End-User Training

CURU01 – Academic Structure, Course Inventory Maintenance

for UG Study Programmes

Version 11
Mar 2020

Information Technology Services Centre, CUHK
Course Agenda

- Process Overview
- Overview of Academic Structure of CUHK in CUSIS
- Course Catalog
- Browse Program Information
- Appendix - Overview of Academic Structure
The Curriculum Management workstream encompasses the establishment and maintenance of fundamental curriculum data in CUSIS which enables the ongoing executions of academic activities such as admissions application, course enrollment, and graduation assessment, along a student’s life cycle in CUHK.
Curriculum Management in Overall Process Flow of CUSIS (cont’)

It consists of the following processes:

- Maintain Academic Structure
- Maintain Course Inventory
- Maintain Academic Calendar
- Maintain Class Schedule

CUHK

Maintain Academic Structure
- On need-basis, when new Study Program is introduced or existing Program is updated

Maintain Course Inventory
- On need-basis, when new Course is introduced or existing Course is updated

Maintain Academic Calendar
- On yearly basis, before the start of next academic year

Maintain Class Schedule
- On yearly basis, may need to be adjust throughout the year

Term Activation
- On yearly basis, essential for all term activities of students

Student & Course Registration
Course Agenda

- Process Overview
- Overview of Academic Structure of CUHK in CUSIS
- Course Catalog
- Browse Program Information
- Appendix - Overview of Academic Structure
Overview of Academic Structure

In CUSIS, a number of configuration elements are available to represent the various study program structures of different degree award levels in CUHK. These elements altogether form the Academic Structure in CUSIS and are the basis for all student related activities in the system. Below is an overview of the delivered Academic Structure elements in CUSIS:

Academic Institution – only 1 institution is defined. Always input “CUHK1” during data entry.

Campus ID – only 1 campus is defined. Always input “MAIN” during data entry.
Overview of Academic Structure

Academic Organization / Group
Academic Organizations and Groups define how an Academic Institution is organized from an administrative perspective. Different Academic Organizations and Groups will be set up to represent the central administrative units, faculties, departments, graduate divisions, colleges, as well as all other administrative units within CUHK. In CUHK installation, Academic Organization and Academic Group are set up equally.

![Diagram of Academic Structure]

- Institution
  - Administrative Offices
  - Faculties
    - Departments
  - Colleges
    - Graduate Divisions
Overview of Academic Structure (cont’)

Academic Career
Academic career is a concept used in CUSIS to designate all course work undertaken by a student at an Academic Institution, which are grouped together in a single student record. In CUSIS, 6 careers are defined:

- UG – Undergraduate
- PGDE – Postgraduate Diploma in Education
- TPG and TPG2 – Postgraduate Taught
- RPG and RPG2 – Postgraduate Research
Overview of Academic Structure (cont’)

Academic Program
An Academic Program is the Study Program to which a student applies and is admitted and from which the student graduates.

Academic Plan / Subplan / Degree
An Academic Plan is an area of study — such as a major and minor — within an Academic Program. For Postgraduate studies, Academic Plan is further used to distinguish the study mode (full-time / part-time) of a student in a Program. An important component of the Academic Plan is that it is linked to the Degree that a student will be awarded on completion of the Program.

Other factors impacting the design of Academic Plans are the double degree programs and double major structure. Several Academic Plans of different Plan Types are required for a Program in order to segregate the different graduation requirements of the different program structures:

- Major
- Minor / Second Major
- Double Degree / Double Degree (Option)

An Academic Subplan is used primarily to represent streams/specializations/concentrations of study within a particular area of study. Currently, only those streams/specializations/concentrations that will be shown on transcripts are set up as Academic Subplans in CUSIS. Academic Subplan is also used to distinguish the different payment natures (exchange / fee paying) of incoming exchange students.
Overview of Academic Structure (cont’)

Student Academic Structures

Academic Structures are defined and every successfully enrolled student in CUHK has to be attached to at least one of these structures. Currently following Academic Structures are defined within CUSIS:

- Single Degree Program
- Double Degree Option
- Double Degree Program
- Associate Student Program / Incoming Exchange Program

* Non-award Program: Program without a degree award at the end of study
Overview of Academic Structure (cont’)

