

**Non-Local Higher and Professional Education
(Regulation) Ordinance (Cap. 493)**

**Form 1A – Application for Registration of a Course to be Offered by
a Non-local Institution Leading to a Non-local Higher Academic Qualification**

IMPORTANCE NOTE

This Application Form should be completed in accordance with the directions specified in the Form and the “Guidance Notes for Completion of Form 1A – Application for Registration of a Course to be Offered by a Non-local Institution Leading to a Non-local Higher Academic Qualification” (the Guidance Notes). The application may be refused or rejected if incomplete or incorrect information is given.

Section 33(1) of the Non-local Higher and Professional Education (Regulation) Ordinance (the Ordinance) states:

“Any person who in purported compliance with the provisions of this Ordinance or a requirement under this Ordinance makes any statement or representation of facts which is false in a material particular and which-

- (a) he knows to be false in such particular; or
 - (b) he has no reasonable ground to believe to be true in such particular,
- commits an offence.”

Please note that under the Ordinance, the Registrar of Non-local Higher and Professional Education Courses (the Registrar) may seek advice from the Hong Kong Council for Accreditation of Academic and Vocational Qualifications (HKCAAVQ) in determining your application. The HKCAAVQ may approach you direct for further information in relation to the assessment of the course for registration under the Ordinance, if necessary.

Pursuant to section 12(1) of the Ordinance, the Registrar will, upon issue of the certificate of registration, impose a condition in relation to the operation of the course that the operator shall maintain copies of each student’s application form(s), offer letter(s), credit exemption document(s), attendance record(s), transcript(s), certificate(s) and payment record(s) in relation to the course commencing from the beginning of the student’s studies until two calendar years after the completion or termination (on whatever grounds) of such student’s studies.

Upon registration of the course, details contained in this Form such as name and phone number of operator and local agency will be disclosed to the general public – details are available at the website of the Non-local Courses Registry (NCR) www.edb.gov.hk/ncr.

Please complete one Application Form for each course.

Please submit the Application Form together with all the required attachments in duplicate to:

**The Registrar of Non-local Higher and Professional Education Courses
Education Bureau
Room 603, 6/F
14 Taikoo Wan Road
Taikoo Shing
Hong Kong**

PERSONAL INFORMATION COLLECTION STATEMENT

Purpose of Collection

1. The personal data provided by you in this form will be used by the Education Bureau (EDB) for one or more of the following purposes:

- (a) Activities relating to the processing, authentication and counter-checking of the application for registration of non-local courses;
- (b) Activities relating to matching of the personal data with the database of other relevant Government bureaux / departments in connection with the processing, authentication and counter-checking of the application mentioned in (a) above;
- (c) Activities relating to matching of the personal data within the database of the EDB for purposes of verifying / updating records of the EDB;
- (d) Activities relating to training and development including invitation of participation in programmes/activities, applications for reimbursement of course fees, assessment of nominations, awards and scholarship, and monitoring of attainment progress;
- (e) Activities relating to the processing and vetting of applications for, and disbursement of, funding / grants / subsidies, and conducting of audits;
- (f) Activities relating to compilation of statistics, research and Government publications; and
- (g) Activities relating to the administration and enforcement of rules and regulations including the Education Ordinance (Cap. 279), its subsidiary legislation (such as the Education Regulations and the Grant/Subsidized Schools Provident Fund Rules) and the Codes of Aid.

2. The provision of personal data required by this form and during the processing of this form is obligatory. In the event that you do not provide those personal data, we may not be able to handle or further process the application.

Classes of Transferees

3. The personal data you provide will be made available to persons working in the EDB. Apart from this, they may be transferred or disclosed to the parties or in the circumstances listed below:-

- (a) other Government bureaux and departments for the purposes mentioned in paragraph 1 above;
- (b) the school in which the form relates for the purposes mentioned in paragraph 1 above;
- (c) personnel, agent, service provider or organisations, including the HKCAAVQ, engaged by the EDB to provide services or advice for purposes mentioned in paragraph 1 above;
- (d) where you have given your prescribed consent to such disclosure; and
- (e) where such disclosure is authorised or required under the law or court order applicable to Hong Kong.

