

## STUDENT HANDBOOK

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\* This booklet aims only to provide an easy reference for students. The contents of this document will be updated from time to time. Students affected by the change(s) will be notified via email. Updated information can also be accessed through the Student Page - Programme Information (Username: eestudent; Password: eestudent) at EE homepage: [www.ee.cityu.edu.hk](http://www.ee.cityu.edu.hk).

## HEAD'S WELCOME

Dear Students,

Let me extend my warmest welcome to all MSc students joining the Department of Electronic Engineering. We are always striving for being a leading department of its kind among global tertiary institutions and providing programmes that are of the highest possible standard with an enhancement of specialist technical knowledge relevant to the current and anticipated needs from the industry.

In recent years, to cater for students' career advancement, internship, industrial research and business management elements have been introduced to the programme. Apart from grasp of solid and technical knowledge related to EE discipline, we aspire to nurture all-rounded and passionate professionals who are capable of generating new ideas related to their areas of expertise, analyzing and communicating effectively in their professions, as well as mastering business management skills to take up challenges at their managerial positions in different industries.

The Department is here to provide all the necessary support to you on achieving fruitful learning experiences with us. I sincerely hope that you find the study here extraordinarily rewarding yet enjoyable.



Stella W Pang

Head and Chair Professor

Department of Electronic Engineering

August 2017

## PROGRAMME MANAGEMENT TEAM

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Academic Building  
(Please take Lift 7)

## INTRODUCTION

- A. Programme Title : MSc in Electronic Information Engineering (MSEIE)**  
理學碩士(電子資訊工程學)

### Optional Exit Routes

- **Business Management (BM) Option**
- **Industrial Research (IR) Option**

- B. Mode of Attendance and Study Duration**

	MSEIE		MSEIE with BM		MSEIE with IR	
	Full-time	Part-time/ combined mode	Full-time	Part-time/ combined mode	Full-time	Part-time/ combined mode
Normal period of study	1 year	2 years	1.5 years	3 years	1.5 years	N/A
Maximum period of study	2.5 years	5 years	3.5 years	7.5 years	3.5 years	N/A

- C. Programme Aim**

The MSc programme aims to provide an enhancement of specialist technical knowledge in strategically selected areas, such as RF & microwaves circuits & applied electromagnetics, wireless communications, networking & data communications, and optical communications that are relevant to the current and anticipated future needs from industry. Due to the rapid advances of existing technologies, the programme is designed for practicing engineers who want to upgrade and update their knowledge in this field.

The programme offers a good selection of business management electives, preparing engineers with knowledge on top of their technical fronts to take up managerial positions in their engineering career.

The programme also offers Industrial or Research Internship experience via the Applied Research Internship Scheme preparing students for full employment immediately after their research internships, or for further studies as PhD candidates in their related technology areas either locally or in overseas countries.

#### **D. Programme Intended Learning Outcomes**

On completion of the programme, students should have the following demonstrable learning outcomes:

1. Describe current and anticipated trends in the selected areas including Wireless Communications; Networking and Information Engineering; Optical Communications; and RF & Microwave Circuits and Applied Electromagnetics.
2. Evaluate and analyze new technologies in the selected areas.
3. Apply specialist knowledge in the selected areas.
4. Assess, evaluate and formulate solutions to problems or specifications, in the selected areas.
5. Carry out research and develop new technologies and products in the selected areas.
6. Apply effective communication skills in their professions.
7. Manage teams of technologists with good senses of business and marketing (BM option only).
8. Manage a research project and develop strong ability to do academic/ industrial research (IR option only).

#### **E. Business Management Option**

The exit route, Business Management option aims to equip engineering students with business management skills on top of the specialist technical knowledge, and thus enabling students to cope with the industrial demand of well-rounded professionals and take up managerial positions in their career.

#### **F. Industrial Research Option (For students who opt for studying full-time mode only)**

The exit route, Industrial Research option offers an Applied Research Internship Scheme to be carried out in industrial companies or research institutions, either locally or in overseas for 6 to 9 months, equipping students the professionalism to handle a technically challenging research project intellectually, innovatively and independently. This provides an even more flexible way-out that the industrial and research experiences earned advantageously prepare graduates for full employment immediately after the internship, or for further studies as PhD candidates in their chosen technology areas either locally or in overseas countries.

## PROGRAMME INFORMATION

### A. Multiple exit routes and re-entry routes

Entry/Exit routes	Credits gained on exit	Re-entry routes	
		To	Maximum allowable credit transfer <sup>1</sup>
MSEIE	30 CUs	BM Option	50%
BM Option <sup>2</sup>	45 CUs	N.A.	
IR Option <sup>3</sup>	45 CUs	N.A.	

Notes:

1. Grades from transferred credits may be counted in the calculation of a student's GPA for the award being pursued.
2. Students who want to opt for the BM option should fill in the BM option application form available from the General Office, or download from "Student Page – Programme Information" under the EE website: <http://www.ee.cityu.edu.hk>. (Login: eestudent, Password: eestudent).
3. Industrial Research (IR) option is for students who opt for studying full-time mode only. Details for transferring to this exit route will be advised via email in due course.

### B. Laboratory

The laboratory session, being an integral part of an elective course, consists of experiments and mini-projects to enable students to fully appreciate and make use of the lecture materials.

## C. Programme Requirements

**MSEIE:** Students must complete a total of 30 CUs for the award. A minimum 24 CUs of Technical elective courses<sup>1</sup> where at least 6 CUs must be information engineering related courses (denoted by sign \* on the list below) and at least 12 CUs should be Level 6 courses.

**Industrial Research (IR) Option<sup>2</sup>:** Students must complete a total of 45 CUs of which 15 CUs should earn by taking EE6691 Applied Research Internship Scheme in Electronic Engineering. For the rest of 30 CUs, a minimum 24 CUs of Technical elective courses<sup>1</sup> where at least 6 CUs must be information engineering related courses (denoted by sign \* on the list below) and at least 12 CUs should be Level 6 courses, excluding EE6691.

**Business Management (BM) Option<sup>3</sup>:** Students must complete a total of 45 CUs of which at least 15 CUs, but not more than 18 CUs must be Business Management (BM) elective courses (denoted by sign # on the list below). A minimum 24 CUs of Technical elective courses<sup>1</sup> where at least 6 CUs must be information engineering related courses (denoted by sign \* on the list below) and at least 12 CUs should be Level 6 courses.

### **Elective Courses:**

3 credit units each, except for EE6680 Dissertation (9 CUs) and EE6691 Applied Research Internship Scheme in Electronic Engineering (15 CUs). Elective courses offered are under continuous review. The electives available in any particular year are therefore subject to change. Besides, a minimum enrolment of at least 18 students is required for an elective course to be offered.


### Notes:

1. Technical elective courses consist of all EE and CS elective courses.
2. The award title will be “Master of Science in Electronic Information Engineering with Industrial Research”.
3. The award title will be “Master of Science in Electronic Information Engineering with Business Management”.

Course code	Course title	IR Option	MSEIE / BM Option
CS5351*	Software Engineering	√	√
CS5348*	Software Quality Engineering	√	√
EE5410	Signal Processing	√	√
EE5412*	Telecommunication Networks	√	√
EE5413*	Advanced Internet Technologies	√	√
EE5414*	Development and Design in Embedded Systems	√	√
EE5415*	Mobile Applications Design and Development	√	√
EE5416*	Topics in Bioelectronics and Biomedical Instrumentation	√	√
EE5425	Fundamentals of Radio Frequency (RF) Circuit Engineering	√	√
EE5432	Applications of Lasers in Optoelectronics	√	√
EE5433* <sup>#^</sup>	Innovation in Multimedia Technology and Marketplaces for Mobile Applications	√	√
EE5604	Applied Electromagnetics in Electronic Design	√	√
EE5605*	Optoelectronic Devices and Applications	√	√
EE5805*	Java Network Programming	√	√
EE5806*	Topics in Image Processing	√	√
EE5808*	Topics in Computer Graphics	√	√
EE5809*	Digital Audio Processing and Applications	√	√
EE5815*	Topics in Security Technology	√	√
EE6412*	Signaling, Switching and Routing in Telecommunication Networks	√	√
EE6413*	Advanced Topics in Networking Technologies	√	√
EE6426	Radio Frequency (RF) Circuit Engineering	√	√
EE6428	Optical Communications	√	√
EE6429	Optical Fibres and Waveguides	√	√
EE6430	Discrete-Time Control Systems	√	√
EE6432*	Topics in Digital Video Broadcasting	√	√
EE6435*	Multi-Dimensional Data Modeling and its Application	√	√
EE6449	Electromagnetic Compatibility – EMC Theory, Design & Measurement	√	√
EE6453*	Mobile Communication and Networks	√	√
EE6601	Topics in Radio Frequency Circuit Design and Applications	√	√
EE6603*	Wireless Communication Technologies	√	√
EE6605*	Complex Networks: Modeling, Dynamics and Control	√	√
EE6609	Nonlinear Optical Devices	√	√
EE6610*	Queueing Theory with Telecommunications Applications	√	√



Course code	Course title	IR Option	MSEIE / BM Option
EE6611	Directed Studies for Taught Postgraduate Students	√	√
EE6612 <sup>#a</sup>	Studies on Electronics Industry in China and Asia Pacific	√	√
EE6613	Green Electronics-Theory, Eco-design, Experiments and Applications	√	√
EE6614	Reliability Engineering in Electronics Industry	√	√
EE6615	Nanotechnology for Devices and Microsystems	√	√
EE6616*	Bioelectromagnetics - Theory and Topics in Engineering Applications	√	√
EE6617*	Detection and Estimation – Theory and Applications in Communications	√	√
EE6618*	Three Dimensional (3D) Video Display Technology	√	√
EE6619*	Antenna Design for Wireless Communications	√	√
EE6620*	Linear Systems Theory and Design	√	√
EE6680 <sup>u</sup>	Dissertation (9 CUs)		√
EE6690	Internship Scheme in Electronic Industry		√
EE6691 <sup>@</sup>	Applied Research Internship Scheme in Electronic Engineering (15 CUs)	√	
EE6802	Advances in Digital Signal Processing	√	√
EE6805*	Video and Speech Compression	√	√
EF5010 <sup>#</sup>	Economics for Business	√	√
EF5042 <sup>#</sup>	Corporate Finance	√	√
FB5632 <sup>#</sup>	e-Marketing and Customer Relationship Management	√	√
FB6622 <sup>#</sup>	Services Marketing	√	√
MGT5204 <sup>#</sup>	Organizational Behaviour	√	√
MGT5205 <sup>#</sup>	Strategic Management	√	√
MGT5313 <sup>#©</sup>	International Organizational Behavior	√	√
MGT5316 <sup>#</sup>	Human Resources Management	√	√
MGT6209 <sup>#</sup>	High Performance Collaborations	√	√
MGT6314 <sup>#</sup>	Global Human Resource Management	√	√
MGT6318 <sup>#</sup>	Employee Engagement and Performance	√	√
MGT6323 <sup>#©</sup>	Cross-Cultural Negotiation	√	√
MGT6325 <sup>#©</sup>	International Entrepreneurship & Intrapreneurship	√	√
MGT6326 <sup>#©</sup>	Managing International Business	√	√
SEEM6009 <sup>#</sup>	Project Management	√	√
SEEM6012 <sup>#</sup>	Technological Innovation and Entrepreneurship	√	√
SEEM6015 <sup>#</sup>	Supply Chain Management	√	√
SEEM6037 <sup>#</sup>	Managing Strategic Quality	√	√
SEEM6044 <sup>#</sup>	China Engineering Enterprise Management	√	√

- \* *Information Engineering (IE) related course – Students are required to earn at least 6 CUs of IE related courses.*
  - # *Business Management (BM) elective course – Students chose Business Management (BM) option are required to earn at least 15 CUs, but not more than 18 CUs from BM elective courses.*
  - © *Two-year full-time working experience (internship experience or similar are not counted) is required for taking this Management (MGT) course.*
  - ^ *CUs earned from this course could be counted as either fulfilling credit unit requirement of EE technical elective or that of business management elective.*
  - μ *Upon successful completion of the programme requirement, students who have taken EE6680 Dissertation (9 credit units) will be considered eligible to apply PhD programme of CityU, provided that the English proficiency requirements are met.*
  - @ *EE6691 Applied Research Internship Scheme in Electronic Engineering (15 credit units) is for full-time students who opt for Industrial Research (IR) exit route only. Students taking EE6691 cannot take EE6680 Dissertation and EE6690 Internship Scheme in Electronic Industry as they are exclusive courses.*
-  *Reimbursable Course under Continuing Education Fund, please refer to Appendix I for application and reimbursement details.*

#### **D. Course Assessment Table**

The course details are shown in Figure 1. The offering schedule specified in Figure 1 is under normal circumstances and might be subject to change due to different timetabling and teaching assignment constraints in different years. Students may take it as reference and please pay attention to the master class schedule announced by the Chow Yei Ching School of Graduate Studies (SGS) prior to each semester for course registration and add/drop arrangement. Also the course syllabus or assessment are under continuous review as deemed necessary and appropriate. For the latest course information, you are always advised to refer to the syllabus of each course which is available at "Student Page - Programme Information" under the EE website: <http://www.ee.cityu.edu.hk>. (Login: eestudent, Password: eestudent).

**Figure 1: Course Assessment Table for MSEIE, BM Option and IR Option (2017/2018 and Summer 2018)**

For MSEIE, students must complete a total of 30 CUs for the award. A minimum of 24 CUs of technical elective courses where at least 6 CUs must be information engineering related courses (denoted by an asterisk\* on the list below) and at least 12 CUs should be Level 6 courses.

For Industrial Research (IR) option, students must complete a total of 45 CUs of which 15 CUs should be earned by taking EE6691 Applied Research Internship Scheme in Electronic Engineering. For the rest of 30 CUs, a minimum of 24 CUs of technical elective courses where at least 6 CUs must be information engineering related courses (denoted by an asterisk\* on the list below) and at least 12 CUs should be Level 6 courses, excluding EE6691.

For Business Management (BM) option, students must complete a total of 45 CUs of which at least 15 CUs, but not more than 18 CUs must be Business Management (BM) elective courses (denoted by sign# on the list below). A minimum of 24 CUs of technical elective courses where at least 6 CUs must be information engineering related courses (denoted by an asterisk\* on the list below) and at least 12 CUs should be Level 6 courses.

Students can decide on their own pace of studies based on the pre-requisite and pre-cursor requirements. Part-time students can select courses of up to 9 credit units in each semester and complete the programme normally within 2 years' time, except for students who opt for BM option and normally complete the programme in 3 years. Full-time students can select courses of up to 18 credit units in each semester and complete the programme normally within 1 year time, except for students who opt for BM/IR option and normally complete the programme in 1.5 years.

Pre-Cursor <sup>1</sup>	Pre-Requisite <sup>2</sup>	Offer In Sem	Course Code & Title	CU	Contact Hours				C %	X %	Exam Dur	Exclusive Course	Equivalent Course	Note
					Lec	Tut	Lab	Ttl						
EE3008 or EE3112 or EE3210		A	EE5410 Signal Processing	3	39	0	0	39	40	60	2	Nil	Nil	4
		A	EE5412* Telecommunication Networks (not offered in 2017/18)	3	26	13	0	39	30	70	2	Nil	Nil	3
	EE3110	A	EE5416* Topics in Bioelectronics and Biomedical Instrumentation (not offered in 2017/18)	3	39 $\pi$	0	0	39	50	50	2	Nil	Nil	3
EE3109 or EE3110		A	EE5425 Fundamentals of Radio Frequency (RF) Circuit Engineering	3	36 $\leq$	0	3	39	60	40	2	Nil	EE6425	3
		A	EE5433*# Innovation in Multimedia Technology and Marketplaces for Mobile Applications (not offered in 2017/18)	3	39 $\geq$	0	0	39	60	40	2	Nil	Nil	4, 9
	EE2104 or EE3109	A	EE5604 Applied Electromagnetics in Electronic Design	3	39@	0	0	39	70	30	2	Nil	Nil	3
EE2104, EE2106, EE2109		A	EE5605* Optoelectronic Devices and Applications (not offered in 2017/18)	3	39@	0	0	39	40	60	2	Nil	Nil	4

Pre-Cursor <sup>1</sup>	Pre-Requisite <sup>2</sup>	Offer In Sem	Course Code & Title	CU	Contact Hours				C %	X %	Exam Dur	Exclusive Course	Equivalent Course	Note
					Lec	Tut	Lab	Ttl						
(MA2149 or MA2170) and (EE3210 or EE3118) or EE5410		A	EE5806* Topics in Image Processing	3	26	13	0	39	30	70	2	Nil	Nil	4
EE3210 or EE3118		A	EE5809* Digital Audio Processing and Applications	3	26	13	0	39	30	70	2	Nil	Nil	4
EE6412	EE5412	A	EE6413* Advanced Topics in Networking Technologies (not offered in 2017/18)	3	39	0	0	39	40	60	2	Nil	Nil	4
EE3114		A	EE6430 Discrete-Time Control Systems (not offered in 2017/18)	3	39 <sub>≤</sub>	0	0	39	60	40	2	Nil	Nil	4
EE4106 or EE4107 or electromagnetics related courses		A	EE6601 Topics in Radio Frequency Circuit Design and Applications (not offered in 2017/18)	3	39 <sub>α</sub>	0	0	39	50	50	2	Nil	Nil	4
EE3008		A	EE6603* Wireless Communication Technologies	3	26	13	0	39	40	60	2	Nil	Nil	4
	EE4035 or EE6428	A	EE6609 Nonlinear Optical Devices (not offered in 2017/18)	3	26	13	0	39	30	70	2	Nil	Nil	4
CS2363 and, either EE3313 or MA3160		A	EE6610* Queueing Theory with Telecommunications Applications	3	26	13	0	39	30	70	2	Nil	Nil	4
EE2301 or EE3003		A	EE6614 Reliability Engineering in Electronics Industry	3	39 <sub>⊙</sub>	0	0	39	60	40	2	Nil	Nil	4
EE2104		A	EE6616* Bioelectromagnetics - Theory and Topics in Engineering Applications (not offered in 2017/18)	3	39 <sub>⊙</sub>	0	0	39	50	50	2	Nil	Nil	4
	EE4115	A	EE6618* Three Dimensional (3D) Video Display Technology	3	39 <sub>±</sub>	0	0	39	60	40	2	Nil	Nil	4
EE3109		A	EE6619* Antenna Design for Wireless Communications	3	39 <sub>±</sub>	0	0	39	100	0	0	Nil	Nil	12
	EE5410 or EE5802	A	EE6802 Advances in Digital Signal Processing (not offered in 2017/18)	3	26	13 <sub>μ</sub>	0	39	50	50	2	Nil	Nil	4
		A	CS5351* Software Engineering	3	39		0	39	60	40	2	Nil	Nil	7
		A&B	EF5042# Corporate Finance	3	39 (Seminar)			39	50	50	2	FB5040	Nil	13

