



Programme Induction 2024-25

Academic Registry Services Section
HKBU Self-funded Undergraduate Programmes
2 August 2024






Division of Applied Science

-  BSocSc (Hons) in Environment and Resources Management (**BER**)




Division of Arts and Languages

-  BA (Hons) in Cultural Studies and Creative Industries (**BCI**)




Division of Business

-  BCom (Hons) in Accountancy (**BAY**)
-  BCom (Hons) in Human Resources Management (**BHR**)
-  BCom (Hons) in Marketing (**BMK**)

Division of Communication



-  BA (Hons) in Creative Writing for Film, Television and New Media (**BCW**)
-  BSocSc (Hons) in Integrated Communication Management (**BIM**)
-  BSocSc (Hons) in Media and Social Communication (**BMC**)

Division of Social Sciences

-  BSocSc (Hons) in Psychology (**BPS**)
-  BSocSc (Hons) in Social Policy (**BSP**)
-  BSocSc (Hons) in Sport and Recreation Leadership (**BSR**)

Programme Induction Rundown

Part 1

-  (A) ARSS Briefing
-  (B) Library Services & Workshop
-  (C) Introduction of NSO & WPDI

Part 2

-  Programme Briefing



Part 1 - (A) ARSS Briefing

- 📍 **HKBU SSOid & Email**
- 📍 **Student Information System**
- 📍 **Graduation Requirements**
- 📍 **Unit Transfer / Course Exemption**
- 📍 **Course Registration**
- 📍 **Timetable & Course Add Drop**
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- 📍 **Tuition Fee & Financial Aids**
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- 📍 **Enquiry**
- 📍 **New Student Orientation Mini-website**
- 📍 **Campus information**

📍 HKBU SSOid & Email

SSOid

To help you to access all IT resources provided by the University

HKBU Email



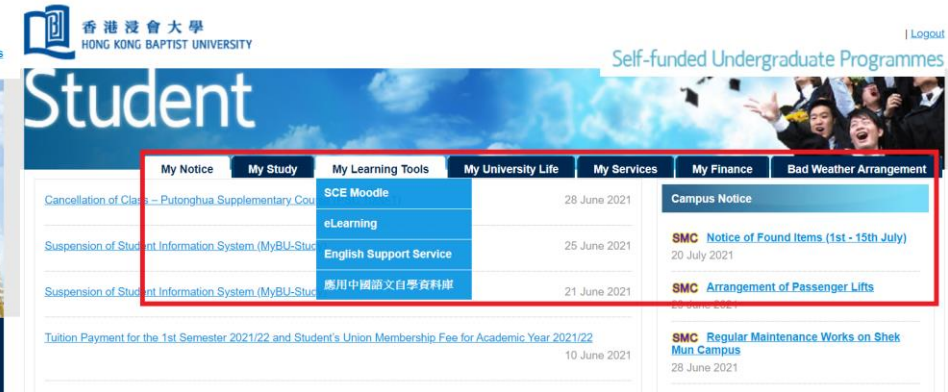
Change Single-Sign-On ID (SSOid) Password

📍 Student Information System

MyBU-Study (cie2.hkbu.edu.hk)

To help you to get the latest information about the University and your study

- My Notice
- My Study
- My Learning Tools
- ❖ SCE Moodle
- My University Life
- My Services
- My Finance
- Bad Weather Arrangement



Graduation Requirements

For the 4-year curriculum, students are required to complete 128 units:

Programme Requirements (128 units)

- ✓ Major Studies (66-69 units)[#]
- ✓ University Core and General Education (GE) Programme (28 units)^{*}
- ✓ Free Electives / Programme Pre-requisites (31-34 units)[^]

Language Requirements

- ✓ Foundation Putonghua Proficiency

University Life (U-Life)

- ✓ Co-curricular Learning (CCL) Activities
 - ❖ including National Security Law Education (NSLE)
- ✓ Academic Integrity Online Tutorial (AIOT)
- ✓ U-Life Orientation Workshops (UOW)

Unit & Grade Point Average (GPA) Requirements

- ✓ 2.00 or above

[#] Include a 3-unit GE Capstone

^{*} Course exemption or transfer of units will be granted to students who have taken equivalent courses in the Associate Degree/Higher Diploma Programme

