



Guidelines for Subject Selection for the Second Semester of 2020/2021 Academic Year

(Applicable to some programmes)

Dear students:

The subject selection system will be open at 14:30, on 6th January 2021. Students with selection needs can login to the University homepage, click “Current Students” on top left of the page to access the subject selection system.

I. Subject Selection Period

Subject Selection Stage	Start Date	Time	End Date	Time
Primary Selection Stage for Year 4 Bachelor Students	2021/01/06	14:30	2021/01/07	14:30
Primary Selection Stage for Other Students	2021/01/07	18:00	2021/01/08	18:00
Add/Drop Stage	2021/01/15	10:00	2021/01/18	10:00

II. Target Students

- General Education Electives (Please pay attention to the **teaching language** and **start/end date** of the subject. Classes will not be held for less than 20 students):

Programme	Target	Description
Bachelor of Business Administration (Day and Evening Class)	ALL	Students need to take 1 subject (2 credits) each academic year, in total 8 credits in 4 years.
Bachelor of Intelligence Technology and Services (Day Class)	Year 1 Year 2	Students need to complete a total of 9 credits from 3 subjects of 3 modules (1 from each module) in 4 years
Bachelor of International Tourism and Hotel Management (Chinese and English) (Day and Evening Class)	Year 1, Class of 2020	Students need to complete a total of 9 credits from 3 subjects of 3 modules (1 from each module) in 4 years
Bachelor of Social Work (Day and Evening Class)	Year 1, Class of 2020	Students need to complete a total of 9 credits from 3 subjects of 3 modules (1 from each module) in 4 years
	Year 2	In the first and second year, students are suggested to take 2 subjects (6 credits) each, and in total, they are required to complete 4 subjects of at least 3 modules for a total of 12 credits in 2 years.
	Year 3	
	Year 4	
Bachelor of Arts in English (Day and Evening Class)	Year 1, Class of 2020	In the first and second year, students are suggested to take 2 subjects (6 credits) each, and in total, they are required to complete 4 subjects of at least 3 modules for a total of 12 credits in 2 years.
Bachelor of Arts in Design (Day and Evening Class)	Year 1, Class of 2020	Students need to complete a total of 9 credits from 3 subjects of 3 modules (1 from each module) in 4 years
	Year 2 Year 3	Students are required to complete 4 subjects of at least 3 modules for a total of 12 credits in 2 years. in 4 years
	Year 4	Students need to complete 4 subjects for a total 8 credits in 4 years.
Bachelor of Applied Economics (Day Class)	Year 1 Year 2	Students need to complete a total of 9 credits from 3 subjects of 3 modules (1 from each module) in 4 years
	Year 3&4	Students need to complete 4 subjects for a total 8 credits in 4 years.

Remarks:



- (1) Students who have the needs to retake or take additional credits can submit the “Application Form for Course Retake/Additional Credits” to the General Education Department for approval by 18:00, 11th December 2020 (22nd January 2021 for those from evening class of the Undergraduate programmes). If students do not file an application or do not settle the fees within the prescribed period, the grade of the additional subject will be marked as DX.
- (2) **Attendance is taken on the very first class.**
- (3) For more details, please visit the webpage of Faculty of Humanities and Social Sciences-GED-GE subject selection: <https://faculty.cityu.edu.mo/fhss/page-28>.

2. Specialized Electives

Programme	Target	Description
Bachelor of Arts in Design (Day and Evening Class)	Year 2 & Year 3	Students need to take one specialized elective (3 credits) this semester
	Year 4	Students need to take two specialized elective (in total 4 credits) this semester
Bachelor of Social Work (Day and Evening Class)	All grades	Students need to enroll one specialized elective (3 credits) this semester
Master of International Hotel Management (Chinese and English)	Year 1, Class of 2020	Students need to take two specialized elective (in total 6 credits) this semester
Master of Education	All grades	Students are required to complete three specialized electives for graduation (two in chosen expertise area and one in another area, for a total of nine credits. In addition, among all the Projects and Managerial Internship subjects, students may choose only one of them).
Master of Teaching and Learning Studies	Year 1, Class of 2020	Students are required to complete two elective subjects in their chosen major area for a total of 6 credits upon graduation
Doctor of Philosophy in Education	All grades	Students are required to complete one major elective course for a total of two credits upon graduation.

