THE HONG KONG POLYTECHNIC UNIVERSITY
香港理工大學

PolyU 理大商學院
Business School
Innovation-driven Education and Scholarship

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

Bachelor of Business Administration (Honours) in Supply Chain Management and Analytics (Senior Year Curriculum)

Programme Requirement Document

2024/25

Faculty of Business

Bachelor of Business Administration (Honours) in Supply Chain Management and Analytics

Programme Requirement Document

(For the cohort of students admitted in the 2024/25 academic year)

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

Table of Contents

1) General Information 1
2) Intended Learning Outcomes of FB BBA Programmes 2
3) Admission and Registration 4
4) Curriculum Structure 5
5) Indicative Progression Pattern 8
6) Work-Integrated Education 10
7) Examination and Assessment 14
8) Academic Advising 18
9) Code of Conduct for Students 20

This Programme Requirement Document should be read in conjunction with the Student Handbook of the relevant year and the latest version of the Handbook on Academic Regulations for Taught Programmes (Version for University Calendar). Please refer to the Student Handbook for matters not shown in this Document.

September 2024

1) GENERAL INFORMATION

Programme Title

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

Programme Code	**44493-SYS** *(For advanced standing students admitted to senior year places)*
Normal Duration	2 years
Credit Requirement	
▪ Academic Credits	66^
▪ Training Credits for Work-Integrated Education (WIE)	3

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

Mode of Attendance: Full-time

Host Department

Department of Logistics and Maritime Studies (LMS)

Final Award

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

Programme Management:

Programme Leader	Dr Anthony Pang	anthony.pang@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 with passes in required subjects may satisfy the partial educational requirements for membership of The International Institute of Management (IIM).

They are also granted partial exemption from the qualifying examinations of The Chartered Institute of Procurement and Supply (CIPS).

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

^*Recognition is subject to accreditation assessment.*

2) INTENDED LEARNING OUTCOMES OF BACHELOR OF BUSINESS ADMINISTRATION (HONOURS) PROGRAMMES

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

PolyU is committed to nurturing competent professionals who are also critical thinkers, effective communicators, innovative problem solvers, lifelong learners, ethical leaders and socially responsible global citizens. The institutional learning outcomes for acquiring these graduate attributes at UG level are appropriately addressed by the totality of the programme learning outcomes. In addition, some generic learning outcomes such as global outlook, sense of social and national responsibility, cultural appreciation and entrepreneurship are also addressed through co-curricular activities offered by faculties, departments and various teaching and learning support units of the University. Students are encouraged to take full use of such opportunities to achieve these learning outcomes.

Learning Areas	Institutional Learning Outcomes / Graduate Attributes	Outcomes
Communication	Effective communicator	1. Comprehend and communicate effectively in English, and Chinese where appropriate, in professional and day-to-day contexts
Global Outlook	Socially responsible global citizen	2. Recognize and understand global economic integration, global trends and opportunities, and cultures in the national and global contexts
Critical Thinking	Critical thinker	3. Examine and critique the validity of information, arguments, and different viewpoints, and to reach sound judgments on the basis of credible evidence and logical reasoning
Innovative Problem Solving	Innovative problem solver	4. Identify and define problems in both professional and day-to-day contexts, and produce innovative solutions to solve problems
Entrepreneurship	Ethical leader; Innovative problem solver	5. Demonstrate entrepreneurial spirit and skills in their work, including creative thinking, discovery and use of opportunities, and experimentation with novel ideas
		6. Identify and analyze the means by which values are created in resources allocation and product/service provision
Technology Literacy	Competent professional	7. Demonstrate an understanding on the applications and implications of the latest technologies in practices in the professions
Accounting & Finance	Competent professional	8. Prepare and analyze financial reports for organizations
		9. Apply basic financial theories and understand the operations of financial markets

Learning Areas	Institutional Learning Outcomes / Graduate Attributes	Outcomes
People and Organizational Management	Ethical leader; Socially responsible global citizen	10. Demonstrate self-leadership and apply both interpersonal and intrapersonal skills in organization management
		11. Analyze ethical issues and understand self and organizational responsibilities to society, own nation and the world
Operations Management	Competent professional	12. Apply models of operations management to guide decision making in different business settings
Lifelong Learning	Lifelong Learner	13. Recognize the need for continual learning and self-improvement, and be able to plan, manage and evaluate their own learning in pursuit of self-determined goals
Major-specific Learning Outcome	Competent professional	14. Have sufficient major-specific skills and knowledge to make an immediate contribution to the workplace, and to facilitate the process of continuous professional development

3) ADMISSION AND REGISTRATION

3.1 This Programme's minimum entrance requirements are the University's General Minimum Entrance Requirements for Bachelor's degree programmes. Please refer to the "General Minimum Entrance Requirements" section for undergraduate degree programmes in the Handbook on Academic Regulations for Taught Programmes (Version for University Calendar) for details.

