



## Learning OnLine (LOL8) Educator Course

**Course Duration** : 8 May – 4 Jul 2025 (Total 17 Weeks with 7 modules)  
**Online platform (Zoom)**  
 8 March 2025 (Sat) : [Module 1] Introduction Session  
 18 May 2025 (Sun) : [Module 5] Face-to-Face Learning Day  
 4 July 2025 (Fri) : [Module 7] Reflection Evening  
 [Module 2-4, 6] - Will be conducted by asynchronous communication

**Enquiries** : (Email) jcimed@hkam.org.hk (Telephone) +852 2871 8744

### APPLICATION FORM For Colleges Nomination

Please complete legibly all parts in **BLOCK LETTERS** and return this form to the JCIMED by post or in person on or before the application deadlines (please refer to IMPORTANT NOTICE at next page).

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Title	:	<input type="checkbox"/> Professor	<input type="checkbox"/> Dr	<input type="checkbox"/> Mr	<input type="checkbox"/> Mrs	<input type="checkbox"/> Ms	<input type="checkbox"/> Miss
Name in English: (as shown on HKID/ Passport)		Family Name			Given Name		
Preferred Name to be called during the Course	:						
Job Title	:						
Institution / Hospital	:						
Specialty	:						
Address	:						
Mobile No.	:	(with WhatsApp <sup>9</sup> )					
Email	:						
Academy Fellow No.	:	(6-digit number printed on Fellowship card)					
Academy Fellow Email Address:		@fellow.hkam.hk					
Have you ever participated in any online medical education course(s) as instructors or learners?		<input type="checkbox"/> Yes	<input type="checkbox"/> No				
Could you briefly explain the reason(s) for joining the course?							

### IMPORTANT NOTICE

1. Full and punctual attendance is required throughout the Course.
2. Course Fee:  
For college Nomination: **Free of Charge.**
3. Please complete and return the Application Form to the Jockey Club Institute for Medical Education and Development on or before **21 February 2025.**
4. A notification email showing the application results will be sent to all applicants about 2 weeks prior to the first course date.
5. Successful applicants are required to study pre-course materials including and submit your 1-min Self-Introduction Video to Canvas (the e-learning platform) prior to the course. A notification email and password for accessing Canvas will be sent to successful applicants around 2 weeks before the Course. **Completion of Pre-course Preparation are required for being awarded the Certificate of Completion.**
6. Participants are requested to communicate actively with your group members and mentor throughout the learning process by using “**WhatsApp**” platform. Please ensure you are able to download “**WhatsApp**” in your smartphone beforehand.
7. For educational purpose and enhancement of the development of Learning Online Education Course, all the classes will be recorded. The participant shall agree/accept that JCIMED to use all the recorded classes/video and or all the products of course assignment that submitted by the participants for educational, teaching and research purpose.

### APPLICANT'S DECLARATION

1. I declare that the information I provide in support of this application is accurate and complete.
2. I understand that my application will not be accepted if any information or document I provided is found to be false.
3. I confirm that I have read and accepted the Personal Information Collection Statement attached to this Application Form.
4. I authorise the JCIMED to use, check and process my data as required for my application.
5. I understand that upon application, my data will become a part of my record and may be used for all purposes in connection with the processing of the application.
6. I understand the materials developed during the Course remain property of JCIMED.
7. I understand for educational purpose and enhancement of the development of Learning Online Education Course, all the classes will be recorded. The participant shall agree/accept that JCIMED to use all the recorded classes/video and or all the products of course assignment that submitted by the participants for educational, teaching and research purpose.

Signature : \_\_\_\_\_ Date : \_\_\_\_\_

### **Personal Information Collection Statement**

1. This is a statement to inform applicants of their rights under the Personal Data (Privacy) Ordinance (the Ordinance).
2. The personal data collected in this Application Form will be used by the JCIMED for the purposes of organising the said course, and where applicable, will serve as part of an applicant's official record with the JCIMED.
3. Personal data will be kept confidential and handled by the staff of or persons appointed by the JCIMED to undertake its administrative functions and for training purposes.

Note:

- a) Applicants are required to keep the JCIMED informed of any changes in their personal data once they have enrolled for the said course.
- b) Under the Ordinance, applicants may have the right to request access to, or correction of any data provided by them in relation to their application.
- c) As the Ordinance allows, the JCIMED has the right to charge a reasonable fee for the processing of any request for data access. Applicants who request access to data or for the correction of their data should do so in writing to the JCIMED.
- d) Applicants should write to the JCIMED if they do not want to receive any information on courses, events or functions organised by the JCIMED.

### FOR INTERNAL USE

Course Application:	<input type="checkbox"/> Accepted	<input type="checkbox"/> Rejected
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