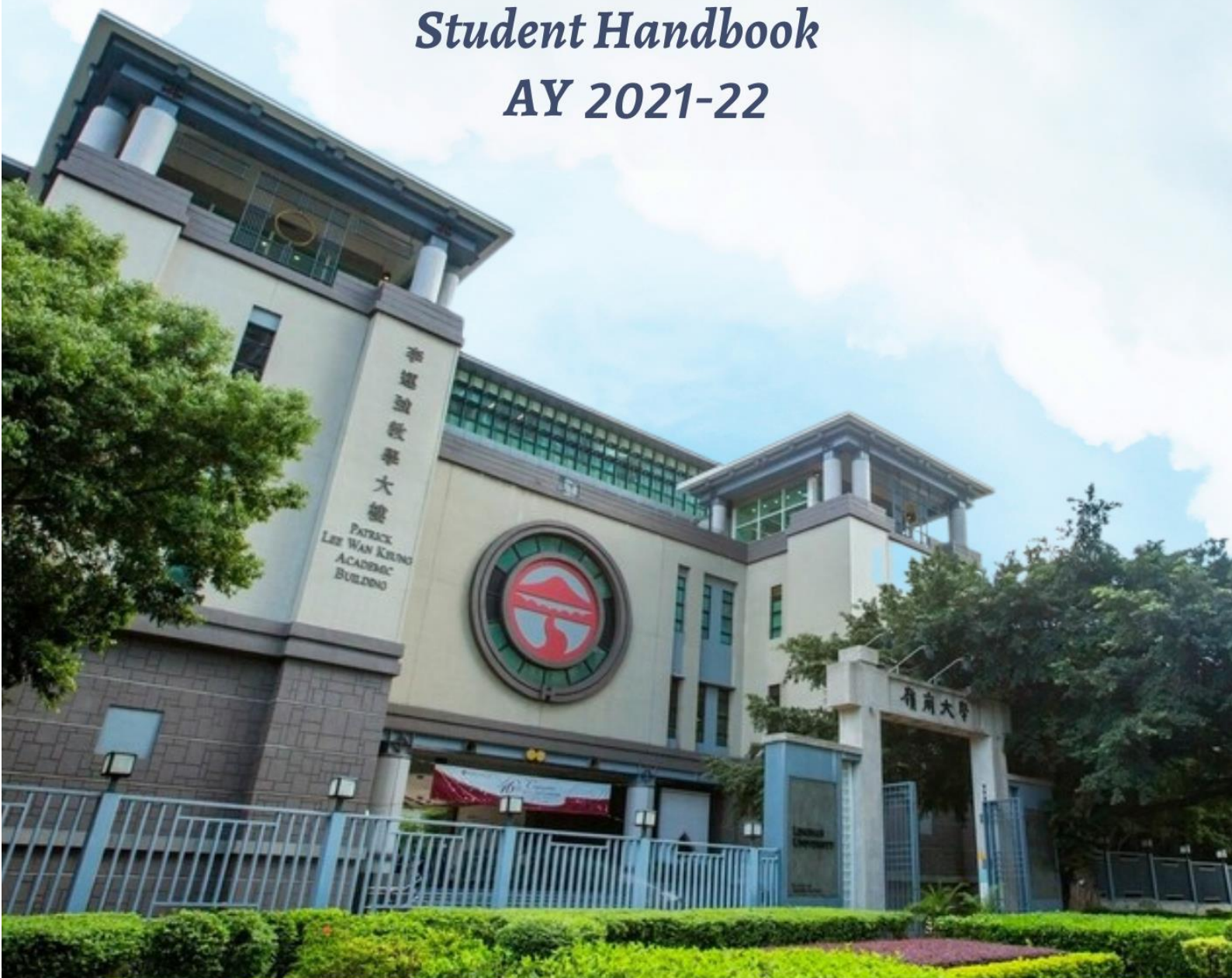


Department of Computing Decision Sciences
Master of Science in
Artificial Intelligence and Business Analytics