3.2 Please refer to the following sections in the Handbook on Academic Regulations for Taught Programmes (Version for University Calendar) for the requirements of:

- Subject Exemption
- Credit Transfer
- Subject Registration and Withdrawal
- Duration for completion of a programme
- Deferment of Study

3.3 Study Load

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

3.3.2 Please refer to the "Study Load" section in the Handbook on Academic Regulations for Taught Programmes (Version for University Calendar) for other details.

4) CURRICULUM STRUCTURE

4.1 To qualify for graduation, students must complete **at least 66 academic credits AND 3 training credits in Work-integrated Education (WIE).**

4.2 The 66 academic credits comprise:

- 9 credits of General University Requirements (GUR);
- 57 credits of Discipline Specific Requirement (DSR).

4.3 General University Requirements (GUR) (9 credits)

The General University Requirements are as follows:

Areas	**Credits**
Cluster-Area Requirements (CAR) ▪ 3 credits from each of the following 2 cluster areas: (A) English Language (M) Chinese History and Culture and of which ▪ Students must also fulfil the Reading and Writing requirements in English and Chinese	6 (3) (3)
Other Requirements ▪ Service-Learning ▪ Essential Components of General Education (non-credit bearing)	 3 0
Total GUR credits	**9**

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 be 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.

Details of GUR for articulation degree and senior year students is available at https://www.polyu.edu.hk/ogur/student/articulation-degree-programme-structure-senior-year-intakes/

4.4 Discipline Specific Requirements (DSR) (57 credits)

4.4.1 Core Subjects (27 credits)

	Subject Code	Subject Title	Credits
1.	AF2108	Financial Accounting	3
2.	AF3313	Business Finance	3
3.	CLC3221P	Chinese Language Communication for Business	3
4.	ELC3221	Workplace English for Business Students I	3
5.	ELC3222	Workplace English for Business Students II	3
6.	LGT2106	Principles of Operations Management	3
7.	LGT3425	Business Analytics	3
8.	MM4311	Strategic Management	3
9.	MM4513	Corporate Social Responsibility	3

4.4.2 Specialist Subjects (30 credits)

Specialist Compulsory Subjects (7 subjects / 24 credits)

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

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

	Subject Code	Subject Title	Credits
1.	LGT2100	Introduction to Space Commerce	3
2.	LGT3003	Intermodalism	3
3.	LGT3007	Air Transport Logistics	3
4.	LGT3012	Research Methods	3
5.	LGT3016	Shipping Logistics	3
6.	LGT3023	Carriage of Goods Law	3
7.	LGT3029	Shipping and Transport Logistics Operation	3
8.	LGT3101	Intermediate Business Statistics	3
9.	LGT3106	Quality Management	3
10.	LGT3108	Introduction to Enterprise Resource Planning System	3
11.	LGT3109	Introduction to Coding for Business with Python	3
12.	LGT3161	Creativity, Innovation and Entrepreneurship	3
13.	LGT3327	Study Tour and Visits in Global Supply Chain Management	3
14.	LGT4012	Airport Management	3
15.	LGT4017	Information Systems for Logistics Management	3

16.	LGT4101	Practice of Management Decision Analysis	3
17.	LGT4102	Simulation for Operations & Information Management	3
18.	LGT4103	Project Management	3
19.	LGT4105	International Operations Management	
20.	LGT4113	Service Operations Management	3
21.	LGT4114	Supplier Development and Contract Management	3
22.	LGT4115	E-commerce and Logistics	3
23.	LGT4800	Airline Strategy and Management	3

4.5 Work-Integrated Education (3 training credits)

Students will need to complete LGT3901 Work-Integrated Education to earn 3 training credits.

5) INDICATIVE PROGRESSION PATTERN

An indicative progression pattern for the programme / discipline-specific requirements (DSR) of BBA (Hons) in Supply Chain Management and Analytics is shown below. As this is a credit-based programme, these are indicative and students may choose to proceed at a slower or faster pace. However, it is anticipated that the great majority of students will follow these or similar patterns. Subjects which are in particularly high demand may be offered more than once per year, which would give students additional flexibility in determining their own pattern of progression. The maximum study load that a student can take in a semester is 21 credits.

