

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
三十周年紀念 30th Anniversary

專業 創新 觸摸全球
Professional-Creative
For The World

Bachelor of Business Administration (Honors) in Business Operations Management

工商管理榮譽學士 — 商業營運管理

Student Handbook 2014 – 2015



Department of Management Sciences

College of Business
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Welcome Message

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

The BBA in Business Operations Management (BOM) is a newly designed program to enable students to tackle the operations challenges of business managers in the 21st century. We are delighted to have recruited very good students, including you, as the first 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



Banking & Finance

- Personal Finance and Retail Banking
- Risk Management Models
- Management Accounting



Decision Tools

- Quantitative Analysis with VBA
- Simulation
- Analytics Using SAS



Trade & Supply Chain

- Supply Chain Management
- Enterprise Resource Management



Practicum

- Internship
- Operations Management Project



Hospitality & Retail

- Hospitality Management
- Pricing and Revenue Management
- Retail Management

BOM courses offered in 2014-15

Major core courses offered in 2014-15*

Course	Semester(s)
MS2200 Business Statistics	Semester A and B
MS3322 Quality Management	Semester A
MS3261 Business Modeling with Spreadsheets	Semester B
MS3431 Procurement and Sourcing	Semester B
MS4109 Project Management	Semester B

Major electives offered in 2014-15*

Course	Semester (s)
MS3251 Analytics Using SAS	Semester A
MS3304 Hospitality Management	Semester A
MS4111 Enterprise Resource Planning	Semester A
AC4321 Management Accounting	Semester A
MS3403 Internship Operations Management	Summer Semester
MS3111 Quantitative Business Analysis with VBA	Semester B
MS4226 Risk Management Models	Semester B
MKT4624 Retail Management	Semester B

4-year plan for 2013/14 intake:

Yr/Sem								
1A	MS - CB2201 Quantitative Methods	MKT - CB2601 Marketing	EF1 - CB2400 Economics I	GE	GE1401 / EAP	Sem A or B CHIN		
1B	AC - CB2100 Accounting 1	MGT - CB2300 Management	IS - CB2500 Information Management	GE	GE1401 / EAP			
2A	EF2 - CB3410 Financial Management	CB2505 E-Business	MS2200 Business Statistics	MS 3322 Quality Management	GE	GE1401 University English		
2B	MS3431 Procurement and Sourcing	MS3261 Business Modeling with Spreadsheets	Minor 1	GE	GE	GE2402 English for Business Communication		
3A	MS4109 Project Management	Major Elective 1	Major Elective 2	Minor 2	GE	Sem A or B GE1501 Chinese Civilisation - History and Philosophy		
3B	MS3123 Workshop on Operations Management Practices	Major Elective 3	Minor 3	Free Elective	GE			
4A	MS4303 Best Practices in Operations Management	Major Elective 4	Major Elective 5	Minor 4	Sem A or B CB4303 Strategy and Policy			
4B	Major Elective 6	Major Elective 7	Major Elective 8	Minor 5				

“4-1” plan for 2014/2015 intake:

Yr/Sem						
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	Sem A or B CHN1001 University Chinese I
	Sem A & B CB2201 Operations Management	Sem A & B CB2300 Management	CB2500 Information Management	CB2402 Macro-Economics	GE1401 University English or EAP	GE
2A	CB3410 Financial Management	MS 3322 Quality Management	MS3431 Procurement and Sourcing	CB2101 Introduction to Managerial Accounting	GE	GE2402 English for Business Communication (for students taken EAP)
	College Elective	College Elective	MS3281 Business Modeling with Spreadsheets	MS3123 Workshop on Operations Management Practices	Major Elective 1	GE1401 University English (for students taken EAP)
3A	College Elective	MS4303 Best Practices in Operations Management	Major Elective 2	Major Elective 3	Major Elective 4	
	CB4303 Strategy and Policy	MS4109 Project Management	Major Elective 5	Major Elective 6	GE1501 Chinese Civilisation - History and Philosophy	

"4-2" plan for 2014/15 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	MS 3322 Quality Management	GE (Note 2)		
3B	College Elective	CB2402 Macro-Economics	CB2011 Solving Business Problems with Spreadsheet Modeling	MS3431 Procurement and Sourcing	Major Elective 1		
4A	College Elective	MS4306 Best Practices in Operations Management	Major Elective 2	Major Elective 3	Major Elective 4		
4B	CB4303 Strategy and Policy	MS3123 Workshop on Operations Management Practices	MS4109 Project Management	Major Elective 5	Major Elective 6	College Elective	

