

Application Form

FOR OFFICE USE ONLY									
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Revision Workshops for Bachelor of Laws (LLB) University of London International Programmes [May/June 2013 Examinations]

1 Personal Particulars

Name (as appears on HKID Card or Passport)

Name in Chinese Sex M / F

Chinese Character Code Date of Birth
Day Month Year

HKID Card / Passport No.* If you are a non-local applicant, please enter 'Y'

Nationality

Correspondence Address

Tel. No. (Home) Tel. No. (Office) Fax No.

Mobile Phone E-mail

If you are a holder of the Federation of The Hong Kong Polytechnic University Alumni Associations (FHKPUAA) Membership Card or the PolyU Privilege Card, please enter "Y" and enclose a photocopy of your Card.

* Please delete as appropriate

2 Course Particulars **Tentative timetables are attached at the back of this form. Please note that no change of choice will be allowed once the application has been submitted.**

Please ✓	COURSE CODE AND TITLE [20 HOURS each]
<input type="checkbox"/>	FC71 Common Law Reasoning and Institutions (Class A)
<input type="checkbox"/>	FC72 Common Law Reasoning and Institutions (Class B)
<input type="checkbox"/>	FC73 Elements of the Law of Contract (Class A)
<input type="checkbox"/>	FC74 Elements of the Law of Contract (Class B)
<input type="checkbox"/>	FC75 Public Law (Class A)
<input type="checkbox"/>	FC76 Public Law (Class B)
<input type="checkbox"/>	FC77 Criminal Law (Class A)
<input type="checkbox"/>	FC78 Criminal Law (Class B)

Please ✓	COURSE CODE AND TITLE [20 HOURS each]
<input type="checkbox"/>	FC79 Law of Trusts
<input type="checkbox"/>	FC80 Law of Tort
<input type="checkbox"/>	FC81 Land Law
<input type="checkbox"/>	FC82 Company Law
<input type="checkbox"/>	FC83 Evidence
<input type="checkbox"/>	FC84 Intellectual Property
<input type="checkbox"/>	FC85 Jurisprudence and Legal Theory
<input type="checkbox"/>	FC86 Succession
<input type="checkbox"/>	FC87 Commercial Law

COURSE FEE	CHEQUE NO.
HK\$3,000 x _____ course(s) = HK\$ _____	

3 Academic Qualifications

Awarding Institution	Title of Award	Year of Award

4 Professional Qualifications

Awarding Institution	Title of Award	Year of Award

5 Working Experience

From (mm/yy)	To (mm/yy)	Full Time / Part Time	Name of Organisation	Position

6 Other information relevant to this application

Are you a University of London International Programmes student? YES/NO * (If yes, please provide your Student Number _____)

* Please delete as appropriate

7 Declaration

I authorise the School of Professional Education and Executive Development to use my personal data for processing my application for admission and for transferring to the student record system when I am offered a place of study. I understand that the information will be used in activities in support of my study at the School.

I declare that all particulars given in this form are true and correct to the best of my knowledge and understand that provision of any false and misleading information will lead to disqualification of my application for admission and registration in the School. **All course fees paid are non-refundable and non-transferrable.**

01/13

Signature

Date

Guide for Applicants

Instructions on completing the application form

1. Please complete the form in English and print in block letters.
2. Please complete ALL parts in full.
3. Non-local applicants - If you or your immediate families (parents/spouse) have continuously resided in Hong Kong for three years immediately preceding the date of application or you have the right of abode, you are classified as a local applicant and you should leave the box blank; otherwise, enter "Y" in the box.
4. Please complete the application form clearly and accurately. Incomplete application forms will not be processed.
5. Please sign the application form before submitting your application.

Submission of applications

6. Completed application forms should be submitted to the School Office at the address below by hand or by post before the closing date for applications together with a crossed cheque or cashier order payable to "The Hong Kong Polytechnic University" for the required course fee. Please write your name and the course code at the back of the cheque or cashier order.
7. The closing date for application is one week before course commencement. Applications submitted after the closing date may be considered if vacancies exist and course fees must be settled by cashier order.

