



香港中文大學  
The Chinese University of Hong Kong



香港教育研究所  
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優質學校改進計劃  
Quality School Improvement Project

# “Professional School Improvement Programme” Guideline on Online Application System

# Introduction to Online Application System

School / Organization could apply for QSIP “Professional School Improvement Programme” by submitting the application through the Online Application System.



The screenshot shows the login interface for the QSIP Customer e-Portal. At the top left is the QSIP logo and the text '優質學校改進計劃 Quality School Improvement Project'. To the right, it says '客戶網上平台 Customer e-Portal'. Below this are two input fields: 'User ID 用戶編號' and '密碼 Password'. A green '登入 Login' button is positioned below the password field. A link for '忘記編號 / 密碼 Forget ID / Password' is located below the login button. A dashed line separates the login section from the guest login section. Below the dashed line, the text reads '未登記成為用戶？請按下以下按鈕繼續： Not a registered user yet? Press below button to continue:'. A green '訪客登入 Guest Login' button is located below this text. At the bottom, it says 'Powered by TOGO Web-based Solution™'.

Registered users could log into the system to check and handle the following documents:

- Enquiry
- Quotation
- Contract

(User could view the status of the progress, read the details of the document and make a reply through the system.)

1

# Submitting an Enquiry via Online Application System

# Introduction to Online Application System

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The screenshot shows the login interface for the QSIP Customer e-Portal. It features the QSIP logo and the text '優質學校改進計劃 Quality School Improvement Project'. Below this, it says '客戶網上平台 Customer e-Portal'. There are two input fields: 'User ID 用戶編號' and '密碼 Password'. A green '登入 Login' button is positioned below the password field. A link for '忘記編號 / 密碼 Forget ID / Password' is located below the login button. A dashed line separates the login section from a registration prompt: '未登記成為用戶？請按下以下按鈕繼續： Not a registered user yet? Press below button to continue:'. Below this prompt is a green '訪客登入 Guest Login' button. At the bottom, it states 'Powered by TOGO Web-based Solution™'.

Registered users could log into the system to check and handle the following documents:

- Enquiry
- Quotation
- Contract

( Users could view the status of the progress, read the details of the document and make a reply through the system.)

# Fill in basic information

## 學校/團體資料

### School / Group Profile

QSIP 客戶網上平台  
Customer e-Portal

請填寫以下有關貴校 / 團體的簡介 (\* 為必填項目)  
Please input below information about your school / group (\* are mandatory fields):

#### 基本資料

##### Basic Info

學校/團體名稱(中文)* School / Group Name (Chi)	<input type="text"/>	國家 / 地區* Country / Region	<input type="text"/>
學校/團體名稱(英文)* School / Group Name (Eng)	<input type="text"/>	學校類別* School Type	<input type="text"/>
網址 Website	<input type="text"/>	偏好語言* Preferred Lang	<input type="button" value="中文"/> <input type="button" value="English"/>
學校地址(中文)* School Address (Chi)	<input type="text"/>	學校電話* School Tel	<input type="text"/>
學校地址(英文)* School Address (Eng)	<input type="text"/>	學校傳真* School Fax	<input type="text"/>
		學校電郵* School Email	<input type="text"/>

校長 Principal	稱謂 Title	中文名稱* Chi Name	英文名稱* Eng Name	直線電話 Tel	手提電話 Mobile
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

#### 聯絡資料

##### Contact Info

主要* Primary	稱謂 Title	聯絡人 Contact Person	職位 Title	直線電話 Tel	手提電話 Mobile	電郵 Email
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
其他 Other	稱謂 Title	聯絡人 Contact Person	職位 Title	直線電話 Tel	手提電話 Mobile	電郵 Email
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

# Submit an Enquiry

**Enquiry for Professional Support Service & Quote**

QSiP 客戶網上平台  
Customer e-Portal

Home Enquiry Quotation Contract School / Group Profile

Basic & Contact Information

School / Group Name (Chi)

School / Group Name (Eng)

Primary Contact Person  Position  School Tel  School Fax  School Email

Please select the support service you would like to buy:

School-based professional support programmes (select all the applies)\* :

- Professional Development for Middle Managers
- Enhancement of Assessment Literacy
- Fostering Self-directed Learning
- Enhancement of Learning and Teaching Effectiveness in Specific Subject Panel
- Cross-curricular Life-wide Learning
- Other


QSiP can tailor-made solutions or support programmes according to your situation (please describe in below box if necessary):

Attachment Upload \*\* If there is / are any attachment(s) which can let us know your requirement in more details, please upload here.

