

**School of Continuing Education
Hong Kong Baptist University**

Part-time Staff Handbook

March 2026

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Part 1. Teaching Support and Personnel Related Matters

1. Duties of Part-time Teaching Staff

Part-time teaching staff are required to perform duties as below:-

- 1.1. Submit a teaching plan and a full set of student handouts to the School. A soft copy of the suggested format of the teaching plan can be obtained from the Academic Coordinator of the School.
- 1.2. Be responsible for preparing lecture materials, grading exercises, monitoring student performance and progress, classroom instruction and student consultations.
- 1.3. Ensure that those students whose names have not been registered on the roster are prohibited from attending the class; and to report such case, if any, to the Learning Centre staff of the School as soon as possible.
- 1.4. Set questions for all assessment tasks with suggested answers and marking scheme, invigilate examination and mark the assessments.
- 1.5. Submit marks and grades via the Online Grade Submission System, and return the students' works and full set of answer scripts, suggested answers/markings scheme and question papers to the Academic Coordinator via the Learning Centre within 14 days after the completion of each course, or as instructed by the Academic Coordinator. If the part-time teaching staff fails to submit the relevant documents before the deadline, the School reserves the right to deduct the salary as additional expenses for re-arrangement of examinations for the students.
- 1.6. In some circumstances, Academic Coordinator of the School will request the Part-time Teaching Staff to submit a full set of teaching notes for the School's record.
- 1.7. Irregularities in behaviour of any kind should be reported to the Centre-in-charge concerned for appropriate follow-up actions.

2. Academic Related Matters

2.1. Academic Coordination

The School will assign Academic Coordinator to be responsible for the academic matters related to part-time teaching staff.

2.2. Part-time Teaching Staff's Duties - Our Expectation

Commencement of Term

Before Commencement	submit teaching plan
1st to 2 nd Week	Distribute the course outline and introduce classroom regulations to students
3rd to 4th Week	receive guidelines for setting of final examination questions (if applicable)
5th to 10th Week	discuss matters relating to teaching and setting of examination question papers with the Academic Coordinator concerned and submit proposed final examination papers and suggested answers/markings schemes to Academic Coordinator for review on or before the 7th week
10th to 16th Week	conduct examination and/or other assessment activities

End of Term

Within 2 weeks after the end of course	submit students' works and, if applicable, examination answer scripts with suggested answers and grade sheet(s) to Academic Coordinator
Upon Request	set and submit make-up examination and supplementary examination papers with suggested answers and marking scheme to Academic Coordinators, and mark the examination answer scripts

Remarks: The above timeline may vary for different programmes. Please approach the relevant programme administration staff when in doubt about the timeline.

2.3. Quality Assurance

2.3.1. Teaching Plan

As part of our quality assurance procedures, all Part-time Teaching Staff is required to prepare a teaching plan for each course they teach in a term. The plan is to be submitted to the Academic Coordinator concerned direct before the commencement of the term. Students should be given a copy of the plan in the first session to inform them of the course intended learning outcomes, assessment methods and assessment criteria etc.

Part-time Teaching Staff is also advised to observe any School holidays during the Term when preparing timetables for teaching plans. The latest School holidays details can be found in the SCE website.

2.3.2. Class Visit

For assurance of teaching quality and teaching effectiveness, Academic Coordinators will pay class visits to Part-time Teaching Staff during the term. Prior notice of such visits will be given.

2.3.3. Feedback from Students

Feedback will be collected from students during the term to solicit their opinions on both the programme / course quality and administrative support. To serve this purpose, some students may be randomly selected from the class for short telephone survey. A questionnaire survey will be conducted during the term.

2.3.4. Moderation of Assessment Results

Grades / marks recommended by Part-time Teaching Staff are subject to review by the Academic Coordinator concerned before they are presented to the Programme Management Committee and Programme Board for approval. As such, Part-time Teaching Staff must not release their initial recommendations of course results to students.

2.3.5. Feedback from Part-time Teaching Staff

The School values comments from Part-time Teaching Staff. The School will solicit Part-time Teaching Staff's views by inviting them to complete a questionnaire before course completion. Part-time Teaching Staff is most welcome to communicate directly with the Academic Coordinators.

3. Offering of Courses

3.1. Proposal for New Courses to be Offered

3.1.1 Part-time Teaching Staff who has suggestions for offering a new course is welcome to discuss his / her proposal with the Academic Coordinator concerned. Part-time Teaching Staff will be provided with general information concerning the procedures and criteria for course offerings. A course proposal should include the following:

- course title
- duration of the course
- aims of the course
- pre-requisites / entry requirements
- expected learning outcome
- course content
- any texts and references
- method of assessment

3.1.2. The School will base on some criteria, such as educational aims and objectives, academic level or professionalism of the subject, appropriateness of content, needs of students, continued demand and sufficient resources, etc., to explore the feasibility of new course. If the suggestion is considered suitable, the course will be launched at an appropriate time in view of the time required for course planning, development and administrative procedures.

4. Learning Centre Operation and Related Matters

4.1. Area of Services

- Printing of Notes
- Provision of Teaching Materials
- Provision of Teaching Aids
- As a bridge between Part-time Teaching Staff and other Divisions
- Inform students the latest arrangement and news
- Provision of other administrative support

4.2. Classroom Regulations

- 4.2.1. In the first meeting, Part-time Teaching Staff should introduce themselves to the class, announce and / or reiterate the total class hours, number of meetings per week, scheduled time for the course, topics covered for each meeting, the submission date(s) of the assessment task(s) and, if applicable, the expected date of examination and closing date of instruction. Students should also be reminded to bring their registration slips/student cards each time when they attend the class.
- 4.2.2. Part-time Teaching Staff should assist in distributing circulars to students and function as a communication channel between the School and students.
- 4.2.3. Smoking is prohibited in campus/learning centres. Eating and drinking are not allowed in all rooms including classrooms, computer laboratories and special rooms. The Part-time Teaching Staff should ensure that all personal communication devices are turned off or will NOT produce beeping sounds to avoid interruption in class.
- 4.2.4. All unusual events in the classroom should be reported to the School or the Centre staff immediately or after the class, whichever the Part-time Teaching Staff deems appropriate.

