

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

**ANNUAL RETURN OF A REGISTERED COURSE
LEADING TO A NON-LOCAL HIGHER ACADEMIC QUALIFICATION**

IMPORTANCE

Under sections 13(1), 14(1) and 20 of the Non-local Higher and Professional Education (Regulation) Ordinance, Cap. 493 (the Ordinance), the Registrar of Non-local Higher and Professional Education Courses (the Registrar) may consider **issuing a proposal to cancel, and subsequently may cancel, the registration of a course** if an Annual Return is not sent to the Registrar within **SIX(6)** months after the end of (a) an academic year; (b) (where there is no such academic year) a period of 12 months beginning on the date of the certificate of registration issued under section 10(9) in respect of the course or any anniversary of such date.

This Form should be completed in accordance with the directions specified in this Form and the Guidance Notes for Completion of Form 7A - Annual Return of a Registered Course Leading to a Non-local Higher Academic Qualification.

Please note that under the Ordinance, the Registrar may seek advice from the Hong Kong Council for Accreditation of Academic and Vocational Qualifications (HKCAAVQ) in assessing this Annual Return. HKCAAVQ may approach you direct for further information in relation to the assessment, if necessary.

Section 33(1) of 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.”

Pursuant to sections 19(1) to (3) of the Ordinance, the Operator/Designated Person (or both of them, as the case may be) of a registered course shall notify the Registrar of changes in relation to certain specified particulars regarding the registered course **WITHIN ONE(1) MONTH** of such changes. If there is any change in relation to the specified particulars regarding the registered course during the reporting period, you must notify the Registrar within one month of such change in accordance with the provisions of section 19. You must not wait until the submission of the Annual Return to do so.

The completed Form and all the required attachments should be submitted **IN DUPLICATE** to:

The Registrar
Non-local Courses Registry
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 form 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 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 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)
Registration Number : _____	
Award Title: _____ _____	
Date of Receipt: _____	
Reporting Period : From _____ To _____	

SECTION A

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

1. Name of Operator in English _____
2. Name of Operator in Chinese (if applicable) _____
3. Official Address _____
4. Telephone No. _____ 5. Fax No. _____
6. Website _____
7. E-mail address _____
8. Current 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. Official address in home country _____
3. Telephone No. _____ 4. Fax No. _____
5. E-mail address _____ 6. Website _____
7. Type of institution
 - Publicly funded
 - Private
 - Others *(please specify)* _____
8. Status of institution
 - Degree awarding
 - Others *(please specify)* _____
9. Accreditation/Approval of institution
 - Self-accrediting
 - Accredited by external authority
 - Registration under national regulatory authority
10. If accredited by an external authority or registered under national regulatory authority, please state -
 - a. Name of authority _____
 - b. Year of last accreditation/approval/registration _____
 - c. Period of approval (if applicable) _____

If the accreditation/approval of the non-local institution responsible for the course is renewed/reviewed/extended during the reporting period, please provide the documentary evidence as stated in Guidance Notes Part B as **Attachment 2** to this Annual Return.

11. Current 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 has been appointed by the Non-local Institution. Please skip to Section C if no agency/representative office has been appointed.

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

13. Address _____

14. Telephone No. _____ 15. Fax No. _____

16. E-mail address _____

17. Name of Contact Person _____

18. Please indicate which of the following tasks are/will be undertaken by the local agency/representative's office:

- 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. Official address in home country _____
3. Telephone No. _____ 4. Fax No. _____
5. E-mail address _____ 6. Website _____
7. Type of institution
 Publicly funded
 Private
 Others (*please specify*) _____
8. Status of institution
 Degree awarding
 Others (*please specify*) _____
9. Accreditation/Approval of institution
 Self-accrediting
 Accredited by external authority
 Registration under national regulatory authority
10. If accredited by an external authority or registered under national regulatory authority, please state -
 - a. Name of authority _____
 - b. Year of last accreditation/approval/registration _____
 - c. Period of approval (if applicable) _____

If the accreditation/approval of the non-local institution responsible for the award is renewed/reviewed/extended during the reporting period, please provide the documentary evidence as stated in Guidance Notes Part C as **Attachment 3** to this Annual Return.

