

THE HONG KONG PSYCHOLOGICAL SOCIETY LIMITED

Company Limited by Guarantee

Membership Application Form

Personal Details (Please complete in BLOCK CAPITALS, * delete whatever inappropriate)

Title *Mr/ Mrs/ Miss/ Ms/ Dr/ Professor/ Other, specify _____

Surname _____ Previous surname (if applicable) _____

First name & other names _____

Name in Chinese: _____ Date of birth _____

Applying for *Graduate Member / Associate Fellow

Previously a Member * Yes/ No, if yes, indicate year joining _____

Other professional membership * Yes/ No, if yes, specify the professional body and year joining _____

Applicant Postal address _____

Applicant Email address _____

Applicant Mobile phone _____ Applicant Daytime phone _____

University Qualifications (Whether or Not in Psychology) (PLEASE ALSO COMPLETE THE TABLE IN PAGE 4.)

| Month & year awarded | Qualifications (Degree obtained with classifications, e.g. Honours & Divisions) | Name of Institution | Is this a Campus-oriented Program?* |
|----------------------|---|---------------------|-------------------------------------|
| | | | |
| | | | |
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** To be eligible for Hong Kong Psychological Society (HKPS) membership, only campus-based psychology programmes will be accepted. A "campus-based" psychology programme is defined as a Bachelor's or higher-level psychology degree programme where the teaching and learning activities are primarily conducted on campus, with the active presence and participation of both instructors and students from the same tertiary educational institution. As such, HKPS generally does not accept distance learning, self-taught, self-study, or online psychology programmes, or any programmes of a similar nature, for HKPS membership application.*

Title of thesis or dissertation

Fellowships

Relevant Work History

| Period | Post | Employer | Main duties |
|--------|------|----------|-------------|
| | | | |
| | | | |
| | | | |

Other Qualifications & Work Experience

Reasons for Joining

The application must be supported and signed by a Proposer and Seconder, who must be a current member (Fellow / Associate Fellow / Graduate Member) of the Hong Kong Psychological Society Ltd.

Proposer:

Full Name In block letter

Signature (*e-signature is not accepted*)

Email _____

Date _____

Secunder:

Full Name In block letter

Signature (*e-signature is not accepted*)

Email _____

Date _____

For applicants unable to find 2 Members of the Society to nominate them for membership application, 2 relevant academic/professional references must be attached.

<https://www.hkps.org.hk/upload/guide/9/self/6444f8e70665c.pdf>

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.

Undertaking

I have read the Code of Professional Conduct of the Hong Kong Psychological Society Ltd, and undertake to abide by and operate within it at all times if I am elected as a Member.
<http://www.hkps.org.hk/index.php?fi=code>

Signed _____ Date _____
(e-signature is not accepted)

IMPORTANT NOTES

For membership eligibility please refer to:

- (1) FAQs on <https://www.hkps.org.hk/en/faq/>
- (2) Guide to Membership Application on https://www.hkps.org.hk/en/membership/membership_guide/

The completed application form and supporting documents, including a crossed cheque of HK\$550 payable to: "The Hong Kong Psychological Society Ltd", should be sent **with sufficient postage** to The Chair, Membership Committee, The Hong Kong Psychological Society Ltd, Unit 1211, The Metropolis Tower, 10 Metropolis Drive, Hung Hom, Kowloon, Hong Kong SAR, China.

For current Members applying for upgrade of membership, no application fee is required. Certificates and transcripts of degree obtained after the previous application, if any, need to be submitted.

For new applicants, a certificate and an official academic transcript itemising each subject taken for each degree must be attached. Copies of certificate and transcript will be accepted; if in doubt, you will be asked to provide the original one. Documentation submitted will not be returned.

To qualify for election as a Graduate member a candidate shall have satisfied the Council one of the following conditions:

(i) a Bachelor degree from an institution recognized by the Council at a minimum lower 2nd class honours level or a GPA of 3.0 out of 4.0 or equivalent with psychology as the major subject taking no less than 8 courses in different areas of psychology covering at least Research Methods in Psychology and 4 out of the 6 following fundamental areas, **please check before post**:

- | | | |
|--|----|---|
| 1. <input type="checkbox"/> Biological Psychology | OR | <input type="checkbox"/> Physiological Psychology |
| 2. <input type="checkbox"/> Developmental Psychology | OR | <input type="checkbox"/> Child Psychology |
| 3. <input type="checkbox"/> Cognitive Psychology | OR | <input type="checkbox"/> Perception OR <input type="checkbox"/> Learning OR <input type="checkbox"/> Memory |
| 4. <input type="checkbox"/> Personality | OR | <input type="checkbox"/> Individual Differences |
| 5. <input type="checkbox"/> Social Psychology | | |
| 6. <input type="checkbox"/> History of Psychology | OR | <input type="checkbox"/> Contemporary Issues in Psychology; or |

(ii) a postgraduate qualification in psychology from an institution recognized by the Council covering the courses and fundamental areas of psychology as specified in (i) above; or

(iii) such other qualification in psychology as the Council shall approve.

If the document is in a language other than English, translation and certification of its contents is required.

For academic attainments obtained from institutions other than the local universities, it is highly recommended to have the qualification assessed by the Hong Kong Council for Accreditation of Academic & Vocational Qualifications (HKCAAVQ).

Processing of application takes place only after all necessary documents and application fee are submitted.

If the application is successful, the application fee will go to the first year of membership subscription. If the application is unsuccessful, the sum paid shall be non-refundable.

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 _____
(e-signature is not accepted)

NOTE

If you would like to receive the Acknowledgement of Receipt of your application, please complete the Acknowledgement of Receipt Form (i.e. page 7 of the application form) and include it into your application package.

A complete Acknowledgement Receipt Form should contain the following information.

- 1) Your full name;**
- 2) Your postal address;**
- 3) Sufficient postage stamps.**

Applications with incomplete Acknowledgement of Receipt Form will be assumed as no Acknowledgement of Receipt is required.

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

**Please stick
your Stamp
Here**
*(e.g., HK\$2.20
for HK address)*

TO: Name of Applicant: _____

Address: _____

From: Administrator – Membership Committee

Acknowledgement of Receipt

This is to acknowledge your application for the Membership of the Hong Kong Psychological Society Ltd (HKPS). The form has been 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 the Hong Kong Psychological Society Ltd is scheduled on _____. However, all applicants recommended for membership must be elected in a subsequent Council meeting on _____ before they receive our letter of acceptance.

【 】 Missing document (s) / information :

- Application form Application fees of \$550
- Relevant Certificate (s) _____
- Relevant Transcript (s) _____
- Proposer _____ Seconder _____
- Academic / Professional references – Hard copy with signature(s)
- Completed Declaration (page 3) Signature
- A new Acknowledgement of receipt with sufficient postage.

This reply slip is to acknowledge the receipt of your application documents only. It shall not be regarded as proof of your eligibility or successful application for the HKPS membership.