

# Mission of the Division

- provide quality higher vocational education for students to meet the changing needs of the building and design industry;
- enhance the learning skills and encourage the continuous development in personal potentials of students;
- contribute to the advancement of knowledge in the building industry through applied research and consultancy; and
- outreach to the community by servicing, interacting and co-operating with other institutions of higher education, building-related professional bodies, government organizations, employers and the building industry.

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# 1

# INTRODUCTION

The Division of Building Science and Technology (the “Division” or “BST”) offers Associate Degree programmes in Building Services Engineering, Construction Engineering and Management, and Surveying. These programmes are funded by the government and have an annual intake of around 300 students.

For meeting industrial needs and articulation purposes, these programmes provide a comprehensive and well-balanced education for students through quality professionally oriented curriculum integrated with broad-based knowledge and generic, transferable skills for life-long learning. The associate degrees awarded are recognized by the relevant professional institutions.

The Division is supported by a team of well-qualified, multi-disciplinary academic staff with expertise in all aspects of the building construction industry. The Building Technology Centre within the Division, which is equipped with state-of-the-art hardware, software and other facilities, provide a stimulating environment for maximizing students' learning.

# 2

## COMMUNICATION CHANNELS BETWEEN STAFF & STUDENTS

### 2.1 Procedure

Students who have any academic difficulties with a course should speak directly to the Course Leader responsible for that course.

A student wishing to discuss the organisation of the programme should speak to the Programme Leader.

A student who has general academic problems should also speak to his/her assigned Academic Advisor or Programme Leader. In appropriate circumstances, the Programme Leader may refer the student to a Student Counsellor of the Student Development Services.

If none of the above channels are appropriate or satisfactory, an interview with the Head of Division may be requested.

A formal consultative process between students and staff exists in the Division in the form of a Joint Staff/Student Consultative Committee.

A formal communication channel between students and staff exists in the Division in the form of Programme Committee for which students from our programme of each year can elect one representative to be a member.

### 2.2 Joint Staff/Student Consultative Committee

#### General

The Joint Staff/Student Consultative Committee is a formal part of the consultative process between students and staff in the Division but meetings are conducted in an informal manner. The purpose of the Committee is to provide students with an opportunity to express their views on the content and organisation of the programme and to make suggestions of a general nature.

## Constitution

- A. The membership shall comprise the following:
- (a) The Programme Leader (Chairman);
  - (b) Two academic staff members of the programme team;
  - (c) No more than three student members per year.
- B. Students in each year shall nominate a student member in a fair way as possible. The Year Tutor is available to assist in the conducting of elections or obtaining volunteers.
- C. The Joint Staff/Student Consultative Committee will normally meet once per Semester. Additional meetings may be organised at the Chairman's discretion.
- D. There will be no formal agenda or minutes. However, if major issues are to be raised, it may be helpful if these items are circulated in advance. The Chairman will ensure that a note is taken of the main issues raised.
- E. The meetings will be consultative in nature only and are not empowered to make binding decisions. Discussions will thus be confined to general academic and programme organisational matters.

### 2.3 Programme Committee

#### Terms of Reference

Within the policies and procedures of the Senate and the College Board, the Programme Committee shall be responsible to the College Board for:

1. The maintenance of the quality of the programme to ensure the attainment of its aims and objectives, including :
  - (a) systematic monitoring and evaluation of the programme;
  - (b) the review of examination results of the programme;
  - (c) consideration of external academic advisor's reports on the programme and monitoring of any consequential action;
  - (d) the development of the programme and modifications to it;

- (e) the consideration of student feedback on the programme.
2. The development of policy to meet the needs of the programme in relation to :
    - (a) the recruitment and selection of students;
    - (b) assessment;
    - (c) teaching and learning methods.
  3. Recommending the appointment of proposed external academic advisor(s).
  4. Preparation of reports as required by the College Board or the Senate, including the submission of an annual report on the programme to the Head of Division each year.

### Constitution

#### Ex-officio Members :

The Programme Leader (Chairman)

Such staff with specified responsibilities for the programme as determined by the Head of Division

#### Nominated Members :

At least one academic staff member from each subject area covered in the programme and taught by the Division responsible for the programme, appointed by the Head of Division.

One member of the academic staff of each of other Divisions or Departments contributing to the teaching of the programme, appointed by the Head of each servicing Division or Department.

Elected Members :

No more than three students per year of the programme, elected by and from the students studying on each year of the programme.

Co-opted Members :

No more than two co-opted members.

The terms of office of all nominated, elected and co-opted members shall be one year.

# 3

# PROGRAMME ENTRANCE REQUIREMENTS

To be eligible for admission, an applicant must satisfy the minimum General Entrance Requirements for Associate Degree programmes as follows:

## 3.1 General Entrance Requirements

### 3.1.1 Hong Kong Diploma of Secondary Education (HKDSE) Entry

Level 2 or above in English Language, Chinese Language and any other three subjects (may include Attained with Distinction I or II in ApL ‘Environmental Engineering’ or ‘Building Technology’ as one subject).

### 3.1.2 Other Qualifications Entry

Other qualification may include an academic qualification from a local post-secondary institution or a professional qualification acceptable to the University. Qualifications attained through a local international school, or non-local high school, at Grade 12 or equivalent, are also accepted as satisfying the entrance requirements.

Applicants whose entrance qualification is obtained in a language other than English will need an acceptable result in an approved English language qualification such as:

TOEFL – score of 550 (paper-based test) or 79 (internet-based test)

IELTS – overall band score of 6.5

### 3.1.3 Mature Applicant

Mature applicants must be over the age of 25 by 1 September of the year of admission and be able to demonstrate aptitude and suitability for the programme.

# 4

## DESCRIPTION AND CONTENTS OF PROGRAMME

### 4.1 General

The Associate of Science in Surveying programme consists of a range of courses which combine formal lectures, tutorials, seminars, site visits, workshops, demonstrations, laboratories, practical coursework and surveying projects.