11. Relationship with the institution named in Section B:

12. Current Contact Information

	Executive Head of Institution	Personnel responsible for quality assurance
Name		
Designation		
Address		
Phone		
Fax		
E-mail		

SECTION D

Fees, Payment Arrangement and Refund Arrangement (see Guidance Notes Part D)

1. Tuition Fee for whole course: _____ effective as from (date) _____
2. Where the above tuition fee is not inclusive, please give details of other fees / charges payable by students:

<u>Item</u>	<u>Amount</u>	<u>Time for Payment</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

3. Please advise if any fee reduction facility (e.g. scholarships, discounts) is available to students.
- Yes (please specify: _____)
- No

(Please tick as appropriate)

4. The payment arrangement is the same as *approved at the time of registration approval/last reported to and approved by the Registrar (* delete as appropriate).
- The payment arrangement has been changed since (date) _____ and the Registrar has approved the change.
- Others (please specify) _____

(Please tick as appropriate)

5. The refund arrangement is the same as *approved at the time of registration approval/last reported to and approved by the Registrar (* delete as appropriate).
- The refund arrangement has been changed since (date) _____ and the Registrar has approved the change.
- Others (please specify) _____

(please tick as appropriate)

A copy of the latest version of contract with the students with the latest terms of payment and refund arrangements of the course **during the reporting period** should be provided as **Attachment 4** to this Annual Return.

If any of the above change(s) mentioned had not been reported to the Registrar before, you must immediately do so and send a notification of change(s) to the Registry.

SECTION E

Recruitment and Enrolment Statistics (see Guidance Notes Part E)

1. Number of recruitment exercise(s) and intake(s) for the Hong Kong Course during the reporting period

(a) Recruitment exercise(s) (please specify the date(s)): _____

(b) Intake(s) (please specify the date(s)): _____

2. If there are no recruitment and no intake to the Hong Kong course during the reporting period:

(a) Will there be new recruitment exercise? Yes No To be decided

(b) Will a request be made to cancel the registration of the course within one year following the reporting period? Yes No To be decided

If cancellation of registration will be requested, but the course still has students, please provide the teach-out arrangements and support measures for the students to ensure that the study of the students will not be affected.

3. Number of new students admitted during the reporting period:

Male _____ Female _____

4. Number of students successfully completed the course during the reporting period:

Male _____ Female _____

5. Number of students terminated/withdrawn/drop-outs from the course without obtaining the qualification during the reporting period:

Male _____ Female _____

6. Number of students registered at the end of the reporting period:

Male _____ Female _____

7. If there is no student registered in the course at the end of reporting period:

(a) Will the course continue to be operated? Yes No To be decided

(b) Will a request be made to cancel the registration of the course within one year following the reporting period? Yes No To be decided

8. Entry Routes of Students Admitted during the Reporting Period

Entry Route	No. of Students Admitted
[example 1: Standard entry - Bachelor degree in Accounting]	
[example 2: Non-standard entry - Associate Degree/Higher Diploma in Accounting plus (a) a minimum ten years of accounting work experience and (b) IELTS 6.5]	
[example 3: Non-standard entry - Bachelor degree in non-accounting discipline plus a minimum five years of accounting work experience]	
Others (Please specify)	

SECTION F

Information about the Course Conducted In Hong Kong and the Home Course during the Reporting Period (see *Guidance Notes Part F*)

1. The following documents **must be** enclosed as **Attachment 5** to this Annual Return for assessment:

- Brochure / Pamphlet for both the home course and Hong Kong course;
- Prospectus of the Non-local Institution awarding the qualifications; and
- Student Handbook for both the home course and Hong Kong course.

