

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
2018-2019

Department of Management Sciences

College of Business

City University of Hong Kong

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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.

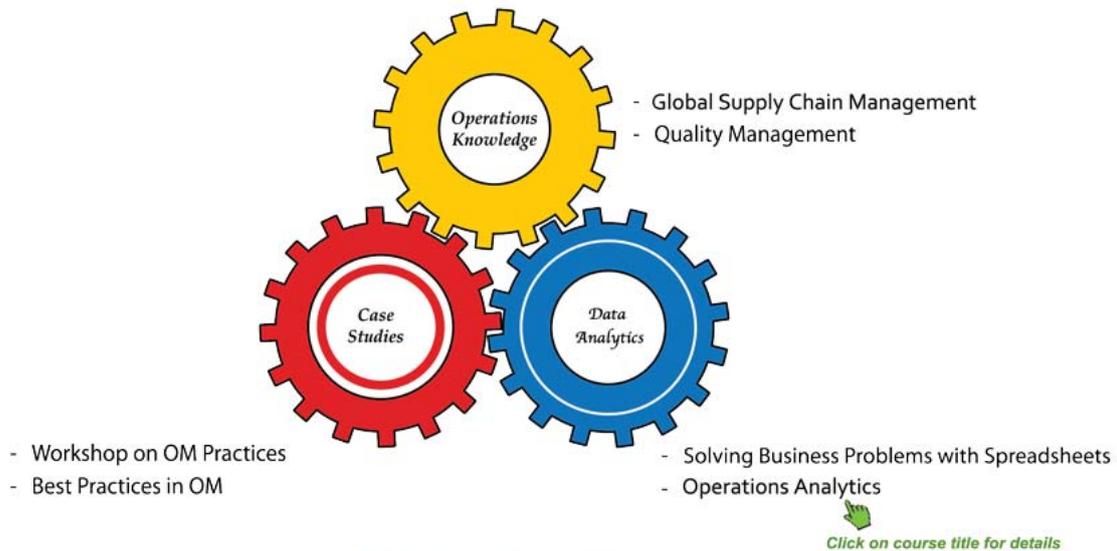
For details, please visit:

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
- Business 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 2018-19

Course Code	Course Title	Credit	Remarks	Semester
CB2011	Solving Business Problems with Spreadsheet Modeling	3	GE2255 or MS3261 as exclusive courses	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
MS3261	Business Modeling with Spreadsheets	3	GE2255 or CB2011 as exclusive courses	B
MS3322	Quality Management	3		A
MS4306	Best Practices in Operations Management	3	MS3261 or CB2011 as pre-requisite	A

Major Electives offered in 2018-19

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		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		B
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 2017/18 intake:

Yr/Sem	Offer Year						
1A	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)	2016
1B	Sem A & B CB2300 Management	Sem A & B CB2500 Information Management	Business Statistics CB2200	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 taking EAP)	2017
2B	College Elective	CB2402 Macro-Economics	CB2011 Solving Business Problems with Spreadsheet Modelling	MS3253 Operations Analytics	GE (Note 2)	GE2402 English for Business Communication (for students taking EAP)	
3A	College Elective	MS4308 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 (8 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
- MS3251 Analytics Using SAS
- CB3800 Business Practice Internship
- MS3304 Hospitality Management
- MS3403 Internship for Business Analysis and Operations Management
- CS3402 Database Systems
- MS4111 Enterprise Resource Planning
- EF3333 Financial Systems, Markets and Instruments
- MS4116 Operations Management Project
- MKT4024 Retail Management
- MS4226 Risk Management Models
- MS3106 Simulation
- MS4227 Pricing and Revenue Management
- MS3111 Quantitative Business Analysis with Visual Basic for Applications
- MS4306 Procurement and Strategic Sourcing
- MS3125 Business Project Management