Access to Personal Data

4. You have the right to request access to and correction of your personal data held by the EDB. Request for access to or correction of personal data should be made in writing to Executive Officer (Non-local Courses Registry)1 at Room 603, 6/F, 14 Taikoo Wan Road, Taikoo Shing, Hong Kong or email to exoncr1@edb.gov.hk.

Course Name: _____ _____	(For Official Use Only) Ref No.: _____ Date of Receipt: _____
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SECTION A

Particulars of Operator (see *Guidance Notes Part A*. Please provide the proof of identity as stated in *Guidance Notes Part A* as **Attachment 1**.)

- Name of Operator in English _____
- Name of Operator in Chinese (if applicable) _____
- The Operator is (Please tick as appropriate)
 - a school registered under the Education Ordinance (Cap. 279)
 - a Post Secondary College registered under the Post Secondary Colleges Ordinance (Cap. 320)
 - a partnership/consortium
 - a company/corporation
 - an individual
 - others (please specify) _____
- Official Address _____

- Telephone No. _____ 6. Fax No. _____
- Website _____
- E-mail address _____
- Contact Information

	Executive Head	Course Director (Hong Kong Course)	Other Authorised Contact Person for the Course (if any)
Name			
Designation			
Address			
Phone			
Fax			
E-mail			

SECTION B

Information about the Non-local Institution Responsible for the COURSE

(see Guidance Notes Part B)

1. Name of institution _____
2. Year of establishment _____
3. Official address in home country _____
4. Telephone No. _____ 5. Fax No. _____
6. E-mail address _____ 7. Website _____
8. Type of institution (Please tick as appropriate)
 - Publicly funded
 - Private
 - Others (please specify) _____
9. Status of institution (Please tick as appropriate)
 - Degree awarding
 - Others (please specify) _____
10. Accreditation/Approval of institution (Please provide documentary evidence as stated in Guidance Notes Part B as **Attachment 2**) (Please tick as appropriate)
 - Self-accrediting
 - Accredited by external authority in the home country
11. If accredited by an external authority in the home country, please state -
 - a. Name of external authority _____
 - b. Year of last accreditation/approval _____
 - c. Period of approval (if applicable) _____
12. Total number of students currently registered in the institution (headcount)

	<u>Full-time</u>	<u>Part-time</u>	<u>Distance Learning</u>
a. On Campus	_____	_____	_____
b. Off Campus: - home country	_____	_____	_____
- other countries (excluding Hong Kong)	_____	_____	_____
- in Hong Kong only	_____	_____	_____
13. Total current staff complement (headcount)

	<u>Full-time</u>	<u>Part-time</u>
a. <u>Home country staff</u>		
Academic	_____	_____
Administrative	_____	_____

- b. Hong Kong staff (if applicable) Full-time Part-time
 Academic _____ _____
 Administrative _____ _____

14. Contact Information

	Executive Head of Institution	Course Director (Home Course)	Other Authorised Contact Person for the Course (if any)
Name			
Designation			
Address			
Phone			
Fax			
E-mail			

The fields below are applicable only when a local agency/representative's office has been appointed by the Non-local Institution. Please skip to Section C if no agency/representative's office has been appointed.

15. Name of local agency/representative's office _____

16. Address _____

17. Telephone No. _____ 18. Fax No. _____

19. E-mail address _____

20. Please indicate which of the following tasks are/will be undertaken by the local agency/representative's office: (Please tick as appropriate)

- recruiting local teaching staff
- training and supervising local teaching staff
- distributing documentation/course materials/information to students
- setting/marking assignments
- collecting assignments from and returning marked assignments to students
- organising local course committee/advisory group in Hong Kong
- gathering student feedback
- receiving applications
- issuing admission/acceptance letter
- receiving fees from students
- issuing payment receipt to students
- providing student support, e.g. language/study skills training and counselling
- advertising and marketing of the course
- paying expenses in relation to operation of local course
- providing (or arranging) library, information technology and other student facilities
- arranging examinations (and related security arrangements)
- managing student graduation (including distribution of diplomas, certificates, organising graduation ceremony etc.)
- arranging venues and equipment (where appropriate)
- keeping records relating to local course operation
- others (please specify) _____