Budget \* HKD

After submitting the basic information and enquiry, an auto email notification will be sent to the registered email of school and authorized personnel.

### Quality School Improvement Project - Professional Support for School Improvement: Quotation Enquiry Submitted

 QSIP (Professional Support Services) (Test) <qsip@cuhk.edu.hk>  
收件者 [Redacted]

回覆 全部回覆 轉寄 ...

To: [Redacted] :

Thank you for your quotation enquiry. We will revert to you through the online platform in due course.

For further enquiry, please contact 3943 5050.


[Document Link](#)

Quality School Improvement Project

\*\*This is a system generated email. Please do not reply to this message. \*\*

In the meantime, if school / organization registers an account in our online application system for the first time, “User ID and Password” will be shared to the registered email of school / organization and authorized personnel after QSIP has processed the information and set up user account.

Quality School Improvement Project- Professional Support for School Improvement: Account Activation

 QSIP (Professional Support Services) (Test) <qsip@cuhk.edu.hk>  
收件者 [redacted]

回覆 全部回覆 轉寄 ...

To [redacted]:

Please note that an account for your school has been created to access the online platform of QSIP- Professional Support for School Improvement. You may now review quotation and contract through the platform. Please do not disclose your password to QSIP or third party.

Login ID: [redacted]  
Password: [redacted]  
[Login now](#)

For further enquiry, please contact 3943 5050.

Quality School Improvement Project  
\*\*This is a system generated email. Please do not reply to this message. \*\*



2

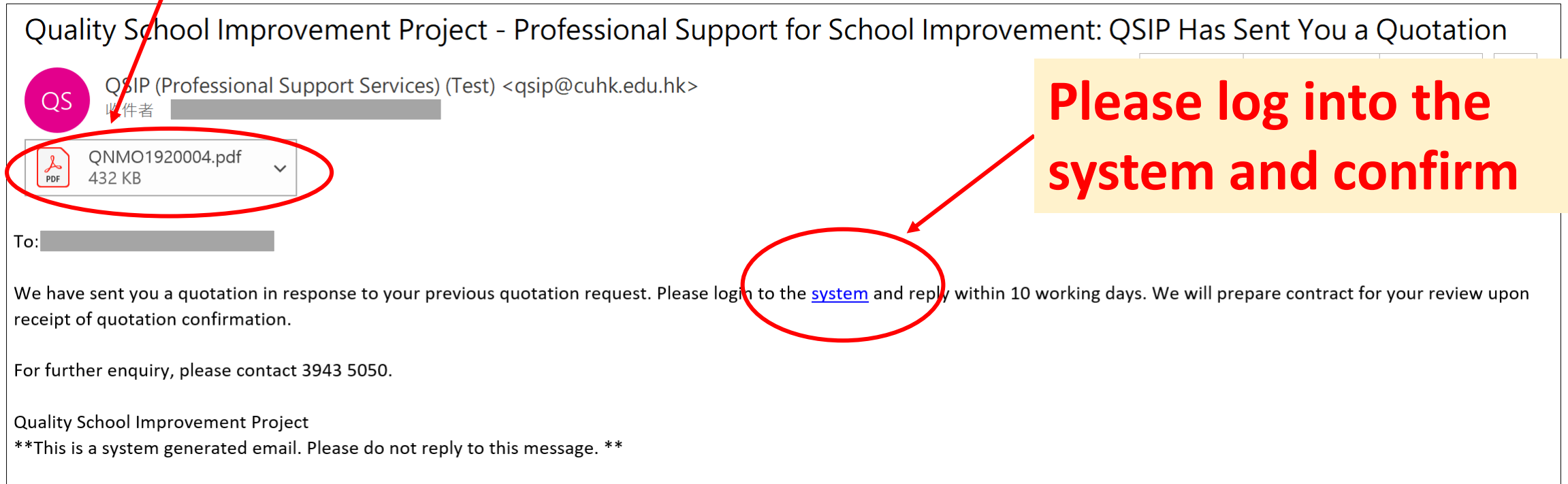
Upon receiving the enquiry, QSIP will make initial contact with the school / organization **by email or phone** in order to understand the needs for support and discuss preliminary collaboration plans.

