

Master of Science in Engineering Management

Student Handbook (2019-2020)

<u>CONTENT</u>	<u>PAGE</u>
1. Programme Aims	2
2. Programme of Study	2-3
3. Assessment and Award Classifications	4
4. Tuition Fees and Programme Duration	4
5. Academic Regulations and Guidelines	4
6. Academic Honesty	5
7. Communications	5
8. Programme Leaders and Year Tutors	6
9. Information to New Students	6
9.1 How to access your Personal Class Schedule	6
9.2 How to get Instructors' Handouts through Canvas	6
9.3 How to check Programme Requirements and Course Syllabus	6
9.4 Course Registration for Semester A 2019/20	6-7
9.5 How to access your Student Email Account	7
9.6 How to check your Course Grade and GPA	7
9.7 Credit Transfer	8
9.8 Administrative Support from General Office	8
9.9 The Application and Reimbursement Procedures for Continuing Education Fund (CEF)	8
Appendix I Model Study Path for MScEM 2019-20 Entry	9-10

August, 2019

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
SEEM5006	Operations Management	P5	3
SEEM5010	Engineering Management Principles and Concepts	P5	3
SEEM6009	Project Management	P6	3
SEEM6012	Technological Innovation and Entrepreneurship	P6	3

Elective Courses (18 CUs)

A minimum of 12 CUs from SEEM is required in which 6 CUs must be selected from SEEM5009, SEEM6014, SEEM6015, SEEM6037 and SEEM6103.

Course Code	Course Title	Level	Units Worth
MNE6051	Sustainable Green Manufacturing	P6	3
MGT5313	International Organisational Behaviour	P5	3
MGT6314	Global Human Resource Management	P6	3
MGT6326	Managing International Business	P6	3
MS5217	Statistical Data Analysis	P5	3
MS6219	Predictive Modeling and Forecasting for Business	P6	3
SEEM5009	Industrial Marketing Management for Engineers	P5	3
SEEM6014	Asset and Maintenance Management	P6	3
SEEM6015	Supply Chain Management	P6	3
SEEM6018	Dissertation	P6	9
SEEM6037	Managing Strategic Quality	P6	3
SEEM6043	Quality and Reliability Engineering	P6	3
SEEM6044	China Engineering Enterprise Management	P6	3
SEEM6045	Industrial Case Study	P6	3
SEEM6047	Quality Improvement: Systems and Methodologies	P6	3
SEEM6050	Engineering Economic Analysis	P6	3
SEEM6053	Business Process Improvement and Innovation	P6	3
SEEM6101	Estimation and Control of Random Dynamic Systems	P6	3
SEEM6102	Managerial Decision-making Systems with Artificial Intelligence	P6	3
SEEM6103	Financial Engineering for Engineering Managers	P6	3
SEEM6104	Theoretical Underpinnings of Decision Making Under Uncertainty	P6	3
SEEM6105	Risk and Decision Analysis	P6	3
SEEM8011	Statistical Modeling and Design of Experiments	R8	3
SEEM8012	Data Mining and Statistical Modeling	R8	3
SEEM8102	Forecasting and Control Using Regression, Time Series, and Dynamic Models	R8	3
SEEM8103	Advanced Design of Experiments and Taguchi Method	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 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	3.50 or above
Credit	3.20 – 3.49
Pass	2.00 – 3.19

4. TUITION FEES AND PROGRAMME DURATION

Tuition fees : HK\$4,540 per credit (local students)
HK\$4,710 per credit (non-local students)

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 9 cus of elective courses and 9 cus of Dissertation giving a total of 33 cus in Semester B and Summer Term. All the 33 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. 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.

<http://www.sgs.cityu.edu.hk/student/TPg/regulation>

6. 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 2019** in order to access their course grade.

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

7. 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.

8. PROGRAMME LEADER AND YEAR TUTORS

<u>Position</u>	<u>Staff Name</u>	<u>Tel.</u>	<u>Email</u>
Programme Leader	Dr. Gao Siyang	3442-4759	siyangao@cityu.edu.hk
Deputy Programme Leader	Dr. Li Lishuai	3442-4726	lishuali@cityu.edu.hk
FT Year Tutor			
2019-2020 Cohort	Dr. Gao Siyang	3442-4759	siyangao@cityu.edu.hk
PT Year Tutors			
2019-2020 Cohort	Dr. Chin Kwai Sang	3442-8306	mekschin@cityu.edu.hk
2018-2019 Cohort	Dr. Li Lishuai	3442-4726	lishuali@cityu.edu.hk
Dissertation Tutor	Dr. Zwetsloot Inez Maria	3442-6155	i.mzwetsloot@cityu.edu.hk

9. INFORMATION TO NEW STUDENTS

9.1 How to access your Personal Class Schedule

- i) Go to <http://www.cityu.edu.hk> from any terminal on campus or off campus, then point to “Quick Links” at the top and click “AIMS”.
- ii) Log onto AIMS.
- iii) Click “Course Registration” menu.
- iv) Click “My Detail Schedule” to display details of your class schedule.

9.2 How to get Instructors’ handouts through Canvas

- i) Go to <http://www.cityu.edu.hk> from any terminal on campus or off campus, then point to “Quick Links” at the top and click “Canvas”.
- ii) Click “My Courses”.
- iii) Click “Files”.

