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For Secretariat Use ONLY					
Ref No	Academic Qualification	Transcript	Certificate	Syllabus	Project
Mem Form	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E&E Date	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BD:	1.		2.		

## Application for Assessment of Academic Qualifications

(Please indicate your name as shown on the H.K.I.D. Card or other identification documents)

Surname	Female/Male	Date of birth
Other names	Nationality	
Full postal address	Tel No	
	Email	
Company name	Tel No	
Position	Fax No	

Application for an Academic Assessment for the class of (tick one only):  <input type="checkbox"/> Member <input type="checkbox"/> Associate Member	<b>Available Disciplines</b> (Please tick one box only to indicate your choice): <input type="checkbox"/> Aircraft; <input type="checkbox"/> Biomedical; <input type="checkbox"/> Building; <input type="checkbox"/> Building Services; <input type="checkbox"/> Chemical; <input type="checkbox"/> Civil; <input type="checkbox"/> Control, Automation & Instrumentation; <input type="checkbox"/> Electrical; <input type="checkbox"/> Electronics; <input type="checkbox"/> Energy; <input type="checkbox"/> Environmental; <input type="checkbox"/> Fire; <input type="checkbox"/> Gas; <input type="checkbox"/> Geotechnical; <input type="checkbox"/> Information; <input type="checkbox"/> Logistics & Transportation; <input type="checkbox"/> Manufacturing, Industrial & Systems; <input type="checkbox"/> Marine & Naval Architecture; <input type="checkbox"/> Materials; <input type="checkbox"/> Mechanical; <input type="checkbox"/> Structural.
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Give details of academic and professional qualifications. Single, **certified true**, photocopies of transcripts, certificates, and other supporting documents must accompany this form. Provide a copy of your Final Year project or thesis. Attach course syllabus if available. In case of a higher degree, indicate whether this was obtained by examination and/or dissertation, or by thesis. If the latter, give the title of the dissertation or thesis and **enclose a copy of the paper**, duly verified. The submissions will be returned to the candidates after the assessment. Candidates should however retain copies of all documents submitted as the Institution does not accept responsibility for any documents which may be lost or damaged.

Dates (Month/Year) From To	Duration (Please state Full time, Sandwich, Part time-day or evening)	Qualifications obtained (e.g. HC, HD, BSc)	Discipline / Subject studied	Awarding university or Institution (Please state On campus or Distance Learning)	Date of award	Grade (e.g. Hons, Pass Ordinary)

Title of Thesis or Final Year Project:

Signed

Date

## **Information on the Academic Assessment for Postgraduate Students with Non-recognised Degrees**

Applicants holding non-recognised academic qualifications may apply for individual assessment on their academic qualifications to meet the academic requirement for the class of Member.

Academic qualifications that meet the requirements of the HKIE for Member are:

- (i) a first degree (Honours) accredited by the HKIE; or
- (ii) an accredited first degree as listed in the Washington Accord

Other qualifications, such as passes in Engineering Council (UK) Part II Examinations including the “Engineer in Society”, i.e. Part II (A), (B) and (C) up to and including year 2001 and passes in the Engineering Council Postgraduate Diploma in and after year 2002 up to and including 2012, may be acceptable for the class of Member by respective Disciplines on an individual basis.

Applicants holding other Honours degree level qualifications in engineering or technology or combinations of academic qualifications may consider taking an individual assessment. Examples of academic qualifications which should be submitted for individual assessment are:

- first degrees from courses which have been subsequently accredited.
- non-recognised first degrees in engineering or science ‘topped-up’ with a Master’s or Doctorate degree in a relevant topic.
- higher diplomas ‘topped-up’ with a Master’s degree.
- open university style degrees.
- other combinations of academic qualifications, which taken together appear to be of substance.

### **Application Procedure**

Applicants shall complete a Form 1/AQ, submit with the following documentation and pay a fee:-

- (i) a copy of each of the transcripts and certificates of academic qualifications
- (ii) a copy of final year project of bachelor degree, thesis/dissertation of higher degree
- (iii) a copy of course syllabus if available
- (iv) other information such as results of academic assessments made by an appropriate authority
- (v) assessment fee of HK\$1,000 at the time of application

All documents have to be certified ‘true copies’ of the originals. Verification by a Corporate Member is acceptable. The submission will be returned to applicants after the assessment. Applicants should however retain copies of all documents submitted as the HKIE does not accept responsibility for any documents which may be lost or damaged.

