College Assemblies (Term 1, 2026/27)

Important Information

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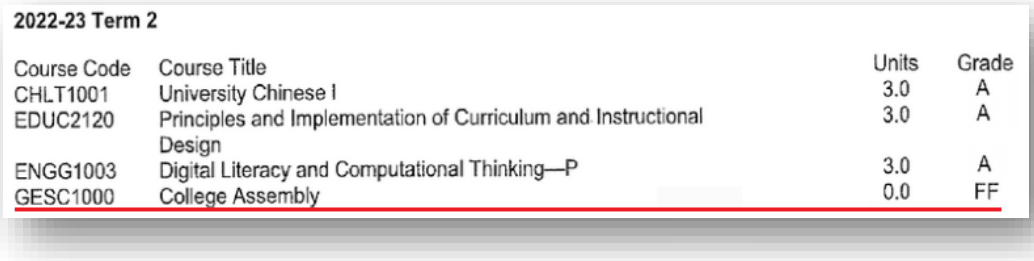
1. Attendance Requirements

i. Students may check their course list in CUSIS under "View My Classes" to confirm if they have been pre-assigned the course "GESC1000 College Assembly." If assigned, students are required to attend three College Assemblies in the term.

ii. Students may participate in a maximum of two "Diversified General Education Activities" per term, each equivalent to attending one College Assembly.

iii. The participation of Sir Run Run Shaw Distinguished Visiting Scholar Lectures, Shaw Prize Lectures and High Table Dinners organised by Shaw College will be equivalent to attending College Assemblies.

iv. College Assemblies carry no credit, but students must meet the minimum attendance requirement. Failure to do so will result in a Fail (FF) grade for GESC1000, which will be recorded on the transcript (as shown in the picture below).



2022-23 Term 2

Course Code	Course Title	Units	Grade
CHLT1001	University Chinese I	3.0	A
EDUC2120	Principles and Implementation of Curriculum and Instructional Design	3.0	A
ENGG1003	Digital Literacy and Computational Thinking—P	3.0	A
GESC1000	College Assembly	0.0	FF

v. Students undertaking internships or other academic requirements may apply for exemption. Please refer to Section 6 "Exemption Application" for details.

2. Online Registration

i. Registration for College Assemblies will begin at 2pm on 4 September 2026 (Friday) via the RAS system.

ii. Students may reserve seats for three assemblies per term. To change a session, students must cancel one before registering for another.

iii. Registration closes at 1pm on the day before the College Assembly.

iv. Students unable to attend a registered session should cancel it before the deadline and register for another.

v. After the registration deadline, cancellation is not allowed. Students may register for another session on the next working day after the missed assembly.

vi. On-site registration may be available if seats remain. Allocation is on a first-come-first-served basis. Early arrival is recommended, but seat availability is not guaranteed. No remedial opportunities will be provided for missed attendance due to unsuccessful walk-in attempts.

vii. Assemblies are usually held at the Shaw College Lecture Theatre or Sir Run Run Shaw Hall in Main Campus. Please check venue details during registration.

3. Attendance Guidelines

i. Students should bring along their CU Link card for verification of their attendance through any of the validation terminals set up at the venue.

ii. Students should ensure that they attend the correct venue. Attendance may not be recorded if students go to a different location.

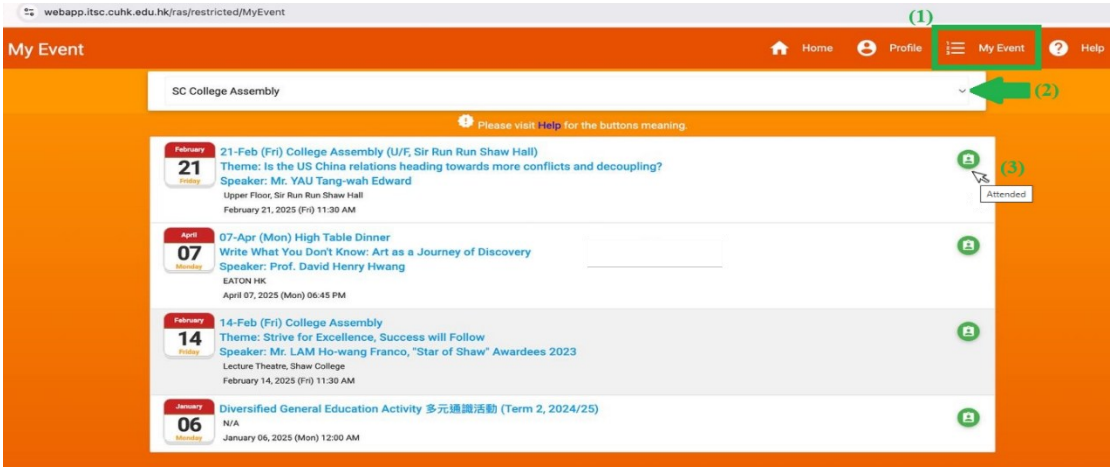
iii. The College reserves the right to deny entry to students who arrive late. Students are advised to allow sufficient travel time to reach the College Assembly venue.

iv. Do not leave before the assembly ends. Early departure will be considered as absence.

v. Students who are absent from a registered College Assembly due to illness must submit the original "Sick Leave Certificate" (electronic versions and appointment slips will not be accepted) to the Shaw College Office (LG1, Wen Lan Tang) **within two weeks**. This is to facilitate arrangements for viewing the recording at the end of the term. Please note that forging documents is a criminal offense and will be reported to the police as instructed by the University.

