

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

**GUIDANCE NOTES FOR COMPLETION OF FORM 7P -
ANNUAL RETURN OF A REGISTERED COURSE
LEADING TO A NON-LOCAL PROFESSIONAL QUALIFICATION**

GENERAL

These Guidance 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 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. Please do not delete any item or re-arrange the sequence of the items.

The annual return 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 a registered course. Please put 'N/A' for item(s) not applicable and index attachments properly. Where space in the form is not sufficient, you may provide the information in separate sheets as attachments. Course operators may furnish any relevant information.

ADVICE FROM HONG KONG COUNCIL FOR ACCREDITATION OF ACADEMIC AND VOCATIONAL QUALIFICATIONS

The Registrar of Non-local Higher and Professional Education Courses may seek advice from the Hong Kong Council for Accreditation of Academic and Vocational Qualifications (HKCAAVQ) in verifying the annual return. The HKCAAVQ may approach you direct for further information in relation to the course

SUBMISSION ARRANGEMENT

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

- a. The duly completed Form 7P (**in duplicate**); and
- b. All required attachments (**in duplicate**).

The submission should be made to the Registrar **within 6 months** after the end of -

- (a) a period of 12 months counting from the date of registration of the course or from any anniversary of such date; or
- (b) an academic year of the course.

PAYMENT ARRANGEMENT

A crossed cheque, draft or cashier order made payable to 'The Government of the Hong Kong Special Administrative Region' for the HKCAAVQ's service charge should be sent to the Registrar upon demand when the annual return has been assessed by the HKCAAVQ. Please refer to the 'Schedule of Fees' for the amount payable.

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

SECTION A GENERAL INFORMATION

Item 4: Professional Body

Professional body is the non-local professional body which awards the non-local professional qualification, as specified in the Certificate of Registration of the course.

Item 5: Operator

The operator is the person, institution, or body, as specified in the Certificate of Registration of the course, which is in charge of the conduct of the course in Hong Kong or enters into a contract with another person under which the course is offered to that person.

Item 6: Reporting Period

The reporting period should cover

- (a) the period of 12 months counting from the date of registration of the course (for the first annual return) or from any anniversary of such date (for subsequent annual returns); or
- (b) an academic year of the course.

SECTION B UPDATING OF PARTICULARS PREVIOUSLY REPORTED

Items 1 & 2: Change of Particulars

The operator, the non-local professional body, the local agency / representative office and the designated person are as specified in the Certificate of Registration of the course.

A ‘designated person’ is the person who has given an undertaking in the prescribed form in section I of the Form 1P in respect of a registered course. His / Her legal obligations are provided in sections 13(2)(a), 14(2)(a), 16(3)(b)(i), 16(5)(b), 19(1), 19(3) and 21(3) of the Ordinance. **If a change of the designated person is intended, please submit a new undertaking in such form as specified in Section I of Form 1P and a photocopy of the Hong Kong Identity card of the person who has signed the new undertaking.**

Particulars of the operator, the non-local professional body, the local agency / representative office and the designated person refer to those particulars such as address, telephone number, fax number, recognition status of the professional body, and requirements for practice, and etc. as previously reported in Sections A, B, C and I of Form 1P or other subsequent correspondence with the Registrar.

If there are substantial changes, please re-submit the relevant sections of Form 1P as attachments to this annual return.

Please note that the operator or the designated person of a registered course is required under section 19 of the Ordinance to notify the Registrar of a change of certain particulars within one month of the change.

SECTION C PRESENT CONTACT PERSONS

Item 1: Non-local Professional Body Awarding the Professional Qualification

Head of professional body usually refers to the executive head of the organisation.

Item 2: Operator of the Course Conducted in Hong Kong

Course Director is the person who is responsible for the overall conduct of the course conducted in Hong Kong. The person will be contacted by the Registry or the HKCAAVQ for further information in relation to the course. In some cases, the executive head also acts as the course director.

SECTION D FEES AND REFUND

Please read section 10(3)(d) of the Ordinance and sections 4 and 6 of the Rules regarding collection and refund of fees and charges.

