THE CHINESE UNIVERSITY OF HONG KONG

Guidance Notes for filling in the
Programme Specification Template for Programme Approval

1. The Guidance Notes are prepared to facilitate users of the Programme Proposal Warehouse (PPW) (https://spus.per.cuhk.edu.hk/PPW/Common/XXUSLogin.aspx).   Users should finish reading the notes before filling in the online programme proposal.

2. The submission of a programme specification is mandatory for major revision of existing programmes and introduction of new programmes which require Senate approval.   For minor revision of existing programmes, the submission is optional.

3. Users should follow the font type and size, date format and presentation used in the Guidance Notes, in particular when filling in the course list and course description.

4. The word limits stated should be strictly observed.

5. All course description should be compiled and recorded in a single document. Only one Course Description file should be uploaded.   A sample course description list is attached to this document.

6. Both English and Chinese versions of the study schemes should be submitted. Faculty Package and Research Component/ Capstone Course/ Final Year Project requirements should be presented separately rather than lumped together with the other required or elective courses.   A sample study scheme is attached to this document.

7. For queries, please contact AQS at 3943 8956/ 8992 or by email: aqs@cuhk.edu.hk.

1.	**Nature** (choose one)	☐ Major ☐ Minor ☐ Faculty Package ☐ Part of University Core Requirements
2.	**New or revision** (choose one)	☐ New ☐ Revision
3.	**Date of last approval by Senate**	Fill in this field when this is a revision. Date format: yyyy-mm-dd
4.	**Programme title (English)**	No short form should be used as far as practicable. For Major/Minor e.g. Philosophy For an integrated programme e.g. Learning Design and Technology For a double degree programme e.g. B.A. and B.Ed. (Chinese Language Education) Co-terminal Double Degree Programme
5.	**Programme title (Chinese)**	e.g. 哲學
6.	**Degree to be awarded**	Fill in this field in the case of a Major. No short form should be used. e.g Bachelor of Arts
7.	**Years of study**	Fill in this field in the case of a Major e.g. 4 years
8.	**Offering Department(s)/unit(s)**	Add names of other departments if the Programme is jointly offered by other departments.

9. **Proposed year of commencement**	Put year of first intake in the case of a new Programme, or year of first applicability in the case of a revision.

10. Endorsements

Endorsements by subsidiary bodies, e.g. department board, faculty board, and dates

Body	Date
Board of the Department of XXX	yyyy-mm-dd
Board of the Faculty of XXX	yyyy-mm-dd

11. Introductory statement

An introduction to the programme and its rationale, maximum length: 500 words in English and 400 words in Chinese. This is mandatory.

The following (in no more than one page) should also be included for introduction of Minor Programmes:

(i) an overall summary of how the proposed Minor Programme would benefit the Department/Faculty concerned;

(ii) the relationship of the proposed Minor Programme with the Major Programmes and other Minor Programmes of the Faculty; and

(iii) the demand and academic value of the proposed Minor Programme

English

Chinese

12. Outcomes Statement

(a) **Introduction: optional**

Maximum length: 50 words in English and 40 words in Chinese. This is optional.

The smaller components (e.g. 2 units of PE) should try to stay within 3/4 of the word limit stated if possible.

English

Chinese

(b) **Expected learning outcomes**

A listing, ***preferably in point form***, limited to ~15 items; maximum length: 250 words in English and 200 words in Chinese.   This is mandatory.

The smaller components (e.g. 2 units of PE) should try to stay within 3/4 of the word limit stated if possible.

English

Chinese

(c) **Implications for learning activities**

Maximum length: 150 words in English and 120 words in Chinese.   This is mandatory.

The smaller components (e.g. 2 units of PE) should try to stay within 3/4 of the word limit stated if possible.

English

	Chinese

(d) **Implications for assessment**

<mark>Maximum length: 150 words in English and 120 words in Chinese.   This is mandatory.</mark>
<mark>The smaller components (e.g. 2 units of PE) should try to stay within 3/4 of the word limit stated if possible.</mark>

English

Chinese

---

13. Programme structure

<mark>In the case of a revision, the applicable admission year and the applicable admission type should be clearly specified.   If the changes involve a range of admission years and admission types, there should be multiple entries of the programme structure.</mark>

