

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

ANNUAL REPORT ON AN EXEMPTED COURSE

It is important that you read the Ordinance, in particular sections 8 and 9, and the accompanying Guidance Notes before completing this form.

The completed form, accompanied by Form 3 (i.e. a certificate by the executive head of a Hong Kong institution of higher education) and the necessary documents, should be sent together with a prescribed fee of HK\$115 **within one month after 31 December of each year** during which the course is conducted in Hong Kong to:

The Registrar
Non-local Courses Registry
Education Bureau
Room 603, 6/F
14 Taikoo Wan Road
Taikoo Shing
Hong Kong

Please refer to the Guidance Notes for details of the submission requirements.

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 form 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 form 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 form.

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.

PART I GENERAL INFORMATION

1. Period Covered by this Report: From _____ to 31/12/
(dd/mm/yy) *(31/12/yy)*
2. Course Reference No.: _____
3. Name of Hong Kong Course: _____
4. Title of Award of Hong Kong Course: _____
5. Name of Operator: _____
6. Name of Non-local Course: _____
7. Title of award of Non-local Course: _____
8. Name of Hong Kong Institution: _____

PART II UPDATING OF PARTICULARS PREVIOUSLY REPORTED

1. There have been changes in the particulars previously reported in respect of
(please tick the appropriate box)
 - the operator
 - the non-local institution / professional body awarding the qualification
 - the Hong Kong institution of higher education

Please specify the changes below or where appropriate, re-submit the relevant section(s) of Form 2. **(Attachment 1)**

2. Please tick to indicate who would undertake the following tasks in relation to the conduct of the course in Hong Kong:

(please tick the appropriate box)

<u>Task</u>	<u>Hong Kong Institution</u>	<u>Non-local Institution / Professional Body</u>	<u>Others</u> <i>(please specify)</i>
<u>Administrative roles</u>			
(a) Advertising & marketing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> _____
(b) recruitment of students (receipt of applications / notification of acceptance / registration*)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> _____
(c) receipt of students' fees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> _____
(d) distribution of documentation / course materials / information*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> _____

(Delete as appropriate)*

<u>Task</u>	<u>Hong Kong Institution</u>	<u>Non-local Institution / Professional Body</u>	<u>Others</u> <i>(please specify)</i>
(e) providing (or arranging) library, information technology and other facilities (please specify) _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> _____
(f) collection and return of assignments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> _____
(g) organizing local course	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> _____

committee / advisory group*

(please specify)

- | | | | | |
|---|--------------------------|--------------------------|--------------------------|-------|
| (h) managing course venue matters | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| (i) gathering student feedback | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| (j) administration of examinations (and related security arrangements) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| (k) graduation arrangement (including despatch of diplomas, certificates, etc.) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| (l) others (please specify) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |

(* Delete as appropriate)

<u>Task</u>	<u>Hong Kong Institution</u>	<u>Non-local Institution / Professional Body</u>	<u>Others</u> (please specify)
<u>Academic roles</u>			
(m) design / adaptation* of course	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> _____
(n) design / approval* of self-study materials / teaching materials*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> _____
(o) design of teaching activities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> _____
(p) selection and appointment of local teaching staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> _____

- | | | | | |
|---|--------------------------|--------------------------|--------------------------|-------|
| (q) induction and supervision of local teaching staff | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| (r) supervision of projects / dissertations* | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| (s) selection and admission of students | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| (t) student support (language / study skills / counselling)*
(please specify) _____
_____ | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| (u) setting / marking* assignments / examinations* | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| (v) others (please specify) _____
_____ | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |

(* Delete as appropriate)

Part III INFORMATION ABOUT THE COURSE BEING CONDUCTED IN HONG KONG

1. Course Curriculum

- a. Is there any change to the course curriculum previously reported?

(please tick the appropriate box)

Yes No

[If yes, please provide an updated outline (**Attachment 2**) of course structure and content coverage.]

- b. Please list out modules or subjects that have been offered in the reporting period. (**Attachment 3**)

2. Admission

Is there any change to the standard entry requirements (including language proficiency) previously reported?

(please tick the appropriate box)

Yes No

[If yes, please list the updated standard entry requirements below.]

3. Course Activities Conducted in the Reporting Period:

Activity	Yes / No	No. of Academic Staff Involved	
		Hong Kong Staff	Non-local Staff
Lectures			
Tutorials			
Seminars			
Group discussion			
Self-study		N/A	N/A
Examination			
Assignments (including projects / dissertation)			
Others <i>(please specify)</i> _____ _____ _____			

4. Length of Course (in months)

- a. Standard length#: _____
- b. Minimum length#: _____
- c. Maximum allowable length#: _____
- d. Duration of each module / unit / subject*: _____
- e. No. of terms / semesters* each year: _____
- f. Duration of each term / semester*: _____

(# Please refer to the GUIDANCE NOTES FOR COMPLETION OF FORM 6 for the definitions of these fields)

(delete as appropriate)*

5. Students

- a. Total no. of students on the student list on the end date of the reporting period i.e. 31 December: **Male :** _____ **Female :** _____
- b. No. of students admitted during the reporting period:
Male: _____ **Female:** _____
- c. No. of students successfully completed the course during the reporting period:
Male: _____ **Female:** _____

6. Student Facilities and Support Services Provided in Hong Kong
(please tick the appropriate item)

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

7. Fees and Charges

- a. Total course fee: _____
- b. Where the course fee is not inclusive, please specify other charges below:

	Amount	Time for payment
<input type="checkbox"/> Application fee	_____	N/A
<input type="checkbox"/> Registration fee	_____	_____
<input type="checkbox"/> Fee for course materials	_____	_____
<input type="checkbox"/> Examination fee	_____	_____
<input type="checkbox"/> Others (please specify)	_____	_____
_____	_____	_____
_____	_____	_____
TOTAL	_____	

c. Are there any changes in the refund procedures previously reported to the Registrar?*(please tick the appropriate box)*

Yes[#] No

d. Are there any changes in the payment schedule previously reported to the Registrar?*(please tick the appropriate box)*

Yes[#] No

[[#] Please provide the details. **(Attachment 4)**]

8. Quality Assurance Measures

Please provide a brief description of the measures that have taken place during the reporting period to assure quality and to maintain the standard of the course in Hong Kong at a level comparable to the home course. **(Attachment 5)**

PART IV DECLARATION BY OPERATOR OF THE COURSE

I declare that all the above information regarding the course (Course name:

_____)

is to the best of my knowledge, true and accurate.

Signature _____

Name in block letters Mr / Miss / Ms / Dr / Prof* _____

Capacity in which signed Vice-Chancellor / President / Principal*

Date (Note 1) _____

(* delete as appropriate)

- END -

[Note 1 : The date must be on or after the end date of the reporting period.]