SECTION C

Information about the Non-local Institution/Body Responsible for the AWARD (only applicable if different from Section B) (see Guidance Notes Part C)

1. Name of institution/awarding body _____.
2. Year of establishment _____
3. Official address in home country _____

4. Telephone No. _____ 5. Fax No. _____
6. E-mail address _____ 7. Website _____
8. Type of institution (Please tick as appropriate)
 Publicly funded
 Private
 Others (please specify) _____
9. Status of institution (Please tick as appropriate)
 Degree awarding
 Others (please specify) _____
10. Accreditation/Approval of institution (Please provide documentary evidence as stated in Guidance Notes Part C as **Attachment 3**) (Please tick as appropriate)
 Self-accrediting
 Accredited by external authority in the home country
11. If accredited by an external authority in the home country, please state –
 - a. Name of external authority _____
 - b. Year of last accreditation/approval _____
 - c. Period of approval (if applicable) _____
12. Relationship with the institution named in Section B

13. Contact Information

	Executive Head of awarding institution/ body	Personnel responsible for quality assurance
Name		
Designation		
Address		
Phone		
Fax		
E-mail		

SECTION D

Information about the Course to be Conducted in Hong Kong and the Course in Home Country (see *Guidance Notes Part D*)

1. Is there an equivalent or comparable course offered by the institution in the home country leading to the **same qualification**?

(Please tick as appropriate)

- Equivalent course Name of course _____
 Comparable course Name of course _____

Important: To register a non-local higher academic course, an equivalent or comparable course leading to the SAME QUALIFICATION must be operating in the home country.

2. Is there an explicit service agreement/contract signed between the institution in the home country and the Operator regarding the course? (Please tick as appropriate)

- Yes - Please provide a copy of the service agreement/contract (including information but not limited to: (i) full names of the parties involved in this agreement/contract, (ii) name and award title of the course and the validity period of the collaborative arrangement, (iii) respective responsibilities of the collaborative parties, (iv) renewal and termination arrangement, and (v) signed signatory page with the date and signed by person(s) with authority to represent and bind the organisations they represent by signing the agreement/contract) as **Attachment 4**.
- No - Please state how the Operator and the Non-local Institution will operate without an explicit service agreement/contract, and the division of responsibilities between the two parties.

3. Please indicate which of the following tasks are/will be undertaken by the Operator or the Non-local Institution - (Please tick as appropriate)

Task	Operator	Non-local Institution
- recruiting local teaching staff	<input type="checkbox"/>	<input type="checkbox"/>
- training and supervising local teaching staff	<input type="checkbox"/>	<input type="checkbox"/>
- distributing documentation/course materials/information to students	<input type="checkbox"/>	<input type="checkbox"/>
- setting/marking assignments	<input type="checkbox"/>	<input type="checkbox"/>
- collecting assignments from and returning marked assignments to students	<input type="checkbox"/>	<input type="checkbox"/>
- organising local course committee/advisory group in Hong Kong	<input type="checkbox"/>	<input type="checkbox"/>
- gathering student feedback	<input type="checkbox"/>	<input type="checkbox"/>
- receiving applications	<input type="checkbox"/>	<input type="checkbox"/>

Task	Operator	Non-local Institution
- assessing and approving application	<input type="checkbox"/>	<input type="checkbox"/>
- assessing and approving credit exemption	<input type="checkbox"/>	<input type="checkbox"/>
- issuing admission/acceptance letter	<input type="checkbox"/>	<input type="checkbox"/>
- receiving fees from students	<input type="checkbox"/>	<input type="checkbox"/>
- issuing payment receipt to students	<input type="checkbox"/>	<input type="checkbox"/>
- providing student support, e.g. language/study skills training and counselling	<input type="checkbox"/>	<input type="checkbox"/>
- advertising and marketing of the course	<input type="checkbox"/>	<input type="checkbox"/>
- paying expenses in relation to operation of local course	<input type="checkbox"/>	<input type="checkbox"/>
- providing (or arranging) library, information technology and other student facilities	<input type="checkbox"/>	<input type="checkbox"/>
- arranging venues and equipment(where appropriate)	<input type="checkbox"/>	<input type="checkbox"/>
- arranging examinations (and related security arrangements)	<input type="checkbox"/>	<input type="checkbox"/>
- managing student graduation (including distribution of diplomas, certificates, organising graduation ceremony etc.)	<input type="checkbox"/>	<input type="checkbox"/>
- keeping records relating to local course operation	<input type="checkbox"/>	<input type="checkbox"/>
- others (please specify) _____ _____ _____ _____	<input type="checkbox"/>	<input type="checkbox"/>

