



## Instructors Handbook

School of Continuing Studies  
The Chinese University of Hong Kong

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## **SECTION 1 - INTRODUCTION TO THE SCHOOL OF CONTINUING STUDIES**

The School of Continuing Studies (SCS) of The Chinese University of Hong Kong (CUHK) was established in 1965 under the former name of the *Department of Extramural Studies*. Bearing the mission of providing quality continuing education programmes and services to meet the changing needs of society, the School offers a diverse range of programmes at different levels.

Programmes offered by SCS can be broadly categorised into general courses and award-bearing programmes. General courses, normally lasting three to four months, have no specific admission requirements, and are generally for self-enrichment. Since 1979, SCS has been offering award-bearing programmes at postgraduate, bachelor degree, associate degree, higher diploma, diploma, and certificate levels. These programmes have specific entrance requirements and are designed in accordance with the guidelines and standards set by the University. They provide academic and professional qualifications for those who wish to enhance their skills and knowledge in their particular fields of study. SCS courses and programmes cover a wide range of disciplines including: Art, Music & the Humanities; Business & Management; Computer Science & Information Technology; Health Care & Medical Sciences; Languages & Translation; and Social Sciences, Disciplinary Forces & Security Studies.

To provide diversified learning opportunities, SCS always collaborates with academic departments of the University, professional societies and organizations, as well as overseas and Mainland academic institutions to offer award-bearing programmes.

SCS is a self-financing unit of the University but its academic development and policies are regulated by the University Extension Board, the Senate Academic Planning Committee and the Senate of CUHK.

The head office of SCS is situated at the Inter-University Hall on CUHK campus in Shatin. SCS has three major Learning Centres in the city centre, respectively located at Oriental Centre on 67 Chatham Road in Tsimshatsui, East Ocean Centre on 98 Granville Road in Tsimshatsui East, and Bank of America Tower on 12 Harcourt Road in Central.

## **SECTION 2 – APPOINTMENT OF FULL-TIME INSTRUCTORS**

### **2.1 Employment Status**

Full-time Instructors are employed by The Chinese University of Hong Kong and the appointment will be subject to the Ordinance, Statutes and relevant regulations of the University as may from time to time be amended by the University and to the Terms of Service for Appointment on Terms of Service (B) Equivalent Contract.

## **SECTION 3 –APPOINTMENT OF PART-TIME INSTRUCTORS**

### **3.1 Employment Status**

Part-time Instructors are employed by the School of Continuing Studies, The Chinese University of Hong Kong, and are not entitled to claim to be members of the teaching force of The Chinese University of Hong Kong.

### **3.2 Issuing of Appointment Letter**

An Instructor is requested to sign and return an appointment letter to confirm his / her acceptance of the appointment. Once the appointment letter is signed, should the subject be offered, the Instructor is obliged to teach the subject as specified in the appointment letter. The Instructor must teach the specified subject according to the day, time and number of hours as prescribed by the Programme Leader or Programme Co-ordinator. However, the subject may be canceled if the minimum enrollment for the subject is not reached. Neither the Instructor nor the School of Continuing Studies is liable to compensate the other party in any form should such circumstances arise.

The Instructor should return the duly signed “School Copy” of the appointment letter to the Administration Section of the School within 7 days upon receiving it. In any event, the appointment letter should be signed and returned before the commencement of the term or course to which it relates. Instructors are highly encouraged to use the self-addressed envelop attached with the appointment letter and terms of service to return the School Copy either by post or in person through the Learning Centres. Should the duly-signed appointment letter fail to reach the School within 7 days, the appointment will become null and void.

### **3.3 Eligibility to Work**

The School will not be responsible for sponsoring the Instructor’s stay in Hong Kong. The Instructor should therefore ensure that his / her passport is endorsed to the effect that he / she is permitted to take up the appointment.

### **3.4 Duration of Appointment**

The duration of an appointment is subject to negotiation between the School and the Instructor. For the whole duration of the appointment the Instructor will be paid the same hourly rate as stated on the appointment letter. Written agreement in the form of a new appointment letter and terms of service is necessary for the renewal of an appointment or for a new appointment.

### **3.5 Termination of Appointment**

The appointment shall be subject to termination by the Instructor or the School at any time without cause by giving to the other party one month’s notice in writing or a sum equivalent to one month’s remuneration, unless otherwise specified in the appointment letter.

The rules governing termination of appointment, however, shall not apply in the following circumstances:-

- 3.5.1 If the Instructor neglects or willfully refuses to perform his / her duties as stipulated in the terms of service or fails to cooperate with the School in the discharge of his / her duties to adhere to the School's regulations, and the terms detailed in this Instructor Handbook;
- 3.5.2 If the Instructor in any manner misconducts himself / herself;
- 3.5.3 If the Instructor has been absent from class without acceptable reason(s).

In any of the above circumstances, the Instructor shall be liable to disciplinary sanctions which include verbal warning, and / or termination of service. The Instructor is also liable to pay the School a sum equivalent to one month's remuneration in lieu of notice.

### 3.6 Payment of Remuneration

The Instructor's fee is calculated on an hourly basis and will be paid on a monthly basis as stated in the Appointment Letter, unless otherwise specified. The total fee as stipulated in the Appointment Letter will be ascertained at the last date of a calendar month in which (1) all required teaching / duties has / have been duly performed; (2) the relevant Appointment Letter and the Terms of Service signed by the Instructor have been received by SCS; and (3) the related class register has been received by SCS. The Instructor shall not be entitled to receive remuneration should he / she fail to complete the assigned duties.

Other fees, such as assignments / examination papers marking fee and examination paper setting fee will be ascertained at the last day of a calendar month in which the marked / set assignments / papers are received by SCS subject to (1) All marked assignments should be returned to students on or before the last teaching session of the course. The marks / grading of such assignments should also reach the Programme Leader or Programme Co-ordinator concerned on the same date; (2) All final examination papers should be marked and reach the Programme Leader or Programme Co-ordinator concerned within the specified period as prescribed by the respective Programme Teams, but no later than 21 days upon receipt of the examination papers. The date of payment is normally 7 working days after the fee has been ascertained

Remuneration is processed by auto-pay.

