



香港城市大學
City University of Hong Kong

Department of Mechanical Engineering

2022 – 2023

STUDENT HANDBOOK

For common first year students

This Student Handbook is applicable to the 2022/23 intake cohort.

It may be subject to review from time to time.

Students are advised to visit the Department's website (www.cityu.edu.hk/mne) and other relevant websites for updated information.

For further information, please contact:

Department of Mechanical Engineering (MNE)

Room Y5409, 5/F, Yellow Zone,

Yeung Kin Man Academic Building

City University of Hong Kong

83 Tat Chee Avenue

Kowloon Tong

Hong Kong

Telephone : (852) 3442 2067

Facsimile : (852) 3442 0235

Email : mnego@cityu.edu.hk

Website : www.cityu.edu.hk/mne

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August 2022

1. CURRICULUM STRUCTURE OF THE 4-YEAR DEGREE PROGRAMME

The curriculum allows students to gain in-depth knowledge through major studies, and diversify their learning with Gateway Education (GE) courses, electives and optional minors.

The curriculum structure is as follows:

Curriculum Structure		Credit Requirement
Gateway Education	University English (GE1401) and Discipline-specific English (GE2410 English for Engineering)	6 credit units
	Chinese Civilization – History and Philosophy (GE1501)	3 credit units
	Area requirements: 1. Arts and Humanities 2. Study of Societies, Social and Business Organisations 3. Science and Technology	12 credit units (At least one course from each of the three areas.)
	College-specified Courses	9 credit units
Major		84 credit units (BEngA.E.) 81 credit units (BEngM.E.) 81 credit units (BEngNRE)
College Requirements		6 credit units
Minor (optional)		15 to 18 credit units
Free Electives		3 credit units (to fulfill the credit requirement for graduation, if necessary)
Minimum Credit Units for Graduation		120 credit units
Maximum Credit Units for Graduation		144 credit units

Please refer to the Admissions Office's website for more information on the curriculum structure: <http://www.admo.cityu.edu.hk/jupas/curr/bd/>.

English Language Requirement

Normative 4-year degree students and Advanced Standing I students who passed the 6 credit units of specified GE English courses, and Advanced Standing II students who passed the 3 credit units of discipline-specific GE English course are recognized as fulfilling the University's English Language Requirement.

Students scoring below Level 4 in HKDSE English Language or Grade D in HKALE AS-level Use of English or students who do not possess an equivalent qualification are required to complete two 3-credit unit courses, LC0200A English for Academic Purposes 1 and LC0200B English for Academic Purposes 2, prior to taking the GE English courses. Students who demonstrate that they have achieved a grade B or above in their overall course results for LC0200A will achieve 3 credits and also be considered to have satisfied the pre-requisite for entry to the GE English courses without needing to take LC0200B. The credits earned from taking LC0200A (3 credits) and LC0200B (3 credits) will not be counted towards the minimum credit units required for graduation and will not be included in the calculation of the cumulative grade point average (CGPA). However, they will be counted towards the maximum credit units permitted.

Chinese Language Requirement

Students scoring below Level 4 in HKDSE Chinese Language, or below Grade D in HKALE AS-level Chinese Language and Culture will be required to complete a 3-credit unit course CHIN1001 University Chinese I. The 3 credit units will not be counted towards the minimum credit units required for graduation and will not be included in the calculation of the cumulative grade point average (CGPA). However, they will be counted towards the maximum credit units permitted.

In addition to the above requirement, Colleges/Schools also have the discretion to specify other Chinese language courses for their students, including students who do not possess the above qualifications (Senate/70/MM27-28 refers). Please indicate if there are such requirements.

2. MAJOR ALLOCATION AND OPTIONS

Students admitted to the normative 4-year degree programme will study a broad range of Gateway Education (GE) courses together with core-curricular courses designed by the College. At the end of Semester B of 2022/23, the top 40% of students who meet the University & College specified requirements will have a free choice of majors offered by their home department according to the following criteria:

- i) CGPA at the end of Semester B;
- ii) **No** failed grades in Semesters A and B;
- iii) No academic dishonesty record for the year;
- iv) Completion of at least **30** credit units in Semesters A and B (including the required courses specified by the College of Engineering / Home Academic Unit).

Courses Specified by CENG	Courses Required by Department
<p><u>College-specified GE Courses</u></p> <ul style="list-style-type: none"> - MA1200 Calculus and Basic Linear Algebra I / MA1300 Enhanced Calculus and Linear Algebra I - MA1201 Calculus and Basic Linear Algebra II / MA1301 Enhanced Calculus and Linear Algebra II - MNE2066 Engineers in Society <p><u>College Requirement</u></p> <ul style="list-style-type: none"> - PHY1101 Introductory Classical Mechanics - CS1302 Introduction to Computer Programming 	<ul style="list-style-type: none"> - PHY1202 General Physics II - MNE2016 Engineering Graphics

For the remaining 60% of students, on the condition that they have completed all the required courses in the above table, their selection of major will be prioritized according to:

- (1) CGPA
- (2) Student's choice of major

Major Options

Major	Major Leader
Aerospace Engineering	Prof. Yong YANG
Mechanical Engineering	Prof. Kaili ZHANG
Nuclear and Risk Engineering	Prof. Ji-Jung KAI

*Students who do **NOT** indicate their choice of majors by the stipulated deadline will be **EXCLUDED** from the majors allocation exercise. After the completion of the majors allocation exercise, they will be allocated a major with available quota.*

Please observe the timeline as announced by ARRO.

