**Useful Information for New MA in ELS Students (2014-15)**

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MA in ELS Staff-Student Consultative Committee (2014-15)  
(a subcommittee of Graduate Panel)

Convenor: Prof. Jason Gleckman  Programme Director

Ex-officio: Prof. Simon Haines  Department Chair  
Prof. Jette Hansen Edwards  Graduate Division Head

Students: 1 elected representative (full-time student)  
1 elected representative (part-time student)

Terms of Reference

1. To consider the concerns and suggestions of MA students.

2. To advise the Committee on matters related to students’ issues.
## Elective Courses

### First Term: 1 Sep 2014 (Mon) – 29 Nov 2014 (Sat)
**Add/drop period: 1 Sep 2014 (Mon) – 15 Sep 2014 (Mon)**

<table>
<thead>
<tr>
<th>Course Code</th>
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<th>Teacher</th>
<th>Class Period</th>
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<tr>
<td>ENGE5240</td>
<td>Creative Writing</td>
<td>Ms. Collier Nogues</td>
<td>Sat 10:30a.m. - 1:15p.m.</td>
<td>WMY 301</td>
</tr>
<tr>
<td>ENGE5270</td>
<td>Major Contemporary Novels</td>
<td>Prof. Grant Hamilton</td>
<td>Thu 6:30p.m. - 9:15p.m.</td>
<td>YIA LT9</td>
</tr>
<tr>
<td>ENGE5310</td>
<td>Science Fiction and Utopia</td>
<td>Prof. Grant Hamilton</td>
<td>Mon 6:30p.m. - 9:15p.m.</td>
<td>YIA LT3</td>
</tr>
<tr>
<td>ENGE5330</td>
<td>Modernist Literature</td>
<td>Prof. Evelyn Chan</td>
<td>Tue 6:30p.m. - 9:15p.m.</td>
<td>CYT 212</td>
</tr>
<tr>
<td>ENGE5720</td>
<td>Comparative Approaches in Literary Studies</td>
<td>Prof. Benzi Zhang</td>
<td>Fri 6:30p.m. - 9:15p.m.</td>
<td>CYT LT5</td>
</tr>
</tbody>
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### Second Term: 5 Jan 2015 (Mon) – 18 Apr 2015 (Sat)
**Add/drop period: 5 Jan 2015 (Mon) – 19 Jan 2015 (Mon)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Teacher</th>
<th>Class Period</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGE5220</td>
<td>Literature and Pedagogy</td>
<td>Dr. Peter Crisp</td>
<td>Thu 6:30p.m. - 9:15p.m.</td>
<td>YIA LT5</td>
</tr>
<tr>
<td>ENGE5250</td>
<td>Children's Literature</td>
<td>Dr. Chloe Li</td>
<td>Sat 9:30a.m. - 12:15p.m.</td>
<td>WMY 403</td>
</tr>
<tr>
<td>ENGE5750</td>
<td>Special Topic(s) in Genre Studies</td>
<td>Prof. Eddie Tay</td>
<td>Wed 6:30p.m. - 9:15p.m.</td>
<td>HCA 103</td>
</tr>
<tr>
<td>ENGE5850</td>
<td>Special Topic(s) in Literary History</td>
<td>Prof. David Huddart</td>
<td>Tue 6:30p.m. - 9:15p.m.</td>
<td>YIA LT9</td>
</tr>
<tr>
<td>ENGE5950</td>
<td>Special Topic(s) in Critical Studies</td>
<td>Prof. Li Ou</td>
<td>Mon 6:30p.m. - 9:15p.m.</td>
<td>YIA 505</td>
</tr>
</tbody>
</table>

CYT Cheng Yu Tung Building  
HCA Pi Ch’u Building  
WMY Wu Ho Man Yuen Building  
YIA Yasumoto International Academic Park
Copyright in Education – Frequently Asked Questions

Copyright is found commonly in articles in our daily lives. It is important to be informed of the key elements involved and help in the protection of this right.

The law of copyright is complex and detailed. The information here could only give a brief introduction to the key issues. It does not seek to be exhaustive and is not meant to give legal advice. If you need legal advice, you should consult a solicitor.

Here you can find answers to some frequently asked questions related to copyright:

This material is taken from "Guidelines on Photocopying of Printed Works by Not-for-Profit Educational Establishments" ©2014 and is used with the permission of the Government of the Hong Kong Special Administrative Region.

