

**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**

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