

Bachelor's Degree Scheme in Business Administration

Programme Requirement Document

2026/27

Faculty of Business
Bachelor's Degree Scheme in Business Administration (BDS in BA)

Programme Requirement Document

(For the cohort of students admitted in the 2026/27 academic year)

**This document is subject to review and changes which the programme offering Department/University can decide to make from time to time. Students will be informed of the changes as and when appropriate.*

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This Programme Requirement Document should be read in conjunction with the [Student Handbook](#) of the relevant year and the latest version of the [Handbook on Academic Regulations for Taught Programmes](#).

Please refer to the Student Handbook for matters not shown in this Document.

September 2026

1. General Information

1.1. Scheme Title

Bachelor's Degree Scheme in Business Administration (工商管理組合學士課程)

1.2. Study options available

- 1) Major
- 2) Major **plus** Minor
- 3) Major **plus** Secondary Major in Artificial Intelligence and Data Analytics (AIDA)
- 4) Major **plus** Secondary Major in Artificial Intelligence and Data Analytics **plus** Minor

1.3. Majors offered under Departmental Schemes

BBA (Hons) Scheme in Accounting and Finance (AF)

- BBA (Hons) in Accountancy
- BBA (Hons) in Accounting and Finance
- BBA (Hons) in Digital Finance and Investment

BBA (Hons) Scheme in Global Business and Logistics, Aviation, Maritime, and Supply Chain Management (LMS)

- BBA (Hons) in Aviation Management and Finance
- BBA (Hons) in International Shipping and Transport Logistics
- BBA (Hons) in Supply Chain Management and Analytics
- BBA (Hons) in Global Business and Logistics*

**Dual Degree with Copenhagen Business School, Denmark*

BBA (Hons) Scheme in Management and Marketing (MM)

- BBA (Hons) in Management
- BBA (Hons) in Marketing

1.4. Secondary Major offered under the Scheme

Artificial Intelligence and Data Analytics (AIDA)

1.5. Minor offered under the Scheme

All minor programmes offered by the University

1.6. Minimum credit requirements for each study option

Study Options	Minimum Credit Requirements
Major	120 credits + 3 training credits
Major + Minor	120 credits + 3 training credits
Major + Secondary Major in AIDA	132 credits + 3 training credits
Major + Minor + Secondary Major in AIDA	144 credits + 3 training credits

1.7. Mode of Attendance

Full-time

1.8. Programme Duration

4 years

Note: This one-year Bachelor's Degree Scheme in Business Administration (BDS in BA) offers students maximum flexibility to develop individual study paths that match their interests, aspirations, and learning needs. Students will take a range of subjects in their first year of study before making a decision on the appropriate BBA Major across our three departments in the following three years.

1.9. Programme Host Department

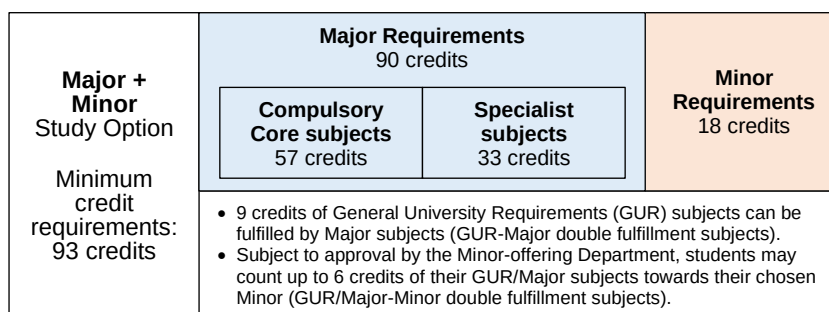
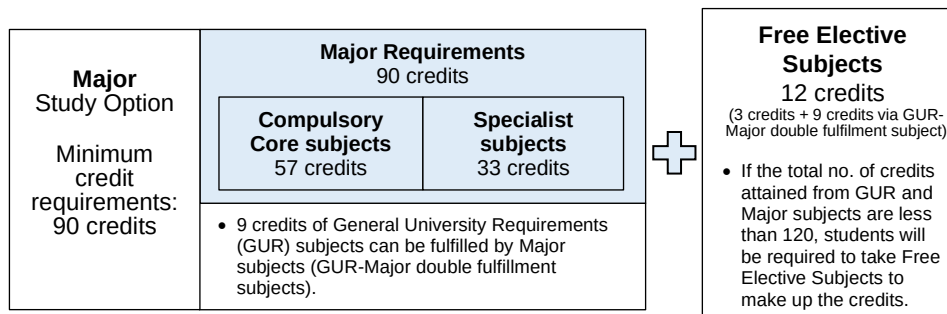
Faculty of Business

1.10. Secondary Major in AIDA Host Department

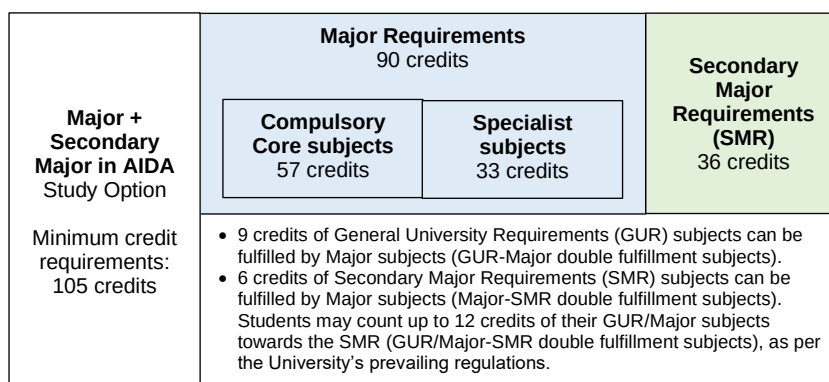
Department of Data Science and Artificial Intelligence, Faculty of Computer and Mathematical Sciences