Remarks: There is no add/drop stage for the Bachelor of Arts in Design and Master of International Hotel Management Programme. Classes will not be held with less than 20 students in the bachelor's programme, less than 10 students in the master's programme, and less than 5 students in the doctoral programme.

III. Operating Rules

1. Each login session will expire after 30 minutes. Please login in again after the time limit.
2. After entering the subject selection main page, click “Subject Overview” for subject information of the related programmes.
3. After entering the subject page, click “Add Subject” for subject selection. To make changes to subjects selected, click “Drop Subject”.
4. Only applications submitted within the prescribed period will be accepted for each subject selection stage. Applications for electives are **on a first-come-first-serve basis.**

IV. Important Notes:

1. After the final stage has ended, students should be aware of the selection result. If a subject is cancelled due to an inadequate number of enrollment, affected students should submit the “Application Form for



Course Add/Drop” to change the subject.

2. If students have not submitted the completed “Application Form for Course Add/Drop” by 12:00 noon, on 18th January 2021 to General Education Department or the Faculty Office to make changes, they are assumed to be confirmed and satisfied with the enrollment result. If students fail a course because of absence from classes or examinations, please refer to related University regulations for more details. Students who are unable to continue with their studies because of special reasons should contact the General Education Department or the Faculty Office.
3. Students should note the total credits of courses taken and settle the fees in accordance with related University regulations if the total credits obtained exceeds the minimum requirement listed in the study plan.
4. Upon the completion of subject selection, students should check the final enrollment records via the TronClass system. Please attend classes in accordance with the timetable and refer to Academic Calendar 2020/2021 on the University website for public holidays (University home page-Current Students-Event Calendar).

V. Contacts

Faculty/Department	Programme	Contact Person	Email	Contact No.
General Education Department (T 232, Tai Fung Building)	All GE electives	Ms. Liang	elaineliang@cityu.mo	85902780
		Ms. Ho	dianaho@cityu.mo	85902752
Faculty of Business (4 th Floor, Luso-Chinese Building)	Bachelor of Business Administration (BBA)	Ms. Che	queenieche@cityu.mo	85902932
Faculty of International Tourism and Management (5 th Floor, Choi Kai Yau Building)	Bachelor of International Tourism and Hotel Management	Ms. Mak	twmak@cityu.mo	85902510
	Master of International Hotel Management	Mr. Tong	kwtong@cityu.mo	85902505
Faculty of Humanities and Social Sciences (T232, Tai Fung Building)	Bachelor of Social Work	Ms. Ho	dianaho@cityu.mo	85902752
	Bachelor of Arts in English	Ms. Ho	vanessaho@cityu.mo	85902945
Faculty of Finance (T221, Tai Fung Building)	Bachelor of Applied Economics	Ms. Liang	ibettyliang@cityu.mo	85902849
Faculty of Innovation and Design (G Floor, K.C Wong Building)	Bachelor of Arts in Design	Ms. Chen	ycchen@cityu.mo	85902690
School of Education (A104, Administrative Building)	Master of Education, Master of Teaching and Learning Studies	Ms. Choi	emiliachoi@cityu.mo	85902817
	Doctor of Philosophy in Education	Ms. Zhang	echozhang@cityu.mo	85902507
Institute of Data Science (T213, Tai Fung Building)	Bachelor of Intelligence Technology and Services	Ms. Chen	minchen@cityu.mo	85902581
Academic Affairs Office (A101, Administrative Building)	---	Ms. Zhang	joyzhang@cityu.mo	85902720

Academic Affairs Office
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