

## Checklist on Common Administrative Issues in Aided Schools

### Points to note:

1. The common administrative issues listed below are only for the general reference of aided schools. For the details of the issues and any other issue not included below, staff of aided schools should consult their respective Senior School Development Officers.
2. The updated **parts** are marked in **red**.

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3. <u>Direct appointment of teachers and other staff to promotion ranks</u> [Note: For aided primary schools under a sponsoring body with more than one aided primary school, confirmation with EDB on the available promotion teaching vacancies is required.]
4. <u>Appointment of <b>substitute teachers (daily-rated supply and monthly-paid temporary teachers)</b></u> (excluding temporary Native-speaking English Teachers (NETs))
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25. <u>Paid or no-pay sick leave, maternity leave, special tuberculosis leave, paid study leave endorsed by EDB in advance and paid paternity leave</u>
26. <u>Paid special leave (maximum 2 days per school year)</u>
27. <u>Paid leave for serving as jurors or witnesses</u>
28. <u>Paid leave for special events as specified (maximum 14 days per school year)</u>
29. <u>No-pay leave (excluding no-pay sick/ maternity/ special tuberculosis leave)</u>
30. <u>Paid study leave which has not been endorsed by EDB in advance</u>
31. <u>Other types of leaves which are not specified above</u>
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33. <u>Paid or no-pay sick leave, maternity leave, special tuberculosis leave, paid study leave endorsed by EDB in advance and paid paternity leave</u>
34. <u>Paid leave for serving as jurors or witnesses</u>
35. <u>Paid study leave which has not been endorsed by EDB in advance</u>
<b>(E) Leave for other Non-teaching Staff</b>
36. <u>Various types of leave in accordance with the Employment Ordinance, Codes of Aid and guidelines issued by the EDB from time to time</u>

37. Annual leave for other non-teaching staff in special schools such as house-parents, nurses, cooks and the like if their leave cannot be staggered

**(F) Teaching Staff Management**

38. Deployment of redundant teachers/ over-ranked school heads/ redundant senior teachers/ excess graduate teachers

39. Suspension of teachers from normal duties

40. Termination of service / Non-renewal of contracts

41. Summary dismissal

42. Withholding salary increment due to unsatisfactory performance

43. Staff required to step down to a lower rank for reasons other than reduction of classes

**(G) Remuneration Matter**

44. Assessing salaries for teaching and non-teaching staff according to the salary scales as laid down in the Codes of Aid

45. Approving responsibility / acting allowance, and special education allowance for teachers

46. Rectification of overpayment or underpayment of salaries to teachers

47. Handling Long Service Payment/ Severance Payment for school staff

48. Permission on taking teaching experience earned outside Hong Kong for incremental credit on appointment

49. Permission on retention of existing salary for stepped-down teaching staff

50. Keeping teachers' Provident Fund Account open

51. Payment of Salary for August (for teachers with less than one academic year of service)

**(H) Resignation and Retirement**

52. Staff tendering resignation or due for retirement

53. Waiver of salary payment in lieu of notice upon resignation of teaching staff

54. Extension of service of principals, teachers, Educational Psychologists, Assistant Social Work Officers, Laboratory Technicians and [School Executive Officers](#) after the end of the school year in which they reach the age of sixty

**(I) Others**

55. Teaching staff taking up paid or no-pay outside duties

56. Staff injured on duty

**(II) School Administration Issues**

**(A) School Premises and Facilities**

57. Change of room use without structural alteration

58. Conversion work with structural alteration

59. Use of school premises other than approved activities of the school

60. Capital subvention for major repairs/emergency repairs

**(B) Other General Items**

61. Uploading the endorsed Capacity Enhancement Grant Plan, School Development Plan, Annual School Plan (including the annexes of 3-year plan(s) for Diversity Learning Grant (DLG)) and School Report (including the annex of a programme evaluation report of Gifted Education Programme funded by DLG) to the school website

62. Class structure and expansion of school by operating additional classes

63. <u>Disposal of records of books of accounts of permanent nature</u>
64. <u>Rent, Government Rent and Rates reimbursement actually paid for school purposes</u>
65. <u>Submission of holiday list in the form of school calendar and time-tables</u>
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73. <u>Sale of textbooks on school premises</u>
74. <u>Delegation of trading operations to Parent-Teacher Association (PTA) or School Sponsoring Body (SSB)</u>
<b>(C) School Income</b>
75. <u>Fund-raising activities under the conditions specified by EDB</u>
76. <u>Hire of accommodation</u>

77. Collection of fees and charges (other than boarding fee and subscription/ tong fai) exceeding the approved ceiling as stipulated by EDB for educational use

78. Collection of subscription/ tong fai

79. Collection of boarding fees

80. Acceptance of advantages and donations

81. Acceptance of donation which may incur recurrent government expenditure

**(D) Government Subvention**

82. Transfer of Special Domain surpluses to Administration Grant/ Revised Administration Grant for meeting contractual obligation to the continued employment of janitor / clerical staff

**(IV) Student Issues**

83. Admission of students (other than allocation of places in Primary 1, Secondary 1 and Secondary 4) and upholding students' right to education

84. Promotion of students

85. Suspension of students

86. Expulsion of students at senior secondary level with full justification acceptable to the Permanent Secretary for Education

87. Expulsion of students aged under 15 years at or below junior secondary level

88. Maximum rate of repetition

89. Pupils taking more than seven years to complete six-year primary course

Items	Approval Authority		Major Reference Materials
	Schools under SMC	Schools under IMC	
<b>(I) Staffing Issues</b>			
<b>(A) Appointment</b>			
1. Appointment of teaching staff (excluding school head and certain types of staff as specified in Codes of Aid)	School	School	EO <a href="#">S42</a> , <a href="#">S44</a> , <a href="#">S45</a> , <a href="#">S46</a> , <a href="#">S47</a> , <a href="#">S48</a> , <a href="#">S49</a> , <a href="#">S50</a> , <a href="#">S51</a> , <a href="#">S52</a> ER <a href="#">R68</a> , <a href="#">R69</a> , <a href="#">R70</a> , <a href="#">R76(1)</a> , <a href="#">R77</a> , <a href="#">R78</a> COA <a href="#">S19</a> , <a href="#">S49-S56</a> , <a href="#">App 2A</a> , <a href="#">App 2/Att A1-A2</a> , <a href="#">App 3</a> , <a href="#">App 4/Att C-I</a> , <a href="#">App 5 para 4</a> , <a href="#">App 8</a> [P]; <a href="#">S19</a> , <a href="#">S48-S56</a> , <a href="#">App 2</a> , <a href="#">App 2/Att A</a> , <a href="#">App 2/Att B</a> , <a href="#">App 3</a> , <a href="#">App 4</a> , <a href="#">App 4/Att C-I</a> , <a href="#">App 8</a> , <a href="#">App 9 para 4-6</a> [S]; <a href="#">S53-S61</a> , <a href="#">App 2</a> , <a href="#">App 2/Att B</a> , <a href="#">App 2/Att C</a> , <a href="#">App 3</a> , <a href="#">App 4</a> , <a href="#">App 4/ Att A-J [excluding Att A-C, F(ii), G(ii) and H(iii)]</a> , <a href="#">App 6</a> [Sp]; <a href="#">S13.1(c)</a> & <a href="#">S13.2(a)</a> [A]; <a href="#">S1</a> & <a href="#">S4</a> [Comp] SAG <a href="#">S7.1 para 1, 2 &amp; 4</a> , <a href="#">S7.2.1</a> , <a href="#">S7.3-S7.4</a> , <a href="#">App 3</a> & <a href="#">4</a> of <a href="#">Chap 7</a> GSA Relevant sections as applicable (Pri) (Sec) Cir <a href="#">EDBC No. 5/2005</a> , <a href="#">10/2015</a> , <a href="#">16/2017</a> , <a href="#">11/2019</a> (para 8) <a href="#">EDBCM No. 179/2011</a> , <a href="#">133/2018</a>



