Faculty of Engineering
The Chinese University of Hong Kong

Prof. Anthony So

Associate Dean (Student Affairs)

25 August 2020

Welcome to CUHK Engineering!

Presentation Outlines

- Introduction of the Faculty
- Academic Advising
- Counselling Services
- Major Allocation (For Broad-based Engineering Students)
- ELITE Stream
- Academic Honesty

Introduction of the Faculty

CUHK Engineering

6 Academic Departments
- Biomedical Engineering (BME)
- Computer Science & Engineering (CSE)
- Electronic Engineering (EE)
- Information Engineering (IE)
- Mechanical & Automation Engineering (MAE)
- Systems Engineering & Engineering Management (SEEM)

11 Degree Programmes
Broad-based Engineering:
- Computer Engineering
- Computer Science
- Information Engineering
- Mathematics & Information Engineering
- Mechanical & Automation Engineering
- Systems Engineering & Engineering Management

Non Broad-based Engineering Programmes:
- Artificial Intelligence: Systems and Technologies
- Biomedical Engineering
- Electronic Engineering
- Energy and Environmental Engineering
- Financial Technology

CUHK Engineering

- Broad-based Engineering students are taken care of by the Faculty Office.

- Students admitted by non Broad-based Engineering programmes are taken care of by respective major departments.

香 港 中 文 大 學
The Chinese University of Hong Kong

Academic Advising for First-Year Students

The need …

- **Study and life in the university differ in many ways from those in your secondary schools**

- Study planning, scheduling, time management, extracurricular activities, financial assistance, hostel life, exchange, internship, career planning, …

Important Academic Regulations

- **Academic Probation** (10.0 of student handbook)

  - A student shall be put on first academic probation if s/he has obtained a grade point average below 1.5 in the preceding term, unless s/he is required to discontinue his/her studies.

  - A student shall be put on extended probation if s/he failed to lift the first academic probation in the preceding term unless s/he is required to discontinue his/her studies.

  - A student shall take a maximum of 12 units per term during first probation, and a maximum of 9 units per term during extended probation.

Important Academic Regulations

- **Discontinuation of Studies** (10.0 of student handbook)

  A student shall be required to discontinue studies at the University if:

  (a) the grade point average in a term is below 1.0 for two consecutive terms of attendance; or

  (b) fails in more than half of the units of courses taken in a term for two consecutive terms of attendance; or

  (c) obtains a grade point average below 1.0 or fails in more than half of the units of courses taken in a term, unless permission to continue studies is obtained; or

  (d) fails to have probation lifted after s/he has been put on academic probation for two consecutive terms of attendance; or

Important Academic Regulations

- **Discontinuation of Studies** (10.0 of student handbook)

  (e) after two attempts, s/he still fails to meet the minimum grade required for specified courses or pass the relevant examinations (if any) as prescribed by his/her Major Programme; or

  (f) fails to fulfill all requirements for graduation within the years specified in University Regulations.

The above is only part of the University Regulations extracted for reference. You must check and get yourself familiar with the General Regulations Governing Full-time Undergraduate Studies for the latest full version:

http://rgsntl.rgs.cuhk.edu.hk/aqs_prd_applx/

Level-1 Academic Advisors

- **Each new student will be assigned a Level-1 academic advisor, who is a professor/ lecturer**

- **Advisor's role:**
  - ➢ **Providing advice and assistance on academic development, study planning, life adjustment**
  - ➢ **Referring students to other supporting units in the university for assistance**
  - ➢ **Collecting students' feedback to improve curriculum, teaching and learning**

- **1ˢᵗ encounter**
  - **You are required to meet your Level-1 adviser at least once per year, and preferably once per term**
  - **For Broad-based Engineering students, the Faculty Office shall facilitate your first meeting arrangement**
- **Subsequent meetings at any time initiated by students are welcome**

Advisor-Advisee Interaction

- **Don't default the appointment with your academic advisor.**

- **They are ready to listen to you and get to know you more!**

Advisor-Advisee Interaction

Connecting to your advisors

- **You can find who is your Level-1 advisor on CUSIS**

- **Your advisor's office telephone number and email can be found from the faculty website**