Admission Statistics

Major Allocation Exercise 2014/15

(including transfers from other majors/departments/colleges)

Intake Plan Number	19	
Students Allocated	20% Category:	6
	80% Category:	18
	Transfer:	1
Order of Choice	1st Choice:	24 (100%)
	2nd to 13th Choices:	0
	Transfer:	1
CGPA	75th percentile:	3.41
	Median:	3.05
	25th percentile:	2.93

Advanced Standing I Admission (up to July 31, 2014)

Intake Plan Number	6	
CGPA in previous study	75th percentile:	3.77
	Median:	3.64
	25th percentile:	3.54

Advanced Standing II Admission (up to July 31, 2014)

Intake Plan Number	25	
CGPA in previous study	75th percentile:	3.65
	Median:	3.61
	25th percentile:	3.55

Student Exchange Programme

Student exchange program

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

Benefits of student exchange:

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

Supports from your department

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

Application Requirements and Procedures

Who should apply?

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

Year of Programmes	Making Application	Studying Period
4-Year BBA Programmes (BBA4)	Year 2 or 3	Year 3 or Year 4 (Semester A only)*

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

When to apply?

Application	Exchange Period	Application Period
2015-2016 First Round	Semester A and/or B 2015-2016	1 to 30 November 2014
2015-2016 Second Round	Semester B 2015-2016	1 to 31 July 2015

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

Where to go?

Applicants should make their choices from the List of University and finally will be assigned to one target university.

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

How to apply?

Please complete the Online Application by logging in your Electronic ID and submit the following supplementary documents electronically:

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

Selection Criteria

Successful applicants must demonstrate good interpersonal skills, the ability to study in an overseas environment, and enthusiasm to be an ambassador of Hong Kong and CityU. Priority will be given to applicants who have satisfactory IELTS or TOEFL scores on or before August 2015. 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 2015)
- Meet the admission requirements of the host university (e.g. GPA, IELTS, TOEFL, etc)
- Fulfill the following English language requirement (optional for applicants who choose to study in Mainland or Taiwan):
- a minimum TOEFL score of 79 (Internet-based)/213 (Computer-based), or IELTS Band 6.5 or above (the report should be valid until end of October 2015)
- Have a good performance in the interviews

Application Procedures for Second Round Application 2015-2016

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 - Operations Management Internship

Department liaises with local, mainland, and overseas companies that offer internships to our students. For any full-time internship that is not less than six weeks, students will receive the departmental internship subsidy (Internship location: HK\$3000/month in Hong Kong; 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).

- 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>

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>

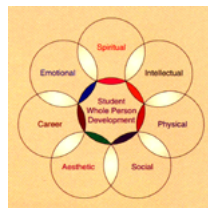
Whole Person Development Scheme (WPD)

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.



Departmental Subsidies for Professional Exam

Support to student exchange activity (HK\$5000):

- Achieve CGPA 2.5 or above at CityU (before exchange)
- Passing all courses at the host university

Subsidies for passing professional examinations, including:

(60% of examination fee):-

- SAS Certified Base Programmer Credential for SAS 9
- SAS Certified Advanced Programmer Credential for SAS 9

(33% of examination fee):-

- Level 1 of Chartered Financial analyst (CFA)
- Level 1 of Financial Risk Manager (FRM)
- Exam 1 of Professional Risk Manager (PRM)
- Paper 1, 3, 5 of Insurance Intermediaries Qualifying Examination (IIQE)
- Paper 1, 7, 8 of HK Securities Institute Examination (HKSI)
- Oracle Database 11g: SQL Fundamentals I
- Oracle Database 11g: Administration I
- Introduction to Oracle9i SQL

*All subsidies are subject to availability of funds in the department

Awards and Scholarships

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

For first year students, we offer

The Department of Management Sciences Entrance Awards

- For students with good to outstanding academic achievements in their first year study at CB and to undertake full degree programmes with the Department
- Gold Awards – up to 5 awards at HK\$50,000 each; Silver Awards – up to 30 awards at HK\$5,000 to HK\$30,000 each.
- Minimum CGPA of 3.5(Gold) and 3.0(Silver)

For second, third and fourth year students, we offer

The Department of Management Sciences Outstanding Student Prizes and Scholarships

- For undergraduate students with demonstrated outstanding performance
- Maximum 10 awards at \$10,000 each.