### 3.7 Change of Personal Data and Bank Account

Instructors should complete and return the "Part-time Instructor Personal Data Amendment Form" (Appendix 2). The personal data collected will be used by the School for human resources management purposes only. These purposes include but are not limited to the provision of compensation and payroll; facilitating performance appraisals; making tax returns; and the review of employment decisions.

It is the School's policy to retain certain personal data of employees when they cease to be employed by the School. Such data is required for any residual employment-related activities in relation to a former employee including but not limited to the provision of job references; processing applications for re-employment and allowing the School to fulfill contractual or statutory obligations.

### 3.8 Enrollment of MPF

If applicable, in accordance with the Mandatory Provident Fund Ordinance (MPFSO), Instructors will be enrolled in the MPF Scheme of SCS of the University.

All MPF schemes are governed under the MPF Ordinance and are regulated by the MPF Scheme Authority (the MPFSA). The MPF Scheme selected and used by The Chinese University of Hong Kong (the "Employer") is the Fidelity Retirement Master Trust (the FRMT) which is administered by Bermuda Trust (Far East) who acts as trustee and administrator with Fidelity Investments being the investment manager of the scheme assets.

Once enrolled in the said Scheme, membership will be terminated automatically if the appointment of an Instructor is terminated. Instructors may visit the web-site (<http://www.mpfahk.org>) for more details.

#### 3.8.1 Enrollment Form

The completed "Fidelity Retirement Master Trust – Membership Enrollment Form" should be duly signed and returned to the Administration Section of the School of Continuing Studies (SCS), The Chinese University of Hong Kong (CUHK) at UG/F, Inter-University Hall, CUHK, Shatin, New Territories within 7 days upon receipt of the Form.

#### 3.8.2 Investment Details

The Instructor shall specify clearly in the Form in what manner he or she wishes the mandatory contributions to be allocated for investment purpose. Each allocation shall be in multiples of 5%. The total allocation to each of the chosen constituent fund(s) shall add up to 100%. The investment allocation specified will apply in respect of mandatory contributions paid by both the employee and employer.

Should there be no instructions given by the employee concerned in respect of his or her investment allocation, the Trustee will invest all contributions in accordance with the employer's default investment allocation.

The Investment Allocation of Mandatory Contributions shall be specified by the employee at his or her own discretion. No advice on investment allocation shall be given by the staff of SCS. Enquiries pertaining to the relevant constituent funds shall be directed to the Fidelity Retirement Hotline at 2500 1666.



### 3.8.3 MPF Relevant Income

MPF Relevant Income is the sum of a member's emoluments used for the purpose of calculating the Mandatory Contributions. The minimum and maximum levels of MPF Relevant Income are HK\$5,000 and HK\$20,000 per month respectively.

### 3.8.4 Mandatory Contributions

Mandatory Contributions are 5% of MPF Relevant Income. In any month, where MPF Relevant Income falls below HK\$5,000 (either on a monthly basis or as stipulated in the Appointment Letter), an employee will not be required to contribute, unless the employee specifically elects to do so.

If an employee's relevant income is HK\$20,000 or more (either on a monthly basis or as stipulated in the Appointment Letter), the amount of mandatory contribution made by SCS, CUHK will be capped at HK\$1,000. The rate of contribution, currently at 5%, and the minimum and maximum amounts of contributions are subject to change in accordance with the terms set out under the MPF Ordinance in Hong Kong. No advance notice will be given if any changes are made to the rate and the respective contribution amounts.

### 3.8.5 Voluntary Contributions

Employee's Contributions are separated into (i) those that are required by the MPF legislation, which are referred to as Mandatory Contributions, and (ii) those in excess of the Mandatory Contributions, which are referred to as Voluntary Contributions.

Should an employee wish to make a voluntary contribution, he or she shall complete the "Arrangement for / Change of Voluntary Contribution for Employee" Form. The Form can be obtained at the Administration Section upon request. An Employee can only change his or her voluntary contribution arrangement once every year (from January 1 to December 31). Written notification confirming the change should reach the SCS, CUHK on or before December 1 each year. The change will be effective starting January 1 of the next year.

## **SECTION 4 - DUTIES OF FULL-TIME INSTRUCTORS**

The duties of Full-time Instructors shall be prescribed by the Director, School of Continuing Studies as stipulated in the Letter of Appointment. In general, Instructors are required to:

- 4.1 Perform all teaching duties as assigned which include preparation of teaching materials, marking of assignments, test papers and examination papers.
- 4.2 Work closely with Programme Team Leader(s) on quality assurance procedures. This will include submitting teaching plans at the beginning of the term, reviewing course syllabi, assessment methods, marking schemes, textbooks and reference materials; writing progress reports on the effectiveness of teaching and learning of the courses taught in the middle and at the end of each semester.
- 4.3 Set examination papers for supplementary or make-up assessments.
- 4.4 Participate in meetings in relation to the School and relevant programmes.
- 4.5 Serve as Committee members.
- 4.6 Develop academic courses / programmes as assigned.
- 4.7 Participate in School's functions as assigned.
- 4.8 Perform other duties as assigned.

## **SECTION 5 - DUTIES OF PART-TIME INSTRUCTORS**

The duties of Part-time Instructors include lesson planning, preparation and delivery; preparation of students' lecture notes and materials; lecturing; class tutorials; setting and marking of assignments and test / re-test / examination / re-examination papers, if necessary, as prescribed by the Programme Leader or Programme Co-ordinator concerned.

### 5.1 Lesson Planning and Preparation

- 5.1.1 Instructors are required to submit to the School a copy of the course outline including objectives of the course, topics to be covered, resources / equipment required and assessment methods before the course commences.
- 5.1.2 Instructors are required to prepare course materials as required and send them to the School for photocopying before class (refer to Section 6.1).
- 5.1.3 In some circumstances, the School shall request the Instructors to submit a full set of teaching materials for the School's record.
- 5.1.4 Instructors will be liable for any infringement of copyright and therefore must make every effort to ensure the course materials submitted to SCS for preparation or to be used in classes are in compliance with the prevailing copyright law.

