

CUE Guidelines for SIS

You must enroll in the course CAES1000 in either the first or second semester of your first year of study unless you have been officially granted exemption/ advanced standing from taking the course (Please check with your home Faculty in relation to the criteria and application procedures for CAES1000 exemption/ advanced standing). If you are in the process of applying to be exempted from CAES1000, you should complete the necessary application procedures as early as possible. You should enroll in one of those classes offered in semester two if the application process is not completed during the add/drop period. If you are auto-enrolled in a semester one class and your application for exemption fails, you could be negatively impacted by your absences.

Enrollment Arrangements

You must sign up for a CAES1000 class during the course enrollment period (i.e. August 23 - 28, 2017).

Each CAES1000 class has a quota of 20 and the Student Information System (SIS) approves students' enrollment requests by auto-balloting. Thus, there is no guarantee that you will be allowed to enroll in the class you have selected.

Please check your course selection results periodically, and if you fail to enroll in your selected group, please choose another timeslot until you can enroll in a class successfully. If you don't sign up for any class during the course enrollment period, the SIS system will automatically assign you a class randomly after the course enrollment period ends. Please check with your home Faculty on your status if you believe you have been granted exemption/ advanced standing but have been assigned a CAES1000 class subsequently.

You can change your CAES1000 class freely during the first week of the add/drop period during the first and second semester (i.e. until 4pm on September 6, 2017 in the first semester, and 4pm on January 22, 2018 in the second semester). Please attend sessions of your original class until your application for class change has been approved. The SIS system will perform random class assignment to those without classes and you can no longer change your CAES1000 enrollment after the above-mentioned deadline. Please refer to the course website at <http://caes.hku.hk/caes1000> for detailed procedures of changing class groups at this stage.

Students Seeking Applications for Advanced Standing or Exemption

For exemption criteria and application procedures, please refer to the section below. Eligible students will be informed of application details by the Faculty directly.

If exemption and/or advanced standing results are not available by the end of August 2017, you should enroll in one of those classes offered in semester two. Or else, you will be auto-enrolled in a semester one class and expected to attend the class until the exemption and/or advanced standing results be released.

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 13, 2017 (Sunday)**. *Late application or application with insufficient information will NOT be processed.*

Exempted students must take an elective course in lieu.

Exemption Criteria (for September 2017 intake) :

- 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.)

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/> before **HKT23:59 August 13, 2017 (Sunday)**. *Late application or application with insufficient information will NOT be processed.*

For any enquiry, please contact Mr. Tony Chan at (852) 3917-1197. Email enquiries should be sent to Ms. Carol Yuen at carolysm@hku.hk.