

NON-LOCAL HIGHER AND PROFESSIONAL EDUCATION
(REGULATION) ORDINANCE (CAP. 493)

FORM 3 - A SAMPLE FORMAT OF CERTIFICATE ISSUED BY THE EXECUTIVE HEAD OF
HONG KONG INSTITUTION OF HIGHER EDUCATION UNDER SECTION 8(1)

IMPORTANT NOTES

- a. This form is a suggested format for the certificate to be issued by the executive head of a Hong Kong institution of higher education for exemption from registration of a regulated course under section 8 of Non-local Higher and Professional Education (Regulation) Ordinance (Cap.493) (hereafter referred to as the Ordinance).
- b. This form, accompanied by the required document(s), should be submitted to the Registrar of Non-local Higher and Professional Education Courses at Room 603, 6/F, 14 Taikoo Wan Road, Taikoo Shing, Hong Kong.
- c. You are advised to read the Ordinance in particular sections 8 and 9 before completing this form.

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 exemption from 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 Hong Kong Council for Accreditation of Academic and Vocational Qualifications, 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.

To: The Registrar of Non-local Higher and Professional Education Courses

PART I

1. Name of course: _____

2. Title of award : _____

3. Non-local [#]Institution of Higher Education / Professional Body Awarding the Qualification

Name (in full): _____

[#] Delete as appropriate

Address: _____

4. Local Institution of Higher Education

Name (in full): _____

Address: _____

PART II

1. In accordance with section 8(1) of the Ordinance, I hereby certify that:

(i) the above named course is conducted in collaboration with my institution by the above named #non-local institution / professional body which mainly operates in

_____ (name of country).

(ii) the above named course is

NOT funded by any fund allocated by the Government of the Hong Kong Special Administrative Region out of the general revenue to my institution.

funded #wholly / partly by the fund (Name of fund: _____
_____)

allocated by the Government of the Hong Kong Special Administrative Region out of the general revenue to my institution with the written consent of the Secretary for Education (a copy is attached).

(iii) the course purports to lead to the award of a non-local higher academic qualification by a non-local institution:

(A) the above named non-local institution is

self-accredited;

recognised by the relevant accreditation authority (Name of accreditation authority: _____); and

(B) effective measures are in place to ensure that the standard of the above named course is maintained at a level comparable with a course conducted in the home country leading to the same qualification and is recognised as such by the above named non-local institution and the academic community in the home country.

Delete as appropriate

Please tick the appropriate box

- (iv) the course purports to lead to the award of a non-local professional qualification by a non-local professional body:

(A) the above named course is recognised by the above named professional body

- for the purpose of awarding the qualification as stated in Part I
- for the claimed purpose of preparing a student of the course for the examination, test or other assessment the sitting for, passing or undergoing of which:
- will qualify the person who so sits, passes or undergoes for the award of the professional qualification by that professional body; or
 - will be recognised as fulfilment of the following condition(s) for the purpose of award of the professional qualification by the professional body:
(Please specify the condition(s) below)

(B) the professional body named in Part I is generally recognised in the home country as an authoritative and representative professional body in the profession of

_____.

2. I undertake to inform you of any changes to the above that may occur in future.

- Please tick the appropriate box

Signature of the Executive Head: _____

Name in block letters: _____

Capacity: _____

Local Institution of Higher Education: _____

Date: _____