### 5.2 Lesson Delivery, Lecturing and Class Tutorials

- 5.2.1 Once the Appointment Letter is signed, should the course be offered, the Instructor is obliged to teach the course as specified in the Appointment Letter. The Instructor must teach the specified course according to the day, time and number of hours as prescribed by the Programme Leader or Programme Co-ordinator.
- 5.2.2 Instructors should teach according to the course outline agreed by the Programme Leader or Programme Co-ordinator. In case of any changes on the course contents, prior consent from the School should be obtained.
- 5.2.3 Instructors are required to be punctual to the classes, and to avoid changing the time of classes. Early dismissal of classes is not allowed (refer to 7.3). If the Instructor does not show up within 15-20 minutes after the scheduled starting time, the session will be canceled and students will be asked to dismiss. Note, however, that such behaviour will be recorded in the School's records for use in assessment of Instructor's performance and future applications for re-employment by SCS. Make-up class(es) has / have to be arranged with the Programme Leader or Programme Co-ordinator concerned.
- 5.2.4 Instructors should record those who are present at each session according to the instruction printed on the class register. At the end of each session,

Instructors should count the total number of students, mark on the class register those who are present and sign. The signature must be the same as that signed on the Appointment Letter.

- 5.2.5 An accurate class register is essential because students of an award-bearing programme are required to have an attendance rate of 80% or above in order to pass a subject and students of a general course are required to have an attendance of more than 75% in order to qualify for a Record of Attendance.
- 5.2.6 Instructors should also ensure that students whose names are not on the class register shall not be allowed to attend the class. Under such circumstances, the Instructor should report to the centre staff immediately.
- 5.2.7 Instructors should sign against all amendments made on the class register should there be any amendments / errors to the personal data of the students concerned. Instructors should advise the students to report to the School's Admission and Registration Section or the Programme Team concerned for updating their personal data.
- 5.2.8 The class register must be returned to the respective Learning Centre at the end of class meeting.
- 5.2.9 Instructors should sign on the class register at the last lesson of the course to verify the attendance record for the whole course / term.
- 5.2.10 The School reserves the right to assign staff members to sit in the class as deemed necessary.

### 5.3 Assessment Methods

- 5.3.1 Instructors are required to monitor students' performance in their studies by setting assignments / examination papers with model answers / marking scheme, invigilating examination and marking answer scripts / assessments.
- 5.3.2 All final examination papers should be marked and the results should reach the Programme Leader or Programme Co-ordinator concerned no later than 21 days after the examination.
- 5.3.3 All marked assignments should be returned to students on or before the last teaching session of the course. The marks / grading of such assignments should also reach the Programme Leader or Programme Co-ordinator concerned on or before the last teaching session of the course (This is not applicable to distance learning courses).
- 5.3.4 Forms of assessment may include but are not limited to any one or any combination of the following: class work, written work, laboratory work, field work, research papers, tests and examinations.

5.3.5 Instructors will be requested to set a make-up examination paper and mark the answer script of any student who cannot take a scheduled examination.

#### 5.4 Meetings

Instructors are required to participate in SCS meetings occasionally including but not limited to the Board of Examiners' meetings or any other meetings as deemed appropriate in relation to the teaching of the course.

#### 5.5 Marking of Assessments

Markers who may also be full-time or part-time instructors are required to mark and return students' assignments to the Programme Leader or Programme Co-ordinator concerned within 2 weeks upon receipt of assignments by hand or by registered mail. In the latter case, the postage incurred will be reimbursed . If the Markers are not able to meet the specified deadline, they should notify the Programme Leader or Programme Co-ordinator concerned in advance.

## **SECTION 6 – GENERAL ADMINISTRATIVE PROCEDURES**

This section details some general information and administrative procedures to ensure effective teaching and learning throughout the course. For Instructors teaching Sub-degree Programmes, please read the following in conjunction with the General Academic Regulations Governing Sub-degree Programmes set out by the School.

### **6.1 Printing of Teaching Materials**

The School provides the Instructors with adequate support for printing and distribution of teaching materials to students.

The procedures shall be as follows:-

- 6.1.1 Instructors should fill in a “Request for Photocopy Form” (see Appendix 3) and submit it to the centre staff together with a master copy of the teaching materials at least 7 days in advance. For classes conducted in learning centres on Hong Kong Island, requests should be submitted to centre staff at the Bank of American Tower. For other classes, requests should be submitted to centre staff at the TST Learning Centre. Emergency requests or requests of less than 7 days will not be entertained.
- 6.1.2 Any request forms with missing information will not be handled.
- 6.1.3 Every request should be made on a class-basis and each should not exceed 10 pages in the original per class per request. Unless otherwise specified on the form, photocopies will be made double-sided.
- 6.1.4 Copies of the materials will be distributed directly to the class.

Photocopying from books is not acceptable, unless a satisfactory written permission is provided from the copyright owner. The School shall not be held responsible for any infringement of copyright if an Instructor’s notes are photocopied from books. The Instructor who breaks copyright laws must bear the full liability and shall assume all responsibility arising from breach of copyright law.

General guidelines on Copyright Laws are stipulated in Appendix 4.

### **6.2 Teaching Aids**

Various audio-visual teaching aids are available. Instructors are encouraged to make good use of the teaching aids.

The procedures shall be as follows:-

- 6.2.1 Instructors should fill in an “Educational Equipment Booking Form” (see Appendix 5) and submit it 7 days in advance. Emergency requests or requests of less than 7 days will not be entertained.

- 6.2.2 Instructors should select the equipment needed by checking the appropriate boxes on the form. Some of the mentioned equipment may not be available at certain Learning Centres. Completed Equipment Booking Forms will help the School to ensure that the equipment will be available. Instructors shall consult Mr. Raymond Lee of Tsim Sha Tsui Office at 2723 0932 for details.
- 6.2.3 Any request with missing information will not be handled.
- 6.2.4 Requests can be made on a class-basis or course-basis. If the equipment(s) is / are required for all sessions, Instructors should state clearly on the form, in particular, the number of times per week to be used, total number of sessions, and his / her contact number.
- 6.2.5 The completed form should be forwarded by fax on 2367 2593 or should be returned in person to the centre staff at the Tsim Sha Tsui Enrollment Centre or at Learning Centres.
- 6.2.6 Some equipment may be checked out and these must be returned to the School before the last class meeting of the term or at an agreed time.
- 6.2.7 On request, the centre staff will assist Instructors in operating the equipment. It is advisable that the equipment should be tested by the Instructor before the session begins. Any damage / malfunction of audio-visual equipment should be reported to the centre staff at once.