## Assessment Criteria

The Education & Examinations (E & E) Committee will consider the academic qualifications submitted for academic assessment on an individual basis in aspects of "Mathematics", "Communication", "Core Subjects", "Design", "Project", "Complementary Studies" and other relevant factors in accordance with the HKIE accreditation criteria as set out in *Professional Accreditation Handbook (Engineering Degrees)* and *Professional Accreditation Handbook For Computer Science Programme* which are available for download at [www.hkie.org.hk](http://www.hkie.org.hk) .

Applicants may refer to the following link for information of core subject areas of respective Disciplines. (Please click the link on the soft copy to download the information)

[Aircraft](#)

[Biomedical](#)

[Building Services](#)

[Building](#)

[Chemical](#)

[Civil](#)

[Control, Automation & Instrumentation](#)

[Electrical](#)

[Electronics](#)

[Energy](#)

[Environmental](#)

[Fire](#)

[Gas](#)

[Geotechnical](#)

[Information](#)

[Logistics & Transportation](#)

[Manufacturing, Industrial & System](#)

[Marine & Naval Architecture](#)

[Materials](#)

[Mechanical](#)

[Structural](#)

Applicants will be notified of the result of the individual assessment on their academic qualifications upon a decision has been made and ratified by the Qualification & Membership Board.

## **Qualifying Date for Academic Assessment**

The Qualification & Membership Board at its meeting of 9 September 2003 decided that with immediate effect, the determination of the qualifying date for academic assessment, i.e. the date in which a candidate is deemed to satisfy the academic requirements for a particular grade of membership (e.g. Member or Associate Member) would depend upon any satisfactory evidences which would enable the Education & Examination Committee to confirm the date of graduation. Examples would include but not limited to a confirmation letter or transcript from a university.

## **ENGINEERING AND RELATED SUBJECTS FOR EARTH SCIENCES GRADUATES BASIS OF INDIVIDUAL ASSESSMENT**

The Qualification & Membership Board at its meeting of 1 March 2005 approved the following criteria of individual assessment for Earth Sciences Graduates on engineering and related subjects.

### **1. Introduction**

Graduates of a degree course not accredited by HKIE could apply for “Individual Assessment” by the Education and Examination Committee (E & E Committee) for eligibility to joining Scheme ‘A’ training or for application for membership of HKIE.

For Earth Sciences degree graduates, the E & E Committee would look at the following aspects when reviewing their “individual assessment” applications.

a. Course content on geology and related subjects

At least 50% of the course content should be on geology and related subjects, excluding applied subjects.

b. Course content or proof of proficiency on engineering and related subjects, including . .

<b>Subject</b>	<b>Requirement</b>
Mathematics	Two subject units of six credits each
Soil mechanics	One subject unit of six credits
Rock mechanics	One subject unit of six credits
Basic structural mechanics and behaviour	Half a subject unit amounting to three credits
Hydrogeology/hydrology	One subject unit of six credits
Management	One subject unit of six credits
Project	A research project either in the Bachelor or higher degree programme
Note: One credit amounts to six teaching hours	

The graduate may have taken the subjects in the first degree or in postgraduate degrees. An example of proof of proficiency is passing the Engineering Council Postgraduate Diploma on the particular subject.

### **2. Contents of engineering and related subjects.**

The following gives further indications on the requirements or scope of the engineering and related subjects. .

## Mathematics

The graduate may fulfil the requirement of Mathematics by taking:

- a. Mathematics courses of HKIE accredited degree programmes; or,
- b. Mathematics courses of other engineering or science degree programmes.

The courses should cover the following topics:

- ✧ Advanced calculus
- ✧ Ordinary and partial differential equations.
- ✧ Introduction to probability and statistics
- ✧ Matrix and vector algebra

## Soil Mechanics

The subject of Soil Mechanics should cover most of the following.

