

# INDUCTION GUIDE

2022-23

**Self-funded  
Undergraduate Programmes**

UIC

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## **I. SUPPLEMENTARY REGULATIONS FOR SELF-FUNDED UNDERGRADUATE PROGRAMMES**

### **1. Admission, Enrollment and Registration**

#### ***Registration of Courses***

- 1.1 All students enrolled in the University are required to register for courses in accordance with the study schedule of their programmes in every semester during specified period.
- 1.2 All students enrolled in the University will automatically be registered with Major Core/Required Courses specified in their study path.
- 1.3 Students are provided with enrollment records confirming the courses registered. All problems should be reported to Academic Registry Services Section (ARSS) immediately.

#### ***Adding/Dropping of Courses after Registration***

- 1.4 Adding and dropping of courses should be completed within the first week of classes of a semester.
- 1.5 Students should not attend any new classes while the adding/dropping of courses or changing of sections is still being processed.

### **2. Unit Transfer/Course Exemption**

- 2.1 Unit transfer/course exemption may be given to graduates with Associate Degree (AD)/Higher Diploma (HD) or equivalent qualifications who have completed equivalent courses.
- 2.2 For Major Core/Required Courses, students are required to confirm their acceptance of course exemption granted at admission. By accepting the exemption, students are required to replace the exempted course(s) with other course(s) from the Major Elective Course list to make up for the units being exempted. If students do not accept the exemption, they are required to enroll for the course(s) in their studies.
- 2.3 Students may apply for unit transfer from courses in the curriculum, in particular the programme pre-requisite courses, the University Core and General Education courses, if they have taken equivalent courses in their AD/HD studies or equivalent qualifications at other institutions previously.
- 2.4 Students who apply for unit transfer/course exemption should complete and submit the application form together with academic transcripts and the relevant course outlines **on or before 4 August 2022** for approval. Late application will not be considered.
- 2.5 Students should register for all courses in accordance with the relevant programme study schedule before the unit transfer/course exemption application result is released.
- 2.6 Students' confirmation of the acceptance on unit transfer/course exemption would be taken as the final unit transfer/exemption record. No change to the unit transfer/exemption record would be allowed after the first semester of studies commences.

### **3. Study Load**

- 3.1 Normally, students are required to register for all courses prescribed on a particular programme, including elective courses, each year. Study schedules which are semester-by-semester listings of courses to be taken on different programmes are available MyBU-Study and the relevant programme document/handbook.
- 3.2 In special circumstances when a student cannot fulfill the graduation requirements within the normal period of study and is granted extension of study, he/she will be classified as "part-time student" when registering for less than 12 units in a semester during the extension period.
- 3.3 Unless prescribed in an approved study plan, a student may not register for more than 18 units (calculated as a total for Major Core/Required Courses, Major Elective Courses and make-up courses) in a semester. Students who wish to register for more than 18 units must obtain approval from the respective Programme Director. Students who wish to register for more than 21 units must obtain support from the respective Programme Director and apply to the ARSS in writing. Approval for a study load in excess of 21 units will only be given under exceptional circumstances.

#### **4. Make-up Examination**

- 4.1 A student who misses an examination because of extenuating circumstances such as illness, injury or other personal emergencies may apply by filling in an application form with supporting document(s) to the ARSS for a make-up examination. Applications should be made **within three working days** after the missed examination.
- 4.2 In case of illness or injury, the application should include the original medical certificate recommending for sick leave on the date of the missed examination by a qualified medical practitioner.
- 4.3 When students apply to the ARSS for make-up examinations, the following situations would normally not be considered:
  - a) Elective surgery scheduled to be held on an examination day;
  - b) Public examinations such as HKDSE Examination, TOEFL, SAT, GRE, GMAT, etc., held on an examination day; or
  - c) Having forgotten or misread the examination schedule.
- 4.4 If the application is approved, the make-up examination will be arranged by the ARSS within six weeks after the examination period.
- 4.5 No other arrangements will be made if the student is unable to attend the make-up examination.
- 4.6 The course lecturer should set a new examination question paper for the make-up examination and will decide if the grades for the make-up examinations should be downgraded.
- 4.7 A student who is absent from an examination and does not apply for a make-up examination or whose application is disapproved, will receive zero mark for that examination.

#### **5. Academic Dishonesty**

- 5.1 A student who is found to have committed an act of academic dishonesty such as plagiarism, submission of material(s) for assessment which is not the student's own work, the use of fabricated or copied data (from others or self previous work) for assessment, shall receive an "F" grade for the course.
- 5.2 Students found to have committed academic dishonesty may be excluded from participating in the end-of-semester teaching evaluation for the course concerned.
- 5.3 Academic guidelines on avoiding plagiarism can be found in MyBU-Study (My Study\Forms and Regulations\Useful Information) or at the Academic Registry's website:  
[http://buar2.hkbu.edu.hk/curr/avoid\\_plagiarism/](http://buar2.hkbu.edu.hk/curr/avoid_plagiarism/).

#### **6. Graduation Requirements**

- 6.1 Students are approved for graduation by the Senate after fulfilling all the graduation requirements stipulated by the University. These requirements include: University general requirements, programme requirements, and unit and Grade Point Average (GPA) requirements. Students who have course, unit or GPA deficiencies may be granted summer study or supplementary examination or a concession of one additional year to complete their studies by the Senate.

- 6.2 All undergraduate students are required to take the non-credit bearing course University Life (U-Life) as part of the graduation requirements. The U-Life requirements are as follows:

U-Life Requirements	Completion Deadline
a) Academic Integrity Online Tutorial (AIOT)	By the end of the 1 <sup>st</sup> semester of study, i.e. 31 December 2022
b) U-Life Orientation Workshops (UOWs)	By the end of the 3 <sup>rd</sup> semester of study, i.e. 31 December 2023
c) Co-curricular Learning activities (CCLs)	

Students will be given a “I” grade for incomplete or a “S” grade for satisfactory completion or a “U” grade for unsatisfactory performance of the course (ULIF1008-9). Students who are unable to complete the course by the deadlines specified will not be allowed to access to course grades or enroll on courses in the following semester until their course deficiency has been made up. Students should take note of the deadlines listed at <http://www.hkbu.edu.hk/ge/ge-programme/ulife/>.

a) AIOT

The online tutorial AIOT is designed to be an introduction in promoting academic integrity by increasing students’ awareness of the issues involved. Students are required to work through the tutorial **AIOT** via the e-learning platform **SCE Moodle** (<http://scemoodle.hkbu.edu.hk/>) to complete the following **2 parts on or before 31 December 2022**:

- (1) Pass the **QUIZ** with at least 80% of total scores; and
- (2) Make a **DECLARATION**.

b) UOWs

Students are required to attend the below **UOWs**:

- UOW 1** Personal Transformation Workshop<sup>#</sup>
- UOW 2** Insights into HKBU’s 7 Graduate Attributes<sup>#</sup>
- UOW 3** Get Ready for University Research<sup>\*</sup>

<sup>#</sup> *UOW 1 and UOW 2 will be covered in the New Student Orientation on 31 August 2022 that offered by Student Development Centre.*

<sup>\*</sup> *UOW 3 offered by Library will be held in September 2022.*

*Details of UOWs arrangement will be announced via MyBU-Study.*

If you fail to attend any of them, or if you are late for more than 15 minutes, you are required to attend the make-up workshop(s) and/or complete the make-up exercise(s) **by the end of the 3<sup>rd</sup> semester of study**. The details of make-up arrangements will be announced via MyBU-Study by late September 2022.

c) CCLs

Students are required to complete at least **4 CCL units** and 2 out of 4 units must be taken on National Security Law Education (course code: NSLE001) **by the end of the 3<sup>rd</sup> semester of study**.

In order to complete NSLE0001, students are required to attend a 2-hour face-to-face lecture (the delivery mode may be changed to online which is decided by Office of Student Affairs), complete a 2-hour assignment reading materials at SCE Moodle, and obtain a “Pass” in a quiz within 31 days after taking the lecture. 2 CCL units will be earned after successfully completion of NSLE001.