Pre-Cursor <sup>1</sup>	Pre-Requisite <sup>2</sup>	Offer In Sem	Course Code & Title	CU	Contact Hours				C %	X %	Exam Dur	Exclusive Course	Equivalent Course	Note
					Lec	Tut	Lab	Ttl						
		A	MGT5204# Organizational Behaviour	3	39 (Seminar)				70	30	2	Nil	FB5304	
		A	MGT5205# Strategic Management	3	39 (Seminar)				60	40	2	FB6811, MGT6514, FB6502	Nil	
		A	MGT5313# International Organizational Behavior	3	39 (Seminar+ Case Discussions, Experiential Exercises+ Readings+ Barefoot Research)				50	50	2	Nil	Nil	14
MGT6311	MGT5204	A	MGT6318# Employee Engagement and Performance	3	39 (Seminar+ Experiential Exercises+ Group Project)				70	30	2	MGT5316	Nil	
		A	MGT6323# Cross-Cultural Negotiation	3	39 (Lectures+ Presentations+ In-class Exercises+ Discussions)				65	35	2	Nil	Nil	14
		A	MGT6326# Managing International Business	3	39¥	0	0	39	70	30	2	MGT5510	Nil	14
SEEM5010/ MEEM5010		A	SEEM6012# Technological Innovation and Entrepreneurship (not offered in 2017/18)	3	26	13	0	39	100	0	0	Nil	MEEM6012	
Knowledge of Basic Probability & Statistics and MEEM3060/ SEEM3060		A	SEEM6015# Supply Chain Management	3	39	0	0	39	100	0	0	Nil	MEEM6015	
		A	SEEM6037# Managing Strategic Quality	3	26	13	0	39	50	50	2	Nil	MEEM6037	7
		A	SEEM6044# China Engineering Enterprise Management (not offered in 2017/18)	3	39*	0	0	39	100	0	0	Nil	MEEM6044	
EE5412		B	EE5413* Advanced Internet Technologies (not offered in 2017/18)	3	26	13Δ	0	39	30	70	2	Nil	Nil	4

Pre-Cursor <sup>1</sup>	Pre-Requisite <sup>2</sup>	Offer In Sem	Course Code & Title	CU	Contact Hours				C %	X %	Exam Dur	Exclusive Course	Equivalent Course	Note
					Lec	Tut	Lab	Ttl						
EE2331 or EE3206		B	EE5414* Development and Design in Embedded Systems	3	39@	0	0	39	60	40	2	Nil	Nil	3
EE2311 or EE3206 or EE5414		B	EE5415* Mobile Applications Design and Development	3	39@	0	0	39	100	0	0	Nil	Nil	8
EE4035 or EE4142		B	EE5432 Applications of Lasers in Optoelectronics (not offered in 2017/18)	3	22	11	6	39	30	70	2	EE4105	Nil	3
CS2363 or Experiences in software design, and knowledge in Data Structures and Relational Database are preferred		B	EE5805* Java Network Programming	3	26	13	0	39	50	50	2	Nil	Nil	4
(MA3150 or MA3151) and (MA3160 or EE3313) and (CS2363 and EE2331) C Programming is required		B	EE5808* Topics in Computer Graphics	3	26	13 $\mu$	0	39	40	60	2	Nil	Nil	4
MA3150 or MA3151		B	EE5815* Topics in Security Technology (not offered in 2017/18)	3	24	12 $\mu$	3	39	40	60	2	Nil	Nil	3
EE5412		B	EE6412* Signaling, Switching & Routing in Telecommunication Networks (not offered in 2017/18)	3	27	0	12	39	40	60	2	Nil	Nil	3
	EE5425 or EE6425	B	EE6426 Radio Frequency (RF) Circuit Engineering	3	26	13 $\mu$	0	39	50	50	2	Nil	Nil	3
EE3008		B	EE6428 Optical Communications	3	26	13 $\mu$	0	39	40	60	2	Nil	Nil	4
		B	EE6429 Optical Fibres and Waveguides (not offered in 2017/18)	3	26	13	0	39	50	50	2	Nil	Nil	5

Pre-Cursor <sup>1</sup>	Pre-Requisite <sup>2</sup>	Offer In Sem	Course Code & Title	CU	Contact Hours				C %	X %	Exam Dur	Exclusive Course	Equivalent Course	Note
					Lec	Tut	Lab	Ttl						
EE3101 or EE4115 or EE5809		B	EE6432* Topics in Digital Video Broadcasting (not offered in 2017/18)	3	26€	13	0	39	40	60	2	Nil	Nil	4
EE2104 or EE3109 or courses in Electromagnetics or Applied Electromagnetics		B	EE6449 Electromagnetic Compatibility - EMC Theory, Design & Measurement	3	24ø	0	15	39	60	40	2	Nil	Nil	3
EE3008		B	EE6453* Mobile Communication and Networks	3	39£	0	0	39	30	70	2	Nil	Nil	4
MA3150		B	EE6605* Complex Networks: Modeling, Dynamics and Control	3	39	0	0	39	40	60	2	Nil	Nil	4
		B	EE6612# Studies on Electronics Industry in China and Asia Pacific (not offered in 2017/18)	3	8	Tut 13 + Company Visits 9 + Case Studies 9		39	100	0	0	Nil	Nil	9
EE2301 or EE3003		B	EE6613 Green Electronics-Theory, Eco-design, Experiments and Applications	3	39Ω	0	0	39	60	40	2	Nil	Nil	4
		B	EE6615 Nanotechnology for Devices and Microsystems (not offered in 2017/18)	3	30β	0	9	39	60	40	2	Nil	Nil	3
EE3210, EE3008 or Courses in Signal Processing & Communication		B	EE6617* Detection & Estimation - Theory & Applications in Communications (not offered in 2017/18)	3	39≠	0	0	39	50	50	2	Nil	Nil	4
MA2170 or EE3210 or EE3118		B	EE6620* Linear Systems Theory and Design (New course code subject to approval)	3	26	13	0	39	50	50	2	Nil	Nil	4
	EE5410 or EE3202 or EE3210	B	EE6805* Video and Speech Compression (not offered in 2017/18)	3	26	13μ	0	39	40	60	2	Nil	Nil	4
	CS5351	B	CS5348* Software Quality Engineering	3	39	0	39	40	60	2	Nil	Nil	7	

Pre-Cursor <sup>1</sup>	Pre-Requisite <sup>2</sup>	Offer In Sem	Course Code & Title	CU	Contact Hours				C %	X %	Exam Dur	Exclusive Course	Equivalent Course	Note
					Lec	Tut	Lab	Ttl						
		B&S' 18	EF5010# Economics for Business (not offered in 2017/18)	3	39 (Seminar)			39	50	50	2	FB5001	EF4010	13
		B	FB5632# e-Marketing and Customer Relationship Management (not offered in 2017/18)	3	39 (Lectures+ In-class Activities+ Group Project)			39	100	0	0	Nil	Nil	
		B	FB6622# Services Marketing (not offered in 2017/18)	3	39 (Lectures+ Guest Talks+ Debates)			39	70	30	2	Nil	MKT6622	
		B	MGT5316# Human Resources Management	3	39 (Lectures+ Case Analysis+ Quiz+ Group debate)			39	100	0	0	MGT6311, MGT6314, MGT6318, FB6311	Nil	14
MGT5204		B	MGT6209# High Performance Collaborations	3	39 (Seminar)			39	100	0	0	Nil	Nil	
	MGT5313	B	MGT6314# Global Human Resources Management	3	39 (Seminar)			39	50	50	3	MGT5316, MGT6311, FB6311	Nil	14
		B	MGT6325# International Entrepreneurship & Intrapreneurship	3	39 (Lectures+ In-class exercises & Discussions+ Case Study & Reading+ Project Presentation)			39	100	0	0	Nil	Nil	14
		B	SEEM6009# Project Management	3	39 $\Sigma$	0	0	39	50	50	3	Nil	MEEM6009/ MEEM6033	7
	12 CUs of MSc elective courses	A&B &S	EE6611 Directed Studies for Taught Postgraduate Students	3	39 <sup>^</sup>			39	100	0	0	EE6680	Nil	
	12 CUs of MSc elective courses and CGPA 2.5 or above	A/B/ S	EE6680 Dissertation	9	N.A.			N.A	100	0	0	EE6691, EE6611	Nil	6
	12 CUs of MSc elective courses	S	EE6690 Internship Scheme in Electronic Industry	3	N.A.			N.A.	100	0	0	EE6691	Nil	11
	30 CUs of MSc elective courses	A/B/ S	EE6691 Applied Research Internship Scheme in Electronic Engineering	15	N.A.			N.A.	100	0	0	EE6680, EE6690	Nil	10
	EE2331	S' 18	EE6435* Multi-Dimensional Data Modeling and its Applications	3	26	13	0	39	40	60	2	Nil	Nil	4



Key: CU = Credit Unit      Lec = Lecture      Tut = Tutorial      Lab = Laboratory  
 C = Coursework      X = Examination      Exam Dur = Exam Duration      S/A/B = Semester Summer/Semester A/Semester

Notes:

1. Pre-cursors are not requirements, but students are advised to have adequate knowledge of the pre-cursors before registering in a particular course.
  2. - Pre-requisites are requirements that must be fulfilled before students can register in a particular course.  
 - Equivalent courses proposed by students, other than those listed, are to be considered and approved by the course leader concerned.
  3. To pass the course, students are required to achieve at least 35% in course work and 35% in the examination. Also, 75% laboratory attendance rate must be obtained.
  4. To pass the course, students are required to achieve at least 35% in course work and 35% in the examination.
  5. To pass the course, students are required to achieve at least 35% in course work and 35% in the examination and complete the individual research study.
  6. Course Duration: Part-time mode: minimum 3 consecutive semesters/terms, maximum 5 consecutive semesters/terms; Full-time mode: minimum 2 consecutive semesters/terms, maximum 4 consecutive semesters/terms. Students taken EE6680 Dissertation (9 credit units) and upon successful completion of the programme requirement will be considered eligible to apply PhD programme of CityU, provided that the English proficiency requirements are met.
  7. For a student to pass the course, at least 30% of the maximum mark for the examination must be obtained.
  8. The continuous assessment of this course includes written and practical mid-term exam with minimum requirement of 35%. In addition, students are also required to achieve 35% minimum requirement for overall continuous assessment. For laboratory attendance, students are required to achieve a minimum of 75% attendance in order to pass the course.
  9. CUs earned from this course could be counted as either fulfilling credit unit requirement of EE technical elective or that of business management elective.
  10. For full-time mode student only: 2 semesters/terms with possibility to extend for 1 more semester/term (As set out in City University's Academic Regulations, Dissertation-type courses are not allowed to be repeated). Also, the coursework assessment is divided into two major components: Internship Component (40%) and Research Component (60%).
  11. The course will be conducted by having internship in local or overseas institution for 9 – 13 weeks. The assessment will be in a form of completion of log book, discussions/visits to obtain feedback from training company and final presentation.
  12. To pass the course, students are required to achieve at least 35% in the continuous assessment.
  13. Students are required to pass both coursework and examination components in order to pass the course.
  14. Two-year full-time working experience (internship experience or similar are not counted) is required for taking this Management (MGT) course.
- μ Some of the tutorials will be conducted in the laboratory.  
 @ Some of the lectures will be conducted in the laboratory.  
 Δ Tutorials may be substituted with lectures/laboratories.  
 £ Some of the lecture hours will be used for tutorials.  
 © Some of the lecturers will be conducted in the laboratory as case studies, demonstrations and experiments.  
 ^ Mixture of Research, Oral presentation, Test/examination/demonstration.  
 π 6 weeks of the lectures will be conducted in the laboratory as Laboratory sessions.  
 € Some of the lectures will also be conducted in class as mini-projects.  
 ≤ Mini-project: 3 hrs/wk for 4 weeks.  
 @ Some of the lectures will be conducted as tutorial sessions for case studies and in the laboratory.  
 ≥ Some of the lectures will be conducted in the form of laboratory, tutorial, case studies, and presentation.  
 ± Some of the lectures hours will also be conducted as in-class exercises, case studies, and mini-projects.  
 Ω Some of the lectures will be conducted in the laboratory as case studies, demonstrations, project discussions, Eco-design simulations, and experiments.  
 α Some of the lectures in the form of tutorials will be conducted in the laboratory. Nominally 12 hours are laboratory sessions.  
 \* Information engineering related courses  
 # BM related courses  
 ∂ Case study: 3 hrs/wk for 2 weeks  
 ≠ Case study: 3 hrs/wk for 1 week

- ¥ Student are expected to spend 1.5hrs/week on case study.  
 β Project: 3 hrs/wk for 2 weeks  
 × Small class/ group based learning activities: 13 hours/semester (in-class)  
 Σ Group work: 13 hours/semester

References for Pre-cursors, Pre-requisites, Exclusive Courses and Equivalent Course not included in the Programme course-list:

<u>Course Code</u>	<u>Course Title</u>	<u>Course Code</u>	<u>Course Title</u>
EE2104	Introduction to Electromagnetics	EF4010	Economics for Business
EE2106	Electronic Devices and Circuits	FB5001	<b>Managerial Decision Making</b>
EE2109	Electronic Circuits	FB5040	<b>Financial Management</b>
EE2301	<b>Basic Electronic Circuit</b>	FB5304	Management and Organizational Behaviour
EE2311	<b>Object-Oriented Programming and Design</b>	FB6311	Strategic Human Resources Management
EE2331	<b>Data Structures and Algorithms</b>	FB6502	Strategic Management
EE3003	Electronic Product Design	FB6811	Strategic Management
EE3008	Principles of Communications	MA2149	Mathematical Analysis
EE3101	Communication Engineering	MA2170	Linear Algebra and Multi-variable Calculus
EE3109	Applied Electromagnetics	MA3150	Advanced Mathematical Analysis
EE3110	<b>Analogue Electronic Circuits</b>	MA3151	<b>Advanced Engineering Mathematics</b>
EE3112	Signal Analysis	MA3160	Probability and Stochastic Processes
EE3114	Systems and Control	MEEM3060	Operations Research
EE3118	Linear Systems and Signal Analysis	MEEM5010	Engineering Management Principles and Concepts
EE3202	Digital Signal Processing	MEEM6009	Project Management
EE3206	Java Programming and Applications	MEEM6012	Management of Technological Innovation
EE3210	Signals and Systems	MEEM6015	Supply Chain Management
EE3313	Applied Queuing Systems	MEEM6033	Integrated Project Management System
EE4035	Optical Communications	MEEM6037	Managing Strategic Quality
EE4105	Laser Applications	MEEM6044	China Engineering Enterprise Management
EE4106	Radio Frequency and Microwave Techniques	SEEM3060	Operations Research
EE4107	Foundations for Microwave Solid State Circuits	SEEM5010	<b>Engineering Management Principles and Concepts</b>
EE4115	Audio-Visual Engineering	MGT5510	International Business & the Global Geopolitics for Managers
EE4142	Guided Wave Optoelectronics	MGT6311	Human Capital Management
EE5802	Digital Signal Processing	MGT6514	Strategic management and Business Policy
EE6425	Fundamentals of Radio Frequency (RF) Circuit Engineering	MKT6622	Services Marketing
CS2363	Computer Programming		

**E. Tuition Fee for 2017/18**

Programme fee:           HK\$3,180 per credit unit (local students)  
                                  HK\$5,050 per credit unit (non-local students)

**F. Cut-off Date for Calculating Tuition Fee**

At the end of the Web Registration Period (i.e. Add/Drop Period) which is normally the first teaching day in Week 2.

**G. Leave of Absence and Continuation Fee**

If a student does not wish to take any courses in any semester, he/she MUST apply for Leave of Absence by the end of Week 2. He/She is required to pay a Continuation Fee of \$1,500. Students applying for Leave of Absence should submit an online application via AIMS. Details can be found at [SGS website](http://www.sgs.cityu.edu.hk/student/TPg/record/leave) (<http://www.sgs.cityu.edu.hk/student/TPg/record/leave>)

**H. Fee for Late application for Leave of Absence**

- (i) If a student applies for Leave of Absence from Week 3 till the end of Week 6<sup>#</sup> in Semester A/B (or the end of Week 3<sup>#</sup> in Summer Term), the student will be liable for 50% of the tuition fee payable for that semester/term, or the minimum tuition for two credit units (for programmes charged on a per credit unit basis), whichever is higher
- (ii) If a student applies for Leave of Absence in Week 7<sup>#</sup> and afterwards in Semester A/B (or Week 4<sup>#</sup> and afterwards in Summer Term), the student will be liable for 100% of the tuition fee payable for that semester/term, or the minimum tuition for two credit units (for programmes charged on a per credit unit basis), whichever is higher.

# Sunday is the first day of the week.

## COMMUNICATION CHANNELS

Students are welcome to share your concerns and opinions with staff of the Department through the following formal and informal channels. You may simply drop in the staff's office or send an email to arrange a meeting with him/her.

### **Course Leaders**

Your course leaders are here to guide you through your studies. If you encounter any difficulties in a particular course, speak directly to the lecturer responsible for the course.

### **Programme Leader**

Your programme leader and associate programme leader are concerned about students' overall performance and curriculum design. They are also responsible for the day-to-day management of the programme. Let them hear your voice!

### **Associate Head**

The Associate Head is responsible for coordinating the academic affairs of the Department and overseeing the quality of all taught programmes. He welcomes suggestions for enhancing teaching and learning quality.

