Master of Science in Engineering Management

Student Handbook (2023-2024)

August, 2023

1. **PROGRAMME AIMS**

   Programme Aim:

   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 solving, decision making and undertaking projects of discovery and innovation;
   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, to undertake engineering management projects/research and turn the discovery & innovative ideas 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 Core Courses (12 CUs)

Course Code	Course Title	Level	Units Worth
ADSE5006	Operations Management	P5	3
ADSE5010	Engineering Management Principles and Concepts	P5	3
ADSE6009	Project Management	P6	3
ADSE6012	Technological Innovation and Entrepreneurship	P6	3

Elective Courses (18 CUs)

A minimum of 12 CUs from ADSE is required.

Course Code	Course Title	Level	Units Worth
EE6610	Queueing Theory with Telecommunications Applications	P6	3
EE6620	Linear Systems Theory and Design	P6	3
MGT5313	International Organisational Behaviour	P5	3
MGT6314	Global Human Resource Management	P6	3
MGT6325	International Entrepreneurship & Intrapreneurship	P6	3
MGT6326	Managing International Business	P6	3
MNE6051	Sustainable Green Manufacturing	P6	3
MS5217	Statistical Data Analysis	P5	3
MS6219	Predictive Modeling and Forecasting for Business	P6	3
SDSC6004	Data Analytics for Smart Cities	P6	3
SDSC8009	Data Mining and Knowledge Discovery	R8	3
ADSE5009	Industrial Marketing Management for Engineers	P5	3
ADSE6014	Asset and Maintenance Management	P6	3
ADSE6015	Supply Chain Management	P6	3
ADSE6018	Dissertation	P6	9
ADSE6037	Managing Strategic Quality	P6	3
ADSE6043	Quality and Reliability Engineering	P6	3
ADSE6045	Industrial Case Study	P6	3
ADSE6047	Quality Improvement: Systems and Methodologies	P6	3
ADSE6050	Engineering Economic Analysis	P6	3
ADSE6053	Business Process Improvement and Innovation	P6	3
ADSE6101	Estimation and Control of Random Dynamic Systems	P6	3
ADSE6102	Managerial Decision-making Systems with Artificial Intelligence	P6	3
ADSE6103	Financial Engineering for Engineering Managers	P6	3
ADSE6105	Risk and Decision Analysis	P6	3
ADSE6106	Intelligent Manufacturing for Engineering Managers	P6	3
ADSE6107	Contemporary Occupational Safety and Health Management	P6	3
ADSE6108	Energy Conservation and Management	P6	3
ADSE6109	Semiconductor Manufacturing and Management	P6	3
ADSE6110	Data Analysis and Artificial Intelligence for Systems Engineering	P6	3
ADSE6111	Transportation and Logistics Management	P6	3
ADSE8202	Systems Modelling and Management	R8	3

ADSE8204	Process Modelling and Control	R8	3
ADSE8205	Managerial Economics	R8	3

Remark: These elective courses 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.

http://www.cityu.edu.hk/qac/assessment_policy/university_assessment_policy.htm

Commencing from 2022/23 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	3.65 or above
Credit	3.30 – 3.64
Pass	2.85 – 3.29

4. TUITION FEES AND PROGRAMME DURATION

For students admitted in 2023/24

Academic Year	Tuition Fee
2023/24	HK$6,600 per credit
The tuition fee indicated in the above schedule will apply until the end of your study in this programme.	

Credits required : 30 CUs

Full time students who are not sure whether they will take up the MSc Dissertation (9 cus) in Semester B, can study 15 cus in semester A, i.e. 6 cus required core courses + 9 cus elective courses.

For those who complete 15 cus in Semester A, they can still register for 6 cus of elective courses and 9 cus of Dissertation giving a total of 30 cus in Semester B and Summer Term. All the 30 cus will be used to calculate the overall CGPA.

Duration of study :

Normal Period	Maximum Period
Full-time (1 year)	Full-time (2.5 years)
Part-time (2 years)	Part-time/ combined mode (5 years)

5.   **GRADUATION DATES**

The date to be printed on the award certificates will be the graduation date of the students' graduating semester/term.

The graduation date of individual students is determined by students' own study progress. Students who complete their graduation requirements in a specific semester/term will have the corresponding graduation date of that semester/term. Students should plan their studies ahead to fulfill their graduation requirements in their preferred semester/term. After fulfilling all their graduation requirements, students will not be allowed to defer their graduation to a later semester/term.