- ✧ Soil Classification and Physical Soil properties:  
Composition and classification of soils; physical descriptions of soils and phase relationships; particle size characteristics.
- ✧ Site Investigation Techniques:  
Drilling techniques; sampling techniques; in-situ tests; ground monitoring techniques.
- ✧ Stress and Strain Behaviour:  
Principle of effective stress; elastic theories for evaluation of stress increments; Mohr's circles and stress paths; laboratory tests to measure stress-strain properties; failure criterion (Mohr-coulomb).
- ✧ Theory of Seepage:  
Hydraulic conductivity and Darcy's law; one- and two-dimensional steady-state flow problems; groundwater related problems (ground settlement, piping, etc.).
- ✧ Consolidation Theory:  
One-dimensional consolidation theory; evaluation of coefficient of consolidation; secondary compression.
- ✧ Foundations:  
Bearing capacity; settlement analysis (immediate settlement, consolidation settlement, secondary settlement).

- ✧ Earth-Retaining Structures:  
Types of earth retaining structure; coefficient of earth pressure (active, passive and at-rest earth pressures); earth pressure theories (Rankine theory, Coulomb wedge analysis); design of earth retaining structures.
- ✧ Slope Stability:  
Stability of infinite slope (planar slides analysis); circular and non-circular failure surfaces (method of slices such as Janbu's method, Bishop's method, and the Morgenstern and Price method).

## Rock Mechanics

The subject of Rock Mechanics should cover most of the following.

- ✧ Rock materials and rock mass:  
The engineering distinction between rock material and rock mass; the influence of material properties on the overall engineering integrity of the rock mass;
- ✧ Discontinuity shear strength and stiffness:  
Contribution of discontinuity shear strength and stiffness to the properties of the rock mass as a unit; the significance of discontinuity roughness and the concept of basic, residual and peak friction angles; the contribution of interlocking to mass stability; strength determination in both laboratory and field, including discussion of scale effects; available field techniques for the measurement of rock mass shear strength
- ✧ Rock mass classification systems:  
Including their applicability and limitations;
- ✧ Rock mass characterisation:  
The use of empirical relationships to estimate the strength and stiffness of rock masses based on established classification systems; the development, limitations and compatibility of the Hoek-Brown Failure Criterion with rock mass classification systems; the influence of groundwater on strength; the effect of the excavation process on the in-situ properties of rock masses;
- ✧ The application of the theory of rock masses:  
Applications to the engineering of rock slopes, underground excavations and foundations (shallow and piled) on jointed rock; available methods for improving the engineering performance of rock masses;
- ✧ The engineering properties of rock fill;
- ✧ Case studies of challenges and achievements in engineering slopes, underground excavations and foundations on rock masses.

## Hydrogeology

The subject of Hydrogeology should cover most of the following.

- ✧ Hydrologic cycle and water budgets;
- ✧ Characterization of aquifers;
- ✧ Hydraulic head and flow net;
- ✧ Basic equations of groundwater flow;
- ✧ Groundwater flow to wells, analysis of aquifer test, pumping tests;
- ✧ Regional groundwater flow systems; and
- ✧ Introduction to groundwater numerical model.

## Basic Structural Mechanics and Behaviour

This subject is to provide the graduate with basic understanding of general behaviour of structural systems especially in respect of foundation and shoring designs. The subject should cover most of the following.

- ✧ Behaviour of structural members subjected to tension, compression, bending, shear and torsion;
- ✧ Buckling of compression members;
- ✧ Statically determinate and indeterminate structures:  
Including the concept of redundancy of structural members;
- ✧ Load transfer mechanisms of structural systems including foundations and shoring system;
- ✧ General behaviour and basic concepts in design of reinforced concrete members;
- ✧ Structural design of foundation, and retaining wall

## Management

This subject is to provide the graduate with basic knowledge of project management practice and the meaning of professionalism. It should cover most of the following.

