



**Faculty of Engineering
The Chinese University of Hong Kong**

**Prof. FU Chi-Wing, Philip
Associate Dean (Student Affairs)**

13 August 2024

Presentation Outline

-Welcome Remarks

-Brief Introduction to the Faculty of Engineering

Prof. Philip Fu, Associate Dean of Engineering (Student Affairs)

- Academic Advising for Year 1 Students

Prof. Philip Fu, Associate Dean of Engineering (Student Affairs)

- Academic Honesty

Prof. Philip Fu, Chair of Faculty Disciplinary Committee

My slides will be available on the Faculty of Engineering website:

<https://www.erg.cuhk.edu.hk/erg/AcademicAdvising>

Welcome to CUHK Engineering! Congratulation!



Welcome to CUHK Engineering!

An aerial photograph of the CUHK Engineering campus. The image shows several large, modern buildings with glass facades and green roofs, surrounded by lush green trees. The buildings are arranged in a cluster, with some featuring colorful glass panels in shades of blue, green, and orange. The overall scene is bright and clear, suggesting a sunny day.

Ho Sin-Hang
Engineering
Building (**SHB**)
何善衡工程學大樓

William M.W. Mong
Engineering
Building
(**ERB**), *not* (**MMW**)
蒙民偉工程學大樓

CUHK Engineering

Six Academic Departments

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



CUHK Engineering (Undergraduate Programmes)

Ten Degree Programmes

- Artificial Intelligence: Systems and Technologies (AIST)
- Biomedical Engineering (BMEG)
- Computer Engineering (CENG)
- Computer Science (CSCI)
- Electronic Engineering (ELEG)
- Energy and Environmental Engineering (EEEN)
- Financial Technology (FTEC)
- Information Engineering (IERG)
- Mechanical & Automation Engineering (MAEG)
- Systems Engineering & Engineering Management (SEEM)

Five Interdisciplinary Programmes

- Aerospace Science and Earth Informatics & X Double Major Programme (ASEI)
- Computational Data Science (CDAS)
- Interdisciplinary Data Analytics & X Double Major Programme (INDA)
- Learning Design and Technology (LDTE)
- Mathematics and Information Engineering (MIEG)

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香港中文大學
The Chinese University of Hong Kong



Part 2: Academic Advising for First-Year Students



Faculty of Engineering
Prof. Philip Fu
Associate Dean (Student Affairs)



Academic Advising

2.1) Regulations & Academic Advising

2.2) Six additional topics:

- Financial Aids (P.21)
- Mental Health Support (P.22)
- Special Education Needs (P.24)
- Anti-Deception (P.25)
- Anti-Drug (P.29)
- Anti-Sexual-Harassment (P.32)

2.3) Other learning experience

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The need ...

- Study and life in the university **differ** in many ways from those in your secondary schools
- Study planning, scheduling, time management, extracurricular activities, financial assistance, hostel life, exchange, internship, research opportunity, career planning, ...

Still, you should STUDY HARD



Important Academic Regulations



- **Academic Probation**

(10.0 of student handbook)

- A student shall be put on **first academic probation** if s/he has obtained **a grade point average (GPA) below 1.5** in the preceding term, unless s/he is required to discontinue his/her studies.
- A student shall be put on **extended probation** if s/he **failed to “LIFT” the first academic probation** in the preceding term unless s/he is required to discontinue his/her studies.
- A student shall take
 - **a maximum of 12 units per term** during **first probation**, and
 - **a maximum of 9 units per term** during **extended probation**.

Important Academic Regulations

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

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

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

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

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

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

Important Academic Regulations

- **Discontinuation of Studies** (10.0 of student handbook)
 - (e) after two attempts, s/he still fails to meet the minimum grade required for specified courses or pass the relevant examinations (if any) as prescribed by his/her Major Programme; or
 - (f) fails to fulfill all requirements for graduation within the years specified in University Regulations.

