



Master of Science in International Banking and Finance Programme

Student Handbook

2023-24

Programme Academic Calendar



ACADEMIC CALENDAR 2023-24

	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Events
AUG 2023			1	2	3	4	5	2: First day for On-line Reporting Days for new UG students (Except students admitted through JUPAS) 9: Publication of Main Round Offer Results 9: First day for On-line Reporting Days for new UG students (For students admitted through JUPAS) 21: Last day for tuition payment - current UG students 22: Registration - new UG students (For Year 2 or 3 students) 23: Registration - new UG students (For Year 1 students) 25: New Student Orientation 29: First day for course add/drop, change of course sections, full/part-time status and study programmes for UG students 29: Last day for submission of UG credit transfer/course exemption applications
SEP 2023						1	2	1: Academic Year 2023-24 starts; TERM 1 CLASSES BEGIN 7: Last day for course add/drop, change of course sections, full/part-time status and study programmes for UG students 7: Last day for late registration for UG students 8, 11: Registration for Service-Learning and Research Scheme 12-15: Registration for Integrated Learning Programme
OCT 2023								16: 1 st Senate Meeting
NOV 2023								16: Congregation (classes suspended)
DEC 2023								4: TERM 1 UG CLASSES END 4: 2 nd Senate Meeting 11-16, 18-22: TERM 1 UG EXAMINATIONS 23: Reserved for exams postponed due to extenuating circumstances
JAN 2024								9: First day for course add/drop, change of course sections, full/part-time status and study programmes for UG students 11: Last day for submission of UG credit transfer/course exemption applications 12: TERM 2 CLASSES BEGIN 18: Last day for course add/drop, change of course sections, full/part-time status and study programmes for UG students 18: Last day for late registration for UG students 19, 22: Registration for Service-Learning and Research Scheme 23-26: Registration for Integrated Learning Programme 29: 3 rd Senate Meeting
FEB 2024								8: Last day for tuition payment for Term 2 for UG students 9-16: Chinese New Year Holidays (students) 21: Sports Day (classes suspended)
MAR 2024								11: 4 th Senate Meeting
APR 2024								22: 5 th Senate Meeting 26: TERM 2 UG CLASSES END
MAY 2024								2-4, 6-11, 13-14: TERM 2 UG EXAMINATIONS 16: Reserved for exams postponed due to extenuating circumstances 27: 6 th Senate Meeting
JUN 2024								
JUL 2024								
AUG 2024								31: Academic Year 2023-24 ends

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1. About Lingnan University

Lingnan University is the liberal arts university in Hong Kong and we have the longest established tradition among the local institutions of higher education. Our history can be dated back to 1888, when our forerunner, the Christian College in China, was founded in Guangzhou, and to 1967, when the institution, as Lingnan College, was re-established in Hong Kong.

It is ranked:

- 1st for International Faculty, Inbound Exchange Students and Outbound Exchange Students (QS Asia University Rankings 2021)
- 2nd for “Quality Education” (THE University Impact Rankings 2023)
- 33rd for “International Faculty” (QS World University Rankings 2022)

Meaning of the Lingnan Logo

The mountain, river, trees and path illustrated in the University logo each symbolise a profound principle:



- The White Cloud Mountain depicts the highest aspiration in life;
- The Pearl River represents the wide dissemination of Lingnan education;
- The lychee trees - with ripe fruit hanging in clusters - represent the commitment to realise the precept "For God, for Country, and for Lingnan";
- The path represents the road to the future by virtue of hard work;
- The panoramic view of the campus in the emblem "*reminds alumni and friends of Lingnan of their loyalty wherever they may be. The red and grey colours of the emblem help nourish the sentiment; they are "blood-red and iron-grey", symbolising loyalty and steadfastness. The red and grey reflect the Lingnan spirit, a spirit inspiring them to lay the foundations for a splendid future forever*"

¹ Lee, Sui-ming. *A Phoenix of South China : The Story of Lingnan (University) College Sun Yat-sen University. Hong Kong: The Commercial Press, 2005.*

1.1 Vision, Mission and Core Values

We offer undergraduate, taught postgraduate and research postgraduate programmes in the areas of Arts, Business and Social Sciences, and our broad curriculum covers an array of general education and interdisciplinary courses to provide students with a firm knowledge foundation across different subjects. We groom students to think critically and creatively, judge independently, care genuinely, and act appropriately and responsibly, and we prepare them to pursue their goals in a rapidly changing environment.

Vision

To excel as a leading Asian liberal arts university with international recognition, distinguished by outstanding teaching, learning, scholarship and community engagement.

Mission

Lingnan University is committed to

- providing quality whole-person education by combining the best of the Chinese and Western liberal arts traditions;
- nurturing students to achieve all-round excellence and imbuing them with its core values; and
- encouraging faculty and students to contribute to society through original research and knowledge transfer.

Motto

Education for service

Core Values

A collegial community of learning and discovery for students and scholar-teachers

Lingnan aims to build a community of learning and discovery with collegial students and scholar-teachers who respect each other, keep an open mind, embrace diversity, appreciate different views, uphold academic freedom and freedom of expression, and accept responsibility for their words and deeds.

Whole-person cultivation and all-round development

Lingnan endeavours to cultivate students' whole-person and all-round growth. It encourages students to pursue independent and critical thinking, creativity and innovation, excellent communication skills including a high level of literacy, social responsibility, personal virtue, cultural accomplishment and a passion for lifelong learning.

Community engagement and social responsibility

Lingnan encourages its members to care for others, to be responsible for their own actions, to serve the local community and beyond, and to make a positive impact for the betterment of humanity.

The Lingnan spirit

The Lingnan spirit, which has flourished since Lingnan's founding in Canton (Guangzhou) in 1888 as Christian College in China, has served over the years to bond all Lingnanians together, and continues to inspire the University today. The Lingnan spirit is marked by passion, loyalty, perseverance, openness to different ideas and cultures, and a readiness to serve.

1.2 Graduate Attributes for Taught Postgraduate (TPg) Programmes

For taught postgraduate programmes, Lingnan graduates are expected to possess the following attributes in terms of knowledge, skills and attitude (https://www.ln.edu.hk/sgs/taught-postgraduate-programmes/graduate_attributes):

Independent and Critical Scholar

LU graduates will possess in-depth discipline specific knowledge as well as a diverse range of professional and scholarship skills.

Advanced Professional Problem-solver

LU graduates will have a deep understanding of discipline knowledge to creatively solve complex problems and provide innovative solutions.

Critical and Creative

LU graduates will be critically analytical and have a creative perspective and outlook in their research areas / professional discipline.

Skilled Communicator

LU graduates will be advanced communicators and be able to articulate clearly and coherently in written, digital and oral forms.

Ethically and Socially Responsible Researcher/Professional

LU graduates will be reflective, ethical and socially responsible in conducting their research / professional practice.

2. Department of Economics

2.1 Host Department

The Department of Economics (<https://www.ln.edu.hk/econ/en/>) is a multi-cultural community of academics dedicated to excellence in teaching and research. The two most recent Research Assessment Exercises have rated Lingnan University's Department of Economics among the top performers in research output in Hong Kong. Its undergraduate teaching takes place in the context of an inter-disciplinary social sciences programme, where students can opt for different discipline majors or interdisciplinary areas of interest. The Department also offers MPhil and PhD degrees, Double PhD degrees in economics, as well as two taught programme master's programmes: the MSc. in International Banking and Finance (MIBF) and MSc. in International Development Economics (MIDE).

3. MIBF Programme

3.1 Background

Launched in 2006, the MIBF Programme is Hong Kong's first and only full-time master programme in this field. Its broad-based and internationally oriented programme curriculum strikes a balance between theoretical concepts and practical skills, covering both local needs and international concerns, preparing students for academic as well as professional advancements.