4. Please complete the following comparison table on the course offered in Hong Kong and the one offered in the home country. **The documentary evidences detailed in Guidance Notes Part D are to be presented for assessment of the application as Attachments 5 to 7.**

Item	Course in Hong Kong	Equivalent/Comparable Course in Home Country
(a) Name of course		
(b) Title of academic award		

Item	Course in Hong Kong	Equivalent/Comparable Course in Home Country
<p>(c) Course approval (please provide the internal/external validation/approval documents for home/Hong Kong course as <u>Attachment 5</u>)</p> <p>i. Name of board/committee/authority <i>within the Non-local Institution</i> responsible for validation/approval of the course (please read Guidance Notes – Item 4 (c) of Part D for examples of such authorities)</p> <p>Year of last approval/ accreditation</p> <p>Period of approval (if applicable)</p> <p>ii. Name of <i>external authority</i> which approved the course (if applicable)</p> <p>Year of last approval/ accreditation</p> <p>Period of approval (if applicable)</p>		
<p>(d) Mode of delivery (Please tick as appropriate)</p> <p>i. Face-to-face tuition only (i.e. full or part-time attendance mode) <input type="checkbox"/></p> <p>ii. Distance learning with face-to-face tuition <input type="checkbox"/></p> <p>iii. Distance learning without face-to-face tuition <input type="checkbox"/></p> <p>iv. Others (please specify) <input type="checkbox"/></p>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/> _____ _____</p>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/> _____ _____</p>

Item	Course in Hong Kong		Equivalent/Comparable Course in Home Country	
<p>(e) Length of course (in calendar months for different modes of delivery, i.e. full-time, part-time, etc.) (please read Guidance Notes - Item 4(e) of Part D for definition of the following before completion)</p> <p>i. Standard length</p> <p>ii. Minimum length</p> <p>iii. Maximum allowable length</p>	Full-time	Part-time	Full-time	Part-time
<p>(f) Student Number</p> <p>i. Maximum number per intake</p> <p>ii. Minimum number per intake</p> <p>iii. Average number per intake (if applicable)</p> <p>iv. Frequency of intakes per year</p> <p>(for home courses only)</p> <p>v. Number of students currently registered in the home course for each mode of delivery</p> <p>vi. Profile of students admitted [please provide the distribution of entry routes and entry qualifications of each entry route for students admitted in the latest intake of home course to enable assessment of how the proposed practices of the Hong Kong course compare with that of the home course.]</p>				

<p>(g) Academic Staff</p> <ol style="list-style-type: none"> 1. Teaching Staff <ol style="list-style-type: none"> i. Minimum academic requirement for appointment as teaching staff for the course ii. Number of years of relevant experience in teaching (if required) iii. Number of years of experience in research (if required) iv. Other requirements (please specify) 2. Thesis/Dissertation/Project Supervisors (if any) <ol style="list-style-type: none"> i. Minimum academic requirement for appointment as supervisors for the thesis / dissertation / project ii. Number of years of relevant experience in teaching (if required) iii. Number of years in supervising thesis / dissertation / project iv. Number of years of experience in research (if required) v. Other requirements (please specify) <p>(for home courses only)</p> <ol style="list-style-type: none"> i. Number of teaching staff engaged for the home course ii. Number of home course teaching staff that will be engaged in Hong Kong course 		
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Item	Course in Hong Kong	Equivalent/Comparable Course in Home Country
<p>v. Other admission routes (e.g. mature student scheme) (please specify)</p> <p>vi. The percentages of admission in different entry routes of the home course for the three previous years (where appropriate)</p>	<input type="checkbox"/> _____ _____ _____	<input type="checkbox"/> _____ _____ _____
<p>(i) Curriculum (please provide the Latest Approved Definitive Course Document or relevant Module Descriptors for both the home and Hong Kong courses as <u>Attachment 6</u>)</p> <p>i. Aims and objectives of the course</p> <p>ii. Course structure and content coverage</p>		