4. Attendance Record

i. Students may check their attendance record on the "My Event" page of the RAS system on the next working day after the College Assembly, Sir Run Run Shaw Distinguished Visiting Scholar Lectures, Shaw Prize Lectures and High Table Dinners (as shown in the picture below).



ii. Students who are absent will receive an absence notification email on the day of the assembly or the next working day.

iii. If there is any discrepancy in the attendance record, please contact the College staff via email at shaw-assembly@cuhk.edu.hk within two weeks for follow-up.

5. Diversified General Education Activities

i. Students may participate in a maximum of two "Diversified General Education Activity" per term as equivalent to attending two College Assemblies.

ii. The list of "Diversified General Education Activity" is available on the College website. Attendance requirements are listed in the promotional materials.

iii. Students may check their attendance record on the "My Event" page of the RAS system two weeks after the activity (as shown in the picture below).

iv. If there is any discrepancy in the attendance record, please contact the responsible College staff within two weeks for follow-up.

6. Exemption Application

i. 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 (7 September - 5 December 2026), and the off-campus study days must include Fridays.

Off-Campus Study Days (including weekends and public holidays)	Eligible Exemption
64 days or more	3
43 to 63 days	2
21 to 42 days	1

ii. Eligible students should apply at webform on or before 23 September 2026 (Wednesday) 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 30 September 2026 (Wednesday). If students failed to submit the hardcopy before the deadline, application will not be processed. The application result will be announced by 6 October 2026 (Tuesday) by email.

iii. Some departments may have already coordinated exemptions with RES or the College. Before applying, students should check CUSIS under "View My Classes" to see if "GESC1000 College Assembly" has been assigned. If not, attendance is not required in that term.

7. Student Helpers

i. Students may apply to serve as student helpers during assemblies, helping with order and registration, etc. Student helpers will receive a certificate and it can also be counted as attendance for one College Assembly.

Registration Link and deadline:
https://www.shaw.cuhk.edu.hk/sites/default/files/public_file/College_Assembly_Helper_Recruitment_2026-27_T1.pdf

8. Frequently Asked Questions

i. Will the College provide remedial arrangements for students who missed College Assemblies?

Answer: Unless absent due to illness with original "Sick Leave Certificate" for the day of absence, or other valid reasons, the College will not provide any remedial arrangements.

The College specially reminds students that forgery of documents is a criminal offence. Once discovered, the case will be referred to the police for follow-up in accordance with university guidelines.

ii. Will failing to meet the attendance requirement affect my graduation?

Answer: If a student fails to meet the attendance requirement for the term, the transcript will show a failing grade (FF) for the course "GESC1000 College Assembly" for that term. This record will not affect graduation, but it may cause negative impact for applications of further studies, exchange programs, scholarships, or internships.

iii. I extended my study period. Do I need to attend the College Assemblies?

Answer: Students can log in to CUSIS and check the “View My Class” section to see whether “GESC1000 College Assembly” has been pre-assigned for that term. Students who have not been pre-assigned GESC1000 do not need to attend the College Assembly.

iv. Why can't I register for other sessions or cancel my registration?

Answer: RAS does not allow changes to registration status starting from 1:00pm on the day before each College Assembly. If a student fails to attend a registered college assembly, they will receive an absence notification email on the day of the assembly or the next working day. At that time, the student may go to RAS to re-register for another session.

Each student may register for up to three College Assemblies per term. If a student has already registered for three sessions, they must cancel one before registering for another.

v. Can I participate in three "Diversified General Education Activities" to fulfill the attendance requirement?

Answer: No, students may participate in a maximum of two "Diversified General Education Activities" per term, which will count as two College Assembly attendances.

Even if a student participates in more than two "Diversified General Education Activities", only two will be counted toward the College Assembly attendance record. Therefore, the student must still attend at least one College Assembly in person.

vi. Can off-campus internships arranged by non-CUHK departments be used to apply for exemption for College Assemblies?

Answer: No. Only students participating in clinical practice, teaching practice, fieldwork placement, or taking professional examination arranged by the department / unit of CUHK can apply for exemption.

vii. If I registered for an Assembly but can't attend, do I need to inform the College? How should I re-register for another session?

Answer: Students do not need to notify the College. They only need to cancel their registration via RAS and register for another session as soon as possible.

If the cancellation is not made before the deadline (1:00pm on the day before the College Assembly), the student will receive an absence notification email on the day of the Assembly or the next working day. At that time, the student may re-register for another session in RAS.

viii. I only realised at the end of the term that the remaining College Assemblies are fully booked and I'm unable to register. However, I haven't yet met the attendance requirement. How should I handle this situation?

Answer: Before the registration deadline (1:00pm on the day before the College Assembly), if any student cancels their registration, RAS will immediately release the available quota. Students may check RAS from time to time to see if any quota have become available.

If there are vacant seats at the venue on the day of the College Assembly, on-site registration will be open. Seats will be allocated on a first-come, first-served basis. Students may arrive early to queue, but seat allocation is not guaranteed.

The College provides sufficient quota each term for students to attend College Assemblies. Students are advised to plan ahead at the beginning of the term and register for three College Assemblies via RAS as early as possible to ensure they meet the attendance requirements. If a student fails to meet the requirement due to personal scheduling errors, the College will not offer any remedial opportunities.