

**Shaw College**  
**College Assemblies (Term 2, 2020/21)**  
**Online Registration – Registration and Attendance System (RAS)**

**A. Registration and Attendance System (RAS)**

The Registration and Attendance System is developed by the University's Information Technology Services Centre (ITSC) in collaboration with the Colleges for registration and attendance recording of College Assemblies and related events. For attendance to be counted, participants of **College Assemblies** must first register online via the System.

**B. Registration Details**

**Registration and Attendance System URL:** <https://webapp.itsc.cuhk.edu.hk/ras/>

Please refer to the login page instruction to provide the login ID and password.

**Registration Arrangements**

- Registration for **TERM 2** College Assemblies starts on **8 January 2021 (Friday) at 10:00am**.
- **Registration deadline** for **each College Assembly** is **two days before the event at 8:00am**.
- For detailed schedule, please see: <https://www.shaw.cuhk.edu.hk/en/content/college-assembly>
- Students can reserve seats for **all 3 Assemblies required for Term 2**. Reservation is processed on a first-come-first-served basis.
- Should students be unable to show up for any of the college assemblies, they should return the "seats" via the Registration and Attendance System in order to reserve seats for another assembly.

**C. Important Notes and Enquiries**

- **Attendance requirement:** Shaw College full-time undergraduate students are required to attend at least **3 College Assemblies each term** to fulfill the College Assembly attendance requirement.
- **Attendance record:** To check your attendance record, please visit **Registration and Attendance System the following Monday after each assembly**.
- **All students** are required to attend College Assemblies. (except incoming exchange students)
- **Outgoing exchange students** are also required to attend College Assemblies in their **normative study period** after returning to the University during their remaining studies.
- **Students of Faculty of Medicine:** only students with medical study year **MYR1, MYR2 & MYR3** under CUSIS are required to attend college assembly.
- **Students of Nursing Programme:** students are required to attend college assembly for **9 terms**, as students have clinical training in Term 2 of year 5.
- **Students of Chinese Medicine:** students are required to attend college assembly for **9 terms**, as students have clinical training from Term 2 of year 5.
- **Related link:** Change or Forget CWEM password  
<http://www.cuhk.edu.hk/itsc/onlineapp/form/sr.html>
- **Enquiries:** Tel (3943 7363) / Email ([shaw-assembly@cuhk.edu.hk](mailto:shaw-assembly@cuhk.edu.hk))