Best Practice Checklist

Admission of Students to Undergraduate Programmes
Foreword

Like any organization entrusted with significant public and private resources, the tertiary education institutions (TEIs) are facing rising public expectations of good governance and adequate internal control in their operations including the admission of students to undergraduate programmes. As TEIs are autonomous to draw up their own admission criteria and procedures for admission of students, it is important to ensure that the admission process is fair and transparent to avoid allegations of favouritism or abuse.

This best practice checklist (BPC) aims at providing a user-friendly guide to help TEIs which offer full-time undergraduate programmes in Hong Kong to set up a good mechanism in student admission, which includes a good governance structure and adequate internal control measures in their operations. TEIs are advised to adopt the recommended measures to suit their respective organisational structure, resource capability and operational needs.

The Corruption Prevention Department (CPD) of the Independent Commission Against Commission (ICAC) provides free, confidential and tailor-made advice to both public and private organizations on the ways to enhance governance and implement corruption prevention measures. For further information, please contact the CPD by telephone at 2826 3215, by fax at 2521 8479, or by email at cpd@icac.org.hk.
Disclaimer

The recommendations as contained in this BPC including the sample forms are for general guidance only. The sample forms should be modified and adapted as appropriate to suit individual TEIs’ operational needs before use. The ICAC will not accept any liability, legal or otherwise, for loss occasioned to any person acting or refraining from action as a result of any material in the BPC.

Throughout this BPC, the male pronoun is used to cover references to both the male and female. No gender preference is intended.

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Standard Icon

Sample Form – sample forms for adoption where applicable

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CHAPTER 1

GOVERNANCE

1.1 Good Governance

Good governance is the key to preventing corruption. Being a nurturing ground for the young generation, it is essential for the senior management of tertiary education institutions (TEIs) to set a model of good governance and uphold an ethical culture in TEIs.

1.2 Setting up of a Committee

To facilitate important decision-making and due supervision over admission of students, TEIs should establish a committee (e.g. admission committee) to advise and make recommendations on policies and strategies, monitor and review the admission of undergraduate students. The following safeguards help ensure accountability of the committee.

1.2.1 Roles and Composition

- Specify the terms of reference of the committee.
- Define clearly the roles and responsibilities of the Chairman and members of the committee.
- Formulate a policy on the maximum term of office of the Chairman and members and establish a mechanism for the nomination of new members into the committee.
- Ensure that the committee comprises members representing different stakeholders, e.g. representatives from various faculties/schools and central administration office.

1.2.2 Conduct of Meetings

- Lay down the quorum for meetings and voting arrangements, etc.
- Draw up meeting schedules and notify members in advance.
- Provide adequate time for members to go through the agenda and discussion papers before a meeting.
- Ensure all key and appropriate issues are deliberated by members in a timely manner.
- Prepare minutes of meetings promptly after each meeting.
- Record accurately the committee’s decisions, including members’ views, in particular any dissenting comments.
- Require the minutes to be endorsed by the committee.
1.3 Policy on Transparency and Disclosure

- Make transparent the TEI’s operations (e.g. governance of the TEI) through disclosure on the website and/or annual report, with information and statistics relating to student admission.
- Publicise the objectives of the TEI and its achievements towards the objectives.
- Establish communication channels (e.g. newsletter, website) through which persons concerned may obtain information about the TEI.

1.4 Integrity Management

- Issue a Code of Conduct for compliance by the TEI staff
- Organise capacity building workshops for the staff of the centralised administration unit (Chapter 3.5) and members of the committee (Chapter 1.2) to enhance their awareness in corruption prevention (Chapter 2.3).
2.1 Code of Conduct

- A key factor of good governance is to demonstrate that the TEI is committed to ethical standards and behaviour. TEIs should issue a Code of Conduct (Code) for compliance by staff. The Code should set out the standard of integrity expected of staff in the course of their duties.

- Ensure the staff are aware of the provisions and sanctions under the Prevention of Bribery Ordinance (POBO) (Chapter 201) (an extract is at Appendix 1).

2.2 Key Provisions of the Code of Conduct

2.2.1 Commitment to Ethical Practices

- Include in the Code a statement that the TEI is committed to good governance and ethical practices.

- State the TEI’s “zero tolerance” policy towards corruption and fraud.

