



To: All members of Academic Staff

Preparation for the New Academic Year 2014-15

I wish to draw your attention to the following information that may be useful for your teaching and academic planning, for the new academic year 2014-15.

1. Students of the Old and New Curriculum

If there is a need for you to distinguish students of the old curriculum (current students of year 3 and above) from those of the new curriculum, please refer to the programme code's suffix; with U for the old curriculum, and N for the new curriculum, e.g. ANTHU refers to Anthropology major students under the old 3-year normative curriculum while ANTHN refers to the students of the 4-year normative new curriculum. For academic advising, please note that new students of the old and new curriculum need to follow different study schemes, Faculty package and University core courses for their graduation requirements.

Please also note that students of the old and new curriculum are governed by two sets of General Regulations Governing Undergraduate Studies. For details, please visit the website of the Academic and Quality Section (AQS) (<http://www.cuhk.edu.hk/aqs>) of the Registry.

2. University Almanac and Examination Arrangements 2014-15

The University Almanac (2014-15) has already been posted on the homepage of the Registration & Examinations Section (RES) (<http://www.cuhk.edu.hk/rgs>). Please take note of the following dates with class suspension arrangements.

1 September (1 st teaching day)	Mon	Inauguration Ceremony for Undergraduates [full-time undergraduate classes (<i>except MB ChB Programme Years 2-5</i>) suspended in the morning until 1:30 p.m.]
18 October	Sat	Orientation Day for Undergraduate Admissions [full-time undergraduate classes (<i>except MB ChB Programme Years 3-5 (5-year curriculum)</i>) suspended]
20 November	Thu	76 th Congregation for the Conferment of Bachelor's Degrees and Master's Degrees [full-time undergraduate classes (<i>except MB ChB Programme Years 3-5 (5-year curriculum)</i>) and postgraduate classes suspended]

To facilitate the early publication of the examination timetable, RES will collect the information on examination arrangements from 1-12 September via an e-platform for department staff to submit all the necessary information for 1st term centralized course examinations. May I seek your kind co-operation to (i) let your staff know your final examination arrangements for input by early September at the latest, and (ii) where applicable, inform students who register in the course in the first teaching week that there will be a final examination and remind them (especially students from overseas) to check the draft examination schedules, which will be released around 10 October, before making any holiday plans during the term break. The examination period for 1st term 2014-15 will be from 3-22 December 2014.

3. CUSIS, Teaching Schedules, Grading and AV Equipment

a. CUSIS

Since July 2010, the Chinese University Student Information System (CUSIS) has been serving as the e-platform on which authorized department and administrative staff, students, teaching staff and alumni logon to submit grades and various applications; grant approval and enquire relevant information, where appropriate.

You may refer to the CUSIS website (<http://www.cuhk.edu.hk/cusis/>) for different system functions available for academic staff. To access the class rosters (i.e. class list) and other available system functions, new academic staff should apply for CUSIS Account with ITSC (form is available for download at <http://www.cuhk.edu.hk/cusis/faqs-staffgeneral.html>).

b. Teaching schedules

The 2014-15 Undergraduate Teaching Timetable has already been posted on RES homepage for students' enquiry since 7 July. Students will start planning their course registration in early August. In order to avoid timetable conflicts due to subsequent timetable amendments, please scrutinize again carefully your teaching schedules, quotas available for students of different intakes, medium of instruction, tutorial arrangements, etc., and make changes, if necessary, before course registration begins on 11 August. Please take note of the following in making amendments.

