

27 November 2023

Sheung Shui Campus 2023/24 Circular No. 3

To: All students

**Card Tapping and Attendance Arrangement**

**Card Tapping Record**

Each time a card is tapped, the system will require 4 seconds to save the record before the next card tapping. If students tap their cards within less than 4 seconds successively of each other, there may be chances that the relevant card record data are not saved.

**Leave Application**

- (1) Casual leave and approved casual leave: Application must be made for approval in advance. No re-submission is allowed later on (except under special circumstances).
- (2) Sick leave or injury leave: Students should submit doctor's proof/certification document together with their leave application form within two days after such leave. Late submission is not accepted. In the event that students fail to submit such documents due to special circumstances, please notify the instructor in advance to make appropriate arrangements.



Kwan Wing Yin  
Deputy Principal