

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

2017–2018



Department of Management Sciences

College of Business

City University of Hong Kong

Tat Chee Avenue

Kowloon

Hong Kong

Tel: (852) 3442 8644

Fax: (852) 3442 0189

Email: msgo@cityu.edu.hk

Website: <http://www.cb.cityu.edu.hk/ms/bbabom/>

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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.

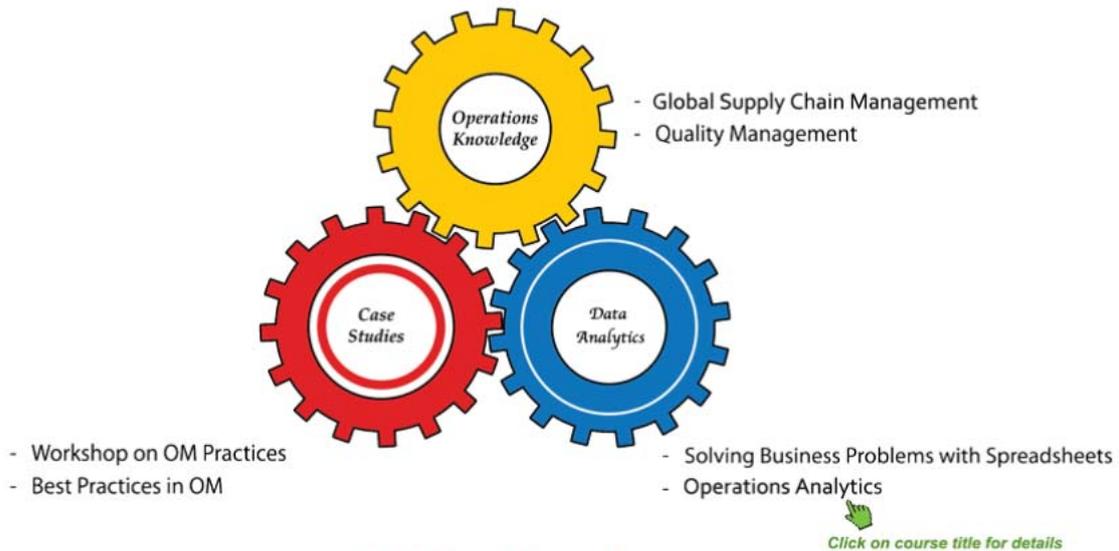
For details, please visit:

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
- Project Management
- 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 2017-18

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 & B
CB2402	Macro-Economics	3	Major course required by College	A & B
MS3123	Workshop on Operations Management Practices	3	MS3124 as pre-requisite	B
MS3124	Global Supply Chain Management	3		A
MS3253	Operations Analytics	3		B
MS3322	Quality Management	3		A
MS4306	Best Practices in Operations Management	3	MS3261 or CB2011 as pre-requisite	A

Major Electives offered in 2017-18

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	A & B
MKT4624	Retail Management	3	CB2601 Marketing	A
MS3106	Simulation	3	CB2200 Business Statistics or MS3102 Statistics for Management Decisions	B
MS3111	Quantitative Business Analysis with Visual Basic for Applications	3		A & B
MS3125	Business Project Management	3	CB2201 Operations Management	A
MS3251	Analytics Using SAS	3		A
MS3304	Hospitality Management	3	MS3322 Quality Management	A
MS3403	Internship for Business Analysis and Operations Management ⁺ ‡	3		S
MS4111	Enterprise Resource Planning	3		A
MS4226	Risk Management Models	3		B
MS4227	Pricing and Revenue Management	3	MS3261 Business Modeling with Spreadsheets; or CB2011 Solving Business Problems with Spreadsheet Modeling	A

+ 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.

