Class arrangement in September

For the class arrangement and management in September 2019 to address student absence from class, CityU sent out the “List of Recommendations Regarding Extraordinary Academic Arrangements” and “Guidelines for Class Management” on 23 August. A reminder was sent out on 29 August. Prior to this, a number of forums were held to explain the relevant information to academic units.

Please find below the extracted key points once again for your reference. The University welcomes the re-posting of this information to everyone on campus. If you receive this redirected message concerning the captioned, please assist by redirecting further.

1. The University puts the safety and well-being of its students and staff as the priority.

2. As usual practice, all academic staff on teaching duty are expected to perform scheduled academic duties. Staff should follow existing procedure to apply for leave. Please refer to the administrative notes placed on the staff intranet of the Human Resources Office for existing procedures on leave and absence (https://www.cityu.edu.hk/hro/stafflan/policy/admin-note/note-list.asp).

3. To maintain the quality of teaching and learning, academic staff should ensure that make-up classes are properly arranged. Make-up arrangements should be announced to all affected students as early as possible.

4. Students may take a leave of absence from their studies for an approved period. Periods of approved leave of absence must be at least one full semester, and may not accumulate to more than four semesters. Applications for leave of absence should be submitted for approval to the Head of the home academic unit.

5. E-learning support is available through Canvas, which enables academic staff to record their lectures and upload the recordings online (refer to http://go.cityu.hk/shyt8v for step-by-step instructions on how to video record lecture sessions).

Students encountering unforeseen difficulties in carrying out their studies can contact the ERU through Professor Eric Chui, Dean of Students, and the Student Development Services team at enquiry.eru@cityu.edu.hk.

Communications and Public Relations Office