9. **CO-CURRICULAR ACTIVITIES**

9.1 Students are required to participate in at least 6 cumulative hours of non-credit bearing co-curricular activities (CCA) in order to satisfy the overall requirement of general education before graduation. The said duration can be a combination of a number of recognized CCA. The scope of activities recognized for fulfilling the requirement of mandatory CCA is determined by Student Affairs Office (SAO) ([http://www.polyu.edu.hk/sao/cca](http://www.polyu.edu.hk/sao/cca)) and outlined as follows:

(i) The CCA is non-credit bearing and non-course-required.
(ii) The learning outcomes of such activities/programmes should be able to broaden students’ horizon, and inspire them to actualize all-round development in terms of the strengthening of competencies as mentioned in Section 2.2.
(iii) The format of these activities can be structured short courses, experiential learning, workshops, competitions, talks and seminars, study tour, voluntary work within PolyU and Community Service Learning Programme, etc.
(iv) Community projects can be also recognized as co-curricular activities if the community services are endorsed by faculty/school/department. Community projects with pre-training and/or briefing sessions are more desirable.
(v) The activities should be organized or co-organized by PolyU faculties/schools/departments/units/committees, and/or endorsed by the aforesaid parties as fulfilling the above criteria. The organizer of these activities should ensure that quality assurance mechanism is in place as a measurement of student learning outcome.

9.2 **Exception**

Activities like internship, placement, paid work, and contribution made by office-bearers in student bodies are NOT considered as CCA. Activities counted as Work-integrated Education (WIE) should not be counted as CCA.

9.3 **Fulfilment Status**

If students would like to fulfil the mandatory CCA requirement, they should first check with the organizer or the Department whether the activities they are going to participate in are recognized CCA. After students’ participation in recognized CCA, the organizer or the Department would normally input the students’ participation information into the Co-curricular Achievement Transcript (CAT) administered by SAO. Students may preview their CAT online to check their fulfilment status at [http://www.polyu.edu.hk/sao/cca](http://www.polyu.edu.hk/sao/cca).
http://www.polyu.edu.hk/sams/ (view the CAT category titled “Mandatory Requirement”).

Details of student participation in such co-curricular activity are shown in the CAT category titled “Developmental Programme” and/or “Contribution to University”. However, such fulfilment record originated from student participation in developmental programmes will be uploaded to CAT system normally at the end of the semester.