3. FIRST-YEAR CURRICULUM

Subject Area	Course Code	Course Title	Credit Units (CU)
Gateway Education (12 credit units)			
English	GE1401 and GE2410	(a) University English (3 CU) and English for Engineering (3 CU)	6
	LC0200A* and LC0200B	<i>English for Academic Purposes 1* (3 CU) and English for Academic Purposes 2 (3 CU)</i> <i>(for students whose entry qualification in English scoring Level 3 in HKDSE English Language or Grade E in HKALE AS-level Use of English, or as determined by the Language Centre)</i>	6 [^]
Chinese	GE1501	(b) Chinese Civilization – History and Philosophy	3
		(c) Gateway Education courses #	3
College-specified Courses (9 credit units)			
Mathematics	MA1200 / MA1300	Calculus and Basic Linear Algebra I / Enhanced Calculus and Linear Algebra I	3
	MA1201 / MA1301	Calculus and Basic Linear Algebra II / Enhanced Calculus and Linear Algebra II	3
Engineering	MNE2066	Engineers in Society	3
College Requirements (6 credit units)			
Computing	CS1302	Introduction to Computer Programming	3
Physics	PHY1101	Introductory Classical Mechanics	3
Department-specified Courses (6 credit units)			
Engineering	MNE2016	Engineering Graphics	3
Physics	PHY1202	General Physics II	3
Total:			33

* Early Exit Arrangement

Bachelor's degree students successfully completing LC0200A and LC0200B for a total of 6 credits will be considered to have achieved the minimum standard required for proceeding to the GE English courses. Students who have achieved a grade B or above in their overall course results for LC0200A will be permitted to exit the programme at this point. They will achieve 3 credits and also be considered to have satisfied the pre-requisite for entry to the GE English courses.

^ The credits earned from taking LC0200A (3 credits) and/or LC0200B (3 credits) will not be counted towards the minimum credit units required for graduation and will not be included in the calculation of cumulative grade point average (CGPA). However, they will be counted towards the maximum credit units permitted.

Students may take GE courses from the distributional areas and may refer to http://www6.cityu.edu.hk/ge_info/ for the list of GE courses on offer.

Suggested First-year Study Plan

1. A set of courses is pre-registered for students.
2. Students are advised to plan their study according to the suggested pattern to avoid possible time conflict between courses.
3. Students wishing to drop/change a pre-assigned course will need to do so on web or using the electronic form (available in AIMS) during the add/drop period. However, after dropping/changing the course, the places may be taken up by other students and you may not be able to enrol in the pre-assigned course again. **Students are therefore not recommended to drop/change courses pre-assigned to them.**

Suggested Study Plan

<u>Semester A</u>	<u>Semester B</u>
English (GE1401 / LC0200A)	English (GE2410 / LC0200B)
Mathematics (MA1200 / MA1300)	Mathematics (MA1201 / MA1301)
Engineers in Society (MNE2066)	Chinese Civilization – History and Philosophy (GE1501) [#]
Introductory Classical Mechanics (PHY1101)	Introduction to Computer Programming (CS1302)
Engineering Graphics (MNE2016)	General Physics II (PHY1202)
	Any GE Course [#] (3 CU)
Total: 15 CU	Total: 18 CU

[#] Students will need to register for the course on web during the add/drop period.

4. ACADEMIC REGULATIONS AND GUIDELINES

Students should observe the University's Academic Regulations for 4-year Undergraduate Degrees at all times. Some glossaries and key points are extracted below for students' reference. For the full version and most updated information, please refer to the website of Academic Regulations and Records Office (ARRO) (<http://www6.cityu.edu.hk/arro/content.asp?cid=229>).

4.1 Glossary

Academic Year/Semester/Term	The academic year is a period of twelve months starting normally in September of each year. The academic year is divided into two Semesters and a Summer Term.
Credit Unit	Each course is assigned a number of credit units. A credit unit is earned by approximately forty to fifty hours of student work.
Degree	The University's undergraduate curricula are organised into degrees. The bachelor's degree is normally granted upon completion of a programme of study, which typically includes a major, Gateway Education requirement, college/school requirements, University Language Requirements, free electives and/or minor.
Grade Point Average (GPA)	<p>The GPA is obtained by adding all the quality points (i.e., grade points multiplied by the number of credit units) for all courses taken during the student's undergraduate studies at the University, and then dividing the result by the total number of credit units taken. All course grades, unless excluded as approved by Senate, are included in the calculation. The GPA calculation shall not be rounded. Any digits after the second digit to the right of a decimal point shall be truncated.</p> <p>When calculating the GPA for all courses taken at the time of calculation, it is known as the Cumulative GPA (CGPA). When calculating the GPA for a given semester/term, it is known as the Semester GPA (SGPA).</p>
Major	A major field of study is the core competence area, comprising a structured group of courses which aims to create a broad and deep intellectual experience in an academic discipline. Each major shall be overseen by a Major Leader.
Minor	A minor consists of a structured group of courses that focuses on a particular academic discipline, allowing students to develop some depth of understanding in a subject area or topic of professional interest. Each minor shall be overseen by a Minor Leader.

