Department of
LOGISTICS
& MARITIME
STUDIES
物流及航運學系

Bachelor of Business Administration (Honours) in International Shipping and Transport Logistics

Programme Document 2019/20

THE HONG KONG POLYTECHNIC UNIVERSITY
香港理工大學

IDEAS
Innovation-driven Education and Scholarship

Faculty of Business
工商管理學院

Faculty of Business

Bachelor of Business Administration (Honours) in International Shipping and Transport Logistics

Programme Document

(For the cohort of students admitted in the 2019/20 academic year)

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

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** The updated subject description forms (SDF) are posted online for students' access.

BACHELOR OF BUSINESS ADMINISTRATION (HONOURS) IN INTERNATIONAL SHIPPING AND TRANSPORT LOGISTICS

1. GENERAL INFORMATION

Programme Title:

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

Programme Code	**02402-IST**	**02402-SYI** *(For advanced standing students admitted to senior year places)*
Duration		
▪ Normal	4 years	2 years
▪ Maximum	8 years	4 years
Credit Requirement		
▪ Academic credits	120	66^
▪ Training Credits for Work-integrated Education (WIE)*	3	3

^Depending on an individual's academic merits, the credit requirement for graduation is between 60 and 75.
**Please refer to Section 5 for details.*

Mode of Attendance: Full-time

Implementation Date:
The first cohort for the 3-year curriculum was admitted in September 2005; the first cohort for the revised 4-year curriculum was admitted in September 2012.

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

Final Award:
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

Programme Management:

Chairman of BBA Scheme	Prof. Mike Lai	mike.lai@polyu.edu.hk
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Professional Recognition:

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). Graduates are also granted partial exemption from the qualifying examinations of the following professional bodies:

- The Institute of Chartered Shipbrokers (ICS)
- 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.

Graduates are also qualified to register as Associate Member of The Institute of Purchasing & Supply of Hong Kong (IPSHK).

Students who passed the subject LGT3106 Quality Management are also eligible to apply for the Six Sigma Institute (SSI)'s Registered Six Sigma Yellow Belt registration and recognition.

2. AIMS, LEARNING OUTCOMES AND OBJECTIVES OF THE PROGRAMME

The BBA (Hons) in International Shipping and Transport Logistics is part of the BBA (Hons) Scheme. The Learning Outcomes of the PolyU BBA are driven directly by the mission of the University and the Faculty of Business. The Learning Outcomes and Learning Objectives set out below therefore represent a balance between the continuing need for 'practicality' in programmes and the pressing need for 'whole person development' of students.

2.1 Aim, Learning Outcomes and Objectives of the BBA

2.1.1 Aim of the BBA (Hons) Scheme

The over-arching ***aim*** of the BBA is:

> *To equip the young people who enter the PolyU's BBA programme with the professional knowledge and personal skills they need to make an effective contribution to the economy and society of Hong Kong and of China, Asia and beyond.*

2.1.2 Learning Outcomes and Objectives of the BBA (Hons) Scheme

For the BBA programme, Learning Outcomes provide a broad description of the intellectual abilities, knowledge, skills and attributes to be developed in all students. There are two types of outcomes – 'generic' and 'business and management-specific'. Underpinning each Learning Outcome, there are Learning Objectives that set out specifically what students are expected to achieve or perform at the end of their studies.

2.1.3 On graduating from the BBA programme all students will be able to:

Outcomes		Learning Objectives	
Generic Learning Outcomes			
1	**Communication Skills**	a	Communicate effectively in English at a level appropriate for business purposes and general conversation
		b	Communicate effectively in Putonghua and written Chinese at a level appropriate for business purposes and general conversation
2	**Global Outlook**	a	Recognize the increasing integration of the world economy
		b	Demonstrate an understanding of international marketing situations and examine how they may affect business decisions
		c	Demonstrate a global outlook and understand cultural diversity, globalization in management issues
3	**Critical and Creative Thinking**	a	Apply critical thinking in different business contexts
		b	Demonstrate creative thinking in idea expression and presentation

Outcomes		Learning Objectives	
4	**Ethical Reasoning**	a	Identify and respond appropriately to ethical issues as they arise in different business settings
		b	Analyze ethical issues as they arise generally within the framework of corporate social responsibility
5	**Entrepreneurship and Innovation**	a	Explore and present an entrepreneurial business opportunity in a freshman group project
		b	Develop and evaluate innovative business opportunities using business analytics
		c	Identify innovative solutions to problems in management accounting
		d	Adopt an entrepreneurial perspective to identify if there are any business opportunities that may arise from a Capstone Project
Business and Management-specific Learning Outcomes			
6	**Information Technology and Data Analytics**	a	Apply information technologies in solving business problems and evaluate their effectiveness and managerial implications
		b	Analyze and tackle business problems using various types of data analytics tools
7	**Accounting & Finance**	a	Prepare and analyze financial reports for organizations
		b	Apply basic financial theories and understand the operations of financial markets
8	**Value Creation**	a	Appraise the economic values created in the allocation of resources
		b	Identify and analyze the means by which values are created in goods and services in marketing
		c	Demonstrate how service and manufacturing operations create value in the processes
9	**Managing People and Organization**	a	Apply intra-personal and leadership concepts and theories in organizational settings
		b	Explain and analyze the functions of management in organizations: planning, organizing, leading, and controlling
10	**Strategic Planning and Thinking**	a	Apply the models of operations management to guide decision-making in different business settings
		b	Specify parameters of strategic choice within which business organizations set objectives and take actions

Outcomes		Learning Objectives
In addition to the outcomes specified for the BBA scheme as a whole, students graduating from specific Major awards should achieve their:		
11	**Major-specific Learning Outcome**	Have sufficient professionally-specific skills and knowledge to make an immediate contribution to the workplace, and to facilitate the process of continuous professional development *(The profession referred to here is that relating to the particular award)*

2.1.4 PolyU's educational mission is to nurture competent professionals who are also critical thinkers, effective communicators, innovative problem solvers, lifelong learners, and ethical leaders. The institutional learning outcomes for acquiring these graduate attributes at UG 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.

2.1.5 The curriculum map for BBA (Hons) in International Shipping & Transport Logistics is in Appendix 1, which presents an analysis of the curriculum in relation to learning outcomes. It details how each of the programme outcomes is introduced, reinforced and assessed. Entrance requirements and other learning activities, such as WIE, independent language learning, and exchange programmes, are also included, to provide a complete overview of how the programme outcomes are to be met.

3. ADMISSION AND REGISTRATION

3.1 General Minimum Entrance Requirements

The minimum entrance requirements are the University's General Minimum Entrance Requirements for Bachelor's degree programmes, as specified below:

3.1.1 For those applying on the basis of HKDSE results:

- Level 3 in English Language and Chinese Language[1]; AND
- Level 2 in Mathematics and Liberal Studies; AND
- Level 3 in 2 Other Elective subjects [can include Extended Modules of Mathematics (M1/M2)]

  Preferred subjects: English Language and Mathematics

3.1.2 For those applying on the basis of other local qualifications:

- An appropriate Diploma passed with credit or a Higher Certificate from a recognised institution; OR
- An appropriate Associate Degree / Higher Diploma from a recognised institution (Applicants with Associate Degree / Higher Diploma from a recognised institutions applying for first year entry may be granted credit transfer at a maximum of 25% of the credit requirement of a 4-year full-time undergraduate degree programme. Suitable candidates will be considered for advanced standing entry to the senior year curriculum).

3.1.3 Other local/ non-local qualifications deemed to be acceptable for admission purpose

The University accepts attainments in A-Level qualifications[2] and International Baccalaureate (IB)[3] Diploma for admission to its 4-year degree programmes. Applicants holding A-Level and IB qualifications will be granted credit transfer upon admission.

Entry for applicants with *alternative qualifications* will be dealt with in accordance with the University's *Academic Regulations and Procedures*.

3.1.4 Language requirements:

(i) Applicants seeking admission to full-time Bachelor's degree programmes on the strength of non-HKDSE qualifications are required to hold one of the following qualifications for English language:

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[1] Alternative Chinese qualifications will continue to be accepted for students who meet the conditions specified by EDB: (a) students who have learned Chinese Language for less than 6 years while receiving primary and secondary education; (b) students who have learned Chinese Language for 6 years or more in schools, but have been taught an adapted and simpler Chinese Language curriculum not normally applicable to the majority of students in local schools. Students achieving the required grade in the relevant subject [i.e. Grade E or above in GCE(A-level)/GCE(AS-level) OR Grade C or above in IGCSE/GCSE/GCE(O-level) Chinese Language subject or Applied Learning Chinese [ApL(C)] with Attained level or above] will be regarded as obtaining a Level 3 in HKDSE Chinese for meeting our entrance requirements and for calculation of the related admission scores. If these applicants also sit for the examination of HKDSE Chinese, the "best" result of either the Alternative Chinese qualifications or HKDSE Chinese would be taken into account in the admission and selection process.

[2] For applicants seeking admission on the strength of A-Level qualifications (i.e. either HKALE or GCEALE) with effect from the 2015/16 entry, Grade E in 3 A-Level subjects or 2 A-Level and 2 AS-Level subjects will be required.

[3] For applicants seeking admission on the strength of International Baccalaureate (IB) qualifications, a minimum score of 24 with at least Level 4 in 2 Higher Level subjects are required.

a. A Test of English as a Foreign Language (TOEFL) score of 550 or above for the paper-based tests OR a score of 80 or above for the internet-based tests; OR

b. An overall Band Score of 6 in the International English Language Testing System (IELTS).

c. For applicants applying on the strength of GCE results, Grade C / 4 or above in GCSE English or Grade 4 or above in GCSE / IGCSE English or equivalent.

d. For applicants possessing IB qualifications, Level 4 in English.

(ii) Individual cases will be considered on their own merit. Applicants concerned may be required to attend interviews or tests to further ascertain their language proficiency.

3.2 Subject Exemption

Students may be exempted from taking any specified subjects, including mandatory General University Requirements (GUR) subjects, if they have successfully completed similar subjects previously in another programme or have demonstrated the level of proficiency/ability to the satisfaction of the subject offering Department. Subject exemption is normally decided by the subject offering Department. However, for applications which are submitted by students who have completed an approved student exchange programme, the subject exemption is to be decided by the programme offering Department in consultation with the subject offering Departments. In case of are exempted from taking a specified subject, the credits associated with the exempted subject will not be counted towards meeting the award requirements (except for exemptions granted at admission stage). It will therefore be necessary for the students to consult the programme offering Department and take another subject in order to satisfy the credit requirement for the award

3.3 Credit Transfer

3.3.1 Students may be given credits for recognised previous studies (including mandatory General University Requirements (GUR) subjects and the credits will be counted towards meeting the requirements for award. Transferred credits may not normally be counted towards more than one award. The granting of credit transfer is a matter of academic judgment. In assessing the transferability of subjects previously taken, the syllabus of that subject should be carefully scrutinized to ascertain that it is comparable to the PolyU's curriculum. Whether the previous studies are from institutions on credit-based or non-credit-based system should not be a matter of concern, and the subject size need not be a perfect match. To ascertain the academic standing of the institution offering the previous studies, the Department might need to request the institutions concerned to provide more relevant information.

