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

These regulations apply to students admitted to the Bachelor of Science in Information Management (BSc[IM]) curriculum in the academic year 2010-2011 and thereafter.

(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) comply with the Regulations for First Degree Curricula;
- (c) hold (i) an Associate Degree or a Higher Diploma; or (ii) other qualifications of equivalent standard accepted for this purpose; and
- (d) satisfy all the requirements of the curriculum in accordance with these regulations and the syllabuses.

Ed347　　Period of study

The curriculum for the degree of Bachelor of Science in Information Management shall normally require four semesters of full-time study, extending over not fewer than two academic years, and shall include any assessment to be held during and/or at the end of each semester. Candidates shall not in any case be permitted to extend their studies beyond the maximum period of registration of three academic years, unless otherwise permitted or required by the Board of the Faculty.

Ed348　　Selection of courses

- (a) Candidates shall select their courses in accordance with these regulations and the guidelines specified in the syllabuses before the beginning of each semester. Changes to the selection of courses may be made only during the add/drop period of the semester in which the course begins, and such changes shall not be reflected in the transcript of the candidate. Requests for changes after the designated add/drop period of the semester shall not normally be considered.
- (b) Withdrawal from courses beyond the designated add/drop period will not be permitted, except for medical reasons approved by the Board of the Faculty.

Ed349　　Curriculum requirements

- (a) To complete the curriculum, candidates shall follow instruction in the syllabuses prescribed and
  - (i) satisfy the requirements prescribed in UG5 of the Regulations for First Degree Curricula; and
  - (ii) complete successfully not fewer than 120 credits, in the manner specified in the syllabuses, comprising

- a 96-credit Major in Information Management (including the final year project (6-credit) as a Capstone Requirement),
- 6 credits in English language enhancement, 3 credits in Chinese language enhancement and 12 credits in Common Core courses, and
- 3 credits in elective course.

(b) Candidates shall not normally take fewer than 60, nor more than 72 credits in each year of study, unless otherwise permitted or required by the Board of the Faculty.

Ed350   Advanced standing

Advanced standing may be granted to candidates in recognition of studies completed successfully in an approved institution of higher education elsewhere in accordance with UG2 of the Regulations for First Degree Curricula. Credits granted for advanced standing shall not be included in the calculation of the GPA but will be recorded on the transcript of the candidate.

Ed351   Assessment and grades

(a) Grades shall be awarded in accordance with UG8(a) of the Regulations for First Degree Curricula.
(b) Candidates shall not be permitted to repeat a course for which they have received a D grade or above for the purpose of upgrading.
(c) 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. All 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.

Ed352   Absence from examinations

Candidates who are unable because of illness or other acceptable reason, to be present at the written examinations of any course may apply for permission to present themselves at a supplementary examination of the same course to be held before the beginning of the First Semester of the following academic year. Any such application shall be made within two weeks of the first day of the candidate's absence from any examination. Any supplementary examination shall be part of that academic year's examinations, and the provisions made in these regulations for failure at the first attempt shall apply accordingly.

Ed353   Retaking / Re-examination of failed course(s)

(a) Candidates who have failed to satisfy the examiners in course(s), but have
- completed successfully 36 or more credits in two consecutive semesters (not including the summer semester), except where candidates are not required to take such a number of credits in the two given semesters; and
- achieved an average Semester GPA of 1.0 or higher for two consecutive semesters
shall be required, as specified by the relevant Board of Examiners:
(i) to undergo re-assessment(s)/re-examination(s) in the failed course(s) to be held no later than the end of the following semester (not including the summer semester); or
(ii) to re-submit failed coursework, without having to repeat the same course of instruction; or

      (iii) to repeat the failed course(s) by undergoing instruction and satisfying the assessments; or

      (iv) for elective course(s), to take another course in lieu and to satisfy the assessment requirements.

(b) Candidates shall not be permitted to retake a failed course or present themselves for re-examination as a second attempt if they have otherwise satisfied all the requirements stipulated in these regulations for the award of the BSc(IM) degree.

