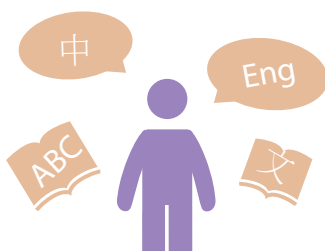


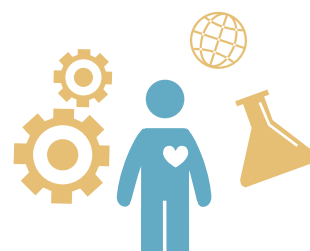
# Guidance Notes for General University Requirements



Freshman  
Seminar



Language &  
Communication  
Requirements



Cluster-Area  
Requirements



Service-  
Learning



Leadership &  
Intra-Personal  
Development



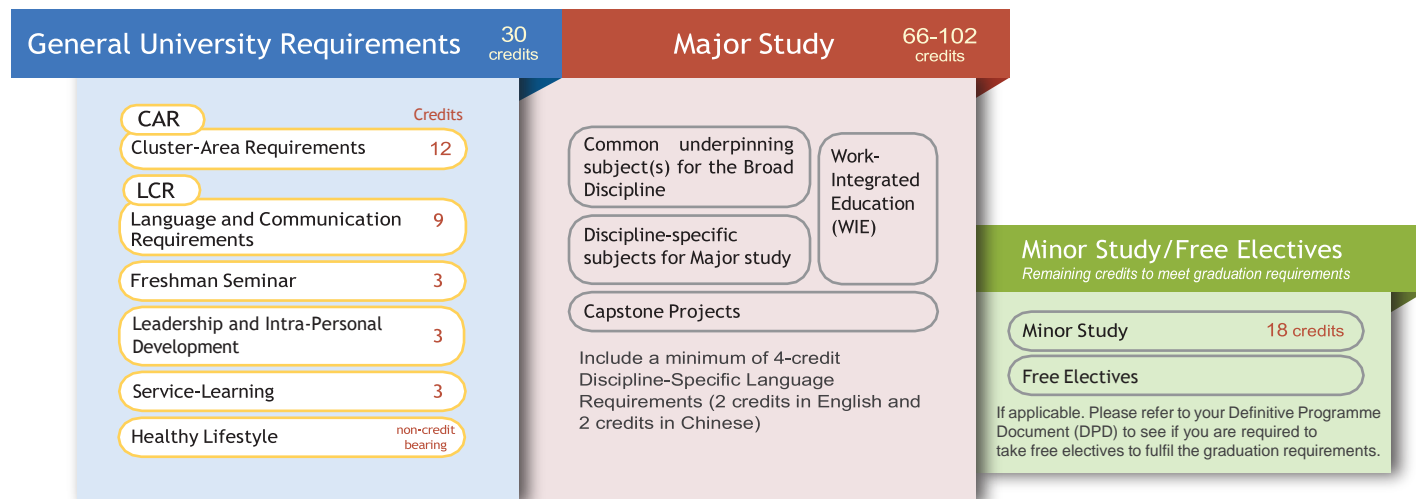
Healthy  
Lifestyle

## WELCOME TO POLYU!

Your study at PolyU aims to nurture your professional competence as well as holistic development. Hence, you will be taking subjects of the General University Requirements (GUR), and your major study and/or minor study/free electives during your study at PolyU. This booklet aims to give you an overview of the GUR subjects so that you can make an appropriate study plan to fulfil GUR. Depending on your route of entry, your study curriculum in PolyU can be different from others:

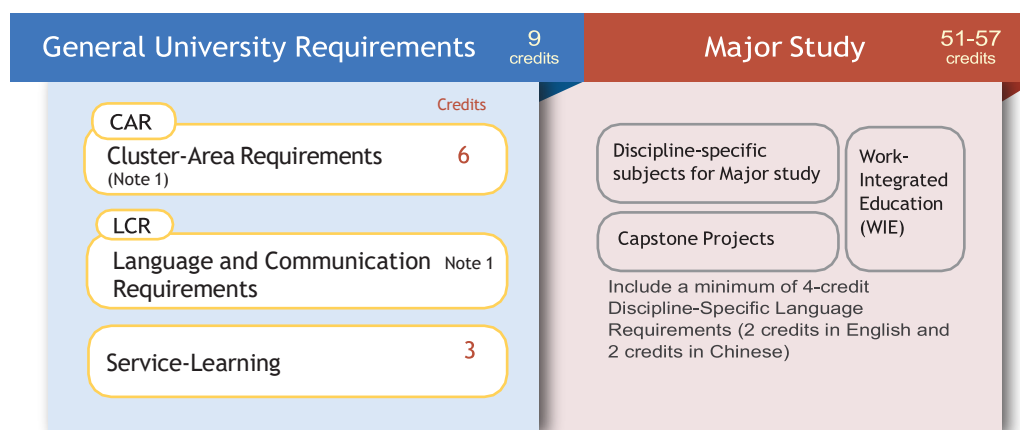
## 4-Year Degree Students

The typical 4-Year Degree will include GUR and major study. Depending on your programme of study, you might also opt to take a minor study or free elective subjects.



## Articulation Degree Programme Students

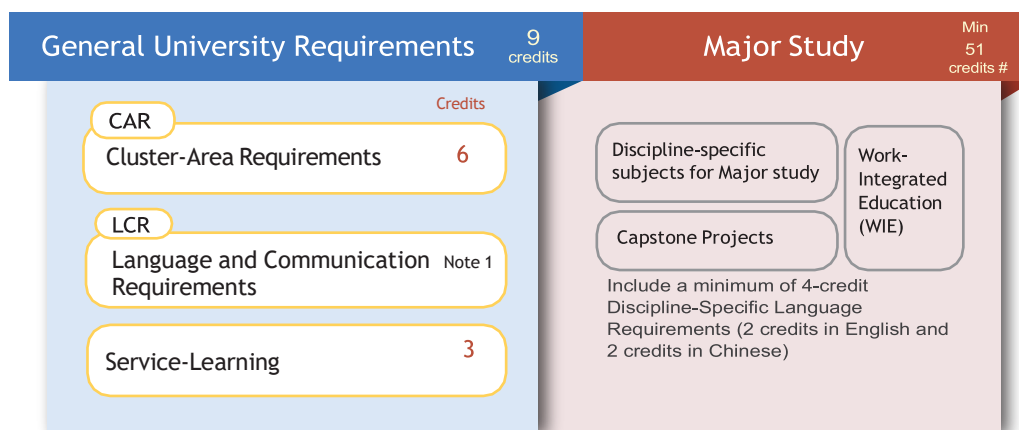
Taking into account of the education background of the Articulation Degree Programme students, the curriculum structure reflects simpler GUR. The minimum credit requirement for graduation is 60-66 credits.



Note 1: Students not meeting the equivalent standard of the Undergraduate Degree LCR (based on their previous studies in Associate Degree/Higher Diploma programmes and their academic performance) will be required to take degree LCR subjects on top of their normal curriculum requirement.

## Senior Year Intakes Students

Senior Year Intakes Students are holders of Associate Degree/Higher Diploma. Similar to students admitted to the Articulation Degree Programmes, you will follow a reduced GUR curriculum.

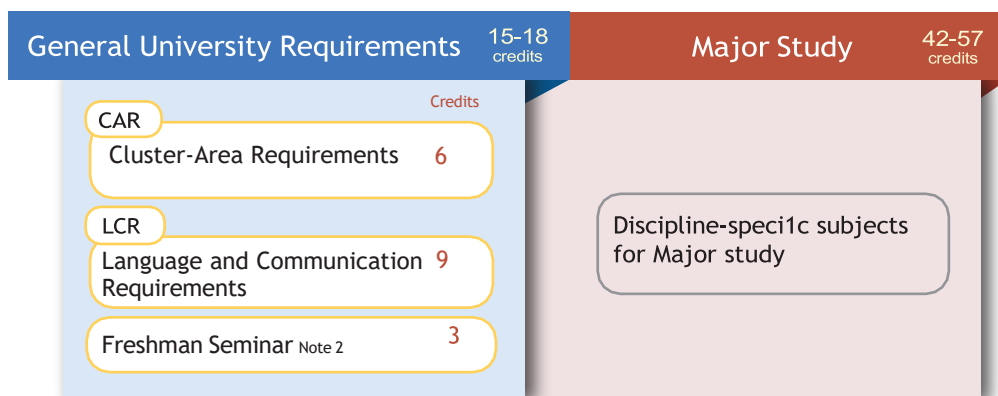


Note 1: Students not meeting the equivalent standard of the Undergraduate Degree LCR (based on their previous studies in Associate Degree/Higher Diploma programmes and their academic performance) will be required to take degree LCR subjects on top of their normal curriculum requirement.