Undergraduate student – Single Degree
Program: BA in Fine Arts
Degree: Bachelor of Arts
Major: Fine Arts
Minor: History
Concentration: Art History

Institution
CUHK1

Academic Career
Undergraduate

Academic Program
BA Fine Arts

Degree
Bachelor of Arts

Academic Plan
Fine Arts

Academic Subplan
Art History

Academic Plan
History

First Major (FT)
Minor
Overview of Academic Structure (cont’)

Undergraduate student – Double Degree Option

Program 1: Bachelor of Law
Degree 1: Bachelor of Law
Program 2: BA in Translation
Degree 2: Bachelor of Arts

1. The student is enrolled to one program (Bachelor of Law) at admissions
2. The double degree option (BA in Translation) is declared during the first degree’s final year
Course Agenda

- Process Overview
- Overview of Academic Structure of CUHK in CUSIS

- Course Catalog
  - Overview of Course Inventory
  - Maintain Course Information
  - Create Course
  - Make a Course Revision
  - Inactivate a Course
  - Print Course Catalog Report
  - Browse Catalog

- Browse Program Information
- Appendix - Overview of Academic Structure
A Course Catalog in CUSIS is composed of the following elements:

- Catalog Data
- Offerings
- Components
- Grade Descriptor (New)
- Course Outcomes (Revised)
- Additional Information (New)
- Submit Course Approval
Overview of Course Inventory (2/2)

- Normally a course consists of one Course ID and one Course Offering. For example, an elementary physics course may have a Course ID of “000001” and Course Offering Number “1” which has Subject Area “PHYS” and Catalog Number “1001”.

<table>
<thead>
<tr>
<th>Course ID : 000001</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Effective Date</strong></td>
</tr>
<tr>
<td>01/07/2010</td>
</tr>
</tbody>
</table>

- Note that 2 course offerings were generated for courses transferred from legacy system during data conversion; all active versions TAKEN by students to be migrated to CUSIS taken will be converted.

<table>
<thead>
<tr>
<th>Course ID : 001266</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Effective Date</strong></td>
</tr>
<tr>
<td>01/08/1901</td>
</tr>
<tr>
<td>01/08/1901</td>
</tr>
<tr>
<td>01/08/2000</td>
</tr>
<tr>
<td>01/08/2000</td>
</tr>
<tr>
<td>01/08/2010</td>
</tr>
</tbody>
</table>
Double-coded courses will be set up as one single Course ID having different Course Offerings with different Course Codes (Subject Area + Catalog Number) and maintained by different Departments (Academic Organization). An example would be general education courses which are co-offered by Office of University General Education (OGE) and departments.

The condition for having a double-coded course is that all courses are having the same syllabus, class activities, learning outcomes and assessment type.

Course ID : 004218

<table>
<thead>
<tr>
<th>Effective Date</th>
<th>Course Offering</th>
<th>Subject Area</th>
<th>Catalog Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>01/08/1901</td>
<td>1</td>
<td>GPAD</td>
<td>1015</td>
</tr>
<tr>
<td>01/08/1901</td>
<td>2</td>
<td>UGEC</td>
<td>1670</td>
</tr>
<tr>
<td>01/08/1901</td>
<td>3</td>
<td>GPA</td>
<td>1015</td>
</tr>
<tr>
<td>01/08/1901</td>
<td>4</td>
<td>UGC</td>
<td>267R</td>
</tr>
<tr>
<td>01/08/2008</td>
<td>1</td>
<td>GPAD</td>
<td>1015</td>
</tr>
<tr>
<td>01/08/2008</td>
<td>2</td>
<td>UGEC</td>
<td>1670</td>
</tr>
<tr>
<td>01/08/2008</td>
<td>3</td>
<td>GPA</td>
<td>1015</td>
</tr>
<tr>
<td>01/08/2008</td>
<td>4</td>
<td>UGC</td>
<td>267R</td>
</tr>
<tr>
<td>01/07/2010</td>
<td>1</td>
<td>GPAD</td>
<td>1015</td>
</tr>
<tr>
<td>01/07/2010</td>
<td>2</td>
<td>UGEC</td>
<td>1670</td>
</tr>
</tbody>
</table>
Maintain Course Information

Departments to input & save course information into CUSIS

Print Course Catalog Report

Submit the Course Catalog Report to Department Board for approval

Submit the Course Catalog Report to Faculty Board for approval

Course Approved by Department and Faculty

AQS to confirm the course in CUSIS

Submitted course sent to AQS for further processing

RES to register enrollment rules to course

Department press the “Submit for Approval” button in CUSIS

Departments can view the course approval status in CUSIS
Maintain Course Information

- All UGE courses, including double-coded courses, are input in GECPI system.