### **EE Student Page**

The most updated information about the programme can be found at the Student Page under the EE homepage at <http://www.ee.cityu.edu.hk>. Both the user name and password are "eestudent". Do always check for updates.

### **Emails**

The Department will also interact with students via email and informal contacts by staff members, as appropriate. Since important announcements will be sent to students via email, students are requested to check their emails frequently.

## **Programme Committee**

This is a formal consultative channel between staff and students. It typically meets once per semester.

### *Constitution*

Chairman	Programme Leader
Ex-officio Members	Associate Head
Nominated Members	At least one programme advisor from each level of the course One staff representative of each servicing department
Student Members	One student representative from current students studying the programme
Co-opted Members	No more than two co-opted members

The term of office of all nominated, elected and co-opted members shall be one year.

### *Terms of Reference*

Within the policies and procedures of the Senate and the College Board to be responsible for the College Board for –

1. The maintenance of the quality of the programme to ensure the attainment of its aims and objectives, including:
  - ♦ Systematic monitoring and evaluation of the programme;
  - ♦ The review of examination results of the programme;
  - ♦ Consideration of external examiners' reports on the programme and monitoring of any consequential action;
  - ♦ The development of the programme and modifications to it;
  - ♦ The consideration of the student feedback on the programme.
2. The development of policy to meet the needs of the programme in relation to:
  - ♦ The recruitment and selection of students;
  - ♦ Assessment;
  - ♦ Teaching and learning methods.
3. Recommending to the College Board the appointment of proposed external examiners.
4. The preparation of such reports as may be required by the College Board or Senate including submission to the Head of Department each year of an annual report on the programme.

## FREQUENTLY ASKED QUESTIONS

Q1: How can I register for courses?

Check the announcements from the Chow Yei Ching School of Graduate Studies (SGS) or visit this website for details: <http://www.sgs.cityu.edu.hk/student/tpg/coursereg>.

Q2: When and how can I apply for credit transfer?

- Application period for courses taken before you entered the University: 14 July to 2 September 2017.
- Application for courses completed after admission: made immediately in the semester following attainment of the additional qualification. For details and application method, please visit SGS website: <http://www.sgs.cityu.edu.hk/> by following these steps:

Students → Taught Postgraduate Programmes → Credit Transfer

Q3: How can a student graduate?

A student can graduate if he/she has fulfilled all programme requirements AND achieved a CGPA of 2.0 or above.

Q4: How can I select elective courses?

Students will be notified of the course selection exercise for next academic year via email around June/July each year. Students can select electives through the EE on-line elective selection system. EE and other servicing departments will determine whether to offer certain courses based on the data collected in this exercise. Pre-registration for selected courses will be done for the students. Anyhow, students are requested to check their final registered course list during the University Web Registration Period to ensure the courses on list are those they plan to take. Updated elective list is available from the 'Programme Information' section under the 'Student Page' of EE homepage.

Q5: What is the deadline for adding/dropping courses? What is the penalty for late drop?

It is usually the second Monday of a semester. Students should pay attention to announcements from SGS and the Department. After the ADD/DROP period, students will need to seek Programme Leader's approval with strong justifications.

If you apply for late drop after the end of week 2 and before the end of Week 6 in Semester A/B (Week 3 in summer term), you will be liable for 50% of the tuition fee payable for that semester/term or the minimum tuition fee of two credit units, whichever is higher.

If you apply for late drop in Week 7 and afterwards in Semester A/B (Week 4 or afterwards in summer term), you will be liable for 100% of the tuition fee payable for that semester/term or the minimum tuition fee of two credit units, whichever is higher.

Q6: If I do not wish to take any course in a semester, what should I do?

If you do not wish to take any courses in any semester, you have to apply for Leave of Absence before the end of Week 2 in a semester/term. Successful applicant is required to pay a Continuation Fee of \$1,500 to maintain an active enrolment status in the University.

Q7: What about if I apply for leave of absence after the end of Week 2?

If a student applies for Leave of Absence from Week 3 till the end of Week 6<sup>#</sup> in Semester A/B (or the end of Week 3<sup>#</sup> in Summer Term), the student will be liable for 50% of the tuition fee payable for that semester/term, or the minimum tuition for two credit units (for programmes charged on a per credit unit basis), whichever is higher.

If a student applies for Leave of Absence in Week 7<sup>#</sup> and afterwards in Semester A/B (or Week 4<sup>#</sup> and afterwards in Summer Term), the student will be liable for 100% of the tuition fee payable for that semester/term, or the minimum tuition for two credit units (for programmes charged on a per credit unit basis), whichever is higher.

# Sunday is the first day of the week.

Q8: When should I apply for the Continuing Education Fund (applicable to HK residents only)?

- Before the commencement of the course.
- Details can be found in Appendix I.

Q9: How can I register for courses which are not web-enabled?

Once the students' pre-registration schedules are available in AIMS, usually a week before the Web Registration Period, students can make use of the Add/Drop Form in AIMS to submit their add/drop requests for courses which are not web-enabled to the Department via the EE General Office. Students will automatically be notified by e-mail of successful add/drops.

Q10: How can I apply for Business Management (BM) option?

Students intending to transfer to the BM option should return the application form to EE General Office for further endorsement process as soon as possible, preferably not in the last semester where students will be able to graduate from the parent MSEIE programme. The latest to do so is **no later than week 2** of the aforesaid last semester. Application forms are available from the General Office, or students may download from “Student Page → Programme Information → “Business Management (BM) Option” under the EE web site: <http://www.ee.cityu.edu.hk>.” (Login: eestudent, Password: eestudent).

Q11: How can I apply for Industrial Research (IR) option?

Details for transferring to IR option will be advised via email in due course. Please check email regularly for the update. A briefing session of IR option will usually be arranged around the end of Semester A each year.



## Continuing Education Fund (CEF)

The CEF support is applicable to students in the self-financing mode only and who are Hong Kong residents having the right of abode or the right to land or to remain in Hong Kong without restriction (i.e. “A” (right of abode), “R” (right to land) or “U” (remain in Hong Kong without restriction) should appear below the date of birth on the HK smart ID card). The following courses have been included in the reimbursable course list of the Continuing Education Fund (CEF). Successful applicants can apply for reimbursement of up to 80% of the course fee, subject to a maximum ceiling of 4 claims and a maximum limit of HK\$10,000 within four years after the application is approved. Each claim can contain more than one course.

	Title	CEF Code	Name of Institution/ Course Provider	Institution Code	Offered in
EE5806	Topics in Image Processing (Module from Master of Science in Electronic Information Engineering)	28Z04745-A	City University of Hong Kong	005	Semester A, 2017/18
EE5808	Topics in Computer Graphics (Module from Master of Science in Electronic Information Engineering)	28Z04742-5	City University of Hong Kong	005	Semester B, 2017/18
EE5809	Digital Audio Processing and Applications (Module from Master of Science in Electronic Information Engineering)	28Z07313-2	City University of Hong Kong	005	Semester A, 2017/18
EE6613	Green Electronics-Theory, Eco-design, Experiments and Application (Module from Master of Science in Electronic Information Engineering)	22Z081627	City University of Hong Kong	005	Semester B, 2017/18

	Title	CEF Code	Name of Institution/ Course Provider	Institution Code	Offered in
EE6614	Reliability Engineering in Electronics Industry (Module from Master of Science in Electronic Information Engineering)	22Z082380	City University of Hong Kong	005	Semester A, 2017/18
EE6805	Video and Speech Compression (Module from Master of Science in Electronic Information Engineering)	28Z04744-1	City University of Hong Kong	005	Not offered in 2017/18
SEEM6015	Supply Chain Management	25Z03874-6	City University of Hong Kong	005	Semester A, 2017/18
SEEM6037	Managing Strategic Quality	21Z04187-8	City University of Hong Kong	005	Semester A, 2017/18
SEEM6044	China Engineering Enterprise Management	21Z04174-6	City University of Hong Kong	005	Not offered in 2017/18

*Remarks: Students will be notified via email if more courses are included in the reimbursement course list of CEF in the future.*

### **Application Procedures of CEF**

Please visit <http://www.wfsfaa.gov.hk/cef/> for guidelines and download the application form.

Please note the following:

1. If you enrol in more than one CEF course, you are only required to submit your application once. Students who have already obtained approval in-principal for other courses previously need not apply again.

2. Tuition Fee (Sem A 2017-18):

Since you are only required to pay the full tuition fee by 16 October 2017, please write down "HK\$9,540 (The payment due date for this course is 16 October 2017) " for each course at the "Actual Tuition Fees Paid" item in the application form.

3. Commencement Date:

Please include the following information in the application form. The dates are for CEF application purpose only. You should check the class schedule of individual course for the exact date for attending classes.

For CEF courses commencing in Sem A: 4 September 2017

For CEF courses commencing in Sem B: 15 January 2018

4. The application form **MUST** be submitted to the CEF office before the course commencement. **LATE APPLICATIONS WILL NOT BE ACCEPTED.** The date of receipt of the application by the CEF Office will be taken as the date of application.
5. To ensure you can submit your application form to the CEF Office in time, you **MUST**:

**EE Applications**

- Submit the application in person to Ms Kate Szeto of the EE General Office for certification (Rm G6322, 6/F, Yeung Kin Man Academic Building) during office hours OR;
- Drop in the “EE General Office” drop-in box adjacent to Lift 7, 6/F, Yeung Kin Man Academic Building out of office hours.

Submission schedule

For the course commencing in Semester A 2017/18

1 – 4 August 2017 (9:00am – 12:15pm, 1:30pm – 6:30pm, Mon – Fri)

7 August – 1 September 2017 (9:00am - 12:15pm, 1:30pm – 5:00pm, Mon – Fri)

For the course commencing in Semester B 2017/18

18 – 22 December 2017 (9:00am – 12:15pm, 1:30pm – 6:30pm, Mon – Fri)

27 December 2017 – 12 January 2018(9:00am – 12:15pm, 1:30pm – 5:00pm, Mon – Fri)

**SEEM Applications**

Please visit the SEEM website at <http://www.cityu.edu.hk/seem/std-cef.htm> for application details.

6. You should then submit the application form, together with a copy of your HKID card, to the CEF office before the course commencement date.

**Reimbursement Procedures of CEF**

1. To be able to obtain reimbursement from the CEF Office, you **MUST** satisfy **ALL** of the following completion requirements:
- A minimum attendance rate of 75% (Students should sign on the attendance record during class)
  - At least 50% passing mark for the final course assessment

- A receipt showing that you have settled the tuition fee before the due date
2. The instructions for lodging claims to students:
    - Please complete the Reimbursement Claim Form provided by the CEF office in the approval-in-principle letter.
    - Then drop the **Reimbursement Form together with a self-addressed stamped envelope** into the Drop-in Box at the EE General Office or send it by post to Ms Kate Szeto, Department of Electronic Engineering, City University of Hong Kong.
    - Please do NOT send any receipts or bank statements to us.
    - Please visit the SEEM website at <http://www.cityu.edu.hk/seem/std-cef.htm> for reimbursement details of SEEM courses.
  3. Eligible claimants will receive the verified Form together with a Letter of Completion within 2 weeks after submission of the Reimbursement Claim Form for verification by EE Department. Unsuccessful claimants will also be notified by post.
  4. The eligible claimant should then submit the Form and all the supporting documents (tuition fee receipts, the Letter of Completion and the front page of his/her bank passbook/statement showing the name, account number and bank name / bank code) to the CEF office. Please check <http://www.wfsfaa.gov.hk/cef/> for more information.

Office Hours of EE General Office:

Monday - Friday :        8:30am – 12:15pm  
    1:30pm – 6:30pm

Office Hours of SEEM General Office:

Monday - Friday:        8:30am – 5:30pm  
*Lunch Break:*        *12:30pm – 1:45pm*

Enquiries:

- (1) Continuing Education Fund Office: 3142 2277
- (2) Department of Electronic Engineering  
 3442 7869 (Ms Kate Szeto); 3442 7740 (General Enquiries)
- (3) Department of Systems Engineering and Engineering Management  
 3442 9321 (General Enquiries)

## STAFF LIST AND SPECIALISM

As at September 2017

**Head of Department****Chair Professor of Electronic Engineering**

Professor Stella W PANG  
 B.Sc. *Brown*, M.Sc., Ph.D. *Princeton*, FIEEE, FAVS,  
 FECS

彭慧芝教授

**Specialism**

Biomedical Sensors and Microsystems,  
 Nanofabrication Technology,  
 Nanoimprint

**Associate Head****Chair Professor of Electronic Engineering**

Professor Kwok Wa LEUNG  
 B.Sc., Ph.D. *CUHK*, FIEEE

梁國華教授

Antenna Theory and Design,  
 Computational Electromagnetics

**University Distinguished Professor, Affiliate**

Professor Way KUO  
 BS *National Tsing Hua*, MS PhD *Kansas State*, Foreign  
 Member CAE, Member NAE, Member Academia  
 Sinica, FIEEE

郭位教授

Modeling,  
 Evaluating and Estimating Reliability of  
 Electronics/Nuclear Systems

**Chair Professor of Computer Engineering****Dean of College of Science and Engineering**

Professor Hong YAN  
 B.E. *Nanjing UPT*, M.S.E. *Michigan*, Ph.D. *Yale*,  
 FIAPR, FIEEE

嚴洪教授

Bioinformatics,  
 Image Processing,  
 Pattern Recognition

**Chair Professor of Electronic Engineering**

Professor Chi Hou CHAN  
 B.Sc., M.Sc. *Ohio State*, Ph.D. *Illinois*, CEng, FCIE,  
 FIET, FIEEE

陳志豪教授

Computational Electromagnetics,  
 Microwave and Millimeter-Wave  
 Circuits,  
 Antennas,  
 Terahertz Science & Technology

Professor Yan Cheong CHAN  
 B.Sc., M.Sc., Ph.D. *London*, FIEEE

陳忍昌教授

Electronic Product Reliability,  
 Advanced Electronics Packaging and  
 Assemblies,  
 Green Electronics

Professor Guanrong CHEN  
 M.Sc. *Sun Yat-sen*, Ph.D., *Texas A&M*, FIEEE, FTWAS,  
 MAE

陳關榮教授

Nonlinear Systems:  
 Networks, Dynamics and Controls

Professor Jie CHEN  
 B.S., *Northwestern Polytechnic U*, M.S.E., M.A., Ph.D.  
*UMich*, FIEEE, FAAAS, FIFAC

陳杰教授

Systems and Control,  
 Networked Control and Information  
 Theory,  
 Multi-Agent Systems,  
 Time-Delay Systems,  
 Linear Multivariable Systems,  
 System Identification,  
 Robust Control

Professor Kin Seng CHIANG  
B.Eng., Ph.D. *UNSW*, FOSA, MSPIE, MAOS, MIEEE

鄭建成教授  
Fibre and Integrated Optics,  
Nonlinear Guided-wave Optics,  
Optical Devices and Sensors

Professor Kwai Man LUK  
B.Sc.(Eng), Ph.D. *HKU*, CEng, FIET, FCIE, FIEEE,  
FHKIE, FEA, Croucher Senior Research Fellow

陸貴文教授  
Antenna Design,  
Microwave and Antenna Measurements,  
Applied Electromagnetics

Professor Edwin Yue Bun PUN  
B.Sc.(Eng) *London*, Ph.D. *Glasgow*, SMIEEE

潘裕斌教授  
Integrated Optics,  
Photonics Technology,  
Micro- and Nano- fabrication,  
Plasmonics,  
Nano Photonics,  
Metasurfaces and Metamaterials

### Chair Professor of Information Engineering

Professor Ping LI  
B.Sc. *NUPT*, M.Sc. *SJTU*, Ph.D. *Glasgow*, FIEEE

李坪教授  
Mobile Communications,  
Wireless Systems,  
Coding and Modulation,  
Information Theory,  
Numerical Methods

Professor Moshe ZUKERMAN  
B.Sc., M.Sc. *Technion*, Ph.D. *UCLA*, FIEEE

Telecommunications Networking,  
Queueing Theory,  
Network Resilience,  
Performance Evaluation

### Chair Professor of Microwave Engineering

Professor Quan XUE  
B.Sc., MSc., Ph.D. *UEST*, SMCIE, FIEEE

薛泉教授  
Microwave and Antennas

### Emeritus Professor

Professor Po Sheun CHUNG  
B.Sc., M.Sc. *Illinois*, Ph.D. *Camb.*, FREng

鍾寶璇教授  
Optical Communications,  
Optoelectronics

Professor Kai Ning Edward YUNG  
B.Sc., M.Sc., Ph.D. *Mississippi*, FCIE, FHKIE,  
FHKAASST, FIEEE, MEA

容啓寧教授  
Antennas and Microwave Devices,  
RFID

### Honorary Professor

Professor Yiu Chung CHENG  
B.Sc. *HKU*, Ph.D. *UBC*, P.G.Dip., M.Sc. *Waterloo*,  
CEng, FHKIE, FIET, FIEEE, CBE, JP, Member of  
Academy of Sciences, China

鄭耀宗教授  
Microelectronics

Professor Toshio FUKUDA  
B.S. *Waseda*, M.S. *Tokyo*, M.S. *Yale*, Ph.D. *Tokyo*,  
FIEEE, FSICE, FJSME, FRSJ, FVRSJ

福田敏男教授  
Intelligent Robotic and Mechatronic  
System,  
Cellular Robotic System,  
Micro- and Nano-robotic System

Professor Charles KAO  
CBE, B.Sc., Ph.D. *Lond.*, D.Sc. *CUHK*, D.Sc. *Sus*,  
D.Eng. *Glas*, D.Sc. *Durh*, *Duniv. Griff*, FRS, FEng,  
FIET, FIEEE, FHKIE, Member Academy of  
Engineering, *USA*

高錕教授  
Optical Fiber Communications

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Professor Leung TSANG B.Sc., M.Sc., Ph.D. <i>MIT</i> , FIEEE, FOSA, FEA	曾亮教授	Electromagnetics, Remote Sensing, Wireless Propagation, Optics, Interconnects, Signal Integrity
Professor Ke WU B. Sc.(Eng), Ph.D. <i>Grenoble</i> , FIEEE, FCAE, FRSC, Member of The Sigma Xi Honorary Society, URSI, Electromagnetics Academy, EuMA, MTT-S AdCom	吳柯教授	RF and Microwave Electronics, Millimeter-Wave and Terahertz Circuits and Systems, Microwave Photonics, CAD, Applied Electromagnetics, Wireless Sensor Networks, Wireless Power Transmission