4.2 Extract of Academic Regulations for 4-year Undergraduate Degrees

1. Language of Instruction and Assessment

Unless otherwise determined by Senate for a specific course, the medium of instruction and assessment at the University is English.

4. Degree Requirements

4.1 The minimum graduation requirement for a normative 4-year bachelor's degree is 120 credit units, subject to the requirements of individual colleges/schools. Students may take additional courses exceeding the minimum graduation requirement, but the maximum number of credit units completed should not exceed 144. For a bachelor's degree with a normal study duration longer than 4 years, the minimum credit units for graduation and the maximum credit units for the degree shall be approved by the Senate based on individual programme needs.

4.2 Except for those students who are pursuing a double major/double degree or those who have been granted special permission to exceed the maximum number of credit unit limit, students who cannot complete all the degree requirements for graduation within the maximum number of credit units permitted will be required to discontinue their studies.

4.3 Of the required graduation units, all students must complete a major and satisfy the Gateway Education requirement, University Language Requirements, college/school requirements, and any other requirements stipulated by the cognizant academic unit, with the balance to be fulfilled by minor(s) or free electives.

4.4 Double counting of courses is permissible between the home major and college/school requirements, as well as between the minor and college/school requirements. However, the credit units would count only once toward the total credits attained by the student, regardless of the number of requirements the course serves to fulfil.

4.5 College/School Requirement

Individual colleges/schools may specify additional requirements for the degrees offered.

4.6 Major

4.6.1 Students must pursue an area of knowledge in depth through completion of the requirements for a major. The major requirement, plus any college/school requirement, should fall within the range of 54 – 72 credit units; and the major should not be less than 27 credit units. However, the college/school may propose a higher limit to meet the requirements of professional accreditation, or for a degree with a normal study duration longer than 4 years, subject to Senate's approval.

4.6.2 A major may be sub-divided into streams to designate the specialties of the subject discipline. Students may select one or more streams in the major as provided in the curriculum, subject to fulfilment of any stipulated conditions.

4.7 Gateway Education Requirement

4.7.1 To fulfil their degree requirements, students must complete a minimum of 30 credit units of courses as specified by the University in fulfilment of the Gateway Education requirement.

4.7.2 Gateway Education courses cannot be prescribed as prerequisites for enrolling in any major or minor.

4.7.3 Double counting of courses is permissible between the College/School-specified courses under the Gateway Education requirement and the requirement of (i) minor, or (ii) second major, or (iii) double degree. However, the credit units would count only once toward the total credits attained by the student, regardless of the number of requirements the course serves to fulfil.

4.8 Minor

4.8.1 Students with a home major may choose to declare a minor, which is optional, in accordance with the procedures announced by the University. A minor requires 15 to 18 credit units. Credits earned to fulfil the minor requirement cannot be used toward meeting the requirement for a major and/or other minor(s) taken by the student.

4.8.2 Declaration of minors should be made before the submission of the application for graduation, and all requirements for the minor(s) should be met by the time of graduation.

4.8.3 Students who cannot complete their declared minor(s) but have fulfilled their degree requirements can still graduate. The completed courses from the unfulfilled minor may be counted toward the degree as free electives as appropriate.

4.9 University Requirements

4.9.1 Students are required to fulfil the English language requirement and Chinese language requirement, as appropriate, in accordance with the requirements stipulated by the University.

4.9.2 Students are required to fulfil the internship/consultancy project/research project requirement in accordance with the requirements stipulated by the respective college/school¹.

¹The University Requirement stipulated in AR4.9.2 only applies to normative 4-year degree students admitted in 2022/23 and thereafter.

4.10 Free Electives

After fulfilling the credit unit requirements for the major, Gateway Education requirement, college/school requirements, University Language Requirements, and minor (optional), students may choose free electives to fulfil their degree requirements, and must do so if their cumulative credit load is below the minimum graduation requirement for the respective degree.

5. Double Major and Double Degree

5.1 Double Major

5.1.1 Students with a home major may declare a second major within their second and third years of study in accordance with the procedures announced by the University. Such requests require approval from the Heads of the academic units offering the two majors, and are subject to the fulfilment of stipulated conditions, including the attainment of a minimum CGPA of 3.00 at the end of the semester when the declaration is submitted.

5.1.2 Students are required to fulfil the degree requirements associated with the home major and the major requirement for the second major. Some overlap in the courses required for the two majors is allowed provided that at least 27 credit units in new courses are completed for the second major.

5.1.3 Students who cannot complete their second major but have fulfilled the degree requirements for the home major may still apply for graduation. The completed courses from the unfulfilled second major may be counted toward the degree as free electives or used for fulfilling requirements for a minor as appropriate.

5.1.4 Students who cannot complete their second major within the stipulated maximum credit limit may still continue to pursue the double major. Any further course registration exceeding the maximum credit unit limit must be self-financed.

5.2 Double Degree

5.2.1 Students may enrol in a double degree programme at entry to the University, or declare a double degree selected from among the specified double degree options in accordance with the procedures announced by the University. For the latter, students should attain a minimum CGPA of 3.30 at the end of the semester when the declaration is submitted and fulfil any other stipulated conditions. The declaration requires approval of the Heads of the academic units offering the two degrees.

