**THE UNIVERSITY OF HONG KONG**

**CENTRE FOR APPLIED ENGLISH STUDIES**

**Application for Change of Sub-class Group for *CAES1000: Core University English***

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| **PERSONAL DETAILS** | | | | |
| **Name:** |  | |  |  |
| **University No:** |  | |  |  |
| **Faculty:** |  | | **Curriculum:** |  |
| **Year of Study:** |  | |  |  |
| **Tel:** |  | | **Email:** |  |
| **Current CUE Class Group:** | |  | | (e.g. CAES1000 – N1) |

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| **DETAILS OF THE CHANGE** | | | | | |
| *Students can change their CUE class* ***ONCE*** *if it clashes with* ***a core / pre-requisite course*** *they are required to take.* | | | | | |
| Course Code & Title of the core / pre-requisite course: | | |  | | |
|  | | |  | | |
| New CUE class group: | 1) |  | | 4) |  |
|  | 2) |  | | 5) |  |
|  | 3) |  | |  |  |
| (List 5 available class groups in priority order) | | | | | |

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| **LIST OF DOCUMENTS ATTACHED AS PROOF** |
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| **IMPORTANT NOTE** | |
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| **1.** | A student is allowed to apply for a change of sub-class group only **ONCE**. Hence, students should check their timetables carefully to ensure that the application is necessary and the information given on the form is accurate. |
| **2.** | Applications for change of sub-class groups must be finalised by the end of the **second week of add/drop period** Therefore applications will only be accepted up until the end of the Wednesday of that week to ensure that adequate time is left for processing the request. |
| **3.** | Please attach the supporting documents to this application (i.e. students’ course schedule, schedule of the core / pre-requisite course they need to take and the syllabus of the degree curriculum [**with the core / pre-requisite course highlighted**] ) |

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| **Signature of student:** |  | **Date:** |  |

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| **Approved by**  **Centre for Applied English Studies:** |  | **Date:** |  |