

*Master of Science in
Artificial Intelligence and Business Analytics*

AIBA

Become Heroes for the Technology Revolution

Student Handbook
AY 2023-24



MASTER OF SCIENCE IN ARTIFICIAL INTELLIGENCE AND BUSINESS ANALYTICS
ACADEMIC CALENDAR 2023-24

Term 1

Month	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Events	General Holidays	
Aug 2023			1	2	3	4	5	21: Reporting & Registration Day		
	6	7	8	9	10	11	12	23-24: Pre-entry Course of Statistics		
	13	14	15	16	17	18	19	26-27: Pre-entry Course of Introduction to Computing		
	20	21	22	23	24	25	26	29: Briefing for Postgraduate Students		
	27	28	29	30	31			31: Programme Orientation		
Sep 2023						1	2	1: Academic Year 2023-24 starts; Term 1 Classes Begin	30: The day following the Chinese Mid-Autumn Festival	
	3	4	5	6	7	8	9			
	10	11	12	13	14	15	16			
	17	18	19	20	21	22	23			
Oct 2023	24	25	26	27	28	29	30		2: The day following National Day 23: Chung Yeung Festival	
	1	2	3	4	5	6	7			
	8	9	10	11	12	13	14			
	15	16	17	18	19	20	21			
	22	23	24	25	26	27	28			
Nov 2023	29	30	31						16: Congregation (Classes Suspended)	
	5	6	7	8	9	10	11			
	12	13	14	15	16	17	18			
	19	20	21	22	23	24	25			
Dec 2023	26	27	28	29	30				8: Term 1 Classes End and Payment Deadline of Tuition Fee for Term 2 11-20: Term 1 Examinations 21: Reserved for exams postponed due to extenuating circumstances	25: Christmas Day 26: The first weekday after Christmas Day
	3	4	5	6	7	8	9			
	10	11	12	13	14	15	16			
	17	18	19	20	21	22	23			
	24	25	26	27	28	29	30			
	31									

Term 2

Month	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Events	General Holidays
Jan 2024		1	2	3	4	5	6	12: Term 2 Classes Begin	1: The first day of January
	7	8	9	10	11	12	13		
	14	15	16	17	18	19	20		
	21	22	23	24	25	26	27		
	28	29	30	31					
Feb 2024					1	2	3	21: Sports Day (Classes Suspended)	10: Lunar New Year's Day 12: The third day of Lunar New Year 13: The fourth day of Lunar New Year
	4	5	6	7	8	9	10		
	11	12	13	14	15	16	17		
	18	19	20	21	22	23	24		
	25	26	27	28	29				
Mar 2024						1	2		29: Good Friday 30: The day following Good Friday
	3	4	5	6	7	8	9		
	10	11	12	13	14	15	16		
	17	18	19	20	21	22	23		
	24	25	26	27	28	29	30		
Apr 2024	31								1: Easter Monday 4: Ching Ming Festival
	7	8	9	10	11	12	13	26: Term 2 Classes End	
	14	15	16	17	18	19	20		
	21	22	23	24	25	26	27		
	28	29	30						
May 2024				1	2	3	4	6-13: Term 2 Examinations	1: Labour Day 15: The Birthday of the Buddha
	5	6	7	8	9	10	11	14: Reserved for exams postponed due to extenuating circumstances	
	12	13	14	15	16	17	18		
	19	20	21	22	23	24	25		
	26	27	28	29	30	31			

General Holidays

Major Events / Important Dates for Students to Note / Term Classes Begin or End

Examinations

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This Programme Student Handbook is subject to periodic review and changes may be made when needed. Students will be informed of the changes as and when appropriate.

(Last update: 4 September 2023)

1. ABOUT LINGNAN UNIVERSITY

Lingnan University is a liberal arts university in Hong Kong and we have the longest established tradition among the local institutions of higher education. Our history can be dated back to 1888, when our forerunner, the Christian College in China, was founded in Guangzhou, and to 1967, when the institution, as Lingnan College, was re-established in Hong Kong.

It ranks:

- 1st for “International Faculty”, “Inbound Exchange Students” and “Outbound Exchange Students” (QS Asia University Rankings 2021)
- 2nd for “Quality Education” (THE University Impact Rankings 2023)
- 33rd for “International Faculty” (QS World University Rankings 2022)

Meaning of the Lingnan Logo

The mountain, river, trees and path illustrated in the University logo each symbolise a profound principle:



- The White Cloud Mountain depicts the highest aspiration in life;
- The Pearl River represents the wide dissemination of Lingnan education;
- The lychee trees - with ripe fruit hanging in clusters - represent the commitment to realise the precept "For God, for Country, and for Lingnan";
- The path represents the road to the future by virtue of hard work;
- The panoramic view of the campus in the emblem '*reminds alumni and friends of Lingnan of their loyalty wherever they may be. The red and grey colours of the emblem help nourish the sentiment; they are "blood-red and iron-grey", symbolising loyalty and steadfastness. The red and grey reflect the Lingnan spirit, a spirit inspiring them to lay the foundations for a splendid future forever*'¹.

¹ Lee, Sui-ming. *A Phoenix of South China: The Story of Lingnan (University) College Sun Yat-sen University*. Hong Kong: The Commercial Press, 2005.

1.1. Vision, Mission and Core Values

We offer undergraduate, taught postgraduate and research postgraduate programmes in the areas of Arts, Business and Social Sciences, and our broad curriculum covers an array of general education and interdisciplinary courses to provide students with a firm knowledge foundation across different subjects. We groom students to think critically and creatively, judge independently, care genuinely, and act appropriately and responsibly, and we prepare them to pursue their goals in a rapidly changing environment.

Vision

To excel as a leading Asian liberal arts university with international recognition, distinguished by outstanding teaching, learning, scholarship and community engagement.

Mission

Lingnan University is committed to

- providing quality whole-person education by combining the best of the Chinese and Western liberal arts traditions;
- nurturing students to achieve all-round excellence and imbuing them with its core values; and
- encouraging faculty and students to contribute to society through original research and knowledge transfer.

Motto

Education for service

Core Values

A collegial community of learning and discovery for students and scholar-teachers

Lingnan aims to build a community of learning and discovery with collegial students and scholar-teachers who respect each other, keep an open mind, embrace diversity, appreciate different views, uphold academic freedom and freedom of expression, and accept responsibility for their words and deeds.

Whole-person cultivation and all-round development

Lingnan endeavours to cultivate students' whole-person and all-round growth. It encourages students to pursue independent and critical thinking, creativity and innovation, excellent communication skills including a high level of literacy, social responsibility, personal virtue, cultural accomplishment and a passion for lifelong learning.

