

Engineering Doctorate (Engineering Management) EngD(EM)

A 4-year Part-time Professional Doctorate Programme

STUDENT HANDBOOK (2014-2015)

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1. PROGRAMME AIMS AND OBJECTIVES

The programme aims to provide an integrated curriculum of theory, practice and research to develop professionals' innovative thinking and capabilities in the application of knowledge to solve strategic important problems in industry. Its objectives include:

- To develop graduates who can make original and practical research and development contributions to the engineering fields in which they are employed.
- To produce professionals who can meet the demands of and potentially influence the outcomes of rapidly changing technology-based businesses.
- To equip graduates with the advanced knowledge and capabilities needed for potential leaders in their chosen fields of practice.
- To provide an avenue for specialisation and upgrading of qualifications that has direct relevance to the engineering profession.
- To encourage links between research and the workplace.

2. PROGRAMME STRUCTURE (See Appendix I)

The programme consists of a taught and a research component:

Taught component: 3 required and 4 elective courses, 21 credit units

Research component: a thesis with normal duration of 3 years, 36 credit units

Total Duration of Study:

Normal: 4 years

Maximum: 6 years

Taught Component

As professional activity is usually multi-disciplinary and business/management-driven, the courses available to EngD(EM) students should be comprehensive to cover a mixture of technology, innovation management and experience in order to provide industry with competent and knowledgeable managers in technology and innovation.

Required Courses (9 credits)

Course Code	Course Title	Wgt	Level	Units Worth
SEEM8024D	Integrative Engineering Management	1	D8	3
SEEM8025D	Research Methods in Engineering Management	1	D8	3
SEEM8008D	EngD Seminar	1	D8	3

Elective Courses (Minimum 12 credits)

Course Code	Course Title	Wgt	Level	Units Worth
SEEM5006	Operations Management	1	P5	3
SEEM5009	Industrial Marketing Management for Engineers	1	P5	3
MBE5011	Enterprise Strategy and Technology	1	P5	3
MBE6005	Micro Systems Technology	1	P6	3
SEEM6009	Project Management	1	P6	3
SEEM6012	Management of Technological Innovation	1	P6	3
SEEM6014	Asset and Maintenance Management	1	P6	3
SEEM6015	Supply Chain Management	1	P6	3
SEEM6037	Managing Strategic Quality	1	P6	3
SEEM6038	Modelling and Simulation in Enterprises	1	P6	3
SEEM6044	China Engineering Enterprise Management	1	P6	3
SEEM6045	Industrial Case Study	1	P6	3
SEEM6047	Quality Improvement: Systems and Methodologies	1	P6	3
SEEM6048	Marketing Strategy for Engineers	1	P6	3
SEEM6050	Engineering Economic Analysis	1	P6	3
SEEM6101	Estimation and Control of Random Dynamic Systems	1	P6	3
SEEM6104	Theoretical Underpinnings of Decision Making Under Uncertainty	1	P6	3
SEEM6105	Risk and Decision Analysis	1	P6	3
SEEM8011	Statistical Modelling and Design of Experiments	1	R8	3
SEEM8102	Forecasting and Control Using Regression, Time Series, and Dynamic Models	1	R8	3
SEEM8103	Advanced Design of Experiments and Taguchi Method	1	R8	3

Because of the relatively small class sizes, not all electives will be available in each semester.

Research Component

Course Code	Course Title	Wgt	Level	Units Worth
SEEM8104D	Doctoral Thesis	-	D8	36

Each student will be required to produce a doctoral thesis that will demonstrate his or her ability to make a tangible contribution to learning and to professional practice, and to appreciate and understand the relationship of his/her own investigations to a wider field of knowledge.

The thesis could be:

1. a specific company-based project; or
2. an industry-based project

It can also take the form of a cohesive collection of a number of small projects from either a single company or a few companies that are integrated to solve problems with greater impact to the company(ies) or the whole industrial sector. The candidate's contribution should aim to improve specific areas of professional practice and demonstrate how his/her findings lead to improvements in industry.