It is stressed that coursework assignment is an important feature of the programme and it provides a medium through which the students are able to acquire an in-depth understanding of the interrelated aspects of property and construction in terms of measurement, valuation, development, building design, construction process, procurement, cost and documentation. All these aspects can be developed and assessed. The surveying coursework assignment helps student to integrate the various courses learnt through producing drawings and documents to a professionally acceptable standard.

### 4.2 Feedback and Evaluation

The University has set up channels for the students to express their opinion on the quality of teaching. The most important of these is the survey on teaching evaluation conducted for each course. All students are required to fill in the questionnaires designed for such purpose. The programme also needs course evaluation and graduate survey to collect feedback to continuously improve the education process and experience.

### 4.3 Programme Aims & Intended Learning Outcomes

#### **Programme Aims**

The Associate of Science in Surveying aims to produce graduates to possess:

1. specialist and content-based knowledge and skills related to surveying professionals to enable them to work as a competent associate professional(s) in the surveying and construction industry; and

2. intellectual abilities and transferable skills to apply skills and strategies in learning, to deal with problems creatively, to communicate, interact and work well with people, and to operate across discipline and professional boundaries.

The graduates are expected to have a broad-based academic foundation and practical skills in surveying to enter into an international workplace or to continue education in local and overseas universities.

### **Programme Intended Learning Outcomes (PILOs)**

Upon successful completion of this Programme, students should be able to:

#### **A Subject Knowledge and Understanding**

- A.1 Describe the nature of the surveying professions, and their operations within the legal, social, economic, health and safety, technological, environmental and global context;
- A.2 Distinguish key concepts, theories and principles used in surveying including measurement, legal principles, economic theory and applied economics, design, construction, maintenance and management of buildings;
- A.3 Assess the economic management and legal issues in surveying professions and industries and their future application;
- A.4 Apply the relevant aspects of a specific surveying stream either in building surveying, estate surveying or quantity surveying, and the professional and ethical responsibilities within the context of regulatory requirements; and
- A.5 Explain the linkages between various elements of the surveying disciplines, and the relationships between the surveying discipline and other related disciplines operating in the built environment.

#### **B. Practical Professional Skills**

- B.1 Conduct inspections, prepare reports for diagnosis of cause and mechanism of failure, and give advice and appropriate recommendations;
- B.2 Assess compliance with statutory and non-statutory controls on building development to ensure public health and safety;
- B.3 Assess the maintenance requirements of buildings, structures and other properties to determine and implement operational maintenance policies;
- B.4 Apply the principles of property management to upkeep the building standard and enhance the value of the building and surrounding environment;

- B.5 Recognize the principles of land use planning, and apply the knowledge in the control and use of land resources;
- B.6 Distinguish various purposes of valuation, and conduct valuations using a variety of methodologies and techniques according to the relevant standards and guidelines
- B.7 Prepare estimates, cost plans and tender documents for proposed projects including use of appropriate standard methods of measurement and drafting preliminaries, preambles, specifications and contract conditions;
- B.8 Assess the rationale for using different procurement methods to suit the specific project requirements and formulate the appropriate tendering procedures and contractual arrangements
- B.9 Use various standard forms of contract to appreciate the various contractual arrangements, and study in details the procedures for cost and time matters; and
- B.10 Relate a building contract to carry out day-to-day contract administration of a project.

C. Intellectual and Transferable Skills

- C.1 Communicate information effectively and persuasively in oral, written and graphic presentation by adopting the methods and techniques that are appropriate to specific situations;
- C.2 Apply interpersonal, teamwork, self-management and life-long learning skills;
- C.3 Select and apply information technology in general and in surveying professions;
- C.4 Investigate problems of a routine nature through collecting, analysing and interpreting the relevant information and data systematically, evaluating various options critically, and proposing solutions independently;
- C.5 Have the confidence to enter into an international workplace.

# 5

## CURRICULUM STRUCTURE

### 5.1 Mode of attendance

Full-time – student taking 12 to 18 credit units per semester and no more than 7 credit units in Summer Term

### 5.2 Curriculum Structure

#### 5.2.1 University Requirements: (12-15 credits units)

##### i. Chinese Language: (0 or 3 credit units)

- For students who possess Level 3 or below in HKDSE Chinese Language, or Grade E or below in HKALE AS Chinese Language and Culture (or equivalent):

Course Code	Course Title	Level	Units Worth	Remarks
CHIN1001	University Chinese I	-	3	

- For students who possess Level 4 or above in HKDSE Chinese Language, or Grade D or above in HKALE AS Chinese Language and Culture (or equivalent):

Students are not required to study the University Chinese Course.

ii. English Language: (6 credit units)

- For students who possess Level 2 in HKDSE English Language, or below Grade E in HKALE AS Use of English Language (or equivalent):

Course Code	Course Title	Level	Units Worth	Remarks
EL0009	English Foundation Course for Associate Degree Students	-	0	
EL1002	English Enhancement Course for Associate Degree Students I	-	3	
EL1003	English Enhancement Course for Associate Degree Students II	-	3	

- For students who possess Level 3 in HKDSE English Language, or Grade E in HKALE AS Use of English Language (or equivalent):

Course Code	Course Title	Level	Units Worth	Remarks
EL1002	English Enhancement Course for Associate Degree Students I	-	3	
EL1003	English Enhancement Course for Associate Degree Students II	-	3	

- For students who possess Level 4 or above in HKDSE English Language, or Grade D or above in HKALE AS Use of English (or equivalent):

Students are not required to study English Enhancement Course for Associate Degree Students I & II. However, students are required to complete 6 credit units of courses in the English and Chinese course list approved by the University within 2 years of study.

iii. Gateway Education: (6 credit units)

Course Code	Course Title	Level	Units Worth	Remarks
-	Two Gateway Education (GE) courses from different areas: Area 1: Arts and Humanities Area 2: Study of Societies, Social and Business Organisations Area 3: Science and Technology	-	6	

