澳 門 理 工 學 院
Instituto Politécnico de Macau
Macao Polytechnic Institute

Macao Polytechnic Institute
School of Public Administration

Four-Year Full-time

Bachelor of Science in Computing

Programme Handbook

2017-2018

Accredited Programme™
The Institution of Engineering and Technology

Engineering Council accredited degree

WELCOME

Welcome to the Computing Programme of Macao Polytechnic Institute (MPI) and welcome back if you are a returning student.

Please kindly be reminded that the institute has the following expectations from our students.

- To pursue their academic studies in an honest, ethical and responsible manner.
- To actively participate in various learning opportunities provided by MPI.
- To provide fair and constructive feedback on relevant aspects of their School/Programme.
- To enhance tolerance in the pursuit of knowledge.
- To attain ethical standards in support of the values and mission of MPI.
- To be aware of and follow the policies, procedures and regulations of MPI.
- To seek and pursue their own learning experiences.
- To engage in opportunities for self-development after their studies in MPI.

This handbook aids in your understanding of the Programme. It depicts the Programme and explains the Institute's procedures and aspects of the regulations that affect you. Read it carefully and keep it as a source of reference throughout the years. If you lose or mislay it, then you can obtain a copy from your year tutor or the soft copy from the programme website csp.ipm.edu.mo.

If you have questions about anything that you read in the guide, please ask your year tutor. You will be expected to be familiar with and observe the various guidelines, regulations and procedures that are covered in this handbook.

Please kindly be reminded that Student ID card is an important means to identify a student. Students are required to present this card when making use of library check-out service and computing facilities, and for examinations.

Students have the responsibility to provide updated personal details to the Student Affairs Office.

The Institute and Programme keep you informed about events and changes to teaching and activities in a number of ways: email and a virtual learning environment such as Canvas. We expect you to check these every day.

With best wishes for your time at the Computing Programme

Rita Tse, PhD.

Director, School of Public Administration

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SECTION 1 PRELIMINARY INFORMATION

The *Computing Programme* (formerly *Computer Studies Programme* – CSP) is one of the four programmes under the *School of Public Administration* (ESAP) in the *Macao Polytechnic Institute* (MPI). The degree is taught and examined entirely in English. Students in the Bachelor of Science in Computing will normally complete the programme in four years on a full-time basis. Students need to take 38 credits each year from Year 1 to Year 3 and 36 credits in their Year 4 and a total of 150 credits must be taken in order to obtain their Bachelor Degree. Scheduled teaching contact amounts to approximately 19 hours a week, and is timetabled between 9 am and 6 pm Monday to Friday. The three streams of specialisation offered to students are *Enterprise Information Systems*, *Gaming Technology* and *Computer Education*. Since 2012/2013, graduates from our programme with a Grade Point Average (GPA) more than 2.0 partially fulfil the *Institution of Engineering and Technology* (IET) Chartered Engineer (CEng) requirements.

Historical Development of the Programme

The history of the Computing Programme can be dated back to 1982 when the former University of East Asia, (now, University of Macao) started to offer a two-year Diploma Programme in Computer Studies through the College for Continuing Education, which was the first of its kind in the history of Macao. The Computer Studies Programme was later restructured to group under the former Polytechnic College of the University of East Asia. In 1991, the former Polytechnic College of the University of East Asia began to run as an independent higher education institute under the current name Macao Polytechnic Institute.

Since the inauguration of Macao Polytechnic Institute in 1991, the Computer Studies Programme (CSP) has implemented new curricula in 1993/1994, 1996/1997, 2000/2001, 2009/2010 and 2016/2017. Initially, CSP only offered day programmes for a 2-year Diploma programme and a 3-year Higher Diploma programme. In 1996/1997, an evening programme was offered to enable the working population to make use of their non-working hours to further their studies. Since 1998/1999, the Diploma programme ceased to accept any applicants. After the launch of the Bachelor of Science in Computer Studies Programme in 2000/2001, the latest Bachelor of Science in Computing Programme was offered in 2009/2010 in response to the general public's demand for a higher level of education, with the most recent update for 2016/2017.

Job Market and Salaries

The demand of the programme as reflected in the Graduate Survey 2016, the gaming industry has absorbed the largest portion (38.1%) of the employed graduates. The other major employers are the small and medium enterprises (28.6%) and education (23.8%). See also Figure 1 below.

The demand for our graduates is high. The majority of graduates were employed full-time (83.3%) (Sep. 2016). Among the employment, 20.8% students' employment were secured before their graduation. Most graduates (95.2%) reported being either very satisfied (19.0%) or satisfied (66.7%) or somewhat satisfied (9.5%) with their jobs. See also Figure 2 below.

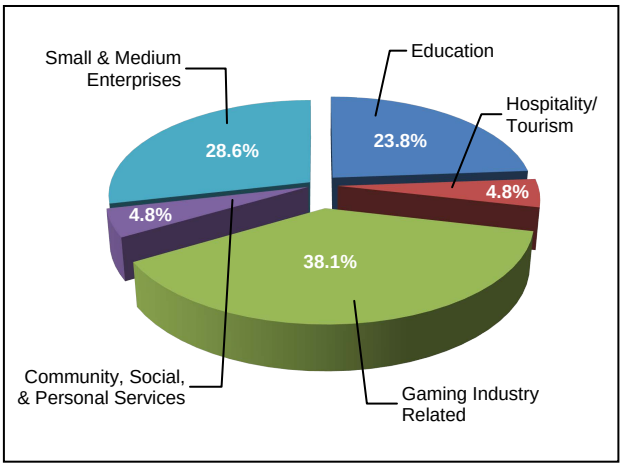


Figure 1 Employment Sectors (2016)

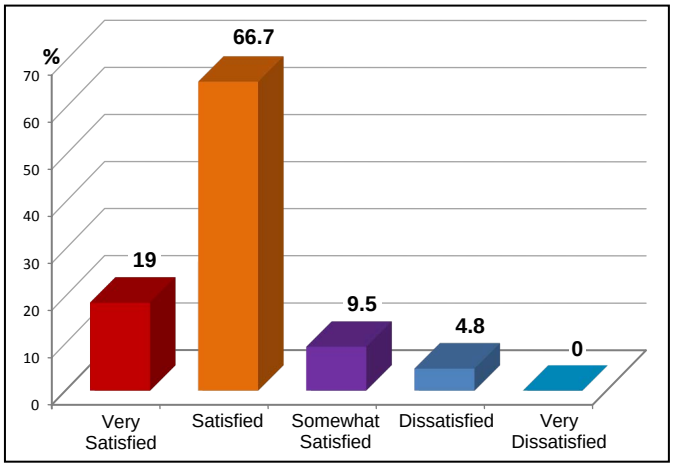


Figure 2 Job Satisfaction of Graduates (2016)

The average monthly salary of all employed graduate was about $17,214 whereas the median salary was about $16,500.

Institute/School Information

Macao Polytechnic Institute is a fully government-funded public institution. For over 2 decades since its inception, the Institute has grown and prospered into a modern and fully equipped teaching and research tertiary institute with a team of experienced and dedicated academic staff.

The MPI offers both full-time academic programmes of Bachelor Degrees as well as professional training. Its mission is to provide student-centred education and training that combines rigorous learning with the excitement of discovery, promoting academic freedom, integrity and creativity, supporting a diverse research culture in a dynamic environment, and instilling a spirit of service for the betterment of society.

Being one of the six academic schools offering degree programmes, the School of Public Administration, formerly School of Administration and Applied Sciences, is one of the schools with the longest history in MPI. Established in 1991, upon the founding of the Macao Polytechnic Institute, the School has already served the community for over 20 years.

The School of Public Administration is the second largest in the Macao Polytechnic Institute, with over 560 students enrolled for the academic year 2017-2018. Most of the graduates have been employed in various public and private sectors in Macao. A small percentage of them have continued to pursue higher degrees locally or overseas. Currently, the School has a full-time teaching staff of 41, and a part-time staff of 62.

The mission of the School of Public Administration is to provide up-to-date and market-oriented (practical) education, to advance learning and knowledge, as well as to enable students to obtain the maximum benefits of higher education, in four fields, namely Computing, Social Work, Public Administration and Sino-Lusophone Trade Relations.

SECTION 2 PROGRAMME INFORMATION

Programme Aims and Objectives

The design of the Bachelor of Science in Computing Programme aims at providing a sound practical knowledge of computing fundamentals and a thorough understanding of the analytical, design, and planning skills associated with the computing profession, in order to provide students with the means to compete successfully in the job market as well as to develop their academic competences in pursuing further studies. To broaden the participation of students in their communication with the global IT community, the Programme promotes internship, joint student projects with organizations, student activities, and overseas exchanges. Regular seminars, competitions and social gatherings are also held to enhance peer learning among students and further study opportunities.

Three streams of specialisation offered to students are *Enterprise Information Systems*, *Gaming Technology* and *Computer Education*. Students are expected to start their specialisation in the first semester of year 3. Upon completion of the Bachelor of Science in Computing Programme, students should be able to pursue further study and achieve the following (1-16):

1. Select and apply proven methods, tools and techniques to the effective and efficient implementation of information systems;
2. Evaluate computer systems in a local area network, and understand the additional requirements for connection to other networks through wide area networks;
3. Be competent in system development in the Internet and the web platform;
4. Work independently to design and implement a relational database, with an emphasis on how to organise, maintain and retrieve information from a DBMS;
5. Acquire essential knowledge in specific fields of computing disciplines including multimedia, security and artificial intelligence;
6. Acquire the perceptive skills needed to understand information presented in the form of UML diagram, flow chart or other industry standard formats;
7. Understand the need for and use of the necessary mathematical techniques;
8. Work independently to develop an understanding of, and the knowledge and skills associated with the general support of computer systems and networks;
9. Work as an effective member of a team in the analysis, design and development of software systems;
10. Use project planning and management techniques in systems development;
11. Understand the fundamental and operational issues of computer systems in business environments;
12. Equip with adequate written, oral communication and interpersonal skills;
13. Build the capacity and desire for lifelong learning and to learn advanced and emerging technologies on one's own;

For the *Enterprise Information Systems* specialisation,

14. Gain an in-depth understanding of the information technology related to enterprise information systems, with an emphasis on development of such systems to support business processes;

For the *Gaming Technology* specialisation,

15. Acquire the general and advanced knowledge of current technologies and operating environment in the gaming industry;

For the *Computer Education* specialisation,

16. Acquire the general and advanced knowledge of computer education and its practicing environment in secondary education.

Entry Requirement

There are two different entry routes, one for recruitment done locally in Macao, and one for recruitment from the Mainland of China.

For applicants from Macao: applicants have to be secondary school graduates (Form 6), and attend the Institute's admission examinations to show that they possess adequate English language and mathematics proficiency. The weighting of assessments is set as:

A. English written examination – 50%
B. Mathematics written examination – 50%;

Candidates are selected based on the ranking of the total score of the two examinations. The programme normally takes 20% of all the applicants.

For students from the Mainland of China, applicants must participate in the National College Entrance Examination (NCEE) in China and attain a certain level (admission level 1). This examination is a prerequisite for entrance into almost all higher education institutions at the undergraduate level in China. In addition, the applicants must be a resident of one of the following provinces/municipalities/ autonomous regions: Beijing, Tianjin, Shanghai, Chongqing, Guangdong, Fujian, Hainan, Hunan, Jiangsu, Zhejiang, Liaoning, Sichuan, Hubei, Guangxi, Henan, Shandong, Shaanxi, Yunnan, Guizhou, Jiangxi, Jilin, Heilongjiang, Anhui, Hebei, and Shanxi.

Programme Structure and Information

Structure of the Programme

The Computing Programme is aimed at producing graduates with good fundamental computing concepts, sound intellectual and practical skills, and ability to creatively apply computing and related technologies to business, industry and public sectors. Students in the Bachelor of Science in Computing will normally complete the Programme in four years on a full-time basis. 138 credits are for the required courses that include 15 credits in each specialisation, 6 credits for general elective courses and 6 credits for major elective courses. A total of 150 credits are required in order to obtain the Bachelor Degree.

Basically, the courses can be divided into 5 main groups:

Core Courses

Core courses are compulsory and constitute 30 courses (99 credits), each of which is a 3-credit 1-semester course, except for the Final Year Project which is an annual course of 12 credits. Core courses are divided into 9 subject areas, namely, "Computer Systems", "Data Management", "Gaming and Multimedia", "Information System Planning, Design and Control", "Mathematics", "Networking", "Programming and Information System Development", "Computer Education", and "Projects".

Specialisation Courses

The Programme provides three specialisations that will give students more in-depth knowledge in either Enterprise Information Systems, Gaming Technology or Computer Education. During their third and fourth year, students have to complete 15 credits within either one of the three specialisations. There are 5 compulsory courses in each specialisation.

Major Elective Courses

Major elective courses are vehicles for the delivery of the fundamental knowledge and skills necessary for career development in Information Technology related areas. 10 courses fall into this category and students have to pass any 2 of them at a total of 6 credits.

General Elective Courses

General elective courses are general education courses not directly related to Information Technology. They provide the students with wider horizons for a well-rounded education, and promote fulfilment of students' technical IT knowledge in the more general context of business and society. 12 courses fall into this category and students have to pass any 2 of them at a total of 6 credits.

English Language Courses

During their first 3 years of study, students have to take 6 English courses, each of which is 4 credits at a total of 24 credits. The English courses aim at improving students' English language skills within an academic framework at the Intermediate and Upper Intermediate levels, with reference to the IELTS Band 5 and Band 6.

Period of Study

The length of study for the Programme is normally 4 years. There will be two semesters in each academic year for academic activities. To complete the curriculum, students are required to complete satisfactorily all course requirements.

Students are expected to graduate within the normal study period of 4 years. Any approved long leave of absence, including deferment of study, shall not be counted towards the period of study. Students who are not able to complete the Programme within the maximum period of study (6 years for non-working students and 8 years for working students) shall be deregistered from the Institute.

Students who wish to extend their period of study beyond the maximum programme duration shall apply in writing to obtain prior approval from the School.

Design of Curriculum

Graduation Requirement

The students are awarded the Bachelor of Science in Computing when they have gained 150 credits, and passed all the required courses, including all the core courses, two major elective courses, two general elective courses, six English language courses, and the five courses in either one of the three specialisations.

Progression Arrangements

The Programme equips the students with the skills needed to work in the industry or pursue postgraduate studies in Macao or abroad.

The first year is the basic or fundamental year for the computing discipline, in which students will learn the fundamental knowledge in the area of problem solving and programming skills, as well as in the relevant supporting disciplines, such as mathematics, business and English.

The second year is the broadening year, in which students will accumulate more knowledge in computing, at an intermediate level. The Programme is designed to build up students' knowledge base in system design, database design, object oriented design and technique, networking skills, and their language skills.

The third year is designed to strengthen students' skills in system development on a larger scale and on more advanced technology.

The final year is designed to enhance students' theoretical thinking and to cover more advanced computing topics. During their third and fourth year, students will be able to choose courses that he/she likes most that will give in-depth knowledge in either *Enterprise Information Systems*, *Gaming Technology* or *Computer Education*.

Contents of the Academic Programme

As shown in Figure 3 below, the courses of the Programme are divided into several subject areas, including “Programming and Information System Development”, “Networking”, “Data Management”, “Computer Systems”, “IS Planning, Design and Control”, “Gaming and Multimedia”, “Mathematics”, “Computer Education”, and “Projects”.

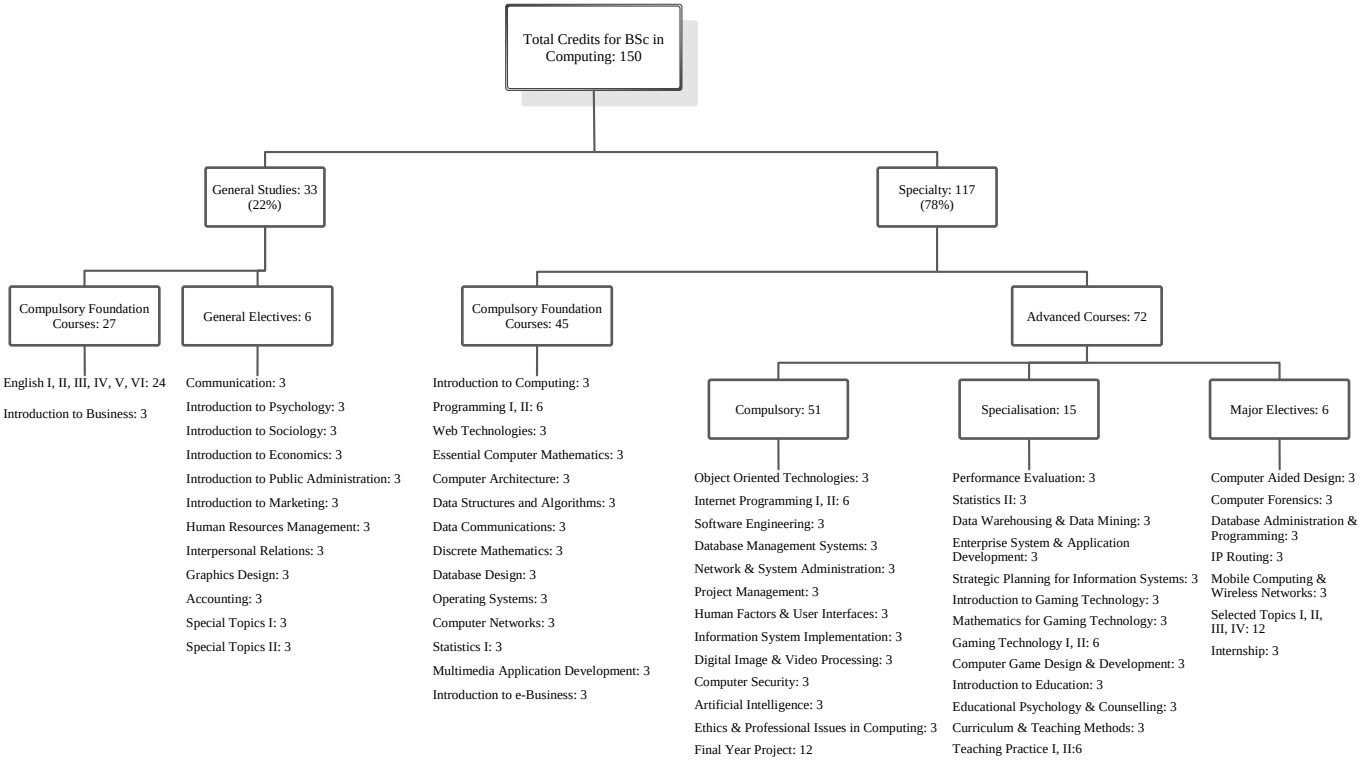


Figure 3 Course Structure of the Computing Programme

Programming and Information System Development

This subject area develops the programming skills of the students and emphasizes the importance of proper software development methodologies. Programming topics from basic to advanced level are delivered at a carefully designed pace. Important topics include safe programming, network programming, multithreading, database access and graphical user interfaces. Object-oriented concepts will be introduced in early courses and a popular programming language in the IT industry (e.g. Java) is used in most courses to streamline and reinforce students’ learning experience. Development in popular platforms like desktop, web and mobile devices are covered.

