1. INTRODUCTION TO WARWICK MANUFACTURING GROUP

Welcome

Welcome to the WMG/Hong Kong Polytechnic University Master's programme, and many congratulations on beginning this new and exciting chapter in your career and education. This is a unique opportunity for you to gain a world class management education that you will be able to apply directly to your future career and development within your work. You will gain more than subject knowledge and academic skills. We will challenge you as a person, to help you see the bigger picture and develop your skills as a leader and a manager. Master's study requires a greater degree of commitment, self-discipline, motivation and participation than you may have experienced before, but you will be surprised and impressed by the degree of personal development that you see within yourself throughout your studies. We hope that this time you spend with us will be very rewarding and we hope you will look back on it with pride.

I am very proud to be part of WMG, and to welcome you to this unique course delivered with our colleagues at PolyU. I hope that you will make the most of every opportunity while you are with us, and that we look forward to soon seeing you join our successful global alumni network.

Professor Gill Cooke

Pro-Dean (Education), WMG

Introduction from the Director of Overseas Programmes

Welcome to your Master's Programme at WMG and Hong Kong Polytechnic University.

Most of the administrative information and guidance that you will need to steer you through your postgraduate registration period on your Warwick/PolyU programme is contained in the WMG Student Portal, https://warwick.ac.uk/fac/sci/wmg/overseas/hk/ (for which you will need your Warwick log-in details – see section 1.3) and the one provided by HKPU at http://www.igds.polyu.edu.hk/. This Handbook provides a summary of the information you can expect to find there, and instructions on how to access various parts of that site.

It is important that you familiarise yourself with the contents of this Handbook and your Student Portal. Particularly, you should read the section concerning the submission of assessed work (section 5) and projects (section 6). Make sure that you understand what is coming, the procedures and penalties.

Module delivery will be face to face at PolyU. A timetable for each module will be provided in advance so that you can plan your time.

Project supervision and support will be delivered face to face at PolyU or/and on-line by PolyU Supervisors and the IGDS academic support team.

Please be aware that the modules are changing on the Engineering Business Management degree and the Supply Chain and Logistics Management degree. In particular if the following modules appear in your schedule as a full-time student and you need to take them for your degree award, you should take them before the end of December 2023:

    Industrial Engineering for Business Improvement
    Financial Analysis & Control Systems
    Legal Aspects of Global Business OR Global Business Environment

For part-time students, please note that existing modules represent 100 hours of study. New modules will represent 150 hours of study. Where required, Warwick will introduce cohort-level variations to regulations to ensure that students can complete their degree programme using an appropriate combination of modules.

I wish you every success with your studies.

Michael Newton
Director of Overseas Programmes
WMG, The University of Warwick

Welcome from the University of Warwick's Academic Director (Partnerships)

Welcome to the University of Warwick!   Although you are studying a course taught at another institution, it is a course leading to a qualification of the University of Warwick, so on behalf of the University, I would like to welcome you. Whether or not you visit the campus in Coventry, you are very much a member of the Warwick community. Most of your modules will be taught by Warwick staff, some may not. Most of your day-to-day contact will be with your home institution, and they will be able to provide you with the information you need to make the most of your course.   However, whatever the arrangements for your course, the University of Warwick pays close attention to the quality of the teaching and learning on it – and you will hopefully end up with a University of Warwick award at the end of it, because we are happy that the standards on your course match up to ours.

I hope you enjoy your course, and learn a lot from it!

Prof Will Curtis

Academic Director (Partnerships)

University of Warwick

1. INTRODUCTION TO WARWICK MANUFACTURING GROUP

The University of Warwick, which is situated on the southern outskirts of Coventry, was established in 1965 and, in the succeeding years, has become one of the most successful universities in the country, highly rated for both research and teaching quality. The University has links with many local, national and international industries which have helped to earn it a reputation as an entrepreneurial institution. Information about the University and associated facts and figures may be found on the University website at https://warwick.ac.uk/about/profile/.

The key role of University staff is to ensure that the academic standards of your course are, and continue to be, of the highest possible level, and that they justify the conferral of a University award.

1.1 University Processes for Postgraduate Students on Collaborative Courses

Responsibility for monitoring the quality and standards of all University of Warwick courses, including collaborative courses, lies with the University's Education Policy and Quality team. You should not normally need to contact any of these offices yourself but, should you encounter a problem which can only be dealt with by the University, and your local institution is unable to assist you, please contact WMG's Part-time and Overseas Education Operations Team in the first instance: wmg-overseas@warwick.ac.uk.

