

# **Bachelor of Business Administration (Honours) in Accountancy Programme Guide**

**(For the cohort of students admitted in 2008/09 academic year)**

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

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# BACHELOR OF BUSINESS ADMINISTRATION (HONOURS) IN ACCOUNTANCY

## 1. BASIC PROGRAMME INFORMATION

### Programme Title and Award:

BBA (Hons) in Accountancy  
會計學(榮譽)工商管理學士學位

**Programme Code:** 02002-BAC

Major-Minor option is available with a Major in Accountancy, and a Minor in one of the following Business disciplines, or Minors offered by other Faculties:

China Business  
Commercial Law  
Finance  
Financial Services  
Global Supply Chain Management  
International Business  
International Shipping and Transport Logistics  
Management  
Management Information Systems  
Marketing

**Mode of Attendance:** Full time

### Duration:

	<u>3-year Curriculum</u>	<u>4-year Curriculum</u> (including Foundation Year)
Normal	3 years	4 years
Maximum	6 years	8 years

### Credit Requirements for Graduation:

99 academic credits, plus  
3 training credits for Work-Integrated Education (WIE)

### Requirement for Participation in Co-curricular Activities:

Students are required to complete at least 6 hours of learning through Co-curricular Activities (CCA) prior to graduation. *(Please refer to Section 6 for details).*

### Requirements on Language Proficiency:

Students are required to complete the Graduating Students Language Proficiency Assessment (GSLPA) in both Chinese and English before graduation.

Students are also expected to complete the non-credit bearing Chinese / English Language Enhancement Programmes (LEPs) as prescribed by CBS and / or ELC before graduation. Nevertheless, non-completion of the respective LEPs will not affect students' eligibility for graduation.

### Implementation Date:

The first cohort was admitted in September 2005

### Host Department:

School of Accounting and Finance (AF)

## Programme Management:

### Scheme Chairman of Bachelor of Business Administration (Hons) Scheme

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## Programme Stream Codes

<u>Award Title</u>	<u>Programme-Stream Code</u>		<u>Programme hosting Department*</u>
	3-year curriculum	4-year curriculum (including Foundation Year)	
<u>Single-Discipline Degree Programme</u>			
BBA (Hons) in Accountancy	02002-BAC	02002-FAC	AF
<u>Major Programme</u>			
BBA (Hons) with a Major in Accountancy	02002-AAC	02002-ACF	AF
<u>Business Minor Programme</u>	<u>Programme-Stream Code</u>		<u>Programme hosting Department*</u>
Accountancy#	02002-ZAC#		AF
China Business	02002-ZCB		AF
Commercial Law	02002-ZCL		AF
Finance	02002-ZFC		AF
Financial Services	02002-ZFS		AF
Global Supply Chain Management	02004-ZSC		LMS
International Business	02002-ZIB		MM
International Shipping & Transport Logistics	02004-ZST		LMS
Management	02002-ZMG		MM
Management Information Systems	02002-ZMI		MM
Marketing	02002-ZMK		MM

- \* AF = School of Accounting and Finance  
LMS = Department of Logistics and Maritime Studies  
MM = Department of Management and Marketing

# Students of BBA (Hons) in Accountancy are not allowed to take this Minor programme.

## 2. AIMS AND OBJECTIVES OF THE PROGRAMME

The BBA (Hons) in Accountancy is part of the BBA (Hons) Scheme. The aims and objectives of the BBA (Hons) Scheme are driven by the mission of the University and the needs of incoming students. The objectives set out below represent a balance between the continuing need for 'practicality' in programmes and the pressing need for 'whole person development' in our students.

### 2.1 Preamble: The Mission of the Polytechnic University

- i) The Hong Kong Polytechnic University (PolyU) has its origins in the Government Trade School, later the Hong Kong Technical College, which became the Hong Kong Polytechnic and then attained university status in 1994.
- ii) Throughout its history the PolyU and its precursors have been well-understood throughout the community as the most 'practical' tertiary institution in the territory. Its mission is to produce 'preferred graduates' by equipping young people with the professional knowledge and skills needed to make a contribution to Hong Kong's economy and society - well encapsulated in the slogan 'Academic Excellence in a Professional Context'. Recent feedback from independent surveys shows that the PolyU has been increasingly successful in carrying out that mission, as both employers and students show increasing preferences for the University's programmes and graduates.
- iii) As knowledge expands at an exponential rate, and as the economies of Hong Kong and its hinterland re-structure themselves around their comparative advantages, so the need for 'generic skills' as opposed to 'technical content' becomes more pressing. Hence the PolyU has articulated Strategic Objective 1.1 which is:

*To enhance the all-round development of students, particularly in the areas of global outlook, critical and creative thinking, strong sense of social and national responsibility, cultural appreciation, ability to pursue life-long learning, good biliteracy and tri-lingualism, entrepreneurship and leadership*

- iv) The Learning Goals for the PolyU BBA are therefore driven very directly by the mission of the University, which is in turn a reflection of its well-defined place in the Hong Kong community and the nature of its in-coming students. The Learning Goals set out below therefore represent a balance between the continuing need for 'practicality' in programmes and the pressing need for 'whole person development' in our students.

## 2.2 Learning Goals for the BBA

### 2.2.1 Aim of the BBA (Hons) Scheme

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

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

### 2.2.2 Programme Outcomes for the BBA (Hons) Scheme

2.2.3 The intellectual abilities, knowledge, skills and attributes to be developed in all BBA students are defined in the **programme outcomes** set out below.

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

- (i) Communicate verbally in English and Putonghua at a level of effectiveness sufficient for a business presentation or general conversation with a mono-lingual speaker of each language;
- (ii) Communicate in writing in English and in Chinese, at a level of effectiveness sufficient for general business communication;
- (iii) Demonstrate a global outlook and an understanding of cultural diversity, as evidenced by an understanding of globalization, the dimensions along which cultures vary and the implications of both for business;
- (iv) Identify and invoke mechanisms for the stimulation of creative thinking in the business setting;
- (v) Identify and resolve ethical issues as they arise generally and in the specific business settings for which they are being prepared;
- (vi) Use current information technology effectively and evaluate new technologies as they emerge;
- (vii) Analyze business situations and problems by applying conceptual frameworks drawn from Accounting, Finance, Economics, Behavioural Science, Law and Quantitative Methods;
- (viii) Carry out and act upon self-appraisal and reflective thinking, in the areas of creativity, teamwork, leadership, career selection and learning to learn;
- (ix) Apply basic financial theories, analyze financial reports and understand the operation of financial markets;
- (x) Identify and analyze the means by which value is created in goods and services and delivered to users;
- (xi) Conceptualize and act upon the group and individual dynamics that exist within organizations;
- (xii) Identify and analyze those aspects of the domestic and global business environment that set the 'parameters of choice' within which business organizations set objectives and take actions.

**2.2.5** In addition to the outcomes specified for the BBA scheme as a whole, students graduating from specific single-discipline degree and Major awards should:

- (i) Have sufficient professionally-specific skills and knowledge to make an immediate contribution to the organization in which they are first employed.
- (ii) Have a foundation of professionally-specific skills and knowledge, on which to base the process of continuous professional development.

(The profession referred to here is that relating to the particular award.)

### 3. ENTRANCE REQUIREMENTS

The minimum entrance requirements are the University's *General Minimum Entrance Requirements* for Bachelor's degree programmes, along with the additional programme specific entrance requirement listed below.

#### 3.1 General Minimum Entrance Requirements

For those applying on the basis of HKALE:

- \* E in HKALE Chinese Literature, or E in HKALE(AS-Level) Chinese Language & Culture, or (for applicants who have not taken Chinese since Secondary Five) D in a HKCEE language other than Chinese and English; AND
- \* E in HKALE(AS-Level) Use of English; AND
- \* E in two other HKALE subjects, or E in one other HKALE subject and two other HKALE(AS-Level) subjects; AND
- \* E in five HKCEE subjects

#### 3.2 Programme-Specific Requirements for the BBA Scheme

**3.2.1** In addition to the above, applicants must also have:

Grade E or above in HKCEE *Mathematics* or *Additional Mathematics*.

**3.2.2** Applicants with other qualifications, who are outside the JUPAS system will also be considered. The minimum requirements are:

- \* An appropriate Diploma (generally in a business, management, accounting, logistics-related, or numerate discipline) from The Hong Kong Polytechnic University or the Hong Kong Institute of Vocational Education (IVE), either with Credit or Pass at Merit Level in at least three Level III subjects; OR
- \* An appropriate Associate Degree from a recognised institution (suitable candidates may be considered for advanced standing entry to the senior year curriculum).
- \* Applicants who hold the International Baccalaureate (IB) Diploma or associate degree qualification satisfy PolyU's General Minimum Entrance Requirements up to and including the Bachelor's degree level.
- \* Applicants who hold other non-local qualifications may be considered according to individual merits.

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



## 4. PROGRAMME STRUCTURE

This section sets out the requirements for graduation, it defines the structure of the programmes within the scheme, and it provides an indicative study pattern for full-time, three-year study.

To qualify for graduation, a student must complete at least 99 academic credits, including core business and non-business requirements for all students, plus a specialization. This involves taking either a Single-discipline degree in the chosen specialization, or a Major in the specialization plus a Minor or free electives.

The choice between Full Programme, Major/Minor or Major/free electives, is determined by the individual student's choice of subjects.

### 4.1 Common Structure for All BBA Awards

The common structure for all BBA awards is as follows (all subjects are 3 credits, unless otherwise specified):

Students will follow 54 credits of subjects for all BBA awards.