### Professor

Professor Tommy Wai Shing CHOW B.Sc., Ph.D. <i>Sunderland</i> , SMIEEE	周偉誠教授	Intelligence Systems, Machine Learning
Professor Henry Shu Hung CHUNG HD, B.Eng., Ph.D. <i>PolyU (HK)</i> , FIEEE	鍾樹鴻教授	Power Electronics, Lighting Technology, Smart Grid Technologies
Professor Andrew Chi Sing LEUNG B.Sc., M.Phil., Ph.D. <i>CUHK</i> , MIEEE	梁志成教授	Multimedia, Machine Learning, Computer Graphics, Signal Processing
Professor Hing Cheung SO B.Eng. <i>CityU</i> , Ph.D. <i>CUHK</i> , FIEEE	蘇慶祥教授	Signal Processing
Professor Hei WONG B.Sc. <i>CUHK</i> , Ph.D. <i>HKU</i> , SMIEEE	王曦教授	Microelectronics and Photonics, Integration, Microelectronics Devices and Circuits

### Associate Professor

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Dr. Andy Hau Ping CHAN M.Sc. <i>Essex</i> , Ph.D. <i>CUHK</i> , MIEEE, MOSA, MSPIE	陳孝平博士	Integrated and Fiber Optics, Photonic Technology and Packaging, Terahertz Device
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Dr. Wing Shing CHAN B.Sc.(Eng) <i>London</i> , Ph.D. <i>CityU (HK)</i> , CEng, MIET, MIEEEE, MHKIE	陳永勝博士	High-Power RF and Microwave, Amplifiers, RF and Microwave Engineering
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Dr. Ray Chak Chung CHEUNG B.Eng, M.Phil. <i>CUHK</i> , Ph.D. <i>London</i> , DIC, MIEEEE, MACM	張澤松博士	Reconfigurable Trusted Computing, Cryptographic VLSI, Bio-medical VLSI, System-on-Chip Architecture
Dr. Bernard Chi Yuen CHIU B.Sc. <i>Calgary</i> , M.A.Sc. <i>Waterloo</i> , Ph.D. <i>Western Ontario</i>	趙智遠博士	Medical Image Processing and Analysis, Segmentation and Registration
Dr. Yuk Tak CHOW B.Sc. <i>H-W.</i> , M.Sc. <i>St. And.</i> , Ph.D. <i>H-W.</i>	周育德博士	Optoelectronics, Digital Holography
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Dr. King Tim KO B.Eng., Ph.D. <i>Adel.</i> , SMIEEEE	高敬添博士	Performance Evaluation of Communication Networks, Computer Networking
Dr. Ricky Wing Hong LAU B.Sc., Ph.D. <i>Portsmouth</i> , SMIEEEE	劉永康博士	Digital Signal Processing, Digital Audio Engineering, Visual Speech Processing, Embedded System
Dr. Joshua En Yuan LEE B.A., M.Eng., M.A., Ph.D., <i>Cantab</i> , SMIEEEE	李恩源博士	Microelectromechanical Systems (MEMS) Analysis and Design, MEMS Sensors, MEMS Resonators, Piezoelectric Devices, Piezoelectric Micromachined Ultrasonic Transducers
Dr. Peter Sai Wing LEUNG B.Sc., Ph.D. <i>CityU (London)</i> , CEng, MIET, SMIEEEE	梁世榮博士	Electromagnetic Compatibility (EMC), Bio-medical Impacts Electromagnetic Field to Human Cells, EMC Management in Fixed Installations and Railway Systems, Electromagnetic Radiation to Human Safety
Dr. Shu Hung LEUNG B.Sc. <i>CUHK</i> , M.Sc., Ph.D. <i>UC Irvine</i> , MIEEEE	梁樹雄博士	Adaptive Signal Processing, Digital and Mobile Communications



Dr. Derek Chi Wai PAO B.Sc.(Eng) <i>HKU</i> , M.Comp.Sc., Ph.D. <i>Concordia</i> , MIEEE	鮑志維博士	Hardware Architectures for Network Processing, Computer Network, Pattern Matching for Intrusion Detection and Virus Scanning
Dr. Lai Man PO B.Sc.(EE), Ph.D. <i>CityU (HK)</i> , SMIEEE	布禮文博士	Image and Video Processing, Mobile Apps Development, Machine Learning
Dr. Timothy Yun Ming SIU B.Sc. <i>Manchester</i> , Ph.D. <i>HKU</i> , CEng, MIET	蕭潤明博士	Spread Spectrum Techniques, Information Engineering, Electromagnetic Compatibility (EMC)
Dr. Albert Chi Wan SUNG B.Eng, M.Phil., Ph.D. <i>CUHK</i> , MIEEE	宋之尹博士	Wireless Communications and Networks, Network Coding, Distributed Storage Systems
Dr. Wallace Kit Sang TANG B.Eng. <i>HKU</i> , M.Sc. Ph.D. <i>CityU (HK)</i> , SMIEEE	鄧櫟生博士	Evolutionary Algorithms, Nonlinear Circuits and Systems, Control Theory, Complex Networks
Dr. Kim Fung TSANG Assoc., <i>HKP</i> , M.Eng., Ph.D. <i>Wales</i> , CEng, FHKIE, SMIEEE, MIET	曾劍鋒博士	Mobile Health, Smart Metering and Building Automation, Wireless Communications, RF ASIC, Microwave/Millimeter Wave Engineering
Dr. Peter Wai Ming TSANG B.Sc., M.Phil., Ph.D., <i>HKU</i> , MOSA., MSPIE, MIEEE	曾偉明博士	Digital Holography, Three Dimensional Video Systems, Image Compression
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<b>Senior Lecturer</b>		
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<b>Assistant Professor</b>		
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<b>Instructor</b>		
Mr. Van Chi Wang TING B.Eng., M.Phil. <i>CityU (HK)</i>	丁志宏先生	Image and Video Processing, Mobile Application and Game Design, Cloud Computing, Software Engineering

## **Academic Regulations**

*(Please always be advised to visit website of Chow Yei Ching School of Graduate Studies for the latest Academic Regulations for Taught Postgraduate Degrees.)*

These Academic Regulations are made by Senate to govern student progress leading to taught postgraduate awards approved by Senate. Regulations concerning courses and related arrangements also apply to exchange and visiting students. Regulations for studies leading to awards of bachelor's degrees and associate degrees, MPhil, PhD, and Professional Doctorates are published separately.

Only Senate can amend the Regulations, or permit exceptions, exemptions, or variations from them. Any variation from the Regulations approved by Senate for a particular programme is set out in the requirements for the programme on the University website.

The Regulations are supplemented by information on administrative procedures and about particular programmes to be found on the University website.

### **1. Language of Instruction and Assessment**

Unless otherwise determined by Senate for a specific course or programme, the medium of instruction and assessment at the University is English.

### **2. Admission**

2.1 Admission is based on academic performance and other relevant criteria. The University does not discriminate on the grounds of age, gender, sexual orientation, nationality, race, social or ethnic origin, family status, or disability.

2.2 To be eligible for admission, the applicant must satisfy the general entrance requirements as specified by Senate and the academic unit's requirements, if any, and be able to demonstrate aptitude and suitability for studies at the University.

2.3 Meeting the entrance requirements does not guarantee admission. The University's decisions on the admission of applicants are final.

2.4 Former taught postgraduate students of the University whose studies were discontinued either due to withdrawal or termination of studies and who wish to apply for readmission to the University must follow the normal admission procedures and other conditions specified by the University. Students who have reached the maximum period of study are not allowed readmission to the same programme.

- 2.5 If a student is readmitted to the same programme after withdrawal, termination of studies, or completion of an intermediate award, his/her previous period of study will be counted in the calculation of his/her maximum period of study. The student's credit units and grades previously earned from the same programme are normally counted in the GPA calculation. The final decision on acceptance of credit units and grades rests with the respective academic unit.

### **3. Enrolment**

- 3.1 On entry to the University, students are enrolled in a specific programme of study, and in the full-time, part-time or combined mode of study.
- 3.2 Unless otherwise approved by the University, students are not permitted to enrol in an additional CityU programme or government-funded programme/place.
- 3.3 Students may apply for changing their programme of study according to the procedures stipulated by the University. If approved, the change will take effect from the following semester.
- 3.4 To maintain their enrolment, students must conform to the University's rules and regulations.

### **4. Leave of Absence**

Students may take a leave of absence from their studies for an approved period. Periods of approved leave of absence may not be less than one full semester, and may not accumulate to more than four semesters. Applications for leave of absence should be submitted for approval by the Head of the home academic unit. Under exceptional circumstances where a student needs to take a leave of absence accumulating to more than four semesters, such a request will require approval by the Dean of the college/school offering the programme.

### **5. Credit Transfer**

- 5.1 The University may allow previous educational or vocational experience to be counted toward the credit units required to earn an award of the University and appear on students' transcripts.
- 5.2 Credit units for transfer are normally assigned with respect to specific courses for work equivalent in content and standard.
- 5.3 Transferred credit units must have been earned no earlier than eight years before enrolment at the University. Individual academic units may stipulate a more stringent requirement for transferred credit units, as deemed appropriate.

- 5.4 At least half of the credit units required for an award of the University must be earned by the successful completion of courses required by the programme concerned.<sup>1 & 2</sup>
- 5.5 Transferred credit units do not count in the calculation of a student's GPA, except where special arrangements have been made such as credit transfer arrangements under joint programmes with other institutions.
- 5.6 The following applies to credit transfer (i) between different taught postgraduate programmes at the University and (ii) between different streams of study at the same award level within the same programme:
- a) Credit transfer should be limited to a maximum of 50% of the total credit units for the award being pursued<sup>3</sup>.
  - b) Grades from the transferred credit units may be counted in the calculation of a student's GPA for the award being pursued.
- 5.7 Applications for credit transfer should be made in writing for approval by the University. Applications for credit transfer for work completed prior to entry to the University must be made before the start of the first semester according to the deadline set by the University. Applications for credit transfer for outside work completed after admission to the University must be made immediately in the semester following attainment of the additional qualification.

<sup>1</sup> Starting from Semester A 2018/19, at least 70% of the credit units required for an award of the University must be earned by the successful completion of courses required by the programme concerned. This new requirement will apply to students admitted in Semester A 2018/19 and thereafter. For students admitted before Semester A 2018/19, the minimum requirement is 50%.

<sup>2</sup> The 70% requirement will not apply to students enrolled in joint programmes with other institutions.

<sup>3</sup> Starting from Semester A 2018/19, credit transfer (i) between different taught postgraduate programmes at the University and (ii) between different streams of study at the same award level within the same programme should be limited to a maximum of 30% of the total credit units for the award being pursued. This new requirement will apply to students admitted in Semester A 2018/19 and thereafter. For students admitted before Semester A 2018/19, the limit is 50%.

## **6. Course Registration**

- 6.1 Students registering for courses must follow the instructions issued by the University. Students may also need to fulfil conditions stipulated by the University before they can proceed to register for courses.
- 6.2 Registration for some courses is restricted to students holding the necessary prerequisites.

- 6.3 The University reserves the right to restrict registration in courses, or permit registration only on a priority basis.
- 6.4 Students can add or drop a course during the add/drop period prescribed by the University. After the add/drop deadline, requests for late drop of courses will only be approved under exceptional circumstances, and such late requests must be submitted no later than the end of the teaching period for the relevant semester/term for approval by the Heads of both the course-offering academic unit and the home academic unit.
- 6.5 If students remain registered for a course after the last date for dropping the course, as determined by the University, they will be assigned a course grade. For approved late drop cases, students will be assigned an X grade representing the late drop of the course.
- 6.6 Students intending not to register in any courses in a semester but who will subsequently continue their studies should apply for a leave of absence no later than the end of the course add/drop period.
- 6.7 Students will be restricted from registration in a course when they have earned credit units for an exclusive course.
- 6.8 Students who have met all the requirements to graduate from a programme or have reached their maximum period of study cannot register for further courses in subsequent semesters/terms.

## **7. Maximum and Minimum Study Load**

- 7.1 In each semester, full-time students must register for at least twelve but not more than eighteen credit units; part-time students must register for not more than eleven credit units; and combined mode students must register for not more than eighteen credit units.
- 7.2 In the Summer Term, students may register for courses but the total load must not exceed seven credit units.
- 7.3 Except where special arrangements are made, students seeking an exception to the credit unit load limit stated in AR7.1 or AR7.2 should apply in writing for approval by the Head of the home academic unit.

## **8. Maximum Period of Study<sup>4</sup>**

- 8.1 Students shall complete all programme requirements within the stipulated maximum period of study<sup>5</sup>, inclusive of programme transfer and any periods of leave of absence and suspension of studies.

- 8.2 If a student applies for change of study mode or programme transfer involving a change of study mode, the new maximum period of study will be calculated on a pro-rata basis as determined by the University.
- 8.3 Students who cannot complete all programme requirements for graduation within the maximum study period will be required to discontinue their studies.
- 8.4 Requests for extension of studies beyond the maximum study period will not be granted.
- <sup>4</sup> The Academic Regulations on the maximum period of study only apply to students admitted or transferred to a new programme in Semester A 2010/11 and thereafter.
- <sup>5</sup> The respective programme document on the maximum study period stipulated for individual programmes shall be referred to.

## 9. Grading of Courses

9.1 Courses are graded according to the following schedule:

Grade	Grade Point	Grade Definitions
A+	4.3	Excellent
A	4.0	
A-	3.7	
B+	3.3	Good
B	3.0	
B-	2.7	
C+	2.3	Fair
C	2.0	
C-	1.7	
D	1.0	Marginal
F	0.0	Failure
P (Pass-fail course only)		Pass
<b>Operational Grades</b>		
IP	In Progress	An IP grade is shown where students will register for the same course in the subsequent semester/term to complete the assessment of the course.

I	Incomplete	A grade of incomplete may be granted (i) where there are extenuating circumstances that have prevented a student from completing required work, or attending the examination; (ii) at the discretion of the Assessment Panel. Where an “I” grade is assigned, the Assessment Panel may approve a schedule for the completion of work, or a supplementary examination. An alternative grade should be assigned no later than four weeks after the “I” grade is first reported or as soon as practicable thereafter.
S	Dissertation Submitted	In a dissertation-type course, an S grade is assigned by the Course Leader when a student’s dissertation has been submitted for assessment.
TR	Credit Transfer	Assigned when a student is granted transferred credit units for the course.
Z	Exemption	Assigned when a student is exempted from the course.
AU	Audit	An audited grade is assigned when an auditing student has completed the conditions established at registration as an auditor. No assessment is made or grade awarded for auditing.
X	Late Drop	Assigned when a student is permitted to drop the course after the add/drop deadline.
WD	Withdrawn	Assigned when a student has registered for the course in a semester/term and subsequently submitted a notification of withdrawal from the University.

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- 9.2 Unless otherwise specified, the minimum grade to progress without repeating the course is D. Failure to achieve the minimum grade is regarded as failing the course.
- 9.3 Students assigned a grade of D or better, or a Pass grade in a pass-fail course, earn credit units for the course. Grades of F, IP, I, S, Z, AU, X and WD do not earn credit units.
- 9.4 Grades of P, IP, I, S, TR, Z, AU, X and WD are not counted in the calculation of a student’s CGPA. Grades of F are counted, unless the fail is recovered under AR12.5.
- 9.5 Grades of P, IP, I, S, TR, Z, AU, X and WD are not counted in the calculation of a student’s SGPA.



## **10. Illness or other Circumstances Related to Assessment**

- 10.1 A student who reasonably believes that his/her ability to attend an examination, or in-course assessment with a weighting of 20% or above, has been adversely affected by circumstances beyond his/her control must submit the case, with documentary evidence, to his/her home academic unit following the procedures stated on the University website, as soon as possible but no later than 5 working days of the scheduled date for completing the affected examination or assessment.
- 10.2 The home academic unit of the student will investigate the case, in consultation with the course-offering academic unit. Only compelling reasons such as illness, hospitalization, accident, family bereavement or other unforeseeable serious personal or emotional circumstances will be considered. The decision of the home academic unit is final and will be conveyed to the student in writing as soon as possible but no later than 10 working days following receipt of the case.
- 10.3 If the case is justified and substantiated, the decision will be conveyed to the Assessment Panel which will determine whether to offer the student a make-up examination or coursework or other alternative assessment. Where assessments for more than one course are affected, it is the responsibility of the home academic unit to inform all relevant Assessment Panels. The Assessment Panel may also adjust the grade of the student if deemed appropriate. The course-offering academic unit will convey the Assessment Panel's decision on the make-up arrangements to the student in writing as soon as possible.

## **11. Review of Course Grades**

- 11.1 Requests for review of course grades are governed by AR11.

### Informal Resolution

- 11.2 For review of course grades via informal resolution, the Course Leader will consider requests on grounds of administrative error in recording or calculating the mark or result, or other circumstances that impact the course grade awarded.
- 11.3 A student should contact the Course Leader within 5 working days of the announcement of grades by the University with a view to resolving the matter informally.
- 11.4 If a revision to the student's course grade is considered necessary, the Course Leader should make a recommendation to amend the grade and seek the endorsement of the Chair of the Assessment Panel. Any grades thus amended will be reported to the Assessment Panel at its next meeting.

- 11.5 The decision on the informal review will be communicated to the student by the Course Leader no later than 13 working days following the announcement of grades by the University.
- 11.6 Other than disagreement with the academic judgement of Course Leaders which does not constitute valid grounds for formal review by virtue of AR 11.7, if the student's concerns regarding course grades as stipulated in AR 11.2 cannot be resolved by informal means, the student may seek resolution via the formal procedures outlined below. However, informal review is not a prerequisite for the formal procedure.

