End-User Training

CURU01 – Academic Structure, Course Inventory Maintenance

for UG Study Programmes

Version 8
January 2019

Information Technology Services Centre, CUHK
Course Agenda

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

- CUSIS Basics
  - Login MyCUHK
  - MyCUHK Navigation
  - CUSIS General Navigation
  - Search Menu Function
  - My Favorites
  - Search / Add a Record
  - Effective Date of records
  - Navigating between records
  - Multi Language Input
  - Time-out

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

Please login with your Staff ID and CWEM password.
MyCUHK Navigation

Click here to access CUSIS
CUSIS General Navigation

Your Main Menu

Click here to Sign out
Search Menu Function

1. Input keywords in the blank and click the “>>” button.
2. Click on the hyperlink from the Search Results to reach a specific page directly.

Users can change the number of search records shown per page via this link.
My Favorites

1. Click on “Add to Favorites” to save the page as shortcut.
2. Click “OK” to save the favorites.
3. Navigate via links in My Favorites.

The Description will be default as the page name. Users may change the name.

Users will find the new favorite links under My Favorites. The link will direct users to the page directly.
Search / Add a Record

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

1. Input / select search criteria
2. Press “Search”
3. Select the records from the Search Results

Users can find an existing values by different criteria, for example, Subject Area, Catalog Nbr, etc.

- Check **Include History** to include historical records while they cannot be edited.
- Check **Correct History** to includes the historical records while they can be edited

Users may find multiple records in the Search Results.
Effective Date of records

Navigation:
Main Menu>Curriculum Management>Course Catalog>Course Catalog

Note
Effective dates enable you to keep historical, current and future information:

- **Future** data rows having effective dates after system date (i.e. today’s date).
- **Current** data row with the most recent effective date that is closest to system date, but not a future date.
- **Historical** data rows having effective dates before the current data row.
Navigating between records

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

Note:
- Click **Update/Display** to only view and update current effective records
- Check **Include History** to include historical records while they cannot be edited.
- Check **Correct History** to includes the historical records while they can be edited.

Navigate to different pages of information via tabs.
Multiple Language Input

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

By choosing different Data Language, green fields allow users to input Simplified Chinese and Traditional Chinese.
Time-out

**Note**
The system will automatically log out if user does not have any activities over 30 minutes. This dialog will prompt to notify the user.
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## Curriculum Management in Overall Process Flow of CUSIS

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.

### Overall Process Flow of CUSIS

<table>
<thead>
<tr>
<th>CUHK</th>
<th><strong>Entry</strong></th>
<th><strong>Term Activities</strong></th>
<th><strong>Exit</strong></th>
<th><strong>Alumni</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>ADM</td>
<td><strong>ADM</strong> Admission</td>
<td><strong>CUR</strong> Curriculum Management</td>
<td><strong>CUR</strong> Curriculum Management</td>
<td><strong>MAD</strong> Manage Alumni &amp; Donors</td>
</tr>
<tr>
<td>SCR</td>
<td><strong>SCR</strong> Student &amp; Course Registration</td>
<td><strong>MSR</strong> Manage Student Records</td>
<td><strong>MES</strong> Manage Exchange Student</td>
<td><strong>MAD</strong> Manage Alumni &amp; Donors</td>
</tr>
<tr>
<td>TMS</td>
<td><strong>TMS</strong> Resource Management</td>
<td><strong>SCR</strong> Student &amp; Course Registration</td>
<td><strong>FAS</strong> Manage Scholarship &amp; Financial Aid</td>
<td><strong>MGN</strong> Manage Graduation</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td><strong>SAC</strong> Manage Student Accounts</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td><strong>GRD</strong> Manage Grading</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td><strong>EOT</strong> Manage End Of Term Assessment</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td><strong>GRD</strong> Manage Grading</td>
<td></td>
</tr>
</tbody>
</table>

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’)

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

<table>
<thead>
<tr>
<th>Process</th>
<th>Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maintain Academic Structure</td>
<td>On need-basis, when new Study Program is introduced or existing Program is updated</td>
</tr>
<tr>
<td>Maintain Course Inventory</td>
<td>On need-basis, when new Course is introduced or existing Course is updated</td>
</tr>
<tr>
<td>Maintain Academic Calendar</td>
<td>On yearly basis, before the start of next academic year</td>
</tr>
<tr>
<td>Maintain Class Schedule</td>
<td>On yearly basis, may need to be adjust throughout the year</td>
</tr>
<tr>
<td>Term Activation</td>
<td>On yearly basis, essential for all term activities of students</td>
</tr>
<tr>
<td>Student &amp; Course Registration</td>
<td></td>
</tr>
</tbody>
</table>
Course Agenda

- CUSIS Basics
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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.