If the above documents are available online, please provide the detailed internet link(s) to where the documents can be found below:

2. Please confirm the status of the home course in the home institution during the reporting period:

- The home course was conducted with _____ students enrolled at the end of reporting period.
- The home course was conducted with _____ students enrolled at the end of reporting period, but has ceased to recruit new students.
- The home course was opened for admission during the reporting period, but there was no student enrollment.
- The home course ceased operation since _____ (dd/mm/yy).

If one of the last two options above is selected, there is a possibility that the course is not fulfilling the registration criteria stipulated under the Ordinance and the Registrar may consider issue of proposal to cancel the registration and to cancel the registration under sections 13 and 14 of the Ordinance. You must contact the Registry immediately.

3. If the service agreement between the home institution and the Operator previously reported to the Registrar expired in the current reporting period or will be expired in the next reporting period, please inform us of the progress of the renewal.

- The service agreement has been renewed/extended on _____ (dd/mm/yy) and is valid until _____ (dd/mm/yy). A copy of the renewed service agreement or documentary evidence for the extension is attached as **Attachment 6** to this Annual Return.
- The renewal is planned to be completed in _____ (mm/yy).
- The service agreement will not be renewed. The teach-out arrangements and support measures to ensure that the study of students will not be affected are set out as follows.

4. Please complete **all rows in the table** below regarding the particulars of the home and Hong Kong courses:

	Any Changes since registration/last Annual Return?	Updated Information (if any change)		Has the change been reported to Registrar?
		Hong Kong Course	Home Course	
1. Course Name	Yes / No*			Yes / No*
2. Award title	Yes / No*			Yes / No*
3. Mode of delivery	Yes / No*			Yes / No*
4. Length of course	Yes / No*	Standard length: Minimum length: Maximum allowable length: Duration of each module / unit / subject: No. of terms / semesters each year: Duration of each term / semester:	Standard length: Minimum length: Maximum allowable length: Duration of each module / unit / subject: No. of terms / semesters each year: Duration of each term / semester:	Yes / No*
5. Minimum entry requirements	Yes / No*			Yes / No*
6. English language proficiency requirement	Yes / No*			Yes / No*
7. Maximum number of credit /subject allowed to be exempted/ transferred	Yes / No*			Yes / No*
8. Arrangement in approving the exemptions/ transfer of credit /subject for Hong Kong Course	Yes / No*			Yes / No*
9. Course structure and content coverage	Yes / No*			Yes / No*
10 Requirement for award of the higher academic qualification	Yes / No*			Yes / No*
11. Weighting of assessment elements	Yes / No*			Yes / No*
12. Internal Moderation Process	Yes / No*			Yes / No*

	Any Changes since registration/last Annual Return?	Updated Information (if any change)		Has the change been reported to Registrar?
		Hong Kong Course	Home Course	
13. External examiner system	Yes / No*			Yes / No*
14. Student support services	Yes / No*			Yes / No*

(* delete as appropriate)

If any of the above change(s) mentioned had not been reported to the Registrar previously, you must immediately do so and send a notification of change(s) together with the relevant approval record(s) from the non-local institution to the Registry. Please refer to Part H Item 1 of the Guidance Notes for the supporting documents concerned.

5. Please indicate below if there were any changes in the compulsory/optional contact hours and the division of teaching hours among the home and the Hong Kong teaching staff for teaching/learning activities of the whole course and/or modules/subjects (please tick the appropriate box):

- Yes**, there were changes to the compulsory/optional contact and the division of teaching hours among the home and the Hong Kong teaching staff hours for teaching/learning activities of *the whole course/module(s) _____ (name(s) of module(s))/ subject(s) _____ (name(s) of subject(s))
- No**, there have been no changes.

(* delete as appropriate)

6. If answer to item 5 is “Yes”, please also provide an updated breakdown of the contact hours for lectures, tutorials and group discussions and indicate the division of teaching hours among the home and the Hong Kong teaching staff for the whole course and in each affected module of study including thesis/dissertation/project supervision in **Attachment 7** in the format below.