- **Approach the Faculty Office (for Broad-based Engineering students) / your Major Department whenever you need help**

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Level-2 Academic Advisors

- **In case your academic performance is unsatisfactory, you will be prescribed to meet with a Level-2 Academic Advisor**

- **Faculty Office (for Broad-based Engineering students) / Major Departments will inform students the exact arrangements**

Time Management

- **Don't over-estimate yourself, keep balance between studies and student activities**
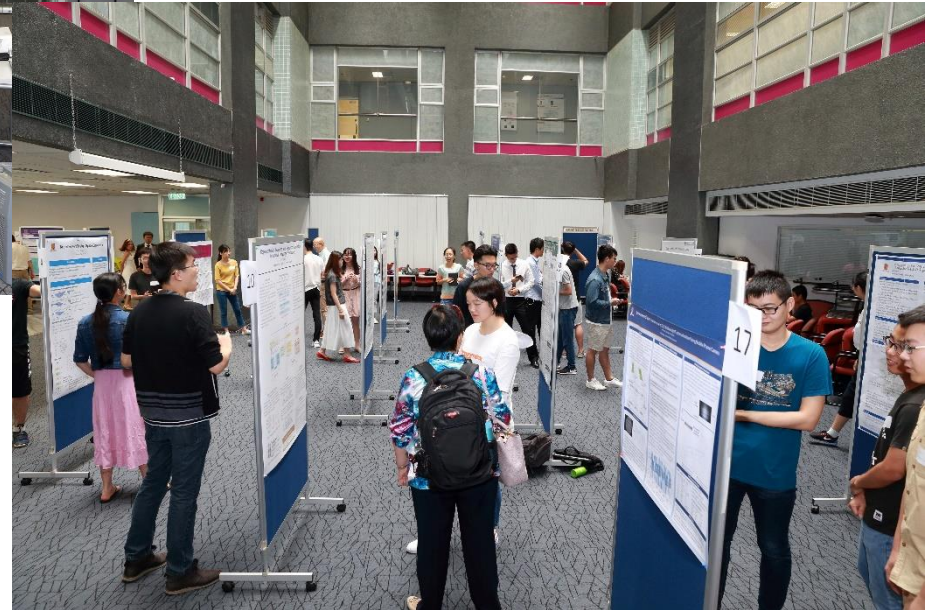
Other Learning Experiences

Placement and Internship Programme

- Full-year Work Study (for penultimate-year students)

- Summer Internship

- Details could be found at:

  http://pip.cintec.cuhk.edu.hk

Undergraduate Summer Research Internship

Participation in International & Local Competitions

International Collegiate Programming Contest

iGEM

Robocon

Student Exchange (Summer)

- Prof. Charles Kao Research Exchange Scholarships Scheme
- GLOBEX summer@PKU

GLOBEX Summer Program

Student Exchange (Term-time)

- Opportunities at University / Faculty / College level
- Details could be found at: http://www.cuhk.edu.hk/oal/

- Exchange opportunities exclusively for Engineering students
  - ◆ UK (e.g., UCL)
  - ◆ USA (e.g., UIUC, UPenn, Georgia Tech, Dartmouth)
  - ◆ Singapore (e.g., NUS)
  - ◆ Switzerland (e.g., EPFL)
  - ◆ France (e.g., TELECOM SudParis)
  - ◆ Germany (e.g., Karlsruhe Inst. Tech.)

CUHK Counselling Services

CUHK Counselling Services

Wellness and Counselling Centre (WACC)
➢run by a group of professional counsellors
➢aims to assist students to overcome difficulties

To make appointment:
➢Tel: 3943 7208
➢Website: www.cuhk.edu.hk/osa/wacc

CUHK 24-hour Emotional Support Hotline: 5400 2055

Learning Enhancement Officer (LEO)

Services:
- ➤ Individual Guidance and Consultation Service
- ➤ Adjustment and Developmental Programmes

Activities:

Celebrity Talks

人、物、情：彩虹邨與香港人的生活回憶
The Vibe of Local Neighbourhood Choi Hung Estate
and Collective Memories of Hongkongese

Hong Kong Explorer Series

Academic Success Seminars

Learning Enhancement Officer (LEO)