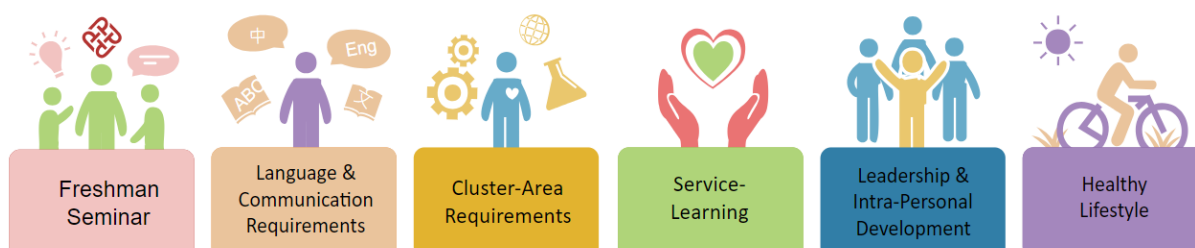
#The minimum credits required in a major study for Senior Year Intakes is 51. The total credits required for major study varies from programme to programme. Senior Year Intakes students should check with their Faculty/Department for the total credit requirements for their major study.

## Higher Diploma Students

The 2-year Higher Diploma curriculum includes subjects in GUR and major study.



Note 2: Not all HD students are required to take the Freshman Seminar; please check with your Faculty/Department for details.



## GUR Progression

Your department will provide you with detailed information about your programme of study, including a recommended progression pattern for all General University Requirements (GUR) and Discipline-Specific Requirements (DSR) subjects in the **Programme Requirement Document (PRD)**. You should always refer to the **PRD** in order to know in which semesters you should take GUR subjects.

### Interpreting GUR Subject Code

Before you start to select a subject, it is important to understand the format of the GUR subject code. An example is illustrated below:



You should pay extra attention to the **subject level**. Some subjects at level 2 may require students to complete a pre-requisite or foundation subject first.

GUR Type	The Subject will fulfil
<b>A</b>	HRD cluster
<b>B</b>	COG cluster
<b>C</b>	HCW cluster
<b>D</b>	STE cluster
<b>M</b>	CHC cluster
<b>N</b>	COSG cluster
<b>E (A+B)</b>	HRD and COG clusters
<b>F (A+C)</b>	HRD and HCW clusters
<b>G (A+D)</b>	HRD and STE clusters
<b>H (B+C)</b>	COG and HCW clusters
<b>J (B+D)</b>	COG and STE clusters
<b>K (C+D)</b>	HCW and STE clusters
<b>AN (A+N)</b>	HRD and COSG clusters
<b>BN (B+N)</b>	COG and COSG clusters
<b>CM (C+M)</b>	HCW and CHC clusters
<b>CN (C+N)</b>	HCW and COSG clusters
<b>EN (A+B+N)</b>	HRD, COG and COSG clusters
<b>FN (A+C+N)</b>	HRD, HCW and COSG clusters
<b>HM (B+C+M)</b>	COG, HCW and CHC clusters
<b>HN (B+C+N)</b>	COG, HCW and COSG clusters
<b>L</b>	Leadership and Intra-personal Development/ Leadership Education and Development
<b>Q</b>	Essential Components of General Education (for Senior Year Intakes admitted from 2022/23)
<b>S</b>	Service-Learning

## **GUR Subjects Library**

The GUR Subjects Library is a database of GUR subjects. You can access the subject synopsis of GUR subjects from this database: <https://www.polyu.edu.hk/ous/GURSubjects/>.

