

## Instructions for online course pre-selection

**This information is only for exchange or study-abroad students not studying for an MBA, MAcc, MiM or MSc.** MBA exchange or study-abroad students should contact MBA Programmes at [cumba@cuhk.edu.hk](mailto:cumba@cuhk.edu.hk), while MAcc, MiM and MSc exchange or study-abroad students should contact the Office of Taught Postgraduate Programmes, Faculty of Business Administration at [ba\\_tpg\\_exchange@cuhk.edu.hk](mailto:ba_tpg_exchange@cuhk.edu.hk).

<b>Non-MBA, MAcc, MiM or MSc exchange and study-abroad students</b>	<b>First Term</b>	<b>Second Term</b>
Online course pre-selection period	About mid-July	About mid-November

Please click [here](#) to print out a worksheet for planning your class schedule. Please pay attention to the following:

[The required course load](#)

[General information about courses](#)

Information about online course pre-selection (**2<sup>nd</sup> Term of 2022–23**)

[Courses available for online pre-selection](#)

[Courses not open to exchange and study-abroad students](#)

[Timetable and course description](#)

When you select courses, please check that they are open to exchange and study-abroad students; that English is the medium of instruction – refer to the language column of the timetable; whether there are any requirements to study them; and whether you have any timetable clashes.

Students should submit their online course pre-selection **between 9 Nov 2022 (09:00) - 11 Nov 2022 (23:59) Hong Kong time**. If you miss the deadline, you might miss out on certain classes because their quotas have already been filled.

Final decisions on course registration are subject to the approval of the respective academic departments and the availability of places.

The result of your online course pre-selection requests will be sent to you by email on **5 Dec 2022**.

During the add/drop period in **Jan 2023**, students can try to add courses not included in the list above but available in the **2<sup>nd</sup> term** of 2022–23. They can also modify their registered courses during this period. Further instructions will be provided during the orientation week.

[Log in to Online Course Pre-selection Form](#)

For non-Business Administration Master's Programme exchange and study-abroad students only

2<sup>nd</sup> Term of 2022–23

**Start date: 9 Nov 2022 (09:00 - Hong Kong time)**

**Submission deadline: 11 Nov 2022 (23:59 - Hong Kong time)**

Remember to save the draft course pre-selection form every 15 minutes to secure the data.

## FAQs

1. **The course I want to take is taught in both Cantonese/Putonghua and English. I am fluent in Cantonese/Putonghua. Can I and should I take the course? How do I register for it?**

The course teacher might use Chinese reference materials or technical terms. These materials and terms might be difficult for you to understand even if you understand Cantonese or Putonghua, so you should contact the teacher at the beginning of the term and ask whether spoken fluency is sufficient to take the course.

2. **How can I determine if a course is in the lower or upper division?**

CUHK undergraduate courses are coded 1–4 and postgraduate courses 5–9. The first numeral in the undergraduate course codes indicates the level of study. Normally, courses beginning with 1 are in the lower division and those beginning with 3 and 4 in the upper division, while the classification of those beginning with 2 varies by department, and you'll need to check.

3. **What can I do if I am unsure whether to take a class or not?**

You can attend the class during the first week and then register for it during the add/drop period.

4. **Before choosing a course I need to confirm if credits can be transferred, and to do that I need to send my home institution a copy of the course outline. How can I obtain one?**

Usually teachers distribute the course outline in the first class. If you cannot wait till then, contact the teacher or the department directly. You can find a specimen course description at [Timetable Course Description](#).

5. **When can I register for courses for my second term at CUHK?**

In November, when you will receive further instructions.

## How to Complete the Online Course Pre-selection Form

### For exchange or study-abroad students not studying for an MBA, MAcc, MiM or MSc.

Please read the following instructions thoroughly before you start to complete the online course pre-selection form.

#### Step 1 – Log in to online application form

- 1.1 Please log in to the online application form using your email address and password.