3.3.2 Credit transfer may be done with or without the grade being carried over; the former should normally be used when the credits were gained from PolyU. Credit transfer with the grade being carried over may be granted for subjects taken from outside the University, if deemed appropriate, and with due consideration to the academic equivalence of the subjects concerned and the comparability of the grading systems adopted by the University and the other approved institutions. Subject credit transfer is normally decided by the subject offering Department. However, for applications which are submitted by students who have completed an approved student exchange

programme, the decision will be made by the programme offering Department in consultation with the subject offering Departments.

3.3.3 Normally, not more than 50% of the credit requirement for award may be transferable from approved institutions outside the University. For transfer of credits from programmes offered by PolyU, normally not more than 67% of the credit requirement for award can be transferred. In cases where both types of credits are being transferred (i.e. from programmes offered by PolyU and from approved institutions outside the University), not more than 50% of the credit requirement for award may be transferred. The 50% and 67% ceiling is also applicable to Minor programme, i.e. credit transfer can be given for not more than 9 credits of a Minor programme if the previous credits were earned from approved institutions outside of the university; and not more than 12 credits of a Minor programme if the previous credits were earned from programmes offered by PolyU. For students admitted to an Articulation Degree or Senior Year curriculum which is already a reduced curriculum, irrespective of the entry qualifications they held when applying for admission to the programmes, they should not be given credit transfer for any required GUR subjects, and they must complete at least 60 credits to be eligible for award.

3.3.4 If a student is waived from a particular stage of study on the basis of advanced qualifications held at the time of admission, the student concerned will be required to complete fewer credits for award. For these students, the 'deducted' credits at the admission stage will be counted towards the maximum limit for credit transfer when students apply for further credit transfer after their admission. This also applies to students admitted to an Articulation Degree or Senior Year curriculum when they claim further credit transfer after admission.

3.3.5 Credit transfer can be applicable to credits earned by students through study at an overseas institution under an approved exchange programme. Students should, before they go abroad for the exchange programme, seek prior approval from the programme offering Department (who will consult the subject offering Departments as appropriate) on their study plan and credit transferability. As with all other credit transfer applications, the Departments concerned should scrutinise the syllabuses of the subjects which the students are going to take at the overseas institution, and determine their credit transferability based on academic equivalence with the corresponding subjects on offer at the PolyU, and the comparability of the grading systems adopted by PolyU and the overseas institution. The transferability of credits, and the suitability for allowing grades to be carried over, must be determined and communicated to students before they go abroad for the exchange programme. In order to overcome the problems associated with subject-to-subject mappings, block credit transfer rather than subject-by-subject credit transfer can be given.

3.3.6 All credit transfers approved will take effect only in the semester for which they are approved. A student who applies for transfer of credits during the re-enrolment or the add/drop period of a particular semester will only be eligible for graduation at the end of that semester, even if the granting of credit transfer will immediately enable the student to satisfy the credit requirement for the award.

3.3.7 Regarding credit transfer for GUR subjects, the Programme Host Department is the approval authority at the number of GUR credits which an Advanced Standing student will be required to complete for the award concerned.

3.3.8 For credit transfer of retaken subjects, the grade attained in the last attempt should be taken in the case of credit transfer with grade being carried over. Students applying for credit transfer for a subject taken in other institutions are required to declare that the subject grade used for claiming credit transfer was attained in the last attempt of the subject in their previous studies. If a student fails in the last attempt of a retaken subject,

no credit transfer should be granted, despite the fact that the student may have attained a pass grade for the subject in the earlier attempts.

3.3.9 Students should not be granted credit transfer for a subject which they have attempted and failed in their current study unless the subject was taken by the student as an exchange-out student in his/ her current programme.

3.4 Subject Registration and Withdrawal

3.4.1 In addition to programme registration, students need to register for the subjects at specified periods prior to the commencement of the semester. An add/drop period will also be scheduled for each semester / term. Students may apply for withdrawal of their registration on a subject after the add/drop period, if they have a genuine need to do so. The application should be made to the relevant programme offering Department and will require the approval of both the subject lecturer and the host Department Programme Leader concerned (or an alternate academic staff authorised by the programme offering Department). Applications submitted after the commencement of the examination period will not be considered. For approved applications of subject withdrawal, the tuition fee paid for the subject will be forfeited and the withdrawal status of the subject will be shown in the examination result notification and transcript of studies, but will not be counted in the calculation of the GPA.

3.4.2 The pre-requisite requirements of a subject must have been fulfilled before a student registers for that subject. However, the subject offering Department has the discretion to waive the pre-requisite requirements of a subject, if deemed appropriate. If the pre-requisite subject concerned forms part of the requirements for award, the subject has to be passed in order to satisfy the graduation requirements for the programme concerned, despite the waiving of the pre-requisite.

3.4.3 Subject to the maximum study load of 21 credits per semester and the availability of study places, students are allowed to take additional subjects on top of the prescribed credit requirement for award before they become eligible for graduation. Students will be allowed to take additional subjects for broadening purpose, after they fulfill the graduation requirements and for the following semester. However, they will still be subject to the maximum study load of 21 credits per semester and the availability of places in the subjects concerned, and their enrolment will be as subject-based students only.

3.5 Study Load

3.5.1 For students following the progression pattern specified for their programme, they have to take the number of credits and subjects, as specified in the Programme Document, for each semester. Students cannot drop those subjects assigned by the department unless prior approval has been given by the department.

3.5.2 The normal study load is 15 credits in a semester for full-time study. The maximum study load to be taken by a student in a semester is 21 credits, unless exceptional approval is given by the Head of the programme offering Department. For such cases, students should be reminded that the study load approved should not be taken as grounds for academic appeal.

3.5.3 To help improve the academic performance of students on academic probation, these students will be required to take a reduced study load in the following semester (Summer Term excluded) and consult their academic advisor for study plan. The

maximum number of credits to be taken by the students will be subject to the approval of the Department.

3.5.4 Students are not allowed to take zero subject in any semester, including the mandatory summer term as required by some programmes, unless they have obtained prior approval from the programme offering Department; otherwise they will be classified as having unofficially withdrawn from their programme. Students who have been approved for zero subject enrolment (i.e. taking zero subject in a semester) are allowed to retain their student status and continue using campus facilities and library facilities. Any semester in which the students are allowed to take zero subject will nevertheless be counted towards the maximum period of registration.

3.5.5 Students who have obtained approval to pace their studies and students on programmes without any specified progression pattern who wish to take more than the normal load of 15 credits in a semester should seek advice from the Department concerned before the selection of subjects.

3.6 Deferment of Study

3.6.1 Students may apply for deferment of study if they have a genuine need to do so such as illness or posting to work outside Hong Kong. Approval from the Department offering the programme is required. The deferment period will not be counted towards the maximum period of registration.

3.6.2 Application for deferment of study will be entertained only in exceptional circumstances from students who have not yet completed the first year of a full-time or sandwich programme.

3.6.3 Where the period of deferment of study begins during a stage for which fees have been paid, no refund of such fees will be made.

3.6.4 Students who have been approved for deferment are not entitled to enjoy any campus facilities during the deferment period.

4. CURRICULUM STRUCTURE

This section sets out the requirements for graduation. It defines the structure of the 4-year full-time programme within the BBA scheme.

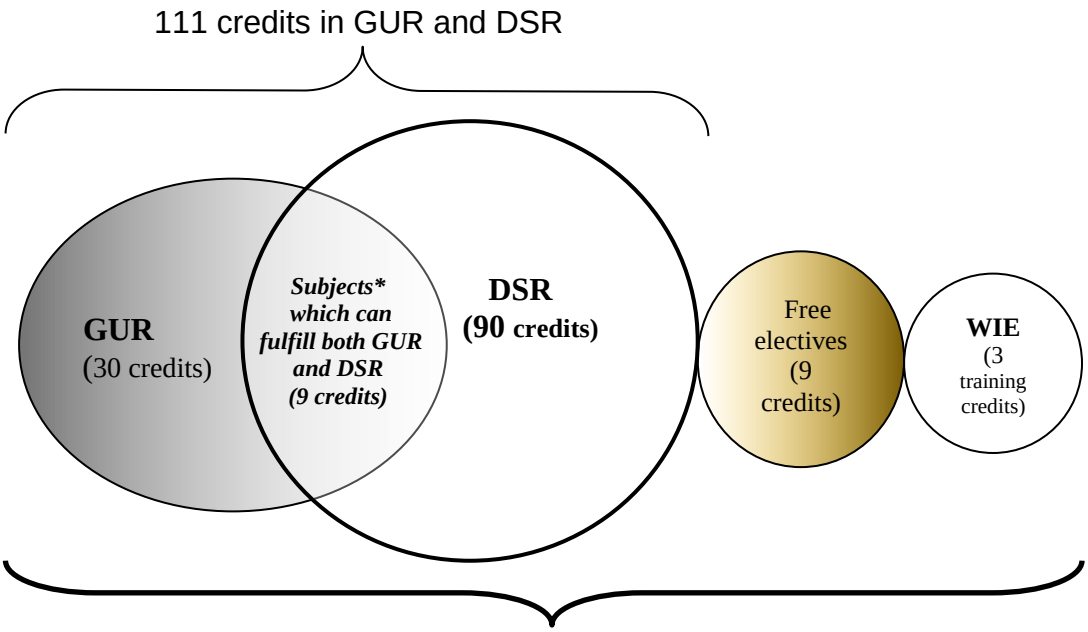
To qualify for graduation, a student must complete **at least 120 academic credits**, including the following:

- 30 credits of General University Requirements (GUR);
- 90 credits of Discipline Specific Requirement (DSR);
- 9 credits of free elective subjects

Since 9 credits of GUR subjects can be fulfilled by DSR, students may take a minimum total of 111 credits in GUR and DSR

Students are also required to complete 3 training credits in Work-integrated Education (WIE) in order to graduate.

Figure 1: Diagram of the Curriculum



*****Subjects which can satisfy both GUR and DSR:

GUR categories (3 credits each)	DSR subjects in BBA curriculum
CAR(A) - Human Nature, Relations and Development	APSS111 Introduction to Psychology
CAR(B) - Community, Organisation and Globalisation	AF1605 Introduction to Economics LGT2106 Principles of Operations Management MM2711 Introduction to Marketing
Leadership and Intra-personal Development (LIPD)	MM1051 Tango! Managing Self & Leading Others

According to the decision of the Academic Planning and Regulations Committee, students taking a DSR subject that qualifies as a GUR subject are regarded as having satisfied both the DSR and the GUR concerned. However, the missing 3 credits have to be made up by taking any other subject (excluding remedial subjects).

Students can base on their own learning needs and interest to take more elective subjects beyond GUR and DSR until the total number of credits reaches 150 without incurring a higher tuition rate. Students can use these extra electives for fulfilling the requirements of a particular combination of study options (e.g. Minor programme), for taking advanced electives, or for further broadening purposes.

