BBA (Hons) Programme

NEW STUDENT ENROLMENT GUIDE

2018 INTAKE

Table of Content

The information contained in this booklet is correct at the time of press (Aug 2018).
Lingnan University reserves the right to make alterations to the contents without prior notice.

Introduction

Undergraduate Programmes Office

The Undergraduate Programmes Office of the Faculty of Business plays a major role in coordinating programme-related matters such as admission, credit transfer/course exemption, study plan advising, course registration, examinations, scholarships and summer internships, etc. The office is located at Room SEK209, 2nd Floor, Simon and Eleanor Kwok Building, and the general enquiry email is bba@LN.edu.hk.

You are advised to check your Lingnan e-mail account regularly for new messages from the faculty and the university. Important and personal messages will be sent to you by e-mail or posted on the student intranet. Some of these e-mails will also be posted on the Notice column on the Undergraduate Programmes Office's webpage at *http://www.ln.edu.hk/progs/bbaprog/index.php.*

Business Departments

Under the Faculty of Business, we have FIVE Business Departments:-

	Location	Tel	Email (@LN.edu.hk)
1. Department of Accountancy (ACT)	SEK201	2616 8171	actg
2. Department of Computing and Decision Sciences (CDS)	SEK212	2616 8100	cds
3. Department of Finance and Insurance (F&I)	SEK203	2616 8196	fin_ins
4. Department of Management (MGT)	SEK102	2616 8310	dpmgt
5. Department of Marketing and International Business (MIB)	SEK101	2616 8239	mib

Aims of the BBA Programme

1. To provide high quality value-added business education with emphasis on the liberal arts approach.
2. To ensure students realise their potential and become competent, broad based, well rounded and socially responsible professionals ready for service in Hong Kong, the Chinese Mainland and beyond.
3. To gear up students to be professionals in the business field within which they operate.
4. To instill in students sensitivity to and respect for the ethical dimensions in business decisions.

Learning Outcomes of the BBA Programme

1. Students have good communication skills.
2. Students are literate in IT knowledge and skills.
3. Students are able to adopt a holistic view of business in strategic analysis and take account of the needs and requirements of multiple functions in strategic problem solving and implementation.
4. Students are able to analyze problems from an international and cross-cultural perspective.
5. Students are able to think creatively.
6. Students are able to think critically.
7. Students are able to demonstrate effective consideration of ethical issues in business situations.
8. Students are able to think strategically in an international context.
9. Students are competent in quantitative analysis for business decision-making.
10. Students are able to provide useful accounting information to decision makers by applying basic accounting principles and standards.
11. Students are able to analyze financial planning models to generate information for business decisions.

Study Plan Advising

All BBA pre-stream students are required to consult their Study Plan Advisor on their programme of studies before registration/ enrollment of courses in each term. The Study Plan Advisors will be responsible for advising BBA students on their study plan upon their admission.

Should you have any queries about the BBA Programme or you want to discuss your learning progress with your Study Plan Advisor, you are welcome to contact us by phone or by e-mail. Contact details of the Study Plan Advisors are listed below:-

Name	Tel.	Email (@LN.edu.hk)	Location
Mr. LAM Wing-lun, Alan *(Lecturer, Dept. of CDS)*	2616 8094	alanlam	SEK212/11
Ms. CHAU Pui-yan, Yanika	2616 8323	yanikachau	SEK209
Ms. CHENG Ka-ming, Carrie	2616 8322	carriecheng	SEK209
Ms. LAU Shan-ki, Yama	2616 8490	yamalau	SEK209
Ms. TAM Wing-chi, Trace	2616 8492	tracetam	SEK209
Ms. YAU Pik-wah, Eva	2616 8311	evayau	SEK209

Academic Advising

You will also be assigned with an Academic Advisor. Initially, your Academic Advisor will be assigned to you <u>randomly</u> from the following list:-

Name and Post	Dept	Tel	Email (@LN.edu.hk)	Location
Dr. Helen HAN, Senior Lecturer *(1st Term, 2018-19)*	ACT	2616 8184	helenhan	SEK201/9
Dr. Tedmond TANG, Senior Lecturer *(2nd Term, 2018-19)*	ACT	2616 8183	tedmondtang	SEK201/16
Mr. Alan LAM, Lecturer	CDS	2616 8094	alanlam	SEK212/11
Prof. Martin YICK, Assistant Professor of Teaching	F&I	2616 8157	hoyinyick	SEK203/4
Ms. Paulina WAN, Senior Lecturer	MGT	2616 8314	wanmkp	SEK102/7
Prof. Esther LI, Associate Professor	MIB	2616 8232	estherli	SEK101/9

If you would like to seek academic advice, you may approach your assigned Academic Advisor directly or schedule a meeting with the Director of Undergraduate Business Programmes.

