



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

Qualifications Assessment — Guidance Notes for Application
學歷評估 — 申請指引

Key Facts of Assessment

學歷評估要點

1. The Hong Kong Council for Accreditation of Academic and Vocational Qualifications (HKCAAVQ) is a statutory body established under the HKCAAVQ Ordinance (Chapter 1150) which came into effect on 1 October 2007. It provides a professional assessment service to individuals possessing educational qualifications awarded by granting body/bodies operated outside Hong Kong (herein referred as “Qualifications Assessment”). Each application is considered **independently** on the basis of the **totality** of the applicant’s educational qualifications, focusing on the integrated learning outcomes of the highest and terminal qualification(s) and its components of the course of study (including advanced standing or transfer of credits) acquired by the applicant. The assessment intends to offer a non-binding professional opinion to the individual on whether the **totality** of his/her educational qualification(s) meets the standard of a particular qualification level in Hong Kong.

香港學術及職業資歷評審局(評審局)是根據《香港學術及職業資歷評審局條例》(第1150章)於2007年10月1日成立的法定機構。評審局為擁有由海外頒授機構所頒發之學術資歷的個別人士提供專業的評估諮詢服務(下稱「學歷評估」)。評審局會根據申請人的**總體**學歷,並著重申請人的最高及最終學歷的綜合學習成效,及考慮申請人的學習歷程(包括課程/學分豁免或轉移),**獨立地**處理每宗學歷評估申請。評審局將評估申請人的總體學歷是否達到在香港取得的某特定資歷級別的標準,惟此專業意見並無約束性。

2. Qualifications Assessment does not cover memberships of professional/licensing bodies and working experience. Besides, no comment will be made on whether an individual has fulfilled the entry requirements of any post or programme of study.

學歷評估範圍並不包括專業團體/註冊組織之會籍,以及工作經驗。評審局亦不會評論申請人是否符合特定的入職或入學要求。

3. Qualifications Assessment is neither an institutional nor a programme accreditation, and the result pertains only to the individual applicant being assessed but not to any particular education institution or its programme. In Hong Kong, it is a matter of discretion for individual employers, organisations, or educational institutions to recognise or accept the qualifications of candidates for employment, registration or study purposes.

學歷評估並非院校或課程評審,因此評估結果只適用於個別申請人而非特定教育機構或課程。在香港,個別僱主、組織或教育機構有權決定是否承認或接納申請人的學歷作入職、註冊或入學用途。

4. The prevailing Hong Kong education system and the Hong Kong Qualifications Framework are two major reference points for consideration in the assessment. The key assessment criteria are learning outcomes and competencies, as well as the quality of delivery of an educational programme. The following issues will be considered:

- (i) Was the granting body of the qualification accredited and recognised in the home country at the time of the award of the qualification?
- (ii) Was the educational programme accredited and the related qualification recognised in the home country at the time of the award of the qualification?
- (iii) What were the entry requirements, exemption/advanced standing practice, assessment and graduation requirements, and progression pathways of the educational programme?

(iv) Were the learning outcomes and competencies, as well as the quality of the delivery of the educational programme leading to a qualification that meets the standard of a particular qualification level in Hong Kong?

評審局以現行的香港教育制度及香港資歷架構作為兩個主要的評估參考基準。主要的評估準則為課程的學習成效及所授的能力，以及教學質素。考慮因素包括：

- (甲) 頒授機構於頒授有關學歷時是否已通過當地學術評審和獲當地認可？
- (乙) 有關課程是否已通過評審？所授予的學歷於當時是否獲當地認可？
- (丙) 有關課程的入學要求、課程/學分豁免慣例、評核方法和畢業要求，以及進修途徑為何？
- (丁) 有關課程的學習成效及所授的能力，以及教學質素是否達到在香港取得的某特定資歷級別的標準？

5. Qualifications Assessment is guided by the HKCAAVQ's prevailing assessment guidelines. The assessment guidelines of the HKCAAVQ may be reviewed over time in the light of the development and the latest information and advice given by international credential recognition bodies, relevant granting bodies and operators, accreditation bodies and other relevant authorities, as well as experiences gained by the HKCAAVQ in applying the guidelines. Previous assessment results would have been based on the best information and guidelines available at that time. The HKCAAVQ has no obligation to review or revise the assessment report in accordance with any changes that may have occurred over time. Any request for renewed assessment on the basis of information provided after issuance of the assessment result will be processed and charged as a fresh application.