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

Please read the undergraduate student handbook:
http://rgsntl.rgs.cuhk.edu.hk/aqs_prd_applx/

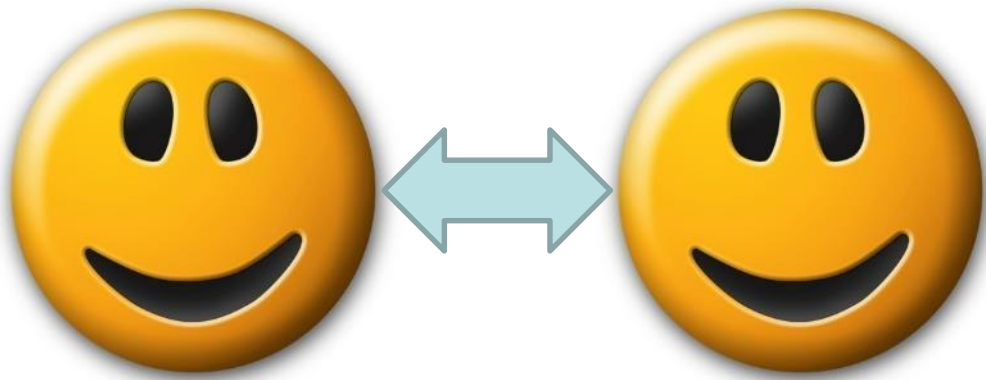


Level-1 Academic Advisors

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

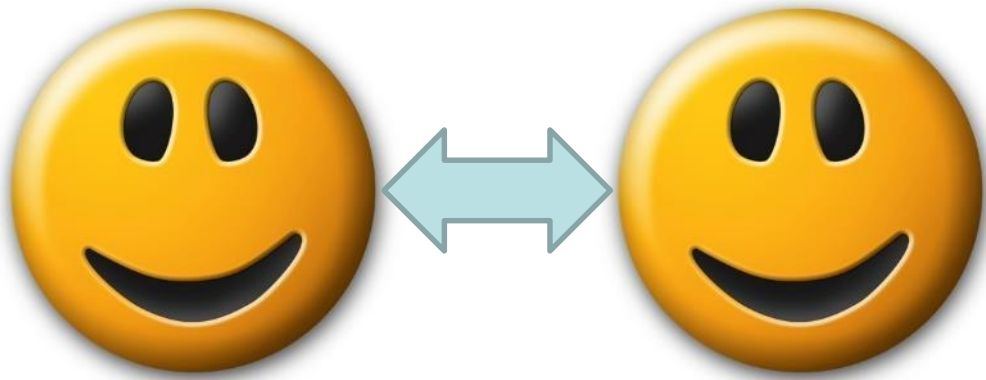


- Advisor's role:
 - **Providing advice and assistance** on academic development, study planning, life adjustment
 - **Referring students to other supporting units** in the university for assistance
 - **Collecting students' feedback** to improve curriculum, teaching and learning



- **1st encounter**
 - Your Level-1 advisor will meet you at least once per term
- **Individual meetings at any time initiated by students are welcome**

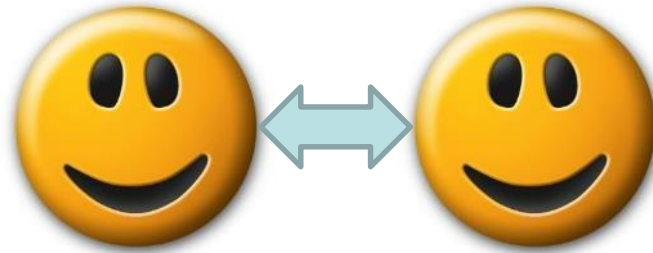
Advisor- Advisee Interaction



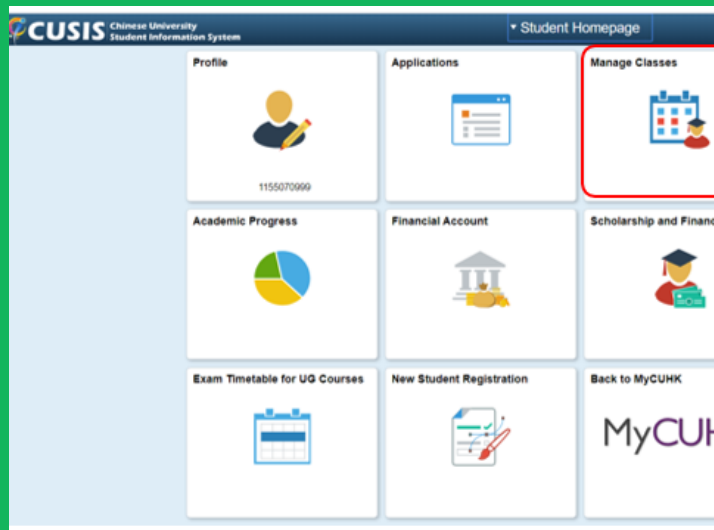
- **Don't default the appointment with your academic advisor.**
- **They are ready to listen to you and get to know you more!**

