

# Bachelor of Business Administration (Honours) Scheme in Aviation, Maritime and Supply Chain Management

Programme Requirement Document  
2023/24

## Faculty of Business

### Bachelor of Business Administration (Honours) Scheme in Aviation, Maritime and Supply Chain Management Programme Requirement Document

(For the cohort of students admitted in the 2023/24 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 \(Version for University Calendar\)](#). Please refer to the Student Handbook for matters not shown in this Document.**

**August 2023**

## 1. GENERAL INFORMATION

### Scheme Title

Bachelor of Business Administration (Honours) in Aviation, Maritime and Supply Chain Management 航空、航運及供應鏈管理(榮譽)工商管理學士組合課程

### Programme Titles:

Bachelor of Business Administration (Honours) in Aviation Management and Finance  
航空管理及金融(榮譽)工商管理學士

Bachelor of Business Administration (Honours) in International Shipping and Transport Logistics  
國際航運及物流管理(榮譽)工商管理學士學位

Bachelor of Business Administration (Honours) in Supply Chain Management and Analytics  
供應鏈管理及分析(榮譽)工商管理學士

### Programme Code

44493

44493-AMF/IST/SCM

### Programme Title

BBA Scheme in Aviation,  
Maritime and Supply Chain  
Management  
(First common year)

BBA (Hons) in Aviation Management and  
Finance/  
BBA (Hons) in International Shipping and  
Transport Logistics/  
BBA (Hons) in Supply Chain Management  
and Analytics

### Credit Requirement

▪ Academic Credits	30	120
▪ Training Credits for Work-Integrated Education (WIE)	-	3

**Mode of Attendance:** Full-time

**Normal Duration:** 4 years

**Host Department:** Department of Logistics and Maritime Studies (LMS)

### Final Awards:

BBA (Hons) in Aviation Management and Finance  
航空管理及金融(榮譽)工商管理學士

BBA (Hons) in International Shipping and Transport Logistics  
國際航運及物流管理(榮譽)工商管理學士學位

BBA (Hons) in Supply Chain Management and Analytics  
供應鏈管理及分析(榮譽)工商管理學士

## Programme Management:

BBA Scheme in Aviation, Maritime and Supply Chain Management	<u>Programme Leader</u> Prof. Xu Zhou <a href="mailto:zhou.xu@polyu.edu.hk">zhou.xu@polyu.edu.hk</a>	<u>Deputy Programme Leader</u> Nil
BBA (Hons) in Aviation Management and Finance	Prof. Achim I. Czerny <a href="mailto:achim.czerny@polyu.edu.hk">achim.czerny@polyu.edu.hk</a>	Dr Sarah Wan <a href="mailto:sarah.wan@polyu.edu.hk">sarah.wan@polyu.edu.hk</a>
BBA (Hons) in International Shipping and Transport Logistics	Ir Dr T.L. Yip <a href="mailto:t.l.yip@polyu.edu.hk">t.l.yip@polyu.edu.hk</a>	Dr Judy Tong <a href="mailto:judy.fa.tong@polyu.edu.hk">judy.fa.tong@polyu.edu.hk</a>
BBA (Hons) in Supply Chain Management and Analytics	Dr Anthony Pang <a href="mailto:anthony.pang@polyu.edu.hk">anthony.pang@polyu.edu.hk</a>	Dr Johnny Wan <a href="mailto:johnny.wan@polyu.edu.hk">johnny.wan@polyu.edu.hk</a>

## Professional Recognition^:

Programmes	Professional Recognition
BBA (Hons) in Aviation Management and Finance	Graduates are granted full exemption from the Professional Qualifying Examination (PQE) (Logistics Stream) of The Chartered Institute of Logistics and Transport in Hong Kong (CILTHK).
BBA (Hons) in International Shipping and Transport Logistics	<ol style="list-style-type: none"> <li>1. Graduates are granted full exemption from the Professional Qualifying Examination (PQE) (Logistics Stream) of The Chartered Institute of Logistics and Transport in Hong Kong (CILTHK).</li> <li>2. Graduates are also granted partial exemption from the qualifying examinations of the following professional bodies:               <ul style="list-style-type: none"> <li>• The Institute of Chartered Shipbrokers (ICS)</li> <li>• Marine Department, The Government of the HKSAR – remission of sea services for the purpose of attempting the Class 3 Certificate of Competency (Deck Officer) examination.</li> </ul> </li> <li>3. Graduates are also qualified to register as Associate Member of The Institute of Purchasing &amp; Supply of Hong Kong (IPSHK).</li> </ol>
BBA (Hons) in Supply Chain Management and Analytics	<ol style="list-style-type: none"> <li>1. Graduates are granted full exemption from the Professional Qualifying Examination (PQE) (Logistics Stream) of The Chartered Institute of Logistics and Transport in Hong Kong (CILTHK).</li> <li>2. Graduates with passes in required subjects may satisfy the partial education requirements for membership of The International Institute of Management (IIM).</li> <li>3. They are also granted partial exemption from the qualifying examinations of The Chartered Institute of Procurement and Supply (CIPS).</li> <li>4. Graduates are also qualified to register as Associate Members of The Institute of Purchasing &amp; Supply of Hong Kong (IPSHK).</li> </ol>

