

## Course Registration

### a) Course selection procedures

- You are required to select courses you will enrol in for both the first and second semesters in the course selection period in August. You are allowed to change your selected courses during the add/drop period, i.e., the first two weeks after the start of each semester.
- For selection of summer courses, if you are a non-final year student, you will be asked to do so during the course add/drop period in the second semester.
- You are normally expected to take 60 credits of courses in a year and are not allowed to select more than 72 credits of courses in a year. You should select at least 60 credits, of which no fewer than 24, nor more than 36 credits of courses in the first/second semester (except in the last semester of study when the number of outstanding credits required to complete the curriculum requirements is fewer than 24 credits).
- If you wish to select fewer than 24 or more than 36 credits of courses in the first/second semester or take fewer than 60 or more than 72 credits in a year, you are required to submit the completed “Application form for Taking Course Load Deviating From Normal Load” via the Faculty’s new Online Application Submission System (OASS) (<https://webapp.science.hku.hk/intranet/OnlineFormUG.html>) by the specified deadline. Your online application, after submission, will be forwarded to the Chief Course Selection Adviser of your primary science major (for BSc students) or Chief Actuarial Science Course Selection Adviser (for BSc(ActuarSc) students) or Chief Applied Artificial Intelligence Course Selection Adviser (for BAsc(AppliedAI) students) and the Faculty Office for approval. You will be informed of your application result, by email, within 7 working days after submission.
- With the special permission of the Board of the Faculty, students may exceed the annual study load of 72 credits in a given academic year **provided that the total number of credits taken does not exceed the maximum curriculum study load of 288 credits (with inclusive of those advanced standing credits and/or transferred credits granted, if any) for the normative period of study** specified in the curriculum regulations, save as provided for under Sc5(f) (BSc programme)/AS5(e) (BSc(ActuarSc) programme)/AAI4(g) (BAsc(AppliedAI) programme). Students in the first year are, however, not allowed to take more than 72 credits of courses.
- You are not allowed to choose a course which you have not met the pre-requisite requirements or if you have a timetable clash, except under special circumstances. The system will automatically disapprove such courses you have selected. If you wish to select such courses, you have to seek endorsement (written / via email) from the Course Selection Adviser(s) (or the Representative(s)) of the department(s)/school(s) offering the course(s) by completing the “Course Approval Form”. The duly endorsed form should be submitted to the Faculty Office via the Faculty’s new Online Application Submission System (OASS) (<https://webapp.science.hku.hk/intranet/OnlineFormUG.html>) by the application deadline for further processing.

(Note: For any student who wishes to seek special approval for taking courses offered by the School of Biological Sciences (e.g. BIOL courses), you need to submit the “Course Approval Form” together with the valid endorsement from the Course Coordinator(s) (instead of Course Selection Adviser(s)) directly to the School of Biological Sciences Office by the application deadline.)

- Double-counting of courses up to a maximum of 24 credits is permissible with double majors in BSc / BAsSc(AppliedAI) programme or Professional core and major in BSc(ActuarSc) programme. For cases with 24 or less double-counted credits, the student must make up an equivalent number of credits by taking other courses offered by any Faculty. Double counting of credits is not permissible for certain situations. You should refer to “Students taking double Majors, Major-Minor or double Minors with overlapping course requirements” in the BSc syllabuses for details. You have to submit the form “Application for Taking a Replacement Course” via the Faculty’s new Online Application Submission System (OASS) (<https://webapp.science.hku.hk/intranet/OnlineFormUG.html>) if a replacement course has to be taken.

- CAES1000 Core University English (CUE)

To satisfy the English language enhancement requirements, you should take:

(a) **CAES1000 "Core University English"** (6 credits) in the first year. Candidates who have achieved Level 5 or above in English Language in the Hong Kong Diploma of Secondary Education Examination, or equivalent, are exempted from this requirement, and Core University English is **optional**. Those who do not take this course should take an elective course in lieu, see Regulation UG6. If you are still in doubt about the CAES1000 exemption policy, please contact the Faculty Office for advice.

**Important Notes for CAES1000:**

- Undergraduate students are advised to enrol in CAES1000 Core University English (CUE) course in either the first or the second semester of their first year of study.
- Students must sign up for a CUE class during the course enrolment period **before** an academic year begins. The system will give students a place in a class using an auto-balloting system.
- Students have to check their class selection results periodically. If they are not 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.
- The SIS system will automatically assign students to a class in either the first or second semester at the end of the course enrolment period if the students (those who obtained DSE English Language Level 3 or 4 or equivalent) do not sign up for a CUE class.
- Students can add or drop a class of CAES1000 freely during the 2-week add/drop period. The SIS system will assign a class to those required students without CAES1000 enrolment (i.e. students who achieved HKDSE English Language Level 3 and 4, or equivalent) after the add/drop period.

Note: The add/drop period of CUE will be aligned with that of the University starting from the academic year of 2020-2021 and thereafter.

- Please refer to the course website <https://learning.hku.hk/caes1000/> for the detailed enrolment guidelines and the course video <https://youtu.be/sSA6oqQXYsY> (also available in the course website) to hear past CUE students talking about how the course benefitted themselves.

- English in the Discipline (ED) courses:  
CAES9820 Academic English for Science Students /  
CAES9821 Professional and Technical Communication for Mathematical Sciences

To satisfy the English language enhancement requirement, students in the following degree curriculum and intake year should complete the specified English in the Discipline course during their second year of study:

Curriculum	Students admitted to the first year in		
	2017-2018 or before	2018-2019	2019-2020 and thereafter
BSc*	CAES9820	CAES9820 or CAES9821	
BSc(ActuarSc)	CAES9820	CAES9821	CAES9821
BASc(AppliedAI)			CAES9821

\* *Note: CAES9821 is designed for students who intend to major in Decision Analytics, Mathematics, Risk Management and Statistics. BSc students with other majors are recommended to take CAES9820.*

The only students who may take the course in their third year of study are those that have failed the course or have been approved to take a year-long leave in their second year. The Centre for Applied English Studies (CAES) has arranged with the Faculty of Science to offer the courses in the first and second semesters in order to provide students with maximum flexibility. Please note that students are free to enrol in available classes in either of the semesters.

You must select the specified ED class during the course selection period. Starting from the suspension period, the SIS will approve your enrolment application. You have to check your class selection result after the suspension period and if you are not successful in getting a place in your first choice, you should choose another available class in SIS until you are given a place in a class.

You may change your ED class freely during the add/drop period in the first semester. You are required to attend lessons in the original ED class until your request for change of classes has been approved. Owing to the limited resources, CAES cannot increase class quotas to allow students to enrol in their preferred classes. For those students who still have not enrolled in the course online after the add/drop period in the first semester, the SIS will randomly assign you an ED class while avoid clashing with your chosen courses. You will be informed, via email, to check your class allocation result online and its add/drop schedule in the second semester by mid-December.