



香港護士協會 ASSOCIATION OF HONG KONG NURSING STAFF

九龍佐敦白加士街 25-27 號慶雲商業大廈三樓

3/F., Hing Wan Commercial Building, 25-27 Parkes Street, Jordan, Kowloon.

總機電話及二十四小時傳真熱線：2314 6900

Website : <http://www.nurse.org.hk>

E-mail : info@nurse.org.hk

親子天地

福利部

電器部

保險部

教育部

會籍部

勞資及公共關係部

電話：2314-6925/6945

2314-6910/6961

2314-6924/6941

2314-6912/6944

2314-6911/6977

2314-6927/6915

2314-6962

傳真：3521-0321

3521-0434

3521-0434

3521-1540

3521-1540

3521-1540

2314-1997

《學員須知》 護協課程 / 講座注意事項

一. 熱帶氣旋警告 / 暴雨警告

- ◆八號或以上熱帶氣旋警告或黑色暴雨警告在課程開始前四小時懸掛，護協課程將會取消。
- ◆八號或以上熱帶氣旋警告或黑色暴雨警告於下午三時正仍然懸掛，所有於晚上七時或以後開始之課程將取消，學員不用上課。
- ◆如因天氣轉壞或天文台公佈將會於上堂時或上堂後改掛更高風球，本會可能會取消上課。如有任何疑問，請致電 2314 6911 向護協職員查詢或留意網址 www.nurse.org.hk 之更新。
- ◆若取消課堂，本會將在下一節課堂時通知補課事宜。一節之講座，學員將於稍後通知有關安排。

***個別合辦課程場地之天氣安排，請參閱本會網頁。**

二. 出席率

- ◆每次上課前，學員均須於點名紙上簽名，以計算出席率。
- ◆學員必須守時。不論任何理由，遲到三十分鐘者作缺席論，本會恕不另行安排補課。

三. 證書

- ◆學員須達到課程所規定的要求，方獲發出席證書。
- ◆出席證書將於課堂最後一節派發給學員。若學員因缺席而未能取得證書，可於課堂完結後一個月內帶同會員證親臨或委託他人(連同授權書)到教育部領取。逾期領取須繳付\$50。
- ◆如學員之出席率未能達到課程要求，可於一年內向教育部申請領取出席證明信。

四. 上課注意事項

- ◆任何情況下，均不能代替其他學員上課、領取證書或課堂禮品。
- ◆學員須出示有關課程收據 / 會員證 / 身份證明文件以核對身份。
- ◆請關掉傳呼機及手提電話，以免影響其他同學上課。
- ◆如非必要，上課時請勿隨便進出課室，請保持課室清潔，嚴禁飲食，以免影響課堂之進行。

五. 行政費用

項目	行政費用
轉班申請	\$200
CNE 課程紀錄證明 / 補領證書 / 出席證明信 / 逾期領取證書、禮物 / 轉讓預留學額 / 補領收據	\$50

- *有關申請須於開班前 14 個工作天交回教育部辦理。不論申請成功與否，所繳付之行政費用概不退還。
- *學員如欲補領課堂禮物，可於課堂完結後一個月內向護協提出申請，存貨期一般為 3 個月。屆時請自備環保袋。

六. 意見 / 諮詢

- ◆如對課程有任何疑問或意見，請致電 2314 6911 與教育部職員聯絡。

**所有課程一經報名及繳費，除非課程取消，所有款項恕不退還。
如有任何爭議，香港護士協會保留最終決定權。**





香港護士協會

ASSOCIATION OF HONG KONG NURSING STAFF
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 Fax: 2736 6020 Website: <http://www.nurse.org.hk>
 (教育部) Tel: 2314 6911 Fax: 3521 1540



OUHK LiPACE

香港公開大學李嘉誠專業進修學院
 Li Ka Shing Institute of Professional and Continuing Education, OUHK
LiPACE, OUHK
 8/F - 11/F, Tower 2, Kowloon Commerce Centre,
 51-53 Kwai Cheong Road, Kwai Chung, N.T

Course Guideline for short courses jointly organized by Association of Hong Kong Nursing Staff and Open University Hong Kong

1. Arrangement in adverse weather conditions

	Signal Hoisted		Signal Lowered
	Before working hours/sessions	During working hours/sessions	
Classes/Tutorials/ Field Visits	Classes to be canceled if the signals are still hoisted: 1. at 6:30a.m.- for classes before 2:00p.m. 2. at 10:00am for classes between 2:00 – 6:00pm 3. at 2:00pm – for all classes on that day	Typhoon No.8 or above: All classes to be terminated; study centres will close. Black Rainstorms: Classes already in progress will continue	Classes are to be held as scheduled * if the signals are lowered: 1. before/at 6:30a.m. - for all classes on that day 2. before/at 10:00am -- for classes between 2:00 – 6:00pm 3. before / at 2:00pm - for classes at 6:00p.m. and after
Remarks	Public announcement will be made when necessary	Public announcement will not be made	Public announcement will be made #

* Subject to the availability of centres and the transportation conditions.

For classes, public announcements will only be made when necessary.

General public announcements from the Education Department does not apply to OUHK.

2. Statement of Completion

- The name issued on the statement of completion will be in accordance with the name on the course attendance list. Therefore, student must ensure his/her name on the attendance list is correct.
- This Statement is awarded to students having attendance rate over 70% by LiPACE of OUHK and AHKNS.
- Distribution
 - AHKNS will notify students of the collection period by email 3 months after the last lesson in normal circumstances.
 - Collection place: Education counter at 4th Floor, AHKNS Office
 - Collection period: one month
 - Students must collect the statement in person or by designated person who can show the student's authorization letter within the collection period.
 - Collection after collection period will cost a late collection handling charge of **HK\$30**.
 - No collection is accepted after one year from the collection deadline.

3. While you are in class, please

- have your pager and mobile phone switched off;
- have no drinks and food.

4. Once your application is accepted, course fee will be non-refundable.

5. No class will be held on public holidays except those specified on the application form or having been notified by AHKNS / OU tutor in advance.

6. Enquiries / suggestions: Please contact our staff at 2314 6911.