Networking

The core of this subject area is computer networking. In addition to consolidating the theoretical background, students are exposed to practical IT skills like system installation, configuration, operation, troubleshooting and performance tuning in a hands-on laboratory.

In addition, the Programme organizes extra-curricular workshops and talks on professional qualifications and practical computing skills. Past workshops include Linux installation and web server setup. Students are also introduced to professional qualification examinations in Cisco Certified Network Associate (CCNA) and Oracle Certified Professional. A dedicated network laboratory provides networking devices for hands-on practice on the computer network administration course.

Data Management

The core of this subject area is database. Students are exposed to the database world, starting from database design, database management systems, data warehousing and data mining, continuing with data administration and programming.

Computer Systems

This subject area focuses on the understanding of computer hardware, system software and computing technologies and applications delivered at an intermediate to advanced level. Courses in this area, including Computer Architecture, Operating Systems, Computer Security, Artificial Intelligence, Computer Forensics, Computer Aided Design and Selected Topics, contribute essential knowledge in various fields of computing disciplines.

IS Planning, Design and Control

This subject area opens students' eyes on issues and concerns in the process of planning, designing and controlling the development of information systems. Courses in this area consist of Software Engineering, Project Management, Strategic Planning for Information Systems, Introduction to e-Business, Human Factors and User Interfaces, and Ethics and Professional Issues in Computing.

Gaming and Multimedia

This subject area focuses on the understanding of gaming technologies and multimedia application development. Besides the exposure to different gaming technologies, this area aims at equipping students in computer game development; therefore courses like Multimedia Application Development, Digital Image and Video Processing, Computer Game Design and Development are included.

Mathematics

Mathematics plays an important role in computer science. For instance, number theory lays the foundation for modern cryptography. The mathematics courses aim to sharpen students' logical thinking and prepare the necessary mathematics foundation for other courses in the Computing Programme.

Computer Education

Aiming at equipping students to be qualified IT teachers in secondary schools of Macao and the Mainland of China, this subject area includes three education courses (Introduction to Education, Educational Psychology and Counselling, and Curriculum and Teaching Methods) and two teaching practicum courses (Teaching Practice I and II). The practicum courses require students to teach in secondary schools of Macao under the supervision of qualified teachers. This provides students an opportunity to gain practical teaching experience and to develop their teaching skills.

Projects

Projects play a very important role in the Computing Programme and this subject area includes both an individual project and a group project. The Information System Implementation is a 3rd year group project course. Students will integrate their technical knowledge from the first two years to develop and implement software systems. The Final Year Project (FYP), a 4th year course, aims to measure students' ability in integrating knowledge obtained previously, acquiring new skills or knowledge, and solving problems. Students are required to develop software projects and / or carry out research project in a relevant area. The FYP is an individual project.

International Academic Recognition

The Computing Programme has successfully achieved academic accreditation granted by the Institution of Engineering and Technology (IET) in 2011. Qualified graduates of the Programme partially fulfil the Chartered Engineer (CEng) educational requirement internationally.

Renowned universities abroad such as University of London, UK, Westminster University, UK, and Victoria University, Australia have articulation agreements with the Macao Polytechnic Institute. Graduates / Students of the Computing Programme in MPI can directly transfer to those universities for further studies.

In 2009, the Memorandum of Understanding between the Institute and the UCLA (University of California, Los Angeles) Henry Samueli School of Engineering and Applied Science, was renewed, with a new item for better student exchange programme. The abovementioned agreement should provide our students with more opportunities for further studies abroad.

SECTION 3 COURSE INFORMATION

Table 1 – The Study Plan

Code	Course	Period of Study	Type	Hour	Credit
Year 1					
COMP111	Introduction to Computing	1st semester	Compulsory	45	3
COMP112	Programming I	1st semester	Compulsory	45	3
COMP113	Web Technologies	1st semester	Compulsory	45	3
MATH111	Essential Computer Mathematics	1st semester	Compulsory	45	3
MBUS100	Introduction to Business	1st semester	Compulsory	45	3
MENG111	English I	1st semester	Compulsory	60	4
COMP121	Computer Architecture	2nd semester	Compulsory	45	3
COMP122	Data Structures and Algorithms	2nd semester	Compulsory	45	3
COMP123	Data Communications	2nd semester	Compulsory	45	3
MATH121	Discrete Mathematics	2nd semester	Compulsory	45	3
MENG121	English II	2nd semester	Compulsory	60	4
	General Elective (I) (Table 2)	2nd semester	Optional	45	3
Year 2					
COMP211	Database Design	1st semester	Compulsory	45	3
COMP212	Programming II	1st semester	Compulsory	45	3
COMP213	Operating Systems	1st semester	Compulsory	45	3
COMP214	Computer Networks	1st semester	Compulsory	45	3
MATH211	Statistics I	1st semester	Compulsory	45	3
MENG211	English III	1st semester	Compulsory	60	4
COMP221	Object Oriented Technologies	2nd semester	Compulsory	45	3
COMP222	Internet Programming I	2nd semester	Compulsory	45	3
COMP223	Software Engineering	2nd semester	Compulsory	45	3
COMP224	Database Management Systems	2nd semester	Compulsory	45	3
COMP225	Network and System Administration	2nd semester	Compulsory	45	3
MENG221	English IV	2nd semester	Compulsory	60	4
Year 3					
COMP311	Multimedia Application Development	1st semester	Compulsory	45	3
COMP312	Internet Programming II	1st semester	Compulsory	45	3
COMP313	Project Management	1st semester	Compulsory	45	3
COMP314	Human Factors and User Interfaces	1st semester	Compulsory	45	3
MENG311	English V	1st semester	Compulsory	60	4
	Specialisation Course (Table 3 (a))	1st semester	Compulsory	45	3
COMP321	Information System Implementation	2nd semester	Compulsory	45	3
COMP322	Introduction to E-Business	2nd semester	Compulsory	45	3
MENG321	English VI	2nd semester	Compulsory	60	4
	Specialisation Course (Table 3 (b))	2nd semester	Compulsory	45	3
	Specialisation Course (Table 3 (c))	2nd semester	Compulsory	45	3
	General Elective (II) (Table 2)	2nd semester	Optional	45	3

Code	Course	Period of Study	Type	Hour	Credit
Year 4					
COMP490	Final Year Project	1st & 2nd semester	Compulsory	90	12
COMP411	Digital Image and Video Processing	1st semester	Compulsory	45	3
COMP412	Computer Security	1st semester	Compulsory	45	3
	Specialisation Course (Table 3 (d))	1st semester	Compulsory	45	3
	Major Elective (I) (Table 4)	1st semester	Optional	45	3
COMP421	Artificial Intelligence	2nd semester	Compulsory	45	3
COMP422	Ethics and Professional Issues in Computing	2nd semester	Compulsory	45	3
	Specialisation Course (Table 3 (e))	2nd semester	Compulsory	45	3
	Major Elective (II) (Table 4)	2nd semester	Optional	45	3

Table 2 – General Elective Course List

Code	Course	Type	Hour	Credit
MSEL101	Communication	Optional	45	3
MSEL102	Introduction to Psychology	Optional	45	3
MSEL103	Introduction to Sociology	Optional	45	3
MSEL104	Introduction to Economics	Optional	45	3
MSEL105	Introduction to Public Administration	Optional	45	3
MSEL106	Introduction to Marketing	Optional	45	3
MSEL107	Human Resources Management	Optional	45	3
MSEL108	Interpersonal Relations	Optional	45	3
MSEL109	Graphics Design	Optional	45	3
MSEL110	Accounting	Optional	45	3
MSEL111	Special Topics I	Optional	45	3
MSEL112	Special Topics II	Optional	45	3

Table 3 – Specialisation Course List

Each student must choose one of the following areas of specialisation.

Code	Course	Type	Hour	Credit
Enterprise Information Systems				
COMP315	(a) Performance Evaluation	Compulsory	45	3
COMP323	(b) Data Warehousing and Data Mining	Compulsory	45	3
MATH321	(c) Statistics II	Compulsory	45	3
COMP413	(d) Enterprise System and Application Development	Compulsory	45	3
COMP423	(e) Strategic Planning For Information Systems	Compulsory	45	3
Gaming Technology				
COMP316	(a) Introduction to Gaming Technology	Compulsory	45	3
COMP324	(b) Gaming Technology I	Compulsory	45	3
MATH322	(c) Mathematics For Gaming Technology	Compulsory	45	3
COMP414	(d) Gaming Technology II	Compulsory	45	3
COMP424	(e) Computer Game Design and Development	Compulsory	45	3
Computer Education				
EDUC311	(a) Introduction to Education	Compulsory	45	3
EDUC321	(b) Educational Psychology and Counselling	Compulsory	45	3
EDUC322	(c) Curriculum and Teaching Methods (IT in Secondary Education)	Compulsory	45	3
EDUC411	(d) Teaching Practice I (IT in Secondary Education)	Compulsory	45	3
EDUC421	(e) Teaching Practice II (IT in Secondary Education)	Compulsory	45	3

Table 4 – Major Elective Course List

Code	Course	Type	Hour	Credit
COMP401	Computer Aided Design	Optional	45	3
COMP402	Computer Forensics	Optional	45	3
COMP403	Database Administration and Programming	Optional	45	3
COMP404	IP Routing	Optional	45	3
COMP405	Mobile Computing and Wireless Networks	Optional	45	3
COMP406	Selected Topics I	Optional	45	3
COMP407	Selected Topics II	Optional	45	3
COMP408	Selected Topics III	Optional	45	3
COMP409	Selected Topics IV	Optional	45	3
COMP410	Internship	Optional	45	3

Table 5 – Pre-requisite Course List

Course Code and Title		Pre-requisite(s)	
Year 1			
COMP121	Computer Architecture	MATH111	Essential Computer Mathematics
COMP122	Data Structures and Algorithms	COMP112	Programming I
MATH121	Discrete Mathematics	MATH111	Essential Computer Mathematics
MENG121	English II	MENG111	English I
Year 2			
MATH211	Statistics I	MATH111	Essential Computer Mathematics
MENG211	English III	MENG121	English II
COMP224	Database Management Systems	COMP211	Database Design
MENG221	English IV	MENG211	English III
Year 3			
COMP312	Internet Programming II	COMP113	Web Technologies
MENG311	English V	MENG221	English IV
COMP321	Information System Implementation	COMP112 COMP211	Programming I Database Design
COMP323	Data Warehousing and Data Mining	COMP211	Database Design
COMP324	Gaming Technology I	COMP316	Introduction to Gaming Technology
MATH321	Statistics II	MATH211	Statistics I
MATH322	Mathematics for Gaming Technology	MATH211	Statistics I
MENG321	English VI	MENG311	English V
Year 4			
COMP413	Enterprise System and Application Development	COMP221	Object-oriented Technologies
COMP414	Gaming Technology II	COMP316	Introduction to Gaming Technology
COMP424	Computer Game Design and Development	COMP311	Multimedia Application Development
COMP490	Final Year Project	COMP223 COMP321	Software Engineering Information System Implementation
COMP403	Database Administration & Programming	COMP211	Database Design
COMP404	IP Routing	COMP214	Computer Networks
COMP405	Mobile Computing & Wireless Networks	COMP123	Data Communications

For courses with pre-requisites, students must pass the pre-requisites first before taking them.

Course Descriptions

Year 1

COMP111 Introduction to Computing (3 credits; 45 hours; Pre-requisite: nil)

This course will introduce: 1) fundamental electronic data processing concepts and associated terminologies; 2) the development of computers and computer applications; and 3) the impact of computers on society. Furthermore, peripherals of an actual computing system, CPU configuration, device interfaces and professional ethical issues in computing will be discussed.

COMP112 Programming I (3 credits; 45 hours; Pre-requisite: nil)

This course introduces the fundamentals of computer programming and problem solving, with a brief introduction to object-oriented programming and graphics programming. The course covers essential programming topics including the structure of programs, variables, primitive data types, expressions, statements, conditionals, loops, methods, arrays, classes and objects.

COMP113 Web Technologies (3 credits; 45 hours; Pre-requisite: nil)

This course provides a foundation for Web application development and focuses on authoring well-structured web pages. It covers current versions of the Web languages HTML and CSS. Students will have hands-on experience in web page authoring and layout in laboratories.

MATH111 Essential Computer Mathematics (3 credits; 45 hours; Pre-requisite: nil)

This course is an introduction to mathematical topics related to computer and information sciences. Topics include exponents and radicals, sequences and series, sets, functions, limits, continuity, matrices, binary number system, octal number system, hexadecimal number system, computer arithmetic, Boolean algebra and logic gates, and minimization of logic circuits.

MBUS100 Introduction to Business (3 credits; 45 hours; Pre-requisite: nil)

This course introduces to the student the basic framework, principles and functions of business. Business is an important component of the economic environment, and the development of society. The following functional areas are discussed: economic systems, business formation and ethics, general business management, marketing, finance, and human resources.

MENG111 English I (4 credits; 60 hours; Pre-requisite: nil)

This is the first half of a year-long course in Year 1 that aims to develop students' general English language proficiency at the intermediate level. Substantial emphasis will be placed on the development of vocabulary and grammatical conventions, general and academic reading, and writing skills. Students' speaking and listening skills are developed through communicative practice activities. Communicative methodologies used are varied and include task-based learning in an attempt to develop the learners' interpersonal skills and activate their ability to use English in social, academic and professional situations.

COMP121 Computer Architecture (3 credits; 45 hours; Pre-requisite: MATH111)

This course is concerned with the study of the structures and behaviour of computers. It traces the evolution of computers and considers the functional organization of a computer. Major components of a computer are discussed in this course and an overview of microcomputer technologies is provided.

COMP122 Data Structures and Algorithms (3 credits; 45 hours; Pre-requisite: COMP112)

This course aims at providing an introduction to data structures and algorithms in Java. The course begins with the fundamental abstract linear structures: lists, stacks and queues, with both the array and linked-list implementations. Next, the fundamental algorithm analysis techniques are covered. Recursive algorithms are introduced with mathematical induction to show the elementary reasoning about algorithms. Trees are discussed with the applications in heaps and search trees. Various sorting algorithms are explained and analyzed. Finally, the course concludes with some advanced algorithms on graphs.

COMP123 Data Communications (3 credits; 45 hours; Pre-requisite: nil)

The aim of this course is to introduce the terminology and concepts of data communication systems design and operation, and to introduce the knowledge on different components in data communication systems. Topics include Data Transmission, Data Encoding, Data Link Control, Multiplexing, and LAN Technology.

MATH121 Discrete Mathematics (3 credits; 45 hours; Pre-requisite: MATH111)

This course is designed for computer studies programme students to enhance their training in logical thinking through a variety of mathematical topics. Topics include sets and logic, combinatorial mathematics, relations and functions, groups, and graphs.

MENG121 English II (4 credits; 60 hours; Pre-requisite: MENG111)

This is the second half of a year-long course in Year 1 that aims to develop students' general English language proficiency at the intermediate level. Substantial emphasis will be placed on the development of vocabulary and grammatical conventions, general and academic reading, and writing skills. Students' speaking and listening skills are developed through communicative practice activities. Communicative methodologies used are varied and include task-based learning in an attempt to develop the learners' interpersonal skills and activate their ability to use English in social, academic and professional situations.

Year 2

COMP211 Database Design (3 credits; 45 hours; Pre-requisite: nil)

This course is designed to provide students with an understanding of the principles of relational database design and the ability to apply these principles in the design and development of database projects. Principles of good design and modelling, how to structure queries using SQL will be the focus. For demonstration purpose, examples will be illustrated using MS Access.

COMP212 Programming II (3 credits; 45 hours; Pre-requisite: nil)

This course introduces to students the second programming language. Topics includes language fundamentals, declaration and access control, flow control, operators and assignments, method definition, String and data structures, filing systems, and exception handling.

COMP213 Operating Systems (3 credits; 45 hours; Pre-requisite: nil)

This course aims to help students to understand important concepts and algorithms in operating systems. Major components discussed are process management, virtual memory, I/O and file systems. Topics include process description and control, process scheduling, threads, SMP, mutual exclusion and synchronization, partitioning, paging, segmentation, memory management algorithms, disk scheduling and file systems.

COMP214 Computer Networks (3 credits; 45 hours; Pre-requisite: nil)

This course introduces the technologies used in modern computer networking from the top to the bottom. The course begins at the application layer and works its way down toward the link layer of the Internet protocol stack. Topics include network services and applications, layered Internet architecture and protocols, congestion control, routing and switching.

MATH211 Statistics I (3 credits; 45 hours; Pre-requisite: MATH111)

This is an introductory statistics course which aims to provide a broad review of the use of statistical techniques. This course will cover basic statistical theory, descriptive statistics and probability. Presentation of probability distributions, estimation, correlation and regression are also dealt with. This course is a preparation for more advanced work.

MENG211 English III (4 credits; 60 hours; Pre-requisite: MENG121)

This is the first half of a year-long course in Year 2 that aims to further develop students' English language skills within an academic framework at the intermediate level. All four macro skills are covered through a topical syllabus in this course, although substantial emphasis will be placed on the review of grammatical conventions and the development of vocabulary, general and academic reading, conversational and writing skills. Through communicative practice activities, students will learn how to cooperate and communicate with others in English. They will also develop creativity, critical thinking, interpersonal skills and problem-solving ability. Furthermore, they will improve their ability to use English in social, academic and professional situations.

COMP221 Object Oriented Technologies (3 credits; 45 hours; Pre-requisite: nil)

This course aims to give students a comprehensive exposure to object-oriented software development design and methodologies. Using a practical approach, this course provides extensive practice in basic concepts of object-oriented programming (OOP). The presentation about object-orientation design (OOD) principles will be followed by the introduction of a concise subset of the Unified Modelling Language (UML) used to illustrate the Object-oriented analysis (OOA) and OOD process. Topics include encapsulation, inheritance, and polymorphism, object-oriented design principles, UML diagrams, and design pattern.