2.2.2 Acceptance of Advantages

- Prohibit staff from soliciting or accepting any advantages from persons with whom they have official dealings, including their colleagues, subordinates and applicants, unless with the TEI’s permission.

- State the permissible value of token gifts they are allowed to accept in their official capacity.

- Lay down the procedures and authority for approval of acceptance of advantages, other than token gifts (Sample Form on Gifts Received is at Appendix 2).

2.2.3 Acceptance of Entertainment

- Remind staff to avoid accepting unduly lavish or frequent entertainment from persons with whom they have official dealings to avoid placing themselves in a position of obligation.
2.2.4 Conflict of Interest\(^{1}\) (Chapter 3.6)

- Require staff to avoid and declare any actual or perceived conflict of interest.
- Provide examples of conflict of interest in work situations, e.g. relationship with an applicant when handling student admission.
- Common examples of conflict in admission of students are:
  - A staff member involved in student admission is considering an application from the child of his relative or a close personal friend.
  - A staff member involved in student admission has his own child applying for admission.
  - A staff member involved in student admission accepts frequent or lavish entertainment from an applicant (or someone associated with the applicant).
- Provide a standard form for declaration of conflict of interest by staff (Appendix 3).
- Establish a system to record and manage the declared conflicts, including the line of reporting and the actions to be taken to mitigate the conflicts.

2.2.5 Abuse of Official Position

- Remind staff to avoid using their official position or power to benefit themselves, their relatives or personal friends.

2.2.6 Handling of Classified Information

- Keep all classified information, including student records, in a secure manner and restrict access to authorised persons only.
- Prohibit unauthorised disclosure of any classified information by staff.
- Establish a system for protection of classified information (e.g. restricting access to authorised staff only, keeping records of recipients of confidential documents and using passwords to protect computer data).

2.2.7 Reporting of Criminal Offences

- Report all instances of crime or alleged crime discovered in the course of work of the staff to an appropriate law enforcement authority at the first practicable opportunity.

\(^{1}\) A conflict of interest situation arises when the “private interests” of staff compete or conflict with the interests of their employer or their official duties. “Private interests” include any financial or other personal interests of the staff, their family members or other relations, personal friends, the clubs and associations to which they belong, any other groups of people with whom they have personal or social ties, or any person to whom they owe a favour or are obligated in any way.
2.2.8 Compliance with the Code

- Specify the disciplinary sanctions against breaches of the Code, such as warnings, dismissals, etc.
- Designate a staff member of an appropriate level to handle enquiries about the Code.

2.3 Promulgation of the Code

- Issue the Code to each staff member upon appointment, and periodically remind them to abide by the Code through circulation.
- Arrange capacity building workshops for both new and serving staff, with the assistance of the ICAC if necessary, to enhance their capacity in complying with all the ethical requirements and raise their awareness in corruption prevention.
3.1 Introduction

TEIs generally adopt the following three admission schemes for undergraduate programmes:

- **Joint University Programmes Admission System** (JUPAS, 大學聯合招生辦法) – for local academic qualification (i.e. Hong Kong Diploma of Secondary Education (HKDSE, 香港中學文憑)).

- **Non-JUPAS** – for non-local qualifications (e.g. International Baccalaureate, General Certificate of Education Advanced Level), non-HKDSE local qualifications (e.g. Hong Kong Advanced Level Examination), or undergraduate/sub-degree students for transfer from other TEI through direct application.

- **Chinese Mainland Joint Entrance Examination** (JEE, 應屆內地高校招生全國統一考試) – for Mainland high school students holding JEE qualification.

3.2 Key Processes

Covering eight universities funded by the University Grants Committee.

Admission schemes other than JUPAS and JEE are categorized as Non-JUPAS for simplicity’s sake.
3.3 Policies and Procedures

- Define clearly the respective roles, responsibilities and powers of each level of staff or specific posts and make them known to all staff to enhance accountability.
- Specify the delegated authorities for decision-making in respect of various activities (e.g. approval of admission decision).
- Ensure the policies are understood by the staff concerned through briefing or training sessions.
- Set up a proper system and devise measures to ensure staff’s compliance with the laid down procedures (e.g. conduct random compliance checks on a regular basis).
- Review the policies and procedures regularly and update them as necessary to suit operational needs.