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 • 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"> • 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"> • 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 2014/15 intake:

Yr/Sem	Sem A & B CB2100 Introduction to Financial Accounting	Sem A & B CB2501 Marketing	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 CB2201 Operations Management	Sem A & B CB2300 Management	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	MS 3322 Quality Management	GE (Note 2)	GE1401 University English (for students taken EAP)
2B	College Elective	CB2402 Micro-Economics	CB2011 Solving Business Problems with Spreadsheet Modeling	MS3431 Procurement and Sourcing	Minor 1 (Note 4)	GE2402 English for Business Communication (for students taken EAP)
3A	College Elective	MS4306 Best Practices in Operations Management	Major Elective 1	Minor 2 (Note 4)	GE1501 Chinese Civilization – History & Philosophy	
3B	College Elective	MS3123 Workshop on Operations Management Practices	MS4109 Project Management	Minor 3 (Note 4)	GE (Note 2)	
4A	College Elective	Major Elective 2	Major Elective 3	Major Elective 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 + 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 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	MS3251 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	MS4119 Operations Management Project
MKT4024 Retail Management	MS4123 Supply Chain Management
MS3106 Simulation	MS4286 Risk Management Models
MS3111 Quantitative Business Analysis with Visual Basic for Applications	MS4227 Pricing and Revenue Management

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 CB2300 Management	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 CB2300 Management	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	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	CB2700 Business Statistics	CB2700 Business Statistics	MS3124 Global Supply Chain Management	MS3125 Business Project Management	GE1401 University English (for students taking EAP)
2B	College Elective	CB2402 Macro-Economics	MS 3322 Quality Management	MS 3322 Quality Management	CB3011 Solving Business Problems with Spreadsheet Modeling	GE (Note 2)	GE2402 English for Business Communication (for students taking EAP)
3A	College Elective	MS4306 Best Practices in Operations Management	Major Elective 1	Major Elective 1	Minor 1 (Note 4)	GE1501 Chinese Civilization – History & Philosophy	
3B	College Elective	MS3123 Workshop on Operations Management Practices	Major Elective 2	Major Elective 2	Minor 2 (Note 4)	GE (Note 2)	
4A	College Elective	Major Elective 3	Major Elective 4	Major Elective 4	Minor 3 (Note 4)	Minor 4 (Note 4)	
4B	CB4303 Strategy and Policy	Major Elective 5	Major Elective 6	Major Elective 6	Minor 5 (Note 4)	Free Elective	

Minimum Credits Required:

- GE - 4 GE courses + 3 College Electives (21 CU)
- GE: 2 ENGL + CCW (9 CU)
- College: 8 College Core + 1 College Elective (27 CU)
- Major: 12 Major courses + 3 College required courses (45 CU)
- Minor/Electives: 6 courses (18 CU)
- Free Elective: 1 course (3 CU)
- Min. Total: 40 courses (120 CU)**
- Max. Allowable: 48 courses (144 CU)**

Note:

- 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).
- 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
- 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.
- 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
CB3800 Business Practice Internship	MS3403 Internship for Business Analysis and Operations Management
CS3060 Java Programming	MS4111 Enterprise Resource Planning
CS3402 Database Systems	MS4118 Operations Management Project
EF3303 Financial Systems, Markets and Instruments	MS4209 Risk Management Models
MKT4624 Retail Management	MS4227 Pricing and Revenue Management
MS3106 Simulation	MS4309 Procurement and Strategic Sourcing
MS3111 Quantitative Business Analysis with Visual Basic for Applications	
MS3251 Analytics Using SAS	

4-year plan for 2016/17 intake:

Yr/Sem	Sem A & B CE2100 Introduction to Financial Accounting	Sem A & B CB2501 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)	Offer Year
1A	Sem A & B CB2100 Introduction to Financial Accounting	Sem A & B CB2501 Marketing	CB2201 Operations Management	Sem A & B CB2400 Micro-Economics	GE1401 University English or EAP (Note 1)	CHIN1001 University Chinese I (Note 3)	2016
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	GE (Note 2)	GE1401 University English (for students taken EAP)	2017
2B	College Elective	CB2402 Macro-Economics	CB2011 Solving Business Problems with Spreadsheet Modeling	MS3253 Operations Analytics	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		2018
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)		2019
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 + 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: 49 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	MS3251 Analytics Using SAS
CB3900 Business Practice Internship	MS3304 Hospitality Management
CB3260 Java Programming	MS3403 Internship for Business Analysis and Operations Management
CB3402 Database Systems	MS4111 Enterprise Resource Planning
EF3333 Financial Systems, Markets and Instruments	MS4118 Operations Management Project
MKT4624 Retail Management	MS4226 Risk Management Models
MS3106 Simulation	MS4227 Pricing and Revenue Management
MS3111 Quantitative Business Analysis with Visual Basic for Applications	MS4505 Procurement and Strategic Sourcing
MS3125 Business Project Management	

