

報讀 非本地高等及專業教育課程須知

香港中學文憑考試畢業生除了在香港選擇報讀本地的副學位、學士學位、高等及其他專上課程外，亦可考慮修讀各種非本地高等及專業教育課程（非本地課程）作為升學途徑。學生在報讀非本地課程時，可參考以下資料：

問1. 甚麼是非本地課程？

答1. 根據《非本地高等及專業教育（規管）條例》（第493章）（《條例》），非本地課程是指在香港開辦並令學員可獲由非本地機構頒授非本地高等學術資格（即副學位、學士學位、研究生或其他專上教育資格）或由非本地專業團體頒授非本地專業資格（即在《條例》附表2指明的學科的专业方面的資格，並包括任何專業稱銜及專業團體的成員身分）的課程。

問2. 本港有法例規管上述課程嗎？

答2. 上述課程均受《條例》及其附屬法例，即《非本地高等及專業教育（上訴委員會）規則》（第493A章）及《非本地高等及專業教育（規管）規則》（第493B章）（《規則》）規管。規管的主要範疇為課程的水平、廣告內容、費用的支付及退還的安排和於香港開辦課程的處所。所有非本地課程必須根據《條例》經註冊或獲豁免註冊。現時有關上述《條例》的執行由教育局轄下的非本地課程註冊處（註冊處）負責。

問3. 令學員獲取由非本地機構頒授非本地高等學術資格的課程的主要註冊準則是甚麼？

答3. (a) 頒授資格的機構是在所屬國家獲認可的非本地機構；及

(b) 有有效的措施確保該課程的水平維持於可與在該機構所屬國家內進行並令學員獲取同一資格的課程比擬的水平；而與上述的課程的水平可相比擬的事實亦獲該機構、該國家的學術群體及該國家的有關評審當局（如有的話）認同。

問4. 令學員獲取由非本地專業團體頒授非本地專業資格的課程的主要註冊準則是甚麼？

答4. (a) 頒授資格的專業團體承認該課程的目的為頒授該專業資格，或協助學員應付考試、測驗或其他評核，而參加、通過或接受該項考試、測驗或評核，會令學員獲頒授該專業資格；及

(b) 該專業團體在所屬國家內獲普遍承認為是有關專業內的具權威性及代表性的專業團體。

問5. 經註冊課程是否受到監察？

答5. 為確保經註冊課程持續符合註冊條件，課程主辦者須遞交周年申報表，供非本地高等及專業教育課程註冊處處長（註冊處處長）審核。此外，主辦者必須在一個月內以書面通知註冊處處長有關課程的更改，包括課程內容、費用的支付及退還的安排。

問6. 哪些課程可獲豁免註冊？

答6. 在符合《條例》第8條的情況下，與下列本地高等教育機構合辦的非本地課程可獲豁免註冊：

- 香港城市大學
- 嶺南大學
- 香港浸會大學
- 香港樹仁大學
- 香港中文大學
- 香港教育大學
- 香港演藝學院
- 香港理工大學
- 香港科技大學
- 香港公開大學
- 香港大學

以上機構必須確保有關的非本地課程的水平及營運符合《條例》要求。《條例》亦要求機構就每個獲豁免課程每年向註冊處處長就課程資料提交報告以供審核。

問7. 個別課程主辦者聲稱他們的課程為「純遙距學習課程」，這表示甚麼？

答7. 「純遙距學習課程」僅透過郵遞、電訊傳遞或在商店發售資料的方式等授課。而主辦機構、專業團體或其代理人實際上沒有在香港為修讀人士講課、導修或考試等。學生需注意，根據《條例》，純遙距學習課程無須註冊，但這類課程的主辦者可主動申請註冊，以表明課程符合註冊準則。

