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

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 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 qualification including those learning outcomes achieved through learning deemed to have a substantial bearing on the qualification under assessment. 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 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，即受評估的學歷以及當中對其有重要影響的學習而達致的綜合學習成效，**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**學歷是否達到香港某特定資歷的標準。

2. The assessment does not consider membership of professional/licensing bodies, work experience or incomplete qualifications on their own. In cases where credits attained from the studies of academic courses and/or other forms of prior learning were accepted by respective institutions for exemption, advanced standing or credit transfer in the qualification, these credits will also be considered. In addition, HKCAAVQ shall not comment on whether an individual has fulfilled the entry requirements for any post or programme of study.

   個別獨立的工作經驗、未完成之學歷及專業團體/註冊組織之會籍均不在學歷評估考慮範圍之列。但如申請人有學分由其他學術課程及/或其他已獲認可的過往資歷轉移至受評估的學歷而獲得科目/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)?

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(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) In cases where the study of the educational programme leading to the qualification was taken outside the home country, was the educational programme regulated by relevant regulations in the place applicant took the programme?

(viii) 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)?

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/學分是否來自已獲認可/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） 如課程是在頒授機構所在國家以外地點修讀，該課程是否由受修讀地點的法例所規管?

（辛） 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》？

5. The assessment is guided by 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, 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 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發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. HKCAAVQ is not responsible for verifying the authenticity of documents provided by applicants. For specific information and/or advice about the qualification(s), 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.

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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 take 15 working days starting from the next working day of the acknowledgement. However, the applicant will be contacted if further information or research is required during the assessment process, the applicant is required to provide further information if necessary and the assessment process may take up to 2 months.
評估工作由發出申請覆函的下一個工作天起計，一般需時十五個工作天。若評估主任於評估過程中需要更多資料或作進一步調查，評審局或會通知申請人需提供更多資料以協助我們處理該宗申請，而評估時間或長達兩個月。

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

8. 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 non-local 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非本地學歷的證明文件，包括：

（甲）如該學歷為高中畢業，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）如該學歷為專上學歷、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:

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(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) issued by the granting body of the qualification with an official letterhead and stamp, including the following content:
(1) the number of weeks and 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)
(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 showing the content and course hours of each subject of pre-primary teacher training programme(s) issued by the granting body(ies) are required.

* "Supervised teaching practice" here refers to the required component of a teacher training programme where student teachers are supervised on-site by staff of the awarding institution while teaching in schools and other educational settings. The duration of supervised teaching practice should refer to the period(s) student teachers are actually teaching on-site; period(s) that cover work of student teachers before the start of the supervised teaching practice and any other post-practice off-site activities should not be included.

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）學前教育師資培訓課程每科之內容簡介及每科之課時（只適用於擬進行學前教育師訓資歷評估的申請人）。

*此處的「教學實習」是指實習教師因應師資培訓課程的要求，於實習學校內由學歷頒授機構的人員指導下進行實習教學。教學實習的週數/時數是指實習教師在指導下於實習學校內的教學實習週數/時數。實習前的觀摩體驗活動以及實習後於實習學校外的活動並不應包括在週數/時數內。

11. For Individual Applications: If the applicant/authorised person cannot upload documents via QA i-Portal (http://iportal.hkcaavq.edu.hk), the applicant/authorised person is required to send copies/certified true copies of all the required documents to HKCAAVQ's office together with printed completed application form filled via QA i-Portal. All certified true copies should be certified by a notary office, a law firm, the relevant granting body/bodies or consulate.

For Organisational Applications: If the organisation could not upload documents via QA i-Portal, 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 should be sent to HKCAAVQ office.

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

個人申請：若申請人未能經學歷評估服務平台(http://iportal.hkcaavq.edu.hk)上載所須文件，申請人

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須經學歷評估服務平台填妥並列印申請表，並將所有所須文件的副本/核證副本一併郵寄至本局。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：若機構未能經學歷評估服務平台上載所須文件，機構須將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)郵寄至本局。

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 (English translation is preferred). 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, or a body/person deemed acceptable by HKCAAVQ (see examples);
(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.

