| June, 2017 | | | | | | | | | | |
| WK.1 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | Summer Term 2017 5 Jun - 22 Jul Teaching Period | | |
| WK.2 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | | | |
| WK.3 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | | | |
| WK.4 | 25 | 26 | 27 | 28 | 29 | 30 | | | | |
| July | | | | | | | | | | |
| WK.5 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | | 1 HK SAR Establishment Day | |
| WK.6 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 14 Graduation Date | | |
| 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 | | | | | | | | | | |
| | 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 | | | | | |
| September | | | | | | | | | | |
| | 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 | 28 | 29 | 30 | | | |

Note : represents public holidays including all Sundays

Provisional Academic Calendar 2017/18

| | <u>Start Date</u> | <u>End Date</u> |
|-------------------------|---|------------------|
| Semester A | | |
| Teaching Period | 4 September 2017 | 2 December 2017 |
| Student Revision Period | 4 December 2017 | 9 December 2017 |
| Examination Period | 11 December 2017 | 23 December 2017 |
| Semester Break | 25 December 2017 | 13 January 2018 |
| Semester B | | |
| Teaching Period | 15 January 2018 (Lunar New Year holidays: 16 - 19 February 2018) | 28 April 2018 |
| Student Revision Period | 30 April 2018 | 5 May 2018 |
| Examination Period | 7 May 2018 | 19 May 2018 |
| Semester Break | 21 May 2018 | 9 June 2018 |
| Summer Term | | |
| Teaching Period | 11 June 2018 | 28 July 2018 |
| Student Revision Period | 30 July 2018 | 4 August 2018 |
| Examination Period | 6 August 2018 | 11 August 2018 |
| Term Break | 13 August 2018 | 1 September 2018 |

Provisional Academic Calendar 2018/19

| | <u>Start Date</u> | <u>End Date</u> |
|-------------------------|---|------------------|
| Semester A | | |
| Teaching Period | 3 September 2018 | 1 December 2018 |
| Student Revision Period | 3 December 2018 | 8 December 2018 |
| Examination Period | 10 December 2018 | 22 December 2018 |
| Semester Break | 24 December 2018 | 12 January 2019 |
| Semester B | | |
| Teaching Period | 14 January 2019 (Lunar New Year holidays: 5 - 7 February 2019) | 27 April 2019 |
| Student Revision Period | 29 April 2019 | 4 May 2019 |
| Examination Period | 6 May 2019 | 20 May 2019 |
| Semester Break | 21 May 2019 | 8 June 2019 |
| Summer Term | | |
| Teaching Period | 10 June 2019 | 27 July 2019 |
| Student Revision Period | 29 July 2019 | 3 August 2019 |
| Examination Period | 5 August 2019 | 10 August 2019 |
| Term Break | 12 August 2019 | 31 August 2019 |

Important Dates for Academic Year 2016/17

Semester A 2016/17

| Date | Event |
|--------------------------------|--|
| 26 July 2016 | <ul style="list-style-type: none"> • Release of Master Class Schedule for the academic year • Release of students' Personal Class Schedule for Semester A in AIMS |
| 1 August 2016 | <ul style="list-style-type: none"> • First day for paper add/drop of non web-enabled courses |
| 15 August 2016 | <ul style="list-style-type: none"> • First day for online add/drop of web-enabled courses (Please refer to your web registration time tickets) |
| 27 August 2016 | <ul style="list-style-type: none"> • Last day to apply for credit transfer/course exemption |
| 29 August 2016 | <ul style="list-style-type: none"> • Classes begin |
| 5 September 2016 | <ul style="list-style-type: none"> • Last day for course add/drop |
| 6 September – 17 December 2016 | <ul style="list-style-type: none"> • Application for graduation in Semester A (NOT applicable to Associate Degree students) |
| 10 September 2015 | <ul style="list-style-type: none"> • Last day to apply for: <ul style="list-style-type: none"> - 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 2016 | <ul style="list-style-type: none"> • 50% tuition fee charged for withdrawal of studies, leave of absence & late drop of courses |
| 12 September 2016 | <ul style="list-style-type: none"> • Due date for Semester A's tuition fees (ONLY applicable to returning students) |
| 9 October 2016 onwards | <ul style="list-style-type: none"> • 100% tuition fee charged for withdrawal of studies, leave of absence & late drop of courses |
| 11 October 2016 | <ul style="list-style-type: none"> • Due date for payment of balance of Semester A's tuition fees |
| 1 – 21 November 2016 | <ul style="list-style-type: none"> • Applications for Bachelor's Degree students: <ul style="list-style-type: none"> - add/drop of minors - change of home major - declaring a second major • Application for Associate Degree students in the College of Science and Engineering: <ul style="list-style-type: none"> - programme transfer |
| 2 November 2016 | <ul style="list-style-type: none"> • Release of Semester A's examination schedule in AIMS |
| 26 November 2016 | <ul style="list-style-type: none"> • Last day of teaching |
| 5 – 17 December 2016 | <ul style="list-style-type: none"> • Examination period |
| From 20 December 2016 | <ul style="list-style-type: none"> • Release of Semester A's course grades in AIMS |

