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1. Introduction

This handbook provides you with important information you need for your specific programme. You should read it carefully and keep the handbook for reference throughout your time at CCCU.

The Associate Degree programme you have chosen is one of the many high quality programmes being offered by the Community College of City University, City University of Hong Kong.

There are six academic units in CCCU, namely the Divisions of Commerce, Computer Studies, Language Studies and Social Studies, the Centre for Foundation Programmes, and the Centre for Lifelong Learning. Together they offer a wide and expanding range of Associate Degree programmes and a Pre-Associate Degree programme, and other shorter programmes for the benefit of the Hong Kong SAR and the wider region.

The following Associate Degree programmes will be offered in the 2009/10 academic year:

<u>Offering Unit</u>	<u>Programme</u>
Division of Commerce	Associate of Business Administration (Accountancy) (China Business Management) (Electronic Commerce and Web Technology) * (Financial Services) (General Management) (Global Business) (Global Logistics and Trade Finance) (Hospitality Management) [®] (Human Resources Management) (Marketing) (with Communication Studies in English/Chinese)#
Division of Computer Studies	Associate of Business Administration (Electronic Commerce and Web Technology) * Associate of Engineering Associate of Science in Applied Business Statistics Airport Operations and Aviation Logistics Creative and Interactive Media Production

Environmental Studies
Information Systems Development
Information Technology
Network and Systems Administration

Division of Language Studies Associate of Arts in
Applied Chinese Studies
Applied Japanese Studies
Bilingual Communication Studies
Digital Visual Design
English for Professional Communication
Media and Publication Design
Communication and Public Relations
Translation and Interpretation
Associate of Business Administration
(with Communication Studies in English/Chinese)#

Division of Social Studies Associate of Business Administration
(Hospitality Management)[@]
Associate of Social Science
Associate of Social Science in
Applied Psychology
Applied Social Studies
Applied Studies in Urban Living
Customer Service Management
Leisure and Tourism Management
Public Administration and Management
Public Relations and Advertising
Social Work [^]

Community College Pre-Associate Degree Programme

* *This programme is jointly offered by the Division of Commerce & Division of Computer Studies*

[@] *This programme is jointly offered by the Division of Commerce & Division of Social Studies*

This programme is jointly offered by the Division of Commerce & Division of Language Studies.

[^] *Offered in both government and non-government funded modes*

2. Programme Entrance Requirements

This Handbook provides you with information for the Associate of Engineering programme. To enter this programme you have to satisfy **ONE** of the following **three** entrance requirements:

Hong Kong Advanced Level Examination (HKALE) Entry

General Requirements (satisfy all of the following)

- E in 1 HKALE subject; or E in 2 HKALE AS subjects, which may include Use of English, and Chinese Language and Culture; and
- E in 5 HKCEE subjects, which may include English Language (Syllabus B) and Chinese Language; and
- Satisfy the English language and Chinese/Alternative language requirements specified below:

English Language Requirement, satisfy one of the following:

- ❖ E in HKALE AS Use of English
- ❖ Level 2 or above in HKCEE English Language (from year 2007)
- ❖ E in HKCEE English Language (Syl B)
- ❖ C in HKCEE English Language (Syl A)
- ❖ Score of 500 (paper-based test) or score of 200 (computer-based test) in TOEFL
- ❖ Score of 5 in IELTS
- ❖ E in GCEAL English Literature
- ❖ C in GCEOL/GCSE English Literature
- ❖ Pass in Northern Examinations and Assessment Board (NEAB) University Test in English for Speakers of Other Languages
- ❖ CCCU English Test band 4

Chinese/Alternative Language Requirement, satisfy one of the following:

- ❖ E in HKALE AS Chinese Language and Culture; or
- ❖ E in HKALE Chinese Literature
- ❖ E in HKALE Chinese Language and Literature
- ❖ E in HKCEE Chinese Language
- ❖ E in HKCEE - a language subject other than Chinese or English
- ❖ C in GCSE/GCEOL - a language subject other than Chinese or English

Other Qualifications Entry

Students who do not satisfy the HKALE entrance requirements may be considered based on other qualifications attained. These other qualifications may include an academic qualification from a local post secondary institution or a professional qualification acceptable to the University.

Qualifications attained by study at a local international school, or a non-local high school, at Grade 12 or equivalent, are also accepted as satisfying the General Entrance Requirements.

Applicants whose entrance qualification is obtained in a language other than English will need an acceptable result in an approved English language qualification such as TOEFL, IELTS, or the NEAB University Entrance Test in English.

Mature Applicants Entry

For those who do not possess the formal academic qualifications required for admission but are aged 23 or above on 1 September in the year of admission may be granted exemption from the University's entrance requirements, provided that they can demonstrate to the satisfaction of the University aptitude and suitability for the programme on the basis of work experience, maturity, and academic attainment.

Short listed mature applicants may be required to sit for an entrance examination followed by an interview.

3. Programme General Information

Aims

The Associate of Engineering programme (AE) is a generic programme in engineering designed to -

1. match regional manpower requirements for graduates with broad-based engineering skills, AND
2. provide a foundation for further studies

AE is an entry-level programme to the field of engineering. It provides a balance of theoretical studies and practical training to prepare students for a career in a broad range of engineering industries.

At the same time, for those students who wish to continue their studies to degree level and beyond, the AE programme has benefited from close liaison with the City University Faculty of Science and Engineering (FSE). The AE syllabus was designed in consultation with FSE with the objective of facilitating articulation to the following four programmes:

- Bachelor of Engineering in Computer Engineering (EE)
- Bachelor of Engineering in Electronic Engineering (EE)
- Bachelor of Engineering in Industrial Engineering and Engineering Management (MEEM)
- Bachelor of Engineering in Mechatronics Engineering (MEEM)

Note:

EE : Department of Electronic Engineering

MEEM : Department of Manufacturing Engineering and Engineering Management

Students completing the AE programme may articulate to one of these programmes and transfer up to 30 credit units. Admission is, of course, dependent on achieving a minimum Cumulative Grade Point Average (CGPA) as determined by the offering department.

