

Master of Science in Engineering Management

Student Handbook (2022-2023)

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August, 2022

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 in which 6 CUs must be selected from ADSE5009, ADSE6014, ADSE6015, ADSE6037, ADSE6103 and ADSE6106.

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
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

Tuition fees : HK\$5,900 per credit (local and 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. **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 2022/23 are as follows:

Graduates of	Graduation Date
Semester A 2022/23	1 February 2023
Semester B 2022/23	1 June 2023
Summer Term 2023	3 October 2023

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 2022 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**

<u>Position</u>	<u>Staff Name</u>	<u>Tel.</u>	<u>Email</u>
Programme Leader	Dr. Sun Hongyi	3442-9587	mehsun@cityu.edu.hk
Deputy Programme Leader	Dr. Zwetsloot Inez Maria	3442-6155	i.mzwetsloot@cityu.edu.hk
FT Year Tutor			
2022-2023 Cohort	Dr. Sun Hongyi	3442-9587	mehsun@cityu.edu.hk
PT Year Tutors			
2022-2023 Cohort	Dr. Chin Kwai Sang	3442-8306	mekschin@cityu.edu.hk
2021-2022 Cohort	Dr. Zwetsloot Inez Maria	3442-6155	i.mzwetsloot@cityu.edu.hk
Dissertation Tutor	Dr. Zwetsloot Inez Maria	3442-6155	i.mzwetsloot@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 “My Detail 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 “Courses”.

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 2022-2023

For Semester A 2022-2023, 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 **26 July 2022**. 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 **22 August 2022** but you need to check your time ticket first from “AIMS”.
- iv) All add/drops end on **5 September 2022, 11:30 pm**.
- v) Detailed arrangements on Course Registration for Semester A 2022-2023 will be posted by **5 August 2022**. For details, please refer to SGS website: <http://www.sgs.cityu.edu.hk/student/tpg/courseereg>.

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 **7 July to 26 August 2022**. For details, please refer to SGS website:

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

10.8 Administrative Support from General Office

Normal

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

Inquiry:	3442-9321
Email:	adsego@cityu.edu.hk

10.9 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 <https://www.cityu.edu.hk/adse/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 29 August 2022

Semester B, commences on 9 January 2023

Summer Term, commences on 5 June 2023

- 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.

Appendix I: Academic Calendar 2022/23

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

September 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

(Please note that the information given in this Handbook is accurate at the time of printing in August 2022. Changes to the information may be made from time to time without prior notification.)

For further information, please contact:

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