

為何成立校友會 Why Establish an Alumni Association ?



凝聚校友，建立長遠聯繫
Strengthening alumni connections and fostering long-term engagement



推動專業交流與人脈拓展
Promoting professional exchange and networking



回饋母校，支援學生
Giving back to the University and supporting students



延續對母校的歸屬感
Sustaining sense of belonging to alma mater



促進校友社群發展
Fostering the development of alumni communities

成立校友會資格 Eligibility for Establishing an Alumni Association

教大校友
EdUHK Alumni

成立校友會步驟 Steps for Establishing an Alumni Association

1 聯絡教大 Contact EdUHK

向教大校友及拓展事務處查詢，是否已有另一個形式相同或相近，或名稱相同或相近的校友會。Contact the Alumni Affairs and Development Office of EdUHK (AADO) to enquire whether an alumni association of the same or similar nature or with an identical or similar name already exists.

2 成立籌組委員會 Establish a Preparatory Committee

召集3至5名校友籌組校友會及成立籌組委員會。
Gather 3 to 5 alumni to form a working group for the establishment of the alumni association and set up a preparatory committee.

3 決定校友會名稱及制定校友會章程 Determine the Alumni Association's Name and Draft its Constitution

決定校友會名稱與形式及制定校友會章程，內容包括宗旨、目的、組織架構、功能、權責、會員制度等。如有需要，應向專業人士尋求法律意見。
Decide on the name and form of the alumni association and draft its constitution, which should include its mission, objectives, organisational structure, functions, responsibilities, membership system, etc. If necessary, please seek legal advice from professionals.

4 教大內部評估 Internal Assessment by EdUHK

所有成立校友會的申請須接受大學授權部門的評估，以確認其成立及運作符合大學整體發展方向。評估亦會同時審視擬使用的名稱是否適宜包含「香港教育大學」及/或其前身等字眼。通過評估的申請人士將獲大學發出不反對使用大學名稱信函，以便他們在本地（香港）向有關政府部門註冊。

All applications to establish an alumni association must undergo assessment by the University's authorised department to confirm that its establishment and operation align with the overall development direction of the University. The assessment will also review whether the proposed name is suitable to include the words "The Education University of Hong Kong" and/or its predecessor institutions. Applicants who pass the assessment will receive a letter of no objection to use the name of the University to facilitate registration with the relevant government departments locally (in Hong Kong).

擬成立校友會的創始成員或幹事須簽署一份承諾書以承諾遵守其中所載的條款。該等條款包括但不限於大學名稱及/或視覺識別之使用，以及遵守相關行政指引。

Founder members/office-bearers of the intended alumni association shall be requested to sign an undertaking to undertake to comply with the terms stated therein. In summary, these terms include, but are not limited to, the use of the University's name and/or visual identity and adherence to relevant administration guidelines.

5 註冊 Registration

各校友會均為獨立團體，可以根據香港特區《公司條例》註冊為有限公司（<http://www.cr.gov.hk>），或按《社團條例》註冊為社團（<http://www.police.gov.hk>）。Each alumni association is an independent body and may register as a limited company under the Hong Kong Special Administrative Region's Companies Ordinance (<http://www.cr.gov.hk>), or as a registered society under the Societies Ordinance (<http://www.police.gov.hk>).

校友會註冊地址 Alumni Association Registered Address

校友會應採用大學以外的地址作為其永久註冊地址。
The alumni association should use an address outside the University as its permanent registered address.

6 簽署承諾及彌償契據 Signing the Deed of Undertaking and Indemnity

註冊成功後，該公司或社團的幹事（視乎情況而定）須簽署《承諾及彌償契據》，聲明校友會及其執委會成員承諾遵守當中的條款。簡言之，此等條款包括但不限於使用大學名稱及/或視覺識別、遵守相關行政指引，以及定期提交報告。

Upon successful registration as a limited company or a society, the company or office-bearer(s) of the society (as the case may be) must sign the Deed of Undertaking and Indemnity, declaring that the alumni association and its executive committee members undertake to comply with the terms stated therein. In summary, these terms include, but are not limited to, the use of the University's name and/or visual identity, adherence to relevant administration guidelines, and regular submission of reports.

聯絡我們
Contact us



香港教育大學校友及拓展事務處

香港新界大埔露屏路十號曹貴子基金會大樓 (A座) 一樓06室 (A-1/F-06)

Alumni Affairs and Development Office

The Education University of Hong Kong

Room 06, 1/F, Cho Kwai Chee Foundation Building (A-1/F-06)

10 Lo Ping Road, Tai Po, New Territories, Hong Kong

✉ alumni_affairs@eduhk.hk ☎ (852) 2948 6048 📞 (852) 2948 8466 🌐 https://www.eduhk.hk/aado/