Programme Intended Learning Outcomes

(what the student is expected to be able to do at the end of the programme according to given standard of performance)

Upon successful completion of this programme, students should be able to:

1. Apply fundamental mathematical methods to basic engineering problems and derive solutions

2. Use standard electronic laboratory instrumentation for test, measurement and diagnostic purposes in the development or maintenance of basic electronic, computer, communications and mechatronic systems and products
3. Analyze and design basic digital, analogue and electrical circuits for applications in computer systems, communications and mechatronic products
4. Design, develop and debug software of moderate complexity written in Assembly, Java and C++ programming languages
5. Apply basic skills and ethics in management and business to product development
6. Communicate effectively, both orally and in writing, on engineering subjects using English and Putonghua

Course Intended Learning Outcomes (CILOs)

Please note that each course in the programme will have a set of Course Intended Learning Outcomes (CILOs) specific to that course. Every course syllabus is available on the City University web site though the web pages maintained by the Academic Regulations and Records Office (ARRO). Please check your course syllabuses prior to the beginning of each course so that you know in advance what CILOs you should have attained by the time you complete the course. Your lecturer will also present the CILOs during the first lecture of the course.

Career Opportunities

The following is excerpts from the Hong Kong Trade Development Council web page “Profiles of Hong Kong Major Service Industries: Engineering” (2005):

“Hong Kong's engineers are active in exporting their services to the region, particularly the Chinese mainland. Non-construction related engineering services are mainly exported indirectly through the export of manufactured goods, especially advanced equipment and products which embody a high engineering services content.”

Engineers working in the non-construction related industries provide a broad range of disciplines and business activities, the larger ones being:

- Electronic engineering services
- Electronics circuit and other technical design services
- Electrical engineering services
- Mechanical engineering services
- Chemical engineering services
- Industrial research laboratory services
- Industrial technical consultant services

- Marine engineering services
- Computer hardware consultancy
- Other commercial research and development and testing services

Graduates from the AE programme are expected to be able to find employment as technicians or in technical support in a broad and diverse range of engineering fields such as the installation, operation and maintenance of computers, communications systems, mechatronics systems, digital equipment and electrical appliances.

It is recommended that students monitor, on a regular basis, engineering vacancies as advertised in newspapers, and in on-line recruitment agencies and databases. A broad range of job titles and qualification requirements currently exists within engineering, reflecting the broad, and increasingly service oriented, nature of engineering in Hong Kong industry today.

4. Programme Structure and Curriculum

Programme Curriculum

The programme has seven distinct subject areas –

Subject Area	Credit Units
Mathematics	9
Electronic Engineering	9
Manufacturing	12
Electrical Engineering	3
Computer Engineering	9
Communications Engineering	9
Language Studies	9
TOTAL	60

Since this programme has no programme-specific entrance requirements for mathematics, nine credit units of mathematics are provided to support the technical courses.

Part of the language courses are in fulfillment of the Language Attainment Requirement of the Community College of City University (CCCU) as described in the next paragraph.

Language Attainment Requirement

The CCCU Academic Board requires that CCCU associate degree students whose achievements in English public examination(s) are at, or below, levels indicated in the following table will have to take a 3-credit 'English for Academic Purposes' (EAP) course (EL1000 English for Academic Studies), and a 3-credit 'English for Working Purposes' (EWP) course (LS22171 English Communications Skills for Computing) :

Public Exam Taken	Grade/Score
HKCEE (Syllabus B), or AS Use of English	E or below
HKCEE Use of English (from year 2007)	2 or below
TOEFL (non-computerized)	549 or below
TOEFL (Computerized)	212 or below
IELTS	5.49 or below
CCCU English Test	5 or below

Students with Grade/Score above the levels listed in the table will be exempted from the ‘English for Academic Purposes’ course. Instead, they will need to choose some another acceptable CCCU language course.

Note : Some students may be required to take the CCCU English Test (CET). If you are admitted to the programme after the scheduled opportunity to take the CET (this is held during August each year), you must take EL1000.

Study Progression

The following table shows the courses to be taken in each year. The programme structure chart on the next page summarizes the study flow.

Year 1	Subject	Credits
DCO10302	Introduction to Computer Networking	3
DCO10111	Basic Calculus and Linear Algebra	3
DCO10112	Mathematical Analysis	3
DCO10113	Foundation Statistics	3
DCO10114	Digital Electronics	3
DCO10103	Programming in Java	3
DCO10105	Object Oriented Programming and Design	3
EL1000 (or other)	English for Academic Purposes*	3
LS12501	Practical Putonghua	3
LS22171	English Communications Skills for Computing	3
	sub-total	30
Year 2	Subject	Credits
DCO20112	Electronic Devices and Circuits	3
DCO20117	Microprocessor and Assembly Language	3
DCO20111	Basic Mechanics	3
DCO20116	Computer Aided Drawing	3
DCO20115	Quality Management	3
DCO20119	Professional Issues in Technology	3
DCO20113	Introduction to Electrical Engineering	3
DCO20105	Data Structures and Algorithms	3
DCO20114	Data Communications Theory	3
DCO20203	Internet Security	3
	sub-total	30

* See “Language Attainment Requirement” above.