To complete the remaining CCL units, student may complete CCL activities in the form of seminars, workshops, campus events, experimental learning activities and/or other recognized programmes. For schedule and reservation, please log into MyBU-Study (My University Life\Co-curricular Learning (CCL)) or visit the website of CCL at the homepage of the Office of Student Affairs: <http://sa.hkbu.edu.hk/ccl>. Or student may complete eCourse(s) provided by Counselling and Development Centre, Office of Student Affairs at SCE Moodle with at least 80% of total scores. **2** CCL units will be counted in maximum for the eCourses/online modules within the whole study period. The details of eCourse(s) can be found at SCE Moodle and SAO website (<https://sa.hkbu.edu.hk/cdc/learning-and-development/ecourse>).

Students can view their CCL record on the Student Learning Experiences System (SLES) (<https://sles.hkbu.edu.hk/>).

- 6.3 All undergraduate students are required to reach **foundation Putonghua proficiency** before they graduate. Student must fulfill one of the following requirements for graduation:
- a) successfully completing a 3-unit Elementary Putonghua course offered by the CIE; or
  - b) successfully completing a non-credit bearing Putonghua Supplementary Course offered by the CIE.

Students may apply for exemption from the above Putonghua requirement if they meet one of the following criteria:

- a) passed a 3-unit Putonghua course in AD/HD or equivalent qualifications of recognized institutes;
- b) attended the Chinese Language examination in the Tertiary Entrance Examination or Multi-admission Programme conducted by the Ministry of Education in the Mainland or Taiwan respectively;
- c) attained Grade C or above in the Hong Kong Certificate of Education Examination Putonghua subject;
- d) passed the Test of Proficiency in Putonghua conducted by the Hong Kong Examinations and Assessment Authority;
- e) attained third class, Grade A or above in the Putonghua Shuiping Ceshi (a National Putonghua Proficiency Test);
- f) obtained other qualifications deemed equivalent by the University.

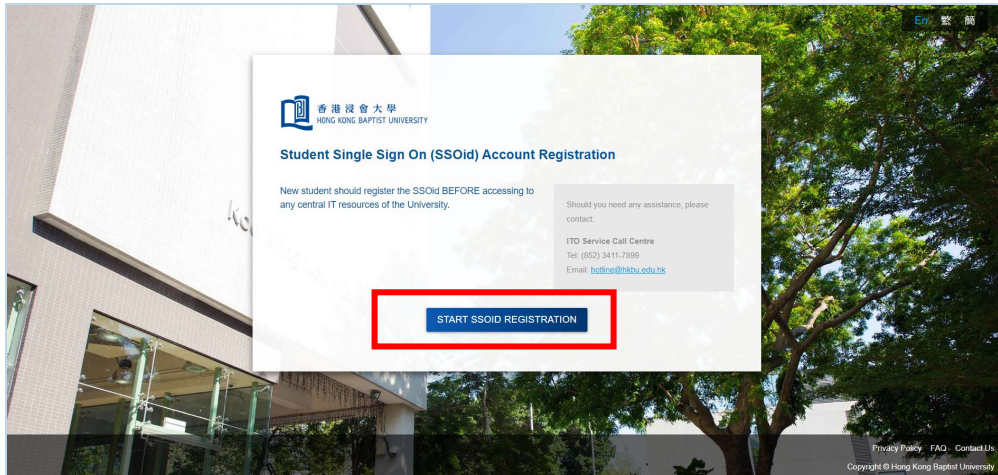
**The full set of regulations governing the Undergraduate Programmes is stipulated in the University Student Handbook. The University Student Handbook, including any updates, can be found at <https://ar.hkbu.edu.hk/student-services/useful-information/publications> or in MyBU-Study (My Study\Forms & Regulations\General Regulations).**

## II. USEFUL GUIDE FOR STUDENTS

### 1. New Student Account Activation

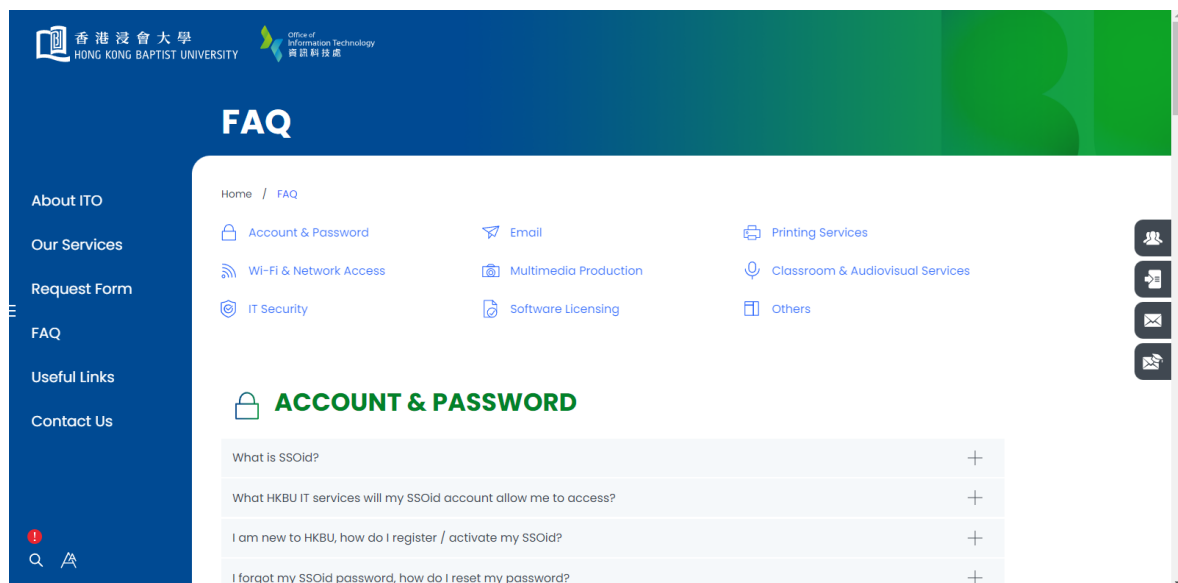
Single-Sign-On user ID (SSOid) is used to access all central IT services at the University, including the MyBU-Study, HKBU email, SCE Moodle, campus Wi-Fi service, and Library system, etc. The SSOid for student is pre-defined to be the student number. Other security settings, such as password and security questions can be defined during the activation process. More information of IT services can be found in the website of the Office of Information Technology of the University (<http://ito.hkbu.edu.hk/>).

To activate a new student account, please go to <https://ssoid.hkbu.edu.hk/>.



Read information about the SSOid at FAQ page:

<https://ito.hkbu.edu.hk/index.php/services-2/account-password/#tab-2>



## 2. HKBU Email

A personal HKBU email account is created for each new student. The email alias is the same as your student number. For example, your student number is “22667890”, your HKBU email address will be 22667890@life.hkbu.edu.hk. The email account is available once new student account activation is completed.

### Access your HKBU email

- Go to the HKBU CIE homepage at <http://www.cie.hkbu.edu.hk/>
- Select “**Current Students**”
- Click “**Webmail**”
- Elect “Outlook for Student”
- Enter your email account (SSOid@life.hkbu.edu.hk) and password

The screenshot shows the HKBU CIE website. The top navigation bar includes links for 'Prospective Students', 'Current Students', 'Staff', 'Alumni', 'Media', and 'Visitors'. The 'Current Students' section is active, displaying a list of services: 'HKBU Homepage', 'MyBU-Study', 'Webmail' (highlighted with a red box), 'e-Learning (Moodle)', 'Adverse Weather Arrangement', 'Library', 'English Learning Support', 'Fees and Charges', and 'Enrol Activities'. A banner below the navigation menu reads: 'In 2017-18, about 500 students were awarded scholarships with a total of over HK\$6 million'. The footer contains links for 'What's New', 'AD' (Associate Degree Programme), 'UG' (Self-funded Undergraduate Programmes), and 'Events'.