*^Recognition is subject to accreditation assessment.*

## 2. 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.

PolyU is committed to nurturing competent professionals who are also critical thinkers, effective communicators, innovative problem solvers, lifelong learners, ethical leaders and socially responsible global citizens. The institutional learning outcomes for acquiring these graduate attributes at UG level are appropriately addressed by the totality of the 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	Outcomes
Communication	Effective communicator	1. Comprehend and communicate effectively in English, and Chinese where appropriate, in professional and day-to-day contexts
Global Outlook	Socially responsible global citizen	2. Recognize and understand global economic integration, global trends and opportunities, and cultures in the national and global contexts
Critical Thinking	Critical thinker	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	Innovative problem solver	4. Identify and define problems in both professional and day-to-day contexts, and produce innovative solutions to solve problems
Entrepreneurship	Ethical leader; Innovative problem solver	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	Competent professional	7. Demonstrate an understanding on the applications and implications of the latest technologies in practices in the professions
Accounting & Finance	Competent professional	8. Prepare and analyze financial reports for organizations
		9. Apply basic financial theories and understand the operations of financial markets

<b>Learning Areas</b>	<b>Institutional Learning Outcomes / Graduate Attributes</b>	<b>Outcomes</b>
People and Organizational Management	Ethical leader; Socially responsible global citizen	10. Demonstrate self-leadership and apply both interpersonal and intrapersonal skills in organization management
		11. Analyze ethical issues and understand self and organizational responsibilities to society, own nation and the world
Operations Management	Competent professional	12. Apply models of operations management to guide decision making in different business settings
Lifelong Learning	Lifelong Learner	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	Competent professional	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

### 3. CURRICULUM STRUCTURE

#### 3.1. Curriculum structure for each study option

The curriculum structure varies by study option.

Study Option	Major	Major plus Secondary Major in Artificial Intelligence and Data Analytics (AIDA)	Major / Minor	Major / Minor plus Secondary Major in Artificial Intelligence and Data Analytics (AIDA)
<b>Minimum Credit Requirements</b>	At least 120 credits + 3 training credits	At least 132 credits + 3 training credits	At least 123 credits + 3 training credits	At least 144 credits + 3 training credits
<b>Curriculum Structure</b>	1. General University Requirements (30 credits) 2. Work-Integrated Education (3 training credits)			
	3. Discipline- Specific Requirements (90 credits) <sup>(a)</sup>	3. Discipline- Specific Requirements (At least 87 credits) <sup>(a)</sup> 4. Secondary Major Requirements (36 credits) <sup>(c)(d)</sup>	3. Discipline- Specific Requirements (90 credits) <sup>(a)</sup> 4. Minor Requirements (18 credits) <sup>(b)</sup>	3. Discipline-Specific Requirements (At least 87 credits) <sup>(a)</sup> 4. Minor Requirements (18 credits) <sup>(b)</sup> 5. Secondary Major Requirements (36 credits) <sup>(c)</sup>

Remarks:

- (a) 9 credits of General University Requirements (GUR) subjects can be fulfilled by Discipline-Specific Requirements (DSR) subjects (DSR-GUR double fulfillment subjects).
- (b) Subject to approval by the Minor-offering Department, students may count up to 6 credits of their DSR/GUR subjects towards their chosen Minor (DSR/GUR-Minor double fulfillment subjects).
- (c) 6 credits of Secondary Major Requirements (SMR) subjects can be fulfilled by Discipline-Specific Requirements (DSR) subjects (DSR-SMR double fulfillment subjects).
- (d) Students may count up to 12 credits of their Major/GUR subjects towards the Secondary Major.