Study Progression Plan (2009-2010)

ASSOCIATE OF ENGINEERING (2009 / 2010 Cohort) Full-Time 2-Year Programme

Year	Semester	Required Courses	Optional Course	Total (CU)
1	A	<div style="display: flex; flex-wrap: wrap; justify-content: space-between;"> <div style="border: 1px solid black; padding: 5px; width: 20%;">DCO10111 Basic Calculus and Linear Algebra 3</div> <div style="border: 1px solid black; padding: 5px; width: 20%;">DCO10114 Digital Electronics 3</div> <div style="border: 1px solid black; padding: 5px; width: 20%;">DCO10103 Programming in Java 3</div> <div style="border: 1px solid black; padding: 5px; width: 20%;">EL1000 English for Academic Studies / an approved LS Course 3</div> <div style="border: 1px solid black; padding: 5px; width: 20%;">LS12501 Practical Putonghua 3</div> </div>		15
	B	<div style="display: flex; flex-wrap: wrap; justify-content: space-between;"> <div style="border: 1px solid black; padding: 5px; width: 20%;">DCO10112 Mathematical Analysis 3</div> <div style="border: 1px solid black; padding: 5px; width: 20%;">DCO10113 Foundation Statistics 3</div> <div style="border: 1px solid black; padding: 5px; width: 20%;">DCO10105 Object Oriented Programming and Design 3</div> <div style="border: 1px solid black; padding: 5px; width: 20%;">DCO10302 Introduction to Computer Networking 3</div> <div style="border: 1px solid black; padding: 5px; width: 20%;">LS22171 English Communications Skills for Computing 3</div> </div>		15
	S		<div style="border: 1px solid black; padding: 5px; width: fit-content;">DCO20710 Industrial Work Experience (optional) 2</div>	2 optional
2	A	<div style="display: flex; flex-wrap: wrap; justify-content: space-between;"> <div style="border: 1px solid black; padding: 5px; width: 20%;">DCO20111 Basic Mechanics 3</div> <div style="border: 1px solid black; padding: 5px; width: 20%;">DCO20112 Electronic Devices and Circuits 3</div> <div style="border: 1px solid black; padding: 5px; width: 20%;">DCO20105 Data Structures and Algorithms 3</div> <div style="border: 1px solid black; padding: 5px; width: 20%;">DCO20114 Data Communications Theory 3</div> <div style="border: 1px solid black; padding: 5px; width: 20%;">DCO20113 Introduction to Electrical Engineering 3</div> </div>		15
	B	<div style="display: flex; flex-wrap: wrap; justify-content: space-between;"> <div style="border: 1px solid black; padding: 5px; width: 20%;">DCO20116 Computer Aided Drawing 3</div> <div style="border: 1px solid black; padding: 5px; width: 20%;">DCO20117 Microprocessor and Assembly Language 3</div> <div style="border: 1px solid black; padding: 5px; width: 20%;">DCO20203 Internet Security 3</div> <div style="border: 1px solid black; padding: 5px; width: 20%;">DCO20115 Quality Management 3</div> <div style="border: 1px solid black; padding: 5px; width: 20%;">DCO20119 Professional Issues in Technology 3</div> </div>		15
Total Credit		60	2	60 + 2 optional

5. Keyword Syllabus of Courses

A brief description of the contents of the courses required in the Programme is given below:

Year 1

DCO10111 Basic Calculus and Linear Algebra: Vectors. Matrices, determinants and systems of linear equations. Functions. Intuitive concept of limit, continuity and differentiability. Differentiation and applications. Integration and applications.

DCO10114 Digital Electronics: Basic circuit analysis. Binary number systems and arithmetic. Boolean functions and logic gates. Combinational logic design. Combinational function blocks. Flip-flops. Synchronous sequential logic circuit. Programmable logic devices. Registers and counters. Logic families.

DCO10103 Programming in Java : Programming process. Algorithms and Pseudo codes. Java Applications and Applets. Boolean and Logical Operators. Control Structures. Program Modules in Java. Math-Class Method. Java API Packages. Scope of Declarations. Methods of Class JApplet. Arrays. Passing Arrays to Methods. Class Scope. Controlling Access to Members. Overloaded Constructors. Set and Get Methods. Static Class Members. Final Instance Variables. Packages. Data Abstraction and Encapsulation.

EL1000: This course aims to enhance students' understanding and use of the four main skills: listening, reading, speaking and writing in an academic context. The course enhances the general English communication skills of the students to prepare them for pursuing their Associate degree education at CCCU. The course covers all four skills: reading, listening, writing, and speaking. This course integrates the work on both receptive and productive skills.

LS12501 Practical Putonghua:

- 1) Hanyu Pinyin system
- 2) Tones & tones Sandhi
- 3) Conversations in daily situations
- 4) Conversations in simple business situations
- 5) Listening skills
- 6) Interpreting basic Cantonese into Putonghua

DCO10112 Mathematical Analysis: Complex numbers. Linear dependence. Orthogonality. Eigenvalues and eigenvectors. Functions of several variables. Partial differentiation. First-order differential equations. Double Integrals. Fourier series.

DCO10113 Foundation Statistics: Random variables. Data and sample description. Frequency distributions. Measures of central tendency and dispersion. Probability. Probability distributions. Introduction to statistical inferences. Introduction to regression – line of best fit.

DCO10105 Object-Oriented Programming and Design: Object-Oriented Concepts: class, object, language, object based programming, class construction, inheritance, polymorphism and dynamic binding. Object-Oriented design: UML, class hierarchy, abstract data type, abstract class and interface. Object-Oriented implementation: small scale business application, file I/O, exception. Good programming practice for quality programs: structured programming approach, documentation, naming convention, coding style. Programming language particulars: Array, vector, reference.

