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.

B. Registration Details
Registration and Attendance System URL: 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 TERM 2 College Assemblies starts on 8 January 2021 (Friday) at 10:00am.
- Registration deadline for each College Assembly is two days before the event at 8:00am.
- For detailed schedule, please see: https://www.shaw.cuhk.edu.hk/en/content/college-assemblie
- Students can reserve seats for all 3 Assemblies required for Term 2. Reservation is processed on
  a first-come-first-served basis.
- Should students be unable to show up for any of the college assemblies, they should return the
  “seats” via the Registration and Attendance System in order to reserve seats for another assembly.

C. Important Notes and Enquiries
- Attendance requirement: Shaw College full-time undergraduate students are required to attend
  at least 3 College Assemblies each term to fulfill the College Assembly attendance requirement.

- Attendance record: To check your attendance record, please visit Registration and Attendance
  System the following Monday after each assembly.

- 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 are required to attend college assembly.

- Students of Nursing Programme: students are required to attend college assembly for 9 terms,
  as students have clinical training in Term 2 of year 5.

- Students of Chinese Medicine: students are required to attend college assembly for 9 terms, as
  students have clinical training from Term 2 of year 5.

- Related link: Change or Forget CWEM password

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

22 December 2020