### 6.3 Absence and Arrangements for Make-up Class

If Instructors are unable to attend class because of illness or other unforeseen circumstances, they should notify the Programme Leader or Programme Co-ordinator concerned as early as possible and discuss with him / her on the detailed arrangement of make-up class so that students can be well informed by SCS.

The Instructor should also obtain students' consent for the class re-scheduling prior to the request for School's approval. Proposal for a make-up class must reach the School at least 14 days before the proposed date of the make-up class. The proposed date must be agreeable to both the students and the School.

For part-time instructors, remuneration is made according to the actual teaching hours of the month. Any absence or make-up class will be reflected in the monthly remuneration.

### 6.4 Arrangements for Guest Speakers

Prior approval from SCS is required when Instructors want to arrange a substitute as a result of anticipated absence from the course or want to invite a guest speaker for the course.

## 6.5 Public Holidays and Other Special Holidays

The School observes the public holidays that are gazetted by the Government of HKSAR. Classes will not meet and will be postponed on public holidays, School holidays and the following days:-

- 6.5.1 the day preceding Lunar New Year
- 6.5.2 Mid-Autumn Festival (Evening courses only)
- 6.5.3 Winter Solstice (Evening courses only)
- 6.5.4 Christmas Eve
- 6.5.5 New Year's Eve
- 6.5.6 Orientation Programme for Instructors

Any other special holidays will be announced via circulars or notices posted at the Learning Centres and on the School's website.

## 6.6 Arrangements for Typhoons and Rainstorm Warnings

If the Black Rainstorm Warning Signal or the Typhoon Signal No. 8 or above is / will be<sup>+</sup> in force on or after the following times, classes, examinations and seminars will be suspended as follows:

Signal is / will be in force on or after the following times*	Affect	Sessions / Periods suspended
7:00 a.m.	Day-time programmes, classes, examinations and seminars	Morning sessions (9:00 a.m.-2:00 p.m.)
12:00 noon	Day-time programmes, classes, examinations and seminars	Afternoon sessions (2:00 p.m.-6:00 p.m.)
3:00 p.m.	Evening programmes, classes, examinations and seminars	Evening sessions (6:00 p.m.-10:00 p.m.)

<sup>+</sup> As advised by the Hong Kong Observatory.

\* Even if the Typhoon or Black Rainstorm Warning Signal has been cancelled before the class /examination / seminar commencement times.

For classes and examinations that have already started:

	Classes	Examinations
When Typhoon Signal No. 8 or above is hoisted	Immediately suspend	Continue until the end of that examination session unless the examination venue is found to be of potential risk to candidates
When Black Rainstorm Signal is in force	Immediately suspend (staff members and students are advised to take shelter at a safe place until the weather and traffic conditions have improved)	Continue except all outdoor activities will be suspended





## **SECTION 7 - CLASSROOM REGULATIONS**

### 7.1 The First Class Meeting

Instructors should introduce himself / herself to the class, announce and / or reiterate the total class hours, number of meetings per week, scheduled time for the classes, topics covered for each meeting and the expected completion date of the course. Students should be reminded to bring their Attendance Pass / Official Receipt / Full-time Student Card each time when they attend the class for verification of their identity, if necessary.

### 7.2 Class Attendance

For Instructors:

Instructors are expected to observe punctuality. Their time of arrival will be recorded on the daily record.

For Students:

Students shall attend classes, tests and examinations as required by the School. He / she must observe punctuality in class. Students who are late and / or take early leave for more than 25% of the scheduled class duration would be considered as absent.

### 7.3 Late Arrival and Early Class Dismissal

The School must be notified of any anticipated late arrival and / or early dismissal of class. Late arrivals and early dismissal of classes is discouraged as it may lead to insufficient time to complete the syllabus. Lost time as a result of early class dismissals or late arrivals will be recorded and must be made up at the end of the course or at another time as agreed by students and the School.

### 7.4 Communication Channel

Instructors should assist in distributing circulars to students and function as a communication channel between the School and students.

### 7.5 Environmental Hygiene

Smoking, eating and drinking are not allowed in the classrooms.

### 7.6 Disturbance

All mobile phones or pagers should be switched off or set to vibration/silent mode.

### 7.7 Security

Instructors and students are allowed to enter the classrooms 15 minutes in

advance of classes. No bell system is installed in the Learning Centres. Instructors are requested to finish teaching on time. Every person should leave the classroom immediately after the class has finished. Classrooms will be locked afterwards.

Instructors should remind the students to leave the classroom in good order. In the computer laboratories, all machines must be switched off and printouts must be disposed of before leaving. These rules shall also apply to other specially equipped rooms.

### 7.8 Responding to Students' Enquiries

Part-time instructors are discouraged from answering any enquiries other than those relating to the subjects he / she is teaching. He / she should channel any questions on administration and programme-related matters to the centre staff / Programme Team concerned so that accurate information can be provided for students.

## **SECTION 8 - EXAMINATION AND GRADING POLICIES (Applicable to award-bearing programmes only)**

For Instructors teaching Sub-degree Programmes, please read the following in conjunction with the General Academic Regulations Governing Sub-degree Programmes set out by the School.

Unless specified in the Prospectus, only the Record of Attendance will be issued to students of general courses. Examinations and other methods of assessment in the award-bearing programmes help the School to evaluate whether students' skills, knowledge and understanding reflect the kind of professional training they have received and the level of their achievement. Based on these assessments, students will be issued with award-bearing certificates.

### 8.1 Printing of Examination Papers

In order to ensure proper handling of examination paper, Instructors should submit the original papers under confidential cover to Programme Leaders or Programme Co-ordinators. All examination papers should be printed by the School only.

### 8.2 Content of an Examination Paper and Allocation of Marks

All questions should be related to the teaching syllabus. They should adequately cover the whole syllabus and reflect a fair spread of the syllabus content.

Questions should not be copied directly from previous papers in the public examinations, classwork or homework. The Instructor should revise the examination paper every term/semester.

### 8.3 Suggested Answers and Marking Schemes

The suggested answers should cover all the points that have been asked in the questions.

For questions requiring descriptive solutions, the suggested answer should include the main points and the marks allocated to the major statements and the elaboration of these statements.

