To: List A

Call for Course Proposals for the Common Core Curriculum (2010-2013)

In furtherance of paragraph 11 of Professor Amy B.M. Tsui’s circular dated December 2, 2008 inviting submission of course proposals for the Common Core (CC) Curriculum (document 47/1208), I am writing to advise that the CC course online application system is now ready for access.

2. To access the online application system, please logon the HKU Portal and myUIS, click on the “Common Core Course Application” in the Student main menu and then select “Application”. A flow chart which sets out the on-line application procedures for Stage I applications is attached (document 31/209). Detailed instructions for completing the on-line Stage I application form are given on the website. For course proposers who have already completed the Stage I application form in hard copy, my staff will enter the information into the online application system on their behalf.

3. The online system ensures the collection of all the necessary information which would facilitate consideration of the proposal, and its electronic confirmation function enables the proposal to be circulated electronically to other course coordinators. It will also enable the University to eventually establish an archive of the CC courses. The suggestion to extend the electronic circulation of course proposals to the approving authorities within the Faculty has been considered but was found to be not viable due to the wide variation in approval pathways at programme, department and Faculty levels.

4. Completed application forms should be printed out and submitted via the head of department/unit to the applicant’s Faculty Board or Board of Studies (in case of non-faculty teaching units) for review and comment. **Completed Stage I application forms for CC courses should reach Miss Jennifer Wong of the Academic Development and Quality Assurance Section of the Registry by February 28, 2009.**

5. Should you or your colleagues have any questions about the CC course online application system, please contact Miss Jennifer Wong (email: jsmwong@hku.hk). For technical queries, please contact Mr. Davis Sze of the Computer Centre (email: dsze@cc.hku.hk).
6. As this is the pilot launch of the CC course online application system, we would very much appreciate receiving your suggestions for improving and enhancing the system.

(Mrs.) T. Hui
Head
Academic Development and
Quality Assurance Section

February 3, 2009
TH/JW/

c.c. Professor Amy B.M. Tsui, PVC(Teaching & Learning) and Vice-President
Members, Common Core Curriculum Sub-Committee
Leaders of Areas of Inquiry of the Common Core Curriculum
Faculty Secretaries
Secretary, Teaching and Learning Quality Committee
Ms. Rebecca Leung, AR (Curriculum Reform), Registry
Mr. Davis Sze, Computer Centre
THE UNIVERSITY OF HONG KONG

Common Core Curriculum Courses
(for courses on offer in 2010 for a period of 3 years, and 2012-2013)

Online Application Procedures (Stage I applications)

To access the system, please logon the HKU Portal and myUIS, click on the “Common Core Course Application” in the Student main menu and then select “Application”.

Access the online application form through the above website and login using HKU Portal UID and PIN Note 1

Complete the online Stage I application form after reading system instructions

Confirm the online Stage I application

The proposed course coordinator(s) will receive an automatically generated acknowledgement email asking the recipient(s) to sign off the Stage I application electronically

After the application is signed by all the course coordinator(s), both the Course Coordinators and the application creator will be notified by email. The application creator should print out the completed Stage I application form and seek endorsement via the head of department/unit from the relevant Faculty Board or Board of Studies (in case of non-faculty teaching unit)

Repeat the previous steps to amend the online Stage I application form following Faculty/departmental consultation

Submit the signed Stage I application to Academic Development and Quality Assurance Section, Registry by February 28, 2009

Note:
1. The online application form can be completed by any of the proposed course coordinators or any UIS user on his/her behalf (“application creator”).