Advisor- Advisee Interaction

Connecting to your advisors



- You can find who is your Level-1 advisor on **CUSIS** (Chinese University Student Information System)
- Your advisor's office location, telephone number and email address can be found from the faculty of engineering website
- Come to your Major Department whenever you need help



Level-2 Academic Advisors

- **In case your academic performance is unsatisfactory, you will be prescribed to meet with a Level-2 Academic Advisor**
- **Major Departments will inform students the exact arrangements**

Time Management

- **Don't over-estimate yourself**
- **Balance between “studies” and “student activities”**

Treasure this opportunity!

Make an effort to study!

Academic Advising (Part 2)

2.1) Regulations & Academic Advising

2.2) Six additional topics:

- Financial Aids
- Mental Health Support
- Special Education Needs
- Anti-Deception
- Anti-Drug
- Anti-Sexual-Harassment

2.3) Other learning experience

Purposes:
(1) Your awareness!
(2) Check out the slides when needed!

My slides will be available on the Faculty of Engineering website:

<https://www.erg.cuhk.edu.hk/erg/AcademicAdvising>

(1) Financial Aids

Local Students

- **University Bursaries and Loans** are available to supplement the Tertiary Student Finance Scheme (TSFS) provided by the Government

Non-local Students

- Approach the **Scholarships and Financial Aid Section** to discuss your needs when having financial difficulties



<https://admission.cuhk.edu.hk/aid/university.html>

(OAFA – Office of Admission and Financial Aid)

(2) Mental Health Support

Wellness And Counselling Centre (WACC) provides a range of FREE mental health support services and resources for students (under Office of Student Affairs (**OSA**))
心理健康及輔導中心 致力為學生提供一系列免費的心理健康支援服務及資源

(1) Mental Health Screening for New Students
新生心理健康測試

- Level of comprehensive well-being 身心靈健康程度
 - Depressive & anxiety symptoms 抑鬱及焦慮徵狀
- ⇒ Personalized feedback 針對個人需要的反饋



Online Booking Service for Initial Assessment is Available
設有網上預約初步評估服務

(3) Psychological Counselling Service
心理輔導服務

- Serves full-time undergraduate and postgraduate students 服務全日制本科生及研究生
- Professional team of counsellors with training in clinical psychology, social work and/or counselling 具有臨床心理學、社會工作及/或輔導訓練背景的專業輔導員提供服務

(2) One-stop online mental health information platform
一站式心理健康資訊平台



- Mental health training courses & activities 心理健康課程及活動
- Easy access to online self-help resources on mental health 網上自助心理健康資源



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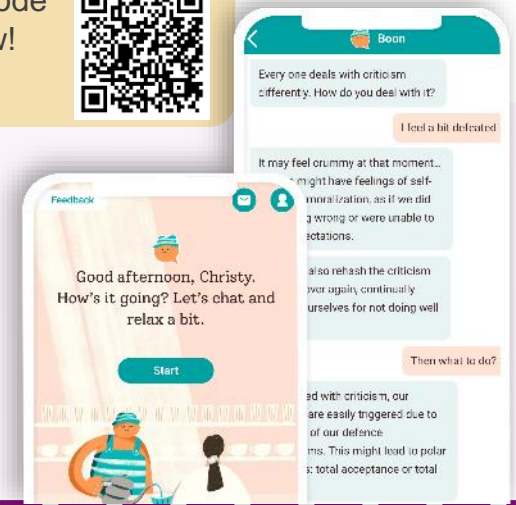
學生事務處心理健康及輔導中心
Wellness and Counselling Centre
Office of Student Affairs

(2) Mental Health Support

(4) WACC x TourHeart+ — Online Mental Health Self-support Platform 心導遊+計劃

- WACC in partnership with Jockey Club TourHeart+ Project 心理健康及輔導中心與賽馬會心導遊+計劃合作
- Offer tailored support levels based on mental health needs 按程度和需要，提供不同強度的心理健康支援
- Enhance self-care skills to improve mental health 加強自我照顧技巧，提升心理健康
- Prevent and relieve symptoms of depression and anxiety 預防及紓緩抑鬱和焦慮症狀

Scan the QR code
Register Now!
立即登記!