### 3.2. General University Requirements (GUR) (30 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) <ul style="list-style-type: none"><li>English</li><li>Chinese</li></ul>	9 (6) (3)
Cluster-Area Requirements (CAR) <ul style="list-style-type: none"><li>3 credits from each of the following 4 cluster areas:<ul style="list-style-type: none"><li>(A) Human Nature, Relations and Development</li><li>(D) Science, Technology and Environment</li><li>(M) Chinese History and Culture</li><li>(N) Cultures, Organisations, Societies and Globalisation</li></ul></li><li>and of which<ul style="list-style-type: none"><li>Students must also fulfill the Reading and Writing requirements in English and Chinese</li></ul></li></ul>	12  (3) (3) (3) (3)
Other Requirements <ul style="list-style-type: none"><li>Leadership Education and Development (LEAD)</li><li>Service-Learning (SL)</li><li>Artificial Intelligence and Data Analytics Requirement (AIDA)</li><li>Innovation and Entrepreneurship Requirement (IE)</li><li>Healthy Lifestyle (non-credit bearing)</li></ul>	3 3 2 1 0
<b>Total GUR credits</b>	<b>30</b>

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

<https://www.polyu.edu.hk/en/ous/student/4-year-undergraduate-student/general-university-requirements/curriculum-framework-of-the-general-university-requirements/>

### 3.3. Work-Integrated Education

LGT3901 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. Other WIE details are discussed in Section 5.



### 3.4. Discipline-Specific Requirements

#### 3.4.1. Major and Major plus Minor Study Options (90 credits)

##### a) Core Subjects (57 credits)

	<b><u>Subject Code</u></b>	<b><u>Subject Title</u></b>	<b><u>Credits</u></b>
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.	CLC3221P	Chinese Language Communication for Business	3
10.	ELC3221	Workplace English for Business Students I	3
11.	ELC3222	Workplace English for Business Students II	3
12.	LGT2106*#	Principles of Operations Management	3
13.	LGT3425	Business Analytics	3
14.	MM1051*#	Tango! Managing Self & Leading Others	3
15.	MM2021#	Management & Organisation	3
16.	MM2711*	Introduction to Marketing	3
17.	MM3422	Business Information Systems	3
18.	MM4311	Strategic Management	3
19.	MM4513	Corporate Social Responsibility	3

\* DSR-GUR double-fulfilment subjects

# Common Year 1 curriculum

DSR-GUR double-fulfilment subjects in this Programme are listed below:

<b>DSR subjects</b>	<b>GUR</b>
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 DSR-GUR subject (except remedial subjects) do not have to fulfill the relevant GUR requirement. However, they must take a free elective to make up the credit requirements.

b) Specialist Subjects (33 credits)

**BBA (Hons) in Aviation Management and Finance**

Compulsory specialist subjects (7 subjects / 24 credits)

	<u>Subject Code</u>	<u>Subject Title</u>	<u>Credits</u>
1.	ISE3016	Aviation Safety and Security Management	3
2.	ISE3020	Introduction to Aviation Management	3
3.	LGT3007	Air Transport Logistics	3
4.	LGT3803	Aviation Finance	3
5.	LGT4012	Airport Management	3
6.	LGT4800	Airline Strategy and Management	3
7.	LGT4811	AMF Capstone Project (6 credits)	6

Specialist Elective Subjects (choose any 3 subjects / 9 credits)

	<u>Subject Code</u>	<u>Subject Title</u>	<u>Credits</u>
1.	HTM4401	In-flight Service Management	3
2.	HTM4402	Environmental Management for the Travel and Hospitality Industry	3
3.	ISE3013	Data Management in Aviation Industries	3
4.	ISE4014	Aircraft Service Engineering and Logistic	3
5.	ISE461	Green Legislation and Supply Chain Logistics	3
6.	ISE449	Mobile Technologies for Logistics Systems	3
7.	LGT3027	Air Flight Operations Management	3
8.	LGT3106	Quality Management	3
9.	LGT3800	Airline Operations and Revenue Management	3
10.	LGT3818	Study Tour in Aviation Management and Finance	3
11.	LGT3161	Creativity, Innovation and Entrepreneurship	3
12.	LGT4017	Information Systems for Logistics Management	3

**BBA (Hons) in International Shipping and Transport Logistics**

Compulsory specialist subjects (7 subjects / 24 credits)

	<u>Subject Code</u>	<u>Subject Title</u>	<u>Credits</u>
1.	LGT3029	Shipping and Transport Logistics Operations	3
2.	LGT3016	Shipping Logistics	3
3.	LGT3023	Carriage of Goods Law	3
4.	LGT4005	Shipbroking and Chartering Management	3
5.	LGT4013	Liner Shipping Management	3
6.	LGT4020	Insurance in Shipping and Transport Logistics	3
7.	LGT4208	ISTL Capstone Project	6