3

Suggested Support Plan and Quotation  
(Not applicable to schools / organizations which  
require written quotation and tendering)

When the suggested plan and quotation are ready, authorized personnel of school / organization will receive an email with a quotation attached.

**Attachment : Quotation**



The screenshot shows an email interface. At the top, the subject line reads "Quality School Improvement Project - Professional Support for School Improvement: QSIP Has Sent You a Quotation". The sender is identified as "QSIP (Professional Support Services) (Test) <qsip@cuhk.edu.hk>". A red arrow points from the text "Attachment : Quotation" to a PDF attachment icon labeled "QNMO1920004.pdf" with a size of "432 KB". Below the attachment, the "To:" field is redacted. The main body of the email contains the text: "We have sent you a quotation in response to your previous quotation request. Please login to the [system](#) and reply within 10 working days. We will prepare contract for your review upon receipt of quotation confirmation." A red circle highlights the word "system" in the text, with a red arrow pointing to a yellow callout box that says "Please log into the system and confirm". At the bottom of the email, it says "For further enquiry, please contact 3943 5050." and "Quality School Improvement Project". A disclaimer at the very bottom states: "\*\*This is a system generated email. Please do not reply to this message. \*\*"

On the online platform, the status of the quotation is shown as “Pending for Client Review”.

The screenshot displays the QSIP Customer e-Portal interface. The top navigation bar includes 'Home', 'Enquiry', 'Quotation' (highlighted with a red circle and a notification badge), 'Contract', and 'School / Group Profile'. The right side shows the user's name and a 'Logout' link. The main content area is divided into three sections: 'Enquiry', 'Quotation', and 'Contract'. The 'Quotation' section is highlighted with a red box and shows a table with the following data:

#	Quote No.	Date	Status
1	<a href="#">QNMO1920004</a>	27-03-2020	Pending for Client Review
2	<a href="#">QNMO2021001</a>	20-03-2020	Client Accepted
3	<a href="#">QNMO1920003</a>	13-03-2020	Client Accepted

The 'Enquiry' section shows a table with the following data:

#	Enquiry No.	Enquiry Date	Status
1	<a href="#">EMO1920004</a>	27-03-2020	Quotation Issued
2	<a href="#">EMO1920003</a>	13-03-2020	Quotation Issued
3			Enquiry Submitted

The 'Contract' section shows a table with the following data:

#	Contract No.	Date	Status
1	<a href="#">CTMO2021001</a>	20-03-2020	Client Confirmed

If school / organization accepts the quotation, please click “Accept Quotation”.

Status **Pending for Client Review** Quotation No. QNMO1920004 Quotation Date 27-03-2020

▶ **Basic & Contact Info**

School / Group Name (Chi) [REDACTED]

School / Group Name (Eng) [REDACTED]

Primary Contact Person [REDACTED] Position [REDACTED] School Tel [REDACTED] School Fax [REDACTED] School Email [REDACTED]

▶ **Support Service Details**

Support Period 2019-20

Focus	Description	Subject	Target Date	Item	Unit
Enhancement of teaching and learning				Interview for context analysis (Subject-panel level) (40 min)	1 Session

Service Fee **HKD** [REDACTED] \* This quotation will be valid for 6 months from Quotation Date. QSIP will review manpower arrangement after school / group accept this quotation to see if the above mentioned service can be deliver on time.