- 4.2.5. Part-time Teaching Staff should remind students to leave the classroom in good order. In the computer laboratories, all machines must be switched off and scraps of paper/ printout must be removed before leaving. These rules also apply to special rooms.
- 4.2.6. Part-time Teaching Staff is discouraged from answering any enquiries other than those relating to the courses. They should channel any questions on administration and programme related areas to the Centre-in-charge/ staff concerned so that accurate information can be provided for students.
- 4.2.7. Part-time Teaching Staff is not allowed to arrange guest speaker for regular class teaching. The School may request a Part-time Teaching Staff to make up for a class for his/her absence if a guest speaker is invited to take up the class without prior approval from the School.
- 4.2.8. Room change is prohibited without prior approval.

4.3. Absence and Arrangement for Make-up Class

- 4.3.1. Unless it is absolutely unavoidable, Part-time Teaching Staff should not be absent from classes, as this will cause much inconvenience to both students and the School.
- 4.3.2. Prior approval from the School after discussion with the Centre-in-charge of relevant Learning Centre and/or relevant Division is required if any change in class schedule is applied for. Part-time Teaching Staff is required to provide supporting documents for the reasons for change, if necessary, in the process. Moreover, the Part-time Teaching Staff should check with the Centre staff and/or relevant Division to confirm the availability of classroom for make-up class.
- 4.3.3. Leave application should be made at least one week in advance by submitting a 'Time-Change Request' form *SCE-RI-003* together with a 'Student Consent for Time-Change Request' form *SCE-RI-007* signed by ALL students present on the day, indicating their consent, to the School via the Learning Centres for approval. This application is deemed invalid should objection from any students present on the day be received by the School. Submission of 'Student Consent for Time Change Request Form' is not required if the request for time change refers to a class postponement.
- 4.3.4. If a Part-time Teaching Staff is unable to attend the session on the examination date (i.e. unable to invigilate the examination), he / she should make a leave application to respective Centre-in-charge and/or relevant Division as soon as practicable. Part-time teaching staff should submit a "Time-Change Request" form *SCE-RI-003*, and state clearly "Request for substituted invigilator" in the "Remarks".

4.4. Absence due to Urgent Leave

For urgent leave with good reasons, please obtain prior special approval from the School by informing Centre-in-charge/ or Academic Coordinator as soon as possible. The form "Time Change Request" (*SCE-RI-003*) should be completed and submitted upon resumption of duty. Please refer to 4.3 under "Absence and Arrangement for Make-up Class" for details of the procedures for submitting "Time Change Request" form.

4.5. Arrangement for Guest Speaker

- 4.5.1 Under normal situation, Part-time Teaching Staff should not invite guest speaker to deliver regular class teaching.
- 4.5.2 Part-time Teaching Staff is advised to consult the relevant Academic Coordinator and seek approval from the School before inviting guest speaker.
- 4.5.3 The School may request a Part-time Teaching Staff to make up for a class if a guest speaker is invited to take up the class without prior approval from the School.

4.6. Arrangement for Outdoor Activity

- 4.6.1. A Part-time Teaching Staff could arrange an outdoor activity during the class time if it is a requirement of the course. He/she should complete the 'Request for Outdoor Activity / Field Trip' Form (*SCE-RI-011*) and submit it together with the 'Student Confirmation for Outdoor Activity / Field Trip' Form (*SCE-RI-012*) to the Centre-in-charge of relevant Learning Centre and/or relevant Division for approval. The application should be made at least one week in advance.
- 4.6.2. Part-time Teaching Staff have to fill in the details of the outdoor activities including assembly time and place.
- 4.6.3. The School will not accept application for outdoor activity on the date of the lesson.

4.7. Attendance

- 4.7.1. Part-time Teaching Staff is expected to observe punctuality. They should sign in when they arrive for a class. Their time of arrival will be recorded.
- 4.7.2. The School must be notified of any anticipated late arrival and / or early dismissal of classes. Early dismissal of classes is discouraged as it may lead to insufficient time to complete the syllabus.
- 4.7.3. If, for some reasons, a Part-time Teaching Staff has to be late for class or to leave early, he / she must notify the Centre-in-charge of relevant Learning Centre and/or relevant Division as early as possible so that necessary action can be taken. Time involved thereof will be recorded and must be made up at the end of the class or at another time as agreed by the students.
- 4.7.4. Under normal situations, classes will be cancelled if the Part-time Teaching Staff fails to arrive within the first 30 minutes in a session. An explanation must be provided and make-up classes should be arranged as soon as possible.

4.8. Visit Learning Centre

The School will arrange relevant staff to visit Learning Centre to ensure the teaching progress and the teaching resources are used appropriately.

4.9. Printing of Notes

Part-time Teaching Staff is encouraged to save notes at e-Learning platform for students to download. Depending on the needs, part-time Teaching Staff who want to distribute hard copies to students may request the School to help with the printing work. The procedures will be as follows:

- 4.9.1. Part-time Teaching Staff can fill in a 'Printing Request' form (*SCE-RI-001*) and send their request for notes printing via e-mail or provide hard copies directly to respective centre at least 3 working days in advance. The course code, title, date of use and total no. of pages transmitted should be stated clearly.
- 4.9.2. To obtain better photocopying result, it is suggested to use black ink to print on A4 paper with margin at least 1.5 cm.
- 4.9.3. As some Learning Centres may not equipped with photocopying machine, hence the School could not be able to respond to ad-hoc photocopying request.
- 4.9.4. All Part-time Teaching Staff shall observe the Guidelines for Photocopying of Printed Works by Not-for-profit Educational Establishments. Anyone breaching any legal restrictions on copying

of copyrighted materials shall be liable for any claims, liabilities, costs and damages that the University or the School may suffer as a result of his/her infringement on an indemnity basis.

4.9.5. The number of copies requested should be based on the actual number of attendees instead of the number of students enrolled.

4.10. Parking

4.10.1. Parking would be available for part-time teaching staff in respective Learning Centre, and it arranges in First-come-first-serve basis.

4.10.2. Part-time teaching staff could apply parking permit via Centre-in-charge.

4.10.3. Part-time teaching staff should observe the parking rules and regulations of respective Learning Centre.

4.11. Emergencies

In case of an emergency, the Part-time Teaching Staff concerned should inform the Centre staff immediately, so that necessary action can be taken.