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 staff
Lectures	Compulsory					
	Optional					
Tutorials/seminars	Compulsory					
	Optional					
Group discussions	Compulsory					
	Optional					
Self-study						
Others (please specify)						

If any of the above change(s) mentioned had not been reported to the Registrar previously, you must immediately do so and send a notification of change(s) together with the relevant approval record(s) from the non-local institution to the Registry. Please refer to Part H Item 1 of the Guidance Notes for the supporting documents concerned.

SECTION G

Registration Condition(s) (see *Guidance Notes Part G*)

1. Please indicate the action taken or being taken to fulfil the standing Condition listed in the table below.

Condition imposed	Action taken or being taken to fulfill the condition
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.	

2. Has there been any condition imposed for registration of the course other than the standing Condition above?

(please tick the appropriate box)

Yes

No

3. If yes, please provide the following information:

Condition(s) imposed	Action taken or being taken to fulfill the condition(s)

SECTION H

Quality Assurance Activities (see *Guidance Notes Part H*)

1. Revalidation/Re-approval/Review of the home or Hong Kong course conducted during the reporting period:

On Hong Kong course

Yes *

No

On home course

Yes *

No

* Please provide documentary evidence of the revalidation/re-approval/review for the home course and/or Hong Kong course (as appropriate) as stated in *Guidance Notes Part H* as **Attachment 8**.

2. Quality assurance visit(s) to the Hong Kong course conducted during the reporting period

Yes, details are as follow:

Date(s) of Visit(s)	
Responsible home staff(s) (post title(s))	
Findings	
Follow-up actions, if any	

No, please provide justifications: _____

3. New quality assurance measures introduced during the reporting period.

Yes (Please specify the new quality assurance measures and provide the approval record and updated/revised section of the Quality Assurance Manual / Handbook as **Attachment 9**.)

No

4. During the reporting period, student feedbacks were collected through:

end-of-module student evaluation (Please provide results, summary findings and statistics as well as follow-up actions of the student feedbacks collected of the Hong Kong course as **Attachment 10**).

other means (*please specify*): _____

5. All assessments were set, marked and moderated by home teaching staff.

Yes

No (*please specify who set, marked and moderated the assessments* :

_____)

SECTION I

Appointment and Profile of Hong Kong Teaching Staff during the Reporting Period (see Guidance Notes Part I)

1. Please confirm if any changes to the appointment criteria of the home and Hong Kong teaching staff reported has been made during the reporting period.

- Yes (Please provide the approval record and updated/revised appointment criteria as **Attachment 11.**)
- No

2. Profiles of Hong Kong teaching staff involved in the teaching activities during the reporting period

Staff Identification	Qualification & Awarding Institution	Tertiary Teaching Experience (years) (Full Time[FT] /Part Time[PT])	Thesis / Project Supervision Experience (years)	Teaching Experience with this Course (years)	Subjects Taught for this Course during the Reporting Period
HK0 (example)	<ul style="list-style-type: none"> ▪ MSc in Management, HKU ▪ BBA, HKU 	3 years (FT/PT)	1 year	1 year <input checked="" type="checkbox"/> New to the course	Introduction to Accounting
		year(s) (FT/PT)	year(s)	year(s) <input type="checkbox"/> New to the course	
		year(s) (FT/PT)	year(s)	year(s) <input type="checkbox"/> New to the course	
		year(s) (FT/PT)	year(s)	year(s) <input type="checkbox"/> New to the course	
		year(s) (FT/PT)	year(s)	year(s) <input type="checkbox"/> New to the course	

If any Hong Kong teaching staff could not meet the appointment criteria, please explain below why they were allowed to teach the course and provide information about the approving staff/bodies of the home institution.

3. Please confirm if appointment of all Hong Kong teaching staff indicated in the table above was approved by the home institution.

