

1. Administrations in Hong Kong region

To provide better services and flexibility, candidates located in Hong Kong, Macau and South China could apply The Engineering Council, UK (ECUK) examinations through City & Guilds, Hong Kong office directly.

Candidates should read carefully the 'Rules and Guidance for the Engineering Council Examinations, *February 2007 edition*' before register or enroll any ECUK written examinations or projects. It serves as the blueprint for series of examinations and project. Rules are rules. But City & Guilds, Hong Kong office might have slightly different administration procedures for ECUK written examinations and projects. Candidates should always follow the local procedures.

2. Registration

Prospective candidates must be registered with Engineering Council at City & Guilds before being permitted entry to the Certificate, Graduate Diploma or Postgraduate Diploma examination and project.

Registration checklist and student registration form could be obtained at City & Guilds, Hong Kong Office.

Registration is dependant on the academic achievement of the applicant to date. Please refer to the document entitled 'Your Educational Background, *June 2006 edition*' for details.

Please ensure your registration on particular level is approved before completing 'Application for Engineering Council Examinations'.

Closing Date: 18 December 2009

3. Written examination timetable

The timetable lists the units offered in Hong Kong and the date/time of each examination. Candidates are advised to check the timetable carefully to avoid entering units with dates/time that clash.

Units will only be examined at the date/time shown. No amendments to this timetable will be permitted.

We spend every effort to ensure the information provided on the timetable is accurate. However, if there is any doubt, candidates should contact City & Guilds, Hong Kong Office as soon as possible. City & Guilds reserve the right to make non-negotiable decision on such situation.

4. Written examinations and project application

Candidates with prior approved registration should only complete 'Application for Engineering Council Examinations'. Please enclose the approval documents or previous result slip as evidence. If candidate fails to do so, the completed form and payment would be rejected. It is candidate's own responsibility to ensure registration on particular level is approved before submitting the form.

Registered candidate who wish to make a submission for project unit, should also hand in his/her project proposal with appropriate payment.

Applications can be submitted by post or in person. All applications with payment should reach City & Guilds, Hong Kong Office on or before the specified closing date. Please post by a secure method. City & Guilds does not responsible for any posting loss or delay.

All applications should be accompanied by cash, cheque or bank draft (payable to '**City and Guilds International Limited**') in Hong Kong dollars covering the appropriate amount of examination fee.

Closing Date: 26 February 2010

5. Notes on the completion of application form

- a) Name in English Print your name in block letters, starting from the first box. Care must be taken to ensure that the name entered agrees with that on your approval documents of registration.
- b) Address You should inform City & Guilds, Hong Kong Office in writing if you change your address or contacts after submitting the form.
- c) Candidate Enrolment No. Candidates previously enrolled City & Guilds examinations should quote the enrolment number (the number which has three English letters and four numeric digits, e.g. ABC1234) given on the Notification of Candidate Results or Certificates. The enrolment number will identify any of the candidate's registrations, entries or achievements recognized by City and Guilds since the allocation of the enrolment number.

If you registered Engineering Council before but don't have any enrolment number (the number which has three English letters and four numeric digits) given, please leave this section blank.

6. Acknowledgement of request

Please fill your address with a stamp properly affixed on the acknowledge slip. To secure the receipt of your application, we will drop it in mailbox immediately with our company chop. Please note that returns of acknowledge slip do not imply the acceptance of your application.

7. Amendment and postponement

Every enrolment will be sent to City & Guilds, head office for processing. Amendment or postponement to subject enrolled is not allowed after the specified closing date. Nevertheless, the application period lasts for months. Please do not submit your application form if you have any doubt.

8. Examination admission form

Examination Admission Form with confirmed date, time, venue will be sent to candidates by post in mid April. Candidates who do not receive by due course should contact City & Guilds, Hong Kong Office.

9. Issue of examination result

Examination results will be issued normally in September. It will be mailed to the address given on your application form.

10 Syllabus and past question paper

Syllabuses for various papers are available on our website: <http://www.cityandguilds.com.hk/>. Past question papers are available at City & Guilds, Hong Kong Office for purchase. Please contact us for details.

11 Personal data collection

In addition to proceed the exam applications, personal data collected could also be used for the following purposes:

- i. Under local ordinance, validate candidate's result, and
- ii. Promotional function of City & Guilds, and
- iii. City & Guilds internal survey, research and analysis.

Address: City & Guilds, Hong Kong Office
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Wanchai, Hong Kong
<http://www.cityandguilds.com.hk/>
Enquiries: (852) 2832 5833, info@cityandguilds.com.hk

Office hours: Monday to Friday 9:00 a.m. – 5:30 p.m.
(closed on Saturdays, Sundays & Public Holidays)