Freetech Technology Limited Scholarship

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

The Department of Management Sciences Academic Progress Awards

- For full time students who have made the most significant improvements in their academic study
- Maximum 30 awards with amount HK2,000 to \$3,000 each.

The Department of Management Sciences Student Development Scholarships

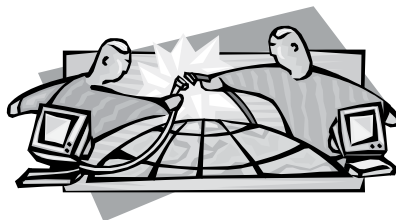
- Selected based on the following criteria: i) performance in extra-curricular activities, ii) winning record in internal and external competitions, iii) participation in departmental services (e.g., student mentoring, study group leadership), and iv) academic performance
- Maximum 5 awards at HK5,000 to \$10,000 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. Blackboard / e-Portal**
<https://eportal.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.jijis.org.hk>
- 15. Project Management Institute (PMI)**
<http://www.pmi.org.hk/>
- 16. Chartered Institute of Purchasing & Supply” (CIPS)**
<http://www.cips.org/en-CN/>
- 17. SAP**
<http://www.sap.com>
- 18. SAS Institute**
<http://www.sas.com>
- 19. The Chartered Institute of Logistics and Transport in Hong Kong (CILTHK)**
<http://www.cilt.org.hk>
- 20. FAQ for 4-year Degrees**
<http://www6.cityu.edu.hk/arro/content.asp?cid=385>



Academic Calendar 2014/2015 (Revised)

Week	S	M	T	W	T	F	S	Events	Public Holidays
	September, 2014							Semester A 2014/2015	
WK.1		1	2	3	4	5	6	1 Sep - 29 Nov Teaching Period	
WK.2	7	8	9	10	11	12	13		9 Day following Mid-Autumn Festival
WK.3	14	15	16	17	18	19	20		
WK.4	21	22	23	24	25	26	27		
WK.5	28	29	30						
	October								
				1	2	3	4	3 Graduation Date	1 National Day
WK.6	5	6	7	8	9	10	11		2 Chung Yeung Festival
WK.7	12	13	14	15	16	17	18		
WK.8	19	20	21	22	23	24	25		
WK.9	26	27	28	29	30	31			
	November								
							1		
WK.10	2	3	4	5	6	7	8		
WK.11	9	10	11	12	13	14	15		
WK.12	16	17	18	19	20	21	22		
WK.13	23	24	25	26	27	28	29	29 Last Day of Teaching	
	30								
	December								
		1	2	3	4	5	6	1 - 6 Student Revision Period	
	7	8	9	10	11	12	13	8 - 20 Examination Period	
	14	15	16	17	18	19	20		
	21	22	23	24	25	26	27	22 Dec - 10 Jan Semester Break	25 Christmas Day
	28	29	30	31					26 Day following Christmas Day
	January, 2015								
					1	2	3		1 First day of January
	4	5	6	7	8	9	10		
WK.1	11	12	13	14	15	16	17	Semester B 2014/2015	
WK.2	18	19	20	21	22	23	24	12 Jan - 25 Apr Teaching Period	
WK.3	25	26	27	28	29	30	31		
	February								
	1	2	3	4	5	6	7		
WK.4	8	9	10	11	12	13	14		
WK.5	15	16	17	18	19	20	21	16 Graduation Date	
WK.6	22	23	24	25	26	27	28	19 - 25 Lunar New Year Break	19 - 21 Lunar New Year Holidays
	March								
	1	2	3	4	5	6	7		
WK.7	8	9	10	11	12	13	14		
WK.8	15	16	17	18	19	20	21		
WK.9	22	23	24	25	26	27	28		
WK.10	29	30	31						
WK.11									
	April								
	5	6	7	8	9	10	11	3 - 9 Easter Break	3 Good Friday
WK.12	12	13	14	15	16	17	18		4 Day following Good Friday
									6 Day following Ching Ming Festival
WK.13	19	20	21	22	23	24	25	25 Last Day of Teaching	7 Day following Easter Monday
	26	27	28	29	30			27 Apr - 2 May Student Revision Period	
	May								
	3	4	5	6	7	8	9	4 - 16 Examination Period	1 Labour Day
	10	11	12	13	14	15	16		
	17	18	19	20	21	22	23	18 May - 6 Jun Semester Break	
	24	25	26	27	28	29	30		25 Buddha's Birthday
	31								