2. Curriculum Structure

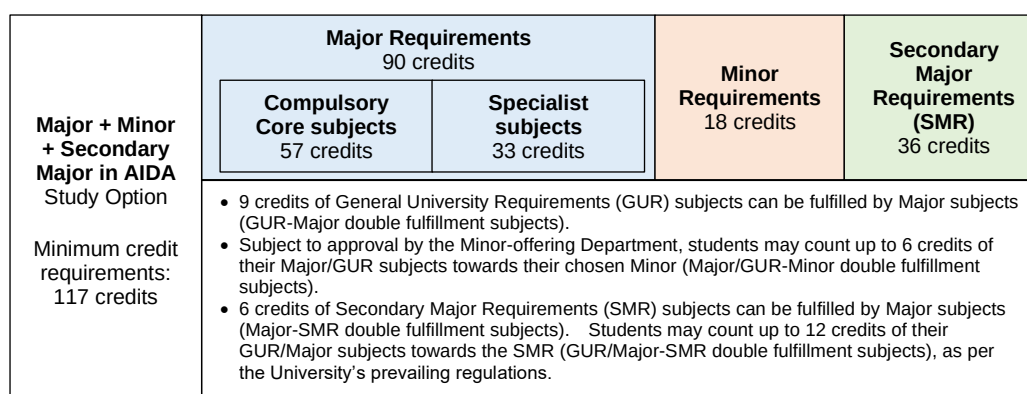
2.1. Curriculum structure for each study option



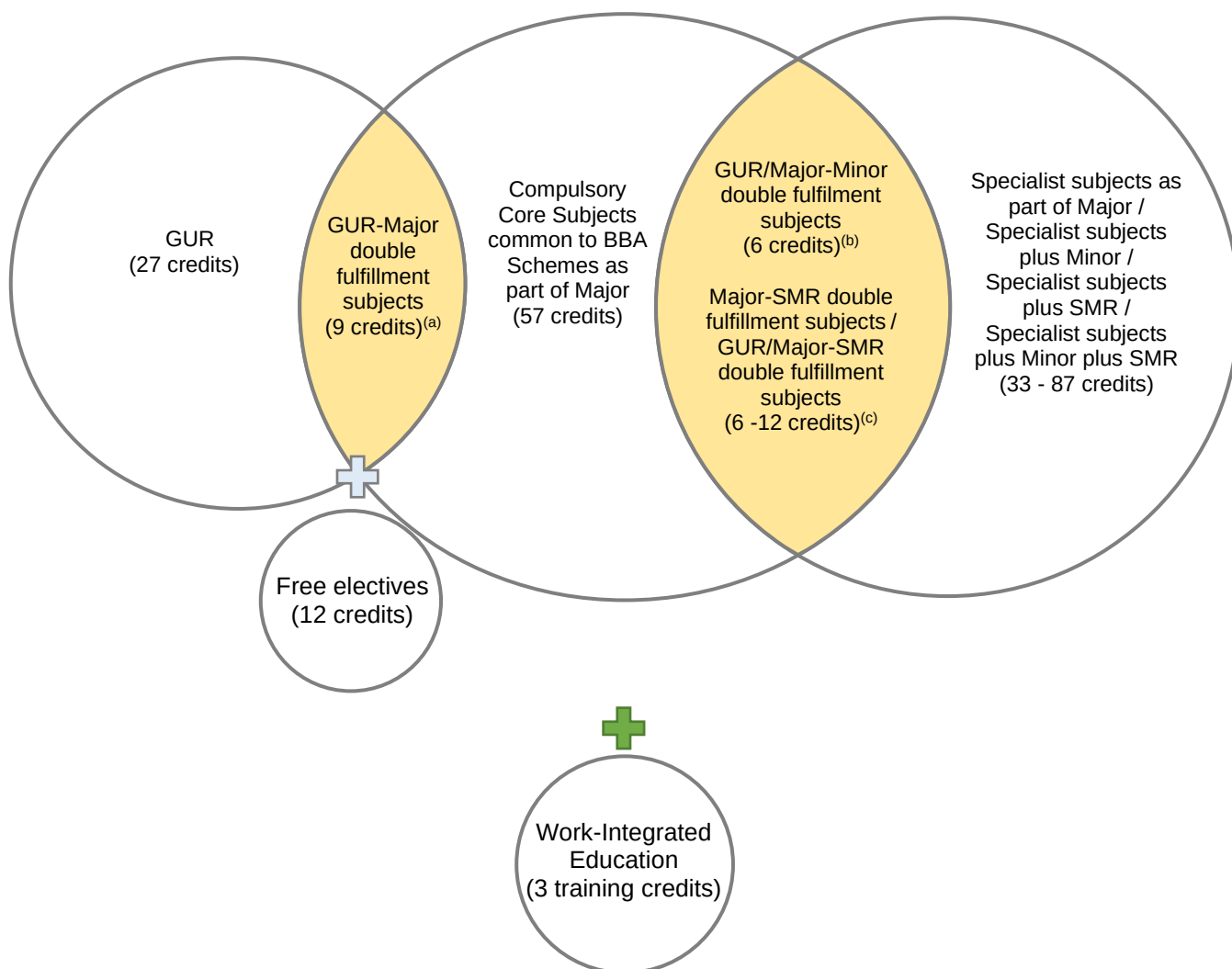
General University Requirements (GUR)
(27 credits)