Login / New Application [Help](#)

Login now if you have already created / submitted an application form. If this is the first time that you are using the online application system, please create a [New Application](#) by clicking on the link. To learn more about the exchange/study abroad programme information, please [click here](#).

Email Address:

Password:

[New Application](#) [Forgot Password?](#)

Go

Students who have studied at CUHK the previous term can log in to the online application form with their CUHK email address (i.e. 10 digits of Student ID + “@link.cuhk.edu.hk”) to access the form. If you forget your password, please enter your CUHK email address and date of birth at [https://iasp.oal.cuhk.edu.hk/oal\\_prd\\_incoming/Common/iasp\\_incoming\\_forgotPassword.aspx](https://iasp.oal.cuhk.edu.hk/oal_prd_incoming/Common/iasp_incoming_forgotPassword.aspx). A new password will be re-generated by the system and sent to your CUHK email address.

## 1.2 Choose your application.

My Application [Change Email or Password](#)

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Choose an Application: [Select One] Edit / view my application form

[Select One]  
2012000011 -- IASP: SEP 2012 - JAN 2013 (1st Term)

The application pages are best viewed using PC resolution of 1024 x 768 (96 DPI) with Internet Explorer 5.5 or higher. [Disclaimer](#)

## Step 2 - Input course information into course pre-selection form

### 2.1 Click on the link to your course pre-selection form in the My Task section.

My Application [Change Email or Password](#) [Log off](#)

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Choose an Application: 2012000011 -- IASP: SEP 2012 - JAN 2013 (1st Term) Edit / view my application form

My Application Status	My Task
Application form is last saved on 19 June 2012 12:59 Application form is submitted on 09 January 2012 18:23	<ol style="list-style-type: none"><li>1. Print your Application Form -- click <a href="#">here</a></li><li>2. Print your Application Record Sheet -- click <a href="#">here</a></li><li>3. Print your Application Instruction &amp; Checklist and follow its instructions -- click <a href="#">here</a></li><li>4. Submit your course pre-selection form -- click <a href="#">here</a></li><li>5. Print your Application Form -- click <a href="#">here</a></li><li>6. Print your offer of admission letter -- click <a href="#">here</a></li></ol>

### 2.2 Input the code for the desired course, e.g. HIST3212-.

(\* Required information)

Course Pre-selection Form [Instruction](#) 2012000011

\* Please input a maximum of 18 units that you intend to take at CUHK and check the course information at [http://www.cuhk.edu.hk/oal/study\\_at\\_cuhk/intending\\_students/course\\_info.htm](http://www.cuhk.edu.hk/oal/study_at_cuhk/intending_students/course_info.htm). Since some of the courses require fluency in spoken and written Chinese, you should check the medium of instruction (i.e. the "language" column) shown on the teaching timetable for details. (Please input the course code and term information, then click "Insert" button to confirm).

\* CUHK Course Code: HIST3212-

\* Term: 1st

Insert

Your input to this form is for course selection purpose only. Final decision on your course registration will be subject to approval by respective departments.

### 2.3 Input first term or second term.

Course Pre-selection Form [Instruction](#) 2012000011

\* Please input a maximum of 18 units that you intend to take at CUHK and check the course information at [http://www.cuhk.edu.hk/oal/study\\_at\\_cuhk/intending\\_students/course\\_info.htm](http://www.cuhk.edu.hk/oal/study_at_cuhk/intending_students/course_info.htm). Since some of the courses require fluency in spoken and written Chinese, you should check the medium of instruction (i.e. the "language" column) shown on the teaching timetable for details. (Please input the course code and term information, then click "Insert" button to confirm).

\* CUHK Course Code: HIST3212-

\* Term: 1st

Insert

Your input to this form is for course selection purpose only. Final decision on your course registration will be subject to approval by respective departments.