我們建議學生在報讀任何以純遙距學習方式教學的非本地課程前，先向課程提供者/主辦者查詢詳情，特別是所頒授的資格、費用的支付及退還的安排，在清楚詳情後方繳付款項。

問8. 我怎樣可以查證非本地課程是否已經根據《條例》經註冊或獲豁免註冊？

答8. 學生可循以下途徑查證非本地課程是否經註冊或獲豁免註冊：

- (a) 查看在教育局非本地高等及專業教育課程網頁上的經註冊課程及獲豁免課程名單，網址為 www.edb.gov.hk/ncr。
- (b) 致電註冊處的查詢熱線（電話：(852)2520 0255或2520 0559）。
- (c) 以傳真（傳真號碼：(852)2520 0061）或電子郵件（電子郵件地址：enquiry_ncr@edb.gov.hk）向註冊處查詢。

問9. 根據《條例》經註冊或獲豁免註冊的非本地課程是否已經通過本地課程評審？上述課程是否在香港獲得承認？

答9. 根據《條例》經註冊或獲豁免註冊的非本地課程的主辦者可以向香港學術及職業資歷評審局（評審局）申請在香港資歷架構下之本地評審。評審局的本地評審是以香港教育制度為基準根據，而通過本地評審的非本地課程，可獲等同已評審本地課程的認可地位，並可載列於資歷名冊上，獲資歷架構認可。如要查詢已獲本地評審的非本地課程名單，請瀏覽資歷名冊網站 www.hkqr.gov.hk。

非本地課程根據《條例》經註冊或獲豁免註冊，並不表示該課程因而得到特別的地位，或等同已通過評審的本地課程。該等資格在就業時是否獲得承認，全由個別僱主酌情決定。

問10. 除保證課程質素外，課程主辦者還有甚麼主要的責任？

- 答10. (a) 在與學員簽訂的合約內，清楚列明一切費用及收費，以及經註冊處處長批准的支付及退還的安排（只適用於經註冊課程）。
- (b) 收到學員繳付的任何費用或收費的三十天內，向學員發出書面收據，列明收款日期、款額及付款目的。
- (c) 使用《規則》第5條指定的合適場地，舉辦課程有關的活動。

問11. 我如何在廣告中識別哪些非本地課程是經註冊，或獲豁免註冊？

答11. 經註冊課程的廣告須述明課程的註冊編號，而獲豁免課程的廣告必須聲明該課程屬獲豁免課程。此外，所有經註冊課程或獲豁免課程的廣告必須包括以下聲明：「個別僱主可酌情決定是否承認本課程可令學員獲取的任何資格」。

問12. 我在報讀非本地課程時需要注意甚麼？

- 答12. (a) 選讀根據《條例》經註冊或獲豁免註冊的課程。未確定課程是否經註冊或獲豁免註冊前，切勿繳付任何費用或收費。
- (b) 留意經註冊課程的廣告須述明課程的註冊編號。至於獲豁免課程的廣告，則須聲明該課程是獲豁免課程。
- (c) 留意取錄信中須註明主辦者、非本地機構及課程名稱。
- (d) 在簽署任何文件或繳交款項前，查明支付及退還的安排，及在繳款後向主辦者索取收據。
- (e) 非本地課程經註冊或獲豁免註冊，並不表示該課程因而得到特別的地位，或等同已通過評審的本地課程。個別僱主可酌情決定是否承認該課程可令學員獲取的任何資格。
- (f) 部分經註冊或獲豁免課程已通過評審局在香港資歷架構下之本地評審，並已載列於資歷名冊。
- (g) 在報讀根據《條例》下無須註冊的純遙距學習課程前，必須先向課程提供者/主辦者查詢詳情，特別是所頒授的資格、費用的支付及退還的安排，在清楚詳情後方繳付款項。

問13. 我從哪裏可以獲得更多有關《條例》或有關非本地課程的資料？

答13. 如學生想索取更多資料，歡迎與註冊處聯絡。

地址：香港太古城

太古灣道14號 6樓603室

電話號碼：(852)2520 0255或2520 0559

傳真號碼：(852)2520 0061

電子郵件地址：enquiry_ncr@edb.gov.hk

Information for Pursuing Non-local Higher and Professional Education Courses

Besides pursuing local sub-degree, degree, higher and other post-secondary programmes in Hong Kong, graduates of the Hong Kong Diploma of Secondary Education Examination may also consider non-local higher and professional education courses (“non-local courses”) as a pathway for further studies. Students may wish to refer to the information below when choosing non-local courses:

Q 1. What are non-local courses?

