



THE HONG KONG  
POLYTECHNIC UNIVERSITY  
香港理工大學

ACADEMIC SECRETARIAT  
教務處

**Prof. S.L. Ho**

Associate Vice President (Academic Support) &  
Academic Secretary  
Chair Professor of Electricity Utilization

**何兆瑩** 教授

協理副校長 (學術支援) 及教務長  
電力應用講座教授

## LETTER OF APPOINTMENT

19 June 2017

Mr KWAN Hiu Hong  
RM 15, 39/F, Shek Kwong House  
Shek Lei (II) Estate, Kwai Tsing

Dear Mr Kwan

I have pleasure in offering you a temporary part-time appointment at The Hong Kong Polytechnic University (the University) on the terms as set out below:-

Post : Student Assistant in the Academic Secretariat

Period of appointment : 27 June 2017 to 15 September 2017

Assignment and remuneration : at the rate of HK\$60 per hour for a maximum of 200 hours over the above period

### Salary

Your rate of remuneration will be subject to review, and adjustment may be made, by the University from time to time as deemed appropriate. Salary adjustment, if any, will be determined by the University after taking into consideration factors such as, but not limited to, your performance, market salary trend, and funding position of the University and the department concerned. Whether your rate of remuneration will be increased, maintained or reduced will be at the sole discretion of the University. Any adjustment of your rate of remuneration will be communicated to you in writing.