The screenshot shows the Microsoft Sign in page. The Microsoft logo is at the top left. Below it, the text 'Sign in' is displayed. A text input field contains the placeholder text 'Email, phone, or Skype'. Below the input field, there are links for 'No account? Create one!' and 'Sign in with a security key'. The 'Next' button is highlighted with a red box. At the bottom, there is a link for 'Sign-in options'. The footer contains links for 'Terms of use' and 'Privacy & cookies'.



### 3. MyBU-Study

MyBU-Study will help you to get the most updated information about the University and your study. To access MyBU-Study, please follow the below steps:

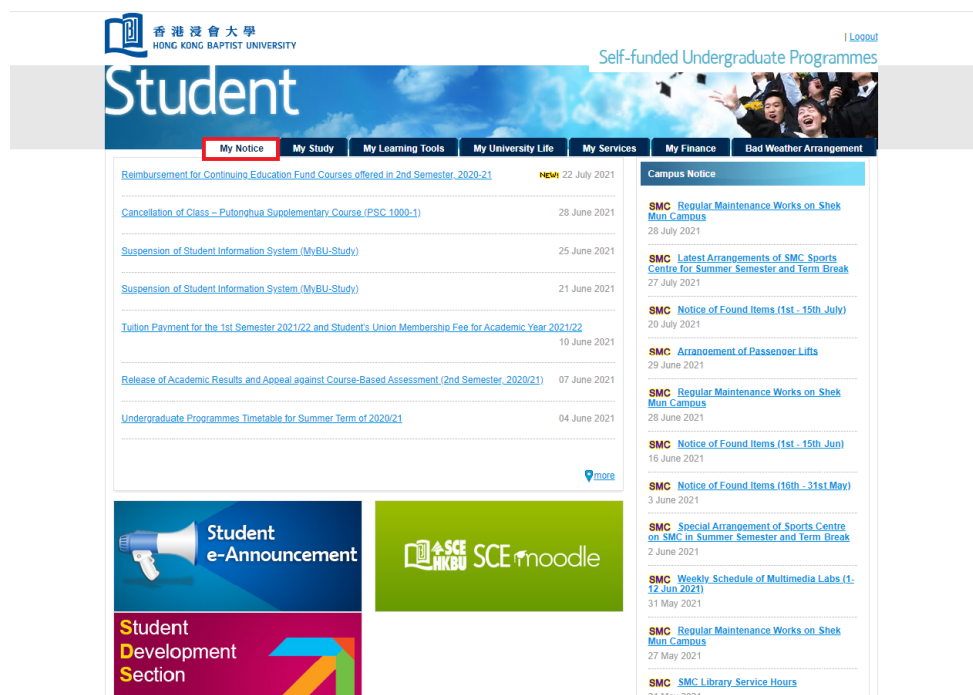
1. Go to <http://cie2.hkbu.edu.hk/>
2. Login with your SSOid and password
3. Select function at Main Menu
4. Remember to Sign Out after use



#### Functions at Main Menu

##### a) My Notice

All news and announcements regarding examinations, special events, important deadlines and information are displayed on this page. In addition, announcements are posted on the notice boards located on 10/F and 13/F at Shek Mun Campus. You are strongly recommended to check e-Announcements regularly to keep yourself informed of the latest news at the University.



b) My Study

You can access the information about your study programme and courses, enrollment record, timetable, examination, regulations, and graduation checklist. You can complete course registration and add/drop applications, and also download various application forms and academic report.

The screenshot shows the 'Student' portal for Self-funded Undergraduate Programmes. The 'My Study' tab is highlighted in red. The main content area displays a table of study-related items:

Item	Category	Date
Reimbursement for Continuing Education	Timetable	Semester 2020-21 NEW 22 July 2021
	Exam Timetable	
Cancellation of Class – Putonghua Su	Course Enrollment	-1) 28 June 2021
Suspension of Student Information Sys	Graduation	25 June 2021
Suspension of Student Information Sys	Course Information	
	Forms and Regulations	21 June 2021
Tuition Payment for the 1st Semester	Past Exam Paper	Membership Fee for Academic Year 2021/22 10 June 2021

On the right, there is a 'Campus Notice' section with several announcements from SMC, including 'Regular Maintenance Works on Shek Mun Campus' and 'Latest Arrangements of SMC Sports Centre for Summer Semester and Term Break'.

c) My Learning Tools

You can connect to different learning resources under “My Learning Tools”.

The screenshot shows the 'Student' portal with the 'My Learning Tools' tab highlighted in red. The main content area displays a table of learning resources:

Item	Category	Date
REMINDER – Office 365 (O365) Migration Self-service	SCE Moodle	NEW 12 July 2022
	eLearning	
Tuition Payment for the 1st Semester 2022/23 for Acad	English Language Support	NEW 07 July 2022
Release of Academic Results and Appeal against Cou	應用中國語文自學資料庫	ester_2021/22) 08 June 2022
Continuing Education Fund (CEF) Reimbursement for Associate Degree Programme, 2nd Semester of AY 2021/22		06 June 2022

On the right, there is a 'Campus Notice' section with announcements from SMC, including 'Notice of Found Items (1st - 15th Jul)' and 'Library Service Hours'.

➤ SCE Moodle

The University has adopted the SCE Moodle (<http://scemoodle.hkbu.edu.hk/>), a web-based teaching and learning platform, to facilitate the communication between lecturers and students.

The screenshot shows the SCE Moodle login page. On the left, there is a login form with fields for 'Username' and 'Password', and a 'Login' button. Below the form are links for '? NEED HELP?' and 'HKBU MOODLE'. On the right, there is an 'Important Notice' stating: 'SCE Moodle will not be available on Friday 14 July 2017 09:00 (HKT) to Sunday 16 July 22:00 (HKT) due to system maintenance.' The background features a photograph of a modern university building.

➤ eLearning

➤ English Language Support (ELS)

The ELS aims to provide students with the opportunity to receive personalized assistance that address their specific language needs. Please visit the ELS website (<https://www.cie.hkbu.edu.hk/els/>) for details.

➤ Applied Chinese Self-learning Resources Data Bank 應用中國語文自學資料庫

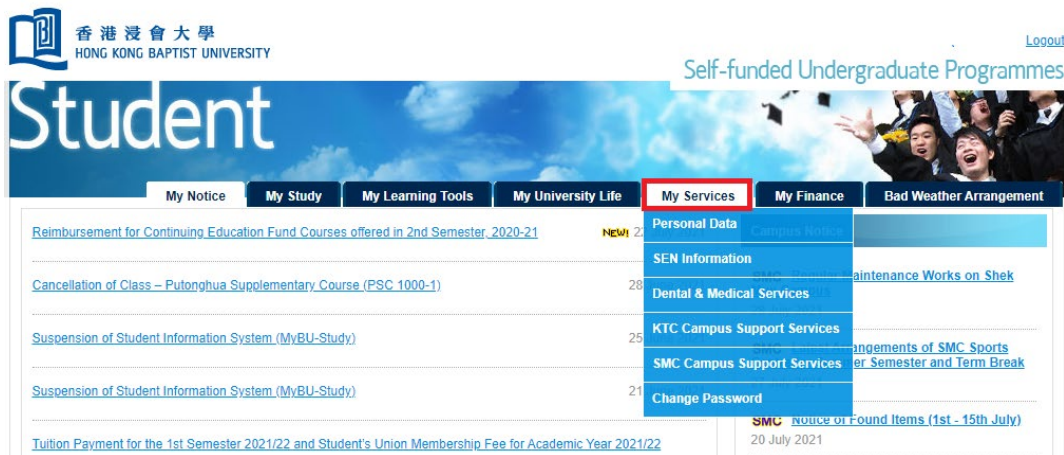
d) My University Life

You can access the information about U-Life programme including Academic Integrity (AIOT), Co-curricular Learning (CCL) and other student development activities.