Suggested Semester	Code	Subject	Credits
	Year 1 (Semester 1)		
1	AF2108	Financial Accounting	3
1	LGT2106	Principles of Operations Management	3
1	LGT3301	Logistics Technologies and Distribution Management	3
1	LGT3307	Strategies and Technologies in Warehousing Management	3
1	LGT4306	Supply Chain Analytics	3
1		CAR A – English Language	3
			18
	Year 1 (Semester 2)		
2	AF3313	Business Finance	3
2	ELC3221	Workplace English for Business Students I	3
2	LGT3102	Management Science	3
2	LGT3425	Business Analytics	3
2	LGT4310	Digital Procurement Management	3
			15
	Year 2 (Semester 1)		
1	LGT4312	Managing Innovation and Technology	3
1 & 2	LGT4309	SCMA Capstone Project	-
1	MM4311	Strategic Management	3
1		Service-Learning	3
			12
	Year 2 (Semester 2)		
2	CLC3221P	Chinese Language Communication for Business	3
2	ELC3222	Workplace English for Business Students II	3
1 & 2	LGT4309	SCMA Capstone Project	6
2	MM4513	Corporate Social Responsibility	3
2		CAR M	3
			15
	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.

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

Remarks

a) The progression patterns vary by study options.
b) **For students following the progression pattern specified for their study options, they have to take the number of credits and subjects as specified for each semester. Students cannot drop those subjects assigned by the Department unless prior approval has been given by the Department.**
c) **Students are not allowed to drop any subjects after the add/drop period. Applications for subject withdrawal after the add / drop period will only be considered if you have a genuine need with strong justifications and documentary evidence. Poor performance in mid-term examination / continuous assessment, excessive workload and change of study plan will NOT be accepted as valid reasons for subject withdrawal. Students cannot selectively pick subjects for withdrawal without valid reasons.**

6) WORK-INTEGRATED EDUCATION (WIE)

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

6.2 Students are required to obtain a "Pass" in the subject **LGT3901 Work-Integrated Education** upon graduation, i.e., successfully complete at least 100 hours of placement in one organization. A maximum 10 hours each can come from WIE related training workshops and from taking on a leadership role in a student association, e.g. The Hong Kong Polytechnic University Students' Union, Faculty of Business Students' Association, Accounting and Finance Society, Logistics and Maritime Studies Society, or Management and Marketing Society. The WIE fulfillment will be recorded under "Other Fulfillment" in SRS System as well.

6.3 Learning Objectives of WIE

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

Areas of Personal Development

a. Appreciate his/her own learning style and determine the best approach to enhancing his/her learning;
b. Appreciate his/her own learning and development needs and chart his/her learning and development plan for the next 3-5 years;
c. Make informed choices/preferences for his/her career and formulate a suitable plan for achieving it.

Areas of Workplace Appreciation

a. Understand the issues involved in the practical application of the skills, knowledge and information acquired in the University environment;
b. Appreciate the requirements and demands of the real-world work environment, especially in the industry/sector where WIE was done so as to facilitate the smooth transition to full-time employment after graduation;
c. Identify factors in organizational culture that influence sustainable competitive advantage, excellence, and progress.

Areas of Key Skills

a. Develop strategic approaches to anticipate and handle challenges;
b. Analyze problems and strategize solutions;
c. Appreciate the computing skills he/she has acquired, determine areas that require further development, and make plans to achieve them;
d. Communicate effectively and confidently;
e. Work effectively individually as well as in teams.

6.4 WIE Requirements

6.4.1 Students must acquire at least 3 'WIE credits' (classified as training credits) in addition to the required academic credits to be eligible for graduation and are highly recommended to complete the requirement before promotion to the final year of study.

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

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

6.4.4 All work for WIE credits must be structured and measurable, where structured means that objectives are set for the work experience before it begins and measurable means that the attainment of those objectives is monitored and attested to by a person other than the student, usually the internship supervisor at the organization where the work is done.

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

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

6.4.7 Students may participate in internship secured by themselves and/or the Faculty, their School or Department and The Careers and Placement Section (CPS), Student Affairs Office (SAO). Internship placements secured by students must be approved by their Department WIE Coordinator in order for the hours to be counted towards achieving their WIE credits.

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

6.4.9 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.

6.4.10 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 section 5.2 above.

6.5 Compensation and Regulatory Matters

6.5.1 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 employers' discretion.