校友會名單

List of Alumni Associations

<https://www.eduhk.hk/aado/zh-hant/connect/alumni-groups-list/>



香港教育大學

The Education University
of Hong Kong

7 提供資訊 Providing Information



當接獲相關政府部門註冊准許，校友會應在14日內通知校友及拓展事務處，並提供以下資訊：
Upon receiving registration approval from the relevant government department, the alumni association should notify the AADO and provide the following information within 14 days of such notice:

- 註冊文件（《公司註冊證明書》或同等性質之文件）
Registration documents (Certificate of Incorporation or documents of the same nature)
- 章程文件及組織架構圖
Constitutional documents and organisation chart
- 執行委員會成員名單
List of Executive Committee members
- 聯絡資訊（包括聯絡人姓名、電話號碼、電郵地址、校友會網站、社交媒體帳號（如適用）以及通訊地址）
Contact information (including contact person's name, telephone number, email address, alumni association website, social media (if applicable), and correspondence address)

8 校友及拓展事務處的溝通及支援 Communication and Support from the AADO



- 校友會網址或會刊登於校友及拓展事務處的官方網站內
The alumni association's website may be listed on the official website of the AADO
- 可透過校友及拓展事務處平台，發放校友會的消息及活動資訊
Alumni association news and event information can be disseminated through the AADO's platform
- 可與校友及拓展事務處合作，舉辦活動
May collaborate with the AADO to organise activities

9 大學名稱及視覺識別的使用，及品牌政策 Use of the University's Name and Visual Identity, and Brand Policy



除非符合以下情況，否則校友會均不得使用大學名稱或視覺識別：

An alumni association is not allowed to use the University's name or visual identity unless:

- 若校友會的名稱中包含大學的名稱，則該校友會可將大學的名稱作為其名稱的一部分使用，且在獲得大學給予的明確書面許可後，該校友會可使用大學的視覺識別；及 / 或
the alumni association's name bears the University's name, in which case the alumni association may use the University's name as part of its name, and the alumni association may use the University's visual identity after specific written permission has been given by the University for such use; and/or
- 若大學的名稱及 / 或視覺識別用於與大學的學術或行政單位共同舉辦的計劃 / 活動，或是為了該等計劃 / 活動的目的需使用大學的名稱及 / 或視覺識別，則任何在與該共同舉辦的計劃 / 活動及其宣傳品相關或附帶的情況下使用大學的名稱及 / 或視覺識別，應由該學術或行政單位控制，並須嚴格遵循大學的傳訊處發出的相關指引。
the University's name and/or its visual identity is to be used in or for the purpose of programmes/activities jointly organised with academic or administrative unit(s) of the University, in which case such academic or administrative unit(s) shall exercise control over the use of the University's name and/or its visual identity in connection with or incidental to the joint programmes/activities and the promotion materials of the joint programmes/activities, and comply strictly with the relevant guidelines issued by the University's Communications Office.

為確保推廣、傳訊及宣傳品的寫作風格一致，相關學術或行政單位亦應建議校友會遵循大學的傳訊處發佈的相關指引。

To ensure consistency in the writing style of marketing, communication and promotional materials, these academic or administrative unit(s) shall also advise alumni associations to follow the relevant guidelines published by the University's Communications Office.



10 未經准許而使用大學名稱的後果 Consequences of Unauthorised Use of the University's Name



校友會在編製任何宣傳和市場推廣材料時，應注意《香港教育大學條例》第21條的以下規定：
When preparing any publicity and marketing materials, alumni associations should note the following provisions under Section 21 of The Education University of Hong Kong Ordinance:

- 任何人不得以法團形式成立或不得組成任何團體，而該團體——
No person shall incorporate or form, or be a director, officer, member or organiser of, or work in connection with, any body of persons which—
 - 偽稱是或冒認是——
 - 大學或其任何分支或部分；或
 - 與大學有任何關連或聯繫；或
 - falsely purports or holds itself out to be—
 - the University or any branch or part thereof; or
 - in any way connected or associated with the University; or
 - 使用“香港教育大學”的名稱，或任何語文中與該名稱十分相似該團體的名稱，足以欺騙或誤導任何人相信它是——
 - 大學或其任何分支或部分；或
 - 與大學有任何關連或聯繫，亦不得成為該團體的董事、高級人員、成員或組織者，或從事與該團體有關連的工作。
 - uses the title “The Education University of Hong Kong” or a title in any language which so closely resembles that title as to be capable of deceiving or misleading any person into believing that the body of persons is—
 - the University or any branch or part thereof; or
 - in any way connected or associated with the University.
- 任何人違反第(1)款的規定，即屬犯罪。
Any person who contravenes subsection (1) commits an offence.

中文版本為原英文文本的翻譯。如中英文版本之間有任何不一致或歧異，概以英文版本為準。
The Chinese version is a translation of the original English text. In the event of any inconsistency or discrepancy between the Chinese and English versions, the English version shall prevail.

本小冊子僅供參考，內容未必詳盡。如欲了解進一步資料，請向AADO查詢。
This brochure is for reference only and may not be exhaustive. For further information, please consult AADO.