3.4 Checks and Balances

- Segregate major duties of staff in important processes as far as practicable to enhance checks and balances (e.g. assigning different persons to shortlist and to interview the applicants).
- Conduct random checks on important processes to ensure compliance with the TEI’s requirements and the recommended practices of this BPC, particularly for those activities performed by a single staff member.
- Conduct internal audits on major activities of the TEI, including student admission, if resources permit (Chapter 3.28).

3.5 Setting up of a Centralised Administration Unit

- Set up a centralised administration unit (e.g. admission office) to coordinate matters related to admission of students.
- Lay down clearly from the outset the roles and responsibilities of the centralised administration unit and other offices (e.g. administration office of faculties).
- Issue instructions/manuals/guidelines on the major activities relating to admission of students, covering receipt of applications, handling late applications (Chapter 3.8), shortlisting (Chapters 3.13.2 and 3.14), conduct of interviews (Chapters 3.13.3 and 3.15), etc.
3.6 Conflict of Interest

- Require the staff concerned in student admission to declare if they have or do not have any actual or perceived conflict of interest with the applicant (e.g. the applicant or his parent is a relative or close personal friend) if it comes to their attention in conducting the student admission work (e.g. shortly before/at the time of the interviews). A “nil” declaration is required even if the staff have no conflict of interest.

- Accept only written but not verbal declarations made by the staff with details of the conflict of interest.

- Prepare the declaration form in a standard format (Appendix 3) for use, or include such a declaration in the interview assessment form (Appendix 4).

- Set out the requirements for handling all the declaration forms received from staff involved in the admission process, such as safekeeping of the forms for a specified period, designate the rank of the staff responsible for keeping the records (Chapter 3.23).

- Establish a system to manage the declared conflicts, including seeking approval from an appropriate authority, maintain proper documentation of actions taken.

3.7 Invitation of Applications

- Publicise the details for admission to the undergraduate programmes, such as the minimum entrance requirements, application procedures (e.g. through the TEI website or prospectus), application fee, admission schedule, performance pledge in processing the applications.

- Organise briefing sessions for all prospective applicants, maintain records of the questions asked and answers given during the briefing sessions and make available for all prospective candidates any additional information provided in the briefing sessions.

- Require applicants, in submitting online applications, to set their own ID and password, and provide sufficient information for the processing of applications (e.g. personal particulars, qualifications, awards obtained, copy of relevant academic certificates).

- Provide applicants with adequate time to prepare and submit their applications (e.g. in the TEI’s designated computer application system) (Chapter 3.11).

- Keep applicants informed of the updated status of their applications.
3.8 **Handling of Late Applications**

- Refrain from considering late applications for admission to undergraduate programmes as far as practicable.
- Only consider late applications under exceptional circumstances and set out the details and procedures concerned (e.g. approving authority, justifications provided, proper documentation).

3.9 **Briefing for Staff**

- Arrange briefing sessions for the staff who are responsible for handling student admission matters, including operational procedures, duties and responsibilities, approving authorities, administrative requirements and the recommended practices of this BPC.

3.10 **Guidelines for Applicants**

- Ensure that the Guidelines to applicants contain adequate information to facilitate the application for admission to the undergraduate programmes.
- Include in the Guidelines a provision informing applicants that they are only required to pay the prescribed application fee but not any other fees in connection with their applications.
- Inform applicants that the TEI forbids its staff from accepting any advantage in connection with their applications.
- Include a warning to remind applicants not to offer any advantage to TEI staff in relation to their admission applications, and that such offers may constitute a bribery offence in Hong Kong.
- Remind applicants to report to the TEI should any TEI staff solicit any advantage from them in connection with their applications.

3.11 **Computer System**

- Install the computer system in a secured environment to prevent unauthorized access.
- Restrict access to the computer database (or certain fields of the database) to different levels of staff on a need basis.
- Require every staff member to access the computer system with a unique user identity code and a personal password, and oblige them to change the password at regular intervals (e.g. every three months).
- Ensure that the computer system is protected from unauthorized access when the staff are away from their workstations.
Arrange for immediate or prompt suspension of a staff member’s user identity code if he is removed from his post due to dismissal, resignation or job transfer.

Include an audit trail function in the computer system for logging all access and activities (e.g. new input, amendment in the online application system) for review.

