



**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). One of the HKCAAVQ's services is to provide a professional assessment service (herein referred as "Qualifications Assessment" or "the Assessment") to individuals possessing educational qualifications awarded by granting body/bodies outside Hong Kong. Each application is assessed **independently** on the basis of the **totality** of the applicant's educational qualifications obtained upon the completion of educational programmes (i.e. educational qualifications). The assessment is focused on the integrated learning outcomes of the highest and terminal qualification(s) and the components of the course(s) of study (including exemptions/advanced standing or transfer of credits) leading to the qualification(s) attained by the applicant. The outcome of the assessment is a professional opinion on whether the **totality** of his/her educational qualification(s) meets the standard of a particular level of qualification 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）成立的法定機構。評審局為擁有由非本地的學歷頒授機構所頒發之學歷資歷的個別人士提供專業的評估服務（下稱「學歷評估」）。評審局會根據申請人已完成的學歷評估申請人的**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（包括科目/學分豁免或學分轉移），**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。

2. The assessment does not consider membership status of professional/licensing bodies and work experience and incomplete qualifications. In cases where credits attained from the studies of academic course(s) were accepted by respective institutions for exemption/advanced standings/credits transfer in the highest and terminal qualification(s), the HKCAAVQ will consider these credits on a case-by-case basis. In addition, the HKCAAVQ shall not comment on whether an individual has fulfilled the entry requirements for 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、工作經驗及未完成之學歷。但如申請人有學分由其他學術課程轉移至最高或最終學歷或令其獲得科目/學分豁免，評審局將就情況作個別考慮。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. The assessment is neither an institutional nor a programme accreditation, and the assessment outcome pertains only to the individual applicant being assessed. 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。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 the quality of delivery of an educational programme. The following factors will be considered:

- (i) Was the granting body of the qualification accredited and recognised in the place of origin of the awarding institution (hereafter referred to as 'home country') at the time of admission to the educational programme leading to the qualification?
- (ii) Was the educational programme leading to the qualification accredited in the home country at the time of admission to the educational programme leading to the qualification?
- (iii) Were the qualification(s)/credit(s) previously attained by the applicant leading to the granting of

exemptions/advanced standings/credits transfer awarded by recognised/accredited institution(s) or programme(s)?

- (iv) What were the entry requirements, exemptions/advanced standing practice, nature of the credits transferred, assessment and graduation requirements, and progression pathways of the educational programme?
- (v) Where did the applicant undertake the study of the educational programme leading to the qualification? Likewise, where did the applicant undertake the study of the qualification(s)/credits previously attained leading to the granting of exemptions/advanced standings/credits transfer? For example, was the programme taken in the home country, or offshore (e.g. in Hong Kong) or through distance learning (e.g. online study etc).
- (vi) In cases where the study of the educational programme leading to the qualification was taken outside the home country, was it offered by an accredited education institution at the offshore location? Likewise, were the qualification(s)/credit(s) previously attained by the applicant leading to the granting of exemptions/advanced standings/credits transfer awarded by accredited institutions at the same off-shore location(s)
- (vii) Is the educational programme offered as a non-local course in Hong Kong which is regulated by the Non-local Higher and Professional Education (Regulation) Ordinance (Chapter 493) or in a location outside the home country regulated by a relevant education regulatory framework?

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教學質素。考慮因素包括：

- (甲) 頒授機構於申請人入讀有關學歷的課程時是否已通過當地學術評審和獲當地認可？
- (乙) 與該學歷相關的課程是否已於申請人入學當時已獲當地認可？
- (丙) 如學歷獲得學分轉移或科目/學分豁免，有關學歷/學分是否來自己獲認可/通過評審的機構或課程？
- (丁) 有關課程的入學要求、科目/學分豁免慣例、轉移學分的性質、評核方法和畢業要求，以及進修途徑為何？
- (戊) 有關課程/學分(包括被轉移的學分或獲得科目/學分豁免的課程)的修讀地點，例如在頒授機構所在的國家修讀/在頒授機構所在國家以外地點修讀/在網上修讀遙距課程？
- (己) 如課程是在頒授機構所在國家以外地點修讀，該課程是否由獲認可的院校所提供？同樣，轉移至該課程的學分或在該課程獲得科目/學分豁免亦是否由在該課程修讀地點的獲認可的院校所頒授？
- (庚) 如獲頒授的學歷的相關課程是在香港修讀，該課程是否受香港法例第 493 章《非本地高等及專業教育(規管)條例》或受頒授機構所在國家以外地點的法例所規管？