5. **Teaching Resources**

5.1. Audio-Visual Teaching Aids

5.1.1. Various audio-visual teaching aids are available inside classrooms. Part-time Teaching Staff is encouraged to use these aids in order to make their teaching varied and interesting.

5.1.2. Part-time teaching staff could submit a completed Form (*SCE-RI-002*) one week in advance for appropriate arrangement by teaching centre.

5.1.3. If the required audio-visual equipment is not listed in Form *SCE-RI-002*, part-time teaching staff could contact the administrative staff at the teaching centre for other arrangements.

5.1.4. Part-time teaching staff may request staff at the teaching center to assist in the use of certain equipment. The equipment should be tested normal before use

5.1.5. Any damage / malfunction of audio-visual equipment should be reported to Centre staff immediately.

5.2. Other Teaching Resources

5.2.1. If other teaching resources are needed, e.g. materials other than standard items, a 'Teaching Material Request' form *SCE-RI-004* for this purpose is obtainable at any Learning Centres.

5.2.2. Part-time Teaching Staff should indicate the teaching materials and relevant details in the form.

5.2.3. The completed form should be forwarded to the Centre staff one week in advance.

5.2.4. All teaching resources should be returned to the School/Learning Centres by specific date indicated or the end of the semester.

5.2.5. All requests for acquisition of new teaching resources must be submitted to the School via any Learning Centres for consideration. No reimbursement will be made for any resources purchased without obtaining prior approval.

5.2.6. No Part-time Teaching Staff shall order books or any other items for students or collect money from them for any purpose without prior approval from the School. If the Part-time Teaching

Staff orders books for students, the Part-time Teaching Staff should apply for approval from the School during his / her preparatory period so that the School can put this in the course outline.

6. Collection of Money

- 6.1. Under no circumstances should Part-time Teaching Staff collect money from students without prior approval from the School.
- 6.2. Selling of reference materials such as books, notes and tapes is strictly forbidden in class, with the exception of those granted with the School's approval.

7. Channels of Communication

7.1. Notices, Announcements and Circulars

Part-time Teaching Staff may reach the notices, announcement and circulars by electronic means or on the notice boards at the Learning Centres. Please study them and draw students' attention where necessary.

7.2. Other Channels of Communication

Part-time Teaching Staff, who have any queries about general administrative procedures and regulations, may contact the Centre-in-charge concerned and / or the Centre staff. Enquiries concerning course contents, course evaluation, teaching resources and other matters relating to the academic aspects of the course can be directed to the Academic Coordinators concerned.

8. Personnel Related Matters

8.1. Contract and Related Matters

- 8.1.1. Part-time Teaching Staff is requested to sign and return the Appointment Letter (either electronically via DocuSign or the original copy) to the School within 7 days of receiving the notification email or being notified to collect the Appointment Letter or before the commencement date of his/her teaching assignment, whichever is the earlier, to confirm his/her acceptance of the offer of appointment. If the Part-time Teaching Staff fails to oblige to the request, he/ she shall be regarded as declining the offer of appointment. The School shall reserve the right to replace another Part-time Teaching Staff for the teaching assignment and is not liable to any compensation to the Part-time Teaching Staff. Please return the signed Appointment Letter in person or via Learning Centres/relevant programme staff instead of by mail to avoid postal loss.
- 8.1.2. After signing the Appointment Letter, the part-time teaching staff is obliged to conduct the relevant responsibilities according to the terms of service and policies of the School while discharging his/ her teaching duties, which may take various forms, such as face-to-face and online teaching in the best way as deemed necessary by the respective Division Head. The number of contact hours or the equivalent approved by the Division Head should be same as those stipulated in this Appointment Letter.
- 8.1.3. If the class is cancelled due to the student enrollment not reach the minimum number of students for the class, the School and the Part-time Teaching Staff do not require to provide any form of compensation for this arrangement.
- 8.1.4. The appointment shall be subject to termination by the Part-time Teaching Staff or the School at any time without cause by giving to the other party the required notice period in writing or payment in lieu of any shortfall of the required notice period as specified in the Appointment Letter.

8.1.5. The rules governing termination of appointment, however, shall not apply in the following cases:

- If the Part-time Teaching Staff neglects or willfully refuses to perform his / her duties or fails to cooperate with the School in the discharge of his / her duties or fails to follow the School's regulations, and the terms detailed in this Part-time Teaching Staff Handbook;
- If the Part-time Teaching Staff in any manner misconducts himself / herself.

In any of the above cases, the Part-time Teaching Staff shall be liable to disciplinary actions which include verbal warning, written warning, and / or termination of service without notice or payment in lieu.

8.1.6. Part-time Teaching Staff who has been absent from classes without acceptable reason(s) shall be treated as terminating the contract without notice. The Part-time Teaching Staff in this situation is liable to pay the School a sum equivalent to the required notice period for termination of appointment as specified in the Appointment Letter.

8.1.7. The School will not be responsible for sponsoring the Part-time Teaching Staff's stay in Hong Kong. The Part-time Teaching Staff should therefore ensure that his / her passport is endorsed to the effect that he / she is permitted to take up the appointment. He / She is also obliged to inform the Human Resources Section immediately of any subsequent changes of his / her visa status and / or duration of his / her stay.

8.1.8. Part-time Teaching Staff employed by the School do not have the right to claim that they are teaching staff of Hong Kong Baptist University.

8.1.9. The University is included into the Schedule to the Prevention of Bribery Ordinance (Cap. 201) as a "public body". All staff members of the University, whether temporary or permanent, are therefore "public servants" under this Ordinance. Hence, all employees of the School are governed by the Ordinance.

8.2. Personal Data and Related Matters

8.2.1. Part-time Teaching Staff, who is newly appointed to teach, should complete and return the 'Registration of Personal Data Form' (*SCE-HRP-305*) to the Human Resources Section within 7 days upon receiving it for record purpose.

8.2.2. For any subsequent changes in personal data, including correspondence / residential address, telephone numbers, marital status, nationality, emergency contact, and bank account information, part-time teaching staff could update the information through the "CAP Self-service Platform" at SCE Staff Intranet. For other updates including qualifications and change of name, please notify the Human Resources Section by completing the 'Change/ Update of Personal Data Form' (*SCE-HRP-304*).

8.2.3. The School shall collect, maintain, use and dispose of personal data of part-time teaching staff in accordance with the requirements of the Personal Data (Privacy) Ordinance.

