College of Business
商學院

Department of Management of Sciences
管理科學系

CityU
香港城市大學
City University of Hong Kong

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

Student Handbook
2020–2021

Contents

Welcome Message

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

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

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

Prof. Guangwu Liu
Professor and Acting 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.
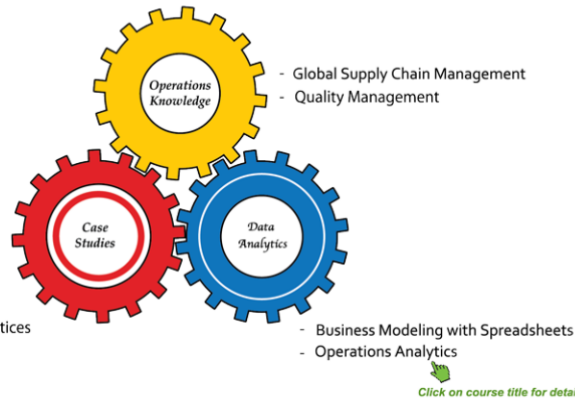
For details, please visit:
BOM website: http://www.cb.cityu.edu.hk/ms/bbabom/index.html
BOM Facebook: https://www.facebook.com/cityubom

Programme Structure

Major Core Courses

Operations Knowledge
- Global Supply Chain Management
- Quality Management

Case Studies
- Workshop on OM Practices
- Best Practices in OM

Data Analytics
- Business Modeling with Spreadsheets
- Operations Analytics

Click on course title for details

Major Electives

Choose any **four** courses from the followings:

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

Hospitality & Retail
- Hospitality Management
- Pricing and Revenue Management

Decision Analytics
- Quantitative Business Analysis with VBA
- Database Systems#
- Java Programming#
- Python for Data Analysis

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

#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.

Any one major core or elective course from another BBA major. (Students may only use one major core or elective course from any other BBA major as major elective)

Major Core courses offered in 2020-21

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	CB2200 as pre-requisite	B
MS3261	Business Modeling with Spreadsheets@	3	GE2255 or CB2011 as exclusive courses	B
MS3322	Quality Management	3	MS3303 as equivalent Course	A
MS4306	Best Practices in Operations Management	3	MS3261 or CB2011 as pre-requisite	A

^ Only for Cohort 2017 or before students

@ Only for Cohort 2018 and thereafter students

Major Electives offered in 2020-21

Course Code	Course Title	Credit	Prerequisite	Semester
AC4321	Management Accounting*	3	CB2101 Introduction to Managerial Accounting	A & B
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
IS2240	Python Programming for Business%	3		B
MS3106	Simulation	3	CB2200 Business Statistics or MS3102 Statistics for Management Decisions MA2506 Probability and Statistics and MS2602 Statistical Inference	A & B
MS3111	Quantitative Business Analysis with Visual Basic for Applications	3		B
MS3125	Business Project Management	3	CB2201 Operations Management	A
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		A & 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

* Only for BBAU4 2017 students

% Only for BBAU4, BBAU3 and BBAU2 Cohort 2018 and thereafter students

Major Elective Courses Recommendations based on Industry Sectors

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

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

Industry Sectors	Key Recommended Major Electives	Other Suggested Major Electives
Trade & Supply Chain Management	• Enterprise Resource Planning • Pricing and Revenue Management • Operations Management Project* • Internship for Business Analysis and Operations Management#	• Management Accounting* • Hospitality Management • Retail Management • Business Practice Internship#
Hospitality & Retail	• Hospitality Management • Pricing and Revenue Management • Retail Management • Internship for Business Analysis and Operations Management#	• Enterprise Resource Planning • Operations Management Project* • Simulation • Business Practice Internship#
Business Consulting	• Quantitative Business Analysis with VBA • Java Programming • Python for Data Analytics^ • Internship for Business Analysis and Operations Management#	• Management Accounting* • Operations Management Project* • Pricing and Revenue Management • Enterprise Resource Planning • Business Practice Internship#
Banking & Finance	• Operations Management Project* • Risk Management Models* • Management Accounting* • Internship for Business Analysis and Operations Management#	• Analytics Using SAS* • Quantitative Business Analysis with VBA • Database Systems • Business Practice Internship#
Information Technology	• Java Programming • Database Systems • Simulation • Python for Data Analytics^ • Internship for Business Analysis and Operations Management#	• Quantitative Business Analysis with VBA • Operations Management Project* • Enterprise Resource Planning • Business Practice Internship#