Questions:

1. What is the scope of application of the Guidelines?
2. What is the background of devising the Guidelines?
3. Why are the Guidelines only applicable to not-for-profit educational establishments and not to for-profit educational establishments?
4. Will there be Guidelines for for-profit educational establishments?
5. Do "Printed Works" in the Guidelines include both local and overseas textbooks and reference books?
6. Are the Guidelines available to the public for inspection?
7. How much can a teacher copy out of a textbook?
8. How much can a teacher copy out of a newspaper title?
9. What do the Guidelines allow teachers to do?
10. What are the specific limits referred to in the answer to Q9?
11. What is an "instance" of copying?
12. What is a "course"?
13. Can you give an example on how Clause D(4) is meant to operate?
14. Can a teacher copy exercises from a workbook for distribution to the students?
15. What should a teacher do if what he wants to copy is beyond the scope of the Guidelines?
16. Do the Guidelines apply to copying in libraries?
17. Do librarians currently have similar guidelines for copying of works kept in libraries?
Answers:

Q1. What is the scope of application of the Guidelines?

The Guidelines are designed to provide guidance to teachers in not-for-profit educational establishments in relation to photocopying of printed works for instruction purposes.

Q2. What is the background of devising the Guidelines?

The Copyright Ordinance (Cap. 528) gives certain exclusive rights to copyright owners of printed works. Such rights include the right to copy the work. That means someone who wants to copy a printed copyright work needs to obtain the owner's permission first.

To balance the interests between copyright owners and users, the Ordinance permits certain acts to be done in relation to copyright works notwithstanding the subsistence of copyright. Some of these acts are related to the educational sector. However, the acts permitted should not conflict with a normal exploitation of the work by the copyright owner and should not unreasonably prejudice the legitimate interests of the copyright owner.

Section 45 of the Ordinance allows photocopying of literary, dramatic, musical and artistic works "to a reasonable extent" by or on behalf of educational establishments for instruction purposes when no relevant licensing schemes are available.

The purpose of these Guidelines is to provide guidance for determining the extent of permissible photocopying of printed works by or on behalf of not-for-profit educational establishments for instruction purposes.

Q3. Why are the Guidelines only applicable to not-for-profit educational establishments and not to for-profit educational establishments?

The Guidelines are developed by consensus of interested parties. The publishing industry is not prepared to agree to a set of guidelines which would cover for-profit educational establishments.

Q4. Will there be Guidelines for for-profit educational establishments?

That will depend on the wishes of copyright owners and users. The Intellectual Property Department will be pleased to facilitate their discussions.

Q5. Do "Printed Works" in the Guidelines include both local and overseas textbooks and reference books?

Yes. However the photocopying of textbooks written in accordance with any syllabus issued by the Hong Kong Curriculum Development Council is subject to different (more stringent) conditions. For limits on copying this type of textbooks, please refer to Clause E(6)(b) of the Guidelines.
Q6. Are the Guidelines available to the public for inspection?

Yes. They are now available on the websites of the Intellectual Property Department (http://www.ipd.gov.hk/eng/home.htm) and Education Bureau (http://www.edb.gov.hk/).

Q7. How much can a teacher copy out of a textbook?

For one course in a calendar month, 2% of the number of pages can be copied. For one course in an academic year, in total 5% of the number of pages can be copied. But if 2% or 5% of the number of pages exceeds a chapter of the book, then only a chapter may be copied.

Q8. How much can a teacher copy out of a newspaper title?

The Guidelines have been revised on 10 March 2004 to cover photocopying of newspapers. Under the revised Guidelines, not more than 15 articles may be copied from the same newspaper title for one course in any one academic year.

Q9. What do the Guidelines allow teachers to do?

Subject to the specific limits set out in the Guidelines, teachers can make multiple copies of a printed work for distribution to students for instruction purposes.

Q10. What are the specific limits referred to in the answer to Q9?

For example, there should not be more than 27 instances of copying made for one course in one academic year, and the number of copies made should not exceed one copy per student in a course. Full details of the limits on the extent of copying are contained in Part E of the Guidelines.

Q11. What is an "instance" of copying?

An "instance" is not limited to copying one work. A teacher may copy up to 3 works in one "instance", as copying 4 works or more would be regarded as making a "course pack", which is not allowed under the Guidelines.

Q12. What is a "course"?

A "course" basically means a subject in a particular year of study. For example, Chinese in Primary 1 and Primary 4 are two different courses. In the context of tertiary education, each subject or unit in a degree programme should be regarded as a separate "course".

Q13. Can you give an example on how Clause D (4) is meant to operate?