8.2.4. Please visit the HKBU homepage for details of the "*Privacy Policy Statement and Personal Information Collection Statement (PPS and PICS)*".

8.2.5. Personal data of staff collected will be used for appointment administration, and personnel and employee administration including payroll, assessment, review and management analysis, and tax administration, etc. As such, data collected may be transferred or provided to the insurer/the fund administrators of the retirement schemes appointed by the University, and/or relevant persons, where applicable, who are authorized to process such data for the purposes.

8.2.6. For access to or correction of personal data, please contact the Human Resources Section of the School. An administration fee and photocopying fee, where applicable, will be charged.

8.3. Remuneration and Related Matters

- 8.3.1. Unless otherwise specified in the Appointment Letter, Part-time Teaching Staff would be remunerated on hourly basis and the hourly rate will be clearly stated in the Appointment Letter. Remuneration is made on monthly basis, based on the actual number of hours of services rendered during the month.
- 8.3.2. The salary is determined based on the course nature and academic qualification level.
- 8.3.3. Remuneration is processed by auto-pay. All newly recruited Part-time Teaching Staff are requested to complete and return the 'Bank Account Information Form' (*SCE/01/2020 BAIform*) and return it to the Accounts and Purchasing Section of the School no later than one week after the commencement of the class.
- 8.3.4. Unless otherwise specified in the Appointment Letter, remuneration for the last month will be released to the Part-time Teaching Staff after he / she has completed all the duties, and the School has received from him / her the required documents, such as the signed attendance/grade sheets, examination question paper, model answers and marked answer scripts.
- 8.3.5. If a Part-time Teaching Staff fails to complete the contract or fulfill the above terms of service or the conditions as listed out in the Appointment Letter for any reason, the School has the full authority to terminate the contract and retain his / her unpaid salary for services rendered.
- 8.3.6. According to the Section 52(6) of the Inland Revenue Ordinance, if a Part-time Teaching Staff is about to leave Hong Kong for any period exceeding one month (this subsection shall not apply in the case of an individual who is required in the course of his / her employment to leave Hong Kong at frequent intervals), he / she shall give notice in writing to the School not less than one month prior to the expected date of departure, so that notice may be served to the Commissioner of the Inland Revenue Department.

8.4. Part-time Teaching Staff Card

- 8.4.1. The School provides staff identity cards for all Part-time Teaching Staff upon receipt of a recent photograph (front-view, hatless with 50mm x 40mm dimension) by the Human Resources Section of the School.
- 8.4.2. The Part-time Teaching Staff Card serves as the proof of identity during the teaching periods and is not transferrable to any other persons for use.
- 8.4.3. Part-time Teaching Staff has the responsibility to use the Card properly and return it to the School by the expiry date of the Card or on cessation of employment with the School.
- 8.4.4. Part-time Teaching Staff should report loss of card to the Human Resources Section/ Learning Centres at the earliest possible time. An administrative fee will be charged for replacement of lost Part-time Teaching Staff Card.
- 8.4.5. The School will re-issue a Part-time Teaching Staff Card at no cost if the microchip inside the Card fails to function, or if it is fractured or defaced.

8.5. Information / Enquiry of Mandatory Provident Fund

Related Websites:

- HKBU Finance Office - <https://fohome.hkbu.edu.hk/>
- HKBU MPF Scheme -
 - a) Information: <https://fohome.hkbu.edu.hk/for-staff/information/Provident-fund-and-MPF.html>
 - b) FAQ: <https://fohome.hkbu.edu.hk/for-staff/faq/provident-fund-mpf.html>
- MPF Service Providers -
 - a) BCT Strategic MPF Scheme: <https://www.bcthk.com/en/our-products/bct-strategic-mpf-scheme>
 - b) Sun Life Rainbow MPF Scheme: <https://www.sunlife.com.hk/en/investments/mpf-and-orso-scheme/sun-life-rainbow-mpf-scheme/>
- Mandatory Provident Fund Schemes Authority - <https://www.mpfa.org.hk/en>
- eMPF Platform - https://www.empf.org.hk/?language_id=1

Enquiry: Please contact Human Resources Section of SCE (tel: 3411 4382 / email: sce_hr_pt@hkbu.edu.hk).

9. **Ordinances and Guidelines**

Part-time Teaching Staff is required to observe and comply with Prevention of Bribery Ordinance, Confidentiality and Personal Data Privacy, and Equal Opportunities Legislation including the Sex Discrimination Ordinance, the Disability Discrimination Ordinance, the Family Status Discrimination Ordinance and the Race Discrimination Ordinance.

9.1. Prevention of Bribery Ordinance

Under the Prevention of Bribery Ordinance (Cap. 201), the Hong Kong Baptist University is a “public body”. All staff members of the School come under the definition of “public servants” as stated in the Ordinance, and are therefore governed under this Ordinance.

9.2. Confidentiality and Personal Data Privacy

9.2.1. Part-time Teaching Staff, by virtue of their duties, may have access to various kinds of confidential information about the School and its students. Please be reminded not to divulge confidential information to any person not authorized to receive it, nor to use such information for personal benefits under any circumstances.

9.2.2. The University and the School respect the privacy of personal data and is committed to fully complying with the Personal Data (Privacy) Ordinance ("the Ordinance") and the data protection principles of the Ordinance. All Part-time Teaching Staff is required to observe and comply with the Ordinance. Please read the *Guidance Notes on Protection of Personal Data* of the School at the Annex. Details of the Hong Kong Baptist University's *Privacy Policy Statement and Personal Information Collection Statement (PPS and PICS)* can be found at the HKBU's website.

