

## Application for Use of Award Titles outside the Award Titles Scheme

### Application Form

#### Notes to Applicants

1. Please read the document on the Award Titles Scheme (ATS) at the Hong Kong Qualifications Framework (QF) website ([www.hkqf.gov.hk](http://www.hkqf.gov.hk)) before submitting this application.
2. Applications should be made before the programme is submitted to the relevant quality assurance body for accreditation/assessment.
3. If the relevant qualification is a local award, the applicant should be the awarding body of the relevant qualification. If the relevant qualification is a non-local award, the application should be jointly submitted by both local and non-local operators.
4. Applications must be submitted in writing. The completed application form, together with any supporting documents, should be sent to the following address:  
Secretary, Review Panel on Award Titles  
Further Education Division, Education Bureau  
7<sup>th</sup> Floor, East Wing, Central Government Offices  
2 Tim Mei Avenue, Tamar, Hong Kong
5. It is the responsibility of the applicant to provide full justifications for using a title not specified in the ATS for a qualification offered by the applicant and an explanation on why the titles specified in the ATS cannot be used. The justifications and explanation provided by the applicant should be supported by relevant documents where appropriate. Insufficient information and/or supporting documents provided by the applicant may render the application unsuccessful.
6. The Review Panel on Award Titles (Review Panel) under the Education Bureau will decide on the procedures for conducting business. Quality assurance or other relevant bodies may be consulted in respect of the applications, if considered necessary by the Review Panel.
7. The Review Panel will complete processing an application within four months upon receipt of the application. It is for the applicants to allow sufficient lead time and prepare for a negative outcome. No fast track request will be considered.
8. The information provided in this application form, including personal data, will be used by the Review Panel, and transferred and disclosed to officers within or outside the Education Bureau or to other relevant bodies for purposes relating to consideration of the application.
9. Applicants have the right to request access to or correction of personal data provided in this form in accordance with the provisions of the Personal Data (Privacy) Ordinance. Such requests may be made in writing to the Secretary to the Review Panel.

## Part I – Programme Information

(1) Name of applicant(s) \*:

(English) \_\_\_\_\_

(Chinese) \_\_\_\_\_

\* If the qualification is a non-local award, please provide information of both local and non-local operators.

(2) Proposed title of the qualification:

(English) \_\_\_\_\_

(Chinese) \_\_\_\_\_

(3) Level of the qualification:     1     2     3     4     5     6     7

(4) Duration and credit size of the relevant programme:

Duration : \_\_\_\_\_ year(s)                      \_\_\_\_\_ month(s)

Credit size : \_\_\_\_\_ QF credit(s)

(5) Study area/discipline of the qualification:

\_\_\_\_\_

(6) Is the qualification a new or an existing qualification?

New (go to Q7 and skip Q8)                       Existing (skip Q7 and go to Q8)

(7) The qualification is a **new** qualification. The proposed launch date is:

\_\_\_\_\_ (dd)                                      (mm)                                      (yyyy)

(8) The qualification is an **existing** qualification,

(a) the title currently used for the qualification is:

(English) \_\_\_\_\_

(Chinese) \_\_\_\_\_

(b) date of first launch is: \_\_\_\_\_ (dd) (mm) (yyyy)

(c) date of expiry of validity  
period<sup>1</sup> is: \_\_\_\_\_ (dd) (mm) (yyyy)

(9) Please specify the accrediting authority or quality assurance body of the programme under application:

- Self-accrediting status
- Programme Area Accreditation
- Joint Quality Review Committee
- Hong Kong Council for Accreditation of Academic and Vocational Qualifications
- Others, please specify:

(10) Justifications for using the proposed title:

*(please attach additional sheet(s) if more space is required)*

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(11) Reasons why the titles specified in the ATS cannot be used:

*(please attach additional sheet(s) if more space is required)*

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/Part II...

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<sup>1</sup> Refer to the registration validity period on the Qualifications Register (QR)

## Part II – Declaration

1. I declare that the information provided in this application form and all relevant supporting documents are true, accurate and correct.
2. I agree that the information provided in this application form, including personal data will be used by the Review Panel on Award Titles under the Education Bureau, and transferred and disclosed to officers within or outside the Education Bureau or to other relevant bodies for the purposes relating to consideration of the application.

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Signature  
(Authorised Representative of the Applicant(s) \*)

Date

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Name and Post Title  
of Authorised Representative of the Applicant(s) \*

Chop(s) of the  
Applicant(s)

\* If the qualification is a non-local award, please provide signatures and information of the authorised representatives of both local and non-local operators.

/Part III...

### Part III – Contact Information

Name of the Applicant(s) \*:

(English) \_\_\_\_\_

(Chinese) \_\_\_\_\_

Correspondence Address : \_\_\_\_\_

Tel No. : \_\_\_\_\_ Fax No. : \_\_\_\_\_

Email Address : \_\_\_\_\_ Website : \_\_\_\_\_

Name of Authorised Representative of the Applicant(s) \*:

(English) \_\_\_\_\_

(Chinese) \_\_\_\_\_

Post Title : \_\_\_\_\_

Tel No. : \_\_\_\_\_ Fax No. : \_\_\_\_\_

Email Address : \_\_\_\_\_

Name of Contact Person (if any) :

(English) \_\_\_\_\_

(Chinese) \_\_\_\_\_

Post Title : \_\_\_\_\_

Tel No. : \_\_\_\_\_ Fax No. : \_\_\_\_\_

Email Address : \_\_\_\_\_

\* If the qualification is a non-local award, please provide information of both local and non-local operators.

**Education Bureau  
May 2013**