### 3.12 Safeguarding of Information

- Classify the TEI’s information (e.g. confidential) and make sure all staff are aware of the classification of the information they are given access.
- Announce the policy for protection of confidential information, and prohibit unauthorised disclosure of any classified or sensitive information by TEI staff.
- Require the staff concerned to safeguard confidential records (e.g. applicants’ personal data) and documents in their custody to prevent leakage and tampering (e.g. to lock up confidential documents when not in use).
- Establish a system for protection of classified information (e.g. restricting access to authorised staff only, keeping records of recipients of confidential documents, using passwords to protect computer data).

### 3.13 Mainland JEE Applications

#### 3.13.1 Receipt of Examination Results

- For the TEIs responsible for obtaining applicants’ JEE scores from the Mainland and distributing the scores to other local TEIs, conduct supervisory checks on the scores uploaded to the online application system against the master copies on a random and surprise basis. This also applies to those TEIs which receive scores from the TEIs responsible.
- Require staff to notify their supervisors with full justifications for any amendments made to the JEE scores.

#### 3.13.2 Shortlisting for Interviews

- Formally lay down and endorse the shortlisting criteria (e.g. JEE cut-off scores) for inviting Mainland JEE applicants for interviews.
- Publicise the interview “cut-off scores” for different provinces/cities and details of the interviews (e.g. interview date and venue) on the TEI website for applicants’ information.
- Allot interview timeslots to the shortlisted applicants through the computer application system in an objective and fair manner (e.g. according to the alphabetical order of the applicants’ names and their reported provinces/cities).
3.13.3 Conduct of Interviews on the Mainland

- Allow the re-scheduling of the interview date/time with the applicants only with valid reasons (e.g. unforeseen difficulties for the applicants in reaching the interview venue from another province).

- Lay down the procedures for re-arranging the interview timeslots if the shortlisted applicants are not available to attend the original scheduled interviews.

- Remind interviewers not to accept any advantages or entertainment offered by the applicants in relation to their applications (Chapters 2.2.2 and 2.2.3).

- Other recommended practices on Conduct of Interviews -- Please refer to Chapter 3.15.

3.14 Shortlisting of Applicants

- Lay down the shortlisting criteria of applicants, such as minimum academic results, outstanding achievements in non-academic areas (e.g. art, sports, music, leadership, service).

- Consider using a scoring scheme for shortlisting applicants.

- Require staff to provide justifications for shortlisting exceptional cases, seek approval/endorsement from an appropriate authority and maintain proper documentation accordingly.

3.15 Conduct of Interviews

3.15.1 Interview Panel

- Form interview panels each comprising more than one staff member to assess the applicants. If one staff member is considered appropriate for conducting an interview, justifications should be provided, prior endorsement/approval from an appropriate authority (e.g. Head of Department) should be sought, and proper documentation be maintained accordingly.

- If guest interviewers (e.g. a graduate of the TEI to provide professional opinions of a particular industry) are appointed to conduct the interviews, lay down the procedures for approving their appointments.

- Require the interviewers to declare any conflict of interest (e.g. the applicant is a relative of the interviewer) (Chapter 3.6).

- Require interviewers to properly document each interview held, including interview questions, scoring, justifications and assessment results.
3.15.2 Interview Questions

- Set up a question bank for use in the interviews.
- Strictly require all the procedures involved in the development of questions to be conducted in the TEI office.
- Take security measures to safeguard the confidentiality of the interview questions. Make known the questions to interviewers only shortly before the interview.
- Conduct periodic reviews on the questions in the question bank.

3.15.3 Interviews

- Take measures to prevent leakage of discussion topics or interview questions among applicants who have finished the interview to those who have not (e.g. issue guidance notes to remind applicants not to disclose the topics or questions by whatever means.)

3.15.4 Assessment of Applicants

- Pre-determine the assessment criteria on the applicants (e.g. academic results, participation in extra-curricular activities, interview performance) and their weightings before conducting the interviews.
- Prepare an assessment form in a standard format (Appendix 4) to facilitate interview panel members in awarding rating/scores to interviewees against each assessment criterion.
- Provide the interviewers with detailed guidelines and a marking scheme on the award of rating/scores to interviewees for each assessment criterion.
- Brief the interviewers the assessment criteria if necessary.

