# Master of Science in Engineering Management

# Student Handbook (2020-2021)

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August, 2020

## 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 |
|---|---|---|---|
| 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 | P8 | 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 |
| 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 |
| SEEM6105 | Risk and Decision Analysis | P6 | 3 |
| SEEM8202 | Systems Modelling and Management | P8 | 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$5,000 per credit (local students)
HK$5,200 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 2020** 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

| Position | Staff Name | Tel. | Email |
|---|---|---|---|
| **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** | | | |
| 2020-2021 Cohort | Dr. Gao Siyang | 3442-4759 | siyangao@cityu.edu.hk |
| **PT Year Tutors** | | | |
| 2020-2021 Cohort | Dr. Chin Kwai Sang | 3442-8306 | mekschin@cityu.edu.hk |
| 2019-2020 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***, 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 "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***, then point to "**Quick Links**" at the top and click "**Canvas**".
ii) Click "Courses".

### 9.3 How to check Programme Requirements and Course Syllabus

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

### 9.4 Course Registration for Semester A 2020-2021

For Semester A 2020-2021, 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 **28 July 2020.** 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* and click "AIMS".
- Login to AIMS with your EID and password.
- Select the Course Registration menu.
- Main menu for Web Add/drop.
- Click **Add or Drop Classes** and you will find your pre-registered course sections under **Current Schedule**.

iii) Web registration begins on **24 August 2020** but you need to check your time ticket first from "AIMS".

iv) All add/drops end on **7 September 2020**.

v) Detailed arrangements on Course Registration for Semester A 2020-2021 will be posted by **3 August 2020**. 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***, 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 "**Microsoft 365** " Sign In page.

iii) At the M365 Sign-in page, please enter your CityU M365 account name in the format of "*<EID>-c@my.cityu.edu.hk*", where your *EID* is your CityU Electronic ID.

iv) Click [ M365 Sign-in page ] , logon your email account then click [ Next ] to enter your account password.

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

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

## 9.7 Credit Transfer

Applications for credit transfer must be made before a semester begins. For Semester A 2020-2021, the application period is from **15 July to 29 August 2020**. 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 |
| *Lunch Break* | *12:30pm to 1:45pm* |
| 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) 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 August 31, 2020
Semester B, commences on January 11, 2021
Summer Term, commences on June 7, 2021

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.

**Appendix I**

**For Reference Only**

# Model Study Path for MScEM 2020-2021 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 |
| 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 |
| SEEM6105 | Risk and Decision Analysis | 3 |
| SEEM8202 | Systems Modelling and Management | 3 |

Non-SEEM Electives:

| Course Code | Course Title | Credit Units |
|---|---|---|
| EE6610 | Queueing Theory with Telecommunications Applications | P6 |
| EE6620 | Linear Systems Theory and Design | P6 |
| MGT5313 | International Organisational Behaviour | P5 |
| MGT6314 | Global Human Resource Management | P6 |
| MGT6325 | International Entrepreneurship & Intrapreneurship | P6 |
| MGT6326 | Managing International Business | P6 |
| MNE6051 | Sustainable Green Manufacturing | P6 |
| MS5217 | Statistical Data Analysis | P5 |
| MS6219 | Predictive Modeling and Forecasting for Business | P6 |
| SDSC6004 | Data Analytics for Smart Cities | P6 |
| SDSC8009 | Data Mining and Knowledge Discovery | P8 |

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