DCO10302 Introduction to Computer Networking: Introduction to networking. Categorizing networks by physical scope, administrative method, topology, and architecture. LAN. WAN. Protocols. The OSI reference model. Basic communication theories. Physical networking components. Hardware addressing. Media access methods – CSMA/CD and token passing. Ethernet. Wireless LANs. Repeaters. Hubs. Bridging. Switching. Modems. Digital connection technologies – ISDN, DSL, and cable modem. Network protocols and services. TCP/IP suite – IP, TCP, and UDP. IP addressing. Subnet and classless addressing. Internetworking. The Internet. Routing. LAN administration. Network operating systems. Networked applications.

LS12501 Practical Putonghua: Write letters and memos; read technical texts on the Internet and present the main points; plan and conduct a basic systems interview; write a report based on the data collected from the systems interview.

Year 2

DCO20111 Basic Mechanics: Force as a vector, Equilibrium of a particle, Kinematics of motion in a straight line, Newton's laws of motion, Linear momentum, Direct and shear stresses. 2D stress and strain systems. Principal planes. Bending and torsion. Shear centre. Combined bending and torsion. Deflection of beams. Thin walled cylinders and shells.

DCO20112 Electronic Devices and Circuits: Two-port networks. PN junctions. Bipolar junction (BJT) and field effect (FET) transistors. Single stage amplifiers.

Small-signal analysis of amplifying circuits. Low and high frequency response analysis of amplifying circuits.

DCO20105 Data Structures and Algorithms: Abstract data types (ADTs); linear containers and tree structures; hashing; the design and implementation of the ADTs with a language's library; algorithms and their performance analysis; applications on ADTs and algorithms.

DCO20114 Data Communication Theory: Basic data communication theories; TCP/IP and the Internet; local area networks; wide area networks; wireless networks; common network designs; network management; network security.

DCO20113 Introduction to Electrical Engineering: Electrical quantities and units, electrical fields and potentials, passive networks, Thevenin and Norton equivalents; superposition, power calculations, multi-terminal elements; inductance, capacitance and impedance; linear AC circuits, resonant circuits, first and second-order circuits, frequency response; electromagnetism; power generation and distribution; transformers and power calculation; single phase and three-phase power; electrical safety; transducers and actuators; dc rotating machines, ac machines.

DCO20116 Computer Aided Drawing: CAD software for assembly drawing. Basic concepts of drawing for engineering communication. Conventional representation of standard features and standard symbols. Orthographic projection and isometric projection to given objects. Dimensioning and tolerance applications, sectioning, and assembly drawing.

DCO20117 Microprocessor and Assembly Language: Basic Microcomputer Architecture. Instruction Set & Assembly Language Programming. Memory System and Memory Map. I/O System & Programming Techniques. Interrupts and Direct Memory Access.

DCO20203 Internet Security: An overview of Security. Area of vulnerability. Security measures, Physical protection from fire, flood, natural disasters and electricity. Basic Cryptography, symmetric cryptography and public key cryptography. Internet transaction security, Secure Socket Layer (SSL) and Secure Electronic Transaction (SET). Client side security, personal certificate and active content. Server side security, CGI scripts and Java serverlet. Firewall, design and technology, access control list, configuring, configuring, packet filtering, weakness of firewall and proxy server configuration. Internet security policy, access controlling and remote authoring. Basic legal system and introduction to cyber law.

DCO20115 Quality Management: Introduction to quality management and customer service delivery system, Modern Quality Management (e.g. 6-Sigma model), Definition and Dimensions of Quality, Quality Management Systems,

ISO9000, QS9000, etc., Total Quality Management elements , Strategic Quality Management and Leadership, Customer Focus and satisfaction, Supplier Partnership, Service quality improvement process, Complaint management system, Customer satisfaction Measurement and tools, Customer loyalty.

DCO20119 Professional Issues In Technology: Technical sales and marketing. Market competition: price, quality, delivery and product. Product Life Cycle. Product engineering. Integration of design, research, development, production, marketing and sales. Management of technical product development. Quality assurance practices and an overview of ISO standards. Ethical judgement: consequentialism (especially utilitarianism) and deontological theory. Justice as part of an ethical theory. Obligations, roles, codes of practice and professional ethics of technologists. The need for professional bodies. Legal, environmental and socio-economic factors in Hong Kong, the Pearl River Delta and China. Local statutes and regulations relating to health, safety, environmental protection, ergonomics, and their implications for technology design, development and application. Information liability issues. Data Privacy Act/Data Protection Act. Intellectual property right (Copyright Law, Patent Law, Trade Secrecy). Computer crime (e.g. hacking, virus planting, use of computer for non-job-related activities, employee loyalty and integrity). Counter-measurement to computer crimes: preventive and deterrence.

6. Teaching, Learning and Assessment

Teaching and Learning

An ultimate goal for teaching and learning is to cultivate the capability of students as independent learners so they will be able to learn during their future studies and career. Education discourses indicate that the deep approach to student learning is most desirable as it involves students in the “transformation and restructuring of their knowledge to enable them to understand and interpret the materials, and to view it from more than one perspective” (Chalmers and Fuller 1996:7). Although the traditional teaching pattern, with a mixture of lecture, tutorial and laboratory sessions, is used for delivery of courses, other methods will also be employed to facilitate learning such as guided discussions, case studies, peer group learning, critique and self-reflection activities.

The Programme uses the Outcome-Based Teaching and Learning (OBTL) approach. In delivering each course, our starting point is the set of intended learning outcomes of the course (the CILOs). Teaching, learning and assessment activities are aligned with these CILOs such that the outcomes are achieved. What this means in practice is that each course is designed to equip you with skills and abilities. It is not just an exercise in memorizing information for an exam. The exam will then test the skills and abilities you have acquired.