AIBA

Become Heroes for the Technology Revolution

Student Handbook
AY 2021-22



Become Heroes for the Technology Revolution

MASTER OF SCIENCE IN ARTIFICIAL INTELLIGENCE AND BUSINESS ANALYTICS
ACADEMIC CALENDAR 2021-22

Term 1

Week No.	Month	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Events	General Holidays
	Aug 2021	1 8 15 22 29	2 9 16 23 30	3 10 17 24 31	4 11 18 25	5 12 19 26 30	6 13 20 27	7 14 21 28	24: Reporting & Registration Day 25-26: Pre-entry Course of Introduction to Computing 28-29: Pre-entry Course of Statistics 30: Postgraduate Orientation & Programme-level Orientation	
1 2 3	Sep 2021	5 12 19 26	6 13 20 27	7 14 21 28	1 8 15 22 29	2 9 16 23 30	3 10 17 24	4 11 18 25	13: Academic Year 2021-22 starts; Term 1 Classes Begin	22: The Day Following Mid-Autumn Festival
4 5 6 7 8	Oct 2021	3 10 17 24 31	4 11 18 25	5 12 19 26	6 13 20 27	7 14 21 28	8 15 22 29	9 16 23 30		1: National Day 14: Chung Yeung Festival
9 10 11 12	Nov 2021	7 14 21 28	8 15 22 29	9 16 23 30	1 8 15 22	2 9 16 23	3 10 17 24	4 11 18 25	25: Congregation (Classes Suspended)	
13	Dec 2021	5 12 19 26	6 13 20 27	7 14 21 28	8 15 22 29	9 16 23 30	10 17 24 31	11 18 25	3: Term 1 Classes End; Payment Deadline of Tuition Fee for Term 2 6-13: Term 1 Examinations 14: Reserved for Exams Postponed Due to Extenuating Circumstances	25: Christmas Day 27: The First Weekday After Christmas Day

Term 2

Week No.	Month	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Events	General Holidays
1 2 3	Jan 2022	2 9 16 23 30	3 10 17 24 31	4 11 18 25	5 12 19 26	6 13 20 27	7 14 21 28	8 15 22 29	10: Term 2 Classes Begin	1: The first day of January 31: Chinese New Year Holidays (students)
4 5 6	Feb 2022	6 13 20 27	7 14 21 28	8 15 22 29	9 16 23 30	10 17 24	11 18 25	12	23: Sports Day (Classes Suspended)	1-11: Chinese New Year Holidays (students)
7 8 9 10	Mar 2022	6 13 20 27	7 14 21 28	8 15 22 29	9 16 23 30	10 17 24 31	11 18 25	12		
11 12 13 14	Apr 2022	3 10 17 24	4 11 18 25	5 12 19 26	6 13 20 27	7 14 21 28	8 15 22 29	9 16 23 30	30: Term 2 Classes End	5: Ching Ming Festival 15-16: Good Friday & The day following Good Friday 18: The day following Easter Monday
	May 2022	1 8 15 22 29	2 9 16 23 30	3 10 17 24	4 11 18 25	5 12 19 26	6 13 20 27	7 14 21 28	3-11: Term 2 Examinations 12: Reserved for Exams Postponed Due to Extenuating Circumstance	2: The day following Labour Day 9: The day following Birthday of Buddha

Legend: Holiday
 Important Dates for Students to Note
 Examination

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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: 8 September 2021)

1. ABOUT LINGNAN UNIVERSITY

Lingnan University is the 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 is ranked:

- 3rd in the World for Quality Education (*THE University Impact Rankings 2021*)
- Top 8 Outbound Exchange Students (*2020 QS World University Rankings: Asia*)
- Top 10 Liberal Arts College in Asia (*Forbes 2015*)
- Among the Top 21% universities in Asia (*2020 QS World University Rankings: Asia*)
- World's Top 33 for International Faculty (*QS World University Rankings 2022*)
- Top 50 Promoting No Poverty (*THE University Impact Rankings 2020*)
- 1st in Asia for International Faculty and Exchange Students (*QS Asia University Rankings 2021*)

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", symbolizing loyalty and steadfastness. The red and grey reflect the Lingnan spirit, a spirit inspiring them to lay the foundations for a splendid future forever¹.

