



**Application for Review of Accreditation Determination and/or Decisions under the HKCAAVQ Ordinance (Cap. 1150) 覆檢申請表 (適用於評審局根據《香港學術及職業評審局條例》第 1150 章作出的評審評定及/或決定)**

**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:

**Guidance Notes 申請須知**

Applicants should refer to sections 17A to 17D under the Hong Kong Council for Accreditation of Academic and Vocational Qualifications (HKCAAVQ) Ordinance (Cap. 1150) via the link provided below and read the following notes carefully before submitting an application for review. 申請者在遞交覆檢申請表前，請透過以下網頁參閱《香港學術及職業資歷評審局條例》(第 1150 章) 第 17A 至 17D 條，並須詳閱以下注意事項。 <http://www.legislation.gov.hk/blis/eng/index.html>

1. This Application Form is for use by the operator, assessment agency or granting body that is aggrieved by the non-QF related determination and/or decision(s) made by HKCAAVQ under section 17A of the HKCAAVQ Ordinance (Cap. 1150) and wishes to seek a review. HKCAAVQ conducts accreditation tests generally in relation to operators, assessment agencies, learning programmes and qualifications in accordance with the provision in section 4(1)(a)(i) under Cap. 1150, i.e. non-QF related accreditation tests (e.g. Institutional Review for the purpose of seeking Cap. 320 registration, Institutional Review for private university status, and assessment of Continuing Professional Development programmes as commissioned by the Insurance Authority). Accreditation exercises of this nature are not conducted for recognition under the Hong Kong Qualifications Framework (QF). 此申請表格只適用於營辦者、評估機構或頒授者申請覆檢有關香港學術及職業資歷評審局(簡稱評審局)根據《香港學術及職業資歷評審局條例》(第 1150 章) 作出的評定及/或決定，但不包括資歷架構及其有關事項的上訴。評審局按照《香港學術及職業資歷評審局條例》(第 1150 章) 第 4 (1)(a)(i)條就營辦者、評估機構、進修計劃及資歷進行一般性的評審考核(例如：為在《專上學院條例》(第 320 章)下註冊進行的院校評審、為申請私立大學進行的院校評審、受保險業監督委任為其持續專業培訓活動進行的評核)，該等評審服務並非為有意於資歷架構下獲得認可的資歷而進行，即非資歷架構相關的評審。
2. Appeals in regard to QF-related determinations/decisions made by HKCAAVQ in its capacity as the Accreditation Authority or the Qualifications Register Authority are governed by the provisions of the Accreditation of Academic and Vocational Qualifications Ordinance (Cap. 592) (<http://www.legislation.gov.hk/blis/eng/index.html>); and are handled by the Education Bureau (see QF website below). 教育局負責處理對評審局跟據《學術及職業資歷評審條例》(第 592 章) (<http://www.legislation.gov.hk/blis/eng/index.html>); 作為評審當局或資歷名冊當局所作的評審決定提出的上訴。資料可在教育局轄下的資歷架構網站內查閱: [www.hkqf.gov.hk](http://www.hkqf.gov.hk)
3. Applications for review under Cap. 1150 will be dealt with by an independent review committee established by the Council. Review committees make recommendations to the Council. The decision of the Council is final (section 17D of Cap. 1150). 根據《香港學術及職業資歷評審局條例》第 1150 章，覆檢將由評審局大會成立之獨立覆檢委員會處理。評審局大會會基於覆檢委員會的建議作出最終之決定(第 1150 章第 17D 條)。