COMP222 Internet Programming I (3 credits; 45 hours; Pre-requisite: nil)

This course is an introduction to server-side web programming. Students will be taught the most important concepts for building web applications through lectures and hands-on programming experience, which will enable them to design and program web-based software systems. The course provides the principles of web application development, and arms students with the skills for developing web oriented applications. Topics include web request handling, state management, and database manipulation. For demonstration purpose, the course focuses on ASP.NET server-side programming using the Visual Basic language.

COMP223 Software Engineering (3 credits; 45 hours; Pre-requisite: nil)

This course introduces the concepts of software development. Emphasis will be put on understanding the processes, techniques and methods used to develop application software. Besides, students are exposed to various software development approaches. Upon completion, students will be able to understand the major software development methodologies and techniques, appreciate their relative merits and their limitations.

COMP224 Database Management Systems (3 credits; 45 hours; Pre-requisite: COMP211)

This course introduces the advanced topics in the design and management of database systems. Topics include query processing, relational algebra, transaction management, concurrency control, database recovery, distributed database management systems, privacy and security. Data definition language and the features of Oracle databases will also be introduced in the course.

COMP225 Network and System Administration (3 credits; 45 hours; Pre-requisite: nil)

Network and System Administration is an increasingly complex and essential field in the information technology industry. This course aims at building up students' knowledge in administering network systems. Major topics covered in this course are Linux environment, system administration, network services, Internet services, system maintenance, and system security and problem solving.

MENG221 English IV (4 credits; 60 hours; Pre-requisite: MENG211)

This is the second half of a year-long course in Year 2 that aims to further develop students' English language skills within an academic framework at the upper intermediate level. All four macro skills are covered through a topical syllabus in this course, although substantial emphasis will be placed on the review of grammatical conventions and the development of vocabulary, general and academic reading, conversational and writing skills. Through communicative practice activities, students will learn how to cooperate and communicate with others in English. They will also develop creativity, critical thinking, interpersonal skills and problem-solving ability. Furthermore, they will improve their ability to use English in social, academic and professional situations.

Year 3

COMP311 Multimedia Application Development (3 credits; 45 hours; Pre-requisite: nil)

The course introduces the different elements and the key perspectives in digital multimedia processing to students. It includes the basic concepts and the fundamental theories of text, sound, image, video, etc. It also discusses the development of practical tools in processing these multimedia elements. The course equips the students with the necessary background in understanding, planning, developing and deploying multimedia applications.

COMP312 Internet Programming II (3 credits; 45 hours; Pre-requisite: COMP113)

Recent advances in Web standards and their wide support by mainstream browsers have enabled development of sophisticated Web applications that are accessible on desktop and mobile devices. This course examines important concepts and technologies required to develop state-of-the-art Web applications. Topics include the architecture and protocol of the Web, the JavaScript language, development of interactive user interfaces and scalable backend of Web applications, and the design and implementation of Web APIs.

COMP313 Project Management (3 credits; 45 hours; Pre-requisite: nil)

The objective of this course is to study the concepts and issues related to the management of information technology projects. Topics include introduction to projects and their management, project planning and development processes, project selection methods, work breakdown structures, network diagrams & critical path analysis, resource estimation, and project control, project organization structures, motivation theory and team building.

COMP314 Human Factors and User Interfaces (3 credits; 45 hours; Pre-requisite: nil)

This course applies the basic principles of human-computer interaction to the design of computer interfaces. It also looks at the analysis of interface design and system integration problems. Comparison of standard graphical user interfaces (GUI) and the application of guidelines for windows, menus, and other dialogue techniques is dealt with. Students will evaluate the usability of the program interfaces and compare interface design methodologies.

MENG311 English V (4 credits; 60 hours; Pre-requisite: MENG221)

This is the first half of a year-long course in Year 3 that aims to develop students' English language skills within an academic and technical framework at the upper intermediate level. All four macro skills (reading, listening, speaking, and writing) are covered in this course. Students will gain knowledge of academic and technical writing skills and be able to cultivate their interest and ability of self-sustained learning in English by reading and listening to IT related news.

COMP321 Information System Implementation (3 credits; 45 hours; Pre-requisites: COMP112, COMP211)

This course aims to develop students' abilities to apply their information systems development skills and to work in a group to develop an application project and produce written reports. The students should focus on demonstrating sound skills in integrating systems analysis, systems design, problem solving, implementation and testing to complete the process of information system implementation. The course also prepares the students for taking the Final Year Project.

COMP322 Introduction to E-Business (3 credits; 45 hours; Pre-requisite: nil)

The course provides an introduction to the technology and information systems concepts underlying electronic Business and how it is managed. This course is designed to familiarize individuals with current and emerging electronic business technologies. Topics include web technologies, security and privacy issues, payment options, various internet business models, marketing, implementation, legal and social issues.

MENG321 English VI (4 credits; 60 hours; Pre-requisite: MENG311)

This is the second half of a year-long course in Year 3 that aims to develop students' English language skills within an academic and technical framework at the upper intermediate level. All four macro skills (reading, listening, speaking, and writing) are covered in this course. Students will gain knowledge of academic and technical writing skills and be able to cultivate their interest and ability of self-sustained learning in English by reading and listening to IT related news.

Year 4

COMP490 Final Year Project (12 credits; 90 hours; Pre-requisite2: COMP223, COMP321)

The final year project (FYP) aims to allow students to tackle a real problem and to complete the specification / design / implementation / documentation / testing / evaluation processes. Students are required to develop software projects and / or carry out research project in a relevant area. The FYP is an individual project. The students are required to explore an area of information technologies in considerable depth, demonstrating sound problem solving and analytical skills.

COMP411 Digital Image and Video Processing (3 credits; 45 hours; Pre-requisite: nil)

The course focuses on the investigation of practical digital image and video processing techniques. It aims to equip the students with the background of developing image and video processing tools and applications. The topics include: 1) the fundamental theories and mathematical models in digital image and video processing; 2) the practical algorithms in digital image and video processing; 3) the relevant mainstream standards in engineering and applications; 4) the development of image and video processing applications in practice.

COMP412 Computer Security (3 credits; 45 hours; Pre-requisite: nil)

This course explains the theoretical foundations, and current state, of modern cryptographic algorithms and trusted computers used to provide various computer security services. Cryptographic encryption algorithms, such as DES, RSA, and Diffie-Hellmen, will be discussed. Topics covered include classical ciphers, modern private key block ciphers, public key ciphers, authentication and integrity, key management and modern application systems.

COMP421 Artificial Intelligence (3 credits; 45 hours; Pre-requisite: nil)

The course introduces both the theoretical and the practical aspects of artificial intelligence (AI), including the fundamental mathematical models and the state-of-the-art tools for AI problem solving. The topics include mathematical logic, searching heuristics, Bayesian inference, machine learning and prolog programming language. These topics cover a wide range of key topics in modern AI, from deterministic reasoning to reasoning with uncertainty, from rule-based systems to learning-based systems, etc.

COMP422 Ethics and Professional Issues in Computing (3 credits; 45 hours; Pre-requisite: nil)

This course provides an overview of ethical theories and problems encountered by computer professionals in today's environment. Stimulating issues such as social networking, government surveillance, and intellectual property from different views are discussed. The discussion topics in this course challenge students to think critically and draw their own conclusions, which ultimately prepare them to become responsible, ethical users of future technologies.

Specialization Subjects: Enterprise Information System

COMP315 Performance Evaluation (3 credits; 45 hours; Pre-requisite: nil)

The aim of this course is to provide students with the main concepts and techniques needed to study the performance of computer systems, plan the capacity of computer systems, predict their future performance under different configurations, and design new applications that meet performance requirements. The course is mainly based on the use of analytic queuing network models of computer systems.

COMP323 Data Warehousing and Data Mining (3 credits; 45 hours; Pre-requisite: COMP211)

This course discusses the principles and practices of data warehousing and provides students with knowledge in the design, implementation and utilization of data warehouses in an enterprise. In addition, this course also examines the role of data mining in data warehouses.

MATH321 Statistics II (3 credits; 45 hours; Pre-requisite: MATH211)

This course continues to explore statistical inference in greater depth. Topics cover hypothesis testing, analysis of variance (ANOVA), chi-square tests, multiple correlation and regression, and sampling theory. The application of methods to the analysis of data using the statistical software SPSS will be emphasised.

COMP413 Enterprise System and Application Development (3 credits; 45 hours; Pre-requisite: COMP221)

Enterprise systems will always provide high quality of services on automating the key business processes and integrating the legacy systems within an organization. This course provides the knowledge required to build the enterprise systems and accordingly to develop applications in Java. It will focus on the current enterprise system and application development practices such as server-side resource management, high performance database manipulation, software design pattern, framework implementation, and system security.

COMP423 Strategic Planning For Information Systems (3 credits; 45 hours; Pre-requisite: nil)

This course aims to provide students with an overall understanding of the strategic role of information systems, and the strategic planning and management of them within a modern organization. Within this scope the emphasis is on student knowledge of the range of established strategic analysis and planning tools, and how they can be applied.

Specialization Subjects: Gaming Technology

COMP316 Introduction to Gaming Technology (3 credits; 45 hours; Pre-requisite: nil)

This course covers the general knowledge of the current technologies applied in the gaming industry. The purpose of this course is to enable students to gain a full picture of the overall gaming environment worldwide with regard to technologies employed and to develop an understanding of the underpinning concepts behind the technologies utilised now and in future. In particular, the students will be introduced to the historical background of gaming, classification of the games, the compliance of slot machines and other peripherals used in table games.

COMP324 Gaming Technology I (3 credits; 45 hours; Pre-requisite: COMP316)

This course explains the highly regulated electronic gaming machines and the main gaming information systems from a technical prospective. Gaming information systems such as progressives, accounting system, bonusing system and configuration system will be discussed. Topics covered include electronic gaming machines, design and architecture of the gaming floor network and systems, and testing, standards and certification.

MATH322 Mathematics For Gaming Technology (3 credits; 45 hours; Pre-requisite: MATH211)

This course introduces gaming mathematics, also referred as the mathematics of gambling. Topics cover probability theory basics, Bayes' Theorem, discrete random variables and probability distribution, and combinatorics. A thorough examination of odds versus probability, learning how to convert from probability to odds or vice-versa, and calculating the expectation and house edge. This course details the history, the rules, the different bets available, the payoffs, the odds, the winning strategies and the etiquette for classic casino games like roulette, blackjack, craps, baccarat, and slot machines. This course also explores different betting systems.

COMP414 Gaming Technology II (3 credits; 45 hours; Pre-requisite: COMP316)

A gaming floor consists of numerous slot machines (also known as EGMs) and various slot information systems. These systems implement important functions including monitoring, accounting, progressives, promotion, player tracking and cashless gaming. This course examines the design and implementation of slot information systems by studying an emerging standard known as G2S in the gaming industry.

COMP424 Computer Game Design and Development (3 credits; 45 hours; Pre-requisite: COMP311)

This course provides an introduction to the theory and practice of game design and development. The course covers several major areas: the theories and concepts of game design, the architecture of a game engine, the rendering engine, 3D pipeline programming and physics engine.

Specialization Subjects: Computer Education

EDUC311 Introduction to Education (3 credits; 45 hours; Pre-requisite: nil)

This course is a beginning and compulsory course for students who are considering teaching as a profession and who are seeking better understanding about the complexity and importance of education. This course will mainly provide students with theories to the field of education, focus primarily on the nature and importance of the teaching profession, and discuss the current challenges and requirements for the profession. This course will lay a foundation for learning other professional educational courses.

EDUC321 Educational Psychology and Counselling (3 credits; 45 hours; Pre-requisite: nil)

Educational Psychology and Counselling is an introductory course designed to be useful to students who plan to explore the teaching profession. This course intends to provide an overview of developmental, learning, and motivational theories with a focus on their application to the field of education. This course also focuses on knowing the theories and processes of effective counselling and wellness programs for individual students and group of students.

EDUC322 Curriculum and Teaching Methods (IT in Secondary Education) (3 credits; 45 hours; Pre-requisite: nil)

Curriculum and teaching methods are essential for successful achieving educational goals for students. This course intends to develop student's understanding and basic skills in analyzing, reflecting and applying curriculum and teaching principles particularly appropriate to information technology. Topics relating to curriculum theory, curriculum development process, and a plenary discussion on the types of instructional media and principles of using each media will be covered.

EDUC411 Teaching Practice I (IT in Secondary Education) (3 credits; 45 hours; Pre-requisite: nil)

The aim of this course is to help Student Teachers develop their teaching skills in Information Technology and prepare them for a successful teaching experience. This will be achieved through engagement in pedagogical issues and the application of these practical skills. The course requires significant personal involvement and time. Student Teachers will observe school classes, design and engage in classroom teaching of Information Technology, and also do reflective writing on their observation and teaching.

EDUC421 Teaching Practice II (IT in Secondary Education) (3 credits; 45 hours; Pre-requisite: nil)

This course is a continuation of the skills learnt in Teaching Practice I and attempts to deepen the different perspectives of the teaching of Information Technology. Student Teachers repeat the arrangement for Teaching Practice I but in a different grade and/or school. The aim of this course is to help Student Teachers further improve their teaching skills in Information Technology based on the reflective writings on their observation and teaching from Teaching Practice I. Student Teachers will continue to observe school classes, design and engage in classroom teaching, and also do reflective writing on their observation and teaching.

General Elective Courses

MSEL101 Communication (3 credits; 45 hours; Pre-requisite: nil)

This course provides the students with a foundation of the study of communication and introduces students to communications theories and contemporary issues in intrapersonal, interpersonal, organizational and business communication. It also provides opportunities for students to strengthen their communications skills in their day-to-day lives.

MSEL102 Introduction to Psychology (3 credits; 45 hours; Pre-requisite: nil)

The primary objective of this introductory psychology course is to explore the subject matter of psychology and to become familiar with the fundamental concepts, principles, and theories of general psychology and with some of the research findings upon which our knowledge of human thought and behaviour is based. Topics covered will include intelligence, memory, learning, psychopathology, social and personality psychology. Students will have the opportunity to view movies / clips of classic psychology experiments and are expected to participate and be interactive in group discussions.

MSEL103 Introduction to Sociology (3 credits; 45 hours; Pre-requisite: nil)

This course studies the social phenomena of human group life. Human beings create their own family, education, religious, economic, political institutions; organizations; values and behaviour patterns; in return, they are influenced by these social products. We will discuss in this course how interactive relationships of human social life are affected by the above social products. Students have to understand that in doing sociological study, the basic principle of value-free should be kept in mind.

MSEL104 Introduction to Economics (3 credits; 45 hours; Pre-requisite: nil)

This course aims to provide a fundamental knowledge of Economics to students who did not study it at a tertiary level. It focuses on how the society handles resource scarcity issue. Key topics include demand and supply, consumption, firm behaviour, GDP, unemployment, inflation, and short-run economic fluctuations.

MSEL105 Introduction to Public Administration (3 credits; 45 hours; Pre-requisite: nil)

This course provides a solid introduction to the fundamental areas of public administration, blending theory with practice in a way that helps students apply theoretical models to the real world. The complexities and breadth of the field and discipline of public administration are thoroughly covered, including the history of the discipline, bureaucracy, organizational theory and behaviour, public budgeting, personnel administration, public policy, and ethics.

MSEL106 Introduction to Marketing (3 credits; 45 hours; Pre-requisite: nil)

This course aims at giving students the fundamental theories of marketing. Topics include dimensions of marketing, marketing mix, the origins and functions of marketing, marketing management, consumer behaviour, market segmentation and positioning, and international marketing.

MSEL107 Human Resources Management (3 credits; 45 hours; Pre-requisite: nil)

This course covers the study of recruitment, selection and placement, job analysis, job description, job evaluation, compensation and appraisal plans, employment benefit programs, training and educational programs, labour relations, personnel planning and evaluation, and related theories of individual and group motivation and behaviour.

MSEL108 Interpersonal Relations (3 credits; 45 hours; Pre-requisite: nil)

This course provides cognitive awareness of interpersonal relations and communications. Most interpersonal and intergroup relations are initiated and maintained through interactions among individuals. To foster more effective learning of concepts in interpersonal and intergroup communication, a major proportion of the lectures in this course will take the form of role-plays, case studies, structured activities, group discussions, and group assignments. In such a setting, different real life situations are conscientiously simulated to develop insights, knowledge, and skills in interpersonal and intergroup communication, especially in social and emotional competences.

MSEL109 Graphics Design (3 credits; 45 hours; Pre-requisite: nil)

This course is a basic introduction to visual vocabulary. Students are guided to learn and apply basic graphic elements such as point, line and plane according to the principles of two-dimensional design. By analysing and exploring the organization of those elements, in conjunction with colour, students can express visually abstract ideas such as movement and sound.

MSEL110 Accounting (3 credits; 45 hours; Pre-requisite: nil)

This course provides a good, fundamental introduction for the students to understand the basic knowledge of accounting principles and the theory and application of concepts relating to the accounting discipline, the accounting cycle and the preparation of financial statements, and the effect of accounting treatment under different taxation systems.

MSEL111 Special Topics I (Physical Education) (3 credits; 45 hours; Pre-requisite: nil)

This course aims to help the students to gain adequate theoretical and practical skills in sports and athletics. This course details the history, the rules, the skills, the tactics and the strategy for classic sports games like table tennis, tennis, basketball, volleyball, badminton and handball. The course will follow a mixed mode of delivery including lectures, and practical workshops.

MSEL112 Special Topics II (Musicals and Films Appreciation) (3 credits; 45 hours; Pre-requisite: nil)

This course is mainly about the introduction to art appreciation, including the fundamental theories of films, musicals and dancing. Also, it includes the appreciation of different types of films and musicals. The film styles, the script structures, as well as the common comments of different films will be discussed. This course will enhance the culture lives of undergraduate students, as improve their art appreciation levels on films and musicals.

Major Elective Courses

COMP401 Computer Aided Design (3 credits; 45 hours; Pre-requisite: nil)

This course is designed to provide students an understanding of the application of a wide range of the core AutoCAD commands and computer-aided-drafting concepts to draw, design, and draft. Emphasis is placed on efficient and accurate drawing techniques incorporating the features, commands, and techniques for designing, editing, and printing 2D-3D production drawings. For successful completion of this course, a comprehensive project requiring the use and execution of CAD will be utilised.

COMP402 Computer Forensics (3 credits; 45 hours; Pre-requisite: nil)

Computer forensics is simply the application of computer investigation and analysis techniques in the interests of determining potential legal evidence. Evidence might be sought in a wide range of computer crime or misuse, including but not limited to theft of trade secrets, theft of or destruction of intellectual property, and fraud. This course enables students to draw on an array of methods for discovering data that resides in a computer system, or recovering deleted, encrypted, or damaged file information. This course will also provide students the necessary skills to identify an intruder's footprints and to properly gather the necessary evidence.