評審局會以當時適用的評估指引去處理每宗申請。評審局的評估指引或會因應國際學歷認證機構、有關頒授機構及營辦者、學術評審組織及有關當局的发展與他們提供的最新資料和意見，以及評審局進行學歷評估所累積的經驗而作出檢討。過往的評估結果是以當時所認知的資料及適用的指引為基準。如日後有關資料或指引有任何變更，評審局概不覆檢或更改過往的評估結果。如申請人在評估結果發出後提交其他資料要求再作評估，評審局會視之為全新申請處理，並重新收費。

6. Applicants are obliged to provide true and complete information including all documentary evidence as needed for the assessment. **The HKCAAVQ is not responsible for verifying the authenticity of documents provided by applicants, which is not part of the assessment process.** The HKCAAVQ reserves the right to contact international credential recognition bodies, relevant granting bodies and operators, accreditation bodies, and government authorities for additional information about the assessment of the submitted qualifications including, but not limited to, sending copies of graduation diplomas and transcripts to the relevant bodies.

申請人有責任向評審局提供真確及完整的資料(包括所有所須的證明文件)，以便評審局進行學歷評估。**評審局並不負責查證申請人所提供文件的真偽，這亦非評估過程的一部分。**評審局有權就學歷評估事宜，向國際學歷評估機構、有關頒授機構及營辦者、學術評審組織及政府部門查詢申請人所提交的學歷，屆時或會向有關機構出示申請人的學歷文件，包括但不限於畢業證書及成績單。

7. The assessment will normally be completed within 15 working days after receiving the full application (i.e. duly completed application form with the attachment of all the required documents and the original payment evidence of the appropriate assessment fee). Cases requiring additional information from relevant bodies may take longer, in which case the applicants will be notified.

評審局一般會在收到完整的申請書(即填妥的申請表格、所有所須文件及已繳付評估費用的證明正本)後十五個工作天內完成評估。如評審局就個案向有關機構查詢而需要較長時間處理，申請人將會接獲通知。

8. In general, all submitted assessment records will be retained for a period of five years.

一般而言，所有已遞交的評估文件之保存期為五年。

Documentary Evidence Required for the Assessment 評估所須之證明文件

9. The HKCAAVQ will not accept applications without the attachment of sufficient documentary evidence.

Applicants should apply for the issuance or replacement of the required documents themselves if needed. 評審局不會接受未附以足夠證明文件的申請。如有需要，申請人須自行向有關機構申請或補領所須文件。

10. All applicants are required to submit the following documentary evidence on his/her **highest qualification** attained that is issued by the relevant granting body:
- (i) If the highest qualification is the completion of senior secondary school: Senior secondary school graduation diploma and official transcript; public examination certificates and result statements;
 - (ii) If the highest qualification is post-secondary, technical and vocational, and higher education qualifications: Graduation diploma, official transcript and other relevant credentials relevant to the purpose of the assessment.

所有申請人均須提交由有關機構發出其**最高學歷**的證明文件，包括：

- (甲) 如最高學歷為高中畢業：高中畢業證書及正式的成績單；公開考試證書和成績單；
- (乙) 如最高學歷為專上學歷、職業及大專/大學資歷：畢業證書，正式的成績單及其他與評估相關的證明文件。

11. If an applicant is a prospective teacher intending to seek registration with the Education Bureau in Hong Kong and would like to assess his/her teacher training qualifications awarded by granting bodies operated outside Hong Kong, s/he is also required to submit the following documentary evidence issued by the relevant granting bodies:

- (i) Graduation diploma(s) and official transcript(s) of **all** teacher training qualification(s);
- (ii) Documentary proof on the number of weeks or days or hours of supervised teaching practice(s);
- (iii) Graduation diploma(s) and official transcript(s) of the undergraduate and postgraduate qualification(s) (only applicable to applicants with undergraduate qualification(s) or above);
- (iv) Programme outline and course syllabus with course hours (only applicable to applicants who wish to assess qualifications in relation to pre-primary teacher training qualifications).

