

**Learning, Teaching and Assessment Arrangements for Semester One of 2021/22 –
Questions and Answers for Students**

The questions and answers below are compiled based on the arrangements for learning, teaching and assessment (LTA) for Semester One of 2021/22 released on [1 June 2021](#).

- (A) Arrangements for Learning and Teaching Activities for Students in Hong Kong
- (B) Arrangements for Learning and Teaching Activities for Students who will not be in Hong Kong
- (C) Advice on Travel to Hong Kong
- (D) Subject Registration
- (E) Assessment and Grading Arrangements
- (F) Learning Support to Students and Backup Plan
- (G) Precautionary Measures that Students Shall Observe On-campus
- (H) Other Issues

<u>Questions</u>		<u>Answers</u>
(A) Arrangements for Learning and Teaching Activities for Students in Hong Kong		
1.	How will general learning and teaching activities be delivered in Semester One of 2021/22?	Learning and teaching will be delivered face-to-face and online simultaneously, i.e., in a hybrid mode, irrespective of the class size and forms of instruction: e.g. lectures, seminars and tutorials. All lectures, seminars and tutorials will be video-taped and uploaded to the Learning Management System (LMS) for students' reference.
2.	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.
3.	How will essential face-to-face learning and teaching activities be conducted?	Essential learning and teaching activities will be conducted face-to-face.

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(B) Arrangements for Learning and Teaching Activities for Students who will not be in Hong Kong	
4. What should I do if I cannot return to Hong Kong or back to the campus in time?	You are advised to attend classes online. Please also consult your academic advisor beforehand if you wish to register for subjects that require your face-to-face participation (e.g. practicums, clinical placements). For instance, you may be advised in advance not to register for subjects with these activities if arrangements to fully achieve the learning outcomes cannot be made.
(C) Advice on Travel to Hong Kong	
5. I am currently residing outside Hong Kong. Am I required to return to Hong Kong in Semester One of 2021/22?	You are encouraged to return to Hong Kong in time for the start of the 2021/22 academic year. When you plan your trip back, please make advance arrangements to meet the HKSAR Government's quarantine requirements (e.g. travel and accommodation arrangements).
6. What do I need to arrange/know before I return to Hong Kong?	<p>You will have to make advance arrangements to meet the HKSAR Government's quarantine requirements (e.g. travel and accommodation arrangements). Please refer to the latest guidelines released by the HKSAR Government via https://www.coronavirus.gov.hk/eng/index.html.</p> <p>The Non-local Student Services Team under the Student Affairs Office will be providing you support on issues which you need to know or follow when entering Hong Kong. You may contact the Team by phone: (852) 2766 5408 or by email: nls.services@polyu.edu.hk.</p>
(D) Subject Registration	
7. When will I be informed of the LTA information about subjects?	You 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 One, 2021/22 via the list here. You must attend to the subject registration information carefully, and contact the subject teachers concerned thereafter if you any questions.

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(E) Assessment and Grading Arrangements		
8.	How will examinations be conducted?	In principle, for students in Hong Kong, continuous assessments and final examinations will take place on campus in Semester One, 2021/22, subject to the availability of classrooms. If you are staying outside Hong Kong and cannot attend the on-campus examinations, online invigilated examinations (to be held simultaneously with on-campus examinations) may be arranged for you. Under such circumstances, you are advised to consult your subject teachers in advance.
9.	Is the Pass/Fail grading option available?	In Semester One, 2021/22, the Pass/Fail (P/F) grading option will not be available for subjects that adopt letter-grading. If students encounter genuine difficulties and hardship in their studies, they are advised to consult their academic advisers and programme leaders for advice and help at the earliest possible time.
10.	How will subject teachers help me improve my learning more effectively?	Subject teachers will provide students with the assessment rubrics at the beginning of the semester and give timely feedback on students' assessed work, well before the end of teaching.
(F) Learning Support to Students and Backup Plan		
11.	Will the learning resources provided by the Library be available during this special period?	<p>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.</p> <p>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.</p> <p>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.</p>

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<p>12. What is the arrangement for service-learning activities, which is a graduation requirement for all undergraduate students?</p>	<p>We have been living with the pandemic for over a year and service-learning subjects have continued to operate during this time. However, obviously the service-learning projects need to accommodate the social distancing measures and keep both you and the community safe. 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>
<p>13. 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>	<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 (sllo.info@polyu.edu.hk). • For Healthy Lifestyle requirement, contact your designated Academic Advising Officer at the Student Affairs Office.

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14.	If I encounter problems in subject registration and study problems in this special period, what should I do?	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 .
15.	Is there any backup plan if the COVID-19 pandemic situation worsens?	The University will continue to monitor and assess the situation closely and will provide updates as and when necessary. If the pandemic situation worsens, face-to-face activities may be reviewed with reference to the latest health and travel advice as issued by the HKSAR.
16.	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. All lectures, seminars and tutorials will also be video-taped and uploaded to the 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 activities to ensure the achievement of the intended learning outcomes. Subject lecturers will ensure that there are sufficient interactions among students and teachers during the scheduled class time as well as in asynchronous activities.</p>

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17.	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 websites 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 https://www.polyu.edu.hk/its/online-learning/</p> <p>In case of queries, students should contact their Department/programme leader/subject teachers.</p>
18.	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 synchronous teaching. Your subject teacher will let you know which to use and provide you with the relevant installation information in advance.
19.	Will the recommended online tools perform well under the heavy traffic load of online teaching? How will the University cope with demand for on-campus online services?	<p>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.</p> <p>Besides, campus classrooms and lecture theatres will be covered with Wi Fi 6 service allowing more concurrent devices connection at higher speed.</p>
20.	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.

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21.	If I have missed the real-time online class, can I view it later?	All lectures, seminars and tutorials will also be video-taped and uploaded to the LMS for students' reference.
(G) Precautionary Measures that Students Shall Observe On-campus		
22.	When 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 you should observe:</p> <ol style="list-style-type: none"> a) You should adhere to the latest infection control protocols as announced by the University. b) You should complete a travel and health declaration (please click here for the form for students) before you are granted access to the PolyU campus if you 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. c) A body temperature check will be conducted at the entrance gate upon entering the campus. d) You should wear a mask in class at all times.
(H) Other Issues		
23.	Whom should I contact for questions concerning the arrangements for COVID-19 vaccination and testing announced by the University?	<p>The University announced the arrangements for COVID-19 vaccination and testing in early June and arranged an outreach vaccination service in July for staff and students.</p> <p>Should you need further information, please contact the following units:</p> <ul style="list-style-type: none"> • Medical related enquiries: please contact the University Health Service (UHS) via email at uhshelp@polyu.edu.hk. • Technical issues related to COVID-19 Vaccination Status Reporting Portal: please call the IT HelpCentre of the Information Technology Services Office (ITS) at 2766 5900. • On-campus COVID-19 PCR test enquiries: please contact the Department of Applied Biology and Chemical Technology (ABCT) via email at covid.survey@polyu.edu.hk.

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24.	Will face masks be provided to students attending face-to-face activities?	As in the current practice, you are required to wear your own face mask when entering the University campus.

Last updated on 14 September 2021