An email regarding the information of your initially assigned Academic Advisor will be sent to you by mid of September 2018.

Once students have been allocated to a stream, the Department who houses the stream will assign a new academic advisor to you if necessary. From that point onward, the academic advisor of your host department shall be responsible for advising both your study plan and academic related matters.

Stream Allocation

BBA students will choose their stream in the Term 1 of their second year. They will be assigned to streams in accordance with their order of stream preference as well as their overall academic performance, as measured by cumulative GPA [i.e. <u>Cumulative GPA obtained in 1st year of study, including summer term(s)</u>]. Given the resources limitation, the overall academic performance would be adopted as the overriding criterion in cases where insufficient places are available to accommodate all students wishing to study a particular stream (i.e. students will be assigned to streams in descending order of their overall Cumulative GPA and fills streams from the top of the queue, downwards.)

BBA (Hons) Programme Structure – 2018 Intake

University Requirements

Core Curriculum

Common Core (For details, please go to http://www.ln.edu.hk/ccgeo/ilo.php)

CCC8011	Critical Thinking: Analysis and Argumentation (R)	3
CCC8012	The Making of Hong Kong (R)	3
CCC8013	The Process of Science (R)	3
CCC8014	China in World History (R)	3

Cluster Courses (For details and the list of approved Cluster Courses, please go to http://www.ln.edu.hk/ccgeo/clusterlist.php)

CLA----	Creativity and Innovation	3
CLB----	Humanities and the Arts	3
CLC----	Management and Society	3
CLD----	Science, Technology, Mathematics and Society	3
CLE----	Values, Cultures and Societies	3

Note: Throughout your four-year studies, you are required to take 5 cluster courses with one from each cluster. Students can opt to take two additional cluster courses as free electives.

Chinese Language

LCC1010	Practical Chinese I (R)	3
LCC2010	Practical Chinese II (R)	3

English Language

LCE1010	English for Communication I (R)	3
LCE1020	English for Communication II (R)	3
LCE2010	English for Communication III (R)	3
ENG2020	Varieties of English (R)	3

Free Electives

24 (Accounting students)
27 (Non-Accounting students)

Note: Students may select courses in any disciplines to obtain the total number of credits required in Free Electives for graduation, subject to timetable, course load and study scheme constraints. In additional to the Stream study, BBA students can make use of free elective credits to take a Minor Programme (please refer to P.12 of this Enrolment Guide).

Requirements in Major Disciplines

Stream courses cannot be taken until at least 5 Foundation Core courses have been completed or permission has been granted by the Director of Undergraduate Business Programmes. It is highly recommended that Functional Core courses are not taken until at least 3 Foundation Core courses have been completed. After completion of all core courses or with the permission of the Director of Undergraduate Business Programmes, students can proceed to take the Capstone course.

Foundation Core

BUS1102	Statistics for Business (R)	3
BUS1103	Financial Accounting (R)	3
BUS1104	Managerial Accounting (R)	3
BUS2105	Microeconomics for Business (R)	3
BUS2107	Legal Aspects of Business (R)	3
BUS2108	Global Business Environment (R)	3

Functional Core

BUS2201	Financial Management (R)	3
BUS2202	Organisational Behaviour (R)	3
BUS2205	Marketing Management (R)	3
BUS2206	Information Systems Management (R)	3
BUS2211	Operations Management (R)	3

Capstone Course

BUS4301	Strategic Management (R)	3

Stream Required and Elective Courses*   21 (Accounting students)
           15 (Non-Accounting students)

                  Minimum Credits for BBA Honours Degree: **126 (Accounting students)**
                                                   123 (Non-Accounting students)

*Details of Stream Required and Elective Courses
ACT students will have to take a total of 21 credits of stream required courses. Non-ACT BBA students will have to take a total of 15 credits of stream required and elective courses.