"4 -1" plan for 2015/16 intake:

Yr/Sem	Offer Year						
1A	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)	2014 2015
1B	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)	
2A	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)	2015 2016
2B	College Elective	College Elective	CB2011 Solving Business Problems with Spreadsheet Modelling	Major Elective 2	GE (Note 2)	GE1401 University English (for students taken EAP)	
3A	College Elective	MS4306 Best Practices in Operations Management	Major Elective 3	Major Elective 4	Major Elective 5		2016 2017
3B	CB4303 Strategy and Policy	MS3123 Workshop on Operations Management Practices	MS4109 Project Management	Major Elective 6	GE1501 Chinese Civilisation - History and Philosophy		
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 1 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	MS3251 Analytics Using SAS
CB0900 Business Practice Internship	MS3304 Hospitality Management
CS2060 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 and 2017/18 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)
1B	Sem A & B CB2300 Management	Sem A & B CB2500 Information Management	CB2200 Business Statistics	CB2402 Macro-Economics	CB2011 Solving Business Problems with Spreadsheet Modeling	GE1401 University English or EAP (Note 1)
2A	CB3410 Financial Management	MS3124 Global Supply Chain Management	CB2101 Introduction to Managerial Accounting	MS 3322 Quality Management	MS4306 Best Practices in Operations Management	GE2402 English for Business Communication (for students taken EAP)
2B	College Elective	MS3123 Workshop on Operations Management Practices	MS3253 Operations Analytics	Major Elective 1	GE (Note 2)	GE1401 University English (for students taken EAP)
3A	College Elective	College Elective	Major Elective 2	Major Elective 3	GE (Note 2)	
3B	CB4303 Strategy and Policy	Major Elective 4	Major Elective 5	Major Elective 6	GE1501 Chinese Civilisation - History and Philosophy	
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 (83 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 ELD200 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:

- AC431 Management Accounting
- MS3251 Analytics Using SAS
- CB3800 Business Practice Internship
- MS3304 Hospitality Management
- CS2990 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
- MS4226 Risk Management Models
- MS3106 Simulation
- MS4227 Pricing and Revenue Management
- MS3111 Quantitative Business Analysis with Visual Basic for Applications
- MS4505 Procurement and Strategic Sourcing
- MS3125 Business Project Management

"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 (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.

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
C-S2380 Java Programming	MS4111 Enterprise Resource Planning
C-S3402 Database Systems	MS4119 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	

"4-2" plan for 2017/18 intake:

Yr/Sem	CB2100 Accounting I	CB2300 Management	CB2400 Economics I	ENG	CB2500 Information Management	Chinese	Offer Year
1A	CB3410 Financial Management	CB2601 Marketing	CB2201 Quantitative Methods	ENG	GE	Original Structure	
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	Major Elective 1		
3B	CB2011 Solving Business Problems with Spreadsheet Modelling	CB2402 Macro-Economics	MS3253 Operations Analytics	Major Elective 2	College Elective	GE (Note 2)	
4A	College Elective	MS 3322 Quality Management	MS4306 Best Practices in Operations Management	Major Elective 3	Major Elective 4		2018
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 (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.