#### **I. Core Non-business subjects (6 subjects; 15 credits)**

ELC2203 University English for Business Students (3 credits)  
ELC3203 Workplace English for Business Students (3 credits)  
CBS2015 Putonghua for Business & Administration (2 credits)  
General Education I [China Studies] (2 credits)  
General Education II [Broadening] (2 credits)  
MM2052 Personal Skills Development (3 credits)

#### **II. Core business subjects (13 subjects; 39 credits)**

AF2108 Financial Accounting  
AF2110 Management Accounting 1  
AF2504 Introduction to Business Law  
AF2601 Introduction to Economics  
AF2602 Global Economic Environment  
AF3313 Business Finance  
AF4513 Corporate Social Responsibility  
AMA2101 / LGT2105 Quantitative Methods for Business\*  
LGT3105 Operations Management  
MM2021 Management & Organisation  
MM2421 Information Technology for Business  
MM2711 Introduction to Marketing  
MM4311 Strategic Management

*\*AMA2101 and LGT2105 are identical subjects*

### **III. Specialization (15 subjects; 45 credits)**

In addition to the core subjects set out above, students also take a specialization, to complete either a Single-discipline degree or a Major/Minor combination:

*EITHER*

*a. Single-discipline degree*

15 more subjects (45 credits) in the area of specialization.

*OR*

*b. Major/Minor combination*

Major – 9 more subjects in the area of specialization. *(This provides 27 credits, to which the core subjects are added, giving a total of 81 credits for a Major).*

Minor – 18 credits for a Minor programme, which may be a business specialization other than the Major, or a Minor in a non-business field.

As an alternative to a specified Minor programme, students may take 18 credits of free Minor elective subjects, subject to meeting pre-requisite requirements.

**Table 1: Structure of BBA programmes**

<b>COMMON SUBJECTS for All Awards</b>		
<b>I</b>	<b>Core Non-Business Subjects (6 subjects)</b>	<b>15 credits</b>
	<ul style="list-style-type: none"> <li>• ELC2203 University English for Business Students</li> <li>• ELC3203 Workplace English for Business Students</li> <li>• CBS2015 Putonghua for Business &amp; Administration</li> <li>• 2 General Education (GE) subjects                             <ul style="list-style-type: none"> <li>- China Studies</li> <li>- Broadening GE</li> </ul> </li> <li>• MM2052 Personal Skills Development</li> </ul>	54 credits
<b>II</b>	<b>Core Business Subjects (13 subjects)</b>	<b>39 credits</b>
	AF2108 Financial Accounting AF2110 Management Accounting 1 AF2504 Introduction to Business Law AF2601 Introduction to Economics AF2602 Global Economic Environment AF3313 Business Finance AF4513 Corporate Social Responsibility AMA2101 / LGT2105 Quantitative Methods for Business LGT3105 Operations Management MM2021 Management & Organisation MM2421 Information Technology for Business MM2711 Introduction to Marketing MM4311 Strategic Management	
<b>SPECIALIZATION</b>		
<b>IIIa</b>	<b>Single-discipline Degree</b>	<b>45 credits</b>
	<b>Or</b>	
<b>IIIb</b>	<b>Major/Minor Combination</b>	<b>45 credits</b>
	- <b>Major programme</b> - <b>Minor programme</b>  i) BBA Minor programmes (Minor programmes offered by FB Departments), <u>or</u>  ii) Non-BBA Minor programmes (Minor programmes offered by non-FB Departments), <u>or</u>  iii) Free electives (no specific Minor programme)	(27 credits) (18 credits)
		45 credits
	<b>Total Academic Credits*</b>	<b>99 credits</b>

\* In order to graduate, students must acquire at least 3 training credits for Work-Integrated Education, in addition to the 99 academic credits. Programme-specific requirements are stated in the respective Programme Guides.

## 4.2 Subjects Required in BBA (Hons) Accountancy

4.2.1 The specialized subjects available for the single-discipline degree, Major of BBA (Hons) in Accountancy are as follows:

### **SINGLE-DISCIPLINE DEGREE:**

#### **BBA (Hons) in Accountancy (02002-BAC / 02002-FAC)**

*For the single-discipline degree, students are required to take 15 additional subjects (45 credits), as follows:*

*The following nine subjects (27 credits):*

AF3112	Management Accounting 2
AF3110	Intermediate Accounting 1
AF3111	Intermediate Accounting 2
AF3210	Hong Kong Tax Framework
AF3211	Accounting Information Systems
AF3507	Company Law
AF4106	Advanced Financial Accounting
AF4216	Auditing and Assurance 1
AF4320	Corporate Finance

*Plus any six of the following electives (18 credits):*

AF3108	Accounting for Not-for-Profit Organisations
AF3511	Aspects of Insolvency Law
AF4107	Financial Statement Analysis
AF4108	Issues in Management Accounting
AF4109	International Accounting
AF4217	Auditing and Assurance 2
AF4218	Financial Reporting Framework in China
AF4220	Forensic Accounting
AF4221	Strategic Tax Planning and Management
AF4222	China Tax Framework
AF4223	Analysis and Design of Accounting Information Systems
AF4224	Information Systems Audit and Control
AF4225	Contemporary Information Systems for Decision Making
AF4226	Electronic Commerce for Accounting and Finance
AF4317	Derivative Securities
AF4323	International Finance
AF4512	Corporate Governance and Compliance

At the discretion of the School, students may be allowed to take up to two other subjects offered by the School of Accounting and Finance as electives.

### **MAJOR:**

#### **BBA (Hons) with a Major in Accountancy (02002-AAC / 02002-ACF)**

*For the Major, students are required to take 9 additional subjects (27 credits), as follows:*

AF3112	Management Accounting 2
AF3110	Intermediate Accounting 1
AF3111	Intermediate Accounting 2
AF3210	Hong Kong Tax Framework
AF3211	Accounting Information Systems
AF3507	Company Law
AF4106	Advanced Financial Accounting
AF4216	Auditing and Assurance 1
AF4320	Corporate Finance

*Details of the subject syllabuses are provided at the departmental websites. The number of electives offered and subject availabilities will be subject to the discretion of the subject offering department.*

- 4.2.2** Students may complete one of the Minors offered by the Faculty of Business by taking 18 credits of subjects from amongst those listed, in addition to those already taken in I, II and their Major.
- 4.2.3** BBA students may opt for one of the Minors offered by other Faculties.
- 4.2.4** For all Minor programmes, students must complete at least 9 credits of subjects of level 3 or above. Subjects in other Business Minor Programmes are set out in Appendix 1.
- 4.2.5** Students of UGC-funded full-time Bachelors degree programmes will be required to indicate their option of whether to stay on the single-discipline degree or to follow the Major/Minor route in their first year of registration, which will be irrevocable. However, there is no need for students to indicate their targeted Minor, and for Minor departments to approve students' choices. Minors will be regarded as exit options for students only.

### **4.3 Indicative Progression Patterns**

An indicative progression pattern for BBA (Hons) in Accountancy is shown in Tables 4.3.1 and 4.3.2. As this is a credit-based programme, these are indicative and students may choose to proceed at a slower or faster pace. However, it is anticipated that the great majority of students will follow these or similar patterns. Subjects which are in particularly high demand may be offered more than once per year, which would give students additional flexibility in determining their own pattern of progression.

#### 4.3.1 - Indicative Progression Pattern for BBA (Hons) in Accountancy (single-discipline degree)

Year 1		Year 2		Year 3	
<i>Subject</i>	<i>Code/ credits</i>	<i>Subject</i>	<i>Code/ credits</i>	<i>Subject</i>	<i>Code/ credits</i>
<i>Semester 1</i>		<i>Semester 1</i>		<i>Semester 1</i>	
Financial Accounting	AF2108 – 3	Workplace English for Business Students	ELC3203 – 3	Corporate Social Responsibility	AF4513 – 3
Introduction to Economics	AF2601 – 3	General Education I	GEXXX – 2	Advanced Financial Accounting	AF4106 – 3
Management & Organisation	MM2021 – 3	Business Finance	AF3313 – 3	Auditing and Assurance 1	AF4216 – 3
Introduction to Business Law	AF2504 – 3	Hong Kong Tax Framework	AF3210 – 3	Elective*	3
QM for Business	AMA2101 – 3	Management Accounting 2	AF3112 – 3	Elective*	3
University English for Business Students	ELC2203 - 3	Intermediate Accounting 2	AF3111 – 3	Elective*	3
	18 credits		17 credits		18 credits
<i>Semester 2</i>		<i>Semester 2</i>		<i>Semester 2</i>	
Introduction to Marketing	MM2711 – 3	Putonghua for Business & Administration	CBS2015 – 2	Strategic Management	MM4311 – 3
IT for Business	MM2421 – 3	General Education II	GEXXX – 2	Corporate Finance	AF4320 – 3
Global Economic Environment	AF2602 – 3	Operations Management	LGT3105 – 3	Elective*	3
Management Accounting 1	AF2110 – 3	Personal Skills Development	MM2052 – 3	Elective*	3
Intermediate Accounting 1	AF3110 – 3	Company Law	AF3507 – 3	Elective*	3
		Accounting Information Systems	AF3211 – 3		
	15 credits		14 credits		15 credits
<i>Total credits</i>	<i>33</i>	<i>Total credits</i>	<i>33</i>	<i>Total credits</i>	<i>33</i>

Note: \* Electives are specialist electives (as listed below - six subjects / 18 credits required).

