



## Guidelines on Subject Selection of the Second Semester of 2021/2022 Academic Year

(Applicable to some programs)

Dear students:

The schedules to access the subject selection system can be referred below. Students can refer to the Part II of this Guideline to know about whether you have the selection needs. Student with selection needs can login to selection system, within the scheduled time (On the University homepage, click “Current Students” on top left of the page to access).

### I. Subject Selection Period

Subject Selection Stage		Start Date	Time	End Date	Time
Primary Selection Stage	Students from Year Four and Evening Classes (Evening Subjects Only) and year 1 COLLEGE ENGLISH II of Undergraduate Programs	2021/12/29	10:00	2021/12/29	18:00
	All Students with selection needs (Details refer to Part II)	2021/12/30	10:00	2021/12/30	18:00
Add/Drop Stage (All Students with selection needs)		2022/01/10	14:00	2022/01/11	18:00

### 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):

Program	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 Social Work (Day and Evening Class)	Year 1	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 need to complete a total of 12 credits from 4 subjects of 3 module in 4 years
	Year 4	
Bachelor of Arts in English (Day Class and Evening Class)	ALL	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 International Tourism and Hotel Management (Chinese and English) (Day and Evening Class)	Year 1	Students need to complete a total of 9 credits from 3 subjects of 3 modules (1 from each module) in 4 years
	Year 2	
Bachelor of Arts in Design (Day and Evening Class)	Year 1	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 need to complete a total of 12 credits from 4 subjects of 3 module in 4 years
	Year 4	
Bachelor of Applied Economics	Year 1-3	Students need to complete a total of 9 credits from 3 subjects of 3 modules (1 from each module) in 4 years
	Year 4	Students need to complete 4 subjects for a total 8 credits in 4 years.
Bachelor of Intelligence Technology and Service	ALL	Students need to complete a total of 9 credits from 3 subjects of 3 modules (1 from each module) in 4 years

Remarks:



- (1) Students cannot choose more than 3/4 GE electives via the selection system. Students who want to retake or take additional credits can submit the *Application Form for Course Retake/Additional Credits* through the online application system through TronClass and wait for approval during the “Retake application period” marked in the Academic Calendar. If students do not file an application or do not settle the fees within the prescribed period, the selected subject will be dropped.
- (2) For more details, please visit the webpage of “Faculty of Humanities and Social Sciences-GED-GE subject selection”: <https://fhss.cityu.edu.mo/en/page-28>.

## 2. College English II

Program	Target	Description
All the bachelor programs (Except BBA) 【Day time class】	Year 1	To facilitate English learning efficacy, students will be enrolled to College English II-IV in accordance with their English I final grade of the first semester. They will be placed to different classes (A/B/C) of equivalent proficiency and remain in the same group throughout Eng II-IV. No transfer of class is allowed. The finalized group setting will be announced on the Tronclass one week before signing up. <b>Students have to choose a time slot and sign up for English II (3 credits) this semester.</b>

Remarks:

- (1) **The add/drop stage does not open to College English II.** Classes will not be held with less than 20 students selected.

## 3. Specialized Electives

Program	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
Bachelor of Intelligence Technology and Service	Year 2	Students need to take one specialized elective (3 credits) this semester
	Year 3	Student should take one specialized elective if they took three specialized electives in the last semester. Student should take two specialized electives if they took two specialized electives in the last semester. (3 credits per elective)
Master of International Hotel Management (Chinese & English Program)	Year 1	Students need to take two specialized electives (6 credits) this semester
Doctor of Philosophy in International Tourism Management (Chinese & English Program)	Year 1	Students need to take one specialized elective (2 credits) this semester

Remarks:

- (1) **The add/drop stage does not open to specialized electives.** Classes will not be held with less than 20 students in the bachelor's program, while the master electives with less than 10 students will not be held.

## 4. Cross-program Electives

Program	Target	Description
Bachelor of Applied Economics	Year 3, Class of 2019	Students are required to complete 9 credits of cross-program electives by taking specialized subjects from other programs



Bachelor of Intelligence Technology and Service	Year 3, Class of 2019	as designated by the University for graduation. <b>Students need to take one cross-program elective (3 credits) this semester.</b>
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Remarks:

(1) For the list of cross-program electives, please refer to LINKS below based on your needs:

- [Sort by the program](#)
- [Sort by the class time](#)

### 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 programs.
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. **Attendance is taken on the very first class.**
2. 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 file the *Application Form for Course Add/Drop* through TronClass system to change the subject.
3. If students have not completed *Application Form for Course Add/Drop* online by 23:59, on 11 January 2022 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 GED or the Faculty Office.
4. For subjects that have been taken and passed, students are not allowed to retake them in the system and should select other electives.
5. 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.
6. 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 2021/2022 released on the University website for public holidays.

### V. Contacts

Faculty/Department	Programme	Contact Person	Email	Contact No.
<b>General Education Department</b> (T232, Tai Fung Building)	All GE electives	Ms. Liang	elaineliang@cityu.mo	85902780
	College English II	Ms. Ho	dianaho@cityu.mo	85902752
<b>Faculty of Humanities and Social Sciences</b> (T232, Tai Fung Building)	Bachelor of Social Work	Mr. Chan	bennybong@cityu.mo	85902939
	Bachelor of Arts in English	Ms. Ho	vanessaho@cityu.mo	85902945
<b>Faculty of International Tourism and Management</b> (5 <sup>th</sup> Floor, N Building)	ALL	Ms. Mak	twmak@cityu.mo	85902510



<b>Faculty of Business</b> (4 <sup>th</sup> Floor, Luso-Chinese Building)	Bachelor of Business Administration (BBA)	Ms. Che	queenieche@cityu.mo	85902932
<b>Faculty of Finance</b> (T221, Tai Fung Building)	Bachelor of Applied Economics	Ms. Lou	tiffanylou@cityu.mo	85902849
<b>Faculty of Innovation and Design</b> (G Floor, K.C Wong Building)	Bachelor of Arts in Design	Ms. Chen	tinachen@cityu.mo	85902743
<b>Faculty of Data Science</b> (T219, Tai Fung Building)	Bachelor of Intelligence Technology and Services	Mr. Lo	lucaslo@cityu.mo	85902581
<b>Academic Affairs Office</b> (A101, Administrative Building)	---	Ms. Zhang	joyzhang@cityu.mo	85902706

Academic Affairs Office  
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