REGULATIONS FOR THE DEGREE OF
BACHELOR OF SCIENCE IN INFORMATION MANAGEMENT
(BSc[IM])

(See also General Regulations and Regulations for First Degree Curricula)

The degree of Bachelor of Science in Information Management (BSc[IM]) is awarded for the satisfactory completion, on a full-time basis, of a prescribed programme of study in Information Management.

Ed346   Admission to the degree

To be eligible for admission to the degree of Bachelor of Science in Information Management, candidates shall
- (a)   comply with the General Regulations;
- (b)   hold (i) an Associate Degree or a Higher Diploma; or (ii) other qualifications of equivalent standard accepted for this purpose;
- (c)   comply with the Regulations for First Degree Curricula; and
- (d)   comply with the Regulations set out below and pass courses worth not less than 180 credits.

In recognition of their attainment of requirement (b), candidates will be granted advanced standing of 60 credits in accordance with Regulation UG2 for First Degree Curricula.

Ed347   Completion of curriculum

To complete the curriculum, candidates shall
- (a)   have attained 60 credits in advanced standing;
- (b)   complete courses worth not less than 120 credits in the manner specified in the syllabuses; and
- (c)   pass the IT proficiency test as specified in UG3(b) of the Regulations for First Degree Curricula.

Ed348   Length of study

The curriculum shall normally require four semesters of full-time study spread over two academic years.

Ed349   Progression

Candidates shall follow instruction in the syllabuses prescribed and shall normally be required to complete all the requirements in each year before progressing to the next year of study.

Ed350   Assessment and grades

- (a)   Grades shall be awarded in accordance with UG5 of the Regulations for First Degree Curricula;
- (b)   Candidates shall not be permitted to repeat for upgrading purposes a course for which they have received a pass grade.

Ed351   Examinations

Candidates who are unable because of illness to be present for any written examinations may be permitted to present themselves for re-examination, prior to the beginning of the following academic year. Any application for such permission shall be made within two weeks of the first day of absence from any written examination.

Ed352   Discontinuation

Candidates who have
    (a)   failed to pass at the first attempt at least 36 credits in the first year of study; or
    (b)   failed to pass at the first attempt at least 45 credits in the second year of study; or
    (c)   achieved a GPA of less than 1.00 at the end of any subsequent year of study
shall not be permitted to present themselves for re-examination, and shall be recommended for discontinuation of studies under the provisions of General Regulation G12.

Ed353   Re-examination

Candidates who have failed to satisfy the examiners in course(s), but have passed courses worth at least 36 credits and achieved a GPA of at least 1.00 at the end of the first year of study, or at least 45 credits of the required 60 credits and achieved a GPA of at least 1.00 at the end of the second year of study shall be permitted to present themselves for re-examination prior to the beginning of the following academic year, except candidates who have failed in a course as prescribed under regulation UG3(a) (iii) and (iv) of the Regulations for First Degree Curricula. Those candidates shall be permitted either to present themselves for re-examination in the failed course, or to repeat the failed course, or to take another course, as prescribed under regulation UG3(a)(iii) and (iv), of equivalent number of credits. Candidates who fail to satisfy the examiners at a re-examination shall normally be:
    (a)   required to repeat the whole or part of the year of the programme; or
    (b)   permitted to progress to the following year of study and to present themselves for re-examination in the failed courses if any such compulsory courses are of not more than 6 credits in total, in any prescribed form of examination; or
    (c)   required to discontinue their studies.

Ed354   Re-examination grades

Courses in which candidates are given an F grade shall be recorded on the transcript of the candidate, together with the new grade if the candidate is re-examined or repeats the failed course. Any failed grades shall be included in calculating the GPA and shall be taken into account for the purposes of determining eligibility for award of the BSc[IM] degree, honours classification and whether a candidate is discontinued from studies.

Ed355   Degree classification

The degree shall be classified in five divisions: First Class Honours; Second Class Honours Division One; Second Class Honours Division Two; Third Class Honours; Pass.