Community engagement and social responsibility

Lingnan encourages its members to care for others, to be responsible for their own actions, to serve the local community and beyond, and to make a positive impact for the betterment of humanity.

The Lingnan spirit

The Lingnan spirit, which has flourished since Lingnan's founding in Canton (Guangzhou) in 1888 as Christian College in China, has served over the years to bond all Lingnanians together, and continues to inspire the University today. The Lingnan spirit is marked by passion, loyalty, perseverance, openness to different ideas and cultures, and a readiness to serve.

1.2. Graduate Attributes for Taught Postgraduate (TPg) Programmes

For taught postgraduate programmes, Lingnan graduates are expected to possess the following attributes in terms of knowledge, skills and attitude (https://www.ln.edu.hk/sgs/taught-postgraduate-programmes/graduate_attributes):

Independent and Critical Scholar

LU graduates will possess in-depth discipline specific knowledge as well as a diverse range of professional and scholarship skills.

Advanced Professional Problem-solver

LU graduates will have a deep understanding of discipline knowledge to creatively solve complex problems and provide innovative solutions.

Critical and Creative

LU graduates will be critically analytical and have a creative perspective and outlook in their research areas / professional discipline.

Skilled Communicator

LU graduates will be advanced communicators and be able to articulate clearly and coherently in written, digital and oral forms.

Ethically and Socially Responsible Researcher/Professional

LU graduates will be reflective, ethical and socially responsible in conducting their research / professional practice.

2. PROGRAMME INFORMATION

2.1. Background

With the rapid development of artificial intelligence (AI) and big data techniques in recent years, there have been a huge number of innovative applications in various domains. AI and business analytics are an inter-disciplinary sub-field that integrates knowledge and skills from both with critical and out-of-the-box thinking to process business datasets through the use of AI techniques.

The Master of Science in Artificial Intelligence and Business Analytics (MScAIBA) Programme emphasizes a balanced coverage of subjects in AI and business analytics, as well as focuses on business data analytics by using AI techniques to solve practical business problems. The programme is offered and managed by the Department of Computing and Decision Sciences, Faculty of Business, Lingnan University. Information regarding this full-time programme is given below.

Title in English: Master of Science in Artificial Intelligence and Business Analytics

Title in Chinese: 人工智能與商業分析理學碩士課程

Normal study duration: One year

2.2. Aims and Learning Outcomes

2.2.1. Aims

The programme is designed to educate students about the fundamental principles and practical applications of AI and business analytics techniques, especially in domain of business, so that they can effectively apply AI tools and techniques when problem solving, as well as analyse business problems by using data analytic skills and AI techniques when decision making. Furthermore, not only will students learn to identify and verify the effectiveness of various AI and business analytic models, they will also develop solutions to business problems by using computational and mathematical modelling methods in AI and business analytics. Graduates will be able to meet and exceed the expectations of their current and future employers by working in different roles (e.g., business analysts, data analysts, project managers, AI consultants/experts, and data scientists) for various organisations. The programme prepares graduates (i.e., AI consultants/experts, data analysts, business analysts, data scientists, and IT professionals) for professional IT examinations and further studies at the doctoral level.

2.2.2. Programme Intended Learning Outcomes (PILO)

On completing the MScAIBA Programme, students will be able to:

PILO1. Demonstrate command of the principles and practical applications of cutting-edge artificial intelligence and business analytics techniques especially in the domain of business.

PILO2. Describe and apply effectively and ethically advanced artificial intelligence, business analytics and other IT tools and techniques for problem solving.

PILO3. Analyse complicated business problems creatively and critically by using advanced

business analytic skills and artificial intelligence techniques for decision-making.

PILO4. Discriminate and verify the effectiveness of various artificial intelligence and business analytic models.

PILO5. Design, implement, deploy, and manage the solutions for business problems by using computational and mathematical modeling methods in artificial intelligence and business analytics.

PILO6. Deliver the findings and communicate with different stakeholders with a variety of diverse backgrounds.

2.3. Entrance Requirements

To be eligible for admission to the MScAIBA Programme, an applicant should hold a Bachelor of Science, Engineering, Business Administration, or other related certification awarded by a tertiary education institution as recognised for admission purposes by the University. Applicant with equivalent qualifications and experience will be considered on case-by-case basis.

An applicant whose degree or, exceptionally, an alternative qualification deemed equivalent from a tertiary institution is not using English as the medium of instruction for the programme should obtain a minimum score of 550 (paper-based test) or 79 (internet-based test) in the Test of English as a Foreign Language (TOEFL), or a band score of 6.5 or above in the International English Language Testing System (IELTS), or an equivalent score in a recognised test, or an equivalent qualification to prove his/her English language proficiency which will be considered on a case-by case basis.

2.4. Mode of Study

This is a full-time programme. The teaching pattern is normally a 3-hour lecture and/or seminar per week per course. Students are expected to spend a total of 9 hours (i.e. 3 hours of class contact and 6 hours of personal study) per week per course to achieve the course learning outcomes.

2.5. Normal and Maximum Duration of Study

The normal duration for the MScAIBA Programme is one-year full-time study, and a student could extend his or her study up to a maximum duration of three years, including any periods of leave of absence, which is subject to the approval of the Programme Coordinator and the Head of the Department. Students would normally complete three required courses and two elective courses in the first term (September-December) and three required courses and two elective courses in the second term (January-May).

2.6. Medium of Instruction

The medium of instruction is English.

2.7. Programme Structure

2.7.1. Curriculum

Students are required to complete a total of thirty credits, consisting of six required courses and four elective courses, for the award of the MScAIBA degree. These courses can have different combinations of lectures, laboratory sessions, tutorials, and/or seminars. The normal duration for the MScAIBA programme is one year of full-time study. Students may extend the study period up to a maximum duration of three years, subject to the approval of the Programme Coordinator and Head of the Department.

2.7.2. List of Course

Required courses (6 courses, a total of 18 credits)		Credits
1.	CDS504 Business Data Analytics	3
2.	CDS521 Foundation of Artificial Intelligence	3
3.	CDS522 Business Data Management	3
4.	CDS523 Principle of Data Analytics and Programming	3
5.	CDS524 Machine Learning for Business	3
6.	CDS525 Practical Application of Deep Learning	3
Elective Courses* (any 4 courses, a total of 12 credits)		
1.	CDS505 Mobile Technology and Applications in eBusiness	3
2.	CDS510 Social Media for eBusiness	3
3.	CDS511 Project Management with Software	3
4.	CDS515 Business Decision Making with Software	3
5.	CDS526 Artificial Intelligence Based Optimisation	3
6.	CDS527 Big Data Analytics	3
7.	CDS528 Blockchain	3
8.	CDS529 Project for Artificial Intelligence and Business Analytics	3
9.	CDS530 Healthcare Analytics	3
10.	CDS531 Marketing Analytics and Intelligence	3
11.	SCI501 Location Intelligence	3

* Offering of the elective courses is subject to sufficient demand and faculty availability.