Accounting Stream

ACT2200	Intermediate Accounting I (R)
ACT2201	Intermediate Accounting II (R)
ACT3202	Cost Accounting (R)
ACT3203	Taxation (R)
ACT3300	Company Law (R)
ACT3301	Auditing (R)
ACT4354	Advanced Accounting (R)

Finance Stream

FIN2200	Corporate Finance (R)
FIN2201	Hong Kong Monetary and Financial Systems (R)
FIN2300	Investment and Portfolio Management (R)

Stream Elective Courses *(6 credits to be taken from below)*

ACT3203	Taxation
ACT3367	Financial Statement Analysis
FIN2250	Introduction to Financial Econometrics
FIN3352	International Financial Management
FIN3353	Management of Financial Institutions
FIN3355	Derivative Securities and Hedging Strategies
FIN3356	Fixed Income Securities

Human Resource Management Stream

HRM2200	Human Resource Planning and Staffing (R)
HRM3201	Performance and Compensation Management (R)
HRM3202	Training and Development (R)

Stream Elective Courses *(6 credits to taken from below)*

HRM3352	Leadership and Teamwork
HRM3353	Quality and People
HRM4350	Industrial Relations in Hong Kong
HRM4351	Management of Innovation and Change
HRM4358	Work and Organisation

Marketing Stream

MKT3201	Buyer Behaviour (R)
MKT3203	Marketing Research (R)

Stream Elective Courses *(9 credits to be taken from below)*

MKT2221	Marketing in the Chinese Mainland
MKT2231	Advertising and Integrated Marketing Communication
MKT2241	International Business Management
MKT3311	Selling and Sales Management
MKT3351	Retailing and Distribution Management
MKT3353	Services Marketing
MKT4312	Strategic Brand Management

(R) denotes required course

Study Plan Checklist (2018 Intake)

In order to graduate, you are required to complete the courses list below with a minimum cumulative GPA of 1.67:-

University Requirements	No. of Credits		Enrolled In	Grade Obtained
LCC1010 Practical Chinese I (R)	3			
LCC2010 Practical Chinese II (R)	3			
LCE1010 English for Communication I (R)	3	18		
LCE1020 English for Communication II (R)	3			
LCE2010 English for Communication III (R)	3			
ENG2020 Varieties of English (R)	3			
Common Core Courses				
CCC8011 Critical Thinking: Analysis and Argumentation (R)	3			
CCC8012 The Making of Hong Kong (R)	3	12		
CCC8013 The Process of Science (R)	3			
CCC8014 China in World History (R)	3			
Foundation Core				
BUS1102 Statistics for Business (R)	3			
BUS1103 Financial Accounting (R)	3			
BUS1104 Managerial Accounting (R)	3	18		
BUS2105 Microeconomics for Business (R)	3			
BUS2107 Legal Aspects of Business (R)	3			
BUS2108 Global Business Environment (R)	3			
Functional Core				
BUS2201 Financial Management (R)	3			
BUS2202 Organisational Behaviour (R)	3			
BUS2205 Marketing Management (R)	3	15		
BUS2206 Information Systems Management (R)	3			
BUS2211 Operations Management (R)	3			
Capstone Course				
BUS4301 Strategic Management (R)	3	3		
Stream Required and Stream Elective Courses				
(1)	3			
(2)	3	21 (ACT)		
(3)	3	OR		
(4)	3	15		
(5)	3	(Non-ACT)		
(6) (ACT student only)	3			
(7) (ACT student only)	3			
Cluster Courses (one course from each cluster)				
(1)				
(2)				
(3)		15		
(4)				
(5)				
Free Electives				
(1)				
(2)				
(3)		24 (ACT)		
(4)		OR		
(5)		27		
(6)		(Non-ACT)		
(7)				
(8)				
(9) (Non-ACT student only)				
Course Exemption (no credit) and/or Credit Transfer obtained (if any)				
Minimum Credits for Honours Degree:	**123 (all streams except Accounting)** **126 (Accounting stream)**			

(R) denotes required courses

Study Plan for Year One BBA Students (2018 Intake)

You are advised to enroll in following courses (30 credits) in your 1st Year of study[Note 1]. Please note that this is NOT an enrolment record, but a study plan suggested by the Director of Undergraduate Business Programmes. However, the actual enrolment in a course is subject to the availability of places at the time of your web registration.