Items	Approval Authority		Major Reference Materials	
	Schools under SMC	Schools under IMC		
			WSite	<p><a href="#">On appointment</a>  <a href="http://www.edb.gov.hk/en/sch-admin/admin/about-sch-staff/appointment/index.html">http://www.edb.gov.hk/en/sch-admin/admin/about-sch-staff/appointment/index.html</a></p> <p><a href="#">On All-graduate teaching force policy:</a>  <a href="https://www.edb.gov.hk/en/sch-admin/admin/about-sch-staff/graduate-teacher-posts/index.html">https://www.edb.gov.hk/en/sch-admin/admin/about-sch-staff/graduate-teacher-posts/index.html</a> [P]  <a href="https://www.edb.gov.hk/en/sch-admin/admin/about-sch-staff/graduate-teacher-posts-sec/index.html">https://www.edb.gov.hk/en/sch-admin/admin/about-sch-staff/graduate-teacher-posts-sec/index.html</a> [S]</p>
<p>2. Appointment of school head/principal          [Note: Schools should read this item in conjunction with item 19 of this checklist.]</p>	EDB	EDB	<p>EO COA</p> <p>S53, S54, S55, S56, S57, S57A  <a href="#">S50(a)(i)</a>, <a href="#">App 2A(B)(a)</a>, <a href="#">App 2/Att A1-2</a>, <a href="#">App 3</a>, <a href="#">App 4/Att A-C</a> [P];  <a href="#">S49(a)(i)</a>, <a href="#">App2</a>, <a href="#">App3</a>, <a href="#">App4/Att A-C</a>, <a href="#">App 9 para 1(b)</a>. [S];  <a href="#">S54(a)(i)</a>, <a href="#">App 2/Att A</a>, <a href="#">App 3</a>, <a href="#">App 4/Att A-C</a>, <a href="#">F(ii)</a>, <a href="#">G(ii)</a>, <a href="#">H(iii)</a> [Sp];  <a href="#">S13.2(a)</a> [A]</p> <p>SAG GSA Cir</p> <p><a href="#">S7.1 para 3e</a>, <a href="#">S7.2.1 para 3</a>, <a href="#">S7.3.2</a>, <a href="#">App 1 of Chap 7</a>          Relevant sections as applicable (<a href="#">Pri</a>) (<a href="#">Sec</a>)  <a href="#">EDBC No. 31/2002</a>, <a href="#">5/2005</a>, <a href="#">2/2019</a>, <a href="#">3/2019</a>, <a href="#">4/2019</a>, <a href="#">6/2016</a></p>	

Items	Approval Authority		Major Reference Materials
	Schools under SMC	Schools under IMC	
			WSite <a href="http://www.edb.gov.hk/en/sch-admin/admin/about-sch-staff/appointment/index.html">EDBCM No. <a href="#">16/2017</a>, <a href="#">179/2011</a> <a href="http://www.edb.gov.hk/en/sch-admin/admin/about-sch-staff/appointment/index.html">http://www.edb.gov.hk/en/sch-admin/admin/about-sch-staff/appointment/index.html</a></a>
3. Direct appointment of teachers and other staff to promotion ranks [Note: For aided primary schools under a sponsoring body with more than one aided primary school, confirmation with EDB on the available promotion teaching vacancies is required.]	EDB	School	COA <a href="#">S50(a)(ii)</a> , <a href="#">S60</a> , <a href="#">App 5I(1)</a> [P]; <a href="#">S49(a)(ii)</a> , <a href="#">S59</a> , <a href="#">App 9 para 1(b)</a> [S]; <a href="#">S54(a)(ii)</a> , <a href="#">S65</a> , <a href="#">App 5A1(b)</a> [Sp]; <a href="#">S13.3(e)</a> [A] SAG <a href="#">S7.1 para 3e</a> <sup>S</sup> SAG <a href="#">App D</a> GSA Relevant sections as applicable ( <a href="#">Pri</a> ) ( <a href="#">Sec</a> ) Cir <a href="#">EDBC No. 30/2000</a> (para 2 & 6), <a href="#">11/2019 (para 15)</a> <a href="#">EDBCM No. 16/2017</a> , <a href="#">179/2011</a> WSite <a href="http://www.edb.gov.hk/en/sch-admin/admin/about-sch-staff/appointment/index.html">http://www.edb.gov.hk/en/sch-admin/admin/about-sch-staff/appointment/index.html</a>
4. Appointment of <b>substitute teachers (daily-rated supply teachers and monthly-paid temporary teachers)</b> (excluding temporary Native-speaking English Teachers (NETs))	School	School	COA <a href="#">S31-32</a> [P]; <a href="#">S32-33</a> [S]; <a href="#">S35-36</a> [Sp]; <a href="#">S13.11</a> [A]; <a href="#">S7B para1, 2 &amp; 4-6</a> , <a href="#">S12</a> [Comp] SAG <a href="#">S7.2.1 para 4</a> , <a href="#">S7.4</a> , <a href="#">App 3 &amp; 4 of Chap 7</a> (Relevant paras as appropriate)

Items	Approval Authority		Major Reference Materials	
	Schools under SMC	Schools under IMC		
			GSA Cir WSite	Relevant sections as applicable (Pri) (Sec) <u>EDBC No. 60/1999</u> <u>EDBCM No. 179/2011, 125/2018</u> <a href="https://www.edb.gov.hk/en/teacher/appointments-related/supply-teachers/index.html">https://www.edb.gov.hk/en/teacher/appointments-related/supply-teachers/index.html</a>
5. Appointment and re-appointment of Native-speaking English Teachers (NETs) under the Enhanced NET Scheme in Secondary Schools and the NET Scheme in Primary Schools	School	School	Cir WSite	<u>EDBC No. 7/2013</u> (for primary schools), <u>8/2013</u> (for secondary schools); <u>EDBCM No. 44/2019</u> (for primary schools), <u>45/2019</u> (for secondary schools), <u>16/2017</u> , <u>179/2011</u> <a href="http://www.edb.gov.hk/en/curriculum-development/resource-support/net/index.html">http://www.edb.gov.hk/en/curriculum-development/resource-support/net/index.html</a>
6. Appointment of temporary Native-speaking English Teachers (NETs)	EDB	EDB	COA SAG GSA Cir WSite	<u>S50(a)</u> [P]; <u>S49(a)</u> [S]; <u>S54(a)(vi)</u> [Sp]; <u>S13.2(a)</u> [A] <u>S7.1 para 3e</u> Relevant sections as applicable (Pri) (Sec) <u>EDBCM No. 179/2011</u> <a href="http://www.edb.gov.hk/en/sch-admin/admin/about-sch-staff/net-scheme/net-appointment-matters.html/data/sch-admin/admin/about-sch-staff/net-scheme/net-appointment-matters.html">http://www.edb.gov.hk/en/sch-admin/admin/about-sch-staff/net-scheme/net-appointment-matters.html</a>

