



The Hong Kong Psychological Society Ltd.
Short form for current Divisional Member or Registered
Psychologist of HKPS applying to be elected as Associate Fellow



IMPORTANT! This short form is for **current Divisional Member or Registered Psychologist** of HKPS to apply for election to become **Associate Fellow (AF)** of HKPS. Other applicant must complete the standard Membership Application Form.

According to the *By-Laws* of HKPS s.2(c), to qualify for election as an Associate Fellow a candidate shall be a Graduate Member **or** shall have satisfied the Council that s/he possesses the requirements for Graduate Membership and shall have satisfied the Council that s/he has complied with the following conditions:

- (i) **A Master degree in Psychology;** and
- (ii) **3 years' full-time relevant post-qualification experience.**

No application fee is required for current HKPS member. Please send this form **BY POST or BY COURIER** to HKPS. Email application or e-signature is not acceptable.

Secretary of Membership Committee,
 The Hong Kong Psychological Society,
 Unit 1211, The Metropolis
 10 Metropolis Drive
 Hung Hom, Kowloon, Hong Kong

I. PERSONAL PARTICULARS OF APPLICANT

Name (in English) which is same as that on Identity Card or Passport:	(Name in Chinese, if any):
Please note that you must not change or add another name to represent yourself as Graduate Member or Associate Fellow or Registered Psychologist of HKPS unless endorsed by the Council of HKPS. Also, if you wish to change your salutation by HKPS to Prof. or Dr., you also need to apply separately to the Council of HKPS through the General Secretary of HKPS.	
Postal address (if different from the address registered with HKPS):	
Phone:	Fax (if any):
E-mail address:	
Please be reminded to update your contact details via HKPS website: www.hkps.org.hk > login	
<i>For official use:</i>	
Confirmed currently a paid-up Graduate Member of HKPS.	YES / NO, WILL NOT PROCESS HERE
Confirmed currently a full member of the HKPS Division of:	YES / NO, WILL NOT PROCESS HERE
Confirmed currently a Registered Psychologist of HKPS.	YES / NO, WILL NOT PROCESS HERE

II. RELEVANT POST-QUALIFICATION EXPERIENCE

Applicant must inform the Membership Committee of having **at least three years of full-time (FT) or part-time (PT) equivalence of relevant post-qualification experience**. Full-time means an average of 44 hours per week. **Relevant post-qualification experience** means working experience gained after qualifying for the master (or higher) degree in psychology and the work is relevant to the master (or higher) degree in psychology. If the total working experience has little or no relevance to the master or higher degree in psychology, the Membership Committee may not recommend the upgrading to Associate Fellow.

Date (MM/YYYY)		Post	Employer	Description	
From	To			FT / PT	Main duties

III. DECLARATION

I have been convicted in Hong Kong or elsewhere of any criminal offence, and/or I have been found guilty of misconduct in a professional respect, and/or there have been disciplinary proceedings against me resulting in sanction in any form (including sanction imposed as a result of settlement).

*Yes / No

If yes, attach details and explanation hereto.

There are impending criminal or disciplinary proceedings in Hong Kong or elsewhere against me.

*Yes / No

If yes, attach details and explanation hereto.

[A positive answer to any of the above questions will not automatically result in rejection of the membership application. Each application will be considered on its merits.]

I hereby declare that:

- (1) My name stated above is the same as that on my *Identity Card / Passport; and
- (2) The information given in this form and any supporting documentation is true and accurate.