- 5.2.2 A second degree will normally require one more year of study on a self-financing basis.
- 5.2.3 Attainment of a double degree requires a minimum of 150 credit units. Some overlap in the courses required for the two degrees is allowed provided that at least 30 credit units in new courses are completed for the second degree.
- 5.2.4 Students who cannot complete a double degree but have fulfilled the requirements for a single degree may still apply for graduation. The completed courses from the unfulfilled degree may be counted toward the completed degree as free electives or used for fulfilling requirements for a second major or a minor as appropriate.

7. Course Registration

- 7.1 Students registering for courses must follow the instructions issued by the University. Students may also need to fulfil certain conditions stipulated by the University before they can proceed to register for courses.
- 7.2 Registration for some courses is restricted to students holding the necessary prerequisites.
- 7.3 The University reserves the right to restrict registration in courses, or permit registration only on a priority basis.
- 7.4 Students can add or drop a course during the add/drop period prescribed by the University. After the add/drop deadline, requests for late drop of courses will only be approved under exceptional circumstances, and such late requests must be submitted no later than the end of the teaching period for the relevant semester/term for approval by the Head of the course-offering academic unit.
- 7.5 For approved late drop cases, students will be assigned an X grade representing the late drop of the course and the X grade will be shown on the students' academic transcript.
- 7.6 Students intending not to register in any courses in a semester but who will subsequently continue their study should apply for a leave of absence no later than the end of the course add/drop period.
- 7.7 Students will be restricted from registration in a course when they have earned credit units for an exclusive course.
- 7.8 Under exceptional circumstances where a required course cannot be completed, a "substitute" course may be approved by the Dean of the major/minor-offering academic unit for a student replacing the required course with another. The approved substitute course can be used to recover a failure for the required course.
- 7.9 Credit units earned for courses at a level below the bachelor's degree level are not normally counted toward requirements for an award.

- 7.10 Students who have applied for graduation and fulfilled the degree requirements in the specified graduation semester/term; or completed the maximum credit units allowed; or reached their maximum period of study, cannot register for further courses in subsequent semesters/terms.

10. Maximum and Minimum Study Load

- 10.1 In each semester, full-time students must register for courses summing to a total of at least 12 credit units, and for not more than 18 credit units; and part-time students must register for courses summing to a total of no more than 11 credit units.
- 10.2 In the Summer Term, students may register for courses but the total load must not exceed seven credit units.
- 10.3 Except where special arrangements are made, students seeking an exception from the credit load limit stated in AR10.1 or AR10.2 should apply in writing for approval by the Head of the home academic unit.

11. Duration of Study

- 11.1 Students may take a leave of absence from their studies for an approved period. Periods of approved leave of absence may not be less than one full semester, and may not accumulate to more than four semesters. Applications for leave of absence should be submitted for approval by the Head of the home academic unit. Under exceptional circumstances where a student needs to take a leave of absence accumulating to more than four semesters, such a request should be approved by the Dean.
- 11.2 Students shall, irrespective of their mode of study, complete all the degree requirements within the stipulated maximum period of study (i.e., eight years for normative 4-year degree, six years for Advanced Standing I, and five years for Advanced Standing II), inclusive of any change of majors, periods of leave of absence and suspension of studies. The maximum period of study for individual double degrees and for degrees with a normal study duration longer than 4 years shall be stipulated by the cognizant academic units.
- 11.3 Students who cannot complete all the degree requirements for graduation within the maximum study period will be required to discontinue their studies. Requests for extension of study beyond the maximum study period will not be granted.

12. Withdrawal of Study

Students who wish to withdraw from studies should submit a withdrawal notification to the University. Withdrawal will normally take effect from the date of submission of the notification. However, notification submitted during or after the examination period will take effect only from the following semester/term.

13. Termination of Study

- 13.1 The University has the right to terminate a student's study for failure to maintain satisfactory academic progress, as determined by the Dean, or to comply with the policies and procedures of the University.
- 13.2 The Dean may terminate the study of a student under the following circumstances:
- (i) The student's SGPA is below 1.70 for any three enrolled semesters; or
 - (ii) The student's academic progress is unsatisfactory and is unable to meet the conditions stipulated by the home academic unit after being put on Academic Probation for one semester.
- 13.3 Irrespective of AR13.2, the Dean may prescribe any other criteria for terminating a student's study.
- 13.4 Notwithstanding AR13.2 and AR13.3 above, students' studies will be terminated if they fail to pass a required course, or its equivalent/substitute course, after three attempts.
- 13.5 For termination of studies due to academic reasons, students may apply for readmission to the University, with admission to any degree study occurring no earlier than one academic year after the termination. Upon readmission after termination of study, students may be given one additional opportunity to pass each required course they have failed in their three previous attempts.

14. Assessment

- 14.1 The award of any degree qualification shall be based on a student's performance in such examinations or other tests of learning or ability which have been approved by the University for the courses constituting the degree and award concerned.

14.2 Grading of Courses

14.2.1 Courses are graded according to the following schedule:

Grade	Grade Point	Grade Definitions	
A+	4.3	Excellent	The qualifiers, such as “Excellent”, “Good”, “Fair” etc., define student performance with respect to the achievement of course intended learning outcomes (CILOs).
A	4.0		
A-	3.7		
B+	3.3	Good	
B	3.0		
B-	2.7		
C+	2.3	Fair	
C	2.0		
C-	1.7		
D	1.0	Marginal	
F	0.0	Failure	
P (Pass-fail course only)		Pass	

[Note: A grade with an asterisk (e.g., B+*) is excluded from the calculation of GPA. The credits earned will not be counted toward the minimum credit requirement for graduation but will be counted toward the maximum number of credit units permitted.]