2.7.3. Curriculum Mapping

To illustrate the implementation of the Outcome-based Approach to Teaching and Learning (OBATL) in curriculum development, teaching, learning and assessment at programme level, a mapping of programme curriculum and programme intended learning outcomes (PILO) is stipulated below.

Required courses	PILO					
	1	2	3	4	5	6
CDS504 Business Data Analytics	✓		✓	✓	✓	✓
CDS521 Foundation of Artificial Intelligence	✓	✓	✓		✓	
CDS522 Business Data Management	✓		✓		✓	✓
CDS523 Principle of Data Analytics and Programming	✓	✓			✓	
CDS524 Machine Learning for Business		✓		✓	✓	✓
CDS525 Practical Application of Deep Learning		✓		✓	✓	✓
Elective Courses						
CDS505 Mobile Technology and Applications in eBusiness		✓				✓
CDS510 Social Media for eBusiness		✓				✓
CDS511 Project Management with Software		✓			✓	✓
CDS515 Business Decision Making with Software	✓	✓	✓			
CDS526 Artificial Intelligence Based Optimisation		✓		✓		
CDS527 Big Data Analytics				✓	✓	✓
CDS528 Blockchain	✓			✓		✓
CDS529 Project for Artificial Intelligence and Business Analytics	✓	✓	✓			✓
CDS530 Healthcare Analytics	✓	✓	✓	✓		✓
CDS531 Marketing Analytics and Intelligence		✓	✓	✓		✓
SCI501 Location Intelligence		✓	✓			

3. ACADEMIC REGULATIONS

3.1. Student Classification

A student is designated as a Year 1, Year 2 or Year 3 student respectively in his/her first, second or third year of study at the University.

3.2. Change of Personal Particulars

A student should retain the full name(s) entered on his/her Hong Kong Identity Card or Passport. Under special circumstances, however, a student may submit an application form to the MScAIBA Programme Office, together with the following documents:

- a) written consent from the applicant's parent or guardian, if the applicant is under the age of 21, and
- b) a copy of the applicant's Hong Kong Identity Card or passport, carrying the new name intended to be registered with the University, and
- c) a copy of the applicant's statutory declaration and/or birth certificate.

A student should inform the MScAIBA Programme Office immediately of any change of address or other particulars.

3.3. Credit Transfer and Course Exemption

A student who has passed public, professional, or other examinations recognised by the University or has successfully completed a similar course at an appropriate level offered by a recognised institution may apply for credit transfer/course exemption.

3.3.1. Credit Transfer

The student will be exempted from taking the corresponding course offered by the University and granted with equivalent credits, if the application is approved.

3.3.2. Course Exemption

- The student will be exempted from taking the corresponding course offered by the University, if the application is approved. However, credits are not granted, and the student has to take another course (may be a specified course or any other course) to make up for the total number of credits required for graduation.
- No grade will be given but all exempted courses and the number of credits transferred will be shown in the student's transcript.
- Normally, a student may not be granted credit transfer/course exemption for more than 50% of the required number of credits for the academic award, unless the University has approved otherwise for the Programme in which the student is taking.
- The student is required to obtain from the MScAIBA Programme Office an application form for credit transfer/course exemption, complete and submit the application to the Programme Coordinator before the beginning of a term. All such applications must be

accompanied by original supporting documents and their photocopies. The MScAIBA Programme Office will return the original supporting documents to the applicant after inspection.

- The application should be approved by the Programme Coordinator, who should forward it to the MScAIBA Programme Office within two weeks after the beginning of a term.
- A student should not enrol in a course for which he/she has been granted exemption (with or without credits). If the student has enrolled in a course and is subsequently granted exemption (with or without credits), he/she is not required to apply to drop the exempted course.

3.4. Adding and Dropping Courses and Changing Course/Sections

- A student who wishes to add or drop a course or change a course or section of a course after registration must complete a prescribed form obtainable from the MScAIBA Programme Office. The deadline is two weeks after the beginning of the term concerned, or at an earlier time as decided by the MScAIBA Programme Office for a course operated on an irregular mode, e.g. a 4-week intensive course.
- The student is required to obtain the endorsement of the teachers involved and the approval of the Programme Coordinator.
- If the application is approved, the student must return the form with the signatures of endorsement and approval to the MScAIBA Programme Office by the specified deadline. Only under very special circumstances may a student apply in writing to the Programme Coordinator 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 or the course operated on an irregular mode.
- A transaction fee will be charged for each entry to be altered if the application is approved. If the change is initiated by a teacher, no fee will be charged.
- A student who adds a course or changes a course or section of a course without going through the prescribed procedure specified in this section will not be given a grade or credits for the course.
- A student who drops a course without going through the prescribed procedure specified in this section will be given an “F” grade for the course.

3.5. Class Attendance and Leave of Absence

- A student should attend required 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.
- Students are expected to attend classes and other class activities punctually and regularly, to the satisfaction of the lecturers of courses. Each course may have specific requirements for student attendance. Appropriate sanctions, where necessary, would be approved by the Board of Examiners.
- A student who wishes to obtain leave of absence of more than three weeks should obtain prior permission from the programme concerned on the basis of a written application, stating the reasons for seeking leave of absence.

- Leave of absence may be granted for a maximum period of 12 months. Any periods of leave of absence taken shall be included as part of the period of study.
- In case of illness or other serious emergencies, a student who has been granted leave of absence may apply to the Programme Coordinator for permission to carry out make-up work for assignments, tests and examinations. Such applications are subject to approval by the Programme Coordinator in consultation with the teachers concerned.
- 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.
- A student may be required to take leave of absence if the condition of the student's health will constitute a definite hazard to the University community. Such a student should seek appropriate treatment. After the prescribed period of absence and before the student applies to resume classes, he/she should obtain a certificate signed by a registered medical doctor, stating that the student no longer constitutes a hazard to the University community.

3.6. Withdrawal of Study

- A student who wishes to leave the University before graduation must seek official withdrawal from the University. The student should complete and submit an application form obtainable from the MScAIBA Programme Office.
- Approval will be granted by the Programme Coordinator only after proper clearance by relevant units.
- A student who leaves the University without prior approval by the Programme Coordinator or is absent for over three weeks continuously without prior permission of his/her programme as stipulated in Section 3.5 above will be considered as having unofficially withdrawn from studies at the University with effect from the date of confirmation by the programme concerned.
- An unofficially withdrawn student will not be issued any official documents of the University and will not be re-admitted.