Item	Course in Hong Kong	Equivalent/Comparable Course in Home Country
iii. Adaptation of the home course, if any, for delivery in Hong Kong (if yes, please provide the rationales and approval record of adaption)		
<p>(j) Requirement for award of the higher academic qualification</p> <p>i. Number of modules / subjects to be taken</p> <p>ii. Number of modules / subjects to be passed</p> <p>iii. Number of assignments to be presented</p> <p>iv. Number of assignments to be passed</p> <p>v. Number of examinations to be taken</p> <p>vi. Number of examinations to be passed</p> <p>vii. The pass mark / grade of examination</p> <p>viii. Thesis/Dissertation/Project * (please give brief description, e.g. length, number of words required, etc.)</p>		

Item	Course in Hong Kong	Equivalent/Comparable Course in Home Country
<p>ix. Internship and placement (if completion of internship/placement is part of the graduation requirement, please provide the duration, nature and other details here and supplement in <u>Attachment 7</u> samples of internship agreement (undertaking) with internship partner agencies/ internship implementation guidelines/ samples of intern evaluation/ assessment reports/ supervision and assessment guidelines for internship supervisors etc., to demonstrate the ability of the home institution/Operator to arrange and monitor internship/placement in Hong Kong)</p> <p>*Delete as appropriate</p>	<p>Duration (in weeks):</p> <p>Nature:</p>	<p>Duration (in weeks):</p> <p>Nature:</p>
<p>(k) Assessment (Please indicate the percentage of weighting for each assessment element.)</p> <p>i. Written examination</p> <p>ii. Continuous assessment</p> <p>iii. Thesis/Dissertation/Project</p> <p>iv. Others (please specify)</p>	<p><u>Yr. 1</u> <u>Yr.2</u> <u>Yr.3</u> <u>Yr.4</u> (%)</p>	<p><u>Yr. 1</u> <u>Yr.2</u> <u>Yr.3</u> <u>Yr.4</u> (%)</p>

Item	Course in Hong Kong	Equivalent/Comparable Course in Home Country
(Please indicate the overall weighting in percentages for the completion of the entire course.) i. Written examination (%) ii. Continuous assessment (%) iii. Thesis/Dissertation/Project* (%) iv. Others (please specify)		

5. (a) Setting of assignments/ examinations is undertaken by (Please tick as appropriate)

- Staff of home institution
 Hong Kong staff
 Others (please specify) _____

(b) Setting of thesis/ dissertation/project* is undertaken by (Please tick as appropriate)

- Staff of home institution
 Hong Kong staff
 Others (please specify) _____

6. (a) Marking of assignments/examinations is undertaken by (Please tick as appropriate)

- Staff of home institution
 Hong Kong staff
 Others (please specify) _____

(b) Marking of thesis/ dissertation/project* is undertaken by (Please tick as appropriate)

- Staff of home institution
 Hong Kong staff
 Others (please specify) _____

*Delete as appropriate

7. Where the examinations are set and marked by Hong Kong teaching staff, please confirm if approval of the home teaching staff is needed? (Please tick as appropriate)
 Yes No If no, please give the reason(s):

8. Are Hong Kong staff provided with marking schemes/criteria by the home institution?
(Please tick as appropriate)

<i>For course work:</i>	<i>For Examinations:</i>	<i>For thesis/dissertations/projects</i>
<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes
<input type="checkbox"/> No	<input type="checkbox"/> No	<input type="checkbox"/> No

9. External examiner(s)/moderator(s) for the course in Hong Kong

- a. Is/Are the external examiner(s) / moderator(s) for the course in Hong Kong the same as that for the course in the home country? (Please tick as appropriate)