SYLLABUSES FOR THE DEGREE OF
BACHELOR OF SCIENCE IN INFORMATION MANAGEMENT

Candidates are required to complete courses totaling not fewer than 120 credits for the Bachelor of Science in Information Management degree. These courses must comprise:

- 6 credits in Language Enhancement courses as required by UG3(a)(i) and (ii) of the Regulations for First Degree Curricula, namely 3 credits in English Language Enhancement and 3 credits in Chinese Language Enhancement
- 90 credits in Core Courses
- 12 credits in Professional Experience
- 6 credits in broadening courses as required by UG3(a)(iii) and (iv) of the Regulations for First Degree Curricula
- 6 credits in a Project.

Candidates shall pass the University IT proficiency test as specified in UG3(b) of Regulations for First Degree Curricula before graduating.

FIRST YEAR

Candidates shall normally take 60 credits and pass the IT proficiency test as specified in UG3(b) of the Regulations for First Degree Curricula. The 60 credits will normally be made up of:

- 6 credits in Language Enhancement courses
- 42 credits in Core Courses
- 6 credits in Professional Experience
- 6 credits in broadening courses

SECOND YEAR

Candidates shall normally take 60 credits, comprising:

- 48 credits in Core Courses
- 6 credits in Professional Experience
- 6 credits in a Project.

LANGUAGE ENHANCEMENT COURSES (6 credits)

English Language Enhancement

ECEN2408.   General English for information management students (3 credits)

This course provides the opportunity for students to enhance their English proficiency skills for oral presentation purposes. The following skills are taught: pronunciation, vocabulary, discussion and PowerPoint presentation. Assessment is wholly by coursework.

Chinese Language Enhancement

CEDU1005.   Practical Chinese language course for BSc(IM) students (3 credits)

(see Annex I)

INFORMATION TECHNOLOGY COURSE (proficiency test)

YITC1002.   Information technology proficiency test (0 credits)

(For details refer to the Regulations and Syllabuses for Broadening Courses)

BROADENING COURSES/INTER-FACULTY ELECTIVES (6 credits)

Candidates are required to fulfill the following requirements:
   (a)   successful completion of a 3-credit course in Science and Technology Studies; and
   (b)   successful completion of a 3-credit course in *either* Culture and Value Studies; *or* an area of study outside those of the candidates' own degree curricula, as an elective course.

CORE COURSES (90 credits)

BSIM0001.   Information management foundations (6 credits)

This course introduces the literature of librarianship and information management and to provide an overview of the historical, current, and potential roles of libraries and information agencies. Approaches to needs analysis will be explored.

BSIM0002.   Information literacy (3 credits)

This course provides a framework for an examination of information literacy issues. The central concerns are the nature of information, the nature of the autonomous learner and user needs, enquiry based learning, and information seeking behaviour.

BSIM0003.   Information policy (6 credits)

The course examines the need for information policy at the macro and micro levels. Emphasis is given to the technological, political and ethical issues about information policy in the information management contexts. Topics include the role of the government in production and dissemination of information, the tension between privacy and freedom of access to information, and issues of potential conflicts in values and priorities in information policy. Models of policy development will also be examined.

BSIM0004.   Information retrieval (6 credits)

This course investigates information retrieval principles, techniques and strategies from electronic information sources. It evaluates commercial and Internet databases and search engines. Data analysis, end-user products and services will also be explored.

BSIM0005.   **Information society issues** (6 credits)

The course examines entrenched and emerging technological, political, economic, social, legal and ethical issues in the information based global society. Specific topics include intellectual property rights and copyright, information rich and poor, information and culture, technology and culture, societal needs and demands of information, and sociology of knowledge.

BSIM0006.   **Knowledge management** (6 credits)

This course provides an introduction to KM theory, issues and developments. Human elements relating to organizational culture and learning are the focus for examining models for knowledge creation, taxonomies and sharing. Change management, communities of practice and decision-making are explored. Technical elements relating to electronic tools and platforms such as groupware, document management, intranets, customer relationship management and the use of information and communication technologies will be examined.

BSIM0007.   **Metadata** (6 credits)

This course will examine metadata schemas and standards in the digital environment with emphasis on the development and implementation of metadata and its technological applications used in libraries and information centers to create machine understandable metadata. XML, with its ability to define formal structure and semantic definitions for metadata and models, will be introduced.