(5) 24-Hour Emotional Support Hotline 24小時情緒支援熱線

- Operated by trained counsellors from Christian Family Service Centre 此服務由基督教家庭服務中心專業輔導員接聽
- Offers telephone counselling and crisis interventions 提供即時情緒支援及危機處理



Wellness And Counselling
Centre (WACC)

<https://wacc.osa.cuhk.edu.hk/>



香港中文大學
CUHK

學生事務處心理健康及輔導中心
Wellness and Counselling Centre
Office of Student Affairs

(3) SEN Service

SEN (Special Educational Needs) Service coordinates with various university units to facilitate the learning and campus life adjustment of students with SEN. **特殊教育需要服務** 與大學各部門協調以支援有特殊教育需要的學生，幫助他們適應學習和校園生活。



- Learning support 學習支援
- Special exam arrangements 考試調適
- Counselling service 心理輔導
- Employment preparation 就業輔導

REFER STUDENTS TO REGISTER WITH SENS!

轉介有需要的學生登記
特殊教育需要服務



Learn more about SENS
歡迎瀏覽



- Campus accessible facilities 校園無障礙設施
- Rehabus service 校內復康巴士服務
- Loan of learning equipment/aids 輔助學習器材



- Staff training 教職員培訓
- Inclusive experiential activities 共融體驗活動
- Peer support network - 'uShiners'
uShine 特殊教育需要服務隊



Upcoming activities for
students with SEN
為有特殊教育需要學生
而設的活動

Online Registration Form (self-report):
<https://cloud.itsc.cuhk.edu.hk/webform/view.php?id=13667823>

Useful Links:
<https://www2.osa.cuhk.edu.hk/sens/en-GB/useful-references/useful-links>



(4) Anti-Deception

- Rapid increase of 'Telephone Deception' scam cases territory-wise in recent years
- Number of CUHK students (also other universities) falling prey as victims & amount of losses saw upsurge in recent years
- Putonghua speaking people targeted as potential victims

(4) Anti-Deception

「三不！」 (3 Don'ts)

不聽! Don't answer the call!

不信! Don't believe!

不轉帳! Don't remit money!

* Phone calls from Strangers

* Pretend to telecom & bank staff / fake SMS links

Don't share your username + password (bank account)



(4) Anti-Deception

三「求」(3 Dos)

求助 Look for assistance

求教 Look for advice

求救命 Look for help



(4) Anti-Deception



Anti-Deception
Coordination Centre
<https://www.adcc.gov.hk/en-hk/home.html>



Scameter
<https://cyberdefender.hk/en-us/>



了解诈骗手法与防骗 知识小问卷

[Switch account](#)

Not shared



* Indicates required question



ADCC
Anti-Deception Coordination Centre
反詐騙協調中心

此问卷乃香港警务处反诈骗协调中心出品，并与各大专院校合作发放。问卷中的图片与视频包含当下电话诈骗、投资诈骗、购物诈骗、情缘诈骗、求职诈骗的手法，并且会告诉同学如何防范，以期提高

(5) Anti-Drug

#1: Live positively and stay away from drugs

Healthy lifestyle, such as engaging in sports, dancing, music, arts and voluntary work, can reduce stress and improve mood.

You will discover that life is beautiful and the world is wide and interesting if you are willing to explore them. A happy life is very simple. You don't need drugs.

Remember: "Say NO to Drugs"!



(5) Anti-Drug

#2: Three refusal skills

Simply say NO,

“Drugs are addictive. No, thanks!”

Say NO by making an excuse,

“Got to meet up with my friends, bye!”

Say NO by giving a counter-suggestion,

“Drugs are harmful. Why don't we work out together instead?”