4-year plan for 2019/20 and 2020/21 intake:

Yr/Sem						CHIN / GE	Offer Year
1A	Sem A & B CB2100 Introduction to Financial Accounting	Sem A & B CB2300 Management	Sem A & B CB2201 Operations Management	Sem A & B CB2400 Micro-Economics	Sem A or B GE1401 University English or EAP (Note 1)	Sem A or B CHIN1001 University Chinese I (Note 3)	2019
1B	Sem A & B CB3410 Financial Management	Sem A & B CB2500 Information Management	Sem A & B CB2200 Business Statistics	GE (Note 2)	GE2402 English for Business Communication or EAP (Note 1)		2020
2A	College Elective	CB2101 Introduction to Managerial Accounting	MS3124 Global Supply Chain Management	MS3322 Quality Management	GE (Note 2)	GE1401 University English (for students taken EAP)	2020
2B	College Elective	CB2402 Macro-Economics	MS3261 Business Modeling with Spreadsheets	MS3253 Operations Analytics	GE (Note 2)	GE2402 English for Business Communication (for students taken EAP)	2021
3A	College Elective	MS4306 Best Practices in Operations Management	Major Elective 1	Minor 1 (Note 4)	GE1501 Chinese Civilization – History & Philosophy		2021
3B	College Elective	MS3123 Workshop on Operations Management Practices	Major Elective 2	Minor 2 (Note 4)	GE (Note 2)		2022
4A	College Elective	Major Elective 3	Major Elective 4	Minor 3 (Note 4)	Minor 4 (Note 4)		2022
4B	CB4303 Strategy and Policy	College Elective	College Elective	Minor 5 (Note 4)	Free Elective		2023

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

Note

(1) **English Language Requirement:**
Students admitted with HKDSE English Level 3 or equivalent are required to complete the 6-credit course ELI2200 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 HK-ALE AS-level Chinese Language and Culture are required to take a 3-credit unit course CHIN1001 University Chinese I.

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

Major Electives: Students are required to take 4 electives from the following list:
CB3800 Business Practice Internship
CS2260 Java Programming
CS3402 Database Systems
IS2240 Python Programming for Business
MS3105 Simulation
MS3111 Quantitative Business Analysis with Visual Basic for Applications
MS3125 Business Project Management
MS3304 Hospitality Management
MS3403 Internship for Business Analysis and Operations Management
MS4111 Enterprise Resource Planning
MS4118 Operations Management Project
MS4227 Pricing and Revenue Management
XXXX Any one major core or elective course from another BBA major

"4 -1" plan for 2020/21 intake:

Yr/Sem						Sem A or B	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)	CHIN1001 University Chinese I (Note 3)	2020
1B	Sem A & B CB2300 Management	Sem A & B CB2500 Information Management	CB2200 Business Statistics	CB2402 Macro-Economics	MS3261 Business Modeling with Spreadsheets	GE1401 University English or EAP (Note 1)	
2A	CB3410 Financial Management	MS3124 Global Supply Chain Managemen	CB2101 Introduction to Managerial Accounting	MS 3322 Quality Management	MS4306 Best Practices in Operations Management	GE2402 English for Business Communication (for students taken EAP)	2021
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	College Elective	College Elective	GE1501 Chinese Civilisation - History and Philosophy		2022
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 I students are not allowed to take GE courses offered by their own academic unit.
(3) **Chinese Language Requirement**
Students scoring below Level 4 in HKDSE Chinese Language, or scoring below Grade D in HKALE AS-level Chinese Language and Culture are required to take a 3-credit unit course CHIN1001 University Chinese I.

