

Notice on Response Actions for the Novel Coronavirus (18): Arrangements for the Essential Face-to-Face Activities, Assessments/Examinations for Semester Two and Summer Term Schedule

Task Force on the Delivery of Online Teaching

2020-03-16 17:02

Dear Students and Staff,

In light of the latest development of COVID-19 pandemic, it is likely that online learning and teaching will continue until the end of the semester. As certain types of face-to-face activities, e.g. *practicum*, *clinical skills training*, *hands-on laboratory*, and *studio sessions*, are essential (referred to as “essential face-to-face activities” hereafter) for some academic subjects to fully achieve their learning outcomes, the University has decided that limited on-campus face-to-face activities should be allowed from 6 April 2020 (or 23 March 2020 for some special cases) onwards. Learning outcomes that can be achieved via the online mode, such as tutorial/lectures, should be delivered online until further notice.

Details of the arrangements for the essential face-to-face activities, assessments/examinations for Semester 2 and the Summer Term schedule are provided as follows:

I. Arrangements for essential face-to-face activities for Semester Two

The arrangements set out below for the essential face-to-face activities are only applicable to subjects with learning outcomes that cannot be fully achieved by the online mode of learning and teaching. Learning outcomes that can be achieved via the online mode, such as tutorial/lectures, should be delivered online until further notice.

There are academic subjects that require **essential face-to-face activities**, e.g. *practicum*, *clinical skills training*, *hands-on laboratory*, and *studio sessions*, to achieve the learning outcomes. The framework below applies to **all** such taught programmes:

1. For students currently IN Hong Kong

- Essential face-to-face activities may be held from 6 April to 16 May 2020. (Note: Programmes requiring a longer period of practicum may begin from 23 March 2020 with special approval from the Deans and Heads concerned.)
- Subject lecturers should make use of the period from 6 April to 16 May 2020 to complete all essential face-to-face activities. The original three-week make-up class arrangement (i.e. 1 – 20 June 2020) will no longer be required.
- When making timetabling arrangements for essential face-to-face activities, departments/schools should take into account the travelling time from home to campus.

2. For students currently OUTSIDE Hong Kong

- Students currently outside Hong Kong are strongly advised to stay put until 30 May 2020. There is no rush to return to Hong Kong to attend the practicum, clinical skills training, laboratory, or studio sessions.
- If normal face-to-face learning and teaching could be resumed before the end of the semester, both face-to-face and online learning and teaching will be conducted in parallel until the end of the semester.
- Departments/Schools should arrange essential face-to-face activities for students currently outside Hong Kong from 22 June to 1 August 2020, if necessary. Students will be given three weeks for returning to Hong Kong and undertaking the quarantine requirement, if and when necessary.
- Students who have difficulty returning to Hong Kong to participate in the essential face-to-face activities during the period of 22 June to 1 August 2020 can seek exceptional approval from their Department/School to drop the subject. Alternatively, the Department/School can allow the students to complete the missing components of the subject in the following semester, if feasible.

Detailed schedules for these arrangements are set out in the Appendix.

Deans and Heads are responsible for ensuring that the plans for essential face-to-face activities drawn up by the subject lecturers and endorsed by the programme committees, undergraduate programme committees, if applicable, are in order based on the above framework.

Departments/Schools will inform students of the detailed arrangements for returning to campus for the essential face-to-face activities, so students are reminded to check your email account regularly.

Safety precautions

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. The following measures should be adopted:

- Essential face-to-face activities will be conducted in a low-density laboratory, studio or classroom setting.
- The class size should preferably be smaller than 20 students and the maximum size is set at 30 students.
- All students attending face-to-face sessions are required to wear a face/surgical mask and/or face shield/goggles at all times as far as possible. Students not wearing a mask or a face shield/goggles will not be admitted to the face-to-face session.
- Students and teachers will each be provided with one face shield developed by PolyU free of charge.