- **Five ways to Say No to drugs**
https://youtu.be/0loEVB_qTD8
- **Facebook page 「唔Take嘢」**
<https://www.facebook.com/narcotics.divisionhk>

(5) Anti-Drug

#3: Seek Help



**I want to seek help
for my drug problems...**



Anti-drug Telephone Enquiry Service

186 186

and

Anti-drug Instant Messaging
Enquiry Service
WhatsApp/WeChat

98 186 186

Professional social workers answer
your enquiries.
All information will be **kept strictly
confidential!**

(5) Anti-Drug

#4: Useful Resources

Website on anti-drug education on cannabis

https://www.nd.gov.hk/en/cannabis_is_a_drug.html



Centre for Drug Counselling (Operated by Hong Kong Caritas Lok Heep Club)

https://www.swd.gov.hk/storage/asset/section/391/tc/CDCs_20181120c.pdf



Counselling Centres for Psychotropic Substance Abusers

https://www.swd.gov.hk/storage/asset/section/390/en/CCPSAs_15092023e.pdf



(6) Anti-Sexual-Harassment

The University is committed to equal opportunities and will not tolerate any form of harassment and discrimination.

Panel Against Discrimination and Sexual Harassment:

- to deal with enquiries and complaints of discrimination and sexual harassment
- to offer assistance, including counselling, to the individuals concerned in the subsequent conciliation or investigation processes

(6) Anti-Sexual-Harassment



WHAT TO DO WHEN YOU FACE
Sexual Harassment ?

Either **victims** or **bystanders** can



Voice out

Make clear to the harasser that
the behavior is **NOT ACCEPTABLE**



**Keep
Record**

The information will be helpful
when you want to take action
at a later stage



Seek help

Hotline: 39438716

Email: padsh@cuhk.edu.hk

For more information
cadsh.cuhk.edu.hk



**Committee Against Discrimination
and Sexual Harassment**

<https://cadsh.cuhk.edu.hk/en-gb/>

Academic Advising (Part 3)

2.1) Regulations & Academic Advising

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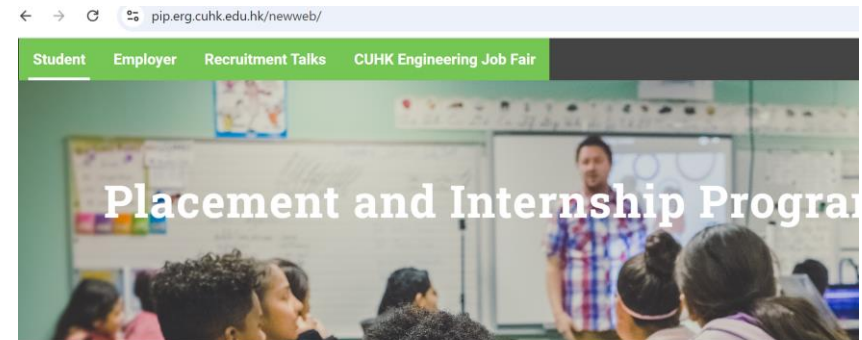
<https://www.erg.cuhk.edu.hk/erg/AcademicAdvising>

(1) Placement and Internship Programme (PIP)

- Full-year Work Study
(penultimate-year students)
- Details could be found at:



<https://pip.erg.cuhk.edu.hk/>



The Placement and Internship Programme (PIP) is initiated by the Faculty of Engineering, The Chinese University of Hong Kong, connecting engineering students to job opportunities and resources in order to foster their future career development. The programme provides a wealth of support to help students receive the latest job market information and updates by organizing career

(2) Student Exchange

- Opportunities at University / Faculty / College level
- Details could be found at: <http://www.cuhk.edu.hk/oal/>
 - Term time Exchange
 - Summer Exchange
 - Short-term Study Aboard