Ms. Linda Chim

Learning Enhancement Officer (Faculty of Engineering)

Tel: (852) 3943 1526

Email: lindachim@cuhk.edu.hk

Learning and Cultural Enhancement Section
Office of Student Affairs, CUHK

http://lces.osa.cuhk.edu.hk

leos_cuhk

3943 1533

leos@cuhk.edu.hk

Major Allocation

(For Broad-based Engineering Students Only)

- **Major Allocation is an annual exercise**

- **Conducted soon after the conclusion of Second Term every year**

- **Programmes under Broad-based Engineering may impose particular requirements for students who put them in their choices. Details will be announced by programme via Faculty Office, Faculty of Engineering (if applicable) during September 2020 – March 2021**

Major Allocation

Ist year?

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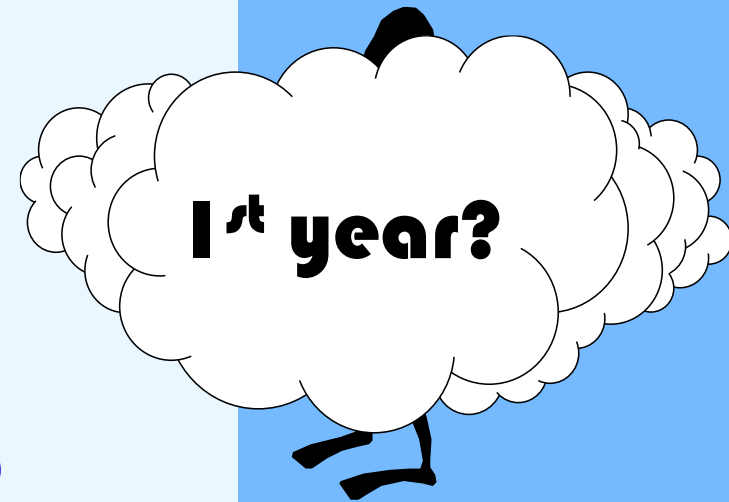
- **1ˢᵗ year**
  - **All broad-based Engineering students are in the "foundation year of study"**
  - **No specific major**
    (except major affiliated students)

- **End of the 1ˢᵗ year (June 2021)**
  - **Eligible students assigned to different major programmes**
  - **Allocation based on**
    - *students' preferences*
    - *academic performance , i.e. cumulative grade point average (CGPA)*
    - *teaching resources of each programme*
   - *particular requirements (if any) imposed by programmes*

Major Allocation

1ˢᵗ year?

- **Eligibility**
  - Should have **officially registered for courses listed under Faculty Package, i.e. ENGG1110, ENGG1120 & ENGG1130**
  - **Students who are being put on academic probation in Second Term should have the academic probation be successfully lifted** by the end of Second Term

- **Exceptions**
  - Course Exemption granted for the course under Faculty Package
  - Students failed in MATH1510 in the First Term are prescribed to retake MATH1510 before registering ENGG1130

Major Allocation

Ist year?
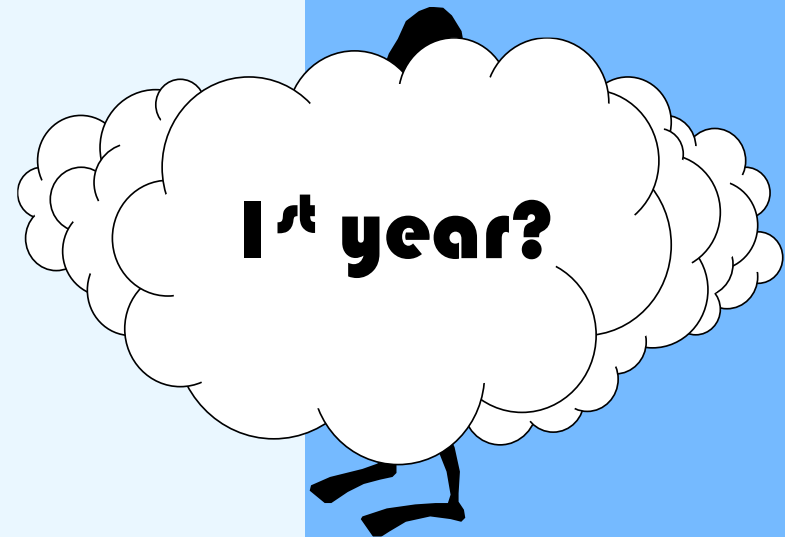
- **Step 1: Indicating Preferences**