14.2.2 Unless otherwise specified, the minimum grade to progress without repeating the course is D. Failure to achieve the minimum grade is regarded as failing the course.

14.2.3 The following grades are used for operational purposes:

Grade	Grade Descriptions	
IP	In Progress	An IP grade is shown where students will register for the same course in the subsequent semester/term to complete the assessment of the course.
I	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 may 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.
TR	Credit Transfer	Assigned when a student is granted transfer credits for the course.
Z	Exemption	Assigned when a student is exempted from the course.
AU	Audit	An audited grade is assigned when an auditing student has completed the conditions established at registration as an auditor. No assessment is made or grade awarded for auditing.
X	Late Drop	Assigned when a student is permitted to drop the course after the add/drop deadline.
WD	Withdrawn	Assigned when a student has registered for the course in a semester/term and subsequently submitted a notification of withdrawal from the University.

14.2.4 Students assigned a grade of D or better, or a Pass grade in a pass-fail course, earn credit units for the course. Grades of F, IP, I, Z, AU, X and WD do not earn credit units.

14.2.5 Grades of P, IP, I, TR, Z, AU, X and WD are not counted in the calculation of a student’s CGPA. Grades of F are counted, unless the fail is recovered under AR14.4.

14.2.6 Grades of P, IP, I, TR, Z, AU, X and WD are not counted in the calculation of a student’s SGPA.

14.3 Students' Academic Standing

14.3.1 Academic standing provides an indicator of students in academic difficulty needing academic advising and extra help. The three levels of academic standing are defined as follows:

Standing	Definitions
Academic Warning	Students' academic performance has been unsatisfactory, or their overall academic average is below minimum requirements. Students on warning should seek advice from their academic advisor.
Academic Probation	Students' academic performance has been extremely unsatisfactory, or their overall academic average has continued to be below the minimum requirements for graduation. Students on Academic Probation may be required to take a reduced study load and/or to fulfil specific conditions such as GPA attainments in the following semester.
Academic Suspension	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. Academic Suspension is designed to provide students with an opportunity to resolve the problems that are preventing them from making academic progress.

14.3.2 The following standing is used for operational purposes:

Review	A temporary status indicating that a student's performance is unsatisfactory and has been referred to the student's home academic unit for determining if a decision on academic standing needs to be made.
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14.3.3 The decision of an academic standing will be determined at the end of a semester for students who are in academic difficulty and have taken courses to a total of more than three credit units on the basis of their last academic standing (if any) and the GPAs attained at the time when the decision is made. Detailed rules are as follows:

Last Academic Standing	SGPA		CGPA	Academic/Operational Standing
Nil	1.00 to 1.99	and	1.00 to 4.30	Academic warning
	0 to 0.99	or	0 to 0.99	Review
Academic warning	2.00 to 4.30	and	0 to 1.99	Academic warning
	0 to 1.99	and	Any	Review
Academic probation/ Academic suspension	0 to 1.99	or	0 to 1.99	Review

14.3.4 In making decisions on students' academic standing, the Dean has the right, upon the recommendation of the students' home academic unit, to make exceptions from the above rules.

14.3.5 If so required by the Dean, an academic standing decision may also be specially determined for a particular student at the end of the Summer Term.

14.4 Repeating Courses to Improve Grades

Unless otherwise specified, students may repeat a course, or an equivalent course, to recover a failure or to improve a course grade of D, subject to the concerned academic unit's course offering schedule and availability. Only two repeat attempts may be permitted. Course grades for all attempts will appear on the student's academic transcript, but only the final grade earned will be included in the calculation of the student's CGPA.

14.5 Illness or Other Circumstances Related to Assessment

14.5.1 A student who reasonably believes that his/her ability to attend an examination, or in-course assessment with a weighting of 20% or above, has been adversely affected by circumstances beyond his/her control must submit the case, with documentary evidence, to his/her home academic unit following the procedures stated on the University website, as soon as possible but no later than 5 working days of the scheduled date for completing the affected examination or assessment.

14.5.2 The home academic unit of the student will investigate the case, in consultation with the course-offering academic unit. Only compelling reasons such as illness, hospitalization, accident, family bereavement or other unforeseeable serious personal or emotional circumstances will be considered. The decision of the home academic unit is final and will be conveyed to the student in writing as soon as possible but no later than 10 working days following receipt of the case.

14.5.3 If the case is justified and substantiated, the decision will be conveyed to the Assessment Panel which will determine whether to offer the student a make up examination or coursework or other alternative assessment. Where assessments for more than one course are affected, it is the responsibility of the home academic unit to inform all relevant Assessment Panels. The Assessment Panel may also adjust the grade of the student if deemed appropriate. The course-offering academic unit will convey the Assessment Panel's decision on the make-up arrangements to the student in writing as soon as possible.

14.6 Dean's List

At the end of Semester A and Semester B, or for part-time students on the completion of the second of these two semesters, students' GPAs are calculated. Where a student over that period has (i) earned 12 credit units or more from courses taken at the University, (ii) achieved a GPA of 3.70 or above, (iii) not failed any course, and (iv) subject to the Dean's endorsement, the student is placed on the Dean's List.

