

# Master of Science in Engineering Management

## Student Handbook (2010-2011)

### 1. PROGRAMME AIMS

#### **Programme Aims:**

This programme aims to equip students with analytical, managerial, and behavioural skills / knowledge in aspect of contemporary engineering management in order to prepare them to meet the educational needs of engineers transiting into practising engineering managers.

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

Upon successful completion of this Programme, students are expected to:

1. reflect on extensive knowledge in engineering management in supporting problem identification, problem solving, decision making and analysis;
2. apply managerial skills, including behavioural and communication skills, needed in the effective transition from the role of an engineer to that of an engineering manager;
3. integrate and apply engineering and managerial knowledge in the management of engineering projects, operations, products and services in engineering/ manufacturing enterprises and departments;
4. be able to generate innovative ideas in engineering management process and turn the innovations into practical implementation;
5. reflect on responsibility and sensitivity for environmental and societal concerns, inter-cultural issues and global development.

### 2. PROGRAMME OF STUDY

#### **Required Courses (18 CUs)**

<b>Course Code</b>	<b>Course Title</b>	<b>Level</b>	<b>Units Worth</b>
MEEM5006	Operations Management	P5	3
MEEM5010	Engineering Management Principles and Concepts	P5	3
MEEM6009	Project Management	P6	3
MEEM6012	Management of Technological Innovation	P6	3
MEEM6017	Integrative Engineering Management II	P6	3
MEEM6037	Managing Strategic Quality	P6	3

### **Elective Courses (12 CUs)**

For students not opting for dissertation, a minimum of 6 CUs from MEEM is required.

<b>Course Code</b>	<b>Course Title</b>	<b>Level</b>	<b>Units Worth</b>
MGT5313	International Organisational Behaviour	P5	3
MGT5510	International Business and the Global Business Enterprise	P5	3
MGT6314	Global Human Resource Management	P6	3
MGT6503	Comparative Management: Asian Perspectives	P6	3
MGT6511	Emerging Issues in Multinational Strategic Management	P6	3
MS5212	Statistical Methods I	P5	3
MS5220	Management Science	P5	3
MS6215	Forecasting Methods for Business	P6	3
MEEM5009	Industrial Marketing Management for Engineers	P5	3
MEEM6015	Supply Chain Management	P6	3
MEEM6018	Dissertation	P6	9
MEEM6043	Quality and Reliability Engineering	P6	3
MEEM6044	China Engineering Enterprise Management	P6	3
MEEM6045	Industrial Case Study	P6	3
MEEM6047	Quality Improvement: Systems and Methodologies	P6	3
MEEM6048	Marketing Strategy for Engineers	P6	3
MEEM6050	Engineering Economic Analysis	P6	3
MEEM6051	Sustainable Green Manufacturing	P6	3

Remark : These programme electives will be offered subject to availability of resources.

### **3. ASSESSMENT AND AWARD CLASSIFICATIONS**

Students should observe the University's related regulations and guidelines on assessment at all times. More information can be available by referring to the websites maintained by Chow Yei Ching School of Graduate Studies.

[www.sgs.cityu.edu.hk/student/TPg](http://www.sgs.cityu.edu.hk/student/TPg)

Commencing from 2010/11 intake, students will be awarded the following classifications based on their CGPA attained upon completion of all appropriate graduation requirements.

<b>Master's Degree</b>	<b>CGPA</b>
Distinction	3.50 or above
Credit	3.20 – 3.49
Pass	2.00 – 3.19

4. **TUITION FEES AND PROGRAMME DURATION**

**Tuition fees :** HK\$2,500 per credit

**Credits required :** 30 CUs

All courses carry 3 credits, except the dissertation, which offers 9 credits.

**Duration of study :**

Normal & Maximum Study Period (for students admitted from 2010/11)

<b>Normal Period</b>	<b>Maximum Period</b>
FT (1 year)	FT (2.5 years)
PT (2 years)	PT / combined mode (5 years)

5. **ACADEMIC REGULATIONS AND GUIDELINES**

Students should observe the University's academic regulations and guidelines at all times. More information can be available by referring to the websites maintained by Chow Yei Ching School of Graduate Studies.

*[www.sgs.cityu.edu.hk/student/TPg](http://www.sgs.cityu.edu.hk/student/TPg)*

6. **COMMUNICATIONS**

In general, students are encouraged to discuss freely any of their problems with the Programme Leaders, Year Tutors and Course Lecturers.

Specifically, the following channels of communication between students and the department are recommended:

- i) Students who are having academic difficulties with a course should speak directly to the Lecturer of that course.
- ii) A student who wishes to discuss issues on a particular part of the programme should speak to the Year Tutors.
- iii) A student who wishes to discuss the overall organisation of the programme should speak to the Programme Leader or his/her deputy.
- iv) A formal consultative process between students and staff exists in the department in the form of a Joint Staff & Student Consultative Committee (JSSCC). One student from each year will be elected to sit in the JSSCC Committee.
- v) One part-time student from each year of the programme and two full-time students will be elected to sit in the Programme Committee.