3. ACADEMIC REGULATIONS AND GUIDELINES

Students should observe all University regulations and guidelines at all times. In particular, students should note the following, which are available in the Chow Yei Ching School of Graduate Studies' website: www.sgs.cityu.edu.hk/student/PD/regulation

- Code of Practice for Research
- Code of Student Conduct and Disciplinary Procedure
- Guidelines for Thesis Examination for Research Degree and Professional Doctorate Programmes
- Guidelines on Ethical Review of Research Involving Human or Animal Subjects
- Policy on Intellectual Property

4. ACADEMIC HONESTY

Academic honesty is central to the conduct of academic work. Students are responsible for knowing and understanding the Rules on Academic Honesty. To enhance students' understanding on academic honesty, all students are required to complete a tutorial on academic honesty and make a declaration on their understanding of this core academic principle online on or before **30 November 2014** in order to access their course grades. For details, please refer to ARRO website: www.cityu.edu.hk/provost/academic_honesty/

5. COMMUNICATIONS

The following channels of communication are available:

(a) Students and the Department

- (i) Students who are having academic difficulties with a course should speak directly to the lecturer of that course.
- (ii) Students who wish to discuss the overall organization of the programme or to discuss issues on a particular part of the programme should speak to the Programme Leader/Deputy Programme Leader.
- (iii) A formal consultative process between students and staff exists in the Department in the form of a Joint Staff and Student Consultative Committee. One student from each year will sit on the Committee.
- (iv) One student from each year of the Programme will be elected to sit on the Programme Committee.

Staff Representatives on the EngD(EM) Programme Committee

Programme Leader

Dr. Alan Chan 3442 8439 meachan@cityu.edu.hk

Deputy Programme Leader

Dr. Richard Yam 3442 8417 mery@cityu.edu.hk

Thesis Coordinator

Dr. K. B. Chuah 3442 8437 mebchuah@cityu.edu.hk

General Enquiry

Ms. Agnes Lee 3442 9535 meagnesl@cityu.edu.hk

(b) Students and the Chow Yei Ching School of Graduate Studies

Students can contact the School through the following means:

Tel.: 3442-4732

E-mail: sg@cityu.edu.hk

Fax: 3442-0332

(c) Electronic ID and E-mail Account

To facilitate access to the IT facilities and services of the University, a single unified Electronic ID (EID) has been assigned to each student for study at CityU. A CityU student's free e-mail account is in the following format: "EID-c@my.cityu.edu.hk". As e-mail is a more personal and convenient means of communication, the University uses it as a formal channel to disseminate notices and announcements to students. Students are advised to check their e-mail box regularly.

(d) CityU e-Portal

The CityU e-Portal provides students with a personalised Web interface to the University's communications and electronic resources. Students can log onto the e-Portal from the CityU homepage (www.cityu.edu.hk) using their Electronic ID, where students can obtain information about the academic calendar, registration details, fee payment account balance, class timetables, examination information, coursework results, etc.

(e) Up-to-date Students' Contact Information

To facilitate communication between the University and its students, it is important for students to keep SGS informed of any changes to their contact information (e.g. telephone number, correspondence address, emergency contact information, etc.). Notification of such changes can be made by following the procedures given below:

Select "Current Students" from the CityU homepage

- Enter your electronic ID and password
- Select "AIMS"
- Click on "Personal Information", then "Personal Data for Communication"

Students who need to update their personal data (e.g. name) should send in writing the updated data, together with any supporting documents (e.g. HKID card, etc.), to SGS for processing.

6. PROGRESS THROUGH STUDY

(a) Medium of Instruction/Assessment

The normal medium of instruction and assessment at the University is English. The work (e.g. annual progress reports, thesis, etc.) submitted by students should also be in English unless otherwise stated.

(b) Study Duration

The normal and maximum study durations for the EngD(EM) programme are four and six years respectively. Students should complete their studies within the maximum study period. Students who encounter any difficulties in their studies should talk to their supervisor as early as possible so that it will not hamper their completion by the specified maximum period.

(c) Simultaneous Registration

Students are not allowed to register simultaneously in another programme of study in the University or in any other institution without the prior permission of SGS. This also applies to students who are on leave.

(d) Course Registration and Class Attendance

Students will be invited for course selection in the preceding semester (e.g. students will be invited for Semester B 2014-15 course selection in Semester A 2014-15). Students can view their class schedule through the Web about two weeks before the relevant semester starts by following the procedures given below:

- Select “Current Students” from the CityU homepage
- Enter your electronic ID and password
- Select “AIMS”
- Select “My Detail Schedule” from the column under “Course Registration”

Students should check if the course registration is correct. Those who wish to add/drop courses should submit an application to SGS using an SGS52 Form (www.cityu.edu.hk/sgs/PD/student) by the add/drop deadline (normally the first day of the second week of a semester). Late course add/drop requests will not be processed.