Category	Course Code	Course Title	No. of Credits	Courses required to be taken in 1st Term	Courses required to be taken in 2nd Term
English[Note 2]	LCE1010	English for Communication I (R)	3	✔	--
	LCE1020	English for Communication II (R)	3	--	✔
Chinese[Note 2]	LCC1010	Practical Chinese I (R)	3	Either 1st or 2nd term	
Foundation Core	BUS1102	Statistics for Business (R)	3	Either 1st or 2nd term	
	BUS1103	Financial Accounting (R)	3	Either 1st or 2nd term	
	BUS2105	Microeconomics for Business (R)	3	Either 1st or 2nd term	
Common Core	CCC8011	Critical Thinking: Analysis and Argumentation(R)	3	Either 1st or 2nd term	
	CCC8012	The Making of Hong Kong (R)	3	Either 1st or 2nd term	
Cluster	Two courses from 5 Clusters		3	Either 1st or 2nd term	
			3	Either 1st or 2nd term	
		Total credits taken:	30	15	15

(R) denotes required course(s)

Note 1:
Your Study Plan Advisor will confirm with you your study plan via **DegreeWorks** (See below Registration Materials for the DegreeWorks User Guidelines). The individual meeting with your Study Plan Advisor is scheduled on **16 Aug 2018 (Thu)**, following the Faculty Orientation and Introduction to BBA Programme Structure. If you are not available for this individual meeting with your Study Plan Advisor, you should contact him/her as soon as possible for scheduling another appointment (refer to page 2 for Study Plan Advisor's contact details). Otherwise, you **will not be allowed to enroll any courses**. Before the course registration date (i.e. **20 August 2018**), you are requested to familiarize yourself with the **Banner System**. The add/drop course period in the 1st term of 2018-19 is **3 Aug - 8 Sept 2018**, and the add/drop course period in the 2nd term of 2018-19 is **14 – 24 Jan 2019**.

For course registration, please refer to the Registry's website
http://www.ln.edu.hk/reg/info/timetable/ug_reg_materials_4year.php

You can find the following useful information in the website which could help you to complete the course registration:
1. **Course Offering List** – check the CRN, course code and name, sections, time, venue and instructor;
2. **Course Description** – check the brief introduction of each course and their prerequisites, co-requisites and exclusion/ restriction (if any);
3. **Banner Registration Procedure and Demonstration** – show you how to use Banner System to do the registration;
4. **DegreeWorks User Guidelines for Academic Advising** – show you how to use DegreeWorks System.

Students have the responsibility to ensure that the requirements concerning course prerequisites, co-requisites and exclusion/ restriction are met unless such are waived at the discretion of the Programme Director/Head of the Academic Unit concerned under exceptional circumstances. The student alone will be responsible for any consequences if he/she chooses to take a course contravening the requirements without special approval.

Note 2:
Non-local students are required to contact Ms Trace TAM of Undergraduate Programmes Office (Tel: 2616 8492, Email: tracetam@LN.edu.hk) about the schedule of their English and/or Chinese assessment sessions.

Important Information (extracted)

Students are advised to check regularly on the update information concerning changes in curriculum/ regulations, etc. from the web of Lingnan University (*http://www.LN.edu.hk*). For your easy reference, we extracted some important information from the University website and the Regulations Governing Undergraduate Studies as below:

Information for Current Students

https://www.ln.edu.hk/current-students

Regulations Governing Undergraduate Studies

http://www.ln.edu.hk/reg/docs/arup4.pdf

5.   Registration

5.8   Each student is required to meet in person with his/her academic adviser to consult him/her on his/her programme of studies at least once a term, including one meeting before the specific course registration session, if any.

5.9   Credits will not be granted for any course in which a student has not formally enrolled. Any information entered into the student record system through a student's login account is recognised as input by the student. A student shall keep confidential use of his/her student account and password.

5.11   A full-time student of the University is not allowed to pursue simultaneously any programme at any tertiary institution. A student in breach of this regulation is subject to having his/her studies at the University discontinued. In case a student wishes to take a course offered by another tertiary institution, prior approval by the Programme Director/Head of Department of his/her Major programme[(Note 1)] (or the Dean for a student whose Major programme has not been allocated) should be obtained.