IV. UNDERTAKING

I have read the Code of Professional Conduct of the Hong Kong Psychological Society and undertake to abide by and operate within it at all times if I am elected as Associate Fellow.

https://www.hkps.org.hk/en/code_of_professional_conduct/

Signed _____ Date _____

V. PERSONAL INFORMATION COLLECTION STATEMENT (PICS)

Purpose of Collection

1. Personal data collected by The Hong Kong Psychological Society Limited ("Society") may be used for one or more of the following purposes:
 - i. processing and vetting any membership application and updating (including changing to different categories of membership), and related returns and notifications;
 - ii. verifying membership and identity;
 - iii. proving of consent & agreement;
 - iv. issuing invitation letters, appointment letters, congratulation letters, letters of good standing, testimonials, & certificates;
 - v. keeping of a register of membership and the management of all matters incidental thereto;
 - vi. providing information of members to the public to facilitate the identification of members and psychologists and about the services these psychologists provide (including display of information set out in section "Statement of Practices – 1. Membership records – a. membership application and updated information, and b. registered psychologist details"); and verifying information to be published on the Society's website;
 - vii. processing complaints, investigations, disciplinary actions, enforcement, regulatory actions, enquiries or feedback; and publishing results or conclusions of thereto;
 - viii. organizing, communicating, promoting, inviting, providing, enrolling, vetting, and verifying of various services to members and public (meetings, subscription of publications, training, continuing education, sponsorship, social, promotional, recreational and other programmes or activities);
 - ix. conducting recruitment and human resources purposes (including consideration of job, volunteer, mentorship and internship applications);
 - x. conducting research or statistical purposes;
 - xi. administering the web services provided by the Society; and

- xii. performing the Society's administration and operating functions and powers in connection with registration and under other applicable legislations, rules and regulations.
2. It is obligatory for you to supply the Society with the data requested in this form. Failure to provide the requested personal data, or the provision of inaccurate or incomplete information may result in the Society not being able to process the application, or for the Society to perform its functions or powers.

Transfer of Personal Data

3. The Society may provide necessary information to staff of the Society and to the members of the Council and its relevant Committees and Divisions, and any third party lawfully required and/or holding a court order for the disclosure of the information.
4. Personal data provided in a complaint will be used, disclosed or transferred only for those purposes related to the complaint, for example, it may need to be disclosed to the person / company against whom a complaint has been made and to inform relevant regulatory bodies and professional organizations of any positive finding on the breach of professional conduct.

Direct Marketing

5. The Society may use your email address for marketing (including meetings, subscription of publications, training, continuing education, sponsorship, social, promotional, recreational and other programmes or activities).
6. If you wish the Society to exclude your personal data for direct marketing purposes, please send us an email, along with your name and membership number to General Secretary at admin@hkps.org.hk.

Access and Correction

7. You have the right to request access to and to request the correction of your personal data. While certain personal data can be updated online by the member, other data access requests should be made using the form specified by the Privacy Commissioner for Personal Data which is accessible from the following link "Data Access Request Form" (<https://www.pcpd.org.hk/english/publications/files/Dforme.pdf>).

Enquiries

8. Enquiries concerning your personal data provided in your enquiry, including making access and correction, should be addressed to:

General Secretary, The Hong Kong Psychological Society Limited, Unit 1211, The Metropolis Tower, 10 Metropolis Drive, Hung Hom, Kowloon, Hong Kong
Email: admin@hkps.org.hk

Privacy Policy Statement

9. You may click [here](#) for the Privacy Policy Statement of the Society.

I have read and understand the above Personal Information Collection Statement (PICS).

Signed _____ Date _____

PLEASE PRINT THIS PAGE ON SEPARATE SHEET

From: The Hong Kong Psychological Society Ltd.
 Unit 1211, The Metropolis Tower
 10 Metropolis Drive, Hung Hom, Kowloon, HONG KONG

<p>Please stick your Stamp Here <i>(e.g. HK\$2.20 for HK address)</i></p>
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To: Name of Applicant: _____

Address: _____

Acknowledgement of Receipt

From: Administrator–Membership Committee

This is to acknowledge your application for upgrading from Graduate Member to Associate Fellow of the Hong Kong Psychological Society (HKPS). The form was received on _____. Please contact us if you do not hear from us again three months after the date of this letter.

For your information, the next meeting of the Membership Committee of HKPS is scheduled on _____. However, all applicants recommended for upgrading of membership have to be elected in a subsequent Council meeting on _____ before they receive our letter of acceptance.