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 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:

Knowledge:

- current, in-depth theoretical and practical comprehension of a specific discipline area, as well as of a broad range of general and related areas

Skills:

- ability to apply knowledge at an advanced level in professional contexts especially for the purpose of solving problems
- competence in critical and creative thinking
- capacity to articulate ideas clearly and coherently both in written and oral forms

Attitude:

- commitment to applying the knowledge acquired in the chosen field or conducting research in an ethical and socially responsible manner

2. PROGRAMME INFORMATION

2.1. Background

The Master of Science in Artificial Intelligence and Business Analytics (MScAIBA) programme is offered and managed by the Department of Computing and Decision Sciences, Faculty of Business, Lingnan University. 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 is 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.

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. Learning Outcomes

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

- Demonstrate command of the principles and practical applications of cutting-edge artificial intelligence and business analytics techniques especially in the domain of business.
- Describe and apply effectively and ethically advanced artificial intelligence, business analytics and other IT tools and techniques for problem solving.
- Analyse complicated business problems creatively and critically by using advanced business analytic skills and artificial intelligence techniques for decision-making.
- Discriminate and verify the effectiveness of various artificial intelligence and business analytic models.
- Design, implement, deploy, and manage the solutions for business problems by using computational and mathematical modeling methods in artificial intelligence and business analytics.
- Deliver the findings and communicate with different stakeholders with a variety of diverse backgrounds.

2.3. Entrance Requirements

To be eligible for entry into this MSc Programme, candidates should:

1. 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; or have equivalent qualifications and experience, which will be considered on case-by-case basis.
2. have basic information technology (IT) or information systems (IS) background, which is recognized if An alternative qualification deemed equivalent is not from a tertiary institution in Hong Kong or an English-speaking country 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 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 this MSc 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

The requirement for the award of the MSc degree is the completion of a total of 30 credits, therefore TEN courses (6 required and 4 electives).

Comprised of six required courses (three on AI and three on business analytics), it takes both advanced AI technologies and detailed business analysis into account. Students are able to learn about business data management, data analytics, data mining, programming for data analysis, machine learning, deep learning, and principles of AI. Moreover, according to their interests and future career/academic plans, students are required to take at least four elective courses that are either application-oriented or advanced-level.

2.7.2. List of Course (Core courses/Elective course)

Required Courses		Credits
1.	Foundation of Artificial Intelligence	3
2.	Business Data Management	3
3.	Principle of Data Analytics and Programming	3
4.	Business Data Analytics	3
5.	Machine Learning for Business	3
6.	Practical Application of Deep Learning	3
Elective Courses (Choose any FOUR) *		
7.	Marketing Analytics and Intelligence	3
8.	Healthcare Analytics	3
9.	Artificial Intelligence based Optimisation	3
10.	Location Intelligence	3
11.	Big Data Analytics	3
12.	Blockchain	3
13.	Mobile Technology and Applications in eBusiness	3
14.	Project Management with Software	3
15.	Social Media for eBusiness	3
16.	Business Decision Making with Software	3
17.	Project for Artificial Intelligence and Business Analytics	3

