

**Learning, Teaching and Assessment Arrangements for Semester Two and Summer Term of 2020/21 –
Questions and Answers for Students**

The questions and answers below are compiled based on the arrangements for learning, teaching and assessment (LTA) for Semester Two of 2020/21 released on 20 November 2020 and Summer Term of 2020/21 released on 7 April 2021.

- (A) Overall Arrangements for General Learning and Teaching Activities
- (B) Arrangements for Essential Face-to-face Learning and Teaching Activities
- (C) Learning Support to Students and Backup Plan
- (D) Assessment Arrangements
- (E) Precautionary Measures that Students Shall Observe On-campus
- (F) Notes for Students Currently Residing Outside Hong Kong
- (G) Other Issues

<u>Questions</u>	<u>Answers</u>
(A) Overall Arrangements for General Learning and Teaching Activities	
1. What will be the overall arrangements for the learning and teaching activities for Semester Two and Summer Term, 2020/21?	<p>The University has decided to continue the LTA arrangements in Semester 2 for the Summer Term. Except for essential face-to-face learning and teaching activities as outlined in Section (B), general learning and teaching activities will be conducted via the online mode with some small classes providing students with face-to-face option.</p> <p>Online teaching can be conducted in synchronous or a mix of synchronous and asynchronous modes (e.g. real-time online classes supplemented with pre-recorded materials and out-of-class learning activities) to ensure the achievement of the intended learning outcomes. Subject lecturers will ensure that there is sufficient class interaction during the scheduled class time for students to take an active part in class.</p>

**Learning, Teaching and Assessment Arrangements for Semester Two and Summer Term of 2020/21 –
Questions and Answers for Students**

<u>Questions</u>	<u>Answers</u>
<p>2. How will general learning and teaching activities be delivered in Semester Two and Summer Term of 2020/21?</p>	<p>For a class size of <u>50 or below</u>, teaching (irrespective of its forms of instruction: e.g. lectures, seminars/tutorials) will be conducted on the basis of the pedagogical needs of the academic discipline, in EITHER of the following options:</p> <ul style="list-style-type: none"> • <u>Face-to-face with online option</u> Face-to-face classes will be held in University general teaching rooms with a seating capacity of at least twice the class size. Students may choose to attend these classes online remotely or face-to-face on-campus with all teaching activities recorded; OR • <u>Online option</u> using Blackboard Collaborate Ultra, MS Teams, or Zoom as appropriate, with all teaching activities recorded; <p>For a class size <u>of more than 50</u>, teaching will be conducted <u>online</u> using Blackboard Collaborate Ultra, MS Teams, or Zoom as appropriate, with all teaching activities recorded.</p> <p>For a mixed scenario in which subjects are offered with mass lectures (e.g. 100 or more students) and supplemented with small group seminars/tutorials (e.g. below 50 students), students will attend online lectures and may be able to choose to either online or face-to-face seminar/tutorial sessions as arranged by subject lecturers.</p> <p>Notwithstanding the above arrangements, should the local pandemic situation worsen again, learning and teaching will continue to be conducted online with the face-to-face option to be suspended.</p>

**Learning, Teaching and Assessment Arrangements for Semester Two and Summer Term of 2020/21 –
Questions and Answers for Students**

