



**Hong Kong Council for Accreditation of
Academic and Vocational Qualifications**
香港學術及職業資歷評審局

Application for Review (For applicant who is an organisation)
覆檢申請表 (機構適用)

FOR OFFICIAL USE ONLY

本欄由本局職員填寫

Review Ref:

檔案號碼:

Date Received:

收表日期:

Part A Guidance Notes

A 部 須注意事項

Applicants should read the following notes carefully before submitting the application for review.

申請者在遞交覆檢申請表前，須詳閱以下注意事項。

1. This Application Form is for applying for review of non-Qualifications Framework (QF) related decisions (e.g. qualifications assessment) made by the Hong Kong Council for Accreditation of Academic and Vocational Qualifications (hereinafter the Council) only. Appeals to decisions made by the Council (in its capacity of Accreditation Authority or QR* Authority) on QF matters are governed under the Accreditation of Academic and Vocational Qualifications Ordinance (see the Education Bureau's website on QF www.hkqf.gov.hk).

*: Qualifications Register

此申請表格適用於覆檢所有有關香港學術及職業資歷評審局(簡稱評審局)作出的決定，如學歷評估，但不包括資歷架構及其有關事項的上訴。如欲對評審局(作為評審當局或資歷名冊當局)在資歷架構下所作的評審決定提出上訴，請參閱《學術及職業資歷評審條例》的內容，資料可在教育局轄下的資歷架構網站：www.hkqf.gov.hk內查閱。

2. All reviews are on decisions taken in the course of the Council's businesses. Review committees will not deal with allegations or complaints against individuals in the accreditation/assessment process.

所有覆檢均限於評審局的事務。覆檢委員會不會處理申請人對個別人士就評審/評估過程的指控或投訴等事宜。

3. New materials/information submitted by applicants will only be considered admissible if such materials/information had been in existence before the Council made the decision on the accreditation/assessment exercise concerned (i.e. the new materials/information should be dated prior to the issuance date of the Council's accreditation/assessment decision). Applicants are required to show reasons why such materials/information were not made available to the Panel/Council during the accreditation/assessment exercise. It should be noted that a review is neither a new accreditation/assessment exercise nor an extension of the one under dispute.

所有增補文件/資料如其發出日期為評審局作出評審/評估決定以後，均不會被接納作為覆檢之用，惟該增補文件/資料在評審局作出評審/評估決定前經已發出，覆檢委員會將考慮接納作覆檢之用。申請人如符合上述情況而提交增補文件/資料，必須清楚解釋其未能在評審/評估過程時向評審小組或評審局遞交此資料的因由。在任何情況下，本覆檢並非一次重新的評審/評估或其延續服務。

4. Completed application forms must reach the Council (Address: 10/F, Cambridge House, Taikoo Place, 979 King's Road, Quarry Bay, Hong Kong) within 30 days of the receipt of the Council's accreditation/assessment decision by the applicant. The review fee must also accompany the Application. Otherwise the review mechanism cannot be initiated.

覆檢申請須於收到有關評審/評估決定的通知日起計 30 天內提出，把填妥的申請表格連同覆檢費用於限期前一併遞交到香港鰂魚涌英皇道 979 號太古坊康橋大廈 10 樓。如未能符合上述條件，覆檢工作並不會展開。

5. The review fee is one-third of the original accreditation/assessment fee. Payment of review fee may be made in cash or cheque. Cash payment must not be posted. Cheque should be payable to 'Hong Kong Council for Accreditation of Academic and Vocational Qualifications'.

覆檢費用為原來評審/評估費用的三分之一。有關費用可以現金或支票繳交，但請勿郵寄現金。如以支票繳付，支票抬頭請寫『香港學術及職業資歷評審局』。

6. The review fee is not refundable, except when the review results in a variation of the original decision of the Council.

除非覆檢決定跟原先的決定不同，否則所有覆檢費用將不獲退還。

7. The decision made by the Council based on the recommendations of the review committee established by the Council to deal with this Application is final.

評審局將成立覆檢委員會處理此覆檢申請。並會基於覆檢委員會的建議，而作出最終之決定。

Part B Particulars of Applicant B 部 申請人資料

Name of Organisation

(English/Chinese, where applicable)

機構名稱

(英文/中文，如適用)

Correspondence Address

通訊地址

Name of Person-in-charge

(English/Chinese, where applicable)

負責人姓名

(英文/中文，如適用)

(Mr/Mrs/Miss/Ms)*

(先生/太太/小姐/女士)*

Position

職位

Email Address

電郵

Contact Phone No.

聯絡電話號碼

Fax No.