## 5.2.2 Programme Core Courses: (51 credit units)

### Required Courses (51 credit units)

<u>Course Code</u>	<u>Course Title</u>	<u>Level</u>	<u>Units Worth</u>	<u>Remarks</u>
BST12315	Technology for Living Environment	A1	3	*
BST12624	Science for Human Comfort	A1	3	*
BST12781	Building Communication	A1	3	*
BST12415	Economics	A1	3	*
BST12712	Legal Studies	A1	3	*
BST12752	Building Measurement 1	A1	3	
BST13162	Building and Environmental Control	A1	3	
BST22231	Design and Specification	A2	3	
BST22316	Construction Technology	A2	3	
BST22331	Construction Materials & Structure	A2	3	
BST22611	Building Services	A2	3	
BST22721	Property Management	A2	3	
BST22731	Building Cost Studies	A2	3	
BST22741	Maintenance Technology and Management	A2	3	
BST22762	Real Estate Valuation	A2	3	
BST22764	Estate Agency & Marketing	A2	3	
BST22765	Planning and Development	A1	3	

### Programme Elective (3 credit units)

Students can choose one out of the eight electives in their Semester B, year 2 (1<sup>st</sup> priority)

<u>Course Code</u>	<u>Course Title</u>	<u>Level</u>	<u>Units Worth</u>	<u>Remarks</u>
BST22318	Sustainable Built Environment	A2	3	*
BST22713	Construction Contract Administration	A2	3	-
BST22753	Building Measurement 2	A2	3	-
BST22755	Procurement Practice	A2	3	-
BST22761	Engineering Survey & Geoinformatics	A2	3	*
BST22786	Independent Studies	A2	3	*
BST22821	Business Management	A2	3	*
BST22822	Project Management	A2	3	*

\* Programme Core Courses counting towards generic content.

Total credit units:

= University Requirements (12 or 15 credits) + Programme Core Courses (51 credits)

+ Programme Elective (3 credits)

= 66 or 69 credits

# 6

## RECOMMENDED PROGRESSION CHART

The recommended progression chart is shown for reference. Please note that the arrangement of courses in this chart is for recommendation purpose, and students can use them as a reference to select courses in each semester throughout the programme period.

## RECOMMENDED PROGRESSION CHART

Associate of Science in Surveying													
Year	Semester	Language Courses											Credit
1	A	<sup>2</sup> EL0009 English Foundation Course for Associate Degree Students (OCU)	<sup>3</sup> EL1002 English for Enhancement for Associate Degree Students I	<sup>4</sup> Language Course	<sup>1</sup> CHIN1001 University Chinese I	<sup>5,6</sup> GE	BST12624 Science for Human Comfort	BST12781 Building Communication	BST12315 Technology for Living Environment			12-18 (depending on whether students need to take EL0009 and CHIN1001)	
	B	<sup>3</sup> EL1002 English for Enhancement for Associate Degree Students I	<sup>3</sup> EL1003 English for Enhancement for Associate Degree Students II	<sup>4</sup> Language Course			BST12752 Building Measurement 1	BST22762 Real Estate Valuation	BST13162 Building and Environmental Control	BST12712 Legal Studies	BST22316 Construction Technology	18	
	Summer	<sup>3</sup> EL1003 English for Enhancement for Associate Degree Students II										0-3 (depending on whether students need to take this in summer)	
2	A						BST22231 Design and Specification	BST22331 Construction Materials & Structure	BST22731 Building Cost Studies	BST22741 Maintenance Technology & Management	BST22764 Estate Agency & Marketing	BST22765 Planning and Development	18
	B						<sup>5,6</sup> GE	Elective Course	BST12415 Economics	BST22611 Building Services	BST22721 Property Management		15
												66 or 69	

<sup>1</sup>For students who have obtained level 3 or below in HKDSE Chinese, or grade E or below in HKALE AS Level Chinese Language and Culture (or equivalent)

<sup>2</sup>For students who have obtained level 2 in HKDSE English, or below grade E in HKALE AS Level Use of English (or equivalent). After successful completion, they will need to take EL1002 & EL1003 in Semester B and summer.

<sup>3</sup>For students who have obtained level 3 in HKDSE English, or grade E in HKALE AS Level Use of English (or equivalent)

<sup>4</sup>For students who have obtained level 4 or above in HKDSE English, or grade D or above in HKALE AS Level Use of English (or equivalent)

<sup>5</sup>Two Gateway Education (GE) courses from the following three areas: Area 1: Arts and Humanities, Area 2: Study of Societies, Social and Business Organizations and Area 3: Science and Technology

<sup>6</sup>Students may at their own discretion study these courses either at summer term or in the second year.

# 7 COURSES INTENDED LEARNING OUTCOMES

Upon successful completion of the following courses, students should be able to :

## **BST12315 Technology for Living Environment**

1. Apply the social research method to identify the user requirements and planning requirements for a living environment.
2. Apply the design and construction principles and processes of foundation systems for low-rise buildings.
3. Apply the design and construction principles and processes of short-span structural systems to fulfil the user requirements of a low-rise building.
4. Apply the design and construction principles and processes of basic building components and finishes to fulfil the user requirements of low-rise buildings.
5. Discover the latest applications of sustainable construction for local projects.

## **BST12624 Science for Human Comfort**

1. Analyse practical problems of heat in the built environment.
2. Analyse practical problems of light in the built environment.
3. Analyse practical problems of sound in the built environment.
4. Analyse practical problems of air quality and natural ventilation in the built environment.

## **BST12781 Building Communication**

1. Discover the existence and organization of the individual members, and the process and procedures related to the property, building and construction industry.
2. Understand the rationale, role and involvement of Government or Quasi-Government on property and building developments.
3. Explore various types of drawings, plans and technical information and methods for building communication in the property, building and construction industry.

