

Master of Education (MEd)

Instructions for Online Course Enrolment 2023-24 for NEW students

There is only one enrolment period each year. Students are required to enroll courses for all semesters in 2023-24, including semester 1, semester 2 and summer semester wherever applicable. The enrolment system will close after the enrolment period. There is no add/drop period or waitlist for course enrolment.

Please read the following instructions carefully and enroll courses on Student Information System (SIS) via HKU Portal (<https://hkuportal.hku.hk/>).

A. Important points to note

- (a) MEd students should complete 60 credits over one academic year for full-time studies or two academic years for part-time studies, including the following:

For Generalist Strand:

- (i) 1 compulsory core course MEDD8001 Educational Issues and Research (6 credits)
- (ii) 7 electives (6 credits each)
- (iii) A capstone of either MEDD8008FY Research Project (12 credits) or MEDD8009FY Professional Portfolio (12 credits)

For Specialist Strand:

- (i) 1 compulsory core course MEDD8001 Educational Issues and Research (6 credits)
- (ii) 4 specialist courses (6 credits each)
- (iii) 3 electives (6 credits each)
- (iv) A capstone of either MEDD8008FY Research Project (12 credits) or MEDD8009FY Professional Portfolio (12 credits)

Please note that:

- Full-time students will take MEDD8001 in Year 1; part-time students will take it in Year 2.
- Please check the core courses of your respective specialism from Student Handbook (P.5-7).
- If you would like to choose Research Project (MEDD8008FY) as capstone, you are required to take one elective under the category of Advanced Research Methods (ARM) courses.

- (b) The Programme Office has pre-enrolled the specialist courses for all Year 1 students and the compulsory core course (MEDD8001) for full-time students. If you plan not to take the course(s) this year, you may drop them during enrolment period following the procedures described in Part C (Steps 13-14) below.

[Please note that if you have dropped a pre-enrolled course that becomes fully-enrolled afterwards, you may not be able to enroll in it this year. You will need to enroll in the next offer of the course, and it may not be offered every year.]

- (c) For full-time students, you are required to enroll in electives, a capstone of either Research Project (MEDD8008FY) or Professional Portfolio (MEDD8009FY) by yourself, which are shown in the course list of Semester 1 though it is a full-year capstone.

- (d) For part-time students, you may enroll in electives this year if you plan to do so. Enrolment of courses for Year 2, the compulsory core course (MEDD8001), and capstone will be arranged next year.

- (e) The list of electives for 2023-24 is available on the following web page:  
<https://www.fe.hku.hk/programme/med/list-of-elective-courses/>

You may also select the core courses of other specialisms as electives, but these courses have few quotas only: <https://www.fe.hku.hk/programme/med/list-of-specialist-courses/>.

You may click the respective course code to view the course description. Please check carefully the prerequisite and language requirements before selection. Course outline and assessment details will be provided by teachers during lectures.

- (f) When you are selecting elective courses, please check the class dates and time carefully to avoid time clash.
- (g) The elective places would be taken up on a first-come-first-served basis. There is no waitlist for elective enrolment.
- (h) Please note that students are not allowed to enroll more than 60 credits, or more than 1 elective under the category of Advanced Research Methods (ARM) courses; otherwise, your enrolment(s) will be withdrawn randomly without prior notice.
- (i) If you have questions about your course selection, you are advised to consult your Specialism Coordinator for their advice. Their contact information can be found in Student Handbook or on the following website: <http://web.edu.hku.hk/programme/med/fields-of-studies>
- (j) If the enrolment number does not meet the viable class size, the Faculty reserves the right to withdraw a course at any time.

#### B. Online Course Enrolment Schedule

Date	Course of Action
Jul 24 (Mon)	<p>Preview the course information</p> <p>The course information system opens to freshmen to preview the available courses.</p> <p>After performing master registration, you can access the SIS by inputting your UID and PIN via HKU Portal (<a href="http://hkuportal.hku.hk">http://hkuportal.hku.hk</a>).</p>
Aug 8 (Tue) (10 am) to Aug 14 (Mon) (4 pm)  (excluding suspension period)	<p>Check pre-enrolment of compulsory and specialist courses</p> <p><a href="#">Self Service</a> &gt; <a href="#">Enrolment</a> &gt; <a href="#">Enrolment status</a></p> <p>Course selection</p> <p><a href="#">Self Service</a> &gt; <a href="#">Enrolment</a> &gt; <a href="#">Enrolment: Add Classes</a></p> <p>Please enrol in courses for the <u>whole</u> academic year of 2023-24, including Semester 1, Semester 2, and Summer Semester wherever appropriate.</p> <p><u>The system would be temporarily suspended during Aug 10 (Thu) 10 am – Aug 11 (Fri) 10 am.</u> Students cannot make enrolment/changes during this period.</p>
After Aug 14 (Mon) (4 pm)	<p>Check course selection results</p> <ul style="list-style-type: none"> <li>• Students can check their course selection results on the SIS.</li> </ul>

- Students will not be allowed to make amendments after enrolment period. Application for changing enrolment can be sent to Programme Office at [medu@hku.hk](mailto:medu@hku.hk).