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

2.7.3. Curriculum Mapping

<u>University Graduate Attributes</u>	<u>Learning Outcomes of the MScAIBA Programme</u>
For taught postgraduate programmes, Lingnan graduates are expected to possess the following attributes in terms of knowledge, skills and attitude:	Our programme is structured with the following learning outcomes (in the three spheres of knowledge, skills and values) in mind:
<u>Knowledge</u> Current, in-depth theoretical and practical comprehension of a specific discipline area, as well as of a broad range of general and related areas	PLO1: Demonstrate command of the principles and practical applications of cutting-edge artificial intelligence and business analytics techniques especially in the domain of business. PLO2: Describe and apply effectively and ethically advanced artificial intelligence, business analytics and other IT tools and techniques for problem solving. PLO3: Analyse complicated business problems creatively and critically by using advanced business analytic skills and artificial intelligence techniques for decision-making. PLO4: Discriminate and verify the effectiveness of various artificial intelligence and business analytic models.
<u>Skills</u> S1) ability to apply knowledge at an advanced level in professional contexts especially for the purpose of solving problems S2) competence in critical and creative thinking S3) capacity to articulate ideas clearly and coherently both in written and oral forms	PLO1: Demonstrate command of the principles and practical applications of cutting-edge artificial intelligence and business analytics techniques especially in the domain of business – S1 PLO2: Describe and apply effectively and ethically advanced artificial intelligence, business analytics and other IT tools and techniques for problem solving – S1 PLO3: Analyse complicated business problems creatively and critically by using advanced business analytic skills and artificial intelligence techniques for decision-making – S2 PLO4: Discriminate and verify the effectiveness of various artificial intelligence and business analytic models – S1, S2 PLO5: Design, implement, deploy, and manage the solutions for business problems by using computational and mathematical modeling methods in artificial intelligence and business analytics – S1, S2 PLO6: Deliver the findings and communicate with different stakeholders with a variety of diverse backgrounds – S3
<u>Attitudes</u> Commitment to applying the knowledge acquired in the chosen field or conducting research in an ethical and socially responsible manner	PLO1: Demonstrate command of the principles and practical applications of cutting-edge artificial intelligence and business analytics techniques especially in the domain of business PLO2: Describe and apply effectively and ethically advanced artificial intelligence, business analytics and other IT tools and techniques for problem solving.

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.
- A student is classified as a full-time student if he/she enrolls in 12 or more credits in a term while a student is classified as a part-time student if he/she enrolls in less than 12 credits in a term.

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 obtain from the MScAIBA Programme Office an application form for changing personal particulars, complete and return it 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 30% of the required number of credits for the academic award.
- 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 Head of Department of Computing and Decision Sciences via MScAIBA Programme Office 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 Head of the Academic Unit concerned, who should forward it to the Registry 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 Courses/Sections

- A student should complete add or drop a course or change a course two weeks before student registration. The student is required to obtain the endorsement of the teachers involved and the approval of the Programme Coordinator after course registration.
- 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 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 Programme Office. The deadline is two weeks after the beginning of the term concerned. For course operated on an irregular mode, e.g. an intensive course, the deadline is one week after the beginning of the course concerned.

3.5. Class Attendance & 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 concerned.
- 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 Registrar only after proper clearance by relevant units.
- A student who leaves the University without prior approval by the Registrar will be considered as having unofficially withdrawn from the University effective on the last day of the teaching term 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 relevant committee(s), 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](#).
- 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 after he/she has been put on probation, or

- (b) his/her Cumulative G.P.A. is below 2.33 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 Section 4.4 of this Handbook; 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 second paragraph under 3.7 above is subject to the approval of the Senate upon the recommendation of the relevant committee(s).
- Notwithstanding the above, a student whose studies have been discontinued may appeal through the Registrar against the decision. Details are stipulated in Section 9 of the [Regulation Governing University Examinations and Course Work](#).

3.8. Application for Testimonial /Transcript

3.8.1. Testimonial

A student who wishes to have a letter certifying his/her student status or attendance records may apply to the Registry via the MScAIBA Programme Office for such a testimonial.

A student who wishes to have a personal recommendation or reference letter should approach a teacher who knows him/her well.

3.8.2. Transcript

- 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.
- 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 fee will be charged for each replacement card.

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. If the tuition fee and the penalty are not paid within ten days from the due date, the student is considered to be unofficially withdrawn and must secure approval for re-admission. In some special cases payments may be delayed without penalty upon prior recommendation from the Director of Student Services and approval from the Programme Coordinator for Taught Postgraduate Programmes.