Ed354   Failure in re-examination

(a) Candidates who have failed to satisfy the examiners at re-assessment(s)/re-examination(s), granted under Regulation Ed353, of course(s) in the Information Management Major shall normally:

      (i) if these are course(s) of not more than 12 credits in total, be permitted to progress to the following year of study and to present themselves for re-examination in any prescribed form of examination; or

      (ii) if these are course(s) of more than 12 credits in total, be required to discontinue their studies in accordance with Regulation Ed355(d).

(b) Candidates who have failed to satisfy the examiners at a supplementary examination, granted under Regulation Ed352, shall be permitted to present themselves for re-assessment in accordance with Regulation Ed353, as directed by the Board of Examiners.

Ed355   Discontinuation

Unless otherwise permitted by the Board of the Faculty, candidates shall be required to discontinue their studies if they have

(a) failed to complete successfully 36 or more credits in two consecutive semesters (not including the summer semester), except where candidates are not required to take such a number of credits in the two given semesters; or

(b) failed to achieve an average Semester GPA of 1.0 or higher for two consecutive semesters; or

(c) failed in the Capstone Requirement; or

(d) failed to satisfy the examiners at re-assessment(s)/re-examination(s) of course(s) in the Information Management Major, granted under Regulation Ed353, of more than 12 credits; or

(e) exceeded the maximum period of registration specified in Regulation Ed347.

Ed356   Award of degree

(a) To be eligible for the award of the degree of Bachelor of Science in Information Management, candidates shall have successfully completed the curriculum as stipulated under Regulation Ed349.

(b) The degree of Bachelor of Science in Information Management shall be awarded in five divisions: First Class Honours, Second Class Honours Division One, Second Class Honours Division Two, Third Class Honours, and Pass. The classification of honours shall be determined by the Board of the Faculty and a list of candidates who have successfully completed all the degree requirements shall be posted on Faculty notice boards.

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:

- a 96-credit in Major in Information Management (including a 6-credit Capstone Requirement);
- 6 credits in English language enhancement courses;
- 3 credits in a Chinese language enhancement course[1];
- 12 credits in Common Core courses;
- 3 credits in an elective course outside this degree curriculum.

FIRST YEAR

Candidates shall normally take 60 credits, comprising:

- 42 credits in courses in the Major in Information Management;
- two 6-credit Common Core courses from two different Areas of Inquiry (AoI);
- 3 credits in an English language enhancement course;
- 3 credits in a Chinese language enhancement course.

SECOND YEAR

Candidates shall normally take 60 credits, comprising:

- 54 credits in courses in the Major in Information Management;
- 3 credits in an English language enhancement course;
- 3 credits in an elective course outside this degree curriculum.

MAJOR IN INFORMATION MANAGEMENT (96 credits)

BSIM0001. Information management foundations (6 credits)

This course introduces the literature of librarianship and information management and provides an overview of the historical, current, and potential roles of libraries and information agencies. Approaches to needs analysis will be explored.
Assessment will be by 100% coursework.

BSIM0004. Information retrieval (6 credits)

This course introduces and explores information retrieval principles, techniques and strategies applied to electronic information sources, methods for evaluating databases, and information literacy frameworks. Information literacy issues including the nature of information, the nature of the autonomous learner and user needs, information seeking behavior, mediated searching, and

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[1] Candidates who have not studied Chinese language during their secondary education may be exempted from this requirement and should take an elective course in lieu, see *UG6 of the Regulations for First Degree Curricula*.

evaluation of retrieved information are discussed. At the completion of this course, participants will have an enhanced understanding of information literacy, and improved information seeking ability.
Assessment will be by 100% coursework.

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.
Assessment will be by 100% coursework.

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.
Assessment will be by 100% coursework.

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.
Assessment will be by 100% coursework.

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.
Assessment will be by 100% coursework.

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.
Assessment will be by 100% coursework.

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.
Assessment will be by 100% coursework.

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.
Assessment will be by 100% coursework.

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.
Assessment will be by 100% coursework.