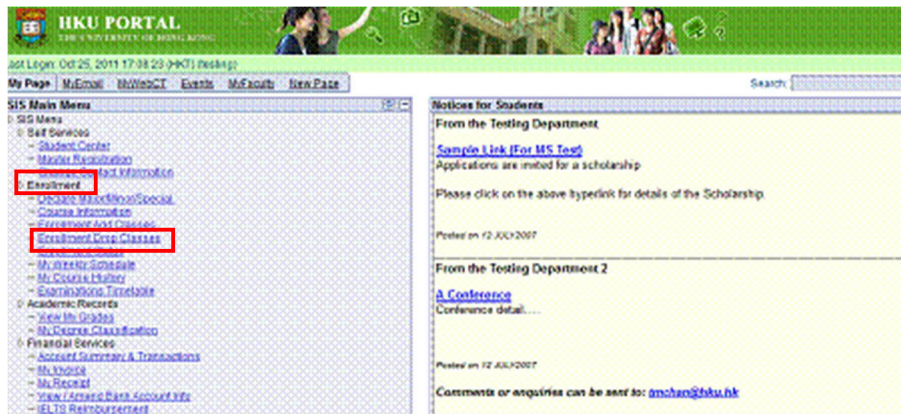
### C. Procedures for Course Enrolment

Students can access the SIS "Enrolment" system only after completing master registration.

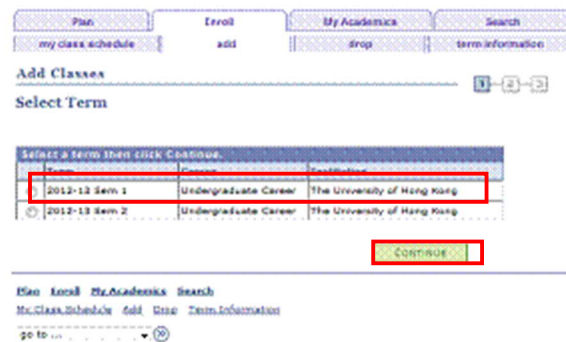
#### How to add Elective(s)

- Login to HKU Portal (<http://hkuportal.hku.hk>). You will be directed to the SIS website automatically.

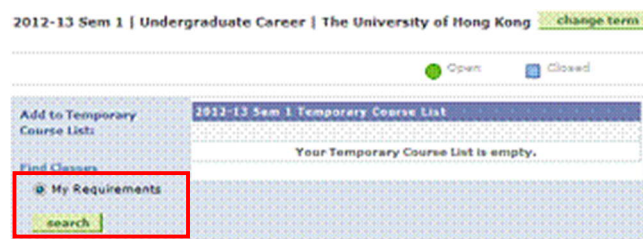
Go to Self Service > Enrolment > Enrolment: Add Classes



- Select "2023-24 Semester 1 or 2 or Summer" and click **CONTINUE** button.



- You can view the Programme Guide (i.e. online syllabus) by clicking the **Search** button under "My Requirements".



- You can view the programme requirement by choosing "Show Requirement Details" at the top of Programme Guide.

Hide Requirement Details

Show Requirement Details

- The Programme Guide will list all the electives that you can take in the semester. Under “[Elective course](#)”, when you click the course title in the column of “[Description](#)”, you can then view the course details.

**Bachelor of Science Graduation Requirements 2010**

**UG 3 Requirements**

**Science English Requirement** [hide detail 2012-13 sem 1](#)

The following courses may be used to satisfy this requirement:

Course	Description	Units	When	Grade	Status
CAES1801	Academic English for Science 2	3.00	First Semester		
CAES2802	Advanced English for Science 2	3.00	Second Semester		

First  1-2 of 2  Last

**Science Chinese Requirement** [hide detail 2012-13 sem 1](#)

The following courses may be used to satisfy this requirement:

Course	Description	Units	When	Grade	Status
CUND 2	Practical Chinese Language and	3.00	First Semester		
CUND 3	Cantonese for Non-Cantonese Sp	3.00	First Semester		

First  1-2 of 2  Last

**Common Core Courses** [hide detail 2012-13 sem 1](#)

The following courses may be used to satisfy this requirement:

Course	Description	Units	When	Grade	Status
CCCH9001	Chinese House and Gardens Arch	6.00	2010-11 Sem 1	A	<input checked="" type="checkbox"/>
CCST9001	Understanding Life as a Book 2	6.00	First Semester		
CCST9002	Quantitative Literacy in Science	6.00	Second Semester		
CCST9003	Everday Computing	6.00	First Semester		

Note:

(i) You will see that the following courses have been pre-enrolled by the Faculty:

- The compulsory core course MEDD8001 (for full-time students only)
- Specialist courses for the semester

(ii) You are only required to select elective(s) under “[Elective course](#)”

- The “[Course Details](#)” information is displayed.