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\$50 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).

4.2. 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 (G.P.A.)

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.

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

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

- 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;
 2. the student has exceeded the maximum period of study, which is 3 years for the MSc; or
 3. the student will be unable to attain a Cumulative G.P.A. of 2.67 at the end of the Programme.
- 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 (which is the minimum G.P.A. requirement for graduation), then the PCC of this MSc Programme should 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 this MSc 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 MSc 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 "required" and "elective" courses.
- The cumulative grade point average that a student should have obtained for graduation shall not be below 2.67.
- 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, although the conferment of awards is held annually.
- A student's eligibility for graduation is subject to Senate's 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 Academic Unit responsible for the course concerned may apply in writing with documentary evidence

to the Academic Unit 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 concerned Academic Unit 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.

4.9.2. Discontinuation of Studies

- A student whose studies are discontinued at the University due to unsatisfactory academic performance or progression may appeal in writing through the Registrar against the decision
- All the necessary supporting documents shall be enclosed
- The Discontinuation Appeals Panel is empowered by the Senate to decide on the case, mainly on grounds of extenuating circumstances that affected the studies of the appellant and/or procedural problem(s) in the assessment process
- The decision of the Panel will be final

4.10. Course Attendance Requirement for Examination of our Programme

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 Academic Unit concerned.
- A student may retake a required course passed with grade C+ or below or take a substitute course approved in writing by the Academic Unit concerned.
- 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 the substitution with the relevant programme office prior to commencement of the term.
- A student may retake a course only twice. Course grades for all attempts, inclusive of any course substitute, 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 fulfilment of graduation requirements.
- A student may retake only two courses passed with grade C+ or below.
- A student shall be charged additional tuition fees for retaking a course, in an amount to be determined by the Academic Unit concerned.
- 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

Academic dishonesty and plagiarism will automatically result in a failing grade. Acts of academic dishonesty include, but are not limited to, the following:

- using the exact words of a published or unpublished author without quotation marks and without referencing the source of these words;
- duplicating a table, graph or diagram, in whole or in part, without referencing the source;
- paraphrasing the conceptual framework, research design, interpretation, or any other ideas of another person, whether written or verbal (e.g. personal communication, ideas from a verbal presentation) without referencing the source;
- copying the answers of another student in any test, examination, or take-home assignment;
- providing answers to another student in any test, examination, or take-home assignment;
- taking any unauthorized materials into an examination or term test (crib notes);
- impersonating another student or allowing another person to impersonate oneself for the purpose of submitting academic work or writing any test or examination;
- stealing or mutilating library materials;
- accessing test prior to the time and date of the sitting;
- changing name or answer(s) on a test after that test has been graded and returned; or
- submitting the same paper or portions thereof for more than one assignment, without discussions with the instructor(s) involved.

4.13. Plagiarism and Online Tutorial on Plagiarism Awareness

4.13.1. What is Plagiarism?

Plagiarism is using others' ideas and words without clearly acknowledging the source of that information.

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 Programme Office concerned.

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 website (<https://ln.edu.hk/cds/aiba/>) regularly to keep themselves informed of any latest announcements and activities.

- [Regulations Governing Taught Doctoral/Master's Degree Programme](#)
- [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.
- Use of mobile phones or pagers is not allowed in lecture theatres, classrooms and laboratories.

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
- Committee on Academic Quality Assurance of Sub-degree Programmes
- Campus Life and Student Services Committee
- 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.

6.3 Early Alert System

- Purpose of the system is to identify students who encounter difficulties in their studies and provide assistance in an early stage.
- Individual programme offices, if adopting the System, will be
 - asking teachers around the middle of the term to report students who might need special attention, e.g. frequent absence, poor performance in test/midterm.
 - compiling a warning list for each course and cross check with other teachers.
 - issuing a mid-term warning to students who have not performed well.
 - academic advisor meeting with concerned students to evaluate the situation and suggest remedial measures.
 - ongoing communication and monitoring.

