Programme Induction
2015-16

Undergraduate Programmes

ARSS Briefing

- Student Information System (MyBU-Study)
- Graduation Requirements
- Course Exemption
- Course Registration & Timetable
- Convocation
- Tuition & Financial Aids
- Demonstrations

Undergraduate Programmes
Student Information System (MyBU-Study)

- MyBU-Study will help you to get the most updated information about the University and your study.
  - My Notice
  - My Study
  - My Learning Tools
  - My University Life
  - My Services
  - My Finance

My Notice
My Study

Undergraduate Programmes

HKBU Email

Internal Communication System (ICS)
Graduation Requirements

- Programme Requirements (128 units)
  - Major Studies (66 units)
  - General Education (GE) Programme (38 units)
  - Free Electives / Programme Pre-requisites (24 units)
- Language Requirements
- University Life (U-Life)
  - Co-curricular Learning (CCL) Activities
  - Academic Integrity Online Tutorial (AIOT)
  - U-Life Orientation Workshops (UOW)
- Attendance Requirement: 70% of scheduled classes
- cGPA: 2.00 or above
### General Education

#### Core Requirements (26 units)

<table>
<thead>
<tr>
<th>Category</th>
<th>Course</th>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>University English I &amp; II (6)*</td>
<td>GECR2101 Thought &amp; Writing I</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td></td>
<td>GECR2102 Thought &amp; Writing II</td>
<td></td>
<td></td>
</tr>
<tr>
<td>University Chinese (3)*</td>
<td>GECR2001 Written &amp; Spoken Modern Chinese</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Information Management Technology (3)*</td>
<td>GECR1001 Essentials of Information Management Technology</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Numeracy (3)*</td>
<td>GECR1302 Understanding Statistical Data</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Public Speaking (3)</td>
<td>GECR4001 Public Speaking</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>History &amp; Civilization (3)</td>
<td>GECR5002 The Making of Hong Kong (1842-1997)</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Values &amp; Meaning of Life (3)</td>
<td>GECR5201 Ethical Challenges in Hong Kong</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Physical Education I &amp; II (2)</td>
<td>Various Physical Education Courses</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>U-Life (0)</td>
<td>- 3 U-Life Orientation Workshops (UOW)</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- 4 Co-curricular Learning (CCL) activities</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Academic Integrity Online Tutorial (AIOT)</td>
<td>0</td>
<td></td>
</tr>
</tbody>
</table>

* Block exemption (15 units) is granted for AD & HD graduates

### General Education

#### Distribution Requirements (12 units)

<table>
<thead>
<tr>
<th>Category</th>
<th>Course</th>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arts (3)</td>
<td>GEAS2103 Literary Appreciation</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Business (3)</td>
<td>GEBS3001 Exploring Business Enterprise</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Communication/Visual Arts (3)</td>
<td>GECV4002 Interpersonal Communication</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Science/Chinese Medicine (3)</td>
<td>GESS1109 Environmental Issues &amp; Society*</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Social Sciences (3)</td>
<td>GESS1109 Environmental Issues &amp; Society* / GESS5301 Essentials of Psychology / GESS5401 Pacific-rim Asian Societies</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

* Double-listed Interdisciplinary Course

- Block exemption of 4 categories (12 units) is granted for AD graduates.
- Block exemption of any 1 category (3 units) is granted for HD graduates.
Programme Pre-requisite Courses

BCom (Hons) in Human Resources Management

- Introduction to Financial Accounting
  [Principles of Accounting I (Financial Accounting)]
- Introduction to Management Accounting
  [Principles of Accounting II (Management Accounting)]
- Principles of Microeconomics
- Principles of Macroeconomics
- Financial Management (Principles of Financial Management)
- Management Information Systems (Management Information Systems)
- Principles of Law
- Marketing Management (Marketing Principles)

Programme Pre-requisite Courses

BCom (Hons) in Marketing

- Introduction to Financial Accounting
  [Principles of Accounting I (Financial Accounting)]
- Introduction to Management Accounting
  [Principles of Accounting II (Management Accounting)]
- Principles of Microeconomics
- Principles of Macroeconomics
- Organisational Behaviour
- Information Systems for Marketing Decisions (Management Information Systems)
- Business Ethics & Corporate Social Responsibility
- Marketing Management (Marketing Principles)
Programme Pre-requisite Courses

**BA (Hons) in Music Studies**
- Theory and Musicianship I
- Theory and Musicianship II

**BSSc (Hons) in Environment and Resources Management**
- General Biology
- General Chemistry

**Undergraduate Programmes**

---

Programme Pre-requisite Courses

**BSSc (Hons) in Social Policy**
- Social Policy

**BSSc (Hons) in Psychology**
- Essentials of Psychology
- Understanding Statistical Data
Programme Pre-requisite Courses

BSSc (Hons) in Sport and Recreation Leadership

- Understanding Statistical Data
- Introduction to Leisure, Sport and Recreation
- Scientific Foundations to Human Movement
- Tests and Measurement in Sport and Recreation
- Management of Sport and Recreation Programmes
- Health and Fitness

Language Requirements

- Language courses under GE programme
- Foundation Putonghua Proficiency
  - Putonghua Supplementary Course
    (details for enrollment to be announced via MyBU-Study)
University Life

- Co-curricular Learning (CCL)
  - 4 CCL activities by the end of the 3rd semester
    (e.g. campus events, experimental learning, seminars, workshops or other recognized programmes)

- Academic Integrity Online Tutorial (AIOT)
  - Anti-plagiarism tutorial and quiz
  - Access via MyBU-Study -> SCE Moodle
  - Complete the quiz by obtaining a score of at least 80%, and make a declaration by the end of the 1st semester of study

- U-Life Orientation Workshops (UOW)
  - UOW 1. Personal Transformation Workshop
  - UOW 2. Insight into HKBU’s 7 Graduate Attributes
  - UOW 3. Get Ready for University Research

Co-curricular Learning (CCL)

[http://sa.hkbu.edu.hk](http://sa.hkbu.edu.hk)
Academic Integrity Online Tutorial (AIOT)
(http://scemoodle.hkbu.edu.hk/)
U-Life Orientation Workshops (UOW)

- UOW 1. Personal Transformation Workshop
- UOW 2. Insight into HKBU’s 7 Graduate Attributes
- UOW 3. Get Ready for University Research*

* Students admitted from CIE AD programme are exempted from the UOW 3 – Get Ready for University Research.