## **Pre-assigned GUR and DSR Subjects**

You will be pre-assigned with DSR subjects (including those underpinning subjects) and also some GUR subjects (i.e. these subjects will be registered for you by your Faculty/Department). They will be shown in your timetable. (You can check this via the online system of eStudent: <https://www38.polyu.edu.hk/eStudent/>) You should be taking these subjects as pre-assigned by your Faculty/ Department without making any changes.

It is important for you to know whether you need to take underpinning subjects as it might affect your study load. If you have a heavy study load because of these subjects, you can consider taking CAR subjects in later semesters.

## **Credit Transfer for GUR Subjects**

If you would like to apply for credit transfer for GUR subjects, please submit your application through eStudent and upload the required supporting documents before the deadline.

## Cluster-Area Requirements (CAR)

The intention of PolyU's undergraduate curriculum is to provide you with a balanced and all-rounded educational experience. CAR subjects aim to nurture your intellectual capacity, global outlook, communication and critical thinking skills from a multidisciplinary perspective. There are **four different cluster areas of CAR**:



**Human Nature,  
Relations and  
Development**

Individual reflection  
and experience



**Community,  
Organisation and  
Globalisation**

Society and citizenship



**History, Cultures and  
World Views**

Different ways of  
relating to the world



**Science, Technology and  
Environment**

The impact of science and  
the explosion of  
technology  
on our environment

## Reading & Writing and China Studies Requirements in CAR

There are three additional requirements in CAR:

- i. English Reading and Writing (ER/EW) Requirements
- ii. Chinese Reading and Writing (CR/CW) Requirements\*
- iii. China Studies Requirement (CSR)

*\*Not applicable to non-Chinese speaking students or students whose Chinese standards are at junior secondary level or below*

Some of the CAR subjects carry language labels (“**ER/EW**” and “**CR/CW**”) which will enable you to fulfil the additional language requirements of CAR subjects. CAR subjects with these requirements will have extensive reading and writing components, and will generally require students to have adequate language proficiency to complete the subject. Before choosing a CAR subject with reading and writing requirements in your first semester, please consider the following questions:

- *Am I confident with my English/ Chinese language proficiency to handle the extensive reading and writing components?*
- *Is my workload for this semester already heavy?*
- *Will I be more confident to take the subject at a later stage when I have mastered the skills of university reading and writing?*

To fulfil the China Studies Requirement, you need to take CAR subjects that are labelled as “**CSR**”. When choosing your CAR subjects, you should also consider that more subjects are carrying the CR/CW and CSR labels in Cluster Area C.

### What you need to do:

**4-Year Degree Students:** Complete at least one 3-credit subject in each of the four Cluster Areas, among which you have to fulfil the Reading and Writing Requirements in Chinese and English (CR/CW and ER/EW), and the China Studies Requirement (CSR).

**Articulation Degree Programme Students and Senior Year Intakes Students:** Complete at least one 3-credit subject in two different Cluster Areas, among which you have to fulfil the Reading and Writing Requirements in Chinese and English (CR/CW and ER/EW), and the China Studies Requirement (CSR).

**Higher Diploma Students:** Complete two 3-credit subjects from any Cluster Areas, and fulfil the China Studies Requirement (CSR).

### Application for Waiver:

If you would like to apply for a waiver for the Reading & Writing and China Studies Requirement in CAR, read and complete the application form (it can be downloaded from the Academic Registry website) and submit it with the required supporting documents to your Faculty/Department before the deadline.

## Double-fulfilment of DSR and CAR

The following is a list of double-fulfilment subjects of DSR and CAR. This means completing a DSR subject with double fulfilment meets the Cluster-Area Requirements (CAR). Thus, you do not have to take a CAR subject from that particular cluster area that is already fulfilled. However, you must take an extra subject(s) to make up the credit requirements. Please refer to your Programme Requirement Document (PRD) for details, as individual programmes may have specific requirement(s) on extra subject(s) to make up the difference in credit requirements.