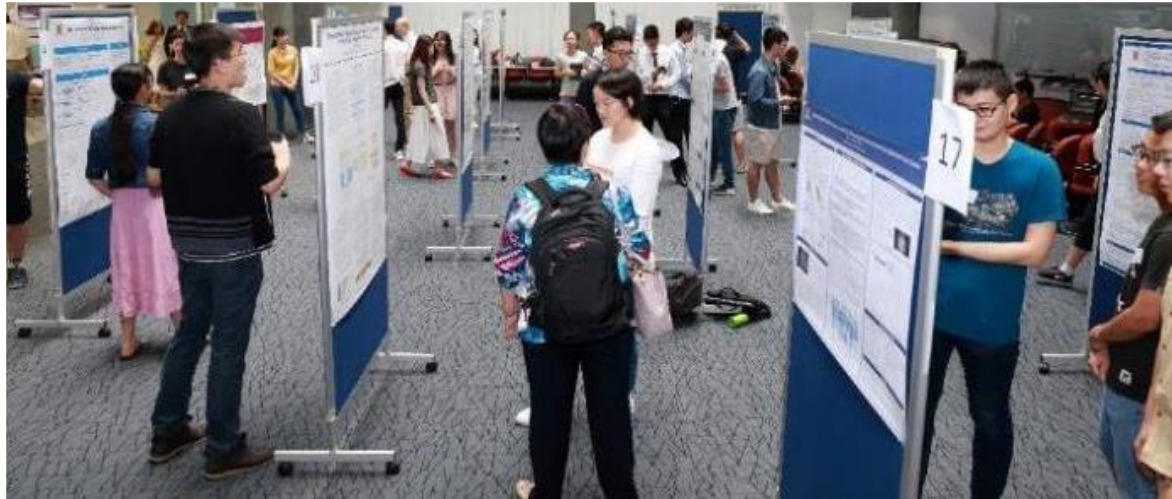
(2) Student Exchange (Summer)

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



GLOBEX Summer Program

(3) Undergraduate Summer Research Internship



(4) Student Participation in International & Local Competitions



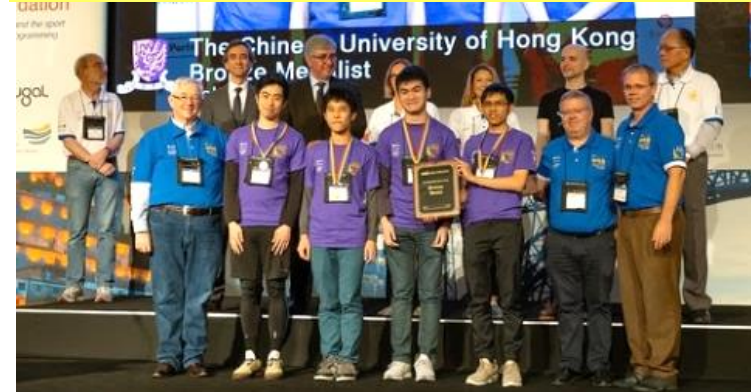
Robocon
(Robotics)



iGEM Competition
(Biology, Medical &
Computation)



International Collegiate Programming
Contest (Programming)



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- **Academic Honesty**

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The Chinese University of Hong Kong



Part 3: Academic Honesty



Please treat it seriously!!!

Faculty of Engineering

Prof. Philip Fu

Chair, Faculty Disciplinary Committee



Why *Academic Honesty*?

- University trains intellectuals and promotes creativity, therefore **CUHK will not tolerate**
 - **Plagiarism** (e.g., "copying") assignments or course works
 - **Cheating and/or misbehaving** in tests and exams
 - **Using fake document**, e.g., medical certificate, transcript

- What is *plagiarism*?
 - "an attempt to pass off someone's work as his/her own"
E.g., creative ideas, **report, course work, writing** or **computer program** of others (or even your own previous works, i.e. self-plagiarism), as your own

General Principles

1. Do not look at solutions that are not your own
2. Do not share your solution with others without the consent of your course teacher
3. Keep your own work, your own computer secure
4. Give proper acknowledgement to any form of help you received

Bottom Line: Discussion of ideas are encouraged, but each of you (student) must **work out your own submission** and **give credits where they are due**

Common mistake #1 – Direct Copying

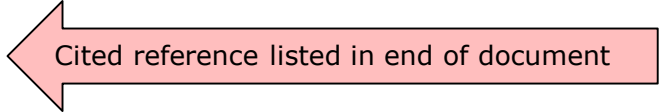
Assignments, Laboratory and Project reports