- ✧ Engineering processes, programming and procurement strategies:  
Project framework, common methods for obtaining investigation, design and construction services, project programming



- ✧ Contract management:  
Engineer's and contractor's site organisation, common forms of contract, specifications, methods of measurement, quantities and cost estimation, variations and claims, approaches to dispute resolution
- ✧ Construction site safety, health and environmental aspects:  
Relevant regulations, environmental impacts of works and mitigation strategies
- ✧ Quality control and quality assurance:
- ✧ Professional practice matters:  
Qualification, licensing and registration, ethics and codes of conduct, social impact of engineering technology, continuing professional development

### 3. The Individual Assessment

The scope of subjects taught varies from university to university and even from year to year. The scope of subjects briefed in Section 2 aims at giving a broad but unambiguous impression of what is expected in each of the subjects. Complete agreement of subject coverage with the scope described is not the condition for counting a course subject in the assessment of the eligibility of an applicant for HKIE Scheme 'A' training or MHKIE (Geotechnical).

Parts of a subject may be covered by other subjects in the first or second degrees. For example, site investigation techniques commonly covered by the subject of Soil Mechanics may have been taught under the subject of engineering geology in an Earth Science degree. Where sufficient information is available, these supporting subjects may be taken into consideration in individual assessments.

# THE HONG KONG INSTITUTION OF ENGINEERS MEMBERSHIP SUBSCRIPTIONS AND FEES

## APPLICATION FEE (Non-refundable and non-transferable)

Election to the membership class of Fellow/ Member (by professional assessment or by recognition)/ Associate Member/ Companion/ Additional Discipline by recognition	HK\$ 550
Election to the membership class of Affiliate	HK\$ 270
Transfer to the membership class of Fellow/ Member (by professional assessment or by recognition)/ Associate Member	HK\$ 550

## ASSESSMENT FEE (Non-refundable and non-transferable)

The Council shall determine the assessment fees (if any) to be paid. The current scale of assessment fees is as follows:

Professional assessment fee (for Membership)	HK\$ 2,200
Professional assessment fee (for Additional Discipline)	HK\$ 1,500
Assessment fee (for Associate Membership)	HK\$ 1,100
Individual assessment on academic qualification <sup>✓</sup>	HK\$ 1,000

<sup>✓</sup> Individual assessment on academic qualification is an assessment for an applicant who has academic qualifications other than those directly accepted by the Institution. Details can be referred to Section 2 in the Membership Booklet M3.

## ENTRANCE FEE \*

In order to secure admission, new members on election shall pay an entrance fee, the amount of which shall be determined from time to time by the Council. The current scale of entrance fee is as follows:

Fellow	HK\$ 1,900
Member	HK\$ 1,500
Graduate Member	HK\$ 730
Associate Member	HK\$ 730
Companion	HK\$ 1,320
Student Member (age of 25 and above)	HK\$ 600
Student Member (age of 24 and below)	HK\$ 150
Affiliate	HK\$ 690

## TRANSFER FEE \*

In order to secure admission to a higher class of membership, members on election shall pay a transfer fee which shall be the difference between the (current) entrance fee of their previous class of membership and the (current) entrance fee of their new class of membership.

## ANNUAL SUBSCRIPTION \*

A member of the Institution, other than an Honorary Fellow, shall pay an annual subscription, due at the commencement of the financial year, in respect of each year in accordance with the scale of subscriptions from time to time decided by the Council.

Fellow	HK\$ 2,900
Member	HK\$ 2,050
Graduate Member	HK\$ 690
Associate Member	HK\$ 690
Companion	HK\$ 1,650
Student Member (age of 25 and above)	HK\$ 690
Student Member (age of 24 and below)	HK\$ 200
Affiliate	HK\$ 860

## New member

New members shall pay their subscription for the year of their election immediately upon election in order to secure admission, provided that any member elected between the first day of November and the thirty-first day of January in any year shall pay one half only of the annual subscription to secure his membership for the remainder of the year of his election and any member elected between the first day of February and the thirty-first day of March in any one year shall pay the full subscription for the following year but shall not be due to make further payment until the end of the following year.

\* To facilitate processing of application and secure admission in cases of election, applicants are required to pay the application fee, assessment fee, entrance or transfer fee and subscription at the time of making their applications. The subscription payment, entrance or transfer fee will only be taken when application for election or transfer has been successful.

## Member elected to higher class of membership

Members elected to higher class of membership shall pay the difference between the annual subscription for their previous class of membership and the annual subscription for the class to which they have been elected immediately upon election in order to secure transfer, provided that any member elected between the first day of November and the thirty-first day of January in any year shall pay one half only of the difference between the annual subscriptions for the remainder of the year of his election, and any member elected between the first day of February and the thirty-first day of March in any one year shall pay the full difference between the respective relevant annual subscriptions but shall not be due to make further payment until the end of the following year.