Solutions to questions should be broken down into necessary steps and marks should be allocated to each step, with a mark given for the total process.

### 8.4 Invigilation

The Invigilator / Instructor should check the number of copies of question papers and answer sheets when they collect them at the Learning Centre.

The Invigilator should remind students to put their Full-time Student Card / HKID Card / personal identification on the top right hand corner, and put their personal

belongings other than writing instruments on the floor in the front of the classroom.

Once the Invigilator has started distributing the papers, no one is allowed to talk. Should candidates have any questions, they should address them to the Invigilator.

Any amendments to the question paper should be clearly announced to all candidates. The Invigilator should announce the commencement of the examination. He / she should write the starting time, ending time and amendments (if any) on the blackboard.

30 minutes after the examination has started, the Invigilator should verify their Full-time Student Card / HKID Card / personal identification.

15 minutes before the end of the examination, the Invigilator should inform students of the time remaining. When time is up, he / she should ask candidates to stop writing immediately. The Invigilator should proceed with collection of all question papers and answer sheets, count the number of scripts collected against the attendance, put all scripts into the envelop provided, seal the envelop and duly sign on it as indicated.

#### 8.5 Misconduct of Students

A candidate found cheating during an examination will be required by an Invigilator to terminate his / her examination. The case should be reported to the Invigilator / centre staff as soon as possible. The School will investigate and deliberate such cases.

#### 8.6 Marking, Criteria for Grading and Final Results

Marks (including those of examinations, assignments and tests) should be clearly written on marks / grade sheets.

Marks / Grades recommended by Instructors may be reviewed or revised by the School. Final results shall rest on the School's decision. Instructors are advised not to release their initial recommendations of examination results to the students in advance. The final grades will only be announced by the School.

#### 8.7 Make-up Examination Procedure

Under normal circumstances, the School will not entertain requests from individual students for re-scheduling of examination dates. Students who are absent from the scheduled examination due to extenuating circumstances beyond the student's control, such as illness or injury, may apply for make-up examinations through the Programme Team with an administrative fee within one week after the missed examination.

Supporting documents, such as certificate issued by a medical practitioner, should be submitted at the time of application. Upon approval, the student will be notified of the date and time for the make-up examination. A portion of the examination mark may be deducted upon successful application.

## 8.8 Certificate of Award

Some courses only issue Records of Attendance. The attendance requirement is 75% or above of the total course hours.

Instructors are encouraged to inform students that a Certificate of Award, where applicable, will only be issued to students who have attained a passing grade and achieved 80% attendance record for the course. However, the Records of Attendance will be issued to students who achieve 75% attendance record or above but have failed to attain a passing grade.

To be eligible for the Certificate of Award, a student should comply with the attendance requirement and pass the assessment criteria. Usually the passing mark is 50, yet it varies amongst different courses.

## **SECTION 9 - QUALITY ASSURANCE**

The quality of a programme / course is monitored regularly to ensure a high standard of education provision.

### 9.1 Class Visits

The School will arrange at least one class visit in each term as a quality assurance measure. Class visits will contribute to the evaluation of the overall performance of the Instructors.

### 9.2 Feedback from Instructors

The School values feedback and opinions from Instructors. Each Instructor will be given a questionnaire at the end of the course as a formal channel of soliciting feedback. However, Instructors are encouraged to liaise with Programme Leaders or Programme Co-ordinators from time to time on matters related to the course, students, administrative procedures or policies of the School.

### 9.3 Feedback from Students

Student opinions on the course will be gathered through an end-of-course questionnaire i.e. course evaluation in the absence of the Instructor. Instructors are not allowed to conduct the course evaluation. In addition, from time to time, a small number of students may be randomly selected for short telephone interviews.

### 9.4 Board of Examiners' Meetings

All Instructors teaching award-bearing programmes are normally expected to be in attendance at the Board of Examiners' meeting at the end of the academic year. When an Instructor is unable to attend an Examiners' Board, he / she must submit a written report to the Chairman of the Examiner's Meeting commenting on the students' performance overall, in particular, on any students who have failed or whose performances have been marginal, and, where appropriate, also nominate a representative to attend the meeting who is familiar with the students' performance and is authorized to make binding decisions in that course.

## **SECTION 10 - SUPPORT TO INSTRUCTORS**

### 10.1 Notices and Circulars

All notices and circulars are displayed on the notice boards at the Learning Centres. Instructors are requested to study them and draw students' attention where necessary.

### 10.2 Library facilities

Instructors are entitled to access library facilities at The Chinese University of Hong Kong. Please contact our Programme Leaders / Programme Co-ordinators for details of application for user cards.

### 10.3 Workstations at Learning Centres (applicable to Instructors teaching Sub-degree Programmes)

Instructors are entitled to use workstations specifically assigned for day-time programmes teaching staff in different Learning Centres. Generally, an Instructor's workstation is equipped with telephone, computer with access to the Internet and printing facilities. Where necessary, photocopying facilities can be arranged, but Instructors should note that these are for office use, rather than large-volume notes printing.

### 10.4 Email (applicable to Instructors teaching Sub-degree Programmes)

Instructors will be given an individual email account for communication with the School and students.

### 10.5 Request for New Teaching Resources

Instructors may request new teaching resources from the School as deemed necessary. All these requests must be submitted to the School for consideration and no reimbursement will be made for any resources purchased without obtaining prior approval.

### 10.6 Instructor Development Programme

An Instructor Development Programme is normally held twice a year in the Spring and Autumn terms, usually before term commencement. This is a valuable opportunity for staff of the School to meet the Instructors and to exchange relevant information under a relaxed atmosphere. A short presentation on practical aspects of education may be arranged, and administrative procedures will also be highlighted, to enable Instructors to familiarize themselves with the School's operation and administrative procedures. All new Instructors are required to attend a development programme.