##### Specialist electives to be offered (all 3 credits)

AF3108 Accounting for Not-for-Profit Organisations  
 AF3511 Aspects of Insolvency Law  
 AF4107 Financial Statement Analysis  
 AF4108 Issues in Management Accounting  
 AF4109 International Accounting  
 AF4217 Auditing and Assurance 2  
 AF4218 Financial Reporting Framework in China  
 AF4220 Forensic Accounting  
 AF4221 Strategic Tax Planning and Management  
 AF4222 China Tax Framework  
 AF4223 Analysis and Design of Accounting Information Systems  
 AF4224 Information Systems Audit and Control  
 AF4225 Contemporary Information Systems for Decision Making  
 AF4226 Electronic Commerce for Accounting and Finance  
 AF4317 Derivative Securities  
 AF4323 International Finance  
 AF4512 Corporate Governance and Compliance

### 4.3.2 - Indicative Progression Pattern for BBA (Hons) with a Major in Accountancy

Year 1		Year 2		Year 3	
<i>Subject</i>	<i>Code/ credits</i>	<i>Subject</i>	<i>Code/ credits</i>	<i>Subject</i>	<i>Code/ credits</i>
<i>Semester 1</i>		<i>Semester 1</i>		<i>Semester 1</i>	
Financial Accounting	AF2108 – 3	Workplace English for Business Students	ELC3203 – 3	Corporate Social Responsibility	AF4513 – 3
Introduction to Economics	AF2601 – 3	General Education I	GEXXX – 2	Advanced Financial Accounting	AF4106 – 3
Management & Organisation	MM2021 – 3	Business Finance	AF3313 – 3	Auditing and Assurance 1	AF4216 – 3
Introduction to Business Law	AF2504 – 3	Hong Kong Tax Framework	AF3210 – 3	Elective*	3
QM for Business	AMA2101 – 3	Management Accounting 2	AF3112 – 3	Elective*	3
University English for Business Students	ELC2203 – 3	Intermediate Accounting 2	AF3111 – 3	Elective*	3
	18 credits		17 credits		18 credits
<i>Semester 2</i>		<i>Semester 2</i>		<i>Semester 2</i>	
Introduction to Marketing	MM2711 – 3	Putonghua for Business & Administration	CBS2015 – 2	Strategic Management	MM4311 – 3
IT for Business	MM2421 – 3	General Education II	GEXXX – 2	Corporate Finance	AF4320 – 3
Global Economic Environment	AF2602 – 3	Operations Management	LGT3105 – 3	Elective*	3
Management Accounting 1	AF2110 – 3	Personal Skills Development	MM2052 – 3	Elective*	3
Intermediate Accounting 1	AF3110 – 3	Company Law	AF3507 – 3	Elective*	3
		Accounting Information Systems	AF3211 – 3		
	15 credits		16 credits		15 credits
<i>Total credits</i>	<i>33</i>	<i>Total credits</i>	<i>33</i>	<i>Total credits</i>	<i>33</i>

*Note:* \* These six subjects must include:  
*either* six additional subjects (18 credits) in a business Minor;  
*or* six additional subjects (18 credits) in a non-business Minor;  
*or* six free choice subjects (18 credits).

## **5. WORK-INTEGRATED EDUCATION (WIE)**

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

### **5.1 Learning Objectives of WIE**

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

#### **5.1.1 Areas of Personal Development**

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

#### **5.1.2 Areas of Workplace Appreciation**

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

#### **5.1.3 Areas of Key Skills**

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



## **5.2 Requirements of WIE**

- 5.2.1** A student must acquire at least 3 'WIE credits' (classified as training credits) in addition to the 99 academic credits to be eligible for graduation.
- 5.2.2** Students may choose to fulfill the 300-hour requirement through placements in one or more organizations OR through one or more eligible WIE activities. The 300 hours of internship work is approximately equivalent to 8 weeks of full-time internship engagement.
- 5.2.3** WIE credit may be granted for a minimum of 100 hours of internship work satisfactorily completed and assessed.
- 5.2.4** All work for WIE credit must be structured and measurable, where structured means that objectives are set for the work experience before it begins and measurable means that the attainment of those objectives is monitored and attested to by a person other than the student, usually the internship supervisor at the organisation where the work is done.
- 5.2.5** All work for WIE credits must take place in an organizational context relevant to the degree programme for which students are enrolled, OR must demonstrate that it develops generic transferable skills relevant to that programme.
- 5.2.6** WIE credits can be achieved through full-time, part-time, or project work done locally or overseas. The list of activities that can count towards earning WIE credits is available at the Faculty's WIE website [www.polyu.edu.hk/fb/wie](http://www.polyu.edu.hk/fb/wie).
- 5.2.7** Students may participate in internship positions secured by themselves and/or the Faculty, their School or Department. Internship placements secured by students must be approved by their School/Department WIE Coordinator in order for the hours to be counted towards achieving their WIE credit.
- 5.2.8** In general, it is recommended that students start their WIE internships after two semesters of studies in PolyU.
- 5.2.9** Students in their first year of studies in the University are encouraged to prepare for their WIE experience through a series of workshops and seminars organized by the University or the Faculty WIE Office. Up to thirty (30) hours of approved WIE training can be counted towards WIE.

## **5.3 Compensation and Regulatory Matters**

- 5.3.1** WIE does not necessarily have to be paid. In general, the University will make no payment to students for WIE, and any payment by employers will be at the employer's discretion.
- 5.3.2** If there is an employment relationship between the student and the WIE offering organization, the MPF Ordinance should be applied. This, however, is subject to MPFA policies and regulations that may apply during the internship period.
- 5.3.3** The University covers all students under the Group Personal Accident insurance scheme which is applied world-wide. Students going on internship placements outside Hong Kong are encouraged to take up additional travel insurance.

- 5.3.4 Students going on internship placements in the Chinese Mainland or at international locations may apply for the University's Overseas Placement Subsidy (OPS) offered through the Student Affairs Office (SAO).
- 5.3.5 Non-local students are not exempted from WIE. However, they are required to obtain a valid "No Objection Letter" (NOL) issued by the Hong Kong Immigration Department (IMMD) before any engagement in a university recognized internships in Hong Kong
- 5.3.6 The WIE requirements do not apply to overseas students on exchange in the University.

#### **5.4 WIE Placement Procedures**

- 5.4.1 WIE placements opportunities and relevant WIE announcements are made available year-round to relevant students via their campus email. It is each student's responsibility to monitor their campus email for suitable placements and the respective application procedures and deadlines.
- 5.4.2 Suitable candidates will be selected from a short-list of applicants through tests and/or interviews (individual or group) by the Faculty/Department WIE Office as well as the WIE partner organizations.

#### **5.5 WIE Assessments**

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

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

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

- 5.5.2 As with every course of study in their degree programme, students should note that it is their responsibility to secure the necessary 3 WIE credits for graduation.
- 5.5.3 Students should take note that their termination of internships without valid reason(s) or their being terminated from their internship will render them to have failed the WIE activity.

#### **5.6 Information on WIE**

Further information and updates on WIE is available at [www.polyu.edu.hk/fb/wie](http://www.polyu.edu.hk/fb/wie) as well as through students' campus email regularly.

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

## 6. GRADUATION REQUIREMENTS FOR PARTICIPATION IN CO-CURRICULAR ACTIVITIES

- 6.1 Apart from the mandatory requirement of WIE, students are required to complete **at least 6 hours** of learning through Co-curricular Activities (CCA) prior to graduation. The said duration can be a combination of a number of recognized Co-curricular Activities.
- 6.2 The requirement for participation in co-curricular activities applies to students of UGC-funded full-time undergraduate degree programmes only, and to those full-time self-financed parallel version of these programmes (based on the same entry) leading to the same awards.
- 6.3 The co-curricular activities should be **non-credit bearing and non-course required**, aim at rendering additional values, and helping students to broaden their horizons and inspiring them to actualize all-round development outside the classroom.
- 6.4 Students will be considered as having fulfilled this requirement if they have participated in one or a combination of the following co-curricular activities for **at least 6 hours**:
- Structured short courses, experiential learning, workshops, competitions, talks and seminars, study tour, voluntary work within PolyU, Community Service Learning Programme, community projects endorsed by the programme-offering Department, etc.*
- 6.5 Activities like internship, placement, paid work, contribution made by office-bearers in student bodies and Work-integrated Education (WIE) are **NOT** considered as CCA.
- 6.6 Students' participation in such activities will be recorded in the Co-curricular Achievement Transcript (CAT) administered by the Students Affairs Office.
- 6.7 Students can preview their fulfilment status by using the online preview facility of CAT at <http://www.polyu.edu.hk/sams>.

## **7 TEACHING, LEARNING AND ASSESSMENT METHODS IN USE**

### **7.1 Teaching and Learning Methods**

**7.1.1** School/Departments in the Faculty use a wide variety of teaching methods, in a number of different settings. In general, the convention that one hour of class contact time equates to one credit is followed. Hence a PolyU subject in the BBA scheme normally requires 3 hours per week of class attendance from students. The structuring of those three hours varies from subject to subject, and Department to Department. The most common models, accounting for the majority of subjects, are:

A two-hour 'lecture', given to all students taking the subject (often up to a hundred or more), followed by a one-hour 'tutorial' given to students in groups of up to about 20.

A three-hour 'seminar', given to groups of up to about 50 students.

**7.1.2** Other models also exist. For example, the Personal Skills Development (3 credits) subject takes the form of a weekly 120-minute workshop for groups of approximately 20 students, while the Marketing Symposium (3 credits) involves students working on projects, making an overseas visit, and presenting their findings in a workshop attended by business professionals.

**7.1.3** In order to align the teaching and learning methods with the learning outcomes set, a variety of methods are adopted. In the two-hour lecture setting, especially where large classes are involved, it is recognized that one-way communication from lecturer to student has its limitations, often failing to engage students in their own learning. Hence, various mechanisms are used to get the students more involved, including: interactive handouts, 'pop' quizzes, and videos followed by short questions to be answered in the lecture theatre. In the one-hour tutorial, students are required to engage with the programme material through presentations and discussion, the analysis and discussion of problems and of case studies, the use of 'Learning to Learn' materials (such as the 'Knowledge-building Worksheets'), laboratory work, and through various experiential exercises.

**7.1.4** The most flexible of the learning settings is the three-hour seminar, which gives staff and students more time in which to engage with each other. In most of those sessions, the staff member will begin with a 'lecture', designed to give the student an overview of the topic on hand, which may also require their engagement through questioning or inter-active hand-outs. In the latter part of the seminar, students are required to contribute through presentations, through working on cases or experiential exercises in small groups, or through work on mini-projects.

### **7.2 Assessment Methods**

**7.2.1** The 'washback' effect, whereby the assessment methods drive student behaviour, is particularly powerful in Hong Kong. Hence, it is recognized that if learning outcomes are to be met, assessment methods must effectively direct students towards their achievement. This is no easy task and one that cannot be achieved in a single step. However, a number of developments have been taking place over recent years, and the development of the BBA represents a major step forward in this respect.