4.1 General University Requirements (GUR) (minimum 30 credits)

Students are required to complete the following general requirements for graduation in addition to programme specific requirements:

Areas	**Credits**
Language & Communication Requirements (LCR) [a-1,2]	9
▪ English	(6)
▪ Chinese	(3)
Cluster-Area Requirements (CAR) [b]	12
▪ 3 credits from each of the following 4 cluster areas:	
(A) Human Nature, Relations and Development	(3)
(B) Community, Organisation and Globalisation	(3)
(C) History, Cultures and World Views	(3)
(D) Science, Technology and Environment	(3)
and of which	
▪ A minimum of 3 credits on subjects designated as "China-related"[c]	
▪ Students must also fulfil the Reading and Writing requirements in English and Chinese [a-3,4]	
Other Requirements	
▪ Leadership and Intra-personal Development [d]	3
▪ Service-Learning [e]	3
▪ Freshman Seminar [f]	3
▪ Healthy Lifestyle (non-credit bearing) [g]	0
Total GUR credits	30

(a) Language and Communication Requirements (LCR)

1. <u>English</u> (At least 6 credits)

All undergraduate students must successfully complete two 3-credit English language subjects as stipulated by the University, according to their English language proficiency level (Table 1). These subjects are designed to suit students' different levels of English language proficiency at entry, as determined by their HKDSE score or the English Language Centre (ELC) entry assessment (when no HKDSE score is available, e.g. in the case of non-local students).

Students entering the University with specified attainment grades in certain public examinations can be given credit transfer or exemption for one or both LCR English subjects.

Table 1: English LCR subjects (each 3 credits)

English language competence level/ Subject	***Practical English for University Studies***	***English for University Studies***	**Any LCR Proficient level elective subject in English (Table 2)**
HKDSE Level 4 and above or equivalent	--	Subject 1	Subject 2
HKDSE Level 3 or equivalent	Subject 1	Subject 2	--

Table 2: Proficient level elective subjects for DSE Level 4 students and above (or equivalent) (each 3 credits)

LCR Proficient level elective subjects	*Advanced English for University Studies*
	Advanced English Reading and Writing Skills
	English in Literature and Film
	Persuasive Communication

<u>Chinese</u> (At least 3 credits)

All undergraduate students are required to successfully complete one 3-credit Chinese language subject as stipulated by the University, according to their Chinese language proficiency level (Table 3).

Table 3: Chinese LCR subjects

Categories of students	**Required subject**
For Chinese speaking students	University Chinese (Cantonese or Putonghua version)
For non-Chinese speakers or students whose Chinese standards are at junior secondary level or below	One subject from **Table 4** below

Table 4: Chinese LCR subjects for non-Chinese speakers or students whose Chinese standards are at junior secondary level or below

Subject (3 credits)	**Pre-requisite/exclusion**
Chinese I (for non-Chinese speaking students)	For non-Chinese speaking students at beginners' level
Chinese II (for non-Chinese speaking students)	• For non-Chinese speaking students; and • Students who have completed Chinese I or equivalent

Chinese III (for non-Chinese speaking students)	• For non-Chinese speaking students at higher competence levels; and • Students who have completed Chinese II or equivalent
Chinese IV (for Non-Chinese speaking students)	• For non-Chinese students at intermediate competence levels; and • Students who have completed Chinese III or equivalent
Chinese Literature – Linguistics and Cultural Perspectives (for non-Chinese speaking students)	For non-Chinese speaking students at higher competence levels

Students who have obtained verified qualifications or certain results in some public examinations [e.g. HKDSE, HKALE, JEE, GSAT(Taiwan)] may be granted credit transfer/exemption for the Chinese LCR subject.

3. Writing Requirement

In additional to the LCR in English and Chinese explained above, all students must also, among the Cluster-Area Requirements (CAR) subjects they take (see Section (b) below), pass one subject that includes a requirement for a substantial piece of writing in English and one subject with a requirement for a substantial piece of writing in Chinese.

4. Reading Requirement

All students must, among the CAR subjects they take, pass one subject that includes the requirement for a reading of an extensive text in English and one subject with a requirement for the reading of an extensive text in Chinese.

A list of approved CAR subjects for meeting the Writing Requirement (with a 'W' designation) and Reading Requirement (with an 'R' designation) is shown at:
https://www.polyu.edu.hk/ogur/GURSubjects/

Non-Chinese speakers and those students whose Chinese standards are at junior secondary level or below will by default be exempted from the DSR - Chinese and CAR - Chinese Reading and Writing requirements. However, this student group will still be required to take one Chinese LCR subject to fulfil their Chinese LCR.

(b) Cluster Areas Requirement (CAR)(12 credits)*

To expand students' intellectual capacity beyond their disciplinary domain and to enable them to tackle professional and global issues from a multidisciplinary perspective, students are required to successfully complete at least one 3-credit subject in each of the following four Cluster Areas:

- Human Nature, Relations and Development
- Community, Organisation and Globalisation
- History, Culture and World Views
- Science, Technology and Environment

**Two Cluster Areas (6 credits) are already fulfilled by DSR subjects in BBA curriculum:*

Cluster Area	DSR subjects in BBA curriculum
Human Nature, Relations and Development	APSS111 Introduction to Psychology
Community, Organisation and Globalisation	AF1605 Introduction to Economics LGT2106 Principles of Operations Management MM2711 Introduction to Marketing

(c) China-Studies Requirement (3 credits)

Of the 12 credits of CAR described in (b) above, students are required to successfully complete a minimum of 3 credits in CAR subjects designated as 'China-related'. The purpose is to enable students to gain an increased understanding of China (e.g. its history, culture, and society, as well as emerging issues and challenges).

(d) Leadership and Intra-Personal Development (3 credits)**

All students must successfully complete <u>one</u> 3-credit subject in the area of leadership and intra-personal development (LIPD), which is designed to enable students to:

(1) understand and integrate theories, research, and concepts on the qualities (particularly intrapersonal and interpersonal qualities) of effective leaders in a Chinese context,
(2) develop greater self-awareness and a better understanding of themselves,
(3) acquire interpersonal skills essential for functioning as an effective leader,
(4) develop self-reflection skills in their learning, and
(5) recognise the importance of the active pursuit of knowledge at an intrapersonal and interpersonal level, and its relationship to leadership qualities.

***BBA DSR subject, MM1051 Tango! Managing Self & Leading Others, already fulfills requirement of 'Leadership and Intra-personal Development' under GUR.*

(e) Service-Learning (3 credits)

All students must successfully complete <u>one</u> 3-credit subject designated to meet the service-learning requirement, in which they are required to:

(1) participate in substantial community service or civic engagement activities that will benefit the service users or the community at large in a meaningful way,
(2) apply the knowledge and skills acquired from their Major or other learning experiences at the University to the community service activities, and
(3) reflect on their service learning experience in order to link theory with practice for the development of a stronger sense of ethical, social and national responsibility.

(f) Freshman Seminar (3 credits; FB1003)

All students must successfully complete in the first semester of their first year of study, one 3-credit Freshman Seminar offered by their chosen Broad Discipline. The purpose is to:

(1) introduce students to their chosen discipline and enthuse them about their major study,
(2) foster students' creativity, problem-solving ability and global outlook,
(3) give students an exposure to the concepts and an understanding of their discipline-based professional career development with the incorporation of entrepreneurship, and
(4) engage students, in their first year of study, in desirable forms of university learning that are conducive to smooth adjustment to University life, self-regulation and autonomous learning.

(g) Healthy Lifestyle (0 credit)

Healthy Lifestyle is the platform for all-round development. Students are required to successfully complete a non-credit-bearing programme in healthy lifestyles. Students will be required to complete the following components:

(1) sports training/participation,
(2) e-learning modules, and
(3) lectures/talks. The syllabus covers physical health, mental health, social health, spiritual health, values and priorities on healthy behaviour with reference to competing priorities in life, reflections on healthy living, and plans for self-improvement or maintaining healthy behaviour.

Students in Articulation Degree programmes and Senior Year intakes to the 4-year Ug degree programmes are not required to take the Healthy Lifestyle Programme. Advanced Standing students are required to take HLS (with the exception of those who are HD/AD holders following the Senior Year/Articulation Degree programme GUR curriculum).

4.2 Discipline Specific Requirements (DSR) (90 credits)

4.2.1 Compulsory core subjects to all BBA awards (57 credits)

Subject Code	Subject Title	Credit
AF1605*	Introduction to Economics	3
AF2108	Financial Accounting	3
AF2110	Management Accounting 1	3
AF2504	Introduction to Business Law	3
AF2602	Global Economic Environment	3
AF3313	Business Finance	3
AMA1501	Introduction to Statistics for Business	3
APSS111*	Introduction to Psychology	3
CLC3221P	Chinese Language Communication for Business	3
ELC3221	Workplace English for Business Students I	3
ELC3222	Workplace English for Business Students II	3
LGT2106*	Principles of Operations Management	3
LGT2425	Introduction to Business Analytics	3
MM1051*	Tango! Managing Self & Leading Others	3
MM2021	Management & Organisation	3
MM2422	Managing Business Information Systems and Applications	3
MM2711*	Introduction to Marketing	3
MM4311	Strategic Management	3
MM4513	Corporate Social Responsibility	3

**These subjects can satisfy both DSR and GUR*

4.2.2 Specialist Subjects in each BBA programme (33 credits)

BBA students will need to take 33 credits of subjects in their respective business discipline, including a Capstone Project (6 credits).

Specialist Subjects (33 credits)

Compulsory Subjects (7 subjects / 24 credits)

Subject Code	Subject Title
LGT2009	Introduction to Shipping and Transport Logistics Operations
LGT3016	Shipping Logistics
LGT3023	Carriage of Goods Law
LGT4005	Shipbroking and Chartering Management
LGT4020	Insurance in Shipping and Transport Logistics
LGT4021	Shipping Finance
LGT4208	ISTL Capstone Project (6 credits)

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

Subject Code	Subject Title
LGT3001	Logistics and Distribution Management
LGT3003	Intermodalism
LGT3004	Navigation and Communication Systems
LGT3007	Air Transport Logistics
LGT3012	Research Methods
LGT3019	Economics of International Transport Logistics
LGT3020	International Trade and Shipping
LGT3022	Marine Navigation and Meteorology
LGT3024	Cargo Operations and Management
LGT3028	General Ship Management
LGT3106	Quality Management
LGT3108	Introduction to Enterprise Resource Planning System

LGT3206	International Study Tour in Shipping & Logistics
LGT4004	Management of Maritime Organisations
LGT4006	Advanced Navigation and Ship Handling
LGT4010	Stability, Stress and Loadlines
LGT4011	Port Planning and Management
LGT4012	Airport Management
LGT4013	Liner Shipping Management
LGT4016	Maritime Law
LGT4017	Information Systems for Logistics Management
LGT4106	Supply Chain Management
LGT4115	E-Commerce and Logistics

4.2.3 Nine credits of free electives (9 credits)

In addition to the minimum total 111 credits for GUR and DSR, students are required to take 9 credits of free electives, which can be used for fulfilling the requirements of a particular combination of study options (e.g. Minor programme), for taking advanced electives, or for further broadening purposes, subject to meeting the pre-requisite requirements.