#### Formal Procedures for Review

- 11.7 Disagreement with the academic judgement of Course Leaders does not constitute valid grounds for formal review. For formal review of course grades, only requests with the following grounds will be considered:
- (i) there has been a procedural irregularity in the assessment process; for example, the assessment was not conducted in accordance with the Academic Regulations or with the arrangement prescribed for the course;
  - (ii) there exist circumstances that impact the course grade awarded that the student was unable to bring them to the attention of the Course Leader prior to the assessment for valid reasons.
- 11.8 Any request for review of course grades must be made in writing to the Dean of the College/School offering the course within 22 working days of the announcement of grades by the University. The written application must:
- (i) state the grounds on which the request for review is made;
  - (ii) include a description of the relevant facts; and
  - (iii) provide supporting evidence.
- 11.9 Upon receipt of the formal request for review, the Dean of the College/School will determine whether or not a *prima facie* case for review has been established. If, in the view of the Dean of the College/School, there is no *prima facie* case, then the request will be dismissed and the decision conveyed to the student no later than 32 working days following the announcement of grades by the University. The decision of the Dean of the College/School to dismiss the request is final.
- 11.10 If, in the view of the Dean of the College/School, there is a *prima facie* case, then he/she will refer the matter to the College/School Grade Review Committee for consideration. The Committee may interview the student and staff members concerned. If the student does not show up for the interview, the Committee will consider the student's request for formal review of course grade on the basis of the information and documents provided by the student and other information available to the Committee. The Committee will record its proceedings and resolutions.

- 11.11 If the Committee determines that the case is substantiated, the decision will be conveyed to the Assessment Panel to decide the action to be taken. The Assessment Panel will report back to the College/School Grade Review Committee any decisions taken on cases referred via this procedure.
- 11.12 The decision on the formal review will be communicated in writing to the student by the Dean of the College/School with a brief statement of the reasons for the decision. The decision should be conveyed to the student no later than 54 working days following the announcement of grades by the University.

#### Appeal Procedures

- 11.13 Formal requests for review of course grades should normally be resolved at the College/School level. A student may only appeal against the decision of the College/School Grade Review Committee on the basis of procedural irregularity in the review process within 10 working days following receipt of the decision on the formal review. Students may submit an appeal in writing to the Dean of Graduate Studies. Appellants should clearly indicate the grounds for appeal, and provide evidence in support of the appeal. The Dean of Graduate Studies will determine whether or not a *prima facie* case for appeal has been established. If, in the view of the Dean of Graduate Studies, there is no *prima facie* case, then the appeal will be dismissed and the decision conveyed to the student normally no later than 10 working days following receipt of the appeal. The decision of the Dean of Graduate Studies to dismiss an appeal is final.
- 11.14 If, in the view of the Dean of Graduate Studies, there is a *prima facie* case, he/she will refer the matter to the Academic Review Committee for consideration.
- 11.15 If the Academic Review Committee determines that the case is substantiated, the decision will be conveyed to the Assessment Panel to decide the actions to be taken. The Assessment Panel will report back to the Academic Review Committee any decisions taken on cases referred via this procedure.
- 11.16 The Academic Review Committee should record its proceedings and resolutions. The decision on the appeal will be conveyed to the student in writing normally no later than 27 working days following receipt of the appeal case by the Dean of Graduate Studies and is final.
- 11.17 The College/School Grade Review Committees will submit a report of formal requests for review of course grades considered to Senate via the Quality Assurance Committee annually. The Academic Review Committee will submit an annual report to Senate via the Quality Assurance Committee on all appeal cases received by the Academic Review Committee.

## 12. Students' Academic Standing

### Academic Standing

12.1 Academic standing provides an indicator of students in academic difficulty needing academic advising and extra help. The three levels of academic standing are defined as follows:

<b>Standing</b>	<b>Definitions</b>
Academic Warning	Students' academic performance has been unsatisfactory, or their overall academic average is below minimum requirements. Students on warning should seek advice from their academic advisor.
Academic Probation	Students' academic performance has been extremely unsatisfactory, or their overall academic average has continued to be below the minimum requirements for graduation. Students on Academic Probation may be required to take a reduced study load and/or to fulfil specific conditions such as GPA attainments in the following semester/term.
Academic Suspension	Students who cannot benefit from course registration in the next semester/term may be suspended for an approved period of not less than one semester. Academic Suspension is designed to provide students with an opportunity to resolve the problems that are preventing them from making academic progress.

12.2 The following standing is used for operational purposes:

Review	A temporary status indicating that a student's performance is unsatisfactory and has been referred to the student's home academic unit for determining if a decision on academic standing needs to be made.
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12.3 The decision of an academic standing will be determined at the end of a semester/term for students who are in academic difficulty and have taken courses to a total of more than three credit units on the basis of their last academic standing (if any) and the GPAs attained at the time when the decision is made. Detailed rules are as follows:

<b>Last Academic Standing</b>	<b>CGPA</b>	<b>Academic/ Operational Standing</b>
Nil	1.00 to 1.99 0 to 0.99	Academic Warning Review
Academic Warning	0 to 1.99	Review
Academic Probation/ Academic Suspension	0 to 1.99	Review

12.4 In making decisions on students' academic standing, the Examination Board has the right, upon the recommendation of the students' home academic unit, to make exceptions from the above rules.

#### Repeating Courses to Improve Grades

12.5 Unless otherwise specified, students may repeat a course, or an equivalent course, to recover a failure or to improve a course grade of C or below, subject to the concerned academic unit's course offering schedule and availability. Only two repeat attempts may be permitted. Course grades for all attempts will appear on the student's academic transcript, but only the final grade earned will be included in the calculation of the student's CGPA.

12.6 Courses may be designated "dissertation-type" courses in the course catalogue. For dissertation-type courses, the catalogue will specify the normal duration for course registration and the maximum duration for course registration. Students are not permitted to repeat a dissertation-type course.

### **13. Conferment and Classification of Awards**

#### Requirements for University Awards

13.1 To be granted an award of the University, students must successfully complete a programme of the University, including specific requirements of the named award for which they are registered, general University requirements, and college/school requirements, if any. The requirements for awards are set out on the University website.

13.2 Credit units earned for courses at a level below the postgraduate programme level are not normally counted toward requirements for an award.

13.3 Under exceptional circumstances where a required course cannot be completed, a "substitute" course may be approved for a student by the Dean of the college/school offering the programme, replacing the required course. The

approved substitute course can be used to recover a failure for the required course.

- 13.4 The University may allow exemption from courses required for an award of the University. Credit units toward the award are not given when an exemption is granted.
- 13.5 Students may be granted a taught postgraduate award only if they have achieved a CGPA of 2.00 or above.
- 13.6 Where a programme is designed to enable students to gain an intermediate award, students who meet the requirements for the intermediate award and who withdraw from the full programme may apply in writing to the University for conferment of the award. Such applications must be received within one calendar year of the student's withdrawal from the programme.
- 13.7 Students completing the requirements for an award graduate on the following graduation date.

#### Classification of Awards

- 13.8 The University grants Master's Degree/Postgraduate Diploma/Postgraduate Certificate awards with the following classifications:
  - (i) Distinction
  - (ii) Credit
  - (iii) Pass
- 13.9 University awards are classified by the relevant College/School Examination Board, which makes a recommendation to Senate for the conferment of awards.
- 13.10 The various classifications are based on the CGPAs. The general guidelines<sup>6</sup> are as follows:

<b>Classification of Award</b>	<b>CGPA</b>
Distinction	3.5 or above
Credit	3.2 – 3.49
Pass	2.0 – 3.19

- 13.11 In all cases of classification of awards, the CGPAs cited above are indicative. The Examination Board has the right, upon the recommendation of the respective academic unit, to make exceptions in the application of the indicative GPAs.

13.12 College/School Examination Boards classify awards with regard to, but not necessarily in strict conformity with, a student's CGPA.

<sup>6</sup> Unless otherwise specified, the general guidelines on standard CGPA banding for classification of awards only apply to students admitted or transferred to a new programme in Semester A 2010/11 and thereafter.

#### **14. Withdrawal of Studies**

Students who wish to withdraw from studies should submit a withdrawal notification to the University. Withdrawal will normally take effect from the date of submission of the notification. However, notification submitted during or after the examination period will take effect only from the following semester/term.

#### **15. Termination of Studies**

15.1 The University has the right to terminate a student's studies for failure to maintain satisfactory academic progress, as determined by the Examination Board, or to comply with the policies and procedures of the University.

15.2 The Examination Board may terminate the studies of a student under the following circumstances:

- (i) the student's SGPA is below 1.00 for two consecutive enrolled semesters;  
or
- (ii) the student's academic progress is unsatisfactory and is unable to meet the conditions stipulated by the home academic unit after being put on Academic Probation for two consecutive semesters.

15.3 Irrespective of AR15.2, the Examination Board may prescribe any other criteria for terminating a student's studies.

15.4 Notwithstanding AR15.2 and AR15.3 above, students' studies will be terminated if they fail to pass a required course, or its equivalent/substitute course, after three attempts.

15.5 For termination of studies due to academic reasons, students may apply for readmission to the University, with admission to any programme occurring no earlier than one academic year after the termination. Upon readmission to the same programme after termination of studies, students may be given one additional opportunity to pass each required course they have failed in their three previous attempts.

## 16. Review of Examination Board Decisions

- 16.1 Requests for review of an Examination Board's decision on academic standing or final award are governed by AR16. The academic judgement of the Board shall not be subject to review.

### Informal Resolution

- 16.2 For review of an Examination Board's decision via informal means, the University will only consider requests on grounds of administrative error in recording, transcribing, or reporting of the result.
- 16.3 A student should attempt to resolve the matter informally by contacting the Programme Leader within 5 working days of the publication of the academic standing or final award by the University through the University administrative information system. However, informal review is not a prerequisite for the formal procedure.
- 16.4 If an amendment to the decision on academic standing or award classification is considered necessary, the Programme Leader should make a recommendation via the Head of the academic unit to this effect and seek the endorsement of the Chair of the Examination Board. Any Examination Board decision thus amended will be reported to the Examination Board at its next meeting.
- 16.5 The decision on the informal review will be communicated to the student by the Programme Leader no later than 8 working days following receipt of the formal request for review.

### Formal Procedures for Review

- 16.6 For formal review of an Examination Board's decision, only requests with the following grounds will be considered:
- (i) there has been a procedural irregularity affecting the Board's decision;
  - (ii) there exist circumstances that impact the Board's decision that the student was unable to bring them to the attention of the Board prior to its deliberations for valid reasons.
- 16.7 Students may submit a formal request in writing to the Dean of Graduate Studies within 22 working days of the publication of the Examination Board's decision by the University. The application must:
- (i) state the grounds on which the request for review is made;
  - (ii) include a description of the relevant facts; and
  - (iii) provide supporting evidence.
- 16.8 The Dean of Graduate Studies will determine whether or not a *prima facie* case for review has been established. If, in the view of the Dean of Graduate Studies, there is no *prima facie* case, then the request will be dismissed and the decision conveyed to the student no later than 10 working days following receipt of the



request. The decision of the Dean of Graduate Studies to dismiss the request for review is final.

- 16.9 If, in the view of the Dean of Graduate Studies, there is a *prima facie* case, he/she will refer the matter to the Academic Review Committee for consideration. The Committee may interview the student and staff members concerned. If the student does not show up for the interview, the Committee will consider the student's request for formal review of Examination Board's decision on the basis of the information and documents provided by the student and other information available to the Committee. The Committee will record its proceedings and resolutions.
- 16.10 Where the case involves a request for an appeal against the decision of the College/School Grade Review Committee lodged by the same student within the same semester/term, a nominee of the Dean of Graduate Studies will be appointed to handle the case to avoid allegation of bias.
- 16.11 If the Academic Review Committee determines that the case is substantiated, the decision will be conveyed to the Examination Board. The Examination Board will review the case and decide whether changes to the student's academic standing or award classification are required. The Examination Board will report back to the Academic Review Committee any decisions taken on cases referred via this procedure.
- 16.12 The decision on the formal review will be conveyed to the student in writing no later than 22 working days following receipt of the formal request for review.

#### Appeal Procedures

- 16.13 Formal requests for review of the Examination Board's decisions should normally be resolved by the Academic Review Committee. A student may only appeal against the decision of the Committee on the basis of procedural irregularity in the review process. Students may submit an appeal in writing to the Provost within 10 working days following receipt of the decision regarding the formal review. Appellants should clearly indicate the grounds for appeal and provide evidence in support of the appeal.
- 16.14 If the Provost determines that the case is substantiated, the decision will be conveyed to the Examination Board. The Examination Board will review the case and decide whether changes to the student's academic standing or award classification are required. The Examination Board will report back to the Provost any decisions taken on cases referred via this procedure.
- 16.15 The Office of the Provost should record its proceedings and resolutions. The decision on the appeal will be conveyed to the student in writing within 22 working days following receipt of the appeal and is final.

16.16 The Academic Review Committee will submit a report of formal requests for review of Examination Board decisions and of appeal cases received to Senate via the Quality Assurance Committee annually. The Provost will submit an annual report to Senate via the Quality Assurance Committee on all appeal cases received by him/her.

## **Student Conduct and Behaviour**

### **I. Rules on Academic Honesty**

*(Please always be advised to visit the website of Office of the Provost [www.cityu.edu.hk/provost/academic\\_honesty/rules\\_on\\_academic\\_honesty.htm](http://www.cityu.edu.hk/provost/academic_honesty/rules_on_academic_honesty.htm) for the latest Rules on Academic Honesty.)*

1. The Rules on Academic Honesty is approved by the Senate to regulate Student academic honesty matters and adjudicate Student academic dishonesty cases. The Academic Conduct Committee under the Academic Policy Committee will determine and keep under review the Rules on Academic Honesty. Academic honesty with respect to faculty members is not covered by this set of Rules.
2. Academic honesty is central to the conduct of academic work. Students are expected to present their own work, give proper acknowledgement of other's work, and honestly report findings obtained. As part of the University's efforts to educate Students about academic honesty, all Students are required to complete the Online Tutorial and Quiz on Academic Honesty, and make a Declaration on their understanding of academic honesty.
3. Academic dishonesty is regarded as a serious academic offence in the University. Any related offence may lead to disciplinary action with a penalty including without limitation, expulsion from the University, debarment from re-admission, deprivation of an academic award already conferred or revocation of a certification granted.
4. Academic dishonesty includes but is not restricted to the following behaviors:
  - 4.1 Plagiarism, e.g., the failure to properly acknowledge the use of another person's work or submission for assessment material that is not the Student's own work;
  - 4.2 Misrepresentation of a piece of group work as the Student's own individual work;
  - 4.3 Collusion, i.e., allowing another person to gain advantage by copying one's work;
  - 4.4 Unauthorized access to an examination/test paper;
  - 4.5 Possession/use of unauthorized material in assessment;
  - 4.6 Unauthorized communication during assessment;
  - 4.7 Use of fabricated data claimed to be obtained by experimental work, or data copied or obtained by unfair means;
  - 4.8 Impersonating another Student at a test or an examination or allowing oneself to be impersonated.

5. Students must comply with regulations promulgated by the University and the academic units in examinations and coursework.
6. All Students, faculty and staff have the responsibility to report academic dishonesty cases as they will compromise the quality of education and depreciate the genuine achievements of others. Course leaders are required to report any suspected incidents of academic dishonesty in the course, if supported by clear evidence, to the Head/Dean of the course-offering academic unit.
7. Handling Procedures and Penalties

7.1 For academic dishonesty occurring during examinations, the Chief Invigilator will report the case to the Academic Regulations and Records Office/Chow Yei Ching School of Graduate Studies by using the appropriate form. The concerned office will refer the case to the Head/Dean of the relevant course-offering academic unit for investigation. For other cases of academic dishonesty (including without limitation, those involving thesis/dissertation/take-home examination/assignment/project or other forms of assessment), the Head/Dean of the course-offering academic unit, when alerted that there may be an alleged case of academic dishonesty, shall investigate the case. During the investigation, the Head/Dean of the course-offering academic unit will gather all related evidence, notify and interview the concerned Student, and/or seek written statements from witnesses and/or the Student to collect more information as he/she deems necessary.

7.1.1 Should the Head/Dean of the course-offering academic unit determine against the Student, the course-offering academic unit shall submit a detailed investigation report to the College/School Academic Conduct Committee describing the case details, evidence and nature of suspected academic dishonesty, the suggested penalty to be imposed on the Student, and justification for the suggested penalty to help the Committee make a decision. Otherwise, the case will be dismissed and a brief report sent to the College/School office for record. The Student's home academic unit will be informed of the suspected case by the College/School Academic Conduct Committee when it has received a referral and the detailed investigation report from the Head/Dean of the course-offering academic unit for consideration.

7.1.2 Upon receiving a referral together with the investigation report under 7.1.1 above, the College/School Academic Conduct Committee shall consider the case and decide whether to conduct further investigation, or support the allegation and approve the penalty suggested by the course-offering academic unit or not. When considering penalty to be

imposed on the Student, the College/School Academic Conduct Committee will also take into account any record of previous misconduct by the Student including any penalty previously incurred. The Secretary to the College/School Academic Conduct Committee will write to the Student concerned informing him/her of the decision within ten working days from being informed of the suspected academic dishonesty case.

- 7.1.3 If the College/School Academic Conduct Committee decides to further investigate the case, the Student will be required to submit his/her written explanation within five working days from receipt of notification from the College/School Academic Conduct Committee. A meeting to interview the Student and consider the case will be held within fifteen working days from the expiration of the time limit for the Student to submit his/her written explanation. The terms of reference and membership of the College/School Academic Conduct Committee are given in Attachment 1. During the interview, the Student concerned may be accompanied by a member of the University (staff/Student) who is not involved in the case, provided that the College/School Academic Conduct Committee is informed of the companion's name at least three working days before the meeting.
- 7.1.4 The College/School Academic Conduct Committee will regulate its own proceedings in the consideration of the case and may call before it such persons as it deems necessary.
- 7.1.5 The Student concerned may admit to the charge, or any part of it, at any stage of the investigation/proceedings.
- 7.1.6 If the Student concerned does not appear at the meeting, the College/School Academic Conduct Committee will consider the allegation in the absence of the Student.
- 7.1.7 If the charge of academic dishonesty is substantiated, the College/School Academic Conduct Committee shall impose penalties taking into account the following:

(a) First offence	<ul style="list-style-type: none"> <li>i. A written warning; and</li> <li>ii. A zero mark for the concerned component of the course, or a lower grade for the concerned course</li> </ul>
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(b) Second or further offence	<ul style="list-style-type: none"> <li>i. A written warning; and</li> <li>ii. An F grade for the concerned course</li> </ul>
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7.1.8 The College/School Academic Conduct Committee may also impose any of the following penalties (and may impose more than one penalty at the same time) with the endorsement of the Associate Provost (Academic Planning and Undergraduate Education) for cases involving undergraduate Students or that of the Dean of Graduate Studies for cases involving postgraduate Students, before informing the Student of the penalties. The College/School Academic Conduct Committee shall also seek approval from the Senate in order to impose the penalty listed in v. below.

