



Shaw College
College Assemblies (Term 2, 2023/24)
Online Registration – Registration and Attendance System (RAS)

(Not applicable to exchange students and students who have not been pre-assigned for GESC1000, please check your course list at CUSIS)

1. 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. For attendance to be counted, students must first register via the System.

2. Registration Details

Registration and Attendance System URL: www.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 **5 January 2024 (Friday) at 2:00pm**.
- **Registration deadlines: one day before the event at 8:00am**.
- Students may reserve seats for **all (3) Assemblies required for Term 2**. Reservation is processed on a first-come-first-served basis.
- For detailed schedule, please visit: <https://www.shaw.cuhk.edu.hk/en/content/college-assemblies>
- **Online participation of College Assemblies via Zoom will not be available**. Live streaming will be available for some of the College Assemblies. Students are required to select the venue during registration. Registered students should bring along their CU Link card for verification of their attendance through any of the validation terminals set up at the venue.
- Students who are unable to attend any registered assembly should cancel the registration via RAS in order to register for another assembly.
- After the registration deadline, cancellation of registered assembly in RAS will not be allowed. Students can only register for another assembly **one day after** the event.

3. Important Notes and Enquiries

- **Attendance requirement:** Students of Shaw College ***(not applicable to incoming exchange students and students who have not been pre-assigned for GESC1000)*** are required to **personally attend 3 College Assemblies each term** to fulfill the College Assembly attendance requirement. Students who fail to fulfill the attendance requirement will be given a fail grade (FF) for GESC1000 for that term.
- **Attendance record:** To check the attendance record, please visit RAS the following Monday after each assembly.
- If a student is absent from an assembly due to illness, please notify the College as soon as possible and submit a **"Sick Leave Certificate" for that day** as proof. "Certificate of Attendance" is not accepted.
- If a student is unable to attend assemblies due to participating in an **internship arranged by the department of CUHK**, please notify the College as soon as possible and submit relevant proof.
- If a student absents from an assembly without reasons or fails to provide relevant proof, the College **will not provide any remedial opportunities**.
- **Outgoing exchange students** are also required to attend College Assemblies in their remaining normative study period after returning to the University.

- **Students of Medicine (MBchB) Programme/Medicine (MBchB) Programme Global Physician-Leadership Stream (GPS):** Only students of **medical study year MYR1, MYR2 & MYR3** under CUSIS need to attend College Assembly.
- **Students of Nursing:** Students are required to attend College Assemblies for **9 terms**, as students have clinical training in Term 2 of year 5.
- **Students of Chinese Medicine:** Students are required to attend College Assemblies for **9 terms**, as students have clinical training in 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)

2 January 2024