**7.2.2** The first development has been a gradual reduction in the emphasis placed on traditional examinations. Continuous assessment now typically accounts for 50% of

the assessment in subjects, and for a significant number of subjects assessment is now 100% continuous assessment. Whilst final examinations have usually been retained (in order to provide appropriate evidence for the required 'summative' judgment on individual students), the emphasis, time spent, and nature of the activities has been moved away from 'summative', towards 'formative' assessment. The aim has been to use assessment methods to develop the students' generic skills, as well as their comprehension of content. Many final examinations are of an open book format, or using pre-disclosed questions, thus reducing the emphasis on memorization.

- 7.2.3** The second development involves changes in in-class assessment activities. The aim here has been to give students timely feedback, and approaches include marking questions answered during classes, having students complete Knowledge-building Worksheets or other L2L (Learning to Learn) tools, projects, and oral presentations.
- 7.2.4** The third, most demanding, development involves ensuring that the 'generic skills' set out in PolyU's Strategic Objective 1.1, and included in the BBA learning outcomes, are developed and assessed within the formal curriculum. For some of these outcomes, especially those concerned with professional skills, there is a 'natural' development which can be relied upon. However, a 'mapping' of the learning outcomes on to the subjects shows that in some cases specifically focused assessment activities were needed to fill in the gaps.

### **7.3 Assurance of Learning at the Programme Level**

While the above has addressed assessment at the level of individual students within subjects, generic skills tend to be developed across a range of subjects, and also through 'co-curricular activities', including student exchanges, WIE and other activities. However, the University is not necessarily required, nor may be able, to undertake a detailed assessment of each student on all aspects of this total university experience. Instead, such an assessment may be considered as a programme-level evaluation. The Faculty is therefore developing means for the summative assessment of soft skills, on a sampling basis, which would provide benchmarks for future development of the BBA and associated co-curricular activities.

### **7.4 Curriculum Mapping**

Appendix 2 presents an analysis of the curriculum in terms of the coverage of the programme outcomes set out in Section 2 of this document. The analysis identifies how each of the programme outcomes is introduced, reinforced and assessed. Entrance requirements and co-curricular activities, such as WIE, independent language learning, and exchange programmes, are also included, to provide a complete overview of how the programme outcomes are to be met.

## **8. EXAMINATION AND ASSESSMENT**

### **8.1 Introduction**

- 8.1.1** The University's *General Assessment Regulations (GAR)* shall apply to the BBA (Hons) Scheme. The specific assessment regulations are set out here, having been developed within the framework of the *GAR*. These regulations apply to all students within the BBA (Hons) Scheme, whether taking a single-discipline degree or a Major. Students whose Major lies outside the Scheme, but who are taking a Minor from within the Scheme are subject to the academic regulations of the single-discipline programme from which their Major programme is developed.
- 8.1.2** Students progress by credit accumulation, i.e. credits earned by passing individual subjects can be accumulated and counted towards the final award.
- 8.1.3** A 'level' in a credit-based programme indicates the intellectual demand placed upon students and may characterize each subject with respect to its recommended sequencing within that programme.
- 8.1.4** A 'subject' is defined as a discrete section of the programme which is assigned a separate assessment. A list of subjects, together with their weightings, is included in this document.
- 8.1.5** The language of assessment shall be English, unless approval is given for it to be otherwise.

### **8.2 Principles of Assessment**

- 8.2.1** The prime purpose of assessment is to enable students to demonstrate that they have met the aims and objectives of the academic programme, in particular that they have fulfilled the requirement of each subject and have, at the end of their study achieved the standard appropriate to the award. Appropriate methods of assessment will be employed to achieve this purpose. The assessment methods will also allow discrimination between the performance of students in each subject.
- 8.2.2** Assessment will also serve as feedback to students. Students will be informed of their performance in the assessment so that they are aware of their progress and attainment.
- 8.2.3** The ultimate authority in the University for the confirmation of academic decisions is the Senate, but for practical reasons, the Senate has delegated to the Faculty Board the authority to confirm the decisions of Boards of Examiners provided these are made within the framework of the *General Assessment Regulations*. Recommendations from Board of Examiners which fall outside these Regulations shall be ratified by the Academic Regulations Committee and reported to the Senate.

### **8.3 Assessment Methods**

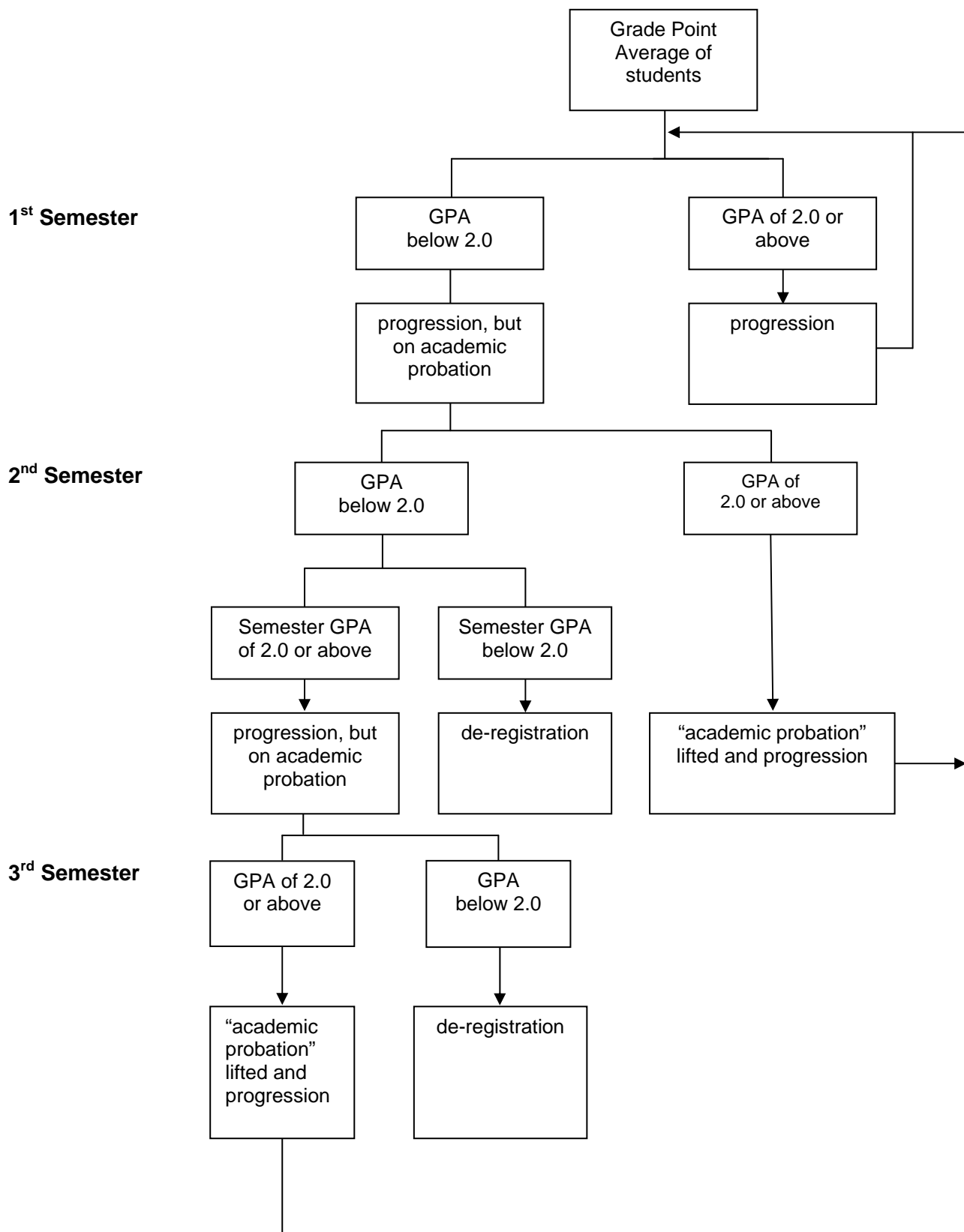
- 8.3.1** Students' performance in a subject shall be assessed by continuous assessment and/or examinations as deemed appropriate. Where both methods are used, the weighting of each in the overall subject grade is stated in the respective subject syllabus.

- 8.3.2** Continuous assessment may include tests, assignments, projects, laboratory work, field exercises, presentations and other forms of classroom participation. The contribution made by each student in coursework involving a group effort shall be determined and assessed separately.
- 8.3.3** Assessment methods and parameters of subjects shall be determined by the subject offering department.
- 8.3.4** At the beginning of each semester, the subject teacher should inform students of the details of the methods of assessments to be used within the assessment framework as specified in this definitive programme document.

#### **8.4 Progression/Academic Probation/Deregistration**

- 8.4.1** The Board of Examiners shall, at the end of each semester (except for Summer Term unless there are students who are eligible to graduate after completion of Summer Term subjects), determine whether each student is
- (i) eligible for progression towards an award; or
  - (ii) eligible for an award; or
  - (iii) required to be deregistered from the programme.
- 8.4.2** Students with a Grade Point Average (GPA) (see Section 8.7.3 below) lower than 2.0, will be put on academic probation in the following semester. When a student is able to pull their GPA up to 2.0 or above at the end of the probation semester, the status of “academic probation” will be lifted. The status of “academic probation” will be reflected in the examination result notification but not in transcript of studies.
- 8.4.3** Students will have ‘progressing’ status unless they fall within the following categories, either of which may be regarded as grounds for deregistration from the programme:
- (i) the student has exceeded the maximum period of registration for that programme as specified in this definitive programme document; or
  - (ii) the student’s GPA is lower than 2.0 for two consecutive semesters and his Semester GPA in the second semester is also lower than 2.0; or
  - (iii) the student’s GPA is lower than 2.0 for three consecutive semesters.
- 8.4.4** The progression of students to the following academic year will not be affected by the GPA obtained in Summer Term.
- 8.4.5** Notwithstanding Sections 8.4.3(ii) and 8.4.3(iii) above, a student may be deregistered from the programme enrolled before the time specified in Sections 8.4.3(ii) or 8.4.3(iii) above if their academic performance is poor to the extent that the Board of Examiners deems that the chance of attaining a GPA of 2.0 at the end of the programme is slim or impossible.
- 8.4.6** In the event that there are good reasons, the Board of Examiners has the discretion to recommend that students who fall into categories as stated in Sections 8.4.3(ii) or 8.4.3(iii) above be allowed to stay on the programme, and these recommendations should be presented to the Faculty Board for final decision.