Academic Calendar 2014/2015

Week	S	M	T	W	T	F	S	Events	Public Holidays
June, 2015								Summer Term 2015 8 Jun - 25 Jul Teaching Period	20 Tuen Ng Festival
WK.1	7	1	2	3	4	5	6		
WK.2	14	8	9	10	11	12	13		
WK.3	21	22	23	24	25	26	27		
WK.4	28	29	30						
July								15 Graduation Date 25 Last Day of Teaching 27 Jul - 1 Aug Student Revision Period	1 HK SAR Establishment Day
WK.5	5	6	7	1	2	3	4		
WK.6	12	13	14	15	16	17	18		
WK.7	19	20	21	22	23	24	25		
	26	27	28	29	30	31			
August								3 - 8 Examination Period 10 - 29 Term Break	
	2	3	4	5	6	7	1		
	9	10	11	12	13	14	15		
	16	17	18	19	20	21	22		
	23	24	25	26	27	28	29		
	30	31							

Note : represents public holidays including all Sundays

Provisional Academic Calendar 2015/2016

	<u>Start Date</u>	<u>End Date</u>
Semester A		
Teaching Period	31 August 2015	28 November 2015
Student Revision Period	30 November 2015	5 December 2015
Examination Period	7 December 2015	19 December 2015
Semester Break	21 December 2015	9 January 2016
Semester B		
Teaching Period	11 January 2016	23 April 2016
	<i>(Tentative Lunar New Year holidays: 8 - 10 February 2016)</i>	
Student Revision Period	25 April 2016	30 April 2016
Examination Period	3 May 2016	17 May 2016
Semester Break	18 May 2016	4 June 2016
Summer Term		
Teaching Period	6 June 2016	23 July 2016
Student Revision Period	25 July 2016	30 July 2016
Examination Period	1 August 2016	6 August 2016
Term Break	8 August 2016	27 August 2016

Provisional Academic Calendar 2016/2017

	<u>Start Date</u>	<u>End Date</u>
Semester A		
Teaching Period	29 August 2016	26 November 2016
Student Revision Period	28 November 2016	3 December 2016
Examination Period	5 December 2016	17 December 2016
Semester Break	19 December 2016	7 January 2017
Semester B		
Teaching Period	9 January 2017	22 April 2017
	<i>(Tentative Lunar New Year holidays: 28 - 31 January 2017)</i>	
Student Revision Period	24 April 2017	29 April 2017
Examination Period	2 May 2017	16 May 2017
Semester Break	17 May 2017	3 June 2017
Summer Term		
Teaching Period	5 June 2017	22 July 2017
Student Revision Period	24 July 2017	29 July 2017
Examination Period	31 July 2017	5 August 2017
Term Break	7 August 2017	2 September 2017

Important Dates for Academic Year 2014/15

Semester A 2014/15

Date	Event
29 July 2014	<ul style="list-style-type: none"> Release of yearly master class schedule and Semester A personal class schedule in AIMS
4 August 2014	<ul style="list-style-type: none"> Paper add/drop of non web-enabled courses begins
18 August 2014	<ul style="list-style-type: none"> First day for add/drop of web-enabled courses (Please refer to your web registration time ticket)
30 August 2014	<ul style="list-style-type: none"> Last day for application for credit transfer/course exemption in AIMS
1 September 2014	<ul style="list-style-type: none"> Classes begin
2 September – 25 October 2014	<ul style="list-style-type: none"> Application for graduation in Semester A 2014/15 (NOT applicable to associate degrees)
4 September 2014	<ul style="list-style-type: none"> Due date for tuition fees for Semester A (NOT applicable to new students)
8 September 2014	<ul style="list-style-type: none"> Last day for course add/drop
13 September 2014	<ul style="list-style-type: none"> Last day for application for reduced study load and exceed maximum study load Last day for withdrawal of studies, application for leave of absence and 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)
14 September – 11 October 2014	<ul style="list-style-type: none"> 50% tuition fee charged for withdrawal of studies, application for leave of absence and late drop of courses
7 October 2014	<ul style="list-style-type: none"> Due date for payment of balance of tuition fees for Semester A
12 October 2014 onwards	<ul style="list-style-type: none"> 100% tuition fee charged for withdrawal of studies, application for leave of absence and late drop of courses
3 – 20 November 2014	<ul style="list-style-type: none"> Application for add/drop of minors (NOT applicable to associate degrees) Application for change of home major and declaring a second major (NOT applicable to 3-year degrees and associate degrees)
5 November 2014	<ul style="list-style-type: none"> Release of Semester A examination schedule in AIMS
29 November 2014	<ul style="list-style-type: none"> Last day of teaching
8 – 20 December 2014	<ul style="list-style-type: none"> Examination period
From 30 December 2014	<ul style="list-style-type: none"> Release of Semester A course grades in AIMS