The University's graduation dates for 2023/24 are as follows:

Graduates of	Graduation Date*
Semester A 2023/24	1 February 2024
Semester B 2023/24	3 June 2024
Summer Term 2024	2 October 2024

To be printed on award certificates and transcripts

6.   **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.

https://www.cityu.edu.hk/sgs/student/tpg/regulation

7.   **ACADEMIC HONESTY**

Academic honesty is central to the conduct of academic work. Students are responsible for knowing and understanding the Rules on Academic Honesty. To enhance students' understanding on academic honesty, all students are required to complete a tutorial on academic honesty and make a declaration on their understanding of this core academic principle online on or before 30 November 2023 in order to access their course grade.

http://www.cityu.edu.hk/provost/academic_honesty/

8.   **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 communication channels 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 organization 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

Position	Staff Name	Tel.	Email
Programme Leader	Prof. SUN Hongyi	3442-9587	mehsun@cityu.edu.hk
Deputy Programme Leader	Prof. LIU Cheng	3442-8431	cliu647@cityu.edu.hk
FT Year Tutor			
2023-2024 Cohort	Prof. SUN Hongyi	3442-9587	mehsun@cityu.edu.hk
PT Year Tutors			
2023-2024 Cohort	Prof. SUN Hongyi	3442-9587	mehsun@cityu.edu.hk
2022-2023 Cohort	Prof. LIU Cheng	3442-8431	cliu647@cityu.edu.hk
Dissertation Tutor	Prof. LIU Yingxia	3442-4728	yingxliu@cityu.edu.hk

10.   INFORMATION TO NEW STUDENTS

10.1   How to access your Personal Class Schedule

i)   Go to *http://www.cityu.edu.hk*, then point to "**Quick Links**" at the top and click "**AIMS**".

ii) Log onto AIMS.

iii) Click "Course Registration" menu.

iv) Main menu for Web Add/Drop.

v)   Click "Current Schedule" to display details of your class schedule.

10.2 How to get Instructors' handouts through Canvas

i) Go to *http://www.cityu.edu.hk*, then point to "**Quick Links**" at the top and click "**Canvas**".
ii) Click "All Courses" under "Courses" to see all courses you have registered in the current and previous semesters.

10.3 How to check Programme Requirements and Course Syllabus

Go the CityU home page and click "Programme and Course Catalogue" under "Academics".

10.4 Course Registration for Semester A 2023-2024

For Semester A 2023-2024, students will be pre-registered in required courses if possible.

i) 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. Students can make use of the Add/Drop Form in AIMS to submit their add/drop requests for courses which are not web-enabled to the course-offering academic unit for approval.

> How to do the Add/ Drop:
> - Go to *http://www.cityu.edu.hk* and click "AIMS".
> - Login to AIMS with your EID and password.
> - Select the Course Registration menu.
> - Click "Application for Non Web-enabled Course & Study Load Adjustment" and the courses already registered in your current schedule will be displayed.
> - Click **the "Add/Drop Course".**

iii) Web registration begins on **28 August 2023** but you need to check your personal registration time tickets from "AIMS" first.

iv) The deadline for all add/drops is **11 September 2023, 11:30 pm**.

v) Detailed arrangements on Course Registration for Semester A 2023-2024 can be referred to the SGS website:

   https://www.cityu.edu.hk/sgs/student/tpg/coursereg.

10.5 How to access your Student Email Account

i) Go to *http://www.cityu.edu.hk*, then point to "**Quick Links**" at the top and click "**Email**".

ii) In the University Email Service home page, click "@**my.cityu.edu.hk**" under "**Student**" to go to CityU "**Microsoft 365**" Sign In page.

iii) At the M365 Sign-in page, please enter your CityU EID and password to login.

v) Then you can read and compose mail after signing in.

> ***Important note:***
> For email communication:
> please state your ***student name, number and HK contact telephone number***.