COMP403 Database Administration and Programming (3 credits; 45 hours; Pre-requisite: COMP211)

This course aims to provide students with an overall understanding of how to develop, implement and deploy database applications using development tools. Students will also gain a conceptual understanding of the Oracle database architecture and how the architectural structures work and interact with one another. Students will learn how to create an operational database and properly manage the various structures in an effective and efficient manner in order to have a well-designed and operational database.

COMP404 IP Routing (3 credits; 45 hours; Pre-requisite: COMP214)

This course delivers the concept of IP routing and the associated routing protocols that can be utilized to route within and between autonomous systems. Common routing protocols such as RIP, OSPF, and IGRP will be discussed. Switching network will also be discussed. Topics covered include network devices, router components, router configuration, IOS images, TCP/IP, routing protocols, network troubleshooting, switching, and VLAN. The course will provide hands-on labs using real networking equipment.

COMP405 Mobile Computing and Wireless Networks (3 credits; 45 hours; Pre-requisite: COMP123)

This course covers the fundamental principles of mobile computing and wireless networks. Topics include wireless communication systems, radio propagation, wireless media access, mobile IP, mobile applications and services, wireless LANs and wireless network security.

COMP406 Selected Topics I (Calculus) (3 credits; 45 hours; Pre-requisite: nil)

This course introduces the basic concepts of differential and integral calculus. Topics include limits, differentiation, applications of differentiation to practical problems, basic techniques of integration, and applications of integral calculus.

COMP407 Selected Topics II (Advanced Networking) (3 credits; 45 hours; Pre-requisite: nil)

This course covers advanced topics in networking, with emphasis on exterior gateway routing protocols and new generation IP. With these topics, students will have a full picture on the routing process taking place in the Internet. Topics include the WAN Technologies, BGP operations, IPv6 basic, and IPv6 address auto-configuration. In this course, students will have chance to do hands-on experiments to understand the concepts and to evaluate the features of the protocols.

COMP408 Selected Topics III (Information Systems Auditing) (3 credits; 45 hours; Pre-requisite: nil)

This course provides a common body of knowledge for information systems auditing. This course covers the following 5 domains:

1. The Process of Auditing Information Systems
2. Governance and Management of IT
3. Information Systems Acquisition, Development and Implementation
4. Information Systems Operations, Maintenance and Support
5. Protection of Information Assets

Information technology case studies are used to illustrate IS auditing process, practices and management.

COMP409 Selected Topics IV (Linear Algebra) (3 credits; 45 hours; Pre-requisite: nil)

This course introduces to students the basic concepts and elementary skills in linear algebra. Topics include simultaneous linear equations, matrices and determinants, *n*-dimensional Euclidean space, eigenvalues and eigenvectors, general vector space, linear dependent and independent set of vectors, rank and nullity.

COMP410 Internship (3 credits; 45 hours; Pre-requisite: nil)

This course is to provide practical experience in a professional setting for students. Students will have an opportunity to exercise their IT knowledge and the skills they have acquired in a supervised environment, demonstrating competence in obtaining employment relevant to the academic learning through activities such as creating a CV, researching the market/industry, networking, making job applications and attending interviews. The projected outcomes are: an authentic work experience, the credential of having completed a professional internship, and the establishment of a personal network of professional associates valuable for career advancement.

SECTION 4 TEACHING & LEARNING

The Computing Programme has a low student-staff ratio of 9:1, which fosters a close relationship between students and lecturers. Students may contact lecturers in person at anytime during office hours (six hours per week), or through email. For many courses, a soft copy of lecture notes and supplementary material are available in course homepages and course folders in the campus network. Recommended book lists are provided at the beginning of each semester (see Appendix A1 for an example).

Basically, all courses (except for *Information System Implementation*, *Final Year Project*, *Internship* and *Teaching Practice I & II*) are lecture-based and must fulfil the number of contact hours per week assigned to those courses. Many of the courses offer tutorial and laboratory practice as specified in the course syllabi. As for the final year projects, students are expected to complete an implementation-based and/or research-based project with the guidance, assistance and monitoring of the student project supervisors.

The teaching methods applied in most of the courses are face-to-face lectures and laboratory work. Generally, the credit hours of each course equal the number of contact hours per week, which comprises both lectures and laboratory work.

Students with an overall score of less than 35 in the coursework must take the re-sit examination even if the overall score for the course is 50 or above. Students with a score of less than 35 in the final examination must take the re-sit examination even if the overall score for the course is 50 or above. Students with an overall final grade of less than 35 are NOT allowed to take the re-sit examination.

The medium of instruction is English. Students are expected to attend lectures and tutorials and must attain 70% attendance in order to sit for their final examinations.

The main teaching methods include the following:

Face-to-face Lectures

In most courses, lecturers deliver pedagogical material to students in a logical and organized manner in the classroom. Students obtain concepts and knowledge of a specific course by attending the lectures, and learning is reinforced by assignments, laboratory practice and projects.

The Institute's policy on small class sizes of 20-30 facilitates an interactive learning experience in the classroom. Students are often challenged to solve problems, and encouraged to criticize information they are exposed to, both inside and outside the classroom. These approaches increase students' involvement and attentiveness.

Many lecturers use *Microsoft PowerPoint* to deliver lectures, while some lecturers may use audio/video material. The required equipment (projector and computers) is available in every classroom and computer laboratory.

Laboratory Work

Courses related to programming, systems operation, multimedia authoring, and network administration generally involve a larger portion of hands-on practice than other courses. This is achieved by offering laboratory work in some general-purpose teaching computer laboratories and a special-purpose "hardware laboratory".

The Institute provides sufficient general-purpose teaching computer laboratories that offer PCs with Windows platforms and Apple Computer. System development tools (including compilers, database management system and project management software) and office software are accessible in the computer laboratories where teaching takes place. For network and system administration, the special-purpose "hardware laboratory" provides routers and switches for hands-on practice.

Group Projects

Several advanced level courses require students to work on course projects and include *Information System Implementation*, *Software Engineering*, *Introduction to Business*, *Database Design*, *DBMS*, *Data Warehousing and Data Mining*, *Database Administration and Programming*. In addition to extended problem-solving in specific courses, students are also involved in group work early in their studies.

The *Final Year Project* course takes a student-centered learning approach. Students participate in problem solving activities involving a different combination of application development, technical challenge and research problems. Project supervisors facilitate the learning experience by providing means for accessing information, monitoring, and giving advice to the students.

SECTION 5 STUDENT SUPPORT

Academic Support

At the Institute level, the Registry, the Student Affairs Office, the Library, and Computer Service Centre provide services that support students in their attainment of success.

In particular, the Registry and the Student Affairs Office cater to the many needs of students, from coping with their studies, to their need for personal, social and career development. Admissions, registration and enrolment, deferred study, withdrawal, transcripts and testimonials, student insurance, student counselling, financial aid and scholarships, student hostels, and recruitment seminars are all handled by the Registry and the Student Affairs Office. The Registry also serves as the central hub for disseminating information, and regulations and guidelines to students, including the academic calendar, class timetables, examination and supplementary examination timetables, booklists, job opportunities, academic regulations, subject equivalence, class attendance, tuition fee and payment methods etc. Most of this information is available online, with some services offered online as well. For instance, students may enrol for courses online, and also view their grades and unofficial transcripts.

Student Counsellors

http://www.ipm.edu.mo/student_corner/en/student_counseling.php

The counselling service is intended to assist students in adapting to their studies in the Institute, assist them to effectively manage their studies or prevent personal difficulties and enrich their campus life. The Student Counsellors provide counselling services to students on an individual basis and organise various types of activities. The Student Counsellors visit hostel students and non-resident students residing in the city on a regular basis.

Online Services for Students

http://www.ipm.edu.mo/student_corner/en/online_services_for_students.php

- Student Information Web (SIWeb)
- Class Timetable Enquiry
- Examination Timetable Enquiry
- Re-sit Examination Timetable Enquiry
- Class Cancellations & Make-up Classes Timetable Enquiry
- Student Payment Status Enquiry
- Canvas LMS – e-Learning Platform
- Requisition for Various Documentation

IT Facilities

The Institute is keen to equip the campus with an efficient and effective IT infrastructure and computing environment and provides students especially those in Computing Programme the conditions, they may expect to find in their future work place, using the Project Lab, Hardware Lab & self-study laboratory and other facilities.

On the one hand, the 20-seats Project Lab (A216) providing high performance computers is dedicated to students in Computing Programme especially for their final year projects. Besides Intel based PCs and Apple computers, numerous mobile devices, including PDAs, smartphones, smartcard readers, finger-print readers, and GPS receivers, are available for use in selected projects.

On the other hand, the 33 seats Hardware lab allows students to have hand-on experience with CISCO networking equipment, and other hardware devices. The detailed configurations of the laboratories can be found in http://csc.ipm.edu.mo/index.php/computer-labs-intro.

A dedicated computer laboratory, at A204, with teaching assistant is setup to provide learning support to 1st and 2nd year students in their programming skills. Moreover, self-learning facilities can be found in the main campus. The 50 seats self-study Computer Lab A213, equipped with Intel computers, Apple Computers, scanners and self-service "*MACAUpass*" color copiers and printers, is for students and registered public access only. In the lab, some lab assistants are hired to provide assistance in using the computing facilities and enforce the computer laboratory usage regulations. While working in the laboratory, the computer laboratory assistants are required to wear an identification badge with photo and official chop from the Computer Service Centre for

identification. The contact phone number is 85996147. In addition, the 17 seats self-learning area and 31 seats Information Literacy Lab are setup in the Library in Wu Chi Building.

Basically, at least one of the computer labs opens 24 hours in normal days and until midnight in the evening of public holidays. The opening hours in the public holidays during Summer and Winter vacation are from 10am till 10pm. To access the computers in the labs, please login with your NetID and NetPassword as instructed in http://csc.ipm.edu.mo/index.php/accounts-a-passwords/netid-computer-account.

On the main campus, our IT facilities include a significant number of networked computers providing access to online services, Email and the Internet through 19 computer laboratories and self-learning facilities and the campus wireless network as well. The latter network on the main campus supports IEEE 802.11g standard.

In addition, Cyber cafés and information kiosks are available at a number of campus locations offering latest campus news and Internet access for students and visitors. Broadband Internet connections are provided in our student hostels to allow students to connect their computers to access the Internet within their rooms. *Canvas* is in use in the Institute offering our teachers and students an online teaching and learning management platform.

A helpdesk counter of the Computer Service Centre is located at A201 on the main campus to provide IT support services to all staff and students.

Student Union

http://aeipm.ipm.edu.mo/

The Macao Polytechnic Institute Student Union was established on 5 August 1993. Currently the Student Union consists of 7 subsidiaries and 14 sports clubs such as the dragon boat team, the fencing team, the boxing clubs and the judo clubs. The mission of the Union is to protect the interests of students and to cultivate their team spirit through activities.

The Student Union organises different activities such as orientation parties, Halloween Festival, Christmas parties and a charity ball. To help students make contribution to the community, it organises and encourages students to participate in the Walk for a Million and the annual Bazaar and to serve as volunteer social workers. The Student Union is also responsible for organizing students to join the annual sports competitions for tertiary education organizations. The Student Union office is situated on the main campus of the Macao Polytechnic Institute.

Scholarships and Grants

http://www.ipm.edu.mo/student_corner/en/overview.php

In order to encourage Macao's best students to enrol on the degree programmes offered by MPI, and to reward our current and graduate honours students, MPI and other enterprising organisations co-sponsor a number of different types of scholarships and grants in the form of reduced annual tuition fees and the granting of cash awards. Over one hundred students benefit from these scholarships annually.

Moreover, to attract the registration of the best students of the Mainland of China, MPI also offers three types of scholarship, as follows:

- full scholarships (including tuition fees, hostel fees, and monthly living subsidy);
- cash scholarships of MOP30,000.00;
- annual tuition fees waived.

MPI also provides a local student grants scheme to help those experiencing financial difficulties to enrol on its degree programmes offered by MPI, in order to enable equal opportunities for eligible students to enrol and enrich their individual capabilities so as to serve society in the future. Therefore, MPI reserves more than one million patacas for such grants annually. According to previous data, some of the beneficiates may receive up to 80% annual tuition fee reduction. Currently more than 600 students have benefited from such grants with some, having successfully graduated, already serving our community.

Furthermore, to encourage our students to continue their studies, MPI also offers Masters degree programme scholarships for local students to study in well-known universities, both abroad and on the Mainland.

SECTION 6 MAJOR QUALITY ASSURANCE MECHANISM AND STUDENT FEEDBACK SYSTEM

In guaranteeing that the assessment and examination procedure is up to standard, the Subject Leaders of the Assessment Standards Task Group of the Quality Assurance Committee (see Figure 4) are responsible for vetting the final examination question papers and marking schemes before the final examination, and also moderating the grading of student scripts after the final examination. The Internal Examiner for each course is responsible for grading students' continuous and final examinations. The External Examiner vets examination papers, moderates examination scripts, and attends Programme Examination Board meetings at the end of each year. Grades are previewed and double-marked by the Assessment Standards Task Group, forwarded to the Programme Examination Board, which are then submitted to the Pedagogical Scientific Committee (PSC), the Examination Board at the School Level. Students are given the right to review their grades. In case of any dispute between a student and the teacher, the Assessment Standards Task Group will try to resolve the issue. If it is not resolved, the issue will be brought to the School level.

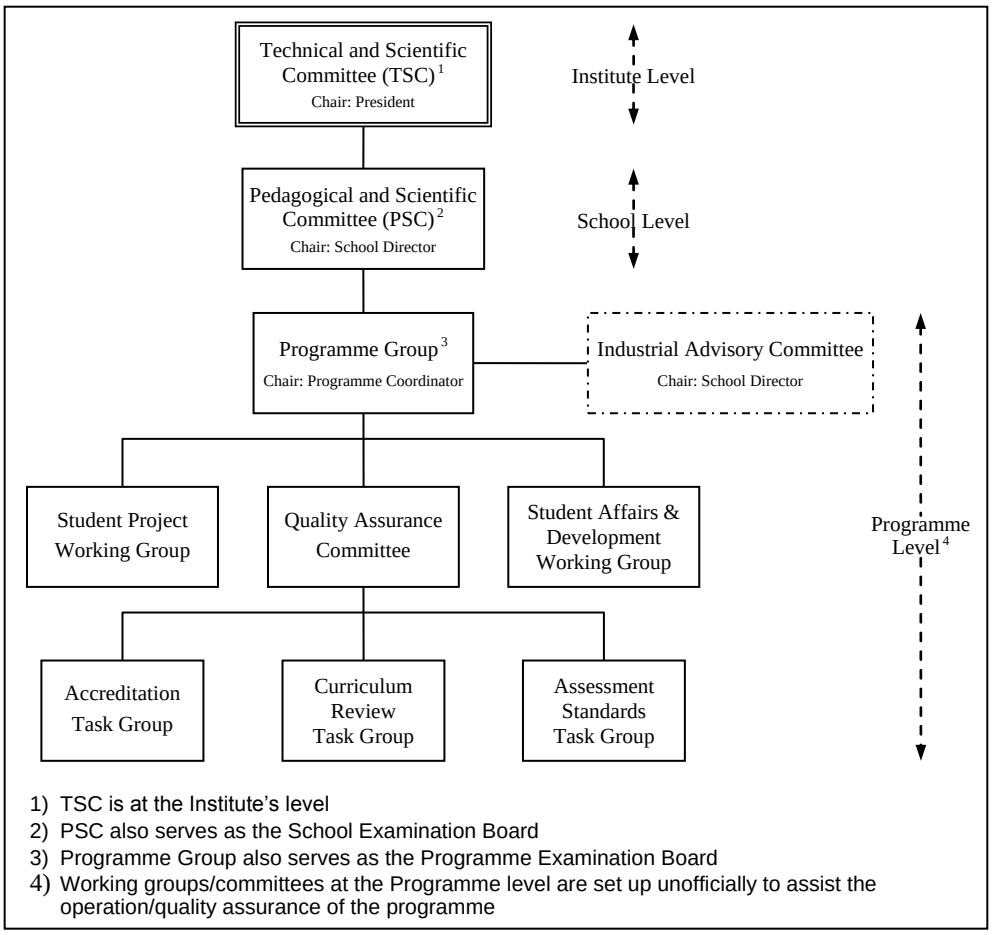


Figure 4 Academic Structure of MPI

Student Feedback

The Institute gathers feedback from students by a variety of means. These include informal staff/student discussions, School Dialogue, Dialog with the Institute, student feedback questionnaires at course level, and engagement survey at the programme level.

Channels for student feedback are maintained and developed at the programme-level, being led by the Programme Coordinator, with the support of the School Director. At the School level, the School Dialog is a forum where student representatives can raise their problems and concerns. At the Programme level, students are encouraged to talk to their Year Tutors to discuss their personal as well as academic problems, which will be directed to the Student Affairs Leader of the Programme's Student Affairs and Development Working Group. The Programme Coordinator may try to solve internal problems with the assistance of the Programme Team. If beyond the jurisdiction of the Programme level, problems will be directed to the School Dialog Meeting. If beyond the jurisdiction of the School level, the problems will be directed to the Institute level. The School provides counsellors for students who want to resolve their problems further.