6.   Course Requirements

6.1   A student is required to register for a study programme/Major programme[(Note 1)] and in addition may register for one or two Minor programme(s). The requirements for a Major programme and a Minor programme are specified in the curriculum concerned.

> *Note 1 A study programme refers to Bachelor of Arts, Bachelor of Business Administration, Bachelor of Business Administration - Risk and Insurance Management, or Bachelor of Social Sciences. A Major programme refers to Bachelor of Arts in Chinese, Bachelor of Arts in Cultural Studies, Bachelor of Arts in Contemporary English Studies, Bachelor of Arts in History, Bachelor of Arts in Philosophy, Bachelor of Arts in Translation, Bachelor of Arts in Visual Studies, Bachelor of Arts in Chinese Literature, History and Philosophy, Bachelor of Arts in Film and Media Studies, a self-designed Major, Bachelor of Business Administration or Bachelor of Social Sciences.*

6.2   A student with outstanding academic achievements may register for another Major programme[(Note 2)] upon approval by the Programme Director/Head of Department concerned. The student shall have achieved a Cumulative G.P.A. of 3.3 or above by the time when the application is made. The application can be made after the first term of the second year of study, and by the end of the add/drop period in the first term of the final year of study. The student approved to register for double Majors may need to study for more than 4 years in order to fulfill the requirements for attaining double Majors.

> *Note 2 The second Major consists of 48 credits or more credits, and can be Chinese, Cultural Studies, Contemporary English Studies, History, Philosophy, Translation, Visual Studies, "Chinese Literature, History and Philosophy",*

"Film and Media Studies", a student-designed Major, Business Administration or Social Sciences. This provision does not allow for BBA/BSocSc students to register for two Stream(s)/Discipline Major(s) under the same Major programme.

6.7   If there is a prerequisite for a course, a student must meet it before taking the course concerned.

8.   Normal Study Load

8.2   The normal study load of a full-time first year student should be 15 in a term and the maximum study load should be 30 credits in an academic year. Nevertheless, the Programme Director/Head of Department concerned can grant instant approval to a student to exceed the maximum study limit by 1 credit. Moreover, a first year student who has failed course(s) may take extra credits to make up the number of credits of the failed course(s) in the summer term in the first year with special approval from the Programme Director/Head of Department concerned. The extra credits shall be limited to six and will not be counted in the maximum study load of the following year.

8.3   The normal study load of a second year or above full-time student in a term should be in the range of 15 to 18 credits and the maximum study load in an academic year should be 33 credits. Nevertheless, the Programme Director/Head of Department concerned can grant instant approval to students to exceed the maximum study limit by 1 credit. In exceptional circumstances, approval can be granted by the Dean concerned for a student to take an extra course of 3 credits in excess of the maximum study load in an academic year upon recommendation of the Programme Director/Head of Department concerned.

10.   Adding and Dropping Courses and Changing Courses / Sections / Tutorials

10.1   A student who wishes to add or drop a course, or change a section or tutorial group of a course after registration must complete the relevant procedure as prescribed by the Registry. The add/drop period shall start four days before class commencement and end six calendar days after the beginning of the term concerned.

10.2   Only under very special circumstances may a student apply in writing to both the Programme Director/Head of his/her Department and the Registrar for permission to add or drop a course after the stipulated deadline, but no student is allowed to drop a course **after a lapse of one-third of the term**.

10.3   A student who adds a course or changes a course or section of a course without going through the prescribed procedure will not be given a grade or credits for the course.

10.4   A student who drops a course without going through the prescribed procedure will be given an "F" grade for the course.

12.   Class Attendance and Leave of Absence

12.1   A student should attend all lectures, tutorials and other class activities, tests and examinations and complete the work assigned by the teachers of the courses in which the student has enrolled.

12.2   Students are expected to attend classes and other class activities punctually and regularly, to the satisfaction of the teachers of courses. Each course may have specific requirements for student attendance. Appropriate sanctions, where necessary, would be approved by the Board of Examiners concerned.

12.3   A student who is unable to attend classes should inform the teacher concerned in writing at the earliest opportunity.

12.4   In the case of absence for more than two days owing to illness, a certificate from a registered medical doctor is required.

12.7   A student who has been absent without leave for a period exceeding thirty calendar days in the aggregate in any term will be considered as having unofficially withdrawn from studies at the University.

