

REGULATIONS FOR THE DEGREE OF BACHELOR OF BUSINESS ADMINISTRATION [BBA]

These regulations apply to candidates admitted to the first year of study of the 4-year curriculum in the academic year 2012-13 and thereafter.

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

Admission to the degree

BBA 1 To be eligible for admission to the degree of Bachelor of Business Administration, candidates shall

- (a) comply with the General Regulations;
 - (b) comply with the Regulations for First Degree Curricula; and
 - (c) satisfy all the requirements of the curriculum in accordance with the regulations that follow and the syllabuses of the degree.
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Period of study

BBA 2 The curriculum for the degree of Bachelor of Business Administration shall normally require eight semesters of full-time study, spreading over four academic years, and shall include any assessment to be held during and/or at the end of each semester. The maximum period of registration is equivalent to a period which is 150% of the curriculum's normative period of study. Candidates shall in any case be required to complete the curriculum within six academic years, unless otherwise required or permitted by the Board of the Faculty.

Curriculum requirements and progression in curriculum

BBA 3 To complete the curriculum, candidates

- (a) shall satisfy the requirements prescribed in UG 5 of the Regulations for First Degree Curricula;
 - (b) shall enroll and attempt examination in not fewer than 240 credits of courses, in the manner specified in the syllabuses;
 - (c) shall normally be required to enroll in at least 60 credits of courses in an academic year¹, in a manner as prescribed in the syllabuses;
 - (d) shall normally be required to take not fewer than 24 credits nor more than 30 credits in any one semester (except the summer semester), or except in the last semester of study when candidates may be required to take fewer than 24 credits to satisfy the outstanding curriculum requirements;
 - (e) may, of their own volition, take further credits during the regular or summer semesters², accumulating up to a maximum of 72 credits in one academic year¹;
 - (f) may, with the approval of the Board of the Faculty, exceed 72 credits in an academic year¹ provided that the total number of credits taken shall not exceed 288 credits; or where courses taken to make up for failed credits are inclusive, the total number of credits shall not exceed 432 credits;
 - (g) may select not more than 12 credits of courses in the summer semester², unless otherwise permitted by the Board of the Faculty;
 - (h) shall select courses accumulating 72 credits to declare a compulsory major in (i) Business Design and Innovation, (ii) Human Resource Management, (iii) Information Systems, (iv) Marketing, or (v) Wealth Management, as prescribed in the syllabuses, and to take electives to make up the balance of 240 credits;
 - (i) may be required by the Board of the Faculty to take a reduced study load of not fewer than 24 credits per semester if their academic progression is unsatisfactory.
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Advanced standing

BBA 4 Advanced standing may be granted to candidates in recognition of studies completed successfully, in accordance with UG 2 of the Regulations for First Degree Curricula. The maximum number of advanced standing credits that may be granted is up to one-half the number of credits required for the award of the degree. Advanced standing credits granted shall not be included in the calculation of the Semester, Year or Cumulative GPA nor taken into consideration for the honours classification of the degree to be awarded.

Exemption

BBA 5 Candidates may be exempted, with or without special conditions attached, from any of the requirements in the syllabuses by the Board of the Faculty. Candidates who are so exempted must replace the number of exempted credits with courses of the same credit value.

Selection of courses

BBA 6 Candidates shall select 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 during an add-drop period designated for each semester, and such changes shall not be reflected in the transcript of the candidates. Requests for changes after the designated add-drop period of a semester shall not be considered, and candidates withdrawing from any course without permission after the designated add-drop period of a semester shall be given an F grade.

BBA 7 Candidates shall not be permitted to select a course for which the failed course forms a prerequisite unless permission is given by the department concerned to sit a qualifying examination in the failed course and satisfy the examiners in this.

Assessment

BBA 8

- (a) Candidates shall be assessed for each of the courses for which they have registered, and assessment may be conducted in any one or any combination of the following manners: written examinations or tests, continuous assessment of performance, laboratory work, field work, research or project reports, or in any other manner as specified in the syllabuses.
 - (b) There shall be no appeal against the results of examinations and all other forms of assessment.
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Grades

BBA 9 Grades shall be awarded in accordance with UG 8 of the Regulations for First Degree Curricula.