Academic honesty is your responsibility. The University and CCCU advise you that: “You must pursue your studies with academic honesty, which is central to the conduct of academic work. You are expected to present your own work, give proper acknowledgement of other's work, and honestly report findings obtained.” For the source of this quotation and more information, please visit:

<http://www.cityu.edu.hk/arro/studguide/conductnbehaviour/index.html>

Assessment

The assessment of students' performance is a measurement of the extent to which students are attaining or have attained the intended learning outcomes of each course, and the programme as a whole. Broadly speaking, such assessment consists of two primary components: coursework and examination (except for the language courses which might consist only of coursework items).

All courses are assessed using grades (see the section below on Grade, Grade Point, and Awards). Each component of your assessment will be awarded a

grade. All assessment activities will include an explanation of what you must do to achieve a particular grade.

To ensure quality of assessment, courses in the programme will undergo a rigorous procedure for ascertaining academic merit and relevance for associate degree level. The quality assurance procedure includes validation by course examiner, internal moderation by subject area leaders and external moderation by an external examiner. All assessment procedures will also follow the standard and quality guidelines as stipulated by the academic regulations of the University Outcome-based Teaching and Learning.

Grades, Grade Point, and Award

Each course you complete is given a letter grade. From best to worst, the grades are A+, A, A-, B+, B, B-, C+, C, C-, D, and F. Grade F indicates a failure of the course and a student failing a course will have to re-take it. After re-taking the new grade will replace the original F grade.

Each grade is also converted into a “grade point”. The conversion is A+ = 4.3, A = 4.0, A- = 3.7, B+ = 3.3, B = 3.0,, C- = 1.7, D = 1, F = 0.

In a semester if you have taken m courses, your “Semester Grade Point Average” (SGPA) is the average of the grade point of these m courses:

$SGPA = \frac{\sum_{i=1}^m (G_i * U_i)}{\sum_{i=1}^m U_i}$ where G_i is the grade point of the ith course and U_i is the number of credit units of the ith course.

After a student has completed all the required courses for the programme a “Cumulative Grade Point Average” (CGPA) is calculated, indicating the average GPA of all the courses the student has taken (except Pass-and-Fail courses). Suppose the student has taken n courses:

$CGPA = \frac{\sum_{i=1}^n (G_i * U_i)}{\sum_{i=1}^n U_i}$.

A student passing all the required courses in the programme will be awarded the Associate Degree by The City University of Hong Kong provided that his/her CGPA is 1.7 or above. Students whose CGPA are exceptionally good might be awarded graduation with “Credit” or with “Distinction”.

Important Note

With outcome based teaching and learning (OBTL) there is no norm referencing of the results of each course. This means it is no longer necessary to compete with your fellow student for the top grades.

Providing you meet the criteria set by the course examiner for achieving a particular grade for a particular piece of assessment, you will receive that grade. This means that if all students in a class meet the stated criteria for an 'A+' grade for the course, they will all get an A+ grade.

It is therefore to your mutual advantage to assist each other – not by copying from each other (!!!) - but by helping your fellow student understand the course material so that they can complete assignments for themselves. This is peer learning and it is considered to be one of the most effective learning mechanisms.

7. Student Charter

Our Commitment

The Division of Computer Studies (DCO) would like to see staff and students work together to improve the quality of teaching and learning by focusing on everyone's responsibility to each other. The Charter sets out your rights and obligations as a student in the Division. Every possible avenue has been made to enable your study here a fruitful and worthwhile experience.

Orienting Yourself for University Life

You can expect us to give you the following:

- ✓ A suitable introduction to student life at the University.
- ✓ A handbook and a Web site containing the rules and standards that apply to your programme, with details about the courses you will study, the choices you need to make, and our regulations and procedures for assessment, behaviour, discipline, and appeals.
- ✓ A calendar for the academic year and your timetable on the Web.
- ✓ Details of tutorials and other learning support arrangements, including who your tutors are, what roles they have and how you can contact them.
- ✓ Details of how to do course registration through the Web.
- ✓ A clear statement about the requirements for passing your programme and what will happen if you do not pass key assessments.
- ✓ A class to let you familiarize yourself with the use of computing facilities provided by the University.
- ✓ Information about:
 - the Students' Union; Computer Science Departmental Society;
 - our policies on health, safety, and the learning environment;
 - the Student Development Services; and
 - financial matters, including what kinds of support are provided by the Student Development Services in case you are in difficulty.

We expect you to do the following:

- ✓ Get familiar with the information we give you.
- ✓ Follow our rules and procedures.

- ✓ Fill out the Confidential Student Information Sheet including contact telephone numbers and address, and return to the General Office in due course.
- ✓ Actively participate in the activities organised by the Students' Union, Departmental society and the Division.

Making Teaching and Learning Effective

You can expect us to provide the following:

- ✓ Teaching and learning activities that are up-to-date, well planned and based on market need.
- ✓ A range of ways to encourage and assess learning at each level of study.
- ✓ A schedule of assignments for each course with reasonable time for completion.
- ✓ Details of how you will be assessed and the type of feedback you will get.
- ✓ Your assignments marked and returned back to you with feedback from the tutor within a reasonable period of time, unless there is a good reason why this cannot be done.
- ✓ A suitable learning environment for each type of learning activity.
- ✓ The chance to express your opinion about the programme through group/class representatives or by yourself.
- ✓ Regular occasions to discuss your progress and get study advice through tutors and lecturers.
- ✓ As much notice as we can if we change the teaching arrangements.
- ✓ A notice on the notice board or through the e-mail if we have to cancel or reschedule class.
- ✓ Replacement classes as necessary due to cancelled classes.
- ✓ Information about what is expected in project work, how we will mark it, and what formal supervision there will be.
- ✓ An education level which lets you achieve a similar standard to those students doing a similar programme in Hong Kong.
- ✓ Continuous support for students with special needs from your Year Tutors.
- ✓ Concise course materials on the Web.
- ✓ A timetable posted on individual lecturer's door to indicate the consultation hours.
- ✓ A detailed description on academic honesty in the 'Student Guide' Website.