Generally speaking, the following fees collection arrangements are acceptable:

- (a) fees covering 3 months of the course be collected within 1 month before the commencement of that part of the course;
- (b) fees covering 2 months of the course be collected within 2 months before the commencement of that part of the course; and
- (c) fees covering 1 month of the course be collected within 3 months before the commencement of that part of the course.

It is important that you make the fees collection and refund arrangements clear to students before entering into contracts with them.

Item 2: Other Fees / Charges

For some courses, the course fee may not be inclusive. Other fees on application, registration, course materials, examination, graduation, etc. may be payable by students. Please provide information on such fees.

SECTION E ENROLMENT STATISTICS

Item 3:

"Students successfully completed the course" refers to students who completed the course of study and satisfied the course requirements leading to the award of the non-local professional qualification.

SECTION F **COURSE DURATION (IN MONTHS)**

Please state the minimum, standard and maximum allowable 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 time 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 to have failed and not allowed to continue his/her study after this period.

Any changes to the course length previously reported should be furnished in item 4 of Section G.

SECTION G **INFORMATION ABOUT THE COURSE CONDUCTED IN HONG KONG**

You are required to state if there has been any change in the particulars previously reported in respect of the items listed in this section during the reporting period. Please provide the updated information and furnish necessary supporting / approval documents, where appropriate.

Item 3: Mode of delivery

This refers to the change to any of the following modes of delivery you previously indicated in respect of the course in Form 1P or subsequent correspondence:

- Face-to-face tuition only
- Distance learning with face-to-face tuition
- Distance learning without face-to-face tuition
- Others as specified previously

Item 4: Length of course

If there is any change, please state the minimum, standard and maximum allowable length for the Hong Kong course.

Item 7: Course structure and content

This refers to any deletion, addition, or change of subjects / modules, and / or change of credit weighting.

Item 8: Completion requirement

This refers to the number of subjects / modules / projects, etc. required to be passed, if applicable.

Item 9: Weighting of assessment elements

“Assessment elements” refer to written examinations, continuous assessment, thesis / dissertation / project and / or other elements as specified previously, if applicable.

Item 10: Student support services

This refers to services such as provision of learning materials, library facilities, IT facilities, academic / pastoral tutors, language support, study skills, and etc. as previously reported.

SECTION H INFORMATION ABOUT THE NON-LOCAL PROFESSIONAL QUALIFICATION TO WHICH THE COURSE LEADS TO

Item 2: Administration of qualifying examination

Please tick against ‘N/A’ if there is no qualifying examination for the professional examination.

The arrangements include the person or organisation responsible for the administration of the qualifying examinations in Hong Kong, the normal timing of the examinations, and etc.

SECTION I REGISTRATION CONDITION(S)

Please list the condition(s) imposed and describe the action taken / being taken correspondingly.

For courses registered on or after 31 October 2016, a standard condition of registration is imposed 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. Action taken / being taken for fulfilment of this condition should be reported.

SECTION J QUALITY ASSURANCE PROCEDURES

Item 2: Accreditation conducted during the reporting period

Please give details of any additional accreditation conducted during the reporting period and submit the accreditation report, if any.

Item 4: Quality assurance activities

Please describe the activities which have taken place during the reporting period to assure quality or to monitor the standard of the course. Please attach the relevant reports or documents, if any.

SECTION K CURRENT HONG KONG TEACHING STAFF PROFILE

Please give details of teaching staff profile in Hong Kong. If more space is required, you may make copies of the table or follow the same format in separate sheets.

Where appropriate, you may need to seek the consent of the teaching staff before providing their personal information in the form.

SECTION L TEACHING ACTIVITIES DURING THE REPORTING PERIOD

Please state the total number of student hours for each teaching activity (lecture, tutorial, practical and other supervised activities) conducted in the reporting period. If more space is required, you may make more copies of the table or follow the same format in separate sheets.

Please make sure that you comply with section 5 of the Rules governing the use of premises for conducting the course activities.

SECTION M DECLARATION BY OPERATOR OF THE COURSE

This declaration should be signed by the operator of the course as stated in Section A. If the operator is an institution or a body, it should be signed by the executive head or any person duly authorised by him (the original of the authorisation document should be attached).

WARNING

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 -