9.3 How to check Programme Requirements and Course Syllabus

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

9.4 Course Registration for Semester A 2019-2020

For Semester A 2019-2020, 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 **30 July 2019**. 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 major department and you can submit your change request by using the Add/Drop Form.

How to do the Add/ Drop:

- Go to <http://www.cityu.edu.hk> from any terminal on campus or off campus and click “AIMS”.
- Login to AIMS with your EID and password.
- Select the Course Registration menu.
- Click Select Term, choose the correct term and press Submit Term.
- Click **Add or Drop Classes** and you will find your pre-registered course sections under **Current Schedule**.

- iii) Web registration begins on **19 August 2019** but you need to check your time ticket first from “AIMS”.
- iv) All add/drops end on **9 September 2019**.
- v) Detailed arrangements on Course Registration for Semester A 2019-2020 will be posted by **1 August 2019**. For details, please refer to SGS website: <http://www.sgs.cityu.edu.hk/student/tpg/coursereg> .

9.5 How to access your Student Email Account

- i) Go to <http://www.cityu.edu.hk> from any terminal on campus or off campus, then point to “**Quick Links**” at the top and click “**Email**”.
- ii) In the Email Service home page, click “**@my.cityu.edu.hk**” under “**Student**” to go to CityU “**Office 365**” Sign In page.
- iii) At the O365 Sign-in page, please enter your CityU O365 account name in the format of “<EID>-c@ad.cityu.edu.hk”, where your *EID* is your CityU Electronic ID.
- iv) Click [Next] to enter your account password, then click [Sign in] to logon your email account.
- 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*.

9.6 How to check your Course Grade and GPA

Log onto the CityU home page and click “AIMS” and then

Student Record - My academic record - grade detail - select programme – GO

9.7 Credit Transfer

Applications for credit transfer must be made before a semester begins. For Semester A 2018-2019, the application period is from **15 July 2019 to 31 August 2019**. For details, please refer to SGS website:

<http://www.sgs.cityu.edu.hk/student/TPg/record/credittransfer>

9.8 Administrative Support from General Office

Normal

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

Inquiry:	3442-9321
Fax:	3442-0173
Email:	seemgo@cityu.edu.hk

9.9 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 www.cityu.edu.hk/seem/std-cef.htm
- ii) Send the 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 before the commencement of the semester.

Semester A, commences on September 2, 2019

Semester B, commences on January 13, 2020

Summer Term, commences on June 8, 2020

- 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 : Supply Chain Management (**sample**)
CEF Course Code : 25Z03874-6 (**sample**)
- iv) For seeking CEF reimbursement, students **must not** hold any other publicly-funded financial assistance for the same programme or course/ modules/ units of study.
- 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.

Model Study Path for MScEM 2019-2020 Entry

Path of study:

1. completing taught courses only, or
2. taught courses plus the dissertation project.
 - To opt for Dissertation, the student must achieve a GPA ≥ 2.7 .
 - Students opting for the dissertation should work out his / her study path in consultation with the Programme / Dissertation Coordinator.

Programme Structure**-Required Core Courses (12 credit units)**

Course Code	Course Title	Credit Units
SEEM5006	Operations Management	3
SEEM5010	Engineering Management Principles and Concepts	3
SEEM6009	Project Management	3
SEEM6012	Technological Innovation and Entrepreneurship	3

-Programme Electives (18 credit units)

A minimum of 12 CUs from SEEM is required in which 6 CUs must be selected from SEEM5009, SEEM6014, SEEM6015, SEEM6037 and SEEM6103.

SEEM Electives:

Course Code	Course Title	Credit Units
SEEM5009	Industrial Marketing Management for Engineers	3
SEEM6014	Asset and Maintenance Management	3
SEEM6015	Supply Chain Management	3
SEEM6018	Dissertation	9
SEEM6037	Managing Strategic Quality	3
SEEM6043	Quality and Reliability Engineering	3
SEEM6044	China Engineering Enterprise Management	3
SEEM6045	Industrial Case Study	3
SEEM6047	Quality Improvement: Systems and Methodologies	3
SEEM6050	Engineering Economic Analysis	3
SEEM6053	Business Process Improvement and Innovation	3
SEEM6101	Estimation and Control of Random Dynamic Systems	3
SEEM6102	Managerial Decision-making Systems with Artificial Intelligence	3
SEEM6103	Financial Engineering for Engineering Managers	3
SEEM6104	Theoretical Underpinnings of Decision Making Under Uncertainty	3
SEEM6105	Risk and Decision Analysis	3
SEEM8011	Statistical Modeling and Design of Experiments	3
SEEM8012	Data Mining and Statistical Modeling	3
SEEM8102	Forecasting and Control Using Regression, Time Series, and Dynamic Models	3
SEEM8103	Advanced Design of Experiments and Taguchi Method	3

Non-SEEM Electives:

Course Code	Course Title	Credit Units
MNE6051	Sustainable Green Manufacturing	3
MGT5313	International Organisational Behaviour	3
MGT6314	Global Human Resource Management	3
MGT6326	Managing International Business	3
MS5217	Statistical Data Analysis	3
MS6219	Predictive Modeling and Forecasting for Business	3

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