5. The assessment is guided by the HKCAAVQ's prevailing assessment policy and principles which draw references from the latest information and advice given by international credential recognition bodies, relevant granting bodies and operators, accreditation bodies and other relevant authorities. Given that the assessment results are made based on prevailing assessment guidelines and the best information available, at the time, the HKCAAVQ will not review or revise the assessment report consequential to any changes in assessment policies and principles. Any request for renewed assessment on the basis of information provided after the HKCAAVQ has issued the assessment result will be processed and charged as a new 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. The Applicant is 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. For specific information and/or advice about the qualification(s), the HKCAAVQ reserves the right to send copies of any documents submitted by the applicant to the relevant bodies to facilitate the retrieval/compilation of the requested information and/or advice.

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。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的學歷,屆時或會向有關機構出示申請人所提交的文件。

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). However, the assessment may take longer if there is a need for the HKCAAVQ to contact the relevant bodies or the applicant for additional information, in which case the applicant will be notified in writing via postal or electronic mail.

評審局一般會在收到完整的申請(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或申請人查詢而需要較長時間處理,申請人將會經郵件或電子郵件接獲書面通知。

Documentary Evidence Required for the Assessment

評估所須之證明文件

8. The HKCAAVQ will not accept any application without the concurrent submission of sufficient documentary evidence. The Applicant is obliged to apply for the issuance or replacement of the required documents 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,申請人有責任向有關機構申請或補領所須文件。

9. The Applicant is required to submit the following documentary evidence on his/her **highest and terminal qualification(s)** issued by relevant granting body/bodies:

(i) If the qualification(s) is/are awarded through the completion of senior secondary education, the evidence should include senior secondary school graduation diploma/certificates and full official transcript(s) (final versions) ["final transcript(s)"]; public examination certificates and result statements.

(ii) If the qualification(s) is/are related to post-secondary, technical and vocational, and higher education qualification(s), the evidence should include graduation diploma(s)/certificate(s) and final transcript(s) showing the subjects the applicant took with marks, credits, etc. including copies of information [normally on the back of the transcript(s)] such as grading systems or course codes of the qualification(s) under assessment issued by the awarding institution(s); and official documentary proof of credits transferred, if any, issued by the sending and receiving institutions; and other relevant documentary evidence relevant to the assessment, such as programme pamphlet and other publicity materials of the qualification under assessment.

(iii) In cases when the applicant's name is different from the name in the documents mentioned in (i) and (ii) above, evidence of a name change must be provided, e.g. a marriage or deed poll certificate.

所有申請人均須提交由有關機構發出其**最高及最終學歷**的證明文件,包括:

(甲) 如最高學歷為高中畢業,有關證明文件包括高中畢業證書及所有正式的成績單的最終版本(下稱「最終的成績單」);公開考試證書和最終的成績單。

(乙) 如最高學歷為專上學歷、職業教育及大專/大學資歷,有關證明文件包括畢業證書,最終的成績單及其他與評估相關的證明文件,如成績單背面顯示的積分制度、課程編碼等資料;及由頒授機構發出的學分轉移的證明;課程簡介資料等(如有),以證明申請人曾修讀的科目、分數、學分等。