<u>Questions</u>	<u>Answers</u>
3. If I have registered for a subject having lectures with a class size larger than 50, but also having tutorials and/or lab sessions in smaller groups, what will be the arrangements?	<p>A subject can be delivered via different types of teaching activities (e.g. lectures, tutorials, seminars, etc.) with different class sizes. For example, the classes of a subject are delivered as follows:</p> <ol style="list-style-type: none"> 1) One lecture at the class size of 80; and 2) Two tutorials with each tutorial group of a class size of 40. <p>Since only those teaching activities with a class size of 50 or below may offer the face-to-face with online option, you shall attend the lecture online. The subject lecturer will decide if face-to-face teaching will be provided to the tutorials in addition to the online teaching, which is also subject to the availability of centrally allocated classroom.</p> <p>As such, using the above example, the mode of delivery will be as follows:</p> <ul style="list-style-type: none"> • Lectures – to be conducted online • Tutorials – (1) to remain as online; OR (2) to be conducted face-to-face in classroom and online, depending on the pedagogical needs of the academic disciplines concerned, such as class interaction, group activities, and availability of classrooms.
4. If the classes I have enrolled will be conducted both in face-to-face and online mode, is it compulsory for me to attend these classes face-to-face?	<p>You can choose to attend a class online remotely or face-to-face on campus. In other words, it is not compulsory for you to return to the campus to attend classes. Besides, classes will be recorded and uploaded to the Learning Management System (LMS) for your reference. Whatever mode of class attendance you choose, please be reminded that should the local pandemic situation worsen again, learning and teaching will continue to be conducted online with the face-to-face option to be suspended.</p>
5. What will be the learning and teaching arrangements for Research Postgraduate (RPg) Students?	<p>For RPg students, please be reminded to check the latest notices about the learning and teaching arrangements.</p>

**Learning, Teaching and Assessment Arrangements for Semester Two and Summer Term of 2020/21 –
Questions and Answers for Students**

<u>Questions</u>	<u>Answers</u>
(B) Arrangements for Essential Face-to-face Learning and Teaching Activities	
6. What are essential face-to-face learning and teaching activities?	Essential face-to-face learning and teaching activities usually refer to the practice-based activities, such as practicums, clinical skills training, hands-on laboratory sessions, placements, trainings, studio sessions and field studies. They are defined as essential and mandatory by Faculties/Departments to meet professional accreditation or programme graduation requirements.
7. How will essential face-to-face learning and teaching activities be conducted?	Essential learning and teaching activities as mentioned in Q6 will be conducted face-to-face regardless of the class size. Departments will set the class size where appropriate conforming to the prevailing public health and social distancing requirements and have the activities undertaken on campus or outside campus e.g. institution/agency/hospital. Departments may consider making alternative arrangements for taking the essential face-to-face learning and teaching activities for students residing outside Hong Kong if feasible. If alternative arrangements to fully achieve the learning outcomes cannot be made for these students, students will be advised in advance not to register for subjects with these activities. Students should also take note that face-to-face activities may be suspended/deferred if the COVID-19 pandemic situation worsens.
8. When will I be informed of the information about the essential learning and teaching activities?	Students are reminded to check the latest LTA information (i.e. whether a subject consists of essential LTA activities to be conducted via face-to-face mode) for the subjects offered in Semester 2, 2020/21 via the list here . Information about the latest LTA information of subjects offered in the Summer Term will be released to students before the add/drop period.
9. What precautionary measures will be enforced during essential face-to-face activities on campus?	To safeguard the health and safety of students and staff, precautionary measures will be enforced during the essential face-to-face activities to prevent any possible spread of COVID-19. For example, Departments will strictly adhere to the prevailing public health and social distancing measures for classes conducted in their own specialised rooms/labs. Other precautionary measures required for each activity may differ and depend on the activities involved, subject to professional judgement by the Faculty/Department concerned.
10. I am taking the final year project in this Semester, and I have to use the equipment in laboratory to do my project. Am I allowed to return to campus?	You should seek advice on your work plan from your final year project supervisor, and obtain approval from the Head of Department/School via the project supervisor and programme leader/final year project coordinator before returning to campus.

