

THE CHINESE UNIVERSITY OF HONG KONG

**Information and Justification for New Courses**

A Department Board or Graduate Division which wishes to offer a new course is expected to submit the following information and justification for approval\* by the Faculty Board concerned:

- (1) course description (please use the attached Form A for all courses except General Education courses; Form B for General Education courses which can be downloaded from the Office of University General Education <<http://www.cuhk.edu.hk/oge/admin/>>);
- (2) major bibliography for the proposed course;
- (3) reasons for offering the course in the light of recent developments, trends and major theories in the discipline and in consideration of the relevance of the proposed course to the entire programme; stating also whether consideration has been given to merging it with an existing course;
- (4) whether it will be offered as a substitute for any existing course or as a new addition;
- (5) whether there will be a sufficient number of students to warrant the offering of such a course;
- (6) how the proposed course/change will affect the total number of courses and units of courses offered by the Department;
- (7) the availability of manpower to teach the proposed course (give the name of the lecturer and his existing teaching load, etc.);
- (8) whether the course is offered to take advantage of the specialized knowledge of a visiting professor or lecturer, in which case it may be of a temporary nature;
- (9) academic year/term in which the course will be introduced.

(Normally the procedure for introducing a new course should be initiated not later than six months before the academic year/term in which the course will be offered.)

\* except General Education courses which should be forwarded to the Senate Committee on General Education for final approval