"4-1" plan for 2018/19 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	GE2402 English for Business Communication or EAP (Note 1)	Sem A or B CHIN1001 University Chinese I (Note 3)	2018
1B	Sem A & B CB2300 Management	Sem A & B CB2500 Information Management	CB2200 Business Statistics	MS3281 Business Modeling with Spreadsheets	GE1401 University English or EAP (Note 1)	
2A	CB3410 Financial Management	MS3124 Global Supply Chain Management	CB2101 Introduction to Managerial Accounting	MS4306 Best Practices in Operations Management	GE2402 English for Business Communication (for students taken EAP)	2019
2B	College Elective	MS3123 Workshop on Operations Management Practices	MS3253 Operations Analytics	GE (Note 2)	GE1401 University English (for students taken EAP)	
3A	College Elective	College Elective	Major Elective 2	GE (Note 2)		2020
3B	CB4303 Strategy and Policy	Major Elective 4	College Elective	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: 11 College Core + 3 College Elective (42 CU)
 Major: 10 Major courses (30 CU)
Min. Total: 31 courses (93 CU)
Max. Allowable: 38 courses (114 CU)

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

Note
(1) English Language Requirement:
 Students admitted with HKDSE English Level 3 or equivalent are required to complete the 6-credit course EL0200 English for Academic Purposes (EAP) prior to taking the 2 GE English courses (GE1401 and GE2402).
(2) Gateway Education Course Distributional Requirements
 Advanced Standing 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 4 electives from the following list:

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
MS3106 Simulation	MS4118 Operations Management Project
MS3111 Quantitative Business Analysis with Visual Basic for Applications	MS4227 Pricing and Revenue Management
MS3125 Business Project Management	XXXXX Any one major core or elective course from another BBA major

"4-2" plan for 2018/19 intake:

Yr/Sem							Offer Year
1A	CB2100 Accounting I	CB2300 Management	CB2400 Economics I	ENG	CB2500 Information Management	Chinese	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	MS3124 Global Supply Chain Management	MS 3322 Quality Management		2018
3B	MS3261 Business Modeling with Spreadsheets	CB2402 Macro-Economics	MS3253 Operations Analytics	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		2019
4B	CB4303 Strategy and Policy	MS3123 Workshop on Operations Management Practices	College Elective	College Elective	College Elective		

Minimum Credits Required

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

College: 4 College Core + 3 College Elective (21 CU)

Major: 10 Major courses (30 CU)

Min. Total: 21 courses (63 CU)

Max. Allowable: 28 courses (84 CU)

Credits Exempted

GE - 4 courses (12 CU)

ENGL+CCIV - 2 courses (6 CU)

College Core - 7 courses (21 CU)

Minor/Electives - 6 courses (18 CU)

Note:

(1) **English Language Requirement:**

Only required to take GE2402 English for Business Communication. Block credit exemption will include GE1401 University English.

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

Advanced Standing If students are not allowed to take GE courses offered by their own academic unit.

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

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
MS3106 Simulation	MS4118 Operations Management Project
MS3111 Quantitative Business Analysis with Visual Basic for Applications	MS4227 Pricing and Revenue Management
MS3125 Business Project Management	XXXX Any one major core or elective course from another BBA major

Admission Statistics

Advanced Standing I Admission (up to August 7, 2018)

Intake Plan Number	6	
CGPA in previous study	75th percentile:	3.86
	Median:	3.77
	25th percentile:	3.62

Advanced Standing II Admission (up to August 7, 2018)

Intake Plan Number	28	
CGPA in previous study	75th percentile:	3.74
	Median:	3.69
	25th percentile:	3.57

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

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

exchange study experience to make the application:

Application	Exchange Period	Application Period
2019-2020 First Round	Semester A and/or B 2019-2020	TBA
2019-2020 Second Round	Semester B 2019-2020	TBA

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 2018. 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 2018)
- Meet the admission requirements of the host university (e.g. GPA, IELTS, TOEFL, foreign language, etc)
- Fulfill the following English language requirement (optional for applicants who choose to study in Mainland or Taiwan):
- 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 2018)
- Have a good performance in the selection interviews

Application Procedures for Second Round Application 2018-2019

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. 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 (2017-18)