**Diagram 1: PROGRESSION AND ACADEMIC PROBATION SYSTEM**





## **8.5 Retaking of Subjects**

- 8.5.1** Normally, students may retake only those subjects for which they have failed, i.e. obtained an F grade.
- 8.5.2** Students are not allowed to retake subjects for which they have passed with grade C or above. Retaking of a subject which has been passed at grade D or D+ will require the approval of the host School/Department of the programme on which the student enrolls.
- 8.5.3** The number of retakes of a failed subject is not restricted. Only the grade obtained in the final attempt of retaking will be included in the calculation of the Grade Point Average (GPA). (The grades obtained in previous attempts will only be reflected in transcript of studies.)
- 8.5.4** Section 8.5.3 above applies to the retake of the same subject only, and in cases where a student takes another subject to replace a failed subject, the fail grade will be retained and taken into account in the calculation of the GPA, despite the passing of the other subject.

## **8.6 Exceptional Circumstances**

### **Absence from an assessment component**

- 8.6.1** If a student is unable to complete all the assessment components of a subject due to illness or other circumstances beyond his control, and considered by the Subject Assessment Review Panel as legitimate, the Panel will determine whether the student will have to complete the assessment and, if so, by what means. This assessment shall take place before the commencement of the following academic year (except that for Summer Term, which may take place within 3 weeks from the finalisation of Summer Term results). The student will not receive a grade for the subject prior to his completion of the assessment component.

### **Aegrotat award**

- 8.6.2** If a student is unable to complete the requirements of the programme in question for the award due to very serious illness, or other very special circumstances which are beyond his control, and considered by the Board of Examiners as legitimate, the Faculty Board will determine whether the student will be granted an aegrotat award. Aegrotat award will be granted under very exceptional circumstances.
- 8.6.3** A student who has been offered an aegrotat award shall have the right to opt either to accept such an award, or request to be assessed on another occasion to be stipulated by the Board of Examiners; the student's exercise of this option shall be irrevocable.
- 8.6.4** The acceptance of an aegrotat award by a student shall disqualify him from any subsequent assessment for the same award.
- 8.6.5** An aegrotat award shall normally not be classified, and the award parchment shall not state that it is an aegrotat award. However, the Board of Examiners may determine

whether the award should be classified provided that they have adequate information on the students' academic performance.

### Other particular circumstances

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

### 8.7 Grading

**8.7.1** Assessment grades shall be awarded on a criterion-referenced basis. A student's overall performance in a subject shall be graded as follows:

<b>Subject grade</b>	<b>Short description</b>	<b>Elaboration on subject grading description</b>
A+	Excellent	The student's work is outstanding. It exceeds the subject learning outcomes in all regards.
A		The student's work is excellent. It exceeds the subject learning outcomes in nearly all regards.
B+	Good	The student's work is very good. It exceeds the subject learning outcomes in the majority of regards.
B		The student's work is good. It exceeds the subject learning outcomes in some regards.
C+	Satisfactory	The student's work is wholly satisfactory. It fully meets all the subject learning outcomes.
C		The student's work is satisfactory. It largely meets all the subject learning outcomes.
D+	Marginal	The student's work is barely adequate. It fails marginally to meet all the subject learning outcomes.
D		The student's work is weak. It fails to meet the subject learning outcomes in some regards.
F	Failure	The student's work is inadequate. It fails to meet most of the subject learning outcomes.

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

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

<b>Grade</b>	<b>Grade Point</b>
A+	4.5
A	4
B+	3.5
B	3
C+	2.5
C	2
D+	1.5
D	1
F	0

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

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

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

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

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

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

**8.7.4** For the BBA (Hons) Scheme, the Work-Integrated Education training credits will not be counted in the GPA calculation.

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

## **8.8 Eligibility for Award**

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

- (i) Accumulation of the requisite number of credits for the particular award, as defined in this definitive programme document, and
- (ii) Satisfying the residential requirement for at least 1/3 of the credits to be completed for the award he is currently enrolled, unless the professional bodies stipulate otherwise, and
- (iii) Satisfying all the 'compulsory' and 'elective' requirements as defined in this definitive programme document, and
- (iv) Having a Grade Point Average (GPA) of 2.0 or above at the end of the programme, and
- (v) Satisfying other requirements as stipulated in this document, including training credits in Work-integrated Education, participation in co-curricular activities, and completion of the Graduating Students Language Proficiency Assessment (GSLPA) in both Chinese and English in their final year at PolyU.

**8.8.2** Students are required to graduate as soon as they satisfy all the conditions for award (see Section 8.8.1 above). Subject to the maximum study load of 21 credits per semester, students may take more credits than are needed to graduate on top of the prescribed credit requirements for an award in or before the semester within which they become eligible for award.

**8.8.3** Students taking the Major/Minor route will be considered for an award when they have satisfied the requirements for the Major and Minor studies and have also submitted an application for graduation. If the 18 credits taken for the Minor study meet the requirements for a specific Minor, the Major students may apply to graduate with a specific Minor, in addition to their Major. If the 18 credits taken are a free collection of electives in any combination of disciplines in conjunction with a Major programme, these students will graduate with a Major only. For the minor credits, at least 9 credits must be level 3 or above.

**8.8.4** Students opting for a double degree can be considered for an award once they have satisfied the requirements of that award even though the requirements of the other award have not yet been met.

**8.8.5** Students graduating with double Majors, a single-discipline degree and a Major, or two full degrees, (if applicable) will receive two award parchments which will be issued upon completion of the second degree. Students following the two full degrees pathway should claim for the degree completed if they decide not to continue with the second degree.

## **8.9 Guidelines for Award Classification**

**8.9.1** The guidelines for award classification are set out in this section. In using these guidelines, the Board of Examiners shall exercise its judgement in coming to its conclusions as to the award for each student, and where appropriate, may use other relevant information.

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

$$\text{Weighted GPA} = \frac{\sum_n \text{Subject Grade Point} \times \text{Subject Credit Value} \times W_i}{\sum_n \text{Subject Credit Value} \times W_i}$$

where  $W_i$  = weighting of between 0 and 1, to be assigned according to the level of the subject

$n$  = number of subjects counted in GPA calculation as set out in section 8.7.3 except those exclusions specified in sections 8.9.2 to 8.9.3.

The level weightings assigned will be applied across all subjects of the same level within a programme. The weighting of each level is a measure of the relevance of the level to the classification of the award. The weights for the BBA (Hons) Scheme are as follows:

Level 2 subjects	0.2
Level 3 subjects	0.4
Level 4 subjects	0.4

The Weighted GPA is capped at 4.0.

- 8.9.3** Any subjects passed after the graduation requirement has been met or subjects taken on top of the prescribed credit requirements for award shall not be taken into account in the grade point calculation for award classification (see Sections 8.7.3 and 8.9.2 above). However, if a student attempts more elective subjects (or optional subjects) than those required for graduation in or before the semester in which he becomes eligible for award, the elective subjects (or optional subjects) with a higher grade/contribution shall be included in the grade point calculation (i.e. the excessive subjects attempted with a lower grade/contribution including failed subjects will be excluded.)
- 8.9.4** For students who have completed a Major/Minor programme, a single classification will be awarded and their award classification will be based on both their “Major GPA” and “Minor GPA”. For students who have completed a Major programme combined with free elective, their award classification will be determined by “Major GPA” and the grades obtained in the free electives.
- 8.9.5** “Major GPA” is derived based on all subjects of the Major programme including those meeting the University mandatory general education requirement and programme-specific language requirement, but not necessarily including the training credits. The “Major GPA” is weighted, as explained in 8.9.2. The mechanism for deriving the “Major GPA” is same as that for the GPA for award classifications of students on the single-discipline degree, except that there will be fewer subjects to be counted for the “Major GPA” due to the difference in the curriculum between a Major programme and a single-discipline degree.
- 8.9.6** “Minor GPA” is derived based on the 18 credits of Minor study (either a specific Minor or free combination of electives). “Minor GPA” is unweighted.

- 8.9.7** The “Major GPA” and the “Minor GPA” will be presented separately to the Board of Examiners for consideration.
- 8.9.8** In order to be eligible for a particular award classification, a student should have comparable standard of performance in both Major and Minor studies.
- 8.9.9** In cases where the attainment of students in the Minor study may warrant the granting of an award classification different from the one the student deserves for his Major study, the Board of Examiners has the discretion to recommend a classification which better reflects the student’s performance on the Major study.
- 8.9.10** The derivation of GPA for award classification for the respective degrees in Double Degree programmes (particularly on the counting of subjects common to both degrees) will be decided by the Department offering the degree programme.
- 8.9.11** The following are guidelines for Boards of Examiners’ reference in determining award classifications:

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

- 8.9.12** A Pass-without-Honours degree award will be recommended only under exceptional circumstances, when the student has demonstrated a level of final attainment which is below the ‘essential minimum’ required for graduation with Honours from the programme in question, but when he has nonetheless covered the prescribed work of the programme in an adequate fashion, while failing to show sufficient evidence of the intellectual calibre expected of Honours degree graduates. For example, if a student in an Honours degree programme has a Grade Point Average (GPA) of 2.0 or more, but his Weighted GPA is less than 2.0, he may be considered for a Pass-without-Honours classification.

**8.10. Student Appeal against Examination Results**

- 8.10.1** A student may appeal against decisions of Subject Assessment Review Panel (SARP)/ Board of Examiners within 5 working days after public announcement of the examination results.
- 8.10.2** The host School/ Department will inform the student of the appeal result within 7 working days after receipt of all requisite information for making a decision. The regulations for assessment will be in accordance with the current edition of the University's General Assessment Regulations.
- 8.10.3** Appeal may lead to a change in the subject grade, which may go upward as well as downward, upon completion of reviewing the appeal case.
- 8.10.4** For details, please refer to the current edition of the Student Handbook.

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

### Introduction

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

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

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

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

### The Basic Principle: Good Manners

The basic principle lying behind this Code is simply GOOD MANNERS.