9.3. Equal Opportunities Legislation

- 9.3.1. In accordance with the Equal Opportunities Legislation including the Sex Discrimination Ordinance (SDO), the Disability Discrimination Ordinance (DDO), the Family Status Discrimination Ordinance (FSDO), and the Race Discrimination Ordinance (RDO), it is unlawful for anyone to discriminate against a person on the grounds of sex, pregnancy, marital status, disability, family circumstances and race.
- 9.3.2. Part-time teaching staff should observe and comply with the Equal Opportunities Ordinances, and should not engage in any behavior which will be potentially against the ordinances during their performance of duties. Failure to comply with the legislation could render the University and the individual concerned liable to legal action.
- 9.3.3. The useful guidance on the requirements of the legislation as contained in the Codes of Practice on Employment on SDO, DDO, FSDO and RDO issued by the Equal Opportunities Commission can be viewed via the Equal Opportunities Commission’s website at <https://www.eoc.org.hk/en>.
- 9.3.4. The University and the School act to ensure dignity at work and study. Harassment or victimization of any form will not be tolerated. The University’s Equal Opportunities Panel will handle grievances, complaints or allegations relating to discrimination or harassment on grounds covered under the SDO, DDO, FSDO and RDO. The guidelines on “How to Handle Sexual Harassment” is available on the HKBU’s website. A set of Procedures on Handling of Complaints on Discrimination/Harassment (on grounds covered by Equal Opportunities Ordinances) is in place to work towards the elimination of discrimination/harassment and providing a proper channel for redress if and when it does occur. Copy of the set of procedures could be obtained from the Human Resources Section of the School.

9.4. Compulsory Training Requirement for Compliance Topics

- 9.4.1. To strengthen management measures and ensure all staff members are well-equipped with the relevant knowledge required for working at the University, part-time staff members are required to complete selective topics with details as follows:

Topic	Training Requirement
(a) Personal Data (Privacy)	Acknowledgement of the training materials <i>(viewing of video may be required subject to the nature of job position as determined by the Heads)</i>
(b) Anti-discrimination laws of Hong Kong	Compulsory viewing of video and passing of a quiz
(c) Prevention of Bribery Ordinance	
(d) Occupational Safety and Health Ordinance	Acknowledgement of the training materials
(e) Risk Management Framework of the University	
(f) Policies and Guidelines of the University	

- 9.4.2 Part-time staff members could complete the compliance topics via the training platform (SCE Moodle <https://scemoodle.hkbu.edu.hk>).

10 Arrangements of Classes and Examinations under Typhoons and Rainstorms

10.1. Arrangement of Classes

10.1.1. Rainstorm “Amber” or “Red” Warning Signal

If a Rainstorm “Amber” or “Red” Warning Signal is in force before class hours, students are expected to come to classes provided that it is permissible under the prevailing traffic and weather conditions. If it is issued in the middle of the day, classes will continue.

10.1.2. “Black” Rainstorm Warning Signal Issued / Typhoon Signal No. 8 or above Hoisted / “Extreme Conditions” is in place

	Arrangements of Classes (See Note)
When classes are in progress	Typhoon signal no. 8 / Extreme Conditions: All classes in progress will be suspended immediately. “Black” Rainstorm signal: Classes will continue until the completion of the session.
Between 6:15 a.m. and 11:00 a.m.	Classes with commencement time before 1:00 p.m. will be cancelled. <i>(Example: a 2-hour class which runs from 12:30 p.m. to 2:30 p.m. will be cancelled.)</i>
Between 11:00 a.m. and 3:00 p.m.	Classes with commencement time before 6:00 p.m. will be cancelled. <i>(Example: a 2-hour class which runs from 5:30 p.m. to 7:30 p.m. will be cancelled.)</i>
At or after 3:00 p.m.	Classes with commencement time after 3:00 p.m. will be cancelled.

10.2. Arrangement of Examinations

10.2.1. Rainstorm “Amber” or “Red” Warning Signal

Examinations will be held as scheduled when an “Amber” or “Red” Rainstorm Warning Signal is in force. However, students should be allowed to sit for make-up examinations if they cannot attend examinations owing to bad weather conditions.

10.2.2. “Black” Rainstorm Warning Signal Issued / Typhoon Signal No. 8 or above Hoisted / “Extreme Conditions” is in place

	Arrangements of Examinations (See Note)
Examinations which are in progress	Examinations will continue until the completion of the sessions.
Between 6:15 a.m. and 11:00 a.m.	Examinations commencing at or before 1:30 p.m. will be postponed. <i>(Example: a 2-hour examination which runs from 1:00 p.m. to 3:00 p.m. will be postponed.)</i>
Between 11:00 a.m. and 3:00 p.m.	Examinations commencing at or before 6:00 p.m. will be postponed. <i>(Example: a 2-hour examination which runs from 4:30 p.m. to 6:30p.m. will be postponed.)</i>
At or after 3:00 p.m.	Examinations commencing after 3:00 p.m. will be postponed.

10.3. Forecast on Issuing of Typhoon Signal No. 8

If the Hong Kong Observatory announces that Typhoon Signal No. 8 will be issued at a prescribed period of time, classes/examinations which fall within that period will be cancelled.

For details, please refer to SCE webpage: <https://www.sce.hkbu.edu.hk/en/adverse-weather-arrangements/>.

Notes

(i) Please refer to the CIE webpage for programmes of the College of International Education:

- https://www.cie.hkbu.edu.hk/main/en/special_weather_arrangement/arrangement_of_classes
- https://www.cie.hkbu.edu.hk/main/en/special_weather_arrangement/arrangement_of_examination

(ii) The above arrangements do not apply to the following:

- *Applied Learning (ApL) Courses: Please refer to the announcements made by the Education Bureau.*
- *Corporate training / commissioned courses: Please refer to notices or webpages of individual courses.*

Announcements made by the Education Bureau do NOT apply to the School's courses (except ApL Courses).

Part 2. Registration Related Matters

1. Electronic Student Attendance Record System

- 1.1. Part-time Teaching Staff must take attendance for all class meetings to ensure an accurate record of the student attendance is maintained.
- 1.2. Students of short-term course must attend the class 75% or above in order to obtain the certificate, Part-time Teaching Staff must ensure the students are present and belong to the designated class/group, so that the School could confirm the qualifications of students to obtain certificates.
- 1.3. Please use the symbols as indicated in the system to mark attendance. Please refer to Users' Guide for Electronic Student Record System for detailed procedures.
- 1.4. Punctuality should be obliged by all students. For those students who are late and / or taking early leave for more than a quarter of the scheduled class hour would be counted as absent. Part-time Teaching Staff should use relevant symbols in the system.
- 1.5. E-Roster should be saved and confirmed by the end of class.
- 1.6. No amendment can be made after confirmation of the E-Roster. Part-time Teaching Staff may send an email request to relevant Division or by submitting a "Request for Attendance Update on Electronic Student Attendance Record System" to respective centre staff indicating the amendment if necessary.
- 1.7. Students must be treated as absent if they do not attend the classes for whatever reasons such as illness or business trips. Student should be advised to contact the Registry for enquiry.
- 1.8. Students whose names are not listed in the system are prohibited from attending classes. Part-time Teaching Staff are requested to report such cases to the Centre staff on duty as soon as possible.
- 1.9. If there is any error or omission of student's record, please inform the student to report it to Registry or staff at teaching center for update.