### **BST12415 Economics**

1. Explain the basic concepts of market theory and consumer demand theory.
2. Explain the basic concepts of costs of production and the dynamics of market structure.
3. Explain the basic concepts of national income, fiscal and monetary policy and international trade and its effects in particular to the property or building industry.
4. Explain the basic concepts of money, interest and income and its effects in particular to the property or building industry.
5. Apply basic economic concepts to analyse and evaluate economic issues in the context of the built environment.

### **BST12712 Legal Studies**

1. Explore the operation of the legal system under the Basic Law of the HKSAR.
2. Understand and analyse the basic principles of contract law related to the construction industry in the HKSAR.
3. Understand and analyse the basic principles of tort law related to the construction industry in the HKSAR.
4. Understand and analyse the basic principles of agency law related to the construction industry in the HKSAR.
5. Synthesize the relevant legal principles to practical situations in the surveying professions.

### **BST12752 Building Measurement 1**

1. Measure quantities of common work sections of buildings according to the Hong Kong Standard Methods of Measurement of Building Works (HKSMM).
2. Apply various billing methods to produce bills of quantities.
3. Explain various tender documents of building works.

### **BST22316 Construction Technology**

1. Explain the principles and construction sequences of site formation, soil stabilization, retaining structures and associated surface water and sub-soil drainage works.
2. Illustrate the design and construction principles of sub-structure including foundation systems, deep basement and associated drainage works.
3. Describe the design and construction principles of various forms of high-rise reinforced concrete superstructures, including various formwork systems and in-situ construction methods.

4. Explain the performance requirements, construction details, methods and processes of major building components and finishes, including false ceilings, partitioning systems, raised floor and cladding systems.
5. Explain the fire theories, material performances in fire, fire resisting construction and means of escape.

### **BST22331 Construction Materials and Structure**

1. Explain the suitability of common building materials based on performance requirements.
2. Identify the types and properties of cement, aggregate and concrete, and the factors affecting the properties of traditional concrete. Explain issues relating to modern concrete: durability, temperature control, pozzolans, alkali-aggregate reaction and lightweight concrete.
3. Describe classification, properties, protection and application of metals, glass, timber and wood-based products.
4. Describe the various classifications, properties, and applications of brick, block, mortar, plaster, bituminous materials and paint.
5. Apply the basic concepts of structures and statics to analyze simple beams and structures.

### **BST22611 Building Services**

1. Understand and select common water supply, and above ground drainage systems for buildings.
2. Evaluate the suitability of heating, ventilation and air-conditioning systems and master energy saving for various building types.
3. Evaluate and apply fire services systems for various building types.
4. Consider common electrical power distribution systems and analyse their application in buildings.
5. Describe common vertical transportation systems in buildings.
6. Realize the necessity of services coordination.

### **BST22762 Real Estate Valuation**

1. Understand the nature of the property market and the principles and practices of property valuation.
2. Apply financial mathematics with valuation tables in property valuation.
3. Apply and evaluate various valuation methods to assess the market values of different types of properties.
4. Conduct valuation for surrender and re-grant of lease, and merge of interests.
5. Collect and analyse market data for real estate valuation.
6. Analyse the effect of taxation on real estate valuation.

### **BST13162 Building and Environmental Control**

1. Understand the mechanism of development control on new and existing buildings.
2. Apply Building (Planning) Regulations to explore development density.
3. Apply fire safety control to explore building design.
4. Understand statutory and/or non-statutory requirements for control on health, safety and environmental issues of new and existing buildings.

### **BST22231 Design and Specification**

1. Explain the fundamental concepts and development of architecture.
2. Explain key design factors, theories and principles related to new buildings and conservation of buildings.
3. Solve design problems of new and/or existing small-scale buildings by providing graphic solutions.
4. Analyse the functions, requirements, types and structures of different specifications.
5. Develop specifications for minor building works.

### **BST22721 Property Management**

1. Explain the principles and practices of property management.
2. Explain the legal and contractual framework of property management, financial issues in property management, and major stakeholders' concerns.
3. Analyse and apply pre- and post-handover management, management information systems, and property performance measurement systems in property management.
4. Analyse key problems, remedies and techniques in property management including health, safety and environmental impacts, energy conservation, illegal structures, and estate upkeep/renewal.
5. Explain professional liabilities in property management including insurance, negligence, nuisance, employers and employee liability and contractors' liability.
6. Demonstrate ability in such transferable skills as communication, interpersonal, leadership, teamwork and critical thinking.

### **BST22765 Planning and Development**

1. Understand the basic legal concepts and finance for real estate development.
2. Understand the land administration system and practice in Hong Kong.
3. Understand the lease control through lease modification and waiver.
4. Apply the planning control relating to land use and real estate development.

## **BST22741 Maintenance Technology and Management**

1. Explain the principles and practices of building design and maintenance to minimise defects in buildings.
2. Conduct condition and structural surveys for the existing building structures, fabric, components, finishes and services.
3. Analyse the causes and diagnose the remedial methods for common building defects.
4. Evaluate and apply relevant strategies to manage maintenance works in compliance with client's requirements.
5. Demonstrate ability in such transferable skills as communication, interpersonal, leadership, teamwork and critical thinking.

## **BST22755 Procurement Practice (Elective)**

1. Develop the basic principles of estimating for tendering purposes.
2. Build up all-in cost for labour, plant and materials and unit rates for major building trades for tendering purposes.
3. Explain the tendering methods and procedures including the use of bidding theory, analysis of tender performance and selection of tenders.
4. Select and evaluate a procurement method to suit specific project requirements.

## **BST22764 Estate Agency and Marketing**

1. Apply the concept and theory of marketing with emphasis on the sales and lettings of real property.
2. Explain how a few key marketing theories may affect consumer demands and supply of quantity and provisions of quality of properties.
3. Apply and evaluate auction, tender and private treaty for disposal of real property.
4. Explain the roles, obligations and responsibilities of an estate agent.
5. Discuss the structure and statutory requirements of setting up different types of estate agency firms.

