

**THE UNIVERSITY OF HONG KONG**  
**FACULTY OF ARTS**

**Faculty Guideline on Teaching Arrangements (August 2021)**

Further to the emails of the VP(T&L) of [May 5](#) and [July 15](#), 2021 concerning the “S1, 2021-22 teaching arrangements” and “Updates on S1, 2021-22 teaching arrangements” respectively, the Faculty would like to draw your attention to the following important information concerning teaching and learning (T&L) arrangements:

**T&L arrangements in Semester 1, 2021-22:**

- All courses will return to face-to-face (f2f) T&L. Teachers can also include online components in classes in order to promote quality T&L. If teachers wish for pedagogical reasons to solely present their lectures online for a temporary period or the whole semester, they should provide justifications to the relevant UG Coordinator for consideration before approaching the Faculty Office. If the requests are approved by the Faculty and/or the VP (T&L), they should update the information on SIS, Moodle and the Course/Programme website for students’ reference.
- Notwithstanding that most lecture classes will be delivered f2f, all lectures have to be recorded and the recordings have to be made available on HKU Moodle. Assistance and advice from ITS and TeLi on lecture recording via Panopto and uploading to Moodle will be provided where necessary. Please register the relevant [training sessions](#) in late August and early September if necessary.
- Interactive sessions such as tutorials, seminars, laboratory work and clinical practice (and, indeed, some lectures with large participation components) will be delivered f2f.
- Students will be provided with a ‘self-enroll’ function in HKU Moodle only during Add/Drop Period to allow courses to be audited. Self-enrollments will be deleted after the Add/Drop Period unless students have formally registered through the course registration system.
- Some non-local students will have to miss the f2f lectures in the first few weeks of the semester due to the compulsory quarantine arrangements at home/hotel/designated places required by the HKSAR government. The Faculty Office will liaise with the University to retrieve the relevant student list and notify our teaching units if any of the students affected by these quarantine requirements are enrolled in their classes. Teachers are suggested to arrange special online tutorial session(s) for these students so they can catch up with the courses.

To ensure consistency and quality in our students’ learning experience, we urge colleagues to align their teaching practices to the Faculty’s Guideline on Teaching Arrangements (August 2021) during Semester 1, 2021-22. We hope that this will provide a baseline for teaching practice in the Faculty. Throughout the semester, we will keep the public health situation under close review.

**Lectures**

- Record and upload lectures for students’ reference after class, to ensure that students who cannot attend the lectures will have the chance to review the materials. If, for any

reason, such recording is not possible (for example, due to the sensitivity of some topic or material), the instructor should use other means to ensure equity in participation and interactivity in teaching. In the cases that interaction with students is a key element and students express concerns about lectures being recorded, instructors may need to obtain students' consent before recording.

#### Consultation hours

- Devote at least an hour each week for students to approach you with questions related to the course.
- Do reply to students' emails in a timely manner.

#### Assessments and Feedback

- Provide feedback (by audio, video or in writing) on coursework/assessments to students in a timely manner.
- Where possible, design your assessment tasks so that continuous feedback is given throughout the semester.
- Consider measuring participation instead of attendance. Indicators of participation can be in the forms of shown by class discussion, Moodle activities, forum discussion or other means.

#### Reference for students

- Provide online resources, if applicable, via Moodle.

#### Group projects

- Students have been reflecting the "free rider" problems on completing group projects in the past. Teachers can create a system that requires each individual student to be accountable for their contributions to group work (for instance, the group must collectively submit a "List of Contributions" by each group member when they submit their work), so each member's contributions to the group project can be assessed fairly and proportionally.

#### Notifications and reminders

- Course changes not aligned to University and Faculty guidelines need approval from the Faculty or even the VP (T&L) to ensure consistency and quality.
- Make sure any notifications are also available on Moodle in case students miss your email.

#### Be flexible

- Students may be affected by the pandemic in various ways (e.g. the quarantine arrangements, their family household incomes are reduced). Understand that this may have an effect on their performance. Be lenient and empathetic to students experiencing problems.

#### *Enquiries about online T&L software*

- Moodle: <http://moodle-support.hku.hk/teacher/moodle-user-guides-teacher>

- Panopto: <http://moodle-support.hku.hk/teacher/lcs-panopto-user-guides>
- TeLi: [enquiry@teli.hku.hk](mailto:enquiry@teli.hku.hk)  
Book e-learning consultation with TeLi: <https://appointment.teli.hku.hk/>
- ITS (for Moodle or SIS): [ithelp@hku.hk](mailto:ithelp@hku.hk); Phone (during [office hours](#)): 3917 0123

#### *References*

- About the New Semester  
<https://tl.hku.hk/teachonline/>
  - Section for teachers: <https://tl.hku.hk/teachonline/online-resources-for-teachers/>
  - Section for students: <https://tl.hku.hk/teachonline/online-resources-for-students/>
- Seminars and workshops from CETL  
<https://www.cetl.hku.hk/seminar-workshop/>
- e-learning@HKU  
<https://tl.hku.hk/staff/elearning/>

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