## SECTION 11 – USEFUL CONTACT DETAILS

### 11.1 Office Addresses and Contact Numbers

#### 11.1.1 Central Learning Centre:

Address: Unit A, 1/F, Bank of America Tower, 12 Harcourt Road, Central, Hong Kong

Telephone: 3111 7237

Opening Hours: Mondays – Fridays: 9am - 8pm  
Saturdays: 9am - 5pm  
Closed on Sundays and Public Holidays

#### 11.1.2 TST Learning Centre:

Address: 13/F Oriental Centre, 67 Chatham Road South, Kowloon, Hong Kong

Telephone: 2724 8910

Opening Hours: Mondays – Fridays: 9am - 9pm  
Saturdays: 9am - 6pm  
Closed on Sundays and Public Holidays

#### 11.1.3 EOC Learning Centre:

Address: Rm 308, East Ocean Centre, 98 Granville Road, Kowloon, Hong Kong

Telephone: 2739 3031

Opening Hours: Mondays – Fridays: 9am - 5:30pm  
Saturdays: 9am - 12:30pm  
Closed on Sundays and Public Holidays

#### 11.1.4 Head Office:

Address: Inter-University Hall, The Chinese University of Hong Kong, Shatin, N.T.

Telephone: 2209 0290

Opening Hours: Mondays – Fridays: 9am - 5:30pm  
Saturdays: 9am - 12:30pm  
Closed on Sundays and Public Holidays

### 11.2 Programme Teams

#### ***Pre-Associate Degree Programme***

Diploma Programme in General Studies (Full-time) 2209 0268

#### ***Associate Degree Programmes***

2209 0268

#### ***Higher Diploma Programmes***

Applied Chinese Language 2209 0236

2209 0253

Applied Translation Studies 2209 0236

2209 0253

Business and Corporate Administration 2209 0464

2209 0267

Business Information Systems 2209 0218

2209 0215

Business Studies (Accounting & Finance/Marketing/Logistics)	2209 0464
	2209 0267
Commercial Design	2209 0444
	2209 0258
Computer Game Development	2209 0218
	2209 0215
Corporate Communication	2209 0248
Human Services	2209 0256
	2209 0262
Integrated Estates & Facilities Management	2209 0464
	2209 0269
Library and Information Science	2209 0266
	2209 0265
Network and Mobile Computing	2209 0218
	2209 0215
Security Studies	2209 0214
	2209 0212
<b><i>Workplace Education &amp; In-Company Training</i></b>	
Business & Management	2209 0261
Chinese, Putonghua & Translation	2209 0230
English	2209 0249
<b><i>Art &amp; Culture</i></b>	2209 0444
<b><i>Business, Economics &amp; Management</i></b>	2209 0263
	2209 0264
	2209 0243
	2209 0268
	2209 0289
<b><i>Computer Science &amp; Information Technology</i></b>	2209 0222
<b><i>Health Care &amp; Medical Sciences</i></b>	2209 0421
<b><i>Humanities</i></b>	2209 0452
<b><i>Languages</i></b>	
<u>Award-Bearing Programme</u>	
Chinese and Putonghua	2209 0237
Japanese	2209 0234
English	2209 0235
Translation	2209 0236
Korean	2209 0224
<u>General Short Courses</u>	
Chinese and Putonghua	2209 0234
Japanese	2209 0234

English	2209 0235
Translation & French	2209 0237
Korean	2209 0224

***Music, Dance & Drama***

Music	2209 0451
Dance & Drama	2209 0444

***Social Sciences***

Social Sciences	2209 0262
Mass Communication	2209 0263
Disciplinary Forces & Security	2209 0246

***Women's Studies***

2209 0246

***Distance Learning Courses***

2209 0226

***Employment Schema Course Series***

2209 0246

11.3 Others

Administration Section	2209 0204
Admission & Registration Section	2209 0274
24-hour Enquiry Hotline	2209 0299
Instructor Support Hotline	
Office Number	(BAT) 3111 7237
	(TST) 2209 0271
Mobile Phone Number	9267 8079
Fax Number	2367 2593

**香港中文大學**  
**THE CHINESE UNIVERSITY OF HONG KONG**

致： 人事處  
To: Personnel Office

**更改個人資料 Change of Personal Data**

請於人事處記錄內更改本人資料如下：

Please update my following personal data in the Personnel record:

- |   |  |
|---|--|
| <input type="checkbox"/> 個人資料 Personal particulars                  | <input type="checkbox"/> 婚姻狀況/配偶資料 Marital status/<br>spouse's details |
| <input type="checkbox"/> 學歷 Qualifications                          | <input type="checkbox"/> 受供養子女 Dependent child(ren)                    |
| <input type="checkbox"/> 住址/電話 Residential address/Tel.<br>No.      | <input type="checkbox"/> 緊急事故聯絡人 Emergency contact                     |
| <input type="checkbox"/> 通訊地址/電話 Correspondence<br>address/Tel. No. |  |

更改資料詳情 Detailed information on the requested change

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- 附上有關文件的確認副本 Certified true copy(ies) of relevant document(s) is/are enclosed for your file record.
- 提供有關文件的正本以供審閱 Original document(s) is/are submitted for your inspection.

姓名 Name in print: \_\_\_\_\_

僱員編號 Staff ID: \_\_\_\_\_

部門 Department/Unit: \_\_\_\_\_

電話 Phone: \_\_\_\_\_

日期 Date: \_\_\_\_\_

- 請於適當位置加上“/”號  
Please “/” as appropriate

簽署 Signature: \_\_\_\_\_

**備註 Notes:**

- 僱員在本表格內所提供的資料，將供人事處用作以下用途：(甲) 僱員記錄；(乙) 按稅務條例填交僱員受僱通知書；(丙) 處理僱員福利及其他僱用事宜的有關申請；(丁) 如適用，作為更新僱員醫療福利計劃(1999)供款成員資料之用。The personal data provided on this form will be used by the Personnel Office for the following purposes: (a) to maintain an updated record of the University employees; (b) to file Inland Revenue Return to the Commissioner of Inland Revenue in compliance with the Inland Revenue Ordinance; (c) to process applications for staff benefits and other employment-related matters; (d) where applicable, to update membership coverage under the Staff Medical Benefits Scheme 1999.
- 如適用，僱員的結婚證書(及配偶的香港身份證副本)、子女出生證明書、香港身份證/護照或學歷證明書的確認副本須連同本表格一併遞交。僱員亦可選擇提供有關文件的正本予人事處審閱。Where applicable, certified true copies of marriage certificate (photocopy of spouse's HKID card will also be required in such case), child(ren)'s birth certificate(s), appointee's HKID card/passport, certificates of qualifications should be submitted. Alternatively, original document(s) may be presented to the Personnel Office for inspection.