Work-Integrated Education
(3 training credits)



2.2. Overall curriculum structure



- 9 credits of GUR subjects can be fulfilled by Major subjects (Major-GUR double fulfillment subjects). If the total number of credits attained from GUR and Major subjects are less than 120, students will be required to take Free Elective Subjects to make up the credits.
- Subject to approval by the Minor-offering Department, students may count up to 6 credits of their GUR/Major subjects towards their chosen Minor (GUR/Major-Minor double fulfillment subjects).
- 6 credits of Secondary Major Requirements (SMR) subjects can be fulfilled by Major subjects (Major-SMR double fulfillment subjects). Students may count up to 12 credits of their GUR/Major subjects towards the SMR (GUR/Major-SMR double fulfillment subjects), as per the University's prevailing regulations.

2.3. General University Requirements (GUR) (27 credits)

The General University Requirements are as follows:

(The Requirements are subject to the University's review and refinements, if any.)

Areas	Credits
Language & Communication Requirements (LCR) ▪ AI as a Tool for Language Learning (AITLL) ▪ English ▪ Chinese and of which ▪ Language and Communication Competency Assessment: All students will be required to sit for both English and Chinese Language and Communication Competency Assessments (LCCA) before graduation. Except for those who are granted an exemption from attempting the LCCA, students who have not sat for the Chinese (written) LCCA and those who do not achieve a specified competency level in the English LCCA will not be eligible for graduation.	9 (3) (3) (3)
Cluster-Area Requirements (CAR) 3 credits from each of the following three cluster areas: (A) Human Nature, Relations and Development (M) Chinese History and Culture (N) Cultures, Organisations, Societies and Globalisation and of which ▪ Students must also fulfill the Reading and Writing requirements in English and Chinese	9 (3) (3) (3)
Other Requirements ▪ Leadership Education and Development (LEAD) ▪ Service-Learning (SL) ▪ Artificial Intelligence and Data Analytics Requirement (AIDA) ▪ Innovation and Entrepreneurship Requirement (IE) ▪ Healthy Lifestyle (non-credit bearing)	3 3 2 1 0
Total GUR credits	27

Details of GUR for 4-year degree students are available at

<https://www.polyu.edu.hk/cus/student/4-year-undergraduate-student/curriculum-framework/>

2.4. Work-Integrated Education (3 credits)

AF3002/LGT3901/MM3001 Work-Integrated Education WIE (3 training credits) is a mandatory component of the curriculum. It is “work-based learning experiences which take place in an organizational context relevant to a student’s future profession, or the development of generic skills that will be valuable in that profession”. An essential and compulsory component in the Faculty’s BBA education, WIE facilitates the integration of knowledge, skills, and competences between the classroom and the real-world, thus equipping students with valuable work experience as well as practical readiness for full-time employment upon graduation.

Students are required to obtain a “Pass” in the WIE subject, i.e., successfully complete at least 100 hours of placement in one organization. Other WIE details are discussed in Section 5.

2.5. Major Requirements (90 credits)

Major			
a) Compulsory Core Subjects (19 subjects / 57 credits)			
	<u>Subject Code</u>	<u>Subject Title</u>	<u>Credits</u>
1.	AF1605*	Introduction to Economics	3
2.	AF2108	Financial Accounting	3
3.	AF2110	Management Accounting 1	3
4.	AF3313	Business Finance	3
5.	AF3513	Business Law	3
6.	AF3627	Global Economic Environment	3
7.	AMA1501	Introduction to Statistics for Business	3
8.	APSS111*	Introduction to Psychology	3
9.	ELC3221	Workplace English for Business Students I	3
10.	ELC3222	Workplace English for Business Students II	3
11.	LGT1003	Business Professionals in Society	3
12.	LGT2106*	Principles of Operations Management	3
13.	MM1051*	Tango! Managing Self & Leading Others	3
14.	MM2021	Management & Organisation	3
15.	MM2711*	Introduction to Marketing	3
16.	MM3422	Business Information Systems	3
17.	MM3425/LGT3425	Business Analytics	3
18.	MM4311	Strategic Management	3
19.	MM4513/AF4513	Corporate Social Responsibility	3
* GUR-Major double-fulfilment subject			
b) Specialist Subjects (10 Subjects / 33 credits)			
Please refer to the Department's website for the curriculum details of each Major programme.			
• <u>School of Accounting and Finance (AF)</u> (click here) - BBA (Hons) in Accountancy - BBA (Hons) in Accounting and Finance - BBA (Hons) in Digital Finance and Investment • <u>Department of Logistics and Maritimes Studies (LMS)</u> (click here) - BBA (Hons) in Aviation Management and Finance - BBA (Hons) in International Shipping and Transport Logistics - BBA (Hons) in Supply Chain Management and Analytics - BBA (Hons) in Global Business and Logistics* *Dual Degree with Copenhagen Business School, Denmark • <u>Department of Management and Marketing (MM)</u> (click here) - BBA (Hons) in Management - BBA (Hons) in Marketing			

GUR-Major double-fulfilment subjects in this Scheme are listed below:

Major Subjects	GUR
1. APSS111 Introduction to Psychology	CAR(A): Human Nature, Relations and Development
2. AF1605 Introduction to Economics 3. LGT2106 Principles of Operations Management 4. MM2711 Introduction to Marketing	CAR(N): Cultures, Organisation, Societies and Globalisation
5. MM1051 Tango! Managing Self & Leading Others	Leadership Education and Development

Students who complete a GUR-Major subject (except remedial subjects) do not have to fulfill the relevant GUR requirement. If the total number of credits attained from GUR and Major subjects is less than 120, students will be required to take Free Elective Subjects to make up the credit requirements for graduation.