Semester B 2016/17

| Date | Event |
|-------------------------------|---|
| 8 November 2016 | <ul style="list-style-type: none"> Release of students' Personal Class Schedule for Semester B in AIMS |
| 12 December 2016* | <ul style="list-style-type: none"> First day for paper add/drop of non web-enabled courses |
| 22 December 2016* | <ul style="list-style-type: none"> First day for online add/drop of web-enabled courses (Please refer to your web registration time tickets) |
| 9 January 2017 | <ul style="list-style-type: none"> Classes begin |
| 16 January 2017 | <ul style="list-style-type: none"> Last day for course add/drop |
| 17 January – 16 May 2017 | <ul style="list-style-type: none"> Application for graduation in Semester B (NOT applicable to Associate Degree students) |
| 21 January 2017 | <ul style="list-style-type: none"> Last day to apply for: <ul style="list-style-type: none"> - reduced study load / exceeding maximum study load - withdrawal of studies, leave of absence & late drop of courses with no tuition fee charged |
| 22 January – 25 February 2017 | <ul style="list-style-type: none"> 50% tuition fee charged for withdrawal of studies, leave of absence & late drop of courses |
| 23 January 2017 | <ul style="list-style-type: none"> Due date for Semester B's tuition fees |
| 26 February 2017 onwards | <ul style="list-style-type: none"> 100% tuition fee charged for withdrawal of studies, leave of absence & late drop of courses |
| 28 February 2017 | <ul style="list-style-type: none"> Due date for payment of balance of Semester B's tuition fees |
| 22 March 2017 | <ul style="list-style-type: none"> Release of Semester B's examination schedule in AIMS |
| 3 – 24 April 2017* | <ul style="list-style-type: none"> Applications for Bachelor's Degree students: <ul style="list-style-type: none"> - add/drop of minors - change of home major - declaring a second major For 4-year Bachelor's Degree students admitted in 2016/17 with an undeclared major: <ul style="list-style-type: none"> - declaring a home major Application for Associate Degree students in the College of Science and Engineering: <ul style="list-style-type: none"> - programme transfer |
| 22 April 2017 | <ul style="list-style-type: none"> Last day of teaching |
| 2 – 16 May 2017 | <ul style="list-style-type: none"> Examination period |
| From 26 May 2017 | <ul style="list-style-type: none"> Release of Semester B's course grades in AIMS |

*Tentative

Summer 2017

| Date | Event |
|-------------------------|--|
| 5 April 2017 | <ul style="list-style-type: none"> Release of students' Personal Class Schedule for Summer Term in AIMS |
| 15 May 2017* | <ul style="list-style-type: none"> First day for paper add/drop of non web-enabled courses |
| 22 May 2017* | <ul style="list-style-type: none"> First day for online add/drop of web-enabled courses (Please refer to your web registration time tickets) |
| 5 June 2017 | <ul style="list-style-type: none"> Classes begin |
| 12 June 2017 | <ul style="list-style-type: none"> Last day for course add/drop |
| 13 June – 5 August 2017 | <ul style="list-style-type: none"> Application for graduation in Summer Term (NOT applicable to Associate Degree students) |
| 17 June 2017 | <ul style="list-style-type: none"> Last day to apply for: <ul style="list-style-type: none"> - exceeding maximum study load - withdrawal of studies, leave of absence & late drop of courses with no tuition fee charged (Applicable to non- government funded programmes) |
| 18 – 24 June 2017 | <ul style="list-style-type: none"> 50% tuition fee charged for withdrawal of studies, leave of absence & late drop of courses (Applicable to non-government funded programmes) |
| 25 June 2017 onwards | <ul style="list-style-type: none"> 100% tuition fee charged for withdrawal of studies, leave of absence and late drop of courses (Applicable to non- government funded programmes) |
| 4 July 2017 | <ul style="list-style-type: none"> Due date for payment of Summer Term's tuition fees (Applicable to non-government funded programmes) |
| 5 July 2017 | <ul style="list-style-type: none"> Release of Summer Term's examination schedule in AIMS |
| 13 – 18 July 2017* | <ul style="list-style-type: none"> Switching of majors (ONLY applicable to year one students admitted to 4-year Bachelor's Degree in 2016/17) |
| 22 July 2017 | <ul style="list-style-type: none"> Last day of teaching |
| 31 July – 5 August 2017 | <ul style="list-style-type: none"> Examination period |
| From 15 August 2017 | <ul style="list-style-type: none"> Release of Summer Term's course grades in AIMS |

*Tentative

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