II. Assessments/Examinations for Semester Two

The examination period for Semester 2 of 2019/20 is 18 – 30 May 2020.

Subject lecturers should consider the best approach to assess students' attainment of learning outcomes while minimizing the risk of spreading COVID-19. Alternative forms of assessment, such as written assignments, extended projects, video presentations, and etc. should be considered in lieu of invigilated examinations.

The University advises that synchronized online assessments should only be used if the learning outcomes of the subjects cannot be assessed by other means, given the potential internet connectivity and time zone issues.

If subject lecturers intend to offer more than one option of final assessment to students, the options should be made available to all students enrolled in the subjects, regardless of whether they are currently in Hong Kong or not.

Subject lecturers should arrange to have the final assessment or in-hall examination conducted **AFTER** the completion of the practical classes **IF** the relevant topics in practical sessions will be included in the final assessment or in-hall examination.

If in-hall examinations are required for certain subjects, e.g., owing to the accreditation requirements of relevant professional bodies, subject lecturers can make use of the Summer Term examination period (3 – 8 August 2020) for conducting in-hall examinations for students currently outside Hong Kong. Subject lecturers should prepare two sets of examination papers to cater for examinations to be held in May 2020 and August 2020, respectively. The University will implement necessary precautionary measures to safeguard the health and interest of students if in-hall examinations are conducted.

Graduating class students may wish to note that they will graduate in the same academic year regardless of whether they take the in-hall examinations or final assessments in May or August 2020.

III. Arrangements for Summer Term

Summer Term teaching for 2019/20 will commence on 22 June 2020, which is 1 week later than the tentative date of 15 June 2020 as previously announced. The adjustment is to give sufficient time for students outside Hong Kong to return and undertake the quarantine requirement, if required.

The Summer Term teaching will last for six weeks from 22 June to 1 August 2020, with examinations from 3 to 8 August 2020. The detailed schedule is set out in the Appendix.

If you have any questions, please contact the Academic Registry (hotline: 2333 0600 or email: ar.dept@polyu.edu.hk).

Please take care and stay vigilant, and follow good hygiene habits and to ensure your personal good health!

Best regards,

Alex Wai
Chairman, Task Force on the Delivery of Online Teaching

應對新型冠狀病毒措施 (18)：有關第二學期必須面授課程、評估和考試及夏季學期時間表

致同學及教職員：

鑑於新型冠狀病毒全球大流行的最新發展，網上授課或需持續至本學期末，但由於部分教學內容必須以面授形式授課，以達到預定學習成果，大學決定可從 2020 年 4 月 6 日（若情況特殊，可提早於 2020 年 3 月 23 日）開始，在校園恢復有限度的面授課程。該等以面授形式進行的學習包括學科實習、臨床技能培訓、實驗室實習和在特別工作室進行的實習等（以下簡稱為“必須面授課程”）。其他可透過網上授課達到學習成果的課堂，如導修課或講座，則繼續維持以網上課堂學習方式，直至另行通知。

第二學期以及夏季學期的必須面授課程、進度評估及考試的安排如下：

I. 第二學期面授課程的安排

下述為有關必須面授課程之安排。這些安排僅適用於透過網上教學模式未能完全達到學習成果的課程。否則，應繼續以網上教學方式授課，直至另行通知。

大學某些學科必須以面授形式授課，例如學科實習、臨床技能培訓、實驗室實習和在特別工作室進行的實習等，以達到預定的學習成果。以下守則適用於所有此類教學課程：

1. 目前在香港學生

- 必須面授課程可在 2020 年 4 月 6 日至 5 月 16 日期間進行。（注意：如課程需時較長，可先取得院長和課程主任批准，提早於 2020 年 3 月 23 日開始。）
- 課程導師應於 2020 年 4 月 6 日至 2020 年 5 月 16 日間完成所有必須面授課程，而不需安排在原來的三週補課週進行（即 2020 年 6 月 1 日至 20 日）。
- 在安排必須面授課程之時間表時，部門或學院應考慮到學生往返校園所需的時間。