Items	Approval Authority		Major Reference Materials
	Schools under SMC	Schools under IMC	
			<ul style="list-style-type: none"> <li>● Appointment of Temporary NET (<u>Primary Schools</u>) (<u>Secondary Schools</u>)</li> </ul>
7. Appointment of English and Putonghua teachers (in relation to the Language Proficiency Requirement for English/ Putonghua teachers)	School	School	SAG <a href="#">S7.4.2 para 5b</a> Cir <a href="#">EDBCM No.106/2009, 112/2019</a> (to be updated annually) WSite <a href="http://www.edb.gov.hk/lpr">http://www.edb.gov.hk/lpr</a>
8. Appointment of English and Chinese teachers (in relation to the Recommendations of SCOLAR on Language Teacher Education and Qualifications)	School	School	SAG <a href="#">S7.4.2 para 5c</a> Cir <a href="#">EDBCM No. 54/2004, 106/2009</a> WSite <a href="http://www.edb.gov.hk/sr">http://www.edb.gov.hk/sr</a>
9. Appointment of Educational Psychologists	School	School	COA <a href="#">S19, S49-53, App 2A, App 3, App 4/Att J and K [P]</a> ; <a href="#">S19, S48-52, App 2, App 3, App 4/Att J and K [S]</a> ; <a href="#">S20, S27, S53-57, S60-63, App 2 para 7, App 3, App 4/Att J [Sp]</a> <a href="#">S13.2 [A]</a> ; <a href="#">S4.22-4.23 [Comp]</a> SAG <a href="#">S7.2.3 para 9, S7.4.2 Para 4, App 2 of Chap 7</a> GSA Relevant sections as applicable ( <u>Pri</u> ) ( <u>Sec</u> ) Cir <a href="#">EDBC No. 5/2005, 179/2011, 10/2015</a> WSite <a href="http://www.edb.gov.hk/en/sch-admin/admin/about-sch-staff/appointment/index.html">http://www.edb.gov.hk/en/sch-admin/admin/about-sch-staff/appointment/index.html</a>

Items	Approval Authority		Major Reference Materials	
	Schools under SMC	Schools under IMC		
10. Employment of temporary replacements of Educational Psychologists	School	School	COA	<a href="#">S32(c)</a> [P]; <a href="#">S33(c)</a> [S]; <a href="#">S37(a)</a> [Sp]; <a href="#">S13.11(b)</a> [A]
11. Appointment of Assistant Social Work Officers	School	School	COA  SAG GSA Cir  WSite	<a href="#">S19</a> , <a href="#">S49-53</a> , <a href="#">58</a> , <a href="#">App 2A</a> , <a href="#">App3</a> , <a href="#">App 5/ Att L</a> [P], <a href="#">S20</a> , <a href="#">S53-57</a> , <a href="#">S60-63</a> , <a href="#">App 2(para 3)</a> , <a href="#">App 3</a> , <a href="#">App 4</a> <a href="#">C1</a> [Sp]; <a href="#">S13.2</a> [A]; <a href="#">S4.24</a> [Comp] <a href="#">S7.4.2</a> Para 4 & 5(e), <a href="#">App 2</a> of Chap 7 Relevant sections as applicable ( <a href="#">Pri</a> ) <a href="#">EDBC No. 5/2005</a> , <a href="#">179/2011</a> , <a href="#">10/2015</a> , <a href="#">36/2018</a> <a href="http://www.edb.gov.hk/en/sch-admin/admin/about-sch-staff/appointment/index.html">http://www.edb.gov.hk/en/sch-admin/admin/about-sch-staff/appointment/index.html</a>
12. Employment of temporary replacements of Assistant Social Work Officers	School	School	COA	<a href="#">S32(c)</a> [P] <a href="#">S13.11(b)</a> [A]; <a href="#">S37(a)</a> [Sp]
13. Direct appointment of Laboratory Technician II	School	School	COA  GSA Cir	<a href="#">App 5 para 6</a> [S]; <a href="#">App 6 para 6</a> [Sp]; <a href="#">S4.21</a> [Comp] Relevant sections as applicable ( <a href="#">Sec</a> ) <a href="#">EDBC No. 12/2016</a> <a href="#">EDBCM No. 179/2011</a> , <a href="#">77/2019</a>
14. Appointment of School Executive Officers	School	School	COA	<a href="#">S19</a> , <a href="#">S49-50</a> , <a href="#">S52-53</a> , <a href="#">58</a> , <a href="#">App 2A</a> , <a href="#">App3</a> , <a href="#">App 4/ Att N</a> [P]

Items	Approval Authority		Major Reference Materials
	Schools under SMC	Schools under IMC	
			<p><a href="#">S19, S48-49, S51-52, S55-56, App 2, App 3, App 4/Att M</a> [S]</p> <p><a href="#">S20, S53-54, S56-57</a> [Sp]</p> <p>SAG <a href="#">S7.1 para1, 2 &amp; 5, S7.2.3 para1 &amp; 2, S 7.4.2 para 4</a></p> <p>Cir <a href="#">EDBC No. 5/2005, 10/2015</a></p> <p><a href="#">EDBCM No. 179/2011, 37/2019</a></p> <p>WSite <a href="https://www.edb.gov.hk/en/sch-admin/admin/about-sch-staff/staff-entitlement-aided-schools/index.html">https://www.edb.gov.hk/en/sch-admin/admin/about-sch-staff/staff-entitlement-aided-schools/index.html</a></p>
15. Appointment of clerical and janitor staff	School	School	<p>COA <a href="#">S20, S33, App 2B &amp; App 4/ Att 0</a> [P];</p> <p><a href="#">S34, App 14/Att A</a> [S];</p> <p><a href="#">S21, App 2, App 4</a> [Sp];</p> <p><a href="#">S13.10</a> [A]</p> <p>SAG <a href="#">S7.1 para 1&amp;2, S7.2.3</a></p> <p>Cir <a href="#">EDBC No. 5/2005, 10/2015</a></p> <p><a href="#">EDBCM No.179/2011</a></p> <p>WSite <a href="http://www.edb.gov.hk/en/sch-admin/admin/about-sch-staff/appointment/index.html">http://www.edb.gov.hk/en/sch-admin/admin/about-sch-staff/appointment/index.html</a></p>
16. Optimising the Use of Teaching Manpower Resources	School	School	<p>Cir <a href="#">EDBC No. 10/2017</a></p>
<b>(B) Acting Appointment, Regrading and Promotion</b>			
17. Acting appointment to fill vacant posts for substantive appointment	School	School	<p>COA <a href="#">S62, App 3C, App 5 para I(1)&amp;(3)</a> [P];</p> <p><a href="#">S62, App 3 para 2, App 9 para 1(b), 3 &amp; 10</a> [S];</p> <p><a href="#">S67, App 3IID, App 5A1(b), App 5B</a> [Sp];</p>

