

Dear Students,

## **Updated Teaching and Learning Arrangements for Semester 2, 2019/20**

May I wish you all a happy, healthy and fruitful Year of the Rat.

In view of the current development of the 2019 novel coronavirus, President Roland Chin announced on 30 January 2020 the suspension of all face-to-face classes until 2 March 2020. Instead, all classes will be delivered by means of online teaching and learning during this period. Course instructors will do their very best to enable your continuous learning and to uphold the best academic standards and practices.

The University will implement the following measures:

### Make-Up Classes and Extension of the Semester

Semester 2 will be extended for two weeks. After face-to-face classes can resume, make-up classes will be arranged to cover for content as well as studio and laboratory sessions that cannot be delivered by other means. Such make-up classes will be arranged during the two-week extension, and/or through classes on weekends as well as other remedial means such as intensive learning.

The adjustments to the academic calendar are as follows:

1. The last day of classes will be 9 May 2020 (original date: 25 April). Course instructors will arrange make-up classes as soon as classes can resume including during the two-week extension;
2. Examinations for Semester 2 will take place from 14–28 May 2020 (original period 4–18 May);
3. It is expected that the graduation lists may be approved on 30 June 2020 by Senate (a few days later than the original approval date).

For programmes which adopt a schedule different from the [University Academic Calendar](#), separate arrangements will be made and respective students will be informed accordingly.

### Deployment of eLearning before 2 March 2020

Given the uncertainty of the current situation, teachers need to find ways to enable you to continue to learn. Besides, we cannot solely rely on make-up classes after class resumption and semester extension if we want to complete the semester within a reasonable timeframe. Therefore, all course instructors are advised to transition their classes to online mode to continue teaching and learning while face-to-face instruction is suspended. This will include:

1. Video recording of lectures and course materials will be archived and provided via electronic means for your access (e.g. the University's Moodle platform);

2. Verbal and/or visual explanations of the archived materials will be provided (e.g. voice-over PPTs, Echo360, etc.);
3. Means and opportunities to interact with you online in real-time will be offered (e.g. Zoom tutorials, WhatsApp, WeChat, online office hours, etc.) to allow you to ask questions and discuss unclear matters with instructors.

Course instructors will also make use of various eLearning tools to actively engage you online and to devise online assessment. For these purposes, the University provides Moodle, Zoom and Echo360 as basic tools, yet instructors may choose other tools depending on the nature of their subject, suitability for purpose etc.

As the development of the novel coronavirus is unpredictable, we will continue to closely monitor the situation. If any further adjustment is needed, we will inform you promptly.

May I express my deep gratitude to all of you for your understanding.

Please take good care of yourselves and stay healthy.

Albert Chau  
Vice-President (Teaching and Learning)  
31 January 2020

c.c. All Staff