## **BST22713 Construction Contract Administration (Elective)**

1. Understand different standard forms of contract under different contractual arrangements.
2. Explain the general obligations of various parties under standard form of building contracts.
3. Analyze and apply contractual principles and procedures related to payment, variations and final account under standard forms of building.

4. Analyze and apply contractual principles and procedures related to extension of time, liquidated damages and loss and/or expense under standard forms of building contracts.
5. Explain termination of contract and disputes resolution methods.

### **BST22731 Building Cost Studies**

1. Assess the cost implications of design variables influencing the cost of a building.
2. Explain the principles, preparations and uses of elemental cost analysis.
3. Apply building cost and tender price indices in cost planning and other relevant purposes.
4. Apply various cost estimating and control theories and techniques to establish and control the budget of projects at design, construction and maintenance stages.
5. Use cash flow forecast to discover the financial position of projects at different stages.
6. Apply the principles and techniques of life cycle costing to assess alternative design schemes.

### **BST22753 Building Measurement 2 (Elective)**

1. Measure quantities of advanced building works in accordance with the Hong Kong Standard Method of Measurement of Building Works.
2. Measure quantities of common building services installations in accordance with the Hong Kong Standard Method of Measurement of Building Works.

### **BST22318 Sustainable Built Environment (Elective \*)**

1. Identify and describe the key/concepts of environment and construction industry.
2. Explain the fundamental concepts of sustainability of the built environment and its effect on people.
3. Explain the sustainable value derived from policy matters, the regulatory system and different issues in planning, land uses, design, conservation and development, construction and maintenance; including those of the statutory and non-statutory controls.
4. Discover a particular problem/case associated with the built environment in respect of the science and technology related to the problem/case.
5. Propose/suggest a practical and innovative solution to the problems identified in the built environment with analysis in social, technological and economic perspectives.
6. Provide an integrative framework for understanding the built environment with

relation to natural environment and develop critical thinking for social responsibility.

### **BST22761 Engineering Survey & Geoinformatics (Elective \*)**

1. Explain the principles of geoinformatics.
2. Introduce the basic skills of using measurement instruments for measuring levelling data, vertical and horizontal angles and distance measurements.
3. Analyse and apply the geo-informatics data for building and civil engineering works.
4. Compute irregular areas from field and plan data.
5. Demonstrate the skills and methods for setting out buildings and related features; monitor the settlement, tilting and other irregularities of buildings and related features.
6. Understanding the current development and applications of geo-informatics systems in Hong Kong.

### **BST22786 Independent Studies (Elective \*)**

1. Produce a study proposal on a surveying topic, including an appropriate study methodology and a preliminary literature review.
2. Conduct a comprehensive literature review related to the study proposal.
3. Develop a research methodology to collect required data/information for the study.
4. Apply statistical and/or qualitative techniques to analyse collected data and conduct in-depth interpretation on analysed findings.
5. Prepare a concise written report on analysed findings and conclusions with oral presentation.

### **BST22821 Business Management (Elective \*)**

1. Describe the basic principles of management in the business environment.
2. Apply principles and practices of strategic decision making and its emphasis on surveying firms.
3. Apply principles and practices of organisational structure design, motivation and leadership with the emphasis on surveying firms.
4. Explain the basic principles of communication, human resource management, and conflict management and resolution in surveying practices.
5. Understand and evaluate the rules of professional conduct, and principles of client care and negotiation skills in surveying practices.
6. Demonstrate ability in such transferable skills as communication, interpersonal, leadership, teamwork and critical thinking.

## **BST22822 Project Management (Elective \*)**

1. Explain project management processes with reference to the Project Management Body of Knowledge (PMBOK).
2. Prepare a development appraisal with relevant methodologies and techniques.
3. Explain key factors in selecting consultants, contractors and suppliers.
4. Analyse and apply various programming techniques to monitor and control project progress.
5. Analyse and apply quality planning and control, project cost control and risk management in project management.
6. Demonstrate the ability in such transferable skills as communication, teamwork and critical thinking.

## **CHIN1001 University Chinese I**

1. Produce written text in Chinese with linguistic accuracies and appropriateness.
2. Produce oral presentations with clear ideas, concise wordings, and well-structured arguments.
3. Undertake exposition tasks in a clear and systematic way, demonstrating a controlled use of organizational patterns and detailed texts.
4. Adopt and synthesize strategies to perform persuasion tasks.

## **EL0009 English Foundation Course for Associate Degree Students**

1. Recognise and interpret a range of lexical and grammatical structures, syntax, and text types.
2. Demonstrate an ability to comprehend, summarise and analyse information and ideas in a range of academic texts.
3. Write in a relevant and organised way using a range of sentence structures and vocabulary accurately.
4. Compose coherent academic texts.
5. Demonstrate reflective thinking skills and communicate understanding of texts in a reading group.

## **EL1002 English Enhancement Course for Associate Degree Students I**

1. Demonstrate the ability to comprehend, summarise, analyse, synthesise and evaluate a range of spoken texts.
2. Select information from spoken input and use it in academic speaking contexts.
3. Recognise phonological features and demonstrate the ability to use them accurately.
4. Demonstrate the ability to explain, inquire, clarify, evaluate, argue and recommend in discussions and presentations.

5. Select and appropriately exploit resources for self-directed language learning.

### **EL1003 English Enhancement Course for Associate Degree Students II**

1. Recognise and interpret the discourse patterns and lexico-grammatical choices in a variety of academic texts.
2. Demonstrate an ability to comprehend, summarise, analyse and synthesise information and ideas in a range of authentic texts.
3. Write in a relevant and organised way using a wide range of sentence structures and vocabulary accurately.
4. Compose coherent academic texts using information taken from selected sources.
5. Select and appropriately exploit resources for self-directed language learning.

**\* Elective courses contributing to the generic skill.**

# 8

# ACADEMIC HONESTY

You must pursue your studies with academic honesty, which is central to the conduct of academic work. You are expected to present your own work, give proper acknowledgement of other's work, and honestly report findings obtained.