Original Copy has been sent to Primary Contact Person's Email

← Back  Accept Quotation  Reject / Amend Quotation

In the meantime, the status of the quotation changes to “Client Accepted”.

The screenshot displays the 'Customer e-Portal' interface. At the top right, the logo 'QSIP' and the text '客戶網上平台 Customer e-Portal' are visible, along with a user profile icon and a 'Logout' link. A navigation menu includes 'Home', 'Enquiry', 'Quotation', 'Contract', and 'School / Group Profile'. On the left, a 'Hi!' greeting is followed by a greyed-out user name and the text 'Last Login Success 2020-03-27 12:34:37'. Below this is a 'Service Shortcut' section with four buttons: 'Enquiry for Professional Service Support & Quote', 'View Quotation Pending for Review', 'View Contract Pending for Review', and 'View School / Group Profile & Change Password'. The main content area is divided into three sections: 'Enquiry', 'Quotation', and 'Contract'. Each section has a search icon and the text 'Last 3 records'. The 'Enquiry' table lists three records with statuses 'Quotation Issued', 'Quotation Issued', and 'Enquiry Submitted'. The 'Quotation' table lists three records, with the first record (QNMO1920004) highlighted by a red box and having a status of 'Client Accepted'. The 'Contract' table lists one record with a status of 'Client Confirmed'.

#	Enquiry No.	Enquiry Date	Status
1	<a href="#">EMO1920004</a>	27-03-2020	Quotation Issued
2	<a href="#">EMO1920003</a>	13-03-2020	Quotation Issued
3			Enquiry Submitted

#	Quote No.	Date	Status
1	<a href="#">QNMO1920004</a>	27-03-2020	Client Accepted
2	<a href="#">QNMO2021001</a>	20-03-2020	Client Accepted
3	<a href="#">QNMO1920003</a>	13-03-2020	Client Accepted

#	Contract No.	Date	Status
1	<a href="#">CTMO2021001</a>	20-03-2020	Client Confirmed

If school / organization wishes to amend the content of quotation, please click “Reject / Amend Quotation”. QSIP will revise the quotation upon receiving the request.

Status **Pending for Client Review** Quotation No. QNMO1920004 Quotation Date 27-03-2020

▶ **Basic & Contact Info**

School / Group Name (Chi) [REDACTED]

School / Group Name (Eng) [REDACTED]

Primary Contact Person	Position	School Tel	School Fax	School Email
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

▶ **Support Service Details**

Support Period 2019-20

Focus	Description	Subject	Target Date	Item	Unit
Enhancement of teaching and learning				Interview for context analysis (Subject-panel level) (40 min)	1 Session

Service Fee **HKD** [REDACTED] \* This quotation will be valid for 6 months from Quotation Date. QSIP will review manpower arrangement after school / group accept this quotation to see if the above mentioned service can be deliver on time.

Original Copy has been sent to Primary Contact Person's Email

← Back  Accept Quotation  **Reject / Amend Quotation**

4

# Contract



When the contract is ready, school / organization will be notified by email.

## Attachment : Draft Contract

Quality School Improvement Project - Professional Support for School Improvement: QSIP Has Sent You a Draft Contract

QSIP (Professional Support Services) (Test) <qsip@cuhk.edu.hk>  
收件者 [Redacted]

回覆 全部回覆 轉寄

CTMO1920002.pdf  
273 KB

To [Redacted] :

Thank for your support for QSIP. We have received your confirmation on quotation. Please find the draft contract in the attachment for your perusal. To facilitate follow up procedures, please log in to the [system](#) and reply within 10 working days. True copies of the contract will be delivered to your school upon receiving your confirmation.

For further enquiry, please contact 3943 5050.

Quality School Improvement Project  
\*\*This is a system generated email. Please do not reply to this message. \*\*

**Please log into the system and confirm**

On the online platform, the status of the contract is shown as “Pending for Client Review” .

