

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

**GUIDANCE NOTES FOR COMPLETION OF FORM 6 -  
ANNUAL REPORT ON AN EXEMPTED COURSE**

**GENERAL**

Please READ THE FOLLOWING GUIDANCE NOTES CAREFULLY before completing Form 6 - Annual Report on an Exempted Course. The Notes should be read in conjunction with the Non-local Higher and Professional Education (Regulation) Ordinance (the Ordinance) and the Non-local Higher and Professional Education (Regulation) Rules (the Rules). Course operators are advised to refer to section 2 of the Ordinance and section 2 of the Rules respectively for interpretation of the terms used.

Each form is to cover only ONE course. Photocopies of the blank form may be made.

The Annual Report will be made available for public inspection at the Non-local Courses Registry. It is therefore important that it is typewritten or hand-written neatly.

Items on the form are designed to elicit information on an exempted course. Please put 'N/A' for item(s) not applicable and index attachments properly. Course operators may furnish any relevant information.

**SUBMISSION REQUIREMENTS**

Please check that the following are included in your submission to the Registrar:

- a. The duly completed Form 6;
- b. A certificate (**Form 3**) from the executive head of the Hong Kong institution of higher education certifying that the conditions set out in section 8(1)(a)(i), (ii) and (iii) of the Ordinance in relation to the course have been complied with;
- c. A crossed cheque, draft or cashier order made payable to 'The Government of the Hong Kong Special Administrative Region' for the prescribed fee. Please refer to the 'Schedule of Fees' for the amount payable; and
- d. The latest version of course brochure or leaflet.

It is required by the Ordinance that the submission should be made within one month after 31 December of each year during which the course is conducted in Hong Kong.

**ENQUIRIES**

Enquiries should be addressed to:

Non-local Courses Registry  
Education Bureau

Room 603, 6/F, 14 Taikoo Wan Road  
Taikoo Shing  
Hong Kong

Telephone No.: (852)2520 0255 or (852)2520 0559  
Fax No.: (852)2520 0061  
E-mail Address: enquiry\_ncr@edb.gov.hk

## **PART I      GENERAL INFORMATION**

### *Item 1: Period Covered by this Report*

The report should cover the period ending 31 December of the year during which the course is conducted in Hong Kong.

### *Item 2: Course Reference No.*

Please quote the course reference number assigned by the Non-local Courses Registry, Education Bureau.

### *Item 4: Title of Award of Hong Kong Course*

Please list the qualification(s) the course may lead to. In case the course may lead to the award of a higher academic qualification and a professional qualification, please list both.

Please refer to section 2(2) of the Ordinance for interpretation of how a course shall be regarded as leading to the award of a non-local higher academic or professional qualification.

### *Item 5: Operator*

The Hong Kong institution of higher education in collaboration with which the course is conducted is **NOT** the course operator. The course operator is the non-local institution of higher education which offers the course.

## **PART II      UPDATING OF PARTICULARS PREVIOUSLY REPORTED**

### *Item 1: Changes of Particulars*

This refers to the particulars (i.e. address, status, tel. no., fax no., etc.) of the operator, the non-local institution / professional body and the Hong Kong institution previously provided in Sections A, B and C of Form 2.

If there are substantial changes, please re-submit the relevant sections of Form 2.

### *Item 2: Tasks Undertaken in Relation to the Conduct of the Course in Hong Kong*

For a task which is jointly undertaken by the Hong Kong institution and the non-local institution / professional body, please tick both boxes.

**PART III INFORMATION ABOUT THE COURSE BEING CONDUCTED IN HONG KONG**

***Item 3: Course Activities Conducted in the Reporting Period***

You are reminded to read section 5 of the Rules governing the use of premises in which a registered or exempted course is conducted. If premises are used to conduct the course activities, the course operator or any person authorized by him / her should complete Form 4 (obtainable from the Non-local Courses Registry) to provide the particulars of the premises and to seek the Registrar's prior approval if the premises are not exempted under section 5(5) of the Rules. The completed form together with a copy of the authorization document (if applicable) should be submitted to the Non-local Courses Registry not later than 3 months before the premises are used for the purpose.

***Item 4: Length of Course (in months)***

Please state the minimum, standard and maximum allowable course length for the Hong Kong course. If there are full-time and part-time modes for the course, please provide the information for both modes of study.

**Standard length:** Please specify the length of study for a student who is admitted with basic/minimum qualifications and without credit exemption/deferment of study. The period should be indicative of the normal during which a student could complete the course and obtain the qualification concerned, and should include all periods of non-studying periods (e.g. term-breaks).

**Minimum length:** Please specify the minimum length a student could possibly complete the course and obtain the qualification, e.g. in case of a student taking maximum loading or entering the course with maximum exemption / transfer of credits granted.

**Maximum allowable length:** Please specify the maximum length a student is allowed to complete the course and obtain the qualification. Under normal circumstances a student should be considered failed and not allowed to continue his/her study after this period.

**Any changes to the course length previously reported should be furnished in Part II.**

***Item 6: Student Facilities and Support Services Provided in Hong Kong***

**Learning materials:** Please specify the study materials provided (e.g. video tapes, self-study packages, course books, etc.).

**Access to library:** Library refers to libraries of local institutions. Please give names of the libraries and the types of access available, e.g. reference, reader, borrower.

**Other support:** Please specify any teaching and learning support not mentioned elsewhere, e.g.

e-mail, fax-a-tutor, video conferencing, counselling, practicum, study groups, etc.)

***Item 7: Fees and Charges***

Please read sections 4 and 6 of the Rules regarding collection and refund of fees and charges.

You are advised to make the collection and refund arrangements clear to students upon admission.

***Item 8: Quality Assurance Measures***

Please specify the quality assurance measures that have actually taken place during the reporting period.

**PART IV     DECLARATION BY OPERATOR OF THE COURSE**

This declaration should be personally signed by the executive head of the operator of the course or any person duly authorized by him / her (a copy of the authorization document must be attached).

## ***IMPORTANT NOTE***

Please note that any person who makes any false statements or representation of facts will commit an offence as stipulated in section 33 of the Non-local Higher and Professional Education (Regulation) Ordinance. Your attention is drawn to the provisions of the Ordinance, and particularly to:

### **Section 33(1)**

"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."

### **Section 33(2)**

"Any person who conceals, destroys, mutilates or falsifies any document or record affecting or relating to the affairs of any course with the intention of -

- (a) concealing any offence against this Ordinance or contravention of any condition imposed under section 12; or
- (b) obstructing any public officer in the performance of his functions under this Ordinance,

commits an offence."

### **Section 33(3)**

"Any person who commits an offence under subsection (1) or (2) is liable on conviction to a fine at level 4 and to imprisonment for 2 years."

- END -