



教務長室

Registrar's Office

To	<i>All students</i>
From	<i>Registrar's Office</i>
Date	<i>4 February 2020</i>
Subject	<i>Announcement on Class and Tuition Fee Arrangement</i>
Enquiry	<i>registrar@cuhk.edu.hk</i>

Dear Students,

The University has announced on 26 January 2020 the extension of Lunar New Year holiday and resumption of classes on 17 February 2020 as a result of the Novel Coronavirus outbreak, and online teaching will be conducted as far as practicable and feasible without compromising learning outcomes. With the concerted efforts of many supporting units and teachers, training sessions on conducting online teaching using ZOOM have been delivered/scheduled for our teachers and students this week, and more will be arranged in the coming week.

In view of these developments, the University has made some special arrangements to cater for the particular needs of students and to facilitate their learning during this period of time. Details are as follow:

**1. Term and Tuition Fee Arrangement**

- a. The second term of 2019/20 has been extended for two weeks, and the term end date is 2 May 2020;
- b. 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, the LLB Programme and BBA-JD Programme;
- c. Students please observe the revised Almanac at the RES homepage <http://www.res.cuhk.edu.hk/en-gb/general-information/university-almanac/university-almanac-for-19-20>;
- d. The due date for payment of Term 2 tuition fees for all undergraduate and postgraduate programmes will be deferred to a date to be announced by the University in due course.

## **2. Class Arrangement**

- a. To maximize students' learning experience, synchronous online classes (including tutorials) according to the original timetable will commence on 17 February 2020. The University will revert to face-to-face classes when the situation allows, in the case of which prior notification will be given to students one week in advance;
- b. Teachers are encouraged to keep good communication with students and upload reading materials to Blackboard to help students better prepare for the online classes;
- c. Specific programmes (e.g. professional programmes) may operate on different schedules and operate differently as specified by the respective programmes.

## **3. Assessment**

- a. While the University may revert to face-to-face teaching when the situation allows, we have also prepared to operate on online mode for the rest of Term 2. Teachers will plan carefully and revise the course assessment schemes accordingly to cater for any eventuality;
- b. Revised assessment schemes will be announced to students before the end of the revised add/drop period on 23 February 2020.

## **4. ZOOM Online Learning**

- a. 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, ZOOM will be used for online teaching as far as practicable so that students can use the same platform for all classes;
- b. Training sessions on ZOOM for students in Cantonese, Putonghua and English will be scheduled within 10-14 February 2020. Information will be updated from time to time and is available at [https://www.cuhk.edu.hk/eLearning/c\\_systems/zoom/Zoom\\_talks.pdf](https://www.cuhk.edu.hk/eLearning/c_systems/zoom/Zoom_talks.pdf). Information in relation to eLearning support can be found in <https://www.elearning.cuhk.edu.hk/>.

We will continue to closely monitor the development of the situation and will update all students of any further measures when deemed necessary.

Best regards,

Kitty Yu

University Registrar