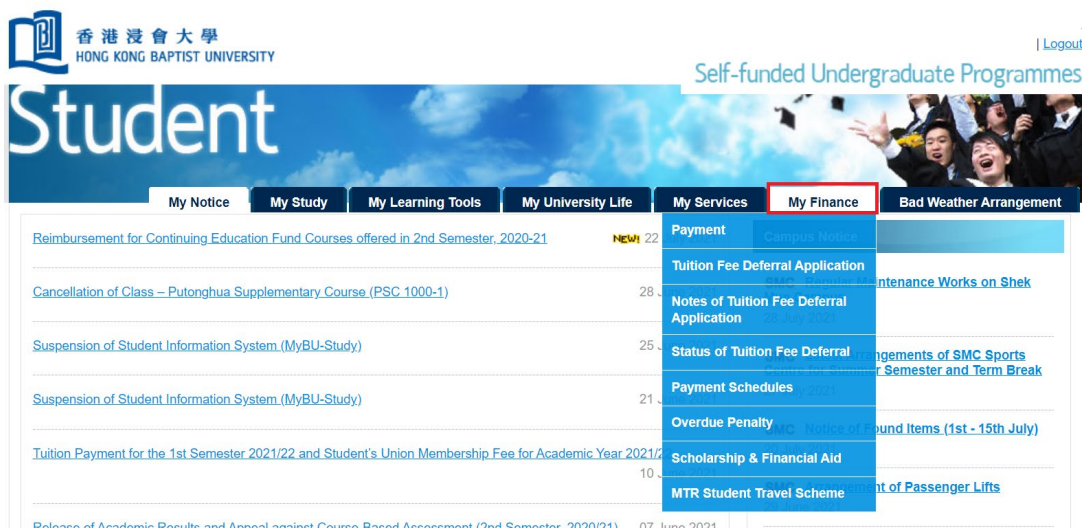
e) My Services

You can view and update your personal particulars and emergency contact information as well as change your password on this page. Your official record in the University will automatically be updated and a confirmation email will be sent to your University mailbox once the changes have been made. Information on the campus and other support services provided by the University is also available.



f) My Finance

You can print your debit notes, payment instructions and receipts for tuition fees on this page. You can submit your tuition fee deferral application if necessary. Information on scholarship and financial aid is also available.



#### 4. Course Registration

##### Course Registration Period

Students should complete online course registration via MyBU-Study during the specified period announced in MyBU-Study (My Notice). The course registration period for the 1<sup>st</sup> Semester of 2022-23 is as follows:

*Start Time:* 09:00, 10 August 2022 (Wed)

*End Time:* 23:59, 11 August 2022 (Thur)

##### Important Points to Note

1. Assignment of courses is on first-come-first-served basis and course availability is subject to student enrollment.
2. Students who fail to complete the course registration procedures, will be automatically enrolled in Major Core/Required Courses which are required by their programme, subject to the course availability and vacancies.
3. The offering of courses and successful enrollment of students' choice indicated in course registration are subject to the final decision of the University.
4. The system will not be available from 2:30 am to 5:30 am.

##### Procedures of Course Registration

**Step 1: Login MyBU-Study.**

**Step 2: Click Menu (My Study\Course Enrollment\Course Registration).**

**Step 3: Check the suggested study path and course list, and read the important notes before starting the registration. Then click "Start" to begin the course registration.**

Student Name :  
Student No. :  
Programme :

First [First Semester, 2022/23](#)

Start **Start Date: 10 August, 2022 09:00 am**

End **End Date: 11 August, 2022 11:59 pm**

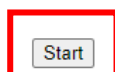
Please follow the steps below to complete your registration:

<b>Step 1</b>	View your pre-assigned courses.
<b>Step 2</b>	Select and prioritize your Core / Elective / Make-up courses (if appropriate).
<b>Step 3</b>	Confirm your course registration, click confirm button.

Please read your [graduation checklist](#), suggested study path and course list before registration.

Remarks

- Course allocation is on a first-come-first-served basis.
- Course availability is based on student enrolment.
- Courses may be cancelled at the discretion of the University.
- Students are strongly advised to complete the Programme Pre-requisite Course(s), if any, in their first year of study.
- The offer of courses and successful enrolment of your selected courses are subject to the final decision of the University.





**Step 4: View the pre-assigned courses, click “Next” to continue.**

**Course Registration Steps**



Student Name :  
Student No. :  
Programme :

<b>Step 1</b>	<b>View your pre-assigned courses.</b>
<b>Step 2</b>	Select and prioritize your Core / Elective / Make-up courses (if appropriate).
<b>Step 3</b>	Confirm your course registration, click confirm button.

**Pre-assigned Courses**

Course Code	Course Title	Course Type	Unit(s)	Remark
APPY3005	Basic Learning Processes	Major Core Courses	3	
APPY3007	Research Methods and Design in Psychology	Major Core Courses	3	Pre-requisite : FCQR1100
APPY3015	Biological Psychology	Major Core Courses	3	
APPY3025	History and Systems of Psychology	Major Core Courses	3	
FCQR1100	Making Sense of Data and Statistics in the Information Age	Pre-requisite Courses at CIE	3	Pre-requisite

Total pre-assigned course units:15

- Step 5:**
- Select the number of courses that you wish to take in each category including Elective Courses and Make-up Courses (as appropriate).
  - Indicate the priority of your selected course(s)
  - Click “Next” to continue

Category

1. Please indicate number of **GE (History and Civilization) Courses at CIE** you plan to study:

2. Please prioritize the courses in GE (History and Civilization) Courses at CIE.

Category	Course Code	Course Title	Course Type	Unit(s)	Remark
1	FCHC1300	The Rise of the Modern Global Economy	GE (History and Civilization) Courses at CIE	3	
	FCHC1501	Hong Kong Stories	GE (History and Civilization) Courses at CIE	3	

Choice 1:  Choice 2:

1. Please indicate number of **GE (Quantitative Reasoning) Courses at CIE** you plan to study:

2. Please prioritize the courses in GE (Quantitative Reasoning) Courses at CIE.

Category	Course Code	Course Title	Course Type	Unit(s)	Remark
2	FCQR1300	Quantitative Analysis for the Business World	GE (Quantitative Reasoning) Courses at CIE	3	
	FCQR1400	Data and the Media: The Good, the Bad and the Ugly	GE (Quantitative Reasoning) Courses at CIE	3	

Choice 1:  Choice 2:

1. Please indicate number of **GE Interdisciplinary Thematic Courses at CIE** you plan to study:

2. Please prioritize the courses in GE Interdisciplinary Thematic Courses at CIE.

Category	Course Code	Course Title	Course Type	Unit(s)	Remark
3	TCCU2200	Creative Expressions Across Cultures	GE Interdisciplinary Thematic Courses at CIE	3	
	TCSC2100	Digital World	GE Interdisciplinary Thematic Courses at CIE	3	
	TCSC2500	Rethinking Technology: Progress or Threat?	GE Interdisciplinary Thematic Courses at CIE	3	
	TCSU2100	Sustainable Communities and the Environment	GE Interdisciplinary Thematic Courses at CIE	3	
	TCSU2300	Building Sustainable Communities: Markets, Government and the Public	GE Interdisciplinary Thematic Courses at CIE	3	

Choice 1:  Choice 2:  Choice 3:

Choice 4:  Choice 5:

1. Please indicate number of **Major Elective Courses** you plan to study:

2. Please prioritize the courses in Major Elective Courses.

Category	Course Code	Course Title	Course Type	Unit(s)	Remark
5	APPY3105	Consumer Psychology	Major Elective Courses	3	
	APPY3115	Educational Psychology	Major Elective Courses	3	Pre-requisite : GESS5301
	APPY3125	Industrial and Organizational Psychology	Major Elective Courses	3	

Choice 1:  Choice 2:  Choice 3:

Please read your [graduation checklist](#), suggested study path and course list before registration.

Remarks

- Course allocation is on a first-come-first-served basis.
- Course availability is based on student enrolment.
- Courses may be cancelled at the discretion of the University.
- Students are strongly advised to complete the Programme Pre-requisite Course(s), if any, in their first year of study.
- The offer of courses and successful enrolment of your selected courses are subject to the final decision of the University.