Alternatively, rather than taking 9 credits of free electives for meeting the minimum 120 credits requirement for graduation, students may make use of the 9 credits of free electives for pursuing a Minor. The credit requirement for a Minor is 18, at least 9 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. Some possible study options are suggested below:

a) Minor programmes offered by Departments in the Faculty of Business
BBA students may take 18 credits for a Minor programme, which may be a business specialization other than their Major. If there are 6 overlapping credits between the BBA students' Major and the business Minor concerned, they may spend the 9 credits of free electives and an additional 3 credits for the Minor, and graduate with a minimum of 123 credits.

b) Minor programmes offered by Departments outside the Faculty of Business
BBA students may also take 18 credits for a Minor in a non-business field, and graduate with a Major and a non-Business Minor totaling 129 credits. Subject to approval by the Minor-offering department, students may count up to 6 credits from GUR towards their chosen Minor, in which case, they will need 12 more credits and can graduate with a Major and a Minor with a minimum of 123 credits.

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

Subject Code	Subject Title	Training Credit
LGT3901	Work-Integrated Education	3

Student must acquire at least 3 'WIE credits' (classified as training credits) in addition to the minimum 120 academic credits to be eligible for graduation.

4.3 Indicative Progression Pattern

An indicative progression pattern for the programme / discipline-specific requirements (DSR) of BBA (Hons) in International Shipping and Transport Logistics is shown in Table 4.3.1. 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.

Table 4.3.1 Indicative Progression Pattern for BBA (Hons) in International Shipping and Transport Logistics (02402-IST)

Suggested Semester	Code	Subject	Credit
	Year 1 (Semester 1)		
1	AF1605	Introduction to Economics (2)	3
1	AMA1501	Introduction to Statistics for Business	3
1	FB1003	Freshman Seminar	3
1	MM2711	Introduction to Marketing (2)	3
1		LCR-English 1	3
			15
	Year 1 (Semester 2)		
2	APSS111	Introduction to Psychology (1)	3
2	MM1051	Tango! Managing Self & Leading Others (3)	3
2	MM2021	Management and Organisation	3
2		LCR-Chinese 1	3
2		LCR-English 2	3
2		Healthy Lifestyle	0
			15
	Year 2 (Semester 1)		
1	AF2108	Financial Accounting	3
1	AF2602	Global Economic Environment	3
1	ELC3221	Workplace English for Business Students I	3
1	LGT2009	Introduction to Shipping and Transport Logistics Operations	3
1	LGT2425	Introduction to Business Analytics	3
1	MM2422	Managing Business Information Systems & Applications	3
			18
	Year 2 (Semester 2)		
2	AF2110	Management Accounting 1	3
2	AF2504	Introduction to Business Law	3
2	LGT2106	Principles of Operations Management (2)	3
2	LGT3016	Shipping Logistics	3
2		CAR 1	3
			15

	Year 3 (Semester 1)		
1	CLC3221P	Chinese Language Communication for Business	3
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
			18
	Year 3 (Semester 2)		
2	AF3313	Business Finance	3
2	ELC3222	Workplace English for Business Students II	3
2	LGT4021	Shipping Finance	3
2	LGTxxxx	Specialist Elective 1	3
2		Free Elective 2	3
			15
	Year 4 (Semester 1)		
1	LGT4020	Insurance in Shipping and Transport Logistics	3
1 & 2	LGT4208	ISTL Capstone Project	3
1	LGTxxxx	Specialist Elective 2	3
1	MM4311	Strategic Management	3
			12
	Year 4 (Semester 2)		
1 & 2	LGT4208	ISTL Capstone Project	3
2	MM4513	Corporate Social Responsibility	3
2	LGTxxxx	Specialist Elective 3	3
2		Free Elective 3	3
			12
	Total minimum academic credits: 120 plus Training credits in WIE (LGT3901): 3		

Notes:

(1) Cluster Area in Human Nature, Relations and Development under GUR can be fulfilled by APSS111 Introduction to Psychology;

(2) Cluster Area in Community, Organization and Globalization under GUR can be fulfilled by AF1605 Introduction to Economics, LGT2106 Principles of Operations Management or MM2711 Introduction to Marketing;

(3) Leadership and Intra-personal Development' under GUR can be fulfilled by MM1051 Tango! Managing Self & Leading Others.

Table 4.3.2 Indicative Progression Pattern for Senior Year Students – BBA (Hons) in International Shipping and Transport Logistics (02402-SYI) (2-year pattern for students admitted on senior year basis – AD/HD holders)

Suggested Semester	Code	Subject	Credit
	Year 1 (Semester 1)		
1	AF2108	Financial Accounting	3
1	ELC3221	Workplace English for Business Students 1	3
1	LGT2009	Introduction to Shipping and Transport Logistics Operations	3
1	LGT3023	Carriage of Goods Law	3
1	LGT4005	Shipbroking and Chartering Management	3
			15
	Year 1 (Semester 2)		
2	AF2110	Management Accounting 1	3
2	AF3313	Business Finance	3
2	ELC3222	Workplace English for Business Students II	3
2	LGT2106	Principles of Operations Management	3
2	LGT3016	Shipping Logistics	3
			15
	Year 2 (Semester 1)		
1	LGT4020	Insurance in Shipping and Transport Logistics	3
1 & 2	LGT4208	ISTL Capstone Project	3
1	MM4311	Strategic Management	3
1		CAR 1	3
1		Service-Learning	3
			15
	Year 2 (Semester 2)		
2	CLC3221P	Chinese Language Communication for Business	3
2	LGT4021	Shipping Finance	3
1 & 2	LGT4208	ISTL Capstone Project	3
2	MM4513	Corporate Social Responsibility	3
2		CAR 2	3
			15
	LGTxxxx	Any 2 specialist electives at any semester	**6**
	Total academic credits: 66 plus Training credits in WIE (LGT3901): 3		

Notes:

(1) The indicative progression pattern is for illustration purpose.

(2) Depending on an individual's academic merits, the credit requirement for graduation is between 60 and 75.

(3) No further credit transfer will be given to the required GUR unless the student is admitted on qualifications more advanced than Associate Degree/Higher Diploma and has also completed comparable components in their earlier studies. Regarding Language and Communication Requirements (LCR), this is normally not required. Only those students not meeting the equivalent standard of the Undergraduate Degree LCR (based on their previous studies in AD/HD programmes and their academic performance) will be required to take degree LCR subjects on top of the normal curriculum requirement. The programme offering Department will refer to the guidelines provided by the Language Centres (ELC and CLC) to determine whether a new student has met the equivalent standard. Non-Chinese speakers and those students whose Chinese standards are at junior secondary level or below will by default be exempted from the DSR - Chinese and CAR - Chinese Reading and Writing requirements. However, this group of students would still be required to take one Chinese LCR subject to fulfil their Chinese LCR.

4.4 Minor

Minor study will be a free choice by students and not mandatory. Normally, this option to study for a Minor will not be applicable to students who are admitted to the advanced stage of a programme, nor to students who are admitted to an articulation degree programme. Each student is allowed to take not more than one Minor. Students who opt for Minor study will be subject to the following regulations.

(i) 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. The subjects under a Minor should have a coherent theme introducing students to a focused area of study.

(ii) Students interested in a Minor must submit their applications via the Major-offering department and obtain approval from the Minor-offering Department, at the start of second year of study during the designated application period. Major-offering Department will indicate its support or otherwise (since the taking of a Minor will increase the student's study load), before the Minor-offering Department makes a final decision on the application;

(iii) 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 offering department, prior to the end of the add/drop period of the last Semester of study;

(iv) Students with approved Minor will be given a higher priority in taking the Minor subjects over the students who take the subjects as free-electives; 'Free electives' under the 4-year undergraduate degree programmes refers to any subjects (including CAR subjects) offered by the University, unless otherwise specified;

(v) Subject to approval by the Minor-offering Department, students may count up to 6 credits from their Major/GUR [including Language Communication Requirement (LCR) subjects at proficiency level] towards their chosen Minor; Nevertheless, students must take at least 6 credits from their chosen Minor programme in order to satisfy the residential requirement of their chosen Minor. In addition, to be eligible for the Major and Minor awards, the total number of credits taken by the students for their Major-Minor studies must not be lower than the credit requirement of the single discipline Major programme.

(vi) Only students with a GPA of 2.5 or above can be considered for Minor study enrolment. The Minor-offering Department may set a quota and additional admission requirements for their Minor; and

(vii) Students are required to obtain a GPA of at least 2.0 in order to satisfy the requirement for graduation with a Major plus a Minor.

5. WORK-INTEGRATED EDUCATION (WIE)

LGT3901 Work-Integrated Education WIE (3 training credits) is a mandatory component of BBA 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.

WIE Assessment:
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.

5.1 Learning Objectives of WIE

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

5.1.1 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;

5.1.2 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.

5.1.3 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 Requirements of WIE

5.2.1 A student must acquire at least 3 'WIE credits' (classified as training credits) in addition to the 120 academic credits to be eligible for graduation and is highly recommended to complete the requirement before promotion to the final year of study.

5.2.2 Students may choose to fulfil the minimum 100-hour requirement through placement in one organization.

5.2.3 Students can undertake more than 1 WIE placement, but each WIE placement should preferably be at least 100 hours to make it more meaningful.

5.2.4 All work for WIE credit 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 organisation where the work is done.

5.2.5 All work for WIE credits must take place in an organizational context relevant to the degree programme for which students are enrolled, OR must demonstrate that it develops generic transferable skills relevant to that programme.

5.2.6 WIE credits can be achieved through full-time, part-time, or project work done locally or overseas.

5.2.7 Students may participate in internship positions secured by themselves and/or the Faculty, their School or Department and the Office of Careers and Placement Services (CAPS). Internship placements secured by students must be approved by their School/Department WIE Coordinator in order for the hours to be counted towards achieving their WIE credit.

5.2.8 In general, it is recommended that students start their WIE internships after two semesters of studies at PolyU.

5.2.9 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.

5.2.10 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 as stipulated in the WIE assessment above.

5.3 Compensation and Regulatory Matters

5.3.1 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 employer's discretion.

5.3.2 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 (http://www.mpfa.org.hk/eng/information_centre/faq/index.jsp) 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.

5.3.3 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.

5.3.4 Students going on internship placements in the Chinese Mainland or at international locations may apply for the University's Offshore WIE Sponsorship (OWS), offered via the Office of Careers and Placement Services (CAPS).

5.3.5 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.

5.3.6 The WIE requirements do not apply to overseas students on exchange in the University.

5.4 WIE Placement Procedures

5.4.1 WIE placements 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.

5.4.2 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

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

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

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

5.5.2 As with every course of study in their degree programme, students should note that it is their responsibility to secure the necessary 3 WIE credits for graduation.

5.5.3 Students should take note that their termination of internships without valid reason(s) or their being terminated from their internship 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 email regularly.

Students should contact their School/Department WIE Coordinator for assistance should they have questions and queries.

6. EXAMINATION AND ASSESSMENT

6.1 Introduction

6.1.1 The University's *General Assessment Regulations (GAR)* shall apply to the BBA (Hons) Scheme. The specific assessment regulations are set out here, having been developed within the framework of the *GAR*. These regulations apply to all students within the BBA (Hons) Scheme. Students whose Major lies outside the Scheme, but who are taking a Minor from within the Scheme are subject to the academic regulations of the single-discipline programme from which their Major programme is developed.