List of double-fulfilment DSR and CAR subjects:

DSR Subject	CAR Equivalent Subject (Subject code on or before 2021/22)	CAR Equivalent Subject (Subject code w.e.f 2022/23)	Cluster Area	Subject Title
APSS111	APSS1A07	APSS1A07	A	Introduction to Psychology
APSS112	APSS1A08	APSS1A08	A	Introduction to Sociology
APSS114*	APSS1A09	APSS1A09	A	Introduction to Anthropology
ITC1001D	ITC1A01	ITC1A01	A	Introduction to Thinking Styles
AF1605	AF1B02	AF1BN02	B	Introduction to Economics
APSS1130	APSS1B31	APSS1BN31	B	Introduction to Politics
LGT2106	LGT2B02	LGT2BN02	B	Principles of Operations Management
MM2711	MM2B05	MM2BN05	B	Introduction to Marketing
ABCT1101	ABCT1D04	ABCT1D04	D	Introductory Life Science
ABCT1301	ABCT1D01	ABCT1D01	D	Chemistry and Modern Living
ABCT1302*	ABCT1D02*	ABCT1D02*	D	Chemistry and Sustainable Development
ABCT1314#	ABCT1D14#	ABCT1D14#	D	Chemistry and Sustainable Development
ABCT1303	ABCT1D03	ABCT1D03	D	Biotechnology and Human Health
BME11101	BME1D01	BME1D01	D	Bionic Human and the Future of Being Human

\*Offer ceased

#Revised subject with no English Reading & Writing Requirement

## Double-counting of DSR/ GUR and Minor Subjects

Some of you might study a minor programme in the later stages of your studies. Some GUR subjects, including CAR subjects, can also be counted towards a minor programme. You can count up to six credits of major/GUR subjects towards your chosen minor, subject to the approval of the minor-offering department. Please check with the minor-offering department for details.

## CAR Subject Offering

CAR subjects will be offered in all three semesters: Semester 1, 2 and 3 (Summer Term). Most of the students, following the suggestion in the PRD, will take CAR subjects in Semester 1 and Semester 2. Some students will also choose to take CAR subjects in Semester 3 (Summer Term). You can refer to eStudent or visit the GUR Subject Library for the most updated CAR subject list: [https://www.polyu.edu.hk/ous/GURSubjects/CAR\\_2021.php](https://www.polyu.edu.hk/ous/GURSubjects/CAR_2021.php).

## Registering, Adding or Dropping a CAR Subject

You must register for CAR subject via eStudent. If you want to add or drop a CAR subject, you may do so during the Adjustment before Semester Commencement and Add/Drop period (subject to the availability of vacancies of the subjects). Please consult your Academic Advisor if necessary.

## Withdrawal from a CAR Subject

If you want to withdraw from a CAR subject after the Add/Drop period, you must apply for Withdrawal of Subjects before the commencement of the examination period. Details can be found in your Student Handbook, which can be downloaded from the website of the Academic Registry.

## Language and Communication Requirements (LCR)

The Language and Communication Requirements aim to help you become bilingual and trilingual and to acquire language skills necessary for effective study and communication.

Students admitted in or before Academic Year 2017/18 should follow the former English Language and Communication Requirements (ELCR) and Chinese Language and Communication Requirements (CLCR). Please refer to the OUS website for more information: <https://www.polyu.edu.hk/ous/>.

### Special Notes:

1. Those who are without HKDSE results may be required to take entry language assessments to determine the most suitable LCR subjects.
2. If you are admitted to the Broad Discipline of Language, Culture and Communication, you will take replacement subjects instead of the LCR subjects.
3. **Articulation Degree Programmes** and **Senior Year Intakes** students who are not meeting the equivalent standard of the LCR will be required to take additional LCR subjects.

## English Language and Communication Requirements (ELCR)

### What you need to do:

**4-Year Degree** and **Higher Diploma** students (admitted in/after 2018/19) must successfully complete two\* 3-credit English language subjects as stipulated by the University, according to their English language proficiency level (Table 1).