# 香港中文大學校外進修學院

## SCHOOL OF CONTINUING STUDIES THE CHINESE UNIVERSITY OF HONG KONG

### 兼職導師個人資料更改通知書

### Part-Time Instructor Personal Data Amendment Form

注意事項：填表前請參閱注意事項

Notes: Please read the Notes before filling out this form.

注意：個人資料收集聲明 閣下在本表上所提供的個人資料，本院祇用作處理更改導師個人資料有關事宜。

The personal data provided in this form will be used by the School of Continuing Studies for purposes of updating the personal data kept by the School.

閣下如有需要修改或更正個人資料，請填寫此表，寄回「新界沙田香港中文大學博文苑中大校外進修學院」行政組或傳真至 2603 6565。

Please complete and return this form to Administration Section of the School of Continuing Studies at "Inter-University Hall, The Chinese University of Hong Kong, Shatin, Hong Kong" or fax to 2603 6565.

### Part 1 兼職導師資料 Instructor Information

(此資料將用作本院處理閣下之個人檔案。 This information will allow us to locate your personal record file.)

姓名 (英文)

(中文)

Name (English)

(Chinese)

身份證號碼 / 教職員編號

HKID No./Instructor No.

### Part 2 更改資料 Information to be amended

請選擇[√]所需更改之項目及提供新的資料 Please check [√] the relevant item(s) and provide the new information.

姓名 (英文)

(中文)

Name (English)

(Chinese)

(\*若導師更改身份證上之姓名，請提供有關證明文件之影印本)

(\*Please enclose copy of supporting document if you have changed your name on the H.K.I.D Card)

郵寄地址

Postal Address

聯絡電話

Contact numbers

住宅

Home

辦公室

Office

手提電話

Mobile

傳真機

Fax

電郵地址

Email address

戶口資料

Bank details:

銀行名稱

Bank name

戶口號碼

Account no.

戶口名稱

Account name

導師簽署

Instructor's Signature

日期

Date

本院專用 For Official Use

經手人 Handled by

日期 Date

存檔 Filed by

日期 Date



# 香港中文大學校外進修學院

SCHOOL OF CONTINUING STUDIES THE CHINESE UNIVERSITY OF HONG KONG

## 複印講義申請表(教員)

### Photocopying Request Form For Instructors

填表前請注意下列事項

Please read the following notes before filling out this form.

1. 複印講義申請表須於上課前七日交予本院職員。This form should be submitted 7 days before the requested date of delivery.
2. 即時申請複印講義，一概恕不受理。Immediate requests will not be entertained.
3. 此表格只供複印一個課程/班別所需之講義。One form should be completed for each course / class.
4. 如申請表上沒有導師簽署，閣下之申請將不會受理(以電郵申請除外)。Forms without a signature (unless submitted by email) will not be processed.
5. 請將填妥之表格連同原稿交予本院中環上課中心(如講義適用於港島區課程)或尖沙咀上課中心(如講義適用於九龍及新界區課程)；如以電郵方式，郵址為print@webmail.scs.cuhk.edu.hk；如欲傳真，號碼為 3110 0611 (如講義適用於港島區課程)或 2603 6565 (如講義適用於九龍及新界區課程)。Completed forms should be sent to BAT Learning Centre for lecture notes deliveries to learning centres on H. K. Island, or TST Learning Centre for lecture notes deliveries to learning centres in Kowloon and N.T., or email to print@webmail.scs.cuhk.edu.hk, or fax to 3110 0611 (for lecture notes deliveries to learning centres on H. K. Island) or 2603 6565 (for lecture notes deliveries to learning centres in Kowloon and N.T.).
6. 如有任何查詢，請致電 2209 0482。For enquiries, please call 2209 0482.

課程編號 Course No.	
課程名稱 Course Title	
上課/送件日期 Date of Delivery	上課/送件時間 Time of Delivery
來稿頁數 Pages of Master Copy	印製份數 No. of Copies Required

上課地點 Venue	<input type="checkbox"/> 安年大廈【尖沙咀】Oriental Centre ( Tsim Sha Tsui )	課室 Classroom	
	<input type="checkbox"/> 美國銀行中心【中環】Bank of America Tower ( Central )		
	<input type="checkbox"/> 鄧肇堅中學【灣仔】Tang Shiu Kin Sec Sch ( Wan Chai )		
	<input type="checkbox"/> 地利亞(加拿大)學校【太古城】Delia Sch of Canada ( Taikoo Shing )		
	<input type="checkbox"/> 東海商業中心【尖東】East Ocean Ctr (TST East)		
	<input type="checkbox"/> 循道中學【油麻地】Methodist College ( Yaumatei )		
	<input type="checkbox"/> 地利亞修女紀念中學【美孚】 Delia Memorial Sch ( Mei Foo )		<input type="checkbox"/> 百老匯街 Broadway St. <input type="checkbox"/> 吉利徑 Glee Path
	<input type="checkbox"/> 德信中學【佐敦】 Tak Sun College ( Jordan )		
	<input type="checkbox"/> 沙田崇真中學【大圍】Shatin Tsung Tsin Sec Sch ( Tai Wai )		
	<input type="checkbox"/> 地利亞修女紀念學校【觀塘】 Delia Memorial Sch ( Kwun Tong )		<input type="checkbox"/> 協和街 Hip Wo St. <input type="checkbox"/> 月華街 Yuet Wah St.
	其他上課中心 Other Centre _____		

導師姓名

Instructor's Name

(Mr. / Mrs. / Miss/ Ms.)\*

聯絡電話

Contact No.

請於適當的方格填上[√]號 Please select [√] as appropriate:

(I) 印製方式 Format of Copies: (如沒有指定印製方式，本院則會採用雙面影印 If not specified, copies will be double-sided)

單面 Single Sided  雙面 Double Sided  釘裝 Stapled  其他 Others: \_\_\_\_\_

(II) 複印用途 Usage of Copies:

教學用途 Teaching Materials  考試題目 Examination Papers  其他 Others: \_\_\_\_\_

聲明 Declaration:

茲聲明以上交付複印之稿件皆由本人直接提供，本人明白該項稿件並無抵觸任何版權法例，如有，本人願意對違反版權法例一事負一切責任。I declare that the master copy material is supplied by me. I declare that this instruction to make photocopies does not involve any infringement to copyright laws. If it does, I shall assume all responsibilities arising from the breach of copyright laws.