## ENTRANCE FEE AND SUBSCRIPTION REDUCTIONS

### Member retiring from the practice of the profession/ business

Any member who has retired from the practice of his profession or business, and is not in full time employment, may apply to the Council to pay a reduced annual subscription, dependent on the length of his continuous membership, as detailed below. Any member who has retired may continue to pay his full membership fees for sufficient period to earn the reduction he desires.

Continuous membership of 25 years and over	90% remission
Continuous membership of at least 20 years but not more than 25 years	60% remission
Continuous membership of at least 15 years but not more than 20 years	30% remission

### Non-Resident Members

This is applicable to new members/ members who, by self-declaration, stay in Hong Kong for a period or a number of periods amounting to less than 183 days during the financial year to which it relates.

**Entrance Fee** New members on election to any class of membership, other than Honorary Fellow or Student Members, whose place of residence is outside Hong Kong, shall enjoy a reduced entrance fee.

**Subscription** Every member of any class other than Honorary Fellow or Student Member, whose place of residence is abroad and who wishes to maintain contact with the Institution through the receipt of the Institution's Journal and Annual Report, may pay a reduced annual subscription known as the "non-resident subscription" which shall be determined by the Council from time to time in respect of each complete financial year of such residence abroad. Non-resident subscription will be effective from the year following notification of intention to leave Hong Kong.

	Entrance Fee	Subscription
Fellow	HK\$ 950	HK\$ 1,450
Member	HK\$ 750	HK\$ 1,025
Graduate Member	HK\$ 365	HK\$ 345
Associate Member	HK\$ 365	HK\$ 345
Companion	HK\$ 660	HK\$ 825
Affiliate	HK\$ 345	HK\$ 430

### Member with 50 years of membership

A member of any class, other than Honorary Fellow, with 50 years membership with the Institution is eligible for annual subscription exemption.

### Special offer for Student membership

Student taking an accredited/ recognised engineering Degree/ Associate Degree/ Higher Diploma/ Higher Certificate course can enjoy three years' Student membership by paying a single fee of HK\$300. Student Members who transfer to other membership grades or renewing their membership in the fourth year are required to pay the normal annual subscription.

### LATE PAYMENT

If any member shall leave his annual subscription in arrear for six months from the commencement of the financial year, and shall fail to pay such arrear within three months after a written application has been sent to him at his last known address, his name shall be struck off the Roll pursuant to a resolution by the Council in that behalf at any time afterwards, and he shall thereupon cease to be a member.

### PAYMENT FOR REINSTATEMENT OF MEMBERSHIP

Members can apply for reinstatement of membership if they have ceased to be a member of the Institution in seven years or less (for Corporate Members and Associate Members) / three years or less (for members of other classes). The current payment scale for reinstatement of membership other than for non-resident members, is a reinstatement fee of HK\$400 (for administration purpose), plus all arrears in subscription. The arrears in subscription shall be subject to a maximum of three years' subscriptions prior to the application for reinstatement of membership.

Non-resident members who apply for the reinstatement of membership as non-resident members shall only be required to pay a reinstatement fee of HK\$400; all arrears in subscription shall be waived. Other requirements for reinstatement of membership shall remain unchanged.

## **POLICY ON MEMBERSHIP FILES AND REINSTATEMENT**

### **POLICY ON MEMBERSHIP FILES**

All files of Corporate Members and Associate Members who have been removed from the membership roll (due to resignation or striking off by Council resolution) will only be kept for seven years. All files of all other grades of members who have been removed from the membership roll (due to resignation or striking off by Council resolution) will only be kept for three years.

### **ANNUAL SUBSCRIPTION OF SUSPENDED MEMBERS**

Any member whose membership is suspended shall be liable to pay the subscription for the whole of the financial year in which his suspension commences.

Upon expiry of the suspension period, if the member concerned would like to continue his membership, he shall pay all outstanding subscription.

Any member under suspension is not required to pay the subscription for the intervening years when suspension is in force.