- **Medium of instruction**
Please follow the language of instruction as stated in the teaching timetable in conducting lectures, tutorials or other teaching activities, since students' choice of course may depend on their preferred medium of instruction. Changes will **NOT** be allowed after course registration until the close of add/drop period, subject to a unanimous decision of the teacher and all students enrolled on the course by a secret ballot conducted after the deadline for adding courses.
- **Tutorial arrangements**
CUSIS enables students to register for the appropriate tutorial sections during course registration of the lectures. If you prefer not to make separate tutorial arrangements, please check if the tutorials have been offered in the teaching timetable. Otherwise, your staff have to arrange classroom booking via the new on-line Web-Room Booking System for the tutorials, subject to classroom availability.
- **Class re-arrangements**
Sometimes due to important engagement, a class period has to be cancelled. When this situation arises, please complete the form "Request for Change of Class Arrangements" (Attachment 1) to inform the Department and the Registry about the class re-arrangements so that (i) the classroom can be released for other booking; (ii) to arrange class make-up arrangement; and (iii) to alert the department office in case queries are made by students.

c. Grade rosters and schedule for grade submission

For system functions under CUSIS for grading and the schedules for grade submission for 1st term 2014-15, please refer to Attachment 2.

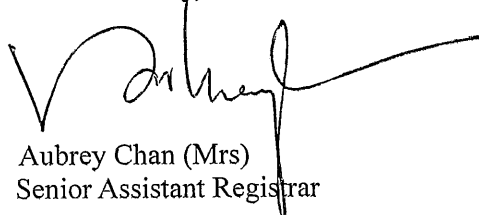
d. Training for using AV equipment

The Audio-Visual Services Unit (AVSU) will organize in late August/September a number of briefing/training sessions for academic staff on how to operate different kinds of audio-visual equipment installed inside the lecture theatres and classrooms. Interested staff please observe the mass mailing sent by AVSU in late August or visit their homepage (www.avsu.cuhk.edu.hk) for details.

4. Enquiries or Comments

- On course enrolment, add/drop, class roster, grade capture
Registration & Examinations Section (RES)
Telephone: 3943 9888
e-mail: ugadmin@cuhk.edu.hk
Website: <http://www.cuhk.edu.hk/rgs>
- On how to logon MyCUHK, how to use the system functions, comments on CUSIS
Information Technology Services Centre (ITSC)
Telephone: 3943 8845
ITSC Service Desk: <https://servicedesk.itsc.cuhk.edu.hk>
- On AV equipment of lecture theatre/classrooms
Audio-Visual Services Unit (AVSU)
Telephone: 3943 6060 or 3943 6061
e-mail: avsu@cuhk.edu.hk
Website: www.avsu.cuhk.edu.hk

Yours sincerely,



Aubrey Chan (Mrs)
Senior Assistant Registrar

Encls.

c.c. Registrar and Secretary
Deans of Faculties
Faculty Secretaries } (w/o encls.)

23 July 2014

<< This circular is distributed to academic staff via the department. For conservation purpose, department may also advise staff concerned to enquire this circular under "Teaching Staff Access" of RES homepage. >>

THE CHINESE UNIVERSITY OF HONG KONG
REQUEST FOR CHANGE OF CLASS ARRANGEMENTS

Form D 2014-15

To : Registration & Examinations Section
 Fax no.: 2603-5393

Date : _____

Term 1 st /2 nd /Summer* (please circle as appropriate)			
Course Code: _____		Course Title: _____	
The following class session(s) has to be cancelled due to the following reasons:			

	<i>Date</i>	<i>Time</i>	<i>Location</i>
A. Lecture	_____	_____	_____
B. Tutorial	_____	_____	_____
C. Others : _____ (Please specify)	_____	_____	_____

Please tick as appropriate			
<input type="checkbox"/> Classroom reservation is required for class make-up.*			
	<i>Date</i>	<i>Time</i>	<i>Location</i>
A. Lecture	_____	_____	_____
B. Tutorial	_____	_____	_____
C. Others : _____ (Please specify)	_____	_____	_____
<input type="checkbox"/> No classroom reservation is needed for class make-up.			
<input type="checkbox"/> No class make-up will be arranged.			

Students' consent has been obtained, and they have been informed of the class cancellation and (if appropriate) class make-up arrangement.