Specialist Elective Subjects (choose any 3 subjects / 9 credits)

	<b><u>Subject Code</u></b>	<b><u>Subject Title</u></b>	<b><u>Credits</u></b>
1.	LGT3003	Intermodalism	3
2.	LGT3004	Navigation and Communication Systems	3
3.	LGT3007	Air Transport Logistics	3
4.	LGT3012	Research Methods	3
5.	LGT3019	Economics of International Transport Logistics	3
6.	LGT3020	International Trade and Shipping	3
7.	LGT3022	Marine Navigation and Meteorology	3
8.	LGT3024	Cargo Operations and Management	3
9.	LGT3028	General Ship Management	3
10.	LGT3106	Quality Management	3
11.	LGT3108	Introduction to Enterprise Resource Planning System	3
12.	LGT3161	Creativity, Innovation and Entrepreneurship	3
13.	LGT3206	International Study Tour in Shipping & Logistics	3
14.	LGT3301	Logistics Technologies and Distribution Management	3
15.	LGT4004	Management of Maritime Organisations	3
16.	LGT4006	Advanced Navigation and Ship Handling	3
17.	LGT4010	Stability, Stress and Loadlines	3
18.	LGT4011	Port Planning and Management	3
19.	LGT4012	Airport Management	3
20.	LGT4016	Maritime Law	3
21.	LGT4017	Information Systems for Logistics Management	3
22.	LGT4021	Shipping Finance	3
23.	LGT4115	E-Commerce and Logistics	3
24.	LGT4306	Supply Chain Analytics	3

### **BBA (Hons) in Supply Chain Management and Analytics**

Compulsory specialist subjects (7 subjects / 24 credits)

	<b><u>Subject Code</u></b>	<b><u>Subject Title</u></b>	<b><u>Credits</u></b>
1.	LGT3102	Management Science	3
2.	LGT3301	Logistics Technologies and Distribution Management	3
3.	LGT3307	Strategies and Technologies in Warehousing Management	3
4.	LGT4306	Supply Chain Analytics	3
5.	LGT4310	Digital Procurement Management	3
6.	LGT4312	Managing Innovation and Technology	3
7.	LGT4309	SCMA Capstone Project	6

Specialist Elective Subjects (choose any 3 subjects / 9 credits)

	<b><u>Subject Code</u></b>	<b><u>Subject Title</u></b>	<b><u>Credits</u></b>
1.	LGT3029	Shipping and Transport Logistics Operations	3
2.	LGT3003	Intermodalism	3
3.	LGT3007	Air Transport Logistics	3
4.	LGT3012	Research Methods	3
5.	LGT3016	Shipping Logistics	3
6.	LGT3023	Carriage of Goods Law	3

7.	LGT3101	Intermediate Business Statistics	3
8.	LGT3106	Quality Management	3
9.	LGT3108	Introduction to Enterprise Resource Planning System	3
10.	LGT3109	Introduction to Coding for Business with Python	3
11.	LGT3161	Creativity, Innovation and Entrepreneurship	3
12.	LGT3327	Study Tour and Visits in Supply Chain Management and Analytics	3
13.	LGT4012	Airport Management	3
14.	LGT4017	Information Systems for Logistics Management	3
15.	LGT4101	Practice of Management Decision Analysis	3
16.	LGT4102	Simulation for Operations & Information Management	3
17.	LGT4103	Project Management	3
18.	LGT4104	Operations Strategy	3
19.	LGT4105	International Operations Management	3
20.	LGT4113	Service Operations Management	3
21.	LGT4114	Supplier Development and Contract Management	3
22.	LGT4115	E-commerce and Logistics	3
23.	LGT4800	Airline Strategy and Management	3

c) Free Electives (9 credits)

Students are required to take 9 credits of free electives. Students may wish to consider making use of the 9 credits of free electives for pursuing a Minor. The credit requirement for a Minor is 18, at least 9 credits of which should be at Level 3 or above. Subject to approval by the Minor-offering department, students may count up to 6 credits from their Major/GUR (including LCR subjects at proficient level) towards their chosen Minor.

d) Work-Integrated Education (please refer to Section 5 for details)

<u>Subject Code</u>	<u>Subject Title</u>	<u>Training Credit</u>
LGT3901	Work-Integrated Education	3

Student must acquire at least 3 'WIE credits' (classified as training credits) in addition to the 90 academic credits to be eligible for graduation.

