HONG KONG INSTITUTE OF VOCATIONAL EDUCATION
(KWAI CHUNG)

Evening Class Administrative Circular No. 7/05-06

Early Dismissal

It was brought to my notice that some lecturers dismissed the class earlier than the scheduled class hour.

2. This is not an acceptable practice as the scheduled class hour and meetings are the contractual agreement between IVE and the students. Lecturers are expected to attend all the scheduled class hours and meetings.

3. Lecturers consistently dismiss the class earlier would receive warning letter or be liable to termination of their appointment contract with the Campus.

4. Lecturers are reminded that the scheduled class hours should be strictly adhered to.

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

KKF/VL/v1

Distribution :

All Part-time Lecturers
HoDs
Evening Class Organizers
EOI