CUE Guidelines for SIS

Undergraduate students must take CAES1000 Core University English (CUE) course in either the first or the second semester of their first year.

The only students who may take CUE in their second or third year of study are those that have failed CUE in their first year.

Students must sign up for a CUE class during the course enrollment period before the academic year begins. The system will give students a place in a class using the balloting system. Students have to check their class selection results periodically and if they aren’t successful in getting a place in their first choice, they need to go into the SIS system and choose another timeslot until they are given a place in a class.

If students do not sign up for a CUE class at all during this period, the SIS system will automatically assign students to a class either in the first or second semester at the end of the course enrollment period.

Students can add/drop from a CUE class freely only in the first week of the add/drop period during the first or second semester.

In the second week of the add/drop period, students can only add/drop a CUE class if they can prove that their CUE course clashes with another course they need to take. To apply for approval to add/drop a CUE class, they need to fill in a form from CAES and provide evidence of the time clash. This will be reviewed by CAES and if approval is given they need to go to their home faculties to process the change of classes, but only once approval has been gained from CAES. For the detailed enrollment guidelines, please refer to the course website http://caes.hku.hk/caes1000.

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Exemption from CAES1000 Core University English

If you fulfill one of the following exemption criteria, you may submit your exemption application via http://www.fbeitt.hku.hk/webform/application-for-exemption-caes1000/ before HKT23:59 August 17, 2015 (Monday).

Exempted students must take an elective course in lieu.

2015-2016 Core University English (CAES 1000) Exemption Criteria:
- holder of Bachelor’s degree from an English-medium university
- achieved an A* in the English Language, English Literature or English Language and Literature GCE English A level paper (including specification A or B, if given)
- achieved an overall IELTS score of no less than a 7.5 and no less than a 7 on the Reading, Speaking, Listening and Writing Tests
- achieved an overall TOEFL Internet Based Test score of no less than 102 and no less than a 27 on the writing and speaking sections and a 24 on the listening and reading sections
- achieved a 5 in the HL English Language A: Literature or English Language A: Language and Literature paper or a 6 in the SL English Language A: Literature or English Language A: Language and Literature paper in the International Baccalaureate
- achieved an Scholastic Aptitude Test (SAT) essay score of no less than 10 and no less than 700 on the Critical Reading and Writing Tests
- achieved a score of no less than 5 on the Advanced Placement English Language and Composition Test or the Literature and Composition Test
- None of the exemption criteria listed above has been fulfilled, but would like to be tested by CAES to be of a native English speaker standard (Note: Faculty Office will relay your information to the Centre for Applied English for assessments.)

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**Freshmen with 5** in HKDSE English Language paper**

Students who have achieved 5** in the HKDSE English Language paper will be automatically exempted from taking CAES1000 Core University English (CUE) course. If you wish to apply for repeal of CAES1000 exemption, please submit an online application via [http://www.fbeitt.hku.hk/webform/application-for-repeal-caes1000-exemption](http://www.fbeitt.hku.hk/webform/application-for-repeal-caes1000-exemption) before HKT23:59 August 23, 2015 (Sunday). Late application will NOT be processed.

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For any enquiry, please contact Miss Rowena Kwok at (852)3917-5300 or rowenak@hku.hk.