Notification of application results

8. Successful applicants will receive a written notification from the School confirming their enrolment before workshop commencement.
9. Unsuccessful applicants will be notified in writing by the School. Course fees will be returned to them by ordinary mail.
10. Please contact the School Office if you do not receive any notification two days before course commencement.

Fee refund policies

11. Except for unsuccessful applications or course cancellation, course fees paid are not refundable. Fees paid and places allocated on courses are not transferable after application.

Study Materials from SPEED

12. Students will only be provided with the study materials from SPEED when the cheque / cashier order for the tuition fee has been settled.

Certification

13. Certificates of Attendance will be issued to students who have attended 70% or more of the classes.

Use of information

14. Personal data provided as part of an application for admission will, during the admission process, be used solely for the purpose of admission, and in this connection the data will be handled by SPEED and other relevant institutions authorised to receive it.
15. Application forms of unsuccessful candidates will be destroyed after the admission process has been completed.
16. Application forms of successful candidates will become part of the student file and the data will thereafter be handled by SPEED and other relevant institutions authorised to receive it.
17. Under the provisions of the Personal Data (Privacy) Ordinance, applicants have rights to request access to, and the correction of, their personal data. Applicants wishing to access or make corrections to their data should submit written requests to SPEED.

Enquiries

18. All enquiries should be directed to:

School of Professional Education and Executive Development (SPEED)

Room QR802, 8/F, Core R,

The Hong Kong Polytechnic University, Hung Hom, Kowloon.

Tel: 3400 2828 Fax: 2334 3974

E-mail: spiondu@speed-polyu.edu.hk Website: www.speed-polyu.edu.hk

Office Hours

Mondays to Fridays	8:30 am - 7:15 pm
Saturdays	9:00 am - 12:00 noon

SPEED / ATC / ITC
Preparatory Programme for Bachelor of Laws (LLB)
University of London International Programmes
Revision Workshops for May/June 2013 Examinations

Tentative Timetable

FC71 Common Law Reasoning and Institutions (Class A) – 20 hours

Date	Day	Time	Subject
5-Apr-13	Fri	6.30pm - 10.30pm	Common Law 1
6-Apr-13	Sat	2.30pm - 5.30pm	Common Law 2
7-Apr-13	Sun	10.00am - 1.00pm	Common Law 3
12-Apr-13	Fri	6.30pm - 10.30pm	Common Law 4
13-Apr-13	Sat	2.30pm - 5.30pm	Common Law 5
14-Apr-13	Sun	10.00am - 1.00pm	Common Law 6

FC72 Common Law Reasoning and Institutions (Class B) – 20 hours

Date	Day	Time	Subject
20-Apr-13	Sat	2.00pm - 7.00pm	Common Law 1
21-Apr-13	Sun	9.00am - 2.00pm	Common Law 2
27-Apr-13	Sat	2.00pm - 7.00pm	Common Law 3
28-Apr-13	Sun	9.00am - 2.00pm	Common Law 4

FC73 Elements of the Law of Contract (Class A) – 20 hours

Date	Day	Time	Subject
19-Apr-13	Fri	6.30pm - 10.30pm	Law of Contract 1
20-Apr-13	Sat	2.30pm - 5.30pm	Law of Contract 2
21-Apr-13	Sun	10.00am - 1.00pm	Law of Contract 3
26-Apr-13	Fri	6.30pm - 10.30pm	Law of Contract 4
27-Apr-13	Sat	2.30pm - 5.30pm	Law of Contract 5
28-Apr-13	Sun	10.00am - 1.00pm	Law of Contract 6

FC74 Elements of the Law of Contract (Class B) – 20 hours

Date	Day	Time	Subject
6-Apr-13	Sat	2.00pm - 7.00pm	Law of Contract 1
7-Apr-13	Sun	9.00am - 2.00pm	Law of Contract 2
13-Apr-13	Sat	2.00pm - 7.00pm	Law of Contract 3
14-Apr-13	Sun	9.00am - 2.00pm	Law of Contract 4

