

Master of Science in Enterprise Technology and Management

Student Handbook (2010-2011)

1. INTRODUCTION

The rapid expansion of industry, communication networks, and logistic networks of all sorts in Hong Kong, the Pearl River Delta Region, and Asia Pacific has generated growing needs for advanced engineering and service-oriented enterprises of all types. There is an increasing demand for professionals who possess both technological and professional engineering management expertise.

The Master of Science in Enterprise Technology and Management (MSETM) Programme aims to satisfy this need. The MSETM Programme is developed to meet the educational needs of technical specialists as well as professional engineering managers, by offering a world-class quality, in-depth education opportunity covering the integration of technology and management in modern enterprises.

2. THE PROGRAMME

Upon successful completion of this programme, students will be able to achieve the following Intended Learning Outcomes (**PILOs**) :

- i. apply an extensive knowledge of planning, evaluating, designing, implementing, and managing modern factories by employing up-to-date technologies and systems on the shop floor, in integrated design, and in business management offices;
- ii. apply state-of-the-art technologies to generate creative ethical solutions in setting up an enterprise that meets all market needs;
- iii. apply analytical skills of multi-disciplinary, multi-variable engineering and engineering management to generate new ideals for the integration of enterprise technology and management; and
- iv. apply effective interdisciplinary communication skills of team work, documentation, and Internet / web-based methods to develop an enterprise that reflects increasingly customer-oriented, globally competitive, and dynamically changing world markets.

3. TEACHING & LEARNING

- i. The Programme utilizes a variety of learning modes and methods including the followings:
 - a. Lectures & Tutorials
 - b. Co-operative Learning
 - c. Seminars, Interactive Workshops & Panel Discussions offered by external, as well as by international experts, and active professionals working in the industry
 - d. Residential Study
- ii. Students can bring their problems from work to class for team discussions and further analysis, and earn course credits upon satisfactory results.

4. PROGRAMME STRUCTURE

Path of study: Students may obtain the MSc degree either by completing:

- (Path A) 7 core courses + the dissertation project, or
- (Path B) 7 core courses + 3 elective taught courses

Required Courses (21 credits)

| Course Code | Course Title | Credit Units |
|--------------------|------------------------------------|---------------------|
| MEEM5011 | Enterprise Strategy and Technology | 3 |
| MEEM6005 | Micro Systems Technology | 3 |
| MEEM6007 | Advanced Automation Technology | 3 |
| MEEM6009 | Project Management | 3 |
| MEEM6021 | Systems Engineering & Management | 3 |
| MEEM6022 | Project Development Study | 3 |
| MEEM6051 | Sustainable Green Manufacturing | 3 |

Programme Electives (9 credits)

| Course Code | Course Title | Credit Units |
|-------------|--|--------------|
| CS5222 | Computer Networks and Internets | 3 |
| CS5481 | Data Engineering | 3 |
| CS5483 | Data Warehousing and Data Mining | 3 |
| MEEM5006 | Operations Management | 3 |
| MEEM6001 | CAD/CAM Integration | 3 |
| MEEM6002 | Computer Controlled Systems | 3 |
| MEEM6008 | Dissertation | 9 |
| MEEM6012 | Management of Technological Innovation | 3 |
| MEEM6014 | Maintenance and Asset Management | 3 |
| MEEM6015 | Supply Chain Management | 3 |
| MEEM6043 | Quality and Reliability Engineering | 3 |
| MEEM6045 | Industrial Case Study | 3 |
| MEEM6046 | Nano-manufacturing | 3 |

Additional notes:

Note 1: Study-path A with the Dissertation: Student must obtain a grade of C+ or above in the course MEEM6022 "Project Development Study".

Note 2: Study-path B without the Dissertation: Students are required to select 3 electives.

Note 3: Length of studies: 1.5 to 5 years (Part-time or combined) / 1 to 2.5 years (Full-time).

5. 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

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

| Master's Degree | CGPA |
|-----------------|--------------|
| Distinction | 3.5 or above |
| Credit | 3.2 - 3.49 |
| Pass | 2.0 - 3.19 |

6. 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 Semester A 2010/11)

Normal Period

Maximum Period

| | |
|--|----------------------------|
| FT (1 year) | FT (2.5 years) |
| PT (1.5 years) via Dissertation PT (2 years) not via Dissertation | PT/combined mode (5 years) |

7. ACADEMIC REGULATIONS AND GUIDELINES

Student 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

8. COMMUNICATIONS

The following channels of communication between students and the department are available :

- i. Students who are having academic difficulties with a course should speak directly to the Lecturer of that course.
- ii. Student wishing to discuss his or her personal/academic issues should speak to the Year Tutor.
- iii. A student wishing 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.

9. PROGRAMME LEADER AND YEAR TUTORS

| <u>Position</u> | <u>Staff Name</u> |
|---|-------------------|
| Programme Leader: | Prof. D. Sun |
| Deputy Programme Leader: | Dr. Y. F. Li |
| Year Tutors: | |
| 2010/11 Cohort | Dr. K. L. John Ho |
| 2009/10 Cohort | Dr. Y. F. Li |
| Dissertation Coordinator & Examiner: | Dr. H. Y. Tam |
| Co-ordinator: | Ms. Kitty Chan |

10. INFORMATION TO MEEM NEW STUDENTS

How to access your Personal Class Schedule

- i) Go to www.cityu.edu.hk from any terminal on campus or off campus.
- ii) Click “Students” and then log into “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.

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”.

How to check Programme Requirements and Course Syllabus

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

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 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: <http://www.cityu.edu.hk/sgs/tpg/crsreg/>.

How to access your Student Email Account

- i) Go to www.cityu.edu.hk from any terminal on campus or off campus and click “Current Students”.
- ii) Click “Email” and then “@Student.cityu.edu.hk”.
- iii) Choose “Webmail 2.0”.
- iv) Enter your student number as username and password.
- v) 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).*

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 the following website:

www.sgs.cityu.edu.hk/student/TPg/record/credittransfer

Safety Training Course

You have to complete an "Online Safety Training Course" provided by our College of Science and Engineering before you can get access to MEEM Lab for any laboratory work.

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: | mego@cityu.edu.hk |

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 31422277 and MEEM website: 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.