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**Diagram:**
- **Institution**
  - **Campus**
    - **Location**
  - **Academic Group**
  - **Academic Organization**
  - **Academic Career**
    - **Academic Program**
    - **Academic Plan**
    - **Academic Subplan**
    - **Degree**
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.
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) / Double Degree (Co-terminal)

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. An 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
- Double Degree (Co-terminal) 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
Overview of Academic Structure (cont’)

Undergraduate student – Double Degree Option

Program 1: Bachelor of Laws
Degree 1: Bachelor of Laws

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

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

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

Course Catalog
- Overview of Course Inventory
- Maintain Course Information: Create Course
- Maintain Course Information: Set Course Attributes
- To Make a Course Revision
- To Inactivate a Course
- Print Course Catalog Report
- Dummy Course
- Handling of HTML File
- Browse Catalog
- Class Search

Browse Program Information

Appendix
Overview of Course Inventory (1/2)

A Course Catalog in CUSIS is composed of the following elements:

- Catalog Data
- Outcome(s)
- Offering(s)
- Component(s)
- Submit Course Approval
Overview of Course Inventory  (2/2)

- Normally 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”.

Course ID : 000001

<table>
<thead>
<tr>
<th>Effective Date</th>
<th>Course Offering</th>
<th>Subject Area</th>
<th>Catalog Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>01/07/2010</td>
<td>1</td>
<td>PHYS</td>
<td>1001</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.

Course ID : 001266

<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>ANTH</td>
<td>1010</td>
</tr>
<tr>
<td>01/08/1901</td>
<td>2</td>
<td>ANT</td>
<td>1010</td>
</tr>
<tr>
<td>01/08/2000</td>
<td>1</td>
<td>ANTH</td>
<td>1010</td>
</tr>
<tr>
<td>01/08/2000</td>
<td>2</td>
<td>ANT</td>
<td>1010</td>
</tr>
<tr>
<td>01/08/2010</td>
<td>1</td>
<td>ANTH</td>
<td>1010</td>
</tr>
</tbody>
</table>
Overview of Course Inventory  (2/2)

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: Create Course

1. **Departments to input & save course information into CUSIS**
2. **Print Course Catalog Report**
3. **Submit the Course Catalog Report to Department Board for approval**
4. **Submit the Course Catalog Report to Faculty Board for approval**
5. **Course Approved by Department and Faculty**
6. **AQS to confirm the course in CUSIS**
7. **Submitted course sent to AQS for further processing**
8. **RES to register enrollment rules to course**
9. **Department press the “Submit for Approval” button in CUSIS**

Departments can view the course approval status in CUSIS.
The workflow in creating a course is basically the same as current practice.

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.

Instead of entering the course info into Form A document, Departments now input the Course Catalog data directly into CUSIS.

All courses double coded with OGE are input in GECPI system.

College GE courses are input in CUSIS system (no need to fill in Form B, submit the Course Catalog Report to the Senate Committee on General Education).

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.
Create a new Course (1/6)

**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 Double Coded Courses**

Input double coded courses (except those with Colleges) in GECPI System
Create a new Course (2/6)

Navigation: Curriculum Management > Course Catalog > Course Catalog

- Enter ‘Catalog Data’

2. Go to tab “Catalog Data”
   a. Effective Date
      1 July yyyy
   b. Status (Active)
   c. Description (30 char)
   d. Long Course Title (100 char)
   e. Long Course Description and Grade Descriptors
   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

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 left corner of the page.

Note: Other than these 3 fields, information in different languages should be filled in the same field.

