



## **Membership Guide**

### **1. Grades of Membership**

#### **1.1 Honorary Fellow (Hon FHKIPM)**

Honorary Fellow grade is the highest level and most exclusive membership of the Institute. Honorary Fellows are not entitled to vote at meetings and are not required to pay any fee. Involvement is by invitation only to persons who have demonstrated outstanding in project management and leadership achievement in substantial organisations. This grade carries entitlement to use the designatory letters Hon FHKIPM.

#### **1.2 Fellow Member (FHKIPM)**

Fellow grade membership is opened to persons aged 35 or above, who have over 10 years of project management experience and have been holding a Member grade (MHKIPM) membership of the Institute for at least three years. Applicants will have demonstrated a contribution to the industry or the Institute that is over and above their everyday professional work. Fellows will have significant senior experience as project manager. Applicants are required to submit a paper not less than 2000 words to demonstrate the knowledge, range of project management skills and experience on the basis of a whole career description. This membership grade is a voting member and carries entitlement to use the designatory letters FHKIPM.

#### **1.3 Member (MHKIPM)**

1.3.1 Member grade is opened to persons who hold a bachelor degree or higher from a recognized university or tertiary institution plus at least five years relevant working experience in project management. This membership grade is a voting member and carries entitlement to use the designatory letters MHKIPM.

1.3.2 Member grade is also opened to mature candidates aged not less than thirty-five who have acquired extensive knowledge in project management. Applicants are required to submit a paper not less than 1000 words to demonstrate that the level of knowledge in project management is equivalent to tertiary educational achievement, plus at least ten years relevant experience in a professional, managerial or administrative capacity. Membership through this route is also a voting member and carries entitlement to use the designatory letters MHKIPM.



#### **1.4 Graduate Member (GradHKIPM)**

Graduate member grade is opened to persons who hold a bachelor degree from a recognized university or tertiary institution without related working experience. This membership grade is a non-voting member and carries entitlement to use the designatory letters Grad HKIPM.

#### **1.5 Associate Member (AHKIPM)**

Associate member grade is opened to persons who hold relevant academic qualifications with at least one year project management experience. For persons with less relevant academic qualification, they need to have at least three years relevant working experience. This membership grade is a non-voting member and carries entitlement to use the designatory letters AHKIPM.

#### **1.6 Student Member (SHKIPM)**

*1.6.1 Category A:* This category student membership is opened to persons who are currently studying a relevant course in a recognized university or tertiary institution. This membership grade is a non-voting member and carries entitlement to use designatory letters SHKIPM.

*1.5.2 Category B:* This category student membership is opened to students who are aged 25 or below and studying a relevant course in a recognized university or tertiary institution. The annual subscription fee will be waived. This membership grade is a non-voting member and carries entitlement to use designatory letters SHKIPM.

#### **1.7 Membership Upgrade**

Except Honorary Fellow, all grades of membership can be applied to upgrade to a higher level of membership grade.



## 2. Application and Annual Subscription Fees

### 2.1 Fees for new application

Membership Grade	Application Fee (HK\$) *	Annual Subscription Fee (HK\$)
Fellow Member (FHKIPM)	Not applicable	\$1200
Member (MHKIPM)	\$300	\$900
Associate Member (AHKIPM)	\$300	\$600
Graduate Member (Grad HKIPM)	\$100	\$300
Student Member (Category A)	Nil	\$250
Student Member (Category B)	Nil	Nil

\*One-off application fee is payable by applicant

### 2.2 Membership up-grade application fees

From	To	Application Fee (HK\$)
Member (MHKIPM)	Fellow Member (FHKIPM)	\$600
Associate Member (AHKIPM)	Member (MHKIPM)	\$300
Graduate Member (Grad HKIPM)	Associate Member (AHKIPM)	\$300
Student Member (SHKIPM)	Graduate Member (Grad HKIPM)	\$100

Upgrade application fee is payable by applicant for each of application.

### 2.3 Refund of application fees

No refund for any application fee.

## 3. Membership year

The membership year runs from 1<sup>st</sup> April 1 each calendar year to 31<sup>st</sup> March the following calendar year.

## 4. Annual Membership Renewal

Valid membership is subject to full settlement of the annual membership fee for the appropriate membership category which is due by March 31 every calendar year.



### 5. Membership Suspension

Members who have not fully settled the annual membership fee by June 30, their membership will be suspended and membership related benefits will be discontinued.

### 6. Re-instatement of membership

After the suspension of the membership, Members may apply for re-instatement of their membership by paying an additional reinstatement fee (equivalent to membership application or upgrade application fee) as well as the entire outstanding annual membership fee.

### 7. Application Procedure

1. Understand and agree the Personal Data Policy
2. Complete the appropriate application form  
Attach copies of documentary proof of all academic qualification, professional qualifications, working experiences (e.g. job reference letter) and CPD records for the last 24 months.
3. Submit a crossed cheque with appropriate application fee (refer to grade of membership listed above) made payable to "**Hong Kong Institute of Project Management Limited**".  
(Annual subscription fee will be paid upon acceptance of application by further notice.)
4. Send a listed above to the Hong Kong Institute of Project Management at the address:  
11/F, AXA Centre, 151 Gloucester Road, Wanchai, Hong Kong.

### 8. Assessment

- 8.1 All applications shall go through an assessment process by the Assessment Committee and approved by the Council Meeting.
- 8.2 The Membership Assessment Committee normally convenes on the first week of January, April, July and October each year.
- 8.3 Applicants including upgrade application may ask for submitting paper to show their knowledge / experiences or interview if necessary.
- 8.4 HKIPM reserves all the rights in the approval of any applications.