6.5.2 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 (https://www.mpfa.org.hk/en/mpf-system/mandatory-contributions/employees) should be applied. However, these are subject to Employment Ordinance (http://www.labour.gov.hk/eng/legislat/content2.htm) that may apply during the internship period.

6.5.3 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.

6.5.4 Students going on internship placements on the Chinese Mainland or at international locations may apply for the University's Offshore WIE Sponsorship (OWS), offered via The Careers and Placement Section (CPS), Student Affairs Office (SAO).

6.5.5 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.

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

6.6 WIE Placement Procedures

6.6.1 WIE placement opportunities and relevant WIE announcements are made available year-round to relevant students via FB WIE Online System. It is the students' responsibility to search for suitable placements and follow the respective application procedures and deadlines.

6.6.2 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.

6.7 WIE Assessments

6.7.1 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.

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

6.7.3 Students should take note that their termination of internships without valid reason(s) or their being terminated from their internships will render them to have failed the WIE activity.

6.8 Information on WIE

6.8.1 Further information and updates on WIE are available at departmental websites as well as through students' campus emails regularly.

6.8.2 Students should contact their Departmental WIE Coordinator for assistance should they have questions and queries.

7) EXAMINATION AND ASSESSMENT

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

7.1 Assessment Methods

7.1.1 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 relevant programme/subject documents.

7.1.2 At the beginning of each semester, the subject teacher should inform students of the details of the methods of assessments to be used within the assessment framework as specified in relevant programme/subject documents.

7.1.3 To ensure that students' English capabilities are better developed, every subject offered by FB Departments contains some significant elements of individual writing tasks in English.

7.2 Grading

The grade points assigned to subject grades attained by students from 2020/21 are as follows:

Grade	Grade Point for grades attained from 2020/21
A+	4.3
A	4.0
A-	3.7
B+	3.3
B	3.0
B-	2.7
C+	2.3
C	2.0
C-	1.7
D+	1.3
D	1.0
F	0.0

7.3 Progression/Academic Probation/Deregistration

7.3.1 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 or the Summer Term study is mandatory for the programme), determine whether each student is

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

7.3.2. When a student has a Grade Point Average (GPA) lower than 1.70, he/she will be put on academic probation in the following semester. If a student is able to pull his/her GPA up to 1.70 or above at the end of the semester, the status of "academic probation" will be lifted. The status of "academic probation" will be reflected in the assessment result notification but not in the transcript of studies.

7.3.3. A student will have 'progressing' status unless he/she falls within any one of the following categories which shall 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 the Programme Requirement Document (applicable to students admitted in or before 2019/20); or

(ii) the student has reached the final year of the normal period of registration for that programme, as specified in the Programme Requirement Document, unless approval has been given for extension (applicable to students admitted in or after 2020/21); or

(iii) the student has reached the maximum number of retakes (i.e. two times) allowed for a failed compulsory subject; or

(iv) the student's GPA is lower than 1.70 for two consecutive semesters and his/her Semester GPA in the second semester is also lower than 1.70; or

(v) the student's GPA is lower than 1.70 for three consecutive semesters.

7.3.4. When a student falls within any of the categories as stipulated above, except for category (ii) with approval for extension, the Board of Examiners shall de-register the student from the programme without exception.

7.3.5. A student may be de-registered from the programme enrolled before the time frame specified in Sections 7.3.3 (iv) or 7.3.3 (v) above if his/her academic performance is poor to the extent that the Board of Examiners deems that his/her chance of attaining a GPA of 1.70 at the end of the programme is slim or impossible.

7.3.6. The progression of students to the following academic year will not be affected by the GPA obtained in the Summer Term, unless Summer Term study is mandatory for all students of the programme and constitutes a requirement for graduation, and is so specified in the Programme Requirement Document.

7.3.7. 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 the Academic Appeals Committee (AAC) for final decision. Views of Faculties/Schools/Departments will be sought and made available to AAC for reference.

7.4 Retaking of subjects

7.4.1. Students may only retake a subject which they have failed (i.e. Grade F or S or U). Retaking of subjects is with the condition that the maximum study load of 21 credits per semester is not exceeded.

7.4.2. The number of retakes of a subject should be restricted to two, i.e. a maximum of three attempts for each subject is allowed.

7.4.3. 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, undergraduate or sub-degree 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.

7.4.4. Students need to submit a request to the Faculty/School Board for the second retake of a failed subject.

7.4.5. Students who have failed a compulsory subject after two retakes and have been de-registered can submit an appeal to the Academic Appeals Committee (AAC) for a third chance of retaking the subject.