We expect you to do the following:

- ✓ Familiarize yourself with the programme documents and, particularly, the academic requirement for graduation.
- ✓ Work enthusiastically through your chosen programme of study.

- ✓ Attend the scheduled classes and explain the reasons for any time off to your tutor/lecturer.
- ✓ Hand in coursework on time and tell tutors if you have any problems.
- ✓ Do the assignments and laboratory exercises on your own and do not copy from your fellow classmates.
- ✓ Give us evidence of any circumstances that you think have affected your study.
- ✓ Contact the tutor/lecturer during tutorial or consultation hours in case you have queries about the subject matter.
- ✓ Keep us informed upon change of contact telephone numbers and/or addresses by reporting to the General Office (GO) and Academic Regulations and Records Office (ARRO) as soon as possible.
- ✓ Read the Notice Board and check your e-mail on regular basis.
- ✓ Browse the Web sites concerned to obtain up-to-date information on course materials on regular basis.
- ✓ Give us your opinion on the teaching and learning activities provided.

Participating As a University Citizen

You can expect to receive:

- ✓ Information about how students are represented and involved in making decisions on University matters through Student Development Services. There are several ways to involve yourself in making decisions in the University and opportunities to give your opinions and comments and get a response.
- ✓ The chance to be represented on decision-making boards and groups such as the CCCU Board, etc.

We expect you to do the following:

- ✓ Participate actively in the nomination and election of student representatives.
- ✓ Take advantage of the training opportunity provided and attend relevant meetings if you decide to be a student representative.

Making Full Use of Learning Support

You can expect us to do the following:

- ✓ Make sure that the library has at least one copy of each book and article that lecturers recommend in course outlines.
- ✓ Make sure the CCCU Open Access Area is open at appropriate times.

- ✓ Make sure that any planned changes to learning support and computing facilities are advertised.
- ✓ Provide a quiet and virus-free environment in the CCCU Open Access Area.
- ✓ Provide advice at the help desk if you have problems using computers in the computer laboratories and the CCCU Open Access Area.

We expect you to do the following:

- ✓ Respect the rights of other users by keeping quiet, and refrain from eating and drinking in each Computer Laboratory and the CCCU Open Access Area.
- ✓ Follow the health and safety procedures and regulations in the laboratories.
- ✓ Return items which you have borrowed when they are due for return.
- ✓ Follow the rules posted in each Computer Laboratory and the CCCU Open Access Area and the instructions of the Technical Support Centre (TSC) staff.
- ✓ Take reasonable steps to protect computer equipment and not to install your own unauthorised software.
- ✓ Report any defects found in computer equipment to the TSC staff as soon as possible.
- ✓ Refrain from occupying computer equipment if you are not using them.

Looking Ahead for Career Planning

You can expect us to do the following:

- ✓ Provide up-to-date, accurate and detailed information on what you can do after you leave the University, including further education, training and job opportunities.
- ✓ Provide career education as part of your study.
- ✓ Arrange for career advisers from Student Development Services to answer your questions.
- ✓ Provide job vacancies on the Notice Boards.
- ✓ Help you practise interviewing skills through sessions arranged by Student Development Services.

We expect you to do the following:

- ✓ Visit the Career Resources Centre to seek career information and guidance during the final year of your programme of study.
- ✓ Attend training programmes on interviewing skills offered by the Student Development Services.
- ✓ Tell the Career Resources Centre if you cannot go to activities they have specially arranged for you.
- ✓ Obtain interview guidelines at the division website

Handling Complaints

We are committed to equal access to facilities, fair practice, respect and courtesy. It is our belief that the best way to improve the Division is to improve communication between students and staff. If you do have a problem, tell the person concerned. This is also a standard you can base on to assess the performance of a lecturer/tutor while filling out the Teaching Feedback Questionnaire (TFQ).

If you think there is something wrong with the programme or the course you are studying, you should talk first to the staff member directly involved in the matter. That is, the course tutor or lecturer teaching the course. If you are not satisfied with his/her answer, you should speak to:

- Course Examiner (for course specific problems)
- Year tutor (for general matters)
- Technical Support Centre (TSC) supervisor (relating to computing facilities)
- Deputy Programme Leaders/Programme Leader, or
- Head of Division

You can expect us to do the following:

- ✓ Provide the names, contact numbers and e-mail addresses of your Year Tutors, lecturers, TSC supervisor, Deputy Programme Leaders and Programme Leader on the General Notice Board.
- ✓ Address the matter in an objective manner.

We expect you to do the following:

- ✓ Be objective and brave to speak up.
- ✓ Talk to your class representatives to rectify the situation.
- ✓ Communicate with us and make suggestions.

The Student Development Programme

Employers value graduates with the confidence to communicate, participate and to take initiatives. Development of the 'whole person' and a culture of 'student care' are dual themes central to the mission of CCCU.

For students who have personal problems and need advice, the Student Development Services provides **personal counsellors**. These counsellors are

trained and experienced people who can provide valuable, practical advice. If you feel you need their help, please contact the Student Development Services directly for an appointment (Tel. 2788 8090).

