Q1   What is a major?

A major field of study is the core competence area, comprising a structured group of courses which aims to create a broad and deep intellectual experience in an academic discipline. Each major shall be overseen by a Major Programme Leader. EE offers three government-funded undergraduate majors. Please see Major Structure and Curriculum (CDE/ECE/INFE).

Q2   What is a pre-requisite, co-requisite and pre-cursor?

A pre-requisite is a requirement that must be fulfilled before a student can register in a particular course. A co-requisite is a course that must be taken before or together with a particular course (a pass is not required). A pre-cursor is not a requirement but students are advised to complete the precursor course before registering in a particular course.

Q3   What is a credit unit?

Each course is assigned a number of credit units. A credit unit is equivalent to approximately forty-to-fifty hours of student work.

Q4   How can I earn a credit unit?

You must register for the course, fulfil all coursework requirements and get a final grade of at least D. To pass any EE courses or GE courses offered by EE, students should obtain at least 30% in the examination, 30% of coursework and an overall mark of 30% in the course. For courses with laboratory sessions, a laboratory attendance of at least 75% must be recorded. The above are the MINIMUM general guidelines for assessment. A higher set of requirements imposed on courses is possible if deemed appropriate. Please refer to University Catalogue 2019/20 for more information.

Q5   How can I view my personal class schedule?

Students can view their own personal class schedule from CityU Portal/ AIMS.

From CityU Portal
   a. Log into CityU Portal
   b. Under the tab "Student", select "Student Schedule" from "Useful Services" to view your timetable for current semester.

From AIMS
   a. Log into AIMS from CityU homepage.
   b. Click "Course Registration" menu.
   c. Under "For 2019 Cohort", click "Main Menu for Web Add/Drop", click "View Registration Information"
   d. Select the appropriate term.
   e. Click the "Schedule Details" tab to display details of your class schedule.

Q6   What is the procedure and the deadline for adding or dropping courses?

You may click here for a **Quick Guide on Course Registration** and **Courses Add/Drop Demos.**
When to use Paper Add/Drop Form?
  I.   For add/drop of courses which are NOT web-enabled (WEB = N in the Master Class Schedule)
  II.   For requesting waivers from registration restrictions for courses which are WEB-ENABLED (WEB = Y in the Master Class Schedule).
Please click here for Steps for **Submitting Add/Drop Requests** and **Print Add/Drop Form Demo**.

The deadline for add/drop of Semester A, 2019/20 courses is 9 September 2019, 11:30p.m. Students should pay attention to announcements from ARRO and the Department for schedule in each semester. Under normal circumstances, no late add/ drop application will be accepted by the Department.

Q7   When and how can I register and select Final Year Project (EE4080):

When you have met the pre-requisite requirements, you can register for the Final Year Project. Students will be notified of the project selection details before Semester B examination every year. For details, please visit the Final Year Project web-site under the 'Student Intranet' of EE website. Missing the regular round will definitely lead to delay in embarking on your Final Year Project.

Q8   What is DegreeWorks?

DegreeWorks is a web-based tool that CityU has introduced for undergraduate students for academic advising and degree audit purposes. DegreeWorks matches a student's academic record against the degree requirements. It helps students learn easily what courses and requirement they still need to complete and help them plan their studies. DegreeWorks also facilitates communication between students and major leaders/academic advisors, and helps staff members monitor the students' progress more easily.

Q9   What is meant by "catalog term"? I can see the term appearing in the header of all the blocks of requirement in my advising worksheet.

As the requirements for any major, minor, college requirements, etc. may change over time, "catalog term" is used to differentiate the set of requirements that you are following. Normally, for your degree and gateway education requirements, the catalog term will be the same as your admission term to the Bachelor's degree programme. If you find that what you have studied do not follow exactly the requirements of the catalog term that you are following, please discuss with your advisor immediately.

Q10   What is a Grade Point, Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA)?

A Grade Point is the **numerical grade** assigned to the **letter grade** for assessment purpose, except for the grades of P, IP, I, TR, Z, X and WD which carry no Grade Point. (Please click here for the Grade Table). It is also used to calculate a student's SGPA and CGPA. The calculation of SGPA and CGPA is illustrated in the example given below:

Example: Student A (suppose the programme only consists of 4 courses)

Course	Grade	Grade Point	Credit unit
Semester A			
EE2345	A	4.0	3
EE2567	B-	2.7	3
Semester B			
CS3233	D	1.0	3
EE4076	B	3.0	6

$$\text{SGPA for Semester A} = \frac{4.0 \times 3 + 2.7 \times 3.0}{3 + 3} = 3.35$$

$$\text{CGPA for Semester A and B} = \frac{(4.0 \times 3) + (2.7 \times 3) + (1.0 \times 3) + (3.0 \times 6)}{3 + 3 + 3 + 6} = 2.74$$

Q11   How is CGPA calculated if I take more than the required number of credit units in electives or Gateway Education (Area requirements)?

All extra electives and GE courses taken will be counted towards the calculation of CGPA.

Q12   How can an undergraduate student graduate?

An undergraduate student can graduate if he/she has fulfilled all degree requirements AND achieved a CGPA of 1.7 or above. Also, students are required to notify the University your intention to graduate by submitting your application through AIMS during the specified period in the semester/ term assuming you will have all requirements completed. Omission in submitting the application before the required deadline will definitely cause delay in your graduation date.

Q13   What is the consequence of failing a course?

You will get an F grade, which means you cannot earn any credit unit from the course. If that is a core course, you will need to retake it and pass it in order to graduate. Failing the same required course (or its equivalent/substitute course) after three attempts will lead to termination. If that is an elective course, you may take another elective to fulfil the major requirements. However, you might need longer time to graduate!

Q14   Is Grade D a pass grade?

It is a marginal pass, and the grade point you can get is only '1.0'. If you get D for some courses, you may not be able to graduate since your CGPA may be below 1.7.

Q15   How can I apply for scholarship?

Always check the 'Scholarships' section from 'Information for Current Students' under 'Students' of EE homepage.

Q16   Where can I get the lab manuals, experiment schedules and safety guidelines?

Go to the 'Student Intranet'.

Q17   Can I work in the laboratory after the laboratory class?

You are encouraged to do so! Please check the laboratory opening hours and be mindful of the safety guidelines from the 'Student Intranet'.

Q18   How can I manage to complete my final year project if I go exchange in my final year of study? Is delay in graduation a must?

Students successfully got a place in the exchange programme can seek approval from the department on completing your second semester of final year project in summer term where applicable. Please refer to EE student exchange programme webpage for more details.