### **POLICY ON REINSTATEMENT**

Corporate Members and Associate Members who have been removed from the membership roll (due to resignation or striking off by Council resolution) for more than seven years will be required to submit fresh applications should they wish to re-join the Institution. All other grades of members who have been removed from the membership roll (due to resignation or striking off by Council resolution) for more than three years will be required to submit fresh applications should they wish to re-join the Institution.

**TABLE 1 (Membership Fees)****For Election – for applicant who wishes to join the Institution for the first time**

Class of Membership	(non-refundable and non-transferable)		(to be taken upon successful election or transfer)		Total (HK\$)
	Application Fee	Professional Assessment Fee	Entrance Fee	Subscription Fee	
<b>Fellow</b>	550	-	1,900	2,900	5,350
<b>Member by Professional Assessment</b>	550	2,200	1,500	2,050	6,300
<b>Member by Recognition</b>	550	-	1,500	2,050	4,100
<b>Additional Discipline by Professional Assessment</b>	-	1,500	-	-	1,500
<b>Additional Discipline by Recognition</b>	550	-	-	-	550
<b>Companion</b>	550	-	1,320	1,650	3,520
<b>Associate</b>	550	1,100	730	690	3,070
<b>Graduate</b>	-	-	730	690	1,420
<b>Student (25 and over)#</b>	-	-	600	690	1,290
<b>Student (24 and under)#</b>	-	-	150	200	350
<b>Affiliate</b>	270	-	690	860	1,820

Applicants whose place of residence are abroad may pay a non-resident subscription for the entrance and subscription fees which are 50% of the original fees by making a self-declaration that they intend to stay in Hong Kong for a period or a number of periods amounting to less than 183 days during the financial year to which it relates. However, this provision is not applicable to Student Member. Please refer to schedule on the subscriptions and fees.

# A student is eligible to become a Student Member under the Free Student Membership Scheme insofar as he/she remains as a student studying an accredited engineering programme. The Institution would assume that the period of study of an accredited programme would normally not be more than 4 years and Student Members are required to update their status of study in future for the purpose of enjoying this scheme. Student Members who transfer to other membership grades are required to pay the normal annual subscription.

**For Transfer – for existing member who wishes to transfer to other class of membership**

Transfer To	From	(non-refundable and non-transferable)		(to be taken upon successful election or transfer)		Total (HK\$)
		Application Fee	Professional Assessment Fee	Transfer Fee	Subscription Fee	
<b>Fellow</b>	Member	550	-	400	850	1,800
<b>Member by Professional Assessment</b>	Associate	550	2,200	770	1,360	4,880
	Graduate	550	2,200	770	1,360	4,880
	Student	550	2,200	900	1,360	5,010
	Affiliate	550	2,200	810	1,190	4,750
	Member by Recognition	550	-	770	1,360	2,680
<b>Member by Recognition</b>	Associate	550	-	770	1,360	2,680
	Graduate	550	-	770	1,360	2,680
	Student	550	-	900	1,360	2,810
	Affiliate	550	-	810	1,190	2,550
<b>Associate</b>	Student (25 and over)	550	1,100	130	0	1,780
	Student (24 and under)	550	1,100	580	490	2,720
	Graduate	550	1,100	0	0	1,650
<b>Graduate</b>	Student (25 and over)	-	-	130	0	130
	Student (24 and under)	-	-	580	490	1,070

**PAYMENT FORM**

**Name :**

**Class of Membership applying for:**

**Discipline (if applicable):**

**Date:**

You are deemed to have read and understood the Payment Instructions before submitting this Payment Form.

DESCRIPTIONS	AMOUNTS (HK\$)
<b>(1) Membership Fees (see Table 1)</b>	
<b>(1.1) Application Fee</b>	<b>(1.1)</b>
<b>(1.2) Professional Assessment Fee</b>	<b>(1.2)</b>
<b>(1.3) Entrance/Transfer Fee</b>	<b>(1.3)</b>
<b>(1.4) Subscription Fee</b>	<b>(1.4)</b>
<b>(2) Fund for Learned Society Activities' Premises (see Note 2.2)</b>	<b>(2)</b>
<b>(3) Benevolent Fund (see Note 2.3)</b>	<b>(3)</b>
<b>(4) Individual Assessment for Academic Qualification (see Note 2.4)</b>	<b>(4)</b>
<i>Please refer to the notes stated overleaf</i>	
<b>TOTAL AMOUNT TO PAY (1) ~ (4) →</b>	