[^] Additional units for programme pre-requisite courses may be required

University Core Courses (13 units)

| Category | Units | Courses |
|-----------------------|-------|--|
| University English I | 3 | CCLC1201 English Academic Writing I |
| University English II | 3 | CCLC1202 English Academic Writing II |
| University Chinese | 3 | CCLC1206 Written & Spoken Modern Chinese CCLC1200 Elementary Chinese (<i>for non-Chinese cultural background only</i>) |
| Healthy Lifestyle | 2 | CCHL1500 Active Team Ball Games – Basketball CCHL1501 Active Team Ball Games – Volleyball CCHL1502 Conditioning in Health and Fitness CCHL1503 Developing Active Lifestyle – Badminton CCHL1504 Developing Active Lifestyle – Table Tennis |
| The Art of Persuasion | 2 | CCPN1400 The Art of Persuasion |

- ❖ *Block transfer of 5 categories (13 units) is granted for AD and HD graduates from the local institutions.*

Level 1: GE Foundation Courses (9 units)

| Category | Units | Courses |
|--------------------------|-------|---|
| History & Civilization | 3 | FCHC1300 The Rise of the Modern Global Economy FCHC1503 Hong Kong Landscapes and Buildings |
| Values & Meaning of Life | 3 | FCVM1300 Ethical Decision Making in the Workplace FCVM1500 Life and Death: Dialogue between Science, Religions and Philosophy |
| Quantitative Reasoning | 3 | FCQR1100 Making Sense of Data and Statistics in the Information Age FCQR1300 Quantitative Analysis for the Business World FCQR1400 Data and the Media: The Good, the Bad, and the Ugly |

- ❖ *Block transfer of 3 categories (9 units) is granted for AD graduates.*

Level 2: Two 3-unit GE Interdisciplinary Thematic Courses (6 units)

| Category | Units | Courses |
|------------------------------------|-------|---|
| Science, Technology and Society | 3 | TCSC2100 Digital World TCSC2500 Rethinking Technology: Progress or Threat? |
| Sustainable Communities | 3 | TCSU2100 Sustainable Communities and the Environment TCSU2300 Building Sustainable Communities: Markets, Government and the Public |
| Culture, Creativity and Innovation | 3 | TCCU2200 Creative Expressions Across Cultures |

- ❖ *Block transfer of 6 units of Level 2 courses is granted for AD graduates from [CIE](#).*

Level 3: GE Capstone Courses (3 units)

- ❖ *Choose one 3-unit GE Capstone Course offered by any one of Self-funded Undergraduate Programmes in [CIE](#)*

Programme Pre-requisite Courses

** Students who have taken equivalent course(s) in their prior studies will not be required to make up the course(s).*

BCom (Hons) in Accountancy

- ☛ **Principles of Accounting I**
[Principles of Accounting I (Financial Accounting)]
- ☛ **Principles of Accounting II**
[Principles of Accounting II (Management Accounting)]
- ☛ **Principles of Microeconomics**
- ☛ **Principles of Macroeconomics**
- ☛ **Organizational Behaviour**
- ☛ **Entrepreneurship and Innovative Thinking** *[Exploring Business Enterprise]*
- ☛ **Management Information Systems** *[Management Information Systems for Marketing and E-Commerce]*
- ☛ **Marketing Management** *[Marketing Principles]*

Programme Pre-requisite Courses

** Students who have taken equivalent course(s) in their prior studies will not be required to make up the course(s).*

BCom (Hons) in Human Resources Management

- ☛ **Principles of Accounting I**
[Principles of Accounting I (Financial Accounting)]
- ☛ **Cost and Management Accounting I**
[Principles of Accounting II (Management Accounting)]
- ☛ **Principles of Microeconomics**
- ☛ **Principles of Macroeconomics**
- ☛ **Financial Management** *[Principles of Financial Management]*
- ☛ **Management Information Systems** *[Management Information Systems for Marketing and E-Commerce]*
- ☛ **Principles of Law** *[Fundamental Principles of Law]*
- ☛ **Marketing Management** *[Marketing Principles]*