  – **Eligible students submit the preference of six programmes during March - May 2021**

  – **Release of academic results of the Second Term of 2020-21**

  – **Eligible students re-shuffle the order of choices put down before in Early June 2021**

  – **Students who do not submit their choices according to schedule will not be eligible for the re-shuffling of choices**

Major Allocation

1

- ## **Step 2: Priority Allocation**
  Guaranteed allocation to the first-choice programme if satisfying any one of the following conditions:

  (i) **HKDSE entrants[#]**

Subjects	Performance
Mathematics core module *AND* ONE Science subject (incl. M1/M2) *AND* ONE Elective subject *AND*	Level 5* or above
any TWO other core subjects (i.e. Chinese, English or Liberal Studies)	Level 4 or above

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- **Step 2: Priority Allocation**

  (ii) Students admitted to CUHK with renewable tuition scholarship#, OR

  (iii) Attainment of Cumulative GPA (CGPA) of 3.5 or above as of the release date of academic results of Second Term, 2020-21

Students in category (i) and (ii) must attain a Cumulative GPA of 3.0 or above as of the release date of academic results of Second Term, 2020-21

- **Step 3: Central Allocation**

  - All other eligible students shall go through a centralized major allocation process

  - Allocation principles
    - students' preferences
    - academic performance, i.e. CGPA
    - teaching resources of each programme
    - particular requirements (if any) imposed by programmes

  - Students would go to their preferred programme with high chances
    For 2019-20 major allocation, 80.7% got 1st choice and 97.3% got the top 2 choices

Major Allocation

3

Major Allocation

- **Tentative Schedule:**

Period	Process
January to March 2021	- Programme talks and academic counseling
March to May 2021	- Major declaration through the online system
Early June 2021	- Release of second-term examination results - Re-prioritization of choices
Mid June 2021	- Central allocation
Late June 2021	- Announcement of the major allocation results
Aug 1, 2021	- New major programme effects

* **For exact schedule of each process, please refer to email announcement sent by the Faculty of Engineering**

Major Allocation – Ineligible Students

- **For ineligible students**

  - **No engineering major will be assigned**

  - **They shall remain as Broad-based engineering (BERGN) students during their second year of study, if they are allowed to continue their studies**

Enquiries

- **For any enquiries, please send email to info@erg.cuhk.edu.hk**

Engineering Leadership, Innovation, Technology and Entrepreneurship (ELITE) Stream

Aims of ELITE Stream

- To nurture outstanding engineering students

- To develop their potentials through
  - additional challenging coursework and
  - invaluable extra curricular activities

Entrance Requirements – Freshmen

- To join the Stream in the first term of study:
  - HKDSE entrants who have achieved in HKDSE Level
    - 5* or above in Mathematics AND another one Science subject (Mathematics Extended Module I/II could be counted as one subject) AND one elective subject
    - PLUS Level 4 or above in any two of the remaining core subjects; OR
  - Any entrants admitted with renewable tuition scholarship

- Those with extraordinary performance other than the above admission results may be considered on individual merit

Entrance Requirements – Continuing Students*

- Full-time students who attained a cumulative GPA of 3.50 or above; AND

- At least have 2 terms from the expected graduation term

- Those with extraordinary performance or contributions to the Faculty of Engineering or their Major Department may be considered on individual merit

* Those who have completed at least one term of study at CUHK

Stream Requirements

To be eligible for the ELITE Stream qualification, students should fulfill all of the following:

a) Complete the required Graduation Thesis ESTR 4998 and 4999 (6 unites in total)

b) Complete at least 15 units of recognized elective courses

c) Out of the completed courses mentioned in (b), only at most 9 units can be used to fulfill both the major programme requirements and the elective requirements of the ELITE Stream

d) Attain both cumulative major GPA and overall GPA of 3.3 or above at the time of graduation