BSIM0017. Database systems (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 for database systems, conceptual and implementation data models, data modeling, principles of database design, data definition and manipulation languages. Support for procedural database objects and object relational concepts in SQL is also introduced.
Assessment will be by 100% coursework.

BSIM0018. Data warehousing and data mining (6 credits)

This course aims to introduce the challenges and solutions of discovering and extracting organizational information from heterogeneous sources through the use of data warehousing and data mining techniques. Topics include the motivation for and the processes of data warehousing, data warehouse architecture and design, online analytical processing, as well as concepts and techniques of data mining. Ethics and personal privacy issues in data mining are also addressed.
Assessment will be by 100% coursework.

BSIM0019. Electronic commerce (6 credits)

This course emphasizes organizational and technological issues related to electronic commerce, such as business models for B2B or B2C e-commerce, technology infrastructure for electronic payment mechanisms, information privacy, and competitive advantage. It investigates the business concepts, skills and tools that surround the emergence of electronic commerce and the consequences of applying information technologies to different commercial processes from both operational and strategic perspectives.
Assessment will be by 100% coursework.

BSIM0020. Information society issues and policy (6 credits)

The course examines the link between information society issues and the need for information policies that address these issues. Issues including intellectual property rights and copyright, privacy and freedom of access to information, information and culture, technology and culture, and societal needs and demands for information are explored. Information policies and the policy development process are addressed at macro and micro levels. At the completion of this course, participants will be able to identify the need for information policies, critique existing information policies, and develop information policies at the organizational level.
Assessment will be by 100% coursework.

PROFESSIONAL EXPERIENCE (6 credits)

BSIM1003. Professional experience (6 credits)

Students will apply what they learn from their academic studies into real-life situations by working on information management related projects through a summer internship experience in an organization. The course provides opportunities for the application of information management theories to practical situations.
Assessment will be by 100% coursework.

PROJECT (6 credits) (A Capstone Requirement)

BSIM4999. Project (6 credits)

Candidates will learn basic research methods and skills, including writing a literature review and preparing a research proposal in the first term of this one year course. Students in groups will then complete a substantial final year project in the second term.
Assessment will be by 100% coursework.

LANGUAGE ENHANCEMENT COURSES (6 credits)

English Language Enhancement

CAES2413. Academic writing for Information Management students (3 credits)

This course provides the opportunity for students to enhance their English proficiency skills. In particular, it helps students develop their writing skills with a focus on academic essay writing and report writing in the context of information management and information system.
Assessment will be by 100% coursework.

CAES2414. General English for Information Management students (3 credits)

This course provides the opportunity for students to enhance their English proficiency skills for general purposes. The following skills are taught: pronunciation, vocabulary and presentation.
Assessment will be by 100% coursework.

Chinese Language Enhancement

Pre-requisite: Students must have native speaker proficiency in Cantonese and must have used Chinese as the written medium of their secondary education (or have similar proficiency in written Chinese).

Alternative courses: Students from the Mainland shall take *CUND0002 Practical Chinese Language and Hong Kong Society* or *CUND0003 Cantonese for Non-Cantonese Speaking Students*. Students who do not meet the above pre-requisite requirement should apply for exemption and take an elective course in lieu.

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

1.   Practical Chinese writing skills 實用中文寫作技巧
    a. The Chinese language: characteristics and usage 漢語特性和語文運用
    b. Basic grammar of modern Chinese 現代漢語基礎語法
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 Information Management profession
      目標為本寫作策略
    a. Business letter and notice 事務書信、通告
    b. Newsletter 通訊
    c. Book reviews 書評
4.   Chinese for special purposes 專業中文
    a. An introduction to traditional Chinese bibliographical system
        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
Assessment will be by 50% coursework and 50% examination.

COMMON CORE COURSE (12 credits)

Candidates are required to take two 6-credit Common Core courses from two different Areas of Inquiry (AoI).

ELECTIVE COURSE (3 credits)

Candidates are required to take 3 credits in an elective course outside this degree curriculum.