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 Services 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/>

7.3 Office of Student Affairs (OSA)

The OSA manages a range of services including student development, counselling, career services, supporting students with special needs, student hostels, activities, amenities, physical, cultural and leisure courses, finance and scholarships, health services and catering. For details, visit <http://www.ln.edu.hk/osa/>

7.4 Teaching and Learning Centre (TLC)

The primary mission of the TLC is to support the enhancement of **learning and teaching** at Lingnan. The centre is continuously updating and expanding its programmes and services in order to enhance the opportunities to assist staff in creating engaging and meaningful learning experiences for students; it is also assisting in development of information sessions and training for undergraduate, research post-graduate and taught post-graduate students. The centre is also providing the online mini-course entitled ‘Online Tutorial on Plagiarism Awareness’.

For more details, please visit the TLC webpage: <https://study.ln.edu.hk/tlc/>

7.5 Registry

Major Responsibilities of the Registry

- Responsible for the planning and implementation of all aspects of the University policies concerning academic quality assurance, student admissions (of both local and non-local students), registration, records, assessments, and administration of study programmes
- Provides administrative and secretarial support to the Senate, most of its standing committees and other boards/groups, and assists the University in the advancement of academic excellence

For more details, visit the Registry webpage: <https://www.ln.edu.hk/reg>

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. Major roles/functions of the GS include:

- To formulate and review strategies for the academic development of postgraduate and professional training programmes so as to position the University as one of the leading institutions in postgraduate studies and professional training in the local, regional and international contexts;
- To seek proactive collaboration with leading institutions in the regional and international academic communities to enhance the international profile of Lingnan University, and to perform a central coordinating role in developing, promoting and governing newly launched inter-university and inter-faculty postgraduate programmes;

- To develop and review academic policies, regulations, guidelines and procedures to govern postgraduate programmes/studies and to oversee their implementation to uphold and enhance the quality of postgraduate provision;
- To support and provide inputs for Taught Postgraduate (TPg) programme development and quality assurance and enhancement matters, e.g. TPg programme validations and reviews, annual TPg programme reports, strategic planning exercises, QAC audits, ICAC review, etc., so as to ensure full compliance by stakeholders concerned;
- To initiate enhancement measures and provide robust support to existing postgraduate programmes in offering the best of class educational experience;
- To create a lively research environment conducive for student learning by organising international summer schools, conferences and seminars with renowned local and overseas institutions;
- To enhance learning and teaching by the implementation of best practices and whole-person development across the postgraduate programmes in a timely, consistent and systematic manners;
- To develop activities to establish a stronger Learning Community and expand the learning space for Lingnan postgraduate students; and
- To provide administrative support and services to Research Postgraduate (RPg) studies in promotion, admission, student records, study progress, assessment and financial support.

Besides, the GS also provides support in the administration of taught postgraduate programmes that are offered by the School.

7.7 Office of the Comptroller

The Office of the Comptroller oversees the finance, business development, campus development and facilities management of the University. For details, please visit the website <https://www.ln.edu.hk/co/about/services>.

7.8 Chaplain's Office

The Chaplain's Office offers pastoral care and Christian counselling to the University community, providing opportunities for members of Lingnan to grow and develop in the Christian faith in line with Lingnan's Christian heritage. It is currently supported by a small team comprising a Chaplain and a Chaplain Assistant, both financed by the Chinese YMCA. At the office, you can

- talk about almost anything you want;
- share, relax and meet friends as a newcomer to campus;
- participate in a community where you can be accepted; and
- find spiritual support and pastoral care.

Feel free to contact the Chaplain at 2616 7245 (Tel), via email chaplain@LN.edu.hk or visit their office at NAB-UG15 Lower G/F, New Academic Block.

For more information, visit: <https://chaplainoffice.wixsite.com/luchaplainoffice>

7.9 Support for Students with Special Needs

Enquiries: Dr. Gloria WONG Tel: 2616 7401 | Email: gloriawong@ln.edu.hk

Students with special needs should register with the Student Services Centre 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.

