

THE CHINESE UNIVERSITY OF HONG KONG

Consolidated Circular on General Arrangements for Typhoons and Black Rainstorm Warning Signal

(A) Suspension of Classes

- (1) If the local storm warning signal No. 8 or above or the black rainstorm warning signal is issued at the following hours, classes will be suspended as appended below:-

Signals issued by	Classes or Programmes affected	Sessions / Periods suspended
07:00	(a) All Undergraduate and Postgraduate Programmes [other than those specified under (b) to (d) below] (b) Executive MBA Programme (c) All SCS ¹ 's day-time Programmes (d) All programmes of the Faculty of Law that are delivered at the CUHK Graduate Law Centre	08:30 - 13:15 08:45 - 13:15 08:30 - 14:00 08:30 - 13:15
12:00	(a) All Undergraduate and Postgraduate Programmes [other than those specified under (b) to (d) below] (b) Executive MBA Programme (c) All SCS's day-time Programmes (d) All programmes of the Faculty of Law that are delivered at the CUHK Graduate Law Centre	13:30 - 18:15 14:30 - 19:00 14:00 - 18:00 13:30 - 17:45
15:00	All SCS's evening Programmes	18:00 – 22:00
16:00	All programmes of the Faculty of Law that are delivered at the CUHK Graduate Law Centre	18:00 onward
17:00	(a) All Undergraduate and Postgraduate Programmes [other than those specified under (b) below] (b) All Certificate, Diploma and Postgraduate Programmes run by the Faculty of Medicine	18:30 onward Evening sessions

- (2) If the notice of extreme conditions after super typhoons is announced by the Government at the following hours, classes will be suspended as appended below:-

¹ School of Continuing and Professional Studies

Notice issued by	Classes or Programmes affected	Sessions/Periods suspended
07:00 or after	(a) All Undergraduate and Postgraduate Programmes [other than those specified under (b) & (c) below] (b) All programmes of the Faculty of Law that are delivered at the CUHK Graduate Law Centre (c) All Certificate, Diploma and Postgraduate Programmes run by the Faculty of Medicine	Whole day Whole day Whole day
07:00	(a) Executive MBA Programme (b) All SCS's day-time Programmes	08:45 - 13:15 08:30 - 14:00
12:00	(a) Executive MBA Programme (b) All SCS's day-time Programmes	14:30 - 19:00 14:00 - 18:00
15:00	All SCS's evening Programmes	18:00 - 22:00

- (3) If the local storm warning signal No. 8 or above or the black rainstorm warning signal or the announcement of “extreme condition” by the government is issued during a class period, all classes will be suspended immediately. Appointees and students are advised to take shelter at a safe place until the weather and transport conditions have improved.
- (4) Public announcements on suspension of classes made by the Education Bureau are not applicable to the University.

(B) Campus Transport Arrangements

- (1) If the local storm warning signal No. 8 or above is issued during class period/working hours, meet-class buses will cease to operate whereas the normal shuttle bus service will be maintained for an hour. All bus services will resume operation on a limited basis one hour after the said warning signal is lowered (or the extreme condition notice, if any, is cancelled), unless the situation does not permit.
- (2) If the black rainstorm warning signal is issued during class period/working hours, meet-class buses will cease to operate whereas the normal shuttle bus service will be maintained, unless the situation does not permit.
- (3) If the local storm warning signal No. 8 or above, the extreme condition notice or the black rainstorm warning signal is issued before the start of class period/working hours, all bus services will be suspended and will resume operation on a limited basis one hour after the said warning signal(s)/notice are cancelled, unless the situation does not permit.

(C) Examination Arrangements

(1) The examination arrangements will be as follows:

Typhoon Signal/“Extreme Condition”	Rainstorm Signal	Signal Issued	Examination Arrangements ¹
No. 1 or 3	Amber or Red	-	Examinations to be held as scheduled
No. 8 or above or extreme condition notice	Black	After the start of the examination	Examinations will continue until the end of the session
		07:00 or after	Morning examinations that are held at the CUHK Graduate Law Centre postponed Morning examinations for programmes run by SCS postponed
		07:00 or after	All centralized full-time undergraduate course examinations, daytime postgraduate examinations postponed
		12:00 or after	Afternoon examinations that are held at the CUHK Graduate Law Centre postponed Afternoon examinations for programmes run by SCS postponed
		15:00 or after	Evening examinations for programmes run by SCS postponed
		16:00 or after	Evening examinations that are held at the CUHK Graduate Law Centre postponed
		7:00 or after	Evening examinations of postgraduate programmes postponed

¹ Some postgraduate programmes may have different arrangements, students are advised to adhere to the arrangements announced by their Division/Programme.

(2) Arrangements of examination postponement:

(i) Please observe the arrangements for postponement according to the information listed below.