Hosting Company	Work Location Country (City)	Places	No of Credit Bearing (MS3403)
A.S. Watson Retail (HK) Limited	Hong Kong	1	1
Accolade IP Limited	Hong Kong	1	1
Cargo Services Far East Limited	Hong Kong	1	1
Clarity Labs Limited	Hong Kong	1	1
Fairton Sense Limited	Hong Kong	1	1
Floship Limited	Hong Kong	1	1
Furrion Limited	Hong Kong	1	1
Henderson (China) Investment Co. Ltd.	Shanghai, China	1	1
Hong Kong Airlines Ltd	Hong Kong	1	1
Hong Kong Exchanges and Clearing Limited	Hong Kong	1	1
Hong Kong Police Force	Hong Kong	2	2
Hong Kong Productivity Council	Hong Kong	1	1
Hongkong International Theme Parks Limited	Hong Kong	1	1
Huaxia Commerce Co., Ltd.	Japan	1	1
IKEA, The Dairy Farm Company, Limited	Hong Kong	1	1
KPMG Advisory (Hong Kong) Limited	Hong Kong	1	1
Link Asset Management Limited	Hong Kong	1	1
Tian Tian Catering Group Limited	Hong Kong	1	1
Tsit Wing Coffee Company	Hong Kong	1	1
		20	20

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>

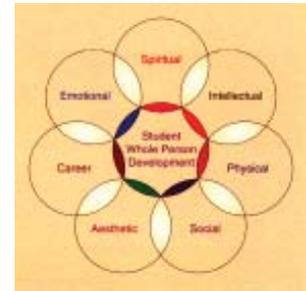
Whole Person Development Scheme (WPD)

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.

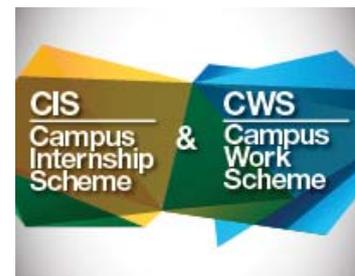


Website: <http://www.cityu.edu.hk/sds/wpd/index.htm>

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 2017 – 2018

Mentors:

Mr. Alan Ching, Senior Manager, Analytic, Operation Department, K11 Concepts Ltd.

Mr. Chris Lau, Senior Buying Manager, Swire Group

Mr. Simon Lam, Logistics Manager, IKEA Hong Kong

Mr. Tony Leung, General Manager, Food & Beverage, Kerry Logistics (HK) Ltd.

Mr. William Pang, Vice President, Financial Crime Compliance, Credit Suisse

Mr. Wilson Huo, Senior Manager, Food & Beverage, Kerry Logistics (HK) 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 30(Platinum); 27(Gold) and 25(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.jjis.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