3.15.5 Assessment Records

- Require each interviewer to individually make objective written assessments on the applicants on the assessment form (Chapter 3.23).
- Require interviewers to sign on the assessment form and to initial against any amendments made to applicants’ interview scores on the form.

3.16 Arrangement for Written Tests

- Please refer to Chapter 3.15.2 for recommended practices on the setting of questions.
- Use a computer to randomly select and compile the examination paper as far as practicable.
- Prohibit applicants from taking away the question papers after the written examination.
3.17 Verification of Identity

- Verify applicant’s identity before the conduct of interview or written examination, for example:
  - require applicants to present their identity documents when attending the interview or written examination;
  - in conducting video-conferencing interviews with overseas applicants, require applicants to show their identity documents on screen or require interviewers to check the personal data with the applicants.

- Refrain from conducting telephone interviews with the applicants as far as practicable.

- Lay down the procedures for handling dubious cases of false identity of applicants for staff’s compliance.

3.18 Verification of Documentary Proofs

- Require applicants to furnish the original copies of their documentary proof (e.g. academic certificates) which are uploaded onto the computer application system for verification of the authenticity at the interview/written test or registration day.

3.19 Exceptionally Approved Cases

- Keep record of the justifications and endorsement for approving cases under exceptional circumstances (e.g. not meeting the minimum entrance requirement) by an appropriate authority.

3.20 Ranking Order List

- Lay down clear criteria and the respective weightings (where appropriate) to rank applicants in an objective and fair manner.

- For applicants’ attributes which are not reflected in the laid-down criteria, require the staff to provide justifications for consideration and approval by an appropriate authority.

- If the assessments on the applicants (e.g. interview scores) are to be inputted into the computer application system for compiling the ranking order list, require supervisors to conduct random checks on the scores against the interview assessment forms.

- Require staff of appropriate rank to conduct counter-checks on the ranking order list to ensure its accuracy and seek the approval of an approving authority before the offers are officially made.
3.21 Filling of Vacancies

- Put in place a mechanism (e.g. compilation of a waiting list) to invite applicants to fill vacancies in a fair and objective manner arising from successful applicants not accepting offers made to them.
- If a waiting list is to be compiled, require staff of appropriate rank to counter-check the accuracy of the list.

3.22 Notification of Offers

- Notify applicants of the admission results (both accepted and rejected), together with scholarship offers where applicable (Chapter 3.24), by the computer application system or by electronic means (e.g. email) as soon as possible.
- If telephone confirmation with the applicants on their acceptance of offers is deemed necessary, prepare a checklist for recording the information concerned, including, among others, details of calls (e.g. name of caller, calling time, number of calls made, reason for declining the offer, name of person receiving the call), and require senior staff to conduct random supervisory checks.

3.23 Record of Applications

- Properly maintain and safe-keep all applications records, including the rejected applications, to facilitate audit inspections (Chapter 3.28) and the retrieval of cases for review if there is any subsequent enquiry, complaint or appeal (Chapters 3.26 and 3.27).

3.24 Offering of Scholarships

- Put in place a mechanism for allocating scholarships to admitted applicants/students in a fair and objective manner (e.g. lay down the criteria for granting different scholarships, require the approval of an appropriate authority).
- Publicise the criteria for granting of scholarship for applicants’ knowledge as far as practicable.
3.25 Management Reports

- Require admission office/supervisors to submit management reports detailing the number of applications received, the applicants interviewed and accepted, and any cases given special consideration (Chapter 3.19), etc. for review by the senior management.

- Submit the reports to the committee (Chapter 1.2) for review and monitoring.

3.26 Handling of Enquiries/Complaints

- Establish an effective system for handling enquiries/complaints in a fair and impartial manner, and lay down the procedures for staff compliance.

- Assign independent staff who are not involved in the admission application concerned to handle the complaints.

- Publicise the enquiries/complaint channels for applicants’ information.

- Review and handle the enquiries/complaints with proper justifications for endorsement by an appropriate authority.

- Maintain proper records for the enquiries and complaints handled.

3.27 Appeal System

- Put in place an appeal system for applicants to lodge an appeal regarding the admission application and lay down the procedures for staff compliance.

- Publicise the appeal channels and procedures for applicants’ information.