- College GE courses are input in CUSIS system.

- Double-coded college GE courses: double-coded information should be included in the long description
  - e.g. GESC1000 and ANTH1000 are double-coded courses
  - Add “(GESC1000 is double-coded with ANTH1000)” in the beginning of the description.

- For revisions of course information, creation of a new course is NOT needed. Instead, a new version with an expected effective date should be created in the existing course.

- Memos indicating Faculty Board approval should be sent to AQS and copied to RES. While AQS will check that the course title, description and other details are accurate, RES will ensure that the enrolment requirements are correctly set in CUSIS.
Create Course (1/5)

**Navigation**: Curriculum Management > Course Catalog > Course Catalog

1. Navigate to Course Catalog in CUSIS
   a. CUSIS > Curriculum Management > Course Catalog > Course Catalog
   b. Click on tab “Add a New Value”
   c. Leave the Course ID field as 000000
   d. Click “Add” button
Create Course (2/5)

**Navigation:** Curriculum Management > Course Catalog > Course Catalog

2. Go to tab “Catalog Data”
   a. Effective Date
   b. Status
   c. Description
   d. Long Course Title
   e. Long Course Description
   f. Minimum Units, Maximum Units, Academic Progress Units, and Financial Aid Progress Units
   g. Grading Basis
   h. Graded Roster Print
   i. Repeat for Credit
   j. Total Units Allowed & Total Completions Allowed
   k. Allow Multiple Enroll in Term
   l. Add Consent & Drop Consent
   m. Course Attribute
   n. Course Attribute Value

[Logo: CU Student Information System]

[Logo: The Chinese University of Hong Kong]
Create Course (3/5)

*Navigation: Curriculum Management > Course Catalog > Course Catalog*

3. Go to tab “Offerings”
   a. Course Offering Nbr
   b. Academic Institution
   c. Academic Group
   d. Subject Area
   e. Catalog Nbr
   f. Campus
   g. Academic Organization
   h. Academic Career
   i. Allow Course to be Scheduled
   j. Exam Only Course
   k. Split Ownership
Create Course (4/5)

*Navigation*: Curriculum Management > Course Catalog > Course Catalog

4. Go to tab “Components”
   a. Course Component
   b. Final Exam
   c. Graded Component & Primary Component
   d. Optional Component

5. Go to tab “Grade Descriptor” *(New after CUSIS Upgrade Project)*
   a. Input content to any of the Grade Descriptors

6. Go to tab “Course Outcomes” *(Revised for CUSIS Upgrade Project)*
   a. Learning Outcome
   b. Course Syllabus
   c. Assessment Type
   d. Feedback for Evaluation
   e. Required and Recommended Readings
Create Course (5/5)

**Navigation:** Curriculum Management > Course Catalog > Course Catalog

7. Go to tab “Additional Information” (New after CUSIS Upgrade Project)
   a. Course Catalog Attributes
   b. Attachments of Course Catalog Attributes

8. Go to tab “Submit Course Approval”
   a. Select “New Course”
   b. If there is any new enrollment requirement which cannot be fulfilled by existing enrollment requirement group, new information should be input under New Enrollment Requirements.
   c. Click “Submit for Approval”
Create a new Course (1/8)

**Navigation:** Curriculum Management > Course Catalog > Course Catalog
- Add a new Course

1. Navigate to Course Catalog in CUSIS
   a. CUSIS > Curriculum Management > Course Catalog > Course Catalog
   b. Click on tab “Add a New Value”
   c. Leave the Course ID field as 000000
   d. Click “Add” button

**Note on UGE courses, including double-coded courses**
Input all UGE and both double-coded courses in GECPI System
Create a new Course (2/8)

**Navigation:** Curriculum Management > Course Catalog > Course Catalog

- Enter "Catalog Data"

1. Go to tab “Catalog Data”
   a. Effective Date
      - Input 1-July of the year for course effective date
   b. Status **(Active)**
   c. Description (30 char)
   d. Long Course Title (100 char)
   e. Long Course Description
   f. Minimum Units, Maximum Units, Academic Progress Units, and Financial Aid Progress Units

**Note on Effective Date**

Input 1-July of the year for course effective date

Normally, all the above units should be the same. Exceptions are explained in the following slide.