2.6. Minor Study

A Minor Programme is a collection of subjects totalling 18 credits with at least 50% (9 credits) of the subjects at Level 3 or above. In order to fulfil the requirements of a Minor award, students are required to select subjects as specified by the Minor Department.

Students interested in a Minor programme of study must submit their applications via the Major Programme Offering Department (i.e. Major Department) and obtain approval from the Minor Programme Offering Department (i.e. Minor Department) during the designated application period, unless the Major is so designed as to preclude the possibility of a further Minor study. No late applications will be considered. To be eligible for enrolment in a Minor, a student must have a cumulative GPA of 2.5 or above at the time of application for Minor enrolment. The Minor Department may set a quota and additional admission requirements apart from the above GPA requirement.

Students opted for a Minor may be allowed to count up to 6 credits from their Major programmes (including GUR subjects but excluding 'Free Elective' subjects, if any) towards the Minor subject requirements. Please check the curricula of both the Major and Minor programmes. If the Major subjects taken are the same as the Minor compulsory subjects, they must apply to count these subjects towards the compulsory Minor subject requirements in order to graduate. Students are required to submit the [Form AR147a](#) to and obtain approval from the Minor Department, as soon as possible and not later than their application for graduation.

Students are expected to complete their approved Minor as part of their graduation requirements. Students who wish to withdraw from a Minor need to apply for approval officially from the Minor Department before the end of the add/drop period of the last semester of study.

Students are required to obtain a GPA of at least 1.70 in order to satisfy the requirement for graduation with a Major plus a Minor.

2.7. Secondary Major in Artificial Intelligence and Data Analytics (AIDA) Requirements (SMR) (36 credits)

Secondary Major in Artificial Intelligence and Data Analytics (AIDA)	
i) Compulsory Subjects (9 subjects / 30 credits)	<u>Credits</u>
1. <u>Mathematics I for AIDA</u> AMA1501 Introduction to Statistics for Business	3
2. <u>Mathematics II for AIDA</u> AMA1751 Linear Algebra	3
3. <u>Programming I: Programming Fundamentals</u> LGT3109 Introduction to Coding for Business with Python	3
4. <u>Programming II: Data Structures and Algorithms</u> DSAI2201 Data Structures and Algorithms (Pre-requisite: AMA1501 & AMA1751 & LGT3109)	3
5. <u>Fundamentals of Data Analytics</u> LGT/MM3425 Business Analytics (Exclusion: LGT/MM2425 & LGT/MM3425)	3
6. Machine Learning DSAI4203 Machine Learning	3
7. Artificial Intelligence COMP4431 Artificial Intelligence (Pre-requisite: COMP2011 / COMP2013 / DSAI2201)	3
8. Major-AIDA Bridging Subjects • AF3213 Business Analytics in Accounting and Finance (Pre-requisite: AF2108 & AF2110 & AMA1501 & LGT2425 / MM2425 / LGT3425 / MM3425); or • LGT3108 Introduction to Enterprise Resource Planning System; or • MM3462 Artificial Intelligence and Big Data for Business (Pre-requisite: MM3425)	3
9. Integrated Capstone Project AF/LGT/MM4913 Integrated Capstone Project (Exclusion: Any other equivalent capstone project)	6
ii) Elective Subjects (2 subjects / 6 credits)	6
Choose any 2 subjects / 6 credits from the following list: https://www.polyu.edu.hk/dsai/study/ug/secondary-major-in-aida/subjects/	

6 credits of Secondary Major Requirements (SMR) subjects can be fulfilled by Major subjects (Major-SMR double fulfillment subjects). Students may count up to 12 credits of their GUR/Major subjects towards the SMR (GUR/Major-SMR double fulfillment subjects), as per the University's prevailing regulations.

3. Indicative Progression Pattern

3.1. Faculty Common First-Year Curriculum (FCFC)

Common Courses in Year 1

All students within the faculty follow a common first-year curriculum. It provides students with foundational knowledge through a broad one-year curriculum that covers core business functions and helps students make informed decisions about their future Major.

Suggested Semester	Code	Subject	Credits
Year 1 (Semester 1)			
1	AF/LGT/MM1003	Business Professionals in Society	3
1	AF1605	Introduction to Economics*	3
1	MM1051	Tango! Managing Self & Leading Others*	3
1	MM1031	Introduction to Innovation and Entrepreneurship (GUR-IE)	1
1	MM1041	Introduction to Artificial Intelligence and Data Analytics in Business (GUR-AIDA)	2
1	APSS111	Introduction to Psychology*	3
1		AI as a Tool for Language Learning (AITLL)	3
1		Healthy Lifestyle	0
			18
Year 1 (Semester 2)			
2	AMA1501	Introduction to Statistics for Business [#]	3
2	LGT2106	Principles of Operations Management*	3
2	MM2711	Introduction to Marketing*	3
2	AF2108	Financial Accounting	3
2	MM2021	Management & Organisation	3
			15

* Major and GUR double-fulfilment subjects

[#] Subjects for AIDA

The syllabi of the above-mentioned subjects are available at “eStudent” (<https://www38.polyu.edu.hk/eStudent/>) > “Information” > “Subject Search” > Click on the selected subject code > “Subject Details” (Synopsis)

3.2. Applying for a study option from the second year of studies

The selection is a **two-step competitive process**. After completing the FCFC, students must prioritize all available departmental scheme choices for an **iteration process** that will place them into a specific Departmental Scheme in Year 2. Once iteration results are confirmed, students will choose a BBA major and other study options (e.g. secondary major, minor, etc.) if they wish to do so.

