

Department of Japanese Studies

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Department Announcement 2023-24 Summer Term

General notes for students taking Japanese language courses

JASP1450/1460/2450/2460 (New Practical Japanese I/II/III/IV)

- In view of the intensive nature of the courses, students are strongly advised to complete the add/drop as soon as possible during the department add/drop period.

University Course Registration period: 8 April (8:30 p.m.) to 10 April 2024 (8:30 p.m.)

Department add/drop period:

JASP1450: 16 May (13:00) – 17 May 2024 (15:00)
JASP1460: 11 June (13:00) – 12 June 2024 (15:00)
JASP2450: 13 May (17:00) – 14 May 2024 (15:00)
JASP2460: 5 June (17:00) – 6 June 2024 (15:00)

- Students must obtain Grade C- or above to be qualified to take the succeeding level courses. Students will be asked to drop the succeeding course should they fail to meet this requirement, even though they have successfully registered in the succeeding course through CUSIS.
- Students who do not attend class without medical certificate or strong reasons will result in mark deduction. Students who do not attend one-third of classes may fail the subject. For details, please refer to the regulations distributed in the first lesson.
- Postgraduate students who are interested in taking the language courses are required to send a written request with the **completed CS-1 form** (<https://www.gs.cuhk.edu.hk/download/CS1.pdf>) along with both the student's and supervisor's signatures, course code, course title, class session and personal information to Ms. Rebecca Leung at rebeccaykleung@cuhk.edu.hk to do the registration in advance. Colleagues will contact you whether your course registration will be approved or not. Registration is on *a first-come, first-served basis* and starts from **8 April 2024 to the end of Department add/drop period listed above**. Please be reminded that the approved CS-1 form must be returned to the Graduate School by the end of the course registration/add/drop periods for enrolling any undergraduate language courses outside the prescribed study scheme.
- For details of summer term schedules, please refer to the announcement of the Department homepage later: <https://www.jas.cuhk.edu.hk/announcements/>

Add/drop period for other summer courses (JASP1090E, JASP1160F, JASP2400)

The course add/drop period is **within the first teaching week** after the class commences.

About the Wait list for all summer courses: (IMPORTANT)

According to the announcement from RES, the wait list information under CUSIS will NOT be kept after course registration period since taking summer course(s) is optional. Hence, students MUST add the intended course again during the course add/drop period if they still wish to enroll the course. Students who wish to add the courses with add consent or add the courses of which they do not fulfill the enrolment rules should approach the course offering department for advice.

About the Wait list for JASP1450/1460/2450/2460: (IMPORTANT)

- For courses JASP1450/1460/2450/2460, students MUST apply again for the summer course to the course TAs by email if they still wish to enroll the course during department add/drop period. In your written request, please provide your full name, student number, course code, course title, and your priority of three (for JASP1450 and 1460) / two (for JASP2450 and 2460) class sections to course TAs (Please note that students will not be able to enroll into any classes if all three class choices are full):

JASP1450/JASP1460: Ms. Annie Yeung

(email: annieyeung@cuhk.edu.hk; tel: 3943-4060)

JASP2450/JASP2460: Ms. Kitty Chung

(email: kitty.chung@cuhk.edu.hk; tel: 3943-6564)

Registration is on a first-come, first-served basis and within the Department add/drop period:

JASP1450: 16 May (13:00) – 17 May 2024 (15:00)

JASP1460: 11 June (13:00) – 12 June 2024 (15:00)

JASP2450: 13 May (17:00) – 14 May 2024 (15:00)

JASP2460: 5 June (17:00) – 6 June 2024 (15:00)

- Due to the intensive nature of the courses, students must attend all classes and from the first lesson during the department add/drop period so that they will have chance to get the seat when someone drops the course.
- If students have any difficulties in accessing the Blackboard, please contact the course TAs for assistance.
- For those who submitted your written request to TAs, please check your enrollment record on CUSIS after the Department add-drop period.

Students who have passed the placement test for language courses JASP1460, 2450 and 2460

Students who have passed the placement test and/or are exempted for a particular language course are only allowed to take language courses at level higher than the exempted course.

For the announcement of placement test, please refer to the website below or contact Ms. Annie Yeung at annieyeung@cuhk.edu.hk / tel: 3943-4060.

<https://www.jas.cuhk.edu.hk/announcements/>

Add/Drop Arrangement

Please note that NOT all add/drop could be done in the CUSIS system. You must check information on CUSIS whether you are required to send a written request to the Department to add/drop a particular course.

Declaration of Minor in Japanese Studies Programmes

For students who are interested in declaring minor in Japanese Studies Programmes, please submit your application when you have completed/nearly completed the requirements for the minor subject(s). You may submit your application by using the system function “Application” > “Program-Related Change Application” under CUSIS during the application period as announced by the Registration and Examinations Section.

Information of minor programmes is available at the following webpage:

[Study Scheme | Department of Japanese Studies, CUHK](#)

For Japanese Language Minor Programme students exempted from required courses due to prior knowledge of Japanese, you will require to take JASP3000 or above level language elective courses to substitute for the required course(s) that you skipped. In other words, students are still required to complete a minimum of 18 JASP units of the courses listed on the language minor study scheme to fulfill the requirements.

Once you completed the 3000 or above level elective language courses that planned for course substitution, please submit the form below for Department’s approval and declare minor on CUSIS:

[Course Substitution of Major Minor Course \(cuhk.edu.hk\)](#)