BBA 10 Candidates shall not be permitted to repeat courses for which they have received a pass grade for the purpose of upgrading.

Absence from examination

BBA 11 Failure to take the examination as scheduled will automatically result in course failure under normal circumstances. Candidates who are unable, because of illness or other acceptable reason, to be present at any examinations of a course, may apply for permission to present themselves for a supplementary examination to be held not later than the beginning of the first semester of the following academic year. Failure to attend the supplementary examination as arranged shall automatically result in course failure. Any supplementary examination shall be part of that academic year's examinations, and the provisions made in the regulations for failure at the first attempt shall apply accordingly.

Failure in examination

BBA 12 Candidates are required to make up for a failed course in the following manner:

- (a) undergoing re-assessment/re-examination in the failed course to be held no later than the end of the following semester (not including the summer semester); or
- (b) re-submitting failed coursework, without having to repeat the same course of instruction; or
- (c) repeating the failed course by undergoing instruction and satisfying the assessments; or
- (d) for an elective course, taking another course in lieu of the failed course and satisfying the assessment requirements.

BBA 13 The maximum number of attempts for a particular course or requirement is three.

Unsatisfactory performance

BBA 14 Candidates shall be recommended for discontinuation under the provisions of General Regulation G 12 and UG 4(e) of the Regulations for First Degree Curricula if they have:

- (a) failed to complete successfully 36 or more credits in two consecutive semesters (not including the summer semester), except where they 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 (not including summer semester); or
 - (c) exceeded the maximum period of registration specified in BBA 2.
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Award of degree

BBA 15 To be eligible for the award of the degree of Bachelor of Business Administration, candidates shall have

- (a) achieved a Cumulative GPA of 1.0 or above;
 - (b) accumulated a minimum of 240 credits and passed all the compulsory courses required in the syllabuses; and
 - (c) satisfied the requirements in UG 5 of the Regulations for First Degree Curricula.
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Degree classification

BBA 16

- (a) Honours classification 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 Examiners for the degree in accordance with the following Cumulative GPA (CGPA) scores, with all courses taken (including failed courses) carrying equal weighting:

<u>Class of honours</u>	<u>CGPA range</u>
First Class	3.60 – 4.30
Second Class	(2.40 – 3.59)
Division One	3.00 – 3.59
Division Two	2.40 – 2.99
Third Class	1.70 – 2.39
Pass	1.00 – 1.69

- (b) Honours classification may not be determined solely on the basis of a candidate's Cumulative GPA and the Board of Examiners for the degree may, at its absolute discretion and with justification, award a higher class of honours to a candidate deemed to have demonstrated meritorious academic achievement but whose Cumulative GPA falls below the range stipulated in BBA 16(a) of the higher classification by not more than 0.1 Grade Point.
- (c) A list of candidates who have successfully completed all degree requirements shall be posted on Faculty noticeboards.

¹ An 'academic year' comprises two regular semesters, with dates as prescribed by the Senate each year. A 'summer semester' may be organised in addition to the two regular semesters.

² Candidates are normally not allowed to take summer course(s) in their final-year of study.

SYLLABUS FOR THE DEGREE OF BACHELOR OF BUSINESS ADMINISTRATION

This syllabus applies to candidates admitted to the first year of study of the 4-year curriculum in the academic year 2015-16 and thereafter.