If on Monday a teacher comes across a short poem in a novel and decides to use it for teaching in his English class by distributing copies of it to the students, he should use it on or before Thursday (i.e. within 3 working days). If the teacher wants to use it after Thursday, then he should contact the publisher or the relevant licensing body (in this case the licensing body should be HKRRLS - see Appendix 2 of the Guidelines for details) and seek permission or a licence before making copies of it.
Q14. Can a teacher copy exercises from a workbook for distribution to the students?

Workbooks, exercises, tests, answer sheets etc are regarded as "consumables", and are excluded from the scope of the Guidelines. Therefore the teacher cannot make copies of exercises for distribution to students under the Guidelines.

Q15. What should a teacher do if what he wants to copy is beyond the scope of the Guidelines?

The teacher should contact the relevant licensing body (see Appendix 2 of the Guidelines for details) or the publisher to see whether a licence or permission to copy can be obtained.

Q16: Do the Guidelines apply to copying in libraries?

No. The Guidelines are designed to give direction to teachers in not-for-profit educational establishments in relation to photocopying of printed works for instruction purposes.

Q17: Do librarians currently have similar guidelines for copying of works kept in libraries?

The conditions under which librarians can make copies of works in their collection are presently contained in the Copyright Ordinance and the Copyright (Libraries) Regulations. We are currently in the process of preparing an up-dated set of regulations to be enacted by the legislature for use by librarians and archivists.
Use of Wireless LAN for Laptop Computers

A. Use of Wireless LAN for Laptop Computers in English Department

1. An Access Point to enable the use of wireless LAN has been installed in EZone. It has been agreed that students should use their own computers and are responsible for installing their own wireless LAN card. An installation manual is available in the General Office.

2. Under the coverage of wireless LAN, the FTP download rate is 70-150 KB per second for one user.

3. It is estimated that one Access Point (AP) can be shared by 4-5 PCs at the same time. However, speed will be affected.

B. Use of Wireless LAN for Laptop Computers in CUHK Campus

1. A wireless LAN has been installed in the campus. It allows a wireless (radio frequency) connection to a local area network. The wireless LAN employs IEEE 802.11a; 802.11b, 802.11g and 802.11n standards. The wireless LAN operates in 2.4-GHz and 5-GHz frequency bands with Aruba Network’s enhanced roaming features. The roaming features allow notebook computers or mobile devices connected to the wireless LAN to move from one access point to another without losing the connection. And the wireless LAN can support more than 2000 concurrent users.

2. The wireless coverage includes most of the public open areas, libraries, major classrooms and student canteens in,

   - Central Campus
   - Chung Chi College
   - United College
   - New Asia College
   - Shaw College
   - Outside Main Campus

For details, you may refer to the attached supplementary notes and visit the webpage of CUHK Information Technology Service Centre as shown below-

MyCUHK

What is MyCUHK?
Through MyCUHK, students can manage personal and academic information online. Two of the most common features - CU Learning System and Webmail will be highlighted below.

What is CU eLearning System?

CU eLearning System is powered by Blackboard Learn system. It is a full-featured and widely adopted virtual learning environment around the world. It provides an integrated set of tools to support online course delivery, learning communities, content management, and assessment. It can be used to support courses that are completely online or used to augment a course delivered face-to-face, by satellite, etc.

Please visit eLearning System website for details: http://www.cuhk.edu.hk/eLearning/c_systems/elearn/about_s.html

How to Get to CU eLearning System?

1. Login using your Student ID and CWEM password
Please refer to Student Quick Start Guide (PDF) for details:

Using Mobile Learn

If you are interested to try Blackboard Mobile Learn, you can install it following the instructions on http://www.blackboard.com/Platforms/Mobile/Products/Mobile-Learn.aspx (GET THE APP NOW).

After successful installation of the app, you can search for The Chinese University of Hong Kong. Clicking on The Chinese University of Hong Kong will display the login page. Make sure you see the CADS logo (Ref. No.: 126) before you supply your Student ID and CWEM password to login the system.

If you don't have a course on CU eLearning System (Blackboard Learn) to try the app, you can follow the instructions below to self-enroll yourself to CU eLearning System Experience Course for Students (Mobile Friendly version). This is a mobile-friendly course site we created for you to try out optimized features in the app. You can access documents in multiple formats, create threaded discussion posts, upload media as attachments to discussion boards and view your grades, all on the mobile devices you love.

To self-enroll into CU eLearning System Experience Course for Students (Mobile Friendly version), try the following via web browser:

1) Visit http://elearn.cuhk.edu.hk
2) Login using your Student ID and CWEM password
3) After successful login, go to Courses tab
4) Under Course Search, input ITSCECS-M, hit Go to search for the course
5) When the course is displayed, click on the arrow button next to the course ID ITSCECS-M. Select Enroll
6) At the next screen, hit Submit, and then OK
7) You will then see the course CU eLearning System Experience Course for Students (Mobile Friendly version) displayed

After you have successfully self-enrolled to the course via web browser, take a look at the course via web browser before switching over to your mobile devices.

