

LINGNAN UNIVERSITY

Granting Exemption from Attending Lectures by Teaching Assistants

1. From 2009-10, all Teaching Assistants (TAs) who have to lead tutorials are required to attend all the lectures of the relevant courses, except that exemption is granted.

2. To grant the exemption, the academic staff teaching the course (or the course co-ordinator for a team-taught course) shall complete Section A, then forward the form to the Head of Department/Unit concerned for completion of Section B. The completed form shall be forwarded to the School of Graduate Studies for record.

SECTION A DETAILS OF EXEMPTION

Name of Teaching Assistant: _____

Course Code: _____ Course Title: _____

Offering Term: _____

(please tick the appropriate box):

The TA is not required to attend any lectures

The TA is required to attend some lectures, as detailed below: _____

Justifications for Granting Exemption:

Name of Staff: _____

Signature: _____ Date: _____

SECTION B ENDORSEMENT/COMMENTS BY HEAD OF DEPARTMENT/UNIT CONCERNED

I endorse/do not endorse* the exemption stated in Section A above.

Comments:

Signature of

Head of Department/Unit: _____ Date: _____

* Please delete as appropriate.