Programmes	Website / Office
Full-time Undergraduate Programmes (except for MB ChB Programme)	Website of the Registration and Examinations Section (http://www.res.cuhk.edu.hk)
MB ChB Programme	The Faculty and Planning Office, Faculty of Medicine and the Prince of Wales Hospital (Hostel and Department offices concerned)

Postgraduate Programmes

Office of the Divisions concerned

Programmes provided by SCS

SCS Offices:

13/F, Oriental Centre, Tsim Sha Tsui;

Unit 01, Basement 1, East Ocean Centre, Tsim Sha Tsui;

Unit A, 1/F, Bank of America Tower, Central;

Tsui Lam Estate, Tseung Kwan O; and

Website of SCS (www.cuscs.hk)

- (ii) For examinations which are conducted by individual teaching staff, details of postponement will be announced by department concerned.
- (3) Public announcements made by the Hong Kong Examinations and Assessment Authority are not applicable to the University.
- (4) Arrangements for Online Classes and Online Examinations
 - Unless otherwise advised by the course teachers concerned with alternative arrangements, all online classes and online examinations will continue as scheduled under any weather conditions, including when Tropical Cyclone Warning Signal No.8 or above and/or Black Rainstorm Signal is hoisted.
 - For face-to-face meetings or face-to-face examinations, please refer to **Suspension of Classes / Examination Arrangements** above for class/examination suspension. Course teachers concerned should arrange class make-up and postponement of examination when such class/examination suspension happen due to weather conditions.

(D) Closure of Offices

- (1) If the local storm warning signal No. 8 or above is issued during working hours, Heads of Department(s)/Unit(s)/Institute(s) (hereafter referred to as 'HoDs') may at their discretion allow their appointees to return home or stay behind under their supervision to complete urgent tasks.
- (2) If pre-No. 8 warning signal announcement by the Hong Kong Observatory during working hours, HoDs may at their discretion allow certain appointees to be released earlier for special reasons such as picking up their small children from schools if needed.
- (3) If the local storm warning signal No. 8 or above, the notice of extreme conditions is announced by the Government (hereafter referred to as 'extreme condition notice') or the black rainstorm warning signal is issued before working hours, appointees are not required to report for duty until the said warning signal(s)/notice are cancelled.
- (4) If the black rainstorm warning signal is issued during working hours, appointees working indoors will continue with their work while those working outdoors will stop their work and take shelter at safe places. All appointees are advised that they should remain in their offices until the weather conditions improve.

- (5) As a general rule, appointees should report for work as soon as feasible/practicable and safe after the local storm warning signal No. 8 or above, the extreme condition notice or the black rainstorm warning signal is cancelled, if there are 3 hours or more before their working day ends.
- (6) Appointees who are required to perform specific duties during the time when the local storm warning signal No. 8 or above, the extreme condition notice or the black rainstorm warning signal is issued/in force will carry out such duties as assigned by their respective Departments/Units/Institutes as the HoDs deem fit. At the same time, HoDs are required to conduct timely and realistic assessment of whether there is a need in requiring appointees to report for duty while such warning signal(s)/notice are in force.
- (7) In administering the above procedures, Heads should give appointees' safety the first priority and be sympathetic and make flexible arrangements after considering the actual situation of individual appointees.

(E) Campus Transport Arrangements

- (1) If the local storm warning signal No. 8 or above is issued during class period/working hours, meet-class buses will cease to operate whereas the normal shuttle bus service/paid shuttle light bus will be maintained for an hour. All bus services/paid shuttle light bus will resume operation on a limited basis one hour after the said warning signal is lowered (or the "extreme condition" notice, if any, is cancelled), unless the situation does not permit.
- (2) If the black rainstorm warning signal is issued during class period/working hours, meet-class buses will cease to operate whereas the normal shuttle bus service/paid shuttle light bus will be maintained, unless the situation does not permit.
- (3) If the local storm warning signal No. 8 or above, the "extreme condition" notice or the black rainstorm warning signal is issued before the start of class period/working hours, all bus services/paid shuttle light bus will be suspended and will resume operation on a limited basis one hour after the said warning signal(s)/notice are cancelled, unless the situation does not permit.

(F) General Information

- (1) At any time after the local storm signal No. 8 or above, the extreme condition notice or the black rainstorm warning signal is issued, an emergency team will be established within the Security Office. All appointees and students who require their assistance or typhoon and rainstorm information may call the Security Office Control Room at 3943 7999 or 3943 7997.

Important Telephone Numbers

Office / Unit	Office Hours		Tel.
University Main Exchange	Monday to Friday	08:45 – 17:30	3943 7000 / 3943 6000 Ext. 0
Security Office Control Room	Monday to Sunday	24 hours	Ext. 37999 / 37997
Estates Management Office (Administration Support Unit)	Monday to Friday	08:45 – 19:15	Ext. 36666
Information & General Enquiries	Monday to Friday	08:45 – 17:30	Ext. 0
	Monday to Thursday	08:45 – 17:30	Ext. 38899
	Friday	08:45 – 17:45	
Transport Office	Monday to Thursday	08:45 – 17:30	Ext. 37990
	Friday	08:45 – 17:45	
<i>[Re-opens one hour after local storm warning signal No. 8, extreme condition notice or the black rainstorm warning signal is cancelled]</i>			

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