Details are as follows:

Step 1: Selection of a BBA Departmental Scheme

This is a competitive allocation process that places students into the Departmental Schemes based on:

a) Students' Choice Preferences

- There are three choices in FB:
 - i) BBA (Hons) Scheme in Accounting and Finance (AF) (click [here](#)^)
 - ii) BBA (Hons) Scheme in Global Business and Logistics, Aviation, Maritime, and Supply Chain Management (LMS) (click [here](#)^)
 - iii) BBA (Hons) Scheme in Management and Marketing (MM) (click [here](#)^)
- ^Please refer to the Department's websites via the above links for the curriculum details of each Scheme/Major.*

b) A Ranking Score determined by the following factors:

- Entrance Qualification Score*
 - The University will assess your score based on the students' main admission qualification.
- Cumulative GPA (cGPA)
 - The CGPA after Semester Two of Year 1 will be used.
- Interview Score
 - A Faculty-based group interview will be conducted in Semester Two of Year 1 as part of this process.

** For students admitted based on Non-Academic Achievements, only the CGPA and the interview score will be taken into account (subject to approval).*

c) The intake quota of each Scheme

Step 2: Selection of Major, Secondary Major, Minor, Fast-track Programme

Once iteration results are confirmed (i.e., after being allocated to a Departmental scheme), students will choose the following study options within their allocated Scheme:

- Choose a Major within their allocated departmental scheme (mandatory for and exclusive to students in departmental schemes)
- Choose a Secondary Major (which may be mandatory or optional, depending on the confirmed Major)
- Choose a Minor (optional)
- Join a Fast-track Programme (optional)

For details, please refer to the AR website (click [here](#)) and the Faculty-specific arrangements issued separately.

3.3. Points to note

- The progression patterns vary by study options.
- The maximum study load that a student can take in a semester is 21 credits.
- For students following the progression pattern specified for their study options, they have to take the number of credits and subjects as specified for each semester. Students cannot drop those subjects assigned by the Department unless prior approval has been given by the Department.
- Subjects which are in particularly high demand may be offered more than once per year, which would give students additional flexibility in determining their own pattern of progression.

- Students are not allowed to drop any subjects after the add/drop period. Applications for subject withdrawal after the add/drop period will only be considered if you have a genuine need with strong justifications and documentary evidence. Poor performance in mid-term tests / continuous assessments and heavy workload are not considered valid reasons for subject withdrawal.

4. Intended learning outcomes of Bachelor of Business Administration (Honours) Programmes

All Bachelor of Business Administration (Honours) Programmes adopt the same framework of intended learning outcomes which are driven by the mission of the University and the Faculty of Business.

The University has a general set of institutional learning outcomes at undergraduate level, which are:

- Socially responsible leaders with a strong sense of national pride and a global outlook** – Care about and understand local, national and global issues, and be able to think globally, act responsibly, and lead with integrity and pride for the benefit of society and a sustainable future.
- Future-ready professionals who possess technical acumen** – Be able to integrate and apply in-depth discipline knowledge and specialised skills, leverage changing and emerging technologies for work, function in variable interdisciplinary contexts, and demonstrate professionalism and entrepreneurial spirit at work.
- Critical thinkers and creative problem solvers** – Be able to critically evaluate information and arguments, draw logical and informed conclusions, identify problems and formulate innovative solutions, in both professional and everyday contexts.
- Effective communicators and collaborators** – Be able to communicate effectively in English and Chinese in professional and everyday contexts*, collaborate with people from diverse backgrounds and different perspectives, and contribute to effective teamwork and positive group dynamics.
- Adaptable and resilient lifelong learners** – Committed to continual learning and self-improvement, engage in learning with a sense of purpose, manage their own learning, adapt to different learning situations, and deal effectively with the arising stress and challenges.

**The expectation to communicate in Chinese does not apply to foreign students.*

The institutional learning outcomes for acquiring these graduate attributes at the undergraduate level are appropriately addressed by the totality of the BBA programme learning outcomes. In addition, some generic learning outcomes such as global outlook, sense of social and national responsibility, cultural appreciation and entrepreneurship are also addressed through co-curricular activities offered by faculties, departments and various teaching and learning support units of the University. Students are encouraged to take full use of such opportunities to achieve these learning outcomes.

Learning Areas	Institutional Learning Outcomes / Graduate Attributes	BBA Programme Learning Outcomes
Communication	Effective communicators and collaborators	1. Comprehend and communicate effectively in professional and day-to-day contexts
Global Outlook	Socially responsible leaders with a strong	2. Recognize and understand global economic integration, global trends and opportunities,