- Yes, the appointment of the Hong Kong teaching staff was approved by (name of approving staff/bodies of home institution.) _____
- No, please provide justifications: _____

4. Please confirm if all new teaching staff have attended an induction briefing.

- Yes, all new teaching staff have attended induction programme conducted by _____ (name, post title, organization) in/on _____ [date(s)]
- No, please provide justifications: _____

SECTION J

Teaching Activities during the Reporting Period (see Guidance Notes Part J)

Subjects/ Modules offered	Lecture (hours)	Tutorial (hours)	Other Face-to-face Teaching Activity (hours) *	Responsible Staff <i>Please refer to the “Staff Identification” used in Section I</i> <i>Use “Home” if taught by home teaching staff</i>
Introduction to Accounting (Example)	14	28	0	HK0
Introduction to Economics (Example)	14	28	0	Home

* Please specify the “other face-to-face teaching activities” below:

SECTION K

Admission Records and Profile of Students (see *Guidance Notes Part K*)

1. Please confirm if admission of all new students indicated at Section E(3) was approved by the home institution.

- Yes, the admission of all new students were approved by _____
(name of approving staff/bodies of home institution.)
- No, please provide justifications _____

2. Information about students admitted during the reporting period (*please read Guidance Notes - Item 2 of Part L for definitions of the information required before completion.*)

Student No. (in full)	Date of Application	Date of Admission	Entry Qualification(s) & Awarding Institution(s) (e.g. Higher Diploma, City University of Hong Kong)	Language Proficiency (e.g. HKDSE / HKCEE / GCSE / HKALE Grades and/or TOEFL / IELTS Scores)	Relevant Work Experience (in years)	Subject/Credit Exemption Granted on Admission [^]
10102 (example)	dd/mm/yyyy	dd/mm/yyyy	▪ HD in Business Studies, VA Institute	▪ HKALE Use of English (C) ▪ IELTS 6.0	10	N/A
10101 (example)	dd/mm/yyyy	dd/mm/yyyy	▪ BBA, AA University	N/A	N/A	ABC123 Marketing (X credits)
			▪			
			▪			
			▪			

If any new students admitted to the course could not meet the minimum entry requirements, please explain below why they were admitted to the course and who approved such admission.

[^] Please confirm if exemptions granted to the newly admitted students were approved by the home institution.

- Yes, the exemptions granted to all new students were approved by _____
(name and position of approving staff or name of approving bodies of home institution.)
- No, please provide justifications _____

3. Information about student(s) successfully completed the course during the reporting period (*please read Guidance Notes - Item 3 of Part K for definitions of the information required before completion.*)

Student No. (in full)	Date of Graduation	Date of Admission	Total Number of Subject/Credit completed	Total Subject/Credit Exemption Granted (on graduation)
30303 (example)	dd/mm/yyyy	dd/mm/yyyy	10 subjects/60 credits	ABC123 Marketing (X credits) ABC124 Economics (X credits)

If any of the students above:

- (a) could not meet the minimum requirements for award of the qualification**
- (b) completed the course in a period shorter than the minimum study period reported in Section F; or**
- (c) granted exemption in excess of the maximum credit/subject exemption/transfer allowed reported in Section F**

but are still considered as having completed the course successfully and were granted/will be granted the qualification, please explain below why and who approved the decision.

4. Information about student(s) still studying at the end of the reporting period¹ (*please read Guidance Notes - Item 4 of Part K for definitions of the information required before completion.*)

Student No. (in full)	Date of Admission	Number of subjects/credits completed during the reporting period	Additional Exemption Granted during the Reporting period [^]	Anticipated date of completion of the course (month/year)
20202 (example)	dd/mm/yyyy	1 subject/6 credits	ABC123 Marketing (X credits) ABC124 Economics (X credits)	MM/YYYY

If any of the students above had been admitted to the course for a period longer than the maximum allowable length of study but are still allowed to continue with course, please explain below why and who approved the decision.

[^] Please confirm if all additional exemptions granted were approved by the home institution.

- Yes, the additional exemptions granted to the students were approved by _____ (name and position of approving staff or name of approving bodies of home institution.)
- No, please provide justifications _____

¹ New students admitted in the reporting period, as stated in Item 2, should normally be included in this item unless the new student completed the course before the end of reporting period (in that case, the student should appear in item 3), or the student's study was terminated before end of reporting period for whatever reasons.