- i. withholding the concerned Student's eligibility for a scholarship, prize, financial award, the Dean's List, or representing the University in external activities such as exchange programme or internship for a specified period of time;
- ii. suspension of studies for a specified period of time;
- iii. withholding an academic award for a specified period of time;
- iv. expulsion from the University together with a specified period of time that the Student may not be re-admitted to any programme of studies;
- v. the deprivation of an academic award already conferred, or revocation of a certification granted.
- vi. any other penalties suggested by the College/School Academic Conduct Committee which are not covered under 7.1.7 and 7.1.8.

7.1.9 For currently enrolled Students, the College/School Academic Conduct Committee may also advise them to seek counsel from a counsellor in the Student Development Services.

7.1.10 For cases which warrant further investigation by the College/School Academic Conduct Committee, the Student will be informed of the decision of the College/School Academic Conduct Committee in writing within ten working days from the conclusion of the meeting of the College/School Academic Conduct Committee.

7.1.11 All substantiated cases considered by the College/School Academic Conduct Committee leading to changes to a Student's academic record or enrolment status will be reported to the Academic Regulations and Records Office (for undergraduate and sub-degree Students) or Chow

Yei Ching School of Graduate Studies (for postgraduate Students) for updating the Student's records. The Student's home academic unit will be informed of the decision by the College/School Academic Conduct Committee.

7.1.12 The College/School office will keep a full set of records on academic dishonesty cases within the College/School and report to the Academic Conduct Committee on an annual basis.

## 8. Appeal Procedures

8.1 The Student may appeal against the decision of the College/School Academic Conduct Committee by writing to the Chair of the Academic Conduct Committee via the Office of the Provost within ten working days from being informed of the decision made by the relevant authority.

8.2 The appeal will only be entertained if it relates to any of the following:

8.2.1 fresh evidence which for good reason had not been presented previously to the College/School Academic Conduct Committee; or

8.2.2 a material irregularity of proceedings in the consideration of the matter by the College/School Academic Conduct Committee; or

8.2.3 the penalty applied was unreasonable or excessive in light of new evidence presented to the College/School Academic Conduct Committee, the findings of fact, or the circumstances of the Student.

8.3 If the Chair decides that the appeal does not relate to any of the matters stated in 8.2 above, he/she will dismiss the appeal and the original decision will stand. If the Chair decides that the appeal appears to relate to any of the matters stated in 8.2 above, he/she will convene a meeting of an Academic Conduct Appeals Panel to consider the appeal and inform the Student's home academic unit of the appeal. The terms of reference and constitution of the Academic Conduct Committee and the Academic Conduct Appeals Panel are in Attachment 2 and Attachment 3 respectively.

8.4 The Academic Conduct Appeals Panel may, at its sole and absolute discretion, uphold the original decision, quash the original decision, change the penalty to be imposed or impose additional penalty. A decision on an appeal will normally be

made within twenty-two working days from the date of receipt of the appeal under 8.1 above and the decision of the Academic Conduct Appeals Panel on the appeal is final. The Student's home academic unit will be informed of the decision on the appeal.

- 8.5 The Office of the Provost will keep a written confidential record of the proceedings of all cases of appeal and report to the Academic Conduct Committee on an annual basis.

Note 1: "Student"\* includes, unless otherwise specified, (a) an undergraduate (including Associate Degree), taught postgraduate, research postgraduate, or professional doctorate student of the University, and (b) currently or previously enrolled students and students already graduated from the University.

Note 2: "Working days" refers to Mondays to Fridays, excluding Saturdays, Sundays and public holidays and excluding, for the avoidance of doubt, a day throughout or for part of which a black rainstorm warning or Typhoon Signal Number 8 or above is issued or hoisted by the Hong Kong Observatory.

Note 3: The timeline requirements set out in the Rules shall be followed as far as practicable. In case deviation from the timeline requirements is necessary given the special circumstances (e.g. cases involving previously enrolled students or students already graduated from the University), approval from the Chair of the Academic Conduct Committee shall be sought and determined on case-by-case basis.

Note 4: "Home academic unit" is the academic department/college/school offering the degree or home major in which a student is/was enrolled. "Course-offering academic unit" is the academic department/college/school offering the course and/or holding the responsibility of assessment associated with the academic dishonesty.

\* Students (includes currently or previously enrolled students and those already graduated) of the Community College of City University and the School of Continuing and Professional Education are not covered by the Rules.

## **II. Code of Student Conduct and Disciplinary Procedure**

*(Please always be advised to visit website of Office of the Vice-President (Student Affairs) for the latest Code of Student Conduct and Disciplinary Procedure.)*



## 1. Purpose / Scope

- 1.1 The purpose of this Code is to set out the University's expectations of all Students (as defined in Attachment 4) with regard to their personal conduct, behaviour and etiquette, and to provide a procedure/process to handle all allegations of Misconduct (as defined in Clause 4 below) against a Student that is not expressly governed by any specific or separate Rules & Regulation.
- 1.2 This Code applies to any activity undertaken by a Student, whether on or off University premises, where that activity has or may have harmed either staff or Students of the University, or may have damaged the University's reputation or good standing.
- 1.3 It is however not possible or feasible to specify and cover every circumstance and situation in this Code. If a circumstance or situation arises which is not expressly covered in this Code, all Students must apply the principles of this Code and not act in conflict with this Code.
- 1.4 The University expects all Students to behave and conduct themselves in a way that does not hinder or damage its operation and/or reputation. It is recognized that the majority of Students behave in a responsible manner. Occasionally however, a small minority of Students may behave in ways that may cause harm or disrepute to the University, its staff, other Students or the public. In such cases, the University has a responsibility to take appropriate action to protect other members of the University community, and its reputation.
- 1.5 Acts of academic dishonesty, i.e. those which gain for a Student an unfair advantage in any University assessment, are dealt with separately under the Rules on Academic Honesty. A case concerning sexual harassment in which the respondent is a Student of the University will be dealt with in accordance with the University's Sexual Harassment Policy and Procedures (including but not limited to the time limit specified under the Sexual Harassment Policy and Procedures) and the case may, after investigation, be referred under the Sexual Harassment Policy and Procedures for investigation and/or disciplinary action under the Code.
- 1.6 The timescales below set out the time limits for raising an allegation:
  - 1.6.1 subject to Clauses 1.6.4 and 1.6.5, in the case of an allegation being made by a current Student, the allegation must be made within a reasonable time of the incident giving rise to the allegation and, in any event, no later than three months after the incident; subject
  - 1.6.2 subject to Clauses 1.6.4 and 1.6.5, in the case of an allegation being made by a previously enrolled Student, the incident giving rise to such allegation must have occurred while that Student was enrolled and the allegation must be made no later than three months after the incident;

- 1.6.3 subject to Clauses 1.6.4 and 1.6.5, any allegation made three months after the incident giving rise to the allegation will not be entertained;
- 1.6.4 for a case of sexual harassment being handled under the University's Sexual Harassment Policy and Procedures in which the respondent is a Student of the University, the time limit in Clause 1.6.1 to 1.6.3 does not apply, and for the avoidance of doubt, the Vice-President (Student Affairs), Student Discipline Committee, Student Discipline Panel or Student Discipline Appeal Panel (as the case may be) shall have jurisdiction to deal with such a case notwithstanding the expiry of the time limit in Clause 1.6.1 to 1.6.3 provided that the sexual harassment case is being referred under the University's Sexual Harassment Policy and Procedures for investigation and/or disciplinary action under the Code;
- 1.6.5 for a case of alleged Misconduct:
- (i) which has been investigated by a law enforcement agency, statutory or professional body and for which the findings and/or decision of such law enforcement agency, statutory or professional body is available; or
  - (ii) where a judgment or decision of a tribunal or a court on the alleged Misconduct is available

the time limit in Clause 1.6.1 to 1.6.3 does not apply, and for the avoidance of doubt, the Vice-President (Student Affairs), Student Discipline Committee, Student Discipline Panel or Student Discipline Appeal Panel (as the case may be) shall have jurisdiction to deal with such a case notwithstanding the expiry of the time limit in Clause 1.6.1 to 1.6.3.

- 1.7 Whilst each party referred to in these procedures is expected to take all reasonable steps to comply with the time limits specified in this document, a failure on the part of the relevant authorities of the University to comply with one or more time limits (unless a material and culpable failure) will not in itself amount to the procedures being void or voidable.

## **2. Obligations / Expectations**

- 2.1 All Students have an obligation to inform themselves of the Rules & Regulations affecting them. For the avoidance of doubt, this Code forms part of the Rules & Regulations which each Student has, by accepting a place to

study at the University and signing/making the Declaration upon Enrolment on admission to the University, undertaken to fully observe.

- 2.2 The overarching obligation of all Students is to act in the best interests of the University community at all times.
- 2.3 All Students are expected to:
  - 2.3.1 act and conduct themselves honestly and in accordance with the overarching obligation set out above and all the Rules & Regulations;
  - 2.3.2 act in accordance and comply with the law;
  - 2.3.3 act with regard to the health and safety of others;
  - 2.3.4 act with regard to the University's good reputation and to ensure that their actions or inactions as a Student do not harm, or bring into disrepute, the University's reputation or good standing;
  - 2.3.5 respect the dignity and rights of others, including but not limited to privacy/personal data rights, irrespective of their background, ethnic origin or race and national origin, sex and gender identity, sexual orientation, abilities and disabilities, age, religion and family status;
  - 2.3.6 comply with the terms and conditions of use of all university facilities whenever distributing, placing or causing to be placed any postings or publications;
  - 2.3.7 not behave in any way which impairs the reasonable freedom of other persons to pursue their studies, work or research or to participate in the life of the University;
  - 2.3.8 not engage or otherwise participate, whether alone or acting in concert with others, in any form of Misconduct.
- 2.4 If a Student breaches any terms or provisions of this Code, the University may take disciplinary action in accordance with the procedure set out herein, which may include provisions for immediate Suspension or restriction of a Student from the University in urgent circumstances.

### **3. Authority / Responsibilities**

- 3.1 The authority to take action under this Code is derived from and consistent with the University's Ordinance. The President has overall responsibility for maintaining Student discipline. The Academic Policy Committee has delegated to the Chair of the Student Discipline Committee ("SDC") the responsibility for providing advice on the interpretation of the disciplinary procedure and for reporting to the Academic Policy Committee on its operation. The Deans of Colleges and Schools, the Dean of Students, heads or nominees of academic departments and academic support units (including, but

not limited to, Director of Student Residence Office, Director of Student Development Services, the Librarian, Director of Computing Services Centre, Director of Finance, Director of Campus Development and Facilities and Residence Masters of halls of residence) have been given particular responsibilities under this Code, and are referred to hereafter collectively as “authorized officers” and individually as “authorized officer”. In addition all staff have a responsibility to assist with the effective operation of this Code.

- 3.2 All correspondence and notifications to a Student will be sent to the Student by email, to the Student’s University allocated email account. If the Student is no longer enrolled, it will be sent by registered mail to the Student’s last known mailing address or private email address.
- 3.3 Nothing in this Code precludes the University from instituting civil or criminal proceedings against a Student in respect of Misconduct.
- 3.4 Definitions of respective terms adopted/addressed in this Code could be found in Attachment 4.

#### **4. Misconduct**

- 4.1 For the purpose of this Code, the following acts, behaviours and/or conduct are considered and are deemed to constitute improper/inappropriate behaviour amounting to Misconduct:
  - 4.1.1 obstruction or disruption of any academic activity or of the management, administration or operation of the University;
  - 4.1.2 theft or any other criminal offence committed on the University premises, misappropriation of University funds or assets, misuse or falsification of any records or data or documents belonging to or in the possession of the University, its staff, Students or visitors;
  - 4.1.3 any deliberate, reckless, negligent or careless act which causes, or is likely to cause, loss, damage or injury, or puts others at risk or which threatens the safety of the University premises or its occupants;
  - 4.1.4 damage to, defacement or wrongful treatment of, the property of the University, its staff, Students or visitors;
  - 4.1.5 assault (including sexual assault);
  - 4.1.6 sexual, racial or other harassment, or behaviour which causes fear or distress to others; threatening, abusive, disorderly or unreasonable behaviour;
  - 4.1.7 failure to comply with any ruling made as a result of disciplinary proceedings;

- 4.1.8 failure to behave in accordance with the provisions of any professional code of conduct or equivalent which may be applicable to the Students concerned, e.g. during internships or other work-based learning activity;
- 4.1.9 victimisation (including any unfair treatment, retaliation or punishment) of a person;
- 4.1.10 failure to respect or honour any decisions, findings, recommendations and/or reports made under any applicable Rules & Regulations including this Code;
- 4.1.11 breach of any Rules & Regulations including the regulations for the use of the library and computing facilities, whether in the University or accessed through the University and the regulations under the CityU Campus Display Policy, Student Complaints Procedure, the regulations for Student residences, hall rules, and regulations about common facilities and services in halls of residence;
- 4.1.12 breach or contravention of any applicable laws including those governing and/or regulating the use, storage and security of personal data under the Personal Data (Privacy) Ordinance, Cap. 486 of the laws of Hong Kong SAR (“the Privacy Ordinance”);
- 4.1.13 failure to act and conduct themselves in accordance with any one or more of the obligations/expectations set out in Clause 2 above;
- 4.1.14 any act which the President or any of the authorized officers listed in Clause 3.1 above has reason to believe is a breach of good discipline of the University;
- 4.1.15 for the avoidance of doubt, any students:
  - (a) who aid, abet, counsel or procure the contravention by another person of; or
  - (b) who conspire or attempt to commit a breach of any terms or provisions of this Code shall be considered as a violation of such terms or provisions of this Code to the same extent;
- 4.1.16 provide false information to the University during investigation.

## **5. Procedure – all cases**

- 5.1 Alleged Misconduct should be reported, in the first instance to the relevant authorized officer, as defined in Clause 3.1 above. The Chair of the SDC will adjudicate on who should take up the case where there is grey area.
- 5.2 Upon receipt of any reported allegation of Misconduct, the authorized officer will first decide whether it is a minor or major case. He/she may seek the

advice of the Chair of the SDC in making this judgment. Repeated instances of minor offences will be considered as a major offence. Minor cases will be handled and dealt with by the authorized officer. Major cases will be referred to the Secretary of the SDC for consideration by a Student Discipline Panel (“SDP”).

- 5.3 In all cases, Students accused of Misconduct must be informed of the details of the allegations against them, and given an opportunity to defend themselves. They may present written or oral evidence, and may call witnesses to give evidence on their behalf.
- 5.4 The standard of proof used by the authorized officer or the SDP or the Student Discipline Appeals Panel (“SDAP”) (as the case may be) in determining Misconduct should be based on the balance of probabilities and be commensurate with the gravity of the breach of standards of behaviour.
- 5.5 In order to prevent duplication of investigation resources and to avoid a complainant having to give evidence to two different University committees on the same matter, the Vice-President (Student Affairs), Student Discipline Committee, Student Discipline Panel or Student Discipline Appeal Panel (as the case may be) shall be entitled to and have the discretion to accept all or part of the findings (including but not limited to findings of facts) and/or recommendations of another committee of the University investigating a complaint.

## **6. Cases of Minor Misconduct**

- 6.1 The authorized officer will notify the Student, in writing, of the detail of the allegation of Misconduct, within 15 working days of receipt of the allegation by the authorized officer, inviting him/her to admit or deny the allegation and make representation and present evidence in either case within a specified period. The authorized officer will conduct an Investigation, in the course of which he/she may interview and/or seek written statements from witnesses and/or the Student. Upon conclusion of the Investigation, the authorized officer may decide either:
  - 6.1.1 to dismiss the allegation as unsubstantiated; or
  - 6.1.2 that the Student is guilty of a minor Misconduct and impose one or more penalties, as defined in Clause 8 below; or
  - 6.1.3 that the matter is so serious as to warrant consideration by a SDP.
- 6.2 The Student will be informed, in writing, of the outcome of the authorized officer’s investigation and any penalties imposed<sup>1</sup>, and of the right to appeal the decision, within 30 working days of receipt of the allegation, save and except that the authorized officer’s decision as to Clause 6.1.3 above (if applicable) shall be final.

6.3 The authorized officer will inform the Secretary of the SDC of the allegation and the outcome of the Investigation, and any penalties imposed.

<sup>1</sup> When a complaint of sexual harassment is found to be substantiated under the “Sexual Harassment Policy and Procedures” and the alleged harasser is referred to disciplinary action under the Code, and if the complainant is a victim of wrongdoing committed by the alleged harasser, both the alleged harasser and the victim-complainant who has a legitimate and direct personal interest in receiving information relating to the disciplinary process in question should be informed of the outcome of a complaint, the disciplinary action and the penalties imposed against the alleged harasser, if any.

## **7. Cases of Major Misconduct**

7.1 The Secretary of the SDC will notify the Student, in writing, of the allegation of Misconduct, within 15 working days of receipt of the allegation by the authorized officer, inviting him/her to admit or deny the allegation, and giving notice of the date of the meeting before a SDP at which the matter will be considered. Students are entitled to make representations and call witnesses in their defence, and/or to be accompanied by a staff or Student member of the University who is not involved in the case, to any meeting of a SDP (provided that at least 3 working days’ advance written notice is given to the Secretary of the SDC of the name of such accompanying staff or Student member and the SDP’s written approval is obtained).

