

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 (<https://hkqf.gov.hk/en/qf-ats>) 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. Use of award titles not specified in ATS will not be allowed for qualifications recognised under QF unless prior approval has been obtained from the Education Bureau (EDB).
5. Providers who wish to use titles for their programmes not specified in ATS may apply to the Qualifications Framework Secretariat (QFS) for onward submission to EDB. It should however be noted that use of titles outside ATS is not encouraged as this will be contrary to the intention and purpose of ATS. Only in very exceptional circumstances should a provider consider using titles not specified in ATS.
6. Applications must be submitted in writing. The completed application form, together with any supporting documents, should be sent to the following address:

Qualifications Framework Secretariat
Units 901-903, 9/F.,
Dah Sing Financial Centre,
248 Queen's Road East, Wanchai, Hong Kong
7. It is the responsibility of the applicant to provide full justifications for using a title not specified in ATS and an explanation on why the titles specified in 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.
8. EDB will complete processing an application normally 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.

9. The information provided in this application form, including personal data, will be used by EDB and QFS, and transferred and disclosed to officers within or outside EDB or to other relevant bodies for purposes relating to consideration of the application.
10. 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 QFS.

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
period¹ 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
- ☐ Hong Kong Council for Accreditation of Academic and Vocational Qualifications (HKCAAVQ)
- ☐ Others, please specify:

(10) Justifications for using the proposed title:

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

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

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

/Part II...

¹ 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 EDB and QFS, and transferred and disclosed to officers within or outside EDB or to other relevant bodies for the purposes relating to consideration of the application.

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

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
August 2026