Please include the grade descriptors in “Long Description”.

Leave these values as default

Note:
“Pending” course will affect the viewing of course details in the course catalog.
If a course is not ready for submission, the “Effective Date “ should be set as 1 July of the following year. Departments can always change the effective date before submission.

Normally, all the above units should be the same. Exceptions are explained in the following slide.
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. HIST1011 and 1012), usually students will earn the units when they complete both courses, and no units should be earned when the students complete only HIST1011. You could enter 0 in the Minimum Units field and the Maximum Units field for HIST1011, and 6 for HIST1012. 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.
  - **As this is a new function of CUSIS, please consult AQS before applying this function.**

- **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 (2/6)

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

- **Enter ‘Catalog Data’**

**Notes for Grading Basis**
In general, “Graded” should be selected as the Grading Basis for a course. “Med Grades” is designed for courses offered by Medicine programme. “P/NP” is designed for College Assembly courses. “PTHA/CANT” is designed for Putonghua and Cantonese language proficiency courses. For others, please consult AQS before selecting it as the Grading Basis.

- **g. Grading Basis**
  h. Graded Roster
  i. Repeat for Credit
  j. Total Units Allowed & Total Completions Allowed (if Repeat for Credit is checked)
  k. Allow Multiple Enroll in Term (uncheck)
Create a new Course (2/6)

Navigation: Curriculum Management > Course Catalog > Course Catalog
- Select ‘Additional Course Information’ - optional

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

- Enter ‘Course Attributes’ - optional

The most commonly used attributes for UG in CUSIS are STOT and SPOR.
Create a new Course (3/6)

Navigation: Curriculum Management > Course Catalog > Course Catalog

- Enter ‘Course Outcomes’

3a. There are two Data Input Types. Select one of them:
1) Free Text – enter text in the provided text box
2) HTML File – Click ‘Add Attachment’ button to upload a formatted HTML file. Users will be able to click the ‘View’ link to view the uploaded file.

Note: Departments should define it clearly before printing the Course Catalog Details. If the button "Free Text" is selected, the HTML details CANNOT be printed on the report even the HTML file is attached to the course.

3b. Click ‘Add Attachment’ to upload HTML file.

Note
Division / Department Admin users need to provide the following information under the ‘Course Outcomes’ tab: Learning Outcome, Course Syllabus, Assessment Type, Feedback for Evaluation and Required and Recommended Readings.
Create a new Course (3/6)

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

- Enter ‘Course Outcomes’

**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.
### 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>Fieldwork or field study</td>
</tr>
<tr>
<td>Homework or assignment</td>
<td>Lab reports</td>
<td>Micro-teaching</td>
</tr>
<tr>
<td>Online discussion/forum</td>
<td>Other</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></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 (4/6)

**Navigation:** Curriculum Management > Course Catalog > Course Catalog
- Enter ‘Course Offerings’

**Course Offering**
- **Course Offering Nbr:** 1
- **Academic Institution:** CUHK
- **Academic Group:** ENF
- **Subject Area:** ENGG
- **Campus:** MAIN
- **Academic Organization:** PHY
- **Academic Career:** Undergraduate
- **Tuition Group:**
- **Dynamic Class Date Rule:**
- **Allow OOE Enrollment:**

**Course Approvals**
- **Catalog Nbr:** 2040
- **Course Approved:** Approved
- **Allow Course to be Scheduled:**

- **Catalog Print**
- **Print Instructor in Schedule**
- **Schedule Print**
- **Schedule Term Roll**
- **Use Blind Grading**
- **GL Interface Required**
- **Split Ownership**

**Enrollment Requirement Group**
- Requirement Group:

4. 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)

Course offering department should be input into **academic group** eg ENF
Course admin department should be input into academic org for TMS input, view class roster eg PHY
Create a new Course (4/6)

**Navigation:** Curriculum Management > Course Catalog > Course Catalog - Enter ‘Course Offerings’

Process Note

Users should enter the catalog number then selecting career, where academic career would be filtered based on the entered catalog number.