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

AC4321 Management Accounting	MS3251 Analytics Using SAS
CB3800 Business Practice Internship	MS3304 Hospitality Management
CS2380 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	MS4226 Risk Management Models
MS3106 Simulation	MS4227 Pricing and Revenue Management
MS3111 Quantitative Business Analysis with Visual Basic for Applications	MS4506 Procurement and Strategic Sourcing
MS3125 Business Project Management	

Admission Statistics

Advanced Standing I Admission (up to August 16, 2017)

Intake Plan Number	6	
CGPA in previous study	75th percentile:	3.73
	Median:	3.60
	25th percentile:	3.51

Advanced Standing II Admission (up to August 16, 2017)

Intake Plan Number	29	
CGPA in previous study	75th percentile:	3.77
	Median:	3.73
	25th percentile:	3.63

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 (BBA2, BBAU2)	Year 3 November Year 3 July	Year 4 Semester A and/or Year 4 Semester B	Normal Summer (i.e. mid-Oct)
3-Year BBA Programmes (BBA3, BBAU3)	Year 2 November Year 2 July Year 3 November Year 3 July	Year 3 Semester A and/or Year 3 Semester B Year 4 Semester A and/or Year 4 Semester B	Normal Normal Normal Summer (i.e. mid-Oct)
4-Year BBA Programmes (BBA4, BBAU4)	Year 2 November Year 2 July Year 3 November	Year 3 Semester A and/or B Year 3 Semester B Year 4 Semester A	Normal Normal Normal

*Please note that BBA4 & BBAU4 students are not eligible to study abroad in their final semester.

When to apply?

Application	Exchange Period	Application Period
2017-2018 First Round	Semester A and/or B 2017-2018	1 to 30 November 2016
2017-2018 Second Round	Semester B 2017-2018	1 to 31 July 2017

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 31 July 2017. 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 2017)
- 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 2017)
- Have a good performance in the interviews

Application Procedures for Second Round Application 2017-2018

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 (2016-17)

Hosting Company	Work Location Country (City)	Places	No of Credit Bearing (MS3403)
Air Marine International Logistics (HK) Ltd	Hong Kong	1	1
Arctic Intelligence	Australia	1	1
Associacas Padre Leo Comissari	Brazil	1	1
Bangkok Bank	Hong Kong	1	1
Casetify	Hong Kong	1	1
China Citic Bank International	Hong Kong	1	1
CLP Holdings Limited	Hong Kong	1	1
Daikin Airconditioning (HK) Ltd	Hong Kong	2	2
Eastern Worldwide	Hong Kong	1	1
ESD Services Limited	Hong Kong	1	1
FP Marine Risks Ltd	Hong Kong	1	1
GoodnessMe Box	Australia	1	1
Hang Seng Bank	Hong Kong	2	2
HelloReporter	Hong Kong	1	1
Hip Shing Hong Development Co Ltd	Hong Kong	1	1
HKT Services Limited	Hong Kong	1	1
Hong Kong Air Cargo Terminals Limited (Hactl)	Hong Kong	1	1
Hong Kong Broadband Network Limited	Hong Kong	1	1
Hong Kong Housing Society	Hong Kong	1	1
Island Property Consultancy Limited	Hong Kong	1	1
JP Morgan	Hong Kong	1	1
Leading Edge Group Limited	Hong Kong	1	1
Lo's Cleaning Services Ltd	Hong Kong	1	1
Mattel East Asia Limited	Hong Kong	1	1
Mattel Global Procurement Asia Limited	Hong Kong	1	1
Orient Overseas Container Line Ltd.	Hong Kong	1	1
PCCW - CSL Mobile Limited	Hong Kong	1	1
Perfect Building Engineering Limited	Hong Kong	1	1
Police Sports and Recreation Club	Hong Kong	1	1
Powers Technical Services Ltd.	Hong Kong	1	1
Roche Hong Kong Limited	Hong Kong	1	1
SATS HK Limited	Hong Kong	1	1
Sup-Prem (Asia) Ltd	Hong Kong	1	1
The Dairy Farm Company Limited - IKEA Hong Kong	Hong Kong	1	1
Top-Toy (Hong Kong) Limited	Hong Kong	1	1
		37	37

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>

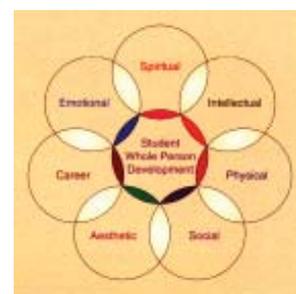
Whole Person Development Scheme (WPD)

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.