3.7. Discontinuation of Studies

- The Senate may, on the recommendation of the Committee, discontinue the studies of a student at any time on the grounds of the candidate's unsatisfactory performance or failure to comply with the Regulations Governing Taught Doctoral/Master's Degree Programmes.
- The studies of a student will normally be discontinued if,
 - a) he/she fails to have his/her academic probation lifted at the end of the term when he/she has taken cumulatively 6 or more credits since he/she has been put on probation, or
 - b) his/her Cumulative G.P.A. is below 2.33 (or the Cumulative G.P.A. requirement of the programme for progression) at an academic review after the academic probation is lifted and the student continued on the programme;
 - c) he/she fails to fulfill progression requirements specified in Regulation 16 of the Regulations Governing Taught Doctoral/Master's Degree Programmes; or
 - d) he/she fails to fulfill all requirements for graduation within the maximum study period.
- A student with studies discontinued on academic grounds is normally not allowed to be admitted to the same programme of the University in the following academic year. If a student

is admitted to the same programme or another taught postgraduate programme of the University, recognition of the credits obtained in his/her previous studies at the University will be determined by the course offering unit and the decision shall be based on content relevance and the grade obtained. Only courses passed with grade B- or above will be recognised and recognised grades will be counted in Cumulative G.P.A. calculation. Normally, no more than 30% of the required number of credits for the academic award shall be recognised.

- Students' academic standing referred to in Regulation 17.2 of the Regulations Governing Taught Doctoral/Master's Degree Programmes is subject to the approval of the Senate upon the recommendation of the Committee.
- Notwithstanding Regulation 17.4 of the Regulations Governing Taught Doctoral/Master's Degree Programmes, a student whose studies have been discontinued may appeal through the Registrar against the decision. Details are stipulated in Section 9 of the Regulations Governing University Examinations and Course Work.

3.8. Application for Testimonial and Transcript

3.8.1. Testimonials

- A testimonial details the current study/graduation status of the applicant in Lingnan University. Information such as the "Date of Attendance", "Programme of study", "Programme Duration" and graduation information (for graduates and final year students after graduation approval) is included.
 - [*Sample of Testimonial \(current students\)*](#)
 - [*Sample of Testimonial \(graduates\)*](#)
- A student who wishes to have a letter certifying his/her student status or attendance records may apply to the Registry for such a testimonial. Application fee for testimonial is HK\$50 per copy.
- A student who wishes to have a personal recommendation or reference letter should approach a teacher who knows him/her well.

3.8.2. Transcripts

- A student who wishes to apply for transfer or admission to another educational institution or for employment may apply to the Registry for an official transcript. Application fee for transcript is HK\$70 per copy.
- An official transcript shows the relevant particulars of a student, title of his/her programme, all courses taken and retaken regardless of passed or failed, grades obtained, grade point averages, academic scholarships, academic awards and disciplinary actions taken, if any.
- An official transcript will be sent direct by the Registry to the institution or prospective employer upon the student's request and payment of the prescribed fees and postage.
- An official transcript is not issued to a student as a personal copy or to any private individual.
- Official transcripts shall not be issued to students who have not completed a term of study.
- A student who has unofficially withdrawn from the University or has unpaid accounts or obligations due to the University will not be issued any transcript or testimonial.

3.9. Student Card Replacement

- Upon first registration, each student is issued with a Student Identity Card free of charge. The student should take good care of the card.
- A student who has lost or damaged his/her Student Identity Card may apply for a replacement card. A fee of HKD \$100 is levied on card replacement.
- Students are required to settle the replacement fee at the Office of the Comptroller (CO) and apply to the Registry with a completed “Application for a Replacement Copy of LU Card” (available at <https://www.ln.edu.hk/reg/forms-for-registry-services>) and payment receipt.

3.10. Fees

3.10.1. Tuition Payment

Student must pay their tuition fee on the specified due dates. A penalty of HK\$500 will be charged if payment is not made by the due date. Registration includes payment of the fees due and enrolment and selection of courses/sections. An applicant who fails to pay the prescribed fees or register on the relevant specified dates is considered as having forgone his/her place offered by the University. A student who wishes to continue his/her studies at the University but fails to pay the prescribed fees after a lapse of ten days or fails to register before the last day for registration is considered as having withdrawn from studies at the University. A student who for special reasons seeks permission for deferment of his/her registration may apply in writing to the Programme Coordinator at least one week before the specified date for registration. A fee for late registration will be charged by the MScAIBA Programme Office.

3.10.2. Deposit

A deposit of HK\$600 is payable by all students on first registration and is refundable only when a student has completed at least one academic year and withdraws officially from the University or his/her study is discontinued by the University. A deduction will be made by the University for an outstanding debt not previously settled. An application for refund of the deposit must be made within one year after a student leaves the University. Otherwise, according to the practice of the University, the full amount of the deposit or the balance left is forfeited.

For students who graduate, the deposit or the balance left is not refunded but is transferred to pay part or all of the graduation fee.

Where there is an unpaid account due to the University after netting off the deposit, students should fully settle the amount before graduation.

3.10.3. Graduation Fee

A graduation fee of HK\$600 is payable upon approval for graduation. In accordance with the practice of the University, the full amount or the balance of the deposit paid on first registration is used to pay this graduation fee. Where the balance is insufficient to pay the entire HK\$600, a student must pay the difference before the degree is awarded.

3.10.4. Transcript Fee

A fee of HK\$70 is payable for each copy of the transcript requested by a student or graduate. Students or graduates who apply for admission to other institutions may request the University to send their transcripts to the institutions concerned. The cost of postage is charged to the students. The University will provide one copy of the transcript free of charge to every student upon graduation.

4. ASSESSMENT, EXAMINATION AND GRADUATION REGULATIONS

4.1. Course Assessment

4.1.1 Outcome-based Approach to Teaching and Learning (OBATL)

- Lingnan University has put in place effective mechanisms to assure and enhance the quality of its education with a view to achieving the **graduate attributes** and **learning outcomes** exemplifying the qualities expected of Lingnan graduates.
- OBATL is grounded in a set of pedagogical and institutional values and principles that articulate clearly stated “intended learning outcomes” (ILOs) with a set of assessment tasks (methods) for measuring them.
- OBATL requires that assessment processes be based on **clearly expressed criteria** which are then used for determining the final grade (criterion-referencing).
- In other words, students are graded on the basis of attaining well defined learning outcomes (i.e., knowledge, skills, attributes criteria) **rather than how they compare with their peer group** (norm-referencing).

4.1.2 Use of Rubrics

Rubrics are developed for Assessment Tasks to help assessing to what extent students have attained the intended outcomes.