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 (4/6)

**Navigation:** Curriculum Management > Course Catalog > Course Catalog
- Enter ‘Course Offerings’

Leave these values as default.

If "Split Ownership" is checked by default, please uncheck it.

Not required to fill in.
Create a new Course (4/6)

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

- Enter ‘Enrolment Requirements’

RES will specify the Enrollment Requirement no. after the rules have been set.
Create a new Course (5/6)

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

- Enter ‘Course Components’

5. Go to tab “Components”
   a. Course Component
   b. Final Exam (select “Yes” if the course has examination). This is for information only.
Create a new Course (5/6)

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

- Enter ‘Course Components’

5. Go to tab “Components”
   
e. Component” & “Primary Component” for the graded and primary component.
   
f. 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.

**Note**

All possible components must be defined for TimeTable Management System 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.
“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 “Optional”, say Project, then the student can determine whether he/she wants to enroll the project after he/she enrolled for the graded and primary component.
Course Component in CUSIS VS Type of Teaching in TMS

- If a course component is mandatory, i.e. without checking “Graded Component”, “Primary Component” and “Optional Component”, say Tutorial, the student must enrolled the tutorial before he/she can complete the course registration of the graded and primary component.
Create a new Course (5/6)

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

- Enter ‘Course Components’

The component must be defined before the activities (with activity type equal to component) can be used in TimeTable Management System (TMS)

If the course component is defined as ‘Primary Component’ for a course (e.g seminar), the corresponding class must have that activity type ie seminar

If more than one course components are defined as ‘Required’ for a course (e.g. Seminar, Tutorial), the corresponding class must have all required components included as activity type ie Seminar & Tutorial
Create a new Course (6/6)

- After input the mandatory fields of the following tab pages,
  - **Catalog Data**: Description
  - **Offerings**: Catalog Nbr, Academic Group, Subject Area, Academic Org, Academic Career
  - **Components**: At least one Graded Component

Please click the 'Save' button to save the data. Then you can proceed to edit other fields.

- When the course data need to be updated, you can search your course and update 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 (6/6)

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

- Submit Course for Approval

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

6a. Specify the details of the prerequisite/co-requisites/exclusions (Not for students who have taken…)

6b. State other requirements in this box, e.g. 2-term courses (“Partner” course: course A / course B etc.)

6c. Submit the course only after the approval of department board / faculty board meeting

Note: For double-coded GE course, there are two pages of enrolment requirements, one for each course code, please fill in the enrollment information respectively.
Create a new Course (6/6)

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

- **Submit Course for Approval**

A confirmation page will be displayed
Click “OK” to confirm submission OR
Click “Cancel” to continue editing

After the “OK” button is pressed,
- A new Course ID will be generated and
- The course approval status will change to “In Progress”

Note: Once the course Approval Status is ‘In Progress’, you cannot edit the record anymore. If you want to edit further, you have to contact AQS.

Once the course Approval Status is ‘Approved’, you have to create a new version (i.e. new effective date) to make any changes.
Maintain Course Information: Make Course Revisions

- For revisions of course information (e.g. course titles/course descriptions/units/course codes), creation of a new course is NOT needed. Instead, a new version with an expected effective date should be created in the existing course.

- The workflow in revising a course is basically the same as current practice.

- 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.
## Make a Course Revision (1/7)

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

- Find the existing record (e.g. ANTH1020)

1. Go to the “Find an Existing Value” tab page
   a. Input the Subject Area
   b. Input the Catalog Number
   c. Click “Search”

<table>
<thead>
<tr>
<th>Academic Institution</th>
<th>=</th>
<th>CUHK1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subject Area</td>
<td>=</td>
<td>ANTH</td>
</tr>
<tr>
<td>Catalog Nbr.</td>
<td>begins with</td>
<td>1020</td>
</tr>
<tr>
<td>Campus</td>
<td>begins with</td>
<td></td>
</tr>
<tr>
<td>Course ID</td>
<td>begins with</td>
<td></td>
</tr>
<tr>
<td>Description</td>
<td>begins with</td>
<td></td>
</tr>
<tr>
<td>Course Approval Status</td>
<td>=</td>
<td></td>
</tr>
</tbody>
</table>

- Include History:  
- Correct History:  
- Case Sensitive:  

Find an Existing Value  | Add a New Value
Make a Course Revision (2/7)

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

2. Go to the “Course Data” tab page
2a. Click the “+” button on the right

Please include the grade descriptors in “Long Description”.