When you are ready, switch to your mobile device and launch Blackboard Mobile Learn. Search for The Chinese University of Hong Kong, click on The Chinese University of Hong Kong and then use your Student ID and CWEM password to logon the system through the app. (Always make sure you see the CADS logo (Ref. No.: 126) before you supply your Student ID and CWEM password to login the system.)

After successful logon to the system, you will see the course CU eLearning System Experience Course for Students (Mobile Friendly version) in your course list. Click on the course title to get into the course. Note how this same course is being displayed differently via web browser and via the app on your mobile device. (If you use different mobile devices, you will find that the course looks different via the app on different mobile devices as well.)

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Useful Resources

The following are some general resources provided as a starting point for CUHK students to discover the CU eLearning system:

- **Blackboard Learn On-Demand Learning Center**
  - Student Blackboard Uses and Best Practices
- **Blackboard Help for Students** (Online Help)
- **CU eLearning Blog** provides you with continuous updates on eLearning systems and services, tutorials and FAQs that can enhance your online teaching and learning experiences at the University. You may bookmark the link, or subscribe the feed for future content.

Ask for Help

If you have problems using eLearning systems/tools offered by our team, you can contact us for help as follows:

- **Remark #1:**
  
  Please take a look at Info for Students, Info for Teachers, the FAQs (WebCT | Moodle | CUForum) and ITSC HelpDesk Knowledgebase to see if they contain the answer to your question.

- **Remark #2:**
  
  Please consider leaving us your contact phone number when you submit your problem/request.

1) ITSC Electronic HelpDesk

ITSC Electronic Helpdesk is exclusive to CUHK students and staff. You may write your problems/requests at [https://helpdesk.itsc.cuhk.edu.hk/](https://helpdesk.itsc.cuhk.edu.hk/) anytime. You may also track the status of the submitted problems/requests by logging in the system.

Quick links for submitting requests for specific eLearning system/tools:

- **WebCT:** [https://helpdesk.itsc.cuhk.edu.hk/group/webct-help](https://helpdesk.itsc.cuhk.edu.hk/group/webct-help)
- **Moodle:** [https://helpdesk.itsc.cuhk.edu.hk/group/moodle-help](https://helpdesk.itsc.cuhk.edu.hk/group/moodle-help)
- **CUForum:** [https://helpdesk.itsc.cuhk.edu.hk/group/cuforum-help](https://helpdesk.itsc.cuhk.edu.hk/group/cuforum-help)
- **iHome:** [https://helpdesk.itsc.cuhk.edu.hk/group/ihome-help](https://helpdesk.itsc.cuhk.edu.hk/group/ihome-help)
- **Others:** [https://helpdesk.itsc.cuhk.edu.hk/group/learning-help](https://helpdesk.itsc.cuhk.edu.hk/group/learning-help)

2) ITSC Consultation Hotline Service (Office Hours)

- **Tel:** 3943 8845
- **Remarks:** Visit [http://www.cuhk.edu.hk/itsc/about/opening.html](http://www.cuhk.edu.hk/itsc/about/opening.html) for service hours.
3) ITSC HelpDesk / Consultation Room

- User Area, Room 109A Pi Ch’iu Building
- User Area, Room 103 Wong Foo Yuan Building

4) Email: elearning@cuhk.edu.hk

You can always send us your requests/questions by email at elearning@cuhk.edu.hk.

What is Webmail System?

A Campus-wide E-mail system (CWEM) is setup and maintained by the Information Technology Services Centre (ITSC). As a university member, you are entitled to have an e-mail account with 150 megabytes storage space.

How to Get to Webmail System?

1. After using your Student ID and CWEM password to login MyCUHK, choose ‘Webmail’ tab to get access.

Please visit WebMail System website for details: http://www.cuhk.edu.hk/itsc/publications/userdoc/net105.html
VeriGuide

VeriGuide is developed by The Chinese University of Hong Kong which serves the academic community for assignment collection, similarity detection, and readability assessment.

Overview

- Promote and uphold academic honesty, integrity, and quality
- Support similarity text detection in English, Traditional Chinese, and Simplified Chinese
- Provide class and assignment management via a graphical web interface
- Maintain assignment databases for institutions providing added security and privacy
- Support various common document formats, e.g., .doc, .txt, .pdf, .html, etc.
- Generate detailed originality reports with statistics and side-by-side comparison of text

Services

Plagiarism Detection

Our web-based system uses advanced matching algorithms that detect suspected plagiarized sentences in English, Traditional Chinese and Simplified Chinese.