The screenshot displays the QSiP Customer e-Portal interface. The top navigation bar includes 'Home', 'Enquiry', 'Quotation', 'Contract', and 'School / Group Profile'. The 'Contract' menu item is circled in red and has a notification badge with the number '1'. The user is logged in as 'Hi ! [redacted]' with a last login success on 2020-03-27 at 12:34:37. The 'Service Shortcut' section contains four buttons: 'Enquiry for Professional Service Support & Quote', 'View Quotation Pending for Review', 'View Contract Pending for Review', and 'View School / Group Profile & Change Password'. The main content area is divided into three sections: 'Enquiry', 'Quotation', and 'Contract'. Each section has a table of records. The 'Contract' table has a red border around its first row, which shows a contract with the status 'Pending for Client Review'.

**Home**    **Enquiry**    **Quotation**    **Contract**    **School / Group Profile**

Hi ! [redacted]  
Last Login Success 2020-03-27 12:34:37

Service Shortcut

- Enquiry for Professional Service Support & Quote
- View Quotation Pending for Review
- View Contract Pending for Review
- View School / Group Profile & Change Password

**Enquiry**    Last 3 records    Search

#	Enquiry No.	Enquiry Date	Status
1	<a href="#">EMO1920004</a>	27-03-2020	Quotation Issued
2	<a href="#">EMO1920003</a>	13-03-2020	Quotation Issued
3			Enquiry Submitted

**Quotation**    Last 3 records    Search

#	Quote No.	Date	Status
1	<a href="#">QNMO1920004</a>	27-03-2020	Client Accepted
2	<a href="#">QNMO2021001</a>	20-03-2020	Client Accepted
3	<a href="#">QNMO1920003</a>	13-03-2020	Client Accepted

**Contract**    Last 3 records    Search

#	Contract No.	Date	Status
1	<a href="#">CTMO1920002</a>	27-03-2020	Pending for Client Review
2	<a href="#">CTMO2021001</a>	20-03-2020	Client Committed

If school / organization accepts the contract, please click “Confirm” .

Home Enquiry Quotation **Contract** 1 School / Group Profile

Status Pending for Client Review Contract No. CTMO1920002 Contract Date 27-03-2020

Basic & Contact Info

School / Group Name (Chi) [Redacted]  
School / Group Name (Eng) [Redacted]

Primary Contact Person [Redacted] Position [Redacted] School Tel [Redacted] School Fax [Redacted] School Email [Redacted]

Support Service Details

1. Professional Support Project  
Testing

2. Project PIC  
[Redacted]

3. Support Service ^

Focus	Description	Subject	Target Date	Item	Unit
Enhancement of teaching and learning				Interview for context analysis (Subject-panel level) (40 min)	1 Session

4. Support Period  
31 August 2019 to 31 July 2020

5. Service Fee  
**HKD** [Redacted]

6. Payment Date  
Before 31 Dec 2020

Back  Confirm  Reject

In the meantime, the status of the contract changes to “Client Confirmed”.

The screenshot displays the QSIP Customer e-Portal interface. At the top right, the logo 'QSIP' and the text '客戶網上平台 Customer e-Portal' are visible, along with a user profile icon and a 'Logout' link. A navigation menu includes 'Home', 'Enquiry', 'Quotation', 'Contract', and 'School / Group Profile'. The main content area is divided into three sections: 'Enquiry', 'Quotation', and 'Contract', each with a search icon and 'Last 3 records' label.

**Enquiry** Last 3 records

#	Enquiry No.	Enquiry Date	Status
1	<a href="#">EMO1920004</a>	27-03-2020	Quotation Issued
2	<a href="#">EMO1920003</a>	13-03-2020	Quotation Issued
3			Enquiry Submitted

**Quotation** Last 3 records

#	Quote No.	Date	Status
1	<a href="#">QNMO1920004</a>	27-03-2020	Client Accepted
2	<a href="#">QNMO2021001</a>	20-03-2020	Client Accepted
3	<a href="#">QNMO1920003</a>	13-03-2020	Client Accepted

**Contract** Last 3 records

#	Contract No.	Date	Status
1	<a href="#">CTMO1920002</a>	27-03-2020	Client Confirmed
2	<a href="#">CTMO2021001</a>	20-03-2020	Client Confirmed

The first row of the Contract table is highlighted with a red border, indicating the updated status of the contract.