This course introduces students to the basics of anthropology, its relevance to modern-day society, and its linkage to the humanities. It addresses the basic question of “why people do what they do”: how our cultural and social shaping in large part makes us what we are as human beings. The course focuses on the
Make a Course Revision (3/7)

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

- **Set the effective date**

  **Update course information (Course Title/Course Description/Units)**

3. Set the effective date (date when the changes take effect)

3a-d. Change the course information:

a. Description (short course title)

b. Long Course Title

c. Long Description

d. Units

* Please note that the creation of a new version, even with “Pending” or “In Progress” status, will affect the display of the course information in “Browse Catalog”. So, please allow sufficient time for a revision to be processed by RES and AQS.
Make a Course Revision (4/7)

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

- Update Course Outcomes

4. Go to the “Course Outcomes” tab page

a. Add Attachment
Make a Course Revision (5/7)

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

- Revision of Course Code

<table>
<thead>
<tr>
<th>Catalog Data</th>
<th>Course Outcomes</th>
<th>Offerings</th>
<th>Components</th>
<th>Approve Course</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</table>

**Course ID:** 008339

<table>
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<tr>
<th>'Effective Date:'</th>
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<th>'Description:'</th>
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</thead>
<tbody>
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<td>01/07/2011</td>
<td>Active</td>
<td>Anth: The Study of XXX Culture</td>
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<table>
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<tr>
<th>'Course Offering Nbr:'</th>
<th>'Catalog Nbr:'</th>
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<tbody>
<tr>
<td>1</td>
<td>3020 ANTH</td>
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</tbody>
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<table>
<thead>
<tr>
<th>'Academic Institution:'</th>
<th>'Academic Group:'</th>
<th>'Subject Area:'</th>
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</thead>
<tbody>
<tr>
<td>CUHK</td>
<td>Dept of Anthropology</td>
<td>Anthropology</td>
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</table>

<table>
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<th>Campus:</th>
<th>'Academic Organization:'</th>
<th>'Academic Career:'</th>
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</thead>
<tbody>
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<td>Main Campus</td>
<td>Dept of Anthropology</td>
<td>Undergraduate</td>
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</table>

<table>
<thead>
<tr>
<th>Course Typically Offered</th>
<th>Tuition Group</th>
<th>Dynamic Class Date Rule</th>
<th>Allow OEE Enrollment</th>
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</table>

<table>
<thead>
<tr>
<th>Course Approved:</th>
<th>Pending</th>
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</thead>
</table>

- **5a.** Go to the “Offerings” tab page
- **a.** Change the Catalog Number

[Image of course revision page]

Copyright (c) 2010. All Rights Reserved.
Make a Course Revision (6/7)

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

- Update Course Components

6. Go to the “Components” tab page
   
a. Add/Remove Course Component by clicking “+” or “-” button
   
b. Check/uncheck the box of “Primary Component” (Please note that there must be one Primary Component for the course.)
Make a Course Revision (7/7)

- Go to “Submit Course Approval” tab page
  - Select “Course Revision”
  - Check the boxes beside the items that have been updated

And follow the same approval procedure for course creation
To Inactivate a Course

- Add one record with effective date = *date after which the course becomes inactive*
  - Set Status = Inactive

- On “Submit Course Approval” tab page
  - Select “Course Revision”
  - Check the boxes beside the items “Catalog Data”

- And follow the same approval procedure for course creation
Print Course Catalog Report

Navigation:

CU Reports > Curriculum Management > Print Course Catalog Details

1. a. Select “Add a New Value” 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, type the previously stored Run Control ID and click “Search”

Course Catalog Details
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | Add a New Value

Search by: Run Control ID begins with Catalog

A Run Control ID can store the parameters for executing a report for repeated use
Print Course Catalog Report (cont’d)

Navigation:

CU Reports > Curriculum Management > Print Course Catalog Details

1a. Input criteria for printing course catalog report

1b. Select “Yes” to print only the latest record within the selected date range

2. a. Input criteria for printing course catalog report
   b. Press “Run” button

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

Press “Save” to store the selection criteria for future use
Print Course Catalog Report (cont’d)

**Navigation:**

CU Reports > Curriculum Management > Print Course Catalog Details

1. **Process Scheduler Request**
   - User ID: JESSIE_ITSC
   - Run Control ID: Catalog
   - Server Name:
   - Recurrence:
   - Time Zone:

2. **Run Control ID:** Catalog

3. **Navigation Steps:**
   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 the “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 (cont’d)

**Navigation:** Reporting Tools > Report Manager

---

**Change this number to include reports generated in previous days**

4. Get your report
   a. Reporting Tools > Report Manager
   b. Find the row with the right Process Instance number and click the description link.
   c. The report will then be displayed

---

View Reports For

- **User ID:** JESSIE_ITSC
- **Type:**
- **Status:**
- **Folder:**
- **Instance:**

---

Report List

<table>
<thead>
<tr>
<th>Select</th>
<th>Report ID</th>
<th>Process Instance</th>
<th>Description</th>
<th>Request Date/Time</th>
<th>Format</th>
<th>Status</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>10145</td>
<td>10378</td>
<td>CU_CURR501 Course Catalog Details</td>
<td>17/06/2010 11:14:32PM</td>
<td>Acrobat (*.pdf)</td>
<td>Posted</td>
<td>Details</td>
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<td></td>
<td>10144</td>
<td>10378</td>
<td>CU_CURR501</td>
<td>17/06/2010 11:14:17PM</td>
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<td></td>
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<tr>
<td></td>
<td>10143</td>
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<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

**Change this number to include reports generated in previous days**

- Select All
- Deselect All

---

Click the delete button to delete the selected report(s)
Click Ctrl key together with left click of the mouse here, you can open the pdf file as below. Then you can save the file to your local drive with correct margin & orientation.
Dummy Course

► XXXX EXEMPT
  ▪ For undergraduate programs, a dummy course EXEMPT for each Subject Area will be created by AQS for handling unit exemption.
  ▪ These XXXX EXEMPT courses are for unit exemption only and not for student enrolment, therefore will not be shown in Browse Course Catalog.

► SPOR course
  ▪ If there is any new SPOR course, department staff need to create it in CUSIS. The creation and update process of SPOR course is the same as creating a new course.
  ▪ Departments also need to inform AQS as special setting will be made by AQS.
Handling of HTML File (1/5)

1. Open the HTML file with Microsoft Word

1a. Open the HTML file with Microsoft Word

1b. Select Microsoft Office Word to open the HTML file.
2. Edit the content in Microsoft Word based on the attached templates

Note
Microsoft Word automatically changes straight quotation marks (‘ or ”) to curly (smart or typographer's) quotes (‘’ or “” ) as you type, and this would cause unrecognizable characters occurred in the generated report. To avoid the case happened, please turn off the feature as follows,
1. On the Tools menu, click AutoCorrect Options, and then click the AutoFormat As You Type tab.
2. Under Replace as you type, uncheck the "Straight quotes" with "smart quotes" check box.
Handling of HTML File (3/5)

Feedback from students is collected via the following channels:

1. Tutorials
   Weekly tutorials are provided for students to express their feedback and problems about the course and the teaching assistants.

2. Informal online contact
   Students can show their comments via email or newsgroup. Teaching assistants will follow up with them or pass the information to the course instructor if necessary.

3. Individual consulting
   Students can make appointments with the course instructor to discuss their opinions for improving the quality of course.

4. Faculty course questionnaire
   A midterm evaluation will also be conducted. At the end of the course, a student course evaluation questionnaire is designed to provide feedback on different aspects, including comments on the course.

This capstone course for S.H. Ho College general education will begin with a series of discussions on work life through different perspectives including practical, intellectual, career-directed and case-orientated approaches, complemented with reading assignments. This will be followed by adjoining projects carried out by student teams, facilitated by college teachers and peers. This course encourages variation in students’ work such as research study, documentary production, reflective essay and creative project.