Yes No (If no, please give the name(s), qualification(s) and country / place of residence of the external examiner(s) / moderator(s) below)

- b. Are the appointment criteria and procedures for external examiner(s)/moderator(s) exercised by the home institution/awarding body the same for both the home and Hong Kong courses? (Please tick as appropriate)

Yes No

- c. Is there any system for ensuring that standards in Hong Kong are comparable to those at the home institution? (Please tick as appropriate)

Yes (please give details in **Attachment 8**) No

10. Name(s) and address(es) of person(s)/organisation(s) responsible for the administration of examinations in Hong Kong (if applicable)

*Delete as appropriate

11. Teaching/learning activities associated with the course¹

Teaching/learning activities		No. of hrs. within Hong Kong	No. of hrs. outside Hong Kong	No. of academic staff involved in Hong Kong		
				Hong Kong staff	Home staff	Other ² staff
Lectures	Compulsory					
	Optional					
Tutorials/seminars	Compulsory					
	Optional					
Group discussions	Compulsory					
	Optional					
Self-study						
Other (please specify)						

Please also provide a breakdown of the contact hours for lectures, tutorials and group discussions in each of the modules and indicate the division of teaching hours among the home and the Hong Kong teaching staff in each module of study including thesis/dissertation/project supervision in **Attachment 9**.

12. Student facilities and support services provided in Hong Kong

- Learning materials
- Access to library
- Access to information technology facilities
- Access to academic/pastoral tutors
- Language support
- Study skills
- Others (please specify) _____

Please give details of these student facilities/support services (**Attachment 10**).

13. Does completion of the course also lead to the award of a professional qualification from a non-local professional body? (Please tick as appropriate)

- Yes No

If yes, please also complete FORM 1P, which is obtainable from the Non-local Courses Registry.

¹ Operators are required to complete Form 4 (obtainable from the Non-local Courses Registry) to provide particulars of the premises in which any of the course activities is to be conducted. The Registrar's prior approval has to be sought for the conduct of the course in the premises except for those premises exempted under Section 5(5) of the Non-local Higher and Professional Education (Regulation) Rules, Cap 493B. The completed Form 4 should be submitted to the Registrar not later than 3 months before the premises are used to conduct the course.

² Please specify any non-local academic staff who are appointed for the Hong Kong course but are not teaching the comparable/ equivalent home course.

SECTION E

Quality Assurance Procedures *(see Guidance Notes Part E)*

Please give below information on the quality assurance procedures for the course and add further information in **Attachment 11** as necessary.

1. Name(s) and position(s) of person(s)/body within the home institution/awarding body responsible for quality assurance of (a) the home course and (b) Hong Kong course.

2. Course design
 - a. Please indicate the arrangements in the home institution/awarding body for
 - i. approval of the curriculum for off-campus delivery

 - ii. approval of any distance learning materials (their planning, development/evaluation and review)

 - b. If the course curriculum/learning materials have been adapted or specially designed for Hong Kong, please give details of
 - i. any involvement/approval by the home institution/awarding body and by which committee/authorised person (e.g. external assessor(s)/moderator(s))

 - ii. measures to ensure comparability of standard with a similar home course

3. Student admissions
 - a. Please indicate the role of Hong Kong staff and/or of staff in the home institution/awarding body in
 - i. setting entry requirements and policies

 - ii. approving admission of individual students

 - iii. approving exemptions/credit transfer for individual student

 - b. Please confirm if the student admission requirements are the same for the Hong Kong course and the equivalent/comparable home course.

4. Course delivery

Please indicate the responsible staff (name and rank) and arrangements for

- a. appointment of Hong Kong (and non-local) academic and administrative staff, their induction, support and evaluation

- b. the learning support and facilities for students

5. Assessment arrangements

a. Please indicate the process for and person(s)/body responsible for

- i. approving the assessment regulations

 - ii. the setting, marking and moderation of assignments, examinations, thesis, dissertation and project

 - iii. appointment and approval of external examiners/moderators

 - iv. overall approval of results/awards
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- b. If assessment regulations or criteria have been adapted for Hong Kong, please indicate how comparability of standard with the home course leading to the same qualification is maintained.
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- c. Where case assignment, examination, and thesis/dissertation/project are wholly or partially marked by Hong Kong teaching staff, please indicate the percentages of each kind of marked assessment work moderated by home teaching staff.
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-
- d. Please confirm if the approval procedures for the assessment results and awards are the same for the Hong Kong course and the equivalent/comparable home course.