3.2 Aims and Learning Outcomes

The overriding aim of this programme is to provide a broad-based set of problem-solving skills especially useful for those who are holding or anticipating positions as managers, financial analysts or economists in the banking and finance industry, big multinational corporations, government agencies and international organizations. The MIBF programme is unique in Hong Kong in that its internationally-oriented curriculum covers not only the core areas in banking, finance and economics, but also related topics in accounting, regulations and so on.

On completion of the programme, graduates should be able to:

- Have a strong sense of professional ethics and global citizenship, understand the legal and regulatory environment governing the banking and finance industry;
- Possess the latest theoretical and applied knowledge in international banking and finance such as resources allocation and capital budgeting, moral hazard and agency problem, asset valuation and arbitrage, risk assessment and management, pricing and using of derivatives, financial intermediation, securitization, exchange rate determination and forecast, international monetary arrangement, economic and financial integration;

- Demonstrate good communications and teamwork skills; capable of working effectively as professionals in the banking and finance industry and related government or international organisations;
- Apply critical thinking and problem solving skills to become effective decision makers; and
- Master analytical and quantitative tools as well as key concepts and theories to pursue research degrees in the economics and finance areas;
- Be highly literate in information technology and competent in FinTech with hands-on skills for dealing with practical tasks of Banking and Finance professionals;
- Be well positioned to take advantage of the career opportunities upon graduation and have the long-term perspective for further career planning and development.

3.3 Entrance Requirements

Applicants should possess a recognized good first degree in a relevant field, OR a recognized first degree plus relevant working experience, other acceptable and equivalent qualifications will be considered on a case-by-case basis.

Applicants whose entrance qualification is obtained from an institution where the medium of instruction is not English should fulfill the following minimum English proficiency requirement:

- a band score of 6.5 or above in the International English Language Testing System (IELTS); or
- a minimum score of 550 (paper based test) or 79 (Internet-based test) in the Test of English as a Foreign Language (TOEFL); or
- an equivalent score in a recognised test.

3.4 Mode, Medium of Instruction, Duration, Venue and Fees

This is a one-year full-time, credit-based postgraduate programme, all courses are taught in English. The maximum study period is two years, including any periods of leave of absence. Courses normally would take place in Tuen Mun campus, some may be conducted in the evening or at the weekend. The tuition fees of the whole Programme (30 credits) for the 2023/24 intake are HK\$130,000 for local students and HK\$200,000 for non-local students respectively. Extra tuition fee would be charged by partner institutes for double-master students. Students who attempt more than 30 credits must pay extra tuition fee for the additional credits on a pro rata basis.

4. Programme Structure

Students have to obtain a minimum of 30 credits which consists of 6 core courses (total 18 credits) and 12 credits of elective courses.

4.1 Curriculum

Six Core Courses (three credits each)					
IBF502 Corporate Finance	IBF503 Microeconomics for Global Business	IBF504 International Macroeconomics	IBF505 Investment Theory and Applications	IBF604 Financial Econometrics I	IBF624 FinTech Trends and Challenges
+ Any 12 credits of elective courses					

List of Courses

- IBF502 Corporate Finance
- IBF503 Microeconomics for Global Business
- IBF504 International Macroeconomics
- IBF505 Investment Theory and Applications
- IBF602 Derivatives and Risk Management
- IBF603 Multinational Financial Management
- IBF604 Financial Econometrics I
- IBF605 Business Valuation and Financial Statement Analysis
- IBF606 Financial Institutions on the Chinese Mainland and in Hong Kong
- IBF611 Management of Banks and Financial Institutions
- IBF612 Professional Issues in Banking and Finance (1.5 credits)
- IBF614 Fixed-Income Securities
- IBF615 International Money and Finance
- IBF619 Accounting for Financial Professionals
- IBF621 Behavioral Finance
- IBF622 Paying for the real economy: the theory and financing of international trade
- IBF623 Quantitative Methods for Finance and Economics
- IBF624 Fintech Trend and Challenges
- IBF625 Regional Study of a Financial Center in the East (1.5 credits)
- IBF626 Regional Study of a Financial Center in the West (1.5 credits)
- IBF627 Practical Cases in Banking and Finance (1.5 credits)

IBF628 Big Data and Artificial Intelligence in Finance

IBF629 Selected Seminars in Economics and Finance

In addition to the six Core Courses, usually about 10 Elective Courses are offered in one year.

Some courses may not be offered every year depending on programme planning.

4.2 Curriculum Mapping

Mapping of Courses to Programme Learning Outcomes

Course	Professional Ethics	Global Citizenship	Legal and Regulatory Environment	Theoretical Knowledge	Applied Knowledge	Communication Skills	Teamwork	Critical Thinking & Problem Solving	Academic Background	Information Technology and FinTech	Career Planning and Development
IBF502 Corporate Finance	✓		✓	✓	✓	✓	✓	✓	✓		✓
IBF503 Macroeconomics for Global Business	✓	✓	✓	✓	✓	✓		✓	✓		
IBF504 International Macroeconomics	✓	✓	✓	✓	✓			✓	✓		
IBF505 Investment Theory and Applications	✓	✓	✓	✓	✓	✓	✓	✓	✓		✓
IBF604 Financial Econometrics I	✓			✓	✓	✓	✓	✓	✓	✓	
IBF624 Fintech Trends and Challenges		✓		✓	✓	✓	✓	✓	✓	✓	✓
IBF602 Derivatives and Risk Management	✓		✓	✓	✓	✓	✓	✓	✓		✓
IBF603 Multinational Financial Management	✓	✓	✓	✓	✓	✓	✓	✓	✓		✓

Course	Professional Ethics	Global Citizenship	Legal and Regulatory Environment	Theoretical Knowledge	Applied Knowledge	Communication Skills	Teamwork	Critical Thinking & Problem Solving	Academic Background	Information Technology and FinTech	Career Planning and Development
IBF605 Business Valuation and Financial Statement Analysis	✓	✓	✓	✓	✓	✓	✓	✓	✓		✓
IBF606 Financial Institutions on the Chinese Mainland and in Hong Kong	✓	✓	✓	✓	✓	✓	✓	✓	✓		✓
IBF611 Management of Banks and Financial Institutions	✓	✓	✓	✓	✓	✓	✓	✓	✓		✓
IBF612 Professional Issues in Banking and Finance	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
IBF613 Credit Risk Management	✓		✓	✓	✓	✓	✓	✓	✓		
IBF614 Fixed-Income Securities				✓	✓			✓	✓		✓
IBF615 International Money and Finance		✓		✓	✓	✓	✓	✓	✓		
IBF617 Global Investment	✓	✓	✓	✓	✓	✓	✓	✓	✓		
IBF618 Financial Econometrics II				✓	✓	✓	✓	✓	✓	✓	
IBF619 Accounting for Financial Professionals	✓		✓	✓	✓	✓	✓	✓	✓		

Course	Professional Ethics	Global Citizenship	Legal and Regulatory Environment	Theoretical Knowledge	Applied Knowledge	Communication Skills	Teamwork	Critical Thinking & Problem Solving	Academic Background	Information Technology and FinTech	Career Planning and Development
IBF621 Behavioral Finance	✓			✓	✓	✓	✓	✓	✓		
IBF622 Paying for the real economy : the theory and financing of international trade		✓	✓	✓	✓	✓	✓	✓	✓		
IBF623 Quantitative Methods for Finance and Economics				✓	✓	✓	✓	✓	✓	✓	
IBF625 Regional Study of a Financial Center in the East		✓		✓	✓	✓		✓	✓	✓	✓
IBF626 Regional Study of a Financial Center in the West		✓		✓	✓	✓		✓	✓	✓	✓
IBF627 Practical Cases in Banking and Finance	✓	✓	✓	✓	✓	✓		✓	✓		✓
IBF628 Big Data and Artificial Intelligence in Finance	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓
IBF629 Selected Seminars in Economics and Finance	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

4.3 Guest Lectures

The programme regularly invites eminent scholars and experts from a wide range of organizations and overseas universities to deliver guest lectures on the topics especially related to economics and finance fields.