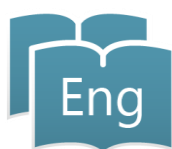
**Table 1:** English LCR Subjects (3 credits each)

English Language Competence Level/ Subjects	Practical English for University Studies (ELC1011)	English for University Studies (ELC1012/ ELC1013)	Any LCR Proficient level elective subject in English (Table 2)
HKDSE Level 4 and above or Equivalent	--	Subject 1	Subject 2
HKDSE Level 3 or equivalent	Subject 1	Subject 2	--

**Table 2:** Proficient level elective subjects for DSE Level 4 students and above (or equivalent) (3 credits each)

<b>LCR Proficient Level Elective Subjects</b>	Advanced English Reading and Writing Skills	ELC2011
	Persuasive Communication	ELC2012
	English in Literature and Film	ELC2013
	Advanced English for University Studies	ELC2014

\*Students entering the University with specified attainment grades in certain public examinations can be given credit transfer or exemption for one or both LCR English subjects. For the subject exempted, students must take another subject to make up the 3 credits. For the subject granted credit transfer, student do not need to take any other subject to make up the credits. Please refer to the OUS website for more information: <https://www.polyu.edu.hk/ous/>.





## Chinese Language and Communication Requirements (CLCR)

### What you need to do:

**4-Year Degree** and **Higher Diploma** students (admitted in/after 2018/19) must successfully complete one<sup>#</sup> 3-credit Chinese language subject as stipulated by the University, according to their Chinese language proficiency level. All Chinese-speaking students will be required to take the same Chinese LCR subject.

Cantonese will be the Medium of Instruction (MOI) of a certain proportion of the Chinese LCR subject (Table 1). Students taking the Cantonese version of the subjects will be offered a 39-hour non-credit bearing e-Learning course in Putonghua (optional).

**Table 1:** Chinese LCR Subjects (3 credits each)

Subject Code	Subject Title	MOI
CLC1104C	University Chinese	Cantonese
CLC1104P	University Chinese	Putonghua

<sup>#</sup>Students entering the University with specified attainment grades in certain public examinations can be given credit transfer or exemption of the Chinese LCR subject. For the subject exempted, students must take any other subject to make up the 3 credits. For the subject granted credit transfer, students do not need to take any other subject to make up the credits. Please refer to the OUS website for more information: <https://www.polyu.edu.hk/ous/>.

### For non-Chinese speaking students or students whose Chinese standards are at junior secondary level or below:

Depending on your Chinese language proficiency and/or previous exam results, one subject from **Table 2** will be pre-assigned to you as Chinese LCR. You are also exempted from fulfilling the CR/CW of CAR. You might be given an assessment to ascertain that the pre-assigned subject is suitable for you.

**Table 2:** Chinese LCR Subjects for non-Chinese speakers or students whose Chinese standards are at junior secondary level or below

Subject Code	Subject Title
CLC1151	Chinese I (for non-Chinese speaking students)
CLC1152	Chinese II (for non-Chinese speaking students)
CLC2151	Chinese III (for non-Chinese speaking students)
CLC2154	Chinese IV (for non-Chinese speaking students)
CLC2152	Chinese Literature – Linguistic and Cultural Perspectives (for non-Chinese speaking students)



## Freshman Seminar

Freshman Seminar aims to introduce you to your chosen discipline and to engage you in the desirable forms of learning at university that emphasize self-regulation, autonomous learning and deep understanding. Depending on your programme of study, you will be pre-assigned one of the following subjects:

Discipline	Subject Code	Subject Title
Applied Biology and Chemical Technology	ABCT1000	Freshman Seminar
Applied Mathematics	AMA1000	Freshman Seminar
Applied Physics	AP10000	Freshman Seminar – From Atoms to the Universe
Building and Real Estate	BRE1000	BRE Freshman Seminar
Building Services Engineering	BSE1000	BSE For Better Living
Business	FB1003	Freshman Seminar
Chinese and Bilingual Studies	CBS1901	Freshman Seminar in Linguistics and Translation
Civil and Environmental Engineering	CSE1000	Introduction of Civil Engineering and Sustainable Development
Computing	COMP1901	Seminar and Topics in Information Technology
Design	SD1101	Freshman Seminar: Introduction to Design Thinking & Processes
Electrical Engineering	EE1001A/B	Freshman Seminar: Introduction to Electrical Systems
Engineering	ENG1003	Freshman Seminar for Engineering
English	ENGL1005	Freshman Seminar for Language Professionals
Fashion and Textiles	ITC1002G	Freshman Seminar
Health Sciences	HSS1010	Freshman Seminar for Broad Discipline in Health Science
Hotel and Tourism Management	HTM1003	Freshman Seminar
Land Surveying and Geo-Informatics	LSGI1000	Geo-Informatics for Better Living
Social Sciences	APSS1150	Freshman Seminar

**What you need to do:** Complete this subject in your first year as pre-assigned by your Faculty/ Department. These subjects also include an “Online tutorial on Academic Integrity”, which you also need to complete. You can access the online tutorial via Learn@PolyU (Blackboard): <https://learn.polyu.edu.hk>.