如申請人為準教師及準備向香港教育局提交教師註冊的申請，並希望就其海外頒授機構所頒發的師資培訓資歷作評估，則需提交由有關機構發出的證明文件，包括：

- (甲) **所有**師資培訓資歷之畢業證書及正式的成績單；
- (乙) 教學實習週數或日數或時數的證明文件；
- (丙) 本科及研究院學歷的畢業證書及正式的成績單（適用於擁有本科或以上學歷的申請人）；
- (丁) 師資培訓課程大綱和科目簡介及課時（適用於擬進行學前教育師訓資歷評估的申請人）。

12. The HKCAAVQ may have to seek further clarification from the applicant and/or request the applicant to provide additional information and/or supplementary documentary evidence on their submitted educational qualification(s). The HKCAAVQ reserves the right to terminate an assessment proceeding if the required documents cannot be provided.

評審局可要求申請人就其學歷評估申請補充說明，或就已提交的學歷提供額外的證明文件。如評審局未能收取所須文件，評審局有權終止處理該宗申請。

13. Certified Chinese or English translations must be provided for all documents written in languages other than Chinese or English. Translation costs are to be borne by the applicants. All translations must comply with the following requirements:
- (i) the translation must be prepared by a notary office, a law firm, the relevant granting body or consulate;
 - (ii) the translation must be on official letterhead and bear the stamp or signature of the translator or translation service;
 - (iii) the translator must certify that the translation is a correct translation; and
 - (iv) the translation must not be prepared by the applicant, or any member of his/her family or any person interested in the outcome of the application.

如文件並非以中文或英文寫成，申請人必須提供中文或英文核證翻譯本。翻譯費用將由申請人負責。所有譯本必須符合以下要求：

- (甲) 翻譯服務必須由公證行、律師事務所、**有關頒授機構**或領事館提供；

- (乙) 文件的譯本須以提供翻譯服務機構的信紙所寫，並有譯者或機構的簽名及/或蓋印；
- (丙) 譯者必須核證譯本為真確；及
- (丁) 譯本不可由申請人或其家庭成員，或任何受評估結果所影響的人士所預備。

14. **Individual Application: Application form should be attached with the certified true copies or photocopies of the required documents.** If the certified true copies of the required documents are not attached to the application form, then the originals or the certified true copies of the required documents should be produced at the time of submission of the application or collection of the assessment result for verification purposes. **All certified true copies should be certified by a notary office, a law firm, the relevant granting body/bodies or consulate.**

Organisational Application: Application form should be completed by the applicant with the attachment of the true copies of the required documents certified by his/her organisation, and the organisation's cover letter detailing its contact information and the relationship between the organisation and the applicant seeking the assessment service.

個人申請：申請表格必須附有所須文件的核證副本或副本。申請人可以親身、授權他人（須填妥附錄甲）或以郵遞方式遞交申請。如申請表格並未附有所須文件的核證副本，申請人或其獲授權代表須在遞交申請或領取評估結果時出示所須文件的正本或核證副本，以供核實。所有核證副本須由公證行、律師事務所、有關頒授機構或領事館核證。

機構申請：經機構申請的人士須自行填寫申請表格，並附上經該機構核證的文件副本，以及由該機構簽發的信件，信內必須列明機構的聯絡資料，以及該機構與申請人的關係。

15. The HKCAAVQ will not return the application forms and the documentary evidence received regardless of the application results.

不論申請結果如何，評審局將不會退還已收取的申請表格和證明文件。

Assessment Fees

評估費用

16. Assessment Fee: HK\$2,160
(The assessment fee is subject to change without prior notice.)

評估費用：港幣 2,160 元（評估費用如有調整，將不作另行通告。）

17. Assessment fee is payable at the time of application. This can be settled by cash in Hong Kong currency, "EPS", cashier order, bank draft drawn on a bank in the Hong Kong Special Administrative Region (HKSAR), or crossed cheque from a bank account in the HKSAR in Hong Kong currency to "Hong Kong Council for Accreditation of Academic and Vocational Qualifications". Applicants from outside Hong Kong can also settle the assessment fee by telegraphic transfer (Name of the Bank: Hang Seng Bank Limited; Branch: Central District Branch; Address: Basement, Central Building, Pedder Street, Central, Hong Kong; Swift Code: HASEHKHH; Name of Account: Hong Kong Council for Accreditation of Academic and Vocational Qualifications; Account Number: 024-275-7-049495). The original payment evidence should be attached to the application form. Do not send cash by post.