**Learning, Teaching and Assessment Arrangements for Semester Two and Summer Term of 2020/21 –
Questions and Answers for Students**

<u>Questions</u>	<u>Answers</u>
(C) Learning Support to Students and Backup Plan	
11. What is online mode of learning and teaching?	<p>There are two modes of delivering online learning and teaching (i.e. synchronous and asynchronous). Synchronous mode refers to learning and teaching activities conducted real-time online as centrally timetabled, using Blackboard Collaborate Ultra, MS Teams, or Zoom as appropriate. Classes will also be recorded and uploaded to the Learning Management System (LMS) for students' reference. Asynchronous mode refers to learning and teaching activities without real-time interaction. Students can access online teaching material (e.g. pre-recorded materials and out-of-class learning activities) at their own pace.</p> <p>Online teaching can be conducted in synchronous or a mix of synchronous and asynchronous modes to ensure the achievement of the intended learning outcomes. Subject lecturers will ensure that there is sufficient class interaction during the scheduled class time for students to take an active part in class.</p>
12. Is there any preparation I need to make before online teaching starts?	<p>Students are strongly advised to read through the “Student Guide to Online Learning” (https://polyu.hk/IgLuZ) and make necessary preparation before online teaching starts.</p> <p>The guide is intended to help students get the most out of their online education with the following information included:</p> <ul style="list-style-type: none"> • Tips to Succeed in Online Learning • Dos and Don'ts for Online Learning • Basic Preparations for Online Learning • Preparations for Online Learning in Subjects You Take • Preparations for Online Assessments • Resources for Online Learning <p>Students are also advised to visit the following website on online teaching for other information which will be of use to their preparation for online learning: https://www.polyu.edu.hk/elearning/student-support/onlinelearning</p> <p>In case of queries, students can always consult their Department/programme leader/subject teachers.</p>

**Learning, Teaching and Assessment Arrangements for Semester Two and Summer Term of 2020/21 –
Questions and Answers for Students**

<u>Questions</u>	<u>Answers</u>
13. What systems/tools will be used for online teaching? Do I need to install any software or programmes beforehand for attending the online classes?	Blackboard Collaborate Ultra, MS Teams and Zoom are the major systems/tools to be used for online teaching. Your subject teacher will let you know which to use and provide you with the relevant installation information in advance.
14. Will the recommended online tools perform well under the heavy traffic load of online teaching?	The University has worked with the vendors to provide sufficient bandwidth and stability for the recommended tools. Teaching staff will ensure successful trial runs are done before the online sessions.
15. What help can be offered if I do not have the necessary online facilities?	Students are advised to seek assistance from their subject teachers who will find a solution to tackle the problem(s) by getting support from the University if needed.
16. If I have missed the real-time online class, can I view it later?	All online lectures, seminars and tutorials, etc. will also be recorded and uploaded to the Learning Management System (LMS) for students' reference.
17. Can I request face-to-face meetings/consultations with teachers during this special period?	<p>You are strongly recommended to use electronic means (e.g. telephone, MS Teams, Skype) to conduct your discussion/meeting with teachers.</p> <p>Departments are advised to make reference to the public health guidelines from the Government and the University policy from time to time, when considering whether or not to hold face-to-face meetings/consultations.</p>
18. Will the learning resources provided by the Library be available during this special period?	Depending on the development of the pandemic, Library's opening hours may be adjusted from time to time. Please check the latest Opening Hours and Library Notices before visiting. To support online learning, the Library has been enhancing its digital services and e-resources such as e-journals , e-books , online videos , course readings lists , exam papers etc. Students who need help on finding information may join the Library's online classes/workshops or book a research consultation session. For quick tips, check out this guide for Library Support during COVID-19 , or contact the Library by phone (2766-6863), WhatsApp (6423-0820) or online .

**Learning, Teaching and Assessment Arrangements for Semester Two and Summer Term of 2020/21 –
Questions and Answers for Students**