**Articulation Degree Programmes** and **Senior Year Intakes** students are not required to complete this subject.

**Higher Diploma** students in certain programmes of study are required to take Freshman Seminar, please check with your Faculty/Department for details.

## Leadership and Intra-Personal Development

Leadership and Intra-Personal Development aims to introduce you to the concepts and theories of leadership and to prepare you to become ethical leaders.

**What you need to do:** Complete one of the following subjects as pre-assigned by your Faculty/ Department. Students of the Faculty of Business will be pre-assigned MM1051, and other students will be pre-assigned APSS1L01. Students who are pre-assigned APSS1L01 may change to take MM1L01.

Subject Code	Subject Title	Credits
APSS1L01	Tomorrow's Leaders	3
MM1051 ( For FB students only) MM1L01 (For other non-FB students)	Tango! Managing Self & Leading Others	3

**Articulation Degree Programmes**, **Senior Year Intakes** and **Higher Diploma** students are not required to complete this subject.

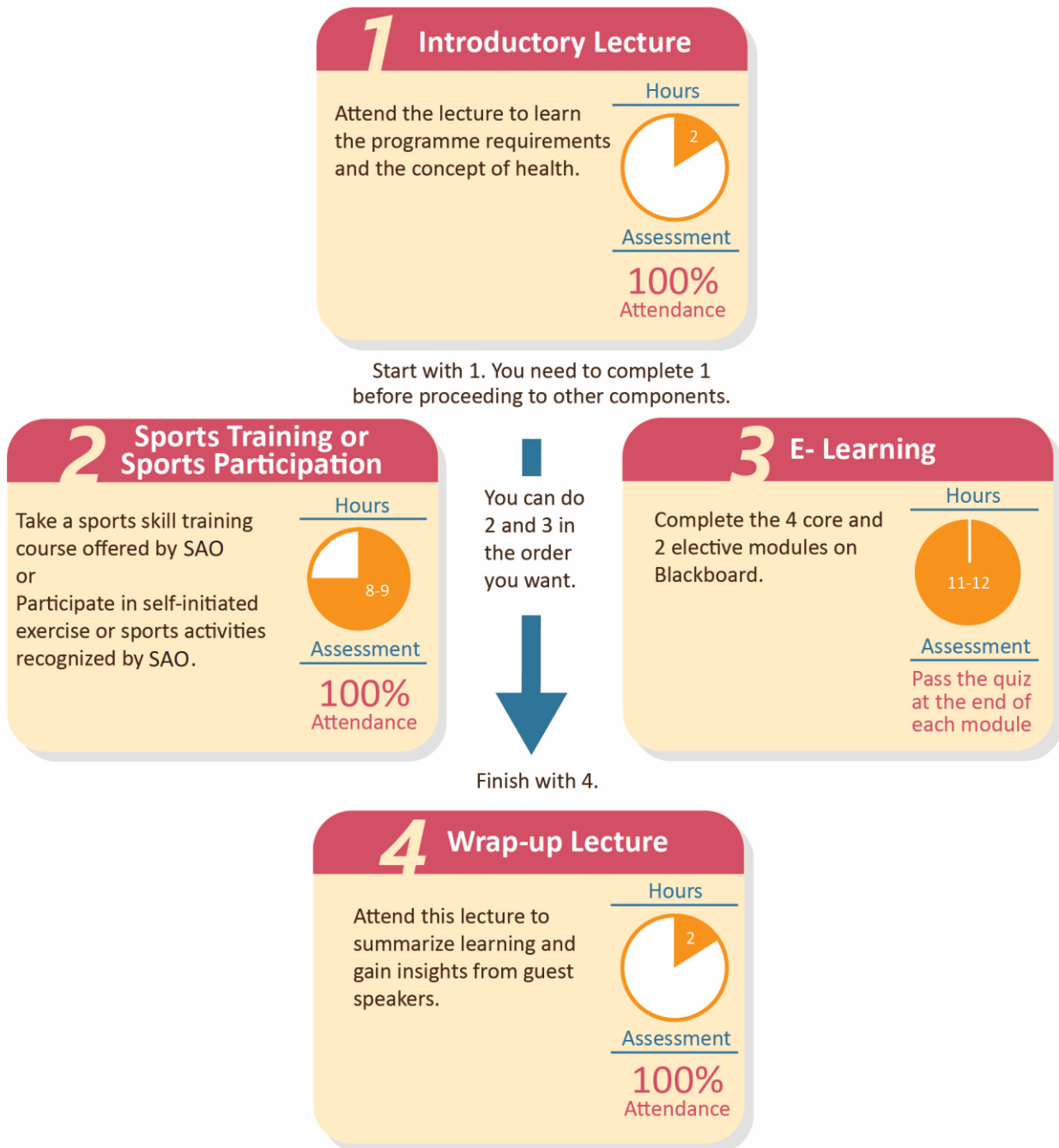
## Healthy Lifestyle

The Healthy Lifestyle (HLS) programme is a set of courses and activities covering different dimensions of health that aims to help you build up a healthy lifestyle. Through this programme, you will acquire knowledge on healthy living that contributes to one's well-being and be able to make responsible health decisions. The current HLS programme consists of four components that need to be completed in sequence.

**What you need to do:** Complete all the components of the Healthy Lifestyle Programme before you graduate, preferably, in your first two years of study.

**Articulation Degree Programmes, Senior Year Intakes** and **Higher Diploma** students are not required to complete HLS.

### Structure of HLS Programme



## Service-Learning

Service-Learning aims to help you develop into a competent professional with a heart to serve others. This subject contains a significant service component, which allows you to apply your skills and knowledge to deal with complex issues in social services, develop a stronger empathy for people in need and develop a stronger sense of civic responsibility.