(丙) 如申請人的姓名與學歷證明文件上的不同,請附以有關更改姓名文件的核實副本或副本,如結婚證明書、改名契等。

10. In addition to the Paragraph 9 above, if the applicant is a prospective teacher intending to seek registration with the Education Bureau in Hong Kong and would like to assess his/her non-local qualification(s) awarded by granting body/bodies operated outside Hong Kong, he/she is also required to submit the following documentary evidence issued by the relevant award granting body/bodies:
- (i) Graduation diploma(s)/certificate(s) and final transcript(s) of **all** teacher training qualification(s);
 - (ii) Documentary proof(s) of supervised teaching practice(s)/practicum issued by the granting body of the qualification with an official letterhead and stamp, including the following content:
 - (1) the number of weeks and/or hours of the supervised teaching practice(s);
 - (2) the setting, i.e. kindergarten, primary or secondary schools, of the supervised teaching practice(s);
 - (3) the range(s) of age and grade of the students taught in the supervised teaching practice(s)/practicum (applicable to applicant who possesses teacher training qualifications in pre-primary or primary education);
 - (iii) For applicants with undergraduate qualifications or above, graduation diplomas/certificates and final transcripts of the undergraduate and postgraduate qualifications and details of credits transferred are required;
 - (iv) For applicants who wish to assess qualifications in relation to pre-primary teacher training qualifications, the syllabus and the synopsis of the content of each subject/ module of the teacher training programme plus the course hours of each subject/ module are required.

除了第 9 段所述以外，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，並希望就其非本地的學歷頒授機構所頒發的學歷作評估，則需提交由有關機構發出的證明文件，包括：

- (甲) **所有**師資培訓學歷之畢業證書及最終的成績單；
- (乙) 由學歷的頒授機構以機構信紙所發並由機構蓋章的教學實習證明，內容必須包括：
 - (一) 教學實習週數及/或時數、
 - (二) 教學實習地點（例如幼稚園、小學、中學）、
 - (三) 教學對象的年齡及年級組別（適用於持有學前或小學教育師資培訓學歷的申請人）；
- (丙) 本科及研究院學歷及有關的轉移學分的畢業證書及最終的成績單（只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、每科/單元之內容簡介，以及每科/單元之課時（適用於擬進行學前教育師訓資歷評估的申請人）。

11. The certified true copies or photocopies of the required documents should be attached with the Application form.

For Individual Applications: If the certified true copies of the required documents are not attached to the application form, then the originals 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.

For Organisational Applications: The Application form should be completed by the applicant seeking the assessment service. It should include 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.

Note: No original diploma/certificate, transcript and other important document should be sent to the HKCAAVQ by mail.

申請表格必須連同所須文件的核證副本或副本一併提交

個人申請：申請表格必須附有所須文件的核證副本或副本。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，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，以及由該機構發出的信件，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。

注意：申請人或機構不應將任何證書、成績單、或其他重要文件的正本郵寄到評審局。

12. All documents written in languages other than Chinese or English must be accompanied by certified Chinese or English translations. Translation costs are to be borne by the applicant. 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/bodies, 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。

13. The HKCAAVQ will not return the application form and any documents received regardless of the outcome of the assessment.

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

14. 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。）

15. The 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; **Format: MT-103; Swift Code: HASEHKHH**; Name of Account: Hong Kong Council for Accreditation of Academic and Vocational Qualifications; Account Number: 024-275-7-049495; Total Amount: US\$290 which includes the assessment fee and a bank charge). The **original** payment evidence by telegraphic transfer (format: MT-103) or any other relevant evidence with the Applicant’s identity clearly stated should be attached to the application form. Important Note: Do not send cash by post AND only telegraphic transfer in MT-103 format is acceptable.