If school / organization wishes to amend the content of contract, please click “Reject”.  
QSIP will revise the contract upon receiving the request.


The screenshot displays a web application interface for contract management. At the top, a navigation menu includes 'Home', 'Enquiry', 'Quotation', 'Contract', and 'School / Group Profile'. The 'Contract' menu item is circled in red and has a yellow notification badge with the number '1'. Below the navigation, the status is 'Pending for Client Review', the contract number is 'CTMS1920002', and the contract date is '27-03-2020'. The interface is divided into sections: 'Basic & Contact Info' with fields for school/group name in Chinese and English, and primary contact person details; 'Support Service Details' with sections for project type (Testing), project PIC, support service (Interview for context analysis), support period (31 August 2019 to 31 July 2020), service fee (HKD), and payment date (Before 31 Dec 2020). At the bottom, there are three buttons: 'Back', 'Confirm' (with a green checkmark), and 'Reject' (with a red 'X' and circled in red).

Focus	Description	Subject	Target Date	Item	Unit
Enhancement of teaching and learning				Interview for context analysis (Subject-panel level) (40 min)	1 Session

Upon receiving confirmation from school / organization, QSIP will send contract in duplicate to school / organization by post.

Authorized personnel of school / organization will be notified by email. School / organization shall sign and return **both copies** to QSIP.

Quality School Improvement Project - Professional Support for School Improvement: QSIP has Posted the True Copies of Contract

 QSIP (Professional Support Services) (Test) <qsip@cuhk.edu.hk>  
收件者 [redacted]

回覆 全部回覆 轉寄 ...

To [redacted] :

Thank for your support for QSIP.

The contract for professional support services has been delivered to your school through mail. Please sign and return the contract to us to confirm the services.

For further enquiry, please contact 3943 5050.

Quality School Improvement Project  
\*\*This is a system generated email. Please do not reply to this message. \*\*

After the contract was duly signed by both the school / organization and QSIP, one of the copies will be returned to school / organization by post for record.

An auto email notification will be sent to the registered email of school / organization and authorized personnel.

### Quality School Improvement Project - Professional Support for School Improvement: QSIP has Posted the Signed Contract



QSIP (Professional Support Services) (Test) <qsip@cuhk.edu.hk>  
收件者 [REDACTED]



To [REDACTED] :

Thank for your support for QSIP. The true copy of signed contract has been posted to you for record.

For further enquiry, please contact 3943 5050.

Quality School Improvement Project

\*\*This is a system generated email. Please do not reply to this message. \*\*

In the meantime, the status of contract on the online platform, is shown as “Completed”.

The screenshot displays the QSIP Customer e-Portal interface. At the top right, the logo 'QSIP' and the text '客戶網上平台 Customer e-Portal' are visible, along with a user profile icon and a 'Logout' link. A navigation menu includes 'Home', 'Enquiry', 'Quotation', 'Contract', and 'School / Group Profile'. The main content area is divided into three sections: 'Enquiry', 'Quotation', and 'Contract'. Each section has a search icon and the text 'Last 3 records'. The 'Contract' section contains a table with the following data:

#	Contract No.	Date	Status
1	<a href="#">CTMO1920002</a>	27-03-2020	Completed
2	<a href="#">CTMO2021001</a>	20-03-2020	Client Confirmed

The first row of the 'Contract' table is highlighted with a red border. To the left of the main content, there is a 'Hi!' greeting, a 'Last Login' record (Success 2020-03-27 12:34:37), and a 'Service Shortcut' section with four buttons: 'Enquiry for Professional Service Support & Quote', 'View Quotation Pending for Review', 'View Contract Pending for Review', and 'View School / Group Profile & Change Password'.





# School-based Professional Support officially commences