評估費用須於遞交申請時繳付。評估費用須以港幣現金、「易辦事」、以港幣開出的銀行本票、滙票（須指明由香港特別行政區的銀行付款）或劃線支票（香港特別行政區的銀行戶口支票）繳付，並註明收款人為「香港學術及職業資歷評審局」。非本地申請人亦可以電滙形式繳付費用（銀行名稱：恒生銀行；分行名稱：中區分行；地址：香港中環畢打街中建大廈地庫；電報號碼：HASEHKHH；戶口名稱：香港學術及職業資歷評審局；戶口號碼：024-275-7-049495）。繳費證明的正本須隨申請表格附上。切勿郵寄現金。

18. **The assessment fee is non-refundable in principle. Requests for refund on the ground of "being dissatisfied with the assessment result" will not be accepted.**

評審局一般不會退還評估費用。評審局不會接納申請人以「不滿意評估結果」為理由的退款要求。

19. If the HKCAAVQ terminates the application proceeding due to insufficient information or other reasons, a refund of the assessment fee will be made to the applicant after deducting an administrative charge of HK\$500. The HKCAAVQ has no obligation in respect of the case concerned after the application is terminated.

如因資料不足或其他原因而終止處理申請，評審局會在評估費用中扣除港幣 500 元作行政費用後，退還餘款予申請人。此後評審局將無須再就該宗申請負責。

Submission of Application

遞交申請

20. Completed Application Form together with the required documentary evidence can be submitted by the applicant in person, by his/her authorised representative (completion of Appendix A required) or by mail. For submission of an application in person or by the applicant's authorised representative, appointment by telephone or through the internet should be made in advance. Availability of service for applicants who have not made an appointment or applicants who do not arrive for their appointment on time will be subject to the prevailing booking situation.

申請人可以親身、授權他人（須填妥附錄甲）或以郵遞方式遞交已填妥的申請表格及所須文件。親身或獲授權遞交學歷評估申請的人士，應以電話或於網上預約提交學歷評估申請。沒有預約或遲到人士，評審局會視乎當日之預約情況另作安排。

Notification of Assessment Result

評估結果通知

21. A Report for Qualifications Assessment will normally be issued in English and be posted to the application/organisation or collected by the applicant or his/her authorised representative at the HKCAAVQ Office. The applicant's qualification(s) will be outlined in the Report, together with the HKCAAVQ's professional opinion on whether the **totality** of the applicant's educational attainment meets the standard of a particular qualification level in Hong Kong. The applicant's full name and identity card/passport number will be printed on the report for identification purposes.

學歷評估報告一般以英文書寫，並郵寄給申請人，或由申請人或其獲授權代表到評審局辦事處領取。評估報告會簡述申請人的學歷，並說明評審局認為其**總體**學歷是否達到在香港取得的某特定資歷級別的標準之專業意見。申請人的全名及身份證/護照號碼將會列印於評估報告內，以作識別。

22. Uncollected Reports for Qualifications Assessment will be destroyed six months after the issue of the collection notification. No replacement of these reports will be issued. Thereafter, a certified true copy of the Report for Qualifications Assessment can be issued at the request of the applicant at a fee of HK\$50 each.

若學歷評估報告由發出領取通知日起計六個月後仍無人認領，評審局會將之銷毀。評審局將不會補發已銷毀的報告。此後，申請人如欲向評審局索取評估報告的核證副本，需繳交港幣 50 元。

Handling of Information

資料處理

23. The personal data provided in this application form will be used by the HKCAAVQ for one or more of the following purposes:
- processing of this application;
 - conduct of research and compilation of statistics on the condition that the resulting statistics or results

of the research will not be made available in a form which will identify the applicant(s) concerned or attribute data to him or her in a form which will identify the data subjects or any of them; and

(c) any other legitimate purposes as may be required, authorised or permitted by law.