Semester B 2014/15

Date	Event
11 November 2014	<ul style="list-style-type: none"> Release of Semester B personal class schedule in AIMS
15 December 2014*	<ul style="list-style-type: none"> Paper add/drop of non web-enabled courses begins
23 December 2014*	<ul style="list-style-type: none"> First day for add/drop of web-enabled courses (Please refer to your web registration time ticket)
12 January 2015	<ul style="list-style-type: none"> Classes begin
13 January – 7 March 2015	<ul style="list-style-type: none"> Application for graduation in Semester B 2014/15 (NOT applicable to associate degrees)
15 January 2015	<ul style="list-style-type: none"> Due date for tuition fees for Semester B
19 January 2015	<ul style="list-style-type: none"> Last day for course add/drop
24 January 2015	<ul style="list-style-type: none"> Last day for application for reduced study load and exceed maximum study load Last day for withdrawal of studies, application for leave of absence and late drop of courses with no tuition fee charged
25 January – 28 February 2015	<ul style="list-style-type: none"> 50% tuition fee charged for withdrawal of studies, application for leave of absence and late drop of courses
24 February 2015	<ul style="list-style-type: none"> Due date for payment of balance of tuition fees for Semester B
1 March 2015 onwards	<ul style="list-style-type: none"> 100% tuition fee charged for withdrawal of studies, application for leave of absence and late drop of courses
25 March 2015	<ul style="list-style-type: none"> Release of Semester B examination schedule in AIMS
1 – 20 April 2015	<ul style="list-style-type: none"> Application for add/drop of minors (NOT applicable to associate degrees) Application for change of home major and declaring a second major (NOT applicable to 3-year degrees and associate degrees)
1 – 20 April 2015	<ul style="list-style-type: none"> Declaration of majors (ONLY applicable to 4-year degree students with an undeclared major)
25 April 2015	<ul style="list-style-type: none"> Last day of teaching
4 – 16 May 2015	<ul style="list-style-type: none"> Examination period
From 26 May 2015	<ul style="list-style-type: none"> Release of Semester B course grades in AIMS

*Tentative

Summer 2015

Date	Event
7 April 2015	<ul style="list-style-type: none"> Release of Summer Term personal class schedule in AIMS
18 May 2015*	<ul style="list-style-type: none"> Paper add/drop of non web-enabled courses begins
21 May 2015*	<ul style="list-style-type: none"> First day for add/drop of web-enabled courses (Please refer to your web registration time ticket)
8 June 2015	<ul style="list-style-type: none"> Classes begin
9 June – 4 July 2015	<ul style="list-style-type: none"> Application for graduation in Summer Term 2015 (NOT applicable to 3-year degrees and associate degrees)
15 June 2015	<ul style="list-style-type: none"> Last day for course add/drop
19 June 2015	<ul style="list-style-type: none"> Last day for application for exceed maximum study load Last day for withdrawal of studies, application for leave of absence and late drop of courses with no tuition fee charged (Applicable to non government- funded programmes)
21 – 27 June 2015	<ul style="list-style-type: none"> 50% tuition fee charged for withdrawal of studies, application for leave of absence and late drop of courses (Applicable to non government-funded programmes)
28 June 2015 onwards	<ul style="list-style-type: none"> 100% tuition fee charged for withdrawal of studies, application for leave of absence and late drop of courses (Applicable to non government-funded programmes)
6 July 2015	<ul style="list-style-type: none"> Due date for payment of tuition fees for Summer Term 2015 (Applicable to non government-funded programmes)
8 July 2015	<ul style="list-style-type: none"> Release of Summer Term 2015 examination schedule in AIMS
10 – 14 July 2015	<ul style="list-style-type: none"> Switching of majors between Colleges/Schools (ONLY applicable to new year one students admitted to normative 4-year degrees in 2014/15)
25 July 2015	<ul style="list-style-type: none"> Last day of teaching
3 – 8 August 2015	<ul style="list-style-type: none"> Examination period
From 18 August 2015	<ul style="list-style-type: none"> Release of Summer Term 2015 course grades in AIMS

*Tentative

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