Start Again < Back **Next >**

**Step 6: View the courses that you have selected in the summary. If you have registered more than 18 units, you must indicate the reason(s) in the box to submit your request to the Programme Director for approval. Click “Confirm” to complete the course registration.**

Summary

Category	No. of Courses	Priority	Course Code	Course Title	Course Type	Unit(s)	Remark
-	1	-	APPY3005	Basic Learning Processes	Major Core Courses	3	
-	1	-	APPY3007	Research Methods and Design in Psychology	Major Core Courses	3	Pre-requisite : FCQR1100
-	1	-	APPY3015	Biological Psychology	Major Core Courses	3	
-	1	-	APPY3025	History and Systems of Psychology	Major Core Courses	3	
-	1	-	FCQR1100	Making Sense of Data and Statistics in the Information Age	Pre-requisite Courses at CIE	3	Pre-requisite
1	1	1	APPY3105	Consumer Psychology	Major Elective Courses	3	
		2	APPY3115	Educational Psychology	Major Elective Courses	3	Pre-requisite : GESS5301
		3	APPY3125	Industrial and Organizational Psychology	Major Elective Courses	3	
2	1	1	FCQR1300	Quantitative Analysis for the Business World	GE (Quantitative Reasoning) Courses at CIE	3	
		2	FCQR1400	Data and the Media: The Good, the Bad and the Ugly	GE (Quantitative Reasoning) Courses at CIE	3	
3	1	1	TCCU2200	Creative Expressions Across Cultures	GE Interdisciplinary Thematic Courses at CIE	3	
		2	TCSC2500	Rethinking Technology: Progress or Threat?	GE Interdisciplinary Thematic Courses at CIE	3	
		3	TCSU2300	Building Sustainable Communities: Markets, Government and the Public	GE Interdisciplinary Thematic Courses at CIE	3	

You have registered for 24 units for the next semester.

Please read your [graduation checklist](#), suggested study path and course list before registration.

Remarks


- Course allocation is on a first-come-first-served basis.
- Course availability is based on student enrolment.
- Courses may be cancelled at the discretion of the University.
- Students are strongly advised to complete the Programme Pre-requisite Course(s), if any, in their first year of study.
- The offer of courses and successful enrolment of your selected courses are subject to the final decision of the University.

You **MUST** indicate the reason(s) in the box if you have registered more than 18 units. Otherwise, your application **CANNOT** be submitted.

You have registered more than 18 units for the next semester. Please use the box below to submit your request to the Programme Director for approval before confirmation.

**Step 7: Click “Close” to exit. Your choice summary can be checked at MyBU-Study (My Study\Course Enrollment\Course Registration) after the completion of registration.**

**Course Registration Steps**

 Print

Student Name :  
 Student No. :  
 Programme :


<b>Step 1</b>	View your pre-assigned courses.
<b>Step 2</b>	Select and prioritize your Core / Elective / Make-up courses (if appropriate).
<b>Step 3</b>	Confirm your course registration, click confirm button.

Your registration procedure is completed. Thank you.

Your course registration request has been sent to the University administration for course allocation.

**Close**

**Course Registration**

 Print

Student Name :  
 Student No. :  
 Programme :

**First Semester, 2022/23**

Your course registration request has been sent to the University administration for course allocation.

Please note that the course allocation will be on a first-come-first-served basis. Your second request will replace your first submission and to be processed with lower priority in the system.

**Summary**

Category	No. of Courses	Priority	Course Code	Course Title	Course Type	Unit(s)	Remark
-	1	-	ERMT4005	Environmental Impact Assessment and Management	Major Core Courses	3	
-	1	-	ERMT4008	Honours Project I	Major Core Courses	3	year course
1	3	1	ERMT3115	Environmental Pollution and Toxicology	Major Elective Courses	3	
		2	ERMT3125	Internship for Environment and Resources Management	Major Elective Courses	3	
		3	ERMT3155	Environment and Resources Management Field Camp	Major Elective Courses	3	Pre-requisite : ERMT2015
		4	ERMT4115	Energy Audit and Carbon Management	Major Elective Courses	3	Pre-requisite : ERMT2005
		5	ERMT4105	Biodiversity and Conservation	Major Elective Courses	3	Pre-requisite : ERMT3065
		6	ERMT4135	Green Industry and Business Management	Major Elective Courses	3	

You have registered for 15 units for the next semester.

**Close**

**5. Timetable and Course Enrollment**

Timetable and course enrollment records are available in MyBU-Study:

- For Timetable: My Study\Timetable\My Timetable
- For Course Enrollment: My Study\Course Enrollment\Course Enrollment Record

The release date of timetable will be announced in MyBU-Study (My Notice).



## 6. Course Add/Drop

### Course Add/Drop Period

Adding and dropping of courses should be completed within the first week of classes of a semester. Details will be posted on MyBU-Study (My Notice) in due course.

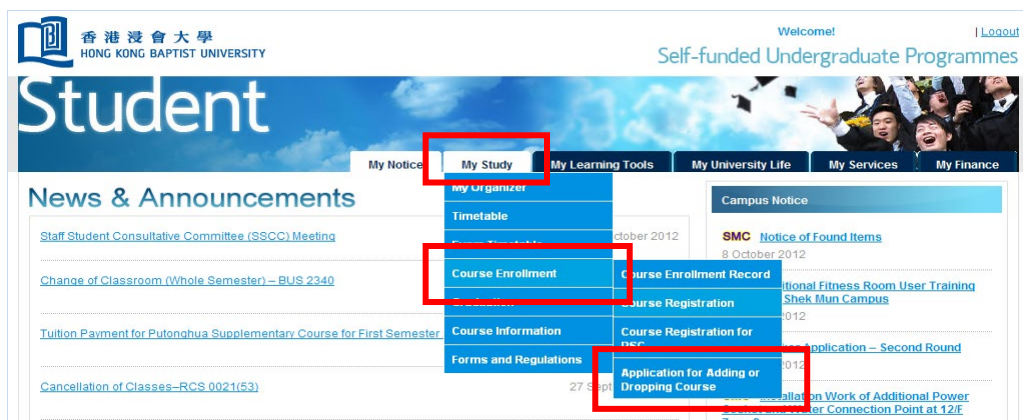
### Important Notes for Course Add/Drop Applications

1. All add/drop applications will be processed on a first-come-first-served basis subject to the availability of “vacant places” at that particular moment of system execution. Students may submit one or more add/drop request(s) in each application. Approval will only be granted **when ALL the requests are successful.**
2. The add/drop electronic system is **NOT** operated on a real time basis and applications received will be processed after the daily cut-off time. The number of vacant places shown on the system is for reference only.
3. For reasons of quality assurance and learning effectiveness, maximum and minimum student number is set in each section/tutorial. In other words, a student could only successfully add a new section/tutorial if the total number of students in that section/tutorial has not reached the maximum. Similarly, a student could only drop the original section/tutorial successfully if the number of students in that particular section/tutorial has not fallen below the minimum.
4. The system will warn you if there is a time clash or when the class is full.
5. When applying for course add/drop, it is your responsibility to ensure that such applications shall not affect your fulfillment of your graduation requirements, such as the required number of units of Major Core/Required Courses, Major Elective Courses and make-up courses. Please think carefully before making any applications so that your study schedule will not be affected. Please also note that some courses may not be offered every semester.
6. Though you have already applied for course add/drop, you must continue to attend the original section/tutorial until your application is approved. If your application is not approved, please accept and cope with your original class schedule with maturity.
7. You are not allowed to submit another application before your previous application is processed.
8. You may print out your application summary as a proof of your application.
9. Remember to **LOG OUT** from the system after submitting your application.
10. Notification of course add/drop results will be sent to your HKBU email account on the same day (after 6:00 pm) for application submitted before the daily cut-off time, or the next working day for those submitted later. Please refer to the corresponding notice of “Guideline for Course Add/Drop” for details.
11. If your application is approved, remember to show the email and/or your new timetable as a proof of permission when you attend the new class.
12. The system will **NOT** be available from 2:30 am to 5:30 am.
13. Late application will **NOT** be considered.

### Procedures of Course Add/Drop


**Step 1: Login “MyBU-Study”**

**Step 2: Click Menu (My Study\Course Enrollment\Application for Adding or Dropping Course)**



Step 3: Read the guidelines for application, then click “Start”.