2. Assessment Policies

2.1. Assessment

It is important that assessment should be given to students sometime during the course, most likely at the end of the course, unless it has been specified in the School's website that only Certificate of Attendance for the course will be issued to students. It is particularly important to have assessments for courses in the Certificate and Diploma programmes, since the assessment methods and weighting have been clearly stated in the relevant programme documents which should be strictly observed by the Part-time Teaching Staff.

2.2. Format of a Question Paper

In case the major assessment is in the form of examination, Part-time Teaching Staff should refer to "Detailed Specifications of Examination Question Papers" prepared by the Registry when preparing for the question paper. All essential information including typeface, layout, requirements for Instructions to Candidates and presentation of numbers, abbreviations and dates is specified.

In case it is an open-book examination and notes, reference articles or books are allowed, Part-time Teaching Staff must submit a copy of the circular to students with the question paper for record.

2.3. Content of an Examination Paper and Allocation of Marks

2.3.1. All questions should be related to the teaching syllabus.

- 2.3.2. Questions should have an adequate coverage of the whole syllabus and reflect a fair spread of the syllabus content.
- 2.3.3. Questions should, in general, be devised to test students' knowledge, comprehension, application and evaluation of the course being taught.
- 2.3.4. The length and level of difficulty should be appropriate so that students can complete the paper in the allotted time.
- 2.3.5. Questions should not be copied directly from previous papers in the public examinations, classwork or homework. Part-time Teaching Staff should revise the examination paper every term.
- 2.3.6. Different question papers should also be set for different classes for the same course except for those courses with common examinations.

2.4. Suggested Answers and Marking Schemes

- 2.4.1. The suggested answers should cover all the points that have been asked in the questions.
- 2.4.2. 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.
- 2.4.3. For questions requiring descriptive solutions, the suggested answer should include the main points and the marks allocated to the principal statements and the elaboration of these statements. For example, the weightings for content, grammar and fluency, etc, should be stated clearly in the marking scheme for composition of language subjects.

2.5. Printing Examination Question Papers

- 2.5.1. All examination question papers together with suggested answers/assessment criteria should be submitted in confidence via email to the respective Academic Coordinator concerned for endorsement at the seventh lesson or one month before the date of the examination, whichever is earlier. If the format of open-book examination is adopted, the circular to students in which the permitted item(s) is/are detailed should also be submitted.
- 2.5.2. The Academic Coordinator will review the examination question paper and submit the final version in confidence to the Registry for printing according to the set procedures. All examination question papers should be printed by the School only.
- 2.5.3. Registry will make arrangements for the printing of examination question papers. They shall be checked and stored at the respective Learning Centre in lockage storage before the examination.

2.6. Roles and Responsibilities of Invigilator

Part-time Teaching Staff should refer to the 'Manual for Examination Invigilation' prepared by the Registry to ensure that the regulations and instructions are complied with.

2.7. Invigilation Procedure

Part-time Teaching Staff should refer to the 'Manual for Examination Invigilation' prepared by the Registry to ensure that the regulations and instructions are complied with.

2.8. Criteria for Marking, Grading and Issuance of Certificate

2.8.1. General Policy

Some short courses are only awarded with the Certificate of Attendance while some are awarded with the Certificate of Achievement. Courses with the Certificate of Attendance issued only are indicated in the School's website. Part-time Teaching Staff are required to inform students of the assessment plan and course objectives in the first lesson.

With the full implementation of “Outcomes- Based Teaching and Learning (OBTL)”, assessment methods and grading criteria may vary from courses to courses. Part-time Teaching Staff should seek Academic Coordinators’ consent for the assessment methods and grading criteria before the course commences, and inform students in the first lesson about the relevant assessment information.

2.8.2. Certificate of Attendance

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

Certificate of Attendance will also be issued to students who have fulfilled the attendance requirements but failed to achieve a passing mark in the courses where Certificate of Achievement is to be awarded

2.8.3. Certificate of Achievement

To be eligible for the Certificate of Achievement, a student should:

- i. comply with the attendance requirement, and
- ii. pass the course assessments.

To ensure uniformity and consistency throughout the marking and grading of examination scripts and / or assignments, students’ final grade should be derived from the following bases:

Final Score	Final Grade	Academic Performance
80-100	A	Excellent
70-79	B	Good
60-69	C	Satisfactory
50-59	D	Pass
Below 50	F	Fail

2.8.4. Criteria for Marking and Grading

- i. Part-time Teaching Staff are required to mark students’ answers carefully, according to the set criteria.
- ii. Marks given to students should be clearly marked on students’ works or answer scripts where examination is applicable.
- iii. Marks for all assessment tasks should be clearly recorded in the Online Grade Submission System and the final marks will be converted into grades automatically.
- iv. Grades / marks recommended by Part-time Teaching Staff are subject to review and moderation by the Academic Coordinators concerned. The final results will be submitted to the relevant Programme Management Committee and Programme Board for approval. Part-time Teaching Staff must not release their initial recommendations of course results

to students.

- v. Only the final grades will be announced to students.

2.8.5. Return of Answer Scripts and Online Grade Submission

- i. Part-time Teaching Staff should submit the marks via Online Grade Submission within 14 days after course ends.
- ii. Marks of all assessment tasks, as well as their corresponding dates, should be stated clearly on the Online Grade Submission System. Part-time Teaching Staff should also mark the absence for examination and test(s) by 'Abs' and non-submitted assessment task(s) by 'NS'.
- iii. Where applicable, Part-time Teaching Staff should put the marked and graded answer scripts, question paper, suggested answers and the grade sheet (if any) inside the sealed examination envelope and return it to the respective Learning Centre within 14 days after course ends.
- iv. Grades/marks recommended by Part-time Teaching Staff may be revised by the Academic Coordinator concerned for moderation purpose. Part-time Teaching Staff must not release the grade to the class.

