



上課預備

學員出席課程時，須預備筆記簿／紙張及一般文具，以及取錄信件上列明的用品（如有）。**不可**攜帶任何形式的電子遊戲機上課。

上課日期／時間／地點

所有面授課程之上課地點均為新界沙田香港中文大學（除宿營、參觀考察活動及個別科目外）。有關各科目的課室安排，請於開課前一星期瀏覽「資優計劃」網頁參閱相關資料。而線上課程將透過 Zoom 應用程式進行，學員需於開課日前完成安裝該程式。本計劃將於開課前五天，透過電郵為修讀之學員提供本課程專用的 Zoom 會議 ID。

最新資訊

課程資訊如有更新，將會在「資優計劃」網頁 <https://www.fed.cuhk.edu.hk/pgt> 公布或以電郵方式通知。

課程守則

為確保課堂及活動有秩序地進行，並保障學員的安全，「資優計劃」要求學員遵守下列守則。請務必細閱下列守則。

1. 面授課程之學員出席每堂課時須向「資優計劃」助教領取個人名牌及於課堂期間掛於襟前，並須於當天下課時將名牌交回。而線上課程之學員於上課期間，**必須**全程開啟視像鏡頭和音訊設備，並讓導師及助教清楚看到學員的樣子。
2. 線上課程之錄影片段（如有）僅供「資優計劃」內部課程評鑒之用，不會提供予家長或同學重播觀看。
3. 學員必須準時上課和出席所有與課程有關的活動。
4. 學員不可無故曠課。若因事缺席，學員須於請假前一天透過電郵或傳真遞交有家長簽署的請假信或由家長於計劃網頁填寫「缺席申請表」，通知「資優計劃」；若因病無法上課，須於當天上課前，於辦公時間內致電「資優計劃」請假，並於下一節課堂或之前補交請假信／缺席申請表。
5. 未經「資優計劃」的導師或助教同意，學員不可擅自離開課室或網上課堂。課程進行期間，未經導師批准，學員不可觸碰任何儀器或化學物品。
6. 學員須愛護公物和保持地方清潔。如毀壞任何設施，學員必須賠償。
7. 學員須小心保管自己的財物。若有遺失，學員須自行負責。
8. 學員必須注意自己的言行，尊重「資優計劃」的導師、助教、工作人員和其他同學，避免因開玩笑而傷害別人。
9. 為保障學生及導師個人私隱，同學及家長不可錄音、錄影、拍照、直播或與他人分享課堂的任何內容或片段，所有課程內容的版權均屬「資優計劃」所有。

午膳安排

所有課程均**不包午膳**，請家長及學員**自行安排**。

課程證書

課程**出席率達 75%或以上（出席率以分鐘計算，任何課堂超時均不會計算在出席率內）**及**已交請假信（缺席、遲到或早退均需）**，並獲「資優計劃」和導師評定課堂表現符合要求的學員，於課程完結時會獲發參與證書乙張。

聯絡方法

地址：新界沙田香港中文大學王福元樓 703 室「資優計劃」
電話：2603-7444 / 2603-7485
緊急電話：6464-0383（只適用於課堂進行期間及全日班午膳時間）
傳真：2603-7435
電郵：pgt@fed.cuhk.edu.hk
網址：<https://www.fed.cuhk.edu.hk/pgt>