6. Management of local arrangements

Please give brief descriptions of

- a. the coordination of and communication with Hong Kong personnel
- b. any Hong Kong course committees/advisory committees (if affirmative, please indicate membership of the committees and the frequency of the committee meetings)
- c. the feedback channels for Hong Kong students and teaching staff (please provide relevant sample document(s), e.g. End-of-Module Evaluation Questionnaire template and where applicable end of course/semester/term questionnaire templates, as **Attachment 12**)
- d. any 'Code of Practice' for Hong Kong personnel

7. Other quality assurance practices

Please give brief descriptions of

- a. the frequency of visits by the home institution/awarding body to the course offered in Hong Kong and the person(s) who is/are in charge of such visits.
- b. the cycle of review/revalidation/reaccreditation of the Hong Kong course and whether the same practice is applicable to the equivalent/comparable home course.

SECTION F

(If the course is offered in more than one mode of delivery (see Item 4(d) of Section D) and the tuition fee, payment arrangement and refund arrangement for different modes are different, the information for each mode must be reported in separate sheet of Section F)

Fee Schedule

1. Mode of Delivery _____

2. Fees and charges

a. Tuition fee payable for the complete course _____

b. Where tuition fee is not inclusive, please give details of further fees/charges payable by students - (Please tick as appropriate)

	<u>Amount</u>	<u>Time for payment</u>
<input type="checkbox"/> On application	_____	_____
<input type="checkbox"/> For registration	_____	_____
<input type="checkbox"/> For course materials	_____	_____
<input type="checkbox"/> For examinations	_____	_____
<input type="checkbox"/> Others (please specify)	_____	_____
TOTAL	_____	_____

c. Total fee payable _____

d. Please advise if any fee reduction facility (e.g. scholarships, discounts) is available to students.

Yes (please specify: _____)

No

(please tick as appropriate)

3. Tuition Fee Payment Arrangement (Please provide a copy of the contract with the students with the terms of payments of the course specified as **Attachment 13**)

e. Total number of instalments for the whole course _____.

f. Each instalment covers _____ months of the course and will be collected within _____ month before the commencement of that part of the course.

g. The instalments are based on modules / subjects / units / papers / semesters / phases / terms / sessions (please delete as appropriate).

h. The proposed payment option is:

the same as that of the home course;

the same as that in other countries where the course is conducted; or

required by the domestic law in the home country.

(please tick as appropriate)

i. The above proposed payment option/options

(i) fulfil(s) the combined effect of Section 10(3)(d)(i) and Section 2(7) of the Ordinance

and will normally be approved by the Registrar.

- (ii) comes under Section 10(3)(d)(ii) of the Ordinance and requires the Registrar to exercise his discretion to approve. Any instalment covering more than 6 months will not be approved.
(please tick as appropriate)

4. Refund Arrangement (Please provide a copy of the proposed refund terms as **Attachment 14**)
(Please tick as appropriate)

- The refund terms of the home course in cases of exceptional hardship, exemption and/or deferral, which are the **same** as those of the home course.
- The proposed refund terms in cases of exceptional hardship, exemption and/or deferral are **different** from those of the home courses and are submitted at **Attachment 14** for the Registrar's approval.
- Other refund term(s) (if any): _____

SECTION G

Declaration by the Operator of the Course (see *Guidance Notes Part G*)

I declare that all the above information provided in support of this application for registration of the course, namely _____, is to the best of my knowledge, true and accurate.

I also declare that the academic standard of the course will be maintained at a level comparable with a course conducted in the home country leading to the same qualification, and that it is recognised as such by _____ (Name of institution awarding the qualification).

I undertake to specify as an express term in the contract with the students the terms of payments of the course specified in **Attachment 13**.

I also undertake to disclose to students of the course the refund terms specified in **Attachment 14** when approved and a copy of that document is attached herewith for record.