2.8.6. Make-up Examination Procedure

- i. The School normally does not entertain request from individual students for alteration of examination date / time.
- ii. If a student is unable to attend an examination due to extenuating circumstances, a request for make-up examination should be submitted to the Registry prior to the scheduled examination.
- iii. A course may end at a date later than it is originally scheduled (owing to reasons such as postponement of classes / examination due to adverse weather or the instructor's leave of absence). The School would normally not accept any applications for make-up examination if the concerned examination has been postponed for not more than two weeks.
- iv. Upon approval of application, the student concerned will be notified of the date and time of the make-up examination. The Part-time Teaching Staff will be requested to prepare the question paper and mark the answer script.
- v. In order to conduct the make-up examination in a fair manner, Part-time Teaching Staff are urged not to arrange it individually.
- vi. Make-up examination of each term will be arranged on specific dates. Approved students are required to attend the make-up examination on the designated dates while no further examination will be arranged for a student if he / she is absent from the make-up examination as scheduled.

2.8.7. Supplementary Examination Procedure

- i. Students who fail in an examination may be recommended by the School to sit for supplementary examination. The School will inform those students individually. Students should follow the procedures and submit the handling fee by a date specified by the School. No further examination will be arranged for a student if he/she has not completed the procedures by the deadline or is absent from the scheduled supplementary examination.
- ii. A student is allowed to take supplementary examination for a maximum of one course

per term. If the student obtains the passing marks in the supplementary examination, he/she will pass the course and Grade D is the maximum grade for the course after supplementary examination.

- iii. If a student fails in supplementary examination, he/she will have to pay the tuition fee to retake the course. However, there is no guarantee that the relevant courses would be offered in the next term. In this light, students might have to extend their study period or even be unable to complete the entire programme. Moreover, the related course contents and tuition fee are subject to changes.
- iv. Students who are permitted to attend the make-up examination of a course but fail will not be allowed to take supplementary examination of that course.
- v. Supplementary examination will be arranged on a specific date for each Term. Students are required to attend supplementary examination on the designated date while no further examination will be arranged for a student if he/she is absent from the supplementary examination as scheduled. The handling fee will not be refunded.

Annex

附錄

PROTECTION OF PERSONAL DATA

The School of Continuing Education (“the School”) of Hong Kong Baptist University (“the University”) respects the privacy of personal data and is committed to fully complying with the data protection principles and all relevant provisions of the Personal Data (Privacy) Ordinance (“the Ordinance”). All part-time teaching staff are also required to observe and comply with the Ordinance. Details of the University’s Privacy Policy Statement can be found at the HKBU’s website.

While requirements of the Ordinance and the University’s policies should be referred and adhered to at all times, the following guidance notes are prepared for internal reference.

Guidance Notes on Protection of Personal Data

I. Personal Data (Privacy) Ordinance^{Note 1}

The Ordinance is underpinned by the Six Data Protection Principles. Definitions of some major terms and the Six Data Protection Principles are summarized as follows for reference. For detailed requirements of the Ordinance, please visit the website of Office of the Privacy Commissioner for Personal Data (“PCPD”): https://www.pcpd.org.hk/english/data_privacy_law/code_of_practices/code.html.

(A) Definitions

Personal Data

- “Personal Data” means any data :
 - (a) relating directly or indirectly to a living individual (i.e. the “Data Subject”);
 - (b) from which it is practicable for the identity of the individual to be directly or indirectly ascertained; and
 - (c) in a form in which access to or processing of the data is practicable.
 - *Examples : Name, telephone number, address, sex, age, academic and assessment records of students, transcripts, occupation, salary, photos, identity card number, medical records, etc.*

Note 1 : Information under Part I are extracted from or made reference to the relevant guidance notes and the Ordinance as provided by Office of the Privacy Commissioner for Personal Data.

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Data User

- any person or organization who is collecting, holding, processing or using the personal data.

Data Subject

- the living individual who is the subject of the personal data concerned.
 - *Examples : Students, staff, alumni*

(B) Six Data Protection Principles (DPP) of the Personal Data (Privacy) Ordinance

Data Protection Principle 1 – Purpose and Manner of Collection of Personal Data

- personal data shall be collected for a purpose directly related to a function and activity of the data user;
- lawful and fair collection of adequate data;
- data subjects shall be informed of the purpose for which the data are collected and to be used.

Data Protection Principle 2 – Accuracy and Duration of Retention of Personal Data

- all practicable steps shall be taken to ensure the accuracy of personal data;
- data shall be deleted upon fulfillment of the purpose for which the data are used.

Data Protection Principle 3 – Use of Personal Data

- unless the data subject has given prior consent, personal data shall be used for the purpose for which they were originally collected or a directly related purpose.

Data Protection Principle 4 – Security of Personal Data

- all practicable steps shall be taken to ensure that personal data are protected against unauthorized or accidental access, processing or erasure.

Data Protection Principle 5 – Information to be Generally Available

- formulates and provides policies and practices in relation to personal data.

Data Protection Principle 6 – Access to Personal Data

- individuals have rights of access to and correction of their personal data;
- data users should comply with data access or data correction request within the time limit, unless reasons for rejection prescribed in the Ordinance are applicable.

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II. Good Practices in Handling Personal Data at Work

It is the responsibility of each part-time teaching staff member to observe and comply with the requirements of the Personal Data (Privacy) Ordinance. Some of the good practices in handling personal data are listed below. While the list is by no means exhaustive, it contains essential guidelines which cover most of the situations in daily work and should be adhered to. Each part-time teaching staff member should stay alert and exercise greatest prudence in handling and protecting personal data under all circumstances.

(A) What Should be Done to Safeguard Data

- (a) All personal data must be ***kept in a secure place***, for example, in lockable filing cabinets or in rooms which can be locked when unoccupied. Files containing personal data or portable device containing personal data should not be left open on desks or unattended.
- (b) Personal data stored on computers should be ***password-protected*** to prevent them from unauthorized access.
- (c) Files with personal data should not be sent via e-mail. If it is necessary to do so,
 - (i) the files must be password-protected before they are sent out; and
 - (ii) the password should be conveyed to the recipient of that e-mail by phone or via a separate e-mail.
- (d) Personal/sensitive data should not be taken away from the working area, and should not be stored in portable devices, such as USB. If it is necessary to do so, permission must be obtained from the Division Head concerned, and security measure including encryption of USB must be made to prevent it from data leakage.
- (e) Documents or files containing personal/sensitive data must be put in ***a sealed envelope*** marked “Confidential” ***with the name of the addressee clearly specified*** on the envelope.
- (f) Do not re-use paper or envelope containing personal/sensitive data.
- (g) Documents/CD Rom disk and USB memory stick containing personal data must be shredded/securely formatted before disposal to avoid recovery of the data.
- (h) ***Remove USB from computer, exit system containing personal data or lock the computer screen*** when away from the work station.

