



香港銀行學會

The Hong Kong Institute of Bankers

## Attendance Policy

According to relevant institutions' attendance monitoring requirements, learner will not be given any core CPT/CPD/OPT credits if they are late and/ absent from the class for more than a total of 15 minutes.

Thank you for your attention.

Do's	Don'ts
<ul style="list-style-type: none"><li>• Attentive to trainer's sharing and actively participate in class discussion and sharing.</li><li>• Switch off mobile phone or set mobile phone on a silent mode.</li><li>• 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.</li></ul>	<ul style="list-style-type: none"><li>• Late and/ or absent from the class for more than a total of 15 minutes.</li><li>• Possible disturbance to other class participants e.g. small groups chats, phone talks, etc.</li><li>• Inattentive to trainer's sharing with too frequent web-searching and messaging.</li></ul>