有關惡劣天氣下的課程及活動安排

線上課程

如上課當天天文台發出任何熱帶氣旋警告信號或暴雨警告信號，所有線上課程將**如常進行**。

面授課程

當天文台發出 黃色 暴雨警告信號			
除非另行通知，否則所有課節將 如常進行			
當天文台發出 紅色 或 黑色 暴雨警告信號			
	上午課程	全日課程	下午課程
在上午 8:00 至 8:59 期間生效	當日課節將會 取消*	當日上、下午課節將會 取消*	/
在上午 9:00 至 下午 1:00 期間生效	課節將會 繼續 ，唯所有戶外活動會立即暫停；本計劃將安排學員留在安全的室內地方，直至原定課堂完結時間，並在安全情況下，方讓學員回家	當日上、下午課節將會 繼續 ，唯所有戶外活動會立即暫停；本計劃將安排學員留在安全的室內地方，直至原定課堂完結時間，並在安全情況下，方讓學員回家	
在下午 12:30 至 1:29 期間生效	/		當日課節將會 取消*
在下午 1:30 或以後生效			課節將會 繼續 ，唯所有戶外活動會立即暫停；本計劃將安排學員留在安全的室內地方，直至原定課堂完結時間，並在安全情況下，方讓學員回家

當天文台發出一號及三號熱帶氣旋警告信號			
除非另行通知，否則所有課節將 如常進行			
當天文台發出 八號預警 ／ 八號或以上 熱帶氣旋警告信號			
	上午課程	全日課程	下午課程
在上午 6:00 至 9:29 期間生效	當日課節將會 取消*	當日上、下午課節將會 取消*	/
在上午 9:30 至 下午 1:00 期間生效	所有進行中的課節及活動會 立即暫停* ，本計劃將安排學員留在安全的室內地方，直至家長／監護人將學員接管為止。	所有進行中的課節及活動會 立即暫停* ，本計劃將安排學員留在安全的室內地方，直至家長／監護人將學員接管為止。	
在上午 10:00 至 下午 1:59 期間生效	/		當日課節將會 取消*
在下午 2:00 或以後生效			所有進行中的課節及活動會 立即暫停* ，本計劃將安排學員留在安全的室內地方，直至家長／監護人將學員接管為止。

*有關惡劣天氣下的課程最新消息會於資優計劃網頁內顯示，請家長和同學留意本計劃網上公告。相關補課安排將會在資料確定後以電郵通知各學員。



Preparation for the Class

All participants should prepare with them papers/a notebook and stationery items, and also the materials stated on the admission letter, if any. Students should **NOT** bring any electronic games when attending classes.

Class Meeting Dates / Times / Venues

All face-to-face classes are conducted on the campus of The Chinese University of Hong Kong, Shatin, N.T. (except for camps, field trips, and specific courses). Please visit the PGT website for the classroom arrangement one week before the course commences. For online classes, students need to install Zoom application before the class commencement. A designated Zoom meeting ID will be sent to students by email 5 days before the class commencement date.

Updates

Course updates will be announced on PGT website <https://www.fed.cuhk.edu.hk/pgt>, or by email.

Program Regulations

To ensure the orderly progress of the programs and the personal safety of participants, the Program for the Gifted and Talented (PGT) requires that each participant observes and abides by the following regulations. Please read the following section carefully.

1. Participants attending face-to-face classes must collect their own name badges from the Teaching Assistant of PGT, and wear them on the front side of their shirt throughout each class session. They must also return the name badges when class ends. Participants attending online classes **must** turn on webcam and audio device, and let Instructor and Teaching Assistant see the student clearly.
2. Recorded video of online courses (if available) are for internal course evaluation only and will not be provided for replay or viewing by parents or students.
3. Participants must be punctual in attending all classes and activities.
4. Participants should not be absent from class. In cases where a participant must apply for leave of absence, parent/guardian should send an absence request letter with their signature to PGT via email or fax; or fill out the 'Absence Request Form' available from the PGT website **one day before the intended date of absence**. In cases of sickness, participants must phone PGT **on the day of absence** within the office hour before the lesson, and submit a letter / fill in the absence request form to explain the absence on or before the next class meeting.
5. Unless expressed approval has been given by the Instructor or Teaching Assistant of PGT, participants must stay in their classrooms or online class during the entire duration of the class session. Participants should not touch any equipment or chemicals, unless expressed approval has been given by the Instructor.
6. Participants should keep all classrooms and venues clean, and refrain from damaging any properties and equipment. In cases where participants have damaged any properties or equipment, they are responsible for the repair or replacement charges.
7. Participants should take care of their own valuables and belongings. PGT will not be responsible for the loss or damage of any personal properties.
8. Participants should conduct themselves courteously and appropriately, respect the PGT Instructors, Teaching Assistants, Staff and participants of the programs/courses, and avoid making remarks or behaviors that may hurt other people.
9. To protect personal privacy of students and instructors, students and parents are NOT allowed to take video, audio and photographic recordings, make live broadcast or share any part of the course with others. The copyright of the course content is owned by the Program for the Gifted and Talented.