### 3.4.2. Major plus Secondary Major and Major / Minor plus Secondary Major Study Options (87 credits)

#### a) Core 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.	CLC3221P	Chinese Language Communication for Business	3
10.	ELC3221	Workplace English for Business Students I	3
11.	ELC3222	Workplace English for Business Students II	3
12.	LGT2106*#	Principles of Operations Management	3
13.	LGT3425	Business Analytics	3
14.	MM1051*#	Tango! Managing Self & Leading Others	3
15.	MM2021#	Management & Organisation	3
16.	MM2711*	Introduction to Marketing	3
17.	MM3422	Business Information Systems	3
18.	MM4311	Strategic Management	3
19.	MM4513	Corporate Social Responsibility	3

\* DSR-GUR double-fulfilment subjects

# Common Year 1 curriculum

#### b) Specialist Subjects (30 credits)

##### **BBA (Hons) in Aviation Management and Finance**

Compulsory specialist subjects (7 subjects / 24 credits)

	<u>Subject Code</u>	<u>Subject Title</u>	<u>Credits</u>
1.	ISE3016	Aviation Safety and Security Management	3
2.	ISE3020	Introduction to Aviation Management	3
3.	LGT3007	Air Transport Logistics	3
4.	LGT3803	Aviation Finance	3
5.	LGT4012	Airport Management	3
6.	LGT4800	Airline Strategy and Management	3
7.	LGT4913	Integrated Capstone Project	6

Specialist Elective Subjects (choose any 2 subjects / 6 credits)

	<u>Subject Code</u>	<u>Subject Title</u>	<u>Credits</u>
1.	HTM4401	In-flight Service Management	3
2.	HTM4402	Environmental Management for the Travel and Hospitality Industry	3
3.	ISE3013	Data Management in Aviation Industries	3
4.	ISE4014	Aircraft Service Engineering and Logistic	3
5.	ISE461	Green Legislation and Supply Chain Logistics	3
6.	ISE449	Mobile Technologies for Logistics Systems	3

7.	LGT3027	Air Flight Operations Management	3
8.	LGT3106	Quality Management	3
9.	LGT3800	Airline Operations and Revenue Management	3
10.	LGT3818	Study Tour in Aviation Management and Finance	3
11.	LGT4017	Information Systems for Logistics Management	3

### **BBA (Hons) in International Shipping and Transport Logistics**

Compulsory specialist subjects (7 subjects / 24 credits)

	<u><b>Subject Code</b></u>	<u><b>Subject Title</b></u>	<u><b>Credits</b></u>
1.	LGT3029	Shipping and Transport Logistics Operations	3
2.	LGT3016	Shipping Logistics	3
3.	LGT3023	Carriage of Goods Law	3
4.	LGT4005	Shipbroking and Chartering Management	3
5.	LGT4013	Liner Shipping Management	3
6.	LGT4020	Insurance in Shipping and Transport Logistics	3
7.	LGT4913	Integrated Capstone Project	6

Specialist Elective Subjects (choose any 2 subjects / 6 credits)

	<u><b>Subject Code</b></u>	<u><b>Subject Title</b></u>	<u><b>Credits</b></u>
1.	LGT3003	Intermodalism	3
2.	LGT3004	Navigation and Communication Systems	3
3.	LGT3007	Air Transport Logistics	3
4.	LGT3012	Research Methods	3
5.	LGT3019	Economics of International Transport Logistics	3
6.	LGT3020	International Trade and Shipping	3
7.	LGT3022	Marine Navigation and Meteorology	3
8.	LGT3024	Cargo Operations and Management	3
9.	LGT3028	General Ship Management	3
10.	LGT3106	Quality Management	3
11.	LGT3108	Introduction to Enterprise Resource Planning System	3
12.	LGT3206	International Study Tour in Shipping & Logistics	3
13.	LGT3301	Logistics Technologies and Distribution Management	3
14.	LGT4004	Management of Maritime Organisations	3
15.	LGT4006	Advanced Navigation and Ship Handling	3
16.	LGT4010	Stability, Stress and Loadlines	3
17.	LGT4011	Port Planning and Management	3
18.	LGT4012	Airport Management	3
19.	LGT4016	Maritime Law	3
20.	LGT4017	Information Systems for Logistics Management	3
21.	LGT4021	Shipping Finance	3
22.	LGT4115	E-Commerce and Logistics	3
23.	LGT4306	Supply Chain Analytics	3

### **BBA (Hons) in Supply Chain Management and Analytics**

Compulsory specialist subjects (7 subjects / 24 credits)