## 7. **PROGRAMME LEADER AND YEAR TUTORS**

<b><u>Position</u></b>	<b><u>Staff Name</u></b>
<b>Programme Leader</b>	Dr. Alan Chan
<b>Deputy Programme Leader</b>	Dr. Richard Yam
<b>FT Year Tutor</b>	
2010-2011 Cohort	Dr. Carmencita Cheung
<b>PT Year Tutors</b>	
2010-2011 Cohort	Dr. K. S. Chin
2009-2010 Cohort	Dr. C. Y. Dang
<b>Dissertation Tutor</b>	Dr. K. B. Chuah
<b>Co-ordinator</b>	Ms. Priscilla Ling

## 8. **INFORMATION TO NEW MEEM STUDENTS**

### **8.1 How to access your Personal Class Schedule**

- i) Go to [www.cityu.edu.hk](http://www.cityu.edu.hk) from any terminal on campus or off campus.
- ii) Click “Students” and then log onto “e-Portal/Blackboard”.  
*If you have problems in logging in, please follow the instructions in “Having problems logging in?”.*
- iii) Select “View Student Schedule” under the “Courses I am taking” box.
- iv) Press the “View Detail Schedule” button at the bottom of your timetable to display details of your class schedule.

### **8.2 How to get Instructors’ handouts through Blackboard**

- i) Log onto the CityU e-Portal from any terminal on campus or off campus.
- ii) Enter the course under “My Courses”
- iii) Click “Current Semester Courses” or “Other Courses”.

### **8.3 How to check Programme Requirements and Course Syllabus**

Log onto the CityU home page and click “Academic Programme”.

### **8.4 Course Registration for Semester A 2010-2011**

For Semester A 2010-2011, students will be pre-registered in required courses and programme electives in most cases if possible.

- i) The date for release of your class schedule is **27 July 2010**. Please check your curriculum requirements, review your study plan and then make appropriate adjustments to your pre-registered courses.

- ii) Add/Drop of courses can be made through AIMS for web-enabled courses during the web registration period. For non-web-enabled courses, approval is required from the programme department and you can submit your change request by using the Add/Drop Form.

**How to do the Add/ Drop:**

- Go to [www.cityu.edu.hk](http://www.cityu.edu.hk) from any terminal on campus or off campus and click “Students”.
- Log onto “AIMS” and then click “Course Registration”.
- Choose “Add or Drop Classes”.

- iii) Web registration begins on **16 August 2010** but you need to check your time ticket first from “AIMS”.
- iv) All add/drops end on **6 September 2010**.
- v) Detailed arrangements on Course Registration for Semester A 2010-2011 will be posted by **27 July 2010**. For details, please refer to the website: [www.cityu.edu.hk/sgs/tpg/crsreg/](http://www.cityu.edu.hk/sgs/tpg/crsreg/).

## **8.5 How to access your Student Email Account**

- i) Go to [www.cityu.edu.hk](http://www.cityu.edu.hk) from any terminal on campus or off campus and click “Students”.
- ii) Click “Email” and then “@student.cityu.edu.hk”.
- iii) Enter your student number as username and password.
- iv) Then you can read and compose mail.

***Important notes:***

- 1. For email communication, please state your student name, number and contact telephone number.*
- 2. Always check and clear your email account, make sure it will not exceed quota (Max. 50M).*

## **8.6 Credits Transfer**

Applications for credit transfer are accepted at the beginning of the semester/term. For Semester A 2010-2011, the application period is from **12 July 2010 to 27 August 2010**. For details, please refer to SGS website:

[www.sgs.cityu.edu.hk/student/TPg/record/credittransfer](http://www.sgs.cityu.edu.hk/student/TPg/record/credittransfer)

## 8.7 Administrative Support from MEEM General Office

### Normal

Mon to Fri	8:30am to 5:30 pm
<i>Lunch Break</i>	<i>12:30pm to 1:45pm</i>
Sat	9:00am to 12:00 noon

### Add/Drop Period of Each Semester

Mon to Fri	8:30 am to 6:30 pm
<i>Lunch Break</i>	<i>12:30pm to 1:45pm</i>
Sat	9:00am to 12:00 noon

Inquiry:	3442-8420
Fax:	3442-0172
Email:	<a href="mailto:mego@cityu.edu.hk">mego@cityu.edu.hk</a>

## 8.8 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/](http://www.sfaa.gov.hk/cef/) or call 3142 2277 and MEEM website [www.cityu.edu.hk/meem/cef.htm](http://www.cityu.edu.hk/meem/cef.htm)
- ii) Send the application form to the MEEM General Office to get it certified by placing our official stamp. The applicants must complete the application form and required document should be returned to the CEF office before the commencement of the semester.

Semester A, commences on August 30, 2010

Semester B, commences on January 10, 2011

Summer Term, commences on June 7, 2011

- 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 : CAD/CAM (**sample**)  
CEF Course Code : 22Z04228-1 (**sample**)
- iv) Upon seeking reimbursement from CEF, student must not have obtained any other publicly-funded financial assistance for the same course, modules or units of study credits, such as grants or loans from the Student Financial Assistance Agency (SFAA), Funding Scheme for Workplace English Training, etc.
- 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.