

## **Academic Advising: Frequently Asked Questions (FAQs) on Programme Information, Study Tour and Student Exchange**

### **CMI Scheme (Year 1)**

#### **Major and Secondary Major Selection**

- Except for those students with an unconditional offer, first-year students will need to apply to select their preferred programmes in the middle of Semester Two (usually in March).
- The Ug Scheme Chair conducts a briefing session for students to choose their programmes one month prior to application submission.
- The results of the selection process will be released to students in the middle of June.
- As the PMT programme will be phased out, students will need to select either SUV or BEM programme. Students are encouraged to approach academic advisor or the Programme Leaders to get additional consultation.
- In general, most students prefer SUV. Thus, those students with higher GPAs can be admitted to SUV. In the past two years, the average cut-off GPA for admission to SUV was around 3.30. However, it should be noted that this number may change from year to year.

## **Programme BEM**

### **AIDA Secondary Major**

- Only students with a cumulative GPA of 2.70 or above after Semester Two of Year One may be considered for enrolment in a Secondary Major. Students should familiarize themselves with the credit requirements by reviewing the scheme books: <https://www.polyu.edu.hk/cmi/study/undergraduate-programmes/cmi-scheme-books/>
- Students wishing to withdraw from a Secondary Major must obtain approval from the Department before the end of the add/drop period in their final semester.

### **Background to study BEM**

- Students interested in the BEM programme are advised to have experience in physics from their secondary school studies.

### **HKIE membership**

- While the CMI programme is accredited by HKIE, students under the BEM programme would be able to go through the Free Student Membership Scheme to become a student member of HKIE.
- Students are encouraged to visit the HKIE website for more information about membership: <https://hkie.org.hk/en/membership/subscription/>
- During the membership application process, applicants will need one supporter who is a current corporate member or associate member of the HKIE. Students can approach the Programme Leader to suggest a CMI academic staff who can provide this support.

## **Programme SUV**

### **Division Quota for study**

There is no quota for each division. Students can make selections based on their interests and professional development plans.

### **Enhancing understanding of different SUV divisions**

Our graduates suggest that the following channels are helpful: 1) internship experiences; 2) the websites of HKIS/RICS; 3) seminars and workshops organized by HKIS/RICS; 4) career talks delivered by potential employers.

### **Student Memberships of HKIS and RICS**

SUV students are encouraged to join HKIS and RICS as student members to strengthen their connection with the professional community. They can directly consult HKIS and RICS for guidance on applying for student membership.

### **Changing Programme from BEM/PMT to SUV**

Transfer of study is generally discouraged and not supported to ensure fairness, as the entry requirements for the SUV programme are higher than those of other programmes.

### **Subject withdrawal**

Subject withdrawal requires endorsements from the Subject Leader and Programme Leaders. According to PolyU's regulation, application for the withdrawal of subject will not be considered after the commencement of the examination period.

### **Late Assessment**

If a student is unable to attend the examination, they may apply for a late assessment by providing the relevant details to the CMI General Office. The student's case will be presented at the SARP meeting for consideration. If the student is permitted to take a late assessment, it will be considered as their first assessment, and the actual grade achieved will be awarded. However, if the request is denied, the student will need to retake the entire subject.

## **Programme PMT**

### **Professional Accreditation**

This programme is accredited by:

- a. Royal Institution of Chartered Surveyors (RICS)
- b. Hong Kong Institute of Surveyors (HKIS)
  - General Practice Division (General Practice, GP)
  - Property and Facilities Management Division (PFM)
- c. The Hong Kong Institute of Housing (HKIH)

PMT graduates who are interested in applying for HKIS membership (General Practice Division) and seeking an exemption from the APC Part 1 Written Assessment MUST complete the following subjects. HKIS accepts credit transfer for these subjects as a basis for exemption from the Part I Assessment, provided that the transferred subjects have been approved by PolyU.

### **HKIS (General Practice Division)**

Part I Written Assessment Exemption

BRE315 Property Valuation

BRE336 Development Control Law\*

BRE337 Property Law

BRE371 Introduction to Property Management

BRE362 Urban Economics and Property Investment

BRE4291 Real Estate Marketing

BRE436 Applied Property Valuation\*

\*Taken as electives

## Career development

PMT students may develop their passion in any of the following disciplines, all of which are based on the “Management of Property”.

### Career Development: **Management of Property**

(Work-Integrated Education/WIE)



## **CMI Exchange Programme**

### **Exchange Types:**

All full-time UGC-funded undergraduate students are eligible to apply for an outbound exchange programme for one semester. PolyU and CMI partner with a wide range of universities in the UK, USA, Canada, Australia, Singapore, Korea, Japan, Taiwan and Mainland China.

Exchange programme will NOT be regarded as a Work-Integrated Education (WIE) activity. However, it can be counted as BRE365 International Study. Make sure to indicate this in your application for credit transfer.

NO additional tuition fee is required for the exchange. Students only need to pay their normal tuition at PolyU.

### **Exchange Period:**

Students may choose to participate in an exchange in Semester One or Semester Two.

Students are recommended to take their exchange no later than Semester Two of Year 3 (by the time they are in the host institution).