To allow sufficient processing time for making special examination arrangements, students should submit their applications at least six weeks prior to the start of the examination period and late applications may not be entertained. Subject teachers concerned will discuss with the students before deciding on whether and what academic adjustments and special examination arrangements should be made, taking into consideration the

students' circumstances and the specific nature of the assessment tasks of their courses.

OSA works with students with disabilities such as:

- Learning disabilities
- Attention-deficit/hyperactivity disorder
- Mental health disabilities
- Autism spectrum disorder
- Brain injuries
- Physical/mobility and medical disabilities
- Vision and hearing impairments

Register of services

- Student Registration Form: <https://webapp.ln.edu.hk/sys/ssc/sen/reg.php>

Please submit your registration online.

Support available

- Learning Support

OSA will liaise with department to implement reasonable learning support to Special Educational Needs (SEN) students. The supports such as special facilities and seating arrangement for lectures/tutorials and special examination arrangements.

- More Support

More details relating the support services for SEN students, please visit the webpage of Lingnan University Equal Opportunities Committee: <http://www.ln.edu.hk/eoc/one-stop-shop-online-resources>

8 SCHOLARSHIPS AND FINANCIAL ASSISTANCE

8.1 Scholarships

A scholarship will be awarded to the student with highest C.G.P.A. on each academic year subjects to the decision of Board of Examiners (BoE).

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 when the Hong Kong Observatory announces that Tropical Cyclone Warning Signal No. 8 or above is likely to be hoisted during office hours, the Comptroller's Office 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

The Lingnan University provides Student Medical and Dental Scheme to all full-time students. The medical scheme for all full-time students covers out-patient (門診) to the panel doctors listed by the University with HK\$20 (subject to review) per visit. For the dental scheme, students have to pay a nominal fee when visiting the panel dentists. For details, please visit <http://www.ln.edu.hk/ssc/health/medical-dental/>.

The Scheme will NOT cover any in-patient expense. The Hong Kong Government will charge non-local students with valid student visa the local rate of hospital expense when admitted in the public hospital. For the information on fees and charges at local rate in Hong Kong public hostels, please refer to the website of Hospital Authority at <http://www.ha.org.hk>.

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 MScAIBA 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)

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.

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
ITSC	2616 7995
Library	2616 8586
Sports Complex	2616 7147
Chaplain's Office	2616 7245
Lingnan House Chinese Restaurant	2616 7990

If you are being suspected or confirmed infected the Coronavirus Disease (COVID-19), please notify any of the following teams:

During Office Hours

Student Service Centre	2616 7309
COFMD (O&M) - Campus Support Office	2616 7134

During Non-Office Hours

Security Control (24-hour)	2616 8000
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Contacts of Programme Office

Master of Artificial Intelligence and Business Analytics
(MScAIBA) Programme Office
Department of Computing and Decision Sciences

Contact

Telephone: 2616 8099 / 2616 8096
Email: AIBA@LN.edu.hk
Location: SEK212/7
Webpage: <https://ln.edu.hk/cds/aiba/>

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
▪ 鄭森活圖書館 | 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 | HSB |
| 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 | NAB |
| ⑩ 劉李婉嫻康樂樓 | Lau Lee Yuen Haan Amenities Building | AM |
| ⑪ 郭少明伉儷樓 | Simon and Eleanor Kwok Building | SEK |
| ⑫ 多用途室外運動場
▪ 和富李宗德
學生活動中心 | Multi-purpose Outdoor Sports Ground
▪ Wofoo Joseph Lee Student Activities 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

- | | |
|-------------|-----------------------------|
| S1. 蒙民偉樓 | William M. W. Mong Hall |
| 東亞堂 | The Bank of East Asia Hall |
| S2. 香港崇正總會樓 | Tsung Tsin Association Hall |
| 霍藻棉樓 | Fok Cho Min Hall |
| S3. 忠信堂 | Chung Shun Hall |
| 逸民堂 | 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 |

Student Hostels