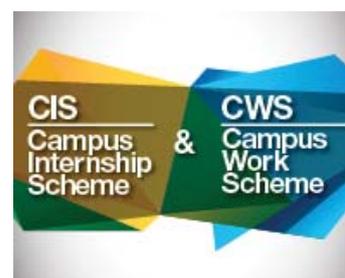


Website: <http://www.cityu.edu.hk/sds/wpd/index.htm>

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 2016 – 2017

Mentors:

Mr. Jacky Chan, General Manager, Electronics & Technology, Kerry Logistics (HK) Ltd
 Mr. Wilson Huo, Senior Manager, Food & Beverage, Kerry Logistics (HK) Ltd
 Mr. Simon Lam, Distribution Centre Manager, IKEA Hong Kong
 Mr. Nelson Poon, Rooms Division Manager, L'hotel Island South
 Mr. William Pang, Vice President, Financial Crime Compliance, Credit Suisse
 Mr. Henry Soo, Managing Director, Data Develop Consulting
 Mr. Kenny Kwan, IT Business Analyst, W.L. Gore & Associates
 Mr. Albert Kwok, Director, Harbona Packaging Co. Ltd

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 MS JUPAS Scholarships

- For students with high HKDSE scores to undertake full-time bachelor's degree programmes offered by MS department
- Platinum Awards – HK\$ 100,000 to HK\$ 150,000 each; Gold Awards - HK\$ 50,000 to HK\$ 80,000 each; Silver Awards – HK\$ 20,000 to HK\$ 40,000 each.
- Minimum HKDSE score of 38(Platinum); 36(Gold) and 33(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 15 awards at \$5,000 to \$10,000 each.

Freotech Technology Limited Scholarship

- Funded by donations from the Freotech Technology Limited
- For students with excellent academic results, 8 awards shall be granted each year with \$5,000 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 30 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. 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 2017/18

Week	S	M	T	W	R	F	S	Events	Public Holidays		
	September, 2017										
WK.1	3	4	5	6	7	8	9	Semester A 2017/18 4 Sep - 2 Dec Teaching Period			
WK.2	10	11	12	13	14	15	16				
WK.3	17	18	19	20	21	22	23				
WK.4	24	25	26	27	28	29	30				
	October										
WK.5	1	2	3	4	5	6	7	3 Graduation Date	2 Day following National Day 5 Day following Chinese Mid-Autumn Festival 28 Chung Yeung Festival		
WK.6	8	9	10	11	12	13	14				
WK.7	15	16	17	18	19	20	21				
WK.8	22	23	24	25	26	27	28				
WK.9	29	30	31								
	November										
WK.10	5	6	7	8	9	10	11			2 Last Day of Teaching 4 - 9 Student Revision Period 11 - 23 Examination Period 25 Dec - 13 Jan Semester Break	25 Christmas Day 26 First weekday after Christmas Day
WK.11	12	13	14	15	16	17	18				
WK.12	19	20	21	22	23	24	25				
WK.13	26	27	28	29	30						
	December										
	3	4	5	6	7	8	9	Semester B 2017/18 15 Jan - 28 Apr Teaching Period	1 First Day of January		
	10	11	12	13	14	15	16				
	17	18	19	20	21	22	23				
	24	25	26	27	28	29	30				
	31										
	January, 2018										
	1	2	3	4	5	6	7				
WK.1	14	15	16	17	18	19	20				
WK.2	21	22	23	24	25	26	27				
WK.3	28	29	30	31							
	February										
WK.4	4	5	6	7	8	9	10			14 Graduation Date 15 - 21 Lunar New Year Break	16 - 19 Lunar New Year Holidays
WK.5	11	12	13	14	15	16	17				
WK.6	18	19	20	21	22	23	24				
	25	26	27	28							
	March										
WK.7	4	5	6	7	8	9	10	30 Mar - 5 Apr Easter Break	30 Good Friday 31 Day following Good Friday		
WK.8	11	12	13	14	15	16	17				
WK.9	18	19	20	21	22	23	24				
WK.10	25	26	27	28	29	30	31				
	April										
WK.11	1	2	3	4	5	6	7	28 Last Day of Teaching 30 Apr - 5 May Student Revision Period	2 Easter Monday 5 Ching Ming Festival		
WK.12	8	9	10	11	12	13	14				
WK.13	15	16	17	18	19	20	21				
	22	23	24	25	26	27	28				
	May										
	6	7	8	9	10	11	12	7 - 19 Examination Period 21 May - 9 Jun Semester Break	1 Labour Day 22 Birthday of the Buddha		
	13	14	15	16	17	18	19				
	20	21	22	23	24	25	26				
	27	28	29	30	31						
	June										
	3	4	5	6	7	8	9	Summer Term 2018 11 Jun - 28 Jul Teaching Period	18 Tuen Ng Festival		
WK.1	10	11	12	13	14	15	16				
WK.2	17	18	19	20	21	22	23				
WK.3	24	25	26	27	28	29	30				