4. An application should provide the ground(s) for applying for review. If applicants submit any new materials/information in support of their application, such new materials may be accepted only if they were in existence before HKCAAVQ made the determination and/or decision(s) on the accreditation exercise concerned. Applicants are required to provide reasons why any such new materials/information were not made available to the Panel/ HKCAAVQ during the accreditation exercise. It should be noted that a review is neither a new accreditation exercise nor an extension of the one under review. 所有增補文件/資料如其發出日期為評審局作出評審評定及/或決定以後，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定及/或決定前經已發出，覆檢委員將考慮是否接納其作覆檢之用。如申請者欲提交符合上述情況的增補文件/資料，則必須清楚解釋其未能在評審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或其延續服務。
5. The completed Application Form must reach the Council (Address: 10 Siu Sai Wan Road, Chai Wan, Hong Kong) within 30 days of the receipt of HKCAAVQ's accreditation determination and/or decision(s) by the applicant and be accompanied by original payment evidence of the review fee, otherwise the review mechanism will not be initiated. 覆檢申請須於收到有關評審評定及/或決定的通知日起計 30 天內 提出，並連同繳付覆檢費用證明正本，於限期前一併遞交到評審局大會位於香港柴灣小西灣道 10 號的辦事處。如未能符合上述條件，覆檢工作不會展開。
6. The review fee is one-third of the original accreditation fee. The review fee can be settled by one of the following means: 覆檢費用為原來評審費用的三分之一。覆檢費用可透過以下方式繳付。
- (i) **Cash deposit** in Hong Kong currency into one of the following bank accounts: 港幣現金存款至以下一間銀行：

<i>Name of the Bank</i> 銀行名稱	<i>Name of Account</i> 戶口名稱	<i>Account Number</i> 戶口號碼
Industrial and Commercial Bank of China (Asia) Limited 中國工商銀行(亞洲)有限公司	Hong Kong Council for Accreditation of Academic and Vocational Qualifications 香港學術及職業資歷評審局	861-502-02007-3
The Bank of East Asia, Limited 東亞銀行有限公司		514-40-58393-6

- (ii) **Crossed cheque** from a bank account in the HKSAR in Hong Kong currency to “Hong Kong Council for Accreditation of Academic and Vocational Qualifications”. 以香港特別行政區銀行戶口港幣劃線支票繳付，抬頭請註明「香港學術及職業資歷評審局」。

7. The review fee is not refundable, except if the review outcome is a variation of the original determination and/or decision(s) of HKCAAVQ. 除非覆檢結果與原先的評審/評估評定及/或決定不同，否則所有覆檢費用將不獲退還。
8. The personal data provided in this Application Form and other documents, if any, provided by the applicant will be used by the review committee established by the Council for purposes directly relating to this application for review. All submitted documents will normally be retained for a period of ten years. Applicants have the right to access and/or correct the personal data provided in this Application Form in accordance with the provisions of the Personal Data (Privacy) Ordinance. Such requests shall be made in writing to the Council Secretary (Address: 10 Siu Sai Wan Road, Chai Wan, Hong Kong). 申請表內所提供的個人資料，評審局大會會用作處理這宗申請。所有已遞交的文件一般存檔十年。如申請者要求查詢及更正申請表內的個人資料，請書面至評審局大會秘書申請(地址：香港柴灣小西灣道 10 號)。鑑於個人資料(私隱)條例(第 486 章)，評審局不會接受電話查詢覆檢內容及結果。

Please call (852) 3658 0115 for any enquiries related to this Application.  
如對此申請有任何查詢，請致電(852) 3658 0115。

**Part A Particulars of Applicant****甲部 申請者資料**

Name of the Operator, Assessment Agency or Granting Body (English/Chinese, where applicable)

營辦者、評估機構或頒授者名稱 (英文/中文, 如適用)

Name of the Executive Head of the Operator, Assessment Agency or Granting Body (or an authorised person) (English/Chinese, where applicable) 行政主管或頒授者 (或獲授權之人士) 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 \_\_\_\_\_

Correspondence Address

通訊地址 \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\* Delete as appropriate 刪去不適用者

**Part B Details of the Application for Review****乙部 申請覆檢詳情****(I) Report of the accreditation issued by HKCAAVQ 評審局發出之評審報告**

Title of the Report 報告標題	
Issue Date of the Report 報告發出日期	dd 日 / mm 月 / yy 年
Date of the Applicant received the Report 申請者收到評審局之評審報告的日期	dd 日 / mm 月 / yy 年