I accept that all fees paid, less the application fee, will be refunded if the course is withdrawn or not offered.

I also accept that on premature cessation of the course, all fees and charges that have been collected in respect of any part of the course not conducted on or after the date of the cessation will be refunded within one (1) month of the premature cessation.

I understand that, pursuant to section 12(1) of the Ordinance, the Registrar will, upon issue of the certificate of registration, impose a condition in relation to the operation of the course that the operator shall maintain copies of each student's application form(s), offer letter(s), credit exemption document(s), attendance record(s), transcript(s), certificate(s) and payment record(s) in relation to the course commencing from the beginning of the student's studies until two calendar years after the completion or termination (on whatever grounds) of such student's studies.

Signature _____

Name in block letters _____

Capacity in which signed _____

Date _____

SECTION H

Statement by Executive Head of Non-local Institution Responsible for the Course *(see Guidance Notes Part H)*

I declare that the course, namely _____,
to be conducted in Hong Kong will be of a comparable academic standard as that of a course
conducted in the home country by this institution leading to the same qualification.

Signature _____

Name in block letters _____

Name of institution _____

Date _____

SECTION I

Undertaking by the Designated Person *(see Guidance Notes Part I)*

I, being the Designated Person for the course, _____ (name of course) conducted by _____ (name of Operator), undertake to perform in relation to the course the functions imposed on a designated person by the Non-local Higher and Professional Education (Regulation) Ordinance. I am the holder of Hong Kong Identity Card No. _____ (**Attachment 15** – photocopy of I.D. card) and ordinarily resident in Hong Kong.

Name in English (Prof/Dr/Mr/Mrs/Ms) _____

Name in Chinese (if applicable) _____
[Note: The names listed above should be the same as shown on the Hong Kong Identity Card.]

Name of employer (if applicable) _____

Position held _____

Business address _____

Telephone No. _____ Fax No. _____

Residential address _____

Telephone No. _____ Fax No. _____

Signature _____ Date _____

Checklist of Documents to be attached to this application

Please check before submission that the following documents are completed and attached to this application form. Failure to provide the documents will severely delay the assessment process and may affect the assessment outcome.

Attachment No.	Documents Concerned	Availability	For official use
1	Copy of proof of identity of Operator	<input type="checkbox"/> yes	
2	Documentary evidence for accreditation/approval status of non-local institution responsible for the course	<input type="checkbox"/> yes <input type="checkbox"/> not applicable	
3	Documentary evidence for accreditation/approval status of non-local institution/body responsible for the award	<input type="checkbox"/> yes <input type="checkbox"/> not applicable	
4	Copy of the service agreement/contract between Operator and Non-local Institution	<input type="checkbox"/> yes <input type="checkbox"/> not applicable	
5	Internal/External validation/approval documents for home/Hong Kong Course	<input type="checkbox"/> yes	
6	Latest Approved Definitive Course Document or relevant Module Descriptors for both the home and Hong Kong courses	<input type="checkbox"/> yes	
7	Samples of internship agreement (undertaking) with internship partner agencies; Internship implementation guidelines; Samples of intern evaluation/ assessment reports; Supervision and assessment guidelines for internship supervisors	<input type="checkbox"/> yes <input type="checkbox"/> not applicable	
8	System for ensuring the standards in Hong Kong are comparable to those in home institution	<input type="checkbox"/> yes	
9	Breakdown of the contact hours for lectures, tutorials and group discussions in each of the modules and indicate the division of teaching hours among the home and the local teaching staff in each module of study including thesis/dissertation/project supervision	<input type="checkbox"/> yes	
10	Details of student facilities/support services	<input type="checkbox"/> yes	
11	Information on quality assurance system	<input type="checkbox"/> yes	
12	End-of-Module Evaluation Questionnaire template and where applicable end of course/semester/term questionnaire templates	<input type="checkbox"/> yes	
13	Sample contract with students with the terms of payments	<input type="checkbox"/> yes	
14	Refund arrangements	<input type="checkbox"/> yes	
15	Copy of ID Card of Designated Person	<input type="checkbox"/> yes	

- END -