傳真號碼

* Delete as appropriate 刪去不適用者

Part C Details of the Application for Review

C 部 申請覆檢詳情

(I) Please specify the accreditation/assessment decision(s) made by the Council for which you apply for review.

請列明哪項評審局的評審/評估決定需要申請覆檢。

Date of receiving the Council's accreditation/assessment decision

收到評審局之評審/評估決定的日期

_____ (dd 日)

_____ (mm 月)

_____ (yy 年)

(II) Justifications for Application for Review

申請覆檢理據

(Use extra sheet if needed) (如有需要，請另頁填寫)

(III) Attachment(s) to the Application Form (See Guidance Note (3) in Part A of this Form)

申請表之附件 (請參閱此申請表 A 部之須注意事項(3))

(Please tick as appropriate) (請在適當位置填上✓ 號)

No attachment 沒有任何附件
(Please go to Part D) (請繼續填寫 D 部)

With attachment(s) 帶有附件 (See Note 1) (參閱註解一)
(Please answer the following questions) (請回答以下問題)

(1) Are the attachments **new materials/information** which were **not submitted** to the Council **during the accreditation/assessment exercise**?
附件內之增補文件/資料是否在評審/評估過程時未有提交予評審局作評審/評估用途?

No 否 (Please go to Part D) (請繼續填寫 D 部)

Yes 是
(Please list the new materials/information with dates of issue in the space provided below and go to Question 2.)
(請在下列空格內列明此文件/資料的發出日期，並繼續回答問題 2)

New Material(s) / Information 增補文件/資料名稱	Date of Issue 發出日期

(2) Were the attached new materials/information **in existence before** the Council made the **decision on the accreditation/assessment exercise concerned**? (See Note 2)
上述文件/資料是否在評審局作出評審/評估決定前經已發出? (參閱註解二)

Yes 是
Applicants are required to provide in below the reason(s) for not having made these materials available to the Panel/Council during the accreditation/assessment exercise. (Use extra sheet if needed)
申請人須在以下空格填寫未能在評審/評估過程時遞交上述資料的因由。(如有需要，請另頁填寫)

No 否 (see Note 3 參閱註解三)

Part D Declaration D 部 申請者聲明

I/We declare that 本人/吾等在此聲明:

- ❖ I/We have read and understand the Guidance Notes in Part A of this Application Form for Review. 已閱讀及理解覆檢申請表內 A 部須注意事項之內容。
- ❖ The information that I have provided in this Form and attached documents, if any, is true and complete. 表格內所填寫之內容及提交之文件(如有), 俱為真實及完整。
- ❖ I/We have provided full details of my application with this Form. 已提供所有具體內容以供本申請之用。

I/We give my consent to the review committee to approach third parties for information or provision of documents, if considered necessary and appropriate.

本人/吾等現同意覆檢委員會在認為有需要及適切時, 聯絡第三者或機構以獲取與本申請有關之資料或文件。

Signature of Person-in-charge
負責人簽署

Date
日期

Organisation Chop 機構印章

- | | |
|-------------|---|
| 註解一: | Please do not attach documents which have already been submitted during the accreditation/assessment exercise.
請勿提交任何已曾於評審/評估過程時遞交的文件。 |
| 註解二: | 註解二: 申請人必須注意, 提交的增補文件/資料(參閱須注意事項(3))必須與覆檢的申請有關。有關學歷評估的覆檢申請, 申請人須參考以下連結, 以獲取有關評估範圍及所需文件的資料:
www.hkcaavq.edu.hk/en/services_qualifications.asp
www.hkcaavq.edu.hk/zh/services_qualifications.asp |
| 註解三: | 註解三: 申請人切勿遞交任何在評審局作出評審/評估決定以後才發出之增補文件/資料, 因此資料將不會被覆檢委員會接納作為覆檢之用途。(參閱須注意事項(3)) |

Checklist for Submission of the Application for Review 檢查覆檢申請資料表

- Have you read through Part A of this Form?
閣下有否閱畢本表格之 A 部?
- Have you checked that the completed application form can reach us within 30 days of receipt of the Council's accreditation/assessment decision?
閣下有否檢查已填妥之申請表能否如期(收到評審局發出評審/評估決定起計 30 天內)遞交至評審局辦事處?
- Have you completed Parts B and C of this Form?
閣下是否已填妥本表格之 B 及 C 部?
- Have you duly signed the declaration in Part D of this Form?
閣下是否已簽署本表格之 D 部的申請者聲明?
- Have you paid the review fee together with the completed application form?
閣下有否把已填妥之申請表連同覆檢費用一併遞交?

Please call 3658 0115 for any enquiries related to this Application.
如對此申請有任何查詢, 請致電 3658 0115。