THE CHINESE UNIVERSITY OF HONG KONG

Guidance Notes for filling in the
Programme Specification Template for Programme Approval

1.   The Guidance Notes are prepared to facilitate users of the Programme Proposal Warehouse (PPW) (https://spus.per.cuhk.edu.hk/PPW/Common/XXUSLogin.aspx).   Users should finish reading the notes before filling in the online programme proposal.

2.   The submission of a programme specification is mandatory for major revision of existing programmes and introduction of new programmes which require Senate approval.   For minor revision of existing programmes, the submission is optional.

3.   Users should follow the font type and size, date format and presentation used in the Guidance Notes, in particular when filling in the course list and course description.

4.   The word limits stated should be strictly observed.

5.   All course description should be compiled and recorded in a single document. Only one Course Description file should be uploaded.   A sample course description list is attached to this document.

6.   Both English and Chinese versions of the study schemes should be submitted. Faculty Package requirements should be presented separately rather than lumped together with the other required or elective courses.   A sample study scheme is attached to this document

7.   For queries, please contact Ms. Michelle Ho of AQS at 39438939.

1.	**Nature** (choose one)	☐ Major ☐ Minor ☐ Part of Univ Core Requirement
2.	**New or revision** (choose one)	☐ New ☐ Revision
3.	**Date of last approval by Senate**	Fill in this field when this is a revision. Date format: yyyy-mm-dd
4.	**Programme title (English)**	No short form should be used. For Major/Minor e.g. Philosophy For a double degree programme e.g. Bachelor of Arts and Bachelor of Education (Chinese Language Education)
5.	**Programme title (Chinese)**	e.g. 哲學
6.	**Degree to be awarded**	Fill in this field in the case of a Major. No short form should be used. e.g Bachelor of Arts
7.	**Years of study**	Fill in this field in the case of a Major e.g. 4 years
8.	**Offering Department(s)/unit(s)**	Add names of other departments if the Programme is jointly offered by other departments.
9.	**Proposed year of commencement**	Put year of first intake in the case of a new Programme, or year of first applicability in the case of a revision.

10. Endorsements

Endorsements by subsidiary bodies, e.g. department board, faculty board, and dates

Body	Date
Board of the Department of XXX	yyyy-mm-dd
Board of the Faculty of XXX	yyyy-mm-dd

11. Introductory statement

An introduction to the programme and its rationale, maximum length: 500 words in English and 400 words in Chinese. This is mandatory.

English

Chinese

12. Outcomes Statement

(a) Introduction: optional

Maximum length: 50 words in English and 40 words in Chinese. This is optional.

The smaller components (2 units of PE, 1 unit of IT) should try to stay within 3/4 of the word limit stated if possible.

English

Chinese

(b) Expected learning outcomes

A listing, ***preferably in point form***, limited to ~15 items; maximum length: 250 words in English and 200 words in Chinese.   This is mandatory.

The smaller components (2 units of PE, 1 unit of IT) should try to stay within 3/4 of the word limit stated if possible.

English

Chinese

(c) Implications for learning activities

Maximum length: 150 words in English and 120 words in Chinese.   This is mandatory.

The smaller components (2 units of PE, 1 unit of IT) should try to stay within 3/4 of the word limit stated if possible.

English

Chinese

(d) Implications for assessment

Maximum length: 150 words in English and 120 words in Chinese.   This is mandatory.

The smaller components (2 units of PE, 1 unit of IT) should try to stay within 3/4 of the word limit stated if possible.

English

Chinese

13. Programme structure
In the case of a revision, the applicable admission year and the applicable admission type should be clearly specified. If the changes involve a range of admission years and admission types, there should be multiple entries of the programme structure.

(a) Admission Year
e.g 2012-13
(b) Admission Type
e.g. Secondary 6 entrants
(c) Total number of units
e.g 123 units
(d) Streams/concentrations

(a) Admission Year
e.g. 2012-13
(b) Admission Type
e.g. Holders of Associate Degrees
(c) Total number of units
e.g. 88 units
(d) Streams/concentrations

(a) Admission Year
e.g. 2013-14
(b) Admission Type
e.g. Secondary 6 entrants
(c) Total number of units
e.g 128 units
(d) Streams/concentrations

14. Exemption policy
Exemptions can be granted by (i) attainment for core language courses, i.e. for students who have already attained the desired levels of the language requirement, or (ii) by equivalence of courses, subject to scrutiny and approval by the unit responsible for the relevant part of the University Core Requirement.

15. Any additional remarks
Limited to additional information essential for Senate consideration; any other material should be included as supplementary material and presented as appendices.

16. List of supplementary material, presented as appendices
Any information included in this Section will not be presented to the Senate, and will not form part of the approval.