16. Application for Graduation and Requirements for Awards

16.1 Each academic year has three graduation dates as set by Senate. Students should file an application for graduation during their intended graduation semester/term in accordance with the procedures announced by the University.

16.2 Students who have applied for graduation but do not successfully complete all their academic requirements by the end of the intended graduation semester/term must reapply for graduation.

16.3 In order to be awarded a degree, a student shall:

- (i) complete the minimum credit unit requirements for the degree;
- (ii) achieve a CGPA of 2.00³ or above; and
- (iii) fulfil other requirements stipulated in the University's regulations and procedures.

- 16.4 Students who have declared a second major shall fulfil the second major requirements, and achieve a minimum CGPA of 2.00³ in the second major in order for them to be granted the award.

³ The minimum CGPA requirement mentioned in AR16.3 and AR16.4 only applies to students admitted in 2020/21 and thereafter. For students admitted in 2019/20 and before, the minimum CGPA requirement is 1.70.

17. Conferment and Classification of Awards

- 17.1 The degree awarded to students will be determined by the student's home major. The award title to be shown on the student's award certificate will be the degree and the home major. If a student has completed a double major, one award certificate will be issued and the second major will also be shown on the award certificate. For students who have completed a double degree, the two degree designations will appear on one award certificate.
- 17.2 University awards are classified by the relevant College/School Dean, which makes a recommendation to Senate for the conferment of awards.

Award Classification

- 17.3 For Students on Programmes of a Normal Study Duration of 4 Years or More (Admitted from 2020/21), Advanced Standing I Students (Admitted from 2021/22) and Advanced Standing II Students (Admitted from 2022/23)**

17.3.1 Degrees with Distinction are awarded based on the CGPA ranking for students in the respective departments/schools graduating in the same semester/term. Students who have fulfilled the stipulated graduation requirements and rank in the top 2% will receive a degree with *summa cum laude* (Highest Distinction). Those who rank in the top 7% but not in the top 2% will receive a degree with *magna cum laude* (High Distinction). Those who rank in the top 15% but not in the top 7% will receive a degree with *cum laude* (Distinction).

17.3.2 The Dean has the right, upon the recommendation of the respective academic unit, to make exceptions from AR17.3.1.

17.3.3 The above award rankings also apply in determining the classification of awards for a double degree, and the classifications to be awarded should be endorsed by both the College/School Deans concerned.

- 17.4 For All Students Admitted in 2019/20 and Before, Advanced Standing I Students (Admitted in 2020/21) and Advanced Standing II Students (Admitted in 2020/21 and 2021/22)

17.4.1 The University grants bachelor's degree awards with the following classifications:

- (i) First Class Honours
- (ii) Upper Second Class Honours
- (iii) Lower Second Class Honours
- (iv) Third Class Honours
- (v) Pass

17.4.2 The various classifications are based on the CGPAs. The general guidelines are as follows:

<u>Classification of Award</u>	<u>CGPA</u>
First Class Honours	3.50 or above
Upper Second Class Honours	3.00 – 3.49
Lower Second Class Honours	2.50 – 2.99
Third Class Honours	2.00 – 2.49
Pass	1.70 – 1.99

17.4.3 In all cases of classification of awards, the CGPAs cited above are indicative. The Dean has the right, upon the recommendation of the respective academic unit, to make exceptions in the application of the indicative GPAs.

17.4.4 College/School Deans classify awards with regard to, but not necessarily in strict conformity with, a student's CGPA.

17.4.5 The above guidelines also apply in determining the classification of awards for a double degree, and the classifications to be awarded should be endorsed by both the College/School Deans concerned.

4.3. Other Regulations

Besides the Academic Regulations, students should also familiarize themselves with the following regulations and guidelines which are published on the website of ARRO:

- Code of Student Conduct and Disciplinary Procedure
- Regulations on Tuition Fees
- Rules Governing Enrolment of Local and Non-local Students
- Rules on Academic Honesty
- Rules on Student Identity Card
- University Assessment Policy and Principles for Taught Programmes

5. ACADEMIC HONESTY

The Rules on Academic Honesty are approved by the Senate to regulate Student academic honesty matters and adjudicate Student academic dishonesty cases. The Academic Conduct Committee under the Academic Policy Committee will determine and keep under review the Rules on Academic Honesty. Academic honesty with respect to faculty members is not covered by this set of Rules.

Academic honesty is central to the conduct of academic work. Students are expected to present their own work, give proper acknowledgement of other's work, and honestly report findings obtained. As part of the University's efforts to educate Students about academic honesty, all Students are required to complete the Online Tutorial and Quiz on Academic Honesty, and make a Declaration on their understanding of academic honesty.

Academic dishonesty is regarded as a serious academic offence in the University. Any related offence may lead to disciplinary action with a penalty including without limitation, expulsion from the University, debarment from re-admission, deprivation of an academic award already conferred or revocation of a certification granted.

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 or submission of substantially the same material (even a portion) for credit in more than one assessment task without proper acknowledgement;
- Misrepresentation of a piece of group work as the Student's own individual work;
- Collusion, e.g., allowing another person to gain advantage by copying one's work or working with another student during an individual assessment;
- 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;
- Contract cheating, e.g., employing or using services provided by a third party in graded coursework or at a test or an examination;
- Use of fraudulent documents and/or information to gain advantage for any academic work, e.g. submission of a fraudulent medical certificate to request for a make-up examination.