Learning Areas	Institutional Learning Outcomes / Graduate Attributes	BBA Programme Learning Outcomes
	sense of national pride and a global outlook	and cultures in the national and global contexts
Critical Thinking	Critical thinkers and creative problem solvers	3. Examine and critique the validity of information, arguments, and different viewpoints, and to reach sound judgments on the basis of credible evidence and logical reasoning
Innovative Problem Solving	Critical thinkers and creative problem solvers	4. Identify and define problems in both professional and day-to-day contexts, and produce innovative solutions to solve problems
Entrepreneurship	• Socially responsible leaders with a strong sense of national pride and a global outlook • Critical thinkers and creative problem solvers	5. Demonstrate entrepreneurial spirit and skills in their work, including creative thinking, discovery and use of opportunities, and experimentation with novel ideas
		6. Identify and analyze the means by which values are created in resources allocation and product/service provision
Technology Literacy	Future-ready professionals who possess technical acumen	7. Demonstrate an understanding on the applications and implications of the latest technologies in practices in the professions
Accounting & Finance	Future-ready professionals who possess technical acumen	8. Prepare and analyze financial reports for organizations
		9. Apply basic financial theories and understand the operations of financial markets
People and Organizational Management	• Socially responsible leaders with a strong sense of national pride and a global outlook • Effective communicators and collaborators	10. Demonstrate self-leadership and apply both interpersonal and intrapersonal skills in organization management
	Socially responsible leaders with a strong sense of national pride and a global outlook	11. Analyze ethical issues and understand self and organizational responsibilities to society, own nation and the world
Operations Management	Future-ready professionals who possess technical acumen	12. Apply models of operations management to guide decision making in different business settings
Lifelong Learning	Adaptable and resilient lifelong learners	13. Recognize the need for continual learning and self-improvement, and be able to plan, manage and evaluate their own learning in pursuit of self-determined goals
Major-specific Learning Outcome	Future-ready professionals who possess technical acumen	14. Have sufficient major-specific skills and knowledge to make an immediate contribution to the workplace, and to facilitate the process of continuous professional development

5. Work-Integrated Education (WIE)

5.1 Learning Objectives of WIE

At the end of WIE, the student should be able to:

- Areas of Personal Development
 - a) Appreciate his/her own learning style and determine the best approach to enhancing his/her learning;
 - b) Appreciate his/her own learning and development needs and chart his/her learning and development plan for the next 3-5 years;
 - c) Make informed choices/preferences for his/her career and formulate a suitable plan for achieving it.
- Areas of Workplace Appreciation
 - a) Understand the issues involved in the practical application of the skills, knowledge and information acquired in the University environment;
 - b) Appreciate the requirements and demands of the real-world work environment, especially in the industry/sector where WIE was done so as to facilitate the smooth transition to full-time employment after graduation;
 - c) Identify factors in organizational culture that influence sustainable competitive advantage, excellence, and progress.
- Areas of Key Skills
 - a) Develop strategic approaches to anticipate and handle challenges;
 - b) Analyze problems and strategize solutions;
 - c) Appreciate the computing skills he/she has acquired, determine areas that require further development, and make plans to achieve them;
 - d) Communicate effectively and confidently;
 - e) Work effectively individually as well as in teams.

5.2 WIE Requirements

- a) Students must acquire at least 3 'WIE credits' (classified as training credits) in addition to the required academic credits to be eligible for graduation and are highly recommended to complete the requirement before promotion to the final year of study.
- b) Students may choose to fulfil the minimum 100-hour requirement through placement in one organization.
- c) Students can undertake more than one WIE placement, but each WIE placement should preferably be at least 100 hours to make it more meaningful.
- d) All work for WIE credits must be structured and measurable, where structured means that objectives are set for the work experience before it begins and measurable means that the attainment of those objectives is monitored and attested to by a person other than the student, usually the internship supervisor at the organization where the work is done.
- e) All work for WIE credits must take place in an organizational context relevant to the degree programme for which the student is enrolled, OR must demonstrate that it develops generic transferable skills relevant to that programme.
- f) WIE credits can be achieved through full-time, part-time, or project work done locally or overseas.
- g) Students may participate in internship secured by themselves and/or the Faculty, their School or Department and [The Careers and Placement Section \(CPS\), Student Affairs Office \(SAO\)](#). Internship placements secured by students must be approved by their

Department WIE Coordinator in order for the hours to be counted towards achieving their WIE credits.

- h) In general, it is recommended that students start their WIE internships after two semesters of studies at PolyU.
- i) Students are encouraged to prepare for their WIE placements through a series of workshops and seminars organized by the University. Up to ten (10) hours of approved WIE training can be counted towards WIE work hours.
- j) Students can also accumulate up to ten (10) hours of required WIE work hours from taking on a leadership role in a recognized student association, e.g. The Hong Kong Polytechnic University Students' Union, Faculty of Business Students' Association, Accounting and Finance Society, Logistics and Maritime Studies Society, or Management and Marketing Society.

5.3 Compensation and Regulatory Matters

- a) WIE does not necessarily have to be paid. In general, the University will make no payment to students for WIE, and any payment by employers will be at the employers' discretion.
- b) If there is an employment relationship between the student and the WIE offering organization, both the Minimum Wage Ordinance (<https://www.labour.gov.hk/eng/news/mwo.htm>) and the MPF Ordinance (<https://www.mpfa.org.hk/en/mpf-system/mandatory-contributions/employees>) should be applied. However, these are subject to Employment Ordinance (<http://www.labour.gov.hk/eng/legislat/content2.htm>) that may apply during the internship period.
- c) The University covers all students under the Group Personal Accident Insurance scheme which is applied world-wide. Students going on internship placements outside Hong Kong are encouraged to take up additional travel insurance.
- d) Students going on internship placements on the Chinese Mainland or at international locations may apply for the University's Offshore WIE Sponsorship (OWS), offered via [The Careers and Placement Section \(CPS\), Student Affairs Office \(SAO\)](#).
- e) Non-local students are not exempted from WIE. However, they are required to obtain a valid "No Objection Letter" (NOL) issued by the Hong Kong Immigration Department (IMMD) before any engagement in a university recognized internship in Hong Kong.
- f) The WIE requirements do not apply to students on exchange in the University.