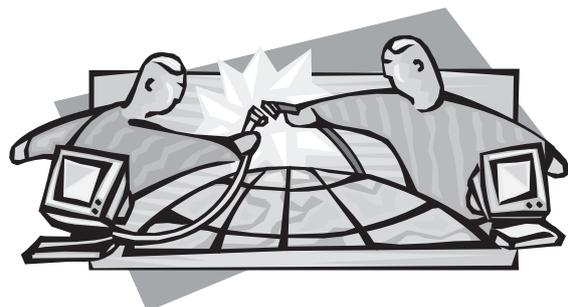
<https://www.hkfbs.org.hk/>

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 2018/19

Week	S	M	T	W	T	F	S	Events	Public Holidays
	September, 2018								
WK.1	2	3	4	5	6	7	8	Semester A 2018/19 3 Sep – 1 Dec Teaching Period	
WK.2	9	10	11	12	13	14	15		
WK.3	16	17	18	19	20	21	22		
WK.4	23	24	25	26	27	28	29		
WK.5	30								25 Day following Mid-Autumn Festival
	October								
WK.6	7	8	9	10	11	12	13	2 Graduation Date	1 National Day
WK.7	14	15	16	17	18	19	20		17 Chung Yeung Festival
WK.8	21	22	23	24	25	26	27		
WK.9	28	29	30	31					
	November								
WK.10	4	5	6	7	8	9	10		
WK.11	11	12	13	14	15	16	17		
WK.12	18	19	20	21	22	23	24		
WK.13	25	26	27	28	29	30			
	December								
	2	3	4	5	6	7	8	1 Last Day of Teaching	
	9	10	11	12	13	14	15	3 – 8 Student Revision Period	
	16	17	18	19	20	21	22	10 – 22 Examination Period	
	23	24	25	26	27	28	29	24 Dec – 12 Jan Semester Break	25 Christmas Day
	30	31							26 Day following Christmas Day
	January, 2019								
	6	7	8	9	10	11	12		
WK.1	13	14	15	16	17	18	19	Semester B 2018/19	1 First day of January
WK.2	20	21	22	23	24	25	26	14 Jan – 27 Apr Teaching Period	
WK.3	27	28	29	30	31				
	February								
WK.4	3	4	5	6	7	8	9	4 – 9 Lunar New Year Break	5 – 7 Lunar New Year Holidays
WK.5	10	11	12	13	14	15	16	15 Graduation Date	
WK.6	17	18	19	20	21	22	23		
	24	25	26	27	28				
	March								
WK.7	3	4	5	6	7	8	9		
WK.8	10	11	12	13	14	15	16		
WK.9	17	18	19	20	21	22	23		
WK.10	24	25	26	27	28	29	30		
WK.11	31								
	April								
WK.12	7	8	9	10	11	12	13		5 Ching Ming Festival
WK.13	14	15	16	17	18	19	20	19 – 25 Easter Break	19 Good Friday
	21	22	23	24	25	26	27	27 Last Day of Teaching	20 Day following Good Friday
	28	29	30					29 Apr – 4 May Student Revision Period	22 Easter Monday
	May								
	5	6	7	8	9	10	11	6 – 20 Examination Period	1 Labour Day
	12	13	14	15	16	17	18		
	19	20	21	22	23	24	25	21 May – 8 Jun Semester Break	13 Day following Buddha's Birthday
	26	27	28	29	30	31			

Week	S	M	T	W	T	F	S	Events	Public Holidays
	June, 2019								
							1		
	2	3	4	5	6	7	8	Summer Term 2019	7 Tuen Ng Festival
WK.1	9	10	11	12	13	14	15	10 Jun – 27 Jul Teaching Period	
WK.2	16	17	18	19	20	21	22		
WK.3	23	24	25	26	27	28	29		
WK.4	30								
	July								
		1	2	3	4	5	6		1 HK SAR Establishment Day
WK.5	7	8	9	10	11	12	13		
WK.6	14	15	16	17	18	19	20	15 Graduation Date	
WK.7	21	22	23	24	25	26	27	27 Last Day of Teaching	
	28	29	30	31				29 Jul – 3 Aug Student Revision Period	
	August								
					1	2	3		
	4	5	6	7	8	9	10	5 – 10 Examination Period	
	11	12	13	14	15	16	17	12 – 31 Term Break	
	18	19	20	21	22	23	24		
	25	26	27	28	29	30	31		

Note : represents public holidays including all Sundays

Provisional Academic Calendar 2019/20

	Start Date	End Date
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

Provisional Academic Calendar 2020/21

	Start Date	End Date
Semester A		
Teaching Period	31 August 2020	28 November 2020
Student Revision Period	30 November 2020	5 December 2020
Examination Period	7 December 2020	19 December 2020
Semester Break	21 December 2020	9 January 2021
Semester B		
Teaching Period	11 January 2021	24 April 2021
	<i>(Lunar New Year holidays: 12 – 15 February 2021)</i>	
Student Revision Period	26 April 2021	1 May 2021
Examination Period	3 May 2021	15 May 2021
Semester Break	17 May 2021	5 June 2021
Summer Term		
Teaching Period	7 June 2021	24 July 2021
Student Revision Period	26 July 2021	31 July 2021
Examination Period	2 August 2021	7 August 2021
Term Break	9 August 2021	28 August 2021