6.1.2 Students progress by credit accumulation, i.e. credits earned by passing individual subjects can be accumulated and counted towards the final award.

6.1.3 A 'level' in a programme indicates the intellectual demand placed upon students and may characterize each subject with respect to its recommended sequencing within that programme.

6.1.4 A 'subject' is defined as a discrete section of the programme which is assigned a separate assessment. A list of subjects, together with their weightings, is included in this document.

6.1.5 The language of assessment shall be English, unless approval is given for it to be otherwise.

6.2 Principles of Assessment

6.2.1 Assessment of learning and assessment for learning are both important for assuring the quality of student learning. Assessment of learning is to evaluate whether students have achieved the intended learning outcomes of the subjects that they have taken and have attained the overall learning outcomes of the academic programme at the end of their study at a standard appropriate to the award. Appropriate methods of assessment that align with the intended learning outcomes should be designed for this purpose. The assessment methods will also enable the teacher to differentiate students' different levels of performance within the subject. Assessment for learning is to engage students in productive learning activities through purposefully designed assessment tasks.

6.2.2 Assessment will also serve as feedback to students. Students will be informed of their performance in the assessment so that they are aware of their progress and attainment.

6.2.3 The ultimate authority in the University for the confirmation of academic decisions is the Senate, but for practical reasons, the Senate has delegated to the Faculty Board the authority to confirm the decisions of Boards of Examiners provided these are made within the framework of the General Assessment Regulations. Recommendations from Board of Examiners which fall outside these Regulations shall be ratified by the Academic Planning and Regulations Committee and reported to the Senate.

6.3 Assessment Methods

6.3.1 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 the respective subject syllabus.

6.3.2 Continuous assessment may include tests, assignments, projects, laboratory work, field exercises, presentations and other forms of classroom participation. The contribution made by each student in coursework involving a group effort shall be determined and assessed separately and this can result in different grades being awarded to students in the same group.

6.3.3 Assessment methods and parameters of subjects shall be determined by the subject offering department.

6.3.4 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 this Programme Document.

6.3.5 To ensure that students' English capabilities are better developed, every subject offered by FB departments would contain some significant elements of individual writing tasks in English.

6.4 Progression/Academic Probation/Deregistration

6.4.1 The Board of Examiners shall, at the end of each semester (except for Summer Term unless there are students who are eligible to graduate after completion of Summer Term subjects), determine whether each student is:

(i) eligible for progression towards an award; or
(ii) eligible for an award; or
(iii) required to be deregistered from the programme.

6.4.2 Students with a Grade Point Average (GPA) (see Section 6.7.3 below) lower than 2.0, will be put on academic probation in the following semester. When a student is able to pull their GPA up to 2.0 or above at the end of the probation semester, the status of "academic probation" will be lifted. The status of "academic probation" will be reflected in the examination result notification but not in transcript of studies.

6.4.3 Students will have 'progressing' status unless they fall within any one of the following categories, which may be regarded as grounds for deregistration from the programme:

(i) the student has exceeded the maximum period of registration for that programme as specified in this Programme Document; or

(ii) the student's GPA is lower than 2.0 for two consecutive semesters and his Semester GPA in the second semester is also lower than 2.0; or

(iii) the student's GPA is lower than 2.0 for three consecutive semesters.

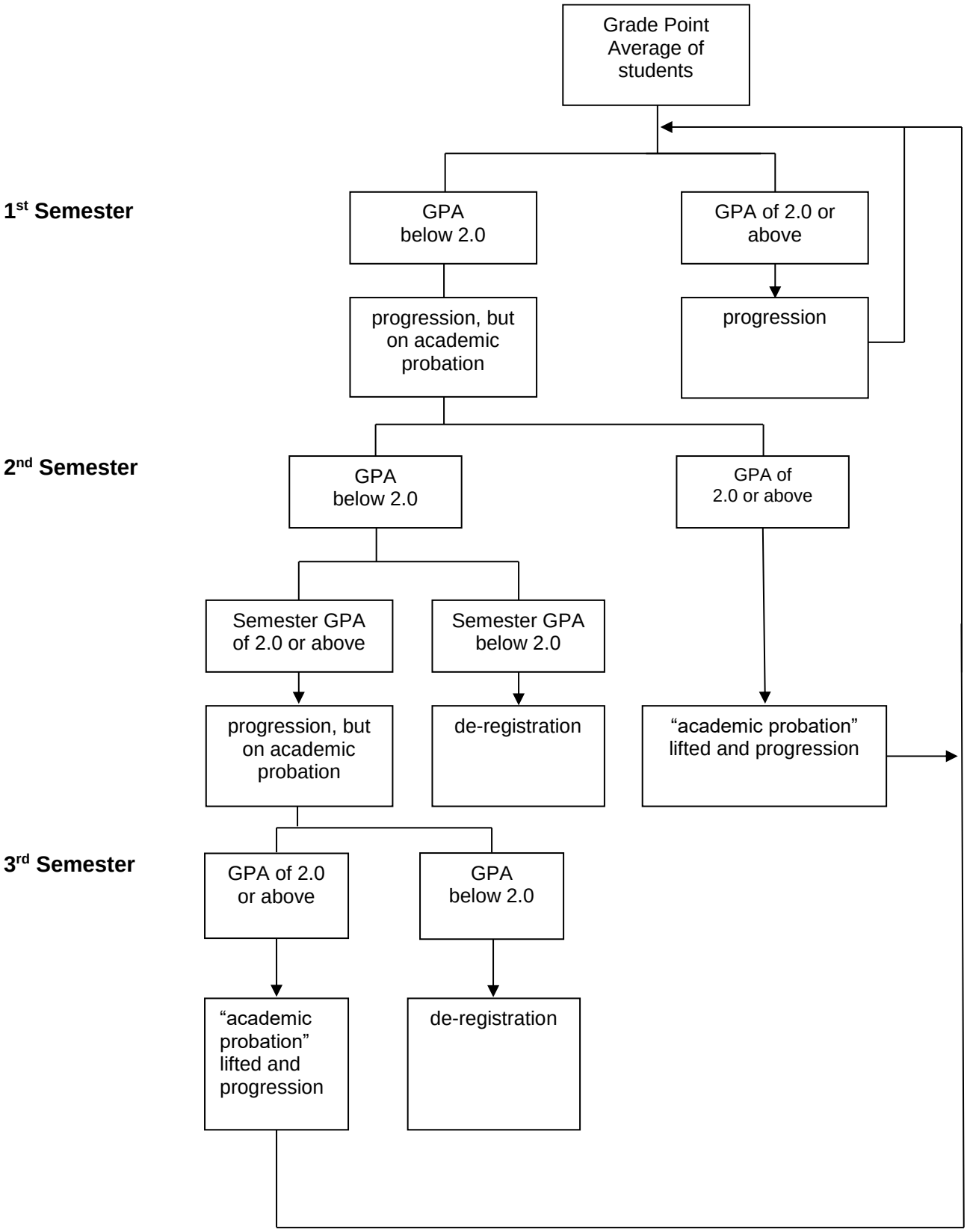
When a student falls within the categories as stipulated above, the Board of Examiners shall de-register the student from the programme without exception.

6.4.4 The progression of students to the following academic year will not be affected by the GPA obtained in Summer Term.

6.4.5 A student may be de-registered from the programme enrolled before the time frame specified in Sections 6.4.3(ii) and 6.4.3(iii) above if their academic performance is poor to the extent that the Board of Examiners deems that the chance of attaining a GPA of 2.0 at the end of the programme is slim or impossible.

6.4.6 If the student is not satisfied with the de-registration decision of the Board of Examiners, he/she can lodge an appeal. All such appeal cases will be referred directly to Academic Appeals Committee (AAC) for final decision. Views of Faculties/Schools/Departments will be sought and made available to AAC for reference.

Diagram 1: PROGRESSION AND ACADEMIC PROBATION SYSTEM



6.5 Retaking of Subjects

6.5.1 Students may retake any subject for the purpose of improving their grade without having to seek approval, but they must retake a compulsory subject which they have failed, i.e. obtained an F grade. However, students who have passed a General University Requirements (GUR) subject are not allowed to re-take the same GUR subject for the purpose of improving their grade. Retaking of subjects is with the condition that the maximum study load of 21 credits per semester is not exceeded. Students wishing to retake passed subjects will be accorded a lower priority than those who are required to retake (due to failure in a compulsory subject) and can only do so if places are available.

6.5.2 The number of retakes of a subject is not restricted. Only the grade obtained in the final attempt of retaking (even if the retake grade is lower than the original grade for originally passed subject) will be included in the calculation of the Grade Point Average (GPA). If students have passed a subject but failed after retake, credits accumulated for passing the subject in a previous attempt will remain valid for satisfying the credit requirement for award. (The grades obtained in previous attempts will only be reflected in transcript of studies.)

6.5.3 In cases where a student takes another subject to replace a failed elective subject, the fail grade will be taken into account in the calculation of the GPA, despite the passing of the replacement subject. Likewise, students who fail a Cluster Area Requirement (CAR) subject may need to take another subject from the same Cluster Area in order to fulfill this part of the GUR, since the original CAR subject may not be offered; in such cases, the fail grade for the first CAR subject will be taken into account in the calculation of the GPA, despite the passing of the second CAR subject. In the circumstances when students do not have a choice to retake a failed subject, such as when the failed subject has been phased out, a 'tie-subject' arrangement can be made with the approval of the Faculty/School Board. Under the arrangement, another appropriate subject can be taken as equivalent to the subject which is not offered. Upon passing the equivalent subject, the fail grade of the original subject will be replaced by the latest grade of the retake subject and the failure grade of the original subject will not be taken into account in the calculation of the GPA.

6.6 Exceptional Circumstances

Absence from an Assessment Component

6.6.1 If a student is unable to complete all the assessment components of a subject, due to illness or other circumstances which are beyond his control and considered by the subject offering Department as legitimate, the Department will determine whether the student will have to complete a late assessment and, if so, by what means. This late assessment shall take place at the earliest opportunity, and normally before the commencement of the following academic year (except that for Summer Term, which may take place within 3 weeks after the finalisation of Summer Term results). If the late assessment cannot be completed before the commencement of the following academic year, the Faculty Board Chairman shall decide on an appropriate time for completion of the late assessment.

6.6.2 The student concerned is required to submit his/her application for late assessment in writing to the Head of Department offering the subject, within five working days from the date of the examination, together with any supporting documents. Approval of applications for late assessment and the means for such late assessments shall be given by the Head of Department offering the subject or the Subject Lecturer concerned, in consultation with the Programme Leader.

Assessment to be completed

For cases where students fail marginally in one of the components within a subject, the BoE can defer making a final decision until the students concerned have completed the necessary remedial work to the satisfaction of the subject examiner(s). The remedial work must not take the form of re-examination.

Aegrotat Award

6.6.3 If a student is unable to complete the requirements of the programme in question for the award due to very serious illness, or other very special circumstances which are beyond his control, and considered by the Board of Examiners as legitimate, the Faculty Board will determine whether the student will be granted an aegrotat award. Aegrotat award will be granted under very exceptional circumstances.