1. Candidates must enroll and attempt examination in not fewer than 240 credits of courses in accordance with the regulations and the syllabuses.
2. Major
At the end of the first year, candidates shall declare their major. During their year two, three, and four of studies, candidates are required to complete one of the following majors: (1) Business Design and Innovation (BDI)[#]; (2) Human Resource Management (HRM); (3) Information Systems (4) Marketing, or (5) Wealth Management, unless otherwise permitted by the Board of the Faculty. The list of courses required for each major is set out below.
3. To fulfill the graduation requirement of this degree as specified by the Board of the Faculty of Business and Economics in accordance with UG 5 of the Regulations for First Degree Curricula, candidates must satisfactorily complete the credits of courses identified by an asterisk (*). Those courses include the following areas of study: English language enhancement (12 credits), Chinese language enhancement (6 credits) and Common Core courses (36 credits), and successful completion of a capstone experience.
4. The Common Core courses are categorized under four Areas of Inquiry (AoI): Scientific and Technological Literacy, Humanities, Global Issues, and China: Culture, State and Society. Candidates must complete a total of 36 credits, comprising at least one and not more than two courses from each Area of Inquiry with not more than 24 credits of courses being selected within one academic year except where candidates are required to make up for failed credits.
5. The following courses are designated as Faculty Core courses: ACCT1101, ECON1210, FINA1310 and a statistics course, as prescribed in the syllabus. Candidates are not required to re-take Faculty Core courses where any of these courses form part of the requirements of a second major offered by the Faculty of Business and Economics, however, candidates must complete an equivalent number of credits of free electives in lieu of the Faculty Core courses.
6. The courses listed in the syllabus will not necessarily be offered every year; from time to time, depending on the exigencies of staffing, additional courses may be offered. The School of Business will only offer electives for which sufficient student demand has been expressed in any one year.
7. For courses offered by the School of Business, the final examination is normally 2 hours in length. Final grading will normally be determined by performance in the final examination (40-60%) and an assessment of coursework (40-60%) except for final project/final papers which will be assessed by 100% coursework.
8. Candidates should take note of any impermissible combinations of majors/minors listed in the document “Major/Minor Programmes offered by FBE” for the year concerned.
9. Candidates are not permitted to enroll in courses where significant portions of the course contents overlap with each other, or where the courses are mutually exclusive.
10. Each candidate shall be required to take an English Proficiency Test at two different junctures; firstly in Year 1 and secondly in the final or penultimate year of study.

[#] Candidates must undergo a selection process arranged by the Programme Co-ordinator.

A. Common Requirements for All BBA Majors

UG 5 requirements [54 credits]

(a) Languages*[18 credits]

Course code	Course title	Year of Study	Credits
CAES1000 [#]	Core University English*	1	6
CAES9920	Academic Communication for Business and Economics*	2	6
CBBA9001 [^]	Practical Chinese for BBA/BBA(Acc&Fin) students* or	3	6
CUND9002 [^]	Practical Chinese and Hong Kong society or	1 or 2 or 3	
CUND9003 [^]	Cantonese for Non-Cantonese speaking students	1 or 2 or 3	

[#] Candidates who have achieved Level 5** in English Language in the HKDSE or equivalent are exempted but must take a free elective in lieu of this course.

[^] Putonghua-speaking candidates must take CUND9002 or CUND9003. Students who have not studied the Chinese language during their secondary education or who have not attained the requisite level of competence in the Chinese language to take CBBA9001 can apply to the Faculty to take credit-bearing Cantonese or Putonghua language course offered by the School of Chinese (especially for international and exchange students) in lieu of CBBA9001. If a credit-bearing Cantonese or Putonghua language course offered by the School of Chinese is taken in lieu of CBBA9001, it may be taken in any year of study.

(b) HKU Common Core Curriculum* [36 credits]

Course code	Course title	Year of Study	Credits
CCxxxxxx	4 CC courses in all four Areas of Inquiry*	1	24
CCxxxxxx	2 CC courses in any two Areas of Inquiry*	2	12

