

Dear students,

Updated Teaching and Learning Arrangements for Semester 2, 2019/20 (13 February 2020)

My warmest regards to you and your family during this difficult time.

Following the announcement from President Roland Chin of 11 February 2020 on suspension of on-campus face-to-face classes until further notice, I would like to provide you with details about the special arrangements for teaching and learning in this semester. These measures are put in place to minimize the impact on your learning by the spread of the novel coronavirus.

Use of eLearning

- 1) As the novel coronavirus outbreak will continue for some time, we have to ensure the continuity and quality of your learning before and after face-to-face instructions can resume. Studies will therefore continue in the form of eLearning. Course instructors will continue to teach online, and as far as possible, according to the scheduled class hours. Please contact the Office of Information Technology for issues related to internet access (email: hotline@hkbu.edu.hk; phone: 3411-7899).

On Resumption of Face-to-Face Instructions

- 2) When the threat of the coronavirus outbreak is substantially contained, face-to-face instructions will resume. Mixed-mode teaching will be adopted: face-to-face teaching and online teaching delivered synchronously. With all forms of instructions combined, the number of contact hours would be similar to that of a regular semester. Course instructors may arrange intensive classes during weekends if necessary.

Non-local students who are now outside Hong Kong should not return to Hong Kong until we notify you to do so. We will give you ample advance notice so that you will have ample time to get yourselves ready before you return to the campus.

- 3) Content-based Programmes (No Practical Work)
For content-based programmes which include no practical work in any course, the last day of classes (including completion of end-of-semester assessment) should not go beyond **28 May 2020**. Your course instructors will adopt continuous, online assessment or other assessment methods to replace the on-campus semester-end examinations.
- 4) Programmes with Practical Work
For programmes with practical / lab-based courses such as studios, labs, placement, service-learning etc., course instructors will deliver the contents through eLearning as far as possible. As practical work needs face-to-face instructions, there will be make-up classes after the resumption of face-to-face instructions and these classes may extend to the summer. Please take this into account when you plan for your summer activities. For final year students of such programmes, we will try our best to minimize the delay to your graduation. Your Programme Director will inform you of the arrangements promptly.

Grade Assignment

- 5) Course instructors will assign letter grades to students according to the normal practice. If you have special reasons, you may apply in writing to the Academic Registrar/Dean of Graduate School for special approval for being assigned Distinction/Satisfactory/Unsatisfactory (DT/S/U) grades* in this semester by **16 April 2020**. Once approved, DT/S/U grades* will apply to ALL courses enrolled in this semester by you and these grades will not count towards the GPA.

* For postgraduate students, Satisfactory/Unsatisfactory (S/U) grades will be assigned.

Approval of Graduation

- 6) For students who have completed all requirements for graduation with grades assigned by mid June 2020, the Senate will approve their graduation by 30 June 2020. For other students, the Senate will approve their graduation as early as practicable in July or August 2020.

For programmes which adopt a schedule different from the University Academic Calendar, your Programme Director will inform you of the revised calendar separately.

We will closely monitor the situation and make further announcements if necessary. Please read emails and other messages from the University and your course instructors to stay alert of the latest development and updates from the University.

Please take good care of yourselves.

Albert Chau
Vice-President (Teaching and Learning)
13 February 2020

c.c. All Staff