HKCAAVQ does not accept translation from translation company alone.

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(首選英文翻譯)。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；或由評審局視為能接受的機構／翻譯人員提供（見例子）；
（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。

評審局不會接受只有翻譯公司蓋章的翻譯文件。

13. 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:

Purpose of Assessment	Assessment Fee
General Purpose	HK$3,250
For Teacher Registration or Teacher Appointment	HK$3,580
For Quality Migrant Admission Scheme (QMAS)	HK$3,860 / US$505 (Registered Post Charges Included)

(The assessment fee is subject to change without prior notice.)

評估費用：

學歷評估用途	評估費用
一般用途	港幣 3,250 元
教師註冊或教師聘任用途	港幣 3,580 元
優秀人才入境計劃申請用途	港幣 3,860 元/美金 505 元 （已包括掛號郵費）

(評估費用如有調整，將不作另行通告。)

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15. The assessment fee is payable at the time of application. Applicants can settle the assessment fee by one of the following means:

(i) **credit card via QA i-Portal (http://iportal.hkcaavq.edu.hk)**

(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"; or

For applicants outside Hong Kong, the assessment fee can also be settled by:

(iii) **telegraphic transfer** (*Name of the Bank*: Industrial and Commercial Bank of China (Asia) Limited; Address: 33/F, ICBC Tower, 3 Garden Road, Central, Hong Kong; **Format: MT-103; Swift Code: UBHKHKHH**; *Name of Account*: Hong Kong Council for Accreditation of Academic and Vocational Qualifications; *Account Number*: 861-502020073. In order to identify your payment, please indicate the name of applicant as a remark in the transfer. 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。申請人可透過以下方式付款:

(一) 以信用卡經學歷評估服務平台(http://iportal.hkcaavq.edu.hk)付款

(二) 以港幣開出的**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」。

非本地申請人亦可透過以下方式繳付評估費用:

(三) **電滙**(銀行名稱:中國工商銀行(亞洲)有限公司;地址:香港中環花園道 3 號中國工商銀行大廈 33 樓;**電報格式:MT-103;電報號碼:UBHKHKHH**;戶口名稱:香港學術及職業資歷評審局;戶口號碼:861-502020073)。為確保申請人的滙款得以識別,請於電滙中備註欄填上申請人的姓名。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. Application must be submitted via QA i-Portal (http://iportal.hkcaavq.edu.hk). As qualification holder is required to declare that all information and documents provided is true and complete, and to authorise and consent to relevant organisations/agencies to release his/her record or information to HKCAAVQ, Declaration in application form must be filled in by qualification holder.

申請人須使用學歷評估服務平台(http://iportal.hkcaavq.edu.hk) 遞交申請。由於學歷持有者須於學歷評估申請表內申報所提供的資料及文件均為真確,並授權及同意有關組織/機構可向評審局提供紀錄及資料,學歷評估申請表內的聲明部份必須由學歷持有者填寫。

WARNING
警告事項

A person who, either orally or in writing, makes any statement or representation or furnishes any information to HKCAAVQ or a review committee in connection with the performance of its functions under the HKCAAVQ Ordinance (Chapter 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. Making, submitting

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or using any false instrument (including forged documents) are serious criminal offences under the Crimes Ordinance (Cap. 200 of the laws of Hong Kong). A person committing the offence of forgery may face imprisonment of up to 14 years on conviction. HKCAAVQ shall consider the relevant evidence and report suspicious cases to the Hong Kong Police. HKCAAVQ reserves the right to take appropriate legal actions. All fees paid will not be refunded in such cases.

任何人在與評審局根據《香港學術及職業資歷評審局條例》(第1150章) 執行其職能有關連的情況下，向評審局或覆檢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。根據香港法例第200 章《刑事罪行條例》，製作、提交或使用任何虛假文書（包括偽造文書）均屬嚴重刑事罪行。一經循公訴程序定罪，可處監禁14年。評審局會考慮相關證據，向香港警方舉報可疑個案，並保留採取適當的法律行動的權利。於此情況下，所有已繳費用將不予退還。

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. The Report will state 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。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. Once the Report is issued, a Replacement Report for Qualifications Assessment may be issued upon the request of the applicant in writing at a fee of HK$200. Completed assessment cases are retained for a period of five years and are then disposed of. Replacement Reports will not be issued for cases after 5 years.