4.2. Grading System

Letter grades are used to indicate a student's academic performance in a course. 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	Pass	C+	2.33
		C	2.00
		C-	1.67
F	Failure	F	0
I	Incomplete		0*
PASS/FAIL			no grade point given*

*Not included in the calculation of grade point average.

- Grade I is a temporary grade which indicates that the course work or examination has not been completed for reasons acceptable to both the teacher and the Board of Examiners concerned. The assessment should be completed within four weeks after official release of the preliminary

assessment results, and the grade I will be converted to a final grade which includes all assessment marks; otherwise, the grade I will be converted to grade F. The final grade will be used in the calculation of grade point averages.

A Pass or Fail grade may only be given as specified in the approved syllabus of the course concerned.

4.3. Grade Point Average (GPA)

4.3.1. 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.

Term G.P.A.

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

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

4.3.2. 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.

Cumulative G.P.A.

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

* credits of relevant courses only

^ with exception as stipulated in the paragraph below

- Courses enrolled, whether passed or failed, will be taken in the calculation of Term or Cumulative G.P.A., but for courses which have been retaken, only the grade and weighted points obtained in the final attempt will be included in the G.P.A. calculation.
- Courses which are exempted are not included in the calculation of Term or Cumulative G.P.A.

4.4. Student Progression

- A student should be subject to an academic review at the end of each term generally. In the case where a student enrolled in less than 6 credits in a term, the academic review shall be done when he/she has cumulatively enrolled in 6 credits or more.
- Students are required to achieve a Cumulative G.P.A. of 2.50 or above in order to proceed to the next term. The Board of Examiners shall, at the end of each term, recommend whether each student is:
 1. eligible for progression towards an award;
 2. eligible for an award; or
 3. required to withdraw from the programme.
- A student will normally progress unless he/she falls within the following categories, any of which may be regarded as grounds for withdrawal from the Programme:

1. the student cannot attain a Cumulative G.P.A. of 2.50 at the academic review, normally at the end of each term or when the student has cumulatively enrolled in six credits or more;
 2. the student has exceeded the maximum period of study, which is 3 years; or
 3. the student will be unable to attain a Cumulative G.P.A. of 2.67 at the end of the Programme, which is the minimum Cumulative G.P.A. requirement for graduation.
- However, to enhance support for a student with potential study problems, the Programme Curriculum Committee (PCC) of the programme will give an early warning/advice to the student or may have a special consideration for the student's chance of study continuation, which depends on the conditions specified below.
 1. If a student's Cumulative G.P.A. is equal to or greater than 2.50 but smaller than 2.67, then the PCC of the MScAIBA Programme will give an early warning/advice to the student.
 2. If a student's Cumulative G.P.A. is smaller than 2.50 but equal to or greater than 2.33 (equivalent to "C+"), then the PCC of the MScAIBA Programme may have a special consideration for the student's chance of study continuation. Here, the cumulative G.P.A. of 2.33 is regarded as the minimum Cumulative G.P.A. threshold for special consideration for a chance of continuation.
 3. If the student satisfies the Cumulative G.P.A. requirement for special consideration, then the student can apply for an interview to be conducted by the Programme Coordinator, who will closely consider the student's eligibility for continuation and then report their recommendation to the Board of Examiners for the MScAIBA Programme. The Board of Examiners will make a decision on the marginal case and report their thinking and decision to the University's Postgraduate Studies Committee (PSC) for information, or make recommendations on the marginal case for special consideration by the PSC for a chance of continuation. If approved by the PSC, the student who is given a chance of continuation will be put on academic probation in the following term, the academic probation will be lifted if he/she obtains a cumulative GPA of 2.5 or above.

4.5. Graduation Requirements

- A student will be evaluated for graduation at the conclusion of the term in which he/she may satisfy all the conditions for an award. If a student is not allowed to graduate, he/she will be re-evaluated for graduation at the end of subsequent terms.
- The student should have fulfilled all graduation requirements stipulated in the curriculum of his/her programme. The University reserves the right to make amendments to academic programmes from time to time as approved by the Senate.
- For graduation, students are required to complete a total of 10 courses of 30 credits as specified in the programme curriculum, including 6 required courses and 4 elective courses.
- The cumulative grade point average that a student should have obtained for graduation shall not be below 2.67.
- If a student was admitted to the programme with an English test score just below the minimum as specified in Section 3.2 of the Regulations Governing Taught Master's Degree Programmes, the student is required to fulfil an exit requirement on English language competency before graduation.

- A student is required to graduate as soon as he/she satisfies all the conditions for an award.
- A student may graduate upon completion of all requirements at the end of any term in an academic year.
- A student's eligibility for graduation is subject to Senate approval.

4.6. Intermediate Award

- Students will be awarded a Postgraduate Diploma in Artificial Intelligence and Business Analytics if they cannot meet the requirement(s) for graduation with a MSc degree. Specifically, to qualify for the award of the Postgraduate Diploma in Artificial Intelligence and Business Analytics issued by Lingnan University, students must complete any four required courses with a Cumulative G.P.A. that is equal to or greater than 2.33.
- Acceptance of an intermediate award implies an intention not to complete the final award. Where students seek re-admission to complete the award, re-admission cannot be guaranteed. Where students are re-admitted and go on to complete the award, their transcripts will indicate that the intermediate award has been superseded.
- A student's eligibility for this intermediate award is subject to Senate approval.

4.7. Award Classification

- A student who has fulfilled all the requirements for graduation will be awarded a MSc degree with one of the following classifications:

Degree Classification	Minimum Cumulative G.P.A. Required
Distinction	3.50
Pass	2.67

- These classifications are given according to the student's Cumulative G.P.A .
- There is no classification for an intermediate award.

4.8. Supplementary Assessment

- A student who fails to attend a test or an examination without a good reason will not be given marks for that test or examination and no supplementary assessment will be given.
- A student who is unable to sit for an examination but has medical or other compelling reasons acceptable to the MScAIBA Programme for the course concerned may apply in writing with documentary evidence to the MScAIBA Programme concerned for a supplementary assessment. The application should be made at the earliest possible moment and no later than one week after the examination concerned was held.

4.9. Appeal

4.9.1 Review of Grades and Reassessment

- A student unsure of how a course grade has been calculated is encouraged to seek an explanation from the course instructor.
- The course instructor should provide the information which may include an explanation of the criteria used in marking individual assessment tasks and/or a confirmation of the scores and weightings on which the course grade is based.
- A student may appeal through the MScAIBA Programme for a review of grades, or for a reassessment.
- For review of grades, the original calculation of marks would be checked but no remarking would be done.
- For reassessment, the student is required to explain briefly why he or she believes the original grade is unfair, and the final exam will be graded again.
- No personal lobbying by students is permitted and failure to comply with this requirement will result in the appeals being rejected.
- An appeal for review or reassessment requires a deposit, which will be refunded only if the appeal results in a change to the grade.