(a) Admission Year

<mark>e.g 2022-23</mark>

(b) Admission Type

<mark>e.g. Secondary 6 entrants</mark>

(c) Total number of units

<mark>e.g 123 units</mark>

(d) Streams/concentrations

(a) Admission Year

<mark>e.g. 2022-23</mark>

(b) Admission Type

<mark>e.g. Holders of Associate Degrees</mark>

(c) Total number of units

<mark>e.g. 88 units</mark>

(d) Streams/concentrations

(a) Admission Year

<mark>e.g. 2022-23</mark>

(b) Admission Type

<mark>e.g. Secondary 6 entrants</mark>

(c) Total number of units

<mark>e.g 128 units</mark>

(d) Streams/concentrations

---

14. Exemption policy

<mark>Exemptions can be granted by (i) attainment for core language courses, i.e. for students who have already attained the desired levels of the language requirement, or (ii) by equivalence of courses, subject to scrutiny and approval by the unit responsible for the relevant part of the University Core Requirement.</mark>

15. Any additional remarks

<mark>Limited to additional information essential for Senate consideration; any other material should be included as supplementary material and presented as appendices.</mark>

16. List of supplementary material, presented as appendices

Any information included in this Section will not be presented to the Senate, and will not form part of the approval.

August 2023

Sample Template for Course Descriptions

The *Course Description* as defined here is part of the entry known as *Catalog Data* in CUSIS. The following Table gives an example. <mark>Please copy and reproduce one such Table for each course, and replace the two rightmost columns with the appropriate information, without altering the font, font size and other stylistic presentation used in this template.</mark>   <mark>Enrolment restrictions should not be included.</mark>

Entry	Technical Definition in CUSIS	Content to be inserted for each course	
		in English	**in Chinese**
Code	Course Offering	BIOL2210	
Title	Long Course Title	Ecology	生態學
Overview	Long Description	This course provides students with an overview of the general principles of ecology. The course covers three broad areas: behavioural ecology, population ecology, and community ecology. Behavioural ecology examines how behaviour contributes to survival and reproduction. The relationship between behaviour, ecology and evolution is emphasized. Population ecology concerns how populations grow and how they are limited by food, competition and predation. Community ecology focuses on the link between community function and species richness. In particular, factors important in determining the number of species in an area will be examined. Mathematical models will be used to illustrate the theoretical background for topics discussed. This is a required course for Biology and Environmental Science Programmmes.	本科向學生提供了生態學基本原理的概要知識。本科覆蓋了三個廣泛的領域：行為生態學，種群生態學和群落生態學。行為生態學揭示動物的行為是如何協助其存活和繁殖。種群生態學則關注種群如何形成以及種群如何受制於食物、競爭和捕食。群落生態學則重點介紹群落功能和物種的豐度之間的聯系。決定一個地區物種的數量的重要因素亦會逐一介紹。數學模型將用於解釋相關的背景理論知識。本科為生物學及環境科學課程之必修科目。

Entry	Technical Definition in CUSIS	Content to be inserted for each course	
		in English	in Chinese
Code	Course Offering	BIOL2213	
Title	Long Course Title	Ecology Laboratory	生態學實驗
Overview	Long Description	This experimental course is designed to illustrate key ecological concepts.	本實驗科目介紹生態學之基本概念。

Sample Template for Study Scheme and Recommendation Course Pattern

(Study Scheme - English)

Programme Title

Linguistics

Study Scheme

Applicable to students admitted in 20XX-XX*

Major Programme Requirement

Students are required to complete a minimum of 63 units of courses as follows:

		Units
1.	Faculty Package:	9
	LING1000# and any two courses from:	
	ANTH1020, ARTS1004, 1005, BMBL1001, CHES1100, CHLL1900 or 1902, CUMT1000, CURE1000, 1110, ENGE1000, FAAS1900, HIST1000, 1700, JASP1090, MUSC1000, PHIL1110, THEO1000, TRAN1000	
2.	Required Courses:	
(a)	LING1001# or 1002#[a]	3
(b)	LING1003#, 2003, 2004, 2005, 2006, 2007, 2008	21
	Research Components/ Capstone Courses/ Final Year Project:	
(c)	LING4000, 4001	6
3.	Elective Courses:	
(a)	Six courses from the 3 Areas, with at least one course from each area (excluding LING3405 and 3406)	18
(b)	Language courses:	6
	6 units of language courses (from one to two languages) to enhance students' exposure to language(s) other than Chinese (Cantonese/Putonghua) and English.	
	Total:	**63**

Explanatory Notes:
1. LING courses at 2000 and above level as well as those labeled as # will be included in the calculation of Major GPA for honours classification.
[a] The course not taken to fulfill requirement 2(a) may be taken as a free elective course.