Enter Course Description, Long Course Description and Long Description in Traditional Chinese and Simplified Chinese by switching the “Data Language” drop down on the upper right corner of the page.

Leave these values as default.
Course Units

- As a general rule, the minimum, maximum, academic progress, and financial aid progress units are always the same. Exceptions: multi-term courses and variable unit courses

- **Multi-term courses**: Academic Progress Units can be different from actual units of courses
  
  In the case of multi-term courses (e.g. HIST 1011 and 1012), usually students will earn the units when they complete both courses, and no units should be earned when the students complete only HIST 1011. You could enter 0 in the Minimum Units field and the Maximum Units field for HIST 1011, and 6 for HIST 1012. Then for Academic Progress Units, enter 3. The system will use Academic Progress Units to calculate academic load, but the student will earn no credit.

- **Variable unit courses**: applicable to courses shared by students of both credit bearing and non-credit bearing programmes
  
  Minimum Units = 0 (for students of non-credit bearing programmes). Maximum Units = units applicable to students of the credit bearing programmes. When the minimum and maximum units are not the same, the students or administrators would be able to select the unit that is applicable to them. After you schedule the class, you can enroll the student and enter the number of units the student chooses to take for the class in the Units Taken field on the enrollment page.

- **Financial Aid Progress Units**: this field is not applicable to CUHK

When minimum units and maximum units are not equal, the Academic Progress Units field and the Financial Aid Progress Units field on the Catalog Data page become unavailable, and Progress Units and FA Progress Units on the enrollment page appear by default from the student’s Units Taken field value.
Create a new Course (2/8)

**Navigation:** Curriculum Management > Course Catalog > Course Catalog
- Enter "Catalog Data"

- **g. Grading Basis**
- **h. Graded Roster Print (Use default value: Component)**
- **i. Repeat for Credit**
- **j. Total Units Allowed & Total Completions Allowed (if Repeat for Credit is checked)**
- **k. Allow Multiple Enroll in Term (unchecked)**

**Notes for Grading Basis**

In general, “Graded” should be selected as the Grading Basis for a course.
“Pass/Not Pass” is designed for College Assembly courses.
“PTH/CAN” is designed for Putonghua and Cantonese language proficiency courses.
For others, please consult AQS before selecting it as the Grading Basis.
Create a new Course (2/8)

**Navigation:** Curriculum Management > Course Catalog > Course Catalog

- Select "Additional Course Information" - optional

If approval is required for adding or dropping the course, please select Add/Drop Consent as appropriate.

These course attributes are required to be maintained for UG courses in CUSIS by the Departments.

- Select "Course Attributes" - optional

Not required to fill in.
Create a new Course (3/8)

**Navigation:** Curriculum Management > Course Catalog > Course Catalog

- Enter "Offerings"

3. Go to tab “Offerings”
   a. Course Offering Nbr (always 1 for new courses)
   b. Academic Institution (CUHK1)
   c. Academic Group
   d. Subject Area
   e. Catalog Nbr
   f. Campus (MAIN)
   g. Academic Organization (course owner)
   h. Academic Career (select "UG")
   i. Allow Course to be Scheduled (checked)
   j. Exam Only Course (unchecked)
   k. Split Ownership (unchecked if it is checked)

Course offering department should be input into academic group e.g. ENF
Course admin department should be input into academic organization for TMS input, view class roster e.g. PHY

Not required to fill in.