Items	Approval Authority		Major Reference Materials
	Schools under SMC	Schools under IMC	
			<p>SAG <u>S5 para 1(b) &amp; 2, S8B [Comp]</u>  <u>S7.2.4, App 5 of Chap 7</u>            Cir <u>EDBC No. 30/2000, 8/2004</u></p>
18. Acting appointment for administrative convenience to approved functional posts which are left vacant for not less than 30 consecutive calendar days (excluding the school head post)	School	School	<p>COA <u>S62, App 3(C) [P];</u>  <u>S62, App 3 para 2 [S];</u>  <u>S67(b), App 3IID [Sp];</u>  <u>S13.4 [A];</u>  <u>S8B [Comp]</u>            SAG <u>S7.2.4, App 5 of Chap 7</u>            Cir <u>EDBC No. 30/2000, 8/2004, 11/2019 para 14</u></p>
19. Regrading to graduate teaching posts	School	School	<p>COA <u>S60 [P];</u>  <u>S59 [S];</u>  <u>S65 [Sp];</u>  <u>S13.3(a)-(d) [A]</u>            SAG <u>S7.2.2, App 6 of Chap 7</u>            Cir <u>EDBC No. 11/2019 (para 9-12)</u>            WSite <u><a href="http://www.edb.gov.hk/en/sch-admin/admin/about-sch-staff/graduate-teacher-posts/index.html">http://www.edb.gov.hk/en/sch-admin/admin/about-sch-staff/graduate-teacher-posts/index.html</a></u> (for primary schools)  <u><a href="http://www.edb.gov.hk/en/sch-admin/admin/about-sch-staff/graduate-teacher-posts-sec/index.html">http://www.edb.gov.hk/en/sch-admin/admin/about-sch-staff/graduate-teacher-posts-sec/index.html</a></u> (for secondary school)</p>

Items	Approval Authority		Major Reference Materials
	Schools under SMC	Schools under IMC	
20. Promotion to school head [Note: Schools should read this item in conjunction with item 2 of this checklist.]	EDB	EDB	COA <a href="#">S60(a), App 4/Att A-C, D1&amp;H1</a> [P]; <a href="#">S59(a), App 4 / A - D</a> [S]; <a href="#">S65(a), App 4/ Att A, B, C, D, F(ii) G(ii), H(ii) &amp; H(iii)</a> [Sp]; <a href="#">S13.3(a)</a> [A] <a href="#">S4.1-4.3, S4.6-4.8</a> [Comp] SAG <a href="#">S7.2.4, S7.3.1, S7.3.2</a> Cir <a href="#">EDBC No. 30/2000, 31/2002, 2/2019, 3/2019, 4/2019, 6/2016</a>
21. Promotion to senior teaching posts other than school head	School	School	COA <a href="#">S60-61, App 4/Att C-D2, App 5</a> [P]; <a href="#">S59-60, App 4/Att C-D, App 4/Att F-H, App 9</a> [S]; <a href="#">S65-66, App 4/ Att C, D, F, G(i), H &amp; App 5A</a> [Sp]; <a href="#">S13.3(a)-(d)</a> [A]; <a href="#">S5</a> [Comp] SAG <a href="#">S7.2.4 para 1 &amp; 3, S7.3.1, S7.3.2, App 5 of Chap 7</a> Cir <a href="#">EDBC No. 30/2000, 11/2019 (para 14)</a> WSite <a href="http://www.edb.gov.hk/en/teacher/qualification-training-development/development/training-requirements-teacher-promotion-in-aided-sch.html">http://www.edb.gov.hk/en/teacher/qualification-training-development/development/training-requirements-teacher-promotion-in-aided-sch.html</a>
22. Promotion of Educational Psychologists	School	School	COA <a href="#">S61, App 4/Att K, App 5</a> [P]; <a href="#">S60, App 4/Att K, App 9</a> [S], <a href="#">S66, App 4/Att J (ii), App 5 (A) 1 (a)</a> [Sp] <a href="#">S4.23, S5</a> [Comp]



Items	Approval Authority		Major Reference Materials	
	Schools under SMC	Schools under IMC		
			SAG	<a href="#">S7.2</a>
			GSA	Relevant sections as applicable ( <u>Pri</u> ) ( <u>Sec</u> )
			Cir	<a href="#">EDBC No. 30/2000</a>
23. Promotion of Laboratory Technicians	School	School	COA	<a href="#">App 2/Att C para 4(a)</a> , <a href="#">App 9 para 1, 8 &amp; 9 [S]</a> ; <a href="#">App 4B</a> , <a href="#">App 5A1, A3(l) &amp; (m)</a> , <a href="#">App 6 [Sp]</a> ; <a href="#">S4.21 [Comp]</a>
			SAG	<a href="#">S7.2.4 para 1</a> , <a href="#">App 5 of Chap 7</a>
			GSA	Relevant sections as applicable ( <u>Sec</u> )
			Cir	<a href="#">EDBC No. 12/2016</a> <a href="#">EDBCM No. 77/2019</a>
24. Acceptance of training courses for promotion purpose	EDB	School	COA	<a href="#">App 6 para I(3) [P]</a> ; <a href="#">App 9 para 3 [S]</a> ; <a href="#">App 5A 1(c) (d) [Sp]</a> ; <a href="#">S5 para 2, S5/Att A [Comp]</a>
			WSite	<a href="http://www.edb.gov.hk/en/teacher/qualification-training-development/development/training-requirements-teacher-promotion-in-aided-sch.html">http://www.edb.gov.hk/en/teacher/qualification-training-development/development/training-requirements-teacher-promotion-in-aided-sch.html</a>
<b>(C) Leave for Teachers (including School Heads)</b>				
25. Paid or no-pay sick leave, maternity leave, special tuberculosis leave, paid study leave endorsed by EDB in advance and paid paternity leave	School	School	COA	<a href="#">S26-30 &amp; 35, App 9 &amp; 10 [P]</a> ; <a href="#">S25-29 &amp; 31, App 11 &amp; 12 [S]</a> ; <a href="#">S28-32 &amp; 34, App 10 &amp; 11 [Sp]</a> ;

Items	Approval Authority		Major Reference Materials
	Schools under SMC	Schools under IMC	
26. Paid special leave (maximum 2 days per school year)	School	School	<p>SAG <a href="#">S13.9 [A]</a>;  <sup>S</sup>SAG <a href="#">S7A [Comp]</a>  <a href="#">S7.5.3, App 7, 9 &amp; 10 of Chap 7</a>  <a href="#">App H</a>            Cir <a href="#">EDBC No. 1/2006, 16/2015, 16/2018</a></p>
27. Paid leave for serving as jurors or witnesses	School	School	
28. Paid leave for special events as specified (maximum 14 days per school year)	School	School	
29. No-pay leave (excluding no-pay sick/ maternity/ special tuberculosis leave)	EDB	School [Note: Schools under IMC should notify EDB of the no-pay leave granted and seek EDB's approval for keeping the relevant teacher's Grant/ Subsidized Schools Provident Fund account open and adjustment of salary incremental date (if necessary).]	
30. Paid study leave which has not been endorsed by EDB in advance	EDB	EDB	
31. Other types of leaves which are not specified above	EDB	EDB	

