

Guideline for Applications related to UG Examinations

本科考试相关申请 SIS 操作指南

- **Student Information System (学生信息系统):** <https://sis.cuhk.edu.cn/psp/csprd/?cmd=login>

- **Recommended Browser (建议使用浏览器):**

PC (电脑端): Microsoft Internet Explorer 10.0 Version and above, Firefox, Apple Safari

(IE 浏览器 10.0 版本以上、火狐浏览器、苹果 Safari 浏览器)

Mobile (移动端): Apple Safari Mobile, UC Browser

(苹果 Safari 浏览器、UC 浏览器)

- **Content (目录)**

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1. The Login Page(登陆页面)



ORACLE[®]

PEOPLESFT

User ID

Password

Select a Language

English

Enable Accessibility Mode

Sign In

1.1 Select your preferred language (选择偏好的语言)

1.2 Input your student ID as User ID (输入学号)

1.3 Input your password (输入密码)

1.4 Click 'Sign In' button to login (点击'登陆'按钮)

2. Submit the application (提交申请)

2.1 After login to SIS, click ‘Self Service – Personal Center’ (登陆 SIS 后, 点击‘Self Service – Personal Center’)

The screenshot shows two parts of the SIS interface. On the left is a 'Menu' sidebar with a search box and a list of categories. 'Self Service' and 'Personal Center' are highlighted with red boxes. On the right is the 'Main Menu' for 'Self Service', which includes sections for 'Personal Center', 'Enrollment', and 'Degree Progress/Graduation', each with a brief description and links to related functions.

2.2 Click ‘My Application – examination related’ (点击‘My Application – examination related’, 进入考试申请界面)

The screenshot shows the 'Academics' section of the SIS interface. On the left is a sidebar menu where 'My Application' is highlighted with a red box. Below the menu is a search box containing 'other academic...'. On the right, there are sections for 'Deadlines', 'URL', and 'This Week's Schedule'. The 'This Week's Schedule' section contains a table with class information.

This Week's Schedule	
	Class
	ACT 2111-L1 LEC (1002)
	CEC 1000-L01 LEC (2292)

Examination related

*Exam Application Type:

Application Number	Exam Application Type	Term	Year of Attendance	Course ID	Class Nbr	Subject Area	Catalog Nbr	Course Title	Original Exam Date
	Absence From								

2.3 Select Exam Application Type (选择你需要提交的考试申请类型)

Examination related

*Exam Application Type:

Absence From Centralized Examination
 Absence From Non-Centralized Examination
 Online Examination Application For Centralized Examination
 Online Examination Application For Non-Centralized Examination

Application Number	Exam Application Type	Term	Year of Attendance	Course ID	Class Nbr	Subject Area
	Absence From					

2.4 Click 'Add New Application' to enter the application page, click 'Search' to review the application history. (点击'Add New Application'可进入相应申请页面，点击'Search'可查看历史申请记录)

Examination related

*Exam Application Type:

Application Number	Exam Application Type	Term	Year of Attendance	Course ID	Class Nbr	Subject Area	Catalog Nbr	Course Title	Original Exam Date
1 EXAM00000000128	Absence From Centralized Examination	2150	3rd Year	000002	1002	ACT	2111	Intro Financial Accounting	0
2 EXAM00000000123	Absence From Centralized Examination	2150	3rd Year	000002	1002	ACT	2111	Intro Financial Accounting	0
3 EXAM00000000115	Absence From Centralized Examination	2150	3rd Year	000002	1002	ACT	2111	Intro Financial Accounting	0
4 EXAM00000000109	Absence From Centralized Examination	2150	3rd Year	000002	1002	ACT	2111	Intro Financial Accounting	0

2.5 Enter the Application Page, here use the Absence from Centralized Examination as an example.
(进入申请界面，以“集中考试请假申请”为例)

Absence From Centralized Examination

注意:
NOTE:

1.该申请为常规学期(不含暑期)大学统一管理类考试科目(集中考试科目)请假申请,最终结果由教务处审批为准。如需提交其他非统一管理考试科目(非集中考试科目)有关申请,请返回主申请界面选择相应申请类别,最终结果由开课学院审批为准。

This is an application form for Absence from Centralized Examination in the regular terms (Summer Session is excluded), the final result shall be subject to the Registry. If you need to submit an application regarding Non-Centralized examinations, please return to the previous page and select the corresponding application type, the final result shall be subject to the Course Offering Unit.

2.根据本科生总学则第9.5条规定,学生如因病或要事不能参加科目考试,须尽早以书面并附证明文件向教务处处长申请补准缺考,此申请须于该项考试后五个工作日内办理。如因病或因伤缺考,申请书须附合格医生签署的证明文件。

According to clause 9.5 of the General Regulation Governing Undergraduate Studies, a student who for medical or other compelling reasons is unable to sit for any course examination shall apply in writing with documentary evidence at the earliest possible instance but in any case not later than five working days after the examination concerned to the Director of Registry Services for permission for absence. In the case of illness/injury, the application shall be accompanied by a certificate signed by a qualified medical practitioner.