Programme Pre-requisite Courses

** Students who have taken equivalent course(s) in their prior studies will not be required to make up the course(s).*

BCom (Hons) in Marketing

- ☛ **Principles of Accounting I**
[Principles of Accounting I (Financial Accounting)]
- ☛ **Cost and Management Accounting I**
[Principles of Accounting II (Management Accounting)]
- ☛ **Principles of Microeconomics**
- ☛ **Principles of Macroeconomics**
- ☛ **Organisational Behaviour**
- ☛ **Information Systems for Marketing Decisions**
[Management Information Systems for Marketing and E-Commerce]
- ☛ **Business Ethics & Corporate Social Responsibility**
[Developing Leadership and Management Skills]
- ☛ **Marketing Management** *[Marketing Principles]*

Programme Pre-requisite Courses

** Students who have taken equivalent course(s) in their prior studies will not be required to make up the course(s).*

BSocSc (Hons) in Environment and Resources Management

- General Biology
- General Chemistry

BSocSc (Hons) in Psychology

- Essentials of Psychology
- Making Sense of Data and Statistics in the Information Age

Programme Pre-requisite Courses

** Students who have taken equivalent course(s) in their prior studies will not be required to make up the course(s).*

BSocSc (Hons) in Social Policy

- **Social Policy**
[Helping in Socially Disadvantaged and Minority Groups]

BSocSc (Hons) in Sport and Recreation Leadership

- **Making Sense of Data and Statistics in the Information Age**
- **Introduction to Leisure, Sport and Recreation**
- **Scientific Foundations to Human Movement**
- **Tests and Measurement in Sport and Recreation**
- **Management of Sport and Recreation Programmes**
- **Health and Fitness**

Major Core Course Exemption

BSocSc (Hons) in Environment and Resources Management

- ☛ Global Environmental Issues

BSocSc (Hons) in Integrated Communication Management

- ☛ Communication Theory
- ☛ Introduction to Public Relations and Advertising
- ☛ Marketing Principles

BSocSc (Hons) in Psychology

- ☛ Research Methods and Design in Psychology
- ☛ Personality Psychology
- ☛ Abnormal Psychology
- ☛ Social Psychology

- 🎓 Foundation Putonghua Proficiency
 - Putonghua Supplementary Course
(details for enrollment to be announced via MyBU-Study)



香港浸會大學

普通話能力畢業要求

Deadline:
End of 1st sem,
i.e. 31 Dec 2024



Academic Integrity Online Tutorial (AIOT)

- Anti-plagiarism tutorial and quiz
- Access via MyBU-Study -> SCE Moodle
- [Quiz](#) (≥ 80%) + [Declaration](#)

Deadline:
End of 3rd sem,
i.e. 31 Dec 2025



4 Co-curricular Learning (CCLs)

- Campus events, experiential learning, seminars, workshops or other recognized programmes (<http://sa.hkbu.edu.hk/ccl/>)
- Must complete **National Security Law Education (NSLE0001)** to gain 2 CCLs
 - Attend a 2-hour lecture
 - Obtain a “Pass” in a quiz within 31 days after taking the lecture
- Check CCL record at Student Learning Experience System (SLES) (<http://sles.hkbu.edu.hk/>)



3 U-Life Orientation Workshops (UOWs)

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

*Covered in the New Student Orientation on 28 Aug 2024

Academic Integrity Online Tutorial (AIOT)

SCE Moodle (<http://scemoodle.hkbu.edu.hk/>)

- pass the online test (i.e. 80% of the total score); and
- make a declaration

The screenshot shows the Moodle course page for 'ULife1001 Academic Integrity Online Tutorial - SCE'. The page includes a navigation menu on the left with options like 'My home', 'Site pages', 'My profile', and 'Current course'. The main content area features a green banner with the text: 'Welcome to Academic Integrity Online Tutorial. This online tutorial is designed to be an introduction for all students of HKBU in promoting academic integrity by increasing awareness of this issue, and offering suggestions and solutions to avoid committing academic misconduct unintentionally. 3 steps to complete the online tutorial: ① Go through the tutorial, ② Complete the quiz with 80% score, ③ Make a declaration'. A red apple is visible on a desk in the background of the banner. The right sidebar contains a 'CALENDAR' for August 2015 and an 'EVENTS KEY' with options to hide global, course, group, and user events. The top navigation bar includes 'Course administration', 'My profile settings', and 'English (en)'. The user is logged in as 'Lee Sonia Y L Dr (Log out)'.