Leave these values as default.
Create a new Course (3/8)

**Navigation:** Curriculum Management > Course Catalog > Course Catalog

- Enter "Offerings"

**Process Note**
Please be reminded to select “MAIN” for “Campus” and uncheck “Split Ownership”.

**UG Specific Notes:**
Catalog Number for UG course is from 1000 to 4000 level. Non-appropriate Academic Career would be auto selected based on the entered catalog number.
Create a new Course (3/8)

**Navigation:** Curriculum Management > Course Catalog > Course Catalog

- Enter "Offerings"

**Enrollment Requirement Group**
- Requirement Group
- Long Description

**Taxonomy**
- CIP Code
- HEGIS Code

RES will specify the Enrollment Requirement no. after the rules have been set.

Not required to fill in.
Create a new Course (4/8)

**Navigation:** Curriculum Management > Course Catalog > Course Catalog

- Enter "Components"

4. Go to tab "Components"
   a. Course Component
   b. Final Exam (select "Yes" if the course has examination). This is for information only.

Not required to fill in.
Create a new Course (4/8)

**Navigation:** Curriculum Management > Course Catalog > Course Catalog

- Enter "Components"

**Note**

All possible components must be defined for TimeTable Management System (TMS) setup of activity type.

"Course Component" in CUSIS must be the **SAME** as "Type of Teaching" in TMS.

If a course has more than one component, **ONLY ONE** should be graded and primary component.

c. "Graded Component" & "Primary Component"

d. Check "Optional Component" for the optional component if there are more than one course component.

For course with more than one component, e.g. Lecture and Tutorial, click on the "+" button to add another component.

When there are multiple Course Components, a Component can be specified whether it is optional or not. If it is not optional, a student must enroll in all the required components of the course at the same time.
Course Component in CUSIS VS Type of Teaching in TMS

- “Course Component” in CUSIS must be the SAME as "Type of Teaching" in TMS.
- There must be **ONE** graded and primary component for every course in CUSIS.
- A course has three “Type of Teaching”, say Lecture, Tutorial and Project in TMS, the same three “Course Component” must be created in CUSIS.
- Only **ONE** course component can be graded and primary component, say Lecture.
- If a course component is mandatory, i.e. without checking “Graded Component”, “Primary Component” and “Optional Component”, say Tutorial, the student must enroll “Tutorial” before he/she can complete the course registration of the graded and primary component.
- If a course component is optional, say Project, then the student can determine whether he/she wants to enroll “Project” after enrolling for the graded and primary component.
Create a new Course (5/8)

**Navigation:** Curriculum Management > Course Catalog > Course Catalog

- Enter "Grade Descriptor"

To make sure a table can be displayed properly in the system, please only use the table tool provided here.

**Remark:** Even the provided table tool is used, it is still possible to find minor formatting differences between the table here and the table displayed in the Course Catalog Details Report.

It is mandatory to provide grade descriptors, in English, Traditional Chinese and Simplified Chinese, for all the grades of each grading basis, except grades with +/- e.g. A-, B+. The grade descriptors should not be the same for different grades.

For the Chinese version of grade descriptors, a standard statement "有關等級說明的資料，請參閱英文版本。" will be adopted if no Chinese translation is to be provided for the English version of the grade descriptors.
Create a new Course (6/8)

**Navigation:** Curriculum Management > Course Catalog > Course Catalog

- Enter "Course Outcomes"

6. Go to tab “Course Outcomes”. Input Rich Text content to the course outcomes.

   a. Learning Outcome
   
   b. Course Syllabus

To make sure a table can be displayed properly in the system, please only use the table tool provided here.

Remark: Even the provided table tool is used, it is still possible to find minor formatting differences between the table here and the table displayed in the Course Catalog Details Report.

**Note**

Department Admin users are required to provide the following information under the "Course Outcomes" tab: Learning Outcome, Course Syllabus, Assessment Type, Percentage, Feedback for Evaluation, and Required and Recommended Readings before submitting the course for approval.
Create a new Course (6/8)

**Navigation:** Curriculum Management > Course Catalog > Course Catalog

- Enter "Course Outcomes"

**Assessment Type**
- Attendance
- Classwork
- Discussion
- Essay test or exam
- Essays
- Examination
- Fieldwork or field study
- Homework or assignment
- Internship or practicum
- Lab performance
- Lab reports
- Micro-teaching
- Online discussion or forum
- Others
- Participation
- Participation or attendance
- Presentation
- Project
- Report
- Selected response test or exam
- Short answer test or exam
- Test or quiz

**Feedback for Evaluation**

**Required and Recommended Readings**

**c. Assessment Type**
**d. Feedback for Evaluation**
**e. Required and Recommended Readings**

**Note**
In case the information of Course Syllabus/Feedback for Evaluation/Required and Recommended Readings are different for multiple classes of a course, please specify.

