



## HKIB Attendance Policy

### 1: COVERAGE

This Policy covers all participants attending training and educational programs conducted by The Hong Kong Institute of Banker (HKIB).

### 2. POLICY

According to HKIB / relevant regulatory bodies' / relevant institutions attendance requirements, participants must comply with the following attendance requirement in order to receive CPD/CPT/OPT credits and/or attendance record. Otherwise, the participants will not receive any CPD/CPT/OPT credits and/or attendance record for the programme.

- Attend the whole programme session
- Participants will not be given any core CPT/ CPD/ OPT and/or attendance record if they are late and/ or absent from the programme session for more than 15 minutes.
- Attendance for the entire programme is signified by the sign-in and sign-out records on the attendance form. Participants should refer to the digital clock displayed at the signing desk for the time records.

#### **Dos**

- Attentive to trainer's sharing and actively participate in class discussion and sharing.
- Switch off mobile phone or set mobile phone on a silent mode.
- Avoid late/ or absent from the class for more than a total of 15 minutes and sign-in and sign-out when leaving the classroom.

#### **Don'ts**

- Late and/ or absent from the class for more than a total of 15 minutes.
- Possible disturbance to other class participants e.g. small group chats, phone talks, etc.
- Inattentive to trainer's sharing with too frequent web-searching and messaging.

### 3. OTHERS

- Different programmes may have different attendance requirements. Please refer to the programme brochures
- Audio/video recording during the class is strictly prohibited with the exception that prior approval has been obtained from HKIB.
- HKIB reserves the right to terminate the study of any participants who violates this Attendance policy.