Important Dates for Academic Year 2018/19

Semester A 2018/19

Date	Event
31 July 2018	<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
6 August 2018	<ul style="list-style-type: none"> First day for paper add/drop of non web-enabled courses
20 August 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)
1 September 2018	<ul style="list-style-type: none"> Last day to apply for credit transfer/course exemption
3 September 2018	<ul style="list-style-type: none"> Classes begin
10 September 2018	<ul style="list-style-type: none"> Last day for course add/drop
15 September 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 (The acceptance fee paid at the time of admission will not be refunded under any circumstances.)
16 September – 13 October 2018	<ul style="list-style-type: none"> 50% tuition fee charged for withdrawal of studies, leave of absence & late drop of courses
17 September 2018	<ul style="list-style-type: none"> Due date for Semester A's tuition fees (ONLY applicable to returning students)
24 September – 24 November 2018	<ul style="list-style-type: none"> Application for graduation in Semester A (NOT applicable to Associate Degree students)
14 October 2018 onwards	<ul style="list-style-type: none"> 100% tuition fee charged for withdrawal of studies, leave of absence & late drop of courses
15 October 2018	<ul style="list-style-type: none"> Due date for payment of balance of Semester A's tuition fees
1 – 21 November 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 Application for Associate Degree students in the College of Engineering: <ul style="list-style-type: none"> - programme transfer
7 November 2018	<ul style="list-style-type: none"> Release of Semester A's examination schedule in AIMS
1 December 2018	<ul style="list-style-type: none"> Last day of teaching
10 – 22 December 2018	<ul style="list-style-type: none"> Examination period
From 4 January 2019	<ul style="list-style-type: none"> Release of Semester A's course grades in AIMS

Semester B 2018/19

Date	Event
6 November 2018	<ul style="list-style-type: none"> Release of students' Personal Class Schedule for Semester B in AIMS
17 December 2018*	<ul style="list-style-type: none"> First day for paper add/drop of non web-enabled courses
27 December 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)
12 January 2019	<ul style="list-style-type: none"> Last day to apply for credit transfer/course exemption (Applicable to students admitted in Semester B 2018/19 or current students who have outside work completed after admission to the University)
14 January 2019	<ul style="list-style-type: none"> Classes begin
21 January 2019	<ul style="list-style-type: none"> Last day for course add/drop
22 January – 20 May 2019	<ul style="list-style-type: none"> Application for graduation in Semester B (NOT applicable to Associate Degree students)
26 January 2019	<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
27 January – 2 March 2019	<ul style="list-style-type: none"> 50% tuition fee charged for withdrawal of studies, leave of absence & late drop of courses
28 January 2019	<ul style="list-style-type: none"> Due date for Semester B's tuition fees
3 March 2019 onwards	<ul style="list-style-type: none"> 100% tuition fee charged for withdrawal of studies, leave of absence & late drop of courses
4 March 2019	<ul style="list-style-type: none"> Due date for payment of balance of Semester B's tuition fees
25 March – 15 April 2019	<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 2018/19 with an undeclared major: <ul style="list-style-type: none"> - declaring a home major Application for Associate Degree students in the College of Engineering: <ul style="list-style-type: none"> - programme transfer
27 March 2019	<ul style="list-style-type: none"> Release of Semester B's examination schedule in AIMS
27 April 2019	<ul style="list-style-type: none"> Last day of teaching
6 – 20 May 2019	<ul style="list-style-type: none"> Examination period
From 29 May 2019	<ul style="list-style-type: none"> Release of Semester B's course grades in AIMS

*Tentative

Summer 2019

Date	Event
9 April 2019	<ul style="list-style-type: none"> Release of students' Personal Class Schedule for Summer Term in AIMS
20 May 2019*	<ul style="list-style-type: none"> First day for paper add/drop of non web-enabled courses
27 May 2019*	<ul style="list-style-type: none"> First day for online add/drop of web-enabled courses (Please refer to your web registration time tickets)
10 June 2019	<ul style="list-style-type: none"> Classes begin
17 June 2019	<ul style="list-style-type: none"> Last day for course add/drop
18 June – 20 July 2019	<ul style="list-style-type: none"> Application for graduation in Summer Term (NOT applicable to Associate Degree students)
22 June 2019	<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)
23 – 29 June 2019	<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)
30 June 2019 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)
10 July 2019	<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
10 – 15 July 2019*	<ul style="list-style-type: none"> Switching of majors (ONLY applicable to year one students admitted to 4-year Bachelor's Degree in 2018/19)
27 July 2019	<ul style="list-style-type: none"> Last day of teaching
5 – 10 August 2019	<ul style="list-style-type: none"> Examination period
From 20 August 2019	<ul style="list-style-type: none"> Release of Summer Term's course grades in AIMS

*Tentative

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