4.9.2 Discontinuation of Studies

- The Senate may, on the recommendation of the Committee, discontinue the studies of a student at any time on the grounds of the candidate's unsatisfactory performance or failure to comply with the Regulations Governing Taught Master's Degree Programmes.
- A student with studies discontinued on academic grounds is normally not allowed to be admitted to the same programme of the University in the following academic year. If a student is admitted to the same programme or another taught postgraduate programme of the University, recognition of the credits obtained in his/her previous studies at the University will be determined by the course offering unit and the decision shall be based on content relevance and the grade obtained. Only courses passed with grade B- or above will be recognised and recognised grades will be counted in Cumulative G.P.A. calculation. Normally, no more than 30% of the required number of credits for the academic award shall be recognised.

4.10. Course Attendance Requirement for Examination

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

4.11. Re-taking a Course

- A student must retake a failed required course or take a substitute course approved in writing by the MScAIBA Programme Office.
- A student may retake a required course passed with grade C+ or below or take a substitute course approved in writing by the MScAIBA Programme Office.
- A student who has failed an elective course or passed the elective course with grade C+ or below may retake it or substitute it with another elective in a subsequent term. Students are required to register all substitution with the MScAIBA Programme Office prior to commencement of the term..
- A student may retake a course only twice, be it retaking a failed course or a course with grade C+ or below. Course grades for all attempts, inclusive of any course substitute as stipulated in Section 12.6 to 12.8 of the Regulations Governing Taught Master's Degree Programmes, will appear on the student's transcript, but only the final grade and weighted points obtained will be taken in the calculation of the student's G.P.As, and only the credits for the final attempt will be counted towards fulfillment of graduation requirements.
- A student may choose only two courses passed with grade C+ or below for course retaking or course substitution while each course can have at most two attempts of retaking and/or substitution.
- For retaking a course, a student shall attend classes, complete assignments, take tests and attend the final examination, if any, as other students. In case a student shall retake a course in a different mode, such shall be considered and approved by the Committee on an exceptional basis.
- A student shall be charged additional tuition fees for retaking a course, in an amount to be determined by the MScAIBA Programme Office.
- A student is not allowed to retake any credit bearing or non-credit bearing courses which he/she has previously taken and passed with B- or above.

4.12. Academic Dishonesty

- If a student attempts to gain an advantage in the assessment of his/her work by undertaking any of the following acts or any other form of dishonest practice, it will be regarded as a case of misconduct:
 - a) Collusion - where two or more students misrepresent their individual work by knowingly withholding crucial information from teachers on who actually do the work.
 - b) Falsification of Data - where the presentation of data in reports, projects or research papers, which is purported to be based on experimental or research work conducted by the student, has actually been invented by the student or obtained from other sources by unfair means.
 - c) Plagiarism - the presentation of another person's work without proper acknowledgement of the source, including exact phrases, or summarised ideas, or even footnotes/citations, whether protected by copyright or not, as the student's own work.
 - d) Dishonesty in connection with test(s) or examination(s), or violation of any rules or regulations governing the conduct of examinations.
 - e) Any other form of dishonest practice, e.g. submission of same or substantially same work for two different assessments (e.g. for assessment in two different courses) without prior approval.
- Related to (a) or (c) above, allowing another student to copy his/her work is regarded as an act of misconduct.

- Any staff member who has reason to believe that a student has committed academic misconduct will present the case to the Board of Examiners concerned and provide the Board with all the relevant facts of the case.
- The Board of Examiners will determine whether it is a case of academic misconduct and decide on the appropriate penalty. The penalty guidelines are as follows:
 - a) Zero mark is given to that particular examination paper/piece of work;
 - b) One demerit* is given to the student; and
 - c) The Board of Examiners has the discretion to revise downward the overall course grade for a serious case, such as impersonation of or by another person.

** Removal of the demerit from the transcript is subject to review before graduation*

4.13. Plagiarism and Online Tutorial on Plagiarism Awareness

4.13.1. What is Plagiarism?

The presentation of another person's work without proper acknowledgement of the source, including exact phrases, or summarised ideas, or even footnotes/citations, whether protected by copyright or not, as the student's own work.

4.13.2. Avoid Plagiarism

To avoid plagiarism, much credit should be given whenever using another person's idea, opinion, or theory; any facts, statistics, graphs, drawings – any facts, statistics, graphs, drawings – any pieces of information – that are not common knowledge; quotations of another person's actual spoken or written words; or paraphrase of another person's spoken or written words. "Turnitin" is the anti-plagiarism software, acting as a mandatory platform for submitting written assignments for all courses to help check against plagiarism and as a self-learning tool for students.

4.13.3. Online Tutorial on Plagiarism Awareness

In order to enhance students' understanding of plagiarism, all new students, including senior years admittees, starting from 2016-17 intake are required to complete an online mini-course entitled 'Online Tutorial on Plagiarism Awareness' by the end of Term 1 of their first year of studies in Lingnan. The Online Tutorial on Plagiarism Awareness is an hour long and consists of video and exercises. Students can access to it at the Lingnan Portal or via TLC webpage at: <https://www.ln.edu.hk/tlc/support-for-students/avoiding-plagiarism/>. Completion will be indicated by ticking a check-box at the end of the course. TPg students fail to complete this requirement by the end of Term 1 may be withdrawn from courses registered for Term 2 by the MScAIBA Programme Office.

5. REGULATIONS AND CODE OF CONDUCT

5.1. Academic Regulations and Guidelines

Students are required to comply with all rules and regulations stipulated by the University. Students are also advised to visit the Registry (<https://www.ln.edu.hk/reg>), School of Graduate Studies (<https://www.ln.edu.hk/sgs/index>) and Programme websites (<https://www.ln.edu.hk/cds/mscaiba/home>) regularly to keep themselves informed of any latest announcements and activities.

- [Regulations Governing Taught Doctoral/Master's Degree Programmes](#)
- [Regulations Governing the Format of Theses](#)
- [Regulations Governing University Examinations and Course Work](#)
- [Regulations Governing Discipline of Students](#)
- [Guidelines for Learning](#)
- [Library Rules, Regulations & Policies](#)

5.2. Code of Conduct

In addition to the Rules and Regulations of the University, all students are expected to observe the following code of conduct:

- Students should not eat or drink in lecture theatres, classrooms, laboratories, examination venues and any other areas so designated by the University.
- Smoking is strictly prohibited in all indoor and open areas within the campus.
- Gambling or betting in any form is prohibited in the University.

Students are reminded that cases of non-observance of any of the above will be referred to the Student Disciplinary Committee.