April 2013

Sample Template for Course Descriptions

The *Course Description* as defined here is part of the entry known as *Catalog Data* in CUSIS. The following Table gives an example. <mark>Please copy and reproduce one such Table for each course, and replace the two rightmost columns with the appropriate information, without altering the font, font size and other stylistic presentation used in this template.   Enrolment restrictions should not be included.</mark>

Entry	Technical Definition in CUSIS	Content to be inserted for each course	
		in English	in Chinese
Code	Course Offering	BIOL2210	
Title	Long Course Title	Ecology	生態學
Overview	Long Description	This course provides students with an overview of the general principles of ecology. The course covers three broad areas: behavioural ecology, population ecology, and community ecology. Behavioural ecology examines how behaviour contributes to survival and reproduction. The relationship between behaviour, ecology and evolution is emphasized. Population ecology concerns how populations grow and how they are limited by food, competition and predation. Community ecology focuses on the link between community function and species richness. In particular, factors important in determining the number of species in an area will be examined. Mathematical models will be used to illustrate the theoretical background for topics discussed. This is a required course for Biology and Environmental Science Programmmes.	本科向學生提供了生態學基本原理的概要知識。本科覆蓋了三個廣泛的領域：行為生態學，種群生態學和群落生態學。行為生態學揭示動物的行為是如何協助其存活和繁殖。種群生態學則關注種群如何形成以及種群如何受制於食物、競爭和捕食。群落生態學則重點介紹群落功能和物種的豐度之間的聯系。決定一個地區物種的數量的重要因素亦會逐一介紹。數學模型將用於解釋相關的背景理論知識。本科為生物學及環境科學課程之必修科目。

Entry	Technical Definition in CUSIS	Content to be inserted for each course	
		in English	in Chinese
Code	Course Offering	BIOL2213	
Title	Long Course Title	Ecology Laboratory	生態學實驗
Overview	Long Description	This experimental course is designed to illustrate key ecological concepts.	本實驗科目介紹生態學之基本概念。

(Study Scheme - English)

Programme Title

Translation

Study Scheme

Applicable to students admitted in 2012-13*

Major Programme Requirement

Students are required to complete a minimum of 69 units of courses as follows:

		Units
1.	Faculty Package:	9

Any 3 courses from:
ANTH1020, CHLL1900, CURE1000, 1110, ENGE1000, FAAS1900, HIST1000, JASP1090, LING1000, MUSC1000, PHIL1110, THEO1000, TRAN1000

2.	Required Courses:	15

TRAN1010, 2030, 3070, 4510, 4520

3.	Elective Courses:	45

45 units of courses selected from the following:
TRAN1120, 1130, 2020, 2050, 2110, 2120, 2130, 2610, 3040, 3050, 3060, 3170, 3180, 3270, 3280, 3620, 3720, 3800, 3810, 3820, 3830, 3840, 3841, 3842, 3843, 3850, 3860, 3870, 3880, 3890, 4070, 4140, 4150, 4160, 4210, 4530, 4540, 4720, 4820, 4840, 4900

	Total:	**69**

Explanatory Notes:
1. TRAN courses at 3000 and above level will be included in the calculation of the Major GPA for honours classification.
2   Students who are not proficient in Putonghua are advised to take 4 units of Putonghua courses.

(Study Scheme - Chinese)

[Please do not alter any font, font size and stylistic presentation used in this template.]

課程名稱
翻譯

修讀辦法

<div align="center">

二〇一二至一三年度入學學生適用*

</div>

主修課程要求

學生須至少修畢以下科目共 69 學分：

學分

1. 學院課程： 9
   選修下列任何三科：
   ANTH1020, CHLL1900, CURE1000, 1110, ENGE1000, FAAS1900, HIST1000, JASP1090, LING1000, MUSC1000, PHIL1110, THEO1000, TRAN1000

2. 必修科目： 15
   TRAN1010, 2030, 3070, 4510, 4520

3. 選修科目： 45
   從以下選修 45 學分：
   TRAN1120, 1130, 2020, 2050, 2110, 2120, 2130, 2610, 3040, 3050, 3060, 3170, 3180, 3270, 3280, 3620, 3720, 3800, 3810, 3820, 3830, 3840, 3841, 3842, 3843, 3850, 3860, 3870, 3880, 3890, 4070, 4140, 4150, 4160, 4210, 4530, 4540, 4720, 4820, 4840, 4900

共： **69**

註：
1. TRAN 3000 及以上程度科目計入主修科目之平均積點，以釐定學位等級。
2. 不諳普通話的學生宜修讀普通話科目 4 學分。

* 如修讀辦法適用於持副學士學位或高級文憑者，請清楚註明。

<div align="center">

(Recommended Course Pattern - English)

</div>

Recommended Course Pattern

1. A student shall take at least 9 units and no more than 18 units of courses in any term within the normative study period. A student shall take no more than 6 units of courses in each summer session, and no student shall be allowed to take more than 39 units in an academic year.
2. Sufficient units should be allowed in each term for students to fulfill the University Core Requirements, which include: (i) 6 units of Chinese; (ii) 9 units of English; (iii) 1 unit of IT; (iv) 21 units of General Education; and (v) 2 units of Physical Education, as already listed in the template below.
3. Programmes with different streams/concentrations are required to provide the recommended pattern for each stream/concentration.

