**RECIPROCAL RECOGNITION ON PROFESSIONAL QUALIFICATIONS BETWEEN THE HONG KONG COMPUTER SOCIETY AND THE HONG KONG INSTITUTION OF ENGINEERS**

**APPLICATION FORM**

**INSTRUCTION TO APPLICANTS**

1. Please complete all sections in type or block letter.
2. Please refer to the Notes for Applicants
3. Please submit the original copy of the completed and duly signed application, together with (1) a detailed CV with a Training and Experience Report, (2) copies of academic credentials and (3) professional qualifications, to the Hong Kong Computer Society Office (Room 1801, 18/F, Times Tower, 928-930 Cheung Sha Wan Road, Kowloon, Hong Kong).
4. Please note that incomplete applications would not be considered.

‘**SECTION 1 – PERSONAL PARTICULARS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| HKCS Membership No: |  | |  |  |
| Title: | Dr/ Ir/ Prof/ Mr/ Mrs/ Ms | |  |  |
| Family Name: |  | | Given Names: |  |
| Chinese Name: |  | | Nationality: |  |
| Date of Birth: |  | (DD/MM/YYY) | HKID/Passport No: |  |
|  |  | |  |  |
| Company Name: |  | | | |
| Company Address: |  | | | |
| Position: |  | | Tel No.: |  |
| Email Address: |  | | Fax No.: |  |
|  |  | |  |  |
| Residential Address: |  | | | |
| Mobile: |  | | Tel No.: |  |
|  |  | | Fax No.: |  |

Preferred mailing address:  Office  Home

Previous application to this RRPQ Scheme:

|  |  |  |  |
| --- | --- | --- | --- |
| Yes | Date : |  | (DD/MM/YYY) |
| No |  |  |  |

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| **For Official Use** | | | |
| App. Receipt Date: |  | Processed by: |  |
|  | | | |
| **Assessment** | | | |
| Interview Date: |  | Time: |  |
| 1st Assessor: |  | 2nd Assessor: |  |
|  | | | |
| **Result** | | | |
| A | R | Approved by: |  |
| Result notification: |  | Date: |  |
|  | | | |
| **Payment Transaction** | | | |
| Processed by: |  | Date: |  |

**SECTION 2 – QUALIFICATIONS**

*Please provide certified true copies of the academic and professional credentials. Copies should be reduced to A4 size and endorsed by at least one referee as true copies.*

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Academic Qualifications** | | | | | | | | | | | |
| From  (MM/YYYY) | | To  (MM/YYYY) | | Programme Name (please also indicate the Major Subject(s) if applicable) | | Qualification / Award  Obtained  (please also indicate the honors rewarded if applicable ) | | Mode  (e.g. Part-time, Full-time, etc) | | Institution/  College / University  (please specify the country in which programmes are attended) | |
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| **Professional Qualifications** | | | | | | | | | | | |
| **Title/ Qualification** | | | | | **Granting Professional Body** | | **Class/ Grade**  *(if applicable)* | | **Admission date**  **(DD/MM/YYYY)** | | **Membership Number** |
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**SECTION 3 – RELEVANT PROFESSIONAL WORK EXPERIENCE (in chronological order)**

*Please provide initialized copies of reference documents, which may be used in random verification.*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| From  Month/Year | | To  Month/Year | | Employer | Position Held |
|  |  |  |  | Company Name: |  |
| Tel: |
|  |  |  |  | Company Name: |  |
| Tel: |
|  |  |  |  | Company Name: |  |
| Tel: |
|  |  |  |  | Company Name: |  |
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|  |  |  |  | Company Name: |  |
| Tel: |

Total Years of ICT/IS Experience: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SECTION 4 – CURRENT ORGANISATION CHART**

*Please attach an organization chart which specifies your position in your latest occupation.*

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**SECTION 5 – ATTESTATION BY SUPPORTERS**

*Applications should be supported by two referees who are HKCS Full Members or HKIE Members in the Information Discipline.*

**Referee 1**

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | |  |
| Full Name (in block letters) |  | | HKCS/HKIE\* Membership No. |
|  | | | |
| I support this application/ \* and certify that the supporting documents provided in Section 2 and 3 are true copies. (\* Please delete as appropriate) | | | |
| Signature: | |  | |

**Referee 2**

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | |  |
| Full Name (in block letters) |  | | HKCS/HKIE\* Membership No. |
|  | | | |
| I support this application/ \* and certify that the supporting documents provided in Section 2 and 3 are true copies. (\* Please delete as appropriate) | | | |
| Signature: | |  | |

**SECTION 6 – METHOD OF PAYMENT**

*Please choose either one method of payment:*

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Enclosed a cheque of HK$1,200 made payable to the Hong Kong Computer Society | | | | | | | |
| Bank: |  | | | Cheque No.: | |  | |
|  | | | | | | | |
| By e-Cheque  Please make your e-Cheque payable to “Hong Kong Computer Society” and email to [membership@hkcs.org.hk](mailto:membership@hkcs.org.hk)  We accept e-Cheque issued by any registered banks of Hong Kong. | | | | | | | |
|  | | | | | | | |
| By Bank Transfer\*\*:  Please transfer the payment to **HSBC A/C: 600-375430-001 (A/C Name: Hong Kong Computer Society)**  \*\*Please send us a copy of bank-in slip (by ATM) / confirmation page (by Internet Banking) by email (membership@hkcs.org.hk) / fax (2834-3003) / post (HKCS Secretariat, Room 1003, 10/F, Harbour Crystal Centre, 100 Granville Road, Tsim Sha Tsui East, Kowloon, Hong Kong) | | | | | | | |
| Bank Transfer Date: | |  | | | Amount to be settled: | | HK$1,200 |
| Transaction Code / Reference No. | | |  | | | | |