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。在報告發出後，申請人可以書面申請補發評估報告。每份補發評估報告收費為港幣 200 元。所有完成的評估個案會於保存五年後銷毀，本局並不能補發已銷毀紀錄的評估報告。

Termination of Application
終止處理申請

20. HKCAAVQ reserve the right to terminate the application if the required information/certification and/or documentary evidence cannot be provided by the applicant or obtained from relevant bodies after a period of 2 months.
如評審局未能於兩個月內從申請人或有關機構獲得所需資料及/或文件，評審局有權終止處理該宗申請。

21. If HKCAAVQ terminates the application due to insufficient information, voluntary withdrawal approved by HKCAAVQ or other reasons, a refund of the assessment fee paid will be made to the applicant after deducting an administrative charge of one-third of the original assessment fee (i.e. for General Purpose: HK$1,085; for teacher registration or teacher appointment purpose: HK$1,195; for Quality Migrant Admission Scheme: HK$1,285 / US$170). HKCAAVQ shall not be held responsible for any matter concerning the application once it is terminated.

如因資料不足、經評審局許可的自願性撤銷或其他原因而終止申請，評審局會在已付之評估費用中扣除原來評估費中之三份一作行政費用後，退還餘款予申請人。(不同用途的學歷評估申請之行政費用如下：一般用途：港幣 1,085 元；教師註冊或教師聘任用途：港幣 1,195 元；優秀人才入境

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計劃申請用途：港幣 1,285 元/美金 170 元）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 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 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 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 Qualifications Assessment of HKCAAVQ (Address: 10 Siu Sai Wan Road, Chai Wan, 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估總主任提出（地址：香港柴灣小西灣道 10 號；傳真號碼：(852) 2805 0365）。

26. With reference to the Personal Data (Privacy) Ordinance (Chapter 486), 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。

Contact Us
聯絡我們

27. For enquires relating to Qualifications Assessment, please contact HKCAAVQ at our Qualifications Assessment enquiry hotline (852) 3658 0285 or email us at qainfo@hkcaavq.edu.hk.

有關學歷評估的查詢，可致電學歷評估查詢熱線 (852) 3658 0285 與評審局聯絡，或發電郵至 qainfo@hkcaavq.edu.hk 查詢。

Application for Review
覆檢申請

28. An individual who has received the Report for Qualifications Assessment and is aggrieved by HKCAAVQ's assessment determination may apply for a review. An application for review must be made by completing the "Application Form for Review of Qualifications Assessment" with appropriate review fee paid **within 30 days** of the receipt of the Report for Qualifications Assessment by the individual. The "Application Form for Review of Qualifications Assessment" with guidance

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notes of submission can be downloaded from QA i-Portal: https://iportal.hkcaavq.edu.hk/process-of-assessment or obtained from HKCAAVQ's Office.

在收到學歷評估報告後，任何個人如因評審局的評估評定感到受屈，可向評審局申請覆檢。所有覆檢申請須於收到學歷評估報告日起計 **30 天內**，由該個人提出。申請人須填妥「學歷評估覆檢申請表」，並繳交覆檢費用。「學歷評估覆檢申請表」內附申請須知，可於學歷評估服務平台下載: https://iportal.hkcaavq.edu.hk/process-of-assessment，或到評審局辦事處索取。

29. HKCAAVQ will notify the applicant of its **final decision** on review in writing. **The review fee is not refundable, unless the review results vary from the original assessment determination of HKCAAVQ.**

評審局會以書面形式通知申請人覆檢的**最終決定**。**除非覆檢結果跟原先的**評估評定**不同，否則覆檢費用一概不予退還。**

30. For details relating to the review of Qualifications Assessment, please refer to HKCAAVQ's website: https://iportal.hkcaavq.edu.hk/process-of-assessment .

有關覆檢的詳情，可參閱評審局網頁: https://iportal.hkcaavq.edu.hk/process-of-assessment 。

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