4.4 Pre-entry Courses

Pre-entry Courses are intensive pre-programme courses for those who sufficient relevant background. Each course consists of lectures and assessments.

IBF001 Basic Economics

IBF005 Mathematics and Statistics

IBF006 Financial Management

IBF007 Basic Accounting

4.5 Non-credit Enhancement Training*

IBF101 Python for Finance

MIBF provides an introductory course of Python for students. Students with or without programming skills are welcome to join this voluntary non-credit short course (about 20 hours).

Bloomberg Terminal

Trainers from the Library and/or Bloomberg demonstrated the use of the Bloomberg Terminal.

Academic Writing Skills

All MIBF students are required to attend the “Academic Writing and Plagiarism” seminar(s) provided by Programme or the School of Graduate Studies.

**Availability of the training varies from year to year, depending on resources and other factors.*

5. Double-Master Programmes

MIBF students have the opportunity to obtain two master’s degrees with one of our double-degree options from the following institutes:

Country	Institute	Master's Degree
France	École Supérieure des Sciences Commerciales d’Angers (ESSCA)	Master of Science in International Finance
Spain	Universitat Autònoma de Barcelona (UAB)	Master in Economic Analysis

United Kingdom	University of Leicester	MSc in Finance /MSc. in Banking and International Finance
Switzerland	Lucerne University of Applied Sciences and Arts (HSLU-W)	Master of Science in Banking and Finance

Inbound and outbound students could transfer up to 50% of required credits from double-master institute to Lingnan. All graduation requirements for MIBF award remain the same. Our partner institutes will conduct all courses for the above double-master programmes in English.

5.1 Master of Science in International Finance (ESSCA)

Founded in 1909, ESSCA is a leading French graduate school of management. It offers highly reputed degree programs in both English and French at various locations in France (Angers, Paris, Aix-en-Provence, Bordeaux, Cholet, Lyon), Hungary (Budapest) and China (Shanghai). ESSCA continues to be part of the 1% of management schools in the world which holds the famous triple crown of the three major international accreditations: AACSB, AMBA and EQUIS. ESSCA is one of the most prestigious post BAC business schools in France, ranked in the top 2 in a survey carried out by L'Etudiant magazine (2021). ESSCA is also the 101st place in the Q.S. 2021 Masters in Management World Rankings, published by Quacquarelli Symonds.

Inbound and outbound students would study their first semester in Lingnan and then three semesters in ESSCA. Please refer to website for detailed programme structure. The tuition fee of ESSCA was €16,225 / year (2022/ 23). For detailed and updated information, please refer to <http://www.essca.fr/>

5.2 Master in Economic Analysis (UAB)

The Universitat Autònoma de Barcelona (UAB) is a comprehensive, dynamic and modern public university founded in 1968. In the Times Higher Education World University Ranking 2022, the UAB ranks 170th in the world and second in Spain. In the Top 50 under 50 Ranking, which classifies the top 50 universities in the world with less than 50 years of history, the UAB ranks 12th worldwide and fifth in Europe.

Inbound and outbound students would complete their first and second semesters in UAB and third semester in Lingnan, and then fourth semester in UAB. Please refer to website for detailed programme structure.

The tuition fee will be charged according to the number of credits taken at Lingnan and UAB respectively. For detailed and updated information, please refer to <http://www.uab.cat>

5.3 MSc in Banking and International Finance / MSc in Finance (University of Leicester)

The University of Leicester was founded as Leicestershire and Rutland University College in 1921 and has established itself as a leading research-led university. The university has consistently ranked among the top 25 universities in the UK by the Times Good University Guide and was named the University of the Year of 2008 by the Times Higher Education. It is ranked 170th in the world and 23rd in the U.K. in the 2021 Times Higher Education (THE) World University Rankings. Inbound students shall first complete a full Leicester degree in MSc in Finance/ MSc. in Banking and International Finance and then study one semester in Lingnan. Outbound students shall first complete a full MIBF degree with an average grade of B or above (equivalent to CGPA 3.0 or above) and then study 8 months in Leicester. The tuition fee for outbound students from Lingnan: 100% fees of MIBF at Lingnan, followed by 60% fees of the MSc. chosen at Leicester; whereas the one for inbound students from Leicester: 100% fees of the MSc. chosen at Leicester, followed by 50% fees of MIBF at Lingnan.

For detailed and updated information, please refer to <http://www.le.ac.uk/>

5.4 Master of Science in Banking and Finance (HSLU-W)

Being one of the leading universities in Switzerland, the Lucerne University of Applied Sciences and Arts – School of Business (HSLU-W) is the largest provider of taught-in-English master's courses in Business in Switzerland and comes 21st in the national ranking. Its School of Business is accredited by AACSB and its Master of Science Banking and Finance Programme is officially certified by Foundation for International Business Administration Accreditation (FIBAA) and the Swiss Center of Accreditation and Quality Assurance in Higher Education (OAQ).

Outbound students shall study their first semester in Lingnan and then two more semesters in HSLU-W. Inbound students shall complete at least 2 semesters in HSLU-W, followed by 1 semester in Lingnan and then 1 more semester back in HSLU-W. Please refer to website for detailed programme structure.

The tuition fee for outbound students from Lingnan is 100% fees of MIBF at Lingnan, whereas the one for inbound students from HSLU is 100% fees of the MSc. In Banking and Finance at HSLU-W, followed by up to 50% fees of MIBF at Lingnan.

For detailed and updated information, please refer to <https://www.hslu.ch/en/lucerne-school-of-business/>

6. Academic Regulations

(Extracted from Regulations Governing Taught Master's Degree Programmes:

https://www.ln.edu.hk/sgs/_content/media/regulations_pg.pdf)

6.1 Student Classification

A student is designated as a Year 1 or Year 2 student respectively in his/her first or second year of study in the programme. A student is classified as a full-time student if he/she enrolls in 12 or more credits in a term while a student is classified as a part-time student if he/she enrolls in less than 12 credits in a term.

6.2 Change of Personal Particulars

Students should inform the Programme office immediately if they have any personal particulars changed. Form is assessable at <https://www.ln.edu.hk/econ/mibf/current-students/useful-forms.php>

6.3 Credit Transfer and Course Exemption

An applicant who has successfully completed a course at an appropriate level, offered by the University or another tertiary institution may apply for credit transfer/course exemption **before the beginning of a term**. Only courses passed with a grade equivalent to grade B- or above at Lingnan will be recognized for credit transfer/course exemption, but the recognized grades will not be counted in Cumulative GPA calculation. If the application for credit transfer is approved, the student will be exempted from taking a similar course offered by the University and granted with equivalent credits. If the application for course exemption is approved, the student will be exempted from taking a similar course offered by the University. However, credits are not granted, and the student has to take another course to make up for the total number of credits required for graduation. No grade will be given but all exempted courses and the number of credits transferred will be shown in the student's transcript. Normally, a student may not be granted credit transfer/course exemption for more than 30% of the required number of credits for the academic award. Double-master students can transfer up to 50% of the required number of credits. Application form is assessable at <https://www.ln.edu.hk/econ/mibf/current-students/useful-forms.php>

6.4 Adding and Dropping Courses and Changing Courses/Sections

Adding/dropping Courses exercise usually takes place in the first week of the semester. During the period, students could sit in courses they are interested and add or drop their previously selected course(s) by submitting online form. Students will be notified about the details of the add/drop application at the beginning of the semester. The result is subject to actual enrollment of the course(s).