### 2.4 Click Insert to confirm.

Course Pre-selection Form [Instruction](#) 2012000011

\* Please input a maximum of 18 units that you intend to take at CUHK and check the course information at [http://www.cuhk.edu.hk/oal/study\\_at\\_cuhk/intending\\_students/course\\_info.htm](http://www.cuhk.edu.hk/oal/study_at_cuhk/intending_students/course_info.htm). Since some of the courses require fluency in spoken and written Chinese, you should check the medium of instruction (i.e. the "language" column) shown on the teaching timetable for details. (Please input the course code and term information, then click "Insert" button to confirm).

\* CUHK Course Code: HIST3212-

\* Term: 1st

Insert

Your input to this form is for course selection purpose only. Final decision on your course registration will be subject to approval by respective departments.

**Course Pre-selection Form** [Instruction](#) 2012000011

\* Please input a maximum of 18 units that you intend to take at CUHK and check the course information at [http://www.cuhk.edu.hk/oal/study\\_at\\_cuhk/intending\\_students/course\\_info.htm](http://www.cuhk.edu.hk/oal/study_at_cuhk/intending_students/course_info.htm). Since some of the courses require fluency in spoken and written Chinese, you should check the medium of instruction (i.e. the "language" column) shown on the teaching timetable for details. (Please input the course code and term information, then click "Insert" button to confirm).

\* CUHK Course Code:

\* Term: 1st

Inserted Record(s)

Course Code	Course Title	Unit	Term	
HIST3212-	HISTORY OF TOKYO AND KYOTO 3.0	1	1	<a href="#">Delete</a>

Your input to this form is for course selection purpose only. Final decision on your course registration will be subject to approval by respective departments.

2.5 Repeat points 2.1–2.4 for up to a maximum of 18 units.

### Step 3 - Save/submit online course pre-selection form

3.1 Click Save/Submit and then OK to secure your data and send the online course pre-selection form to CUHK.

(Click on the "Save" button every 15 minutes to secure your input onto the form.)

(\* Required information)

**Course Pre-selection Form** [Instruction](#) 2012000011

\* Please input a maximum of 18 units that you intend to take at CUHK and check the course information at [http://www.cuhk.edu.hk/oal/study\\_at\\_cuhk/intending\\_students/course\\_info.htm](http://www.cuhk.edu.hk/oal/study_at_cuhk/intending_students/course_info.htm). Since some of the courses require fluency in spoken and written Chinese, you should check the medium of instruction (i.e. the "language" column) shown on the teaching timetable for details. (Please input the course code and term information, then click "Insert" button to confirm).

\* CUHK Course Code:


\* Term: 1st

Inserted Record(s)

Course Code	Course Title	Unit	Term	
HIST3212-	HISTORY OF TOKYO AND KYOTO 3.0	1	1	<a href="#">Delete</a>

Your input to this form is for course selection purpose only. Final decision on your course registration will be subject to approval by respective departments.

Message from webpage

 Your form is updated and submitted successfully.

3.2 Click Close and then OK to exit the form.

(Click on the "Save" button every 15 minutes to secure your input onto the form.)

(\* Required information)

**Course Pre-selection Form** [Instruction](#) 2012000011

\* Please input a maximum of 18 units that you intend to take at CUHK and check the course information at [http://www.cuhk.edu.hk/oal/study\\_at\\_cuhk/intending\\_students/course\\_info.htm](http://www.cuhk.edu.hk/oal/study_at_cuhk/intending_students/course_info.htm). Since some of the courses require fluency in spoken and written Chinese, you should check the medium of instruction (i.e. the "language" column) shown on the teaching timetable for details. (Please input the course code and term information, then click "Insert" button to confirm).

\* CUHK Course Code:

\* Term: 1st

Inserted Record(s)

Course Code	Course Title	Unit	Term	
HIST3212-	HISTORY OF TOKYO AND KYOTO 3.0	1	1	<a href="#">Delete</a>

Your input to this form is for course selection purpose only. Final decision on your course registration will be subject to approval by respective departments.

### Step 4 - Review and amend submitted form

1. Use your email address and password to log in to the system and view your course pre-selection form.
2. Amend the data as required. Please note that no amendments will be allowed after the deadline.