Remarks:

- Classes will be held in the PolyU campuses (PolyU Main Campus, Hung Hom Bay Campus or West Kowloon Campus). Venues are to be confirmed. Timetables with venue information will be posted to enrolled students together with the acceptance letters before course commencement.
- For some course combination, students will be required to attend classes in both afternoon and evening sessions (for Saturday) and/or morning and afternoon sessions (for Sunday or public holiday).
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FC75 Public Law (Class A) – 20 hours

Date	Day	Time	Subject
22-Mar-13	Fri	6.30pm - 10.30pm	Public Law 1
23-Mar-13	Sat	2.30pm - 5.30pm	Public Law 2
24-Mar-13	Sun	10.00am - 1.00pm	Public Law 3
29-Mar-13*	Fri	6.30pm - 10.30pm	Public Law 4
30-Mar-13*	Sat	2.30pm - 5.30pm	Public Law 5
31-Mar-13	Sun	10.00am - 1.00pm	Public Law 6

FC76 Public Law (Class B) – 20 hours

Date	Day	Time	Subject
9-Mar-13	Sat	2.00pm - 7.00pm	Public Law 1
10-Mar-13	Sun	9.00am - 2.00pm	Public Law 2
16-Mar-13	Sat	2.00pm - 7.00pm	Public Law 3
17-Mar-13	Sun	9.00am - 2.00pm	Public Law 4

FC77 Criminal Law (Class A) – 20 hours

Date	Day	Time	Subject
9-Mar-13	Sat	2.30pm - 5.30pm	Criminal Law 1
10-Mar-13	Sun	10.00am - 1.00pm	Criminal Law 2
11-Mar-13	Mon	6.30pm - 10.30pm	Criminal Law 3
16-Mar-13	Sat	2.30pm - 5.30pm	Criminal Law 4
17-Mar-13	Sun	10.00am - 1.00pm	Criminal Law 5
18-Mar-13	Mon	6.30pm - 10.30pm	Criminal Law 6

FC78 Criminal Law (Class B) – 20 hours

Date	Day	Time	Subject
23-Mar-13	Sat	2.00pm - 7.00pm	Criminal Law 1
24-Mar-13	Sun	9.00am - 2.00pm	Criminal Law 2
30-Mar-13*	Sat	2.00pm - 7.00pm	Criminal Law 3
31-Mar-13	Sun	9.00am - 2.00pm	Criminal Law 4

FC79 Law of Trusts – 20 hours

Date	Day	Time	Subject
8-Mar-13	Fri	6.30pm - 10.30pm	Law of Trusts 1
9-Mar-13	Sat	6.30pm - 9.30pm	Law of Trusts 2
10-Mar-13	Sun	2.30pm - 5.30pm	Law of Trusts 3
15-Mar-13	Fri	6.30pm - 10.30pm	Law of Trusts 4
16-Mar-13	Sat	6.30pm - 9.30pm	Law of Trusts 5
17-Mar-13	Sun	2.30pm - 5.30pm	Law of Trusts 6

* Public holiday

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FC80 Law of Tort – 20 hours

Date	Day	Time	Subject
23-Mar-13	Sat	6.30pm - 9.30pm	Law of Tort 1
24-Mar-13	Sun	2.30pm - 5.30pm	Law of Tort 2
25-Mar-13	Mon	6.30pm - 10.30pm	Law of Tort 3
26-Mar-13	Tue	6.30pm - 9.30pm	Law of Tort 4
31-Mar-13	Sun	2.30pm - 5.30pm	Law of Tort 5
1-Apr-13*	Mon	2.00pm - 6.00pm	Law of Tort 6