(II) Please specify the accreditation determination and/or decision(s) made by HKCAAVQ that you are applying for review. 請列明對評審報告中哪項評定及/或決定申請覆檢。

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(III) Please provide the grounds for applying for review (Use additional sheets if needed). 申請覆檢理據 (如有需要，請另頁填寫)。

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(IV) Attachment(s) to the Application Form (See Guidance Note (4) of this Form)  
申請表之附件 (請參閱此申請表之申請須知(4))

<b>☞ Remark 1</b> 註解一	Please do not attach documents which have already been submitted during the accreditation exercise. 請勿提交任何已曾於評審過程時遞交的文件。
<b>☞ Remark 2</b> 註解二	Please do not attach materials/information not in existence before HKCAAVQ made the determination and/or decision(s) on the accreditation exercise concerned. (See Guidance Notes (4)) 申請者切勿遞交任何在評審局作出評審評定及/或決定以後才發出之增補文件/資料。(參閱申請須知(4))
<b>☞ Remark 3</b> 註解三	Only new materials (see Guidance Notes (4)) which were in existence before HKCAAVQ made the determination and/or decision(s) on the accreditation exercise concerned and in support of the grounds for review can be submitted together with this Application Form. 申請者必須注意，提交的增補文件/資料(參閱申請須知(4))應是在評審局作出評審評定及/或決定前經已發出並必須與覆檢的申請有關。

Please ✓ as appropriate 請在適當位置填上✓號

- No attachment 沒有任何附件  
(Please go to Part C) (請繼續填寫丙部)
- With attachment(s) (See Remarks 1 & 2) 帶有附件 (參閱註解一及二)  
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 Panel / HKCAAVQ **during the accreditation exercise concerned**? 附件內之增補文件/資料是否在過程時未有提交予評審小組/評審局作評審用途?

**No** 否 (Please go to Part C 請繼續填丙部)

**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** HKCAAVQ made the **determination and/or decision(s) on the accreditation exercise concerned**? (See Remark 3) 上述文件/資料是否在評審局作出評審評定及/或決定前經已發出? (參閱註解 3)

**Yes** 是

Applicants are required to provide in below the reason(s) for not having made these materials available to the Panel/HKCAAVQ during the accreditation exercise concerned (Use an additional sheets if needed) 填寫未能在評審過程時遞交上述資料予評審小組/評審局的因由。(如有需要，請另頁填寫)

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**No** (See Remark 3) 否 (參閱註解三)

**Part C**      **Declaration**  
**丙部**      **聲明**

I declare that the information that I have provided in this Application Form and the attached documents, if any, is true and complete. 本人在此聲明，本人於本表格內所填寫之內容及提交之文件 (如有)，俱為真實及完整。

**WARNING 警告事項**

A person who, either orally or in writing, makes any statement or representation or furnishes any information to the Council or the Committee in connection with the performance of its functions under the HKCAAVQ Ordinance (Cap. 1150) which the person knows or reasonably ought to know is misleading or false in a material respect commits an offence and is liable on conviction to a fine at level 5. 任何人在與評審局根據《香港學術及職業資歷評審條例》(第 1150 章) 執行其職能有關連的情況下，向評審局及委員會作出該人明知或理應知道在要項上具誤導性或屬虛假的任何口頭或書面陳述或表述，或以口頭或書面提交該人明知或理應知道在要項上具誤導性或屬虛假的任何資料，即屬犯罪，一經定罪，可處第 5 級罰款。

Signature of the Executive Head  
of the Operator, Assessment  
Agency or Granting Body (or an  
authorised person)  
行政主管(或獲授權之人士)  
簽署

Date  
日期

**Official Stamp/Chop/Seal of the Operator , Assessment Agency  
or Granting Body 營辦者、評估機構或頒授者之官方印章**

*(Last updated on 5 Apr 2016)*