A 1. According to the Non-local Higher and Professional Education (Regulation) Ordinance, Cap. 493 (“the Ordinance”), non-local courses are courses conducted in Hong Kong which lead to the award of non-local higher academic qualifications (i.e. sub-degree, degree, postgraduate or other post-secondary qualifications) by non-local institutions, or non-local professional qualifications (i.e. qualifications in respect of professions in disciplines specified in Schedule 2 to the Ordinance and include professional titles and memberships of professional bodies) by non-local professional bodies.

Q 2. Are the above courses regulated by any legislation in Hong Kong?

A 2. The above courses are regulated by the Ordinance and its subsidiary legislation, i.e. the Non-local Higher and Professional Education (Appeal Board) Rules, Cap. 493A, and the Non-local Higher and Professional Education (Regulation) Rules, Cap. 493B (“the Rules”). The major areas of regulation concern the standard of the non-local courses, advertisements, payment and refund arrangements of the fee charged, and premises in Hong Kong in which the courses are to be conducted. All non-local courses are required to be registered or exempted from registration under the Ordinance. Currently, the Non-local Courses Registry of the Education Bureau (“the Registry”) is responsible for the enforcement of the Ordinance.

Q 3. What are the major registration criteria for a course leading to the award of a non-local higher academic qualification by a non-local institution?

- A 3. (a) The awarding institution is a non-local institution recognized in the home country; and
- (b) Effective measures are in place to ensure that the standard of the course is maintained at a level comparable with a course conducted in the home country leading to the same qualification and is recognized as such by that institution, the academic community in that country and the relevant accreditation authority in that country (if any).

Q 4. What are the major registration criteria for a course leading to the award of a non-local professional qualification by a non-local professional body?

- A 4. (a) The course is recognized by the awarding professional body for the purpose of awarding the professional qualification or preparing students for any examination, test or other assessment the sitting for, passing or undergoing of which will lead to the award of the professional qualification; and
- (b) The professional body is generally recognized in the home country as an authoritative and representative professional body in the relevant profession.

Q 5. Are registered courses monitored?

- A 5. To ensure that the registration criteria are met continuously, operators of registered courses have to submit annual returns to the Registrar of Non-local Higher and Professional Education Courses (“the Registrar”) for scrutiny. They are also required to notify the Registrar in writing of any change of, amongst other things, the content of the course or the payment and refund arrangements of the fee charged for the course within 1 month of such change.

Q 6. What courses are exempted from registration?

A 6. Subject to compliance with section 8 of the Ordinance, non-local courses conducted in collaboration with the following local institutions of higher education are exempted from registration:

- City University of Hong Kong
- Lingnan University
- Hong Kong Baptist University
- Hong Kong Shue Yan University
- The Chinese University of Hong Kong
- The Education University of Hong Kong
- The Hong Kong Academy for Performing Arts
- The Hong Kong Polytechnic University
- The Hong Kong University of Science and Technology
- The Open University of Hong Kong
- The University of Hong Kong

These local institutions shall assure that the standard and operation of the non-local courses are in compliance with the requirements of the Ordinance. The Ordinance also requires that for each exempted course, an annual report with course information should be submitted to the Registrar for scrutiny.

Q 7. Some course operators claim that their courses are “purely distance learning courses”. What does it mean?

A 7. “Purely distance learning courses” are conducted solely through the delivery of mail, transmission of information by means of telecommunication or sale of materials in commercial outlets, etc., but without the institutions, professional bodies or their agents being physically present in Hong Kong to deliver any lectures, tutorials or examinations, etc. Students are reminded that purely distance learning courses are not required to be registered under the Ordinance, but operators of such courses may choose to do so to demonstrate that the courses meet the registration criteria.

