Supplementary information regarding the distribution methods

**Method (a): collected in batch by class representative**

If the request is accepted, the SCO will ask the Department to provide relevant details of the concerned document such as full name of class representative(s) and students of the concerned document with their student number. Please note that our colleague will check the student ID card of the class representative(s) upon collection of the document.

**Method (b): collected in person by student at SCO’s counter**

Students have to produce their student ID card when they collect the concerned document. If they are unable to collect in-person, they may authorize someone to collect it on their behalf with a signed authorization letter/note and a copy of their student ID card. The authorization letter should state the full name of the person who will come to the SCO to collect the document. Our colleague will check the identity of that person and keep the copy of the authorization letter.

**Method (c): collected from shelves by student on a self-service basis**

Documents are displayed on shelves and no checking of students' identity will be needed for this method. Honour system is assumed.