This means treating academic staff and other students with respect, and not engaging in activities that make their tasks more difficult, or which cause them embarrassment.

Good manners also means having respect for yourself as a privileged adult and a business executive in the making.

### Good Manners and Bad Manners

It is GOOD MANNERS to:

- Be punctual for classes. If you are late for a good reason, apologize to the teacher. You have caused them inconvenience. You are also interfering with other students' learning.
- Sit at the front in lecture theatres. It is rude to crowd at the back, leaving the lecturer talking to rows of empty seats at the front.
- Respond to the lecturers when they ask questions.

It is BAD MANNERS to:

- Talk in class when the lecturer is addressing you. It is rude to the lecturer and disturbing for others in the class.
- Leave the class before it is completed. If you cannot stay for the complete class, do not come at all. It is insulting to staff, or to students giving presentations, to leave before they have finished.
- Use your mobile phone in the classroom. Switch it off, or put it on "silent" and do not answer it in class.



- Eat or drink in class. Note that University regulations forbid eating and drinking in teaching rooms.

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

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

### **Use of E-mail**

E-mail is an official communication channel among staff and students at PolyU. Proper use of e-mail will avoid waste of resources and enable proper communication with target recipients.

Users should not use e-mails for the following purposes:

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

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

Please find more details on policies and guidelines on the use of e-mail at URL:  
[http://www.polyu.edu.hk/its/services\\_facilities/email\\_01.html](http://www.polyu.edu.hk/its/services_facilities/email_01.html)

## Appendix 1 - Subject Listings of Business Minors

### 1.1 Minor in Accountancy (02002-ZAC)

*For the Minor, BBA students are required to take 6 additional subjects (18 credits) from the following list beyond those taken in the core\*. Non-BBA students are required to take 6 subjects (18 credits). Students must complete at least 9 credits of subjects of level 3 or above:*

AF2108	Financial Accounting*
AF2110	Management Accounting 1*
AF3108	Accounting for Not-for-Profit Organisations
AF3110	Intermediate Accounting 1
AF3111	Intermediate Accounting 2
AF3112	Management Accounting 2
AF3210	Hong Kong Tax Framework
AF3211	Accounting Information Systems
AF3313	Business Finance*
AF4106	Advanced Financial Accounting
AF4107	Financial Statement Analysis
AF4109	International Accounting
AF4216	Auditing and Assurance 1
AF4218	Financial Reporting Framework in China
AF4220	Forensic Accounting
AF4222	China Tax Framework
AF4224	Information Systems Audit and Control
AF4225	Contemporary Information Systems for Decision Making
AF4320	Corporate Finance

### 1.2 Minor in China Business (02002-ZCB)

*For the Minor, BBA students are required to take 6 additional subjects (18 credits) from the following list beyond those taken in the core\*. Non-BBA students are required to take 6 subjects (18 credits). Students must complete at least 9 credits of subjects of level 3 or above:*

AF2504	Introduction to Business Law*
AF2601	Introduction to Economics*
AF2602	Global Economic Environment*
AF3602	Hong Kong Economy
AF3603	Economic Development of the PRC
AF3605	Contemporary China
AF4218	Financial Reporting Framework in China
AF4222	China Tax Framework
AF4318	Financial System in China
AF4509	Business Law of the PRC
AF4603	International Economic Relations of the PRC
AF4604	Foreign Direct Investment in China
AF4605	Hong Kong – China Business
AF4606	Economic Development of Asia-Pacific Countries
LGT5013	Transport Logistics in China
MM4121	HRM in China
MM4721	Marketing Management in China

### 1.3 Minor in Commercial Law (02002-ZCL)

*For the Minor, BBA students are required to take 6 additional subjects (18 credits) from the following list beyond those taken in the core\*. Non-BBA students are required to take 6 subjects (18 credits). Students must complete at least 9 credits of subjects of level 3 or above:*

AF2108	Financial Accounting*
AF2111	Accounting for Decision Making
AF2504	Introduction to Business Law*
AF3210	Hong Kong Tax Framework
AF3507	Company Law

AF3508 Employment Law  
 AF3510 Securities Regulation  
 AF3511 Aspects of Insolvency Law  
 AF3512 International Business Law  
 AF4221 Strategic Tax Planning & Management  
 AF4509 Business Law of the PRC  
 AF4510 Law and Practice of Banking  
 AF4511 E-Business Law  
 LGT3023 Carriage of Goods Law  
 LGT4016 Maritime Law  
 LGT4020 Insurance in Shipping & Transport Logistics

#### **1.4 Minor in Finance (02002-ZFC)**

*For the Minor, BBA students are required to take 6 additional subjects (18 credits) from the following list beyond those taken in the core\*. Non-BBA students are required to take 6 subjects (18 credits). Students must complete at least 9 credits of subjects of level 3 or above:*

AF2108 Financial Accounting\*  
 AF2110 Management Accounting 1\*  
 AF2111 Accounting for Decision Making  
 AF3313 Business Finance\*  
 AF3314 Financial Institutions and Markets  
 AF3316 Investments  
 AF4317 Derivative Securities  
 AF4320 Corporate Finance  
 AF4321 Case Study in Finance  
 AF4322 Management of Financial Institutions  
 AF4323 International Finance  
 AF4326 Fixed Income Securities  
 AF4328 Mergers and Acquisitions  
 AF4330 Portfolio Management  
 AF4331 Business Valuation  
 AF4332 Corporate Risk Management  
 AF4333 Applied Financial Modeling

#### **1.5 Minor in Financial Services (02002-ZFS)**

*For the Minor, BBA students are required to take 6 additional subjects (18 credits) from the following list beyond those taken in the core\*. Non-BBA students are required to take 6 subjects (18 credits). Students must complete at least 9 credits of subjects of level 3 or above:*

AF2303 Financial Services Environment  
 AF2601 Introduction to Economics\*  
 AF3312 Bank Credit Management  
 AF3313 Business Finance\*  
 AF3315 Foreign Exchange and Finance of International Trade  
 AF3316 Investments  
 AF3317 Risk Management  
 AF3318 Principles of Insurance  
 AF3321 Global Financial Markets  
 AF3510 Securities Regulation  
 AF3601 Managerial Economics  
 AF3604 Monetary and Financial Systems  
 AF4317 Derivative Securities  
 AF4318 Financial System in China  
 AF4320 Corporate Finance  
 AF4322 Management of Financial Institutions  
 AF4324 Financial Planning  
 AF4325 Wealth Management  
 AF4326 Fixed Income Securities  
 AF4331 Business Valuation  
 AF4510 Law and Practice of Banking

### 1.6 Minor in Global Supply Chain Management (02004-ZSC)

*For the Minor, BBA students are required to take 6 additional subjects (18 credits) from the following list beyond those taken in the core\*. Non-BBA students are required to take 6 subjects (18 credits). Students must complete at least 9 credits of subjects of level 3 or above:*

LGT2008	Shipping & Transport Logistics
LGT2105	Quantitative Methods for Business*
LGT3001	Logistics and Distribution Management
LGT3003	Intermodalism
LGT3016	Shipping Logistics
LGT3023	Carriage of Goods Law
LGT3101	Intermediate Business Statistics
LGT3102	Management Science
LGT3105	Operations Management*
LGT3106	Quality Management
LGT3107	Warehousing and Materials Management
LGT4017	Information Systems for Logistics Management
LGT4101	Practice of Management Decision Analysis
LGT4102	Simulation for Operations & Information Management
LGT4103	Project Management
LGT4104	Operations Strategy
LGT4105	International Operations Management
LGT4106	Supply Chain Management
LGT4110	Purchasing Management
LGT4111	Special Topics in Operations Management
LGT4113	Service Operations Management

### 1.7 Minor in International Business (02002-ZIB)

*For the Minor, BBA students are required to take 6 additional subjects (18 credits) from the following list beyond those taken in the core\*. Non-BBA students are required to take 6 subjects (18 credits). Students must complete at least 9 credits of subjects of level 3 or above:*

AF2601	Introduction to Economics*
AF2602	Global Economic Environment*
AF3315	Foreign Exchange & Finance of International Trade
LGT4105	International Operations Management
MM2021	Management and Organisation*
MM2711	Introduction to Marketing*
MM4121	Human Resource Management in China
MM4181	International Human Resource Management
MM4341	International Business
MM4351	Entrepreneurship
MM4371	International Business Strategy
MM4381	Current Issues and Cases in International Business
MM4721	Marketing Management in China
MM4731	International Marketing

### 1.8 Minor in International Shipping and Transport Logistics (02004-ZST)

*For the Minor, BBA students are required to take 6 additional subjects (or 18 credits) from the following list beyond those taken in the core\*. Non-BBA students are required to take 6 subjects (or 18 credits). Students must complete at least 9 credits of subjects of level 3 or above:*

AF2504	Introduction to Business Law*
LGT2008	Shipping and Transport Logistics Operations
LGT3001	Logistics and Distribution Management
LGT3003	Intermodalism
LGT3004	Navigation & Communication Systems
LGT3007	Air Transport Logistics
LGT3009	Cruise Management

LGT3015	Ship Construction and Maintenance
LGT3016	Shipping Logistics
LGT3017	Port Economics
LGT3019	Economics of International Transport Logistics
LGT3020	International Trade and Shipping
LGT3022	Marine Navigation and Meteorology
LGT3023	Carriage of Goods Law
LGT3203	Field Trips and Visiting Speakers (1 credit)
LGT3204	International Study Tours in Shipping & Logistics (2 credits)
LGT4003	Shipbroking and Chartering Practice
LGT4004	Management of Maritime Organisations
LGT4006	Advanced Navigation and Ship Handling
LGT4010	Stability, Stress and Loadlines
LGT4011	Port Planning and Management
LGT4012	Airport Management
LGT4013	Liner Shipping Management
LGT4015	Legal Aspects of e-Business in Logistics
LGT4016	Maritime Law
LGT4017	Information Systems for Logistics Management
LGT4018	Shipping and Transport Finance
LGT4020	Insurance in Shipping and Transport Logistics
LGT4106	Supply Chain Management
LGT4108	Quality Management in Transport Industries
LGT4112	Marketing in Value Chains
LGT4206	ISTL Project
LGT5013	Transport Logistics in China

