

**THE HONG KONG UNIVERSITY OF SCIENCE & TECHNOLOGY  
SCHOOL OF BUSINESS AND MANAGEMENT**

**1<sup>st</sup> SBM UG Student Representative Meeting 2018/19**

**Confirmed Minutes**

Date and time of meeting:	Oct 3, 2018, 7:00pm – 8:00pm
Minutes Prepared by:	Frankie Man
Attendance of SBM UG Programs Office:	Anirban Mukhopadhyay, Emily Nason, Ka Yee Lee, Frankie Man
CUP Faculty Members	-
Attendance of UG Student Representatives:	Caroline Eleonora, Christine Poon, Wan-Yun Chou, Margaret Yau, Rex Yeung, Anna Moon, Tiffany Chan, Winnie Lam, Dennis Lam, Ivan Yeung, Justin Cheung, Gracia Yap, Taylor Choi, Laura Cheung, Benny Hui, Sunny Chan, Victor Wong, Isabella Zhou
Absence with Apologies:	Samantha Steptoe, Rennie Jiang, Jason Ng

**1. Confirmation of Minutes**

As no further comment was received, the minutes of the 2017/18 4<sup>th</sup> Meeting held on May 14, 2018 was confirmed.

**2. Information Items**

2a. Membership of Student Representative Committee for Fall 2018-19

The Chair welcomed all continuing and new Student Representative Committee members. Committee members took turns to introduce themselves at the beginning of the meeting.

The Chair presented an overview of the Committee and mentioned that the Committee met twice per semester. Memberships were staggered to ensure continuity. Student representatives could form sub-committees or working groups to follow up on issues, propose suggestions for actions and relay the discussions with the School to the students that they represented.

2b. Major Selection Information Week & Timeline in Fall 2018

Information week would be held from Nov 6 to 8, 2018. There would be information sessions in LTJ and LSKG012 starting from 6:00 pm, as well as mingling sessions conducted by different SBM programs during the period. The information was available on the UG website.

2c. New Policy on Computing Cumulative Grade Averages (CGAs) for Graduation and Honors Classification

The University adopted a new policy on CGA computation and honors classification starting from 2018/19 intake:

- Classification of graduation honor would be based on Major CGA (MCGA) and Overall CGA (OCGA).
- Weighting of all courses taken would be the same.
- There would be no surplus course exclusion.

- All failed course grades would be included in the calculation of OCGA and could not be replaced by a passing grade.

## 2d 2018-19 Admission Updates

Prof. Emily Nason briefly went over the admission statistics in 2018/19. 908 students were admitted to SBM, including WBB program. For UGC-funded programs, 10% of intake could be International, while the other 10% intake would be from mainland China and Taiwan.

In this year's intake, Indian students were the largest international student group. To take advantage of the diversity, Prof. Emily Nason encouraged students to interact with international students, including those from WBB & exchange-in.

## **3. Discussion Items**

### 3a Year of Study after Study Leave

There has been inconsistency across programs in assigning year of study to students who took study leave and resumed study upon return as currently, departments had their own discretion to determine students' year of study of the re-joining term when they applied for leave.

It was therefore proposed that a student's rejoining term after study leave would be numbered as indicated in the below tables depending on when (i.e. Fall or Spring) the student resumed study, regardless of the length of leave:

<b>Students Rejoining Term after Study Leave in <u>Spring</u></b>	<b>Year of Study</b>
1 <sup>st</sup> Term or 2 <sup>nd</sup> Term	Year 1
3 <sup>rd</sup> Term or 4 <sup>th</sup> Term	Year 2
5 <sup>th</sup> Term or 6 <sup>th</sup> Term	Year 3
7 <sup>th</sup> Term or 8 <sup>th</sup> Term	Year 4

<b>Students Rejoining Term after Study Leave in <u>Fall</u></b>	<b>Year of Study</b>
1 <sup>st</sup> Term	Year 1
2 <sup>nd</sup> Term or 3 <sup>rd</sup> Term	Year 2
4 <sup>th</sup> Term or 5 <sup>th</sup> Term	Year 3
6 <sup>th</sup> Term or 7 <sup>th</sup> Term or 8 <sup>th</sup> Term	Year 4

In the 2<sup>nd</sup> table, when the student resumes study in Fall which is his/her even-numbered term, i.e. 2<sup>nd</sup>, 4<sup>th</sup> or 6<sup>th</sup> Term, he/she must be advanced to the next year of study, i.e. Years 2, 3 & 4 respectively.