- Designate staff of an appropriate rank not involved in the admission process to review the appeal.

- Require staff to maintain proper documentation and provide justifications for the recommended result of each appeal case.

- Require the appeal results be endorsed by an appropriate authority.

3.28 Audit Reviews

- Appoint an internal audit team and/or an external auditor to conduct audit reviews on the admission of students periodically to ensure compliance with the TEI’s policies and procedures concerned.

- Take appropriate and timely follow-up actions on the audit findings and recommendations, and document the actions taken.

- Where practicable, establish an Audit Committee, preferably with some accounting or auditing professionals as members, under the TEI’s senior management (e.g. Council) to oversee all auditing activities.
Section 2

“Advantage” means:
(a) any gift, loan, fee, reward or commission consisting of money or of any valuable security or of other property or interest in property of any description;
(b) any office, employment or contract;
(c) any payment, release, discharge or liquidation of any loan, obligation or other liability, whether in whole or in part;
(d) any other service, or favour (other than entertainment), including protection from any penalty or disability incurred or apprehended or from any action or proceedings of a disciplinary, civil or criminal nature, whether or not already instituted;
(e) the exercise or forbearance from the exercise of any right or any power or duty; and
(f) any offer, undertaking or promise, whether conditional or unconditional, of any advantage within the meaning of any of the preceding paragraphs (a), (b), (c), (d) and (e),

but does not include an election donation within the meaning of the Elections (Corrupt and Illegal Conduct) Ordinance (Chapter 554), particulars of which are included in an election return in accordance with that Ordinance.

“Entertainment” means:
The provision of food or drink, for consumption on the occasion when it is provided, and of any other entertainment connected with, or

Section 4 – Bribery

(1) Any person who, whether in Hong Kong or elsewhere, without lawful authority or reasonable excuse, offers any advantage to a public servant as an inducement to or reward for or otherwise on account of that public servant’s –
(a) performing or abstaining from performing, or having performed or abstained from performing, any act in his capacity as a public servant;
(b) expediting, delaying, hindering or preventing, or having expedited, delayed, hindered or prevented, the performance of an act, whether by that public servant or by any other public servant in his or that other public servant’s capacity as a public servant; or
(c) assisting, favouring, hindering or delaying, or having assisted, favoured, hindered or delayed, any person in the transaction of any business with a public body, shall be guilty of an offence.

(3) If a public servant other than a prescribed officer solicits or accepts an advantage with the permission of the public body of which he is an employee being permission which complies with subsection (4), neither he nor the person who offered the advantage shall be guilty of an offence under this section.

Section 8 – Bribery of public servants by persons having dealings with public bodies

(1) Any person who, without lawful authority or reasonable excuse, while having dealings of any kind with the Government through any department, office or establishment of the Government, offers any advantage to any prescribed officer employed in that department, office or establishment of the Government, shall be guilty of an offence.

(2) Any person who, without lawful authority or reasonable excuse, while having dealings of any kind with any other public body, offers any advantage to any public servant employed by that public body, shall be guilty of an offence.

Section 9 – Corrupt transactions with agents

(1) Any agent who, without lawful authority or reasonable excuse, solicits or accepts any advantage as an inducement to or reward for or otherwise on account of his –

(a) doing or forbearing to do, or having done or forborne to do, any act in relation to his principal’s affairs or business; or

(b) showing or forbearing to show, or having shown or forborne to show, favour or disfavour to any person in relation to his principal’s affairs or business, shall be guilty of an offence.

(2) Any person, who, without lawful authority or reasonable excuse, offers any advantage to any agent as an inducement to or reward for or otherwise on account of the agent’s –

(a) doing or forbearing to do, or having done or forborne to do, any act in relation to his principal’s affairs or business; or

(b) showing or forbearing to show, or having shown or forborne to show, favour or disfavour to any person in relation to his principal’s affairs or business, shall be guilty of an offence.
(3) Any agent who, with intent to deceive his principal, uses any receipt, account or other document –
(a) in respect of which the principal is interested; and
(b) which contains any statement which is false or erroneous or defective in any material particular; and
(c) which to his knowledge is intended to mislead the principal, shall be guilty of an offence.

(4) If an agent solicits or accepts an advantage with the permission of his principal, being permission which complies with subsection (5), neither he nor the person who offered the advantage shall be guilty of an offence under subsection (1) or (2).