Week	S	M	T	W	R	F	S	Events	Public Holidays
July, 2018									
WK.4	1	2	3	4	5	6	7		2 Day following HK SAR Establishment Day
WK.5	8	9	10	11	12	13	14		
WK.6	15	16	17	18	19	20	21	16 Graduation Date	
WK.7	22	23	24	25	26	27	28	28 Last Day of Teaching	
	29	30	31					30 Jul – 4 Aug Student Revision Period	
	August								
				1	2	3	4		
	5	6	7	8	9	10	11	6 - 11 Examination Period	
	12	13	14	15	16	17	18	13 Aug - 1 Sep Term Break	
	19	20	21	22	23	24	25		
	26	27	28	29	30	31			

Note :  represents public holidays including all Sundays

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	27 April 2019
	<i>(Lunar New Year holidays: 5 - 7 February 2019)</i>	
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

Provisional Academic Calendar 2019/20

	<u>Start Date</u>	<u>End Date</u>
Semester A		
Teaching Period	2 September 2019	30 November 2019
Student Revision Period	2 December 2019	7 December 2019
Examination Period	9 December 2019	21 December 2019
Semester Break	23 December 2019	11 January 2020
Semester B		
Teaching Period	13 January 2020	25 April 2020
	<i>(Lunar New Year holidays: 25 - 28 January 2020)</i>	
Student Revision Period	27 April 2020	2 May 2020
Examination Period	4 May 2020	16 May 2020
Semester Break	18 May 2020	6 June 2020
Summer Term		
Teaching Period	8 June 2020	25 July 2020
Student Revision Period	27 July 2020	1 August 2020
Examination Period	3 August 2020	8 August 2020
Term Break	10 August 2020	29 August 2020

Important Dates for Academic Year 2017/18

Semester A 2017/18

Date	Event
1 August 2017	<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
7 August 2017	<ul style="list-style-type: none"> First day for paper add/drop of non web-enabled courses
21 August 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)
2 September 2017	<ul style="list-style-type: none"> Last day to apply for credit transfer/course exemption
4 September 2017	<ul style="list-style-type: none"> Classes begin
11 September 2017	<ul style="list-style-type: none"> Last day for course add/drop
12 September – 25 November 2017	<ul style="list-style-type: none"> Application for graduation in Semester A (NOT applicable to Associate Degree students)
16 September 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 (The acceptance fee paid at the time of admission will not be refunded under any circumstances.)
17 September – 14 October 2017	<ul style="list-style-type: none"> 50% tuition fee charged for withdrawal of studies, leave of absence & late drop of courses
18 September 2017	<ul style="list-style-type: none"> Due date for Semester A's tuition fees (ONLY applicable to returning students)
15 October 2017 onwards	<ul style="list-style-type: none"> 100% tuition fee charged for withdrawal of studies, leave of absence & late drop of courses
16 October 2017	<ul style="list-style-type: none"> Due date for payment of balance of Semester A's tuition fees
1 – 21 November 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 Application for Associate Degree students in the College of Science and Engineering: <ul style="list-style-type: none"> - programme transfer
8 November 2017	<ul style="list-style-type: none"> Release of Semester A's examination schedule in AIMS
2 December 2017	<ul style="list-style-type: none"> Last day of teaching
11 – 23 December 2017	<ul style="list-style-type: none"> Examination period
From 3 January 2018	<ul style="list-style-type: none"> Release of Semester A's course grades in AIMS