	Major Programme Requirement of Physics		University Core Requirement						
	Recommended Course Pattern	Units	Chinese	English	IT	College GE	Foundation GE	Other GE	PE
First Year of Attendance	1st term Faculty Package: 1st and 2nd Faculty Package courses Major Required: CHEM1070 Major Elective(s): [please indicate course codes]	6 3	3	4		3	3		
	2nd term Faculty Package: 3rd Faculty Package course Major Required: PHYS1122, 1712, MATH2010 Major Elective(s):	3 7							
Second Year of Attendance	1st term Major Required: PHYS2041, 2051, 2711, 2510 Major Elective(s):	9	3	3	1	6	6	3	2
	2nd term Major Required: PHYS2722, 2520, 3011 Major Elective(s):	5 3-6							
Third Year of Attendance	1st term Major Required: PHYS3021, 3041, 3710, 3801 Major Elective(s):	7 3-6		2		3		6	
	2nd term Major Required: PHYS3022, 3031, 3802, 4801 or 4802 Major Elective(s):	7 3-6							
Fourth Year of Attendance	1st term Major Required: PHYS4050, 4610, 4801 or 4802 Major Elective(s)	7 2-5							
	2nd term Major Required: Major Elective(s):	6-9							
	Total (including Faculty Package):	71	6	9	1	6	6	9	2

(Recommended Course Pattern – Chinese)

[Please do not alter any font, font size and stylistic presentation used in this template.]

修課推介

1. 學生於其常規修業期限內的每學期修課不得少於九學分，亦不得多於十八學分。學生於每一暑期修課不得多於六學分，於每學年修課一概不得多於三十九學分。
2. 每學期均須預留足夠學分讓同學符合大學核心課程要求，包括: (一)中文六學分；(二)英文九學分；(三)資訊科技一學分；(四)通識教育二十一學分及(五)體育二學分。詳情已列載於以下表格。
3. 有不同專修範圍的課程須為每項專修範圍提供修課推介。

_____物理_____ 主修課程要求			大學核心課程要求						
修課推介		學分	中文	英文	資訊科技	書院通識教育	通識教育基礎課程	其他通識教育	體育
第一修業學年	第一學期 學院課程: 第一及二科學院課程科目 主修必修科目: CHEM1070 主修選修科目: [須註明科目編號]	6 3	3	4		3			
	第二學期 學院課程: 第三科學院課程科目 主修必修科目: PHYS1122, 1712, MATH2010 主修選修科目:	3 7							
第二修業學年	第一學期 主修必修科目: PHYS2041, 2051, 2711, 2510 主修選修科目:	9	3	3	1		6	3	2
	第二學期 主修必修科目: PHYS2722, 2520, 3011 主修選修科目:	5 3-6							
第三修業學年	第一學期 主修必修科目: PHYS3021, 3041, 3710, 3801 主修選修科目:	7 3-6		2			3	6	
	第二學期 主修必修科目: PHYS3022, 3031, 3802, 4801 or 4802 主修選修科目:	7 3-6							
第四修業學年	第一學期 主修必修科目: PHYS4050, 4610, 4801 or 4802 主修選修科目:	7 2-5							
	第二學期 主修必修科目: 主修選修科目:	6-9							
合共 (包括學院課程):		**71**	**6**	**9**	**1**	**6**	**6**	**9**	**2**

[Please do not alter any font, font size and stylistic presentation used in this template.]

Recommended Course Pattern (for senior year entrants) applicable to students admitted in 2012-13

1. A student shall take at least 9 units and no more than 18 units of courses in any term within the normative study period. A student shall take no more than 6 units of courses in each summer session, and no student shall be allowed to take more than 39 units in an academic year.

2. Sufficient units should be allowed in each term for students to fulfill the University Core Requirements, which include: (i) 0-3 units of Chinese; (ii) 2-5 units of English; (iii) 1 unit of IT; (iv) 8-9 units of General Education; and (v) 1 unit of Physical Education, as already listed in the template below.

