



香港中文大學  
The Chinese University of Hong Kong



香港教育研究所  
Hong Kong Institute of Educational Research



優質學校改進計劃  
Quality School Improvement Project



# "QSiP School-based Professional Support" Guideline on Online Application System

# Introduction to Online Application System

School / Organization could apply for “QSIP School-based Professional Support” by submitting the application through the Online Application System.



The screenshot shows the login interface for the QSIP Customer e-Portal. On the left is a decorative graphic with overlapping teal and orange triangles. The header includes the QSIP logo and the text '優質學校改進計劃' (Quality School Improvement Project) and 'Quality School Improvement Project'. Below the header, the text '客戶網上平台' (Customer e-Portal) and 'Customer e-Portal' are displayed. The login form consists of two input fields: 'User ID / 用戶編號' and '密碼 / Password', each preceded by a green triangle icon. Below these fields is a teal '登入 / Login' button. A link for '忘記編號 / 密碼 / Forget ID / Password' is positioned below the login button. A dashed line separates the login section from the guest login section. Below the dashed line, the text '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:) is shown. Below this text is a teal '訪客登入 / Guest Login' button. At the bottom, it says 'Powered by TOGO Web-based Solution™' with the TOGO logo.

Registered users could log into the system to input and view the followings:

- Enquiry
- Quotation
- Contract

1

## Submitting an Enquiry via Online Application 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)

學校/團體名稱(英文) \*

School / Group Name (Eng)

網址

Website

學校地址(中文) \*

School Address (Chi)

學校地址(英文) \*

School Address (Eng)

國家 / 地區 \*

Country / Region

學校類別 \*

School Type

偏好語言 \*

Preferred Lang

中文

English

學校電話 \*

School Tel

學校傳真 \*

School Fax

學校電郵 \*

School Email

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

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

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

Guideline on Online Application System  
Submitting an Enquiry

香港中文大學  
The Chinese University of Hong Kong

香港教育研究所  
Hong Kong Institute of Educational Research

QSIP

優質學校改進計劃  
Quality School Improvement Project

# 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

...

[redacted]

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 in order to understand the needs for  
support and discuss preliminary collaboration plans.

