

December 6, 2018

Dear Students,

CAES9820 Academic English for Science Students

To satisfy the English language enhancement requirement, undergraduate students in BSc or BSc(ActuarSc) 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.


For those students who still have not enrolled in the course on-line, the SIS system will randomly assign you a CAES9820 class while avoid clashing with your other chosen courses. You are required to check your class allocation result on-line on December 6, 2018.

You may still be able to change your CAES9820 class during the **first week** of the add/drop period (i.e. January 14 (Year 2: 12:00nn; Year 3: 2:00pm) – January 20, 2019). Starting from January 15, 2019 (12:00nn), the SIS system will approve any CAES9820 enrolment applications by auto-balloting. You have to check your class selection result soon after the suspension period (i.e. January 15, 2019 (5:00pm)) and if you are not approved in taking the class you have selected, you should choose another available class in SIS until you are given a place in a class.

Please note that the online add/drop for the course will be closed after January 20, 2019. The SIS system will then assign classes to students who have not enrolled in any class and the finalized class allocation result will be released on-line on January 22, 2019 (10:00 am). Further changes to your CAES9820 enrollment will not be allowed during the second week of add/drop period.

Students must work through the above enrollment procedures to secure a place in available classes during the enrollment & add/drop period. Due to limited resources, CAES cannot increase class quotas in order to allow students to enroll in their preferred classes.

Yours sincerely,



Dr. Miranda Legg  
Interim Director