Major Electives: Students are required to take 4 electives from the following list:
CB3800 Business Practice Internship
CS2360 Java Programming
CS3402 Database Systems
IS2240 Python Programming for Business
MS3106 Simulation
MS3111 Quantitative Business Analysis with Visual Basic for Applications
MS3125 Business Project Management
MS3304 Hospitality Management
MS3403 Internship for Business Analysis and Operations Management
MS4111 Enterprise Resource Planning
MS4118 Operations Management Project
MS4227 Pricing and Revenue Management
XXXX Any one major core or elective course from another BBA major

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"4 -2" plan for 2020/21 intake:

Yr/Sem						Offer Year
1A	CB2100 Accounting I	CB2300 Management	CB2400 Economics I	ENG	Chinese	
1B	CB3410 Financial Management	CB2601 Marketing	CB2201 Quantitative Methods	ENG	CB2500 Information Management	
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	
3B	MS3261 Business Modeling with Spreadsheets	CB2402 Macro-Economics	MS3253 Operations Analytics	Major Elective 1	College Elective	GE (Note 2) — 2020
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	College Elective	College Elective	College Elective	2021

(Original Structure)

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 II students are not allowed to take GE courses offered by their own academic unit.

Major Electives: Students are required to take 4 electives from the following list:
CB3800 Business Practice Internship
CS2360 Java Programming
CS3402 Database Systems
IS2240 Python Programming for Business
MS3106 Simulation
MS3111 Quantitative Business Analysis with Visual Basic for Applications
MS3125 Business Project Management
MS3304 Hospitality Management
MS3403 Internship for Business Analysis and Operations Management
MS4111 Enterprise Resource Planning
MS4118 Operations Management Project
MS4227 Pricing and Revenue Management
XXXX Any one major core or elective course from another BBA major

Admission Statistics

Advanced Standing I Admission (up to July 31, 2020)

Intake Plan Number	5	
CGPA in previous study	75th percentile: Median: 25th percentile:	3.72 3.7 3.59

Advanced Standing II Admission (up to July 31, 2020)

Intake Plan Number	34	
CGPA in previous study	75th percentile: Median: 25th percentile:	3.66 3.59 3.53

Student Exchange Programme

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

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

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

Application Requirements and Procedures

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

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

Application	Exchange Period	Application Period
2020-2021 First Round	Semester A and/or B 2021-2022	1 to 30 November 2020
2020-2021 Second Round	Semester B 2020-2021	1 to 31 July 2020

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 for the College and Departmental Level Exchange Programmes.

How to apply?
Please complete the Online Application by logging in your Electronic ID and submit the following supplementary documents electronically:
- A recent passport-size photo
- 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 2020. 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 2019)
- 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 2020)
- Have a good performance in the selection interviews

Application Procedures for Second Round Application 2020-2021
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 (2019-20)

Hosting Company	Work Location Country (City)	Places	No of Credit Bearing (MS3403)
Bank of Communications Co. Ltd	Hong Kong	1	1
Defrost Marketing Limited	Hong Kong	1	1
Efficiency Office - 1823, Innovation and Technology Bureau	Hong Kong	1	1
Expeditors Hong Kong Limited	Hong Kong	1	1
Hong Kong Broadband Network Limited	Hong Kong	1	1
Hong Kong Science & Technology Parks Corporation	Hong Kong	1	1
IAHGames Hong Kong Limited	Hong Kong	1	1
Iotena Technology Limited	Hong Kong	1	1
Lane Crawford (Hong Kong) Limited	Hong Kong	1	1
MOL Hong Kong Limited	Hong Kong	1	1
MTR Corporation Limited	Hong Kong	1	1
New World Construction Company Limited	Hong Kong	1	1
Osmosis Education	Hong Kong	1	1
PantaRei Design Limited	Hong Kong	1	1
Rouge International	Hong Kong	1	1
Tsit Wing International Holdings Limited	Hong Kong	1	1
Valentino Hong Kong Limited	Hong Kong	1	1
Web Converts	India	1	1
Zung Fu Company Limited	Hong Kong	1	1
		19	19

Other Activities

"A" Project: Student Ambassadors Programme

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

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

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
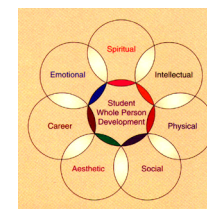
Campus Internship Scheme (CIS)

Introduction

To better consolidate students' work-based learning experience and to enhance their professional and personal development on campus. The Career and Leadership Centre (CLC) is responsible for implementing the Schemes, further enquiries may be forwarded directly via email to clc.careercentre@cityu.edu.hk.