Stream Requirements

- Students are required to complete a minimum of 21 units of courses as follows:

		Units
1.	Required Courses*: ESTR4998, 4999	6*

2.	Elective Courses:
	 a) 12 units of ESTR courses of which
	   at most 6 units of courses at 1000-2000 level and
	   at least 6 units of courses at 3000-4000 level
	 b) 3 units of BMEG/CENG/CSCI/ELEG/ENGG/IERG/
	   MAEG/SEEM courses at 5000 level
		15

	Total:	21

*Graduation Thesis I & II shall replace the Final Year Project I & II to fulfill the graduation requirements.

Retention Policy

All ELITE students have to comply with the retention policies as set out below:

a) CGPA Requirement

Maintain a CGPA of at least 3.3 after enrolling in the ELITE stream

b) ESTR Course Requirement

Take at least two ESTR or Engineering 5000-level courses per academic year

(each of ESTR 4998 and ESTR 4999 is counted as one ESTR course)

c) Activity Requirement

Participate in at least one recognized activity per term

*A student's ELITE status will be reviewed by the end of each academic year

**Once a student's ELITE status is revoked, he/she will not be allowed to join the ELITE Stream again.

Stream Privileges

- Award of the ELITE Stream will be officially recorded on your academic transcript

- A certificate issued by the Faculty of Engineering

- Exclusive scholarships for ELITE students

- Exclusive exchange / internship opportunities

Company Visit in Silicon Valley, USA
May 2019

Company Visit in Silicon Valley, USA
June 2018

Stream / Course Administration

- Details can be found at

  https://www.erg.cuhk.edu.hk/erg/Elite

Stream / Course Administration

Application website:

https://mycuhk.sharepoint.com/sites/Faculty.ERG/EliteStream/Lists/Application/AllItems.aspx

Login ID: cuhk email (SID@link.cuhk.edu.hk)

Password: OnePass (CWEM) password

Students can download the Course Registration Form from the ELITE Stream Website for course registration

Enquiries

For any enquiries on ELITE Stream, please send email to

Ms. Stella Ng

stellang@cuhk.edu.hk

Academic Honesty in the Faculty of Engineering

Faculty of Engineering

Why *Academic Honesty*?

□ University trains intellectuals and promotes creativity, therefore ***CUHK will not tolerate***

  ■ Plagiarism (i.e. "copying") assignments or course works

  ■ Cheating and/or misbehaving in tests and exams

□ What is *plagiarism*?

  ■ "an attempt to pass off the works"

    (i.e. take some else's work as yours)

    e.g. creative ideas, report, course work, writing or computer program of others (or even your own previous works, i.e. self-plagiarism), as your own

General Principles

- ☐ Do not look at solutions that are not your own
- ☐ Do not share your solution with others
- ☐ Give proper acknowledgement to any help you received

- ☐ <u>Bottom Line</u>: Discussion of ideas are encouraged, but each student must work out their own submission and give credits where they are due

Common mistake #1 – Direct Copying

Assignments, Laboratory and Project reports

- ☐ Professors and tutors perform routine spot checks

- ☐ Do not copy classmate's assignment solution or computer program lines – *tell your classmate politely that copying is against CUHK regulation if such request arises*

- ☐ Do not copy classmate's data
    - ■ Redo experiment or information search if necessary
    - ■ Write your own report even you take the data with your classmates unless it is a group report

- ☐ Discussions between classmates are good, but direct copying of analysis is not acceptable

- ☐ If a case of plagiarism is established, *BOTH PARTIES (source student and copying student) will be penalized*

Common mistake #2 – Direct Copying without quotation

A case of plagiarism on a General Education term paper: Direct copying from internet

Use quotations "…" to denote text copied from internet, then cite the source in reference list

Proper use of source materials

☐ Mark relevant text by **quotation marks**

e.g. …..”To be, or not to be” [1] Cited reference listed in end of document

☐ **A reference to the original source**

e.g. An effective motion control strategy based on video image feedback [2]……

☐ **A bibliography, giving the list of references**

This is usually given at the end of the article/paper, or at the end of each page.