	<b><u>Subject Code</u></b>	<b><u>Subject Title</u></b>	<b><u>Credits</u></b>
1.	LGT3102	Management Science	3
2.	LGT3301	Logistics Technologies and Distribution Management	3
3.	LGT3307	Strategies and Technologies in Warehousing Management	3
4.	LGT4306	Supply Chain Analytics	3
5.	LGT4310	Digital Procurement Management	3
6.	LGT4312	Managing Innovation and Technology	3
7.	LGT4913	Integrated Capstone Project	6

Specialist Elective Subjects (choose any 2 subjects / 6 credits)

	<b><u>Subject Code</u></b>	<b><u>Subject Title</u></b>	<b><u>Credits</u></b>
1.	LGT3029	Shipping and Transport Logistics Operations	3
2.	LGT3003	Intermodalism	3
3.	LGT3007	Air Transport Logistics	3
4.	LGT3012	Research Methods	3
5.	LGT3016	Shipping Logistics	3
6.	LGT3023	Carriage of Goods Law	3
7.	LGT3101	Intermediate Business Statistics	3
8.	LGT3106	Quality Management	3
9.	LGT3108	Introduction to Enterprise Resource Planning System	3
10.	LGT3109	Introduction to Coding for Business with Python	3
11.	LGT3327	Study Tour and Visits in Supply Chain Management and Analytics	3
12.	LGT4012	Airport Management	3
13.	LGT4017	Information Systems for Logistics Management	3
14.	LGT4101	Practice of Management Decision Analysis	3
15.	LGT4102	Simulation for Operations & Information Management	3
16.	LGT4103	Project Management	3
17.	LGT4104	Operations Strategy	3
18.	LGT4105	International Operations Management	3
19.	LGT4113	Service Operations Management	3
20.	LGT4114	Supplier Development and Contract Management	3
21.	LGT4115	E-commerce and Logistics	3
22.	LGT4800	Airline Strategy and Management	3

c) Work-Integrated Education (please refer to Section 5 for details)

<b><u>Subject Code</u></b>	<b><u>Subject Title</u></b>	<b><u>Training Credit</u></b>
LGT3901	Work-Integrated Education	3

Student must acquire at least 3 'WIE credits' (classified as training credits) in addition to the 87 academic credits to be eligible for graduation.

### 3.5. Secondary Major in AI and Data Analytics (AIDA) Requirements (SMR) (36 credits)

	<b><u>Credits</u></b>
<b>i) Compulsory subjects</b>	
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> COMP2013 Data Structures and Algorithms (Pre-requisite: AMA1501 & LGT3109)	3
5. <u>Fundamentals of Data Analytics</u> LGT3425 Business Analytics (Exclusion: LGT/MM2425 & LGT3425)	3
6. <u>Machine Learning</u> COMP4432 Machine Learning	3
7. <u>Artificial Intelligence</u> COMP4431 Artificial Intelligence (Pre-requisite: COMP1012 / COMP2011 / ENG2002)	3
8. <u>DSR-AIDA Bridging Subjects</u> LGT3108 Introduction to Enterprise Resource Planning System	3
9. Integrated Capstone Project LGT4913 Integrated Capstone Project (Exclusion: Any other equivalent capstone project)	6
<b>ii) Elective subjects</b>	6
Choose any 2 subjects / 6 credits from the following list: <a href="https://www.polyu.edu.hk/comp/study/ug-programmes/aida/curriculum/">https://www.polyu.edu.hk/comp/study/ug-programmes/aida/curriculum/</a>	

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

Please refer to <https://www.polyu.edu.hk/comp/study/ug-programmes/aida/> for details of Secondary Major in AIDA.

### 3.6. 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), at the start of the second year of study during the designated application period, unless the Major is so designed as to preclude the possibility of a further Minor study. No late application 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 AR147](#) 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.

#### 4. INDICATIVE PROGRESSION PATTERN

An indicative progression patterns for the major study are shown below. As this is a credit-based programme, these are indicative and students may choose to proceed at a slower or faster pace. However, it is anticipated that the great majority of students will follow these or similar patterns. 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. The maximum study load that a student can take in a semester is 21 credits.

##### 4.1. Common Courses in Year 1

Students will take the common courses of the Scheme in their first academic year and apply to enter one of the study options at the end of their Year 1 study.