6.5 Class Attendance and Leave of Absence

A student who, because of health or financial problems or for other valid reasons, wishes to obtain leave of absence not more than three weeks should obtain prior permission from the subject teacher(s) concerned. Leave of absence may be granted for a maximum period of 12 months. Any periods of leave of absence taken shall be included as part of the period of study. A student whose accumulated leave of absence exceeds one-third of the term should not be assessed and awarded credits for the courses enrolled in the term. Application form is assessable at <https://www.ln.edu.hk/econ/mibf/current-students/useful-forms.php>

6.6 Withdrawal of Studies

A student who wishes to leave the University before graduation must seek official withdrawal from the University. Application form is assessable at <https://www.ln.edu.hk/econ/mibf/current-students/useful-forms.php>. Students who leave the University without prior approval by the Registry will be considered as having unofficially withdrawn from the University on the last day of the teaching term concerned. They will not be issued any official documents of the University and will not be re-admitted.

6.7 Application for Transcript

A transcript shows the relevant particulars of a student, title of his/her programme, all courses taken and retaken regardless of passed or failed, grades obtained, grade point averages, academic scholarships, academic awards, and disciplinary actions taken, if any. Application for transcript could be made by paper application form downloadable from the Registry website. The application fee for each copy is HK\$50 and it takes 7 working days (excluding the date of application) to process. Upon confirmation of graduation, the programme will provide a free copy of the full transcript to students. A student who has unofficially withdrawn from the University or has unpaid accounts or obligations due to the University will not be issued any transcript. Application form is assessable at the Registry website <https://www.ln.edu.hk/reg/forms-for-registry-services/transcript>

6.8 Application for Testimonial

A testimonial details the current study status of the applicant in Lingnan University. Information such as the "Date of Attendance", "Programme of study" and "Programme Duration" would be included. For graduates, academic award attained (if any) would also be included on the testimonial after the approval of graduation. Application for testimonial could be made by sending an email request to the MIBF office. The application is free of charge and it takes 7-10 working days to process. A student who has unofficially withdrawn from the University or has unpaid accounts or obligations due to the University will not be issued any testimonial.

6.9 Student Card Replacement

A student card is distributed to each student in the beginning of the semester after registration. A student who has lost or damaged his/her Student Card or had the card information changed may apply for a replacement card. The charge for replacement of a lost or damaged card is \$100. For updating information on the card, the replacement is free of charge.

7. Assessment, Examination and Graduation Regulations

(Extracted from Regulations Governing Taught Master's Degree Programmes:

https://www.ln.edu.hk/sgs/content/media/regulations_pg.pdf)

7.1 Course Assessments

A student is assessed for every course in which he/she has enrolled in the form of any one or any combination of the following: class work, written assignment, laboratory work, field work, research papers, projects, tests, written examinations, oral examinations and any other method(s) of academic assessment.

Outcome-based Approach to Teaching and Learning (OBATL)

- Lingnan University has put in place effective mechanisms to assure and enhance the quality of its education with a view to achieving the **graduate attributes** and **learning outcomes** exemplifying the qualities expected of Lingnan graduates.
- OBATL is grounded in a set of pedagogical and institutional values and principles that articulate clearly stated "intended learning outcomes" (ILOs) with a set of assessment tasks (methods) for measuring them.
- OBATL requires that assessment processes be based on **clearly expressed criteria** which are then used for determining the final grade (criterion-referencing).

- In other words, students are graded on the basis of attaining well defined learning outcomes (i.e., knowledge, skills, attributes criteria) **rather than how they compare with their peer group** (norm-referencing).

Use of Rubrics

An assessment rubric for every assessment task for each course is stated in the syllabus. All course grades are assigned according to criterion referencing and a student is entitled to know the basis on which the grade has been assigned. This includes the criteria for grades on individual assessment tasks, and weighting of individual assessment tasks in calculating the course grade.

7.2 Grading System

Letter grades are used to indicate a student's academic performance in a course.

Grade	Standard	Sub-divisions	Grade Points
A	Excellent	A	4.00
		A-	3.67
B	Good	B+	3.33
		B	3.00
		B-	2.67
C	Pass	C+	2.33
		C	2.00
		C-	1.67
		F	0

7.3 Grade Point Average (GPA)

Term G.P.A

This is a figure ranging from 0 to 4.00 (A = 4.00) used to indicate the performance of a student in the term concerned.

Term G.P.A. =

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

where weighted points = grade points x the number of credits of the course concerned.

Cumulative G.P.A.

This is a figure ranging from 0 to 4.00 (A = 4.00) used to indicate the overall performance of a student in all the terms up to date.

Cumulative G.P.A. =

$$\frac{\text{Total weighted points for all courses enrolled in}}{\text{Total number of credits enrolled in for all terms}}$$

Courses enrolled, whether passed or failed, will be taken in the calculation of Term or Cumulative G.P.A., but for courses which have been retaken, only the grade and weighted points obtained in the final attempt will be included in the G.P.A. calculation.

7.4 Early Alert System

To identify students who encounter difficulties in their studies and provide assistance in an early stage. The measures include:

- asking teachers around the middle of the term to report students who might need special attention, e.g. frequent absence, or poor performance in test/midterm.
- compiling a warning list for each course and cross-check with other teachers.
- issuing a mid-term warning to students who have not performed well.
- academic advisor meeting with concerned students to evaluate the situation and suggest remedial measures.
- ongoing communication and monitoring.

7.5 Supplementary Assessment

A student who is unable to sit for an examination but has medical or other compelling reasons acceptable to the Academic Unit responsible for the course concerned may apply in writing with documentary evidence to the Academic Unit concerned for a supplementary assessment. The

application should be made at the earliest possible moment and no later than one week after the examination concerned is held.

7.6 Grade Appeal

A student may appeal for a reassessment or review of grade, which requires a deposit and will be refunded only if the appeal results in a change (upgrading or downgrading) to the grade. Appeals must be made with two weeks after the official release of preliminary examination results. Review of Grades only involves re-calculation of marks of assessments while Reassessment involves re-marking of one or more written works by the Programme. Reassessment of a failed course is not allowed, except under extenuating circumstances. Results of appeal will be determined within 7 working days from the day when the application is submitted.

7.7 Retaking of a Course

A student must retake a failed required course or take a substitute course approved in writing by the programme. A student may retake a required course passed with grade C+ or below or take a substitute course approved in writing by the programme. A student who has failed an elective course or passed the elective course with grade C+ or below may retake it or substitute it with another elective in a subsequent term. Students are required to register the substitution with programme office prior to commencement of the term. A student may retake a course only twice. Course grades for all attempts, inclusive of any course substitute, will appear on the student's transcript, but only the final grade and weighted points obtained will be taken in the calculation of the student's G.P.As, and only the credits for the final attempt will be counted towards fulfillment of graduation requirements. A student may retake only two courses passed with grade C+ or below. A student shall be charged additional tuition fees for retaking a course.

7.8 Progression Requirements

A student should be subject to an academic review at the end of each term generally starting from when he/she has cumulatively enrolled in 6 credits or more. A student whose Cumulative G.P.A is below 2.50 at the academic review will normally be discontinued. Special consideration could be given if a student is likely to be able to fulfil the graduation requirement if allowed to proceed upon approval by the PSC. Students given special consideration will be put on academic probation in the following term. At the end of the term in which the student on academic probation has cumulatively enrolled in 6 or more credits, if he/she obtains a Cumulative G.P.A. of 2.50 or above, probation will be lifted. Otherwise, his/her studies will be discontinued.

7.9 Discontinuation of Studies

The studies of a student will normally be discontinued if,

- a) he/she fails to have his/her academic probation lifted at the end of the term when he/she has taken cumulatively 6 or more credits since he/she has been put on probation, or
- b) his/her Cumulative G.P.A. is below 2.50 at an academic review after the academic probation is lifted and the student continued on the programme;
- c) he/she fails to fulfill progression requirements specified in Regulation 7.8 or those specified for his/her programme; or
- d) he/she fails to fulfill all requirements for graduation within the maximum study period.

