



Student Attendance Policy

Pre-Departure Training (2 hours)

1. You must attend the whole session otherwise your attendance record will be cancelled without further notice.
2. Your attendance record will not be recognized in the following circumstances:
 - Late for more than 15 minutes
 - Taking your own break. You are highly encouraged to use the washroom before coming to class
 - Leaving early

If you cannot meet the above criteria, you should register for another session.

3. You are required to show your CityU Student ID Card to the CB representative for taking attendance.
4. The session will be video recorded and used as a proof to your host university that you attended the training. This is also one of the requirements to be accepted as an exchange student. Active participation is strongly encouraged.
5. In the session, you are only allowed to use your mobile phone / tablet / computer for in-class exercises. Any other use, such as surfing, looking at social media, doing homework, sending or reading text messages, or making or receiving calls, is strictly prohibited.
6. Also, avoid eating and drinking in the venue.
7. Any complaints received from your host university or the instructor / speaker due to any misconduct will result in the cancellation of your exchange study.

If you have any questions regarding to the above arrangement, please contact

Ms Angie Cheung (CB) at 3442 7411. Thank you for your cooperation.