For course with more than one assessment type, click on the “+” button to add another assessment type.
Assessment Type

The full list of assessment types is as follows:

<table>
<thead>
<tr>
<th>Attendance</th>
<th>Classwork</th>
<th>Discussion</th>
</tr>
</thead>
<tbody>
<tr>
<td>Essay test or exam</td>
<td>Essays</td>
<td>Examination</td>
</tr>
<tr>
<td>Fieldwork or field study</td>
<td>Homework or assignment</td>
<td>Internship or practicum</td>
</tr>
<tr>
<td>Lab performance</td>
<td>Lab reports</td>
<td>Micro-teaching</td>
</tr>
<tr>
<td>Online discussion or forum</td>
<td>Others</td>
<td>Participation</td>
</tr>
<tr>
<td>Presentation</td>
<td>Project</td>
<td>Report</td>
</tr>
<tr>
<td>Selected response test or exam</td>
<td>Short answer test or exam</td>
<td>Test or quiz</td>
</tr>
</tbody>
</table>

Note: The existing “Participation or attendance” should not be used anymore, please use “Participation” and/or “Attendance” as appropriate.

Information under “Assessment Type” as recorded in CUSIS should be generic in nature applicable to all offerings of the specific course. Further details or specific assessment type applicable to a class only should be included in the course outline to be distributed to students attending the class. For instance, if individual and group projects are the assessment types of a course, please select assessment type “Project” from the pull-down list in CUSIS. The teacher then specifies the percentages of the individual project and group project in the course outline.
Create a new Course (7/8)

**Navigation:** Curriculum Management > Course Catalog > Course Catalog

- Enter "Additional Information"

1. Go to tab "Additional Information".
   a. Course Catalog Attributes

2. If you need to include attachment to support the Attribute, please select the targeted attribute and click "Add Attachment".

For course with more than one attribute, click on the "+" button to add another attribute.

**Note**

Department Admin users are required to provide the following information under the "Additional Information" tab: Research components (UG), No. of micro-modules and eLearning hrs for blended cls before submitting the course for approval.
Create a new Course (8/8)

Navigation: Curriculum Management > Course Catalog > Course Catalog

- Enter "Submit Course for Approval"

8. Go to tab “Submit Course Approval”
   a. Select “New Course”
   b. New Enrollment Requirement(s), if required.

8a. Specify the details of the pre-requisite/co-requisites/exclusions
    (Not for students who have taken...) in these boxes.

8b. State other requirements in this box, e.g. 2-term courses (“Partner” course: course A / course B) etc.

**Note**

For double-coded College GE course, there are two pages of enrolment requirements, one for each course code, please fill in the enrollment information respectively.

Indicate this course is a New Course
Create a new Course (8/8)

- After input the mandatory fields, please click the "Save" button to save the data. Then you can proceed to edit other fields.

- After Department Board / Faculty Board meeting and the course data is required to be updated, you can search your course and update again.

- After the update, please click "Save" button again.

Note: If you have input a backdated record, the system will prohibit you to update the data once you have saved the data. If you want to edit again, you have to click "Correct History" before editing.
Create a new Course (8/8)

**Navigation:** Curriculum Management > Course Catalog > Course Catalog

- Enter "Submit Course for Approval"

**submit for Approval**

Submit the course only after the approval of Department Board / Faculty Board are obtained.

A confirmation message will be displayed.

Click “OK” to confirm submission OR
Click “Cancel” to continue editing

**Note**

Once the Course Approval Status is "In Progress", you cannot edit the record anymore. If you want to further edit, please contact AQS.

Once the Course Approval Status is "Approved", you should create a new version (i.e new effective date) to make any changes.

After clicking the “OK” button, a new Course ID will be generated, and the Course Approval Status will be changed to “In Progress”.