SECTION L**Updated Information of Designated Person** *(see Guidance Notes Part L)*

Please provide the updated information of the Designated Person for the course in the following table:

Name in English ^{Note}	(Prof/Dr/Mr/Mrs/Ms)
Name in Chinese (if applicable) ^{Note}	
Residential address	
Contact address	
Contact telephone No.	
Fax No.	
Email Address	

Note: The names listed above should be the same as shown on the Hong Kong Identity Card.

SECTION M

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

I declare that all the above information provided in this Annual Return of the registered course, namely _____ (Course Name)/
_____ (Registration Number) is, to the best of my knowledge, true and accurate.

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

Signature _____

Name in block letters _____

Capacity in which signed _____

Name of Operator _____

Date _____

SECTION N

Statement By Executive Head of Non-local Institution Responsible for the COURSE *(see Guidance Notes Part N)*

I declare that the course, namely, _____ (Course name)/
_____ (Registration Number) being conducted in Hong Kong is of a comparable standard as that of
a course conducted in the home country leading to the same qualification, and is recognized as such by
_____ (Name of
institution awarding the qualification)

Signature _____

Name in Block Letters _____

Capacity in which signed _____

Name of Institution _____

Date _____

Checklist for Submission of Annual Return

Please check before submission that all items are properly completed and all necessary attachments are enclosed to this Annual Return.

Item No.	Item	Availability	For official use
1.	Latest version of proof of identity as Attachment 1 .	<input type="checkbox"/> yes <input type="checkbox"/> not applicable	
2.	Documentary evidence for re-accreditation/ renewed approval status of non-local institution responsible for the course as Attachment 2 .	<input type="checkbox"/> yes <input type="checkbox"/> not applicable	
3.	Documentary evidence for re-accreditation/ renewed approval status of non-local institution/body responsible for the award as Attachment 3 .	<input type="checkbox"/> yes <input type="checkbox"/> not applicable	
4.	Copy of latest contract with students with the latest terms of payment and refund arrangements during the reporting period as Attachment 4 .	<input type="checkbox"/> yes	
5.	The following documents are attached as Attachment 5 : <ul style="list-style-type: none"> ● Brochure / Pamphlet for both the home course and Hong Kong course; ● Prospectus of the Non-local Institution awarding the qualifications; and ● Student Handbook for both the home course and Hong Kong course. 	<input type="checkbox"/> yes <input type="checkbox"/> no, but with website provided <input type="checkbox"/> yes <input type="checkbox"/> no, but with website provided <input type="checkbox"/> yes <input type="checkbox"/> no, but with website provided	
6.	Copy of the renewed service agreement/ contract or agreement for extension between Operator and Non-local Institution as Attachment 6 .	<input type="checkbox"/> yes <input type="checkbox"/> not applicable	
7.	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 as Attachment 7 .	<input type="checkbox"/> yes <input type="checkbox"/> not applicable	
8.	Approval record of internal / external revalidation/ re-approval for the home course and/or Hong Kong course as Attachment 8 .	<input type="checkbox"/> yes <input type="checkbox"/> not applicable	
9.	Approval record and updated/revised section of the Quality Assurance Manual / Handbook specifying the new quality assurance measures as Attachment 9 .	<input type="checkbox"/> yes <input type="checkbox"/> not applicable	
10.	Student evaluation report/data analysis of the Hong Kong course as Attachment 10 .	<input type="checkbox"/> yes <input type="checkbox"/> not applicable	
11.	Approval record and updated/revised appointment criteria as Attachment 11 .	<input type="checkbox"/> yes <input type="checkbox"/> not applicable	

If the Course Brochure / Pamphlet, Prospectus and Student Handbook are applicable to other course(s) registered under the Ordinance, you need only to attach one set of each of the documents for all the courses concerned. Under such circumstances, please indicate whether the documents are attached to this annual return or that of another course.