7.2 If the Student does not respond to the notification under Clause 7.1 above, the SDP may nevertheless proceed to consider the matter, make a decision on the matter and impose appropriate penalties.

7.3 A SDP meeting will be convened to consider any case of major Misconduct within 30 working days of receipt of the allegation by an authorized officer. The SDP will consider other written and oral evidence and representations as it deems appropriate, and may decide:

7.3.1 to dismiss the allegation as unsubstantiated; or

7.3.2 that the Student is guilty of a major Misconduct and impose one or more penalties, as defined in Clause 8 below; or

7.3.3 that the Student is guilty of a minor Misconduct and impose one or more penalties, as defined in Clause 8 below.

7.4 The Student will be informed, in writing, of the decision of the SDP<sup>2</sup>, and of the right to appeal the decision, within 10 working days of the conclusion of the SDP’s meeting.

7.5 The President may, at any time, temporarily suspend a Student pending Investigation of a major offence, should this be considered to be in the interests of the safety of other members of the University community. Reasonable efforts will be made to allow the Student to continue with his/her

studies. Temporarily suspended Students will be informed in writing of the nature of the suspension.

- 7.6 Where the alleged Misconduct involves a violation of the criminal law, the University may report the case to the appropriate law enforcement authority. Internal disciplinary procedure may or may not be conducted concurrently with any external investigation, at the discretion of the Chair of the SDC. All cases of Students being convicted of criminal offences will be referred to the Chair of the SDC who will convene a SDP to consider if internal disciplinary action is warranted.
- 7.7 The terms of reference and constitution of the SDC and the SDP are in Attachment 5 and Attachment 6 respectively.
- <sup>2</sup> When a complaint of sexual harassment is found to be substantiated under the “Sexual Harassment Policy and Procedures” and the alleged harasser is referred to disciplinary action under the Code, and if the complainant is a victim of wrongdoing committed by the alleged harasser, both the alleged harasser and the victim-complainant who has a legitimate and direct personal interest in receiving information relating to the disciplinary process in question should be informed of the outcome of a complaint, he disciplinary action and the penalties imposed against the alleged harasser, if any.

## **8. Penalties**

- 8.1 An authorized officer may impose one or more of the following penalties:
  - 8.1.1 an oral reprimand, which will not be recorded on the Student’s file;
  - 8.1.2 a written reprimand, which will be held on the Student’s discipline record until graduation or termination of studies or other cases in which the Student’s status becomes inactive. The reprimand will include a warning that any repetition of the offence is likely to lead to a more severe penalty;
  - 8.1.3 the requirement that the Student make a formal written or verbal apology to any injured party;
  - 8.1.4 exclusion from use of University amenities/facilities for a period not exceeding 8 weeks;
  - 8.1.5 the requirement that the Student make good, in whole or in part, any damage or loss to the property of the University, or of members of the University community;
  - 8.1.6 the requirement that the Student perform supervised community service not exceeding 30 hours, as stipulated by the University;
  - 8.1.7 the requirement that the Student make any other written submission(s) as an authorized officer may deem appropriate.
- 8.2 The SDP may impose one or more of the penalties listed in Clause 8.1 above and the following:



- 8.2.1 withholding the Student's eligibility for receipt of a scholarship, prize or financial award; or for inclusion on the Dean's List, or to represent the University in any external activity, for a specified period of time;
- 8.2.2 exclusion from use of University amenities/facilities for any specified period of time;
- 8.2.3 suspension from the University for a specified period of time;
- 8.2.4 expulsion from the University, which may include specification of a period within which a Student may not be readmitted as a student of the University;
- 8.2.5 the withdrawal of an award already made. This penalty would be applied only in cases of serious professional misconduct which calls into question the acceptability of the Student retaining the award;
- 8.2.6 any other penalties as the SDP may deem appropriate.

## **9. Appeals**

- 9.1 Students who wish to appeal against decisions either of authorized officers, or of the SDP, must do so in writing to the Chair of the SDC via the Office of the Vice-President (Student Affairs) within 10 working days of the date they are informed of the decision pursuant to Clause 6.2 or 7.4 above as the case may be. The grounds for appeal must be:
  - 9.1.1 that there is new evidence that could not have been made available earlier, through no fault of the Student; or
  - 9.1.2 that there was a procedural irregularity in the conduct of the original investigation by the authorized officer or the SDP; or
  - 9.1.3 that the penalty imposed was unreasonable or excessive in light of new evidence not presented to the authorized officer or the SDP, the findings of fact, or the circumstances of the Student.
- 9.2 The Chair of the SDC will consider the matter, and will decide either:
  - 9.2.1 that none of the grounds for appeal under Clause 9.1 above is present, and therefore that the appeal will be dismissed and the original decision will stand; or
  - 9.2.2 that there appears to be grounds for appeal under Clause 9.1 above and a SDAP will be convened to hear the appeal.
- 9.3 The decision of the Chair of the SDC made under Clause 9.2 above is final.
- 9.4 Where a SDAP is convened, it will meet to consider the case within 30 working days from receipt of the appeal. The Student is entitled to attend the SDAP meeting, and will be given at least 5 working days' advance notice of the date of the meeting. The Student may be accompanied by a staff or student member of the University who is not involved in the case, to any meeting of

a SDAP (provided that at least 3 working days' advance written notice is given to the Secretary of the SDC of the name of such accompanying staff or Student member and the SDAP's written approval is obtained)

- 9.5 The SDAP will not reconsider the original case, but will confine its deliberations to a consideration of the appeal. It will decide either:
  - 9.5.1 that grounds for appeal are not substantiated, and that therefore the appeal is dismissed and the original decision will stand; or
  - 9.5.2 that the appeal is upheld, and that the original decision may be endorsed, varied or overturned; or
  - 9.5.3 that the appeal is upheld, and that penalties imposed under the original decision may be endorsed, varied or that greater or lesser penalties may be imposed.
- 9.6 The Student will be informed in writing of the SDAP's decision<sup>3</sup> within 10 working days of the conclusion of the meeting of the SDAP.
- 9.7 The decision of the SDAP on the appeal is final.
- 9.8 The terms of reference and constitution of the SDAP is in Attachment 7.

<sup>3</sup> If the complainant of sexual harassment is a victim of wrongdoing committed by the alleged harasser, both the alleged harasser and the victim-complainant who has a legitimate and direct personal interest in receiving information relating to the disciplinary process in question should be informed of the decision on appeal, the disciplinary action and the penalties imposed against the alleged harasser, if any.

## **10. Reporting**

- 10.1 Any decision which impacts upon a Student's enrolment status will be communicated immediately to the Academic Regulations and Records Office/Chow Yei Ching School of Graduate Studies for updating as appropriate.
- 10.2 The Vice-President (Student Affairs) will co-ordinate an annual report to the Academic Policy Committee on the operation of the SDP and the SDAP.
- 10.3 Record of major misconduct cases will be kept by the SDC for future management reference and will be erased after the specified period.

## **11. Privacy / Confidentiality**

- 11.1 All parties involved in a Complaint and/or an Investigation are required to act in accordance to the privacy/confidentiality measures listed in Attachment 8.
- 11.2 Any violation of privacy and/or confidentiality set out in this Code and/or any contravention of the relevant data protection principles (DPPs) by a Student will be treated very seriously and subject those involved in such violation to disciplinary actions being taken against them under this Code.

## **College/School Academic Conduct Committee**

### **1. Terms of Reference**

To investigate, exercise summary jurisdiction and impose penalties in respect of violations of the University's Rules on Academic Honesty by Students when such violations are referred to it by a head/dean of academic unit as appropriate.

### **2. Constitution**

<i>Chair</i>	An Associate Dean of the College/School appointed by the Dean
<i>Members</i>	(a) Two faculty members within the College/School appointed by the Dean (b) One member outside the College/School from the central pool of academic staff appointed by the Academic Conduct Committee (c) One of the currently enrolled Students in the College/School Board appointed by the Dean
<i>Secretary</i>	Administrative staff of the College/School office

- Notes: (i) The term of office of the Chair and category (a) members are two years.  
(ii) The categories (b) and (c) members are appointed on a case-by-case basis.  
(iii) For serious academic dishonesty cases as determined by the Chair in consultation with the Associate Provost (Academic Planning and Undergraduate Education) for cases involving undergraduate Students, or the Dean of Graduate Studies for cases involving postgraduate Students, the Committee may, at its sole and absolute discretion, expand its membership to up to three members in category (b).

## **Academic Conduct Committee**

### **1. Terms of Reference**

- 1.1 To advise the Academic Policy Committee on policies and procedures relating to academic honesty.
- 1.2 To determine and periodically update the University's Rules on Academic Honesty.
- 1.3 To determine the procedures for dealing with violations of the Rules on Academic Honesty, and the penalties relating thereto.
- 1.4 To appoint sub-committees, working parties and similar bodies for the purpose of discharging the duties of the Committee, and to approve the terms of reference and membership.
- 1.5 To maintain a central pool of academic staff for College/School Academic Conduct Committees to co-opt into their committee meetings to consider academic misconduct cases.
- 1.6 To report on its business to the Academic Policy Committee (APC) at such intervals as APC deems appropriate.

### **2. Constitution**

<i>Chair</i>	Provost or nominee
<i>Deputy Chair</i>	Elected by and from members
<i>Ex-officio Members</i>	(a) Associate Provost (Academic Planning and Undergraduate Education) (b) Associate Dean of Graduate Studies
<i>Members</i>	(a) Four members appointed by and from the Senate (b) Two currently enrolled undergraduate Students nominated by the Students' Union (c) One currently enrolled postgraduate Student nominated by the CityU Postgraduate Association
<i>Secretary</i>	Administrative staff of the Office of the Provost

- Notes: (i) The term of office of the nominated and appointed members is two years with a staggered arrangement.
- (ii) The term of office of currently enrolled Students is one year.

## **Academic Conduct Appeals Panel**

### **i) Terms of Reference**

Reporting to the Academic Conduct Committee, the Academic Conduct Appeals Panel will deal with appeals from Students in accordance with the Rules on Academic Honesty.

### **2. Constitution**

<i>Chair</i>	Chair of the Academic Conduct Committee
<i>Members</i>	(a) Two Senate appointed members of the Academic Conduct Committee (b) One currently enrolled Student nominated by the Students' Union (for cases involving undergraduate Students) (c) One currently enrolled Student nominated by the CityU Postgraduate Association (for cases involving postgraduate Students)
<i>Secretary</i>	Administrative staff of the Office of the Provost

Note: Members of the panel shall not have any personal interest in the appeal.

**Definitions of Respective Terms Adopted/Addressed in the Code**

1. “CityU” or “University” means the “City University of Hong Kong”.
2. “Complaint” means any allegation, report, complaint, or accusation of Misconduct made or directed against a Student.
3. “Investigation” means an investigation of the Complaint.
4. “Misconduct” has the meaning ascribed to such word in Clause 4.
5. “President” means the President of the CityU.
6. “Rules & Regulations” mean the rules and regulations of the University as may be amended from time to time appearing at the University’s websites.
7. “Student\*” means an undergraduate (including Associate Degree), taught postgraduate, research postgraduate, or professional doctorate student of the University, and includes previously enrolled Students.
8. “Suspension” means the suspension of academic activities of a Student.
9. “Working days” mean Mondays to Fridays, and do not include Saturdays, Sundays, public holidays or a day throughout or for part of which Typhoon Signal No. 8 or above is hoisted or Black Rainstorm Warning Signal is issued by the Hong Kong Observatory.

\* Students of the Community College of City University and the School of Continuing and Professional Education are not covered by this Code.

## **Student Discipline Committee (“SDC”)**

The SDC is appointed by the Academic Policy Committee. The SDC will meet normally once per year but the Chair of SDC shall have the discretion to dispense with the holding of a meeting when there is no major issue within the terms of reference of the SDC. Without limiting the power and/or discretion of the Chair to dispense with the holding of an SDC meeting, the SDC, with the permission of its Chair, may transact its business by the circulation of papers.

### Terms of Reference

1. To advise the Academic Policy Committee on policy matters involving Student discipline.
2. To determine and periodically update the Code.
3. To review the terms of reference and constitution of the SDP and the SDAP.
4. To receive reports from the SDP and the SDAP on cases considered by those panels, and any issues of principle arising from them.
5. To report on its business annually to the Academic Policy Committee.

### Constitution

- Chair - Vice-President (Student Affairs)
- Members - One faculty member from each College/School, nominated by the Dean
- Four members appointed by and from the Senate
  - Five members appointed by the Chair
  - Associate Dean of Graduate Studies
  - Director of Academic Regulations and Records Office
  - Director of Student Development Services
  - Two undergraduate students nominated by the Students’ Union
  - One postgraduate student nominated by the CityU Postgraduate Association
- Secretary - Administrative staff appointed by the Chairman of SDC

The term of office of the nominated and appointed members shall be two years with a staggered arrangement. The term of office of student members shall be one year.

## **Student Discipline Panel (“SDP”)**

The SDP is convened as necessary to hear student discipline cases, in accordance with the Code. The Chair and staff members of the SDP are nominated by the Chair of the SDC from the members of that Committee. The Chair has the authority exceptionally to co-opt any staff member to membership of a SDP. No individual who has any previous connection with any case to be heard may be a member of the SDP.

### Terms of Reference

1. To consider allegations of major Misconduct under the Code, and to determine, on the basis of evidence provided, whether or not allegations are substantiated.
2. To consider allegations referred to it under Clause 6.1.3 of the Code and to determine, on the basis of evidence provided, whether or not allegations are substantiated.
3. To impose penalties on Students as appropriate, and in accordance with the procedures of the Code, in cases where an allegation of Misconduct under the Code is found to have been substantiated.
4. To identify any wider issues arising from cases considered.
5. To report at least annually to the SDC on all cases considered and any issues of principle arising from them. #

### Constitution

Chair	Nominated by the Chair of the SDC from amongst the staff members of the SDC
Members	Three members nominated by the Chair of the SDC from amongst the staff members of the SDC  Two Student representatives*. For cases involving undergraduate students, one representative will be an undergraduate student member of the SDC and the other one will be appointed by the Students’ Union. For cases involving postgraduate students, one representative will be the postgraduate student member of the SDC and the other one will be appointed by the CityU Postgraduate Association
Secretary	The Secretary of the SDC

# The Secretary will coordinate the annual report to the SDC on all cases considered by the SDP and the SDAP.

\* The panel hearing will continue when there is at least one student representative attending the meeting.



## **Student Discipline Appeals Panel (“SDAP”)**

The SDAP is convened as necessary to hear Student discipline appeal cases, in accordance with the Code. The staff member of the SDAP is nominated by the Chair of the SDC from the members of that Committee. The Chair has the authority exceptionally to co-opt any staff member to membership of a SDAP. No individual who has any previous connection with any case to be heard may be a member of the SDAP.

### Terms of Reference

1. To consider appeals against decisions of authorized officers or the SDP, as directed by the Chair of the SDC.
2. On the basis of the evidence presented, to determine whether or not grounds for appeal are substantiated.
3. To determine either to dismiss or uphold an appeal, and to endorse or revise decisions made by authorized officers or the SDP.
4. To identify any wider issues arising from the cases considered.
5. To report at least annually to the SDC on all cases considered and issues of principle arising from them.

### Constitution

Chair	Vice-President (Student Affairs) or nominee
Members	One staff member from amongst the staff members of the SDC One student representative. For cases involving undergraduate students, the representative will be nominated by the Students’ Union. For cases involving postgraduate students, the representative will be nominated by the CityU Postgraduate Association
Secretary	The Secretary of the SDC

**Privacy/Confidentiality Measures Adopted in the Code**

1. All parties involved in a Complaint and/or an Investigation are required to maintain confidentiality. Other than in the following specified circumstances, any and all Complaints and any and all written records, correspondence, data, information, reports, findings or recommendations that may be made in furtherance of and/or generated by a Complaint and/or an Investigation (including email correspondence between a Student and the University and/or any of its Committees and/or Panels and/or the President made during the process of the Complaint and/or Investigation) (hereinafter collectively referred to as “the Documents/Records”) shall be and remain at all times confidential (including even after the conclusion/resolution of the Complaint/Investigation) and shall not be disclosed to any third party not involved in the resolution process of the Complaint under this Code<sup>4</sup>.
2. Again, other than in the following specified circumstances, anything said or discussed at any interview(s) and/or meeting(s) conducted as a result of a Complaint and/or an Investigation (“the Discussions”) shall also be and remain at all times confidential (including even after the conclusion/resolution of a Complaint/Investigation) and shall not be disclosed to any third party not involved in the resolution process of the Complaint under this Code.
3. The specified circumstances referred to in paragraphs 1 and 2 above are confined to the following: -
  - 3.1 the making/filing of any reports or Complaints to a regulatory body or the police;
  - 3.2 any private discussions that the Complainant and/or the Respondent may have with his/her respective immediate family member(s);
  - 3.3 where disclosure to third parties are required under legal proceedings or other action which requires disclosure to be made by way of a subpoena or similar court order.
4. Furthermore, Student(s) who invoke or take part in this Code is/are expected to respect and honour the system, procedures and regulations set out herein, including the appeal process and the decision of the Chair of the SDC or the SDP or the SDAP (as the case may be) being final, and shall not resort to other illegal or improper means to voice/express their/his/her dissatisfaction with the outcome of a Complaint or Investigation, including but not limited to the publishing or posting of any of the Discussions and/or the Documents/Records and/or any matters arising therefrom in the CityU campus.
5. It is recognised that Complaints made and/or Investigations conducted under this Code necessarily involves or concerns an individual where some or all of the Documents/Records will contain personal particulars or personal data of the subject under Complaint or Investigation. In such cases, it is expected that all persons involved in the Investigation and the resolution process of the Complaint, including the Complainant and the Respondent, who are ‘data users’ within the meaning of the Privacy Ordinance, will respect the personal and privacy rights of others and will adhere to and fully respect the relevant data protection principles (“DPPs”) set out under the

Privacy Ordinance as regards collection, use, storage and security of personal data including (a) that personal data shall not be collected unless the data are collected for a lawful purpose directly related to a function or activity of the data user, (b) that personal data shall not be used for any purpose other than the purpose for which the data were to be used at the time of collection, and (c) that all practicable steps should be taken to ensure that personal data held by a data user are protected against unauthorised or accidental access (for further details, please refer to the Privacy Ordinance and the Schedules thereto).