課程名稱
語言學

修讀辦法

<div align="center">

二○XX 至 XX 年度入學學生適用*

</div>

主修課程要求

學生須至少修畢以下科目共 63 學分：

		學分
1.	學院課程：	9
	LING1000#及選修下列任何兩科：	
	ANTH1020, ARTS1004, 1005, BMBL001, CHES1100, CHLL1900 或 1902, CUMT1000, CURE1000, 1110, ENGE1000, FAAS1900, HIST1000, 1700, JASP1090, MUSC1000, PHIL1110, THEO1000, TRAN1000	
2.	必修科目：	
(a)	LING1001#或 1002#[a]	3
(b)	LING1003#, 2003, 2004, 2005, 2006, 2007, 2008	21
	研究項目/ 總結科目/ 畢業習作：	
(c)	LING4000 及 4001	6
3.	選修科目：	
(a)	從三個範圍中選修六科目（必須從每個範圍至少各修讀一科）（LING3405 及 3406 除外）	18
(b)	語言科目：6 學分的語言科目（可選修一至兩種不同語言）讓學生可接觸中文（粵語／普通話）及英文以外的其他語言	6
	共：	**63**

註：
1. LING 2000 及以上程度的科目及有 # 的科目將會計入主修科目之平均積點，並用以釐定學位等級。
[a] 未有用作符合 2(a)之要求的科目可作為選修科。

(Recommended Course Pattern - English)

[Please do not alter any font, font size and stylistic presentation used in this template.]

Recommended Course Pattern

1. A student shall take at least 9 units and no more than 18 units of courses in any term within the normative study period. A student shall take no more than 6 units of courses in each summer session, and no student shall be allowed to take more than 39 units in an academic year.
2. Sufficient units should be allowed in each term for students to fulfill the University Core Requirements, which include: (i) 5 units of Chinese; (ii) 8 units of English; (iii) 3 units of Digital Literacy and Computational Thinking; (iv) 19 units of General Education, including 6 units of Foundation GE courses, 7 units of UGE (area courses) and 6 units of College GE; (v) 2 units of Physical Education; (vi) 1 unit of the "Understanding China" course; and (vii) 1 unit of the "Hong Kong in the Wider Constitutional Order" course, as already listed in the template below.
3. Programmes with different streams/concentrations are required to provide the recommended pattern for each stream/concentration.

Recommended Course Pattern		Units	University Core Requirements								
			Chinese	English	Digital Literacy and Computational Thinking	College GE	Foundation GE	UGE (Area courses)	PE	Understanding China	HK in the Wider Constitutional Order
First Year of Attendance	1st term Faculty Package: Major Required: Major Elective(s):		3	3	3	2-4	3		1		
	2nd term Faculty Package: Major Required: Major Elective(s):								1		
Second Year of Attendance	1st term Major Required: Major Elective(s):		2	3			3			1	1
	2nd term Major Required: Major Elective(s):										
Third Year of Attendance	1st term Major Required: Major Elective(s):			2		2-4		7			
	2nd term Major Required: Major Elective(s):										
Fourth Year of Attendance	1st term Major Required: Major Elective(s):										
	2nd term Major Required: Major Elective(s):										
Total (Major Requirement including Faculty Package):			**5**	**8**	**3**	**6**	**6**	**7**	**2**	**1**	**1**

Notes:
a. Students are required to take the following core requirements in their first year of attendance:
   i. one Chinese language and one English language courses;
   ii. the Digital Literacy and Computational Thinking course;
   iii. one College GE and one Foundation GE courses; and
   iv. two PE courses.
b. Students may enrol the courses "Understanding China" and "Hong Kong in the Wider Constitutional Order" in their first year of attendance.

[Please do not alter any font, font size and stylistic presentation used in this template.]

修課推介

1. 學生於其常規修業期限內的每學期修課不得少於九學分，亦不得多於十八學分。學生於每一暑期修課不得多於六學分，於每學年修課一概不得多於三十九學分。

2. 每學期均須預留足夠學分讓同學符合大學核心課程要求，包括：(一)中文五學分；(二)英文八學分；(三)數碼素養及計算思維三學分；(四)通識教育十九學分，包括通識教育基礎課程六學分、大學通識（範圍科目）七學分及書院通識六學分；(五)體育二學分；(六)科目「認識中國」一學分；及(七)科目「國家憲制秩序與香港」一學分。詳情已列載於以下表格。