Programme Objectives (CIS)

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

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

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

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 2019 – 2020

Mentors:

Miss Helen Kwok, Sales & Supply Support Manager, IKEA
Miss Josephine Chung, Assistant Supervisor, SaSa International Holdings Limited
Mr. Andy Lau, Consultant in Customer and Operation, Management Consulting, KPMG China
Mr. Kingston Mui, Management Trainee, OOCL
Miss Michelle Yuen, Assistant Branch Risk Control and System Support Officer, The Bank of East Asia
Mr. Kenny Wong, Immigration Officer, HKSAR

Awards and Scholarships

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

For second, third and fourth year students, we offer

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

The Department of Management Sciences Academic Progress Awards
- For full time students who have made the most significant improvements in their academic study
- Maximum 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.jijis.org.hk

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

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

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

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

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

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

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

22. FAQ for 4-year Degrees
http://www6.cityu.edu.hk/arro/content.asp?cid=385
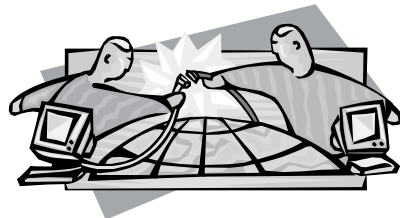
Academic Calendar 2020/21

Week	S	M	T	W	T	F	S	Events	Public Holidays
	August, 2020						1		
	2	3	4	5	6	7	8		
	9	10	11	12	13	14	15		
	16	17	18	19	20	21	22		
	23	24	25	26	27	28	29	Semester A 2020/21	
WK.1	30	31						31 Aug – 28 Nov Teaching Period	
	September								
			1	2	3	4	5		
WK.2	6	7	8	9	10	11	12		
WK.3	13	14	15	16	17	18	19		
WK.4	20	21	22	23	24	25	26		
WK.5	27	28	29	30					
	October								1 National Day
					1	2	3		2 Day following Mid-Autumn Festival
WK.6	4	5	6	7	8	9	10	5 Graduation Date	
WK.7	11	12	13	14	15	16	17		
WK.8	18	19	20	21	22	23	24		26 Day following Chung Yeung Festival
WK.9	25	26	27	28	29	30	31		
	November								
WK.10	1	2	3	4	5	6	7		
WK.11	8	9	10	11	12	13	14		
WK.12	15	16	17	18	19	20	21		
WK.13	22	23	24	25	26	27	28	28 Last Day of Teaching	
	29	30						30 Nov – 5 Dec Student Revision Period	
	December								
			1	2	3	4	5	7 – 19 **Examination Period**	
	6	7	8	9	10	11	12		
	13	14	15	16	17	18	19		
	20	21	22	23	24	25	26	21 Dec – 9 Jan Semester Break	25 Christmas Day
	27	28	29	30	31				26 Day following Christmas Day
	January, 2021								
					1	2			1 First Day of January
WK.1	3	4	5	6	7	8	9	Semester B 2020/21	
WK.2	10	11	12	13	14	15	16	11 Jan – 24 Apr Teaching Period	
WK.3	17	18	19	20	21	22	23		
WK.4	24	25	26	27	28	29	30		
	31								
	February								
		1	2	3	4	5	6		
WK.5	7	8	9	10	11	12	13	11 – 17 Lunar New Year Break	12 – 15 Lunar New Year Holidays
	14	15	16	17	18	19	20	16 Graduation Date	
WK.6	21	22	23	24	25	26	27		
WK.7	28								
	March								
		1	2	3	4	5	6		
WK.8	7	8	9	10	11	12	13		
WK.9	14	15	16	17	18	19	20		
WK.10	21	22	23	24	25	26	27		
WK.11	28	29	30	31					
	April								
					1	2	3	2 – 8 Easter Break	2 Good Friday
									3 Day following Good Friday
	4	5	6	7	8	9	10		5 Day following Ching Ming Festival
WK.12	11	12	13	14	15	16	17		6 Day following Easter Monday
WK.13	18	19	20	21	22	23	24	24 Last Day of Teaching	
	25	26	27	28	29	30		26 Apr – 1 May Student Revision Period	
	May								
							1		1 Labour Day
	2	3	4	5	6	7	8	3 – 15 **Examination Period**	
	9	10	11	12	13	14	15		
	16	17	18	19	20	21	22	17 May – 5 Jun Semester Break	19 Buddha's Birthday
	23	24	25	26	27	28	29		
	30	31							