5.4 WIE Placement Procedures

- a) WIE placement opportunities and relevant WIE announcements are made available year-round to relevant students via FB WIE Online System. It is the students' responsibility to search for suitable placements and follow the respective application procedures and deadlines.
- b) Suitable candidates will be selected from a shortlist of applicants through tests and/or interviews (individual or group) by the Department WIE Office as well as the WIE partner organizations.

5.5 WIE Assessments

- a) Assessment of WIE will be on a pass/fail basis, based upon:

- An initial statement from the student on the objectives and duration of the work; and
- A statement from the student's employer(s) confirming the duration of the work and satisfactory performance; and
- A Self-Evaluation/Reflection by the student.

These three requirements need to be met for every WIE activity.

- As with every course of study in their degree programme, students should note that it is their responsibility to secure the necessary 3 training credits for graduation.
- Students should take note that their termination of internships without valid reason(s) or their being terminated from their internships will render them to have failed the WIE activity.

5.6 Information on WIE

- Further information and updates on WIE are available at departmental websites as well as through students' campus emails regularly.
 - School of Accounting & Finance (<https://www.polyu.edu.hk/af/experience-and-opportunities/wie/>)
 - Department of Logistics & Maritime Studies (<https://www.polyu.edu.hk/lms/experience-and-opportunities/wie/>)
 - Department of Management & Marketing (<https://www.polyu.edu.hk/mm/experience/work-integrated-education/>)
- Students should contact their Department WIE Coordinator for assistance should they have questions and queries.

6. Academic Advising

There are two systems of academic advising at PolyU: a) Faculty/Department-based academic advising; and b) academic advising at the institutional level at the Student Affairs Office (SAO). While the former system is primarily related to advising on students' Major studies and Minor / Free Elective studies (via Academic Advisor in the Department / Faculty), the latter system attempts to help students with matters related to General University Requirements (GUR) and study plans via advising provided by Academic Advising Officers at SAO.

6.1 Aims of Academic Advising

Academic advising at PolyU aims to help students to make informed and intelligent academic decisions/choices about their study at PolyU that suit their intellectual, professional and personal goals. It is instrumental in promoting student success, and plays a vital role in students' holistic development at PolyU. The specific objectives are:

- To build up an early connection between the students and the University, and to promote their sense of affiliation to the Faculties/Departments/Schools, and the University;
- To provide students with accurate information about the academic regulations and requirements regarding their Major/programme, and the General University Requirements (GUR);
- To assist students to explore their interests, abilities and values on academic pursuits, and formulate appropriate intellectual, professional and personal goals;

- d) To provide advice and guidance to students that enable them to develop and pursue a study plan for their 4 years of study appropriate for meeting their professional and personal goals at PolyU; and
- e) To connect students to resources, opportunities and support within and outside the University to enhance their educational experiences and success.

6.2 Academic Advising in Faculty and Department

Under the Faculty-based admission system, students enrolled via the 'common pool' route taking the Common First Year curriculum should be initially assigned with a Designated Academic Advisor from the Faculty for the first year. A Designated Academic Advisor from the student's chosen Major should be assigned in the subsequent undergraduate years until graduation.

The primary role of the Academic Advisor is to facilitate his/her choice of his/her Major study and Minor/Free electives, if applicable. Students are expected to take initiative to consult their Academic Advisors before subject registration when there is a need. If students take less than the minimum allowable credits or more than the maximum allowable credits in a semester, they will need the approval of their Programme Leaders via the Academic Advisors.

Students are expected to meet with their Academic Advisors at least twice a year individually or in group, in person or via online meeting to discuss their academic plans and aspirations. They are also encouraged to consult their Academic Advisors especially when they are on academic probation/ de-registration.

6.3 Roles and Responsibilities of Academic Advisees

Students/Academic Advisees are expected to:

- a) Take personal responsibility for their academic decisions, plans and outcomes.
- b) Be familiar with the academic advising policies, resources and infrastructure at PolyU.
- c) Understand their programme requirements and the General University Requirements and monitor their own progress with reference to the graduation requirements.
- d) Develop study plans which enable them to complete their undergraduate degrees at PolyU.
- e) Attend academic advising sessions offered by the Departments/Faculties and the Student Affairs Office (SAO).
- f) Be prepared for academic advising. Understand their academic progress before meeting their Academic Advisors.
- g) If they have any questions regarding their academic studies, they should raise them at the academic advising meetings.
- h) Have an open mind and be ready to seriously consider advice given by teachers, Academic Advisors and other staff.
- i) Read the e-mails and letters sent to them by their Academic Advisors in their Departments/Faculties and SAO Academic Advising Officers.
- j) Visit the Departmental academic advising websites and the SAO website at least once a semester for updates and new information.

- k) Seek help as early as possible. It is a sign of courage.
- l) Enjoy their academic advising experience at PolyU.

6.4 Useful Links

Student Affairs Office (SAO) website:

https://www.polyu.edu.hk/sao/counselling-and-wellness-section/academic-advising_old/academic-advising/meeting-with-our-academic-advising-officer/

College of Undergraduate Studies (CUS) website:

<https://www.polyu.edu.hk/cus/undergraduate-studies-support/student/academic-advising/>

7. Examination and Assessment

This Scheme and all study options are governed by the University's General Assessment Regulations (GAR). Please refer to "General Assessment Regulations" in the **Handbook on Academic Regulations for Taught Programmes** for details. Please refer to the "Assessment" in the Student Handbook. Programme-specific assessment regulations are further set out here.