香港學術及職業資歷評審局會利用此申請表格所提供的個人資料，作以下其中一項或多項用途：

(甲) 處理這宗申請；

(乙) 進行研究及編製統計資料，但所得的統計數字或研究成果不會識辨有關申請人或其個人資料；及

(丙) 受法例要求、授權或准許的其他合理用途。

24. Applicants have the right to request access to and the correction of their personal data which the HKCAAVQ may hold under the Personal Data (Privacy) Ordinance (Chapter 486). Their right of access includes the right to obtain a copy of their personal data provided in this application form subject to payment of a fee.

根據《個人資料（私隱）條例》（第 486 章），申請人有權查閱及更正備存於評審局的個人資料。其查閱權利包括在繳交有關費用後，索取在此申請個案中所提供的個人資料副本。

25. Requests concerning the access and correction of the personal data collected by means of this application form may be made in writing to the Director of Corporate Services, Hong Kong Council for Accreditation of Academic and Vocational Qualifications (Address: 23/F, Cambridge House, Taikoo Place, 979 King's Road, Quarry Bay, Hong Kong; Fax No: (852) 2805 0365).

如申請人要求查詢及更正申請表格內的個人資料，可用書面形式向香港學術及職業資歷評審局機構事務總監提出（地址：香港鰂魚涌英皇道 979 號太古坊康橋大廈 23 樓；傳真號碼：(852) 2805 0365）。

26. In the light of the enactment of the Personal Data (Privacy) Ordinance, the HKCAAVQ will not entertain any telephone enquiry on assessment results.

鑑於個人資料（私隱）條例已經生效，評審局不會回應任何與評估結果有關的電話查詢。

Application for Review

覆檢申請

27. Organisations or individuals who are not satisfied with the HKCAAVQ's assessment decisions may apply for a review. All applications for review must be made by completing the "Application for Review" form and submitting it to the HKCAAVQ together with the review fee **within 30 days** of the receipt of the Report of for Qualifications Assessment by the organisation or the individual. The application form for review can be downloaded from the HKCAAVQ website: <http://www.hkcaavq.edu.hk> or obtained from the HKCAAVQ Office. Please refer to the "Points to Note" of the form for application details.

任何機構或個別人士如不滿評審局的評估決定，可向評審局申請覆檢。所有覆檢申請須於有關機構或個別人士收到學歷評估結果當日起計三十天內向評審局遞交填妥的「覆檢申請」表格，並同時繳付覆檢費用。表格可於評審局網頁：<http://www.hkcaavq.edu.hk> 下載，或到評審局辦事處索取。申請詳情請參閱表格內的「注意事項」。

28. The fee of each application for review is one-third of the original assessment fee (i.e. HK\$720).

每宗覆檢的申請費用為原來評估費用的三分之一（即港幣 720 元）。

29. The review will be initiated after the receipt of the duly completed application form together with the appropriate fee. The HKCAAVQ will notify the applicant of its **final decision** in writing. **The review fee is not refundable, except when the review results in a variation of the original decision of the HKCAAVQ. Please refer to the HKCAAVQ website for details of the review mechanism.**

覆檢工作會在收到填妥的表格及費用後展開。評審局會以書面形式通知申請人/機構其**最終決定**。除非覆檢結果跟原先的結果不同，否則覆檢費用一概不予退還。有關覆檢機制的詳情，請參閱評審局網頁。

Section B Educational Qualification(s)

乙部 學歷

Part 1. Purpose of Qualifications Assessment

第壹部 學歷評估用途

Please indicate the purpose of this application for Qualifications Assessment.

請選擇這學歷評估的目的。

- For the purposes of teacher registration or appointment (Please complete **Part 2, Part 3, Part 4 and Section C**)
 教師註冊或聘任用途 (請填寫第貳部, 第參部, 第肆部及丙部)
- For all other purposes (Please complete **Part 2 and Section C**)
 其他用途 (請填寫第貳部及丙部)

Please insert a "✓" in the appropriate box 請在適當地方加上“✓”號)

Part 2. Please list out the applicant's educational qualification(s), and attach the certified true copies or the photocopies of the relevant academic credentials.