1.2 Enrolment

In order for you to be enrolled as a student with the University of Warwick, you should go to http://go.warwick.ac.uk/enrolment on the Warwick website; you will need your University ID and a Student Records online password, which you can request online the first time you register with the enrolment system. Only as a fully enrolled student will you have access to the University's online facilities (including your Student Portal, Tabula so you can submit work and the Library). By enrolling with the University you undertake to comply with the University's regulations and codes of conduct (see https://warwick.ac.uk/services/gov/calendar/). Data about you will be held on the University's central student record system in accordance with the General Data Protection Regulation 2018.   The data you provide enables the University to keep track of you throughout your academic career and to ensure that you are correctly issued with a

certificate upon successful completion of your course. For these reasons it is helpful if you inform your local centre of any changes in your name or address so that their records can be updated. You must also keep your contact details up to date directly with the University of Warwick's Student Records team by going to http://warwick.ac.uk/eVision and signing in with your Warwick IT Login. You must enrol online before commencing any modules. Only as a fully enrolled student will you have access to the University's online facilities.

1.3   Warwick IT Account

Once you have enrolled with the University of Warwick, you need to register with IT Services for your IT account, which will provide you with your Warwick email account, and will allow you access to the University's website and the online resources in the Library.   You will not be issued with a University of Warwick ID card (which would allow access to controlled areas of campus, such as the Library, University House and the IT work areas), unless you travel to Warwick to undertake additional study, in which case you may apply for a card to be issued to you by contacting Warwick Student Services Reception: https://warwick.ac.uk/services/universitycards.

In order to gain access to these facilities, you first need to register with the University's IT Services department and be issued with a user ID and password. You can register via the University's website at https://websignon.warwick.ac.uk/origin/account/register when you provide the following information:

- your University number (found in your admission documentation)

- a password which you can remember and complies with the University's password guidance (see https://warwick.ac.uk/services/idc/informationsecurity/working_practices/passwords)

- a mobile phone or alternative email address to receive messages about recovering your account

Follow the instructions that appear on the pages as you progress through the three stage process. During the process we advise you to add extra security for your account by setting up recovery options. To do so, you will need your mobile phone or an alternative email address.

Please note, if you forget your password once it has been set, it is not possible for anyone at the University of Warwick to tell you what it is; all that can be done is reset your password. However, for security reasons, Warwick IT Services will not tell you your password by email; only in person or by phone (+44 24 76573737, 08:00 to 18:00 UK time, Monday to Friday).

Information on accessing the Library e-resources from off-campus can be found on the Library website at https://warwick.ac.uk/services/library/find-resources/e-access.

1.4   Who to contact

It can be daunting to know where to go or who to contact when you first arrive, so we've put together a quick overview of the key people and services you'll come across during the programme.   You can find out more about who to contact via the following webpages:

WMG Student Portal: https://warwick.ac.uk/fac/sci/wmg/overseas/hk/info/staff/
Hong Kong PolyU webpages: http://www.igds.polyu.edu.hk/people.html

1.5   Contacting WMG

If you need to contact WMG directly for any reason, your first point of contact should be the WMG Part-time and Overseas Education Operations Team on wmg-overseas@warwick.ac.uk. We will attempt to respond to your email within 3-5 working days.
Opening Hours; Monday to Friday 09:00 until 15:00 (UK time)
Closed on Saturdays, Sundays and Public Holidays

1.6   University of Warwick IT systems

Tabula (https://tabula.warwick.ac.uk/)
Tabula is the student administration system where you will submit your coursework including your project dissertation. You will also have a profile page showing details of your course and your module results. This is only viewable by yourself, PolyU staff and University of Warwick staff.

Moodle (http://moodle.warwick.ac.uk/)
Moodle is a web-based learning environment that allows you to access your course materials. The timetable for each module will be uploaded to Moodle during the week before the module is due to run. You will also be able to access lecture notes, handouts, reading lists and the Post Module Assignment (PMA) via Moodle. Once you have chosen and confirmed your module selection you will automatically be enrolled on the relevant Moodle course.

Please ensure that you download any materials you wish to keep before the end of your course as once your Warwick IT account has expired you will no longer have access to these.