Items	Approval Authority		Major Reference Materials
	Schools under SMC	Schools under IMC	
<b>(D) Leave for Laboratory Technicians, Specialist Staff and School Executive Officers</b>			
32. Paid annual leave	School	School	COA <a href="#">S26-28, S34 &amp; 35, App 9-11D</a> [P];
33. Paid or no-pay sick leave, maternity leave, special tuberculosis leave, paid study leave endorsed by EDB in advance and paid paternity leave	School	School	<a href="#">S25-27, S30-31, App 11-13D</a> [S]; <a href="#">S28-S30, App 10-12, S33&amp;S34</a> [Sp]; <a href="#">S13.9</a> [A]; <a href="#">S7A</a> [Comp]
34. Paid leave for serving as jurors or witnesses	School	School	<a href="#">S7A</a> [Comp]
35. Paid study leave which has not been endorsed by EDB in advance	EDB	EDB	SAG <a href="#">S7.5.3, App 7, 9 &amp; 10 of Chap 7</a> <sup>S</sup> SAG <a href="#">App H</a> Cir <a href="#">EDBC No. 1/2006, 16/2015, 16/2018</a>
<b>(E) Leave for other Non-teaching Staff</b>			
36. Various types of leave in accordance with the Employment Ordinance, Codes of Aid and guidelines issued by EDB from time to time	School	School	COA <a href="#">S34, App 11E-12</a> [P]; <a href="#">S33, App 10, App 11 &amp; App 12</a> [Sp]; <a href="#">S13.9</a> [A]; <a href="#">S7A</a> [Comp] SAG <a href="#">S7.5.3 para 3b, App 7, 9 &amp; 10 of Chap 7</a> <sup>S</sup> SAG <a href="#">App H</a> Cir <a href="#">EDBC No. 1/2006, 16/2015, 16/2018</a>
37. Annual leave for other non-teaching staff in special schools such as house-parents, nurses, cooks and the like if their leave cannot be staggered	School	School	COA <a href="#">S33, S39(b), App 12</a> [Sp]; <a href="#">S7A para 3</a> [Comp] SAG <a href="#">S7.5.3 para 3b, App 8-9 of Chap 7</a> <sup>S</sup> SAG <a href="#">App H</a>

Items	Approval Authority		Major Reference Materials	
	Schools under SMC	Schools under IMC		
<b>(F) Teaching Staff Management</b>				
38. Deployment of redundant teachers/ over-ranked school heads/ redundant senior teachers/ excess graduate teachers	School	School	EO COA <sup>S</sup> SAG Cir	<u>S40AG</u> <u>S13.6 [A]</u> <u>App E</u> <u>EDBCM No. 50/2019 (for primary schools), 77/2019 (for secondary and special schools)</u>
39. Suspension of teachers from normal duties	School	School	COA   SAG	<u>S57(f) [P]</u> ; <u>S57(f) [S]</u> ; <u>S62(f) [Sp]</u> ; <u>S13.5(d) [A]</u> <u>S7.8.3</u>
40. Termination of service / Non-renewal of contracts	School	School	ER COA    SAG	<u>R76(2)</u> <u>S57(a)-(e), App 6-8 [P]</u> ; <u>S57(a)-(e), App 6-8 [S]</u> ; <u>S62(a)-(e), App 7-9 [Sp]</u> ; <u>S13.5(a)-(b) [A]</u> ; <u>S6 [Comp]</u> <u>S7.2.1 para 2J, S7.5.1, S7.8.3, S7.10 para 1-2</u>
41. Summary dismissal	School	School	ER COA	<u>R76(2)</u> <u>S57(g), App 7-8 [P]</u> ; <u>S57(g), App 6-7 [S]</u> ; <u>S62(g), App 7-8 [Sp]</u> ; <u>S13.5(c) [A]</u> ;

Items	Approval Authority		Major Reference Materials	
	Schools under SMC	Schools under IMC		
			SAG	<u>S6</u> [Comp] <u>S7.2.1 para 2J</u> , <u>S7.5.1</u> , <u>S7.8.3</u> , <u>S7.10 para 2</u>
42. Withholding salary increment due to unsatisfactory performance	EDB	School	COA    SAG <sup>S</sup> SAG	<u>S24(b)</u> [P]; <u>S23(b)</u> [S]; <u>S25(b)</u> [Sp]; <u>S10.1(b)</u> [A] <u>S7.8.3</u> <u>App A</u>
43. Staff required to step down to a lower rank for reasons other than reduction of classes	EDB	School	COA <sup>S</sup> SAG	<u>S13.7</u> [A] <u>App F</u>
<b>(G) Remuneration Matter</b>				
44. Assessing salaries for teaching and non-teaching staff according to the salary scales as laid down in the Codes of Aid	School	School	ER COA    SAG GSA  Cir	<u>R78</u> [Applicable to teaching staff only] <u>S22</u> , <u>S50(b)</u> , <u>App 3(A)</u> [P]; <u>S21</u> , <u>S49(b)</u> , <u>App 3 para 1</u> [S]; <u>S23</u> , <u>S54(b)</u> , <u>App 3I</u> [Sp]; <u>S10.1(a)</u> , <u>S13.1(g)</u> , <u>S13.2(b)</u> [A]; <u>S2</u> [Comp] <u>S7.2.1 para 2g</u> , <u>S7.2.3 para 1</u> <u>App 6A-App 6D</u> (for secondary schools) <u>App 6A-App 6D</u> (for primary schools) (Other relevant sections as applicable) <u>EDBC No. 5/2005</u> (para 2), <u>8/2010</u>

Items	Approval Authority		Major Reference Materials	
	Schools under SMC	Schools under IMC		
45. Approving responsibility / acting allowance, and special education allowance for teachers	School	School	COA     Cir	<u>S22</u> , <u>App 3(C)-(D)</u> , <u>App 4/Att A</u> [P]; <u>S21</u> , <u>App 3 para 2</u> , <u>App 3/Att A</u> [S]; <u>S23</u> , <u>App 3 II</u> [Sp]; <u>S10.1(a)</u> [A]; <u>S8</u> [Comp] <u>EDBC No. 8/2004</u> , <u>12/2007</u>
46. Rectification of overpayment or underpayment of salaries to teachers	School	School	COA     Cir	<u>S19(b) [P]</u> [S]; <u>S20(b)</u> [Sp]; <u>S13.2(b) &amp; (c)</u> [A] <u>EDBC No. 5/2005 (para 11)</u> , <u>8/2010</u>
47. Handling Long Service Payment/ Severance Payment for school staff	School	School	COA SAG  Cir	<u>S11 para 3&amp;4</u> [Comp] <u>S7.5.5</u> <u>EDBCM No. 150/2019 (para 4)</u>
48. Permission on taking teaching experience earned outside Hong Kong for incremental credit on appointment	EDB	EDB	COA     GSA	<u>S25</u> [P]; <u>S24</u> [S]; <u>S26</u> [Sp]; <u>S10.1(d)</u> [A] App 3, Part A, para 5 ( <u>Pri</u> ) (Sec)
49. Permission on retention of existing salary for stepped-down teaching staff	EDB	EDB	COA   Cir	<u>S13.7(c)</u> [A] <u>EDBCM No. 50/2019</u> (for primary schools), <u>77/2019</u> (for secondary and special schools)