Application for Adding or Dropping Course

 Print

Student Name :  
 Student No. :  
 Programme :

**First Semester, 2022/23**

**You have enrolled 20 units.**  
**You are going to start the Application for Adding or Dropping Course**

**Application Start Date: 5 September, 2022 09:00 am**  
**Application End Date: 10 September, 2022 12:00 noon**


Please read carefully the following guidelines before you start your add/drop application:

1. All add/drop applications will be processed on a first-come-first-serve basis subject to the availability of "vacant places" at that particular moment of system execution. Students may submit one or more add/drop request(s) in each application. **Approval will only be granted when all the requests are successful.**
2. The add/drop electronic system is **not** operated on a real time basis and applications received will be processed after the daily cut-off time. The number of vacant places shown on the system is for reference only.
3. For reasons of quality assurance and learning effectiveness, maximum and minimum student number is set in each section/tutorial. In other words, a student could only successfully add to a new section/tutorial if the total number of students in that section/tutorial has not reached the maximum. Similarly, a student could only drop the original section/tutorial successfully if the number of students in that particular section/tutorial has not fallen below the minimum.
4. **Though you have already applied for course add/drop, you must continue to attend the original section/tutorial until your application is approved.** If your application is approved, remember to print out the email and/or your new timetable as a proof of permission when you attend the new class. If your application is not approved, please accept and cope with your original class schedule with maturity.
5. When applying for course add/drop, it is your responsibility to ensure that such applications shall not affect your fulfillment of your graduation requirements, such as the required number of units of major core/required courses, major elective courses and make-up courses. Please think carefully before making any applications so that your study schedule will not be affected. Please also note that some courses may not be offered every semester.
6. You are not allowed to submit another application before your previous application is processed.
7. Notification of course add/drop results will be sent to your HKBU email account on the same day (after 6:00 pm) for application submitted before the daily cut-off time, or the next working day for those submitted later. Please refer to the corresponding notice of Guideline for Course Add/Drop for details.

Start

Step 4: You may click “Course List” to view the courses to be offered in the semester. Select (a) “Add Course” or (b) “Drop Course” or (c) “Change Tutorial” (if any) as appropriate.

Application for Adding or Dropping Course

 Print

Student Name :  
 Student No. :  
 Programme :

Read You Course List ← Show the courses to be offered in the semester

**Adding**

Course Code	Section	Course Title	Unit	Remark
<b>Total units to ADD: 0</b>				

**Dropping**

Course Code	Section	Course Title	Unit	Remark
<b>Total units to DROP: 0</b>				

Start again Delete Add/Drop Course
Add Course
Drop Course
Change Tutorial
Next >

a
b
c

Select if you do not wish to confirm your application
Select if you wish to change your add/drop list
Click “Next” to continue

a. *Add Course*

Click “Add Course” → Select course and section → Click “Add Course” → Click “Next” to continue

Application for Adding or Dropping Course Print

Student Name :  
 Student No. :  
 Programme :

Read Your [Course List](#).

Course:  ← **Select course**

Course:HRM 2160 (Change section only)

Section	Day	Time	Venue	No. of spaces available as at 05:30 am, 22 July, 2014	Remark
1	WED	09:30 - 12:30	1011	0	
2	WED	13:30 - 16:30	1011	4	Currently Enrolled

Section to register:  ← **Select section**

b. *Drop Course*

Click “Drop Course” → Select course → Click “Drop Course” → Click “Next” to continue

Application for Adding or Dropping Course Print

Student Name :  
 Student No. :  
 Programme :

Read Your [Course List](#).

Please choose course(s) to drop from the following list.

Course Code	Section	Course Title	Unit
BUS 2120	2	Business Communications	3
FIN 2270	2	Financial Management	3
HRM 2150	2	Human Resources Development	3
HRM 2160	2	Recruitment and Selection	3
HRM 2691	1	Human Resources Management Mentoring	1.5
BUAD3006	51	Principles of Macroeconomics	3
GEGR2102	51	Thought and Writing II	3
GEGR5601	57	Physical Education (Badminton)	1

Course to drop:  ← **Select course**

c. *Change Tutorial*

Click “Change Tutorial” → Select course and tutorial → Click “Change Tutorial” → Click “Next” to continue

Application for Adding or Dropping Course Print

Student Name :  
 Student No. :  
 Programme :

Read Your [Course List](#).

Course: LCS 2220 - Modern Western Thought ← Select course

Course: LCS 2220

Tutorial code	Day	Time	Venue	No. of spaces available as at 05:30 am, 22 July, 2014	Remark
T1	FRI	11:30 - 12:30	1008	0	
T2	FRI	13:30 - 14:30	1008	0	
T3	FRI	14:30 - 15:30	1008	1	Currently Enrolled

Change Tutorial from T3 to T1 ↓ Select tutorial

< Back
Change Tutorial

**Step 5: Click “Confirm” to submit your application**

Application for Adding or Dropping Course Print

Student Name :  
 Student No. :  
 Programme :

Read Your [Course List](#).

If your application is approved, you will have registered for 15 units in the current semester.

**Adding**

Course Code	Section	Course Title	Unit	Remark
LCS 3350	1	Exploring the City	3	

**Total units to ADD: 3**

**Dropping**

Course Code	Section	Course Title	Unit	Remark
LCS 3370	1	Digital Media and Culture	3	

**Total units to DROP: 3**

**Change Tutorial**

Course Code	Existing Tutorial	New Tutorial	Course Title
LCS 2220	T3	T1	Modern Western Thought

< Back
Confirm

**7. Tuition Payment**

**7.1 Payment Schedules**

**a) Undergraduate Programmes**

<u>Installment</u>	<u>Description</u>	<u>Due Date</u>
1 <sup>st</sup> Installment	HK\$15,000 / HK\$18,000 (for BCom(Hons) in Accountancy) – part of tuition fee for 1 <sup>st</sup> Semester, 2022-23	Apr-Aug 2022 (varies among students)
2 <sup>nd</sup> Installment	Balance payment for 1 <sup>st</sup> Semester, 2022-23	22 Aug 2022
3 <sup>rd</sup> Installment	Tuition fee for 2 <sup>nd</sup> Semester, 2022-23	15 Dec 2022
4 <sup>th</sup> Installment	Tuition fee for 1 <sup>st</sup> Semester, 2023-24	Jul 2023
5 <sup>th</sup> Installment	Tuition fee for 2 <sup>nd</sup> Semester, 2023-24	Dec 2023

Students taking more than the minimum programme unit requirement will be charged additionally at a unit fee varied in different programmes. The debit note of tuition fee for extra units taken will be released in the semester that the exceeding units occurred before your graduation.

b) **Make-up Courses at the CIE**

<u>Description</u>	<u>Due Date</u>
Tuition fee for make-up courses enrolled in 1 <sup>st</sup> Semester, 2022-23	27 Oct 2022
Tuition fee for make-up courses enrolled in 2 <sup>nd</sup> Semester, 2022-23	16 Mar 2023

Students taking make-up course(s) at the CIE will be charged additionally at **HK\$1,790 per unit**.

c) **Putonghua Supplementary Course at the CIE**

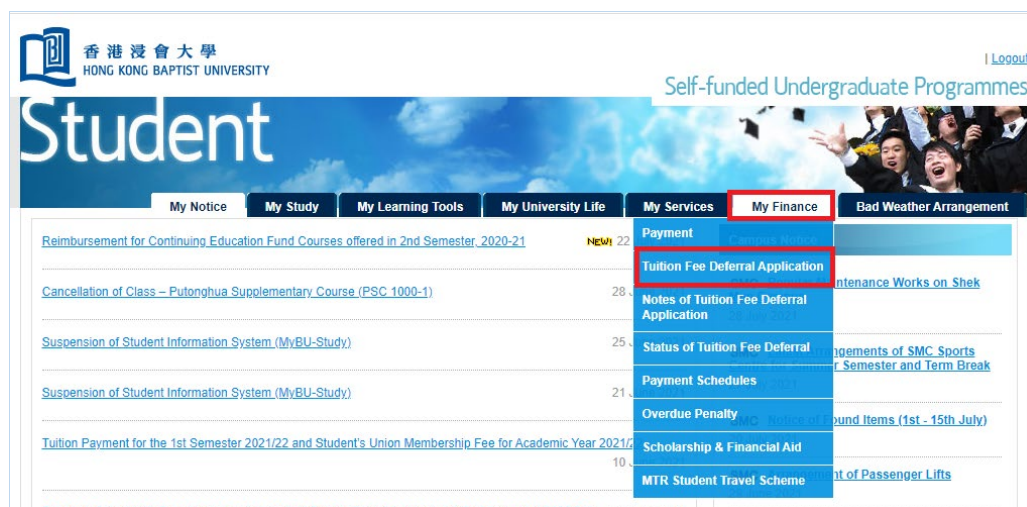
Students taking Putonghua Supplementary Course at the CIE will be charged at **HK\$1,000 per course** upon confirmation of their enrollment.