For class attendance during typhoons or rainstorms, please visit the Web page on “Adverse Weather Arrangements” (www.cityu.edu.hk/cdfo/awa/index.htm).

(e) Credit Transfer

Students who possess postgraduate or other qualifications of relevance to the EngD degree may apply for credit transfer. Normally, credit transfer will only be granted for previously completed units of study that can be demonstrated as contributing to the student’s total programme of study in the EngD(EM) programme. The maximum number of credits that can be transferred is as follows:

For students with a master’s degree from a different field:

6 credit units of coursework

For students with a master’s degree from relevant fields:

12 credit units of coursework

Students who wish to apply for credit transfer should submit an application to SGS using an SGS54 Form (www.cityu.edu.hk/sgs/PD/student) before the deadline set by the University. Please note that separate application forms are necessary for academic qualifications attained in different institutions. For instance, if a student wishes to transfer credits previously obtained in two institutions, he or she should complete two forms. A fee of \$140 will be charged for each application form submitted.

Transfer credits will not be counted in the calculation of a student’s GPA, except where special arrangements have been made.

Students should not take the courses for which transfer credits have been granted. As the University will normally pre-register students into selected courses, students should ensure that they are not registered into such courses at the start of a semester.

(f) Examination and Announcement of Coursework Results

For general information on assessment and examinations, please access the “Course Examinations” Website (www.cityu.edu.hk/PD/student).

Students can view their own personal examination timetable and assigned seat number normally one month before the examination period through the Web by following the procedures below:

- Select “Current Students” from the CityU homepage (www.cityu.edu.hk)
- Enter your electronic ID and password
- Select “AIMS”, click on “Student Record”, “My Examination”, then “Examination Timetable”

Coursework results are announced through the Web, normally within one month from the examination period. Students can view their coursework results by following the procedures below:

- Select “Current Students” from the CityU homepage
- Enter your electronic ID and password
- Select “AIMS”
- Click on “Student Records”, “My Academic Record”, then “Grade Detail”

Students who have concerns over their course grades can apply for a grade review. The relevant review procedures are available at the “Examinations” Web site.

7. FEE PAYMENT

The following are the major fees (2014-15 rate) that need to be paid by EngD students. Please note that fees are subject to revision from time to time without prior notification.

Type of Fee	Amount	Remarks
Taught course fee* maximum 21 credit units (admitted from 2014-15 onwards)	HK\$6,920 per credit (admitted from 2014-15 onwards)	Non-refundable; to be paid on a semester basis
Fee for research component	HK\$6,920 per credit for 36 credit units (admitted from 2014-15 onwards)	Non-refundable; to be paid in six instalments (6 credits per installment) and on a semester basis upon commencement of the thesis; Early thesis completion will not result in a reduction of the fees

Continuation fee for research component	Equivalent to 6 credit units per semester	Non-refundable; to be paid only if students cannot complete their theses in 6 semesters
Examination fee	HK\$1,000	Non-refundable
Re-examination fee	HK\$1,000	Non-refundable; applied to students who are required to undertake a second oral examination
Application fee for credit transfer	HK\$140 per application	Non-refundable
Continuation fee during leave of absence	HK\$1,500 per semester	Applies to students under leave of absence; during the leave period, students can continue to use the University's facilities during the leave period
Late charge	2% of the outstanding fee per billing cycle	Applies to student who fail to settle the fees by the set deadline
CityU Postgraduate Association (CUPA) membership fee	HK\$150 (for part-time students)	One-off payment covering a student's entire period of candidature; to be deducted from the acceptance fee paid, if applicable
Graduation fee	HK\$400	Payable on enrolment; to be deducted from the acceptance fee paid if applicable; refundable to students on study withdrawal or study termination
Reinstatement fee	HK\$400	Non-refundable; for reinstatement of students status after termination of studies due to non-payment of fees
Application fee for transcript/ testimonial/certified true copy	HK\$30 per copy (online application) HK\$50 per copy (paper form application)	Non-refundable
Replacement of student ID card	HK\$100	Non-refundable

* When credit transfer is granted, students do not need to attend the exempted courses and pay the relevant course fees.