Items	Approval Authority		Major Reference Materials	
	Schools under SMC	Schools under IMC		
50. Keeping teachers' Provident Fund Account open	EDB	EDB	GSPFR SSPFR SAG WSite Cir	<u>S13(3)</u> <u>S13(3)</u> <a href="#">App H para 6</a> (i) <u>Provident Fund</u> (ii) <u>Form EDB72</u> <u>EDBC No. 1/2006</u> (Annex : para 5(b) & 6)
51. Payment of Salary for August (for teachers with less than one academic year of service)	EDB	EDB	COA	<u>App 9 para 1(d) [P]</u> ; <u>App 8 para 1(d) [S]</u> ; <u>App 9 para 1(d) [Sp]</u> ; <u>S3 para (B)1(d) [Comp]</u>
<b>(H) Resignation and Retirement</b>				
52. Staff tendering resignation or due for retirement	School	School	COA        SAG	<u>S57(a)-(d), S58, S59 [P]</u> ; <u>S57(a)-(d)&amp;(h), S58 [S]</u> ; <u>S62(a)-(d), S64 [Sp]</u> ; <u>S13.1(c), 13.5(a), (f) &amp; (g) [A]</u> ; <u>S3 para(B)1, S6 [Comp]</u> <u>S7.10 para 1 &amp; 2</u>
53. Waiver of salary payment in lieu of notice upon resignation of teaching staff	School	School	COA        SAG	<u>S57(e) [P]</u> ; <u>S57 (e) [S]</u> ; <u>S62(e) [Sp]</u> ; <u>S13.5(e) [A]</u> ; <u>S6 para1 [Comp]</u> <u>S7.10 para 1a &amp; 2</u>

Items	Approval Authority		Major Reference Materials	
	Schools under SMC	Schools under IMC		
54. Extension of service of principals, teachers, Educational Psychologists, Assistant Social Work Officers, Laboratory Technicians and <b>School Executive Officers</b> after the end of the school year in which they reach the age of sixty	EDB	EDB	EO COA  SAG Cir	<u>S58A, S58B</u> <u>S59</u> [P]; <u>S58</u> [S]; <u>S64</u> [Sp]; <u>S13.2(a), S13.8</u> [A] <u>S7.10</u> <u>EDBCM No. 176/2018</u> (to be updated annually)
<b>(I) Others</b>				
55. Teaching staff taking up paid or no-pay outside duties	School	School	COA  SAG	<u>S63</u> [P]; <u>S63</u> [S]; <u>S68</u> [Sp]; <u>S13.13</u> [A] <u>S7.4.4 para 3f, S7.4.4 para 4c, S7.8.2 para 3, App 7 para 7 of Chap 7</u>
56. Staff injured on duty	School	School	SAG	<u>S7.5.2 para 2</u>
<b>(II) School Administration Issues</b>				
<b>(A) School Premises and Facilities</b>				
57. Change of room use without structural alteration	School	School	COA SAG	<u>S16.3</u> [A] <u>S8.6.2, App 6 &amp; 7 of Chap 8</u>
58. Conversion work with structural alteration	EDB	EDB	EO ER	<u>S19, S20</u> <u>R10</u>



Items	Approval Authority		Major Reference Materials	
	Schools under SMC	Schools under IMC		
			SAG Cir	<u>S8.6.1</u> <u>EDBC No. 3/2002</u>
59. Use of school premises other than approved activities of the school	EDB	EDB	COA    SAG	<u>S48(a) [P]</u> ; <u>S47(a) [S]</u> ; <u>S52(a) [Sp]</u> ; <u>S16.1 [A]</u> <u>S8.2.1 para 1</u>
60. Capital subvention for major repairs/emergency repairs	EDB	EDB	COA       SAG WSite	<u>S39(a), App 18 [P]</u> ; <u>S39(a), App 17 [S]</u> ; <u>S45(a), App 17 [Sp]</u> ; <u>S11.1, S16.2 [A]</u> ; <u>S13B [Comp]</u> <u>S6.2.1 para 3c, S8.5.2, S8.5.3</u> <u>School Maintenance Automated Rapport Terminal (SMART) system</u> <u>Procedure for Major Repairs (Non-Estate Aided Schools)</u> <u>Procedure for Major Repairs (Estate Aided Schools)</u>
<b>(B) Other General Items</b>				
61. Uploading the endorsed Capacity Enhancement Grant Plan, School Development Plan, Annual School Plan	School	School	COA SAG	<u>S17.1 [A]</u> <u>S5.3.4</u>

Items	Approval Authority		Major Reference Materials	
	Schools under SMC	Schools under IMC		
(including the annexes of 3-year plan(s) for Diversity Learning Grant (DLG)) and School Report (including the annex of a programme evaluation report of Gifted Education Programme funded by DLG) to the school website			Cir	<a href="#">EDBCM No. 1/2018 [Adapted Applied Learning Courses]</a> , <a href="#">147/2017 [Applied Learning Courses]</a> , <a href="#">58/2018 [Other Languages and Other Programmes]</a> , <a href="#">150/2019</a>
			WSite	<a href="http://www.edb.gov.hk/en/sch-admin/sch-quality-assurance/sse/sse.html">http://www.edb.gov.hk/en/sch-admin/sch-quality-assurance/sse/sse.html</a> <a href="http://www.edb.gov.hk/en/sch-admin/fin-management/subsidy-info/ref-capacity-enhancement-grant/index.html">http://www.edb.gov.hk/en/sch-admin/fin-management/subsidy-info/ref-capacity-enhancement-grant/index.html</a> <a href="http://334.edb.hkedcity.net/EN/DLG.php">http://334.edb.hkedcity.net/EN/DLG.php</a>
62. Class structure and expansion of school by operating additional classes	EDB	EDB	COA	<a href="#">S12 [P]</a> ; <a href="#">S12 [S]</a> ; <a href="#">S11 [Sp]</a> ; <a href="#">S7.3 [A]</a>
			Cir	<a href="#">EDBCM No. 196/2018</a> (for primary schools), <a href="#">68/2019</a> (for secondary schools)
63. Disposal of records of books of accounts of permanent nature	EDB	EDB	COA	<a href="#">S66(b) [P]</a> ; <a href="#">S66(b) [S]</a> ; <a href="#">S71(b) [Sp]</a>
			SAG	<a href="#">S6.8</a>
64. Rent, Government Rent and Rates reimbursement actually paid for school purposes	EDB	EDB	COA	<a href="#">S38 [P]</a> ; <a href="#">S37 [S]</a> ; <a href="#">S43 [Sp]</a> ;