**CCST 9007 - Vision: The Science and Art of Perception**

**Course Detail**

Career	Undergraduate Career
Units	6.00
Grading Basis	Graded (4.3)
Course Components	-- Required
Course URL	

**Enrollment Information**

Typically Offered	Second Semester
Course Attribute	Approval Nature: Course-based approval Scientific & Tech Lit Free elective: No Print Course Code: Yes Appear On Transcript: Yes

**Description**

Vision: The Science and Art of Perception

Note:

Please check the course description and make sure that you have fulfilled the “prerequisite and language requirement”, if any, before adding the Elective.

- To add the course, click the [Select](#) button, of the appropriate class session, if any.

**CCST 9007 sections for 2012-13 Sem 1**

Section	Session	Status	Days	Start	End	Room	Instructor	Dates
<a href="#">1A:LEC (10:14)</a>	1	<input checked="" type="checkbox"/>	TBA	TBA		TBA	--	01/09/2012 - 15/01/2013

- Click [Next](#) to continue. A message will be displayed to confirm that you have added the course to your “[Temporary Course List](#)”. At this point, you can choose to add other courses by repeating steps 3 to 7 above or click [PROCEED TO STEP 2 OF 3](#) button to confirm enrolment.

AFRI 2006 has been added to your Shopping Cart.

Note: Classes in “[Temporary Course List](#)” are saved temporarily. This **DOES NOT** mean that they have enrolled successfully. You must click “[finish enrolling](#)” in the next step to confirm adding a course.

How to confirm elective(s) enrolment

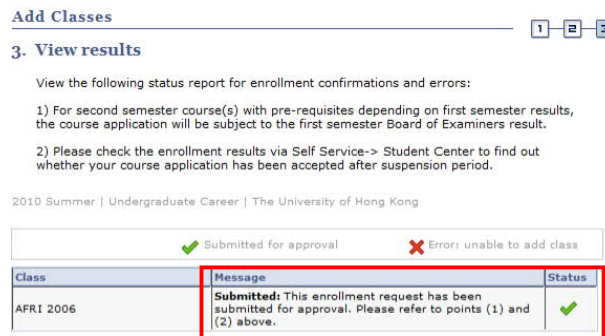
- Proceeding to STEP 2, a confirmation page will be shown. To confirm your Elective enrolment, click **FINISH ENROLLING** (This can only be done within enrolment period, excluding suspension period).



**Important**

Please remember to click "Finish Enrolling" to complete the procedure.

- You will then enter STEP 3 and see the "View results" page.



How to view enrolment status

- You may check the enrolment status during the enrolment period.

Self Service > Enrolment > Enrolment status

Term	Class	Schedule	Action
8 2010 Semester 2	IMSE 3020-2A LEC (1616)	Tu 2:00PM - 3:55PM KKL102 Tu 2:00PM - 3:55PM KKL102 Tu 2:00PM - 3:55PM KKL102	Approved
9 2010 Semester 2	IMSE 3021-2A LEC (1617)	Sa 2:00PM - 3:55PM CBA Sa 2:00PM - 3:55PM CBA Sa 2:00PM - 3:55PM CBA	Approved
10 2010 Semester 2	IMSE 2005-2A LEC (1326)	Th 1:00PM - 2:55PM CBB Th 1:00PM - 2:55PM CBB Th 1:00PM - 2:55PM CBB Fr 1:00PM - 1:55PM LE7 Fr 1:00PM - 1:55PM LE7 Fr 1:00PM - 1:55PM LE7	Dropped
11 2010 Semester 2	YECC 4-2A LEC (2361)	We 1:00PM - 2:55PM KKL103 We 1:00PM - 2:55PM KKL103 We 1:00PM - 2:55PM KKL103	Dropped
12 2010 Semester 2	YEDU 7-2A LEC (2463)	We 2:00PM - 3:55PM MW13 Sa 12:00AM - 12:00AM Room: TBA We 2:00PM - 3:55PM MW13	Dropped
13 2010 Summer	AFRI 2004-SA LEC (1046)	TBA	Pending
14 2010 Summer	AFRI 2006-SA LEC (1047)	Mo 4:00PM - 5:00PM MB123	Pending

- After your submission for enrolment (i.e. completion of steps 3 to 10), you will receive an acknowledgement email sent to your HKU email account within several hours.