10.6 How to check your Course Grade and GPA

Go to *http://www.cityu.edu.hk*, then point to "**Quick Links**" at the top and click "**AIMS**" then Student Record - My academic record - Grade display - Select programme

10.7 Credit Transfer

Applications for credit transfer must be made before a semester begins. For Semester A 2022-2023, the application period is from **13 July to 1 September 2023**. For details, please refer to SGS website:
http://www.sgs.cityu.edu.hk/student/TPg/record/credittransfer

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

i) Please read carefully the guidelines and regulations under the government website *https://www.wfsfaa.gov.hk/cef/en/* or call 3142 2277 and website *https://www.cityu.edu.hk/sye/cef.htm*.

ii) Submit the completed application form to the General Office to get it certified by placing our official stamp. The applicants must complete the application form, submit the required documents and return them to the CEF office upon completion of the CEF course.

Semester A, commences on 4 September 2023
Semester B, commences on 15 January 2024
Summer Term, commences on 11 June 2024

iii) For seeking CEF reimbursement, students **must not** hold any other publicly-funded financial assistance for the same programme or course/ modules/ units of study.

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

Name of Institution/Course Provider:	City University of Hong Kong
CEF Institution Code:	005

CEF Course Title:	SUPPLY CHAIN MANAGEMENT (MODULE FROM MASTER OF SCIENCE IN ENGINEERING MANAGEMENT) **(sample)**
CEF Course Title:	36Z147353 **(sample)**

10.9 Chow Yei Ching School of Graduates Studies (SGS) 周亦卿研究生院

Students may contact the School of Graduates Studies for the following matters:

- *Student Identity Card*
- *Academic Transcript and Testimonial*
- *Graduation and Award Certificate*
- *Letter of Certification*

Address: 4/F Fong Yun Wah Building (方潤華樓)
Chow Yei Ching School of Graduate Studies
Tel: 3442 9014
Email: tpenquir@cityu.edu.hk
Website: https://www.cityu.edu.hk/sgs/

10.10 Global Engagement Office (GEO)

Students may contact the Global Services Office on visa-related issues.

Address: Room 3210, 3/F, Cheng Yick-chi Building (鄭翼之樓)
Tel: 3442 0223
Email: geovisa@cityu.edu.hk (For student visa application enquiries)
Website: https://www.cityu.edu.hk/geo/

10.11 Administrative Support from Department of Systems Engineering (SYE) General Office

Mon to Fri   9:00am to 5:30pm
Lunch Break   *12:30pm to 1:45pm*

Inquiry: 3442-9321
Email: sye.office@cityu.edu.hk

Semester A 2023/24

September 2023

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

Events / Public Holidays

7 Aug - 2 Sep Term Break
4 Sep - 2 Dec Semester A 2023/24
30 Day following Mid-Autumn Festival

October 2023

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

Events / Public Holidays

2 Day following National Day
3 Graduation Date
7 CityU UG Info Day (non-teaching day)
23 Chung Yeung Festival

November 2023

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

December 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

2 Last Day of Teaching
4 - 9 Student Revision Period
11 - 23 Examination Period
25 Dec 2023 - 13 Jan 2024 Semester Break
25 Christmas Day
26 Day following Christmas Day

Semester B 2023/24

January 2024

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

Events / Public Holidays

25 Dec 2023 - 13 Jan 2024 Semester Break
1 First Day of January
15 Jan - 20 Apr Semester B 2023/24

February 2024

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

Events / Public Holidays

1 Graduation Date
9 - 15 Lunar New Year Break
10 - 13 Lunar New Year Holidays

March 2024

	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						

Events / Public Holidays

29 Good Friday
30 Day following Good Friday

April 2024

	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

1 Easter Monday
4 Ching Ming Festival
20 Last Day of Teaching
22 - 27 Student Revision Period
29 Apr - 13 May Examination Period

May 2024

	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
14 May - 8 Jun Semester Break
15 Buddha's Birthday

Summer Term 2024

June 2024

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

Events / Public Holidays

14 May - 8 Jun Semester Break
3 Graduation Date
10 Tuen Ng Festival
11 Jun - 27 Jul Summer Term 2024

July 2024

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

Events / Public Holidays

1 HK SAR Establishment Day
27 Last Day of Teaching
29 Jul - 3 Aug Student Revision Period

August 2024

	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 - 10 Examination Period
12 - 31 Term Break

(Please note that the information given in this Handbook is accurate at the time of printing in August 2023. Changes to the information may be made from time to time without prior notification.)

For further information, please contact:

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City University of Hong Kong
83 Tat Chee Avenue
Kowloon Tong, Hong Kong

Tel: (852)3442 9321
Email: sye.office@cityu.edu.hk
Website: https://www.cityu.edu.hk/sye/