3. Programmes with different streams/concentrations are required to provide the recommended pattern for each stream/concentration.

	Major Programme Requirement of _____		University Core Requirement						
	Recommended Course Pattern	Units	Chinese	English	IT	College GE	Foundation GE	Other GE	PE
First Year of Attendance	1st term Faculty Package: Major Required: Major Elective(s):		0-3	3 (for HD only)			3		
	2nd term Faculty Package: Major Required: Major Elective(s):				1	2-3			1
Second Year of Attendance	1st term Major Required: Major Elective(s):			2				3	
	2nd term Major Required: Major Elective(s):								
Total (including Faculty Package):			**0-3**	**2-5**	**1**	**2-3**	**3**	**3**	**1**

[Please do not alter any font, font size and stylistic presentation used in this template.]

修課推介（高年級入學學生適用）二〇一二至一三年度入學學生適用

1. 學生於其常規修業期限內的每學期修課不得少於九學分，亦不得多於十八學分。學生於每一暑期修課不得多於六學分，於每學年修課一概不得多於三十九學分。
2. 每學期均須預留足夠學分讓同學符合大學核心課程要求，包括: (一)中文零至三學分；(二)英文二至五學分；(三)資訊科技一學分；(四)通識教育八至九學分及(五)體育一學分。詳情已列載於以下表格。
3. 有不同專修範圍的課程須為每項專修範圍提供修課推介。

	_____ 主修課程要求		大學核心課程要求						
	修課推介	學分	中文	英文	資訊科技	書院通識教育	通識教育基礎課程	其他通識教育	體育
第一修業學年	第一學期 學院課程: 主修必修科目: 主修選修科目: 第二學期 學院課程: 主修必修科目: 主修選修科目:		0-3	3 （高級文憑適用）	1	2-3	3		1
第二修業學年	第一學期 主修必修科目: 主修選修科目: 第二學期 主修必修科目: 主修選修科目:			2				3	
合共 (包括學院課程):			0-3	2-5	1	2-3	3	3	1

(Recommended Course Pattern - English)

<mark>[Please do not alter any font, font size and stylistic presentation used in this template.]</mark>

Recommended Course Pattern (for senior year entrants) <mark>applicable to students admitted in 2013-14 and thereafter</mark>

1. A student shall take at least 9 units and no more than 18 units of courses in any term within the normative study period. A student shall take no more than 6 units of courses in each summer session, and no student shall be allowed to take more than 39 units in an academic year.

2. Sufficient units should be allowed in each term for students to fulfill the University Core Requirements, which include: (i) 2-5 units of English; (ii) 8-9 units of General Education; and (iii) 1 unit of Physical Education, as already listed in the template below.

3. Programmes with different streams/concentrations are required to provide the recommended pattern for each stream/concentration.

	Major Programme Requirement of _____		**University Core Requirement**						
	Recommended Course Pattern	Units	Chinese	English	IT	College GE	Foundation GE	Other GE	PE
First Year of Attendance	1st term Faculty Package: Major Required: Major Elective(s):			3 (for HD only)		2-3	3		1
	2nd term Faculty Package: Major Required: Major Elective(s):								
Second Year of Attendance	1st term Major Required: Major Elective(s):			2				3	
	2nd term Major Required: Major Elective(s):								
	Total (including Faculty Package):		**0**	**2-5**	**0**	**2-3**	**3**	**3**	**1**

<div align="center">**(Recommended Course Pattern - Chinese)**</div>

==[Please do not alter any font, font size and stylistic presentation used in this template.]==

修課推介（高年級入學學生適用）==二〇一三至一四年度及以後入學學生適用==

1. 學生於其常規修業期限內的每學期修課不得少於九學分，亦不得多於十八學分。學生於每一暑期修課不得多於六學分，於每學年修課一概不得多於三十九學分。
2. 每學期均須預留足夠學分讓同學符合大學核心課程要求，包括:(一)英文二至五學分；(二)通識教育八至九學分及(三)體育一學分。詳情已列載於以下表格。
3. 有不同專修範圍的課程須為每項專修範圍提供修課推介。

_____ 主修課程要求		大學核心課程要求						
修課推介	學分	中文	英文	資訊科技	書院通識教育	通識教育基礎課程	其他通識教育	體育
第一修業學年 第一學期 學院課程: 主修必修科目: 主修選修科目: 第二學期 學院課程: 主修必修科目: 主修選修科目:			3 （高級文憑適用）		2-3	3		1
第二修業學年 第一學期 主修必修科目: 主修選修科目: 第二學期 主修必修科目: 主修選修科目:			2				3	
合共 (包括學院課程):		**0**	**2-5**	**0**	**2-3**	**3**	**3**	**1**