第貳部 請列出申請人的學歷，並附上有關證明文件的核證副本或副本。

Please complete the table below according to the following instructions:

請根據以下指示填寫下列表格：

- Please fill in the applicant's highest qualification(s).
請填寫申請人的最高學歷。
- If the applicant's purpose of assessment (refer to **Part 1**) is for the purposes of teacher registration or appointment, please fill in:
 - **all** of the applicant's teacher training qualification(s) (e.g. Bachelor of Education Degree, Diploma in Education, etc.), and
 - your undergraduate and/or postgraduate qualification(s) (if any).
 如果申請人的學歷評估用途(參考第壹部)為教師註冊或聘任用途，請填上：
 - 申請人**所有**的師資培訓學歷(例如教育學學士學位，教育文憑等)，及
 - 本科及/或研究院程度的學歷(如有)。
- Please ensure that the applicant has the relevant credentials, e.g. graduation diploma, official transcript, etc., of each of the qualifications listed below for the assessment.
請遞交下列每項學歷的證明文件，包括畢業證書，正式的成績單等。
- If there is insufficient space, please give details on a separate sheet to be attached to this form.
如空位不敷填寫，請另加附頁詳列有關資料，並隨此表格附上。

Code No. 編號	Study period (From/To) 修讀時間 (由/至)	Name of Granting Body with Country of Origin / Place of Study [#] 頒授機構名稱及國家/修讀地方 [#]	Title of Qualification 學歷名稱	Date of Attainment 頒發日期	Was Credit/Course Exemption given by the Granting Body? [†] 頒授機構有否給予 學分/課程豁免? [†]
1					<input type="checkbox"/> Yes 有* <input type="checkbox"/> No 沒有
2					<input type="checkbox"/> Yes 有* <input type="checkbox"/> No 沒有
3					<input type="checkbox"/> Yes 有* <input type="checkbox"/> No 沒有
4					<input type="checkbox"/> Yes 有* <input type="checkbox"/> No 沒有
5					<input type="checkbox"/> Yes 有* <input type="checkbox"/> No 沒有

Code No. 編號	Study period (From/To) 修讀時間 (由/至)	Name of Granting Body with Country of Origin / Place of Study [#] 頒授機構名稱及國家/修讀地方 [#]	Title of Qualification 學歷名稱	Date of Attainment 頒發日期	Was Credit/Course Exemption given by the Granting Body? [†] 頒授機構有否給予 學分/課程豁免? [†]
6					<input type="checkbox"/> Yes 有* <input type="checkbox"/> No 沒有
7					<input type="checkbox"/> Yes 有* <input type="checkbox"/> No 沒有
8					<input type="checkbox"/> Yes 有* <input type="checkbox"/> No 沒有
9					<input type="checkbox"/> Yes 有* <input type="checkbox"/> No 沒有

Notes:

註釋:

- # Please specify the place of study of the qualification, if it is different from the country of origin of the granting body.
如果該學歷的修讀地方跟學歷頒授機構所在的國家不同，請註明修讀地點。
- † Please indicate if the qualification has credits or courses exempted as a result of recognition of the applicant's prior learning achievement.
請指出該學歷的頒授機構是否承認申請人入學前已取得的學術資格，並豁免申請人修讀部份學分或課程。
- * If the qualification has advanced standing and the official transcript of such qualification does not indicate clearly the total number of credits/courses exempted and from which institution(s) the advanced standing is recognised, HKCAAVQ will request the applicant to provide **all** the relevant credentials of his prior qualifications for assessment.
如果該學歷的頒授機構豁免申請人修讀部份學分或課程，但其成績單沒有清楚顯示獲豁免的學分或科目的總數，以及來自哪些院校，評審局會要求申請人提交**所有**其過往的學歷文件作評估用途。

Part 3. Teacher Training Qualification(s)

第叁部 師資培訓學歷

Is/are there any qualification(s), among the qualifications listed in **Part 2**, refer(s) to the applicant's teacher training qualification(s)?
請問已填在**第貳部**的學歷中，有否師資培訓學歷?

Yes, Code No.: _____ (please fill in the appropriate Code No. from table in **Part 2**) is/ are the applicant's teacher training qualification(s)
有，編號: _____ (請由**第貳部**的表格選擇適當的編號填上) 的學歷為申請人的師資培訓學歷

No (please go to **Section C**) 沒有 (請跳至**丙部**)

Do(es) the teacher training qualification(s) listed above require(s) the applicant to complete any supervised teaching practice/practicum in teacher training before graduation?
以上的師資培訓學歷是否要求申請人於畢業前完成教學實習?