A student whose studies are discontinued at the University due to unsatisfactory academic performance or progression may appeal in writing through the Registrar against the decision, enclosing all the necessary supporting documents. The Discontinuation Appeals Panel is empowered by the Senate to decide on the case, mainly on grounds of extenuating circumstances that affected the studies of the appellant and/or procedural problem(s) in the assessment process. The decision of the Panel will be final. No fees will be charged. Appeals must be made within one week after the announcement of the resolution of Postgraduate Studies Committee. Results of appeals will be determined within 40 days from the day when the application is lodged.

7.10 Graduation Requirements

Student will be awarded a Master of Science in International Banking and Finance if he/she:

- i. earns a total of 30 credits; and
- ii. obtains a Cumulative G.P.A. of 2.67 or above; and
- iii. completes all required courses*

within two years maximum study period

*For intakes admitted in 2022-23 or after, students have to study 6 core courses (3 credits each) + any 12 credits of elective courses.

7.11 Award Classification

Award Classification	Minimum Cumulative G.P.A.
Distinction	3.50

7.12 Intermediate Award

Student will be awarded a Postgraduate Diploma in International Banking and Finance if he/she:

- i. passes at least 15 credits covering at least 3 of the 6 required courses; and
- ii. obtains a Cumulative G.P.A. of 2.33 or above among the above-mentioned 5 courses; and
- iii. does not continue in the programme; and
- iv. normally completes at least 2 terms in the programme.

There is no classification for an intermediate award.

7.13 Conferment of Degree

Students who have fulfilled graduation requirements are subject to approval by the PSC at its regular meetings. Upon PSC's confirmation, the programme will provide a free copy of transcript with graduation status to students. Graduation Certificate will only be issued after the congregation.

7.14 Academic Dishonesty

(Please note that academic dishonesty cases are considered by the Board of Examiners concerned starting from 2021-22 academic year)

Cheating in course work may take any one of the following forms:

(a) Collusion

where a student misrepresents a piece of unauthorised group work as his/her own work.

(b) Falsification of Data

where the presentation of data in reports, projects or research papers, which is purported to be based on experimental or research work conducted by the student, has actually been invented by the student, copied or obtained by unfair means.

(c) Plagiarism

the presentation of another person's work without proper acknowledgement of the source, including exact phrases, or summarised ideas, or even footnotes/citations, whether protected by copyright or not, as the student's own work.

(d) Any other form of dishonest practice in course work, e.g. submission of same or substantially same work for two assignments without prior approval.

Any suspected cheating case will be presented to the Board of Examiners. The Board of Examiners will consider whether there is a case of cheating. A student considered to have cheated in course work should be given a zero mark for that particular piece of work, and the Board of Examiners

concerned has the discretion to impose a penalty on the student by revising downward the overall course grade. To ensure fairness to students and consistency across the University, all dishonesty cases handled by individual academic units will be forwarded to the Student Disciplinary Committee (SDC) for review (at the end of each term if not before). The SDC will decide on the details of individual cases to be submitted by the academic units, and then decide on which cases will be given extra penalty, e.g. a demerit.

7.15 Plagiarism and Online Tutorial on Plagiarism Awareness

Students from AY2017-18 intake onwards are required to complete the mini-course titled “Online Tutorial on Plagiarism Awareness”. Students are required to study the materials and complete the requirement by checking the acknowledgement box. If students fail to fulfil the requirement by the end of Term 1, concerned students’ registered courses may be deleted unless the students concerned complete the requirement. “Turnitin” is a mandatory platform for students submitting writing assignments for all courses (including submission of final theses for examination purpose). Turnitin will check for potential plagiarism and generate reports for all assignments. The University strives to uphold academic integrity. Any infringements found will be reported and, given the availability of the above on-line tutorial, will result in harsh penalties, e.g. failure of course, referral to Student Disciplinary Committee, etc.

8. Scholarships and Financial Assistances

All MIBF applicants and students are eligible for scholarships. They will be automatically considered by the programme for scholarships based on academic results and no application is required.

Academic Scholarships

Maximum 3 full scholarships (including the full tuition fee of HK\$110,000 for local students and HK\$175,000 for non-local students, plus a stipend of HK\$50,000) will be offered each year for the best candidates. Moreover, a number of scholarships will be offered (amount up to HK\$175,000) each year for excellent candidates. All students admitted to the programme will be automatically qualified for the award of scholarships.

ECON Full Scholarship

Up to 2 full scholarships (including the full tuition fee waiver plus a stipend of HK\$50,000) will be awarded to students from Discipline of Major in Economics of BSocSc programme at Lingnan University.

Outstanding Performance Scholarship

The programme offers performance scholarships for up to 3 students with the best performance throughout the whole academic year.

Wu Ho Loo Ning Scholarship

Wu Yee Sun Charitable Foundation Limited donated an endowment fund of HK\$1,000,000 to award annual scholarship(s) of HK\$20,000 each to a postgraduate student in the field of international banking and/or finance in each academic year.

Anthony Neoh Scholarship

With the generous donation of Mr. Anthony Neoh (the Donor) in 2010/11 to Lingnan University (the University), the “Anthony Neoh Scholarship” was established. Mr. Neoh continued his support to the Scholarship by making a donation of HK\$20,000 every year to one awardee.

MIBF Money Memorial Scholarship

With the generous donation from Dr. Stan Ho (the Donor) to Lingnan University (the University), the “MIBF Money Memorial Scholarship” (the Scholarship) will be established in 2020/21. The Scholarship will be awarded to two students in each academic year, each value at HK\$10,000. Awardee should achieve outstanding academic performance in studying MIBF Cluster Courses and the elective course, IBF614 Fixed-Income Securities.

CFA Scholarship

Students who passed the CFA Institute exam can have a reimbursement within 6 months (e.g. a student of 2018/19 cohort can reimburse by December 2019). They need to provide the official receipt and the certificate of the exam to the programme office in order to proceed the reimbursement.

Continuing Education Fund (CEF)

For local students only. Details please refer to the government official website at <http://www.wfsfaa.gov.hk/cef/tc/preparation/overview.htm>

Extended Non-Means-Tested Loan Scheme (ENLS)

For local students only. Details please refer to the government official website at <http://www.wfsfaa.gov.hk/sfo/en/postsecondary/enls/overview.htm>

9. Career Prospects

9.1 MIBF Career Coaching Programme

To help students take advantage of the diverse career prospect brought by MIBF, the programme commissions professionals to tailor a Career Coaching programme for students. The MIBF Career Coaching Programme provides practical training like CV and cover letter workshops and individual consultation sessions. All MIBF students are welcome to join for free.

9.2 Mentorship Programme

MIBF offers a Career Mentoring Programme to up to about a dozen selected students a year. Selected students will be assigned to a seasoned professional for specific advice. Each participating students would have one-to-one meetings with the assigned career coach. Individual analyses will be conducted to help students plan their career paths which should strike a balance among career prospect, students' strengths, and their subjective preferences. Suggestions would also be given to enhance students' CV presentation and interview performance.

9.3 Alumni Sharing

MIBF Programme Office and MIBF Chapter of the Lingnan University Alumni Association (LUAA) organize a series of Alumni Sharing every year, such as Alumni Sharing during the Orientation Programme, regular Alumni Lunch Sharing on selected Saturdays, MIBF Programme Anniversary Celebration etc. During different alumni gathering sessions, the current students could take advantage of those opportunities to socialize with the alumni and get useful advice on job-hunting and other practical issues. Many alumni have contacted the MIBF program office to refer jobs and internships to their fellow graduates.

9.4 Career and Recruitment Talks

The programme regularly invites professionals from a wide range of organizations to deliver career and recruitment talks especially in the banking and finance field. Speakers from major professional bodies such as CFA Institute, HKSI Institute and are also invited to explain their respective organization and professional qualifications.

9.5 Internship Subsidies

MIBF provides financial support to students participating in internships with no or nominal remuneration. The maximum allowances per intern are \$9,000 and \$30,000 for local and overseas internships respectively.