Lunch Arrangements

All courses **do not include lunches**. All students should have lunches on their own or with the accompany of their parents.

Certificate of Participation

Participants who **have attended 75% or more** of the class sessions (***Attendance rate is calculated in minutes, any overrun will not count towards attendance rate***), have **submitted all letters of absence (absent, late or early leave required)**, and whose **performance were considered satisfactory by PGT and the instructors**, will be presented with a Certificate of Participation at the end of the course.

Contact

Address: Program for the Gifted and Talented, Room 703, Wong Foo Yuan Building,
The Chinese University of Hong Kong, Shatin, N.T.
Phone No.: 2603-7444 / 2603-7485
Emergency Phone No.: 6464-0383 (only available during class hours or whole-day course lunch hours)
Fax No. : 2603-7435
Email: pgt@fed.cuhk.edu.hk
Website: <https://www.fed.cuhk.edu.hk/pgt>



Arrangements in the Event of Severe Weather Condition

Online Courses

If any Tropical Cyclone Warning Signals or Rainstorm Warning Signals is issued on a class meeting day, all online courses **will be held as scheduled**.

Face-to-face Courses

When Amber Rainstorm Warning Signal is issued			
All classes are to be held as scheduled unless advised otherwise			
When Red or Black Rainstorm Warning Signal is issued			
	Morning Courses (AM)	Whole-day Courses	Afternoon Courses (PM)
In force between 8:00 a.m. and 8:59 a.m.	Class will be suspended*	Both morning and afternoon classes will be suspended*	/
In force between 9:00 a.m. and 1:00 p.m.	Class will be held as scheduled . All outdoor activities will be suspended. PGT will arrange for students to remain in a safe location until the scheduled end time. They will be allowed to return home once safety is assured.	Both morning and afternoon classes will be held as scheduled . All outdoor activities will be suspended. PGT will arrange for students to remain in a safe location until the scheduled end time. They will be allowed to return home once safety is assured.	
In force between 12:30 p.m. and 1:29 p.m.	/		
In force from 1:30 p.m. onwards		Class will be held as scheduled . All outdoor activities will be suspended. PGT will arrange for students to remain in a safe location until the scheduled end time. They will be allowed to return home once safety is assured.	
When Tropical Cyclone Warning Signal No. 1 or No. 3 is issued			
All classes are to be held as scheduled unless advised otherwise			
When Tropical Cyclone Warning Signal Pre-No. 8 / No. 8 or above is issued			
	Morning Courses (AM)	Whole-day Courses	Afternoon Courses (PM)
In force between 6:00 a.m. and 9:29 a.m.	Class will be suspended*	Both morning and afternoon classes will be suspended*	/
In force between 9:30 a.m. and 1:00 p.m.	All ongoing classes and activities will be suspended immediately* . PGT will arrange for students to remain in a safe location until parents/guardians come and pick them up.	All ongoing classes and activities will be suspended immediately* . PGT will arrange for students to remain in a safe location until parents/guardians come and pick them up.	
In forced between 10:00 a.m. and 1:59 p.m.	/		
In force from 2:00 p.m. onwards		All ongoing classes and activities will be suspended immediately* . PGT will arrange for students to remain in a safe location until parents/guardians come and pick them up.	

* The latest updates regarding classes during severe weather conditions will be displayed on PGT website, parents and students are advised to check our website for the latest information. Arrangements for make-up classes will be announced via email once details are confirmed.