Make a Course Revision

**Navigation:** Curriculum Management > Course Catalog > Course Catalog

- Find an existing value by different criteria, and select the course to be revised
- Add one record with effective date = `<date when the changes take effect>`
  - Update the course information
  - Under “Submit Course Approval” tab
    - Indicate clearly the new enrollment requirement(s) whenever there are changes
    - Select “Course Revision”
    - Specify the tab page that has been updated by checking the provided checkboxes
- Follow the same approval procedure for course creation
- Click “Submit for Approval” after the approval of Department Board / Faculty Board are obtained.
Inactivate a Course

**Navigation:** Curriculum Management > Course Catalog > Course Catalog

- Find an existing value by different criteria, and select the course to be inactivated
- Add one record with effective date = `<date which the course becomes inactive>`
  - Set Status = Inactive
  - Under “Submit Course Approval” tab
    - Select “Course Revision”
    - Check the box “Catalog Data”
- Follow the same approval procedure for course creation
- Click “Submit for Approval” after the approval of Department Board / Faculty Board are obtained.
Print Course Catalog Report (1/4)

Navigation: Curriculum Management > Course Catalog > Print Course Catalog Details

1. Print Course Catalog Details
   a. Select “Add a New Value”, define a Run Control ID and click “Add” if you run this report for the first time.
   OR
   b. Select “Find an Existing Value” if you have run this report before, input the previously stored Run Control ID and click “Search”.

A Run Control ID can store the parameters for executing a report for repeated use.
Print Course Catalog Report (2/4)

**Navigation:** Curriculum Management > Course Catalog > Print Course Catalog Details

2. Print Course Catalog Details
   a. Input criteria for printing course catalog report
   b. Click “Run” button

2a. Input “From Date” and “To Date” to print only record with effective date between the specific period.

2b. Input the “Academic Career”, “Subject Area” and “Catalog Nbr” for the course you would like to print.

Select “Yes” to print only the latest record within the selected date range.

Click “Save” to store the selection criteria for future use.
Print Course Catalog Report (3/4)

Navigation: Curriculum Management > Course Catalog > Print Course Catalog Details

3. Run the request
   a. Click “OK” button on the next screen
   b. The previous screen will be shown. Note that a Process Instance number is displayed.
   c. Click “Process Monitor” link
   d. On the Process Monitor page, click the “Refresh” button until the row with the same Process Instance number change to “Success” Run Status
Print Course Catalog Report (4/4)

**Navigation:** Curriculum Management > Course Catalog > Print Course Catalog Details

4. Get your report
   a. Click “Report Manager” link
   b. Find the row with the right Process Instance number and click the description link.
   c. The report will then be displayed. You can either download it or print it directly from the browser.

Change this number to include reports generated in previous days
Browse Course Catalog (1/3)

Navigation: Curriculum Management > Course Catalog > Browse Catalog

1. Select any one subject code

Select subject code to display or hide course information.

- ACCT - Accountancy
- ACON - Architectural Conservation
- ACPY - Anatomical & Cellular Patholog
- AENP - Advanced Emergency Nursing Pra
- AEPT - Adv Environmental Planning Tec
- AIST - AI: Systems & Tech
Browse Course Catalog (2/3)

**Navigation:** Curriculum Management > Course Catalog > Browse Catalog

<table>
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<tr>
<th>Course Nbr</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>1010</td>
<td>Humans and Culture</td>
</tr>
<tr>
<td>1020</td>
<td>Anthropology: The Study of Cultures</td>
</tr>
<tr>
<td>1100</td>
<td>Understanding Anthropology</td>
</tr>
<tr>
<td>1310</td>
<td>Marriage, Family and Kinship</td>
</tr>
<tr>
<td>1410</td>
<td>Culture of Hong Kong</td>
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<tr>
<td>1710</td>
<td>Understanding Archaeology</td>
</tr>
<tr>
<td>2110</td>
<td>History of Anthropological Theory</td>
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<td>2111</td>
<td>Contemporary Anthropological Theory</td>
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<td>2200</td>
<td>World Ethnography</td>
</tr>
<tr>
<td>2210</td>
<td>Anthropological Field Methods</td>
</tr>
<tr>
<td>2230</td>
<td>Anthropology of Film</td>
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<td>2310</td>
<td>Gender and Culture</td>
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<td>2320</td>
<td>Culture and Mind</td>
</tr>
<tr>
<td>2330</td>
<td>Gender in Asia</td>
</tr>
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<td>2340</td>
<td>Magic, Myth and the Supernatural</td>
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<td>2350</td>
<td>Meanings of Life</td>
</tr>
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<td>2360</td>
<td>Ethics and the Human Experience</td>
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<td>2370</td>
<td>Intangible Heritage in Hong Kong</td>
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<td>2380</td>
<td>The Environment and Culture</td>
</tr>
<tr>
<td>2390</td>
<td>Sports and Culture</td>
</tr>
</tbody>
</table>
Browse Course Catalog (3/3)