7.4.6. In relation to 7.4.5 above, in case AAC does not approve further retakes of a failed compulsory subject or the taking of an equivalent subject with special approval from the Faculty, the student concerned would be de-registered and the decision of the AAC shall be final within the University.

7.5 Guidelines for Award Classification

7.5.1 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.

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

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

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

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

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

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

The Weighted GPA ranges from 0.00 to 4.30.

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

7.5.6 The following are the award GPA ranges for determining award classifications:

Honours degrees	**Award GPA**
1st	3.60 – 4.30
2:i	3.00 – 3.59
2:ii	2.40 – 2.99
3rd	1.70 – 2.39

7.6 Student Appeals against Examination Results

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

8) ACADEMIC ADVISING

8.1 Aims of Academic Advising

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

a) To build up an early connection between the students and their home departments, and to promote their sense of affiliation to the department and the University,
b) To provide students with accurate information about the academic regulations and requirements regarding their Major/programme, as well as the GUR,
c) To assist students to explore their interests, abilities and values on academic pursuits, and formulate appropriate intellectual, professional and personal goals,
d) To provide advice and guidance to students that enables them to develop and pursue a study plan for their 2 years of study appropriate for meeting their intellectual, professional and personal goals,
e) To connect students to resources, opportunities and support within and outside the University to enhance their educational experiences and success.

8.2 Academic Advising in Department

8.2.1 After a student embarks on his/her Major, he/she will be assigned to a full-time academic staff in his/her Department who will act as his/her Academic Advisor throughout his/her study at PolyU. The primary role of the Academic Advisor is to facilitate his/her choice of his/her Major study and Minor/Free electives, if applicable. Students are expected to take initiative to consult their Academic Advisors before subject registration when there is a need. If students take less than the minimum allowable credits or more than the maximum allowable credits in a semester, they will need the approval of their Programme Leaders via the Academic Advisors.

8.2.2 Students are expected to meet with their Academic Advisors periodically (at least once a year individually or in group) to discuss their academic plans and aspirations. They are also encouraged to consult their Academic Advisors especially when they are on academic probation/ de-registration.

8.3 Roles and Responsibilities of Academic Advisees

Students/Academic Advisees are expected to:

a) Take personal responsibility for their academic decisions, plans and outcomes.

b) Be familiar with the academic advising policies, resources and infrastructure at PolyU.

c) Understand their Major/Minor requirements and the General University Requirements and monitor their own progress with reference to the graduation requirements.

d) Develop study plans which enable them to complete their undergraduate degrees at PolyU.

e) Attend academic advising sessions offered by the Departments/Faculties and the Student Affairs Office (SAO).

f) Be prepared for academic advising. Understand their academic progress before meeting their Academic Advisors.

g) If they have any questions regarding their academic studies, they should raise them at the academic advising meetings.

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

i) Read the e-mails and letters sent to them by their Academic Advisors in their Departments/Faculties and SAO Academic Advising Officers.

j) Visit the Departmental academic advising websites and the SAO website at least once a semester for updates and new information.

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

l) Enjoy their academic advising experience at PolyU.

8.4 Useful Links

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

Student Affairs Office (SAO) website:
https://www.polyu.edu.hk/sao/

Office of Undergraduate Studies (OUS) website:
https://www.polyu.edu.hk/ous/

9) CODE OF CONDUCT FOR STUDENTS

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

9.2 Plagiarism

9.2.1 Plagiarism refers to the act of using the creative works of others (e.g. ideas, words, images or sound, etc.) in one's own work without proper acknowledgement of the sources.

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

9.2.3 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.

9.2.4 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.

9.3 Classroom Behaviour

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

9.3.2 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.

9.3.3 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.

9.3.4 Lecturers are entitled to ask individual students to leave the classroom if they persist in offending against this code of conduct.

9.3.5 Members of staff in the Faculty of Business expect students to follow this Code of Conduct. It is nothing more than simple politeness.

9.4 Use of PolyU E-mail Account

9.4.1 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.

9.4.2 Students should not use PolyU student e-mails in any ways which violate applicable laws and regulations, including but not limited to:

- Conducting commercial functions, such as marketing or business transactions
- Sending irrelevant or chain mails to a large number of recipients
- Broadcasting messages which are likely to harass or offend other users
- Any communication which violates applicable laws and regulations.

9.4.3 Users should also observe that proper and courteous language should be used in e-mails, and sending e-mails in the name of another person and / or anonymous e-mail is unacceptable. The University's e-mail address lists are for internal use and may not be distributed to external entities for purpose of mass mailing.

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