Recommended Readings:

Handling of HTML File (4/5)

3. Save the file in HTML and UTF-8 format:
   a. Save As…
   “另存新檔…”
   b. Tools “工具”
   c. Web Options…
   “Web選項…”
   d. Encoding “編碼” > Unicode (UTF-8)
   e. OK
   f. Choose format “Web Page, Filtered (*.htm; *.html)”
   “已篩選的網頁 (*.htm; *.html)”
   g. Save “儲存檔案”

Select the format “Web Page, Filtered (*.htm; *.html)”.
Handling of HTML File (5/5)

3. Save the file in HTML and UTF-8 format:
   a. Save As…
   b. Tools “工具”
   c. Web Options…”Web選項…”
   d. Encoding “編碼” > Unicode (UTF-8)
   e. OK
   f. Choose format “Web Page, Filtered (*.htm; *.html)”
   g. Save “儲存檔案”
Browse Course Catalog (1/4)

Navigation: Curriculum Management > Course Catalog > Browse Catalog

1. Select any one subject code

Select subject code to display or hide course information.

- ACCT - Accountancy
- ACEG - Automation & Comp-Aided Engg
- ACPY - Anatomical & Cellular Patholog
## Browse Course Catalog (2/4)

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

<table>
<thead>
<tr>
<th>Course Nbr</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>EXEMPT</td>
<td>For use of credit transfer / unit exemption only</td>
</tr>
<tr>
<td>1100</td>
<td>Social Anthropology</td>
</tr>
<tr>
<td>1310</td>
<td>Understanding Anthropology</td>
</tr>
<tr>
<td>2110</td>
<td>Marriage, Family and Kinship</td>
</tr>
<tr>
<td>2220</td>
<td>Anthropology of Film</td>
</tr>
<tr>
<td>2330</td>
<td>Gender and Culture</td>
</tr>
<tr>
<td>2330</td>
<td>Gender in Asia</td>
</tr>
</tbody>
</table>

2. Select any one catalog code
Browse Course Catalog

Course Detail

ANTH 1010 - Humans and Culture

Course Detail

<table>
<thead>
<tr>
<th>Career</th>
<th>Undergraduate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Units</td>
<td>3.00</td>
</tr>
<tr>
<td>Grading Basis</td>
<td>Graded</td>
</tr>
<tr>
<td>Course Components</td>
<td></td>
</tr>
<tr>
<td>Lecture</td>
<td>Required</td>
</tr>
<tr>
<td>Interactive</td>
<td>Optional</td>
</tr>
<tr>
<td>Tutorial</td>
<td></td>
</tr>
</tbody>
</table>

Description

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.
Course Agenda

- CUSIS Basics
- Process Overview
- Overview of Academic Structure of CUHK in CUSIS
- Course Catalog
- Browse Program Information
- Appendix
Browse Program Information (1/3)

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

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

2. Click 'Search' button

3. Select from the search result
Study Scheme

Linguistics

Applicable to students admitted in 2006-07

1. **Major Programme**

   Students are required to complete a minimum of 69 units of courses and to participate in one academic year (not less than eight calendar months) of resident study in Japan before graduation. However, with the approval from the Department, students can apply to take the existing local study scheme if they have strong justifications or when resident study in Japan is not possible due to unpredictable circumstances such as prevalence of SARS or a drastic decrease of exchange quota.

   (i) Required Courses:

   - JAS1010/1020 and JAS1030/1040 (recommended to be taken in first year)  
     22 units
   - ANT2210, GPA1110, HIS1105, SOC1003 or alternative courses approved by the Department (recommended to be taken in first year)  
     3 units
電子工程學
二○○九至一○年度入學學生適用

一、主修生
學生須致修下列主修科目共 74 學分：
(1) 必修科目：

<table>
<thead>
<tr>
<th>科目代號</th>
<th>科目名稱</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGG110</td>
<td></td>
</tr>
<tr>
<td>ENGG120</td>
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53 學分

ENGG4920 所指定之畢業專題研究，成績另佔學位榮譽等級評核比
Course Agenda

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