

Learning Matters Relating to Term 2, 2020-21

As the new academic term will start on **15 January 2021**, your attention is drawn to the following:

I. Teaching and Learning Arrangements for Term 2, 2020-21

- **The current teaching arrangements in Term 1 will remain for Term 2 until health conditions are stable enough for the full resumption of face-to-face classes.** All classes, except the required language courses for UG Programmes, will be delivered in the hybrid teaching mode.
- Students could choose to attend either face-to-face classes or real-time online classes. Subject teachers may administer surveys to find out whether students plan to attend a given class online or face-to-face, but both types of classes will be offered in parallel unless all students agree to attend class in person. Except when all students in a given course agree to adopt face-to-face classes as the only mode of teaching, students have the option to attend some classes of the course in person and to attend other classes of the same course online.
- The University will continue to monitor the situation closely and adopt all precautionary measures necessary to maintain safety on our campus.

II. Add/Drop Classes for Term 2, 2020-21

1. Add/Drop Period

Please be advised that the period allowing students to add/drop courses and change course section(s) for Term 2 will **START** from **11 January 2021** and **END** on **21 January 2021**. To avoid potential web traffic congestion, segregated starting and ending time for each timeslot will be adopted on the **first day add/drop** (i.e. **11 January 2021**). Details are listed as follows:

Date	Start and End Time	Intake	Last Digit of Student No.	Remarks
11 Jan 2021	10:00 – 10:59	2017 or before	5 - 9	<ul style="list-style-type: none"> ● Please select a <u>CORRECT</u> term before adding/dropping the classes (myLingnan Portal → Academics → Registration → Select Term). ● Please check your time ticket(s) <u>3 days</u> before add/drop period.
	11:00 – 11:59		0 - 4	
	12:00 – 12:59	2018	5 - 9	
	13:00 – 13:59		0 - 4	
	14:00 – 14:59	2019	5 - 9	
	15:00 – 15:59		0 - 4	
	16:00 – 16:59	2020	5 - 9	
	17:00 – 17:59		0 - 4	
	18:00 – 23:59	ALL	ALL	
12-21 Jan 2021	00:00 – 23:59	ALL	ALL	

Remarks:

- i. "Intake" refers to the year of admission to Year 1 studies of the BA/BBA/BSocSc programme. For example, a Year 1 student admitted to the Faculty of Arts in 2019-20 shall be classified as 2019 intake.
- ii. For a student who is designated as a Year 3 student upon admission, he/she should follow the intake of his/her peers. For example, a student admitted as a Year 3 student in 2020-21 shall be classified as 2018 intake.
- iii. Should you have any queries on your Intake, please refer to the "Intake (Catalog Year)" of your Degree Works record.

2. Access to the Registration Webpage

The registration system can be accessed through myLingnan Portal (Academics → Registration → Add/Drop Classes). You are reminded to select a correct term before adding/dropping the classes (Academics → Registration → Select Term).

For a course under the "lecture + tutorial" mode, students are reminded to add/drop BOTH lecture and tutorial at the same time.

The updated registration materials including class timetables are available at the webpage of the Registry. Students are reminded to check for updates (if any) before registration.

Note: *For telephone enquiries, please contact ITSC Help Desk (Tel: 2616 7995) for technical difficulties and the Registry (Tel: 2616 8750) for add/drop enquiries.*

3. Courses with Quota full or Specific Restrictions

For courses with quota full or specific restrictions, students may, subject to special needs and valid reasons, consider submitting applications to Course Offering Departments for special consideration. The application form is available at the Registry and its webpage.

4. Add/Drop Arrangements for Additional Language Courses

Students can ADD or DROP additional language course(s) (French, Japanese, Korean and Spanish) directly from the Banner Web. **Checks of students' levels and confirmation of enrolment will be done by individual instructors when they meet the students in class during the add/drop period.**

5. Limited Number of Add/Drop Transactions via Web

The University discourages excessive add/drops, which will have adverse effects on teaching and learning activities at the commencement of classes.

The number of transactions via the Banner Web is limited to 100 actions (a submission of add or drop of CRN, no matter it is successful or not, is counted as 1; a change of CRN by dropping one number and adding another number is therefore counted as 2 actions). Students should therefore be **mindful of the limited quota and be careful in add/drop selections**. Students who wish to add/drop courses beyond the quota are required to submit completed Add/Drop Forms to Course Offering Departments. However, it will take some processing time and whether the application is successful depends on the availability of quota. In such cases, an approval signature from the subject teacher is not required unless the class is full.

III. Language of Instruction

Under the policy on language of instruction, only courses with pre-approval from AQAC can have the flexibility to switch of the language of instruction from English to Cantonese or Putonghua after the add/drop period. The language of instruction shall be indicated in the relevant programme materials and Class Schedules published for each term for information and reference of students. For details of the policy, please refer to the policy on the language of instruction in the student intranet.

Students should note that to make the system work, the issue of switching of language of instruction should NOT be brought up for discussion either formally or informally between students and faculty as well as amongst students before the end of the add/drop period. Each student should freely make his/her own choice of whether to switch with no pressure from others.

IV. Depository of Course Outlines

To give students a clear idea of course objectives and learning outcomes to facilitate their course selection, a depository of course outlines (including course contents to be covered, assessment methods, etc.) of courses on offer in 2020-21 is available on the intranet. Students may look it up via myLingnan Portal (Academics → View Course Outlines).

V. Special Arrangements for Students with Special Needs

Students with special needs should register with the Office of Student Affairs (OSA) at the beginning of the academic year and as early as possible if they require support and services such as academic adjustments and special hostel arrangements. Such requests should be supported by documentary evidence such as medical reports.

To allow sufficient processing time for making special examination arrangements, students should submit their applications to the OSA at least six weeks before the start of the examination period and late applications may not be entertained. Subject teachers concerned will discuss with the students before deciding on whether and what academic adjustments and special examination arrangements should be made, taking into consideration the students' circumstances and the specific nature of the assessment tasks of their courses.

Details of support services for students with special needs and the application form can be found at the webpage of OSA (Support Services → Support for Students with Special Needs).

VI. Guidelines to Students for Learning

The Guidelines for learning adopted by the Senate in both English and Chinese versions are respectively available at the webpage of the Registry. The Guidelines set out good practices leading to successful and effective learning.

VII. Update of Personal Information

Following the Regulations Governing Undergraduate Studies, a student should inform the Registry immediately of any change of address or other particulars (e.g. change of emergency contact person). Students are reminded to review and update, if appropriate, their personal information by logging in to myLingnan Portal (Academics → Student Services → Update of Personal Particulars).