Please indicate the cheques no. if payment is made by cheques: \_\_\_\_\_

VISA       MASTERCARD (Other kinds of credit cards are not accepted)

Card Number

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Card Expiry Date: \_\_\_\_\_ (mm/yy) (should be valid for the next six months)

Name of Cardholder: \_\_\_\_\_

Payment (in HKD): \_\_\_\_\_

Cardholder's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Note: Payment by Credit Card is preferred.**

## PAYMENT INSTRUCTIONS

### Notes

- Members are reminded that all articles of the Constitution must be observed, especially the following:-

#### Article 11 Membership of Disciplines

Subject to Rules for Disciplines determined by the Council, all registerable Corporate Members and Associate Members of the Institution shall become members of the Discipline in which they are, at the time of election, deemed competent to practise.

#### Article 12 Conduct of members

- To facilitate the advancement of the science of engineering by preserving the respect in which the community holds persons who are engaged in the practice of engineering, every member shall at all times so order his conduct as to uphold the dignity and reputation of the Institution, and act with fairness and integrity towards all persons with whom his work is connected and towards other members.
  - Every Corporate Members shall at all times so order his conduct as to uphold the dignity and reputation of his profession and to safeguard the public interest in matters of safety and health and otherwise. He shall exercise his professional skill and judgement to the best of his ability and discharge his professional responsibilities with integrity.
  - For the purpose of ensuring the fulfilment of the requirements of clauses (1) and (2) of this Article, but without prejudice to their generality, the Council may make, vary and rescind rules to be observed by members of any class with regard to their conduct. No such rule, variation or rescission shall be in any way repugnant to the Ordinance or this Constitution.
- Please fill in the amount of your payments for item (1) to (4) in the “**Amounts**” column of the Payment Form. Details of the payments are itemised below:

2.1 Subscription for HKIE Transactions – The HKIE Transactions is a technical publication of the Institution with four issues per year at HK\$120. Subscription of the Transactions is at your own discretion.

2.2 Fund for Learned Society Activities' Premises - voluntary donation for acquisition of additional premises for learned society activities.

2.3 Benevolent Fund - voluntary charitable donation

2.4 Individual Assessment on academic qualification is an assessment for candidates who have qualifications other than those directly accepted by the Institution. Individual Assessment fee is currently charged at HK\$1,000.

- Please fill in the “**Total Amount to Pay**” by adding up the amounts for item (1) to (5) and send the **original** Payment Form along with the application form.

### How to Pay

#### 4. Payment

##### 4.1 By Visa or Master Card

Please provide credit card details by completing the lower part of the Payment Form. Please return the original copy to the HKIE.

##### 4.2 Cheques

Cheques should be crossed and made payable to “The Hong Kong Institution of Engineers”. Please mark your membership number on the back of the cheque, where applicable.

##### 4.3 Non-resident members

For Non-resident members payment by bank draft or cheque issued by a bank in Hong Kong is preferred. However, payment by any Visa or Master card is also acceptable.

### Enquiries

- For enquiries regarding Payment Form, please contact the Membership Section at 2895 4446.

