

THE CHINESE UNIVERSITY OF HONG KONG
Office of University General Education

Course Enrolment Information for University General Education Courses
(University Summer Session, 2024-25)

University General Education courses include General Education Foundation (GE Foundation) courses and courses in the Four Areas; and will be referred to as “University GE courses” in the ensuing paragraphs of this document. Before planning their study, students should read carefully the unit requirement, study scheme and enrolment restrictions stipulated in the online [Student Handbook](#)¹. The revised University Core Requirements, along with the revised requirements of University GE, have been implemented from the academic year 2022-23. Students should go through the related details, including the unit requirement and the Area designations of University GE of individual Major Programmes, as stipulated in the [Student Handbook](#).

This document serves to advise students of the course enrolment arrangement of University GE courses in the University Summer Session:

(1) GE Foundation courses (prefix UGFH/UGFN)

- a. Students are required to complete the GE Foundation Programme, which comprises two required courses:
 - i. UGFH1000 “In Dialogue with Humanity”; and
 - ii. UGFN1000 “In Dialogue with Nature”.

To adhere to the University’s bilingual policy and strengthen students’ language competence in Chinese and English, in both the spoken and written modes, **the language of written assignments for the GE Foundation courses shall be consistent with the language of instruction.** If the language of lectures and tutorials is Chinese (Cantonese or Putonghua), the reflective journals and term papers shall be written in Chinese; if the language of lectures and tutorials is English, the reflective journals and term papers shall be written in English.

The classical texts used for the GE Foundation courses will remain bilingual. Recommendations would be given to students on the Chinese translations of classics written in English or other European languages and English translations of Chinese classics.

The language of instruction of GE Foundation classes is provided in the [teaching timetable](#). The abbreviations for the languages of instruction are available on the [Registration and Examination Section \(RES\)’s webpage](#). Students should read the information carefully before enrolling in a course.

¹ Students admitted to first-year-first-degree (FYFD) places with Advanced Standing should refer to “III. University Core Requirements” in the Annex of the [“General Regulations Governing Full-time Undergraduate Studies”](#). Students admitted to Dual Undergraduate Degree Programmes shall follow the requirements stipulated by their respective Major Programmes. Details are given in [the respective study schemes of the Major Programmes](#).

b. Course Enrolment

Please pay attention to the following course enrolment arrangement:

- i. Students are advised to complete the two GE Foundation courses in their first two years of study.
- ii. Only Year 1 and Year 2 students can enrol in GE Foundation courses through CUSIS during the course selection period.
- iii. Year 3 or above students who have not taken any GE Foundation courses in their first two years of study should apply to the GE Foundation Programme by submitting the online [Course Add/Drop Form for UGFH1000/UGFN1000](#) to enrol in the GE Foundation classes with vacancies as soon as possible. The applications will only be processed after Year 1 and 2 students have enrolled. Please visit the [RES website](#) for information on the teaching timetable, the language of instruction, and the remaining vacancies before submitting the course-add application.
- iv. All students (including Year 3 or above) can add (if there is still a vacancy)/drop the course by themselves on CUSIS during the online add-drop period. Students can also use the “Swap” function of CUSIS to change the lecture class (e.g. change from UGFH1000A to UGFH1000B) and its “Update” function to change the tutorial group (e.g. change from UGFH1000AT01 to AT06 of the same lecture class UGFH1000A). Applications submitted after the CUSIS add/drop period will generally NOT be accepted.
- v. The waiting list for the GE Foundation courses under CUSIS will be removed after the course selection period. Students on the waiting list should enrol the course again through CUSIS during the add/drop period if they want to take it.

(2) Courses in the Four Areas (prefix UGEA/UGEB/UGEC/UGED)

a. Co-requisite requirement

GE Foundation courses are the co-requisite for the courses in the Four Areas. Students should have completed at least one of the two GE Foundation courses, or should enrol in one concurrently when enrolling in any course(s) in the Four Areas. This co-requisite requirement also applies to the departmental double-coded courses and the courses of non-local tertiary institutions taken in the current degree of study when these two types of courses are recognized for the fulfilment of University GE requirements. Students on the waiting list for their intended first GE Foundation course are not considered as having fulfilled this co-requisite course requirement.

b. Course ceiling

For the Summer Session, a maximum of two University GE courses (including GE Foundation courses and courses in the Four Areas) can be enrolled among courses offered in the entire University Summer Session and those offered in the International Summer School.

In respect of University Summer Session to be conducted from May to July, students will be allowed to enrol in one University GE course during the course selection period

and to enrol in the second University GE course during the course add/drop period, subject to the available vacancies. As such, **a maximum of one University GE class can be put in the “Shopping Cart” under “My Class Schedule” during the course selection period. Up to two University GE classes, including class(es) on the waiting list can be put in the “Shopping Cart” during the course add/drop period.** After reaching the ceiling, a student must drop one University GE class before he/she can add another into the shopping cart.

c. **Declaration of/ change in major programme**

For broadening purposes, there is course enrolment restriction/exclusion with respect to the major studies of the students concerned and to course(s) the students have already taken. Such restriction/exclusion has been stipulated in the “Course List” of the [Student Handbook](#). Students who have declared a new major are advised to check the course enrolment restriction/exclusion in the [Student Handbook of their admission year](#). For students admitted to broad-based programmes, they are advised not to take the University GE courses which exclude students of the major programmes they plan to apply for. If any of the University GE courses taken by a student in the past fall under the restricted/excluded courses of the student’s new major, the units earned in the past course(s) will be counted towards general elective and overall units completed; and the students have to take other University GE course(s) to make up for the required units.

d. **Double-coded courses**

Some University GE courses are also double-coded with department/programme courses. Double-coded courses are indicated in the “Course List” of the [Student Handbook](#) and the CUSIS Course Catalogue. If students would like to use the units earned from such departmental courses to fulfil the University GE requirement and that the GE course enrolment restriction/exclusion is duly fulfilled, they shall submit an application to the Office of University General Education. If students would like to use the units earned from a University GE course to fulfil programme requirements, they have to apply to the relevant Department/Programme Office, and students should take another University GE course to make up for the required units.

(3) Schedule

Check “My Class Schedule” at the respective stages of the course selection and add/drop period

All successful enrolment and add/drop of courses will be reflected on “My Class Schedule”. Students must always check “My Class Schedule” on CUSIS and verify their enrolment status at the respective stages of the course selection and add/drop period.

7 - 9 April 2025: Course selection on CUSIS

** Year 3 or above students who need to enrol in GE Foundation courses should apply to the GE Foundation Programme as stated in Part (1) b.iii.*

- a. **The language of instruction** of each course is given in the [teaching timetable](#). Students should check carefully before course enrolment. Please refer to [the RES webpage](#) for explanation of the abbreviations.
- b. **Students on the waiting list will be enrolled automatically once a vacancy arises.** They should check “My Class Schedule” daily to track any changes in their enrolment status. If students do not wish to get enrolled, they should drop the courses on the waiting list immediately to vacate the places for other students who wish to enrol

The first teaching week after the class commences: Course add/drop under CUSIS

- a. The course add/drop period is within the first teaching week after the class commencement. Please observe the schedules listed below:
 - i. For classes with the first teaching day scheduled on 12-17 May 2025, students can add/drop the classes concerned under CUSIS from 12 May (8:30 p.m.) to 18 May (8:30 p.m.).
 - ii. For classes with the commencement outside the period mentioned in point i, please approach the Office of University General Education (OUGE) within the first teaching week of the classes concerned for course add/drop.
- b. **Students who wish to add/drop University GE courses must do so on CUSIS during this period**

Graduating students who have to take University GE courses to fulfil graduation requirements but have failed to enrol in the course(s) can apply to OUGE. Enrolment is subject to the availability of vacancies. Such applications should be made on the prescribed form ([add/drop form for GEF courses/](#) [add/drop form for courses in the Four Areas](#)) together with documentary proof wherever applicable and submitted to OUGE in person or by email. For email applications, they must be sent from @Link accounts.

- c. Students on the waiting list will be enrolled automatically once a vacancy arises. **Negligence to drop a course on the waiting list will affect the enrolment opportunities of other students and cannot be accepted as a justification for add/drop after this period.**
- d. Application for add/drop after this period will not be considered unless there are compelling reasons supported by documentary proof. Students cannot drop the course because of summer job engagement unless it is closely related to the students' major studies or it is an internship programme arranged by the major programme. Students should apply together with documentary proof wherever applicable, e.g., the internship contract, the academic advisor's support, etc.

(4) Enquiry

GE Foundation Programme	Courses in the Four Areas
Address: 7/F Hui Yeung Shing Building Tel: 3943 3730 Email: gef-info@cuhk.edu.hk	Address: 8/F Hui Yeung Shing Building Tel: 3943 7075/ 3943 7563 Email: uge-info@cuhk.edu.hk
URL: http://www.oge.cuhk.edu.hk	
<u>Opening Hours of Counter Service:</u> Monday – Thursdays: 9:00 a.m.-1:00 p.m.; 2:00 p.m.-5:30 p.m. Fridays: 9:00 a.m.-1:00 p.m.; 2:00 p.m.-5:45 p.m.	

26 February 2025