

THE CHINESE UNIVERSITY OF HONG KONG

Notes for Preparing Programmes of Study

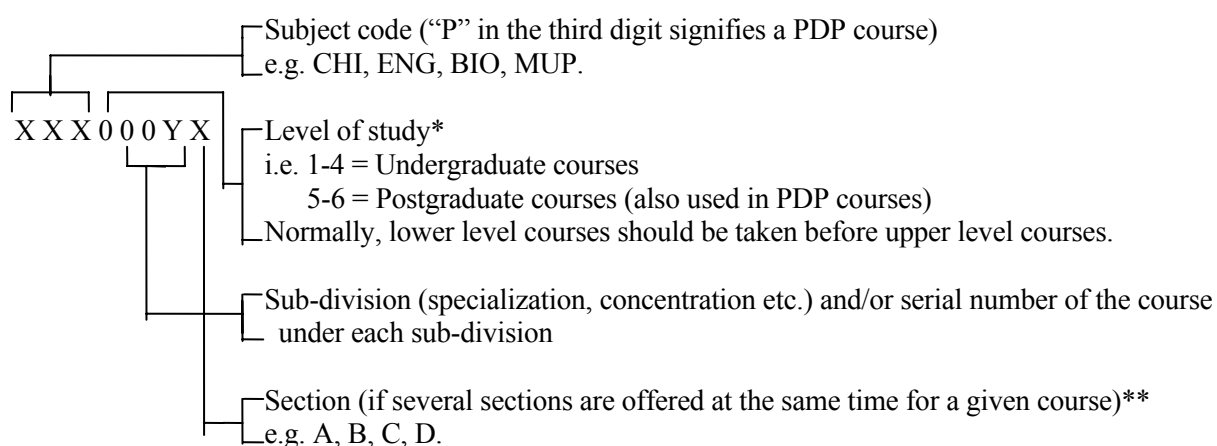
I. Course Titles

A maximum of 32 characters for each English course title is allowed for in the computerized course inventory of the Office of Registry Services. Abbreviations may be adopted, if necessary. The length of Chinese course title is limited to 20 characters, inclusive of punctuation marks.

II. Course Code

At present, the general system for course code is as follows:

X = Alphabet 0 = Numeral Y = Alphanumeric



* - For STOT courses, however, the first numeral in the course code shall be "0" to distinguish STOT courses from others and the second signifies the level of study or the year in which the course should preferably be taken. The third numeral and the fourth numeral/alphabet denote sub-division and/or serial number of the course.

** - This alphabet of the course code will be dropped by the computer when calculating grade point average (GPA), but is significant when calculating teaching load and space utilization. In this connection, please note that courses with independent units and grades must have distinct course codes for GPA calculation, i.e. XXX1010A and XXX1910A will be recognized as two separate courses with independent grades; XXX1010A and XXX1010B or XXX1010L will only be registered as one course with the second grade automatically dropped by the computer as one received from a duplicated course.

With a computerized student record system, it is necessary to ensure that all data captured are of a unique and easily-identifiable nature. Attention is drawn to the following:

- (1) Both-term courses (identical courses to be offered in both the first and second terms) should be given one course code only.
- (2) In recoding courses, effort should be made to avoid assigning course codes used for another course recently. This is important for computer checking of students' repeating their failed courses as the system needs to validate the course codes of the first and second attempts or to decide on the substitute courses. If after recoding, a particular course is to be recognized as equivalent to another course in the previous year(s), please give clear indication thereof so that necessary accommodations may be made.

III. Term/s of Offering

Please specify in accordance with the following:

1st term - a course offered in first term

2nd term - a course offered in second term

both-terms - a term course offered in both first & second terms (with same course content)

two-term - two consecutively offered term courses which are closely related in content but can be taken independently and may or may not be completed in one academic year. If a Department wishes the students to take the first term course as a pre-requisite to the second term course, please so indicate in the Programmes of Study.

IV. Course Units

If a laboratory course has independent units, please give it a separate course code.

V. Course Meeting Hours

Please specify the number of lecture, tutorial, laboratory, practical, seminar, classwork, field, exercise, student-orientated teaching, studio and web-based learning hours per week.

VI. Course Descriptions

Please update if necessary.

Please specify the course relations:

Prerequisite course - students have to take a specific course before enrolling for this course.

Corequisite course - courses which must be taken in pairs, i.e., together in the same term (e.g., a lecture course together with its accompanying laboratory course), unless a waiver is given by the Department concerned.

Exclusion course - not for students who have taken a specific course.
not for any Undergraduate Major/Minor Programmes or Faculties.

VII. Study Scheme

Basic Requirements

(1) A study scheme should give the minimum total number of units of courses to be required in the curricular component concerned (e.g. Major Programme) which may be further broken down by sub-division, concentration, area, stream or specialization as the case may be.

(2) The required and elective courses should be listed clearly. Whether a course is specified as “required” or “elective” may be dependent on the sub-division, concentration, area or stream within the same programme etc.

Course Sequence

(3) Where applicable, a study scheme should give details on the course sequences which serve as guidelines for students to select courses.

Exemptions

- (4) Exemptions from the programme requirements, where applicable and feasible, should be spelt out in the study scheme with details on the course(s) or equivalent qualification(s) and the standard required.

Other Features for Study Schemes of Major Programmes

- (5) Major courses shall encompass all courses offered by a Major Programme and taken in accordance with the study scheme of the Major Programme. If a Department wishes to include in the Major GPA calculation course(s) not offered by the Major Programme, a special proposal should be made to the Undergraduate Examinations Board.
- (6) Reduction of the Major requirements may be allowed for students with double Minors. The minimum Major Programme load for students with double Minors should be 51 units of courses.

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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