Week	S	M	T	W	T	F	S	Events	Public Holidays
	June, 2021							**Summer Term 2021**	
			1	2	3	4	5	7 Jun – 24 Jul Teaching Period	
WK.1	6	7	8	9	10	11	12		
WK.2	13	14	15	16	17	18	19		14 Tuen Ng Festival
WK.3	20	21	22	23	24	25	26		
WK.4	27	28	29	30					
	July								
					1	2	3		1 HK SAR Establishment Day
WK.5	4	5	6	7	8	9	10		
WK.6	11	12	13	14	15	16	17	15 Graduation Date	
WK.7	18	19	20	21	22	23	24	24 Last Day of Teaching	
	25	26	27	28	29	30	31	26 – 31 Student Revision Period	
	August								
	1	2	3	4	5	6	7	2 – 7 **Examination Period**	
	8	9	10	11	12	13	14	9 – 28 Term Break	
	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 2021/22

		Start Date		End Date	
Semester A					
Teaching Period		30	August 2021	27	November 2021
Student Revision Period		29	November 2021	4	December 2021
Examination Period		6	December 2021	18	December 2021
Semester Break		20	December 2021	8	January 2022
Semester B					
Teaching Period		10	January 2022	23	April 2022
			(Lunar New Year holidays: 1 – 3 February 2022)		
Student Revision Period		25	April 2022	30	April 2022
Examination Period		3	May 2022	17	May 2022
Semester Break		18	May 2022	4	June 2022
Summer Term					
Teaching Period		6	June 2022	23	July 2022
Student Revision Period		25	July 2022	30	July 2022
Examination Period		1	August 2022	6	August 2022
Term Break		8	August 2022	27	August 2022

Provisional Academic Calendar 2022/23

		Start Date		End Date	
Semester A					
Teaching Period		29	August 2022	26	November 2022
Student Revision Period		28	November 2022	3	December 2022
Examination Period		5	December 2022	17	December 2022
Semester Break		19	December 2022	7	January 2023
Semester B					
Teaching Period		9	January 2023	22	April 2023
			(Lunar New Year holidays: 22 – 25 January 2023)		
Student Revision Period		24	April 2023	29	April 2023
Examination Period		2	May 2023	15	May 2023
Semester Break		16	May 2023	3	June 2023
Summer Term					
Teaching Period		5	June 2023	22	July 2023
Student Revision Period		24	July 2023	29	July 2023
Examination Period		31	July 2023	5	August 2023
Term Break		7	August 2023	2	September 2023