Co-curricular Learning (CCLs)

Office of Student Affairs (<http://sa.hkbu.edu.hk/>)

- Select “Whole Person Development\University Life (U-Life) Programme\Co-curricular Learning (CCLS) to register CCL activities



SCE Moodle (<http://scemoodle.hkbu.edu.hk/>)

- Complete “eCourse” (2 courses in maximum)

U-Life Orientation Workshop (UOWs)

- UOW 1. Personal Transformation Workshop[#]
- UOW 2. Insight into HKBU's 7 Graduate Attributes[#]
- UOW 3. Get Ready for University Research^{*}

[#] UOW 1 and UOW 2 will be covered in the New Student Orientation (Session 1) by **Student Development Centre** on **28 Aug 2024, 9:15 a.m. – 12:30 p.m.**

^{*} UOW 3 will be conducted by **Library** in **Sep 2024**. Details will be announced via notice at MyBU-Study in Sep.

* Please bring along your **STUDENT CARD** for attendance taking.

* Please be **PUNCTUAL**. If you fail to attend the NSO or UOW3 Workshop via HKBU email account, or if you are late for more than 15 minutes, you are required to complete the make-up workshop and/or exercise before the end of your 3rd semester. The make-up arrangement will be announced via MyBU-Study

Unit Transfer / Course Exemption

- Unit transfer from **General Education Programme / Programme Pre-requisites**
→ course replacement is **NOT** required

- Application of unit transfer is not eligible for Major Courses

- Exemption from **Major Core** Course(s)
 - For BIM, BER and BPS only
 - course replacement is required
(take Major *Elective* Course(s) as substitute; no change to your study programme unit requirement, i.e. 66 units)

- Application for Unit Transfer/Course Exemption
 - Refer to the application form in the Confirmation Package
 - Submit application form with copies of course outlines and academic transcript
 - Application deadline: **5 Aug 2024 (Mon)**
 - Late application will **NOT** be accepted
 - Result will be notified by email

Course Registration

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

Start Date: 8 Aug 2024 (Thu) at 9:00 a.m.






End Date: 9 Aug 2024 (Fri) at 11:59 p.m.

- Register courses by following the suggested study path
- List of course offering will be posted at MyBU-Study before the registration
- Must fulfill **ALL** graduation requirements of your study programme

Timetable & Course Add Drop (*via MyBU-Study*)

| | |
|-----------------------------|---|
| Release of Timetable | 28 Aug 2024 at 12:00 noon |
| Course Add/Drop | 2 Sep 2024 at 9:00 a.m. – 7 Sep 2024 at 12:00 noon |

Convocation

-  Date: **30 August 2024 (Fri)**
-  Time: **2:30 p.m. – 4:00 p.m.**
-  Venue: **Academic Community Hall, Kowloon Tong Campus**
-  Prior online registration is required
-  Rental of Undergraduate Gown
 - Details will be sent via HKBU email

| Gown Collection | Gown Return |
|--|--|
| Date: 28 Aug 2024 (Wed) | Date: 2 - 9 Sep 2024 |
| Time: 1:00 pm – 3:00 pm | Time: 9:00 am – 5:30 pm |
| Venue: Foyer, 1/F, HKBU Shek Mun Campus | Venue: UG Student Service Counter, 13/F, HKBU Shek Mun Campus |



Tuition Fee & Financial Aids

Tuition Fee Payment Schedule 2024-25

| Installment | Due Date |
|---|----------------|
| 1 st installment (Semester 1) | Apr - Aug 2024 |
| 2 nd installment (Semester 1- balance payment) | 20 Aug 2024 |
| Make-up Course (Semester 1) | 24 Oct 2024 |
| 3 rd installment (Semester 2) | 12 Dec 2024 |
| Make-up Course (Semester 2) | 20 Mar 2025 |