Students who plan to enrol in any non-local courses to be conducted via distance learning mode are strongly advised to check with the course provider/operator on the course details, in particular the qualifications to be obtained, the payment and refund arrangements of the fee charged before making payment.

Q 8. How can I check if a non-local course is registered or exempted from registration under the Ordinance?

A 8. Students may check the registration or exemption status of non-local courses in one of the following ways:

- (a) Look up the lists of registered courses and exempted courses on the website of the Education Bureau on Non-local Higher and Professional Education Courses (www.edb.gov.hk/ncr).
- (b) Call the enquiry hotline of the Registry on (852)2520 0255 or 2520 0559.
- (c) Send a request to the Registry by fax on (852)2520 0061 or by email at enquiry_ncr@edb.gov.hk.

Q 9. Are non-local courses registered or exempted from registration under the Ordinance locally accredited? Are these courses recognized in Hong Kong?

A 9. Operators of non-local courses registered or exempted from registration under the Ordinance could seek local accreditation by the Hong Kong Council for Accreditation of Academic and Vocational Qualifications (“HKCAAVQ”) under the Hong Kong Qualifications Framework (“QF”). The local accreditation conducted by HKCAAVQ benchmarks the non-local courses against Hong Kong’s education system and the locally accredited non-local courses enjoy similar status to accredited local programmes, and the qualifications can be placed on the Qualifications Register (“QR”) and recognized under the QF. For a list of locally accredited non-local courses, please visit the QR website at www.hkqr.gov.hk.

The registration or exemption from registration of a non-local course under the Ordinance, however,

does not on its own confer any particular standing to the course or comparability to an accredited local programme. The recognition of any qualification for employment purposes is a matter within the discretion of individual employers.

Q 10. Besides quality assurance, what are the other major obligations of course operators?

- A 10. (a) State clearly in the contract with students all the fees and charges as well as the payment and refund arrangements approved by the Registrar (applicable to registered courses only).
- (b) Within 30 days of payment of any fees or charges by students, issue them with receipts in writing setting out the dates of receipts and the amount and purpose of the payment.
- (c) Use suitable premises specified under section 5 of the Rules for conducting course activities.

Q 11. How can I tell from advertisements of non-local courses whether the courses advertised are registered or exempted from registration?

- A 11. An advertisement of a registered course should bear the registration number of the course. For an exempted course, it should be stated clearly that the course is an exempted course. In addition, all advertisements of registered or exempted courses should contain the statement which reads "It is a matter of discretion for individual employers to recognize any qualification to which this course may lead".

Q 12. What should I pay attention to when enrolling in a non-local course?

- A 12. (a) Choose courses which are registered or exempted from registration under the Ordinance. Do not pay any fee or charge before you make sure that the course is registered or exempted from registration.
- (b) Check if the advertisement of a registered course bears the registration number, and that of an exempted course has clearly stated that it is an exempted course.
- (c) Check if the letter of acceptance bears the names of the operator, the non-local institution and the course.

- (d) Check the payment and refund arrangements before signing any documents or making payments, and obtain receipts from the operator after making any payment.
- (e) Understand that registration or exemption from registration of a non-local course does not on its own confer any particular standing to the course or comparability to an accredited local programme, and that it is a matter of discretion for individual employers to recognize any qualification to which the course may lead.
- (f) Understand that some of the registered/exempted courses are locally accredited by the HKCAAVQ under the QF and listed on the QR.
- (g) If the course you are interested in is to be delivered in distance learning mode which does not require to be registered under the Ordinance, you are strongly advised to check with the course provider/operator on the course details, in particular the qualification to be obtained, the payment and refund arrangements of the fee charged before making payment.

Q 13. Where can I obtain more information on the Ordinance or non-local courses?

- A 13. Students are welcome to contact the Registry for more information-

Address: Room 603, 6/F
14 Taikoo Wan Road
Taikoo Shing, Hong Kong

Telephone no.: (852) 2520 0255 or 2520 0559

Facsimile no.: (852) 2520 0061

E-mail address: enquiry_ncr@edb.gov.hk