Important Dates for Academic Year 2020/21

Semester A 2020/21

Date	Event
28 July 2020	• Release of Master Class Schedule for the academic year • Release of students' Personal Class Schedule for Semester A in AIMS
10 August 2020	• First day for paper add/drop of non web-enabled courses
24 August 2020	• First day for online add/drop of web-enabled courses (Please refer to your web registration time tickets)
29 August 2020	• Last day to apply for credit transfer/course exemption
31 August 2020	• Classes begin • Due date for Semester A's tuition fees
7 September 2020	• Last day for course add/drop
8 September – 5 December 2020	• Application for graduation in Semester A (NOT applicable to Associate Degree students)
12 September 2020	• Last day to apply for: - reduced study load / exceeding maximum study load - withdrawal of studies, leave of absence & late drop of courses with no tuition fee charged (The acceptance fee paid at the time of admission will not be refunded under any circumstances.)
13 September – 10 October 2020	• 50% tuition fee charged for withdrawal of studies, leave of absence & late drop of courses
28 September 2020	• Due date for payment of balance of Semester A's tuition fees
11 October 2020 onwards	• 100% tuition fee charged for withdrawal of studies, leave of absence & late drop of courses
2 – 23 November 2020	• Applications for Bachelor's Degree students: - add/drop of minors - change of home major - declaring a second major • Application for Associate Degree students in the College of Engineering: - programme transfer
5 November 2020	• Release of Semester A's examination schedule in AIMS
28 November 2020	• Last day of teaching
7 – 19 December 2020	• Examination period
From 30 December 2020	• Release of Semester A's course grades in AIMS

Semester B 2020/21

Date	Event
3 November 2020	• Release of students' Personal Class Schedule for Semester B in AIMS
14 December 2020	• First day for paper add/drop of non web-enabled courses
22 December 2020	• First day for online add/drop of web-enabled courses (Please refer to your web registration time tickets)
9 January 2021	• Last day to apply for credit transfer/course exemption (Applicable to students admitted in Semester B 2020/21 or current students who have outside work completed after admission to the University)
11 January 2021	• Classes begin • Due date for Semester B's tuition fees
18 January 2021	• Last day for course add/drop
19 January – 15 May 2021	• Application for graduation in Semester B (NOT applicable to Associate Degree students)
23 January 2021	• Last day to apply for: - reduced study load / exceeding maximum study load - withdrawal of studies, leave of absence & late drop of courses with no tuition fee charged
24 January – 27 February 2021	• 50% tuition fee charged for withdrawal of studies, leave of absence & late drop of courses
8 February 2021	• Due date for payment of balance of Semester B's tuition fees
28 February 2021 onwards	• 100% tuition fee charged for withdrawal of studies, leave of absence & late drop of courses
25 March 2021	• Release of Semester B's examination schedule in AIMS
Dates to be confirmed	• Applications for Bachelor's Degree students: - add/drop of minors - change of home major - declaring a second major • For 4-year Bachelor's Degree students admitted in 2020/21 with an undeclared major: - declaring a home major • Application for Associate Degree students in the College of Engineering: - programme transfer
24 April 2021	• Last day of teaching
3 – 15 May 2021	• Examination period
From 25 May 2021	• Release of Semester B's course grades in AIMS

Summer 2021

Date	Event
6 April 2021	• Release of students' Personal Class Schedule for Summer Term in AIMS
17 May 2021	• First day for paper add/drop of non web-enabled courses
24 May 2021	• First day for online add/drop of web-enabled courses (Please refer to your web registration time tickets)
7 June 2021	• Classes begin
15 June 2021	• Last day for course add/drop
16 June – 31 July 2021	• Application for graduation in Summer Term (NOT applicable to Associate Degree students)
19 June 2021	• Last day to apply for: - 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)
20 – 26 June 2021	• 50% tuition fee charged for withdrawal of studies, leave of absence & late drop of courses (Applicable to non-government funded programmes)
27 June 2021 onwards	• 100% tuition fee charged for withdrawal of studies, leave of absence and late drop of courses (Applicable to non- government funded programmes)
7 July 2021	• Due date for payment of Summer Term's tuition fees (Applicable to non-government funded programmes)
8 July 2021	• Release of Summer Term's examination schedule in AIMS
Dates to be confirmed	• Switching of majors (ONLY applicable to year one students admitted to 4-year Bachelor's Degree in 2020/21)
24 July 2021	• Last day of teaching
2 – 7 August 2021	• Examination period
From 17 August 2021	• Release of Summer Term's course grades in AIMS

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