6.6.4 A student who has been offered an aegrotat award shall have the right to opt either to accept such an award, or request to be assessed on another occasion to be stipulated by the Board of Examiners; the student's exercise of this option shall be irrevocable.

6.6.5 The acceptance of an aegrotat award by a student shall disqualify him from any subsequent assessment for the same award.

6.6.6 An aegrotat award shall normally not be classified, and the award parchment shall not state that it is an aegrotat award. However, the Board of Examiners may determine whether the award should be classified provided that they have adequate information on the students' academic performance.

Other Particular Circumstances

6.6.7 A student's particular circumstances may influence the procedures for assessment but not the standard of performance expected in assessment

6.7 Grading

6.7.1 Assessment grades shall be awarded on a criterion-referenced basis. A student's overall performance in a subject (including GUR subjects) shall be graded as follows:

Subject grade	***Short description***	***Elaboration on subject grading description***
A+	Exceptionally Outstanding	The student's work is exceptionally outstanding. It exceeds the intended subject learning outcomes in all regards.
A	Outstanding	The student's work is outstanding. It exceeds the intended subject learning outcomes in nearly all regards.
B+	Very Good	The student's work is very good. It exceeds the intended subject learning outcomes in most regards.
B	Good	The student's work is good. It exceeds the intended subject learning outcomes in some regards.
C+	Wholly Satisfactory	The student's work is wholly satisfactory. It fully meets the intended subject learning outcomes.
C	Satisfactory	The student's work is satisfactory. It largely meets the intended subject learning outcomes.
D+	Barely Satisfactory	The student's work is barely satisfactory. It marginally meets the intended subject learning outcomes.
D	Barely Adequate	The student's work is barely adequate. It meets the intended subject learning outcomes only in some regards.
F	Inadequate	The student's work is inadequate. It fails to meet many of the intended subject learning outcomes.

'F' is a subject failure grade, whilst all others ('D' to 'A+') are subject passing grades. No credit will be earned if a subject is failed.

6.7.2 A numeral grade point is assigned to each subject grade, as follows:

Grade	***Grade Point***
A+	4.5
A	4
B+	3.5
B	3
C+	2.5
C	2
D+	1.5
D	1
F	0

6.7.3 At the end of each semester/term, a Grade Point Average (GPA) will be computed based on the grade point of all the subjects as follows:

$$\text{GPA} = \frac{\sum_{n} \text{Subject Grade Point} \times \text{Subject Credit Value}}{\sum_{n} \text{Subject Credit Value}}$$

where n = number of all subjects (inclusive of failed subjects) taken by the student up to and including the latest semester/term, but for subjects which have been retaken, only the grade obtained in the final attempt will be included in the GPA calculation

In addition, the following subjects will be excluded from the GPA calculation:

(i) Exempted subjects
(ii) Ungraded subjects
(iii) Incomplete subjects
(iv) Subjects for which credit transfer has been approved without any grade assigned^
(v) Subjects from which a student has been allowed to withdraw (i.e. those with the grade 'W')

^Subjects taken in PolyU or elsewhere and with grades assigned, and for which credit transfer has been approved, will be included in the GPA calculation.

Subject which has been given an "S" subject code, i.e. absent from examination, will be included in the GPA calculation and will be counted as "zero" grade point. GPA is thus the unweighted cumulative average calculated for a student for all relevant subjects taken from the start of the programme to a particular reference point of time. GPA is an indicator of overall performance and is capped at 4.0.

6.7.4 For the BBA (Hons) Scheme, the Work-Integrated Education training credits will <u>not</u> be counted in the GPA calculation.

6.7.5 In order to pass in a subject offered by the School/Departments in the Faculty of Business (i.e. subjects with prefix of AF/LGT/MM/FB), all students have to obtain Grade D or above in both the continuous assessment and examination components of the subject.

6.8 Different Types of GPA's

6.8.1 GPA's will be calculated for each Semester including the Summer Term. This Semester GPA will be used to determine students' eligibility to progress to the next Semester alongside with the 'cumulative GPA'. However, the Semester GPA calculated for the Summer Term will not be used for this purpose, unless the Summer Term study is mandatory for all students of the programme concerned and constitutes part of the graduation requirements.

6.8.2 The GPA calculated after the second Semester of the students' study is therefore a 'cumulative' GPA of all the subjects taken so far by students, and without applying any level weighting.

6.8.3 Along with the 'cumulative' GPA, a weighted GPA will also be calculated, to give an indication to the Board of Examiners on the award classification which a student will

likely get if he makes steady progress on his academic studies. GUR subjects will be included in the calculation of weighted GPA for all programmes.

6.8.4 When a student has satisfied the requirements for award, an award GPA will be calculated to determine his award classification. GUR subjects will be included in the calculation of award GPA for all programmes.

6.8.5 For students taking the Major/Minor study route, a separate GPA will be calculated for their Major and Minor programmes. The Major GPA will be used to determine his award classification, which will be so reflected on the award parchment. The Minor GPA can be used as a reference for Board of Examiners to moderate the award classification for the Major.

6.8.6 The relationship between the different types of GPA's, and the methods for calculating each, is further explained in the following table.

Different types of GPAs, and their calculation methods

Types of GPA	Purpose	Rules for GPA calculation
GPA	Determine Progression/ Graduation	(1) All academic subjects taken by the student throughout his study, both inside and outside the programme curriculum, are included in the GPA calculation. (2) For training subjects, including WIE and Clinical/Field subjects, departments can decide whether to include them in the GPA calculation. (3) For retake subjects, only the last attempt will be taken in the GPA calculation. (4) Level weighting, if any, will be ignored.
Semester GPA	Determine Progression	Similar to the rules for GPA as described above, except that only subjects taken in that Semester, including retaken subjects, will be included in the calculation.
Weighted GPA	To give an interim indication on the likely Award GPA	(1) Similar to the rules for GPA, except that only subjects inside the programme curriculum concerned will be included in the calculation. Subjects outside the programme curriculum will be excluded. (2) Departments can decide whether the training subjects are to be counted towards the Weighted GPA. (3) For retake subjects, only the last attempt will be taken in the Weighted GPA calculation. (4) The weighted GPA will be the same as the Award GPA unless a student has taken more subjects than required.

Types of GPA	Purpose	Rules for GPA calculation
Major/Minor GPA	For reference and determination of award classification	*Major/Minor GPA* (1) Only subjects inside the curriculum of the Major/Minor Programmes will be taken in the Major/ Minor GPA calculation. (2) Departments can decide whether the training subjects, are to be counted towards the Major/Minor GPA. (3) For retake subjects, only the last attempt will be taken in the Major/Minor GPA calculation. (4) Up to 6 credits from the Major/GUR [including Language Communication Requirements (LCR) subjects at proficiency level] can be counted towards the chosen Minor. Nevertheless, students must take at least 6 credits from their chosen Minor programme in order to satisfy the residential requirement of their chosen Minor. In addition, to be eligible for the Major and Minor awards, the total number of credits taken by the students for their Major-Minor studies must not be lower than the credit requirement of the single discipline Major programme. *Major GPA* Level weighting will be included in the calculation of Major GPA. *Minor GPA* Level weighting will not be included in the calculation of Minor GPA.
Award GPA	For determination of award classification	If the student has not taken more subjects than required, the Award GPA will be as follows: (1) For single Major: Award GPA = Weighted GPA (2) For Major/Minor programmes: Award GPA = Major GPA

6.9 Eligibility for Award

6.9.1 Students are eligible for an award if they satisfy all the conditions listed below:

(i) Complete successfully a minimum of 120 credits[4], and

(ii) Earn a cumulative GPA of 2.00 or above at graduation, and

(iii) Complete 3 training credits (100 hours) of Work-integrated Education (WIE);

(iv) Satisfy the residential requirement for at least 1/3 of the credits to be completed for the award he is currently enrolled, and

(v) Satisfy the following GUR requirements:

(a) Language and Communication Requirements[5]	9 credits
(b) Freshman Seminar	3 credits
(c) Leadership and Intra-Personal Development	3 credits
(d) Service-Learning	3 credits
(e) Cluster Areas Requirement (CAR)	12 credits
(f) China Studies Requirement	(3 of the 12 CAR credits)
(g) Healthy Lifestyle[6]	Non-credit bearing
	Total = 30 credits

6.9.2 There are subjects which are designed to fulfil the credit requirement of different types of subject. Students passing these subjects will be regarded as having fulfilled the credit requirements of the particular types of subject concerned. Nevertheless, the subject passed will only be counted once in fulfilling the credit requirements of the award, and the students will be required to take another subject in order to meet the total credit requirement of the programme concerned.

6.9.3 Senior Year intakes admitted to the 4-year Undergraduate Degree programmes on the strength of the Associate Degree/Higher Diploma qualifications are required to complete at least 60 credits in order to be eligible for a Bachelor's degree. Exemption may be given from subjects already taken in the previous Associate Degree/Higher Diploma studies. In that case, students should take other electives (including free electives) instead to make up the total of 60 credits required. As from the 2017/18 intake cohort, all students admitted to an Articulation Degree or Senior Year curriculum, irrespective of the entry qualifications they held when applying for admission to the programmes, are required to complete at least 60 credits to be eligible for award.

6.9.4 Students are required to graduate as soon as they satisfy all the conditions for award (see Section 6.9.1 above). The student concerned is required to apply for graduation, in the semester in which he is able to fulfill all his graduation requirements, and after the add/drop period for that semester has ended.

6.9.5 Level-0 subjects and training subjects (i.e. WIE) will not be counted to fulfill free elective requirement for graduation purpose.

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[4] This minimum only applies to students who are admitted through the normal route.

[5] Non-Chinese speakers and those students whose Chinese standards are at junior secondary level or below will by default be exempted from the DSR - Chinese and CAR - Chinese Reading and Writing requirements. However, this group of students would still be required to take one Chinese LCR subject to fulfil their Chinese LCR.

[6] Students admitted to the programmes as Senior Year intakes are not required to take the Healthy Lifestyle Programme. Advanced Standing students are required to take HLS (except for those who are HD/AD holders who follow the Senior Year/Articulation Degree programme GUR curriculum).

6.9.6 Students Taking the Major/Minor Option

Students taking the Major/Minor option will be considered for an award when they have satisfied the requirements for both the Major and Minor studies (i.e. having a GPA of 2.0 or above for the Major programme, Minor programme and overall) and have also submitted an application for graduation. If the 18 credits taken for the approved Minor study can meet the requirements for that Minor, the Major students may apply to graduate with a specific Minor, in addition to their Major. Otherwise, students will graduate with a Major only.

Subject to approval by the Minor-offering Department, students may count up to 6 credits from their Major/GUR [including Language Communication Requirements (LCR) subjects at proficiency level] towards their chosen Minor. Nevertheless, students must take at least 6 credits from their chosen Minor programme in order to satisfy the residential requirement of their chosen Minor. In addition, to be eligible for the Major and Minor awards, the total number of credits taken by the students for their Major-Minor studies must not be lower than the credit requirement of the single discipline Major programme.