Suggested Semester	Code	Subject	Credits
<b>Year 1 (Semester 1)</b>			
1	AMA1501	Introduction to Statistics for Business	3
1	AF1605	Introduction to Economics*	3
1	APSS111	Introduction to Psychology*	3
1	LGT1041	Introduction to Artificial Intelligence and Data Analytics in Business (GUR-AIDA)	2
1	MM1031	Introduction to Innovation and Entrepreneurship	1
1		LCR-English 1	3
			<b>15</b>
<b>Year 1 (Semester 2)</b>			
2	LGT2106	Principles of Operations Management*	3
2	MM1501	Tango! Managing Self & Leading Others*	3
2	MM2021	Management & Organisation	3
2		LCR-English 2	3
2		LCR-Chinese	3
2		Healthy Lifestyle	0
			<b>15</b>

\* DSR and GUR double-fulfilment subjects

The syllabi of the above-mentioned subjects are available at <https://lms.polyu.edu.hk/study/subject-syllabi/>.

##### **Applying for a study option**

Students follow a common curriculum in the first year under the Scheme. The common curriculum offers students approximately one year to identify their area(s) of interest and career aspirations, which facilitates their Major programme selection.

The decision to admit students to a Major programme will be made by the Department based on the students' choice and their overall GPA of Year One study. Students will be asked to rank their choices of Major programme during semester 2 of their Year One study for the Department's consideration and approval.

The number of students admitted to any one major will be capped at 40% of the actual intake number of the corresponding cohort.

### Remarks

- The progression patterns vary by study options.
- 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.**
- 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.**

## 4.2. Progression Patterns from Year 2 to Year 4

### a) BBA (Hons) in Aviation Management and Finance

#### Year 2 onwards

Year 2 (Semester 1)			
1	AF2108	Financial Accounting	3
1	AF3627	Global Economic Environment	3
1	ISE3020	Introduction to Aviation Management	3
1	LGT3425	Business Analytics	3
1	MM2711	Introduction to Marketing *	3
1	MM3422	Business Information System	3
			<b>18</b>
Year 2 (Semester 2)			
2	AF2110	Management Accounting 1	3
2	AF3513	Business Law	3
2	ELC3221	Workplace English for Business Students I	3
2	ISE3016	Aviation Safety and Security Management	3
2		CAR 1	3
			<b>15</b>
Year 3 (Semester 1)			
1	CLC3221P	Chinese Language Communication for Business	3
1	LGT3007	Air Transport Logistics	3
1	LGT4012	Airport Management	3
1		Specialist Elective 1	3
1		Service-Learning	3
1		Free Elective 1	3
			<b>18</b>
Year 3 (Semester 2)			
2	AF3313	Business Finance	3
2	ELC3222	Workplace English for Business Students II	3
2	LGT4800	Airline Strategy and Management	3
2		Specialist Elective 2	3
2		Free Elective 2	3
			<b>15</b>
Year 4 (Semester 1)			
1	LGT3803	Aviation Finance	3
1 & 2	LGT4811	AMF Capstone Project	-
1	MM4311	Strategic Management	3
1		Specialist Elective 3	3
1		CAR 2	3
			<b>12</b>

<b>Year 4 (Semester 2)</b>			
1 & 2	LGT4811	AMF Capstone Project	6
2	MM4513	Corporate Social Responsibility	3
2		Free Elective 3	3
			<b>12</b>
<b>Total minimum academic credits: 120</b> <b>Plus</b> <b>Training credits in WIE (LGT3901): 3</b>			

**b) BBA (Hons) in International Shipping and Transport Logistics**

**Year 2 onwards**

<b>Year 2 (Semester 1)</b>			
1	AF2108	Financial Accounting	3
1	AF3627	Global Economic Environment	3
1	LGT3029	Shipping and Transport Logistics Operations	3
1	LGT3425	Business Analytics	3
1	MM2711	Introduction to Marketing*	3
1	MM3422	Business Information Systems	3
			<b>18</b>
<b>Year 2 (Semester 2)</b>			
2	AF2110	Management Accounting 1	3
2	AF3513	Business Law	3
2	ELC3221	Workplace English for Business Students I	3
2	LGT3016	Shipping Logistics	3
2		CAR 1	3
			<b>15</b>
<b>Year 3 (Semester 1)</b>			
1	LGT3023	Carriage of Goods Law	3
1	LGT4005	Shipbroking and Chartering Management	3
1		CAR 2	3
1		Service Learning	3
1		Free Elective 1	3
			<b>15</b>
<b>Year 3 (Semester 2)</b>			
2	AF3313	Business Finance	3
2	ELC3222	Workplace English for Business Students II	3
2	LGT4013	Liner Shipping Management	3
2	LGT4020	Insurance in Shipping and Transport Logistics	3
2		Free Elective 2	3
			<b>15</b>
<b>Year 4 (Semester 1)</b>			
1	CLC3221P	Chinese Language Communication for Business	3
1 & 2	LGT4208	ISTL Capstone Project	-
1	MM4311	Strategic Management	3
1		Specialist Elective 1	3
1		Specialist Elective 2	3
			<b>12</b>