SECTION 7 GENERAL INFORMATION AND STUDENT ENQUIRIES

Programme Matters

Title and Name	Tel. No.	Email	Office
Programme Coordinator Dr. Lam Chan Tong 林燦堂博士	85993342	ctlam@ipm.edu.mo	M537
Assistant Programme Coordinator Chan Mei Pou, Calana 陳美寶	85993277	calanachan@ipm.edu.mo	M511
Assistant Programme Coordinator Dr. Liu Yue 劉玥博士	85996433	yue.liu@ipm.edu.mo	A313

List of Teachers

Teacher's Name	Tel. No.	Email	Office
Tse Tan Sim, Rita 謝丹嬋	85993280	ritatse@ipm.edu.mo	M512
Chan Mei Pou, Calana 陳美寶	85993277	calanachan@ipm.edu.mo	M511
Cheong Ngai, Phillip 張毅	85993333	ncheong@ipm.edu.mo	M520
Cheong Sio Tai, Victor 張小弟	85993271	stcheong@ipm.edu.mo	M506
Choi Ka Cheng, Rebecca 蔡嘉靜	85996588	rebeccachoi@ipm.edu.mo	A304
Ho Ka Chong, Wilson 何家忠	85996586	kcho@ipm.edu.mo	A304
Ines Lau 劉曼玲	85993263	ineslau@ipm.edu.mo	M503
Ke Wei 柯韋	85996452	wke@ipm.edu.mo	A319-A320
Lai Sio Kuan, Cora 賴小堃	85993282	coralai@ipm.edu.mo	M540
Lam Chan Tong 林燦堂	85993342	ctlam@ipm.edu.mo	M537
Lei Iat Seng, Philip 李日昇	85993356	philiplei@ipm.edu.mo	M540
Liu Yue, June 劉玥	85996433	yue.liu@ipm.edu.mo	A313
Ng Koon Kei, Benjamin 吳冠祺	85996431	bng@ipm.edu.mo	A313
Siu Ka Meng, Andrew 蕭嘉明	85996451	kmsiu@ipm.edu.mo	A320
Tang Su Kit, Jacky 鄧樹傑	85996491	sktang@ipm.edu.mo	A202a
Yang Xu 楊旭	85996353	xuyang@ipm.edu.mo	A323
Yip Lee Wah 葉李華	85993262	lwyip@ipm.edu.mo	M501
Yung Yau Kong, Edmund 容祐江	85993354	edmundyung@ipm.edu.mo	M511

Year Tutors

Class	Teacher	Tel. No.	Email	Office
Year 1-11121	Ho Ka Chong, Wilson 何家忠	85996586	kcho@ipm.edu.mo	A304
Year 1-11221	Dr. Cheong Sio Tai, Victor 張小弟博士	85993271	stcheong@ipm.edu.mo	M506
Year 2-21121	Dr. Ng Koon Kei, Benjamin 吳冠祺博士	85996431	bng@ipm.edu.mo	A313
Year 2-21221	Dr. Cheong Ngai, Phillip 張毅博士	85993333	ncheong@ipm.edu.mo	M520
Year 3-31121	Dr. Lai Sio Kuan, Cora 賴小堃博士	85993282	coralai@ipm.edu.mo	M540
Year 3-31221	Dr. Ines Lau 劉曼玲博士	85993263	ineslau@ipm.edu.mo	M503
Year 4-41121	Dr. Yang Xu 楊旭博士	85996353	xuyang@ipm.edu.mo	A323
Year 4-41221	Siu Ka Meng, Andrew 蕭嘉明	85996451	kmsiu@ipm.edu.mo	A320

Student Enquiries

The Programme is operated with the *School of Public Administration* (*ESAP*).

Location of the ESAP office:
Room M539, Meng Tak Building, Main Campus.

Opening hours of the ESAP office:

Monday - Thursday	9 am - 1 pm; 2:30 pm - 5:45 pm
Friday	9 am - 1 pm; 2:30 pm - 5:30 pm
Saturday, Sunday and Public holiday	closed

Phone: (853) 85993278 or 85993273
Fax: (853) 28719227

Other Useful Contacts, Telephone Numbers, and Websites

WebMail

https://mail.ipm.edu.mo

SIWeb

https://wapps.ipm.edu.mo/siweb/ – to check timetable and other useful information

Programme Website

http://csp.ipm.edu.mo
https://www.facebook.com/ipm.computing?fref=pb&hc_location=profile_browser

Institute Official Website

http://www.ipm.edu.mo/

Library & Photocopying

Website: http://library.ipm.edu.mo/
Phone: (853) 85996241, 85996708

Computer Service Centre Website

http://csc.ipm.edu.mo/

Computer Help Desk at A201

Phone: (853) 85996152
Fax: (853) 28530505
Email: helpdesk@ipm.edu.mo
Submit requests via email or the web-based service request system (SRMS) at: http://csc.ipm.edu.mo/srms.

Computer Lab Assistant at A213

Phone: (853) 85996147

Bell Centre

Phone: (853) 28719592
Fax: (853) 28719705
Email: mpibell@ipm.edu.mo

Registry

Phone: (853) 85996111/(853) 85996149/(853) 85996103
Fax: (853) 28523746
E-mail: registry@ipm.edu.mo

Student Affairs Office

Phone: (853) 85996203/(853) 85996121/(853) 85996486
Fax: (853) 28706747
E-mail: dge@ipm.edu.mo

Student Counselling and Advisory Services at A119

Phone: (853) 85996139/(853) 85996141
E-mail: priscillalai@ipm.edu.mo or thomasho@ipm.edu.mo

Welfare and Recreation Department

http://www.ipm.edu.mo/en/wrd_general_information.php

Student Union

http://aeipm.ipm.edu.mo/
https://www.facebook.com/aeipm

Alumni

http://ipm.edu.mo/aaaipm/Chinese/cindex.htm

APPENDICES

A1. Textbook List

Year	Course Name	Course Code	Teacher	Text Book (* = Reference Book)	Edition / Year	Publisher	Author	Remark / ISBN
1	Programming I	COMP112	Ke Wei	Introduction to Java Programming, Comprehensive Version	International Edition	Prentice Hall	Y. Daniel Liang	9781292070018
	Essential Computer Mathematics	MATH111	Edmund Yung	* Introductory Computer Mathematics	2nd / 2002	Prentice Hall	Nigel Cook	9780130452894
	Introduction to Business	MBUS100	Zachary Chui	Understanding Business	11th / 2016	McGraw-Hill	Nickels et al.	9789814670371
	Web Technologies	COMP113	Wilson Ho	* HTML & XHTML :the definitive guide	2007	O'Reilly	Chuck Musciano and Bill Kennedy	9780596527327
				* HTML 5 Up and Running	2010	O'Reilly	Mark Pilgrim	9780596806026
				* CSS Cookbook	2009	O'Reilly	Christopher Schmitt.	9780596155933
	Introduction to Computing	COMP111	Yip Lee Wah	Discovering Computers 2018	1st / 2018	Cengage Learning	Vermaat, Sebok, Freund, Campbell, and Frydenberg	9789814792004
	English I	MENG111	Ines Lau	Cutting Edge (Intermediate)	3rd / 2013	Pearson Longman	Cunningham S., P. Moor, and J. Bygrave	9781447936879
				* Ready to Write	3rd / 2010	Pearson Longman	Blanchard, K. and C. Root	9780131363304
				* Success with Reading 3	2009	Cosmos Culture	Gionis, T.	9789861846583

A2. Academic Regulations

Source: http://www.ipm.edu.mo/student_corner/en/academic_regulations.php

The following Academic Regulations take effect in academic year 2014/2015 (No. 01R/CG/2014).

Article 1 (Scope)

These Regulations apply to Macao Polytechnic Institute's (hereinafter referred to as "the Institute") degree programmes (hereinafter referred to as "programmes").

Article 2 (Programme Arrangement)

The length of study for each programme offered by the Institute is determined by the type of certificate awarded and mode of class attendance (whether day class or evening class). Courses, in accordance with their respective teaching requirements, are classified as year courses and semester courses.

Article 3 (Curriculum Framework)

1. The curriculum of the programme may include theory lessons, practicum classes, seminars, internships / teaching practice and other teaching activities.
2. The purpose of theory lessons is to provide students with the opportunity to learn principles, concepts and theories.
3. The purpose of practicum classes is to enhance students' practical use of the materials, methods and the capacity to use relevant techniques.
4. The purpose of seminars is to provide knowledge of research findings in some supplementary subjects besides the main teaching content, or to deliver a concise version of some teaching content to expand the student's field of knowledge.
5. The purpose of internship / teaching practice is to combine learning and practical work in order to ensure that, under professional supervision, students better understand the relationship between programme curriculum and workplace practice.
6. Other teaching activities include graduation reports, visits, performances, talks and exhibitions. These activities are designed to enable students to directly observe and have some contact with the actual situation or the culture of their intended occupation.

Article 4 (Admission Requirements)

1. Applicants, who apply for the programmes of the Institute, should abide by the relevant laws of Macao Special Administrative Region.

2. Secondary school graduates with a qualification not lower than Grade 12 (grade 6 of high school), or those with equivalent qualifications are eligible to apply for the Institute admission.
3. Those who are 25 years of age or above on September 1, with special ability conditions, need not comply with the above Clause 2 and are eligible to participate in the entrance examination. Upon successful completion of the entrance examination, the applicant will be eligible to further his/her studies in a programme offered by MPI.
4. Passed medical check-up.

Article 5 (Statute of Time to Completion)

1. The total number of academic years during which the student is continuously or intermittently registered with the Institute should not exceed the normal number of academic years for completion of the programme plus 50 per cent. A period of duration of less than one academic year shall be counted as one academic year. For working student the total number of academic years during which the student is continuously or intermittently registered with the Institute should not exceed the normal number of academic years for completion of the programme plus 100 per cent.
2. If at the end of any academic year a student is identified as not being able to complete the course under the conditions specified in the preceding statute the student shall lose his/her student status.
3. Students who lose their student status according to the statute of time limitations cannot apply for or enrol upon any programmes offered by the Institute for three academic years starting from the academic year during which they lose their student status.
4. In exceptional circumstances which reasonable justifications are proposed by relevant department(s) of the Institute, the authorized entity may approve to exempt the implementation of the preceding provisions.

Article 6 (Enrolment System)

Students' status are determined according to the number of courses students enrolled in each semester and it is categorized as follows:

1. Full-time students: students who enrol in four or more courses, or in cases where individual schools have special stipulations for some courses, are considered as full-time students.
2. Part-time students: students who enrol up to three courses are classified as part-time students. Full-time students may apply to change their status to part-time in accordance with related regulations of the Institute. (This is not applicable to internship courses offered by the School of Health Sciences / the Design programme of the School of Arts).
3. Special students: students who enrol for a number of independent courses, upon their applications being approved by the Institute, are considered as special students. The Institute issues certificates of attendance to special students.
4. Students settle their tuition fees according to their respective students' status.

Article 7 (Progression System)

Students who have completed all courses of each academic year in the study plan, or who obtained 80 per cent of the total credits of that academic year according to the study plan are progressed into the next year of study. This stipulation is only applicable for the purpose of issuing certificates by the Institute or for statistical purposes.

Article 8 (Course Equivalence)

1. The Institute may grant equivalence of qualification for courses offered.
2. Students may apply for course equivalence at the Registry. Students must state clearly the courses intended to apply for course equivalence and the names of the equivalent courses. The

number of equivalent courses applied for cannot exceed half of the total courses in the study plan of the programme.

3. Applications should be submitted along with supporting documents, such as course grades, course outline, total number of lecture hours.
4. Applicants who do not submit required documents within the prescribed period, applications will not be considered.
5. The resolution of results shall be registered and used for the preparation of statistical data and the issuing of relevant certificates.
6. In the case of any documents submitted in foreign language, the Institute reserves the right to request for a translated copy in Macao's official languages at the same time.

Article 9 * (Course Enrolment)

1. Registered students must first enrol for courses in order to be qualified to attend classes.
2. Full-time students may take up to two extra courses apart from the compulsory and elective courses of the programme enrolled upon in each semester.
3. Students are required to study compulsory courses which have not been completed and the necessary elective courses according to their study plans, while fulfilling the requirements of prerequisite courses as specified in Article 10.
4. Students are not allowed to retake courses already passed, or those for which course equivalence has been applied for.
5. When programmes have been updated, students are required to follow the new study plan upon resuming of studies.
6. With special approvals of the relevant School Directors, students may audit courses outside their study plans, but no credits or grade points will be earned for such courses.
7. Students may not take courses for which examination time conflicts.
8. When students retake courses they have previously failed, in cases where there is only an overlapping of class times and no overlapping examination times, they may apply to the Registry for exemption from class attendance for such courses retaken, provided that the attendance requirements specified in Article 13 (Clauses 2 and 3) has been previously complied with.
9. In the case of courses with approval of exemption from class attendance, students are required to submit all assignments and to attend all continuous assessments during the term as well as the final examination. They are responsible for enquiring about any particular requirements and for making appropriate arrangements with the course instructors concerned.
10. Students must take courses in accordance with the study plans of related programmes of the Institute.

Article 10 (Prerequisite Courses)

1. In case of having pre-requisite courses requirement in a programme, students must enrol the pre-requisite course(s) first.
2. Students may only enrol in the preceding courses after passing the pre-requisite course(s).

Article 11 (Assessment System)

1. The assessment methods of the various courses of the Institute can be divided into:
   a. continuous assessments;
   b. final examinations;
   c. continuous assessments and final examinations;
   d. thesis / graduation report.
2. The assessment method for each course is determined by the provisions adopted by the Pedagogical and Scientific Committee of the respective School.

Article 12 (Final Marks of Programmes)

1. In order to calculate the final grade, the marks of all courses should be calculated as percentage scores, except for those grades only comprising “Pass” and “Fail”.
2. The final mark achieved, together with the marking scheme/grading system should be shown clearly in the certificate of qualification.
3. A final mark may be obtained by using the semestral grade point average calculation, or the accumulated grade point average calculation.

Article 13 (Class Attendance)

1. Class attendance is obligatory. Students are required to attend all classes of the courses for which they enrolled upon, provided that the implementation of the following stipulations are not affected.
2. For each enrolled course in the programmes, a minimum attendance of 70% is required for students to be eligible to participate in final examination (90% for practicum courses; 100% for practicum courses of the Social Work programme). Otherwise they will not be allowed to take the final examinations, and a failing grade will be given to courses where there are no final examinations.
3. The class attendance rate is calculated according to the course instructor’s record. Instructors may register class attendance as soon as the class commence.
4. Only the following situations are considered as reasonable absences: (The maximum hours of reasonable absences must not exceed 20 per cent of the total lecture hours)
   a. Representing the Macao Special Administrative Region to participate in any competitions / events or carrying out official duties, with valid proof documents.
   b. Representing Sports Associations of Macao in participating sports competition, with valid proof documents issued by the Sports Associations.
   c. Representing Macao Polytechnic Institute in participating competitions / events, with valid proof documents issued by academic / administrative units / student unions of MPI.
   d. Not being able to attend classes for medical reasons, with valid proof documents issued by Health Centres of the Macao Health Bureau, the Hospital Conde S. Januário, the Hospital King Wu or the University Hospital of Macau University of Science and Technology.
   e. Situations or events caused by force majeure, with valid proof documents.
5. Students unable to attend classes due to any of the above reasons should report to the Registry with valid proof documents within five working days after the resumption of classes. Otherwise the absence will be classified as ‘unreasonable absences’.
6. In cases of appeals regarding the class attendance records, students should provide valid proof documents to the Registry at least 10 working days before the final examinations end. For courses without final examinations, it should be reported at least 10 working days before the term ends. The final decisions of such appeals are made by the instructors concerned, after consideration of all the evidence presented; the Registry makes corrections to the attendance record according to the decision.

Article 14 (Supplementary Examination)

1. A student who is absent from a final examination with justifiable reasons and complies with the stipulations of Article 13 (Clauses 5 and 6) may submit a written request with valid proof documents to the Institute. After the approval obtained from the authorized unit, students may take the supplementary examination.
2. In compliance with the above Clause 1, the result of the continuous assessment should be retained and the total mark will be considered as the final result.
3. The schedule of supplementary examinations should be in accordance with the Institute’s provisions. Applications should be made in advance by filling out the designated form and a fee is to be paid.
4. For special cases, the School Directors will decide on permission for the student to take the supplementary examination, taking into consideration the opinions of members of the Pedagogic and Scientific Committee.

Article 15 (Re-sit Examination)

1. Re-sit examinations are held once in each semester for courses offered in the same semester.
2. A student whose final grade is 35 or above and complies with the stipulation of Article 13 (Clause 2) is entitled to take the re-sit examination.
3. Students are allowed to take a re-sit examination for one annual course or two semester courses each semester.
4. The highest score achievable for re-sit examinations is 50 and those whose score is below 50 must re-take the course.
5. The schedule of re-sit examinations should be in accordance with the Institute's provisions. Applications should be made in advance by completing the designated form and a fee is payable.
6. For special cases, the School Directors will decide on permission for the student to take the re-sit examination, taking into consideration the opinions of members of the Pedagogic and Scientific Committee.

Article 16 * (Resumption of Studies and Transfer of Schools and Programmes)

1. Students who defer their studies for more than one academic year and intend to resume their studies should re-register for the programmes for which they have already registered.
2. The period of deferral must not exceed six semesters.
3. Students may apply to transfer to another programme according to the admission requirements of the Institute. After completion of related procedures, if necessary, they may apply for course equivalence with respect to courses already completed.
4. With respect to students who apply to transfer from other higher education institutions to Macao Polytechnic Institute, the Institute may grant approval for them to register and enrol upon a programme provided that they studied an equivalent programme recognized by the authorized unit of the Institute during the preceding academic year.
5. Transfers between Schools may only be made before the commencement of the academic year.
6. Applications for resumption of studies and transfer between schools or programmes must be made by the students to the President of the Institute. In their applications not only student's personal particulars but also information such as institutions / programmes registered for and enrolled upon, the academic year of last registration and the institutions / programmes to be transferred to / resumed must be stated clearly.
7. The application shall be accompanied by the required documents for consideration. In cases of transfer to the Institute, students should request information / documents to be provided by their institutions of last registration.
8. Students and the institution where the applicant last registered in (if necessary) will be informed in writing after the decision was made by the Institute. Students, upon approval, must complete registration, enrolment or other necessary procedures within a prescribed period.

Article 17 (Academic Calendar)

One academic year consists of two semesters. The academic calendar of the following academic year will be announced before 31 May every year, in which class and examination period, and holidays are specified.

Article 18 * (Addendum Matters)

Addendum matters shall be settled by resolutions of the Board of Management, after the opinions of the Technical and Scientific Committee have been considered.

Article 19 * (Effective Date)

1. These regulations take effect on 10 February 2014, and are applicable to all students, either admitted, current or who resume their studies in the 2014/2015 academic year, as well as all related matters in that academic year.
2. The Academic Regulations announced in the 2007/2008 academic year continue to be effective and are applicable to all related matters during the 2013/2014 academic year until its end (15 August 2014).

* According to Article 18 of the Academic Regulations (No. 01R/CG/2014), the Board of Management approved the following guidelines (Applicable to 2014/2015 intake and onwards)

In case of discrepancies between the English and Chinese versions, the Chinese version will prevail.

Assessment Strategy

1. Introduction

Macao Polytechnic Institute (MPI) is a public, multidisciplinary, application-oriented tertiary institution with unique characteristics. MPI is committed to providing student-centred education and training that combines rigorous learning with the excitement of discovery, promoting academic freedom, integrity and creativity, supporting a diverse research culture in a dynamic environment, and instilling a spirit of service for the betterment of society. This assessment strategy is part of that mission. It is also designed to ensure that MPI becomes a first class institution serving the needs of the local community.

