Various Arrangements and ZOOM Online Teaching for Term 2, 2019-20

1. Introduction
a. Term arrangement
    i. The second term of 2019/20 has been extended for two weeks, and the term end date is 2 May 2020.
    ii. The Reading Week for undergraduate students will be kept as originally scheduled, i.e. from 30 March to 3 April 2020, except for students of the MBChB Programme, LLB Programme and BBA-JD Programme.
    iii. The revised Almanac for undergraduate and postgraduate students is at http://www.res.cuhk.edu.hk/en-gb/general-information/university-almanac/university-almanac-for-19-20 .
b. Online classes (including tutorials) according to the original timetable will commence on 17 February 2020.
c. Will revert to face-to-face classes when situation permits, and prior notification will be made one week in advance.

2. Class Arrangement
a. To maximize students' learning experience, synchronous online classes and tutorials according to the original timetable will be conducted.
b. Teachers may combine ZOOM teaching (see Section 4 below) with an early upload of pre-recorded lecture videos before class, provided that the lecture videos are of high quality and students' learning is not compromised.   Class duration should remain the same in principle.
c. Teachers and teaching assistants may consider scheduling additional online consultation hours to cater for the specific needs of individual students, for example students who for various reasons are staying in a place of different time zone.
d. Teachers are encouraged to upload reading materials to Blackboard to help students better prepare for the online classes to be resumed on 17 February 2020, and should keep good communications with students.
e. Specific programmes (e.g. Professional programmes) may operate on different schedules and operate differently as specified by the respective programmes.

3. Assessment
a. As we may revert to face-to-face mode when possible or may need to operate on online mode for the rest of Term 2, teachers should plan carefully and revise the course assessment schemes accordingly to cater for any eventuality, including a scenario whereby no face-to-face assessment will be available at the end of the term.

b. Revised assessment schemes (can have several schemes to cater for different situations) of individual courses should be approved by the Chair of the respective Department Assessment Panel and then announced to students before the end of the revised add/drop period on 23 February 2020.

c. Centralized examination timetable that is applicable to either face-to-face or online assessments will be announced in due course. Flexibility will be allowed for the scheduling of final examination depending on the assessment schemes to be adopted by individual courses.

d. There is no plan on any Pass/ Fail grade option at the moment.

e. IT tools to support non-face-to-face assessments are being explored.   Meanwhile, teachers are encouraged to explore how ZOOM can be used to support assessments.

4. ZOOM and class recording

a. Information in relation to eLearning support can be found in
https://www.elearning.cuhk.edu.hk

b. As ZOOM can support both synchronous and asynchronous online classes using lecture-type or discussion-type teaching and learning activities, and is relatively stable for users at Mainland, teachers should use ZOOM as far as applicable for online teaching so that students can use the same platform for all classes.

c. ZOOM has a meeting recording function.   Classes may be recorded and uploaded to Blackboard after the class. Teachers should inform students prior to recording, and students will have the choice to disable the video function in Zoom.

d. Training sessions for ZOOM have been scheduled.
   i. Information will be updated from time to time and is available in
      https://www.cuhk.edu.hk/eLearning/c_systems/zoom/Zoom_talks.pdf
   ii. Faculty-level sessions: from 3 - 7 February 2020.
   iii. TAs or Pg students with teaching duties are suggested to join faculty-level sessions. They can also join student sessions.
   iv. Additional sessions for groups with specific needs (e.g. pedagogical issues) will be designed and announced in due course.   These sessions will likely be conducted from 10-14 February 2020.
   v. Student sessions in English, Cantonese and Putonghua will be scheduled within 10-14 February 2020.

5. Faculty- or Programme-level matters

a. For courses that are extremely difficult to conduct online (e.g. courses with hands-on activity such as laboratory, studio or PE sports practical courses), Programmes may consider offering alternative courses to replace them.

b. If the alternative course is a new course, it has to be approved by the Programme Director/Department Chairman and the Faculty Dean (instead of the normal channel of going through Department and Faculty Boards). Same for the Study Scheme, revisions have to be approved by the Programme Director/Department Chairman and the Faculty Dean.

c. Cancelling a course by Programme is also acceptable provided that other options are available for students without affecting the time of their graduation.

d. Programmes should make good use of the University Summer Session (see the revised Almanac for Ug students) to offer additional courses to ensure that graduating students can graduate in time.   However, there is the possibility that the Summer Session may need to continue operating on online mode.

e. Faculties please help coordinate the list of course codes and titles of the cancelled courses and corresponding alternative courses for submission to RES (email: ugadmin@cuhk.edu.hk), and the revisions to the Study Schemes for submission to AQS (email: aqs@cuhk.edu.hk); and advise Departments/Programmes to submit new courses directly to CUSIS on or before 11 February 2020. Departments/Programmes should also inform the students concerned about the cancelled courses and the corresponding alternative courses.

f. All CUHK members with CUHK email and O365 accounts can use ZOOM.   Should Departments wish to provide ZOOM accounts to other teachers who have no CUHK email and O365 accounts, ITSC can help make registration for them. Faculties please help coordinate the applications, as soon as possible before 11 February 2020, which can be submitted following the instructions at https://www.itsc.cuhk.edu.hk/all-it/accounts-and-access/department-project-account/. Project account applications will normally be handled in 3 working days.

g. If access to ZOOM is needed urgently, please email elearning@cuhk.edu.hk with the following information:
   - CUHK applicant info (Faculty, Department, CUHK email, contact phone)
   - Email of the non-CUHK users
   - Justification