Participation in any form of whole person development can take you the 'extra mile', and provide important competitive advantage in the job market. Students may participate in a wide range of programmes offered through the City University Student Development Services and the CCCU Student Development Programme:

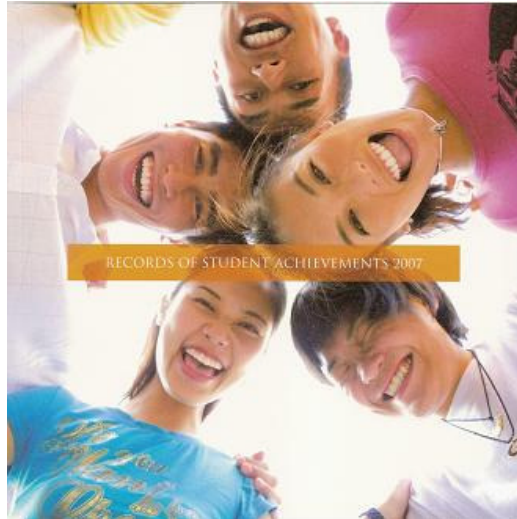
- Awards, Scholarships, Prizes
- Career Exposure Programme
- Student Mentoring
- Student Ambassadors
- Study Tours
- Overseas Attachment

These are designed to develop the vital personal attributes valued by employers.

The CCCU External Achievement Competition introduces a new motivational element – one that recognizes and rewards independent achievement. External achievement means achievement outside of City University and CCCU. Last year we had competition entries in the following areas:

1. Open Sports Competitions
2. Other Open Competitions
3. Charity Events
4. Community Service
5. Personal Development

Winners receive a cash prize and their stories are included in the annual Record of Student Achievement.



Copies of this tribute to our achievers are provided to all staff and students, and also to local media and other organizations. The Record of Student Achievement includes:

- Scholarship Award Winners
- Students on the Principal's List
- Winners of the CCCU External Achievement Competition

If you have any achievement you would like to submit, please check the Blackboard Community web site for the Student Development Programme which is accessible from Blackboard:

Welcome Message
About the SDP
Announcements
Divisional Representatives
Upcoming Events
Past Events

Tools

Communication
Organization Tools
Organization Map

Control Panel

Refresh
Detail View

STUDENT DEVELOPMENT PROGRAMME (CCCU) > WELCOME MESSAGE

Welcome Message



Welcome Message by Dr. Andrew Layfield, Director of Student Learning CCCU

The CCCU Student Development Programme

Dear Students,

Welcome to the CCCU Student Development Programme community site !

This site has been set up to help enhance communications between students, student representatives, and all members of staff. It will also help us in providing you with additional services and an easy way to participate in various activities organized through the CCCU Student Development Programme.

The first event to be coordinated through this community web site is the CCCU [External Achievements Competition](#). Details of this competition will be emailed to you all, and may also be found in the first announcement which will be visible as soon as you open this community site in Blackboard. Please have a look - all AD students are encouraged to participate.

Please contact me (Andrew LAYFIELD, Tel. 2784-4772, E-mail

This web site will be used to inform all CCCU students about forthcoming events organized under the Student Development Programme.

Associate of Engineering Programme Support Site

In addition to the Blackboard Community web site for the Student Development Programme, you will also be able to access the Blackboard Community web site for the Associate of Engineering. The primary purpose of this site is to facilitate communication to all students on the Associate of Engineering programme. It will be used by both the Programme Leader (Dr. Andrew LAYFIELD) and by staff teaching courses on the AE programme for various announcements.

Please have a look at this Blackboard web site, and read the announcements. These announcements will inform you of important matters such as assignment deadlines. Teaching staff will also use these announcements to schedule assignment deadlines.

8. Further Studies

Graduates may apply for articulation to the following degree programmes of the City University of Hong Kong:

- BEng (Hons) Computer Engineering
- BEng (Hons) Electronic and Communication Engineering
- BEng (Hons) Electronic Engineering (Communication Engineering)
- BEng (Hons) Electronic Engineering (Information Engineering)
- BEng (Hons) Information Engineering

For more information about articulation opportunities, you may also contact the Divisional Further Studies and Graduate Affairs Coordinator or visit the CCCU Website on articulation: (http://www.cityu.edu.hk/col/cccu_articulation.htm)

Further studies talks will be arranged regularly throughout the academic year.

Assistant Lecturer

Hui Suk-yu, Ally

BSc, MPhil *CityU*

General Office and Administration Support

Executive Officer

Lun Kit-ming, Kimmy

Clerical Officers

Chan Pui-ching, Phoebe
Sin Ka-chun, Philip
Wong Wai-shan, Tiffany

General Office

Location: P6801 Academic Building

Opening hours: Monday – Friday 8:30 a.m. – 5:30 p.m.
Saturday 9:00 a.m. – 12:00 noon

Enquiries: 2788-8763
dco.enquiry@cityu.edu.hk

Technical Support and Counter Services

Computer Officer

Tsang Wai-hung, Nelson

Assistant Computer Officer

Lam Chi-yung, Tony

Technicians

Chan Chun-wai, Clement
Wong Wing-hang, Purin

Computer Programmer

Leung Chi-chung, Oliver

Technical Support Centre

Location:	P6720 Academic Building	
Opening hours:	Monday – Friday	9:00 a.m. – 12:30 p.m. 2:00 p.m. – 5:30 p.m. 6:30 p.m. – 9:00 p.m. (evening)*
	Saturday	9:00 a.m. – 12:00 noon
	Sunday & Public Holidays	Closed
Enquiries:	2788-9821	

* *Support hours would be revised according to different class schedules in different semesters.*

CCCU Open Access Area

Location:	P6902 Academic Building	
Opening hours:	Monday – Sunday	8:00 a.m. – 11:00 p.m.

Further Information

For more information about our programmes and the Division, you may visit our website or e-mail us.

Homepage: <http://www.dco.cityu.edu.hk/>
Email: dco.enquiry@cityu.edu.hk

10. Academic Honesty and Research Ethics

Academic honesty and research ethics are your responsibility. The University and CCCU advise you that: “You must pursue your studies with academic honesty, which is central to the conduct of academic work. You are expected to present your own work, give proper acknowledgement of other’s work, and honestly report findings obtained.” For the source of this quotation and more information, please visit:

(<http://www.cityu.edu.hk/arro/studguide/conductnbehaviour/index.html>).