The maximum duration of the exchange is two semesters over a four-year period, which includes one semester overseas and one semester in Mainland China or Taiwan. Please note that sponsorship from GEO is only available for the first outbound exchange activity organized by GEO.

### **Financial Support:**

All full-time undergraduate students receiving UGC funding are eligible for various forms of financial assistance to help with living expenses during their exchange studies abroad. This support includes the GEO Scholarship for Student Exchange, GEO Funding for Student Exchange, the Hardship Fund Programme, and faculty-based Top-up Funding (such as the FCE Outbound Exchange Scholarship). Students will be notified about these opportunities through our mass email.

The amount of the Sponsorship, Hardship Fund and Top-up Funding granted will vary based on different exchange destinations.

### **Credit Transfer for Semester exchange**

Students can have the face-to-face credit transfer consultation with Prof. Wen Yi every Monday afternoon (3:30 pm - 4:30 pm) at ZS739. Alternatively, they can arrange an online credit transfer consultation by emailing [wen.yi@polyu.edu.hk](mailto:wen.yi@polyu.edu.hk) to make an appointment.

For more information on the semester exchange programme, students should visit <https://www.polyu.edu.hk/geo/exchange-and-study-abroad/outgoing-students/semester-exchange/>

### **General issues for semester exchange and summer exchange**

If you have enquiries about general issues regarding semester exchange and summer exchange (e.g., application procedures, exchange scholarships, a confirmation letter from the host university), please contact Ms Janice Lau (<https://www.polyu.edu.hk/cmi/people/supporting-staff/administrative-staff/ms-janice-lau/>).

## **BRE365 International Study**

### **What actually is a study tour in the CMI undergraduate curriculum?**

The Study Tour has been a compulsory part of BRE's undergraduate programmes for over 30 years.

### **Will the Department organize the study tour for students?**

The study tour (BRE365) takes a participative approach. Students must form groups, create an organizing committee, conduct background research, select a destination, determine the tour period, invite CMI academic colleagues to be tour supervisors, plan the schedule, arrange payments, and prepare a report and presentation.

### **What would be the suitable time to have the study tour?**

In recent years, most tour groups have scheduled their study tours between the end of the Semester Two and the Summer Term. However, tour groups should allow a few extra days after the examination period as a buffer to enable academic staff to complete grading the examination scripts.

### **Any ground rules on the formation of tour groups and selection of tour destinations?**

Tour groups are generally discouraged from forming across programmes and should consist of 20 to 40 participants. Each group must have an organizing committee with at least four key members: a Chairperson, a Vice-Chairperson for planning, a Vice-Chairman for budgeting, and a Secretary for documentation. Two academic staff members from the department must also be invited as tour supervisors.

A study tour typically lasts 7 to 10 days, including travel, with at least 70% of the activities focused on academic content.

### **On selecting a tour destination: the ground rules are as below:**

- Destinations that were visited by tour groups more than twice in the previous year cannot be selected for tour destinations in the current year.
- No country/city may be visited by more than 2 tour groups in the current year.
- The subject lecturer of BRE365 may conduct moderation on tour destinations if more than the permitted number of tour groups select the same destination.

### **What are considered academically related tour schedules?**

Examples include: university visits with lectures/seminars delivered by academics from the visiting institutions, workshops at visiting universities/organizations (e.g. research institutes), laboratory visits, interactions and sharing sessions with local students, site visits to ongoing or completed projects, company visits and sharing, guided tours by construction and real estate professionals, visits to infrastructure facilities, such as factories producing general and/or prefabricated construction components or desalination plants, etc.

### **Can the tour group appoint a travel agency for tour planning?**

The tour group may appoint a travel agency to assist with tour planning including air tickets and accommodations. However, it is advisable for the tour group not to rely solely on the travel agency for organizing academic visits. Most travel agencies have limited experience in arranging study tours at the university level, particularly in specialized fields such as architecture, construction and real estate.

### **What are the roles of tour supervisors?**

Tour supervisors (2 for each tour group) play an advisory role during the study tour with the following responsibilities:

- Advise and endorse the tour schedule prepared by the tour group, ensuring it includes sufficient academic content.)
- Endorse any outgoing correspondence prepared by the tour group.
- Accompany the tour group throughout the trip
- Handle contingency matters that arise during the tour.
- Conduct the assessment for the subject, which includes presentations, reports, and individual submissions.

### **How the study tour is to be assessed?**

The Study Tour (BRE365) will be assessed through a post-tour report and a presentation (40% each), and an individual assessment (20%). This individual assessment may include personal reflections and an evaluation of contributions to the planning and execution of the study tour and its related activities. The assessment is to be conducted by the tour supervisors.

### **Any that any external funding/sponsorship available to subsidize the cost of the tour?**

The study tour (BRE365) is an essential component of the CMI undergraduate curriculum. Students who are currently receiving grants or loans from the government are eligible to claim reimbursement for necessary expenses related to the study tour. Additionally, there are various competitive funding opportunities available at the University to support non-local trips and studies, such as the “Short-term Non-local Study Fund” and the “Hsin Cheong Scholarship.” Furthermore, tour groups may seek sponsorship from the Department and the Faculty, but they must prepare a well-organized tour proposal in order to request support.

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