**SECTION 7 – DECLARATION BY APPLICANT**

I hereby declare that:

1. The information given in support of this application is accurate and complete. I understand that any misrepresentation may disqualify my application. It will also jeopardise my qualification obtained in this reciprocal recognition exercise in future.
2. I understand that the Hong Kong Computer Society reserves the right to approve or reject this application and that the Professional Assessment Panel of HKCS is the final body to assess this application.
3. I authorise the Hong Kong Computer Society to use, check and process my data as required for my application.
4. I understand that my data will become a part of my membership record and may be used for all purposes as prescribed under the relevant rules and regulations of this Society.
5. I **have/have not\* (please delete as appropriate)** been convicted of a criminal offence within the last seven years.
6. I understand that the Professional Assessment Fee for this application is non-refundable and non transferable regardless of whether it is successful or not.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Name of Applicant (in block letters) Signature Date**

Appendix 1

**Notes for Applicants**

#### 1. Application Requirements

In order to be qualified for reciprocal recognition of professional qualifications, applicants should possess the academic qualifications, professional experience and HKCS membership stated below:

* 1. A degree in engineering or computing accredited/recognised by the HKIE and the HKCS.
  2. One of the following combinations of HKCS membership and work experience in Information and Communication Technologies (ICT) or Information System (IS):

1. A minimum of 8 years post graduation experience for applicants who have been Full Member of HKCS for less than 2 years, or
2. A minimum of 6 years post graduation experience for applicants who have been Full Member of HKCS for not less than 2 years, or
3. A minimum of 4 years post graduation experience for applicants who have been Full Member of HKCS for not less than 4 years.
   1. 1 year of HKCS Full membership or above at minimum.
   2. A period of responsible experience in ICT or IS work for not less than 2 years. This period of experience can be achieved through the period of post graduationexperience required in clause 2.

**2. Supporting Documents for Applications**

Applicants should submit completed application forms together with supporting documents including:

* 1. Certified true copies of academic transcript, academic certificates and professional qualifications certificates (certified by at least one of the referees).
  2. Certified true copies of supporting documents of work experience (e.g. employment letters, reference letters, etc)
  3. A CV with a Training and Experience Report:

The **CV** should provide (i) inclusive dates of months and years for particular periods of training and experience in chronological order that the applicant has acquired and (ii) concise elaboration of each of listed experience in the following areas:

* Seniority in position
* Responsibilities in job
* Achievements
* Training received
* Any other relevant information

The **Training and Experience Report** should be a precise report of about 2000 words typewritten on A4 papers. It should not be a mere inventory of work similar to a CV, but a description of tasks and responsibilities of works in project, engineering, technology or design/architecture relating to Information Technology/ Engineering, in which applicants have been employed and enlarged any special problems they have encountered and on which they have obtained more extensive experience.

Applicants from the academic sector should demonstrate their experience in practical applications of information technology/engineering, such as research projects, consulting experience and designs of laboratories. It is not acceptable to submit a thesis instead of the Report.

* 1. Chart of Responsible Position

It is a chart illustrating applicants’ position in their organisation and reflecting applicants’ responsibilities other than merely the hierarchy of organisation.

**3. Methods of submission**

Applicants can submit applications by post or in person. The application form should be duly signed and submitted along with the supporting documents as well as the Professional Assessment Fee payment.

**4. Application Processing**

The application will be processed according to the Professional Assessment (PA) System in which interview is required regarding the Professional Assessment Panel’s judgment. For details of the PA System, please visit   
https://www.hkcs.org.hk/rrpq\_assessment\_procedures/.

**5. Requirements for maintaining the Reciprocal Recognition Status**

4.1. HKCS membership

Successful candidates granted the reciprocal recognition of professional qualifications is required to maintain their HKCS membership to sustain the status

4.2. CPD Requirement

HKCS Members who have been granted the reciprocal membership recognition with HKIE will be required to participate continuously in CDP Programmes in order to sustain the recognition. It is required to fulfill a minimum of 35 CPD Training Units every period of 12 calendar months. For details of the CPD Scheme, please refer to the official website at https://www.hkcs.org.hk/continuous-professional-development-cpd/.

**6. Enquiries**

For enquiries, please contact:

Mr Toni Yip Tel No. : (852) 2834 2227

Email : [toniyip@hkcs.org.hk](mailto:zekeyip@hkcs.org.hk)

Appendix 2

**Check List for Applicants**

□ Completed application form

□ Detailed CV together with a Training and Experience Report

□ Certified true copies (endorsed by at least one of the referees) of the academic transcripts and credentials

□ Certified true copies of professional credentials (If any)

□ Certified true copies of employment/reference letters

□ Chart of Responsible Position

□ A Cheque for payment (if pay by cheque)

Appendix 3