B. Specific Requirements for Individual BBA Majors

1. Major in Business Design and Innovation [72 credits]

Course code	Course title	Year of Study	Credits
Faculty Core courses – complete all of the following courses:			
ACCT1101	Introduction to financial accounting	1	6
ECON1210	Introductory microeconomics	1	6
Statistics requirement – choose one of the following courses:			
ECON1280	Analysis of economic data or	1	6
STAT1602	Business statistics or		
STAT1603	Introductory statistics		
FINA1310	Corporate finance	2	6
Business Core courses – complete all of the following courses:			
IIMT2601	Management information systems	2 or 3	6
MGMT2401	Principles of management	2 or 3	6
MKTG2501	Introduction to marketing	2 or 3	6
STRA4701	Strategic management* (Capstone course)	4	6
Disciplinary Core courses – complete all of the following courses:			
IIMT3621	Creativity and business innovation	2 or 3	6
IIMT3626	Values-driven innovation	2 or 3	6
IIMT3623	Design thinking: concepts and applications [≈]	3 or 4	6
IIMT3624	Design studio [≈]	3 or 4	6

[≈]The two courses must be taken together in the same academic year.

Free Electives [114 credits] – any courses except Common Core courses.

Reference Table for BBA Major in Business Design and Innovation

Year	Lang.	Common Core	Major in Business Design and Innovation	Free Electives	Total
I	6 credits	24 credits	18 credits	12 credits	60 credits
II	6 credits	12 credits	24 credits	18 credits	60 credits
III	6 credits	-	18 credits	36 credits	60 credits
IV	-	-	12 credits	48 credits	60 credits
Total	18 credits	36 credits	72 credits	114 credits	240 credits

2. Major in Human Resource Management [72 credits]

Course code	Course title	Year of Study	Credits
Faculty Core courses – complete all of the following courses:			
ACCT1101	Introduction to financial accounting	1	6
ECON1210	Introductory microeconomics	1	6
Statistics requirement – choose one of the following:			
ECON1280	Analysis of economic data <i>or</i>	1	6
STAT1602	Business statistics <i>or</i>		
STAT1603	Introductory statistics		
FINA1310	Corporate finance	2	6
Business Core courses – complete all of the following courses:			
IIMT2601	Management information systems	2 or 3	6
MGMT2401	Principles of management	2 or 3	6
MKTG2501	Introduction to marketing	2 or 3	6
STRA4701	Strategic management* (Capstone course)	4	6
Disciplinary electives – complete four of the following courses:			
MGMT3403	Leadership	2 or 3 or 4	24
MGMT3404	Cross-cultural management	2 or 3 or 4	
MGMT3405	Organizational behavior	2 or 3 or 4	
MGMT3415	Principles of entrepreneurship	2 or 3 or 4	
MGMT3429	Strategic human resources management	2 or 3 or 4	
MGMT3434	Human resource: theory and practice	2 or 3 or 4	
MGMT3475	Current topics in human resource management	2 or 3 or 4	
MGMT3476	Managing organizational change	2 or 3 or 4	

Free Electives [114 credits] – any courses except Common Core courses.

Reference Table for BBA Major in Human Resource Management

Year	Lang.	Common Core	Major in Human Resource Management	Free Electives	Total
I	6 credits	24 credits	18 credits	12 credits	60 credits
II	6 credits	12 credits	24 credits	18 credits	60 credits
III	6 credits	-	18 credits	36 credits	60 credits
IV	-	-	12 credits	48 credits	60 credits
Total	18 credits	36 credits	72 credits	114 credits	240 credits

3. Major in Information Systems [72 credits]

Course code	Course title	Year of Study	Credits
Faculty Core courses – complete all of the following courses:			
ACCT1101	Introduction to financial accounting	1	6
ECON1210	Introductory microeconomics	1	6
Statistics requirement – choose one of the following:			
ECON1280	Analysis of economic data <i>or</i>	1	6
STAT1602	Business statistics <i>or</i>		
STAT1603	Introductory statistics		
FINA1310	Corporate finance	2	6
Business Core courses – complete all of the following courses:			
IIMT2601	Management information systems	2 or 3	6
MGMT2401	Principles of management	2 or 3	6
MKTG2501	Introduction to marketing	2 or 3	6
STRA4701	Strategic management* (Capstone course)	4	6
Disciplinary electives – complete four of the following courses:			
IIMT3601	Database management <i>or</i>	2 or 3 or 4	24
COMP3278	Introduction to database management systems		
IIMT3602	Information systems analysis and design	2 or 3 or 4	
IIMT3603	Project management	3 or 4	
IIMT4601	Information systems project management	3 or 4	

Free Electives [114 credits] – any courses except Common Core courses.