2. Purpose and Principles of Assessment

2.1 Purpose of Assessment: Assessment is the crucial link between effective teaching, student learning and education standards. Assessment tasks are aligned to intended learning outcomes of individual courses of an academic programme. While allowing necessary professional freedom to decide when and how assessments should be conducted, examination procedures and guidelines adopted by the Institute should be observed, which include the roles of examination board and external examiners in each programme. The course examiners are responsible for the course outcomes, recommending course grades to the relevant Programme Examination Board, and ensuring the examination board has the necessary information about the assessment criteria of the course.

2.2 Principles of Student Assessment at MPI can be briefly stated as below:

- Assessment tasks and processes will be fair and of the appropriate standard of the level.
- Assessment contributes to high standards of teaching and learning and will be informed by the best international practices.
- Assessment processes will be clearly understood by the assessors and students.
- Assessment will be reliable and be accompanied by informative feedback to support learning.

3. Strategy of Student Assessment

3.1 Assessment tasks need to allow all learners equal opportunity to demonstrate achievement of intended learning outcomes. A variety of different appropriate assessment methods will be used for the skills being assessed. Regular and appropriate assessment together with detailed, high quality feedback on their work will drive successful learning for students. Good feedback may come from self-and peer-review as well as from staff assessments of performance.

3.2 Assessment will be designed to aid students' learning and maintain academic standards. Students will have clarity about the criteria that will be used in assessment. Assessment will be explicitly aligned to appropriate criteria as determined by the Schools and Programmes within MPI and be benchmarked against expected outcomes, the requirements of professional bodies and commonly accepted international standards.

3.3 Assessment will be reviewed by external examiners from internationally recognised institutions to ensure that standards are maintained and to transfer best practice.

3.4 The volume and range of assessment tasks will be appropriate to the learning outcomes and teaching activities of the unit of study and the programme. Students will be informed of the purpose of assessment and its place within the context of learning.

3.5 Assessment methods will be regularly reviewed. Assessment will provide clear documentation of the achievements of the student in a form that will be useful to future employers and other interested parties.

4. Credit-based System of Study

4.1 Education at the MPI is organised around the semester-based credit system of study. A student's progress is measured by the number of credits that he/she has been awarded, i.e. completed with a pass grade, whereas performance is indicated by the grade point average, which is based on the course credits and grade obtained by a student. On obtaining a pass grade, the student accumulates the course credits as awarded credits.

4.2 A student's performance is measured by the weighted grade point average (GPA), which is calculated as follows, where n is the number of courses taken (i.e., including both the courses with a pass and a fail grade):

$$\frac{\sum_{i=1}^{n}(\text{No. of Credits} \times \text{Grade Point})}{\sum_{i=1}^{n}(\text{No. of Credits})}$$

See 5.4 below for more about "grade point".

4.3 The Examination Board is required to classify awards with regard to weighted grade point average. It is the responsibility of the Examination Board to ensure that weighted grade point average reflects a student's achievement of the intended learning outcomes. If, however, an Examination Board finds any anomaly or inconsistency in the weighted grade point average, it should make an appropriate recommendation for consideration by the Pedagogic and Scientific Committee (PSC).

4.4 At present, the Institute does not impose any formal progression system. At the end of the year, because there is no formal progression point, a student is automatically progressed into the next year courses, provided that he/she has fulfilled the pre-requisite courses. A student is awarded a degree if he/she has completed all the required credits according to the current study plan.

5. Assessment Criteria and Grading of a Course

5.1 MPI adopts a criterion-referenced approach to assessment. Students are assessed against predetermined criteria set out in the form of descriptions of what students need to do, and how well they do it, to merit a particular grade or fall within a particular range of marks.

5.2 The Institute has established broad generic descriptions, which instructors can draw upon and interpret into their own subject matter when setting out criteria and descriptions for each assessment component in their course.

5.3 The Institute will generally have course assessments and an end-of-course examination designed to cover the intended learning outcomes (ILOs) of a course. The results of these components taken together determine the students' overall course grade.

5.4 Courses at MPI are graded according to the following scheme*:

Marks Range	Grade	Grade Point	Grade Definition†
93 – 100	A	4.0	Excellent
88 – 92	A-	3.7	
83 – 87	B+	3.3	Very Good
78 – 82	B	3.0	Good
73 – 77	B-	2.7	
68 – 72	C+	2.3	Satisfactory
63 – 67	C	2.0	
58 – 62	C-	1.7	
53 – 57	D+	1.3	Pass
50 – 52	D	1.0	
0 – 49	F	0	Fail

* With effect from cohort of Year 2013/14.

† Generic descriptions of each grade are given below:

Excellent: Strong evidence of original thinking; good organisation, capacity to analyse and systemise; superior grasp of subject matter; strong evidence of extensive knowledge base.

Very Good: Evidence of grasp of subject, strong evidence of critical capacity and analytical ability; good understanding of issues; evidence of familiarity with literature.

Good: Evidence of grasp of subject, some evidence of critical capacity and analytical ability; reasonable understanding of issues; evidence of familiarity with literature.

Satisfactory: Profiting from the study experience; understanding of the subject; ability to develop solutions to simple problems in the material.

Pass: Sufficient familiarity with the subject matters to enable the student to progress without repeating the course.

Fail: Little evidence of familiarity with the subject matter; weak in critical and analytical skills; limited, or irrelevant use of literature.

6. Benchmarking against International Standards

In order to maintain academic standards in courses for which they are responsible, examination of respective programme goals should have reference to the international norms for similar courses at other internationally recognised institutions. To assume that the relevant standard is being maintained each programme should assure that assessment instruments and students' assessed work are revised across a sufficiently wide range of courses, and with sufficient regularity, to provide a credible assurance that academic standards are being maintained. In addition, review of assessment instruments and students' assessed work should benefit from the input of qualified peers including external examiners, with the necessary experience of similar work in other respectable institutions world-wide.

7. Mapping GPA at MPI with Honours' Classification in UK

To provide an international comparison it is helpful to map the GPA at MPI against the standards of another country. A mapping to the UK Honours classification system is used with NARIC as a reference for that comparison.

The mapping GPA at MPI and UK Honours Standards

Cumulative GPA	Honours Equivalent
3.70 to 4.00	First Class Honours
3.20 to 3.69	Second Class Upper Honours
2.50 to 3.19	Second Class Lower Honours
2.00 to 2.49	Third Class Honours
1.00 to 1.99	Pass

Guidelines for Medical Report

The medical check-up can be done in the following places:

1. Health Centres
2. Kiang Wu Hospital / Macao University of Science and Technology Hospital
3. Private Clinics recognized by the Health Bureau

Health Centre:

1. Appointment for chest X-ray at the Tuberculosis Prevention and Treatment Centre, located at Estrada da Vitoria, No. 40 (next to Guia tunnel).
2. X-ray and be sure of the stated date to collect it.
3. Appointment for medical check-up (Health Centre of your district).
4. Medical examination and collection of the Report.

Kiang Wu Hospital or Macau University of Science and Technology Hospital:

1. Appointment for medical check-up (either online or personally). Please be sure to follow all the given indications.)；
2. Medical examination and collection of the Report.

Private Clinics:

Since each clinic has its own rules and regulations, it is suggested for you to contact the one of your choice and follow whatever steps necessary.

Vaccination

According to Decree-Law no.13/96/M, it is compulsory for candidates to have the vaccines (described below) in order to do the registration:

Age (as of 31/12 of that year)	Mandatory requirements	
15-17 years old	VAS	minimum 2 doses (MMR)
	Anti-tetanus	minimum 3 doses (the last dose cannot exceed 10 years)
	VAHB	minimum 3 doses
	OPV/IPV	minimum 3 doses
18 years old or above	Anti-tetanus (the last dose cannot exceed 10 years)	

Remarks:

1. The following documents are needed for the medical check-up:
   a. I.D. card/passport;
   b. one recent photo;
   c. MPI Medical Report Form;
   d. Vaccination booklet.
2. Be sure to wear spectacles instead of contact lenses;
3. Urine analysis is not done during one's period;
4. Expectant mothers are exempted from X-ray.

Typhoons and Heavy Rain

General Arrangements for Classes and Examinations during Typhoons and Severe Weather Conditions for Degree Programmes of Macao Polytechnic Institute

Please kindly be reminded that all classes and examinations will be held as scheduled, unless tropical storm warning signal no. 8 or above is hoisted/in force or **special announcements** to the contrary are made by the Institute.

1. Tropical Storm Warning Signal No. 8 or above is hoisted or in force
   - If tropical storm warning signal no. 8 or above is hoisted/in force, the following arrangements will apply:

Tropical Storm Warning Signal No. 8 is hoisted/in force	Classes/Examinations to be Suspended
At or after 7:00 a.m.	Morning session till 2:00 p.m.
At or after 12:00 p.m.	From 2:00 p.m. till 6:00 p.m.
At or after 4:00 p.m.	From 6:00 p.m. onwards

   - If tropical storm warning signal no. 8 or above is hoisted or in force during a class period or an examination, all classes or examinations will be suspended immediately;
   - For any examinations suspended, details of postponement will be announced at MPI homepage in 5 working days after tropical storm warning signal no. 8 is lowered.
   - When tropical storm warning signal no. 8 is lowered, all classes and examinations will resume as follows:

Tropical Storm Warning Signal No. 8 is lowered	Classes/Examinations to be Resumed
At or before 7:00 a.m.	Morning session till 2:00 p.m.
At or before 12:00 p.m.	From 2:00 p.m. till 6:00 p.m.
At or before 4:00 p.m.	From 6:00 p.m. onwards

2. Severe Weather Conditions (e.g. Rainstorm Warning Signal)
   - Under normal circumstances, when rainstorm warning signal is hoisted:
     - All examinations will be held as scheduled, students are required to sit in for examinations according to the rules and regulations;
     - All classes will be held as scheduled, however students who are late for or absent from classes will not be recorded as absent;

- The Institute has the discretion to suspend any classes or examinations, arrangement is as follows:
  - Classes and examinations will continue till the end of that class or examination session;
  - For any suspension of classes or examinations due to rainstorm warning signal or severe weather conditions, a special announcement will be made at MPI homepage;
  - For suspension of examinations, details of postponement will be announced at MPI homepage in 5 working days when the weather conditions have improved.
  - For suspension of classes, the academic unit concerned will decide whether to postpone or suspend any tests, mid-term examinations and other activities/events, etc, according to the above arrangements.

3. Announcement

The Institute will make announcement through either one of the following channels:

- MPI Homepage
- Student Information Web

4. Other Special Circumstances

Any other issues arising which are not specified in these regulations shall be subject to determination by the Institute's Management Board.

Macao Polytechnic Institute Guidelines for Plagiarism Avoidance

1. Introduction of Plagiarism

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

2. Plagiarism Avoidance

a. Give credit whenever you use another person's idea, opinion, theory, facts, statistics, graphs, drawings – any pieces of information – that are not common knowledge.
b. Quote another person's actual spoken or written words; or paraphrase of another person's spoken or written words.
c. Put in quotations everything that comes directly from the text especially when taking notes.
d. Paraphrase, but be sure you are not just rearranging or replacing a few words.
e. Check paraphrase against the original text to be sure you have not accidentally used the same phrases or words, and that the information is accurate.
f. Cite all the sources you have used in your work.

The Macao Polytechnic Institute subscribes to Turnitin (http://www.turnitin.com/en_us/home), that is a website, amongst other things, to detect plagiarism in the academic work of both students and lecturers/researchers. Students are strongly advised to take a look at the website. Academic staff may also ask students to submit written work via Turnitin. Other useful links are given below.

3. Useful Links

- http://www.plagiarism.com/
- http://faculty.virginia.edu/schoolhouse/WP/plagiarismissues.html
- http://owl.english.purdue.edu/owl/resource/589/01/

For more details about plagiarism and how to prevent it, please refer to www.plagiarism.org.

4. Violation of the Plagiarism Policy

   If a student is suspected of plagiarism, the course teacher will discuss this with him / her and may also report it to the School Director / Programme Coordinator who shall conduct a thorough investigation. Established cases should be reported to the Pedagogical and Scientific Committee (PSC) for further consideration. The plagiarism case will then be investigated further and a decision will be made about the conduct and any penalties a student would receive depending on the nature of the misconduct and also the stage that a student is at in his/her programme of study. A zero mark to that piece of work will normally be given if a student copied someone else's work or a student let someone copy his/her work.

Examination Regulations for Students

Area of Application

All final and re-sit examinations of the degree programmes of MPI.

Purpose

These Examination Regulations are designed to ensure smooth and proper running of the final and re-sit examinations of MPI programmes.

Contents

1. Preparations for the Examination

   1.1 An examination timetable will be published in the 'General Information for Students' web page of the MPI website and posted on notice boards of Registry. Students should check the footnotes detailed on the examination timetable including the dates, times and examination venues for their examinations. For questions regarding examination time conflict, students should report to Registry (Room A101) immediately.

   1.2 In order NOT to miss the announcements made by the chief invigilator or the working staff at the start of the examination, students should arrive at the examination venue punctually.

   1.3 Students are prohibited from using electronic dictionaries.

   1.4 Unless prior permission has been given, students are not permitted to take into the examination venue calculators, books and papers of any kind. Those students who do take anything impermissible into the examination venue will have their case handled by the School Examination Committee and Student Affairs Office according to the circumstances.

   1.5 Students should present their student cards or the valid identification documents used for registration to the invigilator, and occupy their seats according to the examination seating plan.

   1.6 If a student's name is not listed on the examination seating plan or has been crossed out (i.e. his/her attendance does not satisfy the requirements of the Pedagogical Regulations), and the student is lodging an appeal regarding his/her attendance rate, he/she should complete a 'Provisional Examinee Declaration Form' and submit the application to the invigilator, and then wait for the invigilator's decision.

   1.7 Students should keep quiet in the examination venue and its vicinity.

2. Admission of Students to the Examination Venue

   2.1 Students should not enter the examination venue until permitted to do so by an invigilator. Upon entering the examination venue, students must comply with the instructions given by the invigilators.

   2.2 Students are not permitted to take the examination if arriving after the first 30 minutes of the examination. Students who arrive within 30 minutes after the examination begins will

be permitted to take the examination but no compensatory time will be allowed for latecomers.

2.3 Students should switch off all communication devices and apparatus which could create a noise (e.g. mobile phones, pagers, watches, etc.).

2.4 Only stationery and essential items for the examination are allowed in the examination venue. Personal belongings should be kept in students' lockers whenever possible.

2.5 Students must place their (i) student card, or (ii) the valid identification document which was used for registration, at the top left hand corner of the examination desk for inspection by invigilators. Any cases of discrepancy between the identity of a student and his/her identification document will be handled by the Student Affairs Office.

2.6 Except for student cards, only examination stationery can be placed on the examination desk (e.g. writing instruments, erasers, correction fluid, rulers, etc.). Any pencil case/box should be placed under the seat.

2.7 Students should ensure that there are no papers or notes in the pencil case/box or calculator jacket.

2.8 Students should not turn the examination papers over until the chief invigilator makes an announcement for the start of the examination.

3. During the Examination

3.1 Students should pay attention to the directions stated on the cover page of the examination paper or at the beginning of each question. They should also listen carefully to the announcements made by the chief invigilator.

3.2 Students must fill in the student and course information on the first page of the answer booklet.

3.3 If there are any questions, students should raise their hands to ask the invigilator.

3.4 Students should check if the examination paper is the right one with the correct class code for their course.

3.5 If students have questions regarding the examination paper, they should raise them to the invigilator during the first hour of the examination.

3.6 Smoking, eating, drinking and talking are prohibited in the examination venue. Students may ask the invigilator for water in order to take medicine if necessary.

3.7 Students wishing to go to the washroom must raise their hands to get permission from the invigilator of their School, sign a report and be accompanied by the invigilator/staff. Students who leave the examination venue unaccompanied by an invigilator cannot return to the examination venue to continue the examination.

3.8 Students are not allowed to leave the examination venue in the first 45 minutes and last 15 minutes of the examination, except for cases of illness or emergency. Students who wish to leave the examination venue early should raise their hands to get permission from the invigilator of the School before leaving.

3.9 At the end of the examination, the chief invigilator or the working staff will announce that the examination is finished. At this time, students must stop writing and remain seated in silence. Students should not leave the examination venue until the invigilator has collected and counted the examination scripts, and only when the chief invigilator or the working staff has made an announcement regarding leaving the examination venue.

3.10 Students should not take away any examination materials, including examination papers and answer booklets (papers), etc., from the examination venue.

3.11 Students must follow the chief invigilator's instructions if anything untoward happens during the examination.

4. Emergencies
   4.1 In the event of emergencies (e.g. fire) in the examination venue, students should follow the invigilator's instructions.
   4.2 If an examination is suspended due to an emergency, students should pay attention to the newest arrangement notice on the MPI website, and the notice boards of the Registry.

5. Typhoons and Rainstorms
   Please refer to P. 34 of this handbook.

In case of discrepancies between the English and Chinese versions, the Chinese version will prevail.

MPI Rules Regarding Cheating and Other Violations of Examination Regulations

Examination integrity is a major part of MPI teaching quality management responsibility. In order to ensure teaching standards, and to regulate the handling of cheating and other violations of examination regulations, the MPI Rules Regarding Cheating and Other Violations of Examination Regulations are set forth in accordance with the regulation stipulated in item g of article 7 of the "Macao Polytechnic Institute Ordinance", which was approved by Decree Law No. 469/99/M.

1. Areas of Coverage
   The Rules apply to the handling of all cases of students of MPI degree programmes who violate examination / re-sit examination regulations and / or cheat in examinations / re-sit examinations.

2. Definition of Violation of Examination Regulations
   2.1 Students' non-compliance with examination regulations, disobeying the arrangements or instructions of invigilators / working staff, especially the following behaviour, will be considered to be violation of examination regulations:
      2.1.1 Bringing unauthorized articles into the examination venue or not placing articles at designated areas;
      2.1.2 Failure to sit in designated seat;
      2.1.3 Starting to work on the question paper before the examination starts or continuing to work on the question paper after the examination finishes;
      2.1.4 Looking around during examinations, or attempting to view the examination papers of others;
      2.1.5 Remaining in the examination venue after submission of examination papers or making loud noises in the vicinity of the examination venue;
      2.1.6 Entering or leaving the examination venue without the permission of invigilators;
      2.1.7 Taking away from the examination venue any examination material, including examination papers, answer sheets, draft paper, etc;
      2.1.8 Disobeying the instructions of invigilators / working staff, threatening and / or insulting invigilators / working staff, disturbing the order of the examination venue;
      2.1.9 Other behaviour which disturbs the order of the examination.

