



Course Memorandum 2017

A. Course Handout: The copy right of the handouts is reserved by the respective speaker.

1. The handouts will be available online <http://www.hkicna.org> as soon as provided by speakers.
2. Log in for the course handouts and download yourself.
3. The details of downloading course material will be e-mailed to the course participants before the course starts.
4. Handouts downloading will be demonstrated at the course **brief at 6 pm on 7 September 2017.**

B. Attendance

Course participants have to sign for attendance of each talk at or before 6:20 pm.

C. Course Assessment: Multiple Choice Questions (MCQ)

Only those who have attendance $\geq 80\%$ are eligible to sit for the assessment scheduled on 30 November 2017.

D. Certificate: an **electronic certificate is sent by e-mail if either is achieved**

1. Certificate of attendance: issued if attendance $\geq 80\%$.
2. Certificate of achievement: issued if attendance $\geq 80\%$ AND passing the MCQ.
3. Issuing Certificate: if the certificate does not reach you by the end of February 2018, please email to hkicna.hkicna@gmail.com
4. RE-issuing **Electronic** Certificate:
 - a) Management fee of **\$200** will be charged if applied ≤ 2 years.
 - b) Management fee of **\$400** will be charged if applied > 2 years.

E. Scholarship

A scholarship of \$ 1000 will be awarded to the TOP one of the course assessment.

F. Typhoon no 8 /Black Rain Warning

1. When Typhoon no 8 / Black Rain Warning is issued by Hong Kong observatory, the talk will be cancelled accordingly.
2. The talk cancelled will be re-arranged and the details will be announced in the coming session.
3. The talk continues if the Typhoon no 8 / Black Rain Warning is lowered or cancelled at or before 2pm.

G. Course Evaluation / Enquiries

1. Please enter the course evaluation form and return to HKICNA.
2. For enquiries, please contact HKICNA: site manager or e-mail at hkicna.hkicna@gmail.com

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