

香港中文大學

註冊及考試組

查閱修業要求系統

查閱修業要求 (Academic Advisement)是 CUSIS 系統內一個方便學生查閱學業進展及規劃修讀計劃的系統功能。修業要求報告可分為以下 3 類：

- i) 已修科目報告： (Advisement Report) 此報告是根據學生目前所修讀課程的修讀辦法以及已修讀完畢科目所製作。Advisement Report 只包括已完成及已評分的科目。
- ii) 正在修讀科目報告： (In-progress Report) 此報告是根據學生目前所修讀課程的修讀辦法以及已選修科目所製作。In-progress Report 除了包括學生已完成的科目外，亦會顯示正在修讀的科目。
- iii) 打算修讀科目報告： (What-if Report) 此報告是根據學生打算修讀課程以及科目所製作。學生可以把打算修讀的課程或科目新增至模擬情景，模擬在不同的情況下修讀主修、副修或專修範圍的狀況。

查閱修業要求報告須知

CUSIS 系統內的修業要求報告是根據預設條件製作，僅屬參考性質。鑒於電腦辨別科目類別及程式設定的限制，部分報告的準確度或會受影響。除此之外，課程更新及科目替代(例如：學系特別批准學生用某一科目取代另一必修科目)亦可影響報告的結果。

學生應時常參閱刊載於學務及素質組網頁，學生手冊內的課程修讀辦法及相關學則 (<http://www.cuhk.edu.hk/aqs/AQSHomepageIndex/index.htm>)，以便瞭解大學及個別課程的修業要求。

註冊及考試組會對畢業班的同學進行畢業評核，同時亦建議學生自行在 CUSIS 系統內檢閱修業要求報告。

(一) 已修科目報告 (Advisement Report)查閱方法

1. 查閱已修科目報告，首先於 CUSIS 系統內選擇“CUSIS and MyStudy”，然後在左邊清單選擇“My Academic Requirements”。

2. 報告會顯示學生須符合的修業要求。報告首先列出大學修業要求（例如：至少完成 123 學分、是否完成語文、通識教育、資訊科技和體育課程要求等），以至學生所屬主修、副修或專修範圍的修業要求。
3. 課程規定組別（例如：主修課程，通識課程）均仔細列出課程內各類別要求（例如：主修必修課程，主修選修課程）。報告會核對學生已修讀的科目是否符合相關課程的修業要求，並指出哪些修業要求尚未完成。報告只包括已完成及已評分的科目。不及格之科目並不包括在內。
4. 已符合的修業要求的科目詳情將不會在有關課程規定組別報告中羅列。未符合的修業要求則會被標示為“Not Satisfied”，並列出可供選擇用以符合修業要求的科目以供學生參考。下圖所示為未符合通識課程要求的版面：

College Elective Course (R9, L20)

Not Satisfied: Students are required to complete at least two courses from amongst the below-listed courses.

- Units: 4.00 required, 2.00 taken, 2.00 needed
- Courses: 2 required, 1 taken, 1 needed

The following courses may be used to satisfy this requirement:

Course	Description	Units	When	Grade	Status
View Course List	College Elective Course				
GESC2050	Understand China thru Travels	2.00	2009-10 Term 1	A-	✓

View All First ◀ 1-2 of 2 ▶ Last

如學生要查看已符合的修業要求的詳情（例如：哪些已完成科目被用作符合該項修業要求），只需按修業要求旁邊的綠色三角形，系統便會顯示已完成的科目及其成績。下圖所示為已符合的體育修業要求的詳細版面：

MyCUHK

MyPage News and Events CUSIS and MyStudy Library Webmail Useful Links

CUSIS Services

- Registration
- Personal Information
- My Class Schedule
- My Planner
- My Academic Requirements
- Accept / Decline Award
- Account Summary
- Browse Course Catalog
- Browse Program Information
- My Course History
- Course Enrollment
- Make a Payment
- My Advisors
- Class Search
- View My Assignments
- View My Grades
- View Unofficial Transcript
- What-if Report
- Application for Program Change
- Transfer Credit / Exemption
- Exchange Application Summary
- Financial Aid Online Appl

Physical Education Requirements (G000105)

General Education Requirements (G000107)

Not Satisfied: The General Education Programme is composed of University GE courses and College GE Programme. The four Colleges have their own College General Education Programme, and students are required to fulfil the unit requirements as specified by their respective College.

- Units: 15.00 required, 13.00 taken, 2.00 needed

University General Education Requirements (R000000010)

Not Satisfied: All students (S6 and S7 entrants) are required to take at least one (2-3 units) course from each of the four University GE curriculum areas.

