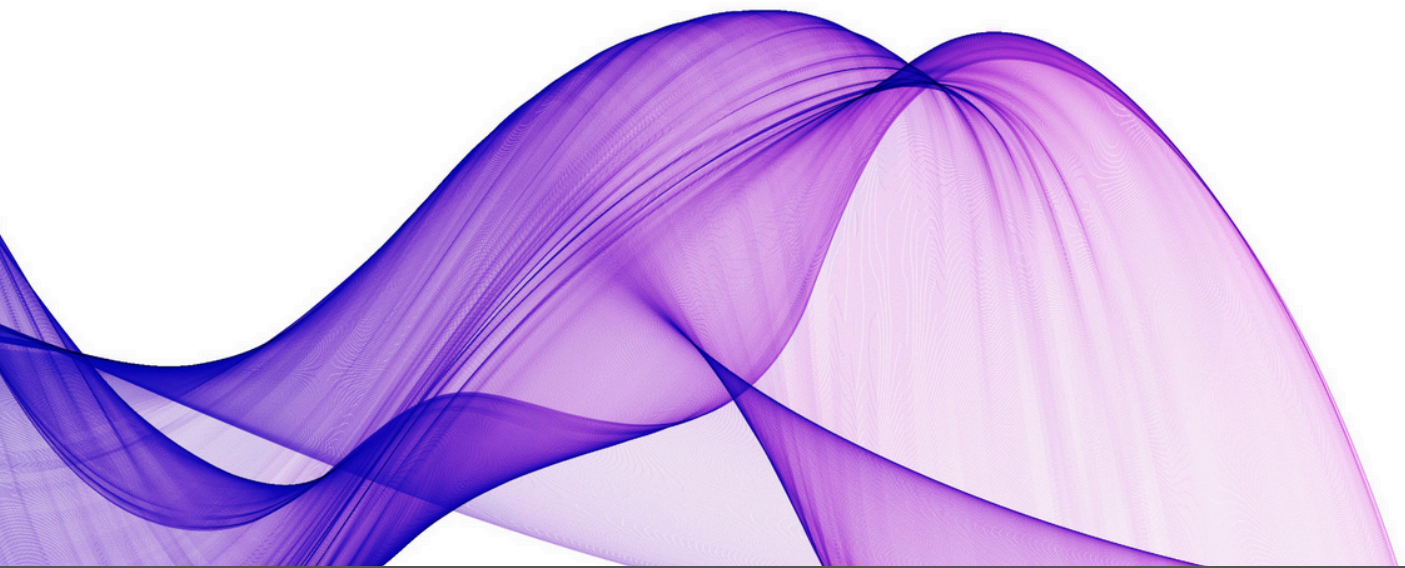
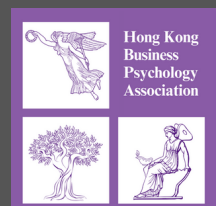


RULES AND REGULATIONS (GENERAL)



THE HONG KONG BUSINESS PSYCHOLOGY ASSOCIATION

www.hkbpa.com



INTRODUCTION

The qualifications referred to in these Rules and Regulations (R&R) are operated and awarded by the the Hong Kong Business Psychology Association (referred to as 'the Association'). These R&R apply to all members pursuing qualifications awarded by the Association. It is crucial for all members to understand and comply with these guidelines to maintain the integrity and value of their educational pursuits.

MEMBERSHIP

Membership in the HKBPA is a prerequisite for all individuals studying for qualifications offered by the Association. Many gain membership through enrollment in our programs directly or via one of our educational partners. Membership fees are collected on an annual basis and are separate from any program registration fees.

Paying the annual membership fee grants members the privilege to pursue the Association's qualifications and access a variety of benefits. These benefits include exclusive publications and online resources. Full details of membership benefits are available in the "About Membership" section of the website.

Please be aware that failure to pay any fees will result in the withholding of any pending academic awards and the issuance of certificates until the outstanding fees are fully settled.

Members are required to promptly notify the Association of any changes in their personal circumstances, such as changes in work or home address, name, email address, or telephone number.

COURSE ENROLLMENTS

For details on entry requirements for any of our programmes, please visit the “Qualification” on our website. The validity of module enrollment is typically set for a period of 12 months (can be extended for exceptional cases). For specific details, including any variations, contact your module instructor.

ASSESSMENT

The assessment methods for each qualification are introduced within the relevant programme information under the Our Qualifications. Upon enrollment, you will receive additional information and guidance specific to the type of assessment for your chosen module or qualification.

Please note that all assessments are conducted in English.

RESULTS

Upon completion of a qualification, all students will receive a Results Notification Letter. It is important to note that results will only be communicated via email. Furthermore, results will also be provided to students who visit the Association's offices in person.

APPEALS

For examinations, if you believe that certain circumstances adversely affected your performance—such as illness, significant technical issues, or adverse environmental conditions—you should immediately report these issues to the invigilator at the end of the examination. Additionally, you must email the Association within three working days, detailing the grounds for your appeal and providing supporting evidence.

ACADEMIC OFFENSES

Examiners and Verifiers are instructed to vigilantly identify any indications of academic offenses, such as plagiarism and collusion, which are treated with utmost severity.

Students should be aware that all assignments and other forms of written assessments are subject to checks for plagiarism using Turnitin software. If a student is suspected of committing an academic offense, their work may be returned unmarked, and they may be subjected to the Association's disciplinary procedures.

LIABILITIES

In any situation, the liability of the Association is limited to a complete refund of the enrollment fees for the module in question.

AWARD AND CERTIFICATE ISSUANCE

Upon completing the necessary credits for a specific qualification, ensuring all qualification design rules are met, and clearing any outstanding fees, students will:

- Be awarded the relevant qualification
- Have their membership upgraded to the appropriate membership grade of the Association

Depending on the qualification achieved, students may also be eligible to use designatory letters and the corresponding professional designation.

Following the completion of the award, students will receive a qualification certificate and, if applicable, a designation certificate confirming their new status.

The entitlement to use designatory letters and the relevant professional designation becomes effective from the date indicated in the Results Notification Letter, which is sent out following the successful completion of their final assessment(s). The continued use of any professional designation is contingent upon fulfilling the annual Continuing Professional Education (CPE) requirements of the Association, as applicable for the membership level.

Furthermore, the use of any designation and the associated designatory letters is dependent upon the annual payment of the relevant Association subscription fees for membership. Please note that if any fees remain unpaid, the conferment of any pending academic awards and the issuance of any pending certificates will be withheld until all fees are fully paid.

CONTINUING PROFESSIONAL EDUCATION (CPE)

Engaging in CPE activities ensures that members maintain their professional knowledge and skills at a current and competent level. All qualified members are required to participate in and fulfill the Association's annual CPE requirements.

CODE OF PROFESSIONAL CONDUCT & ETHICS

All members are expected to uphold the highest standards of professionalism and commit to ethical conduct. The Association provides guidance to help members recognize and adhere to these high standards of behavior.

In the event that a complaint is received concerning a member's conduct, and if the conduct is found to be in violation of the Association's rules, regulations, or codes, disciplinary actions may be initiated. It is crucial that members familiarize themselves with these standards to fully understand the expectations placed upon them.