7.1 Assessment Methods

- a) Students' performance in a subject shall be assessed by continuous assessment and/or examinations as deemed appropriate. Where both methods are used, the weighting of each in the overall subject grade is stated in relevant programme/subject documents.
- b) At the beginning of each semester, the subject teacher should inform students of the details of the methods of assessments to be used within the assessment framework as specified in relevant programme/subject documents.
- c) To ensure that students' English capabilities are better developed, every subject offered by FB Departments contains some significant elements of individual writing tasks in English.

7.2 Guidelines for Award Classification

- a) The guidelines for award classification are set out in this section. In using these guidelines, the Board of Examiners shall exercise its judgement in coming to its conclusions as to the award for each student, and where appropriate, may use other relevant information.
- b) The Weighted GPA will be used as a guide for helping to determine award classifications. Weighted GPA will be computed as follows:

$$\text{Weighted GPA} = \frac{\sum_{n=1}^N \text{Subject Grade Point}_n \times \text{Subject Credit Value}_n \times W_n}{\sum_{n=1}^N \text{Subject Credit Value}_n \times W_n}$$

where W_n = weighting to be assigned according to the level of the subject

N = number of all subjects counted in GPA calculation as set out in "Guidelines for award classification" section in the Handbook on Academic Regulations for Taught Programmes (Version for University Calendar)

- c) The level weightings assigned will be applied across all subjects of the same level within a programme. The weighting of each level is a measure of the relevance of the level to the classification of the award. The weights applicable to this Programme are as follows:

Level 1 subjects	0.2
Level 2 subjects	0.2
Level 3 subjects	0.3
Level 4 subjects	0.3

The Weighted GPA ranges from 0.00 to 4.30.

- d) The Work-Integrated Education training credits will not be counted in the GPA calculation.

7.3 Student Appeals against Examination Results

Appeal may lead to a change in the subject grade, which may go upward as well as downward, upon completion of reviewing the appeal case.

8. Code of Conduct for Students

The University Student Handbook contains a comprehensive statement on Academic Integrity which every student should be aware of. In particular, every student should read, and act on, the sections related to plagiarism and bibliographic referencing.

8.1 Plagiarism

- Plagiarism refers to the act of using the creative works of others (e.g. ideas, words, images or sound, etc.) in one's own work without proper acknowledgement of the sources.
- Students are required to submit their original work and avoid any possible suggestion of plagiarism in the work they submit for grading or credit.
- The University/Faculty views plagiarism, whether committed intentionally or because of ignorance or negligence, as a serious disciplinary offence. Excuses such as "not knowing what is required" or "not knowing how to do it" will not be accepted.
- Depending on the seriousness of the plagiarism cases, they may be referred to the Student Discipline Committee for investigation and decision. If a student is found guilty of the alleged offence, penalties considered appropriate by the Committee may be imposed. These may include:
 - suspension of studies for a specified period of time;
 - expulsion for a specified period or indefinitely; and
 - any other penalties as considered appropriate.

8.2 Classroom Behaviour

- The expected classroom behaviour of students in the Faculty of Business are explained below. Students who consistently fail to meet these expectations may be excluded from classes or subject to disciplinary action.

- It is GOOD MANNERS to:
 - Be punctual for classes. If you are late for a good reason, apologize to the teacher. You have caused them inconvenience. You are also interfering with other students' learning.
 - Sit at the front in lecture theatres. It is rude to crowd at the back, leaving the lecturer talking to rows of empty seats at the front.
 - Respond to the lecturers when they ask questions.
- It is BAD MANNERS to:
 - Talk in class when the lecturer is addressing you. It is rude to the lecturer and disturbing for others in the class.
 - Leave the class before it is completed. If you cannot stay for the complete class, do not come at all. It is insulting to staff, or to students giving presentations, to leave before they have finished.
 - Use your mobile phone in the classroom. Switch it off, or put it on "silent" and do not answer it in class.
 - Eat or drink in class. Note that University regulations forbid eating and drinking in teaching rooms.
- Lecturers are entitled to ask individual students to leave the classroom if they persist in offending against this code of conduct.
- Members of staff in the Faculty of Business expect students to follow this Code of Conduct. It is nothing more than simple politeness.

8.3 Use of PolyU E-mail Account

- E-mail is an official communication channel among staff and students at PolyU. Students are strongly advised to check their PolyU student e-mails regularly. Missing important information contained in e-mails intentionally or unintentionally will not be accepted as a legitimate reason for their appeal against academic assessments.
- Students should not use PolyU student e-mails in any ways which violate applicable laws and regulations, including but not limited to:
 - Conducting commercial functions, such as marketing or business transactions
 - Sending irrelevant or chain mails to a large number of recipients
 - Broadcasting messages which are likely to harass or offend other users
 - Any communication which violates applicable laws and regulations.
- Users should also observe that proper and courteous language should be used in e-mails, and sending e-mails in the name of another person and / or anonymous e-mail is unacceptable. The University's e-mail address lists are for internal use and may not be distributed to external entities for purpose of mass mailing.

The learning and teaching platforms of The Hong Kong Polytechnic University ('PolyU') are for the use of PolyU students to facilitate their learning. The student shall use the platforms and the materials available (including teaching sessions conducted by staff of PolyU) for their personal study only. Where a student needs to download or save the materials available on the platforms for the permitted purposes, the student shall take all necessary measures to prevent their access by other parties. The materials are copyright protected. Save for the permitted purposes, no copying, distribution, transmission or publication of the materials in whole or in part in any form is permitted.