6.10 Guidelines for Award Classification

6.10.1 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.

6.10.2 The Weighted GPA will be used as a guide for helping to determine award classifications. The Weighted GPA will be computed as follows:

$$\text{Weighted GPA} = \frac{\sum_{n} \text{Subject Grade Point} \times \text{Subject Credit Value} \times Wi}{\sum_{n} \text{Subject Credit Value} \times Wi}$$

Where Wi = *weighting of between 0 and 1, to be assigned according to the level of the subject*

n = *number of subjects counted in GPA calculation as set out in section 6.7.3*

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 for the BBA (Hons) Scheme 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 is capped at 4.0.

6.10.3 Any subjects passed after the graduation requirement has been met will not be taken into account of in the grade point calculation for award classification.

6.11 Students Taking the Major/Minor Studies

6.11.1 For students who have completed a Major/Minor programme, a single classification will be awarded and their award classification will mainly be based on the "Major GPA", but it can be moderated by the Board of Examiners with reference to the "Minor GPA". For students who have completed a Major programme combined with free electives, their award classification will be determined by their "Major GPA" which includes grades obtained for the free electives, if appropriate.

6.11.2 "Major GPA" is derived based on all subjects of the Major programme, including those meeting the mandatory General University Requirements (GUR) and programme-specific language requirement, but not necessarily including the training credits.

6.11.3 "Minor GPA" is derived based on the 18 credits of specific Minor programme. "Minor GPA" is unweighted.

6.11.4 The "Major GPA" and the "Minor GPA" will be presented separately to the Board of Examiners for consideration. The guidelines for determining award classification as stipulated in Sections 6.12 below are applicable to programmes with Major/Minor studies.

6.11.5 Where a student has a high GPA for his Major but a lower GPA for his Minor, he will not be 'penalised' in respect of his award classification, which is attached to the Major. On the other hand, if a student has a lower GPA for his Major than his GPA for the Minor, the Board of Examiners may consider giving the student a higher award classification than with reference to his Major GPA.

6.12 Classification of Awards

6.12.1 For Honours degree programmes, the awards will be classified as follows:

First Class Honours
Second Class Honours (Division 1)
Second Class Honours (Division 2)
Third Class Honours

6.12.2 The following are guidelines for Boards of Examiners' reference in determining award classifications:

Honours Degree	**Guidelines**
1st	The student's performance/attainment is outstanding, and identifies him as exceptionally able in the field covered by the programme in question.
2:i	The student has reached a standard of performance/ attainment which is more than satisfactory but less than outstanding.
2:ii	The student has reached a standard of performance/ attainment judged to be satisfactory, and clearly higher than the 'essential minimum' required for graduation.
3rd	The student has attained the 'essential minimum' required for graduation at a standard ranging from just adequate to just satisfactory.

6.12.3 Under exceptional circumstances, a student who has completed an Honours degree programme, but has not attained Honours standard, may be awarded a Pass-without-Honours degree. A Pass-without-Honours degree award will be recommended, when the student has demonstrated a level of final attainment which is below the 'essential minimum' required for graduation with Honours from the programme in question, but when he has nonetheless covered the prescribed work of the programme in an adequate fashion, while failing to show sufficient evidence of the intellectual calibre expected of Honours degree graduates. For example, if a student in an Honours degree programme has a Grade Point Average (GPA) of 2.0 or more, but his Weighted GPA is less than 2.0, he may be considered for a Pass-without-Honours classification. A Pass-without-Honours is an unclassified award, but the award parchment will not include this specification.

6.12.4 Students who have committed academic dishonesty or non-compliance with examination regulations will be subject to the penalty of the lowering of award classification by one level. For undergraduate students who should be awarded a Third class Honours degree, they will be downgraded to a Pass-without-Honours. The minimum of downgraded overall result will be kept at a Pass. In rare circumstances where both the Student Discipline Committee and Board of Examiners of a Department consider that there are strong justifications showing the offence be less serious, the requirement for lowering the award classification can be waived.

6.12.5 The official award parchment of the University records the full name of the recipient, together with the title of the degree, the Honours classification obtained by the student, and date of the award.

Irrespective of whether the students graduate from a Major programme or a Major/Minor programme, the award title to be reflected on the award parchment is identical, which will read as follows:

…has been awarded the degree of
(say) BACHELOR OF BUSINESS ADMINISTRATION IN ACCOUNTANCY
with First Class Honours

The award title of the Minor programme will not be reflected on the parchment. It will be recorded in the Transcript of Studies.

6.12.6 The University reserves the right to withhold the issuance of an award parchment to a student who has unsettled matters with the University, or subject to disciplinary action.

6.13 Examination Result Announcements, Transcripts, Testimonials and References

6.13.1 At the end of each semester, where appropriate, examination results are announced online for individual students' checking. It provides information on subjects taken and grades attained, the Grade Point Average (GPA) for all subjects, and the overall result for that semester. The announcement serves as an official notification of the student's academic performance.

6.13.2 A formal transcript of studies will be issued by the University, upon request, to any student registered on a programme offered by the University, and it will include the following information:

(i) name and student number;
(ii) title of the programme(s) on which enrolled, or from which graduated;

(iii) medium of instruction for the programme (applicable only to programmes which are delivered in Chinese and for which both Chinese and English versions are offered);
(iv) a full academic record, giving subjects taken and grades attained, and the Grade Point Average (GPA) for all subjects;
(v) credit requirement of the student if different from the normal credit requirement of the programme;
(vi) where relevant, the final award(s) (including information on the Minor award, if appropriate), with classification and year of award;
(vii) a statement indicating that the student has completed the Work-integrated Education (WIE) activities / Co-curricular Activities / Healthy Lifestyle, as appropriate.

6.13.3 Students may request for a testimonial which is a certification of their studies at the University, but without details on subjects and subject results.

6.13.4 Students may also request for references direct from academic staff/members concerned.

6.13.5 Recording of disciplinary actions in students' records

(i) With effect from Semester One of 2015/16, disciplinary actions against students' misconducts will be recorded in students' records.

(ii) Students who are found guilty of academic dishonesty will be subject to the penalty of having the subject result concerned disqualified and be given a failure grade with a remark denoting 'Disqualification of result due to academic dishonesty'. The remark will be shown in the students' record as well as the assessment result notification and transcript of studies, until their leaving the University.

(iii) Students who have committed disciplinary offences (covering both academic and non-academic related matters) will be put on 'disciplinary probation'. The status of 'disciplinary probation' will be shown in the students' record as well as the assessment result notification, transcript of studies and testimonial during the probation period, until their leaving the University. The disciplinary probation is normally one year unless otherwise decided by the Student Discipline Committee.

6.13.6 The University reserves the right to withhold the issuance of any certificate of study to a student who has unsettled matters with the University, or subject to disciplinary action.

6.14 Student Appeal against Examination Results

6.14.1 A student may appeal against (i) assessment results; and/or, (ii) de-registration decisions by the Board of Examiners.

(i) For appeals against assessment results (other than de-registration decisions), student should make the appeal in writing to the Head of Department within 7 working days upon the public announcement of the overall results. The host School/ Department will inform the student of the appeal result within 7 working days after receipt of all requisite information for making a decision.

(ii) For appeals against de-registration decisions, student should make the appeal in writing to the Head of Department within 1 calendar week upon the public announcement of the overall results. A designated form (i.e. AS149) should be used when the student submits the appeals. All such appeal cases will be

referred directly to Academic Appeals Committee (AAC) for final decision. Under normal circumstances, the AAC will attempt to complete its consideration of the appeal cases within one calendar week upon receiving the cases, making reference to the recommendations from the Departments and Faculty Deans/School Board Chairmen. The decision of AAC is final within the University.

6.14.2 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.

6.14.3 For details, please refer to the current edition of the Student Handbook.

7. MEDIUM OF INSTRUCTION

7.1 English is the medium of instruction. Chinese could only be used in small group discussions/tutorials/practical sessions if and when necessary.

7.2 In the presence of non-Cantonese-speaking students, English should be used all the time.

8. 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.

To empower you to fulfil the General University Requirements (GUR) and the Discipline Specific Requirements (DSR), there are two systems of academic advising at PolyU - department-based academic advising (primarily for broad discipline and major program matters) and academic advising at the institutional level operated by the Office of General University Requirements (OGUR – primarily for matters related to the GUR).

Academic Advising in Department

After you have embarked on your Major, you will be assigned to one full-time academic staff in your Department who will act as your Academic Advisor throughout your study at PolyU. The primary role of your Academic Advisor is to facilitate your choice of your Major study and Minor/Free Electives, if applicable. You are expected to take initiative to consult your Academic Advisor before subject registration when there is a need. If you take less than the minimum allowable credits or more than the maximum allowable credits in a semester, you will need the approval of your Programme Leader via the Academic Advisor.

It is expected that you meet with your Academic Advisor periodically (at least once a year individually or in group) to discuss your academic plan and aspirations. You are also encouraged to consult your Academic Advisor especially when you are on academic probation/ deregistration.

Roles and Responsibilities of Academic Advisees

To enable you to maximize your gain from academic advising, please note your responsibilities in academic advising as follows:

1. Take personal responsibility for your academic decisions, plans and outcomes.

2. Become familiar with the academic advising policies, resources and infrastructure at PolyU.

3. Understand your Major/Minor requirements and the General University Requirements and monitor your progress with reference to the graduation requirements.

4. Develop a study plan which enables you to complete your undergraduate degree at PolyU.

5. Attend academic advising sessions offered by the Department/Faculty and the Office of General University Requirements.

6. Be prepared for academic advising. Understand your academic progress before meeting your Academic Advisor.

7. If you have any questions regarding your academic study, you should raise them at the academic advising meetings.

8. Have an open mind and be ready to seriously consider advice given by teachers, Academic Advisors and other staff.

9. Read the e-mails and letters sent to you by your Academic Advisor in your Department/Faculty and OGUR Academic Counsellor.

10. Visit the Departmental academic advising website and the OGUR website at least once a semester for updates and new information.

11. Seek help as early as possible. It is a sign of courage.

12. Enjoy your academic advising experience at PolyU.

Useful Links:

Academic advising website in LMS:
https://lms.polyu.edu.hk/experience/academic-advising/

Website of Office of General University Requirement (OGUR): http://www.polyu.edu.hk/ogur/

9. CODE OF CONDUCT FOR STUDENTS IN THE FACULTY OF BUSINESS

Introduction

The University Student Handbook contains a comprehensive statement on Conduct and Discipline, which every student should be aware of. In particular, every student should read, and act on, the section on Plagiarism and Bibliographic referencing.

Plagiarism

(i) 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 acknowledge of the sources.

(ii) Students are required to submit their original work and avoid any possible suggestion of plagiarism in the work they submit for grading or credit.

(iii) 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.

(iv) 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

Good Manners and Bad Manners

This Code of Conduct is an addition to the information in the Handbook. Its purpose is to explain the expectations that academic staff have for the classroom behaviour of students in the Faculty of Business.

Students who consistently fail to meet these expectations may be excluded from classes or subject to disciplinary action.