6. QUALITY ASSURANCE

The University is committed to maintaining excellence in teaching and learning, and actively supports evidence gathering processes (e.g., analysis of data about student performance on core assessment tasks, evaluations of teaching effectiveness and courses, achievement of Graduate Attributes, Alumni and Employer feedback) that gather feedback from students, staff and other stakeholders in order to continuously improve the student experience and maximise student learning outcomes and Graduate Attributes. The evidence is disseminated to appropriate groups and/or individuals. The information gathered demonstrates that the development of Lingnan University Graduate Attributes is highly correlated with the academic experiences of students, particularly in the realm of development of critical thinking skills, interpersonal skills, self-managed learning, and problem-solving skills. There is also substantive evidence indicating that the unique nature of the Liberal Arts philosophy, the small class sizes and close teacher-student relationships are seen by many students as some of the most important and defining features of their university experiences. In addition, the co-curriculum is evaluated on an annual basis and provides further evidence of how students value the breadth of experience provided by the University.

The [Academic Quality Assurance Manual](#) captures information on quality assurance and enhancement of teaching and learning of undergraduate and postgraduate programmes, co-curricular programmes and internationalisation.

6.1. Senate and Standing Committees of the Senate

Quality Assurance is aligned with the decisions of the University Council that sets major strategic directions and priorities for development. The Senate is the supreme academic body of the University. Through the work of the following 11 standing committees, the Senate supervises all academic development and curriculum planning, and approves policies and regulations on all academic matters.

- Academic Quality Assurance Committee for Undergraduate Programmes
- Campus Life and Student Services Committee
- Committee on Academic Quality Assurance of Sub-degree Programmes
- Discontinuation Appeals Panel (DAP)
- Faculty Boards (FB)
- Postgraduate Studies Committee (PSC)
- Research Committee (RC)
- Student Disciplinary Committee (SDC)
- Student Disciplinary Appeals Committee
- Undergraduate Admissions Committee (UAC)

- Undergraduate Examinations Board (UEB)

For the Terms of Reference and Membership and Actual Membership, please refer to <https://ln.edu.hk/reg/committee-related-information/terms-of-reference-and-membership-of-the-senate-and-standing-committees-of-the-senate> for details.

6.2. Course Teaching and Learning Evaluation (CTLE)

- Lingnan is committed to monitoring and improving the quality of course teaching and learning.
- Students are well placed to provide feedback on many aspects of course teaching and learning.
- The University runs a **formal** and **mandatory** mid-term and term-end CTLE exercises generally for **all** courses to collect students' feedback for timely improvement.
- Online CTLE is a web-based, ongoing Course, Teaching and Learning enhancement process to supplement the conventional paper system.
- It provides a platform for instructors to collect immediate and formative feedback from students at anytime throughout a semester (must be activated by the **9th week** of a regular term or no later than the 4th week of a summer term) for the continuous improvement of course and teaching quality.

7. STUDENT SUPPORT

7.1. Library

The library offers a wide range of study materials that you can access and check out using your Lingnan University Student ID. The online catalogue is accessible on and off campus. Electronic Information services are available to all staff and students. Library photocopying machines accept payment by Octopus stored value card. For details, visit the library website: <http://www.library.ln.edu.hk/>.

7.2. Information Technology Service Centre (ITSC)

The centre provides computing, audio-visual facilities and technical support services, individual emails and log-ins are given to staff and students on joining the University. Computer labs can be found in the Main Building and teaching buildings. All of the labs are equipped with laser printers, which students can pay to use by cash or with an Octopus stored value card. For details, visit ITSC website: <http://www.ln.edu.hk/itsc/>.

7.2.1 Use of Advanced Technologies

To support the University's strategy on use of advanced technologies such as ChatGPT and other generative AI tools to facilitate learning, ITSC launched the ChatGPT service that is built on Microsoft's Open AI services. Users should agree to the terms and conditions to ensure that tool is used appropriately and effectively while adhering to strict academic integrity standards. Details of the terms and conditions: <https://chatgpt.ln.edu.hk/>. Please also refer to the the Best Practices for Ethical and Responsible Use of Generative Artificial Intelligence (AI) Tools in Course Assessments on TLC's website: https://www.ln.edu.hk/f/upload/84485/AI%20Practice_updated%2024%20Jul%202023_final.pdf

7.3. Office of Student Affairs (OSA)

The OSA (<https://www.ln.edu.hk/osa>) renders student support and services in numerous areas like hostel life and education, counselling, co-curricular activities, career planning, etc. The OSA has professionally trained counsellors who will listen to student concerns, show understanding, provide support and explore ways for achieving success in the university (<http://www.ln.edu.hk/osa/counselling>).

7.3.1.Support for Students with Special Needs

Students with special needs (including students with Special Educational Needs or students with disabilities) should register with the OSA at the beginning of the academic year and as

early as possible if students require support and services such as academic adjustments and special hostel arrangements. Such requests should be supported by documentary evidence such as medical reports. Please visit <https://www.ln.edu.hk/osa/sen> for more details.

7.4. Teaching and Learning Centre (TLC)

TLC is mainly responsible for

- Supporting the realisation of an outcomes-based approach to teaching and learning (OBATL)
- Supporting teaching innovation and evaluation, particularly teaching development grants (TDGs) and adopting IT to enhance teaching and learning
- Coordinating the Teaching Excellence Award Scheme (TEAS)
- Evaluating the impact of the curriculum on student learning and achievement of graduate attributes
- Contributing to quality matters and institutional policies
- Promoting the values of a Liberal Arts education

The TLC co-organises the Development Workshops on goals setting and teaching skills with the OSA for students. Please visit <https://www.ln.edu.hk/tlc> for more details.

7.5. Registry

The Registry provides administrative support for taught master programmes on the following:

- examination;
- graduation;

Please visit <http://www.ln.edu.hk/reg/> for more details.

7.6. School of Graduate Studies (GS)

The School of Graduate Studies (GS) has been set up from 1 July 2019 to strengthen the central support provided for postgraduate programmes as well as the monitoring of their quality, aligning with one of the key strategic initiatives of the University to expand and provide quality postgraduate education. Besides, the GS also organises activities and provides a suite of learning support services to postgraduate students. Please visit <https://www.ln.edu.hk/sgs/index> for more details.

7.7. Finance Office

Finance Office delivers professional, efficient and client-oriented financial services to the University community. Please visit <https://www.ln.edu.hk/fo/about/mission> for more details.

7.8. Chaplain's Office

The Chaplain's Office provides pastoral care and Christian counselling for the University community. Please visit <https://www.ln.edu.hk/cpo/home/> for more details.

8. SCHOLARSHIPS AND FINANCIAL ASSISTANCES

8.1 Entrance Scholarships

Scholarships might be considered for outstanding students on the basis of academic merit. All students admitted to the programme will automatically be the candidates for the scholarships. No application is required.