Yes (please indicate the duration (_____ weeks or days or hours*) of the supervised teaching practice/practicum and provide the documentary proof issued by the granting body)
是，請列明該教學實習的時間 (_____ 週數或日數或時數*)，並提供由頒發機構簽發的證明文件)

Documentary proof on the duration of practicum provided 已附上教學實習的時間證明

No 否

*Please delete where inappropriate 請刪去不適用者

Is the applicant a prospective teacher for pre-primary education (nursery and kindergarten education) and would have his/her qualifications assessed in relation to local pre-primary teacher training qualifications?
申請人是否學前教育(幼兒教育及幼稚園教育)準教師，並希望本局將其學歷與本地學前教育師資培訓學歷作比對?

Yes (Please go to **Part 4**) 是 (請往**第肆部**)

No (Please go to **Section C**) 否 (請往**丙部**)

Please insert a "✓" in the appropriate box 請在適當地方加上"✓"號)

Part 4. Information on Pre-Primary Teacher Training Qualification(s) (To be filled by prospective teachers for pre-primary education)

第四部 有關學前教育師資培訓學歷的資料(由學前教育準教師填寫)

Is/are there any qualification(s), among the qualifications listed in **Part 2**, refer(s) to the applicant's pre-primary teacher training qualification(s)?

請問已填在**第貳部**的學歷中，有否學前教育師資培訓學歷？

Yes, Code No.: _____ (please fill in the appropriate Code No. from table in **Part 2**) is/are the applicant's pre-primary teacher training qualification(s).

有，編號：_____ (請從**第貳部**的表格選擇適當的編號填上) 的學歷為申請人的學前教育師資培訓學歷

No (please go to **Section C**) 沒有 (請跳至**丙部**)

If yes, please provide details of the applicant's pre-primary teacher training qualification(s), including programme outlines and course syllabi with course hours issued by the relevant granting body/bodies.

如是的話，請提供申請人的學前教育師資培訓學歷的詳情，包括由有關師資培訓機構印製的課程大綱、科目簡介及課時資料。

Programme outlines and course syllabi with course hours provided 已附上課程大綱、科目簡介及課時資料

Please insert a "✓" in the appropriate box 請在適當地方加上“✓”號)

Section C Declaration

丙部 聲明

I _____ have read and fully understand the "Guidance Notes for Application" for the Qualifications Assessment. I declare that the information provided in this application form is true and complete to the best of my knowledge and belief, and all documents produced and/or submitted for this application are genuine documents or their certified true copies. I authorise and consent to the HKCAAVQ making any necessary enquiries, which requires releasing my personal information provided in this application, for purposes relating to qualifications assessment. I also authorise and consent to relevant organisations / agencies to release any record or information to the HKCAAVQ as may be required for these enquiries.

本人 _____ 已細閱學歷評估的「申請指引」，並完全明白其內容。現特此聲明，本人在此申請表格所提供的各項資料，盡本人所知及所信，均真確詳盡，而就此申請所出示及/或提交之文件，均為真實文件或其核證副本。本人授權及同意評審局可就學歷評估的有關事宜進行查詢時，向有關組織/機構透露本人在申請表內提供的個人資料。本人亦授權及同意有關組織/機構可就這些查詢，向評審局透露任何有關的紀錄及資料。

Signature of the applicant

Date

申請人簽署

日期

For Acknowledgement of Receipt of Assessment Result (if applicable)

確認領取評估結果 (如適用)

I acknowledge receipt of the qualifications assessment result (HKCAAVQ reference: _____).

本人已收到學歷評估結果 (參考編號 _____)。

Name and signature of applicant/authorised representative*

Date

申請人/獲授權代表姓名及簽署*

日期

* Delete where inappropriate

請將不適用者刪去

Authorisation for Submission of Application Form for Qualifications Assessment and/or Collection of Qualifications Assessment Result

I, _____ (Name of applicant), holder of *identity card/passport number _____⁽¹⁾, hereby authorise *Mr/Mrs/Miss/Ms _____, holder of *identity card/passport number _____⁽²⁾ (Telephone number _____) :

- to submit my “Application Form for Qualifications Assessment” and the required documents.
- to collect my qualifications assessment result.