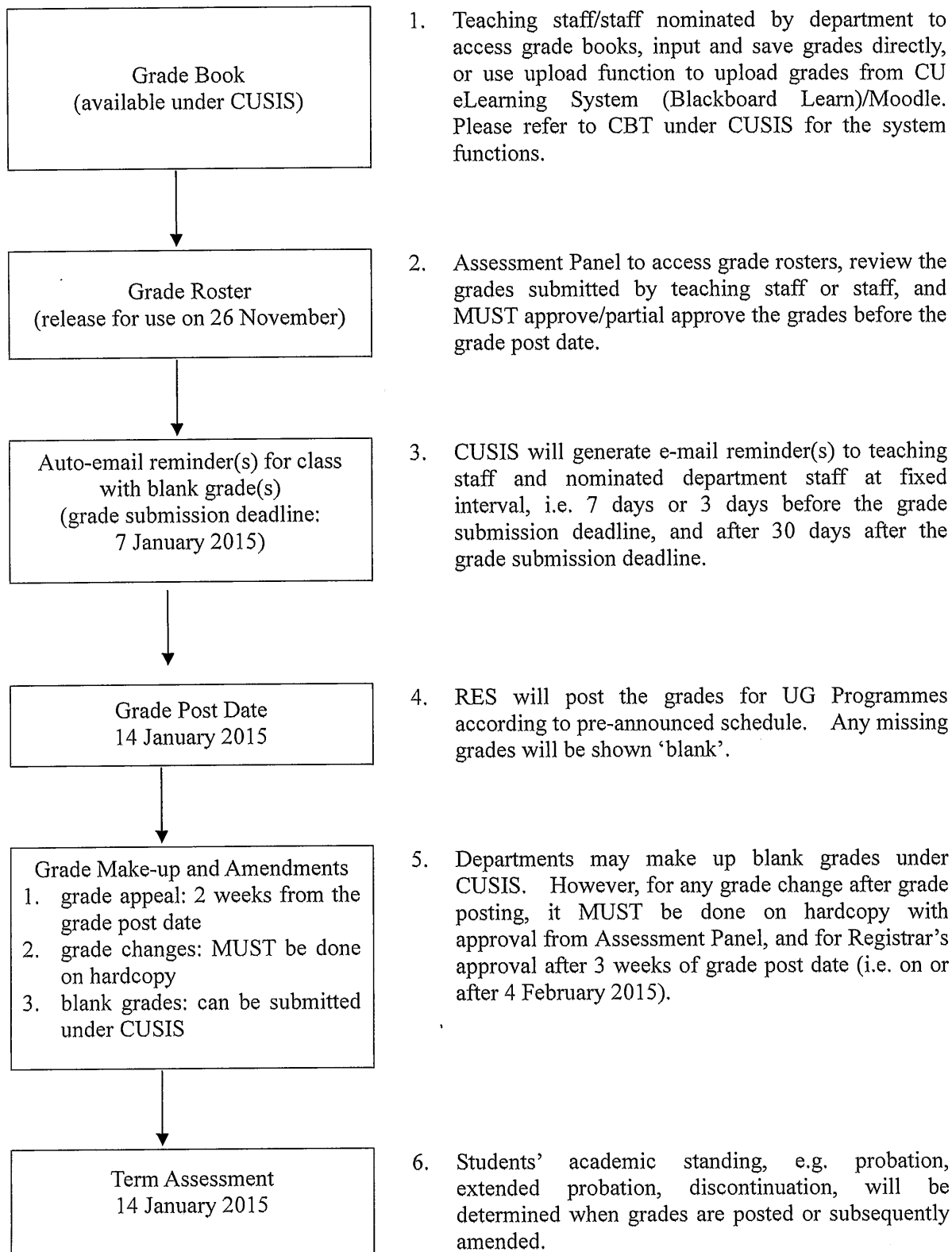
Signature of Academic Staff : _____ Contact Tel. No. : _____

E-mail : _____ Fax No. : _____

Endorsement of Department Chairman/Programme Coordinator : _____

***Note : To check classroom availability, please call ext. 38966 or submit classroom booking request via the online Web-Room Booking System.**

Grade Management and Term Assessment under CUSIS for Undergraduate Programmes*, 1st term 2014-15



* Grades for MBChB Programme and postgraduate classes (coded 5000 and above) are under the administration of Faculty of Medicine and Graduate School Office. Please refer to the notices, if any, from the respective offices.