Reference Table for BBA Major in Information Systems

Year	Lang.	Common Core	Major in Management Information Systems	Free Electives	Total
I	6 credits	24 credits	18 credits	12 credits	60 credits
II	6 credits	12 credits	24 credits	18 credits	60 credits
III	6 credits	-	18 credits	36 credits	60 credits
IV	-	-	12 credits	48 credits	60 credits
Total	18 credits	36 credits	72 credits	114 credits	240 credits

4. Major in Marketing [72 credits]

Course code	Course title	Year of Study	Credits
Faculty Core courses – complete all of the following courses:			
ACCT1101	Introduction to financial accounting	1	6
ECON1210	Introductory microeconomics	1	6
Statistics requirement – choose one of the following:			
ECON1280	Analysis of economic data <i>or</i>	1	6
STAT1602	Business statistics <i>or</i>		
STAT1603	Introductory statistics		
FINA1310	Corporate finance	2	6
Business Core courses – complete all of the following courses:			
IIMT2601	Management information systems	2 or 3	6
MGMT2401	Principles of management	2 or 3	6
MKTG2501	Introduction to marketing	2 or 3	6
STRA4701	Strategic management* (Capstone course)	4	6
Disciplinary Core courses– complete all of the following courses:			
MKGT3501	Consumer behavior	2 or 3 or 4	6
MKGT3502	Marketing research	2 or 3 or 4	6
MKGT3525	Services marketing	2 or 3 or 4	6
MKGT3531	Strategic marketing management	2 or 3 or 4	6

Free Electives [114 credits] – any courses except Common Core courses.

Reference Table for BBA Major in Marketing

Year	Lang.	Common Core	Major in Marketing	Free Electives	Total
I	6 credits	24 credits	18 credits	12 credits	60 credits
II	6 credits	12 credits	24 credits	18 credits	60 credits
III	6 credits	-	18 credits	36 credits	60 credits
IV	-	-	12 credits	48credits	60 credits
Total	18 credits	36 credits	72 credits	114 credits	240 Credits

5. Major in Wealth Management [72 credits]

Course code	Course title	Year of Study	Credits
Faculty Core courses – complete all of the following courses:			
ACCT1101	Introduction to financial accounting	1	6
ECON1210	Introductory microeconomics	1	6
Statistics requirement – choose one of the following:			
ECON1280	Analysis of economic data <i>or</i>	1	6
STAT1602	Business statistics <i>or</i>		
STAT1603	Introductory statistics		
FINA1310	Corporate finance	2	6
Business Core courses – complete all of the following courses:			
IIMT2601	Management information systems	2 or 3	6
MGMT2401	Principles of management	2 or 3	6
MKTG2501	Introduction to marketing	2 or 3	6
STRA4701	Strategic management* (Capstone course)	4	6

<i>Disciplinary electives – complete four of the following courses:</i>			
ACCT3107	Hong Kong taxation	2 or 3 or 4	24
FINA2320	Investment and portfolio analysis	2 or 3 or 4	
FINA2322	Derivatives	2 or 3 or 4	
FINA2342	Insurance: theory and practice	2 or 3 or 4	
FINA3325	Alternative investments	2 or 3 or 4	

Free Electives [114 credits] – any courses except Common Core courses.

Reference Table for BBA Major in Wealth Management

Year	Lang.	Common Core	Major in Wealth Management	Free Electives	Total
I	6 credits	24 credits	18 credits	12 credits	60 credits
II	6 credits	12 credits	24 credits	18 credits	60 credits
III	6 credits	-	18 credits	36 credits	60 credits
IV	-	-	12 credits	48 credits	60 credits
Total	18 credits	36 credits	72 credits	114 credits	240 credits