BSIM0008.   **Networks and telecommunications** (6 credits)

This course aims to cover basic computer networks concepts and telecommunications applications. Topics include network planning, implementation, management and security as well as their application in organizations. Network configuration issues and telecommunications applications are also examined.

BSIM0009.   **Database systems and information warehousing** (6 credits)

This course aims to introduce fundamental concepts of database management systems, with an emphasis on the relational database model and applications in information agencies. Topics include the motivation of database systems, conceptual and implementation data models, data modeling, principles of database design, data definition and manipulation languages. This course also introduces the concepts of information warehousing and data mining in the context of organizations and information management.

BSIM0010.   **Digital libraries: principles and applications** (6 credits)

This course focuses on research and development issues in digital libraries; access strategies and interfaces; metadata and interoperability; economic and social policies and management and evaluation.

BSIM0011.   Project management (6 credits)

This course introduces the project life cycle and the techniques and change management aspects of managing and planning successful projects in organizations. Conceptual foundations are the focus so students can use project management software effectively.

BSIM0012.   Records management (6 credits)

This course explores the philosophy of records management and presents the basic techniques and standards for managing records. It describes the application of these techniques both to existing situations and to the creation of new records management programs. The course investigates methods for improving active, inactive and permanent records management, and the retention and disposal of records.

BSIM0013.   Web services & digital publishing (6 credits)

This course focuses on the theories and techniques in using the Internet as a medium for information, research, education, communication, and multimedia resources. This course also introduces the basic standards and design that enable web services and digital publishing.

BSIM0014.   User-based systems analysis (6 credits)

This subject introduces students to the evaluation and design of information systems in the context of information agencies. Technologies of networking and databases will be examined with an emphasis on usability and internal and external human factors. Mapping technology planning to organizational functions and goals as well as human-computer interactions will be discussed.

BSIM0015.   Reading and understanding research in information management (3 credits)

This course focuses on introducing and framing the notion of reading and understanding research in information management. Basic concepts of various research methods are also introduced.

BSIM0016.   Social and organizational issues of information management (6 credits)

This subject introduces the relationship between information and information systems, technology, practices, and artifacts on how people organize their work, interact, and understand experience. Individual, group, organizational, and social issues in information production and use as well as information systems design and management are discussed.

PROFESSIONAL EXPERIENCE (12 credits)

BSIM1001.   Professional experience I (6 credits)

This course provides a structured experience whereby students observe and discuss professional issues with librarians and information professionals in a range of information agencies.

BSIM1002.   Professional experience II (6 credits)

Students engage in supervised practical experience in a given information agency, to gain an overview of an information agency, to enable the grounding of the theory of information management to practical situations, and to assist in assessing suitability for the profession and eventual job placement.

PROJECT

BSIM4999.   Project (6 credits)

Candidates are required to complete a project on an approved topic in their final year of study.

CEDU1005.   Practical Chinese Language Course for BSc(IM) Students (3 credits)

Syllabus
1.   Practical Chinese writing skills 實用中文寫作技巧
    a.   Classical and modern Chinese 文言與白話
    b.   The Chinese language: characteristics and usage 漢語特性和語文運用
    c.   Basic grammar of modern Chinese 現代漢語基礎語法
    d.   Common errors 常見錯誤

2.   Chinese characters 漢字
    a.   Traditional characters 傳統漢字
    b.   Simplified characters 簡化字

3.   Techniques of target-oriented writings for the Information Management profession 資訊管理專業的目標為本寫作策略
    a.   Business letters and notices 事務書信、通告
    b.   Newsletters 通訊
    c.   Book reviews 書評

4.   Chinese for special purposes 專業中文
    a.   An introduction to traditional Chinese bibliographical systems 中國古籍知識介紹：目錄學、書目提要、工具書
    b.   Writing for web publishing: style and techniques 中文互聯網網路寫作的表達規範
    c.   Form and style for Chinese academic writing 中文期刊論文寫作的表達規範

5.   Presentation and communication techniques 演示與溝通技巧