- ❑ Professors and tutors perform routine spot checks
- ❑ DO NOT copy classmate's assignment solution or computer program lines – *tell your classmate politely that copying is against CUHK regulation if such request arises **NO Excuse!***
- ❑ DO NOT copy classmate's data
 - Redo experiment or information search if necessary
 - Write your own report even you take the data with your classmates unless it is a group report
- ❑ Discussions between classmates are good, but direct copying of analysis is NOT acceptable
- ❑ If a case of plagiarism is established, ***BOTH PARTIES (source student and copying student) will be penalized***

Three steps: Proper use of source materials

1. Mark relevant text by quotation marks

e.g."To be, or not to be" [1]



Cited reference listed in end of document

2. A reference to the original source

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

3. A bibliography, giving the list of references

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

Example:

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

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

.....

Common mistake #3 – Computer program


Computer programming assignments

```
/*-----*/
/******
/* Copied from my classmate Student A * /
/******
int findLargest(int size, int a[]) {
    int i, tmp = 0;

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

    return(tmp);
}
/*-----*/
```

Direct copying



```
/*-----*/
int findLargest(int size, int a[]) {
    int i, tmp = 0;

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

    return(tmp);
}
/*-----*/
```


Slight structural changes

```
/*-----*/
int findLargest(int size, int a[]) {
    int tmp;
    int i;
    tmp = 0;
    i = 0;
    ++i;
    while (i < size) {
        if (a[i] > a[tmp])
            tmp = i;
        ++i;
    }

    return(tmp);
}
/*-----*/
```

FOR loop → WHILE loop

Change of variable names




```
/*-----*/
int findL(int s, int b[]) {
    int j, tmp1 = 0;

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

    return(tmp1);
}
/*-----*/
```

"a" → "b"

Superficial changes



```
/*-----*/
int findLargest(int size, int a[]) {
    int tmp;
    int i;
    tmp = 0;
    for (i = 1; i < size; ++i)
        if (a[tmp] < a[i])
            tmp = i;

    return(tmp);
}
/*-----*/
```

"(a[i]>a[tmp])" → "a[tmp]<a[i]"

#4: Copying Materials from Third-party Services

A third party includes, but not limited to:

- Online platforms which require login**
- Companies providing tutoring services or essay / dissertation mills**
- Private tutors**
- Past teachers**
- Alumni of the University**
- Relatives and friends of the student concerned**
- Members of CUHK**
- etc., ...**

Examples of Using Third-party Services

- ❑ Knowingly using materials provided by a third party, including **subscription of paid / free online platforms**
- ❑ Obtaining solutions provided by **online platforms or via other people**
- ❑ **Employing** or using services provided by a third party
- ❑ Knowingly using materials obtained by **anyone who has employed or used the services** provided by a third party
- ❑ **Posting** exam / assignment questions on online platforms
- ❑ **Providing services** as a third party
- ❑ Sharing of any materials obtained from the employment or use of services provided by a third party to other students
- ❑ etc., ...

#5: Copying Materials Generated by AI Tools

SHOULD take note when considering the use of AI tools:

- ❑ **Observe the Guidelines set by the University**



https://www.aqs.cuhk.edu.hk/documents/A-guide-for-students_use-of-AI-tools.pdf

- ❑ **Follow strictly the instruction and/or permission given by the course teachers**

Improper/Unauthorized Use of AI Tools

- ❑ Use AI tools in completing assignments/assessments **without prior permission**;
- ❑ Hand in an AI-generated work **as one's own**;
- ❑ Use AI tools **to cheat** in a course;
- ❑ Use AI tools that are **not up to date** and result in the use of outdated and inaccurate resources; and
- ❑ Use AI tools in an **unethical and irresponsible** manner.

Different AI adoption approaches in different courses (including FYP and lab)

- ❑ Approach 1 (by default) – Prohibit all use of AI tools;
- ❑ Approach 2 – Use only with prior permission;
- ❑ Approach 3 – Use only with explicit acknowledgement; and
- ❑ Approach 4 – Use is freely permitted with no acknowledge.

You should study the course outline, assessment scheme and instruction of individual assignments (and consult your course teacher) to ensure that you follow the instruction and permission strictly.