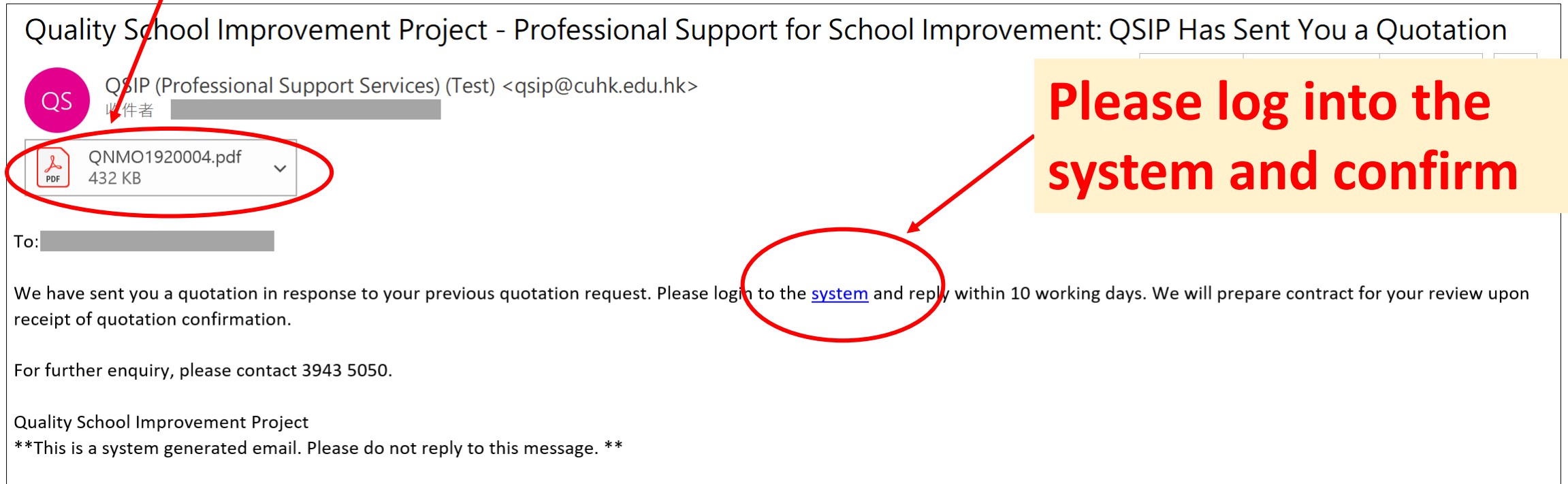


3

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**



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

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

**Hi !** [User Name]  
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

#	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	Pending for Client Review
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="#">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)**

**School / Group Name (Eng)**

**Primary Contact Person**     **Position**     **School Tel**     **School Fax**     **School Email**




**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     \* 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”.

# Home

QSIP 客戶網上平台  
Customer e-Portal

  [Logout](#)


Home

Enquiry

Quotation


Contract


School / Group Profile


Hi ! 


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="#">CTMO2021001</a>	20-03-2020	Client Confirmed

Guideline on Online Application System  
Support Plan and Quotation

 香港中文大學  
The Chinese University of Hong Kong

 香港教育研究所  
Hong Kong Institute of Educational Research

 優質學校改進計劃  
Quality School Improvement Project

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)**

**School / Group Name (Eng)**

**Primary Contact Person**  **Position**  **School Tel**  **School Fax**  **School Email**

**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  \* 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]

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” .

**Home**

QSIP 客戶網上平台  
Customer e-Portal

Logout

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” .

The screenshot shows a web application interface for contract management. At the top, a navigation bar includes links for Home, Enquiry, Quotation, Contract (highlighted with a red circle and a notification badge), and School / Group Profile. Below the navigation bar, the status is 'Pending for Client Review', the contract number is 'CTMO1920002', and the contract date is '27-03-2020'. The main content area is divided into sections: 'Basic & Contact Info' with fields for School / Group Name (Chi), School / Group Name (Eng), Primary Contact Person, Position, School Tel, School Fax, and School Email; 'Support Service Details' with sections for Professional Support Project (Testing), Project PIC, Support Service (with a table of focus areas), Support Period (31 August 2019 to 31 July 2020), Service Fee (HKD), and Payment Date (Before 31 Dec 2020). At the bottom, there is a 'Back' button and two buttons: 'Confirm' (highlighted with a red circle) and 'Reject'.

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) [Text Box]  
School / Group Name (Eng) [Text Box]

Primary Contact Person [Text Box] Position [Text Box] School Tel [Text Box] School Fax [Text Box] School Email [Text Box]

► Support Service Details

1. Professional Support Project  
Testing

2. Project PIC  
[Text Box]

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 [Text Box]

6. Payment Date  
Before 31 Dec 2020

Back ☒ Confirm ☐ Reject

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

# Home

Home

Enquiry

Quotation

Contract

School / Group Profile

Hi !

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

QSiP 客戶網上平台 Customer e-Portal

Logout

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

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

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

Status Pending for Client Review Contract No. CTMS1920002 Contract Date 27-03-2020

**Basic & Contact Info**

School / Group Name (Chi)

School / Group Name (Eng)

Primary Contact Person  Position  School Tel  School Fax  School Email

**Support Service Details**

1. Professional Support Project  
Testing

2. Project PIC

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**


6. Payment Date  
Before 31 Dec 2020

Back Confirm **Reject**

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]

↩ 回覆

↩ 全部回覆

→ 轉寄

...

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”.

# Home

Home

Enquiry

Quotation

Contract

School / Group Profile

Hi !

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

Customer e-Portal

Logout

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	Completed
2	<a href="#">CTMO2021001</a>	20-03-2020	Client Confirmed



# School-based Professional Support officially commences