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(B) What Should be Checked before Sending E-mail

1. Correct email address of the recipient(s) ?
2. Files have been password-protected ?
3. Have already deleted any *hidden* worksheet/columns in excel file which are not supposed to be sent to the recipient ?
4. Have already converted *word or excel* documents to *pdf format* to restrict accessible personal data by the recipient ?
5. Have already deleted any attachment files which are not supposed to be sent out when forwarding email to other recipient ?

In the event of data loss or leakage, the case must be reported to the School for immediate attention and necessary follow-up action.

Human Resources Section
January 2018

保障個人資料

香港浸會大學持續教育學院(簡稱“本院”)尊重個人資料私隱，並且全力執行及遵守保障資料原則，以及《個人資料(私隱)條例》(簡稱“條例”)內各項有關規定。本院所有兼職教學人員均須遵守《個人資料(私隱)條例》之規定。有關大學“私隱聲明”，詳見大學網頁。

在任何情況下，兼職教學人員均必須遵守條例內各項要求和大學有關之政策規定。以下指引供內部參考之用。

保障個人資料指引

I. 個人資料(私隱)條例 ^{註1}

條例以六項保障資料原則作為核心。條例內相關主要名詞之定義及六項保障資料原則要點簡列如下，以供參考。有關條例詳情，請瀏覽個人資料私隱專員公署網址：https://www.pcpd.org.hk/tc_chi/data_privacy_law/code_of_practices/code.html。

(A) 定義

個人資料 (Personal Data)

- “個人資料”指符合以下說明之任何資料：
 - (a) 直接或間接與一名在世個人(即“資料當事人”)有關；
 - (b) 從該資料已可切實可行地直接或間接確定有關之個人身分；及
 - (c) 該資料之存在形式使查閱及處理均切實可行。

例子：個人姓名、電話號碼、地址、性別、年齡、學生學術及評估紀錄、成績表、職業、薪金、相片、身份証號碼、醫療紀錄等。

資料使用者 (Data User)

- 控制該資料之收集、持有、處理或使用之任何人士或機構。

資料當事人 (Data Subject)

- 指屬該資料當事人之個人。

例子：學生、僱員、校友。

註1：第I部份所載資料乃參考或節錄自個人資料私隱專員公署提供之相關指引及條例。

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(B) 個人資料(私隱)條例六項保障個人資料原則

保障資料第 1 原則 — 收集個人資料之目的及方式

- 個人資料之收集必須與資料使用者之職能及活動有關，而收集之資料適量便可，及應以合法及公平之手法收集，並須告知收集之目的及資料之用途。

保障資料第 2 原則 — 個人資料之準確性及保留期間

- 須採取切實可行之步驟確保個人資料之準確性，並在完成資料之使用目的後，刪除資料。

保障資料第 3 原則 — 個人資料之使用

- 限制個人資料使用於當初收集之目的或直接有關之用途上，否則必須先獲得資料當事人同意。

保障資料第 4 原則 — 個人資料之保安

- 須採取切實可行之步驟確保個人資料之保安，免受未獲授權或意外查閱、處理、刪除、喪失或使用所影響。

保障資料第 5 原則 — 資訊須在一般情況下可提供

- 制定及提供個人資料之政策及實務。

保障資料第 6 原則 — 查閱個人資料

- 個人有權查閱及更改個人資料。資料使用者應在指定時間內依從查閱或更改資料要求，除非條例訂明之拒絕理由適用。

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II. 處理個人資料之良好措施

兼職教學人員有責任遵守及依從《個人資料(私隱)條例》所訂定之要求。以下列出在處理個人資料時之良好措施，請務須遵守。有關羅列針對日常工作中常見情況，並未涵蓋各種情況。兼職教學人員應時刻保持警覺及以極度審慎態度處理及保護個人資料。

(A) 如何保障個人資料

- (a) 所有個人資料必須**存放於安全地方**，例如：放於可上鎖之文件櫃內，或可上鎖之房間內。在任何情況下，不應將載有個人資料之文件或便攜式裝置放在辦公桌上或無人看管處。
- (b) 儲存於電腦內之個人資料須**以密碼保護**，以防止未經授權人仕查閱。
- (c) 不應透過電子郵件發送載有個人資料之檔案。如事屬必要:-
 - (i) 檔案必須先以密碼保護後才可傳送；及
 - (ii) 應透過電話或以另一獨立電子郵件將密碼通知電郵收件人。
- (d) 不應將載有個人或具敏感性之資料攜離工作地方及儲存於便攜式裝置內。如事屬必要，必須事先獲得本院相關部門總監之批准，並須採取各項保安措施，以防止資料外洩。
- (e) 載有個人或敏感性資料之文件必須**放入信封後密封**，並在封面註明“**機密**”及**清楚列明收件人姓名**。
- (f) 不應使用載有個人或敏感性資料之紙張或信封作其他用途。
- (g) 於棄置文件及曾存有資料之電腦光碟(CD-Rom 光碟)與便攜式裝置(USB)前，應先以碎紙機將文件撕碎，及將電腦光碟與便攜式裝置重新格式化，以免他人將資料還原。
- (h) 當離開工作間時，須將**便攜式裝置從電腦移除、退出載有個人資料之系統或將電腦屏幕上鎖**。

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(B) 傳送電子郵件前應檢查事項

1. 已核實收件人之電郵地址正確無誤？
2. 檔案是否已加上**密碼保護**？
3. 是否已將**隱藏**在試算表檔案 (Excel) 中而又不該發送給收件人之工作表或列項從試算表檔案中刪除？
4. 是否已將文字檔案 (Word) 或 試算表檔案 (Excel) **轉換為 pdf 格式**以限制收件人可查閱之個人資料？
5. 在轉寄電郵給第三者前，是否已經將不該發送給收件人之電郵附件刪除？

如發生個人資料外洩事件，必須立即向本院匯報以便跟進。

人力資源組
2018年1月