More important, students who fail to abide by this Code are developing bad habits that will make them unattractive to employers and in general social situations.

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.

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.

Users should not use e-mails in any ways which violate applicable laws and regulations:

- 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 others 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.

Appendix 1

Curriculum Map for BBA (Hons) in International Shipping and Transport Logistics

No	Programme Intended Learning Outcomes	Introduced																Reinforced and Assessed																														Others
		AF1605	AF2108	AF2110	AF2504	AF2602	AMA1501	APSS111	FB1003	LCR-CLC	LCR-ELC(1)	LCR-ELC(2)	LGT2106	LGT2425	MM1051	MM2021	MM2422	MM2711	LGT2009	LGT3016	LGT3023	LGT4005	LGT4021	LGT3001*	LGT3003*	LGT3004*	LGT3007*	LGT3012*	LGT3019*	LGT3020*	LGT3022*	LGT3024*	LGT3028*	LGT3106	LGT3108*	LGT3206*	LGT4004*	LGT4006*	LGT4010*	LGT4011*	LGT4012*	LGT4013*	LGT4016*	LGT4017*	LGT4020	LGT4106*	LGT4115*	LGT4208	AF3313	CLC3221P	ELC3221	ELC3222	MM4311	MM4513	
Generic Learning Outcomes																																																		
1.	**Communication Skills** a. Communicate effectively in English at a level appropriate for business purposes and general conversation b. Communicate effectively in Putonghua and written Chinese at a level appropriate for business purposes and general conversation				✓				✓	✓	✓	✓																																				✓	✓	✓	✓			- Entrance requirements in English/ Chinese - English Language Enhancement Programmes (non-credit earning) - Chinese Language Enhancement Programme (non-credit earning) - English: Independent Language Learning Centre programmes, written assessments in all subjects, international exchanges - Putonghua: Chinese Language Centre Programmes, Mainland Exchanges, written assessments in subjects taught in Chinese
2.	**Global Outlook** a. Recognize the increasing integration of the world economy b. Demonstrate an understanding of international marketing situations and examine how they may affect business decisions c. Demonstrate a global outlook and understand cultural diversity, globalization in management issues					✓			✓									✓					✓							✓							✓	✓					✓	✓									✓		- Programme level assessment through random sampling using the Global Outlook Inventory, International Exchanges, Mainland Exchanges, exposure to exchange students at PolyU, WIE.

No	Programme Intended Learning Outcomes	Introduced																Reinforced and Assessed																																		Others
		AF1605	AF2108	AF2110	AF2504	AF2602	AMA1501	APSS111	FB1003	LCR-CLC	LCR-ELC(1)	LCR-ELC(2)	LGT2106	LGT2425	MM1051	MM2021	MM2422	MM2711	LGT2009	LGT3016	LGT3023	LGT4005	LGT4021	LGT3001*	LGT3003*	LGT3004*	LGT3007*	LGT3012*	LGT3019*	LGT3020*	LGT3022*	LGT3024*	LGT3028*	LGT3106	LGT3108*	LGT3206*	LGT4004*	LGT4006*	LGT4010*	LGT4011*	LGT4012*	LGT4013*	LGT4016*	LGT4017*	LGT4020	LGT4106*	LGT4115*	LGT4208	AF3313	CLC3221P	ELC3221	ELC3222	MM4311	MM4513	
3.	**Critical and Creative Thinking** a. Apply critical thinking in different business contexts b. Demonstrate creative thinking in idea expression and presentation				✓				✓						✓		✓	✓									✓	✓			✓				✓				✓	✓		✓			✓	✓	✓	✓							
4.	**Ethical Reasoning** a. Identify and respond appropriately to ethical issues as they arise in different business settings b. Analyze ethical issues as they arise generally within the framework of corporate social responsibility		✓	✓	✓	✓										✓		✓			✓				✓			✓			✓												✓		✓							✓	✓	- Ethical conduct and decision making is addressed through induction briefings, policies and guidelines on, for example, academic honesty and plagiarism; The Independent Commission Against Corruption (ICAC), as part of their educational outreach programme, provides an annual session for all students on ethical conduct and the avoidance of corruption; Online Tutorial on Academic Integrity.
5.	**Entrepreneurship and Innovation** a. Explore and present an entrepreneurial business opportunity in a freshman group project b. Develop and evaluate innovative business opportunities using business analytics			✓					✓					✓								✓																			✓													

No	Programme Intended Learning Outcomes	Introduced																	Reinforced and Assessed																																Others
		AF1605	AF2108	AF2110	AF2504	AF2602	AMA1501	APSS111	FB1003	LCR-CLC	LCR-ELC(1)	LCR-ELC(2)	LGT2106	LGT2425	MM1051	MM2021	MM2422	MM2711	LGT2009	LGT3016	LGT3023	LGT4005	LGT4021	LGT3001*	LGT3003*	LGT3004*	LGT3007*	LGT3012*	LGT3019*	LGT3020*	LGT3022*	LGT3024*	LGT3028*	LGT3106	LGT3108*	LGT3206*	LGT4004*	LGT4006*	LGT4010*	LGT4011*	LGT4012*	LGT4013*	LGT4016*	LGT4017*	LGT4020	LGT4106*	LGT4115*	LGT4208	AF3313	CLC3221P	ELC3221	ELC3222	MM4311	MM4513	
	c. Identify innovative solutions to problems in management accounting d. Adopt an entrepreneurial perspective to identify if there are any business opportunities that may arise from a Capstone Project																																																		
Business and Management-specific Learning Outcomes																																																		
6.	**Information Technology and Data Analytics** a. Apply information technologies in solving business problems and evaluate their effectiveness and managerial implications b. Analyze and tackle business problems using various types of data analytics tools						✓							✓			✓						✓		✓					✓				✓					✓			✓		✓	✓									
7.	**Accounting & Finance** a. Prepare and analyze financial reports for organizations b. Apply basic financial theories and understand the operations of financial markets		✓	✓																			✓												✓												✓							- Leadership and Intra-personal Development

No	Programme Intended Learning Outcomes	Introduced																Reinforced and Assessed																														Others
		AF1605	AF2108	AF2110	AF2504	AF2602	AMA1501	APSS111	FB1003	LCR-CLC	LCR-ELC(1)	LCR-ELC(2)	LGT2106	LGT2425	MM1051	MM2021	MM2422	MM2711	LGT2009	LGT3016	LGT3023	LGT4005	LGT4021	LGT3001*	LGT3003*	LGT3004*	LGT3007*	LGT3012*	LGT3019*	LGT3020*	LGT3022*	LGT3024*	LGT3028*	LGT3106	LGT3108*	LGT3206*	LGT4004*	LGT4006*	LGT4010*	LGT4011*	LGT4012*	LGT4013*	LGT4016*	LGT4017*	LGT4020	LGT4106*	LGT4115*	LGT4208	AF3313	CLC3221P	ELC3221	ELC3222	MM4311	MM4513	
8.	**Value Creation** a. Appraise the economic values created in the allocation of resources b. Identify and analyze the means by which values are created in goods and services in marketing c. Demonstrate how service and manufacturing operations create value in the processes	✓											✓				✓	✓	✓				✓						✓	✓				✓		✓				✓	✓	✓			✓										
9.	**Managing People and Organization** a. Apply intra-personal and leadership concepts and theories in organizational settings b. Explain and analyze the functions of management in organisations: planning, organising, leading, and controlling							✓							✓	✓			✓														✓	✓	✓				✓			✓			✓											- Leadership & Competence for Success Programme - Work-Integrated Education (WIE) - Student and Professional mentorship

| No | Programme Intended Learning Outcomes | Introduced | | | | | | | | | | | | | | | | | Reinforced and Assessed | | | | | | | | | | | | | | | | |

Introduced Subjects:

AF1605	Introduction to Economics
AF2108	Financial Accounting
AF2110	Management Accounting 1
AF2504	Introduction to Business Law
AF2602	Global Economic Environment
AMA1501	Introduction to Statistics for Business
APSS111	Introduction to Sociology
FB1003	Freshman Seminar
LCR-CLC	Chinese – LCR language subject
LCR-ELC(1)	English – LCR language subject 1
LCR-ELC(2)	English – LCR language subject 2
LGT2106	Principles of Operations Management
LGT2425	Introduction to Business Analytics
MM1051	Tango! Managing Self & Leading Others
MM2021	Management & Organisation
MM2422	Managing Business Information Systems & Applications
MM2711	Introduction to Marketing

Reinforced and Assessed Subjects:

LGT2009	Introduction to Shipping and Transport Logistics Operations
LGT3016	Shipping Logistics
LGT3019*	Economics of International Transport Logistics
LGT3023	Carriage of Goods Law
LGT4005	Shipbroking and Chartering Management
LGT4021	Shipping Finance
LGT3001*	Logistics and Distribution Management
LGT3003*	Intermodalism
LGT3004*	Navigation and Communication Systems
LGT3007*	Air Transport Logistics
LGT3012*	Research Methods
LGT3020*	International Trade and Shipping
LGT3022*	Marine Navigation and Meteorology
LGT3024*	Cargo Operations and Management
LGT3028*	General Ship Management
LGT3106*	Quality Management
LGT3108*	Introduction to Enterprise Resource Planning System
LGT3206*	International Study Tour in Shipping & Logistics

LGT4004*	Management of Maritime Organisations
LGT4006*	Advanced Navigation and Ship Handling
LGT4010*	Stability, Stress and Loadlines
LGT4011*	Port Planning and Management
LGT4012*	Airport Management
LGT4013*	Liner Shipping Management
LGT4016*	Maritime Law
LGT4017*	Information Systems for Logistics Management
LGT4020	Insurance in Shipping and Transport Logistics
LGT4106*	Supply Chain Management
LGT4115*	E-Commerce and Logistics
LGT4208	ISTL Capstone Project
AF3313	Business Finance
CLC3221P	Chinese Language Communication for Business
ELC3221	Workplace English for Business Students I
ELC3222	Workplace English for Business Students II
MM4311	Strategic Management
MM4513	Corporate Social Responsibility

*Elective Subject

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Appendix 2 (a)

Honour Declaration
(for individual assignment)

I declare that the work in this assignment is completely my own work. No part of this assignment is taken from other people's work without giving them credit. All references have been clearly cited.

I understand that an infringement of this declaration leaves me subject to disciplinary action by The Hong Kong Polytechnic University.

Student Name	Signature	Student ID	Date

Department	Programme

Subject Title & Code (for the assignment concerned)

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Note:
Suitable for copying
Pro forma to be signed and attached to assignments
or
Copied, by students, onto their assignments

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Appendix 2 (b)

Honour Declaration
(for group assignment)

We declare that the work in this assignment is completely our own work. No part of this assignment is taken from other people's work without giving them credit. All references have been clearly cited.

We understand that an infringement of this declaration leaves us subject to disciplinary action by The Hong Kong Polytechnic University.

Student Name	Signature	Student ID	Date
Student Name	Signature	Student ID	Date
Student Name	Signature	Student ID	Date
Student Name	Signature	Student ID	Date
Student Name	Signature	Student ID	Date
Student Name	Signature	Student ID	Date

Department

Programme

Subject Title & Code (for the assignment concerned)

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