For details, students should refer to the “Rules on Academic Honesty” available online (http://www.cityu.edu.hk/provost/academic_honesty/rules_on_academic_honesty.htm).

6. ACADEMIC ADVISING

The College adopts a department-based admission model in general, and all first-year students in a department will take a common first-year curriculum. To ease their transition to a new environment, and to provide academic advice for students on their choices of major, academic advising plays a vital role in enhancing students’ overall learning experience at CityU.

Students are expected to have at least two meetings per semester with their respective academic advisors, one for course selection and another for review of university life. Other than the meetings, students should keep in contact with their respective academic advisors regularly (e.g. via emails or other means). Effective student advising requires an active participation of student advisees in the process.

Responsibilities of student advisees:

- understanding the academic regulations and common first-year curriculum, as well as the requirements of their chosen major;
- obtaining information actively, and consulting academic advisors on a regular basis and as needed; and
- taking the final responsibility for making decisions and choices regarding their academic study based on the information and advice given.

7. COMMON FIRST YEAR COMMITTEE

Chairman:	Prof. YANG, Yong
Members:	Dr. WONG, Pat Lam Patrick
	Dr. WANG, Jianke Steven
	Program Committee Representatives (one from each major)
	Student Representatives

8. INFORMATION FOR NEW STUDENTS

8.1 How to access your personal class schedule

- i) Go to CityU home page (www.cityu.edu.hk) from any terminal on campus or off campus.
- ii) Log onto “Portal” under “Quick Links”.
If you have problems in logging in, please follow the instructions in “Having problems logging in?”.
- iii) Under the tab “Student”, you can find a quick link “Student Schedule” to view your timetable for current semester. Timetable for Semester A 2022/23 is available from **26 July 2022** onwards.

8.2 How to get instructors’ handouts through Canvas

- i) Log onto Canvas (<https://canvas.cityu.edu.hk>) from any terminal on campus or off campus.
- ii) Click “Courses” to see all the courses that you have registered in current and previous semesters.

8.3 How to check curriculum requirements and course syllabuses

Go to CityU home page (www.cityu.edu.hk) and click “Academic Programmes”.

8.4 Course registration for 2022/23

- i) For 2022/23, students will be pre-registered in some of the required courses. Please refer to Section 3 for details.
- ii) The web registration period for Semester A will start **from 22 August and end on 5 September 2022** but **you need to check your personal registration time ticket in “AIMS”.**
- iii) Please check your curriculum requirements, review your study plan and then make appropriate adjustments to your course registration **after consulting your academic advisor.**
- iv) Add/Drop of courses can be made through AIMS for web-enabled courses during the web registration period.
- v) For courses which are not web-enabled, students can submit applications via an electronic form available in AIMS from **8 August to 5 September 2022** to submit change requests to the course-offering academic unit for approval.
- vi) If a student drops a course after the add/drop period, an ‘X’ grade will be assigned for the course. The ‘X’ grade will be printed on the student’s transcript.
- vii) For details on course registration arrangements for 2022/23, please refer to “Course Registration” under ARRO’s website www.cityu.edu.hk/arro .

Important notes:

How to do the Add/ Drop on web:

- 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”.
- For non web-enabled courses, click “Application for Add/Drop of Non Web-enabled Course & Study Load Adjustment”.

8.5 How to access your student email account

- i) Go to www.cityu.edu.hk from any terminal on campus or off campus.
- ii) Click “Email” under “Quick Links”
- iii) Click “my.cityu.edu.hk” under “Student” to go to the CityU “Office 365” sign-in page.
- v) At the “**Account-ID**” field in the Sign In screen, enter your Office 365 account in the form of “*YourEID-e*”, where *YourEID* is your CityU Electronic ID.
- vi) At the “**Password**” field, enter your Office 365 Account password, then click “Log On”.

Important notes:

- For email communication, please state your full name, student number and contact number.
- Always check and clear your email account, and make sure that it does not exceed the quota.

8.6 How to access DegreeWorks

- i) Go to www.cityu.edu.hk from any terminal on campus or off campus.
- ii) Log onto “AIMS”.
- iii) Go to the "Study Plan" tab in AIMS.
- iv) Then you can view the student advising worksheet as well as advising notes, and access other features available in DegreeWorks.

Important notes:

Students are advised to go through the online tutorials and all materials available on ARRO's website to learn more about DegreeWorks

- Go to www.cityu.edu.hk/arro
- Click “Current Students”.
- Choose “DegreeWorks”.
- Read “Introduction”, “Tutorials” and “Frequently Asked Questions”.

