



香港城市大學  
City University of Hong Kong

## *University Announcement*

### **Notification on Emergency Response Unit (ERU) (9)**

The Emergency Response Unit (ERU) has received enquiries from staff and students regarding class arrangements and class management for the new academic year.

CityU will operate as usual. All academic staff on teaching duty are expected to perform their scheduled duties in accordance with existing procedures and guidelines. The Office of the Provost disseminated information about operational procedures and guidelines to academic units again on 23 August as a friendly reminder.

If academic staff on teaching duty cannot perform their scheduled duties, they should follow existing procedure to apply for leave. They should also ensure that classes are properly arranged and that all students are informed about these arrangements as early as possible.

Students have a responsibility to observe the syllabi and teaching plans of the courses they are taking and to be aware of course requirements.

The University has established mechanisms to handle cases of student non-attendance. In general, if students are absent from classes, teaching staff will exercise flexibility, depending on the circumstances.

The University respects the role of individual academic units and individual course coordinators in setting course requirements as appropriate. We advise all teaching staff, however, to exercise flexibility in their teaching arrangements.

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](mailto:enquiry.eru@cityu.edu.hk).

The ERU will continue to communicate directly with staff and students, and refer enquiries to the corresponding departments for appropriate assistance. In emergency situations, staff and students may call our 24-hour emergency hotline: 3442 8888.

Chairmen of the ERU,  
Professor Horace Ip Ho-shing, Vice-President (Student Affairs)  
Mr Sunny Lee Wai-kwong, Vice-President (Administration)  
30 August 2019