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；**電報格式：MT-103；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；費用：290 美元）。以電滙形式（電報格式：MT-103）繳費的證明或其他包含申請人身份的繳費證明的**正本**須隨申請表格附上。重要提示：切勿郵寄現金及本局只接受以 MT-103 格式的電滙繳費。

16. **The assessment fee is normally non-refundable and any request for refund on the grounds 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。

Submission of Application

遞交申請

17. The completed application form together with the required documents can be submitted by the applicant in person, by his/her authorised representative (completion of Appendix A is required) or by mail. For submission of an application in person or by the applicant's authorised representative, an 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，需以電話或於網上預約提交學歷評估申請。評審局會視乎當日之預約情況為沒有預約或遲到人士另作安排。

Notification of Assessment Result

評估結果通知

18. A Report for Qualifications Assessment (the Report) will normally be issued in English and be posted to the applicant/organisation or collected by the applicant or his/her authorised representative at the HKCAAVQ Office. The Report will state the HKCAAVQ's professional opinion on whether the **totality** of the applicant's educational qualification(s) meets the standard of a particular level of qualification 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。

19. Uncollected Reports for Qualifications Assessment will be destroyed six months after issuing the collection notification and no replacement reports will be issued. Once the Report is issued, certified true copies of the Report for Qualifications Assessment may be issued upon the request of the applicant in writing at a fee of HK\$50 for each certified copy.

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。在報告發出後，申請人可以書面形式向評審局申請評估報告的核證副本，每份的收費為港幣 50 元。

Termination of Assessment

終止處理申請

20. The HKCAAVQ reserves the right to terminate the assessment process if the required information and/or documentary evidence cannot be provided by the applicant or obtained from relevant bodies.

如評審局未能從申請人或有關機構獲得所需的資料及/或文件，評審局有權終止處理該宗申請。

21. If the HKCAAVQ terminates the application 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\$720. The HKCAAVQ shall not be held responsible for any matter concerning the application once it is terminated.

如因資料不足或其他原因而終止申請，評審局會在評估費用中扣除港幣 720 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。

Handling of Information

資料處理

22. In general, all submitted documents and 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。

23. The personal data provided in this application form will be used by the HKCAAVQ for one or more of the following purposes:

- (a) processing this application;
- (b) 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別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 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 the 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付有關費用後，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 Head of Division of Assessment of the HKCAAVQ (Address: 23/F, Cambridge House, Taikoo Place, 979 King's Road, Quarry Bay, Hong Kong; Fax Number: (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學歷評核部總主任提出（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. With reference to the Personal Data (Privacy) Ordinance (Chapter 486), the HKCAAVQ will not respond to any telephone enquiry on assessment results.

鑑於個人資料（私隱）條例（第 486 章），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. An organisation or applicant who has received the Report for Qualifications Assessment and is aggrieved by the HKCAAVQ's assessment determination may apply for a review. An application for review must be made by completing the "Application for Review" form and submitting it to the HKCAAVQ together with the review fee (HK\$720) **within 30 days** of the receipt of the Report for Qualifications Assessment by the organisation or individual. The "Guidelines for Review" and the "Application for Review" form can be downloaded from the HKCAAVQ's website: http://www.hkcaavq.edu.hk/en/services_review.asp or obtained from the HKCAAVQ Office.

在收到學歷評估報告後，如申請機構或申請人因評審局的評估決定感到受屈，可向評審局申請覆檢。所有覆檢申請須於有關委託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。申請機構或申請人須填妥的「覆檢申請表」，並同時繳付覆檢費用（港幣 720 元）。覆檢指引及表格可於評審局網頁：http://www.hkcaavq.edu.hk/en/services_review.asp 下載，或到評審局辦事處索取。

28. The review mechanism will commence after the receipt of the duly completed review form together with the appropriate fee. The HKCAAVQ will notify the applicant of its **final decision** in writing. **The review fee is not refundable, unless the review results vary from the original assessment determination of the HKCAAVQ.**

評審局會在收到填妥的覆檢申請表及費用後展開覆檢工作。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評估決定不同，否則覆檢費用一概不予退還。

29. For enquiries relating to the review, please contact HKCAAVQ at (852) 3658 0115 or consult the “Guidelines for Review” on the HKCAAVQ’s website.

有關覆檢的查詢，可致電(852) 3658 0115 與評審局聯絡或參閱評審局網頁內的覆檢指引。