10. Programme Student Activities*

10.1 Orientation

Orientation activities are held in the week before the term starts to provide students with more assistance that they need to adapt to the teaching and learning environment in Lingnan as well as to better prepare themselves for their professional career. All new students are compulsory to attend the Orientation Week. A brief introduction to Hong Kong and Lingnan would be included. Staff members from the Library, the Information Technology Services Centre, the Office of Student Affairs, the Centre for English and Additional Languages are invited to introduce to our students the various services and facilities at Lingnan such as the Library resources, student counseling, career services, sports complex, Moodle and computer networks, seminars on research skills, academic writing and career development etc.

There is also an orientation day camp for ice breaking and team building.

*10.2 Subsidized Overseas Study Tours**

The programme normally organizes study tour(s) to an Asian Financial Centre and/or a Western Financial Centre. Students would be able to widen their horizons on the study environment and business development in the financial centres, and to observe real life business operations. With an integration of theoretical knowledge and practical business applications, the study tour is a valuable learning experience for students. Students would get about half of the tour fee subsidized by the programme conditional on their demonstration of achieving the learning outcomes of the study tour.

** Depends on the development of the epidemic.*

10.3 Others[#]

Other student activities may include regular Lunch with Programme Director (several times each term), Christmas Party after the end of Term 1 exam, Boat Tour to remote island in Hong Kong for day trip, Dinner for Graduating Dinner after the end of Term 2 exam, and Congregation Lunch on Congregation Day in November in celebration of graduation.

The programme also participate other events organized by external parties, such as International IT Festival, Career Expo, Joint Business Community Luncheon with the CE, Business Ethics Forum and Conferences.

#Availability of the Programme student activities varies from year to year, depending on the development of the epidemic and other factors.

11. Quality Assurance

The University is committed to maintaining excellence in teaching and learning, and actively supports evidence gathering processes (e.g., analysis of data about student performance on core assessment tasks, evaluations of teaching effectiveness and courses, achievement of Graduate Attributes, Alumni and Employer feedback) that gather feedback from students, staff and other stakeholders in order to continuously improve the student experience and maximise student learning outcomes and Graduate Attributes. The evidence is disseminated to appropriate groups and/or individuals. The information gathered demonstrates that the development of Lingnan University Graduate Attributes is highly correlated with the academic experiences of students, particularly in the realm of development of critical thinking skills, interpersonal skills, self-managed learning, and problem-solving skills. There is also substantive evidence indicating that the unique nature of the Liberal Arts philosophy, the small class sizes and close teacher-student relationships are seen by many students as some of the most important and defining features of their university experiences. In addition, the co-curriculum is evaluated on an annual basis and provides further evidence of how students value the breadth of experience provided by the University.

The [Academic Quality Assurance Manual](#) captures information on quality assurance and enhancement of teaching and learning of undergraduate and postgraduate programmes, co-curricular programmes and internationalisation.

11.1 Postgraduate Studies Committee (PSC)

The Postgraduate Studies Committee constituted under the Senate are responsible for overseeing the conduct of examinations and reviewing assessment results of undergraduate students and postgraduate students respectively.

The aim of the Postgraduate Studies Committee is to formulate policies and guidelines on postgraduate programmes; to validate and review taught postgraduate programmes and to assure their academic standards, including overseeing the validation/five-year programme review process, approving annual programme reports, appointing External Academic Advisers and Advisory Boards members, and approving or recommending for Senate's approval proposed major modifications to taught postgraduate programmes; to decide on the admission, supervision, study progress, examination, graduation and discontinuation of studies of all postgraduate students; to approve and administer the Postgraduate Studentship Scheme, and any other awards available to research postgraduate students; and to deal with all other matters related to postgraduate study programmes.

11.2 Programme Curriculum Committee (PCC)

The Programme Curriculum Committee is held at least twice an academic year (1 each semester). The Committee consists of the Programme Director, Head of the Economics Department, Staff members of the Economics Department who taught in previous year or planning to teach MIBF in current academic year and at least two to three student representatives from the current intake.

The aim of the Committee is to consider programme including the design, implementation and review of the curricula and make decision; to liaise with the Department of Economics concerned on programme matters such as course offerings for each academic year; to liaise with the Registry on all academic matters including review of academic regulations and examination matters; to review admissions policy for the programme; to deal with all academic matters related to the programme.

11.3 Board of Examiners (BoE)

A Board of Examiners is formed each term. The Board meet twice a year after examination. The Board consist of the Programme Director, Dean or his/her delegated representative, Head of Economics Department or his/her delegated representative, and all staff concerned with the setting and marking of any part of the examinations.

The aim of the Board is to maintain the academic standards of the programme at a level appropriate to the type of award; to approve examination question papers after considering the views and recommendations of External Academic Advisers*, where appropriate; to maintain general supervision of the system of continuous assessment, where it applies; to maintain the proper conduct of examinations; to determine students' examination results; to assess the progress of students and to report its decisions, including its recommendations for award classification, to the Postgraduate Studies Committee; and to consider appeals referred to it by the Registrar.

11.4 External Academic Adviser (EAA)

An External Academic Adviser (EAA) is not a staff of the University. The appointment of External Academic Advisers is intended to provide an external and impartial check that internal standards are being fairly and consistently applied, and that Lingnan's standards are comparable with those of similar degree programmes at tertiary level in Hong Kong and outside Hong Kong. All offered courses of the Programme shall be subject to comments by EAA within 5 years.

11.5 Advisory Board (AB)

The Advisory Board normally meet once a year. The Board consists of the Programme Director, Dean of Faculty of Social Sciences and outsiders appointed by the Senate. The role of an Advisory Board is to act as an interface between the Government / industry / commerce / community at large and the Departments concerned of the University.

The aim of the Board is to help plan and keep under review the level and length of courses/programme(s) concerned in relation to industry needs in the region; the relevance of the courses/programme(s) in relation to the changing needs and nature of potential employment in Hong Kong of graduates of the University; the prospects of local employment for graduates; the adequacy of the equipment and other resources of the academic units to fulfill local needs; the development of teaching and other activities carried out jointly by the academic units and the appropriate sector of the community; investigation consultancy and other services given by the academic units; as well as to keep under review the assistance which the community can give to further the objectives of the University in the subject concerned by way of practical training facilities, the provision of part-time teaching staff and equipment, the award of scholarship, student-fellowships, etc.

11.6 Staff-Student Consultation Committee (SSCC)

Staff-Student Consultation Committee members meet twice a year to collect students' feedback and suggestions regarding teaching, learning, and course evaluation for the improvement of the Programme. The Committee consists of the Programme Director, at least two staff teaching for the Programme in the current academic year, of whom at least one from the Economics Department, and at least 5 student representatives from variety of education/training/working backgrounds in current academic year.

The aim of the Committee is to promote understanding between students and teaching staff; to consider feedback from students regarding teaching, learning and course evaluation and issues of

importance for enhancing teaching and learning quality; to consider any other matters of concern to students; to review and monitor the learning and teaching quality assurance mechanisms and processes within the programme; to provide feedback to students on changes made to courses and teaching in response to the Course Teaching and Learning Evaluation exercise; and to formulate strategies in helping students to learn more effectively.

11.7 Course Teaching and Learning Evaluation (CTLE)

- Lingnan is committed to monitoring and improving the quality of course teaching and learning.
- Students are well placed to provide feedback on many aspects of course teaching and learning.
- The University runs a **formal** and **mandatory** mid-term and term-end CTLE exercises generally for **all** courses to collect students' feedback for timely improvement.
- Online CTLE is a web-based, ongoing Course, Teaching and Learning enhancement process to supplement the conventional paper system.
- It provides a platform for instructors to collect immediate and formative feedback from students at anytime throughout a semester (must be activated by the **9th week** of a regular term or no later than the 4th week of a summer term) for the continuous improvement of course and teaching quality.