12.8   A student whose accumulated leave of absence exceeds one-third of the term should not be assessed and awarded credits for the courses enrolled in the term.

18.   Grading System

18.2   Grades are awarded according to the following system:

Grade	Standard	Sub-divisions	*Grade Points*
A	Excellent	A	4.00
		A-	3.67
B	Good	B+	3.33
		B	3.00
		B-	2.67
C	Fair	C+	2.33
		C	2.00
		C-	1.67
D	Pass	D+	1.33
		D	1.00
F	Failure	F	0
I	Incomplete		0*
M	Merit		No grade point given*
VS	Very Satisfactory		No grade point given*
S	Satisfactory		No grade point given*
U	Unsatisfactory		No grade point given*
PASS/FAIL			No grade point given*

* Not included in the calculation of grade point average.

19.   Grade Point Average (GPA)

19.1   Term G.P.A.

This is a figure ranging from 0 to 4.00 (A = 4.00) used to indicate the performance of a student in the term concerned.

$$\text{Term GPA} = \frac{\text{Total \textbf{weighted points} for all courses taken in the term concerned}}{\text{Total number of credits* enrolled in for the term concerned}}$$

where **weighted points** = grade points x the number of credits of the course concerned.

* credits of relevant courses only

19.3   Cumulative G.P.A.

This is a figure ranging from 0 to 4.00 (A = 4.00) used to indicate the overall performance of a student in all the terms up to date.

$$\text{Cumulative GPA} = \frac{\text{Total \textbf{weighted points} for all courses taken}}{\text{Total number of credits* enrolled in for all terms}}$$

* credites of relevant courses only

20.   Academic Standing

20.1   Academic Probation

20.1.1   A student will be put on academic probation in the following term(s) if his/her Cumulative G.P.A. is below 1.67.

20.1.2   A student on academic probation cannot take more than 12 credits of courses per term except otherwise approved.

20.2 *Discontinuation of Studies*

20.2.1 The studies of a student will normally be discontinued if,
(a) his/her term grade point average is below 1.00 for any two terms; or
(b) he/she fails in more than half of the credits of all the courses he/she takes in a term for any two terms; or
(c) he/she fails to have his/her academic probation lifted at the end of the term when he/she has taken cumulatively 12 or more credits since he/she has been put on probation; regardless of any intervening leave of absence or suspension of studies; or
(d) he/she fails thrice a required course* specified in his/her Major Programme (for a student who changes his/her study programme or Major programme, the failure under the original study programme or Major programme is also counted); or
(e) he/she fails to fulfil the requirement(s) for progression as stipulated in his/her Major Programme, if any; or
(f) he/she fails to fulfil all the requirements for graduation within the maximum period of study as stipulated in Regulation 13.2.

* A "required course" here refers to a common core course in the Core Curriculum, a required language course or a course specified in the Major programme of a student which the student is required to take and pass.

21.   Academic Honours

21.1   Dean's List - A student who obtains 24 credits or more in an academic year (with 12 credits or more in any one term in the academic year), scores a Year G.P.A. of 3.30 - 3.69, and has no F (Failure), Fail, U (Unsatisfactory) or I (Incomplete) grades in any courses enrolled in for the academic year concerned will be placed on the Dean's List.

21.2   President's List - A student who obtains 24 credits or more in an academic year (with 12 credits or more in any one term in the academic year), scores a Year G.P.A. of 3.70 or above, and has no F (Failure), Fail, U (Unsatisfactory) or I (Incomplete) grades in any courses enrolled in for the academic year concerned will be placed on the President's List.

22.   Graduation Requirements

22.3   A student should have completed 120 or more credits of courses and fulfilled all other graduation requirements as stipulated in the curriculum of his/her Major programme. A student should also fulfil the requirements of the Integrated Learning Programme and Civic Engagement/Service-Learning[Note 3]. A student should pass the Information Technology Fluency Test[Note 4]. The University reserves the right to make amendments to academic programmes from time to time as approved by the Senate. These should be fulfilled within the maximum study period as prescribed in Regulation 13.2.