- Units: 9.00 required, 8.00 taken, 1.00 needed

Area A. Chinese Cultural Heritage (R000000010, L10)

Area B. Nature, Technology and the Environment (R000000010, L20)

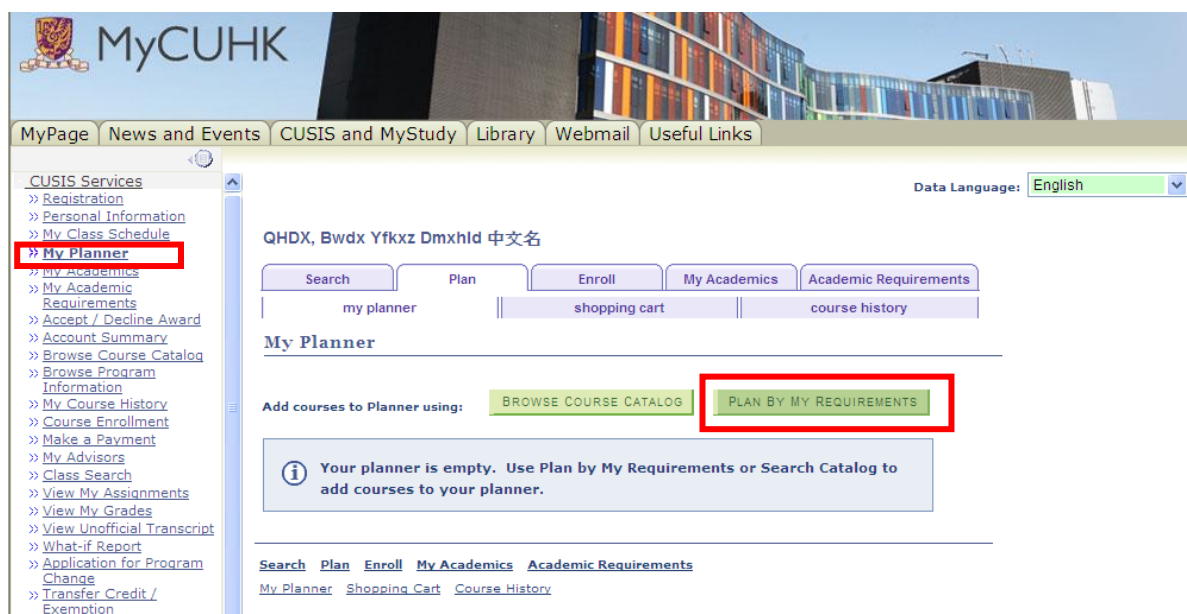
Area C. Society and Culture (R000000010, L30)

Not Satisfied: Students must take at least one course of 2 to 3 units in this Area.

有關系統使用方法，請參閱^{<附件一：Advisement Report 功能示例>}

(二) 正在修讀科目報告(In-progress Report) 查閱方法

1. 於 CUSIS 系統內選擇“CUSIS and MyStudy”，然後在左邊清單選擇“**My Planner**”，再按“**PLAN BY MY REQUIREMENTS**”查閱正在修讀科目報告。



2. 與已修科目報告(Advisement Report)相似，正在修讀科目報告(In-progress Report)會根據學生目前所修讀課程的修讀辦法，顯示須符合的修業要求。

3. 除已修讀完畢的科目外，正在修讀科目報告亦會顯示同學正在修讀的科目。在“Status”

一欄可見到科目屬完成(i.e.  Taken) 或正  Taken  In Progress 在修讀

(i.e.  In Progress)的資料。

● Units: 123.00 required, 51.00 taken, 72.00 needed					
The following courses were used to satisfy this requirement:					
Course	Description	Units	When	Grade	Status
ACCT2111	Introductory Fin'l Accounting	3.00	2009-10 Term 1	A-	
ACCT2121	Mgt Acq for Decision Making	3.00	2009-10 Term 2		
CHLT1813	Professn'l Chinese (BSA)	3.00	2009-10 Term 2		
DSME1030	Eco for Business Studies I	3.00	2009-10 Term 1	A	
DSME1040	Eco for Business Studies II	3.00	2009-10 Term 2	A-	

詳情請參閱 [＜附件二：如何查閱 In-progress Report＞](#)