(5) For the purposes of subsection (4) permission shall –
(a) be given before the advantage is offered, solicited or accepted; or
(b) in any case where an advantage has been offered or accepted without prior permission, be applied for and given as soon as reasonably possible after such offer or acceptance,

and for such permission to be effective for the purposes of subsection (4), the principal shall, before giving such permission, have regard to the circumstances in which it is sought.
(Name of the TEI)
REPORT ON GIFTS RECEIVED

Part A – To Be Completed by Recipient

To :  (Approving Authority)

Description of Offeror :
Name & Title of Offeror :
Company :
Relationship :

Occasion on which the Gift was / is to be Received :

Description & (Assessed) Value of the Gift :

Suggested Method of Disposal :

( ) To be retained by the recipient
( ) To be retained for display / as a souvenir in the office
( ) To be shared among the office
( ) To be reserved as lucky draw prize at staff function
( ) To be donated to a charitable organization
( ) To be returned to offeror
( ) Others (please specify) :

Remark

__________________________

(Name of Recipient)
(Date) (Title/ Department)

Part B – To Be Completed by Approving Authority

To :  (Name of Recipient)

The recommended method of disposal is *approved / not approved. *The gift(s) concerned should be disposed of by way of :

__________________________

(Name of Approving Authority)
(Date) (Title/ Department)

*Delete as appropriate
APPENDIX 3

SAMPLE FORM FOR DECLARATION OF CONFLICT OF INTEREST

(Name of the TEI)
DECLARATION OF CONFLICT OF INTEREST

Part A – Declaration *(To be completed by Declaring Staff Member)*

To: (Approving Authority) via (Supervisor of the Declaring Staff Member)

I would like to report the following actual/potential* conflict of interest situation arising during the discharge of my official duties:-

<table>
<thead>
<tr>
<th>Persons with whom/which I have official dealings</th>
</tr>
</thead>
<tbody>
<tr>
<td>My relationship with the persons (e.g. relative)</td>
</tr>
<tr>
<td>Relationship of the persons with our TEI (e.g. applicant)</td>
</tr>
<tr>
<td>Brief description of my duties which involved the persons (e.g. handling of student admission exercise)</td>
</tr>
</tbody>
</table>

(Date) (Name of Declaring Staff Member)
(Title / Department)

Part B – Acknowledgement *(To be completed by Approving Authority)*

To: (Declaring Staff Member) via (Supervisor of the Declaring Staff Member)

Acknowledgement of Declaration

The information contained in your declaration form of (Date) is noted. It has been decided that:

- You should refrain from performing or getting involved in performing the work, as described in Part A, which may give rise to a conflict.
- You may continue to handle the work as described in Part A, provided that there is no change in the information declared above, and you must uphold the TEI’s interest without being influenced by your private interest.
- Others (please specify) :

(Date) (Name of Approving Authority)
(Title / Department)

* Delete as appropriate
**Name of applicant:**

**Date and time of interview:**

<table>
<thead>
<tr>
<th>Aspect of assessment</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Academic results ( %)</td>
<td></td>
</tr>
<tr>
<td>2. Extra-curricular activities ( %)</td>
<td></td>
</tr>
<tr>
<td>3. Conduct ( %)</td>
<td></td>
</tr>
<tr>
<td>4. Performance at interview ( %):</td>
<td></td>
</tr>
<tr>
<td>- Attitude and manner ( %)</td>
<td></td>
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<tr>
<td>- Leadership ( %)</td>
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<td>- Communication skills ( %)</td>
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<tr>
<td>- English speaking skills ( %)</td>
<td></td>
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<tr>
<td>5. Recommendation by principal of current school ( %)</td>
<td></td>
</tr>
</tbody>
</table>

**Total score (100%):**

**Additional Remarks:**

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**Recommendation:**

- [ ] Suitable for admission
- [ ] Not suitable for admission

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**(Signature & Name of Assessment Panel Member)**

Declaration of Conflict of Interest

I hereby declare that I *have/ do not have pecuniary or other personal interest, direct or indirect, in any matter that raises or may raise a conflict with my duty as an interviewer in this interview board. Details of the conflicts/ relationship is as follows:

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Signature:
Name:
Date: