A. **Registration and Attendance System (RAS)**

The Registration and Attendance System is developed by the University’s Information Technology Services Centre (ITSC) in collaboration with the Colleges for registration and attendance recording of College Assemblies and related events. For attendance to be counted, participants of **College Assemblies** must first register online via the System (no “walk-in” participants will be entertained at the venue). Registered individuals should bring along their CU Link card for verification of their attendance through any of the validation terminals set up at the venue.

B. **Registration Details**

Registration and Attendance System URL: [https://webapp.itsc.cuhk.edu.hk/ras/](https://webapp.itsc.cuhk.edu.hk/ras/)

Please refer to the login page instruction to provide the login ID and password.

**Registration Arrangements**
- Registration for **FIRST TERM** College Assemblies starts on **30 August 2019 (Friday)** at **10:00am**.
- **Registration deadlines** for College Assembly is **one day before the event at 8:00am**.
- Shaw College students may reserve seats for **all 3 Assemblies required for the First Term**. Reservation is processed on a first-come-first-served basis.
- Should students be unable to show up for an event which have reserved a seat, they should return “seat” via the Registration and Attendance System in order to reserve a seat to another event.

C. **Important Notes and Enquiries**

- **Attendance requirement**: Shaw College full-time undergraduate students are required to attend **3 College Assemblies** each term to fulfill the College Assembly attendance requirement.

- **Attendance record**: attendance to College Assemblies can only be counted for those who have registered in advance via Registration and Attendance System. To check your attendance record, please check this system.

- **All students** are required to attend College Assemblies. (except incoming exchange students)

- **Outgoing exchange students** are also required to attend College Assemblies in their normative study period after returning to the University during their remaining studies.

- **Students of Faculty of Medicine**: only students with medical study year **MYR1, MYR2 & MYR3** under CUSIS need to attend college assembly.

- **Students of Nursing Programme**: students need to attend college assembly for **9 terms**, as students have clinical training in the 2nd term of year 5.

- **Students of Chinese Medicine**: students need to attend college assembly for **9 terms**, as students have clinical training from the 2nd term of year 5.


- **College enquiries**: Tel (3943 7363) / Email ([shaw-assembly@cuhk.edu.hk](mailto:shaw-assembly@cuhk.edu.hk))

7 August 2019