22.4   A student admitted in the 2017-18 academic year or after shall meet the English language graduation requirement by attaining a minimum overall band score in the International English Language Testing System (IELTS) applicable to his/her Major[Note 5] before he/she can graduate. This shall be fulfilled within ten terms (eight terms for a student admitted to Year 2 and six terms for a student admitted to Year 3). Nevertheless, exceptional approval for fulfilling the requirement in a longer period can be granted by the Dean concerned on a case-by-case basis under exceptional circumstances and upon recommendation by the Programme Director/Head of Department concerned. A written application has to be submitted to the Programme Director/Head of Department concerned three months before the end of the aforementioned period.

22.5   A student should have obtained a Cumulative G.P.A. of at least 1.67.

Note 3 Students admitted in 2015-16 or before, students admitted to Year 2 in 2016-17 and students admitted to Year 3 in 2016-17 and 2017-18 are required to fulfil the Civic Engagement requirement. All first year intakes form 2016-17 onwards, students admitted to Year 2 from 2017-18 onwards and admitted to Year 3 from 2018-19 onwards are required to fulfil the Service-Learning graduation requirement.

Note 4 Successful completion of BUS1110 Introduction to Information Literacy course is regarded as fulfilled the requirement for passing the Information Technology Fluency Test.

Note 5 An overall band score of 6.5 in IELTS (Academic) was set as the university-wide English language minimum graduation requirement while an overall band score of 7.0 in IELTS (Academic) was set as the requirement for

English and Translation Majors and an overall band score of 6.0 in IELTS (Academic) was exceptionally approved for the Chinese Major and the Interdisciplinary Major in Chinese Literature, History and Philosophy. Students may meet the requirement anytime before graduation but it is strongly recommended that students take IELTS after completion of the four English Language Enhancement (ELE) courses. Students whose IELTS score is below the required threshold shall retake IELTS. There is no limit on the number of retakes. More details of the graduation requirement are stipulated in the Registry webpage on English Language Requirements.

Links to Items of University Graduation Requirements (other than Programme Requirements)

Integrated Learning Programme (ILP)

http://www.ln.edu.hk/ssc/ilp

Service-Learning Graduation Requirement (SLR)

http://www.ln.edu.hk/osl/student_graduation_requirement.php

Information Technology Fluency Test (ITF Test)

https://tlc.ln.edu.hk/itfp/

English Language Graduation Requirements

http://www.ln.edu.hk/reg/tselceep.php

Other Information

Online Tutorial on Plagiarism

All new undergraduate students, including senior years admittees, starting from the 2016-17 intake are required to complete the online tutorial by the end of their first year of studies in Lingnan. Completion will be indicated by ticking a check-box at the end of the course. The students will be blocked from course registration for the next academic year if they have not indicated that they have completed the tutorial by the end of their first academic year in Lingnan. For details, please go to http://study.ln.edu.hk/tlc/plagiarism-resources-student

Minor Programmes

BBA students can make use of free elective credits to take a minor programme. For updated details of specific requirements of individual Minor Programmes, please go to
http://www.ln.edu.hk/reg/info/study/minor4yr.php

Student Enhancement Programme

The aim of Student Enhancement Programme is to enhance the learning, knowledge, leadership, networking, and whole-person development of selected business students.

Participating students will be engaged in a variety of activities, including:
1) in-house seminars and workshops,
2) seminars organised by professional bodies,
3) mock interview sessions,
4) job preparation programme,
5) lunch-time discussion groups on business issues,
6) meetings with CEOs and alumni,
7) field trips and company visits,
8) open competitions on business plan or case writing,
9) service for the community, and
10) training in social etiquette.

BBA Summer Internship Programme

The Undergraduate Programmes Office organizes BBA Summer Internship Programme (SIP) on an annual basis for non-final year BBA students. The Programme enables students to gain real-world experience in their chosen areas of study. The Programme will allow students to practise what they have learned in classes and to share their internship experiences with classmates. It is expected that the internship experience will further improve students' marketability upon graduation. For the updated information, you can visit the website of Undergraduate Programmes Office at
http://www.ln.edu.hk/progs/bbaprog/students/sip/index.php

Student Exchange Programme

The University has established the Student Exchange Programme to provide our students with opportunities to gain an international outlook and exposure, and to analyse problems from a cross-cultural perspective. This Programme allows our students to study in our partner institutions in Mainland China or overseas for one term. For details and application, please go to Office of Global Education (OGE)'s website at *http://www.ln.edu.hk/oge/*

NOTE

Undergraduate Programmes Office

Faculty of Business