When you are conducting and reporting research, you should not only follow proper conventions for in-text citations and references as referred to in the above website and as instructed by your tutors, but you must also follow important principles in research ethics, especially:

- (1) Respect the participants (i.e., subjects),
- (2) Do not harm the participants, and
- (3) Ask participants’ permission to do certain things, such as permission to tape-record an interview.

Academic Calendar

Semester A 2009/10

Wk	S	M	T	W	T	F	S	Events / Public Holidays
	August 2009							Semester A - 31 Aug 2009 to 28 Nov 2009
Wk 1	30	31						31 Semester A starts
	September 2009							
			1	2	3	4	5	
Wk 2	6	7	8	9	10	11	12	
Wk 3	13	14	15	16	17	18	19	
Wk 4	20	21	22	23	24	25	26	
Wk 5	27	28	29	30				
	October 2009							
					1	2	3	1 National Day 2 Graduation Date 3 Mid-Autumn Festival
Wk 6	4	5	6	7	8	9	10	
Wk 7	11	12	13	14	15	16	17	
Wk 8	18	19	20	21	22	23	24	
Wk 9	25	26	27	28	29	30	31	26 Chung Yeung Festival
	November 2009							
Wk 10	1	2	3	4	5	6	7	
Wk 11	8	9	10	11	12	13	14	
Wk 12	15	16	17	18	19	20	21	
Wk 13	22	23	24	25	26	27	28	28 Last Day of Teaching
	29	30						30 Nov - 5 Dec Student Revision Period
	December 2009							
			1	2	3	4	5	
	6	7	8	9	10	11	12	7 - 19 Examination Period
	13	14	15	16	17	18	19	
	20	21	22	23	24	25	26	21 Dec 2009 - 9 Jan 2010 Semester Break 25 Christmas Day, 26 Day following Christmas Day
	27	28	29	30	31			
	January 2010							
						1	2	1 First day of January
	3	4	5	6	7	8	9	

Semester B 2009/10

Wk	S	M	T	W	T	F	S	Events / Public Holidays
January 2010								Semester B - 11 Jan 2010 to 24 Apr 2010
						1	2	21 Dec 2009 - 9 Jan 2010 Semester Break 1 First day of January
	3	4	5	6	7	8	9	
Wk 1	10	11	12	13	14	15	16	11 Semester B starts
Wk 2	17	18	19	20	21	22	23	
Wk 3	24	25	26	27	28	29	30	
	31							
February 2010								
Wk 4		1	2	3	4	5	6	
Wk 5	7	8	9	10	11	12	13	13 - 16 Lunar New Year Holidays
	14	15	16	17	18	19	20	13 - 19 Lunar New Year Break 17 Graduation Date
Wk 6	21	22	23	24	25	26	27	
	28							
March 2010								
Wk 7		1	2	3	4	5	6	
Wk 8	7	8	9	10	11	12	13	
Wk 9	14	15	16	17	18	19	20	
Wk 10	21	22	23	24	25	26	27	
Wk 11	28	29	30	31				
April 2010								
					1	2	3	2 Good Friday, 3 Day following Good Friday
	4	5	6	7	8	9	10	5 Easter Monday, 6 Day following Ching Ming Festival 2 - 8 Easter Break
Wk 12	11	12	13	14	15	16	17	
Wk 13	18	19	20	21	22	23	24	24 Last Day of Teaching
	25	26	27	28	29	30		26 Apr - 1 May Student Revision Period
May 2010								
							1	1 Labour Day
	2	3	4	5	6	7	8	3 - 15 Examination Period
	9	10	11	12	13	14	15	
	16	17	18	19	20	21	22	17 May - 5 Jun Semester Break 21 Buddha's Birthday

	23	24	25	26	27	28	29	
	30	31						
June 2010								
			1	2	3	4	5	

Summer Term 2010

Wk	S	M	T	W	T	F	S	Events / Public Holidays
June 2010								Summer Term - 7 Jun 2010 to 24 Jul 2010
			1	2	3	4	5	17 May - 5 Jun Semester Break
Wk 1	6	7	8	9	10	11	12	7 Summer Term starts
Wk 2	13	14	15	16	17	18	19	16 Tuen Ng Festival
Wk 3	20	21	22	23	24	25	26	
Wk 4	27	28	29	30				
July 2010								
					1	2	3	1 HK SAR Establishment Day
Wk 5	4	5	6	7	8	9	10	
Wk 6	11	12	13	14	15	16	17	15 Graduation Date
Wk 7	18	19	20	21	22	23	24	24 Last Day of Teaching
	25	26	27	28	29	30	31	26 - 31 Jul Student Revision Period
August 2010								
	1	2	3	4	5	6	7	2 - 7 Examination Period
	8	9	10	11	12	13	14	9 - 28 Term Break
	15	16	17	18	19	20	21	
	22	23	24	25	26	27	28	
	29	30	31					

Provisional Academic Calendar 2010/11

	<u>Start Date</u>	<u>End Date</u>
Semester A		
Teaching Period	30 August 2010	27 November 2010
Student Revision Period	29 November 2010	4 December 2010
Examination Period	6 December 2010	18 December 2010
<i>Semester Break</i>	20 December 2010	8 January 2011
Semester B		
Teaching Period	10 January 2011	16 April 2011
Student Revision Period	18 April 2011	25 April 2011
Examination Period	26 April 2011	11 May 2011
<i>Semester Break</i>	12 May 2011	4 June 2011
Summer Term		
Teaching Period	7 June 2011	23 July 2011
Student Revision Period	25 July 2011	30 July 2011
Examination Period	1 August 2011	6 August 2011
<i>Term Break</i>	8 August 2011	27 August 2011

* *Tentative Lunar New Year holidays: 3 – 5 February 2011*