Example:

[1] D. Davids, Journal of Nanotechnology, vol…, page…, year…

[2] Y. Smith, Electronic Letters, vol…, page…, year…

…….

Common mistake #3 – Computer program

Computer programming assignments

```
/*------------------------------------------*/
/**************************************/
/* Copied from my classmate Student A *      /
/**************************************/
int findLargest(int size, int a[]) {

    int i, tmp = 0;

    for (i = 1; i < size; ++i)
        if (a[i] > a[tmp])
            tmp = i;


    return(tmp);

}
/*------------------------------------------*/
```

```
/*------------------------------------------*/
int findLargest(int size, int a[]) {

    int i, tmp = 0;

    for (i = 1; i < size; ++i)
        if (a[i] > a[tmp])
            tmp = i;

    return(tmp);

}
/*------------------------------------------*/
```

Direct copying

Slight structural changes

FOR loop ➔ WHILE loop

```
/*------------------------------------------*/
int findLargest(int size, int a[]) {

    int tmp;

    int i;

    tmp = 0;

    i = 0;

    ++i;

    while (i < size) {
        if (a[i] > a[tmp])
            tmp = i;

        ++i;

    }


    return(tmp);

}
/*------------------------------------------*/
```

Change of variable names

Superficial changes

```
/*------------------------------------------*/
int findL(int s, int b[]) {

    int j, tmp1 = 0;

    for (j = 1; j < s; ++j)
        if (b[i] > b[tmp1])
            tmp1 = j;

    return(tmp1);

}
/*------------------------------------------*/
```

"a" ➔ "b"

```
/*------------------------------------------*/
int findLargest(int size, int a[]) {

    int tmp;

    int i;

    tmp = 0;

    for (i = 1; i < size; ++i)
        if (a[tmp] < a[i])
            tmp = i;

    return(tmp);

}
/*------------------------------------------*/
```

"(a[i]>a[tmp])" ➔ "a[tmp]<a[i]"

Handling of Cases in the Faculty

☐ Teachers and tutors will carry out checking on assignments and course works; sometimes using anti-plagiarism software such as **VeriGuide**

☐ Teachers/Tutors will collect evidences of suspected cases and report to Faculty Disciplinary Committee (FDC)

Handling of Cases in the Faculty

☐ FDC will interview the student(s) in question, look into case details, and impose the penalty if the case is established

☐ FDC adopts the penalty scheme formulated by the Senate Committee on Student Discipline

Handling of Plagiarism Cases in the Faculty

- Minimum penalty (for first-time offence): <u>one demerit</u> (may be removed at graduation if no further offence committed), <u>zero mark for the work concerned and completion of relevant training in academic honesty</u>

- For severe cases (even for first-time offence), the minimum penalty will be *a failure grade for the course concerned*, **AND** *two demerits (of which one will remain in the University's record permanently and one is reviewable)*

Handling of Plagiarism Cases in the Faculty

- [ ] Repeated (e.g. second time) offenders will be given at least *two demerits* (at least one will be a permanent record) and a failure grade for the whole course.

- [ ] Students who have received *three demerits* may be asked to **suspend /discontinue studies**
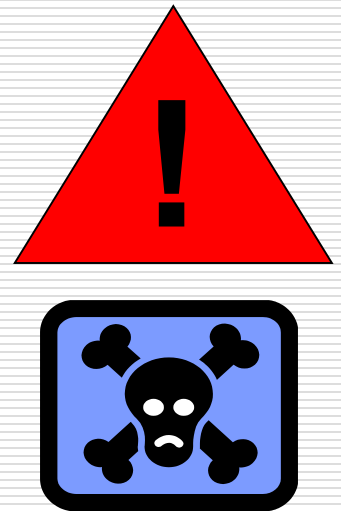
Role of Faculty Disciplinary Committee

☐ We are <u>not</u> the "Judge" or "Prosecutor"

☐ We aim to ensure that students appreciate the value of *academic integrity*

(one of the most valuable aspects of university education)

