

## 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 [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 [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 approved by the HKIHRM Professional Standards Committee. 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.
3. Applicants are responsible for updating the HKIHRM if course details/content are revised and must highlight any changes. HKIHRM reserves the right to review and terminate the endorsement, even after the programme has been endorsed.

**Authorised Signature and Company Stamp**

**Date**