

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

**GUIDANCE NOTES FOR COMPLETION OF FORM 2 –  
INFORMATION REQUIRED FOR EXEMPTION OF  
A COURSE FROM REGISTRATION**

The following Guidance notes are to assist operators to complete “Form 2 – Information Required for Exemption of a Course from Registration” (the Form) under the Non-local Higher and Professional Education (Regulation) Ordinance (the Ordinance). The Notes should be read in conjunction with the Ordinance itself and the Non-local Higher and Professional Education (Regulation) Rules (the Rules). Operators are advised to refer to Section 2 of the Ordinance and Section 2 of the Rules respectively for interpretation of terms used.

Each Form is to cover only **ONE** course. Photocopies of the Form are acceptable.

Items on the Form are designed to elicit information needed to consider the course for exemption from registration in accordance with the stipulated criteria. Please put “N/A” for item(s) not applicable. Course operators can furnish any relevant information.

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

**A. Particulars of Operator**

A course operator is the person, institution, or body 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.

As regards an exempted course, the local institution of higher education in collaboration with which the course is conducted is **not** the course operator. In some cases, the course operator may be the non-local institution of higher education/ professional body named in Section B.

**B. Information about the Non-local Institution/Non-local Professional body Awarding the Qualification to which the Course Leads**

Item 9: Nature of the professional body

Please provide information such as whether the professional body is a statutory body, its organisation (e.g. whether it has overseas branches), categories of membership, etc.

**C. Information about the Local Institution of Higher Education**

The local institution of higher education refers to any of the specified institutions in collaboration with which the course is conducted. The specified institutions are Hong Kong Shue Yan University, Lingnan University, The Education University of Hong Kong, University of Hong Kong, The Hong Kong Polytechnic University, The Chinese University of Hong Kong, Hong Kong Baptist University, City University of Hong Kong, The Hong Kong Academy for Performing Arts, The Hong Kong University of Science and Technology and Hong Kong Metropolitan University.

Item 7: Certificate

A suggested format of the certificate (Form 3) is obtainable from the Non-local Courses Registry.

**D. Information about the Course Conducted/to be Conducted in Hong Kong**

Item 3: Date/Proposed date of first delivery

This refers to the date on which a course commences (i.e. when any of those course activities as defined under “regulated course” in Section 2 of the Ordinance commences).

Item 5: Length of course

“Minimum length” refers to the shortest period of time in which the course may be completed, as specified in the course regulations.

“Maximum allowable length” refers to the longest period of time allowed for the completion of the course, as specified in the course regulations.

Item 6: Minimum entry requirements

Please state the normal entry requirements as published in the course prospectus.

Item 8: Course assessment

This refers to the assessment pattern and the relevant weighting of each component for each year/module of study. For example,

	<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>
Written examination	30%	30%	-
Continuous assessment	70%	50%	30%
Thesis/Dissertation/Project	-	20%	-
Other	-	-	70%

### Item 9: Teaching/learning activities associated with the course

It is important that you read Section 5 of the Rules regarding premises in which a registered course or an exempted course is conducted. The course operator is required to complete Form 4 (obtainable from the Non-local Courses Registry) to provide particulars of the premises in which any of the course activities is to be conducted. Prior approval from the Registrar of Non-local Higher and Professional Education Courses (the Registrar) has to be sought for the conduct of the course in the premises, except for those premises exempted under Section 5(5) of the Rules. The completed Form 4 should be submitted to the Registrar not later than 3 months before the premises are used to conduct the course activities.

### Item 11: Student numbers in Hong Kong

“Maximum number” refers to the maximum number of students who can be enrolled in Hong Kong within the resources available.

“Minimum number” refers to the minimum number of students required for the course to run.

### Item 12: Student facilities and support services provided in Hong Kong

Learning materials: Please specify the study material available and/or provided to students (e.g. video-tapes, self-study packages, course books).

Access to library: “library” here refers to libraries of local institutions/organisations. Please give the names of the libraries and details of 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’, language laboratory, practicum, study skills, advice and counselling, etc.).

### Item 13: Fees and charges

You are advised to read Sections 4 and 6 of the Rules regarding collection and refund of fees and charges.

## **E. Declaration by Operator of the Course**

This declaration should be signed by the operator of the course as defined by the Ordinance.

**Please note the WARNING at the end of the Guidance Notes.**

## **WARNING**

Please note that it is an offence to make a statement or representation of facts which is false in connection with the Ordinance. Your attention is drawn to the provisions of the Ordinance, and in particular 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 -**