Signature of the applicant⁽³⁾ _____

Date _____

Insert a “✓” in the appropriate box

* Delete where inappropriate

遞交學歷評估申請表格及/或領取學歷評估結果授權書

本人 _____ (申請人姓名), *身份證/護照號碼 _____ 持有人⁽¹⁾,
現授權 _____ *先生/太太/小姐/女士 *身份證/護照號碼 _____ 持有人⁽²⁾
(電話號碼 _____) :

- 遞交本人之「學歷評估申請表格」及所需文件。
- 領取本人之學歷評估結果。

申請人簽署⁽³⁾ _____

日期 _____

請在適當的空格中加上「✓」號

*請將不適用者刪去

Notes 附註：

- (1) Please attach a copy of the applicant’s identity card or passport.
請附上申請人的身份證或護照副本。
- (2) The authorised representative is required to produce his/her identity card or passport for identification purpose.
獲授權代表須出示其身份證或護照以證明其身份。
- (3) The signature of this authorisation must be the same as that signed by the applicant in the “Application Form for Qualifications Assessment”.
在本授權書的簽名式樣必須和在「學歷評估申請表格」上的相同。

Checklist for Documents Required for Application for Qualifications Assessment

申請學歷評估所需文件核對表

Application Form

學歷評估申請表格

- Duly completed application form
填妥的申請表格

Educational Credentials

學歷證明文件

- Graduation certificates/diplomas and official transcripts (final versions)
畢業證書和正式的成績單（最終版本）
- Public examination certificates and result statements (final versions)
公開考試證書和成績單（最終版本）

Teacher Training Documents (For Prospective Teacher)

師資培訓文件（準教師適用）

- Documentary proof(s) on the number of weeks or days or hours of supervised teaching practice(s) issued by the granting body/bodies
由頒授機構發出的教學實習週數或日數或時數的證明文件
- Official programme information on teacher training, including programme outline and syllabus with course hours (for the assessment in relation to pre-primary teacher training qualifications if so wished)
師資培訓課程資料，包括課程大綱和科目簡介及課時（如欲進行學前教育師訓資歷評估）

Evidence of the Payment of Assessment Fee (for mail-in applications)

繳費證明（郵寄申請適用）

- Crossed cheque, cashier order, bank draft, or telegraphic transfer evidence
劃線支票、銀行本票、滙票或電匯證明

Other Documents (if applicable)

其他文件（如適用）

- Documents certifying the change in names, e.g. deed poll, adoption certificate, marriage certificate and/or divorce certificate, etc.
改名證明，例如：改名契、領養證明書、結婚證明書、離婚證明書等
- Certified Chinese or English translations for documents written in languages other than Chinese or English
中文或英文核證翻譯本（如文件並非以中文或英文寫成）
- Duly completed “Authorisation for Submission of Application Form for Qualifications Assessment and/or Collection of Qualifications Assessment Result” (Appendix A). The authorised representative is required to produce his/her identity card or passport, and a copy of the applicant’s identity card or passport.
填妥的「遞交學歷評估申請表格及/或領取學歷評估結果授權書」（附錄甲）。獲授權代表須出示其身份證或護照，以及申請人的身份證或護照副本。

Please fill the information below 請填寫以下資料

姓名 Name _____

地址 Address _____

姓名 Name _____

地址 Address _____

Name 姓名 _____

Address 地址 _____

To: The applicant
致：申請人

Acknowledgement of Application for Qualifications Assessment
學歷評估申請覆函

The Council writes to acknowledge receipt of your application for Qualifications Assessment.
茲收到閣下之學歷評估申請，本局現正處理中。

The assessment will take about 15 working days. Cases requiring additional information from relevant bodies may take longer. You will be informed upon completion of the assessment.
評估工作約需十五個工作天。如評審局就個案向有關機構進行查詢，或需較長時間處理。當評估完成後，閣下將會接獲通知。

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

(Valid only with the official stamp of HKCAAVQ) (必須有評審局之印章方為有效)