導師簽署 Signature: \_\_\_\_\_ 來稿日期 Form submitted on: \_\_\_\_\_

本院專用 For Official Use

代填或代收此表同事 Handled By: \_\_\_\_\_ 日期 Date: \_\_\_\_\_

登記同事 Registered By: \_\_\_\_\_ 日期 Date: \_\_\_\_\_

印刷同事 Processed By: \_\_\_\_\_ 日期 Date: \_\_\_\_\_

領取同事 Delivered By: \_\_\_\_\_ 日期 Date: \_\_\_\_\_

## **Copyright and Intellectual Property Regulations**

1. The School respects copyrights and other intellectual property rights and will do its best to comply with the applicable copyright laws, regulations and guidelines. The School is concerned with possible infringement of copyright and other intellectual property rights by its appointees, instructors and students. All appointees are therefore requested to help ensure the compliance with the applicable laws, regulations and guidelines and suggest precautionary measures.
2. Hong Kong's existing Copyright Ordinance came into effect on June 27, 1997 and has been amended with effect from April 1, 2001 to put it beyond doubt that any person who knowingly possesses an infringing copy of a copyright work for the purpose of, in the course of, or in connection with trade or business will commit a criminal offence, regardless of whether the business is involved in dealing in the infringing copies. Both management and the appointee concerned can be liable.
3. All appointees shall acquaint themselves with and observe the applicable laws, regulations, and guidelines. Acts of infringement / non-compliance may give rise to criminal and civil liabilities against the persons concerned.
4. Useful guides on prevention against infringement / non-compliance are provided in the Schedule of the University Copyright and Intellectual Property Rights website at <http://www.cuhk.edu.hk/policy/copyright>.



### 預約教學器材表格

### Educational Equipment Booking Form

注意事項：填表前請參閱注意事項

Notes: Please read the Notes before filling out this form.

1. 預約器材表格須於器材使用前七日遞交予本院職員。This form should be submitted 7 days before the equipment is needed.
2. 即時預約器材，一概恕不受理。Immediate requests will not be entertained.
3. 此表格只供預約一個課程/班別所需之教學器材。One form should be completed for each course / class.
4. 由於各教學器材數量有限，本院或未能供應所需教學器材。Limited equipment is available, the School may not provided equipment as requested.
5. 填妥此表格後，請傳真至本院尖沙咀上課中心，傳真號碼：2367 2593。Completed forms should be faxed to Tsim Sha Tsui Office at 2367 2593.
6. 如有任何查詢，請與尖沙咀辦公室黃小姐或李先生聯絡，電話：2723 0932。For enquiries, please contact Ms. Stefany Wong or Mr. Raymond Lee on 2723 0932.

課程編號 Course No.		課程名稱 Course Title	
使用日期 Date to be used	至 To	上課時間 Time	至 To

上課地點 Venue	<input type="checkbox"/> 安年大廈【尖沙咀】Oriental Centre ( Tsim Sha Tsui )	課室 Classroom	
	<input type="checkbox"/> 美國銀行中心【中環】Bank of America Tower ( Central )		
	<input type="checkbox"/> 鄧肇堅中學【灣仔】Tang Shiu Kin Sec Sch ( Wan Chai )		
	<input type="checkbox"/> 地利亞(加拿大)學校【太古城】Delia Sch of Canada ( Taikoo Shing )		
	<input type="checkbox"/> 東海商業中心【尖東】East Ocean Ctr (TST East)		
	<input type="checkbox"/> 循道中學【油麻地】Methodist College ( Yau matei )		
	<input type="checkbox"/> 地利亞修女紀念中學【美孚】 Delia Memorial Sch ( Mei Foo )		<input type="checkbox"/> 百老匯街 Broadway St. <input type="checkbox"/> 吉利徑 Glee Path
	<input type="checkbox"/> 德信中學【佐敦】 Tak Sun College ( Jordan )		
	<input type="checkbox"/> 沙田崇真中學【大圍】Shatin Tsung Tsin Sec Sch ( Tai Wai )		
	<input type="checkbox"/> 地利亞修女紀念學校【觀塘】 Delia Memorial Sch ( Kwun Tong )		<input type="checkbox"/> 協和街 Hip Wo St. <input type="checkbox"/> 月華街 Yuet Wah St.
	其他上課中心 Other Centre _____		

導師姓名 Instructor's Name \_\_\_\_\_ (Mr. / Mrs. / Miss./ Ms.)\* 聯絡電話 Contact No. \_\_\_\_\_

請選擇所需教學器材：

Please select  the equipment needed:

[因各上課中心器材供應會有所不同，詳情請參閱背頁附表]

[Please read the educational equipment distribution list overleaf before filling out this part.]

- |  |   |   |   |   |
|--|---|---|---|---|
| <input type="checkbox"/> 電腦及 LCD 投影機<br>PC & LCD Projector | <input type="checkbox"/> 上網<br>Internet Access        | <input type="checkbox"/> 實物投影機<br>Visualizer          | <input type="checkbox"/> 高影機<br>Overhead Projector    | <input type="checkbox"/> 幻燈機<br>Slide Projector |
| <input type="checkbox"/> 咪<br>Microphone                   | <input type="checkbox"/> CD 影碟機<br>CD Player          | <input type="checkbox"/> 卡式錄音機<br>Audio Cass Recorder | <input type="checkbox"/> MD 機<br>MD Player            |   |
| <input type="checkbox"/> 錄影機及電視機<br>Video Cass Rec & TV    | <input type="checkbox"/> DVD影碟機及電視<br>DVD Player & TV | <input type="checkbox"/> VCD影碟機及電視<br>VCD Player & TV | <input type="checkbox"/> 其他： _____<br>Other equipment |   |

請選擇所需教學器材的日期及時間：

Please indicate when the equipment is needed:

- 星期一 Mondays    星期三 Wednesdays    星期五 Fridays    星期日 Sundays
- 每週 Weekly on
- 星期二 Tuesdays    星期四 Thursdays    星期六 Saturdays   共 Total \_\_\_\_\_ 講 sessions

導師簽署 Signature : \_\_\_\_\_ 日期 Date : \_\_\_\_\_