3. Definition of Cheating in Examinations
   3.1 Students' improper behaviour in examinations, especially the following, will be considered as cheating:
      3.1.1 Any unauthorized papers and all kinds of information related to examinations found on the examination desks, in the authorized reference books or with the students, regardless of such items being read or not;
      3.1.2 Using any kind of unauthorized electronic dictionary and programmable calculator in examinations;
      3.1.3 Using telecommunications facilities in examinations;
      3.1.4 Viewing other candidates' examination papers;

3.1.5 Copying or using other improper means to get access to other candidates' answers or answer information;

3.1.6 Assisting others in cheating;

3.1.7 Conspiring with another student to substitute him/her in examinations;

3.1.8 Using the opportunity of going to the washroom to view information related to the content of the examination, or to talk with other students outside the examination venue;

3.1.9 Improperly obtaining knowledge/information related to the examination papers before examinations;

3.1.10 Destroying examination papers, answer sheets or examination materials;

3.1.11 Forging documents in order to take examinations and obtain examination results.

4. Handling of Violation of Examination Regulations

4.1 In the case of a student who violates any of the regulations in Section 2, the invigilator should immediately give a verbal warning and correct the student's behaviour. If the student disregards the verbal warning and continues or repeats the misbehaviour, the chief invigilator should make a decision as to the immediate termination of the student's examination. If it is decided that the student's examination should be terminated immediately, the invigilator should take the examination paper, instruct the student to leave the examination venue, and mark "violation of examination regulations" on the examination paper. Details of the incident should be recorded in the invigilator's report, which should be submitted to the Division for Pedagogical Affairs (DAP) together with the related examination paper and other information.

4.2 DAP should send the information related to the student's violation of examination regulations to Student Management Office (DGE) after the examination. DGE should immediately inform the student to collect the Notice on Violation of Examination Regulations within 2 working days. The student may submit a written self-defence to DGE within 5 working days after receiving the Notice.

4.3 DGE should check if the student's violation of examination regulations is a first offence. For a first offence, if the student submits a written self-defence, DGE may ask the student to be present at the hearing of evidence. Meanwhile, the student may also request for a hearing of evidence in his/her written self-defence. DGE may also ask other parties related to the case to be present at the hearing. An investigation report on the case of violation of examination regulations shall be submitted by DGE within 3 working days. For a second or serious (such as premeditated, conspiratorial and/or organized) offence, if the student submits a written self-defence, DGE shall submit the written self-defence to the Pedagogical Scientific Committee of the related School for hearing of evidence and investigation. For cases established by the Pedagogical Scientific Committee of the related School, if they are second or serious offences, the Committee shall decide on a penalty according to Rule 6.1 to 6.4 and Rule 6.6 (should be executed concurrently). The Committee should send the result and the decision on the penalty (for established cases) to DGE, regardless of such cases being established or not.

4.4 For a first offence, if the student's reason for self-defence is established, DGE shall inform the student of the result. If the student's reason for self-defence is not established, DGE shall impose a penalty on the student according to Rule 6.1 to 6.5 (should be executed concurrently), and inform the student in written form. For a second offence, DGE shall inform the student of the discussion result of the Pedagogical Scientific Committee of the related School.

4.5 The student may submit a written appeal to DGE according to Section 7 (see below) within 5 working days after receiving the written notification on penalty.

4.6 DGE should send a list of the second-offence cases of violation of examination regulations for every semester to the Management Board of MPI.

4.7 For all cases of suspected violations of examination regulations, DGE should inform the student of the final decision on penalty / investigation result, and inform DAP and the related School. For cases which involve penalty, DGE should inform the parents / guardian of the non-adult student at the same time.

4.8 After the conclusion of examinations for the given semester, DAP should send a list of the students who have violated examination regulations to the related School for reference.

5. Handling of Cheating in Examinations

5.1 If a student is found to have cheated in an examination, as stipulated in Section 3, the chief invigilator should make a decision on the immediate termination of the student's examination. If it is decided that the student's examination should be terminated immediately, the invigilator should take the examination paper, instruct the student to leave the examination venue, and mark "cheating" on the examination paper. The cheating incident should be recorded in the invigilator's report, which should be submitted to DAP together with the related examination paper and information.

5.2 DAP should send the information related to the student's cheating in the examination to DGE after the examination. DGE should immediately inform the student to collect the Notice on Cheating in Examination within 2 working days. The student may submit a written self-defence to DGE within 5 working days after receiving the Notice.

5.3 DGE should check if the student's cheating in examination is a first offence. For a first offence, if the student submits a written self-defence, DGE may ask the student to be present at the hearing of evidence. Meanwhile, the student may also request for a hearing of evidence in his/her written self-defence. DGE may also ask other parties related to the case to be present at the hearing. An investigation report on the case of cheating in examination shall be submitted by DGE within 3 working days. For a second or serious (such as premeditated, conspiratorial and / or organized) offence, if the student submits a written self-defence, DGE shall submit the written self-defence to the Pedagogical Scientific Committee of the related School for hearing of evidence and investigation. For cases established by the Pedagogical Scientific Committee of the related School, if they are second or serious offences, the Committee shall decide on a penalty according to Rule 6.1 to 6.4 and Rule 6.6 (should be executed concurrently). The Committee should send the result and the decision on the penalty (for established cases) to DGE, regardless of such cases being established or not.

5.4 For a first offence, if the student's reason for self-defence is established, DGE shall inform the student of the result. If the student's reason for self-defence is not established, DGE shall impose a penalty on the student according to Rule 6.1 to 6.5 (should be executed concurrently), and inform the student in written form. For a second offence, DGE shall inform the student of the discussion result of the Pedagogical Scientific Committee of the related School.

5.5 The student may submit a written appeal to DGE according to Section 7 (see below) within 5 working days after receiving the written notification on penalty.

5.6 DGE should send a list of the second-offence cases of cheating in examination for every semester to the Management Board of MPI.

5.7 For all cases of suspected cheating in examination, DGE should inform the student of the final decision on penalty / investigation result, and inform DAP and the related School. For cases which involve penalty, DGE should inform the parents / guardian of the non-adult student at the same time.

5.8 After the conclusion of examinations for the given semester, DAP should send a list of the students who have cheated in examinations to the related School for reference.

6. Penalties for Violating Examination Regulations and Cheating in Examinations

   The following penalties may be imposed on a student who violates examination regulations and/or cheats in examinations:

   6.1 A written reprimand;

   6.2 A zero mark for the related course; and recorded in the student's file;

   6.3 Termination of part of the privileges of the offending student in MPI for a specified period (including subsidy, grant/scholarship provided by MPI);

   6.4 Disqualification from sitting for the supplementary examination for the related course of that academic year;

   6.5 First offenders shall be suspended from studying in MPI for a period of one year. The period of suspension is not included in the duration of study and starts from the semester following the case;

   6.6 Serious (such as premeditated, conspiratorial and/or organized) or repeated offenders shall be suspended from studying in MPI for a period of no more than 3 years. The period of suspension is not included in the duration of study and starts from the semester following the case.

7. Appeal

   DGE shall submit the student's written appeal to the unit of relevant authority. For the penalty decision made by DGE, the student may submit a written appeal to the Pedagogical Scientific Committee of the related School within 5 working days after receiving the written notification on penalty. The Committee should make an investigation and make a final decision regarding the appeal within 5 working days. For the penalty decision made by the Pedagogical Scientific Committee of the related School, the student may submit a letter of appeal along with mitigating evidence to the Management Board of MPI within 5 working days after receiving the written notification on penalty. An examination review group shall be formed by the instruction of the Management Board of MPI to make an investigation on the case. The Management Board of MPI shall appoint a convenor for the examination review group, who may be the Director of the related School, a member of the Teaching Quality Committee, or a Professor. The convenor shall invite veteran academic staff of MPI to be members of the group. The examination review group shall within 5 working days submit a final decision regarding the appeal to the Management Board of MPI, who shall confirm the final decision.

8. Declaration

   8.1 Anyone reporting the violation of examination regulations and/or cheating in examinations should provide his or her real name, give details of the incident and attach the related evidence.

   8.2 In the event that the person reporting the incident does not provide his or her real name, the report shall be dismissed.

   8.3 During the period of handling the report on the incident, the School, DGE, Pedagogical Scientific Committee and DAP should keep the incident confidential before any decision is reached.

9. Effective Date and Right of Interpretation

   9.1 This regulation is approved by the MPI Management Board on 23 September 2008, and comes into effect on 23 September 2008. The regulation numbered ? 05R/CG/DAP/2008 is abolished on the aforementioned effective day.

   9.2 Any matters not covered in the present document shall be submitted to the Teaching Quality Committee for discussion and recommendations, and handled according to the instructions of the MPI Management Board.

In case of discrepancies between the English and Chinese versions, the Chinese version will prevail.

Regulations for the Management of Students' Motorcycle Parking Lot

The Central Services Office is responsible for the management of the students' motorcycle parking lot, located on the pathway between the MPI Chi Un Building A and the Garrison Building. The parking lot will be open to all students bearing valid student cards to park their motorcycles, subject to the regulations below.

1. The parking lot may accommodate 180 motorcycles. Owing to limited space, MPI cannot guarantee to provide all students with a parking space. Vehicles are parked on a first come, first served and free of charge basis.

2. Opening hours of parking: 7:30-23:50, all vehicles must be removed before closing time. Overnight parking is only allowed with special authorization.

3. A violation shall be deemed to have occurred if a vehicle is found to be parked after closing time or overnight without special authorization. Administrative and security staff will advise the violator. Violations will be recorded by administrative and security staff. Any third violation of the regulations will render the violator liable to forfeiture of the right to park for 60 days. Repeated violations render the violator subject to forfeiture of parking rights for 1 year.

4. The parking lot will be open to all registered MPI students bearing valid student cards and who have registered to park their motorcycles. Guards have the right to check student's cards as necessary, and in instances where the student cannot provide one, administrative and security staff have the right to prohibit the student from using the parking lot. All students must obey and comply with the instructions of the guards.

5. Traffic control
   - 5.1 All motorcyclists must wear a safety helmet.
   - 5.2 Riders must at all times operate vehicles in a safe manner and in the direction designated by the traffic light signal and traffic instructions, including signs indicated on the warning board, indication plate, direction signs, traffic lanes and road.
   - 5.3 All vehicles must use the restricted driveway and must be parked within the boundaries or lines of a designated parking space. Parking is prohibited on any other place that may cause inconvenience or endanger anyone, create a hazard, or interfere with the use of facilities by others.
   - 5.4 Noise and air pollution
     - 5.4.1 In order to mitigate noise pollution and prevent accidents, the maximum speed allowed is 5 m.p.h.
     - 5.4.2 All motor vehicles must be mechanically sound. Vehicles which are excessively noisy due to mechanic problems or faulty silencers or discharging excessive exhaust fumes which exceed the "safety standard" stipulated by government will not be allowed to enter the campus parking lot.
     - 5.4.3 Horns or other warning devices must not be used on campus or in any parking area.
   - 5.5 Learner riders are prohibited on the campus. Flammable or dangerous goods are not allowed.
   - 5.6 Vehicles remaining in the parking lot for more than 2 weeks, displaying an expired vehicle license issued by MSAR, or which are no longer owned by an MPI student will be considered to be abandoned. Vehicles classified as abandoned will be towed away or impounded at the owner's or the smart card holder's expense.
   - 5.7 MPI reserves the right to remove any vehicle that causes inconvenience or endangers others.
   - 5.8 Vehicle washing is prohibited on campus and in any parking area (with the exception of MPI owned vehicles)
   - 5.9 Vehicle maintenance or mechanical work is not permitted on campus or in any parking area. (with the exception of MPI owned vehicles). Before any towing is authorized by the vehicle owner, information should be obtained in advance via e mail or in writing to the Central Services Office by the owner.

6. The person to whom the permit is registered is personally responsible for the following:
   6.1 All vehicles are required to proceed cautiously without creating any hazard to others.
   6.2 Any MPI property damage or injury caused by his / her vehicle.
   6.3 The concerned vehicle operators are responsible for resolving or reporting any accident involving their vehicles on the parking lot to the Police Department at the earliest possible opportunity. Central Services Office will act only as a coordinator.
   6.4 MPI will not be held liable for any theft, damage or loss that may occur on campus.
   6.5 Students are fully liable for their own vehicle safety. MPI is not responsible for any injuries, theft, damage, or loss of any vehicle parked on campus.
7. The parking lot will be closed when Typhoon Signal 8 is hoisted, and also in other circumstances when a closing notification is given in advance.
8. MPI reserves the right to control the traffic on campus by refusing entry of any vehicle and monitoring vehicle activities.
9. MPI reserves the right to delete, suspend or edit any stipulation at any time at its absolute discretion. Changes and amendments to parking regulations and rules will be announced on the MPI website (www.ipm.edu.mo – "student corner " or "Central Services Office")
10. Appeals regarding regulations or decisions of the Central Services Office must be in writing. The deliberation of the MPI Management Board is final.
11. For any emergency, please call the 24-hour Security Hotline at 85996189. For any queries, please contact Mr. Alberto Coloane of the Central Services Office at 85996185 or email acoloane@ipm.edu.mo.

Users, Opening Hours & Regulations of the Sports Court

1. The sports court is exclusively for the use of Macao Polytechnic Institute staff & students, the opening times are 8:00-23:00 and 8:00-22:30 on Saturdays, Sundays & public holidays.
2. The sports court is designed for general purposes; it can be used for basketball, soccer & tennis games.
3. Users must contact a security guard for assistance before entering the court & turning on the lighting system.
4. Appropriate clothing & sports shoes are required & safety must be observed on the court; any non-sport activity is prohibited on the court.
5. All facilities must be treated with care; please keep the court clean. Eating & smoking are prohibited on the court.
6. Users must take full responsibility for their own property; MPI shall take no responsibility for any loss or damage of any users' property on the sport court.
7. Any illegal activity is prohibited on the court.

Application

1. The booking schedule can be checked online using the link: https://cvms.ipm.edu.mo; or directly with the Security Guard on the ground floor of the administration building. Registration with the Security Guard is required before using the sports court.
2. The sports court is available on a first-come-first-served basis.
3. Macao Polytechnic Institute retains the right to approve or reject any application.
4. For enquiries, please contact the Central Services Office, Tel. No. 85996202, Monday to Thursday 9:00-13:00, 14:30-17:45; Friday 9:00-13:00, 14:30-17:30.

A3. Services to Student

The following Academic Regulations take effect in academic year 2014/2015 (No. 01R/CG/2014).

Registration

A student is not officially registered for classes until he/she has paid all applicable fees and completed the entire registration procedure when he/she starts or resumes his/her studies. A student card will be issued upon registration to all new students. An administration fee will be deemed payable for replacement of student card.

Enrolment

1. This guideline is applicable for registered students of degree programmes.
2. Students should pay close attention to their enrolment records and are responsible for the consequences.
3. There is no limit of the number of subjects registered full-time students can enrol in. However, they should consider their own ability / allot appropriate time to complete every subject they enrol in. The maximum number of subjects for registered part-time students to enrol in is three.
4. Students cannot enrol in subjects of the higher diploma programmes and the bachelor degree programmes at the same time. Students, before registering in the bachelor degree programme, will need to have graduated from the higher diploma programme of the same specialty.
5. Students, who are freshmen / have to retake / have to apply for subject equivalence, should proceed with course enrolment.
6. Enrolment of any subject requires the completion of pre-requisite subjects (if applicable). For students who apply for subject equivalence for the pre-requisite subjects, they can at the same time enrol in the related subsequent subjects on a conditional basis. If the application was approved, students can continue to attend classes of the subsequent subjects. Otherwise, enrolment of the subsequent subject will be cancelled.
7. If a student repeats a passed subject, the grade obtained will appear on the academic report of that semester. However, only the highest grade ever obtained for the same subject will appear on the students' transcript issued by the DAMIA.
8. Subjects shown on the enrolment form of registered full-time students are pre-enrolled according to the student's admission year, the study plan and all compulsory subjects offered in the academic year. The enrolment form will be sent to students. **For students who do not approach the DAMIA for subjects add/drop, all pre-enrolled subjects will be confirmed according to the enrolment form.** Students who need to apply for subject equivalence for pre-requisite subjects as mentioned in point no. 6 should approach the DAMIA within the assigned period for subjects add/drop of the subsequent subjects which will not be pre-enrolled.
9. Pre-enrolment for students resuming studies (who have already completed Year I and suspended their studies) will include Year 2 and Year 3 subjects. Therefore, they should come back to the DAMIA to proceed with subjects add/drop.

10. **For students who need no adjustments to the pre-enrolment, do not need to return for enrolment and should attend classes according to the time-table.**
11. Students may apply at the DAMIA for subject equivalence within the announced period. Students must comply with the rules stated in the regulations for subject equivalence.
12. If students retake the subjects and the time-table is conflicting with those subjects taken for the first time, (and provided they have met attendance requirements before for the retaken subjects), they may apply for 'waiver of class attendance' for the retaken subjects at the DAMIA within the assigned period. However students should consult their lecturers concerned to arrange assignment submission and continuous assessment.
13. Students should request in writing, together with valid proof, for other cases applying for 'waiver of class attendance'. Such applications are subject to approval by the schools. Students whose applications have been approved should also consult their lecturers concerned to arrange assignment submission and continuous assessment as mentioned in point no. 12.
14. For students who did not approach the DAMIA within the announced period for subjects add/drop, the enrolled subjects will be shown on the academic report.
15. Registered day-time students are not allowed to enrol in subjects being offered in the evening classes or other majors, unless they have previously been authorized by the School concerned.
16. Registered part-time students should proceed with enrolment according to their own need.
17. **For students of the School of Business**: Students must pay attention to the enrolment form. If there is not any information indicated in the 'class' column, this is because the number of students enrolling in that class has exceeded the class size (seats will be allocated first to students taking the subject for the first time). If students wish to enrol in that particular subject, they should first register at the DAMIA and will be placed on a waiting list for seat assignment, subject to availability and subject to the sequence of registration.
18. Student insurance: In order to insure every Higher Diploma / Bachelor degree and ACS against possible accident during lectures or other school's activities, MPI each year will buy "group accident insurance" for students. If classmates during lessons / school activities are unfortunately injured, please go to DAMIA during office hours, with documentary evidence of injury (such as doctor paper) to "declare insurance indemnity". Main insurance coverage and clause are as follows:
    - Students possible accidents caused during having a class and school activities;
    - Students unfortunate accidents during school journeys, within one hour from the beginning / end of the trip;
    - Students health damage during the activities that the school organises outside the border of RAEM;
    - Including the legal expenses caused by the above-mentioned accidents;
    - Student accidents when driving a motorbike to / from MPI and while participating in school activities;
    - The coverage age limit for Higher Diploma / Bachelor degree students is 60 years old; for the ACS students it is restricted to 86 years of age.

