

SECTION 3 - Qualifications & Working Experience 學歷/專業資格/工作經驗

This section is applicable only to those courses with the entry requirements. 如申請的課程有註明入學資格，則必須填寫此部份。

A. Academic qualifications 學歷

Awarding Institution 頒發機構	Title of Award 學銜	Year of Award 頒發學年

B. Professional qualifications 專業資格

Awarding Institution 頒發機構	Title of Award 學銜	Year of Award 頒發學年

C. Highest education level achieved 最高學歷程度 (Please 請✓)

- Primary or below 小學或以下程度
 Lower Secondary 初中
 Form 5 or equivalent 中五或同等程度
 Form 6, Form 7 or equivalent 中六、中七或同等程度
- Sub-degree Diploma/ Certificate 非學位文憑/證書
 Associate Degree/ Higher Diploma 副學士高級文憑
 Bachelor's Degree 學士學位
 Postgraduate Diploma/ Certificate 深造文憑/證書
- Master's Degree 碩士
 Doctoral Degree 博士

D. Working experience 工作經驗

From 由		To 至		Full-time 全職/ Part-time 兼職	Name of Organisation 機構名稱	Position 職位	Occupation 職業類別 (enter code* 請填寫編號*)
Month 月	Year 年	Month 月	Year 年				

* Occupation Codes 職業類別編號

- 01 Accounting 會計 05 Computing & Information Technology 資訊科技 09 Marketing & Sales 推廣及銷售 13 Transport 運輸
02 Administration & Management 行政及管理 06 Education 教育 10 Public Relations 公共關係 14 Others 其他 (Please specify 請註明):
03 Advertising 廣告 07 Engineering 工程 11 Social Services 社會服務
04 Banking & Financial Services 銀行及金融服務 08 Literary & Creative Work 文字及創作工作 12 Surveying 測量

E. Other information relevant to this application 其他相關資料 (Please use a separate sheet if necessary 如不敷應用，請另備紙張填寫)

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SECTION 4 - Declaration 聲明

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.

本人授權專業進修學院使用本申請表內有關的個人資料，作處理申請入學之用。本人明白，若獲得學院取錄，本人的資料將會轉為學生紀錄，並會用於有關的教學事宜上。

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. Any fees paid will not be refunded.

本人謹此聲明，此表格內所填報各事項，均屬真實無訛。如有任何虛報或誤導資料，則本人的申請及註冊資格均會被取消。所有已繳費用概不退還。

Signature 簽署

Date 日期

To be completed by the Course Organiser 由課程統籌填寫

Course: _____ Admitted Rejected Waiting List
Name of Course Organiser: _____ Signature: _____ Date: _____

SPD01 01/2011

Guide for Applicants

(for admission to credit-bearing courses under CAM)

Instructions on completing the application form

1. Please complete the form in English and print in block letters.
2. Please complete Sections 1, 2 and 4 in full. If the course you apply requires certain entry requirements, please fill in Section 3 as well.
3. Please enter the course titles and codes correctly in Section 2. You may apply up to four courses in the same form.
4. Non-local applicants – Non-local students are defined as persons entering Hong Kong for purpose of education with a student visa or entry permit issued by the Immigration Department of the HKSAR Government. For details, please contact the Immigration Department of the HKSAR Government (Tel: 2824 6111; Website: www.immd.gov.hk/ehtml/hkvisas_study.htm).
5. Please complete the form clearly and accurately. Incomplete application forms will not be accepted.
6. Please sign the form before submitting your application.

Submission of application and relevant documents

7. Please submit your application by hand or by post to SPEED Offices.
8. An application should include the following documents:
 - a duly completed application form
 - copies of supporting documents e.g. certificates and transcripts.
 - a crossed cheque or bank draft payable to "The Hong Kong Polytechnic University" for the required course fees

***Please submit one cheque or bank draft for each course you apply. Kindly write your name and the course code at the back of the cheque or bank draft.**

 - a recent photo (size: 1" x 1.5") for applying a Student Card (for new CAM students only)

Closing date for application

9. Unless otherwise specified, the closing date for applying a course under CAM is normally 3 weeks before the course commencement date.

Acknowledgement of application

10. Applicants will receive an acknowledgement of application from the School within 2 weeks after submitting their applications.

Notification of application results

11. Successful applicants will receive a written notification from the School confirming their enrolment about 2 weeks before course commencement date.
12. Unsuccessful applicants will be notified in writing by the School. Course fees will be returned to them by ordinary mail.
13. Please contact SPEED Offices if you do not receive any notification 1 week before the course commencement date.

Refund policies

14. According to the School's Refund Policy, **course fees paid are normally not refundable**, except cases of unsuccessful applications and course cancellation. Fees paid and places allocated are not transferable.
15. The refund will be sent to the applicant by ordinary mail. If the applicant does not receive any refund **4 weeks after receipt of "Notification of Refund"**, please check with SPEED Offices at 3400 2828.

CAM student card

16. For identification purpose, all students under CAM will be issued a Student Card. Students may use this card to access to the Library and Computing Centre if the courses they enrol provide them with the relevant access rights. Rights to use any facilities are given at the discretion of the School.

Certification

17. A certification will be issued to students who have satisfied all the prescribed requirements for completion. The certification will specify the title and level of the course, the number of credits earned and the grade achieved. Eligible students will receive certificates by ordinary mail.
18. No certification will be re-issued. Students who need additional certification on course duration, contact hours or attendance rate, etc. may apply in writing. Fee for issuing each certificate is HK\$100*.