#6 Handling of Cases in the Faculty

- Teachers and tutors will carry out checking on assignments and course works; sometimes using anti-plagiarism software such as **VeriGuide** (which also provides an AI index)
- Teachers/Tutors will collect evidences of suspected cases and report to **Faculty Disciplinary Committee (FDC)**

#6 Handling of Cases in the Faculty

- FDC will interview the student(s) in question, look into case details, and impose the penalty if the case is established
- FDC adopts the penalty scheme formulated by the Senate Committee on Student Discipline (SCSD)

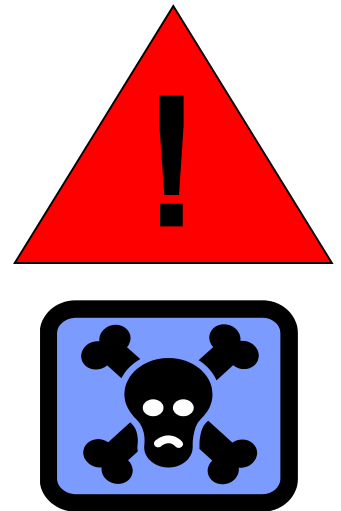
Handling Plagiarism Cases in the Faculty



- Minimum penalty (for first-time offence): one reviewable demerit (may be removed at graduation if no further offence committed, etc.), zero mark for the work concerned and completion of relevant training in academic honesty
- For severe cases (even for first-time offence), the minimum penalty will be a failure grade for the course concerned, **AND** two demerits (of which one will remain in the University's record permanently and one is reviewable)

Handling Plagiarism Cases in the Faculty

- Repeated (e.g. second time) offenders will be given at least two demerits (at least one will be a permanent record) and a failure grade for the whole course.
- Students who have received three demerits may be asked to suspend / discontinue studies



Role of Faculty Disciplinary Committee

- We are not the “Judge” or “Prosecutor”
- We aim to ensure that students appreciate the value of ***academic integrity*** (one of the most valuable aspects of university education)

Important Websites

University Guidelines: Honesty in Academic Work

- http://www.cuhk.edu.hk/policy/academic_honesty/



Procedures for Handling Student Disciplinary Cases (by SCSD)

- https://www.cuhk.edu.hk/governance/senate/documents/scsd-procedures_xen.pdf?20240801

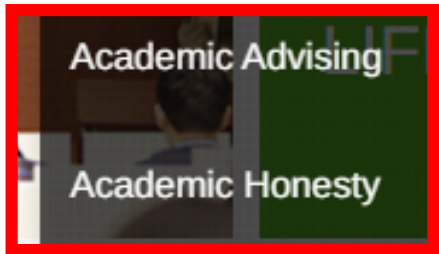




Your First Exercise

Check out the information on Academic Advising & Academic Honesty before the start of the semester

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



The screenshot shows the website's navigation bar with links for ABOUT, EDUCATION, ADMISSIONS, PEOPLE, RESEARCH, and NEWS. Below the navigation bar is a banner area with three main sections: 'Academic Programmes', 'Diverse Learning Experience', and 'Academic Honesty'. A red-bordered box highlights the 'Academic Advising' and 'Academic Honesty' text in the banner. Below the banner is a sidebar menu under the heading 'EDUCATION' with sub-links for DEPARTMENTS, ACADEMIC PROGRAMMES, and TEACHING AND LEARNING. The main content area features a section titled 'Academic Advising for New Students' with a paragraph of text and a 'Useful Information' section containing links to the 'Undergraduate Student Handbook' and 'Guidelines to Academic Honesty (by the Faculty of Engineering)'. A red-bordered box also highlights the 'Academic Advising' and 'Academic Honesty' text in the sidebar menu.

Enjoy Your University Life!

Take home messages:

- (1) Manage your time: plan well & study well
- (2) Observe the Regulations & Academic Advising
- (3) Aware of the available services and information:
 - Financial Aids (P.21)
 - Mental Health Support (P.22)
 - Special Education Needs (P.24)
 - Anti-Deception (P.25)
 - Anti-Drug (P.29)
 - Anti-Sexual-Harassment (P.32)
- (4) Treat Academic Honesty seriously!