HONG KONG INSTITUTE OF VOCATIONAL EDUCATION 
(KWAI CHUNG)

Evening Class Administrative Circular No. 13/06-07

Block Make-up classes on 4/4/07

During Easter holidays, make-up classes may be arranged on 4 April 2007 (Wednesday).

2. Lecturers who wish to make-up classes on these days 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 kcmakeup@vtc.edu.hk before 19 March 2007.

3. All the class meetings scheduled in the 2nd semester should be conducted on or before 1 June 2007. No make-up class can be made during the 2nd semester examination.

4. 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 being proposed in an evening, other arrangement should be made during term-time instead.

5. Students should be informed of the make-up class arrangements as soon as possible to ensure all they have a chance to attend.

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

KKF/CC/cc

Distribution:
All Part-time Lecturers
HoDs
Evening Class Co-ordination Group
EOI