3.学生未获准许于任何考试缺考,该考试成绩作不及格计算。学生如获准考试缺考,由有关课程决定另行考核,且须于考试周结束后十五天内完成补充考核安排。



A student who is absent from any examination without permission shall be given a failure grade in that examination. All make-up arrangements, if approved, must be completed within 15 days after the Centralized Course Examination week by the course concerned.

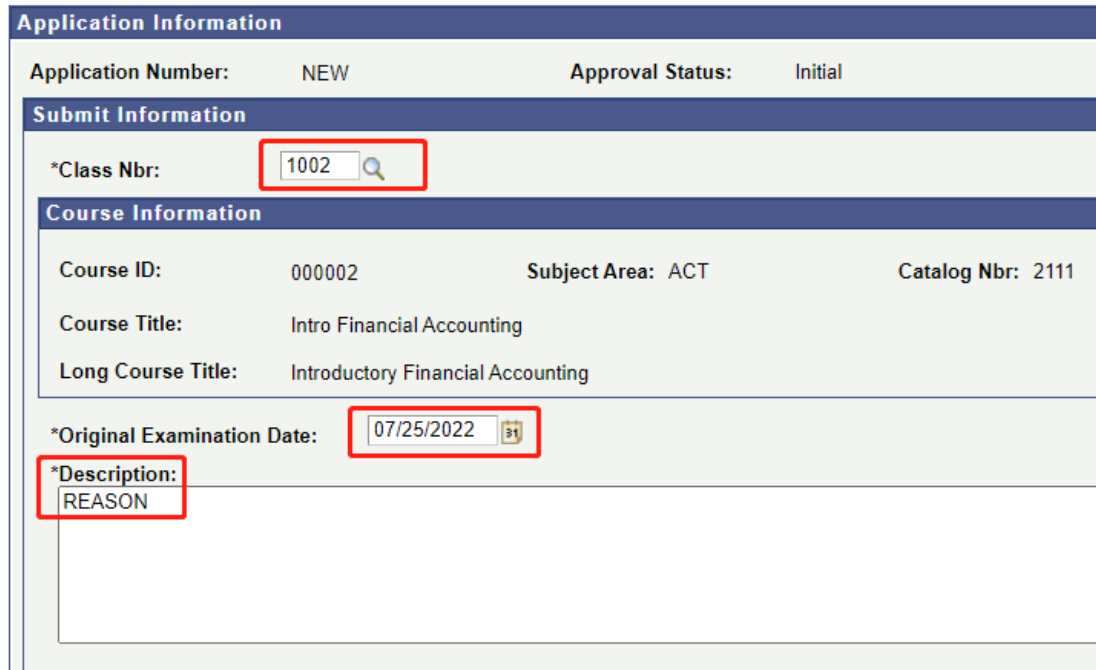
Student information			
Student No.:	<input type="text"/>	Name:	<input type="text"/>
Academic Career:	Undergraduate		
Term:	2021-22 Summer Session	Academic Group:	School of Science and Engineering
Year of Attendance:	3rd Year		

Application Information		
Application Number:	NEW	Approval Status:
		Initial
		Submission Date:

Submit Information	
*Class Nbr:	<input type="text"/>
*Original Examination Date:	<input type="text"/>
*Phone:	<input type="text"/>
*Description:	<input type="text"/>

Attachments Upload		Personalize	Find	First	1 of 1	Last
Attachment	View File	Add File				
1	View File	Add File				


2.6 Click  button and select the course, Original Examination Date, and input your description (点击  按钮选择所需课程，原本考试日期，并输入你的申请原因)



Application Information

Application Number: NEW Approval Status: Initial

Submit Information


*Class Nbr: 1002 

Course Information

Course ID: 000002 Subject Area: ACT Catalog Nbr: 2111

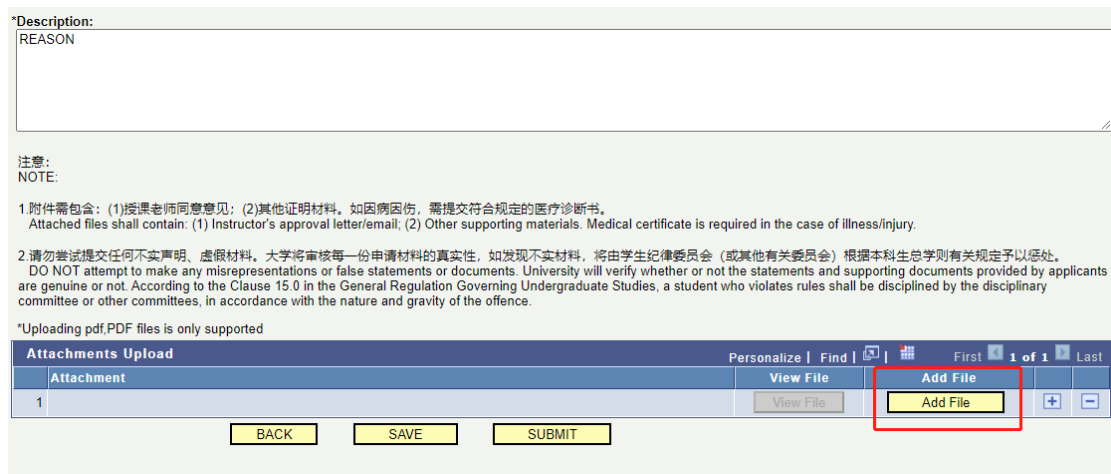
Course Title: Intro Financial Accounting