Important Websites

Faculty Guidelines

☐ *https://www.erg.cuhk.edu.hk/erg/sites/default/files/Academic_Honesty_Guidelines_2020.pdf*
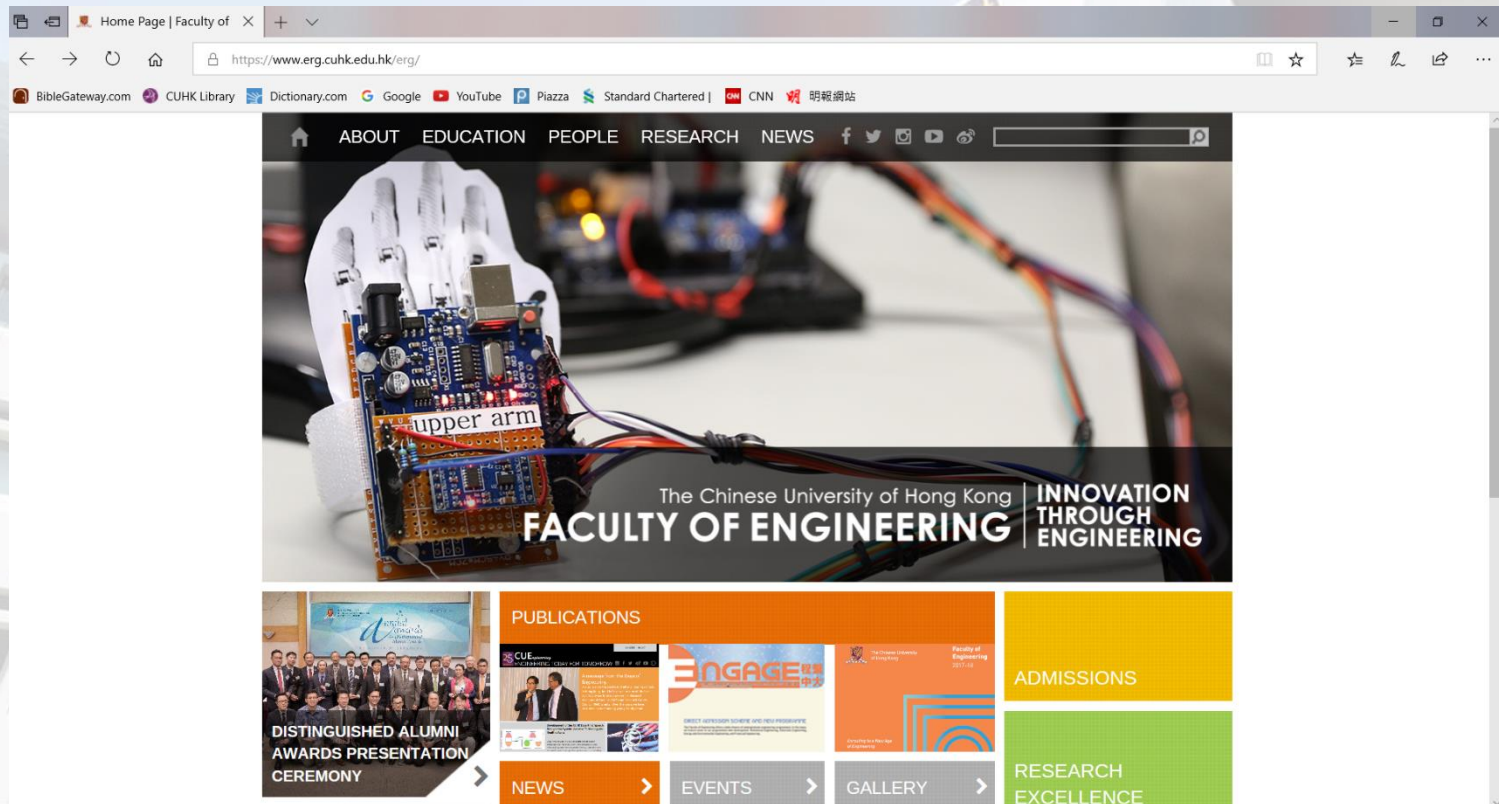
University Guidelines

☐ *http://www.cuhk.edu.hk/policy/academichonesty/*

Questions

Most information can be found on the Faculty of Engineering website:

https://www.erg.cuhk.edu.hk/

Have a fruitful academic year ahead!