Students who commit an act of academic dishonesty which jeopardizes the integrity of the learning and assessment process may be charged and be liable to disciplinary actions.

Academic dishonesty includes but is not restricted to the following behaviors:

- Plagiarism, e.g., the failure to properly acknowledge the use of another person's work or submission for assessment material that is not the student's own work;
- Misrepresentation of a piece of group work as the student's own individual work;
- Collusion, i.e., allowing another person to gain advantage by copying one's work;
- Unauthorized access to an examination/test paper;
- Possession/use of unauthorized material in assessment;
- Unauthorized communication during assessment;
- Use of fabricated data claimed to be obtained by experimental work, or data copied or obtained by unfair means;
- Impersonating another student at a test or an examination or allowing oneself to be impersonated.

To enhance your understanding of academic honesty, all CityU students are required to complete an online tutorial, quiz and declaration on academic honesty. Students must complete this requirement on or before 30 November 2018.

Please refer to the University website below regarding "University Requirement on Academic Honesty":

[http://www.cityu.edu.hk/provost/academic\\_honesty/university\\_requirement\\_on\\_academic\\_honesty.htm](http://www.cityu.edu.hk/provost/academic_honesty/university_requirement_on_academic_honesty.htm)

# 9 STUDENT CONDUCT

City University of Hong Kong aims to provide a harmonious and supportive environment for teaching and learning. Students are expected to treat all other students and members of the University community with honesty, respect and maintain good conduct in student discipline. Students need to observe the Code of Student Conduct and other rules and regulations which are crucial in making the University an excellent place for learning.

For details of these rules and regulations, please refer to the website below:

<http://www.cityu.edu.hk/vpsa/studentlan/cscdp/csc.htm>

# 10 ASSESSMENT, PROGRESSION AND AWARD

## 10.1 General

The assessment of your academic work at the University has two aspects: the assessment of courses, for which you will receive “grades”; and the classification of your award based on a “grade point average”. You may find the details of assessment rules and schemes in the Portal.

## 10.2 Course Grades

Course grades are given by Assessment Panels. At the Assessment Panel meeting, your lecturer/instructor will recommend grades for each course. After the grades have been agreed, they will be sent to the College Examination Board for endorsement. The Academic Regulations and Records Office will then inform the students of the results via the Academic Information Management System (AIMS).

Assessment Panels can assign the following grades:

<b>Letter Grade</b>	<b>Grade Point</b>	<b>Grade Definitions</b>
A+	4.3	<p>Excellent</p> <p>Good</p> <p>Fair</p> <p>Marginal</p> <p>Failure</p> <p>Pass</p> <p>These qualifiers define student performance with respect to the achievement of course intended learning outcomes (CILOs) stipulated in the respective course syllabuses which are available on the University's website.</p>
A	4.0	
A-	3.7	
B+	3.3	
B	3.0	
B-	2.7	
C+	2.3	
C	2.0	
C-	1.7	
D	1.0	
F	0.0	
P (Pass-fail course only)		
I		<p>"Incomplete". A grade of incomplete may be granted (i) where there are extenuating circumstances that have prevented a student from completing required work, or attending the examination; (ii) at the discretion of the Assessment Panel. Where an "I" grade is assigned, the Assessment Panel will approve a schedule for the completion of work, or a supplementary examination. An alternative grade should be assigned no later than four weeks after the "I" grade is first reported or as soon as practicable thereafter.</p>
X		<p>"Late Drop". Assigned when a student is permitted to drop the course after the add/drop deadline.</p>

### 10.3 Grade Point Average (GPA)

Your overall performance is measured by your Grade Point Average (GPA). As you can see from the course-grade table, every letter grade you receive corresponds to a numerical grade. A GPA is an average of these course grades. Please refer to “Glossary” of the Academic Regulations for the calculation of GPAs.

### 10.4 Academic Standing and Academic Advising

#### 10.4.1 Academic Standing

Academic standing provides an indicator of students in academic difficulty who need academic advising and extra help. The three levels of academic standing are:

Academic Warning  
Academic Probation  
Academic Suspension

An academic standing decision is made for all students at the end of Semester A and Semester B, except for students taking 3 credits or less.

#### 10.4.2 Academic Standing Definitions

<b>Standing</b>	<b>Definitions</b>
Academic Warning	<ul style="list-style-type: none"><li>• Students’ academic performance has been unsatisfactory, or their overall academic average is below minimum requirements.</li><li>• Students on warning should seek advice from their academic advisor.</li></ul>

<p>Academic Probation</p>	<ul style="list-style-type: none"> <li>• Students' academic performance has been extremely unsatisfactory, or their overall academic average has continued to be below the minimum requirements for graduation.</li> <li>• Students on Academic Probation may be required to take a reduced study load and/or to fulfill specific conditions such as GPA attainments in the following semester.</li> </ul>
<p>Academic Suspension</p>	<ul style="list-style-type: none"> <li>• Students who cannot benefit from course registration in the next semester/term may be suspended for an approved period of not less than one semester.</li> <li>• Academic Suspension is designed to provide students with an opportunity to resolve the problems that are preventing them from making academic progress.</li> </ul>

### 10.4.3 Rules for Standing Changes

<b>From</b>	<b>To</b>	<b>SGPA</b>		<b>CGPA</b>
Nil	Academic Warning	1.00 – 1.69	and	1.00 – 4.30
	Review	0 – 0.99	or	0 – 0.99
Academic Warning	Academic Warning	1.70 – 4.30	and	0 – 1.69
	Review	0 - 1.69	and	Any
Academic probation/ Academic suspension	Review	0 – 1.69	or	0 – 1.69

Notes:

- (i) The above academic standing rules exclude students who have not attempted more than 3 credit units in the semester.
- (ii) “Review” is only a temporary status. It signifies the academic unit is screening each case and an academic standing will be assigned shortly.