d) **Important Notes for All Tuition Payment**

1. All debit notes are only issued electronically via MyBU-Study (My Finance\Payment) one month before the payment due date. No hardcopy of debit notes will be sent to students.
2. Students who have not settled the payment by the payment due date or the deferred payment due date granted in advance will be levied with a penalty charge of HK\$300 per debit note.
3. Tuition fees paid are **non-refundable and non-transferrable**.
4. Consequences of unapproved late payment may include the suspension of the right to attend classes and/or sit for examination, or being classified as having unofficially withdrawn from the University.
5. Announcements will be posted under “My Notice” on MyBU-Study in due course.

7.2 **Tuition Fee Deferral**

Students who are unable to settle the required tuition fee on schedule should apply for tuition fee deferral. To apply, please read the Notes for Tuition Fee Deferral Application and submit online application via MyBU-Study (My Finance\Tuition Fee Deferral Application) **at least 7 calendar days before the due date**. Please follow the instruction and upload supporting documents to facilitate your application. A penalty charge of **HK\$300** (per debit note) will be levied on all late payments without prior approval.



8. **Arrangements of Classes & Examinations during Typhoon or Rainstorm Warning Signal**

8.1 **Arrangement of Classes**

a) **“Amber” or “Red” Rainstorm Warning Signal**

- If "Amber" or "Red" Rainstorm Warning Signal is in force before office hours, students are expected to come to classes provided that it is permissible under the prevailing traffic and weather conditions.
- If "Amber" or "Red" Rainstorm Warning Signal is issued in the middle of the day, classes will continue and offices will remain open.

b) **Typhoon Signal No. 3 or below**

When Typhoon Signal No. 3 or below is hoisted, classes will be held as usual.

c) **Typhoon Signal No. 8 or above / "Black" Rainstorm Warning Signal**

Specific arrangement of classes under Typhoon Signal No.8 or above / "Black" Rainstorm Warning Signal:

<b>When Typhoon Signal No. 8 or above Hoisted / "Black" Rainstorm Warning Signal Issued</b>	<b>Arrangement of Classes</b>
Classes in progress	Typhon Signal No. 8: All classes will be suspended immediately. "Black" Rainstorm Signal: Classes will continue until the completion of the session.
Between 6:15 a.m. and 11:00 a.m.	Classes with commencement time before 1:00 p.m. will be cancelled. (e.g.: a 2-hour class which runs from 12:30 p.m. to 2:20 p.m. will be cancelled)
Between 11:00 a.m. and 3:00 p.m.	Classes with commencement time before 6:00 p.m. will be cancelled. (e.g.: a 2-hour class which runs from 5:30 p.m. to 7:20 p.m. will be cancelled)
After 3:00 p.m.	Classes with commencement time after 3:00 p.m. will be cancelled.

## 8.2 Arrangement of Examinations

a) **"Amber" or "Red" Rainstorm Warning Signal**

Examinations will be held as scheduled when an "Amber" or "Red" Rainstorm Warning Signal is in force before examinations start or issued in the middle of the day. However, students may be allowed to sit for make-up examinations if they cannot attend examinations owing to bad weather conditions.

b) **Typhoon Signal No. 3 or below**

When Typhoon Signal No. 3 or below is hoisted, examinations will be held as usual.

c) **Typhoon Signal No. 8 or above or "Extreme Conditions" / "Black" Rainstorm Warning Signal**

Specific arrangement of examinations under Typhoon Signal No. 8 or above or "Extreme Conditions" / "Black" Rainstorm Warning Signal:

<b>When Typhoon Signal No. 8 or above is Hoisted or "Extreme Conditions" is in place / "Black" Rainstorm Warning Signal is Issued</b>	<b>Arrangement of Examinations</b>
Examinations in progress	Examinations will continue until the completion of the sessions.
Between 6:15 a.m. and 11:00 a.m.	Examinations starting at or before 1:30 p.m. will be postponed.
Between 11:00 a.m. and 3:00 p.m.	Examinations starting at or before 6:00 p.m. will be postponed.
After 3:00 p.m.	Examinations starting after 3:00 p.m. will be postponed.

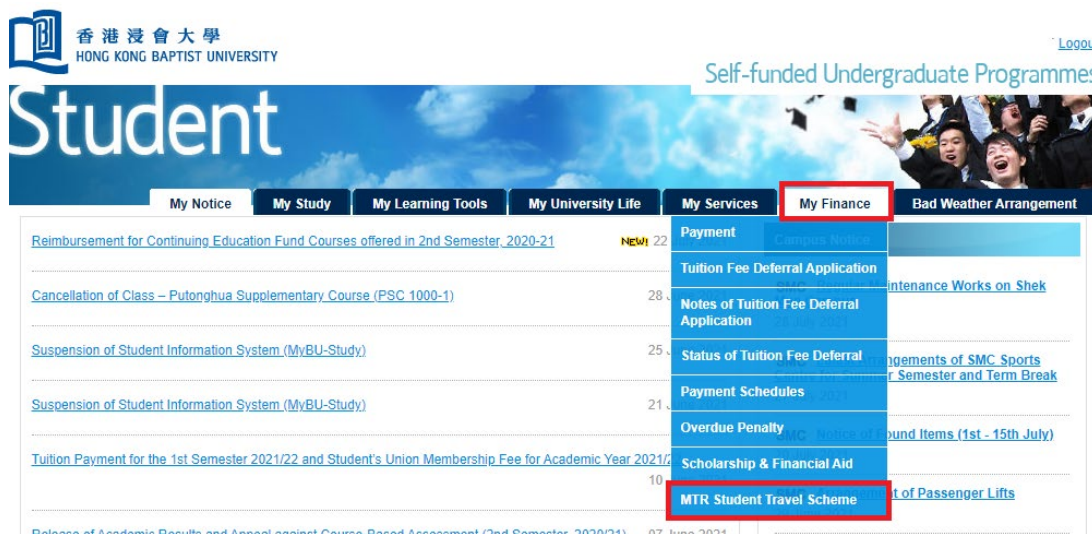
*Remarks: For special circumstances, updated announcements will be made by the College via the online Notice Board at MyBU-Study. The Education Bureau's announcement DOES NOT apply to the College. All examinations which have been postponed due to bad weather conditions will be re-scheduled and due announcements will be made by the College via the online notice board at MyBU-Study. Students should refer to the College's notice board for details on the arrangement of postponement of examination.*



## 9. Other Support Services

### 9.1 MTR Student Travel Scheme

The details of the application for the MTR Student Travel Scheme will be announced via MyBU-Study in August/September 2022.



