

## Course Memorandum 2022/23

- A. Course Handout:** The copyright 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. Login for the course handouts and download yourself.
  3. The details of downloading course material will be emailed to the course participants before the course starts.
  4. Handouts downloading will be demonstrated at the course brief **at 6 p.m. on 10 January 2023.**
- B. Attendance**  
Course participants have to sign in for attendance of each talk at or before 6:20 p.m.
- C. Course Assessment:** Multiple Choice Questions(MCQ)  
Only those who have attendance>80% are eligible to sit for the assessment. scheduled on **24 February 2023 (Friday)**
- D. Certificate:****an electronic certificate is sent by email if either is achieved**
1. Certificate of attendance: issued if attendance>80%.
  2. Certificate of achievement: issued if attendance>80% **AND** passing the MCQ.
  3. Issuing Certificate: if the certificate does not reach you by **the end of 17 March 2023**, please email to [hkicna.hkicna@gmail.com](mailto:hkicna.hkicna@gmail.com)
  4. RE-issuing **Electronic** Certificate(COPY): only for those certificates issued within 3 years and a Management fee of \$400 will be charged.
- E. Scholarship**  
A scholarship of \$ 1,000 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.
  2. The cancelled talk will be re-arranged and the details will be announced in the coming session.
  3. The talk will be continued if the Typhoon no.8 / Back Rain Warning is lowered or cancelled at or before 4 p.m.
- G. Course Evaluation/ Enquiries**
1. Please enter the course evaluation form and return to HKICNA.
  2. For enquiries, please contact HKICNA: site manager or email at [hkinca.hkicna@gmail.com](mailto:hkinca.hkicna@gmail.com)

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