Items	Approval Authority		Major Reference Materials	
	Schools under SMC	Schools under IMC		
			SAG Cir	<u>S10.2(b)(ii)</u> [A] <u>S6.2.1 para 2d</u> <u>EDBC No. 14/2007</u>
65. Submission of holiday list in the form of school calendar	EDB	EDB	ER COA SAG Cir	<u>R79, R80, R81, R82, R83, R92</u> App1, para 19. 22-23, 25-26 [P] [S]; App1, para 18, 21-22, 24 & 26 [Sp]; <u>S15.3</u> [A] <u>Appendix of Chap 2</u> <u>EDBC No. 7/2005</u> <u>EDBCM No. 167/2019</u>
66. Submission of leave record of teaching staff annually for endorsement	EDB	EDB	COA SAG <sup>s</sup> SAG Cir	<u>S35(a)</u> [P]; <u>S31(a)</u> [S]; <u>S34(a)</u> [Sp]; <u>S13.9(e)</u> [A] <u>S7.5.3 para 2</u> <u>App H</u> <u>EDBC No. 1/2006</u>

Items	Approval Authority		Major Reference Materials	
	Schools under SMC	Schools under IMC		
<b>(III) Financial Issues</b> <sup>Note</sup>				
<b>(A) Procurement Activities</b>				
67. Inviting, vetting and approving quotations/tenders	School	School	SAG Cir	<u>S6.4.2 para 2b</u> <u>EDBC No. 4/2013</u>
68. Appointment of different persons to handle the opening and vetting of written quotations/tenders as well as approval of tenders	School	School	COA  SAG Cir	<u>S14.6 [A]</u>  <u>S6.4.2 para 2j &amp; k</u> <u>EDBC No. 4/2013</u>
69. Insufficient number of suppliers invited	School	School	SAG Cir	<u>S6.4.2 para 2e</u> <u>EDBC No. 4/2013</u>
70. Sub-contracting to third party by the supplier/contractor	School	School	Cir	<u>EDBC No. 4/2013</u>
<b>(B) Trading Operation</b>				
71. Conducting trading operations	EDB	School	ER COA SAG GFM Cir	<u>R99A, R99B</u> <u>App 1 para 32-34 [P] [S] [Sp]</u> <u>S6.2.2 para 3, S6.3, S6.5.2 para 4</u> <u>S3.3, 6.2(ii) &amp; 6.3(a)</u> <u>EDBC No. 10/2016</u>

Note The following files on financial issues are also provided for schools' reference and use and can be downloaded from EDB's Website:

1. Report on Financial and Personnel Matters Approved by SMC/IMC for Aided Schools  
< <http://www.edb.gov.hk/attachment/en/sch-admin/regulations/checklist/report%20on%20financial%20and%20personnel%20matters%20approved%20by%20smc%20imc%20for%20aided%20schools.doc>>
2. Points to Note on Financial Management of Aided Schools  
< [http://www.edb.gov.hk/attachment/en/sch-admin/sbm/corner-imc-sch/Points%20to%20Note%20on%20Financial%20Management%20of%20Aided%20Schools\\_e.pdf](http://www.edb.gov.hk/attachment/en/sch-admin/sbm/corner-imc-sch/Points%20to%20Note%20on%20Financial%20Management%20of%20Aided%20Schools_e.pdf)>
3. Exception Report on Procurement Activities for Aided Schools  
< <http://www.edb.gov.hk/attachment/en/common/exception%20report%20on%20procurement%20activities%20for%20aided%20schools.doc>>

Items	Approval Authority		Major Reference Materials	
	Schools under SMC	Schools under IMC		
72. Acceptance of donations or advantages from suppliers / contractors	School	School	SAG Cir	<a href="#">S6.3 para 3b &amp; c</a> <a href="#">S2.3.4 para 2a &amp; 2b</a> <a href="#">EDBC No. 10/2016 (para 3, App 2 para 3 &amp; App 5 para. g, h, l, m &amp; n), 14/2003 (para 16)</a> <a href="#">EDBCM No. 30/2019 (para 5 &amp; Annex 1 para 4)</a> <a href="#">EDBCM No. 172/2015 (para 5)</a>
73. Sale of textbooks on school premises	School	School	Cir	<a href="#">EDBC No. 10/2016 (App 3 para 3)</a> <a href="#">EDBCM No. 30/2019 (Annex 1 para 5.5)</a>
74. Delegation of trading operations to Parent-Teacher Association (PTA) or School Sponsoring Body (SSB)	School	School	SAG Cir	<a href="#">S6.3 para 3e</a> <a href="#">EDBC No. 10/2016 (App 2 para 3 &amp; App 5 para a &amp; j)</a>
<b>(C) School Income</b>				
75. Fund-raising activities under the conditions specified by EDB	School	School	ER SAG	<a href="#">R66</a> <a href="#">S6.2.2 para 1d &amp; 3, S6.5.2 para 3, App 5 of Chap 6</a>
76. Hire of accommodation	School	School	SAG Cir	<a href="#">S6.2.2 para 1f, S8.2.2, App 1 of Chap 8</a> <a href="#">EDBC No. 5/2011</a>
77. Collection of fees and charges (other than boarding fee and subscription/ tong fai) exceeding the approved ceiling as stipulated by EDB for educational use	EDB	School	ER COA	<a href="#">R61, R63, R66</a> <a href="#">S14(c) [P];</a> <a href="#">S14(d) [S];</a> <a href="#">S15(d) [Sp];</a> <a href="#">S14.3(d) [A]</a>

Items	Approval Authority		Major Reference Materials	
	Schools under SMC	Schools under IMC		
			SAG	<u>S6.2.2 para 1b &amp; 1c, App 3 &amp; 4 of Chap 6</u>
			<sup>S</sup> SAG	<u>Page 13 &amp; 14</u>
			GFM	<u>S3.4, 6.2(iii) &amp; 6.3(d)</u>
			Cir	<u>EDBC No. 14/2012</u>
78. Collection of subscription/ tong fai	EDB	EDB	ER	<u>R60A, R61</u>
			COA	<u>S14-16 [P] [S];</u> <u>S15-17 [Sp];</u> <u>S14.3(c) [A]</u>
			SAG	<u>S6.2.2 para 1a</u>
			Cir	<u>EDBC No. 6/2008</u>
79. Collection of boarding fees	EDB	EDB	ER	<u>R60A(2), R66</u>
			COA	<u>S12-14 [Sp];</u> <u>S14.3(b) [A]</u>
80. Acceptance of advantages and donations	School	School	COA	<u>S17 [P] [S];</u> <u>S18 [Sp];</u> <u>S14.2(a) &amp; 14.4 [A]</u>
			SAG	<u>S6.2.2 para 1e</u> <u>S2.3.4 para 2a &amp; 2b</u>
			Cir	<u>EDBC No. 14/2003</u> <u>EDBCM No. 30/2019 (para 5 &amp; Annex 1 para 4)</u> <u>EDBCM No. 172/2015 (para 5)</u>
81. Acceptance of donation which may incur recurrent government expenditure	EDB	EDB	COA	<u>S17(a) (b) [P] [S];</u> <u>S18(a) (b) [Sp];</u>