## How to add/drop an elective during online enrolment period

13. You can only add/drop elective(s) within the enrolment period, except during the suspension period. Please follow steps 2 to 11 above.
14. If you have dropped a course but want to add it back, you need to logout first and then login again for doing so.

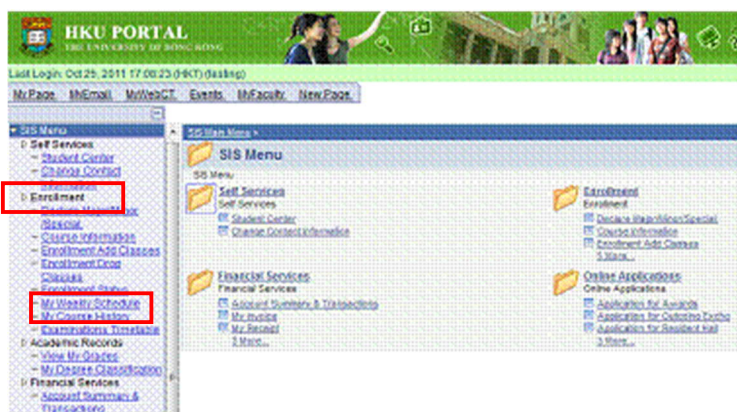
## How to add/drop an elective after online enrolment period

15. If you want to add/drop a course after enrolment period, you can submit an application with justification to Programme Office at [medu@hku.hk](mailto:medu@hku.hk). Please note that reasons such as wrong course selection and change of personal interest etc will **NOT** be entertained. Please check the course information carefully before enrolment.
16. Acceptance of application to add a course depends on the availability of places of the course concerned. There is no wait list for elective enrolment.
17. No add/drop of course is allowed after the 2<sup>nd</sup> lesson of the course concerned unless under exceptional circumstances.

## How to view your timetable

18. You may view your timetable on the Portal; however, it only reflects the schedule of classroom booking records. Please refer to the timetable on Moodle course room [\_MEd\_2023] instead.

Self Service > Enrolment > My Weekly Schedule



19. Select the **Term**, then click **CONTINUE**

Plan    Enroll    My Academics    Search

my class schedule    add    drop    term information

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**My Class Schedule**

Select a term then click Continue.

Term	Career	Institution
<input type="radio"/> 012-13 Sem 1	Undergraduate Career	The University of Hong Kong
<input type="radio"/> 012-13 Sem 2	Undergraduate Career	The University of Hong Kong

**CONTINUE**

20. View your class schedule by clicking "List View"

Plan | Enroll | My Academics | Search  
my class schedule | add | drop | term information

**My Class Schedule**

Select Display Option:  List View  Weekly Calendar View

2012-13 Sem 1 | Undergraduate Career | The University of Hong Kong [change term](#)

**Class Schedule Filter Options**  
 Show Enrolled Classes  Show Dropped Classes  Show Waitlisted Classes [filter](#)

**CAES 1801 - Academic English for Science 5**  
Status: Enrolled | Units: 3.00 | Grading: Graded (4.3) | Program: BSc

Class Nbr	Section	Component	Days & Times	Room	Instructor	Start/End Date
1004	<a href="#">1A</a>	--	Fr 10:00AM - 12:00PM	TBA	--	01/09/2012 - 15/01/2013

**CCST 9003 - Everyday Computing and the Int**  
Status: Enrolled | Units: 6.00 | Grading: Graded (4.3) | Program: BSc

Class Nbr	Section	Component	Days & Times	Room	Instructor	Start/End Date
1010	<a href="#">1A</a>	--	Mo 2:00PM - 4:00PM	TBA	--	01/09/2012 - 15/01/2013

Some courses have sub-class, such as MEDD8001; while some do not. If a course does not have any sub-class, the Section will be shown by default as "1A" for Semester 1, "2A" for Semester 2, and "SA" for summer semester.

#### D. Enquiries

For technical problems, please contact SIS Project Office:  
SIS Helpdesk: 2819-0777; Email: [ithelp@hku.hk](mailto:ithelp@hku.hk)

For HKU Portal problems, please contact IT Services:  
Tel: 3917-0123; Email: [ithelp@hku.hk](mailto:ithelp@hku.hk)

For general enquiries about the programme, please contact:  
Tel: 3917-5712 / 3917-1951 / 3917-8044  
Email: [medu@hku.hk](mailto:medu@hku.hk)