<b>Year 4 (Semester 2)</b>			
1 & 2	LGT4208	ISTL Capstone Project	6
2	MM4513	Corporate Social Responsibility	3
2		Specialist Elective 3	3
2		Free Elective 3	3
			<b>15</b>
<b>Total minimum academic credits: 120</b> <b>Plus</b> <b>Training credits in WIE (LGT3901): 3</b>			

**c) BBA (Hons) in Supply Chain Management and Analytics**

**Year 2 onwards**

<b>Year 2 (Semester 1)</b>			
1	AF2108	Financial Accounting	3
1	AF3627	Global Economic Environment	3
1	LGT3301	Logistics Technologies and Distribution Management	3
1	LGT3425	Business Analytics	3
	MM2711	Introduction to Marketing*	3
1	MM3422	Business Information Systems	3
			<b>18</b>
<b>Year 2 (Semester 2)</b>			
2	AF2110	Management Accounting 1	3
2	AF3513	Business Law	3
2	ELC3221	Workplace English for Business Students I	3
2	LGT3102	Management Science	3
2		CAR 1	3
			<b>15</b>
<b>Year 3 (Semester 1)</b>			
1	CLC3221P	Chinese Language Communication for	3
1	LGT3307	Strategies and Technologies in Warehousing Management	3
1	LGT4312	Managing Innovation and Technology	3
1		Specialist Elective 1	3
1		Service Learning	3
1		Free Elective 1	3
			<b>18</b>
<b>Year 3 (Semester 2)</b>			
2	AF3313	Business Finance	3
2	ELC3222	Workplace English for Business Students II	3
2	LGT4310	Digital Procurement Management	3
2		Specialist Elective 2	3
2		Free Elective 2	3
			<b>15</b>
<b>Year 4 (Semester 1)</b>			
1	LGT4306	Supply Chain Analytics	3
1 & 2	LGT4309	SCMA Capstone Project	-
1	MM4311	Strategic Management	3
1		Specialist Elective 3	3
1		CAR 2	3
			<b>12</b>

<b>Year 4 (Semester 2)</b>			
1 & 2	LGT4309	SCMA Capstone Project	6
2	MM4513	Corporate Social Responsibility	3
2		Free Elective 3	3
			<b>12</b>
<b>Total minimum academic credits:</b> <b>120 Plus</b> <b>Training credits in WIE (LGT3901): 3</b>			

## 5. WORK-INTEGRATED EDUCATION (WIE)

**5.1.** LGT3901 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.

**5.2.** Students are required to obtain a “Pass” in the subject **LGT3901 Work-Integrated Education** upon graduation, i.e. successfully complete at least 100 hours of placement in one organization. A maximum 10 hours each can come from WIE related training workshops and from taking on a leadership role in a 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. The WIE fulfillment will be recorded under “Other Fulfillment” in SRS System as well.

### 5.3. 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**

- d. Understand the issues involved in the practical application of the skills, knowledge and information acquired in the University environment;
- e. 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;
- f. 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.

#### 5.4. 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.

#### 5.5. 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.

#### **5.6. 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.

#### **5.7. 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.

- b) 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.
- c) 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.

#### **5.8. Information on WIE**

- a) Further information and updates on WIE are available at departmental websites as well as through students' campus emails regularly.
- b) Students should contact their Department WIE Coordinator for assistance should they have questions and queries.

## **6. ACADEMIC ADVISING**

### **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 to promoting student success, and plays a vital role in enhancing students' overall learning experience at PolyU. The specific objectives are:

- a) To build up an early connection between the students and their home departments, and to promote their sense of affiliation to the department and the University,
- b) To provide students with accurate information about the academic regulations and requirements regarding their Major/programme, as well as the GUR,
- c) 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 enables them to develop and pursue a study plan for their 2 years of study appropriate for meeting their intellectual, professional and personal goals,
- 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 Department**

Each student will be assigned to a full-time academic staff in his/her Department who will act as his/her Academic Advisor throughout his/her study at PolyU. 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 periodically (at least once a year individually or in group) 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**

Academic Advising website in LMS:

<https://www.polyu.edu.hk/lms/experience-and-opportunities/academic-advising/>

Student Affairs Office (SAO) website:

<https://www.polyu.edu.hk/sao/>

Office of Undergraduate Studies (OUS) website:

<https://www.polyu.edu.hk/ous/>

## 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 \(Version for University Calendar\)](#) 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.**