A student who enrolls in the University incurs a financial obligation to the University. Starting from Semester A, 2006-07, students studying programmes will charge tuition fees according to the number of credit units taken are normally required to pay a minimum tuition fee of two credit units before the start of Semesters A and B. The balance of the tuition fee chargeable for the semester will be collected after the close of the course add/drop period.

A statement of accounts will be issued to students with a specified due date at the appropriate time. It is the student's responsibility to observe the due date for fee payment, and to notify SGS if he or she has not received any statement of account by two weeks before the semester starts.

Student can check their fee payment account balance through the Web by following the procedures given below:

- Select "e-Portal" from the CityU homepage
- Enter your electronic ID and password
- Select "AIMS" Click on "Student Record", then "My Account Summary"

If you have financial difficulties and are unable to settle the tuition by the deadline, you should submit an application for deferment of tuition payment to the Chow Yei Ching School of Graduate Studies at least five working days before the payment deadline.

The Finance Office will issue reminder(s) to students who have outstanding fees in their student account. A late charge (equivalent to 2% of the outstanding fee) will be added to the account for every reminder issued. Students who still have not settled their accounts after being given two reminders by the Finance Office will have their study terminated by the University and all of their course registrations will be cancelled. Once study has been terminated, the student is not allowed to use any University facilities and is not permitted to attend any examination.

8. ACADEMIC INFORMATION, STUDENT RECORDS AND SERVICES

Please refer to the following link for the general information of the Professional Doctorate Programme in the website of SGS.

www.sgs.cityu.edu.hk/student/pd/

Academic Information

- ▶ Academic Calendar
- ▶ Regulations and Guidelines
- ▶ Course Registration
- ▶ Course Assessment
- ▶ Course Examinations
- ▶ Thesis Assessment and Examination
- ▶ Annual Progress Report
- ▶ DegreeWorks

Tuition Fees

Programme Specific Information

- ▶ Engineering Doctorate (Civil and Architectural Engineering)
- ▶ Engineering Doctorate (Engineering Management)
- ▶ Doctor of Business Administration (DBA)
- ▶ Doctor of Juridical Science (JSD)

Download Forms

Student Records and Services

- ▶ Update of Contact Information and Personal Data
- ▶ Academic Transcript/Testimonial/Certified True Copy

9. PROGRAMME SPECIFIC INFORMATION

Please refer to the following link for the specific information of the Engineering Doctorate (Engineering Management) in the website of SGS.

www.sgs.cityu.edu.hk/student/PD/SEEM

Engineering Doctorate (Engineering Management)

- ▶ Programme Features
- ▶ Fees
- ▶ Medium of Instruction / Assessment
- ▶ Courses, Course Registration and Class Attendance
- ▶ Credit Transfer
- ▶ Examination and Announcement of Coursework Results
- ▶ Supervision
- ▶ Submission of Annual Progress Reports
- ▶ Thesis Submission and Assessment
- ▶ Student Records and Services
- ▶ Communication Channels

10. ACADEMIC STAFF

Please refer to the following link for the academic staff of the SEEM Dept.

www.cityu.edu.hk/seem/staff-acad.htm

11. CONTINUING EDUCATION FUND APPLICATION (CEF)

The Application and Reimbursement Procedures for Continuing Education Fund Application (CEF)

- i) Please read carefully the guidelines and regulations under the government website www.sfaa.gov.hk/cef/ or call 3142 2277 and website www.cityu.edu.hk/seem/std-cef.htm
- ii) Send the application form to the General Office to get it certified by placing our official stamp. The applicants must complete the application form, submit the required documents and return them to the CEF office before the commencement of the semester.