8.2 Financial Assistance

Local students are eligible for applying the following financial assistance:

8.2.1. Government Student Financial Assistance

Local students are eligible for applying the Non-means Tested Loan Scheme (ENLS). For eligibility and details, please visit the Working Family and Student Financial Assistance Agency's website (<https://www.wfsfaa.gov.hk/sfo/en/postsecondary/enls/overview.htm>).

9. USEFUL INFORMATION

9.1. Bad Weather Arrangements

When Typhoon Warning Signal No. 1 or 3 or the Amber/Red Rainstorm Warning is issued by the Hong Kong Observatory, all classes/activities (including Integrated Learning Programme (ILP)) and examinations should be held as scheduled. As soon as the Tropical Cyclone Warning Signal No. 8 or Black Rainstorm Warning is issued or “Extreme Conditions” is announced by the Government or when the Hong Kong Observatory announces that Tropical Cyclone Warning Signal No. 8 or above is likely to be hoisted during office hours, the University will transmit the information immediately to all departments and units. For details, please refer to

https://www.ln.edu.hk/f/upload/44088/badweather_arr.pdf.

9.2. Student Medical and Dental Scheme

Among the 60 designated clinics scattered over Hong Kong Island, Kowloon, the New Territories and Outlying Island, **full-time students** can choose one for consultation. On each visit, students simply present your Student ID Card and pay a nominal fee which includes basic medications. Students can also receive simple laboratory and X-ray tests upon presentation of a referral letter from a doctor. For details, please visit <http://www.ln.edu.hk/ssc/health/medical-dental/>.

9.3. Employment Policy for Non-Local Students in Hong Kong

In Hong Kong, it is illegal for a student visa holder to accept employment (paid or unpaid, volunteer work included) without a valid work permit. Students are only eligible to participate in study/curriculum-related internships arranged or endorsed by the Programme.

9.4. Immigration Arrangements for Non-Local Graduate (IANG) Policy

Under the Immigration Arrangements for Non-local Graduates (IANG), non-local graduates refer to non-local students who have obtained an undergraduate or higher qualification in a full-time and locally-accredited local programme in the HKSAR. They may apply to stay/return and work in the HKSAR under the IANG, regardless of when they obtained the requisite qualification. There is no restriction on the number of times a non-local graduate may apply to stay/return and work under the IANG. For details, please visit website of Immigration Department, HKSAR: <https://www.immd.gov.hk/eng/services/visas/IANG.html>.

**10. LINGNAN UNIVERSITY ALUMNI ASSOCIATION (HONG KONG) (LUAA) AND
LINGNAN UNIVERSITY POSTGRADUATE ALUMNI ASSOCIATION (LUPAA)**

Lingnan University Alumni Association (Hong Kong) (LUAA) was founded in the early 40s and was established as a registered society in Hong Kong in April 1960. The mandate of which is to strengthen the bond between Lingnanians, to embrace Lingnan spirit and to serve the community. We welcome alumni to join LUAA as member. For further information, please refer to their website at www.luaa.hk.

Lingnan University Postgraduate Alumni Association (LUPAA) (嶺南大學研究生校友會) was formed in 2020 to promote the professional network of our postgraduate alumni. For more information, students could contact lupaa.alumni@gmail.com.

11. USEFUL TELEPHONE NUMBERS

Hong Kong Emergency Service (24 hours)	999
Tuen Mun Hospital	2468 5111
Campus Emergency hotline (24 Hours)	2616 8000
Security Control (24 Hours)	2616 8705
Information Technology Services Centre (ITSC)	2616 7995
Library	2616 8586
Sports Complex Service	2616 7147
Lingnan House Chinese Restaurant	2616 7990
Chaplain's Office	2616 7245

Staff and Contacts of MScAIBA Programme Office

Prof. SEE-TO Wing Kuen, Eric	2616 8109
Programme Coordinator	
Ms. Carol KWAN	2616 8099
Senior Programme Officer	
Ms. Carmen LIAO	2616 8096
Programme Officer	

12. CAMPUS MAP



校園地圖

Campus Map

- | | | |
|---------------------------|--|-----|
| ① 陳德泰大會堂 | Chan Tak Tai Auditorium | |
| ② 黃氏行政大樓 | Wong Administration Building | AD |
| ③ 李運強教學大樓
▪ 鄺森活圖書館 | Patrick Lee Wan Keung Academic Building
▪ Fong Sum Wood Library | MB |
| ④ 綜合運動大樓
▪ 田家炳游泳池 | Indoor Sports Complex
▪ Tin Ka Ping Swimming Pool | |
| ⑤ 何善衡樓 | Ho Sin Hang Building | HSH |
| ⑥ 梁錫琚樓 | Leung Kau Kui Building | LKK |
| ⑦ 林炳炎樓 | B. Y. Lam Building | LBV |
| ⑧ 黃玉蘭樓 | Dorothy Y. L. Wong Building | WYL |
| ⑨ 劉仲謙樓 | Lau Chung Him Building | LCH |
| ⑩ 劉李婉嫻康樂樓 | Lau Lee Yuen Haan Amenities Building | LYH |
| ⑪ 郭小明伉儷樓 | Simon and Eleanor Kwok Building | SEK |
| ⑫ 潘蘇通運動場
▪ 和富李宗德學生活動中心 | Pan Sutong Sports Ground
▪ Wofoo Joseph Lee Student Activity Centre | |
| ⑬ 校長寓所 | President's Lodge | |
| ⑭ 訪客宿舍 | Visitors' Quarters | |
| A 永安廣場 | Wing On Plaza | |
| B 現代花園 | Contemporary Garden | |
| C 余近卿紀念園及紀念亭 | Yu Kan Hing Memorial Garden & Pavilion | |
| D 乾新坊(天幕) | Kin Sun Square (Skylight) | |
| E 地下停車場入口 | Underground Car Park Entrance | |
| F 有蓋停車場入口 | Covered Car Park Entrance | |

學生宿舍

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| S1. 蒙民偉樓
東亞堂 | William M. W. Mong Hall
The Bank of East Asia Hall |
| S2. 香港崇正總會樓
霍澤棉樓 | Tsung Tsin Association Hall
Fok Cho Min Hall |
| S3. 忠信堂
逸民堂 | Chung Shun Hall
Yee Min Hall |
| S4. 林護堂 | Lam Woo Hall |
| S5. 賽馬會堂 | The Jockey Club Hall |
| S6. 賽馬會博雅堂 | The Jockey Club New Hall |
| S7. 黃浩川堂 | Wong Hoo Chuen Hall |
| S8. 伍潔宜堂 | Wu Jieh Yee Hall |