12. Student Support

12.1 Registry

The Registry is responsible for the issuance of academic documents such as transcript, testimonial, and graduation certificate, and Congregation. It has a Postgraduate Studies Office to handle Taught Postgraduate Programme related issues such as Administrative support for academic quality assurance, academic policy, approval and review of postgraduate programmes, including programme validation and 5-year programme review of taught postgraduate programmes.

12.2 Office of Student Affairs (OSA)

Student hostel is managed by the Office of Student Affairs (OSA). The twelve blocks of student hostels in Lingnan University provide around 2,600 hostel places for our Lingnan students. The student hostels are divided into three zones: (a) Southern Hostels, (b) Northern Hostels, and (c) 334 Hostel (WHC and WJY Hall) and (d) the Jockey Club Student Village. Hostel places are available to TPg programmes subject to availability. Undergraduate students have priority in residing in student hostels.

12.3 Counselling

Counselling services aim to enhance students' personal development for rewarding university experience, promote skills and attitudes for a smooth transition and adaptation to university life; and assist students to embrace challenges and achieve academic success.

Key features of services are psychological counselling and assessment; orientation sessions for non-local undergraduate and postgraduate students; services for students with special needs; and support for academic and hostel staff.

12.4 Recruitment

Career advising services encompass a broad range of tailor-made career programmes designed to boost students' understanding of the world of work, polish their job hunting techniques and equip them with necessary skills for future workplaces. The ultimate short-term goal is to sharpen their competitive edge for job hunting and achieve career success in the long-term future.

12.5 Information Technology Services Centre (ITSC)

The Information Technology Services Centre provides computing, networking, audio-visual, multi-media and information system services to support teaching, learning, communications and administration activities. Administrative systems are also developed and maintained to support finance, human resources, student and alumni functions.

12.6 Teaching and Learning Centre (TLC)

The primary mission of the TLC is to support the enhancement of learning and teaching at Lingnan. The centre is continuously updating and expanding its programmes and services in order to enhance the opportunities to assist staff in creating engaging and meaningful learning experiences for students. TLC services include assistance with curriculum (learning) design, the use of new technologies for teaching and learning (innovation), and assistance with the scholarship of teaching (research). The TLC also supports the university community in achieving excellence in teaching and learning by identifying instructional and curriculum needs of teaching staff, participates in programme development, provides services for evaluating teaching and learning, supports and initiates strategic projects and undertakes scholarly research.

12.7 Library

The Library is located in the Patrick Lee Wan Keung Academic Building of the Lingnan Campus. Starting from September 2005, in addition to the original first and second floors, two newly-

constructed floors have been operating. The expansion allows more room for accommodating the constantly increasing resources. The new third floor provides additional study and computing space and a generous gift from Mr. Lee Hak Kan has enabled the Library to renovate and upgrade the Multimedia and Language Learning Centre on the second floor. Located on first floor of the Library, the Chiang Chen Information Commons has been set up to facilitate students and faculty to come together to do research and convert that research into new knowledge.

12.8 Consultation Room

The Taught Postgraduate Programmes Office, Department of Economics Consultation Room opens several hours every day during the semesters for students to consultation and borrow reference books. The opening hours will depend on the availability of teaching assistants. Students can borrow a maximum 5 books from the library. The loan period of each book is 2 weeks. If you wish to borrow for more than 2 weeks, you may do the renewal before your loan period expires. The new due date will be counted starting from the date you do the renewal.

12.9 Textbooks

The programme subsidizes textbook purchasing. Students could purchase from the programme office the compulsory textbooks of the term at the cost of HK\$100 per course.

12.10 School of Graduate Studies (GS)

The School of Graduate Studies (GS) has been set up from 1 July 2019 to strengthen the central support provided for postgraduate programmes as well as the monitoring of their quality, aligning with one of the key strategic initiatives of the University to expand and provide quality postgraduate education. Major roles/functions of the GS include:

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

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

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

12.11 Language Courses

The School of Graduate Studies (GS) the MIBF Programme usually arrange Elementary Cantonese and Mandarin Courses for non-local students who are beginners in learning the languages. It aims to enable students to have simple daily conversation with locals and adapt to the living and study environment in Hong Kong

12.12 Chaplain's Office

The Chaplain's Office aims at preserving and promoting the Christian heritage and tradition of Lingnan University, as well as the University's education mission of "whole-person development". The Chaplain's Office provides pastoral care and Christian counselling for the University community. The Office serves as a partner in providing opportunities for the University community to grow and develop in Christian faith. The Chaplain's Office is currently supported by a small team comprising a Chaplain and a Chaplain Assistant, both financed by the Chinese YMCA. The Christian Activities Committee, a committee under the Council, is responsible for advising the Council on policies of preserving the Christian tradition of the University as well as raising funds for the promotion of Christian faith and related activities.

12.13 Support for Students with Special Needs

Enquiries: Ms Karmen Cheung Tel: 2616 7308 | Email: karmencheung@ln.edu.hk

Students with special needs should register with the Office of Student Affairs (OSA) at the beginning of the academic year and as early as possible if students require support and services such as academic adjustments and special hostel arrangements. Such requests should be supported by documentary evidence such as medical reports.

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

OSA works with students with disabilities such as:

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

Register of services (Please submit your registration online)

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

Support available

- Learning Support

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

- More Support

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

13. Code of conduct

13.1 General rules

1. Active learning

Students should be well prepared in mind and body for effective learning. They should be attentive in class, and be actively involved in learning activities, particularly in tutorials, seminars and case discussion. To facilitate active participation and effective learning, it is essential that students be well rested and make the necessary preparation – for instance, completing the prescribed reading before class to enhance their learning.

2. Study hours

For each hour of class contact, the expectation is that students will undertake 2 additional hours of personal study. Personal study may include preparation for in-class activities, completing assignments and / or revision, etc.

3. Intercultural experience

Mutual respect is a key to successful intercultural communication. On the occasions with the presence of non-local students, whether in classrooms or in informal interaction, students should be considerate and adopt a common language as far as practicable. A positive, open dialogue is always conducive to cross-cultural learning and intercultural understanding.

4. Others

Smoking is strictly prohibited in all indoor and open areas within the campus. Gambling or betting in any form is also prohibited in the University.

13.2 Academic Regulations and Guidelines

Students are required to comply with all rules and regulations stipulated by the University. Students are also advised to visit the Registry (<https://www.ln.edu.hk/reg>), School of Graduate Studies (<https://www.ln.edu.hk/sgs/index>) and Programme websites (<https://www.ln.edu.hk/econ/mibf/>) regularly to keep themselves informed of any latest announcements and activities.

- [Regulations Governing Taught Doctoral/Master's Degree Programmes](#)
- [Regulations Governing the Format of Theses](#)
- [Regulations Governing University Examinations](#)

- [Regulations Governing Discipline of Students](#)
- [Guidelines for Learning](#)
- [Library Rules, Regulations & Policies](#)

13.3 Classroom

1. Class attendance

Teachers have prepared the teaching materials for each class according to the course syllabus. It will therefore not be possible for teachers to repeat the materials to students who are absent from a class. Those who are absent have the responsibility to secure the relevant teaching materials from fellow students and to undertake the make-up work as appropriate. If students feel that some classes are uninteresting, or that the material is beyond their grasp, they should voice their concerns via the many channels (e.g. the Staff-Student Consultation Committee) available for this purpose.

2. Punctuality

Students who are late for class will affect the progress of teaching and learning for themselves and their fellow students. Therefore those who are late may, at the discretion of the instructor, be barred from the classroom.

3. Consideration for others

Students should not eat or drink in lecture theatres, classrooms, laboratories, examination venues and any other areas so designated by the University. Smoking is strictly prohibited in all indoor and open areas within the campus. Gambling or betting in any form is prohibited in the University. Also, use of mobile phones or pagers is not allowed in lecture theatres, classrooms and laboratories. Students are reminded that cases of non-observance of any of the above will be referred to the Student Disciplinary Committee.