Long Course Title: Introductory Financial Accounting

*Original Examination Date: 07/25/2022 

*Description: REASON

2.7 Click 'Add File' to upload attachment(s), and read the NOTE carefully. (点击'Add File'上传附件，并仔细阅读上方注意事项)






*Description:
REASON

注意:
NOTE:

1. 附件需包含: (1)授课老师同意意见; (2)其他证明材料。如因病因伤, 需提交符合规定的医疗诊断书。
Attached files shall contain: (1) Instructor's approval letter/email; (2) Other supporting materials. Medical certificate is required in the case of illness/injury.

2. 请勿尝试提交任何不实声明、虚假材料。大学将审核每一份申请材料的真实性, 如发现不实材料, 将由学生纪律委员会 (或其他有关委员会) 根据本科生总学则有关规定予以惩处。
DO NOT attempt to make any misrepresentations or false statements or documents. University will verify whether or not the statements and supporting documents provided by applicants are genuine or not. According to the Clause 15.0 in the General Regulation Governing Undergraduate Studies, a student who violates rules shall be disciplined by the disciplinary committee or other committees, in accordance with the nature and gravity of the offence.

*Uploading pdf,PDF files is only supported

Attachments Upload		Personalize	Find	First	1 of 1	Last
Attachment	View File	Add File				
1						

BACK SAVE SUBMIT

2.8 Click 'Save' to save your application information, click 'Submit' to submit your application.

2.9 You may go back to step 2.4 and click ‘View Detail’ to check your application history or application status. (你可回到步骤 2.4 查看你的申请历史记录或申请状态)

Approval Information

▽ **Approval Flow: Pending**

【Absence From Centralized Examination】

Pending

🕒 Course Offering School

→

Not Routed

📁 Registry

Approval history

	DateTime Created	Approval Status	Comment
1	07/11/22 03:37:08	Submitted	Submitted Application

Approval Information

▽ **Approval Flow: Approved**

【Absence From Centralized Examination】

Approved

✓ Course Offering School
07/11/22 - 10:19 AM

→

Approved

✓ Registry
07/11/22 - 10:20 AM

Approval history

	DateTime Created	Approval Status	Comment
1	07/11/22 09:49:49	Submitted	Submitted Application
2	07/11/22 10:19:05	Push Back	退回
3	07/11/22 10:19:22	Resubmitted	Resubmitted Application
4	07/11/22 10:19:36	Approved	
5	07/11/22 10:20:33	Approved	

3. Revoke the application (撤回申请)

You may click 'Revoke' to cancel your application if it hasn't been processed by the course offering school. (你可于开课学院处理前点击'Revoke'取消你的申请)

*Uploading pdf,PDF files is only supported

Attachments Upload Personalize | Find | First 1 of 1 Last

Attachment	View File	Add File
1 [blurred]	View File	Add File

BACK
REVOKE

Approval Information

Approval Flow: Pending

[Absence From Centralized Examination]

Pending

→

Not Routed

🕒 Course Offering School

→

📁 Registry

Approval history Personalize | Find | First 1 of 1 Last

#	DateTime Created	Approval Status	Comment
1	07/13/22 02:01:00	Submitted	Submitted Application

The application is terminated. (申请显示已终止)

Approval Information

Approval Flow: Terminated

[Absence From Centralized Examination]

Terminated

→

Terminated

✗ Course Offering School
07/13/22 - 5:46 PM

→

✗ Registry

Approval history

#	DateTime Created	Approval Status	Comment
1	07/13/22 02:01:00	Submitted	Submitted Application
2	07/13/22 05:46:12	Revoked	

4. Resubmit the application (重新提交申请)

If your application is pushed back/returned, you may check the comments and submit supplementary materials, and click 'Resubmit'. (如你的申请被退回，你可查看评论并提交补充材料，点击'Resubmit'重新提交申请)

The screenshot displays the application interface with the following sections:

- Attachments Upload:** A table with columns for Attachment, View File, and Add File. A red box highlights the '+' button in the Add File column. Below the table are 'BACK' and 'RESUBMIT' buttons, with the 'RESUBMIT' button also highlighted by a red box.
- Approval Information:** A section titled 'Approval Flow: Pending' showing a flow from 'Course Offering School' to 'Registry'.
- Approval history:** A table with columns for DateTime Created, Approval Status, and Comment.

DateTime Created	Approval Status	Comment
1 07/13/22 01:21:06	Submitted	Submitted Application
2 07/13/22 01:24:42	Push Back	

5. Check the application status (查询申请状态)

Same with 2.4 and 2.9. (同步骤 2.4 与 2.9)

THE END