### 1.9 Minor in Management (02002-ZMG)

*For the Minor, BBA students are required to take 6 additional subjects (18 credits) from the following list beyond those taken in the core\*. Non-BBA students are required to take 6 subjects (18 credits). Students must complete at least 9 credits of subjects of level 3 or above:*

AF2108	Financial Accounting*
AF2601	Introduction to Economics*
AF3508	Employment Law
LGT3105	Operations Management*
MM2021	Management and Organisation*
MM2711	Introduction to Marketing*
MM3111	Human Resource Management
MM3131	Training and Development
MM3141	Organisational Behaviour
MM3151	Managerial Leadership
MM3411	Management Information Systems
MM4111	Employee Relations
MM4121	Human Resource Management in China
MM4131	Management of Pay and Benefits
MM4141	Managing Diversity in Organisations
MM4161	Staffing and Selection
MM4181	International Human Resource Management
MM4341	International Business
MM4351	Entrepreneurship
MM4501	Environmental Management for Business
MM4521	China Trade Management

### **1.10 Minor in Management Information Systems (02002-ZMI)**

*For the Minor, BBA students are required to take 6 additional subjects (18 credits) from the following list beyond those taken in the core\*. Non-BBA students are required to take 6 subjects (18 credits). Students must complete at least 9 credits of subjects of level 3 or above:*

AF3211 Accounting Information Systems  
AF4224 Information Systems Auditing and Control  
AF4511 E-Business Law  
COMP311 Foundations of Database Systems  
COMP316 Object-oriented Methods for IS Development  
COMP431 Business Process and Workflow Management  
LGT4102 Simulation for Operations and Information Management  
MM2021 Management and Organisation\*  
MM2421 Information Technology for Business\*  
MM3411 Management Information Systems  
MM3421 Computer Programming for Management  
MM3431 E-Commerce Development Tools  
MM3441 WWW Publishing  
MM4411 E-Commerce for Management  
MM4421 Business Plan for E-Business  
MM4431 Intelligent Decision Support Systems

### **1.11 Minor in Marketing (02002-ZMK)**

*For the Minor, BBA students are required to take 6 additional subjects (18 credits) from the following list beyond those taken in the core\*. Non-BBA students are required to take 6 subjects (18 credits). Students must complete at least 9 credits of subjects of level 3 or above:*

AF2601 Introduction to Economics\*  
AMA2101 Quantitative Methods for Business\*  
MM2021 Management and Organisation\*  
MM2711 Introduction to Marketing\*  
MM3711 Integrated Marketing Communications  
MM3721 Consumer Behaviour  
MM3761 Marketing Research  
MM3771 Further Marketing Research  
MM3781 Distribution Management  
MM3791 Retailing and Merchandising  
MM3841 Internet Marketing  
MM4711 Business to Business Marketing  
MM4721 Marketing Management in China  
MM4731 International Marketing  
MM4741 Market Decision Analysis  
MM4751 Marketing Strategy  
MM4771 Product Policy & Management  
MM4781 Sales Management  
MM4791 Services Marketing  
MM4831 Strategic Brand Management

## Appendix 2 – CURRICULUM MAP FOR BBA (HONS) IN ACCOUNTANCY

### Programme Outcome 1:

**Communicate verbally in English and Putonghua at a level of effectiveness sufficient for a business presentation or general conversation with a mono-lingual speaker of each language.**

Introduced	Reinforced and Assessed
<b>BBA Core subjects</b>	
Entrance requirements in English and Chinese English & Chinese year one subjects (non-credit earning)	Exit tests in English and Chinese MM2052 Personal Skills Development ELC2203 University English for Business Students ELC3203 Workplace English for Business Students CBS2015 Putonghua for Business & Administration English: Independent Language Learning Centre programmes, Putonghua: Department of Chinese & Bilingual Studies programmes, Mainland Exchanges
<b>ALL BBA PROGRAMMES</b>	
All programmes are taught and assessed in English. Overseas and Mainland exchange programmes provided interaction with native speakers of both languages.	

### Programme Outcome 2:

**Communicate in writing in English and in Chinese, at a level of effectiveness sufficient for general business communication.**

Introduced	Reinforced and Assessed
<b>BBA Core subjects</b>	
Entrance requirements in English and Chinese English & Chinese year one subjects (non-credit-earning)	Exit tests in English and Chinese ELC2203 University English for Business Students ELC3203 Workplace English for Business Students CBS2015 Putonghua for Business & Administration English: Independent Language Learning Centre programmes, written assessments in all subjects, international exchanges Putonghua: Department of Chinese & Bilingual Studies programmes, Mainland Exchanges, written assessments in subjects taught in Chinese (e.g., General Education)
<b>ALL BBA PROGRAMMES</b>	
Students have been writing in Chinese since primary school. All written learning tasks and assessments throughout all programmes (apart from Chinese Language subjects) are carried out in English.	

Programme Outcome 3:

**Demonstrate a global outlook and an understanding of cultural diversity, as evidenced by an understanding of globalization, the dimensions along which cultures vary and the implications of both for business.**

<b>Introduced</b>	<b>Reinforced and Assessed</b>
<b>BBA Core subjects</b>	
AF2602 Global Economic Environment MM2711 Introduction to Marketing	MM4311 Strategic Management Programme level assessment through random sampling using the Global Outlook Inventory International Exchanges, Mainland Exchanges, exposure to exchange students at PolyU, WIE
<b>BBA (Hons) in Accountancy</b>	
	AF3111 Intermediate Accounting 2; AF4108 Issues in Management Accounting; AF4221 Strategic Tax Planning and Management; AF4218 Financial Reporting Framework in China; AF4222 China Tax Framework; AF4106 Advanced Financial Accounting AF4109 International Accounting

Programme Outcome 4:

**Identify and invoke mechanisms for the stimulation of creative thinking in the business setting.**

<b>Introduced</b>	<b>Reinforced and Assessed</b>
<b>BBA Core subjects</b>	
MM2052 Personal Skills Development AF2504 Introduction to Business Law AMA2101/LGT2105 Quantitative Methods for Business MM2711 Introduction to Marketing	AF3313 Business Finance LGT3105 Operations Management
<b>ALL BBA PROGRAMMES</b>	
In all programmes, students are encouraged to think creatively in pursuit of the learning tasks and in completing their assignments.	

Programme Outcome 5:

**Identify and resolve ethical issues as they arise generally and in the specific business settings for which they are being prepared.**

<b>Introduced</b>	<b>Reinforced and Assessed</b>
<b>BBA Core subjects</b>	
MM2021 Management & Organisation; AF2504 Introduction to Business Law AF2110 Management Accounting 1 MM2711 Introduction to Marketing AF2108 Financial Accounting	AF4513 Corporate Social Responsibility MM4311 Strategic Management  Ethical conduct and decision making is addressed through induction briefings, policies and guidelines on, for example, academic honesty and plagiarism  The Independent Commission Against Corruption (ICAC), as part of their educational outreach programme, provides an annual session for all students on ethical conduct and the avoidance of corruption.



<b>BBA (Hons) in Accountancy</b>	
	AF3210 Hong Kong Tax Framework; AF3110 Intermediate Accounting 1; AF3111 Intermediate Accounting 2 AF4106 Advanced Financial Accounting; AF4320 Corporate Finance; AF4216 Auditing and Assurance 1; AF4512 Corporate Governance and Compliance; AF4220 Forensic Accounting; AF4108 Issues in Management Accounting; AF4217 Auditing and Assurance 2

Programme Outcome 6:

**Use current information technology effectively and evaluate new technologies as they emerge.**

<b>Introduced</b>	<b>Reinforced and Assessed</b>
<b>BBA Core subjects</b>	
MM2421 Information Technology for Business AMA2101/LGT2105 Quantitative Methods for Business	
<b>BBA (Hons) in Accountancy</b>	
	AF3211 Accounting Information Systems; AF4223 Analysis and Design of Accounting Information Systems; AF4224 Information Systems Audit and Control

Programme Outcome 7:

**Analyze business situations and problems by applying conceptual frameworks drawn from Accounting, Finance, Economics, Behavioural Science, Law and Quantitative Methods.**

<b>Introduced</b>	<b>Reinforced and Assessed</b>
<b>BBA Core subjects</b>	
These conceptual frameworks are developed in the compulsory core subjects: AF2108 Financial Accounting AF2110 Management Accounting 1 AF2601 Introduction to Economics AF2504 Introduction to Business Law MM2711 Introduction to Marketing MM2021 Management & Organisation AMA2101/LGT2105 Quantitative Methods for Business	The frameworks are then applied in the more advanced core and elective subjects.  The following capstone strategy subject, performs an integrative function, drawing on multiple conceptual frameworks in the analysis of strategic decisions: MM4311 Strategic Management AF3313 Business Finance
<b>ALL BBA PROGRAMMES</b>	
All of the Business and Management subjects outside the core build on one or more of these disciplines.	

Programme Outcome 8:

**Carry out and act upon self-appraisal and reflective thinking, in the areas of creativity, teamwork, leadership, career selection and learning to learn.**

<b>Introduced</b>	<b>Reinforced and Assessed</b>
<b>BBA Core subjects</b>	
MM2052 Personal Skills Development Leadership & Competence for Success Programme (students are encouraged to take part in this residential training programme, which seeks to develop core competencies and leadership qualities.)  All students receive a CD-Rom containing inter-active Learning to Learn materials	Ongoing in group activities and projects in many academic subjects  Work-Integrated Education (WIE) – compulsory for all students  Professional mentorship - voluntary
<b>ALL BBA PROGRAMMES</b>	
This outcome is addressed across the curriculum through the use of Learning to Learn materials developed in the PolyU and through learning and assessment tasks.	