(三) 打算修讀科目報告(What-if Report)查閱方法

1. 如果學生想更改主修、副修或申報專修範圍，可以利用打算修讀科目報告(What-if Report) 模擬在不同的情況下修讀課程的進展狀況。
2. 在 CUSIS 系統內選擇“CUSIS and MyStudy”，然後在左邊清單選擇“**What-if Report**”，再按 “**CREATE NEW REPORT**” 輸入模擬課程。
3. “**Program Scenario**”顯示的內容已預設為同學目前所修讀課程的修讀辦法。學生可利用以下三個範疇設置模擬課程，主修或副修學習範圍及專修範圍。學生每次最多可設置三個情況。

The screenshot shows the MyCUHK CUSIS and MyStudy interface. The left sidebar contains a list of services, with 'What-if Report' highlighted. The main content area is titled 'Program Scenario' and includes a table for setting up academic programs. The table has three columns: 'Academic Program', 'Area of Study', and 'Concentration'. It contains three rows of data, with the first two rows selected. Below the table is a 'Course Scenario' section with a 'browse course catalog' button and a 'What-If Course List' table.

Academic Program	Area of Study	Concentration
BBA Integrated BBA Programme	Integrated IBBA - Major	General Finance
BBA Integrated BBA Programme	Integrated IBBA - Major	Global Business Studies
None	None	None

Course Scenario
Click the "browse course catalog" button and then select courses for inclusion in your course what-if scenario.

[browse course catalog](#)

What-If Course List View All First 1 of 1 Last

Course

4. 學生亦可以把打算修讀的科目新增至模擬情況，並檢閱有關修讀要求。按“**browse course catalog**”，選擇科目。所選科目將被新增到“**What-If Course List**”。完成新增打算修讀的科目後，按“**Submit Request**”。學生便可檢閱在模擬情況下須符合的修讀要求。

MyCUHK

MyPage News and Events CUSIS and MyStudy Library Webmail Useful Links

CUSIS Services

- » Registration
- » Personal Information
- » My Class Schedule
- » My Planner
- » My Academics
- » My Academic Requirements
- » Accept / Decline Award
- » Account Summary
- » Browse Course Catalog
- » Browse Program Information
- » My Course History
- » Course Enrollment
- » Make a Payment
- » My Advisors
- » Class Search
- » View My Assignments
- » View My Grades
- » View Unofficial Transcript
- » **What-if Report**
- » Application for Program Change
- » Transfer Credit / Exemption
- » Exchange Application Summary
- » Financial Aid Online Appl

Course Scenario

Click the "browse course catalog" button and then select courses for inclusion in your course what-if scenario.

browse course catalog

What-If Course List View All First 1 of 1 Last

Course

SUBMIT REQUEST

5. 在模擬情況中利用“**What-if Course List**”新增的科目，其狀態顯示為“?”。以便與已完成科目或正在修讀科目作出區別。

MyCUHK

MyPage News and Events CUSIS and MyStudy Library Webmail Useful Links

CUSIS Services

- » Registration
- » Personal Information
- » My Class Schedule
- » My Planner
- » My Academics
- » My Academic Requirements
- » Accept / Decline Award
- » Account Summary
- » Browse Course Catalog
- » Browse Program Information
- » My Course History
- » Course Enrollment
- » Make a Payment
- » My Advisors
- » Class Search
- » View My Assignments
- » View My Grades
- » View Unofficial Transcript
- » **What-if Report**
- » Application for Program Change
- » Transfer Credit / Exemption
- » Exchange Application Summary

• Units: 24.00 required, 3.00 taken, 21.00 needed

The following courses may be used to satisfy this requirement:

Course	Description	Units	When	Grade	Status
PSYC1030	Psychology of Personal Growth	3.00			
PSYC1040	Perspective in Human Sexuality	3.00			
PSYC1050	View Course Details				
PSYC1060	Psychology and Law	3.00			
PSYC1620	Psy of the Chinese People	3.00			
PSYC1630	Psy of Interper Communication	3.00			
PSYC2070	Qualitative Research Methods	3.00			
PSYC2780	Abnormal Cognitive Functions	3.00	2010-11 Term 2 (Part-Time)		?
PSYC3360	Human Intelligence	3.00			
PSYC3430	Psychology of Language	3.00			

View All First 1-10 of 29 Last

詳情請參閱 [＜附件三：怎樣製作 What-if Report＞](#)

查詢

如有任何查詢，請與註冊及考試組聯絡：

電郵 : ugadmin@cuhk.edu.hk
傳真 : 2603 5129
電話 : 3943 9888
網址 : <http://www.cuhk.edu.hk/rgs>

附件一 : [Advisement Report 功能示例](#)
附件二 : [如何查閱 In-progress Report](#)
附件三 : [怎樣製作 What-if Report](#)

更新至 2017 年 1 月 13 日