Deferment of Study

1. Students may defer their studies in the Institute by completing an application form from the Registry and securing the required signatures from the head of the respective academic unit before leaving the Institute. The Institute does not guarantee such students that the degree program will remain constant.
2. Students can apply for deferment of study for not more than 2 semesters at one time. The total approved period of deferment of study cannot accumulate to more than 6 semesters.

Resume Study

Students who have officially withdrawn from the Institute wish to return after an absence of one or more semesters may apply for resumption of study. By submitting a written applications form to Registry. The applicants must meet all the admission requirements prevailing at the time of resumption. Resumption of study is not granted automatically.

Withdrawal

1. Students who are unable to complete a semester because of illness or other emergency may be given permission to withdraw. They must get a "Student Clearance Form" from the Registry (DAMIA), obtain the library acknowledge on the form, and return the completed form together with the student card to DAMIA.
2. Those students who have unofficially withdrawn from the Institute may have to once again submit the admission application form and proceed as other new applicants.
3. If students leave the Institute in the course of study without going through the check-out procedures, a learning status of "Unofficial withdrawal" will be remarked in the student record.

Transcripts and Testimonials

1. An academic transcript is a certification of a student's record of academic performance at the Institute and it shows the student's grades obtained in a program up to the latest final examination taken. Students can apply for transcript after the academic reports have been released.
2. A testimonial is a certification of the student's present registration status with regard to his/her studies at the Institute. Application forms may be obtained from the Registry (DAMIA) or can be downloaded from the MPI homepage. The charge per copy may be found in the Table of Fees. The completed form must be submitted to the DAMIA Office.
3. The Institute reserves the right to withhold an academic transcript or a testimonial from a student who has not paid fees or other monies owing to the Institute, or who has otherwise failed to discharge all obligations towards to the Institute.

Career Education, Information, Advice and Guidance

MPI holds its "Careers Day" each year and invites various industries and organizations to a careers fair to provide information about job vacancies. Events during the "Careers Day" include career talks which are presented by professionals who will cover topics such as techniques and points for attention when applying for jobs. The Student Affairs Office also organizes ad hoc employment activities and posts the updated job opportunities online.

Student Counselling

- Intended to assist our Higher Diploma and Bachelor Degree students
- Providing counselling services to students on an individual basis to assist them in handling problems that occur in their studies and daily life
- Organizing preventive/therapeutic activities so as to enhance students' skills in facing and handling problems
- Visiting non-resident students regularly to strengthen communications with them
- Organizing the "Activity Ambassador Project" to cultivate students' whole person development

Students may call or visit the Student Counsellors' Office for appointments:
Room A119, MPI Main Campus
Tel: (853) 85996139 / 85996141
E-mail: priscillalai@ipm.edu.mo or thomasho@ipm.edu.mo

Student Insurance

Insurance Coverage for MPI Students

In order to ensure that students studying at the Macao Polytechnic Institute are adequately insured during classes, their stay in the Institute's hostel or when participating in school activities, the Institute has purchased 'Group Personal Accident Insurance' on their behalf. Students who suffer an injury during classes, their stay in the Institute's hostel or when participating in school activities, should approach the Welfare and Recreation Department during office hours (within 15 working days) to apply for insurance compensation. Please kindly be reminded that the injured person should present evidence of injury (e.g. document issued by the doctor) with the application. Application forms can be obtained from the Welfare and Recreation Department or can be downloaded from the MPI website (Student's Corner).

Documents required:

- Completed "Fidelidade Insurance" application form;
- ID copy;
- Student ID copy;
- Written medical proof and the original copy of treatment (issued by hospitals or clinics) ;
- The original transcript(s) of any witness(es) to the accident (Providing a witness is highly recommended);
- The original proof of recovery (issued by hospitals or clinics).

The main coverage and clauses included under the 'Group Personal Accident Insurance' are as follows:

- Bodily injuries sustained by students during classes/school activities in Macao;
- Bodily injuries sustained by students during usual travel to and from the school, usual travel means one hour prior to/after the lecture/session time;
- Injuries sustained by students driving motor vehicles to/from classes/school activities in Macao;
- Bodily injuries sustained by students outside Macao while participating in school organized activities (e.g. participating in classes/competitions/exchange programmes/visits) ;
- Bodily injuries sustained by students (School of Health Sciences/School of Physical Education and Sports) while study and participating in competitions. Medical insurance compensation for students of School of Health Sciences/School of Physical Education and Sports is MOP15,000.

- Medical treatment outside of Macao is covered (in emergencies for injuries sustained outside of Macao only)
- Students studying on higher diploma / bachelor degree programmes and in the Seniors Academy are insured;
- The age limit for students studying in the higher diploma / bachelor degree programme is 60 years, whilst that for the Seniors Academy is 86 years.

The main coverage and clauses for students' staying in the Institute's hostel are as follows:

- Bodily injuries sustained by students during their participating in activities / staying in the Institute's hostel;
- Bodily injuries sustained by students during usual travel to and from the Institute's hostel.

The compensation limit:

Death due to accidents	MOP 300,000.00
Permanent disability due to accidents	MOP 300,000.00
Medical fee(per person / per each accident)	MOP8,000.00
Medical fee(per person / per each accident)	MOP 15,000.00 (applicable to students of School of Health Sciences / School of Physical Education and Sports)

The above notice is translated from Chinese into English for guidance only. If there is any discrepancy between the English and Chinese version, the Chinese version shall apply and prevail.

Regulations for the Use of Student Lockers

Eligibility

Registered students of Higher Diploma or Bachelor Degree Programmes in MPI.

Locker Using Period

Starting from the date of locker registration to the end of the study Programme (Students continuing with studying Bachelor Degree Programmes after graduating with a Higher Diploma are required to submit a fresh application for a locker).

Locker Using Registration / Application

1. Students must complete the Locker Using Application within a specific application period (the beginning of each academic year or refer to the 'News for Students' section on the MPI website).
2. Applications can be made via the "Student Information Web (SIWeb)". Login and access the "Student Locker Use Application". A locker number will be randomly drawn. Changes and reapplications are not possible once a locker number has been generated.
3. The registered locker number can be checked by accessing the SIWeb.

Note: Lockers are allocated on a first-come-first-served basis. Each student can only apply once for one locker through their Programme

Use of Locker

Each applicant must read the "Regulations for the Use of Student Lockers" carefully before submitting their application. Any violation of the locker regulations by users may result in termination of the violator's right to use of lockers or to apply for such usage.

1. Students are advised to use padlocks to secure their registered lockers.
2. Students are required to vacate their lockers (including the padlock) and leave the doors unlocked before the end of the Locker Using Period. Any items left in the lockers after the Locker Using Period may be disposed of by the Student Affairs Office.
3. Transferring of lockers to a third person and unauthorized use of either unoccupied or occupied lockers is forbidden. The Institute reserves the right to open and vacate any items left in lockers being used by unauthorized users.
4. The storage of any illegal items or those which would cause a physical danger or a nuisance to the public is strictly prohibited. The Institute reserves the right to open and examine the items in suspected lockers. Students are advised to keep their lockers clean.
5. Graffiti, decorative adhesives or any kinds of stickers, defacement or damage to the lockers is prohibited. Any violation by users may result in the Institute demanding full payment of costs for repairing or replacement of lockers.
6. The Institute is not liable for any loss in relation to damage to property kept inside the lockers.
7. For all requests regarding locker services, students are required to complete a "Locker Service Application Form" and submit this to the Student Affairs Office.
8. In the case of any uncertainties regarding the application for or usage of student lockers, the decision of the Management Board of MPI shall be final.

Lost & Found

All lost items found in the Institute will be collected at the Welfare and Recreation Department (SASR). A Lost and Found Notice will be issued by SASR every year. Should anyone claim the lost items, please come to SASR (Ground Floor left hand side of Multisport Pavilion of MPI). Over the due date, all items that are not claimed will be destroyed or donated.

First Aid Box

Location of First Aid Box

Department	Location	Tel. No.
Central Services Office	1. Reception, Administration Building 2. Security Counter, Wui Chi Building 3. Reception, MPI Multi-Sport Pavilion 4. Reception, Meng Tak Building	85996189 (24 hours Security Hotline)
Student Affairs Office	Room A119, Chi Un Building	85996465
Welfare and Recreation Department	Ground floor left hand side of Multisport Pavilion of MPI	85996220

First Aid Box Contents

Crepe bandage, elastoplasts, triangular bandage, cotton swabs, gauze pad, plastic strip, micropore tape, antiseptic lotion.

In case of emergency, please call 999 for help.

A4. MPI Campus Map

Map of Macao Polytechnic Institute Main Campus (1)

澳 門 理 工 學 院
Instituto Politécnico de Macau
Macao Polytechnic Institute

Map of Macao Polytechnic Institute Main Campus (2)

Remarks

(1) A202a – IPv6 Network Laboratory

(2) A204 – Computer Lab for CSP Students

(3) A216 – Digital Terrestrial Television Research and Testing Centre / CSP Project Lab

(4) A303/A304 – Chinese-Portuguese-English Machine Translation Laboratory

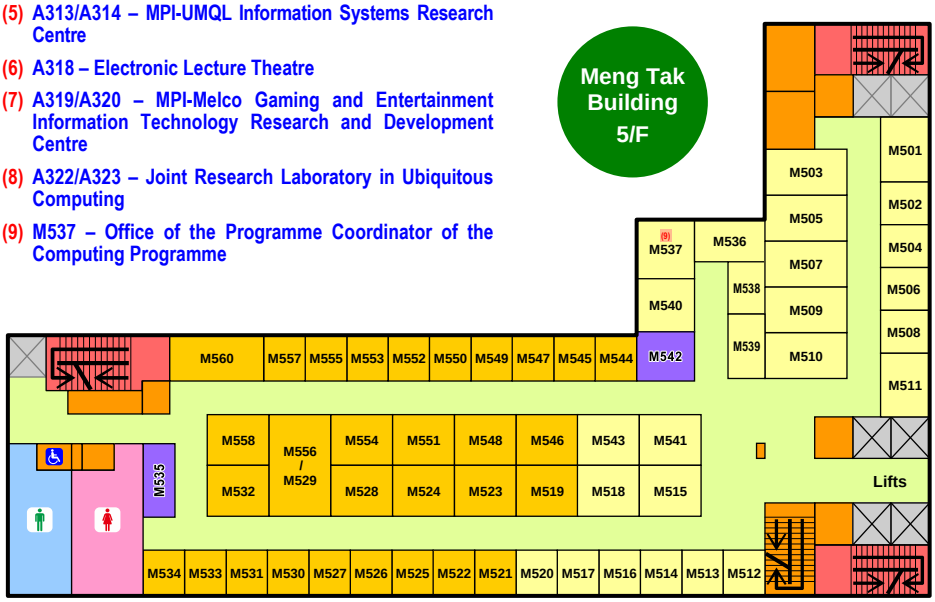
(5) A313/A314 – MPI-UMQL Information Systems Research Centre

(6) A318 – Electronic Lecture Theatre

(7) A319/A320 – MPI-Melco Gaming and Entertainment Information Technology Research and Development Centre

(8) A322/A323 – Joint Research Laboratory in Ubiquitous Computing

(9) M537 – Office of the Programme Coordinator of the Computing Programme



A5. Academic Calendar

Macao Polytechnic Institute

1st Semester, 2017/18

Week	Month	Events		Public Holidays / Students' Recess	
	August 2017				
	Su M T W T F Sa				
	1 2 3 4 5				
	6 7 8 9 10 11 12				
	13 14 15 16 17 18 19	18	(開學禮) Opening Ceremony		
1	20 21 22 23 24 25 26	21	(開課) First Day of Classes (1st Semester)		
2	27 28 29 30 31				
	September 2017				
	Su M T W T F Sa				
	1 2				
3	3 4 5 6 7 8 9				
4	10 11 12 13 14 15 16				
5	17 18 19 20 21 22 23				
6	24 25 26 27 28 29 30				
	October 2017			1	(國慶節) National Day
	Su M T W T F Sa			2	(國慶節翌日)The day following National Day
7	1 2 3 4 5 6 7			3	(國慶節及國慶節翌日後首個工作日) First Working Day After National Day
8	8 9 10 11 12 13 14				
9	15 16 17 18 19 20 21			5	(中秋節翌日) The day following Mid-Autumn Festival
10	22 23 24 25 26 27 28			28	(重陽節) Chung Yeung Festival
11	29 30 31			30	(重陽節後首個工作日) First Working Day After Chung Yeung Festival
	November 2017				
	Su M T W T F Sa				
	1 2 3 4			2	(追思節) All Soul's Day
12	5 6 7 8 9 10 11				
13	12 13 14 15 16 17 18				
14	19 20 21 22 23 24 25	27	(課堂結束) Last day of classes (1st sem.)		
	26 27 28 29 30	28/11-4/12	(複習/補課) Revision/Make-up Classes		
	December 2017				
	Su M T W T F Sa				
	1 2	1-4	(複習/補課) Revision/Make-up Classes		
15	3 4 5 6 7 8 9	5-16	(期末考試) Final Examinations (1st Sem.)	8	(聖母無原罪瞻禮) Immaculate Conception
	10 11 12 13 14 15 16			17-31	(聖誕及新年假期) Christmas / New Year Recess
	17 18 19 20 21 22 23				
	24 25 26 27 28 29 30				
	31				

Macao Polytechnic Institute

2nd Semester, 2017/18

Week	Month							Events		Public Holidays / Students' Recess	
	January 2018										
	Su	M	T	W	T	F	Sa				
		1	2	3	4	5	6	3	(期末考成績公佈) Final Grades Announced	1	(元旦) New Year Day
1	7	8	9	10	11	12	13	8	(開課) First Day of Classes (2nd Semester)		
2	14	15	16	17	18	19	20	4-5	(補考申請) Application for Re-sit Exam		
3	21	22	23	24	25	26	27	10-16	(補考期) Re-sit Examinations		
4	28	29	30	31				25	(補考成績公佈) Re-sit Exam Grades Announced		
	February 2018										
	Su	M	T	W	T	F	Sa				
					1	2	3				
5	4	5	6	7	8	9	10				
	11	12	13	14	15	16	17			15-25	(春節假期) Lunar New Year Recess
	18	19	20	21	22	23	24				
6	25	26	27	28							
	March 2018										
	Su	M	T	W	T	F	Sa				
					1	2	3				
7	4	5	6	7	8	9	10				
8	11	12	13	14	15	16	17				
9	18	19	20	21	22	23	24				
10	25	26	27	28	29	30	31			30	(耶穌受難日) Good Friday
										31	(復活節前日) Holy Saturday/Easter Eve
	April 2018										
	Su	M	T	W	T	F	Sa				
11	1	2	3	4	5	6	7			2	(復活節前日之後首個工作日) First Working Day After Easter Eve
12	8	9	10	11	12	13	14				
13	15	16	17	18	19	20	21			5	(清明節) Ching Ming Festival
14	22	23	24	25	26	27	28	25	(課堂結束) Last Day of Classes (2nd Sem)		
	29	30						26-28	(複習/補課) Revision/Make-up Classes		
								30/4-11/5	(期末考試) Final Examinations (2nd Sem.)		
	May 2018										
	Su	M	T	W	T	F	Sa				
			1	2	3	4	5	2-11	(期末考試) Final Examinations (2nd Sem.)	1	(勞動節) Labour's Day
	6	7	8	9	10	11	12				
	13	14	15	16	17	18	19	22	(期末考試成績公佈) Final Grades Announced		
	20	21	22	23	24	25	26	23-24	(補考申請) Application for Re-sit Exam	22	(佛誕節) Buddha's Birthday
	27	28	29	30	31			28/5-2/6	(補考期) Re-sit Examinations		
	June 2018										
	Su	M	T	W	T	F	Sa				
						1	2	1-2	(補考期) Re-sit Examinations		
	3	4	5	6	7	8	9	9	(補考成績公佈) Re-sit Exam Grades Announced		
	10	11	12	13	14	15	16				
	17	18	19	20	21	22	23			18	(端午節) Tuen Ng Festival
	24	25	26	27	28	29	30				

A6. Class Timetables

Computing Program, School of Public Administration
1st Semester of Academic Year 2017/2018

Year 1, Class A

Weekday / Hour	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
09:00 - 09:30						
09:30 - 10:00						
10:00 - 10:30		MATH111-11121 Essential Comp. Math. A317 (Edmund Yung)		MBUS100-11121 Intro. to Business A312 (Zachary Chui)	MATH111-11121 Essential Comp. Math. A317 (Edmund Yung)	
10:30 - 11:00						
11:00 - 11:30	MENG111-11121 English I A311 (Ines Lau)					
11:30 - 12:00		COMP111-11121 Intro. to Computing A317 (Dr. Yip)			COMP112-11121 Programming I A205 (Ke Wei)	
12:00 - 12:30						
12:30 - 13:00						
13:00 - 13:30						
14:30 - 15:00	COMP113-11121 Web Technologies A203 (Wilson Ho)	COMP112-11121 Programming I A205 (Ke Wei)		COMP111-11121 Intro. to Computing A203 (Dr. Yip)	MENG111-11121 English I A301 (Ines Lau)	
15:00 - 15:30						
15:30 - 16:00						
16:00 - 16:30						
16:30 - 17:00	COMP113-11121 Web Technologies A203 (Herman Lam)					
17:00 - 17:30						

Year 1, Class B

Weekday / Hour	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
09:00 - 09:30						
09:30 - 10:00					COMP112-11221 Programming I A205 (Ke Wei)	
10:00 - 10:30				COMP113-11221 Web Technologies A206 (Wilson Ho)		
10:30 - 11:00						
11:00 - 11:30		MENG111-11221 English I A301 (Ines Lau)			MENG111-11221 English I A301 (Ines Lau)	
11:30 - 12:00	MATH111-11221 Essential Comp. Math. A312 (Edmund Yung)					
12:00 - 12:30				COMP113-11221 Web Technologies A206 (Herman Lam)		
12:30 - 13:00						
13:00 - 14:30						
14:30 - 15:00	COMP111-11221 Intro. to Computing A309 (Dr. Yip)	COMP111-11221 Intro. to Computing A203 (Dr. Yip)		MBUS100-11221 Intro. to Business A301 (Zachary Chui)	MATH111-11221 Essential Comp. Math. A309 (Edmund Yung)	
15:00 - 15:30						
15:30 - 16:00						
16:00 - 16:30		COMP112-11221 Programming I A205 (Ke Wei)				
16:30 - 17:00						
17:00 - 17:30						