4. Self-discipline

Students should refrain from behavior that adversely affects instructors' teaching and other students' learning, such as talking, chatting, whispering, sleeping or eating in class.

Students are reminded that cases of non-observance of any of the above will be referred to the Student Disciplinary Committee.

13.3 Academic honesty

The University is a place of learning. Students should not copy assignments, coursework, projects or dissertations. These acts constitute plagiarism, which will be referred to the Student Disciplinary Committee.

14. Useful Information

14.1 Useful Contacts

Hong Kong Emergency Service (24 hours)	999
Tuen Mun Hospital	2468 5111
Campus Emergency hotline (24 Hours)	2616 8000
Security Control (24 Hours)	2616 8705
Information Technology Services Centre (ITSC)	2616 7995
Library	2616 8586
Sports Complex Service	2616 7147
Lingnan House Chinese Restaurant	2616 7990
Chaplain's Office	2616 7245

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

During Office Hours

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

During Non-Office Hours

Security Control (24-hour)	2616 8000
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14.2 Bad Weather Arrangements

When Typhoon Warning Signal No. 1 or 3 or the Amber/Red Rainstorm Warning is issued by the Hong Kong Observatory, all classes/activities (including Integrated Learning Programme (ILP)) and examinations should be held as scheduled. As soon as the Tropical Cyclone Warning Signal No. 8 or Black Rainstorm Warning is issued or when the Hong Kong Observatory announces that Tropical Cyclone Warning Signal No. 8 or above is likely to be hoisted during office hours, the Comptroller's Office will transmit the information immediately to all departments and units. For details, please refer to https://www.ln.edu.hk/f/upload/44088/badweather_arr.pdf.

The arrangements in case of Tropical Cyclone Warning Signal No. 8 or above/Black Rainstorm Warning are as follows:

(a) For classes/activities and examinations not yet started

When Tropical Cyclone Warning Signal No. 8 or above is in force or likely to be issued (as announced by the Hong Kong Observatory)/Black Rainstorm Warning is in force:	Arrangement
Anytime between 6:00 a.m. and 10:59 a.m.	All classes/activities and examinations commencing before 1:30 p.m. will be cancelled/postponed.
Anytime between 11:00 a.m. and 3:59 p.m.	All classes/activities and examinations commencing from 1:30 p.m. and before 6:30 p.m. will be cancelled/postponed.
At 4:00 p.m. or after	All classes/activities and examinations commencing from 6:30 p.m. onward will be cancelled/postponed.

(b) For classes/activities and examinations already in progress

	When Tropical Cyclone Warning Signal No.8 or above is likely to be issued within two hours (as announced by the Hong Kong Observatory):	When Black Rainstorm Warning is in force:
Classes/activities	All classes/activities should be suspended. Students should return home or take shelter in a safe place without delay.	The classes/activities will continue unless the inclement weather affects the safety of students.

Examinations	An examination already in progress will continue unless the Chief Invigilator is advised by the Registrar that it should be terminated.
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For other situations of emergency, examinations may also be postponed upon announcement by the University through broadcasting.

Examinations postponed will be held on the day right after the end of the examination period. A re-schedule of the examinations affected will be announced by the TPg programme concerned.

14.3 Campus map



14.4 Immigration Arrangements for Non-local Graduates (IANG)

(Extracted from Immigration Department website:

<https://www.immd.gov.hk/eng/services/visas/IANG.html>

Applicants who are/were non-local students and have obtained an undergraduate or higher qualification in a full-time and locally-accredited programme in Hong Kong (hereafter “non-local graduates”) may apply to stay/return and work in the HKSAR under the IANG.

The IANG is quota-free and non-sector specific. The IANG does not apply to nationals of Afghanistan, Cuba, Laos, Korea (Democratic People’s Republic of) and Nepal. For nationals of Vietnam, the IANG only applies to those who have obtained an undergraduate or higher qualification in a full-time locally-accredited local programme in Hong Kong offered by the University Grants Committee (UGC)-funded institutions, but excluding: (i) self-financing programmes offered by the relevant institutions; and (ii) programmes offered by the continuing and professional education arms of the relevant institutions. Note: #Please refer to section 8.5 of this handbook regarding arrangement of transcript as graduation proof

14.5 Employment Policy for Non-local Students in Hong Kong

Normally, an “no objection letter” shall be issued to you together with your student visa. It is stated in the “no objection letter” that the Immigration Department has no objection to student taking up part-time on-campus employment for not more than 20 hours per week throughout the year and employment during the summer months within the currency of your limit of stay while you remain as a student at MIBF. By definition, your identity as a student expires when you have fulfilled all the course/credit requirements for graduation, e.g. after you have just finished final exams.

Student who wish to take up internship (with or without remuneration) during the academic year shall obtain endorsement from programme office and approval (an “no objection letter) from Immigration Department. The internship must be study/curriculum-related and the duration of the internship is up to one-third of the normal duration of the programme. The internship cannot take place before you are officially registered with MIBF and begin attending classes, or when you have fulfilled all the course/credit requirements for graduation, e.g. after you have just finished final exams, please refer to <https://www.ln.edu.hk/osa/career/internships/policy-for-non-local-students-internship-part-time-job>.

14.6 Off-campus Learning Hubs

14.6.1 Jao Tsung-I Academy

It features a multimedia classroom, teaching and learning facilities, and two hostel blocks furnished in contemporary Chinese style with modern amenities, offering comfortable and affordable residential places for Lingnan's postgraduate students.

14.6.2 Union Park Centre, Prince Edward

On the 6th and 9th floors of the centre has a common area with computers and printing facilities, and each classroom is equipped with state-of-the-art facilities and equipment, including dual computer monitors, and 86" and 65" interactive panels and displays, as well as ceiling cameras.

14.6.3 M+ Tower of West Kowloon Cultural District

Located on the 12th and 13th floors of the M+ Tower, the brand-new 20,000-square-foot Lingnan@WestKowloon learning hub includes classrooms, lecture halls, study rooms, offices for faculty and staff, studios, exhibition areas, teacher and student discussion spaces, as well as breakout areas for various activities such as social engagement and partnership events. All classrooms are equipped with audio-visual facilities and digital technology.

15. Lingnan University Alumni Association (Hong Kong) (LUAA)

Lingnan University Alumni Association (Hong Kong) (LUAA) was founded in the early 40s and was established as a registered society in Hong Kong in April 1960. The mandate of which is to strengthen the bond between Lingnanians, to embrace Lingnan spirit and to serve the community. We welcome alumni to join LUAA as member. For further information, please refer to their website at www.luaa.hk.

Lingnan University Postgraduate Alumni Association (LUPAA) (嶺南大學研究生校友會) was formed in 2020 to promote the professional network of our postgraduate alumni. For more information, students could contact lupaa.alumni@gmail.com.

16. Course Description

Please refer to MIBF website: <https://www.ln.edu.hk/econ/mibf/overview/course-description.php>

17. MIBF Office Contact information

Mailing Address:

Master of Science in International Banking and Finance (MIBF) Programme

Department of Economics, Lingnan University,

Room WYL301, Dorothy Y.L. Wong Building,

Tuen Mun, New Territories, Hong Kong

Tel.: (852) 2616 7164, 2616 7638 (Admission)
(852) 2616 7180 (Course Support)
(852) 2616 8349 (Assessments and Examination)

Fax: (852) 2265 7538

Email: mibf@LN.edu.hk (General Enquiries) / mibf_admission@LN.edu.hk (Admission) /
tpgpoecon@LN.edu.hk (Taught Postgraduate Programmes Office, Department of Economics)

MIBF Website:



This Programme Student Handbook is subject to periodic review and changes may be made when needed. Students will be informed of the changes as and when appropriate.

(Last update: 21 August 2023)