Semester A, commences on September 1, 2014

Semester B, commences on January 12, 2015

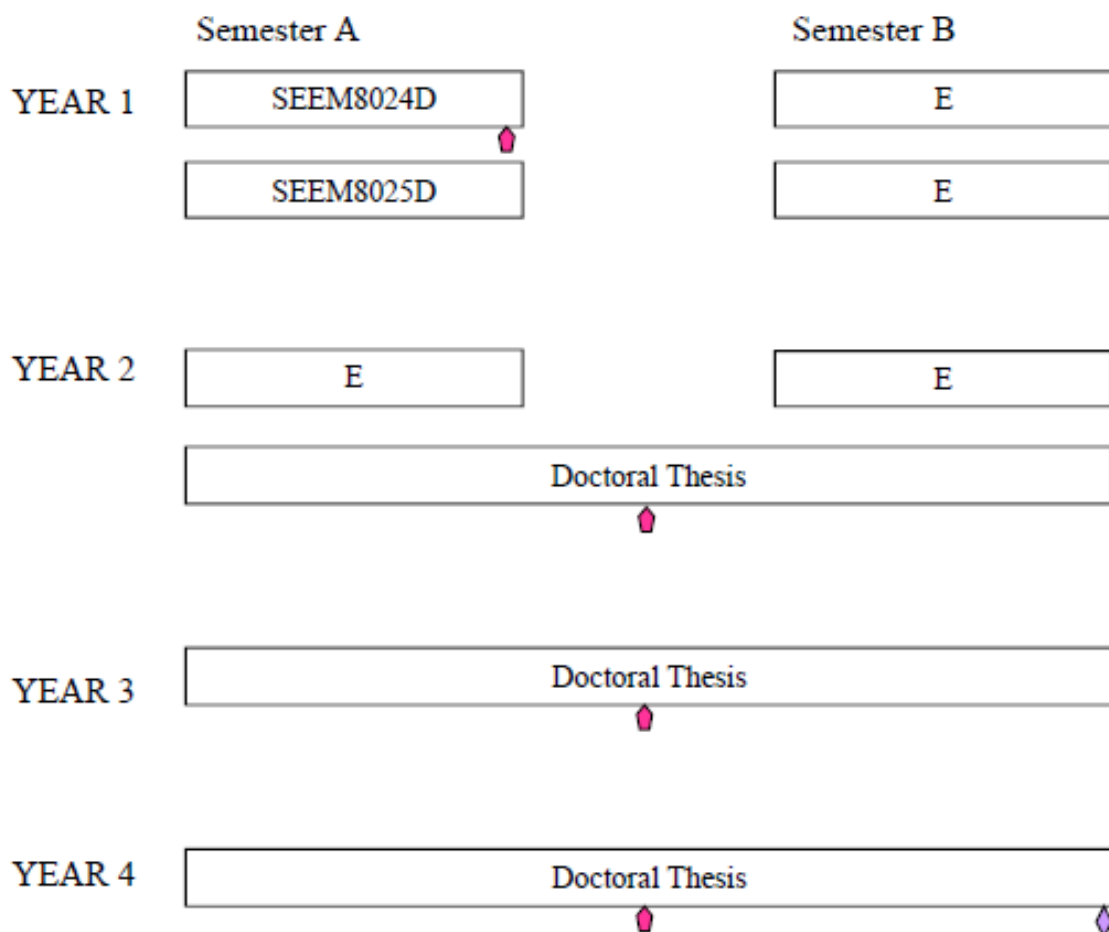
Summer Term, commences on June 8, 2015

- iii) Please note the references to be quoted on your documents to CEF:

Name of Institution/Course Provider	: City University of Hong Kong
CEF Institution Code	: 005
CEF Course Title	: Supply Chain Management (sample)
CEF Course Code	: 25Z03874-6 (sample)

- iv) For seeking CEF reimbursement, students must not hold any other publicly-funded financial assistance for the same programme or course/ modules/ units of study.
- v) If you enroll in more than one course, you are only required to submit your application in respect of the first commencing course. Please fill in the details of the first commencing course in the Application Form only.

Model Programme Path For EngD(EM) 2014 cohort
(Normal Duration : 4 Years)



E : Elective (Required 12 cus - 3 cus per course)

◆ : EngD Seminar (SEEM8008D) (Each year at the end of Sem. A)

◆ : Oral Examination

COURSE DESCRIPTIONS

The course syllabus may be updated from time to time, please visit the University website www.cityu.edu.hk/arro/catalogue/ for more information.

SAMPLE

SEEM8024D Integrative Engineering Management

Course Duration: **One Semester**

No. of Credit Units: **3**

Level: **D8**

Medium of Instruction: **English**

Prerequisites: **Nil**

Precursors: **Nil**

Equivalent Courses: **MEEM8024D Integrative Engineering Management**

Exclusive Courses: **Nil**

Note: Students may repeat a course, or an equivalent course, to improve course grade only if the previous course grade obtained is C or below.

Part II

1. Course Aims:

This course provides theoretical background and knowledge for students to acquire and develop the set of strategic organizational and managerial skills and innovative capabilities in solving strategic and operational engineering/ technology management problems.

2. Course Intended Learning Outcomes (CILOs)