Semester B 2017/18

Date	Event
7 November 2017	<ul style="list-style-type: none"> Release of students' Personal Class Schedule for Semester B in AIMS
18 December 2017*	<ul style="list-style-type: none"> First day for paper add/drop of non web-enabled courses
27 December 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)
13 January 2018	<ul style="list-style-type: none"> Last day to apply for credit transfer/course exemption (Applicable to students admitted in Semester B 2017/18 or current students who have outside work completed after admission to the University)
15 January 2018	<ul style="list-style-type: none"> Classes begin
22 January 2018	<ul style="list-style-type: none"> Last day for course add/drop
23 January – 19 May 2018	<ul style="list-style-type: none"> Application for graduation in Semester B (NOT applicable to Associate Degree students)
27 January 2018	<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
28 January – 3 March 2018	<ul style="list-style-type: none"> 50% tuition fee charged for withdrawal of studies, leave of absence & late drop of courses
29 January 2018	<ul style="list-style-type: none"> Due date for Semester B's tuition fees
1 March 2018	<ul style="list-style-type: none"> Due date for payment of balance of Semester B's tuition fees
4 March 2018 onwards	<ul style="list-style-type: none"> 100% tuition fee charged for withdrawal of studies, leave of absence & late drop of courses
28 March 2018	<ul style="list-style-type: none"> Release of Semester B's examination schedule in AIMS
3 – 24 April 2018	<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 2017/18 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
28 April 2018	<ul style="list-style-type: none"> Last day of teaching
7 – 19 May 2018	<ul style="list-style-type: none"> Examination period
From 30 May 2018	<ul style="list-style-type: none"> Release of Semester B's course grades in AIMS

*Tentative

Summer 2018

Date	Event
10 April 2018	<ul style="list-style-type: none"> Release of students' Personal Class Schedule for Summer Term in AIMS
21 May 2018*	<ul style="list-style-type: none"> First day for paper add/drop of non web-enabled courses
28 May 2018*	<ul style="list-style-type: none"> First day for online add/drop of web-enabled courses (Please refer to your web registration time tickets)
11 June 2018	<ul style="list-style-type: none"> Classes begin
19 June 2018*	<ul style="list-style-type: none"> Last day for course add/drop
20 June – 21 July 2018	<ul style="list-style-type: none"> Application for graduation in Summer Term (NOT applicable to Associate Degree students)
23 June 2018	<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)
24 – 30 June 2018	<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)
1 July 2018 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)
11 July 2018	<ul style="list-style-type: none"> Due date for payment of Summer Term's tuition fees (Applicable to non-government funded programmes) Release of Summer Term's examination schedule in AIMS
12 – 17 July 2018*	<ul style="list-style-type: none"> Switching of majors (ONLY applicable to year one students admitted to 4-year Bachelor's Degree in 2017/18)
28 July 2018	<ul style="list-style-type: none"> Last day of teaching
6 – 11 August 2018	<ul style="list-style-type: none"> Examination period
From 22 August 2018	<ul style="list-style-type: none"> Release of Summer Term's course grades in AIMS

*Tentative

Contacts

Dr. Stephen Shum

Major Leader

Address: 7-269, Academic 3

Phone: 3442-8571

E-mail: swshum@cityu.edu.hk

Ms. Sandy Wong

Major co-Leader

Address: 7-248, Academic 3

Phone: 3442-8347

E-mail: cmsandy@cityu.edu.hk

Dr. William Chung

Exchange and Internship Coordinator

Office: 7-271, Academic 3

Phone: 3442-7057

email: mswchung@cityu.edu.hk

