THE HONG KONG POLYTECHNIC UNIVERSITY
香港理工大學

School of Professional Education
and Executive Development
專業進修學院

SPEED

Application Form
報 名 表 格
(for admission to non credit-bearing courses
申請報讀非學分課程適用)

Please read the Guide for Applicants on the other page before completing this form.
填寫本表格前請細閱附頁的申請人須知。

Please complete in block letters. 請以英文正楷填寫。

For Office Use Only

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SECTION 1 - Personal Particulars 個人資料 (*Please delete as appropriate 請刪去不適用選項)

Name (as shown on HKID Card/ Passport*)
英文姓名（如香港身份證/ 護照所示*）

Name in Chinese
中文姓名

Chinese Character Codes
中文電碼

Gender
性別 (Please 請✓)　Male男 ☐　Female女 ☐

Date of Birth
出生日期　　1 9
Day 日/ Month 月/ Year 年

HK ID Card/ Passport No.*
香港身份證/ 護照號碼*

If you are a non-local applicant, please enter 'Y'
若為非本地申請人，請在方格內填「Y」字 ☐

Nationality
國籍

Place of Birth
出生地點

Correspondence Address
通訊地址

☐ Hong Kong 香港　　☐ Kowloon 九龍　　☐ New Territories 新界

Telephone No. (Home)
住宅電話

(Office)
辦公室電話　　　　Ext.

Mobile Phone
手提電話

Fax
傳真號碼

E-mail address
電郵地址

☐ If you are a member of the Federation of The Hong Kong Polytechnic University Alumni Associations (FHKPUAA), please enter "Y" and enclose a photocopy of the membership card. 若為香港理工大學校友會聯會會員，請在方格內填「Y」字，並請附上會員證副本。

SECTION 2 - Course Particulars 報讀課程資料

Course Code
課程編號

Cheque No./ Course Fee
支票號碼/ 學費　　HK$

Course Title
課程名稱

Commencement Date 開課日期
Day日/ Month月/ Year 年　　2 0

SECTION 3 - Address Slips 郵寄紙條

Name 姓名 _____

Name 姓名 _____

Address 地址 _____

Address 地址 _____

SECTION 4 - 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. 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
02 Administration & Management 行政及管理
03 Advertising 廣告
04 Banking & Financial Services 銀行及金融服務
05 Computing & Information Technology 資訊科技

06 Education 教育
07 Engineering 工程
08 Literary & Creative Work 文字及創作工作
09 Marketing & Sales 推廣及銷售
10 Public Relations 公共關係

11 Social Services 社會服務
12 Surveying 測量
13 Transport 運輸
14 Others 其他 (Please specify 請註明):
_____

D. 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)

SECTION 5 - 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

How to enrol

1. Application forms can be downloaded from our website at www.speed-polyu.edu.hk.

2. For each course, please submit individually one application form and one bank draft/ crossed cheque payable to "The Hong Kong Polytechnic University". Kindly complete the application form clearly in block letters and write your name and the course code at the back of the bank draft/ cheque. Incomplete application forms and post-dated cheques will not be accepted.

3. 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).

4. Please send your duly completed application form and bank draft/ crossed cheque by mail or by hand to SPEED Offices before the closing date.

Closing date for application

5. Unless otherwise specified, the closing date for enrolment is normally 3 weeks before the commencement date of the course. Late application may cause cancellation of courses due to insufficient enrolment. Early enrolment from applicants will be appreciated.

Notification of application results

6. Applicants will be notified the results of their applications. Please contact the School if you do not receive any notification 1 week before course commencement.

7. Unsuccessful applicants will be notified in writing by the School. Course fees will be returned to them by ordinary mail.

Refund policies

8. 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.

   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.

Certificates of Attendance/ Attainment

9. Unless otherwise specified, Certificates of Attendance will be issued to those students who have attended 70% or more of the classes.

10. Certain courses have an optional final assessment. If you have achieved satisfactory attendance and successfully passed the assessment, you will be eligible for a Certificate of Attainment issued by the School of Professional Education and Executive Development. For details, please refer to individual course descriptions.

11. Eligible students will receive certificates by ordinary mail.

12. No re-examination will be arranged if you are absent from or fail the assessment, except certain courses where specific examination policies have been specified in the Prospectus or course brochures.

13. No certification will be re-issued. If you need additional certification that you have completed a course, you may apply in writing and pay a fee of HK$100*.

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 documents of unsuccessful candidates will be destroyed after the admission process has been completed.

16. 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.

17. 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

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: 2363 0540
E-mail: speed@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
Closed on Sundays and Public Holidays

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* 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.

報名手續

1. 報名表格可從本學院網頁下載（網址：www.speed-polyu.edu.hk）。
2. 每申請一項課程，須呈交一張報名表及一張銀行本票/ 劃線支票，抬頭請寫上「香港理工大學」。請以英文正楷填妥報名表，並於本票/ 支票背面寫上姓名及課程編號。資料不全的報名表及期票恕不受理。
3. 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/chtml/hkvisas_study.htm）。
4. 填妥的報名表格須連同劃線支票/ 銀行本票，於課程截止報名日期前郵寄或交回本學院。

截止報名日期

5. 除特別註明外，課程截止報名日期一般為開課前3星期，但學員應盡早報名為宜。報名延誤可能引致某項課程因人數不足而被取消。

通知申請結果

6. 學院將通知申請人有關的申請結果。若申請人於所報讀課程開課前1星期仍未收到通知，則應自行向學院查詢。
7. 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。

學費退還

8. 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。學費退還會以平郵方式退還申請者。若申請者於**收到學費退還通知書4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）。

聽講/ 修業證書

9. 除特別註明外，學員上課次數不少於百分之七十，可獲發聽講證書。
10. 部份課程設有結業考試。若學員上課達滿意出席率，並考獲及格成績，可獲專業進修學院頒發修業證書。詳情請參閱個別課程資料。
11. 符合資格的學員會收到學院以平郵寄出的聽講/ 修業證書。
12. 除非課程訂明特別考試規則（詳列於課程簡介及資料單張），學員缺席結業考試或成績未符合及格要求者，將不獲安排重考。
13. 所有證書將不予補發。若學員需要本學院另行證明其完成某課程，可以書面提出申請。每張證明收費港幣一百元正*。

申請資料的用途

14. 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。
15. 如入學申請不被接納，本學院將銷毀一切有關的個人資料。
16. 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。
17. 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

18. 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

辦公時間
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。