A member mentioned that she was one of those students affected by the current practice as her major department confirmed her status as a Year 3 student upon return from leave in Fall 2018 while she was intending to apply for graduation by the end of this academic year. She wondered if her current status would have an impact on her course registration and graduation plan.

To address the concerns raised by one of the members in a different meeting (CUP) regarding the eligibility for scholarships after the students' year of study was advanced, the Secretariat informed the student that the Scholarships and Financial Assistance Office (SFAO) had confirmed that they took into account the number of active terms on campus, not the number of years at UST.

### 3b Catering in Lee Shau Kee Business Building

Most student representatives thought that the food quality of the new LSK caterer was better than the old one. However, they also expressed that some options were always unavailable after 1 pm and they requested the caterer to prepare more food. In addition, some food items were too expensive

at around HK\$65 per set, which was similar to those offered off campus. They suggested that the caterer should offer more food with mid-range price options. A member also suggested that the new canteen should be opened in the evening as there were classes at night. Members were told that Pacific Coffee would be moved to the lobby area where the Security Office currently was located with nicer seats in the future.

*[Post-meeting note: All feedback on the new catering services in LSK was forwarded to Campus Service Office (CSO) for information and necessary follow-up actions.]*

### 3c/3d Follow-up on Last Meeting: Name Tag for Members and Online Platform for Student Feedback & Formation of Sub-committee for Issues Concerned

The objective of the name tag was to allow members to be recognized at UG events such as UG Get-Together so as to increase the Committee's awareness among SBM students. To follow up, a sub-committee was formed:

#### Sub-committee - Name Tag for Members

Wan-Yun Chou  
Anna Moon  
Rex Yeung  
Ziquan Zhou

As for the online platform, the Secretariat proposed establishing an ITSC project account to manage a platform available in UST, like Qualtrics, Canvas etc to make sure that data privacy would not be compromised. Some students asked if the platform could be integrated into "USThing". To follow up on this issue, a sub-committee was formed:

#### Sub-committee - Online Platform for Student Feedback

Dennis Lam  
Gracia Yap  
Caroline Eleonora

*[Post-meeting note: The 1st meetings of the above two sub-committees were held on October 29 together with UG staff and subsequently the two sub-committees discussed further separately. The name tags were expected to be ready at the next meeting while there would be a proposal circulated for discussion regarding the Online Platform for Student Feedback.]*

## **4. A.O.B.**

The Chair recapped what the Student Representative Committee had done in 2017-18 and hoped that the new Committee would also be actively involved. Prof. Emily Nason encouraged new and returning members to take an active role in sharing students' key issues with all members.

Student representatives talked about the transportation to UST and felt that it was worse than last year. More students used the University's shuttle bus service, but due to the demand during peak hours, it was not possible for them to get on the bus and arrive at campus on time to catch the early morning classes. It was also inconvenient for those who lived in Hong Kong Adventist College (HKAC) and had to commute from there to UST. Members were reassured that transportation was always the University's top priority issue.

The Chair suggested launching discussion topics on Canvas if any representatives would like to discuss certain topics with other members and emphasized that even small things could make a difference.

*[Post-meeting note: Comments on University transportation were forwarded to CSO for information.]*

## **5. Next Meeting**

The next meeting will be held in early December. Exact date will be confirmed.

The meeting adjourned at 8:03 pm.

November 28, 2018