Programme Outcome 9:

**Apply basic financial theories, analyze financial reports and understand the operation of financial markets.**

<b>Introduced</b>	<b>Reinforced and Assessed</b>
<b>BBA Core subjects</b>	
AF2108 Financial Accounting AF2110 Management Accounting 1	AF3313 Business Finance MM4311 Strategic Management
<b>BBA (Hons) in Accountancy</b>	
	AF3110 Intermediate Accounting 1; AF3111 Intermediate Accounting 2; AF3112 Management Accounting 2; AF4106 Advanced Financial Accounting; AF4320 Corporate Finance; AF4107 Financial Statement Analysis

Programme Outcome 10:

**Identify and analyze the means by which value is created in goods and services and delivered to users.**

<b>Introduced</b>	<b>Reinforced and Assessed</b>
<b>BBA Core subjects</b>	
AF2601 Introduction to Economics MM2711 Introduction to Marketing	LGT3105 Operations Management MM4311 Strategic Management
<b>BBA (Hons) in Accountancy</b>	
AF2110 Management Accounting 1	

Programme Outcome 11:

**Conceptualize and act upon the group and individual dynamics that exist within organizations.**

<b>Introduced</b>	<b>Reinforced and Assessed</b>
<b>BBA Core subjects</b>	
MM2021 Management & Organisation MM2052 Personal Skills Development AF2110 Management Accounting 1 Leadership & Competence for Success Programme (LCSP)	MM4311 Strategic Management Work-Integrated Education (WIE) Student and professional mentoring AF2504 Introduction to Business Law
<b>BBA (Hons) in Accountancy</b>	
AF2110 Management Accounting 1	

Programme Outcome 12:

**Identify and analyze those aspects of the domestic and global business environment that set the 'parameters of choice' within which business organizations set objectives and take actions.**

<b>Introduced</b>	<b>Reinforced and Assessed</b>
<b>BBA Core subjects</b>	
AF2601 Introduction to Economics AF2504 Introduction to Business Law MM2021 Management and Organisation MM2711 Introduction to Marketing	AF2602 Global Economic Environment; LGT3105 Operations Management MM4311 Strategic Management
<b>BBA (Hons) in Accountancy</b>	
	AF4108 Issues in Management Accounting; AF4221 Strategic Tax Planning and Management

Programme Outcome 13:

**Have sufficient professionally-specific skills and knowledge to make an immediate contribution to the organization in which they are first employed.**

and

**Have a foundation of professionally-specific skills and knowledge, on which to base the process of continuous professional development.**

<b>Introduced</b>	<b>Reinforced and Assessed</b>
This outcome is met by the specialist elements in the curriculum for BBA (Hons) in Accountancy, and by the learning, teaching and assessment processes, which emphasise the ability to function as a professional in Accountancy.	



**Honour Declaration  
(for individual assignment)**

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

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

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Student ID

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department

\_\_\_\_\_  
Programme

\_\_\_\_\_  
Subject Title & Code (for the assignment concerned)

\*\*\*\*\*

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



### Honour Declaration (for group assignment)

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

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

\_\_\_\_\_  
Student Name                      Signature                      Student ID                      Date

\_\_\_\_\_  
Student Name                      Signature                      Student ID                      Date

\_\_\_\_\_  
Student Name                      Signature                      Student ID                      Date

\_\_\_\_\_  
Student Name                      Signature                      Student ID                      Date

\_\_\_\_\_  
Student Name                      Signature                      Student ID                      Date

\_\_\_\_\_  
Student Name                      Signature                      Student ID                      Date

\_\_\_\_\_  
Department                      Programme

\_\_\_\_\_  
Subject Title & Code (for the assignment concerned)

\*\*\*\*\*

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

## Appendix 4: FOUNDATION YEAR [Applicable to the intake cohort admitted in 2008/09]

### 4.1 Introduction

Normally, a full-time undergraduate degree programme which is catered for students following a local Advanced-level education system requires students to complete 90 credits in 3 years of study. In view of the difference in the normative study years between Chinese mainland (or some other foreign countries) and Hong Kong, non-local students from Chinese mainland or countries who have an education system deviated from the current Hong Kong system are required to study a one-year Foundation Curriculum on top of the normal requirements for a 3-year undergraduate degree programme. The Foundation Year for non-local students is operated as the first year and an integral part of the undergraduate programmes. These students are normally required to complete a total of 131 credits, within 4 years to obtain an undergraduate degree.

### 4.2 Requirements

The Foundation-Year Curriculum is a specially designed curriculum approved by the University Senate, which requires non-local students to complete a total of 32 credits of study in the first year of a 4-year undergraduate degree programme.

The Foundation-Year Curriculum is subject to review annually. In the 2008/09 academic year, non-local students admitted to a 4-year undergraduate degree programme are required to complete a total of 6 University mandatory subjects (14 credits) and a total of 6 elective subjects (18 credits) in their first year of study. Students may apply for subject exemption from the following English foundation year subjects and exemption will be granted to those who pass the related exemption test. Any subject which the programme-offering Department deems appropriate can be taken as replacement subject.

Semester One	ELC1004 English for University Studies I
Semester Two	ELC1003 Extended Writing Skills ELC1005 English for University Studies II

Students are advised to refer to this Programme Guide for detailed requirements of their undergraduate degree programme, including the full curriculum, the assessment and progression criteria and the graduation requirements. Subject syllabi of the Foundation Year curriculum and details on subject selection arrangement will be contained in the Foundation-Year Curriculum Booklet issued by the Academic Secretariat.

### 4.3 Study Pattern

Please refer to Table 1 for the recommended progression pattern of the Foundation Year curriculum of the respective BBA programmes.

#### **4.4 Assessment**

All prevailing academic and assessment regulations for credit-based programmes will be applicable throughout student's 4 years of study. The subject grades and the GPA attained in the foundation year will be carried forward, up to the end of student's undergraduate studies. However, the results of foundation year subjects will not be counted towards the GPA for award classification. The transcript of study will also reflect the full history of subject results taken from the foundation year up to the completion of the undergraduate degree programme.

The general assessment regulations governing progression and de-registration of students of the undergraduate degree programmes as stipulated in the definitive programme document (Programme Guide) shall also apply to the Foundation Year. In order to progress from the Foundation Year to the upper years, students must attain a minimum Grade Point Average (GPA) of 2.0. However, Foundation Year students in the Faculty of Business are expected to attain a minimum Grade Point Average (GPA) of 2.5. Any student whose GPA falls below 2.5 is unlikely to be successful in their subsequent BBA programmes.

Table 1: Foundation Year Curricula for Foundation Year Programmes [Applicable to the intake cohort admitted in 2008/09]

## Faculty of Business

	BBA (Hons) Accountancy (02002-FAC)	BBA (Hons) Accounting & Finance Services (02002-FAF)	BBA (Hons) Financial Services (02002-FFS)	BBA (Hons) Management (02002-FMG)	BBA (Hons) Marketing (02002-FMK)	BBA (Hons) Global Supply Chain Management (02004-FGS)	BBA (Hons) International Shipping and Transport Logistics (02004-FIS)
Science based or Non-science based	Non-science based programme						
<b>SEMESTER ONE</b>							
<b>University Mandatory subjects</b>							
	AMA105 Logic: Qualitative and Quantitative						
	APSS184 Understanding the Hong Kong Community						
	ELC1004 English for University Studies I						
	AF1901 Foundation Year Seminar I			MM1001 Foundation Year Seminar I		LGT1201 Foundation Year Seminar I	
<b>Other subjects required</b>							
	AF1603 Foundations of Economics						
<b>Electives (choices are indicated below with a '✓')</b>							
No. of Elective(s) required	1 Elective						
ABCT103 Fundamental Chemistry	✓	✓	✓	✓	✓	✓	✓
AF1603 Foundations of Economics							
AMA103 Foundation Mathematics I for Science and Engineering	✓*	✓*	✓*	✓*	✓*	✓*	✓*
AP101 College Physics I	✓	✓	✓	✓	✓	✓	✓
APSS185 Discovering Psychology	✓	✓	✓	✓	✓	✓	✓
CBS2050 Elementary Cantonese	✓	✓	✓	✓	✓	✓	✓
COMP100 Introduction to Information Technology	✓#	✓#	✓#	✓#	✓#	✓#	✓#
GEC225 Exploration of the Cosmos	✓	✓	✓	✓	✓	✓	✓
GEC270 History of Hong Kong	✓	✓	✓	✓	✓	✓	✓
GEC274 Appreciation of Chinese Art and Design	✓	✓	✓	✓	✓	✓	✓
ITC1001 Design and Applied Technology	✓	✓	✓	✓	✓	✓	✓
<b>SEMESTER TWO</b>							
<b>University Mandatory subjects</b>							
	ELC1005 English for University Studies II						
	AF1902 Foundation Year Seminar II			MM1002 Foundation Year Seminar II		LGT1202 Foundation Year Seminar II	
<b>Other subjects required</b>							
	AF1604 Hong Kong Business Environment ELC1003 Extended Writing Skills						
<b>Electives (choices are indicated below with a '✓')</b>							
No. of Elective(s) required	2 Electives						
ABCT102 Foundation Biology	✓	✓	✓	✓	✓	✓	✓
AF1604 Hong Kong Business Environment							
AMA102 Foundation Mathematics for Business	✓*	✓*	✓*	✓*	✓*	✓*	✓*
AMA104 Foundation Mathematics II for Science and Engineering	✓*	✓*	✓*	✓*	✓*	✓*	✓*
AP102 College Physics II	✓	✓	✓	✓	✓	✓	✓
APSS186 Understanding Ethics in Daily Life	✓	✓	✓	✓	✓	✓	✓
COMP102 Enterprise Information Technology	✓#	✓#	✓#	✓#	✓#	✓#	✓#
COMP111 Information Technology Systems	✓#	✓#	✓#	✓#	✓#	✓#	✓#
ELC1003 Extended Writing Skills							
GEC230 Ecological Perspectives – The Challenge of Our Times	✓	✓	✓	✓	✓	✓	✓
GEC232 Introduction to Chinese Civilization	✓	✓	✓	✓	✓	✓	✓
GEC233 Introduction to Western Civilization	✓	✓	✓	✓	✓	✓	✓
ITC1002 Design and Society	✓	✓	✓	✓	✓	✓	✓

\* Students can take no more than 1 subject from: AMA102, AMA103 and AMA104

# Students can take no more than 1 subject from: COMP100, COMP102 and COMP111