Items	Approval Authority		Major Reference Materials	
	Schools under SMC	Schools under IMC		
			SAG Cir	<a href="#">S14.4(a)(b) [A]</a> <a href="#">S6.2.2 para 1e</a> <a href="#">EDBC No. 14/2003 (para 17(c))</a>
<b>(D) Government Subvention</b>				
82. Transfer of Special Domain surpluses to Administration Grant/ Revised Administration Grant for meeting contractual obligation to the continued employment of janitor / clerical staff	EDB	N.A.	WSite	<a href="#">OEBG User Guide S.4.9</a>
<b>(IV) Student Issues</b>				
83. Admission of students (other than allocation of places in Primary 1, Secondary 1 and Secondary 4) and upholding students' right to education	School	School	EO COA  SAG Cir	<a href="#">S74</a> <a href="#">S43, App 1 para 11 [P]</a> ; <a href="#">S43, App 1 para 11 &amp; 15 [S]</a> ; <a href="#">S49, App 1 para 11 [Sp]</a> ; <a href="#">S15.1 [A]</a> <a href="#">S3.2.1, S3.2.3</a> <a href="#">EDBC No. 1/2009, 19/2019</a>
84. Promotion of students	School	School	COA SAG	<a href="#">S44, App 1 para 15 [P]</a> <a href="#">S3.3.2 para 1</a>
85. Suspension of students	School	School	COA	<a href="#">S45, App 1 para 14 [P]</a> ; <a href="#">S44, App 1 para 14 [S]</a> ; <a href="#">S50, App 1 para 14 [Sp]</a> ; <a href="#">S15.2(c) [A]</a>

Items	Approval Authority		Major Reference Materials	
	Schools under SMC	Schools under IMC		
			SAG Cir	<u>S3.6.4 para 5</u> <u>EDBC No. 1/2009</u>
86. Expulsion of students at senior secondary level with full justification acceptable to the Permanent Secretary for Education	School	School	EO COA SAG Cir	<u>S74</u> <u>S44, App 1 para 12 &amp; 13 [S];</u> <u>S15.2 [A]</u> <u>S3.6.4 para 6</u> <u>EDBC No. 1/2009</u>
87. Expulsion of students aged under 15 years at or below junior secondary level	EDB	EDB	EO COA SAG Cir	<u>S74</u> <u>S45, App 1 para 12 &amp; 13 [P];</u> <u>S44, App 1 para 12 &amp; 13 [S];</u> <u>S50, App 1 para 12 &amp; 13 [Sp];</u> <u>S15.2 [A]</u> <u>S3.6.4 para 6</u> <u>EDBC No. 1/2009</u>
88. Maximum rate of repetition	EDB	EDB	COA SAG	<u>S46 [P];</u> <u>S45 [S];</u> <u>S15.4(a) [A]</u> <u>S3.3.2 para 2</u>
89. Pupils taking more than seven years to complete six-year primary course	EDB	EDB	COA SAG	<u>S44 [P];</u> <u>S15.4(b) [A]</u> <u>S3.3.2 para 2e</u>



**Legend:**

IMC	refers to Incorporated Management Committee	
SMC	refers to School Management Committee	
EO	refers to Education Ordinance (CAP 279)	<a href="https://www.elegislation.gov.hk/hk/cap279">https://www.elegislation.gov.hk/hk/cap279</a>
ER	refers to Education Regulations (CAP 279A)	<a href="https://www.elegislation.gov.hk/hk/cap279A">https://www.elegislation.gov.hk/hk/cap279A</a>
GSPFR	refers to Grant Schools Provident Fund Rules (CAP 279C)	<a href="https://www.elegislation.gov.hk/hk/cap279C">https://www.elegislation.gov.hk/hk/cap279C</a>
SSPFR	refers to Subsidized Schools Provident Fund Rules (CAP 279D)	<a href="https://www.elegislation.gov.hk/hk/cap279D">https://www.elegislation.gov.hk/hk/cap279D</a>
COA	refers to Code of Aid	
[P]	refers to Code of Aid for Primary Schools	<a href="https://www.edb.gov.hk/attachment/en/sch-admin/regulations/codes-of-aid/coa_pri_e.pdf">https://www.edb.gov.hk/attachment/en/sch-admin/regulations/codes-of-aid/coa_pri_e.pdf</a>
[S]	refers to Code of Aid for Secondary Schools	<a href="https://www.edb.gov.hk/attachment/en/sch-admin/regulations/codes-of-aid/coa_sec_e.pdf">https://www.edb.gov.hk/attachment/en/sch-admin/regulations/codes-of-aid/coa_sec_e.pdf</a>
[Sp]	refers to Code of Aid for Special Schools	<a href="https://www.edb.org.hk/EDNEWHP/resource/edu_doc/coa/ss_coa/ss1_coa/coa_ss_e.pdf">https://www.edb.org.hk/EDNEWHP/resource/edu_doc/coa/ss_coa/ss1_coa/coa_ss_e.pdf</a>
[A]	refers to Code of Aid for Aided Schools	<a href="https://www.edb.gov.hk/attachment/en/sch-admin/regulations/codes-of-aid/code-of-aid-and-related-documents-for-aided-imc-schools/coa_english_1.13.pdf">https://www.edb.gov.hk/attachment/en/sch-admin/regulations/codes-of-aid/code-of-aid-and-related-documents-for-aided-imc-schools/coa_english_1.13.pdf</a>
[Comp]	refers to Compendium to Code of Aid for Aided Schools	<a href="https://www.edb.gov.hk/attachment/en/sch-admin/regulations/codes-of-aid/code-of-aid-and-related-documents-for-aided-imc-schools/Compendium%201.13a%20.pdf">https://www.edb.gov.hk/attachment/en/sch-admin/regulations/codes-of-aid/code-of-aid-and-related-documents-for-aided-imc-schools/Compendium%201.13a%20.pdf</a>
SAG	refers to School Administration Guide	<a href="https://www.edb.gov.hk/attachment/en/sch-admin/regulations/sch-admin-guide/SAG_E.pdf">https://www.edb.gov.hk/attachment/en/sch-admin/regulations/sch-admin-guide/SAG_E.pdf</a>
<sup>s</sup> SAG	refers to Supplement to SAG for Aided Schools Operated by IMC	<a href="https://www.edb.gov.hk/attachment/en/sch-admin/regulations/codes-of-aid/code-of-aid-and-related-documents-for-aided-imc-schools/supplement%20to%20sag_2019.pdf">https://www.edb.gov.hk/attachment/en/sch-admin/regulations/codes-of-aid/code-of-aid-and-related-documents-for-aided-imc-schools/supplement%20to%20sag_2019.pdf</a>
Cir	refers to EDB Circular/Circular Memorandum	<a href="http://applications.edb.gov.hk/circular/circular.aspx?langno=1">http://applications.edb.gov.hk/circular/circular.aspx?langno=1</a>
GSA	refers to Guide to Salary Assessment	<a href="http://www.edb.gov.hk/en/sch-admin/admin/about-sch-staff/salary-assessment/guides.html">http://www.edb.gov.hk/en/sch-admin/admin/about-sch-staff/salary-assessment/guides.html</a>
GFM	refers to Guide to Financial Management for	<a href="https://www.edb.gov.hk/attachment/en/sch-admin/sbm/corner-imc-">https://www.edb.gov.hk/attachment/en/sch-admin/sbm/corner-imc-</a>

Aided Schools Operated by Incorporated  
Management Committees

[sch/fm%20guide%20english\\_Sept%202017r3.pdf](#)

WSite refers to EDB Website

<http://www.edb.gov.hk/>

App refers to Appendix

Att refers to Attachment

Chap refers to Chapter

para refers to paragraph

R refers to Regulation

S refers to Section

Education Bureau

September 2019 (updated)