### 10.4.4 Where can you View Academic Standing?

The Academic Regulations and Records Office will indicate the period in each semester when students can view their academic standing from AIMS. Select "Student Record" Menu and then "Grade Display" from "My Academic Record".

If you still have outstanding course grades for the semester, or if you have courses graded as "Incomplete", your academic standing may change later depending on your GPA scores attained when all your course grades are confirmed.

Review is a temporary status. Your home academic unit is currently considering your performance and will make a final decision on your academic standing.

If academic standing is not relevant to your circumstances as in the case of visiting students or students on exchange programmes, "Not applicable" will be indicated against your academic standing.

No academic standing will be assigned in a semester where you have taken 3 credits or less. The academic standing of your previous semester will remain in effect.

The Academic Regulations and Records Office issues formal notification to students with the following academic standing: academic probation, academic suspension.

#### 10.4.5 Academic Advising

If your academic standing indicates "Academic warning", this is a signal for you to work hard to improve your performance next semester. If you are in doubt about your curriculum requirements and wish to discuss your study plan, seek academic advice from your home academic unit.

If your academic standing indicates "Academic probation" or "Academic suspension", contact your academic advisor immediately to sort out your course registration for the next/future semester. The name of your advisor will be shown in the "My Advisor / Mentor and My Mentees" under the "Student Record" Menu in AIMS.

The University is committed to providing advice and assistance to students throughout their studies. Academic advising is a shared commitment of students and faculties to the process. Academic advisors are responsible in monitoring their advisees' progress on a regular basis, in developing students' initiative for self-learning, and for providing information about programme requirements and academic options. Students are responsible for contacting their academic advisor and for knowing the requirements of their programmes. Students bear the final responsibility for making their own decisions based on the advice available.

#### 10.4.6 Academic Termination

Where a student's academic performance is unsatisfactory and the Examination Board is satisfied that the student cannot reasonably expect to complete the award, the Board will terminate the student's studies.

After academic termination, students may not continue their studies without readmission, with readmission to any programme no earlier than one academic year after the student's termination.

For more details, please refer to the Academic Regulations for Associate Degrees (Clause 15 - Termination of Study).

#### 10.5 Division of Building Science and Technology Assessment Policy

For core courses offered by BST which comprise both coursework and examination assessment components, students are required to attain a minimum mark in each of the components for passing the course.

To ensure a smooth progression of your studies for your final award, you are advised to consult your Programme Leader immediately should you have any queries.

The above are guidelines only, it is subject to the final decision of the Assessment Panel and the College Examination Board.

#### 10.6 Classification and Conferment of Awards

To be eligible for an Associate Degree award, students must have successfully completed all the programme requirements as well as the University requirements of the programme they registered. The classifications of award are based on students' Cumulative Grade Point Average (CGPA) and are classified as Distinction, Credit, and Pass.

The demarcations of award boundaries for Associate Degree programmes offered by the Division of Building Science and Technology are as follows:

Distinction	:	CGPA $\geq$ 3.40
Credit	:	CGPA 3.00 – 3.39
Pass	:	CGPA 1.70 – 2.99

Division of Building Science and Technology Associate of Science in Surveying - Assessment Schedule										
Course Code	Course Title	Pre-cursors	Pre-requisites	Level A-	Units	Duration of Course (No. of Semester)	Assessment Method		Exam Duration (Hr)	Remarks
							C%	X%		
BST12315	Technology for Living Environment	-	-	1	3	1	50	50	2.5	For selecting Programme
BST12624	Science for Human Comfort	-	-	1	3	1	40	60	2.5	For selecting Programme
BST12781	Building Communication	-	-	1	3	1	40	60	2.5	For selecting Programme
BST12415	Economics	-	-	1	3	1	40	60	2.5	
BST12712	Legal Studies	-	-	1	3	1	40	60	2.5	
BST12752	Building Measurement 1	-	-	1	3	1	40	60	2.5	
BST13162	Building and Environmental Control	-	-	1	3	1	40	60	2.5	
BST22231	Design and Specification	-	-	2	3	1	50	50	2.5	
BST22316	Construction Technology	BST12315	-	2	3	1	40	60	2.5	
BST22318	Sustainable Built Environment	-	-	2	3	1	100	-	-	Elective *
BST22331	Construction Materials and Structure	-	-	2	3	1	40	60	2.5	
BST22611	Building Services	-	-	2	3	1	40	60	2.5	
BST22713	Construction Contract Administration	BST12712	-	2	3	1	40	60	2.5	Elective
BST22721	Property Management	-	-	2	3	1	40	60	2.5	

Course Code	Course Title	Pre-cursors	Pre-requisites	Level A-	Units	Duration of Course (No. of Semester)	Assessment Method		Exam Duration (Hr)	Remarks
							C%	X%		
BST22731	Building Cost Studies	-	-	2	3	1	40	60	2.5	
BST22741	Maintenance Technology and Management	-	-	2	3	1	40	60	2.5	
BST22753	Building Measurement 2	-	-	2	3	1	40	60	2.5	Elective
BST22755	Procurement Practice	-	-	2	3	1	40	60	2.5	Elective
BST22761	Engineering Survey & Geoinformatics	-	-	2	3	1	40	60	2.5	Elective *
BST22762	Real Estate Valuation	-	-	2	3	1	40	60	2.5	
BST22764	Estate Agency & Marketing	-	-	2	3	1	40	60	2.5	
BST22765	Planning and Development	-	-	1	3	1	40	60	2.5	
BST22786	Independent Studies	-	-	2	3	1	100	-	-	Elective *
BST22821	Business Management	-	-	2	3	1	40	60	3	Elective *
BST22822	Project Management	-	-	2	3	1	40	60	2.5	Elective *

Key:

C = Coursework

X = Examination

\* = Generic skill

# 11

# CREDIT TRANSFER

## Credit Transfer

Application for credit transfer will be considered on individual merits based on equivalent or higher qualifications obtained. At least half of the credit units required for an award of the University must be earned by the successful completion of courses required by the programme concerned.