New Student Orientation (NSO)
(for BHR, BMK, BCW, BIM, BMC)

- Date: 24 August 2015 (Mon)
- Time: 9:30 am
- Venue: Auditorium, 1/F HKBU Shek Mun Campus

* The NSO will cover UOW 1 and 2
New Student Orientation (NSO)  
(for BLC, BMS, BER, BPS, BSP, BSR)

📅 Date: 25 August 2015 (Tue)  
🕒 Time: 9:30 am  
📍 Venue: Auditorium, 1/F  
               HKBU Shek Mun Campus

* The NSO will cover UOW 1 and 2

---

UOW 3. Get Ready for University Research

📅 Date: 15 & 18 September 2015 (Week 2)  
🕒 Time: 5:30 pm – 6:30 pm  
📍 Venue: Auditorium, 1/F  
               HKBU Shek Mun Campus
Course Exemption

- Submit application form with copies of:
  - course outlines; and
  - academic transcript
- Application deadline: **14 Aug 2015 (Fri)**
- **Late** application will **NOT** be accepted
- ARSS will notify the application result in writing in September

---

Course Exemption

- Exemption from **General Education Programme / Programme Pre-requisite** courses
  - course replacement is **NOT** required
- Exemption from **Major Core** course(s)
  - course replacement is required
  - (take **elective** course(s) as substitute; no change to your study programme unit requirement, i.e. 66 units)
Course Registration & Timetable

Online registration for both undergraduate & make-up courses (via MyBU-Study)

Start : 13 Aug (Thu) at 9:30 am
End : 14 Aug (Fri) at 11:59 pm
Resubmission: 15 Aug (Sat) (9:30 am – 11:59 pm)

Register courses by following the suggested study path

Must fulfill ALL graduation requirements of your study programme

Course Registration & Timetable

Timetable release (MyBU-Study): 2 Sept (12:00 noon)
Course Add/Drop Period (MyBU-Study): 7-12 Sept
Attendance: 70% of all scheduled classes, or else you will receive an F grade and not be allowed to sit for the examination, if any
Convocation

- Date: 8 Sept (Tue) at 2:30 pm
- Venue: Academic Community Hall, Kowloon Tong Campus
- Prior online registration is required
  (http://www.3.hkbu.edu.hk/arweb/conv_reg)
- Students who fail to return the gown within the specified period or whose gown is found lost or damaged will be charged HK$400 per gown

---

Convocation

**Gown Collection**

<table>
<thead>
<tr>
<th>Date</th>
<th>24 - 25 August 2015 (Mon - Tue)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Time:</td>
<td>1:00 pm – 4:30 pm</td>
</tr>
<tr>
<td>Venue:</td>
<td>Foyer, 1/F, HKBU Shek Mun Campus</td>
</tr>
</tbody>
</table>

**Gown Return**

<table>
<thead>
<tr>
<th>Date</th>
<th>9 - 11 September 2015 (Wed - Fri)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Time:</td>
<td>9:30 am – 5:30 pm</td>
</tr>
<tr>
<td>Venue:</td>
<td>12/F, ARSS Service Counter, HKBU Shek Mun Campus</td>
</tr>
</tbody>
</table>
Tuition Fee

Tuition Fee Payment Schedule 2015-16

<table>
<thead>
<tr>
<th>Installment</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Installment (Semester 1)</td>
<td>Apr-Aug 2015</td>
</tr>
<tr>
<td>2nd Installment (Semester 1-balance payment)</td>
<td>1 Sept 2015</td>
</tr>
<tr>
<td>3rd Installment (Semester 2)</td>
<td>Dec 2015</td>
</tr>
<tr>
<td>Make-up Course (Semester 1)</td>
<td>Nov 2015</td>
</tr>
<tr>
<td>Make-up Course (Semester 2)</td>
<td>Mar 2016</td>
</tr>
</tbody>
</table>

- All debit notes are ONLY issued in electronic copy from MyBU-Study
- No hardcopy of debit notes will be mailed to students

Online Application for Tuition Fee Deferral
- Apply online via MyBU-Study with supporting documents
- At least 3 calendar days before the payment due date
- Overdue penalty charge: HK$300 / installment
- Fail to settle outstanding fees within 2 weeks from the due date -> Unofficially Withdrawal
Financial Aids

- Financial Assistance Scheme for Post-Secondary Students (FASP)
- Non-means-tested Loan Scheme for Post-Secondary Students (NLPS)
- Extended Non-means-tested Loan Scheme (ENLS)
  *(ONLY for covering tuition fee of make-up courses)*
- Submission Period: 1:00 pm – 5:30 pm, 24-25 Aug (Mon-Tue) at Foyer, 1/F, HKBU Shek Mun Campus
- Late applications require written explanation and may not be accepted by SFO
MTR Student Travel Scheme

- Application forms: available in 14 – 18 September 2015 (Mon-Fri) at ARSS office
- Details of application: MyBU-Study -> My Notice