8.7 Administrative Support from General Office

Service Hours	:	Monday to Friday 8:30 am - 12:30 pm & 1:45 pm - 5:30 pm
Telephone	:	(852) 3442 2067
Fax	:	(852) 3442 0235
Email	:	mnego@cityu.edu.hk
Website	:	www.cityu.edu.hk/mne

Appendix I: Academic Staff List

Department of Mechanical Engineering (MNE)
Faculty and Teaching Staff

	NAME	POST	EMAIL
Prof	PAN, Chin	Head and CLP Power Chair Professor of Nuclear Engineering	CHINPAN@cityu.edu.hk
Prof	LI, Kwok Yan Lawrence	Associate Head and Professor	MEKYLI@cityu.edu.hk
Prof	YANG, Yong	Chair of Research Education Committee and Professor	YONYANG@cityu.edu.hk
Prof	LIU, Chain Tsuan	University Distinguished Professor (CENG)	CHAINLIU@cityu.edu.hk
Prof	LEE, Duu-Jong	Chair Professor of Thermofluids and Smart Manufacturing	TUCLEE@cityu.edu.hk
Prof	LU, Jian	Chair Professor of Mechanical Engineering	JIANLU@cityu.edu.hk
Prof	LI, Wen Jung	Associate Provost and Chair Professor of Biomedical Engineering	WENJLI@cityu.edu.hk
Prof	HIBIKI, Takashi	Chair Professor of Thermal-Fluid Engineering	THIBIKI@cityu.edu.hk
Prof	KAI, Ji-Jung	Chair Professor of Nuclear Engineering	JJKAI@cityu.edu.hk
Prof	WANG, Zuankai	Associate Dean and Chair Professor of Mechanical Engineering	ZUANWANG@cityu.edu.hk
Prof	JING, Xingjian	Professor	XINGJING@cityu.edu.hk
Prof	LI, You Fu	Professor	MEYFLI@cityu.edu.hk
Prof	LU, Yang	Professor	YANGLU@cityu.edu.hk
Prof	ZHANG, Kaili	Professor	KAIZHANG@cityu.edu.hk
Prof	ZHAO, Jiyun	Professor	JYUZHAO@cityu.edu.hk
Dr	DAOUD, Walid	Associate Professor	WDAOUD@cityu.edu.hk
Dr	DJORDJEVICH, Alexandar	Associate Professor	MEALEX@cityu.edu.hk
Dr	HU, Alice	Associate Professor	ALICEHU@cityu.edu.hk
Dr	MA, Wei Yin	Associate Professor	MEWMA@cityu.edu.hk
Dr	NIU, Xinrui	Associate Professor	XINRUI.NIU@cityu.edu.hk
Dr	WONG, Pat Lam Patrick	Associate Professor	MEPLWONG@cityu.edu.hk
Dr	YANG, Zhengbao	Associate Professor	ZB.YANG@cityu.edu.hk
Dr	LI, Weihong	Assistant Professor	WEIHONGLI6@cityu.edu.hk
Dr	LIU, Jun	Assistant Professor	JLIU287@cityu.edu.hk
Dr	WANG, Bin	Assistant Professor	BWANG55@cityu.edu.hk
Dr	WANG, Jianke Steven	Assistant Professor	STEVEN.WANG@cityu.edu.hk
Dr	WANG, Wei	Assistant Professor	WWANG326@cityu.edu.hk
Dr	WEN, Xiewen	Assistant Professor	XIEWEN.WEN@cityu.edu.hk
Dr	ZHAO, Shijun	Assistant Professor	SHIJZHAO@cityu.edu.hk
Dr	ZHU, Pingan	Assistant Professor	PINGAZHU@cityu.edu.hk
Dr	FAN, Rong	Visiting Assistant Professor	RONGFAN@cityu.edu.hk
Dr	LUK, Bing Lam	Laboratory Manager	MEBLLUK@cityu.edu.hk

Appendix II: Academic Calendar

Semester A 2022/23

August 2022

	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
WK 1	28	29	30	31			

Events / Public Holidays

1 - 6 Examination Period

8 - 27 Term Break

29 Aug - 26 Nov Semester A 2022/23

September 2022

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

Events / Public Holidays

12 The second day following Mid-Autumn Festival

October 2022

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

Events / Public Holidays

1 National Day

3 Graduation Date

4 Chung Yeung Festival

November 2022

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

Events / Public Holidays

26 Last Day of Teaching

28 Nov - 3 Dec Student Revision Period

December 2022

	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

5 - 17 Examination Period
 19 Dec 2022 - 7 Jan 2023 Semester Break
 26 1st weekday after Christmas Day
 27 2nd weekday after Christmas Day

Semester B 2022/23

January 2023

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

Events / Public Holidays

19 Dec 2022 - 7 Jan 2023 Semester Break
 2 Day following First Day of January
 9 Jan - 15 Apr Semester B 2022/23
 21 - 27 Lunar New Year Break
 22 - 25 Lunar New Year Holidays

February 2023

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

Events / Public Holidays

1 Graduation Date

March 2023

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

April 2023

	S	M	T	W	T	F	S
							1
WK 12	2	3	4	5	6	7	8
WK 13	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

- 5 Ching Ming Festival
- 7 Good Friday
- 8 Day following Good Friday
- 10 Easter Monday
- 15 Last Day of Teaching
- 17 - 22 Student Revision Period
- 24 Apr - 8 May Examination Period

May 2023

	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
- 9 May - 3 Jun Semester Break
- 26 Buddha's Birthday

Summer Term 2023

June 2023

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

Events / Public Holidays

- 9 May - 3 Jun Semester Break
- 1 Graduation Date
- 5 Jun - 22 Jul Summer Term 2023
- 22 Tuen Ng Festival

July 2023

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

Events / Public Holidays

- 1 HK SAR Establishment Day
- 22 Last Day of Teaching
- 24 - 29 Student Revision Period
- 31 Jul - 5 Aug Examination Period

August 2023

	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

7 Aug - 2 Sep Term Break