<u>Questions</u>	<u>Answers</u>
19. What is the arrangement for service-learning activities, which is a graduation requirement for all undergraduate students?	<p>As you can see, the pandemic is making it rather difficult to plan and to anticipate. Therefore, there may be changes to the service-learning projects. Your service-learning subject teacher will have more details — check with them and do make sure that you read all the relevant emails and announcements on Blackboard.</p> <p>You can also refer to the FAQs from the Service-Learning and Leadership Office:</p> <p>Specifically about COVID-19: https://www.polyu.edu.hk/osl/index.php?option=com_content&view=article&id=166&Itemid=340</p> <p>General FAQ about Service-Learning subjects: https://www.polyu.edu.hk/osl/index.php?option=com_content&view=article&id=121&Itemid=130</p>
20. I am a final year student and I have not yet fulfilled the Work-Integrated Education (WIE), Service-Learning and Healthy Lifestyle requirement for graduation. What can I do?	<p>Please approach the following staff for advice:</p> <ul style="list-style-type: none"> • For Work-Integrated Education (WIE), contact your Programme Leader and/or Academic Advisor. • For Service-Learning requirement, contact your designated Academic Advising Officer at the Student Affairs Office or colleagues at the Service Learning and Leadership Office (slls.info@polyu.edu.hk). • For Healthy Lifestyle requirement, contact your designated Academic Advising Officer at the Student Affairs Office.
21. If I encounter problems in subject registration and study problems in this special period, what should I do?	<p>You can approach your designated Academic Advising Officer at the Student Affairs Office, or your Academic Advisor in the Department / Faculty. If you have any queries on the subject registration arrangements (e.g. subject registration schedule, subject registration procedures, etc.), you can also contact the Subject Registration Team of the Academic Registry at ar.subreg@polyu.edu.hk.</p>

**Learning, Teaching and Assessment Arrangements for Semester Two and Summer Term of 2020/21 –
Questions and Answers for Students**

<u>Questions</u>		<u>Answers</u>
22.	Is there any backup plan if the COVID-19 pandemic situation worsens again?	The University will continue to monitor and assess the situation closely and will provide updates as and when necessary. Should the local pandemic situation worsen again, general learning and teaching activities will continue to be conducted online with the face-to-face option to be suspended.
(D) Assessment Arrangements		
23.	How will examinations be conducted?	Alternative assessments or take-home examinations will replace on-campus and online invigilated examinations, where appropriate. On-campus invigilated examinations can be adopted if they are to fulfill professional accreditation requirements, subject to the availability of examination venues. Online invigilated examinations may be adopted, subject to a rigorous approval process by the University. For approved on-campus invigilated examinations, alternative arrangements will be made available for students currently residing outside Hong Kong.
24.	Is the Pass/Fail grading option available?	<p>The Pass/Fail (P/F) grading option will not be available for Semester 2 and Summer Term of 2020/21. If students encounter genuine difficulties and hardship, they are required to consult their academic advisors and they may submit a request to the programme offering departments by the specified deadlines (Semester 2: 29 March 2021; Summer Term: 21 June 2021) for all of the registered subjects for the semester to be assessed using Pass/Fail grading. For applications which are approved, all subjects taken by the students concerned in this semester will be graded by Pass/Fail. The result will be recorded as “P” (for Pass) or “U” (for Fail) instead of as a Letter grade on your transcript. The results that you receive for subjects in Pass/Fail grade will not contribute to your grade point average (GPA), though you can still earn the applicable credits if you pass the subject.</p> <p>Students should pay attention that, in determining students’ award/honour classifications, the Board of Examiners (BoE) will consider the total number of subjects in Pass/Fail grading that students have selected. As mentioned above, subjects with Pass/Fail grade will be recorded on the transcript with no contribution to GPAs. Please note that this may adversely affect a student’s future career and/or further studies. Employers and universities may evaluate your academic achievements when determining offers about employment and/or postgraduate admissions. Students without solid subject results or GPA information may inadvertently place themselves at a disadvantage.</p>

**Learning, Teaching and Assessment Arrangements for Semester Two and Summer Term of 2020/21 –
Questions and Answers for Students**