3. 有不同專修範圍的課程須為每項專修範圍提供修課推介。

	_____ 主修課程要求		大學核心課程要求								
	修課推介	學分	中文	英文	數碼素養及計算思維	書院通識教育	通識教育基礎課程	大學通識教育四範圍	體育	認識中國	國家憲制秩序與香港
第一修業學年	第一學期 學院課程: 主修必修科目: 主修選修科目:		3	3	3	2-4	3		1		
	第二學期 學院課程: 主修必修科目: 主修選修科目:								1		
第二修業學年	第一學期 主修必修科目: 主修選修科目:		2	3			3				
	第二學期 主修必修科目: 主修選修科目:									1	1
第三修業學年	第一學期 主修必修科目: 主修選修科目:			2		2-4		7			
	第二學期 主修必修科目: 主修選修科目:										
第四修業學年	第一學期 主修必修科目: 主修選修科目:										
	第二學期 主修必修科目: 主修選修科目:										
合共 (主修要求包括學院課程):			5	8	3	6	6	7	2	1	1

註：
甲. 學生須於第一修業學年修讀以下核心課程科目：
   i. 大學中文及大學英文課程各一科；
   ii. 數碼素養及計算思維；
   iii. 書院通識教育及通識教育基礎課程各一科；及
   iv. 兩科體育。
乙. 學生可於第一修業學年修讀「認識中國」及「國家憲制秩序與香港」兩科目。

(Recommended Course Pattern - English)

Recommended Course Pattern (for senior year entrants)

1. A student shall take at least 9 units and no more than 18 units of courses in any term within the normative study period. A student shall take no more than 6 units of courses in each summer session, and no student shall be allowed to take more than 39 units in an academic year.

2. Sufficient units should be allowed in each term for students to fulfill the University Core Requirements, which include: (i) 2-5 units of English; (ii) 7-8 units of General Education, including 3 units of Foundation GE courses, 2 units of UGE (area courses) and 2-3 units of College GE; (iii) 1 unit of Physical Education; (iv) 1 unit of the "Understanding China" course; and (v) 1 unit of the "Hong Kong in the Wider Constitutional Order" course, as already listed in the template below.

3. Programmes with different streams/concentrations are required to provide the recommended pattern for each stream/concentration.

	Recommended Course Pattern	Units	Chinese	English	Digital Literacy and Computational Thinking	College GE	Foundation GE	UGE (Area courses)	PE	Understanding China	HK in the Wider Constitutional Order
First Year of Attendance	1st term Faculty Package: Major Required: Major Elective(s):			2-3			3		1		
	2nd term Faculty Package: Major Required: Major Elective(s):					2-3				1	1
Second Year of Attendance	1st term Major Required: Major Elective(s):			2 (for HD only)				2			
	2nd term Major Required: Major Elective(s):										
Total (Major Requirement including Faculty Package):			**0**	**2-5**	**0**	**2-3**	**3**	**2**	**1**	**1**	**1**

Notes:
a. Students are required to take the following core requirements in their first year of attendance:
   i. one English language course;
   ii. one Foundation GE course; and
   iii. one PE course.
b. Students may enrol the courses "Understanding China" and "Hong Kong in the Wider Constitutional Order" in their first year of attendance.

[Please do not alter any font, font size and stylistic presentation used in this template.]

修課推介（高年級入學學生適用）

1. 學生於其常規修業期限內的每學期修課不得少於九學分，亦不得多於十八學分。學生於每一暑期修課不得多於六學分，於每學年修課一概不得多於三十九學分。

2. 每學期均須預留足夠學分讓同學符合大學核心課程要求，包括：(一)英文二至五學分；(二)通識教育七至八學分，包括通識教育基礎課程三學分、大學通識（範圍科目）二學分及書院通識二至三學分；(三)體育一學分；(四)科目「認識中國」一學分；及(五)科目「國家憲制秩序與香港」一學分。詳情已列載於以下表格。

3. 有不同專修範圍的課程須為每項專修範圍提供修課推介。

	_____ 主修課程要求		大學核心課程要求								
	修課推介	學分	中文	英文	數碼素養及計算思維	書院通識教育	通識教育基礎課程	大學通識教育四範圍	體育	認識中國	國家憲制秩序與香港
第一修業學年	第一學期 學院課程: 主修必修科目: 主修選修科目:			2-3		2-3	3		1	1	1
	第二學期 學院課程: 主修必修科目: 主修選修科目:										
第二修業學年	第一學期 主修必修科目: 主修選修科目:			2（高級文憑適用）				2			
	第二學期 主修必修科目: 主修選修科目:										
合共 (主修要求包括學院課程):			**0**	**2-5**	**0**	**2-3**	**3**	**2**	**1**	**1**	**1**

註：

甲. 學生須於第一修業學年修讀以下核心課程科目：

　　i. 一科大學英文課程；

　　ii. 一科通識教育基礎課程；及

　　iii. 一科體育。

乙. 學生可於第一修業學年修讀「認識中國」及「國家憲制秩序與香港」兩科目。