**The Hong Kong Institution of Engineers (HKIE)**

**Notice Relating to the Personal Data (Privacy) Ordinance (the “Ordinance”)**

1. The Ordinance serves to protect the privacy of living individuals in relation to personal data. Any personal data collected and recorded, whether on computer or manually, in relation to a member or an applicant for membership of the HKIE or other individuals will be subject to regulation by the Ordinance.
2. From time to time, it is necessary for all members or applicants for membership to supply the HKIE with data in connection with his membership with HKIE or his application therefor. Failure to supply such data may result in an inability of the HKIE to maintain the membership or process the application for membership.
3. The purposes for which data relating to applicants for membership may be used are as follows:-
  - (a) processing of membership applications; and
  - (b) registration in training scheme(s) and related matter.
4. The purposes for which data relating to members may be used in addition to the purposes as stated in paragraph 3 above are as follows:-
  - (a) daily operation of the HKIE;
  - (b) maintenance of membership records;
  - (c) accreditation and related activities;
  - (d) verification of membership and discipline status by the public;
  - (e) training and continuing professional development activities;
  - (f) publication of the HKIE (e.g. journal, yearbook, diary, Christmas cards, President’s Message) and delivery of such materials;
  - (g) the delivery of other publications;
  - (h) activities relating to learned society;
  - (i) activities relating to Divisions and Committees of the HKIE;
  - (j) activities and communications (including election materials) relating to annual general meetings and other meetings of the HKIE;
  - (k) communications from representatives of the Engineering Functional Constituency of the Legislative Council;
  - (l) meeting the requirements to make disclosure under any law binding on the HKIE;
  - (m) any actions in relation to disciplinary and related proceedings;
  - (n) all other incidental purposes relating to the qualifying and learned society functions of the HKIE;
  - (o) announcement or publication of membership and discipline status (or any changes thereof) in any media e.g. newspapers and other publications including HKIE’s journal, yearbook, diary, website etc.;
  - (p) determining and collecting amounts owed to or by members;
  - (q) purposes relating thereto.
5. Use of Data in Direct Marketing

The HKIE intends to use a member’s data in direct marketing as follows and the HKIE requires the member’s consent (which includes an indication of no objection) for such purpose:-

- (a) the data that may be used by the HKIE for direct marketing is: name, address and other contact details.

- (b) the following classes of services, products and subjects may be marketed:-
- (i) donation and contribution to the HKIE and activities organized or supported by the HKIE (including its Divisions and Committees);
  - (ii) conferences, seminars, workshops, talks, events, trips and social functions;
  - (iii) products and services offered by third parties which the HKIE considers to be of interest to members generally.

If a member does not wish the HKIE to use his data for use in direct marketing as described above, the member may exercise his opt-out right by notifying the HKIE.

6. Data held by the HKIE will be kept confidential but the HKIE may provide such data to:-
- (a) any agent, contractor or third party service provider who provides administrative, telecommunication, computer or other services to the HKIE in connection with the operation of the HKIE;
  - (b) any other institutions with Reciprocal Recognition Agreements (Note<sup>1</sup>);
  - (c) the Engineers Registration Board for the purpose of applications or renewals of Registered Professional Engineers status under the Engineers Registration Ordinance;
  - (d) any other person under a duty of confidentiality to the HKIE.

Such data may be transferred to a place outside Hong Kong.

7. In accordance with the terms of the Ordinance, any member or applicant for membership has the right to:-
- (a) check whether the HKIE holds data about him and access to such data;
  - (b) require the HKIE to correct any data relating to him which is inaccurate;
  - (c) to ascertain the HKIE's policies and practices in relation to data and be informed of the kind of personal data held by the HKIE.
8. In accordance with the terms of the Ordinance, the HKIE has the right to charge a reasonable fee for the processing of any data access request.
9. For access and correction of data, please address to:

The Personal Data Privacy Officer  
The Hong Kong Institution of Engineers  
9/F Island Beverley  
No.1 Great George Street  
Causeway Bay  
Hong Kong

The Hong Kong Institution of Engineers  
October 2013

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Note <sup>1</sup> Reciprocal Recognition Agreements are agreements entered by the HKIE with other institutions on the reciprocal recognition of corresponding membership. Please ask for an update list of institutions who have Reciprocal Recognition Agreements with the HKIE from the Secretariat.



*You may, at any time and without charge, choose not to receive any of our future marketing communications. If you choose not to receive any marketing communication from the Hong Kong Institution of Engineers, please fill out and return the form below to us by post or by fax at 28828402 or by email at [member@hkie.org.hk](mailto:member@hkie.org.hk).*

To: The Personal Data Privacy Officer  
The Hong Kong Institution of Engineers  
9/F, Island Beverley  
No.1 Great George Street  
Causeway Bay  
Hong Kong

I do not wish to receive any marketing communication/message from you in future. I understand that I will not receive any communication which falls within the scope of paragraph 5.

Name : \_\_\_\_\_

Membership No. : \_\_\_\_\_

Date : \_\_\_\_\_

Note: If you wish to receive marketing communication/message from the HKIE in future, please let us know in writing by addressing to our Personal Data Privacy Officer.