- <sup>4</sup> When a complaint of sexual harassment is found to be substantiated under the “Sexual Harassment Policy and Procedures” and the alleged harasser is referred to disciplinary action under the Code, and if the complainant is a victim of wrongdoing committed by the alleged harasser, both the alleged harasser and the victim-complainant who has a legitimate and direct personal interest in receiving information relating to the disciplinary process in question should be informed of the outcome of a complaint, the disciplinary action and the penalties imposed against the alleged harasser, if any.

## Academic Calendar 2017/18

Week	S	M	T	W	R	F	S	Events	Public Holidays
September, 2017								<b>Semester A 2017/18</b> 4 Sep - 2 Dec Teaching Period	
WK.1	3	4	5	6	7	8	9		
WK.2	10	11	12	13	14	15	16		
WK.3	17	18	19	20	21	22	23		
WK.4	24	25	26	27	28	29	30		
October								3 Graduation Date	2 Day following National Day 5 Day following Chinese Mid-Autumn Festival 28 Chung Yeung Festival
WK.5	1	2	3	4	5	6	7		
WK.6	8	9	10	11	12	13	14		
WK.7	15	16	17	18	19	20	21		
WK.8	22	23	24	25	26	27	28		
WK.9	29	30	31						
November									
WK.10	5	6	7	8	9	10	11		
WK.11	12	13	14	15	16	17	18		
WK.12	19	20	21	22	23	24	25		
WK.13	26	27	28	29	30				
December								2 Last Day of Teaching 4 - 9 Student Revision Period 11 - 23 <b>Examination Period</b> 25 Dec - 13 Jan Semester Break	25 Christmas Day 26 First weekday after Christmas Day
WK.10	3	4	5	6	7	8	9		
WK.11	10	11	12	13	14	15	16		
WK.12	17	18	19	20	21	22	23		
WK.13	24	25	26	27	28	29	30		
WK.14	31								
January, 2018								<b>Semester B 2017/18</b> 15 Jan - 28 Apr Teaching Period	1 First Day of January
WK.1	7	8	9	10	11	12	13		
WK.2	14	15	16	17	18	19	20		
WK.3	21	22	23	24	25	26	27		
WK.4	28	29	30	31					
February								14 Graduation Date 15 - 21 Lunar New Year Break	16 - 19 Lunar New Year Holidays
WK.4	4	5	6	7	8	9	10		
WK.5	11	12	13	14	15	16	17		
WK.6	18	19	20	21	22	23	24		
WK.6	25	26	27	28					
March								30 Mar - 5 Apr Easter Break	30 Good Friday 31 Day following Good Friday
WK.7	4	5	6	7	8	9	10		
WK.8	11	12	13	14	15	16	17		
WK.9	18	19	20	21	22	23	24		
WK.10	25	26	27	28	29	30	31		
April								28 Last Day of Teaching 30 Apr - 5 May Student Revision Period	2 Easter Monday 5 Ching Ming Festival
WK.11	1	2	3	4	5	6	7		
WK.12	8	9	10	11	12	13	14		
WK.13	15	16	17	18	19	20	21		
WK.14	22	23	24	25	26	27	28		
WK.15	29	30							
May								7 - 19 <b>Examination Period</b> 21 May - 9 Jun Semester Break	1 Labour Day 22 Birthday of the Buddha
WK.11	6	7	8	9	10	11	12		
WK.12	13	14	15	16	17	18	19		
WK.13	20	21	22	23	24	25	26		
WK.14	27	28	29	30	31				
June								<b>Summer Term 2018</b> 11 Jun - 28 Jul Teaching Period	18 Tuen Ng Festival
WK.1	3	4	5	6	7	8	9		
WK.2	10	11	12	13	14	15	16		
WK.3	17	18	19	20	21	22	23		
WK.4	24	25	26	27	28	29	30		

Prepared by ARRO/1 Sept 2016

Week	S	M	T	W	R	F	S	Events	Public Holidays	
July, 2018										
WK.4	1	2	3	4	5	6	7		2 Day following HK SAR Establishment Day	
WK.5	8	9	10	11	12	13	14			
WK.6	15	16	17	18	19	20	21	16 Graduation Date		
WK.7	22	23	24	25	26	27	28	28 Last Day of Teaching		
	29	30	31					30 Jul – 4 Aug Student Revision Period		
August										
				1	2	3	4			
	5	6	7	8	9	10	11	6 - 11 Examination Period		
	12	13	14	15	16	17	18	13 Aug - 1 Sep Term Break		
	19	20	21	22	23	24	25			
	26	27	28	29	30	31				

Note :  represents public holidays including all Sundays

### Provisional Academic Calendar 2018/19

	<u>Start Date</u>	<u>End Date</u>
<b>Semester A</b>		
Teaching Period	3 September 2018	1 December 2018
Student Revision Period	3 December 2018	8 December 2018
Examination Period	10 December 2018	22 December 2018
<i>Semester Break</i>	24 December 2018	12 January 2019
<b>Semester B</b>		
Teaching Period	14 January 2019 (Lunar New Year holidays: 5 - 7 February 2019)	27 April 2019
Student Revision Period	29 April 2019	4 May 2019
Examination Period	6 May 2019	20 May 2019
<i>Semester Break</i>	21 May 2019	8 June 2019
<b>Summer Term</b>		
Teaching Period	10 June 2019	27 July 2019
Student Revision Period	29 July 2019	3 August 2019
Examination Period	5 August 2019	10 August 2019
<i>Term Break</i>	12 August 2019	31 August 2019

### Provisional Academic Calendar 2019/20

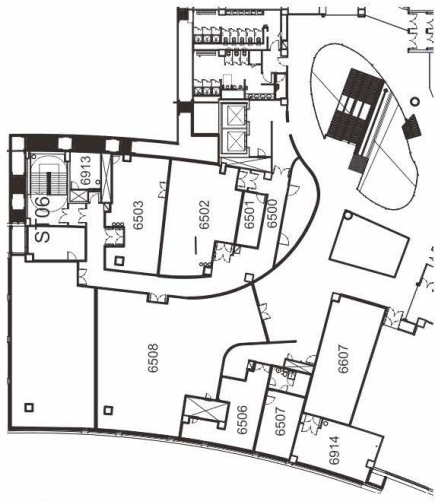
	<u>Start Date</u>	<u>End Date</u>
<b>Semester A</b>		
Teaching Period	2 September 2019	30 November 2019
Student Revision Period	2 December 2019	7 December 2019
Examination Period	9 December 2019	21 December 2019
<i>Semester Break</i>	23 December 2019	11 January 2020
<b>Semester B</b>		
Teaching Period	13 January 2020 (Lunar New Year holidays: 25 - 28 January 2020)	25 April 2020
Student Revision Period	27 April 2020	2 May 2020
Examination Period	4 May 2020	16 May 2020
<i>Semester Break</i>	18 May 2020	6 June 2020
<b>Summer Term</b>		
Teaching Period	8 June 2020	25 July 2020
Student Revision Period	27 July 2020	1 August 2020
Examination Period	3 August 2020	8 August 2020
<i>Term Break</i>	10 August 2020	29 August 2020

**Department of Electronic Engineering  
Locations of Laboratories**

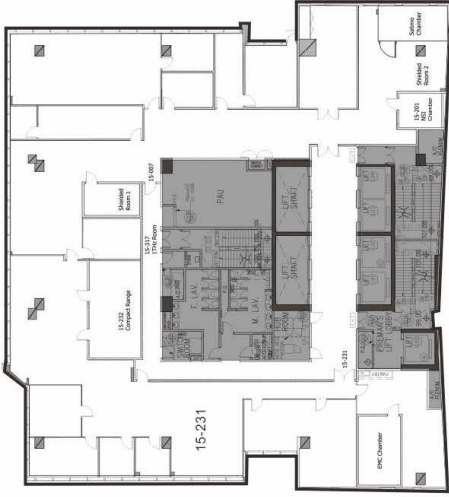
P1401	Laboratory Support Unit	實驗室支援組
P1402	Innovation Centre	创新中心
P1404	Control Systems and Power Electronics Laboratory	控制系統及電力電子實驗室
P1405	Electronic Packaging Technology Laboratory	電子封裝技術實驗室
P1406	Internet Technology Laboratory	互聯網科技實驗室
P1408	EPA Centre	電子封裝及組裝暨失效分析及可靠工程中心
P1410	Lab Support Unit – Student Workshop	實驗室支援組 – 學生工場
P1412	Student Terminal Room	學系電腦室
P1413	Optoelectronics Laboratory	光電子實驗室
P1442	Student Terminal Room	學系電腦室
P1602	Lab Support Unit - PCB Fabrication Room	實驗室支援組 - 印刷電路板制作室
P1607 / P1610 / P1625	Optoelectronics Laboratory	光電子實驗室
P1615	Cloud Computing Centre	雲端運算中心
P1616	Neural Interface Research Laboratory	神經介面研究實驗室
P1618	Signal Processing and Biocomputing Centre	訊號處理及生物信息中心
P1622	-	-
P1624	Lab Support Unit - Goods Receiving Counter	實驗室支援組-收貨處
P1628	Power Electronics & Intelligent Systems Laboratory	電力電子及智能系統研究室
P1628	Applied Power Electronics Research Unit	應用電力電子研究組
P1675	-	-
P1800	Digital Systems Laboratory I	數碼系統實驗室一
P1802	Digital Systems Laboratory II	數碼系統實驗室二
P1806	Computer Networking Laboratory	電腦網絡實驗室
P1807	Teletraffic Engineering & Switching Unit	電訊業務工程暨交換技術實驗室
P1808	Data Communications Laboratory	數據通訊實驗室
P1809 / P1812	General Teaching Laboratory	綜合基本教學實驗室
AC2 6508	Digital and Mobile Communications Laboratory	數字通訊實驗室
AC3 15-231	Applied Electromagnetics Laboratory / State Key Lab of Millimeter-Waves	應用電磁學實驗室 / 毫米波國家重點實驗室

# EE Laboratories Location Maps

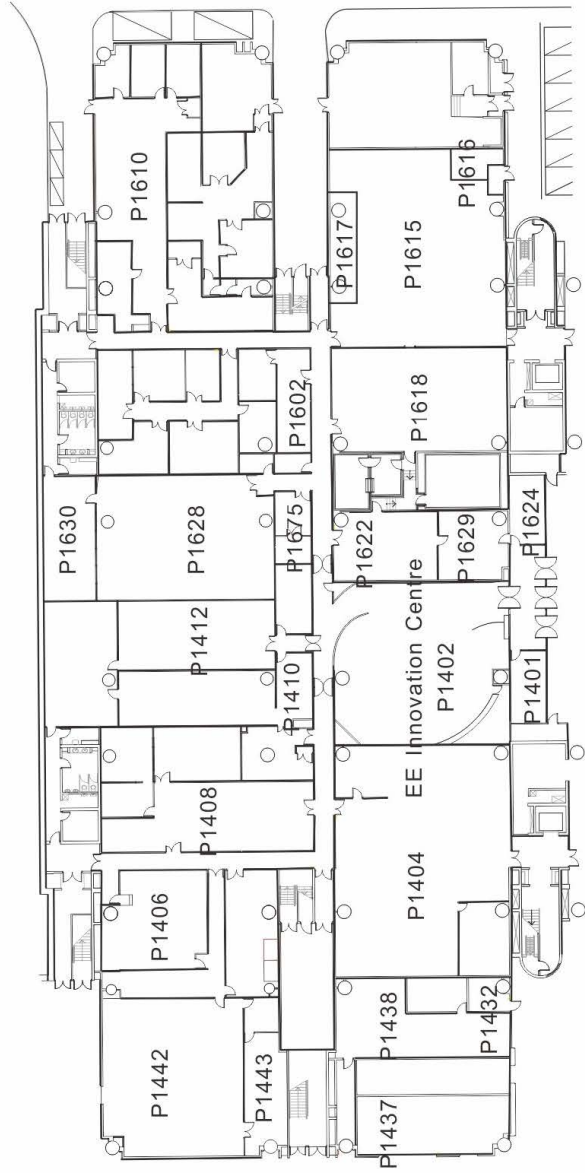
## 電子工程學系實驗室位置圖



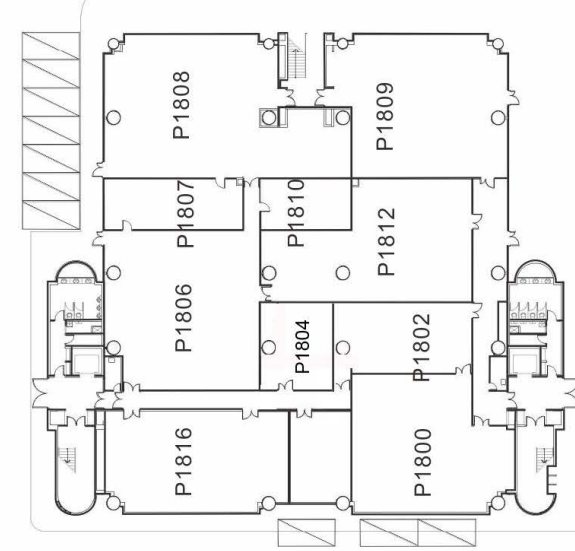
AC-2 6508



AC-3 15-231



AC-1 Purple Zone G/F Lift 1



AC-1 Purple Zone G/F Lift 17

## **Glossary**

<b>Academic Transcript</b>	The official academic record of a student's studies at the University, including grades assigned for courses.
<b>Academic Unit</b>	An academic unit refers to an academic department, college or school. A student's home academic unit is the department/college/school offering the programme in which the student is enrolled.
<b>Academic Year/Semester/Term</b>	The academic year is a period of twelve months starting normally in September of each year. The academic year is divided into two Semesters and a Summer Term.
<b>Assessment</b>	The tests, coursework, examinations and other activities used to assess students' progress through courses and to assign final grades.
<b>Assessment Panels</b>	University bodies responsible for assigning grades to students for their courses.
<b>Course</b>	The basic units of instruction into which students are registered and for which grades may be assigned. Each course is identified by a unique course code which is composed of a letter code and a numeric code. The first digit of the numeric code indicates the course's level of academic difficulty. University courses are approved for inclusion in the course catalogue.
<b>Course Catalogue</b>	The official record of University courses maintained by the University.
<b>Course Exemption</b>	Students may be granted an exemption from specific courses based on prior studies. Credit units are not earned for an exempted course.
<b>Course Leader</b>	A Course Leader is appointed by the Head or Dean of an academic unit for each course offered by the academic unit with responsibility for the delivery and assessment of the course.
<b>Credit Transfer</b>	The assignment of credit units toward the credit unit requirements of a programme on the basis of work done outside that programme. Credit units for transfer are normally assigned based on specific courses that are equivalent in content and standard.



<b>Credit Unit</b>	Each course is assigned a number of credit units. A credit unit is earned by approximately forty-to-fifty hours of student work.
<b>Dean</b>	Dean refers to the head of a college/school.
<b>Enrolment</b>	The completion of specified procedures to attain student status at the University.
<b>Equivalent Course</b>	Equivalent courses are those where there is sufficient overlap in content that students may, with approval, register in to meet a programme requirement, to recover a failure or to improve a course grade.
<b>Examination Board</b>	University bodies responsible for making decisions on students' academic standing, classifying students' awards, recommending to Senate conferment of awards, and terminating the studies of students on academic grounds on behalf of Senate.
<b>Exclusive Course</b>	Exclusive courses are those where there is sufficient overlap in their content to make it inappropriate for students to earn credit units for more than one of the courses. Students will be restricted from registration in a course when they have earned credit units for an exclusive course.
<b>Grade Point Average (GPA)</b>	<p>The GPA is obtained by adding all the quality points (i.e. grade points multiplied by the number of credit units) for all courses taken by the student during a specified period of time, and then dividing the result by the total number of credit units taken. All course grades, unless excluded as approved by Senate, are included in the calculation. The GPA calculation shall not be rounded. Any digits after the second digit to the right of a decimal point shall be truncated.</p> <p>When calculating the GPA for all courses taken at the time of calculation, it is known as the Cumulative GPA (CGPA). When calculating the GPA for a given semester/term, it is known as the Semester GPA (SGPA).</p>
<b>Graduation Date</b>	Each academic year has three graduation dates as set by Senate for the graduation of students who have completed requirements for awards as determined by the College/School Examination Board.
<b>Mode of Study</b>	Students are enrolled in a full-time, part-time or combined mode of study. Students' modes of study govern their maximum and minimum study loads.

<b>Operational Grade</b>	A course grade assigned for administrative purposes to assist in the management of student records. Operational grades of IP, I, S, TR, Z, AU, X and WD do not count in the calculation of students' GPAs.
<b>Prerequisite</b>	A requirement that must be fulfilled before a student can register in a particular course. <b>Precursors</b> are set for some courses. Precursors are not compulsory requirements, but students are advised to complete precursors before registering in these courses.
<b>Programme</b>	The structured academic programme leading to a named award of the University into which students are enrolled.
<b>Registration</b>	The inclusion of a student in the class list of a course.
<b>Required Course</b>	A course that must be passed to complete programme requirements.
<b>Senate</b>	The University Senate of City University of Hong Kong.
<b>Stream</b>	Streams are sub-divisions under a programme that designate the specialties of the subject discipline.
<b>Substitute Course</b>	Under exceptional circumstances where a required course cannot be completed, a "substitute" course may be approved for a student by the Dean of the college/school offering the programme, replacing the required course.
<b>Taught Postgraduate</b>	A student enrolled for a Postgraduate Certificate, Postgraduate Diploma, or Master's Degree.
<b>University</b>	City University of Hong Kong
<b>University Award</b>	An award of the University approved by Senate on completion of specified programme requirements.
<b>University Requirement</b>	A requirement set by Senate, irrespective of programme.
<b>Working Days</b>	Mondays to Fridays, excluding Saturdays, Sundays and public holidays and excluding a day throughout or for part of which a black rainstorm warning or Typhoon Signal Number 8 or above is issued by the Hong Kong Observatory.