### 9.2 Financial Aid

#### a) Government Grant and Loan

Below schemes are administered by Student Finance Office (SFO) under the Working Family and Student Financial Assistance Agency (WFSFAA):

Schemes	Application Method
Financial Assistance Scheme for Post-secondary Students (FASP)	<ul style="list-style-type: none"> <li>Online application via SFO website: <a href="https://ess.wfsfaa.gov.hk">https://ess.wfsfaa.gov.hk</a></li> </ul>
Non-means-tested Loan Scheme for Post-secondary Students (NLSPS)	<ul style="list-style-type: none"> <li>Online application via SFO website: <a href="https://ess.wfsfaa.gov.hk">https://ess.wfsfaa.gov.hk</a></li> </ul>
Extended Non-means-tested Loan Scheme (ENLS) <i>Note: ENLS provides financial assistance in the form of loan(s) to eligible students to settle tuition fees of make-up courses.</i>	<ul style="list-style-type: none"> <li>Download the form from SFO website: <a href="http://www.wfsfaa.gov.hk/sfo/en/postsecondary/enls/overview.htm">http://www.wfsfaa.gov.hk/sfo/en/postsecondary/enls/overview.htm</a></li> <li>Return the completed form to SFO</li> </ul>
Student Travel Subsidy	Apply through the FASP application

The details of application submission will be announced via MyBU-Study in August 2022.

#### Contact Information of SFO

Address: Customer Relation Division, Applications and Hotline Unit (FASP)  
12/F, One Mong Kok Road Commercial Centre  
1 Mong Kok Road, Kowloon

12/F, Cheung Sha Wan Government Offices (NLSPS and ENLS)  
303 Cheung Sha Wan Road, Kowloon

Hotline: 2152 9000 (FASP)  
2150 6222 (NLSPS)  
2150 6223 (ENLS)

Website: <http://www.wfsfaa.gov.hk/sfo/eng/schemes/fasp.htm> (FASP)  
<http://www.wfsfaa.gov.hk/sfo/eng/schemes/nls3.htm> (NLSPS)  
<http://www.wfsfaa.gov.hk/sfo/eng/schemes/nlss.htm> (ENLS)

Students who are applying for FASP and/or NLSPS and unable to settle the required tuition fee on schedule should apply for tuition fee deferral (refer to Item 7.2 “Tuition Fee Deferral”).

## b) Continuing Education Fund (CEF)

CEF aims to subsidize adults to pursue continuing education and training. Eligible applicants can be reimbursed up to 80% of the course fee for first HK\$10,000, and 60% of the course fee for second HK\$15,000; subject to a ceiling of HK\$25,000. Some of the courses offered by the Self-funded Undergraduate Programmes are CEF reimbursable courses. Students are advised to check against the programme information for eligibility before applying reimbursement.

The reimbursable course list can be downloaded from MyBU-Study (My Finance\Scholarship and Financial Aid). For the details of CEF application for reimbursement, please refer to the Notice at MyBU-Study.

### Important Notes for CEF Application and Reimbursement

1. Applicants should complete application form [SFO 313 (2022)] to submit the application for opening an account together with application for the first reimbursement claim after the successful completion of the applicant's first CEF course. Applicants are required to submit their reimbursement claims within one year upon successful completion of a CEF course.
2. Applicants would be eligible for fee reimbursement only if they have **attended no less than 70% of the course and attained the overall mark of at least 50% for it**.
3. "Student Attendance Record", payment receipt of the course(s) and enrollment record should be submitted upon completion of the course for claiming the reimbursement.
4. Claimants must not have obtained any grants or loans from the FASP administered by the SFO for the same course.

### Contact Information of Office of Continuing Education Fund

Address: Units 07-11, 25/F., CDW Building  
388 Castle Peak Road  
Tsuen Wan, Hong Kong  
24-hr Hotline: 3142 2277  
Website: <http://www.wfsfaa.gov.hk/cef/>  
Email: [cef\\_sfo@wfsfaa.gov.hk](mailto:cef_sfo@wfsfaa.gov.hk)

## 9.3 Locker Rental

For Kowloon Tong Campus, please refer to the locker reservation website (<https://sa.hkbu.edu.hk/cls/student-amenities/locker-rental-service>) for application.

For Shek Mun Campus, please refer to the CIE Campus Notice at MyBU-Study (My Notice\Campus Notice) for details. Alternatively, you may contact the Information Counter at 3411 3300 or G/F of Shek Mun Campus for more information.

## 9.4 Physical Education Courses

Students who have enrolled in any Physical Education courses are expected to get changed and to be at the teaching venue within 10 minutes of the scheduled class. You should wear **T-shirts with the University logo, sports pants and non-marking rubber soled shoes** for all classes, unless otherwise specified. The University T-shirts are available at the **University Bookstore**, G/F, SCE Tower, Kowloon Tong Campus.



## 9.5 Health Services

With the substantial subsidy from the University, eligible students could enjoy on-campus medical and off-campus dental services. Medical services are provided by the Medical Clinic operated by a medical group under contract with the University in the Health Services Centre located on Level 5, Sir Run Run Shaw Building, Ho Sin Hang Campus. Off-campus dental services are provided by a dental group with 5 dental centres across the territory. Students shall present their University Student ID Cards for verification when they visit the clinics.

For enrollment on medical/dental services and information on eligibility, please visit the homepage of the Office of Student Affairs:

<http://sa.hkbu.edu.hk/cls/welfare-and-services/medical-and-dental-services>.

### **Medical Services (Enquiries: 3411 7447 / Appointments: 3411 2011)**

The Medical Clinic is operated by the CHC-Group Medical Practice. It provides general medical services including GP consultations and advice, on-campus emergency services, simple laboratory investigation, vaccinations, general nursing care and minor operation, etc.

Eligible students only have to pay HK\$20 for each outpatient consultation with a normal 3-day medication and dressings for treatment or illness (extra fee would be charged for uncovered medication and dressings). Students shall present their University Student ID Cards as they visit the clinic.

Medical Clinic Location: Level 5, Sir Run Run Shaw Building, Ho Sin Hang Campus

#### **Opening Hours:**

##### From September to May

Mondays to Fridays	9:00 a.m. - 6:00 p.m.
Saturdays	9:00 a.m. - 1:00 p.m.
Sundays and Public Holidays	Closed

##### From June to August

Mondays to Fridays	9:00 a.m. - 1:00 p.m.; 2:00 p.m. - 6:00 p.m.
Saturdays	9:00 a.m. - 1:00 p.m.
Sundays and Public Holidays	Closed

*\*Registration will be halted 15 minutes before the closing time.*

### **Dental Services**

Eligible students can voluntarily enroll in the Student Dental Benefit Scheme with paying an annual fee (September to August annually) to enjoy basic dental services in the designated off-campus dental centres under Quality HealthCare Dental Services Limited (QHD).

### **Chinese Medicine Clinics (Enquiries: 3411 2968 / 3411 2998)**

There are a total of 9 Chinese Medicine Clinics under the School of Chinese Medicine of the University. For more details, please visit:

[http://scm.hkbu.edu.hk/en/clinical\\_service/chinese\\_medicine\\_clinics/index.html](http://scm.hkbu.edu.hk/en/clinical_service/chinese_medicine_clinics/index.html)

Eligible students can enjoy 20% off on the standard fee for general consultation.

## 10. Useful Telephone Numbers

### 10.1 Academic Registry Services Section (ARSS)

Hong Kong Baptist University (Shek Mun Campus)			
<b>Address</b>	13/F, 8 On Muk Street Shek Mun, Shatin, New Territories		
<b>Tel</b>	3411 3044	<b>Fax</b>	3411 3361
<b>Email</b>	<a href="mailto:cietp@hkbu.edu.hk">cietp@hkbu.edu.hk</a>	<b>Website</b>	<a href="http://www.cie.hkbu.edu.hk">www.cie.hkbu.edu.hk</a>
<b>Office Hours</b>	Mondays to Fridays: 9:00 a.m. to 5:30 p.m. Saturdays, Sundays and Public Holidays: Office Closed		

### 10.2 Other Departments / Offices

Department / Office	Telephone Number
General Administration Section (Shek Mun)	3411 3300
General Administration Section (Kowloon Tong - SCE Tower Office)	3411 5771
SCE Moodle Enquiry / Office of Information Technology - User Services Hotline	3411 7899
University Library (Shek Mun)	3411 3172
University Library (Kowloon Tong)	3411 7363
University Bookstore (Kowloon Tong)	3411 7457
Medical Clinic (Kowloon Tong)	3411 7447
Sports Centre (Shek Mun)	3411 3200
Wai Hang Sports Centre (Kowloon Tong)	3411 7010
Joint Sports Centre	2794 1168