FC81 Land Law – 20 hours

Date	Day	Time	Subject
6-Apr-13	Sat	6.30pm - 9.30pm	Land Law 1
7-Apr-13	Sun	2.30pm - 5.30pm	Land Law 2
8-Apr-13	Mon	6.30pm - 10.30pm	Land Law 3
13-Apr-13	Sat	6.30pm - 9.30pm	Land Law 4
14-Apr-13	Sun	2.30pm - 5.30pm	Land Law 5
15-Apr-13	Mon	6.30pm - 10.30pm	Land Law 6

FC82 Company Law – 20 hours (Updated)

Date	Day	Time	Subject
20-Apr-13	Sat	2.30pm - 5.30pm	Company Law 1
21-Apr-13	Sun	10.00am - 1.00pm	Company Law 2
22-Apr-13	Mon	6.30pm - 10.30pm	Company Law 3
27-Apr-13	Sat	6.30pm - 9.30pm	Company Law 4
28-Apr-13	Sun	2.30pm - 5.30pm	Company Law 5
29-Apr-13	Mon	6.30pm - 10.30pm	Company Law 6

FC83 Evidence – 20 hours

Date	Day	Time	Subject
29-Mar-13*	Fri	6.30pm - 10.30pm	Evidence 1
30-Mar-13*	Sat	2.30pm - 5.30pm	Evidence 2
31-Mar-13	Sun	10.00am - 1.00pm	Evidence 3
12-Apr-13	Fri	6.30pm - 10.30pm	Evidence 4
13-Apr-13	Sat	2.30pm - 5.30pm	Evidence 5
14-Apr-13	Sun	10.00am - 1.00pm	Evidence 6

* Public holiday

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FC84 Intellectual Property – 20 hours

Date	Day	Time	Subject
2-Apr-13	Tue	6.30pm - 9.30pm	Intellectual Property 1
3-Apr-13	Wed	6.30pm - 10.30pm	Intellectual Property 2
4-Apr-13*	Thu	6.30pm - 9.30pm	Intellectual Property 3
16-Apr-13	Tue	6.30pm - 9.30pm	Intellectual Property 4
17-Apr-13	Wed	6.30pm - 10.30pm	Intellectual Property 5
18-Apr-13	Thu	6.30pm - 9.30pm	Intellectual Property 6

FC85 Jurisprudence and Legal Theory – 20 hours

Date	Day	Time	Subject
19-Mar-13	Tue	6.30pm - 9.30pm	Jurisprudence 1
20-Mar-13	Wed	6.30pm - 10.30pm	Jurisprudence 2
21-Mar-13	Thu	6.30pm - 9.30pm	Jurisprudence 3
9-Apr-13	Tue	6.30pm - 9.30pm	Jurisprudence 4
10-Apr-13	Wed	6.30pm - 10.30pm	Jurisprudence 5
11-Apr-13	Thu	6.30pm - 9.30pm	Jurisprudence 6

FC86 Succession – 20 hours

Date	Day	Time	Subject
9-Mar-13	Sat	2.30pm - 5.30pm	Succession 1
10-Mar-13	Sun	10.00am - 1.00pm	Succession 2
11-Mar-13	Mon	6.30pm - 10.30pm	Succession 3
16-Mar-13	Sat	2.30pm - 5.30pm	Succession 4
17-Mar-13	Sun	10.00am - 1.00pm	Succession 5
18-Mar-13	Mon	6.30pm - 10.30pm	Succession 6

FC87 Commercial Law – 20 hours

Date	Day	Time	Subject
22-Mar-13	Fri	6.30pm - 10.30pm	Commercial Law 1
23-Mar-13	Sat	2.30pm - 5.30pm	Commercial Law 2
24-Mar-13	Sun	10.00am - 1.00pm	Commercial Law 3
5-Apr-13	Fri	6.30pm - 10.30pm	Commercial Law 4
6-Apr-13	Sat	2.30pm - 5.30pm	Commercial Law 5
7-Apr-13	Sun	10.00am - 1.00pm	Commercial Law 6

* Public holiday

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