**What you need to do:** Complete one 3-credit Service-Learning subject. Some Service-Learning subjects are embedded in the major study curriculum and need to be taken as DSR subjects. However, the majority of PolyU students will need to choose Service-Learning subjects on their own. Please check your Programme Requirement Document for details.

**Articulation Degree Programmes** and **Senior Year Intakes:** Complete a 3-credit Service-Learning subject.

Service-Learning subjects are administered by the Service-Learning and Leadership Office (SLLO). For subject offering and further information, please visit the SLLO website: <https://www.polyu.edu.hk/sllo/>.

## Subject Registration, Adjustment before Semester Commencement and Add/Drop Period

During the subject registration period, you will be assigned a time for registration. Please check eStudent for your designated time.

Prior to the subject registration period, you can practice using eStudent in the 'Mock Run'. You can adjust your subject registration during the period of 'Adjustment before Semester Commencement' and 'Add/Drop Period' of every semester.

## Waitlisting Function

A new waitlisting function will be introduced to eStudent with effect from the subject registration exercise of Semester One of the 2021/22 academic year in order to improve the process.

When a class enrolment is full and it is open for waitlisting as indicated by the subject offering department, you will be placed on a waitlist for the subject concerned automatically when you confirm to proceed with your subject selection. A real-time waitlist position will be shown for your easy reference.

When a vacancy becomes available, students on the subject waitlist will be registered automatically corresponding to your position on the waitlist. An email notification will be sent to you upon successful registration of a waitlisted subject.

For details, please refer to the AR Notice: <https://polyu.hk/hkDtk>.

## Reminder for Pre-Assigned Subjects

You should NOT make any change to your pre-assigned subjects during the subject registration and add/drop periods.

## Planning for your Study

You should consult your Academic Advisor to discuss your study plan for major and GUR subjects. Contact information of your Academic Advisor could be found in eStudent.

For general enquiries on GUR, you may contact [ous.eng@polyu.edu.hk](mailto:ous.eng@polyu.edu.hk) or 34008203.



## OFFICE OF UNDERGRADUATE STUDIES

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