- All debit notes are **ONLY** issued in electronic copy for download via MyBU-Study
- No hardcopy of debit notes will be mailed to students
- Overdue penalty charge: HK\$300 per debit note
- Fail to settle outstanding payment for 10 days from the payment due date → **Unofficially Withdrawal**

Online Application for Tuition Fee Deferral via MyBU-Study

- Submit with supporting documents
- Apply at least **7 calendar days** before the payment due date

Grant and Loan

- Financial Assistance Scheme for Post-Secondary Students
專上學生資助計劃 (FASP)
- Non-means-tested Loan Scheme for Post-Secondary Students
專上學生免入息審查貸款計劃 (NLSPS)
 - Online application through the “SFO E-link – My Applications” (<https://ess.wfsfaa.gov.hk/>)
- Extended Non-means-tested Loan Scheme
擴展的免入息審查貸款計劃 (ENLS)
(ONLY for covering tuition fee of [make-up courses](#))
 - Download the form from SFO website (<http://www.wfsfaa.gov.hk/>)



MTR Student Travel Scheme

- Online application after 1 Sep 2024
- Details will be announced via notice at MyBU-Study

Continue Education Fund (CEF)

- Details of CEF information including course list of CEF reimbursement registered courses can be found at MyBU-Study\My Finance\Scholarship & Financial Aid
- Complete Consent Form (for all students, not for application)
- Application: Complete CEF Application Form (SFO 313) and hand in the completed application form to ARSS Service Counter after the successful completion of the course(s) together with copies of supporting documents (i.e. HKID, bank account copies, payment receipt, transcript or enrollment record and attendance record)

Demonstrations

- New Student Account Activation & Course Registration
- Course Add / Drop
- Deferral of Tuition Fee Payment

Important Dates

| Date | Activity |
|-----------------|---|
| 2 Aug | Programme Induction |
| 5 Aug | Deadline for Unit Transfer / Course Exemption Application |
| 8 – 9 Aug | Online Course Registration |
| 11 Aug – 30 Sep | University Academic Profile (UAP) and New Student Survey |
| 13 Aug | Deadline for Payment Deferral Application |
| 14 – 26 Aug | Convocation Registration |
| 19 – 26 Aug | Complete Whole Person Development Inventory (WPDI) |
| 20 Aug | Tuition Payment Due Date (Balance of 1 st Semester, 2024-25) |
| 28 Aug | Complete UOW1 & UOW2 at New Student Orientation (NSO) |
| 28 Aug | Release of Timetable |

- *Details please refer to the notices posted at MyBU-Study after Programme Induction.*
- *The University reserves the right to make changes without prior notice.*

| Date | Activity |
|----------------|--|
| 30 Aug | 2024-25 University Convocation |
| September | Complete UOW3 |
| 2 Sep | 1 st Semester Begins |
| 2 – 7 Sep | Course Add / Drop Period |
| 2 Sep – 31 Dec | Complete AIOT at SCE Moodle |
| 9-10 Sep | Course Registration for Putonghua Supplementary Course |
| 30 Sep | Deadline for Application of Government Grant /Loan (SFO) |
| 12 Dec | Tuition Payment Due Date (2 nd Semester, 2024-25) |
| 6-21 Dec | 1 st Semester, 2024-25 Examination |

- *Details please refer to the notices posted at MyBU-Study after Programme Induction.*
- *The University reserves the right to make changes without prior notice.*

Enquiries

Academic Registry Services Section (ARSS)

Address: 13/F, Shek Mun Campus

Tel: 3411 3044

Email: cietp@hkbu.edu.hk

Website: www.cie.hkbu.edu.hk

Office Hour: Mondays to Fridays: 9:00 am to 5:30 pm
Saturdays, Sundays & Public Holidays: Office Closed

New Student Orientation Mini-website

2 Aug 2024

<https://www.cie.hkbu.edu.hk/mini/nso/ug.php>



Useful Information



Library Survival Guide



Quick Guide to IT
Services



MTR Student Travel
Scheme and Financial
Assistance Schemes