HONG KONG INSTITUTE OF VOCATIONAL EDUCATION
(KWAI CHUNG)

Evening Class Administrative Circular No. 15/05-06

Block Make-up Classes on 13/4/06

During Easter holidays, make-up class may be arranged on 13 April 2006 (Thursday).

2. Lecturers who wish to arrange make-up class on that day are requested to make an initial booking either by fax at 2612 3559 using the form “Arrangement for Make-up Classes” as per Appendix C of the Part-time Lecturers’ Handbook (VTC 822) or by E-mail at kemakeup@vtc.edu.hk before 17 March 2006.

3. Lecturers who normally teach at outside centres, but have their make-up lectures in the Main Campus, should record student attendance temporarily on a student names list and then transfer to the respective class register, which is kept in the centre, after the holidays.

4. Lecturers are required to inform the students of the make-up class arrangements as soon as possible to ensure all they have a chance to attend.

5. The minimum number of make-up classes held on campus in an evening during Institute holidays should normally be 4. When there are less than 4 make-up classes in the proposed evening, the make-up classes should be made during term-time instead.

(Dr. K. K. FUNG)
Principal
Hong Kong Institute of Vocational Education (Kwai Chung)

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Distribution:
All Part-time Lecturers
HoDs
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