



Shaw College
College Assemblies (Term 2, 2024/25)
Attendance Requirements and Exemption Arrangement

(Not applicable to exchange students and students who have not been pre-assigned for GESC1000, please check your course list at CUSIS)

1. Attendance Requirements

- Students of Shaw College (not applicable to incoming exchange students and students who have not been pre-assigned for GESC1000) are required to personally attend 3 College Assemblies each term to fulfill the College Assembly attendance requirement. Students who fail to fulfill the attendance requirement will be given a fail grade (FF) for GESC1000 for that term.
- Starting from 2024/25 AY, students are allowed to participate in **a maximum of one "Diversified General Education Activity"** per term as equivalent to **attending one College Assembly**.
- Students who fail to fulfill the attendance requirement will be given a fail grade (FF) for GESC1000 for that term.
- If a student is absent from an assembly due to illness, please notify the College as soon as possible and submit the **original "Sick Leave Certificate" for the day of absence** to the College Office located at LG1, Wen Lan Tang. The College will not accept e-copies or the "Certificate of Attendance" as proof of absence.
- If a student absents from an assembly without reasons or fails to provide relevant proof, the College **will not provide any remedial opportunities**.
- **Outgoing exchange students** are also required to attend College Assemblies in their **remaining normative study period after returning to the University**.
- **Students of Medicine (MBchB) Programme/Medicine (MBchB) Programme Global Physician-Leadership Stream (GPS)**: Only students of **medical study year MYR1, MYR2 & MYR3** under CUSIS need to attend College Assembly.
- **Students of Nursing**: Students are required to attend College Assemblies for **9 terms**, as students have clinical training in Term 2 of year 5.
- **Students of Chinese Medicine**: Students are required to attend College Assemblies for **9 terms**, as students have clinical training in Term 2 of year 5.

1.1 Online Registration

The Registration and Attendance System (RAS) is developed by the University's Information Technology Services Centre (ITSC) in collaboration with the Colleges for registration and attendance recording of College Assemblies.

Registration and Attendance System URL: www.cuhk.edu.hk/ras

Change or forget CWEM password: <http://www.cuhk.edu.hk/itsc/onlineapp/form/sr.html>

Registration Arrangements:

- Registration for **TERM 2** College Assemblies starts on **3 January 2025 (Friday) at 2:00pm**.
- **Registration deadlines: one day before the event at 8:00am.**
- Students may reserve seats for **3 Assemblies** for each term. Reservation is processed on a first-come-first-served basis.

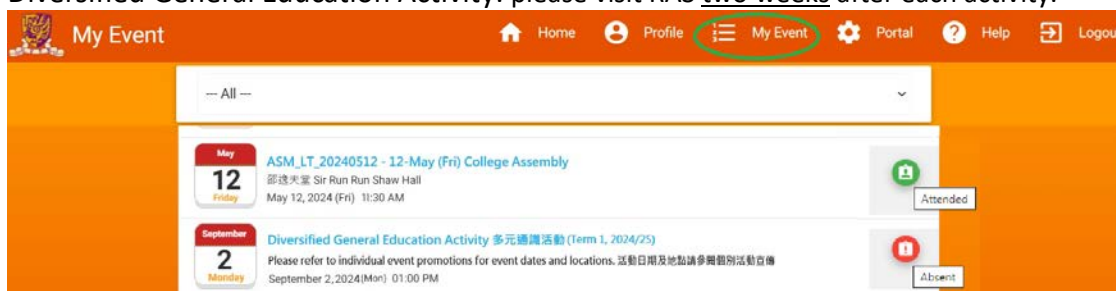
- For detailed schedule, please visit the College [website](#).
- **Online participation of College Assemblies via Zoom will not be available.** Live streaming will be available for some of the College Assemblies. Students are required to select the venue during registration. Registered students should bring along their CU Link card for verification of their attendance through any of the validation terminals set up at the venue.
- Students who are unable to attend any registered assembly should cancel the registration via RAS in order to register for another assembly.
- After the registration deadline, cancellation of registered assembly in RAS will not be allowed. Students can only register for another assembly **on the next working day after each assembly**.

1.2 Diversified General Education Activity

- Students are allowed to participate in **a maximum of one “Diversified General Education Activity”** per term as equivalent to **attending one College Assembly**.
- For recognized “Diversified General Education Activity”, please visit the College [website](#) (the College may from time to time update or change the information of the list).
- Students must participate in the entire activity to be equivalent to attending a College Assembly.

1.3 Attendance Record

- College Assembly: please visit RAS on the next working day after each assembly.
- Diversified General Education Activity: please visit RAS two weeks after each activity.



2. Attendance Exemption

Students could apply for exemption to attending College Assemblies if they are undertaking **clinical practice, teaching practice, fieldwork placement, professional examinations arranged by the department/unit of CUHK** during teaching weeks, and **the off-campus study days must include Fridays**.

- 3 times exemption if the off-campus study requirement takes 64 days or more
- 2 times exemption if the off-campus study requirement takes 43 to 63 days
- 1 time exemption if the off-campus study requirement takes 21 to 42 days (including weekends and public holidays during the off-campus study period)

Eligible students should apply at webform **on or before 24 January 2025 (Friday)** and have the relevant CUHK department/unit to stamp the Receipt PDF File for verification and submit the hardcopy to Shaw College general office (LG1, Wen Lan Tang) **on or before 11 February 2025 (Tuesday)**. If students failed to submit the hardcopy before the deadline, application will not be processed. The application result will be announced by 21 February 2025 (Friday) by email.

3. Enquiries

Tel (3943 7363) / Email (shaw-assembly@cuhk.edu.hk)