

Course Selection Procedures

- You are required to select courses you will enroll 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 still 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 form “Application Form for Taking Course Load Deviating From Normal Load”, with the written endorsement from the Chief Course Selection Adviser of the student’s primary science major (for BSc students) or Chief Actuarial Science Course Selection Adviser (for BSc(AC) students), to the Faculty Office for approval by the specified deadline. 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(AC) 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 approval from the Course Selection Adviser of the course offering school/department by completing the “Course Approval Form”.

(Note: For any student who wishes to seek special approval for taking courses offered by the School of Biological Sciences (eg. BIOL courses), you need to submit the “Course Approval Form” 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 programme or Professional core and major in BSc(AC) 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 for the Course Required in Two Different Majors/Minors” if a replacement course has to be taken.
- CAES1000 Core University English (CUE)
You should take CAES1000 Core University English (CUE) course in either the first or the second semester of your first year. Candidates who have been **admitted to the first year in 2018-19** and

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 UG 6.

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

1. the students (those who obtained DSE English Language Level 3 or 4 or equivalent) do not sign up for a CUE class or
2. the students who obtained DSE English Language Level 5 or above, or equivalent, AND elect to take CAES1000 but cannot be assigned a place during the course enrollment period.

You 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, you can only add/drop a CUE class if you can prove that your CUE course clashes with another core course you need to take. To apply for approval to add/drop a CUE class, you need to fill in a form from the Centre for Applied English Studies (CAES) and provide evidence of the time clash. This will be reviewed by the CAES1000 Course Coordinator and if approval is given you need to go to the Faculty Office to process the change of classes. Please refer to the course website <https://learning.hku.hk/caes1000/> for the detailed enrollment guidelines and the course video <http://bit.ly/CAES-CUE> for students' sharing after they have taken CUE.

(Note: For students admitted to the first year in 2017-18 or before, exemption from the CUE requirement, if applicable, has already been granted in your first year of study. Any application for CUE exemption made in subsequent year of studies will not be entertained even if you haven't successfully completed CUE in your first year.)

- CAES9820 Academic English for Science Students

To satisfy the English language enhancement requirement, BSc or BSc(ActuarSc) students should complete the course CAES9820 during their second year of study. 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. CAES has arranged with the Faculty of Science to offer the course in the first and second semesters in order to provide students with maximum flexibility. Please note that students are free to enroll in available classes in either of the semesters and the SIS system approves students by auto-balloting.

You must select a CAES9820 class during the course selection period. Starting from the suspension period, the SIS will approve your enrollment application by auto-balloting. You have to check your class selection result periodically 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 add/drop from your CAES9820 class freely during the add/drop period in the first semester. You are required to attend lessons in the original CAES 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 enroll 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 a CAES9820 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.