<u>Questions</u>	<u>Answers</u>
(E) Precautionary Measures that Students Shall Observe On-campus	
25. If I return to the PolyU to attend classes face-to-face, what precautionary measures should I observe?	<p>To ensure the health and safety of students and staff, the University has put in place a set of precautionary measures that all students and staff should observe:</p> <ul style="list-style-type: none"> a) All students and staff shall complete a travel and health declaration before they are granted access to the PolyU campus if they have not done so before. You are reminded to bring along your student identity card to pass through the entrance gate at the PolyU campus. b) A body temperature check will be conducted at the entrance gate upon entering the campus. c) All students and staff should wear a mask in class at all times. d) For general teaching activities that will be conducted face-to-face, a classroom of at least twice the class size will be allocated. You are required to sit in every other seat to maintain social distancing.
(F) Notes for Students Currently Residing Outside Hong Kong	
26. I am currently residing outside Hong Kong. Am I required to return to Hong Kong in Semester Two and Summer Term of 2020/21?	<p>For students who are currently residing outside Hong Kong, please note that you are not required to return to Hong Kong for Semester 2 and Summer Term of 2020/21. An option to conduct LTA online, except those essential face-to-face learning and teaching activities, will be provided. If you are currently residing outside Hong Kong, you are advised not to make travel plans back to campus because of the uncertainty with regard to the development of the pandemic. For instance, should the local pandemic situation worsen again, the face-to-face teaching will be cancelled and all classes will be conducted in online mode. Students can continue learning through online teaching.</p> <p>As for the essential practice-based learning and teaching activities, Departments will consider providing alternative arrangements for you so as not to affect your progression of study or graduation.</p>

**Learning, Teaching and Assessment Arrangements for Semester Two and Summer Term of 2020/21 –
Questions and Answers for Students**

<u>Questions</u>		<u>Answers</u>
27.	Will the University make special arrangements (e.g. accommodation associated with quarantine) for students currently residing outside Hong Kong who have the needs to return to Hong Kong?	<p>You will have to make advanced arrangements to meet the HKSAR government's mandated self-quarantine requirement (e.g. travel and accommodation arrangements).</p> <p>The Non-local Student Services Team under the Student Affairs Office will provide you with support on issues which you need to know or follow when entering Hong Kong. Students may contact the Team by phone: (852) 2766 5408 or by email: nls.services@polyu.edu.hk.</p>
28.	I am now in Mainland China. The internet quality in my hometown is not very reliable which may affect the online classes I have to attend. Will the University be able to offer any help and support?	The University has worked with the Liaison Office of the Central People's Government in the HKSAR (中央人民政府駐香港特別行政區聯絡辦公室) to facilitate the provision of online teaching to students in Mainland China.
29.	I am a non-local student. Whom should I contact concerning the university transfer under the arrangement of online teaching?	For details, please seek advice from the General Office of your hosting Department, Academic Registry (Email: ar.dept@polyu.edu.hk) and Global Engagement Office (Email: polyu.global@polyu.edu.hk).
(G) Other Issues		
30.	Will face masks or face shields be provided to students attending face-to-face activities?	<p>As in the current practice, you are required to wear your own face mask when entering the University campus.</p> <p>The University provides each student with one free face shield. Many students collected their face shields in May 2020. A new round of collection of face shields can be arranged if necessary.</p>

**Learning, Teaching and Assessment Arrangements for Semester Two and Summer Term of 2020/21 –
Questions and Answers for Students**

<u>Questions</u>	<u>Answers</u>
31. Will there be any reduction in tuition fees in response to the suspension of face-to-face teaching?	<p>The University's operating cost has not been reduced, but on the contrary, increased substantially for additional staff time, cleaning services, IT equipment, online software licenses, and additional telecom bandwidth. We are using appropriate technology to conduct online teaching (plus e-learning) to ensure that there is no compromise on the teaching quality. In general, students are expected to achieve the same set of intended learning outcomes via the online mode. Also, Departments will try to provide alternative arrangements for essential face-to-face activities to students who are currently residing outside Hong Kong. If alternative arrangements to fully achieve the learning outcomes cannot be made for these students, students will be advised in advance not to register for subjects with these activities.</p> <p>Given the reasons outlined above, there will be no tuition fee reduction or refund as additional teaching resources are required to provide quality online teaching and learning services to students and the University is doing all we can to provide quality education to all students.</p>

Last updated on 7 April 2021