2. 目前身處外地的學生

- 大學強烈建議目前身處外地的學生，不需急於在 2020 年 5 月 30 日 之前回港參加學科實習、臨床技能培訓、實驗室實習或在特別工作室進行的實習。
- 如於學期末前未能恢復正常的面授教學，面授教學和網上授課將同時進行，直到學期結束為止。
- 如有需要，部門/學院可於 2020 年 6 月 22 日至 8 月 1 日 期間，為目前身處海外的學生安排必須面授課程。並在必要時，給予學生三個星期時間以返回香港並進行檢疫。

- 如學生未能於 2020 年 6 月 22 日至 2020 年 8 月 1 日期間，返回香港參加必須面授課程，可向學系/學院申請於本學期取消修讀該科目。學系/學院亦可在可行情況下，允許學生在下學期完成其在該科目未修讀的部分。

[附錄](#)列出相關安排的**詳細時間表**。

院長和課程主任須確保由課程講師草擬，並獲課程委員會及本科生課程委員會認可的必須面授課程之計劃，符合上述守則。

大學部門/學院將以電郵通知學生返回校園進行必須面授課程之詳細安排。學生因此應定期檢查電郵。

安全須知

為學生和教職員的健康和安全著想，在進行必須面授課程時應採取下列預防措施，以防止 COVID-19 傳播：

- 必須面授課程應在低密度實驗室、特別工作室或教室中進行。
- 就課程的規模，建議最好少於 20 名學生，最多亦不多於 30 名學生之下進行。
- 所有參加面授課程的學生都必須佩戴外科口罩/面罩/護目鏡。未有佩戴口罩或面罩/護目鏡的學生將不允許參加面授課程。
- 每個學生和老師將免費獲發由理大開發的防護全面罩一個。

II. 第二學期的評估/考試

2019/20 第二學期的考試時間為 2020 年 5 月 18 日至 5 月 30 日。

課程導師在決定評估學生學習成果的最佳方法時，要同時評估該方法能否把傳播 COVID-19 的風險降至最低。講師可考慮以其他形式來進行評估，以代替考試評核。例如，學生呈交書面作業、擴大報告的內容、學生以視頻匯報等。

鑑於潛在的互聯網連接和時間區域問題，大學建議僅在無法通過其他方式評估學科之學習成果時，才使用同步網上評估。

如課程導師打算為學生提供多於一種期末評估選項，則該選項應提供予所有修讀該學科的學生，無論他們目前是否身處香港。

如最後評估或到校考試的範圍包括實習課程教授的內容，課程導師需安排最後評估或到校考試於實習課程完成後才進行。

如個別科目需要進行到校考試（例如基於符合相關專業機構的認可要求而需到校考試），課程導師可以利用夏季學期的考試日期（2020年8月3日至8月8日），讓身處海外的學生進行到校考試。課程導師應準備兩套試卷，分別用於2020年5月和2020年8月。如果在校內進行考試，大學將採取必要的預防措施，以保障學生健康。

無論參加於2020年5月或2020年8月舉行的到校考試或期末考試，打算於本屆畢業的學生都可於同一年度畢業。

III. 夏季學期的安排

2019/20 年度夏季學期課程將於 2020年6月22日 開始，較之前宣布的2020年6月15日延遲1週。是次改動是為了給予海外學生有足夠的時間返回香港，並進行檢疫。

夏季學期的教學將由2020年6月22日至2020年8月1日進行，為期**6週**，考試時間為2020年8月3日至8月8日。詳細時間表在[附件](#)中列出。

如有任何疑問，請聯繫教務處（熱線：2333 0600 或電子郵件：ar.dept@polyu.edu.hk）。

敬請保重並保持警惕，每個人需保持良好的衛生習慣，以確保健康！

網上教學專責小組主席
衛炳江教授、工程師