Professional and Continuing Education (PCE) Awards

19. Students who wish to receive PCE awards have to submit an application to the School. They have to specify which credits in their records of study they will use to claim the award. A non-refundable graduation fee is required for claiming the awards. Application forms for claiming PCE awards are obtainable at SPEED Offices.

Use of information

20. 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.
21. Application documents of unsuccessful candidates will be destroyed after the admission process has been completed.
22. Application documents 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.
23. Under the provisions of the Personal Data (Privacy) Ordinance, applicants have the 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

24. 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: 2363 0540

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

Mondays to Fridays : 8:30 am – 7:15 pm

Saturdays : 9:00 am – 12:00 noon

Closed on Sundays and Public Holidays

* Subject to change without further notice.

The School reserves the rights to cancel any course, and to make variations to the schedules, venue, contents and mode of delivery of the courses offered. In the event of any discrepancy of interpretation between any printed English statement and its Chinese translation in this Guide, the English version shall prevail.

申請人須知

(申請報讀學分累積制課程適用)

填寫申請表注意事項

1. 請用英文正楷填寫。
2. 請填妥申請表內第1、2及4部份。如報讀的課程註明入學條件，請同時填寫第3部份。
3. 請小心填寫第2部份的課程名稱及編號。申請人可用同一張申請表報讀最多4項課程。
4. 非本地申請人—非本地學生是指持有香港特區政府入境事務處簽發的學生簽證來港就讀的人士。詳情可向香港特區政府入境事務處查詢(電話：2824 6111; 網址: www.immd.gov.hk/cht/html/hkvisas_study.htm)。
5. 請確保申請表內所填的資料均為清楚、正確。資料不全的申請表恕不受理。
6. 請確保已在申請表上簽署，然後才交回申請表。

交回申請表及有關文件

7. 請將填妥的申請表及有關文件親身交回或郵寄到學院辦事處。
8. 交回的申請文件應包括：
 - 填妥的申請表
 - 有關的證明文件副本，例如學業成績表、畢業證書等副本
 - 劃線支票或本票作支付學費之用，抬頭請寫上「香港理工大學」
 - ***每申請一項課程，需遞交一張支付學費的支票或本票。請在支票或本票背頁寫上姓名及課程編號。**
 - 一張1吋X1.5吋的近照，作申請學生證之用(第一次報讀學分累積制課程的人士適用)

截止報名日期

9. 除特別註明外，學分累積制課程一般於開課前3星期截止報名。

申請紀錄回條

10. 申請人在交回申請表後約2星期內，會收到由本學院發出的申請紀錄回條。

通知申請結果

11. 成功申請者大約在開課前2星期會收到由本學院發出的入學通知。
12. 申請若不被接納，申請人將收到本學院的書面通知。學費亦會以平郵退還申請人。
13. 若申請人在開課前1星期尚未收到任何通知，請自行向學院辦事處查詢。

學費退還

14. 按照學院學費退還的政策，除申請不獲接納或所選的課程取消外，**所有已繳學費恕不退還**。學費及學額亦不可轉讓他人。
15. 學費退還會以平郵方式退還給申請者。若申請者於**收到學費退還通知書四星期後**仍未收到有關退款，請致電學院辦事處查詢(電話: 3400 2828)。

學分累積制學生證

16. 學分累積制課程的學員均獲發一張學生證，以作辨別身份之用。如報讀的課程註明可享用圖書館或電腦中心的設施，學員可憑證進入。學院有權決定是否賦予學員享用有關設施的權利。

進修證明書

17. 學員在完成課程及經評審後，成績達到學院的要求，將獲發證明書乙張。該證明書會註明完成的課程名稱、水平、所取得的學分及其等級。符合資格的學員會收到學院以平郵寄出的證明書。
18. 所有證書將不予補發。若學員需要本學院另行證明課程日期、時數、出席率等，可以書面提出申請。每張證明收費為港幣一百元正*。

專業進修學術資格

19. 學員須向學院申請有關的專業進修學術資格。申請專業進修學術資格的表格可在學院辦事處索取。學員在提出申請前必須選取其進修紀錄中的學分，作申請專業進修學術資格之用，並需要繳付有關的畢業費用。已繳付的畢業費用恕不退還。

申請資料的用途

20. 本申請表內有關的個人資料將僅供本學院或有關獲授權機構作處理申請入學事宜之用。
21. 如入學申請不被接納，本學院將銷毀一切有關的個人資料。
22. 成功申請者的個人資料將會存入學生檔案並由本學院或有關獲授權機構處理。
23. 根據個人資料(私隱)條例，申請人有權查閱及更改其個人資料。申請人如須查閱或更改其個人資料，請來函本學院。

查詢

24. 查詢請逕達：

專業進修學院 (SPEED)

九龍紅磡香港理工大學R棟8樓QR802室

電話：3400 2828 傳真：2363 0540

電郵：speed@speed-polyu.edu.hk 網頁：www.speed-polyu.edu.hk

星期一至五：上午8時30分至晚上7時15分

星期六：上午9時正至中午12時正

星期日及公眾假期休息

* 如有調整，恕不另行通知。

學院有權修訂上課時間、地點、內容及授課形式等課程細則，並保留取消課程的權利。申請人須知中文譯本如與英文原文有歧義，以英文為準。