Evening Class Administrative Circular No. 8/05-06

Block Make-up classes on 23/12/05 and 28/12/05

During Christmas holidays, make-up classes may be arranged on 23 December 2005 (Friday) and 28 December 2005 (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 2 December 2005.

3. All the class meetings scheduled in the 1st semester should be conducted on or before 16 January 2006. No make-up class can be made during the 1st 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/VL/vl

Distribution:

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HoDs
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