Navigation: Curriculum Management > Course Catalog > Browse Catalog

Course Detail

Return to Browse Course Catalog

ANTH 1010 - Humans and Culture

Career: Undergraduate
Units: 3.00
Grading Basis: Graded
Course Components: Lecture, Required
Interactive Tutorial, Optional
Campus: Main Campus
Academic Group: Dept of Anthropology
Academic Organization: Dept of Anthropology

View Class Sections

Description

(UGEC1681 is double-coded with ANTH1010.)

This course discusses the nature and development of humans and culture. Examples from different cultures in the past and the present will be used to illustrate the similarities and variations among human groups.

View Course Outcome

Grade Descriptor

A

Outstanding performance on all learning outcomes.

A-

Generally outstanding performance on all (or almost all) learning outcomes.

View Additional Information
Course Agenda

- Process Overview
- Overview of Academic Structure of CUHK in CUSIS
- Course Catalog

- Browse Program Information
- Appendix - Overview of Academic Structure
Browse Program Information (1/3)

**Navigation:** Self Service > Browse Program Information

1. Input searching criteria
   a. Academic Career
   b. Academic Year
   c. Faculty Description
   d. Study Mode
   e. Academic Program
   f. Academic Program (CHI)

2. Click "Search" button

3. Select from the search results
Browse Program Information (2/3)

**Navigation:** Self Service > Browse Program Information

### Program Information

- **Academic Program:** (334 new curriculum) B.A. in Cultural Studies
- **Academic Year:** 2019
- **Select Language:** English

#### Study Scheme

**Cultural Studies**

Applicable to students admitted in 2019-20

**Major Programme Requirement**

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

1. **Faculty Package:**
   - CURE1000 and any 2 courses from:
     - ANTH1020, ARTS1003, CHLL1900 or 1902, CUMT1000, CURE1110, ENGE1000, FAAS1900, HIST1000, JASP1090, LING1000, MUSCI1000, PHIL1110, THEO1000, TRAN1000
   - Units: 9

2. **Required Courses:**
   - CURE1001, 1003, 1009, 1010, 3007, 3008
   - Units: 18
文化研究
二〇一九至二〇年度入學學生適用

主修課程要求

學生須至少修畢以下科目共69學分：

1. 學院課程，
   CURE1000及選修下列任何兩科：
   ANTH1020, ARTS1003, CHLL1900
   CURE1110, ENGE1000, FAAS1900, HIST1000, JASP1090,
   LING1000, MUSCI1000, PHIL1110, THEO1000, TRAN1000
   
2. 必修科目，
   CURE1001, 1003, 1009, 1010, 3007, 3008
   CURE1001, 1003, 1009, 1010, 3007, 3008
Course Agenda

- Process Overview
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- Appendix - Overview of Academic Structure
Appendix - Overview of Academic Structure (cont’)

Undergraduate student – Double Degree

Program 1: BSc in Mathematics
Degree 1: Bachelor of Science
Program 2: BEng in Information Engineering
Degree 2: Bachelor of Engineering

1. The student is enrolled to two programs at the time of admissions
2. The two degrees can be awarded at different points of time throughout the student’s undergraduate study
Appendix - Overview of Academic Structure (cont’)

Undergraduate student – Double Degree Co-terminal
Program 1: BA in Chi Lang & Lit and BEd in Chi Lang Ed
Plan 1: Chi Lang & Lit
Degree 1: Bachelor of Arts
Plan 2: Chi Lang Ed
Degree 2: Bachelor of Education

1. The student is enrolled to one program and two plans at the time of admissions
2. Two degrees will be awarded at the end of the study period of the double degree program