

Part 1 – Programme Information

Name of Institution	Department	
_____	_____	_____
Name of Programme	Mode of Study	
_____	_____	_____
Duration	Level at Qualifications Framework (if applicable)	QR Registration No. (if applicable)
_____	_____	_____

Part 2 – Contact Information

Contact Person	Position
_____	_____
Address	

Direct Line No.	Email
_____	_____

Part 3 – Programme Content (please refer to [Part 2 of the Programme Endorsement Criteria](#) for details)

Total Learning Hours from the following HR Topics: _____

- Reward Management (RM)
- Employee Engagement (EE)
- Employment Law (EL)
- Sourcing & Staffing (SS)
- Learning & Development (LD)
- Business Knowledge for HR (BUS)

Compulsory Courses on HR Topics

Subject	Learning Hours	HR Topics Covered (Please tick "✓")						Assessment (%)	
		RM	EE	EL	SS	LD	BUS	Coursework	Examination

Elective Courses on HR Topics (Choose _____ Elective Courses)

Subject	Learning Hours	HR Topics Covered (Please tick "✓")						Assessment (%)	
		RM	EE	EL	SS	LD	BUS	Coursework	Examination

Part 4 – Submit Your Application

Please complete submit your application together with the below documents (in BOTH softcopy and hardcopy) :

- Document that confirms the eligibility of your institution under [Part 1 of the Programme Endorsement Criteria](#) (UGC-funded Institutions would not need to submit this confirmation document)
- Programme brochure or any publicity materials which covers the programme content
- Course outlines of HR related subjects
- A non-refundable administration fee HK\$3,000 per programme (A crossed cheque made payable to "Hong Kong Institute of Human Resource Management Ltd")

Remarks:

1. All applications will be vetted and recommended by the HKIHRM Professional Standards Committee and approved by the HKIHRM Executive Council. The result of endorsements will be made known to the respective applicant within 2 months from the receipt date of a complete set of relevant documents.
2. To ensure consistency of HR programmes' quality endorsed by HKIHRM, re-endorsement will be required once every three years. The process and requirements will be subject to the programme endorsement criteria set by HKIHRM at the time of re-endorsement application. The institutions of the HKIHRM Endorsed Programme shall submit re-endorsement request together with all required documents to HKIHRM.

Authorised Signature and Company Stamp

Date