# 12 PROGRAMME RECOGNITION

## 12.1 Professional Recognition

This programme is recognized by the HKIS (The Hong Kong Institute of Surveyors) as a cognate sub-degree programme for admission to their APC (Assessment of Professional Competence) Scheme through which graduates of this programme can become an Associate Member and then Full Member of HKIS (The HKIS is currently revalidating the present syllabus of the Programme).

## 12.2 Academic Recognition

This programme is recognized by both the local and overseas Universities. Graduates have the opportunity to be admitted to the full-time surveying degree programmes offered by the City University of Hong Kong or other local and overseas Universities with credit transfer.

# 13 SCHOLARSHIPS & BURSARIES

Students who encounter financial difficulties may apply for various forms of financial assistance such as Government grants and/or loans, University bursaries, loans, emergency funds and temporary student loan funds, etc. Details can be obtained from the Student Development Services.

Besides, various prizes and scholarships are awarded to students on the basis of academic and/or other merits. Some of them are:

- 13.1 At the end of each semester, students' GPAs are calculated. Where a student over that period has (1) earned twelve units or more, (2) achieved a GPA of 3.70 or greater, and (3) has not failed any course, the student is placed on the Dean's List.
- 13.2 The University's "Campus Internship Scheme (CIS) and the Campus Work Scheme (CWS)" aim to enhance student's understanding of work environment, develop work ethics and pays student on an hourly basis for their work. Students with good academic results can apply.
- 13.3 Specific awards and prizes for surveying students may include:
  - The Hong Kong Institute of Surveyors (HKIS) (QSD) Prizes
  - The Hong Kong Institute of Surveyors (HKIS) Prizes
  - The Rider Levett Bucknall Limited Prize
  - The University College of Estate Management Prizes
- 13.4 For further information on the aforesaid, as well as other scholarships and awards, the students are advised to check the following website maintained by the Student Development Services of the University:  
[http://www.cityu.edu.hk/sds/web/studentlife\\_scholarships\\_new.shtml](http://www.cityu.edu.hk/sds/web/studentlife_scholarships_new.shtml)

# 14 STAFF LIST

## Head

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Fong Kwong-fai, Square

BEng(Hons) *HKP*, MSc *Paisley*,  
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# 15

# ACADEMIC CALENDAR

## Academic Calendar

Semester A 2018/19

### September 2018

	S	M	T	W	T	F	S
							1
WK 1	2	3	4	5	6	7	8
WK 2	9	10	11	12	13	14	15
WK 3	16	17	18	19	20	21	22
WK 4	23	24	25	26	27	28	29
	30						

Events / Public Holidays

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**13 Aug - 1 Sep** Term Break

**3 Sep - 1 Dec** Semester A 2018/19

**25** Day following Mid-Autumn Festival

### October 2018

	S	M	T	W	T	F	S
WK 5		1	2	3	4	5	6
WK 6	7	8	9	10	11	12	13
WK 7	14	15	16	17	18	19	20
WK 8	21	22	23	24	25	26	27
WK 9	28	29	30	31			

Events / Public Holidays

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**1** National Day

**2** Graduation Date

**17** Chung Yeung Festival

### November 2018

	S	M	T	W	T	F	S
					1	2	3
WK 10	4	5	6	7	8	9	10
WK 11	11	12	13	14	15	16	17
WK 12	18	19	20	21	22	23	24
WK 13	25	26	27	28	29	30	

**December 2018**

	S	M	T	W	T	F	S
							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
	30	31					

Events / Public Holidays

- 1** Last Day of Teaching  
**3 - 8** Student Revision Period  
**10 - 22** Examination Period  
**24 Dec 2018 - 12 Jan 2019** Semester Break  
**25** Christmas Day  
**26** Day following Christmas Day

**January 2019**

	S	M	T	W	T	F	S
			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	30	31		

Events / Public Holidays

- 1** First Day of January

## Semester B 2018/19

### January 2019

	S	M	T	W	T	F	S
			1	2	3	4	5
	6	7	8	9	10	11	12
WK 1	13	14	15	16	17	18	19
WK 2	20	21	22	23	24	25	26
WK 3	27	28	29	30	31		

#### Events / Public Holidays

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**24 Dec 2018 - 12 Jan 2019 Semester Break**

**1** First Day of January

**14 Jan - 27 Apr Semester B 2018/19**

### February 2019

	S	M	T	W	T	F	S
						1	2
	3	4	5	6	7	8	9
WK 4	10	11	12	13	14	15	16
WK 5	17	18	19	20	21	22	23
WK 6	24	25	26	27	28		

#### Events / Public Holidays

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**4 - 9 Lunar New Year Break**

**5 - 7 Lunar New Year Holidays**

**15 Graduation Date**

### March 2019

	S	M	T	W	T	F	S
						1	2
WK 7	3	4	5	6	7	8	9
WK 8	10	11	12	13	14	15	16
WK 9	17	18	19	20	21	22	23
WK 10	24	25	26	27	28	29	30
	31						

### April 2019

	S	M	T	W	T	F	S
WK 11		1	2	3	4	5	6
WK 12	7	8	9	10	11	12	13
WK 13	14	15	16	17	18	19	20
	21	22	23	24	25	26	27
	28	29	30				

#### Events / Public Holidays

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**5 Ching Ming Festival**

**19 - 25 Easter Break**

**19 Good Friday**

**20 Day following Good Friday**

**22 Easter Monday**

**27 Last Day of Teaching**

**29 Apr - 4 May Student Revision Period**

**May 2019**

	S	M	T	W	T	F	S
				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	30	31	

Events / Public Holidays

- 1 Labour Day
- 6 - 20 Examination Period
- 13 Day following Buddha's Birthday
- 21 May - 8 Jun Semester Break

**June 2019**

	S	M	T	W	T	F	S
							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
	30						

Events / Public Holidays

- 7 Tuen Ng Festival