Readability Assessment

Our readability system calculates the readability score of assignment to assist the detection of suspected plagiarized sentences and for reading assessment.
Specification

Supported Languages

- English
- Simplified Chinese
- Traditional Chinese

Supported Web Browsers

- Microsoft Windows
  - Firefox 2.0/3.0
  - Internet Explorer 6.0/7.0
- Mac OS X
  - Firefox 2.0/3.0

Supported File Formats

- Adobe Acrobat Portable Document Format (PDF)
- Microsoft Office
- OpenOffice
- Plain Text
- Web Pages (HTML)
- Zip Archive
MyCUHK
MyCUHK, the one-stop portal for all University staff and students, will launch a new face on 5 July 2010.

Login with University ID
You would use your 6-digit staff ID or 10-digit student ID and your CWEM password to log into MyCUHK. The use of Computing ID will no longer be valid starting from 5 Jul 2010.

Single Sign-on
By authenticating once (single sign-on), you will have access to a number of online services for which you are authorized.

New Categorization of Services
MyCUHK features online resources, links, campus news and events listings that are useful and specific to you. The revamped MyCUHK has:

- **MyPage**
  Grants you a quick access to class and course information, change password, staff self-service enquiry system, e-Ticketing system and etc.

- **News and Events**
  Updates you with University news and events.

- **MyStudy (Student) / MyTeaching (Staff)**
  Brings you to the eLearning Platform (WebCT, Moodle and CUForum), Veriguide, Chinese University Student Information System (CUSIS) in which student can further manage personal information, course registration and other academic activities. Teaching staff can access and manage related teaching and learning information anytime, anywhere.

- **Webmail**
  Allows you to send/receive your e-mails through the Campus-wide E-mail System.

- **Library**
  Provides you with various Library functions such as search Library category, check your library records, access to MyLibrary and etc.

- **Useful Links**
  Provides links to colleges, computing/research resources, cultural and recreational information, policies etc.

Enquiries
More details about MyCUHK and CUSIS can be found in our project website: [http://www.cuhk.edu.hk/cusis/](http://www.cuhk.edu.hk/cusis/).
ITSC Digest, Issue 112 20 Jul, 2010

1. CUSIS Updates

The Chinese University Student Information System (CUSIS) went live on 5 July 2010. University staff and students can access CUSIS services through the revamped University portal, MyCUHK at http://portal.cuhk.edu.hk. Before accessing CUSIS services, you’re reminded to read the hardware and software recommendations published at http://www.cuhk.edu.hk/cusis/com/cusis-PCrequirement.pdf

A series of student related computer-based training (CBT) modules about the use of CUSIS functions is available at CUSIS website. This series features

- Online Registration (for New Students)
- View My Academics and Manage Personal Information
- Browse Course Catalog and Program Information
- Course Enrollment
- Credit Transfer
- Make Online Payments
- View Grades and Unofficial Transcript

The Chinese University Student Information System (CUSIS) went live on 5 July 2010.

Staff related CBT is currently under development and will also be available shortly.

As the University needs to append essential student records onto CUSIS and prepare for the upcoming course enrolment processes, CUSIS will be suspended from 24 July (Saturday) to 27 July (Tuesday). Details of the outage will be announced shortly through CUSIS webpage and CU mass mailing service. During CUSIS outage period, MyCUHK would still be operating as usual.

Get to know more about Your CUSIS at http://www.cuhk.edu.hk/cusis/.

We hope you enjoy reading this Digest. As always, we would like to know how you think about the ITSC Digest and how we can make it more useful to you. Please give us your comment at https://helpdesk.itsc.cuhk.edu.hk/group/itsc-digest.
General Office Support

1. General Office Contact

   Address: Room 334 Dept of English, 3/F Fung King Hey Bldg, CUHK
   Tel: 3943-7010
   Fax: 2603-5270
   Email: engma@cuhk.edu.hk

   **Opening Hours:**
   Mon – Thur: 8:45 am - 1:00 pm, 2:00 pm - 5:30 pm
   Fri: 8:45 am - 1:00 pm, 2:00 pm - 5:45 pm
   (Closed on Saturdays and public holidays)

2. Communication with Students

   Normally, General Office will reach students through their personal emails. Students are suggested to check their email accounts regularly.

3. Paper Mailing Service

   If the marked papers are available for pick up, email announcements will be made. Students can collect them in person or by mail.