

Name of meeting attended:	Special Meeting of SBM UG Student Representative Committee
Date of meeting:	30 Aug, 2013
Minutes Prepared by:	Vivian Chu
Attendance of SBM UG Programs Office:	Emily Nason and Vivian Chu
Attendance of UG Student Representatives:	CHAN Nga Yee Joey, CHIU Yin Shan Karen, LEUNG Jason, LOWE Alberta and YEUNG Kin Hang Theophilus

Main points covered in meeting, mainly based on the surveys* conducted by 4 SBM students, Sheena Cheung, Howard Choi, Jasper Liu and Nathaniel Yuen

Brief outline of discussion point (include reference from agenda)	Action/Response
<p>Academics</p> <p>1. Students would like to have more exercises and tutorials for ISOM2500 Business Statistics</p>	<p>1. Students were highly recommended to talk to the related course instructors.</p> <p>Next, SBM already recruited one program assistant to each department to collect questions from students and tried to convey the message to the related staff of the department in order to accommodate their needs.</p>
<p>Exchange Study Experience</p> <p>1. Recommended to increase the number of exchange-out quota.</p> <p>2. Suggested more information about overseas and mainland exchange programs offered to students.</p> <p>3. Advised to combine the separate, but duplicate application process of the mainland and overseas exchange.</p> <p>4. Accounting students found it difficult to get credit transferred after coming back from the exchange program.</p>	<p>1. We followed an one-to-one basis to assign exchange quota. If we wanted to increase one outbound exchange place of a specific institute, we had to raise our inbound exchange quota by one. Before making such a decision, a few factors had to be taken into consideration, such as student residence capacity, class capacity, teaching resources and so forth.</p> <p>Our office is actively seeking different ways to expand out-bound exchange numbers. For instance, more exchange quota offered by popular institutes was requested; two new student halls were built and more information of off-campus residence was offered to inbound exchange students.</p> <p>Tried to introduce more short-term study</p>

	<p>programs in either winter or summer to our students.</p> <ol style="list-style-type: none"> 2. More information sessions for exchange-out study would be held. And tried to adopt different channels to inform these sessions to students. 3. Recruitment of an exchange study to the mainland was organized by Global Studies Office (GSO), whereas the other one to other overseas countries was managed by our Office. Thus, different application procedures and application packages were required by GSO. 4. Students were highly suggested to get course assessment approval before going for exchange programs. Next, they should seek advice from our academic affairs and advising team about institutes which could offer more Accounting related courses. Further, students might prepare for an extension of study if they couldn't get enough courses transferred from the exchange institutes.
<p><i>Career Planning/Job Hunting</i></p> <ol style="list-style-type: none"> 1. More online sample questions, like aptitude test, or other related resources were posted on our school website. 2. A comprehensive job bank organized together by Career Center and our Office was preferred. 3. More internship opportunities were provided to business students. 	<ol style="list-style-type: none"> 1. It was not easy to come up with a database library for questions, like aptitude tests, as license of each test had to be purchased. However, more focus on all round training offered to the students by our career and student development team, for instances, CV writing advising, mock interviews and talks hosted by the existing employers to share their expectations from candidates. We believed that it was more important to have our students trained to be more educated and knowledgeable to fit the positions. 2. Job posting on different websites would be based on the target students. If the target candidates were not limited to business students, jobs would be posted on the website of Career Center; otherwise, they were posted on SBM job bank. 3. Our Office actively contacted employers for more intern vacancies to students.

*Attached please find the surveys.